

City of Palmerston Seniors Advisory Committee
Terms of Reference – revised July 2018

1. TITLE

The name of the committee shall be **Palmerston Seniors Advisory Committee**.

2. PURPOSE

The committee is an advisory committee to the City of Palmerston and an advocacy body for the community, regarding issues relating to seniors in the Palmerston Municipality.

3. MEMBERSHIP

- 3.1 One or more Elected Members nominated/elected by Council.
- 3.2 The Mayor is an ex officio member of the committee.
- 3.3 Council Officers (3 maximum) will have representation in the committee with representatives appointed by the Director of Community Services. The composition of representation shall be, where appropriate, the Community Services Manager/Director, Community Services Officer as Secretary and other members to be recommended by the committee.
- 3.4 Committee membership will be made up of a maximum of sixteen (16) members. Majority of membership must be held by Palmerston Residents (60%) with minority memberships open to residents residing in the rural area that meet the membership eligibility criteria.
- 3.5 Classified as a senior member of the community (50+) but must reside in the Palmerston or rural municipality and rural members also must demonstrate connections or involvement in Palmerston Groups.
- 3.6 Committee membership nominations will be presented to Council for approval.
- 3.7 A quorum of members must be present before a meeting can proceed. At least Eight (8) members and One (1) Council officer must be present for the meeting to proceed.
- 3.8 Term of membership is 2 years. Members may reapply for membership for a further period of time should Council not receive a sufficient number of new nominations within the two-year period.
- 3.9 Committee members will cease to be a member if they:
 - o resign from the committee
 - o fail to attend two (2) consecutive meetings without providing apologies to the chairperson
 - o breach confidentiality
- 3.10 Membership shall be reviewed bi-annually (every 2 years).
- 3.11 Members must abide by the provisions of the Local Government Act, Schedule 2 which constitutes a Code of Conduct for all committee members.

4. INVITED GUESTS

- 4.1 Internal or external persons may be invited to attend the meetings at the request of the Chairperson on behalf of the committee to provide advice and assistance with the decision-making process. They have no voting rights and may be requested to leave the meeting at any time by the Chairperson.
- 4.2 Each Palmerston electorate office may be represented by one Member of Legislative Assembly (MLA) or their representative. They have no voting rights and may be requested to leave the meeting at any time by the Chairperson.

5. VOTING

- 5.1 Decisions will be made by: Majority vote with consideration of sustainable outcomes (budget constraints and stakeholder consultation).
- 5.2 The committee has no power to make decisions on behalf of Council, however may make recommendations for Council consideration.

6. VACANT POSITIONS

- 6.1 Any vacant Council Elected Member positions will be nominated/elected at the next available Council meeting.
- 6.2 Any vacant staff representative positions will be appointed by the Director of Community Services.
- 6.3 Any vacant community committee members will be sought through nominations and approval considered by Council.

7. CHAIRPERSON

The Chairperson shall be an Elected Member of Council nominated/elected at a Council meeting for a period of up to one (1) year. Responsibilities include:

- Guiding the meeting according to the agenda and time available; and
- Ensuring all discussion items end with a decision, action or definite outcome.

8. SECRETARY

A secretary will be present at each meeting. Roles and responsibilities include:

- Prepare and disseminate minutes and agendas according to Council policy;
- Schedule meetings and notify committee members;
- Invite specialists to attend meetings when requested by the committee; and
- Recording any decisions made by the committee.

9. DURATION AND FREQUENCY OF MEETINGS

Meetings will be scheduled on Mondays (if possible) and Bi-Monthly. Additional meetings may be held by agreement of the committee.

10. FUNCTIONS

The functions of the Palmerston Seniors Advisory Committee are:

- To facilitate discussions around Palmerston Seniors in the Palmerston municipality, and sometimes greater regions.
- To provide advice and make recommendations to Council.
- Identify and progress strategies for addressing the issues explored and discussed at the annual Seniors Forum.
- Inform and involve all key stakeholders to promote partnerships addressing issues.
- Actively and informally consult with peers, tabling any issues/concerns at Palmerston Seniors Advisory Committee Meetings.
- Gathering and disseminating relevant information to seniors and
- Assist in convening an annual Senior's Forum for Palmerston seniors and stakeholders.

11. REVIEW

A review of the Committee functions will be conducted annually.

Terms of Reference will be reviewed bi-annually and presented to Council for approval.