

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



Richmond Community Services Advisory Committee Terms of Reference

1. Purpose

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

2. Mandate

The Richmond Community Services Advisory Committee acts as a resource and provides advice to Council regarding social policies and community services which contribute to the general health, well-being and quality of life of Richmond’s community members. It also provides a forum to facilitate inter-agency networking and collaboration in order to enhance community capacity.

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
- 4.1.3 Two (2) Citizens at Large appointed by Richmond City Council

Member organizations shall have one (1) designated voting member and one (1) designated alternate, to be identified in writing at the time of application for membership. Each member organization, individual member and Citizen at Large has one (1) vote.

4.2 Council Liaison (Non-Voting)

There shall be one Council Liaison appointed to the RCSAC.

4.3 City Staff Liaison (Non-Voting)

There shall be one Staff Liaison assigned to the RCSAC.

4.4 Recording Secretary (Non-Voting)

There shall be one Recording Secretary assigned to the RCSAC.

5. Recruitment, Selection and Appointment

5.1 Recruitment

- 5.1.1 Recruitment of Citizens at Large shall be according to Council policy and procedures (e.g. the City Clerk's office will place appropriate public advertisements in the media to ask for volunteers).
- 5.1.2 Interested organizations shall apply for membership to the RCSAC by submitting an application form. Organizations shall designate a representative and an alternate who can speak and make decisions on behalf of their organization at the time of application.
- 5.1.3 Interested individuals shall apply for membership to the RCSAC by submitting an application form.

5.2 Selection

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

5.2.1 Organizational Members

- 5.2.1.1.1 Represent a community service organization, community committee or a government agency, ministry or department;
- 5.2.1.1.2 Have a mandate or organizational goals and objectives consistent with those of the RCSAC;
- 5.2.1.1.3 Have one designated representative and one designated alternate who can speak and make decisions on behalf of their organization, one of whom will attend meetings regularly; and
- 5.2.1.1.4 Be able to pay the annual membership fees within six (6) weeks of notice.

5.2.2 Individual Members

- 5.2.2.1.1 Must reside or work in Richmond and have a demonstrated interest or involvement in social policy and community service matters.

5.2.3 Citizens at Large

- 5.2.3.1.1 Must reside or work in Richmond and have a demonstrated interest or involvement in social policy and community services matters.

5.3 Appointment

Only Citizens at Large shall be appointed by Council. Organizational and individual members do not have to be appointed by Council. Final approval of all applications 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 Citizens-at-Large are appointed by 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 Two (2) Co-Chairs
- 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 Council Liaison
- 6.2.5 Staff Liaison

6.3 Subcommittees: Action Groups and Task Forces

- 6.3.1 Subcommittees are established by a resolution of the General Membership, which will define the Terms of Reference for the sub-committee. Unless otherwise determined, all subcommittees will be time-limited action groups or task forces.
- 6.3.2 All subcommittees of the RCSAC are chaired by a RCSAC member and may include non-member resource persons from government, private agencies and appropriate organizations serving the community. Unless otherwise directed by the Executive Committee, all subcommittees will automatically dissolve upon acceptance of final reports.

7. Term

7.1 Citizens at Large

- 7.1.1 Citizens at Large shall be appointed by Council for a term of two (2) years.
- 7.1.2 At the end of a term, Citizens at Large may re-apply to serve for a subsequent term.
- 7.1.3 Citizens at Large may serve for a maximum of four (4) consecutive terms or eight (8) consecutive years.

7.2 General Membership

- 7.2.1 Member organizations and individual members can apply for a one (1) year term which can be renewed every year for as long as the membership fee is paid and the member is in good standing.

7.3 Co-Chairs

- 7.3.1 Co-Chairs are elected for two (2) years, in alternating years. Terms may be extended for one (1) year in cases where an alternate has not been identified or volunteered for the position.

7.4 Executive Committee

- 7.4.1 Members of the Executive Committee shall be elected at the Annual General Meeting for a two (2) year term. Members of the Executive Committee may re-apply for another term for a maximum of two (2) consecutive terms, or four (4) consecutive years.

