The agenda for the Special Meeting of Council (with the Board of Education – School District No. 75) to be held in Room #4 of the Mission Leisure Centre, 7650 Grand St, Mission, British Columbia on Tuesday, February 27, 2018 commencing at 1:00 p.m.

1. CALL TO ORDER

2. ADOPTION OF AGENDA

3. NEW BUSINESS
   (a) Board of Education / School District No. 75 Discussion
      i. Heritage Park Centre
         ➢ Clarke Theatre Funding Agreement Page 3
         ➢ Heritage Park Centre Operating Agreements Page 4
         ➢ Funding for Theatre Equipment – Sound Board (Corien Becker)
         ➢ Liquor Licensing ---
      ii. Bike Lanes (in front of Mission Secondary) ---
      iii. Graduation Completion Rates (Councillor Alexis) ---
      iv. Neighbourhood Parks - Meetings ---

4. RESOLUTION TO EXCLUDE PUBLIC
   That, pursuant to Sections 90 and 92 of the Community Charter, this Special Meeting of Council be closed to the public as the subject matter being considered relates to the following:
   • Section 90(1)(d) of the Community Charter – the security of the property of the municipality;
   • Section 90(1)(f) of the Community Charter – law enforcement, if the council considers that disclosure could reasonably be expected to harm the conduct of an investigation under or enforcement of an enactment; and
   • Section 90(1)(k) of the Community Charter – negotiations and related discussions respecting the proposed provision of a municipal service that are at their preliminary stages and that, in the view of the council, could reasonably be expected to harm the interests of the municipality if they were held in public.

5. ADJOURN TO CLOSED COUNCIL MEETING
Clarke Theatre and Community Gymnasium Funding Agreement

BETWEEN: District of Mission  (hereinafter called the “DOM”)

AND: Mission School District #75  (hereinafter called the “School District”)

The DOM and the School District hereby understand and agree to the following funding for the operation of the Clarke Theatre and Community Gym for the 2017-2018 and 2018-2019 school years:

1. The DOM agrees to provide the School District with a total contribution of $100,000 in each of the 2017-2018 and the 2018-2019 school years to offset costs to for the Clarke Theatre and the Community Gym, as outlined in attachment #1.

2. The School District agrees to provide a total contribution of $80,000 in each of the 2017-2018 and the 2018-2019 school years to offset costs to operate the Clarke Theatre, as outlined in attachment #1.

3. The School District and the DOM agree that any excess funding over operating expenses will be held in a restricted reserve by the School District for future operating costs, repairs and / or maintenance for the Theatre or the Community Gym. Annually, both parties will review the operating budget and approve any planned draws from the restricted reserve.

4. The School District will continue to retain the Theatre Manager as previously agreed, and the Theatre Manager remains an employee of the School District.

5. If the current Theatre Manager should leave the position, the parties agree that the new Theatre Manager shall be mutually agreed to.

6. The School District will continue to maintain the status quo at the Theatre respecting issues related to the care and upkeep of the Theatre.

7. All theatre equipment installed in or used by the Theatre remain in the Theatre for the school years that are the subject of this funding agreement.

8. The School District and the DOM agree to review the operating agreement for the use and operation of the Theatre, Community Gym, and Heritage Park School, and consider recommended revisions before June 30, 2019.

DATED at Mission, B.C. this ____ day of __________, 2018

SIGNED

ON BEHALF OF THE DISTRICT OF MISSION

ON BEHALF OF THE MISSION SCHOOL DISTRICT # 75
<table>
<thead>
<tr>
<th>Heritage Park - Clark Theatre / Community Gym Analysis - January 2018</th>
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<tr>
<td>MPSD use / UFV</td>
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<td>Community / Business Use</td>
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<td>Supplies &amp; Services</td>
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<td>Building Supplies &amp; Services</td>
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<td>Cleaning &amp; Utility Costs - Gym</td>
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<td><strong>Capital</strong></td>
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<td>District of Mission Contribution</td>
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<td>Mission Public Schools Contribution</td>
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<td><strong>From (to) Theatre Reserve</strong></td>
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<td><strong>Other Building Costs</strong></td>
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<td>Theatre - Proportional Cost (6.89% of total square footage)</td>
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<td>Utilities</td>
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<td>Water / Sewer</td>
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<td>Garbage / Recycling</td>
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<td><strong>Total Utilities</strong></td>
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<td>BSW - Salary</td>
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<td>BSW Benefits</td>
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<tr>
<td><strong>Total Cleaning</strong></td>
</tr>
<tr>
<td>Number of FTE</td>
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<tr>
<td><strong>Total Building Operations</strong></td>
</tr>
</tbody>
</table>

