

# **FSGV Youth Services Centre – 1134 Burrard Street Facility Management Plan Workshop Community Advisory Committee – Purpose & Membership Notes– February 21, 2005**

*Note: These notes have been prepared by the facilitator to capture the essence of the suggestions provided regarding the purpose and membership considerations for the Youth Services Centre Community Advisory Committee. These notes are not a verbatim record nor do they include presentation materials. The objective of this workshop, which is one in a series, was to gather public input for the consideration of Family Services of Greater Vancouver in the development of a Facility Management Plan for the Youth Services Centre planned for 1134 Burrard Street.*

## 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.

## *Suggestions from Discussion*

- place of discussion
- there should also be reference to what will be measured/evaluated
- define "centre of excellence" – this should be inclusive of what the community wants; shared concerns
- the advisory committee should help define "centre of excellence"
- remove the word "excellence"
- the advisory committee must be based on mutual respect and move forward with based on a shared goal/common effort
- commitment from management to be responsive in a timely manner
- the committee could also be a voice to funders
- advisory committee members must take on a responsibility to make things happen
- advisory committee should also be directly involved in the management process and attend management meetings
- advisory committee should have an active role in communicating back to their groups

## 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.

*Suggestions from Discussion*

No input received

1. 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.

*Suggestions from Discussion*

No input received

2. 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.

*Suggestions from Discussion*

- Department of Planning should be added

3. Community Representation (12)
  - a) 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.

*Suggestions from Discussion*

- DVBIA
  - Davie Village BIA
  - Businesses should be represented through BIA
  - medical offices adjacent to the centre
  - Burrard Motor Inn
  - Ask established associations or other organizations to make recommendation rather than ask individuals
  - Consider security representatives from businesses or residential buildings
  - Allow guests/specialists to be brought in as needed
- b) 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.

*Suggestions from Discussion (letters refer to the COV area map)*

- Two Wall Centre stratas

- 1160 Burrard
  - The Canadian (1068 Hornby)
  - London Place (1167 Hornby - D)
  - The Elektra (M)
  - SeaStar (O)
  - Twin Arms – 1030 Burnaby
  - West End Resident Association
  - Ask established organizations/stratas to make recommendation
  - Neighbourhood associations
  - Consider renters
  - Considering the limited number of spaces, encourage representation from clusters of residents/stratas
  - All voices of the community should be represented
- c) Community associations (2)
- FSGV will invite community associations to name a member and an alternate to serve on the YSC-CAC.

*Suggestions from Discussion*

- Providence Health Association
- Three Bridges Clinic
- WEINN
- WECAN

d) 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.

*Suggestions from Discussion*

No input received

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.

*Suggestions from Discussion*

- - Limit to people who have already shown an interest by participating in the process

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.

*Suggestions from Discussion*

- Distribute proposed terms of reference to those groups being invited to participate prior to asking for membership and meeting for the first time
- Clarify that this is not a decision-making body and therefore members are not liable in the way a Board of Directors would be
- With the short time frame to establish this committee, get through the initial TOR process and then re-establish commitment from members
- Establish an interim timeframe for the initial committee and then follow-up with organizations in the community to establish commitments for a long-term committee
- Establish the majority of the committee now so that the job they need to do can get started right away