

ITEM	6
MANAGER'S REPORT NO.	19
COUNCIL MEETING	1980 03 10

RE: EXPANSION OF THE FIELDHOUSE IN THE BURNABY LAKE SPORTS COMPLEX
 BURNABY LAKE RUGBY COMMITTEE

Following is a report from the Parks & Recreation Administrator regarding the expansion of the fieldhouse in the Burnaby Lake Sports Complex.

RECOMMENDATION:

1. THAT the recommendations as contained in the report from the Parks & Recreation Administrator be adopted.

* * * * *

1980 March 06

TO: MUNICIPAL MANAGER

FROM: ADMINISTRATOR, PARKS AND RECREATION

RE: BURNABY LAKE SPORTS COMPLEX
 FIELDHOUSE EXPANSION - BURNABY LAKE RUGBY COMMITTEE

Recommendations:

1. THAT Council authorize the Municipal Solicitor to incorporate the "Operating Agreement" in respect of the Burnaby Lake Sports Complex Fieldhouse between the Corporation of the District of Burnaby and the Burnaby Lake Rugby Committee into a twenty-year licence agreement at an annual fee of \$1.00.
2. THAT Council authorize the execution of such licence agreement.
3. THAT Council authorize the execution of a "Finance Agreement" on the lines of the attached draft Finance Agreement.

REPORT

At its meeting of 1978 September 06, the Parks and Recreation Commission received a proposal from two Burnaby Rugby Clubs for an expansion of the fieldhouse in the Burnaby Lake Sports Complex. The expansion would provide additional public dressing rooms, washrooms, concession, etc., plus a clubroom facility for the Rugby Clubs. The Commission approved the proposal in principle, and agreed to contribute \$93,000 (\$81,000 from the Canada Summer Games surplus and \$12,000 from the 1979 C.I.P.).

On 1979 April 27 the Commission was informed that the original projected costs of the expansion had risen from \$345,000 to \$526,537. The groups had now formed "The Burnaby Lake Rugby Committee" (registered under The Societies Act) and requested the Commission to consider increasing its contribution to the project. The Rugby Committee was applying for a Provincial grant. The Commission agreed to transfer the \$50,000 in the

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C.I.P. for the upgrading of sportsfields to the expansion of the fieldhouse. This meant the financing would be as follows:

Total project cost	<u>\$526,537</u>
1/3 Provincial grant	175,512
Commission's contribution	143,000
Amount to be raised by Committee	<u>208,025</u>
	<u>526,537</u>

A table of use between public rooms, exclusive rooms and joint use areas showed the following ratio:

Public Use	57%
Exclusive Rugby Use	19%
Joint Use	24%

In discussion with the Municipal Treasurer, it was agreed that, at this time, no further proof was required regarding the Committee's ability to raise the required funds. However, more detailed documentation would be required before the contract was let. The reason for reaching this interim agreement was that it was sufficient for the Treasurer to make the application to the Province for the one-third grant. On 1979 July 05 a letter was received by the Committee advising that the request for the Provincial grant had been approved.

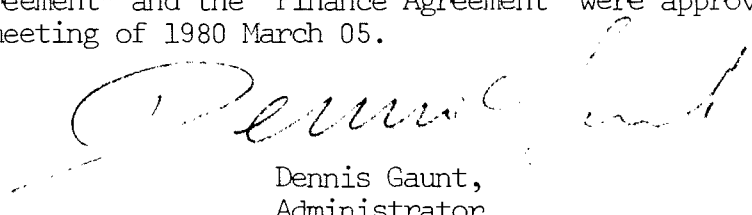
The Architect, Mr. Herbert Challier, has presented drawings for the Commission's scrutiny and comment. Parks and Recreation Department and the Building Department staffs have been involved in the design process and are satisfied that the design presented will accommodate the needs of both the public and the rugby committee.

The attached draft Operating Agreement has been agreed upon by the Burnaby Lake Rugby Committee and the Parks and Recreation Commission and now requires incorporating into a twenty-year licence agreement by the Municipal Solicitor.

A draft Financing Agreement has been drawn up in consultation with the Municipal Treasurer and the Municipal Solicitor for the construction period 1980 March 11 to 1980 September 30. A copy of this draft agreement is attached.

The Rugby Committee's campaign to raise their \$208,000 share is underway and a copy of their form letter soliciting assistance is attached for information. Also attached is a chart prepared by the Project Architect outlining the cash flow requirements and the construction schedule.

Both the "Operating Agreement" and the "Finance Agreement" were approved by the Commission at its meeting of 1980 March 05.



