



# Age-Friendly Caledon Advisory Committee

Terms of Reference 2024 - 2026



# Age-Friendly Caledon Advisory Committee

## Terms of Reference 2024 – 2026

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### **Mandate**

The Town of Caledon’s Age-Friendly Caledon Advisory Committee (the “Committee”) has an overall mandate to serve as the steering committee for the Town’s Age-Friendly Caledon Action Plan (The Plan). They will provide staff with assistance and advice and make recommendations that address older adult issues (55 years and older) and the promotion of healthy older adults across Caledon. This includes recommendations Town strategies, action plans and initiatives in relation to the Age-Friendly Action Plan adopted by Council in 2021.

The Age-Friendly Caledon Action Plan’s eight dimensions and forty-five deliverables supports the vision of the Town of Caledon as a safe, welcoming, and inclusive community that celebrates the diverse needs of all residents, regardless of age.

Implementing supports to ensure that Caledon residents are connected to their friends, family and neighbours through a range of programs, services, accessible public spaces, and a natural environment that promotes active-living, social engagement, respect, stewardship and life-long learning.

(Age-Friendly Advisory Committee establishment by-law Part 2)

### **Committee Roles**

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 older adults 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. Enhance the quality of life of older adults in the Town of Caledon by representing their perspectives on municipal and other key issues and trends.
2. Provide guidance on the objectives and action items of the Council-endorsed Age-Friendly Caledon Action Plan and report back annually through the Age-Friendly Caledon Annual Progress Report.

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. In collaboration with staff, create and implement an annual workplan that supports the identified priorities of the Age-Friendly Caledon Action Plan and aligns with the 2023-2035 Town of Caledon's Strategic Plan.
5. Promote awareness of the Age-Friendly Caledon Action plan to engage residents, community groups, local agencies, businesses and other organizations, and to share opportunities for involvement.

(Age-Friendly Advisory Committee establishment by-law Part 3)

### **Role and Conduct of Committee**

The Terms of Reference of each committee shall be reviewed by Council on an ongoing basis to ensure the role and need of the committee is relevant and appropriate.

Committees provide recommendations, advice and information to Council on matters which relate to the mandate of the committee.

Committees shall not give direction to Staff without the approval of Council.

Committees can request information from Staff and Staff may provide the data if Staff are of the opinion that such requests can be reasonably accommodated within existing workloads and resources.

Where a committee member believes he or she has a conflict of interest in a particular matter, they shall disclose their conflict of interest and the general nature thereof prior to the item or matter being considered. As a result of disclosure, the member shall remove themselves from the table for the duration of the time that the matter is being considered and during in-closed session, remove themselves from the room and not take part in the discussion or the vote on any recommendation in respect of the matter. They shall not attempt in any way to influence the voting on any such question or recommendation.

Committees, when carrying out its responsibilities, are expected to abide by the provisions of the Ontario Human Rights Code, Town of Caledon Policies and Procedures and any other applicable related statutes and in doing so, shall treat every person, including other committee members, corporate employees with dignity, understanding and respect for the right to equality and the right to an environment that is safe and free from harassment and discrimination.

In the performance of their duties, a committee member shall not:

(a) place him or herself in a position where a member is under obligation to any person who might benefit from special consideration or favour or who might seek preferential treatment in any way;

(b) accord preferential treatment to relatives or to organizations in which the member, their family member, have an interest, financial or otherwise;

(c) deal with an application to the Town for a benefit or interest from any matter which they can influence decisions; and

(d) benefit from the use of information acquired during the course of their official duties which is not generally available to the public.

Link to the Town's Age-Friendly Caledon Action Plan can be found at [www.caledon.ca/adult55](http://www.caledon.ca/adult55)

(Procedure By-Law Schedule B Section 3)

### **Committee Composition and Appointment Qualification**

Council members appointed to committees shall act in a liaison capacity without any voting privileges.

The Committee membership shall be composed of the following:

- (a) Two (2) Members of Town of Caledon Council in a liaison capacity,
- (b) Six (6) Community Representatives with a minimum of four (4) members being the age of fifty-five (55) years or older,
- (c) One (1) Staff representative from the Caledon Public Library,
- (d) One (1) Representative from the Caledon Seniors Centre,
- (e) Three (3) Community Liaisons working with older residents in the Caledon and surrounding area.

