

## **TERMS OF REFERENCE OF THE RICHMOND FAMILY COURT COMMITTEE**

The Richmond Family Court Committee (RFCC) is community based and is accountable to the Mayor and City Council, and to the Attorney General of British Columbia. The aim of the RFCC is to examine resources available in the community for family and youth matters, to assist the Family and Youth Court when requested, and to make recommendations to the Attorney General and others as deemed advisable.

### **MANDATE**

Pursuant to Section 5 of the *Provincial Court Act*, [RSBC 1996] CHAPTER 379, the Richmond City Council has established the RFCC. The mandate and duties of persons appointed are set down by law as mandatory requirements as follows:

- 5 (1) A municipality must have a family court committee appointed by the municipal council in January of each year.
- (2) The members of a family court committee must include persons with experience in education, health, probation or welfare.
- (3) The members of a family court committee serve without remuneration.
- (4) If a court facility in which family matters are dealt with serves more than one municipality or area not in a municipality, the family court committee must be composed of representatives from each area served.
- (5) The municipalities involved must appoint one member of the family court committee as chair, and another as vice chair.
- (6) The family court committee must do the following:
  - (a) meet at least 4 times a year to consider and examine the resources of the community for family and children's matters, to assist the court when requested and generally, and to make the recommendations to the court, the Attorney General or others it considers advisable;
  - (b) assist the officers and judges of the court, if requested, to provide a community resource or assistance in individual cases referred to the committee;
  - (c) report annually to the municipalities involved and to the Attorney General respecting their activities during the past year.

### **FUNCTION**

The RFCC functions as a link between the Court and City Council whereby:

- court personnel and clients may draw on the concern and support of the community;
- family and youth resources may be monitored; and
- community may become educated about the justice system and its effects on children, youth and families.

### **MEMBERSHIP AND PROCEDURE**

The minimum number of members appointed to the RFCC shall be eight (8). The maximum number of members appointed to the RFCC is fifteen (15). Membership is based on a yearly renewable appointment. A quorum is a simple majority of all appointed members (50% plus one).

### **SELECTION CRITERIA**

Prospective appointees will be selected on the basis of the following criteria:

- interest and commitment in promoting the objectives of the RFCC;
- representative of a broad cross-section of business, professional and community-minded individuals who are involved with family and youth law matters, including up to one senior secondary student;
- generally reflective of the communities served by the local Provincial Court hearing family and youth matters
- availability to attend regular monthly meetings;
- availability to attend minimum one session per month during working hours to observe youth and family-related court proceedings; and
- present employment does not place appointee in a conflict of interest situation.

### **DUTIES**

Each member should:

- commit a minimum of four to six hours per month to perform court watch duties and attend regular monthly meetings (the Executive can expect to commit six more hours per month);
- be prepared to act on other committees in the community as a representative of the RFCC;
- be familiar with the minutes of the RFCC meeting;
- be knowledgeable of the aims of the RFCC and its mandate;
- be prepared to accept an executive position; and
- be prepared to attend provincial RFCC meetings.