

City Council Meeting

Date: Monday, August 8, 2022

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 Rino Bortolin

Ward 4 – Councillor Chris Holt

Ward 5 – Councillor Ed Sleiman

Ward 6 – Councillor Jo-Anne Gignac

Ward 7 – Councillor Jeewen Gill

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
----	--------------------------

1.1.	In the event of the absence of the Mayor, Councillor Sleiman has been Appointed Acting Mayor for the month of August, 2022 in accordance with By-law 176-2018, as amended
------	---

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

READING OF LAND ACKNOWLEDGEMENT

We [] 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 Potawatomie. 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
----	--------------------------------

Proclamations

“230th Anniversary: Black Loyalist Exodus - 15 Ships to Sierra Leone” – Monday, August 1, 2022

6.	COMMITTEE OF THE WHOLE
----	-------------------------------

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

7.2.	Detroit-Windsor Regional Centre of Expertise for Sustainable Development - City Wide (C 126/2022)
------	--

7.3.	Your Quick Gateway (Windsor) Inc. – 1st Quarter 2022 Financial Statements - City Wide (C 139/2022)
------	---

8. **CONSENT AGENDA**

- 8.1. 2021 Tax Relief - Extreme Poverty and/or Illness - City Wide **(C 137/2022)**
Clerks Note: Administration provides a P & C Memo for Mayor & Members of Council only (under separate cover)
- 8.2. Renewal of Payment Card Services with Chase Paymentech - City Wide **(C 128/2022)**
- 8.3. Bernard Road Subdivision – NOC Development Inc. Cost Sharing/Oversizing/Serviceing - Ward 5 **(C 104/2022)**
- 8.4. External Auditor Contract Extension - 2022-2026 - City Wide **(C 125/2022)**
- 8.5. 2022 Second Quarter Operating Budget Variance Report - City Wide **(C 131/2022)**
- 8.6. 2023 Budget Process - Public Engagement - City Wide **(C 135/2022)**
- 8.7. Renewal of Banking/Cash Management Services Agreement with the Bank of Nova Scotia - City Wide **(C 127/2022)**
- 8.8. Appointment of a Drainage Engineer for New Access Bridge over the Little 10th Concession Drain (3940 Lauzon Road) - Ward 9 **(C 113/2022)**

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

10. **PRESENTATIONS AND DELEGATIONS**

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

- 11.1. CIP Applications in a "Lame Duck" Council Situation - City Wide **(C 142/2022)**
- 11.2. Investing in Canada Infrastructure Program - Public Transit - City Wide **(C 140/2022)**
- 11.3. Exemption to Noise By-law 6716 for Nighttime Construction Work – Huron Church Road – Ward: 2 & 10 **(C 132/2022)**
- 11.4. Applications for Tax Reductions under S. 357/358 of the Ontario Municipal Act 2001 - City Wide **(C 136/2022)**
- 11.5. Properties Under Municipal Vesting Considerations - Wards 5 & 9 **(C 134/2022)**
- 11.6. Rosalie Trombley Commemorative Statue Project and Funding-City Wide **(C 138/2022)**

12. **CONSIDERATION OF COMMITTEE REPORTS**

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**

Special Meeting of the Environment, Transportation & Public Safety Standing Committee

Thursday, August 4, 2022

11:00 a.m.. Zoom Video Conference

WCU Joint Ad Hoc Nominating Committee

Monday, August 22, 2022

9:00 a.m.

Windsor Utilities Commission Governance Committee

Monday, August 22, 2022

11:00 a.m.

21. **ADJOURNMENT**

Subject: Detroit-Windsor Regional Centre of Expertise for Sustainable Development - City Wide

Reference:

Date to Council: August 8, 2022
Author: Jennifer Nantais
Environment & Sustainability Coordinator
519-255-6100 ext. 6108
jnantais@citywindsor.ca
Asset Planning
Report Date: July 18, 2022
Clerk's File #: E/10822

To: Mayor and Members of City Council

Recommendation:

THAT the Detroit-Windsor Regional Centre of Expertise for Sustainable Development report **BE RECEIVED** for information.

Executive Summary: N/A

Background:

In 2003, in response to the UN resolution on the United Nations Decade of Education on Sustainable Development (UNDESD), the United Nations University Institute for the Advanced Study of Sustainability (UNU-IAS) launched the Education for Sustainable Development (ESD) project, with funding support from the Ministry of the Environment, Japan. The ESD project designs and implements research and development activities through two flagship initiatives: a global multi-stakeholder global network of Regional Centres of Expertise on ESD (RCEs) and a network of higher education institutions called the Promotion of Sustainability in Postgraduate Education and Research Network.

In 2021, Wayne State University and the University of Windsor submitted a joint application to form a Regional Centre of Expertise on Education for Sustainable Development. RCEs are acknowledged by the United Nations University (UNU). UNU currently has 179 RCEs listed globally. Canadian RCE's include: British Columbia, Greater Sudbury, Mauricie/Centre du Quebec, Peel, Peterborough-Kawartha-Haliburton, Tantramar (New Brunswick) and Saskatchewan.

The RCE vision is to aspire to translate global objectives and Sustainable Development Goals (SDGs) into the context of the local communities in which the RCE operates.

A RCE facilitates a network of multi-sectoral and interdisciplinary members who might not usually work together. They also provide official links to UN agencies. As such, RCEs are well-placed to help create solutions to sustainability challenges through dialogue, education and learning.

Discussion:

In April 2022, Wayne State University and the University of Windsor were designated as a new United Nations Regional Centre of Expertise (RCE) on Education for Sustainable Development in the Detroit-Windsor region.

This RCE initiative is a joint effort between the two universities. Focused on the United Nations Sustainable Development Goals, it will identify actions that address climate change, economic and health disparities, and social inequity to create a more sustainable future for the two communities that share an international border. The partnership will build on and expand related education and research initiatives underway at both universities and in the cities of Detroit and Windsor.

The designation provides a unique opportunity to embrace a multi-stakeholder global network to highlight and amplify strengths as leaders in collaboration and sustainability. A shared automotive economic history provides common challenges in the need for transformation, and fostering more equitable and sustainable development on both sides of our international border.

The Detroit-Windsor team's immediate goals include establishing bi-national working groups between experts and stakeholders in both countries and creating new channels of authority to allow participants to access physical resources, apply for funding, and conduct joint research.

In addition to the cultural exchange and learning environments created by the RCE, new curricular initiatives to be explored between the two institutions will include joint degree programs, virtual exchange programs with project-based learning, and formalizing agreements to allow students to take advantage of classes and research opportunities in both countries. The Detroit-Windsor RCE application was supported by the cities of Detroit and Windsor as well as school boards, chambers of commerce and economic development agencies, United Way, and community foundations. The RCE plans to expand collaborations to other community partners such as conservation authorities and grassroots environmental and climate organizations.

Risk Analysis:

There are no significant risks associated with the RCE as this initiative is being led by the University of Windsor and Wayne State University.

Climate Change Risks

Climate Change Mitigation:

There is no climate change mitigation risk associated with the RCE. However, the University of Windsor has expressed interest in addressing Sustainable Development Goals that have local implications including: SDG 8: Decent Work and Economic Growth and SDG 13: Climate Action. This initiative may support the City's progress toward clean water, public transportation, industry, green economy innovation, and climate action through increased shared knowledge, research and sustainable urban planning.

Climate Change Adaptation:

The RCE promises to support adaptation measures by anticipating challenges faced by each urban border region. The vision for the RCE Detroit-Windsor Healthy and Sustainable Border Cities includes:

- Research Collaboration on health and environment
- Cross-border education on sustainable development in our bioregion
- Cross-border community involvement: connecting educational institutions, public schools and community organizations on both sides of the border.

Financial Matters:

No financial commitment is being requested from the City of Windsor.

Consultations:

University of Windsor.

Conclusion:

The City of Windsor recognizes the importance of education in sustainable development and strengthening partnerships to provide a strategic forum for the exchange of ideas, strategies and research efforts. Strengthening the existing collaboration between the University of Windsor and Wayne State University will assist the City in addressing complex global sustainable development challenges at the local level.

The Detroit-Windsor Regional Centre of Expertise for Sustainable Development aligns with goals set out in the City’s Community Energy Plan and Climate Change Adaptation Plan, as well as Environmental Master Plan Goal E - Objective E7: Continue to Invest and Develop Partnerships.

Approvals:

Name	Title
Karina Richters	Supervisor Environmental Sustainability & Climate Change
Natasha Gabbana	Senior Manager, Asset Planning
Jelena Payne	Commissioner, Economic Development & Innovation
Joe Mancina	Commissioner, Corporate Services & Chief Financial Officer
Onorio Colucci	Chief Administrative Officer

Notifications:

Name	Address	Email

Appendices:

**Subject: Your Quick Gateway (Windsor) Inc. – 1st Quarter 2022
Financial Statements - City Wide**

Reference:

Date to Council: August 8, 2022
Author: Dan Seguin
Deputy Treasurer - Financial Accounting & Corporate Controls
519-255-6100 Ext. 1663
dseguin@citywindsor.ca

Financial Accounting
Report Date: July 22, 2022
Clerk's File #: AL/14399

To: Mayor and Members of City Council

Recommendation:

THAT City Council **RECEIVE** for information, the Your Quick Gateway (Windsor) Inc. 1st Quarter 2022 Financial Statements.

