



To: General Purposes Committee

Date: October 21, 2004

From: J. Richard McKenna
City Clerk

File: 01-0105-01/2004-Vol 01

Re: **Electronic Meetings and Participation by Members of Council**

Staff Recommendation

That the City Clerk bring forward appropriate amendments to the Council Procedure Bylaw to implement electronic meeting participation for members of Council, on the following basis:

- (a) Open and closed Regular and Special Meetings of Council provided they are held in either the Council Chambers or the Anderson Room;
- (b) Open and closed meetings of all Standing and Select committees of Council provided they are held in either the Council Chambers or the Anderson Room;
- (c) Public Hearings will not be held electronically or have electronic participation; and
- (d) A physical quorum must always be present, without electronic attendance, and the Chair must always be among those physically present.

J. Richard McKenna
City Clerk
(3266)

FOR ORIGINATING DIVISION USE ONLY					
ROUTED TO:		CONCURRENCE		CONCURRENCE OF GENERAL MANAGER (Acting)	
Law.....	Y <input checked="" type="checkbox"/> N <input type="checkbox"/>				
Finance.....	Y <input checked="" type="checkbox"/> N <input type="checkbox"/>				
REVIEWED BY TAG		YES	NO	REVIEWED BY CAO	
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				YES	NO
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Staff Report

Origin

Section 128 of the *Community Charter* permits the option of sanctioning electronic participation by members of council and committee at meetings, through amendments to the Council Procedure Bylaw. The purpose of this report is to describe the situations where this is permitted, to evaluate the advantages and potential shortcomings in each case, and ultimately, to determine the extent and circumstances in which Council would wish to see the practice used, if at all.

Analysis

Special Meetings

The first situation provided for in the statute is the holding of an entire special meeting by electronic means. Since special meetings (both open and closed) are just additional meetings called out of sequence with regular meetings for unusual and urgent matters, these are by far the more likely type of meetings which a member of Council might have difficulty attending – hence they are specifically addressed in the statute. In contrast, the dates of regular meetings are known years in advance. If Council opted to permit special Council meetings to be held electronically, up to all nine members of Council could be physically absent, including the Chair, but the Corporate Officer must be present. Public notification must also be given of Council's intent to conduct a special meeting by this means.

Individual Participation at Regular Council or Committee Meetings

The second situation provided for in the statute is for electronic participation by “a member of Council or a standing/select committee” where that member is “unable to attend” a particular Council or committee meeting. It is interesting that the statute places no limit on the number of members who can avail of the technology, in that if it is available for “a member” it must be available for all members. Also, the statute does not define “unable to attend”. Thus, it seems that by default an entire regular meeting (open or closed), or public hearing or committee meeting, could be held electronically, just as is the case with special meetings.

Issues

The following are the issues which Council should be aware of before taking a position on electronic meetings or electronic participation at meetings. Some of these should be reflected in the bylaw and I have so indicated where this is the case.

1. Public accessibility – the statute requires that the public must be given the opportunity to hear (or to see and hear if video technology is used) all members of Council who are not physically present at a meeting, but who are participating electronically. Other than the vote to close a meeting and deem the matters on the agenda to be compliant with the statutory closed meeting criteria, this requirement would not apply to a closed meeting.

