

## **SENIORS ADVISORY COMMITTEE TERMS OF REFERENCE**

The following terms of reference outline the operation of a steering committee to oversee Seniors' issues in support of the City of Markham's Diversity Strategy. The Steering Committee will be responsible for providing advice and input into the City's Diversity strategies on an ongoing basis.

### **Mission**

To provide recommendations to Council on Seniors' issues, solicit input from the Seniors' community and promote awareness of Seniors' needs **and Senior Services offered** within the City of Markham.

### **Committee Composition**

The Advisory Committee shall be comprised of a total of **thirteen (13)** members of the public appointed by Council. The membership shall be individuals 55 years of age or older. Members are to be selected for their knowledge, expertise, community experience and ability to attend meetings. A Council member shall be appointed to the Committee.

All appointments to the Seniors Advisory Committee shall follow the City of Markham Appointment to Advisory Boards and Committee process.

### **Term of Office**

Committee Members are appointed at the discretion of Council.

### **Meetings**

Meetings will occur on the second Tuesday of the month from **3:00 PM – 5:00 PM**.

### **Committee Operation**

Meeting minutes and recommendations shall be received by General Committee and Council following each meeting.

### **Action Plan**

An annual action plan will be prepared. The Committee will also report on its accomplishments from the previous year to Council.

### **Municipal Staff Roles**

One (1) Clerk for administrative support.

One (1) Seniors Coordinator from the Recreation Services and the Community and Fire Services Commission, shall provide advisory support to the Committee.

**One (1) Staff from the Corporate Communication & Community Engagement department.**

### **Mandate**

The Seniors Advisory Committee will act as a liaison to enrich and enhance the lives of seniors within Markham, identify barriers, form partnerships with the community and act as a public forum for issues affecting seniors. The committee will reflect the diversity of Markham.

## **Responsibilities**

The Seniors Advisory Committee will be responsible for the following:

1. Providing recommendations based on input received from the community and Markham staff to improve the effectiveness of the programs and services at the City.
2. Identify barriers to access by seniors to City services and programs.
3. Forming partnerships within the community to educate, and improve the quality of life for seniors.
4. To add further responsibilities as the role of the Committee develops.

## **Financial considerations**

It is recommended that the Seniors Advisory Committee be eligible for an annual grant under the Seniors Grant program.

## **General Conduct and Conflict of Interest**

All employees and volunteers will be guided by the City of Markham's Workplace Anti-discrimination and Anti-Harassment policy and Code of Ethics and Conduct Policies.

Further recognizing the importance of ethical conduct to the community and the Corporation, a Committee member shall:

- Put public interest above individual, group or social interests and consider the position as an opportunity to serve society;
- Treat other Committee members and City staff with respect and courtesy at all times;
- Recognize that government service is a public trust that imposes responsibility to conserve resources, funds and materials;
- Never offer, give, or accept gifts, favours, or services that might tend to influence, or be perceived to influence, the discharge of duties;
- Never use the position to secure personal and/or political advantage;
- Never disclose confidential information;
- Declare conflict of interest and withdraw from committee participation on any matter that involves a direct or indirect personal financial interest.

## **Notes:**

- Revised April 2014 by Committee;
- **Council membership was amended to one (1) member.**