



TERMS OF REFERENCE

SENIORS ADVISORY COMMITTEE (SAC)

Approved by Council:
Amended:
Amended:

Dec. 2012
May 2013

1.0 ESTABLISHMENT

The SENIORS ADVISORY COMMITTEE (the “Committee”) is established pursuant to the Advisory Committee Establishment Bylaw 2008 No. 4700, including its amendments, and is an advisory committee subject to the specific scope and mandate outlined in this Bylaw and as supplemented by the provisions of this document.

2.0 PURPOSE

The Committee is established by Council to:

- 2.1 represent the Township of Langley seniors’ perspectives on municipal and other key seniors’ issues (i.e. transportation, affordable housing, parks, cultural, and recreation services, and geographical service delivery)
- 2.2 provide a voice for Township of Langley seniors, exchanging information about current issues and emerging concerns
- 2.3 provide input to Township staff as requested on an ongoing basis
- 2.4 work toward identified goals as outlined in an annual work plan (work plan may include hosting seniors discussion forums, support strategic planning for development of local senior services, public information, etc.)
- 2.5 make recommendations to Council on related matters

3.0 MANDATE

The Committee is interested in raising awareness of seniors needs for services in terms of outdoor spaces and places, transportation, housing, social participation, respect and social inclusion, civic participation and inclusion, communication and information, and community support and health services in the community.

On May 13, 2013, Council designated the Seniors Advisory Committee as the “Age-Friendly Advisory Steering Committee”, as per the Age-Friendly Status requirements.

4.0 COMPOSITION AND STRUCTURE

4.1 Community Representatives

In making its appointments to the Seniors Advisory Committee, Council is requested to consider Langley's geographic diversity and public interest, and appoint applicants who possess knowledge and expertise in these areas.

4.2 Duration of Appointments

Terms will be two years duration. Appointments made after the date of adoption of Council Advisory Committee Establishment Bylaw 2008 No. 4700 Amendment Bylaw 2012 No. 4905 will serve as year one in the calculation of service for all Committee appointees, and it is recommended that when the first appointments are made in January 2013 that half of the appointees be appointed to serve a one-year term and half be appointed to serve a two-year term to ensure coverage.

4.3 Remuneration

A member may be reimbursed for incidental and out of pocket expenses incurred for work on behalf of and approved by the Committee upon prior approval of Council.

5.0 ROLES AND RESPONSIBILITIES

5.1 Responsibilities of Committee Members

5.1.1 Co-Chairs

Council Advisory Committees will be co-chaired by the Council representative appointed to the Committee (non-voting) and a community member appointee (voting) as elected by the Committee. The Co-Chairs facilitate the meetings of the Committee and work with staff on related tasks between meetings. The Co-Chairs will consult with staff and Committee members to appoint liaison representatives to support the work of affiliated committees. The Co-Chairs speak for community participation, infrastructure, and environment issues, and represent the views of the Committee in any external liaisons and Township meetings.

5.1.2 Committee Members

Committee members work together to contribute community knowledge, expertise, and advice in matters related to Township of Langley seniors.

6.0 MEETINGS

6.1 Staff Support

The General Manager, Engineering and Community Development, or designate shall attend and support Committee meetings.

7.0 SUBCOMMITTEES

When and as required by other levels of government, and in maintenance of professional standards, accreditations or best practices Council may consider and allow the formation of subcommittees with specific expertise and oversight. As these subcommittees are not ad hoc or task force specific, the establishment of a subcommittee must be by a resolution of Township Council on a yearly basis.

8.0 TASK FORCES

The Committee may establish a task force for a specific purpose with duration of up to a maximum of 90 days to undertake special projects which may require extended consultation, review and planning, subject to prior approval by Council.