

Seniors Advisory Committee – Terms of Reference and Mandate

Revised - June 2019

Introduction/Preface

The Committee believes that all seniors should have a right to multiple opportunities for healthy aging and a full range of supports to assist them.

Mandate

Identify and report to the **Community Services and Parks Standing Committee** directly, which then reports to the Mayor and Council on issues that affect seniors in the City of Windsor, including:

- Acting as a liaison for seniors in the City of Windsor and reporting to and advising City Council on ways to enrich the health and quality of life of all seniors in this community
- Soliciting input and acting as a public forum for issues that affect local seniors
- Identify barriers to access by seniors to City services and programs
- Forming partnerships in the community to educate, inform and improve quality of life for seniors
- Addressing other issues as identified by the Seniors Advisory Committee from time to time

Make recommendations and provide advice to Mayor and Council regarding strategies that could be used by City administration to address the needs of seniors in the City of Windsor.

Composition/Membership

*A member of S.A.C. is defined as an individual appointed by the Striking Committee of City Council. The membership of S.A.C. will be comprised of a cross-section of individual seniors, representatives of seniors' groups and agency representatives who are committed to working towards the betterment of life for seniors in our community. The membership of the S.A.C. will include a **maximum of 5 voting members** as well as one (1) City Councillor (voting) and resource personnel from the City of Windsor who will be non-voting members of the Committee.*

Absenteeism:

Any member who is absent from three consecutive meetings without the express approval of the Committee given at a scheduled meeting will be deemed to have resigned from the Committee at the end of the third meeting.

Duties and Responsibilities

- To liaise between City Council and representatives associated with the Committee and where appropriate advise City Council.

- To liaise and where appropriate advise the **Community Services & Parks Standing Committee** and City Council and Municipal staff in all departments who are responsible for the direct delivery of services and programs to seniors.
- To advocate on behalf of seniors concerns affecting policies, services and facilities for seniors delivered by and funded by all levels of government.
- To liaise with other Advisory groups and other organizations when there are matters of mutual concern.
- To prepare and submit an Annual Report and recommendations to City Council for action.
- To promote and advocate, wherever appropriate, the concept of healthy aging by encouraging improved and responsive programs and services in a timely fashion.
- To increase the awareness of City Council and Administration of the issues, concerns, and challenges faced by seniors from a diversity of backgrounds such as race, colour, religion, culture, sexual orientation, socio-economic status, family status, place of origin, marital status and disability.
- To ensure that a variety of outreach methods are utilized in order to reach seniors from diverse communities.

Appointment and Term

Coincides with the term of Council and to be reviewed with every new Council to determine if the Committee should remain in place.

Agenda and Minutes/Frequency of Meetings

The Committee Coordinator is a designated representative of Council Services (City of Windsor) who will prepare agendas and minutes. The meetings will be held on a quarterly basis.

Rules of Order

Elections and meetings will be conducted according to Bourinot's Rules of Order and the City of Windsor Procedural By-law.

Reporting Structure

The Seniors Advisory Committee will report to the **Community Services & Parks Standing Committee**, and to City Council.

Remuneration

No remuneration will be provided for committee members.

Quorum

Fifty percent plus one of the general voting membership must be present at a meeting to constitute a quorum.