



City of Richmond

Report to Committee

To Planning - Jan 22, 2008

To: Planning Committee  
From: Joe Erceg, MCIP  
General Manager,  
Planning and Development

Date: January 7, 2008

File: 01-0100-20-RIAD1-01

Re: Richmond Committee on Disability (RCD) Request to Amend Richmond Intercultural Advisory Committee (RIAC) Terms of Reference

Staff Recommendation

Staff recommend that, as per the Richmond Committee on Disability (RCD) request, the Richmond Intercultural Advisory Committee (RIAC) Terms of Reference be amended to include one RCD representative by replacing the existing RIAC Terms of Reference with Attachment 3.

*Joe Erceg*  
Joe Erceg, MCIP  
General Manager, Planning and Development

Att. 3

FOR ORIGINATING DEPARTMENT USE ONLY					
ROUTED TO:		CONCURRENCE		CONCURRENCE OF GENERAL MANAGER	
PRCS Planning and Projects .....		Y <input checked="" type="checkbox"/> N <input type="checkbox"/>		<i>Joe Erceg</i>	
REVIEWED BY TAG		YES <input checked="" type="checkbox"/> NO <input type="checkbox"/>		REVIEWED BY CAO	
<i>[Signature]</i>		<i>[Signature]</i>		ACTING <i>[Signature]</i>	
				YES <input checked="" type="checkbox"/> NO <input type="checkbox"/>	

## Staff Report

### Origin

In October, 2007, Mayor and Council received a letter from the Richmond Committee on Disability (RCD) (**Attachment 1**) requesting that the Richmond Intercultural Advisory Committee (RIAC) Terms of Reference be amended to include a RCD representative.

### Findings Of Fact

RIAC Terms of Reference were originally approved in 2002. They have been amended twice since then:

- in 2004, at RIAC's request, to allow for the appointment of two youth representatives, and
- also in 2004, at the Richmond Seniors Advisory Committee (RSAC) request, to allow for the appointment of a RSAC representative.

RIAC is currently comprised of up to 17 Council-appointed members (**Attachment 2**) 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
- one representative from the Richmond Seniors Advisory Committee.

As the RIAC Chair has been away, the RIAC Vice-Chair and Past Chair were consulted about this request and both gave unconditional approval of the amendment.

RCD has regularly sent a staff member to attend RIAC meetings as an observer.

### Analysis

#### Option 1 (Recommended)

As per the RCD request, amend the RIAC Terms of Reference to include one RCD representative by replacing the existing Terms of Reference with **Attachment 3**.

Pros:

- promotes inclusiveness
- RCD representative already attends RIAC meetings on a regular basis as an observer
- RCD commitment to interculturalism has been demonstrated by their Multicultural Service Delivery Model, and the number of years for which they have sent an observer to RIAC
- precedent set by Richmond Seniors Advisory Committee requesting a designated spot; RIAC Terms of Reference were amended in 2004 to accommodate this request

- RIAC would benefit from RCD perspective
- RCD does not represent one particular agency, but rather a sector of the population; RIAC Terms of Reference already include youth and seniors representatives, so this would be consistent
- meets the RCD request

**Cons:**

- RIAC is already a large committee, with 17 voting members
- RCD members could participate in RIAC under the existing Terms of Reference by applying as either citizen appointees or as one of four RCSAC positions (all currently occupied by other organizations); this route has been suggested to RCD in previous years
- other organizations (e.g., Family Services of Greater Vancouver, Community Health Advisory Committee) have requested a designated position but both were advised to apply as RCSAC representatives
- if other organizations seek to join, the committee will become unwieldy
- RCSAC advised the City, in developing the RIAC Terms of Reference, to not have seats designated for organizations other than the four statutory organisations (RCMP, Health, School District, Ministry of Children and Families), but rather to have the non-profit sector represented through the four RCSAC spots to:
  - avoid representation by sector or ethnicity
  - ensure that sector-specific issues would not dominate the agenda, and
  - ensure that the best representatives were selected (e.g., those with a community perspective rather than because they belong to a particular organization or have a specific cultural affiliation).
- The RIAC Terms of Reference aimed to achieve an approximate balance between citizen appointees and organizational representatives; the balance is now 8 citizens and 9 organizations. The addition of the RCD would slightly tip the balance in favour of organizational representatives (8 citizens and 10 organizations).

