

The following Terms of Reference template can be used to support the establishment of an Age-Friendly Committee in your community. You may wish to adapt various provisions to reflect your community's unique circumstances, needs, and preferences, including if you are forming a steering or advisory committee.

Community Name: _____, New Brunswick

1. Background

In 2012, the government of New Brunswick started the Age-Friendly Community (AFC) Recognition Program aimed at providing enhanced support and encouragement for all communities throughout the province to attain Age-Friendly Community recognition. The community of _____ is committed to becoming an age-friendly community to promote health, well-being, and quality of life for older adults which contributes to the overall well-being of the entire community.

2. Purpose

The purpose of the Age-Friendly Community Committee is to guide, support, and oversee the development, implementation, and continuous improvement of age-friendly initiatives within the community to meet the criteria required for provincial recognition.

3. Objectives

- Provide leadership and strategic direction in implementing age-friendly principles.
- Ensure broad community engagement, especially from older adults, vulnerable citizen groups, service providers, and other stakeholders.
- Coordinate assessments, action plans, and evaluations required for recognition.
- Monitor progress and adjust strategies as needed.
- Liaise with provincial representatives and submit documentation for recognition.

4. Scope of Work

- Conduct or oversee a community age-friendliness assessment.
- Develop, evaluate, and monitor the Age-Friendly Community Action Plan.
- Support community consultations and engagement activities.
- Evaluate implementation efforts and outcomes.
- Prepare the final submission for recognition.
- Promote age-friendly practices throughout the community.

5. Committee Members

The Committee should be comprised of a diverse group of persons.

- Citizens with older adult representation.
 - Most vulnerable citizens
 - Municipal representative (e.g., a councilor, mayor, staff)
 - Health and social services
 - Non-profit and community organizations
 - Indigenous and cultural community reps (where applicable)
 - Business community
 - Other key stakeholders
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6. Roles and Responsibilities

- Chairperson/s: Facilitate meetings, coordinate tasks, represent the committee.
- Members: Attend meetings, contribute to discussions, lead specific tasks, and act as liaisons with their respective sectors or communities.
- Secretary (if applicable): Record minutes and track decisions/actions.

7. Decision-Making

Consensus-based wherever possible. If a vote is required, a simple majority of present members will decide.

8. Meetings

- Held quarterly or as needed based on the project phase.
- Additional working groups or sub-committees may be formed for specific tasks.
- Quorum: 50% + 1 of active members.

9. Term of Membership

Members of the Age-Friendly Community Committee are asked to commit to serve a term of _____ years, with the option for reappointment for additional terms as determined by the Committee Chair or governing body.

10. Reporting and Accountability

The Committee reports to the municipal council and Age Friendly Active Communities New Brunswick on their progress of their Action Plans. Provide periodic updates to keep the community and stakeholders informed.

Committee Membership:

(This section should include the number of individuals on your AFC Committee and who they represent – that is, volunteer, council member, senior citizen, community organization etc. There are no maximum # of members required. The members should appoint a Chair to lead the initiative and a Co-Chair.)

Name, Affiliation: _____ Email: _____
(Chair)

Name, Affiliation: _____ Email: _____
(Co-Chair)

Name, Affiliation: _____ Email: _____
