

CITY OF WINDSOR
FINANCIAL VARIANCE BY ACCOUNT
For the Period Ending 50%
of Year Elapsed
Senior's Advisory Committee

August 20, 2018

ACCOUNT CODE	ACCOUNT DESCRIPTION	BUDGET	YTD ACTUALS	YE PROJECTED VARIANCE	PREVIOUS YEAR ACTUALS
Revenues					
	TOTAL REVENUES	0.00	0.00	0.00	0.00
Expenses					
2610	Travel Expense	0.00	221.25	(221.25)	222.96
2611	Travel Advance	0.00	0.00	0.00	0.00
2990	Business Meeting Expense	0.00	0.00	0.00	16.21
4295	Public Relations	4,000.00	503.49	3,496.51	2,657.43
	TOTAL EXPENSES	4,000.00	724.74	3,275.26	2,896.60
	NET TOTALS	4,000.00	724.74	3,275.26	2,896.60



IMPORTANT DATES

Active Aging Week - Sept 23 - 29, 2018

(www.activeagingweek.com)

Canada Seniors Day and

UN International Day of Older Persons - Oct 1, 2018



The City of Windsor has received a 2018 **Ontario Age-Friendly Community Recognition Award**. Age-friendly communities are characterized by accessible and inclusive environments, both physical and social, that enable seniors to live independent, healthy, active, safe and socially connected lives.

Windsor's age-friendly initiatives will be showcased on the province's website at www.ontario.ca/seniors and the Age-Friendly Communities Planning Outreach Initiative site, www.agefriendlyontario.ca.

New openings this fall! For more information,
please contact clerks@citywindsor.ca.



Register Online: www.activewindsor.ca

Activity Guide Fall 2018 19



SAC 2018 – 2019 Planning Dates

2018	Event	Activity
January		
February	SAC Quarterly Meeting – first Thursday <ul style="list-style-type: none"> • Business Excellence Awards • New Horizons Grant announced • Nominations for Windsor's Senior of the Year Award • OTF Grow Grants • OTF Seed and Capital Grants 	<ul style="list-style-type: none"> • Approve April, May, June Activities • Review Grant Options • •
March		Transit Loonie Ride to be confirmed
April		
May	SAC Quarterly Meeting – first Tuesday <ul style="list-style-type: none"> • Process New Horizons Grant • June Callwood Outstanding Achievement Award 	<ul style="list-style-type: none"> • Approve May, June, Aug Activities • Advertise Loonie Ride on Transit Windsor for June • Will require Council Report. Submit grant application. • Motion to apply. Will require Council Report. Dec. 5th to Toronto
June	Seniors Month <ul style="list-style-type: none"> • CARP AGM • Seniors Fair LAF • UNIFOR Retirees Day • Chrysler Retirees Day • World Elder Abuse Day June 15th each year • International Day of Older Persons 	<ul style="list-style-type: none"> • Approve July, Aug, Sept Activities • Display Booth June 14th • Display Booth June 21st • Display Booth • Display Booth • Attend locally (TBA) • Prepare Proclamation for International Day of Older Persons for October by end of the month; actively participate on Community Celebration Event Committee
July		
August	<ul style="list-style-type: none"> • SAC Budget Prep (Date TBA) 	<ul style="list-style-type: none"> • Prepare Annual Budget
September	SAC Quarterly Meeting – first Tuesday <ul style="list-style-type: none"> • Ontario Volunteer Service Award 	<ul style="list-style-type: none"> • Approve Sept, Oct, Nov, Dec 2018 & Jan 2019 Activities • Approve Annual Budget • Motion to apply. Will require Council Report • Opens in Dec. with a January 25th deadline to Toronto
October	<ul style="list-style-type: none"> • October 1st – International Day of Older Persons 	<ul style="list-style-type: none"> • Participate in Community Celebration Event
November		
December	SAC Quarterly Meeting – first Tuesday <ul style="list-style-type: none"> • The June Callwood Outstanding Achievement Award for Volunteering 	<ul style="list-style-type: none"> • Finalize all activities as approved • Deadline December 5th to Toronto






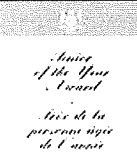
SAC 2018 – 2019 Planning Dates

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SAC 2018 – 2019 Planning Dates