BSW 2015/2016 5.25 FTE
BSW 2016/2017 5.75 FTE
BSW 2017/2018 6.18 FTE (short staffed based on formula allocation)

Note: UFV pays a per sq mtr rate of $57.97. Annual cost is $140,925.07 in 2017. UFV owns & occupies 18% of the building & 37% of the lands.
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Article 1.0 INTRODUCTION

Since the opening of Heritage Park Centre in 1996, it has seen four different operating models, all of which have experienced the challenges inherent with a facility of this complexity. There has been varying levels of success, as well as lessons learned. Most recently, the partnership which included the University College of the Fraser Valley, the District of Mission, School District No. 75 (Mission) and the Heritage Park Centre: Arts and Education Society (Society) agreed that the current operational model would conclude as of June 30, 2000.

Since assuming overall management of the Heritage Park Centre, School District No. 75 (Mission) now maintains two additional contract positions that will assist in the day to day management of the facility. The two recent contract positions include a Clarke Foundation Theatre Manager and a Community School Coordinator. Since the inclusion of these positions new policies and procedures have been developed to enhance the overall communication between the community partners involved in the operation of the facility. The intent of this report is to outline the current operating guidelines consistent with the vision of the Centre. This community partnership agreement is intended to provide the parameters within which all partners can operate and to ensure that the community school concept can continue to evolve.

Definitions

Operating Partners or (Partner): Refers to the three organizations involved in the day to day operation of the Heritage Park Centre. These include: School District 75 (Mission), District of Mission, University College of the Fraser Valley.

School Board: The publicly elected board of school trustees for the School District 75 (Mission)

UCFV: The University College of the Fraser Valley.

General Operating Hours: The hours of operation for the Heritage Park Centre are reviewed annually and are subject to change. In the event of a change in the hours of operation each Operating Partner will be given prior notification from the School District.

School “In Session”: The current school calendar year as defined by the School Board. The school calendar year is reviewed annually and is subject to change. In the event of a change in the hours of operation each Operating Partner will be given prior notification from the School District.

Current 2002/2003 School District Calendar Year: September to June Monday to Friday 8:00 am - 5:00 pm

UCFV “In Session”: The current program calendar year as defined by UCFV. The program calendar year is reviewed annually and is subject to change. In the event of a change in the hours of operation each Operating Partner will be given prior notification from the UCFV.

Current 2002/2003 UCFV Calendar Year: August 15 to June 30 Monday to Thursday 8:00 am - 10:00 pm Friday & Saturday 8:00 am - 5:00 pm

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Article 2.0 PHILOSOPHY (VISION):

From the beginning, there was an understanding that Heritage Park Centre was a collaborative effort with a common goal of enriching the lives of people in our community by expanding cultural, recreational and educational opportunities. It was understood that by pooling and sharing resources, not only for capital construction, but also for the ongoing operations, programming, and service delivery, much more was possible than any one organization might accomplish on its own.

Community schools are multi-service centres working in partnership with other community agencies, organizations and individuals to improve the quality of life in the community. Community schools use a process, which facilitates citizen involvement in local need identification, decision-making, problem solving and program implementation. A community school is a designated school/facility open beyond the traditional school schedule to offer prevention and early intervention, community learning and participation opportunities to people of all ages.
Article 3.0 GOALS & OBJECTIVES

To operate Heritage Park Centre as a community school to achieve the following desired outcomes:

a) Increased cultural, recreational and educational opportunities for individuals who live, work or attend school in the Mission community;

b) To use existing community facilities to benefit local children, youth, adults (including seniors) and families;

c) Increased sense of community ownership and pride;

d) Increased knowledge and understanding of the community by participants, students and Heritage Park Centre staff;

e) Improved use, and decision-making about the use, of Heritage Park Centre by the local community.

f) Positive relationships between all participants involved in managing and using Heritage Park Centre.
Article 4.0  COMMUNITY SCHOOL PROGRAMMING AND SERVICES:

A community school is a designated school/facility open beyond the traditional school schedule to offer prevention and early intervention, community learning and participation opportunities to people of all ages. The ability to program effectively within the concept of a non-traditional model has proven to be one of the biggest challenges at HPC. Activities within a community school will vary according to community needs as identified through ongoing community consultation processes, and may include but are not restricted to the following:

