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Windsor, Ontario December 4, 2013

A meeting of the **Seniors Advisory Committee** is held this day commencing at 2:00 o'clock p.m. in the Town of Walkerville Meeting Room, 3rd floor, City Hall, there being present the following members:

Larry Duffield, Chair
Councillor Ed Sleiman
Lynne Adams
Bruce Draper
Cal Little
Jeannette Ware-Mikhael

Regrets received from:

Jill Cadarette
Frank Duralia
Alex Gyemi
Natalie Taylor

Also present are the following resource personnel:

Sandra Bradt, Executive Initiatives Coordinator
Janice Koval, Accessibility and Diversity Librarian
Pam Labute, Manager, Leisure Outreach
Celia Southward, Coordinator Leisure Services for Special Populations
Karen Kadour, Committee Coordinator

1. CALL TO ORDER

The Chair calls the meeting to order at 2:15 o'clock p.m. and the Committee considers the Agenda being Schedule "A" **attached** hereto, matters which are dealt with as follows:

2. DECLARATION OF CONFLICT

None disclosed.

3. MINUTES

Moved by L. Adams, seconded by J. Mikhael-Ware,
That the minutes of the Senior Advisory Committee at its meeting held September 4, 2013 **BE ADOPTED** as presented.
Carried.

P. Labute indicates the current partnership with the Windsor Public Library relating to their web hosting and domain name renewal is workable at this time.

4. BUSINESS ITEMS

4.1 Seniors Advisory Committee 2013 Annual Report

City Council at its meeting held November 4, 2013 adopted the following **M404-2013**:
“That the Seniors Advisory Committee 2013 Annual Report BE RECEIVED for information.”

4.2 SAC Age-Friendly Windsor Action Plan

The Committee Coordinator advises City Council at its meeting held November 4, 2013 adopted M405-2013, in which City Council deferred Report No. 12 of the Senior’s Advisory Committee (Draft Age-Friendly Windsor Action Plan) to allow for all interested parties to be in attendance.

The report of the Executive Initiatives Coordinators dated September 20, 2013 entitled “Update on Age Friendly Windsor Initiative” is ***attached*** as Appendix “A”. An excerpt from the report is as follows:

“Administration requests Council’s approval to proceed with the development of a strategy and implementation plan that would identify the City’s role vis a vis the Action Plan, and outline the next steps required to address each component. Such a plan would confirm the City’s commitment as a partner in the Age Friendly Network over the next three years. The community plan being driven by SAC/Age Friendly Windsor must be submitted to the World Health Organization (WHO) for endorsement by June 2014 (no later than two years from joining the WHO’s Network).

There is a need as a municipality to be prepared to meet the needs of this growing sector of the population, by increasing options that encourage self sufficiency, mobility and an active lifestyle. By doing so, all residents, community partners and service providers, both private and public, will be the beneficiaries of the program, not just older adults.”

Councillor Sleiman indicates the report of the Executive Initiatives Coordinators will enhance the Age Friendly Windsor Action Plan report.

5. **REPORTS**

5(d) **Age Friendly Windsor Report**

C. Southward advises the Age Friendly Windsor Network is currently addressing the following five priorities:

1. *Terms of Reference*
 - Will be discussed at the meeting to be held on December 5, 2013.
2. *Template for tracking initiatives*
 - Final draft for approval
3. *Outcome measures tracking tool*
 - Final draft for approval
4. *Drafting some usable marketing pieces to be used at health fairs, in preparation for the launch of the Plan*
 - The plan is to design the marketing pieces in January/February
5. *Connecting with municipal administration (Sandra Bradt, Annie Mohile) to complete the plan.*
 - Ongoing.

4.3 **SAC 2014 Budget**

The Chair reports City Council approved \$4,000 as SAC's Operating Budget for 2014. He notes the requested additional amount of \$6,500 was not approved. Discussion ensues regarding the methodology in the event additional funds are required in 2014 i.e. the 2014 Provincial Seniors Summit. P. Labute indicates when a committee partners with a local grass roots agency, City Council may allow for additional funds.

5. **REPORTS**

5.1 **Sub Committee Reports**

(a) **Advocacy**

The Chair advises a flag raising to commemorate the International Day of Older Persons was held on October 1, 2013 in conjunction with CARP, Windsor-Essex Chapter. He suggests the event be expanded in the future to include a workshop that identifies seniors' issues in the community.

(b) Communications and Promotions

Moved by L. Adams, seconded by J. Ware-Mikhael,

That **APPROVAL BE GIVEN** to an expenditure in the upset amount of \$89.27 payable to Larry Duffield, Chair, Seniors Advisory Committee for the purchase of 1,000 business cards from ACKO Printing.

