

The Corporation of the  
CITY OF WHITE ROCK



Seniors Advisory Committee  
AGENDA

Tuesday, January 5, 2021, 4:00 p.m.

City Hall Council Chambers

15322 Buena Vista Avenue, White Rock, BC, V4B 1Y6

**\*Live Streaming/Telecast:** Please note that all Committees, Task Forces, Council Meetings, and Public Hearings held in the Council Chamber are being recorded and broadcasted as well included on the City's website at: [www.whiterockcity.ca](http://www.whiterockcity.ca)

The City of White Rock is committed to the health and safety of our community. In keeping with Ministerial Order No. M192 from the Province of British Columbia, City Council meetings will take place without the public in attendance at this time until further notice.

T. Arthur, Director of Corporate Administration

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2. ELECTRONIC MEETING PROCEDURES	3
Corporate Administration to provide a brief presentation on best practices and Code of Conduct for electronic meetings.	
<ul style="list-style-type: none"><li>• Electronic meeting procedures</li><li>• Code of Conduct for electronic meetings</li></ul>	
3. ADOPTION OF AGENDA	
RECOMMENDATION THAT the Seniors Advisory Committee adopt the agenda for January 5, 2021, as circulated.	
4. ADOPTION OF MINUTES	17
RECOMMENDATION THAT the Seniors Advisory Committee adopts the minutes of the March 3, 2020, as circulated.	
5. 2021 WORK PLAN	

Committee members to discuss potential items for the 2021 work plan. A roundtable discussion to take place.

**6. OTHER BUSINESS**

**7. INFORMATION**

**7.1. COMMITTEE ACTION TRACKING**

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Committee to review their 2020 Action Tracking document and discuss outstanding items, including:

- Update on Council and/or senior staff becoming a member of the municipal caucus;
- Sightlines and safety at local parks; and
- Future delegations - Hidden Mobility Disabilities Alliance.

**8. 2021 MEETING SCHEDULE**

Committee to review the 2021 meeting schedule.

**RECOMMENDATION**

THAT the Seniors Advisory Committee adopts the 2021 committee meeting schedule as follows:

- January 5;
- February 2; and
- March 2.

**9. CONCLUSION OF THE JANUARY 5, 2021, SENIORS ADVISORY COMMITTEE MEETING**

# CITY OF WHITE ROCK

## *Virtual Meeting Procedures*

### Getting Started

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1. If you are joining the meeting through your computer/ laptop you do not need to download the Microsoft Teams application in order to participate in the meeting. You will be able to join the meeting through the Teams link, which will be distributed to members along with the agenda package for the meeting.

**Note: We highly recommend that members create a Teams account/ download the app/ software to participate in meetings. This will provide the best user experience.**

2. Please log onto the meeting at least 10 minutes early. This will give members and staff time to troubleshoot any technical issues that may arise.
3. Position your camera properly. Ensure your camera is stable and focused at eye level.
4. It is preferred that participants use earbuds that include a microphone. This allows for clearer sound through the feed.
5. Ensure the Wi-Fi network can accommodate the use at the time of the meeting.
6. Ensure others are not using your home Wi-Fi for streaming at the same time.
7. Turn off other devices to avoid unexpected ringing, answering of another device or feedback during the meeting.
8. When joining the meeting, ensure you type your first and last name so we know who you are.
9. Once you have entered the meeting you will be placed in the “waiting room” Staff will begin admitting members close to the meeting start time.
10. The Chairperson of the meeting will need to wait to start the meeting until they are advised that the Committee/ Task Force has achieved quorum. Similar to a regular Committee/ Task Force meeting members are to refrain from discussing the agenda/ topics on the agenda until the meeting has officially been called to order.

#### Administration

P: 604.541.2124 | F: 604.541.9348

#### City of White Rock

15322 Buena Vista Avenue, White Rock BC, Canada V4B 1Y6

## Participation

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Your camera must be on for the meeting. This is the only way we can ensure that you are participating in the meeting. If there is a technical issue and you are unable to use your camera please let us know.

**Note:** There are times when it is reasonable to turn off your camera (i.e. you need to step away shortly, changing location to obtain a better signal, interruption from co-worker/ family member); however, the expectation is that we are able to see you for the majority of the meeting.

1. During verbal communication, participants may turn their mic on, and raise their hand when they wish to speak. Wait for the Chairperson to call upon you.
2. To move and/ or second a motion, please state your name prior to the motion.

