

City Council Meeting Agenda

Date: Tuesday, April 11, 2023

Time: 4:00 o'clock p.m.

Location: Council Chambers, 1st Floor, Windsor City Hall

All members will have the option of participating in person in Council Chambers or electronically and will be counted towards quorum in accordance with Procedure By-law 98-2011 as amended, which allows for electronic meetings. The minutes will reflect this accordingly. Any delegations have the option to participate in person or electronically.

MEMBERS:

Mayor Drew Dilkens

Ward 1 – Councillor Fred Francis

Ward 2 – Councillor Fabio Costante

Ward 3 – Councillor Renaldo Agostino

Ward 4 – Councillor Mark McKenzie

Ward 5 – Councillor Ed Sleiman

Ward 6 – Councillor Jo-Anne Gignac

Ward 7 – Councillor Angelo Marignani

Ward 8 – Councillor Gary Kaschak

Ward 9 – Councillor Kieran McKenzie

Ward 10 - Councillor Jim Morrison

ORDER OF BUSINESS

Item # Item Description
1. **ORDER OF BUSINESS**

2. **CALL TO ORDER** - Playing of the National Anthem

READING OF LAND ACKNOWLEDGEMENT

We [I] would like to begin by acknowledging that the land on which we gather is the traditional territory of the Three Fires Confederacy of First Nations, which includes the Ojibwa, the Odawa, and the Potawatomi. The City of Windsor honours all First Nations, Inuit and Métis peoples and their valuable past and present contributions to this land.

3. **DISCLOSURE OF PECUNIARY INTEREST AND THE GENERAL NATURE THEREOF**

4. **ADOPTION OF THE MINUTES**

5. **NOTICE OF PROCLAMATIONS**

“Sikh Heritage Month” – April 2023

“Holocaust Remembrance Day” – April 23, 2023

“National Volunteer Week” – April 24, 2023 – April 30, 2023

Flag Raising Ceremony

“Sikh Heritage Month” – April 13, 2023

“Bhutanese Nepalese New Year Day Celebration” – April 14, 2023

Illumination

“Organ Donation Week” – April 21, 2023 – April 28, 2023

6. **COMMITTEE OF THE WHOLE**

7. **COMMUNICATIONS INFORMATION PACKAGE** (This includes both Correspondence and Communication Reports)

7.2. Update of Round 1 of the Arts, Culture and Heritage Fund 2023 – City Wide (**\$ 39/2023**)

8. **CONSENT AGENDA**

8.1. Request for Proposal for the Pathway to Potential Strategy Renewal, City Wide
(S 38/2023)

8.2. Request for Extension of Draft Plan Approval East Riverside – North Neighbourhood
1027458 Ontario Inc. Z-101-97 - Ward 7 **(C 46/2023)**

8.3. Shelter Health Initiative Update - City Wide **(C 53/2023)**

9. **REQUEST FOR DEFERRALS, REFERRALS AND/OR WITHDRAWALS**

10. **PRESENTATIONS AND DELEGATIONS**

11. **REGULAR BUSINESS ITEMS (Non-Consent Items)**

11.1. Approval Process for Temporary Patios on Private Properties 2023 – City Wide
(C 49/2023)

11.2. Class Environmental Assessment for the St. Rose Pumping Station - Ward 6
(C 51/2023)

12. **CONSIDERATION OF COMMITTEE REPORTS**

12.1. (i) Report of the Special In-Camera meeting or other Committee as may be held prior to
Council (if scheduled)

13. **BY-LAWS (First and Second Reading)**

14. **MOVE BACK INTO FORMAL SESSION**

15. **NOTICES OF MOTION**

16. **THIRD AND FINAL READING OF THE BY-LAWS**

17. **PETITIONS**

18. **QUESTION PERIOD**

19. **STATEMENTS BY MEMBERS**

20. **UPCOMING MEETINGS**

Environment, Transportation & Public Safety Standing Committee
Wednesday, April 26, 2023
4:30 p.m., Council Chambers

21. **ADJOURNMENT**



Subject: Update of Round 1 of the Arts, Culture and Heritage Fund 2023 – City Wide

Reference:

Date to Council: April 11, 2023

Author: Christopher Lawrence Menard

Supervisor, Community Programming – Cultural Affairs

cmenard@citywindsor.ca

519-253-2300 x2752

Recreation and Culture

Report Date: March 17, 2023

Clerk's File #: SR2023

To: Mayor and Members of City Council

Recommendation:

THAT the report from the Supervisor, Community Programming – Cultural Affairs regarding the update on Round 1 of funding of the Arts, Culture and Heritage Fund (ACHF) in 2023 **BE RECEIVED**.

Executive Summary:

N/A

Background:

On May 4, 2015, Council adopted the following resolution: ***THAT the report from the Manager of Cultural Affairs outlining the proposed funding of the Arts Culture and Heritage Fund (ACHF) Grant to a total of \$87,200 BE APPROVED.***
Carried.

The 2022 Operating Budget approved by Council on December 13, 2021 included a recommendation, which received Council support to increase funding for the Arts, Culture & Heritage Fund (ACHF) by \$30,800 to a total of \$118,000 annually, which represents a 35% increase in funding to the program. The recommendation indicated this increase would: *provide additional support for the growth of the creative community in Windsor. The ACHF*

provides an opportunity for creatives to experiment and excel, develop new skills, and broaden community arts engagement. The creative initiatives involve multiple artists. Program investments have a direct impact on the creative sector, and ripple effects on our creative economy, making arts, culture and heritage key ingredients to economic growth and diversification. This request is consistent within the Council approved Municipal Cultural Master Plan.

Carried.

To date, since the program launch in 2014, the ACHF program has awarded \$832,000 in grant funding to 393 individuals arts, culture and heritage projects in Windsor.

The Guidelines for the Arts, Culture and Heritage Fund outlined the process for selecting the jurors as follows: *“All applications will be assessed by a jury, working with the Culture staff. The jury will be comprised of a diverse selection of five (5) people that are arts, culture or heritage professionals. Some have direct experience working with arts, culture or heritage organizations or as individual creators. Others have municipal backgrounds with arts, culture and heritage experience. The ACHF will select jurors who:*

- Have a broad spectrum of knowledge and experience of the creative community;*
- Have knowledge of the arts, culture and heritage needs of the City of Windsor;*
- Will provide fair and objective opinions;*
- Can articulate their opinions and work in a group decision-making environment*

These jurors diligently completed the evaluation process on all of the applications submitted to the current funding round.

Discussion:

The Application form for the Arts, Culture and Heritage Fund was posted on the City of Windsor’s website, and the targeted webpage (achfwindsor.ca) with the grant opening January 16, 2023 and closing February 3, 2023. All regular promotion took place utilizing social media, E-Blasts, and sharing by cultural organizations including social media pages for the City of Windsor, Museum Windsor, and Mayor Drew Dilkens, as well as partner websites and social media pages including Arts Council Windsor & Region, Windsor-Essex Theatre Community, and Windsor Endowment for the Arts. A virtual public information session took place January 23, 2023 with City administration providing details of the program guidelines, eligibility criteria, application, and adjudication process. As with each previous funding round, all applicants completed consultations by phone or email with a member of the Culture & Events team to confirm applicant and project eligibility in advance of submission, and to receive support through the process. The ACHF application is electronic, with both an online application form and an online process for adjudication.

The jury continues to appreciate the online process as it permits them access to the applicants’ support materials by allowing them to click embedded links to artist information, reference letters, organizational documents, websites, videos, sound files and image files, and work samples. Jurors using this system for adjudication, and applicants using this system to apply remain satisfied with the overall functionality of the system.

Each juror received a specific and unique login to allow them access to the online applications. Administration was able to monitor the jury's progress through the evaluation process, and answer questions as needed. The jury convened on March 1, 2023 to discuss the key objectives and priorities of the fund and to adjudicate the applications as a group to arrive at final funding decisions.

There was a long and fulsome conversation amongst the jurors to determine the final decision. At the close of the application round, Administration received fifty-six applications – fifty from individuals, and six from organizations – totalling about \$250,000 in requested funding. If the opportunity to fund all of the requests were available, the total value of the projects would exceed approximately \$433,000, demonstrating how grant funding leverages additional spending on, and increases spin-off investment in culture within the community. There is \$59,000 available for distribution in the first round of the ACHF in 2023.

The jury was pleased to be able to award grant funding to nineteen projects – fifteen grants to individuals, and four grants to organizations in this funding round. Of the applicants in this round, thirty were first-time applicants to the program, and ten of those applicants were selected for funding. The jury selected a strong mix of projects across genres including the visual arts, the performing arts, film, music, literary arts and storytelling, podcasts, and some important projects supporting diversity, inclusivity, heritage and the celebration of humanity in our community.

Table 1 below provides a detailed listing of successful applicants along with a description of the project they submitted for funding. Upon completion of their projects, applicants are required to submit to the Culture & Events office, a final report outlining the impact of the project, both financially and within the cultural community of Windsor. All final reports require the recipients to quantify the results of their project (the number of visitors, CDs sold, attendance, engagements, etc.). The final report also includes the final budget for the project confirming revenues, earned copies of promotional materials and the criteria they used to measure the success of their project in meeting their goals and how they believe the project affected life of our community.

Additionally, as identified in earlier reports to Council, all of the projects selected are required to identify the City of Windsor as a funder to the project, through the display of the City logo with the accompanying words "Supported by the City of Windsor's Arts, Culture & Heritage Fund (ACHF) achfwindsor.ca" on all project materials. As requested by members of City Council with previous reports, the successful applicants are featured on our website under "ACHF Success Stories." They are also invited to display or showcase their finished projects, where appropriate, at specific city events such as culture summits, the City birthday celebration, and potentially the Mayor's Arts Awards (an event held in partnership with the Windsor Endowment for the Arts). Information about the projects is also shared in Culture E-Blasts, on social media, and through the annual Parks, Recreation & Culture Community Impact Report.

NAME	PROJECT	DESCRIPTION	ASK	AWARDED	VARIANCE
Shô Art Studios	New Canadian Kid by Dennis Foon	Funding for artist fees for theatrical production.	\$5,000	\$5,000	\$0
Kristen Siapas	Jazz in the Park	Funding for artist fees, producer fee, venue costs, and promotion for a concert series.	\$4,964	\$5,000	+\$36
Maryam Safarzadeh	Travelling to Persia	Funding for artist fees for a youth arts and culture summer camp.	\$4,920	\$4,920	\$0
Black Women of Forward Action	Our Truth Our Story	Funding for artist fees for six original songs for documentary.	\$4,500	\$4,500	\$0
Teajai Travis	A Blaze of Story Podcast	Funding for artist fees and podcast production.	\$4,400	\$4,400	\$0
Gemma Eva Cunial	Give Me Action	Funding for artist fees, production costs, studio and equipment rental for a feature film.	\$5,000	\$4,000	-\$1,000
Jamie Greer	The History of Pro Wrestling in Windsor, ON	Funding for photo licensing, interviews, exhibition memorabilia.	\$4,000	\$4,000	\$0
The Artists of Colour	Never-Ending Quest for Inclusion	Funding for exhibition construction, venue rental, installation and takedown, plus artist fees for a visual arts exhibit.	\$5,000	\$4,000	-\$1,000
Nicolas Lamoureux	Bicycle Powered Plastic Shredder	Funding for materials, safety features, educational/promotional materials for new artwork and exhibition.	\$3,500	\$3,500	\$0
Kevin Blondin	Windsor Drag Archives	Funding for artist fees, design/development, web hosting, and promotion of archive.	\$3,300	\$3,300	\$0
Arts Collective Theatre ACT	ACT Youth Creative	Funding for set construction and costumes for theatrical production and program.	\$3,150	\$3,150	\$0

Paul Montanier	Brewing for Comedy festival	Funding for artist fees, marketing and administration for a comedy festival.	\$3,675	\$3,000	-\$675
Maria Belenkova-Buford	Song of the Nereid	Funding for artist fees, crew fees, editing, sound and music, and venue for a short film.	\$5,000	\$3,000	-\$2,000
Kaitlyn Karns	The Broadway Bunch	Funding for artist fees, music fees, venue costs and marketing for a cabaret-style production.	\$3,250	\$2,000	-\$1,250
Matt Bhanks	Altered Alliances Web Series	Funding for post-production costs and artist fees for a live-action adaptation of a novel series.	\$5,000	\$1,200	-\$3,800
Batool Yahya	Art by Those Who Have Experienced Homelessness in Windsor	Funding for art supplies, gallery rental, artist fees, promotion of a social-justice themed art exhibit.	\$2,250	\$1,080	-\$1,170
Allesandro Rotondi	Gentle Giant	Funding for artist fees, studio rental, producer, engineer, graphic design and musicians for a full-length original album.	\$3,000	\$1,000	-\$2,000
Russell Alexander Macklem	South Detroit Connection Album and Documentary	Funding for album art, pressing vinyl and CDs, and documentary production.	\$5,000	\$1,000	-\$4,000
Dale Burkholder	South West Ontario Handbell Festival	Funding for clinician, music and facility rental for a new festival celebrating handbells.	\$950	\$950	\$0
TOTALS			\$75,859	\$59,000	-\$16,859

Risk Analysis:

The Municipal Cultural Master Plan originally recommended that an arm's-length commission be established that was a decision-making volunteer body independent of Council consisting of City residents who are familiar with cultural disciplines and cultural organizations in the City. The Task Force that convened to guide this project to fruition expect there to be a transparent application process in order to have the applications adjudicated without prejudice. The Task Force supported a jury process that consisted of members of the community applying or being nominated, and being selected for the knowledge and experience that they share with the community.

Climate Change Risks

Climate Change Mitigation:

N/A

Climate Change Adaptation:

N/A

Financial Matters:

As part of the 2022 Budget approval, Council approved through Culture, an operating budget of \$118,000 to distribute two rounds of funding of \$59,000 per year. No changes to this operating budget are being considered in the 2023 Budget submission. Individual grants awarded through this project are for a maximum of \$5,000 per grant.

Consultations:

N/A

Conclusion:

The City of Windsor continues to make significant contributions to the cultural fabric of the community.

The ACHF grant-funding program continues to grow the arts, culture and heritage sector by providing small and impactful amounts of funding to help make culture happen now. The purpose of this fund – *Investing in the soul of our City by providing financial assistance to locally developed arts, culture and heritage projects that provide exciting, surprising, and meaningful opportunities to strengthen our creative community* – will have an immediate impact on the cultural community.

Planning Act Matters:

N/A

Approvals:

Name	Title
Christopher Menard	Supervisor, Community Programming – Cultural Affairs
Lynn Glasier	Financial Planning Administrator, Recreation & Culture
Michelle Staadegaard	Manager, Culture & Events
Jen Knights	Executive Director, Recreation & Culture
Ray Mensour	Commissioner, Community Services
Joseph Mancina	Commissioner, Corporate Services/Chief Financial Officer & City Treasurer
Onorio Colucci	Chief Administrative Officer (A)

Notifications:

Name	Address	Email

Appendices:

- 1 Appendix A -ACHF Guidelines City of Windsor



Arts, Culture & Heritage Fund (ACHF)
Investing in the Soul of our City

PROGRAM GUIDELINES

Culture Office Department
of Recreation & Culture
City of Windsor

Mailing: 2450 McDougall St. Windsor, ON. N8X 3N6
Physical: Gatehouse at Willistead Park. 1899 Niagara St. Windsor, ON. N8Y 1K3 P:
519-253-2300 □ E: culturalaffairs@citywindsor.ca □ W: citywindsor.ca

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BACKGROUND INFORMATION

Mission for Culture in Windsor

Acting as a catalyst and facilitator, the Culture section will ensure the provision of a range of affordable and accessible opportunities for engagement in cultural activities, services, and facilities to residents while at the same time building up a base of unique cultural attributes and activities for visitors, residents, investors, and businesses.

We work in the arts, culture and heritage sectors... the *creative community*. Culture is alive and thriving in our City, winding its way through every aspect of our daily lives, shaping who we are and what is amazing about our community.

The Community Strategic Plan

The City's **Community Strategic Plan** calls for a focus on cultural growth. It urges:

- *Capitalizing on our strengths* to promote tourism and hospitality, making the most of our advantages as a key Canadian gateway;
- *Reaching out to the world* to showcase Windsor as an outstanding place to live, work and visit;
- *Celebrating diversity* by recognizing our rich diverse culture and heritage;
- *Honouring heritage* by preserving structures that tell the story of our past;
- *Valuing art* by promoting and supporting the arts and local artists, and ensuring that our citizens have many opportunities to experience a wide variety of expression and performance.

The Municipal Cultural Master Plan (MCMP)

The City of Windsor's **Municipal Cultural Master Plan**, approved by City Council in May 2010 is a detailed report that maps out sixteen recommendations intended to serve as a goal-centred approach to facilitating the growth of culture in our community.

MCMP – Recommendation # 7 – Arm's Length Cultural Funding

It is understood that our creative community cannot act alone. It is recommended that an **arm's length cultural funding commission for cultural organizations be established**. This commission would be appointed to allocate funds from an amount set annually to qualifying cultural organizations according to set criteria. Jurors would be City of Windsor residents that have an understanding of cultural disciplines and organizations. Working with the City of Windsor's Cultural Affairs Office, they would facilitate a transparent and accessible application and funding process that would be accountable to Council, the City's creative community, and the City of Windsor as a whole. **In all cases, the funding decisions of this body would be final, and would not be subject to an appeal.**

GENERAL INFORMATION

These guidelines are intended to help in preparing an application for funding under the **Arts, Culture & Heritage Fund (ACHF)**. Applicants are advised to read this document in its entirety prior to completing/submitting an application.

In order to be considered, applicants must consult with Culture staff prior to submitting a project for funding and before the application deadline. Consultation means a conversation, by e-mail or phone, in which the applicant provides detailed information on their proposed project. **This consultation does not mean a project will be recommended for funding.**

We anticipate receiving more applications than any given funding round can support.

The ACHF online application can be found at www.achfwindsor.ca, and will be available *only during application intake phases*. The application must be completed and submitted – with all required supporting materials – and received no later than 3:00 pm on the application deadline date for each round. **Late applications will not be accepted or assessed.**

Applications must be completed and submitted online. **Hard copies or e-mailed / faxed applications will not be accepted.**

Applicants may submit one application per funding round per fiscal year, for a maximum of two applications to the program per year.

The Culture section encourages applicants to submit projects that will be completed within six (6) months to one (1) year of receipt of funds. As such, **all Final Post-Project Reports must be submitted two (2) weeks after completion of the project.**

The ACHF cannot guarantee funding to all applicants, nor can it ensure that the total amount requested by successful applicants will be granted. The recommendation to fund a part of an applicant's request will depend on its fit with the program priorities, assessment criteria and the overall demand for funds available in the program. The Culture section will officially announce the results by letter or e-mail.

Applications for funding are subject to the *Freedom of Information and Protection of Privacy Act*.

The City, at its expense, reserves the right to audit any submitted financial statements or Project approved for City grants, and upon reasonable request to do so, the grant recipient shall make available at its premises all related books and records to the City of Windsor or its agents.

ABOUT THE FUND

MISSION OF THE ARTS, CULTURE & HERITAGE FUND: The City of Windsor's Arts, Culture & Heritage Fund (ACHF) invests in the soul of our City by providing financial assistance to locally-developed arts, culture and heritage projects that provide exciting, surprising and meaningful opportunities to strengthen our creative community.

PROGRAM OBJECTIVES

The ACHF provides funding to support Windsor's priority to build a strong and stable creative community that contributes to a prosperous creative economy and to making Windsor an attractive and affordable place to live. The primary objectives of the program are to make strategic investments that:

- Promote innovation and support new, dynamic efforts in the creative community;
- Develop unique cultural resources to enhance the health and vitality of our communities and the quality of life for our people;
- Encourage participants in the creative community to stay and continue to create and work in the City of Windsor;
- Make arts, culture and heritage central to the lives of all our people;
- Increase public awareness and access to the arts, culture and heritage sectors;
- Celebrate diversity by recognizing our rich creative community;
- Value creativity by promoting and supporting arts, culture and heritage.

