



Terms of Reference

**Thames Centre
Senior Centre Advisory Committee**

Terms of Reference: Established: October 16, 2023

Thames Centre Senior Centre Advisory Committee Terms of Reference

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Overview:

The Thames Centre Senior Centre Advisory Committee has been in existence since 1991, originally under the North Dorchester Community Centre Board (NDCCB). The advisory committee was initially established by Council to manage the programs of the Lions Senior Centre and report to the NDCCB.

When the NDCCB dissolved, at the end of 1997, a Senior Centre Program Coordinator was appointed by Council to coordinate programs/events consistent with the goals and objectives of the Thames Centre Senior Centre Advisory Committee under the direction of the Director of Community Services at that time.

The Thames Centre Senior Centre Advisory Committee continues to operate with the Senior Centre Program Coordinator or designate attending meetings and advising Council of its operations through minutes.

Purpose

The Thames Centre Senior Centre Advisory Committee (TCSCAC) supports and resolves issues that arise at the Lions Senior Centre to ensure programs and services operate efficiently.

The Committee is the liaison between the Members of the Lions Senior Centre and the Senior Centre Coordinator and supports the Senior Centre Coordinator by providing feedback on senior programs consistent with the goals and objectives of the Lions Senior Centre members.

Objectives:

- Provide input on programs and events that have occurred and that are being considered for the future
- Provide a voice for Lions Senior Centre members by advising Senior Centre Coordinator of any issues or concerns
- Support the Senior Centre Coordinator by communicating information to Senior Centre Members and the community at large

Member Responsibilities

- Provide recommendations based on input received from Lions Senior Centre Members and to improve the effectiveness of the programs and services at the Lions Senior Centre
- Members shall work together as a team for the purpose of achieving positive outcomes that will benefit the membership

Committee Composition:

- The TCSCAC includes a maximum of 8 voting members and may be composed as follows, when possible:

- 4 Residents – (not required to be a Lions Senior Centre member)
 - 2 Dorchester & District Lions Club Members
 - 2 Lions Senior Centre Members – (pay membership and are active in programs)
- The Committee shall elect from its membership a Chair and Vice-Chair.
 - It is acknowledged that there are no per diems for any committee positions and it is acknowledged that none of the above positions shall be paid for their services. All committee members are considered volunteer positions.

Term of Appointments:

Committee members are appointed for the term of Council and continue to serve beyond the termination of their appointments until the appointments of their successors have been reappointed or replaced each term.

The Senior Centre Coordinator advises Council of those who wish to be reappointed or replaced on the TCSCAC.

Resources:

- Senior Centre Coordinator, Senior Centre Assistant or designate from the Community Services and Facilities Department for administrative support.
- Council will be kept informed of the progress of the Advisory Committee through its committee minutes.

Meetings:

- The TCSCAC meets on a quarterly basis with a minimum of two (2) meetings per year and other meetings as required.
- Agendas and minutes are provided to members of the Committee a minimum of two (2) business days prior to the date of each meeting.
- Quorum for meetings shall consist of a majority of the members of the Committee.
- Meetings are held on weekdays and shall begin and conclude between the hours of 8:30 am and 4:30 pm as may be determined by the Committee or at the call of the Chair.
- The location of the meetings will be at the FlightExec Centre, 2066 Dorchester Road, Dorchester, ON.

Council Role

Council may, at its discretion, review the composition of the Committee to ensure that it is representative of their mandate and is working effectively. Council can, with or without the advice of the Committee, make changes to membership composition to ensure Committee effectiveness.

Minutes of all meetings of the Committee shall be brought to Council and received as information. Any action items requested of staff by the committee will be at the consideration of the Director of Community Services and Facilities requiring Council approval depending on the nature of resources requested by the committee.

Purchasing Policy:

This Committee has no purchasing or procurement responsibilities.

Terms of Reference:

Any responsibilities not clearly identified within these Terms of Reference shall be the responsibility of the Municipality of Thames Centre through the Senior Centre Coordinator. Council may, at its discretion, change the Terms of Reference for this Committee at any time. Any changes proposed to these Terms of Reference by the Committee shall be recommended to Council.