Example: “John moves that the sun should shine in White Rock every day”.

3. When the chairperson calls the question on the presented motion they will ask for “all in favor” or “all opposed”, please raise your hand (or if your camera is not working you will need to state your name) after one of the those two options.
4. Mute your mic. To help keep background noise to a minimum, make sure your microphone is muted when you are not speaking.
5. If you experience technical issues during the meeting you can email [ClerksOffice@whiterockcity.ca](mailto:ClerksOffice@whiterockcity.ca) and staff will work to help you resolve the issue.

## Presentations

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1. Presenters will share their presentation via shared screen.
2. If you wish to distribute a document on table at the meeting please send a PDF version to the Committee Clerk at [clerksoffice@whiterockcity.ca](mailto:clerksoffice@whiterockcity.ca) by **noon** on the day of the meeting.

### Administration

P: 604.541.2124 | F: 604.541.9348

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**WHITE ROCK**  
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THE CORPORATION OF THE  
**CITY OF WHITE ROCK**  
**MEMORANDUM**

**To:** City of White Rock Advisory Bodies / Committees  
**From:** Director of Corporate Administration  
**Date:** December 9, 2020  
**Re:** Meetings Held via Electronic Means

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Thank you all for your patience as we work through the process of conducting meetings through electronic means during the pandemic. Your patience is appreciated.

This memo serves as a reminder we are now meeting electronically / on camera. All City meetings are now live-streamed and available for viewing at any time through the City archives. This is an important element as it serves the public who, due to restrictions of the Public Health Officer, are not able to attend the meetings in person.

There are some things to consider now that members are participating from home:

- Ensure you are in a quiet area where there will be limited interruption and that your WIFI connection is strong
- It is preferred that participants use earphones or ear buds that include a microphone. This allows for clear sound through the feed while your remarks are being delivered as well as eliminating background noise
- When possible please keep your camera on during the meeting so we can confirm we have quorum at all times. If, for some reason, you are not able to have your camera on ensure that you are voting verbally so that the Chairperson can recognize your vote
- Unless you are speaking please keep yourself on mute.
- You must be acknowledged by the Chairperson prior to speaking. Please raise your hand to be viewed on camera or use the “raise your hand” function when you wish to speak and wait to be called on by the Chairperson. Disruptions during a meeting may result in staff having to mute participants in order to ensure everyone gets an opportunity to be heard
- As all Committee meetings are being live streamed on the City Website, if there is a distraction (i.e. you are interrupted during a meeting, moving to find a better signal, etc.) please turn your camera off until the issue is resolved

As a reminder and in accordance with City policy all attending and participating at a City meeting shall conduct themselves in a respectful manner. The Chairperson is the presiding member of the meeting. One of their duties is to ensure all in attendance are conducting themselves in a respectful and profession manner toward each other.

In accordance with the Council's Committee Code of Conduct – Policy 120:

- Verbal attacks upon the character or motives of other Committee Members, Council, staff, members of the public, or guests of the meeting will not be tolerated
- The Chairperson's role and right is to put a stop to behavior that is contrary to respectful conduct. For meetings conducted via electronic means, if there is behavior that the Chairperson, Council Liaison, staff or Committee member considered to be not respectful or professional the Chairperson will request there be a stop to it where the Committee Member's microphone will be muted.

**NOTE:** If anyone participating in the meeting believes that someone is not conducting themselves, as required by Council Policy 120, they have the right to ask to be heard and everyone else will be muted. This will be done so the concern can be raised without interruption and anyone not conducting themselves as required has the opportunity to stop and take a breath. At this point the Chairperson, Councillor Liaison or staff will give the opportunity to amend the conversation direction as well as remind whoever is not adhering to the Code of Conduct of Council's / the City's expectations.

- Following this, if the behavior persists the microphone for that person will be muted for the remainder of the meeting and what occurred will be recounted by the Committee Clerk to the Chief Administrative Officer (CAO). In accordance with the Code of Conduct policy the CAO will meet with the Committee member and if this is viewed to occur again, information regarding the conduct will be brought before Council to be considered.

