

Town of Hanover Age – Friendly Advisory Committee (AFAC)

Terms of Reference

1.0 GOAL

To serve in an advisory capacity to Council with the goal to make Hanover an age-friendly community, enabling all residents to participate as full and meaningful community members, while building age-friendly awareness and action plans.

2.0 PRINCIPLES

Principles that guide the work of the AFAC include:

- A commitment to enhancing the quality of life for older adult residents and for the benefit of all residents.
- A commitment to collaboration and communication to achieve common objectives.
- A commitment to increasing awareness about age – friendly community characteristics including built and social domains.

3.0 OBJECTIVES

The objectives of the AFAC is to provide advice specific to age-friendly initiatives, strategies and policies:

- 3.1** To develop an action plan using the guiding recommendations contained in the 2016 Age-Friendly Needs Assessment report and oversee, promote and direct the implementation of the plan.
- 3.2** To ensure that the community engages in action-oriented strategies that are based upon the World Health Organization (WHO) principles. These principles include:
 - Respect and support of all citizens
 - Access and inclusion for all citizens
 - Community engagement in decision making
 - Livability
 - Accountability
 - Promoting independence and wellness for seniors
- 3.3** To provide input and assist with preparing the World Health Organization's Age-Friendly community membership application.
- 3.4** To act as a liaison for Hanover older adults, and advise Council and staff on ways to enhance the health and quality of the life of our older adult residents including, but not limited to, methods to improve programs, policies or services.
- 3.5** To solicit input and act as a public forum for issues that affect older adults in the community.
- 3.6** To identify community champions and establish partnerships to educate, inform and implement the action plan to enhance the quality of life for our older adults.
- 3.7** To regularly report to the public on the progress of age-friendly projects.

4.0 MEMBERSHIP AND RESPONSIBILITIES

The Hanover AFAC shall consist of 9 members appointed by Council. To the greatest extent possible, public representation will be multi-sectoral and include a representative, and in their absence, an alternate, from the following stakeholder groups:

- Council - 1
- Older adult serving organizations – 1-2
- Individual(s) involved with one or more of the 8 age-friendly domains or who have an active interest and awareness of concerns of residents in their age group – 3-4
 - Built Environment
 - outdoor spaces and buildings
 - housing
 - transportation
 - Social Environment
 - social participation
 - civic participation and employment
 - community support and health services
 - communication and information
 - respect and social inclusion

The Mayor shall serve as ex officio on the AFAC. Staff support shall be provided by the Programs Supervisor or Director of Parks, Recreation & Culture or staff designate. Non-resident experts shall also be called upon for input and advice as required.

- 4.1** Members shall be appointed for the term of Council.
- 4.2** A Chair and Vice Chair for the AFAC will be elected by the members at least once per Council term and no more than annually. The election shall be recorded in the minutes of the Committee.
- 4.3** All members will be expected to:
 - Have demonstrated knowledge in their affiliation(s);
 - Be a member of the community and recognized as an engaged resident with a well-developed community awareness;
 - Be able to allocate sufficient time during the day for participation in regularly scheduled meetings;
 - Demonstrate a strong interest in and commitment to remaining informed on age – friendly strategies and issues;
 - Participate as a team member, capable of a community ambassador role;
 - Be strong proponents of age – friendly enhancement for the Town.
- 4.4** In the absence of the Chair or Vice Chair, the quorum will appoint, from its members, a Chair for that particular meeting, who shall be subject to all the normal responsibilities and privileges assigned thereto.
- 4.5** By majority vote, the AFAC may recommend to Council, removal and/or replacement of any member who misses three consecutive full meetings of the Committee, subject to circumstances surrounding the absence. Members requesting a temporary leave of

absence or intending to resign from the Committee should provide written notification to the staff liaison 30 days prior to such action.

- 4.6 In considering new appointments to the Subcommittee, the Subcommittee may recommend new members to be approached to consider applying. Subcommittee positions will be advertised for public applications, in accordance with municipal procedures.
- 4.7 Members will be expected to be aware of relevant municipal policies, programs and other initiatives in carrying out their activities. To assist in this regard, the Committee may, from time to time, request Council to make staff and/or Town consultants available to advise the committee as appropriate.
- 4.8 Municipal employees do not have voting privileges.
- 4.9 Committee proceedings shall be governed by the Town of Hanover Procedural By-law, Code of Conduct and other relevant policies and procedures.

