

## **Terms of Reference - Lambton County Seniors Advisory Committee (SAC)**

### **Premise**

All seniors are entitled to age safely and with dignity.

### **Mandate**

Identify and report to the Warden and County Council on issues that affect seniors in Lambton County by:

1. Acting as a liaison for seniors to enrich the health and quality of life for all seniors.
2. Soliciting input and acting as a representative for issues that affect local seniors.
3. Addressing other issues as identified by the Seniors' Advisory Council.

### **Membership**

Lambton County SAC membership will include a cross-section of individual seniors and a County Councillor committed to working towards the betterment of life for seniors in our community.

The membership of the SAC will include:

- One senior representative per each of the 11 municipalities (consider a total of 4 representatives for City of Sarnia to align with Council representation)
- One County Councillor
- One COL staff support (non-voting member)
- One Navigating Seniors Care Lambton member

\*The Lambton County SAC is committed to participating in meaningful Indigenous engagement opportunities that support the Calls to Action in the Truth and Reconciliation Commission of Canada Report and align with County of Lambton best practices for engagement.

### ***Appointment and Term***

1. Members will be named by their local County Council representative for a term of 2 years.
2. The SAC shall appoint a Chair and Vice Chair. The Vice Chair will preside over meetings in the absence of the chair.
3. The role of Secretary will be fulfilled by the COL staff representative (non-voting member).
4. All committee members will serve on a voluntary basis.

## **Duties & Responsibilities of the SAC**

1. Engage with seniors in their respective communities to gain knowledge and understanding of needs.
2. Identify concerns and challenges experienced by seniors from diverse backgrounds.
3. Advocate on behalf of seniors.
4. Consult with other senior's advisory groups and organizations when necessary.
5. The Committee minutes will be presented to the SAC for approval and subsequently forwarded to County Council for information. In addition, the Committee will provide an Annual Report to County Council that summarizes community engagement and impact.
6. Advise on and review County policies and by-laws as requested.

## **Meetings**

1. The SAC will meet quarterly, or more frequently at the discretion of the Chair.
2. The staff representative will send out agenda packages to committee members one week prior to each scheduled meeting.
3. The staff representative will prepare meeting minutes and send to SAC members, the Warden and members of County Council following each meeting.

## **Attendance**

1. Any member who is absent from three consecutive meetings without the express approval of the SAC given at a scheduled meeting will be deemed to have resigned from the SAC at the end of the third missed meeting.

## **Rules of Order:**

1. Quorum is fifty per cent of all members plus one.
2. If there is no quorum within fifteen minutes of the time set for the meeting, and unless those present agree to an extension; the meeting shall adjourn until the next regular meeting or at such time as the Chair directs.