

Adopted by Council at its meeting held November 4, 2013 [M403-2013]

SG

Windsor, Ontario, November 4, 2013

**REPORT NO. 186 of the  
SOCIAL DEVELOPMENT,  
HEALTH & CULTURE STANDING COMMITTEE**  
of its meeting held October 9, 2013

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**Present:**  
**Councillor Ed Sleiman, Chair**  
**Councillor Jo-Anne Gignac**  
**Councillor Alan Halberstadt**  
**Councillor Fulvio Valentinis**

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

Moved by Councillor Valentinis, seconded by Councillor Gignac,

**THAT** the minutes of the Seniors Advisory Committee meeting held September 4, 2013 **BE RECEIVED** for information; and further

**THAT** the Seniors Advisory Committee's request for their 2014 budget amount of \$4,000 **BE RECEIVED**; and further

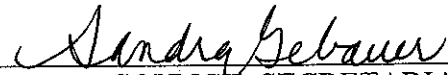
**THAT** the Seniors Advisory Committee's request for an additional \$6,500 in 2014, over and above their annual budget of \$4,000 **BE NOTED AND FILED**.

Carried.

*Clerk's Note:* The minutes of the Seniors Advisory Committee meeting held September 4, 2013 are attached as background information.



CHAIRPERSON



COUNCIL SECRETARIAT

| NOTIFICATION : |         |               |           |     |
|----------------|---------|---------------|-----------|-----|
| Name           | Address | Email Address | Telephone | FAX |
|                |         |               |           |     |

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KK/  
Windsor, Ontario September 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, 3<sup>rd</sup> floor, City Hall, there being present the following members:

Larry Duffield, Chair  
Councillor Ed Sleiman  
Lynne Adams  
Jill Cadarette  
Frank Duralia  
Alex Gyemi  
Natalie Taylor  
Jeanette Ware-Mikhael

**Regrets received from:**

Bruce Draper  
Cal Little

**Also present are the following resource personnel:**

Jelena Payne, Community Development & Health Commissioner  
Sandra Bradt, Executive Initiatives Coordinator  
Janice Koval, Accessibility and Diversity Librarian  
Pam Labute, Manager, Leisure Outreach  
Arundhati Mohile, (A) Executive Initiatives Coordinator  
Karen Kadour, Committee Coordinator

**1. CALL TO ORDER**

The Chair calls the meeting to order at 2:00 o'clock p.m. and the Committee considers the Agenda being Schedule "A" **attached** hereto, matters which are dealt with as follows:

**2. DECLARATIONS OF CONFLICT**

None disclosed.

3. **MINUTES**

Moved by J. Ware-Mikhael, seconded by A. Gyemi,  
That the minutes of the Seniors Advisory Committee at its meeting held June 12,  
2013 **BE ADOPTED** as presented.  
Carried.

Moved by J. Ware-Mikhael, seconded by A. Gyemi,  
That the notes from the informal meetings of the Seniors Advisory Committee  
held July 3, 2013 and August 7, 2013 **BE RECEIVED**.  
Carried.

The Chair thanks Jennifer Tanner, 211 Project Manager for her excellent  
presentation to the Seniors Advisory Committee relating to the 211/311 Call Centre.

4. **BUSINESS ITEMS**

4.1 **SAC "Draft" Annual Report to the Social Development, Health & Culture  
Standing Committee**

The Draft Annual Report is reviewed and one minor amendment is suggested.

Moved by Councillor Sleiman, seconded by L. Adams,  
That the 2013 SAC Annual Report to the Social Development, Health & Culture  
Standing Committee **BE APPROVED** as amended.  
Carried.

4.2 **SAC Revised Mandate/Terms of Reference**

Moved by L. Adams, seconded by J. Cadarette,  
That the SAC Revised Mandate/Terms of Reference **BE REFERRED** to the  
Policies and Procedures Subcommittee for review and to report back with suggested  
amendments.

Carried.

