

## **Terms of Reference**

### **City of Victoria Seniors' Task Force**

#### **1. Purpose**

The purpose of the Seniors' Task Force is to develop a Seniors' Action Plan, providing advice and recommendations to Victoria City Council and staff to inform the development of a City of Victoria Seniors' Strategy. Task Force members will draw from their own expertise and invite expertise from the general public around the question "How can the City of Victoria promote healthy seniors and positive aging?," considering topics including:

- Mobility;
- Housing;
- Parks and greenspace;
- Land use and environmental design;
- Recreation, wellness, inclusion and community services;
- Food systems;
- Arts and culture;
- Access to municipal facilities, programs and services;
- Civic engagement processes and information platforms;
- Emergency preparedness and response including climate change;
- Integration with health and support services delivered by Provincial and Federal governments and agencies;
- and other matters that the Task Force deems relevant to the interests of seniors' in the City of Victoria, with particular attention to matters under local government jurisdiction.

#### **2. Definition**

For the purposes of the Task Force, senior citizens are defined as all persons aged 65 and over.

#### **3. Composition**

The City of Victoria Seniors' Task Force will be comprised of up to twenty (20) members of the public appointed by Council, representing diverse perspectives and experiences of seniors, and consisting of a high proportion of seniors and with balanced gender representation, including:

- Cook Street Village Activity Centre – 2 nominees;
- James Bay New Horizons Society – 2 nominees;
- Silver Threads Society – 2 nominees;
- James Community Project – 1 nominee;
- Victoria Community Association Network – 3 nominees;
- Inter Cultural Association – 1 nominee;
- Victoria Immigrant and Refugee Centre Society – 1 nominee;
- Victoria Disability Resource Centre - 1 nominee;

- Our Place Seniors' Group – 1 nominee;
- Native Friendship Centre – 1 nominee;
- Aboriginal Coalition to End Homelessness – 1 nominee;
- At Large Members – Up to 4 nominees

For organizations allocated more than one nominee, at least one nominee must self-identify as a woman, at least one nominee must be older than 65 years of age, and at least one nominee should be a volunteer with the organization.

Two Council members will be appointed to serve as non-voting liaisons to the committee.

Staff in the Mayor's Office, Sustainable Planning and Community Development, and Legislative Services will act as a resource to the committee as appropriate and at the direction of the City Manager.

Specialists from partner organizations including the University of Victoria and Island Health may also act as a resource to the Task Force.

#### **4. Procedure**

The Task Force will be co-chaired by the two Council Liaisons.

Meetings will be conducted in accordance with procedures adopted for other City of Victoria advisory committees.

The Task Force will meet as follows:

- Three (3) preliminary meetings to identify issues and potential action items for inclusion in the Seniors' Action Plan;
- Three (3) public engagement workshops to invite public comment on the draft Seniors' Action Plan;
- A final plenary meeting to confirm the Seniors' Action Plan and recommendations for referral to Victoria City Council.

#### **5. Deliverable**

The City of Victoria Seniors' Task Force will submit a Seniors' Action Plan for consideration by City Council and staff, providing advice and recommendations on the items identified in the Purposes section above, no later than January 31, 2020.