



Terms of Reference

Age Friendly Advisory Committee

1. Name

The name shall be the Age Friendly Advisory Committee.

2. Definitions

In these Terms of Reference, unless the context requires otherwise:

“Chair” means the Member appointed as Chair of the Committee by Members and approved by Council.

“Committee” means the group of ratepayers appointed by the Council of the Town of Grimsby to the Age Friendly Advisory Committee.

“Council” means the Council of the Town of Grimsby.

“Meeting” means any Meeting of the Age Friendly Advisory Committee held in accordance with the provisions of the Procedural By-law.

“Member” means a Member of the Age Friendly Advisory Committee as appointed by Council.

“Motion” means a question or proposal to be considered by the Age Friendly Advisory Committee and which is moved and seconded and is subject to debate. When a Motion is adopted, it becomes a Resolution.

“Resolution” means a motion, moved by a Member and seconded by another Member, and is the formal expression of opinion, decision or intention by the Committee. Any resolution of Age Friendly Advisory Committee is not final or binding until approved by Council.

“Vice-Chair” means the Member appointed as Vice-Chair the Committee by Members and approved by Council.

3. Mandate

The Age Friendly Advisory Committee provides recommendations to Council regarding a strategy and action plan to elevate the profile, level of leadership, and engagement of seniors in the community. Recommendations are made on how to

facilitate active lifestyles for all seniors, optimize health and wellness services for seniors, and to improve access and utilization of various services and supports.

4. Statutory Obligations

There are no statutory obligations for the Committee.

5. Authority

- a) The Committee has the authority to provide advice and make recommendations to Council on matters within their mandate. As such, all recommendations requiring Council's approval will be incorporated into the Council Endorsement Package and considered at the next regular scheduled Council meeting.
- b) Engage all sectors of the community, such as service clubs, local businesses and organizations, in developing policies and programs to create a vibrant community that supports healthy and active aging in accordance with the World Health Organizations eight essential elements of an Age-Friendly Community
- c) Solicit input and act as a public forum for issues affecting older adults in our community
- d) Make recommendations for subsidies and grants for age-friendly initiatives
- e) Recommend, promote and support special events and programs that further promote an inclusive age-friendly community
- f) Form partnerships and collaborate with regional organizations, provincial agencies, educational and arts and culture organizations to champion an age-friendly community
- g) Develop and carry out strategic objectives for the Age Friendly Advisory Committee, which complement existing Town of Grimsby plans and policies
- h) Undertake such matters as the Committee deems necessary to promote awareness of the needs of Grimsby older adults to residents, local agencies, businesses and community organizations; subject to the approval of the Grimsby Town Council
- i) The Committee will also consider and provide advice and recommendations on any matter submitted to them by Council resolution.
- j) The Committee does not have the authority to direct staff or work obligations/projects.
- k) The Committee does not have the authority to obligate the Town to any financial responsibilities.

6. Composition and Term

The Committee shall be comprised of up to 9 members who are qualified to be elected as members of Grimsby Town Council, one of whom shall be a member of Grimsby Town Council. Said appointments to be made by Town Council in accordance with established Council procedures and policy. The Mayor shall reside as the ex-officio.

Members of the Committee shall hold office at the pleasure of the Council that appointed them and unless sooner removed, shall hold office until the expiration of the term of the Council that appointed them and their successors are appointed.

Members who fail to attend three (3) consecutive meetings of Committee without authorization from the Committee by resolution, that Member's membership on the Committee will be deemed to have resigned their appointment.

7. Roles and Responsibilities

Election of the Chair and Vice-Chair

The Committee shall appoint a Chair and Vice-Chair from among its voting members. The appointment of the Chair and Vice-Chair is not final or binding until approved by Council.

