

TERMS OF REFERENCE: OPERATIONS WORKING GROUP

PURPOSE

The Operations Working Group (OWG) is designed to provide advice and input on the operational planning for the Pacific Autism Family Centre. The OWG will be tasked with refining the program information and conceptual areas that have been developed for the services to be offered through PAFC. The original work was produced by the Advisory Council, building on the Strategic Plan.

Project Objectives and Deliverables

The outcome of the work completed by the OWG will be a Draft Operations and Business Plan. The Draft Plan will be presented to the Building Committee and approved by the Pacific Autism Centre Society Board. The Operations Working Group will be focused on the identified program areas:

1. Knowledge Centre
2. Learning Centre
3. Treatment
4. Research
5. Medical
6. Assessment
7. Recreation

The Operations and Business Plan will identify the key program components for each program area, including a detailed program description, potential participants and partnership opportunities, staffing and other resource requirements, space requirements, and funding requirements.

Project Timeline

The Draft Business and Operations Plan is envisioned to be completed by July 15th, 2010.

Working Group Membership

Membership will be 8-10 individuals. Membership will be drawn from representatives of specialist areas in the autism field, representatives from Governmental Ministries funding autism services in BC, and parents of children with ASD. A core working group will be formed and individuals with expertise will be invited to specific meetings.

Working Group Meetings

- Recommendations will be made on the basis of consensus, where possible.
- Where consensus is not attainable, dissenting views will be recorded.
- Meetings of the Operations Working Group will be weekly or bi-weekly at a minimum, in accordance with the desired project schedule.
- Meeting notes will document decisions and actions.

Resources

The OWG will be resourced by:

- Gwyn Symmons, Dana Hough - CitySpaces Consulting (Project Managers)
- Garth Ramsey, Larry Adams - Neale Staniszki Doll Adams Architects
- Ian Brethour, Ministry of Housing and Social Development
- Richele Shorter, Ministry of Health Services