

TERMS OF REFERENCE
Age Friendly Community
Advisory Committee

DATE

Background

*Provide some context on why an age friendly approach is important in your community
Include information such as: population, % of population over the age of 65; projections of the population and age; in / out migration over the next 5 / 10 years etc.*

Include information on what services exist now for seniors, service providers; what is missing and who your partners could be in addressing the gaps in seniors' services

Mandate of the Advisory Committee

The Age friendly Community Advisory Committee has been established to:

(here are some examples – you can add / modify / delete those that are not relevant)

- Members of the Committee are advisory to municipal council;
- Serve as a champion for age friendly in your community by helping to develop the action plan and encourage implementation;
- Obtain formal municipal commitment by having a Resolution passed;
- Work with other members to coordinate the approach between the municipal council, citizens, service providers and community organizations to make the community age friendly;
- Promote awareness of the age friendly approach and domains to residents;
- Strive to represent the interests of older residents;
- Assist in the development and analysis of a survey to be sent out to residents to assess the community and the needs of citizens with respect to the domains of an age friendly community;
- Assist in the development and implementation of an action plan that will address the needs of citizens as identified in the community assessment survey;
- Monitor progress being made to implement initiatives in the action plan, report to municipal council and ensure ongoing commitment to the age friendly approach;
- Commit to renew the action plan every three years to address emerging needs of citizens related to aging well in your community;
- Keep the residents informed of the age friendly initiative including who is on the Advisory Committee, the consultation process, what the Action Plan looks like and where to find a copy (*municipal website is the best place*), status of the implementation of the Action Plan and revisions to the plan every 3 years.

Committee Membership

(This section should include the number of individuals on your AFC Advisory Committee and who they represent – that is, volunteer, council member, senior citizen, community organization etc. The Committee should be comprised of a diverse group of persons. There are no maximum # of members required. The members should appoint a Chair to lead the initiative.)

The AFC Advisory Committee is comprised of the following persons:

- Name, Affiliation, Chair
- Name, Affiliation
- Name, Affiliation
- Name, Affiliation
- Name, Affiliation
- Name, Affiliation
- Name, Affiliation

Operations/Administration

The Advisory Committee will meet at least twice a year at a time and place determined by the co-chairs. (*This is the recommended minimum meeting frequency*)

Administrative support will be provided by(*to be determined. This might include sending meeting invitations, preparing agenda, finding a room, recording notes etc.*)

Term of Membership / Timeframe for Committee

(*indicate how long will the Committee members hold their position? how long will the Committee serve?*)

(*In most cases, the Committee should be a standing Committee that will serve as long as the municipal council is committed to the age friendly community approach. It is expected that members can serve as long as they wish and if a member retires from the Committee a new member will be sought. It is important to keep consistency among members.*)