

# ST. JOHN'S

## Seniors Advisory Committee

February 9, 2021

9:30 a.m.

Kenmount Park Community Center

Pages

### 1. CALL TO ORDER

Welcome to New Members

- Shirley Ryan
- Gordon Kirby
- Mohamed Abdallah

- 1.1. Confirmation that Committee Members are Agreeable to Sharing Email Addresses

### 2. APPROVAL OF THE AGENDA

### 3. ADOPTION OF THE MINUTES

- 3.1. Adoption of Minutes November 17, 2020

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### 4. DELEGATIONS/PRESENTATIONS

- 4.1. Mayor Breen - Committee Check In

Mayor Breen will be in attendance for introduction to Committee Members and to do a check-in.

- 4.2. Kelly's Brook Trail

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### 5. BUSINESS ARISING FROM THE MINUTES

- 5.1. Care Home Services and Alternate Heat Sources

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- 5.2. Senior of the Year Award- Update

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### 6. NEW BUSINESS

- 6.1. Seniors Week 2021

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## 7. ADJOURNMENT

# ST. JOHN'S

## Seniors' Advisory Committee - Minutes

**November 17, 2020**

**9:00 a.m.**

**Kenmount Park Community Center**

**Present:** Glenda Reid, Citizen Representative  
Devonne Ryan, Public Representative (19-35)  
Deanne Stapleton, Council Representative  
Neil Hamilton, CARP  
Ruby Constantine, Citizen Representative  
Sharron Callahan, Chair (CARP)  
Patsy Yetman, Citizen Representative

**Regrets:** Lorraine Best, Seniors NL  
Judy Tobin, Manager of Housing  
Neil Moores, NLPSPA

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

**Others:** David Day, Manager of Emergency Preparedness  
Natalie Godden, Manager of Family and Leisure Services  
Bruce Knox, Fieldworker II

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

**Motion**

**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 - September 15, 2020**

**Motion**

**Moved By** Glenda Reid

**Seconded By** Devonne Ryan

That the minutes of September 15 2020 be adopted as circulated.

**CARRIED UNANIMOUSLY**

**4. DELEGATIONS/PRESENTATIONS**

**4.1 Mayor Danny Breen**

Due to unforeseen circumstances Mayor Breen was unable to attend, but promises to attend the next meeting.

**4.2 Emergency Planning**

Manager of Preparedness, David Day will be in attendance to present information on emergency planning.

David Day was welcomed to the meeting and proceeded to conduct a presentation, a copy of which is appended to this agenda. The presentation addressed the City's response to the Mega Storm on January 17, 2020.

Discussion took place with the Committee expressing the need to ensure that the vulnerable population, which may include some seniors, is informed. While social media campaigns are vital in keeping the public informed of the City's response to multiple issues during an emergency, the Committee suggests that radio and television ads would assist in this regard.

An additional document was discussed which was distributed by Sharron Callahan and Neil Hamilton. The subject of care home services & alternate sources of heat was discussed at a previous SAC meeting where it was agreed that Sharron and Neil would undertake some research to

determine the degree of impact emergencies that has on residents concerned and what the magnitude of impact might be.

A copy of this document is appended to the agenda.

The document puts forth the following recommendations:

- a. The Emergency Preparedness Team of the City of St. John's assign a staff person to do a forensic analysis of the deficits in heat accessibility in the care home within its boundaries during an outage situation
- b. That the Mayor, with the support of City Council, submit a recommendation to the Government of Newfoundland and Labrador (Health & Community Services) to make a provision of alternate heat sources a mandatory requirement in the Standards of Care for Personal Care Homes and Long Term Care Facilities.

It was agreed that staff would consider the foregoing, flesh out the details, and put together a more comprehensive document for discussion by Committee members prior to introducing the final recommendations to Council.

#### **4.3 Healthy City Strategy Presentation to Seniors Advisory Committee**

Natalie Godden, Manager of Family and Leisure Services and Bruce Know, Fieldworker II will be in attendance to present.

Natalie Godden was present and along with Bruce Knox (who was in attendance virtually) provided the Committee on the City's Healthy City Strategy.

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

#### **Background Information**

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 appended to this agenda shows how each of the pillars and assets fit together to support a healthy city.

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.

While time did not permit full discussion on each of the pillars outlined in the document, a meeting was scheduled for Monday, November 30th at 9:30 pm so the Committee members can review and discuss each of the pillars and provide the required feedback.

Once completed, actions will be developed and the plan can be finalized.

## **5. BUSINESS ARISING FROM THE MINUTES**

### **5.1 Seniors Day 2021 Update**

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, Devonnie 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.

Another meeting of the sub-committee will be scheduled for early December.

## **5.2 Membership Status – Seniors Advisory Committee**

The Committee was informed that staff have been charged with ensuring each Advisory Committee is 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.

Patsy was thanked for her invaluable contribution to the committee over the past four years but invited to reapply in the event there are an inadequate number of applicants.

The following people welcomed the opportunity for one two-year extension:

- Ruby Constantine
- Devonne Ryan

Glenda Reid will advise the Legislative Assistant within the next week.

It was noted, however, that Council will be required to approve such extensions.

Based on the foregoing, the Committee was advised that recruitment efforts will be undertaken to fill vacancies on the Board, in accordance with the terms of reference.

**6. NEW BUSINESS**

**6.1 Schedule for Upcoming Meetings**

While a meeting has been already scheduled for February 9, 2021 it was agreed to defer scheduling any further meetings for 2021 until the recruitment process for members has been concluded.

**7. ADJOURNMENT**

There being no further business, the meeting adjourned at 11:15 pm

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CHAIRPERSON, SHARRON CALLAHAN

# INFORMATION NOTE

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**Title:** Kelly's Brook Trail

**Date Prepared:** January 29, 2021

**Report To:** His Worship the Mayor and Members of Council

**Councillor and Role:** Councillor Deanne StapletonChoose an item.

**Ward:** N/A

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## **Issue: Discussion on Kelly's Brook Trail**

### **Discussion – Background and Current Status:**

Kelly's Brook Shared-Use-Path is the first catalyst project coming from the Bike St John's Master Plan. The shared-use path will extend from King's Bridge Road to Columbus Drive. It is mostly in place as a granular walking trail today, linking several neighbourhoods through an important east-west greenway that largely parallels Empire Avenue (between King's Bridge Rd and Carpasian Rd, the route will be along Empire Ave). Its goal is to provide an attractive and continuous 4.8 km recreation corridor and active transportation city-centre route, connecting popular destinations and amenities along the way. The shared-use path is proposed for people of all ages and abilities, using all forms of active transportation, including walking, running, biking, and rolling.

The City of St. John's has engaged a highly qualified team of professionals to complete the detailed design of the shared-use path while working closely with city staff. The design team is providing a series of public engagement opportunities for residents and stakeholders to share their input to inform design decisions around elements such as lighting, surface materials, path alignment, trailhead and rest areas, wayfinding, and other features that emerge during the process.

Marianne Alacoque- Transportation Systems Engineer with the City will attend the Feb 9<sup>th</sup> Seniors Advisory meeting to gather some insight and feedback from committee members.

### **Key Considerations/Implications:**

1. Budget/Financial Implications:
  - n/a
2. Partners or Other Stakeholders:
  - Environment and Sustainability Experts Panel
  - General Public

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- Grand Concourse Authority
- Inclusion Advisory Committee
- MUN
- Nearby residents and businesses
- Senior's Advisory Committee
- Trail users
- Youth Strategy Implementation Team

3. Alignment with Strategic Directions/Adopted Plans:

- Strategic direction "A City that Moves" is described as follows: *Changing demographics mean the way people move around the city is shifting. Our transportation network needs to provide all people and businesses access to options for travelling where they want to go. By focusing on safety and balance this direction attempts to make a safer transportation network for everyone, regardless of their mode of travel*
- Bike St John's Master Plan, 2019, brought forward a vision encouraging more people to use bicycles by developing: *A safe, inclusive, and convenient cycling network that is well-connected, attractive and reflective of the City's unique topography and climate. As part of an integrated mobility network, this is supported by policies and programs that promote a cycling-friendly culture.*

4. Legal or Policy Implications:

- n/a

5. Privacy Implications:

- n/a

6. Engagement and Communications Considerations:

- Public engagement opportunities will be advertised through city's regular online channels, postcard mailouts to surrounding neighbours, signs along the trail, and posters at key destinations along trail route.

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:** Feedback collected from the Seniors Advisory Committee and other key stakeholders will be considered to develop a recommendation to council about pathway surface material and to design the shared-use path.

### Report Approval Details

Document Title:	Kelly's Brook Trail.docx
Attachments:	
Final Approval Date:	Feb 4, 2021

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

**Karen Sherriffs - Feb 4, 2021 - 12:54 PM**

**Tanya Haywood - Feb 4, 2021 - 1:33 PM**

# INFORMATION NOTE

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**Title:** Care Home Services and Alternate Heat Sources

**Date Prepared:** February 2, 2021

**Report To:** His Worship the Mayor and members of council

**Councillor and Role:** Councillor Deanne Stapleton

**Ward:** N/A

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## **Issue: Care home services and alternate heat sources-update**

### **Discussion – Background and Current Status:**

During the Seniors Advisory Committee meeting on November 9<sup>th</sup>, Sharron Callahan and Neil Hamilton brought forward a report documenting research they had completed on alternate heat sources in care home facilities. The recommendation put forward on this document was that the Emergency Preparedness Team of the City of St. John's assign a staff person to do an analysis of the deficits in heat accessibility in the care home within its boundaries during an outage situation.

Manager of Preparedness, David Day has provided the following update:

Unfortunately, David's team does not have the ability to complete such an analysis. This is not the City's jurisdiction and the only influence/jurisdiction that we would have is the national building code and fire life safety code which does not address contingencies for loss of power.

After the last meeting, David did make further enquiries and in conjunction with SJRFDs Fire prevention division he met with a representative of Service NL responsible for private personal/long term care homes.

What has been discovered is that these facilities are required to have an Emergency Plan in place, and this is by legislation. This is a relatively new requirement and implementation is still evolving. Service NL has an advisory committee in place which David and Captain Power have expressed an interest/willingness to be part of the committee and that the City would look favorably at being part of it. This approach if they are successful, will bring more results by being able to influence those who have jurisdiction. They have not heard back from the representative to date, however David will reach out to see the status of this committee.

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**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:**

Follow up with David Day on any updates with regards to committee with the Service NL advisory board and determine best practice with this topic moving forward.



**Care Home Services and Alternate Heat Sources****Report Approval Details**

Document Title:	Care Home Services and Alternate Heat Sources.docx
Attachments:	
Final Approval Date:	Feb 4, 2021

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

**Karen Sherriffs - Feb 4, 2021 - 1:01 PM**

**Tanya Haywood - Feb 4, 2021 - 1:35 PM**

# INFORMATION NOTE

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<b>Title:</b>	<b>Senior of the Year Award- Update</b>
<b>Date Prepared:</b>	January 28, 2021
<b>Report To:</b>	His Worship the mayor and members of Council
<b>Councillor and Role:</b>	Councillor Deanne StapletonChoose an item.
<b>Ward:</b>	N/A

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## **Issue: Senior of the Year Award- Update**

### **Discussion – Background and Current Status:**

This award recognizes a senior who has made significant contributions to the community through volunteering, helping others, or participating in activities such as music, sport, recreation, or art.

The current award process within the City is currently being evaluated. For 2021 nominations, the deadline will be May 7<sup>th</sup>. The Senior of the Year Award would normally be presented during the first council meeting in June to coincide with Seniors Day. Seniors Day is now occurring as a weeklong celebration from September 27<sup>th</sup>- October 1<sup>st</sup>.

Further discussion with this committee and through a formed sub-committee to determine dates and logistics of recognition.

### **Key Considerations/Implications:**

1. Budget/Financial Implications
2. Partners or Other Stakeholders
  - Community Services Coordinator – Adult/Seniors and Community Development Manager will sit on the selection committee along with two members of the Seniors Advisory Committee and a minimum of one council member.
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
4. Legal or Policy Implications
  - n/a
5. Privacy Implications



- Application forms are kept for one year and are then disposed of in a secure manner
- 6 Engagement and Communications Considerations
    - Coordinate announcement with Comms staff
  - 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:**

Form a Senior of the Year Sub-Committee and discuss award presentation and recognition options.

### Report Approval Details

Document Title:	Senior of the year Award- Update.docx
Attachments:	
Final Approval Date:	Feb 4, 2021

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

**Karen Sherriffs - Feb 4, 2021 - 1:12 PM**

**Tanya Haywood - Feb 4, 2021 - 1:36 PM**

# INFORMATION NOTE

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<b>Title:</b>	<b>Seniors Week 2021</b>
<b>Date Prepared:</b>	<b>January 28, 2021</b>
<b>Report To:</b>	His Worship the Major and the Members of Council
<b>Councillor and Role:</b>	Councillor Deanne Stapleton <small>Choose an item.</small>
<b>Ward:</b>	Ward 1

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## **Issue: Inform Committee on Seniors Week 2021**

### **Discussion – Background and Current Status:**

Seniors Week is an event that is coordinated by a sub-committee of the Seniors' Advisory Committee. This 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.

The Seniors Week subcommittee is comprised of the following members: Robyn Dobbin, Sharron Callahan, Ruby Constantine, Neil Hamilton, Devonne Ryan and Christine Fitzgerald (Adult & Seniors Fieldworker).

Due to COVID and the many restrictions the Seniors Week activities in 2020 were cancelled. Many changes have occurred with events/programs and the way they are implemented and therefore the delivery of these events have been assessed.

Seniors Week will run from September 27 to October 1 (National Seniors Day). The committee met on Jan 18<sup>th</sup> to discuss the schedule of events. It has been determined that the theme will be "Conquering Challenges & Celebrating Change," which will put an emphasis on mental health and overall wellness in the senior population. COVID-19 has affected many seniors, so our goal is to provide them with the information tools and activities to help with their overall physical and mental wellbeing.

### **Key Considerations/Implications:**

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 a one day event.
3. Alignment with Strategic Directions/Adopted Plans
  - A City That Moves-A city that builds a balanced transportation network to get people and goods where they want to go safely

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- 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:**

The Seniors Week Sub-Committee will continue to meet and provide regular updates to the advisory committee.

Choose an item. Ward 1

### Report Approval Details

Document Title:	Seniors Week 2021.docx
Attachments:	
Final Approval Date:	Feb 4, 2021

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

**Karen Sherriffs - Feb 4, 2021 - 1:18 PM**

**Tanya Haywood - Feb 4, 2021 - 1:41 PM**