

1. Background

The Tecumseh Senior Advisory Committee (TSAC) will be an advisory body to the Council and Administration of the Town of Tecumseh (Town) and shall be subject to an annual review during the budget process.

2. Purpose

The TSAC will:

- a. provide advice to Council and Administration of the Town on issues that affect area seniors;
- b. work with Town departments, agencies and organizations for the purpose of improving the quality of life for senior residents in Tecumseh;
- c. solicit input and act as a public forum for issues that affect local seniors; and
- d. identify barriers of access to seniors to Town services and programs.

To fulfill this mandate, the TSAC will strive to develop and maintain a positive liaison with other individuals, groups, agencies, organizations, etc., who are addressing issues of concern to local seniors.

3. Authority

The TSAC will report directly to the Director Corporate Services & Clerk, or designate, and is advisory to Council and Administration.

4. Duties and Responsibilities

- a. provide relevant input into policy development;
- b. act as an advisory committee to the Town on issues brought to the TSAC, as well as research issues brought forward by the TSAC;
- c. interact and develop partnerships and liaisons with other Town committees;
- d. raise awareness about the TSAC and its initiatives, as well as other senior-serving organizations and activities;
- e. provide an annual report of achievements and future goals to Council at the end of a TSAC appointed term;
- f. provide minutes of their meetings to the next Regular Council Meeting Agenda;
- g. advocate on behalf of seniors concerns affecting policies, services and facilities for seniors delivered by and funded by all levels of government;

- h. promote and advocate, wherever appropriate, the concept of healthy aging by encouraging improved and responsive programs and services in a timely fashion;
- i. increase awareness to Council and Administration on issues, concerns and challenges faced by seniors from a diversity of backgrounds (i.e. race, colour, religion, culture, sexual orientation, socio-economic status, family status, place of origin, marital status or disability); and
- j. ensure that a variety of outreach methods are utilized in order to reach seniors from the community.

5. Composition

The TSAC will be composed of senior citizens over the age of 60 who reside in the Town, as approved by the Director Corporate Services & Clerk and appointed by Council.

6. Tenure of Members

TSAC members shall be appointed for a term that coincides with the term of Council, expiring on November 14th of the year in which a municipal election is held unless provided by a resolution of Council. Members may remain on the TSAC as long as they are able to fulfill their duties and meet the eligible requirements of the Committee.

Resigning members must submit written notice one (1) month prior to their last intended meeting. An exiting interview may be conducted.

7. Attendance

In order to facilitate the goals of the TSAC, members are expected to attend all meetings. Members must provide a valid reason for an excused absence. An excused absence is considered as an illness, emergency and prior commitments deemed at the discretion of the TSAC.

Whenever possible, members should notify the Director Corporate Services & Clerk at least 24 hours in advance of a meeting if they know that they will be absent. If this is not possible, members should make every effort to contact the Director Corporate Services & Clerk in regards to the reason for their absence.

If a member misses three (3) consecutive meetings with “unexplained absences,” the Director Corporate Services & Clerk will contact the member to see if there are unknown circumstances. If the absences continue after the contact, the member will be deemed to have resigned from the TSAC.

Event attendance is mandatory and the same procedure applies to events as to the meetings.

8. Meetings

TSAC members will meet at Town Hall on the last Thursday of each month at 6:00 p.m. in the Council Chambers.

Quorum is one half of the current membership of the TSAC, plus one (1).

Meetings will be held in accordance with the Town's Procedural By-law No. 2017-62.

9. Chairperson

A Chairperson will be elected by vote of the TSAC at the end of each meeting to serve as the Chairperson for the next scheduled meeting.

If the Chairperson is unable to attend a meeting, a new Chairperson will be selected by vote at the beginning of the meeting.

When called upon by Administration to attend Council or Public meetings, not less than two (2) TSAC members will represent the TSAC.

10. Financial Reporter

Any interested member can fill the Financial Reporter position by approval of the TSAC. The Financial Reporter will serve a term of one (1) year and will update the TSAC on the status of the budget at the beginning of every meeting.

Duties also include reminding TSAC members when to hand in expense claim forms, keeping track of funds left in the budget and noting various expenses and expenditures. The Financial Reporter will be in regular contact with the Director Corporate Services & Clerk and update the TSAC as to their current budget status.

11. Support

The Corporate Services & Clerks Department shall be primarily responsible for administrative support for the TSAC. Other Town Departments may also provide support, advice and assistance when consulted.