

January 1, 2021



Strathcona County Seniors Advisory Committee
c/o Family and Community Services
2001 Sherwood Drive
Sherwood Park, AB T8A 3W7
Attention: Committee Chair

Re: Seniors Advisory Committee Mandate Letter for 2021 and 2022

On behalf of Strathcona County Council, thank you for your hard work in supporting and facilitating the achievement of Strathcona County's Strategic Plan. Your role in providing a forum for examining timely issues and providing advice to Strathcona County Council related to your mandate supports our efforts to make Strathcona County "Canada's most livable community."

Strathcona County Council requests that during 2021 and 2022 you focus your efforts on the activities indicated below. We also ask that you report to Priorities Committee on your progress before the end of the fourth quarter of each year. You are invited to report to Priorities Committee in the event of earlier completion of particular activities or on emerging matters.

Activity	Requested Completion Date
Provide input on seniors housing needs to support the development of a community-led affordable housing strategy.	Q4 2022
Identify features and characteristics of gathering spaces that would support the wellbeing of seniors and provide advice to council on how the County might maximize use of current assets to increase connection and wellbeing for seniors.	Q4 2022
Participate in engagements related to the concept and design of a potential Fieldhouse to ensure consideration of a seniors' lens.	Q4 2022
Provide advice to Council on how to increase access and use technology to reduce seniors' isolation within the County.	Q4 2022
Participate in engagement opportunities and provide advice to Council on community safety and wellbeing as it relates to seniors within the County.	Q4 2022
Provide advice to Council on pandemic impacts and potential solutions as they relate to seniors within the County.	Q4 2022

In order to help you achieve your mandate, the following guidelines on several committee topics are provided to you; however, please consult your Administrative Representative should require more detail on these matters.



Annual Work Plan and Meeting Schedule

- Council Committees will develop an annual work plan that identifies priorities for each planned meeting based on the mandate items noted in this letter (typically takes place at the first meeting of the committee).
- In consultation with the Administrative Representative, establish available resources for each priority as part of the work plan (there are limits to available resources and thus at times it will be necessary to seek Council approval for certain resourcing requests).
- Council requests that Council Committees hold up to six meetings a year along with, if needed, an annual work plan meeting and an annual Report to Council preparation meeting.
- Informal "council committee meetings" are not permitted since they would not be compliant with the County's obligations under the Municipal Government Act and since they are beyond the County's allocated resources for committees.

Resourcing and Administrative Support to the Committee

- Administrative Representatives are expected to provide approximately 8 hours of support per committee meeting (this includes agenda preparation, website administration, meeting logistics, minutes, report writing, and coordination, etc.).
- Administration can provide the committees with information, research, or data already within its possession; however, requests for information or data not currently available or requiring additional research requires Council approval by way of report to Council.
- Committee meetings must be held at County facilities or by way of the County's virtual platforms.
- Council Committees may establish sub-committees from among their members to support their work; however, County administrative resources are not available for sub-committee meetings.

Communications

- Council's spokesperson is the Mayor and any communications from council committees must follow the County's communication protocols (e.g. must be reviewed by the County's communications department or approved by Council).

- Council committees may invite community groups or other stakeholders to their meetings and solicit input from such groups; however, any broader communication on County policies, positions, or priorities must be approved by Council. This includes news articles, social media, surveys, and other forms of communication.
- Communication resources for the County are allocated according to Council approved priorities and budget and thus support requests for communications strategies, surveys, and other extensive projects require Council approval.

Reporting to Council:

- Council advisory committees are required to report at least annual to the Priorities Committee on progress made on their mandated items; however, council advisory committees may report to Council or Priorities Committee more frequently as required.
- Additions or changes to the mandate of the committee require Council approval by way or report.
- Councillors appointed to the council committees may choose to raise matters of importance to the committee with Council, but this is solely at the discretion of the individual Councillor.
- All reports to Council or Priorities Committee must be added to the appropriate agenda by the Administrative Representative and must comply with the standard report deadlines and requirements.

I would like to take this opportunity to sincerely thank you for your commitment to Strathcona County and for agreeing to be part of the Seniors Advisory Committee. Strathcona County Council looks forward to hearing about your progress on these important activities and receiving your advice.

Sincerely,



Rod Frank, **MAYOR**

STRATHCONA COUNTY