

# **Minoru Centre for Active Living Program Committee Terms of Reference**

## **Mandate/Purpose**

The mandate of the Minoru Centre for Active Living Program Committee is to operate in an advisory capacity to provide input, advice and feedback on the use, programming and services provided by the Minoru Centre for Active Living. As representatives of the community as a whole, the Committee is expected to make recommendations to ensure comprehensive and efficient service to the community and maximized facility use to serve the needs of all intended uses and users.

It is within the mandate of the Committee to provide advice, input, feedback and recommendations related to:

- Scheduling/prioritization of programs, activities and services within the facility;
- Balancing of programs and services to meet the needs of the community as a whole;
- Connecting with and extending the reach of the facility's services to the broader community;
- Input on facility improvements;
- Operational issues/opportunities as they arise; and
- Marketing

## **Membership**

Minoru Seniors Society (1)  
Aquatic Services Board (1)  
Richmond Sports Council (1)  
Richmond Fitness and Wellness Association (1)  
Public at large (4)

It is recommended that:

- A chair will be elected from the membership of the Committee on an annual basis;
- There will be two year terms (maximum of four consecutive terms);
- There will be rotating terms to ensure continuity in membership;
- Any member that fails to attend meetings on a regular basis may be removed from the Committee;
- Each new member will be required to obtain a criminal record check.

## **Meetings**

- Meetings will be at the call of the Chair when requested by the Centre Manager or designate.
- Copies of the agenda and record of the previous meeting will be circulated to the Program Committee members in advance of the next meeting.

- If some members disagree with the Committee's input, feedback, or advice, comments will be recorded in the meeting records.
- Input, feedback and advice made by or from the Committee or Committee members to the project team will not be binding to the City.
- The Committee will receive administrative staff support services from the City for the preparation of agendas and the recording of meetings.
- A quorum is established when 50% + 1 members are present.

## **Responsibilities**

1. Attend meetings as required.
2. Participate in the discussions and decisions at the time they are taking place.
3. Be respectful towards each other and work cooperatively.
4. Be an unbiased representative, and conduct themselves in the best interest of all of Richmond residents.
5. Maintain confidentiality with respect to the work of the committee.
6. Abide by decisions duly made by the Committee.
7. Review with the Manager, Aquatic Services any aquatic related concerns which may have been observed.
8. Maintain an objective and unbiased approach.
9. If there is a conflict of interest, it is up to the member to remove themselves from the discussion and decision.

## **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.