



JOA Consultation Session 2: June 14, 2016

DRAFT 2 - Revised on July 19, 2016 based on CCA Feedback

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 annually. These programs will be implemented in collaboration with the CCA. These system-wide programs will not be designed to duplicate CCA programs. The CCA will not incur additional costs to fund the system-wide programs. The CCA will be responsible for appropriate scheduling and administration of these system-wide programs.
- The Park Board will determine policy priorities/objectives for the overall recreation system, which includes recreation, arts, culture and social programs. The CCA will have an opportunity to provide input on policy priorities/objectives. The policy priorities will not contravene the JOA, unless agreed to by the parties.
- ~~Park Board staff will work with~~ The CCA will participate in through with Park Board staff in a joint system-wide planning forum with Park Board staff to discuss the system-wide programs which will be used to help achieve policy priorities/objectives set by the Park Board.
- Park Board will provide resources such as demographic information, reports, and best practice information to support the CCA's programming committee.
- The parties will implement a system-wide quality control mechanism for programming (i.e., High-Five™)
- ~~All~~ Any licensed childcare programs operated in community centres will meet the standards set by the Park Board and City of Vancouver, Community Services, and any other relevant standards, legislation, and regulation.

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~~ succession planning for CCA Board members and the CCA will conduct regular reviews of CCA their Board function. The Park Board will provide regular training sessions on elements of good governance.
- The CCA will maintain director/officer liability insurance.

Systems

- The JOA will incorporate the terms of the agreement signed by the Park Board and three CCAs with regards to the use of ActiveNet. This agreement will be shared with all CCAs.
- 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 for facility-generated revenue. The system may also be used to process donations and/or grants at the election of the CCA.

- 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 CCA will have access to information from the system related to CCA programs/services and membership.
- The terms of use of the system will be detailed in the JOA.
- The system will be audited regularly by the Park Board for accuracy.
- Recreation management system costs will be addressed in the finance section of the agreement. There will be a mechanism to notify CCAs of system fee increases.
- 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

- Grant applications are at the discretion and requirement of the CCA.
- Any new program (whether or not funded by a grant) requires the approval of the Park Board.
- 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 and with support of Park Board staff.
- Where required, Park Board staff will receive training in evaluation methods and grant writing in order to provide support to the CCA.
- Park Board will provide information on available grant programs offered by various governments, as such information is received from time to time, to support the CCA in relation to grant applications.

Roles of Recreation Supervisors to Support CCAs

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



- The Recreation Supervisor may also perform other duties to address the unique needs of the community centre as approved by the Director of Recreation.
- Staffing of the centres, scheduling, vacation, etc. will be the responsibility of the Park Board, taking into consideration the budget allocated by the Park Board and operational requirements of each community centre.