

CAMBRIDGE 50 + ADVISORY COMMITTEE Terms of Reference

1.) Purpose:

The purpose of the Cambridge 50 + Advisory Committee is to provide a link among older adults living in the community, City Staff and Cambridge City Council. The committee will act as a voice to report and advise staff and Council on concerns and issues related to Older Adults in regards to the programs and services provided by or supported by the City of Cambridge.

2.) Goals:

- a. To act as a voice to report and advise City staff and Council on concerns and issues relating to programs and services provided by or supported by the City of Cambridge for older adults.
- b. To be aware of regional, provincial and federal initiatives and/or opportunities available for older adults (i.e. available grants, awards, strategies and legislation to name a few)
- c. To voice the issues and concerns of older adults living in the community and to present any relevant information to City Council with recommendations.
- d. To provide input on Cambridge's initiatives and projects relevant to older adults and support increased awareness of programs, services and issues for older adults in the community

3.) Membership:

Minimum 9 – maximum 11

1 Representative appointed from each of the (3) 50 + Recreation Centres' Operating Boards (Each Board is expected to have a backup representative)

1 representative from the Cambridge Council on Aging

3 applications from community at large (must be 50 years of age or older, may be members of the 50+ Centres, may be representatives of any of the Clubs associated with the 50+ Centres) approved by a striking committee of City Council.

1 City Staff – Supervisor of Recreation – Older Adult Services

1 City Councilor appointed by Council

4.) Executive:

The Cambridge 50+ Advisory Committee will appoint the following officers ; Chairperson and Vice-Chairperson and City staff will appoint staff clerical support to process and send out agendas, correspondence and record the minutes, ensuring they are sent to Clerks Department in the proper format and ensure members of the Committee receive same.

The term of office shall be two years. The Chairperson may serve a maximum of two two year terms The appointments shall take place during the first meeting following the 50+ Centres Annual General Meeting.

The Chairperson conducts all meetings and ensures all business is carried out.

The Vice Chairperson assists the Chairperson and in his/her role and assumes the duties of the Chairperson in his/her absence.

5.) Meetings:

There will be five meetings per year with the option to add more if the need arises at the call of the Chairperson. (June, September, November, February and April)

6.) Quorum:

A quorum will consist of 50% of the members plus one.

7.) Member responsibilities:

Each member is responsible to discuss the minutes with their respective group, giving them a report and then reporting back to the Cambridge 50+ Advisory Committee. Members are to bring forward relevant issues which affect older adults living in the community.

8.) Voting:

Each member will have one vote and the Chairperson will only vote in the event of a tie. City staff will not vote on issues.

9.) Reporting:

- a. City Staff will prepare an annual report following the guidelines provided by the Clerks Department.**

10.) Amendments:

Amendments to the Cambridge 50+ Advisory Committee Terms of Reference must be made by a vote of 2/3 of the quorum before forwarding to City Council for final approval. Amendments must be referenced and recorded by date.

11.) Pecuniary Interest:

Members having a pecuniary interest in any matter under consideration by the Committee will declare the pecuniary interest and will not discuss or vote on the matter.

12.) Committee Wide Governing Policies and Procedures:

The Cambridge 50+ Advisory Committee shall adhere to City Council's Committee Wide Governing Policies and Procedures.

13.) Dissolution

The Cambridge 50+ Advisory Committee may be dissolved under the direction of Cambridge City Council.

May 25, 2017