

1. **2015/16 Fees and Charges**
File: 1810-01

Committee Recommendation:

That Council:

1. Adopt the proposed Fees and Charges increases to the existing By-Law 15391: Parks, Recreation & Culture Rental and Admission Fees, as generally described in this report; and
2. Recommend that the 2015/16 Fees and Charges Schedule (attached as **Appendix I**) be adopted and added to the Surrey Parks, Recreation and Culture Fee-Setting By-law.

Present:

Chair – Councillor Villeneuve
B. McMurray
C. Girardi
C. Li-Leger
C. Thornley
J. Hawkins
R. Charles
T. Fasciglione
U Maxwell-Lewis

Regrets:

Councillor Woods
F. McLafferty
W. Bollard

Guests:

C. Netherton
D. Condon
M. Higgs
P. Gravett

Staff Present:

D. Jones, Manager, Economic Development
G. Thibaudeau - Operations Support Manager
J. O'Donnell, Manager, Heritage Services
K. Gallie, Performing Arts Manager
L. Cavan, GM Parks, Recreation & Culture
L. Davison, Visual & Community Art Manager
M. Houlden, Chief Librarian
P. Joyce - Design & Construction Manager
S. McKinnon, Manager, Arts Services
T. Kalaw, I&I Liaison, Economic Development

Youth Representative:

A. Calbery

A. ADOPTION OF MINUTES

1. The minutes of the Culture Development Advisory Committee meeting, held January 20, 2015, to be adopted.

It was

Moved by C. Girardi

Seconded by C. Li-Leger

That the minutes of the Culture

Development Advisory Committee meeting of January 20, 2015 be adopted.

Carried

B. DELEGATIONS

1. **Camille Netherton, Chair, Surrey International Writers' Conference (SiWC)**
<http://www.siwc.ca/>
File: 0390-20

In attendance before the Committee to provide a brief overview of the 2015 Surrey International Writers' Conference scheduled for October 23-25, 2015.

The following comments were made:

- The SiWC partnered with Surrey Continuing Education to host the first conference in 1993 at Johnson Heights Secondary School; there were over 100 people in attendance.
- In 2011 Surrey School District downsized their continuing education program and removed support for the SiWC. The SiWC Volunteer Board formed a non-profit society (The Surrey International Writers' Conference Society) in order to continue operating the annual conference.

- The 2014 conference had over 400 attendees, 70 faculty, 80 volunteers, 6 board members and 3 paid members of the conference planning team. The event has grown from a 1 day conference to a 3 day conference.
- SiWC is a cost recovery event, whatever money made is put directly back into the next year's conference. The group also relies on grants and fundraisers to keep rates affordable for attendees.
- The delegation noted that the SiWC event differs from the Vancouver International Writers and Readers Festival as it is more of a "hands on" learning conference. Writers will come to learn their craft. The Vancouver Festival does not have teaching workshops on how to write.

2015 Events Include:

- 70 workshops over 3 days
 - Master Classes prior to the conference
 - Young Writers' Day
 - On-site book fair and author signing event in conjunction with Chapters Indigo locations
 - Concurrent trade-show
 - Five key-note speakers
 - Free editor/agent pitch sessions
 - Blue pencil café
- In the future, the SiWC plans on focussing more on bringing more Canadian content, showcasing bestselling authors of all genres, screenwriters and poets as well as grow the youth program. The long-term goal is to make the SiWC one of the best international writers' conferences.
 - The delegation noted that SiWC has partnered with the Surrey Library in a Youth Creative Writing Contest. The winner of the contest is awarded passes to attend the conference. The delegation also noted that in the past, parents have brought their children to the SiWC to help foster their interest in writing.
 - The fee for attending is \$625 for the full conference, which covers the cost of food and pays the presenters an honorarium; there are also daily rates and basic rates that do not include food.

2. **Melissa Higgs, Associate, Hughes Condon Marler Architects (HCMA) with Paul Gravett, Paul Gravett Consulting**
File: 6520-20EC

In attendance before the Committee to provide an update of the East Clayton Recreation, Arts and Library Facility Concept Plan - Arts Component.

