

**KITSILANO COMMUNITY CENTRE ASSOCIATION**  
**Community Needs Assessment Task Force**  
**Terms of Reference**

The Community Needs Assessment (CNA) Task Force is appointed by and reports to the Board of Directors of the Kitsilano Community Centre Association (the “Association” or KCCA). It operates in accordance with the mission, goals, policies, and strategies of the Association. The CNA Task Force is expected to cease functioning when its responsibilities have been fulfilled. It will provide monthly progress reports to the Board through submission of its meeting minutes.

**SCOPE OF ACCOUNTABILITIES:**

To identify, using an equity lens, new and continuing community needs with respect to programs, services, activities, and policies so as to further the goals of the Association and best serve the Kitsilano community.

**SPECIFIC RESPONSIBILITIES:**

The CNA Task Force will do the following:

1. Review the most recent needs assessment conducted for the Association (Kitsilano Community Centre Community Needs Assessment, 2012) and existing methods and sources for assessing the needs of Kitsilano residents that are relevant to the KCCA.
2. Liaise with other committees of the Association and the Parks Board to gather their input and to ensure that ongoing needs assessment can be a part of their efforts.
3. Engage community partners in determining needs.
4. Develop and oversee an Action Plan to contribute to Indigenous reconciliation
5. Conduct an updated needs assessment for the Association that addresses needs both during the COVID pandemic and post pandemic.
6. Provide a preliminary report on needs in the context of the pandemic to the KCCA Board of Directors by March 31, 2021 and on longer term needs by June 15, 2022. Dates are subject to change in light of the course taken by the pandemic.

Committee recommendations that are accepted by the Board are expected to become part of the Society’s strategic and operational plans.

**MEMBERSHIP**

The Task Force will be chaired by a member of the Board of Directors, selected by the Task Force as a whole. The Task Force will be made up of no less than four members, three of whom must be Kitsilano Community Centre Association directors.

**MEETING TIME**

Meetings will be held monthly, with exact time and dates to be decided by Task Force members.

Approved by the Board on September 15, 2021.