Executive Summary:

N/A

Background:

The Windsor Airport Management Agreement requires that Quarterly Financial Statements be provided to City Council.

Discussion:

In compliance with this requirement, Your Quick Gateway (Windsor) Inc. (YQG) has provided 1st Quarter 2022 financial statements.

Risk Analysis:

N/A

Climate Change Risks

Climate Change Mitigation:

N/A

Climate Change Adaptation:

N/A

Financial Matters:

See attached Appendix A which includes:

- 2022 1st Quarter Variance & Performance Analysis

Consultations:

N/A

Conclusion:

Information is submitted to City Council in compliance with the requirements of the Windsor Airport Management Agreement.

Planning Act Matters:

N/A

Approvals:

Name	Title
Dan Seguin	Deputy Treasurer-Financial Accounting & Corporate Controls
Joe Mancina	Commissioner, Corporate Services Chief Financial Officer & City Treasurer
Onorio Colucci	Chief Administrative Officer

Notifications:

Name	Address	Email
Mark Galvin	3200 County Rd. 42, Unit 200, Windsor, ON, N8V 0A1	mgalvin@yqg.ca

Appendices:

- 1 Appendix A - YQG 2022 Q1 Variance and Performance Analysis

YQG 2022 Q1 Variance and Performance Analysis

	Board Approved COVID Budget		Q1 Actuals		Variance		Projection	
	2022 Covid Budget		2022 Q1 Actuals 31-Mar-22		Q1 Variance to Covid Budget		Projected Year End Balance	
	A	B	C	D	E	F		
	2022 Covid Budget	2022 Q1 Actuals 31-Mar-22	YTD Variance (A-B)	% Committed (B/A)	2022 Covid Projection	\$ Change		
Income								
1 Passenger Facility Fees	562,733	88,122	474,611	16%	904,005	341,272		
2 Terminal and Landing Fees	573,404	197,428	375,976	34%	1,292,217	718,813		
3 Leases	1,043,143	283,963	759,180	27%	1,135,854	92,711		
4 Ground Handling	150,000	69,629	80,371	46%	278,517	128,517		
5 Miscellaneous*	50,000	197,829	(147,829)	396%	658,801	608,801		
6 Parking Revenue	145,000	61,451	83,549	42%	245,804	100,804		
7 Café-Lounge Sales	-	-	-	0%	-	-		
8 Fuel Sales	96,000	27,867	68,133	29%	111,468	15,468		
9 Licensing (Other)	50,000	7,936	42,064	16%	31,744	(18,256)		
10 Property Taxes	846,600	107,395	739,205	13%	846,600	-		
11 Interest	15,000	960	14,040	6%	3,840	(11,160)		
Total Income	3,531,880	1,042,580	2,489,300	30%	5,508,850	1,976,970		
Expenses								
20 Salaries and Benefits	1,602,003	386,916	1,215,087	24%	1,742,807	(140,804)		
21 Safety and Security	425,000	94,460	330,540	22%	377,842	47,158		
22 Repairs and Maintenance	730,000	525,123	204,877	72%	1,544,757	(814,757)		
23 Sales and Marketing (Incl. Café)	31,200	13,322	17,878	43%	156,200	(125,000)		
24 Office	51,660	14,358	37,302	28%	51,660	-		
25 Utilities	301,476	68,451	233,025	23%	301,476	-		
26 Insurance	54,468	933	53,535	2%	54,468	-		
27 Professional Fees	121,885	17,727	104,158	15%	121,885	-		
28 Depreciation	100,120	23,673	76,447	24%	100,120	-		
29 Property Taxes	846,600		846,600	0%	846,600	-		
Total Expenses	4,264,412	1,144,965	3,119,447	27%	5,297,815	(1,033,403)		
Net Income	(732,532)	(102,384)	(630,148)	14%	211,035	943,567		

Subject: Tax Relief 2021 - Extreme Poverty and/or Illness - City Wide

Reference:

Date to Council: 8/8/2022
Author: Carolyn Nelson
Manager Property Valuation & Administration
(519) 255-6100 ext 6170
cnelson@citywindsor.ca
Taxation & Financial Projects
Report Date: 7/21/2022
Clerk's File #: AF2022

To: Mayor and Members of City Council

Recommendation:

THAT City Council **ACCEPT** Administration's recommendation with regards to approval of two (2) applications for a total tax relief of \$1,837.01 (inclusive of education portion); and,

THAT City Council **SUPPORT** Administration's recommendation with regards to the denial of eight (8) applications for tax relief; and,

THAT City Council **ACCEPT** Administration's recommendation with regards to maintaining the home assessment value threshold at \$168,000 for the 2023 Tax Relief Program – for 2022 taxes.

Executive Summary:

N/A

Background:

Property taxation provides municipalities with the necessary revenue required to fund annual operating and capital expenditures. The administration of property taxes is governed through Parts VIII (municipal taxation) through to Part XI (sale of land for tax arrears) under the Ontario Municipal Act, 2001. Once property taxes are levied, there is the expectation that property owners will remit payments when due. There is limited availability for municipalities to provide tax relief to property owners namely:

- Section 319: Tax deferrals, Relief of Financial Hardship which provides for a full or partial tax deferral on increases in property taxes as a result of increases in

property assessment valuation for 1998 and subsequent years. To qualify, an eligible property must be included in the residential property class and the assessed owner (or spouse) must be a low income senior or low income person with disabilities.

- Section 357: Cancellation, Reduction or Refund of property taxes in the year following the year in respect of which the application is made to the City Treasurer. This section requires Council's approval on an annual basis for tax relief to property owners as a result of occurrences such as building demolitions, destruction of property caused by fire, changes to property tax class and/or the **inability to pay taxes because of sickness or extreme poverty.**
- Section 365: Cancellation, Reduction or Refund of property taxes which provides for tax relief on eligible properties where the taxes are considered to be unduly burdensome. Eligible properties are those that are within the residential, farm or managed forest classifications as determined by MPAC.

After a thorough review and public consultation process in 2010 Council approved the guidelines for the tax relief program under Section 357 (1) (d.1) of the Municipal Act to provide assistance to residential property owners who are unable to pay taxes because of sickness or extreme poverty (CR 356/2010). The guidelines were further refined in 2011 after the results of the first pilot year was reported on (EC 31/2011). Tax relief under Section 357 (1) (d.1) provides assistance to those identified as most in need based upon best practices and community consultation.

Discussion:

As stated above, a reduction or refund of property taxes can be provided for in the year following the year in respect of which the application is made to the City Treasurer. In other words, the applications being brought forward to Council are in regards to request for relief from 2021 property taxes. While uptake for this program does not always result in a large number of applications, it is considered an important program to assist those residents who are in need of assistance. Through tax collection activities and also responses to resident enquires for assistance, Administration will make referrals to the program and its requirements. However, the program is voluntary and subject to the applicant complying with the income and assessment verification requirements.

As it relates to the 2021 taxation year, a total of ten (10) applications were received by the filing deadline of February 28, 2022.

Applications and supporting documentation are first thoroughly reviewed by Finance Administration in accordance with established criteria. Initial recommendations of two (2) approvals and eight (8) denials are made based on results of the review and information submitted. Applicants were then notified of Finance Administration's recommendation.

Those applicants which were recommended for denial are then afforded the opportunity to submit a request to the Property Tax Relief Internal Review Panel (PTRIRP), and internal review panel comprise of staff from the Social and Health Services Department,

for a second review and independent recommendation. Two appeals were forwarded to the PTRIRP, and the recommendation for denial was upheld.

Impact of the Deferral of the Four-Year Reassessment Cycle – 2022 Tax Relief Program Administration

As Council will recall, every four years the Municipal Property Assessment Corporation (MPAC) updates the assessment values of all properties. This update was supposed to occur in 2020 but has been deferred due to COVID-19. Thus, the property values as assessed for 2020 were carried over to 2021 with no change. This has continued into 2022, property values in 2022 are the same as 2020. In the previous assessment cycle affecting years 2017 through 2020, Council approved the historical home assessment value thresholds for the purpose of this tax relief program as follows:

Tax Year	Threshold
2017	\$154,500
2018	\$159,000
2019	\$163,500
2020	\$168,000

Since no change has occurred in the property assessment values from 2020 to 2022 due to the deferral of the assessment update by MPAC, Administration is recommending that the home assessment value threshold remain \$168,000 for the 2023 Tax Relief Program – relief of 2022 taxes. Administration will bring back to Council recommended values for the next cycle once the update has been rescheduled.

Risk Analysis:

Applications for tax relief due to sickness and/or extreme poverty are allowed under Section 357 of the Ontario Municipal Act and therefore municipalities must have a mechanism in place to address these types of requests. The program currently offered by the City is specifically designed to provide temporary relief (maximum two years) to those property owners who qualify based upon the approved criteria. The program is voluntary however once application has been made, the required documents to support the application must be submitted for review or the application will be noted as incomplete.

