



## Older Adults Advisory Committee Terms of Reference

### Purpose:

To serve in an advisory capacity to County Council and staff on matters that impact the quality of life of older adults living in the County of Dufferin.

### Mandate:

The mandate for the committee will be to help guide a project to review services and create an action plan for the future of seniors' services in Dufferin County. This group will play an active role in establishing guiding principles and in the community engagement process. The Committee will be responsible for the following:

- To provide advice and insight into the “age-friendliness” of Dufferin County;
- To assist Council by working with the project team to develop a vision, guiding principles and priorities for Older Adults services in the County of Dufferin;
- To assist the project team in identifying current gaps in services for older adults and recognizing future needs;
- To promote the project and encourage community participation in the various engagement opportunities;
- To review and provide feedback on the consultants findings;
- To assist Council through the project work in developing a strategic plan to address the needs of older adults and a work plan identifying the short and long-term tasks;

### Composition:

The Older Adults Advisory Ad-Hoc Committee is composed of the following members including 8 older adults from Dufferin County:

Role	Member Name
Committee Chair	To be determined
Committee Members	Up to 8 older adults, 2 members at large
Support Staff	Project Lead

## **Selection of Committee Members**

Members shall be residents of Dufferin County and will be appointed to the Committee based on their qualifications, including skills, knowledge and experience. An attempt will be made to ensure broad geographic representation. Applications shall be reviewed by staff members of the project team, the Chair of the Community Services Committee and the Warden.

### **Term of Office:**

The Committee members shall be appointed for the duration of the project which is expected to last 8-10 months.

### **Meetings:**

The number of meetings shall be sufficient to address the mandate of the Committee. A kick off meeting will take place during the summer of 2018. Participation via teleconference may be permitted.

### **Quorum:**

Committee quorum is majority of voting members be present. If quorum is not attained within the first 10 minutes, the formal meeting cannot proceed and the Clerk is not required to remain and/or provide notes. If members present choose to remain, they may do so for an information exchange only and no formal decisions or recommendations can be made.

### **Conflict of Interest:**

Members should be cognizant of perceived conflicts in terms of issues which may serve to benefit them personally. Members shall not sue their status on a Committee for personal or political gain.