



Whitby 55+ Recreation Advisory Committee Terms of Reference

Number:	ToR-O-03
Reference:	Council Resolution #492-17 and #189-24
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Approval:	Council
Point of Contact:	Manager, 55+ Recreation, Accessibility and Diversity (Staff Liaison)

1.0 Enabling Legislation

The Municipal Act, 2001, provides the municipality with the authority to create advisory committees for specific purposes. The Town of Whitby Council has deemed it advisable to establish a Whitby 55+ Recreation Advisory Committee. The Town of Whitby supports and acknowledges the value of internal and external committees.

2.0 Mandate and Responsibilities

2.1 The Whitby 55+ Recreation Advisory Committee, in consultation with the Community Services Staff provides advice and perspective regarding the various 55+ Recreation programs offered by the Town of Whitby.

2.2 The purpose of the Committee is to support all social and recreational programs and to advise the Town of Whitby on issues relating to the membership of the Town of Whitby 55+ Recreation Services.

2.3 Objectives

2.3.1 To protect the mutual interests of its members.

2.3.2 To encourage all adults 55+ to participate in activities of Whitby 55+ Recreation Services to help keep them active, connected and engaged in the community.

2.3.3 To provide opportunities for friendly communications among adults 55+.

2.3.4 To promote involvement, goodwill and participation among groups and individuals within the membership.

2.4 Responsibilities

- 2.4.1 Offer input on 55+ programs, services and activities.
- 2.4.2 Advise the Manager of 55+ Recreation Services of problems and concerns related to the use of the building(s) which affect the members.
- 2.4.3 Work with the Manager of 55+ Recreation Services in evaluating the recreation and leisure needs for adults 55+ in the Town of Whitby.
- 2.4.4 Assist with the design and implementation of special events.
- 2.4.5 Share the responsibility with staff to advise members of approved operating policies of the Town of Whitby.
- 2.4.6 Communicate respectfully and constructively with members and staff and follow the Public Code of Conduct Policy.

3.0 Fees

- 3.1 Fees for 55+ programs will be developed by the Community Services Department with input from the 55+ Committee.

4.0 Membership and Composition

- 4.1 The Committee shall consist of thirteen (13) members: ten (10) voting members plus three (3) non-voting members of which one being a member of Council appointed by the Mayor, another being the Manager of 55+ Recreation Services, and the other being the 55+ Recreation Clerk.
- 4.2 A member of the Town of Whitby Council is appointed to the Committee to:
 - a) liaise between Council and the Committee;
 - b) respond to Committee members' questions;
 - c) interpret Council's direction to the Committee;
 - d) provide updates on Committee activities to Council; and,
 - e) provide updates on Council activities to the Committee.
- 4.3 The Manager of 55+ Recreation Services sits on the Committee to provide advice as well as to liaise with other Town departments and other sections within the Community Services Department affecting 55+ Recreation Services.

- 4.4 The 55+ Recreation Clerk sits on the Committee to take minutes, distribute agendas, correspondence, and minutes, and to assist with Committee administrative tasks.
- 4.5 A Chair and Vice-Chair shall be elected by a majority of Committee members for a one-year term at its first meeting of each calendar year.
- 4.5.1 The Chair and Vice-Chair may serve for a maximum of two consecutive years unless the Committee determines otherwise with the unanimous consent of its members.
- 4.5.2 In the event that a member and their partner are both members of the Committee, only one partner can serve in a Chair position at any one time.

#	Committee Members	Member Type
10	Citizen Appointments	Voting
1	Clerk (Administrative Support)	Non-Voting
1	Staff Liaison	Non-Voting
1	Member of Council	Non-Voting

5.0 Committee Leadership

5.1 Committee Chair

- 5.1.1 The Chair's role is to provide guidance and leadership to the Committee of Council in the completion of its mandate. The Chair shall ensure that decorum is maintained at each meeting and that the rules of procedure, as per the Procedure By-law or as otherwise established, are observed.

