

**REPORT NO. 343 of the
SOCIAL DEVELOPMENT,
HEALTH & CULTURE STANDING COMMITTEE**
of its meeting held October 7, 2015


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

Regrets: Councillor John Elliott


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

Moved by Councillor Bortolin, seconded by Councillor Gignac
THAT Report No. 15 of the Seniors Advisory Committee dealing with their draft revised Mandate and Terms of Reference (September 2015) **BE APPROVED**.
Carried.

Clerk's Note: The draft revised Mandate and Terms of Reference – September 2015 for the Seniors Advisory Committee is attached as background information.

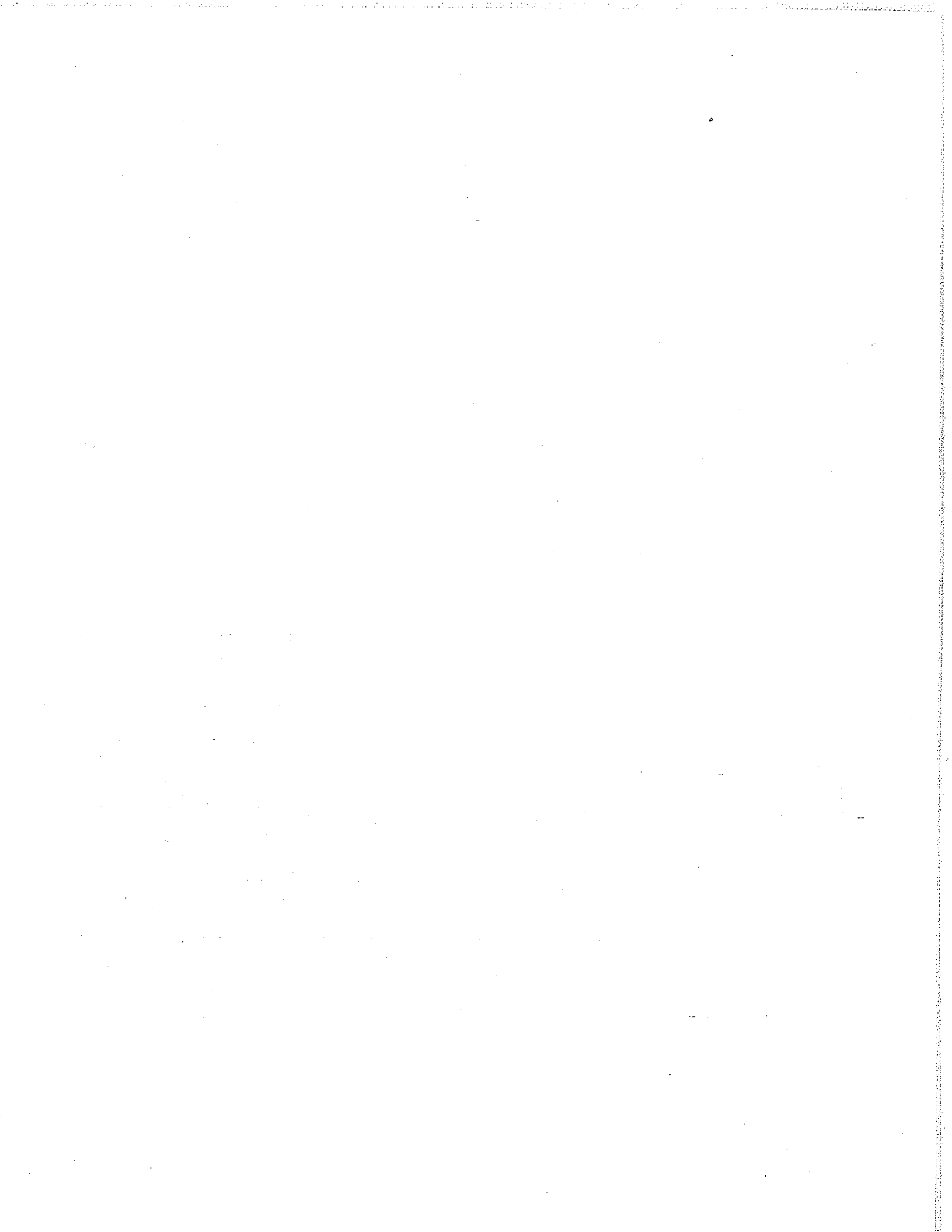


CHAIRPERSON



SUPERVISOR OF COUNCIL SERVICES

NOTIFICATION:				
Name	Address	Email Address	Telephone	FAX
SAC members				



REPORT NO. 15
of the
SENIORS ADVISORY COMMITTEE
of its meeting held September 2, 2015
1266 McDougall

Members Present:

Sally Bennett Olczak, Chair
Councillor Ed Sleiman
Larry Duffield
Karen Demers
Alex Gyemi
Jeanette Ware-Mikhael
Joyce Nixon
Celia Southward
Richard Woodall

Your Committee submits the following recommendation:

Moved by J. Ware-Mikhael, seconded by K. Demers,
That the *Draft Revised* Mandate and Terms of Reference – September 2015 for
the Seniors Advisory Committee **BE APPROVED**.
Carried.

Clerk's Note: The Draft Revised Seniors Advisory Committee Mandate and Terms of Reference
– September 2015 is attached.

Mandate/Terms of Reference

Clerk's Note: In an effort to ensure consistency in all Terms of Reference/Mandates for
committees of Council, Council Services has undertaken an exercise to add headings within each
document such as:

- Reporting Structure (respective Standing Committee),
- Remuneration (to identify no remuneration),
- Appointment and Term (commiserate with City Council term), etc.

The majority of changes to the Terms of Reference/Mandates are essentially “housekeeping”
matters to ensure accuracy and changes to governance, i.e. standing committees.

Furthermore, each committee, at the beginning of their term, have been asked to review the terms
of reference/mandate, and to provide any suggested updates for Council's consideration.

Below is a summary of what is being proposed in terms of additions, revisions and/or deletions from the existing Council-approved terms of reference/mandate:

<i>Existing Mandate/Terms of Reference</i>	<i>Revised Mandate/Terms of Reference</i>	<i>Comment</i>
Mission Statement section		Deleted —repetitive, included in Mandate statement
Executive section		Removed —for consistency
Committee Membership The membership of the S.A.C. will include a maximum of thirteen (13) voting members, as well as two (2) City Councillors and resource personnel from the City of Windsor who will be non-voting members of the committee	Composition/Membership 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.	Changed-- Composition/Membership reduced to 9 members, and 1 City Council member and addition of 1 member from Hotel-Dieu Grace Healthcare
Quorum Executive meetings: Fifty percent of the Executive must be present. If there ceases to be quorum, business then in progress will be suspended until sufficient members constituting a quorum are present	Quorum Fifty percent plus one of the general voting membership must be present at a meeting to constitute a quorum.	Changed —removed Executive portion for consistency
Attendance at Meetings The full committee will meet once a month at a standard time and place to be set by the Committee. The Committee may meet more frequently should a majority of the members deem it necessary	The meetings will be held on a quarterly basis.	Changed —for consistency
Sub-Committees section		Removed —for consistency

These specific amendments are attached and identified in *bold italics* for the benefit of City Council.

CHAIRPERSON

COMMITTEE COORDINATOR

NOTIFICATION:	
Name	Email Address
Seniors Advisory Committee	on file

DRAFT

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.