



Family Services of Greater Vancouver Youth Services Centre Facility Management Plan Workshop – February 21, 2005

Location: Sheraton Wall Centre Hotel – Jr. Ballroom C

Time: 6:00 – 8:00 p.m.

Objective: *To gather public input on the community advisory committee FSGV will establish to satisfy Condition 1.1(b) of the development permit. This workshop will focus on the purpose of the committee and the membership structure.*

Agenda:

1) Welcome and Introduction	Raymond Penner, <i>Facilitator</i> , the Strategic Action Group
2) Review of input on protocols and staffing plans	Raymond Penner
3) Overview of Community Advisory Committee - Purpose and Membership	Raymond Penner
4) Discussion of Community Advisory Committee - Purpose and Membership	Raymond Penner
5) Conclusion	Raymond Penner





Future Facility Management Plan Workshop Dates:

NOTE – all meetings will run from 6:00-8:00 pm at the Sheraton Wall Centre Hotel (room to be posted in the lobby)

Monday, January 24	Update, introduction, and overview of process
Wednesday, February 2	Safety and Security provisions
Monday, February 7	Nuisances: Loitering, Littering, Shopping Carts, Graffiti, Building Maintenance, Pets
Tuesday, February 15	Protocols and Staffing Plans (including drug policy, age group program separation and emergency contacts)
Monday, February 21	YSC Advisory Committee – Membership criteria & other Terms of Reference
Wednesday, March 2	YSC Advisory Committee Terms of Reference
Tuesday, March 8	(agenda pending, meeting to be held if required)
Monday, March 14	Public Meeting to review draft Facility Management Plan

In order to ensure an adequate room size, we ask you to register for each of the meetings you plan to attend. Sign-up sheets will be available at each session. Alternatively, you may e-mail registration@fsgv.ca or call the Youth Services Info Line at 604.731.4951 ext 75 to register for these meetings. Please be specific in your message about which meetings you plan to attend. We thank you for your cooperation.

Project Information

FSGV Web Site	www.fsgv.ca (click on “Youth Services Centre”)
FSGV Youth Services Info Line & Voice Mail	604.731.4951 ext 75
Renata Aebi – FSGV Director of Youth Services	604.602.9722 or raebi@fsgv.ca
Vicki Potter – City of Vancouver Project Facilitator	604.871.6013 or Vicki_potter@city.vancouver.bc.ca

Notes from the Facility Management Plan community meetings will be posted at www.fsgv.ca. To register to receive an electronic copy of the notes, please e-mail communications@fsgv.ca or call the Youth Services Info Line at 604.731.4951 ext 75.





City of Vancouver Development Staff Committee Requirement 1.1 (a-h)

Prior to the issuance of the development permit, revised drawings and information shall be submitted to the satisfaction of the Director of Planning, clearly indicating:

Condition 1.1

further development of the draft Management Plan prior to the issuance of the development permit, to the satisfaction of the Directors of Planning and Social Planning to ensure that impacts on neighbouring residential and commercial development are minimized should include and address, but not be limited to, the following and should occur in consultation with residents and businesses adjacent to the development:

- a) 24 hour emergency contact information;
- b) Establishment of a Community Advisory Committee (CAC) specifically for the facility comprised of stakeholders including Family Services of Greater Vancouver (FSGV), neighbouring businesses, property owners and residents, especially adjacent residents and businesses, as well as police, security personnel, service providers, City, funding agencies, community groups, and youth;

Note to Applicant: The CAC should meet and establish Terms of Reference, including protocols for dispute resolution, prior to occupancy and as generally outlined on page 11, all to the satisfaction of the Director of Social Planning and Director of Planning.

