

Schedule “A” to By-Law 2023-27

THE CORPORATION OF THE TOWN OF WASAGA BEACH

WASAGA BEACH AGE-FRIENDLY COMMUNITY ADVISORY COMMITTEE

TERMS OF REFERENCE (updated February 2023)

Mandate and Purpose

The Wasaga Beach Age-Friendly Community Advisory Committee is a Standing Advisory Committee of The Town Council, communicating through the Wasaga Beach Public Library. The Committee develops and regularly updates and amends an Action Plan that builds on the goals laid out in the Age-Friendly Community (AFC) Plan and identifies, recommends and implements ongoing strategies and actions within the scope of resources available to the Committee to further enhance the quality of life of older adults within our community.

Responsibilities and Tasks

The Age-Friendly Community Advisory Committee will:

1. Develop an AFC Committee Action Plan to implement selected goals and strategies identified in the AFC Plan within the scope of the committee’s expertise and resources.
2. Identify additional goals, strategies and actions based on identified community needs thus ensuring that the Plan remains a “living document” that further enhances age-friendly aspects of the community.
3. Recruit Community Members and Partners to participate in executing strategies and actions and identify and call upon other resources as appropriate to provide assistance and expertise.
4. Monitor progress on actions towards achievement of goals and strategies.
5. Provide recommendations to, and respond to requests from Town Council.
6. Identify and pursue resources such as grants, new funders, corporate sponsorships or in-kind donations.
7. Identify resource requirements and advise on potential sources.
8. Provide an annual report on the accomplishments of the Advisory Committee through the Director of Library Services.

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 business unit of Joint Committee of the Whole and Council. Any advice requiring implementation, reports or staff actions must first be considered by the Community Services business unit of Joint Committee of the Whole and 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 the Town's Selection Committee for Advisory Committees.

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 – voting member
- Three (3) Representatives from key service provider organizations in the health, recreation and transportation sectors – voting members
- Five to seven (5-7) Senior Members of the Public (age 55 plus) - voting members
- One (1) Staff Representative

Support to the Advisory Committee will be provided with oversight by the Director, Library Services and other key Departmental staff members, as required, depending on the specific expertise required to implement the committee's Action 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 the Selection Committee for Advisory Committees as voting members, may vote on any issue.

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. Additional members of the community from other Town Advisory Committees or organizations and services that serve seniors may attend meetings, including but not limited to: County of Simcoe – Social Housing; South Georgian Bay Community Health Centre; Healthy Community Network Advisory Committee, Accessibility Advisory Committee; Housing Task Force; but will do so without voting privileges. Members of the public may attend meetings as guests to observe meetings but without voting privileges.

The three (3) Community Representatives or their Alternates from key service provider organizations are preferred to be from the following organizations:

- Health - Simcoe Muskoka District Health Unit;
- Recreation – YMCA; and
- Transportation - Red Cross

However, representatives from other similar organizations are acceptable as determined by the Selection Committee for Advisory Committees.

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 Community 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 sub-committees, as needed, to consider specific issues within the mandate of the Committee. Sub-committees are not required to be approved through the Community Services business unit of Joint Committee of the Whole and Council. Sub-committees 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 sub-committees. Sub-committee meetings may be attended by Town residents, service providers, and/or community organization representatives that have an interest in the particular goal of the Sub-committee. Sub-committees must distribute a copy of its minutes to the Advisory Committee and Community Services business unit of Joint Committee of the Whole and Council.

Working groups may be established to progress special initiatives, projects, regular

events and activities undertaken by the larger AFCAC with no more than three (3) voting members as part of the group. Working groups are not required to be approved through the Community Services business unit of Joint Committee of the Whole and Council. Working groups may include members of the public with specific interest and knowledge to benefit the Committee. Verbal reports will be provided from working groups by a designated lead (voting member) at regularly scheduled AFCAC meetings with recommendations being brought back to the larger table for key decisions and priority setting, especially where budgetary considerations may be implicated.

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 and may do so virtually in the case of a hybrid meeting format. 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.

Voting

Any motion on which there is a tie vote shall be deemed to be defeated.

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, Procurement 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. Land Acknowledgment
3. 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 business unit of Joint Committee of the Whole and Council, for review.

For decisions of Council, the Advisory Committee shall provide advice, through a Staff Report, to the Community Services business unit of Joint Committee of the Whole and Council.

Should the Advisory Committee wish to be a delegation to the Joint Committee of the Whole and 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 or delegate 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.