

**City of Hamilton Seniors Advisory Committee**  
**Committee Recruitment 2022 - 2026**  
**Roles & Responsibilities of New Members**

**Mission Statement**

The Seniors Advisory Committee shall be a credible communication vehicle regarding the quality of life for all seniors in the City of Hamilton. It will provide a forum for consumers and deliverers of seniors' services and facilities to identify issues, explore possible remedies, and work to implement them.

**Values**

The Committee believes that all seniors should have multiple opportunities for healthy ageing, and a full range of supports to assist them.

**Mandate**

The Seniors Advisory Committee is empowered by City Council and is responsible to City Council for its activities; it reports to City Council, on issues and concerns pertaining to seniors in Hamilton, through the Emergency & Community Services Committee.

**Committee Members Roles and Responsibilities:**

The members of the Seniors Advisory Committee responsibilities include, but are not limited to the following:

- Attend and actively participate in monthly meetings and notify the Chair if unable to attend a meeting.
- Members who are absent for three (3) consecutive meetings, without advanced notification, could and/or may be asked to resign from the committee.
- Demonstrate leadership in action through participation in events and activities.
- Form working groups, from within the Seniors Advisory Committee membership, to deal with specific issues as they arise or to work on projects related to the well-being of seniors.
- Examine and advise on issues brought forward by members of the community including businesses, residents, education sector, local organizations and special interest groups.
- Provide input and advise to Council and City staff on issues related to seniors and on the implementation of Hamilton's Age-Friendly Plan.
- Act as an ambassador for seniors and participate in seniors-related events in Hamilton, i.e. International Day of Older Persons, Seniors Kick-off, Senior of the Year Awards.
- Read agendas and minutes prior to meetings and keep well informed of committee projects.
- Liaise with City Councillors to keep them informed of Seniors Advisory Committee projects.

**Membership Composition**

The Seniors Advisory Committee is comprised of two (2) members of Council and up to 19 citizen members. Committee members will serve a four (4) year term, to coincide with the term of Council. Meetings are typically held between 10:00 am to 12:00 pm on the 1st Friday of each month, or

at the call of the Chair. A Chair and Vice-Chair will be elected and/or appointed by the voting membership of the committee.

### **Committee Leadership**

The various positions within the Committee and the specific responsibilities associated with each are as follows:

#### **Committee Chair:**

Plays a leadership role in planning and coordinating the committee's work. The Chair is responsible for maintaining order and decorum during meetings and generally ensuring that the committee work proceeds smoothly in conjunction with the committee's work plan.

Elected by the committee members, the Chair shall:

- Preside at committee meetings and make sure meetings run smoothly by establishing meeting guidelines, involving all committee members in discussions and resolving conflicts.
- With the Vice Chair and the staff liaison, assist with the preparation of meeting agendas and familiarize themselves with agenda items prior to each meeting.
- Ensure the committee complies with procedural By-laws and operational policies.
- Maintain contact with working groups, helping them to stay on track and providing any additional support to accomplish their assigned goals.
- Build a sense of collaboration, creativity, and team ownership between Committee members.
- Represent the Seniors Advisory Committee at public functions.

#### **Vice-Chair:**

Elected by the committee members, the Vice-Chair shall:

- Support the Chair in the responsibilities and activities listed above.
- With the Chair and staff liaison, assist with the preparation of meeting agendas and familiarize themselves with agenda items prior to each meeting.
- In the absence of the Chair at Committee meetings or events, the Vice-Chair will fulfill the obligations and responsibilities of the Chair.

#### **Secretary:**

- Provide relevant information, ideas and opinions as a participant in the meeting.
- Record without note or comment all resolutions, decisions and other proceedings at the meeting (as per the Municipal Act, 2001).
- Keep an accurate set of minutes of each meeting.
- Keep an up-to-date membership/contact list.
- Distribute minutes to members and notify them of upcoming meetings.
- Keep a list of all advisory committees and members.
- Help the Chair with preparing the agenda, advice on meeting procedure, reference materials and information retrieved from the records.
- Make meeting and physical set-up arrangements (Note: room bookings with City Facilities will be coordinated through the Committee's Staff Liaison).

#### **Staff Liaison:**

A City of Hamilton staff member will be assigned to support the ongoing functions of the Seniors Advisory Committee and will:

- Record decisions and other proceedings at each meeting without note or comment.
- Keep an accurate set of minutes for each meeting.
- Keep an up-to-date membership/contact list.
- Distribute minutes and agendas to members and notifying them of upcoming meetings.
- Assisting the Chair and Vice Chair with preparing the agenda, providing advice on meeting procedure, reference materials and information retrieved from the records.
- Coordinate, develop and deliver the Orientation Session for committee members at the beginning of the term.
- Provide technical advice from the Healthy & Safe Communities Department for the preparation of discussion materials, reports, correspondence, etc.
- Arrange for presentations from City staff, community members or external stakeholders on topics relevant to seniors.
- Liaise with City staff for advice and information required by the committee, including procedural advice from the Legislative Coordinator in the Office of the City Clerk.
- Arrange for printing of agendas, minutes, reference material and distribution required by the Committee
- Arrange for the booking of the meeting room.
- Coordinate the annual review of the Committee's Terms of Reference, Roles and Responsibilities, Work Plan and Budget Request to City Council.
- Arrange for parking passes and bike parking access, if required.
- Forward notices of resignation to the Legislative Coordinator for inclusion in the appropriate Emergency and Community Services Committee agenda.

### **Qualifications**

Members of the Seniors Advisory Committee are expected to possess the following qualifications, experience, and abilities:

- An interest, passion, or desire to improve the quality of life for seniors living in Hamilton.
- Demonstrated tact, diplomacy and a commitment to reducing barriers to participation, access or inclusion on the basis of race, ethnicity, ancestry, citizenship/immigration status, country of origin, religion, gender, sexual or gender orientation, ability, health status, receipt of public assistance, political affiliation, record of offences, level of literacy, mental health status, age, socio-economic class, type of housing, neighbourhood of residence, language, family status, or any other personal characteristics.
- Shall reside in the City of Hamilton and have an interest in seniors-related issues.
- It is preferable to have at least one member residing in each ward and that the committee reflect the diversity of the City of Hamilton on the basis described above.