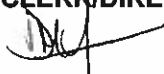



TO: GENERAL COMMITTEE

SUBJECT: SENIORS ADVISORY COMMITTEE TERMS OF REFERENCE

PREPARED BY AND KEY CONTACT: D. MCALPINE, CITY CLERK/DIRECTOR OF LEGISLATIVE AND COURT SERVICES, EXT. 4421

SUBMITTED BY: D. MCALPINE, CITY CLERK/DIRECTOR OF LEGISLATIVE AND COURT SERVICES 

GENERAL MANAGER APPROVAL: E. ARCHER, CMA, GENERAL MANAGER OF COMMUNITY AND CORPORATE SERVICES 

CHIEF ADMINISTRATIVE OFFICER APPROVAL: C. LADD, CHIEF ADMINISTRATIVE OFFICER 

RECOMMENDED MOTION

1. That the Seniors Advisory Committee terms of reference attached as Appendix "A" to Staff Report CLK013-13, be adopted.
2. That staff in the Legislative and Court Services Department advertise for interested applicants for the citizen positions on the Committee.

PURPOSE & BACKGROUND

3. The purpose of this staff report is to recommend terms of reference for a Seniors Advisory Committee in response to direction provided by Council.
4. On September 30, 2013, Council adopted motion 13-G-231 concerning the development of a terms of reference for a seniors advisory committee, as follows:
 - "1. That, in response to the request from the Canadian Association of Retired Persons (CARP) received by the Mayor's Office, staff in the Legislative and Court Services Department, with input from staff from the 55+ Centres, develop a terms of reference for a Seniors Advisory Committee, together with an estimate of the associated resource requirements and logistics, and report back to General Committee.
 2. That the terms of reference provide a focused mandate for the Committee, specifically addressing issues related to:
 - a) Seniors Housing and related planning matters;
 - b) Transportation; and
 - c) Communications and Civic Participation by seniors.
 3. That the proposed composition of the Committee include at least one representative from CARP and from the 55+ Advisory Council."
5. The correspondence provided by CARP requested the creation of a Seniors Advisory Committee with suggestions related to a potential terms of reference, an example of the Port Perry's Seniors Advisory Committee accomplishments, as well as a copy of the World Health Organization's Checklist of Essential Features of Age-Friendly Cities. The CARP correspondence has been attached as Appendix "B" to Staff Report CLK013-13.

6. The World Health Organization (WHO) describes an age-friendly city as a community that adapts its structures and services to be accessible to and inclusive of older people with varying needs and capacities. The WHO checklist of essential age-friendly city features is a tool for a city's self assessment and a map for charting progress. The WHO states, "In assessing a city's strength and deficiencies, older people will describe how the checklist of features matches their own experience of the city's positive characteristics and barriers." The following aspects form part of the checklist:
 - Outdoor spaces and buildings;
 - Transportation;
 - Housing;
 - Social participation;
 - Respect and social inclusion;
 - Civic participation and employment;
 - Communication and information; and
 - Community and health services.
7. The City of Barrie currently has a 55+ Centres Advisory Council, which is a volunteer group of dedicated members from the two 55+ Centres to address concerns and provide input to City of Barrie staff on community matters directly impacting the quality of life for older adults and seniors in Barrie. The 55+ Centres offer recreation, education and active living programs that promote healthy lifestyles, developing new skills, meeting new people and enhancing opportunities to be physically, socially and mentally active. Currently, the Advisory Council does not specifically address matters relating to transportation, housing, general communications or civic participation, as part of its mandate. However, when such matters are brought to the Advisory Council or its members' attention, its members will attempt to address or assist by directing to the appropriate organization/staff, etc.

