

ST. JOHN'S

Seniors Advisory Committee

November 17, 2020

9:00 a.m.

Kenmount Park Community Center

	Pages
1. CALL TO ORDER	
2. APPROVAL OF THE AGENDA	
3. ADOPTION OF THE MINUTES	
3.1. Adoption of Minutes - September 15, 2020	1
4. DELEGATIONS/PRESENTATIONS	
4.1. Welcome to Mayor Danny Breen	8
Mayor Breen has requested to meet with the Committee. Terms of Reference are attached to guide discussion if necessary.	
4.2. Emergency Planning	18
Manager of Preparedness, David Day will be in attendance to present information on emergency planning.	
4.3. Healthy City Strategy Presentation to Seniors Advisory Committee	36
Natalie Godden, Manager of Family and Leisure Services and Bruce Know, Healthy Co-ordinator will be in attendance to present.	
5. BUSINESS ARISING FROM THE MINUTES	
5.1. Seniors Day 2021 Update	47
5.2. Membership Status – Seniors Advisory Committee	50
6. NEW BUSINESS	

6.1. Schedule for Upcoming Meetings

Meeting for February 2021 has been scheduled. Should aim to book two more.

7. ADJOURNMENT

ST. JOHN'S

Seniors' Advisory Committee - Minutes

September 15, 2020

9:30 a.m.

Virtual

Present: Glenda Reid, Citizen Representative
Lorraine Best, Seniors NL
Devonne Ryan, Public Representative (19-35)
Deanne Stapleton, Council Representative
Judy Tobin, Manager of Housing
Neil Hamilton, CARP
Neil Moores, NLPSPA
Ruby Constantine, Citizen Representative
Sharron Callahan, Chair (CARP)

Regrets: Patsy Yetman, Citizen Representative

Staff: Karen Sherriffs, Manager of Community Development
Robyn Dobbin, Adult & Seniors Co-ordinator
Maureen Harvey, Legislative Assistant

Others: Carla Squires, Manager of Recreational Facilities

1. **CALL TO ORDER**
2. **APPROVAL OF THE AGENDA**

Recommendation

Moved By Neil Hamilton

Seconded By Ruby Constantine

That the agenda be adopted as presented

CARRIED UNANIMOUSLY

3. ADOPTION OF THE MINUTES

3.1 Adoption of Minutes - June 16, 2020

Recommendation

Moved By Neil Moores

Seconded By Glenda Reid

That the minutes of June 16, 2020 be adopted as presented.

CARRIED UNANIMOUSLY

4. DELEGATIONS/PRESENTATIONS

4.1 New Design - H.G.R Mews Community Centre

Carla Squires was present for this portion of the meeting and gave an overview of the proposed new H.G.R. Mews Community Centre. Information is as follows:

The City has been planning for the replacement of the H. G. R. Mews Community Centre for the past two years. To date, site reviews have been completed and public engagement has taken place on both the location of the new facility and the needs of the community in relation to amenities and programming. On Monday, Aug 19, 2019, City council voted to locate the new facility in Mundy Pond Park adjacent to other recreation facilities in the area which will also include the new Canadian Tire Jumpstart Charities Accessible playground.

Since fall 2019, staff have been working to advance the design of the new building, incorporating what was heard through the engagement processes in 2018 and 2019 and now have something to share with the community. Check out the visuals in the document library including an aerial view showing the placement of both the building and the playground in Mundy Pond Park, the floor plans, and the amenities overview document. Use the quick poll tools below to tell us what you think of the design and use the questions and comments tool to leave your thoughts.

Members of the Seniors Advisory Committee had provided significant input to the design of the other city facilities recently built and would like the opportunity to provide feedback to ensure the older adult population is represented. The advisory committee can also avail and promote the

following opportunities to engage.

The City of St. John's invites the public to visit engagestjohns.ca to review the new concept design of the H.G.R Mews Community Centre replacement facility, to be constructed at Mundy Pond Park.

Public and stakeholder input from the first two rounds of public engagement for this project have influenced the overall design. The Committee was invited to visit engagestjohns.ca to see a rendering of the front view of the facility, a bird's eye view of the building and park amenities, as well as floor plans and layouts for the interior of the facility.

Virtual public meetings to review the concept design and floor plans will take place using Microsoft Teams on September 22nd and September 24th. The committee was encouraged to register online to participate.

It was noted the city is also meeting with key stakeholders and users of the current facility such as sporting and aquatics organizations, the Boys and Girls Club, and the Inclusion Advisory Committee.

Next steps for the project include translating the concept design into detailed design and preparation of a tender package. Award of the tender is anticipated for early 2021 with work on site expected to start in Spring 2021. The new facility will open approximately two years from the start of construction.

Residents unable to participate online can contact Access St. John's at 311 or 754-CITY and ask to speak with someone from the project team, or email engage@stjohns.ca.

The Committee thanked Carla for the presentation and following her departure discussed and agreed as follows:

1. On a broader level of engagement, it was suggested that the Seniors Advisory Committee be contacted for a separate consultation session. This matter was discussed at the previous meeting and a meeting was held with the City Clerk to suggest a more robust engagement on city projects by the Committee. The Committee opined that advisory committees, by the very nature of their interests being important to Council as demonstrated by their creation and appointment, warrants more formal feedback.
2. It was noted that often there are overlapping interests among advisory committees and as such a collaborative session with committees

having mutual interest may be in order. For example: Inclusion Committee and Seniors Committees (considering accessibility and aging) often have similar issues as it relates to projects. It was agreed that staff and Councillor Stapleton would follow up with the City Clerk on how this can be facilitated, particularly as it relates to the MEWS Centre. It was also agreed that Karen would reach out to the lead staff of the Inclusion Committee to collaborate on this engagement.

3. While it is recognized that some engagement initiatives are required by staff on short notice, those, such as the MEWS Centre, warrant more lead time.
4. The Committee asserted that the previous check-in with all advisory committees a few years ago was valuable and a similar check-in is welcomed and would be a good opportunity for engagement discussion.

Councillor Stapleton questioned the process by which the entire Council can be kept apprised of the work happening within the Committee. It was noted this matter is under review by the Office of the City Clerk.

5. BUSINESS ARISING FROM THE MINUTES

5.1 Adult & Seniors Recreation Opportunities for Fall 2020

The Committee was reminded that many older adults during Covid-19 have become socially isolated and their overall wellness has been affected. Following guidance from the City's OHS Division, the Department of Health and the Chief Medical Officer of Health, the City's Recreation Division has developed a plan to resume programming for Adults & Seniors in the Fall 2020 season.