City Roles at Advisory Body Meetings Defined:

- Staff Liaisons attend the meetings to answer questions and / or bring forward information in which they have an expertise given their role with the City. An Advisory Body cannot direct staff to take action without the endorsement of City Council.
- Council Liaisons attend meetings, participate / contribute to discussions, and offer information from a City / Council perspective. A Council Liaison will provide context to matters referred to the Committee, and report updates and introduce recommendations at the Regular Council meetings when brought forward for consideration. A Council Liaison monitors discussions to ensure they coincide with Council's Corporate Priorities.
- The Committee Clerk is in attendance to help ensure the City's process and legislation are known and adhered to. It is the City's expectation that when the Committee Clerk states an item of concern or when they give direction in regard to meeting process that it is adhered to.

Att:

- Code of Conduct for Committee Members Council Policy 120
- Committee Terms of Reference



**POLICY TITLE: CODE OF CONDUCT FOR COMMITTEE MEMBERS**

**POLICY NUMBER: COUNCIL - 120**

<i>Date of Council Adoption:</i> November 15, 2010	<i>Date of Last Amendment:</i> October 21, 2019
<i>Council Resolution Number:</i> 2010-501, 2013-082, 2015-214; 2019-472	
<i>Originating Department:</i> Corporate Administration	<i>Date last reviewed by the Governance and Legislation Committee:</i> October 7, 2019

**Policy:**

Committee Member (Members) means an individual that has been appointed by Council to serve on a City Committee.

- a) Members shall conduct themselves at all times with behaviour respectful of their duties and mindful always of the long term results achieved for the benefit and protection of City of White Rock citizens.
- b) Conduct of members in the performance of their duties shall be fair, open, honest and in a professional manner.
- c) Members shall refrain from abusive conduct, personal charges or verbal attacks upon the character or motives of other Committee members, staff, members of the public, members of Council and guests at the meeting
- d) Committee members are entitled to make comments expressing their opinions regarding matters before the committee or Council as long as such statements clearly state they are putting forward personal views and not those of the committee or Council. Committee members should not criticize the conduct of the committee, members of Council or staff who are often assigned as representatives to the City’s committees. It is acceptable to publicly disagree about an issue, but it is unacceptable to make derogatory comments about other committee members, staff, members of the public, members of Council, the City of White Rock in general and guests at the meeting with regards to their opinions or actions.

When concern has been raised that a member is not adhering to the above, the Chief Administrative Officer will meet with the committee member and if there is not an expected improvement in behaviour, information will be brought before Council by the Chief Administrative Officer or Director of Corporate Administration, in a closed meeting, and considered.

Council has the authority to remove a member appointment when they determine actions have contravened this policy.

**Rationale:**

A common goal of members of Council, staff, and members of City committees is to inspire public confidence and trust in local government. Members are ambassadors for the City of White Rock. Due to their affiliation with the City it is important they demonstrate their respect for the City, its residents, those elected to run the city and its staff.

THE CORPORATION OF THE  
**CITY OF WHITE ROCK**  
 15322 BUENA VISTA AVENUE, WHITE ROCK, B.C. V4B 1Y6



**POLICY TITLE:**     **TERMS OF REFERENCE:**  
                                   **SENIORS ADVISORY COMMITTEE**  
**POLICY NUMBER:** **COUNCIL - 158**

<i>Date of Council Adoption: February 25, 2019</i>	<i>Date of Last Amendment: March 9, 2020</i>
<i>Council Resolution Number: 2019-091; 2020-155</i>	<i>Historical Changes (Amends, Repeals or Replaces):</i>
<i>Originating Department: Recreation and Culture</i>	<i>Date last reviewed by the Governance and Legislation Committee: March 9, 2020</i>

**Mandate**

The mandate of the Seniors Advisory Committee will be to consider and evaluate issues referred to it from City Council. It will also initiate research on matters deemed to be of concern to local seniors and will submit recommendations to Council.

The Seniors Advisory Committee will:

- a) Act as a resource and provide advice to Council on:
  - Long term planning issues for present and future White Rock seniors, e.g. housing, transportation, safety etc.
  - Short term issues related to seniors e.g. new development proposals, new civic facilities, health and wellness activities etc. and
- b) Act as a resource for receiving input on seniors concerns, interest and views, and making recommendations to the appropriate agencies.

Committees may consider, inquire into, report and make recommendations to Council about matters referred to Committee by Council, the Chief Administrative Officer, Staff Liaison or items brought forward by Committee members that are aligned with the Committee’s mandate/Terms of Reference.

Definition:

Advisory Body means any committee, sub-committee, task force, board or panel that has been established by Council.

Member means those appointed by Council to an Advisory Board.

