



## **MILTON SENIORS' ACTIVITY CENTRE** **ADVISORY COMMITTEE**

### **Terms of Reference**

#### **1. Mandate**

The mandate of the Milton Seniors' Activity Centre Advisory Committee is to:

- Serve in an advisory capacity to Town staff on matters being pursued to achieve Council's strategic priorities related to older adult services.
- Advise and assist Town staff with the activities of the Milton Seniors' Activity Centre.
- Act as a liaison for members of the Milton Seniors' Activity Centre.
- Provide advice and where appropriate make recommendation to staff who are responsible for the delivery of services and programs for older adults.
- Provide input into Halton Region's Older Adult Advisory Committee on an on-going basis.
- Work with local social service organizations in the community to educate, inform and improve the quality of life of older adults.
- Create an annual work plan and budget to meet the mandate of the Committee in conjunction with the Town of Milton budget for the MSAC.

#### **2. Composition**

The Committee composition will be between ten (10) and twelve (12) members, including:

- a) Seven (7) of whom will fill the following positions: Chair, Vice-chair, Fundraising, Social, Financial, Secretary and Membership.

- b) One (1) of whom is a representative of the Older Adult Advisory Committee of Halton Region.
- c) Two (2) of whom may be members of Town Council and Regional Council.
- d) Additional members to be added at such a time as the Town of Milton establishes additional or satellite operations.

### **3. Selection of Committee**

Membership is open to all Milton residents. Consideration will be given to those who are:

- 55 years of age or older
- A current member of the Milton Seniors' Activity Centre
- An active participant at the Milton Seniors' Activity Centre

The Committee along with staff will recruit candidates within the Seniors' Activity Centre and future satellite centres through an application and interview process.

The Committee will select the Chair and Vice-chair at the initial meeting.

### **4. Term**

Committee members may be appointed for a term of two years with staggered terms planned to ensure continuity. Members of the Committee who have completed their first term and wish to reapply for an additional two (2) year term must indicate their interest by following the application and interview process. Members may serve on the Committee for a maximum of two (2) consecutive terms.

Once a member has completed two consecutive terms, they can apply again to the Committee one year following the completion of his or her term.

If any vacancy should occur during the term of any member for any reason, Town staff in consultation with the Committee shall appoint a person to fill the vacancy for the balance of the said term.

In order to maintain a high level of commitment, members may be asked to resign if they have been absent for three (3) consecutive meetings without good cause.

## **5. Meetings**

Committee meetings shall generally be scheduled once per month or may be scheduled at the call of the chair. Sub-committee meetings will be scheduled as required to complete the assigned work.

## **6. Sub-Committees**

Committee members are expected to serve on sub-committees.

Councillors may be excused from participation. All other Committee members sit on one of two sub-committees. The Advisory Committee shall appoint Committee members to these sub-committees.

The Committee may also establish other task force groups as needed to consider specific issues.

Additional community volunteers may provide assistance on specific initiatives and are not required to be members of the Advisory Committee.

The Chair of a sub-committee must be a member of the Advisory Committee.

Sub-committee/task-force members are to prepare their own agendas and minutes as required.

## **7. Quorum**

A simple majority (one more than half the Committee) is required to pass a motion. Quorum is not required at sub-committee meetings.

If a quorum for the Committee is not present within twenty (20) minutes the formal meeting cannot proceed and the Secretary is not required to take minutes. If members present choose to remain, they may do so for information exchange only and no formal decisions can be made. Sub-committee minutes or

action items shall be provided to the clerk for information or possible follow up.

**8. Voting**

Voting is carried out by a show of hands, unless otherwise indicated.

If the vote is tied, the motion is defeated.

**9. Financial Considerations**

The fiscal year of the Committee shall be from January 1 – December 31.

The Committee will work with Town staff to prepare a budget that reflects their upcoming year's operating needs, in keeping with corporate budget directions and timelines.

All financial commitments of the Committee must be approved through the Committee and processed in keeping with corporate policies and procedures.

**10. Public Communications**

10.1 Committee members appearing before Town Council shall clearly indicate that they are appearing as a citizen (or on behalf of another organization) and not in their capacity as a member of the Committee. They may present a position which is their personal position or is the position of the organization they represent.

