



Item .....  
Meeting ..... 2019 Sep 16

## COUNCIL REPORT

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**TO:** CITY MANAGER **DATE:** 2019 July 23

**FROM:** DIRECTOR PARKS, RECREATION & CULTURAL SERVICES **FILE:** 62500-01

**SUBJECT: AMENDMENT TO BURNABY SHADBOLT CENTRE AND BURNABY ART GALLERY RENTAL FEES BYLAW 2019 AND BURNABY VILLAGE MUSEUM FEES BYLAW 2019**

**PURPOSE:** To amend the above noted bylaws as outlined in this report.

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### **RECOMMENDATIONS:**

1. **THAT** Council authorize the City Solicitor to bring forward the required bylaw amendment to the Burnaby Shadbolt Centre and Burnaby Art Gallery Rental Fees Bylaw 2019, as outlined in this report.
2. **THAT** Council authorize the City Solicitor to bring forward the required bylaw amendment to Burnaby Village Museum Fees Bylaw 2019, as outlined in this report.
3. **THAT** a copy of this report be sent to the Parks, Recreation and Culture Commission.

## **REPORT**

### **1.0 BACKGROUND**

Burnaby City Council at its meeting on 2019 May 27 adopted both the Burnaby Shadbolt Centre and Burnaby Art Gallery Rental Fees Bylaw 2019, Bylaw #14027 and the Burnaby Village Museum Fees Bylaw 2019, Bylaw #14028. The fees on these bylaws come into effect on 2020 January 01.

### **2.0 POLICY SECTION**

The Burnaby Shadbolt Centre and Burnaby Art Gallery Rental Fees Bylaw 2019 and the Burnaby Village Museum Fees Bylaw 2019 are in alignment with the Corporate Strategic Plan in the following ways:

To: City Manager  
From: Director Parks, Recreation and Cultural Services  
Re: Amendment to Burnaby Shadbolt Centre and Burnaby  
Art Gallery Rental Fees Bylaw 2019 and Burnaby  
Village Museum Fees Bylaw 2019

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### **An Inclusive Community**

- Ensure City services fully meet the needs of our dynamic community

### **A Healthy Community**

- Promote and encourage opportunities for healthy living and well being

### **A Dynamic Community**

- Manage change by balancing economic development with environmental protection and maintaining a sense of belonging

### **A Thriving Organization**

- Ensure that our core values are reflected in our policies, programs and service delivery
- Maintain a financially sustainable City for the provision, renewal and enhancement of services

## **3.0 INFORMATION**

Schedule A on both of these bylaws requires amendment as the inclusion of information regarding City of Burnaby charges are internal transactions and are not required to be on the bylaw. Schedule A – Section C of the Burnaby Shadbolt Centre and Burnaby Art Gallery Rental Fees Bylaw (Attachment # 1) has been amended to reflect the required changes. Schedule A – section B of Burnaby Village Museum Fees Bylaw 2019 (Attachment #2) has been amended to reflect the required changes.

Burnaby Shadbolt Centre and Burnaby Art Gallery 2019, Schedule A Section C will now reflect as follows:

Registered Not for Profit Society Rate	65% of private rental rate
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Burnaby Village Museum Fees Bylaw 2019, Schedule A – Section B will now reflect as follows:

<b>Meeting Rate - Preferred</b> (minimum 2 hour rental)	Discovery Room or Carousel Activity Room
Up to 100 people	\$51.06/hr.

To: City Manager  
From: Director Parks, Recreation and Cultural Services  
Re: Amendment to Burnaby Shadbolt Centre and Burnaby  
Art Gallery Rental Fees Bylaw 2019 and Burnaby  
Village Museum Fees Bylaw 2019

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#### **4.0 RECOMMENDATION**

It is recommended that Council authorize the City Solicitor to bring forward the required amendments to the Burnaby Shadbolt Centre and Burnaby Art Gallery Bylaw 2019 and the Burnaby Village Museum Fees Bylaw 2019, as outlined in this report, and that a copy of this report be forwarded to the Parks, Recreation and Culture Commission.



Dave Ellenwood  
DIRECTOR PARKS, RECREATION & CULTURAL SERVICES

KM:tc

P:\Admin\Clerical\Staff\tdp\reports\Request Change to Bylaw 13475

Copies to: City Clerk  
City Solicitor

REVISED

**SCHEDULE "A"****SHADBOLT CENTRE FOR THE ARTS and BURNABY ART GALLERY****2019 SEPTEMBER 01 – 2020 AUGUST 31****A) PRIVATE RENTALS**

Exclusive use by private groups/individuals

<b><u>Schedule "A"</u></b>	Weddings, dances, parties, banquets, socials, filming All rooms except theatres	\$0.068 / sq.ft./hr.
	James Cowan Theatre Studio Theatre	\$385.41 per hour \$233.15 per hour
<b><u>Schedule "B"</u></b>	Meetings, conferences, trade shows, rehearsals All rooms except theatres	\$0.036 / sq.ft./hr.
	James Cowan Theatre Studio Theatre	\$203.29 per hour \$122.99 per hour
<b><u>Schedule "C"</u></b>	Studio public performances, recitals. (n/a to theatres) Minimum 4 hour rental	\$0.027 / sq.ft./hr.
	James Cowan Theatre Studio Theatre	\$948.11 per day \$665.33 per day
<b><u>Theatres</u></b>	Theatre facility per seat	\$2.86/seat
	Outdoor Concert Bowl	\$6,000 plus 8% of gross ticket sales plus \$1.00/seat
	Outdoor Concert Bowl (set up and strike days)	\$1,500 - \$3,000
	Wedding Photos	\$128.85 /hr.

