

Municipality Of Chatham-Kent
Community Human Services
Public Health

To: Mayor and Members of Council
From: Heather Prangley, Coordinator, Age Friendly Community
Date: August 11, 2020
Subject: Age Friendly Community Advisory Committee Terms of Reference

Recommendation

It is recommended that:

1. The Terms of Reference for the Age Friendly Community Advisory Committee be approved.

Background

On November 21, 2016, the creation of an Age Friendly Community Advisory Committee was approved by Council. The Committee has been dedicated to advocating for “policies, services and physical spaces that are designed to enable people of all ages to live in a secure and accessible physical and social environment”ⁱ. It is intended that the Terms of Reference be reviewed and updated as needed on an annual basis. See Appendix A for the updated Terms of Reference.

Comments

The Committee, in reviewing the Terms of Reference, recognized the need to expand the Terms of Reference to include a vision, scope, priorities and responsibilities, and information about how committee members are selected.

Areas of Strategic Focus and Critical Success Factors

The recommendation in this report supports the following areas of strategic focus:

Economic Prosperity:

Chatham-Kent is an innovative and thriving community with a diversified economy

A Healthy and Safe Community:

Chatham-Kent is a healthy and safe community with sustainable population growth

People and Culture:

Chatham-Kent is recognized as a culturally vibrant, dynamic, and creative community

Environmental Sustainability:

Chatham-Kent is a community that is environmentally sustainable and promotes stewardship of our natural resources

The recommendation in this report supports the following critical success factors:

Financial Sustainability:

The Corporation of the Municipality of Chatham-Kent is financially sustainable

Open, Transparent and Effective Governance:

The Corporation of the Municipality of Chatham-Kent is open, transparent and effectively governed with efficient and bold, visionary leadership

Has the potential to support all areas of strategic focus & critical success factors

Neutral issues (does not support negatively or positively)

Consultation

The Terms of Reference was updated by members of the Committee and the Age Friendly Coordinator. Changes made were reviewed by the Director of Public Health.

Financial Implications

There are no financial implications resulting from the recommendation.

Prepared by:

Reviewed by:

Heather Prangley
Coordinator, Age Friendly Community

Teresa Bendo
Director, Public Health

Reviewed by:

April Rietdyk, RN, BScN, MHS, PHD PUBH
General Manager
Community Human Services

Attachment: Appendix A – Terms of Reference

P:\RTC\Community Human Services\2020\Public Health\AFC Revised Terms Of Reference.Docx

ⁱ Seniors Health Knowledge Network. (retrieved 2020, August 25). *Age-Friendly Communities Outreach*. <https://shrtn.on.ca/age-friendly-communities>

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.