
To: Mayor and Council
From: Paul Gipps, CAO
Meeting Date: January 13, 2026
Meeting Type: Regular Council Meeting

Prepared by: Makayla Ablitt, Manager of Corporate Administration
Department: Corporate Services

Title: Fees Bylaw Amendment | Schedule 12 Community Complex
Description: Fees Amendment (Schedule 12 Community Complex) Bylaw 1314, 2026

RECOMMENDATION

THAT Fees Amendment (Schedule 12 Community Complex) Bylaw 1314, 2026 be read a first, second, and third time.

EXECUTIVE SUMMARY

Schedule 12 (Community Complex) of Fees Bylaw 987, 2016 has not been updated since 2016. Staff are proposing increases to help offset rising service costs due to inflation, improve cost recovery and to bring fees in line with surrounding communities. In addition, the new bylaw proposes to establish fees for a 5-year term in comparison to the one to three years set out in the current bylaw.

Staff compared fees to surrounding municipalities and similar facilities however, variations in services included in certain fees and varying categories mean fee structures are not directly comparable across municipalities. For example, rental of the Community Complex at George Elliot Secondary School (GESS) includes use of the theatre, gym, foyer and kitchen along with one technician to operate the theatre. There are no other comparable rental facilities that provide the same services to use as a comparison.

DISCUSSION/ANALYSIS

Theatre Rental Fees

Theatre rental fees include the cost of one technician for the duration of the rental but do not include Front-of-House (FOH) staff. The proposed increases for both Non-Profit and Commercial rentals incorporate the cost of one FOH staff member at \$25 per hour (\$100 for 4 hours and \$200 for 8 hours) and an and an additional \$50.00 increase in 2026 to help offset rising service costs due to inflation and improve cost recovery. Comparisons can be seen in the table below. The proposed increases ensure a consistent increase in both categories, incorporate FOH staffing costs and maintain market competitiveness and service quality. Rate increases are as follows:

- Commercial fees are proposed to increase from \$550 to \$700 for 4 hours and from \$900 to \$1150 for 8 hours.
- Non-Profit fees are proposed to increase from \$250 to \$400 for 4 hours and from \$400 to \$650 for 8 hours.

The proposed fees apply from 2026 through 2029, with an additional increase in 2030 of \$50 for 4-hour rentals and \$100 for 8-hour rentals in both Non-Profit and Commercial categories. Rates for theatre additional hours remain unchanged at \$130 for Commercial and \$75 for Non-Profit.

Theatre Rentals Comparison Table						
	DLC Current	DLC Proposed 2026 (Includes 1 tech and 1 FOH)	Rotary Centre for the Arts (Includes 2 techs plus FOH)	Kelowna Community Theatre (Includes 2 techs for 8hrs)	Vernon and District Performing Arts Centre	Venables
4 hour rental – Commercial	\$550.00	\$700.00				
4 hour rental – Non-Profit	\$250.00	\$400.00				
8-hour rental – Commercial	\$900.00	\$1,150.00	\$1385.00			
8-hour rental – Non-Profit	\$400.00	\$650.00	\$1050.00		\$720.00	\$440.00
12-hour rental – Commercial				\$1,665.00		
12-hour rental – Non-Profit				\$832.50		
Additional hours	\$130.00	\$130.00				
Additional hours – Non-Profit	\$75.00	\$75.00				

Creekside Theatre Capital Improvement Fee (CIF)

CIF fees are collected per attendee and help fund capital facility reserves. The current bylaw sets out CIF fees for the years 2017, 2018 and 2019 at \$1.00, \$1.25 and \$1.50 respectively. The fee has not increased since 2019. Comparison between Kelowna, Vernon, and Oliver can be seen in the table below. Staff recommend increasing the CIF from \$1.50 to \$2.00 for 2026 and remaining at \$2.00 until 2030. This increase ensures contributions for future capital improvements and aligns fees with comparable facilities in the region of similar size and service level.

CIF Comparison Table						
	DLC Current	DLC Proposed 2026	Rotary Centre for the Arts	Kelowna Community Theatre	Vernon and District Performing Arts Centre	Venables
Capital Improvement Fee	\$1.50	\$2.00	\$2.10	\$2.25		\$0.00

Theatre Technician

Each production at the Creekside Theatre requires at least one technician and a Front-of-House (FOH) staff, both services are provided by third parties. The current rental fee includes one technician and where required for larger productions, an additional technician can be added for a per hour fee.

The current additional technician fee is separated into “Theatre Technician” and “Lighting Technician” at \$35.00 and \$30.00 per hour respectively. The cost of a Technician varies between \$45 and \$80 per hour which is a direct cost to the District. A comparison of Theatre Technician rates between Kelowna, Vernon, and Oliver can be seen in the table below.

To ensure fees are comparable to surrounding facilities of a similar size and to recuperate some costs while maintaining affordability of rentals, staff recommend combining the existing two fees into one Additional Technician fee at a rate of \$46.00 per hour for 2026. The fee is proposed to increase by \$1.00 each year for the next 5 years to account for market increases.

