

Burlington Seniors Advisory Committee

Terms of Reference

NAME:	Burlington Seniors' Advisory Committee (Citizen Advisory Committee)
REPORTS TO:	City Council through the Community and Corporate Services Standing Committee
CLERK:	Committee Clerk, Clerks Department
ESTABLISHED:	1992

BACKGROUND

A senior's advisory committee was established to raise awareness of seniors' needs, to provide Burlington seniors with a voice about current issues and emerging concerns and to promote and improve the quality of life for seniors living in Burlington. Past projects have included; involvement in senior's roundtables, the Burlington Roundtable Report for an Age-Friendly City, Empowering Seniors events (educational events focused on protecting seniors from scams and informing them of their legal rights), and the annual Seniors' Brown Bag Picnic.

MANDATE

The Burlington Seniors' Advisory Committee (BSAC) is an advisory committee to Burlington City Council and reports to the Community and Corporate Services Committee. The committee will:

- Provide advice and insights to Council and staff on the City of Burlington's policies, services and programs pertaining to seniors.
- Represent Burlington seniors perspectives on municipal and other key seniors issues (eg: transportation, affordability, isolation, parks and recreation services) through appointment of a BSAC member to each of the following committees:
 - Burlington Accessibility Advisory Committee
 - Burlington Inclusivity Advisory Committee
 - Heritage Burlington Committee
 - Burlington Sustainable Development Committee
 - Elder Services Advisory Committee (ESAC), Halton Region; andthrough involvement of committee members at the local ward level.
- Respond to seniors needs based on information gathered through participation in these groups.

- Provide input to Halton regional Elders Services Advisory Committee (ESAC) on an ongoing basis.
- Develop an annual work plan including a communications plan and budget to meet the mandate of the committee, with a focus on addressing concerns together.
- Participate in meetings of Citizen Advisory Committee Chairs and other related meetings or training opportunities and keep current about City of Burlington policies that may impact the committee

MEETINGS

The Burlington Seniors Advisory Committee will hold six meetings annually. An annual schedule of monthly meetings will be prepared by the Committee Clerk in consultation with the Committee Chair prior to December 31 of the preceding year. Meetings will not be planned in July and August unless approved for special purpose by the Committee. Meetings will be completed within 2 hours unless a vote by members to extend the time to a specified time has been approved. Sub-committee meetings will be scheduled as required to complete the assigned work.

QUORUM

Committee quorum requires 50% +1 of voting members to be present. If quorum is not attained within the first 20 minutes, the formal meeting cannot proceed and the clerk is not required to remain and/or provide notes. If members present choose to remain, they may do so for information exchange only and no formal decisions can be made. Quorum is not required at sub-committee meetings, however any minutes must document the attendees present at the meeting. Sub-committee minutes or action items shall be provided to the clerk for information or possible follow-up.

BUDGET CONSIDERATIONS

The fiscal year of the Committee shall be from January 1 to December 31. The Committee will work with the assigned clerk to submit a budget request that reflects their upcoming year's operating and capital needs, in keeping with corporate budget directions and timelines. The Committee's budget will be presented within the Local Boards and Committees budget submission.

All financial commitments of the Committee must be approved through the Committee, with revenues and expenditures authorized through the committee clerk and processed in keeping with corporate policies.

WORKPLANS AND ANNUAL REPORTS

The chair and vice chair will work collaboratively with committee members to prepare an annual work plan and budget to support the committee’s mandate as outlined in the terms of reference. The work plan will be from January 1 to December 31 each year.

Within the first quarter of each year, the chair and vice chair will work collaboratively with committee members to prepare an annual report outlining the activities/deliverables of the previous year. The annual report will be provided to Council for information through the Council Information Package or by presentation to the relevant standing committee of Council.

COMMUNICATIONS

Committees may prepare a communication plan to support their workplan. The committee must provide advance notice of communication requests so that their clerk can work with Corporate Communications staff to meet the committee’s needs. Graphics, editing, printing and advertising services are provided through corporate communications, and funded by the Committee’s annual budget allocation. The committee chair or designate will provide the first point of contact for all communication/media requests.

