

CITY of WELLAND
Senior Citizen Advisory Committee
Terms of Reference

1. Purpose

- 1.1 To serve in an advisory capacity to City Council and staff on matters that impact the quality of life of senior citizens in the City of Welland.

2. Objectives

- 2.1 To act as a liaison for all seniors in the City, and advise City Council and staff on ways to enrich and enhance the health and quality of life of seniors in the community.
- 2.2 To solicit input and act as a public forum for issues that affect seniors in the community.
- 2.3 To provide advice 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 To prepare and submit an annual report and recommendations to Council for consideration.

3. Membership

- 3.1 The Committee shall consist of eleven (11) voting members:
- Ten (10) citizens/ratepayers of Welland
- 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. In addition, the Committee will engage non-voting resources that will serve in an advisory capacity:
- I. One City staff liaison from the Parks, Facilities and Leisure Services 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.
- 3.4 The Committee is required to 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.
- 3.6 Members will be appointed for a period to coincide with the term of the appointing City Council.

4. Reporting

- 4.1 The Committee will report to Council through the Community Services Committee.

5. Meetings

- 5.1 A majority (50% plus 1) of all members shall constitute a quorum for Committee meetings.
- 5.2 The Chair will establish a regular Committee meeting schedule. 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.
- 5.3 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 Master Plan, 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 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.