F. Duralia abstains from voting on the matter.

In response to a question asked by Councillor Sleiman regarding access to other  
city departments, J. Payne responds there is a hierarchy and proper protocol in dealing  
with other departments and she suggests a review be undertaken of how other committees  
request information from the various city departments.

#### **4.3 SAC Draft Age-Friendly Windsor Action Plan**

The Chair thanks J. Cadarette for championing the SAC Draft Age-Friendly Windsor Action Plan report.

Moved by F. Duralia, seconded by L. Adams,  
That the "Draft" Age-Friendly Windsor Action Plan – Livability, Lifestyles and Well-being 2<sup>nd</sup> Report to the Community 2014-2017" **BE RECEIVED.**  
Carried.

J. Cadarette thanks the members of the Age Friendly Network for their input and contributions to the Age-Friendly Windsor Action Plan.

#### **4.5 Web Hosting/Domain Name Renewal Invoice**

Moved by J. Ware-Mikhael, seconded by F. Duralia,  
That **APPROVAL BE GIVEN** to an expenditure in the upset amount of \$90 for three members of SAC (\$30. per person) to attend The Council on Aging "Bingo...and so Much More" Workshop to be held on September 30, 2013 from 9:00 a.m. to 4:00 p.m. at Huron Lodge, 1881 Cabana Road West.  
Carried.

Moved by J. Ware-Mikhael, seconded by F. Duralia,  
That **APPROVAL BE GIVEN** to an expenditure in the upset amount of \$118.57 payable to the Windsor Public Library for the SAC web hosting renewal and domain name renewal.  
Carried.

F. Duralia asks what costs would be associated with the web hosting and domain name renewal if the city assumes this service.

**ACTION REQUIRED:** P. Labute will investigate the feasibility of the City of Windsor web hosting/name renewal for the SAC website and will report back.

#### **4.6 Confirm and Ratify the E-Mail Poll sent June 13, 2013**

It is generally agreed the following e-mail poll conducted and approved on June 13, 2013 **BE CONFIRMED AND RATIFIED:**

Moved by F. Duralia, seconded by A. Gyemi,

That **APPROVAL BE GIVEN** to an expenditure in the upset amount of \$1,200 (50% of the cost) for Jill Cadarette to attend the Global Age-Friendly Conference to be held in Quebec City from September 9-11, 2013, and further, that the Canadian Mental Health Association Windsor-Essex County Branch will provide the additional \$1,200 for a total cost of \$2,400.

Carried.

#### 4.4 SAC 2014 Budget

The 2014 Budget Template including Budget Highlights and the 2014/2015 Outreach Initiative is distributed and attached as Appendix "A". In terms of the 2014 Outreach Initiative, SAC is requesting an additional \$6,500 over and above the annual budget of \$4,000 for a total budget request of \$10,500 for 2014.

J. Cadarette notes it is a significant time investment for SAC to host 20 Town Hall Meetings (as outlined in the 2014 initiatives) and perhaps may be too ambitious an undertaking. The Chair offers an alternative to town hall meetings which includes meeting with organizations and their membership to provide information relating to SAC and to receive their feedback.

A suggestion is made to "piggy-back" with the Ward Councillors when they hold their Ward meetings.

Moved by L. Adams, seconded by A. Gyemi,  
That the SAC 2014 budget **BE ACCEPTED AS AMENDED**.  
Carried.

### 5. REPORTS

#### 5.1 Sub-Committee Reports

##### (a) Advocacy

The Chair states October 1, 2013 is the International Day of Older Persons. A flag raising in conjunction with CARP, Windsor-Essex Chapter will be held.

##### (b) Communications and Promotions

Discussion regarding the 2014 budget (see Item 4.4)

##### (c) Policies & Procedures

Discussion regarding the SAC Mandate/Terms of Reference (see Item 4.2)

(d) **Age Friendly Communities**

Discussion regarding the Age Friendly Network and Action Plan (see Item 4.3)

6. **DATE OF NEXT MEETING**

The next meeting will be held on December 4, 2013 at 2:00 o'clock p.m. in the Town of Walkerville Meeting Room, 3<sup>rd</sup> floor, City Hall.

