



South Huron Age Friendly Committee Terms of Reference

Purpose of the Committee

The purpose of South Huron Age Friendly Committee is to provide Council with recommendations on matters regarding policies, services and structures related to the physical and social environments are designed to support and enable older people to live in a secure environment, enjoy good health and continue to participate fully in the community.

The Committee will actively assist Council by fostering and promoting the Age Friendly Community Plan to achieve the vision of:

- An inclusive and caring community that respects and values seniors
- A full range of services and facilities that meet the needs of seniors and all members of the community
- Seniors enjoying a balanced, active and engaged lifestyle in South Huron.

Committee Objectives or General Activities:

The primary objectives of the Committee are to implement the Age Friendly Community Plan by following the guiding principles established for the development of the Plan and its implementation. The five guiding principles are:

1. Respect and support of all individuals
2. Access and inclusion
3. Openness and transparency
4. Community engagement in plan development and decision making
5. Accountability for actions and follow-up.

The Committee will:

- Increase seniors involvement in all aspects of community life;
- Develop and recommend an annual budget for Age Friendly Community Plan implementation for Council consideration during budget deliberations;
- Undertake other projects as requested by Council that are within the Age Friendly Committee Terms of Reference;
- Assist staff and Council with developing and implementing plans to raise knowledge, awareness and uptake of available services and activities for seniors in the community;
- Provide advice and recommendations to Council on policy matters regarding senior's issues;
- Provide comment and opinion when called upon by the Council regarding any matters referred to the Committee.



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Membership Composition and Responsibilities

The Committee will be composed of seven (7) voting members, consisting of:

- Five (5) members of the public representing stakeholders in the community to be appointed by South Huron Council. Solicitation for public members and the appointment of members to the Committee shall be advertised in a similar manner to all other Council appointed advisory committees in the Municipality.
- Two (2) municipal council members appointed by Council and

The Council shall appoint all Committee members by By-law and the term of appointment shall be concurrent with the four-year term of Council.

Staff Support

The Committee's primary staff contact will be a member of the Community Services Department, as delegated by the Community Services Manager. The staff member shall provide advice on matters of governance, legislation and operational policies and procedures, and shall act as the lead to coordinate the activities of the group for specific projects.

Meeting Roles and Requirements

The Committee is accountable to Council. The appointed members of Council shall act as liaisons between the Committee and Council, providing input and guidance from Council to the Committee.

The Committee shall meet a minimum of six (6) times per annum on the first Wednesday of the month at 6:30 p.m., at the Old Town Hall, Exeter. Additional meetings can be scheduled at the call of the Chair.

Annually, the committee shall elect a Chair and Vice-Chair from the appointees.

Each committee member is expected to attend a minimum of four (4) meetings per year and shall not miss more than four (4) consecutive meetings. Special circumstances shall be addressed on an individual basis.

The expenditure of any municipal funds is to be approved by the Chief Administrative Officer and/or Council in accordance with the Municipality's procurement policy and current budget.

Minutes and Agenda

The minutes of each meeting will be amended when necessary and adopted at the following meeting. The Minutes, when adopted, will be provided to the Clerk to be circulated to Council.

The committee agenda will be prepared by the Committee Chair and/or Vice Chair and distributed to the members in advance of the meeting, as well as provided to the Clerk to be posted on the municipal website.



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Terms of Reference**

Amendments to the Terms of Reference

Amendments to the Terms of Reference may be proposed to Council from time to time, by members of the Committee for their endorsement requiring a majority of the voting membership.

Amendments to the Terms of Reference can only be made by Council.

General Conduct

The meetings shall be conducted in accordance with Council's current Procedural By-law regarding Committee Meetings, and Robert's Rules of Order. The Chair shall endorse each Committee Report/Minutes prior to its presentation to Council.

In general meetings shall be open to the public. Meetings will be declared In Camera by a majority vote of those present and should be so declared to discuss matters in accordance with Section 239 of the Municipal Act.

Conflict Of Interest

A conflict of interest may arise for Committee members when their personal business interests clash with the duties and decisions of the Committee. Municipal conflict of interest requirements as defined by the Municipal Conflict of Interest Act will apply to the Committee. At every meeting held by the Committee, the Chair shall call for the disclosure of any pecuniary interests.