KEY PRIORITIES OF THE ARTS, CULTURE & HERITAGE FUND

The ACHF provides financial support to help strengthen and develop Windsor's creative community to achieve economic and creative growth in the City. Preference is given to projects that benefit one or more cultural sectors, and which develop new alliances and creative, innovative approaches. Projects **must address one or more** of the following key priorities:

- Increase Windsor's attractiveness, affordability, and quality of life;
- Support the development of new audiences;
- Increase the supply of skilled cultural workers;
- Nurture creativity and imagination through arts, culture and heritage projects;
- Encourage the inclusion of diverse cultural groups;
- Increase public access to the creative community.

IMPORTANT DEFINITIONS

PROJECT

A special initiative which may be one-time, and may involve:

- New/unconventional collaboration between/across genres, disciplines or sectors;
- Creation of new work;
- Emphasis on new or emerging media, techniques, technologies and practices.

ART

Broadly conceived to include all genres within the following disciplines, with activities and expression which explore, interpret, create and celebrate:

- Performance (music, dance, theatre, spoken word, improvisation);
- Visual (two/three dimensional, performance, fine or artisanal craft, site specific or temporary installation);
- Literary (poetry, prose, storytelling);
- Media/New Media (film, video, still photography);
- Design (graphic and technological).

CULTURE & HERITAGE

Broadly conceived to include both tangible and intangible characteristics of the following elements, with activities and expression which explore, interpret and celebrate:

- Human diversity including First Nations, ethnicity, different abilities and orientations, gender and age;
- Human and natural history;
- Ecology and environment (as themes for artistic practice or historical interpretation);
- Heritage buildings, sites (including neighbourhoods, gardens, views), collections, archives, documentation, interpretation;
- Storytelling, narratives, traditions and values, artisanal methods.

ELIGIBLE ORGANIZATIONS

To be eligible for consideration, the applicant must be either an arts, culture or heritage organization that meets **all** of the following criteria:

- Be Windsor-based;
- Not receive concurrent funding from the City of Windsor;
- Be not-for-profit, incorporated as a not-for-profit, or a registered charity;
- Primarily produce and display work, and conduct regular operations in Windsor;
- Have arts, culture or heritage as the main focus;
- Be in 'good-standing' for at least one year at the time of the application;
- Demonstrate fiscal responsibility;
- Be directed by recognized professionals and / or managed by experienced volunteers.

ELIGIBLE INDIVIDUALS

To be eligible for consideration, the applicant must:

- Be a Windsor resident;
- Primarily produce and display work outside of an organizational framework;
- Be engaged in their arts, culture or heritage activity in the City of Windsor;
- Be a recognized professional (have completed formal/informal training).

ELIGIBLE PROJECTS

Eligible Projects under the ACHF program may include, but are not limited to:

- Providing opportunities for organizations to engage youth and new creators;
- Arts, culture and heritage tourism initiatives that result in new product development, increased market-readiness and new business opportunities;
- Outreach projects which identify ways to strengthen organizational capacity to reach new markets, regions, cultural minorities and untapped future audiences.

Eligible Projects must:

- Not receive concurrent funding from the City of Windsor for this initiative;
- Be accessible to everyone;
- Be publicized citywide;
- Offer a unique cultural experience;
- Have a separate budget from the organization's annual operating budget;
- Demonstrate support (financial or in-kind) beyond what is provided by the fund.

INELIGIBLE PROJECTS & EXPENDITURE

Ineligible projects and expenditures for the ACHF include the following:

- Initiatives which receive concurrent financial or in-kind support from City sources;
- Using ACHF funds to provide financial support (re-grant) to other organizations;
- Ongoing operating or administration expenses;
- Feasibility studies;
- Decor, food, or beverage costs;
- Costs relating to fundraising activities or events;
- Retroactive funding for events which have already occurred;
- Construction, renovation, major purchases (capital, property, etc.);
- Deficit reduction;
- Development of proposals for provincial/federal/municipal/private sector grants;
- Marketing and promotional expenditures that are not related to the project;
- Contingency or unexplained miscellaneous costs;
- Supporting activities which are politically partisan or primarily focused on sports, commercial activity (tradeshow, conferences), religion, healthcare, social service, and/or seek to attract a special interest audience;
- Any other expenditure that does not relate to the realization of the project.

Please Note:

- Depending on fulfillment of all criteria, including financial need, recipients of ACHF Project Grants may re-apply for funding of the same initiative in each of two consecutive years, but after three consecutive years of funding are no longer eligible to apply for support of the same initiative. This ensures that the group of organizations and initiatives benefiting from these grants is refreshed on an ongoing basis.
- **Funding is not automatically renewed every year.**

MAXIMUM FUNDING

Applicants are asked to apply for a reasonable amount of money to complete their proposed projects.

Project funding under the ACHF program will not exceed \$5,000 per funding round. Project funding not covered by the ACHF program must be provided by the applicant or through other project revenues.

The ACHF cannot guarantee funding to all applicants, nor can it ensure that the total amount requested by successful applicants will be granted. The recommendation to fund all or part of an applicant's request will depend on its fit with ACHF priorities, assessment criteria and the overall demand for funds in the program.

APPLICATION PROCESS

In addition to providing important information for the assessment of the grant application, both the financial and statistical parts of the application provide the City of Windsor's Culture section with valuable information enabling them to effectively advocate on behalf of the local creative community on an ongoing basis. Prior to completing the ACHF application, all potential applicants must consult with Cultural Affairs staff (see information on page 4 of these guidelines).

APPLICATION FORMS

The online application form is available on the City's website as of midnight on the date the application round opens. The link remains active until the funding round closes. There are separate requirements for Individuals applying and Organizations applying. All requirements are clearly laid out in the Checklist that is part of the online application.

Please use the Submission Checklist provided at the start of your application form (and page 10 of these guidelines) to ensure a complete submission before you click submit.

WHAT TO INCLUDE

Everything you need is requested on the ACHF online application. Please ensure that your application is complete, signed (name typed), accurate and legible. When you have completed your application, attached your supporting materials, and clicked submit, you will receive an email confirmation that your application has been successfully submitted. This email will include a copy of your application itself. Please retain that for your records. We will not notify you if your application is incomplete, or if supporting materials are missing. Please take the time to ensure you have completed all sections and attached all supporting materials.

HOW TO SUBMIT

It is the applicant's responsibility to complete and submit their application on time. The online application is available online for the duration of the funding round. Once the submission deadline passes, the link will be unavailable. Applications that are late, incomplete, have arrived in hard copy form, or have been faxed or sent through email will not be accepted or assessed. The online link is the *only* acceptable submission.

Supporting Materials

It is not mandatory to submit supporting materials, aside from those clearly requested; however, they can enhance your application and provide unique insight to the Jury.

APPLICATION CHECKLIST

All required fields in the online application must be completed. You will be asked to include:

Project Grants – For Organizations

- Completed Application
- Financial statement attachment
- Project budget attachment
- List of Board of Directors attachment
-include names, positions, contact
- List of Management/Admin.
-attachment includes names, positions
- Copy of Incorporation/Charitable
Status Certificate attachment
- Supporting Materials (links, photos, documents)

Project Grants – For Individuals

- Complete Application
- Copies of 3 reference letters attachment
- Copy of curriculum vitae attachment
- Project budget attachment
- Supporting Materials attachment

Please do not forget to answer all question fields on the application completely.

Note on Budgets and Artist Fees: The City of Windsor encourages all applicants to ensure standard artist fees are provided to all artists participating in a project. Please refer to [CARFAC](#), the [Canadian Federation of Musicians](#), etc. to determine standard rates for artists. The City adheres to these fee schedules for all City-led events and initiatives, and encourages artists participating in ACHF to do the same.

Supporting Materials can include: web links, manuscripts; slides; audio and video clips; news stories/articles/clippings; audience testimonials; photographs (maximum of three).

Supporting materials should be in the form of PDFs, JPEGs, Word documents, etc.

The personal information collected on the application is collected under the authority of the *Municipal Act, Section 10*. This personal information may be used for the purpose of processing the application form and may become part of the public agenda at a City Council meeting or Committee Meeting. Questions about this collection may be directed to the Manager of Culture & Events, (519) 253-2300 extension 2726, or by mail to: Freedom of Information Coordinator - Office of the City Clerk
Room 530 – 350 City Hall Square West
Windsor, Ontario, N9A 6S1, Canada

APPLICATION ASSESSMENT PROCEDURE

All applicants must consult with Culture staff prior to submitting a project for funding under the ACHF program before the application deadline; **otherwise they will not be considered for funding.**

All applications will be assessed by a jury, working with the Culture staff. The jury will be comprised of a diverse selection of five (5) people that are arts, culture or heritage professionals. Some have direct experience working with arts, culture and heritage organizations or as individual creators. Others have municipal backgrounds with arts, culture and heritage experience. The ACHF will select jurors who:

- Have a broad spectrum of knowledge and experience of the creative community;
- Have knowledge of the arts, culture and heritage needs of the City of Windsor;
- Will provide fair and objective opinions;
- Can articulate their opinions and work in a group decision-making environment.

With the exception of two (2) members carried over from the previous year, a new jury will be convened every year unless it is not possible to do so.

SELECTION OF JURY

Community members are encouraged to apply to be a juror for the panel. Application Forms will be posted on the City website, www.citywindsor.ca. Please submit a hard copy or scanned copy to the attention of the Culture office, Recreation & Culture, The City of Windsor, 2450 McDougall St. Windsor, ON. N8X 3N6; culturalaffairs@citywindsor.ca. Applications for jurors will be accepted up to a specified date/time. If you submit an application after that date, it will be added to the applications for the following year, as this is an ongoing process. Juror applications will be evaluated by a panel of City staff with representation from Recreation, Culture, Finance, and Planning.

ROLE OF JURORS

Prior to the meeting to assess applications, jurors are required to become familiar with the program, its assessment criteria, and the City's strategic goals. Jurors are required to read all applications, make notes about each, and grade them accordingly. At a group decision-making meeting, all jurors will review the supporting materials together and discuss the applications. Using their knowledge and expertise, they will identify funding priorities, score applications, decide on successful applications, and inform City staff.

CONFIDENTIALITY

Jurors must keep application contents and assessment discussions confidential, and must not disclose that they have been selected as jurors. Names of jurors will be released with the grant results at the end of each program year.

CONFLICT OF INTEREST

The City of Windsor is particularly concerned with potential conflicts of interest.

There are two dimensions of conflict of interest – direct and indirect. There are also two kinds of direct conflict of interest – financial and private.

DIRECT CONFLICT OF INTEREST

A juror is in direct conflict of interest with a particular application if he or she, or a member of the juror's immediate family (spouse or equivalent, son or daughter, parent, sibling or members of the immediate household), has a financial interest in the success or failure of the application. Staff or board members of an organization, or members of their immediate families, would also be considered in direct conflict.

A juror is in direct conflict of interest with a particular application if he or she has a private interest in the success or failure of the application. Staff or board members of an organization, or member of their immediate family (spouse or equivalent, son or daughter, parent, sibling or member of the immediate household), would be in direct conflict. A private interest also includes affiliations or activities that compromise or unduly influence decision making.

INDIRECT CONFLICT OF INTEREST

Any reason that makes it difficult for a juror to evaluate an application objectively may create an indirect conflict of interest.

MANAGING CONFLICT OF INTEREST

The City will not choose jurors who are in direct conflict of interest with any of the applications being assessed.

If a direct conflict of interest becomes apparent, the City will ask the juror to stand down from the Jury panel.

All jurors are asked to sign forms to identify conflicts of interest as a further means of documenting the integrity of the process.

THE ROLE OF CITY STAFF

At the jury panel meeting, City staff from the Cultural Affairs Office will answer questions and assist jurors with clarification of information on the groups being judged. Their role is to remain objective and facilitate decisions based on the jurors' impartiality.

JUDGING APPLICATIONS

ASSESSMENT CRITERIA FOR APPLICATIONS

The following criteria recognize that all applications are examined in the context of the strategic goals and objectives set by the City of Windsor's City Council each year, as well as the ACHF program budget and the number of applications per program round.

Assessment Criteria for ACHF Project Grants will be based on:

- Relevance of the Project;
- Contribution and Impact of the Project;
- Results and Measurements;
- Financial Feasibility of the Project;
- Organizational Capacity.

The jury evaluates organizations applying for grants using the following criteria in the context of each organization's stated mandate, the scale of its operations and the aesthetic or cultural environments in which it works.

RELEVANCE OF THE PROJECT

- The project strongly supports the vision of the City of Windsor, and is closely aligned with at least one of the ACHF program's key priorities.
- There is a demonstrated need for the project.

CONTRIBUTION AND IMPACT OF THE PROJECT

Applicants should present a commitment to the advancement of their discipline and to increasing public appreciation and education of the creative community of the City of Windsor. To contribute to the creative community, the organization has:

- Programming and activities that encourage public appreciation and participation;
- Programming that promotes the opportunity for cultural tourism;
- A role in the broader creative community in terms of public awareness;
- Connections with organizations in the broader community.

RESULTS & MEASUREMENTS

- Project timelines are realistic;
- Project activities are relevant to the project as a whole;
- The evaluation strategy is realistic, well-developed and addresses all outcomes, outputs and measures;
- The project's value for investment is clearly demonstrated.

JUDGING APPLICATIONS cont.

FINANCIAL FEASIBILITY OF THE PROJECT

- Project is well within the financial resources of the applicant;
- Project budget is entirely appropriate and cost-efficient;
- Appropriate human resources and materials are allocated to support the project;
- Applicant demonstrates financial stability.

ORGANIZATIONAL CAPACITY

The Organization serving as lead applicant for the project funding:

- Demonstrates sufficient resources to successfully carry out the project;
- Is managed with a clearly defined governance structure, administration and policies;
- Implements its mandate through ongoing activities and services;
- Has and seeks audiences for its work;
- Knows and can describe its audiences;
- Has marketing plans and systems to communicate with, sustain and build audiences;
- Works to develop an audience that reflects Windsor's demographics, has systems and activities which complement programming to deepen, broaden and diversify its audiences and their involvement in the organization's work;
- Has balanced sources of earned, private and government revenues with plans that generate earned, private, and government revenues

FINAL JURY FUNDING DECISIONS

DECISION-MAKING PROCESS

Jurors review each application in terms of the five (5) assessment categories: Relevance of the Project, Contribution and Impact of the Project, Results and Measurements, Financial Feasibility of the Project, and Organizational Capacity. Each of the five categories has equal weight in the assessment.

Jurors rate each of the five (5) assessment categories on a five (5) point scale:

- Excellent;
- Very good;
- Good;
- Fair;
- Poor.

An application must reach a standard of “good” in all assessment categories in order to receive funding.

FUNDING DECISIONS

Applicants will receive an email from Culture staff advising on the application result / funding decision approximately one (1) month after the deadline. Alternatively, they may receive a Grant Notification letter in the mail. Applicants should not call or e-mail for this information.

If you have been awarded a conditional grant, the grant cheque will be issued when the conditions have been fulfilled. The grant notification letter will describe any conditions associated with a grant. It is the responsibility of an organization receiving a conditional grant to share this information with its board of directors or governing body.

After grant notification, and upon request, the Culture office will provide organizations with a verbal summary of jurors’ comments and information about the context in which the grant decision was made **if available**. **The ACHF Jury is not required to provide feedback on every application; feedback may not be available.**

All decisions of the jury are final and cannot be appealed.

The City, at its expense, reserves the right to audit any submitted financial statements or Project approved for City grants, and upon reasonable request to do so, the grant recipient shall make available at its premises all related books and records to the City of Windsor or its agents. Grant funding is intended to support the project set forth in the grant application and is not intended to cover living costs.

FUNDING CONDITIONS & EXPECTATIONS

Funding Conditions

- **All decisions of the jury are final; not subject to a review or appeal;**
- Failure to submit reports (interim or final) will affect future requests for funding;
- Funding recipients must publicly acknowledge support by use of the City of Windsor logo on all forms of communication related to the project;
- Funding is provided on a single / one-time only project basis;
- Funding will not be given to for-profit organizations;
- Funding will not exceed the actual cash expenditure for the project;
- Additional funding for a project may be secured from other levels of government. In cases where funding from other Ontario government sources is included, this funding must be for a component of the project that is separate and distinct from the portion to be supported by the ACHF.

REPORTING

Successful applicants will provide a Final Post-Project Report within two (2) weeks of the completion of the Project. This report must be submitted to the City of Windsor's Culture Office. The form can be downloaded at the City's website, www.citywindsor.ca, (specifically www.achfwindsor.ca). Receipt of these reports is a pre-condition for consideration of an organization's future grant applications in any category and will be part of the jury resources in future grant application reviews.

If a project is incomplete, it is the responsibility of the grant recipient to contact the Culture Office to discuss the project status. Even in the case of an incomplete project, a Final Post-Project Report will still be required. There are no exceptions to this.

A grant recipient seeking to make significant changes to its initiatives as outlined in an application must consult with Culture staff prior to implementation. If the changes result in the cancellation or a significant delay in the completion of the initiative, the applicant will, after consultation with staff, be required to return to the City all Project Grant funds paid for that year.

Subject: Request for Proposal for the Pathway to Potential Strategy Renewal, City Wide

Reference:

Date to Council: April 11, 2023
Author: Charmaine Valbuena
Social Planning Coordinator (A)
519-255-5200 ext. 5302
cvalbuena@citywindsor.ca
Human and Health Services
Report Date: 2023-03-16
Clerk's File #: SS/10488

To: Mayor and Members of City Council

Recommendation:

THAT City Council and County Council **BE INFORMED** of the intention to proceed with a comprehensive community consultation and development of a renewed Pathway to Potential Strategy for Windsor and Essex County; and,

THAT Council **PRE-APPROVE** and **AWARD** any procurement(s) necessary that are related to the Pathway to Potential Strategy for Windsor and Essex County project, provided that the procurement(s) are within approved budget amounts, pursuant to the Purchasing By-Law 93-2012 and amendments thereto; satisfactory in financial content to City Treasurer, and in technical content to the Manager of Social Policy & Planning or designate; and further,

THAT the Commissioner of Human and Health Services **BE AUTHORIZED** to take any such action required to effect the recommendation noted above and sign any required documentation for the Pathway to Potential Strategy for Windsor and Essex County project, satisfactory in legal form to the City Solicitor, in technical content to Manager of Social Policy & Planning or designate and in financial content to the City Treasurer; and further,

THAT the Purchasing Manager **BE AUTHORIZED** to issue Purchase Orders as may be required to effect the recommendation noted above, subject to all specification being satisfactory in technical content to the Manager of Social Policy & Planning or designate; in financial content to the City Treasurer.

Executive Summary:

N/A

Background:

In 2008, Mayor Francis and Warden Santos announced a regional poverty reduction strategy entitled 'Pathway to Potential,' which was designed to "combat growing concerns about poverty levels and its subsequent impact on the region". This announcement was in keeping with the introduction of "Breaking the Cycle: Ontario's Poverty Reduction Strategy" also in 2008.

With the genesis of Pathway to Potential (P2P), two separate but complementary intervention streams emerged. The first, an external, community-based initiative, also called Pathway to Potential, active between 2009 and December 2016. The initiative worked to develop a multi-sectoral advisory committee and focused on building awareness, advocating for systemic change at multiple levels of government, and developing local innovations to address poverty. The groundwork ultimately led to the foundation of a collective impact table, led by United Way/Centraide Windsor Essex County. The work led by United Way evolved into ProsperUs, the Cradle to Career strategy for Windsor-Essex County. The efforts of staff working at P2P were instrumental in moving the community forward and bringing together 150 partners in a multi-sectoral network across 15 working groups contributing to local, provincial and national poverty reduction efforts.

