

CITY OF BURNABY

BYLAW NO. 14336

A BYLAW respecting recreation facility
rentals and admissions

The Council of the City of Burnaby ENACTS as follows:

1. This Bylaw may be cited as **BURNABY RECREATION FEES AND ADMISSIONS BYLAW 2021.**
2. Burnaby Parks, Recreation and Culture Commission may charge for use of, or admission to, sports and recreation facilities the fees specified in Schedule “A”.
3. Burnaby Recreation Fees and Admissions Bylaw 2019, Bylaw No. 13889, is repealed effective the first day of June, 2021.
4. Where applicable, Goods and Services Tax (GST) and/or Provincial Sales Tax (PST) will be added to the fees specified in Schedule “A”.
5. This Bylaw comes into force on the first day of June, 2021.

Read a first time this	day of	2021
Read a second time this	day of	2021
Read a third time this	day of	2021
Reconsidered and adopted	day of	2021

MAYOR

CLERK

SCHEDULE "A"**FACILITY RENTAL, ADMISSION AND EQUIPMENT FEES****Effective 2021 JUNE 01**

Note: All allotments in this schedule include a base level of staff support for the event. If additional staff are required for set up/take down, maintenance or clean up, then these direct costs will be billed to the allotment group.

GST will be added where applicable.

I. PRIVATE RENTALS AND ALLOTMENTS - ACTIVITIES

Exclusive use of designated areas by private group/individuals of Parks and Recreation buildings. (2 hour minimum)

a) Personal Use - Meetings, Activity Rentals

Alan Emmot Centre, Bill Copeland Sports Centre, Bonsor Recreation Complex, Burnaby Lake West Sports Complex, Cameron Recreation Complex, Charles Rummel Centre, Confederation Community Centre, Edmonds Community Centre, Eileen Dailly Leisure Pool & Fitness Centre, Forest Grove School, Kensington Complex, Wesburn Community Centre, Willingdon Community Centre, University Highlands, 3713 Kensington	Up to 60 people Up to 100 people Over 100 people	\$45.77/hr. \$91.59 /hr. \$162.31 /hr.
--	--	--

b) Personal Use - Gymnasium Rental

Private rental for sports activities only, including standards, nets and exclusive use of the gymnasium(s)

Cameron Recreation Complex, Bonsor Recreation Complex and Edmonds Community Centre, 3713 Kensington	Single Gym (equivalent to one full basketball court)	\$111.45 /hr.
---	---	---------------

II. PREFERRED RENTALS AND ALLOTMENTS - ACTIVITIES

Registered Not-for-profit and/or informal recreation, sport, art club, or organization.

Membership and or participation must be non-restrictive.

(i.e. open to the public)

a) Meeting Rate

Community group/associated criteria:

Group must utilize City of Burnaby facilities on a regular and ongoing basis. May have meeting to review regular group business ONE time per month. One room only (must take place in one of designated rooms below) 4 hours maximum. Ad hoc meetings will be accepted, only if space is permitted, 3 - 5 days in advance.

Meetings to take place in designated room at the following locations:

Alan Emmott-Room #2, Bill Copeland Arena: Conference Room, Bonsor Recreation Complex: Conference Room, Burnaby Lake Arena: Meeting Room & Club Room, Burnaby Lake Sport Complex West: Meeting Room #2, Burnaby Central School: Community Room, Cameron Recreation Complex: Juniper Room, Charles Rummel Centre: Committee Room, Edmonds Community Centre: Community Room, Kensington Arena: Community Room, Wesburn Centre: Committee Room, Willingdon Community Centre: Community Room, 3713 Kensington Multi-3.	No charge
---	-----------

b) Preferred Group Activity Rentals

All rentals for regular, intermittent activities and special event activities (i.e. tournaments, meets, displays, exhibitions). All rentals for any Burnaby based political group meeting.

