

# 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.

# Building Age-Friendly Communities

## 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.

# Building Age-Friendly Communities

## 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.