

AGENDA
and Schedule "A" to the minutes of the meeting of the
SENIORS ADVISORY COMMITTEE
Wednesday, September 2, 2015
at 9:30 a.m.
Board Room
1266 McDougall, Public Works Building

1. **CALL TO ORDER**

2. **DECLARATION OF CONFLICT**

3. **MINUTES**

Adoption of the minutes of the Committee meeting held on June 10, 2015
(*attached*).

City Council at its meeting held August 4, 2015 adopted Report No. 315 (M320-2015) relating to increasing the frequency of SAC meetings - attached for information purposes

4. **BUSINESS ITEMS**

4.1 **SAC Mandate and Terms of Reference**

The "Draft" SAC Mandate and Terms of Reference - *attached*. A line-by-line review of the SAC Mandate and Terms of Reference will be undertaken at this meeting. Please review the Mandate prior to the meeting and be prepared to provide input.

4.2 **Appointment of SAC Members to other Advisory Committees**

A list of Advisory Committees of Council - *attached*.

4.3 **SAC 2016 Operating Budget**

Letter from the Chief Administrative Officer dated July 29, 2015 - *attached*.
Discussion relating to the 2016 Operating Budget.

The 2015 SAC Operating Budget submission is *attached* as background information.

5. **REPORTS**

5.1 **Sub-Committee Reports:**

Discussion regarding the continuation of the subcommittees and members to determine what subcommittees they would like to sit on and to appoint a Chair for the respective subcommittee.

- (a) **Advocacy**
- (b) **Communications and Promotions**
- (c) **Policies & Procedures**
- (d) **Age Friendly Windsor Project**

6. **DATE OF NEXT MEETING**

7. **ADJOURNMENT**

A meeting of the **Seniors Advisory Committee** is held this day commencing at 9:30 o'clock a.m. in the Board Room, 1266 McDougall, Public Works Building, there being present the following members:

Sally Bennet Olczak, Chairperson
Councillor Ed Sleiman
Karen Demers
Larry Duffield
Alex Gyemi (arrives at 9:40 a.m.)
Joyce Nixon
Celia Southward
Jeannette Ware-Mikhael
Richard Woodall

Also present are the following resource personnel:

Anna Ciacelli, Supervisor of Council Services
Sandra Bradt, Executive Initiatives Coordinator
Janice Koval, Accessibility & Diversity Librarian, Windsor Public Library
Pam Labute, Manager, Leisure Outreach
Jelena Payne, Community Development & Health Commissioner
Gus Tahiri, Master's Student, University of Windsor
Karen Kadour, Committee Coordinator

1. CALL TO ORDER

The Committee Coordinator calls the meeting to order at 9:30 o'clock a.m. and the Committee considers the Agenda being Schedule "A" **attached** hereto, matters which are dealt with as follows:

2. ADDITIONS TO THE AGENDA

Moved by Councillor Sleiman, seconded by C. Southward,
That Rule 3.3 (c) of the Procedure By-law 98-2011 be waived to add the following addition to the Agenda:

3.0 Presentation -The Supervisor of Council Services to provide the "Orientation Session for Citizen Appointments to Advisory Committees of Council"

Carried.

L. Duffield voting nay.

3. PRESENTATION

Anna Ciacelli, Supervisor of Council Services is present to provide a PowerPoint presentation entitled "Orientation Session for Citizen Appointments to Advisory Committees of Council".

L. Duffield refers to the Seniors Month Public Forum to be held on June 18, 2015 at the Caboto Club. He states he disagrees with advising Council and Administration of SAC's events; rather, he states SAC is "responsible to the City's seniors first".

A. Ciacelli indicates all SAC events must be sanctioned and vetted through the Seniors Advisory Committee. She further notes if the committee's name is associated with any event, it must be approved by SAC, the Social Development, Health & Culture Standing Committee and City Council.

In terms of the quarterly meetings approved by Council for Advisory Committees, J. Payne indicates nothing that occurs outside of the approved quarterly meetings (informal meetings) is recognized by the Social Development, Health & Culture Standing Committee or by City Council.

L. Duffield states discontent at what has transpired on this day, notably having to review the Orientation Session a second time.

J. Payne advises A. Ciacelli was directed to provide the Orientation Session for Citizen Appointments to Advisory Committees of Council by the Chief Administrative Officer and the City Clerk.

J. Payne states Council allocated quarterly meetings annually and if SAC requires additional meetings, a recommendation can be sent to Council.

Moved by S. Bennett Olczak, seconded by R. Woodall,
That the frequency of meetings for the Seniors Advisory Committee **BE INCREASED** from quarterly meetings to bi-monthly meetings for a total of six meetings per year.
Carried.

