

GENERAL INFORMATION	
Advisory Committee Name	Seniors Advisory Committee
Reporting to	Financial and Administrative Services Committee
Date of Formation	TBD
Meeting Frequency	Minimum of 3 times per year or as necessary
Lead Staff	Chief Administrative Officer
Other Staff Liaison	Town Clerk Support Staff
Council Member	Council Chairperson of Financial and Administrative Services

1. PURPOSE

The Seniors Advisory Committee provides information and advice to the Financial and Administrative Services Committee of Council, on matters related to seniors that intersect Town policies and programs, as referred to by committees of council, or as initiated by the Committee. Specifically, the Committee will:

- Provide the perspective of seniors on civic matters that affect their daily lives, i.e. transportation, parks and open spaces, etc.
- Provide advice and perspective to the Town on its policies, services and programs that pertain to seniors, e.g. Housing, recreation, taxes, etc.
- Identify gaps / barriers and suggest solutions to participation of seniors in all aspects of Town programming
- Provide a forum for dialogue about seniors, senior’s organizations and the Town on matters relevant to all parties.

Recommendations made by the Seniors Advisory Committee to a standing Committee of Council will occur in the manner defined by these Terms of Reference to best support Town Policy. The Seniors Advisory Committee has no decision making authority and is advisory only.

The purpose of the Seniors Advisory Committee in relation to other considerations, projects, plans and strategies is as follows:

- The Committee will be consulted on any Town public engagement processes where getting the perspective of the seniors demographic is identified in the plan
- The Committee, working with Town Staff, will identify distinct opportunities to engage seniors in civic matters. This may include forums or other events.

2. MEMBERSHIP AND COMPOSITION

2.1 Composition

The Seniors Advisory Committee will be comprised of a minimum of 7 and a maximum of 11 members from the following stakeholder groups:

2.1.1 Public Members**Committee Chair**

The Seniors Advisory Committee is chaired by a member of the Public. One Seniors Advisory Committee member will be elected as Chair by the Committee every two years. The public member chairing the Committee will have responsibility for ensuring the Committee carries out its work as per the Terms of Reference.

Public Members

The Committee will be comprised of no more than 5 residents who are at least 60 years of age or older, or their caregivers. Public members are volunteers and will receive no compensation for participation. All members must be residents of Conception Bay South.

Organizations

The Committee will be comprised of no more than 5 persons serving as organizational representatives who are connected to the interests of seniors in the community. Each organization may also appoint an alternative representative to attend Committee meetings in the event that the primary member is unable to attend.

Subcommittees

When deemed necessary, the Committee may strike a working committee or subcommittee to deal with specific issues or deliverables. Subcommittees must have at least one Seniors Advisory Committee member. Composition may also include other members of the public and organizational representatives. Subcommittees shall meet as an independent group, reporting to the Seniors Advisory Committee on specified meeting dates, or as deemed necessary by the Committee Chair or Lead Staff.

2.1.2 Staff and Council Members (Ex-Officio Members)**Lead Staff – Chief Administrative Officer**

The Chief Administrative Officer will act as the Lead Staff of the Seniors Advisory Committee. Other staff support / attendance may be requested by the Lead Staff where required.

Town Clerk

The Town Clerk will have representation on the Seniors Advisory Committee.

Support Staff

Other staff from various departments may be assigned as needed.

Council

The Seniors Advisory Committee will have one Council representative acting at the Seniors Advisory Council spokesperson / representative.

2.2 Length of Term

Public Members

Unless otherwise indicated, the Seniors Advisory Committee term of appointment is two years. Recognizing the value of experience and the need for continuity, incumbents who are willing to seek reappointment may signify their intent to serve an additional year, for a total of three years. In some cases, members may be encouraged to provide guidance, expertise, and attend in a bridging capacity following the end of their term.

