



Lifesaving Society Canada
Terms of Reference
Public Education Commission

Purpose

To manage Lifesaving Society Canada's public education activities.

Reporting Relationship

The Commissioner is accountable to the Board of Directors (the 'Board') of Lifesaving Society Canada ('LSC or the 'Society'). The Commissioner reports to the National Secretariat who will report on the work of the Commission to 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 Public Education Commission activity, can make well informed decisions on public education 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
- NGO's and partners in public education and drowning prevention (e.g. Drowning Prevention Research Centre, Canadian Drowning Prevention Coalition)

Authority

The Public Education Commission has the authority to implement the strategic plan and policies related to the management of public education initiatives. 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 public education policy, standards and plans
 - Sponsorship agreements for public education events 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 Public Education Commission for reconsideration.

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

Membership & Term

- The Commissioner (as called by the National office, recommended by the Selections Committee, approved by the Commission and 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.

Voting Members:

- Voting members consist of one volunteer or staff member (National or Branch) as appointed by the Branch.
- In the event that a Branch is unable to provide a representative to the Public Education Commission, a regional member (e.g. a representative for Atlantic Canada) can represent the Branch.
- A Branch or region can have multiple members, but each Branch or region only has one voting member.
 - In the event that a Branch has two sitting representatives on the Commission, the non-voting member can vote on behalf of an absent voting member. This exception will be noted in the meeting minutes.
- The supporting Branch determines the term of the member.
- Voting members actively participate in Commission meetings, can present and vote on motions for Commission consideration and can establish both standing and term operational committees consisting of volunteers, National staff or Branch staff.

Non-Voting Members

- Non-voting members actively participate in Commission meetings, can sit on both standing and term operational committees, and can present motions for Commission consideration. Non-voting members cannot vote on motions presented.
- Ex-officio Members (Non-Voting) include:
 - LSC President
 - LSC Chief Executive Officer
 - Past Public Education Commissioner
 - National partners (e.g. Drowning Prevention Research Centre, Canadian Drowning Prevention Coalition)
 - The Commissioner is an ex-officio member of any Commission committee or sub-committee.
- Administrative Members (Non-Voting) include:
 - National office support staff

Observers at the Invitation of the Commissioner:

- Individuals undertaking tasks on behalf of the Public Education Commission.
- Operational sub-committee members
 - Committee members should have expertise in advocacy, program development, behavioral change messaging and/or the Society's public education initiatives.
- Other LSC Commissioners

Members who resign, are relieved from their position (e.g. Code of Conduct violation) or who are deemed inactive (e.g. meeting attendance, not completing tasks) shall be removed from the Commission.

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

Meetings

The Public Education Commission shall meet as determined by the needs of the business of the Commission. The Commission may conduct business by telephone, videoconference, e-mail or other electronic means as acceptable to all members of the Commission. The Commission may meet in-person once per year and the Commissioner or designate shall attend and report on the Commission's activities at the LSC Annual General Meeting.

Virtual meetings should not last more than 1.5 hours, if a meeting does last more than 1.5 hours, the Chair shall provide a health break. Unanimous consent is required when hosting weekend meetings (Saturday or Sunday). Scheduling of meetings on long weekends, LSC sanctioned holidays or on statutory holidays is not permitted unless there is a legitimate emergency. Meeting start times should be between 1100-1900 Eastern to accommodate the different time zones, unanimous consent is required when hosting meetings outside the preferable starting times.

- **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.
- **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 Public Education 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. In the event that the vote relates to policies, training programs or standards, each Voting Member shall be entitled to one vote with 80 percent (80%) 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 reduce the number of voting members and will 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. The Commission shall determine the level of detail to be included.
 - The in-camera policy will apply to discussions which are confidential and all confidential documents will be retained by the Lifesaving Society Canada (CEO or designate).
 - 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 public education initiatives 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 Public Education 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 Public Education Commission activity.
4. Develop, implement and monitor the annual Public Education Commission action plan and budget.
5. Collaborate with LSC and its Branches to leverage Canada's public education 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 in regards to Canada's public education activity.
8. Undertake other roles and activities aligned with the strategic plan as it relates to Public Education.

Terms of Reference Approvals

- Approved by Lifesaving Society Canada's Board of Directors on 4 May 2015.
- Revised and approved by Lifesaving Society Canada's Board of Directors on 30 January 2017.
- Revised and approved by Lifesaving Society Canada's Board of Directors on 17 September 2018.
- Revised and approved by Lifesaving Society Canada's Board of Directors on 13 January 2020.
- Revised and approved by Lifesaving Society Canada's Board of Directors on 11 April 2022.
- Revised and approved by Lifesaving Society Canada's Board of Directors on 30/01/2023.