2. Confidentiality – obviously this is only an issue for closed meetings, but where a member of Council is participating electronically there must be some assurance that no one else is in the room, or can in any way hear Council proceedings. Indeed, such importance is placed on this matter that Section 117 of the *Community Charter* is entirely devoted to the obligations of a member of Council to respect closed meeting confidentially.
3. Information circulated at a meeting – where additional or corrected information on an agenda item is to be handed out to the members of Council or committee when a meeting is starting, this will be somewhat problematic, although certainly not impossible to accommodate for a member participating electronically.
4. Delegations – this would certainly be a problem if the Chair was participating electronically, yet had to recognize delegations from the floor.
5. Role of the Chair – aside from the delegation issue, a considerable burden would be placed on the Chair of any meeting where one or more members were participating electronically, and very much so in the case of an entire meeting held electronically. Even with the best equipment the Chair would have to take whatever steps were necessary each and every time to ensure that “everyone heard everything” and that the public (in the case of open meetings) were also able to hear (or see and hear) everything. Also, the Chair would be responsible for determining if any member(s) participating electronically wished to speak on a motion, since the normal visual or “button” means of attracting the attention of the Chair would not be available. I am of the opinion that all of these would serve to considerably lengthen the meetings in question. Also, the statute does not preclude the Chair from participating electronically, even if all other members are present, and this raises the issue of just how practical it would be to chair a meeting electronically. Thus the issue therefore becomes - should the Chair always be physically present - and I am proposing that this be a requirement in the bylaw.
6. Visual Presentations – other than through video technology, visual presentations would be just about impossible to accommodate in an electronic meeting context in that a member of Council or the public demonstrating something by means of boards or charts could not be seen. Images shown on the “elmo” projector would also be impossible to accommodate. This may seem like an innocent issue, but it could be fatal in circumstances such as public hearings, statutory appeals to Council, etc., where there are legal standards to be met before voting on a particular matter. I am therefore proposing that electronic participation at public hearings (which are council meetings) be excluded from the scope of the bylaw.
7. Criteria for “unable to attend” - interestingly, and as mentioned earlier, the statute establishes no criteria for when, or how often, a member can participate electronically other than the phrase “when a member is unable to attend”. I had rather hoped the statute would give more guidance on this issue or even establish different standards between entire special meetings held electronically (where availability is the issue) versus electronic participation at a regular meeting where, absence because of illness, injury, etc may be more likely reasons. Thus Council could attempt to establish “unable to attend” criteria and “how often” criteria for electronic participation if it feels these are necessary or appropriate, however I am not proposing this in the bylaw.

8. Declaring a conflict of interest – a member participating electronically must be able to declare a conflict of interest, and attracting the attention of the Chair, while not impossible, may be somewhat awkward during the flow of Council business.
9. Participation of staff - an interesting question arises about the possible participation of staff by electronic means. There is nothing to preclude such participation even now, and in certain meeting situations the comments and advice of staff could be critical to a decision. If, for example an entire meeting was held electronically, with only the corporate officer physically present, would it be appropriate for a senior member of staff to participate electronically and should the listening public be able to hear (or see and hear) that staff member, just as is the case with members of Council?
10. Achieving a quorum - Council may wish to establish that a quorum must be physically present, and that only post-quorum members may participate electronically, even though the statute states that a member participating electronically is “deemed to be present at the meeting” (for the purposes of a quorum). The arguments in favour of this are (i) if a quorum can be achieved by members participating electronically, it may be difficult to determine if the quorum was ever broken, since a member may be required to be absent from electronic participation for a period of time for any one or more personal reasons; and (ii) if Council or committee relied on an electronic member(s) to make up a quorum and the electronic connection is lost, so is the quorum. I am therefore proposing that the quorum not rely on members participating electronically.
11. Public Perception – a discerning public would understand that there are occasions when a member(s) of Council cannot be physically present at a special meeting called to deal with an important matter. In short, not only would the public expect the involvement of as many duly elected members in such matters as physically (and now electronically) possible, but I believe their perception would be that this means of participation only be used in extreme circumstances.
12. Experience in other jurisdictions – in the Greater Vancouver area some jurisdictions have enacted bylaw amendments to permit electronic participation, and some have not. Of those who have, each has tailored the bylaw to suit their own needs. For example, some allow only special meetings to be held electronically, whereas some disallow closed meetings to be so held, for fear of a breach of confidentiality. Several have left me with the impression that facilitating electronic meeting participation was not worth the trouble to set it up, and that the option is rarely used.

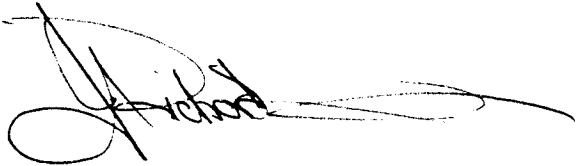
The above comments are meant to make Council aware that electronic meeting participation is not without its shortcomings, and should not be seen as a panacea for all situations involving the absence of a member of Council. The Council Procedure Bylaw changes to authorize electronic meeting participation will require advance public notification before being adopted, and this may provide further public perspective on the matter.