Theatre Technician (Hourly Rate) Comparison Table							
	DLC Current	DLC Proposed 2026	Rotary Centre for the Arts	Kelowna Community Theatre	Vernon and District Performing Arts Centre	Venables	New Horizon Productions
Theatre Technician	\$35.00	\$46.00	\$50.00	\$57.00	\$46.75	\$45.00	
Tradeshaw set/strike							\$65.00
AV Tech							\$75.00
Lead + Op Techs							\$80.00

Grand Piano

The current fee for the Grand Piano is \$60.00 plus the actual cost of tuning. Tuning is required prior to each use and ensures equipment standards are maintained for quality service. The actual cost of tuning varies from \$200 to \$300. In comparing similar fees, the Grand Piano rental fee includes the cost of tuning. The proposed fee has been amended from \$60.00 *plus* tuning to \$250.00 *inclusive* of tuning. The rate is proposed for the years 2026 to 2028 where the fee increases to \$300.00 for 2029 and 2030.

GESS Community Gym and Kitchen

The GESS Community Gym rental is proposed to increase from \$40.00 to \$60.00 per hour for regular rentals and from \$25.00 to \$35.00 per hour for Youth and Non-Profit. Rental fees for the GESS Community Kitchen are proposed to remain the same at \$50.00 per hour for regular rentals and \$40 per hour for Youth and Non-Profit. The proposed rate adjustments for the Gym are a result of higher usage and are aligned with the fee structures of neighboring municipalities, where rates range from \$38.60 to \$69.10 for Youth and Non-Profit groups, and from \$103.95 to \$170.32 for Adult and Commercial users.

Community Complex Rentals

The Community Complex rental fee provides use of the theatre, gym, foyer, and kitchen from 8:00 a.m. to 10:00 p.m. (14 hours). Similar to Creekside Theatre fees, the rental fee includes the provision of one theatre technician but does not include Front-of-House (FOH) staff. The current bylaw sets out two rental rates: a standard rate of \$1,800 and a reduced non-profit rate of \$1,100. Since 2016, the non-profit rate has not been utilized.

To simplify the fee structure and reflect actual usage, staff recommend consolidating the two rates into one Community Complex rental fee. The proposed 2026 rate of \$2,500 (an increase of \$700 from \$1800) accounts for the cost of one FOH staff for the full 14-hour rental period (\$25 per hour, totaling \$350) plus an additional \$350 to help offset rising service costs due to inflation and establish competitive rates for similar sized facilities.

The fee for additional hours has been increased accordingly from \$150 to \$250.

Marketing Bundle

The proposed bylaw introduces two standardized marketing bundle options to provide consistency for users and provide a level of cost recovery. Under the current bylaw, marketing services are provided at the District's cost, recovered through ticket sales or recovered directly from the user through direct billing, resulting in inconsistent application. The new marketing bundles will offer clear, customizable options determined in consultation with the Cultural Development Coordinator to ensure the most effective marketing streams are applied for each user.

The 2026 proposed fees are \$200 for Marketing Bundle 1 and \$300 for Marketing Bundle 2, each with a separate level of service. The fees are proposed to increase by 5% in 2028 and 5% in 2030 (\$10.00 and \$15.00 respectively in each year of an increase) to account for inflation and a level of cost recovery. Implementing these fees ensures transparency for applicants and supports a level recovery of marketing-related costs.

Other Proposed Changes

- Increasing the Non-Refundable Deposit for Creekside Theatre bookings from 10% to 25%.
- Removing the ticket service fee and ticket printing fee as a result of moving from in-house tickets to external ticketing services where fees are incorporated directly into the cost of the ticket and paid directly to the provider.
- Expanding “Non-Profit” to include Volunteer Groups.
- Removing the Liquor Cleanup Fee as it has never been used
- Consolidating Community Complex Additional Hours into one fee.

FINANCIAL IMPLICATIONS

- None

 Budget Previously Approved

 Other (see below)

Due to rising service costs and inflation, fees are being increased to support general cost recovery. While the impact on rental revenue is modest, an estimated \$3,000–\$5,000 could be recovered depending on variables such as: number of shows, tickets sold, and frequency of rental types, for example. The increase to the Capital Improvement Fee would also represent approximately \$3,000 - \$8,000 of additional contributions towards future capital improvements of the theatre depending on show & ticket volume.

COMMUNICATIONS

If Council approves the bylaw, staff will notify Community Complex users of the updated fee schedule to ensure transparency regarding the new rates. Current agreements will remain unchanged; the revised fees will apply only to new rental contracts moving forward.

ALTERNATE RECOMMENDATION(S)

1. THAT Fees Amendment (Schedule 12 Community Complex) Bylaw 1314, 2026 be read a first, second, and third time with amendments as identified by council.
2. THAT Fees Amendment (Schedule 12 Community Complex) Bylaw 1314, 2026 not be read a first, second, and third time;
AND THAT the file be closed.

Respectfully Submitted.

Makayla Ablitt, Manager of Corporate Administration