**Annual Work Plan**

An annual work plan will be prepared by the Advisory Body and approved by Council prior to work commencing. It is recognized that work items may arise during the course of the year and

that additions to the work plan may be recommended by Council, or staff or the Advisory Body itself.

Council must adopt any amendments to the Advisory Body's approved work plan.

### **General Terms**

#### **Term**

Appointments will be made by Council for a two (2) year term.

In the circumstance of a Task Force or a task oriented Advisory Body to Council, the appointments will be made by Council for a two (2) year term or until duties are complete whichever were to occur first.

#### **Membership**

- a) The Seniors Advisory Committee will consist of up to thirteen (13) voting members appointed by Council from the community at large following a public recruitment process, two (2) non-voting members of Council (1 member, 1 alternate) and City staff as required.
- b) A majority of voting members must be:
  - i. White Rock residents
  - ii. Representatives of organizations or groups that provide programs or services to local seniors
- c) Non-voting staff liaisons are:
  - i. Director of Recreation and Culture
  - ii. Manager of Community Recreation
  - iii. Committee Clerk
- d) Members shall serve as volunteers without remuneration or gifts.

#### **Chairperson / Vice-Chairperson**

A Chairperson and Vice-Chairperson will be appointed from among its appointed voting members. The term of Chairperson and Vice-Chairperson will be for (1) one year and may be renewed to a maximum of (2) two years unless otherwise approved by Council.

#### **Meetings**

- a) At the start of each calendar year, Corporate Administration will distribute a meeting schedule to be reviewed and adopted. The meeting schedule will be published and updated as needed by the Committee Clerk.
- b) Staff will attempt to inform the Chairperson in the circumstance a meeting must be cancelled prior to an official notice going to the Advisory Body. A meeting may be called, cancelled or rescheduled by either the Council representative or by the Chairperson in consultation with the Council representative. Notice of a meeting, cancellation or rescheduling must be received by the Committee Clerk by 8:30 a.m. the day prior to the proposed meeting.

- c) If there are no agenda items for the meeting received by noon on the day that is one (1) week prior to the meeting, the Committee Clerk will inform the Chairperson, Council and staff Liaisons and will cancel the meeting.
- d) Advisory Body members shall advise the Committee Clerk of their intent to attend or to be absent from a meeting. If a majority of members indicate that they will be absent from the meeting, the Committee Clerk will cancel the meeting by first attempting to notify the Chairperson and Council Liaison, and inform all members.
- e) On occasion, Corporate Administration may be required to cancel or reschedule meetings. On such occasions, notice will be given to all members following an attempt to notify the Chairperson and Council Liaison followed by all members.
- f) Quorum for meetings shall be a majority of all voting members.
- g) If there is no quorum present within 15 minutes of the scheduled start time, the Committee Clerk will:
  - i. record the names of the members present, and those absent; and
  - ii. conclude the meeting until the next scheduled meeting.
- h) All meetings are open to the public unless designated as closed to the public pursuant to Sections 90 and 93 of the *Community Charter*.
- i) The public may attend meetings to observe only. Members of the public must maintain decorum at all times. Interruptions of any kind are not permitted while the meeting is in progress.
- j) When deemed relevant to the discussion of a particular item of business under consideration, the Advisory Body will take into account the meeting business, the permitted time to conduct the remaining business and the Chairperson may, with majority consent of those committee members in attendance, give permission to a member of the public in attendance to speak to the item. The speaker will deliver their comments within a limited time as determined by the Advisory Body prior to speaking.
- k) Meetings shall last no longer than two (2) hours, except under extraordinary circumstances as agreed to by the committee members present.
- l) Members are expected to attend all regularly scheduled meetings. Corporate Administration will keep an attendance log and notify the Chairperson and Council representative where there have been three (3) consecutive absences without knowledge/reason. Council may determine that prolonged unexcused absences may result in the removal of the member.
- m) Any person with particular expertise, including staff, may be invited by the Chairperson or Staff Liaison to attend a meeting in order to provide information or advice, but only voting members appointed by City Council may vote on matters.

