

CITY OF VAUGHAN

EXTRACT FROM COUNCIL MEETING MINUTES OF JUNE 4, 2013

Item 11, Report No. 23, of the Committee of the Whole, which was adopted, as amended, by the Council of the City of Vaughan on June 4, 2013, as follows:

That the recommendation contained in the following report of the Commissioner of Community Services, dated May 21, 2013, be approved, subject to amending Proposed Amendment #8 to read:

To be eligible for candidacy to stand for any elected position, the nominated candidate must: be able to fulfill the responsibilities of the position, which includes attending meetings and assisting with club activities. If an individual has responsibilities or part-time employment that will impact on their ability to perform the duties as a member of the board, that he/she should not seek election to a board position; and

By receiving Communication C3 from the Commissioner of Community Services, dated June 4, 2013.

11 AMENDMENTS TO THE POLICY AND OPERATING PROCEDURES FOR OLDER ADULT CLUBS IN THE CITY OF VAUGHAN

The Committee of the Whole recommends:

- 1) That consideration of this matter be deferred to the Council meeting of June 4, 2013, for clarification of Proposed Amendment #8; and**
- 2) That the deputation of Ms. Isabella Ferrara, SAVI, Anacapi Court, Vaughan, be received.**

Recommendation

The Commissioner of Community Services, in consultation with the Director of Recreation and Culture, recommends:

- 1. That the amendments, as outlined in this report, to the "Policy and Operating Procedures for Older Adult Clubs in the City of Vaughan" dated June 2011, be approved.**

Contribution to Sustainability

This report is consistent with the priorities previously set by Council in the Green Directions, Vaughan, Community Sustainability Environmental Master Plan, Goal 4, Objective 4.1:

- 4.1 To foster a city with strong social cohesion, an engaging arts scene, and a clear sense of its culture and heritage.**
 - 4.1.1 Develop an implementation plan for the initiatives described in the City's Active Together Master Plan through a phased and budgeted program.**

Economic Impact

No economic impact to budget.

Communications Plan

Over the last year, staff gathered information in order to formulate the amendments to the operating procedures. An extensive consultation process was undertaken. All older adult clubs throughout the City of Vaughan were invited to provide input in meetings with staff and to attend general meetings with S.A.V.I. (Seniors Association of Vaughan Initiative), on June 13, 2012 and March 12, 2013.

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Communication is extremely important in the successful implementation of the updated “Policy and Operating Procedures for Older Adult Clubs in the City of Vaughan” document. Copies of the document will be distributed to the President and Vice-Presidents of all clubs to share with their executive and members.

The City Liaison assigned to each club will provide the necessary orientation and support to the executives as it relates to each club’s needs. Older adult groups that have requested Older Adult Club status will be contacted to present Council’s decision. The policy will also be posted on the Vaughan website.

Purpose

The purpose of this report is to provide information and seek Council approval of the amendments to the “Policy and Operating Procedures for Older Adult Clubs in the City of Vaughan”.

Background - Analysis and Options

“Active Together” Master Plan for Parks, Recreation, Culture and Libraries November 28, 2008

The 2008 Active Together Master Plan identifies older adults as a growing demographic. Presently adults over the age of 55 years constitute 20% of the City’s population; by the years 2021 and 2031 this proportion will increase to 26% and 31% respectively, reflecting the aging trend that is occurring in Vaughan. As such, services to this age group can be expected to increase in demand.

It is important to understand the difference in needs and expectations of the current (and future) senior in relation to previous generations. Whereas the traditional senior was generally more interested in passive-types of activities (i.e., card playing, bingo etc) the new generation of senior has been observed to demand active types of pursuits, similar to the ones they participated in as younger adults, albeit at a gentler pace. For this reason it can be expected that the new senior will maintain demand pressures on municipal services such as ice, soccer, baseball aquatics and fitness. While the new senior may be more active the City will also have to continue to plan for the traditional seniors’ activities but rather than consider stand alone facilities seniors should become an integral part of the community centre.