7. **ADJOURNMENT**

There being no further business, the meeting is adjourned at 3:45 o'clock p.m.

\_\_\_\_\_  
CHAIR

\_\_\_\_\_  
COMMITTEE COORDINATOR

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

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1. **CALL TO ORDER**

2. **DECLARATIONS OF CONFLICT**

3. **MINUTES**

Adoption of the minutes of the Committee meeting held on June 12, 2013  
*(previously distributed).*

Notes from the July 3, 2013, and August 7, 2013 informal meetings of SAC –  
*attached.*

4. **BUSINESS ITEMS**

4.1 **SAC "Draft" Annual Report to the Social Development, Health & Culture Standing Committee**

The Revised "Draft" Annual Report– *attached.*

4.2 **SAC Revised Mandate/Terms of Reference**

The SAC Revised Mandate/Terms of Reference – 2013 – *attached.*

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

The Draft "Age-Friendly Windsor Action Plan, Livability, Lifestyles and Well-Being 2<sup>nd</sup> Report to the Community 2014-2017" – *attached.*

4.4 **SAC 2014 Budget**

2014 SAC Budget Template provided by the Manager, Operating Budget Development & Financial Administration – *attached.*

4.5 **Web Hosting/Domain Name Renewal Invoice**

Motion to approve \$118.57 payable to the Windsor Public Library for web hosting and domain name renewal.



**4.6 Confirm and Ratify the following e-mail poll sent June 13, 2013:**

That APPROVAL BE GIVEN to an expenditure in the upset amount of \$1,200 (50% of the cost) for Jill Cadarette to attend the Global Age-Friendly Conference to be held in Quebec City from September 9-11, 2013, and further, that the Canadian Mental Health Association Windsor-Essex County Branch will provide the additional \$1,200 for a total cost of \$2,400.

**5. REPORTS**

**5.1 Sub-Committee Reports:**

**(a) Advocacy**

October 1, 2013 – International Day of Older Persons flag raising with CARP Windsor-Essex Chapter, Community Consultations, Community Conversations United Way

**(b) Communications and Promotions**

Budget 2014 as submitted, Budget 2013 – status

**(c) Policies & Procedures**

SAC Terms of Reference

**(d) Age Friendly Communities**

Age Friendly Network and Action Plan

**6. DATE OF NEXT MEETING**

The next meeting will be held on December 4, 2013 at 9:30 o'clock a.m. in the Town of Walkerville Meeting Room, 3<sup>rd</sup> floor, City Hall.

**7. ADJOURNMENT**

## A. Organizational Overview

### Mission

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.

### Description

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 time of their lives in Windsor by connecting them with the resources available and to determine what additional resources may be necessary.

[Insert Organizational Chart if available]

CHAIR  
City Clerks Office  
Committee Members appointed by Council  
Resource Members ( Windsor Library, Parks and Rec.)  
City of Windsor Staff as Necessary



Seniors Advisory Committee

**B. Budget Detail & Request**

|                                  | 2013<br>Budget | 2013<br>Actuals<br>YTD* | 2014<br>Budget | \$ Budget<br>Change<br>Over PY | % Budget<br>Change<br>Over PY |
|----------------------------------|----------------|-------------------------|----------------|--------------------------------|-------------------------------|
| <b>Expenditures</b>              |                |                         |                |                                |                               |
| Operating & Maintenance Supplies |                | 35                      |                | 0                              | #DIV/0!                       |
| Other Miscellaneous Expenditures | 4,000          |                         | 4,000          | 0                              | 0.0%                          |
| <b>Total Expenses</b>            | <b>4,000</b>   | <b>35</b>               | <b>4,000</b>   | <b>0</b>                       | <b>0.0%</b>                   |
| <b>Total Net</b>                 | <b>4,000</b>   | <b>35</b>               | <b>4,000</b>   | <b>0</b>                       | <b>0.0%</b>                   |

