



OLDER PERSONS AND ELDERS ADVISORY COMMITTEE

MINUTES

September 22, 2023

A meeting of the Older Persons and Elders Advisory Committee was held on Friday, September 22, 2023, at 10:00, in the Joe Wai Room, Ground Floor, City Hall, and via electronic means.

PRESENT: Marc White, Chair
Susan Scott Gabe*, Vice- Chair
Sana Aziz
Varouj Gumuchian
Linda Johnston
Andrea Krombein*
Anthony Kupferschmidt
Dale Lutes
Andrea Sara
Tricia Sirrs

ABSENT Richard Earthy (Leave of Absence)
Kara Turner (Leave of Absence)

ALSO PRESENT: Councillor Christine Boyle, Council Liaison

CITY CLERK'S OFFICE: Ana Denissenko, Acting Manager, Civic Agencies
Kirsty Colquhoun, Committee Clerk

* Denotes absence for a portion of the meeting.

WELCOME

The Chair acknowledged we are on the unceded homelands of the Musqueam, Squamish, and Tsleil-Waututh Peoples. We thank them for having cared for this land and look forward to working with them in partnership as we continue to build this great city together.

Leave of Absence Requests

MOVED by Sana Aziz
SECONDED by Linda Johnston

THAT the Older Persons and Elders Advisory Committee approve leave of absence requests from Kara Turner and Richard Earthy from the meeting on, September 22, 2023.

CARRIED UNANIMOUSLY

Approval of Minutes

MOVED by Varouj Gumuchian
SECONDED by Dale Lutes

THAT the Older Persons and Elders Advisory Committee approve the Minutes from the meeting of Friday, July 21, 2023, as circulated.

CARRIED UNANIMOUSLY

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VARY AGENDA

MOVED by Linda Johnston
SECONDED by Tricia Sirrs

THAT the Committee vary the agenda to hear Liaison updates after the consideration of Motions identified in the Consent agenda.

CARRIED UNANIMOUSLY

Note: for ease of reference, the minutes are recorded in chronological order.

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1. Consent agenda

MOVED by Dale Lutes
SECONDED by Anthony Kupferschmidt

THAT the motions identified in the Consent agenda (see [the attachment to the agenda](#)) be held for debate and voted on separately:

- Motion to approve the Appointment of Susan Scott Gabe as the Vice-Chair of the Older Persons and Elders Advisory Committee (OPEAC);
- Motion to Approve the Establishment of the Following Older Persons and Elders Advisory Committee (OPEAC) Subcommittees and Co-Chairs;
- Procedure for Inviting and Engaging External Partners and Collaborators to Attend Subcommittee as Invited Guests;
- Adoption of the Following Age-Friendly Guidelines and References to Inform OPEAC Deliberations;
- Jurisdictional Scan;
- Motion for the OPEAC Facilitation Team to Explore the Establishment of a City of Vancouver Older Persons and Elders Accountability Table;

FURTHER THAT the Older Persons and Elders Advisory Committee receive for information the following reports identified in the consent agenda:

- Interim Communication Protocol for Addressing Staff Engagement Requests;
- Proposed Subcommittee Allocation of Outstanding Staff Engagement Requests;

- Subcommittee's Responsibility to Report Back to OPEAC;
- Accountability Table;
- Staff Engagement Session Reports.

CARRIED UNANIMOUSLY

Motion to Approve the Appointment of Susan Scott Gabe as the Vice-Chair of the Older Persons and Elders Advisory Committee (OPEAC)

MOVED by Linda Johnston
SECONDED by Sana Aziz

THAT Susan Scott Gabe be appointed as Vice-Chair of the Older Persons and Elders Advisory Committee for the term ending December 31, 2024.

CARRIED UNANIMOUSLY

Motion to Approve the Establishment of the Following Older Persons and Elders (OPEAC) Subcommittees and Co-Chairs

MOVED by Dale Lutes
SECONDED by Susan Scott Gabe

THAT the following Subcommittees be established for the Older Persons and Elders Advisory Committee:

- Transportation and Accessibility;
- Housing;
- Community Services Programming; and
- Communication and Resources.

