

Schedule "A" to By-law 2018-38

THE CORPORATION OF THE TOWN OF WASAGA BEACH

WASAGA BEACH AGE-FRIENDLY COMMUNITY ADVISORY COMMITTEE

TERMS OF REFERENCE

Mandate and Purpose

The Wasaga Beach Age-Friendly Community Advisory Committee is a Standing Advisory Committee of Town Council, reporting through the Wasaga Beach Public Library to assist and guide the implementation and ongoing development of the Wasaga Beach Age-Friendly Community (AFC) Plan.

Responsibilities and Tasks

The Age-Friendly Community Advisory Committee will:

1. Together with Town Council, communicate and launch the AFC plan and its various initiatives to the Wasaga Beach community, government and other key stakeholders
2. Recruit partners to participate in executing AFC strategies
3. Monitor progress on goals against pre-determined outcome measures
4. Under the direction of Town Council, make regular alterations to the plan based on identified changes in the local environment thus ensuring the plan remains a "living document"
5. Identify and pursue resources such as grants, new funders, corporate sponsorships or in-kind donations
6. Identify resource requirements and advise on potential sources
7. Provide an annual report on the accomplishments of the Advisory Committee through the Library Board to Town Council

Delegated Authority

The Committee is established as an advisory committee to Council and does not have any delegated authority or the authority to direct staff.

The Committee is to operate within its mandate under the oversight of the Community Services Committee. Any advice requiring implementation, reports or staff actions must first be considered by the Community Services Committee, and/or Committee of the Whole and/or Council before any action by staff may be taken. Any action that significantly binds the Corporation will require Council's approval prior to the action being taken.

Committee Composition

Upon recommendation from the Mayor and with input provided by the Staff Resource Person

and/or Chair, Committee members will be appointed by Town Council.

Council may, by resolution as and when required in order to maintain the requisite number and composition of members on the Committee, select and appoint new members to the Committee for the duration of the term.

The Advisory Committee should be reflective of the residents of Wasaga Beach, with particular inclusion of the seniors demographic and those that represent the interests of seniors in the community. The Advisory Committee will consist of the following:

- One (1) Member of Town Council
- One (1) Representative from the Wasaga Beach Public Library (Director, Library Services) – non voting
- One (1) Representative from the Town of Wasaga Beach (Rotating Departmental Staff Member as required) – non voting
- One (1) Representative from the Town of Wasaga Beach Recreation, Events and Facilities Department – non voting
- One (1) Representative from the Town’s Healthy Community Network
- One (1) Representative from the Town’s Accessibility Advisory Committee
- One (1) Representative from the Southern Georgian Bay Community Health Centre
- Four (4) Representatives from key service provider organizations in the housing, health, recreation and transportation sectors
- Four (4) Senior Members of the Public (age 55 plus)

Support to the Advisory Committee will be provided by the Director, Library Services and other key Departmental staff members, as required, depending on the specific expertise required to implement the AFC Plan.

The Advisory Committee will also include a Chair, Vice-Chair and a Secretary who will be responsible for efficient meetings. The Chair and Vice-Chair will be chosen by the Committee at the first meeting. The Secretary of the Advisory Committee will be chosen by the Committee at the first meeting and may be rotated among Advisory Committee members. In addition, individual Advisory Committee members will be assigned to act as “champions” responsible for overseeing specific AFC goals.

Only members, appointed by Council, may vote on any issue.

Additional members of the community may attend meetings as guests but without voting privileges. Additional staff resource people from various Town Departments may be invited to attend meetings to provide input into AFC Plan implementation and specific goals as required, but will do so without voting privileges.

The four (4) Representatives from key service provider organizations are preferred to be from the following organizations:

- Housing - County of Simcoe;
- Health - Simcoe Muskoka District Health Unit;
- Recreation – YMCA; and

- Transportation - Red Cross

However, representatives from other similar organizations are acceptable as determined by Council.

Term of Office

1. The term of the members of the Committee shall be four years coinciding with the term of the Council that has made the appointment.
2. A Committee member may apply for a re-appointment for any number of consecutive or non-consecutive terms.
3. Resignations from the Committee must be in writing to the Committee Chair and Town Clerk.
4. The advertising of vacancies and appointments will be in accordance with the policies and practices adopted by Council from time to time.

Subcommittees

The Wasaga Beach Age-Friendly Community Advisory Committee may establish subcommittees, as needed, to consider specific issues within the mandate of the Committee. Subcommittees are not required to be approved through the Community Services Committee and/or Council. Subcommittees are responsible for the preparation of their own agendas and minutes as required and making their own arrangements for meeting locations. Only appointed members of the Wasaga Beach Age-Friendly Community Advisory Committee may be voting members of any subcommittees. Subcommittee meetings may be attended by Town residents, seniors service providers, and/or community organization representatives that have an interest in the particular goal of the Subcommittee. Subcommittees must distribute a copy of its minutes to the Advisory Committee and Community Services Committee.

Governance

The Age-Friendly Community Advisory Committee shall be subject to the provision of the Town's Procedural By-Law to Govern the Proceedings of Council and its Committee, as amended, and shall adhere to Town policies and procedures including the Code of Conduct.

