



DISTRICT OF CLEARWATER

Revised TERMS OF REFERENCE

Age Friendly Advisory Committee

BACKGROUND:

As per Section 142 of the *Community Charter* a Council may establish and appoint a select committee to consider a matter and report the findings and opinion to Council. There must be at least one member of council on such a committee.

In September 2012, the Community Development Institute (CDI) at the University of Northern British Columbia collaborated with the District of Clearwater to submit an application to the Vancouver Foundation for funding to study senior's mobility in Clearwater. The CDI was successful, and will be moving forward to collaborate with the District of Clearwater and the Age Friendly Advisory Committee on the implementation of this three-year project.

PROJECT OBJECTIVES:

The objective of the seniors mobility project, *From Front Door to Grocery Store: Getting seniors to where they want to be in the community*, is to assess and develop recommendations for enhancing seniors mobility in Clearwater. The project will further the District of Clearwater's aspiration to become an age-friendly community.

We know there exists a relationship between seniors' health, wellbeing, and independence and their level of physical activity and social engagement. We also know that physical and service infrastructure can play a key role in supporting or impeding seniors mobility. With these factors in mind, the key objectives of the project are to:

1. To develop a comprehensive understanding of the mobility needs of seniors in Clearwater, with particular focus on understanding the challenges related to income and increasing age.
2. To identify the barriers and supports to seniors mobility that currently exist in the community, with particular attention to the conditions that apply in summer and in winter.
3. To determine the key features of a seniors mobility strategy to be implemented by various government, non-profit, and for-profit organizations in the community.

STRUCTURE AND MEMBERSHIP:

Under Section 142 of the *Community Charter* Members of Age Friendly Advisory Committee will be appointed by District Council. The Age Friendly Advisory Committee shall be comprised of the following positions:

Two representatives from District Council
Interior Health Authority with Forest View (long term care residents)
Clearwater Friendly Club
A member of the Wells Gray Country Services Committee

Evergreen Acres Seniors Society
Wells Gray Country Seniors Society
Yellowhead Community Services
Chamber of Commerce.

The Chief Administrative Officer (CAO) or her designate shall attend all Advisory Committee meetings. The term of membership will be commensurate with the duration of the seniors mobility project.

Revised December 1, 2015

ROLES AND RESPONSIBILITIES:

District of Clearwater

The CDI will be responsible for ensuring that the project objectives are met. The Chief Administrative Officer will collaborate with the CDI to manage the project and will be the project liaison and single point of contact for the District of Clearwater. Working with the CDI, the administration office will provide information to the Age Friendly Advisory Committee members to support informed discussion, and respond to questions and concerns in a timely manner.

The District will provide secretarial support to the Age Friendly Advisory Committee. The Secretary's role will be to develop agendas with input from the CDI Team, the CAO and the Age Friendly Advisory Committee Chair; circulate agendas to all members at least five days prior to meetings; record meeting minutes; and circulate minutes within one week of meetings taking place.

Project Team

The terms of the Vancouver Foundation grant require that the project be lead by an organization subject to research ethics oversight. The Community Development Institute (CDI) at UNBC meets that criteria.

The CDI will collaborate with the District of Clearwater and the Age Friendly Advisory Committee to design and implement the project. The project will be implemented over a three year period. Marleen Morris, the CDI's Associate Director, will be the contact for this project.

Role of Age Friendly Advisory Committee

The Advisory Committee is to provide community stakeholders an opportunity to have their interests represented during the creation of the Clearwater Seniors Mobility Assessment and Plan in a focused and multi-interest group structure. The Committee will share opinions and perspectives and offer collective advice to the Project Team. The Committee's input, along with public consultation, will enable a planning process that is open, transparent and meaningful to the community. Additionally, the Advisory Committee will be instrumental in advising the Project Team on the best avenues for community engagement and communication of critical information. Members are expected to attend all Age Friendly Advisory Committee meetings.

Protocol and Procedures

Meeting Agendas and Minutes

- All meetings must have an agenda.
- Each member of the Age Friendly Advisory Committee must be in receipt of an agenda at least five days prior to the meeting.

Consensus Decision-making

- The Age Friendly Advisory Committee will not vote on any issues.
- The central role of the Committee is **to inform and discuss**.
- When decisions may be needed they will be achieved through consensus.

Conduct

- The Age Friendly Advisory Committee will conduct themselves in a respectful manner in all of their dealings with each other and the Project Team.

Timeline

The Age Friendly Advisory Committee Terms of Reference will be reviewed annually until such time that it is determined by Council that the Committee be disbanded.

Revised December 1, 2015