- Adult education classes
- Recreation, craft and sports activities for children and adults
- Programs for senior citizens and other special populations
- Initiatives to address specific community problems
- Parenting programs
- Summer day camps
- Community kitchens
- Adult use of computer labs
- Continuing education programs and services
- Activities for children and youth outside of school hours
- Health and human service programs
Article 5.0 OPERATING PARTNERS

The intent of this Operating Partnership & Facility Management Agreement is not to interfere in the mandates of each operating partner at the Heritage Park Centre but rather try to clarify the roles each must play in order to develop an effective community school. The following facility management policies in addition to the "Operating Agreement – Heritage Park Centre" between the School Board and UCFV, will provide the framework for an effective communication tool and efficient operational model between the following organizations:

- the Board of School Trustees of School District No. 75
- the University College of the Fraser Valley
- and the Corporation of the District of Mission
Article 6.0 FACILITY MANAGEMENT & OPERATING PROCEDURES

The operating partners agree that all previous facility operating agreements for Heritage Park Centre will be replaced by the following terms and conditions in respect to:

6.1 Facility Equipment and Communication Systems
6.2 General Access to Rooms & Facilities
6.3 Community Use of Rooms & Facilities
6.4 Rental Fees & Additional Charges
6.5 Scheduling Procedures
6.6 Media Relations
6.7 Facility Parking

Whenever possible and in accordance with these operating policies, the sharing of resources and expenses is encouraged. The partners shall/may amend these operating policies as mutually agreed upon between the parties, and confirmed in writing. The model of governance that can provide the greatest stability for the purposes of this report is as follows:

Heritage Park Centre - Management Team

Made up of one key management representative from each of SD75 (Principal or Vice-Principal), UCFV (Mission Campus Manager), Community School Coordinator and District of Mission (Deputy Director of Parks, Recreation & Culture), and the Clarke Foundation Theatre Manager.

- Deals primarily with day to day operational issues.
- Meets on a monthly or as needed basis.
- In the event that conflicts or issues arise beyond the normal parameters of day to day operation, each operating partner may involve additional representatives from their organizations to discuss and deal with these issues. Meetings will be arranged on an as needed basis.

Section 6.1 Facility Equipment and Communication Systems

The operating partners agree that the following-terms and conditions apply in respect to facility equipment and communication systems:

a) Each partner shall be solely responsible to purchase and maintain equipment, software and networking systems intended primarily for their own use.
b) Each partner shall be responsible for purchasing licensing installing and maintaining software intended primarily for their sole use.
c) All charges incurred by an operating partner for on-line or long distance or satellite or other such service charges shall be the responsibility.
d) Each partner shall be solely responsible for the cost to operate and maintain telephone equipment, including control consoles, that are for its own use. User charges shall also be the sole responsibility of the using partner.
e) Costs for the purchase and maintenance of common equipment shall be shared unless otherwise mutually agreed in writing.
f) Additional communications systems purchased following the acceptance of this agreement shall be at the expense of the using partner(s) in accordance with written agreements for that purpose.

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Section 6.2 General Access to Rooms & Facilities.

The operating partners agree that the following terms and conditions apply in respect to general access to UCFV general classrooms, computer labs, and specialty classrooms, Heritage Park Secondary general classrooms, computer labs, specialty classrooms, and the Secondary Gym, Erwin S. Braich Fitness Centre, Community Gym, Multi-purpose Cafeteria, and the Prospera (formerly Fraser Valley Edelweiss) Credit Union Sports fields.

General Operating Hours for Heritage Park Centre shall be:

<table>
<thead>
<tr>
<th>Day</th>
<th>Hours</th>
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<tbody>
<tr>
<td>Mon-Fri</td>
<td>8:00 am to 10:00 pm*</td>
</tr>
<tr>
<td>Saturday</td>
<td>8:00 am to 10:00 pm*</td>
</tr>
<tr>
<td>Sunday</td>
<td>8:00 am to 5:00 pm*</td>
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*General Operating hours are reviewed annually and are subject to change. In the event of a change in the hours of operation each Operating Partner will be given prior notification from the School District.

a) It is recognized that the School Board and UCFV shall have access at all times to the portions of the building deemed to be solely theirs. However, in an effort to ensure the efficient use of facilities, the operating partners agree that when a facility is not committed to their use they will allow the other operating partners access to their facility at no additional cost to the operating partner allowing access during general operating hours.

b) The District of Mission shall have access to the facility according to the following guidelines:

When the Secondary School and UCFV are defined as being "in session", the Community Gymnasium will be available exclusively to the District during the following hours, during which time the District will be responsible for programming the use of the Community Gymnasium.

