



## JOA Consultation Session 2: June 14, 2016

### SUMMARY OF REVISIONS AND RESPONSES TO FEEDBACK ON DRAFT #1

#### PROGRAMMING

- Based on feedback, we have made a number of additions to the second bullet which describes the five system-wide programs. We have clarified that these programs are not intended to duplicate CCA programs, that the CCA won't incur additional costs to fund the system-wide programs, and that the CCA will be responsible for scheduling and administration of the system-wide programs.
- As suggested, we have clarified in the third bullet that the recreation system also includes arts, culture and social programs.
- As suggested we have removed the duplication in the third bullet ("the CCA will have an opportunity to provide input") as the input mechanism is described in fourth bullet. The language on the "joint system-wide planning forum" in fourth bullet addresses the suggestion to include a "collaborative two-way mechanism for understanding the five system-wide programs".
- We have not added that CCA boards will vote on Park Board system-wide programs or that these programs must be accepted by the CCA, as these system-wide programs are at the discretion of the Park Board. To answer the questions we received, the Park Board does not yet have a list of what these system-wide programs will be so cannot provide further detail at this time.
- We have not included details such as how the Programming Committee will be involved in system-wide programs or a flow diagram with definitions as this level of detail will be addressed in the full JOA.
- As suggested, we have noted that the Park Board's policy priorities for the recreation system will not contravene the JOA.
- We have addressed the comment regarding the CCA having access to program information from Park Board systems in the "Systems" section below.
- To address comments regarding quality control, we have added a bullet on implementing a quality control mechanism for programming.
- Based on feedback, we have clarified that licensed childcare programs also have to meet both Park Board/City of Vancouver standards *and* any other relevant standards, legislation, and regulation.
- We have noted comments regarding ensuring that facilities meet licensing standards for childcare, and we will address these comments in the revised draft for Session 3 which covers the topic of Facilities.
- We have not made further small wording changes as we will be finalizing wording in the full draft of the JOA which will be written in contract language.



## ADMINISTRATION

### *Policies and Processes*

- To address concerns regarding the inclusion of “terms for directors” in the second bullet, we have replaced this with the more general “succession planning for CCA Board members”.
- We have clarified that it is the CCA (not Park Board) that will conduct regular reviews of the CCA Board’s function.
- As suggested, we have provided details on how the Park Board will support the CCA, including that the Park Board will provide regular training sessions on elements of good governance.
- We have added that the CCA will maintain director/officer liability insurance.
- Further details on “good governance” may be addressed in the full draft JOA.

### *Systems*

- As suggested, we have noted that the agreement signed by the Park Board and three CCAs with regards to the use of ActiveNet will be shared with all CCAs, and that the JOA will incorporate the terms of this agreement.
- We have clarified that the common registration and recreation management system will process and record all payments “for facility-generated revenue”. The CCA may choose to have the system process their donations and/or grants, if they wish.
- We have confirmed that the CCA will have access to information from the system related to the CCA programs/services and membership. We have not listed the types of reports as there are many reports available and this would be too much detail for a JOA. We have provided training and logins to CCA Board members and are happy to schedule reports to be sent directly to CCAs, provide further training and/or answer any questions about reports CCAs may have.
- As suggested, we have added that the system will be audited regularly by the Park Board for accuracy.
- We have noted that there will be a mechanism to notify CCAs of system fee increases. More detail on system fees will be discussed at Consultation Session #4 which covers the topic of Finance/Budget.
- We have not included details on how the system links to CCA webpages and that CCA webpages will have a home on Vancouver.ca webpage as this is a more complex, system-wide issue.
- We have not added that data from the system will be in the exclusive custody/control of the CCA. The Park Board and CCA jointly operate the community centre and thus both collect and use data to provide programs and services. For example, Park Board staff collect membership and program data, enter it into the system, and need access to the data to verify valid memberships, make changes to customers’ accounts, renew memberships, and register customers in programs/services.



## **Grants**

- We have confirmed that grant applications are at the discretion and requirement of the CCA. We have also clarified that any new program funded by a grant requires approval of the Park Board.
- As suggested, we have added “with the support of Park Board staff” in the third bullet to reflect current practice.
- Based on feedback, we have added two bullets at the end of this section on Park Board staff supporting CCAs, including training that Park Board staff will receive to provide support to CCAs and providing information on available grant programs to CCAs.
- Definitions of specific terms will be included in the full draft of the JOA.

## **Roles of Recreation Supervisors to Support CCAs**

- To clarify, we have changed “Supervisor” to “Recreation Supervisor” throughout, as “Recreation Supervisor” is the official Park Board title. Recreation is a broad term that covers fitness, traditional recreation programs, arts, culture, and social programs.
- As suggested, in the first bullet we have changed “support” to “provides support to”.
- In the third bullet we have confirmed that the Recreation Supervisor does provide official oversight for the entire community centre facility, including all programs and services. Further detail on defining “oversight” may be provided in the full JOA.
- We have received detailed comments on human resources which will be addressed in further detail in the materials for Consultation Session #3 which covers the topic of Human Resources.
- As suggested, we have clarified that the Recreation Supervisor attends CCA Board meetings “excluding *in camera* meetings”.
- We have added a bullet to clarify that the Recreation Supervisor may perform other duties to address the unique needs of the community centre as approved by the Director of Recreation. This addresses the comment that Recreation Supervisors need to be aware of different needs at different centres.
- We have added a final bullet to summarize the role of the Park Board in staffing of the centres, scheduling and vacation.