ANALYSIS

8. Staff has reviewed the information supplied by CARP with respect to Seniors Advisory Committees, along with the structures of such committees in other municipalities, where they exist. Staff representing the 55+ Centres was consulted with respect to appropriate representation on the Committee and have provided their feedback. Staff from the Access Barrie Portfolio as well as Facilities and Transit and Planning Departments were asked to provide their input in terms of resource requirements to support the Committee, based on the mandate provided by Council.
9. Advisory Committees are established by City Council to consider and provide recommendations for City Council's consideration on a specific matter, reporting through a Reference Committee and General Committee. Advisory Committees are typically comprised of a majority of citizens and one or two members of City Council. The business dealt with by each Advisory Committee must fall within the mandate of the Committee as established by City Council.
10. Community Task Force Groups or Working Groups are typically used at the City of Barrie when the composition of the Group is relatively large (making quorum challenging), where the frequency of meetings proposed is not conducive to a formalized Committee type of structure (as a result of longer term initiatives/actions), where the more formal nature of the meetings may be seen as inhibiting input and collaboration and/or where individual organizations/sectors are intended to select their own representative(s). A Community Task Force Group/Working Group may be more appropriate structure to facilitate broad input and collaboration with the seniors' community given the above.

11. It should be noted that as the 55+ Centres Advisory Council's role is broader than recreation programming and appears to address a number of the feature areas associated with an age-friendly community, there may be some concern from the Council regarding the potential overlap or duplication with the creation of a Seniors' Advisory Committee.

Proposed Terms of Reference

12. The draft terms of reference for the Seniors Advisory Committee have been included as Appendix "A" to Staff Report CLK013-13. The draft terms of reference contain provisions that have been utilized for all formal Committees of Council, with the mandate, objectives, size and composition and reporting structure customized to the proposed Seniors Advisory Committee. The mandate for the Committee was provided in paragraph 2 of motion 13-G-231.
13. The recommended objectives of the Committee are:
- To provide advice and recommendations to City Council concerning opportunities to make Barrie a more age-friendly community, focused on the services, roles and responsibilities within the City of Barrie's jurisdiction related to housing, transportation, communications and civic participation; and
 - To develop a work plan with specific actions to address the checklist developed by the World Health Organization's Age Friendly Cities Guide and an annual report on the accomplishments of the Committee.
14. The proposed objectives are intended to provide a focused approach for the Committee on matters that are within the City of Barrie's jurisdiction, while following an internationally accepted Guide and checklist associated with an age-friendly community. While the age-friendly community checklist was developed with older adults and the seniors' community as its focus, many of the checklist items would apply to all age groups within the City.
15. The Committee is recommended to be comprised of a maximum of 11 individuals as follows:
- One (1) member of Council;
 - One (1) representative from the Canadian Association of Retired Persons (CARP), to be selected by CARP;
 - One (1) representative from the 55+ Advisory Council, to be selected by the 55+ Advisory Council;
 - Four (4) representatives of not-for-profit agencies servicing the needs of the seniors' community; and
 - Four (4) citizen members, representative of the seniors' community at large in Barrie.
16. An eleven member Committee is relatively large compared to most City of Barrie Advisory Committees and could be unwieldy in terms of achieving quorum. While the Committees in other municipalities were often slightly larger (many with 12 or 14 members), some of the municipalities reported challenges in achieving quorum due to the large size. The ability to achieve quorum and any challenges in scheduling meetings as a result of the relatively large size, will be monitored.

17. The correspondence from CARP suggested organizations such as the LHIN, Hospice Simcoe, the Alzheimer's Society, and Rotary could form part of the membership of the Committee. Staff representing the 55+ Centres Advisory Council suggested representatives from Red Cross (Meals on Wheels), the Victorian Order of Nurses, the Canadian National Institute for the Blind, the Royal Canadian Legion, and the faith community as possible members. To solicit interest from the broadest scope of organizations servicing the needs of seniors, it is recommended that the agency/community group(s) not be specified. Between the citizen members and the representatives of the not-for-profit agencies, input from all of the suggested organizations may be able to be accommodated in the membership.
18. The member of Council, representatives of not-for-profit agencies and citizen representatives would be appointed by Council. Advertising would be conducted to solicit applications from not-for-profit agencies and citizen representatives.
19. In terms of reporting structure, the mandate associated with the proposed Seniors Advisory Committee touches on responsibilities within each of the Reference Committees: Community Services Committee (senior services), Development Services Committee (housing policy), Finance and Corporate Services Committee (communications) and Transportation and Economic Development Committee (transit). As seniors services is more all encompassing, it is recommended that the Seniors Advisory Committee report to General Committee and Council through the Community Services Committee.
20. The Seniors Advisory Committees in other municipalities surveyed met on either a monthly or quarterly basis. As there is a relatively limited period of time remaining in this term of Council, monthly meetings (in general) are being recommended. The Committee could meet less frequently, if the business/agenda volume did not warrant a meeting.