The following comments were made:

- The first phase of this three-phase project is to determine the right mix of art programming and related spaces for this future facility; there are different options for combining these components. The pursuit of this concept is consistent with Surrey's Cultural Plan goal to decentralize arts services and bring them more into the community.
- Clayton Heights was developed with the East Clayton Neighbourhood. The community is higher density and there are many secondary suites, and laneway housing instead of garages. It is a successful community and growing quickly. To the south of the site is the Clayton Heights Secondary School; there is also a proposed secondary school that is adjacent to the proposed site to the north; so services for youth are going to be an important component for this new facility.
- The delegation provided an overview of the methodology for Phase 1. There were two kinds of community outreach including phone interviews and community workshops with local artists and art groups. The objective was to determine what kind of arts programming exists within Surrey City Centres, identify what is needed in East Clayton and to determine where synergies/partnerships can be created.
- Arts asset mapping indicated that within a 20 minute walk there is one existing cultural space, the Surrey Little Theatre. CDAC received a delegation presentation on this facility last year and knows that this group is well established; however, the building has some parking issues that may become further challenged when 184th street is widened in the future. At that time the building may have to re-locate.
- Within a 10 minute driving distance there are a number (11) of other arts services delivered by small cultural businesses, primarily dance studios. Library asset mapping indicated there are none within a 20 minute walking distance of the site; however, there are four within a 10 minute driving distance - two located in Surrey and two in Langley.
- The two Surrey libraries shown are generally much older and smaller than the ones in other Surrey Town Centres. There has been great support for local artists from both branches through exhibitions and art events.
- Recreation asset mapping indicated six locations within a 20 minute walking distance and an additional 32 locations within a 10 minute driving distance. Most are small, commercial fitness/yoga centres. The closest City Recreation Centre is Don Christian Recreation Centre to the south, on the other side of Fraser Highway, followed by the Cloverdale Recreation Centre to the southwest. Both are within an easy driving distance, however not a feasible walking distance for the children and youth in Clayton.
- The area appears to be very well served in terms of fitness facilities and related programming opportunities.

- The next thing they did was facility and artist outreach. The consultant carried out 14 interviews. With artist outreach, two individual interviews and two workshops were organized.
- The facility outreach was to understand the range of arts programs offered. They looked at centres offering recreation and art activities to seek opportunities for possible partnership in terms of expertise and collaboration with the centre. The precedent tours took place at Cedar Hills Centre in Saanich, West Vancouver Recreation Centre and the Roundhouse in Vancouver.
- Building precedents were looked at in terms of the type of arts programs offered to balance arts and recreation needs. Clayton Arts Space recommendations are as follows:

Vision Supports Building Community

Building the whole community through arts
Support to build the local arts community

Collaborations & Partnerships Options

Recreation and Library
Not-for-profit groups
Kwantlen Polytechnic University
Surrey School District

Supporting Arts Groups

Help to establish connections with local artists
Build a community of artists in the area

Performance Space

Multi-dimensional performance space for rehearsals that could meet a wide range of activities. Perhaps the host venue for the Surrey Youth Orchestra.

Visual Arts Room

To allow for large scale community art projects

Arts Exhibitions

Dedicated gallery space for display and openings
Display art throughout the centre

List of Proposed Spaces for the Arts Components

Magic box - learn and create visual art together
Music box - listen and make music and performances together
Bread Box – (community kitchen) nourish each other
Tool Box – (shop space for wood working and borrowing tools) build creative support structure
Idea Box - meet and exchange ideas
Chat Box – (large lounge) hang out and talk together
Arts Programming Office – staff to support the operations of the arts component of the facility

The delegation noted they are starting with Phase II (facility concept design) shortly. Staff noted that there is a more extensive planning budget available for 2016, and capital funds for construction coming in 2017 and 2018; however, it is not enough to fund all elements. Extensive background planning will be done to figure out what can be achieved in a Phase I development to meet community needs.

Staff noted that the project has a lot of exciting potential. It will build on the successes of the South Surrey Arts Centre and the experience from partnerships with arts organizations such as the Newton Cultural Centre.

