

City of Port Colborne

Port Colborne Senior Advisory Committee Meeting Minutes

| Date:  Time:  Location: | Tuesday, November 21, 2023  10:00 am  Al DiSanto Memorial Room  66 Charlotte Street, Port Colborne, Ontario, L3K 3C8 |
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| Members Present: | D. Santarella |
|  | M. Cooper |
|  | S. Brown  R. Carter  D. Rudyk |
|  |  |
| Staff Present: | M. Aquilina, Councillor |
|  | S. McDowell, Public Programmer, Museum and Culture |
|  |  |
| Others Present: |  |

# **1. Call to Order**

Chair called the meeting to order at 10:00am.

# **2. Adoption of the Agenda**

# **3. Disclosures of Interest**

No disclosures of interest.

# **4. Approval of Minutes**

No previous minutes to approve of.

# **5. Nominations**

Moved By Michael Cooper  
Seconded By Susan Brown

The committee voted to put a pause on voting for a new chair until 2024, where they can include all members and review the positions of Chair and Vice Chair

Carried

# **6. Terms of Reference**

Due to more pressing matters for the committee to discuss, there was no review of the Terms of Reference. The Terms of Reference will be looked at during the next meeting in January.

# **7. Staff Updates**

The committee went around the room and introduced themselves since we had all members of the committee present and many have not met previously.

# **8. Order of Business**

## **8.1 Facebook page logo**

Mike explained that the committee had a logo, but it was suggested that a new one be made to reflect the City of Port Colborne's logo change.

Shianne from communications had provided some logo options to the committee in August 2023, but due to lack of quorum, a new logo was never voted on.

The committee was able to look at the logos Shianne had created, and decided option 1 was the best, but with the addition of some elements of option 2

Moved By Michael Cooper  
Seconded By Dorothy Santarella

Carried

**Amendment**:  
Moved By Michael Cooper  
Seconded By Dorothy Santarella

Carried

## **8.2 Facebook page administrators**

Mike Cooper is the current Facebook page administrator. He is active on the page and usually shares important information for seniors.

Rob Carter asked how many Facebook followers we have on the page and if we post about senior-centric events.

Mike said the page has a decent following and he tries to post about events when he can.

Rob volunteered to assist with the Facebook group as he already has experience with his own business's Facebook.

## **8.3 Location of tent, tablecloth and banners**

Sloane reported that she was able to find the tablecloth and one poster, but not much else. The tent may have been borrowed from the city for events. The committee is more than welcome to use a tent provided by the Department of Museum and Culture if needed.

Rob suggested it may be a good idea to look into a new tent, posters, chairs etc.. with the remainder of our budget for 2023.

## **8.4 Budget**

Councilor Aquilina looked into the budget for the committee and found out it is about $1,000 each year.

If we wanted to use our budget for 2023 before the end of the year, we can try to do so within the next few weeks.

# **9. New Business**

Have another meeting in 2024 planning the year; what events we want to be at etc...

## **9.1 Meeting Time**

Mike is mainly available after 3:30 but can be available in the morning because he knows that's the best time.

Rob is usually not available in the afternoon and prefers a morning meeting.

Monique is available after 3:00 as well but can take time off for morning meetings if needed.

Mike suggests that we start offering our meetings through teams as well as in person so those that can't necessarily take the time off of work to show up in person can still participate online.

Sloane will start adding a Microsoft Teams invite to meeting reminders.

## **9.2 Senior Survey**

Deanna asked if the committee could provide another seniors survey to the community of Port Colborne in 2024.

Mike suggested survey options like SurveyMonkey

Councilor Aquilina reminded the committee that it would need to be accessible, and some survey sites aren't very accessible, especially for seniors.

Rob suggested we have them available both online and as paper copies. Potentially ask the city to add the surveys to resident's tax bills or water bills, and reach out to local businesses like pharmacies, churches, stores to see if they would have the surveys on site and available for visitors to fill out.

We will discuss this further in 2024

## **9.3 Purchase of Tent, Chairs and Give Aways**

After discussing the available budget for 2023, Rob suggested we look into purchasing a new tent, chairs, posters and any 'freebie' material we would like to have available at events.

Rob offered to look into the purchase of a tent, chairs, posters and freebie items and will sent all price information to Sloane.

Sloane will look into the process of making these purchases and will create a report for council if needed to approve the purchases.

The new logo will be used for the tent, and posters.

We should also look at free information that we can get from the government to give out at events: senior brochures, how-to's etc..

Moved By Michael Cooper  
Seconded By Susan Brown

Rob will look into the pricing and timeframe for purchasing a tent, chairs, posters, banners and 'freebies' for the committee.

Carried

# **10. Adjournment**

The Chair adjourned the meeting at approximately 10:59am.

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| Chair |  | Staff Liaison |
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