The second stream provided support and funding to community-based organizations serving Windsor and Essex County as well as municipal departments (e.g., Recreation and Culture, Transit Windsor) delivering programming directly to residents living in low-income. Funded programs aligned with P2P's 'key components' for poverty reduction: Early Learning and Child Care, Education and Skills Training, Affordable Housing, Income Supports and Health. All funded programs were vetted through a Request for Proposal (RFP) process with oversight by the City of Windsor's Human and Health Services department. Phase one of the P2P programming launched in 2010 and ended in 2015.

In 2015, Council passed a motion (M316-2015), and P2P released a second RFP for programming related to a renewed regional Poverty Reduction Strategy (Pathway to Potential) using the existing City allocation of \$1,310,563 and County allocation of \$582,054. P2P-funded programs selected from the RFP targeted the root causes of poverty rather than its symptoms. The programs selected launched in 2016 and have since been serving low-income residents.

In January 2017, P2P underwent a comprehensive renewal and the decision was made to end the use of dedicated resources directed towards a community-based entity with a multi-sectoral advisory table. A new holistic plan was developed and approved by City and County Council (B15-2017). The plan outlined a nine-point, inter-related, long-term initiative designed to enhance the existing assets of residents by making strategic social investments in Windsor and Essex County. During this time, P2P was rebranded as the City of Windsor and County of Essex Social Investment Plan and has been

administered by Social Policy and Planning within the Human and Health Services Department.

Since its inception, the activities of the P2P Social Investment Plan align with City Council's vision to enhance the quality of life for all residents. The City of Windsor and County of Essex have invested over \$2.1 million annually to support programs aimed at increasing social inclusion and access to opportunities for low-income residents. Data from P2P's 2021-2022 Annual Impact Report (Appendix A) highlight residents whose quality-of-life has improved through increased access of services such as transportation, recreation, educational supports and childcare.

Discussion:

Since the last strategy renewal in 2017, a need exists to update P2P's priorities because of substantial changes which have occurred and have had an impact on residents living in poverty in the region:

- COVID-19 Pandemic – The Pandemic impacted inequality and exacerbated unemployment levels, particularly for those living in low-income and poverty. Data from the 2021 Census showed that Windsor experienced the highest unemployment levels during the pandemic. Marginalized and vulnerable populations disproportionately experience these causes. In a literature review conducted by City administration entitled Impact on COVID-19 on Marginalized Populations, Duranni (2020, March 21) highlighted that “Canadians are advised to stay home when they are sick, purchase extra food and essential medications, and disinfect surfaces frequently. While these measures are within reach of middle-to-high-income families, they are often insurmountable obstacles for Canadians who live at or below the poverty line”. The strategy renewal would provide continuity in P2P's focus on addressing the needs and challenges of residents living in poverty following the pandemic. The renewal process would involve engagement and feedback from residents, including those in priority populations, partners, and City and County Administration;
- Support Networks and Strategies – The strategies and networks of support services related to addressing poverty have changed since 2016. Various poverty-related strategies have been released since 2016, including the Government of Canada's first poverty reduction strategy, Opportunity for All, which included for the first time in Canada's history an official definition of poverty and official measurement of poverty; the Province of Ontario's poverty reduction strategy Building a Strong Foundation for Success, released in 2020. Local poverty-related strategies that have been released include, but are not limited to, ProsperUs Coming Together – Building A Hopeful Future for Children and Youth in Windsor-Essex County; the Windsor-Essex Regional Community Safety and Well-Being Plan, and the Home Together: Windsor-Essex Housing & Homelessness Master Plan; and the Windsor Essex Community Opioid and Substance Strategy (WECOSS). The renewed strategy would aim to develop policies, increase access to services and deliver programs in the most effective

and efficient manner, while optimizing resources and focusing on high-impact outcomes for residents impacted by poverty;

- **Data-Informed Decision-Making** – The availability of new, rich data has increased at all levels of government. Research development, as well as the availability of new census data from Statistics Canada, provide the opportunity for deeper insights and understanding of poverty. 2021 Statistics Canada census data, for example, reveals that while the prevalence of low-income (based on the low-income measure, after tax) in Windsor CMA has decreased to 11% (47,000 residents) from the 2016 census, the unemployment rate has increased to 16%. The COVID-19 pandemic as well as related government restrictions and regulations impacted poverty indicators, including low-income and unemployment levels. At the local level, data collection efforts and access to data have improved since 2016. For example, the City of Windsor Housing Department's Windsor-Essex By Names Prioritized List (BNPL) and Homeless Individuals and Families Information Systems (HIFIS) are examples of the improved quality and access to rich local data. Additionally, the Central Housing Registry (CHR) indicates that the housing waitlist has 6,631 individuals as of March 2023, which is a 50.12% increase compared to 2017. Increased access to data will help to understand the needs and challenges of addressing poverty in Windsor-Essex. The renewed strategy will be rooted in data insights and standardized measurements, applying best practices in data methods.

Taking into consideration all of the significant changes since 2017, Social Policy & Planning has issued a Request for Proposal (RFP) to renew the regional poverty reduction strategy with the assistance of a consultant. The consultant will engage in a regional public consultation process, which will inform a renewed vision, framework and priorities for P2P. The renewed strategy will be aligned with the current term of City and County Council. Upon Council's approval of this report, the current P2P-funded initiatives and programs will be formally notified of administration's intent to conduct the consultation for the renewal of the P2P strategy in 2023. The recommended strategy will be brought to City and County Council for final approval. The Council-approved P2P strategy will guide the direction for future P2P-funded programming in 2024.

Risk Analysis:

The relevant criteria outlined on the Corporate Risk Assessment tool indicates the following:

Resource Risks: No additional funds are requested to release an RFP for the P2P Strategy Renewal.

Cross-Corporate Impact Risks: P2P provides funding allocations to the City of Windsor Transit and Leamington Transit (Affordable Pass Program), as well as the City of Windsor Recreation and County Recreation Departments (Subsidized Recreation Program and Brokerage Program). These initiatives are well aligned with the poverty reduction strategy and are expected to remain in the renewed strategy as they are considered a current best practice in municipalities across Canada.

Community Impact Risks: The proposed renewed poverty reduction strategy is intended to reduce the impact of poverty on residents of our community through the establishment of programs and planning efforts, which focus on the root causes of poverty rather than its symptoms. Human and Health Services, in alignment with our community partners, will continue to strive towards reducing poverty in Windsor-Essex County.

Climate Change Risks

Climate Change Mitigation:

N/A

Climate Change Adaptation:

N/A

Financial Matters:

The total 2022 approved base budget for programming and administration of the Pathway to Potential Program is \$2,182,099. At the time this report was finalized the 2023 budget had not yet been approved pending consideration by City Council during the upcoming 2023 budget deliberations. This program is funded through discretionary contributions by the City and County as shown below:

Municipality	2022 Pathway to Potential Budget
City of Windsor	\$1,512,545
County of Essex	\$669,554
Total Funds	\$2,182,099

Consultations:

Jennifer House, Financial Planning Administrator

Karina Richters, Supervisor Environment Sustainability & Climate Change

Alex Vucinic, Manager Purchasing

Jennifer Tanner, Manager Homelessness & Housing Support

Diane Wilson, Manager Social & Affordable Housing

Conclusion:

Poverty has no single cause and different groups face different barriers to economic self-sufficiency. The City of Windsor will work in collaboration with the County of Essex, sector partners and, through consultation, with the public and individuals with lived/living experience on a renewed strategy. The City and County are committed to the goal of

reducing poverty through innovative programming, strategic community collaborations and enhanced capacity. The renewed strategy will continue to focus on addressing the needs and challenges of residents living in poverty while being rooted in data-informed decision-making and optimizing available community resources.

Planning Act Matters:

N/A

Approvals:

Name	Title
Charmaine Valbuena	Coordinator Social Planning
Linda Higgins	Manager Intergovernmental Funding & Human Services Integration
Stephen Lynn	Manager Social Policy & Planning
Andrew Daher	Commissioner Human & Health Services
Joe Mancina	Chief Financial Officer/Treasurer
Onorio Colucci	Chief Administrative Officer

Notifications:

Name	Address	Email
Mary Birch, Interim CAO, County of Essex	360 Fairview Ave. W, Essex W ON N8M 1Y6	T: (519) 776-6441 ext. 1335 E: mbirch@countyofoessex.ca
Lorraine Goddard, Chief Executive Officer, United Way Centraide/Windsor-Essex	300 Giles Blvd. E, Windsor ON N9A 4C4	T: (519) 259-6187 E: lgoddard@weareunited.com
Alicea Fleming, Manager, United Way Centraide/Windsor-Essex	300 Giles Blvd. E, Windsor ON N9A 4C4	T: (519) 259-6174 E: afleming@weareunited.com
Shelley Fellows, Co-Chair ProsperUs	300 Giles Blvd. E, Windsor ON N9A 4C4	E: shelleymfellows@gmail.com
Jessica Sartori, Co-Chair ProsperUs	300 Giles Blvd. E, Windsor ON N9A 4C4	E: jessica@p42systems.com
Lisa Kolody, Executive Director, Windsor Essex Community Foundation	3200 Deziel Dr., Unit #511, Windsor ON N8W 5K8	T: (519) 255-6572 E: lkolody@wecf.ca

Name	Address	Email
Ryan Couture, Executive Director, Access County Community Support Services	23 Mill St. W, Kingsville ON N9Y 1W1	T: (519) 733-8983 x. 34 E: RCouture@accesscounty.ca
Kathy DiBartolomeo, Executive Director, Amherstburg Community Services	320 Richmond St., Amherstburg, ON N9V 1H4	T: (519) 736-5471 E: execdirector@amherstburg-cs.com
Seamus Callaghan, Operations Manager, CAW Local 200-Computers for Kids	4150 Sandwich St., Windsor ON N9C 1C5	T: (519) 253-5437 E: scallaghan@cfkcanada.org
Chris Vilag, President, CAW Local 200-Computers for Kids	4150 Sandwich St., Windsor ON N9C 1C5	T: (519) 253-5437 E: cvilag@cfkcanada.org
Barb Brown, Executive Director, Connections – An Early Years Family Centre	795 Giles Blvd. E, Windsor, ON N9A 4E5	T: (519) 252-9696 x. 202 E: bbrown@connectwithus.ca
Brett Palmer, Senior Manager Recreation Services, Town of Tecumseh	12021 McNorton St., Tecumseh ON N8N 3Z7	T: (519) 735-4756 x. 424 E: bpalmer@tecumseh.ca
Katie Gibb, Executive Director, Drouillard Place	1102 Drouillard Rd., Windsor ON N8Y 2R1	T: (519) 253-1073 x. 202 E: kgibb@drouillardplace.ca
Cynthia Cakebread, Manager Recreation, Town of Essex	242 Talbot St. N, Essex, ON N8M 2E1	T: (519) 776-7336 x. 1352 E: ccakebread@essex.ca
Joyce Zuk, Executive Director, Family Services Windsor-Essex	1770 Langlois Ave., Windsor ON N8X 4M5	T: (519) 966-5010 x. 1018 E: jzuk@fswe.ca
Karen Loney, Manager Recreation Programs and Special Events, Town of Kingsville	2021 Division Rd. N, Kingsville, ON N9Y 2Y9	T: (519) 733-2123 E: kloney@kingsville.ca
Frank Jeney, Division Leader – Community Services, Municipality of	419 Notre Dame St., Belle River, ON N0R 1A0	T: (519) 727-0470 x. 512 E: fjeney@lakeshore.ca

Name	Address	Email
Lakeshore		
Scott Bisson, Manager Culture and Recreation, Town of LaSalle	2121 Laurier Parkway, LaSalle, ON N9J 0B4	T: (519) 969-7771 X. 4114 E: sbisson@lasalle.ca
Terry Symons, Manager Recreation, Municipality of Leamington	249 Sherk St., Leamington ON N8H 4X7	T: (519) 326-5761 x. 2101 E: tsymons@leamington.ca

Appendices:

- 1 2020-2021 Annual Impact Report

2020 -2021

Annual Impact Report





Background

The City of Windsor and County of Essex’s **9-Point Social Investment Plan, Pathway to Potential**, is designed to positively impact the lives of residents by building on existing community capacities and resources to:

The 9-point Social Investment Plan builds on existing community capacities and resources to:

CITY OF WINDSOR

COUNTY OF ESSEX INVESTMENT

\$2.1M

EACH YEAR SINCE 2017



1 Promote foundational services or programs that support those who require assistance with basic needs



2 Work with lead community organizations on key projects aimed at improving the quality of life for residents



3 Champion opportunities toward betterment for residents at senior levels of government



4 Enhance or collaborate on equity and social inclusion frameworks to existing municipal programming



5 Remove transportation barriers for individuals living on a low-income



6 Create inclusive opportunities for children in low-income families through recreation and culture



7 Invest in neighbourhoods impacted by poverty and other complex community challenges



8 Communicate the strengths and community achievements through strategic promotion

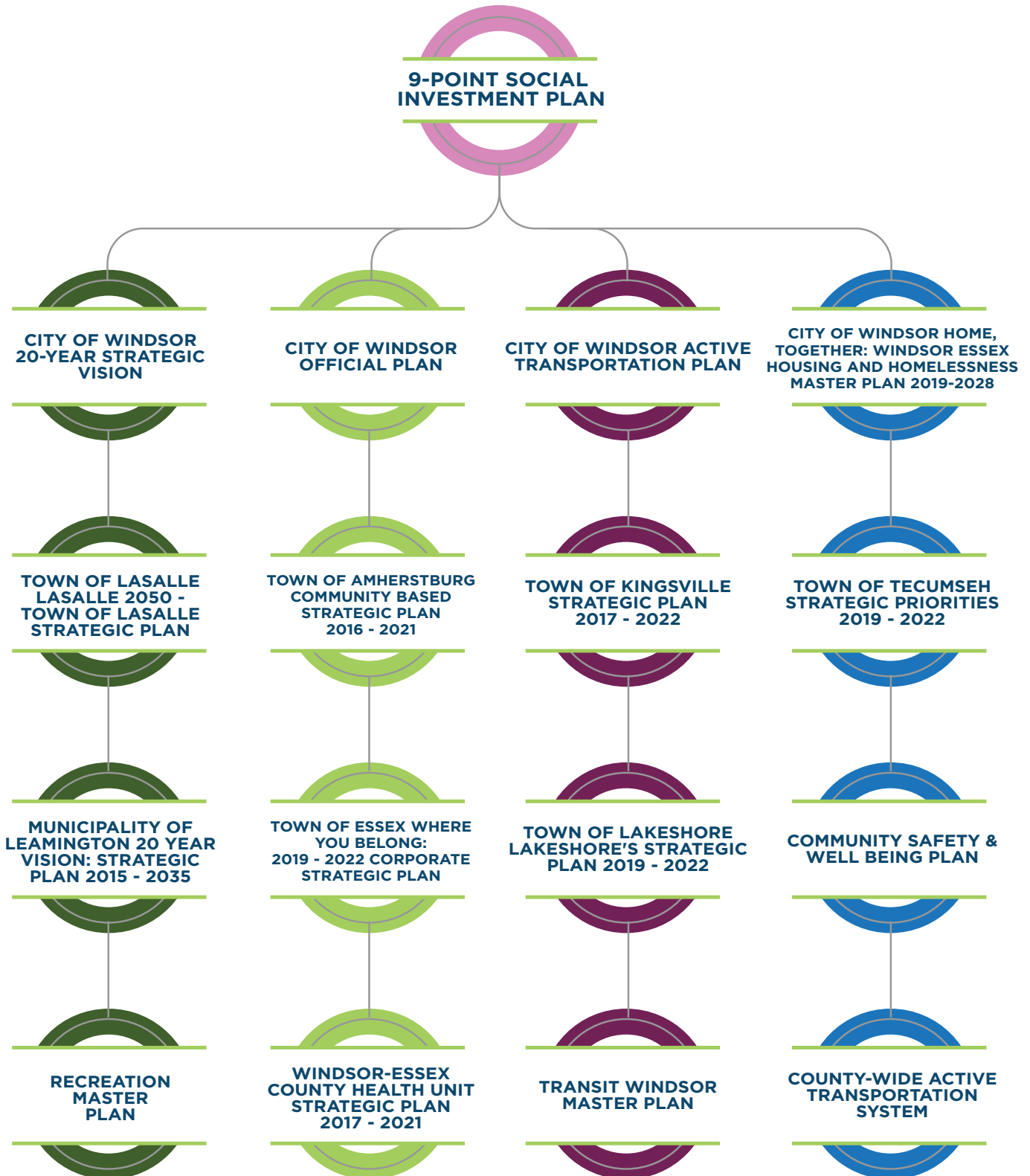


9 Utilize best practices in data collection, analysis and reporting to enhance social investments

Through this plan, Pathway to Potential (P2P) provides funding for local programs across Windsor-Essex, including community agencies that **support vulnerable youth and families**; works with municipal departments to **remove accessibility and financial barriers**; and collaborates with community leaders (collaborative leadership) toward a **shared vision of community prosperity**.

Alignment with Municipal Strategic Plans

P2P makes critical social investments that not only advance the objectives within its 9-Point Social Investment Plan, but also aligns with the objectives of various municipal and regional strategic plans:



The Impact of COVID-19

In 2020 and 2021, COVID-19 continued to bring unprecedented challenges around the world. In Ontario, the provincial government announced a state of emergency on March 17, 2020. The City of Windsor declared a state of emergency on March 19, 2020 and COVID-19 restrictions were ordered across Windsor-Essex County. Schools remained closed past the week of March Break, employees were faced with large lay-offs, as workplaces and community organizations closed, and many adapted to remote or virtual methods of service. Individuals and families isolated at home as much as possible to limit the spread of COVID-19 throughout the community.

COVID-19 and government restrictions impacted vulnerable populations to greater degrees of severity than the general population. Workers in low-wage, precarious and temporary jobs faced a greater likelihood to work interruption and income loss (Messacar et al., 2020). Labour Force Surveys conducted by Statistics Canada in 2020 revealed that employment among low-wage workers fell significantly more compared to all other paid employees. For example, between February and April 2020, employment among employees earning less than \$16.03 per hour fell by 38.1%, compared with a decline of 12.7% for all other paid employees (Statistics Canada, 2020).

The pandemic also impacted the mental and physical health of many Canadians. School closures, increased unemployment, isolation restrictions and concerns over the virus increased or triggered mental health concerns for individuals. Research by Statistics Canada on COVID-19's impact on mental health reported increases in survey respondents identifying fair or poor mental health and decreases in respondents identifying very good or excellent mental health (Statistics Canada, 2020). An April 2020 Windsor-Essex County Healthy Unit survey of Windsor-Essex service providers reported that "feeling isolating and fear of getting ill from the COVID-19 virus were the top two concerns facing clients, identified as a challenge by 87% and 78% of respondents, respectively."



Through critical social investment programming, P2P and its partners continued to support the region's vulnerable populations to address the challenges brought on by the pandemic. Within the Windsor-Essex region, CommUnity Partnership continued to provide service in-person and provided counselling and mental health supports for residents in social housing neighbourhoods. Despite being closed for the majority of 2020 and 2021, recreation service providers offered services through alternative formats including, universal programming and online sessions. Universal programming initiatives included the

Town of Kingsville's Play in the Park and the Town of LaSalle's Park Power Hour. The City of Windsor's Brokerage Program also partnered with 14 local sports and cultural organizations, providing recreation services to 172 local children and youth from low-income families. In 2021, P2P conducted a Virtual Program Survey to assess the experience of Drouillard Place youth during the pandemic, and the impact of remote programming supports provided through the program. Of the survey respondents, youth reported a positive impact on the remote programming provided by Drouillard Place and approximately 97% felt supported by program staff.

