

# **Updated Terms of Reference**

## **Aquatic Advisory Board**

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### **1. Purpose**

These terms of reference shall apply to the “Aquatic Advisory Board” (AAB).

### **2. Mandate**

The purpose of the Aquatic Advisory Board is to act as a resource and provide advice to Council through senior City staff in the planning, development, support and promotion of a range aquatic service opportunities, which are accessible, inclusive and support the needs of a growing and diverse population in Richmond:

- Provide input into setting service standards, including hours of operation and related policies and procedures.
- Set fees and charges.
- Monitor budgeted facility revenues and expenditures and achieving operating budget goals set by Council.
- Provide input into scheduling and allocating facility pool space.
- Provide advice on operational issues which may arise.
- Provide input regarding the marketing and promotion of the facilities to residents of Richmond, residents of neighbouring communities and visitors to the region.

### **3. Roles and Responsibilities of a Member**

An Aquatic Advisory Board Member is appointed by Richmond City Council. It is through the existence of the Board that an interchange of ideas between the public, local government and the staff will be achieved.

#### **Roles**

- Provide input into the review of aquatics policies, programs and procedures.
- Determine the goals and objectives of the Aquatic Advisory Board within the framework outlined by Council.
- Cooperate and consult with other community agencies and organizations to develop various partnerships to meet Aquatic Services goals.

#### **Responsibilities**

- Attend meetings with regularity and punctuality. Meetings shall be held a minimum of six times a year.
- Thoroughly familiarize themselves with all agenda materials in preparation for active participation in discussions.
- Abide by decisions duly made by the Board.

- Review with the Manager, Aquatic and Arena Services and/or Coordinator, Aquatic Services any aquatic related concerns which may have been observed.
- Maintain an objective and unbiased approach free of conflict of interest.
- Act in accordance with and uphold the City's Respectful Workplace Policy (Policy 6800).

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

- In consultation with the Manager, Aquatic and Arena Services and/or Coordinator, Aquatic Services, prepare the agenda and any necessary supporting material in time for distribution by City Staff.
- 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.
- Introduce and welcome any visiting staff, community members, guests or others.
- Sign the minutes of the previous meeting presided over, after they have been approved by the Board.

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.

#### **4. Composition**

- The Council appointed Board consists of 9 members including, 7 members at large and 2 members who are recommended for appointment by the Richmond Aquatic Users' Association.
- 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.

#### **5. Recruitment, Selection and Appointment**

- Recruitment
  - 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).
- Selection
  - All members of AAB shall be selected based on one or both of the following criteria:

- Be an individual who has demonstrated an interest in and commitment to improving recreational, instructional and competitive aquatic opportunities Richmond.
  - Represents the diversity of the community.
- Appointment
  - All members shall be appointed by Council.

## 6. Term

- Members shall be appointed for a term of two (2) years.
- To provide for continuity, three (3) members at large and one (1) member recommended by the Richmond Aquatic Users' Association will have their term end on even calendar years. The other four (4) members at large and one (1) member recommended by the Richmond Aquatic Users' Association will have their term end on odd calendar years.
- At the end of a term, members may re-apply to serve for a subsequent term.
- Members may serve for a maximum of four (4) consecutive terms, or eight (8) consecutive years.

## 7. Operation and Process

### Conflict of Interest

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

### Decision-Making Process

- Members of AAB shall:
  - Follow Council decision-making policy and procedures;
  - Strive for consensus; and
  - In the absence of consensus, a quorum shall be a simple majority of members present.
- Each member is entitled to one vote.

## 8. Code of Conduct

### Conflict of Interest

- A conflict of interest exists if a Board member is a director, member or employee of an organization seeking to benefit from the City or if the Board member has a direct or indirect pecuniary (financial) interest in the outcome of Board deliberations.
- Board 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.

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

#### Professionalism

- Board members are expected to act in accordance with the City's Respectful Workplace Policy (Policy 6800), including being respectful towards other members.
- Board members must devote the necessary time and effort to prepare for meetings, arrive at meetings on time and provide feedback consistent with the Board's mandate. Any Board member who is absent for three (3) meetings of the Board without reason satisfactory to the Board may be removed from the Board.

#### Reporting and Social Media

- Board 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 Board if referred by Council or staff and the standard process of communication is through staff to Council. Board members may communicate directly to Council or the media, if the Board members identify themselves as an individual, and not as representatives of the Board.
- Any use of social media must, as with all other forms of communication, meet principles of integrity, professionalism and privacy.

Should a Board member violate the Code of Conduct or act outside the Terms of Reference, the Board member may be removed from the Board.