C. OUTSTANDING BUSINESS

D. NEW BUSINESS

1. 2015/16 Fees and Charges - Jerome Thibaudeau, Business Operations Manager File: 1810-01

The following comments were made:

- Staff noted that the fees are brought to the Committee for review and comment. They are reviewed annually in terms of where the City of Surrey stands in relation to the rest of the market.
- There was a previous presentation before CDAC on how the City of Surrey compares to other theatre facilities in terms of rental rates. It was recommended that the fees at City Hall Centre Stage will remain frozen for the 2015/16 season. The Surrey Arts Centre theatres are looking at a 3.9% increase to the rental fee.
- The report works through the various elements where there are fees and charges. For Heritage Services, the museum fees have been covered by the Friends of the Museum in their endowment.
- The Committee noted that the increased theatre rental expenses for use on Mondays include janitorial and the staff reception costs to have access to the theatre because the building is generally closed on Mondays. A receptionist is needed at the front desk and a janitor is needed over and above the usual theatre rental fees. A 30-day rental such as the Festival of Dance includes Mondays when the Surrey Arts Centre is closed. Staff noted that because the building is normally closed on a Monday, in order to open the building extra staff have to be brought in.
 - The Chair requested a staff report regarding the reception staffing requirement and janitorial costs for the close dates be brought to an upcoming CDAC meeting.
- The Committee asked for clarification regarding the use of the new Centre Stage Theatre at City Hall. Staff noted there is capacity for it to be used

more; however, there are at least two to three rentals per week, lecture series and cultural events.

- The Committee suggested that the theatre could be further marketed to create public interest. Staff noted they could create a presentation to share the current utilization of Centre Stage and look forward to any suggestions members of the Committee may have to increase bookings and outreach.

COMMITTEE RECOMMENDATION

It was Moved by U. Maxwell-Lewis
Seconded by C. Thornley
That the Culture Development Advisory
Committee recommend to Council that:

1. The proposed Fees and Charges increases to the existing By-Law 15391: Parks, Recreation & Culture Rental and Admission Fees as generally described in this report be adopted;
2. This report be attached to the minutes of the Culture Development Advisory Committee for Council's reference when they approve the recommendations; and
3. The 2015/2016 Fees and Charges Schedule (attached as **Appendix I**) be adopted and added to the Surrey Parks, Recreation and Culture Fee-Setting By-law.

Carried

2. **New Heritage Services Exhibition, *A Queen and Her Country* - Lynn Saffery, Museum Manager**
File: 7850-01

The following comments were made:

- Staff provided an overview of the exhibition, *A Queen and Her Country* from the Canadian Museum of History, that is currently on display at the Surrey Museum. It looks at the last 64 years of Queen Elizabeth's reign.
- The exhibit explores the Queen's relationship with Canada and features a collection of 60 artifacts including games and interactive elements for children and families.
- The exhibit opens Saturday, February 21, 2015, and the celebration is from 1 - 4 p.m.

3. **2015 Surrey Museum Exhibitions, Lynn Saffery, Museum Manager**
File: 7850-01

The following comments were made:

- Staff provided an overview of the Surrey Museum’s 2015 exhibition program including:
 - The first exhibit is *A Queen and Her Country* which includes fun facts such as: Queen Elizabeth is the only monarch to ever drop a hockey puck at a Canadian hockey game.
 - The LEGO: *A Fraser Valley Odyssey* – an exhibition designed by the Vancouver LEGO Club will be in the feature gallery throughout the summer.
 - Phase I of the Children’s Interactive gallery opens on October 6. The first exhibition will be *Energy: Be Creative, Be Green*, part of a three phase installation exploring energy through interactive hands-on stations.
 - *Surrey Renaissance City*, an exhibit created by Guildford Secondary Students, is currently on display in the Museum lobby.
 - The Community Treasures gallery currently features *Fuse the Food: Eats and Treats in Surrey*, exploring multi-cultural food traditions in households and local restaurants.
 - *Books Abound* will open in August for the International Writers' Conference. The exhibit examines why we write and how we write; journaling; biographies; and blogs.

E. ITEMS REFERRED BY COUNCIL

F. CORRESPONDENCE

G. INFORMATION ITEMS

H. OTHER BUSINESS

1. Verbal Updates

The following verbal updates were made by members of the Committee:

- (a) **Beijing Shadow Play Art Troupe** - Staff noted the Beijing Shadow Play Art Troupe is coming to Surrey to stage a series of performances and workshops in celebration of the upcoming Chinese New Year. Shadow Play is a dramatic storytelling performance in which silhouettes made of leather shapes known as “shadow puppets” are projected onto a white screen. The performers manipulate the puppets and light source behind the screen while singing or telling the story accompanied by fanciful music.

