



REQUEST FOR DECISION

File # 0400-70

Report To: Mayor and Council
From: Director of Community Services
Presenter: Karin Carlson
Subject: Administration Report No. 0135/23
Margaret "Ma" Murray Community School - Annual Gymnasium Report
Meeting: Regular Council
Meeting Date: 11 Dec 2023

RECOMMENDATION:

"THAT, Council receive Administration Report No. 0135/23 Margaret "Ma" Murray Community School - Annual Gymnasium Report for information; AND THAT, Council direct staff to review the actual school use and costs, AND FURTHER THAT, Council direct staff to draft an update to the MOU that will reflect the actual community use and actual costs to SD60 and bring it back for Council consideration."

CAO'S COMMENTS:

The Margaret "Ma" Murray Community School annual gymnasium report demonstrates the value of partnership and resource sharing to meet community needs. This gymnasium serves the needs of both the school and its students, and the City of Fort St. John and its recreation needs.

ALTERNATIVE RECOMMENDATION:

None

KEY ISSUES(S)/ CONCEPTS DEFINED:

The MOU between the City of Fort St. John and School District 60 was established to expand the gymnasium for the elementary school, now known as the Margaret "Ma" Murray Community School and to make the space available for community use. The MOU requires an annual review of community access to the gym. This report is intended to provide Council with the annual information, required as part of that MOU.

RELEVANT POLICY: n/a

IMPLICATIONS OF RECOMMENDATION

COMPLIANCE WITH STRATEGIC PILLARS:

Vibrant Community – Invest in community safety, social, cultural, and recreational programs.

Economic Development – Enhance community economic development to provide opportunities and sustainability for Fort St. John.

Organizational Excellence – Provide a healthy workplace that is inclusive and builds on our diversity, engagement, and sense of community.

Managing Assets – Build and manage assets that support the current and future needs of the community.

COMPLIANCE WITH STRATEGIC PRIORITIES:

- | **Provide and support robust, affordable, and accessible wellness and recreation opportunities for the whole community.**
- | **Develop partnerships with agencies that provide education, health, and public safety services.**

GENERAL:

According to the MOU, "SD 60 is to book time with community-based groups. SD 60 is to provide seasonally based reports identifying group use, number of hours by group to the Director of Community Services."

This is important information for the city for two main reasons:

- **Understanding the growth and status of sport in the city - Allocations**
- **Demonstrating community value**

Summary Use

There were 11 sport-based groups that used the gymnasium on a regular basis throughout

the school year for a total of 833 hours of use. The space was available to the community from 5 pm - 9 pm on weeknights. The groups included:

- | Pickleball
- | Northern Rockies Karate
- | Club volleyball
- | Northern Tigers Karate
- | Local Badminton group
- | Basketball (group 1)
- | Flight basketball
- | Badminton's youth
- | Indoor soccer
- | Filipino Basketball
- | Barre Class

In addition to the sports groups, there were a number of community groups that used the gymnasium for tournaments or events. The gym is available to the community for use from 9 am - 11 pm on weekends. Weekend events this past school year included:

- | Dr. Kearney Volleyball Tournament
- | District Badminton Tournament
- | Youth Badminton Regionals
- | Scouts - overnight event
- | School block party and garage sale

The MOU was developed with the best effort to estimate the community use of the gym before it opened to the public. Section 2. (12) states, *"This agreement is to be reviewed after two years of operation to adjust or confirm the minimum number of hours to the community and any other operational concerns that either party may have. After initial 2 year review and adjustment, This MOU/ agreement is to be reviewed every 5 years."* Due to staff turnover both at SD60 and the City of Fort St. John, there has been no formal review completed. City Staff will be working with SD60 to review the MOU and bring it back to Council for consideration.

ORGANIZATIONAL: n/a

FINANCIAL: n/a

FOLLOW UP ACTION: Work with staff at SD60 to review and update the MOU.

COMMUNITY CONSULTATION: n/a

COMMUNICATION: n/a

DEPARTMENTS CONSULTED ON THIS REPORT: n/a

Attachments:

- | **2240-20_MOU to Expand Gymnasium in New School_Exp 2036**
- | **User group report 2022-2023**
- | **Ma Murray Gym Use Tracking**

RESPECTFULLY SUBMITTED:

Karin Carlson, Director of Community Services

29 Nov 2023

Memo of Understanding (MOU) between School District 60 and the City of Fort St. John to expand the Gymnasium for the new elementary school, to be constructed in the North East portion of the City.

Definitions

The City of Fort St. John may be referred to as "The City"
School District # 60 – may be referred to as "SD 60"

Description of Project

It has been recognized by community based user groups within the City of Fort St. John that gym time is in high demand and a number of sport groups are not able to grow their sport partly due to this shortage. This shortage has been documented and there is a recommendation in the North Peace Sub-Regional – Recreation Facility Inventory and Assessment that when the School Board is able to move forward with the construction of a new school that the City partner with them to "upsized" the gym.

