

Date: March 19, 2024  
Time: 1:00 pm  
Location: Main Floor, Meridian Community Centre

Attendance: Alan Bown  
Katie Kilbreath, Seniors, and Community Services  
Programmer  
Tony Ferrara  
Ty Bolibruk  
Pat O'Hara (Part-time)  
Randy Gananathan, Vice-Chair  
Lynn Reynolds, Chair  
Shellee Niznik, Councillor  
Halee Braun, Supervisor  
Natasha Gibson, RCW Administrative Assistant

Guests: Bea Clark, Consultant (Part-time)  
Sarah Leach, Deputy Clerk (Secretary)

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### 1. Call to Order and Declaration of Quorum

Noting that quorum was present, Chair Reynolds called the meeting to order at approximately 1:00 pm.

Councillor Niznik read the land recognition statement into the record.

### 2. Approval of Agenda

**Moved by** Ty Bolibruk  
**Seconded by** Alan Bown

**THAT the agenda for the March 19, 2024, regular meeting of the Pelham Seniors Advisory Committee be adopted.**

**Carried**

### 3. Declaration of Pecuniary Interest and General Nature

There were no pecuniary interests disclosed by any of the members present.

#### **4. Approval of Minutes**

The Committee approved the minutes from the February 14, 2024, Pelham Seniors Advisory Committee meeting.

**Moved by** Ty Bolibruk  
**Seconded by** Lynn Reynolds

**THAT the minutes of February 14, 2024, Pelham Seniors Advisory Committee be approved.**

**Carried**

#### **5. Consultation Services - Bea Clark, Review of V2 Draft Priorities**

Ms. Bea Clark reviewed the draft version 2 of the Pelham Seniors Advisory Committee priorities. The Committee agreed to remove the priority "advocate for transportation supports for seniors in Pelham" from the category "Advocate for Seniors" due to redundancy. The Committee requested consistency with the capitalization of "Seniors" within the category headings.

Ms. Clark stated she would prepare a final version of the priorities, as amended, to be circulated to the Committee for further distribution. Ms. Clark recommended the Committee utilize the priorities as a list to measure success throughout the term.

**Moved by** Randy Gananathan  
**Seconded by** Ty Bolibruk

**THAT the Committee adopt the 2023-2026 Seniors Advisory Committee Priorities, as amended, being:**

##### **1. Increase Communication with TOP Seniors**

- **Seek input from seniors through consultation and/or using the PSAC survey, at community events and at seniors' residences**
  - **Recommend the use of direct mail, as well as social media, website, and other methods, to inform Seniors of programs and services**
  - **Ensure that communication is inclusive and reflects the diversity of TOP's seniors**
- 2. Advocate for Seniors**
- **Represent seniors' issues regularly to Council and the community at large**
  - **Share information and identify areas of collaboration with TOP Advisory Committees**
- 3. Develop Networks to Benefit Seniors**
- **Liaise with other municipal Seniors Advisory Committees and the Age-friendly Niagara Council to share information**
  - **Identify resources to mutually benefit seniors and other groups such as like-minded agencies**
- 4. Research**
- **Use PSAC survey results to develop information and recommendations for Council and staff**
  - **Research and identify gaps in transportation for seniors**
  - **Research and recommend grant opportunities which support seniors' activities and services**

**Carried**

## **6. Program Updates – Katie**

Katie Kilbreath, Seniors and Community Services Programmer, delivered a comprehensive update on fraud seminars and the monthly newsletter. She offered insight into future seminars featuring guest speakers, as well as upcoming prospects for grants and partnerships.

Member Bown suggested a collaborative partnership between PSAC and Pelham Cares. Chair Reynolds requested this be a future agenda item.

## **7. Update on 2023 Committee Purchases**

Ms. Kilbreath provided an overview of 2023 Committee Purchases, which included sponsorship of the wreath-making course, coffee machine, coffee/tea/hot chocolate pods, items for the euchre and bridge groups at MCC, and games for the servery area.

## **8. Update on Funds**

Ms. Kilbreath and Sarah Leach, Deputy Clerk, provided clarity on the use of Advisory Committee funds outlined in the Memo titled "Advisory Committee Budget and Applicable Uses." A copy of this Memo is published on the March 19<sup>th</sup>, 2024, agenda and is on file with the Clerk's Office.

Ms. Kilbreath will report back with an update on the feasibility of providing hot water and tea bags with the daily coffee.

## **9. Grant Letter of Support Memo**

Ms. Kilbreath detailed the grant application process and discussed the Memo titled "Grant Letters of Support from Committee." A copy of this Memo is published on the March 19<sup>th</sup>, 2024, agenda and is on file with the Recreation, Culture, and Wellness Office. The Committee did not support the process as identified in the Memo.