Dennis Gaunt,
Administrator

AG:df
Attach

c.c. Municipal Treasurer
Municipal Solicitor
Chief Building Inspector
Director of Planning

PROPOSED OPERATING AGREEMENT BETWEEN THE BURNABY LAKE RUGBY COMMITTEE AND THE BURNABY PARKS AND RECREATION COMMISSION RE:

THE USE OF THE EXPANDED BURNABY LAKE SPORTS COMPLEX FIELDHOUSE AND SOCIAL FACILITY:

The terms of the "operating agreement" between the Burnaby Lake Rugby Committee (registered under the Societies Act) and the Burnaby Parks and Recreation Commission will be contained in a "licence agreement" having an effective term of 20 years. The "licence agreement" will be drawn by the Legal Department of The Corporation of the District of Burnaby, following approval from both parties involved of the guidelines contained herein.

The following terms of the "operating agreement" proposed for the joint operation of the "fieldhouse and social facility" are recommended by staff for Commission approval.

1. The ground floor of the facility, which includes dressing rooms 5, 6, 7 and 8, staff and handicapped washrooms, post game area, referee and first-aid rooms, concession/kitchen, club training room and corridors will be administered and allotted by the Parks and Recreation Department for public use with the following provisions:
 - a) The Burnaby Lake Rugby Committee will be given priority in the allotment of dressing room #7 adjacent to the club training room. This would typically include Saturdays and Sundays between September and June in conjunction with allotments for fields #1 and #2 and weekday evenings in conjunction with allotments for practice fields.
 - b) The club training room will be allotted to the Burnaby Lake Rugby Committee on an exclusive basis and will be available on a negotiated basis, for Parks and Recreation sponsored programs.
 - c)
 - i) The Burnaby Lake Rugby Committee will be given priority in the allotment of the concession and the post game areas for either
 - 1) operating a refreshment service for the public, or
 - 2) post game activities.
 - ii) The concession will typically operate during times when the fields are being utilized to a fair degree and/or when other activities within the Sports Complex area involve substantial numbers of participants and/or spectators.

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iii) The concession and/or the post game area will also be available for casual public use when not allotted for use by the Rugby Committee as an adjunct to playing field activities, including soccer, fieldhockey, cricket, etc. and will be supervised by Parks and Recreation staff.

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2. The second floor of the facility which includes the banquet area, kitchen, bar, deck, clubroom, office, washrooms, storage rooms and corridors/stairways, will be allotted exclusively to the Burnaby Lake Rugby Committee to be operated 12 months of each year for the conduct of club activities; rentals, banquets and food and beverage services, conduct of meetings, seminars, etc. for members and the public. The Parks and Recreation Department will have use of the banquet hall and/or meeting room for Burnaby Lake Sports Complex related programs and activities only, sponsored by the Department, on a negotiated basis with the Rugby Committee, e.g. coaching clinics, Fun Runs, fitness workshops. No rental charges will be assessed for such program uses.
3. The Parks and Recreation Department will assume responsibility for all building cleaning, inside maintenance and supervision of the ground floor facilities, with the exception of the club training room and the concession/kitchen area (except for any uses which are not under the control of the Rugby Committee).
4. The Burnaby Lake Rugby Committee will assume responsibility for building cleaning, inside maintenance and supervision of the second floor facility except for any uses sponsored by the Parks and Recreation Department.
5. The Parks and Recreation Department will assume responsibility for the cost of all services including building insurance, heating, lighting and water, as well as exterior building maintenance and landscape maintenance.
6. The rental rates and other charges established by the Burnaby Lake Rugby Committee for facilities, functions, activities and services which take place on the second floor, will be subject to the approval of the Parks and

Cont'd.....

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Recreation Administrator and will generally be compatible with fees and charges for similar facilities and services in other public facilities.

7. Both parties agree that a spirit of co-operation and co-ordination will be maintained in the allotment, administration and supervision of the facility for the mutual benefit of both parties and the public of Burnaby.

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FINANCING AGREEMENT BETWEEN:

THE CORPORATION OF THE DISTRICT OF BURNABY
and
THE BURNABY LAKE RUGBY COMMITTEE:

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FOR THE CONSTRUCTION OF THE BURNABY LAKE SPORTS COMPLEX FIELDHOUSE & SOCIAL FACILITY

1. Funding Sources:

The project financing will be as follows:

Total project cost	\$526,537.00
One-third Provincial Grant(Fixed at one-third)	<u>175,512.00</u>
BALANCE	\$351,025.00
Corporation's fixed contribution	<u>143,000.00</u>
Rugby Committee's contribution -balance of cost estimated at	<u>\$208,025.00</u>

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The Burnaby Lake Rugby Committee will undertake to contribute their \$208,025.00 share in the form of donated goods and services, volunteer labour and cash donations.

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2. Insurance:

Builders all risk insurance and public liability coverage must be provided by the Rugby Committee during the term of construction - 1980 March 11 - 1980 September 30. Proof of this coverage must be forwarded to the Municipal Solicitor.

3. Architect's Certificates:

Architect's certificates, indicating accounts which have been paid, must be presented to the Municipal Treasurer to allow reimbursement payments from Municipal funds to the Rugby Committee. These certificates will include calculations on donated goods, services and volunteer labour. Certificates will continue to be presented to the Municipal Treasurer after the Corporation's \$143,000.00 contribution has been expended.