COMMITTEE COMPOSITION

Role		Voting	Non-Voting
Citizen representatives	5 citizens, at least 55 years of age.	✓	
Stakeholder representatives	5 community/stakeholders representatives, preferably at least 55 years of age. (examples of organizations that could be represented are listed below)	✓	
Appointed Citizen Committee Liaisons	None.	✓	
Designated Alternates	None.		✓
Sub-committee volunteer	None.		✓
Council representative	Appointed.		✓
Committee Clerk	Clerks Department.		✓
Departmental Support	Parks and Recreation Department, individual responsible for seniors services.		✓

*Of the 10 members, 1 BSAC member is to be appointed to each of the following committees: Burlington Accessibility Advisory Committee, Burlington Inclusivity Advisory Committee, Heritage Burlington Committee, Burlington Sustainable Development Committee, Halton Region Elder Services Advisory Committee.

Community/stakeholder representatives may be appointed from the following organizations, but are not limited to:

- Burlington Seniors' Centre
- Retirement/long term care facilities
- Residential homes or seniors apartment complexes
- Healthcare organizations (i.e. Red Cross, Acclaim Health, Bayshore Home Health)
- Community Development Halton

MEMBER SELECTION

Committee members, including members wishing to participate for a subsequent term, will be selected through an application and interview process. The interview panel should include the Committee Chair and/or Vice Chair, the appointed Council representative or delegate, and a staff representative. However, if the Chair or Vice-Chair is re-applying for a subsequent term, he/she is not eligible to participate on the interview panel. All applications to the committee shall be kept confidential and restricted to the review of the interview panel. Upon completion of the interview process, the interview panel will submit their recommendations to Council for final approval and appointment.

COMMITTEE ORGANIZATIONAL STRUCTURE

The committee will meet with the chair presiding or vice chair in their absence.

The Chair and Vice-Chair are committee members elected by committee members. Only voting members can be elected as chair or vice chair.

Sub-committees: The committee may establish sub-committees as needed to consider specific issues. Establishing sub-committees does not require approval from a Standing Committee or Council. Sub-committee members prepare their own agendas and minutes as required. The chair of a sub-committee must be a member of the Burlington Senior Advisory Committee. Additional community volunteers may provide assistance on specific initiatives and are not required to be members of the advisory committee.

TERM OF OFFICE

Committee members: Three years from the date of appointment, with staggered terms planned to ensure continuity. Members will generally serve a maximum of two consecutive terms at a time.

Once a member has completed their two consecutive terms, he or she has the option of volunteering on a sub-committee or can apply again to the committee one year following the completion of their terms.

Members of the Committee who have completed their first term of office and wish to reapply for membership must indicate their interest by responding to public advertisements for membership and participating in the interview process.

Chair and Vice-Chair: One year from the date of election. An individual may serve a maximum of three consecutive years as a chair or vice-chair.

If the chair resigns before the completion of his or her term, the vice chair will complete the remainder of the term. If the vice chair resigns or vacates their position to fill the position of chair, a new vice-chair will be elected to complete the remainder of the term.

Designated Alternates: If a voting member resigns before the completion of their term, a designated alternate (if one is available) shall fill the vacancy and become a full, voting member of the Committee. Alternates are subject to the same term of office procedures as full members

ELECTION OF CHAIR AND VICE-CHAIR

Elections for the advisory committee chair and vice-chair shall occur in the first month of each year.

Committee members may nominate a fellow voting committee member to the position of chair or vice-chair provided the nominee has a minimum of one year voting or non-voting member experience gained from his or her membership on the committee in the preceding year.

REFERENCE TO CITY'S STRATEGIC PLAN

Burlington, Our Future – Strategic Plan 2011-2014

- Vibrant Neighbourhoods X
- Prosperity X
- Excellence in Government

COMMITTEE REVIEW DATE

Spring 2014 and every four years thereafter to coincide with the release of the City's Strategic Plan.

REFERENCE DOCUMENTS

All members of the Burlington Seniors' Advisory Committee will have read and understood the following reference documents:

- Handbook on Citizen Committees, June 2010
- Procedure By-law No. 37-2014
- Council Boards and Committees – Appointments to Boards and Recruitment of Citizens for Committees, City of Burlington Corporate Policy
- Council Boards and Committees – Mileage and other Expenses for City of Burlington Committees, City of Burlington Corporate Policy
- Code of Conduct, City of Burlington Corporate Policy
- Respect in the Workplace, City of Burlington Human Resource Policy