

Southgate Seniors Advisory Committee

Terms of Reference

Introduction:

The following terms of reference document is to outline the operation of an advisory committee to report Seniors' issues in support of the Southgate Council and the Township's Community Action Plan (CAP). The Committee will be responsible for providing advice and input on the Township's Seniors' issues on an ongoing basis.

Mission:

To provide recommendations to Council on Seniors' issues, solicit input from the Seniors' community needs and promote awareness of Council decisions, community activities, events and Senior Services offered within the Township of Southgate.

Committee Composition:

The Advisory Committee shall be comprised of a total of seven (7) members of the public appointed by Council. The membership shall be individuals 55 years of age or older. Members are to be selected to ensure representation by communities of interest from across the Township and for their knowledge, expertise, community experience and ability to attend meetings.

All appointments to the Seniors Advisory Committee shall follow the Township of Southgate Accountability & Transparency (#13), Occupational Health & Safety (#33A), Respect in the Workplace-Harassment & Violence (#33B), Volunteer (#55), and the Committee & Board Code of Conduct (#61) policies.

Term of Office:

Committee Members are appointed for the term of each Council.

Meetings:

Committee meetings will occur on the second Tuesday of every other month starting January of each year from 2:00 PM – 4:00 PM in the Southgate Council Chambers. Committee members are also expected to meet and/or consult with their local seniors or community group(s) they represent to gain feedback and new ideas on the committee issues for the next meeting.

Attendance Requirement:

Members may miss no more than three consecutive meetings without obtaining leave of absence from the committee. Membership will be terminated following the third such absence and the Committee should seek by motion that the member be replaced by Township Council.

Committee Operation & Annual Work Plan:

1. Meeting minutes, Action Items Report and recommendations shall be received by Council following each Committee meeting.
2. An Annual Work Plan will be prepared for or by the Committee to focus their efforts on the issues of interest and concern for Council approval.
3. The Committee will also report on its accomplishments on an annual basis in November of each calendar year to Southgate Council.

Municipal Staff Support Roles:

- One (1) Clerk or designate for administrative support.
- One (1) senior staff member from Administration as Committee support member.

Mandate:

The Seniors Advisory Committee will act as a liaison to enrich and enhance the lives of all seniors within the Township of Southgate by identifying barriers, developing partnerships within the community, creating relationships with community businesses and to act as a public forum for issues affecting all seniors. The committee will reflect the diversity and interests of Seniors in Southgate and the community.

Responsibilities:

The Seniors Advisory Committee will be responsible for the following:

1. Providing recommendations based on input received from the community and municipal staff to improve the effectiveness of the programs and services in the Township.
2. Identify barriers to access by seniors to Southgate services and programs.
3. Forming partnerships within the community to educate, and improve the quality of life for seniors.
4. To add further responsibilities as the role of the Committee develops.

Financial Considerations:

Appointment to the Seniors Advisory Committee is a voluntary position and will qualify for mileage for travel to the Committee meetings within the Township. The Senior Committee may be eligible to apply for grants with the assistance of the Township, under Senior funding programs available through public and/or private sector application intakes for eligible projects.

General Conduct and Conflict of Interest:

All employees and volunteers will be guided by the Township of Southgate policies related to Health & Safety, Code of Conduct and other applicable policies.

Further recognizing the importance of ethical conduct to the community and the Township of Southgate, a Committee member shall:

1. Put public interest above individual, group or social interests and consider the position as an opportunity to serve the community;
2. Treat other Committee members and Township staff with respect and courtesy at all times;
3. Recognize that government service is a public trust that imposes responsibility to conserve resources, funds and materials;
4. Never offer, give, or accept favours, or services that might tend to influence, or be perceived to influence, the discharge of duties;
5. Never use the position to secure personal and/or political advantage;
6. Never disclose confidential information; and
7. Declare conflict of interest and withdraw from committee participation on any matter that involves a direct or indirect personal financial interest.