57% youth survey participants age 15 to 17 reported decreases in their mental health conditions prior to the implementation of physical distancing measures

(Statistics Canada, 2020, July 23)

Pathway to Potential also collaborated on City of Windsor and community initiatives. Initiatives included the Isolation Recovery Centre, participation in the High Priority Communities Initiative, Families-to-Families gift card distribution in 2020 where grocery store gift cards were distributed to community agencies such as the Unemployed Help Centre and Drouillard Place and promotion of Connections' Be Back Soon Program for providing unlicensed short-term childcare while parents attended vaccine appointments.

COVID-19 imposed significant challenges to the Windsor-Essex region, particularly for residents living on low-income and in poverty. The provision of social services had proven even more critical in times of complex, global challenges as participation levels within P2P-funded programs experienced significant rises when facilities and operations reopened. The 2020-2021 P2P annual impact report not only reflects on the program's progress towards poverty reduction, it also reflects on the community's strengths in meeting local needs amidst global challenges.

172 local children and youth from low-income families participated in 14 local sports and cultural organizations funded through the City of Windsor's Brokerage Program.

P2P in the Windsor-Essex Community

In 2020 and 2021, P2P collaborated with 8 community partners and 8 municipal partners to deliver programs and services that support the 9-Point Social Investment Plan. P2P also distributed funding to local partners and initiatives to support residents during the global COVID-19 pandemic.

Connections an Early Years Family Centre offers the Be Back Soon program, which gives eligible parents and caregivers an opportunity to leave their children, 0 to 6 years of age, under unlicensed child care for a short period while attending medical, legal, social service or counselling appointments, job interviews or workshops.

ACCESS County Community Support Services Garden-To-You Social Enterprise and Employment program provides paid employment and training opportunities for ODSP and OW recipients, and other individuals on a low-income, to increase their income and to help gain valuable job experience. Community gardens are a vital source of ACCESS' program success. Community gardens are the source from which CSA produce is grown. Community gardens increase access to nutritious food, reduce risk of obesity and obesity-related diseases, improve dietary habits through education, increase physical activity and improve food security. ACCESS collaborates with community partners such as service agencies and schools to establish community gardens.

Computers for Kids refurbish computers and laptops received through private, public and corporate donors and distribute the computers to children living in low-income and not-for-profit agencies.

CommUnity Partnership (CUP) revitalizes neighbourhoods, builds resilience, and creates a healthy, supportive community. Their programming focuses on the provision of six broad categories: health care/self-care, food security, recreation, community sharing and advocacy. CommUnity Partnership operated at four social housing locations: Reginald, Glengarry, 920 Ouellette Avenue and 255 Riverside Drive.

Windsor Essex Community Housing Corporation provides a free summer recreation program for children between 4 and 17 years of age in seven local social housing communities. The program provides participants with an opportunity to participate in various positive recreational and social inclusion activities during the summer months.

Drouillard Place hosts multiple after school programs in the Ford City and Grandview communities for youth and teens aged 5 - 17, which provide help with homework, digital literacy and access to technology, life and social skills development, nutritious food, leadership and community engagement, recreational activities and more.

Building Bridges Erie Shores (The Bridge) Leamington Youth Centre provides services for youth ages 14 to 24 including resources, referrals and partnership support in housing, life coping skills and counseling, as well as a wide range of drop-in activities and special events. The organization also opened the Quiring Family Fresh Start supportive housing facility in January 2020, which focuses on supporting youth for up to a year towards independent housing, family reintegration and permanent housing with supports.

Transit Windsor provides a 49% discount toward the purchase of a 30-day bus pass for eligible families living with low income. Providing access to affordable transportation reduces

barriers for low-income households and assists with travel to work, school and/or services across the community.

Amherstburg Community Services establishes partnerships with various community organizations to offer children 0 to 17 years living on low income the opportunity to participate in recreational and sports activities offered through the community organizations at 10% of the program cost.

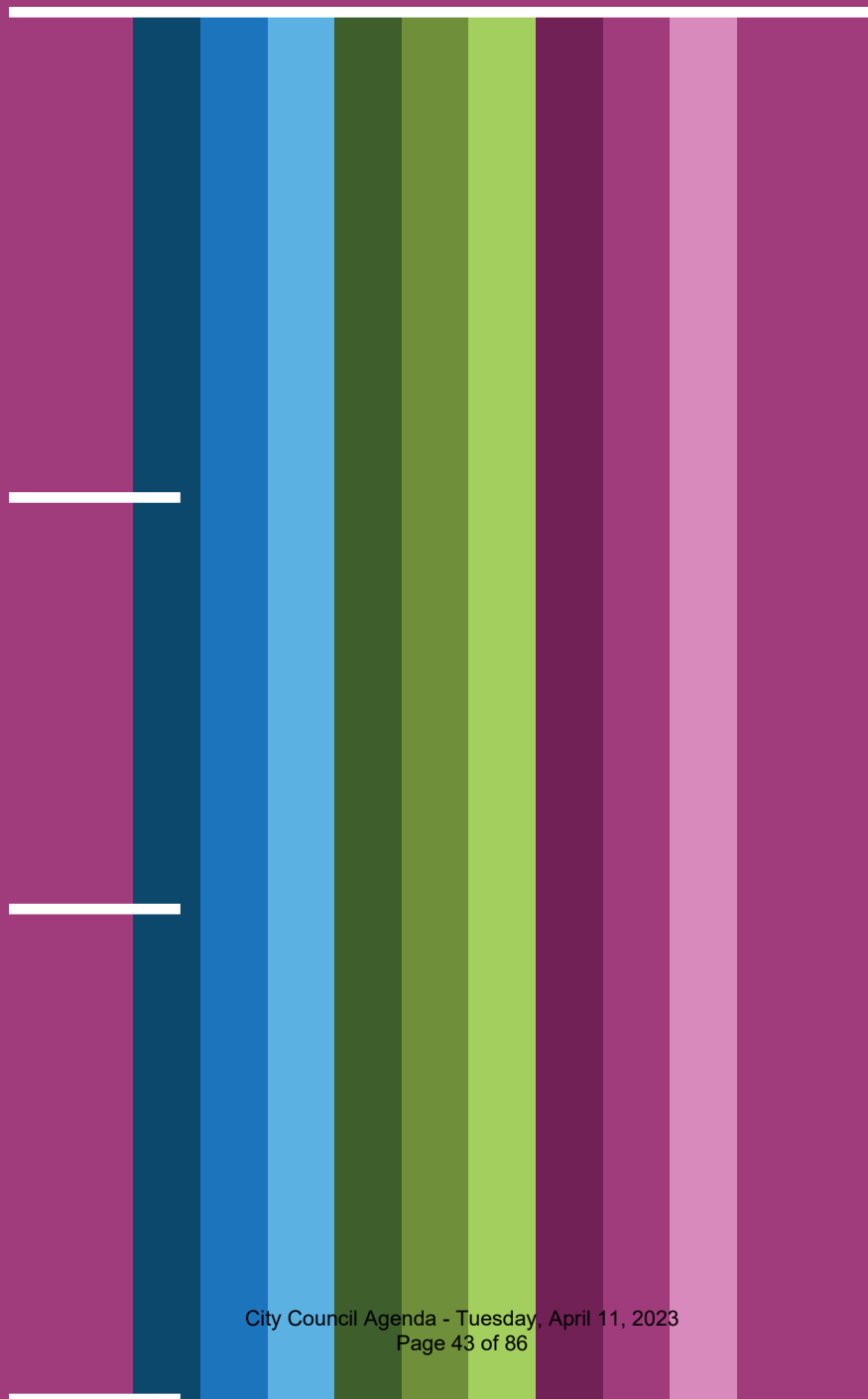
Municipal Recreation Partners continue to collaborate with Pathway to Potential to promote social inclusion through recreational, cultural and artistic programs for eligible low-income families in Windsor-Essex County. Programs in the City of Windsor are available at a 90% discount for eligible children 0 - 17 years of age and include internal recreation program, Windsor Aquatics and external brokerage programs. 90% recreation program discounts and external brokerage programs for low-income families are also available across municipalities in Essex County, including Essex, Kingsville, Lakeshore, LaSalle, Leamington and Tecumseh

- a. **P2P Brokerage Program:** Each municipal recreation partner utilizes P2P funding towards brokerage programs. Brokerage programs provide subsidies to external community organizations throughout Windsor-Essex County so that all eligible children and youth have the opportunities to participate and in organized recreational and cultural programming.

The graphic features a green map of Windsor-Essex County with various partner logos overlaid. The logos include: a blue sun-like icon, a house with 'CHC' text, a tree with hands, a transit Windsor logo, a computer monitor with a person icon, a tree with leaves, a circular logo for 'ACS AMHERSTBURG COMMUNITY SERVICES', a yellow speech bubble, and 'THE BRIDGE LEAMINGTON YOUTH RESOURCE CENTRE'. The text 'Community + Municipal Partners' is written in large blue and white font. Blue wavy lines are scattered around the map.



EVALUATING IMPACT





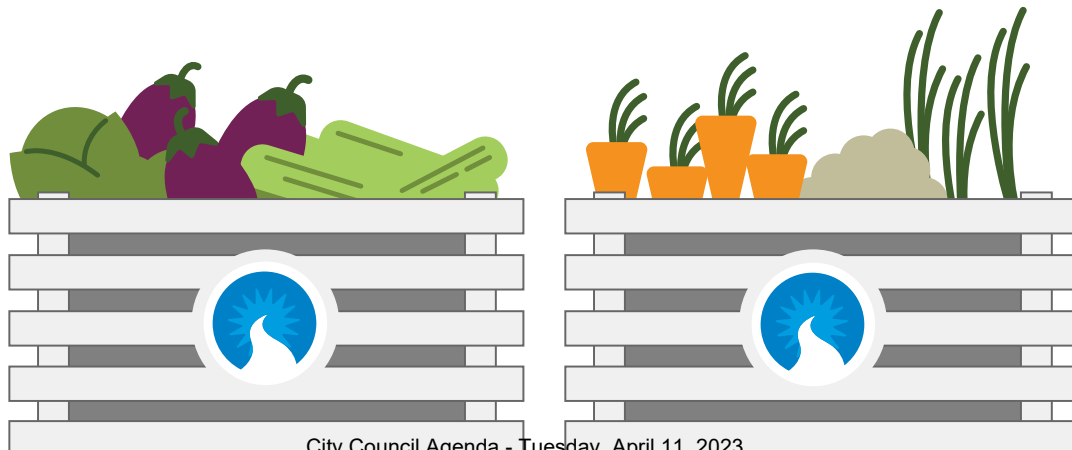
1 Promote foundational services or programs that support those who require assistance with basic needs

Between 2016 and 2019, ACCESS staff level was an annual average of 80 employees and ACCESS generated an annual average of \$23,112 in revenues from Community Supported Agriculture (CSAs) and Farmers Markets. Throughout 2020, ACCESS operated the program at reduced levels. ACCESS gradually returned to normal operations in 2021 as government eased restrictions.

- * **In 2020, ACCESS staff level was 22 and ACCESS generated a revenue of \$3,200 in CSAs**
- * **In 2021, ACCESS staff level was 66 and ACCESS generated a revenue of \$43,000 in CSAs and Farmers Markets**

The Bridge resource centre was closed for the majority of 2020. Pathway to Potential provided funding for The Bridge to provide mental health sessions as well as education and training programs. The Youth Independence Program provides participants with life skills training, employment supports and individualized goal planning.

- * **100 unique youth accessed the centre**
- * **59 mental health sessions held**
- * **28 participants enrolled in education and training programs including the Youth Independence Program and Head Space Family App Program**
- * **Acquired new technology and increased digital access for youth**





2 Work with lead community organizations on key projects aimed at improving the quality of life for residents

RentSmart Ontario is a housing stability model offering education, life skills and support to tenants, landlords and community organizations with one goal, successful tenancies. In 2020 and 2021, Pathway to Potential and Housing Services worked together to continue to support RentSmart educators in Windsor-Essex County.

- * **Partnered with Women's Enterprise Skills Training of Windsor, Canadian Mental Health Association - Windsor-Essex County Branch, ACCESS Community Support Services and The Bridge to deliver RentSmart courses**
- * **13 RentSmart courses were delivered to 114 Windsor-Essex residents**
- * **Female newcomer and youth (42%) made up the majority of participants**

Women: Newcomer & Youth	48	42%
Newcomer Women	37	32%
Youth	14	12%
Francophone	15	13%
	114	100%

In 2021, Connections Early Years Family Centre's Be Back Soon program extended no-cost unlicensed short-term childcare to qualifying parents in high priority neighbourhoods with young children while they attended vaccine appointments. The program's intention was to remove barriers for families that have no one to watch their children while getting their vaccinations.

- * **15 families accessed the program and 17 children were cared for while parents/caregivers attended their vaccination appointments.**
- * **Windsor-Essex County Health Unit (WECHU) held three mobile vaccination clinics at Early Years Centre between October and December 2021. Registered Early Childhood Educators from the Be Back Soon Program provided childcare while parents and caregivers received their vaccination. 8 children were cared for through the program.**

DID YOU KNOW?

The High Priority Communities Initiative is a collaborative effort with community partners and led by the Canadian Mental Health Association - Windsor Essex County Branch. The high priority communities included areas in Windsor-Essex with higher rates of COVID-19 and lower rates of vaccination compared to the region: West Windsor, Downtown, East Windsor, Leamington and Kingsville. Targeted supports have included pop-up vaccination clinics in these communities, free transportation to vaccination clinics, and the Be Back Soon childcare program.



3 Champion opportunities toward betterment for residents at senior levels of government

DID YOU KNOW?

In 2021, Statistics Canada began to develop an interactive tool to better understand the indirect impacts of COVID-19 on children and youth (Lifting the Burden on Kids, Statistics Canada, 2021).

- * **Participation in the National Conversation of Place-Based Poverty Reduction with Employment and Social Development Canada; Lifting the Burden of Kids**
- * **Participation in the End of Poverty Communities Reducing Poverty National Gathering**
- * **Participation in the Poverty and Homelessness Roundtable at the Canadian Urban Institute Conference**
- * **Participation in the Vibrant Communities End of Poverty Conference**
- * **Participation in Tamarack Communities of Practice with Municipal Practitioners**

P2P
Participates





4 Enhance or collaborate on equity and social inclusion frameworks to existing municipal programming

Through their efforts, Computers for Kids promotes a socially equitable and environmentally sustainable strategy for older computers and laptops. Computers are refurbished and distributed to children and students living on low-income or identify as needing the hardware. By donating computers to the program, e-waste is diverted from the landfill. Increased access to computers enables recipients an equal opportunity to learn in-demand computer skills and to succeed in school

*** 2,382 computers were distributed to children, students and social service agencies**

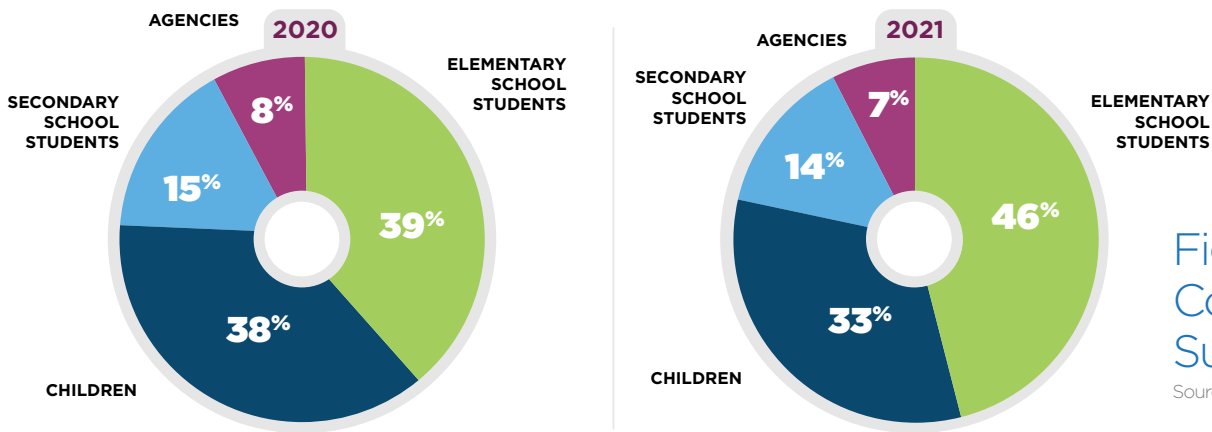


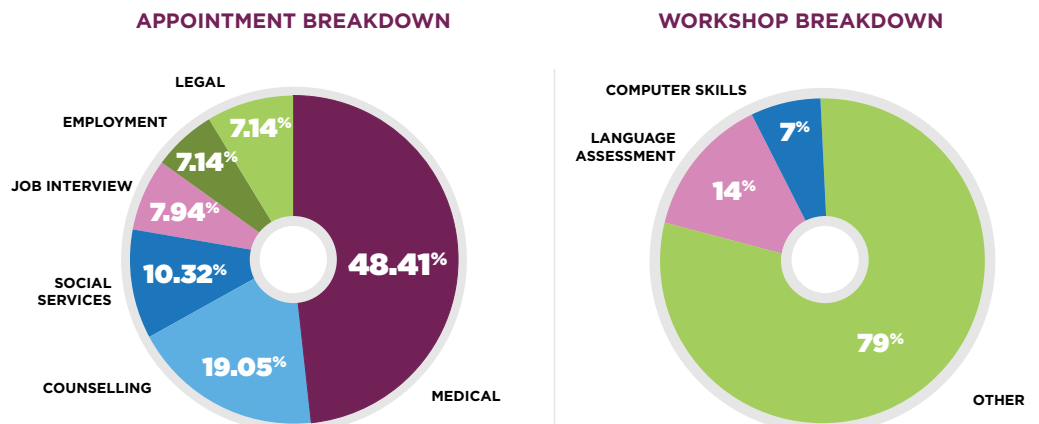
Figure 1
Computers Supplied
Source: CAW Local 200

Connections' Be Back Soon program experienced a significant rise in use of child care between 2020 and 2021 as government restrictions were lifted.

*** 796 parents accessed free, unlicensed short-term childcare**

Figure 2 Purposes for Accessing Childcare

Source: Connections An Early Years Family Centre





5 Remove transportation barriers for individuals living on a low-income

Transit Windsor services were briefly stopped in 2020 and when resumed, buses required social distancing practices and masking while operating on reduced schedule.

- * **10,211 households participated in Transit Windsor’s Affordable Pass Program (APP) (household participation indicated eligible members within the household being approved to participate in APP for a given period)**
- * **Of the respondents who participated in a 2020 survey, school (31%) was the greatest reason for travel with medical (23%) being the second greatest reason**

DID YOU KNOW?
 Transit Windsor now allows children 12 and under ride free with a paying rider.
AND
 Transit Windsor has added 15,000 service hours to the system, including adding a new route, 518X.