Members must be a resident of or work in the Town of Caledon over the age of eighteen (18) years.

Four (4) of the six (6) community representatives selected must be the age of fifty-five (55) years or older.

Members must be able to contribute a minimum of ten (10) hours of time per month.

Committee representation shall be from as geographic areas of the Town and backgrounds as possible.

Experience or interest in the following roles will be included for consideration when determining appointments to the AFAC:

- (a) Community Advocacy and Public Engagement to provide ongoing updates on local projects, events, and activities to AFAC members and community residents,
- (b) Community Development and Outreach to work with community partners and agencies on a wide variety of projects,
- (c) Research skills and ability to use a variety of resources (online, paper, in-person) to research information for a wide variety of topics,
- (d) Financial and Grant Funding Understanding to support various strategic initiatives,
- (e) Focus and understanding of the housing industry, real estate, development policy and processes, innovative housing opportunities and implementation,
- (f) Understanding the challenges of transportation for be the age of fifty-five (55) years or older,
- (g) Outdoor Spaces and Recreation to assist with marketing active living opportunities and make recommendations,
- (h) Passion and understanding of the needs for accessibility under the *Accessibility for Ontarians with Disabilities Act , 2005, S.O. 2005, c. 11*, with a willingness to work closely consulting with the Town's Accessibility Advisory Committee on initiatives that relate to accessibility,
- (i) Passion and understanding of the need for increased diverse supports and resources,
- (j) Interest and understanding of how to effectively market various projects in both rural and urban communities,
- (k) Previous experience on a municipal committee, task force, or tribunal.

Committee members shall only serve on the same committee no more than three (3) consecutive full terms plus, if applicable, one proceeding partial term in those cases where committee members are initially appointed midterm to fill a vacancy, unless otherwise approved by Council.

The Mayor shall be ex-officio for all committees, but their attendance shall not impact quorum.

(Procedure By-Law Schedule B Section 4)

(Age-Friendly Advisory Committee establishment by-law Part 4)

## **Term of Appointment**

Appointments to advisory committees shall be a four (4) year term, aligned with the term of Council.

(Procedure By-Law Schedule B Section 5)

## **Orientation Session**

Following the appointment process of each committee, appointed members shall participate in an orientation session at the beginning of each term conducted by the Town's Legislative Services Section.

Orientation Sessions will include legislative training requirements and committee procedures for the conduct of meetings.

Orientation Sessions will be conducted for new appointments taking place throughout the term of the committee, as needed.

(Procedure By-Law Schedule B Section 6)

## **Remuneration**

Committee members shall serve without remuneration.

(Procedure By-Law Schedule B Section 7)

## **Resignations and Filling Vacancies**

Should any member of a Committee wish to resign, the member shall advise in writing to the Clerk of their resignation.

Upon receipt of the resignation, Staff within the Legislative Services Section shall ensure that the resignation is noted on the subsequent Committee agenda for information.

When the resignation is received by the Clerk or a vacancy occurs, the Clerk will work with Staff to commence the standard practice of recruitment for committees. Notice will be provided to individuals who were unsuccessful in being appointed to the committee at the beginning of the term with an opportunity to re-apply for the vacancy.

Where the resigning member is representing a specific organization, staff shall send a letter to the organization to request that the name of a new representative be forwarded.

(Procedure By-Law Schedule B Section 8)

## **Support Staff**

Committee meetings shall be attended by staff representatives of the appropriate departments to provide resource, support and general liaison, as applicable. The affected Department Director shall determine the representative from the Department who shall attend the committee meetings.

The day-to-day support of committees (such as coordination of meeting schedules, the preparation of committee agendas and minutes, and the communication of committee actions) shall be provided by Staff in the Legislative Services Section.

(Procedure By-Law Schedule B Section 9)

## **Expenditures**

Any annual budget allocation to a committee shall be at the sole discretion of Council and subject to the annual budget process and shall be aligned with the mandate of the committee.

All committee expense information is considered to be public information and shall be made available upon request.

Expenses associated with communication and/or promotional efforts being undertaken by a committee within its mandate, are to be approved by Corporate Communications for consistency in messaging and proper branding, prior to those expenses being incurred.

