



Petawawa Seniors Advisory Committee

Terms of Reference

Mandate

The Petawawa Seniors Advisory Committee will provide advice and recommendations to Council related to recreation programming opportunities for seniors in the Town of Petawawa. The Petawawa Seniors Advisory Committee will also advise the Town on actions that can better serve the diverse senior population throughout the community.

Goals and Objectives

The Petawawa Seniors Advisory Committee's goals and objectives are to provide advice and make recommendations to Council on:

- developing and implementing diverse recreation programs;
- recommending modifications to facilities and equipment to improve access for seniors;
- providing recommendations on the types of activities the senior population wish to see;
- creating an inclusive and welcoming program space to serve the needs of the senior community;
- reviewing existing and developing new policies and procedures related to delivery of programs and events;
- fostering awareness of the seniors active living centre and the programs and services provided;
- identifying opportunities for collaborations through community outreach activities; and
- engaging community groups and facilitators to increase the range of activities available for seniors in the community.

Petawawa Seniors Advisory Committee Composition

Membership

- The Petawawa Seniors Advisory Committee will consist of a maximum of five (5) public members and up to two (2) members of Council.
- Members of the public appointed to this Committee shall all be 50+ and represent a cross-section of the senior community.
- A member of Council appointed to this Committee shall act as the Chair.

Qualifications

Members of the Petawawa Seniors Advisory Committee must be Town of Petawawa residents.

The following qualifications will be considered for appointing members of the public to the Petawawa Seniors Advisory Committee:

- experience working in teams, with community groups, boards or organizations;
- knowledge of the Seniors Active Living Centre Act is considered an asset.

Community participation is key to the success of a representative Seniors Active Living Centre. Additional Town staff and representatives with program development and facilitation experience will be invited to attend meetings as required to provide expertise.

Petawawa Seniors Advisory Committee Appointment Process

Appointments would run concurrent with the term of Council and interested participants would make application for available representation to be reviewed and endorsed by Council. Successful applicants who are required to vacate their seat (no longer resident of Petawawa etc.), would do so by written notice and staff would then advertise the vacancy in order to solicit other interested applicants. If a member is absent from three (3) consecutive regularly scheduled meetings the Committee may declare their seat vacant and the recruitment and selection process will be initiated.

Applicants will be evaluated based on the above noted qualifications, their ability to participate fully in the Petawawa Seniors Advisory Committee, and their ability to meet any ancillary obligations determined by the Committee.

Members of the Petawawa Seniors Advisory Committee are volunteers and will serve without remuneration.

Roles and Responsibilities

Chair

- Presides at all Petawawa Seniors Advisory Committee meetings, and exercises authority and performs duties as required.
- Provides guidance and leadership to the Committee in the completion of its mandate.
- Ensures that decorum is maintained at each meeting and that rules of procedure and conduct are observed.

Vice-Chair

- The Vice-Chair will preside over meetings and committee business in the absence of the Chair.

All Members

Committee Members are expected to:

- Attend and actively participate in all Petawawa Seniors Advisory Committee meetings.
- Contribute time, knowledge, skill and expertise to fulfill the Committee mandate, goals and objectives, and responsibilities.
- Attend Town of Petawawa and other community events and initiatives where appropriate and available.
- Understand their role and expectations.
- Develop and maintain a climate where mutual respect, support, trust, courtesy, teamwork, creativity, and a sense of humour are valued.
- Maintain a high degree of professionalism and confidentiality.
- Respect the individual worth and dignity of other members and staff, and at all times work together to achieve a common vision for the municipality, utilizing the diverse knowledge, expertise and talents of all members to optimal advantage.
- Challenge ideas, not people, creating a climate where it is okay to disagree.
- Communicate using inclusive and non-discriminatory language, respecting the spirit of the Ontario Human Rights Code.
- Respect all decisions made by the Petawawa Seniors Advisory Committee.
- Be cognizant of any conflict of interest or perceived conflict in terms of issues that may serve to benefit them personally and shall disclose accordingly.

Meetings

Meetings will take place as determined by the Committee in a manner that ensures the most consistent participation of the members is possible. Meetings will be held at the Petawawa Civic Centre, 16 Civic Centre Road, unless otherwise noted. Meetings may be held in alternative formats in accordance with the Town of Petawawa Procedural By-law. Meetings will be as frequent as necessary to address the scope of activity proposed for discussion, but will be limited to a maximum of one meeting per calendar month.

As necessary, and deemed by the Petawawa Seniors Advisory Committee, ad hoc working groups may be formed to address specific actions.

Quorum

A quorum of this Committee shall constitute a majority of members. If no quorum is present fifteen (15) minutes after the time appointed for a meeting, the Chair of the meeting or the Recording Secretary may discharge the members present and may cancel or reschedule the meeting and notice for same shall be given.

Recording Secretary (non-voting position)

The Staff representative shall be the recording secretary for the Petawawa Seniors Advisory Committee and shall book meetings, circulate agendas, and record and circulate minutes.

Financial Implication:

Members of the Petawawa Seniors Advisory Committee are volunteers and will serve without remuneration.

The Community Services Department will absorb any funds associated with staffing, creating and issuing agendas, office supplies etc.