
TO: CITY MANAGER **DATE:** 2015 July 20

FROM: DIRECTOR PARKS, RECREATION & CULTURAL SERVICES

SUBJECT: CAPITOL HILL COMMUNITY HALL ASSOCIATION LICENSE RENEWAL

PURPOSE: To request approval for the renewal of the lease with the Capitol Hill Community Hall Association.

RECOMMENDATION:

1. **THAT** approval be given for the renewal of the lease with the Capitol Hill Community Hall Association, for a further five year term beginning the 1st day of 2015 July; with minor revisions to the terms and conditions as outlined in the attached report.

REPORT

At its 'Open' Meeting of 2015 July 15, the Parks, Recreation and Culture Commission received the attached report and adopted the two recommendations contained therein.



Dave Ellenwood
DIRECTOR PARKS, RECREATION AND CULTURAL SERVICES

DE:km

Attachment

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Copied to: Director Finance
City Solicitor

COMMISSION REPORT

TO: CHAIR AND MEMBERS
PARKS, RECREATION AND CULTURE COMMISSION

FROM: DIRECTOR PARKS, RECREATION AND CULTURAL SERVICES

SUBJECT: CAPITOL HILL COMMUNITY HALL ASSOCIATION LICENSE
RENEWAL

RECOMMENDATIONS:

1. **THAT** approval be given for the renewal of the license agreement with the Capitol Hill Community Hall Association, for a further five year term beginning the 1st day of July, 2015; with minor revisions to the terms and conditions as outlined in this report.
2. **THAT** Council be requested to concur.

REPORT

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 license.

The terms of the license 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 1st day of July, 2015 and ending on the 30 day of June, 2020.
2. Insurance requirements have been updated to comply with City standards.
3. The list of equipment owned by the Association has been updated.

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

A handwritten signature in black ink, reading "D. Ellenwood". The signature is written in a cursive style with a large, looped "D" and a stylized "Ellenwood".

Dave Ellenwood
DIRECTOR PARKS, RECREATION AND CULTURAL SERVICES

DP:km
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cc: City Solicitor