

2000 July 20

TO: CITY MANAGER

FROM: DIRECTOR PARKS, RECREATION & CULTURAL SERVICES

SUBJECT: LICENSE AGREEMENTS WITH:

- A) CAPITOL HILL COMMUNITY HALL ASSOCIATION
- B) LOCHDALE COMMUNITY HALL ASSOCIATION

PURPOSE: To request Council's approval for the renewal of license agreements for Capitol Hill Community Hall Association and Lochdale Community Hall Association, for a further five year term commencing the 1st day of July 2000, and ending on the 30th day of June, 2005, under the terms and conditions as outlined in the attached report.

RECOMMENDATION:

1. THAT approval be granted for the renewal of license agreements for Capitol Hill Community Hall Association and Lochdale Community Hall Association, for a further five year term commencing the 1st day of July 2000, and ending on the 30th day of June, 2005, under the terms and conditions as outlined in the attached report.

REPORT

At its meeting of 2000 July 19, the Parks, Recreation and Culture Commission received the attached report and adopted the two recommendations contained therein.



Kate Friars
PARKS, RECREATION
AND CULTURAL SERVICES

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Attachment

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- A) CAPITOL HILL COMMUNITY HALL ASSOCIATION**
 - B) LOCHDALE COMMUNITY HALL ASSOCIATION**
-

RECOMMENDATIONS:

1. THAT approval be given for the renewal of license agreements for Capitol Hill Community Hall Association and Lochdale Community Hall Association, for a further five year term commencing the 1st day of July 2000, and ending on the 30th day of June, 2005, under the terms and conditions as outlined in this report.
2. THAT Council be requested to concur.

REPORT

Capitol Hill Community Hall Association and Lochdale Hall Community Association both operate the respective City of Burnaby community hall facilities under the authority of a five year license agreement.

It is proposed that new five-year term agreements be prepared, with the addition of the following clauses:

- A. The City's responsibilities shall include:
 1. The City shall provide and pay for a garbage container and garbage collection from the premises.
 2. The City shall provide and pay for water service to the premises.
 3. The City shall provide and pay for parking lot maintenance, including line maintenance, snow removal, signage, litter pick up, catch basin maintenance and lighting repairs.
 4. The City shall provide and pay for landscape maintenance.
- B. The Associations' responsibilities shall include:
 1. The Association shall use any surplus funds from the rental of the premises for the routine maintenance of physical plant equipment such as but not limited to: HVAC system servicing, interior painting, roofing repairs, plumbing repairs, electrical repairs, gutter cleaning, awning repair and replacement, lock repairs and any general wear and tear on the building.

2. The Association shall advise the City of any major improvements requested or required for the building in a timely manner and participate where feasible in the cost of such improvements.

These clauses simply serve to commit to paper practices that have been in place for many years, but not previously documented. Insurance requirements will be amended to reflect current City standards. All other terms and conditions of the existing agreements remain unchanged. The previous agreements and proposed additions are acceptable to both associations.

The Associations continue to operate within their constitutions and according to the agreements, and provide a valued facilitating service to many community groups on behalf of the Commission. The current services provided through these two license agreements continue to meet our expectations. Therefore, renewal agreements as proposed should be implemented.

The new five year term is for the period 2000 July 01 to 2005 June 30. It is recommended that approval be given for the renewal of the License Agreements as outlined in the report.

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cc: Director Finance
Acting City Solicitor

