

DISTRICT OF SQUAMISH

TERMS OF REFERENCE SELECT COMMITTEE ON SENIORS ISSUES

1. PURPOSE OF COMMITTEE

The Select Committee on Seniors Issues shall advise the Council and in particular:

- (a) Consider and evaluate seniors issues referred to it by Council and report back to and make recommendations to Council on those issues.
- (b) Propose studies of matters deemed to be of concern to seniors and will submit recommendations to Council.
- (c) Act as a resource and provide advice on long term planning issues for present and future seniors (i.e. transportation, housing, etc.).
- (d) Act as a resource and provide advice on short term issues related to seniors (i.e. access to shopping services, development proposals, etc.).
- (e) Act as a clearing house for seniors by receiving input, from individuals and groups and making recommendations to the Council.
- (f) Provide a forum for the District of Squamish, representatives of seniors organizations and interested groups and individuals to exchange information, discuss issues, problems, solutions, new initiatives and provide recommendations to Council concerning seniors and future seniors in Squamish.
- (g) Facilitate construction of a Senior's Resource Centre and to advise the District Council on issues that affect the seniors citizens of Squamish.

2. LIMITATION OF THE DUTIES AND POWERS OF THE COMMITTEE

The Committee has no delegated authority from Council and is not empowered to manage property or recreation facilities or conduct senior's programs within the District.

3. COMPOSITION OF THE COMMITTEE

The Committee shall be composed of two members of Council appointed by Council, and ten (10) additional members who shall be members of the public, members at large being fifty-five (55) years of age or older, appointed by Council on the basis of nominations received by the District from the following seniors groups:

- (a) Squamish Branch No. 70 Senior Citizens Association of BC;
- (b) Tantalus Seniors Centre Society;

- (c) Squamish Senior Citizens Home Society;
- (d) Squamish Nation;
- (e) Sikh Community.
- (f) five (5) members at-large

4. ADVISORY PERSONS TO THE COMMITTEE

The following persons may participate in meetings of the Committee in an advisory capacity, but shall not vote:

- (a) Administrator, Manager of Planning Services, Manager of Recreation Services or other staff as designated by the Administrator, clerical assistance for recording minutes, preparing agendas and organizing resource material;
- (b) Representative of Continuing Care, Coast-Garibaldi Health;
- (c) Representative of Vancouver Coastal Health Authority;
- (d) Provincial Government Agent;
- (e) Representative, Squamish Mental Health;
- (f) Representative, Sea to Sky Community Services.

5. APPOINTMENT AND MEMBERSHIP

Nominations

- (a) Each of the seniors groups referred to in Section 3 may submit two nominations (one for member and one for alternate), and Council may in any case decline to appoint a nominee and request the seniors group, as the case may be, to submit a further nomination.
- (b) Nominations of the organizations listed in Section 3 will be invited by the District and forwarded to Council. Appointments will be made prior to the first Committee meeting in each January.

Term and Termination

- (a) Members of the Committee shall serve at the pleasure of Council.
- (b) Council may terminate the appointment of any member of the Committee at any time.

Resignation and Absenteeism

- (a) A member may resign from the Committee on presentation of written notice at a regular meeting of the Committee. Any member who is absent from three (3) consecutive monthly meetings without cause or without notice to the chairperson, shall be deemed to have resigned from the Committee.

Vacancies

- (a) Any vacancy on the Committee other than a vacancy caused by the resignation of a Council member shall, for the expired portion of any term, be filled by Council from the list of nominations from which the member was appointed, or Council may invite fresh nominations from the seniors= organization that nominated the member who has vacated the position, as the case may be.

Composition of Committee

- (a) At all times the District shall ensure that at least one of the members of the Committee is a Council member, as required by the *Local Government Act*.

Chair

- (a) The Chair of the Select Committee shall be the Council member appointed by Council and the Deputy Chair shall be nominated by the Committee to serve a one year term at the first meeting; and annually at the first meeting of each subsequent year.

Remuneration

- (a) All members of the public appointed to the Committee shall serve without remuneration. All expenses reasonably incurred in the carrying out of Committee business may be reimbursed by the Manager of Financial Services with approval of the Manager of Planning Services.

6. **MEETINGS**

Regular Meeting

- (a) regular meetings of the Committee will be held on the second Tuesday of each month, at 9:00 a.m.

Special Meeting

- (a) The Chairperson or any two members may call a special meeting of the Committee.

Notice

- (a) Meeting notice shall be in accordance with the Procedure Bylaw.

Quorum

- (a) The quorum for the Committee is five (5).
- (b) Should there be no quorum present within 15 minutes after the time appointed for the meeting, the recorder shall record in the minutes the names of the members present at the expiration of such fifteen minutes and that meeting shall stand adjourned until the next scheduled meeting.

7. CORRESPONDENCE

The Committee is authorized to:

Carry on correspondence in its own name, using the Committee letterhead provided by the District, for administrative functions within the Committee terms of reference and to facilitate meeting agenda and delegation follow-up. As an advisory body with no delegated authority, the correspondence must not suggest any commitments which can only be authorized by the District.