

# **ST. JOHN'S**

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## **Seniors Advisory Committee**

**March 3, 2020**

**9:30 a.m.**

**Crosbie Road Board Room**

### **Pages**

<b>1. CALL TO ORDER</b>	
<b>2. APPROVAL OF THE AGENDA</b>	
<b>3. ADOPTION OF THE MINUTES</b>	
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# ST. JOHN'S

## Seniors' Advisory Committee - Minutes

**November 5, 2019**

**9:30 a.m.**

**Crosbie Road Board Room**

**Present:** Sharron Callahan, Chair (CARP)  
Sam Wells, Citizen Representative  
Lorraine Best, Seniors NL  
Devonne Ryan, Public Representative (19-35)  
Neil Hamilton, CARP  
Neil Moores, NLPSPA  
Ruby Constantine, Citizen Representative  
Patsy Yetman, Citizen Representative  
Judy Tobin, Manager of Housing

**Regrets:** Deanne Stapleton, Council Representative  
Glenda Reid, Citizen Representative

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

- 1. CALL TO ORDER**
- 2. APPROVAL OF THE AGENDA**
  - 2.1 Adoption of Agenda**

**Recommendation**

**Moved By** Neil Hamilton

**Seconded By** Devonne Ryan

That the agenda be adopted with the following addition:

- Update on the status of housing at the former Bishop's College and Booth Memorial.

**CARRIED UNANIMOUSLY**

**3. ADOPTION OF THE MINUTES**

**3.1 Adoption of Minutes - September 24, 2019**

**Recommendation**

**Moved By** Sam Wells

**Seconded By** Ruby Constantine

That the minutes of the meeting held September 24, 2019 be adopted with the removal of the words "or mortgage" in item 6.1.

**CARRIED UNANIMOUSLY**

**4. DELEGATIONS/PRESENTATIONS**

**5. BUSINESS ARISING FROM THE MINUTES**

**5.1 Information Note dated October 31, 2019 re: Active for Life**

The Committee reviewed the information note and noted that Active for Life is a falls prevention fitness program that focuses on balance and flexibility movement with the goal to decrease falls in the older adult population.

The 12 week- 36 hour program for the Fall consists of a 50 minute fitness class followed by a 30 minute social time. Currently there are 20 participants registered for the Active for Life pilot program and with the help of the Government of NL and the Wellness Coalition; transportation and healthy snack options are provided. The session concludes for the Fall session on December 5th.

Active for Life is scheduled for 2020, (registration commences on December 5th for winter 2020) and depending on grant opportunities, each season may vary on what can be offered i.e transportation, healthy snacks. For the winter session (January 14th to April 2nd) it is offered on Tuesday's & Thursdays at the Southlands Community Centre from 1:00 to 2:30 p.m. At this time the City is awaiting confirmation from Eastern Health on a \$1000 grant application to help provide healthy snacks for the Winter session. Cost of the program is \$144 for 24 classes.

The Committee was also informed that there is usually a healthy educational component to this program and recently resource manuals from Seniors NL were printed and distributed to participants.

Because of a reduction in grants to from the Province the City will not be able to offer free transportation as it had in the past. The Committee was informed the City has a subsidy program that may be eligible for people who wish to participate but do not have the required funds to do so.

Discussion concluded with the following comments:

- Government ought to be encouraged to continue to direct funds to this program as it is a preventive initiative that will mitigate the burden of injuries and acute care within the health sector.
- Pictures of activity in the program will be instrumental in promotion
- A new sponsorship program/policy is under review, which may be able to assist in program delivery.
- If the demand for this program continues, additional schedules and/or venues will be considered.

## **5.2 Information Note dated October 31, 2019 re: Age-Friendly Cities**

The Committee reviewed the information note and concurred with staff's decision to continue to work closely with sub-committee and other Departments within the City to conclude the review of the 8 domains. Next sub-committee meeting is November 28th at 9:30 at the Mews Centre.

## **5.3 Information Note dated October 31, 2019 re: Canadian Foundation for Economic Education**

A Free Financial Literacy Workshop will be taking place on November 19th from 10 to 12 p.m. at Paul Reynolds Community Centre for anyone over the age of 50. The Canadian Foundation for Economic Education will be presenting this workshop.

The following is a brief description of the foundation and what the workshop will entail.