(i) Parks & Recreation Facilities

Activity Rooms - Youth	
Regular activities exclusively for youth. Groups with exclusive youth membership.	No Charge

Activity Rooms		
Alan Emmott Centre Bill Copeland Sports Centre: Meeting/Activity Rooms Bonsor Recreation Complex: Art, Banquet, Child-minding, Conference, Multipurpose, South Burnaby Metro Club Rooms, Active Studio Burnaby Central School: Community Room Burnaby Lake Pavilion Burnaby Lake Sports Complex W; Room #2 Cameron Recreation Complex: C.G. Brown Memorial Pool: Multi-use Room Charles Rummel: Activity Room, Main Hall Confederation Community Centre Edmonds Community Centre: Arts, Active Studio, Childminding, Meeting, Multipurpose, Music, Preschool Eileen Dailly Leisure Pool & Fitness Centre Forest Grove School: Community Room Kensington Complex University Highlands School: Community Room Wesburn Centre: Activity Room, Main Hall Willingdon Centre Youth Centres: as determined by staff 3713 Kensington Multi 1 & 2	Up to 30 people Up to 60 people Up to 100 people Over 100 people	\$13.01 /hr. \$21.58 /hr. \$40.74 /hr. \$61.94 /hr.
Bonsor Judo Room		\$6.02 /hr.

Gymnasiums	
Single gym based on equivalent of one full basketball court	
Youth only membership	No Charge
Adult/Mixed ages membership: Bonsor, Cameron & Edmonds, 3713 Kensington	\$72.30 /hr.

(ii) School Gymnasiums

a) Private

Not-for-profit community groups or informal community groups with a membership of less than 60% Burnaby residents or employees/employers of a Burnaby based company.

Youth and Adult Mixed membership	Elementary School gym	\$76.54/hr.
	Secondary School gym	\$140.74 /hr.

b) Preferred

Not-for-profit community groups or informal community groups with a membership of more than 60% Burnaby residents or employees/employers of a Burnaby based company.

Youth only membership	Elementary & Secondary School gym	No Charge
Adult/mixed age membership	Elementary School gym	\$35.26/hr.
	Secondary School (Alpha, Cariboo Hill, Marlborough(w), Burnaby North (small))	\$44.18/hr.
	Secondary School (Burnaby Mountain, Burnaby North (large))	\$52.48/hr.

III. PRIVATE RENTALS AND ALLOTMENTS - SOCIALS

Exclusive use of Parks & Recreation buildings by private groups/individuals (4 hour minimum)

Personal Use / Socials

Social functions such as weddings, receptions, banquets, dances, etc. Includes tables, chairs, custodial, set up, and exclusive use of the room(s) for event. When booking for 8 hrs or more, cost will be 90% of the private hourly rate. (Includes set up time up to 4 hours on event day)

	Additional Hours	
	Prime time	Non-Prime
<u>Alan Emmott Centre</u>		
Hourly Rate	\$115.54 /hr.	\$101.11 /hr.
Hourly rate with \$500.00 minimum catering (non-prime time)		\$40.73 /hr.
Hourly rate with \$3,000.00 minimum catering (prime time)	\$58.18 /hr	
<u>Burnaby Lake Pavilion</u>		
Hourly rate (prime time & non-primetime)	\$174.52 /hr.	\$174.52 /hr.
Hourly rate with \$500.00 minimum catering (non prime time)		\$40.73 /hr.
Hourly rate with \$5,000 minimum catering (prime time)	\$98.89 /hr.	
<u>Bonsor Banquet Active Studio, Edmonds Active Studio, 3713 Kensington Active Studio</u>		
Multipurpose rooms 1 & 2 (prime time)	\$98.25 /hr.	
Banquet Room (prime time)	\$173.38 /hr.	
<u>Cameron Multi-Purpose Room</u>		
Hourly rate (prime time)	\$96.54 /hr.	
<u>Confederation Main Hall</u>		
Hourly rate (prime time)	\$136.86 /hr.	

IV. PREFERRED RENTALS AND ALLOTMENTS - SOCIALS

Recreation, sport or art club/organization or registered Not-for-profit society use of Parks and Recreation buildings (4 hours minimum)

a) Preferred Group Socials

Social functions such as weddings, receptions, banquets, dances, etc. Includes tables, chairs, custodial, set up, and exclusive use of the room(s) for event. When booking for 8 hrs or more, cost will be 90% of the private hourly rate. (Includes set up time up to 4 hours on event day)

	Additional Hours	
	Prime time	Non-Prime
Alan Emmott Centre	\$79.10 /hr.	\$69.19 /hr.
Bonsor & Edmonds Active Studio; 3713 Kensington, Bonsor & Edmonds: Multi-Purpose Room 1 & 2	\$70.46 /hr.	
Bonsor Banquet Room	\$127.51 /hr.	
Burnaby Lake Pavilion	\$103.53 /hr.	\$72.66 /hr.
Confederation Main Hall	\$95.80 /hr.	
Cameron Multi-purpose room / Charles Rummel Main Hall/ Wesburn/ Willingdon Main Hall	\$67.62 /hr.	

b) Fund Raising Social

Limit of 1 rental per group per year. Rental for the purpose of raising funds to support the community group's activities.

