



To: General Purposes Committee

Date: February 7, 2002

From: Terry Crowe  
Manager, Policy Planning

File: 4055-01


Re: PROPOSED RICHMOND INTERCULTURAL ADVISORY COMMITTEE

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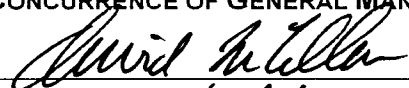
**Staff Recommendation**

That, as per the Manager, Policy Planning report dated February 7, 2002:

1. the Terms of Reference for the Richmond Intercultural Advisory Committee (RIAC) be approved;
2. staff be directed to advertise for RIAC nominations;
3. the 2002 RIAC Work Program be approved; and
4. a Council liaison be appointed.

  
Terry Crowe  
Manager, Policy Planning

FOR ORIGINATING DIVISION USE ONLY  
CONCURRENCE OF GENERAL MANAGER

  
*see attached memo*

## Staff Report

### Origin

At the General Purposes Committee Meeting of December 17, 2001, it was moved and seconded:

*“That staff recommend an appropriate committee membership make-up and prepare Terms of Reference, in consultation with the Richmond Community Services Advisory Council, for the establishment of an Intercultural Relations Advisory Committee, and bring forward a report on the above no later than the February 18, 2002 General Purposes Committee of Council.”*

Prior to the question on the motion being called, staff were directed to:

- (a) “Review the two previously created committees – ‘Co-ordinating Committee on Ethnic Relations’ and ‘Intercultural Relations Advisory Committee’, to determine and report on, the strong and weak points of each committee;
- (b) Include in the report, any uncompleted business from the former Intercultural Relations Advisory Committee;
- (c) Include in the report, the names of key personnel and existing organizations which have intercultural commitments, which should be part of the committee; and
- (d) With respect to the proposed terms of reference, report on whether the City wished to play a ‘facilitator’ or ‘problem-solving’ role, and provide information on the functions to be undertaken by the committee, to ensure that the committee performed as it was intended.”

The suggestion was also made that the School Board be included in the committee.

### Findings Of Fact

#### A. Previously Created Committees:

##### 1. Co-ordinating Committee on Ethnic Relations

In March 1990, Richmond Council directed that a Task Force on Ethnic Relations be struck to provide leadership to the community and advice to Council regarding intercultural relations.

Representatives on the Task Force adopted a proposal that the Task Force be renamed the “Co-ordinating Committee on Ethnic Relations” (CCER). Two sub-committees (Public Sector and Non-Profit Sector Sub-Committees) were established to reflect the involvement of policy-makers and staff from both the non-profit and public sectors of the community.

In June 1990, Council endorsed the proposed structure and terms of reference (**Attachment 1**) for the Co-ordinating Committee and the two sub-committees. The two sub-committees later amalgamated.

During its tenure, the CCER made significant achievements, including:

- Council's adoption of a Multicultural Policy (1991);
- a Framework for Action (1992) that resulted in:
  - cross-cultural training for city staff;
  - the provision of translation and interpretation services for key civic functions and documents;
  - the development of an inventory of staff with language abilities in addition to English; and
  - multicultural policies and practices adopted by participating organizations (e.g., Richmond Library, Richmond Hospital).

In 1995, Council initiated a review of all advisory councils. Council preferred to establish a City-appointed advisory body consisting primarily of citizens, rather than agencies/organizations. Although some members of the Committee considered its structure effective and disagreed with Council's direction, in 1995 Council established an Advisory Committee on Intercultural Relations.

## **2. Advisory Committee on Intercultural Relations**

In September 1995, Council adopted a structure and terms of reference (**Attachment 2**) for the Advisory Committee on Intercultural Relations (ACIR). As reflected in the Terms of Reference, this committee's mandate focused on promoting harmonious intercultural relationships, rather than the organizational change sought in the mandate of the previous Co-ordinating Committee (for comparison, see **Attachment 3**).

