



AGE FRIENDLY COMMITTEE REPORT

Mayor and City Council
City of Brandon

Committee Members:

Councillor Jan Chaboyer (Co-Chair), Nancy McPherson (Co-Chair), Councillor Barry Cullin, Meryl Orth, Areta Donnelly, Susan Boyachek, Deirdre Chisholm, Douglas Fraser, Rob Lavin, and Shannon Saltarelli (City support staff member).

TERMS OF REFERENCE – AGE FRIENDLY COMMITTEE

On March 17, 2022 the City of Brandon Age Friendly Committee of Council, engaged the services of Siere to assist them in meeting the following objectives: To talk about the governance of the committee and about committee member roles and responsibilities, and further to conduct a review of the committee's existing Terms of Reference, and further to establish tangible priorities for the next twelve to eighteen months.

Through this consultation process it was determined that there was a need for further distinction between the Purpose, Guiding Principles and Committee Functions. There was an opportunity to update some of the verbiage throughout the document particularly around collaboration and inclusivity.

The consultant from Siere provided a draft of an updated Terms of Reference based on the consultation with the committee for review. On April 21, 2022 the Age Friendly Committee reviewed the draft Terms of Reference and made further edits that were carried. (Resolution 11/2022)


The finalized Terms of Reference was presented to the Age Friendly Committee on May 19, 2022 and as such this report has come before Council with the recommendation to approve the updated Terms of Reference.

RECOMMENDATION:

That the updated Terms of Reference from April 22, 2022 for the Age Friendly Committee of Council be adopted by City Council.

Respectfully,

Councillor Jan Chaboyer,
Age Friendly Committee Co-Chair

	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: <ul style="list-style-type: none">• Outdoor Spaces and Buildings• Housing• Transportation• Social Participation• Civic Participation and Employment• Community Support and Health Services• Communication and Information• Respect and Social Inclusion	
1.0 Purpose	<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>
2.0 Guiding Principles	<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>

3.0 Age Friendly Community Committee Functions	<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>
4.0 Age Friendly Committee Membership	<ul style="list-style-type: none"> • City Councillor(s) • A representative of the local Regional Health Authority • Members of the public (6) as appointed by City Council of which two (2) members shall be 55 years of age or older • Committee support person (non-voting)
5.0 Terms of Office	<ul style="list-style-type: none"> • Voting members of the Committee shall be appointed by Council for a term, as specified by City Council resolution. • Members will have the option to continue for additional terms, as approved by Council. • The positions of Chair(s) will be voted on by Committee members on an annual basis at the January meeting.
6.0 Community Meetings	<ul style="list-style-type: none"> • Meetings will be held monthly and at the call of the Chair, as required. • Meetings will be held at City Hall or other approved venues, throughout the community. • Meetings will be structured to support community participation. • Quorum is set at 50% + 1 of voting membership.
7.0 Committee Communications	<ul style="list-style-type: none"> • Meeting minutes will be distributed to all committee members in advance of the next meeting. • Meeting minutes and committee reports will be shared with members of City Council by Councillor representative(s), and others as needed.
8.0 Working Groups	The Committee will establish working groups, as required, to fulfill designated functions outlined in the action plan.
9.0 Accountability	The Committee will report to City Council through the identified Council members on the committee.
10.0 Community Review	The Terms of Reference will be reviewed annually in January by members of the Committee and updated as required.
11.0 Date Revised	TBD