



City of Richmond

Report to Committee

To: Planning Committee **Date:** October 25, 2017
From: Cathryn Volkering Carlile **File:** 07-3300-01/2017-Vol
 General Manager, Community Services 01
Re: **Richmond Intercultural Advisory Committee - Terms of Reference Update**

Staff Recommendation

That the proposed updated Richmond Intercultural Advisory Committee (RIAC) Terms of Reference be endorsed as presented in the staff report titled "Richmond Intercultural Advisory Committee – Terms of Reference Update," dated October 25, 2017 from the General Manager, Community Services.

Cathryn Volkering Carlile
 General Manager, Community Services
 (604-276-4068)

Att. 3

REPORT CONCURRENCE		
ROUTED TO: City Clerk	CONCURRENCE <input checked="" type="checkbox"/>	CONCURRENCE OF GENERAL MANAGER
REVIEWED BY STAFF REPORT / AGENDA REVIEW SUBCOMMITTEE	INITIALS: CV	APPROVED BY CAO

Staff Report

Origin

This report has been written in response to the staff referral from February 27, 2017, wherein the report titled “Richmond Intercultural Advisory Committee 2017-2022 Intercultural Strategic Plan, 2016 Annual Report, 2017 Work Program, and the Committee’s Terms of Reference” was presented to Council. Council received the report and adopted on consent the following recommendation:

- (3) That the RIAC Terms of Reference be referred to staff for review and that any recommended changes are brought back to Council to ensure that the committee continues to be an effective resource for Council and the community.*

The purpose of this report is to present recommended changes to the Richmond Intercultural Advisory Committee (RIAC) Terms of Reference.

This report supports the following Council 2014-2018 Term Goals:

#5 Partnerships and Collaboration:

Continue development and utilization of collaborative approaches and partnerships with intergovernmental and other agencies to help meet the needs of the Richmond community.

#9 A Well-Informed Citizenry:

Continue to develop and provide programs and services that ensure the Richmond community is well-informed and engaged on City business and decision making.

9.2. *Effective engagement strategies and tools.*

This report also supports the Council-adopted Social Development Strategy, Strategic Direction 6 – Support Community Engagement and Volunteerism:

Action 26 – Review the City’s advisory committee structure to determine:

26.2 Mechanisms for ensuring that committees are best positioned to provide helpful and timely advice to City staff and elected officials including:

- Clear Terms of Reference for each committee;*
- Clear roles of elected officials and staff;*
- Annual orientation program for new committee members;*
- Consistent reporting procedures and feedback mechanisms;*
- Mechanisms for information exchange amongst committees;*
- Work programs that reflect Council Term Goals.*

Analysis

Background

The Richmond Intercultural Advisory Committee (RIAC) was established in 2002 to enhance intercultural harmony and strengthen intercultural co-operation. RIAC's 2017-2022 Intercultural Strategic Plan builds on the key vision, values and strategic directions of the 2012-2015 plan, while making it more relevant to Richmond's context today.

The current RIAC Terms of Reference was approved by Council on January 28, 2008.

RIAC Terms of Reference

When RIAC's Intercultural Strategic Plan, 2016 Annual Report and 2017 Work Program were considered by Council in February 2017, it was noted that some of the language in the RIAC Terms of Reference was outdated. Proposed revisions have been made throughout the Terms of Reference to improve clarity and reflect organizational and operational updates. Recommendations for substantive updates are presented below. The current Terms of Reference are provided in Attachment 1 and a black-lined version highlighting the changes is provided in Attachment 2. A complete version of the updated Terms of Reference with recommended changes is provided in Attachment 2.

Role

Wording in the current Terms of Reference (section 3) has been changed to emphasize RIAC's role as a resource and advisory body to the City and to complement the roles of other City advisory committees. Language has also been updated to reflect the ongoing work of the City and committee in promoting intercultural harmony.

As an advisory committee, RIAC has neither a program delivery nor communications function for the City, therefore references regarding co-ordinating events and liaising with other levels of government have been removed in the updated Terms of Reference.

Guiding Principles

The principles outlined in section 4 of the current Terms of Reference have been updated in the proposed Terms of Reference to reflect the Guiding Principles that were outlined in the RIAC 2017-2022 Intercultural Strategic Plan, adopted by Council on February 27, 2017.

