

**Minutes of the Meeting of the Brandon Age Friendly Committee of Council  
Held January 18, 2024, at 5:15 p.m. in the Kavanagh Room, 638 Princess Ave.,**

**Present:**

Chair Nancy McPherson, PMH Representative  
Co-chair Susan Boyachek, Citizen Representative  
Areta Donnelly, Citizen Representative  
Doug Fraser, Citizen Representative  
Perry Roque, City Representative  
Kaley Dueck, City Representative

**Regrets:**

Greg Hildebrand, Councillor  
Heather Karrouze, Councillor

**Guest:**

Sylvia Barr, Citizen Representative applicant

**1.0 Call to Order**

Welcome/Introductions of Sylvia Barr and Kaley Dueck  
Chair Nancy McPherson called the meeting to order at 5:17 PM.

**2.0 Approval of Agenda**

(01/2024)

**Motion:** Doug Fraser/ Areta Donnelly

To approve the January 18, 2024, Age Friendly Committee meeting agenda.

***Carried***

**3.0 Approval of Age Friendly Committee Minutes**

(02/2024)

**Motion:** Doug Fraser/ Areta Donnelly

To approve the meeting minutes of November 16, 2023.

***Carried***

**4.0 Presentation**

Candice Waddell-Henowitch rescheduled to February 15, 2024.

**6.0 Correspondence**

No items.

**7.0 Old Business**

**A. Action Plan/Metrics/Terms of Reference updates - All**

Deferred until February 15, 2024 due to no councillors being present.

**B. BU Nursing Student Project material distribution & reference letters**

Doug Fraser advised that the project is now completed and the Committee has in their possession two documents created from the students of the project. There is a handout of important resource information as well as an information poster of the outcome of the project that was submitted by the students to BU. Susan Boyachek mentioned providing feedback with the results of the project to groups interviewed, eg Rotary Villas and Seniors for Seniors, etc., publicizing the handout that was created, and providing

letters of reference for the two students, Mary Okorie and Annaliza Gungon. The Committee agreed that the pamphlet needs to be edited to be easier to read and meet accessibility requirements, before distributing to the public. A working group will be created including Areta Donnelly, Nancy McPherson, and Doug Fraser to work on this.

(03/2024)

**Motion: Doug Fraser/ Areta Donnelly**

That the Committee agrees to provide letters of reference to nursing students Mary Okorie & Annaliza Gungon, signed by Chair, Nancy McPherson and a councillor. Nancy McPherson will review the letters and Kaley Dueck will print the final versions on City letterhead.

***Carried***

**ACTION ITEM:** Susan Boyachek will pursue a quote on printing 1000 copies of the handout created by the BU nursing students.

**C. Senior Resource Guide & marking material update & distribution**

Susan Boyachek presents the 2<sup>nd</sup> Edition of the guide, with the change that the booklet is stapled, not coiled like the 1<sup>st</sup> Edition and they are ready for distribution. The stapled booklet cost much less than the coil version. Susan Boyachek mentions that the first edition booklets were given to Seniors for Seniors and the public was advised to pick it up there. Since the 2<sup>nd</sup> edition is only a reprint, the decision is made to store extra resource guides, jar openers, pens, etc. in the A. R. McDiarmid Building basement in two filing cabinets. Perry advises that if a member of the Committee comes to pick up supplies, Kaley Dueck can take the member down to the basement to pick up what they need. Susan Boyachek presents the other marketing materials: pens, hot/cold pack, and jar openers. She mentions a mix-up with the printer where the last digit of the phone number was not on the jar openers. This had been noticed before printing and someone from the company had said it would be fixed before printing but it wasn't. Jinesh Patel has contacted the company to have them reprinted. Susan Boyachek mentions that the plans for the 3<sup>rd</sup> Edition are to expand with discount items, resources and paid advertising from companies that support older adults to pay for future reprints.

**8.0 New Business**

**A. Election of Chair(s)**

Nancy McPherson and Susan Boyachek held a preliminary discussion regarding the commitment of the position. They are both prepared to co-chair for the 2024 year. Susan Boyachek mentions that it has been helpful in the past to have a Councillor as a co-chair, Nancy McPherson mentions that both of the councillors on the committee had wanted to complete a full year before making any further commitment. Doug Fraser expresses his gratitude for the co-chairs.