4. Project Supervision:

A Management Contractor (Harry Skipper) who has been hired by the Rugby Committee, will operate as a general contractor and will work closely with the Project Architect (Herb Challier). Bids and contracts will be compiled by the contractor for approval by the Building Committee (Rugby Committee). Payments and architect's certificates will be approved by the Financing Coordinator (Mac. Christie) then forwarded to the Corporation for reimbursement. The contractor will oversee site construction and coordination of labourers (paid and volunteer).

5. Completion:

The projected date of completion is 1980 September 30.

THE CORPORATE SEAL OF THE CORPORATION OF
THE DISTRICT OF BURNABY WAS HERETO
AFFIXED IN THE PRESENCE OF:


Burnaby Lake Rugby Committee
- Chairman

Mayor


Burnaby Lake Rugby Committee
- Financing Coordinator

Municipal Clerk

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BURNABY LAKE RUGBY COMMITTEE



Please Respond To:

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Dear

The Burnaby Lake Rugby Committee is almost ready to break ground for the Rugby Clubhouse facility at the Burnaby Lake Sports Complex.

At this time we need an indication from those people willing to participate in the project through donations of material or labour or cost reductions for same.

This is a joint project of the Municipality of Burnaby, the Provincial Government and the Burnaby Lake Rugby Committee (this latter representing the Twilighter and Burnaby Rugby Football Clubs). The intention is to both provide a specialized Rugby pitch and clubhouse facility and to provide additional facilities for potential use of non-rugby organizations.

The committee is attempting to offset as much of its responsibility for 1/3 of the total cost through educational and volunteer labour and donations. To this end students from Burnaby Central Secondary School and Pacific Vocational School will be participating. In fact the Ministry of Education is planning on filming the educational segment of this project.

We are optimistic that you will be able to help out in some way and would ask that you indicate below to what extent this would be possible. Your participation will be much appreciated by all in sport who may use this facility.

The Burnaby Lake Rugby Committee anticipates securing a tax number for your use and will also be acknowledging all such assistance on a handsome plaque to be prominently mounted in the new clubhouse.

Sincerely,

 Don Steen, Chairman

 Executive Member

DONOR

Signature _____

Type of Assistance _____

Comments: _____

BURNABY LAKE RUGBY SOCIETY

PROJECTED CONSTRUCTION SCHEDULE AND

CASH FLOW FOR THE FIELDHOUSE EXPANSION

	MARCH	APRIL	MAY	JUNE	JULY	AUGUST	SEPTEMBER	TOTAL	ROUGH CONSTRUCTION SCHEDULE
<u>DISBURSEMENTS</u>									Aiming at completion by September 30, 1980
L Site preparation	3,021	3,021						6,042	
A Foundation	19,972	39,944						59,916	
B Superstructure			37,964	37,964				75,928	
C Roof construction				9,000	35,157			44,157	
D Interior & exterior walls					26,436	26,436	26,436	79,308	
F Wall finishes						7,069	7,069	14,138	
G Floor finishes							11,029	11,029	
H Ceiling finishes							7,501	7,501	
I Specialities						17,960	17,960	35,920	
J Mechanical rough-in finishes		9,000	12,000	12,000		12,000	3,000	48,000	
						16,000	16,000	32,000	
K Electrical rough-in finishes		6,000	8,000	8,000	2,000	6,000	4,000	34,000	
						8,000	8,000	16,000	
N Misc. items				3,870		7,740	7,740	19,350	
M Grounds finished				3,252		6,504	6,504	16,260	
O General conditions	1,233	11,233	11,233	11,233	11,233	11,233	11,233	68,631	
	<u>24,226</u>	<u>69,198</u>	<u>69,197</u>	<u>85,319</u>	<u>74,826</u>	<u>118,942</u>	<u>126,472</u>	<u>568,180</u>	<u>TOTALS</u>
<u>CASH OUTLAY</u>	<u>-</u>	<u>24,226</u>	<u>69,198</u>	<u>69,197</u>	<u>85,319</u>	<u>74,826</u>	<u>118,942</u>	<u>126,472</u>	<u>568,180</u>
<u>CASH RECEIPTS</u>									
Cash donations									
Members	20,000							20,000	
Public	10,000	60,000	20,000					90,000	
Materials & labour donations		10,000	24,000	24,000	25,000	25,000	30,000	30,000	168,000
Burnaby Government			24,000	69,000	50,000				143,000
B.C. Government						87,500		87,500	175,000
Total receipts	<u>30,000</u>	<u>70,000</u>	<u>68,000</u>	<u>93,000</u>	<u>75,000</u>	<u>112,500</u>	<u>30,000</u>	<u>117,500</u>	<u>596,000</u>
<u>BANK BALANCE</u>	<u>30,000</u>	<u>75,774</u>	<u>74,576</u>	<u>98,379</u>	<u>88,060</u>	<u>125,734</u>	<u>36,792</u>	<u>27,820</u>	<u>27,820</u>

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