Chair Reynolds emphasized the importance of receiving sufficient grant-related information ahead of time for circulation to the Committee. She requested that such information be included on the agenda whenever feasible. Chair Reynolds clarified that she would endorse a letter on behalf of the Seniors Advisory Committee only when the necessary details are provided to the Committee.

**Moved by** Randy Gananathan  
**Seconded by** Lynn Reynolds

**THAT the Committee endorse a grant support procedure whereby pertinent public grant-related information is circulated to the Committee before the execution of a Pelham Seniors Advisory Committee ("PSAC") grant support letter;**

**AND THAT the Committee authorize Chair Reynolds to sign letter(s) of support for grant applications concerning seniors on behalf of PSAC when time constraints necessitate, provided it aligns with the Committee's mandate, and with the understanding that relevant information will be circulated to the Committee at the earliest opportunity.**

**Carried**

#### **10. Age-Friendly Niagara – 2022 Pelham Survey Results**

Ms. Kilbreath identified that the 2022 Pelham Survey Results from Age-Friendly Niagara have been released. A copy of the original survey results are published on the March 19th, 2024, agenda and are on file with the Recreation, Culture, and Wellness Office.

Councillor Niznik offered to create a comprehensive summary of the results for the Committee's consideration at the next meeting.

#### **11. Grant Letter of Support – February 27<sup>th</sup>**

Attachment provided as an example of a grant support letter that the Committee may provide in the future.

#### **12. June is Seniors Month**

Ms. Kilbreath identified that June is Seniors Month. Ms. Kilbreath indicated that flag raisings are an annual event in recognition. Ms. Leach requested this direction from the Committee.

**Moved by** Tony Ferrara  
**Seconded by** Lynn Reynolds



**THAT the Committee endorse staff to apply for a Seniors Month flag raising on behalf of the Committee, during the month of June at the Meridian Community Centre.**

**Carried**

Ms. Kilbreath requested that the Committee bring additional ideas for Seniors Month celebrations to the next meeting.

**13. Senior Friendly Space at MCC – furniture, signage, brochures**

Chair Reynolds identified the challenge of furniture being continuously re-arranged by the public in the senior-friendly area of the MCC. Chair Reynolds recommended finding a solution to ensure that furniture is either not moved or is difficult to move.

Member Bolibruk proposed a recommendation to install permanent furniture around the arena glass to discourage the relocation of furniture to that area.

Ms. Kilbreath indicated that staff could explore grant opportunities for additional furniture.

The Committee unanimously agreed to extend the meeting by 15 minutes.

**Moved by** Tony Ferrara  
**Seconded by** Lynn Reynolds

**THAT the meeting be extended for an additional 15 minutes.**

**Carried**

**14. Brock Students for Spring/Summer**

Ms. Kilbreath advised that two Brock MAG (Master of Applied Gerontology) Students are beginning their practicum positions on May

6<sup>th</sup>, under the supervision of Seniors and Community Services Programmer. Positions end in late August.

### **15. Cycling for Community – Committee Support**

Chair Reynolds discussed procuring Dave Hunt from Bike Niagara to conduct a presentation about safe cycling geared toward seniors. Chair Reynolds identified a sponsorship of \$100.00. She advised that the Pelham Active Transportation Committee is partnering with this initiative.

**Moved by** Randy Gananathan  
**Seconded by** Lynn Reynolds

**THAT the Committee approve the expenditure of \$100.00, payable to Dave Hunt of Bike Niagara, to arrange a senior-focused safe cycling presentation.**

**AND THAT this resolution be forwarded to the Pelham Active Transportation Committee.**

**Carried**

### **16. Senior Open Market Days – Randy**

Member Gananathan inquired about permitting seniors the ability to sell wares throughout the month of June, without obtaining a vendor permit. Ms. Leach accepted the direction and indicated she would report back on the feasibility.

### **17. Senior Socials**

The Committee unanimously decided to move this agenda item to the next regular meeting.

### **18. Committee attendance at events**

Chair Reynolds stated her desire to improve Committee attendance at events, emphasizing the importance of having a comprehensive list of

upcoming events for scheduling purposes. Ms. Kilbreath stated she would incorporate upcoming events in her monthly program update.

**19. Next Meeting**

April 10, 2024, at 1 pm, Kinsmen Room, Meridian Community Centre.

**20. New Business**

Member Ferrara commended the Committee's addition to the Town's quarterly newsletter.

Member O'Hara indicated he had two agenda items for discussion at the next regular meeting.

**21. Adjournment**

The meeting adjourned at 2:50 pm.

**Moved by** Randy Gananathan  
**Seconded by** Pat O'Hara

**THAT this Regular Meeting of the Pelham Seniors Advisory Committee be adjourned.**

**Carried**

*L Reynolds*  
L Reynolds (Apr 15, 2024 12:27 EDT)

**Lynn Reynolds, Chair**

*Sleach*

**Sarah Leach, Recording Secretary and Deputy Clerk**