



City of Richmond

Report to Committee

To: Planning Committee

From: Terry Crowe
Manager, Policy Planning

Re: **RICHMOND INTERCULTURAL ADVISORY COMMITTEE
2003 ANNUAL REPORT AND 2004 WORK PROGRAM AND BUDGET**

To Planning - March 02, 2004

Date: February 19, 2004

File: 0100-20-11AD1-01

Staff Recommendation

That:

1. The Richmond Intercultural Advisory Committee 2004 Work Program be approved.
2. The Richmond Intercultural Advisory Committee proposed 2004 operating budget of \$5,000.00 be considered during the 2004 budget review process.
3. The Richmond Intercultural Advisory Committee Terms of Reference be revised to allow for the appointment of two youth representatives.

Terry Crowe
Manager, Policy Planning

Att. 2

FOR ORIGINATING DIVISION USE ONLY

CONCURRENCE OF GENERAL MANAGER

February 19, 2004

Staff Report

Origin

This report presents the Richmond Intercultural Advisory Committee (RIAC) Annual Report to Council, describing RIAC activities and accomplishments for the year 2003, as well as the proposed RIAC 2004 Work Program and Operating Budget.

Findings Of Fact

1. RIAC 2003 Annual Report
The highlights of RIAC 2003 activities are described in **Attachment 1**.
2. RIAC 2004 Work Program and Operating Budget
The RIAC 2004 Work Program and Operating Budget are also described in **Attachment 1**.

Analysis

1. Accomplishments

RIACs mandate, "to enhance intercultural harmony and strengthen intercultural co-operation in Richmond", is reflected in their endeavours of the past year and particularly in the development of the 2004 – 2010 Richmond Intercultural Strategic Plan and Work Program (presented separately).

2. Youth Involvement

RIAC members consider youth involvement vital to the fulfillment of their mandate. The following motion was passed by RIAC in November 2003:

"RIAC to ask Council to change the RIAC Terms of Reference, expanding membership from 14 to 16 members, to include two youth representatives".

A revised RIAC Terms of Reference is attached for Council's consideration (**Attachment 2**).

3. 2004 Work Program and Operating Budget

As outlined in the 2004 – 2010 Richmond Intercultural Strategic Plan and Work Program (presented separately), in 2004 the RIAC will:

- distribute the 2004 – 2010 Richmond Intercultural Strategic Plan and Work Program widely,
- meet with a wide range of community partners to build awareness, consensus and commitment for partners' participation, and
- encourage a wide range of partners to participate.

The RIAC has proposed an operating budget of \$5,000.00 to engage in this process and cover basic operational expenses.

February 19, 2004

Financial Impact

- The RIAC currently has no operational budget.
- The RIAC has a significant work program to undertake in 2004 and the years to come.
- Staff recommend that the City consider providing a \$5,000 operational budget annually to RIAC in the City's base budget, as part of the 2004 budget review process. This \$5,000 is proposed in the 2004 additional level budget.

Conclusion

RIAC has made significant achievements in 2003, most notably the preparation of the milestone document "2004 – 2010 Richmond Intercultural Strategic Plan and Work Program". RIAC plans in 2004 to implement a community-based, interactive and collaborative approach to achieving harmony and intercultural cooperation based on partnerships. Continued support for their endeavours is recommended.



Lesley Sherlock
Social Planner
(4220)

LS:cas

Richmond Intercultural Advisory Committee

2003 Annual Report and 2004 Work Program and Budget

2003 Annual Report

Since its inception, members of RIAC have been working very hard to feel the pulse of the community. Its mandate is to enhance intercultural co-operation in Richmond by responding to issues referred to it by City Council and the community. This is quite consistent with the City's vision of making Richmond the most appealing, liveable and well managed City in Canada.

Community Consultation Process

Richmond has become a very diverse community as is reflected in the 2004 – 2010 Richmond Intercultural Strategic Plan and Work Program, being presented separately.

An initial mandate of this Committee from Council was to "hold public consultations to discuss with the community a vision, ideas, opportunities, issues and partnerships that need to be addressed to enhance intercultural harmony."

Consultations were held with stakeholders and the public. With assistance from Council, the Committee hired Mr. Larry Axelrod, Consultant, to conduct focus groups and related research. The Consultation Process is now complete. The results of this consultation are found in the report presented separately, "2004 - 2010 Richmond Intercultural Strategic Plan and Work Program".

Other Council Referrals

At the Council meeting of November 25, 2002, RIAC was asked to "review the election process to ensure that the entire community is involved". A draft report has been prepared and will be presented to Council following further discussions with the City Clerks department.

RIAC Membership – Role for Youth

At the November RIAC meeting, members passed a motion requesting that our membership be expanded to 16 so that two youth representatives can participate.

Additional Undertakings

RIAC held regular meetings throughout the year to discuss various issues. Also, we invited various resource people to make the Committee members more aware of specific subject areas. They included:

- City of Richmond's David Weber on the City's municipal election process;
- Kate Sparrow on the Parks, Recreation and Cultural Services Renewal Plan;
- Michael Yue and Phillip Fung of the Civic Education Society, on participation in the civic election process;
- Sultan Somjee, a prominent anthropologist, suggested placement of educational kits at the Richmond Museum;
- Don King and Robert Butcher on BC Housing issues in Richmond.

RIAC representation on other City initiatives

RIAC members have participated in:

- Parks, Recreation and Cultural Services Community Working Group
- Georgia Basin Futures Project
- East Richmond Project
- Richmond Substance Abuse Task Force Stakeholder Consultation

2004 Work Program and Budget

The City Council, staff and various agencies and individuals in the community must be commended for doing an excellent job in promoting intercultural harmony. However, a lot still needs to be done.

Proposed 2004 Work Program

RIAC has collected a lot of information and data to guide its work in 2004 and the coming years. For RIAC's proposed 2004 Work Program, please see the 2004 – 2010 Intercultural Strategic Plan and Work Program, presented separately. This year the Committee expects to identify some of the most important issues that have emerged so far and try to address them in an effective manner. Discussions with potential partners will begin.

At the same time, RIAC will continue to address other issues as they arise in the community and before Council.

Proposed 2004 Budget

RIAC is proposing a 2004 budget of \$5,000. This will cover costs associated with meetings, forums, interpretation/translation, materials, etc. required to initiate work on the Strategic Plan. Specific costs associated with the implementation of the Strategic Plan will be presented separately.

In conclusion, I would like to thank members of RIAC, Mayor, Council, Staff as well as a number of organizations and individuals in the community for their ongoing efforts in making Richmond a better place to live. Finally, my sincere thanks and appreciation go to Lesley Sherlock, Social Planner and RIAC's staff liaison. She has done an excellent job in helping the Committee along.

Respectfully Submitted,

Balwant Sanghera
Chair, Richmond Intercultural Advisory Committee

Richmond Intercultural Advisory Committee

Terms of Reference

Terms of Reference 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 Richmond Intercultural Advisory Committee is to enhance intercultural harmony and strengthen intercultural co-operation in Richmond.

3. Role

The role of the 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 intercultural harmony.

Partnerships:

- The RIAC will seek and encourage a wide range of partnerships with Richmond's many cultures and organizations to identify enhancing intercultural opportunities and available community resources to address intercultural 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 16 Council appointed members consisting of:

- six citizens interested in enhancing intercultural harmony
- 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
- two youth representatives

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.
- Organizations (e.g., School District #38) will be asked to nominate youth interested in participating.

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:
 - eight 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 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.