

Older Adult Advisory Committee

2022-2026 Terms of Reference

1. Council Mandate

- 1.1. The Older Adult Advisory Committee has been established by Regional Council in accordance with these adopted Terms of Reference. The Committee shall report to Regional Council through staff in the Social and Community Services Department.

2. Goal, Scope and Purpose

- 2.1. The Committee will provide advice through staff to Regional Council with respect to Regional policy, programs and services that affect Halton's older adults. The Committee will:
 - a) Provide a forum for stakeholder and community input on Regional policy, programs and services that affect Halton's older adults;
 - b) Provide feedback, and respond to requests from Regional Council, the Social and Community Services Department and other Regional departments, for advice on Regional policy, programs and services that affect Halton's older adults;
 - c) Provide advice on the identification, removal and prevention of barriers to older adults with respect to Regional policies, programs and services;
 - d) Advise and support staff in selected public awareness and project-specific activities to inform Regional Council, staff and the public-at-large on issues affecting older adults;
 - e) Receive informational updates and presentations regarding older adult initiatives, issues and best practices that assist the Committee in carrying out its mandate;
 - f) Provide input to community agencies, Local Municipalities and other relevant bodies requesting information on older adult issues, as identified by staff;
 - g) Support staff in the creation of a work plan (within the scope and purposes identified above) for each year, and update on activities at the end of term and submit them through staff to Regional Council.

3. Committee Dissolution

- 3.1. When the stated Committee goal, scope and purpose, as established by Regional Council and outlined in Section 2 of these Terms of Reference, have

been achieved, staff shall initiate a process of review, consulting with Committee Members and referring to Committee annual reports, meeting minutes, records and any other relevant Committee documents. If dissolution is appropriate, staff will forward a report recommending dissolution of the Committee to Regional Council for approval.

4. Definitions

“agency appointments” means Committee Members who are selected by agencies or organizations other than Regional Council as described in Section 5.

“Clerk’s staff” means the Regional Clerk or other member of the Office of the Regional Clerk assigned to work with the Committee.

“Committee” means the Older Adult Advisory Committee.

“Committee Members” means members appointed to the Older Adult Advisory Committee, pursuant to these Terms of Reference.

“delegate” means any person, group of persons, agency, board, committee, firm or organization that is neither a Committee Member nor Regional staff, wishing to address the Committee, and a “delegation” means the communication by a delegate at a meeting.

“electronic participation” means participation in a meeting from a remote location by such electronic means or service as determined and provided by the Clerk’s Office, and “participate electronically” has a corresponding meaning;

“Interview Committee” means the Interview Committee as established by the Regional Procedural By-Law.

“Local Municipalities” means the City of Burlington, the Town of Halton Hills, the Town of Milton, and the Town of Oakville.

“majority” means a number greater than half of the total.

“Region” means The Regional Municipality of Halton.

“Regional” means pertaining to the Region.

“Regional Council” means the Council of the Region.

“Regional Procedural By-Law” means the Region’s By-law No. 90-19 as amended from time to time, being a by-law to govern the calling, place and proceedings of Regional Council and its committees and the conduct of its members.

“staff” means all categories of Halton Region employees.

“staff liaison” means an employee of the Region assigned to work with the Committee in an advisory capacity.

5. Composition

5.1. The Committee shall be comprised of 16-18 voting Committee Members representing the following:

- a) two members of Regional Council, preferably representatives of different Local Municipalities, appointed by Regional Council;
- b) four to six older adults living in Halton (citizens-at-large), preferably representing each of the Local Municipalities, appointed by Regional Council;
- c) one member representing either private or non-profit older adults’ housing sector, appointed by Regional Council;
- d) five members from organizations or associations serving Halton older adults including representatives in older adult-focused community health services, faith or culturally-based groups or social services, appointed by Regional Council; and,
- e) four members, preferably being one member from each of the Local Municipalities, selected by each of the Local Municipalities’ older adults/seniors advisory committees and/or older adults/seniors centres.

5.2. Wherever possible and where appropriate, a balanced representation from all of the Local Municipalities is preferred.

5.3. The Interview Committee may recommend a number of citizen representatives greater than that called for in 5.1.

6. Selection of Members

6.1. Vacancies on the Committee for positions that are not agency appointments or Members of Regional Council shall be advertised to the public at the beginning of the Committee term and mid-term as needed.

