

# THE CORPORATION OF THE CITY OF VAUGHAN

## CORPORATE POLICY

**POLICY TITLE:** OLDER ADULT CLUBS

**POLICY NO.:** 18.C.06

<b>Section:</b>	Recreation		
<b>Effective Date:</b>	October 28, 2025	<b>Date of Last Review:</b>	Click or tap to enter a date.
<b>Approval Authority:</b>	<b>Policy Owner:</b>		
Council	DCM, Community Services		

### POLICY STATEMENT

The City of Vaughan (the “City”) is committed to fostering an inclusive, active and socially connected community for Older Adults by supporting Older Adult Clubs. These Clubs play a vital role in delivering a wide range of many recreational and social activities that enrich the lives of the City’s growing Older Adult population.

As such, Older Adult Clubs must operate in adherence to this Policy to ensure healthy, respectful and inclusive performance that align with the City’s values.

### PURPOSE

The purpose of this Policy is to ensure the inclusive, effective and respectful operations of Older Adult Clubs within City-operated Recreation Facilities. This Policy:

1. Sets out the Membership Requirements for an Older Adult Club.
2. Establishes the roles and responsibilities of Clubs and City Liaisons.
3. Allocates space and equipment to Older Adult Clubs.
4. Establishes the requirements of creating new Older Adult Clubs.

### SCOPE

This Policy applies to all employees (permanent, full-time, part-time, contract, seasonal, temporary); Older Adult Clubs; Older Adults; Guests.

### LEGISLATIVE REQUIREMENTS

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1. Canadian Charter of Rights and Freedoms
2. Human Rights Code
3. Accessibility for Ontarians with Disabilities Act

## **DEFINITIONS**

- 1) **Annual General Meeting (AGM):** A yearly meeting for Members of Older Adult Clubs. The purpose of the AGM is to provide a structured forum for discussing the programming, initiatives, operational requirements and administrative matters relevant to the Older Adult Club for the upcoming year. Reports are presented, elections are held, and decisions affecting the Club are made.
- 2) **Board of Directors or Board or Board Member:** The group of individuals or an individual elected to govern and oversee the operations of the Club
- 3) **City Liaison:** A designated staff member from the City of Vaughan who supports and assists the Club in matters such as administration, operations, compliance, and communication with the City.
- 4) **City-Operated Recreation Facilities:** Includes City operated Community Centres and leased recreation space under the direction and control of the City.
- 5) **Emerging Older Adult Club:** A Club that is in its first year of being recognized by the City of Vaughan.
- 6) **Executive:** A Member of the Club who holds a position of President, Vice President, Secretary or Treasurer
- 7) **Guests:** Non-Club Members who attend Club activities.
- 8) **Member:** An individual who has been accepted into the Club, has paid the appropriate membership fees, and meets all eligibility requirements.
- 9) **Members:** The collective body of individuals who are officially recognized as part of the Club's membership.
- 10) **Older Adult Club or Club:** Volunteer, non-profit based organizations formally recognized and sanctioned by the City of Vaughan. These Clubs operate within City-Operated Recreation Facilities and are established to provide social, recreational, health and wellness programming to Older Adults.

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11) **Older Adult:** A person who is 55 years or older participating in Older Adult Clubs.

12) **Services – in – Kind (SIK):** Any rented equipment and/or support services provided to Clubs by the City.

## **POLICY**

### **1. MEMBERSHIP ELIGIBILITY**

To be eligible for Club status members must;

- 1.1. Be a Vaughan resident over the age of 55.
- 1.2. Provide proof of residence in one of the following forms to the Club.
  - 1.2.1. Government identification that lists the Member's name and address (i.e driver's license).
  - 1.2.2. Utility bill on which the Member's name appears.
  - 1.2.3. A signed form from the owner of the property that the Member is maintaining a permanent residence at a Vaughan address.
- 1.3. Complete membership application form and pay appropriate dues to Club.

### **2. SPECIAL CONSIDERATIONS**

- 2.1. Members who move away from the City may still be considered Members (considered as 'grandfathered').
- 2.2. Memberships may be extended to spouses of Members. Spousal memberships do not include holding office and voting privileges.
- 2.3. Guests can participate in up to two (2) Club events at which point they must obtain Club membership for further participation.
- 2.4. All Members are required to abide by the Safe Recreation Policy. Failure to do so may result in suspension from City property.
- 2.5. Members may be charged a membership fee to cover the basic services that the Club provides. Clubs may charge additional fees for programs and events where expenses are incurred. Club fees are recommended by the Board of Directors and voted on at the AGM.

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### **3. OLDER ADULT CLUB REQUIREMENTS**

3.1. To operate as an Older Adult Club, the Club must;

3.1.1. Provide a membership card to all Members. A receipt of payment must be provided to each Member by the Club.

3.2. Provide the City Liaison with the following:

3.2.1. A copy of all Board meeting minutes.

3.2.2. Annual financial statement.

3.2.3. List of Members on the Board of Directors, including names and contact information.

3.2.4. A current Club membership list (part of the membership application form) including address, telephone numbers and emergency information.

3.2.5. Annual summary of programs, events, and facility requirements as well as equipment inventory.

3.2.6. Acknowledgement in writing from the Board of Directors that the Club will operate under this Policy and Procedures.

### **4. ROLES AND RESPONSIBILITIES**

4.1. The City Liaison;

4.1.1. Attends Board of Director's meetings.

4.1.2. Assists the Club in permit requirements, special event booking, general administration, membership administration and club elections.

