

Schedule “A”

CITY OF FREDERICTON AGE-FRIENDLY COMMUNITY ADVISORY COMMITTEE

TERMS OF REFERENCE -updated 2023

1. **NAME**

- 1.01 City of Fredericton Age-Friendly Community Advisory Committee (AFC) - commonly referred to as Age-Friendly Fredericton.

2. **PURPOSE & AUTHORITY**

- 2.01 The Committee acts in an advisory capacity to the Livable Communities Committee (LCC).
2.02 This committee get its authority from the LCC.
2.03 The AFC is guided by the World Health Organization’s framework for Age-Friendly cities.

3. **MANDATE**

- 3.01 To advise City Council, through the LCC, on matters presently under consideration by City staff and Council that impact the quality of life of seniors in Fredericton.
- 3.02 To work cooperatively with Council through the LCC and municipal departments by providing advice and information on the City’s policies, programs and service delivery that affect seniors, e.g. recreation, access to municipal services, healthy aging, municipal planning, etc.;
- 3.03 To bring to City Councils/staff attention issues of concern to local seniors that fall under the pillars of the World Health Organization’s framework for Age-Friendly Cities.
- 3.04 To network with other Age Friendly Communities in New Brunswick to exchange and promote ideas which will benefit all seniors in Fredericton, which in turn strengthens our entire community
- 3.05 To focus on two of the City Council’s Statements of Interest:
1. **People Focused**: The AFC will focus on diversity and representation among the committee members and the individuals and organizations that are canvassed for their input.
2. **Building Community**:
A. The AFC will continue work and partnership on the portfolio of community affordability.
B. The AFC will continue work on the critical issue of loneliness and social isolation.
- 3.06 To encourage and facilitate dialogue throughout the community regarding municipal matters that directly impact seniors.
- 3.07 To act as a forum for feedback from seniors on municipal matters that directly impact their daily lives.

3.08 To promote and communicate the 211 service and the important role it serves for Fredericton seniors.

3.09 The AFC will create and operate within a two-year strategic planning framework.

4. REPORTING

4.01 The AFC will provide a formal update every two years or upon request from the LCC or Council.

4.02 The AFC will review their Terms of Reference upon the appointment of a new chair and/or **periodically**.

5. COMPOSITION

5.01 The Mayor will appoint one (1) City Councillor as the chair of the AFC.

5.02 City Council will appoint a minimum of ten (10) and a maximum of sixteen (16) members at large that is reflective of our diverse community with broad representation of organizations that advocate for or support seniors.

5.03 Members shall normally serve one two-year term. Members may serve a consecutive second term at City Council's discretion.

5.04 To ensure consistency and to avoid loss of a large number of members at once, no more than half of the Committee shall have their term expire in the same year.

5.05 A Vice-Chair shall be elected annually by the membership at the September meeting.

5.06 The membership of AFC shall be comprised of individuals and representatives of senior serving agencies who are committed to working towards the betterment of life for seniors which in turn will benefit all citizens. They will include (but not be limited to):

1. The three levels of government,
2. Saint Marys- First Nation,
3. The francophone community,
4. The non-profit sector, either as advocates or support organizations for target populations,
5. The academic community,
6. The multicultural community

6. PROCEDURES

6.01 All Committee work will be carried out in accordance with the City of Fredericton Procedural By-law(s), the Local Governance Act, and other governing legislation and policies.

6.02. The LCC, or Council through the AFC Chair, can request input from this Committee regarding new or renewing of policies, programs, or actions that they are considering about how these policies, programs or actions would impact seniors

6.03 The AFC, through the Chair or as a report to the LCC, can issue advise on how current or new policies, program, or actions impact seniors in the community.

- 6.04 The “Bourinot’s Rules of Order” shall apply to any process or procedure not covered under these terms of reference.
- 6.05 RESPONSIBILITIES OF THE CHAIR:
1. Will ensure AFC is acting in accordance with its approved mandate.
 2. Shall attend regular meetings, preside at meetings, maintain order, and ensure meetings stay within allotted timeframes, create the agenda and all other relevant business items.
 3. Will represent the AFC in the community.
- 6.03 RESPONSIBILITIES OF THE VICE-CHAIR:
1. In the absence of the Chair, the Vice-Chair shall act as Chair,
 2. If neither the Chair nor the Vice-Chair is present, the AFC shall appoint an Acting Chair from among those members present.
- 6.04 RESPONSIBILITIES OF COMMITTEE MEMBERS:
1. Members shall be committed to improving the quality of life of seniors by contributing to the provision of an Age-Friendly community in Fredericton,
 2. Promote the AFC’s purpose and mandate,
 3. Facilitate the gathering of information and advice for consideration by the Livable Communities Committee,
 4. Serve and be seen to serve the welfare and interests of the City as a whole and the community at large in a conscientious and diligent manner,
 5. Shall approach decision-making with an open mind, and
 6. Attend meetings and be prepared to contribute to AFC efforts and initiatives.
- 6.05 RESPONSIBILITIES OF THE COORDINATOR:
1. One (1) City employee shall be appointed by the City Management and act as the “Coordinator”
 2. The Coordinator, working with the Chair/Vice Chair, will:
 - A. Assist the committee as required with notices, agendas, minutes and correspondence,
 - B. Act as or seek out other city staff to act as subject matter experts to assist the committee, and,
 - C. Manage any budget required by the AFC.

7. GOVERNANCE

- 7.01 The Chair shall not be a voting member of the Committee except in the case of a tie.
- 7.02 The Vice-Chair shall be a voting member, unless sitting as the Chair.
- 7.03 All members of the Committee shall be voting members, except the Chair and the Coordinator.
- 7.04 Council may, by resolution, remove any member from Age-Friendly Fredericton at any time.
- 7.05 50% plus 1 of the current compliment of committee membership shall constitute a quorum.
- 7.06 A member who is absent for three (3) consecutive meetings, without providing the Chair of the AFC with written or verbal notification and reason for such absence, shall be deemed to have resigned from the position.
- 7.07 No compensation shall be made to members of Age-Friendly Fredericton for their participation.

- 7.08 AFC meetings shall, generally, be held monthly (virtually or in-person) on a day and time agreeable to the membership with the provision that at least four (4) meetings shall be held annually.
- 7.09 CONFIDENTIALITY AND PRIVACY INFORMATION: Committee Members shall respect the confidentiality of all matters discussed at AFC meetings and keep any and all other information and documentation accessed through the Municipality confidential, and respect and act in accordance with City of Fredericton policies governing privacy and access to information.
- 7.10 CONFLICT OF INTEREST: Age-Friendly Fredericton shall respect and act in accordance with City of Fredericton policies governing conflict of interest.
- 7.11 CODE OF CONDUCT: Age-Friendly Fredericton shall respect and act in accordance with City of Fredericton [By-law No. A-22, A By-law Establishing a Code of Conduct for Members of City Council of the City of Fredericton](#) and all appropriate policies and procedures governing conflict of interest.
- 7.12 BUDGET: The operating expenses of Age-Friendly Fredericton shall be minimal and, when needed, provided by the Mayor's Office.
- 7.13 Funding for special projects undertaken by Age-Friendly Fredericton may be raised by external fund raising initiatives, government grants, or if deemed necessary, by Council, in its normal budgeting process.