



Lifesaving Society Canada
Terms of Reference
Safety Standards Commission

Purpose

To lead aquatic safety standard development in Canada.

Reporting Relationship

The Commissioner will report to the Board of Directors (the 'Board') of Lifesaving Society Canada ('LSC' or the 'Society') through the National office using the standard reporting format or process as approved by the Board. The report will be provided as per the Board's meeting schedule and will include sufficient information to ensure the Board is kept abreast of key Safety Standards Commission activity, can make well informed decisions on aquatic safety standard matters, and is advised of current and potential risks, issues and/or concerns.

As a Commission of the Board, the Commission will work within:

- LSC bylaws, policies, systems and structures.

Although reporting to the Board, the Commission may work with the following in order to achieve its objectives:

- Chief Executive Officer and/or National office staff
- Management Team and Branches
- Other Commissions

Authority

The Safety Standards Commission has the authority to implement the strategic plan and policies related to the development of national safety standards. The Board welcomes recommendations from the Commission but shall retain final authority over the following:

- For approval:
 - Visual Identity
 - Physical and intellectual property rights
 - Conditions for expenditure of Society funds that are a result of Commission generated relationships, programs, services and/or activities
 - Loans and/or lines of credit
 - Corporate partnerships that involve formal agreements
 - Insurance
 - Membership criteria
- For ratification:
 - Endorsement of aquatic safety policy, standards, position statements and information bulletins
 - Bids of intention to bid to host aquatic safety events in Canada
 - Sponsorship agreements for aquatic safety events and activities hosted in Canada

The Board may choose not to ratify a decision made by the Commission that does not align with the Society's Mission, Vision, Values, or places the Society in a position of undue risk. In this situation, the Board may outline its concerns and return it to the Safety Standards Commission for reconsideration.

The Safety Standards Commission shall not undertake to speak or make commitments on behalf of Society beyond the delegated authority for the Safety Standards Commission.



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Membership & Term

Commissioner

- The Commissioner, as appointed by the Board, shall be a volunteer and may not be a National or Branch employee.
 - The Term of Office for the Commissioner shall be four (4) years with the option of reapplying for an additional two (2) year term.
 - Individuals who resign, are relieved from their position or who are deemed inactive shall be removed from the Commission.

Voting Members:

- A Branch or region can have staff and/or volunteers on the Commission, however, a Branch or region only has one vote*.
 - Term is determined by the supporting Branch.
 - Individuals who resign, are relieved from their position or who are deemed inactive shall be removed from the Commission.

** In the event that a Branch is unable to provide a representative to the Safety Standards Commission, a regional member (e.g. a representative for Atlantic Canada) can represent the Branch.*

Ex-officio Non-Voting Members:

- LSC President
- LSC Chief Executive Officer
- Past Safety Standards Commissioner
- National Partner Delegates (e.g. YMCA, DND)
- Marketing and Technology

Observers at the Invitation of the Commissioner:

- Individuals undertaking tasks on behalf of the Safety Standards Commission.
- Operational sub-committee members
- Other LSC Commissioners.
- Individuals with current or past aquatic safety management involvement.

Committees

- Voting members can establish both standing and term operational sub-committees consisting of volunteers, National staff or Branch staff.

All members shall adhere to the Lifesaving Society Canada Code of Conduct and the Commission may apply sanctions therein if required.

Meetings

The Safety Standards Commission shall meet in-person once per year and on other occasions as determined by the needs of the business of the Commission. Every effort shall be made to involve members who cannot participate in-person through electronic means. Between in-person meetings, the Commission may conduct business by telephone conference, e-mail or other electronic means as acceptable to all members of the Commission. The Commissioner shall attend and report on the Commission's activities at the LSC Annual General Meeting.

- **Attendance:** In the event that a Voting Member misses two consecutive meetings and/or half of all annually scheduled meetings, the Commissioner will determine their interest in remaining on the Commission.



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- **Quorum:** Quorum at each meeting shall consist of 50 percent plus one (50%+1) of the Voting Members, whether in-person or electronically.
- **Voting:** Decisions within the Safety Standards Commission will generally be made by consensus. If a formal vote is required, each Voting Member shall be entitled to one vote with 50 percent plus one (50%+1) deciding the outcome.
 - The Commissioner shall have a vote only in the event of a tie.
 - Proxy votes are not permitted. Members who are unable to participate in a meeting of the Commission are strongly encouraged to submit their views on agenda items to the Commissioner in writing in advance of the meeting. The Commissioner shall ensure that such views are communicated to and taken into consideration by the Commission.
 - Abstentions shall not be included in the determination of a majority.
- **Minutes:**
 - Minutes shall be documented using a standard template circulated for approval at the next meeting or by e-mail vote at the discretion of the Commissioner. The Commission shall determine the level of detail to be included.
 - Discussions which are confidential in nature will be documented independently and retained by the Commissioner. Such notes shall have restricted circulation as determined by the Commissioner. Documents that are confidential in nature cannot be shared outside of the Commission without permission from the Commissioner.
 - An approved copy of the minutes of all meetings and decisions of the Commission shall be sent to the National office within 10 days of approval where minutes have not been taken by National office staff.

