

Purpose

The members of the Age-Friendly Task Force (AFTF) shall serve as the steering committee for the Town's Age-Friendly Caledon (AFC) Action Plan (The Plan). They will provide staff with assistance and advice in the development and implementation of the various action items outlined within the plan and will provide advisory support regarding older adult matters within the municipality, as needed.

Age-Friendly Caledon

The Town of Caledon is expected to have 10,000 more residents over the age of 55 by the year 2031. Between 2021 and 2031, persons age 55+ will represent one of the fastest growing segments of the population. The shift towards an older population will have significant implications for individuals, families, and communities. The Age-Friendly Caledon Action Plan was developed to identify opportunities for community building and social development innovations that can contribute to meaningful change. This Plan is intended to ensure that the Town of Caledon and its community partners are fully prepared to meet the needs of an ageing population base.

Adopted by council in 2021, the Age-Friendly Caledon Action Plan's eight dimensions and forty-five deliverables supports the vision of the Town of Caledon as a safe, welcoming, and inclusive community that celebrates the diverse needs of all residents, regardless of age. Implementing supports to ensure that Caledon residents are connected to their friends, family and neighbours through a range of programs, services, accessible public spaces, and a natural environment that promotes active-living, social engagement, respect, stewardship and life-long learning.

Structure and Criteria

AFTF will be comprised of the following 13 members:

- Two (2) Members of Town of Caledon Council in liaison capacity
- Six (6) Community Representatives with a minimum of four (4) members being over the age 55+
- One (1) Staff representative from the Caledon Public Library
- One (1) Representative from the Caledon Seniors Centre
- Two (2) Community Liaisons working with older residents in the Caledon and surrounding area
- One (1) Town Staff Facilitator in the Age-Friendly Coordinator role

Additional staff and community members will be invited to participate in the AFTF to partake in conversations as needed.

Member Selection

Community members shall become members through a municipal-wide advertised application process. A selection criterion following the Town's Committee recruitment procedure shall be used when selecting members.

Credentials

- a) Members must be a resident of the Town of Caledon over the age of eighteen (18) years;
- b) Four (4) of the six (6) community representatives selected must be over the age of 55;
- c) Members must be able to contribute a minimum of ten (10) hours of time per month;
- d) Experience and/or interest in the following roles will be considered an asset;
 1. Community Advocacy and Public Engagement
 - i. Provide ongoing updates on local projects, events and activities to AFTF members and community residents.
 2. Community Development and Outreach
 - i. Work with community partners and agencies on a wide variety of projects.
 3. Research
 - i. Availability to use a variety of resources (online, paper, in-person) to research information for a wide variety of topics.
 4. Financial and Grant Funding
 - i. Understanding and knowledge of funding opportunities to support various strategic initiatives.
 5. Housing
 - i. Focus and understanding of the housing industry, real estate, development policy and processes, innovative housing opportunities and implementation.
 6. Transportation
 - i. Understanding the challenges of transportation for 55+ adults in Caledon.
 7. Outdoor Spaces and Recreation
 - i. Assist with marketing active living opportunities and make recommendations to Recreation staff.
 8. Diversity, Equity and Inclusion (DEI)
 - i. Passion and understanding of the needs for accessibility under the AODA.
 - ii. Willing to work closely/consult with the Town's Accessibility Advisory Committee on initiatives that relate to accessibility.
 - iii. Passion and understanding of the needs for increased diverse supports and resources.
 9. Marketing
 - i. Interest and understanding of how to effectively market various projects in rural/urban communities.
- e) Previous experience on a committee, task force, or tribunal would be an asset; and
- f) Where possible, representation from the many geographic areas of the Town and backgrounds is recommended and encouraged.

Terms of Office

A member's term on the AFTF shall be concurrent with the Town of Caledon's Term of Council (four (4) years). All members will be requested to re-apply for AFTF membership at the end of every four-year term.

Any member who is absent from three (3) consecutive meetings, without leave of absence, terminates their membership. The Coordinator shall notify the member of the status change and by the stated application process, recruit a new member to fill the vacancy.

Any member may request a leave of absence during their term, through the Age-Friendly Coordinator if:

- Said member is overcome by an illness or injury and are unable to attend/participate in regular meetings but will not be absent for more than six (6) consecutive meetings (one year).
- Said member must tend to a family member that is ill or injured as the primary caregiver and are unable to attend the meetings but will not be absent for more than six (6) consecutive meetings (one year).
- Or any additional circumstances that arise and are discussed with the Coordinator in advance.

Any member may terminate their participation in the AFTF by submitting a written resignation to the Coordinator. Upon acceptance of the resignation Town staff shall begin the process to recruit a new member to fill the vacancy as indicated re: Vacancies.

Vacancies

Should a vacancy exist within the composition of the Task Force, Town Staff will proceed to fill the vacancy following the provisions laid out within Corporate Procedure – Filling Committee Vacancies Procedure.

A vacancy that occurs within six (6) months of a municipal election shall not be filled in order to recognize that new appointments will be made upon expiration of the Term of Council.