This committee of citizen appointees initially progressed toward fulfilling its mandate. Achievements include:

- Establishing "Good Neighbour Month", a block party program;
- Developing a street banner program celebrating multiculturalism;
- Hosting discussions with Asian malls on English signage and service; and
- Setting up displays on the OCP in Aberdeen Mall.

However, by July 1997, minutes of the ACIR indicate that meeting attendance and participation in committee events had dropped considerably. This lack of interest was attributed to:

- A lack of clarity regarding its mandate;
- The insufficient involvement of community organizations/agencies to inform the committee of issues to bring to Council; and
- Council not referring issues to the committee.

These problems were still evident in the ACIR minutes of February 1999. Staff who were interviewed indicated that the lack of referrals by Council, including issues such as group homes, was demoralizing for some committee members, who did not feel that their role should be limited to organizing intercultural events.

In October 1999, vacancies on Advisory Councils were advertised. The ACIR had ten positions either vacant or up for renewal. Only three applications were received. Staff decided to take no action in filling these vacancies. In December 2000, the ACIR was disbanded by Council.

### **B. Incomplete Business of the ACIR**

The last available minutes of the ACIR indicate that the committee had primarily been involved in events such as Multiculturalism Week and Elimination of Racism Day. The desire to re-visit their mandate and the importance of reviewing multicultural policies was expressed.

To address unfinished business of the ACIR, the first work plan of an intercultural council may include a review of multicultural policies.

### **C. Names of key personnel and existing organizations which should be part of the committee**

As indicated in the General Purposes Committee Referral, staff were to recommend an appropriate committee membership make-up and prepare terms of reference in consultation with the RCSAC. The results of this consultation are provided in the "Proposed Richmond Intercultural Advisory Council: Draft Terms of Reference" (**Attachment 4**). Membership make-up as recommended by the RCSAC is described in Item 5 ("Composition").

Specific people and organizations will be identified through the proposed annual recruitment, selection and Council appointment process, as well as annual work program and partnership initiatives.

### **D. Role of City Council, Functions and Accountability**

#### **(i) Role of City Council**

The proposed City Council role is to be one of leadership and facilitation in enhancing intercultural harmony.

#### **- Leadership**

Council will provide leadership to enhance intercultural harmony by:

- establishing a voluntary, accountable intercultural advisory committee to work towards enhancing intercultural harmony;
- identifying principles for co-operation and action;
- providing a framework for the community to co-operate, co-ordinate and establish policies, work programs, initiatives and solutions; and
- directing the Committee to initiate a community consultation process to involve the community.

#### **- Facilitation**

Council will facilitate enhanced intercultural harmony by encouraging Richmond's diverse cultures and community organizations to:

- co-operate to identify opportunities, problems, resources and solutions;
- collaborate to find mutually acceptable approaches to enhance intercultural harmony; and
- work together and independently to improve intercultural harmony, as it suits each culture and organization.

## (ii) Functions

See **Attachment 4**, “Proposed Richmond Intercultural Advisory Committee: Draft Terms of Reference”, Item 2 (“Mandate”). The proposed functions of the committee incorporate strengths of the previous committees (1st committee’s emphasis on service provision, 2nd committee’s emphasis on intercultural harmony). While clearly articulating the RIAC advisory role, the proposed functions also address the critical role played by the community in the work of this committee. The need for liaison with other levels of government is also identified.

## (iii) Accountability

The RIAC will be accountable to the City as well as the RCSAC and statutory member organizations. Its accountability is described in **Attachment 4**, Item 8 (b).

## E. Other Municipalities

Several Lower Mainland municipalities were contacted (Burnaby, Surrey, New Westminster, City of North Vancouver, District of North Vancouver, Vancouver) regarding whether they currently have an advisory body dedicated to intercultural relations.

