



Burlington Seniors' Advisory Committee Meeting
Agenda

Date: March 27, 2023
Time: 10:00 am
Location: Virtual

Pages

1. **Land Acknowledgement:**
2. **Declarations of Interest:**
3. **Approval of Minutes:**
 - 3.1 Approval of the minutes from the meeting held February 27, 2023 1 - 4
4. **Delegation(s):**
5. **Regular Items:**
 - 5.1 Appointments to Advisory Committees
 - a. Burlington Inclusivity Advisory Committee
 - b. Halton Region Older Adult Advisory Committee
 - 5.2 Updates from Recreation, Community and Culture (RCC)
 - 5.3 2023 Schedule- May 2023 date change
 - 5.4 2023 Workplan and Budget 5 - 7
 - 5.5 Breakfast at the Bistro 8 - 10
 - 5.6 Recap of Burlington Seniors' Centre Visit by Minister Cho and MPP Natalie Pierre
 - 5.7 Advisory Committee Updates
 - 5.8 Orientation Session- April 5
6. **Other Business:**

7. Adjournment:



Burlington Seniors' Advisory Committee Meeting

Minutes

Date: February 27, 2023
Time: 10:00 am
Location: Virtual

1. Members Present:

John Kalbfleisch, Margaret Doma, Marilyn Baker, Peter Buckley, Yaya Andrade, Jill Randall, Kerry McGregor, Ron Minaker

2. Member Regrets:

Steve Shuta, Heather Westhaver

3. Others Present:

Bob Chepyha (Alternate), Mandy Kerr (Supervisor of Recreation), Kristin Sprukulis (Clerk)

4. Land Acknowledgement:

John read the Land Acknowledgement.

5. Declarations of Interest:

None.

6. Approval of Minutes:

6.1 Approval of the minutes from the meeting held June 27, 2022

On motion, the minutes from the meeting held June 27, 2022, were approved as presented.

7. Delegation(s):

None.

8. Regular Items:

8.1 Welcome Roundtable

Committee members introduced themselves to each other as this was the first meeting of the 2023 term.

8.2 Orientation Presentation

Kristin provided a brief overview of advisory committee roles, policies and procedures.

8.3 Election of Chair and Vice Chair

On motion, John Kalbfleisch and Ron Minaker were elected as Chair and Vice Chair, respectively, to the Burlington Seniors' Advisory Committee for the term to expire December 31, 2023.

8.4 Appointments to Advisory Committees

On motion, Peter Buckley, was re-appointed to be the BSAC representative on the Integrated Transportation Advisory Committee (ITAC).

On motion, Kerry McGregor, was appointed to be the BSAC representative on the Burlington Accessibility Advisory Committee (BAAC).

Appointments to the Burlington Inclusivity Advisory Committee (BIAC) and Older Adults Advisory Committee (OAAC) will occur in March.

8.5 Updates from Recreation, Community and Culture (Mandy Kerr, Supervisor of Recreation)

Mandy Kerr, Supervisor of Recreation, provided the following update to committee:

- Spring Registration Launch underway - Viewable on approx. March 1; registration day is March 11 onward. Programs can be found [here](#).
- Food Services offers 4 product lines at the Burlington Seniors' Centre (BSC): Bistro café dining, Bistro Express takeaway shopping and prepared meals, inhouse catering to programs and socials, and event service. These are back up and running as of later this week.
- The return to Breakfast at the Bistro is on March 18 and is \$7 which includes breakfast and entertainment. BSC is always looking for volunteers to assist. ACTION: next meeting BSAC to look into dates in which they can volunteer at this program.

- Emergency Assistance Buttons- these are in accessible washrooms and staff is able to provide support when needed.
- Contenance courtesy care items are in all washrooms to respect all gender expressions.
- Tender is out for PRCAMP Parks, Recreation Culture Assets Master Plan - seeking consultation on 20 year vision of our future state requirements and our Master Plan for community needs and infrastructure resource management including enhancements, new builds, renewal, and community trends. To date: we are reviewing background demographics data and findings.
 - The process report is going to management on March 30 and is speaking about the overall project and the inclusion of engagement and when the community can expect these results.
- In regards to Service Level analysis, we just awarded our Request for Quotation (RFQ) to our successful consultant for review of Direct Delivered programming, and will begin working with them. This will also include broad stakeholder and community engagement to help decide on priorities that best optimize resources and budget allocation to address key areas of focus.
- Location formerly called Bateman School, has an update on engagement and other project items going to EICS on March 2. Watch the meeting [here](#). More information regarding engagement can be found [here](#).
- Mountainside pool is scheduled to open at the end of June. This is dependent on construction. The work underway is to renovate the outdoor pool.

8.6 2023 Schedule

On motion, the attached BSAC schedule for 2023 was approved with edits.