Organization

The role of an organization will depend on its relationship with the Committee and ongoing ability to represent interests of a stakeholder group relevant to the purpose of the Seniors Advisory Committee. Where appropriate, organizations will be required to alternate appointed representatives following the completion of a three year term.

Lead Staff

A review of the Lead Staff role will occur every three years as part of the Seniors Advisory Committee review.

Additional Considerations:

- Midterm appointments: When an appointment is made which does not coincide with the beginning of a term (i.e. to fill a vacancy), the partial term (i.e. less than two years) shall not count towards the maximum length of service or number of terms on the Committee for the appointee.
- Unless otherwise expressed in this Terms of Reference, the limit length of Seniors Advisory Committee membership for any public member is three consecutive years.

Exceptions to the above terms are as follows:

- When an insufficient number of applications have been received
- If a particular area of expertise is indispensable and there are no other suitable replacements
- If the Seniors Advisory Committee would suffer from lack of continuity (i.e. more than half of all members are replaced at once)

3. ROLES, RESPONSIBILITIES AND REPORTING

3.1 Roles and Responsibilities

As a municipal advisory committee, the Seniors Advisory Committee roles include:

- Advising and making recommendations to standing committee(s) of Council, in a manner that will support Town policy matters relevant to the Committees defined purpose.
- Providing resident and organizational based expertise.
- Working within given resources.

3.1.1 Shared Member Responsibilities

Conduct

Members shall strive to serve the public interest by upholding Federal, Provincial and Municipal laws and policies. Seniors Advisory Committee members are to be transparent in their duties to promote public confidence. Members are to respect the rights and opinions of other Committee members.

Preparation

Meeting agenda and accompanying materials will be circulated electronically one week prior to all meetings. Members are expected to review all distributed materials prior to meetings. Alternate material distribution methods to be made available upon request.

Agendas

- Agendas to require focus with clear parameters for content and alignment with Terms of Reference / purpose.
- Agendas will be finalized one week before Seniors Advisory Committee meetings.
- Items and accompanying materials that are received after the agenda has been prepared and distributed (but prior to the meeting), will be moved to the following meeting's agenda at the discretion of the Chair/Town Clerk.
- All public members are to submit potential agenda items and related material to the Committee Chair and Lead Staff person for consideration.

Attendance and Participation

Active participation in Seniors Advisory Committee meetings is expected of all members. "Active participation" may refer to both meeting attendance and/or engagement. An effort should be made to attend meetings in person or remotely. Members who do not actively participate in more than 3 consecutive meetings without justified absence may be retired from the Committee at the discretion of the Chair/Lead Staff.

Committee members who wish to request a leave of absence for an extended period of time (3+ months) may submit such a request to the Chair/Lead Staff. Previously submitted applications may be used to fill temporary vacancies created by approved leaves of absence.

Voting

Council members and individuals from Town staff are ex-officio and therefore non-voting.

3.2 Member Roles and Responsibilities

3.2.1 Town Staff

Lead Staff

- To act as a liaison between the Committee and the Town, linking across departments in issues relevant to Committee work.

- Ensure the Committee is informed on Town policy, procedure and available resources in reference to specific agenda items, and provide procedural and/or technical advice to assist the Committee where appropriate.
- Request additional staff support/attendance as needed.
- To develop agendas in cooperation with the Chair and Town Clerk for distribution.
- Incorporate input from the Seniors Advisory Committee into ongoing Town projects where appropriate (e.g: projects, staff updates, publications, etc.).

Support Staff

- Work of other Staff Liaisons intersects the purpose of the Seniors Advisory Committee and therefore they may be required to participate (e.g: during Tax season, the Director of Finance may be asked to sit in on a meeting).

Town Clerk

- To be responsible for all legislative functions related to the Seniors Advisory Committee operation, establishment, review, ordination of meeting schedules and the external/internal distribution/posting of Seniors Advisory Committee agendas and reporting forms (i.e. meeting notes, minutes, etc.).
- Facilitate and support the recruitment and appointment process through assisting in the development of "Notice of Vacancy" contents while ensuring all relevant forms and supporting documentation are completed and received.
- In adherence with the Terms of Reference, the Town Clerk will oversee Committee selection with input from relevant departments.
- The Town Clerk will work with Lead Staff to ensure new members receive orientation.