- Only Vancouver currently has a City Council-appointed committee, the “Special Advisory Committee on Cultural Communities”.
- Surrey has a Diversity Advisory Committee whose mandate is to act as advisors to the Surrey RCMP and Surrey Parks, Recreation and Culture Department on intercultural matters. Members (total 14) are appointed either by the RCMP or the General Manager of Surrey Parks, Recreation and Culture.
- Some municipalities previously had intercultural advisory committees but they are no longer operational.
  - Burnaby’s Multicultural Staff Working Group disbanded in 1995 because its key objective of co-ordinating the initial implementation of Burnaby’s Multicultural Policy was achieved.
  - The District of North Vancouver’s Diversity Advisory Committee was disbanded in 1999 because Council disagreed with the direction of the proposed Diversity Policy.
- Some municipalities have other advisory committees that address intercultural issues (e.g., Burnaby’s Community Issues and Social Planning Committee).

## Analysis

### 1. Options:

Council may consider the following options:

#### 1. Appoint An Advisory Committee (Recommended):

Appoint an advisory committee to address intercultural issues following the model proposed by the Richmond Community Services Advisory Council (attached to the report dated February 7, 2002, from the Manager, Policy Planning).

#### Rationale:

- According to the 1996 Census, Richmond has the highest percentage of immigrant population in the GVRD (48%), followed by Vancouver (45%). Vancouver presently has an intercultural advisory body. Richmond, it is suggested, should also be a leader in this area.
- In December 2000, recommendations made by the Federation of Canadian Municipalities on combating racism included that municipal governments “form civic committees with links to schools and community groups to strengthen community support and mobilize community leaders against racism, hate and bias activity”.
- The events of September 11, 2001 illustrated the rapidity and intensity with which intercultural issues may come to the forefront. An intercultural advisory committee would assist the community to mobilize quickly and appropriately in times of urgency.
- In October, 2001 the Group Home Task Force recommended “establishing a Cultural Relations Committee to promote harmony within the City’s multicultural community.” As stated in the Group Home Task Force Final Report, “although Richmond’s multicultural makeup is one of its strengths, ongoing efforts must be made by the City to ensure harmony within the community.”
- While Richmond has adopted a multicultural policy and progressed as previously described, there are dangers in complacency and resting on past achievements. As times change, so will the needs of Richmond’s intercultural community and the nature of the issues that will be faced.
- The proposed model is recommended as addressing Council and community concerns (see **Attachment 3**, Comparison of Past and Proposed Intercultural Advisory Committees in Richmond, “Strengths”).

#### Pros:

- Supports the City’s Corporate Vision (to be appealing, livable and well managed) and “Community Vibrancy Initiative”.
- Provides:
  - leadership
  - flexibility
- Establishes an opportunity and process for the community to express their views, ideas and solutions regarding enhancing intercultural harmony;

- Enables Council to collaborate with, assist and form partnerships with the community in enhancing intercultural harmony;
- Encourages:
  - voluntary participation;
  - community development, through a self help and empowerment approach to enhancing intercultural harmony; and
  - Richmond's diverse cultural and community organizations to pool and co-ordinate their activities, experience, knowledge, skills, abilities and resources.

**Cons:**

- Involves Council in a new activity;
- Involves additional resources; and
- Some issues may become sensitive.

**2. No Advisory Committee:**

Not to appoint an advisory body to address intercultural issues.

**Rationale:**

- Intercultural relations in Richmond are quite harmonious and therefore there is no need to establish an advisory body.
- Significant accomplishments have already been made regarding intercultural issues.
- Existing community organizations can address intercultural issues on their own if they wish.
- Defining issues as intercultural (e.g. group homes) may be divisive and inflammatory
- City financial resources are limited.
- City staff resources (for staff liaison and support) are limited.

**Pros:**

- May encourage Richmond's diverse cultural and community organizations to enhance intercultural co-operation on their own, if they wish.
- Allows Council to spend time on other City activities.
- Saves City resources, staff time and dollars.

