



**Agenda**  
**Age Friendly Committee Meeting**

September 17, 2024, 1:00 p.m.

Electronic and In-Person Participation - Age Friendly

The Corporation of the Town of Orangeville

(Chair and Secretary at Town Hall - 87 Broadway)

Orangeville, Ontario

**NOTICE**

Members of the public wishing to view Age Friendly meetings will have the option to attend in-person or by calling 1-289-801-5774 and entering Conference ID: 937 782 465#

Please note that your full name and comments will be part of the public record and will be included in the minutes of the meeting.

Prior to the meeting, written comments may be sent to the Secretary of Age Friendly by email at [lraftis@orangeville.ca](mailto:lraftis@orangeville.ca). Such written comments will become part of the public record.

**Accessibility Accommodations**

If you require access to information in an alternate format, please contact the Clerk's division by phone at 519-941-0440 x 2242 or via email at [clerksdept@orangeville.ca](mailto:clerksdept@orangeville.ca)

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**Pages**

1. **Call to Order**
2. **Disclosures of (Direct or Indirect) Pecuniary Interest**
3. **Land Acknowledgment**  
We would like to acknowledge the treaty lands and territory of the Williams Treaty Nations and the Mississaugas of the Credit First Nation. We also recognize that Dufferin County is the traditional territory of the Wendat and the Haudenosaunee, and is home to many Indigenous people today.
4. **Adoption of Minutes of Previous Meeting**  
Recommendations:  
That the minutes of the following meeting are approved:
  - 4.1 **2024-06-18 Age Friendly Minutes** 3
5. **Presentations**
  - 5.1 **Jordyn Lavecchia-Smith, Deputy Clerk - Mid-Term Governance Refresher** 7  
In-Person

**5.2 Bela Cumberbatch, Learning Cafés - Financial Literacy for Seniors  
In-Person**

**6. Items for Discussion and Reports**

**6.1 Senior Discount Flyer**

**6.2 Upcoming Guest Speaker**

**6.3 Seniors Snow Clearing Program Update**

**7. Correspondence**

None.

**8. Announcements**

**9. Date of Next Meeting**

The next meeting is scheduled for Tuesday, November 19, 2024 at 1:00 p.m.

**10. Adjournment**

Recommendations:

That the meeting be adjourned.



## **Minutes of Age Friendly**

**June 18, 2024, 1:00 pm**

**Electronic and In-Person Participation - Age Friendly**

**The Corporation of the Town of Orangeville**

**(Chair and Secretary at Town Hall - 87 Broadway)**

**Orangeville, Ontario**

Members Present: Councillor A. Macintosh, Chair  
C. Hamilton, Vice-Chair  
L. Banks  
M. Chapman  
K. Jack  
V. Petho

Staff Present: S. Doherty, Manager, Recreation and Events  
T. Dulisse, Manager, Transportation and Development  
L. Raftis, Assistant Clerk  
D. Smith, CAO

### **1. Call to Order**

The meeting was called to order at 1:00 p.m.

### **2. Disclosures of (Direct or Indirect) Pecuniary Interest**

None.

### **3. Land Acknowledgment**

The Chair acknowledged the treaty lands and territory of the Williams Treaty Nations and the Mississaugas of the Credit First Nation. The Chair also recognized that Dufferin County is the traditional territory of the Wendat and the Haudenosaunee, and is home to many Indigenous people today.

### **4. Adoption of Minutes of Previous Meeting**

**2024-011**

**Moved By K. Jack**

**That the minutes of the following meeting are approved:**

**4.1 2024-04-23 Age Friendly Minutes**

**Carried**

**5. Presentations**

**5.1 Elaine Griffin, Psychogeriatric Resource Consultant - Montessori Based Dementia Program**

Elaine Griffin, Alzheimer Society Dufferin County provided a presentation with respect to the Montessori Based Dementia Program and spoke to their story, Dr. Maria Montessori philosophy, goals of the program, and capacity building.

Members of the Committee asked questions and received a response from Ms. Griffin.

**5.2 Marc Mailhot and Ann Frenton - GrandPals: Intergenerational Learning**

Ann Frenton, GrandPals provided a presentation with respect to GrandPals: Intergenerational Learning and spoke to the vision, program framework, goals, sustainability, challenges, solutions, and funding opportunities.