**Request From City of Windsor**

|   | 2013<br>Budget | 2013<br>Actuals<br>YTD* | 2014<br>Budget | \$ Budget<br>Change<br>Over PY | % Budget<br>Change<br>Over PY |
|---|----------------|-------------------------|----------------|--------------------------------|-------------------------------|
| <b>Request From City of Windsor Request</b> | <b>4,000</b>   | <b>35</b>               | <b>4,000</b>   | <b>0</b>                       | <b>0.0%</b>                   |

\* YTD Actuals as at

## **C. Budget Highlights**

### **2013 Accomplishments**

- Developing a "three-five year action plan" building on the results embodied in its "Age-Friendly-Report to the Community"
- Regularly consulted by and engaged with the media on "Senior" affairs.
- Participating in local seniors' fairs and information shows.
- Meeting with special commissions and delegations visiting Windsor including the Federal Minister of State for Seniors Alice Wong.
- Building partnerships with other like-minded organizations.
- Promoting Seniors in the community by representation on different boards and at functions.

### **2014 Initiatives**

- To continue the AFW project.
- To Nurturing additional partnerships and contacts.
- To host ten (10) consultative meetings with seniors and affiliate organizations.
- To Participate in additional Trade Fairs and shows.

### **2014 Budget Cost Drivers**

- The Ontario 55+ Senior games is a opportunity for the City to show case it's Age Friendliness.
- The AFW initiative is a long process that must be continued, SAC has limited personnel resources.
- Continuation of the action-plan goals for the future.

### **2014 Mitigating Measures**

- The future vision on hosting a Provincial "Seniors Summit" would be a challenge that would require multiple partners and additional expences.

### **2014 /2015 One Time Funding Request**

- Please refer to the attached documentation including proposed budget request.

## Budget Highlights;

### 2014 Initiatives

Your "Seniors advisory Committee" is dedicated to promoting our City as "Senior Friendly". The best way to do this is engaging the existing "Seniors" caregivers and agencies that support these objectives.

The 2011 Census shows 850,000 individuals in the province aged 55+ and almost 77,000 in the Windsor. Of these there are 88 separate languages and cultural differences, we are a diverse population.

To achieve the goal of promotion the group has proposed a multi-level out-reach strategy. It is imperative that this approach be all encompassing. It must connect with as many service providers, social groups, religious congregations, union retirees, residences and any place where "seniors" get their information.

Below is a short list of a few;

- 
- 10 Advocacy
  - 23 Service Groups
  - 30 Care Giver Centers
  - 25 Labour Affiliates
  - 45 Religious Centers
  - 30 Multi-unit housing units.

This promotion plan is multi-year, beginning in 2014 and completing in 2015. Our goal is to interact with each organization to promote the mandate of the Senior Advisory Committee and dialog with our community.

We would host "Town Hall" meetings in each ward, have material distributed about "Age Friendly Windsor" and services available in Windsor plus determine the barriers faced by our citizens.

Material would have to be printed in multiple languages and accessible multiple sites would be required.

We are requesting a (1) one time grant to achieve this goal in our 2014/2015 Budget Initiatives.

(please refer to the attached budget documentation)

Regards

Larry Duffield  
Chair; Senior Advisory Committee

# 2014/2015 OUTREACH INITIATIVE

## Grant Request

|   |                                    | 10 Locations       | 10 Locations       |
|---|------------------------------------|--------------------|--------------------|
|   | <b>Projected Expenses</b>          | <b>Budget/2014</b> | <b>Budget/2015</b> |
| 1 | Pamphlet Printing                  | \$750.00           | \$250.00           |
| 2 | Meetings Expense                   | \$1,500.00         | \$1,500.00         |
| 3 | Translation                        | \$500.00           | \$0.00             |
| 4 | One Time Capital                   | \$500.00           | \$0.00             |
| 5 | Notice Distribution                | \$1,500.00         | \$1,500.00         |
| 6 | Education / Promotional Material   | \$1,000.00         | \$1,000.00         |
| 7 | Committee Travel and out-of-pocket | \$250.00           | \$250.00           |
| 8 | Facilitator Honorarium             | \$500.00           | \$500.00           |
|   | <b>Total expenses</b>              | <b>\$6,500.00</b>  | <b>\$5,000.00</b>  |

### DESCRIPTIONS:

**1/ Pamphlet Printing;** Pamphlets would be required to be printed in multiple languages promoting the "Seniors Advisory Committee" and "Age Friendly Windsor".

