

# Age-Friendly Task Force

## Terms of Reference

### Mandate

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The Task Force (TF) will advise the City and the project consultants on the structure, content and engagement process relating to Trail's Age-Friendly Action Plan (the Plan).

### Composition

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1. The TF will be comprised of no more than fifteen (15) members in total, in order to maintain effective meetings and meaningful engagement.
2. The TF will include City staff and Council representatives (a maximum of two of each)
3. The TF will include senior citizens and representatives of organizations who represent the interests of seniors, ideally covering the eight World Health Organization age-friendly themes as much as possible:
  - i. Respect and social inclusion;
  - ii. Community support and health services;
  - iii. Communication and information;
  - iv. Housing;
  - v. Transportation;
  - vi. Outdoor spaces and buildings;
  - vii. Social participation in arts/culture, recreation, learning, etc.; and
  - viii. Civic participation and employment opportunities.

### Terms

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1. The TF shall act as an advisory body to inform and provide input to the project team (consultant and lead staff) for a time period up to and including submission of the draft plan to Council.
2. The City of Trail hereby delegates the following duties to the TF:
  - Review and provide input to the public engagement and communications opportunities;

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- Participate in engagement opportunities;
  - Be ambassadors of the process at community engagement functions, and to inform the larger community of the process and engagement opportunities;
  - Provide input to develop and refine the components of the Plan;
  - Review and provide input on draft documents;
  - Other duties as identified by the project team.
3. Final approval of the Plan is the responsibility of the City of Trail Council.
  4. TF members should endeavour to attend all meetings. If a member cannot attend a meeting, it is expected that s/he provide her/his input to the project team using an alternative method (e.g. via email or phone call).
  5. All members of the TF shall serve without remuneration.
  6. Members of staff and the consultant team will attend the TF meetings.

## Procedures

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1. The TF will be facilitated by the consultant.
2. The TF will meet four (4) times throughout the planning process.
3. The committee will work towards agreement in decision making.
4. The project team may call an extra meeting of the TF upon giving at least seven (7) days notice to each member.
5. Confidentiality: To ensure a safe environment for dialogue, members should convey the ideas and experiences of the meeting to others outside the group only in a very general manner and without attributing specific ideas or statements to any identifiable individual.

## Time Commitment

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There will be four TF meetings and public input activities over the course of the project from April to September 2018. As preparation will be crucial to ensure meetings are effective, TF members are required to spend some time in advance of the meetings to review materials and prepare feedback.

It is estimated that the time commitment for all of the above (public activities, meetings and meeting preparation) will be approximately 20 hours in total over the course of the six months.