Figure 3
Affordable Pass Program Participation

Source: Transit Windsor

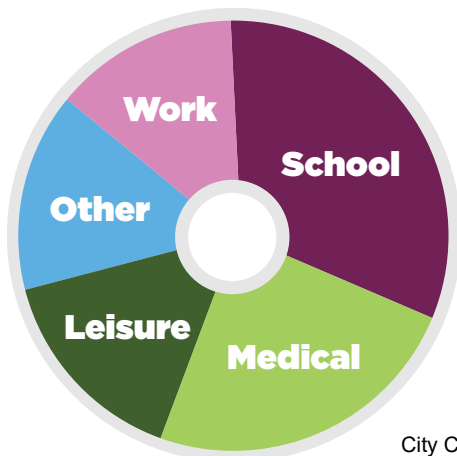
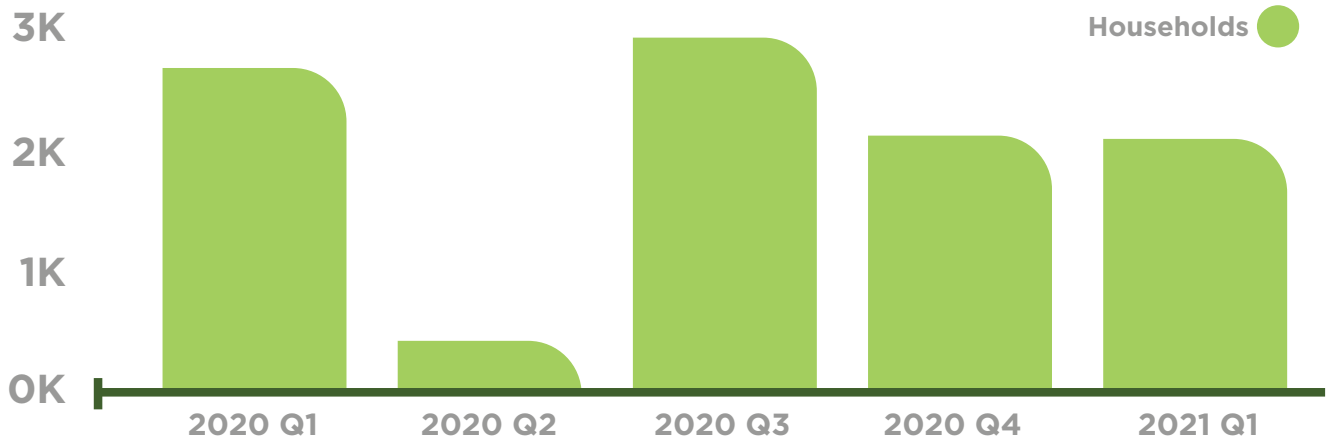


Figure 4 - Reasons for Travel

Source: Transit Windsor





6 Create inclusive opportunities for children in low-income families through recreation and culture

Windsor Essex Community Housing Corporation’s Recreation Program ran between July and August 2020 at seven of its locations. Recreation program activities include games, food and field trips. 432 children attended the program with the age majority being between 6 and 12 years old (74%).

Discounted recreation programming promotes social inclusion through recreational, cultural and artistic programs for eligible low-income families in Windsor-Essex County. The pandemic limited the programs available due to closures of recreational facilities. Recreation service providers altered the provision of their programs including offering recreational programs virtually and offering drop-in activities at local parks for members in the community to participate.

- * **Town of Kingsville offered Play in the Park**
- * **Town of LaSalle offered Parks Power Hour**
- * **The City of Windsor expanded their summer camp eligibility to cover up to all nine weeks of summer camp versus their regular two-week P2P coverage**
- * **City recreation program participation totaled 2,136 and County recreation program participation totaled 5,848**
- * **The City of Windsor’s Brokerage Program funded 14 local organizations, who provided recreational and cultural programming to 172 children and youth from low-income families**
- * **The City of Windsor’s Aquatic and Adventure Bay programs did not run for the majority of 2020 and 2021. In early 2020, 422 passes were sold to residents.**

Figure 5 - City of Windsor and Essex County Recreation Program Participation, 2020 and 2021

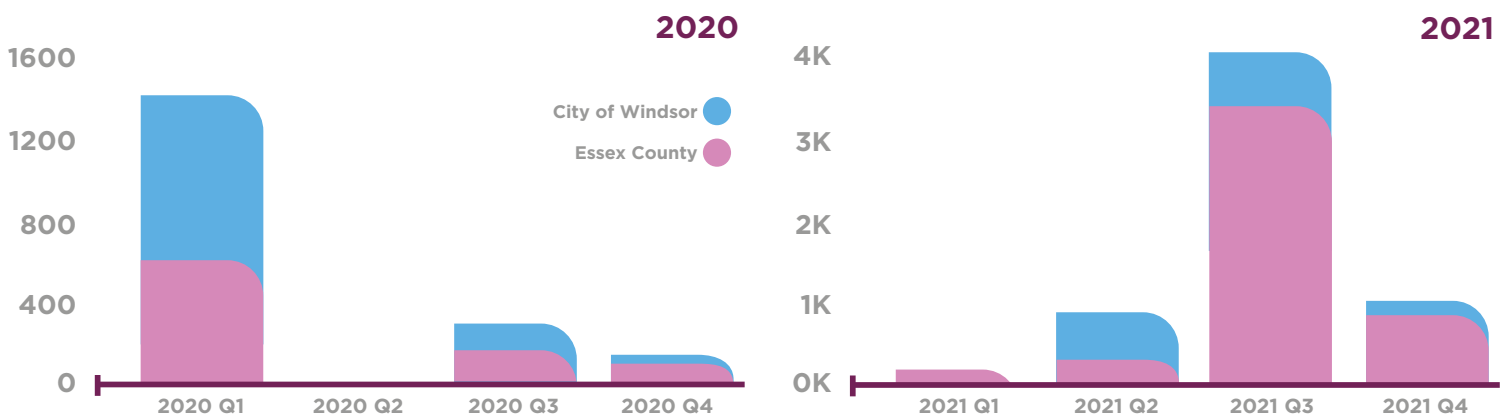




Figure 7 – City of Windsor Recreation Brokerage Partners

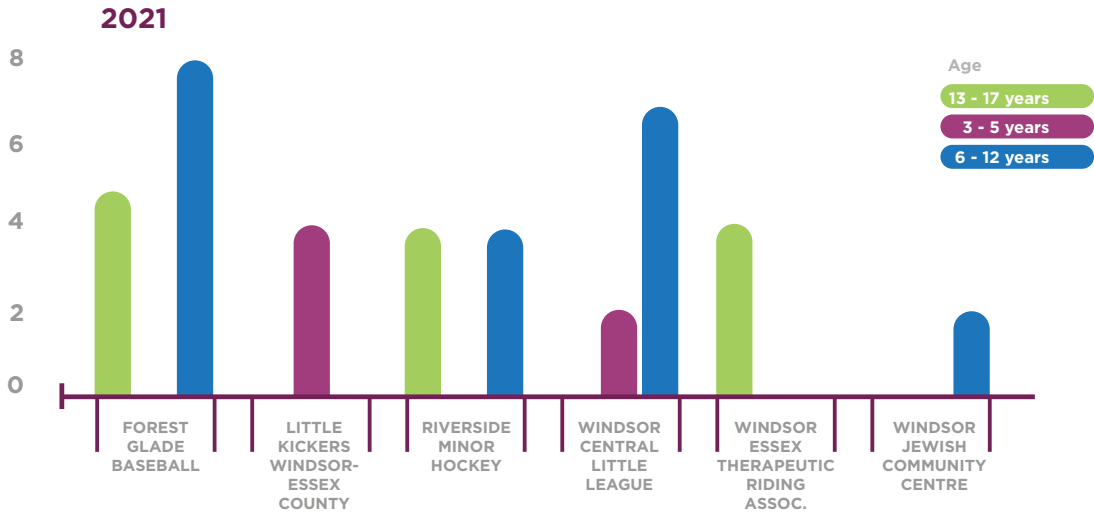
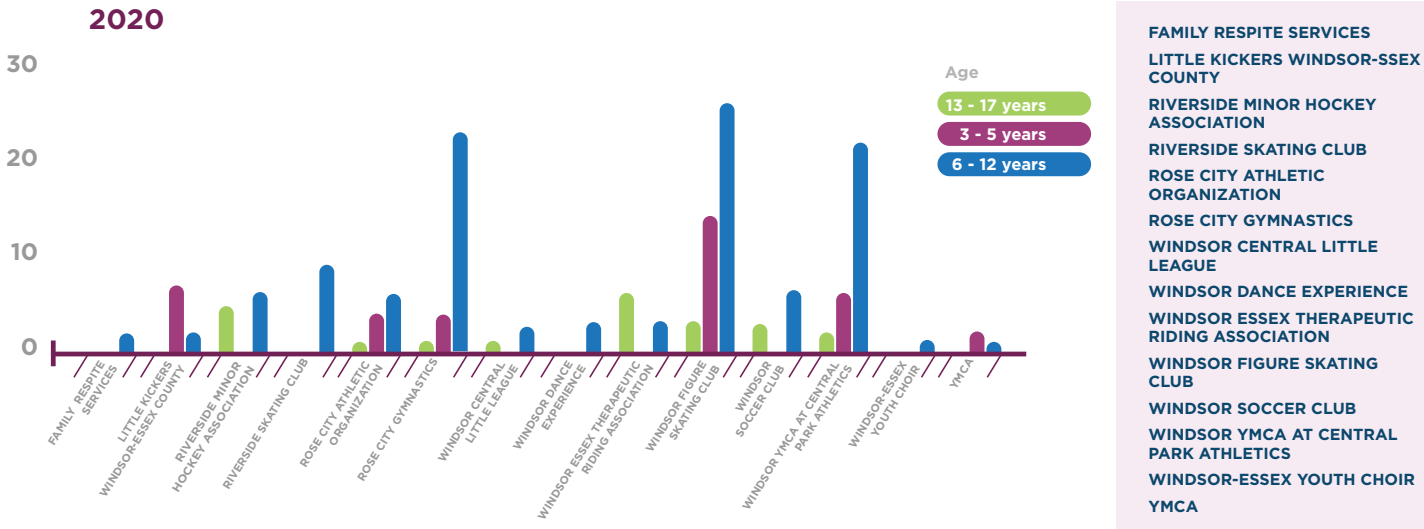
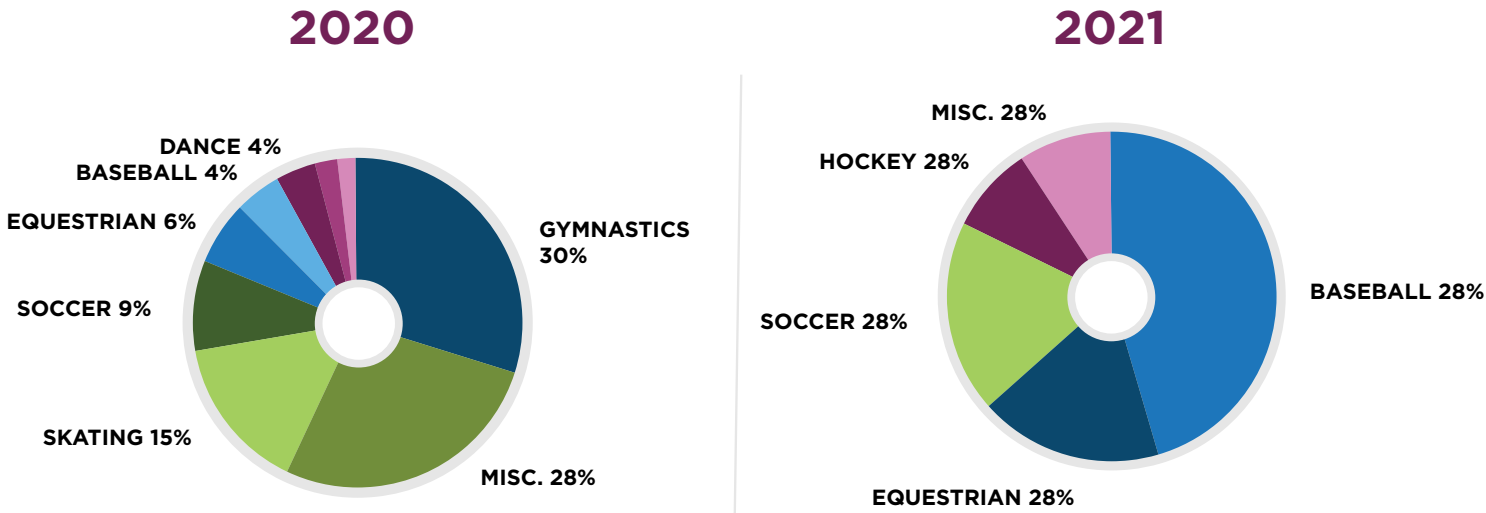


Figure 8 - Breakdown of Brokerage Program



Source: City of Windsor



7 Invest in neighbourhoods impacted by poverty and other complex community challenges

CommUnity Partnerships provided programming and services, which support residents within social housing locations within Windsor-Essex County. CommUnity Partnerships were present in 255 Riverside, Glengarry, Ouellette Manor and Reginald. CommUnity Partnerships ended its programming in Leamington and Drouillard Terrace in Spring 2020. Within the locations that CommUnity Partnerships was present, the programming and activities they delivered include afterschool programming, assertive outreach, counselling, mental and physical health, outreach events and vegetable distribution.

- * **Between 2020 and 2021, CUP delivered 1,137 advocacy and mental-health events, 984 interventions and 984 hours of after-school programming**
- * **6,548 –Number of times CUP’s services and programs were accessed across all locations**
- * **Reginald’s STARS and READY after-school programs were the highest accessed services between both 2020 and 2021; a total of 546 STARS participants and 300 READY participants**
- * **At 255 Riverside, counselling services were the most accessed service with a total of 164 between 2020 and 2021**
- * **In 2020, CUP space and resources was provided at Ouellette Manor for community partners to deliver 11 unique Hub programs, which was attended by 2,912 participants**
- * **In 2020, CUP space and resources were provided at Ouellette Manor and Glengarry for community partners to deliver Hub programs. At Ouellette Manor, 11 unique programs were attended by 2,912 participants. At Glengarry, 2 unique programs were attended by 259 participants.**

DID YOU KNOW?

CUP staff continued to meet with clients in person with appropriate safety protocols throughout the pandemic.



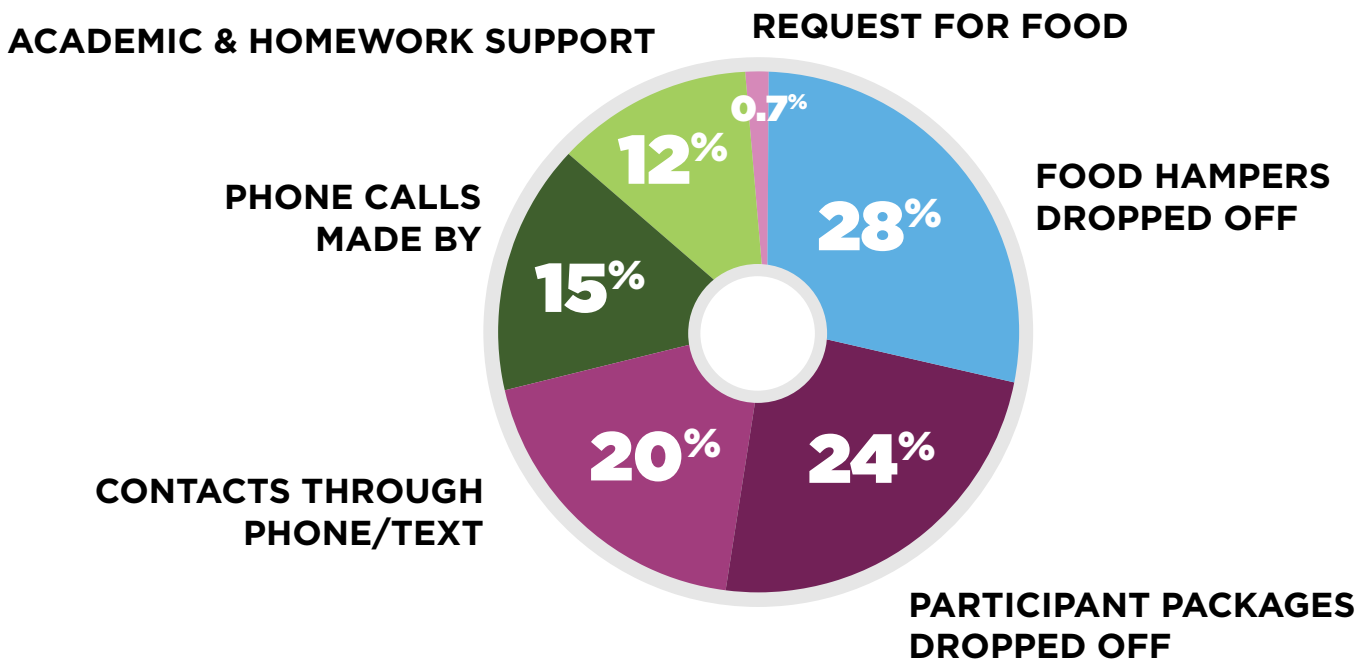


Drouillard Place’s two locations, Grandview and Teen Centre, operated at reduced levels due to the pandemic and government restrictions. Both locations continued to offer some of their services and also introduced new services. The provision of alternative services reflects the program’s responsiveness to meeting the needs of low-income residents, particularly during a time of crisis. 2021 signified a gradual return to pre-pandemic levels as government restrictions lifted.

- * **Between 2020 and 2021, total program participation at both locations equalled 448.**
- * **Academic and Homework Support (42%) remained a highly utilized service.**
- * **Deliveries of food and supplies were the most utilized service by residents and made up approximately 62% of total services accessed**

The majority requests for academic support were in the areas of math (50%) and sciences (29%)

Figure 12 - 2021 Program Breakdown



Source: Drouillard Place



8 Communicate the strengths and community achievements through strategic promotion

In 2020, P2P with the City of Windsor released a promotional video through YouTube with the Executive Director of Drouillard Place, the video highlighted how Pathway to Potential, through its 9-Point Social Investment Plan, continued to serve its participants through programs like those offered at Drouillard Place amidst COVID-19 restrictions.

- * **Viewed 105 times and received 4 likes**
- * **Received 28 reactions, 14 comments and 5 shares through the City of Windsor's Facebook**
- * **The video was shared on the City of Windsor's Facebook page and received 28 reactions.**

P2P was asked to present about poverty and social investment efforts to students at the University of Windsor in the Leadership Experience for Academic Direction (LEAD) program.

- * **More than 60 people attended the virtual presentation in 2020**

P2P and local partners promoted the Families-to-Families gift card initiative through a media event in July 2020 at Drouillard Place. The event was attended by Mayor Drew Dilkins.

- * **Received 67 views on YouTube, as well as 106 reactions.**

The Solcz Family Foundation, the Windsor Spitfires "Family", City of Windsor, Pathway to Potential and the WindsorEssex Community Foundation established the Families to Families initiative to ensure 3,500 families with children received a \$100 grocery store gift card with children receiving Ontario Works.

Source - City of Windsor

P2P held a virtual lunch and learn webinar in 2020 to mark the **International Day for the Eradication of Poverty**. The presentation included information on Canada's new poverty line, low-income statistics in Windsor Essex, a segment on children and youth in low-income families, and a discussion on the impacts of COVID-19 on the local population. P2P partners Drouillard Place and CommUnity Partners shared information about the adaptations of their youth programming during COVID-19.

170 participants attended **6 virtual lunch and learns** presented to the community in 2021: Property Tax Relief (January), Income Tax Services (February), Presentation to NCCE Inc. (June), Impact of COVID-19 on Marginalized Populations (August), Affordable Pass Program (September), and National Housing Day (November).

In 2020, P2P disseminated **12 monthly newsletters to over 430 subscribers** with information on services available during COVID-19, information about community partners in Windsor-Essex and information relevant to social investment. Newsletters generated an average of 133 opens and 23 clicks per send.

To promote their program for unlicensed short-term childcare while parents attended vaccine appointments, Connections Early Years Family Centre and P2P designed a poster that was translated into four languages: French, Arabic, Spanish and Simplified Chinese. Information was distributed to several settlement sector agencies and residents. Targeted mailers featuring a guide to Getting Your COVID Vaccine and Be Back Soon promotional flyers were mailed out to approximately 70,000 residents in high priority postal codes. Connections also produced a video featuring a client's experience with using the Be Back Soon program to attend her vaccine appointment. Barb, Brown, the Executive Director of Connections, promoted the program on AM 800s The Shift.