<table>
<thead>
<tr>
<th>Day</th>
<th>Hours</th>
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<tbody>
<tr>
<td>Monday to Friday</td>
<td>9:30 am – 11:30 am</td>
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<td></td>
<td>5:00 pm to 10:00 pm</td>
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<tr>
<td>Weekends</td>
<td>9:00 am to 10:00 pm</td>
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c) When the Secondary School and UCFV are defined as being "not in session", and maintenance work or repairs are not scheduled, the Community Gymnasium will be available exclusively to the District of Mission during all hours, during which time they will be responsible for programming the use of the Community Gymnasium.

d) The District of Mission and UCFV will have first priority of use of the multi-purpose cafeteria when the Secondary School is defined as being "not in session". Scheduling will be conducted on a first-come first-serve basis and any conflicts that arise will be resolved by the management team.

e) Additional expenses or personnel costs, only for operating and securing the building resulting from one operating partner using any part of the building other than in general operating hours shall be the sole responsibility of the partner. Any damages or additional expenses incurred during use outside the general operating hours by one partner will be the sole responsibility of that partner.
Section 6.3 Community Use of Rooms & Facilities

The Heritage Park Centre - Management Team wishes to develop and operate the Heritage Park Centre for the maximum benefit of the entire community in a way that will result in the most economical provision of cultural, educational and recreational use of the Heritage Park Centre facilities for School District, UCFV, District and public programs. The operating partners agree to the following terms and conditions in respect to the provision of these services:

This agreement covers the use of UCFV general classrooms, Heritage Park Secondary general classrooms, and the Multi-purpose Cafeteria.

General Operating Hours for community use shall be:

<table>
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<th>Day</th>
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<tbody>
<tr>
<td>Mon-Fri</td>
<td>8:00 am to 10:00 pm</td>
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<tr>
<td>Saturday</td>
<td>8:00 am to 10:00 pm</td>
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<tr>
<td>Sunday</td>
<td>8:00 pm to 5:00 pm</td>
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</tbody>
</table>

a) Community rentals will be made available for each area of the facility when the Secondary School and UCFV are defined as being "not in session", and maintenance work or repairs are not scheduled.

b) Community bookings during general operating hours will be subject to approval by a representative from the Management Team from which the area of the facility the rental request has been made.

c) Community bookings outside of the general operating hours will be subject to approval by the Management Team and may incur additional expenses which become the sole responsibility of the rental group.

d) Community groups requesting the use of the Heritage Park Centre will be categorized by the criteria outlined in Appendix A.

e) Community rentals will be subject to the Fees and Charges Schedule as outlined in Appendix B.

f) All community groups requesting the use of the Heritage Park Centre must adhere to the conditions set in the H.P.C. Rental Use Agreement Form. (Appendix C)

g) Rental groups that request the use of alcohol during their booking must adhere to the terms and conditions of the H.P.C. Policy on Alcohol Use as outlined in Appendix D

Section 6.4 Fees & Additional Charges

a) Rental procedures and rates will be established by the School Board. Fees and charges may be reviewed annually and are subject to change.

b) Rental rates for the Heritage Park Centre will be in accordance with the Fees & Charges Schedule as outlined in Appendix B.

c) A documentation fee will apply to each application unless specifically waived as indicated by the fee schedule (Appendix B).

d) Payment is required in advance in accordance with the following:
   • semi-annually (September and February) for continuing activities.
   • in full for usage of less than five months.

e) Rental refunds will not be issued if seven (7) days notice of cancellation is not given.
f) Additional charges for custodial coverage beyond general operating hours may be applicable to facility use by each operating partner and/or community rentals.

Section 6.5 Scheduling Procedures

To ensure efficient scheduling and enhanced communication between the operating partners it is understood that:

a) During general secondary school and UCFV hours of operation, the operating partners will schedule programs and services in their respective sections of the building.

b) The Community School Coordinator shall be responsible for scheduling facilities when the Secondary School and UCFV are defined as being "not in session", and maintenance work or repairs are not scheduled.

c) The use of Heritage Park Centre facilities shall be arranged through completion of a H.P.C. Rental Use Agreement Form at the office of the Community School Coordinator. (Appendix C)

d) Each operating partner and rental group must adhere to the guidelines and responsibilities of facility use as outlined in the Rental Use Agreement Form.