The Active Together Master Plan states that “given the considerable growth in the older adult population, additional seniors space would undoubtedly be required if the City is to adequately service the needs of this market. A best practice is to provide older adult lounge facilities which provide for multiple uses rather than single purpose and/or stand alone dedicated seniors facilities”.

Policy and Operating Procedures – Older Adult Clubs in the City of Vaughan

In 2006, comprehensive and revised operating procedures were provided to older adult clubs that would assist in the communication, volunteer training, and consistent delivery of club services. The policy addressed the following:

- General role of older adult clubs affiliated with the City of Vaughan;
- Role and responsibility of the City liaison;
- Club requirements from the City of Vaughan;
- Requests & establishment of new older adult clubs & grants;
- Club space, equipment and inventory.

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There are currently eighteen (18) recognized older adult clubs representing over 4,000 members in the City of Vaughan. Currently there are seven (7) clubs in Woodbridge, five (5) in Concord, four (4) in Thornhill and two (2) in Maple. Older adult clubs are volunteer based organizations operating in partnership with the Recreation and Culture Department to promote active living and deliver a variety of community recreation programs and services benefiting the health and wellness of older adults. Depending on the size of the club, most have an elected Board of

Directors representing the general membership. Club activities include, but are not limited to: cards, bingo, socials, arts and crafts, fitness classes, Tai Chi, guest speakers, and out trip activities.

The role of the Recreation and Culture Department is to support the Board of Directors and club members to prepare, plan and deliver activities that promote a healthy lifestyle amongst the older adult population. In doing so, the Department works with the clubs on an ongoing basis and advises them on many aspects of program delivery such as board governance, budgeting, program development, administration, operating procedures, conflict resolution, communication and training. Building and Facilities staff also provide ongoing assistance to clubs related to their allocated building and facility space needs.

Most clubs and groups currently operate utilizing city-operated facilities or leased space at no cost to them and receive additional ongoing support from Recreation and Culture and Building and Facilities staff. There are three leased storefront locations at a combined annual total cost of approximately \$124,000.

Another significant revision of the policy took place in 2011 following consultation with the clubs. (Note: Copies of the current policy (45 page document) are available from the Office of the City Clerk or on the City website). A few of the changes introduced in that revision required “time to digest” and have required some refinements that exist in the current proposed changes.

Consultation Process

Staff met with various clubs over the last year to gather information in order to formulate the updated operating procedures. An extensive input process was undertaken with various clubs through the City of Vaughan. To prepare the proposed amendments to the operating procedures staff met with club executive members over a 12 month period to obtain input on the changes to the guidelines and on June 13, 2012 and March 12, 2013 meetings were held with club representatives. Members from S.A.V.I. (Seniors Association of Vaughan Inc.) were also in attendance.

During these meetings, participants recommended many positive changes to ensure that the information meets their present needs and future club sustainability. Club representatives are in support of the operating procedures and at the conclusion of the consultative process, club representatives gave staff unanimous support to forward the “Policy & Operating Procedures of Older Adult Clubs in the City of Vaughan” to Council for its review and approval.

The proposed amendments to the “Policy and Operating Procedures for Older Adult Clubs in the City of Vaughan” will be the fourth version of the policy, introducing changes that were unanimously approved by the older adult clubs.

Proposed Amendments

The amended “Policy and Operating Procedures for Older Adult Clubs in the City of Vaughan” makes changes to the previous policy based on input from the clubs and staff in the following areas:

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Proposed Amendment #1: INTRODUCTION

Current Policy Statement:

There is currently nothing in the policy that mentions SAVI and its role as it relates to the Older Adult Clubs.

Proposed Amendment:

SENIORS ASSOCIATION OF VAUGHAN INITIATIVE (S.A.V.I.)

S.A.V.I. is an umbrella Older Adult Club organization representing the more than 4,000 older adult club members in the City of Vaughan.