Financial Impact

In order to accommodate electronic meeting participation both the council chambers and the Anderson Room will require attention. In the case of the former it is fortunate that the facility already accommodates audio conferencing, and unless there is an unforeseen equipment problem, all that would be required is for a system maintenance check be undertaken. In the case of the Anderson Room, however, a telephone equipment upgrade would be required to ensure that members participating electronically (by telephone) can be heard by everyone in the room over ambient noise levels, at full room capacity. This would entail the purchase and installation of a professional conference calling unit, the estimated cost of which should not exceed two to three thousand dollars. Out of an abundance of caution I would suggest that a one-time expenditure of \$5,000 be budgeted for from any remaining year-end surplus, to accommodate all elements of electronic meeting participation.

Conclusion

This report provides what I believe to be a balanced view of the issues to be considered in connection with the electronic meeting participation option now provided for in the *Community Charter*. Overall this is an improvement which has been long requested primarily by remote municipalities and Regional Districts which have very different physical characteristics and climatic conditions than Richmond. In the interests of practicality I have proposed certain restrictions on what is provided for in the statute. Having said this, as these proposed bylaw amendments are intended to accommodate the needs of elected officials, committee should feel free to direct staff any way it sees fit on this issue. Upon the establishment of parameters for electronic meeting participation I will bring forward the appropriate bylaw amendments and undertake the required public notification.



J. Richard McKenna
City Clerk
(3266)

JRM:fja



To: General Purposes Committee **Date:** October 27th, 2004
From: George Duncan **File:**
Chief Administrative Officer
Re: **Public Process for Olympic Speed Skating Oval**

Staff Recommendation

1. That the Richmond 2010 Olympic Oval Project Steering Committee be established as per the attached Terms of Reference for this committee.
2. That the Richmond 2010 Olympic Oval Project Building Committee be established as per the attached Terms of Reference for this committee.
3. That the Richmond 2010 Olympic Oval Project Stakeholder/User Committee be established as per the attached Terms of Reference for this committee.
4. That staff begin a recruitment process immediately for the above committees, and submit names of appropriate candidates to Council at the earliest possible time.
5. That Council designate two Council members to liaise with each of the following committees: the Richmond 2010 Olympic Oval Project Steering Committee, the Richmond 2010 Olympic Oval Project Building Committee, and one member to liaise with the Richmond 2010 Olympic Oval Project Stakeholder/User Committee.

George Duncan
Chief Administrative Officer
(4338)

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CONCURRENCE OF DIRECTOR

Lani Schuel

REVIEWED BY TAG	YES	NO
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REVIEWED BY CAO	YES	NO
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Staff Report

Origin

The Richmond 2010 Olympic Speed Skating Oval was awarded to the City of Richmond on Tuesday August 17th, 2004. In anticipation of the 2010 Olympic and Paralympics Winter Games, the building must be operational by October 31st, 2007.

The facility will accommodate local, national and international competition and provide the most appropriate community and post games use. This report recommends a process and committee structure that draws upon the considerable expertise that is available in our community to help determine the general direction, design and construction, and post-games operation/use of the Oval.

The proposed committee structure is in keeping with Richmond's traditional community input practices associated with major capital projects.

Analysis

There are a variety of opportunities for the community to apply their considerable experience and expertise in the design, construction and operation of the Richmond Olympic Oval project.

Recommended Olympic Oval Project Governance Structure

Staff are recommending a process and committee structure that will utilize the considerable knowledge and expertise within our community to help support the successful design, construction, operation and business aspects of the Richmond Olympic Oval. Staff are recommending that three committees be established to support the Oval project, including:

- The Richmond 2010 Olympic Oval Project Steering Committee
- The Richmond 2010 Olympic Oval Project Building Committee
- The Richmond 2010 Olympic Oval Project Stakeholder/User Committee

More detailed descriptions of these committees follow, and Terms of Reference for each committee are contained in the attachments of this report.