Fund Raising Social	Rate is 55% of private rental rate
---------------------	------------------------------------

V. SPORTS FIELD ALLOTMENTS

All field sports.

Cancellation Fee	\$31.53 /contract
------------------	-------------------

a) Private Allotments

- Not-for-profit community groups or informal community groups with a membership of less than 60% Burnaby residents or employees/employers of a Burnaby based company.
- Commercial or private groups

			Per Hour	Tournament (8 hours)
"A" - Grass Field			\$29.86	\$209.04
"B" - Grass Field			\$23.11	\$161.76
"C" - All-weather fields with lights			\$20.33	\$142.30
"D" - Grass or all-weather fields, practice fields and lacrosse boxes			\$13.61	\$95.19
"E" - Artificial Turf	Youth	Prime Time	\$59.01	
		Non-Prime Time	\$50.46	
	Adult	Prime Time	\$85.89	
		Non-Prime Time	\$68.72	

b) Preferred Allotments

Not-for-profit community groups or informal community groups with a membership of 60% or more Burnaby residents or employees/ employees of a Burnaby based company.

Youth Allotments		
General Use	Artificial Turf (per hour)	\$22.66/hr.
	Grass Field	No Charge
	All Weather Field	No Charge
Tournament – Per Field/Diamond	"A" Grass Field (8 hours) "B" Grass Field (8 hours) Additional hour 50% of "A" rate Additional Hour 50% of "B" rate	\$52.91/field \$40.08/field \$8.67/field \$6.57/field
Tournament - Per Artificial Field	Tournament (8 hours) Additional hour	\$160.89/day \$26.81/hr.

<u>Adult Allotments</u>		Per Hour	Tournament (8 hours per field)
"A" - Grass Field		\$17.65	\$123.55
"B" - Grass Field		\$13.37	\$93.51
"C" - All-weather fields with lights		\$11.46	\$80.17
"D" - Grass or all-weather fields, practice fields and lacrosse boxes		\$6.73	\$46.96
"E" - Artificial Turf	- Per Hour - Prime Time	\$45.75	\$316.25
	- Per Hour - Non-Prime Time	\$32.78	
	- Per Hour – Ultra Non-Prime Time	\$24.58	

c) Youth Sport Development Schools

Grass	\$24.85 /hr.
Artificial Turf	\$53.91 /hr.
All-Weather	\$16.12 /hr.

d) Beer Gardens

Private Allotments (per day per site)	\$320.17 / day
Preferred (Public) Allotments (per day per site)	\$221.33 / day

e) Private Food Concessions

		5 hrs. or less	More than 5 hrs.
Bby. Lake Sports Complex West	- 1 Field Allotment	\$145.15	\$217.72
	- 2 Field Allotment	\$217.72	\$290.30
	- 3 Field Allotment	\$290.30	\$435.44
Other Sports Fields		15% of Gross Sales	

f) Miscellaneous

Equipment storage rental fee (monthly) (Burnaby Lake West Complex only)	\$38.91 /mo.
Utility Recovery Fee (Concessions in fieldhouses)	\$14.95 / month

g) Tennis Courts

Per Court	\$8.50 / hour
-----------	---------------

h) Bootcamps

Various Locations	\$26.57/ hour
-------------------	---------------

VI. PICNIC ALLOTMENT FEE – PER SITE

	Up to 100 people	Over 100 people
Confederation Park	\$119.86	\$240.62
Fraser Foreshore, Barnet, Central Park	\$109.43	\$219.71

VII. COMMERCIAL FILMING FEES

Filming Fees – CULTURAL SERVICES

Filming Application	\$225.00
Student Filming Application (Film Students)	\$50.00
Coordinated Street Use Filming Fee	\$200.00

Movie Filming – Outdoor Parks

(minimum fee per location per day)