Notes: Honours and Awards For Consideration

	Ontario Volunteer Service Award recognizes individuals for 5 to 60+ years of continuous service in a given organization - youth are recognized for 2+ years of volunteer service. Deadline: January 25
	June Callwood Outstanding Achievement Award recognizes individuals and groups for their exceptional volunteer contributions to their communities and to the province. Deadline: December 5
	Ontario Senior Achievement Award recognizes individuals who, after the age of 65, have made significant contributions to their communities. Deadline: June 15
	Ontario Senior of the Year Award local municipalities recognize an outstanding senior who after the age of 65 has enriched the social, cultural or civic life of the community. Deadline: April 30



RE: Senior's Advisory Committee - Strategic Communication/Reporting Plan

FOR SUBMISSION TO: Members of the Senior's Advisory Committee (SAC)
Members of SAC's Administrative Support Team

ORIGINAL REPORT SIGNED BY: SAC Member Brian Cyncora

REPORT DATE: Originally written September 8, 2017 | Updated: June 21, 2018

RECOMMENDATIONS: SAC establish a clear strategic communication/reporting plan to outline how information regarding issues affecting seniors will be obtained, prioritized and reported to the Mayor and Council.

Report Summary

Key Issues:

- 1) Lack of a SAC Strategic Communication/Reporting Plan
- 2) Need for Administrative & Operational Support
- 3) Lack of a survey template that outlines issues affecting seniors and their ability to access supports within the City of Windsor.
- 4) SAC needs to be a lead in outlining categories for survey template.
- 5) Surveys needed to be administered online, through interagency touch points and through City of Windsor Operational touch points.

Implications of the Recommendation(s):

General Implications

- None
- For the SAC &/or Council in general
- For other City Departments
- For the community and/or organizations external to the City

Explanation(s):

Facility/Vehicle Implications

- No
- Yes

Explanation(s):

Legal/Regulatory/Policy Implications

None

Eliminates or changes legal/regulatory/policy impact

Proposes new legal/regulatory/policy impact

Explanation(s): SAC advice may lead to internal and departmental policy changes.

Environmental Implications

No

Yes

Explanation(s):

Human Resources Implications

No

Yes

Explanation(s): SAC's communication plan will require Administrative Support and Operational Support to create an online survey template and operational process to solicit survey results.

Training Implications

No

Yes

Explanation(s):

Communication/Public Relation Implications

No

Yes

Explanation(s): SAC will require administrative support to update its website.

Information Systems/Equipment /Software Implications

No

Yes

Explanation(s): Tech support for Website Survey

Financial Implications

- (x) Within approved current and/or capital budget
- (x) Current and/or capital budget adjustment required

Explanation(s): Within SAC budget, however, Operations may require additional general operational funds to create and administer surveys.

Report

REASON FOR THE REPORT:

SAC lacks a clear strategic communication/reporting plan to satisfy its mandate of providing specific intelligence-led advice on issues affecting seniors to the Mayor and Council.

HISTORY:

The City of Windsor Mayor and Council established the Seniors Advisory Committee (SAC), as Advisory Committee. In November 2015, Council further approved the Committee's 'Terms of Reference' by defining SAC as a **communication link** to the Mayor and Council by reporting through Council's Social Development, Health and Culture Standing Committee. SAC was thusly mandated the **purpose** of providing advice to council in effort to mitigate issues and improve the quality of life for seniors in Windsor; and, as such SAC is responsible to a) "**Solicit input and Act as a public forum** for issues that affect local seniors", b) "**Identify barriers** to access by seniors to City services and programs;" and, "**Form partnerships** in the community to educate, inform and improve the quality of life for seniors."¹

Council also established the Seniors Advisory Committee (SAC) as a committee of 15 members, including representatives from areas such as leisure services, housing, health care, retirees, council on aging and more. SAC's diverse membership has worked hard to establish and maintain strong connections to agencies, people and organizations that are committed to identifying and mitigating issues affecting "Seniors" and their quality of life; as such, SAC has become a respected entity within this network; including the likes of the Ontario Society of Senior Citizens Organizations, the World Health Organization, the Canadian Association of Retired Persons, and Life After Fifty.

¹ <http://www.citywindsor.ca/cityhall/committeesofcouncil/Advisory-Committees/Seniors-Advisory-Committee/Documents/SAC%20SEPTEMBER%202015%20MANDATE.pdf> Retrieved September 8, 2017

Fortunately, as a result of Sac's membership base and its strong connection to this network has allowed it to be exposed to global issues including: Ageing In Place, Ageing Workforce, Ageism & Discrimination, Sustainable Health Care, Disease, Elder Abuse, Active Seniors, Caregiving Support, Transportation, Physical Assistance, Financial Security, In-home Monitoring, and Age Friendly Buildings. Further, as a result of SAC's strong membership base and connection to its network it has been successful in reporting on local victories surrounding the mitigation of issues affecting seniors; such as improvements to local transit bussing policies.

