

## City of New Westminster

# TERMS - SENIORS' ADVISORY COMMITTEE

### Terms of Reference

#### **Mandate:**

The Seniors Advisory Committee will consider and evaluate issues referred to it from City Council. It will also initiate studies on matters deemed to be of concern to seniors and will submit recommendation to Council.

#### **Goals:**

1. To act as a resource and provide advice to Council on long term planning issues for present and future New Westminster seniors, e.g. transportation, housing, etc.;
2. To act as a resource and provide advice to Council on short-term issues related to seniors, e.g. access to shopping services, development, proposals, etc.; and
3. To act as a resource for seniors by receiving input from individuals and groups and making recommendations to appropriate bodies through Council.

#### **Voting Members:**

The Committee shall consist of 12 members, as follows:

- Members Council (1)
- Representatives from the community (5)
- Representative from Century House (1)
- Representative from Queensborough Old Age Pensioners (1)
- Representative from Sapperton Pensioners Association (1)
- BC Seniors Services and Housing Information Society (SHIP) (1)
- Representative from Seniors Well Aware Program (1)
- Representative from Seniors Wellness Program (Fraser Health Authority) (1)

**Advisors:**

- Representative from Century House
- Representative from Development Services
- Representative from Police Service

**Term:**

The term for all voting members appointed by City Council will be the period from February of the year to January of the following year.

**Chair:**

The member of City Council shall be designated Chair. In the absence of the Chair, the members shall select one of the voting members to act as Chair at that meeting.

**Attendance:**

Members shall advise the Recording Secretary of their intent to attend or to be absent from a meeting. Any member who is absent from three consecutive meetings of the Committee, or in excess of one-third of all meetings over any six month period without leave of absence from the Committee, or a reason satisfactory to the Committee, shall by Committee resolution, cease to be a member of the Committee. The City Council shall have the power to remove any member of the Committee from office at any time.

**Quorum:**

A quorum shall consist of half the voting members plus one.

If a quorum is not present within 30 minutes following the time at which the meeting was to commence, the Recording Secretary shall record the names of the members present at the meeting, and the meeting shall stand adjourned.

**Rules of Procedure:**

Committee procedures shall be governed by:

1. The Council Procedure Bylaw; and
2. The "Rules of Conduct: Standing Committees and Advisory Bodies" provided, and as revised from time to time.

Terms Adopted: Inaugural Council meeting, December 7, 1998.

Amended Terms adopted: Inaugural Council meeting, December 3, 2001.

Amended: Closed Meeting, January 16, 2006

Amended: Closed Meeting, January 15, 2007

Amended: Closed Meeting, March 31, 2008