

## **Canadian CBSS Interim Community Leadership Council – Terms of Reference**

***Land Acknowledgement*** - *The Canadian CBSS Interim Community Leadership Council acknowledges the traditional, ancestral, and unceded territories across Canada on which we live, work and gather.*

### **Function and Objectives**

The Canadian Community-Based Seniors' Services (CBSS) Interim Community Leadership Council acts as a consultative body for strategic development initiatives in the CBSS sector across Canada. The Council builds on the work of the provincial CBSS sectors by recognizing the contributions and value of CBSS organizations and supporting the increasing capacity of the CBSS sector to meet the growing needs of Canada's aging population, including the identification of and remedies for systemic and emerging policy issues.

### **Mandate**

This Interim Council is designed to allow the CBSS community to affirm the governance structure, including HelpAge Canada as Backbone, and the Council's vision.

The Council works with HelpAge Canada to: 1) Support ongoing outreach to the CBSS sector across Canada; 2) Review and approve priority topics and activities for the Leadership Council, CORE (Collaborative On-line Resources and Education), and any potential Working Groups; 3) Participate in Working Groups and other committees of the Council, and 4) Collaborate in determining content and organizing Regional Consultations and the biennial CBSS Sector Summit. Provincial Working Groups are convened on priority topics as identified by the Leadership Council, are co-led by Council members, and are accountable to the Leadership Council through the Council's co-Chairs.

### **Role of the Backbone: HelpAge Canada**

With a Pan-Canadian mandate and charitable status, HelpAge Canada is uniquely positioned to act as the Backbone for CBSS sector development. Through its work with community, HelpAge Canada has built a network with CBSS organizations

across the country and has the expertise, structure, and legal and jurisdictional perspective to support the development and implementation of this work. As the Backbone for this initiative, HelpAge Canada will support the Interim Community Leadership Council to fulfill its strategic vision.

### **Composition of the Council**

The Council is led by two co-Chairs who work with HelpAge Canada to develop draft agendas, work plans, and priority strategies to bring to the Leadership Council. One co-Chair is an older person, and the second co-Chair is a leader of a CBSS organization. The co-Chairs will be responsible for leading the Leadership Council and its membership, acting as the face of the Council and the sector in external meetings, and, in conjunction with HelpAge Canada, triaging escalations which may emerge.

Composition of the Council shall not exceed 25 representatives and shall include geographic representation from both urban and rural communities throughout Canada, provincial and territorial representation, as well as representation and expertise related to underserved or under-represented groups, such as rural communities, LGBTQ+ older adults, Indigenous persons, persons with disabilities, and newcomers. Organization affiliations are beneficial to the work of the Leadership Council; Council members will represent their organizations, their larger communities as well as their local CBSS sector.

The Council will operate in both official languages, which may include live translation at meetings. All correspondence and documents relating to the Council will be delivered in both official languages.

### **Terms of Office**

Interim Community Leadership Council members, representing CBSS organizations, and their partners, allies and supporters, will be chosen through an application process, with eligible applicants prioritized from geographic and/or topic areas where there is a current gap in representation and/or expertise on the Leadership Council.

Nominees will be asked to commit to approximately 18 months, including five meetings, with one or two being in person and will have the opportunity to stand for the permanent Council.

Co-Chairs will be appointed for a three-year term. At the end of each term, incumbent co-Chairs can stand again for renewal of their term by submitting a Letter of Intent that outlines their understanding of the time commitment involved in the co-Chair role and their ability to fulfill the duties of the role, as outlined in the

CBSS Leadership Council co-Chair role description. Subsequent two-year terms will allow for continuity on the Council. Other Council members can also put their name forward to stand for co-Chair by submitting a Letter of Intent. Decisions on co-Chair selection will be by consensus and will ensure that one co-Chair is an older person, and the second co-Chair is a leader of a CBSS organization.

If a member is no longer able to participate on the Leadership Council, the Leadership Council will mobilize a selection and recruitment process to replace the member standing down.

### **Frequency of Meetings and Expectations of Council Members**

The Council will meet a minimum of five times annually with an intention that two meetings will be in-person. Reimbursement of travel costs for out-of-town members where required and as resources permit will be determined in consultation between HelpAge Canada and the Leadership Council member and their host organization.

To remain a Leadership Council member in good standing, all members will be expected to attend a minimum of three out of the five meetings (including one of the in-person meetings), be an active participant in at least one of the Working Groups/sub-committees of the Leadership Council and take an active role in organizing the Regional Consultation in their area.

Individuals cannot send a substitute in their place without the approval of one of the Co-Chairs of the Leadership Council, and this approval process is only for one meeting (i.e. not on-going) and does not count in terms of the requirement that Council members attend three out of five meetings.

Leadership Council discussions and documents may sometimes be of a complex and sensitive nature, and members must advise when confidentiality is expected.

### **Review of Terms of Reference**

The Terms of Reference will be reviewed annually.

### **Conflict of Interest**

A conflict of interest occurs when a Council member participates in a discussion or decision-making about a matter that may result in a financial or other benefit to that member, their organization or to someone with whom the member has a relationship, regardless of the size of the benefit. At the commencement of any discussion item, the member will declare their conflict of interest regarding that agenda item.