



CITY OF RICHMOND HILL
AGE FRIENDLY COMMUNITY COUNCIL
TERMS OF REFERENCE

Revised: May 2022

1. Introduction and Background

The Age-Friendly Community Initiative was identified as a key priority in the 2020-22 Strategic Priorities supporting the theme of “A Strong Sense of Belonging”. The intention is to enhance the City’s capacity and approach to ensuring that the physical and social environments support independent and active living, and enable older adults and people with disabilities to continue contributing to all aspects of community life.

The World Health Organization (WHO) identified eight domains of community life that overlap and intersect to affect an individual’s personal well-being and their independent and active living in physical and social environments. These eight domains are divided into three themes and are listed below:

- Physical Environment
 - Outdoor Spaces and Public Buildings
 - Transportation
 - Housing
- Social Environment
 - Social Participation
 - Respect and Social Inclusion
 - Civic Participation and Employment
- Personal well-being
 - Communication and Information
 - Community Support and Health Services

Based on initial community consultations with older adults in Richmond Hill on the WHO Age-Friendly domains, several issues facing the aging population were identified. Focus groups were held to gather more information and obtain additional details. The resulting Age-Friendly Community Needs Assessment was completed and presented to Council in May 2022.

The Age-Friendly Community Council (AFCC) assists the City departments with the identification and implementation of the Age-Friendly Community initiatives, including the development of the City’s first Age-Friendly Strategy, which is anticipated to begin in 2022.

Through the AFCC, the City of Richmond Hill will connect and engage with local community groups, businesses and interested residents for an ongoing discussion on effective ways of developing and implementing the Age-Friendly Community Strategy and implementation plan recommendations, as well as proactively responding to any issues that are brought forward that support the aging population in Richmond Hill.

The AFCC is an opportunity for the community to network with each other, City staff and Council and an opportunity to express opinions and ideas to make Richmond Hill a more age-friendly community.

The AFCC initiative is the responsibility of the Recreation Program Section of the Recreation & Culture Division, Community Services Department.

2. Purpose

The purpose of the AFCC is to build a collaborative working relationship between the community, local businesses and the City, to provide input and direction into the Richmond Hill Age-Friendly Community Strategy. The AFCC will be an advisory body to Council and the Recreation and Culture Division of the City of Richmond Hill. The members of the AFCC will be representatives from Richmond Hill's older adult residents, local businesses that serve the older adult population, and representatives of older adult community organizations, who will provide input and advice to staff on the development and effective implementation of the Age-Friendly Community Strategy recommendations.

3. Objectives

The AFCC will advise Richmond Hill Council and staff with respect to the implementation and ongoing advancement of the recommendations and initiatives resulting from the Richmond Hill Age-Friendly Community Strategy.

The AFCC will:

- Support the development and implementation of the short-term and long-term recommendations of the Age-Friendly Community Strategy, and assist in evaluating progress in its implementation;
- Assist in defining new actions and initiatives;
- Identify resources to support implementation of the Age-Friendly Community Strategy;
- Make connections between Council, staff and the community to ensure that the community is represented and considered in the development and implementation of the Age-Friendly Community Strategy;
- Facilitate networking and information exchange between community groups, businesses and residents;
- Advocate for older adults, on behalf of the City, in the community and assist with the promotion and education of the community about the Age Friendly Community Strategy and key initiatives being implemented; and,
- Review and provide advice respecting issues affecting the residents aged 55+ in the City.

4. Roles and Responsibilities

The main role of the AFCC is to provide input on development of the Age-Friendly Community Strategy and the best ways to implement the goals and recommendations of that Strategy.

AFCC members are expected to attend all meetings.

It is the responsibilities of the AFCC members to:

- Sit on the AFCC for a period of two (2) years;
- Attend all regularly scheduled meetings;

- Actively participate in all meetings and review relevant materials;
- Provide opinion, insight, and advice on effective implementation of the Richmond Hill Age-Friendly Community Strategy;
- Attend community engagement events where appropriate, to support and advocate for the recommendations of the Age-Friendly Community Strategy;
- Take information on Age-Friendly Community Strategy initiatives to the community and bring community responses and issues forward to the AFCC.

5. Approach

The AFCC will provide advice and feedback to the City of Richmond Hill on its Age-Friendly Community Strategy implementation.

The AFCC has an advisory role, working collectively with City staff and is not a decision making body. The AFCC members will not have the authority to “sign off” on Age-Friendly Community strategies or plans.

In order to understand what happens as a result of the meetings, the first portion of every AFCC meeting will be devoted to review. During this time, the Chair of the AFCC will provide feedback to the AFCC and report what actions have been taken, or altered as a result of the AFCC’s input.

The AFCC will also discuss general topics and issues affecting Richmond Hill focusing on the Age-Friendly Community Strategy development and implementation. AFCC members may be encouraged to participate as a whole group or may be split into smaller working groups. City of Richmond staff will be responsible for facilitating the discussions on issues relevant to the work on the Age-Friendly Community Strategy.

