



# Senior Friendly Community Committee

Terms of Reference

April 2023

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## 1. Mandate

The primary mandate of the Senior Friendly Community Committee is to assist in the implementation of the Senior Friendly Implementation Plan.

This Senior Friendly Community Implementation Plan has identified specific, practical recommendations for the City of Cornwall that will ensure we remain a safe, affordable, accessible, and enjoyable city for everyone.

## 2. Composition of Committee and Membership Eligibility

Membership of the Senior Friendly Community Committee will include:

- Two (2) members of Council appointed by the Mayor and approved by Council and shall be voting members.
- Five (5) community representatives as recommended by the Lay Appointments Committee and approved by Council and shall be voting members, one from each of the following organizations:
  - Seaway Valley Community Health Centre
  - Centre de Santé Communautaire de l'Estrie
  - Seaway Senior Citizens Club
  - Centre Charles-Émile-Claude
  - Champlain Local Health Integration Network
- Two (2) lay members as recommended by the lay Appointments Committee and approved by Council and shall be voting members.
- Two (2) internal staff resources who shall not be voting members shall include:
  - Recreation Coordinator
  - Recording Secretary

### **3. Term of Membership**

The Senior Friendly Community Committee will be appointed for the term of Council.

### **4. Role of the Committee Members and Meeting Procedures**

#### **4.1 Role**

The role of the Senior Friendly Community Committee is to provide Council with practical recommendations for the City of Cornwall that will ensure it remains safe, affordable, accessible, and enjoyable city for everyone.

The focus areas outlined in the Senior Friendly Community Implementation Plan are:

- Communication and Information
- Outdoor Spaces and Public Buildings
- Housing
- Social Participation
- Respect and Social Inclusion
- Transportation
- Civic Participation and Employment
- Community Support and Health Services

#### **4.2 Responsibility of the Chair**

A Chair will be elected from the Committee's voting membership at the first meeting of the term.

In the absence of the Chair, the members in attendance, shall appoint one of those members to act as Chair of the meeting.

- Sets the agenda with staff for each meeting.
- States the purpose of each meeting to members and explains the agenda at the beginning of each meeting.
- Clarifies and summarizes what is transpiring throughout each meeting.
- Keeps the meeting running by implementing time limits on each agenda item and strives to keep all meetings to two hours or less.
- Encourages broad participation from members.
- Ends each meeting with a summary of decisions and assignments.

#### 4.3 Responsibilities of Committee Members

- Understand the goals, objectives, and desired outcomes of the Senior Friendly Community Implementation Plan.
- Understand and represent the interests of their respective organization or reference group, and the seniors of the City of Cornwall.
- Act on opportunities to communicate positively about its initiatives.
- Actively participate in meetings through attendance, discussion, and review of minutes, papers, and other documents.
- Support open discussion and debate

#### 4.4 Responsibilities of Internal Staff Resources (Non-Voting Members)

- Ensure that agendas and supporting materials are delivered to members in advance of meetings.
- Verify that the initiatives stay aligned with the Council approved Senior Friendly Community Implementation Plan.
- Ensure initiatives make good use of assets.
- Assist with resolving strategic level issues and risks.
- Consider changes to the recommendations with an impact on timelines and budget.
- Check that the initiatives make sensible financial decisions – especially in procurement and in responding to issues, risks, and proposed changes.
- Assess progress.
- Provide advice and guidance on issues on achieving the objectives of the Senior Friendly Community Implementation Plan.
- Use influence to assist in achieving the outcomes of the Senior Friendly Community Implementation Plan.

#### 4.5 Meetings

The Committee will meet six (6) times per year (or as required). The Chair may call additional meetings as required or deemed appropriate. Meetings will take place at a City boardroom, or any other designated facility, as needed.

#### 4.6 Notice

Notice of each meeting confirming the venue, date, and time, shall be forwarded electronically to each member of the Committee and any other person required to attend at least three days in advance of the meeting.

## Meeting Package

A meeting package shall include:

- Agenda for upcoming meeting
- Minutes of previous meeting
- Any other documentation to be considered at the meeting

The Agenda shall also be posted on the City's website.

### 4.7 Quorum

A quorum shall consist of a majority of the voting members of the Committee who are in attendance.

### 4.8 Motions

Decisions of the Committee shall be by majority votes of the voting members in attendance.

### 4.9 Committee By-law

This Committee is subject to the City of Cornwall's Committees By-law.

### 4.10 Code of Conduct

This Committee is subject to the City of Cornwall's Code of Conduct.

### 4.11 Public

- Members of the public are welcome to attend Committee meetings as observers but shall not have an opportunity to speak or participate.
- Members of the public are encouraged to talk to staff directly if they have concerns or need information.
- Except as provided in the *Municipal Act, 2001*, all meetings shall be open to the public.

## 5. Resources and Budget

5.1 Members of the Committee shall provide the resources, as required.

5.2 City Council establishes an annual budget for the Committee.

## 6. Reporting

- 6.1 Minutes shall be prepared and maintained by administrative staff, and a copy shall be provided to the Office of the City Clerk for retention purposes.
- 6.2 The Committee will present an Annual Report to Council in the Fall.
- 6.3 The Committee may make recommendations to Council on matters that have been referred to this Committee for review or as items may arise.

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Manon Levesque  
City Clerk

X

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Geoff Clarke  
General Manager, Corporate Services

X

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Tracey Bailey  
General Manager, Financial Services

X

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Mark Boileau  
Chief Administrative Officer - Interim