**Cons:**

- May be considered as lack of leadership and commitment.
- May miss opportunities to enhance communication and intercultural harmony.

### 3. 2002 RIAC Work Program

Once the RIAC is established, the following 2002 RIAC Work Program is recommended.

During 2002, the RIAC is to:

1. appoint a Chair, Vice Chair and Secretary and establish a meeting schedule;
2. hold public consultations to discuss with the community, a vision, ideas, opportunities, issues and partnerships which need to be addressed to enhance intercultural harmony;
3. review the City's existing intercultural policies to determine if improvements are necessary;
4. prepare a report for Council which recommends a vision, goal, policies, a subsequent work program, partnerships and pooled resources to enhance intercultural harmony; and
5. report back to Council by December 31, 2002.

### Financial Impact

If the Richmond Intercultural Advisory Committee is established,

#### 1. Annual Committee Operating Budget

- An annual Committee operating budget of \$2000 is recommended for Committee meetings and expenses.
- This allocation is to be considered by Council during its 2002 budget preparation process.
- For 2002, the \$2000 can come from the Council Contingency Fund
- For subsequent years, it is recommended that the annual RIAC operating budget should be a base budget item.

#### 2. Additional Budget Items

- The RIAC may request additional funding (e.g., for projects) based on annual work programs which will be considered by Council and subject to Council priorities.

### Conclusion

That, as per the Manager, Policy Planning report dated February 7, 2002:

1. the Terms of Reference for the Richmond Intercultural Advisory Committee (RIAC) be approved;
2. staff be directed to advertise for RIAC nominations;
3. the 2002 RIAC Work Program be approved; and
4. a Council liaison be appointed.

  
Lesley Sherlock  
Social Planner  
LS:cas



**First Intercultural Committee – June 1990**

**Make up, Focus and Terms of Reference:**

- 1. Co-ordinating Committee on Ethnic Relations**
- 2. Public Sector Sub-Committee**
- 3. Non-Profit Sector Sub Committee**

## CO-ORDINATING COMMITTEE ON ETHNIC RELATIONS

Chair & Members: Aldermen (2), Administrator, School Trustee, Richmond General Hospital Board, Kwantlen College, R.C.M.P., R.I.V.C., R.M.C.C. Society, S.U.C.C.E.S.S., M.O.S.A.I.C., O.A.S.I.S., Immigrant Services Society, citizen-at-large representatives (2) (appointed by Richmond Council), Chamber of Commerce, R.C.S.A.C. (P.A.C.), Council of Community Associations.

Staff Resource: Director of Personnel, Director of Planning (Social Planner), Secretary of State, Manager of C.E.I.C., others as required.

Proposed Focus: Leadership and advice to Richmond Council on ethnic relations; short-term and long-term policies, staff training and translation.

### TERMS OF REFERENCE

To promote and co-ordinate the development and implementation of policies that will:

- . Encourage better understanding, sensitivity and acceptance among the Richmond Community toward people of diverse ethnic origins;
- . Promote equal opportunity and participation of all citizens in community affairs; and
- . Promote public awareness through public education.

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## PUBLIC SECTOR SUB-COMMITTEE

Focus: Public policy and services.

Members: Staff of Personnel, Health, Planning and Parks and Leisure Services Departments; Fire Department, Richmond Public Library, C.E.I.C., School Board, R.C.M.P., Kwantlen College, Richmond General Hospital, Ministry of Social Services and Housing, Greater Vancouver Mental Health Service.

### TERMS OF REFERENCE

Purpose: To ensure the provision of public services which are responsive to the needs of ethno-cultural groups.

#### Objectives:

1. To provide information and statistics to document needed services or changes in public service delivery.
2. To develop policies for the public sector and make recommendations to the Co-ordinating Committee.
3. To encourage and facilitate the implementation of policies and programs to enhance the delivery of public services to the multicultural community.
4. To develop administrative procedures for handling reports of racial incidents.

