



Seniors Advisory Committee (SAC) Terms of Reference

Definitions

For the purposes of these Terms of Reference, the following definitions shall apply:

- a) "Township" means the Municipal Corporation of the Township of Tay;
- b) "Committee" means the Seniors Advisory Committee;
- c) "Council" means the governing body of the Township;
- d) "Councillor" means an elected official of the Township, including the Mayor;
- e) "Mayor" means the chief elected official of the Township;
- f) "Member" means an individual appointed to the Committee;
- g) "Municipal Act" means the *Municipal Act, 2001*, as amended;
- h) "Procedural By-law" means the Township By-law which provides the Rules of Procedure for Council and its' Committees.

Purpose

As a Committee of Council, the Seniors Advisory Committee shall act as a liaison to enrich and enhance the lives of seniors in the Township, by identifying barriers, forming partnerships with the community, and acting as a public forum for issues affecting seniors.

Responsibilities

The Committee shall:

- a) Act as a liaison for seniors in the Township and advise on ways to enrich and enhance the health and quality of life of seniors in the community;
- b) Solicit input and act as a public forum for issues that affect seniors in the Township;
- c) Provide advice based on input received to improve the programs, policies and services provided to seniors;
- d) Research and gather information on senior's programs and services, as well as opportunities for external funding;
- e) Coordinate senior's programs and services in the community on behalf of the Township and/or in partnership with other seniors groups;



- f) Prepare promotional materials and organize/participate in events to promote or assist seniors;
- g) Identify any barriers blocking access for seniors to Township services and programs;
- h) Form partnerships in the community to educate, inform, and improve the quality of life for seniors.

Composition

The Committee shall consist of a minimum of seven (7) voting members, with a minimum of six (6) citizen member appointments and one (1) Council representative. Member appointments shall be adopted by Council at the first Regular Council Meeting of each term.

In accordance with the Township's Procedural By-law, the Mayor shall be an ex-officio Member of each Committee and have the same rights as the other Committee Members, including the right to vote.

Staff representation shall consist of the Municipal Clerk and/or their designate and other staff resources, as required. Staff shall be non-voting members and shall not be included in establishing a quorum. Staff responsibilities as they relate to this Committee are limited to Agenda creation and Minutes recording, as well as related internal administrative processes.

Committee Members shall be appointed by By-law for the term of Council, four (4) years, and until their successors are appointed. In the event that a membership vacancy presents itself during the Term of the Committee, Council shall fill the vacancy by appointment without the need to advertise.

Chair/Vice-Chair

At its first meeting of each term of office, the Committee shall elect a Chair and Vice-Chair from among its citizen members. If the role of the Chair becomes vacant for any reason during a term of office, the Committee shall elect a new Chairperson from among its citizen members.

The Vice-Chair shall assume the role of the Chair in their absence.

Quorum

A majority of voting members are required to be present to constitute a quorum.



Meetings

The Committee shall adopt the meeting schedule for the year at the first meeting of each year, if not adopted in the final meeting of the previous year.

The Committee shall hold regular meetings bi-monthly on the second Monday of the month. Additional meetings shall be scheduled as necessary by the Committee or Chair.

If a member is absent from three (3) consecutive meetings and/or events without cause as established by the Committee, the Chair shall contact the member in writing to confirm whether they wish to continue serving on the Committee and commit to the remainder of their term. Where a member advises that they no longer wish to serve, or does not respond to the Chair's written request, the Chair may recommend to Council that the member be released from their duties and replaced.

Meeting Agendas shall be prepared and distributed to all Committee Members prior to each regular meeting, and the business of the Committee shall be taken up in the order in which it appears on the agenda.

Minutes of all Committee Meetings shall be prepared by the Committee's Staff Resource and submitted to Council as part of the next regular Council Agenda.

Resources

The Committee shall request members of management, as well as any other individual as is deemed appropriate, to participate in Committee Meetings as applicable, so the Committee may fulfill its responsibilities.

Sub-Committees

The Committee, at its sole discretion, may pass a resolution to appoint sub-committee(s) on an ad-hoc basis to deal with specific issues relating to its core mandate. A sub-committee so appointed shall produce meeting notes to report to the regular Committee's meeting. Appointments to any sub-committee shall be only for the duration of the sub-committee's assignment.

For reference purposes, sub-committees are not required for activities within the Purposes and Responsibilities of the Committee as detailed in this Terms of Reference document.

Reporting

As referenced under the "Meetings" section of this document, the Committee shall report directly to Council, through formal recommendations outlined in the minutes, to be considered at the following regular meeting of Council.



The Legislative Services Division, in consultation with the Staff Resource(s), shall review the Terms of Reference of the Committee prior to the end of the Council Term and make any recommendations for amendments prior to the appointment of the new Committee.

Remuneration

The public members of the Committee shall receive an annual stipend based on \$25.00 per meeting to a maximum of \$250.00 annually. Committees meeting monthly shall not meet during the months of July and August in order to reflect a Committee summer recess unless deemed necessary by the Committee and/or Chair. Committee remuneration is based on a maximum of ten (10) meetings per year.

In addition, public members shall receive compensation for attending events and/or functions outside of regularly scheduled Committee meetings, up to a maximum of \$150.00, as follows:

- Major Events/Functions (4 hours or more) = \$25.00
- Minor Events/Functions (less than 4 hours) = \$15.00

Terms of Reference Approved: AUGUST 26, 2026