3.2.2 Public Members

Chair

- The presiding officer of the Seniors Advisory Committee will be referred to as "Chair". The Seniors Advisory Committee shall elect, from among their voting members, a Chair at the end of the prior chair's term. A committee member shall not serve as a Chair for more than three consecutive years except in extenuating circumstances (see Term Limits).
- Uphold the Seniors Advisory Committee processes and functions in accordance with all terms presented, maintaining productivity and focus. This includes ensuring Committee members conduct themselves in a professional manner.
- If appropriate, with support from the Town Clerk and Lead Staff, the Chair will help build and coordinate a work plan for the Seniors Advisory Committee.
- Prepare and submit agenda items and accompanying materials to the Town Clerk (i.e. be the point of contact for all communications between public members and the Town Clerk)
- Where appropriate, support the Lead Staff and/or Town Clerk in fulfilling Committee requirements related to reporting processes (ex: annual reports, presentations, FAQ's, etc.).
- Assist in the development of content for Notice of Vacancy documents.
- Review Seniors Advisory Committee Terms of Reference with the Town Clerk and Lead Staff at the end of each term and be prepared to propose amendments as needed.

Public Members

Public members are expected to advise Town decision making and apply personal skills, knowledge and experience in carrying out functions commensurate with the defined purpose of the Seniors Advisory Committee. Role to include:

- Active participation in Seniors Advisory Committee meetings
- Participation in election of a Chair
- Representing select Committee interests in the community
- Engaging with residents and experts when appropriate

Organizations

In addition to the responsibilities held by all public members, organizational members will also be conduits to/from their respective organizations. As such, they will be expected to provide insight on behalf of organizational stakeholders, and update their members on the work of the Committee.

3.2.3 Council

Council

Council members have a focused role. One Council representative will sit on the Seniors Advisory Committee as the Committee Champion. In accordance with the role of the Seniors Advisory Committee and to promote and enhance the Committee's advisory function, Council representatives will be encouraged to attend meetings as observers, and to act as a liaison between the Committee and Council.

In cases where an item of Committee business (as detailed in a given meeting agenda) would benefit from having more than one Council representative attend, it will be the responsibility of the Chair and/or Lead Staff to inform Council.

3.3 Reporting

The Seniors Advisory Committee shall report through the Financial and Administrative Services Committee of Council. However, depending on the issue, reports may be directed to another committee where appropriate.

Standard Reporting Process

- The Lead Staff, Chair and Town Clerk will work to complete meeting minutes following each Committee meeting
- The Lead Staff, or a designate, will submit the meeting minutes, along with any other committee updates, to the Financial and Administrative Services Committee as required.

Notes

- The use of additional reporting methods is the responsibility of the Lead Staff and/or Town Clerk.
- Council to be kept informed of Committee activities through formal reporting and through the Committee Champion.
- Organizational representatives will be encouraged to report to, and maintain open communication, with their respective organizations regarding Committee work.
- An annual Seniors Advisory Committee event will be held for all Committee members.

4. COMMITTEE RECRUITMENT AND SELECTION

4.1 Recruitment, Vacancies and Applications

When new members are required, a "Notice of Vacancy" will be prepared by the Town Clerk and distributed through Town communication channels. Additional communication opportunities may be identified by relevant departments / Committee members. This document will include:

- General information regarding the purpose of the Seniors Advisory Committee
- The Terms of Reference
- A link to the Seniors Advisory Committee Application Form

A vacancy will occur when a member resigns, vacates a position, or when their resignation is requested by the Seniors Advisory Committee Chair. Vacancies occur at:

- Date of resignation
- Date a member ceases to be qualified
- Date the Committee Chair declares the position vacant due to lack of attendance or incapacitation

All applicants must complete a Seniors Advisory Committee Application Form. Applications may be submitted electronically, via mail, or in person to the attention of the Town Clerk.

