

Older Adult Advisory Panel (OAAP) Terms of Reference

Purpose

The Older Adult Advisory Panel, (OAAP) is a forum where information and advice is exchanged between older adults and City staff. The OAAP will promote innovative practices and address issues and concerns of the broader interest to the older adults that are within the City of Mississauga's mandate to address such as transportation, recreation, leisure and other city services.

The work of the OAAP shall respect and support the City of Mississauga's Vision Statement; "A place where people choose to be" and the five Strategic Pillars for Change:

move – developing a transit-oriented city

belong – ensuring youth, older adults and new immigrants thrive

connect – completing our neighbourhoods

prosper – cultivating creative and innovative businesses

green – living green

and support the 2008 Older Adult Plan Vision Statement, Guiding Principles and Goals.

"As an age friendly city, older adults in Mississauga will lead purposeful and active lives, will live in their community with dignity, integrity and independence, and will experience a diverse range of lifestyle opportunities to pursue their personal interests."

Panel Structure and Criteria

1. The OAAP Panel shall be comprised of eighteen (18) Panel members;
 - Eleven (11) community panel members from residents of Mississauga, representative the Northeast, Northwest, South geographic areas.
 - One (1) staff member from Transportation and Works Department
 - One (1) staff member from Corporate Services Department , Accessibility Coordinator
 - One (1) staff member from City Planning and Building Department
 - Two (2) staff members from Community Services Department, the Community Development Coordinator, Older Adult *and* one (1) staff member to be determined based on need of Panel
 - One (1) Panel Chair, Community Development Coordinator, Older Adult
2. Community Panel members shall become members through a city wide advertised application process. A selection criterion shall be used when selecting panel members. New members will be adopted by the members annually at the meeting.
3. City staff Panel members, based on the needs of the panel, shall be assigned to the panel by their respective Director or Manager.

4. Community Panel Members must be 55 years of age or older.
5. Members shall represent the broader interests of the older adult community.

Terms of Office

1. The term for each Community Panel Member shall be two (2) years. Members may serve on the OAAP for a maximum of two (2) consecutive terms.
2. The term for the City Staff Panel members shall be two (2) years. Members may serve for consecutive terms and will be determined by the needs of the panel and support of their director /manager. Chair shall meet with City Staff Panel members and determine applicability for a consecutive term.
3. Panel Members who request to serve for a consecutive term;
 - Shall submit to the Chair a panel application form
 - Chair shall meet with the panel member to determine applicability for panel member's second term.
 - The Chair shall decide on the request based on discussion and notify panel member.
4. The Community Development Coordinator, Older Adult, shall be designated as Chair
5. If a vacancy should occur during the term of any Panel Member for any reason, a replacement member shall be appointed within two months to fill the vacancy for the balance of the said term.
6. If a Chair vacancy should occur, the Manager of Community and Neighbourhood Development shall appoint a staff to fill the vacancy for the balance of the said term or until the permanent replacement of the Community Development Coordinator, Older Adult is in place.

Meetings

1. Meetings shall be held bimonthly. Reoccurring meeting dates will be set at the beginning of each year. Meetings will be held minimally six (6) times per calendar year, in January, March, May, July, September and November.
2. Additional meetings, at the call of the Chair or by the need for sub-committees and or task work groups meetings can occur.
3. Location of meetings shall be held at a City of Mississauga location, unless otherwise planned and agreed upon.
4. Meeting minutes, agendas and handouts shall be prepared by a city staff person meeting all Freedom of Information Act requirements and filed using corporate filing guidelines.

Governance

1. The OAAP shall be associated with the City of Mississauga, Community Services Department and Recreation Division.

2. The OAAP shall discuss agenda items as a group and provide to the City of Mississauga department or division a consultative summary document.
3. Each member shall respect the autonomy of individual member contribution while fostering opportunities to work together on priorities that affect Older Adults in the City of Mississauga.
4. Chair is responsible for:
 - 3.1 Seeking input and drafting the agenda in consultation with the members
 - 3.2 Circulating agenda and ensuring the agenda and meeting information is circulated two weeks in advance of the meeting date.
 - 3.3 Chairing meetings
 - 3.4 Ensuring meeting minutes are recorded
 - 3.5 Reviewing and distributing minutes and documents to members
 - 3.6 Track and follow up on any panel suggestions or recommendations.
5. Chair acts as representative of the OAAP when communicating with organizations or individuals outside of the membership. These communications are brought to the Panel Members at the OAAP meetings.
6. Sub-committees and/or task work groups shall be formed as necessary, under the direction of the Chair.
7. Any member who is absent from three (3) consecutive meetings of the Panel, without leave of absence terminates their panel membership. The Chair shall notify the panel member of their status change and by the stated application process recruit a new Panel Member to fill the vacancy.
8. Any panel member may terminate their participation in the OAAP panel by submitting a written resignation to the Chair. Upon acceptance of the resignation, the Chair shall by the existing application process recruit a new Panel Member to fill the vacancy.
9. Panel members shall participate in a committee self-evaluation process, annually.
10. OAAP members shall proactively provide data, feedback and recommendations to the Panel related to the community's current and future older adult needs which includes the relay of information on the work of the OAAP Panel to stakeholders. Comments and/or actions from stakeholders shall be brought to the Panel, where feasible.

Terms of Reference Review

Terms of Reference for the OAAP shall be reviewed minimally every two (2) years, at the first meeting of the year.

Original: January 2014

1st Revision: November 2016