On Tuesday June 9, 2015 Council passed the following resolution:

Administration Report No. 0016/15(c)

Potential Partnership with School District #60

RESOLUTION NO. 69/15(c)

MOVED/SECONDED

"THAT, Council approve Option B and provide funding of \$2,500,000 to School District #60 to upsize the gym from a typical elementary school gymnasium to a standard Senior school gymnasium;

AND THAT, Council approve the partnership as defined in the proposed Business Terms attached to this report."

CARRIED

Section 1 – Description of Expansion

Enlarge the elementary gym of 380m² to a secondary gym size of 900m².

Provide space for bleachers that would accommodate approximately 350 seats to be fully extended while allowing space between the cross courts and the seating area.

Larger space for cross gym soccer and basketball. Although not big enough to accommodate a full size secondary basketball cross court, community club basketball for younger age groups could be accommodated (bleachers would not be used for seating). When the gym would be divided into two cross court activities, each side would be equivalent to an elementary size gym.

The height of the gym would increase from 21 ft to 26 ft clearance.

The increase for the additional 520m² gym space will also require:

- i. Additional design space of 146m²
- ii. Additional mechanical/electrical space of 21m²

The cost differential for this option to increase from 380m² to a secondary gym size of 900m², plus other space allotment, is \$2.5 million dollars. The payback value of this investment if we use \$75/hr fee is 20 years.

Section 2

Business terms:

1. City to fund Total, including all associated taxes and or fees, of \$2,500,000 in 2016. These funds are to be used to expand the gymnasium and supporting infrastructure as described in Section 1.
2. School District 60 will insure that the gymnasium is named as a Community gymnasium. Example of acceptable name is "Naming Sponsor - Community Gym". This name is to be prominently displayed on the outside of the gymnasium, and used fully in any inside signage.
3. There needs to be a minimum amount of hours per season that will be accessible to community based groups.
4. The distribution of time to the community based groups is to be equitable.
 - a) One group cannot dominate the amount of available hours as described below.
5. Priority use goes to SD 60, Community groups may be bumped with 14 days' notice. Except in cases of emergency requirements the SD will work directly with the impacted user groups.
6. SD 60 to book time with community based groups. SD 60 to provide seasonal based reports identifying group use, number of hours by group to the Director of Recreation and Leisure Services. This is important information for the city for two main reasons:
 - Understanding the growth and status of sport in the city - Allocations
 - Demonstrating community value
7. Minimum amount of hours to be made "available" for Community use, subject to detail in Section 2, item 4 of this document.

8. The City of Fort St. John can also use the gymnasium for free of charge for public meetings, elections, events, etc and shall also have "priority" use with advance 14 days notice to regular user groups.
9. SD 60 will own maintain and operate the school and said gym enhancements and are solely responsible for all facility operating costs, including all booking, administrations, allocating, operating, staffing.
10. SD 60 is responsible for all maintenance repairs and lifecycle costs.
11. The City is to be indemnified of an insurance claims resulting from:
 - a) The initial design and construction of the facility and expansion of same
 - b) Any and all ongoing operational matters and warranties on equipment, structures or chattels
 - c) Any and all health and safety incidents or personal injuries resulting from the use of the expanded gymnasium.
12. This agreement is to be reviewed after two years of operation to adjust or confirm the minimum number of hours to the community and any other operational concerns that either party may have. After initial 2 year review and adjustment, This MOU/agreement is to be reviewed every 5 years.
13. Length of term for \$2.5M City Investment would be 20 years with option of renewal**
** based on value of \$75/hr for 1800 hours of use as described in Section 2
14. Any sponsorship funding realized for this initiative will be used to enhance the space and the amenities. It will not be used to offset the capital investment by the City. The City will not be expending resources to acquire sponsorship, however if approached for the opportunity specifically, the city will facilitate the sponsorship.

Section 2

School District #60 does not currently charge for the use of school based gyms. If the board should change this policy during the term of this MOU/agreement:

1. The School District staff and senior City Staff will review calculation contained in Section 2 of this agreement to establish the following:
 - a) An agreeable cost per hour of operations of the gym time within the ranges provided below under Section 2 (5). The SD #60 agrees this is for operational costs alone and is not to include any capital costs.
 - b) Calculate, agree, and report on community based actual usage to date of policy change implementation.
2. Apply agreed to hourly cost to the Community's actual usage, and determine amount of hours and years left in the agreement. The remaining hours will be deemed to have been pre-purchased by the City for the not for profit community based groups, and these groups will continue to have free access of gymnasium time until the pre purchased hours run out.
 - a) SD # 60 to develop communications plan in conjunction with City to insure policy change is communicated to impacted organizations.
 - b) SD 60 to provide reasonable notice to the City of Policy change

- c) Policy change not to be implemented in mid-season. Community groups should be informed of policy change one season in advance to allow for the establishment of appropriate budgets.

With the exception of the hours per week and year these calculations are benefit calculations and are information purposes only.

3. Community use availability calculation for \$2,500,000 investment.
- Seasonal operations September – mid June = 45 weeks
 - Priority use goes to SD 60. Community groups may be bumped with 14 days' notice.
 - Monday – Friday 7pm – 11pm (20hrs)
 - Saturday – Sunday 8am – 8pm (24hrs) **assume 4 hour loss per week so 40 hrs

40 hours per week x 45 weeks = 1800 hours per year, min hours per year.