The Chair and Vice-Chair shall hold the appointed position for the term of Council.

a) Chair

It is the duty of the Chair to carry out the following responsibilities:

- To work with staff to coordinate meeting agendas;
- To open the Committee Meeting by taking the Chair and calling the meeting to order;
- To announce the business before the Committee in the order in which it is to be acted on;
- To recognize any Member who wishes to speak and to determine the order of the speakers;
- To put to vote all questions which are regularly moved or necessarily arise in the course of the proceedings to announce the results;
- To participate as active and voting member, encouraging active participation by all Members;
- To decline to put vote motions which contravene the provisions of the Procedural By-law;
- To enforce the provisions of the Procedural By-law;
- To enforce on all occasions, the observance of order and decorum among the Members;
- To call by name, any Member refusing to comply with this Procedural By-law and to order the Member to vacate the place of Meeting;
- To rule on any points of order raised by Members; and
- To adjourn the Meeting when the business is concluded;

b) Vice-Chair

It is the duty of the Vice-Chair to carry out the duties of the Chair, when notice has been provided that they will be from the Committee meeting, or if they are absent through illness, or if they declare a conflict of pecuniary interest.

When in this capacity, the Vice-Chair may exercise all the rights, powers and authorities of the Chair.

c) Committee Members

It is the duty of Committee members to carry out the following responsibilities:

- To understand their role and expectations, including all applicable Town policies;
- To work in accordance to the Act;
- To apply and respect the rules of procedure;
- To attend all scheduled regular and special Committee meetings, sending regrets otherwise;
- To follow the agenda and stay focused on the topic at hand;
- To respect confidential information; and
- To vote on business except when not permitted to by law.

d) Staff

Clerks staff will provide guidance and advice on matters of governance, legislation and operational policies and procedures in conjunction to objectives set out in the Committee's Terms of Reference and related initiatives, as required.

Community Services staff will review and consider the advice provided by Age Friendly Advisory Committee when making recommendations to Council.

Clerks staff will coordinate with the Chair and Director of Community Services for the preparation and circulation of agenda and minutes.

8. Agendas

The agenda for each Regular Age Friendly Advisory Committee meeting will be posted to the Town's website with as much notice as possible however not less than forty-eight (48) hours prior to the meeting.

The agenda for a Special Age Friendly Advisory Committee meeting will be posted to the Town's website not less than twenty-four (24) hours prior to such Special meeting.

9. Minutes and Reporting

Age Friendly Advisory Committee minutes will be provided to Community Services Committee to be received for information. Items that require Council's approval and ratification will be provided to Council by way of a Council Endorsement Package.

Any resolution of the Age Friendly Advisory Committee is not final or binding until approved by Council.

In addition, within the fourth quarter of each year, the Age Friendly Advisory Committee will prepare a report to the Community Services Committee that summarizes the activities and accomplishments of the past year.

10. Meetings

Meetings will take place monthly and will be included in the annual calendar approved by Council. Where possible, meetings will be scheduled at a consistent date and time.

Special meetings may be called by the Chair, in consultation with staff, to expedite time-sensitive matters requiring consultation under the Act.

A part of a meeting may be closed to the public if the subject being considered is for education or training purposes, pursuant to the provisions of Section 239 of the *Municipal Act, 2001*, as amended.

11. Meeting Procedures

Meetings shall be governed by Procedural By-law 20-65.

12. Conflict of Interest

Members are expected to follow the *Municipal Conflict of Interest Act, R.S.O. 1990, c. M. 50*, as amended, and to undertake their responsibilities on an impartial and objective basis. Members will not participate in any decision or recommendation in which they or their immediate family has any financial interest expect in common with residents of the municipality.

13. Working Groups

The Age Friendly Advisory Committee may, by resolution, establish Working Groups to carry out specific tasks related to its' mandate and work plan. The resolution to establish a Working Group must include information regarding the mandate of the proposed Working Group and the beginning and the ending date.

Working Groups will consist of Age Friendly Advisory Committee members and additional volunteers, as needed, from the community at large. Working Group members will be appointed by way of an Age Friendly Advisory Committee resolution. The Working Groups will report to Age Friendly Advisory Committee

monthly and will disband upon conclusion of the specific function for which it was struck.

Any resolution of the Working Groups is not final or binding until approved by Council.

14. Code of Conduct

Age Friendly Advisory Committee members are required to act in accordance with the Town of Grimsby's Procedural By-law, Code of Conduct, *Municipal Conflict of Interests Act*, and any other application legislation or policies and procedures established by the Town of Grimsby.

15. Review

The Terms of Reference will be reviewed, revised (if necessary) by the Committee once per term or as needed.

Last update: September 9, 2024