City of Port Moody
Council Committee Terms of Reference

Date:	June 30, 2017	File No. 0360-20-53
Type:	Select	
Committee Name:	Seniors Focus Committee	

Approvals/Reviews/Amendments

Approval date: June 27, 2017
Revision date: ~~February 21, 2023~~
~~December 12, 2023~~
~~May 21, 2024~~
September 9, 2025

1. Committee Purpose

To provide Council with advice and recommendations on seniors' issues, strategies and initiatives as detailed below and within the terms of the Council Committee System Policy and the Council Strategic Plan.

2. Duties

2.1 The Committee will provide advice and recommendations in the following areas:

- recommendations provided in the Age Friendly Community Planning Project report;
- short, medium and long term goals to address seniors' issues within municipal jurisdiction;
- opportunities for strengthening the City's existing recreation programs and services for seniors;
- current and future trends that may influence the delivery of services for seniors;
- opportunities for corporate alliances;
- seniors' issues, strategies and initiatives within municipal jurisdiction; and
- other areas identified by the Committee with approval from the Council.

2.2 The Committee may hear and consider representations by any individual, organization, or delegation of citizens on matters pertaining to the workplan provided and approved by Council.

3. Membership

3.1 Members will be appointed in accordance with the Council Committee System Policy. The Committee will be comprised of the following:

- two (2) Council representatives serving as Chair and Vice-Chair;
- one (1) representative from the Seniors Friendship Society (voting);
- one (1) Youth Seat member; and
- up to nine (9) members-at-large (aged 55 years or older);

for a total of no more than 13 members.

3.2 Membership shall be two years from January to December, with half of the members appointed each year.

3.3 Council will endeavour to ensure that there is a broad and equitable representation of the community on the Committee.

4. Operations of the Committee

4.1 Meeting Schedule

At their first meeting the Committee will be provided with their meeting schedule, which will identify the dates, time, and location for meetings. The Committee will meet monthly, except for August and December, or at the call of the Chair.

4.2 Annual Work Plans

On an annual basis, in January, the Committee will receive and review their work plans, which will be provided by staff in accordance with Council's Strategic Plan. The Committee may add items to the work plans if they are aligned with and support the Council Strategic Plan. Work plans will be submitted, and additional items highlighted, for Council approval.

4.3 Annual Reports

On an annual basis, in November, the Committee will endorse a report for submission to Council that summarizes their activities and recommendations over the past year and how these activities are aligned with the Council Strategic Plan.

4.4 Rules of Procedure

Meetings will be conducted in accordance with the rules and procedures set out in the Council Procedure Bylaw and Council Committee System Policy.