FURTHER THAT Andrea Sara and Dale Lutes be appointed as Co-Chairs to the Transportation and Accessibility Subcommittee;

FURTHER THAT Marc White and Varouj Gumuchian be appointed as Co-Chairs to the Housing Subcommittee;

FURTHER THAT Andrea Krombein and Anthony Kupferschmidt be appointed as Co-Chairs to the Community Services and Programming Subcommittee;

AND FURTHER THAT Linda Johnston and Richard Earthy be appointed as Co-Chairs to the Communication and Resources Subcommittee.

CARRIED UNANIMOUSLY

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At 10:37 am the Chair relinquished the Chair to the Vice-Chair to make comments, and resumed the Chair at 10:40 am.

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VARY AGENDA

MOVED by Susan Scott Gabe
SECONDED by Tricia Sirrs

THAT due to time constraints, the Committee vary the agenda to hear "Liaison updates" item before the motion "Establishment of the Older Persons and Elders Advisory Committee Management Team".

**CARRIED UNANIMOUSLY AND
BY THE REQUIRED MAJORITY**

Note: for ease of reference, the minutes are recorded in numerical order.

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Liaison Updates

Council Liaison provided updates and responded to questions.

Establishment of the Older Persons and Elders Advisory Committee Management Team

MOVED by Sana Aziz
SECONDED by Dale Lutes

THAT the Older Persons and Elders Advisory Committee Establish a Management team consisting of the Chair, Vice-Chair and Subcommittee Co-Chairs.

withdrawn

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Following discussion, it was

MOVED by Sana Aziz
SECONDED by Dale Lutes

THAT the motion "Establishment of the Older Persons and Elders Advisory Committee Management Team" be withdrawn.

**CARRIED UNANIMOUSLY AND
BY THE REQUIRED MAJORITY**

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Motion to Establish the Older Persons and Elders Advisory Facilitation Team

MOVED by Marc White
SECONDED by Linda Johnston

THAT the Older Persons and Elders Advisory Committee Establish the Older Persons and Elders Advisory Committee (OPEAC) Facilitation Team;

FURTHER THAT the OPEAC Facilitation Team consist of the Chair, Vice-Chair and Subcommittee Co-Chairs;

AND FURTHER THAT the OPEAC Facilitation Team will participate in the agenda setting process, defined as follows:

- To primarily prepare the agenda for the upcoming meetings;
- To provide oversight in the creation and status of approved Work Plans and timelines;
- To meet with the Seniors' Planner two weeks prior to the Regular Meetings and Working Sessions in preparation of draft agendas along with Council and Staff Priorities; and
- To ensure that OPEAC recommendations are informed by evidence and are congruent with foundational resources.

CARRIED
(Anthony Kupferschmidt opposed)

Motion for the Proposed Facilitation Team Explore the Establishment of a City of Vancouver Older Persons and Elders Accountability Table

MOVED by Marc White
SECONDED by Linda Johnston

THAT the proposed Older Persons and Elders Advisory Committee Facilitation Team Explore the Establishment of a City of Vancouver Older Persons and Elders Accountability Table;

FURTHER THAT the OPEAC Facilitation Team connect with the leadership of the City of Toronto's Seniors Strategy Accountability Table to generate a deeper understanding of the model employed, its Terms of Reference, and its relationship with municipal council;

FURTHER THAT the OPEAC Facilitation Team Prepare a draft Terms of Reference and a proposed membership list for a City of Vancouver Older Persons and Elders Accountability Table;

AND FURTHER THAT the OPEAC Facilitation Team develop a motion for City Council proposing the establishment of an Older Persons and Elders Accountability Table.

amended

AMENDMENT MOVED by Anthony Kupferschmidt
SECONDED by Dale Lutes

THAT in the fourth clause, the word "develop" be struck and replaced with the words "consider drafting".

