



Terms of Reference

Age-Friendly Planning Table

Purpose

The City of Kamloops is working to support age-friendly planning through the development of the Age-Friendly Planning Table (AFPT). The group will focus conversations on older adults and center their voice in the community. The group will act as an engagement platform for the community-based seniors services (CBSS) sector to collaborate, disseminate information, and jointly influence policy and systems change at a municipal or provincial level.

Definition

An Age-Friendly community is a place all people can be active, social, and live independently. It is designed and built for people of all ages, needs, and ability to get around, stay connected, and access what they need for healthy ageing.

Composition

The AFPT is comprised of diverse representation of older adults and community organizations who advocate for older adults, caregivers, and their families.

The group will be Co-Chaired by:

The Social and Community Development Supervisor employed by the City of Kamloops; and

The Seniors Community Connector as employed by the Mount Paul Community Food Centre and Interior Community Services.

Alternative Chairs can be designated on a short-term basis as deemed necessary and approved by both Co-Chairs listed above.

Roles and Responsibilities

The AFPT is to assist and support the community-based seniors services sector within the City of Kamloops with initiatives and services relating to older adults in our community with a focus on:

- a. Identifying challenges and barriers that older adults experience;
- b. Identifying and promoting access to and opportunities for accessible/inclusive programs, services, and infrastructure;
- c. Identifying collaborative opportunities and partnerships that support an Age-Friendly Community;
- d. Build resources and expertise for information sharing through forums, the City website, and written materials for distribution;
- e. Liaise with public and private agencies including age-friendly governments, to encourage the provision of programs and services for Kamloops residents;

Meetings

Meetings will typically occur bi-monthly/every second month, but can increase to monthly or decrease to quarterly if deemed appropriate by the group. Meetings will occur on the last Wednesday of every other month from 2:00-3:30 pm.

Shared Principles

All group members commit to working together in a way that is respectful, equitable, accessible and inclusive, and that embraces curiosity, optimism, collective interest, accountability, and imperfection. All actions taken by the group will be in the best interest of older adults based on evidence and lived experience in community.

General Terms and Code of Conduct

- a. AFPT participants are asked to contribute the necessary time and effort to prepare for meetings, arrive at meetings on time, provide feedback in keeping with the mandate, and be respectful of others' thoughts and opinions.
- b. AFPT will not represent themselves as having any authority beyond that delegated in the Terms of Reference (ToR)
- c. Confidential information that AFPT members receive through their participation must not be divulged to anyone other than persons who are authorized to receive the information. Caution and discretion in handling confidential information extends to disclosure made inside and outside of the AFPT meetings. Confidential information that AFPT members receive through their participation must not be used for the purpose of furthering any private interest or as a means of making personal gains.

Amending, Modifying, or Varying Terms of Reference

Any request for amendment, modification or variation to these ToR can be enacted through the AFPT for consideration.