In response to a question asked by J. Nixon regarding if Council approves bi-monthly meetings, can informal meetings continue, A. Ciacelli responds everything discussed at informal meetings must come back to SAC.

4. ELECTION OF CHAIRPERSON

The Committee Coordinator calls for nominations from the floor for the position of Chairperson. Councillor Sleiman nominates S. Bennett-Olczak and is seconded by C. Southward. The Committee Coordinator asks if there are further nominations from the floor for

the position of Chairperson. A. Gyemi nominates L. Duffield, however, there is no seconder to the nomination.

Moved by Councillor Sleiman, seconded by C. Southward,
That Sally Bennett Olczak **BE ELECTED** Chairperson of the Seniors Advisory
Committee for the term ending December 31, 2015.

Carried.

S. Bennett Olczak assumes the Chair.

5. **MINUTES**

Moved by J. Nixon, seconded by R. Woodall,
That the minutes of the Seniors Advisory Committee of its meeting held April 23, 2015
BE ADOPTED as presented

Carried.

6. **BUSINESS ITEMS**

6.1 **SAC Mandate and Terms of Reference**

The SAC Mandate and Terms of Reference are deferred to the September 2, 2015 SAC meeting.

6.2 **Calendar of Events and SAC Seniors' Month Pamphlet**

The Calendar of Events and SAC Seniors' Month Pamphlet is deferred to the September 2, 2015 meeting.

6.3 **Appointment of SAC Members to other Advisory Committees**

SAC members are encouraged to consider sitting as non-voting members on various advisory committees which include the Windsor Accessibility Advisory Committee, Transit Windsor Advisory Committee and the Housing Advisory Committee.

L. Duffield advises Lynn Adams, member of SAC recently resigned from the Committee.

The "SAC Acting Chair's Report - June 10, 2015 Quarterly Report" is distributed and **attached** as Appendix "A".

Councillor Sleiman leaves the meeting at 11:25 o'clock a.m.

Moved by A. Gyemi, seconded by R. Woodall,
That the SAC Acting Chair's Report dated June 10, 2015 **BE RECEIVED** for
information.
Carried.

6.4 New Horizon for Seniors Program Grant

C. Southward regrettably reports she will be unable to undertake the completion of the application for a New Horizon for Seniors Program Grant due to the lack of resources and the deadline for completion is July 10, 2015. She states the next opportunity to apply for this grant is in the Spring 2016. She suggests a Letter of Support be sent to Council endorsing the Council on Aging to receive the New Horizons Grant.

S. Bennett Olczak states the endorsement of the Council on Aging for a New Horizons Grant and the Letter of Support from Council is premature as further "legwork" is required.

7. REPORTS

7.1 Sub-Committee Reports

The discussion regarding the Advocacy, Communications & Promotions, Policies & Procedures and the Age Friendly Windsor Project Subcommittees is deferred to the September 2, 2015 meeting.

8. DATE OF NEXT MEETING

The next meeting will be held on September 2, 2015 at 9:30 a.m. in the Board Room, 1266 McDougall.

9. ADJOURNMENT

There being no further business, the meeting is adjourned at 11:47 o'clock a.m.

CHAIR

COMMITTEE COORDINATOR

AGENDA
and Schedule "A" to the minutes of the meeting of the
SENIORS ADVISORY COMMITTEE
Thursday, June 10, 2015
at 9:30 a.m.
Board Room
1266 McDougall, Public Works Building

1. **CALL TO ORDER**

2. **ELECTION OF CHAIRPERSON**
Election of Chairperson for the term ending December 31, 2015.

3. **DECLARATION OF CONFLICT**

4. **MINUTES**
Adoption of the minutes of the Committee meeting held on April 23, 2015 (*previously distributed*).

5. **BUSINESS ITEMS**
 - 5.1 **SAC Mandate and Terms of Reference**
The "Draft" SAC Mandate and Terms of Reference - *attached*.