Movie Filming	Non-filming day	\$323.85+ costs
(minimum fee per location per day)	Filming day	\$883.37+ costs
Student Filming Application (Film Students)		No Charge
Commercials/Photography	Simple (one day) Minimum staff time, no vans on site, limited props, etc.	\$157.16
	Complex (per day, per location) Equipment, props, vans on site, supervision	\$306.06
Student Filming Application (Film Students)		No Charge
Additional charges (Rescheduling/cancellations)		\$122.82
Parking Lots		
Small – Up to 99 spots		\$307.98
Large – 100 spots and over		\$502.54

VIII. SWANGARD STADIUM

a) Events – Not-for-profit

Base Fee (maximum 7 hour rental)	- Up to 1,999 people	\$ 722.35
	- 2,000-3,999 people	\$1,986.45
	- 4,000 people and over	\$2,889.38
Additional Hours		\$ 103.19 /hr.

b) Events – Private

Base Fee (1.5 times a)Not-for-profit) (maximum 7 hour rental)	- Up to 1,999 people	\$1,083.53
	- 2,000-3,999 people	\$2,979.68
	- 4,000 people and over	\$4,334.07
Additional Hours		\$ 154.79 /hr.

c) School Track Meets

Base Fee, (min. 4 hours/maximum. 7 hour rental)	\$ 722.35
Additional Hours	\$103.19 /hr.

d) Track and Field Group Practice

Group fee per year	
Youth (under 19)	\$624.52
Adult or Mixed Ages (19 and over)	\$979.93

e) **Miscellaneous**

Equipment storage rental fee (annual fee)		\$509.40
Lights		\$76.81/hr.
Hospitality Room	Preferred Rental	\$60.50 /hr.
Hospitality Room	Private Rental	\$85.60 /hr.
Tents (per tent)		\$381.41

f) **Special Event Parking**

Special Event Parking - Fee per vehicle	\$5.71
---	--------

IX. **BURNABY CENTRAL SECONDARY SCHOOL**

School Track Meets

Base fee, minimum 4 hour/max. 7 hour rental (75% of c) school track meets)	\$541.76
Additional hours	\$77.39 /hr.

Track Group Practices

Group fee per season	
Youth (under 19) (75% of d) Track and Field Group Practice)	\$468.39
Adult or Mixed Ages (19 years and over) (75% of d) Track and Field Group Practice)	\$734.95

X. **SPECIAL EVENTS AND FESTIVALS**

a) **Facility Rentals**

All facility rentals for any recreation, sport or art club/organization or registered Not-or-profit society sponsored by Burnaby Parks, Recreation & Cultural Services Department for all intermittent activities; e.g. festivals, special events, art shows, craft markets, recitals, classes (as approved).	Rates based on Community Group rates on each facility/room used. Staff costs, if required, are additional.
---	--

b) **Special Events**

Use of gymnasiums/Burnaby facilities for one time special event or tournament use.

Cameron / Bonsor / Edmonds Community Centres Train shows, athletic events, judo tournaments, demonstrations, etc.	Rates based on Community Group rates on each facility/room used and/or court rates based on each court used. Staff costs, if required, are additional.
---	--

c) **Miscellaneous Rentals**

<ul style="list-style-type: none"> • City public meetings • City employee retirements (Mon.-Fri., non-prime time, when no janitor is required) • City elections • Public Services meetings 	No Charge
--	-----------

d) **Outdoor Special Events**

(Walkathons, runs, weddings, church services, etc.)

Civic Square & Edmonds Community Centre Plaza (4 hour max)

Level 1 (Staff approval only, site visits or consultation meetings not required, maximum 100 people, maximum 3 hours including set-up and take-down.)	\$68.99 / event
Level 2 (Staff approval only, site visits or consultation meetings may be required, maximum 8 hours including set-up and take-down)	\$206.80 / event
Level 3 (Commission and/or Council approval may be required. Site meetings and/or consultation meetings required.) (Maximum one day)	\$553.39 / event

e) **Archery Range Fee**

Fee per member	\$13.59
----------------	---------

f) **Model Plane Flyer Fee**

Fee per member	\$27.15
----------------	---------

XI. **ROWING PAVILION – BURNABY LAKE**

Boat Storage (1,788 square feet)	\$2.16 / square feet
----------------------------------	----------------------