- n) An Advisory Body must hear and consider representations by any individual, group or organization on matters referred to the Committee by Council.
- o) An Advisory Body does not have the authority to commit funds, enter into contracts or commit the City to a particular course of action.
- p) An Advisory Body cannot direct staff to take action without the endorsement of City Council. They cannot direct staff to take any action which is contrary to existing policies or directives or establish policies for the City.
  - i. Any such action must be referred to Council for consideration and adoption;
  - ii. Staff liaisons may advise of existing policies or Council directives, and the need to refer the matter to Council prior to taking any action.
- q) On routine matters such as organizing or setting up yearly or ongoing events or projects which do not have budget implications or have received prior budget approval, the committee may make decisions without the approval of Council, provided that the Advisory Body works with the staff member assigned to that committee on those matters.

**Note:** This clause only applies to event oriented Advisory Bodies to Council (ex: Sea Festival and Tour de White Rock).

- r) On broader matters such as organizing or setting up major or unusual events or projects which do not have budget implications, the committee must receive prior approval from Council.
- s) Where a Member, their family, employer or business associates have any interest in any matter being considered by the committee, that member will excuse themselves from all aspects of consideration of that matter by declaring a Conflict of Interest.
- t) Members are not permitted to speak directly with the media on behalf of the committee.
- u) Members will not represent themselves as having any authority beyond that delegated in the Terms of Reference approved by Council.

### **Sub Committees and Working Groups**

- a) Sub-committees: A committee may appoint members to a sub-committee to inquire into matters and to report and make recommendations to the committee for a specific purpose. A sub-committee may be formed in the circumstance there is a heavy workload and there are items that can be broken down and worked on with the sub-committee's advice and recommendations coming back to the originating committee. Meetings of the sub-committee are open to the public (subject to statutory closed meeting matters under s. 90 *Community Charter*), must include agenda, meeting minutes and be posted just as a committee meeting held by the City of White Rock.
- b) Working Groups: A committee or sub-committee may form a working group for the limited purpose of:

- i. Gathering, summarizing or preparing a presentation of information, including research and analysis, to deliver to the originating Advisory Body of Council, or
  - ii. Carrying out a specific prescribed activity (ex. parade float production, taking available information and placing it into a specified format for the originating Advisory Body of Council).
- c) Due to the limited nature of the working group, they would perform their work on their own. If a working group provides advice and recommendations or an opinion on matters of policy to Council, or an Advisory Body of Council then it may be characterized as a sub-committee and not a mere working group – this type of work is to be done in the committee or sub-committee format so the public have the opportunity to see and hear how recommendations to Council are formed. A working group does not meet in a formal circumstance (no agenda, meeting minutes, meeting notice is required).

### **Staff Support**

- a) The relevant department(s) will provide the staff liaison(s) and technical support. Support functions include:
- i. Forward all agenda items to Corporate Administration at least one (1) week prior to the meeting date for agenda preparation and on the Public Notice Posting Place;
  - ii. Prepare reports on behalf of the Committee;
  - iii. Review and return draft minutes to Corporate Administration prior to adoption;
  - iv. Report back with status updates on agenda items as required;
  - v. Prepare an Annual Report to be submitted to Council for information. The report will be forwarded to the Advisory Body prior to going to Council so their feedback can be considered.
- b) Corporate Administration will provide meeting management and recording support. Support functions include:
- i. Receive and prepare correspondence;
  - ii. Maintain a list of outstanding issues for action (Action Tracking);
  - iii. Provide members with orientation at the beginning of each term (and to new members as they are appointed);
  - iv. Organize and prepare meeting agendas, in conjunction with the Chairperson, staff liaison and Council representative;
  - v. Receive and organize all agenda-related presentation materials and/or hand-outs;
  - vi. Distribute agenda packages to members;
  - vii. Post all notices, agendas and minutes for the public record;
  - viii. Prepare and provide minutes to the Director of Corporate Administration and staff liaison;
  - ix. Provide minutes, with recommendations, to Council;
  - x. Update the Terms of Reference policy.

## **Procedures**

Unless otherwise provided for in these terms of reference, the procedures of the Committee will be governed by the City's Council and Committee Procedure Bylaw.

## **Code of Conduct**

Appointees will be required to sign a statement agreeing that they have read, understood, and will conform to the City's code of conduct as defined in the Council policy regarding Code of Conduct for Committee Members. This will be required immediately upon appointment. The statement / agreement for signature is attached to, and forming, part of this policy.

**CITY OF WHITE ROCK  
COMMITTEE CODE OF CONDUCT  
STATEMENT / AGREEMENT**

This will confirm that as of \_\_\_\_\_, I have read Council  
(DATE)  
Policy 120, “Code of Conduct for Committee Members” and Council Policy \_\_\_\_\_,  
Committee Terms of Reference and I understood and will conform to the City’s Code of  
Conduct as outlined in these policies.