 - 5.2 **Calendar of Events and SAC Seniors' Month Pamphlet**

 - 5.3 **Appointment of SAC Members to other Advisory Committees**

 - 5.4 **New Horizon for Seniors Program Grant**

 - 5.5 **Discussion of Partnership Opportunities**

6. **REPORTS**
 - 6.1 **Sub-Committee Reports:**
 - (a) Advocacy
 - (b) Communications and Promotions
 - (c) Policies & Procedures
 - (d) Age Friendly Windsor Project

7. **DATE OF NEXT MEETING**

8. **ADJOURNMENT**

SAC Acting Chair's Report
June 10, 2015 Quarterly Report

Following the last SAC quarterly meeting April 23, SAC met on May 13 (SAC long standing practice is to meet monthly) and determined to explore organizing an event in Seniors Month. SAC then met again on May 28 with an identified partner, the Unifor Retirees Council, in order to move forward with the joint planning of a Seniors Month Public Forum:

Date and Place: Thursday June 18 from 2 - 4pm at the Caboto Club,
Subject: "Ageism - Changing Role of Seniors in our Communities".
Speakers: Hilary Payne, Councilor, City of Windsor; Howard Pawley, former Premier of Manitoba; Lloyd Brown John, Founder, Canterbury ElderCollege; and David Leacock, Pensions Dept, Unifor National Office.
Program: Draft attached.

Costs: hall and beverages to be paid by Unifor

Promotion: joint planning by word of mouth and electronic email blasts to friends and supporters: CARP Windsor Essex Chapter, LAF, ElderCollege, Uni for Retirees, teachers organizations, MROO.....Flyers and Posters as per the attached.

One of the speakers has offered to ask the Mayor to join the June 18 event.

The Acting Chair also attended on Wednesday June 3 the Social Development, Health and Culture Standing Committee and noted for the record: June is National Seniors Month, thanked the Mayor and Council for the Seniors Month Proclamation, referred to the April 23 Minutes and Motion to support SAC moving forward with a New Horizons Grant application (window opened June 1 and will close July 10), and pointed out the SAC 2014 Annual Report commitment to move forward with implementation of the AFW Action Plan.

The Acting Chair must also report sadly on the notification of resignation from SAC of founding member Lynne Adams. A vote of thanks and appreciation to Mr. Adams for his untiring commitment to promoting seniors and their issues in Windsor and the wider community. This creates at minimum a vacancy on SAC which should be referred asap to the City Striking Committee for replacement.

In conjunction with the June 18 Ageism Forum, Councillor Payne in accepting our invitation to speak declined to do so similarly on the subject of

the Mayor and City "20 Year Strategic Plan" noting that there is at present no such plan so our April 23 SAC meeting determination to be engaged on this issue will have to go on watch until the process is defined.

Secondly, at our informal May 13 meeting there was a consensus for SAC to take a lead role in the City to form a 'seniors coalition' among existing seniors organizations. A first step in this regard will be launched at the June 18 event.

Thirdly at our May 13 meeting, SAC undertook to put on its planning agenda the possibility of organizing three (West, Central, East) public consultations by the end of 2015 with the specific view of implementing our AFW Action Plan recommendation responsibilities.

For the record, all members of SAC (plus partner orgs) were kept advised by email of the foregoing "Ageism June 18 Forum" meetings, moreover, at each of the May 13 and May 28 informal meetings, five current SAC members participated including: Larry Duffield, Celia Southward, Jeannette Ware - Michael, Lynne Adams, Alex Gyemi, Karen Demers, Richard Woodall. In the 21st century, internet communications permit on-going virtual representational meetings more transparent and inclusive than can be managed by more infrequent face to face meetings!

For the record, please note the following scheduled events:

June 18 LAF Better Living Day - all day

June 18 SAC and Unifor Ageism Public Forum

Sept 16 CARP Windsor Essex Chapter "Assisted Dying" Public Forum

Oct 1 UN International Elder Persons and National Seniors Day, City Hall

Oct 18 Tbc Canadian Federal Elections.

Thank-you for your support,
Larry Duffield, Acting Chair,
Windsor SAC.

Adopted by Council at its meeting held August 4, 2015 [M320-2015]
as presented to be received for information

/AC

Windsor, Ontario, August 4, 2015

REPORT NO. 315 of the
**SOCIAL DEVELOPMENT,
HEALTH & CULTURE STANDING COMMITTEE**
of its meeting held July 8, 2015

Present:
Councillor Ed Sleiman, Chair
Councillor Paul Borrelli
Councillor Rino Bortolin
Councillor John Elliott
Councillor Jo-Anne Gignac

That the following recommendation of the Social Development, Health and Culture Standing Committee **BE APPROVED** as follows:

Moved by Councillor Gignac, seconded by Councillor Borrelli,
THAT Report No. 14 of the Seniors Advisory Committee regarding increasing the frequency of meetings from quarterly to bi-monthly **BE RECEIVED** for information.
Carried.