It should be noted that Council must make the final decision in regards to these applications. Should applicants not be satisfied by recommendations of Administration or the PTRIRP they have the right to appeal to City Council for further consideration in conjunction with this report. Should City Council uphold the denial an appeal to the Assessment Review Board (ARB) can be made by the applicant.

Aside from the financial impact there is very little risk associated with this program as applications are screened by Administration and supporting documentation is required prior to receiving approval. Applicants who are denied tax relief are allowed to make an appeal to the ARB.

Climate Change Risks

Climate Change Mitigation:

N/A

Climate Change Adaptation:

N/A

Financial Matters:

The results of the 2022 program have been summarized in the chart below. Two (2) applicants are being recommended for approval. Of those approved, one (1) had been approved for tax relief in a prior year, making this their second and final year of tax relief under this program. Due to privacy concerns only general reasons for denial have been stated. Additional information has been provided by way of confidential memo.

Total Recommended for Approval 2	Total	City Share	Education Share
	\$1,837.01	\$1,682.47	\$154.54
Total Recommended for Denial 8	Reason for Denial		
	Income over Threshold	3	
	Already Received Tax Relief In two Prior Years	2	
	CVA of property > \$168,000	3	

Based upon Administration’s recommendation, total tax relief of \$1,837.01 will be granted. The municipal portion is \$1,682.47. The education portion of \$154.54 will be recorded as a charge back to the Province. As the tax relief relates to taxes levied in 2020, \$25,000 was accrued as part of the 2021 year-end allowance for doubtful accounts as a direct charge to the property tax write-off provision so there will be no impact on the current year operating budget. The difference between the allowance and

the actual charge of \$23,317.53 will be used to offset other tax related property tax adjustments which are approved during the year as the write-off provision is not specifically allocated by type of adjustment.

Consultations:

N/A

Conclusion:

The property tax relief program’s main objective continues to be a means of giving taxpayers temporary financial assistance for the established maximum period of two years, (consecutive or otherwise) during which they can consider their situation and make changes accordingly.

Application is voluntary and approval is subject to meeting the conditions of the program eligibility. Based upon the number of applications received and recommended for approval, this program, while resource intensive, reaches a small segment of ratepayers most in need and is therefore a much needed program within our community. Over the course of time in which the program has been available, approximately 196 residents have received either full or partial tax relief.

Planning Act Matters:

N/A

Approvals:

Name	Title
Carolyn Nelson	Manager Property Valuation & Administration
Janice Guthrie	Deputy Treasurer Taxation, Treasury & Financial Projects
Joe Mancina	Commissioner, Corporate Services/Chief Financial Officer
Onorio Colucci	Chief Administrative Officer

Notifications:

Name	Address	Email

Appendices:

- 1 1 P&C Memo for Mayor and Council Only

Subject: Renewal of Payment Card Services with Chase Paymentech - City Wide

Reference:

Date to Council: August 8, 2022
Author: Janice Guthrie
Deputy Treasurer - Taxation, Treasury & Financial Projects
jguthrie@citywindsor.ca
519-255-6100 Ext 6271
Taxation & Financial Projects
Report Date: July 19, 2022
Clerk's File #: AF/14450

To: Mayor and Members of City Council

Recommendation:

THAT City Council **APPROVE** the renewal of the City's payment card services contract on a sole source basis to Chase Paymentech for a five year period beginning January 1, 2023 and ending December 31, 2027, with a five year renewal option; and further,

THAT the Chief Administrative Officer and City Clerk be **AUTHORIZED** to sign a contract and other service related agreements between Chase Paymentech and the Corporation of the City of Windsor, subject to approval in form by the City Solicitor and in technical and financial content by the CFO & City Treasurer.

Executive Summary:

N/A

Background:

On August 27, 2012 by way of CR194/2012 and as reaffirmed on November 2, 2015 by way of CR 215/2015, the City was authorized to enter into an agreement with Chase Paymentech for a period of five years beginning January 1, 2013 until December 31, 2017 with a five year renewal option.

On December 1, 2017 via CAO 4302, the City exercised their renewal option with Chase Paymentech for a five year period beginning January 1, 2018 until December 31, 2022.

Considering the renewal period with Chase Paymentech will be ending on December 31, 2022, City Administration will be required to enter into another contract agreement with a provider to handle all electronic payment processing matters.

Discussion:

The agreement with Chase Paymentech covers the provision of payment card services (i.e. receipt of debit/credit card payments as it relates to the collection of fees and charges for City services). In addition, Chase provides assistance to City Administration in matters dealing with payment card industry data security standards (PCI). Payment card services are largely conducted by way of merchant machines (pin pads) located at various departments throughout the Corporation that are interfaced to cashiering stations. The City has two additional service agreements with Chase that relate to Orbital Virtual Terminal and Hosted Check-Out. Orbital Virtual Terminal provides for the ability to accept credit card payments through a web-access terminal. Hosted Check-Out facilitates card payment services which are performed using an on-line platform. Functionality with regards to Hosted Check-Out services has been fully integrated with many city services including Building Permitting, Recreation Ticketing (Adventure Bay), Right of Way, Licensing and Property Taxation. While the City also uses other third party payment applications such as Passport Canada (Parking operations) and ActiveNet (Recreational programming and Facility rentals), these applications utilize merchant numbers that are linked to Chase for any payment processing requirements.

Administration considered the option of conducting a Request for Proposal (RFP) related to payment processing services. However, it was ultimately concluded that the time, risk and costs associated with preparing an RFP and perhaps switching to a new payment processing provider outweigh the benefits. Currently, the services offered and fees charged per transaction by Chase Paymentech are comparable to other providers. In this sense, the following meets the criteria for a sole source as a change in payment processing providers would cause a significant inconvenience as well as substantial costs for the City.

City Administration continues to be satisfied with the level of service being provided and is seeking approval to continue its existing relationship with Chase Paymentech for a five year period beginning on January 1, 2023 until December 31, 2027, with a five year renewal option.

Risk Analysis:

Administration is currently working towards PCI certification, a requirement under the Payment Card Industry rules for credit card merchants. The target certification date is September 30, 2022. This initiative has spanned the past two years and required significant research and documentation with regards to current business processes and procedures. Payment card processing services which are provided through Chase have been enhanced in order to meet the certification requirements. Chase has committed to continue to work with the City to further enhance payment card processes once certification has been attained.

There are no additional risks involved by remaining with Chase for payment card services. Conversely, if preparation of an RFP is recommended and another payment processing provider is selected as the successful proponent, significant time and costs will be needed to facilitate the changeover.

Climate Change Risks

N/A

Climate Change Mitigation:

Climate Change Adaptation:

Financial Matters:

There are no additional financial implications associated with keeping Chase Paymentech as the City’s payment processing provider. Fees associated with credit card payment processing are charged monthly to each department that utilize the services and are factored into the respective fees and charges that are collected.

Consultations:

Elena Graham – Relationship Manager, Chase

Conclusion:

City Administration is seeking Council approval to continue the existing relationship between the City of Windsor and Chase Paymentech for a period of 5 years beginning on January 1, 2023 until December 31, 2027, with a five year renewal option.

Planning Act Matters:

N/A

Approvals:

Name	Title
Alex Vucinic	Purchasing Manager
Shelby Askin-Hager	Commissioner Legal & Legislative Services
Joe Mancina	Commissioner Corporate Services, CFO/City Treasurer
Onorio Colucci	Acting Chief Administrative Officer

Notifications:

Name	Address	Email
Elena Graham, Relationship Manager – Chase Paymentech	255 Consumers Road North York, Ont M2J 1R4	elena.graham@chase.com

Appendices:

Subject: Bernard Road Subdivision – NOC Development Inc. Cost Sharing/Oversizing/Servicing - Ward 5

Reference:

Date to Council: August 8, 2022
Author: Robert Perissinotti
Development Engineer (A)
519-255-6100 ext. 6615
rperissinotti@citywindsor.ca

Report Date: June 17, 2022
Clerk's File #: Z2022

To: Mayor and Members of City Council

Recommendation:

- I. THAT Council **APPROVE** payment to NOC Development Inc. for oversizing costs to service privately owned lands (Bernard Rd Benefiting Properties shown on Appendix 'A', being Lots 62 to 69 inclusive 12M-319) as part of the Bernard Road Subdivision Development, of up to \$45,555.42 (inclusive of HST), for each of the eight (8) Bernard Rd benefitting properties totaling \$364,443.38 (inclusive of HST), to be funded from Project ID #7035119 – New Infrastructure Development. These costs are to be recovered from the Bernard Rd Benefiting Properties prior to the issuance of building permits for them, plus an annual interest applied based on the Infrastructure Ontario 5-year borrowing rate plus 1% (currently 5.27%); and,
- II. That Council **APPROVE** \$157,302.92 (inclusive of HST) to be paid to NOC Development Inc. as the City of Windsor's portion of the storm sewer oversizing costs for Bernard Road Subdivision Development and 75% of the total costs for the Central Pond improvements, to be funded from the Project ID #7035119 – New Infrastructure Development.