- 6.2. All Committee Members that are to be appointed by Regional Council shall be recommended by the Interview Committee in accordance with the Regional Procedural By-Law.
- 6.3. Regional Council may seek assistance from the staff liaison to determine the criteria for evaluating prospective Committee Members' eligibility for membership on the Committee. The staff liaison may participate in interviews in an advisory capacity only and shall not be permitted to ask questions of prospective Committee Members or to participate in the Interview Committee's decision-making.
- 6.4. Regional Council shall be advised of the names of all agency appointments to the Committee.
- 6.5. If a Committee Member is unable to complete the term as set out in Section 7 below, a new Committee Member from the same area of representation may be appointed by Regional Council following the above-noted procedures.
- 6.6. Agency appointments may have one Alternate appointed by the agency or other organization. Individuals appointed as citizens-at-large may not have Alternates appointed.
7. Term
 - 7.1. Committee Members shall be appointed for a term that coincides with the term of Regional Council, expiring on November 14 of the year in which a municipal election is held, unless otherwise provided by resolution of Regional Council, or until successors are appointed.
 - 7.2. At the end of a term, Committee Members appointed by Regional Council must reapply if they wish to be considered for a subsequent term.
 - 7.3. A Committee Member may resign from the Committee at any time by advising of this intention in writing to the Committee Chair, Clerk's staff or the staff liaison.
 - 7.4. A Committee Member is deemed to have resigned from the Committee if at any time during the term:
 - a) in the case of a Committee Member appointed by Regional Council, they no longer reside in Halton Region, or
 - b) in the case of an agency appointment, they are no longer employed by, or a member of, the agency or organization, or

- c) the Committee Member has not attended three consecutively scheduled meetings of the Committee and has not communicated to the Committee Chair, Clerk's staff or staff liaison during that time period indicating intentions to remain on the Committee.

8. Meetings

- 8.1. The Committee shall normally meet on the second Tuesday of each month, or at any other time at the call of the Committee Chair.
- 8.2. In the event that a meeting cannot be held in-person, all Committee Members are permitted to participate via electronic participation.
- 8.3. In the event that a Committee Member is unable to attend a meeting in-person, the Committee Member is permitted to participate in the meeting via electronic participation and will be deemed to be present, if such electronic participation is available.
- 8.4. The Chair, in discussion with the staff liaison, may determine whether a meeting is to be held in-person or via electronic participation.

9. Quorum

- 9.1. A quorum shall be a majority of the Committee Members, which must be present at a meeting in order to make recommendations and confirm minutes.
- 9.2. If quorum for a Committee meeting is not present within 15 minutes of the time fixed for the commencement of the meeting, or if quorum is lost during the course of a meeting, the Committee may proceed without a quorum being present. The minutes of the meeting must indicate that quorum was not present and any items of business that require quorum must be postponed until such time or future meeting that quorum is present.
- 9.3. Committee Members attending a meeting via electronic participation will be deemed to be present and part of quorum.

10. Selection of the Committee Chair and Vice-Chair

- 10.1. The Committee Chair and Vice-Chair shall be elected by the Committee annually, following the procedures established by the Clerk.

10.2. If the Chair of the Committee resigns at any point during the term, a new Chair will be elected by the Committee. The Vice-Chair shall not automatically become the new Chair but only assume the authority and perform all the duties of the Chair until such election takes place.

11. Roles and Responsibilities of the Committee Chair and Vice-Chair

11.1. The Committee Chair shall:

- a) preside over the meetings of the Committee;
- b) assist the Committee in reaching consensus;
- c) act as spokesperson, and co-ordinate the presentation of the Committee's position to the public and to other internal and external public bodies, agencies and organizations upon direction by the Committee;
- d) perform other duties when directed to do so by resolution of the Committee or Regional Council.

11.2. While presiding over a meeting, the Committee Chair shall:

- a) preserve order and decide all questions of order;
- b) receive and submit to a vote all motions presented by the Committee Members where consensus cannot otherwise be achieved;
- c) announce the results of the vote on any motions so presented;
- d) decline to put to a vote motions which infringe upon the rules of procedure, or which are beyond the jurisdiction of the Committee; and
- e) adjourn the meeting when business is concluded.

11.3. In the absence of the Committee Chair, the Committee Vice-Chair shall assume the roles and responsibilities of the Committee Chair and perform all the duties of the Committee Chair.

12. Roles and Responsibilities of Committee Members

12.1. Committee Members shall:

- a) attend and actively participate at all meetings;
- b) work with other Committee Members to attempt to reach consensus on matters before the Committee; and
- c) adhere to these Terms of Reference, the Regional Procedural By-Law and the Advisory Committee Code of Conduct.

13. Voting

13.1. Decisions by consensus are preferred to votes. If a consensus cannot be achieved, a motion before the Committee will be put to a vote and each

Committee Member, including the Committee Chair, will be entitled to one vote. Staff serving on the Committee in any capacity shall not be permitted to vote at Committee meetings.

