

City of Niagara Falls
Seniors Advisory Committee (“SAC”)
Terms of Reference

1. Purpose

To serve in an advisory capacity to City Council and staff on matters that impact the quality of life of seniors (60 years plus) in the City of Niagara Falls.

2. Objectives

2.1 The Seniors Advisory Committee (SAC) will act as a liaison to enrich and enhance the lives of seniors within Niagara Falls, identify barriers, form partnerships with the community and act as a public forum for issues affecting seniors.

2.2 To solicit input and act as a public forum for issues that affect seniors in the community.

2.3 To provide recommendations based on input received to improve the programs, policies and services provided to seniors.

2.4 To identify barriers to access by seniors to City programs and services.

2.5 To form partnerships in the community to educate, inform and improve quality of life for seniors.

2.6 Develop an action-orientated strategy to create an Age-Friendly Niagara Falls. Goals will be based upon the World Health Organization (WHO) principles as identified in the Age-friendly Framework and Toolkit. The principles will include:

- Respect and support of all citizens
- Access and inclusion for all citizens
- Community engagement in decision making
- Livability
- Accountability
- Promoting independence and wellness for seniors

The Advisory Committee will work with decision makers to achieve an Age-friendly community.

2.7 To prepare and submit an annual report and recommendations to Council for consideration.

3. Membership

3.1 The advisory Committee shall consist of voting members:

- Eight (8) City of Niagara Falls residents aged 60 years plus.
- One (1) representative from the Coronation Centre Advisory Committee
- One (1) representative from the Accessibility Committee

- One (1) City Councillor

3.2 Any advisory support required by the Committee will be determined on an ad-hoc basis dependent on need and availability of resources. Sub-committees comprised of members-at-large may be initiated to achieve the objectives of the Advisory Committee. In addition, the Committee will engage non-voting resources that will serve in an advisory capacity:

- I. A staff liaison from the Recreation and Culture department
- II. Staff support from various City departments as required.
- III. Representatives from various community organizations and agencies as required.

3.3 Committee members shall be appointed by City Council for a four year term.

3.4 The Committee shall elect a Chair and Vice-Chair.

3.5 Any resignation from the Committee shall be tendered in writing to the Chair who will advise Council through City Staff. Council shall approve a replacement member for the balance of the term.

3.6 Members will be appointed for a period to coincide with the term of the appointing City Council.

4. Reporting

The Committee will report to Council through the Recreation and Culture department.

5. Meetings

5.1 A quorum shall consist of a simple majority of the members holding office at the time of the meeting.

5.2 The chair will establish a regular Committee meeting schedule (8 to 10 per year) with no scheduled meetings in July and August. Meetings will occur on the second Thursday of the month from 2:30 p.m. to 4:00 p.m.

5.3 A meeting agenda will be prepared and distributed at least one week prior to the meeting. Minutes will be recorded and submitted for approval at a following meeting.

5.4 In order to maintain a high level of commitment, members may be asked to resign if they have been absent for three (3) consecutive meetings without good cause.

6. Member Responsibilities

6.1 Committee members shall become familiar with the Parks, Recreation and Culture Strategic Plan (2007), City Policies and Procedures and other relevant documents.

6.2 Each Committee member will serve as an independent community volunteer and will not represent the concerns of any particular community organization. Committee members shall work together as a team for the purpose of achieving positive outcomes that will benefit the entire community.

6.3 Committee members are selected based upon their experience and knowledge and are expected to actively participate in committee meetings.

6.4 Committee members shall declare any situation that is, or has the potential to be a conflict of interest.

7. Code of Conduct

The Committee shall, at all times follow the policies and procedures set out in the City of Niagara Falls Council/Committee Code of Conduct.