

## TERMS OF REFERENCE

### PELHAM SENIOR'S ADVISORY COMMITTEE

**STRATEGIC GOAL: ENHANCE THE QUALITY OF LIFE IN OUR TOWN**

**DEPARTMENTAL REPORTING: DIRECTOR OF CULTURE, RECREATION AND WELLNESS**

#### **SOLUTION STATEMENT**

**How might the Pelham Senior's Advisory Committee provide advice to Council on matters that impact the quality of life and provide solutions through the lens of Pelham's Senior Residents?**

#### **PROBLEM DEFINITION – HOW MIGHT WE:**

- Promote awareness of the needs of Pelham Seniors to residents, local agencies, businesses and community schools?
- Encourage the Town and the community to view policies, projects and programs with an age-friendly perspective?
- Engage all sectors of the community such as service clubs, businesses, arts and cultural organizations in developing policies and programs that meet the needs of Pelham's seniors?
- Solicit input and act as a public forum for issues that affect seniors in the community?
- Develop and foster a coordinated approach between the Town, its citizens, service providers and community organizations to make the Town of Pelham an inclusive age-friendly community?
- Monitor funding opportunities for age-friendly initiatives and programs and encourage the Town or other eligible agencies to apply for this funding and provide input on funding applications?
- Foster and form partnerships with regional organizations, provincial agencies, educational and arts and culture organizations to promote an age-friendly community?
- Serve as a champion for the community by developing a vision, gathering momentum and encouraging action?



**Administration  
Services**

**KEY FACTS:****This Committee is an Advisory Committee**

Membership shall consist of the following:

- Up to six (6) Town of Pelham residents, representing a geographical cross-section of Pelham where possible;
- One representative from the Mayor's Youth Advisory Council (ex officio);
- One representative of the Active Transportation Committee;
- One representative of the Joint Accessibility Advisory Committee;
- Two Representatives of Organizations serving seniors in Pelham;
- One Town of Pelham Councillor (ex officio);
- One Town of Pelham Staff member (as resource to Committee);

All members shall have voting rights, except the ex officio members who may participate in discussion but shall not vote. Members shall be appointed by by-law by Council and the term of office shall be consistent with the Term of Council. Applications will be reviewed by Council in accordance with the Public Appointment Policy. Vacancies shall be replaced by Council appointment. Any committee member missing three (3) consecutive meetings without reasonable cause or explanation will be deemed to have resigned.

The following Meeting Protocols shall apply:

- Quorum for meetings of the committee shall be determined according to the Town's Procedural By-law, and declared by the chair. Approval of any motion shall require 50% plus one of the voting members in attendance at the meeting.
- If quorum is not attained within 15 minutes of the scheduled start time of the meeting, no actions or recommendations emanating from a meeting have any force or effect.
- Minutes shall be recorded and retained by the staff designate, and copies shall be forwarded to Town Council for information after committee approval.
- The Committee reports directly to the Town Council via minutes of its meetings, presentations as requested and/or as deemed necessary, and through the provision of a quarterly report to Town Council.
- The committee will appoint a chair who will serve throughout the appointment term.
- Recommendations for Council shall be forwarded in resolution form, under the signature of the Chair.
- Meeting protocols shall be conducted in accordance with the Municipal Act.
- All meetings shall be open to the public and closed session meetings shall only be permitted under the provisions of the Municipal Act, and if so convened shall not be held in the absence of the staff appointee. Meeting dates shall be posted on the Town's website.
- Sub-Committees may be formed as necessary and will determine their own meeting times and dates.
- Members missing three consecutive meetings without reasonable cause or explanation will be deemed to have resigned and the staff liaison shall inform the Town Clerk to request applications be sought to fill such vacancy.

**FINANCIAL REPORTING:**

Financial reporting will be administered by Town of Pelham Corporate Services Department

Amended/Approved: February 4, 2019