



# The Municipal Corporation of the Town of Fort Erie

## By-law No. 72-2023

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### **Being a By-law to Re-Establish the Senior Citizens Advisory Committee and Repeal By-law Nos. 23-10 and 158-2021**

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**Whereas** By-law No. 23-10 was passed to re-establish and appoint members to the Senior Citizens Advisory Committee and to repeal By-law No. 113-95 and amend By-law No. 145-06; and

**Whereas** By-law No. 158-2021 was passed to amend the Fort Erie Senior Citizens Advisory Committee By-law No. 23-10, as amended (composition); and

**Whereas** Report No. COS-03-2023 was considered and approved at the Regular Council Meeting held on March 27, 2023, to update Terms of Reference for Committees of Council; and

**Whereas** it is deemed desirable to re-establish the Senior Citizens Advisory Committee, adopt Terms of Reference and repeal By-law Nos. 23-10 and 158-2021;

**Now therefore** the Municipal Council of The Corporation of the Town of Fort Erie enacts as follows:

1. **That** the Senior Citizens Advisory Committee is re-established and its Terms of Reference attached to and forming part of this by-law as Schedule "A" are adopted and approved.
2. **That** By-law Nos. 23-10 and 158-2021 are repealed.
3. **That** the Clerk of the Town is delegated authority to affect administrative modifications to Schedule "A" that facilitate improvement of the Committee's effectiveness.
4. **That** the Clerk of the Town is authorized to affect any minor modifications, corrections or omissions, solely of an administrative, numerical, grammatical, semantical or descriptive nature to this by-law or its schedules after the passage of this by-law.

**Read a first, second and third time and finally passed this 24<sup>th</sup> day of April, 2023.**

\_\_\_\_\_  
Mayor

\_\_\_\_\_  
Clerk

I, \_\_\_\_\_ Clerk of The Corporation of the Town of Fort Erie, certify the foregoing to be a true copy of By-law No. 72-2023 of the said Town. Given under my hand and the seal of the said Corporation, this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_

## **Senior Citizens Advisory Committee Terms of Reference**

### **1. Mandate and Objectives**

- 1.1. The Committee's mandate is to assist seniors by promoting active and healthy living, social engagement and learning by providing them with activities and services
- 1.2. The Committee's objectives are to:
  - a) Plan and organize active and social events that encourage healthy living and social engagement for seniors
  - b) Form partnerships in the community to aid in the facilitation of active dissemination of pertinent information to seniors
  - c) Educate seniors on available programs and services that enhance the quality of life in topics including but not limited to physical, social, emotional and technological well being
  - d) Volunteer and assist senior groups, programs and activities in the community when needed
  - e) Establish a mechanism to fairly and equitably distribute financial assistance provided by the Town of Fort Erie
  - f) Encourage participation in Niagara Region Seniors Community Programs
  - g) Solicit input and act as a public forum for issues that affect seniors

### **2. Membership**

- 2.1. Qualifications
  - a) Members shall have access to a computer and an email address to receive meeting invitations and agenda packages with large files
- 2.2. Composition
  - a) The Committee shall be comprised of up to nineteen (19) members: eighteen (18) citizens and one (1) Member of Council
- 2.3. Term
  - a) Committee members shall hold office concurrent with the term of Council, and shall continue until a new Council appoints new Committee members following an election

### **3. Roles and Responsibilities**

- 3.1. At the first meeting of the term, Committee members shall appoint a Chair, Vice-Chair, Secretary and Treasurer
- 3.2. Chair and Vice-Chair
  - a) Chair all regular meetings of the Committee and exercise authority, and perform duties as required

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- b) Maintain decorum at each meeting and ensure that the Rules of Procedure are observed under By-law No. 36-2016 (Council Rules of Procedure), as amended or replaced
- c) Ensure that all committee members are provided with an opportunity to comment
- d) Provide guidance and leadership to the Committee in the completion of its mandate
- e) Vice-Chair shall assume all functions of the Chair in the Chair's absence

3.3. Secretary

- a) Circulate agendas and record and prepare minutes of Committee meetings
- b) Distribute agendas and minutes to the Town Clerk

3.4. Treasurer

- a) Administer and manage the financial assets of the Committee
- b) Prepare budgetary documents as required by the Town Treasurer

3.5. Committee Members

- a) Attend Committee meetings (if unable to attend, notification should be sent to the Secretary as soon as possible before the meeting)
- b) Review agendas and materials before the meeting
- c) Contribute time, knowledge, skill and expertise to the fulfillment of the committee mandate
- d) Support Persons may attend Committee meetings; however, they shall not count towards quorum or vote

3.6. Sub-Committees

- a) Sub-Committees will be formed as necessary and will report to the Committee
- b) Sub-Committee minutes will be provided to the Committee

3.7. Resignations and Vacancies

- a) Notices of resignation shall be submitted in writing to the Clerk's Office and the Secretary
- b) The Committee shall self solicit to fill vacancies during the Term
- c) Applications to fill vacancies during the Term shall be forwarded to the Clerk for consideration and appointment by Council

**4. Meetings**

4.1. Meeting Schedule

- a) Generally, the Committee will meet monthly or as required to conduct business to carry out its mandate
- b) Special meetings may be held at the call of the Chair or by a call of 2/3 majority of the Committee

4.2. Quorum

- a) Quorum shall consist of a majority of the current number of appointed members

4.3. Rules of Procedure

- a) The Committee shall follow the Council's Rules of Procedure By-law, as amended or replaced, with modifications as necessary
- b) In the event of a conflict between the Terms of Reference and any by-law of the Town of Fort Erie, the Terms of Reference shall prevail

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4.4. Conduct

- a) The Committee shall follow any policies of the municipality governing the ethical behaviour of members, in place from time to time

4.5. Agendas and Minutes

- a) The format of agendas and minutes shall be in a form approved by the Clerk
- b) Minutes shall be forwarded to the Clerk's Office in a timely manner

**5. Resources**

5.1. The Committee will have access to Town Conference Rooms for meetings

- a) Reservations of Conference Rooms are facilitated through the Clerk's Office

**6. Remuneration**

6.1. This Committee operates on a volunteer basis only

**7. Terms of Reference**

7.1. The Committee shall review the Terms of Reference before the end of each term and make recommendations to Council through their minutes, as needed