



To: General Purposes Committee **Date:** February 25, 2014
From: Serena Lusk **File:** 06-2052-55-01/Vol 01
Senior Manager, Recreation and Sport Services
Re: **Public Engagement in Minoru Major Facility Replacements**

Staff Recommendation

That:

1. The Public Engagement Plan described in the report, "Public Engagement in Minoru Major Facility Replacements," dated February 25, 2014 from the Senior Manager, Recreation and Sport Services, be approved.
2. The Terms of Reference for the revised Minoru Major Facility Stakeholder Advisory Committee as described in Attachment 1 of the report, "Community Engagement in Minoru Major Facility Replacements," dated February 25, 2014 from the Senior Manager, Recreation and Sport Services, be approved.
3. The Terms of Reference for the Major Facility Building/Project Technical Advisory Committee as described in Attachment 2 of the report, "Community Engagement in Minoru Major Facility Replacements," dated February 25, 2014 from the Senior Manager, Recreation and Sport Services, be approved.

Serena Lusk
Senior Manager, Recreation and Sport Services
(604-233-3344)

Att. 2

REPORT CONCURRENCE	
ROUTED TO:	CONCURRENCE
Communications	<input checked="" type="checkbox"/>
Project Development	<input checked="" type="checkbox"/>
CONCURRENCE OF GENERAL MANAGER	
APPROVED BY CAO	

Staff Report

Origin

On November 12th 2013, Council approved locating a replacement facility for the Minoru Aquatic Centre and the Minoru Place Activity Centre (Senior's Centre) in Minoru Park on the current Minoru 2 Artificial Turf Field Site.

At the same time, Council received the report, "Consultation Plan for Major Recreational Facilities Development," for information and approved the Terms of Reference for an Advisory Committee related to the project.

The purpose of this report is to provide more detailed information on the Consultation Plan, to propose a revised terms of reference for the Advisory Committee and to propose an additional Advisory Committee to provide specific technical advice in regards to the design and construction process, to the project team.

This report responds to Council Term Goal 4.1:

"Development and implementation of a comprehensive facility development plan for current and future needs that:

- *preserves the replacement of the remaining firehalls (#1 and 3), Minoru Older Adults Activity Centre, and Minoru Aquatic Centre as high priorities*
- *includes the provision of a waterfront museum*
- *responds to the demographic needs of the City (families, older adults, increasing cultural diversity)*
- *responds to the City Centre facility needs to address the growing population, including location considerations as the City Centre population begins to shift northward towards the water*
- *outlines an effective public process*
- *identifies strategic financial and location strategies"*

Analysis

In order to ensure the planned facility and associated building program best meets the needs of the community, it is important to have a comprehensive consultation plan. The purposes of the consultation plan are as follows:

1. To ensure the building program and programming meets the needs of the general public and specific stakeholder groups.
2. To ensure that, given the expected fifty-year or more lifespan of the facilities, the long-term needs of the community are considered in the development process.
3. To ensure the development process for the facilities is transparent and provides opportunity for input into decision making where appropriate.
4. To ensure the public is engaged and excited about the benefits to the community of these planned facilities.

Consultation and engagement in the planning process will include both ongoing and periodic involvement from the public. Staff anticipates engaging the community at many junctures throughout the development process using a wide variety of methods. The table below describes the proposed methodology and timing:

Table 1: Public Engagement Plan

Consultation / Engagement Method	Description	Timing
Project Branding	Establish a visual identity for the project.	March – April 2014 (completed once architectural consultant is confirmed)
Site Signage	Onsite information signage and contact information.	Spring 2014 with project updates as required.
Stakeholder Advisory Committee	Members of the Stakeholder Advisory Committee will provide input into the development of the functional space program in direct relation to the proposed facility use programming for the replacement facility of the Minoru Aquatic Centre, Minoru Senior's Centre and the Minoru Pavilion. This input will be provided to the project team.	Recruitment – February 2014 Meetings estimated quarterly throughout 2014 and 2015.
Building/Project Technical Advisory Committee	Members of the Building/Project Technical Advisory Committee will provide information and advice to the project team as required based on their specific area of technical expertise.	Recruitment – February 2014 Meetings as required throughout the project.
Open Houses	Open houses at key points during the facility development process will assist in informing the public of progress to date and seek input into options or decision points for moving forward with the development process.	Estimated 3 Open Houses – end of programming phase; end of design phase; during construction phase
Stakeholder consultation and meetings	Direct consultation and meetings will provide opportunities for stakeholder groups such as the Minoru Seniors Society, Richmond Aquatic Services Board, sport and community user groups, related advisory committees, Vancouver Coastal Health, Richmond Olympic Oval, Richmond Fitness and Wellness Association, and the Richmond Centre for Disability to provide input and receive and share information.	15 meetings throughout the programming phase of the project estimated to be April through October 2014.

