

**Terms of Reference –  
St.-Charles Age-Friendly Advisory Committee  
(SCAAC)  
Version française: comité consultatif-amis des aînés**

**Mandate**

The purpose of the **SCAAC** is to:

- 1 - Advise on the following:
  - Provide input on recommendations contained in the approved (Final-March 2017) Age-Friendly Action Plan (Res#2017-58) “THE PLAN”;
  - Achieve a greater understanding of the many requirement of the Municipality to become more involved in age friendly planning, implementation, evaluation and improvements;
  - Provide input in the development or revisions of policies to promote awareness of age-friendly community;
  - Facilitate discussions, accept and relay recommendations from residents and community groups of the Municipality in relation to recommendations of the plan;
  - Review policies, procedures, resolutions and by-laws through an age friendly lens to ensure that they are meeting the needs of all residents in our community;
  - Communicate the vision of the World Health Organisation Age Friendly Cities Guide (WHO's).
- 2 – Support Council in the implementation of action items as requested.

**Scope**

- The **SCAAC** is responsible to hold Council accountable to the plan and WHO when making decisions.

**Membership**

- Membership composition will have a maximum of 9 members representing various community organizations and senior themselves with the intention of having, if possible, the following minimum representation

<b>Group</b>	<b>Minimum Representation</b>
Municipal Council or Staff	1
Health Services/ Senior Support Organizations	2
Senior / Social Clubs	1
Local DSB	1
Public at large	2
<b>TOTALS</b>	<b>7</b>

**Procedure and Frequency of Meetings**

- Meeting will be held as required, but not less than once per quarter as determined by the Chair or as directed by Council;
- Meeting will be posted on the Municipal Website along with agendas and approved minutes;
- Meetings will not be open to the public;
- Meeting will take place in person, via telephone conferencing or via electronic means;
- Annual delegation to Council is at a minimum;
- Other reports will be provided to Council as required.

## Roles and Responsibilities

- Co-chairs will be selected by membership for a two (2) year term
  - Calls, prepares and presides over all meetings and preserves order
  - Creates agendas, with the assistance of Municipal staff,
  - Reviews meeting notes sent from Recorder and sends to CAO
  - Review minutes sent from CAO
  - Facilitates equal sharing of viewpoints and information
  - Distribute minutes and agenda to the membership
  - Liaise with Council on reviewing Terms of Reference every two (2) years
- Recorder
  - Rotates from the interested members
  - Takes Meeting Notes and send to co-chairs for review within one month of meeting
- CAO (of the Municipality)
  - In cooperation with the recorder and co-chairs, approves official minutes.
  - Acts as Treasurer for the committee.
- Committee Members
  - Attend all meetings - Alternates are welcomed for organizations/associations – notify the co-chairs if they are unable to attend to ensure that quorum is met
  - Prepare to actively participate in discussion regarding agenda items
  - Ensure that the mandate is being fulfilled

## Quorum

- Presence of a majority of the members

## Decisions

- Decisions will be made by majority vote or consensus
- Definite split in opinions within the committee will be brought forth to Council for resolution through a report to Council with options.

## Communication

- All public written, electronic and verbal communication will be coordinated through the CAO.
- Confirm the lead person and contact e-mail for Age-Friendly Initiative (AFCI). This can include CAO and/or Co-Chairs.
- Annual (AFCI) survey to be completed every year in January.
- Review AFVCI website community profile upon need and minimal every year.
- Update WHO St.-Charles site upon need and minimal every two years.
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## Date Initiated: November 15<sup>th</sup>, 2017

- Council for the Corporation of the Municipality of St.-Charles has approved the Terms of Reference for the St.-Charles Age-Friendly Advisory Committee at its November 15<sup>th</sup>, 2017 Regular Meeting.

## Revised:

- REFERENCE: Resolution 2017-316  
December 7<sup>th</sup>, 2022
- Council for the Corporation of the Municipality of St.-Charles has approved the revised Terms of Reference for the St.-Charles Age-Friendly Advisory Committee at its December 11<sup>th</sup>, 2024 Regular Meeting.
- REFERENCE: Resolution 2024-431