



**Senior Friendly Community
Committee
Terms of Reference**

January 2019

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1. BACKGROUND:

Cornwall City Council has made a commitment to make Cornwall both a Senior & Dementia Friendly Community by developing a comprehensive vision that reflects a “made in Cornwall” solution to meet their needs now and in the future. This will be accomplished through a collaborative effort of key partners using a holistic community model of wellness.

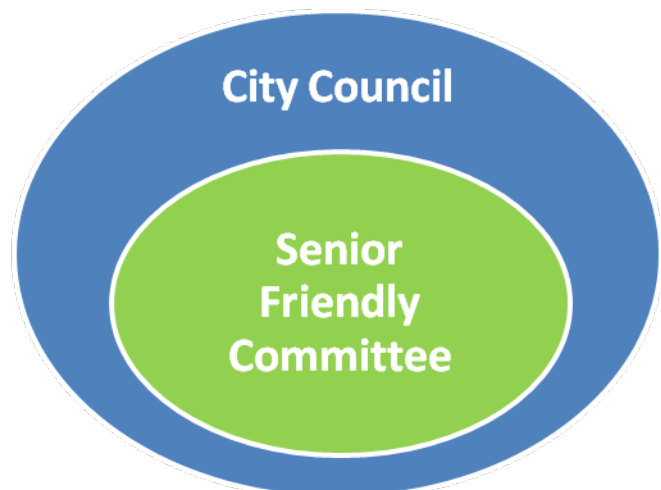
1.1 GOALS:

- To apply an action plan to support seniors.
- To reduce organizational, social and physical barriers that prevent seniors and people with dementia from fully engaging in community activities.
- To provide education about aging and dementia in order to reduce the associated stigma.
- To provide a healthy community by focusing on the World Health Organization’s identified key areas:
 1. Outdoor Spaces & Buildings
 2. Transportation
 3. Housing
 4. Respect & Social Inclusion
 5. Social Participation
 6. Communication & Information
 7. Civic Participation & Employment
 8. Community Support & Health Service

The Senior Friendly Community Committee does not operate with its own budget – expenditures required to implement the recommendations will be funded by individual City Department budgets.

2. GOVERNANCE MODEL:

- All recommendations by the Senior Friendly Community Committee shall be forwarded to City Council for consideration.



3. ROLE OF THE COMMITTEE (VOTING MEMBERS):

- Provide suggestions, advice and information on matters relating to the plan to address recommendations and to incorporate any new recommendations received as part of the ongoing feedback process.
- Report project plans and activities to their respective organization or reference group.

3.1 MEMBERSHIP: Voting members are not to be employees of the Corporation of the City of Cornwall. Lay Appointments and Stakeholder Members are accepted through the City's application to Committees process. A maximum of 15 members will be accepted. The term of appointment will follow the term of Council.

Members who do not attend three meetings in one year, without just cause, will be removed from the Committee.

3.2 RESPONSIBILITIES OF THE COMMITTEE CHAIR:

The Chair will be selected from the voting members of the Committee. For a list of members, please refer to Appendix A.

- Sets the agenda for each meeting.
- Ensures that agendas and supporting materials are delivered to members in advance of meetings.
- Makes the purpose of each meeting clear to members and explains the agenda at the beginning of each meeting.
- Clarifies and summarizes what is happening throughout each meeting.
- Keeps the meeting moving by putting time limits on each agenda item and keeps all meetings to two hours or less.
- Encourages broad participation from members in discussion by calling on different members.
- Ends each meeting with a summary of decisions and assignments.
- Follows up with consistently absent members to determine if they wish to discontinue membership.

Should the Chair be unable to attend a meeting, the Vice-Chair will fulfill the responsibilities of the Chair.

3.3 RESPONSIBILITIES OF THE COMMITTEE VICE-CHAIR:

The Vice-Chair will be selected from the voting members of the Committee. For a list of members, please refer to Appendix A.

- If and as required, fulfill the responsibilities of the Chair, consistent with item 3.2 of the Terms of Reference.

3.4 RESPONSIBILITIES OF COMMITTEE MEMBERS:

- Understand the goals, objectives, and desired outcomes of the project.
- Understand and represent the interests of their respective departments, organizations or reference group.
- Act on opportunities to communicate positively about the project.
- Actively participate in meetings through attendance, discussion, and review of minutes, papers and other documents.
- Support open discussion and debate, and encourage fellow Committee members to voice their insights.

4. ROLE & RESPONSIBILITIES OF THE WORKING GROUP (NON-VOTING MEMBERS):

- Check that the project stays aligned with the Council approved Strategic Plan and Accessibility Plan as well as policies and directions across the City of Cornwall.
- Ensures project makes good use of assets.
- Assist with resolving strategic level issues and risks.
- Consider changes to the recommendations with an impact on timelines and budget.
- Check that the project is making sensible financial decisions – especially in procurement and in responding to issues, risks and proposed project changes.
- Assess project progress and report on project to senior management and City Council.
- Provide advice and guidance on issues facing the project.
- Use influence to assist the project in achieving its outcomes.
- Provide final projects deliverables to City Council for consideration and approval.

4.1 MEMBERSHIP: The non-voting members are employees of the Corporation of the City of Cornwall by virtue of their position. The term of appointment is not fixed. For a list of members see Appendix A.

5. QUORUM AND DECISION-MAKING:

5.1 QUORUM:

A minimum number of **50%** of the voting Members is required for decision-making purposes.

5.2 DECISION-MAKING PROCESS:

If a vote is requested then it requires support from the majority (50%+1) of voting members who attend the meeting.

5.3 FREQUENCY OF MEETINGS:

Meetings will be every second month or by the call of the Chair.

5.4 AGENDA, MINUTES, AND DECISION PAPERS:

A package will be sent to members electronically via email three to five business days in advance of a meeting. This package will include the following:

- Agenda for upcoming meeting
- Minutes of previous meeting
- A progress report for the project.
- Any other documents/information to be considered at the meeting.
- All approved minutes will be provided to City Council through the monthly info packs.

COMMITTEE MEMBERSHIP:

| Name | Appointment |
|--------------------------|--------------------------|
| Mayor Bernadette Clement | Cornwall City Council |
| Councillor Syd Gardiner | Cornwall City Council |
| Councillor Glen Grant | Cornwall City Council |
| Bernard Lamarche | Community Representative |
| Beverley Robertson | Community Representative |
| Rachel Larin | Community Representative |
| France Brunet | Community Representative |
| Ian McKinnon | Community Representative |
| Linda Newman | Community Representative |
| Yvette L. Gauthier | Community Representative |

SUPPORT GROUP NON-VOTING MEMBERSHIP:

| Title | Name | Department |
|------------------------|--------------------|---|
| Chief | Bill Lister | Paramedic Services |
| Deputy Chief | Wayne Markell | |
| General Manager | Mark Boileau | General Manager, Planning, Development & Recreation |
| Manager | Stacey Ferguson | Social and Housing Services |
| Administrator | Norm Quenneville | Glen Stor Dun Lodge |
| Communications Officer | Marissa Imrie | Shared Services |
| Secretary | Shareen McNaughton | Glen Stor Dun Lodge |

Working group members are encouraged to send a representative if they are unable to attend a meeting.

Revised: -- May 2019