

**Terms of Reference
Richmond Community Services Advisory Committee**

1. Purpose

These Terms of Reference shall apply to the Richmond Community Services Advisory Committee (RCSAC).

2. Mandate

To act as a resource and provide advice to City Council regarding social policies and community services which contribute to the general health, well-being and quality of life of Richmond's community members.

3. Role

The role of the RCSAC is to carry out the following functions:

- 3.1 Act as a resource and provide advice to City Council regarding social issues affecting the Richmond community.
- 3.2 Participate in consultation processes for City strategies, initiatives and policies in response to staff's request for input.
- 3.3 Act as a conduit for feedback from the community on social matters.
- 3.4 Undertake work at the request of City Council, the RCSAC membership and the community at large that align with the RCSAC's mandate.
- 3.5 Provide a forum for social service and community organizations to network, collaborate and learn from one another through information sharing, educational opportunities and joint initiatives.

4. Composition

4.1 Voting Members

RCSAC shall be comprised of representatives of:

- 4.1.1 Community service organizations;
- 4.1.2 Individual members; and
- 4.1.3 Citizen appointees.

4.2 City Council Liaison

There shall be one (1) Council Liaison assigned to the RCSAC (non-voting).

4.3 City Staff Liaison

There shall be one (1) Staff Liaison assigned to the RCSAC (non-voting) from the Community Social Development Department.

4.4 Recording Secretary

There shall be one (1) Recording Secretary assigned to the RCSAC (non-voting).

5. Recruitment, Selection and Appointment

5.1 Recruitment

- 5.1.1 Recruitment of citizen appointees shall be according to Council policy and procedures.
- 5.1.2 Organizations and individual members apply directly to the RCSAC by submitting an application and a membership fee.

5.2 Selection

Members of RCSAC shall be selected based on the following criteria:

5.2.1 Organizational Members

- 5.2.1.1 Represent a community service organization, community committee or a government agency, ministry or department;
- 5.2.1.2 Have a mandate or organizational goals and objectives consistent

- with those of the RCSAC; and
- 5.2.1.3 Have one (1) designated representative and one (1) designated alternate who can speak and make decisions on behalf of their organization at the time of application.
- 5.2.2 Individual Members
 - 5.2.2.1 Be a Richmond resident or non-resident who has demonstrated an interest and involvement in social policy and community service matters; and
 - 5.2.2.2 Reflects the diversity of the community.
- 5.2.3 Citizen Appointees
 - 5.2.3.1 Be a Richmond resident or non-resident who has demonstrated an interest and involvement in social policy and community service matters; and
 - 5.2.3.2 Reflects the diversity of the community.
- 5.3 Appointment

Only citizen appointees shall be appointed by City Council. Organizational representatives and individual members do not have to be appointed by City Council. Final approval of all applications from organizations and individual members rests with the RCSAC as a whole, and is guided by the recommendations of the Executive Committee.

6. Structure

- 6.1 General Membership Committee

The General Membership Committee consists of the following:

 - 6.1.1 Organizational representatives are appointed by member organizations and make up the majority of the membership. They represent a community service organization, community committee or a government agency, ministry or department that have a mandate or organizational goals and objectives consistent with those of the RCSAC.
 - 6.1.2 Individual members do not represent an organization and must reside or work in Richmond and have a demonstrated interest or involvement in social policy and community service matters.
 - 6.1.3 Citizen appointees are appointed by City Council.
- 6.2 Executive Committee

The Executive Committee is the administrative point of contact for the RCSAC and is responsible for the overall direction of the RCSAC. It consists of:

 - 6.2.1 One (1) Chair;
 - 6.2.2 One (1) Treasurer;
 - 6.2.3 Minimum of two (2) to a maximum of four (4) Members at Large;
 - 6.2.4 One (1) Council Liaison; and
 - 6.2.5 One (1) Staff Liaison.

7. Term

Members shall be appointed or reappointed to RCSAC with term limits in accordance with *Appointments – Term Limits Policy 1020*.

8. Membership Responsibilities

- 8.1 Members shall:
 - 8.1.1 Be familiar with the Terms of Reference, goals and work program of the RCSAC;
 - 8.1.2 Attend meetings with regularity and punctuality;

- 8.1.3 Thoroughly familiarize themselves with all agenda materials in preparation for active participation in discussions;
- 8.1.4 Review and approve Communication Tools, Backgrounders and Reports conveying information and advice to City Council;
- 8.1.5 Share information and identify gaps on social policies and services, service delivery and other related issues;
- 8.1.6 Be knowledgeable about issues under consideration and provide feedback and input within the scope of the RCSAC; and
- 8.1.7 Pay membership dues within six (6) weeks of notice (or otherwise be at risk of losing their membership status).
- 8.2 The Chair shall:
 - 8.2.1 In consultation with the Staff Liaison, prepare the agenda and any necessary supporting material in time for preparation and distribution by the Staff Liaison;
 - 8.2.2 Assume responsibility of signing or authorizing all correspondence arising from Committee activities;
 - 8.2.3 Ensure decisions made by the RCSAC are acted upon in a timely manner and align with the RCSAC mandate;
 - 8.2.4 Chair meetings on an informal consensus basis, but when necessary, refer to Robert's Rules of Order, demonstrate knowledge of the work at hand, facilitate inclusive discussions, and ensure that all members have a full and equal opportunity to participate in decision-making; and
 - 8.2.5 Accurately present the views and work of the RCSAC to City Council when required.
- 8.3 The Executive Committee shall:
 - 8.3.1 Plan and monitor the work of the RCSAC;
 - 8.3.2 Provide guidance for the sub-committees as necessary;
 - 8.3.3 Review any recommendations coming to the RCSAC to ensure they align with the RCSAC's mandate;
 - 8.3.4 Receive and refer requests/referrals from City Council and its appropriate committees to the appropriate sub-committee;
 - 8.3.5 Monitor and report on all financial matters related to the work of the RCSAC as required;
 - 8.3.6 Ensure that annual work programs are followed and monitored during the year to track progress; and
 - 8.3.7 Review all membership applications to the RCSAC and provide recommendations to the general membership.