Background:

Bernard Road from Joinville Avenue to the south cul-de-sac (north of Plymouth Drive) was serviced in accordance with a subdivision agreement between The Corporation of the City of Windsor and NOC Development Inc. (Developer), approved by Council Direction M160-2015 and registered as CE1028950 (Subdivision Agreement). The subdivision includes the redevelopment of the former St. Maria Goretti elementary school into thirty (30) single family home sites. This development also includes services to the eight (8) privately owned lands on the east side of Bernard Rd (Bernard Benefiting Properties on Appendix 'A').

In 2020, D.C. McCloskey Engineering prepared a report (attached as Appendix 'B') on the Central Avenue Pond, located at the southeast corner of Plymouth Drive and Central Avenue to assess its use as a regional stormwater management (SWM) facility. This pond was constructed in 1995 to store and treat stormwater from the area generally bounded by Grand Marais Road East to the north, Pillette Road to the east, Central Avenue to the west and the CN railway line to the south. In 1997, to address concerns from the Windsor International Airport about the attraction of waterfowl, alterations were made to the pond to limit surface water area and create heavy vegetative cover. These alterations affected the intended design of the pond, limiting its capacity. This has resulted in a requirement for site specific water quality and quantity management requirements for new development within the catchment area.

The abovementioned report examined the potential to re-establish this regional SWM facility to provide the required quality and quantity requirements of the Ministry of the Environment, Conservation and Parks SWM design guidelines and the Windsor/Essex Regional SWM Standards Manual. The report found that the existing sewer systems in the catchment area have sufficient conveyance capacity to handle runoff from the area, including the proposed NOC development. It recommended modifications to the Central Avenue and Grand Central Business Park ponds, which if implemented, would restore the original design intent of the Central Avenue pond and provide sufficient SWM quality and quantity control for the catchment area. The Windsor International Airport was consulted throughout the process.

Additionally, the D.C. McCloskey report recommended oversizing of the proposed storm sewers on Bernard Rd as a benefit to the upstream lands as well as to construct an overland flow route along the Bernard Road right-of-way from the proposed NOC development. This would provide storm relief to the low lying area near Grand Marais Road.

Special Provision S-11 of the Servicing Agreement reads as follows:

“In the event that the Owner is required to oversize any services in order to service others lands, it is agreed that any oversizing costs to be paid by the Corporation to the Owner shall be based on a cost-sharing and tender process satisfactory to the City Engineer. Any cost-sharing agreed to will be subject to approval of the Corporation’s City Council. Benefitting landowners will be required to pay their share of servicing costs prior to the release of permits for benefitting lands.”

The Developer’s Consulting Engineer has completed detailed servicing plans for the NOC development, and together with Administration cost sharing terms acceptable to both parties have been negotiated. The purpose of this report is to bring these terms before Council for approval.

Discussion:

The existing eight (8) properties on Bernard Road were originally subdivided as part of subdivision agreement number LT165247, but were never serviced. The Developer constructed all municipal infrastructure on Bernard Road including provisions to service the eight (8) benefiting properties. This infrastructure includes:

- Sanitary mainline sewer and private drain connections
- Storm mainline sewer and private drain connections
- Water mainline, including private services
- Local road (asphalt pavement, concrete curbs and gutters, sidewalks)
- Streetlights / utilities

Additionally, as previously mentioned, the Developer installed oversized storm sewers on Bernard Rd to provide flooding relief to the upstream area. These larger sewers are connected to the existing storm sewers on Bernard Rd and will act as an overflow during larger storm events which will reduce the risk of water backup into basements.

The Developer also reinstated the Central Pond according to the recommendations of the D.C. McCloskey report to provide adequate storm water storage capacity for the entire drainage catchment area. This included:

- Adjustment to pump activation levels
- Removal of the berm which cut-off available pond storage
- Improvements to the pond outlet

A contract was awarded for the construction through public tender in accordance with the Purchasing By-Law 93-2012 and the Subdivision Agreement and the works were construction in 2021.

Risk Analysis:

There is a risk that servicing costs from the eight (8) Bernard Rd Benefiting Properties will never be recovered by the City should the property owner(s) choose not to develop. This risk is low due to the current economy and buoyant real estate prices. In addition, there is a one foot reserve in front of these lots which prevents the owners from accessing the services. This one foot reserve will not be removed until the cost of these services have been paid in full. In addition, annual interest based on Infrastructure Ontario 5-year borrowing rate will be applied on each property based on the outstanding amount owed.

Financial Matters:

As noted, the City is responsible for compensating the Developer for oversizing costs. These include storm sewer oversizing costs, a portion of the Central Pond improvement costs and full municipal services to the eight (8) benefiting properties on Bernard Road, which include their proportionate share of roads, sidewalks, streetlighting, utilities, mainline sewers and water main and private drain connections. The NOC development represents roughly 25% of the total catchment area attributable to the Central Avenue

Pond and as such the City will reimburse the Developer 75% of the cost of that portion of the work.

The Developer constructed all of these works in 2021 and is seeking payment from the City of \$521,746.30 (inclusive of HST). The table below outlines the estimated costs the City is to pay the Developer.

Description	Amount (HST included)
Total Costs to service 8 benefiting properties	\$364,443.38
Bernard Rd storm sewer oversizing costs	\$92,134.41
75% of the cost to improve the Central Pond	\$65,168.51
Amount Payable to NOC Development Inc.	\$521,746.30

The New Infrastructure Development project (ID#7035119) has previously earmarked funds within its budget for this development. This project has sufficient available funding to make the payments.

The City will continue to carry a long term receivable for the \$364,443 until such time as the eight (8) benefitting properties choose to develop their lands. The City will recover the costs from the eight (8) Benefiting Properties at the time of issuance of building permits for each lot. There is also the possibility that the City can recover a portion of the Central Pond improvement costs if other vacant lands in the Central Pond catchment area are to be developed in the future. As previously noted, there is a risk that these lots will not develop immediately and the City will not be able to recover that portion of the costs in the short term. Administration is recommending that annual interest be applied to the outstanding receivable based on the Infrastructure Ontario 5-year borrowing rate + 1% (currently 5.27%) while the amounts remain outstanding from the property owners.

Consultations:

Carrie McCrindle - Financial Planning Administrator
 Linda Mancina – Financial Planning Administrator
 Natasha Gabbana – Senior Manager Asset Planning
 Tony Ardovini – Deputy Treasurer

Conclusion:

Administration is recommending approval for payment to NOC Development Inc. of the oversizing/servicing costs for the Bernard Road Subdivision, in accordance with the provisions of the Subdivision Agreement and recovery from benefiting properties.

Planning Act Matters:

N/A

Approvals:

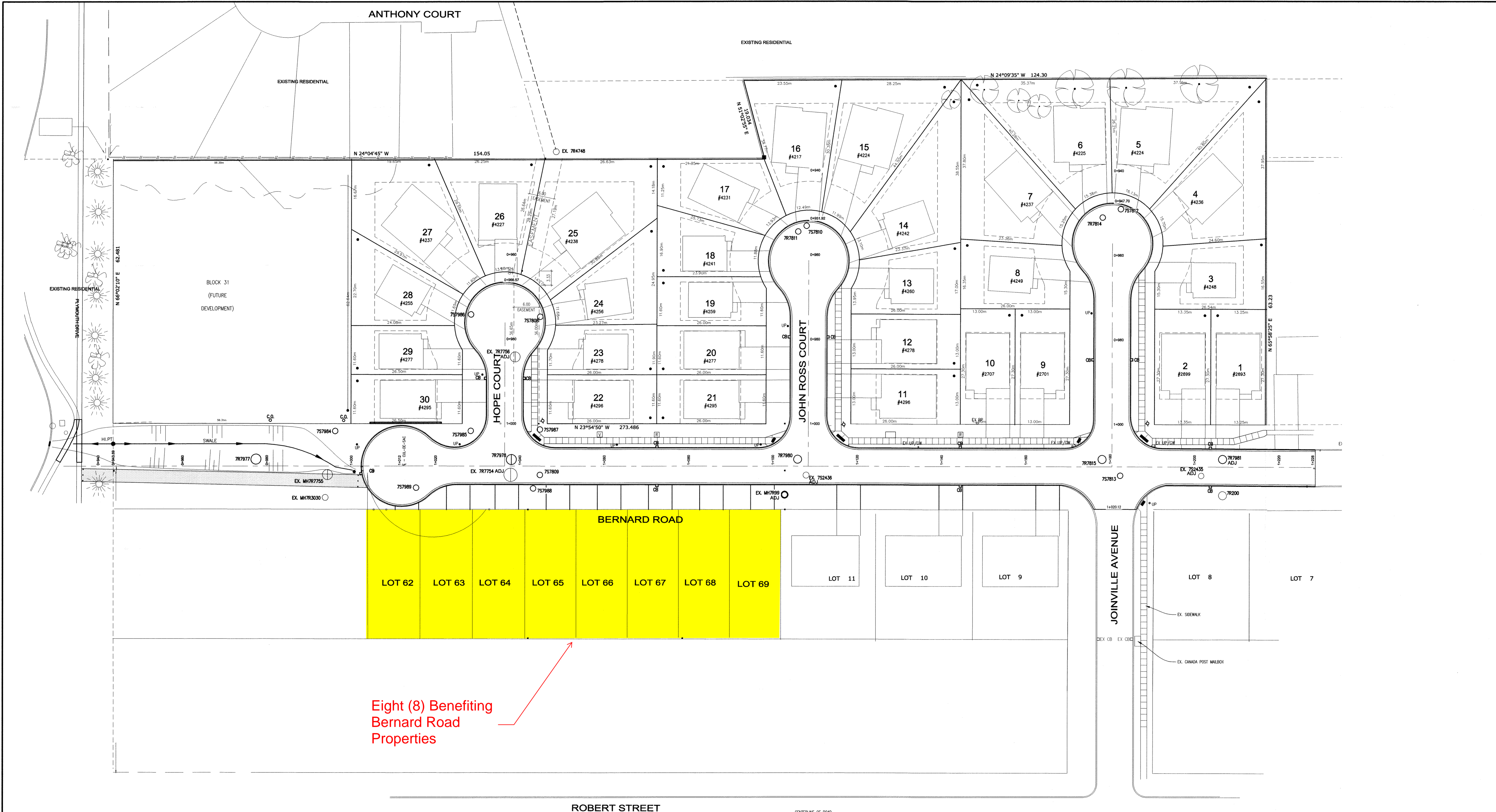
Name	Title
Stacey McGuire	Manager of Development
France Isabelle-Tunks	Executive Director Engineering/ Deputy City Engineer
Chris Nepszy	Commissioner, Infrastructure Services
Wira Vendrasco	Deputy City Solicitor, Legal, Real Estate
Joe Mancina	Commissioner, Corporate Services CFO/City Treasurer
Onorio Colucci	Acting Chief Administrative Officer

