

RICHMOND AQUATIC SERVICES BOARD

TERMS OF REFERENCE

BACKGROUND

The City of Richmond's newest aquatic centre, WaterMania, opened in June 1997. This facility complements the existing indoor Minoru Aquatic Centre and the two seasonal outdoor pools, South Arm and Steveston. In an effort to maximize the effectiveness of aquatic services, the City embarked on a new approach to managing its four swimming facilities. In 1996 the City created the Richmond Aquatic Services Board, a Council appointed policy body.

STRUCTURE

- The Council appointed Board consists of 9 members from the community who have an interest in the ongoing development and promotion of recreational, instructional and competitive aquatic opportunities in Richmond.
- The Board is comprised of 7 members at large and 2 members who are recommended for appointment by the Richmond Aquatic Users' Association.
- The term of appointment is for a two-year period. The term length may vary at Council's discretion. To provide for continuity, 3 members at large and 1 member recommended by the Richmond Aquatic Users' Association will have their term end on even calendar years. The other 4 members at large and 1 member recommended by the Richmond Aquatic Users' Association will have their term end on odd calendar years.
- The Board conducts its own vote to designate the Chair and Vice Chair Executive positions.
- The Mayor will appoint one Council member to act as a liaison to the Board.

MANDATE

The Aquatic Services Board's mandate is to represent the public interest in ensuring comprehensive and efficient aquatic services within the community. The Board will work with senior City aquatic staff to develop a policy framework for areas such as:

- Setting service standards, including hours of operation and related policies and procedures;
- Setting fees and charges;
- Monitoring budgeted facility revenues and expenditures and achieving operating budget recovery rate goals set by Council;
- Scheduling and allocating facility pool space;
- Dealing with operational issue problems which may arise;
- Marketing the facilities to residents of Richmond, residents of neighbouring communities and visitors to the region;

- Report periodically to Council on the status of aquatic services in Richmond.

Although City staff will do much of the “legwork” on the above issues, the Board will provide leadership and direction and set the policy framework within which staff will operate.

Although the Board will not be an employer of staff, it will have input into the City’s hiring and evaluation process for the Manager, Aquatic Services.

The City of Richmond is responsible for staffing, operating and maintaining its aquatic facilities within a budget approved by Council. The City will also be responsible for administration functions such as payroll, purchasing and accounting. The City will employ a senior staff position for aquatic operations titled Manager, Aquatic Services.

ROLES AND RESPONSIBILITIES OF A DIRECTOR

A Richmond Aquatic Services Board Director is someone who the community has entrusted to care for its aquatic facilities and programs. An appointment by Richmond City Council implies a challenge, an obligation and an opportunity. It is through the existence of the Board that an interchange of ideas between the public, local government and the staff will be ensured. The Board’s responsibility is to represent the public interest in Aquatic Services. To ensure that Richmond Aquatic Services offers comprehensive and efficient service to the community, Board members will work together to fulfill a variety of responsibilities.

These are voluntary positions, with no remuneration. Board members are asked to give their time, talents and energy. This will involve establishing effective working relationships with local government, aquatic staff and fellow Directors, and will require becoming part of a team. The demands are many, but so are the rewards, as the Board’s contributions can make a difference to Aquatic Services in both Richmond and throughout the province.

ROLES

1. Develop and approve policies for Aquatic Services in such areas as programs, rates, booking, contracts and other matters related to aquatics.
2. Determine the goals and objectives of the Aquatic Services Board within the framework outlined by Council.
3. Determine the Aquatic Services role in satisfying the needs of the community.
4. Prepare an annual report to Council on the status of Aquatic Services.
5. Cooperate and consult with other community agencies and organizations to develop various partnerships to meet Aquatic Services goals.

RESPONSIBILITIES

1. Attend Board and Committee meetings as required.
2. Participate in the discussions and decisions at the time they are taking place.
3. Abide by decisions duly made by the Board.

4. Review with the Manager, Aquatic Services any aquatic related concerns which may have been observed.
5. Maintain an objective and unbiased approach free of conflict of interest.

The Board member who has been elected Chairperson of the Board has the additional responsibility to:

1. Prepare an agenda, in consultation with the Manager, Aquatic Services, and ensure that this agenda, along with any necessary supporting material is sent out ahead of time to each Board member.
2. Understand each agenda item and its purpose on the agenda.
3. Call the meeting to order when a quorum is present at the appointed starting time.
4. Introduce and welcome any visiting staff, community members, guests or others.
5. Facilitate the meeting's discussion and decision making process by allowing all members full and equal opportunity to participate; acting as a neutral part while ensuring that discussion stays on topic; and when sufficient debate has taken place on any topic, calling for a vote.
6. Sign the minutes of the previous meeting presided over, after they have been approved by the Board.
7. Coordinate and provide support to the Chairs of any Committees.

CODE OF CONDUCT

Conflict of Interest:

- 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.
- 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.
- 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).

Professionalism:

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

Reporting and Social Media:

- 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.
- 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.