

CITY OF CHESTERMERE
POLICY HANDBOOK

EFFECTIVE DATE: January 01, 2019	POLICY: 841
APPROVED BY: COUNCIL	SUBJECT: Council Task Force on Seniors
REVISED DATE:	PAGE NO.: 1 of 5
EXPIRY DATE: January 2020	POLICY TYPE: COUNCIL AND COMMITTEE POLICY

PURPOSE AND INTENT

To establish the Terms of Reference governing the activities of the Council Task Force on Seniors Housing

POLICY

1.0 Background

The City's vision is that Chestermere is a sustainable lakeside recreational community that is safe and family oriented.

2.0 Mandate

The Council Task Force on Seniors (Task Force) is a term specific advisory committee appointed and governed by Chestermere's City Council. The Task Force is mandated to identify and develop action plans to support residents to age in place, including a priority on the development of seniors' housing.

Aging in place, as defined by the Government of Canada, means having the health and social supports and services needed to live safely and independently in the home or community for as long and you wish and are able. The Task Force is mandated to identify and elaborate on gaps in services, supports, housing and infrastructure in order to establish priorities for an aging in place model for Chestermere.

The Task Force will foster collaboration with federal and provincial governments, Chestermere residents, the financial and housing development industries as well as business, agencies and institutions with an interest in seniors housing.

3.0 Objectives

The objectives of the Council Task Force on Seniors Housing include:

1. Identify the number of seniors housing units needed in Chestermere throughout the housing and maturity spectrum; from early 'empty nesters' to those requiring long term care. This may include Independent Living; Supportive Living; Assisted Living, Long Term Care.
2. Support, advocate for and initiate planning with other stakeholders, for a variety of housing developments for seniors.
3. Identify the needs of Chestermere's maturing population based on current demographics and community profile information.
4. Complete an environmental scan to assess the current status of gaps in services, supports and infrastructure. Make recommendations to address gaps in services, supports and infrastructure as the population ages.
5. Regularly update and inform Council on progress toward the development of seniors housing.
6. When relevant, meet with staff within federal and provincial governments and any other significant agencies to determine options available to support development of seniors housing.
7. Advise Council on the need for advocacy to levels of government regarding funding and other supports for building a seniors housing facility or facilities in Chestermere.

4.0 Membership

4.1 Representation

The Council Task Force on Seniors Housing will consist of

- three (3) Council members,
- representatives from each of the following will be invited to sit on the Task Force:
 - Chestermere Whitecappers Association
 - Action Group on Aging in Place (AGAP)

- Seniors Coalition of Chestermere
 - Primary Care Network
 - Chestermere residents
 - The development industry
 - Seniors care providers
- Auxiliary members may include other relevant organization or representatives that will receive communication from the Task Force and may be invited to attend meetings as the Task Force requires. These auxiliary members may include:
 - Rockyview Foundation
 - Alberta Health Services
 - Local doctors
 - Representatives from the departments within the Government of Alberta
 - Others as may be identified
- Staff support:
 - Staff from Community Services will provide support to the Task Force
 - Staff from Development Services and Planning may support the Task Force from time to time when requested
 - All staff are non-voting members of the Task Force

Quorum will be set at half of the Task Force membership plus one Councillor. At least one (1) Councillor must be present at all meetings of the Task Force to meet quorum.

4.2 Member Roles and Responsibilities

Task Force members should:

- a. Commit to meeting regularly and attend for the full duration of the meeting;
- b. Adhere to these Terms of Reference; and
- c. Respect the authority of Chestermere City Council and the democratic process.

4.3 Term

- a. The term of the Task Force will be for one year, from date of first meeting. Task Force members shall be appointed for the term of one year.
- b. Council may extend the term of the Task Force.

5.0 Task force Protocol

In addition to the City of Chestermere Committee Policy 802, this Task Force shall abide by the following guidelines:

5.1 Council Direction

- a. The Task Force will establish a meeting schedule
- b. The Task Force may advocate on behalf of Council and the City.

6.0 Chairing

- a. At the first meeting of the Task Force, the Task Force will elect two co-chairs, one member of Council and another elected from the Task Force members.
- b. The Task Force co-chairs will determine the division of responsibilities for chairing the meeting. The co-chairs are responsible for writing and sending agendas, calling meetings, preserving order and decorum, deciding questions of order and generally presiding over the meeting.
- c. The Task Force co-chairs will prepare and send a meeting package that includes an agenda and the meeting minutes from the previous meeting at least one week prior to the meeting date.

7.0 Recording the meeting

- a. The recording secretary is responsible for taking minutes, providing draft minutes to Task Force members, ensuring that draft minutes are reviewed and approved by the Task Force, and sending final minutes to City administration.
- b. Minutes should be reviewed and approved at the following Task Force meeting.
- c. All suggested changes to the draft minutes may be provided by Task Force members at any time in advance of the meeting approving the meeting minutes.
- d. Once the minutes have been approved, they are to be sent to all Task Force members and the appropriate City staff within one week of the approval.

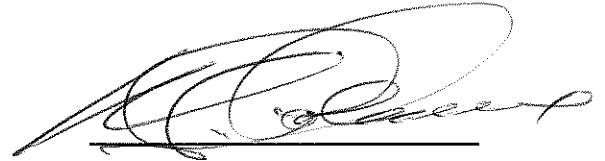
8.0 Acceptance of Terms of Reference

The Terms of Reference will be reviewed and updated as required.

The City of Chestermere Council is the final approving authority for the Terms of Reference and any amendments.

Adopted by Council: January 15, 2019

Resolution Number: 009-19

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MAYOR

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