

Age-friendly Peterborough Advisory Committee

Terms of Reference

May 31, 2017

Definitions

Community Development Program Manager – means the City of Peterborough staff person working in the Social Services Division who has the Seniors Portfolio.

Council – means, as the context requires, County Council or City Council.

Joint Services Steering Committee (JSSC) – means the six member committee comprised of three members of City Council and three members of County Council. The JSSC is responsible for reviewing and approval of draft annual work plan and budget and recommends approval to the Councils of the City and the County as it relates to programs and services within the Municipal Consolidated Service Management Agreement.

1. Mandate

- 1.1. Age-friendly Peterborough is an Advisory Committee that will make recommendations to the Joint Services Steering Committee concerning how the Age-friendly Plan and related matters can be implemented.
- 1.2. Through the Community Development Program Manager (or designate), the Advisory Committee will ensure effective coordination and communication occurs between municipal departments, public and private partner organizations, Councils, and community members and associations in the implementation of Age-friendly Plan activities.

2. Roles and Responsibilities

- 2.1 Through the Joint Services Steering Committee, the Advisory Committee shall advise City Council and County Council about:

- a. Progress toward, or barriers to, achieving the goals of the Age-friendly Peterborough Plan;
 - b. Existing and proposed plans, policies, and by-laws related to the Age-friendly Peterborough Plan;
 - c. New and emerging community issues and opportunities that relate to the Age-friendly Peterborough Plan; and,
 - d. Such other matters for which the Councils may seek its advice.
- 2.2 The Community Development Program Manager (or designate) shall:
 - a. Support the roles and activities of the Advisory Committee and its Working Groups;
 - b. Prepare correspondence of the Advisory Committee;
 - c. Serve as lead resource for the Councils and their on matters related to the development of age-friendly communities; and,
 - d. Deliver at least one update annually to each of the:
 - e. Presentations to Township Councils as needed.
- 2.3 The work of the Advisory Committee will be directed towards developing recommendations to assist each of:
 - i. Joint Services Steering Committee
 - ii. City Council; and,
 - iii. County Council;

to achieve the vision set out in the Age-friendly Peterborough Plan.
- 2.4 Members of the Advisory Committee agree to uphold the values set out in the Age-friendly Peterborough Plan.
- 2.5 In its role as steward of the Age-friendly Peterborough Plan, and through the activities of its Working Groups, the Advisory Committee commits to:
 - a. Learning from older adults about their experience of aging;
 - b. Educating the public about diverse experiences of aging and older adulthood;
 - c. Informing decision-makers on issues related to the aging population and the development of age-friendly communities;

- d. Supporting the development of new and enhanced age-friendly programs and initiatives; and,
- e. Evaluating and measuring progress towards the goals of the Age-friendly Peterborough Plan.

3. Advisory Committee Membership

- 3.1 The Advisory Committee shall be composed of eleven (11) members, with representation based on the following seats:
 - a. City Councilor: To be selected at the sole discretion and serve at the pleasure of Peterborough City Council.
 - b. County Councilor: To be selected at the sole discretion and serve at the pleasure of Peterborough County Council.
 - c. Community Representatives (3 seats): One seat each will be allocated to a community representative from the City of Peterborough, County of Peterborough, and First Nations and each person shall and serve at the pleasure of the Council which appointed them.
 - d. Working Group Chairs (4 seats): One seat each will be allocated to the Chairs of the Committee's four standing Working Groups.
- 3.2 Each Community Representative will be selected through the process established by their respective Council.
- 3.3 In addition to the selection criteria set out by a Council, each Council shall give preference to candidates for community representative seats to persons who:
 - a. Are knowledgeable about the experiences of older adults living in the Peterborough region;
 - b. Have demonstrated previous interest and engagement in the work of the Age-friendly Peterborough Community Action Plan;
 - c. Contribute to the full participation of groups which are found to be under-represented including women, persons with disabilities, visible minorities, and aboriginal people; and,
 - d. Represent diverse stakeholders and sectors.

- 3.4 The appointment of members to seats allocated to the Working Group Chairs will be determined through the process established by the respective Working Groups' Terms of Reference.
- 3.5 No one person shall occupy more than one seat on the Advisory Committee.
- 3.6 No staff member from the City, County or Townships shall occupy a seat on the Advisory Committee.
- 3.7 The Advisory Committee will actively seek to identify and remove barriers to participation for all members, including:
 - a. Transportation access;
 - b. Physical accessibility; and,
 - c. Accessibility of information and materials.

4. Terms of Office

- 4.1 Community Representative members of the Advisory Committee shall be appointed for a two-year term, beginning on November 30th.
- 4.2 A Community Representative is eligible to renew their appointment for two additional two-year terms.
- 4.3 Council members appointed to the Advisory Committee shall serve for the duration of the term of the Council upon which they serve, subject to continuing to hold a seat on that Council.
- 4.4 Council members of the Advisory Committee shall be eligible to renew their appointment for multiple terms, subject to continuing to hold a seat on that Council.
- 4.5 Working Group Chair members of the Advisory Committee shall be appointed for a two-year term, beginning on November 30th.

- 4.6 Working Group Chair members of the Advisory Committee shall be eligible to renew their appointment for one additional two year term.
- 4.7 The Advisory Committee shall declare a member's seat vacant and shall provide notice thereof to the Council which appointed the person through the appropriate offices, if a Committee member:
- a. Is convicted of an indictable offence;
 - b. Becomes incapacitated; or,
 - c. Is absent from the meetings of the Advisory Committee for three (3) consecutive meetings, without leave of absence from the Advisory Committee or without reasons satisfactory to the Advisory Committee.

