

Building Age-Friendly Communities

SAMPLE AGE-FRIENDLY COMMITTEE TERMS OF REFERENCE

The following Terms of Reference template can be used to support the establishment of an Age-Friendly Committee in your community. You may wish to adapt various provisions to reflect your community's unique circumstances, needs and preferences.

Committee on Improving Age-Friendliness

Purpose

To lead an initiative aimed at making <Name> a more age-friendly community, enabling all residents to participate as full and meaningful community members.

Membership

The membership of the committee is as follows:

- A member of the local municipal council.
- A representative from senior-serving organizations.
- A representative from disability-related organizations.
- A representative from the local business community or Chamber of Commerce.
- Individuals involved with one or more of the eight age-friendly theme areas (e.g. outdoor spaces and recreation; transportation; housing; respect and inclusion).
- Members of the public.

Term

Members of the committee shall serve for a three-year term.

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Mandate

The committee is mandated to:

- Act as a forum and catalyst for community collaboration around the objective(s) of making the community more age-friendly.
- Undertake an assessment of the community's age-friendliness, including identification of:
 - ways in which the community is currently age-friendly;
 - issues and barriers to age-friendliness that are present in the community;
 - opportunities to improve the age-friendliness of the community; and
 - ways in which current age-friendly assets and initiatives can be expanded to enhance age-friendliness.
- Publish the results of the assessment.
- Based on the results of the assessment, develop a plan of coordinated actions and recommendations aimed at improving the age-friendliness of the community.
- Engage a diverse range of community residents and stakeholders to inform the development of the age-friendly assessment and action plan.
- Oversee and coordinate implementation of the action plan, and foster partnership among community members to facilitate implementation of the action plan.
- Promote the concept of age-friendliness across the community, including the private, non-profit and public sectors.
- Engage members of the business community as key partners in making workplaces and private sector services in the community more age-friendly.
- Work with other governments to identify and act on opportunities to improve age-friendliness in the community.
- Monitor implementation of the action plan and regularly report to the public on progress.
- Make recommendations to the municipal government in regards to age-friendly opportunities and initiatives.

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Working Groups

The committee has the authority to establish working groups as it deems necessary to fulfill designated functions consistent with the committee's mandate.

Meetings

Meetings shall be held at the call of the Chair. At least four meetings shall be held each calendar year.

Accountability

The committee shall report through the Chair to the municipal council.

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