Clerk's Note: Report No. 14 of the Seniors Advisory Committee is attached as background information. With regards to the recommendation of the Seniors Advisory Committee to increase their meetings from quarterly to bi-monthly, it should be noted that the Council-approved Procedure By-law 98-2011 already has the following provision in place which delegates authority to the City Clerk to determine if additional meetings are required, on a case-by-case basis:

*Section 3.2 (K) Advisory Committees of Council are to meet quarterly,
unless otherwise required, and subject to the approval of the City Clerk.*

Therefore, this provision allows for the City Clerk to consider a proposed agenda and make a determination based on sound reason if additional meetings need to be held. Additional meetings do require additional staff resources. Although increasing the meetings for one committee may be manageable, granting this request may set a precedent that other advisory committees may wish to pursue. Should Council decide to approve the request, it is worth noting that the action will have been approved outside the budget process and its inherent competition for scarce resources. Alternatively, City Council may wish to direct that the Seniors Advisory Committee prioritize its business to fall within the timeframes approved by Council.

CHAIRPERSON

SUPERVISOR OF COUNCIL SERVICES

Seniors Advisory Committee - Terms of Reference and Mandate

September 2013

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 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 Council (voting) and resource personnel from the City of Windsor who will be non-voting members of the Committee.

The Seniors Advisory Committee consists of the following members for the term 2011-2014:

- Councillor Ed Sleiman
- R. Lynn Adams
- Jill Cadarette
- Bruce Draper
- Larry Duffield
- Frank Duralia

- Alex Gyemi
- Jeannette Ware-Mikhael
- Calvin Little
- Natalie Taylor

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 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.

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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

The Committee Coordinator is a designated representative of Council Services (City of Windsor) who will prepare agendas and minutes.

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.

ADVISORY COMMITTEES OF CITY COUNCIL

Town & Gown Committee
Windsor Bicycling Committee
Windsor Essex County Environment Committee
International Relations Committee
Community Public Art Advisory Committee
Diversity Committee
Seniors Advisory Committee
Accessibility Advisory Committee
Housing Advisory Committee
Property Standards Committee
Transit Windsor Advisory Committee

July 29, 2015

Senior's Advisory Committee

Ms. Sally Bennett-Olczak
Chair
2135 Richmond Street
Windsor, ON NBY 0A1

Dear Ms. Bennett-Olczak:

On July 27th, the City of Windsor's Executive Committee of Council received an Administrative Report on the 2016 Budget Process and Timelines which expressed a commitment to continuing Council's direction of holding the line on taxes in 2016.

Administration is asking that your 2016 budget request from the City of Windsor for the next fiscal year be at the same level or less than your approved 2015 amount. Unlike the direction being given to City Departments, we are not asking for a percentage reduction or the impacts that would result on your committee as in past years. However, given Council's commitment to fiscal restraint, and since any increase must be offset by a reduction elsewhere in the city funded departments, ABCs or corporate accounts, Administration is not prepared to recommend funding to agencies, boards, committees and commissions which is over and above your prior year's approved level.

Similar to past years, all external City funded Agencies, Boards and Committees are being asked to submit the following information:

A. Organizational Overview

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

B. Budget Detail & Request

1. 2015 Approved Budget (by Expenditure & Revenue Accounts)
2. 2015 Actuals (Year-To-Date)
3. 2016 Budget (by Expenditure & Revenue Accounts)
4. 2016 Budget Request from the City of Windsor

C. Budget Highlights

1. 2015 Accomplishments
2. 2016 Initiatives
3. 2016 Cost Drivers
4. 2016 Mitigating Measurers

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City of Windsor support staff within the Finance Department have, once again, been assigned to assist you in this process. Please work with the individuals listed below if you have any questions or concerns regarding your 2016 budget request.

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

David Soave
Manager, Operating Budget Development and
Financial Administration
(519) 266-6100 ext. 1911

Please forward your written submissions to Tony Ardochini, Deputy Treasurer - Financial Planning at tardovini@citywindsor.ca by **Friday, August 28, 2015**. If your budget requires Board approval, please forward your recommended budget and indicate when you expect to have the budget approved by your Board.

Administration will be reviewing all submissions the week of September 21st in preparation for a comprehensive administrative update to Council in late November of this year.

Should you have any questions regarding this request, please contact Tony Ardochini at (519) 255-6100 ext. 6223 or myself at (519) 255-6439.

Process questions can be directed to either of the following individuals:

Sincerely,

Helga Reidel,
Chief Administrative Officer

/dr

cc: Onorio Colucci, Chief Financial Officer and City Treasurer
Tony Ardochini, Deputy Treasurer- Financial Planning
Dave Soave, Manager, Operating Budget Development
Sonia Bajaj, Financial Planning Administrator
Steve Vlachodimos, Deputy City Clerk and Senior Manager of Council Service