\_\_\_\_\_  
(PRINT NAME)

\_\_\_\_\_  
(SIGNATURE)

**PRESENT:** J. Ahmad, Chairperson  
B. Kish  
A. McCorkell  
K. McIntyre  
G. Scott  
P. Petrala  
R. Kaptyn (exited at 5:31 p.m.)  
S. McIntosh

**ABSENT:** M. Pedersen, Vice-chairperson  
M. Barbone

**COUNCIL:** Councillor Manning

**STAFF:** S. Yee, Manager of Community Recreation  
E. Tuson, Committee Clerk

Public: 2  
Press: 0

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**1. CALL TO ORDER**  
The Chairperson called the meeting to order at 4:02 p.m.

**2. ADOPTION OF AGENDA**

2020-SAC-005 **IT WAS MOVED AND SECONDED**  
THAT the Seniors Advisory Committee amend the agenda for March 3, 2020 to include:

- 9.1 – Senior Prices for Fitness Activities in White Rock
- 9.2 – Councillor Manning On Table Item

**CARRIED**

**3. ADOPTION OF MINUTES**

a) January 7, 2020

2020-SAC-006 **IT WAS MOVED AND SECONDED**  
THAT the Seniors Advisory Committee adopt the January 7, 2020 meeting minutes as circulated.

**CARRIED**

4. **HEALTHY AGING PROJECT PRESENTATION (30 MINUTES)**  
B. McMillian, United Way, provided a PowerPoint presentation to the Committee for information. United Way projects and groups related to seniors were noted.

In response to questions from the Committee, B. McMillian, United Way, noted:

- Connecting elders with younger people/ young families is good for isolation and socialization.
- The municipal caucus is still active and open to all municipalities. Currently, it is co-chaired by the Mayor of Vancouver. City senior staff, councillors and mayors are invited to take part in the caucus.

2020-SAC-007

**IT WAS MOVED AND SECONDED**

THAT the Seniors Advisory Committee request that a member of Council and/ or senior staff become a member of the municipal caucus.

**CARRIED**

**Note:** B. McMillian, United Way, exited the meeting at 4:55 p.m.

5. **SELECTION OF THE 2020 CHAIRPERSON & VICE-CHAIRPERSON**  
The Committee discussed the appointment of a Chairperson and Vice-Chairperson for the 2020 Committee year.

2020-SAC-008

**IT WAS MOVED AND SECONDED**

THAT the Seniors Advisory Committee appoint the following member as Chairperson for the 2020 Committee year:

- Chairperson: J. Ahmed

2020-SAC-009

**It was MOVED and SECONDED**

THAT the Seniors Advisory Committee appoint the following member as Vice-Chairperson for the 2020 Committee year:

- Vice-Chairperson: M. Pedersen

**CARRIED**

6. **OTHER MUNICIPALITIES' SENIORS' PLANS**  
The Committee discussed other municipalities' seniors' plans/ programming. The following key points were noted:

Delta

- Bus program for seniors 65 and older that runs from 9:30 a.m. – 3:30 p.m.
- The Snow Angels program has volunteers shovel driveways for those that cannot do it themselves.

Langley

- Hidden mobility disabilities alliance program.

Nova Scotia

- Accessibility and wayfinding signage.
- Education programs for the public to learn about ageism and senior isolation.

Calgary

- Public newspaper (Kerby News) for events and issues specific to seniors.
- Film festival about ageism.
- Healthy aging partnership with the University of Calgary.
- Homecare magazine published quarterly.

Coquitlam/ Port Moody

- Publication and resources for senior's services.

Surrey

- Seniors needs included in social policy framework.

**7. 2020 COMMITTEE WORK PLAN**

The Committee noted the following as possible work plan items:

- Communications to seniors.
- Ageism.
- Community bus for seniors.

Staff noted the following information:

- The spring/ summer leisure guide now has a senior's information page.
- The City launched a new senior's website. Under the "Seniors" tab, you can find information like programming, daily events for seniors, important contact information, community partners etc.

**Action Item:** Committee members, P. Petrala, G. Scott and J. Ahmed to form a list of work plan items and bring it back to the Committee for their review.