Notifications:

Name	Address	Postal Code
Danna Wang	7250 Keele St. Unit 250, Vaughan, ON	L4K 1Z8
Robert Tomas	5155 Tecumseh Road East Windsor, ON	N8T 1C3

Appendices:

- 1 Appendix 'A'
- 2 Appendix 'B'



Eight (8) Benefiting
Bernard Road
Properties

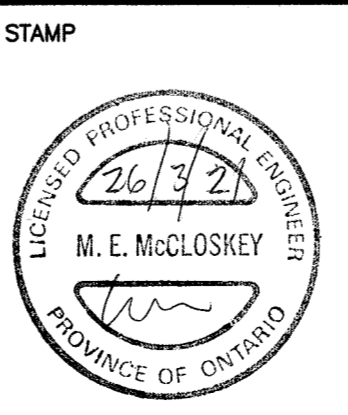
SITE PLAN
SCALE : 1:400

C.O.W. PROJECT # S-2061

APPROVED AS TO FORM IN RELIANCE UPON THE PROFESSIONAL SKILL AND ABILITY OF D.C. McCLOSKEY ENGINEERING LTD., AS TO DESIGN AND SPECIFICATIONS.

[Signature]
CITY ENGINEER
WINDSOR, ONTARIO

d.c. mcloskey engineering ltd.
200-5745 wyandotte street east, windsor, ontario n8s 1m6-1a (519) 377-8800



DATE (dd/mm/yy)	ISSUED FOR
13/08/19	C.O.W. & ERCA REVIEW
29/06/20	C.O.W. & ERCA REVIEW
21/08/20	UTILITY CO-ORDINATION
29/10/20	ECA APPROVAL
24/11/20	TENDER
21/01/21	BUILDING AND ENGINEERING PERMIT
26/03/21	FINAL APPROVAL

general notes:
1. THIS PRINT IS AN INSTRUMENT OF SERVICE ONLY AND IS THE PROPERTY OF THE ENGINEER.
2. DRAWINGS SHALL NOT BE SCALED.
3. CONTRACTORS SHALL VERIFY AND BE RESPONSIBLE FOR ALL DIMENSIONS AND CONDITIONS ON THE JOB AND THIS OFFICE MUST BE NOTIFIED OF ANY VARIATIONS FROM THE DIMENSIONS AND CONDITIONS SHOWN BY THESE DRAWINGS.
4. ATTENTION IS DIRECTED TO PROVISIONS IN THE GENERAL CONDITIONS REGARDING CONTRACTOR'S RESPONSIBILITIES IN REGARDS TO SUBMISSION OF SHOP DRAWINGS.
5. IN THE EVENT THE ENGINEER IS REQUIRED TO REVIEW SHOP DRAWINGS, SUCH REVIEW IS ONLY TO CHECK FOR CONFORMANCE WITH DESIGN CONCEPT AND WITH THE INFORMATION GIVEN IN THE CONTRACT DOCUMENTS.
6. CONTRACTORS SHALL PROMPTLY NOTIFY THE DESIGNER IN WRITING OF THE EXISTENCE OF ANY DESIRED VARIATIONS BETWEEN THE CONTRACT DOCUMENTS AND ANY APPLICABLE CODES OR BY-LAWS.
7. THE DESIGNER IS NOT RESPONSIBLE FOR THE CONTRACTOR'S MEANS, METHODS AND OR TECHNIQUES IN THE CONSTRUCTION OF THIS FACILITY.

PROJECT
BERNARD ROAD SUBDIVISION

ADDRESS : WINDSOR, ONTARIO

CLIENT
NOC DEVELOPMENT

DRAWING TITLE
SITE PLAN

SCALE : AS NOTED

DRAWN BY : JLD

CHECKED BY : MEM

DATE : OCT 2018

PROJECT FILE NO.
M18-321

DRAWING NO.
3

CENTRAL AVENUE POND REPORT

Prepared for:

ROSATI GROUP and N.O.C. DEVELOPMENT

PREPARED BY:

D.C. McCLOSKEY ENGINEERING LTD.

200-5745 Wyandotte Street East

Windsor, ON N8S 1M6

PROJECT M18-321

09 October 2020



Table of Contents

LIST OF FIGURES i

LIST OF APPENDICES ii

LIST OF TABLES ii

ACKNOWLEDGEMENTS iii

1.0 Introduction 1

 1.1 Report Commissioning 1

 1.2 Pond and Catchment Area Location Information 1

 1.3 Historical Information of Central Pond 3

 1.4 Goals and Objectives of this Assessment 4

 1.5 Report References 5

2.0 Assessment of Conveyance Capacity 5

 2.1 Minor / Major System Capacity 6

 2.2 Boundary Conditions 6

 2.3 Low-Lying Area - External Flows 6

 2.4 Model Scenarios 7

3.0 Assessment of Storage Capacity 8

 3.1 Central Pond Capacity 9

 3.2 GCBP Pond Capacity 10

4.0 Recommended Improvements 12

 4.1 Central Pond Improvements 12

 4.2 Grand Central Business Park Pond Improvements 13

5.0 Conclusions and Recommendations 13

 5.1 Conclusions 13

 5.2 Recommendations 14

LIST OF FIGURES

1. Central Avenue Pond – Catchment Area Plan
2. Central Avenue Pond – Pond Inlet and Outlet (red arrow) Locations
3. Central Avenue Pond – Flow Route
4. LiDAR Mapping of Central Avenue Pond (top) and GCBP Pond (right side)
5. Pr3 100-year 4-hour Peak Outflow Hydrograph
6. GCBP Topography
7. Pond Modifications

LIST OF APPENDICES

APPENDIX A – Stantec SWM Report for Daimler Chrysler Plant

APPENDIX B – Storm Sewer HGL Profiles

APPENDIX C – Lidar Mapping

APPENDIX D – Central Pond Drawings (LCBA Plans – 1997)

APPENDIX E – Hydrographs (PCSWMM)

APPENDIX F - N.O.C. Development Overall Servicing Plan

LIST OF TABLES

Table 1 – Central Pond Hydraulics

Table 2 – GCBP Pond Hydraulics

ACKNOWLEDGEMENTS

Special thanks to the team at Landmark Engineering; including Mr. Daniel Krutsch, P. Eng. And Mr. Alain Michaud, P. Eng., for their assistance and technical contributions in the preparation of this report.

1.0 Introduction

1.1 Report Commissioning

D.C. McCloskey Engineering Ltd. has been retained by Rosati Group and N.O.C. Development (the owners of the property known as the Grand Central Business Park (GCBP) and the former school at the south end of Bernard Road in order to evaluate the capacity of the Central Avenue detention pond in support of the proposed developments on each of the proponents properties and for future developments in the watershed.

1.2 Pond and Catchment Area Location Information

The Central Avenue Pond; herein referred to as “the pond”; is a regional facility located at the southwest quadrant of the intersection of Plymouth Drive and Central Avenue (photograph 1) and owned and maintained by the Corporation of the City of Windsor. This pond; including the linear pond section located on the south side of Plymouth Drive north of Grand Central Business Park (GCBP) detention pond, has a footprint of approximately 3.8 hectares and a catchment area of 108 hectares. The GCBP development located between Pillette Road, Plymouth Road, Central Avenue and the railway to the south has an area of 63 hectares. The GCBP property has an extensive internal network of large diameter storm sewers outletting to a private detention pond located in the northwest corner of the GCBP property which outlets to the Central Avenue Pond. The NOC proposed residential development on Bernard Road has an area of 2.8 hectares; including the eight building lots for Mr. Tom Tomas located on the east side of Bernard Road will outlet to the 1200mm storm sewer on Street B. A plan depicting the catchment area plan and storm sewer network is provided in Figure 1.



