

**Minutes of the Meeting of the Brandon Age Friendly Committee of Council  
Held March 21, 2024, at 5:15 p.m. in the T. E. Snure Room, 638 Princess Ave.**

**Present:**

Chair Nancy McPherson, PMH Representative  
Co-chair Susan Boyachek, Citizen Representative  
Areta Donnelly, Citizen Representative  
Doug Fraser, Citizen Representative  
Sylvia Barr, Citizen Representative  
Perry Roque, City Representative  
Kaley Dueck, City Representative  
Greg Hildebrand, Councillor (left at 6:04 p.m.)  
Pamela McTavish, Program Assistant

**Regrets:**

Heather Karrouze, Councillor

**Guests:**

Tom Keep, prospective Citizen Representative  
Gerrie Taylor, prospective Citizen Representative

**1.0 Call to Order**

Chair Nancy McPherson called the meeting to order at 5:16 p.m.  
Welcome/Introductions of Tom Keep and Gerrie Taylor.

**2.0 Approval of Agenda**

(13/2024)

**Motion:** Areta Donnelly/ Doug Fraser

To approve the March 21, 2024, Age Friendly Committee meeting agenda as amended with the following additions:

Item 7 (c) 55+ Games Sponsorship

Item 8 (a) Age Friendly Manitoba March 2024 Newsletter

**Carried**

**3.0 Approval of Age Friendly Committee Minutes**

(14/2024)

**Motion:** Doug Fraser/ Areta Donnelly

To approve the meeting minutes of February 15, 2024.

**Carried**

**4.0 Presentation**

N/A

**5.0 Correspondence**

Discussed a letter received from the Minister of Health congratulating the Age Friendly Committee on their award of the Community Collaboration Grant in the amount of \$10,000. Nancy McPherson advised that she had contacted the Minister's office to let them know how appreciative the Committee was to receive this correspondence.

**ACTION ITEM:** Perry Roque to bring two cheques totalling \$12,500 (\$10,000 and \$2,500) to the City of Brandon Finance Department and ensure it is deposited to the correct Age Friendly account.

## 6.0 Old Business

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

Susan Boyachek advised that the previous Action Plan was in effect for eighteen months and therefore proposes the updated Action Plan would be in effect from January 2024 – July 2025. The Committee reviewed each of the action items, providing updates and/or revisions. The amended Plan will be presented at the next meeting for the Committee's final review and approval.

#### Terms of Reference:

Susan Boyachek suggested the Committee consider that the language used regarding quorum being set at 50% plus 1 of the voting membership be updated to mirror the City's organizational by-law which excludes vacant positions from the total of voting membership. Susan Boyachek enquired if the revisions to this document needed to be approved by Council.

#### Motion: Susan Boyachek/ Doug Fraser

(15/2024)

Motion to amend the Terms of Reference, adding the words *excluding vacancies* following the words *quorum is set at 50% plus 1 of the voting membership*. **Carried**

**ACTION ITEM:** Nancy McPherson to send Perry Roque a copy of the original Terms of Reference to be updated and uploaded to the website by ITC.

**ACTION ITEM:** Perry Roque to confirm with the City Clerk if the revisions to the Terms of Reference document needs to be approved by Council.

#### Working Groups Terms of Reference:

Postponed until the next meeting.

### A. Vision Zero Update

Areta Donnelly provided the Committee a copy of the Vision Zero Task Force January 31 2024 meeting minutes, highlighting five ongoing projects including a reduced speed study and a pilot project from Brandon School Division to create a walking school bus for Maryland Park students.

Susan Boyachek enquired how to provide feedback or introduce new projects to the committee and if Vision Zero would be an appropriate avenue to promote better maintenance of sidewalks during all seasons so that people are not having to walk in the roadways. Doug Fraser added that more education should come from the City on the guidelines relating to the by-law requiring homeowners to shovel the City sidewalk adjacent to their property. Nancy McPherson added that the community needs the ability to provide feedback on issues that are outside of the five projects already planned and if Vision Zero is that committee. Areta Donnelly said she would discuss these items at the next Vision Zero meeting.