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## NON-PUBLIC SECTOR SUB-COMMITTEE

Focus: Community services issues and service delivery model.

Members: Family Services, Minoru Seniors Society, Richmond Youth Service Agency, United Way, R.M.C.C.S., R.I.V.C., Chimo, O.A.S.I.S., S.U.C.C.E.S.S., Immigrant Services Society, M.O.S.A.I.C., Richmond Family Place, C.M.H.A., Council of Community Associations, School District, Advisory Council.

### TERMS OF REFERENCE

Purpose: To ensure the provision of non-profit services which are responsive to the needs of ethno-cultural groups.

#### Objectives:

1. Provide information and statistics to support the identification of service needs.
2. Develop proposed policies for the non-profit sector and make recommendations to the Co-ordinating Committee.
3. To encourage and facilitate the adoption and implementation of policies and programs by non-profit organizations that will enhance the delivery of services to the multicultural community.

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**TERMS OF REFERENCE  
FOR THE  
ADVISORY COMMITTEE ON  
INTERCULTURAL RELATIONS**

**Purpose**

To promote harmonious intercultural relationships in Richmond.

**Functions**

1. To respond to intercultural issues when requested by Council.
2. To recommend to City Council policies which promote harmonious relationships between the different cultures in Richmond.
3. To respond to and resolve incidents involving intercultural conflicts.
4. To develop public consultation processes which create understanding and acceptance between different cultures.
5. To facilitate intercultural education and awareness programs and activities.
6. To encourage the development of networks between the community and service agencies dealing with intercultural activities.

**Composition**

The Committee will be made up of eight members of the public appointed by Council, and one member of the Youth Advisory Committee, plus one Councillor, one School Trustee, and one member of the Chamber of Commerce. Committee members appointed from the public will be Richmond residents or in exceptional cases, non-residents with a significant and long standing interest in the Community.

**Term**

The initial term for one third of appointed members was until December 1996; one third of the members was until December 1997; and one third will be until December 1998. The terms, after December 1996, will be on a three year appointment. The Council, School Board, and Chamber of Commerce appointees will be appointed on an annual basis.

**Resources**

Staff support and liaison will be provided through the Parks & Leisure Services Department. Additional request for resources will be submitted through the budget process and will be tied to the annual work program.

**Governance**

The Committee will select its own chairperson on an annual basis. A co-chair will also be selected to act in the chair's absence. Meetings will be held on a monthly basis and all meetings will be open to the public.

The Committee will appoint sub-committees as is necessary. Membership in the sub-committees is not restricted to appointed members. The sub-committees will report to the Advisory Committee.

The Advisory Committee will make recommendations and report to Council through the Community Services Committee.

*On March 25, 1991 the Richmond City Council approved the following Multicultural Policy:*

Richmond City Council:

- Values both cultural diversity and a multicultural community as a source of enrichment and strength.
- Supports the right of all persons to freedom from cultural/racial discrimination.
- Supports the rights of all persons to equal opportunity and participation in community affairs.
- Is committed to ensuring that municipal bylaws, policies and programs, service delivery, and employment practices address these principles.
- Is committed to implementing this policy and directs municipal staff, boards, commissions, and committees to meet these principles in carrying out their duties.
- Encourages all community groups to adopt similar policies for their organizations.

