

**Richmond Intercultural Advisory Committee
Terms of Reference**

Terms of Reference Richmond Intercultural Advisory Committee

1. Purpose

These terms of reference shall apply to the “Richmond Intercultural Advisory Committee” (RIAC).

2. Mandate

The purpose of the Richmond Intercultural Advisory Committee is to act as a resource and provide advice to City Council in support of enhancing and strengthening intercultural harmony and co-operation in Richmond.

3. Role

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

- 3.1 Act as a resource and provide advice to City Council by providing information, options and recommendations regarding issues and opportunities related to cultural diversity, equity and inclusion, as referred to the RIAC by Council.
- 3.2 Advise the City on overall intercultural visioning and initiatives, including appropriate goals, objectives, policies and guiding principles, that support and enhance intercultural harmony.
- 3.3 Provide an intercultural lens in the periodic review of City policies and procedures and in response to staff requests for input on City strategies and initiatives.
- 3.4 Act as a conduit for community perspectives on intercultural issues affecting Richmond residents.
- 3.5 Encourage the participation and involvement of Richmond residents of all backgrounds, including Indigenous, settler and newcomer community members in the identification and development of solutions to intercultural issues.
- 3.6 Foster a greater understanding and awareness of cultural diversity, equity and inclusion, within the community.

4. Principles

The following are foundation principles developed by the RIAC to guide their 2017–2022 Intercultural Strategic Plan, adopted by Council on February 27, 2017:

- 4.1 Inclusion: Participation by all sectors of the community is to be invited and encouraged.
- 4.2 Co-operation: Partnerships are to foster co-operation, rather than competition.
- 4.3 Collaboration: The interests (e.g. needs, goals, concerns) of all stakeholders are to be considered in decision-making processes.
- 4.4 Dynamism: Flexibility and adaptability are required to stay abreast of emerging needs, issues and opportunities and being open to new ideas and approaches.
- 4.5 Integration: Cultural diversity is to be recognized as a core aspect of Richmond life, and the principles of multiculturalism and the vision of interculturalism applied.
- 4.6 Interculturalism: Recognized as a core aspect of Richmond life.
- 4.7 Equity: Strategic initiatives are to be implemented in a manner that is fair to all groups, communities and individuals in need.

5. Composition

5.1 Voting Members

RIAC shall be comprised of up to 17 Council appointed members consisting of:

- 5.1.1 seven (7) citizens interested in enhancing intercultural harmony
- 5.1.2 one (1) youth representative

- 5.1.3 two (2) RCSAC representatives
- 5.1.4 one (1) representative from each of the following statutory organizations:
 - 5.1.4.1 Richmond School District (SD38)
 - 5.1.4.2 RCMP
 - 5.1.4.3 Vancouver Coastal Health
 - 5.1.4.4 Richmond Seniors Advisory Committee
 - 5.1.4.5 Richmond Centre for Disability
 - 5.1.4.6 S.U.C.C.E.S.S.
 - 5.1.4.7 Richmond Multicultural Community Services (RMCS)

5.2 Council Liaison
There shall be one Council Liaison appointed to the RIAC.

5.3 City Staff Liaison
There shall be one Staff Liaison assigned to the RIAC.

5.4 Recording Secretary
There shall be one Recording Secretary assigned to the RIAC.

6. Recruitment, Selection and Appointment

6.1 Recruitment

- 6.1.1 Recruitment of citizen appointees 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).
- 6.1.2 RCSAC representatives shall be recruited and nominated by the RCSAC.
- 6.1.3 Statutory organizations shall recruit and nominate their own representatives.
- 6.1.4 Organizations (e.g. SD38) will be asked to nominate youth interested in participating.

6.2 Selection

All members of RIAC shall be selected based on one or more of the following criteria:

- 6.2.1 Be a Richmond resident or non-resident who has demonstrated an interest in and commitment to improving intercultural harmony in Richmond
- 6.2.2 Represents the diversity of the community.
- 6.2.3 Every effort will be made to fill the youth seat with a youth or young adult. In the absence of youth applicants, the seat reserved for a youth representative will remain unfilled until a suitable applicant applies and is appointed by Council.

6.3 Appointment

All members shall be appointed by Council.

7. Term

- 7.1 Members shall be appointed for a term of two (2) years.
- 7.2 At the end of a term, members may re-apply to serve for a subsequent term.
- 7.3 Members may serve for a maximum of four (4) consecutive terms, or eight (8) consecutive years.

8. Membership Responsibilities

- 8.1 Members shall:
 - 8.1.1 Be familiar with the goals and annual work plan of the RIAC.
 - 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 Raise intercultural-related concerns which they have observed or which have been brought to their attention by community members.
 - 8.1.5 Act in accordance with and uphold the City's Respectful Workplace Policy (Policy 6800).

- 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 City Staff.
 - 8.2.2 Assume responsibility of signing or authorizing all correspondence arising from Committee or Subcommittee activities.
 - 8.2.3 Ensure decisions made by the RIAC are acted upon in a timely manner and align with the RIAC's mandate.
 - 8.2.4 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.
 - 8.2.5 Accurately present the views and work of the RIAC to City Council as and when required.

- 8.3 The Vice Chair shall:

Assume the duties of the Chair in the absence of the latter, and shall perform and assume such other responsibilities and duties as assigned by the Chair.

9. Operation and Process

- 9.1 Operation
 - 9.1.1 Each year, in January, RIAC shall appoint a Chair and Vice Chair.
 - 9.1.2 Meetings shall be held a minimum of six times a year.
 - 9.1.3 Sub-committees may be appointed by the RIAC as necessary.
 - 9.1.4 Membership in the sub-committees is not restricted to appointed RIAC members.
 - 9.1.5 The sub-committees will be chaired by a RIAC member in accordance with Robert's Rules of Order and report to and take direction from the RIAC.

- 9.2 Accountability

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

- 9.3 Conflict of Interest

All members are required to disclose their interests and involvement in Richmond to identify any potential conflict of interest.

- 9.4 Communication
 - 9.4.1 The RIAC shall report to Council through the Staff Liaison to Planning Committee.
 - 9.4.2 The RIAC may communicate regularly with the public.

9.4.3 RIAC meetings shall be open to the public, in accordance with the Local Government Act.

9.5 Decision-Making Process

9.5.1. Members of RIAC shall:

9.5.1.1 Follow Council decision-making policy and procedures;

9.5.1.2 Strive for consensus; and

9.5.1.3 In the absence of consensus, a quorum shall be 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 RIAC. The Staff Liaison's role is to: update the RIAC on City initiatives that relate to intercultural harmony; refer issues for advice and options; relay feedback from the RIAC to City Council and to City Departments as appropriate; provide an orientation to new committee members; and provide administrative support as necessary.
- 11.2. RIAC shall prepare and submit:
 - 11.2.1. For the Year Completed;
 - 11.2.1.1. an annual report
 - 11.2.1.2. a financial statement
 - 11.2.2. For the Upcoming Year
 - 11.2.2.1. a proposed work plan
 - 11.2.2.2. a proposed budget.
- 11.3. Richmond City Council will review the RIAC annual budget submission and may provide funding subject to City budgetary priorities.
- 11.4. RIAC may incur expenses only for Council authorized items, and City policy and procedures shall be followed.
- 11.5. The RIAC may draw upon volunteers to assist in fulfilling its mandate.
- 11.6. City Staff Liaison role and staff support shall be co-ordinated through the Community Social Development Department.