

April 10, 2024

1:00 pm

Meridian Community Centre, Kinsmen Room

1. Call to Order and Declaration of Quorum

2. Land Recognition Statement

We begin this meeting by acknowledging the land on which we gather is the traditional territory of the Haudenosaunee and Anishinaabe peoples, many of whom continue to live and work here today. This territory is covered by the Upper Canada Treaties and is within the land protected by the Dish With One Spoon Wampum agreement. Today this gathering place is home to many First Nations, Metis, and Inuit peoples and acknowledging reminds us that our great standard of living is directly related to the resources and friendship of Indigenous people.

3. Approval of Agenda

4. Declaration of Pecuniary Interest and General Nature Thereof

5. Approval of Minutes

March 19, 2024

6. Unfinished Business

6.1. PSAC & Pelham Cares Partnership

6.2. Seniors Month Celebrations

6.3. Senior Socials

7. Regular Business

7.1. MCC Seniors Area (updates on refreshments, chairs, signage)

7.2. Seniors Age-Friendly Niagara survey summary

7.3. Upcoming Seminar and Program Updates

7.4. Committee Contact Information



7.5. Information & Links to organizations supporting Seniors (Library, Pelham Cares, Aging in place)

7.6. Print Materials for Seniors (newsletters, event schedule, contact cards, info cards, etc.)

7.7. Suggestions for PSAC Meeting Guests (Pelham Cares, Brilee Sears, NOAA, CARP, Senior's Residences' Representatives)

8. Adjournment

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)

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.

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 server 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 19th, 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 19th, 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 27th

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**

Topic discussed as part of item 6.

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 the fee of \$100.00 to procure his services. 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

Lynn Reynolds, Chair

Sarah Leach, Recording Secretary and Deputy Clerk

Memo

To: Pelham Seniors Advisory Committee

From: Sarah Leach, Deputy Clerk

Date: April 8, 2024

RE: Process for an Itinerant Sellers Licence Exemption

Background

On March 19, 2024, the Pelham Seniors Advisory Committee (PSAC) inquired about the organization of a senior's vendor fair, alongside seeking an exemption to the Town's vendor licensing process, formally referred to as the "Itinerant Sellers By-law".

Analysis

The purpose of municipal itinerant sellers' by-laws is to ensure public safety, protect consumer interests, promote orderly conduct in public spaces, and manage commercial activities on both public and private property. Town of Pelham By-law 3186(2011) governs a range of business activities, including door-to-door sales, itinerant sellers, and refreshment vehicles. At a minimum, proposed vendors must submit an Itinerant Sellers Licence Application, accompanied by a fee of \$200. However, for food trucks and refreshment carts, the application process and fees are more extensive.

While specific details of the event have yet to be decided, this proposed initiative aims to extend support to the senior community during Seniors Month, being June 2024. The Clerk's Department is prepared to support the request for an exemption to this By-law for all vendors, except those involved in food-related sales. For vendors engaged in food-related sales, adherence to the licensing process is imperative, as it involves insurance, public health, and fire inspections ensuring public safety.

Regarding the potential utilization of Peace Park or any Town facility for that purpose, the Clerk's Department is unable to comment. It is advisable for PSAC to direct inquiries regarding venue usage to the Recreation, Culture, and Wellness Department.

Process

As this is a Council-approved By-law, Council approval is required. To request the exemption from Council, the Committee shall compose a written request for inclusion in the Council agenda. This request should include a description of the purpose behind the request, the scheduled date and time of the event, the anticipated participants, and a detailed rationale for seeking the exemption from By-law 3186(2011). Below are the deadlines for submission to be considered for upcoming Council agendas:

Meeting date: May 1, 2024

Request deadline: April 23, 2024

Meeting date: May 15, 2024

Request deadline: May 7, 2024

Meeting date: June 5, 2024

Request deadline: May 28, 2024

Should the Committee wish to proceed, the Clerk's Department will draft an accompanying memo indicating support for the request.