e) For any facility bookings that are scheduled in the H.P.S.S. or UCFV section of the facility, when the Secondary School and UCFV are defined as being "not in session", the Community School Coordinator must be advised by completing a 'School Use' or "UCFV" booking form.

f) To facilitate approval for any other use beyond the schedule, a rental agreement must be signed by the user group two (2) weeks prior to any reservation.

g) Seven days advance notice is required only if there is a conflict with a previously scheduled community user.

h) Any changes to the conditions of the original signed agreement shall be made through the Community School Coordinator.

i) Rescheduling of community use agreements will only be done when no other alternative can be found. The Community School Coordinator is required to get the approval of the Management Team prior to any rescheduling of community events.

j) The Community School Coordinator is required to submit a list of scheduled events and applications which are denied on a quarterly basis.

k) The operating partners recognize the need for building and equipment security and shall not leave the Centre vacant without ensuring security.
Section 6.6 Media Communication

The objective of this policy is to ensure the timely and accurate dissemination of information to the media and the public and to ensure that the information is presented in a manner that is in the best interests of the public and the parties to this policy.

This policy covers general communications with the media. Communications with the media as it relates to a "crisis", or in the event of severe weather conditions will be subject to the terms and conditions of the individual operating partner. In either situation, each operating partner is expected to inform representatives from the other partners as soon as possible.

General Communication with the Media

a) General Communication with the media is defined as any routine communication such as interviews, press releases or feature articles such as announcements of theatre productions, program press releases, or feature articles on students, programs or award winners.

b) General Communication with the media that is specific to the School District, UCFV, or the District, will be the responsibility of that party.

c) Each party agrees to circulate to the others any press releases or material that will be distributed to the media.

Section 6.7 Facility Grounds & Parking

Parking Spaces at Heritage Park Centre are numbered 1 through 291.

Parking Space Allocated to:

# 1 – 20 Community Gym at Heritage Park Centre
# 21 – 173 Heritage Park Secondary
# 174 – 177 Visitors
# 178 – 180 Theatre and Community Program Staff
# 182 – 188 Visitors
# 189 – 291 UCFV - Heritage Park Campus

- Handicapped parking will be made available in a number of spaces and locations appropriate for the site.
- Overnight parking is not permitted at Heritage Park Centre.

a) The School Board shall have priority access between 7:00 am and 4:30 pm from Monday to Friday to the parking spaces allocated to Heritage Park Secondary. Heritage Park Secondary shall issue parking permits to staff valid for the school year September to September and to students valid for the school year September through June. Each staff member and student at Heritage Park Secondary will be assigned a designated parking space. The School Board will be responsible for monitoring parking during the posted hours.

b) UCFV shall have priority access between 8:00 am and 10:00 pm from Monday to Friday and 8:00 am to 4:00 pm on Saturday to the parking spaces allocated to the UCFV Campus. UCFV Heritage Park Campus shall issue parking permits to staff valid for one calendar year, or part thereof, and to students valid for each semester or part thereof, UCFV authorized staff will issue day parking passes to eligible visitors. Each student and staff member at UCFV Heritage Park Campus will be issued a parking permit and parking will be on a first come basis. UCFV will be responsible for monitoring parking during the posted hours.

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c) UCFV will install parking signage clearly explaining parking restrictions. UCFV will issue parking restriction reminders during the first week of each semester. After the first week of each semester vehicles without valid permits may be towed at the vehicle owner's expense.

d) The Municipality shall have priority access between 8:30 am and 10:00 pm Monday to Sunday to the parking spaces allocated to the Community Gym. Parking for the Community Gym at Heritage Park Centre shall be on a first come basis. Parking in the Community Gym spaces will not be monitored.

e) Outside of each party's designated hours, parking will be available for the Clarke Foundation Theatre, the Conference Room, Prospera Community Sports Fields, and general community use of the site.

The following parking allocations apply to patrons of the:

- Prospera (formerly Fraser Valley Edelweiss) Credit Union Community Sports Fields
- Clarke Foundation Theatre
- Multi-purpose Cafeteria

a) Unless otherwise indicated, visitors to the Prospera Community Sports Fields, Clarke Foundation Theatre, and the Multi-purpose Cafeteria shall have unrestricted access to Heritage Park Secondary parking spaces numbered 21 through 123 from 4:30 pm to 11:00 pm Monday to Friday, and from 7:00 am to 11:00 pm Saturday and Sunday.