Composition

In the current RIAC Terms of Reference (section 6) membership consists of 18 individuals, with two seats held for youth representatives. This makes for a large committee, and the youth seats have been difficult to fill due to limited youth applicants. The committee has also experienced attrition from youth representatives due to changing schedules and commitments of those who have been appointed. The proposed Terms of Reference have been adjusted to allocate one seat for a youth representative in recognition of the limited number of youth applicants, the past difficulty in filling the seats, and in order to decrease the size of the committee to 17 individuals.

Recruitment, Selection and Appointment

Effort will be made to ensure the youth seat will be filled. In practice, when there has been a lack of youth applicants, the youth seats have been assigned to citizen appointees. The proposed Terms of Reference have been updated to state that in the absence of youth or young adult applicants the youth seat will be left unfilled until a suitable applicant applies and is appointed by Council.

Term

Section 8 of the proposed Terms of Reference reflects the revised Term Limit guidelines for all City advisory bodies. These guidelines indicate that advisory committee members may serve a maximum of four consecutive two-year terms (i.e. a total of eight consecutive years).

Membership Responsibilities

The current Terms of Reference do not outline expected responsibilities of committee members. To be more consistent with Terms of Reference from other City advisory bodies and to improve clarity for committee members, a new section has been added (section 9) in the proposed Terms of Reference to outline responsibilities of members, the Chair, and Vice Chair. Members are also expected to uphold the City's Respectful Workplace Policy (Policy 6800).

Operation and Process

As the RIAC's only officers are the Chair and Vice-Chair, reference to appointing a Secretary has been removed. As well, content to clarify the operation of sub-committees has been added in the proposed Terms of Reference (section 10a).

The conflict of interest clause has been emphasized in the proposed Terms of Reference (section 10c).

The current Terms of Reference do not define a quorum for the committee. A definition for quorum has been added to the proposed Terms of Reference (section 10e) as per Robert's Rules of Order regarding quorum for committees. This point provides greater clarity for committee members.

Resources

The current Terms of Reference do not outline the role of the Staff Liaison. Content has been added to the proposed Terms of Reference (section 11) to clarify how the Staff Liaison acts as a resource for the committee. This includes: updating the RIAC on City initiatives that relate to intercultural harmony; referring issues for advice and options; relaying feedback from the RIAC to Council and other departments as appropriate; providing an orientation to new committee members; and providing administrative support as necessary.

Next steps

If approved by Council, the proposed RIAC Terms of Reference will take effect January 1, 2018 and will be circulated to members of the RIAC and updated on the City's website.

Further revisions to the RIAC Terms of Reference may be brought forward to Council in the future as a result of recommendations arising from the Cultural Harmony and Social Inclusion Strategy or other internal review processes of advisory bodies.

Financial Impact

There is no financial impact.

Conclusion

The RIAC plays an important role in providing Council and staff with an intercultural lens on civic matters that may affect community harmony. The recommended revisions to the RIAC Terms of Reference are expected to improve clarity for committee members in their advisory role to the City. This will help ensure that the committee continues to be an effective resource for Council and the community.



Donna Lee
Inclusion Coordinator
(604-276-4391)

- Att. 1: Current RIAC Terms of Reference (Approved January 28, 2008)
- 2: Black-lined Proposed Changes to RIAC Terms of Reference
- 3: Proposed RIAC Terms of Reference

Terms of Reference

Richmond Intercultural Advisory Committee

Terms of Reference Richmond Intercultural Advisory Committee

1. Purpose

These terms of reference shall apply to the "Richmond Intercultural Advisory Committee" (RIAC).

2. Mandate

The purpose of the Richmond Intercultural Advisory Committee is to enhance intercultural harmony and strengthen intercultural co-operation in Richmond.

3. Role

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

- advise City Council by providing information, options and recommendations regarding intercultural issues and opportunities
- respond to intercultural issues referred to the RIAC by Council or the community
- assist Council and the community to:
 - develop a vision for improved intercultural relations in Richmond
 - determine appropriate goals, objectives, policies and guiding principles to enhance intercultural harmony
 - periodically review City policies and procedures pertaining to intercultural issues
- encourage and co-ordinate public participation and networking in the identification and development of solutions to intercultural issues
- enhance public awareness of and involvement in intercultural issues
- liaise with other levels of government to address Richmond intercultural issues

4. Principles

The RIAC will follow a community development approach by involving those affected in resolving issues and identifying opportunities.

In doing so, the RIAC will act on the following principles:

Inclusiveness:

- The RIAC will consult with and seek to include Richmond's many cultures and organizations in its activities.

