

Advisory Committee Name:	Pelham Seniors Advisory Committee
Meeting Date and Time:	Second Wednesday of the Month 2:00 p.m. – 3:30 p.m.
Meeting Location:	TBD

**Purpose**

The purpose of the Pelham Seniors Advisory Committee is to provide input and perspective on matters that impact the quality of life of senior residents and to provide solutions, through an age-friendly lens, to the Town of Pelham (the “Town”).

**Mandate**

The mandate of the Pelham Seniors Advisory Committee is to provide feedback, advice and recommendations to Town Council with respect to the following areas:

- Promote awareness of the needs of Pelham seniors to residents, local agencies, businesses and community schools;
- Encourage the Town and the community to view policies, projects and programs through an age-friendly lens;
- Engage all sectors of the community, such as service clubs, businesses and arts and cultural organizations, in developing policies and programs that meet the needs of Pelham’s seniors;
- Solicit input and act as a public forum for issues that affect seniors in the community;
- Develop and foster a coordinated approach between the Town, its residents, service providers and community organizations to make the Town of Pelham an inclusive age-friendly community;
- Monitor funding opportunities for age-friendly initiatives and programs, and encourage the Town, or other eligible agencies, to apply for this funding and provide input on funding applications;
- Foster, form partnerships and collaborate with regional organizations, provincial agencies, educational and arts and culture organizations to promote an age-friendly community; and
- Serve as a champion for the community by developing a vision, gathering momentum and encouraging action.

**Membership:**

The Committee shall be appointed by Town Council and comprised of the following:

- One (1) Member of Council (Ex-officio);
- Up to six (6) resident representatives;
- One (1) representative of the Pelham Active Transportation Committee;
- One (1) representative of the Joint Accessibility Advisory Committee;
- Two (2) representatives of organizations serving seniors in Pelham;
- Director of Recreation, Culture and Wellness, or designate (as a resource); and
- Secretary (as an administrative resource).

The meetings of the Pelham Seniors Advisory Committee are public and may be recorded and posted to the Town's website. Members should be aware that their names will be in the public realm. Member information, other than their first and last name, will be kept confidential in accordance with the *Municipal Freedom of Information and Protection of Privacy Act* "MFIPPA".

**Schedule and Location of Meetings**

The Pelham Seniors Advisory Committee shall meet on the second Wednesday of the month from 2:00 p.m. – 3:30 p.m.; however, additional meetings may be scheduled to deal with any urgent matters subject to the availability of Members and staff.

**Term of Committee**

The term of membership shall be four (4) years, aligned with Town Council's elected term of office subject to the election period, and the memberships shall be approved by Council in accordance with membership requirements.

Please note, Committees do not meeting during the election period which commences on Nomination Day as determined by the *Municipal Elections Act, 1996*.

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**Resources and Budget**

The Recreation, Culture and Wellness department is the designated lead department providing support for the Pelham Seniors Advisory Committee; however, the Pelham Seniors Advisory Committee also has access to the technical expertise of staff from other Town of Pelham departments as may be required.

This Committee is allotted an annual budget, and is subject to annual Council approval.

**Meeting Protocols**

Advisory and Statutory Committees are governed by the Town of Pelham's Procedural By-law, as amended. See relevant Section.

**Consent**

By applying to the Pelham Seniors Advisory Committee, you have agreed, consented and understand all the provisions within these Terms of Reference.

**Financial Reporting**

Financial reporting will be administered by the Town of Pelham Corporate Services Department.

**Amendments to the Terms of Reference**

The Terms of Reference shall be reviewed and refined every four years to ensure that they remain current and meaningful. This four-year period shall run with the Term of Council.

Proposals to amend the Terms of Reference must be approved by the Committee and Council.

Council Approval Date: