

**City of Port Colborne  
Port Colborne Senior Citizens Advisory Committee Meeting Agenda**

**Date:** Tuesday, May 20, 2025  
**Time:** 10:00 am  
**Location:** Committee Room 3-City Hall  
66 Charlotte Street, Port Colborne, Ontario, L3K 3C8

**Pages**

1. Call to Order
2. Adoption of the Agenda
3. Disclosures of Interest
4. Approval of Minutes
5. Stop Gap Presentation
6. Staff Update
7. Order of Business
  - 7.1 Seniors Expo Update
  - 7.2 Seniors Month
8. New Business
9. Adjournment

## **City of Port Colborne**

### **Port Colborne Senior Advisory Committee Meeting Minutes**

**Date:** Tuesday, April 15, 2025  
**Time:** 10:00 am  
**Location:** Committee Room 3-City Hall  
66 Charlotte Street, Port Colborne, Ontario, L3K 3C8

**Members Present:** S. Brown  
M. Cooper  
D. Santarella  
D. Rudyk  
N. Salvage  
T. McDowell

**Member(s) Absent:** R. Carter

**Staff Present:** M. Aquilina, Councillor  
M. Chamberlain, Community Engagement Officer

**Others Present:** A. Hawkins, Customer Service and Revenue Manager,  
Corporate Services & Recreation  
O. Loeffen, Business Community & Events Ambassador,  
Corporate Services & Recreation  
L. Rowe, Recreation Supervisor, Corporate Services &  
Recreation  
U. Hudson, CARP Representative  
Jim Murray, Friends Over 55 Club Representative

#### **1. Call to Order**

The Chair called the meeting to order at 10:00a.m.

#### **2. Adoption of the Agenda**

Moved By Deanna Rudyk  
Seconded By Tammy McDowell

That the Seniors Advisory Committee agenda, dated April 15th, 2025, be approved.

Carried

**3. Disclosures of Interest**

No disclosures of interest.

**4. Approval of Minutes**

Moved By Tammy McDowell

Seconded By Nancy Salvage

That the Seniors Advisory Committee minutes, dated March 18th, 2025, be approved.

Carried

**5. Order of Business**

**5.1 Seniors Expo**

**a. Updates**

- J. Murray reported the Friends Over 55 facility has a capacity of 100 people.
- S. Brown reported that the set maximum vendor capacity is 24.
  - S. Brown has currently reached out to 25 possible vendors and confirmed 13 thus far.
  - J. Murray confirmed there are more than enough tables and chairs for vendors and more can be sourced if needed.
- The committee has decided there will be no keynote speaker or presentations due to space.
- A separate area of the facility will be used for food and beverages

**b. Sponsors**

- Boggio Family of Pharmacies has agreed to donate \$100.00 for the event.
- O. Loeffen has secured sponsorship from Pie Guys Bakery for the donation of coffee and tea for the event. The carafes will need to be picked up and dropped off. O. Loeffen has also confirmed Sobeys will be sponsoring food trays for the event.
- S. Brown has been in contact with someone from the Needy Not the Greedy about another possible donation.

**c. Transportation**

A. Hawkins provided the option of NRT to ensure accessible transportation for the event. Rides can be booked through the NRT app and online. A. Hawkins offered that a city customer service rep could be available during the event to help patrons book rides.

S. Brown suggested reaching out to NRT as a possible vendor so they could help patrons download the app and teach them how to book their own transportation.

U. Hudson asked if there may be a different options to service local apartment buildings with large senior demographics.

O. Loeffen offered that the City has used Regional Limousine in the past to book a minibus, that can be rented for \$125.00/hour. O. Loeffen suggested making a list with the main hubs or locations the committee would like the bus to service.

L. Rowe reported that a larger bus could also be obtained to work as a service shuttle, similar to Canal Days, and operate on a looped route during the event times. O. Loeffen will try to secure this as a sponsored resource.

It is up to the committee to secure a route/destinations. Let O. Loeffen and L. Rowe know the logistics and they will assist.

Committee would like a shuttle to circulate all apartment buildings and possibly a common meeting space.

U. Hudson suggested a volunteer within the bus to assist people travelling back and forth.

**d. Marketing Poster**

The committee approved the draft poster and would like to start distributing them around town. Given the space of the venue they would like to primarily focus on promoting locally.

O. Loeffen will assist Sloane with logos for the poster.

U. Hudson would like a digital copy provided to be included in the CARP newsletter.

## **5.2 Library Outreach**

M. Chamberlain asked for volunteers to run the outreach table at the library this month.

May 15th - M. Cooper volunteered

June 19th - D. Santarella volunteered

S. McDowell will send out calendar invites.

## **5.3 June Farmer's Market Table**

M. Chamberlain reported that S. McDowell contact the farmer's market organizers inquiring about getting a table for the committee. Unfortunately there is little opportunity for vacancies and a large waitlist. The committees best option is to join with the City of Port Colborne's table for June.

U. Hudson suggested a member of Friends Over 55 be invited to share the table.

Moved By Tammy McDowell

Seconded By Michael Cooper

That the committee will have a shared table/tent with the City of Port Colborne at the farmer's market every Friday in June for Senior's month.

Carried

## **6. New Business**

### **6.1 Upcoming Speaker Series and Learning Cafe**

M. Chamberlain reported that S. McDowell has created a list of all Learning Café guest speakers in the past two years. Keeping this list on hand will ensure we avoid overlap for the committee's speaker series in the fall.

### **6.2 HOPE**

N. Salvage reported on a new community initiative group starting in Port Colborne called HOPE, that is tackling the issue of homelessness in Port Colborne. The group had their first meeting and is hoping to find government funding to support housing opportunities and resource disbursement.

D. Santarella raised that this is an issue the committee should be involved in.

Staff suggested the opportunity of integrating the initiative into a possible speaker series.

S. Brown suggested offering the group an outreach table at the June 12th event for exposure. N. Salvage will reach out to ask.

### **6.3 NOAA Meeting**

A Niagara Older Adult Alliance meeting is being held in Fonthill on April 24th from 12:30-4:30pm. M. Aquilina will forward the invitation to committee members.

### **6.4 Niagara Region Public Health Resources**

U. Hudson provided resources to the committee from Niagara Regional Public Health. A. Hawkins will be contacting NRPH to have resources/materials delivered to City Hall on a regular basis for all to access.

### **6.5 Stop Gap Update**

T. McDowell asked M. Aquilina for an update on the Stop Gap program.

M. Aquilina will check with staff members for a status update and report back.

## **7. Adjournment**

The Chair adjourned the meeting at approximately 11:00a.m.

---

Chair

---

Staff Liaison