During the regular fall season, many older adult programs are available including, music, dance, art, leisure, events & outings. After review by City management and adult & senior program staff, it was determined that many of the regular programs will be offered with procedures to ensure the required adjustments and modifications have been made to meet the guidelines identified by the Department of Health and that the safety of participants are prioritized.

The Committee was referred to a recent media release for adult and senior programs to increase promotion and awareness and was asked to forward the media release link to any organizations felt would benefit. I

<http://stjohns.ca/media-release/adult-and-senior-recreation-programs>

6. NEW BUSINESS

6.1 COVID-19 Seniors' Working Group Con't

The Committee discussed this matter noting the province had established a Vulnerable Populations Task Group back in May consisting of several working groups looking at various issues from housing to food security to help during the Covid-19 pandemic.

Robyn Dobbin represented the Seniors Advisory Committee on this Seniors working group and continues to receive and forward relevant information to members of the Seniors Advisory Committee as it becomes available.

Meetings have concluded but feedback was given by members of the Seniors Working Group back in August through a Vulnerable Populations Task Group Questionnaire. Below are a few of the questions and responses asked of members:

1. What do you see as the key accomplishment(s) of your working group during the COVID-19 Response?

Identification of systemic issues that have emerged or been highlighted because of COVID-19. Some issues can be managed effectively through emergency response (food security, dispensing fees). However, many of these issues will require broader policy and program development moving forward. This includes the digital divide that adds to social isolation, the financial security, and overall health of older adults.

2. What gaps still exist in the COVID-19 response to support vulnerable populations?

The focus on on-line communications, particularly through social media makes it more challenging for vulnerable populations to access accurate information from trusted sources. The digital divide and financial challenges faced by vulnerable populations are the significant gaps identified by the working group. Finally, the importance access to daily services and supports for seniors and vulnerable persons remains an issue.

3. What initiatives/solutions are key to addressing these gaps?

-Research to identify the roots of issues (what is the role for ARC - NL, NLCHI, and NLCAHR)

-Incorporation of vulnerable persons into government communication

strategies. Low-tech/no-tech approach needs to be used to reach some of these groups

-Knowledge mobilization

The Committee thanked staff for the information and welcomed the continued receipt of information to inform SAC members and City of St. John's Communications Division of most relevant information shared from Government of NL and other group contacts

6.2 Seniors Day 2021

Seniors Day is an event that is coordinated by a sub-committee of the Seniors' Advisory Committee. Seniors Day is an opportunity for the City of St. John's to recognize seniors and provide them with information to improve their quality of life. This is an annual event that attracts members of the public (primarily seniors), community organizations, members of council and the media.

SAC members discussed the following items recognizing the 2021 will take on a different format in light of COVID.

1. Seniors Day Sub-committee members - Ruby Constantine, Neil Hamilton, Devonne Ryan, Sharron Callahan, and staff members Robyn Dobbin and Christine Fitzgerald.
2. Date - to be recommended by subcommittee giving consideration to the date of National Seniors Day of October 1, 2021 but keeping in mind the municipal general election of September 2021.
3. Location - to be recommended by subcommittee - virtual or in-person
4. Covid-19 guidelines and how they will affect such a large event.

6.3 Grant update

Robyn reported that, the \$5K grant received from Government of Canada - United Way, enabled staff to distribute d approximately 150 food hampers to low income seniors. Community gardens were also established and a summer outreach project for seniors met with great success.

The Committee thanked and commended all staff involved.

7. ADJOURNMENT

There being no further business, the meeting adjourned at 11:00 am. The next meetings were set for November 17, 2020 and February 9, 2021.

CHAIRPERSON, SHARRON CALLAHAN

1. GENERAL INFORMATION

Advisory committee name:	Seniors Advisory Committee
Reporting to:	Committee of the Whole
Date of formation - expiration date:	February 22, 2016
Meeting frequency:	Minimum of 3 times per year
Staff lead:	Manager of Community Development
Other staff liaison:	Adult Seniors Coordinator Others as deemed necessary by staff lead as per Section 4.2.1
Council member:	Councillor Deanne Stapleton

2. PURPOSE

The Seniors Advisory Committee provides information and advice to the Committee of the Whole on matters related to seniors that intersect City policies and programs, as referred to it by committees of council. Items initiated by the Advisory Committee itself would be subject to review and approval of Council, that such items are within the Committee’s legislative authority. Specifically, the Committee will:

- Provide the perspective of seniors on civic matters that affect their daily lives, i.e. transportation, parks and open spaces, etc.
- Provide advice and perspective to the City on its policies, services and programs that pertain to seniors, e.g. housing, recreation, taxes, etc.
- Identify gaps/barriers and suggest solutions to participation of seniors in all aspects of city programming.
- Provide opportunities for members to participate in relevant forums, engagement sessions or workshops (i.e. Healthy Communities Forum, Seniors in Housing Forum, Transportation, other engagement sessions.)

Advisory committee recommendations to the Committee of the Whole will occur in the manner defined by these terms of reference to best support City Policy. The advisory committee has no decision-making authority and is advisory only. The purpose of the Seniors Advisory Committee in relation to specific City policies, plans and strategies is as follows:

Advisory Committee Relationship to Strategic Plan:

- A City that Moves – A City that builds a balanced transportation network to get people and goods where they want to go safely.
- A Connected City – A City where people feel connected, have a sense of belonging, and are actively engaged in community life.

Applicable Legislation/City Bylaws:

- City of St. John’s Act

Other City Plans, Guides or Strategies:

- Envision St. John's Municipal Plan and the Envision St. John’s Development Regulations, 2019
- Parks and Open Spaces Master Plan, 2014
- Recreation and Parks Master Plan, 2008
- 10-Year Affordable Housing Strategy, 2019 to 2028
- World Health Organization Age-Friendly Design Plan

Other Distinct Deliverables and Considerations:

- The Committee will be consulted on any city public engagement processes where getting the perspective of the seniors demographic is identified in the plan.
- The Committee, working with City staff, will identify distinct opportunities to engage seniors in civic matters, this may include forums or other events.
- Work with City staff to review rationale, criteria and process for Senior of the Year Award.
- Review age friendly City template to ensure it is consistent with the mandate of the Committee/link to City plans.

3. MEMBERSHIP AND COMPOSITION

3.1 COMPOSITION

The Advisory Committee will be comprised of a minimum of 9 and maximum of 11 total members from the following stakeholder groups:

3.1.1 Public Members

Committee Chair

Advisory committees are chaired by members of the public. One advisory committee member will be elected as chair by the committee every two years. The public member chairing a committee will have responsibility for ensuring the committee carries out its work as per the terms of reference.