6. Membership

6.1 Members / Composition

The AFCC will consist of members from Richmond Hill’s older adult residents, local businesses that serve the older adult population, and representatives from community organizations that serve older adults in Richmond Hill. Members will be experienced in the issues facing older adults and will be drawn from a broad range of community sectors.

The following table highlights a desired composition of the Cultural Leadership Council:

Function / Sector	# of members	Rationale
City of Richmond Hill – Mayor and Council		
Mayor or designate	1	AFCC, Chair
Community Leaders / Representatives		
Citizen members who are adults aged 55 years or older	12	Richmond Hill residents representing the diversity of the community, including age, gender and ethnic background. Ensure perspectives of all the City’s communities inform the development and implementation of the Age-Friendly Community Strategy.
Representatives from local businesses that serve older adults	4	Such as long-term care and retirement residences, equipment providers, etc.
Representatives from Community organizations that serve older adults	4	Such as CHATS, Carefirst Seniors, culturally based social clubs, etc.
Total members of the AFCC	21	
City of Richmond Hill Staff includes Community Services Department and may include representatives from other City departments.		

The role of the Richmond Hill staff will be to develop the agendas, participate in the meetings, provide resources, take notes, prepare reports, facilitate discussion, and be responsible for all administrative tasks with regards to the AFCC.

6.2. Chair

The Mayor of Richmond Hill, or their designate will open all AFCC meetings. Recreation and Culture staff will act as the Chair of the AFCC.

In the event the Mayor or their designate is not able to attend a meeting, the Chair will open the meeting.

6.3 Lead Department

The lead department for the AFCC will be the Community Services Department, specifically the Recreation Program Section of the Recreation and Culture Division.

The Manager of Recreation Programs and Adult 55 + Program Coordinator will attend the meetings of the AFCC to provide expertise on various matters related to their responsibilities with respect to the implementation of the Richmond Hill Age-Friendly Community Strategy recommendations. City Staff from other Divisions such as planning, construction, traffic management, public works and operations may also participate as co-leads for the project and / or may be invited to attend meetings as guests for discussion on specific projects.

The Director of Recreation and Culture will attend meetings as required, to provide guidance and input into the agenda items.

6.4 Members Recruitment, Selection and Responsibilities

All Age-Friendly Community Advisory Council members will be volunteers from the Richmond Hill community.

6.4.1 Selection / Replacement

Recreation Program staff will conduct a call for applicants and prepare a list of recommended candidates. The Mayor will officially invite the candidates to participate in the AFCC.

In the event a member, other than the Mayor is unable to attend a meeting, the member must contact and advise the Recreation Program staff in advance. If a member, other than the Mayor, has been absent for three (3) consecutive meetings the member shall be deemed to have abandoned his or her appointment and the office shall be considered vacant.

Vacancies will be filled as needed by consulting the list of previous applicants, targeted recruitment and/or additional calls for applications.

6.4.2 Term

All members of the Age-Friendly Community Advisory Council will hold office for a two-year term, with the option of returning for a second term. Members may serve a maximum of two consecutive terms and may reapply after a break of one term.

7. Procedures and Processes

7.1 Meetings

There will be a minimum of three (3) meetings in one year.

The meetings will be scheduled for the duration of two hours and be held during daytime business hours. The meeting schedule will be determined at the first meeting of the AFCC.

Meetings will be held in the City of Richmond Hill.

7.2 Quorum

A quorum of the AFCC will be eight (8) members from the group and the Chair / Designate.

If quorum is not met at a scheduled meeting, the meeting shall stand adjourned until the next regular meeting of the AFCC.

7.3 Approaches to Meetings

- Meetings will be led by the Chair
- Members of the City of Richmond Hill Council will be invited to each AFCC meeting;
- Staff will be the resource to fully support the AFCC;
- Recreation Program staff will prepare an agenda for each meeting;
- Relevant supporting materials (if applicable) will be distributed to each AFCC member prior to meetings;
- During the meetings, all members will have an equal chance to speak to highlighted issues and their opinions will be heard equally; and,
- Feedback on discussed issues will be provided back to members of the AFCC.

7.4 Outcome of Meetings

Information provided by the AFCC members should be reflective of the sector they represent and consider the needs of the broader community as a whole.

Ideas presented will be utilized to develop and support Richmond Hill Age-Friendly Community Strategy initiatives and efforts. Members will be updated on implementation plans and any other relevant issues.

7.5 Meeting Agenda

The Age-Friendly Community Strategy implementation plan will be used as a guideline for agenda preparation for the AFCC meetings. This meeting format will also allow time for the AFCC to consider any other issues that members decide are a priority for Richmond Hill.

7.6 Record of Discussion

Recreation Program staff will be responsible for keeping a record of discussions and actions taken at all meetings.

7.7 Remuneration

Representatives of the AFCC will serve without remuneration. All expenses associated with travel to or from AFCC meetings will be the responsibility of each member.