9. Operation and Process

- 9.1 Operation
 - 9.1.1 During the first meeting of each calendar year, RCSAC shall appoint a Chair.
 - 9.1.2 Meetings shall be held a minimum of six (6) times a year.
 - 9.1.3 Sub-committees may be appointed by the RCSAC as necessary. Membership in the sub-committees is not restricted to Council appointed RCSAC members. Sub-committees will be chaired by a RCSAC member and report to and take direction from the RCSAC.
- 9.2 Application and Fees

Interested community organizations and individuals shall fill out an application form and pay the corresponding membership fee to apply for RCSAC membership.
- 9.3 Communication
 - 9.3.1 The RCSAC shall report to Council through the Staff Liaison.
 - 9.3.2 The RCSAC may communicate with the public. However, without the express

consent of the City, members are not authorized to present themselves as representing the City in the course of carrying out their duties.

9.3.3 RCSAC meetings shall be open to the public in accordance with the Local Government Act.

9.4 Decision-Making Process

9.4.1 Members of RCSAC shall:

9.4.1.1 Follow Council decision-making policy and procedures.

9.4.1.2 Strive for consensus.

9.4.1.3 In the absence of consensus, a decision will be determined by a simple majority of members present.

9.4.2 Each member is entitled to one (1) vote.

9.4.3 A quorum is established when a minimum of five (5) members are present.

10. Code of Conduct

10.1 Conflict of Interest

10.1.1 A conflict of interest exists if a Committee member is a director, member or employee of an organization seeking to benefit from the City or if the Committee member has a direct or indirect pecuniary (financial) interest in the outcome of Committee deliberations.

10.1.2 Committee members who have a conflict of interest with a topic being discussed shall declare the conflict, describe the nature of the conflict, leave the room prior to any discussions and shall refrain from voting.

10.1.3 Committee members are not permitted to directly or indirectly benefit from their participation on the Committee during their tenure and for a period of 12 months following their term(s).

10.2 Professionalism

10.2.1 Committee members are expected to act in accordance with the City's Respectful Workplace Policy (Policy 6800), including being respectful towards other members.

10.2.2 Committee members must devote the necessary time and effort to prepare for meetings, arrive at meetings on time and provide feedback consistent with the Committee's mandate.

10.2.3 Any Committee member who is absent for three (3) meetings of the Committee without reason satisfactory to the Committee may be removed from the Committee.

10.3 Reporting and Social Media

10.3.1 The Committee members may not represent themselves as having any authority beyond that delegated in the Terms of Reference approved by Council. Items will be presented to the Committee if referred by Council or staff and the standard process of communication is through staff to Council. Committee members may communicate directly to Council or the media, if the Committee members identify themselves as an individual, and not as representatives of the Committee.

10.3.2 Any use of social media must, as with all other forms of communication, meet principles of integrity, professionalism and privacy.

Should a Committee member violate the Code of Conduct or act outside the Terms of Reference, the Committee member may be removed from the Committee.

11. Resources

- 11.1 There shall be one (1) Staff Liaison appointed to the RCSAC. The Staff Liaison's role is to:
 - 11.1.1 Update the RCSAC on City initiatives that relate to social policies and issues.
 - 11.1.2 Refer issues for advice and options.
 - 11.1.3 Relay feedback from the RCSAC to City Council and to City Departments as appropriate.
 - 11.1.4 Provide an orientation to new Committee members.
 - 11.1.5 Ensure the minutes are signed and submitted to the City Clerk for public record.
 - 11.1.6 Provide administrative support as necessary.
- 11.2 RCSAC shall prepare and submit:
 - 11.2.1 For the Year Completed
 - 11.2.1.1 An annual report; and
 - 11.2.1.2 A financial statement.
 - 11.2.2 For the Upcoming Year
 - 11.2.2.1 A proposed work program; and
 - 11.2.2.2 A proposed budget.
- 11.3 Richmond City Council will review the RCSAC proposed annual work program and budget submission and may provide funding in addition to the Committee's base operating budget, subject to City budgetary priorities.
- 11.4 RCSAC may incur expenses only for authorized items, within the RCSAC's approved annual budget, and City policy and procedures shall be followed.
- 11.5 The RCSAC may seek volunteers to assist in fulfilling its mandate, provided that any expenditure can be accommodated within the approved annual RCSAC budget.
- 11.6 The Staff Liaison and Recording Secretary shall be assigned by the Community Social Development Department.