**2/ Meeting Expense;** Ten **(10)** accessible venues would be required in key areas of the city each year. Light refreshments would be offered.

**3/Translation;** It is imperative that translation services be offered at the meetings for the disabled and multi-cultural events planned. Also pamphlets need to be printed in multiple languages.

**4/ One Time Capital;** This budget item would allow the purchase of equipment necessary for a successful presentation.

**5/Notice Distribution;** A successful meeting requires that the information is received timely to the intended audience.

**6/ Educational/Promotional;** This line item allows the committee to purchase items that the attendees may refer to for contact information in the future. It is intended to encourage a

**7/ Committee Expenses;** Reimbursement for approved out-of-pocket and travel related expenses.

**8/ Facilitator Honorarium;** Expenses for a experienced meeting guide including reimbursement for approved out-of-pocket and travel related expenses.

REPORT ID: CCMFISUM  
 EFFECTIVE DATE OF DEPT REPORTING TREE: 01-AUG-2013  
 EFFECTIVE DATE OF MAIN ACCOUNT TREE: 31-JUL-2013

CITY OF WINDSOR  
 FINANCIAL SUMMARY VARIANCE REPORT BY DEPT ID  
 FOR THE PERIOD ENDING AUG 31, 2013 (INCLUDING ADJUSTMENT PERIOD)  
 67% OF THE YEAR ELAPSED

LEVEL: 5  
 PAGE No. 1 of 1.  
 RUN DATE: August 30, 2013  
 RUN TIME: 09:17:32

BUSINESS UNIT: CCM01

OPERATING FUNDS: 001, 020, 021, 023, 024, 027

Service Area: AGENCIES\_BOARDS\_COMM  
 Department: COMMITTEES\_OF\_COUNCIL  
 Division: COUNCIL\_COMMITTEES  
 Department ID: 0111753 Senior's Advisory Committee

|                       | ANNUAL BUDGET |                               | CURRENT PERIOD |                               | YEAR TO DATE |                               | YTD VARIANCE SURPLUS/ (DEFICIT) | PERCENT COMMITTED | PROJECTED YEAR-END VARIANCE SURPLUS/ (DEFICIT) | PROJECTED PERCENT COMMITTED |
|-----------------------|---------------|-------------------------------|----------------|-------------------------------|--------------|-------------------------------|---------------------------------|-------------------|--|-----------------------------|
|                       | COMMITMENTS   | ACTUALS INCLUDING COMMITMENTS | COMMITMENTS    | ACTUALS INCLUDING COMMITMENTS | COMMITMENTS  | ACTUALS INCLUDING COMMITMENTS |                                 |                   |  |                             |
| <u>REVENUES</u>       |               |                               |                |                               |              |                               |                                 |                   |  |                             |
| TOTAL REVENUE         | 0             | 0                             | 0              | 0                             | 0            | 0                             | 0                               | 0                 | 0  | 0                           |
| <u>EXPENSES</u>       |               |                               |                |                               |              |                               |                                 |                   |  |                             |
| 2040 Licenses & Tags  | 0             | 0                             | 0              | 0                             | 35           | 0                             | -35                             | 0                 | -53  | 0                           |
| 4295 Public Relations | 4,000         | 0                             | 0              | 0                             | 0            | 0                             | 4,000                           | 0                 | 4,000  | 0                           |
| TOTAL EXPENSES        | 4,000         | 0                             | 0              | 0                             | 35           | 0                             | 3,965                           | 1                 | 3,948  | 1                           |
| NET TOTALS            | 4,000         | 0                             | 0              | 0                             | 35           | 0                             | 3,965                           | 1                 | 3,948  | 1                           |

End of Report