8. Membership Responsibilities

8.1 Members shall:

- 8.1.1 Be familiar with the mandate, goals and work plan of the RCSAC.
- 8.1.2 Attend monthly 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 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.
- 8.1.7 Pay membership dues within six (6) weeks of notice (or otherwise be at risk of losing their membership status).
- 8.1.8 Act in accordance with and uphold the City's Respectful Workplace Policy (Policy 6800).

8.2 The Co-Chairs shall:

- 8.2.1 Chair all meetings of the Executive and the General Membership
- 8.2.2 Prepare Executive and General Meeting agendas in consultation with the Executive Committee.
- 8.2.3 Represent the RCSAC at Council meetings and its appropriate committees when required/requested.
- 8.2.4 Ensure motions and decisions made by the RCSAC align with the RCSAC's mandate.
- 8.2.5 Assume responsibility of signing or authorizing all correspondence arising from Committee or Subcommittee activities.
- 8.2.6 Chair meetings according to Robert's Rules of Order, while demonstrating knowledge of the work at hand, facilitating inclusive discussions and ensuring that all members have a full and equal opportunity to participate in decision-making.
- 8.2.7 Represent the views and work of the RCSAC to City Council as and 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 and action groups.
- 8.3.3 Review any recommendations coming to the RCSAC to ensure they align with the RCSAC's mandate.
- 8.3.4 Prepare an Annual Report and proposed Work Program.
- 8.3.5 Receive and refer requests/referrals from City Council and its appropriate committees to the appropriate Action Group/Task Force.
- 8.3.6 Monitor and report on all financial matters related to the work of the RCSAC as required.
- 8.3.7 Ensure that annual work programs are followed and monitored during the year to track progress.

8.4 The Subcommittee shall:

- 8.4.1 Draft Communication Tools, Backgrounders and Reports to City Council for approval by the General Membership.
- 8.4.2 Provide minutes, notes or appropriate records of meetings.
- 8.4.3 Provide a written summary of activities for inclusion in the RCSAC's annual report.

9. Operation and Process

9.1 Operation

- 9.1.1 General Meetings shall be held a minimum of six times a year either in person or via digital platform as called by the Co-Chairs.
- 9.1.2 An Annual General Meeting is held every year where the Co-Chairs and members of the Executive Committee will be elected.
- 9.1.3 Sub-committees may be created by the RCSAC as necessary.
- 9.1.4 The sub-committees will be chaired by a RCSAC member in accordance with Robert's Rules of Order and report to and take direction from the RCSAC.

9.2 Accountability

The RCSAC shall produce annual reports, work programs, budgets and other reports for Council approval.

9.3 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. Membership fees are set by the General Membership at the Annual General Meeting.

9.4 Communication

- 9.4.1 The RCSAC shall report to Council through the Staff Liaison to Planning Committee.
- 9.4.2 RCSAC General and Subcommittee meetings shall be open to the public in accordance with the Local Government Act.
- 9.4.3 Membership of the RCSAC does not preclude member organizations from submitting their own positions and reports directly to City Council, City staff or City Committees however, such reports must be on behalf of the organization they represent and not on behalf of the RCSAC.

9.5 Decision-Making Process

- 9.5.1. Members of RCSAC shall:
 - 9.5.1.1 Follow Council decision-making policy and procedures;
 - 9.5.1.2 Conduct business with a minimum of five members present, which constitutes a quorum;
 - 9.5.1.3 Strive for consensus; and
 - 9.5.1.4 In the absence of consensus, a decision shall be made based on a simple majority of members present.
- 9.5.2. Each member is entitled to one vote.

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 twelve (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 Staff Liaison appointed to the RCSAC. The Staff Liaison's role is to: update the RCSAC on City initiatives that relate to social policies and issues; refer issues for advice and options; relay feedback from the RCSAC to City Departments and City Council as appropriate; provide an orientation to new committee members; and 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 annual budget submission and may provide funding subject to City budgetary priorities.
- 11.4 RCSAC may incur expenses only for Council authorized items, and City policy and procedures shall be followed.
- 11.5 The City Staff Liaison and Recording Secretary shall be coordinated through the Community Social Development Department.