Responsibilities

1. Develop the policies, processes, systems and structures to manage aquatic safety activities and ensure same are consistent with the Mission, Vision, Values, policies and processes of the LSC.
2. Undertake all responsibilities consistent with the purpose of the Safety Standards Commission.
3. Provide input to the development of the Society's strategic and business plans with particular regard to national priorities and activities related to Safety Standards Commission activity.
4. Develop, implement and monitor the annual Safety Standards Commission action plan and budget.
5. Collaborate with LSC and its Branches to leverage Canada's aquatic safety positioning to the benefit of LSC, its Branches, programs and activities.
6. Coordinate work of volunteers and staff in completing action plan items.
7. Represent and speak on behalf of the LSC as authorized by the Board or the CEO.
8. Recommend nominations of individuals for appointment to aquatic safety management related positions and awards.
9. Undertake other roles and activities aligned with the strategic plan as it relates to Safety Standards.

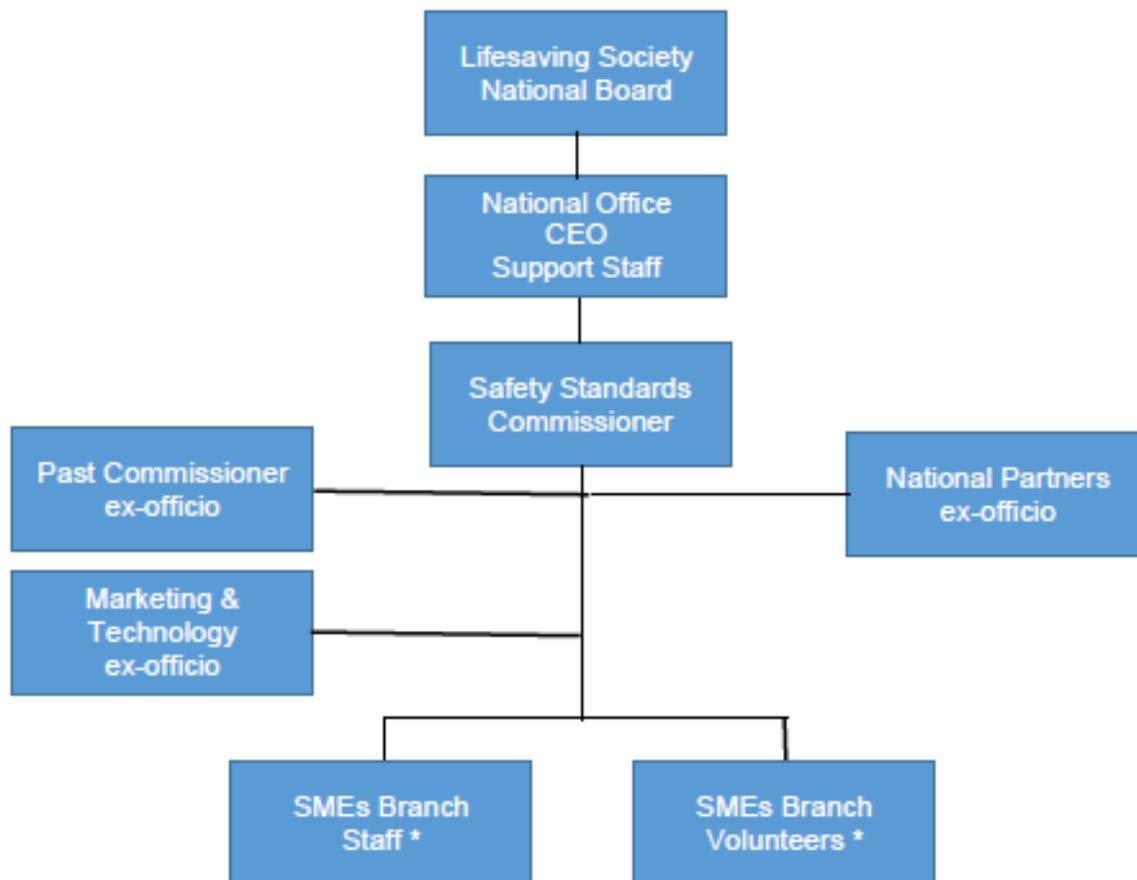


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Terms of Reference Approvals

- Approved by Lifesaving Society Canada's Board of Directors on 7 February 2012.
- Revised and approved by Lifesaving Society Canada's Board of Directors on 14 August 2014.
- Revised and approved by Lifesaving Society Canada's Board of Directors on 13 January 2020.

SAFETY STANDARDS COMMISSION STRUCTURE



- A Branch or region can have staff and/or volunteer members on the Commission, however, a Branch or region only has one vote.