Public Members

The Committee will be comprised of no more than 5 residents who are at least 50 years of age or older, or their caregivers. Public members are volunteers and will receive no compensation for participation. Preference will be given to residents of St. John’s.

Organizations

The Committee will be comprised of no more than 5 persons serving as organizational representatives who are connected to the interests of older persons in the community. Each organization may also appoint an alternate representative to attend committee meetings in the event that the primary member is unable to attend.

Youth Representation

Individuals between the ages of 19-35 Representation: At least one public member will be appointed to each advisory committee between 19-35 at the time their application is submitted.

Subcommittees

When deemed necessary, the Committee may strike a working committee or subcommittee to deal with specific issues or deliverables. Subcommittees must have at least one advisory committee member. Composition may also include other members of the public and organizational representatives. Subcommittees shall meet as an independent group, reporting to the advisory committee on specified meeting dates, or as deemed necessary by the committee Chair or Lead Staff.

3.1.2 Staff and Council Members (Ex-Officio Members)

Lead Staff

A Lead Staff will be appointed to the advisory committee by the appropriate City executive or senior management. Other staff support/attendance may be requested by the Lead Staff where required.

City Clerk

The City Clerk will have representation on each advisory committee.

Council

Each advisory committee will have one council representative acting as advisory committee spokesperson/champion.

3.2 LENGTH OF TERM

Public Members

Unless otherwise indicated, the advisory committee term of appointment is two years. Recognizing the value of experience and the need for continuity, incumbents who are willing to seek reappointment may signify their intent to serve an additional two years, for a total of two two-year terms. In some cases, members may be encouraged to provide guidance, expertise and attend in a bridging capacity following the end of their term.

Organizations

The role of an organization will depend on its relationship with the committee and ongoing ability to represent interests of a stakeholder group relevant to the purpose of the advisory committee. Where appropriate organizations will be required to alternate appointed representatives following the completion of two two-year terms.

Lead Staff

A review of Lead Staff role will occur every four years as part of the advisory committee review.

Cooling-off Period (Former City Staff and Council)

There will be a cooling-off period of two years for Council and Staff once they are no longer associated with the City. Setting term lengths with a cooling-off period will promote gradual turnover, ensuring a constant balance between new members and former staff or council.

Additional Considerations:

- Public members may not serve on more than one advisory committee at a given time.
- Midterm Appointments: When an appointment is made which does not coincide with the beginning of a term (i.e. to fill vacancy) the partial term (i.e. less than two years) shall not count towards the maximum length of service or number of terms on the Committee for the appointee.
- Unless otherwise expressed in this Terms of Reference, the limit on length of advisory committee membership for any public member is two two-year terms.

Exceptions to the above terms are as follows: when an insufficient number of applications have been received; if a particular area of expertise is indispensable and there are no other suitable replacements; if the advisory committee would suffer from a lack of continuity (i.e. more than half of all members are replaced at once); if directly related to the Advisory Committee’s purpose as defined in its Terms of Reference.

4. ROLES, RESPONSIBILITIES AND REPORTING

4.1 ROLES AND RESPONSIBILITIES

As a municipal advisory body, Advisory Committee roles include:

- Advising and making recommendations to the Committee of the Whole, in a manner that will support City policy matters relevant to the committee’s defined purpose.
- Providing resident and organizational based expertise.
- Working within given resources.

Shared Member Responsibilities

Conduct

Members shall strive to serve the public interest by upholding Federal, Provincial and Municipal laws and policies. Advisory committee members are to be transparent in their duties to promote public confidence. Members are to respect the rights and opinions of other committee members.

Preparation

Meeting agenda and accompanying materials will be circulated electronically one week prior to all meetings; members are expected to review all distributed materials prior to meetings. Alternate material distribution methods to be made available upon request.

Agendas

- Agendas to require focus with clear parameters for content and alignment with terms of

reference/purpose.

- Agendas will be finalized one week before advisory committee meetings.
- Items and accompanying material that are received after the agenda has been prepared and distributed (but prior to the meeting) will be moved to the following meeting’s agenda at the discretion of the City Clerk.
- All public members are to submit potential agenda items and related material to the Committee Chair and Lead Staff person for consideration.

Attendance and Participation

Active participation in advisory committee meetings is expected of all public members. “Active participation” may refer to both meeting attendance and/or engagement. An effort should be made to attend meetings in person or remotely. If a member declines three consecutive attempts to schedule a meeting or is unable to attend three consecutive scheduled meetings without justified absence, that member may be retired from the committee at the discretion of the City Clerk

Committee members who wish to request a leave of absence for an extended period of time (3+ months) may submit such a request to the City Clerk. Previously submitted applications may be used to fill temporary vacancies created by approved leaves of absence.

Voting

Council members and individuals from City Staff are ex-officio and therefore non-voting.

4.2 MEMBER ROLES AND RESPONSIBILITIES

4.2.1 City Staff

Lead Staff

- To act as a liaison between the committee and the City; linking across departments on issues relevant to committee work.
- Ensure the committee is informed about City policy, procedure and available resources in reference to specific agenda items and provide procedural and/or technical advice to assist committee where appropriate.
- Request additional staff support/attendance as needed.
- To develop agendas in cooperation with the Chair and City Clerk’s Office for distribution.
- Incorporate input from the advisory committee into ongoing City work where appropriate (e.g. projects, staff updates, publications)

Other Staff Liaison

- The work of Other Staff Liaisons intersects the purpose of the advisory committee and therefore they may be required to participate.

City Clerk

- To be responsible for legislative functions related to advisory committee operation, establishment, review, and term amendments. This includes leading or supporting day-to-day committee activities such as the co-ordination of meeting schedules and the external/internal distribution/posting of advisory committee agendas and reporting forms (i.e. meeting notes/minutes).
- Facilitate and support the recruitment and appointment process through assisting in the development of “Notice of Vacancy” contents while ensuring all relevant forms and supporting

documentation are completed and received.

- In adherence with the terms of reference, the Office of City Clerk and staff lead will oversee committee selection with input from relevant departments.
- The Office of the City Clerk will work with Lead Staff members to ensure new members receive orientation.

4.2.2 Public Members

Chair

- The presiding officer of an advisory committee will be referred to as "Chair." Advisory committees shall elect, from among their voting members, a Chair at the end of the prior chair's term. An advisory committee member shall not serve as a Chair for more than four consecutive years except in extenuating circumstances (see Term Limits).
- Uphold advisory committee processes and functions in accordance with all terms presented, maintaining productivity and focus. This includes ensuring committee members' conduct themselves in a professional manner.
- If appropriate, with support from the City Clerk and Staff Lead, the Chair will help build and coordinate a work plan for the advisory committee.
- Prepare and submit agenda items and accompanying materials to the City Clerk (i.e. act as a conduit for all communications between public members and the City Clerk).
- Where appropriate, support the Lead Staff and/or City Clerk in fulfilling committee requirements related to reporting processes (annual presentations, written reports, FAQ's etc.).
- Assist in the development of content for Notice of Vacancy documents.
- Review advisory committee terms of reference with City Clerk and Staff Lead at the end of each term and be prepared to propose amendments as needed.

