



City of Port Moody

Council Committee Terms of Reference

Date: June 30, 2017

File No. 0360-20-53

Type: Select

Committee Name: Seniors Focus Committee

Approvals/Reviews/Amendments

Approval Date: June 27, 2017

1. Committee Purpose

To provide Council with advice and recommendations on seniors' issues, strategies, and initiatives as detailed below and within the terms of the Council Committee System Policy and the Council Strategic Plan.

2. Duties

- 2.1 The Committee will provide advice and recommendations in the following areas:
 - The recommendations provided in the Age Friendly Community Planning Project report;
 - Short-, medium-, and long-term goals to address seniors' issues within municipal jurisdiction;
 - Opportunities for strengthening the City's existing recreation programs and services for seniors;
 - Current and future trends that may influence the delivery of recreation services and facilities for seniors;
 - Opportunities for corporate alliances;
 - Seniors' issues, strategies, and initiatives within municipal jurisdiction; and
 - Any other matters referred by Council.
- 2.2 The Committee may hear and consider representations by any individual, organization, or delegation of citizens on matters referred by Council.
- 2.3 The Committee will elect one (1) member to serve as a representative on the Parks and Recreation Commission.

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3. Membership

- 3.1 In addition to the two (2) Council representatives serving as Chair and Vice-Chair, the Committee will comprise the following:
- Ten (10) members at large – residents aged 55 years or older; and
 - One (1) representative from the Seniors Friendship Society.
- 3.2 Appointments will be made in accordance with the Council Committee System Policy.

4. Operations of the Committee

- 4.1 Meetings of the Committee shall be held on a regular basis at a time agreeable to the members, at minimum bimonthly, or at the call of the Chair.
- 4.2 A majority of members shall constitute quorum at all meetings, provided that the Chair or Vice-Chair in attendance.
- 4.3 The minutes of the proceedings of all meetings shall be recorded and certified correct by the Committee Coordinator and the Chair following adoption. Copies of minutes shall be forwarded to Council.
- 4.4 All members, including the Chair, shall have a vote on any question before it, and in all cases in the event of a tie, the motion shall be lost. Any member who abstains from voting shall be deemed to have voted in the affirmative.
- 4.5 The Chair shall preserve order and decide all points of order that may arise, subject to an appeal by other members present. All such appeals shall be decided without debate.
- 4.6 No act or other proceeding of the Committee shall be valid unless it is authorized by resolution at a regular or special meeting of the Committee.
- 4.7 No member of the Committee shall be liable in the member's personal capacity for any debt or liability of the Committee.
- 4.8 All meetings of Council committees are open to the public and no person shall be excluded except for improper conduct, or where the committee is considering an item where, in accordance with section 90 of the *Community Charter*, the exclusion of the public is permitted.

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5. Administration

- 5.1 No member shall receive compensation for services to the Committee.
- 5.2 Any member may resign upon sending written notice to the Chair or Committee Coordinator. At the request of the Committee or discretion of Council, a Member may be removed or requested to resign for malfeasance, or any other good and sufficient cause.
- 5.3 The Committee does not have the authority to officially represent the City of Port Moody to outside agencies, bodies, or other governments unless approved by Council.
- 5.4 The Committee does not have the authority to authorize expenditures without the approval of Council.