Co-operation:

- The RIAC will co-operate with Richmond's many cultures and organizations to achieve enhanced intercultural harmony.

Partnerships:

- The RIAC will seek and encourage a wide range of partnerships with Richmond's many cultures and organizations to identify enhancing intercultural opportunities and available community resources to address intercultural issues.

Flexibility:

- The RIAC will operate with flexibility thereby encouraging Richmond's many cultures and organizations to determine themselves how they wish to co-operate.

Voluntary:

- Participation in and with the RIAC is voluntary.

3. City Councillor Liaison To RIAC

There shall be one Councillor Liaison appointed to the RIAC.

4. Composition

Voting Members:

RIAC shall be comprised of up to 18 Council appointed members consisting of:

- six citizens interested in enhancing intercultural harmony
- four RCSAC representatives
- one representative from each of the following statutory organizations:
 - School District 38
 - RCMP
 - Richmond Health Services
 - Ministry of Children and Family Development
- two youth representatives
- one representative from the Richmond Seniors Advisory Committee
- one representative from the Richmond Committee on Disability

5. Recruitment, Selection and Appointment

a) 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).
- RCSAC representatives shall be recruited and nominated by the RCSAC.
- Statutory organizations shall recruit and nominate their own representatives.
- Organizations (e.g. School District #38) will be asked to nominate youth interested in participating.

b) Selection

All members of RIAC shall be selected based on one or both of the following criteria:

- Be a Richmond resident or non-resident who has demonstrated an interest in and commitment to improving intercultural harmony in Richmond
- Represents the diversity of the community.

c) Appointment

- All members shall be appointed by Council.

6. Term

- Members shall be appointed for 2-year terms.
- The RIAC shall have rotating membership so that:
 - eight members shall initially be appointed for a one-year term, and
 - eight shall initially be appointed for a two-year term.
- When these respective initial terms expire, each appointment shall be for a two-year term.

7. Operation and Process

a) Operation

- Each year, in January, RIAC shall appoint a Chair, Vice Chair and Secretary.
- Meetings shall be held a minimum of six times a year.
- Sub-committees may be appointed by the RIAC as necessary. Membership in the sub-committees is not restricted to appointed RIAC members. The sub-committees will report to and take direction from the RIAC.

b) Accountability

The RIAC shall:

- produce annual reports, work programs, budgets and other reports for Council approval
- be required to disclose in writing the nature of their interests and involvement in Richmond to identify any potential conflict of interest.

c) Communication

- The RIAC shall report to Council through the staff liaison to Planning Committee and then to Council.
- The RIAC may communicate regularly with the public.
- RIAC meetings shall be open to the public.

d) Decision-Making Process

- Members of RIAC shall:
 - follow Council decision-making policy and procedures;
 - strive for consensus.
- Each member is entitled to one vote.
- Where RIAC recommendations are brought forward on a basis other than consensus, the submission of minority RIAC member(s) opinions shall be permitted.

8. Resources

- RIAC shall prepare and submit:
 - For the Year Just Completed:
 - an annual report
 - a financial statement
 - For the Upcoming Year
 - a proposed work plan
 - a proposed budget.
- Richmond City Council will review the RIAC annual budget submission and may provide funding subject to City budgetary priorities.
- RIAC may incur expenses only for Council authorized items, and City policy and procedures shall be followed.
- The RIAC may draw upon external consultants and volunteers to assist in fulfilling its mandate, provided that any expenditure can be accommodated within the approved annual RIAC budget.
- City staff support and liaison shall be co-ordinated through the Policy Planning Department.

Proposed Changes

Terms of Reference

Richmond Intercultural Advisory Committee



Proposed Changes
Terms of Reference
Richmond Intercultural Advisory Committee

1. Purpose

These terms of reference shall apply to the "Richmond Intercultural Advisory Committee" (RIAC).

2. Mandate

The purpose of the Richmond Intercultural Advisory Committee is to act as a resource and provide advice to City Council in support of enhancing and strengthening intercultural harmony and enhance intercultural harmony and strengthen intercultural co-operation in Richmond.