**Comparison of Past and Proposed Intercultural Advisory Committees in Richmond**

	<b>Coordinating Committee on Ethnic Relations</b> 1990 - 1995	<b>Advisory Committee on Intercultural Relations</b> 1995-2000	<b>Proposed Richmond Intercultural Committee</b> 2002 – onward
<b>Tenure</b>	To promote and co-ordinate the development and implementation of policies that will:	To promote harmonious intercultural relationships in Richmond.	To enhance intercultural harmony and strengthen intercultural cooperation in Richmond.
<b>Mandate</b>	<ul style="list-style-type: none"> <li>- Encourage better understanding, sensitivity and acceptance among the Richmond community towards people of diverse ethnic origins;</li> <li>- Promote equal opportunity and participation of all citizens in community affairs; and</li> <li>- Promote public awareness through public education.</li> </ul> <p>Public Sector Sub-Committee Focus:</p> <ul style="list-style-type: none"> <li>- Public policy and services</li> </ul> <p>Non-Profit Sector Sub-Committee Focus:</p> <ul style="list-style-type: none"> <li>- Community service issues and service delivery model</li> </ul>	<p>Functions:</p> <ul style="list-style-type: none"> <li>- To respond to intercultural issues when requested by Council;</li> <li>- To recommend to City Council policies which promote harmonious relationships between the different cultures in Richmond;</li> <li>- To respond to and resolve incidents involving intercultural conflicts;</li> <li>- To develop public consultation processes which create understanding and acceptance between different cultures;</li> <li>- To facilitate intercultural education and awareness programs and activities; and</li> <li>- To encourage the development of networks between the community and service agencies dealing with intercultural activities.</li> </ul>	<p>Functions:</p> <ul style="list-style-type: none"> <li>- Advise City Council by providing information, options and recommendations regarding intercultural issues and opportunities;</li> <li>- Respond to intercultural issues referred to RIC by Council or the community;</li> <li>- Assist Council and the community to:                             <ul style="list-style-type: none"> <li>- develop a vision for improved intercultural relations in Richmond;</li> <li>- determine appropriate goals, objectives, policies and guiding principles to achieve intercultural harmony; and</li> <li>- periodically review City policies and procedures pertaining to intercultural issues.</li> </ul> </li> <li>- Encourage and co-ordinate community participation and networking in the identification and development of solutions to intercultural issues;</li> <li>- Enhance public awareness of intercultural issues; and</li> <li>- Liaise with other levels of government to address Richmond intercultural issues.</li> </ul>

	<b>Coordinating Committee on Ethnic Relations</b>	<b>Advisory Committee on Intercultural Relations</b>	<b>Proposed Richmond Intercultural Committee</b>
<b>Membership</b>	20 members: - 14 Organization/Agency staff - 2 citizen appointees - 3 Council of Community Association representatives - City staff	12 members: - 8 citizen appointees - 1 Council Liaison - Youth Advisory Cte representative - School Board representative - Chamber of Commerce representative	15 members (all Council-appointed): - 6 citizen appointees - 1 Council Liaison - 4 RCSAC representatives - Statutory organization representatives (1 each) - School District 38 - RCMP - Richmond Health Services - Ministry of Children & Family Development
<b>Structure</b>	2 subcommittees – - Non-Profit Sector Sub-Committee - Public Sector Sub-Committee	Sub-committees appointed as necessary - Membership not restricted to appointed members	Sub-committees: - Established by RIAC as necessary - Membership not restricted to appointed members
<b>Staff Liaison</b>	- Community Services Division - Planning Department - Personnel Department	Parks & Leisure Services Department	Policy Planning Department to coordinate City staff
<b>Examples of Accomplishments</b>	- 1991 Multicultural Workshop held, resulting in "A Framework for Action" (1992) - 1991 Multicultural Policy adopted - Established employment opportunities for Cantonese and Mandarin speaking staff in all Community Centres - Worked with member organizations to develop workplace diversity programs - Addressed issues such as "megahomes"	- Established "Good Neighbour Month", a block party program - Street banner program celebrating multiculturalism - Hosted discussions with Asian malls re: English signage & service - Listed staff with second language abilities - Displays on the OCP in Aberdeen Mall - Diversity training for City staff - Addressed issues such as discrimination in an Asian Mall and controversy re: cutting down trees	See Proposed 2002 Work Program

