



Item.....	.....
Meeting .....	.....2016 Jun 15

## COUNCIL REPORT

**TO:** CITY MANAGER **DATE:** 2016 June 16

**FROM:** DIRECTOR PARKS, RECREATION & CULTURAL SERVICES **FILE:** 09100-25

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

**PURPOSE:** To request Council's approval for a new five year licence for the Burnaby Lake Rugby Committee to operate the clubhouse portion of the fieldhouse at the Burnaby Lake Sports Complex-East.

**RECOMMENDATION:**

1. **THAT** approval be given for a new five year licence for one dollar (\$1) per year plus one option to renew for a further five years with the Burnaby Lake Rugby Committee to operate the clubhouse portion of the fieldhouse at the Burnaby Lake Sports Complex-East with terms and conditions as outlined in the attached report.

**REPORT**

At its 'Open' Meeting of 2016 June 15, the Parks, Recreation and Culture Commission received the attached report and adopted the three recommendations contained therein.

Dave Ellenwood  
DIRECTOR PARKS, RECREATION & CULTURAL SERVICES

DE:tc

**Attachment**

Burnaby Lake Rugby Committee – Licence to Operate Clubhouse (2016.06.20)

Copied to: City Solicitor  
Director Finance  
Director Planning & Building



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## COMMISSION REPORT

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

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

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

**RECOMMENDATIONS:**

1. **THAT** approval be given for a new five year licence for one dollar (\$1) per year plus one option to renew for a further five years with the Burnaby Lake Rugby Committee to operate the clubhouse portion of the fieldhouse 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 be sent to Mr. Leigh Shelley, Chairperson of the Burnaby Lake Rugby Committee.

**REPORT****INTRODUCTION**

In July 1980, the City entered into an agreement with the Burnaby Lake Rugby Committee for the construction of an addition to the public washrooms and fieldhouse located at Burnaby Lake Sports Complex-East.

In September of 1982, the City entered into a licence agreement with the Burnaby Lake Rugby Committee, setting out operating conditions for the rugby clubhouse. The current agreement expires 2016 June 30. The Burnaby Lake Rugby Committee has requested a new agreement under the same terms and conditions.

Throughout the tenure of the current agreement, the Burnaby Lake Rugby Committee has been a valued and extremely supportive community partner. They have complied with all terms of the licence agreement and consistently paid their portion of the operating expenses. The Club has improved/renovated the upstairs washrooms, the lounge area and the Mohawk Room (banquet room). Assuming a new agreement is

To: Parks, Recreation & Culture Commission  
 From: Director Parks, Recreation & Cultural Services  
 Re: LICENCE BETWEEN CITY AND BURNABY LAKE  
 RUGBY COMMITTEE TO OPERATE CLUBHOUSE  
 AT BURNABY LAKE SPORTS COMPLEX-EAST

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approved, the Committee has modest plans for continued improvements and upgrades of the clubhouse facilities.

If approved, the Club would maintain responsibility for the existing clubhouse operation including improvements and operating costs related to the upstairs portion of the building and a portion of the bottom floor that they currently occupy under the licence. The City of Burnaby will continue to maintain and repair the structural components and exterior of the building, and repair or upgrade the mechanical services including heating and ventilation systems. The roof and skylights were replaced two years ago and there are no other significant alterations or changes planned to the building. The existing public washrooms and change rooms downstairs would continue to operate by City janitorial staff.

1. The new term for the licence will be for 5 years with one option to renew for a further five years.
2. For permission to occupy and use the licensed premises, the Licensee shall pay to the City of Burnaby one dollar (\$1) per year.
3. Insurance requirements will be updated to comply with City Standards.

### SUMMARY

The conditions of the licence have been reviewed with members of the Burnaby Lake Rugby Committee. The Burnaby Lake Rugby Committee continues to provide a valued service to the community, and is a valued supporter and community partner. It is recommended that the licence agreement to operate the fieldhouse at the Burnaby Lake Sports Complex-East be approved as outlined in this report.



Dave Ellenwood  
 DIRECTOR PARKS, RECREATION & CULTURAL SERVICES

DP:tc

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Copied to: City Solicitor  
 Director Finance  
 Risk Manager