



**Age Friendly Brandon  
Committee of Council**

**TERMS OF REFERENCE**

**Age Friendly communities support people to age safely, enjoy good health and participate fully in their community, with a focus on these eight pillars:**

- **Outdoor Spaces and Buildings**
- **Housing**
- **Transportation**
- **Social Participation**
- **Civic Participation and Employment**
- **Community Support and Health Services**
- **Communication and Information**
- **Respect and Social Inclusion**

<p><b>1.0 Purpose</b></p>	<p>1.1 To provide input and advice to City Council and Administration on municipal plans and policy through an Age Friendly lens.</p> <p>1.2 To build awareness about programs and services available to support an Age Friendly community.</p> <p>1.3 To explore existing gaps within the Age Friendly community and collaborate with various organizations to recommend solutions.</p>
<p><b>2.0 Guiding Principles</b></p>	<p>2.1 Inclusiveness – our work benefits the broader community, beyond simply an age demographic, capability, race or religion. We seek to be inclusive in our approaches to ensure many voices are heard.</p> <p>2.2 Collaboration – we look to find common interests as a basis for collaborating with people, groups and organizations across the community.</p> <p>2.3 Engagement – we seek broad participation in the work we undertake through consultation, volunteer opportunities, etc.</p> <p>2.4 Sustainable – we identify and build solutions that align with the work of other organizations to help ensure long-term viability of efforts.</p> <p>2.5 Accountability – we seek to identify outcomes in the work we do, in order to measure the overall impact in becoming a more Age Friendly community.</p>
<p><b>3.0 Age Friendly Community Committee Functions</b></p>	<p>3.1 To raise awareness of, and advocate for, the importance and benefits of an Age Friendly community.</p> <p>3.2 To explore barriers to an Age Friendly community and seek solutions through community engagement and collaboration.</p> <p>3.3 To provide awareness of Age Friendly programs and services available throughout the community.</p> <p>3.4 To develop and implement an action plan focused on areas of greatest need, as they relate the pillars of an Age Friendly community.</p>

<b>4.0 Age Friendly Committee Membership</b>	<ul style="list-style-type: none"> <li>• City Councillor(s)</li> <li>• A representative of the local Regional Health Authority</li> <li>• Members of the public (6) as appointed by City Council of which two (2) members shall be 55 years of age or older</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>• The positions of Chair(s) will be voted on by Committee members on an annual basis at the January meeting.</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 Communications</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 by Councillor representative(s), and others as needed.</li> </ul>
<b>8.0 Working Groups</b>	The Committee will establish working groups, as required, to fulfill designated functions outlined in the action plan.
<b>9.0 Accountability</b>	The Committee will report to City Council through the identified Council members on the committee.
<b>10.0 Community Review</b>	The Terms of Reference will be reviewed annually in January by members of the Committee and updated as required.
<b>11.0 Date Revised</b>	TBD