

**Letter of Intent – Britannia Society and
Vancouver School Board Use of
Facilities**



LETTER OF INTENT "II"

between the

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

and

THE BOARD OF SCHOOL TRUSTEES OF
SCHOOL DISTRICT NO. 39 (VANCOUVER)
(hereafter called "the Board")

RE: SCHEDULING AND THE USE OF FACILITIES OF THE
BRITANNIA COMMUNITY SERVICES CENTRE

INTRODUCTION

The Society and the Board have agreed on the procedure for the management, scheduling and use of facilities at the Britannia Community Services Centre. This arrangement is based on the concept of the "multiple use of facilities".

The concept of multiple use requires that co-operation in fully utilizing all facilities to meet the expressed needs of the partners in this enterprise will occur. The school shall have priority use of buildings constructed solely with funds from the board. Similarly the Society shall have prime jurisdiction over the use of those facilities constructed solely with funds from the City of Vancouver. However, since there are budget considerations in respect to charges for areas used by the Board and the Society, suitable financial adjustments will be required to relate to the agreed upon percentage of areas to be used by the Board and the Society. For example, 3% of the 159,921 square feet of area in the secondary school has been agreed to be a legitimate charge against the Society by the Board. An increase in the percentage of area used in this building by the Society would eventually result in an adjustment of charges affecting the budget of the society. The allocation of space and scheduling of activities should be based on the needs of the users of services to maintain the best possible standards for their programs. Important as well is the process of integrated planning that ensures that no needs are overlooked in considering space use and that the final allocation of space for any program period represents a fair distribution in light of program priorities for all concerned and reflects upon the agreement as to the percentage of space assigned to each party.

EXAMPLES:

- A) It is probable that school students will use the secondary-community gymnasium the majority of the time while school is in session and possibly of the swimming pool as well. This is appropriate, provided that there can be some adult community use of these facilities during the day as well, just as there will be some school activities likely in operation during evenings and weekends in the pool and gymnasium.
- B) In the future it is possible that there might be some day-time adult use of the secondary school. Again, reciprocation might occur through kindergarten children using the Child Care Centre for some specific activity, or a school parents' group might use the meeting room at the Information Centre.

LOCAL DETERMINATION OF SPACE USE

It is agreed that the Britannia Administration Team, composed of the School Principal, the Vice-Principal (s), the Community Recreation Director, Community School -Co-ordinator, the Senior Librarian, the Senior Social Worker and the Executive Director of the Centre be responsible for determining space use in all of the facilities within the guidelines established in the introduction. The daily supervision and administration of the Centre use will be assigned to the School Office Manager (for school premises) and to the Britannia Manager of Administrative Services (for Society facilities).

The people in these two positions will be expected to work very closely together. Should major complications or changes in scheduling occur then the Office Manager or Manager of Administrative Services will be expected to bring these to the attention of the senior staff person concerned or to the Administration Team as a whole.

UNALLOCATED TIME

In order to ensure some flexibility in responding to unanticipated program requirements of either the Board or the Society, it is agreed that wherever possible facilities will not be completely reserved for the full calendar or school year.

PRE-EMPTING

It is agreed that neither the Society nor the Board can unilaterally pre-empt space for unscheduled and unanticipated functions. The availability of some space through unallocated time as suggested above will provide some cushion in this regard.

THE VANCOUVER EAST RECREATION PROJECT

The Board or the Society may terminate this arrangement at any time by giving to the other 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.

APPROVED BY:

THE BOARD OF SCHOOL TRUSTEES OF
SCHOOL DISTRICT NO. 30 (VANCOUVER)

J.R. Allan
East Area Assistant Superintendent

Jack D.Armour
Principal

APPROVED BY:

BRITANNIA COMMUNITY SERVICES
CENTRE SOCIETY

Johanna W. Viersen
President

Albert Melul
Executive Director