

Seniors Age-Friendly Strategy Implementation 2015-2018 Steering Committee Terms of Reference

The Steering Committee has been formed to oversee the implementation of the *Seniors Age-Friendly Strategy and Implementation Plan 2015-2018* from August 2015 to December 2018.

Context

Calgary's population is aging. On June 29, 2015 Calgary City Council approved the community-wide *Seniors Age-Friendly Strategy and Implementation Plan 2015-2018* that involves a broad range of stakeholders including multiple levels of government, funders, businesses, community organizations, and citizens.

Purpose

The purpose of the Seniors Age-Friendly Strategy will be for The City of Calgary, other levels of government, community organizations, the private sector, and older Calgarians to work collaboratively and utilize the framework developed by the World Health Organization (WHO) to assist in the development of an age-friendly city.

Membership

The members of the Steering Committee have been selected based on the following criteria:

- Representative of a broad range of sectors including government, health, post-secondary education, and the non-profit and private sectors, as outlined in the *Seniors Age-Friendly Strategy and Implementation Plan 2015-2018*.
- Inclusive of the six local priority areas of the *Seniors Age-Friendly Strategy and Implementation Plan 2015-2018*:
 - Access to information and services
 - Community support and health
 - Housing
 - Participation and inclusion
 - Prevention and response to elder abuse
 - Transportation and mobility
- Level of decision-making authority within one's organization and influence in the community

List of Steering Committee members:

- City of Calgary: Community & Neighbourhood Services*
- Alberta Health Services: Integrated Seniors and Community Care, Calgary Zone*
- Older Adult Council of Calgary (OACC)*
- University of Calgary, Faculty of Social Work*
- Older adult community member*
- Older adult community member*
- Calgary Police Service
- City of Calgary: City Wide Policy & Integration
- City of Calgary: Recreation
- City of Calgary: Calgary Transit
- Government of Alberta: Alberta Seniors
- Alberta Health Services: Medical Officer of Health
- University of Calgary: Faculty of Medicine
- Non-profit seniors housing – ASCHA
- Dementia Network of Calgary and Area
- Immigrant-serving agency – Immigrant Seniors Advocacy Committee
- Canadian Home Builders' Association – Calgary Region
- Older adult community member
- Older adult community member

*indicates member of the Steering Committee Executive

The membership list may be changed during the 2015-2018 implementation period through a consensus decision of the Steering Committee.

Key Responsibilities

The **Steering Committee** will be responsible to:

- Guide the overall direction for the implementation and evaluation of the *Seniors Age-Friendly Strategy and Implementation Plan 2015-2018* ("the Strategy"), including:
 - Ensure that the vision and principles identified in the Strategy are upheld throughout the implementation process.
 - Act as a champion of the Strategy in one's organization and sector, facilitating engagement with key stakeholders and fostering participation. Provide support or remove barriers as identified by stakeholders via the Steering Committee Executive and/or the SAFS Project Management Team in order for actions to succeed.
 - Facilitate implementation of the Seniors Age-Friendly Strategy evaluation framework among community stakeholders with support from the Steering Committee Executive and the Project Management Team.

- Clearly communicate the progress of the implementation of the Strategy through annual reports to the community.
- Attend quarterly Steering Committee meetings between September 2015 and December 2018.
 - Materials will be provided at least one week in advance of each meeting. Members unable to attend will send notice and feedback on meeting materials prior to the meeting. Those who miss two meetings in a row will be asked to consider their ability to continue as a Steering Committee member.

The **Steering Committee Executive** will be responsible to:

- Consider identified emerging issues that pertain to Calgary's aging population and determine if and how they will be included in the implementation of the *Seniors Age-Friendly Strategy and Implementation Plan 2015-2018*.
- Work closely with the SAFS Project Management Team to identify risks, opportunities, and emerging issues; to communicate successes of action teams; and to oversee implementation of the evaluation framework. Provide timely feedback, advice, and direction to the SAFS Project Management Team as required.
- Attend Steering Committee Executive meetings, held every 6 weeks between August 2015 and December 2018.
 - Meetings may be called at short notice or rescheduled as needed in order to be responsive to the SAFS Project Management Team, the Action Teams, and emerging issues in the community.
 - Provide a verbal update of Steering Committee Executive activity and decisions at each quarterly Steering Committee meeting.
 - Materials will be provided at least one week in advance of each meeting. Members unable to attend will send notice and feedback on meeting materials prior to the meeting. Those who miss two meetings in a row will be asked to consider their ability to continue as a Steering Committee member.

Decision-Making

In general, decisions will be made using a consensus model. Decisions will be considered final when all Steering Committee members:

- Have been engaged
- Have been listened to and heard
- Can live with the results of the decision

When a formal decision is required, a majority vote will take place. The meeting minutes will note the members who made and seconded the motion, as well as the result of the vote.

Members who do not agree with the majority decision can request that their position be noted in the meeting minutes.