70,000

targeted mailers featuring a guide to Getting Your COVID Vaccine and Be Back Soon promotional flyers were mailed out to residents in high priority postal codes.

9 Utilize best practices in data collection, analysis and reporting to enhance social investments

P2P conducted a Virtual Program Survey in 2021 to assess the experience of Drouillard Place youth during the pandemic and the impact of the remote programming supports provided through the program. 68 youth participated in the survey. The remote programming had a positive impact during the pandemic

- * **Youth noted that they look forward to the door drop packages (98.5%) and are keeping in touch with program staff at least once a week (95.5%)**
- * **Many youth received tutoring support with online school (82.3%) and a majority found it helpful (84.7%)**
- * **Youth have been feeling sad and lonely/isolated during the pandemic. They also reported a lack of social interactions with friends, and program staff, and lack of group activities have been the most challenging. Almost all of the youth surveyed stated virtual programs helped them feel supported during the pandemic (95.6%), and almost all felt they could reach out to program staff (98.5%)**

P2P distributed a feedback poll to registrants from the 2020 Lunch & Learn on the International Day for the Eradication of Poverty.

- * **At least 13 people responded to one of the poll questions. 78% said they were interested in attending another webinar**
- * **All respondents said the information presented was helpful**
- * **31% were interested to hear more about poverty in Windsor-Essex/Canada and 8% wanted to hear more from community organizations.**

DID YOU KNOW?

Pathway to Potential has worked on a comprehensive literature review to explore the impact of the COVID-19 pandemic on marginalized populations and the tools to respond to these impacts in the Windsor-Essex region. The exploration includes research on several impacts of COVID-19, including financial security, food security, the physical and mental health of several vulnerable groups, and other issues, such as challenges accessing technology and lack of access to information.

The literature review and related appendices are available for download at pathwaytopotential.ca

Impact of COVID-19 on Marginalized Populations - Literature Review
Impact of COVID-19 - Appendix A - Summary Table
Impact of COVID-19 - Appendix B - References



**For more information,
please visit our website at
pathwaytopotential.ca**

**or email us at
p2p@citywindsor.ca**



Subject: Request for Extension of Draft Plan Approval East Riverside – North Neighbourhood 1027458 Ontario Inc. Z-101-97 -Ward 7

Reference:

Date to Council: April 11, 2023
Author: Jim Abbs, MCIP RPP
Senior Planner
519-255-6543 x6317
jabbs@citywindsor.ca
Planning & Building Services
Report Date: March 7, 2023
Clerk's File #: ZP/5870

To: Mayor and Members of City Council

Recommendation:

- I. That the request of 1027458 Ontario Incorporated (J. Coco, principal) to extend Draft Approval for Plan of Subdivision File No. Z-101/97, for lands located south of future Wyandotte Street East and east future Florence Avenue, as shown on attached Map No. Z-101/97-2 **BE APPROVED** for an additional 3 years.

Executive Summary:

N/A

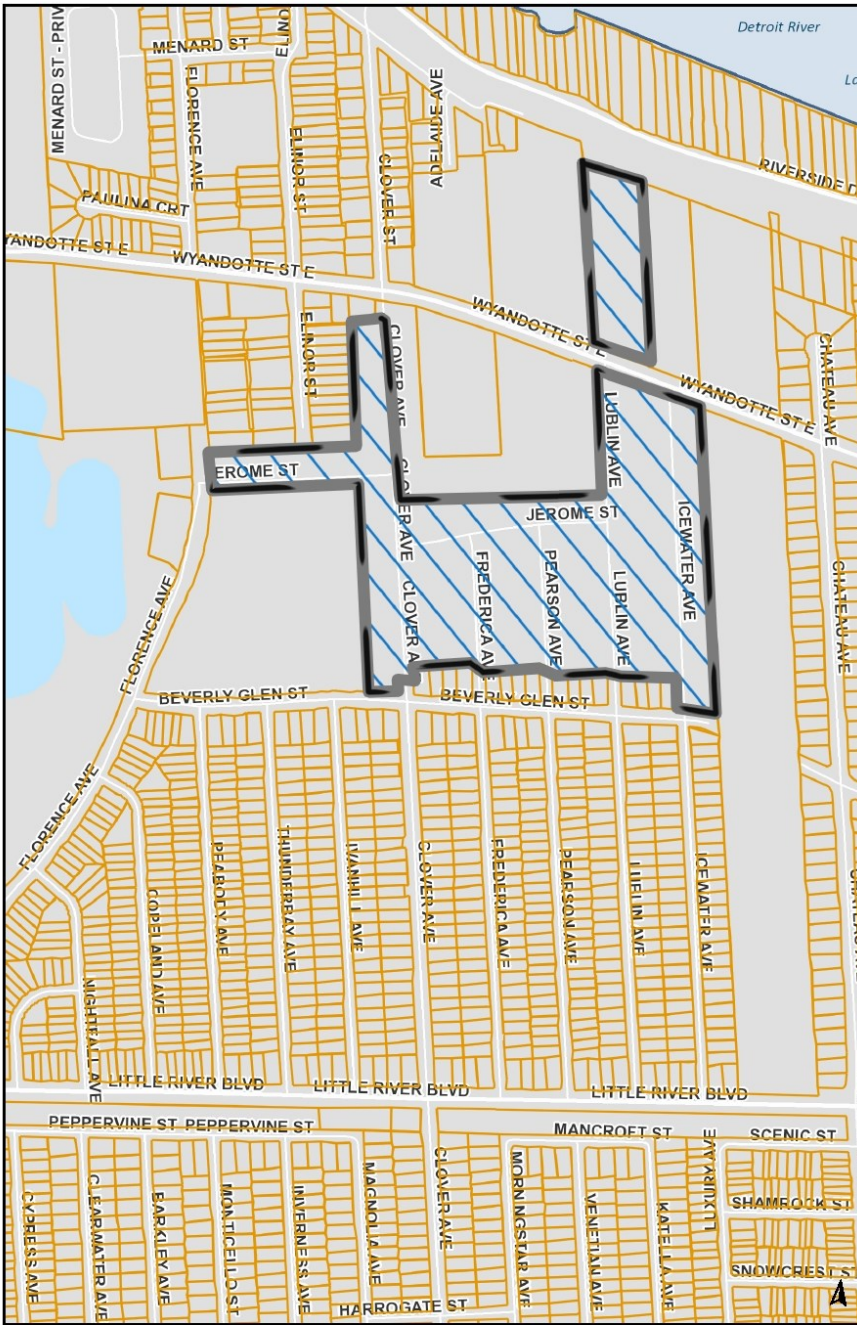
Background:

On March 19, 2001, City Council approved an application for a plan of subdivision made by 1027458 Ontario Incorporated (J. Coco, principal) for an 87 ha parcel of land in East Riverside Planning Area. The lands are generally located within the boundary of Little River Boulevard, Florence Avenue, Wyandotte Street East and Chateau Avenue (see Map Z-101/97-1).

A significant amount of the approved draft plan of subdivision has been developed and registered in phases. Within these lands, streets and infrastructure (including storm water management facilities) have been constructed which has allowed for the building of a significant number of residential dwellings. The draft plan for the balance of lands that are not yet registered is soon set to expire.

If the draft plan of subdivision is not extended, the developer could experience significant delay in the development of the remaining residential lands.

Recent amendments to the Planning Act allow some additional measure of flexibility, which allows the City to determine when a draft plan lapses. The developer has asked for an extension to the current draft plan to have the certainty of knowing that they will not be required to submit a new application for subdivision approval – which effectively bring them back to the beginning of the process under the Planning Act. This would result in a significant amount of time on the part of the developer before servicing of the land and the construction of homes could begin.



Legend

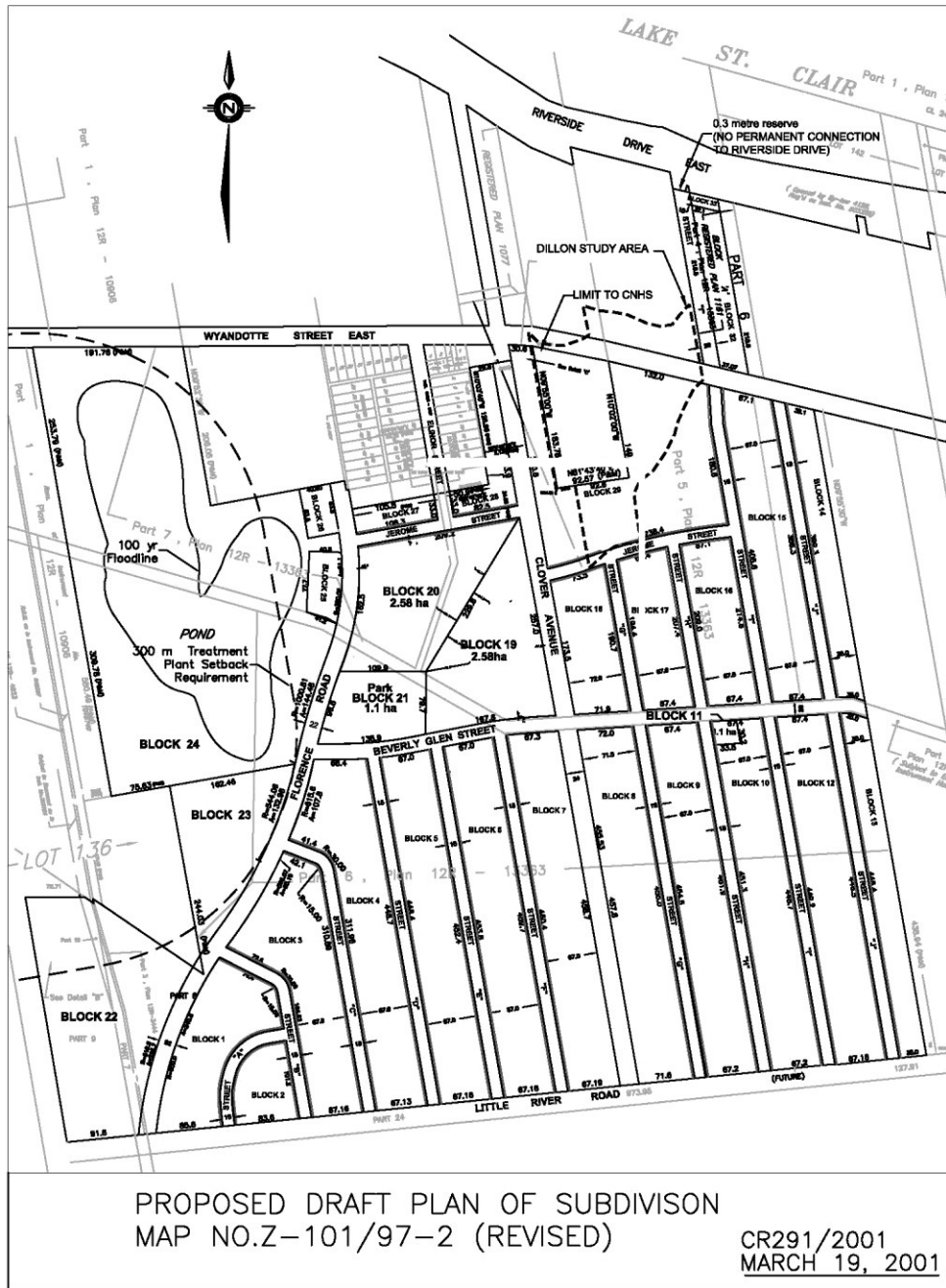
- Property
- Parcels



Notes

This map is a user generated static output from an Internet mapping site and is for reference only. Data layers that appear on this map may or may not be accurate, current, or otherwise reliable.

THIS MAP IS NOT TO BE USED FOR NAVIGATION



EXTENSION- DRAFT APPROVAL REQUEST - Original Draft Plan

APPLICANT: 1027458 Ontario Inc.

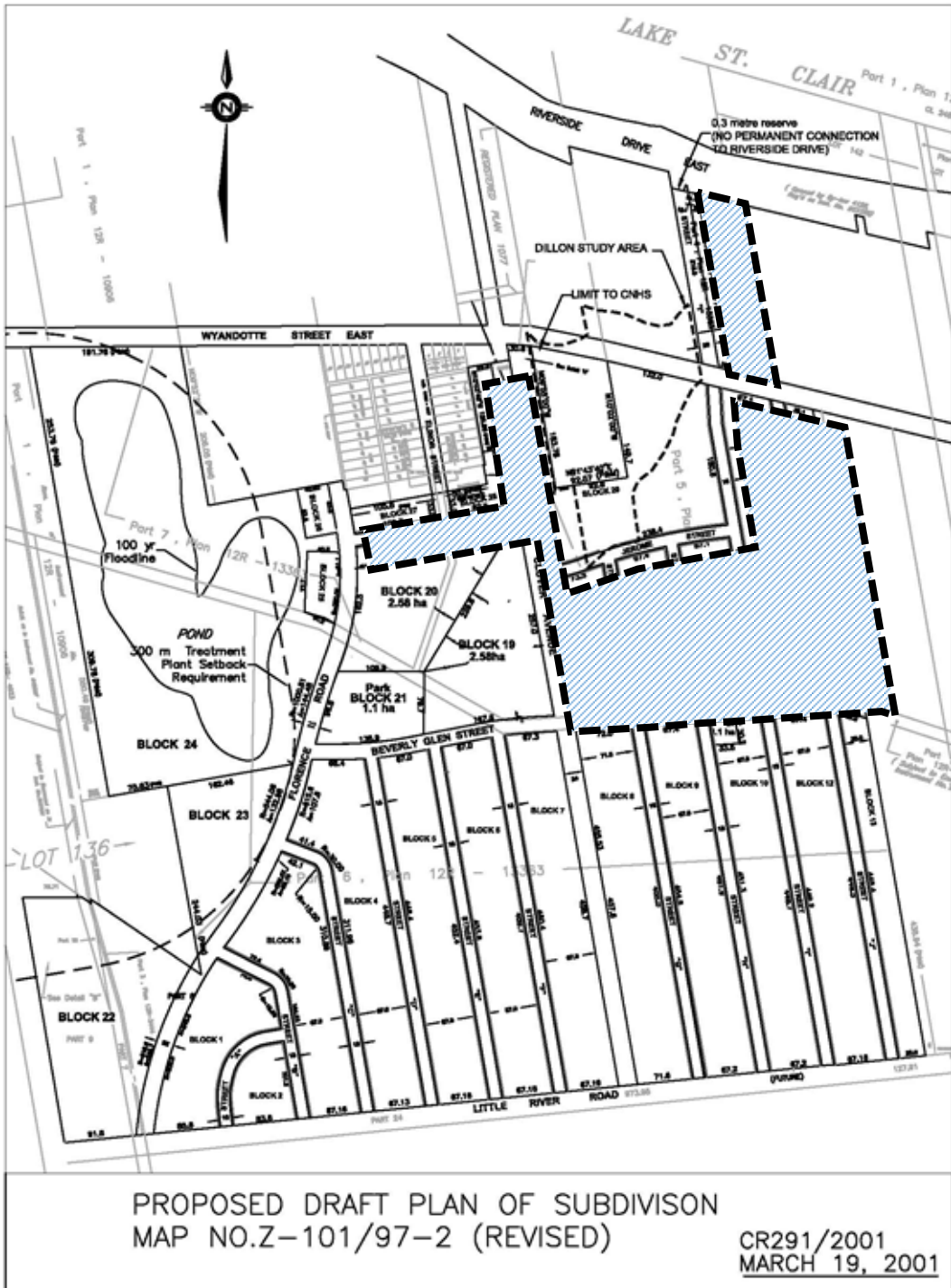
PLANNING & DEVELOPMENT

SCALE: N.T.S.

DATE: FEB 2023

MAP NO.Z-101/97-1





EXTENSION- DRAFT APPROVAL- Area Subject to Extension

APPLICANT: 1027458 Ontario Inc.

PLANNING & DEVELOPMENT

SCALE: N.T.S.

DATE: FEB 2023

MAP NO.Z-101/97-2



Discussion:

It is common for developments of this size and complexity not to be completely built and registered within anticipated time frames. For this reason, the Planning Act allows for draft plans to be extended as prescribed in the *Planning Act*. Development has been allowed to proceed for lands south of Beverly Glen Street on Clover Avenue, Frederica Avenue and Pearson Avenue, and the north side of Little River Boulevard in keeping with previous Council approval.

Subsection 51(33) of the Planning Act states:

“(33) The approval authority may extend the approval for a time period specified by the approval authority, but no extension under this subsection is permissible if the approval lapses before the extension is given, even if the approval has been deemed not to have lapsed under subsection (33.1).”

On March 16, 2020, a delegated official of the Planning Department approved the most recent request for extension of draft approval of the plan of subdivision (SDN-002/03). The approval was given before the lapse date for the draft plan. The approval was in accordance with section 51(33) of the Planning Act and By-law 139-2013 (delegation of authority). The lapse date of the most current extension is March 19, 2023.

Two requests for extensions of draft approval have already been approved for the same plan of subdivision by a Delegated Official since being approved by Council. By-law 139-2013 requires that a third subsequent extension be vetted through Council.

Administration anticipates that the majority of the lands remaining unregistered in this Draft Plan will be registered in the very near future, creating additional housing opportunities within the City. Administration has received submissions related to the servicing and development of the remainder of the subject lands, and continues to work with the developer on that front. The East Riverside area in general and this Plan of Subdivision in particular have been subject to continuous development since the original draft Plan of Subdivision was put in place. This development is not a development that had stalled and languished, but is one that has been continuously managed. As such, Administration can recommend that this development be extended.

Risk Analysis:

N/A

Climate Change Risks

Climate Change Mitigation:

The site will be subject to a subdivision agreement and will release storm water to the municipal system at a rate determined by a storm water management plan and development servicing plan that will be reviewed and approved by the City's Public Works department

Climate Change Adaptation:

The infill development on the site is close to existing bus routes and also commercial facilities. This will encourage the use of public transit and walking as modes of transportation, thereby helping to minimize the City's carbon footprint

Financial Matters:

N/A

Consultations:

Public Notice is not required for this type of application.

Conclusion:

Administration is able to support a three-year extension to the draft plan of subdivision for the North Neighbourhood area of East Riverside. This will allow for the subject lands to be serviced and residential dwellings to be constructed.

