



## memorandum

**DATE:** January 17, 2019  
**TO:** Mayor and Members of Council  
**FROM:** Todd Coles  
 City Clerk  
**RE:** Committee of the Whole Meeting  
 January 22, 2019  
 Report No. 5, Item 7  
**APPOINTMENTS TO STATUTORY COMMITTEES AND VAUGHAN  
 PUBLIC LIBRARY BOARD – 2018-2022 TERM OF OFFICE  
 (Older Adult Task Force)**

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COMMUNICATION	
CW -	JAN 22/19
ITEM -	7

**Purpose**

To provide the Older Adult Task Force Terms of Reference for consideration and request approval to commence recruitment for appointments.

**Recommendations**

1. That the Older Adult Task Force Terms of Reference, attached hereto as Attachment 1, be approved; and
2. That the recruitment process for members for appointment to the Older Adult Task Force be commenced.

**Background**

Council, at its meeting of December 12, 2018, approved that the Older Adult Task Force be re-established, the Terms of Reference be submitted to the Committee of the Whole meeting of January 22, 2019 for approval, and subsequently the recruitment process be commenced. Accordingly, for Council consideration are the Terms of Reference and the request to begin the recruitment process.

Todd Coles  
City Clerk

Attachments: 1. Terms of Reference  
 2. Council Extract, Report No. 29, Item 2, December 12, 2018

## **TERMS OF REFERENCE City of Vaughan Older Adult Task Force**

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### **Mandate / Objectives**

#### *Mandate*

The City of Vaughan Older Adult Task Force has an overall mandate to make recommendations that address older adult issues and the promotion of healthy seniors in Vaughan. This includes recommendations on Vaughan's Older Adult Strategy, programs and services and steps towards an age-friendly community designation.

#### *Objectives*

In general terms, the purpose of an age-friendly community designation is to align policies, services and built infrastructure, (e.g. available housing, walkable and accessible public areas, local social services and programs) to help seniors age actively, age in place, live safely, be engaged and enjoy good health.

To this end, the Task Force shall develop recommendations, through community engagement and stakeholder engagement, on the following key objectives:

1. Identify issues related to barriers to services and programs faced by older adults and recommend possible solutions including exploring the concept of older adult multi-service centres/community hubs in partnership with community service organizations and/or other levels of government.
2. Identify opportunities to leverage partnerships with relevant parties, including York Region, other local municipalities, senior serving organizations, other levels of government and the non-profit sector, to:
  - i. Achieve objectives of the Vaughan Older Adult Strategy.
  - ii. Contribute to areas of common interest aligned with the results identified in the York Region Seniors Strategy.
  - iii. Move Vaughan towards an age-friendly community designation.
3. Identify opportunities to educate and improve the quality of life for older adults, and to promote programs, resources, initiatives and policies that allow people to age in place.
4. Identify and make recommendations related to gaps in older adult programs and services in Vaughan.

#### **Term**

The Older Adult Task Force shall submit its findings and recommendations for review prior to June 30, 2022.

#### **Membership**

1. The Task Force membership shall be composed of the following:

- a) A maximum of three (3) Council members
  - b) A maximum six (6) citizen members who are part of the older adult population or have significant insight/experience with the Vaughan older adult community.
  - c) A minimum of one (1) member representing an organization or service provider serving older adults.
2. The Task Force shall appoint a Chair and Vice-Chair.
3. Members are to be appointed by Council. Any changes to the membership will require Council approval.

### **Meeting Procedures**

1. The proceedings of the Task Force are to be governed by the City's Procedural By-law.

### **Agendas and Reporting**

1. Agendas shall be prepared by the City Clerk's Office in consultation with the Task Force Chair.
2. Agendas shall be posted on the City's web site one week prior to the scheduled date of meeting, or as soon as practicable.
3. After each meeting of the Task Force, the City Clerk shall submit a report in the City's committee report format to the Committee of the Whole.

### **Meetings**

Meeting dates will be determined at the first meeting of the Task Force. The committee may meet on the schedule determined, or at the call of the Chair.

