

Chatham-Kent Age Friendly Community Advisory Committee Terms of Reference

Mandate

Definitions

Age-friendly community: a community where policies, services, buildings, and outdoor 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 participate fully in society throughout their lifetime.

Age Friendly Chatham-Kent: an initiative for which the Age Friendly Community Advisory Committee (the Committee) provides direction and support. This initiative is structured around a Community Action Plan.

Vision

The vision of Age Friendly Chatham-Kent (AFCK) and by extension the Committee:

Chatham-Kent is a diverse, inclusive, accessible and respectful community that enables independence and healthy lifestyles at all stages of aging.

Scope

The scope of AFCK and by extension the Committee is to build Chatham-Kent for an aging community, where all people are able to live in an environment that is accessible, inclusive, affordable and safe, with readily available resources. This with the understanding that if we build a community for older adults (55+), we build a community for everyone.

Priorities

Six core dimensions and two foundational dimensions form the basis for the Committee's priorities. The six core dimensions are:

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

The two foundational dimensions are communication and information, and respect and social inclusion.

Responsibilities

The Committee is responsible for:

- Advocating through the Municipality of Chatham-Kent's Council (Council) and other platforms for age-friendly awareness, education, supportive environments and policies in Chatham-Kent
- Engaging Council, other organizations and the community in the work of the committee
- Reporting to Council, as appropriate, on Action Plan progress
- Providing feedback on new community plans and projects
- Decision-making regarding processes for AFCK Action Plan development
- Decision-making regarding AFCK priorities
- Supporting development, implementation and evaluation of the AFCK Action Plan
- Facilitating partnerships for the development, implementation and evaluation of the AFCK Action Plan
- Maintaining open lines of communication with CK Public Health
- Supporting CK Public Health with projects relevant to AFCK, through planning, implementation and evaluation
- Participating in the evaluation of the Committee

Composition of Committee

Voting

- One member of Council
- Senior Advisory Committee Chair
- Six members selected through the Council appointment process. The committee will assist Council with recommendations on the appointment of new committee members.

Recruitment of Voting Members

Members are recruited through the Committee of Council selection process. The recruitment process endeavours to be inclusive and reflective of Chatham-Kent's diverse community. The process is intended to achieve a balance of qualified applicants to ensure that all members of the community have access and are represented, while also having some knowledge of at least one dimension/domain of the Age Friendly Community Action Plan.

Non-Voting, Support/Resource Members

- Municipal Liaison – Director, Public Health
- Designated partner agency representative (if applicable)
- Age Friendly Community Coordinator
- Up to six municipal staff members as needed and requested by the Chair, each representing one or more of the six core dimensions and two foundational

dimensions of the AFCK Action Plan: Civic Engagement, Community Support and Health Services, Housing, Outdoor Spaces and Building, Social Participation, and Transportation; and Communication and Information, and Respect and Social Inclusion

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 and Senior Advisory Committee policy.

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

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

Staff Support

Chatham-Kent Public Health's Medical Officer of Health will champion the Committee. The Director of Public Health and the Administrative Assistant for Public Health will provide administrative support and guidance to the committee.

Reports to Council

Council will receive the minutes after approval.

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

Other Information

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