



## Attachment 2

*COVID-19 Seniors and Persons with  
Disabilities Working Group  
Terms of Reference*



# COVID-19 Seniors and Persons with Disabilities Working Group

## Terms of Reference

Last Updated on March 20, 2020

### Mandate

The COVID-19 Seniors and Persons with Disabilities Working Group will be comprised of government, faith and non-profit representatives. It will be mandated with advising response efforts related to seniors and persons with disabilities.

These populations may be dealing with one or more of the following conditions or situations:

- anxiety, depression or other mental health issues
- compromised immune systems or underlying health conditions, possibly requiring prescription drugs or medications
- cultural or language barriers
- fixed or low incomes
- food insecurity or specialized diets (e.g., Diabetes)
- limited mobility and reliance on a mobility device or public transit
- limited or no support networks
- loneliness or social isolation
- others ...

### Responsibilities

The working group will have the following responsibilities:

- identifying, documenting and communicating the needs of seniors and persons with disabilities;
- documenting faith and non-profit preparedness, capacity and response levels, and determining resource requirements, including staff, volunteers and supplies;
- documenting non-profit closures and service reductions, and identifying associated impacts;
- identifying short, medium and longer term actions to ensure that the needs of seniors and persons with disabilities are being addressed;
- identifying how City staff can be redeployed, taking into consideration risk, to help meet the needs of seniors and persons with disabilities and to support the faith and non-profit sector;
- advocating needs related to seniors and persons with disabilities to the public, the business community and other levels of government; and,
- other areas as deemed important to seniors and persons with disabilities.

## Proposed Membership

- Rob Dick, Assistant Deputy Fire Chief, Chair
- Mariam Larson, consultant<sup>1</sup>
- Jim Luu, Assistant Manager, Queen's Park
- Liz Twaites, Volunteer Coordinator, Century House
  - Shelly Schnee, Program Coordinator, Century House (available if needed)
- Alison Ching, Recreation Leader, Queensborough Community Centre
- Christine Edward, Transportation Planner
- Tracey Dermirbas, Clinical Operations Manager,<sup>2</sup> Fraser Health Authority, or Designate
- Janice Barr, Chief Administrative Officer, Community Living Society, or Designate
- Vivian Garcia, Disabilities Advocate, or Alternate Member
- Carole Wylie, Century House Association, or Designate
- Calvin Donnelly, Sapperton Old Age Pensioners' Association, or Designate
- Donna MacLean, Queensborough 50+ Social Club, or Designate
- Linda Bilinsk, Administrator, Dunwood Place, or Designate
- Ron Rolland, Administrator, Legion Manor, or Designate
- Camellia Veliciu, Administrator, Rotary Tower, or Designate
- Kay Johnson, Founder, New West Hospice Society, or Designate
- Daisy Au, Coordinator, Seniors Club, MOSAIC, or Designate
- Others ...

## Chair and Support Staff

Rob Dick, Assistant Deputy Fire Chief, City of New Westminster will chair the meetings. At the inaugural meeting, an Alternate Chair will be selected. Mariam Larson, Consultant and Gerontologist, will be assisting and resourcing the working group.

City staff will also act as resources and represent their respective Departments. City clerical support will be provided related to meeting notification, agenda setting and note taking. Depending on the actions taken, other City staff could be deployed to assist with implementation or logistical support.

## Meetings

The working group will meet on a weekly basis. In addition to regularly scheduled meetings, there may be occasions when special meetings are required. As much advance notice as possible will be given to ensure members can make the necessary arrangements. The meetings will occur at the Anvil Centre, unless specified otherwise, and arrangements will be made to enable members to participate remotely. Where possible, meetings will be conducted within a two hour window, thus enabling members to attend to other personal and urgent business.

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<sup>1</sup> Consultant to the City on the Dementia-Friendly Community Action Plan, the In My Back Yard (IMBY) Resource Fairs for Seniors, the Wheelability Assessment Project, etc.

<sup>2</sup> Fraser Health Authority representative on the Seniors Advisory Committee.

## Participation

The working group will serve as an advisory group and not a decision-making body. Working group membership is on a volunteer basis and members will not be remunerated for their time.

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