Public Members

Public members are expected to advise City decision making; applying personal skills, knowledge and experience in carrying out functions commensurate with the defined purpose of the committee. Roles to include: active participation in committee meetings; electing a Chair; representing select committee interests in the community, and engaging with residents and experts when appropriate.

Organizations

In addition to the responsibilities held by all public members, organizational members will also be conduits to/from their respective organizations. As such they will be expected to provide insight on behalf of organizational stakeholders and update their members on the work of the committee.

4.2.3 Council

Council members have a focused role. One council representative will sit on each advisory committee as the Advisory Committee Champion. In accordance with the role of advisory committees (i.e. to advise council through the Committee of the Whole, and to promote and enhance the committee's advisory function, council representatives will be encouraged to attend meetings as observers, and to act as a liaison between the committee and council.

In cases where an item of committee business (as detailed in a given meeting agenda) would benefit from having more than one council representative attend, it will be the responsibility of the Chair

and/or Lead Staff to inform council.

4.3 REPORTING

The Seniors Advisory Committee shall report through the Committee of the Whole.

Standardized Reporting Process:

The advisory committee Lead Staff, Committee Chair and City Clerk will work to complete a report for the Committee of the Whole.

Notes:

- Council to be kept informed of committee activities through formal reporting and through the appointed Council Champion.
- Organizational representatives will be encouraged to report to (i.e. maintain open communication) with their respective organizations regarding committee work.
- A bi-annual Advisory Committee check in will be held for all advisory committee members.

5. COMMITTEE RECRUITMENT AND SELECTION

5.1 RECRUITMENT, VACANCIES, AND APPLICATIONS

Recruitment practices will be consistent for all advisory committees. When new members are required a “Notice of Vacancy” will be prepared by the City Clerk and distributed through City communication channels. Additional communications opportunities may be identified by relevant departments/committee members. This document will include general information regarding committee purpose, the terms of reference and a link to the Advisory Committee Application Form.

A vacancy on an advisory committee occurs when a member resigns, vacates a position or when their resignation is requested by the advisory committee Chair. Vacancies may occur at: the date of resignation; the date the member ceases to be qualified; the date the committee Chair declares the position vacant due to lack of attendance or incapacitation.

All applicants must complete an Advisory Committee Application Form which may be downloaded from the City website or obtained by visiting/calling Access 311. Applications will be made available in large print format upon request and may be submitted electronically (built in submission), via mail, by phone, or in person to the attention of the City Clerk’s Office.

5.2 ELIGIBILITY AND SELECTION

Eligibility

Appointments to City of St. John’s advisory committee’s will be made providing adherence with the following eligibility requirements:

1. Preference will be given to residents of St. John’s. Exceptions may be made by the selecting body.
2. Organizational representatives must be based in or serve/do business within the City of St. John’s.
3. Organizational representatives are not required to be residents of St. John’s.

Commitment to Equity and Inclusiveness

The City of St. John’s is strongly committed to equity and inclusiveness. In selecting advisory committee members, the City will aim to design processes that are transparent, accessible, and free of discrimination and to seek to remove barriers.

Selection Criteria

In addition to eligibility requirements, an applicant’s specific skills and experience will be important factors in committee selection. While all who meet the Eligibility Requirements outlined above are encouraged to apply, applicants with demonstrated participation in groups or initiatives with goals relevant to an advisory committee’s purpose will be preferred. Some other considerations pertaining to general selection criteria include: past professional and volunteer experience, ability to perform required tasks, and complementary skills, or competencies possessed. Those who are selected to serve on City advisory committees will be notified by email. A committee handbook will be sent to new members.

6 PUBLIC ENGAGEMENT

The City of St. John’s recognizes that engagement between the City and its citizens is an essential component of an effective municipal government. The City views public engagement as a process – one that facilitates dialogue with the right people, using the right tools, at the right time on subject areas of mutual interest.

In accordance with the City of St. John’s [Engage! Policy](#), the role of the Seniors Advisory Committee in the spectrum of engagement will fall within the realm of “consultation”. This means that City advisory committees will provide a forum for the public to provide specific feedback on relevant City matters; helping to inform decision making. As such City of St. John’s advisory committees will be based on the principles of commitment, accountability, clear and timely information, and inclusiveness.

Advisory committees are only one of the ways to engage with the City. Where applicable the City will consider the use of other tools to gather perspectives and input. For more information on public engagement in the City of St. John’s or to find out how to get involved or learn about what’s coming up, check out the engagement page on the City’s website. You can also check out the City’s [Engage! St. John’s](#) online engagement platform and connect with us on [Twitter](#) and [Facebook](#).

7 OTHER GOVERNANCE

7.1 REVIEW OF TERMS

Taking into account recommendations from the Committee Chair and Council Champion, the City Clerk and Lead Staff will review Advisory Committee Terms of Reference documents every two years. The purpose of this review will be to ensure that the operations and function of each committee are still aligned with its defined purpose.

7.2 MEETING AND SCHEDULES

Advisory Committees are to formally meet no less than three times and no more than six times on an annual basis unless extenuating circumstances apply. The exact frequency of advisory committee meetings will be determined by the Chair, Lead Staff, and City Clerk.

To meet the committee meeting quorum, 50% + 1 voting members must be present.

Unless otherwise specified (generally one week prior to a meeting) advisory committee meetings shall be held at City Hall and shall be closed to the public.

Meetings may be recorded.

7.3 CONFLICTS OF INTEREST AND CONFIDENTIALITY

Conflicts of Interest

A conflict of interest refers to situations in which personal, occupational or financial considerations may affect or appear to affect the objectivity or fairness of decisions related to the committee activities. A conflict of interest may be real, potential or perceived in nature. Conflict of Interest may occur when a Committee member participates in discussion or decision-making about a matter which may financially benefit that Member or a member of his/her family, or someone with whom the Committee member has a close personal relationship, directly or indirectly, regardless of the size of the benefit.

In cases where the Committee agenda or Committee discussions present a conflict of interest for a member, that member is required to declare such conflict; to abstain from discussion; and remove himself/herself from the meeting room until the agenda item has been dealt with by the Committee.

