

**CITY of WELLAND**  
**Senior Citizen Advisory Committee (“SCAC”)**  
**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 create and Age-friendly Welland and ensure that the community engages in action-oriented strategies that are 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 identify and support the activities of the Age-friendly sub-committee and 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 eleven (11) voting members:
- Welland resident/ratepayer – eight (8) positions minimum
  - Non-resident/non-ratepayer – two (2) positions maximum (Where interested non-resident/non-ratepayer applications are received for vacancies on the SCAC and those applicants are active in the Welland community as a whole and the Welland Community Wellness Complex, a maximum of two non-resident/non-ratepayer applicants will be considered in the absence of resident/ratepayer applications.)
  - 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 Integrated 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 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.
- 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 Integrated Services Committee.

### **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. 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.