

Britannia Community Services Centre Society is an organization borne out of a convergence of interests and aspirations of:

- local community groups,
- City of Vancouver,
- Board of Parks and Recreation,
- Vancouver Public Library Board
- Vancouver School Board.

The organization is a non-profit society duly constituted to facilitate an integrated and cooperative approach in the development and provision of a wide range of human services. The meeting of minds was captured in the form of written agreements with various civic agencies. Summarized here is a description of the major agreements.

Summary of Britannia Agreements and Letters of Intent



1 Agreement between City of Vancouver (City), Britannia Community Services Centre Society (Society), and Vancouver School Board (V.S.B.)

Mainly known as the “Master Agreement”, this document sets forth the basic powers of the Society and its Board of Management. As the property and facilities are owned either by V.S.B. or the City (Vancouver Public Library and Board of Parks and Recreation are departments of the City), all other agreements in essence, are supplemental to the Master Agreement. Through this contractual relationship the Society, in some sense, has the same status as the Park Board, Library Board, etc., in reporting directly to the City. The Terms of the Master Agreement thus obligate the Society to be accountable in ways as required to civic departments, particularly with regard to financial matters.

The fiscal arrangement is also spelled out in which funds from the City are provided to the Society to manage the Centre “for the purpose of developing and providing community services and programs.” More specifically, section 2.01. Defines the operating goals of the Society as:

- a) develop and encourage new arrangements for co-ordination and Integration of community services in the Centre provided by governmental and private organizations, whether incorporated or unincorporated;
- b) provide a place in the Centre where the public may meet to discuss local area and neighbourhood problems and work together to solve them;
- c) maintain effective communication between the Centre and community to ensure awareness of community needs and to inform the public on the availability of programs and services;
- d) provide means of community involvement in the development and delivery of all programs initiated by the Society in the Centre;
- e) make all community services and programs in the Centre established by and under the jurisdiction of the Society accessible to the public;
- f) develop and provide community services and programs to meet the needs of the public in the neighbourhood in which the Centre is situated and encourage the use of such services and program.”

The following conditions also define the breath and limitations of the society’s management role:

supervise the employees who are hired by the Society: collect fees for use of facilities and for participation in programs, the rates, accounting system, and monies to be

Master Agreement and Letter of Intent between Society/City of Vancouver, Vancouver School Board, Vancouver Board Park

collected subjected to approval by the City;

Keep true and accurate accounts of all income and expenditures; appoint external auditors annually to perform a financial audit of the Society; submit and maintain an annual budget.

For its part, V.S.B. is responsible for repairs and maintenance of all the facilities and grounds. It employs appropriate and adequate personnel to operate the physical plant and to ensure general security. The related costs are shared between the Society and V.S.B. on a formulated basis.

II Letter of Intent between the Society and the Board of Parks and Recreation (Park Board) re: Recreation Program Services

Through this agreement the relationship between Park Board employees and Society employees is outlined. In it, the Park Board agrees to provide professional staff to develop and operate recreation services in the Grandview/Woodland community and Strathcona as well, in cooperation with the Strathcona Community Centre. The Park Board employees at Britannia are seconded to the Society and as such, are hired in consultation with the Society.

As also stated in the agreement, the Recreation Coordinator is accountable to the Society through the Executive Director for the daily on site operations. The Society hires and supervises the support staff necessary for the provision of recreation services. Responsibility for the day to day on site administration of the support staff and their coordination with the recreation services is delegated to the Executive Director.

Out of this accord a "full complement of recreation programs to meet local needs and interests," are expected, including "social and cultural activities, arts and crafts, aquatic, ice arena programs, physical recreation and fitness activities, athletics and organized sports." Also expected is "full facility use..... with programs operating seven days a week, morning, afternoon and evening. " In addition, decentralized extension services are stipulated to encompass Grandview/Woodland and Strathcona. The cost of maintaining and operating the recreation facilities is addressed in the Master Agreement. Recreation service costs are funded through annual submissions to City Council. Such submissions are done in collaboration with the Society with the funds separately accounted for via Park Board administration.

III. Letter of Intent between the Society and The Vancouver Public Library Board (V.P.L.) and the V.S.B. re: Britannia Library

Flexible and extended library hours, service to people within and outside of the centre and integrated library services; and a pooling of library resources between V.S.B. and V.P.L. are features embodied in this agreement. The different cultures, the elderly, the retired and the low income groups are characteristic of the community to be specifically considered in the operation of the library. The Library functions doubly as a public library and a school library for the elementary and secondary school.

Master Agreement and Letter of Intent between Society/City of Vancouver, Vancouver School Board,
Vancouver Board Park

The letter spells out the composition of the Britannia Library Management Committee as well as the staffing complement operating the library services. The Library Management Committee consists of two V.S.B. representatives, two local residents - one of whom represents the Society Board, and the Executive Director - who chairs the committee. The personnel paid by V.S.B. are; two Teacher Librarians, a Library Assistant, and Staff Assistants. V.P.L. funds three Public Librarians - which includes the Librarian-in-charge, and a number of full-time and part-time Library Assistants. Further, a part-time librarian is funded on a fifty-fifty basis between V.S.B. and V.P.L.

An integrated collection is urged; however, the agreement indicates that the ownership of such, as with furnishing and equipment, resides with the board which did the purchasing.

The Library Management Committee and staff prepares annual requisition submissions to V.S.B. and V.P.L. The facility operating costs are to be borne by the Society and V.S.B. in accordance with the Master Agreement.

IV letter of intent between the Society and Vancouver School Board re: Community education Services (CES)

In the agreement V.S.B. agrees to provide personnel and funding for community education services. As employees of VSB they are assigned to work at Britannia as members of the Britannia School staff. The chief person responsible for the services is the Britannia Community Education Coordinator whose responsibilities encompass:

Stimulating and coordinating parental involvement; planning and utilizing the resources of the centre to provide community education services to meet the learning interests and priorities of the residents of Grandview/Woodland and Strathcona.

The operating agreement outlines the composition and responsibilities of the Community Educations Advisory Committee. With two VSB representatives and four Society Board members, the group provides input in the employment of CES staff and in reviewing the CES program. The Society through its management and support staff are expected to assist in the development and implementation of such programs. The cost for the programs and supporting services is primarily undertaken by VSB. Facility costs are covered through the arrangements contained in the Master Agreement.

V Letter of Intent between the Society and Vancouver School Board re: Scheduling and re: use of Facilities of the Britannia Community Services Centre .

The concept of "multiple use of facilities" forms the basis of this agreement. A cooperative procedure is generally described in which the needs of the partners are met. Although it is agreed that the School shall have priority use of buildings constructed solely with V.S.B. funds, and the Society shall have similar jurisdiction over

facilities constructed with City funds, space use will be determined by the local team of senior managers.

Daily supervision of the Centre is assigned to the School Office Manager for school premises and to the Manager of Administrative Services for Society facilities.

Complications arising over the scheduling and use of facilities are to be handled by these two individuals, and if needed, be referred to the administrative team comprised of the Community Recreation Coordinator, the Principals, and Vice-Principal(s), the Community Education Coordinator, the Head-Librarian, and the Executive Director.