5.0 REPORTING

- 5.1 The Hanover AFAC is an advisory committee established by Council in accordance with these adopted Terms of Reference. Committee members are bound by these Terms of Reference, and are responsible to Council.
- 5.2 The Hanover AFAC reports directly to Council. AFAC reports and communications will normally be directed to Council through the Program Supervisor or Director of Parks, Recreation & Culture or staff designate.
- 5.3 As part of its ongoing reporting requirements, the AFAC shall prepare an annual progress report, which shall be submitted to Council through established administration processes. The report shall, among other things:
 - a. Summarize the activities and achievements of the AFAC over the previous year.
 - b. Describe ongoing activities and issues and identify strategy or implementation priorities/concerns.
 - c. Outline the Committee's primary objectives or projects for the upcoming year, including all anticipated budgetary needs.
- 5.4 When appearing before Town Council on behalf or as a representative of the Committee, Committee members shall present the Committee's official position on a particular matter. However, where a Committee member appears before Council and clearly indicates that they are appearing on behalf of another organization or as a citizen at large and not in their capacity as a member of the Committee, they may present a position which is their personal position or is the position of that organization they represent.

6.0 FINANCING

- 6.1 Financial support for the Committee will be reviewed annually as part of the Municipality's regular budget preparation process. Additional, special project funding requests may also be submitted by the Committee from time to time for consideration by Council.

7.0 CONFLICT OF INTEREST

- 7.1 Committee members have an obligation to disclose any issues of pecuniary interests or if they are personally affected by a matter before the Committee where there may be a perceived interest in the matter under consideration by the Committee. Members shall declare the interest, in writing, at the beginning of the meeting and shall not discuss or vote on the particular matter.

8.0 STAFF LIAISON AND SUPPORT SERVICES

- 8.1 Administrative support to be provided by the Town will include: the coordination of AFAC related communications and correspondence; arranging delegation speakers; ensuring AFAC reports are included in Council agenda packages; and technical support as needed, such as photocopying.
- 8.2 The AFAC budget will be administered by the Director of Parks, Recreation and Culture or staff designate with input from the AFAC.

9.0 MEETINGS

- 9.1 The Committee shall normally meet once every other month, or at the call of the Chair with adequate notice to be given to all members. The meetings will generally take place the third Monday of every month at 10:00am. All Committee meetings are open to the public.
- 9.2 The Committee may, from time to time, invite resource persons to attend a meeting.
- 9.3 The Committee may establish Sub-Committees for various topics, issues or proposals as required. Such Sub-Committees may include non-AFAC members, with the approval of the Chair, provided the Sub-Committee is chaired by an AFAC member. Sub-Committees shall report to the AFAC through the Sub-Committee chair.
- 9.4 Quorum as it relates to Committee means a majority (more than half) of the whole number of members of a Committee required by law to constitute the Committee except where a member has, or members have, declared a pecuniary interest pursuant to the *Municipal Conflict of Interest Act*, at which time the remaining number of members shall be deemed to constitute a quorum, provided such number is not less than two.
- 9.6 Subject to the provisions of the Town's Procedural By-law on matters requiring votes, the Committee shall strive for consensus, and shall normally only communicate the consensus or majority position to Council. On matters where there is a significant lack of Committee consensus, minority positions may also be reported to Council, at the discretion of the Chair. The Chair generally does not vote, unless deemed necessary to break a tie.

10.0 AGENDAS AND MINUTES

- 10.1 An agenda for the upcoming Committee meeting will be prepared by staff for approval by the Chair and e-mailed and/or mailed to Committee members within three (3) days in advance of their meeting.
- 10.2 Formal minutes of the Committee meeting will be prepared by staff and e-mailed and/or mailed to Committee members two weeks following their meeting.

- 10.3** Minutes will be forwarded to the Clerk for inclusion on the Council agenda as soon as possible.

11.0 AMENDMENTS

- 11.1** The AFAC may wish to review the Terms of Reference from time to time and make recommendations to Council regarding amendments.