

**Terms of Reference**  
**Richmond Seniors Advisory Committee**

**1. Purpose**

These terms of reference shall apply to the “Richmond Seniors Advisory Committee” (RSAC).

**2. Mandate**

The purpose of the Richmond Seniors Advisory Committee is to act as a resource and provide advice to City Council to support and enhance the health and well-being of the 55+ population living in Richmond.

**3. Role**

The role of the RSAC 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 of the 55+ population referred to the RSAC.

3.2 Provide input to the City on the development and update of strategies and plans that support and enhance the health and well-being of the 55+ population.

3.3 Encourage public awareness, participation and involvement of the Richmond community in the identification and development of solutions to the needs and issues of those aged 55+ years.

**4. Composition**

**4.1 Voting Members**

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

4.1.1 eleven (11) citizens interested in enhancing the lives of those aged 55+ years

4.1.2 four (4) representatives, one from each of the following statutory organizations:

4.1.2.1 Vancouver Coastal Health

4.1.2.2 Richmond Cares, Richmond Gives

4.1.2.3 Richmond Centre for Disability

4.1.2.4 SUCCESS

**4.2 Council Liaison**

There shall be one Council Liaison appointed to the RSAC.

**4.3 City Staff Liaison**

There shall be one Staff Liaison assigned to the RSAC.

**4.4 Recording Secretary**

There shall be one Recording Secretary assigned to the RSAC.

**5. Recruitment, Selection and Appointment**

**5.1 Recruitment**

- 5.1.1 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).
- 5.1.2 Organizations shall recruit and nominate their own representatives.

## 5.2 Selection

All members of RSAC shall be selected based on the following criteria:

- 5.2.1 Be a Richmond resident or non-resident who has demonstrated an interest in and commitment to improving the lives of the 55+ population in Richmond.
- 5.2.2 Be a representative of one of the organizations listed in 4.1.2.
- 5.2.3 Represents the diversity of the community.

## 5.3 Appointment

All members shall be appointed by Council.

## 6. Term

6.1 Members shall be appointed for a term of two (2) years.

6.2 At the end of a term, members may re-apply to serve for a subsequent term.

6.3 Members may serve for a maximum of four (4) consecutive terms, or eight (8) consecutive years.

## 7. Membership Responsibilities

7.1 Members are expected to:

- 7.1.1 Be familiar with the goals of the Richmond Seniors Advisory Committee.
- 7.1.2 Attend monthly meetings with regularity and punctuality.
- 7.1.3 Thoroughly familiarize themselves with all agenda materials in preparation for active participation in discussions.
- 7.1.4 Raise any issues or concerns that impact the 55+ population which they have observed or which have been brought to their attention by community members or clients.

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 City staff.
- 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 RSAC are acted upon in a timely manner.
- 7.2.4 Chair meetings according to Robert's Rules of Order, while demonstrating knowledge of the work at hand, and facilitate discussions and decision-making processes in such a way as to ensure all members a full and equal opportunity to participate.
- 7.2.5 Accurately present the views and work of the RSAC to City Council as and when required.

7.3 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 are assigned by the Chair.

## **8. Operation and Process**

### **8.1 Operation**

- 8.1.1 Each year, in January, RSAC shall appoint a Chair and Vice Chair.
- 8.1.2 Meetings shall be held a minimum of six times a year either in-person or via digital platform (e.g. Zoom) as called by the Chair.
- 8.1.3 Sub-committees may be appointed by the RSAC as necessary.
- 8.1.4 The sub-committees will be chaired by a RSAC member in accordance with Robert's Rules of Order and report to and take direction from the RSAC.

### **8.2 Communication**

- 8.2.1 The RSAC shall report to Council through the Staff Liaison to Planning Committee.
- 8.2.2 RSAC meetings shall be open to the public, in accordance with the Local Government Act.

### **8.3 Decision-Making Process**

- 8.3.1 Members of RSAC 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 quorum shall be a simple majority of members present.
  - 8.3.1.4 Each voting member is entitled to one vote.

## **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 twelve (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. 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.

9.2.3 Committee members should inform the Chair if they cannot attend a meeting. Any committee member who is absent for three (3) of the committee meetings without a satisfactory reason, the committee member 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 City 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.

9.3.3 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 Staff Liaison appointed to the RSAC. The Staff Liaison's role is to: update the RSAC on City initiatives that relate to seniors; refer issues for advice and options; relay feedback from the RSAC to City Council and to City Departments as appropriate; provide an orientation to new committee members; and provide administrative support as necessary.

10.2 RSAC 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 plan, and

10.2.2.2 a proposed budget.

10.3 Richmond City Council will review the RSAC annual budget submission and may provide funding subject to City budgetary priorities.

10.4 RSAC may incur expenses only for Council authorized items, and City policy and procedures shall be followed.

10.5 City Staff Liaison and Recording Secretary shall be co-ordinated through the Community Social Development Department.