Photograph #1 – Central Avenue Pond – (looking east)



Figure 1 - Central Avenue Pond Catchment Area Storm Sewer Network

1.3 Historical Information of Central Pond

In 1993, MacLaren Engineers prepared a report for the Essex Region Conservation Authority (ERCA) to assess the upper Grand Marais Drain and provide recommendations for the mitigation of flooding occurring in the catchment area between Pillette Road and Walker Road. The Maclaren report; appended to the Stantec report in appendix A, provided several recommendations to prevent/reduce flooding in this area including the construction of a detention pond with a storage volume of 70,000 m³ and a maximum 2 m³/s discharge rate into the Grand Marais Drain.

The initial phase of the Central Avenue Pond was constructed in 1995 with a design having one inlet pipe from the Pillette Drain No. 2 area north of Plymouth Drive and two outlets from the Chrysler Plant (now known as GCBP), outletting into the east side of the pond at the location of the three permanent pools (figure 2). The pond was graded and bermed to route the storm water southerly along the length of the pond and loop back northerly to the outlet located at the northwest corner of this pond. The pond outlet pipe is located below Central Avenue and the parking lot on the southwest corner of Central and Grand Marias East and outlets into the open channel of the Grand Marais Drain. The original design of the pond provided substantial contact and settling time in the flow route that provided the required water quality treatment of the runoff.

Following construction, the Windsor Airport raised concerns regarding waterfowl congregating in the Central Avenue Pond, which is in fairly close proximity to the runway and glide paths at Windsor Airport. To address these concerns, the City subsequently altered the pond by installing a berm at the northerly permanent pool; effectively eliminating the conveyance of frequent flows in the clockwise loop, and directing the low flows northerly to the outlet pipe. In addition, a pump was installed to lower the water level from the design elevation of 182.6m to 182.0m.

These alterations (completed in 1997) eliminated the large expanse of open water within the pond and allowed the perimeter vegetation to grow into the channels and permanent pools. This heavy vegetation deters waterfowl, primarily Canadian Geese, from congregating in areas where predators could be hidden.

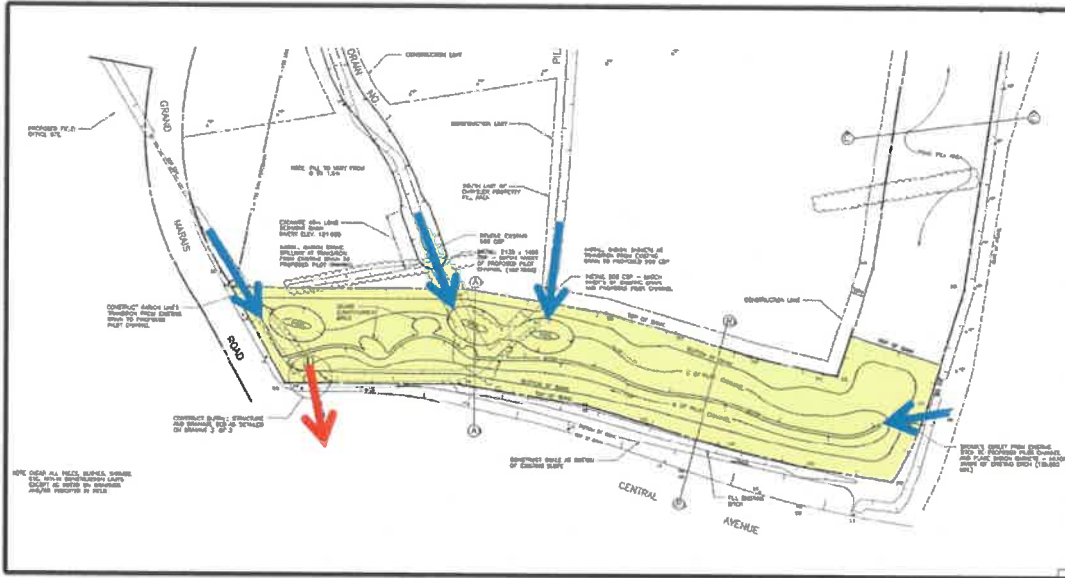


Figure 2 – Central Avenue Pond – Pond Inlet and Outlet (red arrow) Locations

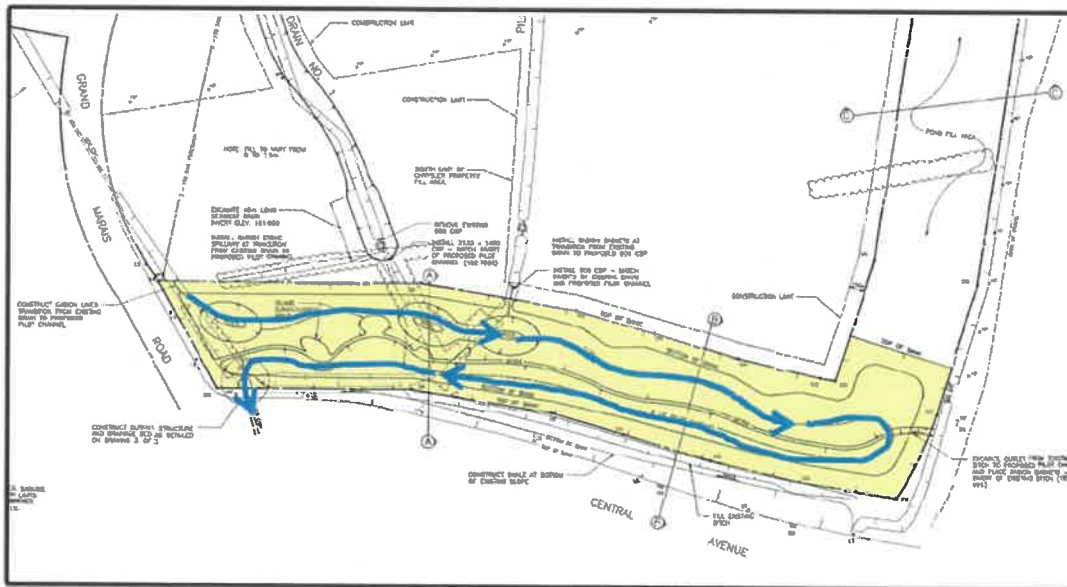


Figure 3 – Central Avenue Pond – Flow Route

1.4 Goals and Objectives of this Assessment

The goal of this assessment is to examine the potential for establishing a regional Stormwater Management (SWM) pond facility; within the existing Central Avenue Pond, to provide the required SWM quality and quantity requirements in accordance with the Ministry of the Environment, Conservation and Parks (MECP) SWM design guidelines and the Windsor/Essex Region Stormwater Management Standards Manual. This regional facility would provide the opportunity to provide SWM requirements for the entire Central Avenue Pond catchment area in lieu of more costly individual property measures.

After some initial discussion between representatives of the City of Windsor, Essex Region Conservation Authority and Landmark Engineers Inc., a preliminary meeting was held on December 4th, 2019 to discuss the potential for restoring/modifying the Central Avenue Pond to achieve some or all of the original SWM requirements for the proponent's developments and the Central Avenue Pond catchment area.

The City of Windsor and ERCA expressed their general receptiveness to the proposed initiative, subject to the proponents determining the feasibility of this initiative. This report outlines the findings of this initiative, more specifically: to assess and determine the full capabilities of the pond as a regional SWM facility; and determine the scope of improvements to be implemented to the pond and local conveyance systems to establish a properly functioning storm water system for the proposed development, as well as future development of the remaining undeveloped properties.

1.5 Report References

The preparation of this report referenced the following information:

1. Stormwater Management Report for Daimler Chrysler (currently known as Grand Central Business Park (GCBP) – prepared by Stantec dated 12 June 2000.
2. Addendum Report on the Upper Grand Marais Drain – prepared by MacLaren Engineers dated March 1993. MacLaren report included in the above Stantec report (appendix C).
3. City of Windsor; Mr. Rob Perissinotti, P. Eng., email on March 17, 2020 – confirmed overland flow routing permitted on Plymouth Drive for flows having a short duration and low flow depth.
4. Pre-Consultation Meeting - ERCA and City of Windsor Meeting - December 4, 2020. Review of the terms of reference with the City and ERCA including the overland flow conveyance routing on Plymouth Drive.
5. In addition, reference was made to the correspondence between the City, ERCA, Windsor Airport, and MacLaren Engineers prior to implementing objectives of the pond, including fulfilling the modifications to the pond in 1996.

2.0 Assessment of Conveyance Capacity

A hydrologic and hydraulic modelling analysis was performed to evaluate the conveyance capacity the existing minor system (typically sewers that convey frequent storm flows) and major system (typically all roadways, boulevards, swales or watercourses that convey infrequent flows). The analysis was performed using current PCSWMM software with a dual drainage modelling approach that accounts for minor/major system (i.e. typically sewer/roadway) interaction.

