



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

DATE: December 11, 2024  
TO: Business Committee  
FROM: Mark Walsh, Secretary-Treasurer  
SUBJECT: Hammond Bay School Multi-Purpose Space Facility Use Agreement

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### **Recommendation**

***The Business Committee recommends that the Board of Education of School District No. 68 (Nanaimo-Ladysmith) approve the joint agreement with the City of Nanaimo to use the Multi-Purpose Space and washrooms at Hammond Bay Elementary on a non-exclusive basis for community purposes, and that the Secretary-Treasurer is authorized to execute the documents including such terms as the Secretary-Treasurer may consider advisable.***

### **Background**

Attached to this action sheet is the draft – Facility Use Agreement and Schedule B showing the “License Area”.

### **Discussion**

As part of the space addition to Ecole Hammond Bay a full-sized multi-purpose space was built, previously the school used a portable classroom for this function. Shortly after the completion of the addition to Ecole Hammond Bay staff began discussions with Nanaimo Parks, Recreation & Culture to determine interest in a possible Facility Use Agreement for the Hammond Bay Multi-Purpose Room.

The district’s consideration to engage in discussions included adding value to the community by expanding access to district spaces recognizing that the City has a distinct user base. This direction also affords the city to assess the value from their perspective, while advancing/strengthening the spirit of partnership that created the Q'unq'inuqwstuxw Stadium Field agreement, the Harewood Artificial Turf Field agreement as well as the various parks use and parking agreements that benefits both parties. Further, the new facility offers improved accessibility, and the shared use of space offers shared mutual cost savings, reduced maintenance responsibilities, and the potential to increase community ownership.

City staff reviewed the space and enthusiastically responded to the opportunity. Benefits indicated by city staff include access to space in an area of town which does not have a facility, the attributes of the space including access and accessibility, and consistency of access which allows planning and development of programs.

Previously the portable was not rented out as a Multipurpose room therefore the agreement will have a neutral effect on space provision via the districts rental program.

It is important to highlight that the partners have two other agreements: one for public use of the Hammond Bay parking lot in support of neck point, and another for Schools use of the city tennis courts during the school hours. Both agreements make use of the other partners' facilities during times of underutilization during certain times of the day and weekends, thereby avoiding the need for capital expenditures to create these facilities. These agreements have been in place with little administrative efforts required.

As per the collective agreement janitorial will be provided by District forces (CUPE staff). Additional cleaning paid for via rental fees, will result in additional employment via supplementary hours.

Consultation on district operational impacts included the principal, the assistant superintendent and facilities departments feedback was reviewed and incorporated into the document as appropriate. Detailed feedback will be discussed via the operating committee process.

Notable items in the agreement include:

**1. Term:**

- (a) 10 years with a 6-month cancellation notice

**2. School Access to the Licence Area:**

- (a) from 6:00 a.m. to 6:00 p.m. on days when school is in session during the regular school year
- (b) exclusive use on Wednesday evenings, September through June, or other specified Ecole Hammond Bay designated evening for which school is to be in session.
- (c) the Board shall be entitled to book the Licence Area for School Use outside of School Times, without incurring charges/fees, if the booking is within five (5) business days of the date of the requested use, and subject to availability.
- (d) During the Term, the City will manage all bookings of the Licence Area (outside of School Times) as per the City of Nanaimo Facility Use Guidelines, and rental rates will be determined by the NLPS Fees and Charges structure.

**3. City Access to the Licence Area:**

- (a) from 6:00 p.m. to 10:00 p.m. on days when school is in session during the regular school year;
- (b) with no restricted times on days when school is not in session; and
- (c) the City will, at its discretion, permit use of the Licence Area to third parties, as a community service.

**4. An operating committee to oversee the agreement:**

- (a) Same structure has been used in both the Q- Field and HATF agreements to the party's mutual satisfaction, resulting in ongoing positive improvements.

**Appendix A:** Facility Use Agreement