Carried.

Moved by C. Little, seconded by J. Ware-Mikhael,

That **APPROVAL BE GIVEN** to an expenditure in the upset amount of \$71.68 plus mileage costs payable to Bruce Draper, member, Seniors Advisory Committee for his attendance at the Ward Meetings and the Windsor Police Symposium to provide public awareness of SAC and their initiatives.

Carried.

The “Ward Meetings Report” provided by Bruce Draper is *attached* as Appendix “B”. The Chair thanks Mr. Draper for his attendance at the Ward Meetings.

Moved by B. Draper, seconded by L. Adams,

That **APPROVAL BE GIVEN** to an expenditure in the upset amount of \$360. payable to Larry Duffield, Chair, SAC for four members of SAC to attend the gala reception for the Ontario Minister Responsible for Seniors. held on November 4, 2013 at Canterbury College.

Carried.

Moved by L. Adams, seconded by J. Ware-Mikhael,

That **APPROVAL BE GIVEN** to an expenditure in the upset amount of \$1,900 for the purchase of promotional items for the 2014 Ontario 55+ Summer Games to be held from August 19 to 21, 2014.

Carried.

C. Little discloses an interest and abstains from voting on the matter as he is the Co-Chair of the Games Organization Committee.

In response to a question asked by L. Adams regarding a meeting with representatives of the Planning Department regarding the Central Riverfront Implementation Plan (CRIP), P. Labute responds a representative from Planning will be invited to attend a future “informal” meeting of SAC.

(c) Policies and Procedures

No report.

6. NEW BUSINESS

Moved by C. Little, seconded by L. Adams,

That **APPROVAL BE GIVEN** to an expenditure in the upset amount of \$105. for three members of the Seniors Advisory Committee to attend the Council on Aging Workshop to be held in January 2014 at a location to be determined.

Carried.

7. **DATE OF NEXT MEETING**

The next meeting will be held on Wednesday, March 5, 2013 at 2:00 p.m. in the Town of Walkerville Meeting Room, 3rd floor, City Hall.

8. **ADJOURNMENT**

There being no further business, the meeting is adjourned at 3:55 o'clock p.m.

CHAIR

COMMITTEE COORDINATOR

AGENDA
and Schedule "A" to the minutes of the meeting of the
SENIORS ADVISORY COMMITTEE
Wednesday, December 4, 2013
Town of Walkerville Meeting Room
3rd floor, City Hall
2:00 o'clock p.m.

1. **CALL TO ORDER**

2. **DECLARATIONS OF CONFLICT**

3. **MINUTES**

Adoption of the minutes of the Committee meeting held on September 4, 2013
(previously distributed).

4. **BUSINESS ITEMS**

4.1 **Seniors Advisory Committee 2013 Annual Report**

City Council at its meeting held November 4, 2013 adopted the following (M404-2013):

*"That the Seniors Advisory Committee 2013 Annual Report **BE RECEIVED** for information."*

4.2 **SAC Age-Friendly Windsor Action Plan**

City Council at its meeting held November 4, 2013 adopted the following (M405-2013):

*"That Report No. 12 of the Seniors Advisory Committee entitled "Draft-Age Friendly Windsor Action Plan" **BE RECEIVED** and further, that Administration **REVIEW and COMMENT** on this draft."*

4.3 **SAC 2014 Budget**

Discussion regarding the implementation of the 2014 SAC budget.

5. **REPORTS**

5.1 **Sub-Committee Reports:**

(a) **Advocacy**

United Nations International Day of Older Person flag raising held October 1, 2013 in conjunction with CARP and NPRC.

(b) Communications and Promotions

- Financial Summary Variance Report for the period ending November 30, 2013 – attached.
- The Chair to provide a report relating to the meeting with the Ontario Minister Responsible for Seniors held at the Canterbury Elder College on November 4, 2013 and motion to approve related expenses in the amount of \$360.
- B. Draper to provide a report relating to the various Ward Meetings and a motion to approve Mr. Draper's travel expenses.

(c) Policies & Procedures

SAC Terms of Reference

(d) Age Friendly Windsor Project

Report relating to the Quebec City Global AFC Conference and AFW Network Report and the implementation of the AFW Action Plan.

6. NEW BUSINESS

7. DATE OF NEXT MEETING

To be determined.