The major system (roadway or open channel conveyance) were represented as a 1D network – as conduits with representative cross-sections representing the road surface or channel. The analysis followed the standards of the Windsor / Essex Stormwater Management Standards Manual dated Dec 2018. Impervious levels were based on measured hard surfaces. The Proposed Condition model assumed the GCBP area to be fully developed at 90% impervious levels and undeveloped residential lands north of Plymouth Road to be developed as 60% impervious levels.

2.1 Minor / Major System Capacity

The analysis findings confirm that the existing storm sewer system can convey a standard 5-year minor design storm from a fully developed condition without surface ponding as shown on the hydraulic grade line (HGL) profiles in appendix B.

For the 100-year major design storm, our analyses showed that local sewers combined with overland flow along roadways can effectively convey flows to the main drainage pathway, which can convey the 100-year flows to the pond. The main drainage pathway consists of the Grand Marais Drain open channel section (former Pillette No.1 Drain) from Central Pond to Tourangeau Rd as well as a trunk storm sewer varying from 750mm to 1200 mm diameter, which runs through Robert Park and along Lovric Road (the relevant HGL profiles are provided in appendix B).

It is acknowledged that the existing road grading results in surface ponding depths that exceed a typical standard maximum 0.3m at a few catch basins. Namely, there are two sag locations on both Robert Rd and Cappelletto Rd that range from 0.31m to 0.36m.

2.2 Boundary Conditions

The hydrologic and hydraulic modelling analysis considered water levels in the Central Avenue Pond, including outflow and stage impacts from backwater conditions downstream of the pond. These impacts were considered using the recently updated modelling on the Grand Marias Drain undertaken by Landmark Engineering.

2.3 Low-Lying Area - External Flows

Additional consideration was given to the low-lying area which exists between Bernard Rd and Tourangeau Rd, immediately south of Grand Marais Rd. A review of the topography north Grand Marais Rd confirmed that a sizable external area could potentially direct overland flow towards the low-lying area. A simplified approach was taken to estimate this potential and is summarized as follows. It was assumed that the existing minor system could convey flows from a typical 5-year storm sewer design storm and that all rainfall greater than 5-year would be 100% effective surface runoff (i.e. no losses). Therefore, a rainfall hyetograph

representing the resultant 100-year minus 5-year rainfall was uniformly applied over the external area, which was bounded by Grand Marais Rd to the south, Tecumseh Rd to the north, Central Avenue to the west and Pillette Rd to the east. GeoHECRAS 2D software was used purely as a surface model to analyze the surface attenuation and surface flow over a 2D mesh derived from OMAFRA Lidar DTM 2016-2018. The model was used to capture surface flow hydrographs at specific locations, namely along the south side of Grand Marais Rd at intersection of Bernard Rd, Tourangeau Rd, Allyson Rd as well as along the south side of Plymouth Rd adjacent to the pond. These hydrographs were then inputted into the PCSWMM model as external inflows for the 100-year 4-hour Chicago storm scenarios.

2.4 Model Scenarios

The following model scenarios were evaluated to compare various conditions such as; backwater conditions versus free outfall, impact of potential external flows from outside of the Central Pond catchment area, and impact of modifications to the GCBP pond:

- Proposed Condition Scenario 1 (Pr1): Considers the Central Pond catchment area only with no consideration to potential external flows.
- Pr2: Pr1 + external flows north of Grand Marais Rd
- Pr3: Same as Pr2, except for addition of recommended 900mm dia. storm relief to route external flows to the trunk storm sewer at the south end of Bernard Rd.
- Pr4: Same as Pr3, except for Central Pond outlet changed to free outfall.
- Pr5: Same as Pr3, except for recommended 300mm dia. orifice on GCBP 900mm dia. auxiliary outlet and 750mm dia. orifice on GCBP 1200mm dia. pond outlet.
- Pr6: Same as Pr1, except for recommended 300mm dia. orifice on GCBP 900mm dia. auxiliary outlet and 750mm dia. orifice on GCBP 1200mm dia. pond outlet. This scenario applies to the larger volume / lower intensity SCS 100-year 24-hour storm and AES 100-year 12-hour storm. Given the rainfall intensities are significantly lower than typical 5-year design intensities; it is assumed that the minor system of the external area can convey the peak flows from these storms (i.e. no overland flow from the external area under these storm events).

Appendix B includes HGL profiles for various scenarios under minor and major storm events.

3.0 Assessment of Storage Capacity

The hydrologic and hydraulic modelling analysis performed for conveyance assessment were also used to evaluate the stage/storage and outflow relationship of the Central Pond under various design storms. OMAFRA LiDAR DTM 2016-2018 mapping was used to determine the as-built sizing of the pond. As illustrated below, the resolution and accuracy of the LiDAR allows for a very useful and reliable representation of the pond and its storage capacity at various stages. Figure 4 below is a depiction of the LiDAR mapping.

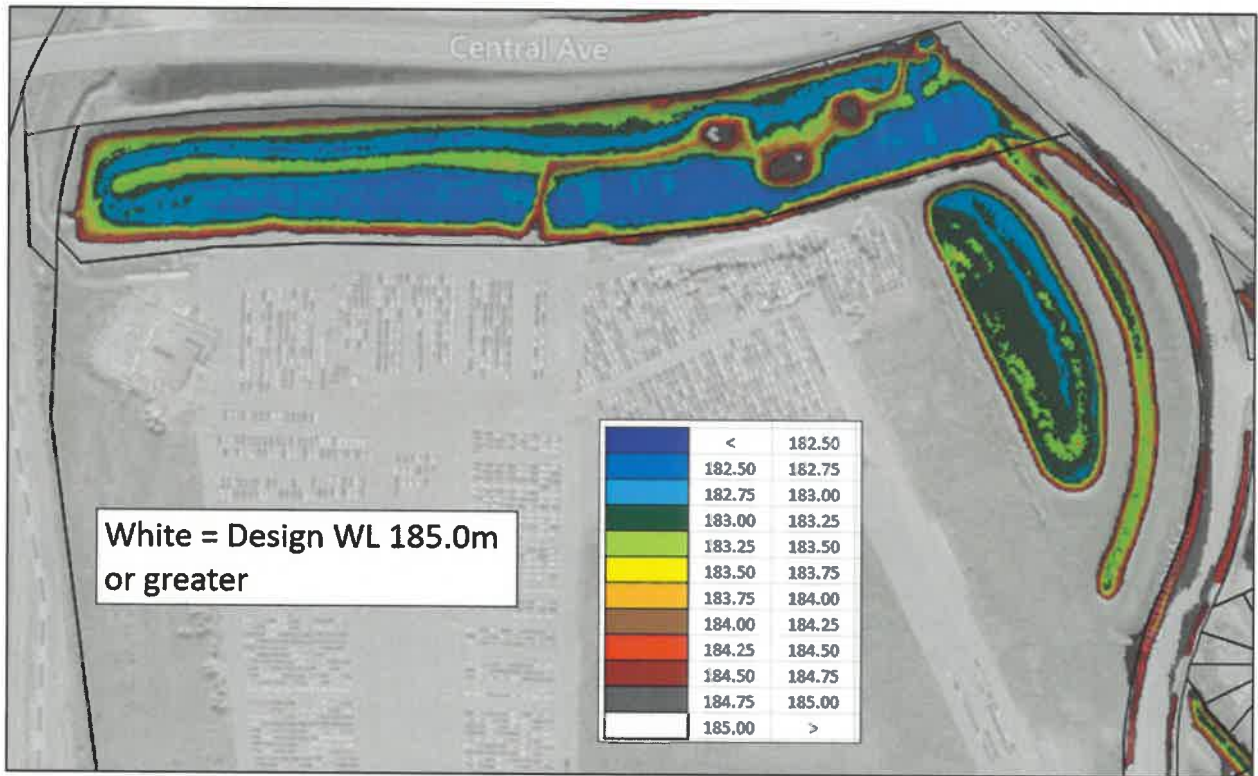


Figure 4 – LiDAR Mapping of Central Avenue Pond (top) and GCBP Pond (right side)

The assessment was undertaken based on the following original design parameters:

- Normal Water Level (NWL) = 182.6m
- High Water Level (HWL) = 185.0m
- Maximum Outflow Rate = 2.0 m³/s

As mentioned in the previous section, existing impervious levels were based on measured hard surfaces, with the GCBP area assumed to be fully developed at 90% impervious and undeveloped residential lands north of Plymouth Road assumed to be developed as 60% impervious. The pond outlet is assumed to be restored similar to its original design intent, which includes a 300mm dia. low flow pipe with invert set at the NWL of 182.6m, a 900mm dia. opening with backflow protection as a secondary outlet starting at elevation 183.4m and a 9m wide weir for high stage relief at a spill elevation of 184.8m.

3.1 Central Pond Capacity

As illustrated in Table 1, the Central Pond is sufficiently sized to handle the expected 100-year storm flow while meeting the original design intent. The table further demonstrates that the boundary condition, external flow and storm distribution have a marginal effect on the pond water level. The pond provides 47,900 m³ of storage at the 185.0m design maximum water level.