Resource Requirements - Staff

21. It is anticipated that the Advisory Committee would meet approximately eight times per year as most advisory committees reduce their meeting frequency in the summer time and/or do not meet in December.
22. The Legislative and Court Services Department provides administrative support to Committees of Council. It does not provide administrative support to Community Task Forces or Working Groups. Administrative support involves booking of meeting rooms, consulting with the Chair of the Committee/staff lead to organize agenda/meeting details, communicating with Committee members (collecting potential agenda items, verifying quorum, scheduling/rescheduling of meetings), preparing and distributing the agenda, attending the meeting to record the proceedings, preparing the meeting report/recommendations for the reference committee, and maintaining a committee pending list or actions from the meeting.
23. The amount of time spent by Legislative and Court Services Department staff associated with each of the current advisory committees is heavily influenced by level of engagement, participation and ability to achieve consensus among the members, any challenges with attendance/achieving quorum, whether there is a staff lead, frequency of meetings, volume of agenda items and the scope of the Committee mandate. Due to the more formal nature of a Committee of Council, the administrative support for a Committee, while generally the same scope as a Working Group/Community Task Force, is typically more time consuming. Managing quorum and the resulting scheduling/rescheduling issues is a factor that is not typically an issue for Community Task Forces or Working Groups, as quorum while desirable is not required in order to proceed with a meeting.

24. Generally, a minimum of five hours of staff time is required per meeting for the Committee Secretary (approximately 1.5 hours in meeting preparations, 2 hours in meeting attendance and 1.5 hours preparing meeting report/reporting out). From information supplied by other municipalities, this time commitment is consistent with other communities' experiences with their equivalent committee. It is anticipated that overtime and/or a reduction in response times associated with front line customer service (marriage licence/burial permit issuance, general inquiries, etc.) will be necessary based on the current staffing levels in the department and the upcoming 2014 Municipal Election preparations.
25. The following information was collected from other departments with respect to resource requirements associated with a Seniors Advisory Committee:
 - Access Barrie staff indicated that the Committee could be supported within existing resources.
 - Facilities and Transit, Recreation Services and Planning Services staff indicated that each department anticipated an additional 35 hours per year to prepare for, attend and address matters resulting from the anticipated meetings.
26. It is anticipated that resources from other departments/Committees may be called upon to address matters of interest to the Committee. At this point in time, these resource requirements are expected to be relatively minor.

Resource Requirements – Committee Budget

27. The correspondence from CARP suggested that a budget for the Committee may be required to address meeting facilities, the development of the annual work plan and/or printing of materials. Meeting rooms within City Hall are provided to Advisory Committees without charge. The costs associated with printing of agendas (including any associated correspondence) and reports from the meetings are not charged to the specific advisory committee. It is anticipated that the Committee's first year will be focused on developing its work plan and potentially addressing "quick wins" that may not require the expenditure of funds.
28. The recommendations associated with a work plan may have financial implications in the future, but are not expected to result in the requirement for a budget for the Committee in 2014. Depending on the intended distribution and type of work plan and annual report, the costs associated with the printing/distribution may be able to be addressed within proposed 2014 Business Plan allocations. As a result, a budget for the Committee has not been included in the recommended motion.

ENVIRONMENTAL MATTERS

29. There are no environmental matters directly related to the recommendation.

ALTERNATIVES

30. The following alternatives are available for consideration by General Committee:

Alternative #1

General Committee could recommend that the existing 55+ Centres Advisory Council be asked whether it would be prepared to broaden its membership to include a representative CARP and representatives of the general public and expand its mandate to include providing advice and recommendations related to the WHO age-friendly checklist with specific consideration of housing policy, transportation, communications and civic engagement.

Expanding the scope of the existing Advisory Council has the potential to eliminate duplication of effort from committee members and staff and as a result be a more effective use of internal and community resources. It is anticipated that any broadening of the scope and membership would have an incremental increase in resource requirements. However, this increase may not be as significant as the creation of a new Advisory Committee. The specific direction provided by Council was for the creation of an Advisory Committee.

Alternative #2

General Committee could recommend the formation of a Community Task Force or Working Group rather than a formal Committee of Council.