8.7 2023 Workplan and Budget

ACTION: After discussion, the BSAC draft workplan and budget will be brought forward, with changes, to the March 27th BSAC meeting for approval.

8.8 2022 Annual Report

On motion, the attached BSAC 2022 Annual Report was approved as presented.

9. Other Business:

None.

10. Adjournment: 11:50 a.m.



Burlington Seniors' Advisory Committee

2023 DRAFT Workplan

Strategy:

- Provide input to staff regarding policies, projects and reports
- Provide feedback to staff regarding the Active Aging Plan
- Provide feedback to staff regarding Advisory Committee Terms of Reference
- Be a resource to the community.
- Use the committee's Terms of Reference mandate as a guide for the below workplan.

DRAFT 1

| Mandate Item | Details | Budget |
|---|---|-----------|
| Provide advice and insight to Council and staff on the City of Burlington's policies, services and programs pertaining to seniors. | <ul style="list-style-type: none"> • Receive information about and provide input/feedback into city planning, policies, projects and initiatives. • Provide feedback to staff regarding the advisory committee review/terms of reference review • Review and provide input/feedback on Burlington Active Aging Plan priority call-to-action items in conjunction with Recreation, Community and Culture planning and initiatives impacting older adults/seniors. | \$0.00 |
| Represent Burlington seniors' perspectives on municipal and other key seniors' issues (e.g. transportation, affordability, isolation, parks and recreation services) through appointment of a Committee member to each of | <ul style="list-style-type: none"> • Promote June as Seniors' Month via social media and with the Recreation, Community and Culture department. | \$1000.00 |

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|---|--|------------------|
| <p>the following committees:</p> <ul style="list-style-type: none"> - Burlington Accessibility Advisory Committee - Burlington Inclusivity Advisory Committee - Burlington Integrated Transportation Advisory Committee - Halton Region Older Adults Advisory Committee (OAAC), and <p>through involvement of Committee members at the local ward level</p> <p>Respond to seniors' needs based on information gathered through participation in these groups. Develop an annual workplan, including a communications plan and budget, to meet the mandate of the Committee, with a focus on addressing concerns together.</p> | <ul style="list-style-type: none"> • Promote October 1st as National Senior's Day: register for Mayor's proclamation, NSD flag raising, Brant St. pier lights dedication with amplification through city social media platforms. • Share local seniors-related information out to the community through select events (virtual and/or in-person). Ex. Breakfast at the Bistro program, Food for Feedback event. | |
| <p>Participate in meetings of Citizen Advisory Committee Chairs and other related meetings or training opportunities and keep current about City of Burlington policies that may impact the Committee.</p> | <ul style="list-style-type: none"> • Participation in training activities run through the Office of the City Clerk • Participation in events run by other advisory committees to understand their priorities. | |
| <p>Total</p> | | <p>\$1000.00</p> |

| Item | Details | Budget |
|------------------------|--|-----------------|
| Feedback to City Staff | <ul style="list-style-type: none"> • Receive information about and provide input/feedback into city planning, policies, projects and initiatives. • Provide feedback to staff the advisory committee review/terms of reference review | \$0.00 |
| Promotional Activities | <ul style="list-style-type: none"> • Promote June as Seniors' Month via social media and with the Recreation, Community and Culture department. • Promote October 1st as National Senior's Day: register for Mayor's proclamation, NSD flag raising, Brant St. pier lights dedication with amplification through city social media platforms. | \$0.00 |
| Active Aging Plan | <ul style="list-style-type: none"> • Review and provide input/feedback on Burlington Active Aging Plan priority call-to-action items in conjunction with Recreation, Community and Culture planning and initiatives impacting older adults/seniors. • Provide feedback to the updated Active Aging Plan | \$0.00 |
| Events | <ul style="list-style-type: none"> • Share local seniors-related information out to the community through select events (virtual and/or in-person). | \$500.00 |
| Total | | \$500.00 |

Good morning Community Partner,

It's so wonderful to connect back in with you after a long 'Hiatus' (let's not use the C19-word lol), and share with you that our Community Dining programs are starting back up this spring. You are receiving this message because you have expressed an interest in volunteering with us in some capacity, and we are currently looking for volunteers who may be interested in supporting our Breakfast @ the Bistro program.

This Community Dining program serves up a tasty breakfast to over 90 diners, and encourages older adults to gather in friendship, share a nutritious meal with new friends, and enjoy the entertainment that follows, with their peers. It really draws so many folks together who may not have otherwise been able to afford this kind of community spirit and casual breakfast.

We are only able to offer this affordable experience due to the generosity of volunteers, and herein lies my invitation for you to come and volunteer with us! Typically, we look for help with buffet service and with clearing of tables. This requires about seven volunteers at a minimum and up to twelve individuals. I've attached a 'position' list and often we combine roles based on the numbers of volunteers with us on a particular day. Volunteer roles begin at 8am and are typically completed by 11:30am – 12noon.