City staff will be assigned to the committees and provide technical support. All three committees may be operational until the opening of the Olympic Oval in October 2007. The need for public involvement and a committee structure after the building is operational will be addressed prior to the opening.

The committees will need to be coordinated to ensure information is shared and the input process and timelines are consistent and appropriate.

Richmond 2010 Olympic Oval Project Steering Committee

This committee will provide advice to Richmond City Council and senior staff regarding business aspects of the overall direction of the Oval project. Topics relevant to this committee, include but are not limited to such things as:

- long term planning
- policy decisions
- business operation
- governance structure
- relationships with municipal, provincial and federal governments, as well as provincial and federal health, educational, and sport organizations
- negotiations
- tenant leasing advice

Representation will include members of Richmond City Council, the CAO, prominent business and community sector members, key economic organizations and stakeholders, representatives from prominent multicultural organizations, education and health organizations, the chairs and possibly vice chairs of the Building Committee, Stakeholder/User Committee, and Richmond 2010 Community Opportunities Task Force.

The Terms of Reference are attached to this report.

Richmond 2010 Olympic Oval Project Building Committee

This will be a technical committee to support and provide advice on the design and construction of the 2010 Olympic Speed Skating Oval structure. This group will advise the Project Manager, senior staff and Richmond City Council regarding all aspects of design and construction from pre-loading the site to facility completion. The Richmond 2010 Olympic Oval Project Building Committee will be informed of, and given opportunity for, input into all recommendations to Council related to the Oval.

Representation will include the General Manager of Engineering and Public Works, VANOC, and prominent community leaders and business sector leaders from local and regional origins.

The terms of reference are attached to this report.

Richmond Olympic Oval Project Stakeholder/User Committee

This will be an ad hoc committee whose purpose is to provide feedback and input to senior staff and the Richmond 2010 Olympic Oval Project Steering Committee on the project. It will ensure that there are opportunities for the public, stakeholders, organizations and agencies to be involved.

This small committee will be comprised of individuals charged with the responsibility to seek input and feedback from a variety of sectors including but not limited to athletes, sport, wellness and active living, health, business, culture, local community and trade and exhibition, Vancouver 2010 at various times throughout the project.

The Terms of Reference are attached to this report.

Other Considerations

The composition of the committees will reflect the diverse interests which need to be represented in the pre and post game phases of this initiative. The primary concern of committee members should be to support the City's efforts and to ensure the City is successful in fulfilling its obligation of delivery of a first class facility that is:

- on time
- on budget, and
- that maximizes the post games legacy potential

The role of these committees is sufficiently important that we must ensure we recruit the best possible candidates available.

With regard to the part time use of the Oval for tourism and trade and exhibition space, City staff will be responsible for addressing this issue through the Richmond 2010 Olympic Oval Project Steering Committee, and will forward recommendations to City Council for consideration.

Finally, it will be important for the Richmond 2010 Community Opportunities Task Force to liaise with the Richmond 2010 Olympic Oval Project Steering Committee to ensure a coordinated strategy that fully capitalizes on the benefits of the 2010 Olympic and Paralympics Winter Games.

Financial Impact

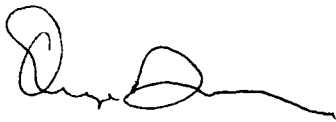
All direct or additional costs resulting from the operation of the three Oval related committees will be part of the cost of the Richmond 2010 Olympic Speed Skating Oval project.

A report will be forwarded to Council that will recommend changes to existing City policies to facilitate the need to fast track the design and construction of the Richmond 2010 Olympic Oval project, and in order to ensure the City's performance on the project is in compliance with the Venue Agreement between VANOC and Richmond.

Conclusion

The committee structure outlined in this report will provide an opportunity for public involvement in the design and construction, long-term vision, and post-games use of the Richmond Olympic Speed Skating Oval, along with capitalizing on the many community opportunities associated with the Olympics. It will provide expertise and insight from the community to enhance the 2010 Olympic Speed Skating Oval, set the groundwork for an outstanding facility and legacy for Richmond, and ensure community engagement in the many community opportunities associated with the Olympics.