10.2 Public statement, position, or opinion shall only be released by Milton Council or staff where appropriate and shall be the official statement of the Town of Milton. The Committee shall recognize and work to support this position publicly.

10.3 Nothing in section 10 is meant to affect the free and open dialogue at Committee meetings or among Committee members.

**11. Code of Conduct**

Committee members shall comply with, and sign off on the "Committee Members Code of Conduct."



## Committee Members “Code of Conduct”

The purpose of a board or committee of Council is to provide informed advice and guidance, as well as to facilitate public input to Town Council on programs and policies. In recognition of the impartial and objective advice that is received from Town boards and committees, as well as the challenges and inherent restrictions placed upon these same individuals in assessing and recommending various options in a conscientious and ethical manner, the following Code of Conduct is provided as a general standard for all board and committee members to ensure they are acting in a manner that is appropriate with regard to his or her board or committee. This code of conduct does not replace legislation or personal ethics. The onus is on the board or committee member to ensure that they adhere to this Code of Conduct.

1. Board and committee members shall, when conducting Town business, preparing written correspondence, interacting with media, members of Council, staff or members of the public, act in a manner that accomplishes the following:
  - (a) Fulfills the mandate and mission statement of his or her board or committee;
  - (b) Respects due process and the authority of the Chair, Vice-Chair or Presiding Officer;
  - (c) Demonstrates respect for all fellow board and committee members, Council, staff and the public regardless of cultural, or linguistic diversity and life circumstances;
  - (d) Respects and gives fair consideration to diverse and opposing viewpoints;
  - (e) Demonstrates due diligence in preparing for meetings, special occasions or other board and committee related events;
  - (f) Demonstrates professionalism, transparency, accountability and timeliness in completing any tasks or projects undertaken by the board or committee;
  - (g) Conforms with all relevant legislation, by-laws, policies and guidelines;
  - (h) Works in conjunction with the community;

- (i) Contributes in a meaningful manner, offering constructive comments to Council, Standing Committees, staff and fellow board and committee members.

2. A Member of a board or committee shall not:

- (a) Engage in any business or transaction or have a financial or personal interest that is incompatible with the discharge of his or her official duties;
- (b) Place themselves in a position where she/he is under obligation to any person who might benefit from special consideration or favour on their part or who might seek in any way preferential treatment;
- (c) Accord, in the performance of his or her official duties, preferential treatment to relatives or to organizations in which she/he or his or her relatives have an interest, financial or otherwise;
- (d) Deal with an application to the Town for a grant, award, contract or other benefit involving his or her spouse, live-in partner, child or parent;
- (e) Place themselves in a position where she/he could derive any direct or indirect benefit or interest from any matter about which they can influence decisions;
- (f) Benefit from the use of information acquired during the course of his or her official duties which is not generally available to the public; and
- (g) Accept gifts, hospitality, or entertainment that could reasonably be construed as being given in anticipation or recognition of special consideration by his or her respective board or committee;
- (h) Disclose or release by any means, confidential information which they have acquired by virtue of their appointment with the Town for personal or private gain, for the gain of their relatives, affiliated organizations or their employer.

3. A member of a board or committee consult with the respective Senior Manager or designate, immediately that she/he could be involved in either a real or perceived conflict of interest as prohibited by the Code.

4. Where a board or committee member believes or has been advised that she/he has or may have a conflict of interest in a particular matter, she/he shall:

- (a) Prior to any consideration of the matter, disclose his or her interest and the general nature thereof;

- (b) Leave the room for the duration of time that the matter is being considered;
- (c) Not take part in the discussion of, or vote on any question or recommendation in respect of the matter; and
- (d) Not attempt in any way whether before, during or after the meeting to influence the voting on any such question or recommendation.

Should a Member of a board or committee breach any of the clauses set out herein, the board/committee may censure the member or recommend his or her removal to Council.

\_\_\_\_\_  
Member's Name (printed)

By signing below, I acknowledge having read and I understand the foregoing and agree to be bound by the provisions contained herein.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date