



Age Friendly Brandon

[www.agefriendlymanitoba.ca](http://www.agefriendlymanitoba.ca)

**Age Friendly Brandon  
Committee of Council**

**October 2013**

**TERMS OF REFERENCE**

**Age-Friendly Communities support people to age safely, enjoy good health and to continue to participate fully in their community.**

Outdoor Spaces & Buildings	Housing	Transportation	Social Participation
Civic Participation & Employment	Community Support & Health Services	Communication & Information	Respect & Social Inclusion
<b>1.0 Purpose</b>	1.1 To engage community members to assess how age-friendly the community is within the eight established domains		
	1.2 To build awareness toward age-friendly priorities and actions		
	1.3 To support Age-Friendly initiatives throughout the community		
<b>2.0 Guiding Principles</b>	2.1 Partnership - we will foster cooperation and collaboration among individuals, groups and organizations within the community		
	2.2 Quality Improvement – we will build on successes and establish core measures to ensure quality and efficiency in all that we do		
	2.3 Respect for Diversity – we respect differences in culture, values and circumstance. At the same time, we share in the responsibility to the larger community.		
	2.4 Responsibility – as members of a larger community, we are committed to practical and accessible initiatives to support healthy aging for all in Brandon.		
	2.5 Synergistic Processes – building on strengths within the community, we help to align existing structures and processes, and address identified gaps		
	2.6 Teamwork – we believe that shared decision-making is integral to positive working relationships and success in achieving outcomes.		
<b>3.0 Age-Friendly Community Committee Functions</b>	3.1 To raise awareness of, and advocate for, the importance and benefits of an age-friendly community.		
	3.2 To help determine the community’s age-friendly barriers through community engagement and participation.		
	3.3 To identify potential solutions to address the identified barriers through community consultation		

	<p>3.4 To develop and implement a realistic action plan to address the priorities to increase age-friendly features in the community</p> <p>3.5 To identify community champions and partnerships and establish working groups as needed to implement the action plan</p>
<b>4.0 Age –Friendly Committee Membership</b>	<p>Members are interested in an age-friendly community for all citizens and work with community members to increase age-friendly awareness and to build partnerships and linkages for an enhanced age-friendly community.</p> <p>Members:</p> <ul style="list-style-type: none"> <li>▪ Chair and co-chair to facilitate discussions and keep processes moving forward</li> <li>▪ Local City Councillor(s)</li> <li>▪ Representative from the local regional health authority</li> <li>▪ Member(s) of the public (4)</li> <li>▪ Committee support person (non-voting)</li> </ul>
<b>5.0 Terms of Office</b>	<ul style="list-style-type: none"> <li>▪ Voting members of the Committee shall be appointed by Council for a term as specified by City Council resolution</li> <li>▪ Members will have the option to continue for additional terms as approved by Council</li> <li>▪ Chair and Co-Chair will be voted in by committee members and hold the position(s) for a one year term</li> </ul>
<b>6.0 Community Meetings</b>	<ul style="list-style-type: none"> <li>▪ Meetings will be held monthly and at the call of the Chair as required</li> <li>▪ Meetings will be held at City Hall or other approved venues throughout the community</li> <li>▪ Meetings will be structured to support community participation</li> <li>▪ Quorum is set at 50% + 1 of voting membership</li> </ul>
<b>7.0 Committee Communication</b>	<ul style="list-style-type: none"> <li>▪ Meeting minutes will be distributed to all committee members in advance of the next meeting</li> <li>▪ Meeting minutes and committee reports will be shared with members of City Council and others as needed by Councillor representative(s)</li> </ul>
<b>8.0 Working groups</b>	<ul style="list-style-type: none"> <li>▪ The Committee will establish working groups as required to fulfill designated functions outlined in the action plan</li> </ul>
<b>9.0 Accountability</b>	<p>The Committee will report to City Council through the identified Council members on the committee</p>
<b>10.0 Community Review</b>	<p>The Terms of Reference for the Committee will be reviewed annually by the members and updated as required</p>
<b>11.0 Date Initiated</b>	<p>October 22, 2013</p>