

Terms of Reference

Name of Committee

1. Name

Cambridge Farmers' Market Advisory Committee (CFMAC).

2. Mandate

The mandate of the CFMAC is to advise City Council on strategies and policies to sustain the vitality of the CFM and McIntyre Place and to promote discussion and coordination of initiative and programs for CFM and McIntyre Place.

3. Responsibilities and Opportunities

- To hear and consider representations by individuals and/or organizations on matters affecting the CFM and McIntyre Place. The City Council will consider the findings of the CFM advisory committee.
- At the request of City Council to convene meetings on issues and/or matters related to the CFM and McIntyre Place which are deemed by City Council to require public input, evaluation and comment.
- To advise City Council on marketing strategies and other City policies and programs which may impact the CFM and McIntyre Place.
- To liaise with the Downtown Cambridge Business Improvements Association to promote the activities of the CFM and to coordinate events at McIntyre Place.
- To review and comment on the Capital and Operating Budgets as they pertain to the CFM.
- To review and oversee the implementation of the strategic initiative.

4. Composition

The (CFM) shall be composed of the following:

- 4 members representative of Market vendors.
- 4-6 members representative of the community at large.
- 1 representative of the Cambridge Business Improvement Association
- 1 Council Representative

The members of the (ACRONYM) shall serve in a volunteer capacity, with no remuneration.

5. Support

Administrative support, to include meeting co-ordination, liaising with staff, compiling minutes from the (CFM), will be provided by the Staff of the (Recreation & Culture) department.

6. Term of Office

Unless otherwise legislated, membership on (CFM) will expire December 31 of a municipal election year. A member who has been appointed to fill a vacancy partway through the Advisory Committee term will be appointed for the balance of the existing term.

a) Appointment

Striking Committee will consider Advisory Committee applications quarterly for citizen members.

b) Duration of Appointment

Members are eligible to serve for a maximum of eight (8) consecutive years (two terms) on (ACRONYM).

7. Meetings

All meetings will be open to the public, except those which meet criteria under Section 239 of the Municipal Act, 2001, and only members of the (CFM) may attend the closed session of the committee.

Date and time of meetings will be determined by (CFM) members.

8. Agendas

Agendas will be assembled and distributed by the staff liaison in consultation with the Committee Chair. Agenda packages will be distributed electronically or in an alternate format upon request no less than one (1) week prior to the meeting and will be sent to all members of the (CFM).

Agendas will be posted on the City's website.

9. Minutes

Minutes of each meeting will be recorded and distributed to (CFMAC) electronically. Minutes of all meetings will be subject to approval at the following meeting. Minutes once approved by the (CFM) will be reported to Council.

Approved minutes will be posted on the City's website.

10. Delegations

Delegations are welcome to attend meetings of the (CFM) for issues that fall within the guidelines of these Terms of Reference. Delegations may address the Committee for five (5) minutes and the Committee may grant an additional five (5) minutes. Delegations will be approved by the Chair or Staff Liaison.

11. Meeting Procedures

a) Quorum

Quorum will be a simple majority of the (CFM) members (50% + 1). If quorum is not achieved at the scheduled meeting fifteen (15) minutes after the scheduled commencement time, the meeting will stand adjourned until the next regular scheduled meeting. If quorum is lost during a meeting, the Chair will call for a recess for a period of fifteen (15) minutes, or until a quorum is present. If quorum is not achieved after fifteen (15) minutes, the meeting will stand adjourned.

If quorum is not achieved or is lost, any business requiring a vote will be deferred to the next scheduled meeting.

Any meeting which has not achieved quorum will still publish a set of minutes, which simply reflects Members' attendance and absence.

b) Voting

Members will work toward a consensus model for decision making; if this is not possible a simple majority vote will be held. In the event of a majority vote, all members who are present have the right to vote in favour or opposition of the motion, or abstain from voting.

The Council Representative will have voting privileges on (CFM).

In the instance of a tie, the Chair will break the tie. The Chair may vote on any motion.

c) Conflict of Interest

Members are expected to follow the Municipal Conflict of Interest Act and to undertake their responsibilities on an impartial and objective basis. Members will not participate in any decision or recommendation in which they or their immediate family has any financial interest expect in common with residents of the municipality.

12. Code of Conduct

Members are expected to follow the Code of Conduct for Local Boards and Advisory Committees. Persons in violation of the Code of Conduct may be asked to refrain from the active participation with the Committee at the discretion of the City of Cambridge.

Each Member will receive a copy of the Code of Conduct. Members will be asked to sign an acknowledgement stating that they have received, read and accepted the Code of Conduct in its entirety and that they agree to be bound by its terms.

13. Review

The Terms of Reference will be reviewed, revised (if necessary) and recommended for Council approval annually.

a) Updates

Last Updated: 28-February-2019