

THE CORPORATION OF THE
CITY OF WHITE ROCK
 15322 BUENA VISTA AVENUE, WHITE ROCK, B.C. V4B 1Y6



POLICY TITLE: **TERMS OF REFERENCE:**
SENIORS ADVISORY COMMITTEE

POLICY NUMBER: **COUNCIL POLICY # 180**

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| <i>Date of Council Adoption:</i> | <i>Date of Last Amendment:</i> |
| <i>Council Resolution Number:</i> | |
| <i>Originating Department: Recreation and Culture</i> | <i>Date last reviewed by Council:</i> |

1. Mandate

The Seniors Advisory Committee (SAC) serves as an advisory resource to Council, providing advice, information, and recommendations on items referred to the Committee from Council to enhance residents' ability to age in place and improve the overall quality of life, health, and well-being of older adults in the community.

The Committee's purpose is to:

- Provide advice towards enhancing community inclusiveness and accessibility for seniors in White Rock.
- Listen to concerns and challenges faced by seniors in our community (housing, parks, affordability, programs, safety, etc.) and provide advice to Council on perspectives and solutions.
- Provide advice to Council on enhancing senior health, independence, and active living in White Rock.
- Liaise with senior-oriented organizations and community groups to support seniors in White Rock.
- Support Council's Strategic Priorities and strengthen participation in the BC Healthy Communities Age-Friendly Recognition Program, promoting inclusion, accessibility, and engagement for all ages.
- Ensure that the voices, experiences, and needs of seniors are reflected in City policies, programs, and services.
- Foster an inclusive and compassionate community where older adults are active, engaged, and valued participants in civic life.

2. Role

The SAC operates as an advisory body to Council within the framework of the Council Committee System Policy and the City's Strategic Plan. Its scope includes:

- Advising Council on policies, strategies, and initiatives that affect seniors within the City's jurisdiction, including housing, accessibility, transportation, recreation, health, and social inclusion, that are referred from Council.
- Providing advice on City projects, plans, and programs that impact older adults, ensuring they align with the City's commitment to age-friendly principles and accessibility goals.
- Advise Council on emerging trends and challenges that influence seniors' well-being, independence, and quality of life.
- Collaborating with community organizations, service providers, and local businesses that support older adults.
- Foster public awareness and engagement by promoting communication, participation, and volunteer involvement among seniors and the broader community.
- Listening to community feedback and hearing delegations related to seniors' issues that align with Council's priorities.
- Reporting annually to Council with a summary of findings, recommendations, and outcomes that advance the City's age-friendly and accessibility objectives.

3. Key Focus Areas

The Committee's work will align with Council's strategic priorities and the City's age-friendly development goals. The SAC will focus on the following areas:

A. Age-Friendly Community & Accessibility

- Support the City's continued recognition through the BC Healthy Communities Age-Friendly Program.
- Advise on initiatives that improve accessibility and mobility for seniors in both public and private environments.

B. Health, Wellness, and Active Living

- Encourage community programs and policies that support physical, mental, and social well-being for older adults.
- Advise on ways to promote healthy and active living, reduce isolation, and strengthen connections among seniors.

C. Housing, Transportation, and Affordability

- Provide advice on housing diversity and affordability that allow seniors to age in place.
- Support transportation and mobility initiatives that enhance safety and independence.
- Identify gaps and advocate for affordable access to recreation, healthcare, and social programs.

D. Partnerships, Collaboration & Advocacy

- Provide advice to Council on opportunities for policy advocacy and funding partnerships at the regional and provincial levels.

E. Communication and Engagement

- Promote clear, inclusive communication about City services, events, and resources for seniors.
- Encourage outreach that reaches diverse and marginalized populations of older adults.

4. Outcomes

The SAC will contribute to:

- A more inclusive and age-friendly White Rock.
- City decision-making that reflects seniors' lived experiences and priorities.
- Enhanced collaboration with community partners supporting older adults.
- Stronger programs that promote health, independence, and belonging for seniors in White Rock.

5. General Terms

Appointments will be made by Council for a two (2) year term. The term appointments will not exceed the current Council term. A list of recommended candidates will be provided by staff for Council consideration.

Subsequent appointments by Council to the Committee will be preferred to address the replacement of members who resign mid-term. The Chairperson and Vice-Chairperson will determine if it is necessary that further recruitment is required for anything other than mid-term appointments.

6. Membership

The Committee will consist of up to seven (7) voting members. These members would be in addition to the two (2) Councillors, who will be named as Chairperson and Vice-Chairperson (non-voting members) and two staff liaisons.

- Chairperson – non-voting (member of Council);
- Vice-chairperson – non-voting (member of Council);
- Staff Liaisons – non-voting
 - Director of Recreation and Culture
 - Community Recreation Coordinator (Seniors)
- Representative of the Kent Street Executive Committee;
- Representative of Brella Community Services

- Up to Five (5) members at large (Seniors in the community, or representatives of organizations or groups that provide programs or services to local seniors)

The following considerations will be made by Council when appointing members to the Committee: diversity including age, gender, ethnicity, etc. Preference will be given to individuals who reside in White Rock.

