

# Age-Friendly Community Steering Committee

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## Terms of Reference

<b>Name:</b>	<b>Age Friendly Community Steering Committee</b>
<b>Reports to:</b>	Council
<b>Support:</b>	Office of the CAO
<b>Type:</b>	Committee of Council
<b>Established:</b>	<b>July 16, 2018</b>

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### Committee Purpose:

The purpose of Age-Friendly Community Steering Committee is to provide Council with recommendations on matters regarding policies, services and structures related to physical and social environments that are designed to support and enable older people to live in a secure environment, enjoy good health and continue to participate fully in the community.

The Committee will actively assist Council by fostering and promoting the Age Friendly Community Plan to achieve the vision of:

- An inclusive and caring community that respects and values seniors
- A full range of services and facilities that meet the needs of seniors and all members of the community
- Seniors enjoying a balanced, active and engaged lifestyle in South Huron

### Role of the Steering Committee

The primary objectives of the Committee are to implement the Age Friendly Community Plan by following the guiding principles established for the development of the Plan and its implementation. The five guiding principles are:

1. Respect and support of all individuals
2. Access and inclusion
3. Openness and transparency
4. Community engagement in plan development and decision making

## 5. Accountability for actions and follow-up.

### **Duties of the Steering Committee**

The Committee will:

- Increase seniors involvement in all aspects of community life;
- Develop and recommend an annual budget for Age Friendly Community Plan implementation for Council consideration during budget deliberations;
- Undertake other projects as requested by Council that are within the Age Friendly Committee Terms of Reference;
- Assist staff and Council with developing and implementing plans to raise knowledge, awareness and uptake of available services and activities for seniors in the community;
- Provide advice and recommendations to Council on policy matters regarding senior's issues;
- Provide comment and opinion when called upon by the Council regarding any matters referred to the Committee.
- Meet on a monthly basis (or as required);
- Be subject to the Municipality of South Huron policies including Code of Conduct, Confidentiality and Conflict of Interest.

### **Committee Membership, Compensation & Structure**

Membership shall consist of the following:

- Up to 2 members from South Huron Council

Five (5) members of the public representing stakeholders in the community to be appointed by South Huron Council. Recruitment for public members and the appointment of members to the Committee shall be advertised in a similar manner to all other Council appointed advisory committees in the Municipality.

- The Mayor is ex-officio to this Committee
- Remuneration for Members shall be for mileage (exclusive of Committee meeting attendance) and for reasonable expenses incurred in accordance with South Huron Corporate policies and authorized by the Chief Administrative Officer.

- Remuneration for Council members shall be in accordance with South Huron Council Remuneration Policies
- At the first meeting of the Steering Committee the members will elect from the membership a Chairperson and Vice-Chairperson.

### **Selection of Membership**

Selection criteria will include:

- Commitment and interest in the future of Age-Friendly policies, programming, activities and infrastructure in the Municipality of South Huron.
- Skills and experience related to previous community based work and/or planning projects;

### **Appointment**

- The Council shall appoint all Committee members by By-law and the term of appointment shall be concurrent with the four-year term of Council

### **Meetings**

- The Committee shall meet a minimum of ten (10) times per annum on the first Wednesday of the month at 6:00 p.m., at the Olde Town Hall, Exeter. Additional meetings can be scheduled at the call of the Chair;
- Each committee member is expected to attend a minimum of eight (8) meetings per year and shall not miss more than three (3) consecutive meetings. Special circumstances shall be addressed on an individual basis;
- A written summary of discussion and comments from each meeting will be prepared by Staff in cooperation with the Chair;
- Meeting minutes will describe highlights of the meeting, areas of agreement, disagreement or decision, and recommendations or options;
- Meeting minutes will be circulated to the Steering Committee within 1 week of the meeting and made available on the Municipal website.

## **Decision Making within the Steering Committee**

- Decisions will be made by majority. All recommendations to Council will be in the form of a resolution to Council.

## **Quorum**

The quorum will be made up of the members that are present.

## **Resources**

- The Municipality of South Huron will provide staff resources to the Steering Committee including coordinating and arranging meetings, agendas, note taking (summary and action items), distribution of materials, and other administrative functions.

## **Conflict of Interest**

The *Municipal Act* shall bind the members of the Committee as it relates to confidentiality, conflict of interest, closed sessions, and any other requirement under the *Act*, which pertain to the conduct of officials.

## **Indemnities to Committee Members and Others**

Committee members shall be covered by the municipality's general liability insurance policy as it relates to Committees of Council activities.

## **Review and Update of the Terms of Reference**

The Steering Committee may recommend to Council changes to the TOR based on the following conditions:

- Proposed changes were achieved by consensus of the Steering Committee members.
- Proposed changes shall be presented to Council for consideration.
- Changes required ratification by Council through resolution.