	<b>Coordinating Committee on Ethnic Relations</b>	<b>Advisory Committee on Intercultural Relations</b>	<b>Proposed Richmond Intercultural Committee</b>
<b>Strengths/weaknesses</b>	<p>Strengths</p> <ul style="list-style-type: none"> <li>- See achievements above</li> <li>- Wide representation of statutory and non-statutory organizations</li> <li>- Some participating agencies and organizations felt the structure was effective and wanted it to continue</li> </ul> <p>Weaknesses</p> <ul style="list-style-type: none"> <li>- Work of Committee was deemed politically controversial</li> </ul>	<p>Strengths</p> <ul style="list-style-type: none"> <li>- By 1997 considerable progress had been made towards integration</li> </ul> <p>Weaknesses</p> <ul style="list-style-type: none"> <li>- Council ceased referring issues</li> <li>- Issues that could have been referred were not, e.g., group homes</li> <li>- Uncertainty about the function of the committee arose</li> <li>- Meeting attendance &amp; participation in committee events dropped considerably</li> </ul>	<p>Strengths</p> <ul style="list-style-type: none"> <li>- Encourages participation from a diversity of individuals, agencies and organizations;</li> <li>- Has balanced representation among citizens, statutory and non-statutory organizations;</li> <li>- Is accountable to the City and the community;</li> <li>- Can initiate and plan actions as well as advise;</li> <li>- Founded on core principles;</li> <li>- Operates on Council approved Annual Work Program</li> </ul>
<b>Why disbanded</b>	<ul style="list-style-type: none"> <li>- New Council initiated a review of all advisory councils</li> <li>- New Council disagreed with direction the Committee was taking and wanted more control over the work of the Committee</li> </ul>	<ul style="list-style-type: none"> <li>- See above</li> <li>- In 1999 for 10 vacancies, only 3 applications were received, no action was taken</li> <li>- December 2000 disbanded by Council</li> </ul>	N.A.
<b>Other Comments</b>	<p>Staff recommended hiring a .5 FTE Planner II and a .5 FTE Clerk/Stenographer to support this committee -- did not go forward</p>	<p>Members expressed that more staff resources should have been provided -- "volunteers cannot be expected to do staff work"</p>	

Prepared by:

Policy Planning  
 City of Richmond  
 February 5, 2002



**Proposed  
Richmond Intercultural Advisory Committee  
Draft Terms of Reference**

**Draft Terms of Reference  
Proposed Richmond Intercultural Advisory Committee**

**1. Purpose**

These terms of reference shall apply to the "Richmond Intercultural Advisory Committee" (RIAC).

**2. Mandate**

The purpose of the proposed Richmond Intercultural Advisory Committee is to enhance intercultural harmony and strengthen intercultural co-operation in Richmond.

**3. Role**

The role of the proposed RIAC is to carry out the following functions:

- advise City Council by providing information, options and recommendations regarding intercultural issues and opportunities
- respond to intercultural issues referred to the RIAC by Council or the community
- assist Council and the community to:
  - develop a vision for improved intercultural relations in Richmond
  - determine appropriate goals, objectives, policies and guiding principles to enhance intercultural harmony
  - periodically review City policies and procedures pertaining to intercultural issues
- encourage and co-ordinate public participation and networking in the identification and development of solutions to intercultural issues
- enhance public awareness of and involvement in intercultural issues
- liaise with other levels of government to address Richmond intercultural issues

**4. Principles**

The RIAC will follow a community development approach by involving those affected in resolving issues and identifying opportunities.

In doing so, the RIAC will act on the following principles:

**Inclusiveness:**

- The RIAC will consult with and seek to include Richmond's many cultures and organizations in its activities.

**Co-operation:**

- The RIAC will co-operate with Richmond's many cultures and organizations to achieve enhanced inter-cultural harmony.

**Partnerships:**

- The RIAC will seek and encourage a wide range of partnerships with Richmond's many cultures and organizations to identify enhancing inter-cultural opportunities and available community resources to address inter-cultural issues.

**Flexibility:**

- The RIAC will operate with flexibility thereby encouraging Richmond's many cultures and organizations to determine themselves how they wish to co-operate.