Workshops are taking place following the performances at Surrey City Centre Library, where participants will meet the troupe and make their own shadow puppets.

February 20 – Centre Stage at Surrey City Hall
Shows: 4 pm & 7 pm
Workshops in Surrey Library: 5 pm

February 21 – Centre Stage at Surrey City Hall
Shows: 1 pm & 3 pm
Workshops in Surrey Library: 2 pm

Tickets are \$17.85 each with free community activities hosted at the Surrey Library and the Atrium.

- (b) **Poet Laureate Program** - Corporate Report Foo5 was adopted by the Finance Committee on February 2, 2015. The report recommended a three year financial contribution from the Council Initiatives Fund for a Surrey Poet Laureate Program at \$10,000 per year for a total of \$30,000, to champion the literary arts and to raise the profile and image of Surrey as a creative, cultural centre that values literacy. Staff noted that some of the planned activities for the Poet Laureate Program will tie in with Cowboy Poetry with the Cloverdale Rodeo. Applications to apply for this position will be received in April.

The Chair asked staff to forward a copy of the Corporate Report to Heidi Greco.

- (c) **The Foreigner - February 18 to February 28, 2015** - A play by Larry Shue, *The Foreigner*, is an Arts Club Theatre Company presentation of Pacific Theatre's production at the Surrey Arts Centre. It is a comedic farce about a man pretending to be a foreigner.
- (d) **Surrey Youth Orchestra (SYO) - February 28, 2015** - The SYO will be performing a new work commissioned by the Society from emerging Canadian composer Jordan Nobles. The world premiere of the commissioned piece, *Space and Time*, will take place February 28, 2015 at the Surrey City Hall Atrium and will be presented to the public free of charge.

Staff noted that the project has been made possible by one of the City's Cultural Grants. The Chair will highlight the event at the Regular Council Public Hearing meeting scheduled for Monday, February 23, 2015.

- (e) **Influx - February 27** - Presented as part of the Surrey Art Gallery exhibition *Views from the Southbank I: Histories, Memories, Myths*, which is the first in a series of three exhibitions celebrating art from and about Surrey in connection to the Gallery's 40th anniversary. This is an all-ages event, 8:00 p.m. - 11:00 p.m.
- (f) **Surrey Shines! - March 7, Surrey Arts Centre on the Main Stage** - Auditions were held; adjudicated youth members will perform on the Main

Stage on March 7. The event is being promoted through the Arts Council, Surrey Leader and Spotlight Magazine.

- (g) **49th Annual Surrey Festival of Dance - March 26 - April 29, 2015** - The event will be held at the Surrey Arts Centre and for as little as \$2 per section, the public is welcome to attend the competitive events throughout the month starting March 26 and ending April 29, 2015. More information is available at <http://surreyfestival.com>.
- (h) **BC Artscape** - A newly formed group with the purpose of developing creative place-making projects in British Columbia and providing mentorship and coaching to support independent, not for profit arts organizations. Recently, they issued a call for their Mentorship and Coaching Program and Cora Li-Leger made an application on behalf of Contemporary Art Matters.

Councillor Villeneuve noted that once BC Artscape are established and have their Board in place, it would be worthwhile to have them present to the CDAC.

- (i) **Federal Grant - Surrey's Urban Screen** - The federal government has committed \$189,000 toward equipment upgrades for Surrey's Urban Screen. Surrey will match the grant monies from the Federal program Cultural Spaces Canada to enable Surrey Urban Screen to showcase digital art in Surrey's City Centre. Surrey's Urban Screen, located at the Chuck Bailey Recreation Centre is an integral part of Surrey's Cultural Corridor and Innovation Boulevard.

Staff will make a presentation regarding the Urban Screen program at the March CDAC.

- (j) **Blues for the Bank** - Agent C and Top Secret raised \$5,600 for their annual "Blues for the Bank" concert.

Chris Thornley noted that on Thursday, February 27, 2014 the group will be backing the RAINBOW II: Blues for the Rainbow Band Fundraiser at 7:00 pm, Vancouver Fan Club, 1050 Granville St, Tickets: \$20.00 at the door.