(04/2024)

**Motion: Areta Donnelly/ Doug Fraser**

That the Committee elect Nancy McPherson and Susan Boyachek as co-chairs for 2024.

***Carried***

## **B. Contract Position**

Susan Boyachek advised that there was a great candidate for the position last year but it didn't work out. The job consists of keeping the day-to-day operations going to rely less on the volunteers of the committee. There were also certain projects they would have been expected to take the lead on including Access programming with WCG, education to the public on what the Age Friendly Committee is and does, along with a monthly newsletter. There was a working group working on the hiring of the contract position that took several months. There is a budget of \$16,000 per year for the position, although with the current proposed work hours and hourly rate, that would come to \$18,000, however by the time the person is hired and has started, it could be April and the cost would be less than \$16,000 by the end of the year. Further discussion will occur later if the hired person was to continue on in future years to discuss how to finance an entire year.

(05/2024)

### **Motion: Susan Boyachek/ Doug Fraser**

That the Committee moves forward with filling the contract position using the current terms of the job posting including approx. 12 hours per week at \$30.00/hour using applicants from the short-list from the last round of hiring. *Carried*

(06/2024)

### **Motion: Susan Boyachek/ Doug Fraser**

That the Committee appoints the hiring committee for the contract position as Co-Chairs Nancy McPherson and Susan Boyachek, and Areta Donnelly. *Carried*

## **C. Grant Opportunities**

### **a) AF MB Community Collaboration Grant update**

Susan Boyachek advised that there was an application submitted for the Manitoba Age Friendly Community Collaboration Grant for \$10,000 through Manitoba Age jointly with Brandon University, Seniors for Seniors, and Manitoba Alzheimer's Society. The Committee was required to submit the Milestones application to apply for the grant. Grant recipients will be published in the January newsletter. Age Friendly would receive a milestone award of \$2,500 on top of the \$10,000 if successful. The email that was provided on the application was the one from the Age Friendly website that IT had set up. It was requested that Susan Boyachek and Nancy McPherson have access to it but IT had not gotten back to them.

**ACTION ITEM:** Perry Roque to check that email address to see if any correspondence from the grant committee has been received.

### **b) MB Accessibility Grant 2024**

Susan Boyachek advised that this is a new grant with the deadline of February 16, 2024 to submit applications. There was a submission for up to \$50,000 last year however were unsuccessful and noticed that the applications that were approved had very specific projects in mind. The application could be resubmitted again as is, making sure to highlight the Manitoba Accessibility Act. Nancy McPherson advised that it wouldn't be much extra work to highlight the Act and how it specifically relates to accessibility.

(07/2024)

**Motion: Susan Boyachek/ Doug Fraser**

That the Committee will submit an application for the Manitoba Accessibility Grant 2024 based on the previous submission.

*Carried*

**D. Member Vacancies**

Nancy McPherson advised there were no applicants the first time it was posted by the City. It was reposted again, without any applicants. Doug Fraser had reached out to Sylvia Barr personally. Perry Roque advised that the City will take late applications. Areta Donnelly advised that this year the application was not a fillable PDF, requiring a person to print it out, fill it out by hand, and scan it in. It was suggested that every member of the Committee could personally reach out to individuals about joining the Committee.

**E. BU Focus Group Proposal**

Nancy McPherson advised that this project came from Jared Friesen looking at the Communications Department. It's a project between Brandon University, the City of Brandon, and Prairie Mountain Health about movement and how we use public spaces throughout the City. This project also received federal funding. They are asking the Committee be the catalyst to gathering participants for the focus group.

(08/2024)

**Motion: Susan Boyachek/ Nancy McPherson**

That the Committee will support and participant in the initiative put forward by Jared Friesen at Brandon University for the project on public spaces in Brandon, and furthermore appoint Doug Fraser and Sylvia Barr to the working group to bring in additional members of the public for the focus group(s).

*Carried*

**8.0 Information Items**

No items.

**9.0 Adjournment**

(09/2024)

**Motion: Doug Fraser/ Susan Boyachek**

To adjourn the meeting 6:56 pm.

*Carried*

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*Co-Chairperson*

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*Date*

Next Meeting: February 15, 2024 @ 5:15 pm

Minutes prepared by Kaley Dueck.