4.2 Eligibility and Selection

Eligibility

Appointments to the Seniors Advisory Committee will be made providing adherence with the following eligibility requirements:

1. Applicants must be residents of Conception Bay South.
2. Applicants must be 60 years of age or older.
3. Organizational representatives must be based in or serve/do business within the Town of Conception Bay South.
4. Organizational representatives are required to be residents of Conception Bay South.
5. Applicants must be in good standing with the Town of Conception Bay South

Commitment to Equity and Inclusiveness

The Town of Conception Bay South is strongly committed to equity and inclusiveness. In selecting Seniors Advisory Committee members, the Town will aim to design processes that are transparent, accessible, free of discrimination and seek to remove barriers for disadvantaged groups.

Selection Criteria

In addition to eligibility requirements, an applicant's specific skills and experience will be important factors in Committee selection. While all who meet the eligibility requirements outlines above are encouraged to apply, applicants with demonstrated participation in groups or initiatives with goals relevant to the Seniors Advisory Committee's purpose will be preferred. Some other considerations pertaining to general selection criteria include:

- Past professional and volunteer experience
- Ability to perform required tasks

- Other complementary skills or competencies

Those who are selected to serve on the Seniors Advisory Committee will be notified by email. A Committee handbook and other relevant information will also be provided to successful applicants.

5. PUBLIC ENGAGEMENT

The Town of Conception Bay South recognizes that engagement between the Town and its residents is an essential component of an effective municipal government. The Town views public engagement as a process that facilitates dialogue with the right people, using the right tools, at the right time on subject areas of mutual interest.

The role of the Seniors Advisory Committee will fall within the realm of “consultation”. This means that the Seniors Advisory Committee will provide a forum for the public to provide specific feedback on relevant Town issues and helping to inform decision making.

6. OTHER GOVERNANCE

6.1 Review of Terms

Taking into account recommendations from the Committee Chair and the Committee Champion, the Town Clerk and Lead Staff will review the Seniors Advisory Committee Terms of Reference documents every two years. The purpose of this review will be to ensure that the operations and function of the Committee is still aligned with its defined purpose. Through this review process, amendments to the Seniors Advisory Committee will be proposed and adjustments made to the Terms of Reference as required.

6.2 Meetings and Schedules

The Seniors Advisory Committee will meet no less than a minimum of three times annually. Meetings will typically take place before corresponding standing committee meetings. The exact frequency of Seniors Advisory Committee meetings will be determined by the Chair, Lead Staff and Town Clerk.

Unless otherwise specified, Seniors Advisory Committee meetings shall be held at the Town Hall and shall be closed to the public.

6.3 Conflicts of Interest and Confidentiality

Conflicts of Interest

A conflict of interest refers to situations in which personal, occupational or financial considerations may affect or appear to affect the objectivity or fairness of decisions related to the Committee activities. A conflict of interest may be real, potential or perceived in nature. Conflict of interest may occur when a

Committee member participates in discussion or decision-making about a matter which may financially benefit that member or a member of his/her family, or someone with whom the Committee member has a close personal relationship, directly or indirectly, regardless of the size of the benefit.

In cases where the Committee agenda or discussions present a conflict of interest for a member, that member is required to declare such conflict, to abstain from discussion, and remove himself/herself from the meeting room until the agenda item has been dealt with by the Committee.

Confidentiality

All Committee members are required to refrain from the use or transmission of any confidential or privileged information while serving with the Seniors Advisory Committee. Members will also be required to sign a Confidentiality Agreement with the Town.

Lead Staff Name: _____

Signature: _____ Date: _____

Chair Name: _____

Signature: _____ Date: _____

Town Clerk Name: _____

Signature: _____ Date: _____