

MEMORANDUM OF UNDERSTANDING

**IN RESPECT OF THE PROVISION OF LIBRARY SERVICES
AT COMMUNITY CENTRES IN THE CITY OF VICTORIA**

This Memorandum of Understanding (together with all Schedules hereto, this "MOU") is made as of June __, 2022.

BETWEEN:

THE GREATER VICTORIA PUBLIC LIBRARY BOARD

(the "GVPL Board")

AND:

THE CORPORATION OF THE CITY OF VICTORIA

(the "City")

(each "a party" and together "the parties")

AND:

THE DOWNTOWN BLANSHARD ADVISORY COMMITTEE

Operating as the QUADRA VILLAGE COMMUNITY CENTRE

("QVCC")

AND:

THE FAIRFIELD GONZALES COMMUNITY ASSOCIATION

Operating as FAIRFIELD GONZALES COMMUNITY PLACE

("FGCP")

BACKGROUND:

A. The parties have a long-standing history of successful cooperation, including coordinating the delivery of library and other services in the City of Victoria;

B. The parties wish to confirm and continue their long-standing arrangement in accordance with this MOU;

C. The Greater Victoria Public Library is a regional service provider, responsible for providing library services to all of its member municipalities;

D. According to the Greater Victoria Public Library (GVPL) Facilities Report "[Making Space for the Future](#)" (2010) "some densely-populated neighbourhoods such as Fairfield, James Bay, and the Hillside corridor are underserved". In addition to a new James Bay branch (now open), the report recognized the need for a new 5000 square foot neighbourhood branch along the Hillside corridor, at an anticipated cost of \$1.25M by 2026;

E. In the Strong, Liveable Neighbourhoods section of the 2019-2022 Strategic Plan, the City of Victoria committed to "work[ing] with the Greater Victoria Public Library to provide library services in the north end of the city".

F. The GVPL Board wishes to provide all community centres with the same opportunities.

G. Therefore the parties wish to coordinate the provision by the Greater Victoria Public Library of library services at community centres in the City of Victoria, beginning with a pilot project at QVCC and FGCP.

This MOU expresses the current intentions and understandings of the parties.

DEFINITIONS

In this MOU:

(a) "GVPL" is the Greater Victoria Public Library.

(b) A "drop box" is a secure container accessible 24 hours a day where library patrons can deposit materials borrowed from the library in order to return them to the library collection. It may or may not include a scanner that checks materials in at the time of deposit.

(c) A "hold pick-up shelf" is a shelf or set of shelves where materials awaiting pick-up by patrons are kept. Materials are organized in alphabetical order by the patron's last name, and the library patron is identified by a slip in or on each item. The shelf may be stationary or mobile. Materials are only available for pick-up when the building is open to the public.

1. SERVICES

Phase One

- A) GVPL staff will work with the Executive Director and/or Facilities Manager at QVCC and FGCP to identify a suitable location for one or more drop boxes inside or outside of each community centre.

B) GVPL will procure, and the City of Victoria will install, and maintain one or more drop boxes each at QVCC and FGCP.

- Drop boxes may be located indoors, or outdoors (see example of free-standing drop boxes in the south parking lot of the Archie Browning Centre in Esquimalt).
- If space is required for an outdoor drop box, allocating an adjacent parking stall could be considered by the City of Victoria.
- Drop boxes must be accessible, and open for deposits 24 hours a day.

C) GVPL staff will collect materials from the drop boxes frequently enough to ensure that space remains in the drop boxes for additional materials.

D) GVPL staff will update the Greater Victoria Public Library's website to include the locations of the new drop boxes at QVCC and FGCP.



Phase Two

GVPL staff, City of Victoria staff, and the Executive Director and/or Facilities Manager at QVCC and FGCP will explore the possibility of installing a hold pick-up shelf and self-checkout station inside each community centre, to be serviced by GVPL frequently enough that holds are delivered on a comparable timeframe to holds delivered between branches. GVPL would also update their online hold request system to add QVCC and FGCP as pick-up locations.

Additional locations at Oaklands Community Centre, and in North Park (such as the North Park Community Hub or Crystal Pool) should also be considered, in collaboration with the North Park Neighbourhood Association.

2. INSURANCE

The City of Victoria will provide insurance coverage for liability of the GVPL, QVCC and FGCP arising out of operations in connection with provision of library services at each community centre location, up to a limit of \$5,000,000 for bodily injury and property damage.

The GVPL will provide insurance coverage for liability of the City of Victoria, QVCC and FGCP arising from the transportation of materials between locations.

3. AMENDMENTS / TERMINATION

This MOU may be amended only by agreement of all parties in writing.

4. FINANCIAL ARRANGEMENTS

The City of Victoria will provide all start-up funding for the initial implementation of the services described in section 1, to a maximum of \$200,000. Annual funding to cover the cost of maintaining this service will be provided to a maximum of \$60,000 per annum.

5. DEPARTMENTAL REPRESENTATIVES

The following officials are designated as the parties' representatives for the purpose of this MOU, and any notices required under this MOU shall be delivered addressed as follows:

For the GVPL Board:

For the Corporation of the City of Victoria

Name:

Name:

Title:

Title:

Employer:

Employer:

Address:

Address:

Phone:

Phone:

For QVCC:

For the FGCP:

Name: Kelly Greenwell

Name: Vanya McDonell

Title: Executive Director

Title: Co-Executive Director

Employer: Downtown Blanshard Advisory
Committee

Employer: Fairfield Gonzales Community
Association

Address: 901 Kings Road, Victoria BC V8T 1W5

Address: 1330 Fairfield Road

Phone: 250-388-7696 ext.221

Victoria, BC V8S 5J1

Phone: 250.382.4604 (Ext. 104)

6. NON LEGALLY BINDING

This MOU is intended to express the current understanding of the parties, but this document is expressly confirmed to be not legally binding in any circumstances.

The parties hereby confirm their mutual understanding as of the date first written above.

THE CORPORATION OF THE CITY OF VICTORIA,
by its authorized signatories:

Lisa Helps
Mayor, City of Victoria

Jocelyn Jenkyns
City Manager, City of Victoria

THE GREATER VICTORIA PUBLIC LIBRARY,
by its authorized signatories:

Andy MacKinnon
Chair, Greater Victoria Public Library Board

Maureen Sawa:
Chief Executive Officer, Greater Victoria Public Library

THE DOWNTOWN BLANSHARD ADVISORY COMMITTEE

Operating as the QUADRA VILLAGE COMMUNITY CENTRE

by its authorized signatories:

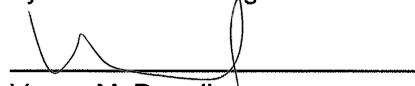


Kelly Greenwell:
Executive Director, Downtown Blanshard Advisory Committee

THE FAIRFIELD GONZALES COMMUNITY ASSOCIATION

Operating as FAIRFIELD GONZALES COMMUNITY PLACE

by its authorized signatories:

A handwritten signature in black ink, appearing to read 'Vanya McDonell', is written over a solid horizontal line.

Vanya McDonell:

Co-Executive Director, Fairfield Gonzales Community Association