Mayor's Financial Literacy Workshop for Seniors

"Managing Your Money In Canada" (<http://www.mymic.ca>)

The Canadian Foundation for Economic Education (CFEE) - [www.cfef.org](http://www.cfef.org) - is pleased to offer a series of workshops on financial literacy for seniors. The workshops are both interactive and needs-based, covering a number

of key topics to be chosen by you that will best suit Seniors in your community.

Workshops – each workshop will be facilitated by Kevin Maynard, who has years of experience working with Seniors. The sessions will be: 1) activity-oriented 2) explore key topics and 3) provide take-aways all of which are designed to assist the participants. Resources will include print materials, worksheets and on-line access. Each workshop is 2-3 hours in length with light refreshments included.

Topics – such as planning for and managing retirement, making estate arrangements, moving as housing needs change, living with long-term illness or disability, caring for a loved one, dealing with attempted fraud or financial abuse, living on a budget, where and how to save money, and managing credit and debt, are some examples of areas that will be covered.

Cost – There is no cost for the workshop and is free for Seniors to attend.

The information note was reviewed by the Committee with agreement that it be modified to place less emphasis on planning for retirement and more emphasis on managing retirement. It was also agreed that given the limited registration, the deadline date be extended to November 12th. Committee members were asked to circulate the poster to their respective stakeholders as a promotional effort.

#### **5.4 Information Note dated October 31, 2019 re: Generators in Personal Care Homes**

The Committee reviewed the information note which outlined the Chief Municipal Planner's position with respect to this topic. Given the Committee's concern for the safety of the public, particularly seniors, it was agreed that representatives from the City's Planning & Regulatory Services Department, and Emergency Measures Department be invited to attend the next meeting of the Committee on February 4, 2019. It was further agreed that Sharron Callahan and Neil Hamilton, prepare documentation for staff attending the meeting to substantiate the Committee's position that generators ought to be installed in buildings containing multiple units.

## **6. NEW BUSINESS**

### **6.1 Information note dated October 31, 2019 re: Seniors Christmas Event**

The Committee was informed that the Seniors Christmas Dinner and Dance taking place at City Hall on December 12, 2019 has sold out and there is currently a waitlist. Committee members were asked to inform staff if they wish to drop by or volunteer at this event.

Staff is of the opinion that while seniors generally prefer the Foran Greene Room for this event, consideration may need to be given to other venues if the demand continues to increase.

## **6.2 Housing at Former Bishops College and Booth Memorial High School**

The Committee was informed that the former Bishops College and Booth Memorial are being converted into seniors complexes, a personal care home and a venue for an adult day program. It was also noted that the Patrick Street development for an Apartment Complex will also result in more units being available.

Robyn Dobbin agreed to secure and distribute the information of Seniors NL to the Committee.

The Manager of Housing noted that the housing units at 15 Convent Square are now ready for occupancy and encouraged members to promote their availability to seniors' agencies.

## **6.3 National Housing Week - November 18-22, 2019**

Judy Tobin, Manager of Non-Profit Housing reported that the week of November 18th will be proclaimed National Housing Week.

She advised the Committee of the following events and agreed to distribute a full list of activities to the Committee.

- Signing of Proclamation - November 18th

November 19th - the City of St. John's & End Homelessness St. John's are hosting a screening of "Push" a film by Fredrik Gertten, that follows Leilani Farha, the UN Special Rapporteur on Adequate Housing, as she's traveling the globe, trying to understand who's being pushed out of the city and why. The film will be followed by a panel discussion about the local housing sector.

- November 22nd - Coffee break at Wyatt Great Hall in City Hall where community partners and agencies will participate in discussions on

Housing. Deputy Mayor O'Leary and Councillor Jamieson will address the group.

7. **ADJOURNMENT**

There being no further business, the meeting adjourned at 10:45 am. It was agreed the December 17th scheduled meeting be cancelled. The next meeting will take place February 4, 2019.

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CHAIRPERSON, SHARRON CALLAHAN

# INFORMATION NOTE

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**Title:** Generators- Personal Care Homes

**Date Prepared:** Feb 21<sup>st</sup>, 2020

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

**Councillor & Role:** Councillor Deanne Stapleton

**Ward:** n/a

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**Issue:** Generators-Personal Care Homes

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

The Committee reviewed the information note which outlined the Chief Municipal Planner's position with respect to this topic.

- The National Building Code of Canada for personal care homes generally does not require a generator, but they can be required in some circumstances.
- The requirement for a generator in a personal care home depends on the height and size of the building.
- High-rise buildings used as personal care homes do require a back-up generator.
- Some developers of personal care homes are installing generators for peace of mind (which can help with sales), even if one is not required by the Building Code.
- Generally, the City does not require the installation of a generator in an existing personal care home unless a specific issue arises.

