



Office of the City Clerk

K. O'Connell, City Clerk
B. Zeinabova, Deputy City Clerk

INTER-OFFICE MEMORANDUM

TO: CHAIR AND MEMBERS
PARKS, RECREATION AND CULTURE
COMMISSION

DATE: 2019 SEPTEMBER 17

FROM: DEPUTY CITY CLERK

FILE: 62500-01

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

ITEM NO. 7(4), MANAGER'S REPORTS, COUNCIL 2019 SEPTEMBER 16

Burnaby City Council, at the Open Council meeting held on 2019 September 16, received the above noted report and adopted the following recommendations contained therein:

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.

As per recommendation #3, a copy of the staff report is attached.

A handwritten signature in blue ink, appearing to read "Blanka Zeinabova".

Blanka Zeinabova
Deputy City Clerk



COUNCIL REPORT

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.

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:

Meeting Rate - Preferred (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\kc\dp\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

<u>Schedule "A"</u>	Weddings, dances, parties, banquets, socials, filming All rooms except theatres	\$0.068 / sq.ft./hr.
	James Cowan Theatre	\$385.41 per hour
	Studio Theatre	\$233.15 per hour
<u>Schedule "B"</u>	Meetings, conferences, trade shows, rehearsals All rooms except theatres	\$0.036 / sq.ft./hr.
	James Cowan Theatre	\$203.29 per hour
	Studio Theatre	\$122.99 per hour
<u>Schedule "C"</u>	Studio public performances, recitals. (n/a to theatres) Minimum 4 hour rental	\$0.027 / sq.ft./hr.
	James Cowan Theatre	\$948.11 per day
	Studio Theatre	\$665.33 per day
<u>Theatres</u>	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

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

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

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

Meeting Rate - Private (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.

Meeting Rate - Preferred (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

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