



City of Richmond

Report to Committee

To: Planning Committee **Date:** August 22, 2024
From: Kim Somerville **File:** 08-4055-01/2024-Vol 01
 Director, Community Social Development
Re: Proposed Amendments to the Richmond Seniors Advisory Committee Membership Composition

Staff Recommendations

That the Richmond Seniors Advisory Committee Terms of Reference be updated as described in the report titled "Proposed Amendments to the Richmond Seniors Advisory Committee Membership Composition", dated August 22, 2024, from the Director, Community Social Development.

Kim Somerville
 Director, Community Social Development
 (604-247-4671)

Att. 3

REPORT CONCURRENCE		
ROUTED TO:	CONCURRENCE	CONCURRENCE OF GENERAL MANAGER
Recreation & Sport Services City Clerk	<input checked="" type="checkbox"/> <input checked="" type="checkbox"/>	
SENIOR STAFF REPORT REVIEW	INITIALS:	APPROVED BY CAO

Origin

The Richmond Seniors Advisory Committee (RSAC) was established in 1991 to act as a resource and provide advice to Council in order to support and enhance the health and well-being of the 55+ population living in Richmond. The RSAC operates in accordance with its Terms of Reference, which outlines the role, composition, responsibilities, resource and expected conduct of the committee.

This report supports Council's Strategic Plan 2022–2026 Focus Area #1 Proactive in Stakeholder and Civic Engagement:

Proactive stakeholder and civic engagement to foster understanding and involvement and advance Richmond's interests.

This report also supports the Seniors Strategy 2022–2032 Strategic Direction #5 Planning for a Growing Seniors Population.

Analysis

Current RSAC Membership Composition

The RSAC is comprised of 15 voting members consisting of 11 citizen appointees and four representatives of seniors-serving organizations in Richmond; including Richmond Cares, Richmond Gives; Richmond Centre for Disability; S.U.C.C.E.S.S. and Vancouver Coastal Health. The RSAC also includes three non-voting members: a City Council Liaison, a City Staff Liaison and a Minute Taker. A City staff representative from the Seniors Centre at the Minoru Centre for Active Living also attends meetings informally to provide updates on programs and activities offered at the Seniors Centre.

The current membership composition provides a diverse range of perspectives and expertise related to the evolving needs of seniors in Richmond. Organizational representatives that work with and oversee seniors-related policy in the fields of health, wellness, social programs and accessibility have been helpful in clarifying questions and concerns that arise during RSAC meetings and has improved direct lines of communication between seniors in the community and seniors-serving organizations.

Proposed RSAC Membership Composition and Terms of Reference Amendments

In spring 2024, a Board Member from Minoru Seniors Society (MSS) contacted the RSAC's Staff Liaison about the RSAC and its membership composition. Subsequently, MSS provided a letter to the Staff Liaison formally requesting to have an organizational representative on the committee (Attachment 1). In alignment with the City's relationship-based approach for the provision of recreation programs and services, MSS provides city-wide programs and services from the Seniors Centre at Minoru Centre for Active Living. In addition, other Community Associations and Societies provide recreation programming for all ages, including dedicated seniors programming at each of the community centres in Richmond. Because of the role MSS plays in specifically serving Richmond's seniors population, it is envisioned that there would be benefits achieved by establishing a formal role for MSS on the RSAC.

Updating the membership composition to formalize an organizational representative from MSS as a voting member of the RSAC is recommended. The City benefits from the participation of organizational representatives that provide a diverse range of services to seniors across the city. The inclusion of MSS would provide a perspective on recreation service delivery for seniors that is not currently represented on the committee. Furthermore, organizational representatives on the RSAC benefit from hearing first-hand about the challenges and opportunities related to the 55+ population in Richmond that both the citizen appointees and other organizational representatives bring forward. As such, having a representative from MSS would provide their organization with access to a broader range of seniors-related matters and supports, enabling them to continue improving service delivery and information sharing to seniors in Richmond. RSAC members would similarly benefit from receiving updates from MSS on trends and concerns voiced by participants of seniors-focused recreation programs and services.

Additionally, having an MSS representative on the RSAC could be a catalyst to facilitate information sharing with Community Associations and Societies in order to further strengthen their understanding of seniors-related matters and supports. Should Council approve the recommended amendment to the RSAC membership composition, staff would communicate this to MSS as an opportunity for them to recommend a representative as part of the 2025 advisory committee appointment process and to further demonstrate leadership in service provision for seniors in Richmond.

Proposed amendments to the RSAC Terms of Reference are outlined in a red-lined version of the Terms of Reference (Attachment 2). These changes include revising the membership composition to consist of 10 citizen appointees and five organizational representatives. This is consistent with other advisory committees to Council, such as the new Youth Advisory Committee. Additional revisions to the RSAC Terms of Reference are proposed to ensure the Terms of Reference reflects recent amendments to City policy which limits appointments of citizens to Council-established advisory bodies to three consecutive terms, or six consecutive years, whichever is shorter. Council may, at its discretion, rescind or make appointments despite the term limit policy.