b) Unless otherwise indicated, visitors to the Prospera Community Sports Fields, Clarke Foundation Theatre, and the Multi-purpose Cafeteria shall have unrestricted access to UCFV parking spaces numbered 169 through 291 will be available from 4:00 pm to 11:00 pm on Saturday and from 7:00 am to 11:00 pm on Sunday.

c) Parking is on a first come basis and a parking space at Heritage Park Centre is not guaranteed.

d) With the prior approval of the Management Team - Heritage Park Centre, is allowed, within the designated times, to reserve parking spaces for the patrons of the Clarke Foundation Theatre, and the Multi-purpose Cafeteria.
Article 7.0 Conclusion

HPC is not a typical community school given the mandates of the primary users within the facility. Coordination of community school programs is complicated by the operating hours of the primary users. Scheduling community school programs will require coordination, collaboration, and cooperation of the various partners to ensure maximum utilization of all HPC space during "off-hours".

If HPC is to operate as a community school, then there is a need for coordination of the community use component at HPC. If each community partner continues to meet the objectives outlined in previous agreements then the facility, programs and organizational structures of the Heritage Park Centre will:

1. Enhance the educational, recreational, and social life of the residents of the Mission Region.

2. Provide opportunities for life long learning to all members of the community.

3. Foster innovation in learning, education technology, curriculum development and instructional design, as well as recreation, and cultural programs.

4. Provide enhanced opportunities for post secondary education across a full spectrum of programs.

5. Stress flexibility, client needs, and access in the design, operation and participation in its programs.

6. Promote a wide array of partnerships and coalitions with organizations and individuals for the larger community.

7. Embody a culture of excellence on the part of its staff and clients.

8. Develop new organizational patterns for operation and provide opportunities to develop the capabilities of all those involved in HPC.

9. Be mindful of participation by people from all parts of the Canadian cultural mosaic.

10. Provide for economic development and job creation in the region.

11. Be an environmentally sensitive facility in its operation.
THIS AGREEMENT made this (6) day of (NOVEMBER) 2002;

BETWEEN: THE BOARD OF SCHOOL TRUSTEES OF SCHOOL DISTRICT NO. 75 (MISSION)
33046 - 4th Avenue
Mission, B.C.
V2V 1S5

AND:

THE DISTRICT OF MISSION
8645 Stave Lake Street
Mission, B.C.
V2V 4L9

AND:

THE UNIVERSITY COLLEGE OF THE FRASER VALLEY
33844 King Rd
Abbotsford, B.C.
V2S 7M5

October 2002
Appendix A  
Community Rental Group Classification

A representative from either the Heritage Park Centre Management Team or School District 75 – Mission will approve the appropriate fees for any group requesting use of the facility.

CATEGORY 1  
No rental fees required

- In school programs/extra-curricular for students in the school district. (No admission fees charged)
- Regular PAC meetings and events involving functions for the students of Heritage Park Secondary School
- District of Mission registered programs (Program supervisor employed by the District)
- Heritage Park Secondary School or Heritage Park Secondary School PAC organized fundraisers (volunteer only) during the regular school year
- UCFV Advisory and Committee Meetings
- Activities sponsored by students of UCFV

CATEGORY 2  
Documentation Fee Only + 25% of Facility Rate

- Mission community Chartered Youth Groups/Activities
- (Boy Scouts of Canada, Girl Guides of Canada)
- Mission community sports teams which serve users of school age
- (Mission Minor Soccer, Baseball, Hockey, etc.)
- Mission community Church Youth Groups if programs are open to the public
- Mission community Employee Union or Association meetings where only employees are present
- Mission community non-profit organization or association meetings
- Student, summer extra curricular activities where no admission/registration fees are charged

CATEGORY 3  
Documentation Fee + Rental Fee

- General public - adult activities (Non-profit social, community, religious, recreational)

CATEGORY 4  
Documentation Fee + Rental Fee x 2 + Applicable Labour Costs

- Private, commercial, profit making activities & political associations (includes groups charging admission/registration fees)
Appendix B  Heritage Park Centre Rental Fees & Charges

<table>
<thead>
<tr>
<th>USER CATEGORY</th>
<th>DOCUMENTATION FEE</th>
<th>RENTAL FEE</th>
<th>ADDITIONAL COSTS</th>
</tr>
</thead>
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<td>Category 1</td>
<td>n/a</td>
<td>n/a</td>
<td>As required</td>
</tr>
<tr>
<td>Category 2</td>
<td>$20.00</td>
<td>25% of Facility Rate</td>
<td>As required</td>
</tr>
<tr>
<td>Category 3</td>
<td>$20.00</td>
<td>Facility Rate</td>
<td>As required</td>
</tr>
<tr>
<td>Category 4</td>
<td>$20.00</td>
<td>Facility Rate x 2</td>
<td>As required</td>
</tr>
</tbody>
</table>

