

Chatham-Kent Age Friendly Committee Terms of Reference

1. Mandate

An age-friendly community is a community where policies, services and physical spaces are designed to enable people of all ages to live in a secure and accessible physical and social environment. Age-friendly communities contribute to good health and allow people to continue to participate fully in society throughout their lifetime.

The Chatham Kent Age Friendly Committee

As a committee of council, the Chatham Kent Age Friendly committee (AFC) shall collaborate with community and Municipal partners and provide leadership and communication to enhance the age-friendliness of Chatham Kent:

- Gives stronger opportunity to 'advise' Council on recommendations with regard to age-friendly opportunities and initiatives
- Helps bring the community and organizations into the work of the committee
- Allows us to take advantage of potential opportunities that may be outside the initiatives in the age friendly community plan
- Creates a forum to ensure visibility of the initiatives and helps hold us accountable

The AFC will work in partnership toward the development of programs and outcomes based on the guiding principles of Six Chatham Kent Age-Friendly

Dimensions/Domains:

- Outdoor spaces and buildings
- Transportation
- Housing
- Social participation
- Civic Engagement
- Community Support and Health Services

2. Composition of Committee

Voting

- One member of Municipal Council
- Senior Advisory Committee Chair
- One Youth Advisory Committee Representative
- Six members selected through the Council appointment process (with some knowledge of at least one dimension/domain)

Non-Voting, Support/Resource Members

- Municipal Liaison – Director, Public Health
- Designated partner agency representative (if applicable)
- Age Friendly Coordinator
- Up to six municipal staff members as needed and requested by the Chair, each representing one or more of the six dimensions of the Age Friendly Action Plan: Civic Engagement; Community Support and Health Services; Housing; Outdoor Spaces and Building; Social Participation; and Transportation.

3. Membership Eligibility and Term of Membership

The length of term is four years. If a person is unable to complete a term, a replacement shall be appointed in accordance with municipal policy.

The members shall serve without remuneration, however, expenses such as mileage will be reimbursed in accordance with municipal policy.

4. Role of Committee Members and Meeting Procedure

The committee shall select a Chair and 1st Vice every two years.

- Meetings will be held monthly or at the call of the Chair.
- Meeting protocol will follow the Municipal procedural by-law.
- Working sub-committees will be formed as needed.
- Quorum will consist of 50% of the membership plus one.
- Decision-making is by majority vote.
- Agenda outline:
 - Call to order
 - Adoption of agenda
 - Declaration of Pecuniary/conflict of interest
 - Introduction of guests
 - Education session
 - Motion for approval of the minutes
 - Business arising from the minutes
 - Dimensions reviews
 - Consent agenda
 - New business
 - Next meeting
 - adjournment

5. Staff Support

The Chatham-Kent Age Friendly Committee will be championed by the Chatham-Kent Public Health Unit's Medical Officer of Health. The Director of Public Health and Administrative Assistant for Public Health will provide administrative support and guidance to the committee.

6. Reports to Council

Minutes, after approval, will be forwarded to Council as part of the Consent Agenda.

The Chatham-Kent Age Friendly Committee will report annually to Council regarding its activities, progress on its mandate and any recommendations for the coming year.

7. Other Information

Annually, the Terms of Reference will be reviewed and updated and brought to Council for final approval of any changes.