Note: Anyone that has been removed from the Committee due to a breach in the Code of Conduct will not be considered for future appointments to committees, under the current Council term.

7. Chairperson/ Vice-Chairperson

The two (2) members of Council on the Committee will serve as the Chairperson and Vice-Chairperson. The positions of Chairperson and Vice-Chairperson will alternate on an annual basis between the two (2) Councillors and will serve as non-voting members on the Committee.

8. Meetings

- a) The Committee will meet monthly.
- b) Corporate Administration will distribute a meeting schedule at the first meeting to be reviewed and adopted. The meeting schedule will be published and updated as needed by the Committee Clerk.
- c) The agenda will be created and distributed by Corporate Administration.
- d) If there are no agenda items for the meeting received by noon on the day that is one (1) week prior to the meeting, the meeting will be cancelled. The Committee Clerk will inform the Chairperson, Vice-Chairperson, staff liaison(s) followed by committee members.
- e) Staff will inform the Chairperson and Vice-Chairperson in the circumstance a meeting must be cancelled prior to an official notice going to the Committee. A meeting may be called, cancelled or rescheduled by the Chairperson. Notice of a meeting, cancellation or rescheduling must be received by the Committee Clerk by 8:30 a.m. the day prior to the proposed meeting.
- f) Committee members must advise the Committee Clerk of their intent to attend or to be absent from a meeting. If the majority of members indicate that they will not be attending the meeting, the Committee Clerk will cancel the meeting by first attempting to notify the Chairperson, Vice-Chairperson and staff liaison(s), followed by informing all members.
- g) On occasion, Corporate Administration may be required to cancel or reschedule meetings. On such occasions, notice will be given to all members following notification of the Chairperson and staff liaison, followed by all members.
- h) At the initial Committee meeting:

An orientation process for new members will be prepared for presentation at the first meeting after appointments are made by Council. Including but not limited to within the orientation:

- Summary of the mandate;
 - Recent successes;
 - How the Committee fits within the broader organization of the City;
 - Overview of the correlating supplemental material (ex: Master or Strategic Plans);
 - Summary of Council's Priorities in relation to the mandate;
 - Process and procedures in meeting conduct; and
 - Overview of the City's Code of Conduct, Respectful Workplace Policy and Anti-Racial Discrimination and Anti-Racism Policy;
- i) All meetings will be open to the public and held in person unless designated as closed to the public pursuant to Sections 90 and 93 of the *Community Charter*.
- j) The public may attend meetings to observe only. Members of the public must maintain decorum at all times. Interruptions of any kind are not permitted while the meeting is in progress.
- k) When deemed relevant to the discussion of a particular item of business under consideration, the Committee will take into account the meeting business, the permitted time to conduct the remaining business and the Chairperson may, with majority consent of those committee members in attendance, give permission to a member of the public in attendance to speak to the item. The speaker will deliver their comment(s) within a limited time as determined by the Chairperson.
- l) Meetings shall last no longer than two (2) hours, except under extraordinary circumstances as agreed to by the committee members present.
- m) Members are expected to attend all regularly scheduled meetings. Corporate Administration will keep an attendance log and notify the Chairperson where there have been three (3) consecutive absences without knowledge/ reason. Council may determine that prolonged unexcused absences may result in the removal of the member.
- n) Any person with particular expertise, including staff, may be invited by the Chairperson or staff liaison(s) to attend a meeting in order to provide information or advice.
- o) The Committee must hear and consider representations by any individual, group or organization on matters referred to the Committee by Council.
- p) The Committee does not have the authority to commit funds, enter into contracts or commit the City to a particular course of action.
- q) The Committee cannot direct staff to act without the endorsement of Council. They cannot direct staff to take any action which is contrary to existing policies or directives or establish policies for the City.
- i. Any such action must be referred to Council for consideration and adoption; and

- ii. Staff liaisons may advise of existing policies or Council directives, and the need to refer the matter to Council prior to taking any action.
- r) On broader matters, such as organizing or setting up major/ unusual events or projects which do not have budget implications, the Committee must receive prior approval from Council.
- s) Where a Member, their family, employer, or business associates have any interest in any matter being considered by the Committee, that member will absent themselves from all aspects of consideration of that matter by declaring a Conflict of Interest. In this circumstance they are not to participate in any discussion nor the vote on the matter.
- t) Members are not permitted to speak directly with the media on behalf of the Committee.
- u) Members will not represent themselves as having any authority beyond that delegated in the Terms of Reference approved by Council.

9. Meeting Quorum

- a) Quorum for meetings shall be a majority of all voting members. Quorum is the minimum number of voting members who must be present in order to conduct meeting business. Actions cannot be taken without quorum.

If during the meeting the Chairperson is aware that there is no longer a quorum present then they must announce the fact that quorum has been lost before taking a vote or presenting another motion and conclude the meeting.

