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**PARKS, RECREATION AND CULTURE COMMISSION**

*HIS WORSHIP, THE MAYOR  
AND COUNCILLORS*

**SUBJECT: 2022 FACILITY USE, PROGRAM AND SERVICES FEE SCHEDULE**

**RECOMMENDATIONS:**

1. THAT Council authorize the City Solicitor to bring forward the Burnaby Parks, Recreation and Culture Fees Bylaw 2022 to implement the Facility Use Fees (Appendix A) as outlined in this report.
2. THAT Council authorize the City Solicitor to repeal the following three bylaws:
  - Burnaby Recreation Fees and Admissions Bylaw 2021;
  - Burnaby Shadbolt Centre and Burnaby Art Gallery Rental Fee Bylaw 2019;
  - Burnaby Village Museum Fees Bylaw 2019.

**REPORT**

The Parks, Recreation and Culture Commission, at its Open meeting held on 2021 October 12, received and adopted the attached report. As the 2022 Facility Use Fee Schedule includes an amalgamation of the three previous bylaws, staff has undertaken to prepare the corresponding bylaw schedule that reflects the rates approved by the Commission (Appendix B).

Respectfully submitted,

Councillor S. Dhaliwal  
Chair

Commissioner B. Larkin  
Deputy Chair

Copied to: Chief Administrative Officer Deputy Chief Administrative Officer - CFO Director Corporate Services Director Parks, Recreation & Cultural Services City Solicitor
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COMMISSION REPORT

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**TO:** CHAIR AND MEMBERS  
PARKS, RECREATION & CULTURE  
COMMISSION

**DATE:** 2020 Oct 06

**FROM:** DIRECTOR - PARKS, RECREATION &  
CULTURAL SERVICES

**FILE:** 7000-01

**SUBJECT: 2022 FACILITY USE, PROGRAM AND SERVICES FEE SCHEDULE**

**PURPOSE:** To request approval of the 2022 Facility Use Fee Schedule Bylaw Fees and the 2022 Non-Bylaw Program and Service Fees.

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**RECOMMENDATIONS:**

1. **THAT** Commission seek approval for Council to authorize the City Solicitor to bring forward the Burnaby Parks Recreation and Culture Fees Bylaw 2022 to implement the Facility Use Bylaw Fees (Attachment #1) as outlined in this report.
2. **THAT** the 2022 Non-Bylaw Program and Service Fees (Attachment #2) be approved, as outlined in this report.
3. **THAT** Council authorize the City Solicitor to repeal the following three bylaws:
  - Burnaby Recreation Fees and Admissions Bylaw 2021;
  - Burnaby Shadbolt Centre and Burnaby Art Gallery Rental Fee Bylaw 2019;
  - Burnaby Village Museum Fees Bylaw 2019.

**REPORT**

**1.0 INTRODUCTION**

Each spring, a report is brought forward outlining the recommended fee structure for the upcoming year's Recreation and Cultural services effective September 01 of that year. The fees are normally established at this time to enable staff to program for the fall session and prepare the Provisional Budget for the upcoming year using the appropriate fees. Due to the COVID pandemic, the fees were last amended in June 2021.

As we look towards 2022, it is anticipated that Recreation and Cultural participation will return to normal capacities. Program and service practices will return to normal, without additional restriction or enforcement practices. The economy will still be in recovery mode with many businesses and individuals still recovering from the impacts of the COVID pandemic. To reflect this, staff are recommending a fee structure as outlined in this report, effective 2022 January 01.

## **2.0 POLICY SECTION**

The 2022 Facility Use Program and Service Bylaws in alignment with the Corporate Strategic plan in the following ways:

### **Goal**

- A Healthy Community
  - Healthy life –  
Encourages opportunities for healthy living and well-being
  - Lifelong learning –  
Improve upon and develop programs and services that enable ongoing learning
- A Thriving Organization
  - Organizational culture –  
Ensure that our core values are reflected in our policies, programs and service delivery
  - Financial viability –  
Maintain a financially sustainable City for the provision, renewal and enhancement of City services, facilities and assets  
Support technology development and innovation to empower staff and to advance community objectives

## **3.0 BACKGROUND**

Typically, the City of Burnaby has a very structured fee process. Fees are set to be reasonable and competitive with comparable programs and services in nearby municipalities. During the COVID pandemic, Be Active passes and punch cards were paused and single admissions were used for all services. In June 2021 a simplified, reduced admission fee structure was approved and implemented. Allotment fees remained the same as 2020 rates. Program rates identified in the non-bylaw fees were increased by inflation.

A thorough market survey comparing Burnaby's admission rates, allotment rates and program fees to those of other local cities takes place every second year, the most recent was completed in the Fall 2019. The surveys are undertaken to ensure that Burnaby's

rates are reasonable and competitive with comparable programs and services in nearby municipalities. The survey findings are analyzed in conjunction with projected rates of inflation and a recommended rate of increase for fees is proposed. As warranted, exceptions to the recommended increase are proposed when the market research shows that Burnaby's fees are no longer mid-market range. An adjustment above or below the recommended rate of increase may be indicated, or a new fee is required to meet user interests. In some cases adjustments are scheduled to be implemented over a multi-year period. During the COVID pandemic, it has been challenging to do market research as services are rapidly changing based on Provincial Health Orders and services are not comparable to other cities. As the City is introducing a new Recreation management software program in 2023, preparation is being proposed to ensure the City is consistent in its approach to fees across all divisions. This will reduce overall the total number of all fees.