Given the Committee's concern for the safety of the public, particularly seniors, it was agreed that representatives from the City's Planning & Regulatory Services Department, and Emergency Measures Department be invited to attend the next meeting of the Committee on February 4, 2019. It was further agreed that Sharron Callahan and Neil Hamilton, prepare documentation for staff attending the meeting to substantiate the Committee's position that generators ought to be installed in buildings containing multiple units.

Following the November 5<sup>th</sup>- Sharron Callahan and Neil Hamilton have researched and brought forward the following information:



Information Note  
Generators Personal Care Homes

Generators-Personal Care Homes (Sharron Callahan)

Following the last meeting of the SAC, Neil Hamilton and I obtained the listing of all the seniors' residential facilities for St. John's and Area. In total, there are 19 Personal Care Homes with a total bed capacity of 895 (1 home not advised), 8 Nursing (Long Term Care) with bed capacity of 1135, 3 retirement living facilities (bed capacity not listed), with 1 additional retirement living facility to open soon (bed capacity to be 200).

Of these facilities and the number of residents, 895 of them would be Level I and II care and some Enhanced Care, including respite, while the long term care facilities would be Levels III and IV.

It was our intention to contact each of these homes to determine if they had an alternate source of heat and light in the event of a power outage; unfortunately due to reasons beyond our control we have not been able to start this piece of the research to advise how serious the impact of a power outage could be on seniors in residential care.

On January 28, through the work of the Seniors' Coalition which I Chair, a meeting was held with Dr. John Haggie, Minister of Health and Community Services, who has responsibility for these facilities. Also present was Dr. Haggie's Assistant Deputy Minister and the Manager of Community Health Planning who is the Lead on the implementation of the recommendations of the Deloitte Report (2016) on Personal Care Home Services. The issue of "alternate heat and sustained light" was raised. Below is a quote from the Minutes of that meeting.

- We ask that you undertake a conversation with the appropriate Minister (Minister of Government Services) to consider amendments to the Building Code that would require residential homes that provide service to seniors and other vulnerable persons to provide alternate sources of heat during power disruptions, i.e. generator.

Dr. Haggie will bring the matter forward to Service NL that has responsibility for the Building Code and Health. The Coalition will write a letter to both Ministers.

This request has apparently generated discussions behind the scene within Government, as another meeting to which I was invited but could not attend (4 seniors groups that are consulted by Government: Coalition, SeniorsNL, 50+, and PACSA) also spoke to it. The Coalition has yet to put its letter on record to Ministers Haggie and Gambin-Walsh.

Currently the Provincial Government's Standards for Care in Personal Care Homes are being re-written and are expected to be released during 2020. The Coalition asked to review these redrafted Standards and provide feedback. That is currently a work in progress and there will be a strong recommendation going forward that all seniors' care facilities MUST have an alternate heat and light source in the event of a power outage. Deadline to submit feedback is March 2, 2020 and a team of reviewers is currently combing through this 344 page Manual.

**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.

**Prepared by/Date:**

Karen Sherriffs, Community Development Manager – Recreation Division, Department of Community Services. February 21, 2020

**Reviewed by/Date:**

**Approved by/Date:**

**Attachments:**

# INFORMATION NOTE

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**Title:** Senior of the Year Award

**Date Prepared:** Feb 11<sup>th</sup>, 2020

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

**Councillor and Role:** Councillor Deanne Stapleton

**Ward:** n/a

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**Issue:** Senior of the Year Award

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

The City of St. John's is seeking nominations for the annual Senior of the Year Award. This award will be presented during the City Council meeting on Monday June 1, and recognized during Seniors Day on Thursday, June 4.

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 Senior of the Year Award is sponsored by Kenny's Pond Retirement and nominations close at 4 p.m. on Friday, May 1.

Applications can be found on the city's website under Living in St. John's in the [Forms and Applications](#) section under Recreation.

The Senior of the year selection committee reviewed the nomination form after the selection process in 2019. The form has been updated accordingly and will have a final review by the SAC committee during the February meeting.

Those interested in receiving applications and promotional items regarding Senior of the Year can contact [rdobbin@stjohns.ca](mailto:rdobbin@stjohns.ca) or call 576-8411.

## **Key Considerations/Implications:**

1. Budget/Financial Implications
  - Kenny's Pond Retirement Living sponsors the award (Approximate Value of \$500)
  - City Clerk's Office provides light food and refreshments for the recipient and 4 family members during Council meeting
2. Partners or Other Stakeholders
  - The award is sponsored by Kenny's Pond Retirement Living

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# ST. JOHN'S

Information Note  
Senior of the Year Award

- 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
  - a. Application forms are kept for one year and are then deposited in a secure manner
- 6 Engagement and Communications Considerations
  - A detailed communications plan will be developed and submitted for the marketing of the award.
- 7 Human Resource Implications
  - 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.
- 8 Procurement Implications
  - n/a
- 9 Information Technology Implications
  - n/a
- 10 Other Implications
  - n/a

**Conclusion/Next Steps:**

Submit communication plan. Promote award to His Worship, Council and various community groups and organizations once form is updated on the City website.

**Prepared by/Date:**

Karen Sherriffs, Community Development Manager – Recreation Division, Department of Community Services- Feb 25, 2020

**Reviewed by/Date:** Karen Sherriffs, Feb 26, 2020

**Approved by/Date:**

**Attachments:**



# INFORMATION NOTE

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**Title:** Seniors Day 2020

**Date Prepared:** Feb 11<sup>th</sup>, 2020

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

**Councillor and Role:** Councillor Deanne Stapleton

**Ward:** N/A

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**Issue:** Seniors Day 2020

## **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.

Seniors Day 2020 will take place on June 4<sup>th</sup> from 11 to 3 p.m. The first steps for the planning of Seniors Day 2020 is to determine a sub-committee comprising of members of the Seniors Advisory Committee.

Final report was reviewed at the Seniors Advisory meeting following Seniors Day 2019.

## **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 this 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
  - 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

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# ST. JOHN'S

Information Note  
Seniors Day 2020

5. Privacy Implementations:

- a. n/a

6. Engagement and Communications Considerations

A detailed communication plan is released from the communications and marketing team outlining their plan of action

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

- A full report of Seniors Day 2019 is available

**Conclusion/Next Steps:**

Determine sub-committee and date of first meeting

**Prepared by/Date:**

Karen Sherriffs, Community Development Manager – Recreation Division, Department of Community Services-Feb 25<sup>th</sup>, 2020

**Reviewed by/Date:** Karen Sherriffs, Feb 26, 2020

**Approved by/Date:**

**Attachments:**





# INFORMATION NOTE

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**Title:** Metrobus-Community Bus- Distribution of schedules

**Date Prepared:** Feb 21<sup>th</sup>, 2020

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

**Councillor and Role:** Councillor Deanne Stapleton

**Ward:** N/A

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**Issue:** Metrobus-Community Bus- Distribution of schedules

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

The purpose of the Community Bus service is to provide transportation to seniors that is convenient and easy to use to get to their destinations and help them remain active in the community. Unlike other Metrobus routes, the Community Bus provides door-to-door pick up and drop off service at several apartment complexes and residences to major destinations, including shopping malls and recreation facilities. Service is provided by a twenty-seven-foot, fully accessible bus that was purchased with a portion of the funding received from the Province. The remainder of the funding will be used to operate and market the service, which is an initiative that comes out of the Metrobus five-year strategic plan.

Committee member Neil Moores would like to discuss new ways for Metrobus to distribute Community Bus schedules.

## **Key Considerations/Implications:**

1. Budget/Financial Implications
  - n/a
2. Partners or Other Stakeholders
  - Metrobus
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
  - 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:
  - n/a

# ST. JOHN'S

## Information Note

### Metrobus-Community Bus- Distribution of schedules

#### 6. Engagement and Communications Considerations

- Contact Metrobus to discuss other sources of distribution of flyers with bus routes for the Community bus i.e. H.G.R Mews Community Centre

#### 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:**

Review the committee's suggestions and discuss next steps

### **Prepared by/Date:**

Karen Sherriffs, Community Development Manager – Recreation Division, Department of Community Services-Feb 25th, 2020

### **Reviewed by/Date:**

### **Approved by/Date:**

### **Attachments:**

# INFORMATION NOTE

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**Title:** Board of Trade – Older Workers Summit

**Date Prepared:** Feb 21<sup>th</sup>, 2020

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

**Councillor and Role:** Councillor Deanne Stapleton

**Ward:** N/A

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**Issue:** Older Workers Summit- Information on Survey Distribution

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

Neil Moore a Seniors Advisory committee member will speak to the committee regarding the Older Workers Summit and provide further details that includes information regarding a survey that will be developed by Office of the Seniors Advocate and ways the committee can help with the distribution. Below is a description of the discussion and topics that were spoken about during the Older Workers Summit:

NL's aging workforce & shrinking population can have a drastic impact on the labour market & the ability of businesses to find workers. But NL's demographic situation could also present an opportunity - more and more people are working well into their 60's and 70's.