**8. FUTURE DELEGATIONS**

2020-SAC-010

**It was MOVED and SECONDED**

THAT the Seniors Advisory Committee invite the Hidden Mobility Disabilities Alliance to a future meeting to provide a presentation.

**CARRIED**

**9. OTHER BUSINESS**

None.

**9.1 SENIOR PRICES FOR FITNESS ACTIVITIES IN WHITE ROCK**

The committee noted that there is not senior's rates available for drop in fitness classes at the Centre for Active Living (CAL). Staff noted they have looked at providing 65+ drop in rates. In addition, there is the Leisure Access Pass that allows people to qualify for a discounted pass based on federal taxes.

The Committee noted that the program Exercise for the Prevention of Chronic Disease offers free seats at the request of your family doctor.

**Note:** R. Kaptyn exited the meeting at 5:31 p.m.

**9.2 COUNCILLOR MANNING ON TABLE ITEM**

Councillor Manning referenced the email received from Alexandra Neighbourhood House. Small neighborhood lead grants of up to \$500 for community lead initiatives.

**Action Item:** Staff to include this item on the next agenda for the Committees discussion and recommendation to Council.

**10. 2020 COMMITTEE MEETING SCHEDULE**

The 2020 meeting schedule was approved by the Committee at the November 5, 2019 meeting. The following dates are provided for reference purposes:

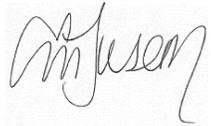
- March 31
- May 5
- June 2
- July 7
- September 8
- October 6
- November 3

**11. CONCLUSION OF THE MARCH 3, 2020 SENIORS ADVISORY COMMITTEE MEETING**

The Chairperson declared the meeting concluded at 5:35 p.m.

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J. Ahmed, Chairperson



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E. Tuson  
Committee Clerk

## 2019/ 2020 SENIORS ADVISORY COMMITTEE MEETING ACTION TRACKING

Meeting Date	Motion #/ Action Item	Agenda Item # & Title	Committee recommendation/ Action item	Staff/ Member Assigned	Status or Completion Date <i>(Red indicates Completed Items)</i>
2019-06-04	Action item	Item 8 – Community Announcements	Staff to distribute Senior’s in Canada handout to the Committee for information.	Committee Clerk	June 5, 2019
2019-07-02	Action item	Item 4 – Inventory of Existing Community Programs and Services for Seniors	Staff to send “Fetch” website link and an inventory of their programs to Committee for information.	Committee Clerk	July 3, 2019
2019-07-02	Action item	Item 4 – Inventory of Existing Community Programs and Services for Seniors	THAT the Senior’s Advisory Committee requests that Council consider raising the CARP flag outside City Hall before the scheduled Senior’s Advisory Committee Meeting on October 1, 2019 in honor of National Senior’s Day.	Director of Rec and Culture	October 1, 2019
2019-07-02	Action item	Item 5 – S.W.O.T Analysis of Seniors Programs and Services in White Rock and South Surrey	Staff to send out the 2012 White Rock Age-Friendly Community Award document to Committee for information.	P. Petrala/ Committee Clerk	July 6, 2019
2019-07-02	Action item	Item 5 – S.W.O.T Analysis of Seniors Programs and Services in White Rock and South Surrey	Staff to send out Social Isolations and Loneliness Among Seniors document to the Committee for information.	P. Petrala/ Committee Clerk	July 6, 2019
2019-09-03	Action item	Item 6 – Review of S.W.O.T Analysis Results	Staff to add “Review of Items from Previous Meeting” as a standing item on all future agendas.	Committee Clerk	On going
2019-09-03	Action item	Item 6 – Review of S.W.O.T Analysis Results	Committee members A. McCorkell and B. Kish to work with Councillor Johanson on a ranking system and spreadsheet. To be presented to the Committee at the next Committee meeting for review.	A. McCorkell, B. Kish, Councillor Johanson	October 1, 2019
2019-09-03	Action item	Item 6 – Review of S.W.O.T Analysis Results	Staff to contact Committee members A. McCorkell and B. Kish for permission to share email addresses with each other and Councillor Johanson.	Committee Clerk	September 4, 2019
2019-09-03	Action item	Item 8 – upcoming Events for Seniors	Staff to distribute event flyers to the Committee for their information.	Committee Clerk	September 4, 2019
2019-10-01	2019-SAC-011	Item 4.1 Change to Terms of Reference	THAT the Seniors Advisory Committee (the Committee) request that Council consider amending the Terms of Reference to increase the Committee membership from eleven (11) members to <del>twelve (12) members</del> thirteen (13) members.	Committee Clerk	October 21, 2019 Regular Council – ENDORSED / Recruitment taking place

