



Council on Aging Grey Bruce (COAGB) **Terms of Reference**

Vision – Our Vision is a community that respects, values and empowers its older adult population.

Mission Statement - Our Mission is to be a collective voice supporting the experience of aging through education and leadership providing older adults with the opportunity to participate fully in society.

The Council on Aging Grey Bruce (COAGB) is a volunteer driven, not for profit organization dedicated to the betterment of older adults living in Grey Bruce. The COAGB is affiliated with the Active Lifestyles Centre Grey Bruce (ALCGB) which is a registered charitable organization.

The COA Grey Bruce will:

- **P** Promote and educate the public on positive attitudes to aging
- **R** Recognize the uniqueness of aging in rural communities
- **E** Encourage the involvement of older adults in all aspects of their community
- **S** Steer and foster the development of an Age Friendly Community
- **S** Support a collaborative network of individuals and organizations

Values: Our core values include:

- **R** **Respect** : We recognize the contribution of older adults
- **E** **Education**: We encourage life-long learning
- **L** **Leadership**: We lead by the wisdom and experience of older adults
- **I** **Inclusive**: We strive to include the diversity of older adults in our program and practices.
- **C** **Collaboration**: We collaborate and develop positive relationships with other groups and community stakeholders.

Office Location

The Office of the Council on Aging Grey Bruce (COAGB) will be located at the Active Lifestyles Centre Grey Bruce. In the first year of operation, office space, web space, volunteers and staff will be shared at no cost, with the understanding when funding (government grants, donations, etc) is acquired for COAGB operating costs, funding will be provided to the ALCGB to offset their operating costs. A meeting will take place with the Active Lifestyles Centre Grey Bruce (ALCGB) before the end of each fiscal year to approve the continuing partnership and collaboration between COAGB and ALCGB. The COAGB is an affiliate of and operates under the umbrella organization of the ALCGB.

Membership

In its first year of operation, The Council on Aging Grey Bruce members are appointed by the Board of Directors, Active Lifestyles Centre Grey Bruce; after which time the COAGB Board of Directors will be selected by the membership from each Senior Advisory Committee (SAC). Each of the seventeen (17) Municipal Senior Advisory Committees will select one (1) member in good standing to represent their municipal residents on the Council on Aging Grey Bruce (COAGB). The United Seniors' Citizens of Ontario Zone 09 and Zone 32 will each select one (1) member in good standing to sit on the Council on Aging Grey Bruce. The Active Lifestyles Centre Grey Bruce will appoint two (2) board members, in good standing, to sit on the COAGB.

Term of Office

The Council on Aging Grey Bruce's first year of operation will be a period of one year from April 1, 2015 – March 31, 2016 after which time each Municipal SAC will hold an annual meeting (by March 31st) and elect their representative (1) to sit on the COAGB. Members will be elected for a 3 year term as Municipal SAC's are formed with any vacancies due to non-municipal representation being filled by the existing previously appointed representatives.

Executive Committee

In its first year of operation the Executive Committee will be appointed by the Board of Directors of the Active Lifestyles Centre Grey Bruce. After March 31st 2016 the Executive Committee will be appointed by the membership of the COAGB. The executive committee may consist of either a Chair or Co-Chairs, 1st Vice-Chair, 2nd Vice Chair, Secretary, Treasurer and a "Member at Large". After the first year, the past Chair will remain as a non-voting member of the executive. Note: The intent of the "member at large" is an introductory role on the executive, to fill short term vacancies, and for succession planning. This will be a voting position.

Accountability

The Council on Aging Grey Bruce in its first year of operation is responsible to the Active Lifestyles Centre Grey Bruce and any subsequent year by approval process between the COAGB and the ALCGB. The COAGB is an affiliate of and operates under the umbrella organization of the ALCGB and is accountable to the ALCGB. The ALCGB is a registered charity organization therefore the COAGB may apply for outside organizational or government grants and funding through the ALCGB upon the ALCGB approval and consent.

Finances

Finances will be the responsibility of the Treasurer. COAGB will maintain a separate bank account for monies and will require the signature of 2 members of the Executive on all cheques. Those two signatories will be designated by the Executive Committee.

Operating and Meeting Protocols

The COAGB will appoint two (2) members, in good standing, to sit on the board of the Active Lifestyles Centre Grey Bruce.

The COAGB will use a majority approval by vote and/or consensus to arrive at a decision. Majority approval is 50% of Committee members present at the meeting plus 1, provided there is a quorum. Ten (10) members are required to be considered a quorum.

Agenda and Minutes of Meetings

The agenda will be prepared and distributed by the Chair.

Minutes of each meeting will be prepared and distributed by the Secretary.

The agenda and minutes will be circulated at least one week in advance of a meeting of the COAGB Board.

Staff and/or Volunteer support for the COAGB will be provided by the Active Lifestyles Centre Grey Bruce through mutual agreement between ALCGB and COAGB.

Sub-Committees

Sub-Committees and Ad Hoc Committees will be implemented as needed.

Meeting Frequency

The Council on Aging Grey Bruce will meet a minimum of 4 times a year or at the call of the Chair.

Attendance Requirement

Members may miss no more than three consecutive meetings without notice to the COAGB.

Conflict of Interest

COAGB members and Committee members will declare at the beginning of each COAGB meeting of any items on the agenda that could be perceived as a conflict of interest.

The Terms of Reference will be reviewed as required or at a minimum of every three (3) years.

Date approved: February 12th, 2021 in Grey & Bruce County, Ontario.