DISCUSSION:

Since inception, SAC has proven to be a valuable Advisory Committee to the Mayor and Council, seniors, and the Seniors Support Network. However, with that said, SAC somewhat relies on informal processes of obtaining information for its planning. It is often through informal discussion at meetings by committee members who are often service providers within the local Seniors Support Network where issues are brought forward and subsequently reported to by SAC to Council. A risk, although low, is that these issues are brought forward with attached agency agendas. Also, as SAC has not directed the research and with the research being limited to the reach of the committee agencies; it is possible that SAC risks missing key issues. As such, it is possible that SAC is not focused in fulfilling its mandate. To overcome this deficiency it may be necessary for the development and implementation of a strategic communication/reporting plan that a) identifies current and emerging issues affecting local seniors, b) identifies mitigating solutions, and, c) provides the Mayor and Council with an associated report advising them of the issues and advice on how to mitigate the issues.

Again, as there are no clear protocols for SAC on information gathering it is possible that there are critical issues affecting seniors being missed by SAC and not reported to Mayor and Council. As such, it is recommended that SAC establish an intelligence-led Issue-based survey template that considers key categories affecting seniors, their Community and the Senior's Network. Such categories are Ageing In Place, Ageing Workforce, Ageism & Discrimination, Sustainable Health Care, Disease, Elder Abuse, Active Seniors, Caregiving Support, Transportation, Physical Assistance, Financial Security, In-home Monitoring, and Age Friendly Buildings. Further, it is recommended that administration assist SAC in the development of this intelligence-led template for inclusion on the SAC Website and dissemination to the network; and operations include this research when connecting to the target group; and the interagency network also include this research when connecting to the target group. ,

Finally, SAC must obtain the administrative support to collect, collate and identify trends and issues so that SAC can write an annual report to the Mayor and Council inclusive of current issues and trends affecting Seniors in Windsor and how to advice on how to mitigate the issues.

Thus it is recommended that SAC establish a clear strategic communication/reporting plan that a) will satisfy its mandate to provide the Mayor and Council with specific intelligence-led advice on issues affecting seniors, and, b) will enhance SAC's standing as a credible leader within the community for identifying issues and barriers affecting our seniors quality of life and as a meaningful advocate reporting to the Mayor and Council on issues and barriers to seniors ability to obtain or access necessary services, programs and/or supports.

Seniors Advisory Committee – Terms of Reference and Mandate

September 2015

Introduction/Preface

The Committee believes that all seniors should have a right to multiple opportunities for healthy aging and a full range of supports to assist them.

Mandate

Identify and report to the Social Development, Health & Culture Standing Committee directly, which then reports to the Mayor and Council on issues that affect seniors in the City of Windsor, including:

- Acting as a liaison for seniors in the City of Windsor and reporting to and advising City Council on ways to enrich the health and quality of life of all seniors in this community
- Soliciting input and acting as a public forum for issues that affect local seniors
- Identify barriers to access by seniors to City services and programs
- Forming partnerships in the community to educate, inform and improve quality of life for seniors
- Addressing other issues as identified by the Seniors Advisory Committee from time to time

Make recommendations and provide advice to Mayor and Council regarding strategies that could be used by City administration to address the needs of seniors in the City of Windsor.

Composition/Membership

A member of S.A.C. is defined as an individual appointed by the Striking Committee of City Council. The membership of S.A.C. will be comprised of a cross-section of individual seniors, representatives of seniors' groups and agency representatives who are committed to working towards the betterment of life for seniors in our community. The membership of the S.A.C. will include a maximum of 9 voting members as well as one (1) City Councillor (voting) and resource personnel from the City of Windsor who will be non-voting members of the Committee with the inclusion of 1 representative (voting) from the Hotel-Dieu Grace Healthcare organization.

Absenteeism:

Any member who is absent from three consecutive meetings without the express approval of the Committee given at a scheduled meeting will be deemed to have resigned from the Committee at the end of the third meeting.