CARRIED UNANIMOUSLY

The amendment having carried the motion as amended was put and CARRIED UNANIMOUSLY.

FINAL MOTION AS APPROVED

THAT the proposed Older Persons and Elders Advisory Committee Facilitation Team Explore the Establishment of a City of Vancouver Older Persons and Elders Accountability Table

FURTHER THAT the OPEAC Facilitation Team connect with the leadership of the City of Toronto's Seniors Strategy Accountability Table to generate a deeper understanding of the model employed, its Terms of Reference, and its relationship with municipal council;

FURTHER THAT the OPEAC Facilitation Team Prepare a draft Terms of Reference and a proposed membership list for a City of Vancouver Older Persons and Elders Accountability Table;

AND FURTHER THAT the OPEAC Facilitation Team consider drafting a motion for City Council proposing the establishment of an Older Persons and Elders Accountability Table.

Motion to Adopt the following Age-Friendly Guidelines and References, and the Jurisdictional Scan to Inform Older Persons and Elders Advisory Committee (OPEAC) Deliberations

MOVED by Andrea Krombein
SECONDED by Varouj Gumuchian

THAT the Older Persons and Elders Committee adopt the following foundational documents to inform OPEAC deliberations:

- [Measuring the Age-Friendliness of Cities: A Guide to Using Core Indicators \(WHO, 2015\)](#)
- [Global Report on Ageism \(2021\)](#)
- [United Nations Convention on the Rights of Older Persons Lesotho Contribution \(2015\)](#)
- [Age-friendly environments in Europe; A handbook of domains for policy action \(2017\)](#)
- [United Nations Declaration on the Rights of Indigenous Peoples \(Articles 21 & 22\)](#)
- [Age-Friendly Cities in Canada: A Jurisdictional Scan on Municipal Resources and Challenges in the Implementation of the World Health Organization's Framework](#)

CARRIED UNANIMOUSLY

Motion to Approve Procedure for Inviting and Engaging External Partners and Collaborators to Attend Subcommittee as Invited Guests.

MOVED by Varouj Gumuchian
SECONDED by Linda Johnston

THAT the Older Persons and Elders Advisory Committee adopt the proposed procedure for inviting and engaging external partners and collaborators to attend subcommittees as invited guests;

FURTHER THAT Older Persons and Elders Advisory Committee request that the Communication and Resource Committee create a standard email template to ensure that guests invited to the Subcommittee Meetings are aware of the role of OPEAC mandate and their role and responsibilities as a guest participant.

CARRIED UNANIMOUSLY

(Andrea Krombein and Susan Scott Gabe absent for the vote)

2. Regular Business

Council Liaison Updates

Council Liaison provided updates and responded to questions.

Chair's Report: Strategic Transformation Circulated

The Chair Report was noted as circulated and will be discussed at the Working Session.

A.1 - Motion to Ensure Adequate City Staff Support for Subcommittee Meetings

MOVED by Varouj Gumuchian

SECONDED by Dale Lutes

WHEREAS

- a. For many years, given the scope of issues facing Older Persons and Elders, Seniors Advisory Committee (SAC) /Older Persons and Elders Advisory Committee established subcommittees responsible for different areas given individual members' expertise and interests. The current subcommittees are: Transportation and Accessibility, Housing, Community Services Programming; and Communication and Resources.
- b. Given the history of Staff Engagement requests, SAC/OPEAC in collaboration with the City Clerk's Office established a Staff Engagement Request Form, which allowed for decisions by the Advisory Committee on whether the topic was considered to be of interest to the Committee as a whole, or whether it should be presented at a Subcommittee Meeting, which could then report back to the Committee as a whole for discussion and decision-making at a Regular Meeting.
- c. In August 2023, OPEAC received 12 requests for engagement from staff across different departments and as per our process we sent out an email to our Subcommittee leads to review the engagement requests and, if deemed necessary, to organize a Subcommittee Meeting presentation.