Meeting Date	Motion #/ Action Item	Agenda Item # & Title	Committee recommendation/ Action item	Staff/ Member Assigned	Status or Completion Date <i>(Red indicates Completed Items)</i>
2019-10-01	Action item	Item 5 – Update from Task Force	M. Pedersen, R. Kaptyn, J. Ahmad and K. McIntyre to organize and narrow down the priorities from the S.W.O.T review excel spreadsheet for the Committee, and report back to the Committee at the next meeting on November 5, 2019.	M. Pedersen, R. Kaptyn, J. Ahmad and K. McIntyre	October 18, 2019 meeting / Report to the Committee November 5, 2019
2019-10-01	Action item	Item 5 – Update from Task Force	Committee Clerk to request permission to share email addresses among the working group.	Committee Clerk	October 2, 2019
2019-11-05	Action item	Item 4- review of items from Previous Meeting	Committee Clerk to send out volunteer application to Sue MacIntosh, Seniors Come Share Society, to invite her to join the Committee.	Committee Clerk	2019-11-20
2019-11-05	Action item	Item 4- review of items from Previous Meeting	Andrea McCorkell, Committee member, to send the Director of Recreation and Culture the contact information for Sure Macintosh, Seniors Come Share Society.	A.McCorkell and Director of Rec & Culture	2019-11-20
2019-11-05	Action item	Item 5 – Committee Priorities	THAT the Seniors Advisory Committee (the Committee) recommend that Council consider directing staff to integrate a design in the spring and summer leisure guide to include important contacts and information for seniors.	Director of Rec & Culture	December 2 Regular Council – ENDORSED / Staff working on
2019-11-05	2019-SAC-14	Item 5 – Committee Priorities	THAT the Seniors Advisory Committee (the Committee) recommend that Council consider directing staff to update the City’s website to improve senior friendliness by including an easy-access drop down information page, located on the home page so it is easy to find.	Director of Rec & Culture	December 2 Regular Council – ENDORSED / Staff working on
2019-11-05	2019-SAC-15	Item 5 – Committee Priorities	THAT the Seniors Advisory Committee (the Committee) recommend that Council consider directing staff to assign a designated Senior Services Coordinator.	Director of Rec & Culture	December 2 Regular Council – DEFEATED
2019-11-05	Action item	Item 6 – Seniors Advisory Committee Action Tracking	Committee Clerk to combine Item 3 and Item 6 on all future agendas.	Committee Clerk	Completed
2019-11-05	Action item	Item 6.1 Sightline for Seniors	Director of Recreation and Culture to contact parks Department manager to enquire about the consistency of the review of sightlines and safety at local parks.	Director of Rec & Culture	
2020-01-07	2020-SAC-03	Item 4 – Selection of the 2020 Chairperson & Vice-Chairperson	THAT the Seniors Advisory Committee defers the appointment of Chairperson and Vice-Chairperson for the 2020 Committee year to the next scheduled meeting.	Committee Clerk	Completed at March 3, 2020, meeting

2020-01-07	Action Item	Item 6 – Other Business	Committee members to research other municipalities’ seniors’ plans and to provide information back on this topic at the next scheduled meeting.	Committee members/ Committee	Completed at March 3, 2020, meeting
2020-01-07	2020-SAC-04	Item 6 – Other Business	THAT the Seniors Advisory Committee requests that staff look into inviting a representative from the United Way to an upcoming meeting.	Manager, Community Recreation	Barbara McMillan, United Way will attend March 3, 2020
2020-03-03	2020-SAC-007	Item 4 – Healthy Aging Project Presentation	THAT the Seniors Advisory Committee request that a member of Council and/or senior staff become a member of the municipal caucus.	Committee members/ Committee	On January 5, 2021, Agenda
2020-03-03	Action Item	Item 7 – 2020 Work Plan	Committee members, P. Petrala, G. Scott and J. Ahmed to form a list of work plan items and bring it back to the Committee for their review.	Working group members	In progress
2020-03-03	2020-SAC-010	Item 8 – Future Delegations	THAT the Seniors Advisory Committee invite the Hidden Mobility Disabilities Alliance to a future meeting to provide a presentation.		