

**TO:** Regional District of Nanaimo Board**MEETING:** July 9, 2019**FROM:** Hannah King  
Superintendent, Recreation Program Services**SUBJECT:** License to Occupy Agreement Renewal with School District 69 Qualicum

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**RECOMMENDATION**

That the Regional District of Nanaimo enter into a License to Occupy Agreement with School District No. 69 (Qualicum) for recreation program space at both Craig Street Commons (Parksville) and Qualicum Commons (Qualicum Beach) for a term of fifty-four (54) months commencing January 1st, 2020 through June 30th, 2024.

**SUMMARY**

Regional District of Nanaimo (RDN) Recreation Services has leased recreation program space from School District 69 (Qualicum) at Qualicum Commons since 2014 and at the Craig Street Commons in Parksville since 2017. The current Agreements for both spaces are due to expire December 31, 2019. Staff is seeking approval to enter into a combined License to Occupy Agreement with the School District 69 (Qualicum) for the continued use of the program spaces. The license fee would be \$2,050.00/month plus GST. Annually the cost would be \$24,600.00. The total cost over the term of the Agreement would be \$110,700 plus GST.

**BACKGROUND**

RDN owned and operated recreation program space is limited to two rooms at Oceanside Place which are suitable for public meetings and low impact activities. Benefits of leasing dedicated program space at both Commons include; reduced program cancelations and time changes which increase customer satisfaction, the ability to include program locations within marketing materials, less time spent securing program space, and continued expansion of program inventory within Qualicum Beach and Parksville which benefits all Oceanside communities.

In 2014 School District 69 (Qualicum) made it known that they were exploring options for community use of the former Qualicum Beach Elementary School site. On December 17, 2014 the RDN entered into the current agreement for the use of a classroom space at Qualicum Commons (formerly Qualicum Beach Elementary). The term was established for 5 years less 2 days and included custodial services, security, utilities and general repairs at a monthly fee of \$1,025.00 plus GST.

In 2017 a similar opportunity arose at the former Parksville Elementary School site. A License to Occupy Agreement was signed for a term of twenty-four (24) months to allow for the terms of the two Agreements to align. The monthly fee is \$946.84 plus GST and includes the same services as at Qualicum Commons.

As the term for both current Agreements end in December 2019 staff completed negotiations to renew with School District 69 in the spring of 2019. Both Agreements were reviewed by RDN legal counsel and were determined to be acceptable. The Agreement which amalgamates the two licenses is attached.

A number of the recommendations within the current Recreation Services Master Plan speak to maintaining and expanding cross sectional partnerships and continuing to strive to achieve efficiency in the delivery of recreation services. The leasing of space from the School District is an example of such a partnership. The fact that the facilities are established community hubs allows for the continued growth of partnerships with community groups based at the two facilities.

The following is a breakdown of cost and usage rates (2018) of the leased program space

Facility	Monthly Rate	Annual Rate	Hours Used	Hourly Rate
Qualicum Commons	\$1,025.00	\$12,300.00	926.25	\$13.28
Craig Street Commons	\$946.84	\$11,362.08	1,714.75	\$6.26
Total	\$1,971.84	\$23,662.08	2,641	\$8.96 (average)

The following is a list of comparable rental space rate options available within Oceanside (*adult user groups*)

- School District 69 classroom space - \$10.00
- Qualicum Beach Civic Centre - \$22.00-\$28.00
- Parksville Community Centre - \$43.00-\$54.00

## ALTERNATIVES

- 1) That the Regional District of Nanaimo enter into a License to Occupy Agreement with School District No. 69 (Qualicum) for recreation program space at both Craig Street Commons (Parksville) and Qualicum Commons (Qualicum Beach) for a term of fifty-four (54) months commencing January 1st, 2020 through June 30th, 2024.
- 2) Provide staff with an alternative direction.

## FINANCIAL IMPLICATIONS

The approved five-year Northern Recreation Services Financial Plan includes annual funding for the program spaces associated with the proposed Agreement.

## STRATEGIC PLAN IMPLICATIONS

People and Partnerships - Seek opportunities to partner with the provincial and federal governments, other government agencies, and community stakeholder groups in order to advance strategic plan goals and objectives.



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July 2, 2019

Reviewed by:

- D. Banman, Acting Gen. Mgr., Recreation & Parks
- P. Carlyle, Chief Administrative Officer

Attachment:

- FinalRDNSD69 License to Occupy.pdf