The next steps would include: advertising and recruiting of candidates for the three Oval related committees, ensuring an appropriate balance of community, business, education, health and wellness and sport representatives to create an environment where the project will not only be successful, but exceptional.



George Duncan
Chief Administrative Officer
(4338)

:dta

Richmond 2010 Olympic Oval Project Steering Committee
TERMS OF REFERENCE

Purpose

The purpose of the Richmond 2010 Olympic Oval Project Steering Committee will be to provide input, feedback, advice and recommendations on the business and financial decisions for the construction and operation of the Speed Skating Oval project.

Principles

The following guiding principles will apply to the community-involved process:

- The project must meet the objectives and timelines of the City of Richmond and VANOC;
- The project must be completed within budget;
- The project will follow a business model approach;
- The financial implications of decisions must be balanced with the legacy this facility will provide to Richmond and its residents and the 2010 Olympics;
- The process will encourage effective relationships, partnerships with others and community involvement;

The Richmond 2010 Olympic Oval Project Steering Committee will reflect the adopted principles in all its activities.

Membership

Richmond City Council appoints members of the Richmond 2010 Olympic Oval Project Steering Committee and its Chair. There are up to 8 members, plus 2 liaison members from City Council.

Candidates will be chosen to reflect a broad spectrum of community sectors with diversified experience and expertise

The Richmond 2010 Olympic Oval Project Steering Committee will have a three-year term, effective from its appointment.

The Richmond 2010 Olympic Oval Project Steering Committee will report to Council as required.

At the beginning of each year, a member of the Task Force will be appointed as Chair. This individual will facilitate and chair the meetings.

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

The General Manager of Finance will be the senior staff resource for this committee. Other City staff will attend meetings as technical support as required.

Objectives and Expectations

The primary objectives for the Richmond 2010 Olympic Oval Project Steering Committee are to provide input, feedback, and advice on:

1. The financial sustainability of the project and the soundness of business decisions.
2. The vision and plan for the Richmond Olympic Oval considering the work of the Building, Stakeholder/User and Community Opportunities Task Force as well as other stakeholders including the Province of British Columbia's 2010 Secretariat.
3. The most suitable and sustainable post-game uses and tenants that aligns with the philosophical direction of the post-games use of the Olympic Speed Skating Oval.
4. The projects adherence to the three Olympics components of sustainability (environmental, social and economic).
5. Opportunities that will add value to the project including sponsorship, business relationships and community opportunities.
6. Other matters that will contribute to the success of the development, construction and operation of the Speed Skating Oval facility.

Procedures

The Richmond 2010 Olympic Oval Project Steering Committee will make recommendations and provide advice to Council and staff. Communications will be through the General Manager of Finance.

The decision process is to be consensus based. If some members disagree with the Task Force's recommendations or activities, minority opinions will be recorded in the meeting records.

The Richmond 2010 Olympic Oval Project Steering Committee will receive administrative staff support services from the City for the preparation of agendas and the recording of meetings.

The Richmond 2010 Olympic Oval Project Steering Committee will liaise with the 2010 Provincial Secretariat in coordination with the City of Richmond.

Liaison with the Vancouver Organizing Task Force of the Olympic Games (VANOC) will be only through the City of Richmond staff.

The Chair would be elected on the first meeting of the Task Force from among the members appointed. A new Chair would be elected annually.

Council may amend these terms of reference at its discretion.

Meetings

The Richmond 2010 Olympic Oval Project Steering Committee meetings are open to the public; however, the public will not be able to participate in the meetings except through a delegation process.

The Task Force will establish the meeting schedule annually.

Copies of the agenda and record of the meetings will be circulated to Richmond 2010 Olympic Oval Steering Committee members in advance.

Code of Conduct

Richmond 2010 Olympic Oval Project Steering Committee members are expected to be respectful towards each other and work cooperatively.