Fee Schedule

Documentation Fee: $20.00 plus G.S.T. ($21.40)

Labour Costs: ($23.24) Per hour rate at regular time (includes benefits)
Outside of Scheduled hours: will be double time at prevailing rates with a minimum of 4 hours

<table>
<thead>
<tr>
<th>FACILITIES</th>
<th>1st HOUR</th>
<th>PER HOUR</th>
<th>ADDITIONAL COSTS</th>
</tr>
</thead>
<tbody>
<tr>
<td>Secondary School Gymnasium – B 151</td>
<td>$81.00</td>
<td>$27.00</td>
<td>As required</td>
</tr>
<tr>
<td>Community Gymnasium – B 155</td>
<td>$75.00</td>
<td>$25.00</td>
<td>As required</td>
</tr>
<tr>
<td>Fitness &amp; Weight Room – B 205</td>
<td>$150.00</td>
<td>$50.00</td>
<td>As required</td>
</tr>
<tr>
<td>Changerooms - Showers</td>
<td>$25.00/day</td>
<td>$15.00</td>
<td>As required</td>
</tr>
<tr>
<td>Cafetorium – D 110</td>
<td>$105.00</td>
<td>$35.00</td>
<td>As required</td>
</tr>
<tr>
<td>Staff Dining Lounge – D 108</td>
<td>$30.00</td>
<td>$18.00</td>
<td>As required</td>
</tr>
<tr>
<td>General Classrooms</td>
<td>$18.00</td>
<td>$10.00</td>
<td>As required</td>
</tr>
<tr>
<td>Library – D 121</td>
<td>$90.00</td>
<td>$30.00</td>
<td>As required</td>
</tr>
<tr>
<td>Business Ed / Computer Lab</td>
<td>$90.00</td>
<td>$30.00</td>
<td>$5.00 per hour/machine</td>
</tr>
<tr>
<td>Science Labs</td>
<td>$25.00</td>
<td>$15.00</td>
<td>$20.00</td>
</tr>
<tr>
<td>Tech Ed Labs</td>
<td>$30.00</td>
<td>$18.00</td>
<td>$30.00</td>
</tr>
<tr>
<td>Drama Room – C 131</td>
<td>$30.00</td>
<td>$18.00</td>
<td>$25.00</td>
</tr>
<tr>
<td>Music Room – C 157</td>
<td>$30.00</td>
<td>$18.00</td>
<td>Not Available</td>
</tr>
<tr>
<td>Home Ed Rooms</td>
<td>$30.00</td>
<td>$18.00</td>
<td>As required</td>
</tr>
<tr>
<td>Art Rooms</td>
<td>$30.00</td>
<td>$18.00</td>
<td>As required</td>
</tr>
</tbody>
</table>

Additional Equipment Use Charges that may be applied to rentals:

| Tables:  | $2.00 per table |
| Chairs:  | $.20 per chair  |

October 2002
Appendix C  Rental Use Agreement Form  (Example Only)

### Rental Information
- **Rental Group - Association - Individual**: Contact Name
- **Address**: City: Postal Code
- **Phone Number**: Fax Number

### Booking Information
- **Name or Type of Event**: Additional Equipment required
- **Expected attendance**: Food or Beverages served: Additional Permits / Security / Staff required

- Your application for the use of school accommodation has been accepted and the following allotment made.

### Facility & Fee Information

<table>
<thead>
<tr>
<th>Room / Location</th>
<th>Start Date</th>
<th>End Date</th>
<th>Start Time</th>
<th>End Time</th>
</tr>
</thead>
<tbody>
<tr>
<td>Total Hours</td>
<td>Hourly Rate</td>
<td>Total Rental Fees</td>
<td>Taxes</td>
<td>Extra Fees</td>
</tr>
</tbody>
</table>

Please note:

- Fifteen minutes leeway for dismissal will be allowed after the time period designated.
- School activities will preempt the use of the Centre but in such cases you will be notified in advance.
- All payments and forms are to be sent to the Heritage Park Centre.
- Please make enclosed cheques payable to School District 75 (Mission).