XII. **RACQUET AREA RENTALS**

a) **Racquetball/Squash (45 min. rental)**

School Board use (Burnaby)	\$5.98
----------------------------	--------

b) **Tennis (1 hour rental – limit 2 prime and 2 non-prime time bookings per week)**

Prime time court rental	\$25.00
Punchcard	\$225.00
Non-prime time court rental	\$22.48
Student rate (non-prime time)	\$18.43
Seniors rate (non-prime time)	\$18.43

c) **Wallyball (45 min. rental)**

Prime time court rental	\$20.77
School Board use (Burnaby)	\$11.53

d) **Table Tennis (Edmonds Community Centre /Bonsor Recreation Complex)**

	Adult	Senior/ Student
Drop-in (base fee)	\$5.24	\$4.00

XIII. WEIGHT ROOM PASS

Allows access to Willingdon, C.G. Brown (including swirl) & Confederation Centre

Seniors are also allowed access to Bonsor on Monday, Wednesday and Friday from 10:30 - 11:30am at this rate.

Access to Willingdon , C.G. Brown + Confederation	Adult	Senior / Student / Youth
Drop-in	5.24	4.00

XIV. YOGA/PILATES STUDIO

Bonsor Recreation Complex	Adult	Senior / Student / Youth
Drop-in	5.24	\$4.00

XIV. bACTIVE PASS

a) bActive Passes

(Skating, Indoor Swimming, Weight room, Fitness Classes, Table Tennis, Squash/Racquetball, Badminton, Pickle Ball, Spin Cycling, Soccer, Basketball, Volleyball, Yoga)

		Children		Youth/Student (13-18 Yrs./card) Senior (65 yrs.+)	Adult (19 - 64 yrs.)
		0-3 Yrs.	4-12 Yrs.		
Day Pass		\$0.00	\$2.67	\$4.00	\$5.24
Family Swim (per person)	Single	\$2.37			

b) bActive Pass City Employee

Day Pass	\$4.00
Punchcard	\$36.00
1 month pass	\$36.00
4 month pass	\$108.00
Annual pass	\$259.20

XV. AQUATICS

a) Indoor Pools - Admissions

Loonie Swim	\$.95 / person
-------------	-----------------

b) Outdoor Pools - Admissions

	Children		Youth/Student (13-18 Yrs./card) Senior (65 yrs.+)	Adult (19 - 64 yrs.)
	0-3 Yrs.	4-12 Yrs.		
Wading Pool ONLY	No Charge	N/A	N/A	N/A
Single Admission	No Charge	\$1.76	\$2.67	\$3.52
Loonie Swim / Seasonal Rate (per person)	\$ 0.95			
Free Swim	No Charge			

c) Indoor Pool Rentals

(Per Hour Cost)

Non-Programmed Time	Commercial Per lane (plus staff costs) – For full pool, multiply by 6	\$32.57 \$32.57 x 6 = \$195.42
	Not-for-Profit Organization Per lane (plus staff costs) – For full pool, multiply by 6	\$13.70 \$13.70 x 6 = \$82.20

d) Outdoor Pool Rentals

(Per Hour Cost)

Central Park Pool	Commercial (plus staff costs)	\$130.43
	Not-for-profit (practices/pre-season) (includes one lifeguard)	\$78.17
Kensington /MacPherson/ Robert Burnaby Pools	Commercial (plus staff costs)	\$97.90
	Not-for-profit (practices/pre-season) (includes one lifeguard)	\$67.52
All Pools	Commercial Lane Rental (per Lane)	\$32.57
All Pools	Not-for-Profit Lane Rental (per lane)	\$13.70
Preferred Youth Aquatic Allotments/Competitions (plus staff cost) Not-for-profit community groups with a membership of 60% or more Burnaby residents or employees/employers of a Burnaby based company.		
Central Park	Preferred Youth Aquatic Allotments	\$58.62
Robert Burnaby	Preferred Youth Aquatic Allotments	\$50.64