Advisory Body Appointment Process and Impact on Current Members

Each year, the City Clerks office advertises the opportunity for citizens to apply to the RSAC, as per City policy. Organizations nominate representatives from their respective organizations that are most suited to the role. All applications and nominations are reviewed by City staff and presented to Council, who appoints each member to a two-year term on the committee. Of the current 11 citizen representatives on the RSAC, eight members have terms expiring in December 2024, and three of these members will be retiring, having served a maximum number of consecutive terms. Should Council approve the recommendation to update the membership composition from 11 citizen appointees and four organizational representatives to 10 citizen appointees and five organizational representatives, no current members that wish to re-apply for appointment in 2025 will be displaced.

One of the current RSAC citizen representatives with a term expiring in December 2024 is also a MSS Board Member. Should this member be nominated by MSS to be their organizational representative on the RSAC, she would continue to serve on the RSAC in the organizational representative capacity. If she is not nominated by MSS, she will have the opportunity to re-apply and serve as a citizen representative.

Should Council approve the recommended amendment to the RSAC Terms of Reference, naming MSS as an organizational representative with a voting membership role on the RSAC, staff will request a nomination from MSS for this position and provide a recommendation for appointment to Council as part of the 2025 advisory body appointment process. Upon approval, the updated RSAC Terms of Reference (Attachment 3) would be published on the City website related to advisory bodies to Council.

Financial Impact

None.

Conclusion

The Richmond Seniors Advisory Committee is a long-serving advisory body to Council that acts as a resource and provides advice to Council and staff to support and enhance the health and well-being of seniors living in Richmond. Minoru Seniors Society, through a relationship-based approach with the City, offers a wide-range of seniors-focused programs and services.

Three citizen representative vacancies are anticipated on the RSAC at the end of this year with an additional five citizen representative members that have terms that are up for renewal. Should Council approve the recommendation to amend the RSAC Terms of Reference to include the MSS as an organization represented on the membership, no current voting members will be displaced. Recommendations for appointment to the RSAC for the 2025 term, including an organizational representative from MSS would be presented to Council as part of the advisory body appointment process at the end of this year.



Claire Adamson
Manager, Community Social Development
(604-247-4482)

- Att. 1: Letter from Minoru Seniors Society (dated August 15, 2024)
- 2: Proposed Revisions to the Richmond Seniors Advisory Committee Terms of Reference (Redlined Version)
- 3: Proposed Richmond Seniors Advisory Committee Terms of Reference



August 15, 2024

Ms. Claire Adamson
City of Richmond
6911 No. 3 Road,
Richmond BC
V6Y 2C1

Dear Claire:

Re: Minoru Seniors Society request to join Richmond Seniors Advisory Committee

I am writing to confirm that Minoru Seniors Society (MSS) would like to be included in the membership of the Richmond Seniors Advisory Committee (RSAC).

The Minoru Seniors Society works with the City of Richmond through a service agreement to deliver programs and services for seniors at the Seniors Centre for Minoru Centre for Active Living. The Society is very interested in information concerning seniors in Richmond.

Richmond has a growing seniors population with an anticipated 39% of Richmond's population being 55+ years by 2036. MSS is uniquely positioned to deliver necessary programs and services to meet the population's needs. In order to be effective in this role, MSS would like to learn from RSAC membership about issues impacting seniors in the community and consider their ability to respond to emerging issues. In addition, MSS could use this as a means of educating other RSAC members on their program and service offerings serving the Richmond community.

We feel that having MSS participate in the RSAC will add value to the committee and its ability to provide meaningful advice to City Council on matters related to seniors in Richmond.

Thank you for your consideration.

Yours truly,

Jim Kojima
President, Minoru Seniors Society

**Proposed Revisions to the Richmond Seniors Advisory Committee Terms of Reference
(Redlined Version)**

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)~~ **ten (10)** citizens interested in enhancing the lives of those aged 55+ years

4.1.2 ~~four (4)~~ **five (5)** representatives, one from each of the following statutory organizations:

4.1.2.1 **Minoru Seniors Society**

4.1.2.2 ~~12~~ Richmond Cares, Richmond Gives

4.1.2.3 ~~23~~ Richmond Centre for Disability

4.1.2.4 ~~34~~ S.U.C.C.E.S.S.

4.1.2.5 ~~45~~ Vancouver Coastal Health

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. Appointment is limited to three (3) consecutive terms, or six (6) consecutive years, whichever is shorter.~~

6.4 Council may, at its discretion, rescind or make appointments despite the term limit policy.

7. Membership Responsibilities

7.1 Members are expected to:

- 7.1.1 Be familiar with the goals of the RSAC.
- 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 coordinated through the Community Social Development Department.

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