



Wainfleet Age-Friendly Advisory Committee/Working Group Terms of Reference

1. Purpose

- 1.1. The Wainfleet Age-Friendly Advisory Committee/Working Group will report to Council and recommend and promote “Age-Friendly” initiatives in order for the Township of Wainfleet to become a more age-friendly community.

2. Objectives/Responsibilities

- 2.1. Act as a liaison to enrich and enhance the lives of seniors in the Township of Wainfleet.
- 2.2. Identify barriers to access by seniors to Township programs and services.
- 2.3. Solicit input and act as a public forum for issues that affect seniors in the community.
- 2.4. Provide recommendations based on input received to improve programs, policies and services provided to seniors.
- 2.5. Form partnerships in the community to educate, inform and improve quality of life for seniors.
- 2.6. Support Age-Friendly initiatives in the community and promote active aging.
- 2.7. Produce an action-oriented strategy to create an Age-Friendly Wainfleet for Council review and consideration. Goals will be based upon the World Health Organization (WHO) principles as identified in the Age-friendly Framework and Toolkit. The principles include:
 - i. Respect and support of all citizens;
 - ii. Livability;
 - iii. Community engagement in decision making;
 - iv. Access and inclusion for all; and
 - v. Accountability

Priority strategies will identify specific tasks, deliverables, time frames and resource requirements.

- 2.8. Prepare and submit to Council a bi-annual report on the accomplishments of the Committee.

3. Membership

- 3.1. The Committee shall be comprised of a total of up to eight (8) Wainfleet residents, at least four (4) of whom are 55 years of age or older. One (1) Council Member shall be appointed to the Committee. All members shall have voting rights.
- 3.2. Members will be appointed by way of resolution for a period to coincide with the term of Council.
- 3.3. Any advisory support required by the Committee will be determined on an ad-hoc basis dependent on the need and availability of resources. Sub-committees comprised of members-at-large may be initiated to achieve the objectives of the Committee.
- 3.4. Members of the Committee shall serve in a volunteer capacity only, with no remuneration.
- 3.5. Members missing three (3) consecutive meetings without reasonable cause or explanation will be deemed to have resigned.

4. Meeting Protocols

- 4.1. A majority of the members of the Committee shall constitute quorum.
- 4.2. The Committee reports directly to Council via minutes of its meetings, presentations as requested and/or as deemed necessary.
- 4.3. Minutes shall be recorded and retained by the Clerk or his/her designate, and copies shall be forwarded to Council through correspondence after Committee approval.
- 4.4. Recommendations intended for Council consideration or Council action will be drafted by the Committee Chair and placed on the next available Council meeting agenda.
- 4.5. Meeting protocols shall be conducted in accordance with Council's Procedure By-law.
- 4.6. The Committee will establish their own meeting schedules, holding monthly meetings at a minimum.
- 4.7. All meetings shall be open to the public and closed session meetings shall only be permitted under the provisions of the Municipal Act, and if so convened shall not be held in the absence of the staff appointee.
- 4.8. The Committee will appoint a chair who will serve throughout the appointment term and who will be responsible for the conduct of all meetings.