- 7 members (majority) = four (4) voting members
 - 6 members (majority) = four (4) voting members
 - 5 members (majority) = three (3) voting members
 - 4 members (majority) = three (3) voting members
 - 3 members (majority) = two (2) voting members
- b) If there is no quorum present within 15 minutes of the scheduled start time, the Committee Clerk will:
 - i. Record the names of the members present, and those absent; and
 - ii. Conclude the meeting until the next scheduled meeting.

10. Meeting Minutes

- a) The meeting minutes will be action based and will only include:
 - i. Attendance
 - ii. Items discussed
 - iii. Resolutions that were adopted
 - iv. Action Items that were directed
 - v. Recommendations that were directed or adopted by the Committee.

11. Staff Support

- a) The Recreation & Culture department will provide the staff liaison(s) to include the Director of Recreation and Culture and the Community Recreation Coordinator – (Seniors) who will provide technical support. Support functions include:
- i. Participate in the orientation of Committee members at the beginning of each term, and to new members as they are appointed, in regard to the mandate, work plan suggestions of Council, or adopted work plan, previous successes, how the Committee fits within the organization and supplemental materials given for information purposes;
 - ii. Forward all agenda items to Corporate Administration at least one (1) week prior to the meeting date for agenda preparation and to post on the Public Notice Posting Place;
 - iii. Prepare reports on behalf of the Committee;
 - iv. Review and return draft minutes to Corporate Administration prior to adoption;
 - v. Report back with status updates agenda items as required; and
 - vi. Prepare an Annual Report to be submitted to Council for information. The report will be forwarded to the Committee prior to going to Council so their feedback can be considered.
- b) Corporate Administration will provide meeting management and recording support. Support functions include:
- i. Provide members with orientation at the beginning of each term, and to new members as they are appointed, in regard to meeting process and procedures including review of the City's Code of Conduct, Respectful Workplace Policy and the Anti-Racial Discrimination and Anti-Racism Policy;
 - ii. Receive and prepare correspondence;
 - iii. Maintain a list of outstanding issues for action (Action Tracking);
 - iv. Organize and prepare meeting agendas, in conjunction with the Chairperson and staff liaison
 - v. Receive and organize all agenda-related presentation materials and/or hand-outs;
 - vi. Distribute agenda packages to members;
 - vii. Post all notices, agendas and minutes for the public record;
 - viii. Prepare and provide minutes to the Director of Corporate Administration and staff liaison;
 - ix. Provide minutes, with recommendations, to Council;
 - x. Update the Terms of Reference policy; and
 - xi. Create, amend and post, as needed, the Committee meeting calendar.

12. Procedures

Unless otherwise provided for in these Terms of Reference, the procedures of the Committee will be governed by the City's Council and Committee Procedure Bylaw.

Sub-Committees and Working Groups (as noted in the City's Council and Committee Procedure Bylaw)

- a) Sub-committees: A committee may appoint members to a sub-committee to inquire into matters and to report and make recommendations to the committee for a specific purpose. A sub-committee may be formed in the circumstance there is a heavy workload and there are items that can be broken down and worked on with the sub-committee's advice and recommendations coming back to the originating committee. Meetings of the sub-committee are open to the public (subject to statutory closed meeting matters under s. 90 *Community Charter*), must include agenda, meeting minutes and be posted as a AC meeting held by the City of White Rock.

Note: Dedication of resources may be difficult to provide in view of competing priorities by staff.

- b) Working Groups: A committee or sub-committee may form a working group (2 or 3 persons) as an alternate to sub-committees for the limited purpose of:
- i. Gathering, summarizing or preparing a presentation of information, including research and analysis, to deliver to the originating Advisory Body of Council, or
 - ii. Carrying out a specific prescribed activity (e.g. parade float production, taking available information and placing it into a specified format for the originating Committee).
- c) Due to the limited nature of the working group, they would perform their work on their own. If a working group provides advice and recommendations or an opinion on matters of policy to Council, the Committee then may be characterized as a sub-committee and not a mere working group – this type of work is to be done in the committee or sub-committee format so the public have the opportunity to see and hear how recommendations to Council are formed. A working group does not meet in formal circumstances (i.e. no agenda, meeting minutes, meeting notice is required).

13. Code of Conduct

Committee members will be required to sign a statement agreeing that they have read, understood, and will conform to the City's Code of Conduct as defined in the Council policy regarding Code of Conduct for Committee Members, the Respectful Workplace and Anti-Racial Discrimination and Anti-Racism policies. This will be required immediately upon appointment. The statement / agreement for signature is attached to, and forming, part of this policy.

Note: Anyone that has been removed from the Committee due to a breach in the Code of Conduct, under the current Council term, will not be considered for future appointments to a committee.

CITY OF WHITE ROCK COMMITTEE CODE OF CONDUCT STATEMENT / AGREEMENT

This will confirm that as of _____ (DATE), I have read the following policies adopted by City Council:

- Policy 180, Seniors Advisory Committee Terms of Reference;
- Policy 120, Code of Conduct for Committee Members;
- Policy 405 Respectful Workplace Policy; and
- Policy 406 Anti-Racial Discrimination and Anti-Racism.

I understood the policies and I will conform to the City's Code of Conduct as outlined in these policies.

(PRINT NAME)

(SIGNATURE)