
TO: CITY MANAGER **DATE:** 2006 July 20

FROM: DIRECTOR PARKS, RECREATION AND CULTURAL SERVICES

SUBJECT: LICENCE BETWEEN THE CITY AND THE BURNABY LAKE RUGBY COMMITTEE


PURPOSE: To request Council's approval for a new licence with the Burnaby Lake Rugby Committee to operate the clubhouse at Burnaby Lake Sports Complex-East.

RECOMMENDATION:

1. **THAT** approval be granted for a new licence with the Burnaby Lake Rugby Committee to operate the clubhouse portion of the facility at Burnaby Lake Sports Complex-East with terms and conditions as outlined in the attached report.

REPORT

At its meeting of 2006 July 19, the Parks, Recreation and Culture Commission received the above noted report and adopted the three recommendations contained therein.


for Kate Friars
DIRECTOR PARKS, RECREATION AND CULTURAL SERVICES

KF:tc

Attachment

P:\ADMIN\TC\DATA\COUNCIL\PK-LICENCE BETWEEN THE CITY AND THE BURNABY LAKE RUGBY COMMITTEE

TO: CHAIR AND MEMBERS
PARKS, RECREATION & CULTURE COMMISSION

FROM: DIRECTOR PARKS, RECREATION AND CULTURAL SERVICES

SUBJECT: LICENCE BETWEEN THE CITY AND THE BURNABY LAKE RUGBY
COMMITTEE TO OPERATE THE CLUBHOUSE AT BURNABY LAKE
SPORTS COMPLEX EAST

RECOMMENDATIONS:

1. **THAT** approval be given for a new licence with the Burnaby Lake Rugby Committee (BLRC) to operate the clubhouse portion of the facility at the Burnaby Lake Sports Complex-East with terms and conditions as outlined in this report.
2. **THAT** Council be requested to concur.
3. **THAT** a copy of this report to be sent to Mr. Simon Smolden, President of the Burnaby Lake Rugby Club.

REPORT

Introduction

Effective July 2001, the City entered into a licence agreement with the Burnaby Lake Rugby Committee (BLRC), setting out operating conditions for the rugby clubhouse at Burnaby Lake Sports Complex-East. The clubhouse premises occupy roughly 50% of the facility; the other 50% being change rooms available for general use and storage rooms used by Parks maintenance staff. The floor plan in Attachment 1 shows the clubhouse portion which is the subject of the licence agreement.

The current agreement was in place for 5 years expiring on 2006 June 30, following a 20 year agreement which had been in place since the facility was constructed, with significant funding assistance provided by the BLRC. The City and the BLRC have now concluded discussions on a new agreement.

During their occupation of the clubhouse, the BLRC has been a valued and extremely supportive community partner. A contribution of \$15,000 in 1996 assisted with the construction of the playground at the east sports complex.

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Re: Licence Agreement-City/Burnaby Lake Rugby
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Over a period of time, \$97,500 has been spent to improve/renovate the upstairs washrooms, the lounge area and the Mohawk Room (banquet room). Most recently, the banquet room and washrooms have been repainted and approximately \$10,000 was spent for hardwood floors, new furniture and equipment in the lounge area. It is anticipated that over the next term, the BLRC will make similar contributions to improvements and upkeep of the facility, which will include replacing the carpets and new chairs for the banquet room.

Terms and Conditions for New Agreement

The following summarizes the provisions included in a new agreement. All have been discussed in detail with the BLRC, who are in agreement:

1. Length of Term

- 5 years and one option to renew for a further 5 years.
- To be effective 2006 July 01, replacing current agreement as of that date.

2. Club Responsibilities

- Club is responsible for all janitorial, cleaning and sanitary conditions of license area, as well as false alarm charges, as in the previous agreement.
- Club provides annually to the City a copy of the valid liquor licence, food handling licence and business licence, as in the previous agreement.
- Interior improvements to be sole responsibility of the Club, approval to be granted by the Director for all improvements, with appropriate permits in place. All work to be completed in accordance with all legislation.
- Insurance and indemnity provisions to be maintained in accordance with current City standards.
- The Club shall be responsible for 50% of the heat, electricity and hot water costs for the entire building (based on occupancy of 50% of the total building square footage), and will be invoiced monthly by the City for their share.

3. City Responsibilities

- The City is responsible for maintaining the exterior, roof, windows, graffiti removal, structural components, boilers, heating and ventilation systems, garbage removal, snow clearing and water and sewer charges. (It is important to note that the City is typically responsible for these items with City owned buildings in Parks.)

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In addition, the new agreement will continue to ensure that:

1. All rates for rental of the premises will be approved by the Director.
2. All net income received from operation of the premises shall be used to make improvements to the premises or to assist and encourage sports associated with the Burnaby Lake Sports Complex.
3. The Licensee will provide annually to the City a copy of its membership list, operating statement and balance sheet duly certified by an auditor.
4. For permission to occupy and use the licensed premises, the Licensee shall pay to the City one (\$1) dollar per year.

Summary

The Burnaby Lake Rugby Club continues to provide a valued service to the community, and is a valued supporter and community partner. It is recommended that the terms and conditions for a new licence to operate the clubhouse portion of the facility at the Burnaby Lake Sports Complex-East be approved as outlined in the report.



Kate Friars
DIRECTOR PARKS, RECREATION AND CULTURAL SERVICES

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Attachment

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SECOND FLOOR

SCHEDULE "A"

