

Terms of Reference

1. Name

Age-Friendly Plan Steering Committee

2. Mandate & Scope

The purpose of the Steering Committee is to assist the District of Central Saanich in preparing the Age Friendly Community Plan by providing insight and understanding of the experience of seniors in Central Saanich. The Plan will help District understand how to create an Age-Friendly services and infrastructure to support seniors in the community. The Plan will provide District Council and staff with an understanding of where the municipality can support seniors through buildings and infrastructure, services and health care, policies, and communications practices.

The contributions of the steering committee will be integral to the project by providing guidance and advice throughout the project from the initial engagement approach, to reviewing initiatives, identifying stakeholders and partners, and providing insight and connections.

The Steering Committee is strictly an advisory body providing comments and recommendations to the consultant to gather and incorporated throughout the development of the plan. The expectation is members of the steering committee will be in place for the duration of the project (March through to October 2023), from project initiative through the preparation of the Age-Friendly Plan.

3. Enabling Legislation/Authority

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

4. Reporting Relationship

The Steering Committee reports to Council.

5. Membership and Composition

The steering committee will be comprised of approximately 8 – 10 members, including two Councillors, community members, service providers, health providers, local organizations, and representatives from neighbouring communities and First Nations.

6. Participation Expectations

- Steering committee members will be invited by Central Saanich to participate in five sessions.
- Participation on the steering committee is voluntary with no remuneration.
- Meetings are expected to be approximately 1-1.5 hours in length. There will be home review required, such as agendas and background information.
- Each member must display an openness to different perspectives and constructive approach to working with others, as well as act as a community advocate to encourage the involvement of colleagues, clients, neighbours, and friends through the public engagement opportunities.

7. Governance Principles

- a. Quorum will be the majority of membership appointed
- b. Meetings will follow the Council Procedures Bylaw

Terms of Reference

- c. The number and purpose of meetings will be held according to the schedule with the flexibility to change dates if needed
- d. Meetings will be held during the workday
- e. Meetings will be open to the public, but not webcast
- 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

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

Members

- Members will:
 - 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

Staff Liaison

- The staff liaisons will be the Manager of Community Services or designate
- Other District staff may be required to attend as needed depending on subjects on the agenda
- Staff liaison will prepare agenda and minutes in consultation with the Chair
- Staff liaison will attend meetings to provide additional information when requested

Meeting Schedule

Date	Topics
Friday, March 3, 2023, 1:00 p.m.	Terms of Reference Introductions Overview of project and purpose Timeline
Friday, March 17, 2023, 1:00 p.m.	Community engagement plan and materials
Friday, May 5, 2023, 1:00 p.m.	Findings to date
Friday, June 9, 2023, 1:00 p.m.	Draft plan framework
Friday, September 15, 2023, 1:00 p.m.	Draft plan