Richmond 2010 Olympic Oval Project Steering Committee 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.

Richmond 2010 Olympic Oval Project Steering Committee members serve at the pleasure of Council.

Richmond 2010 Olympic Oval Project Building Committee
TERMS OF REFERENCE

Purpose

The purpose of the Richmond 2010 Olympic Oval Project Building Committee is to advise on the design and structure of the Richmond Olympic Speed Skating Oval to accommodate international competition, as well as a multi-use post-games facility.

Principles

The following guiding principles will apply to the community-involved process:

- The project must meet the objectives and timelines of the City of Richmond and VANOC
- The project must be completed within budget
- The project will follow a business model approach
- The financial implications of decisions must be balanced with the legacy this facility will provide to Richmond and its residents and the 2010 Olympics
- The process will encourage effective relationships, partnerships with others and community involvement

The Richmond 2010 Olympic Oval Project Building Committee will reflect the adopted principles in all its activities.

Membership

Richmond City Council appoints members of the Richmond 2010 Olympic Oval Project Building Committee and its Chair. There are up to 8 members, and 2 liaison members from City Council.

Candidates will be chosen to reflect a broad spectrum of community sectors, which may include, Arts, Athletes, Business, Persons with Disabilities, Education, Environment, First Nations, Health, Heritage, Multicultural, Recreation, Seniors, Social Services, Sports, Tourism, Transportation.

The Richmond 2010 Olympic Oval Project Building Committee will have a three-year term, effective from its appointment.

The Richmond 2010 Olympic Oval Project Building Committee will report to Council as required.

At the beginning of each year, a member of the Task Force will be appointed as Chair. This individual will facilitate and chair the meetings.

Members are expected to attend all meetings. If unable to attend a meeting, an alternate is not required.

The General Manager of Engineering and Public Works will be the senior staff resource for this committee. Other City staff will attend meetings as technical support as required.

Objectives and Expectations

The primary objectives for the Richmond 2010 Olympic Oval Project Building Committee are to provide input, feedback and advice on:

1. The design and construction of the 2010 Speed Skating Oval and park plaza. To make recommendations on change orders
2. To ensure the best use of City resources
3. The financial sustainability of the project and the soundness of business decisions
4. The most efficient and effective use of space for a multi-use post games facility
5. The project's adherence to the three Olympic components of sustainability (environmental, social and economic)
6. Other matters that will contribute to the success of the development, construction and operation of the Speed Skating Oval facility

Procedures

The Richmond 2010 Olympic Oval Project Building Committee will make recommendations and advise Council. Communications will be through the General Manager of Engineering and Public Works.

The Richmond 2010 Olympic Oval Project Steering Committee will be advised of all recommendations and progress of the Building Committee.

The committee will make recommendations on change orders to the project. Where change orders exceed the authority of the project manager, a separate report will be forwarded to Council.

The decision process is to be consensus based. If some members disagree with the Committee's recommendations or activities, decisions will be recorded in the meeting records.

The Richmond 2010 Olympic Oval Project Building Committee will receive administrative staff support services from the City for the preparation of agendas and the recording of meetings.

The Richmond 2010 Olympic Oval Project Building Committee will liaise with other stakeholders where appropriate.

Liaison with the Vancouver Organizing Task Force of the Olympic Games (VANOC) will be only through the City of Richmond staff.

The Chair would be elected on the first meeting of the Task Force from among the members appointed. A new Chair would be elected annually.

Council may amend these Terms of Reference at its discretion.

Meetings

The Richmond 2010 Olympic Oval Project Building Committee meetings are open to the public; however, the public will not be able to participate in the meetings except through a delegation process.

The committee will establish the meeting schedule annually.

Copies of the agenda and record of the meetings will be circulated to Richmond 2010 Olympic Oval Project Building Committee members in advance.

Code of Conduct

Richmond 2010 Olympic Oval Project Building Committee members are expected to be respectful towards each other and work cooperatively.

Richmond 2010 Olympic Oval Project Building Committee 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.

Richmond 2010 Olympic Oval Project Building Committee members serve at the pleasure of Council.

