



Volunteer Position - West Lincoln Age Friendly Advisory Committee (WLAFAC)

Terms of Reference

Reports to:

The Administration/Finance/Fire Committee of the Township of West Lincoln

General Mission Statement:

To recommend and promote “Age Friendly” initiatives in order for the Township of West Lincoln to become a more age friendly community.

Objectives/Responsibilities:

The Township of West Lincoln’s Age Friendly Advisory Committee (WLAFAC) is to provide input and suggestions to Township Council and staff on matters and initiatives aimed at making the Township of West Lincoln a more age-friendly community, and enabling all residents and visitors to participate as full and meaningful community members. This will include:

1. Acting as a liaison for the aging population in the community, by soliciting input, identifying barriers to access by seniors to programs or services and making suggestions for improvement, where required.
2. Suggesting ways to enrich and enhance the health and quality of life of the aging population in the community and for improving local programs and services provided to seniors.
3. Highlighting issues and concerns voiced by seniors, and by those who serve seniors.
4. In consultation with the Township’s Joint Accessibility Advisory Committee (JAAC), provide suggestions on adapting structures and services to be more accessible and inclusive of older people with varying needs and capabilities.
5. Supporting Age-Friendly initiatives in the community and promoting active aging
6. Engaging members of the business community with the goal of making the community more age-friendly.

Each Committee member will serve as independent community volunteer. Committee members shall work together as a team for the purpose of achieving positive outcomes that will benefit the entire community.

Committee members are expected to actively participate in committee meetings.

Committee members shall declare any situation that is, or has the potential to be, a conflict of interest.

Membership:

The Committee shall consist of:

- One Member of Council

- The Township of West Lincoln’s Age Friendly Advisory Committee shall consist of a maximum of twelve (12) voting members.
The committee membership will be represented by members at large from the public. The committee will strive to have representation from JAAC (Joint Accessibility Advisory Committee). Should the committee have representation from the JAAC, disability-related accommodations will be provided including but not limited to transportation to meetings, alternate formats of meeting materials upon request and alternate communication supports upon request (e.g. closed captioning or American Sign Language) as is appropriate to ensure full participation of persons with disabilities.

The Mayor and the CAO (or designate) may attend, as desired, but will not have voting rights and will not be considered a “Member” of the Committee.

Township staff not appointed as Members of the Committee will be available to provide resources as needed. Other persons/agencies may be consulted as topics arise.

Voting:

QUORUM:

A majority of Members of the Committee shall constitute a quorum.

DECISIONS:

Decisions of the Committee shall be made by consensus of the members present. The Chair may call for a vote by show of hands should no consensus be reached on any particular issue. A tie vote shall be considered lost. The Chair shall vote.

Meetings:

All meetings shall be at the call of the Chair and notice of all meetings shall be given by the Secretary to all Committee members at least forty-eight (48) hours in advance of the meeting. The Chair can also cancel a meeting if required.

All meetings of the Age Friendly Advisory Committee will be open to the public

Presiding Officer/Chair:

The Committee shall select a Chair from among its membership. The Chair shall be responsible for the conduct of all meetings and perform such other duties as may be assigned by the Committee. A Vice Chair may be appointed to assume all responsibilities of the Chair in his/her absence.

Secretary:

A Secretary shall be provided as determined and assigned by the CAO.

Agendas and Minutes:

Preparation of agendas and minutes shall be the responsibility of the Secretary. Minutes shall be approved by the Committee prior to being submitted to the Administration/Finance/Fire Committee.

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