

AGENDA

And Schedule "A" to the minutes of the meeting of the
SENIORS ADVISORY COMMITTEE
Wednesday, August 9,
2017 at 9:30 a.m.
Walkerville Meeting Room, 3rd floor, City Hall

1. **CALL TO ORDER**
2. **DECLARATIONS OF CONFLICT**

3. **BUSINESS ITEMS**

- 3.1 **2018 Operating Budget**

The Procedure By-law 98-2011 (Part 21, 21.1) states the following:

"Advisory Committees shall prepare annual business plans and budget submissions should they require funding or additional resources for their activities."

The 2018 Operating Budget Template is **attached**.

- 3.2 **2017 Annual Report**

The Procedure By-law 98-2011 (Part 21, 21.3) prescribes the following:

"Advisory Committees are required to report to their respective Standing Committee in either oral or written form, annually, so that the Advisory Committees are accountable for their performance."

- 3.3 **Meeting Dates for 2017/2018**

The Procedure By-law 98-2011 (Part 21, 21.4) mandates the following:

"Standard meeting schedules shall be adopted for the Advisory Committees So that there is predictability in the deliberation of Public Policy."

4. **NEW BUSINESS**
5. **ADJOURNMENT**

**Onorio (O.C.) Colucci,
Chief Administrative Officer**

July 24, 2017

Senior's Advisory Committee
c/o: Council Services Department
350 City Hall Square West, Suite 203
Windsor, ON N9A 6S1

The City of Windsor has commenced its 2018 Budget Development Process and is asking that you provide your 2018 budget request. As in prior years, the City's administrative team has endeavored to develop a budget which minimizes an increase to the current tax levy requirement and as such, is requesting that your organization assist in meeting this goal.

In order to assist the City of Windsor in this effort, we ask that your 2018 budget request from the City of Windsor for the next fiscal year be for an amount no greater than your approved 2017 amount.

All external City funded Agencies, Boards and Committees are being asked to submit the following information:

A. Organizational Overview

1. Your organization's mission statement.
2. A brief description of your organization (1 to 2 paragraphs)
3. Organization chart (if applicable)

B. Budget Detail & Request

1. 2017 Approved Budget (by Expenditure & Revenue Accounts)
2. 2017 Actuals (Year-To-Date)
3. 2018 Budget (by Expenditure & Revenue Accounts)
4. 2018 Budget Request from the City of Windsor

C. Budget Highlights

1. 2017 Accomplishments
2. 2018 Initiatives
3. 2018 Cost Drivers
4. 2018 Mitigating Measures
5. Disclosure of any accumulated surplus funds (including reserves) arising from the prior or previous years.

A template will be forwarded to you as in previous years to assist in completing the above requirements. Also, City of Windsor support staff within the Finance Department are available to assist you in this process. Please work with the individuals listed below if you have any questions or concerns regarding your 2018 budget request.

Alexandra Gorski
Financial Planning Administrator
(City of Windsor Funded Agencies)
(519) 255- 6100 ext. 6511

David Soave
Manager, Operating Budget Development and
Financial Administration
(519) 255-6100 ext. 1911

Please forward your written submissions to Joe Mancina, Chief Financial Officer & City Treasurer at jmancina@citywindsor.ca by **Friday, September 22, 2017**. If your budget requires Board approval, please forward your submission with your preliminary requirements and indicate when you expect to have the budget approved by your Board.

Should you have any questions regarding this request, please contact City Treasurer Joe Mancina at (519) 255-6100 ext. 6505 or myself at (519) 255-6439.

Sincerely,

Onorio Colucci,
Chief Administrative Officer

cc: Joe Mancina, Chief Financial Officer & City Treasurer
Tony Ardovini, Deputy Treasurer - Financial Planning
Dave Soave, Manager, Operating Budget Development
Alexandra Gorski, Financial Planning Administrator
Steve Vlachodimos, Deputy City Clerk and Senior Manager of Council Services

Senior's Advisory Committee

A. Organizational Overview

Mission

We are a dedicated volunteer group of seniors and non-profit service providers that not only promote Windsor as "Senior Friendly" but help determine the best methodologies and strategies on connecting with the seniors in Windsor.

We are concerned with the needs and basic requirements for seniors to enjoy the golden lime of their lives in Windsor by connecting them with the resources available and to determine what additional resources may be necessary.

Description

1. Identify and report to the Mayor and Council on issues that affect seniors in the City of Windsor, including:
 - a) Acting as a liaison for seniors in the City of Windsor and reporting to and advising City Council on ways to enrich and enhance the health and quality of life of all seniors in this community
 - b) Soliciting input and acting as a public forum for issues that affect local seniors
 - c) Identify barriers to access by seniors to City services and programs
 - d) Forming partnerships in the community to educate, inform and improve quality of life for seniors
 - e) Addressing other issues as identified by the Seniors Advisory Committee from time to time
2. 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.

Organization Chart (2017)

Councillor Sleiman
Larry Duffield
Celia Southward

Sally Bennett Olczak
Alex Gyemi
Sonya Vani

Karen Demers
Brian Cyncora
Sungee John

B. Budget Detail & Request

	2017 Budget	2017 Actuals YTD*	2018 Budget	\$ Budget Change Over PY	% Budget Change Over PY
Expenditures					
Operating & Maintenance Supplies	0			0	0.0%
Purchased Services	0				
Other Miscellaneous Expenditures	4,000			(4,000)	(100.0%)
Total Expenses	4,000	0	0	(4,000)	(100.0%)
Total Net	4,000	0	0	(4,000)	(100.0%)

City of Windsor Funding

	2017 Budget	2017 Actuals YTD*	2018 Budget	\$ Budget Change Over PY	% Budget Change Over PY
City of Windsor Funding	4,000		4,000	0	0.0%
-					

* YTD Actuals as at

C. Budget Highlights

2017 Accomplishments

2018 Initiatives

2018 Budget Cost Drivers

2018 Mitigating Measures

Accumulated Surpluses/Reserves

Disclosure of any accumulated surplus funds (including reserves) arising from the prior year or previous year. NOT APPLICABLE