

Terms of Reference – Richmond Social Development Advisory Committee

1. Purpose

These Terms of Reference shall apply to the Richmond Social Development Advisory Committee (RSDAC).

2. Mandate

To act as a resource and provide advice to City Council regarding priority social issues in the community and the implementation and monitoring of the Social Development Strategy.

3. Role

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

- 3.1 Act as a resource and provide advice to City Council by providing information and recommendations regarding issues and opportunities related to social development referred by City Council and/or staff to the RSDAC;
- 3.2 Provide input to the City on the implementation of initiatives to further actions identified in the Social Development Strategy;
- 3.3 Identify emerging issues, trends and best practices related to social development in Richmond;
- 3.4 Assist in the development of metrics to support the monitoring and evaluation of the Social Development Strategy in order to measure successes and progress of initiatives, programs and services to advance social development in Richmond;
- 3.4 Pursue opportunities to collaborate on intersecting and priority social issues that require cross-sectoral partnerships and joint initiatives;
- 3.5 Organize and host presentations from other groups in the community to learn more about social development best practices that can be applied in Richmond; and
- 3.6 Produce annual reports, work programs, budgets and other reports for Council approval.

4. Composition

4.1 Voting Members

RSDAC shall be comprised of up to 15 Council appointed members consisting of:

- 4.1.1 Two (2) citizens interested in enhancing the social wellbeing and quality of life of Richmond's community members
- 4.1.2 One (1) representative who holds a leadership role from each of the following organizations:
 - 4.1.2.1 Chimo Community Services;
 - 4.1.2.2 Connections Community Services;
 - 4.1.2.3 Ministry of Social Development and Poverty Reduction;
 - 4.1.2.4 Richmond Addiction Services Society;
 - 4.1.2.5 Richmond Centre for Disability;
 - 4.1.2.6 Richmond Family Place;
 - 4.1.2.7 Richmond Food Bank Society;
 - 4.1.2.8 Richmond Multicultural Community Services;
 - 4.1.2.9 Richmond Public Library;
 - 4.1.2.10 Richmond School District;
 - 4.1.2.11 The Salvation Army;
 - 4.1.2.12 Turning Point Recovery Society; and
 - 4.1.2.13 Vancouver Coastal Health.

4.2 City Council Liaison

- 4.3 There shall be one (1) Council Liaison appointed to the RSDAC (non-voting).
City Staff Liaison
There shall be one (1) Staff Liaison assigned to the RSDAC (non-voting) from the Community Social Development Department.
- 4.4 Recording Secretary
There shall be one (1) Recording Secretary assigned to the RSDAC (non-voting).

5. Recruitment, Selection and Appointment

- 5.1 Recruitment
 - 5.1.1 Recruitment of citizen appointees shall be according to Council policy and procedures.
 - 5.1.2 Organizations shall recruit and nominate their own representatives.
- 5.2 Selection
All members of RSDAC shall be selected based on the following criteria:
 - 5.2.1 Demonstrates an interest and involvement in social development in Richmond;
 - 5.2.2 Reflects the diversity of the community; and
 - 5.2.3 Organizational representatives hold a leadership position in their respective organizations as listed in 4.1.2.
- 5.3 Appointment
All members shall be appointed by City Council.

6. Term

Members shall be appointed or reappointed to RSDAC with term limits in accordance with *Appointments – Term Limits Policy 1020*.

7. Membership Responsibilities

- 7.1 Members shall:
 - 7.1.1 Be familiar with the Social Development Strategy and the Terms of Reference and work program of the RSDAC;
 - 7.1.2 Attend meetings with regularity and punctuality;
 - 7.1.3 Thoroughly familiarize themselves with all agenda materials in preparation for active participation in discussions; and
 - 7.1.4 Raise any issues or concerns related to social development, which they have observed or which have been brought to their attention by community members.
- 7.2 The Chair shall:
 - 7.2.1 In consultation with the Staff Liaison, prepare the agenda and any necessary supporting material in time for preparation and distribution by the Staff Liaison;
 - 7.2.2 Assume responsibility of signing or authorizing all correspondence arising from Committee or Subcommittee activities;
 - 7.2.3 Ensure decisions made by the RSDAC are acted upon in a timely manner and align with the RSDAC's mandate;
 - 7.2.4 Chair meetings on an informal consensus basis, but when necessary, refer to Robert's Rules of Order, demonstrate knowledge of the work at hand, facilitate inclusive discussions, and ensure that all members have a full and equal opportunity to participate in decision-making; and
 - 7.2.5 Accurately present the views and work of the RSDAC to City Council when required.
- 7.3 The Vice Chair shall:

Assume the duties of the Chair in the absence of or in the event of a conflict of interest on the part of the latter, and shall perform and assume such other responsibilities and duties as assigned by the Chair.

8. Operation and Process

8.1 Operation

- 8.1.1 During the first meeting of each calendar year, RSDAC shall appoint a Chair and Vice-Chair.
- 8.1.2 Meetings shall be held a minimum of six (6) times a year.
- 8.1.3 Sub-committees may be appointed by the RSDAC as necessary. Membership in the sub-committees is not restricted to Council appointed RSDAC members. Sub-committees will be chaired by a RSDAC member and report to and take direction from the RSDAC.

8.2 Communication

- 8.2.1 The RSDAC shall report to Council through the Staff Liaison.
- 8.2.2 The RSDAC may communicate with the public. However, without the express consent of the City, members are not authorized to present themselves as representing the City in the course of carrying out their duties.
- 8.2.3 RSDAC meetings shall be open to the public in accordance with the Local Government Act.

8.3 Decision-Making Process

- 8.3.1 Members of RSDAC shall:
 - 8.3.1.1 Follow Council decision-making policy and procedures;
 - 8.3.1.2 Strive for consensus; and
 - 8.3.1.3 In the absence of consensus, a decision will be determined by a simple majority of members present.
- 8.3.2 Each member is entitled to one (1) vote.
- 8.3.3 A quorum is established when 50 per cent + 1 (one) members are present.

9. Code of Conduct

9.1 Conflict of Interest

- 9.1.1 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.
- 9.1.2 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.
- 9.1.3 Committee members are not permitted to directly or indirectly benefit from their participation on the Committee during their tenure and for a period of 12 months following their term(s).

9.2 Professionalism

- 9.2.1 Committee members are expected to act in accordance with the City's Respectful Workplace Policy (Policy 6800), including being respectful towards other members.
- 9.2.2 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.
- 9.2.3 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.

9.3 Reporting and Social Media

- 9.3.1 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.
- 9.3.2 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.

10. Resources

- 10.1 There shall be one (1) Staff Liaison appointed to the RSDAC. The Staff Liaison's role is to:
 - 10.1.1 Update the RSDAC on City initiatives that relate to social development.
 - 10.1.2 Refer issues for advice and options.
 - 10.1.3 Relay feedback from the RSDAC to City Council and to City Departments as appropriate.
 - 10.1.4 Provide an orientation to new Committee members.
 - 10.1.5 Ensure the minutes are signed and submitted to the City Clerk for public record.
 - 10.1.6 Provide administrative support as necessary.
- 10.2 RSDAC shall prepare and submit:
 - 10.2.1 For the Year Completed
 - 10.2.1.1 An annual report; and
 - 10.2.1.2 A financial statement.
 - 10.2.2 For the Upcoming Year
 - 10.2.2.1 A proposed work program; and
 - 10.2.2.2 A proposed budget.
- 10.3 Richmond City Council will review the RSDAC proposed annual work program and budget submission and may provide funding in addition to the Committee's base operating budget, subject to City budgetary priorities.
- 10.4 RSDAC may incur expenses only for authorized items, within the RSDAC's approved annual budget, and City policy and procedures must be followed.
- 10.5 The RSDAC may seek volunteers to assist in fulfilling its mandate, provided that any expenditure can be accommodated within the approved annual RSDAC budget.
- 10.6 The Staff Liaison and Recording Secretary shall be assigned by the Community Social Development Department.