



City of Port Moody

Report/Recommendation to Council

Date: May 12, 2023
Submitted by: General Manager of Community Services
Subject: Delegation Response - TROPICA

Purpose

To report back to Council on the delegation request from TROPICA regarding increased free access to space at Old Orchard Hall for events.

Recommended Resolution(s)

THAT Council defer a decision on the TROPICA request until the allocation policy and framework project is completed;

AND THAT Council encourage TROPICA to apply for support available under the Community Association Event Grant Program and the fee waiver program to support events in the short term, as recommended in the report dated May 12, 2023 from the General Manager, Community Services regarding Delegation Response - TROPICA.

Background

At the February 28, 2023 Council Meeting, a delegation from The Residents Of Pleasantside, Ioco Community Association (TROPICA) presented to Council and requested increased free access to Old Orchard Hall - specifically, space for three free events per year. Council approved that the delegation request be placed on a subsequent Council agenda for consideration. Council requested that staff report back to provide a better understanding of the allocation of space to non-profit groups and a review of City policies in allocating these spaces, as well as to provide an overview of use of Old Orchard Hall by the Pleasantside Community Association.

The Fees Bylaw No. 3383 guides how groups access and pay for city facility space, including outlining the free use of park and recreation facilities, allocated as follows:

- All programs and activities co-sponsored by the Community Services Department.
- All regular, general, or executive meetings of the recognized Port Moody Community Associations being: College Park, Glenayre, Klahanie, Pleasantside, and The Residents of Pleasantside, IOCO Community Association (TROPICA).

- For annual general meetings or executive board meetings (to a maximum of one meeting per month) of Port Moody groups or organizations whose purpose in meeting is to provide leisure opportunities for a large segment of the community. Decisions on groups to be charged are made individually by the General Manager of Community Services or his or her designate.
- Pleasantside Community Association's use of Old Orchard Hall and contents.
- Glenayre Community Association's use of Glenayre Centre and contents.

The latter two provisions recognize the financial contributions made by both community associations towards the construction cost of Old Orchard Hall and Glenayre Community Centre, respectively. The original Old Orchard Hall was built by the Pleasantside Community Association (PCA) in 1956. The replacement hall was built in 1999 with a financial commitment from the PCA in return for free usage of the Hall for the PCA and PCA-sponsored groups; the agreement between the City and PCA allows PCA to use Old Orchard Hall up to 10 times per year at no cost.

The PCA bookings for events at Old Orchard Hall (OOH) over the past five years are as follows:

- 2018: 3 events
- 2019: 1 event
- 2020: 1 event
- 2021: 0 events
- 2022: 2 events

The PCA usage over the past five years is well under the allowed number according to the current agreement. The PCA, whose membership currently sits at 57, has stated that they are cognisant in their usage of the City's need to offset annual net costs with rental revenue. PCA also pays for the insurance coverage for all the groups that book free programming space at OOH through the group, which include the Golden Spike Days Can Can Dancers, badminton, scouts and a playgroup. These groups generally use the facility once per week for a 2-3 hour period, running from September to June.

For reference, the TROPICA bookings for events at OOH over a similar timeframe were:

- 2018: 3 events
- 2019: 1 event
- 2020: 0 events
- 2021: 1 event
- 2022: 2 events
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TROPICA paid the Community Rate for this usage, with application for a fee waiver towards one event each year, of up to \$367. The Community Rate for OOH, as established in the Fees Bylaw and updated annually, is currently \$45/hour and \$400 for a 15-hour rental between 10:30am and 1:30am (for use of the main room with capacity of 125 people, plus kitchen). Therefore, the fee waiver for one event per year of \$367 covers most of the 15-hour rental rate.

Discussion

While events hosted by community associations are an excellent way to bring a community together and for those groups to fundraise, there are several considerations with the TROPICA request:

- Old Orchard Hall is one of the most heavily rented facilities in Port Moody. Even with construction currently taking up parking space, Old Orchard Hall earned more than \$50,000 in rental income in 2022. Having two community associations with enhanced free event access to the same facility could lead to conflicts and will reduce rental availability, thus reducing revenue generation for the City.
- The City knows of five active Community Associations in Port Moody. If TROPICA is granted free space for three events per year, a precedent would be established and the City would need to consider providing the other community associations the same opportunity. This could significantly reduce revenue generation from bookings across a range of facilities.
- Staff are embarking on an approved capital project to develop an allocation framework and policy in 2023, which will encompass the use of City facilities for storage, meetings, events and other community uses. This project will provide guidance including with respect to equitable access.

It should be noted that all community associations have a number of support options for booking event space with the City of Port Moody:

1. Port Moody Community Association Event Grant Program: groups can apply annually for a grant of up to \$750 towards an event that is open to the neighbourhood and free of charge.
2. Registered Port Moody community groups and organizations can apply for a fee reduction on a facility rental once per calendar year. This fee waiver is up to \$367 for a Recreation facility or up to \$500 for the use of Inlet Theatre (a \$3,000 is allocated to each stream annually).
3. As noted above, the Fees Bylaw (BL3383) allows free access once a month for regular, general, or executive meetings of the recognized Port Moody Community Associations, being: College Park, Glenayre, Klahanie, Pleasantside, and The Residents of Pleasantside, IOCO Community Association (TROPICA).

With concerns noted around reduced revenue generation and work on the allocation policy and framework to begin shortly, staff recommend that Council defer a decision on the TROPICA event space request until the allocation policy and framework is completed. TROPICA can be encouraged in the short term to apply for the supports available through the Community Association Event Grant Program and the fee waiver program.

Other Option(s)

That Council direct staff to provide TROPICA with increased free access to Old Orchard Hall, for three free events annually.

That Council receive the report for information.

Financial Implications

Financial implications will be limited to the existing City grant and fee waiver programs for which budgets are already provided. If other options are supported, there is the possibility of decreased rental revenue and/or additional costs to the City.

Communications and Civic Engagement Initiatives

Communications will be specific to working with the association and will not require a communications or engagement plan.

Council Strategic Plan Objectives

Supporting community groups and associations with space needs and providing for a range of events contributes to the Strategic Plan goals of enhancing community well-being; enhancing vibrancy through placemaking, arts, culture, heritage and tourism; and leveraging public spaces. Developing an allocation policy and framework to provide clear guidelines on allocation of City space for community uses will meet the Strategic Plans goals to lead with good governance, ensure financial sustainability, and leverage public spaces.

Report Author

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Report Approval Details

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| Document Title: | Delegation Response – TROPICA.docx |
| Attachments: | |
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This report and all of its attachments were approved and signed as outlined below:

Stephanie Lam, City Clerk and Manager of Legislative Services - May 12, 2023 - 10:51 AM

Lindsay Todd, Manager of Communications and Engagement - May 12, 2023 - 11:11 AM

Paul Rockwood, General Manager of Finance and Technology - May 12, 2023 - 11:28 AM

Tim Savoie, City Manager - May 15, 2023 - 11:31 AM