**Highlight of the Fees and Charges**

**Recommended Be Active Fees** (not including GST):

	Single Admission	Punchcard/1 Month	4 Month	Annual
Adult (19-64 yrs.)	\$6.00	\$54.00	\$162.00	\$388.80
Youth (13-18 yrs.) & Senior (65+ yrs.)	\$4.52	\$40.70	\$122.10	\$293.05
Child (4-12 yrs.)	\$3.00	\$27.00	\$81.00	\$194.40
Toddler (0-3 yrs.)	Free	Free	Free	Free

**Recommended Outdoor Pool Fees** (not including GST):

	Single Admission	Punchcard
Adult (19-64 yrs.)	\$3.81	\$34.30
Youth (13-18 yrs.) & Senior (65+ yrs.)	\$2.86	\$25.70
Child (4-12 yrs.)	\$1.90	\$17.10
Toddler (0-3 yrs.)	Free	Free
Family Swim (per person)	\$1.90	N/A

**Arena Fees to be implemented September 01, 2022 Skating Season**

Recommend to eliminate separate arena admission fee (\$5.57) and merge with Be Active (as above). Eliminate separate Parent and Toddler fee (\$3.95, 0-3 yrs. free) and merge with Be Active (as above). Family Skate fee and Family Swim fee to be merged into one fee of \$3.00 per person (4 yrs. and over).

**Drop-In Sports Admission to be implemented January 01, 2022**

Eliminate the separate table tennis admission/pass and gym sports admission. Merge table tennis admission and drop-in sports admission into one new rate/punch card. Eliminate peak and off-peak rates based on time of day. Market research has revealed that other cities do not designate peak and off-peak time. All days and times are in high demand. This will streamline and simplify our fee structure.

**New Drop-in Sports Fee (not including GST) to be implemented January 01, 2022:**

	Single Admission	Punchcard
Adult (19-64 yrs.)	\$5.00	\$45.00
Youth (13-18 yrs.) & Senior (65+ yrs.)	\$3.75	\$33.80

**Allotments – Outdoor Sports – Grass Fields to be implemented April 01, 2022**

Recommend to combine Grass A (sand based) fields and Grass B (soil based) field fees into one fee of \$5.13/hr. The level of maintenance is the same regardless if the grass field is sand or soil based. User groups choose the field of play based on location and not material of the grass.

**Allotments – Outdoor Sports – Tournament Fee to be implemented April 01, 2022**

The City of Burnaby currently provides a tournament fee that offers one free hour if 7 hours are booked on a field for a tournament. Hosting tournaments requires increased resources (cleaning supplies, extra staffing). User groups with regular bookings are cancelled due to tournaments and there is a high demand for fields. The recommendation is to eliminate the tournament fee and charge based on the hourly rate.

**Allotments – Outdoor Sports – Outdoor Pickleball Tournament Fee to be implemented January 01, 2022**

Burnaby currently uses the tennis court tournament fee for any pickleball tournament allotments. Two to four pickleball courts can fit on a tennis court. The recommendation is

To: Parks, Recreation & Culture Commission  
From: Director - Parks, Recreation & Cultural Services  
Re: 2022 Facility Use, Program and Services Fee Schedule  
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to add a new Outdoor Pickleball Tournament fee of \$6.00 per court per hour based on market research. This rate will be slightly below the medium rate.

**Allotments – Indoor to be implemented January 01, 2022**

Currently, Recreation charges for indoor spaces by group size and Cultural Services charges by the room size and single rate per room. The recommendation is to charge by room size for both meeting and activity rates and social rates across divisions. This change will streamline booking processes across Recreation and Cultural Services, eliminate significant number of fees, put user groups into appropriate room sizes and maximize the use of space in facilities.

**Allotments – Filming to be implemented January 01, 2022**

Recommend to increase fees for commercial filming to reach market medians. Currently, multiple fee structures are used for filming in parking lots. Recommend to standardize filming fees across Parks, Recreation and Culture divisions to streamline the booking process.

**4.0 RECOMMENDATIONS**

In summary, the majority of non-bylaw fees will remain the same. Some fees will be moved from non-bylaw to the bylaw document as they are admission based. The majority of bylaw fees will not be increased for 2022 with the exception of those outlined in this report. It is recommended that the fees are implemented January 01, 2022 with the exception of field allotment fees (to commence April 01, 2022), arena admission (to commence September 01, 2022 skating season) and long term arts fees (to commence September 01, 2022 program season).

It is recommended that the three separate bylaws for Recreation, Shadbolt Centre and Burnaby Art Gallery, and Burnaby Village Museum be consolidated into one Burnaby Parks, Recreation and Culture Fees bylaw.



Dave Ellenwood  
DIRECTOR - PARKS, RECREATION & CULTURAL SERVICES

EB:TK:tc  
Attachments

cc: Chief Administrative Officer  
Deputy Chief Administrative Officer & Chief Financial Officer  
Director of Corporate Services  
City Solicitor  
City Clerk