Meetings

Meetings to occur at the call of the chair or as determined by the Advisory Committee, with a minimum of four (4) meetings per year. Meetings will generally be held once per month (or as required) and include status updates on the various AFC goals.

Committee members are expected to attend all regularly scheduled meetings. In the event that a member is unable to attend a meeting, the member must contact the Chair in advance and advise him or her.

Further, Committee members are expected to:

- arrive prepared and on time
- provide input to meetings in advance if unable to attend

- focus on the issues not personal feelings and/or positions
- support decisions made by the Advisory Committee through due process and communicate the Committee's position to the public if required
- honour confidentiality and the Town's Code of Conduct

The Advisory Committee shall follow the provisions of Town Council's Procedural By-law as it relates to the function of committees.

Quorum

A quorum shall consist of 50% plus 1 of the voting members of the Advisory Committee.

Role and Responsibilities of Members

Advisory Committee Members shall:

1. Attend and actively participate in all meetings.
2. Work with other members to attempt to reach consensus on decisions and recommendations.
3. Adhere to these terms of reference, the Town of Wasaga Beach's Procedural Bylaw, Purchasing By-law, the Council/Committee Code of Conduct and any other bylaws, policies or procedures that apply to Council members.
4. It is preferable, but not mandatory that the Advisory Committee is available by e-mail to review relevant information and documents.
5. In addition to regular member responsibilities the Chair, the Vice-Chair and the Secretary will have the following responsibilities:
 - a) The Chair of the Advisory Committee shall preside over all meetings of the Committee and shall assist the Advisory Committee in reaching a majority decision on fundamental policy issues of concern to the Council.
 - b) The Vice-Chair shall assume the authority and perform all duties of the Chair in the absence of the Chair.
 - c) The Secretary shall record the minutes of all meetings and will be responsible for the circulation of the minutes once the meeting has concluded.

Advisory Committees of Council Agenda

The Committee Secretary shall have prepared and printed for the use of the Members at Advisory Committee meetings, an Agenda under the following headings utilizing the established template provided by the Town:

1. Call to Order
2. Disclosure of Pecuniary Interest
4. Minutes of Last Meeting
5. Deputations/Presentations
6. Unfinished Business
7. Sub-Committee Reports, if any

8. New Business
9. Items for Future Meetings
10. Date of Next Meeting
11. Closed Session (as required)
12. Reports from Closed Session (as required)
13. Adjournment

Communication and Reporting

Unless otherwise directed by Council, the minutes of all Advisory Committee meetings will be presented to the Community Services Committee, for review.

For decisions of Council, the Advisory Committee shall provide advice, through a Staff Report, to the Community Services Committee.

Should the Advisory Committee to be a delegation to the Community Services Committee, Committee of the Whole or Council, the request shall be made through the Clerk's Office.

The Advisory Committee will submit an annual report at the beginning of each New Year outlining the Advisory Committee's accomplishments in the previous twelve months, and its work plan and projects for the coming year.

Web presence is supported through the Town's web site at www.wasagabeach.com, based on information provided by the Town Clerk.

Municipal Support

The Library Services Department shall be the lead department and the Director, Library Services is the contact person for the Advisory Committee and for general inquiries.

Requests for documentation, reports and support materials required by the Committee or outgoing correspondence will be directed to the Library Services Department. Committee's activities are supported through the Library Services Department and other Town Departments as required.

A member of the Wasaga Beach Public Library as a liaison staff member must be present at all meetings.

Additional staff resources from various Town Departments and representatives from community groups/organizations and seniors service providers may be requested to attend meetings to provide input and advice on AFC Plan goals, at the discretion of the Advisory Committee.

Finances

Routine administrative costs associated with the work of the Committee will be allocated from the Committee's annual budget.

The annual budget for the Advisory Committee will be the responsibility of the Director, Library

Services. The Chair will work with the Director, Library Services to prepare the annual budget for Council's approval. The budget will reflect the Committee's upcoming year's operating and capital needs, in keeping with budget directions and timelines. Other community groups/organizations and seniors service providers may contribute capital funds towards the Advisory Committee budget.

Expenditures are approved by the Director, Library Services.

Conflict of Interest

The *Municipal Act* shall bind the members of the Advisory Committee as it relates to confidentiality, conflict of interest, closed sessions, and any other requirement under the *Act*, which pertain to the conduct of officials.

Confidentiality

The *Municipal Act* shall bind the members of the Committee as it relates to confidentiality, conflict of interest, closed sessions, and any other requirement under the *Act*, which pertain to the conduct of officials.

Indemnities to Committee Members and Others

Committee members shall be covered by the municipality's general liability insurance policy as it relates to Committees of Council's activities.

Review and Update of the Terms of Reference

The Terms of Reference are established and approved by Town Council. Additions or alterations may be proposed by the Advisory Committee but must be approved by Town Council.

Rules of Procedure for Committees

Where a conflict exists between this Terms of Reference and Council's Procedural Bylaw as it applies to Advisory Committees, the Procedural By-law provisions shall apply.