Planning Act Matters:

N/A

Approvals:

Name	Title
Michael Cooke	Manager of Planning Policy/Deputy City Planner
Thom Hunt	City Planner / Executive Director, Planning & Development Services
Wira Vendrasco	Deputy City Solicitor, Legal Services & Real Estate
Jelena Payne	Commissioner, Economic Development & Innovation
Onorio Colucci	Chief Administration Officer

Notifications:

Name	Address	Email
Dillon Consulting Limited (Theresa O'Niell)	3200 Dezeil Drive, Suite 608, Windsor ON N8W 5K8	toneill@dillon.ca
Councillor Marignani		

Appendices: N/A



Subject: Shelter Health Initiative Update - City Wide

Reference:

Date to Council: April 11, 2023

Author: Leo Gil

Executive Initiatives Coordinator

519-255-5200 ext. 5354

lgil@citywindsor.ca

Report Date: March 29, 2023

Clerk's File #: SS2023

To: Mayor and Members of City Council

Recommendation:

THAT the report from the Commissioner, Human and Health Services regarding the Shelter Health initiative & model **BE RECEIVED** for information purposes; and further,

THAT the Commissioner, Human and Health Services **BE AUTHORIZED** to confirm participation and enter into an agreement or subsequent agreements, where necessary to participate in the Shelter Health initiative; and further,

THAT Council **ENDORSE** the City of Windsor to act as the co-chair of the Shelter Health initiative Steering Committee; and further,

THAT the Chief Administrative Officer and/or City Clerk or their designates **BE AUTHORIZED** to:

Execute and submit Letters of Support related to submissions and amendments to secure funding and resources necessary to operationalize the Shelter Health initiative; and further,

Execute and submit applications and related submissions and amendments to secure funding and resources related to the Shelter Health initiative and any subsequent programs or program extensions, provided they are in a form satisfactory to the City Solicitor, satisfactory in financial content to the City Treasurer, and technical content to the Commissioner, Human and Health Services; and further,

Execute the Funding Agreements and any related amendments and extensions between the City of Windsor related to the Shelter Health initiative and funders for funding received from submitted applications including any current or subsequent programs and program extensions, provided that the Funding Agreements and any related amendments and extensions are in a form satisfactory to the City Solicitor, satisfactory in financial content to the City Treasurer, and technical content to the Commissioner, Human and Health Services; and further,

THAT the Commissioner, Human and Health Services **BE AUTHORIZED**, throughout the duration of the Shelter Health initiative, to approve projects, allocate funds, withdraw, negotiate and re-allocate program funds, including re-allocation between the different program components and program recipients, agencies and organizations to maintain and ensure compliance with program rules and criteria, and/or to enable full take-up of program funds, and/or to address local community housing needs; and further,

THAT as the co-chair of the Shelter Health initiative, the Commissioner, Human and Health Services **BE AUTHORIZED** to execute, sign, amend, and terminate agreements with agencies on behalf of the City, provided such agreements and documents comply with the governing program requirements and are in a form satisfactory to the City Solicitor; satisfactory in financial content to the City Treasurer and satisfactory in technical content to the Executive Director of Housing and Children's Services; and further,

THAT for any agreements above \$1 million dollars, that in addition to the Commissioner, Human and Health Services, the Chief Administrative Officer **BE REQUIRED** to sign as a secondary authority; and further,

THAT the Commissioner, Human and Health Services **BE AUTHORIZED** to execute and submit to reports and any other such forms or reports as required by the respective funders; and further,

THAT the Commissioner, Human and Health Services **BE AUTHORIZED** to acquire resources and partner to deliver the Shelter Health initiative and any affiliated programs, at a cost not to exceed the funds provided by through successful grant applications or any amounts allocated to the programs in the approved City budget in each respective year.

Executive Summary:

N/A

Background:

In March 2020, the COVID-19 pandemic hit Windsor-Essex resulting in closures of businesses and public amenities, stay at home orders, implementation of physical distancing measures, and capacity restrictions. The City of Windsor, as the provincially

designated Consolidated Municipal Service Manager, had worked collaboratively with many community partners to support individuals experiencing homelessness throughout the pandemic.

Congregate living settings such as emergency shelters experienced the greatest impact and risk. When it became necessary, City staff and partners, in close collaboration with the emergency shelter providers, established the Homelessness and Housing Help Hub (H4) and the Temporary Emergency Shelter at the Aquatic Centre (TESAC) to support persons experiencing homelessness. This response shone a spotlight on the intersectionality and growing complexity of needs of individuals experiencing homelessness, and those precariously housed. Furthermore, people accessing emergency shelter, experiencing homelessness, living in housing precarity and poverty frequently face barriers to accessing primary care and often do not have a family physician.

Although service providers were acutely aware that over the past few years the number of vulnerable residents in the region has grown and their medical and social needs have become more complex, recent reports have also provided the data to support those assertions.

An evaluation of the H4 by OrgCode Consulting Inc. in February 2021, recommended that “Health services [...] be expanded on-site given the health conditions of the clientele, the desire to help more guests access ODSP, the propensity of people living with a brain injury that use the site, and the use of emergency health services amongst guests.” Recommendations from the OrgCode evaluation led Administration to review local homelessness data to develop an increased understanding of population needs as well as review best practices related to improved health care access for individuals precariously housed or experiencing homelessness.

OrgCode asserts that “This remarkably high level of vulnerability, even beyond the challenges of homelessness alone, shows the importance of the existence of resources to meet these complex and often co-occurring needs, as well as reliable access to those resources. For Windsor Essex, streamlined access to primary health, mental health and addictions supports would be beneficial for households receiving housing stability supports.”

The Point in Time Count, conducted in March 2021, identified that on any given night, 251 people experience homelessness across Windsor-Essex, reflecting a 27% increase from the 197 people counted during 2018, and a 25% increase from the 201 people counted in 2016.

As of February 2023, the Windsor-Essex’s By-Names Prioritized List identifies 512¹ households experiencing some form of homelessness. Demand for emergency shelter use and visible outdoor homelessness has grown due to the increasing lack of affordable housing, and individuals requiring long term wrap-around case management supports to obtain and retain their housing. Furthermore, like many other communities across North America, Windsor-Essex is in the midst of multiple healthcare crises which

¹ February 2023 Windsor Essex By-Names Prioritized List

are exacerbated by a lack of accessible primary and nursing care, mental healthcare, and behaviour and addictions supports and services resulting in increased emergency response, emergency department (ED) utilization, overdoses, and loss of life.

All of the aforementioned actions and data points have highlighted the need for the creation of a platform for accessible healthcare supports within our local shelter system, to supplement and complement existing services like the Windsor Essex Community Health Centre's (weCHC) Street Health program. It must be recognized that social determinants of health to address the root causes of health disparities requires a different strategy and service orientation than traditional medical approaches. People experiencing homelessness have stated that barriers to accessing healthcare includes but is not limited to scheduled appointments, set hours of operation, distinct community care settings, time constraints and regimented schedules.

Discussion:

Ontario's first **Street Health** program began in Toronto in 1986, and was run by a group of volunteer nurses in response to the growing needs of individuals experiencing homelessness and those who are challenged to access traditional medical supports and resources.

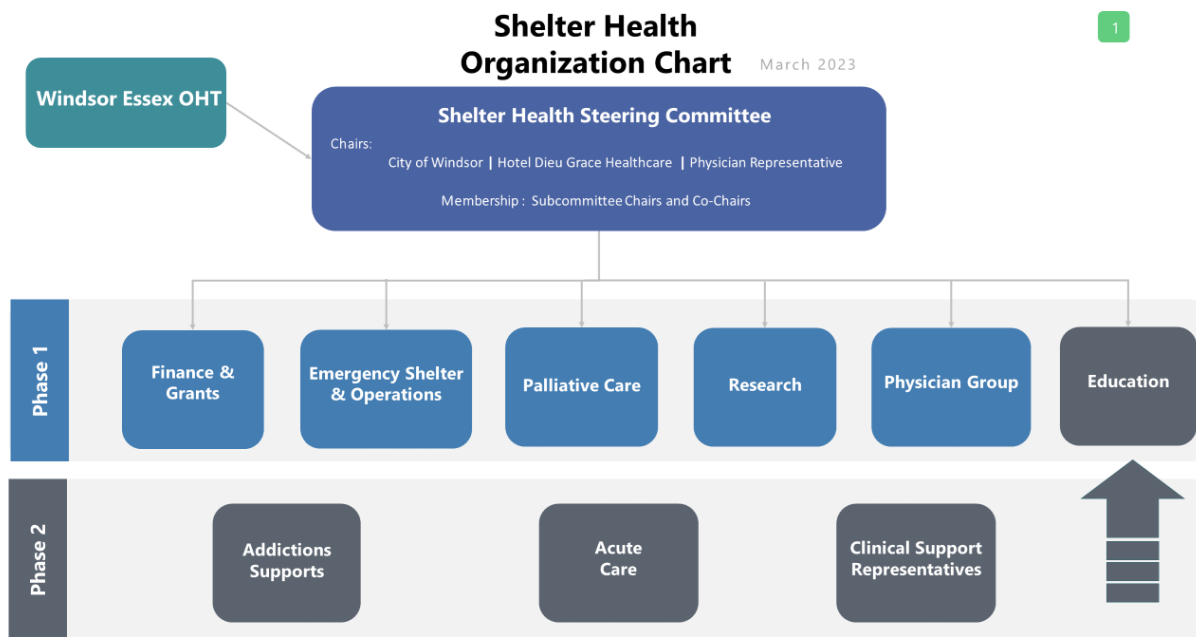
Ontario's first **Shelter Health Network** was established in 2005, and is a collaboration of healthcare professionals including physicians, nurses, counsellors and social service agencies working to support individuals who are experiencing homelessness, accessing emergency homeless shelters, or who are precariously housed, and in need of health care supports and services. Shelter Health networks, or Inner City Health models, originated in larger urban centres like Toronto and Hamilton, and these models are now expanding to mid size communities such as Waterloo and Windsor due to growing needs of the population group they serve. Newly established regional Ontario Health Teams have also supported the expansion of Shelter Health networks across the province.

Recognizing the need and importance of a shelter health model for our community, a group of stakeholders have met to form the local Shelter Health Steering Committee which was structured to provide foundational support to the community's vision of offering healthcare to person's experiencing homelessness according to their needs and preferred method of service.

The goal of the Shelter Health initiative is to provide a more fluid, accessible model of care that offers comprehensive services co-located at multiple shelters and drop-in sites and represents a person-centred and equitable approach to healthcare. The Shelter Health model reinforces the findings in the *A New Housing Hub: A Community Informed Feasibility Study, What We Heard Report* whereby "...it is meeting people where they're at, prioritizing relationships, and coordinating access to a complex web of services. It is connecting people casually and flexibly to the supports that they need, and walking alongside them as they find their own unique path to stability." Staff at emergency shelters and drop-in centres are familiar to patients, and are places where they may already feel comfortable attending for things like food, companionship, shelter and housing support.

The Shelter Health initiative endeavours to primarily serve those residents accessing emergency shelters and the H4 program who tend to be most disconnected from healthcare services to improve their health outcomes and ensure access to the appropriate level of health care in a timely manner. Recognizing that care provision will require a team-based approach, a coalition of community partners has formed in Windsor to develop and deliver solutions to support the health of this population. This work is being led by a Steering Committee co-chaired by the City of Windsor, Hotel Dieu Grace Healthcare and a physician representative. Steering Committee members are comprised of the chairs of various working groups or “think tanks” that have been prioritized to focus on a specific area for growth. These members were approached specifically to participate based on their expertise and influence to achieve the vision. Supporting subcommittee membership will be struck in the coming weeks to work collaboratively to co-design, develop and implement a physician led Shelter Health initiative.

The Windsor Essex Shelter Health Steering Committee Structure is represented in the figure below:



The Phase 1 subcommittees prioritized for 2023 have been selected to complement the existing work currently underway in the community. Subcommittee highlights include:

- Finance and Grants subcommittee is currently seeking and applying for relevant funding to sustain the model;
- Emergency Shelter and Operations subcommittee is finalizing legal and privacy requirements to implement a health data management system at the Shelter Health sites. The subcommittee will also, among other things, work to improve discharges and create pathways between area hospitals, emergency shelters, and Shelter Health clinics;

- Palliative subcommittee is responsible for creating pathways and coordinating between existing providers and palliative programs to ensure people experiencing homelessness have their end of life care needs met;
- Research subcommittee is currently working on a project to understand the current landscape of medical services and supports offered in Windsor-Essex for people experiencing homelessness. The results of this study will help to inform future planned research;
- Physician group subcommittee is responsible to provide family physician-led interdisciplinary primary care to this group of vulnerable, high-risk, and underserved patients in physical locations with which they are familiar and feel safe and comfortable attending; and
- Education has been elevated and prioritized to year one as discussions are being finalized with the University of Western Ontario's Schulich School of Medicine to have medical residents participate under the model effective April 11, 2023. Additional discussions are underway with the University of Windsor's School of Nursing to possibly expand to include nursing students beginning in late 2023, early 2024.

Phase 2 of this initiative is expected to add three additional sub-committees with the terms of reference to be determined at a future date.

The Shelter Health initiative currently provides medical supports through two family physicians and one Nurse Practitioner in kind ranging from 3 – 12 total hours per week across 3 locations including the Welcome Centre Shelter for Women and Families, Salvation Army – Centre of Hope and the Homelessness & Housing Help Hub (H4). Metrics and key performance indicators will be developed to assess outcomes and results of the initiative to ensure improved health outcomes are being met as well as the intersectionality with other Windsor Essex Ontario Health Team tables including but not limited to the High Priority Community and Lower Limb Preservation Initiative.

Risk Analysis:

If this report is not approved it will further delay the Shelter Health initiative and negatively impact the medical residents as they will not be able to meet their educational requirements.

Climate Change Risks

Climate Change Mitigation:

N/A

Climate Change Adaptation:

N/A

Financial Matters:

There is no current financial impact to the City from the recommendations noted above. In future years where the implementation of strategies could potentially impact the City budget, administration will seek City Council’s approval prior to implementing a strategy if the cost of such implementation has not been included in an approved City Budget in the respective Fiscal Year.

Consultations:

Linda Higgins
Dr. Jennifer Bondy
Bill Marra, CEO Hotel Dieu Grace Healthcare

Conclusion:

The partners engaged in the development of a Shelter Health initiative in Windsor Essex to date respectfully acknowledges the expertise and commitment of the current healthcare supports in the community. What the community has learned from actions taken to address the risk of COVID-19 and from additional data collection, is that a different approach is required to support some population groups. This effort is undertaken to more appropriately serve residents and meet them where they are at on their healthcare journey. The intent is neither to replace nor duplicate existing efforts, but rather create a respectful and collaborative ecosystem where all partners can contribute their experience and expertise to these collective efforts.

Planning Act Matters:

N/A

Approvals:

Name	Title
Kelly Goz	Coordinator, Housing Administration & Development
Leo Gil	Executive Initiatives Coordinator
Tony Ardovini	On behalf of Commissioner, Corporate Services/City Treasurer & Chief Financial Officer
Andrew Daher	Commissioner, Human & Health Services
Onorio Colucci	Chief Administrative Officer

Notifications:

Name	Address	Email
Bill Marra		Bill.Marra@hdgh.org
Jessica Brunet		Jessica.Brunet@weoht.ca
Nancy Brockenshire		nbrockenshire@thehospice.ca
Dr. Sheri Bergeron		SBergeron@thehospice.ca
Grace Park		grace.park@wrh.on.ca
Jennifer Voth		Jennifer.Voth@hdgh.org
Lyn Baluyot		lyn.baluyot@transformsso.ca
Dr. Jennifer Bondy		jennifer.bondy@medportal.ca
Dr. Richard Owen		owenrj@yahoo.com
Sonja Grbevski		sgrbevski@cmha-wecb.on.ca
Kathy Pfaff		kpaff@uwindsor.ca
Kim Ramirez		Kim.Ramirez@transformsso.ca

Appendices:

**Subject: Approval Process for Temporary Patios on Private Properties
2023 – City Wide**

Reference:

Date to Council: April 11, 2023
Author: Rania Toufeili
Executive Initiatives Coordinator, Office of the CAO
519-255-6100 ext. 6479
rtoufeili@citywindsor.ca

Report Date: March 24, 2023
Clerk's File #: ACLB2023

To: Mayor and Members of City Council

Recommendation:

THAT the report from the Executive Initiatives Coordinator regarding 2023 Temporary Patios on Private Property **BE RECEIVED** for information; and further,

THAT City Council **APPROVE** Administration's recommendation for an interim process to allow temporary patios on private properties in 2023 through the existing Liquor License Clearance Letter process; and further,

THAT City Council **APPROVE** the administrative fee for processing temporary patio approvals on private property, which is equal to the administrative fee for Liquor License Clearance Letters; and further,

THAT City Council **AUTHORIZE** the Chief Building Official, or his designates, to approve compliant applications for temporary patios on private properties for the 2023 season through Liquor License Clearance Letter process; and further,

THAT City Council **DIRECT** Administration to develop a process and fee structure to allow temporary patios on private property in the future to ensure compliance with legislation and regulations, and mitigate any risks to the Corporation of the City of Windsor; and further,

THAT Administration **SUBMIT** a process to approve temporary patios on private property for City Council's consideration by the end of 2023.

Executive Summary:

N/A

Background:

Throughout the COVID-19 pandemic, the Alcohol and Gaming Commission of Ontario Registrar (AGCO) changed guidelines and relaxed existing legislation related to outdoor dining on private property to help businesses recover from the economic effects of COVID-19. On June 8, 2020 the Province amended regulations under the Liquor Licence Act and waived fees to permit licenced establishments to temporarily add or extend patios adjacent to their premises without AGCO approval.

Effective January 1st 2023, the Ontario government amended Ontario Regulation 746/21 under the *Liquor Licence and Control Act, 2019* to benefit businesses and create opportunity for growth in the hospitality industry. Bars, restaurants and other licensed establishments are now able to create or extend temporary patios, subject to approval by their municipality or band council.

Throughout the pandemic, approval of all temporary outdoor patios and extensions was under the authority of the AGCO Registrar. As a result, the City has not issued any liquor license clearance letters from 2020-2022 for temporary patios on private property. Effective January 1, 2023, the AGCO will no longer be accepting applications or issuing liquor licenses for temporary seasonal patio expansions on private property without municipal approvals. As the season approaches, businesses are requesting approval to establish temporary patios, placing pressure on municipalities to determine how they will evaluate and review the requests.

Discussion:

Currently, there are three possible situations for a temporary patio request within the City:

1. *Sidewalk Cafes or Patios in the Right-of-Way:*

These patios are in the public right-of-way and may encroach onto the sidewalk or in the boulevard. The Engineering department has an established review process, permit process and guidelines to address requests for patios in the right-of-way.

2. *Patios for Special Events:*

The City may receive requests for a short-term patio in the right-of-way for a special event, typically 2-4 days in duration. These requests are reviewed and processed by the City's Special Events and Resources Team (SERT), through the Culture and Events department, to ensure compliance with municipal standards and reviews from various departments.

3. *Temporary Patios on Private Properties:*

These types of patios were introduced by the Province as part of the pandemic response to help businesses comply with physical distancing measures while maintaining revenue. Effective January 1st 2023, the City is now responsible for approving these types of requests. No permanent process exists within the City for these approvals, however Administration is working to develop a simple and

streamlined approach to ensure a timely response to requests. For 2023 a temporary process through the Building department is proposed.

2023 Temporary Patios on Private Property Applications

To promptly address new requests from bar and restaurant operators for temporary patios on private property in 2023, the City proposes to process and review requests through the existing Liquor License Clearance Letter application process through the Building Department.

Requests for temporary patios on private properties can be submitted through the MyWindsor application.

Within the City's approved Schedule of Fees, there is a current \$297.50 + HST administrative fee associated with the review of Liquor License patio extension applications. This fee will be charged to applicants for the temporary private property patios.

Applications will go through an internal review to ensure compliance with municipal standards and applicable by-laws. The temporary patio requests will be circulated to the Planning, Right-of-Way and Licensing Departments for comment. Departments will have a 24-hour window to complete their review and return comments to Building. Once reviews are complete, the applicant will be provided with a response. If approved, they will receive a temporary patio approval letter.

Once the patio is built out, a Building Inspector will conduct a site visit to confirm that it complies with applicable codes and statutes. This review includes maximum occupant load for the space, unobstructed emergency response access, barrier free access, minimum lighting requirements, use of heaters, and railing/enclosure to delineate space.

According to the Province, temporary patios may only operate for a maximum of eight months per calendar year. Under this short-term process, temporary private property patios in Windsor will be allowed to operate from the date of approval until November 1st 2023.

Developing a Permanent Process for the Review of Temporary Patios on Private Property

With the change in legislation, many municipalities are looking to create an official and permanent process for the review and approval of temporary patios. Similar to the approach being taken in Burlington and Toronto, Windsor is proposing the short-term measure above while pursuing more long-term solutions that comply with municipal standards, by-laws and provincial rules, similar to what exists for Sidewalk Cafes or Patios in the Right-of-Way.

The proposed interim process for 2023 will be used to inform the development of a new long-term City process with appropriate user fees. The number and nature of requests will provide an indication of what can be expected in future years and allow for information gathering, and to identify challenges and mitigation strategies.

