

1. Purpose:

The Senior Advisory Committee is established as an advisory body to municipal council, its purpose is to provide recommendations to Township Council and Staff on matters that impact the quality of life for older adults and seniors (55+) in the Township of Billings. The committee will provide recommendations to Council on the current and future needs of the municipality's aging population as well as programming for senior active living.

Objectives:

The Seniors Advisory Committee (SAC) will:

- 1.1 Act as a liaison to Council and will promote ways to enrich and enhance the lives of seniors within the Township of Billings, to identify barriers, to form partnerships with the community
- 1.2 Solicit input and act as a public forum for issues that affect seniors in the community.
- 1.3 Provide research-based recommendations to Council based on input received from the community to improve policies regarding the programs and services provided to seniors. The Committee shall ensure that all recommended options align with the municipality's strategic plan, including sustainability, inclusivity, and community well-being.
- 1.4 Identify barriers to access Township programs and services by seniors and those with accessibility issues.
- 1.5 Identify potential funding sources, grants, or partnerships that could support the development of senior programming.
- 1.6 Form partnerships in the community to educate, inform and improve quality of life for seniors.
- 1.7 Work with decision makers to achieve an Age-friendly community.
- 1.8 Prepare and submit an annual report and recommendations to Council for consideration.

2. Membership:

The Senior Advisory Committee will be composed of a diverse group of individuals to ensure that various perspectives are considered.

2.1 The membership will include:

- One member of Council who shall act as Chair
- Four Members-at-large
- One Township Administrative Staff, who shall act as the Secretary for the committee and shall be the committee's liaison to Council

- 2.2 Committee members at large shall be appointed by the Township of Billings Council through an application process where open positions will be advertised in the local newspaper at least once, and on the Township's social media outlets (Website, Facebook, etc.) for a period of a minimum of two weeks.
- 2.3 Committee members shall be selected based upon their experience and knowledge and are expected to actively participate in committee meetings
- 2.4 The initial appointment of members will be for a term ending in November of 2026 and for a four-year term which coincide with the term of the appointing Council in subsequent terms.
- 2.5 Any resignation from the Committee shall be tendered in writing to the Chair who will advise Council through municipal Staff. Council shall approve a replacement member for the balance of the term.
- 2.6 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. Liaison from the Parks, Recreation and Wellness Committee
 - ii. Staff support from various township departments as required.
 - iii. Representatives from various community organizations and agencies as required.

3. Roles and Responsibilities

The Committee members shall become familiar with the Township's Strategic Plan, the Township's Procedural By-Law and any other relevant municipal policies. Committee member will serve as an independent community volunteer and will not represent the concerns of any other community organization

Chair:

- Chair all committee meetings
- Lead committee meetings, ensure productive discussions, and guide the committee in fulfilling its mandate.
- Ensure timely reporting of the committee's findings and recommendation.

Committee Members:

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- Attend meetings regularly and actively contribute to discussions, providing insights based on their expertise or community representation.
 - Review relevant information, research and policy frameworks to provide informed recommendations to Council.
 - Engage with stakeholders, including seniors and community members, to gather input on current needs.
 - Collaborate to analyze various development options and provide data-driven recommendations to municipal council.

Municipal Representative:

- Serve as the main liaison between the committee and municipal council.
- Provide information on relevant local policies, regulations, and financial frameworks.
- Ensure alignment between the committee's work and the municipality's overall strategic priorities.

4. Meetings:

- 4.1 The committee will meet on a quarterly basis or as required during program development. Meetings are governed by the Township's Procedural By-Law and as such, Committee members shall declare any conflict of interest as they may arise.
- 4.2 Quorum of members must be met before any meeting can come to order, quorum shall consist of a simple majority of the members holding office at the time of the meeting.
- 4.3 The chair will establish a regular Committee meeting schedule (minimum of 4 per year) with no scheduled meetings in July and August. Regular Meetings will occur on the second Wednesday of the month of March, June, September and December from 2:30 p.m. to 4:00 p.m.
- 4.4 A meeting agenda will be prepared and circulated at least one week prior to the meeting.
- 4.5 Minutes will be recorded and submitted for approval at a following meeting. Once approved, the minutes will be brought to the next Regular Council meeting for Council to receive.
- 4.6 To ensure a high level of commitment, members may be asked to resign if they have been absent for three (3) consecutive meetings without good cause.

5. Authority:

As an advisory body, the committee will make recommendations to municipal council based on a majority vote. The Chair will have a casting vote in the event of a tie. All recommendations will be submitted to Council in writing, supported by research, analysis, and a rationale for each option.

The Senior's Advisory Committee is not a legal entity and will not have legal or contractual responsibility on behalf of the Township.

6. Resources :

The committee will not have an independent budget. However, municipal council will provide necessary administrative support to ensure the committee can fulfill its mandate. This includes organizing meetings, compiling research, and distributing reports. Additional resources such as external consultants, studies, or workshops may be approved by council on request.

7. Confidentiality and Conflict of Interest

All committee members must maintain confidentiality regarding sensitive information in meetings, particularly related to projects proposals, financial data, or personal data of residents. Additionally, committee members must ensure to disclose any potential conflicts of interest at the outset of their appointment and throughout their term if any new conflicts arise. Members with conflicts of interest must recuse themselves from discussions and recommendations on those matters.

8. Review of the Terms of Reference

These Terms of Reference will be reviewed every term by the committee and municipal council to ensure that they remain relevant and effective in fulfilling the committee's mandate. Any amendments must be approved by municipal council.

9. Dissolution of the Committee

The committee will be dissolved upon the completion of its mandate or upon decision by municipal council that the committee's advisory role is no longer required.