

## AGE-FRIENDLY WATERLOO MULTI-AGENCY COMMITTEE - TERMS OF REFERENCE

### BACKGROUND

The idea of an age-friendly city builds on the World Health Organization's active ageing framework. Active ageing is the process of optimizing opportunities for health, participation and security in order to enhance quality of life as people age. In an age-friendly city, policies, services, settings and structures support and enable people to age actively by:

- recognizing the wide range of capacities and resources among older people
- anticipating and responding flexibly to aging-related needs and preferences
- respecting residents' decisions and lifestyle choices
- protecting those who are most vulnerable
- promoting their inclusion in and contribution to all areas of community life

An age-friendly city is an inclusive and accessible urban environment that promotes active ageing across the life course, recognizing that an age-friendly community benefits all age groups. Because active ageing is a lifelong process, an age-friendly city is not just "elderly-friendly". Barrier-free buildings and streets enhance the mobility and independence of people with disabilities, young as well as old. Secure neighbourhoods allow children, younger women and older people to venture outside in confidence to participate in physically active leisure and in social activities. The operative word in age-friendly social and physical urban settings is enablement.

### GUIDING TENETS

The Age-Friendly Waterloo Multi-Agency Committee is committed to:

- Accepting a collective responsibility to integrate an age-friendly community perspective within the City of Waterloo by creating meaningful relationships, good communication and common goals
- Thinking towards the future, not live in the past nor dwell on past occurrences
- Acknowledging the complexity of the issues and be willing to work in that reality
- Aligning the vision across stakeholders' representative agencies
- Promoting inclusive and collaborative solutions
- Working together, for the good of all and sometimes putting others first

### MISSION

Multiple stakeholders come together to address common goals or issues so that the City of Waterloo is a place where all residents age safely, enjoy good health and participate fully in their World Health Organization (WHO) designated age-friendly community.

## MANDATE

A collaboration of community and City partners will provide leadership and direction to facilitate the City of Waterloo's strategic plan regarding matters, issues and concerns that continue our commitment to and enhance the age-friendliness of the City of Waterloo.

To develop and enhance relationships and communications among City staff representatives, the Mayor, various other related community based organizations and agencies, health and social services professionals, in partnership with researchers and academics that will ensure our continued designation as an Age-Friendly City within the World Health Organization's Global Network of Age-Friendly Cities. This continued designation is based on ongoing development of programs and outcomes based on the World Health Organization's guiding principles of an Age-Friendly City that includes the following eight domains:

- Outdoor spaces and buildings
- Transportation
- Housing
- Social participation
- Respect and social inclusion
- Civic participation and employment
- Communication and information
- Community support and health services

## STEERING COMMITTEE

### STRATEGIC RESPONSIBILITIES

A steering committee shall be established to develop a framework to support an informed approach to actions. Ad hoc committees will be created for studies, projects and advice as needed where specific initiatives can be directed.

- Develop and coordinate implementation of an Age-Friendly Action Plan in the City of Waterloo that includes community consultation at the annual forum
- Prioritize issues and concerns that align with the City's Strategic Plan
- Foster partnerships among community members
- Engage members of the community as key partners in making workplaces and private sector services in Waterloo more age-friendly
- Work with the Region of Waterloo and the Province of Ontario to identify and act on opportunities to improve age-friendliness
- Make recommendations to Council with regard to age-friendly opportunities and initiatives
- Set performance indicators and outcome measures for initiatives
- Monitor implementation of the action plan and regularly report on progress to Waterloo City Council and the public via an annual forum

## MEMBERSHIP

The committee voting membership is comprised of stakeholders, citizens, and those that reside, live, work, own a property, own a business or attend a Waterloo Campus of a post-secondary institution within the City of Waterloo:

- One person to take on the position of Chair
- One person for each of the eight domains (listed above) as outlined in the World Health Organization's Guide to Age-Friendly Communities that should possess a demonstrated knowledge of or professional expertise in one or more of the age-friendly domains
- One senior level city staff representative/liaison appointed by the City of Waterloo Corporate Management Team (non-voting)
- One elected representative from City Council
- One or two academic/research advisors from the University of Waterloo and/or Wilfrid Laurier University

A secretary or minute taker could be part of the committee but is not eligible to vote.

The steering committee will decide if a candidate will be assessed via an application or interview. The committee has the ability to determine the suitability and assessment of fit of a particular individual and can institute a mechanism for removal if deemed appropriate. Solicitation to fill positions that are available could be included when the City advertises for their committee members.