Members of the Committee asked questions and received a response from Ms. Frenton.

**5.3 Bela Cumberbatch, Learning Cafés - Financial Literacy for Seniors**

Bela Cumberbatch, Learning Cafes was not in attendance.

**6. Items for Discussion and Reports**

**6.1 Transit Update**

Tony Dulisse, Transportation and Development Manager provided the Committee with a transit update and spoke to the upcoming purchase of new buses, increased transit coverage, improving routes, public engagement, On-Demand services, and transit shelters.

Members of the Committee asked questions and received a response from Mr. Dulisse.

**6.2 Bench at Bus Stop and Paved Path at Senior's Centre**

Sharon Doherty, Recreation and Events Manager spoke to the grading at the side of the Senior's Centre and the need to repair the path. Tony Dulisse, Transportation and Development Manager advised that Transportation staff need to establish transit routes before any paths to bus stops are constructed.

**6.3 Senior Discount Flyer**

Councillor Macintosh thanked everyone for their work with respect to the Senior Discount Flyer.

The Committee discussed the process for making amendments to the list, distribution of the current flyer, and plan to connect with businesses throughout the Town of Orangeville.

**6.4 Upcoming Guest Speaker**

Councillor Macintosh requested Bela Cumberbatch, Learning Cafés be invited to speak at the September 17, 2024 meeting.

**7. Correspondence**

**2024-012**

**Moved By C. Hamilton**

**That the correspondence listed below be received:**

**7.1 Correspondence from Rahul Venky - Special Offer for Senior Citizens at Wild Wing Orangeville**

**Carried**

**8. Announcements**

Councillor Macintosh thanked everyone who participated in the Seniors Luncheon.

**9. Date of Next Meeting**

The next meeting is scheduled for Tuesday, September 17, 2024 at 1:00 p.m.

**10. Adjournment**

**2024-013**

**Moved By K. Jack**

**That the meeting be adjourned at 2:19 p.m.**

**Carried**

# Board/Committee Governance



# Various Boards, Committees and Task Forces



## Advisory Bodies

- Access Orangeville
- Age Friendly Advisory Committee
- Economic Development and Culture
- Equity, Diversity and Inclusion Committee
- Fire Service Advisory Committee
- Heritage Orangeville
- Mayor's Youth Advisory Council



## Task Forces

- Affordable Housing Task Force



## Administrative Tribunals

- Committee of Adjustment
- Property Standards Committee



## Committees

- Community Improvement Plan Committee
- Official Plan Review Steering Committee
- Sustainable Orangeville



## Administrative Boards

- Orangeville OPP Detachment Board
- Orangeville Public Library Board



# Roles and Responsibilities

## Role of the Chair

- Calls the meeting to order
- Encourages discussion and an open exchange of ideas
- Advises on the agenda in consultation with the Secretary
- Chairs the meetings in accordance with the Town's Procedure By-law
- Acts as a spokesperson for the Board, Committee or Task Force

## Role of Members

- Attends all regular scheduled meetings
- Reviews agenda materials prior to the meeting
- Promotes the role of the Board, Committee or Task Force
- Offers input on matters listed on the agenda

**Note:** Members do not have the authority to direct staff. Direction must be made through the form of a motion.

# Roles and Responsibilities

## Role of Staff Liaison

- Attends all regular scheduled meetings
- Reviews agenda materials prior to the meeting
- Provides subject matter expertise and acts as a liaison between the Committee and the Corporation
- Does not have voting rights

## Role of Secretary

- Provides administrative and operational support to Board, Committee or Task Force
- Prepares and circulates agenda packages
- Attends meetings and takes minutes

# Meeting Principles

- The majority must be allowed to rule
- The minority have rights that must be respected
- Members have a right to information to help make informed decisions
- Courtesy and respect are required
- All members have equal rights, privileges and obligations
- Members have a right to an efficient meeting – hold each other accountable to this



# Agenda and Meeting Management

- The agenda is one of the main components for assisting in the efficiency and effectiveness of the Board, Committee or Task Force
- The agenda will guide the meeting
- The Secretary is responsible for the minutes of the meetings - without note or comment
- Members should direct all questions of the agenda to the Secretary ahead of the meeting. The Secretary can coordinate a response with the appropriate staff member.
- If a Member would like to make an amendment - they should contact the Secretary for advice on wording before the meeting, so everyone is prepared

# Decision Making Process

## Staff Reports

- A staff report is a document prepared by staff containing information and recommendations about a specific subject matter.
- Often staff are seeking direction through the recommendation.