5.2 Vice-Chair

- 5.2.1 The Vice-Chair acts in the Chair's absence and assumes the roles and responsibilities of the Chair.

6.0 Member Qualifications

- 6.1 The following qualifications should be considered when appointing members to the Whitby 55+ Recreation Advisory Committee:
- 6.1.1 Current participation in 55+ Recreation programs, services and/or activities.
- 6.1.2 A member of Whitby 55+ Recreation Services.
- 6.1.3 Available to attend meetings regularly.

7.0 Committee Members

- 7.1 Committee members shall contribute time, knowledge, skill and expertise to the fulfillment of the Committee's mandate as required; work with Staff to implement Council's decisions relevant to the Committee's mandate and commit to attending regular meetings during the year.

8.0 Meetings

- 8.1 Regular meetings of the Committee shall be held on the second Friday of each month except for July and August, or as modified and determined by the Committee.
- 8.2 Notwithstanding the above, the Committee reserves the right to change the time, date or place of its meetings if circumstances warrant and the change shall be communicated in an email to the Committee members at least one week in advance.
- 8.3 Each member elected to the Committee serves a two-year term. Five members are appointed by Council each year, with five vacancies alternating.
- 8.4 After a member serves a two-year term, they may elect to stay on the committee for another (2) two-year term before having to re-apply.
- 8.5 The Committee has the right to recommend the removal of any Committee member who misses three consecutive regular meetings or is absent from over 50% of the meetings in one year; unless the subject member can satisfy the Committee that the absence was justified.
- 8.6 The Committee shall fill any vacancy which may occur in its number between terms. Such appointee shall hold office for the unexpired term of the replaced member subject to the approval by the Committee.
- 8.7 Special meetings shall be called by the Chair at the request of five members of the Committee.
- 8.8 A quorum shall consist of five members or a majority of the Committee. The Committee shall hold in confidence any information concerning individual members which they may be privy to.

9.0 Appointments to the Committee

- 9.1 Appointments to the Committee will be recommended annually to Council through a fair interview process and determined by the Chair, Vice-Chair and Manager of 55+ Recreation Services with further approval by the Director of Recreation. This is to ensure that the member understands the role and responsibilities of the Committee and to ensure a broad spectrum of interests and diversity.

- 9.2 Starting in September of each year, all Committee members shall assist with the recruitment of new members through word of mouth and paper and electronic promotion.
- 9.3 Interviews will occur in October of each year for prospective Committee Members. The interviews will be conducted by the Chair, Vice-Chair and Staff Liaison. If circumstances are that the Chair, Vice-Chair or Staff Liaison cannot attend, then a Committee member or 55+ Staff Member can be approved to take their place in the interviews. Approval of the substitution must be unanimous by the Chair, Vice-Chair and Staff Liaison.
- 9.4 The newly appointed Committee will take office as of the first Committee meeting in January, subject to Council approving and appointing them prior to that date.
- 9.5 The appointments will be posted at the 55+ Recreation Centre and communicated to the membership.
- 9.6 The names of all Committee members and their photos will be prominently displayed in the Whitby 55+ Recreation Centre.
- 9.7 Only resident members of The Town of Whitby 55+ Recreation Services are entitled to be appointed to the Committee.

10.0 Membership Feedback

- 10.1 The Committee is interested in providing an opportunity for members to express any concern(s) about the operation of the Town of Whitby 55+ Recreation Services. In order that an organized procedure is followed, the Committee will receive deputations at monthly Committee meetings based on the following guidelines:
 - 10.1.1 Deputations must be submitted to the 55+ Recreation Clerk in writing, dated and signed one week prior to the monthly Committee meeting. The Committee, by a 2/3 vote of the members present, can accept a deputation if submitted late.
 - 10.1.2 Only one person may verbally represent a deputation.
 - 10.1.3 The Committee reserves the right to ask questions but may elect to receive the information and give a formal response at a later date.
 - 10.1.4 Spectators attending deputations are not permitted to speak and may be asked to leave by the Chair if the meeting is disrupted.