

City of Port Colborne

Port Colborne Senior Advisory Committee Meeting Minutes

Date: Tuesday, November 21, 2023
Time: 10:00 am
Location: Committee Room 3-City Hall
66 Charlotte Street, Port Colborne, Ontario, L3K 3C8

Members Present: D. Santarella
M. Cooper
S. Brown

Staff Present: M. Aquilina, Councillor
S. McDowell, Public Programmer, Museum and Culture

Others Present: Rob Carter

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.

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. Mike 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. Mike tries to post about events when he can.

Rob volunteered to assist with the Facebook group as Rob already has experience with running Facebook pages.

8.3 Location of tent, tablecloth and banners

Sloane reported that one table cloth and one poster was located, but not much else.

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 reported it is about \$1,000.00 for all committees.

9. New Business

Have another meeting in 2024 planning the year.

9.1 Meeting Time

Mike suggests that the committee 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.

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.

Chair

Staff Liaison