- (k) **"Into the Mystic" Juried Art Exhibition, March 3 – 31, 2015, Turnbull Gallery, Semiahmoo Arts, South Surrey Recreation & Arts Centre** - Semiahmoo Arts is now accepting submissions and fees for the "Into the Mystic" juried art exhibition.

In celebration of the White Rock Irish Festival, Semiahmoo Arts presents an exhibition of artwork that visually compliments Irish Singer Songwriter Van Morrison's song "Into the Mystic".

Community Canoe - Semiahmoo First Nations acquired an 8-person Salish canoe and would like to use it as a community canoe/education tool to bring people together. Members of CDAC were asked to let Roxanne Charles know if they were interested in participating.

I. NEXT MEETING

The next meeting of the Culture Development Advisory Committee will be held on March 17, 2015, at 3:00 p.m.

J. ADJOURNMENT

It was

Moved by C. Thornley
Seconded by C. Li-Leger
That the Culture Development Advisory

Committee do now adjourn.

Carried

The Culture Development Advisory Committee adjourned at 4:19 p.m.

Jane Sullivan, City Clerk

Councillor Villeneuve, Chairperson

Schedule A

Surrey Parks, Recreation and Culture

Fees and Charges 2015/2016

Effective September 1 2015

Facility Rentals

Room Rentals

All Fees are subject to applicable taxes; Per hour fee, unless otherwise noted

	2015/16 Base
Small Meeting Rooms – up to 30 people	
Partially Subsidized	\$10.35
Non-Subsidized	\$13.43
Commercial/Private	\$23.51
Medium Size Rooms – 30 to 75 people	
Partially Subsidized	\$18.97
Non-Subsidized	\$25.75
Commercial/Private	\$45.07
Small Halls – 75 to 140 people	
Partially Subsidized	\$28.07
Non-Subsidized	\$36.69
Commercial/Private	\$67.21
Large Halls – 140 to 300 people	
Partially Subsidized	\$38.74
Non-Subsidized	\$51.70
Commercial/Private	\$90.49
Stand Alone Halls (no staff)	
Partially Subsidized	\$20.55
Non-Subsidized	\$27.40
Commercial/Private	\$47.95
Other Fees	
Facility Attendant	Cost + 20%
Misc Fees (chair cleaning, equipment rental...)	Cost + 20%

Room Rental Listing

If rented after public hours of operation, a 4-hour minimum staff charge will apply

Small Meeting Rooms – up to 30 people

- Archive - Multi-purpose room
- Elgin Heritage Park Barn
- Surrey Arts Centre Conference Room
- Surrey Museum Program Room 1
- Surrey Museum Program Room 2

Medium Size Rooms – 30 to 75 people

- South Surrey Recreation Centre Arts MP 9A
- South Surrey Recreation Centre Arts MP 9B
- South Surrey Recreation Centre Arts Studio
- South Surrey Recreation Centre Arts Pottery Studio
- Stewart Hall (Elgin Heritage Park)
- Surrey Arts Centre Art Studios – Classroom 1 and 2
- Surrey Arts Centre Program Room
- Surrey Museum - Theatre (no equipment)
- Surrey Museum Program Room 1 and 2

Large Meeting Rooms and Small Halls – 75 to 140 people

- Museum Program Room 1 & 2, Foyer and Theatre

Surrey Arts Centre Main Stage

All Fees are subject to applicable taxes; Per hour fee, unless otherwise noted

(MENU-DRIVEN RENTAL RATE STRUCTURE)

A Theatre Rental Coordinator is available at the Arts Centre to provide complete theatre rental booking information and services to the community. Upon receipt of detailed information regarding the client's production requirements and proposed performance dates, the Arts Centre Theatre will provide a formal quotation outlining expenses and contract requirements to the client within three theatre working days, by fax, mail or through a personal meeting. Please contact the Arts Centre (604 501 5566) and ask for the Theatre Rental Office.