### B. BU Student Project

#### 1) Reference letters

Kaley Dueck advised that she had printed the two letters for signature by Co-chair Nancy McPherson and Councillor Greg Hildebrand. Councillor Hildebrand spoke

with City Clerk Rene Sigurdson about signing the letters and she said the letters would be best signed by the Chair and the Co-Chair. Perry Roque advised that it cannot be on City of Brandon letterhead because it is not a formal reference from the City. Susan Boyachek advised that we had a motion to create these reference letters with a councillor signing them so that motion will need to be amended.

(16/2024)

**Motion: Susan Boyachek/ Doug Fraser**

*Motion to amend motion 03/2024 as follows:*

That the Committee agrees to provide letters of reference to nursing students Mary **Okorie** & Annaliza Gungon, signed by **Co-chairs** Nancy McPherson and ~~a councillor~~ **Susan Boyachek**. Nancy McPherson will review the letters and Kaley Dueck will print the final versions on ~~City~~ **Age Friendly** letterhead. **Carried**

**ACTION ITEM:** Kaley Dueck to take out Greg Hildebrand's name on the letters of reference and change it to Susan Boyachek and print on appropriate letterhead.

**2) Home care fact sheet/poster revisions**

Postponed until next meeting.

**3) Leech quotes re: home care fact sheet**

Susan Boyachek advised that to print 1000 copies it would be \$490.00 and only an additional \$180.00 for design work. Proposing any sort of motion should occur after the revisions are completed.

**C. Collaboration grant cheque receipt – communication plan**

Nancy McPherson advised that pictures were taken and Susan Boyachek added that they were put into the Age Friendly Manitoba newsletter. The Committee discussed a communication plan for this item. Nancy McPherson mentioned it may be a good idea to make a submission to the Brandon Sun. Nancy McPherson suggested that herself and Pamela McTavish work together to do this write-up. Susan Boyachek will post to social media once the submission is finished.

**ACTION ITEM:** Susan Boyachek will reach out to Louise Hutton for the photos that were taken from her camera.

**7.0 New Business**

**A. City Development Plan consultation**

Susan Boyachek enquired whether this committee would have any submission to put forward from an Age Friendly perspective. Nancy McPherson asked Perry Roque if he knew how long the consultation process would be open with the understanding the City wants to finalize the document by Spring of 2024. Nancy McPherson advised that she was under the impression the report was being presented to Council in May. Nancy McPherson suggested that the committee should go through the report and find the things that work well from an Age Friendly perspective and what things do not work and this would be a discussion item for the next Age Friendly meeting.

**B. Appointment of contract position – moved to last item of agenda**

**C. 55+ Games Sponsorship**

Susan Boyachek advised that there are different levels to sponsor. The \$500.00 sponsorships allows the donor to put items in a grab bag for the event which would be an opportunity to promote the Committee.

(17/2024) **Motion: Susan Boyachek/ Sylvia Barr**  
Motion to purchase a sponsorship for the 55+ Games for a maximum amount of \$500.00. **Carried**

**ACTION ITEM:** Perry Roque to follow up on the email about the 55+ Games to submit the sponsorship request, issue payment, and collect any information packages.

**8.0 Information Items**

**A. Age Friendly Manitoba March 2024 Newsletter**

Susan Boyachek shared this volume of the newsletter as it featured our Committee and further advised that anyone can register to be on the newsletter distribution list. In addition, Age Friendly Manitoba offers their writing services to and accepts submissions from all Age Friendly committees. Sylvia Barr enquired if the Committee could submit something so that the newsletter isn't so Winnipeg-based. It was suggested that everyone take a look at the newsletter to see what type of information is in it before proceeding to any submissions.

**B. City of Brandon bench program**

Sylvia Barr advised that she has personally purchased a bench from the City of Brandon for \$2,500.00 and believes it should be added to the programming within walking/hiking/outdoor spaces.

(18/2024) **RE: 7 B) Appointment of contract position**  
**Motion: Susan Boyachek/ Doug Fraser**  
Motion to appoint Pamela McTavish to the position of Program Assistant effective April 1<sup>st</sup>, 2024. **Carried**

**9.0 Adjournment**

(19/2024) **Motion: Sylvia Barr/ Susan Boyachek**  
To adjourn the meeting at 6:58 pm. **Carried**

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*Co-Chairperson*

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*Date*

Next Meeting: April 18, 2024 @ 5:15 pm

Minutes prepared by Kaley Dueck.