



# **Age-Friendly Vaughan Advisory Committee**

**TERMS OF REFERENCE**

# Age-Friendly Vaughan Advisory Committee

---

## TERMS OF REFERENCE

### Mandate

The City of Vaughan Age-Friendly Vaughan Advisory Committee (the “Committee”) 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 Recreation Strategy, Vaughan Age-Friendly Community Action Plan and programs and services that make Vaughan a more age-friendly community, where all residents can be active and engaged members of society at every stage of life.

### Objectives

In general terms, age-friendly communities support aging with dignity, respect and independence, and promote the inclusion of older adults in all areas of community life. Importantly, by planning for the needs of the older adult population, age-friendly communities are designed to meet the needs of all residents better. This includes aligning policies, services and built infrastructure (e.g. housing, respect and social inclusion, civic participation and employment, communication and information, community support, health services and social participation) to help seniors age actively, age in place, live safely, be engaged and enjoy good health.

To this end, the Committee shall develop recommendations, through community 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 not-for-profit sector, to:
  - i. provide guidance on the objectives of the Vaughan Older Adult Recreation Strategy.
  - ii. provide guidance on the objectives and action items of the Council-endorsed Vaughan Age-Friendly Community Action Plan and report back annually through the Strategic Plan Oversight Teams (SPOTS).
  - iii. contribute to areas of common interest aligned with the results identified in the York Region Seniors Strategy – Thinking Ahead.
3. Identify opportunities to educate and improve the quality of life for older adults, inform budgets, and 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.
5. Explore and identify opportunities that would allow seniors to remain in their homes as they age.

### Term

A four-year term, expiring on Nov. 30, 2026, or until a successor is appointed.

## Membership

1. The Committee membership shall be composed of the following:
  - a. A maximum of three Council members.
  - b. A maximum of six public 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 member representing an organization or service provider serving older adults in Vaughan.
2. The Committee 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

The proceedings of the Committee are to be governed by the City's Procedure By-law 7-2011, as amended.

## Agendas and Reporting

The Office of the City Clerk shall prepare agendas in consultation with the Committee Chair.

Agendas shall be posted on the City's website one week before the scheduled date of the meeting or as soon as practicable.

After each Committee meeting, a minutes document shall be submitted to the Committee of the Whole under the agenda item "Consideration of Statutory/Ad Hoc Committee Reports."

## Meetings

Meeting dates will be determined at the first meeting of the Committee. After that, the Committee may meet on the schedule determined or at the call of the Chair.

Meetings will be held every month or as needed throughout the year, except in July and August.

All meetings are to be open to the public in accordance with the *Municipal Act, 2001*.

## Notice of Meetings

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

## Quorum

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

## Staff Resources

The role of staff is to act as a resource to the Committee, but not to be members of the Committee or to deliberate or draft the findings of the Committee.

The following staff will provide advisory and technical support specific to the mandate and objectives of the Committee:

### Vaughan City Staff

- Staff with expertise in policy and/or development planning, transportation, emergency services, communications, public works, facilities, parks, sustainability, recreation and other relevant departments as it pertains to action or agenda items.
- The Office of the City Clerk will be responsible for agenda and report production and distribution, providing procedural advice and recording the proceedings of the Committee.

- The Committee will be provided with additional administrative and technical support at the discretion of the appropriate Senior Leadership Team – Executive portfolio(s).

### **York Region Staff**

The role of York Region staff is to act as a resource to support the mandate and objectives of the Committee 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 co-ordinating internally at the Region on Committee agenda items.

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

- York Region staff (one) 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 Committee by bringing their perspective to the Committee and sharing information.

### **Vaughan Public Libraries**

Vaughan Public Libraries staff will support the mandate and objectives of the Committee by bringing their perspective to the Committee and sharing information.

## **Authority**

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

The Committee 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.