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**To:** Planning Committee **Date:** May 25, 2004  
**From:** Terry Crowe **File:**  
Manager, Policy Planning  
**Re: REVISED RICHMOND INTERCULTURAL ADVISORY COMMITTEE TERMS OF REFERENCE**

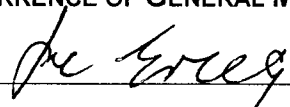
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**Staff Recommendation**

That the existing Richmond Intercultural Advisory Committee (RIAC) Terms of Reference be rescinded and the revised RIAC Terms of Reference be approved as per the report from the Manager, Policy Planning dated May 25, 2004.

  
Terry Crowe  
Manager, Policy Planning

Att. 3

<b>FOR ORIGINATING DIVISION USE ONLY</b>		
<b>CONCURRENCE OF GENERAL MANAGER</b> 		
<b>REVIEWED BY TAG</b>	YES <input checked="" type="checkbox"/>	N/A <input type="checkbox"/>
<b>REVIEWED BY CAO</b>	YES <input type="checkbox"/>	N/A <input type="checkbox"/>

## Staff Report

### Origin

The Richmond Seniors Advisory Council (RSAC) would like to work more closely with the Richmond Intercultural Advisory Committee (RIAC) to better address the needs of Richmond seniors (**Attachment 1**).

To achieve this end, staff recommend:

- rescinding the existing RIAC Terms of Reference (**Attachment 2**), and
- adopting a revised RIAC Terms of Reference that expand RIAC membership to include a representative of the RSAC (**Attachment 3**).

### Findings Of Fact

The Richmond Seniors Advisory Committee (RSAC) has taken an active interest in the work of the Richmond Intercultural Advisory Committee (RIAC) since its inception in 2002.

RSAC members have:

- participated in all stages of community consultation undertaken by RIAC in the development of their proposed 2004 – 2010 Richmond Intercultural Strategic Plan and Work Program (Stakeholder Consultation, Public Consultation, Community Focus Groups),
- frequently attended RIAC meetings as observers, and
- included in their 2004 work program a plan to assist with multicultural workshops that enhance understanding and the identification of mutual issues and concerns.

The RIAC Terms of Reference were last amended in March 2004 with the addition of two youth representatives, bringing their membership total to 16.

The addition of a representative of the Richmond Seniors Advisory Committee would bring the total membership to 17.

RIAC was informed of this proposal at their April 18 meeting and informally indicated their support.

### Analysis

The addition of a RSAC representative to RIAC would strengthen the ability of both committees to address intercultural issues faced by Richmond seniors.

**Financial Impact** - None.

### Conclusion

Staff recommend that the proposed RIAC Terms of Reference, adding one representative from the Richmond Seniors Advisory Committee to the RIAC membership, be adopted.



Lesley Sherlock, Social Planner (4220)

LS:cas

**Richmond Seniors Advisory Council**

Richmond City Hall  
6911 No. 3 Road  
Richmond, BC V6Y 2C1

April 30, 2004

Mayor and Council  
City of Richmond

Dear Mayor and Council :

**Re: Appointing a Representative of the Richmond Seniors Advisory Committee to the Richmond Intercultural Advisory Committee**

The Richmond Seniors Advisory Council's (RSAC) Chair and Vice-Chair presented the Annual Report to City Council last December.

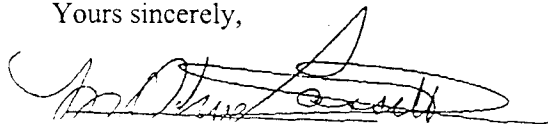
You may recall that, with approval of same, you also requested we look further into various suggested issues, one of them being the Richmond Intercultural Advisory Committee (RIAC).

With this in mind and the desire by members to become more involved with this committee we respectfully inquire whether Mayor and Council would be willing to appoint one of our members to RIAC.

Mr. Mohinder Grewal, RSAC member, has been attending RIAC meetings. However, we as members feel that, to be more effective and to be able to participate in the deliberations and business of this committee, it is important we have a member who can be more active than an observer.

Trusting you will feel as our Council members do, we look forward to a favourable reply.

Yours sincerely,



M. Olive Bassett, Chair  
Seniors Advisory Council

**Existing Terms of Reference**

**Richmond Intercultural Advisory Committee**

## **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.

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



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