## Correspondence

- Resolutions from other municipalities
- Other levels of government

## Applications

- Applications that require a decision
  - Community Improvement Plan
  - Minor Variance
  - Consents
  - Grants

# Decision Making Process

## Recommendation

- A recommendation is an action request that is being recommended by staff or a Board, Committee or Task Force.
- Generally brought forward through a Staff Report.
- Recommendations can turn into motions.

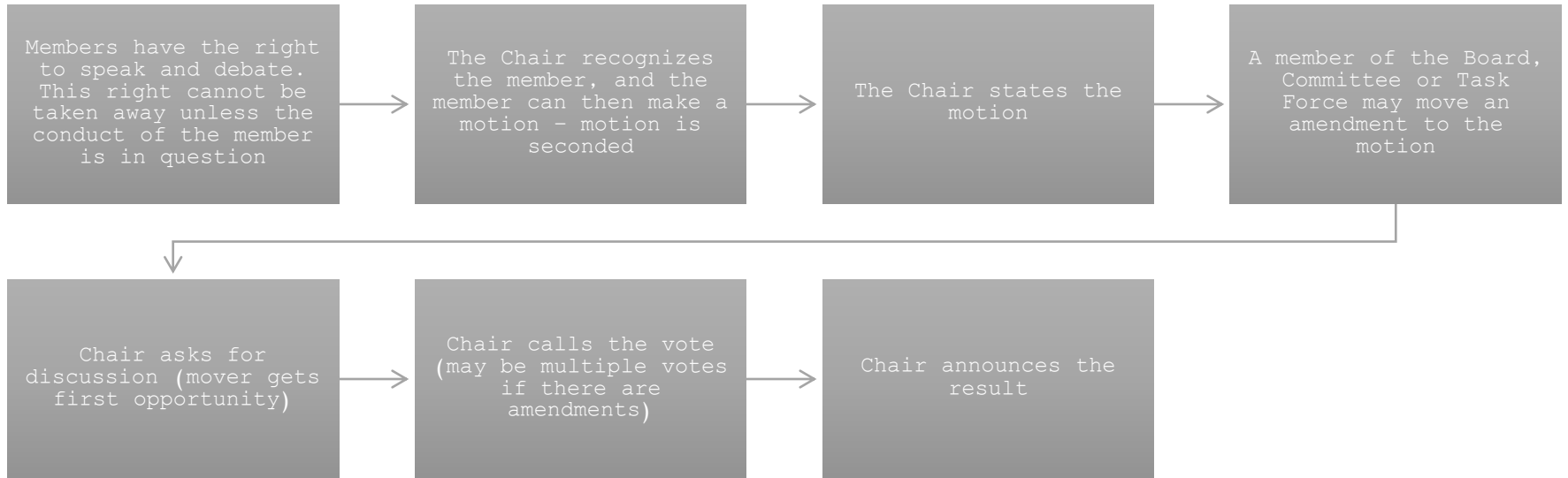
## Motion

- A motion is a proposal for discussion and initiates debate.
- A member will move to put a motion on the floor for discussion and debate.
- A motion requires approval to pass, can be procedural.

## Resolution

- A resolution is a formal decision passed by a body (Board, Committee, Task Force, Council)
- Can be in the form of a motion.

# Motions and Debate



# Decision Making Process



A main motion is introduced by a mover and seconder

\*Staff Report recommendations, Correspondence, Applications

Motion is up for consideration

Members discuss and debate the motion

Motion is voted on

\*Approval, Refusal, Referred back to staff for additional information, deferred to another meeting

If approved, the recommendation goes to a Council Meeting for Council's consideration



# Next Steps and Plans for 2025



Consult with Committee Members and Staff Liaison on the development of a work plan



Outline various projects and initiatives to be completed in 2025, including the necessary budgets to be allocated (i.e., Grants, Special Projects, etc.)