#### **AD HOC COMMITTEES**

Ad hoc or working groups may be established as required to complete specific research, to implement a specific project or to provide advice to the committee on a specific topic that falls within the WHO eight domains of an age-friendly city.

Membership will include a member of the Steering committee and advisors who may or may not be members of the committee who bring special expertise and information to the table. City staff may also be asked to join. Ad hoc committees shall be approved by the Steering Committee.

Ad hoc chairpersons shall be appointed by the Steering committee and shall be responsible for calling and chairing meetings, setting up meeting agendas, submitting minutes of meetings and the preparation of reports to the Steering Committee as required.

#### **GENERAL GOVERNANCE**

##### **CHAIRPERSON**

The Chairperson shall be an active and voting member of the Committee selected biannually by the Committee. There is no restriction (or 3 terms) on tenure and the chair can continue in consecutive terms.

The process of selection of chair will be accomplished by a nominating committee that should include:

- Current or past chair
- One city representative
- 1-2 community members

The Chairperson shall preside over all meetings and be responsible for the overall administration of the affairs of the Committees including preparation of agenda which will be circulated to committee members.

The Chairperson will recognize all speakers.

If the Chairperson is unable to attend a meeting, he/she shall designate a member of the Committee to chair the meeting. A vice chair should be considered.

The Chairperson, with support of the committee, shall provide a minute-taker who will submit the minutes for distribution to the Committee members within 1 week following each meeting.

The Chairperson shall provide a copy of the minutes to City Council or the general public upon request, or be made available on the City Age-Friendly section of their website.

A central record of all reports to City Council and all media releases shall be kept on file with the Chairperson and by the Committee Staff Liaison.

#### **COMMUNITY MEMBERS**

The process of selection of the eight stakeholders and citizens should be accomplished by a nominating committee as selected by the steering committee that may include:

- Chair
- City staff representative
- Academic/researcher
- One member from the community stakeholders

Applications for interest in one or more areas of interest will be accepted. Tenure should be for a period of two years and an option for a maximum of two further consecutive terms. A vacancy shall occur when a member resigns by sending written notice to the Committee or if the term of tenure is complete.

#### **ADMINISTRATION**

##### **MEETINGS**

Multi-agency Age-Friendly Waterloo regular meetings shall be held monthly or at the discretion of the chair. Additional and special meetings will be at the call of the Chair.

Meetings shall be held at Waterloo City Hall.

##### **Notices of Meetings**

The Committee Chairperson, at a regular meeting of the Committee, shall notify all members present of the next Committee meeting. An agenda will be emailed at least 3 days in advance of the meeting.

**Attendance at Meetings.** A member ceases to be a member when he or she fails to attend three (3) consecutive regular meetings of the Committee, unless excused by resolution of the Committee.

#### **Quorum and Decision Making**

Each member shall have one vote except the senior city staff representative.

Quorum shall constitute 50% + 1 of the voting members on the committee.

All votes shall be determined by a simple majority of voting members (50% + 1).

The mover of a motion speaks to the motion and is the last person to speak. All other members speak once for up to five minutes, and are permitted to reply to comments made by other members.

Meetings of the committee are not open to the public, although members of the public may be invited from time to time to address the committee on specific matters.

#### **CONFLICT OF INTEREST**

If a committee member attending a meeting considers that he or she is not entitled to participate in the discussion of a matter or to vote on a question in respect of a matter because the member has a direct or indirect pecuniary interest in the matter, the member must declare this and state why he or she considers this to be the case and immediately leave the meeting or the part of the meeting during which the matter is under consideration.

#### **Member Remuneration**

Volunteer members of the Committee shall serve without remuneration, and no member shall directly or indirectly receive any profit from his/her position.

#### **PUBLIC RELATIONS**

All media contact shall be made through the Chairperson or his/her designate and City of Waterloo Communications Department. Media shall not attend regular general meetings.

The Chairperson or his/her designate must approve any media release.

The Chairperson, working with City of Waterloo Communications Department will provide updates to WHO as required and post updates to WHO's Global Network.

The Committee reserves the right to deny publicly any statement or report released without the proper approvals.

#### **Other Procedural Matters**

Where any procedural matter is not covered by these operating procedures, Robert's Rules of Order shall govern the deliberations of the Committee.

2017-02-10