A Working Group is a more informal consultation group that would allow for greater participation by all stakeholders and is more informal in nature. However, a Working Group does not have a formal reporting structure for its recommendations and advice and relies upon a Council member and/or staff to bring forward any recommendations. The specific direction provided by Council was for the creation of an Advisory Committee.

Alternative #3

General Committee could alter any of the specific matters identified in the Terms of Reference for the Seniors Advisory Committee, such as the name, size and composition, reporting structure, meeting frequency, etc.

Altering any of the specific provisions is a viable alternative for General Committee's consideration. General Committee could consider naming the committee the Age-Friendly Community Advisory Committee to reflect the focus on the WHO guidelines and checklist. The size of the Advisory Committee as proposed while relatively large, is intended to provide appropriate representation by interested stakeholder organizations and the general public. The specific organizations or agencies servicing the needs of the seniors' community could be specified rather than allowing for consideration of applicants from any not-for-profit agency. The mix of citizens representing the seniors' community at large to representatives of not-for-profit agencies servicing the needs of the seniors' community could be changed. As the mandate associated with the proposed Seniors Advisory Committee touches on responsibilities within each of the Reference Committees, it could report through any of the Reference Committees. The meeting frequency could be altered to quarterly, however, there is a limited period of time left in the term of Council and its corresponding advisory committees.

FINANCIAL

31. There are no direct financial implications associated with the recommendation related to the proposed terms of reference for the Seniors Advisory Committee. Indirectly, the proposed recommendation to create a new advisory committee will require the reallocation of resources from front line customer service and/or overtime to support the Committee.
32. It is anticipated that the Committee's first year will be focused on developing a work plan with specific actions to address the WHO checklist and potentially addressing "quick wins" that may not require the expenditure of funds. As a result, a budget for the Committee has not been included in the recommended motion.

LINKAGE TO 2010-2014 COUNCIL STRATEGIC PLAN

33. The recommendation(s) included in this Staff Report support the following goals identified in the 2010-2014 City Council Strategic Plan:
 - Improve and Expand Community Involvement and City Interactions
34. The creation of a Seniors Advisory Committee will provide opportunities to expand involvement and engagement with the seniors' community in decisions.

APPENDIX "A"

Draft terms of reference – Seniors Advisory Committee

1. Reporting Structure:

In accordance with the City's Procedural By-law, the Seniors Advisory Committee is an advisory Committee authorized by City Council. The Committee has been established by City Council in accordance with these Terms of Reference. The Committee shall report to City Council through the Community Services Committee. Decisions of the Committee are not final until approved by City Council unless delegated authority is granted by Council.

2. Mandate

To represent and provide advice on Barrie seniors' perspectives on municipal matters related to:

- a) Seniors Housing and related planning matters;
- b) Transportation; and
- c) Communications and Civic Participation by seniors

3. Objectives

The objectives of the Seniors Advisory Committee for the 2013 to 2014 term are:

- To provide advice and recommendations to City Council concerning opportunities to make Barrie a more age-friendly community, focused on the services, roles and responsibilities within the City of Barrie's jurisdiction related to housing, transportation, communications and civic participation; and
- To develop a work plan with specific actions to address the checklist developed by the World Health Organization's Age Friendly Cities Guide and an annual report on the accomplishments of the Committee.

4. Composition

Seniors Advisory Committee shall be composed of eleven (11) members as follows:

- One (1) member of Council;
- One (1) representative from the Canadian Association of Retired Persons (CARP), to be selected by CARP;
- One (1) representative from the 55+ Advisory Council, to be selected by the 55+ Advisory Council;
- Four (4) representatives of not-for-profit agencies servicing the needs of the seniors' community; and
- Four (4) citizen members, representative of the seniors' community at large in Barrie.

The member of Council, representatives of not-for-profit agencies and citizen members shall be appointed by City Council. If a Committee member is unable to complete the term as set out in Section 5 below, a new Committee member will be appointed by City Council.

The Committee may request the advice or participation (non-voting) of individuals or organizations/City Committees with a particular area of expertise. The Committee Secretary will coordinate, through consultation with the Chair, the request made by the Committee.

