



# Older Adult TASK FORCE

APPLICATION PACKAGE

OFFICE OF THE CITY CLERK  
City of Vaughan, City Hall  
2141 Major Mackenzie Dr.  
Vaughan, ON L6A 1T1



# Older Adult Task Force Application

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February 2021

Dear City of Vaughan Resident:

The City of Vaughan is seeking two (2) Vaughan residents who are part of the older adult population, or have significant insight and experience with the Vaughan older adult community for appointment to the Older Adult Task Force.

**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.

**TERM:** Ends June 2022

**MEETINGS:** Monthly

**REMUNERATION:** None

## ELIGIBILITY REQUIREMENTS

- Must be 18 years of age or over;
- Must be a Canadian Citizen that lives and/or owns property in Vaughan; and
- Must not be employed by the Municipality.

Applicants selected for appointment are required to sign and adhere to the Code of Ethics and the Declaration of Office (sample attached as Attachment 2).

## APPLYING FOR APPOINTMENT

Submit your application (Attachment 1 only) one of the following ways:

1. Email to [clerks@vaughan.ca](mailto:clerks@vaughan.ca).
3. Fax to 905-832-8535.

This application package is available at [vaughan.ca/TaskForces](http://vaughan.ca/TaskForces)

The deadline for receipt of applications is **4:30 p.m. on Friday, Feb. 19, 2021.**

**NOTE: Applications will not be accepted after this date.**

For further information, please contact:

John Britto, Council/Committee Administrator  
905-832-2281, extension 8637

**Todd Coles**, City Clerk

# Older Adult Task Force Application



ATTACHMENT 1

## APPLICATION FOR APPOINTMENT TO STATUTORY AND AD-HOC COMMITTEES

**PERSONAL INFORMATION:** Please print.

**APPLICATION DEADLINE:** 4:30 p.m., Friday, Feb. 19, 2021

Mr.  Mrs.  Ms. NAME: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

CITY: \_\_\_\_\_

POSTAL CODE: \_\_\_\_\_

PHONE: HOME: \_\_\_\_\_

CELL: \_\_\_\_\_

BUSINESS: \_\_\_\_\_

EMAIL: \_\_\_\_\_

OCCUPATION: \_\_\_\_\_

LENGTH OF RESIDENCY IN VAUGHAN: \_\_\_\_\_

years

**PREVIOUS EXPERIENCE:** A resumé or synopsis outlining any additional information may be attached for the following questions.

If you have served on a Committee or Board in the City of Vaughan or any other Municipality, please provide details:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Please state in detail your experience, work-related, community or other volunteer activities, which illustrate the interest, skills or abilities you may contribute:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Please indicate your availability to attend meetings:

I am available to attend evening meetings.

I am available to attend meetings during business hours.

*I hereby acknowledge and agree that if appointed to a City of Vaughan Statutory / Ad-hoc Committee, I will adhere to the Code of Ethics and Declaration of Office established by Council as per the sample attached with this application; and*

*I hereby declare that I am a City of Vaughan resident and/or property owner, a Canadian citizen, 18 years of age or older, and am not employed by the Municipality.*

SIGNATURE: \_\_\_\_\_

**Applications will not be accepted after the deadline date of Feb. 19, 2021 at 4:30 p.m.**

Email: [clerks@vaughan.ca](mailto:clerks@vaughan.ca)

Fax: 905-832-8535

Personal information on this form is collected under the legal authority of the Municipal Act, R.S.O. 1990, c.M.45, as amended. This information will be used to process applications to determine an applicant's suitability to be appointed and serve on various statutory and non-statutory committees. Questions about this collection should be directed to the City Clerk, City of Vaughan, 2141 Major Mackenzie Dr., Vaughan, ON, L6A 1T1, Phone: 905-832-8504.

# Code Of Ethics

**SAMPLE ONLY: DO NOT SIGN.**

I, \_\_\_\_\_, having been appointed to the \_\_\_\_\_ do swear that I will adhere to the Corporation of the City of Vaughan's Code of Ethics, as follows:

Recognizing responsibilities to the people, desiring to inspire public confidence and respect for government and believing that honesty, integrity, loyalty, justice and courtesy form the basis of ethical conduct, as a representative of the City of Vaughan, I will:

- put public interest above individual, group or special interest, and consider the position as an opportunity to serve society.
- recognize that government service is a public trust that imposes responsibility to conserve public resources, funds and materials.
- recognize that, while serving as a member of an advisory committee, such individual is seen to be a representative of the City of Vaughan and the Committee of which they are a member.
- recognize the potential implication and interpretations that may be given to their statements and actions while serving as committee members and ensure that at all times the public interest is not only served but seen to be served.
- never offer, give, nor accept any gifts, favours or service that might tend to influence the discharge of duties.
- never use the position to secure advantage or favour for self, family or friends.
- never disclose confidential information gained by reason of position, nor use such information for personal gain.
- never make recommendations, while serving as a committee member, on any matter that involves a business in which there is a personal direct or indirect financial interest.
- never engage in supplemental employment, business or professional activity, which impairs the efficiency of service, or while serving as a committee member become involved in work, which would come before the City for inspection.

**DECLARATION OF OFFICE:** Section 232 of the Municipal Act, 2001



I, (name of person), having been appointed to the (name of committee) in the City of Vaughan,

do solemnly promise and declare that:

1. I will truly, faithfully and impartially exercise this office to the best of my knowledge and ability.
2. I have not received, and will not receive any payment or reward, or promise thereof, for the exercise of this office in a biased, corrupt or in any other improper manner.
3. I will disclose any pecuniary interest, direct or indirect, in accordance with the Municipal Conflict of Interest Act.
4. I will be faithful and bear true allegiance to Her Majesty Queen Elizabeth the Second (or the reigning sovereign for the time being).

And I make this solemn promise and declaration conscientiously believing it to be true and knowing that it is of the same force and effect as if made under oath.

# Older Adult Terms of Reference



ATTACHMENT 3

Revised February 2021

## **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.
5. Explore and identify opportunities that would allow seniors to remain in their homes as they age.

## **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 of 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 Office of the City Clerk 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 task force meeting, 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 task force may meet on the schedule determined, or at the call of the Chair.

1. Meetings will be held every month or as needed throughout the course of the year, except for July and August when 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 or virtually via Microsoft Teams throughout the global COVID-19 pandemic.
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 the 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 York Region 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.