3. Role

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

- Act as a resource and provide advice to City Council by providing information, options and recommendations regarding intercultural issues and opportunities referred to the RIAC by Council.
 - Advise the City on overall intercultural visioning and initiatives, including appropriate goals, objectives, policies and guiding principles, that support and enhance intercultural harmony.
 - Provide an intercultural lens in the periodic review of City policies and procedures and in response to staff requests for input on City strategies and initiatives.
 - Act as a conduit for feedback from the community on intercultural matters affecting them.
 - Encourage public participation and networking in the identification and development of solutions to intercultural issues.
 - Enhance public awareness of and involvement in intercultural issues of Richmond residents of all backgrounds, including Indigenous, settler and newcomer community members.
- ~~—advise City Council by providing information, options and recommendations regarding intercultural issues and opportunities~~
~~—respond to intercultural issues referred to the RIAC by Council or the community~~
~~—assist Council and the community to:~~
~~—develop a vision for improved intercultural relations in Richmond~~
~~—determine appropriate goals, objectives, policies and guiding principles to enhance intercultural harmony~~
~~—periodically review City policies and procedures pertaining to intercultural issues~~
~~—encourage and co-ordinate public participation and networking in the identification and development of solutions to intercultural issues~~
~~—enhance public awareness of and involvement in intercultural issues~~
~~—liaise with other levels of government to address Richmond intercultural issues~~

4. Principles

The following are foundation principles developed by the RIAC to guide their 2017-2022 Intercultural Strategic Plan, adopted by Council on February 27, 2017.

- Inclusion:
 - Participation by all sectors of the community is to be invited and encouraged.
- Co-operation:

- Partnerships are to foster co-operation, rather than competition.
- Collaboration:
 - The interests (e.g. needs, goals, concerns) of all stakeholders are to be considered in decision-making processes.
- Dynamism:
 - Flexibility and adaptability are required to stay abreast of emerging needs, issues and opportunities and being open to new ideas and approaches.
- Integration:
 - Cultural diversity is to be recognized as a core aspect of Richmond life, and the principles of multiculturalism and the vision of interculturalism applied.
- Interculturalism:
 - Recognized as a core aspect of Richmond life.
- Equity:
 - Strategic initiatives are to be implemented in a manner that is fair to all groups, communities and individuals in need.

~~The RIAC will follow a community development approach by involving those affected in resolving issues and identifying opportunities.~~

~~In doing so, the RIAC will act on the following principles:~~

~~Inclusiveness:~~

~~— The RIAC will consult with and seek to include Richmond's many cultures and organizations in its activities.~~

~~Co-operation:~~

~~— The RIAC will co-operate with Richmond's many cultures and organizations to achieve enhanced intercultural harmony.~~

~~Partnerships:~~

~~— The RIAC will seek and encourage a wide range of partnerships with Richmond's many cultures and organizations to identify enhancing intercultural opportunities and available community resources to address intercultural issues.~~

~~Flexibility:~~

~~— The RIAC will operate with flexibility thereby encouraging Richmond's many cultures and organizations to determine themselves how they wish to co-operate.~~

~~Voluntary:~~

~~- Participation in and with the RIAC is voluntary.~~

5. City Councillor Liaison To the RIAC

There shall be one Councillor Liaison appointed to the RIAC.

6. Composition

Voting Members:

RIAC shall be comprised of up to 17 Council appointed members consisting of:

- six (6) citizens interested in enhancing intercultural harmony
- four (4) RCSAC representatives
- one (1) representative from each of the following statutory organizations:
 - School District 38
 - RCMP
 - Richmond Health Services

- Ministry of Children and Family Development
- one (1) two-youth representative
- one (1) representative from the Richmond Seniors Advisory Committee
- one (1) representative from the Richmond Committee on Disability

7. Recruitment, Selection and Appointment

a) 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).
- RCSAC representatives shall be recruited and nominated by the RCSAC.
- Statutory organizations shall recruit and nominate their own representatives.
- Organizations (e.g. School District #38) will be asked to nominate youth interested in participating.

b) Selection

All members of RIAC shall be selected based on one or both of the following criteria:

- Be a Richmond resident or non-resident who has demonstrated an interest in and commitment to improving intercultural harmony in Richmond
- Represents the diversity of the community.
- Every effort will be made to fill the youth seat with a youth or young adult. In the absence of youth applicants, the seat reserved for a youth representative will remain unfilled until a suitable applicant applies and is appointed by Council.

c) Appointment

- All members shall be appointed by Council.

7.8. Term

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

~~—Members shall be appointed for 2-year terms.~~

~~—The RIAC shall have rotating membership so that:~~

~~—eight members shall initially be appointed for a one-year term, and~~

~~—eight shall initially be appointed for a two-year term.~~

~~—When these respective initial terms expire, each appointment shall be for a two-year term.~~

9. Membership Responsibilities

a) Members shall:

- Be familiar with the goals and annual work plan of the RIAC.
- Attend monthly meetings with regularity and punctuality.
- Thoroughly familiarize themselves with all agenda materials in preparation for active participation in discussions.
- Raise intercultural-related concerns which they have observed or which have been brought to their attention by community members.