5. Term

The Committee members shall be appointed for a term that coincides with the remainder of the 2010-2014 Term of Council, expiring on November 30 of the year in which a municipal election is held unless provided by a resolution of City Council.

A member may resign from the Committee at any time by advising of this intention in writing to the Chair of the Committee.

A Committee member may be re-appointed by City Council for an additional term(s).

Frequency of Meetings

Committee meetings shall generally be scheduled once per month or may be scheduled at the call of the chair.

All meetings shall be open to the public in accordance with the City of Barrie's Procedural By-law and the Municipal Act. A meeting of the Committee may only be closed to the public, if the subject matter being considered meets the criteria established in Section 239 of the Municipal Act. The following are currently included as subject matters in Section 239 that may be discussed during a closed meeting:

- a) The security of the property of the City;
- b) Personal matters about an identifiable individual, including City employees;
- c) A proposed or pending acquisition or disposal of land by the City;
- d) Labour relations or employee negotiations;
- e) Litigations or potential litigation, including matters before administrative tribunals affecting the City;
- f) Advice that is subject to solicitor-client privilege, including communications necessary for that purpose;
- g) A matter in respect of which the Committee or Council may hold a closed meeting under another Act.

6. Selection of the Chair and Vice-Chair

The Chair and Vice-Chair (if necessary) shall be selected by the Committee at the first meeting.

7. Role of the Chair and Vice-Chair

The Chair shall preside over the meetings of the Committee and assist the Committee in reaching consensus on fundamental policy issues of concern to the Committee.

The Vice-Chair shall assume the authority and perform all the duties of the Chair in the absence of the Chair.

8. Roles and Responsibilities of Members

Committee Members shall:

- a) Attend and actively participate in all meetings;
- b) Work with other members to attempt to reach consensus on decisions before the Committee; and
- c) Adhere to these terms of reference, the City of Barrie's Procedural By-law, Purchasing By-law, the Council/Committee Code of Conduct and any other by-laws, policies or procedures that apply to Committee members.

9. Rules Governing the Proceedings of Committees

The business of advisory committees shall be conducted in accordance with the City of Barrie's Procedural By-law.

10. Quorum

In accordance with the City of Barrie's Procedural By-law a quorum shall be a majority of the Committee Members.

If the quorum for a Committee is not present within thirty (30) minutes of the time appointed for the meeting, the Committee Secretary shall record the names present and the meeting shall stand adjourned until the next scheduled meeting.

11. Voting

In accordance with the City of Barrie's Procedural By-law, when an issue arises, the Committee will attempt to reach a consensus on how the Committee should resolve the issue.

A question before the Committee will be put to a vote and each Committee Member will be entitled to one vote.

A motion shall be deemed to be carried when a majority of the members present and voting have expressed agreement with the question. Consequently, on a tie vote, the motion is lost.

12. Resources

Administrative Support Staff

A Committee Secretary is provided by the Legislative and Court Services Department for administrative support. The Committee Secretary works with the Committee Chair and/or the staff lead, to co-ordinate the agenda topics, proceedings of the Committee, including the taking of minutes, the distribution of minutes and agendas and the general administrative coordination of meetings.

Advisory Staff

Staff from across the Communications, Facilities and Transit, Planning and Recreation Departments may be present at Committee meetings to provide advisory support to the Committee, including background information, resources and advice to Committee members to assist them in their role.

13. Application of the Code of Conduct

The Committee shall, at all times follow the policies and procedures set out in the City of Barrie's Council/Committee Code of Conduct.

14. Budget

The Committee is authorized to expend funds within its budget allocation, if a budget is approved by City Council, where such expenditure is in accordance with the City of Barrie's Procurement By-law. The committee must authorize any expenditure through a majority vote and such approval of an expenditure and the name of the individual and/or company receiving payment shall be recorded in the minutes of the meeting.

The Committee at no time may exceed its annual budget without formal application to, and authorization by City Council. Neither the Committee nor any member thereof shall pledge the credit of the City in any matter whatsoever.

15. Other

Committee members must keep in mind that while the committee on which they serve has specific goals and objectives, the Committee's function is advisory in nature and the final decision on recommendations made by the Committee rests with City Council. Council's responsibility is to the broad public good and, as such, Council may take into account other matters beyond those considered by the Committee when making its final decision on the matter.