Confidentiality:

All Committee members are required to refrain from the use or transmission of any confidential or privileged information while serving with the Seniors Advisory Committee.

Staff Liaison Name:

Signature: _____

Date: _____

Chair Name:

Signature: _____

Date: _____

City Clerk Name:

Signature: _____

Date: _____

INFORMATION NOTE

Title:	Emergency Planning
Date Prepared:	November 9, 2020
Report To:	His Worship the Mayor and Members of Council
Councillor and Role:	Councillor Deanne Stapleton
Ward:	N/A

Issue: Determining what learnings the City has gathered since snowmageddon to help support the needs of the vulnerable population. What changes if any will be implemented.

Discussion – Background and Current Status:

Since Snowmageddon 2020 many questions have arose with regard to supports in place for the vulnerable population especially seniors in the City.

Some areas of discussion such as the policies on backup generators in long term care facilities have been top priority at the Senior Advisory Committee meetings.

David Day- Manager of Emergency Preparedness with the City will speak to the committee to give them some insight into the events of Snowmageddon and the true response efforts put forward and the findings of the provincial emergency task force.

Key Considerations/Implications:

1. Budget/Financial Implications:
 - n/a
2. Partners or Other Stakeholders:
 - n/a
3. Alignment with Strategic Directions/Adopted Plans:
 - A sustainable City- A City that is sustainable today and for future generations; economically, environmentally and financially
 - An Effective City- A City that performs effectively and delivers results
4. Legal or Policy Implications:
 - n/a
5. Privacy Implications:



- n/a
6. Engagement and Communications Considerations:
 - n/a
 7. Human Resource Implications:
 - n/a
 8. Procurement Implications:
 - n/a
 9. Information Technology Implications:
 - n/a
 10. Other Implications:
 - n/a

Conclusion/Next Steps:

Next steps will be determined based on discussion with committee members.

Report Approval Details

Document Title:	Emergency Planning.docx
Attachments:	
Final Approval Date:	Nov 13, 2020

This report and all of its attachments were approved and signed as outlined below:

Karen Sherriffs - Nov 13, 2020 - 9:27 AM

Tanya Haywood - Nov 13, 2020 - 9:47 AM

St. John's Regional Fire Department



Shutting Down a Region and a City January 17th Mega Storm



Agenda

- January 17th and days leading up
- Decision on SOE
- Challenges and Successes
- Lessons Learned
- Questions



Lead up to January 17th

- Environment Climate Change Canada began forecasting the storm several days out with 40-50cm possible
- Confident solution came Thursday AM with 75+cm accumulation expected, wind gusts 130+km/hr



Lead up to January 17th

- Normal storm preparations including fuel deliveries
- Commonly reach out to partners for check-ins and review of policies
- SJRFD reviewed protocols and staffed up based on anticipated call volumes



Decision on SOE

- Storm started early morning of January 17th and hourly rates of 4-5cm/Hr. became a reality
- By 11AM it became apparent that this was no normal storm and concern turned to safety of the public and the heavy equipment operators
- 11:30 AM the SOE was declared, the first in 35 years



Decision on SOE

- As the day progressed and nightfall came conditions deteriorated
- Approximately 11PM heavy equipment stationed at HSC, St. Clare's, Fire Stations and RNC HQ
- Approximately 5:30AM crews returned to clearing priority 1 roads.



Decision on SOE

- City of St. John's is North America's oldest City and so is the Act that enables it!
- 4 main areas restrictions
 - Transportation
 - Curfew
 - Close of business
 - Use of water



Challenges

- This was a public works event!
- It was also a Communications event;
 - The Mayor is the spokesperson
 - Many players, municipal, provincial and provincial agencies
 - A lot of misinterpretation and clarification required.





Challenges



St. John's. Photo by Bob Hallett.






Challenges

- Eastern Health, Long-term Care and Critical industry do not stop!
- One region, but 4 separate entities with their own enabling legislation
- St. John's has
 - Two ports of entry (air/marine)
 - Center of arrival of goods
 - Main distribution of fuels
 - Majority of health care facilities and clinics



Challenges

**Preparing Your Family for Emergencies:
A Step-by-Step Guide**



**72
HOURS**

IS YOUR FAMILY
PREPARED?

GetPrepared.ca



Successes

- Support provided by the Canadian Armed Forces for vulnerable population
- Positive public support
- Positive sense of Community
- Networks





Lessons Learned

- Very difficult to shut down a City/region for 24 Hours let alone 9 days
- Just in time delivery/ inter-dependencies within and outside of organizations
- How do we collaborate with other jurisdictions while respecting each others independence. Much work ahead of us!



Lessons Learned

- 72 Hours of Preparedness
- The power of networks!



St. John's Regional Fire Department



Questions

INFORMATION NOTE

Title:	Healthy City Strategy Presentation to Seniors Advisory Committee
Date Prepared:	November 9, 2020
Report To:	Seniors Advisory Committee
Councillor and Role:	Councillor Deanne Stapleton
Ward:	N/A

Issue: Healthy City Strategy – Seniors Advisory Committee Review

Discussion – Background and Current Status:

In 2018, the St. John's City Council approved the development of a Healthy City Strategy. The strategy will be a long-term plan focused on building healthy neighbourhoods that support the health, wellness and inclusion of all citizens.