User Categories

- School District
- Surrey Non-profit
- Non-Surrey Non-profit
- Cultural Business (formerly Community Events)
- Commercial Business

**2015/16
Base**

Theater Rental

Includes up to six hours access, with one on-stage technician and one House Supervisor

School District	\$726.00
Surrey Non-Profit	\$899.50
Non-Surrey Non-Profit	\$1,244.50
Cultural Business	\$1,244.50
Commercial Business	\$2,104.00

Additional Services

Additional Hours performance day	\$128.00
Staffing (per hour, min. 4 hr. call-out) *	Cost

*overtime rates may apply

Dark Days	\$207.50
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Per non-use day within the rental block. A maximum of two dark days are permitted for rentals exceeding seven days. Additional dark days will be subject to the applicable rental rate.

Deposits & Payments

Non-refundable at time of booking, per day booked	\$180.00
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50% of rental due 30 days prior to booking

Balance of rental charges due 7 days prior to booking or at the discretion of the General Manager or designate.

Surrey Arts Centre Studio Theatre

All Fees are subject to applicable taxes; Per hour fee, unless otherwise noted

	2015/16 Base
Performance Days	
School District	\$368.50
Surrey Non-profit	\$368.50
Non-Surrey Non-profit	\$441.50
Cultural Business	\$441.50
Commercial Business	\$771.50
(Includes up to five (5) hours access, one on-stage Technician and one House Supervisor)	
Additional Rates (Rate per hour)	
Additional Hours	
Performance Day	\$89.50
Staffing (minimum 4 hour call)*	Cost
*Overtime rates may apply	
Dark Day	\$131.50
Per non-use day within the rental block. A maximum of two dark days are permitted for rentals exceeding seven days. Additional dark days will be subject to the applicable rental rate.	
Deposits and Payments	
Non-refundable at time of booking, per day booked	\$100.00
50% of rental due 30 days prior to booking	

Balance of rental charges due 7 days prior to booking or at the discretion of the General Manager or designate.

Surrey City Hall Council Chambers

All Fees are subject to applicable taxes; Per hour fee, unless otherwise noted

**2015/16
Base**

Theater Rental

Includes up to six hours access, with one on-stage technician and one House Supervisor

Surrey Non-Profit	\$672.00
Non-Surrey Non-Profit	\$807.50
Cultural Business	\$807.50
Commercial Business	\$1,009.00

Additional Services

Additional Hours performance day	\$110.50
Staffing (per hour, min. 4 hr. call-out) *	Cost

*overtime rates may apply

Dark Days	\$156.00
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Per non-use day within the rental block. A maximum of two dark days are permitted for rentals exceeding seven days. Additional dark days will be subject to the applicable rental rate.

Deposits & Payments

Non-refundable at time of booking, per day booked	\$150.00
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50% of rental due 30 days prior to booking

Balance of rental charges due 7 days prior to booking or at the discretion of the General Manager or designate.

Surrey Arts Centre Rental Fees

All Fees are subject to applicable taxes; Per hour fee, unless otherwise noted

The following rental fees may apply to rentals held at the Surrey Arts Centre or City Hall

**2015/16
Base**

Equipment Rental

Piano

For the use of acoustic pianos regularly tuned and maintained \$150.00

Requested additional tuning. \$136.00

Projector (per event) \$250.00

Ticket Service Charges

Ticket service charges are incurred by the Ticket purchaser, not by the renter.

Service charge will be added by the box office and collected from the ticket purchaser.

Renter will pay service charges on complimentary tickets and for tickets sold by an outside ticket agent.

For all tickets sold by SAC Box Office or by renter \$1.85

Complimentary tickets \$0.84

A maximum of 10 tickets per curtain are exempt from the complimentary ticket charge

Ticket exchange \$1.82

Use of an outside ticket agent \$0.84

A Theatre Capital Fund Surcharge will be added to all Tickets \$1.00
\$10.00 and over

Surrey Art Centre Sale of Merchandise Surcharge

Lobby sales by renters must not duplicate or compete with SAC concessions, bar or the Gift Shop.

A surcharge of 15% will be applied to the gross revenue resulting from the sale of any merchandise, memberships or fund-raising items in the Surrey Arts Centre in conjunction with your bookings.

The 15% surcharge will also be applied to the gross revenues of any merchandise sold in the Surrey Arts Centre by photographers and/or videographers at any time during your booking.

Renters that are registered Surrey, non-profit organizations will be exempt from the 15% Sale of Merchandise surcharge.

Also, please be reminded that ticket raffles, calendar raffles and 50/50 draws, etc., in Surrey facilities are only permitted with a gaming event license.

