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Lifesaving Society Canada
Terms of Reference
Training Program Commission

Purpose

To manage Lifesaving Society Canada's training programs.

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 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
- National partners
- Stakeholders (e.g. volunteers, Branches and partners).

Authority

The Training Program Commission has the authority to implement the strategic plan/program policies, develop programs, propose revisions, provide input, and make recommendations as it relates to National Mandatory Training Program content. 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
 - Service agreements
- For ratification:
 - Development of new programs and/or new programs added to the National Mandatory or National Endorsed program list
 - Retirement or removal of a program on the National Mandatory or National Endorsed program list



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- Changes to National Mandatory or National Endorsed program policies and award prerequisites
- National Mandatory or National Endorsed program standards

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 Training Program Commission for reconsideration.

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

Membership & Term

Commissioner

- 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 Training Program 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.
- Ex-officio Members (Non-Voting) include:
 - LSC President
 - LSC Chief Executive Officer
 - Past Training Program Commissioner
 - Program Research Chair
 - The Commissioner is an ex-officio member of any Commission committee or sub-committee.



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- Administrative Members (Non-Voting) include:
 - National office support staff

Observers at the Invitation of the Commissioner:

- Individuals undertaking tasks on behalf of the Training Program Commission
- Operational sub-committee members
- Other LSC Commissioners
- Branch representatives
- National partners
- Invited guests as approved by the Commissioner

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 with the Branch.

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

Meetings

The Training Program 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 Training Program 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 if the Branch does not have a second sitting member present on the Commission. The Commissioner shall ensure that such views are communicated to and taken into consideration by the Commission.



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- A non-member cannot vote on behalf of the Branch.
- A voting member or Branch cannot send their vote electronically if a vote is held in meeting.
- A voting member or Branch cannot have another voting member or Branch vote on their behalf.
- 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 processes, systems and structures to manage National Mandatory training programs 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 Training Program 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 training program activity.
4. Develop, implement and monitor the annual Training Program Commission action plan and budget.
5. Coordinate work of volunteers and staff in completing action plan items.
6. Develop new programs and services that responds to the needs of the aquatics industry, stakeholders, marginalized populations and Canadians.
7. Revise National Mandatory Programs, literature and materials as per the current Revisions Model and Process Approval MAP.
8. Actively work with LSC and its Branches to obtain input and develop consensus to ensure consistent national programs.
9. Provide input to the content, deliverables and reporting procedures for service agreements.
10. Establish a system of risk management to ensure programs are compliant with legislation and sound medical practice.
11. Undertake other roles and activities aligned with the strategic plan as it relates to training programs.

Terms of Reference Approvals

- Approved by Lifesaving Society Canada's Board of Directors on 10 January 2012.
- Revised and approved by Lifesaving Society Canada's Board of Directors on 17 September 2012.



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- 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.