(Procedure By-Law Schedule B Section 10)

## **Chair and Vice-Chair**

The presiding officer of all committees shall be referred to as “Chair”. The committee shall recommend the appointment of a Chair and Vice Chair at their first meeting of the term.

(Procedure By-law Schedule B section 11)

## **Schedule and Location of Meetings**

AFAC will meet on a scheduled bi-monthly basis except for the months of July and August, and in accordance with an approved by resolution Town of Caledon Council and Committee Meeting Calendar. (Age-Friendly Advisory Committee establishment by-law Part 5)

The Chair may, at any time, call a special meeting. Staff shall coordinate a special meeting as directed by the Chair, based on the Committee members availability, and notifying the Committee of the item for discussion.

Committee meetings shall be held at Town Hall and shall be open to the public, except during closed session. Committee meetings may be held away from Town Hall for a specified purpose; however, the location shall be accessible to persons with disabilities and shall be deemed so by

the Town's Accessibility Program Staff prior to formal recommendation of the use. (Procedure By-Law Schedule B Section 12.2 and 12.3)

## **Notice**

Notice shall be provided of meetings by posting the date and time of the meeting on the Town's website. (Procedure By-Law Schedule B Section 12.4)

Committee members are deemed to have resigned their appointment if they are absent from the meetings of the committee for three (3) successive meetings without the authorization to do so by recommendation from the committee. (Procedure By-Law Schedule B Section 12.12)

The Town Clerk or designate shall be required to give written notice to any member who has exceeded the absentee threshold advising that their appointment to the committee is vacant

[www.caledon.ca/en/government/agendas-and-minutes.aspx](http://www.caledon.ca/en/government/agendas-and-minutes.aspx)

(Procedure By-Law Schedule B Section 12.13).

## **Meetings Procedures**

The proceedings of the Committee are to be governed by the Town's Procedural By-Law 2015-108 as amended.

## **Agendas and Reporting**

Committee agendas shall be compiled of items aligned with the committee's mandate. In consultation with the Chair and Staff Liaison for the committee, Staff within the Legislative Services Section will prepare the Agenda. The following headings shall be on the Agenda:

- Call to Order
- Declaration of Pecuniary Interest
- Receipt of Minutes
- Regular Business
- Adjournment

The following headings may be added, as required:

- Presentations
- Delegations
- Administration (Training/Education)
- Correspondence
- Confidential Session.

Agendas shall be distributed electronically, unless otherwise requested and posted on the Town's website no later than forty-eight (48) hours preceding the time at which the meeting is scheduled to commence, excluding weekends.



Committee meetings shall not consider matters that are not listed on the agenda, unless such a matter is deemed to be time sensitive.

All unfinished business on the Agenda shall be carried forward to the next committee meeting (Procedure By-Law Schedule B Section 12.5 to 12.8).

## **Minutes**

Support Staff from the Legislative Services Section shall record, without note or comment the minutes of each meeting, including the following information:

- (a) the place, date and time of meeting,
- (b) the name of the presiding officer(s) and record of attendance of the members,
- (c) the receipt of minutes of prior meetings, and
- (d) all recommendations made at the meeting.

Meeting minutes will be provided at the next Council Meeting following standard Council Agenda circulation timeframes.

(Procedure By-Law Schedule B Section 12.9 to 12.10).

## **Confidential Session**

A meeting or part of a meeting may be closed to the public if the subject matter being considered is in accordance with the provisions of the Municipal Act, 2001, as amended.

Prior to moving into confidential session resolution in accordance with the provisions of the Municipal Act, 2001, for one of the reasons listed, Council or Committee shall state by resolution:

- a) the fact that the Council or Committee is convening into confidential session; and
- b) the general nature and a brief description of the matter(s) to be considered.

Members shall be prohibited from discussing any additional matters during a confidential session other than those identified by resolution as required under this section.

A meeting shall not be closed to the public during the taking of a vote, except where:

- a) the vote is for a procedural matter or for giving direction or instructions to officers, employees, and/or agents of the municipality and/or local board or persons retained by, or under contract to, the municipality or local board.

The number of times a member may speak in debate on a matter shall not be limited during confidential sessions of Council and/or Committee.