- 13.2. A motion shall be deemed to be carried when a majority of the members present and voting has voted in favour of it. Consequently, on a tie vote, the motion is lost. Any Committee Members present during the vote who abstain from voting will be deemed to have voted against the motion.
14. Public Access, Closed Meetings and Delegations
 - 14.1. All Committee meetings shall be open to the public. The Committee shall not hold meetings or portions of meetings that are closed to the public.
 - 14.2. In the event a meeting is being held via electronic participation with no in-person attendance, the link to observe the meeting shall be made available by request to members of the public. Members of the public attending the meeting electronically shall be respectful of the proceedings and shall not attempt to speak, harass members or interfere with the meeting in any way or they will be removed without notice.
 - 14.3. Members of Regional Council who are not Committee Members may attend meetings and participate in the discussion, but shall not be permitted to participate in any votes that may be called.
 - 14.4. Any delegate wishing to address the Committee:
 - a) regarding matters on the agenda, must make a request to the staff liaison before the close of business the day prior to the meeting, or;
 - b) regarding matters not on the agenda, must make a request to the staff liaison setting out the issue to be presented to the Committee and the delegate may be included on the next appropriate Committee agenda.
 - 14.5. Other persons in attendance at the meeting may be heard from the floor by first making a request to the Committee Chair during proceedings. A majority of the Committee Members present and voting must then vote in favour of hearing from the person making the request. The decision of the Committee in each instance is final.
 - 14.6. Every delegate has 10 minutes to speak to the Committee unless the Committee Chair obtains the Committee's approval to extend or limit the speaking time.

14.7. Following a delegation, Committee Members shall be limited to asking questions for clarification or for additional and relevant information only.

14.8. No delegate shall:

- a) speak disrespectfully of any person;
- b) use offensive words;
- c) speak on any subject other than the subject for which they have received approval to address the Committee; or
- d) disobey the rules of procedure or a decision of the Committee Chair or Committee.

15. Resources

15.1. Clerk's staff will prepare minutes and agendas and provide general administrative coordination for meetings.

15.2. The staff liaison will provide advisory support to the Committee, including background information, resources and advice to Committee Members to assist them in their role, and will ensure that the Committee adheres to its goal, scope and purpose as defined in these Terms of Reference.

15.3. In addition to the Clerk's staff and the staff liaison, other staff may provide advice, deliver presentations and/or participate in Committee discussions as required from time to time. The staff liaison will coordinate all such additional participation. The Committee may also request the participation of other individuals with a particular area of expertise. The staff liaison will coordinate such requests made by the Committee.

16. Committee Records

16.1. Clerk's staff will coordinate and retain Committee records including agendas, minutes, any subcommittee reports (if applicable and as required), annual reports and aims and objectives.

16.2. Annual reports for the Committee including, but not limited to annual achievements and work plans, will be coordinated by the staff liaison in concert with the Committee.

16.3. Committee records shall be maintained by the Office of the Regional Clerk.

17. Maintenance and Refinement of Terms of Reference

- 17.1. These Terms of Reference shall be reviewed at least once per term by Regional Council.
- 17.2. Amendments to these Terms of Reference may be proposed by the Committee, through staff, to Regional Council. Only Regional Council may approve changes to these Terms of Reference.

18. Committee Communications

- 18.1. When communicating on behalf of the Committee to Regional Council or another Regional committee, including appearing as a delegate at meetings of same, the Committee Chair, designate or other Committee Member shall reflect the decisions made and positions taken by the Committee.
- 18.2. In communications (including delegations) to Regional Council or another Regional committee, a Committee Member may present a position that differs from the Committee's position; however, in that instance, the Committee Member must make it clear that they are appearing on their own behalf or on behalf of another organization and not as a representative of the Committee.
- 18.3. The Committee shall not declare that the Committee's decisions or positions are the official position of the Region without the direct authorization of Regional Council.
- 18.4. Any communications regarding the Committee in its official capacity shall be conveyed to the public by staff, as required.
- 18.5. The provisions in Section 18 are not meant to affect free and open dialogue at Committee meetings or among Committee Members.

19. Reimbursement of Expenses

- 19.1. Committee Members serve without remuneration; however, Committee Members shall be entitled to be reimbursed for travel and other out-of-pocket expenses related to the Committee's activities in accordance with Regional policies in this regard.

20. Application of Region's Procedural By-Law

- 20.1. Where these Terms of Reference are silent, the Committee shall, to the extent possible, follow the procedures and practices set out in the Regional Procedural By-Law.