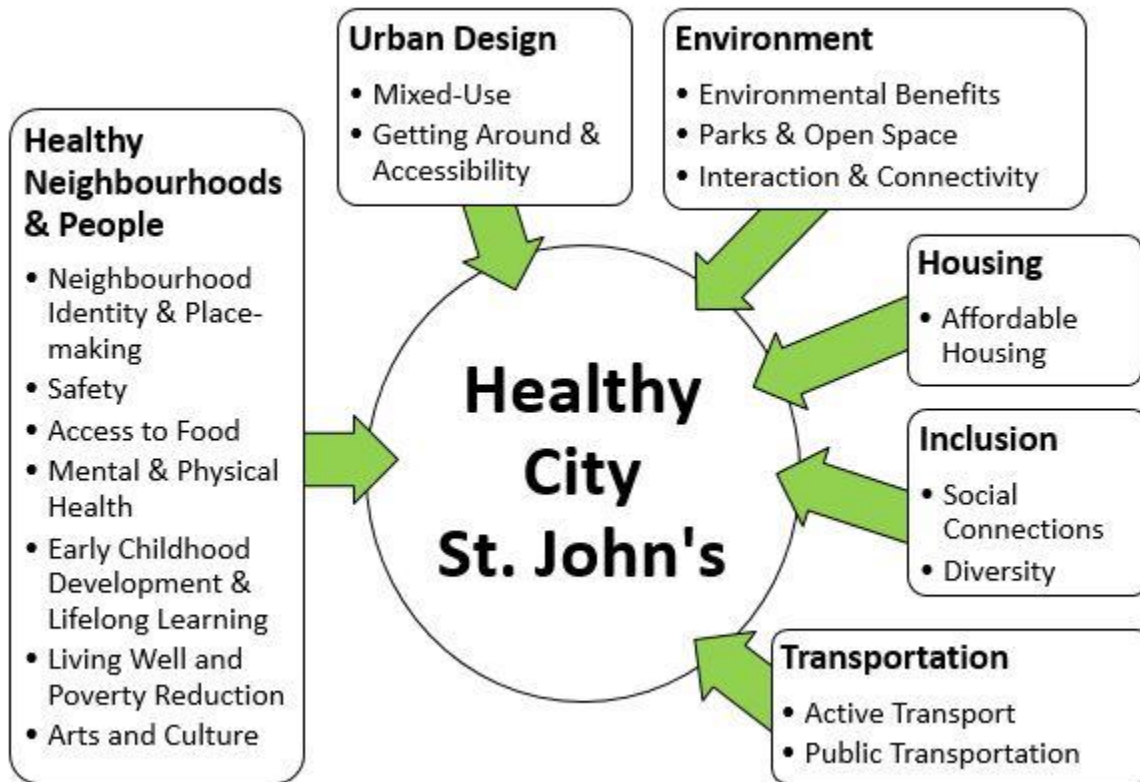
Through stakeholder engagement and research, Healthy City St. John's identified six 'Pillars' to support the strategy, they are:

- Healthy Neighbourhoods & People
- Urban Design
- Transportation
- Environment
- Housing
- Inclusion

In the Healthy City Strategy, each 'pillar' has its own respective goal and is supported by healthy city 'assets'. The assets are the unique building blocks that support healthier neighbourhoods.

The infographic below shows how each of the pillars and assets fit together to support a healthy city.

Healthy City Strategy Presentation to Seniors Advisory Committee



The Healthy City Strategy aims to improve people’s health and wellbeing by addressing the social determinants of health. Where the social determinants of health are the social and economic conditions that impact people’s health, the City of St. John’s will work in collaboration with various levels of government, sectors, and community stakeholders to improve the health of people and the neighbourhoods they live in.

The Healthy City Strategy works to improve the determinants of health by supporting the healthy city ‘assets’ for every neighbourhood. These healthy city assets are the building blocks that need to be in present in a City (or neighbourhood) in order to foster health and wellness for all.

To have healthy people, we need to make sure that all residents live in neighbourhoods that support good health and wellbeing.

Before the first draft of the Healthy City Strategy goes to City Management and Council for approval, we are seeking feedback and input from expert stakeholder groups, like the Seniors Advisory Committee to ensure that we capture the priorities of the older adult demographic.

The members of the Seniors Advisory Committee will receive the attached document to review prior to the meeting. At the meeting, we will introduce the Healthy City Strategy in more detail with a short presentation, followed by a discussion around the draft content found in the said, attached document.

Key Considerations/Implications:

1. Budget/Financial Implications:
 - N/A
2. Partners or Other Stakeholders:
 - Advisory Committees of Council and related working groups and expert panels; City Staff; Eastern Health; Community Stakeholders
3. Alignment with Strategic Directions/Adopted Plans:
 - A Connected City - A city where people feel connected, have a sense of belonging, and are actively engaged in community life
 - Envision Municipal Plan
 - Healthy City Strategy
4. Legal or Policy Implications:
 - a. N/A
5. Privacy Implications:
 - a. N/A
6. Engagement and Communications Considerations:
 - a. N/A
7. Human Resource Implications:
 - a. N/A
8. Procurement Implications:
 - a. N/A
9. Information Technology Implications:
 - a. N/A
10. Other Implications:
 - a. N/A

Conclusion/Next Steps:

Continue to work with the Seniors Advisory Committee on future engagement around the Healthy City Strategy and its deliverables and outcomes.

Prepared by/Signature: Bruce Knox, Healthy Communities Fieldworker

Healthy City Strategy Presentation to Seniors Advisory Committee

Reviewed by/Signature: Natalie Godden, Manager, Family & Leisure Services

Approved by/Signature: Tanya Haywood, Deputy City Manager, Community Services

Attachments: Discussion Guide

Healthy City Strategy Presentation to Seniors Advisory Committee**Report Approval Details**

Document Title:	Healthy City Strategy Presentation to Seniors Advisory Committee.docx
Attachments:	- Seniors_ Section Review + Questions.docx
Final Approval Date:	Nov 13, 2020

This report and all of its attachments were approved and signed as outlined below:

Karen Sherriffs - Nov 13, 2020 - 9:28 AM

Tanya Haywood - Nov 13, 2020 - 9:45 AM

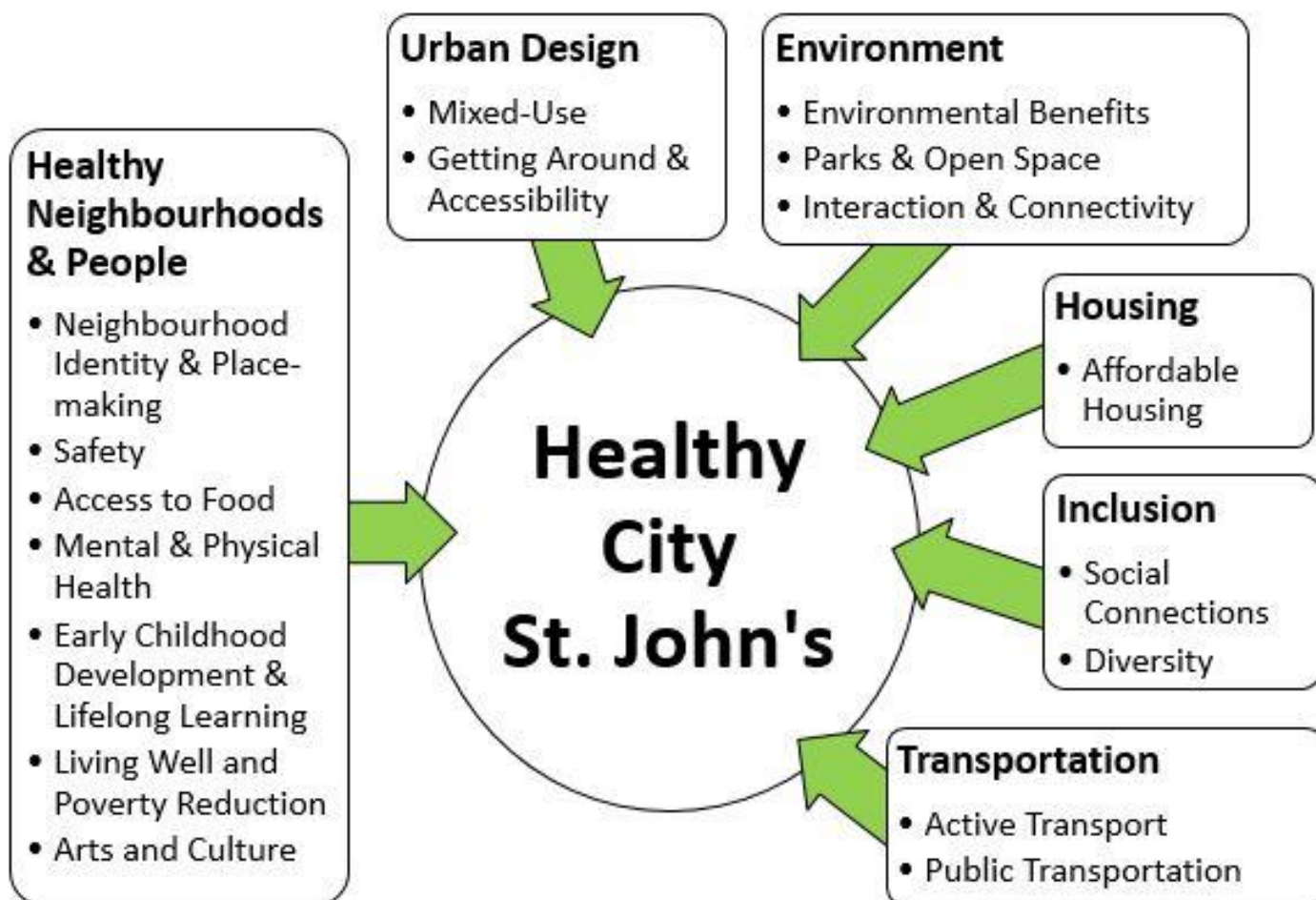
Healthy City Strategy

A Healthy City Strategy will be the City's long-term plan to improve physical, mental, social and environmental conditions that impact people's health.

Through the Healthy City Strategy, the City of St. John's is seeking the input from experts on what we've identified as the pillars, goals, assets and implementation strategies to support a healthy city. Each 'pillar' has its own respective goal and is supported by healthy city 'assets'. The assets are the unique building blocks that support healthier neighbourhoods.

The infographic below shows how each of the pillars and assets fit together to support a healthy city.

Healthy City Strategy Pillars



Pillar name: Healthy Neighbourhoods and People

Goal: A City of complete neighbourhoods where residents feel safe, healthy, and connected to each other - neighbourhoods where people want to live, work, and play.

Healthy City Asset: Neighborhood identity & Place Making.

Implementation Strategies:

Neighborhood identity & Place Making:

1.1 Continue to foster connections between people and places in neighbourhoods

Safety:

1.2 Improve the safety of neighbourhoods and streets

Mental and Physical Health:

1.4 Create equitable opportunities for residents to engage in recreation and leisure activities

1.5 Increase opportunities for persons facing barriers to participating in recreation and leisure

Early Childhood Development and Lifelong Learning:

1.7 Provide opportunities that enable residents of all ages, abilities, and backgrounds to participate in programs and services that build new skills.

Living Well and Poverty Reduction:

1.15 Residents can cover the costs of basic amenities and have access to healthy employment opportunities

1.16 Make St. John's an attractive, livable city for persons of all ages, abilities and backgrounds

Pillar: Urban Design

Goal: A City where resident's quality of life is improved through healthy design of streets, neighborhoods and public spaces.

Healthy City Asset: Getting Around & Accessibility

Implementation Strategies:

Mixed-Use

1.0 Support the creation of complete, mixed use neighbourhoods for all new and re-development opportunities

Getting Around & Accessibility:

1.2 Enhance Neighbourhood walkability/wheel ability

1.3 Enhance the accessibility of streetscapes using universal design

1.4 Support the implementation of complete street guidelines

Pillar name: Inclusion

Goal: A diverse city where residents of all ages feel safe, included, connected, with each other and with the city.

Healthy City Asset: Social Connections; Diversity

Implementation Strategies:

Social Connections

1.0 Support activities, policies, and Programs that enable residents of all ages and abilities to connect with the city and with each other

1.1 Connect residents with health supportive services in every neighbourhood across the city.

1.2 Support transitional programming for people moving from healthcare to community

Pillar: Transportation

Goal: An efficient, active and accessible transportation network that gets people where they want to go safely.

Healthy City Asset: Active Transportation; Public Transportation

Implementation Strategies:

Active Transportation:

- 1.1 Support the expansion and maintenance of a safe, accessible active transportation network for all users.

Public Transportation:

- 1.2 Support a sustainable, efficient, accessible public transportation system

Questions for the Seniors Advisory Committee – Review of the Healthy City Strategy

1. After reading the goal(s) – what are your thoughts? Does this capture what you expect the city to be working towards – What feedback do you have about the pillars/goals?
2. What are the biggest barriers for seniors in the city and are they captured here? What sort of activities or policies would help break down those barriers for seniors?
3. If we look at the “Healthy City Assets” listed above (being the building blocks to support the pillar) are there missing assets that you think should be under one of the pillars as a building block?
4. What comes to mind for how we can support activities, actions, initiatives that create spaces for all ages (intergenerational) to feel connected and healthy in St. John’s?
5. Since the start of Covid-19, what are the most important issues that came to light for seniors, and what kind of future/changes would you like to see happen as we recover from this pandemic.

INFORMATION NOTE

Title: Seniors Day 2021 Update

Date Prepared: November 9, 2020

Report To: His Worship the Major and the Members of Council

Councillor and Role: Councillor Deanne Stapleton Choose an item.

Ward: Ward 1

Issue: Inform committee on plans for Seniors Day 2021

Discussion – Background and Current Status:

Seniors Day is an event that is coordinated by a sub-committee of the Seniors' Advisory Committee. Seniors Day is an opportunity for the City of St. John's to recognize seniors and provide them with information to improve their quality of life. This is an annual event that attracts members of the public (primarily seniors), community organizations, members of council and the media.

Due to COVID 19 and the many restrictions and uncertainty Seniors Day 2020 was cancelled. Many changes have occurred with events/programs and the way they are implemented.

