

## **Seniors' Advisory Committee**

### **TERMS OF REFERENCE**

#### **1. ENABLING LEGISLATION**

The Seniors' Advisory Committee is established by Resolution No. W-625-2008 adopted by Council on November 25, 2008.

The resolution states:

“That Report CAO-2008-003 regarding Caledon Senior's Advisory Committee be received; and

That Council adopt the Seniors' Advisory Committee Terms of Reference dated November 25, 2008 and report back to Council regarding the formal appointment of members and any further changes recommended to the Terms of Reference; and

That staff proceed with the appointment process.”

#### **2. MANDATE**

Upon request from Council and/or staff, the Seniors' Advisory Committee, hereinafter referred to as the “Committee”, will provide recommendations and advice on matters which have a direct or indirect impact on older adults within the Town of Caledon.

The Committee will be responsible for the following:

- to assist Council in determining the needs of seniors;
- provide a forum for the exchange of information on seniors' needs, options and initiatives and to advise of potential opportunities;
- to assist Council in developing a strategic plan to address the needs of seniors and work plan identifying the short and long-term tasks of the Committee, to promote progress in resolution of seniors needs;
- review and provide comments and recommendations on projects and studies that may be referred by Council/staff;
- provide comments and recommendations and alternative solutions and approaches dealing with seniors' needs and options, funding partnerships and legislation;
- the Committee by recommendation or through its Chair, may invite any individual, interest group, agency of consultant to appear at a meeting as a delegation or to submit or present information which will assist the Committee in carrying out its mandate.

- promote the development of pilot projects illustrating different options for older adults using a partnership approach;
- develop strategies to identify and overcome the barriers to the development of seniors for seniors;
- work with the private sector, union, agencies, charities and the faith communities to identify potential non-government funding sources for the development of older adults' services;
- meet with representatives of older adults from different ethnic and cultural groups to discuss ways to meet the needs of older adults;
- encourage public awareness and education regarding seniors' needs and options;
- work with the private sector and other interested parties to hold a series of workshops on older adult needs;
- sponsor educational workshops for older adults on matters of interest such as reverse mortgages and accessory apartments in partnership with appropriate organizations.

### **Community Work Plan**

This mandate compliments the initiatives identified in the Town's Community Work Plan, with the following Corporate goals and objectives:

- Land Use Planning (Housing)
- Recreation (Programs)

### **Deliverables**

The Committee will accomplish its mandate by:

1. Providing comments upon request to Council/staff on matters which have a direct or indirect impact on seniors.
3. Prepare an annual report to Council outlining the Committee's achievements during the year, and workplan initiatives.
4. The Committee may recommend to Council and/or staff that an issue of importance which has an impact on seniors be considered.

### **Timeframe**

This Committee's mandate will be examined every four years unless otherwise identified in **Term 9. Completion Criteria.**

## **3. TYPE OF COMMITTEE**

Citizen Advisory Committee

#### 4. MEMBERSHIP AND ROLES AND RESPONSIBILITIES

##### 1. Composition

The Seniors Advisory Committee is composed of the following 14 Members:

Role	Member Name
Committee Chair	To be determined
Vice Chair	To be determined
Councillors	2 Members of Council
Committee Member(s)	12 Senior Citizens-at-large
Support Staff	Administration/Clerk's
Departmental Representatives	Recreation & Property Services Department, Library, and other department representatives as required
External Resources	To be determined

A Members term on the committee shall be concurrent with the Term of Council or until a successor is appointed.

##### 2. Roles and Responsibilities

A Chair and Vice-Chair shall be appointed at the first meeting of the Committee and shall serve in this capacity for a minimum of two (2) years.

The Chair's main role is to facilitate meetings.

A member may hold the position of Chair or Vice-chair for a maximum of four (4) years unless another member does not wish to serve. If a replacement Chair is not found and if the current Chair desires to continue to hold the position, the Chair may be permitted to stay beyond the currently specified term for one more term or for an additional year, if they so desire and if a majority of the Committee supports it.

##### 3. Qualifications

Qualifications include the skills, knowledge, and experience committee members need to contribute effectively to the accomplishment of the Committee's objectives.

Where possible, appointments to the Committee will include representatives of the following organizations/associations:

- An older adult and/or family member of a older adult
- A federal, provincial, and/or regional representative(s) of government (including the Seniors' Secretariat)
- A private real estate and development sector representative(s)
- A Social housing sector representative(s)
- A Faith community representative(s)
- A Social service agency representative(s)
- A Health sector representative(s)
- A Union representative(s)
- A Major corporation, financial institution and pension fund representative(s)
- An Ethno-cultural group representative(s)

When selecting members, consideration will be given to:

- geographic representation throughout Caledon
- rural and urban representation
- gerontology experience

A member should be prepared to devote time between formal Committee meetings to complete Committee business and to participate in sub-committees established to complete specific tasks.

Citizen Members-at-large appointments will be limited to residents of Caledon; however, other representatives will not necessarily be residents of Caledon.

## **5. MEETING SCHEDULE**

The number of meetings shall be sufficient to address the mandate of the committee.

It is anticipated that the committee will meet approximately 3 times per year. The meetings will take place on a Monday and shall commence at 11:00 a.m. unless determined otherwise by the Committee. Flexibility will allow meetings to be held in various locations throughout the community. However, meetings will generally be held at the Town of Caledon Town Hall in Caledon East.

Established meeting dates and times shall not be changed unless circumstances warrant special consideration.

Agendas for the committee meetings will be made available to the public one (1) week in advance. Flexibility will allow meetings to be held in various locations throughout the community. However, meetings will generally be held at the Town of Caledon Town Hall in Caledon East.

Three or more consecutive cancellation of meetings shall result in a report to Council for evaluation as to the Committee's mandate and functionality except in the following situations:

- Some committees may determine that meetings shall not be held during the summer months and possibly December to recognize holiday schedules as they relate to quorum requirements.
- During a Municipal election year, meetings shall be cancelled where possible in the last quarter.

## **6. REPORTING REQUIREMENTS AND METHOD**

### **Specific Requirements**

This Committee is established by Council and reports to Council.

Written reports/minutes from this Committee shall be submitted to Council after each meeting.

### **General Requirements**

The Committee shall make recommendations to Council in response to a request from either Council or staff in the area of the Committee's mandate.

The Committee may make recommendations on issues within their mandate for Council's consideration

### **Annual Report**

The achievements of the Committee shall be included in the Committee's Annual Report and Work Plan, and shall be presented to Council at a time established by staff.

## **7. BUDGET AND RESOURCES**

A budget has not been established for this Committee, however under special circumstances Council may approve one time expenditures to help committees achieve their goals and objectives. Any financial requirement of a committee should be identified prior to the approval of the annual operating budget by Council.

### Resource Budget

The following Town of Caledon staff resources will be required per meeting for the successful operation of this Committee:

Staff Resource	Time Commitment (FTE equivalent) per meeting - estimate
Staff: Committee Coordinator	FTE – 3 hours
Staff: Recreation	FTE – 5 hours
Staff: Library	FTE – 5 hours
Total Time	FTE – 13 hours

### 8. CONFLICT OF INTEREST

Members should be cognizant of perceived conflicts in terms of issues which may serve to benefit them personally. Members shall not use their status on a Committee for personal or political gain.

A Committee member shall have regard for the Corporate Policy addressing the use of corporate resources during an election year.

### 9. COMPLETION CRITERIA

The mandate of the Committee will be considered complete when the goals set out in **2. Mandate** have been accomplished. A final report to Council will outline the details of this goal and any required next steps.