8. ADJOURNMENT

THE CORPORATION OF THE CITY OF WINDSOR
Community Development and Health Services – Recreation & Culture



MISSION STATEMENT:

"The City of Windsor, with the involvement of its citizens, will deliver effective and responsive municipal services, and will mobilize innovative community partnerships"

LiveLink REPORT #: 16802 SS2013	Report Date: September 20, 2013
Author's Name: Sandra Bradt; Arundhati Mohile	Date to Council: November 4, 2013
Author's Phone: 519 255 5200 ext. 5354; ext. 6993	Classification #:
Author's E-mail: amohile@city.windsor.on.ca	

To: Mayor and Members of City Council

Subject: Update on Age Friendly Windsor Initiative

1. RECOMMENDATION: City Wide: X Ward(s):

THAT the report of the Executive Initiative Coordinators **BE RECEIVED** for information and;

THAT City Council **DIRECT** Administration **TO REVIEW** the draft action plan prepared by the Seniors Advisory Committee's Age Friendly Network in order to assess any recommendations as may relate to City departments and;

THAT Administration **DEVELOP** a three year implementation and budget implication plan for City Council's consideration and;

THAT the implementation plan **BE INCORPORATED** as part of the 2015 budget deliberations for the new City Council term.

EXECUTIVE SUMMARY:

N/A

2. BACKGROUND:

The Age Friendly Cities [©] project is a world wide initiative created by the World Health Organization (WHO) to promote an inclusive, user friendly environment for a population that is rapidly growing older.

2011 Census data shows that mature adults (50 and over) make up 35% of Windsor's population, as compared to the 25% observed during the 2006 census. This demographic can be expected to grow further since Windsor is being actively marketed as a retirement destination in the 100 Mile Peninsula, leading to more mature adults moving here for the long term. As well, the average life expectancy in Canada today is 80 years of age.

At the August 29, 2011 meeting, Council received Report No. 23 from the Social Development, Health & Culture Standing Committee and approved by M204-2011:

*THAT the report from the Recreation and Culture Department and the Seniors Advisory Committee on an update on the Age-friendly Cities project **BE RECEIVED**; and further,*

*THAT an application to become a member of the World Health Organization's Global Network of Age-friendly Cities© **BE SUBMITTED**; and further,*

*THAT the Mayor and Chief Administrative Officer **BE AUTHORIZED** to include a letter of support with the application with a commitment to undertake the World Health Organization's Global Network of Age-friendly Cities© process.*

Upon receipt of a grant from the New Horizons for Seniors Program, the Seniors Advisory Committee (SAC) and the Recreation Department completed Phase I of the project consisting of a baseline assessment of the city based on the 8 essential features of Age-friendly Cities identified by the WHO. At their meeting of August 7, 2012, Council endorsed the subsequent report "*Age Friendly Windsor – Report to the Community - Environmental Scan of Age-friendliness*" (M347-2012). The City of Windsor received notification of its acceptance into the WHO's Global Network of Age Friendly Cities © on June 29, 2012.

The Age Friendly Windsor Planning Group (comprising of representatives from the SAC, CMHA, Ontario Network for the Prevention of Elder Abuse, Council on Aging Windsor-Essex, Family Service Windsor-Essex, Centres for Seniors, Canterbury Elder College City of Windsor Communications & Customer Service, Recreation & Culture, Housing & Children Services and Office of the Commissioner for Community Development and Health) held a Forum in October 2012 to brainstorm recommendations / initiatives designed to enhance Windsor's age friendliness and to establish the Age Friendly Windsor Network. Comprised of approximately 40 representatives from various community stakeholder groups committed to serving older adults, the Network reports to SAC at its quarterly meetings.

At the September SAC meeting, the Age-friendly Windsor Network presented a draft "*Age Friendly Windsor Action Plan – Livability, Lifestyles and Well-being, 2nd report to the Community 2014-2017*". The Action Plan was based on the findings of the Environmental Scan and the recommendations of the October 2012 Forum. Several of the items noted in the draft action plan fall within the responsibility of the City of Windsor.

Administration requests Council's approval to proceed with the development of a strategy and implementation plan that would identify the City's role vis a vis the Action Plan, and outline the next steps required to address each component. Such a plan would confirm the City's commitment as a partner in the Age Friendly Network over the next three years.

The community plan being driven by SAC/Age Friendly Windsor must be submitted to the WHO for review and endorsement by June 2014 (no later than two years from joining the WHO's Network)

3. DISCUSSION:

There is a need as a municipality to be prepared to meet the needs of this growing sector of the population, by increasing options that encourage self sufficiency, mobility and an active lifestyle. By doing so, all residents, community partners and service providers, both private and public, will be the beneficiaries of the program, not just older adults. This would have to be done with due consideration to resources and services already available in the community and the financial and operational impacts of adding to, or enhancing them.