- d. The City Clerk's Office was contacted to provide access to a platform to allow for electronic or hybrid participation and was told that given this would be occurring outside of Regular Meetings or Working Sessions the City Clerk's Office will not be able to provide support and this would need to be addressed by departmental staff or the committee. Given that there may be 1-3 presentations at a Subcommittee Meeting and given this is a request by staff to an advisory it appears that there is a need to strengthen the level of support given to Advisory Committees who are attempting to address its mandate which includes staff engagement requests.
- e. Given that the Committee will soon have a Seniors' Planner, and that this will require sufficient administrative support we believe that Council should ensure that there is sufficient administrative support available to ensure that logistics and co-ordination are addressed, for the Committee and the new Planner.

THEREFORE BE IT RESOLVED THAT Older Persons and Elders Advisory Committee (OPEAC) seek Council and the City Manager's Office assistance in securing sufficient administrative support to assist our Committee co-ordinate and collate a summary of staff engagement meetings and provide the Advisory Committee access to an electronic platform to support Subcommittee and Working Committee hybrid meetings to conduct Advisory Committee business associated with the mandate of the Older Persons and Elders Advisory Committee.

CARRIED UNANIMOUSLY

A.2 - Motion to Clarify Acronyms for the Older Persons and Elders Advisory Committee for use in Correspondence

MOVED by Anthony Kupferschmidt
SECONDED by Dale Lutes

THAT the Older Persons and Elders Advisory Committee recommends to Council and Staff to use OPEAC in their correspondence and in public documents when using an acronym representing our Advisory Committee. The use of a four-letter acronym is fine for document filing.

CARRIED UNANIMOUSLY

A.3 - Motion Regarding the Older Persons and Elders Advisory Committee Presentation to Council at Public Hearings or Standing Committee Meetings.

MOVED by Anthony Kupferschmidt
SECONDED by Sana Aziz

WHEREAS

- a. Advisory Committees are established by Council to provide input to Council on issues arising from their mandate; and

- b. Advisory Committees have deliberated on issues deemed important by their constituents; and
- c. Historically, presentations to Council by groups who had three or more members attending were allotted seven minutes, and Councillors were provided an opportunity to seek clarification.

THEREFORE BE IT RESOLVED

THAT the Advisory Committee representatives who are authorized by their Committee at a formally clerked meeting or via approval by electronic means by a majority of their members are allotted up to seven minutes for presentations at Council or Standing Committee meeting;

FURTHER THAT Councillors may seek in aggregate clarification questions for up to 10 additional minutes.

withdrawn

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Following discussion, it was

MOVED by Anthony Kupferschmidt
SECONDED by Dale Lutes

THAT the motion "Regarding the Older Persons and Elders Advisory Committee Presentation to Council at Public Hearings or Standing Committee Meetings" be withdrawn.

CARRIED UNANIMOUSLY AND
BY THE REQUIRE MAJORITY

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A.4 - Motion to Establish Honoraria

MOVED by Varouj Gumuchian
SECONDED by Linda Johnston

THAT the Older Persons and Elders Advisory Committee (OPEAC) recommend that Council consider providing honoraria for OPEAC participation over and above Regular Meetings, including participation in extensive consultation in specific projects like the Accessibility Committee and the Sunset Community Centre Functional Design Working Group, among others.

CARRIED UNANIMOUSLY

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At this point in the proceedings, it was

MOVED by Varouj Gumuchian

SECONDED by Dale Lutes

THAT the Committee extend past noon to complete Regular Business.

**CARRIED UNANIMOUSLY AND
BY THE REQUIRED MAJORITY**

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ADJOURNMENT

MOVED by Anthony Kupferschmidt
SECONDED by Sana Aziz

THAT this meeting be adjourned.

CARRIED UNANIMOUSLY

Next Meeting:

DATE: Friday, November 24, 2023
TIME: 10:00 am
PLACE: Joe Wai Room, Ground Floor, City Hall
/ Webex Online

The Committee adjourned at 12:11 pm.

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