



## **The City of Summerside Seniors Advisory Committee Terms of Reference**

The mandate of the Senior Services Advisory Committee is to advise on related municipal aspects of the provision of senior services and programming in the City of Summerside, and to develop a framework whereby the committee can survey, engage and support communications on related municipal seniors programming wants and needs. The City of Summerside Seniors Advisory Committee will also take the lead on identifying provincial and federal service delivery gaps and act as an advocate for the enhancement of those related government services in Summerside.

The committee will be given a two year mandate to delve into what the City of Summerside feels is a logical first step of creating a strong baseline for existing programming and services in the area in addition to a focused engagement process to ensure local seniors have an opportunity to point to what may be missing for seniors in the area.

### **The Senior Services Advisory Committee shall be responsible for:**

- Collecting information and data relating to seniors programming and services in Summerside through the provision of surveying, outreach and data collection.
- Providing Council with ongoing updates relating to the results of research and outreach.
- Providing a conduit for citizens to raise issues and concerns regarding senior programs and services issues at both the provincial and federal levels and acting as a conduit between council and those levels of government.
- Assisting with the coordination of community efforts necessary for the development and implementation of senior services facilities and programs.
- Undertaking the development of a “seniors locator program” that will ultimately be delivered via the City of Summerside Community Services Department.
- Promoting volunteerism and participation through supporting of projects and programs via a communications platform delivered by the City of Summerside.
- Undertaking research and data collection projects as assigned by Council from time to time.

### **The Committee will *not* be responsible for the following:**

- Administrative matters including directions to staff.
- Reviewing staff structure, staff compensation, or other staffing related matters.
- Preparing, approving or delivering the annual budget and capital projects.
- Performing project and program implementation, unless assigned by Council.
- Acting as a forum to debate decided matters of Council, or a forum to organize political advocacy for Council to reconsider decided matters.

### **COMMITTEE STRUCTURE**

- Up to 2 elected officials as appointed by Council.
- Up to 2 City staff.
- 3 members of the public appointed by Council, with consideration given to representation by those with a vested interest in the support of senior’s services in Summerside.

### **GENERAL RULES OF OPERATION**

- The Committee is subject to the oversight and direction of Council, as well as the rules established in Council’s Code of Conduct and Council’s Procedural By-Law.
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- All appointed members will be voting members, and a quorum of the Committee shall be the majority of those appointed by Council as members of the Committee.
- At the first meeting, the members shall determine the preferred day and time for Committee meetings.
- If the Committee refuses or neglects to give due consideration to any matter assigned to it or before it, the Committee may, by Council resolution, be discharged of its responsibilities.

#### **ROLE OF COUNCIL REPRESENTATIVES**

- The Council Representative is a participating voting member of the Committee.
- The Mayor may attend and participate in Committee meetings as ex-officio and shall have voting rights in accordance with the City Procedural By-law.

#### **ROLE OF COMMITTEE CHAIR**

A committee Chair and Vice-Chair will be elected yearly from committee members to preside over meetings and committee business.

*The Chair's role is to:*

- In accordance with the City's Procedural By-Law, preside at all meetings, and control proceedings and discussion to ensure smooth transition of the business as listed on the agenda.
- Vote on all matters requiring a formal motion.
- Report on the activities of the Committee to Council as required.

#### **ROLE OF COMMITTEE MEMBERS**

*The Committee Members shall:*

- Report to the Chair any issues that they feel should be addressed by the Committee.
- Attend and participate in Committee meetings.
- Contribute time, knowledge, skill and expertise during meetings in order to fulfill the Committee's mandate and report their concerns and issues to the Committee.
- Abide by the procedural decisions made by the Chair.
- Disclose any pecuniary interests per the requirements of the Municipal Code of Conduct.
- Actively participate in carrying out the responsibilities of the Committee.

#### **REPORTING REQUIREMENTS**

- Committee minutes are to be provided to the CAO for insertion on the Council agenda.
- Recommendations for Council's consideration are to be presented to Council in a report format under signature of the supervising Director.

#### **FINANCIAL PLANNING**

Council shall budget an appropriate amount to allow the Committee to conduct its activities.

#### **FREQUENCY OF MEETINGS**

- The Committee will meet a minimum of once per quarter, with the actual frequency to be determined by the Committee once it is seated.
- The traditional meeting time of this Committee is the third Tuesday of the month at 12pm.

#### **TERM**

- The term of the Committee shall be for a 2 year (24 month) period with an opportunity for extension should the sitting Council determine necessary.