



Item .....
Meeting .....2020 Jun 22

## COUNCIL REPORT

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**TO:** CITY MANAGER **DATE:** 2020 June 16

**FROM:** DIRECTOR PARKS, RECREATION & CULTURAL SERVICES **FILE:** 02410-20

**SUBJECT: CAPITOL HILL COMMUNITY HALL LICENCE AGREEMENT**

**PURPOSE:** To request the renewal of the licence agreement with Capitol Hill Community Hall Association for a five year term as outlined in this report.

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### **RECOMMENDATIONS:**

1. **THAT** approval be granted for the renewal of the licence agreement with the Capitol Hill Community Hall Association, for a further five year term beginning the 1<sup>st</sup> day of July, 2020; with minor revisions to the terms and conditions as outlined in this report.
2. **THAT** Council authorize the City Solicitor to execute a licence agreement with the Capitol Hill Community Hall Association as outlined in this report.

### **REPORT**

At its Open meeting of 2020 June 17, the Parks, Recreation and Culture Commission received the attached report and adopted the recommendations contained therein.

A handwritten signature in black ink that reads "D. Ellenwood".

Dave Ellenwood  
DIRECTOR PARKS, RECREATION & CULTURAL SERVICES

DE:tc  
Attachment

cc: Director of Finance  
City Solicitor



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## COMMISSION REPORT

**TO:** CHAIR AND MEMBERS  
PARKS, RECREATION & CULTURE  
COMMISSION

**DATE:** 2020 May 20

**FROM:** DIRECTOR PARKS, RECREATION &  
CULTURAL SERVICES

**FILE:** 09500-20

**SUBJECT: CAPITOL HILL COMMUNITY HALL LICENCE AGREEMENT**

**PURPOSE:** To request the renewal of the licence agreement with Capitol Hill Community Hall Association for a five year term as outlined in this report.

### **RECOMMENDATIONS:**

1. **THAT** approval be given for the renewal of the licence agreement with the Capitol Hill Community Hall Association, for a further five year term beginning the 1<sup>st</sup> day of July, 2020; with minor revisions to the terms and conditions as outlined in this report.
2. **THAT** the Parks, Recreation and Culture Commission recommend Council authorize the City Solicitor to execute a licence agreement with the Capitol Hill Community Hall Association as outlined in this report.

## **REPORT**

### **1.0 INTRODUCTION**

The City has had an agreement with the Capitol Hill Community Hall Association since 1959. The Association is responsible for operating the Capitol Hill Hall, including maintaining the interior of the facility for reasonable wear and tear. The Association manages this resource and makes it available to the community for a cost recovery fee, with payment of \$1 per year to the City. The Association continues to provide a valuable service to the community, by way of their management and operation of the Hall, and they continue to operate within the terms and conditions of their licence.

Work is underway to develop a design plan to upgrade the Capitol Hill Community Hall in order to improve functional use and accessibility while retaining and enhancing the building's heritage character. A further detailed report will be provided on this investigation and design. This planning will not interfere with the renewal of this contract. Completion of the work is dependent on inclusion of the project in the 5-year capital plan. Ideally construction would likely take place starting in the second half of 2021.

To: Parks, Recreation & Culture Commission  
From: Director Parks, Recreation & Cultural Services  
Re: Capitol Hill Community Hall Licence Agreement  
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In order to prevent the spread of COVID-19 and comply with the Provincial Health orders to limit gatherings to fewer than 50 people, this facility was closed in the middle of March. Capitol Hill Community Hall Association will continue to follow the recommendations and guidance of Health Authorities and will re-open the facility when it is safe and they have the capacity to do so.

## **2.0 POLICY SECTION**

### **Goal**

- A Connected Community
  - Social connection –  
Enhance social connections throughout Burnaby
- An Inclusive Community
  - Create a sense of community –  
Provide opportunities that encourage and welcome all community members and create a sense of belonging
- A Healthy Community
  - Community involvement –  
Encourage residents and businesses to give back to and invest in the community

## **3.0 BACKGROUND**

The terms of the licence have been reviewed with the Association, and the following changes are proposed for the new five year term:

1. The new term for the license will be for five years commencing on the 1<sup>st</sup> day of July, 2020 and ending on the 30<sup>th</sup> day of June, 2025.
2. Insurance requirements have met City standards.
3. The list of equipment owned by the Association has been updated.
4. Language regarding facility maintenance will be updated to meet current City standards.

## **4.0 RECOMMENDATION**

It is recommended that approval be given for the renewal of the license agreement as outlined in this report.



Dave Ellenwood  
DIRECTOR PARKS, RECREATION & CULTURAL SERVICES

DP:KM

Copied to: City Solicitor  
Director Finance