

## **New Westminster Seniors Services Task Force Terms of Reference (June 16, 2010)**

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### **History:**

The Seniors Services Task Force (SSTF) was established in 2005. Its first task was to determine if there was community interest in identifying the needs of New Westminster's aging population and in working together to create an age friendly community. As a result of the interest expressed at the first meeting and with funding support from New Horizons Canada, the Task Force commenced an ambitious work plan. It established Committees to discuss topics such as health, housing, security and transportation. It also initiated a city-wide survey of the housing and services needs of nearly 300 individuals aged 55 and older.

A final Seniors Services Task Force Report (April 2007), which included 27 recommendations, was presented to City Council and to the General Public. These Terms of Reference are intended to address Recommendation #27: "That a community seniors committee be struck by the SSTF whose mandate is to coordinate and communicate the needs of our aging population."

### **Purpose:**

- Coordinate and address the needs of seniors in New Westminster.

### **Principles:**

- Is seniors based and led.
- Encourages the participation of the aging population.
- Is inclusive of, collaborates and encourages participation from all older adults, agencies and organizations with an interest in the needs of an aging population.

### **Membership:**

- Membership will include representative(s) from the 2008 list of SSTF participants.
- These members will constitute the Committee of the Whole.

### **Meetings:**

- SSTF meetings will be held a minimum of five times per year.

### **Table Officers:**

- Based on the Principles, a senior Chairperson and senior Vice-Chairperson will be elected from amongst the members of the SSTF at the last meeting of the annual year.
- The Chair and Vice-Chair will serve a renewable term of one year. Upon completion of the term, the Chair will serve as Past-Chair and the Vice-Chair will serve as Chair.
- The Chair or his/her designate will chair all meetings.
- A secretary will be selected annually from amongst the SSTF Membership to take Committee of the Whole minutes. In the absence of the secretary, the Chair will delegate the task.
- The annual year for the SSTF will be July 1<sup>st</sup> to June 30<sup>th</sup>
- The Chair, Past-Chair, and Vice-Chair will automatically sit on Governance.

## **Governance**

- Governance, with a renewable one-year term, is open to all SSTF members.
- Governance will include: Table Officers listed above, the Coordinator (if applicable), a representative from the host agency holding the Coordinator's contract, at least one representative from the City, and at least one service provider member.

### **Responsibilities:**

- In conjunction with the Chair and the Coordinator (if applicable), Governance will prepare Committee of the Whole meeting agendas, a draft annual budget, funding applications, contracts, and other documents needed to facilitate the SSTF in its work.
- Governance will conduct an annual review of the Terms of Reference, Code of Conduct, and Conflict of Interest Policy. Any changes will be brought to the Committee of the Whole for review and approval.
- Specific projects and grants will be:
  - Reviewed by Governance for SSTF Committee of the Whole consideration,
  - approved by the Committee of the Whole, and
  - managed by the host organization or individuals responsible.
- In the instance that organizations or individuals are hired by the SSTF, Governance will follow a selection process approved by the Committee of the Whole.

## **Sub - committee(s)**

- Sub-Committee membership will be self-selecting, based on individual interest in activities and/or projects.
- Sub-committees will: be senior-led, meet as required to complete activities and/or projects, and report regularly on progress and accomplishments.

### **Responsibilities:**

- Sub-committee(s) will be formed as necessary to propose and implement activities and/or projects based on SSTF Report (April 2007) recommendations and/or New Westminster seniors' needs and priorities as identified by the Committee of the Whole.

## **Resources:**

- Chairperson, Vice-Chairperson, Past-Chairperson
- Secretary
- Coordinator (if applicable)
- Members of the SSTF and anyone interested in supporting projects which will address the needs of New Westminster's aging population.
- Terms of Reference, Code of Conduct and Conflict of Interest Policy
- Annual Budget
- Funder(s)' Reports
- Central location for storing minutes and receiving correspondence will be at host agency location (Seniors Services Society: 2008 - present).

## **Membership by Organization (May 2010)**

Century House Association

City of New Westminster

City Councilor

Emergency Program Office

Fire & Rescue Services

Parks and Recreation

Police Service

Public Library

Senior Social Planner

Seniors' Advisory Committee

Community seniors

Dunwood Place

COSCO (Council of Senior Citizens Organizations)

Family Services of Greater Vancouver

Family Services of Greater Vancouver: NW Police Elder Abuse Counsellor

Fraser Health:

Advance Care Planning

Lifeline Program

Mental Health

New Westminster Home Health Care

MLA

MP for New Westminster-Coquitlam

Queensborough Pensioners Association 149

Seniors Services Society (SSS)

Trans Link / Access Transit

United Way of the Lower Mainland

YMCA Healthy Heart Program

## **Organizations currently represented minimally or not at all:**

BC Housing

Douglas College: Centre for Creative Aging

Family Doctors

Faith groups

Fraser Health: Geriatric Care

First Nations

Dental Health

Fraserside Community Services

Multicultural groups

MVT Canada: HandiDart

Queens Park Care Centre

Royal Columbian Hospital Volunteer Services

Salvation Army

Sapperton Pensioners' Hall