

Terms of Reference –Senior Citizens’ Recreation and Culture Advisory Committee

Background

In 2020, the District identified the need to gather community input on improving and expanding Seniors Programming across the three recreation facilities at Brennan Park Recreation Centre, the 55 Activity Centre, and the new Westwind Facility. A Senior’s Steering Committee was formed, to seek community feedback to provide Senior’s Recreation and Culture programming that is inclusive and reflects the needs and interests of a wide variety of groups. The committee engaged the public through data collection, surveys, and liaising with different organizations of interest. The summary of engagement was that each facility could be branded into a different hub of activities and interests that best suit the overall environment of the building. Additionally, it was recommended that a resident-based 55+ advisory group be formed with a term of reference to guide the future of Recreation and Culture programming for the 55+ Community in Squamish.

Purpose

The Senior Citizens’ Recreation and Culture Advisory Committee will collaborate with and provide recommendations to staff on programs and Senior’s related issues connected to the 55+ Recreation and Culture Programming in Squamish. The Committee will advise on the delivery of recreation and culture across Brennan Park Recreation Centre, The 55 Activity Centre, and Westwind’s facility.

Objectives

The overarching objective of this committee is to increase the social well-being of 55+ community in Squamish. As well to;

- a. To provide a link to the 55+ community to engage in recommendations, proposals for new programs and accept feedback to improve recreation and culture with the District of Squamish,
- b. To identify barriers to access by 55+ community to recreation and cultural programs and services,
- c. To be inclusive of all community needs and interests and reflect a diverse range of groups and members.

Limitations of the Duties and Powers of the Advisory Group

The Committee recommendations to staff will occur in the manner defined by these terms of reference. The Committee has no decision-making authority to direct staff and is advisory only.

Term

An appointed committee member will serve for a two (2) year term. Members may serve on the Committee for a maximum of two (2) consecutive terms.

Appointment

Nominations

- The District may advertise or solicit membership to the Committee. Appointments may be made at any time during the term of the Committee.

Resignation and Absenteeism

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

Vacancy

- If any vacancy should occur during the term of any member for any reason, District Staff shall immediately appoint a person to fill the vacancy for the remainder of the term including the invitation of fresh nominations.

Remuneration

- All members of the Committee shall serve without remuneration. All expenses reasonably incurred in the carrying out of Committee business may be reimbursed by the General Manager of Financial Services of the District with approval of the CAO.

Membership

The Committee shall be composed of eleven (11) members and be appointed by the Committee having met the criteria set out in the Terms of Reference and put forward by the Chair.

- a) Seven (7) Squamish-based residents 55+ (member-at-large)
- b) One (1) representative of the Squamish Seniors Centre Society)
- c) One (1) representative of the Squamish Nation
- d) One (1) representative of the Sikh Community
- e) One (1) representative who deals with either the housing, care or education of the Seniors Community.

The positions and duties of the Committee shall be as follows:

Chair

- i. The Director of Recreation and Culture will hold the Committee Chair position and non-voting position to uphold the processes and functions in accordance with the terms of reference and ensure appointed members conduct themselves appropriately.
- ii. In collaboration with the committee members and staff delegate appropriate action and responsibility to the Vice Chair and Committee Members.
- iii. In collaboration with the committee prepare an agenda for each scheduled meeting of the committee.
- iv. Shall aid with the drafting of reports or information pertaining to the committee.

Deputy Chair

- i. Assume the duties of the Chair in the event of an absence will be either the Assistant Director of Recreation and Culture or another committee member as appointed on a needed basis.
- ii. Shall perform and carry out the duties and responsibilities assigned by the Chair.

Secretary

- i. Committee member will elect secretary/ clerk
- ii. Shall record the meeting minutes and distribute to appropriate parties once finalized.

Seven (7) Members at Large

- i. Shall serve as representatives to provide guidance, knowledge and discussion with relevant topics that apply to the 55 + Community in relation to the purpose of the Committee.

Exceptions to the above terms will only be considered when:

- a. An insufficient number of applications have been received.
- b. A particular area of expertise is vacant with no appropriate or qualified candidates.
- c. If the committee would suffer a lack on continuity during appointment.

Member Responsibility

- a) Committee Members shall become familiar with the Parks and Recreation Master Plan, Brennan Park Fields and Land Master Plan, Arts, Culture and Heritage Strategy, and the 55+ Recreation and Cultural Program Engagement Summary report.
- b) Each Advisory member will serve as an independent community volunteer and will not represent the concerns of any particular community organization. Committee members shall work together as a team for the purpose achieving positive outcomes that will benefit the entire 55+ Community.
- c) Committee members are selected based upon their experience and knowledge and are expected to actively participate in committee meetings.
- d) Committee members shall declare any situation that is, or has the potential to be a conflict of interest.

Meetings

Regular Meeting

- a) To be held bi-monthly
 - i. September
 - ii. November
 - iii. January
 - iv. March
 - v. June
- b) The Committee will not meet in July or August.
- c) Meetings of the Committee will be held, with the time and date determined at the first meeting, which will be called by the Chair.

Agenda

Meeting agenda shall be prepared, distributed and circulated prior to the meeting.

Quorum

- a) The quorum for the Advisory Group is 40% of membership.
- b) Should there be no quorum present within 15 minutes after the time appointed for the meeting, the secretary shall record in the minutes the names of the members present at the expiration of such fifteen minutes and the meeting shall stand adjourned until the next scheduled meeting.

Staff Support

- a) Staff will act and advise in a manner that supports the Committees mandate for Recreation and Culture programming across three unique facilities.
- b) Staff will support the DOS programming model and community plan to embrace inclusivity, diversity in identity, culture, color, and race across all generations.
- c) Staff will support the neighbourhood hub model, stating that programs and events for residents 55 and older will continue to be offered at the 55+ Activity Centre, and Brennan Park Recreation Centre. Community programs for all ages may also be offered at these facilities.
- d) Programming at the new Westwind's building is exclusively for 55+ community members.

Code of Conduct

All appointees will be required to sign a statement agreeing that they have read, understood and will conform to the District's Code of Conduct as defined in the policy regarding Council and Committee Member Code of Conduct.

Failure to comply with the Code of Conduct will result in immediate removal from the Committee.

Review of Terms

In accordance with the District of Squamish's mission to protect and enhance the livability and sustainability of our community, the Committee terms of reference will be reviewed and updated every three (3) years by the chair, and Committee to ensure continued success of the committee.

END