At the last SAC meeting a Seniors Day subcommittee was selected and is comprised of the following members: Robyn Dobbin, Sharron Callahan, Ruby Constantine, Neil Hamilton, Devonne Ryan and Christine Fitzgerald (Adult & Seniors Fieldworker). The group met on Tuesday, October 14, 2020 to discuss Seniors Day and the possibilities for the future.

It was determined that due to many restrictions the regular way of celebrating Seniors Day would have many challenges so change would have to be implemented. The sub-committee with the other SAC members celebrate by offering Seniors Week starting September 27 to October 1 (National Seniors Day). The theme would be "Conquering Challenges & Celebrating Change!" Each day during the week there one to two activities happening to recognize seniors for all they do and to help with the challenges they are facing due to COVID.

The sub-committee will meet Dec 1st to determine further details.

1. Budget/Financial Implications
 - This event is budgeted under 7333 Budget Unit Community Development- Adult & Seniors
2. Partners or Other Stakeholders
 - In the past approximately 20 organizations have been involved with this event.
3. Alignment with Strategic Directions/Adopted Plans

ST. JOHN'S

- A City That Moves-A city that builds a balanced transportation network to get people and goods where they want to go safely
 - A Connected City-A city where people feel connected, have a sense of belonging, and are actively engaged in community life
 - An Effective City-A City that performs effectively and delivers results
4. Legal or Policy Implications
 - n/a
 5. Privacy Implementations:
 - a. n/a
 6. Engagement and Communications Considerations
 - A detailed communication plan is provided to the City's Communication team for advertising of this event.
 7. Human Resource Implications
 - The event is planned and coordinated by the Seniors Advisory subcommittee, Recreation staff and other city departments depending on the focus of the event.
 8. Procurement Implications
 - n/a
 9. Information Technology Implications
 - n/a
 10. Other Implications

Conclusion/Next Steps:

Sub-committee will meet Dec 1st to review schedule and budget details and continue to update the SAC.

Report Approval Details

Document Title:	Seniors Day 2021 Update.docx
Attachments:	
Final Approval Date:	Nov 13, 2020

This report and all of its attachments were approved and signed as outlined below:

Karen Sherriffs - Nov 13, 2020 - 9:34 AM

Tanya Haywood - Nov 13, 2020 - 9:46 AM

INFORMATION NOTE

Title: Membership Status – Seniors Advisory Committee

Date Prepared: November 13, 2020

Report To: Seniors Advisory Committee

Councillor and Role: Councillor Deanne Stapleton, Lead - Seniors Adviosry Committee

Ward: N/A

Issue:

To provide status update and direction on fulfilling the membership requirements as per the Committee’s Terms of Reference.

Discussion – Background and Current Status:

The Terms of Reference for the Seniors Advisory Committee with respect to membership and length of term states as follows:

The Advisory Committee will be comprised of a minimum of 9 and maximum of 11 total members from the following stakeholder groups:

Membership

Committee Chair

Advisory committees are chaired by members of the public. One advisory committee member will be elected as chair by the committee every two years. The public member chairing a committee will have responsibility for ensuring the committee carries out its work as per the terms of reference.

Public Members

The Committee will be comprised of **no more than 5 residents** who are at least 50 years of age or older, or their caregivers. Public members are volunteers and will receive no compensation for participation. Preference will be given to residents of St. John’s.

Organizations

The Committee will be comprised of **no more than 5 persons** serving as organizational representatives who are connected to the interests of older persons in the community. Each organization may also appoint an alternate representative to attend committee meetings in the event that the primary member is unable to attend.

Youth Representation



Individuals between the ages of 19-35 Representation: At least **one public member** will be appointed to each advisory committee between 19-35 at the time their application is submitted.

Length of Term

Public Members

Unless otherwise indicated, the advisory committee term of appointment is two years. Recognizing the value of experience and the need for continuity, incumbents who are willing to seek reappointment may signify their intent to serve an additional two years, **for a total of two two-year terms**. In some cases, members may be encouraged to provide guidance, expertise and attend in a bridging capacity following the end of their term.

Organizations

The role of an organization will depend on its relationship with the committee and ongoing ability to represent interests of a stakeholder group relevant to the purpose of the advisory committee. **Where appropriate, organizations will be required to alternate appointed representatives following the completion of two two-year terms.**

The following table represents the status of current members:

	Appointed	Term Expiry	
Sharron Callahan	22-Feb-16	18-Dec-19	Org Rep - CARP - (Appointed Feb, 2016 as Citizen Rep. Became CARP Rep in Feb 2018)
Lorraine Best	22-Feb-16	18-Dec-19	Org Rep - Seniors NL
Neil Moores	18-Dec-17	18-Dec-19	Org Rep - Pensioners
Neil Hamilton-	18-Dec-17	18-Dec-19	Org Rep - CARP
Glenda Reid	18-Dec-17	18-Dec-19	Citizen Rep - Eligible for two-year extension
Patsy Yetman	22-Feb-16	18-Dec-19	Citizen Rep - Has served two, two-year terms
Ruby Constantine	18-Dec-17	18-Dec-19	Citizen Rep - Eligible for two-year extension
Devonne Ryan	18-Dec-17	18-Dec-19	Citizen Rep - Eligible for two-year extension

Based on the foregoing, Patsy Yetman is the only member who has exceeded the maximum term of membership. The organization – CARP may be required to alternate appointed representatives following the two, two-year term.

Key Considerations/Implications:

1. Budget/Financial Implications: N/A

Membership Status – Seniors Advisory Committee

2. Partners or Other Stakeholders: Seniors Organizations and Senior Population within the City
3. Alignment with Strategic Directions/Adopted Plans:
 - a) A Connected City: A city where people feel connected, have a sense of belonging, and are actively engaged in community life
 - b) An Effective City: A city that performs effectively and delivers results
4. Legal or Policy Implications: N/A
5. Privacy Implications: N/A
6. Engagement and Communications Considerations: Call for new members will be advertised through the City's Communications Division.
7. Human Resource Implications: N/A
8. Procurement Implications: N/A
9. Information Technology Implications: N/A
10. Other Implications: N/A

Conclusion/Next Steps:

Currently the membership composition is eight which falls short of the minimum membership requirement for 9 – 11 members as outlined above. As a result, it is necessary to advertise for additional citizen representatives to replace those who have filled or exceeded their term and to ascertain if there are other organizations interested in serving on the Committee. Existing organizations represented will need to confirm or replace their existing representatives.

Report Approval Details

Document Title:	Seniors Advisory Committee - Membership .docx
Attachments:	
Final Approval Date:	Nov 16, 2020

This report and all of its attachments were approved and signed as outlined below:

Karen Chafe - Nov 15, 2020 - 6:09 PM

Elaine Henley - Nov 16, 2020 - 10:27 AM