

# **Town of Lincoln**

## **Age-Friendly and Active Community Advisory Committee**

### **Terms of Reference (2022-2026 Term)**

#### **Mandate**

The Town of Lincoln Age-Friendly and Active Community Advisory Committee will advise Town Council on policy, program and service delivery that supports residents of all ages while encouraging active and healthy lifestyles across the lifespan and that safe, vibrant and complete community.

#### **Responsibilities**

- To promote and enhance Lincoln as a welcoming, connected, vibrant and resilient community for all and improve the quality of life for all residents.
- To provide insight and advice to staff and Town Council by making contributions to policies, programs and plans developed by staff, or as requested by Council on matters related to the committee's mandate.
- To encourage decision-making that supports age-friendly and active living principles in the community.
- To work with staff and community partners to organize civic events and provide volunteer assistance on special projects.
- To actively engage the community through the development of partnerships with community organizations, schools, and businesses.
- To maintain the Town's membership status in the World Health Organization (WHO) Global Network for Age-Friendly Cities and Communities and designation status in the Share the Road Cycling Coalition's Bicycle Friendly Communities (BFC) Award Program.

The Advisory Committee will be available as a resource to staff, providing input on matters being pursued to achieve Council's strategic priorities.

Above all, the Advisory Committee is responsible for ensuring that its business aligns with and serves to complement Council's strategic priorities.

#### **Chair and Vice-Chair**

The Committee shall select a Chair and Vice-Chair annually from among its voting members at its first regular meeting of the Committee

The Chair shall provide leadership to the Committee, ensure that the Committee carries out its mandate and act as liaison between the Committee and Town staff. The Chair in conjunction with the Town staff shall set the agenda for each meeting.

In the Chair's absence, the Vice-Chair shall assume the position and responsibilities of the Chair during this time.

The Town of Lincoln Mayor and Council appointed liaisons may speak on behalf of the Committee to Council or the public. Other members shall not act or speak on behalf of the Committee without prior approval of the Committee.

## **Membership and Representation**

The Committee shall be comprised of the following representatives:

- Non-Voting Members
  - Staff representatives
  - 2 Council-appointed representatives
- Voting Members
  - A minimum of 7 citizen members – Appointments are for the term of Council.

## **Duties of Members**

All Committee members shall abide by these Terms of Reference. Members must also be willing to commit the time required to understand and evaluate the information provided, as well as be open-minded to varying perspectives.

The Committee and its members shall not act outside of the mandate and advisory capacity of the Committee. Should a Committee member wish to comment on an issue that is within the mandate of another Council Committee, the Chair shall consult with the responsible liaison and the Chair of the other Committee.

## **Sub-Committees**

Sub-committees may be formed in alignment with a specific action, as deemed necessary by the Advisory Committee. Sub-committee meetings are held separately as needed. Town staff are not required to attend these meetings, but notes will be taken and provided to the Chair in advance of the next regular Committee meeting for inclusion in the agenda package. The Chair of the sub-committee can be chosen by the majority of the sub-committee members; however, he/she must be a voting member of the committee. The term is for one year only.

## **Declarations of Interest**

Members of the Committee must abide by the [Municipal Conflict of Interest Act, R.S.O. 1990, c. M50.](#)

## **Public Participation**

All Committee meetings are open to the public. Members of the public are not permitted to participate in Committee discussions but may appear as a delegation before the Committee. Delegations shall be for a maximum of 5 minutes. Those wishing to appear as a delegation at a Committee Meeting must advise Town staff. All members of the public must adhere to the code of conduct as per the Town of Lincoln's Procedural By-law.

## **Meetings**

As determined by the Committee, the schedule of meetings, times and location will be confirmed upon its first meeting. The Committee will generally meet bi-monthly on the 1st Thursday. Additional meetings may be required based on the work of the Committee. This is an ongoing advisory Committee; therefore, no set timelines have been established. Any member who is absent from three consecutive meetings without the express approval of the Committee given at a scheduled meeting will be deemed to have resigned from the Committee at the end of the third meeting. Quorum shall consist of a majority of sitting members.

## **Budget**

The Advisory Committee has been allocated funds specifically for civic engagement and for meeting the needs of the established mandate to be successful. Committee activities will be funded annually by the Town through the budget approval process. The budget will be managed through Legislative Services.

Expenditures as it relates to citizen advisory committees:

- a) Their annual budget allocation to an advisory committee shall be at the sole discretion of Council and subject to Council's annual Budget deliberations, taking into consideration the requests of the advisory committees.
- b) All expenditures by an advisory committee must relate to matters directly within its mandate.
- c) Each advisory committee shall provide an annual report to Council, through the appropriate standing committee, detailing all expenses incurred against its annual budget allocation and in a format established by the Town Clerk.
- d) All advisory committee expense information is public information and shall be made available upon request to the Town Clerk.
- e) Authorization for expenditures shall be as follows:

The Town Clerk, or their designate, shall have the authority to approve expenditures and process payments for standard items and that it aligns with Town branding, consistent

messaging as well as within the advisory committee's mandate, subject to budget availability.

## **Staff Support**

Community Services and Public Works representatives will be present at all meetings; other municipal staff representatives may attend from time to time as required. Minutes of the Committee meetings shall be provided to Council.