

Seniors Engagement Committee

Terms of Reference

Overview and Background:

According to the 2016 Census, there are over 8,455 adults over the age of 65 years of age living in Charlottetown. Estimates forecast that the number of older adults could increase by over 35% in the next ten years. There is a clear demographic imperative in Charlottetown to address the needs of older adults and it is important that the City of Charlottetown prepare for this demographic shift. This is necessary to help Charlottetown remain a safe, navigable, affordable, accessible and enjoyable city for everyone.

In 2006, the World Health Organization (WHO) developed the **Global Age-Friendly Cities Project** bringing together cities from around the world that were interested in supporting healthy aging by becoming more age-friendly. These cities gathered information from seniors, senior-care providers and other groups and individuals with an interest in age-friendly communities. This information helped to identify eight key domains of community life in which communities can become more age-friendly. These domains are:

- outdoor spaces and buildings;
- transportation;
- housing;
- social participation;
- respect and social inclusion;
- civic participation and employment;
- communication and information; and
- community support and health services.

Today, Canada is an international leader in the field of age-friendly cities and communities and member of the WHO Global Network of Age-friendly cities and communities. The City of Charlottetown will adopt the concept of an Age-Friendly City and develop an action-orientated strategy to create an Age-Friendly Charlottetown.

Goals will be based upon the WHO eight key domains and the following principles:

- Respect and support for all citizens
- Access and inclusion for all citizens
- Community engagement in decision-making
- Livability
- Accountability
- Promoting independence and wellness for seniors

Mandate:

The mandate of the Seniors Engagement Committee is to act as an advisory body to City Council regarding matters pertaining to enhancing access to City services for seniors, the elderly and their families, and to identify and suggest solutions to gaps and barriers that

impede the full participation of seniors and the elderly in all aspects of City life. The Committee will focus on forming partnerships with the community and acting as a public forum for issues affecting seniors.

In fulfilling its mandate, The Seniors Engagement Committee will adopt the World Health Organizations (WHO) eight domains and principles of an Age-Friendly City to steer the work of this Committee.

Definition of Senior:

Since the definition of a senior varies depending on what organization you are involved with, it was decided that for the purpose of this committee once you turn 55 years old you start to enter the senior age demographic.

Function:

The primary function of the Seniors Engagement Committee is to provide input to City Council and/or staff on issues of concern related to their mandate. Furthermore, the Committee:

- Considers matters which may be referred to it by Council or staff;
- May take positions on policy initiatives from other levels of government as they relate to its mandate;
- Works cooperatively with other advisory bodies/committees as appropriate;
- Acts as a resource for staff in public engagement processes and /or civic events; and
- Exchanges information with the public on issues of interest.

Appointments to the Committee & Terms:

1. The Advisory Committee shall be comprised of no less than five (5) and no more than seven (7) voting members. Applicants must be residents or property owners in the City of Charlottetown, with the exception of individuals who work in the City of Charlottetown and have expertise specially required for the committee to meet its mandate. Interested persons must submit an application that will be reviewed by the City's Council Advisory Committee. That City standing committee will forward a recommendation to City Council for approval by resolution.
2. The Committee may form working groups and sub-committees for the existing members of the committee as it sees fit to achieve its individual mandate. These groups will be accountable to this committee.
3. Appointed members to the committee will have a term length of two years, after which they must re-apply. A member may hold their seat for a maximum of four years consecutively.

4. Member of the advisory committee will receive a \$100 per month stipend based on if they are in attendance for the full length of the regular monthly meeting. If, for any reason, meetings are cancelled, stipends will not be paid.

Ending Membership and Interim Vacancy:

1. If a committee member chooses to step down or is no longer able to fulfill their role and responsibilities they must provide notice to the Chairperson of the committee at the next scheduled meeting.
2. In case of an interim vacancy, refer to Public Appointment policy sections 10.2, 14.0, 16.1 and 17.1.
3. In the event a committee member appointment is required to be terminated, the standing committee responsible will review and make a recommendation to Council for approval.

Governance:

1. The Chair and Vice-Chair shall be members, and shall be elected by members of the Committee at the first meeting of the new Committee. The Chair and Vice-Chair shall retain their position for a two year term.
2. If any vacancy in the office of the Chair or Vice-Chair should occur during the term for any reason, the members of the Committee shall immediately elect a member to fill the office for the balance of the said term.
3. The Chair shall:
 - a) In consultation with staff liaison prepare an agenda for each meeting of the Committee and preside over the meeting.
 - b) At the request of City Staff, report to Standing Committee and City Council on matters referred to in these Terms of Reference.
 - c) The Chair may delegate any of the foregoing responsibilities to the Vice-Chair, or any other member of the Committee
 - d) The Chair shall act as spokesperson for the Committee.
4. Any member who is absent from three (3) consecutive meetings of Committee, or 35% of meetings within a calendar year, whether excused or unexcused, the Board Chairperson (in consultation with the staff liaison) shall notify and discuss the situation with the Council Advisory Committee, which will make a recommendation to Council.
5. Council may, by resolution, remove any member of the Committee from office at any time.