The Clerk shall advise the Presiding Officer, if in his/her opinion, the issue (or portion thereof) being discussed at a confidential session is not procedurally in accordance with the terms of the Municipal Act, 2001. (Procedure By-Law section 5.5 (Schedule B Section 13).

## **Attendance**

Committee members are deemed to have resigned their appointment if they are absent from the meetings of the committee for three (3) successive meetings without the authorization to do so by recommendation from the committee.

The Town Clerk or designate shall be required to give written notice to any member who has exceeded the absentee threshold advising that their appointment to the committee is vacant. 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.

(Procedure By-Law Schedule B Section 12.12 to 12.13).

## **Quorum**

A majority of members of the Committee is necessary to form a quorum at a meeting.

If no quorum is present fifteen (15) minutes after the time appointed for a meeting of the Committee, the support staff shall record the names of the members present and the meeting will stand adjourned until the next appointed time.

Where the Chair does not attend within fifteen (15) minutes after the time appointed for the meeting, and if quorum is present, the Vice-Chair shall call the members to order.

If during the course of a Committee meeting a quorum is lost, then the meeting shall stand adjourned, to reconvene when quorum is regained. If a quorum is not present within fifteen (15) minutes, the support staff will record the names of the members present and the meeting shall be adjourned to the next appointed time.

If a meeting of a Committee cannot be convened or does not continue because of a lack of quorum, the remaining business on the Agenda for that meeting shall be placed on the Agenda for the next scheduled meeting.

(Procedure By-Law Schedule B Section 12.14 to 12.18).

## **Working Groups (Task Forces)**

Committees may form working groups as needed. Working group meetings may proceed at any time and are not subject to the standard requirements (notice, agendas, minutes, etc.) of committee meetings. Support staff from the Legislative Services Section are not required to attend working group meetings. (Procedure By-Law Schedule B Section 13)

## Reporting Recommendations

Recommendations to Council by a committee will be placed on the next applicable Committee of the Whole Meeting Agenda, as deemed appropriate for consideration (Procedure By-Law Schedule B Section 14)

## Rules of Order and Debate

The Chair shall:

- (a) maintain order and preserve the decorum of the meeting;
- (b) rule whether a Motion or proposed amendment is in order;
- (c) rule upon all other procedural matters and debate;
- (d) maintain a speaker's list of those members who have signaled the Chair that they wish to speak or ask questions, and recognize such members in the order in which they appear;
- (e) call a Member to order where appropriate.

No Member shall:

- (a) speak disrespectfully, use indecent, offensive or insulting language;
- (b) speak on any subject other than the subject in debate;
- (c) where a matter has been discussed in a meeting or part of a meeting closed to the public (in-camera) and where the matter remains confidential, disclose the content of the matter or the substance of deliberations of the in-camera meeting;
- (d) disobey a decision of the Chair on questions of order or practice or the interpretation of the Rules.

Where a Member persists in any such conduct contrary to the provisions of this section, after having been called to order by the Chair:

- (a) the Chair shall forthwith put the question that the member be ordered to leave their seat for the duration of the Meeting, and adjournments, amendments or debates shall not be allowed upon such question;
- (b) if the question carries, the Chair will order the Member to leave for the remainder of the Meeting, unless the Member wishes to apologize to the rest of the Committee, at which time the Chair may permit the Member to return to their seat.

The following matters and motions may be introduced orally without written notice and without leave, and to be decided without debate:

- (a) a point of order;
- (b) a point of privilege;
- (c) a motion to adjourn;
- (d) a motion to refer;
- (e) a motion to defer/postpone;
- (f) a motion to table the question;
- (g) a motion to vote on the question.

Except as provided above, a motion regarding an item on the Agenda shall be presented by the mover, and voted on. A tie vote is a lost vote.

(Procedure By-Law Schedule B Section 15)

### **Public at Committee Meetings**

Members of the public present at Committee meetings shall maintain order and quiet and shall not address the Committee except with the permission of the Committee through a written request to the Clerk to delegate the Committee concerning an item on the Agenda.

No person shall display signs or placards, applaud participants in debate or engage in conversation or other behavior which may disrupt the proceedings of the Committee.

When invited to address the Committee, no person shall use indecent, offensive or insulting language or speak disrespectfully.

Any person who contravenes any provisions of this section may be expelled from the Meeting by the Chair.

(Procedure By-Law Schedule B Section 16)