- o Act in accordance with and uphold the City's Respectful Workplace Policy (Policy 6800).

b) The Chair shall:

- o In consultation with the Staff Liaison, prepare the agenda and any necessary supporting material in time for preparation and distribution by City Staff.
- o Assume responsibility of signing or authorizing all correspondence arising from Committee or Subcommittee activities.
- o Ensure decisions made by the RIAC are acted upon in a timely manner and align with the RIAC's mandate.
- o 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.
- o Accurately present the views and work of the RIAC to City Council as and when required.

c) The Vice Chair shall:

- o 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.

8-10. Operation and Process

a) Operation

- o Each year, in January, RIAC shall appoint a Chair, and Vice Chair, and Secretary.
- o Meetings shall be held a minimum of six times a year.
- o Sub-committees may be appointed by the RIAC as necessary. Membership in the sub-committees is not restricted to appointed RIAC members. The sub-committees will be chaired by a RIAC member in accordance with Robert's Rules of Order and report to and take direction from the RIAC.

b) Accountability

- o The RIAC shall: produce annual reports, work programs, budgets and other reports for Council approval.

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~~be required to disclose in writing the nature of their interests and involvement in Richmond to identify any potential conflict of interest.~~

c) Conflict of Interest

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

e)d) Communication

- o The RIAC shall report to Council through the ~~s~~Staff Liaison to Planning Committee.
- o The RIAC may communicate regularly with the public.

- o RIAC meetings shall be open to the public, in accordance with the Local Government Act.

d)e) Decision-Making Process

- o Members of RIAC shall:
 - ~~f~~Follow Council decision-making policy and procedures;
 - ~~s~~Strive for consensus; and
 - ~~In the absence of consensus, a quorum shall be a simple majority of members present.~~
- o Each member is entitled to one vote.
- o ~~Where RIAC recommendations are brought forward on a basis other than consensus, the submission of minority RIAC member(s) opinions shall be permitted.~~

9.11. Resources

- There shall be one Staff Liaison appointed to the RIAC. The Staff Liaison's role is to: update the RIAC on City initiatives that relate to intercultural harmony; refer issues for advice and options; relay feedback from the RIAC to City Council and to City Departments as appropriate; provide an orientation to new committee members; and provide administrative support as necessary.
- RIAC shall prepare and submit:
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- RIAC may incur expenses only for Council authorized items, and City policy and procedures shall be followed.
- The RIAC may draw upon ~~external consultants and volunteers~~ to assist in fulfilling its mandate, ~~provided that any expenditure can be accommodated within the approved annual RIAC budget.~~
- City Staff Liaison role and staff support ~~staff support and liaison~~ shall be co-ordinated through the Community Social Development Department ~~Policy Planning Department.~~

Proposed

Terms of Reference

Richmond Intercultural Advisory Committee



**Proposed
Terms of Reference
Richmond Intercultural Advisory Committee**

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7. Recruitment, Selection and Appointment

a) Recruitment

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 - Raise intercultural-related concerns which they have observed or which have been brought to their attention by community members.
 - Act in accordance with and uphold the City's Respectful Workplace Policy (Policy 6800).
- b) **The Chair shall:**
- In consultation with the Staff Liaison, prepare the agenda and any necessary supporting material in time for preparation and distribution by City Staff.
 - Assume responsibility of signing or authorizing all correspondence arising from Committee or Subcommittee activities.
 - Ensure decisions made by the RIAC are acted upon in a timely manner and align with the RIAC's mandate.
 - 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.
 - Accurately present the views and work of the RIAC to City Council as and when required.
- c) **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.

10. Operation and Process

- a) **Operation**
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- b) **Accountability**
- The RIAC shall produce annual reports, work programs, budgets and other reports for Council approval.
- c) **Conflict of Interest**
- All members are required to disclose their interests and involvement in Richmond to identify any potential conflict of interest.
- d) **Communication**
- The RIAC shall report to Council through the Staff Liaison to Planning Committee.

- The RIAC may communicate regularly with the public.
- RIAC meetings shall be open to the public, in accordance with the Local Government Act.

e) Decision-Making Process

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 - Follow Council decision-making policy and procedures;
 - Strive for consensus; and
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- Each member is entitled to one vote.

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