



To: General Purposes Committee **Date:** October 30, 2013
From: Cathryn Volkering Carlile **File:** 06-2055-20-007/Vol 01
 General Manager, Community Services
Re: **Consultation Plan for Major Recreational Facilities Development**

Staff Recommendation

That:

1. The report, Consultation Plan for Major Recreational Facilities Development, dated October 30, 2013 from the General Manager, Community Services be received for information; and
2. The terms of reference for the Major Recreational Facilities Development Advisory Committee, as detailed in Attachment 1 of the report, Consultation Plan for Major Recreational Facilities Development, dated October 30, 2013 from the General Manager, Community Services be approved.

Cathryn Volkering Carlile
 General Manager, Community Services
 (604-276-4068)

Att. 1

REPORT CONCURRENCE		
ROUTED TO:	CONCURRENCE	CONCURRENCE OF GENERAL MANAGER
Communications Project Development Major Facilities Project Team	<input checked="" type="checkbox"/> <input checked="" type="checkbox"/> <input checked="" type="checkbox"/>	
REVIEWED BY DIRECTORS	INITIALS:	APPROVED BY CAO

Staff Report

Origin

At its June 24th 2013 meeting, Council made the following resolution in relation to the Major Capital Facilities Program Phase 1:

- (6) *Staff provide details of the full consultation plans and report through the General Purposes Committee.*

The purpose of this report is to respond to the resolution by providing a detailed plan for public engagement and involvement, including public consultation, in the development of the planned aquatic and older adults facilities in City Centre.

This report supports Council Term Goal Priority 4.1:

“Development and Implementation of a comprehensive facility development plan for current and future needs that outlines an effective public process”

And Council Term Goal Priority 13.1:

Use the City’s website and other communication tools to inform and regularly update the Richmond Community on Council’s Term Goals, plans, priorities and progress.

Analysis

In order to ensure the planned facilities and associated building programs 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 and staff anticipate engaging the community at many junctures throughout the development process and using a wide variety of methods.

Consultation and Engagement Methods

Public involvement is proposed to include the following:

Consultation/Engagement Method	Description
Project Branding	Establish a visual identity for the project.
Establishment of the Richmond Aquatic Facility and Older Adults Centre Replacement Advisory Committee	Members of the Advisory Committee will provide input and, at times, seek broader stakeholder input, in the planning process.
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.
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.
Research	Research results from past consultations.
Social Media	Establish a dedicated social media presence through Facebook, Twitter and other emerging technologies.
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.
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.
Let's Talk Richmond	This online discussion platform will be used to engage the public in specific issues related to facility development.
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.
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.
Public Events	Sod turnings, opening events and other celebrations will mark project milestones.

Consultation Strategy

City staff will be developing a comprehensive communication and consultation strategy that includes the categories above and will commence as soon as the site is approved and encompass the duration of the project from design, construction to opening phases.

The graphic on the next page outlines the overall public engagement strategy for the development of replacement of the aquatic and older adult facilities in City Centre.

Public Engagement for Development of Major City Centre Recreational Facilities

		DEVELOPMENT PHASE			
		Program Development	Facility Design	Construction	Completion
TYPE OF ENGAGEMENT	Advisory Committee	CONTINUOUS →			
	Online Resources	CONTINUOUS →			
	Project Branding	CONTINUOUS →			
	Research	CONTINUOUS →			
	Public Art	CONTINUOUS →			
	Advertising & Media Relations	PERIODIC →			
	Stakeholder Meetings	PERIODIC →			
	Open Houses	PERIODIC →			
	Public Events	PERIODIC →			
	Translation	PERIODIC →			
	Public Meetings	PERIODIC →			

Richmond Aquatics Facilities and Older Adults Centre Replacement Advisory Committee

Staff propose the establishment of one Advisory Committee for this project.

The proposed terms of reference for the Advisory Committee are included as Attachment 1 of this report. The role of the Committee is to provide advice, input and feedback at key milestones during the planning and development of the Minoru Older Adults Centre and interim centre and the Richmond Aquatics Facility.

Membership of the Advisory Committee is proposed to include:

1. Two representatives from the Aquatic Services Board
2. Two representative from the Minoru Seniors Centre
3. If Lot 5 is selected, two representatives from Richmond Olympic Oval Board
4. Three representatives from the general public.

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

The Advisory Committee will be supported by the City of Richmond and related costs will be incorporated into the project budget. Professional staff including City staff and construction management, architecture and engineering and community engagement consultants will be also included as technical support.

Financial Impact

The budget for the consultation process will be included in the capital program for the facilities.

Conclusion

Engaging the public through a variety of avenues 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.



Serena Lusk
Acting Manager, Projects and Programs
(604-233-3344)

Richmond Aquatic Facility and Older Adults Centre Replacement Advisory Committee

PROPOSED TERMS OF REFERENCE**Purpose**

The purpose of the Richmond Aquatic Facility and Older Adults Centre Replacement Advisory Committee (the “Advisory Committee”) is to provide advice, input and feedback upon request at key milestones during the development process for building these important community recreation facilities.

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
- The project must be completed within budget
- The project will follow a business model approach
- The process will encourage effective relationships, partnerships with others and community involvement

The Advisory Committee will reflect the adopted principles in all its activities.

Membership

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

- Two representatives from the Aquatic Services Board.
- Two representatives from the Minoru Senior’s Centre.
- Three representatives from the general public.
- If Lot 5 is selected as a site, two representatives from the Richmond Olympic Oval Corporation.

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

The term of the Advisory Committee will be for the duration of the project.

The Advisory Committee will report to the Chief Administrative Officer (CAO) or designate.

At the beginning of each year, a member of the Advisory Committee will be elected as Chair. This individual will call meetings upon request of the CAO or designate and facilitate and chair meetings.

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

Objectives and Expectations

The primary objective for the Advisory Committee is to support the City's efforts in planning and program development for the Aquatic and Older Adults Replacement Facilities.

Procedures

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

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

The Advisory Committee will liaise with other stakeholders where appropriate.

Council may amend these Terms of Reference at its discretion.

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.

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.

Richmond Aquatic Facility and Older Adults Centre Replacement Advisory Committee members serve at the pleasure of Council.