Richmond 2010 Olympic Oval Project Stakeholder/User Committee

TERMS OF REFERENCE

Purpose

The purpose of the Richmond 2010 Olympic Oval Project Stakeholder/User Committee will be to seek input and provide information from interested groups, potential users and stakeholders for post-games use of the Richmond Olympic Oval.

Principles

The following guiding principles will apply to the community-involved process:

- The project must meet the objectives and timelines of the City of Richmond and VANOC;
- The project must be completed within budget;
- The project will follow a business model approach;
- The financial implications of decisions must be balanced with the legacy this facility will provide to Richmond and its residents and the 2010 Olympics;
- The process will encourage effective relationships, partnerships with others and community involvement;
- All efforts of this committee will positively contribute to the on time, on budget delivery of the Oval and will contribute positively to the full legacy potential of the project.

The Richmond 2010 Olympic Oval Project Stakeholder/User Committee will reflect the adopted principles in all its activities.

Membership

Richmond City Council appoints members of the Richmond 2010 Olympic Oval Project Stakeholder/User Committee and its Chair. There are up to 8 members and 1 liaison member from City Council.

Candidates will be chosen to reflect a broad spectrum of community sectors, to include, Arts, Athletes, Business, Persons with Disabilities, Education, Environment, First Nations, Health, Heritage, Multicultural, Recreation, Seniors, Social Services, Sports, Tourism, Transportation and Wellness.

The Richmond 2010 Olympic Oval Project Stakeholder/User Committee will have a three-year term, effective from its appointment.

The Richmond 2010 Olympic Oval Project Stakeholder/User Committee will report to senior staff and to the Business Committee as required.

At the beginning of each year, a member of the Task Force will be appointed as Chair. This individual will facilitate and chair the meetings.

Members are expected to attend all meetings. If unable to attend a meeting, an alternate is not required.

Senior staff from the Parks, Recreation and Cultural Services Division will be the resource for this committee. Other City staff, appointed by the Corporate Program and Management Group, will attend meetings as technical support as required.

Objectives and Expectations

The primary objectives for the Richmond 2010 Olympic Oval Project Stakeholder/User Committee are:

1. To seek input, feedback and information from interested groups and stakeholders to determine the most suitable, sustainable post-games use of the Olympic Oval.
2. To organize input and feedback from potential users, the public and other stakeholders and ensure an open dialogue directly with those the facility may serve to share information, build consensus, reduce conflicts and plan together for the future.
3. To provide input on future uses to senior staff and to the Business Committee.
4. To suggest the most efficient and effective use of space for a multi-use post games facility.
5. To ensure the three Olympics components of sustainability (environmental, social and economic) are promoted and adhered to.
6. To identify possible areas of negative impact and recommend actions to mitigate.

Procedures

The Richmond 2010 Olympic Oval Project Stakeholder/User Committee will provide advice to senior staff and to the Business Committee through the General Manager of Parks, Recreation and Cultural Services, or designate.

The process is to be consensus based. If some members disagree with the Committee's recommendations or activities, those disagreements will be recorded in the meeting records.

The Richmond 2010 Olympic Oval Project Stakeholder/User Committee will receive administrative staff support services from the City for the preparation of agendas and the recording of meetings.

The Richmond 2010 Olympic Oval Project Stakeholder/User Committee will liaise with other stakeholders/users where appropriate.

Council may amend these Terms of Reference at its discretion.

Meetings

The Richmond 2010 Olympic Oval Project Stakeholder/User Committee meetings are open to the public.

The Richmond 2010 Olympic Oval Project Stakeholder/User Committee will establish the meeting schedule annually or on an as required basis.

Copies of the agenda and record of the meetings will be circulated to Richmond 2010 Olympic Oval Project Building Committee, the Business Committee, senior staff, and Council.

Code of Conduct

Richmond 2010 Olympic Oval Project Stakeholder/User Committee members are expected to be respectful towards each other and work cooperatively.

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.

Richmond 2010 Olympic Oval Project Stakeholder/User Committee members serve at the pleasure of Council.