**Voluntary:**

- Participation in and with the RIAC is voluntary.

### 3. City Councillor Liaison To RIAC

There shall be one Councillor Liaison appointed to the RIAC.

### 4. Composition

#### Voting Members:

RIAC shall be comprised of up to 15 Council appointed members consisting of:

- six citizens interested in enhancing intercultural harmony
- one Council liaison
- four RCSAC representatives
- one representative from each of the following statutory organizations:
  - School District 38
  - RCMP
  - Richmond Health Services
  - Ministry of Children and Family Development

### 5. Recruitment, Selection and Appointment

#### a) Recruitment

- Recruitment of citizen appointees shall be according to Council policy and procedures (e.g., the City Clerk's office will place appropriate public advertisements in the media to ask for volunteers).
- RCSAC representatives shall be recruited and nominated by the RCSAC.
- Statutory organizations shall recruit and nominate their own representatives.

#### b) Selection

All members of RIAC shall be selected based on one or both of the following criteria:

- Be a Richmond resident or non-resident who has demonstrated an interest in and commitment to improving intercultural harmony in Richmond
- Represents the diversity of the community.

#### c) Appointment

- All members shall be appointed by Council.

### 6. Term

- Members shall be appointed for 2-year terms.
- The RIAC shall have rotating membership so that:
  - seven members shall initially be appointed for a one-year term, and
  - eight shall initially be appointed for a two-year term.
- When these respective initial terms expire, each appointment shall be for a two-year term.

### 7. Operation and Process

#### a) Operation

- Each year, in January, RIAC shall appoint a Chair, Vice Chair and Secretary.
- Meetings shall be held a minimum of six times a year.
- Sub-committees may be appointed by the RIAC as necessary. Membership in the sub-committees is not restricted to appointed RIAC members. The sub-committees will report to and take direction from the RIAC.

**b) Accountability**

The RIAC shall:

- produce annual reports, work programs, budgets and other reports for Council approval
- be required to disclose in writing the nature of their interests and involvement in Richmond to identify any potential conflict of interest.

**c) Communication**

- The RIAC shall report to Council through the staff liaison to Planning Committee and then to Council.
- The RIAC may communicate regularly with the public.
- RIAC meetings shall be open to the public.

**d) Decision-Making Process**

- Members of RIAC shall:
  - follow Council decision-making policy and procedures;
  - strive for consensus.
- Each member, including the Council liaison, is entitled to one vote.
- Where RIAC recommendations are brought forward on a basis other than consensus, the submission of minority RIAC member(s) opinions shall be permitted.

**8. Resources**

- RIAC shall prepare and submit:
  - For the Year Just Completed;
    - an annual report
    - a financial statement
  - For the Upcoming Year
    - a proposed work plan
    - a proposed budget.
- Richmond City Council will review the RIAC annual budget submission and may provide funding subject to City budgetary priorities.
- RIAC may incur expenses only for Council authorized items, and City policy and procedures shall be followed.
- The RIAC may draw upon external consultants and volunteers to assist in fulfilling its mandate, provided that any expenditure can be accommodated within the approved annual RIAC budget.
- City staff support and liaison shall be co-ordinated through the Policy Planning Department.



**To:** General Purposes Committee **Date:** February 8, 2002  
**From:** David McLellan **File:** 4055-01  
General Manager, Urban Development  
**Re:** **Proposed Richmond Intercultural Advisory Committee**

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Although I concur with the recommendations in the report dated February 7, 2002 from the Manager, Policy Planning, I believe it would be prudent to defer the creation of any new advisory committees until Council adopts a new operating budget for the current year. The staff costs associated with active advisory committees are typically in the range of \$15,000 (including costs for agenda and minute preparation and overtime for staff) and these are in addition to those more direct costs noted in the staff report. These costs are often greater for new committees and task forces because of orientation and team development.

David McLellan  
General Manager, Urban Development

DJM:djm