Duties and Responsibilities

- To liaise between City Council and representatives associated with the Committee and where appropriate advise City Council.
- To liaise and where appropriate advise the Social Development, Health & Culture Standing Committee and City Council and Municipal staff in all departments who are responsible for the direct delivery of services and programs to seniors.
- To advocate on behalf of seniors concerns affecting policies, services and facilities for seniors delivered by and funded by all levels of government.
- To liaise with other Advisory groups and other organizations when there are matters of mutual concern.
- To prepare and submit an Annual Report and recommendations to City Council for action.
- To promote and advocate, wherever appropriate, the concept of healthy aging by encouraging improved and responsive programs and services in a timely fashion.
- To increase the awareness of City Council and Administration of the issues, concerns, and challenges faced by seniors from a diversity of backgrounds such as race, colour, religion, culture, sexual orientation, socio-economic status, family status, place of origin, marital status and disability.
- To ensure that a variety of outreach methods are utilized in order to reach seniors from diverse communities.

Appointment and Term

Coincides with the term of Council and to be reviewed with every new Council to determine if the Committee should remain in place.

Agenda and Minutes/Frequency of Meetings

The Committee Coordinator is a designated representative of Council Services (City of Windsor) who will prepare agendas and minutes. *The meetings will be held on a quarterly basis.*

Rules of Order

Elections and meetings will be conducted according to Bourinot's Rules of Order and the City of Windsor Procedural By-law.

Reporting Structure

The Seniors Advisory Committee will report to the Social Development, Health & Culture Standing Committee, and to City Council.

Remuneration

No remuneration will be provided for committee members.

Quorum

Fifty percent plus one of the general voting membership must be present at a meeting to constitute a quorum.

Windsor Accessibility Advisory Committee
Terms of Reference
September 2014

Preface

The Windsor Accessibility Advisory Committee (WAAC) is committed to complying with the provisions of the Accessibility for Ontarian with Disabilities Act (2005) and the Ontarians with Disabilities Act (2001). WAAC shall advise Windsor City Council in promoting a barrier free community for the persons with disabilities.

Terms of Reference

1. In addition to the above, the WAAC will be responsible in its advisory role to City Council to:
 - a. Oversee the development and preparation of the Multi-Year Accessibility Plan every five years, as required under the Accessibility for Ontarians with Disabilities Act (AODA)
 - b. Provide an annual status report relating to the Multi-Year Accessibility Plan as required under the AODA.

2. Furthermore, following its historical and traditional role since its implementation in 1981, the WAAC in fulfilling its advisory function will work to promote and achieve the following goals and objectives:
 - a. To review and monitor federal, provincial and municipal directives and regulations and legislation as they relate to persons with disabilities.
 - b. To identify issues of concern to persons with disabilities and on the basis of research, knowledge, and experience on Committee members to recommend action where appropriate.
 - c. To participate in community committees that seek to eliminate barriers for persons with disabilities.

Process

Membership

The WAAC shall be comprised of the following Members including:

- 8 volunteer members
- 1 Member of Council
- 4 alternate non-voting members (alternating on a rotational schedule similar to the Acting Mayor schedule)

The WAAC Committee shall meet quarterly or at the call of the Chair. Members are encouraged to contact the Chair or the Committee Coordinator if they no longer wish to sit on WAAC.

Length of Term

The Striking Committee of Council appoints members for a period of 4 years.

Elections

The Chairperson and Vice-Chair shall be elected annually.

Rules of Order

Elections and Meetings will be conducted according to Bourinot's Rules of Order and the City of Windsor Procedural By-Laws

Sub Committees

The WAAC may establish sub-committees as required. Membership shall be appointed by the WAAC. The Chair of any sub-committee must be a member of WAAC.

Reporting

The WAAC reports directly to the Social Development, Health & Culture Standing Committee. The Chairperson and/or his/her designate are the official spokespersons for WAAC. All sub-committees report directly to WAAC.

Staff Resource

The City of Windsor will identify community and administrative resources to WAAC. As such, community and administrative resources do not have voting privileges and will act in an advisory capacity.

Annual Operating Budget

Advisory Committees will be tasked with providing information relating to the following year's operating budget which includes an Organizational Review, Budget Detail and Request and Budget Highlights (accomplishments, the following year's initiatives, cost drivers and mitigating measures). The budget request will be forwarded to the Social Development, Health & Culture Standing Committee and to City Council.

Annual Report

In accordance with The City of Windsor's By-law 98-2011 Section 21(3), Committees of Council are required to report to their respective Standing Committee annually to provide an overview of accomplishments.