



To: General Purposes Committee **Date:** May 14, 2003
From: Cathryn Volkering Carlile **File:** -
General Manager - Parks Recreation and
Cultural Services
Re: Terms of Reference – Parks, Recreation and Cultural Services Community Working
Group

Staff Recommendation

That the attached Parks, Recreation and Cultural Services Community Working Group Terms of Reference be adopted.

Cathryn Volkering Carlile
General Manager - Parks Recreation and Cultural Services

Attach.

Staff Report

Origin

On May 5, 2003, Richmond City Council adopted a resolution to appoint members of the Parks, Recreation and Cultural Services Community Working Group (CWG). Terms of Reference are required to enable the work of the Community Working Group to proceed.

Analysis

Appointed committees of Council typically have adopted terms of reference that outline the objectives, the obligations of the membership, the governance process and the protocols. During the establishment of the CWG, City Council described what they wanted the working group to do.

In February 2003, Council adopted 6 guiding principles for the Parks, Recreation and Cultural Services Delivery. The recommendations from the Working Group must reflect the adopted principles.

In May 2003, Council resolved that the CWG would:

1. Make recommendations on the Master Plan and on the renewal of the Parks, Recreation and Cultural Services delivery system adhering to the guiding principles for the service delivery system adopted by Council;
2. With specific recommendations on a framework for a new Recreation Service Delivery System that identifies the weakness in the current system and the necessary improvements which includes a community involvement model, the roles of the volunteer, an implementation strategy for the new model, and the financial impact.

The attached Terms of Reference outline the purpose, principles, membership, objectives, procedures, code of conducts and meeting protocols.

The CWG membership (adopted May 5, 2003) is representative of a variety of community organizations and advisory committees of council, members at large and two councillors. The CWG will meet over the next six months to address the direction from City Council.

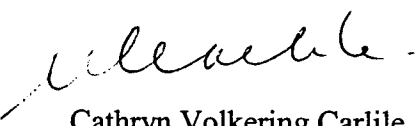
The Working Group had its first meeting on May 15, 2003. The meetings are expected to follow a tight agenda and timeline. David Roach of the Master Plan Consulting Team, will facilitate/chair the process. The work of the CWG will be recorded and posted for public review on the City's web site. In addition, meetings will be open and will have a 15-minute time period for delegations.

Financial Impact

Council had previously approved funding for the Community Working Group process. There will be no further financial implications to the City by approving this recommendation.

Conclusion

City Council has established this Community Working Group to make recommendations to Council on the Master Plan and the proposed delivery system. To guide the Working Groups efforts, these Terms of Reference need to be adopted.



Cathryn Volkering Carlile
General Manager Parks Recreation and cultural Services

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**RICHMOND PARKS, RECREATION AND CULTURAL SERVICES
COMMUNITY WORKING GROUP**

TERMS OF REFERENCE

PURPOSE

The Richmond Parks, Recreation and Cultural Services Community Working Group (Community Working Group or CWG) is to provide Richmond City Council with recommendations on the Parks, Recreation and Cultural Services Master Plan and the renewal of the Parks, Recreation and Cultural Services Delivery System based on the Council approved guiding principles.

PRINCIPLES

Council has adopted Guiding Principles for the future Parks, Recreation and Cultural Services Delivery System. The CWG's recommendations must reflect the six adopted principles:

That the PRCS Services Delivery System:

1. Ensures financial sustainability.
2. Ensures that customer service is enhanced.
3. Ensures the City's ability to meet community needs.
4. Provides a policy framework to guide decision making.
5. Values and encourages community involvement.
6. Values effective partnerships.

MEMBERSHIP

Community Working Group members are appointed by City Council. There are up to 17 members representing a broad spectrum of community interests.

The CWG's term will be from May 6, 2003 – October 31, 2003. The appointments are for the process duration.

CWG members are expected to attend all monthly meetings. If unable to attend monthly meeting, an alternate is not required.

An outside consultant will facilitate/chair the meetings and lead the CWG process.

City staff appointed by the General Manager of Parks, Recreation and Cultural Services will attend meeting as observers and technical support. They are not CWG members.

OBJECTIVES

The objectives of the Parks, Recreation & Cultural Services Community Working Group are to:

1. Provide recommendations on the Parks, Recreation and Cultural Services Master Plan.
2. Provide recommendations on the renewal of the Parks, Recreation and Cultural Services Delivery System.
3. Seek staff and public input and feedback through out the process.
4. Submit to the PRCS Committee a final report outlining the recommendations.
5. The consultant, on behalf of the working group, will assist and facilitate the preparation of a final report. The report will outline the renewal of the Parks, Recreation and Cultural Services Delivery System adhering to the guiding principles for the service delivery system adopted by Council, which includes the following:
 - a framework for a new recreation service delivery system,
 - understanding the current system,
 - improvements including a community involvement model and the roles of the volunteer,
 - an implementation strategy for the new model,
 - the financial impact.

The CWG's findings and recommendations will be summarized in an executive report that will be presented to Council's Parks, Recreation and Cultural Services Standing Committee and to Council. The consultant will assist and guide the CWG in preparing its report.

PROCEDURES

The Community Working Group will report to Council through the General Manager, Parks, Recreation and Cultural Services.

The CWG decision process is to be consensus based. If some members disagree with the CWG's recommendations in the final report, those in disagreement will be recorded as not agreeing with the recommendations. Decisions will be recorded in the meeting records.

The CWG will receive administrative staff support services from the Parks, Recreation and Cultural Services Division for the preparation of agendas and the records of meetings.

The consultant will facilitate CWG meetings. Any communications from CWG will be coordinated through city staff.

MEETINGS

The Community Working Group meetings are open to the public; however, the public will not be able to participate in the meeting except through a delegation process.

Meetings will be at the call of the chair and will be scheduled at least once a month on the third Thursday of each month from 5:30 – 8:30 pm.

Copies of the agenda and record of the meetings will be circulated to CWG members in advance.

Agendas and the Record of Meetings will be posted on the City's web site.

The meetings will allow for a delegation or consultation period of at least 15 minutes but not more than 30 minutes to be scheduled sometime during each meeting. Delegations or presentations will be scheduled by the facilitator wherever possible.

CODE OF CONDUCT

Community Working Group members are expected to be respectful towards each other, to the Consultant and to staff.

The CWG members are drawn from a broad spectrum of community interests. The expectation is that each member will conduct themselves in the best interest of all of Richmond residents.

If there is a conflict of interest, it will be up to the member to remove himself or herself from the decision.