**B) PRIVATE RENTALS**

Rates for groups/individuals booking for extended duration of time.

Outdoor Verandas / Balconies (Burnaby Art Gallery)	50% of regular rate
10 hour block booking (Schedules "A", "B" only)	80% of regular rate
24 hour block booking (Schedules "A", "B" only)	50% of regular rate
Weekly rental (Sunday - Saturday) (Schedule "C" only / Theatres ONLY)	75% of regular rate

**C) PREFERRED RENTALS**

Use of facilities by registered Not-for-profit society or City Department.

Registered Not-For-Profit society rate (Does not apply to Schedule "A")	65% of private rental rate
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**D) ANCILLARY REVENUES**

(i.e. sale of merchandise, food, beverage by rental group or organization)

Regular use	15% of gross revenue
Regular use (Not-for-profit society)	No Charge
Registered Not-for-profit society fundraisers	No Charge

**E) CULTURAL EVENT PARTICIPATION FEE**

Participant Fee (Attendance under 5,000)	
Community Organizations	\$6.00 /hr.
Artisans	\$11.00 /hr.
Vendors	\$15.00 /hr.

Participant Fee (Attendance over 5,000)	
Community Organizations	\$12.00 /hr.
Artisans	\$22.00 /hr.
Vendors	\$30.00 /hr.

**SCHEDULE "A"****BURNABY VILLAGE MUSEUM****2020 JANUARY 01 - DECEMBER 31****Staffing costs/labour charges are not included in facility use fees****A) PRIVATE RENTALS**

Exclusive use by private group/individuals

<b>Church</b>	
Wedding	\$482.87
Memorial Service/Baptism	\$323.25
Intimate Outdoor Wedding (up to 16 people)	\$194.13

<b>Discovery Room</b>	<b>4 hours</b>	<b>8 hours</b>
Reception/Social gathering	\$453.58	\$908.06
Additional hours	\$177.29/hr.	

<b>Meeting Rate - Private</b> (minimum 2 hour rental)	Discovery Room or Carousel Activity Room
Up to 100 people	\$65.83/hr.

**B) PREFERRED RENTALS**

Any recreation, sport or art club/organization or registered not-for-profit society; City departments.

<b>Meeting Rate - Preferred</b> (minimum 2 hour rental)	Discovery Room or Carousel Activity Room
Up to 100 people	\$51.06/hr.

**C) SITE RENTALS**

Wedding photos during non-public hours	\$128.85
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Carousel Pavilion (4 hour rental) Up to 263 people	With Rides	\$1154.32
	Additional hours	\$229.67/hr.

Entire site (max. 7 hrs.)	- Under 500 people	\$3,159.08
	- 501 - 1,000 people	\$4,070.35
	- 1,001 - 1,500 people	\$4,966.83
	- 1,501 - 2,000 people	\$5,924.17

Picnic Area (max. 7 hrs.)	Picnic (0-100 people) Carousel Patio	\$314.08
	Picnic (100-500 people) Carousel Meadow	\$770.28
	Corporate (500-1000 people) Carousel Meadow	\$1,281.48

Tent Rental	20' x 20'	\$381.41
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**D) CULTURAL EVENT PARTICIPATION FEE**

Participant Fee (Attendance under 5,000)	
Community Organizations	\$6.00 /hr.
Artisans	\$11.00 /hr.
Vendors	\$15.00 /hr.

Participant Fee (Attendance over 5,000)	
Community Organizations	\$12.00 /hr.
Artisans	\$22.00 /hr.
Vendors	\$30.00 /hr.

**E) MUSEUM ADMISSION RATES**

<b>Season Gate Pass</b> (includes unlimited carousel rides, guided tours and special events)	All ages	\$40.00
<b>Carousel Admission Rates</b> (All ages)	Single Ride	\$2.52
	Bakers Dozen (13 rides)	\$30.24
<b>Group Rates</b>	Adult	No Charge
	Senior / Disabled	No Charge
	Student / Youth (13 - 18 years)	No Charge
	Children (6 - 12 years)	No Charge
<b>Challenge Group Pass</b>		No Charge
<b>Tour Group Rates</b>		No Charge

**F) MUSEUM PROMOTIONAL COUPONS**

New Marketing initiatives for museum i.e. used to promote the attraction

Annual maximum value	\$15,000.00
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**G) MUSEUM COURTESY PASSES**

Used for promotional activities, public relations initiatives or to reimburse for disruption in service.

Annual maximum value	\$ 10,000.00
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