MISSION STATEMENT

To consolidate and strengthen the network of seniors' clubs giving a united voice and an improved quality of life to the seniors in the City of Vaughan.

OBJECTIVES

- 1) To advocate for seniors' needs and interest;
- 2) To offer social, cultural, recreational and educational activities aimed at reducing isolation and promoting social interaction among seniors;
- 3) To strengthen friendships and community connections.

All Older Adult Clubs in Vaughan are automatically granted membership in S.A.V.I. Each Member Club can designate two members to sit on the Board of Directors. In the event that either of the designated members cannot attend a Board of Directors meeting, a substitute member can attend in his/her place. Each Member Club can cast two (2) votes.

PROGRAMS AND ACTIVITIES

S.A.V.I. with the collaboration of Member Clubs and interested organizations, institutions and groups, will undertake the planning, organization, implementation and evaluation of annual events and programs, such as:

- 1) Bingo Rama
- 2) Volunteer Recognition
- 4) Seniorsfest
- 6) Holiday Concert

Comments:

SAVI is an umbrella organization for the clubs, but operates under its own constitution and is not governed by the Policy and Operating Procedures for Older Adult Clubs. The purpose of this addition is to provide commentary on the connection between SAVI and the clubs.

Proposed Amendment #2: 5.0 CLUB SPACE, EQUIPMENT & INVENTORY

Item 5.6

Current Policy Statement:

Clubs receive the following free use of permitted facilities: one (1) picnic permit per year with associated city inventory services-in-kind (SIK) if required (excluding Showmobile);

Proposed Amendment:

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Clubs receive the following free use of permitted facilities: one (1) picnic permit per year, **excluding Sundays in July**, with associated city inventory services-in-kind (SIK) if required (excluding Showmobile);

Comments:

The department has received numerous requests from local groups for the popular Doctors McLean Park due to its amenities. Accommodating the Older Adult bookings for parks reduced availability for other groups on prime summer weekends. The Older Adult Clubs were agreeable to scheduling their picnics during weekdays or on Saturdays to allow others to book the park.

Proposed Amendment #3: 6.0 MEMBERSHIP ELIGIBILITY

Current Policy Statement:

There is currently no statement in the policy to address this.

Proposed Amendment:

Members may hold office at one club only.

Comments:

This item was previously in the policy, but was removed from the last revision. The Older Adult Clubs agreed that it should be put back into the policy.

Proposed Amendment #4: 7.0 GUIDELINES FOR BOARD OF DIRECTORS AND GENERAL MEETINGS

Item 7.4

Current Policy Statement:

If a Board Member is absent for three (3) consecutive meetings (without prior notification to the Secretary) their position will be considered vacant and filled as per the direction on vacancy.

Proposed Amendment:

If a Board Member is absent for two consecutive meetings without prior notification to the Secretary they will be notified in writing that they may be removed from the Board. If no response is received they will be notified in writing that they have been removed from the board following the third consecutive meeting missed without notification. Their position will be considered vacant and filled as per the direction on vacancy (9.3).

Comments:

The existing policy statement required clarification on the appropriate steps to take in the case of unreported absenteeism by a Board member.

Proposed Amendment #5: 8.0 ELECTION PROCEDURES

Item 8.12

Current Policy Statement:

Scrutineers will be randomly chosen to assist City of Vaughan staff from any present member in good standing who has not been nominated for a position on the Board of Directors to assist City of Vaughan staff.

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Proposed Amendment:

Ballots will be counted by staff. Randomly selected club members will be chosen to observe the vote tabulation. Any present member in good standing who has not been nominated for a position on the Board of Directors may be selected to assist staff.

Comments:

Clarification of roles in ballot counting.

Proposed Amendment #6: 8.0 ELECTION PROCEDURES

Current Policy Statement:

There is currently no statement in the policy to address this.

Proposed Amendment:

In the event of a tie there will be an immediate recount. If a recount results in the same result, a coin toss will determine the winner.

Proposed Amendment #7: 8.0 ELECTION PROCEDURES

Item 10.6

Current Policy Statement:

Spouses may run for election and be elected to serve on the Board of Directors.