4.1.3. Assists the Club in Service-in-Kind (SIK) requests.

4.1.4. Provides assistance with the dispute resolution process between Members and Board of Directors.

4.1.5. Assists in the preparation and posting of communications in the Club area.

4.1.6. Reviews Club reports, minutes, and financial statements as required.

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4.1.7. Provides documented training and orientation to all Board Members following each election.

4.1.8. Provides assistance in facilitating grant applications, if requested.

4.2. Older Adult Club;

4.2.1 All Members are responsible to abide by the Older Adult Club Policy, Operating Procedure, Election Procedure and Code of Conduct Procedure.

## **5. HOURS AND SPACE OF OPERATIONS**

5.1. The City will provide Older Adult Clubs with access to space, at no cost, to operate their events, activities and meetings subject to the following considerations outlined in this section.

5.1.1 The specific hours of operation shall be determined by the Board of Directors in consultation with the City.

5.1.2 City-Operated Facilities as shared-use facilities and are not designated for the exclusive use of any one group or individual.

5.1.3 The allocation of space will be selected based on the number of participants and the nature of the activity. Accessibility requests may be considered where feasible.

5.1.4 In new areas of the City, the availability of existing community resources will be investigated for space and time.

5.1.5 Leased or rented retail space will not be considered as an option. Allocation of space will be reviewed on an annual basis, considering program needs and permit requests.

5.1.6 Clubs operating within City of Vaughan facilities and in unstaffed facilities must abide by the rules and regulations indicated by the annual permit.

5.1.7 Requests for additional hours shall be made to the City Liaison and approved by Recreation Services. Additional hours will not be granted during peak programming times. All additional hours shall be subject to the fee set out in the City's Recreation User Fee and Cost Recovery Policy (18.C.04).

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5.2 The City will provide Clubs the following free use of the City's facilities via a permit:

5.2.1 One (1) picnic permit per year, excluding Sundays in July, with associated City inventory services-in-kind (SIK) if required, excluding the City's mobile stage.

5.2.2 Three (3) events per year for seven (7) hours in duration, held within City Operated Recreation Facilities.

5.2.3 The Club will be responsible for any additional expenses (i.e. staff overtime, SOCAN fees, Special Occasions Permit (SOP), and insurance).

## **6. CLUB ENHANCEMENTS AND EQUIPMENT**

6.1. Any additional enhancements (i.e. Cable TV, computer, office supplies, furniture, appliances, equipment) are at the expense of the Club.

6.2. The City will provide Clubs with public Wi-Fi at City operated recreation facilities. For all other locations Wi-Fi is at the expense of the Club.

6.3. Where possible, minimal storage space will be provided to Clubs for small supplies.

6.4. All equipment brought in by the Club is the responsibility of the Club. The City is not responsible for any lost or stolen Club equipment.

## **7. REQUESTS AND ESTABLISHMENT OF OLDER ADULT CLUBS**

7.1. Individuals or groups interested in forming a new Club within City-Operated Recreation Facilities must submit a formal request to the Director of Recreation Services. The request must include the following;

A letter or document outlining:

7.1.1 The proposed name;

7.1.2 The purpose and goals of the Club;

7.1.3 A description of the Club's intended activities; and

7.1.4 The contact information for the members, including date of birth and home address.

7.2 The City will use the following assessment criteria in deciding to sanction a new Club:

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- 7.2.1 An increased demand for Club services within an existing geographical area.
  - 7.2.2 The Club's proposed activities must not conflict with or duplicate, to the detriment of an existing Club's programming within the same geographical area.
  - 7.2.3 The Club's mandate is to provide social, recreation, health and wellness, arts and culture activities for Older Adults.
  - 7.2.4 The Members requesting a new Club must reside in the community where the Club is being requested.
  - 7.2.5 In considering the request, a list of at least 50 Club Members (names, addresses and dates of birth) must be provided to the City. The list must identify if any Club Member belongs to an existing Older Adult Club.
  - 7.2.6 All Members must be in good standing with the City. Good standing is defined as no outstanding or previous legal or disciplinary issues with the City.
  - 7.2.7 Staff will encourage prospective Club Members to join existing Clubs where appropriate. Where possible, staff will avoid sanctioning new Clubs within City-Operated Facilities that already house existing Clubs.
- 7.3 The Club requesting sanctioning will receive a letter in writing acknowledging the receipt of their request by the City within 10 business days.
- 7.4 The City will provide a follow-up letter to the Club with the outcome of the request based on the criteria outlined in this section.
- 7.5 If sanctioned the group will be considered an Emerging Older Adult Club. This status will be subject to membership review within one year.
- 7.6 New Clubs will receive a \$750 grant from the City once sanctioned: Grant funding is intended to be used for administration costs (i.e. mailings, printing, supplies) and program costs (i.e. instructors, publicity, program equipment, etc.) and must be included in the annual financial statement.

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**ADMINISTRATION**

*Administered by the Office of the City Clerk.*

<b>Review Schedule:</b>	5 Years <small>If other, specify here</small>	<b>Next Review Date:</b>	October 28, 2030
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**Related Policy(ies):** 18.C.05 - Safe Recreation, 13.C.01 - Respectful Workplace, CL - 011 Code of Ethical Conduct for Members of Council

**Related By-Law(s):**

**Procedural Document:** PRC. 56 - Older Adult Clubs Code of Conduct, PRC.57 - Older Adult Clubs Election Procedures, PRC.58 - Older Adult Clubs Operating Procedures,

**Revision History**

<b>Date:</b>	<b>Description:</b>
October 28, 2025	Approved at Council. Report No. 37 Item No. 7
<small>Click or tap to enter a date.</small>	