Administration will bring forward a report recommending a permanent process and user fees to address temporary patios on private properties going forward for Council's consideration in the fourth quarter of 2023.

Risk Analysis:

Effective January 1, 2023, it has become the City's responsibility to approve temporary patios on private property. It is important that the City develop a procedure for processing these requests in a timely manner to mitigate the risk of extensions being built without proper inspections or approvals, and in non-compliance to City requirements.

As part of the interim process, Administration may impose terms and conditions on approvals issued on a case-by-case basis to mitigate risks identified during departmental review of the applications, or reject the application where such risks may not be sufficiently mitigated.

The requirement for the city to approve requests for temporary patios on private property was not anticipated nor planned for. This interim process is an added responsibility to Building and other departments and its development may take some time. However, Administration recognizes the time sensitive nature of the approvals and the risks that any delays will have on businesses and will prioritize the work to mitigate this risk.

Climate Change Risks

Climate Change Mitigation:

N/A

Climate Change Adaptation:

N/A

Financial Matters:

The City will be collecting the standard fee of \$297.50 + HST associated with the administrative work required to review Liquor Licenses. This is the current cost that is incurred by an applicant when submitting an application through Building for review, therefore no financial changes are required.

Once a new permanent process is created to review and approve temporary patios on private properties. Administration will determine what fee is appropriate to recover operating costs and present this to Council with the new process.

Consultations:

Craig Robertson, Deputy License Commissioner and Acting Senior Manger of Policy, Gaming, Licensing and By-Law Enforcement

Neil Robertson, Manager of Urban Design, Deputy City Planner

Adam Pillon, Manager of Right-of-Way

France Isabelle-Tunks, Deputy City Engineer

Rob Vani, Manager of Inspections, Deputy Chief Building Official

Kristina Savi-Mascaro, Deputy City Solicitor, Purchasing, Risk Management and POA

Sandra Bradt, Executive Initiatives Coordinator, Economic Development

Tony Ardovini, Deputy City Treasurer, Financial Planning

Jonathan Wilker – Deputy Fire Chief

Conclusion:

The pandemic response resulted in an increase in temporary patios on private properties to comply with physical distancing restrictions and address economic concerns. During the pandemic, the Province allowed bars, restaurants and other licensed establishments to create or extend temporary patios without the need for AGCO approval and these establishments were very well received. As the legislation has changed to require municipal approval, the city has received several inquiries from business owners hoping to continue the practice in 2023.

Administration proposes to use the existing Liquor License Clearance Letter process, with slight modifications, for the review and approval of temporary patios on private properties throughout 2023. In the fourth quarter of 2023, Administration will bring forward a report to Council with a permanent process that can be used to review and approve temporary patios on private properties.

Planning Act Matters:

N/A

Approvals:

Name	Title
Rania Toufeili	Executive Initiatives Coordinator, Office of the CAO
Thom Hunt	City Planner/Executive Director of Planning & Development
John Revell	Chief Building Official
Chris Nepszy	Commissioner, Infrastructure Services
Shelby Askin-Hager	Commissioner, Legal and Legislative Services
Joe Mancina	Commissioner, Corporate Services, Chief Financial Officer
Jelena Payne	Commissioner, Economic Development & Innovation
Onorio Colucci	Chief Administrative Officer

Notifications:

Name	Address	Email

Appendices:

Subject: Class Environmental Assessment for the St. Rose Pumping Station - Ward 6

Reference:

Date to Council: April 11, 2023

Author: Janelle Coombs

Project Administrator

(519) 255-6100 Ext. 6004

jcoombs@citywindsor.ca

Corporate Projects - Engineering

Report Date: 2023-03-24

Clerk's File #: SW2023

To: Mayor and Members of City Council

Recommendation:

- I. That City Council **ENDORSE** the recommendations presented in the draft Environmental Study Report (ESR) for the St. Rose Stormwater Pumping Station Municipal Class Environmental Assessment prepared by Stantec Consulting dated March 2023, attached as Schedule 1; and,
- II. That Administration **BE DIRECTED** to post the Environmental Study Report (ESR) for the St. Rose Stormwater Pumping Station Municipal Class Environmental Assessment and issue the Notice of Study Completion in accordance with the Municipal Class Environmental Assessment planning process to commence the minimum of 30-day review period; and,
- III. That the Manager of Real Estate Services **BE DIRECTED** to make such Planning Act applications as required to allow the St. Rose Stormwater Pumping Station and related infrastructure to be constructed on the preferred site at St Rose Beach Park; and,
- IV. THAT Council **PRE-APPROVE** and **AWARD** any procurement(s) necessary that are related to the St. Rose Stormwater Pumping Station project, provided that the procurement(s) are within approved budget amounts, pursuant to the Purchasing By-Law 93-2012 and amendments thereto; satisfactory in financial content to the Commissioner, Corporate Services CFO/City Treasurer; in legal form to the Commissioner, Legal & Legislative Services; and in technical content to the Commissioner of Infrastructure Services/City Engineer; and,
- V. THAT the Chief Administrative Officer and City Clerk **BE AUTHORIZED** to execute and sign any agreements and amendments thereto, declarations or

approvals subject to such documents being satisfactory in legal form to the Commissioner of Legal & Legislative Services/City Solicitor, in technical content to the Commissioner of Infrastructure Services/City Engineer and financial content to the Commissioner, Corporate Services CFO/City Treasurer; and,

- VI. THAT Administration BE **AUTHORIZED** to take any other steps as may be required to bring effect to these resolutions, and that the Chief Administrative Officer and City Clerk **BE AUTHORIZED** to execute any required documentation/agreement(s) for that purpose, subject to legal approval by the Commissioner of Legal & Legislative Services/City Solicitor, financial approval by the Commissioner, Corporate Services CFO/City Treasurer, and technical approval by the Commissioner of Infrastructure Services/City Engineer; and,
- VII. THAT the Purchasing Manager **BE AUTHORIZED** to issue Purchase Orders as may be required to effect the recommendation(s) noted above, subject to all specifications being satisfactory in technical content to the Executive Director of Engineering, and in financial content to the Commissioner, Corporate Services CFO/City Treasurer.

Executive Summary:

N/A

Background:

On February 22, 2021, Council approved C5/2021 (B13/2021) which outlines the proposed implementation strategy for the approved Sewer and Coastal Flood Protection Master Plan (SMP). This includes a list of Priority Projects - one being the construction of a new stormwater pumping station within the St. Rose drainage area, near the existing storm sewer outlet.

The SMP undertook a citywide approach to analyze the existing sewer system network and finalized recommendations that would reduce the risk of flooding in areas that were prone to these disastrous storm events.

With high water levels in the Detroit River compromising the existing gravity storm sewer outlet at St. Rose Beach Park, construction of a new stormwater pumping station is required to provide an outlet for the proposed storm trunk (storage) sewer that is to be constructed as part of the Riverside Vista Phase 2A project. This pumping station will also achieve the target Level of Service that was determined as part of the SMP for surface flooding mitigation.

The SMP is defined as a long-range plan that takes a system wide approach to identify the shortcomings and infrastructure needs of Windsor's sewer system as a whole. Specific projects identified within the Master Plan must fulfill the requirements of the Municipal Class

Environmental Assessment. Through the SMP, the proposed St. Rose stormwater pumping station project was identified as a Schedule C project. The SMP addressed the first two of the five phases of the Class Environmental Assessment (Class EA) process. Phase 1 is the identification of the problem and Phase 2 is the identification of alternate solutions to address the problem.

Through RFP 83-21, Stantec Consulting Limited (Stantec) was retained to continue the Class EA process by undertaking Phase 3, the identification and evaluation of alternative design concepts; and Phase 4, document the activities that outline the decision-making process in an ESR.

Discussion:

Stantec's scope included evaluating alternative design concepts, recommending a design and completing the ESR. Stantec also completed a review of the SMP and the comments received through the stakeholder consultation process. This led to an in-depth evaluation of the location for the St. Rose stormwater pumping station. Within the St. Rose area, the SMP identified four viable options for the location of the pumping station based on various technical considerations and proximity to the existing outlet. Each location was evaluated against a set of criteria that was developed to provide a sustainable strategy for reducing flooding impacts.

Stantec's in-depth review considered additional evaluation criteria such as potential generator emissions; better use of existing infrastructure; development policies and agreement considerations; changes to the urban community; and the potential disruption to parkland. Stantec provided a detailed and concise evaluation matrix that provided a weighting for each criteria. A rating scale was developed to score the criteria based on its suitability to each location. This exercise provided a mathematically determined preferred location, as a result of the score for each criteria. Stantec's findings are documented in the form of a technical memorandum (Appendix B of the ESR) with the preferred location being St. Rose Beach Park.

The first Public Information Centre (PIC) was held to provide information on the undertaking and invite input and comment from interested persons.

I. Public Information Centre (PIC) #1

An in-person PIC was held on March 2, 2022. This provided an opportunity to receive feedback on the information presented. The purpose of this PIC was to:

- Provide a summary of the study overview and background information
- Outline the Municipal Class EA process

- Present the Problem statement and purpose of this undertaking
- Present the evaluation that was completed to determine the preferred location of the pumping station
- Present the evaluation criteria
- Allow the public to provide input
- Enable the use of public feedback in the next stage of developing and evaluating potential alternate designs
- Identify the next steps of the process

The open house notice was published in the February 19, 2022 edition of the Windsor Star and on the City of Windsor webpage. Invitations were also sent to residents in the surrounding area, Indigenous groups, and local agencies of interest. Copies of the PIC materials, including the handouts and feedback form were posted online. General feedback from attendees was positive given that most of them, residents of the area, have flooded at some point over the last several years. Some comments and concerns were raised regarding the loss of parkland and the location of the pumping station. The main concern was the footprint of the pumping station and how much it would impede the waterfront view.

Twelve formal comments were received from residents in response to the information presented at the public meeting. Four of those were in support of the St. Rose Beach Park location with some suggestions for the design including potential park amenities, landscaping features and architectural features of the buildings. Eight were opposed to the St. Rose Beach Park location and had concerns with the obstruction to the waterfront view, the potential environmental impact and the loss of parkland a pumping station may have at this location.

Copies of the feedback forms and City responses are included in Appendix C of the ESR document. The feedback received was considered in Stantec's final comparative evaluation of the site location.

Alternative design concepts for the pumping station including the overall site layout, the different pumping technology options, and the architectural design of the building were developed for the preferred location. Once this initial analysis was complete, a second PIC was held to share the overall design concepts for the preferred location with the public.

The second Public Information Centre (PIC) was held to review progress made since the first open house and to share information on alternative design concepts.

II. Public Information Centre (PIC) #2

A second in-person PIC was held on June 23, 2022. This provided an opportunity to receive feedback on the information presented. The purpose of the PIC #2 was to:

- Provide a summary of the study overview and background information
- Present the Problem statement and purpose of this undertaking
- Outline the Municipal Class EA process
- Provide an overview for the selection of the preferred location
- Discuss alternative design concepts for the pumping station at the preferred location
- Propose the preliminary design and layout at the preferred location
- Request feedback from the public
- Identify the next steps

The open house notice was published in the June 11, 2022 edition of the Windsor Star and on the City of Windsor Webpage. Invitations were also sent to residents in the surrounding area, Indigenous groups, and local agencies of interest. Copies of the PIC materials, including the handouts and feedback form were posted online.

A total of four formal comments were received from residents in response to the information presented at the public meeting. One comment provided feedback on design options and preferences, and three comments demonstrated their opposition to the location of the pumping station. Copies of the feedback forms and City responses are included in Appendix C of the ESR document. Feedback received at, and following the PIC was considered in Stantec's final evaluation of the design concepts (site layout, pumping technology, architectural features).

Recommended Design for the Pumping Station

The purpose of this Class EA study is to identify, evaluate and report on the preferred location and alternative design concepts (site layout, pumping technology, and architectural design) for the St. Rose stormwater pumping station and storm sewer outlet. The project objective is to identify the recommended pumping station design to meet flood mitigation objectives in the St. Rose drainage area. The outcome is based on the evaluation of location alternatives and design concepts to include in the final design of the pumping station within St. Rose Beach Park.

The recommended design includes axial pumps located underground within the middle of the existing park. All pumping mechanical equipment will be located below grade and will not interfere with the waterfront views. Above grade buildings containing electrical components and a generator will be located along the eastern boundary of the property and will have an access driveway from Riverside Drive. The above grade features will be situated along the east side of the site to maximize unobstructed views. Exact locations, architectural features and dimensions of the buildings will be subject to refinement during the detailed design phase (Phase 5, Implementation). A complete overview of the recommended design, along with potential considerations for the future detailed design, are included in the ESR document.

Zoning Requirements

The St Rose Beach Park is zoned Green District 1.1 (GD1.1), which limits the uses to public park. However, the Zoning Bylaw includes provisions for City of Windsor uses. Section 5.8.1 states:

A lot may be used for any use of the City of Windsor or a Public Authority provided that all buildings and structures shall comply with the least restrictive provisions of the Zoning District in which they are located in...

This provision allows for the use to be established provided that the building complies with the zoning provisions. There is a special provision in the Zoning Bylaw that applies to much of the GD1.1 zoning districts on the north side of Riverside Dr. S. 20(1)3 states:

For all lands zoned GD1.1, on Zoning District Maps 3, 6 and 10 and situated on the north side of Riverside Drive East and West, no newbuilding or parts thereof shall be permitted to extend above the crown of the pavement within Riverside Drive adjacent thereto. This provision shall not apply to observation decks, fountains, sculptures and other works of art.

Because the buildings for the St. Rose Pumping Station will extend above the crown of Riverside Drive, the project will require an amendment to the Zoning Bylaw in order to proceed. There may also be some policies in the Official Plan that need to be considered. Recommendation III herein provides direction to Administration to make the required Planning Act applications including site plan control approval.

Next Steps

Pending Council endorsement of the ESR, a Notice of Study Completion will be published in the Windsor Star and on the project website. The Notice will be provided by direct mail out and email (as applicable) to those whom have requested to be included on the project

contact list and to agencies and stakeholders. A copy of the Notice will also be provided to the Mayor and City Council, and included as a Communication item at the next regularly scheduled meeting following publication. The ESR will be made available for review on the project website.

Once the Class EA study is completed, Phase 5, the implementation of the recommended design, may commence along with the required Planning Act applications.

Risk Analysis:

There are no significant or critical risks in endorsing the ESR for the St. Rose Stormwater Pumping Station. The recommendation will require, pursuant to the Environmental Assessment Act, a mandatory minimum of 30-day review period. Only First Nations groups can submit a Part II Order request on the grounds that the requested order may prevent, mitigate or remedy adverse impacts on constitutionally protected Aboriginal and treaty rights. The Ministry of the Environment, Conservation and Parks will not consider requests on other grounds.

A Zoning Bylaw amendment will be required for the preferred location. There is a significant risk that a Zoning Bylaw amendment decision is appealed to the Ontario Land Tribunal (OLT) given that there have been objections to the preferred location already submitted as part of the public engagement process. An appeal to the OLT will result in project delays until the appeal is resolved. In the event of an appeal, Administration will have to investigate temporary mitigation measures.

Climate Change Risks

Climate Change Mitigation:

The design for the St. Rose pumping station will be completed following the latest standards and guidelines including considerations for energy efficiency and climate resiliency.

Client Change Adaption:

Extreme precipitation and high surface water levels were considered when developing and evaluating the recommended basement, surface and coastal flooding solutions. The St. Rose Pumping Station is part of the solution to combat these increases in extreme weather and the increase in precipitation. The City-wide approach to respond to the changing climate requires a broad range of short-term and longer-term solutions. This pumping station is a long-term solution that will alleviate the storm sewer system during any extreme weather event. This pumping station will also be constructed in a way and in a location that can adjust to climate change by ways of expansion of this facility if required in the future.

Financial Matters:

On February 22 2021, Council approved C5/2021 (B13/2021), which outlines the proposed implementation strategy for the approved Sewer and Coastal Flood Protection Master Plan (SMP). This included a list of Priority Projects - one being the St. Rose Stormwater Pumping Station. There are approved budgeted funds for the completion of the Class EA, Design/Engineering and Construction of this project (Project #7219002 - St. Rose Pumping Station).

Stantec has included an opinion of probable cost for the recommended solution in the ESR document. This is a high-level estimate for engineering and construction work and is subject to change, based on final scope, design and market conditions.

While Administration considers inflation in all capital project estimates, current economic conditions have caused an extraordinary increase in inflation. As previously reported to City Council, capital projects, have been experiencing a significant increase in construction costs. The Construction Price Index for 2022 was 17%, with many City projects exceeding this inflationary index. A report will be brought back to council in the event tender results exceed the project budget.

Consultations:

Wira Vendrasco – Legal
Neil Robertson – Planning
Linda Mancina – Financial Planning
Ed Valdez – Pollution Control
Jake Renaud – Pollution Control
Wadah Al-Yassiri – Parks Development
Fahd Mikhael – Engineering

Conclusion:

This project was identified as a high priority project by the SMP and is an important step in alleviating the high-risk of flooding within the boundaries of the St. Rose drainage area. Residents have experienced several precipitation events causing basement flooding and surface flooding. This, together with the improvements along Riverside Drive, will enhance the protection levels against high water levels and intense storm events.

The ESR presents a thorough review and evaluation of the preferred location and the alternative design concepts for the pumping station. This study took into consideration several criteria and factors in the assessment of the design alternatives including natural environment, socio-economic and technical considerations. Based on the evaluations and analysis that was completed, the preferred location for the pumping station is at St. Rose Beach Park. All pumping mechanical equipment will be located below grade. Above grade buildings containing electrical components and a generator will be situated along the east side of the site to maximize unobstructed views. The details for the architectural design of

the buildings, including the height and footprint, will be further reviewed, refined and evaluated during the detailed design phase. The process to finalize the architectural design will include consultation with adjacent property owners.

Pending Council’s endorsement of the draft ESR, Administration will publish the Notice of Study Completion for the 30-day review period.

Planning Act Matters:

This project will require some Planning Act applications including for site plan control.

Approvals:

Name	Title
Colleen Middaugh	Manager of Corporate Projects
Alex Vucinic	Purchasing Manager
France Isabelle-Tunks	Executive Director Engineering / Deputy City Engineer
Chris Nepszy	Commissioner, Infrastructure Services
Shelby Askin Hager	Commissioner, Legal & Legislative Services / City Solicitor
Tony Ardovini	On behalf of Commissioner, Corporate Services / CFO
Onorio Colucci	Chief Administrative Officer

Notifications:

Name	Address	Email
Dr. Jian Li, Project Manager	Stantec Consulting 2555 Ouellette Ave Windsor ON N8X 1L9	Jian.li@stantec.com
Chrissy Jung, E.I.T	Stantec Consulting 2555 Ouellette Ave Windsor ON N8X 1L9	Chrissy.Jung@stantec.com

Name	Address	Email
Project Notification List <i>(List provided to Clerks)</i>		

Appendices:

Schedule 1

St. Rose Stormwater Pumping Station Municipal Class
Environmental Assessment – Schedule ‘C’ Environmental Study
Report (ESR) (663 pages)

available for viewing at:[https://www.citywindsor.ca/cityhall/City-Council-Meetings/Documents/Council%202023/St.%20Rose%20Stormwater%20Pumping%20Station%20Municipal%20Class%20Environmental%20Assessment%20-%20Schedule%20'C'%20Environmental%20Study%20Report%20\(ESR\).pdf](https://www.citywindsor.ca/cityhall/City-Council-Meetings/Documents/Council%202023/St.%20Rose%20Stormwater%20Pumping%20Station%20Municipal%20Class%20Environmental%20Assessment%20-%20Schedule%20'C'%20Environmental%20Study%20Report%20(ESR).pdf)