

## COUNCIL REPORT

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**TO:** CITY MANAGER **DATE:** 2016 September 22

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

**SUBJECT: LICENCE AGREEMENT – CLIFF AVENUE UNITED FOOTBALL CLUB**

**PURPOSE:** To request Council's approval for staff to enter into a new licence agreement with the Cliff Avenue United Football Club to operate the clubhouse portion of the facility at the Kensington Fieldhouse.

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**RECOMMENDATION:**

1. **THAT** approval be given for staff to enter into a new licence agreement with the Cliff Avenue United Football Club to operate the clubhouse portion of the facility at the Kensington Fieldhouse with terms and conditions as outlined in the attached report.

**REPORT**

At its 'Open' Meeting of 2016 September 21, the Parks, Recreation and Culture Commission received the attached report and adopted the three recommendations contained therein.



Dave Ellenwood  
DIRECTOR PARKS, RECREATION & CULTURAL SERVICES

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Attachment

Licence Agreement – Cliff Avenue United Football Club (2016.10.03)

Copied to: City Solicitor  
Director Finance  
Director Planning & Building

## COMMISSION REPORT

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

**FROM:** DIRECTOR PARKS, RECREATION & CULTURAL SERVICES  
File No: 09100-25

**SUBJECT: LICENCE AGREEMENT – CLIFF AVENUE UNITED FOOTBALL CLUB**

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**RECOMMENDATIONS:**

1. **THAT** approval be given for staff to enter into a new licence agreement with the Cliff Avenue United Football Club to operate the clubhouse portion of the facility at the Kensington Fieldhouse 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 Ms. Karen Hum, Facility Administrator for the Club.

**REPORT**

Cliff Avenue United Football Club is the largest youth (boys and girls) soccer club in Burnaby. For the 2016/2017 season, there are over 2,100 registrants. Established in 1956, the Club currently occupies a clubhouse located at 6159 Curtis Street. This facility was constructed in 1995, and occupies the upper floor of the City owned facility. The facility is used by the Club to host regular meetings, coaching sessions and training along with team functions and tournaments. The facility is also rented out by the Club to the public for private and public functions. It is also used by other community youth groups such as Burnaby Karate. The modest rental program provides the Club a revenue source which contributes to the Club's operating budget, and helps to cover monthly operating expenses such as cleaning, heating and interior maintenance and improvements.

The City has had a licence agreement with the Cliff Avenue United Football Club since 1995. This agreement sets out operating conditions for the clubhouse at Kensington Fieldhouse and requires that the club pay the City \$250.00 per month for the licence to occupy the facility. The latest agreement expired on 2016 September 30. The Club has expressed interest in renewing the contract and that the existing terms and conditions remain.

To: Parks, Recreation & Culture Commission  
From: Director Parks, Recreation & Cultural Services  
Re: Cliff Avenue United Football Club Licence Agreement

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Over the past five years, the Club has been a good steward of the facility and invested the extra revenue generated from rentals to update the interior of the hall. These updates include renovations to the kitchen, bathrooms, storage room flooring, window coverings, fridge, tables and chairs. If renewed and typical operating revenues can be generated, the Club plans on continuing to upgrade and maintain the interior of the facility.

## **TERMS AND CONDITIONS FOR NEW AGREEMENT**

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

### **1. Length of Term and Rate**

- 5 years and one option to renew for a further 5 years.
- Licence rate of \$300.00 per month for the first 2 years. In the third, fourth and fifth year the licence fee will increase by a percentage equivalent to the consumer price index for Vancouver.
- Licence to be effective 2016 October 01.

### **2. Club Responsibilities**

- The Club is responsible for all janitorial, cleaning and sanitary conditions of licence area, as well as false alarm charges, as in the previous agreement.
- Interior improvements are the 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 and bylaws
- Insurance and indemnity provisions to be maintained in accordance with current City standards.
- The Club shall be responsible for all of the heat, electricity, gas, telephone and other utility costs for the clubhouse portion of the building.
- The Club shall permit the City to use the facility for its Parks and Recreation Department programs from 9:00 a.m. to 5:00 p.m. provided that the premises are not then being used or previously rented by the Club.

To: Parks, Recreation & Culture Commission  
From: Director Parks, Recreation & Cultural Services  
Re: Cliff Avenue United Football Club Licence  
Agreement

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### 3. City Responsibilities

The City is responsible for maintaining the exterior, roof, windows, doors, graffiti removal, structural components, boilers, heating and ventilation systems, garbage removal, 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). The City is also responsible for the landscaping surrounding the facility and has recently addressed some minor deficiencies.

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 continue to be used to make improvements to the premises or to assist and encourage sports associated with the Cliff Avenue United Football Club.
3. The Licenser will provide annually to the City, a copy of its membership list, operating statement and balance sheet duly certified by an auditor.

### **SUMMARY**

The Cliff Avenue United Football Club continues to provide a 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 Kensington Fieldhouse be approved as outlined in the report.

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



Dave Ellenwood  
DIRECTOR PARKS, RECREATION & CULTURAL SERVICES

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Copied to: City Solicitor  
Director Finance  
Director Planning & Building