- c) Protocols for security and monitoring of security issues related to the facility and neighbouring buildings;
Note to Applicant: This should include protocols for loitering and sidewalk congregation, littering, graffiti, building maintenance including the street frontage and rear lane, and key weather-protected public areas of nearby buildings. The applicant may wish to seek advice from a licensed security professional to assist them on:
 - the frequency and duration of security patrols;
 - the area to be serviced by monitored security and for which coordination with surrounding buildings' security staff will be arranged;
 - any electronic surveillance and monitoring to support security personnel;
 - coordination with other existing building security services in the area.
- d) Hours of operation including details of programs available to youth by age;
- e) Protocols on the prohibition of the use and dealing of drugs on the premises;
- f) Protocols on staffing plans for reception, including intake procedures and role, if any, of reception staff with security;
- g) Protocols for the regular (probably annual) monitoring and reporting of outcomes and performance results associated with the services FSGV provides to the satisfaction of the Director of Social Planning;
- h) Participation in the Co-ordinated Neighbourhood Response Program for the West End.



Discussion Points for Community Advisory Committee – Purpose & Membership

PLEASE NOTE: The following discussion points have been gathered, in part, from the Community process to-date. Background materials are available for further reference.

Condition 1.1(b) of the Development Permit:

“Establishment of a Community Advisory Committee (CAC) specifically for the facility comprised of stakeholders including Family Services of Greater Vancouver (FSGV), neighbouring businesses, property owners and residents, especially adjacent residents and businesses, as well as police, security personnel, service providers, City, funding agencies, community groups, and youth;

Note to Applicant: The CAC should meet and establish Terms of Reference, including protocols for dispute resolution, prior to occupancy and as generally outlined on page 11, all to the satisfaction of the Director of Social Planning and Director of Planning.

Purpose/Role of Committee

The FSGV Youth Services Centre Community Advisory Committee (YSC-CAC) is a group of concerned public citizens whose purposes are to:

- provide suggestions to support the Youth Services Centre in its commitment to being a centre of excellence in the community;
- discuss the YSC’s operations which impact the community and measures being taken to address these concerns;
- assist in fulfilling their role, when called upon, in the dispute resolution process; and
- provide feedback to the YSC management on ways to improve communications with the community.

The YSC-CAC is an advisory group, not a decision-making body. It can fulfill the purposes listed above by being:

- solution focussed; and
- responsive to community concerns.



Community Advisory Committee Representation

In order to facilitate discussion and continuity, the total number of people regularly attending the Community Advisory Committee meetings will be limited to **16**, augmented as necessary with various specialists to help address particular agenda items.

- **Family Services of Greater Vancouver Representation (2)**

- Staff Member (1)
- Board Member (1)

As appropriate to specific agenda items, FSGV may invite other staff, or outside specialists to participate in a meeting to address certain matters.

- **City of Vancouver Representation (2)**

- Department of Social Planning (1)
- Vancouver Police Department (1)

As appropriate to specific agenda items, the City or Police Department may invite other staff, or outside specialists to participate in a meeting to address certain matters.

- **Community Representation (12)**

- Businesses and/or Business Associations (3)
 - FSGV will invite business/business associations to name a member and an alternate to serve on the YSC-CAC.
- Property owners/residents/resident associations (5)
 - FSGV will invite building/group/associations to name a member and an alternate to serve on the YSC-CAC.
- Community associations (2)
 - FSGV will invite community associations to name a member and an alternate to serve on the YSC-CAC.
- Youth and/or Youth Associations (2)
 - FSGV will invite youth/youth associations to name a member and an alternate to serve on the YSC-CAC.



Representation Selection Process

Considering the advice received as part of this workshop, FSGV will formally invite groups/businesses//associations to name a representative and an alternate to serve on the Community Advisory Committee. FSGV will endeavour to ensure that there is a balance of community representatives on the YSC-CAC and, if the sought for representation is not put forward from the invited groups/businesses//associations, will ask for additional input from the YSC-CAC on how best to augment membership to ensure the community is appropriately represented.

As per condition 1.1(b), one of the initial tasks of the **formed** Community Advisory Committee is to determine and set the Terms of Reference for the committee. Terms to be discussed by the committee will include: length of terms and future recruitment; alternates; guests; meeting structure/facilitation; minutes; communication to stakeholders; conduct; agendas; and reporting.