



## JOA Consultation Session 2: June 14, 2016

### DRAFT for COMMENT & REVIEW

#### PROGRAMMING

- Community centre programming, with the exceptions set out below, will remain the responsibility of the CCA, including schedules, fees, quality control and evaluation.
- The Park Board may include up to five system-wide programs in the centre's program schedule. These programs will be implemented in collaboration with the CCA.
- The Park Board will determine policy priorities/objectives for the overall recreation system. The CCA will have an opportunity to provide input on policy priorities/objectives.
- Park Board staff will work with the CCA through a joint system-wide planning forum to discuss programs to achieve policy priorities/objectives.
- Park Board will provide resources such as demographic information, reports, and best practice information to support the CCA's programming committee.
- All licensed childcare programs operated in community centres will meet the standards set by the Park Board and City of Vancouver, Community Services.

#### ADMINISTRATION

##### *Policies and Processes*

- Park Board employees will follow Park Board and City of Vancouver policies and processes, including financial, risk management, privacy and security and conflict of interest.
- The CCA will adopt and adhere to good governance policies, including conflict of interest, audit, use of funds, and terms for directors and will conduct regular reviews of CCA Board function.

##### *Systems*

- The CCA will utilize a common recreation and registration management system (currently ActiveNet) which is owned and operated by the City of Vancouver and the Park Board to process, to record and store all program registration and to process and record all payments.
- This system will generate reports for the CCA which account for the funds received, track registration statistics and assist the CCA and the Park Board in measuring program performance.
- The terms of use of the system will be detailed in the JOA.
- Recreation management system costs will be addressed in the finance section of the agreement.
- All information technology and telecommunications equipment installed or utilized in the Community Center with connection to the City's network will be supplied and managed by the City of Vancouver Information Technology department and will be owned by the City.



### ***Grants***

- Where a CCA applies for a grant related to activity in the community centre, the application, administration, and oversight will be done in collaboration with the Recreation Supervisor.

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

- The Supervisor supports the CCA board in the joint delivery of centre programs and services and in the successful operation of the CCA board, including advice on CCA board recruitment, retention, and governance.
- The Supervisor is the management representative of the Park Board at each community centre.
- The Supervisor provides oversight for the entire community center facility, including all programs and services.
- The Supervisor works with the CCA on the planning, delivery, evaluation and administration of all CCA programming and services.
- The Supervisor maintains effective communication with the CCA President and Directors, and regularly attends CCA board meetings.