What can employers do to attract and retain older workers? What barriers do older workers face, and how can we find solutions to create more age-friendly work environments? What opportunities and spin-off effect could these solutions have for all workers?

Neil Moore's will provide an overview and seeking discussion from committee members.

## **Key Considerations/Implications:**

1. Budget/Financial Implications
  - n/a
2. Partners or Other Stakeholders
  - n/a
3. Alignment with Strategic Directions/Adopted Plans
  - n/a
4. Legal or Policy Implications
  - n/a
5. Privacy Implementations:
  - n/a

# ST. JOHN'S

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:**

Review the committee's suggestions and discuss next steps

**Prepared by/Date:**

Karen Sherriffs, Community Development Manager – Recreation Division, Department of Community Services-Feb 21<sup>st</sup>, 2020

**Reviewed by/Date:**

**Approved by/Date:**

**Attachments:**

# INFORMATION NOTE

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**Title:** Seniors Advisory Committee – Membership Status

**Date Prepared:** February 25, 2020

**Report To:** Seniors Advisory Committee

**Councillor and Role:** Councillor Deanne Stapleton – Council Lead

**Ward:** N/A

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**Issue:** To provide the Committee with the background on membership and report on next steps to be in full compliance with the Seniors Advisory Committee Terms of Reference.

## Discussion – Background and Current Status:

Following a review of all Advisory Committees in early 2016, terms of reference were prepared and/or updated and a call for interest in membership was published. In February 2016, committee members were appointed by Council. The terms of reference allow for no more than five organizational representatives and no more than five community representatives. Each member was appointed for a two-year term with an additional two-year extension, if deemed appropriate and the member was agreeable to such an extension.

A recent review has revealed that membership for the following members expires as follows:

<b>Wells, Sam</b>	21-Feb-20	Community
<b>Yetman, Patsy</b>	21-Feb-20	Community
<b>Best, Lorraine</b>	21-Feb-20	Senior Resource Centre
<b>Callahan, Sharron</b>	21-Feb-20	Carp and Pensioners
<b>Hamilton, Neil</b>	21-Feb-20	Carp

The terms of reference allow for the reappointment of organizational representatives and to that end, those reps will require written confirmation from their respective organizations to continue in that capacity.

Recruitment for community representatives must take place and while there are two listed above, there is a third vacancy created by the resignation of Linda Babstock in June of 2019.

The following members are eligible for a two-year extension in accordance with the terms of reference.

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<b>Reid, Glenda</b>	19-Dec-19	Community
<b>Moore, Neil</b>	19-Dec-19	Pensioners
<b>Constantine, Ruby</b>	19-Dec-19	Community
<b>Ryan, Devonne</b>	19-Dec-19	Younger Generation

**Key Considerations/Implications:**

1. Budget/Financial Implications: n/a
2. Partners or Other Stakeholders: Seniors and Seniors Organizations
3. Alignment with Strategic Directions/Adopted Plans: n/a
4. Legal or Policy Implications: n/a
5. Privacy Implications: n/a
6. Engagement and Communications Considerations: Advertisement to take place
7. Human Resource Implications: n/a
8. Procurement Implications: na/
9. Information Technology Implications: n/a
10. Other Implications:

**Conclusion/Next Steps:**

Staff will await the response from community organizations with respect to their member's continued representation on the Seniors Advisory Committee. A decision note will be forwarded to Council recommending extensions or replacements of members as per the direction of the organizations.

A recruitment process will take place for four community representatives following the Seniors Advisory Committee on March 3, 2020 with a deadline of March 20, 2020 and following which time a decision note will be forwarded to Committee of the Whole and subsequently to Council recommending appointments.

**Prepared by:** Maureen Harvey

**Approved by:** Elaine Henley





**Report Approval Details**

Document Title:	Seniors Advisory Committee - Membership Status.docx
Attachments:	
Final Approval Date:	Feb 27, 2020

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

**Karen Chafe - Feb 26, 2020 - 12:55 PM**

**Elaine Henley - Feb 27, 2020 - 12:44 PM**