Consultation / Engagement Method	Description	Timing
Research	Best practises and background research as required.	Ongoing as needed
Digital Tools	<p>Social Media - Establish a dedicated social media presence through Facebook, Twitter and other emerging technologies.</p> <p>Dedicated project web page - Design and maintain a dedicated web page on the City's website to provide project background, identify opportunities for input and follow the facility development process.</p> <p>Let's Talk Richmond - This online discussion platform will be used to engage the public in specific issues related to facility development.</p>	Established in spring 2014. Periodic updates when appropriate.
Media Releases and general public information	Traditional media will be used to reach the broad public through press releases and paid advertising informing the public of developments and upcoming opportunities for input into the process.	Periodically in conjunction with events and major milestones.
Public meetings of Committee and Council	Reports related to the project will be brought forward to General Purpose Committee and then forwarded to Council. The public has access to open agendas and has the opportunity to delegate at these meetings.	As required and determined by the Project Team and / or Council.
Translation	When appropriate, communication documents, meeting minutes, and other facets of the consultation process will be translated into one or more languages other than English to allow greater accessibility.	Periodically as required.
Public Events	Sod turnings, opening events and other celebrations will mark project milestones.	Current Plans include: Groundbreaking – Summer 2014 Artificial Turf Field Opening – Fall 2014 Construction Launch – Fall 2014 Construction Milestones – 2015 & 2016 Grand Opening – Summer 2017

The Public Engagement Plan identifies two Advisory Committees. While only one Advisory Committee for stakeholder input was originally envisioned, the need for an additional advisory committee that can bring technical advice to the project has now been identified. In order to clarify the roles of these two Advisory Committees, the Terms of Reference for the originally planned Advisory Committee have been updated (Attachment 1). The following are the key changes:

1. Changed the name from the, “Richmond Aquatic Facility and Older Adults Centre Replacement Advisory Committee,” to the, “Minoru Major Facility Stakeholder Advisory Committee.”
2. Clarified that the role of the Stakeholder Advisory Committee is to, “is to provide advice, input and feedback *from a stakeholder perspective* at key milestones during the development process.”
3. Added an additional member as a representative of the public to bring the total Committee membership to four (4) representatives of the public, two (2) representatives of the Aquatic Services Board, and two (2) representatives of the Minoru Senior’s Society.
4. Removed the reference to the potential selection of representatives from the Richmond Olympic Oval as the site adjacent to the Oval was not selected as the location for this facility.
5. Updated the format and minor wording changes.

Recruitment for representatives to this Stakeholder Advisory Committee has now concluded and recommendations for appointments will be made to Council in a closed report. The Terms of Reference, if approved, provide for two Council liaisons and it is recommended that these council liaisons be appointed at the same time as the rest of the committee membership.

Terms of Reference for a Building/Project Technical Advisory Committee have also been drafted. (Attachment 2) Key terms include the following:

1. The purpose of the Committee is to provide advice on the design, construction, scope and schedule for the Project.
2. Council will appoint up to eight members and one liaison member to the Committee.
3. The Committee will meet on an ad-hoc basis as requested by the Project Team.
4. Committee members serve at the pleasure of Richmond City Council. Council may amend the terms of reference for the Committee at its discretion.

As with the Stakeholder Advisory Committee, potential members of the Building/Project Technical Advisory Committee have been identified and recommendations for appointments will be made to Council in a closed report. It is also recommended that the one identified Council liaison be appointed at that same time.

Financial Impact

Financial impacts of the Public Engagement Plan including meeting expenses associated with the two proposed advisory committees have been budgeted for in the already approved capital budget for the Project. No additional funding is required.

Conclusion

Engaging the public through a variety of avenues including stakeholder and building advisory committees will ensure the process of developing the proposed older adults and aquatics facilities will be transparent, meet community needs and excite the community about the future benefits to the community of the Project.



Serena Lusk
Senior Manager, Recreation and Sport Services
(604-233-3344)

Attachment 1 – Minoru Major Facility Stakeholder Advisory Committee Terms of Reference
Attachment 2 – Major Facility Building/Project Technical Advisory Committee Terms of Reference

Minoru Major Facility Stakeholder Advisory Committee Terms of Reference

Purpose

The purpose of the Minoru Major Facility Stakeholder Advisory Committee (the “Committee”) is to provide advice, input and feedback from a stakeholder perspective at key milestones during the planning and development process for the combined Aquatic Centre, Older Adults Centre and multi-purpose facility and associated urban realm improvements. (the “Project”)

Principles

The activities of the Committee will reflect the following principles related to the Project:

- The project must meet the objectives and timelines of the City of Richmond.
- The project must be completed within budget.
- The project will follow a service-delivery approach.
- The financial implications of decisions related to the Project must be balanced with the opportunities related to construction of a major recreational facility intended to serve the residents of Richmond for the long-term.
- The process of completing the Project will encourage effective relationships, partnerships with others and community involvement

Membership

Richmond City Council appoints members of the Committee. The membership will include the following:

- Two (2) representatives from the Aquatic Services Board.
- Two (2) representatives from the Minoru Senior’s Centre.
- Four (4) representatives from the general public.

