

Seniors Advisory Committee

Terms of Reference

Name: Seniors Advisory Committee (SAC)

Support: Corporate Services and South East Grey Community Health Centre

Type: Advisory Committee of Council

TOR Approved by Council: 2024-12-04

Purpose:

Reporting through staff to Council, SAC provides input to Council and staff on Seniors' focused programs and matters that impact the quality of life for Seniors in Grey Highlands.

Mandate:

- To discuss and seek solutions to age-friendly community issues in Grey Highlands for consideration by Council. According to the World Health Organization, an Age Friendly Community encourages active ageing by optimizing opportunities for health, participation and security in order to enhance quality of life as people age. In practical terms an age-friendly community adapts its structures and services to be accessible to and inclusive of older people with varying needs and capabilities;
- To review and advise Council on the following considerations suggested by the World Health Organization to create sustainable Age Friendly Communities:
 - a) outdoor spaces and public buildings
 - b) transportation
 - c) housing
 - d) social participation
 - e) respect and social inclusion
 - f) civic participation and employment
 - g) communication and information
 - h) community and health services;
- To informally engage with stakeholders, residents, community groups and leaders to create an enhanced awareness and appreciation for the local and regional benefits of age-friendly initiatives within the wider community;
- To provide information on age-friendly programs and initiatives in Municipality of Grey Highlands;
- To enhance communication and engagement with Seniors;
- To provide input and guidance in determining age-friendly programs for the Municipality;
- To review and monitor joint age-friendly initiative opportunities with neighbouring municipalities and stakeholders;
- To provide feedback on public policies, practices and programs proposed by the municipality through an age-friendly lens;
- To provide a Grey Highlands voice at the Council in Aging;
- To attend or host public events to promote and advocate age friendly programming and initiatives.

Delegated Authority:

The SAC is an advisory Committee to Council and has no delegated authority to act without Council direction unless otherwise provided for under the Delegation of Authority By-law in effect at the time or as provided in these Terms of Reference.

The SAC has the authority to organize and host events to carry out the mandate, where prior plan and budget approval is obtained from Council.

The SAC has no authority to direct staff. SAC is not responsible for undertaking or directing daily operations within the municipality, reviewing or researching staffing related matters, shall not act as a forum to debate decided matters of Council, nor to organize any advocacy for Council to reconsider decided matters.

Composition:

The SAC will consist of:

- 1 member of Council
- Minimum 4, but optimally 7-14 citizen volunteer appointments (with the optimal composition being made up of representatives from a broad area within Grey Highlands)

Citizen members will be appointed by Council for the term of Council. During an election year, current members will remain in place until a new term of Council commences, and new term appointments are made by Council. As early as possible in a new term of Council, Municipal staff will post for appointments for any citizen positions. Current citizen members will need to re-apply each term.

At the first meeting of each calendar year, SAC will elect a Chair and Vice-chair for the committee.

Only those members appointed by Council may vote on any matter.

All appointed members shall be required to sign off and adhere to any Code of Conduct in place during the appointment.

The committee shall appoint 1 member to sit as the Grey Highlands Liaison to the Council on Aging Grey Bruce Owen Sound.

Vacancies Mid-Term:

Any vacancies on the Committee will be posted to the Grey Highlands website. All appointments must be approved by Council.

Lead Department/Reporting Relationship:

The Lead Department supporting the Committee will be Corporate Services with assistance from SEGCHC. The Lead Department may call on other departments and outside agencies as required.

Meeting minutes will be forwarded to Council upon Committee review for inclusion on the next available Consent agenda to be received for information.

Administration:

Corporate Services will oversee the Committee in providing meeting management support.

Terms of Reference – Seniors Advisory Committee

Save and except as set out in these Terms of Reference, the rules of procedure for Committees or as set out in the Procedural By-law shall apply in this Seniors Advisory Committee. In the case of any conflict between the Terms of Reference and such rules of procedure, the Terms of Reference shall take precedence.

The Committee may request by resolution the attendance of experts, and/or representatives from Special interest groups at meetings to provide guidance on specific issues. The Committee may also request through resolution the attendance of staff at meetings for specific matters with the approval of Council.

Sub-committees or working groups may be struck by SAC to address research or other appropriate response to requests or issues to meet the mandates of the committee.

Delegation:

Any person desiring to delegate to SAC or make a request of SAC shall give notice in writing to Corporate Services staff not later than seven business days (7) prior to the Regular Meeting. Delegations will be limited to 10 minutes in length and must confine their remarks to the business stated in the request. Any information to be presented must also be provided to Corporate Services staff a minimum of 5 business days prior to the meeting. Any person or group shall be limited to 1 delegation in a calendar year on the same subject matter.

There will be a limit of 1 delegation per meeting.

Schedule/Location of Meetings:

SAC will endeavor to post a yearly schedule and location of meetings prior to January 1 of each year when possible. Meetings will be scheduled to occur on a bi-monthly basis, with the option of additional meetings to be scheduled at the call of the Chair. Notice of SAC meetings will be posted on the Municipal websites at least 48 hours in advance of the meeting and all meetings are open to the public.

Meeting Attendance:

It shall be the duty of members to make every effort to attend all committee meetings.

Where a member is absent from three (3) consecutive meetings, their absence will prompt a review of their membership status by the Clerk or their designate.

Budget and Financial Report:

This advisory committee does not have access to municipal funds, including reserve funds, without the prior approval of Council.

All citizen volunteer members will serve without remuneration. Any out-of-pocket expenses incurred by a Committee member must be pre-approved for reimbursement by the Municipality.

Special Considerations:

Mileage shall be provided to the appointed member of the Council on Aging Grey Bruce Owen Sound for attendance at Council on Aging meetings only.