

LETTER OF INTENT

BETWEEN THE

BRITANNIA COMMUNITY SERVICES CENTRE SOCIETY  
(hereinafter called "the Society")

AND THE

BOARD OF PARKS & RECREATION  
(hereinafter called "the Park Board")

RE: RECREATION PROGRAMME SERVICES

BRITANNIA COMMUNITY SERVICES CENTRE

**INTRODUCTION**

The Society and the Park Board have jointly agreed that the Park Board will provide programme and administrative support and staff for the recreation services outlined below. The senior Park Board recreation staff person at the Britannia Community Services Centre (hereinafter called "the Centre") will be known as the Community Recreation Coordinator.

**GENERAL RESPONSIBILITIES**

The recreation staff will plan and utilize the resources of the Centre for the provision of leisure-recreation services, to meet the interest and priorities of the residents of the communities of Grandview/Woodland and Strathcona. Such services will operate both within the Centre's facilities and by extension to the two communities concerned. Programme planning and operation in Strathcona will occur in concert with and complement the services of the Strathcona Community Centre.

**ACCOUNTABILITY**

The staff in the positions covered in this agreement will be employees of the Park Board seconded to work at the Centre. In this capacity they will be responsible for fulfilling the terms of this arrangement between the Society and Park Board.

Preparation of job descriptions, interviewing of candidates and review of the work performed by the staff will be the joint responsibility of the Society and the Park Board. The Park Board will consult with the Society when making the final decisions about the engagement, transfer or termination of personnel in its employ.

The Coordinator will be accountable to the Society through the Executive Director for the day to day on site operations.

In general, recreation staff will be expected to work closely with and fully involve residents in identifying needs, setting priorities and conducting and evaluating recreation services.

## **PROGRAMME SERVICES**

A full complement of recreational programmes will be provided to meet local needs and interests, including social and cultural activities, arts and crafts, aquatic, ice and arena programmes, physical recreation and fitness activities, athletics and organized sports. The development of opportunities for training in community recreation leadership will be an important programme responsibility as well. Full facility use should be achieved with programmes operating seven days a week, morning, afternoon and evening. Recreation programmes will be operated within the Centre on a decentralized extension basis to the surrounding communities of Grandview/Woodland and Strathcona.

The planning and operation of recreation programmes directly by the Society or the contracting for such services with agencies other than the Park Board may occur in those circumstances where appropriate. The Community Recreation Coordinator would be responsible for the planning, coordination and supervision of such programmes.

The Community Recreation Coordinator will be responsible for developing, on behalf of the Society, the necessary programme planning committees to facilitate maximum citizen input in the development and evaluation of ongoing programmes and special events.

Collaboration with all agencies providing complementary programmes within and without the Centre will also be part of the recreation staff's responsibilities in order to ensure coordination of effort in meeting local recreation requirements.

## **ADMINISTRATIVE SUPPORT SERVICES**

The Society will hire and supervise the support staff necessary for the operation of recreation services including secretary-typist, clerks, cashiers, and activity coordinators.

The Executive Director of the Centre will be responsible for the day to day on site administration of support staff and their coordination with recreation services.

Assistance in the development and implementation of recreation services will also be provided by the Society through the Executive-Director of the Centre.

## **FUNDING**

The cost of operating and maintaining the recreation facilities in the Centre will be borne in accordance with the terms of the master agreement between the City of Vancouver, the Board of School Trustees of School District No. 39 (Vancouver) and the Society. The costs incurred in the provision of extension programmes - notably rent for facilities - are subject to the approval of the City Council along with the rest of the recreation budget of the Society.

Annually the Society will prepare a total budget for community recreation and support services. The Community Recreation Coordinator and his/her staff will formulate the recreation Budget in collaboration with the Society's Executive Director for presentation to the Society. That portion of the budget which includes the Recreation staffing and supplies etc. will be submitted to the Park Board together with a report and assessment of the previous year's activities. The recreation budget will be subsequently submitted to City Council with the comments of the Park Board.

When possible, funding for programmes will go beyond minimum costs in recognition of the special needs of the areas served and in order to achieve a high standard and quality of service where fees and/or charges to the public are necessary for recreation programmes, these shall be established and their disposition agreed upon through joint consultation and after careful consideration of the needs of the two communities served by the Centre. The Society and the Park Board will jointly recommend to the City Council a rate structure for the consideration and amendment or approval of the City Council.

**DURATION**

The parties will meet so often as they deem necessary to review this arrangement and to consider any changes thereto that the operating experience may prove to be necessary. Any changes to this arrangement shall be made only with the approval of the parties.

The Park Board or the Society may terminate this arrangement at any time by giving to the other ninety (90) days' notice in writing at any time to that effect and at the expiration of the notice; this arrangement shall terminate and have no further force nor effect.

Dated at Vancouver, British Columbia, this 19th day of May 1980.

APPROVED BY:

APPROVED BY:

BOARD OF PARKS AND RECREATION

BRITANNIA COMMUNITY SERVICES  
CENTRE SOCIETY

Chairman

Chairman

General Manager

Executive Director