Two members of Council will be appointed as liaisons to the Committee.

The CAO or designate will be the senior staff liaison for this committee. Other City staff and consultants will attend meetings as required.

Objective

The primary objective for the Committee is to support the City’s efforts in the development of the functional space program in direct relation to the proposed facility use programming for the Aquatic and Older Adults Replacement Facilities.

Procedures

A Chair will be elected from the membership of the Committee on an annual basis.

The term of the Committee is for the duration of the Project.

Meetings will be scheduled on an ad-hoc basis as requested by Staff.

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

Sub-committees may be established to discuss specific issues as requested by the City.

The Committee will make recommendations and advise staff and the Project team. Communications will be through the CAO or designate.

The Committee will liaise with other stakeholders where appropriate.

Meetings

Meetings will be at the call of the Chair when requested by the CAO or designate.

Copies of the agenda and record of the previous meeting will be circulated to the Advisory Committee members in advance of the next meeting.

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.

Decisions, input, feedback and advice made by or from the Committee or Committee members to the project team will not be binding to the City.

The Committee will receive administrative staff support services from the City for the preparation of agendas and the recording of meetings.

A quorum is established when 50% + 1 members are present.

Code of Conduct

Advisory Committee members are expected to be respectful towards each other and work cooperatively.

Advisory Committee members are drawn from both the public and stakeholder 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 discussion and decision. However, where a conflict is not recognized by an individual, the City may exercise its prerogative to excuse the member from the meeting and/or restrict their access to pertinent information.

Committee members who have been found by the City to have breached their confidentiality agreements; failed to abide by the Code of Conduct or failed to abide by other policies adopted by the committee will be subject to immediate rescinding of their appointment. Without the express consent of the City, members are not authorized to discuss matters covered by the Committee or information provided to them in the course of carrying out their roles with the media.

Committee members serve at the pleasure of Council. Council may amend these terms at its discretion.

Major Facility Building/Project Technical Advisory Committee Terms of Reference

Purpose

The purpose of the Major Facility Building/Project Technical Advisory Committee (the “Committee”) is to advise City of Richmond staff on the design, construction, scope and schedule for the combined Aquatic Centre, Older Adults Centre and multi-purpose facility and associated urban realm improvements. (the “Project”) Other major projects may be also be reviewed on an ad-hoc basis upon request.

Principles

The activities of the Committee will reflect the following principles related to the Project:

- The Project will meet the objectives and timelines of the City of Richmond.
- The Project will be completed within budget.
- The Project will follow a service-delivery approach.
- The financial implications of decisions related to the Project must be balanced with the opportunities related to construction of a major recreational facility intended to serve the residents of Richmond for the long-term.
- The process of completing the Project will encourage effective relationships, partnerships with others and community involvement.

Membership

Richmond City Council appoints members of the Committee. There will be up to eight (8) members, and one (1) liaison from City Council.

Candidates will be chosen to reflect an array of skills and experience in fields such as construction, architecture, accounting, finance, construction management, law, urban or landscape planning, and transportation.

The CAO or designate will be the senior staff resource for the Committee. Other City staff and consultants will attend meetings as technical support when required.

Objectives

The primary objectives of the Committee are as follows:

- To provide input, feedback and advice on the design and construction of the Project.
- To advise on the best use of City resources.
- To advise on the financial sustainability of the Project and the soundness of business decisions.

- Other matters that will contribute to the successful development, construction and operation of the Project.

Procedures

A chair will be elected from the membership of the Committee on an annual basis.

The term of the Committee is for the duration of the Project.

Meetings will be scheduled on an ad-hoc basis as requested by Staff.

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

Sub-committees may be established to discuss specific issues as requested by the City.

The Committee will make recommendations and advise staff and the Project team. Communications will be through the CAO or designate.

Meetings

Meetings will be at the call of the Chair when requested by the CAO or designate.

Copies of the agenda and record of the previous meeting will be circulated to Committee members in advance of the next meeting.

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.

Decisions, input, feedback and advice made by or from the Committee or Committee members to the project team will not be binding to the City.

The Committee will receive administrative support from City staff for agenda preparation, recording of minutes and associated meeting requirements.

A quorum is established when 50% + 1 members are present.

Code of Conduct

Committee members are expected to be respectful towards each other and work cooperatively.

Committee members 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 discussion and decision. However, where a conflict is not recognized by an individual, the City may exercise its prerogative to excuse the member from the meeting and/or restrict their access to pertinent information.

Committee members who have been found by the City to have breached their confidentiality agreements; failed to abide by the Code of Conduct or failed to abide by other policies adopted by the committee will be subject to immediate rescinding of their appointment. Without the express consent of the City, members are not authorized to discuss matters covered by the Committee or information provided to them in the course of carrying out their roles with the media.

Committee members serve at the pleasure of Richmond City Council. Council may amend these Terms of Reference at its discretion