XVI. ARENAS

a) Admissions

Kensington & Burnaby Lake Arena Bill Copeland Sports Centre		Children (0-3 years)		Adults	
Parents & Tot Sessions		No Charge		\$3.95	
Kensington & Burnaby Lake Arena Bill Copeland Sports Centre		Children 4 - 12 Yrs.	Youth/Student (13-18 Yrs./card) Senior (65 yrs.+)	Adult (19 - 64 yrs.)	
Single admission		\$2.67	\$4.00	\$5.24	
Family Skate (per person)	Single	\$2.67			
Toonie Skate (includes skate and helmet rental)		\$ 1.90 / person			
Recreational Hockey		Non-prime time			
Single Admission		\$6.52			

b) Ice Rentals (All Arenas)

Kensington & Burnaby Lake Arenas (Per hour cost, all meeting rooms and use of lobby(ies) are included during tournament bookings)		
Community Groups (Not-for-profit Burnaby sports organizations)	Prime time	\$110.55
	Non-Prime time	\$72.20
Burnaby Schools/Community Youth Groups	Weekdays (9:00am – 3:00pm)	\$54.45
Burnaby Women's Hockey		\$214.97
Private/Commercial Rentals	Prime time	\$314.19
	Non-Prime time	\$179.95
	Non-Prime time (off hours)	\$129.01
Bill Copeland Sports Centre (Per hour cost)		
Community Groups	Prime time	\$126.49
(Not-for-profit Burnaby based sport organizations)	Non-Prime time	\$83.75
Burnaby Schools/Community Youth Groups	Weekdays (9:00am -3:00pm)	\$54.45
Burnaby Women's Hockey		\$214.97
Private/Commercial Rentals	Prime time	\$333.32
	Non-Prime time	\$179.95
	Non-Prime time (off hours)	\$129.01

c) **Special Events (Ice in or out)**

All meeting rooms and use of lobby(ies) are included during events		Private	Preferred
Burnaby Lake & Kensington	Per day (10 hrs.)	\$1,632.04	\$1,005.57
	Per hour	\$237.24	\$128.06
	Set Up/Take Down	\$113.53 /hr.	\$68.61 /hr.
Bill Copeland Sports Centre	Per day (10 hrs.)	\$2,578.34	\$1,392.31
	Per hour	\$270.61	\$146.55
	Set Up/Take Down	\$172.46 /hr.	\$93.13 /hr.

d) **Summer Floor Rental**

<u>Burnaby Lake, Kensington & Bill Copeland Arenas</u> (Per hour cost)		Prime time	Non-Prime time
Dry Floor Activities	- School use (rollerblading only)	\$32.22	
	- Youth (community groups)	\$43.59	\$35.28
	- Adult	\$99.60	\$75.44
Burnaby Lacrosse	- Junior "A"	\$66.38	

<u>Bill Copeland Sports Centre</u> (Per hour costs)		Prime time	Non-Prime time
Dry Floor Activities	- School use (rollerblading only)	\$32.22	
	- Youth (community groups)	\$51.66	\$42.85
	- Adult	\$103.22	\$80.69
Burnaby Lacrosse	- Junior "A"	\$76.69	

XVII. PROGRAM FEES

Program fees are based upon instructional staff costs, supply costs, plus a percentage of recovery of facility costs. Programs are cancelled if attendance is insufficient to recover the costs of the program. The variety of programs offered depends upon public demand and requests for service.

XVIII. RECREATION CREDIT PROGRAM

Recreation credit for Burnaby residents in financial need as determined by a recognized outside agency.

Credit per person, per year	\$200.00
-----------------------------	----------

XIX. FOOD SERVICES

Prices for food products and services are established according to industry practice and market acceptance.

XX. COMPLIMENTARY PASSES (Effective 2021 January 01- December 31)

Issued to Freeman, current Mayor and Councillors and current Parks, Recreation & Culture Commissioners. Passes provide access to arenas, pools, golf courses, indoor courts, weight rooms and the Burnaby Village Museum up to a maximum of \$1,500.00 per person per year.

XXI. FEE WAIVERS (Effective 2021 January 01- December 31)

Fee waivers are occasionally granted for special events such as the Burnaby Charity Golf Classic, Jack Crosby Novice All Star Tournament, etc.

Annual maximum value of use	\$75,000.00
-----------------------------	-------------

XXII. COURTESY PASSES & PROMOTIONS (Effective 2021 January 01- December 31)

Used for promotional activities, public relations initiatives or to reimburse for disruption in services.
(Note: Does not include golf services and Burnaby Village Museum)

Annual maximum value of use	\$40,000.00
-----------------------------	-------------