The eight essential features identified by WHO for determining an Age Friendly City are:

- Outdoor Spaces and Buildings
- Transportation
- Housing
- Social Participation
- Respect & Social Inclusion
- Civic Participation & Employment
- Communication & Information
- Community & Health Services

The environmental scan and draft action plan are a good baseline source of information for successes and opportunities for improvement perceived by the participants of the survey groups and forum discussions. These may relate to the infrastructure or services managed by the City, community service providers, and businesses or not for profit organizations. It is important that city administration respond by defining goals that are within the City's mandate and achievable from a financial/budgetary perspective over the 2014 – 2017 time span. Thus, a city implementation and budget implications plan is recommended which can be built into the budgets and action plans in future years.

4. RISK ANALYSIS:

There are budgetary, operational and service provision risks that may arise in the future should the municipality fail to plan for an aging population within a reasonable time frame, despite the global and local information regarding an aging population with longer life expectancy.

There is no risk to identifying current activities undertaken by the Corporation to enhance its "age-friendliness".

Risks associated with any projects that may be required or proposed to maintain our Age Friendly City designation will be identified when those projects are brought forward for Council's consideration.

5. FINANCIAL MATTERS:

The financial impact of the various actions proposed could be on the operating budget or the capital budget, and may be to a small or large degree. The purpose of developing the City's implementation strategy is to identify these financial impacts.

Activities that require community partners to enhance service provision may not impact the city budget.

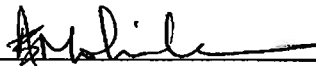
The City financial / budgetary impact will be given due consideration and appropriately outlined when proposing a three year action plan to Council.

6. CONSULTATIONS:

N/A

7. CONCLUSION:


Given the increasing older adult population and the promotion of Windsor as a retirement destination, and to continue the Council endorsed commitment to being an Age Friendly City[®], Administration seeks Council approval to work with the Age Friendly Network to set timelines for action items that would be the responsibility of City departments and to develop a three year implementation and budget implications plan for City Council's consideration and inclusion in the 2015 Capital Budget deliberations.



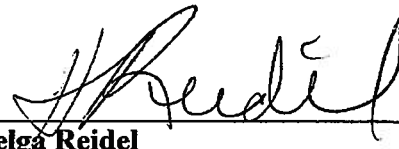
Arundhati Mohile
Executive Initiatives Co-ordinator (Acting)
Office of the CAO



Sandra Bradt
Executive Initiatives Co-ordinator
Office of the Community Development and
Health Commissioner



Jelena Payne
Community Development and Health
Commissioner and Corporate Leader Social
Development, Health, Recreation and
Culture



Helga Reidel
Chief Administrative Officer

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APPENDICES:

DEPARTMENTS/OTHERS CONSULTED:**Name:****Phone #: 519 ext.****NOTIFICATION :**

Name	Address	Email Address	Telephone	FAX
Larry Duffield, Chair, SAC		larry.duffield@sympatico.ca		
Jill Cadarette, Age Friendly Network		jcadarette@cmha-wecb.on.ca		

WARD MEETINGS REPORT

I would like to start my report by saying thank you to Councilor Ed Sleiman. He was the one who invited me to set up the SAC display table at this Ward meeting, which was the first of the 9 Ward meetings. Ed even went so far as to have the table set up at all Ward meetings since we are a committee of council. By the way. He (Councilor Sleiman) attended most all the Ward meetings, and was ready to assist me at the table if required. Once again **thank you Sir** for your dedication to SAC and wanting to have us promoted.

At Ed's meeting, I was very well accepted by the administrative staff of the City of Windsor. I would say every one of them came over to the SAC table to learn about our purpose and future endeavours as we continue our venture to make Windsor an **AGE FRIENDLY CITY**. I must say too they saw to it that I was recognized at all the following meetings. I have never felt so welcomed by so many people in a long time.

There was a lot of curiosity by the WARD residents as to who we are, and what our purpose is. In short, I was quite busy at most all nine meetings, and was encouraged to continue the good work. There were three occasions when people came to me requesting we slow the process of making Windsor an Age Friendly city; there are too many seniors moving into the city and county. The concern was that we don't have enough places to put these seniors if they become ill or having to be placed in long term care.

There is a need to educate our population about the existence of SAC other than just displays. I would say about 1% of the residents I spoke to were aware of us. They wanted to know how we could be reached if they wanted to talk to us, or just learn more about our progress.

Before I close, our Fire Chief Bruce Montone would like to partner with us since a lot of fires have to do with seniors. I would suggest in the new year, Mr. Chairman; you invite him to one of our meetings to share with us his reasoning.

Bruce Draper,
SAC Ambassador.