4. Facility operational cost range. To be used if School District Board changes policy of free gymnasium not for profit community groups.
- 1800hrs x \$50/hr = \$90,000 annually. $\$2,500,000/\$90,000 = 27.7$ years (say 25)
 - 1800hrs x \$75/hr = \$135,000 annually. $\$2,500,000/\$135,000 = 18.5$ years (say 20)

1800hrs x \$100/hr = \$180,000 annually - $\$2,500,000/\$180,000 = 1$

City of Fort St. John by its authorized signatories:

Lori Ackerman,

Mayor

City of Fort St. John

 Date: Feb. 3, 2016

Janet Prestley,

Director of Legislative and Administrative Services

City of Fort St. John

 Date: February 3, 2016

School District #60 by its authorized signatories:

Ida Campbell,

Board Chair, Board of Education

SD #60 Peace River North

 Date: February 3, 2016

Doug Boyd,

Secretary Treasurer

SD #60 Peace River North

 Date: February 3, 2016

Margaret Ma Murray User Group Report for 2022/2023 School Year.

Current User Groups - These groups are using the space and would be in line to remain in the space for next year.

User Group	Hours Per Week	Hours Per Year	Scheduled Times
Pickleball	6	152 (Sep - March)	Mondays 6 - 9/ Wednesday 6-9
Northern Rockies Karate	2.5	62.5 (Sep - March)	Wednesdays 6:00 - 8:30
Club Volleyball	8	104 (Dec - March)	Tuesday 5-9 / Friday 5-9
Northern Tigers Karate	3	75 (Sep - March)	Saturdays 9-12
Local Badminton Group	2	50 (Sep - March)	Thursday 7-9
Basketball Group (1)	2	50 (Sep - March)	Tuesday 7-9
Flight Basketball	6	200 (Sep - June)	Sat 1-3, Sunday 9-1
Badminton Youth	2.5	62.5 (Sep - March)	Monday 5:30 - 8
Indoor Soccer	3	75 (Oct - March)	Sunday 5-8
Filipino Basketball	2	32 (January - May)	Saturday 4-6
Barre Class	2	40 (January - June)	Wednesday 4:30 - 6:30

Other Events

User Group	Event	Space Used	Dates
Dr. Kearny	Volleyball Tournament	Canteen, Bella Yahee and Gym	November
District	Badminton Tourney	Canteen, Bella Yahee and Gym	April
Youth Badminton Regionals	Badminton Regionals	Canteen, Bella Yahee and Gym	November
Scouts	Overnight Event	Canteen, Bella Yahee and Gym	May

School	Block Party / Garage Sale	Canteen, Bella Yahee and Gym	June
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Schedule

X	Monday		Tuesday		Wednesday	
	Gym 1	Gym 2	Gym 1	Gym 2	Gym 1	Gym 2
5:00			Club Volleyball (5-9) ----- ----- -----	Club Volleyball (5-7)	Barre Class (430-630)	Northern Rockies (6:15 - 8:30) ----- -----
6:00		Badminton Youth (5:30 - 8)				----- -----
7:00	Pickleball (630-9) -----		----- -----	Pat Basketball (7-9)	Pickleball (630-9) -----	----- -----
8:00	----- -----		----- -----	----- -----	----- -----	----- -----
9:00	----- -----			----- -----	----- -----	
10:00						

X	Thursday		Friday	
	Gym 1	Gym 2	Gym 1	Gym 2
5:00			Club Volleyball (5-9)	Club Volleyball (5-9)
6:00			(December - May)	(December - May)
7:00	Pipe Band (Music Room) Badminton (Lana)	Badminton Group (7 - 9) -----	----- -----	----- -----

8:00
9:00



X	Saturday		Sunday	
Gym	1	2	1	2
9:00	Northern Tigers Karate (9-12) -----	Northern Tigers Karate (9-12) -----	Flight Basketball	Flight Basketball
11:00	-----	-----	-----	-----
1:00	Flight Basketball (1-3)	Flight Basketball (1-3)	-----	-----
3:00				
5:00	Filipino Basketball	Filipino Basketball	FSJ Soccer (Jaimilia) (6-9)	FSJ Soccer (Jaimilia) (6-9)
7:00			-----	-----
9:00			-----	-----
11:00				

Other usage not indicated above

YMCA daycare. Daily access to the gym outside of our regular scheduled P.E. classes. They also access the gym after school and during winter, summer and spring breaks.

Ma Murray Gym Usage

By Year	Booked Hours Per Year	Total MOU Hours	Difference	Usage %	Non-Usage %	# of Regular User Groups	# of One Time Events
2018-2019	1188	1800	-612	66.00%	34.00%	7	19
2019-2020	1124	1800	-676	62.45%	37.55%	9	12
2020-2021	COVID						
2021-2022	786	1800	-1014	56.78%	43.22%	10	5
2022-2023	833	1800	-967	59.00%	41.00%	11	4