6. A majority of members of the Committee shall constitute a quorum.
7. The Committee shall hold twelve (12) regular meetings per year, or at the call of the Chair or Vice-Chair. The Chair or Vice-Chair may summon a special meeting of the Committee by giving at least two (2) days' notice to each member, stating the purpose for which the meeting is called. Outside of the regular monthly meeting, committee members should expect to spend an additional 2 – 3 hours per month on other related tasks (i.e., emails, communications, reviewing material).
8. Meetings must be held in public, accessible location and the meeting details (date, time location and agenda) must be posted at City Hall and on the City website at least 24 hours in advance of the meeting.
9. A standing agenda will be used, which will be amended by the Chair by obtaining input from the members and in consultation with the staff liaison.
10. Minutes of the Committee meeting shall be taken by the staff liaison and shall be signed by the Chair or a member presiding at the meeting.
11. The committee chair shall liaise with the City staff person appointed to the committee to keep them informed on the committee's actions and issues.
12. The committee chair shall act as a default spokesperson on behalf of the committee.
13. Committee decisions will be made by consensus of its members. If consensus cannot be reached, then a simple majority vote will constitute the action of the committee.
14. The Committee has the authority to make recommendations to the PRLA standing committee that supports the mandate of the Senior Engagement Committee.
15. The City of Charlottetown will cover Council approved costs associated with this committee. The Committee can make recommendations on projects and programs to the PRLA Committee, and during the annual budget process can make requests of funding required.
16. In addition to regular meetings of the Committee, working meetings may be scheduled during intervening months throughout the year.

Reporting and Accountability:

The Seniors Engagement Committee reports to City Council through the Parks, Recreation and Leisure Activities (PRLA) Committee. The PRLA Committee will review

the information received from the Seniors Engagement Committee and decide if it has to be forwarded to Council or to another standing committee. The committee shall undertake the following reporting activities:

Joint meetings with other advisory committee bodies:

- The Chair and staff liaison works collaboratively with counterparts from other advisory committee bodies to identify opportunities (i.e., overlapping issues of interest).

Collaboration with the public and external agencies:

- Works co-operatively with external agencies whose activities affect constituent communities; (i.e. PEI Seniors Secretariat, Provincial Seniors Strategy Committee, PEI Seniors Federation, Seniors Active Living Centre)
- Exchanges information with the constituent communities and the general public about relevant programs and issues of interest; and
- Engages in outreach to disseminate information and encourage participation from constituent communities.

Annual reporting activities:

- Produces an annual work plan with specific objectives by January 15 of each year, in consultation with staff liaison, for distribution to the PRLA Committee, Council and other departments for information.
- Submits an annual report to the PRLA Committee, who in turn will forward to Council describing its accomplishments for the year, including reference to each objective set out in the work plan and any arising issues to which the committee has responded.

The Committee shall conduct its activities in accordance to the Municipal Government Act, RSPEI 1988, Cap.M-12.1, which set out the roles and responsibilities for committees. The committee members shall commit to attend meetings regularly, actively participate, and communicate with respect.

Key Responsibilities:

The Committee will act as an advisory capacity to the Parks, Recreation and Leisure Activities Committee (PRLA), in matters pertaining to senior services, and will:

- Liaise, and where appropriate, advise Municipal Staff in all Departments who are responsible for the direct delivery of services and programs to older persons in order to enrich and enhance the lives of seniors within Charlottetown.
- Liaise with other organized groups where there are matters of mutual concern.
- Identify barriers to access by seniors to City programs and services.
- Act as a public forum for issues affecting seniors.
- Provide recommendations based on input received to improve the programs, policies and services provided to seniors.
- Provide a communication link between the seniors of Charlottetown and City

Council to encourage facilities and programs that will enhance the quality of life, health and well-being of seniors in our community.

- Prepare and submit an annual report and recommendations to City Council (via the PRLA Committee) for consideration.
- Form partnerships with the community to educate, inform and improve quality of life for seniors.
- Review, evaluate and make recommendations to City Council (via the PRLA Committee) regarding issues pertaining to seniors.