5. Remuneration

- 5.1 Members of the Advisory Committee shall serve without remuneration.
- 5.2 Members may be reimbursed for direct and appropriate expenses incurred in the fulfillment of their Advisory Committee responsibilities with prior approval by the Community Development Program Manager.

6. Officers

- 6.1 At the first meeting in a new term, the Advisory Committee shall elect from their number a Chair who shall hold office at the pleasure of the Advisory Committee for a one-year term and is eligible for re-election.
- 6.2 The Chair shall:
- a. Plan, direct and evaluate all Advisory Committee meetings;
 - b. Uphold the vision, mission, and values of the Committee;
 - c. Act as the Advisory Committee's spokesperson for matters relating to policy and governance;
 - d. Serve as a signing officer for Advisory Committee minutes and official documents as required;
 - e. Maintain regular liaison with the Age-friendly Coordinator and the Community Development Program Manager;

- f. Fulfill other duties and responsibilities as assigned by the Advisory Committee; and,
 - g. Ensure that the City's Procedural By-law is adhered to while conducting meetings.
- 6.3 In addition to regular meeting attendance, the Chair may be expected to spend approximately five (5) additional hours between meetings supporting agenda setting, minute review, Committee communications, and public appearances.
- 6.3 The Advisory Committee shall also elect from their number a Vice-Chair who shall have all the powers and duties of the Chair when the Chair is absent or unable to act, and who shall hold office for a one-year term and is eligible for re-election.

7. Working Groups and Task Forces

- 7.1 There will be four standing Working Groups of the Advisory Committee:
 - a. Meeting Basic Needs
 - b. Staying Mobile
 - c. Building Relationships
 - d. Learning and Contributing
- 7.2 The Advisory Committee may also, at its discretion, establish ad-hoc Task Forces on any matters considered by the Committee to require particular study.
- 7.3 Working Groups and Task Forces shall be governed according to their own respective Terms of Reference, to be approved by the Advisory Committee.
- 7.4 All Working Groups and Task Forces shall include at least one member of the Committee.
- 7.5 Working Groups and Task Forces will report regularly and recommend courses of action to the Committee; and otherwise fulfill their respective responsibilities in accordance with their Terms of Reference.

8. Advisory Committee Meetings

- 8.1 The Advisory Committee will hold meetings, at least four (4) times per year in January, April, September, and November, and at such other times as it considers necessary.
- 8.2 Committee meetings will be held in City or County meeting rooms.
- 8.3 All meetings of the Advisory Committee will be held during the work day, at a time determined by the Advisory Committee.
- 8.4 The November meeting will serve as a general meeting between members of the Advisory Committee, Working Groups, and any active Task Forces.
- 8.5 The Chair or the Community Development Program Manager may summon a special meeting of the Advisory Committee giving reasonable notice in writing to each member, specifying the purpose for which the meeting is called.
- 8.6 A majority of members of the Advisory Committee shall constitute a quorum. Where a quorum is not present, the Advisory Committee may conduct the meeting without ratification of motions.
- 8.7 The meeting of the Advisory Committee shall be open to the public, and shall be conducted in accordance with the City's Procedural By-law. A meeting, or part of a meeting, may be closed to the public only as specifically permitted by, and in accordance with, the **Municipal Act, 2001**.
- 8.8 The agenda for meetings shall be prepared by the Community Development Program Manager (or designate) in consultation with the Committee Chair and should be distributed no less than five days before the meeting.
- 8.9 Advisory Committee members wishing to raise an item of business at the Advisory Committee meeting shall notify the Chair or Community Development Program Manager prior to the meeting in order for that item to appear on the agenda.

- 8.10 The Advisory Committee may call upon experts in the field of aging and related sectors to provide advice on matters related to their expertise at meetings from time to time.

9. Role of other Municipal and First Nations Staff

- 9.1 The Community Development Program Manager (or designate) shall coordinate staff and municipal interactions with the Advisory Committee.
- 9.2 The Community Development Program Manager may attend the Advisory Committee meetings.
- 9.3 The Community Development Program Manager shall consult with the Advisory Committee Chair on matters relating to the Advisory Committee or its activities.
- 9.4 Other municipal staff may attend the Advisory Committee meetings to provide advice or information as required. Staff will not have voting rights at meetings.
- 9.5 Prior to presenting recommendations to a Council on any matter which is within the mandate of the Advisory Committee, as set out in these Terms of Reference, all staff should seek advice from the Advisory Committee.
- 9.6 Decisions of the Advisory Committee shall be communicated to the Manager only by resolution of the Advisory Committee and duly recorded in the minutes.

10. Resources and Budget

- 10.1 The Seniors' Portfolio line of the Community Development Program budget will constitute the annual operating budget of the Advisory Committee.
- 10.2 The Advisory Committee will advise on its annual operating budget allocations, with consideration to submitted Working Group requests, at the first meeting of each new year.
- 10.2 The Advisory Committee may consider ad-hoc budget requests from Working Group Chairs in response to new or emerging opportunities. Such requests will

be approved at the sole discretion of the Advisory Committee, and subject to available funds.

- 10.3 Working Groups are invited to pursue external sources of funding; all external grant applications must be approved in writing by the Chair of the Advisory Committee and Community Development Program Manager.
- 10.4 The Advisory Committee may submit project-specific budget requests that fall outside the scope of annual Seniors' Portfolio budget through the Joint Services Steering Committee; such requests may be endorsed at the discretion of the Joint Services Steering Committee to be considered within the appropriate budget cycles of each Council.
- 10.5 Additional project-specific budget requests to support age-friendly initiatives may be brought forward through other municipal budgeting processes, at the discretion of the relevant staff.