

## ADVISORY COMMITTEES

Cambridge residents can make a difference in their community by becoming a volunteer member of an Advisory Committee. Advisory Committee members contribute to the development of policies, procedures and initiatives by providing their expertise to City Council.

The City of Cambridge has over fifteen Advisory Committees, ranging in scope from economic development to arts and culture to the environment. A full list of Advisory Committees can be found on the City's website ([www.cambridge.ca](http://www.cambridge.ca)).

## BENEFITS OF ADVISORY COMMITTEES

- Provide citizen input into strategic direction setting and decision-making of the municipality;
- Allow staff and elected officials to draw on local talent and expertise;
- Allow local government to adequately address issues; and
- Enrich the community with events.

## ROLE OF STAFF LIAISON

Each Committee is assigned a staff liaison from the City to help provide secretariat duties and procedural advice.

Staff liaisons:

- Organize the logistics of Committee meetings;
- Create meeting agendas with input from the Chair;
- Record minutes during the Committee meeting;
- Provide procedural advice during the meeting;
- Follows up on action items;
- Ensure agendas and minutes are submitted to the City Clerk's office and posted to the City's website.

Staff liaisons act as the first point of contact for Committee members. Members are encouraged to work closely with their staff liaisons.



# Advisory Committee Information





Cambridge City Council establishes advisory committees, which are comprised of volunteer members from the community, to address specific issues.

Advisory Committees are an integral part of the City of Cambridge's culture of innovation and engagement. They serve an important role in supporting our strong local governance and responsive service delivery.

## **ROLE OF A MEMBER**

Members attend frequent committee meetings, during which, members review reports, receive updates from City staff, discuss relevant issues and provide advice to be incorporated into reports to City Council.

Members are provided with an orientation session prior to their first Committee meeting, and receive information about the Committee's mandate, Terms of Reference and Code of Conduct.

## **HOW TO APPLY**

The City of Cambridge welcomes applications from those interested in becoming an Advisory Committee member.

Applicants can choose which committee they are interested in and submit an application form highlighting their skills and qualifications.

Applications can be completed online (<http://www.cambridge.ca/en/your-city/Committees-and-Boards.aspx>) or are available in person at the Clerk's Office in City Hall.

Applications will be reviewed by members of City Council when appointments to Advisory Committees become vacant.

## **ROLE OF CHAIR & VICE-CHAIR**

Each Committee is headed by an appointed Chair. The Chair's role is to facilitate and chair meetings. The Chair presides over Committee meetings and assists the Committee in reaching consensus on fundamental policy issues of concern. The Chair ensures that all members have the opportunity to contribute during a meeting.

During a meeting, the Chair refrains from contributing his/her personal views, and facilitates discussion to encourage and engage the views of Committee members.

The Vice-Chair shall assume the authority and perform all duties of the Chair in the absence of the Chair.

The Chair and Vice-Chair are each entitled to one vote, just like other members appointed to the Committee.

The roles of Chair and Vice-Chair can be done on a rotating basis during the term, which enables for the majority of members to have the opportunity to serve these roles.