**Option 2**

Do not amend the RIAC Terms of Reference.

- The pros and cons above would be reversed.

**Summary**

Staff recommend Option 1 because the advantages outweigh any disadvantages.

**Next Steps**

If Council approves Option 1, staff will ask the RCD to nominate a representative to RIAC and will bring forward a report to Council with a recommendation.

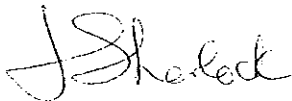
**Financial Impact**

None.

## Conclusion


Option 1, to amend the RIAC Terms of Reference to include representation from the RCD, is recommended because it:

- is a reasonable request
- would not result in a significant departure from the original intent of the RIAC Terms of Reference
- would not significantly impede its current functioning
- would better model inclusion
- would enrich the RIAC perspective.



Lesley Sherlock  
Social Planner  
(604-276-4220)

LS:cas

 **Richmond Committee on Disability**

TO: MAYOR & COUNCIL  
COUNCILLOR  
FROM: DISABILITY RESOURCE CENTRE

160-5726 Minoru Blvd  
Richmond, B.C.  
V6X 2A9  
October 15, 2007

*pc: Lesley Sherlock  
for appropriate  
action*

		INT
	DW	
<input checked="" type="checkbox"/>	GJ	<i>ES</i>
	KY	
	DB	
	WB	

Mayor and Council,  
6911 No. 3 Rd  
Richmond, B.C.  
V6Y 2C1

*October 23*

*0100-20-RIADJ-01  
Xr: 0100-20-RCDIJ-01*

Your worship and members of Council,

Several years ago the RCD was invited to send a representative to the Intercultural Advisory Committee meetings, no doubt because of the work our organization had been doing relating to multicultural issues. However, a position on the IAC for an RCD representative was, apparently, never formalized. The Richmond Committee On Disability is, therefore, submitting this letter to request that Council amend the IAC Terms of Reference to include a representative of the Richmond Committee On Disability.

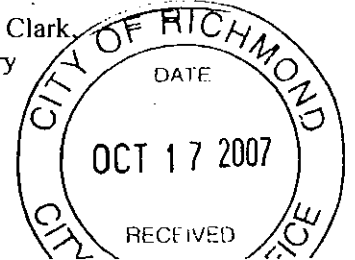
The RCD, through the Disability Resource Centre, has led the way in recognizing the challenges of serving a very multicultural population in Richmond. Because of the way by which people of different cultures respond to "disabled" family members (many look down on them, some try to hide them from the public eye, others believe they are a punishment from God - while others kick their disabled family members out of their home to fend for themselves on the streets). The Centre responded to the needs of our community, and in doing so developed the "Multicultural Service Delivery Model". A Model that was created with the input from Cultural & Disability Groups across Canada as well as with information gained from other countries, including Australia (where they have special programs for different cultures) - this model was circulated to Disability & Multicultural Organizations across Canada and a copy of it can be found on our DRC website - [http://www.drcrichmond.ca/multicultural\\_model.pdf](http://www.drcrichmond.ca/multicultural_model.pdf).

Our Disability Resource Centre is an example of cross-culture at work in our community, through our staff as well as our many volunteers. Our Centre has been selected for on-site visits by organizations and government representatives from several countries, including Korea, Viet Nam, China, Japan, etc. and a practicum student from Germany worked with us for several months a couple of years ago.

Thanking you for any assistance you can give us to ensure that there is a designated position on the IAC for a representative of the Richmond Committee On Disability,

Sincerely,

*Frances Clark*  
Frances Clark,  
Secretary



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 17 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
- one representative from the Richmond Seniors Advisory Committee

### 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.

## Terms of Reference

### Richmond Intercultural Advisory Committee

(Approved as of \_\_\_\_\_, 2008)

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