

## Age-Friendly Regina Terms of Reference

### Vision:

To build an age friendly community where people of all ages can live safely, enjoy good health and remain involved in their community. We envision Regina as a community where structures and policies promote active and positive aging.

### Background:

Age-Friendly Regina (AFR) began in February 2018. With support and encouragement from Saskatchewan Seniors Mechanism (SSM) an Age-Friendly (AF) Steering Committee was formed. AF is a global movement of the World Health Organization that began in 2006. AF committees focus on eight domains that affect the quality of life for those living in the community. These domains are:

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

AFR is part of the Saskatchewan Age-Friendly Community network and as such will have the opportunity to gather and discuss AF initiatives and challenges with other communities involved in the AF journey.

### Purpose:

The AFR Steering Committee provides leadership in assessing the community relative to the eight domains. Based on the analysis from assessment projects, undertakings and recommendations, made are

identified that will move Regina towards becoming a more AF community.

Therefore AFR Steering Committee will:

- Develop a holistic and coordinated approach among stakeholders such as local government, service providers, community organizations, businesses and individuals
- Coordinate planning, implementation and evaluation of all AF initiatives
- Facilitate working collaboratively on projects that support the goals of AFR
- Publicize all AFR initiatives in order to raise public awareness and interest

Structure:

AFR will be composed of the AFR Steering Committee and the AFR Stakeholders Interest Group.

AFR Steering Committee Membership:

- AFR Steering Committee represents the community of Regina and is not affiliated with any single group or organization
- There will be up to a maximum of 12 voting members who will primarily be: community based older adults (10 community members) plus one member named by the City of Regina (Community Development) and one member named by SHA (Health Promotion)
- Nominations Process for Steering Committee Membership:
  - Chairperson, Secretary and 1 committee member (named by the AFR Steering Committee) will act as a nominations task group
  - The nominations task group will receive suggestions for filling a committee vacancy or vacancies and bring nominations to the AFR Steering Committee
  - AFR Steering Committee will elect new committee members

#### AFR Stakeholders Interest Group Membership:

- Composed of representatives from interested organizations and individuals that represent the diversity of the City of Regina—open to all those who support the vision and purpose of AFR Regina

#### AFR Steering Committee Responsibilities:

- AFR Steering Committee has the authority to:
  - Guide the process of Regina becoming an AF community
  - Assess Regina to identify AF related community needs
  - Form task groups to address particular focus areas
  - Ally with organizations and individuals for the purpose of meeting the goals of AFR
  - When needed, represent AFR to funding agencies
- Represent AFR to the community
- Evaluate Age Friendly Regina initiatives
- Maintain communication with and provide regular updates to Stakeholders

#### AFR Stakeholder Interest Group responsibilities:

- Provide suggestions, inputs and consultancy to AFR Steering Committee
- Provide community support for AFR Steering Committee initiatives
- Potentially serve on task groups
- Attend semi annual information sharing gatherings, as possible

#### Decision Making:

- Whenever possible, AFR will seek to achieve consensus
- In the event that consensus cannot be reached, decisions will be made by majority. The chair will vote in the result of a tie.

Frequency of Meetings of the AFR Steering Committee:

- The AFR Steering Committee will usually meet monthly
- Quorum will be met when half the voting members of AFR Steering Committee members are present
- AFR Steering Committee members are expected to attend a minimum of 2/3 of scheduled meetings

Frequency of Meetings of AFR Shareholder Interest Group:

- Semiannual gatherings at the call of the AFR Steering Committee

AFR Steering Committee Reporting:

- Meeting minutes are documented and distributed to the AFR Steering Committee
- Regular updates on progress provided to the AFR Stakeholders Interest Group
- Regular updates on progress provided to AF Saskatchewan committee of SSM, AF Communities Staff
- Should funding be received, reporting to funding agencies will take place on the schedule required by the individual funding agreement

Liaison:

SSM will appoint a Liaison to serve as a link between AFR and SSM.

The liaison will not necessarily attend meetings but will stay in touch with leadership and provide support for these leaders. The liaison will not be a voting member of the committee.

Terms of Reference last reviewed: March, 2022