THE LESSEE(S) AGREES: To accept the above noted school accommodation or grounds in the condition in which it would have been left in the course of the normal education programme; that there is no warranty expressed or implied on the part of the School District 75 (Mission), UCFV or the District of Mission as to the suitability or condition of the Heritage Park Centre premises hereby demised; to accept the said premises at his own risk; to indemnify and hold harmless School District 75 (Mission) or the District of Mission and any of its officers, employees, servants, agents and contractors from any loss, liability, claims or expense (including death) arising out of the use and/or occupation of the property or from any damage to any property including any indirect expense resulting therefrom; that this lease may be revoked or cancelled by the School District 75 (Mission), UCFV or the District of Mission at any time without cause and, in such event, any rental charges shall be reimbursed. The Lessee shall have no claim or right to damages, or reimbursement of any loss, damage or expense whatsoever.

If the above allotment, terms, regulations and conditions are satisfactory to you:

- Please sign and return this form to the Heritage Park Centre.
- A duplicate form has been enclosed for your records.
- Failure to return this form duplicate may result in the cancellation of your reservation.

We, the undersigned, hereby agree to accept the allotment of Heritage Park Centre accommodation and the conditions as stated above and conform with the "Regulations Governing Use of School Facilities" set out on the reverse hereof and forming part of this Agreement.

Signature of Contact Person

October 2002

signed on  ______ / _______ / _______
Appendix D  Heritage Park Centre - Community Alcohol Serving Policy

The Board of School Trustees recognizes that occasionally a community group or organization may wish to serve alcohol at an event they are sponsoring at Heritage Park Centre. The Board of School Trustees, in consultation with the District of Mission and the University College of the Fraser Valley, will establish guidelines and procedures for granting permission to serve alcohol and for the serving of alcohol at an event or activity at the Centre.

1. General Guidelines
   1.1. Notwithstanding this policy, the school district retains the right to refuse permission to any group or organization requesting permission to serve alcohol if the school district is of the opinion that the planned activity or event does not meet the goals and objectives of Heritage Park Centre.
   1.2. Applications to serve alcohol at Heritage Park Centre must be submitted to the attention of the Secretary-Treasurer for the school district on the attached application form (appendix one) at least 30 days prior to the planned activity and prior to any advertising of the event.
   1.3. Serving and consumption of alcohol at Heritage Park Centre is limited to those areas that conform to the Liquor Control Licensing Board Regulations, with the exception of the community gymnasium where alcohol will not be allowed.
   1.4. Alcohol service is not permitted before 5:00 pm on regularly scheduled instructional days of Heritage Park Secondary School.

2. Guidelines for Permitting Alcohol Service
   2.1. Organizations serving alcoholic beverages must comply with the requirements and regulations of the BC Liquor Control and Licensing Act, and specifically with Section 7 of the Act regarding 'Special Occasion Licence' (Appendix two).
   2.2. The organization must have permission from the school district to serve alcohol.
   2.3. Preferably, events considered for approval should be educationally or culturally focused in nature.

3. Guidelines for Serving Alcohol
   3.1. Serving and consumption must be confined to the serving area as defined in 1.3 above.
   3.2. Adequate security must be provided and measures in place to ensure the physical safety of the building.
   3.3. Measures must be in place to control entry and exit.
   3.4. Beer and wine must be served in single servings as follows and pricing must be in accordance with the Liquor Control Licensing Board Regulations.
      a. A single serving is.
         i. 12 oz beer
         ii. 5 oz wine
   3.5. Pursuant to the Liquor Control Licensing Board Regulations, there must be a minimum of one individual on site at all times while alcohol is being served who has successfully completed the Serve-It-Right training. The certificate of training must be posted on or near the bar.
   3.6. A copy of the appropriate Liquor Permit will be provided to the school district at least 10 days prior to the scheduled event.
   3.7. Food (ie, nuts, chips, cheese, etc) should be available and non-alcoholic beverages must be available.
   3.8. Drinking should not be promoted as an activity.
   3.9. Service of alcohol must cease at least 30 minutes before the conclusion of the event.

4. Liability Insurance
   4.1. All groups using Heritage Park Centre will be required to provide evidence of the applicants public liability in accordance with the following:
      a. $2,000,000 coverage with the Board of School Trustees of School District No. 75 (Mission) names as co-insured;
      b. Host Liquor Liability Extended Coverage
      Such evidence of insurance must be provided prior to any use or occupation of the premises.

5. Facility Rental Agreement

October 2002
5.1. All community individuals /groups /organizations using Heritage Park Centre must complete a Community / After School Use of Schools Rental Agreement, and must comply with the conditions as specified under said agreement.