



**NANAIMO LADYSMITH PUBLIC SCHOOLS
BUSINESS COMMITTEE
PUBLIC MEETING
INFORMATION SHEET**

DATE: October 11, 2023
TO: Business Committee
FROM: Mark Walsh, Secretary-Treasurer
Pete Sabo, Executive Director Planning & Operations
SUBJECT: Administrative Procedure 522 – Public Use of School Buildings,
Grounds and Equipment - Update

Background:

In 2018, the Facilities rental software was upgraded to PerfectMind due to the system in place at the time no longer being supported.

Rentals were suspended prior to Spring Break in March 2020 due to the impact of COVID-19 and reopened after Spring Break 2020 for childcare facilities only. Outdoor rentals continued with no access to schools until fully reopening in mid-February 2022.

In January 2021, the previous rental coordinator retired, and a new incumbent started. The incumbent's first full year of rentals was during the 2022/23 school year.

Facility records indicate that the last across-the-board rental rate increase was in July 2015. In addition, it was recognized that the For-Profit/Commercial rates had not been integrated into the current facility rental software, PerfectMind/XplorRecreation, since changing over from CLASS in 2018. Groups are currently being charged as Category 2 or 3, Youth or Adult groups (this includes For-Profit rentals). At this time, it is not clear which current rental groups are specifically For-Profit/Commercial groups, however, it is estimated based on available information that there may be at least 15 programs which would fall into the For-Profit category.

All rental rates are currently determined by either most participants being under the age of 18 years old (Youth) or over the age of 18 years old (Adult).

As stated in [AP 522](#), there are 4 different rental rates (not including Category V: Surplus Space) for user groups. As indicated, Category IV had not been implemented into the facility rental software, however, is available to be manually added and applied to all facilities.

Key changes:

- NLPS no longer manages the rental of the Rotary Bowl, this is now the City of Nanaimo's responsibility

- Hammond Bay/Davis Road half gym rentals are no longer available
- Secondary School kitchens are only available for rental on a per basis trial
- No more basic charge (\$379.42) for Secondary/Elementary rate, new rates see Category IV
- Playfields \$26.00 per hour at the For-Profit rate
- Community Use smoking policy now includes cannabis and all vapour products
- Community rental of chairs raised from .77 to 1.00 per chair, tables from 8.43 to 9.43 and cartage cost will be 38.00 per trip to drop off and pick up furniture

Discussion:

Considering the above, staff have contemplated adding category IV rates into the software, identifying the For-Profit providers, and charging accordingly. The current AP rates appear to be a significant jump in rates, prompting staff to contact numerous school districts and check their rates against NLPS. It appears that in most cases, the NLPS For-Profit rates were higher (on average) than what is currently being charged by other districts. Considering the average of what other districts charge and the current charges for categories 2 and 3, staff have recommended rates for the For-Profit category to be adjusted. For the core spaces (Gym and MPR rooms), the rates have decreased and for ancillary spaces, the rates have essentially increased; most community rentals take place in MPRs and Gyms.

Staff believe that the new rates should be incorporated in the 2023/24 school year and plan to do so immediately after the board receives this revised AP. Transitioning of rental contracts will vary depending on ensuring the appropriate category is charged, renewal of the contract date and phasing in of the new rate – as workload allows.

Also included are miscellaneous updates to keep the AP current, such as the removal of the Rotary Bowl facility which is now owned by the City of Nanaimo, the inclusion of vapour and cannabis products prohibited, and the removal of elementary half gyms being available (Hammond Bay and Davis Road; Hammond Bay now has a full-sized Gym and Davis Road is no longer included in rental inventory).

Given LRF *Recommendation #15 – Ensure that rental rates for facilities, including childcare, operate on a cost recovery basis at minimum*, The draft AP was discussed at the September 29th LRF committee – and feedback was incorporated into the proposed changes.

Understanding that this Information sheet would be presented at the October 11th Business Committee meeting, staff advised rental groups by providing a link to the agenda item for their information.

References:

Appendix A: Revised Administrative Procedure 522 – Public Use of School Buildings Grounds & Equipment