Meetings

AFTF shall meet bi-monthly. Re-occurring meeting dates will be set at the beginning of each year. Meetings will be held minimally six (6) times per calendar year, in January, March, May, July, September and November.

Members shall expect to be involved in additional assigned activities per month excluding regularly scheduled meetings.

Additional meetings may occur based on project urgency and/or by the request of working groups and will be arranged by the Coordinator. Members will be notified of any additional meetings via email correspondence allowing as much prior notice as possible.

Location of meeting shall be held in person at Town Hall, Caledon East; OR Virtual on WebEx or Microsoft Teams; Or Hybrid (in-person and virtual), unless otherwise planned and agreed upon by members. Meeting information will be provided in advance with the meeting agenda for members to plan accordingly.

Meeting summary notes, agendas, and handouts shall be prepared by a Town staff person prior to each meeting and distributed via email correspondence. Meeting dates and summary notes may be placed on the Town's website.

All meeting summary notes will be provided to council through a memorandum to ensure all members of council are advised of the progress and discussions that have taken place during the AFTF meeting.

Governance

AFTF shall be associated with the Town of Caledon, Customer Service and Communications Department, Adult 55 and DEI division as part of the Age-Friendly Caledon Action Plan implementation.

AFTF shall discuss all agenda items as a group. Decisions arising from matters before the AFTF shall be made by consensus. Where consensus cannot be achieved, a majority vote will rule.

Each member shall respect the autonomy of individual member contribution while fostering opportunities to work together on priorities that affect older adults in the Town of Caledon.

Three working groups will be formed under the direction of the Coordinator, and in accordance to the Age-Friendly Caledon Action Plan deliverables.

Delegated Authority

The Age-Friendly Task Force does not have delegated authority to direct staff. Any AFTF and/or AFC deliverables/recommendations requiring implementation must first be considered through quorum and then considered by Council through a staff report.

The AFTF will be led by the Town's Age-Friendly Coordinator.

Guiding Principles

Developing Strong Communities – members will recognize the connection between health and well-being with the built and natural environment, public spaces, transportation, housing, social climate and recreational programming.

Accountability – members will act with transparency in the development and implementation when possible of the Age-Friendly Caledon Action Plan including effective means of communication between AFTF, Working Groups, Committees, Council and the Public.

Respect and Inclusion – members will respond to the needs of all residents in a fair and equitable way, ensuring access to life supports and community resources.

Community Engagement – members will actively and intentionally engage the Caledon older adult (55+) community, when necessary, allowing input and recommendations for various projects of the Age-Friendly Caledon Action Plan. This may be through community outreach, public consultations, surveys, or other means of community participation.

Scope of Activities

AFTF will act as the Town’s steering committee for the Age-Friendly Caledon (AFC) Action Plan and liaison for residents, local community groups, and government and non-government organization on issues relating to adults over the age of 55 within the Town of Caledon.

AFTF will actively collaborate with other internal/external agencies, businesses and groups as deemed appropriate to assist in achieving the forty-five deliverables of the AFC Action Plan.

Each member of the AFTF will be provided with a copy of the AFC Action Plan and supplemental documentation as part of the initial orientation packaged received during the first term meeting.

Work Plan and Annual Report

At the start of every four (4) year term a work plan, developed by AFTF will be put forth to ensure progress on the various initiatives and deliverables on the Age-Friendly Caledon Action Plan. This workplan will be broken down into yearly goals and manageable, realistic tasks for the AFTF to work towards.

The AFTF will provide updates on all progress for the course of a twelve (12) month period in the form of an annual progress report that will be provided to Council, Staff, and the Community at the beginning of the following fiscal year.

Primary tasks will be designated at the start of each calendar year and progress will take place in the form of the working groups. For multi-year projects/ongoing projects, working group’s chairs/co-chairs will outline a detailed plan of action for each calendar year.

All recommendations provided by the AFTF will be developed, reviewed and agreed on through consensus of members. Action items that require Council approval will be considered through a staff report developed by the Age-Friendly Coordinator.

Working Groups

Members of AFTF will have the opportunity to participate in one of three working groups that addresses specific deliverables of the AFC Action Plan. The working groups will align with the eight dimensions of the AFC Action Plan.

Working groups shall hold meetings in a less formal manner and will be supported by the Town of Caledon on an as needed basis. Agendas and meeting notes will be the responsibility of the working groups.

AFTF members will be responsible to chair /co-chair respective working groups as agreed upon at the start of the calendar year. AFTF members may propose or be elected to chair/co-chair a working group based on their skills and interest in the topic of the working group.

The working group chair will be responsible for updating the AFTF during bi-monthly meetings on the progress of the working group over the course of the term.

Working group chairs/co-chairs will be held accountable to the working group until the assigned task is completed and the working group is dissolved.

Working group members may include additional members of the public or stakeholders having vested interest in matters pertaining to the topic assigned relating to older adults. Some members may be topic specialists, Town staff, Regional staff, businesses; non-profit services, and additional community volunteers with a passion for the topic at hand.

Terms of Reference Review

Terms of reference for the AFTF shall be reviewed every four (4) years and approved by Council, prior to the selection and initiation of the next term of Council.

Original: December 2022