



## Terms of Reference

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### 1. Name

Healthy Communities (HC) Standing Committee

### 2. Mandate & Scope

The HC Standing Committee will be committed to pursuing the strategic goals of Council that focus on improving the quality of life for Central Saanich residents, including the following principles:

- Provide a range of housing opportunities and protect housing affordability;
- Support local business and community economic development;
- Foster a sense of community; and
- Respond to community need.

Matters considered by the committee will include strategic priorities and projects identified in the Official Community Plan and master planning document, including:

- Childcare Access and Availability
  - Childcare Inventory & Action Plan
- Economic Resiliency
  - Community Economic Resilience Action Plan
- Accessible Community
  - Accessibility Plan (to come late 2023)
  - Age Friendly Communities Plan
- Sustainable Healthcare
- Affordable Housing
  - Housing Needs Assessment
- Active Transportation

### 3. Enabling Legislation/Authority

The HC Standing Committee is a standing committee of Council as defined by s. 141 of the *Community Charter* and s. 28 of the Council Procedures Bylaw.

### 4. Reporting Relationship

The HC Standing Committee reports to Council.

### 5. Membership & Composition

The membership of the committee shall be three members of Council, appointed by the Mayor, and the Mayor as ex-officio, and may include:

- First Nations: up to two representatives from the W̱SÁNEĆ Leadership Council, the W̱JOLEŁP (Tsartlip) or S̱ÁUTW̱ (Tsawout) First Nation.

The following organizations will be asked if they wish to provide subject matter representatives to be available to act as advisors and attend based on specific agenda topics:

- Beacon Community Services
- Saanich Peninsula Hospital Foundation/Shoreline Medical
- Island Health
- Sidney Business Improvement Association/Peninsula Chamber of Commerce/South Island Prosperity Project
- School District #63
- Federal and Provincial Elected official, staff member or Ministry employee
- Childcare providers
- Peninsula Recreation (Capital Regional District)
- Central Saanich Police Services
- Other as requested by the Committee or Council

## **6. Appointment and Terms**

The Term of this Standing Committee has been set for two years.

Any member who wishes may stand down after less than the full two-year term, and another member will be appointed by the Mayor. Council members serve at the recommendation of the Mayor.

## **7. Remuneration and Budget**

This committee does not remunerate members. No additional budget is required for this standing committee.

## **8. Governance Principles**

- a) Quorum will be the majority of membership appointed
- b) Meetings will follow the Council Procedures Bylaw
- c) Meetings will be held every other month, with the exception of August and December, and at the call of the Chair
- d) Meetings will be held during the workday
- e) Meetings will be open to the public, but not webcasted
- f) If a member of the public wishes to comment on a matter relating to the Committee or its business, such comment may be submitted to Council.
- g) Meeting agendas and minutes will be posted to the District's website
- h) All decisions of the committee shall be reached by majority vote of the members present, including the vote of the chair, with a tie vote being defeated
- i) Referrals and requests for additional information will flow through Council

## **9. Responsibilities**

- a) Chair –
  - The role will be elected from among the members
  - An acting Chair will be elected as needed
  - The Chair will assist the meeting to flow smoothly and follow the Council Procedures Bylaw
  - The Chair will meet with staff to discuss the agenda prior to each meeting
- b) Members
  - Members will:



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- attend scheduled meetings, and if unable to attend advise staff with as much notice as possible.
  - Contribute to the discussion and debate
  - Prepare in advance by reviewing the materials
- c) Staff Liaison
- The staff liaisons will be the Director of Planning and Building Services and/or designate and the Director of Corporate Services and/or designate.
  - Other District staff may be required to attend as needed depending on subjects on the agenda
  - Staff liaison will prepare agendas and minutes in consultation with the Chair
  - Staff liaison will attend meetings to provide additional information when requested

*Approved by Council on: January 23, 2023*