

The Corporation of the Township of Whitewater Region

By-law Number 19-05-1170

A by-law to adopt Terms of Reference for the Whitewater Region Seniors & Older Adults Task Force (SOATF)

Whereas, Section 49.0 of the Procedural By-law allows the establishment of Task Forces with Terms of Reference; and

Whereas, Council of the Township of Whitewater Region deems it expedient and necessary to adopt Terms of Reference for its task force;

Now therefore Council of the Corporation of the Township of Whitewater Region enacts as follows:

1. That the Township of Whitewater Region Seniors & Older Adult Task Force is hereby established.
2. That the terms of reference attached shall form a part of this by-law.
3. This by-law shall come into force and take effect upon the date of the final passing thereof.

Read a first, second and third time and finally passed this 8th day of May, 2019.

Michael Moore, Mayor

Carmen Miller, Clerk

Whitewater Region Seniors & Older Adults Task Force (SOATF)

Terms of Reference

1.0 Mandate

The Seniors & Older Adults Task Force will serve in an information gathering and advocacy role to provide recommendations and advice to Council regarding the development and provision of services by the Township or partner organizations to those over the age of fifty-five.

2.0 Focus

The task force will serve as Whitewater Region's liaison for residents, local community groups as well as government and non-governmental organizations on subjects relating to adults over fifty-five years of age within Whitewater Region.

It will further collaborate with other internal/external agencies, businesses and groups as deemed appropriate to aid in developing recommendations and advice to be presented to Council. The SOATF will assist in moving forward various Council-approved initiatives involving seniors and older adults.

3.0 Term

The task force will be appointed by Council consistent with appointment practices. The term of appointment will correspond to the term of Council. Vacancies will be filled on an as-needed basis.

4.0 Composition

The task force will be comprised of the Council Member serving as Chair, up to seven community members, and one municipal staff representative being the Chief Administrative Officer or designate.

Subject matter advisors will be invited to participate in meetings and working groups as required.

All members must:

- a) be a resident of Whitewater Region,
- b) preferably 55 years of age or over (excluding the Chair and municipal staff);
- c) be available to contribute up to ten hours per month;

- d) possess strong interest and/or experience in at least one of the following areas:
- Community advocacy and public engagement by providing ongoing updates related to local projects, events and activities,
 - Community development and outreach by attending networking meetings, information sessions and forums established by community partners and various public and government agencies,
 - Research through the use of a variety resources (online, paper and in person) and work with others to locate and incorporate facts and statistics for projects.

5.0 Compensation

No compensation shall be made to members of the task force for their participation.

6.0 Attendance and Procedures

The Member of Council will serve as Chair.

A quorum comprised of more than 50 per cent of appointed members will be required to hold a meeting. In order to maintain a strong level of commitment, members who are absent for three consecutive meetings (without good cause) will be deemed to have resigned.

The task force will work in a collaborative manner seeking consensus. Recommendations shall be formulated for consideration by Council. The task force does not have delegated authority to direct municipal staff.

Action items will be recorded in writing. Quarterly updates on progress will be presented to Council by the Chair.

7.0 Meetings

The task force will generally meet bi-monthly with re-occurring meeting dates being set in advance. Additional meetings may occur based on urgency and need at the call of the Chair. Members will be notified of any additional meetings via email, allowing as much prior notice as possible. Meetings will be held at the Whitewater Region Municipal Office, unless otherwise planned and agreed upon.