Proposed Amendment:

Spouses may both run for election, but the voters must be informed prior to the vote.

Comments:

There was agreement with the clubs to retain this, but that voters should be fully aware before casting their vote.

Proposed Amendment #8: 10.0 BOARD OF DIRECTORS (Job Descriptions)

Item 10.10

Current Policy Statement:

... the nominated candidate must be fully retired

Proposed Amendment:

This statement was deleted from all position descriptions and replaced with the following under Election Procedures:

To be eligible for candidacy to stand for any elected position, the nominated candidate must: be able to fulfill the responsibilities of the position, which includes attending meetings and assisting with club activities. If an individual has responsibilities or part-time employment that could impact on their ability to perform the duties as a member of the board, it is advised that he/she not seek election to a board position.

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Comments:

This statement regarding being fully retired was considered to be discriminatory. As long as an individual is capable of performing the duties of the position, he/she should be able to maintain part-time employment and/or other personal responsibilities.

Proposed Amendment #9: 10.0 BOARD OF DIRECTORS

Item 10.10.1

Current Policy Statement:

Position Description: Club President

Have a casting vote in the event of a tie among any voting matter before the Board of Directors.

Proposed Amendment:

The president can only make or break a tie vote if he or she has not already voted. For example, if the president participates in a ballot vote and the vote results in a tie, he or she cannot break the tie because he or she cannot vote a second time. For the president to have a tie breaking vote, he/she must abstain from the original vote. If the president's vote causes a tie vote, the motion is defeated.

Comments:

This statement required clarification that the president is not entitled to two votes on a motion in front of the board.

Proposed Amendment #10: 13.0 CODE OF CONDUCT

Item 13.3

Current Policy Statement:

If a Director or any member of the executive acts in a manner which is detrimental to the interests of the club, then the Board of Directors of the club may, by majority vote, remove the said Director from office at a special meeting of the club, which will be convened to consider the Director's behaviour within a timely manner.

Proposed Amendment:

If a Director or any member of the executive acts in a manner which is detrimental to the interests of the club, then the Board of Directors of the club may, by majority vote, discipline the said Director at a special meeting of the club, which will be convened to consider the Director's behaviour within a timely manner. Discipline shall follow the guidelines in 13.4 and depending on the severity of the infraction, can range from a warning to expulsion from the Board. City of Vaughan staff are available to assist if necessary.

Comments:

The existing statement required elaboration to provide the Board of Directors with clear guidelines on how to deal with conduct issues relating to Board members.

There are also a number of "housekeeping" changes being made to the document. These changes do not alter the principle of the policy, but do provide clarification and improved organization of the document where needed.

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Relationship to Vaughan Vision 2020/Strategic Plan

In consideration of the strategic priorities related to Vaughan Vision 2020, the report will provide:

- **STRATEGIC GOAL:**
Pursue Excellence in Service Delivery; and Enhance and Ensure Community Safety, Health and Wellness – To deliver high quality services and promote health and wellness through program development and increased awareness.

This report is consistent with the priorities previously set by Council and the necessary resources have been allocated and approved.

Regional Implications

There are no regional implications associated with this report.

Conclusion

The 2008 Active Together Master Plan reports that aging population trends suggest that programming for older adults and senior citizens will form an increasingly important segment of municipal service delivery. The population of local residents over 55 is expected to nearly triple by the year 2031. From a programming standpoint, the City of Vaughan will have to continue to evolve its delivery of services. Older adult clubs provide an opportunity for social integration and are recognized by the City of Vaughan in the delivery of recreation programs and services.

The intent of the amendments to the policy and Operating Procedures is to further assist existing clubs and groups in the operation and delivery of club services.

The proposed amendments to the “Policy and Operating Procedures for Older Adult Clubs in the City of Vaughan” make reasonable, sustainable, and transparent changes to the previous policy based on input from the clubs and staff.

Attachments

None.

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