We know that so many of you do this purely out of the joy of serving your community, but we also want to recognize your organization with a public welcome and thank you, invite you to wear shirts, hats, nametags etc that identify your organization, and offer a space for you to share promotional information on our 'Sharing Table'. We also acknowledge your involvement with table top signs and a Courtesy Thank you sign to the volunteer organization of the month. Council members are often present and love to meet with our community partners in person at this gathering. Annually, the City also recognizes all volunteer contributions publicly. This event has the opportunity to build brand recognition and develop a relationship with our older adult community members that may be interested in your services at some point, though to retain the 'Giving Community' atmosphere, we ask that no solicitation happen during the breakfast.

If you would like to volunteer with us in 2023, we are looking for volunteers for April – December (dates below). Please reply to me directly and offer a first, second and third month of choice, and I will confirm back with you right away. Months will be assigned on a first come basis. Many thanks if you would like to work with us in other ways, we will follow up with you just as soon as we can also. Finally, please let me know if you have ideas and contacts for our entertainment line up too. We are always looking to hire entertainers who can offer one hour of great age-appropriate music or song that brings smiles to everyone's faces.

Thank you for all that you do to make Burlington such a wonderful community, and for considering to volunteer with our Seniors' Centre Breakfast @the Bistro. We certainly couldn't offer this program without your help.

2023 Breakfast Dates, Saturday's 8am- noon:

April 15

May 27

June 24

July 15

August 12
 September 23
 October 21
 November 18
 December 16

Breakfast at the Bistro Volunteer Role Assignments

Thank you to Community Partners who have volunteered to support the returning Breakfast at the Bistro events at the Burlington Senior Centre starting in April 2023!

We require 7-12 volunteers to support various roles. A sample of volunteer role assignments are listed below. The number of roles could be expanded or compressed depending on the number of volunteers available and more details of the role specifics will be provided on site.

| Community Partner Volunteers | Position | Location | Responsibilities | Time |
|------------------------------|-------------------------------|-------------------------------|--|--|
| Volunteer #1 | Server Station 1 | Buffet line | Plate | 9am @ the buffet station |
| Volunteer #2 | Server Station 2 | Buffet line | Sausage 2 each | 9am @ the buffet station |
| Volunteer #3 | Server Station 3 | Buffet line | Bacon 2 each | 9am @ the buffet station |
| Volunteer #4 | Server Station 4 | Buffet line | Pancakes 1 each | 9am @ the buffet station |
| Volunteer #5 | Server Station 5 | Buffet line | Hash-brown 1 scoop | 9am @ the buffet station |
| Volunteer #6 | Server Station 6 | Buffet line | Eggs 1 scoop | 9am @ the buffet station |
| Volunteer #7 | Server Station 7 | Buffet line - | Toast 1 slice | 9am @ the buffet station |
| Volunteer #8 | Coat check | Front door | Assists with hanging (8:00-9:00 am) & retrieval of coats (11:15-11:35) | 8am - Coat racks in hallway and closet area |
| Volunteer #9 | Bussing/Clearing Zone 1 (from | Assist with seating, Beverage | Keep an eye on Beverage station and Continental station | 8am arrivals Coffee as early as 830am Clearing as early as 930am |

| | | | | |
|---------------|--|--|--|--|
| | door, bottom left quad by kitchen) | refills, plate transfer if needed, clear Quad 1 to dishpit | for replenish - Deliver scones family style to sections @ approx. 9:15am | |
| Volunteer #10 | Bussing/Clearing Zone 2 (from door, top left quad by tennis club/ windows) | Assist with seating, Beverage refills, plate transfer if needed, clear Quad 1 to dishpit | Keep an eye on Beverage station and Continental station for replenish - Deliver scones family style to sections @ approx. 9:15am | 8am arrivals Coffee as early as 830am Clearing as early as 930am |
| Volunteer #11 | Bussing/Clearing Zone 3 (from door top right quad by stage/ windows) | Assist with seating, Beverage refills, plate transfer if needed, clear Quad 2 to dishpit | Keep an eye on Beverage station and Continental station for replenish - Deliver scones family style to sections @ approx. 9:15am | 8am arrivals Coffee as early as 830am Clearing as early as 930am |
| Volunteer #12 | Bussing/Clearing Zone 4 (bottom right quad, by entrance/stage) | Assist with seating, Beverage refills, plate transfer if needed, clear Quad 3 to dishpit | Keep an eye on Beverage station and Continental station for replenish - Deliver scones family style to sections @ approx. 9:15am | 8am arrivals Coffee as early as 830am Clearing as early as 930am |