1. Meetings will be held every other month or as needed throughout the course of the year, except for July and August where no meetings will be scheduled.
2. The Chair of the Task Force may call special meetings.
3. All regular meetings will be held at Vaughan City Hall located at 2141 Major Mackenzie, Vaughan.
4. Meetings are to be open to the public in accordance with the Municipal Act, 2001.

### **Notice of Meetings**

1. Meetings will be noted on the Schedule of Meetings calendar posted on the City's website.

### **Quorum**

1. A majority of members, including the Chair, shall constitute quorum.

**Staff Resources**

The role of staff is to act as a resource to the Task Force, but not to be members of the Task Force, or to deliberate or draft the findings of the Task Force. The following staff will provide advisory and technical support specific to the mandate and objectives of the Task Force:

*Vaughan City Staff*

- Staff having expertise in the areas of policy and/or development planning, transportation, emergency services, and recreation.
- The City Clerk's Office will be responsible for agenda and report production and distribution, the giving of procedural advice, the recording of the proceedings of the Task Force and distribution of reports.

*York Region Staff*

The role of staff is to act as a resource to support the mandate and objectives of the Task Force by:

- Bringing York Region's perspective to the table
- Informing the agenda
- Sharing data, information and technical advice
- Making connections to the York Region Seniors Strategy
- Consulting and coordinating internally at the Region on Task Force agenda items

The following Regional staff will participate in the Task Force as a resource:

- York Region Staff (1) from the Community and Health Services Department, Seniors Strategy Project Team

*Provincial and Federal Staff*

Provincial and Federal staff will act as a resource to support the mandate and objectives of the Task Force by bringing their perspective to the Task Force and sharing information.

*Vaughan Public Library*

Vaughan Public Library staff will support the mandate and objectives of the Task Force by bringing their perspective to the Task Force and sharing information.

**Authority**

The Task Force may not exercise decision-making powers, or commit expenditures save for those specifically delegated by Council. Any request for expenditures determined by the Task Force for the sole purpose of conducting the business or work of the Task Force shall be forwarded to Council for consideration and approval.

The Task Force may not direct staff to undertake activities without authority from Council.

**Amendment / Expansion of Terms of Reference**

Only Council can initiate any amendment and/or expansion of the Terms of Reference.

2019.01.22 AP

**CITY OF VAUGHAN****EXTRACT FROM COUNCIL MEETING MINUTES OF DECEMBER 12, 2018**

Item 2, Report No. 29, of the Committee of the Whole, which was adopted without amendment by the Council of the City of Vaughan on December 12, 2018.

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**2. UPDATE ON THE RECRUITMENT OF CITIZEN MEMBERS TO STATUTORY COMMITTEES AND BOARD FOR THE 2018-2022 TERM AND REQUEST FOR DIRECTION WITH RESPECT TO THE OLDER ADULT TASK FORCE**

The Committee of the Whole recommends:

- 1) That Recommendation 1 contained in the report of the Deputy City Manager, Corporate Services, dated December 5, 2018, be approved;
- 2) That the Older Adult Task Force be re-established;
- 3) That the recruitment process for new members be commenced following the submission of the updated Older Adult Task Force Terms of Reference to the Committee of the Whole meeting of January 22, 2019;
- 4) That the deputation by Mr. Gerry O'Connor, Senior Focus Vaughan, Pennycross Court, Woodbridge, be received; and
- 5) That Communication C5 from Mr. Fred Winegust, Tangreen Circle, Thornhill, dated November 21, 2018, be received.

**Recommendations**

1. That a report be provided in January 2019 with applicants for consideration for appointment to Statutory Committees and Board;
2. That direction be provided with respect to re-establishing the Older Adult Task Force; and
3. That, should Council approve the re-establishment of the Older Adult Task Force:
  - i. That direction be provided with respect to re-establishing the Task Force with the former membership or to commence the recruitment process for new members; and
  - ii. That updated Terms of Reference for the Task Force be provided to the Committee of the Whole meeting of January 22, 2019.