

## **TERMS OF REFERENCE**

### **NAME: Seniors Advisory Committee**

**MISSION:** The Seniors Advisory Committee (SAC) shall be a credible communication vehicle regarding the quality of life for all seniors in the Township of Greater Madawaska. The SAC will work with Municipal staff to provide a forum for consumers and deliverers of seniors' services and facilities to identify issues, explore possible remedies, and work with Township staff to implement them.

**BACKGROUND:** In 2016 a Seniors Committee was formed to assist Municipal staff to complete an Age Friendly Plan. As part of the Age Friendly Plan, it was recommended that a Seniors Advisory Committee be formed to help guide and implement the Plan. In July of 2016, Council approved the Plan and passed a resolution for the establishment of a Seniors Advisory Committee for the Township of Greater Madawaska.

**OBJECTIVES:** To bring together resources, agencies, and community interests to provide assistance in the form of review and guidance to the Municipality for future Age Friendly planning initiatives. The key objectives and roles of this Committee are:

- To liaise with Municipal representatives associated with the committee and where appropriate advise Council members on Age Friendly planning
- To work with Municipal representatives to respond and advocate concerns affecting policies, services and facilities for seniors delivered by and funded by all levels of government
- To maximize full use of existing facilities, resources and skills in the community
- To assist the Township in promoting seniors activities and workshops and prepare special reports on issues concerning seniors
- To fully explore, and where appropriate act and respond to all venues of information and resources available in the community and through all levels of government related to seniors' services and issues.
- To increase the awareness of all residents of the issues, concerns and challenges faced by seniors from a diversity of backgrounds
- To ensure that a variety of outreach methods are utilized in order to reach seniors who are isolated from the community

The Committee will abide by any terms and conditions which may be set out by the Municipality's Council, CAO, Deputy Clerk, Solicitor, Auditor and/or Insurer for any activities relating to Committee business. Please see appendix 1 – Goals/Objectives and complete following the first official committee meeting. Once appendix 1 is completed return to the Community Affairs Officer.

**COMPOSITION:** The Committee shall include representation from all three wards that represent seniors interests from throughout the Township plus one (1) Council representative and the Mayor and CAO. Committee members (other than staff) will be appointed by Council. The Mayor and CAO will be ex-officio on the Committee.

It is acknowledged that there are no per diems for any Committee positions and it is acknowledged that none of the above positions shall be paid for their services.

**TERM OF APPOINTMENT:** Community Members will be appointed for a maximum of a **four** year term. Council members will be appointed for the term of Council.

**RESOURCES:** The representation of the Committee is intended to provide user expertise from many facets of interest. The Community Affairs Officer will be the point of contact with for the Committee to the Municipality. The SAC will report ultimately to Council. The Community Affairs Officer and Deputy Treasurer will also assist in the preparation and submission of budget requests/grant submissions to Council if needed.

**STAFF ASSIGNED:** Staff resources are anticipated to be requested of council and assigned by the CAO, as required, from various Departments.

**TIMING OF MEETINGS:** Meetings will be held on a set day and time as may be determined by the Committee. At a minimum a meeting is expected to be held four times per year equal to the term of Council.

**REPORTS:** Agendas of all meetings of the Committee shall be forwarded to Community Affairs Officer no later than 5 days prior to scheduled meeting. Completed minutes shall be forwarded to the Community Affairs Officer no later than 7 days after each meeting for information purposes and review.

**ADMINISTRATION:** Any responsibilities not clearly identified within these Terms of Reference shall be the responsibility of the Township of Greater Madawaska. Council may, at its discretion, change the Terms of Reference for this Committee at any time. Any changes proposed to these Terms of Reference by the Committee shall be recommended to Council via a report to the appropriate Committee of Council.

**APPOINTMENT OF OFFICERS:** The Committee shall appoint a Chair who will operate under the provisions of the Municipal procedural bylaws for the **four** year term. The committee will appoint a committee secretary to record the minutes in accordance with municipal practices and minute taking policy.

**MEETINGS; PROCEDURES:** The Committee shall hold a minimum of 4 meetings in each calendar year. The Chair shall cause notice of the meetings, including the agenda for the meetings, to be provided to members of the committee a minimum of five (5) business days prior to the date of each meeting. Quorum for meetings shall consist of a majority of the members of the Committee. A copy of the Agenda shall be provided to the Community Affairs Officer at the same time as the committee members receive it.

**PROCEDURES:** Meetings of the Committee shall be governed by the municipal Procedural By-law and Legislation. Consensus may be used through the process to encourage dialogue and decision-making in a collegial fashion.

**CLOSED MEETINGS:** The Committee may, upon affirmative vote of the majority of its members present at a meeting, determine to hold any meeting or part of a meeting as a closed session in order to discuss sensitive personal issues or legal matters. If the Committee elects to hold a closed session, all persons not entitled to vote shall vacate the premises where the meeting is taking place. Closed meetings can only be held in accordance with Section 239 of the Municipal Act. All closed meeting minutes shall be forwarded to the Community Affairs Officer no later than one week after the meeting occurs.

**CONFLICTS OF INTEREST:** Members shall abide by the rules outlined within the municipal Conflict of Interest Act and shall disclose the pecuniary interest to the Secretary and absent himself or herself from meetings for the duration of the discussion and voting (if any) with respect to that matter.

**ERRORS/OMISSIONS:** The accidental omission to give notice of any meeting of the Committee to its members, or the non-receipt of any notice by any member, or any error in any notice that does not affect its substance, does not invalidate any resolution passed or any proceedings taken at the meeting. Any member of the Committee may at any time waive notice of any meeting.

**MEETING ATTENDANCE:** Any member of the Committee who misses three consecutive meetings, without being excused by the Committee, may be asked to resign from the Committee. In this circumstance, the Committee is asked to send notice to the CAO regarding the resignation of any member. If a Committee member is unable to attend a meeting, a representative/proxy may attend to represent the member who is unable to attend.

**LOCATION OF MEETINGS:** The location of the meetings will be set by the Committee.

**PURCHASING POLICY:** All Committees that have purchasing responsibilities shall follow the Procurement Policy of the Municipality unless another purchasing policy has been endorsed by Council.

**BUDGET:** Committee will not be responsible for a budget unless Council approves their budget and delegation of responsibility to the Committee through the Committee's Terms of Reference.

**VOLUNTEER POSITIONS:** Unless approved by Council, as part of the Terms of Reference or establishing by-law, all committee members are considered volunteer positions. Mileage costs and other minor expenses related to committee activities may be eligible for reimbursement subject to budget approvals by Council.

**ACTIVITIES AND RESPONSIBILITIES:** The following are the activities and responsibilities of the Committee:

- (a) To make recommendations to Council on various issues related to the Committee mandate
- (b) To advise Council on strategy, policies and procedures to achieve Council's goals with respect to Age Friendly Community Planning
- (c) To develop and promote public education programs on issues relating to seniors issues.
- (d) To review other governmental reports and programs relative to seniors issues, and advise Council of any impacts of those reports for the municipality.
- (e) To prepare (if applicable), prior to October of each year a projected budget and work program for the succeeding year, for presentation to, and adoption by, Council during the budget presentation process.

**DISSOLUTION:** At the discretion of Council or upon the mandate of the Committee being fulfilled, the Committee may be dissolved by resolution of Council.

Appendix 1

## Committee Goals

Following your first official meeting, fill in the goals that your committee intends to achieve.  
Please submit to the Community Development & Public Relations Officer

<b>Goal</b>	<b>Projected Date of Completion</b>
1.)	
2.)	
3.)	
4.)	
5.)	