

Age Friendly Committee - Terms of Reference

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Age Friendly Committee - Terms of Reference

Preamble

The Age Friendly Committee was established to represent the senior population within the City of Thorold. As of 2022, the largest age group residing in Thorold is those over the age of 65. The Committee will work together to provide recommendations and advice to Council on issues relating to older individuals to ensure they are supported within the community.

Mandate

To provide recommendations to Thorold City Council regarding a strategy and action plan to elevate the profile, level of leadership and engagement of Senior's in the community. Recommendations are also to be made on how to facilitate active lifestyles for all Senior's, optimize health & wellness services for seniors and to improve access and utilization of various services and supports.

Goals and Purpose

The purpose of the Age Friendly Committee is to provide Council with recommendations regarding policies, services, and structures that support and enable older people in the community.

- Act in an advisory capacity to Council on matters pertaining to Senior's within the community
- Provide recommendations on how to facilitate active lifestyles and optimize health and wellness for seniors
- Work towards improving access and utilization for senior services and supports.

Reporting Structure

The Age Friendly Committee will report directly to City Council.

Membership

Composition

The Committee shall consist of the following members:

- Mayor (1)
- Councillors (Minimum of 1)
- Joint Accessibility Advisory Committee Member (1)
- Thorold Non-Profit Housing Board Member (1)
- Seniors Association Members (1)
- At-large members (5)

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The City's Recreational Programming Staff (or designate) will support the committee as the City's of Thorold's staff liaison.

Term

Committee appointments shall be held for the term of Council.

The term of the Committee itself is determined by the Committee's mandate, goals and objectives, at with the approval of City Council.

Roles and Responsibilities

Chair and Vice Chair

The Chair will:

- Preside over all meetings and be responsible for the overall administration of the affairs of the Committee.
- Work with the Staff Liaison to build and coordinate the Committee/Board work plan and associated documents.
- Serve as the spokesperson for the Committee to City Council
- Provide annual reports to Council.

The Vice Chair, shall act as the Presiding Officer in absence of the Chair, or should the Chair be unable to fulfill his or her duties.

Committee Members

All Committee members, including the chair and vice-chair, have the responsibility to help achieve the Committee's mandate and responsibilities. Committee members are also responsible for:

- Electing a Chair and Vice-Chair.
- Reviewing meeting materials in advance of the meetings and arrive prepared to provide a broad perspective on the issues under consideration.
- Communicating activities of the committee to groups represented or those who may have an interest and offer information back to the committee.
- Represent interests of community.
- Create working groups as required to report back to them on specific matters.
- Working within their budget (if applicable). Committees/Boards do not have the authority to commit City resources or direct the work of staff.

Staff Liaison

The staff Liaison will:

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- work with the Chair and Vice-Chair in order to build a work plan for the Committee/Board and develop a regular reporting process to Council with respect to the performance and progress of the Committee/Board
- ensure matters within the mandate of the Committee are circulated to the Committee's attention through Reports and Memorandums where applicable.
- incorporate input from the Committee into staff reports where applicable.

Working Groups

Working groups or Subcommittees may be established, as required, to complete specific research or to implement a specific project. Subcommittees shall be approved by the Committee. Subcommittee Presiding Officers shall be appointed by the Committee as required.

Subcommittee Presiding Officers shall be responsible for calling and chairing subcommittee meetings, setting up meeting agendas, submitting minutes of subcommittee meetings to the staff representative of the Committee, and the preparation of subcommittee reports to the Committee.

Resources

The City's Clerks department is the designated department providing resource support to the committee, however, the committee also has access to staff from other departments as may be required.

The Clerks department shall be responsible for preparing and distributing meeting agendas and meeting minutes.

Meetings

Regular meetings shall be held every month. The date and time of meetings will be determined at the first meeting of each term.

Meetings shall be held at the City of Thorold Municipal Office, including a hybrid option for virtual attendance of Committee members, staff and members of the public.

Meetings of the Committee are open to the public, members of the public are invited to address the Committee on specific matters at the beginning of each meeting. Presentations to the committee shall not exceed ten minutes for any individual or group.

The mover of a motion speaks to the motion and is the last person to speak. All other members speak once for up to five minutes, and are permitted to reply to comments made by other members.

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Absenteeism

Committee members who are absent from three (3) consecutive meetings shall forfeit their appointment, unless such absence is provided to the Clerk's Office prior to the meeting date/time.

Amendments to the Terms of Reference

The terms of reference should be reviewed and refined at a minimum of every four years to ensure that they remain current and meaningful.

Proposed amendments to the terms of reference shall require the approval of a majority of the Age Friendly Committee members present and those amendments if approved will be submitted to City Council for approval. Amendments to the terms of reference shall take effect only upon the approval of Council.

Glossary of Terms

n/a