Scenario	Max. WL	Max. Volume	Peak Outflow
	m	m ³	m ³ /s
Pr1_5y4h	184.14	25,640	0.97
Pr1_100y4h	184.89	45,050	1.73
Pr2_100y4h	184.92	45,870	1.94
Pr3_100y4h	184.94	46,410	2.08
Pr4_100y4h	184.79	42,380	2.01
Pr5_100y4h	184.92	45,850	1.94
Pr6_100y12h	184.93	46,140	2.00
Pr6_100y24h	184.85	43,900	1.60

Table 1 – Central Pond Hydraulics

During scenario Pr3_100y4h the peak outflow rate of 2.08 m³/s exceeds the recommended release rate from Central Pond of 2.0 m³/s (design flow rate as per McLaren report appended to Stantec report in Appendix C).

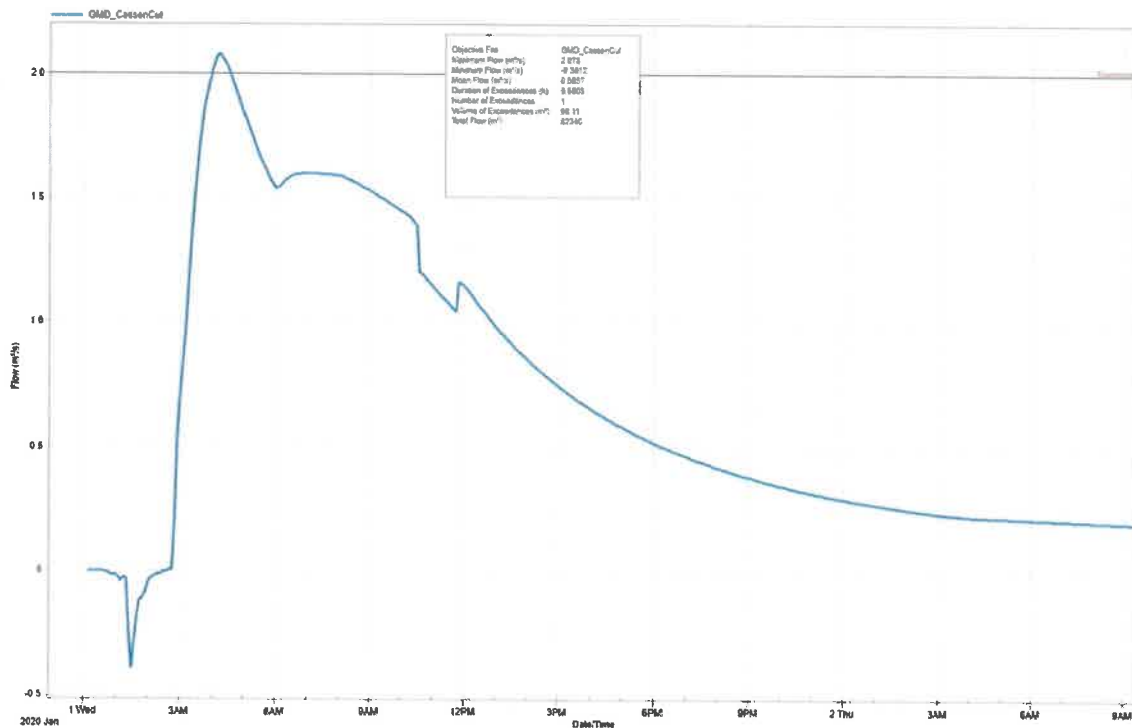


Figure 5 – Pr3 100-year 4-hour Central Pond peak outflow model scenario hydrograph.

3.2 GCBP Pond Capacity

As illustrated in the table below, the pond is sufficiently sized to handle the expected 100-year storm flows.

Scenario	Max. WL	Max. Volume	Peak Outflow
	m	m ³	m ³ /s
Pr1_5y4h	184.15	6,730	1.94
Pr1_100y4h	185.10	13,600	3.51
Pr2_100y4h	185.11	13,680	3.46
Pr3_100y4h	185.18	14,260	3.03
Pr4_100y4h	185.10	13,620	3.50
Pr5_100y4h	185.55	17,190	7.95
Pr6_100y12h	185.40	15,980	2.98
Pr6_100y24h	185.44	16,280	3.92

Table 2 – GCBP Pond Hydraulics

The GCBP pond has an available capacity of 17,300m³ at a low bank elevation of 185.6m.

Table 2 demonstrates that an additional 3,500 m³ of storage capacity can be achieved by controlling the outflow of the GCBP into the Central Pond. This recommendation proposes to install a 300mm dia. orifice on the GCBP 900mm dia. auxiliary outlet and a 750mm dia. orifice on the GCBP 1200mm dia. pond outlet. The two additional controls raise the pond 100-year maximum water level from 185.18m (Scenario Pr3) to 185.55m (Scenario Pr5). The forementioned recommendation is not required to accommodate the proposed NOC development on Bernard Road or any future development within the catchment area. As depicted in Figure 6 below, the existing berming surrounding the GCBP, as well as the topography of the GCBP lands, can accommodate a higher water level. The modifications to the GCBP outlet also include lowering the 30m wide spill weir on the west bank of the pond from +/- 185.6m to 185.3m. These modifications maximize available storage based on existing top of bank elevations without creating undue backwater on the existing storm sewer system. The modifications also keep the Central Avenue Pond levels lower reducing the potential ponding in the low-lying area between Bernard Rd and Tourangeau Rd.

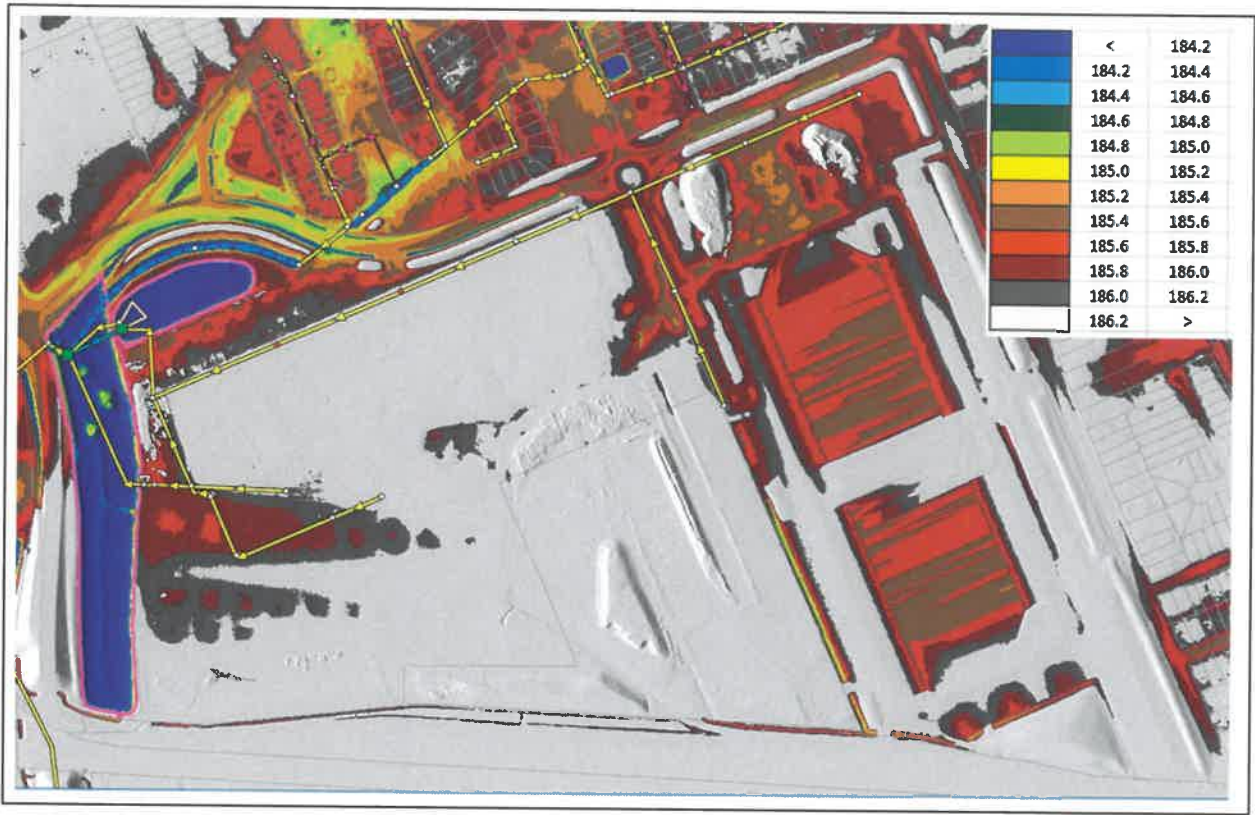


Figure 6 – GCBP Topography

4.0 Recommended Improvements

This section discusses the potential improvements to the Central Avenue Detention Pond and its upstream watershed to improve the level of service of the stormwater conveyance elements. The improvements will not only benefit the two proponents (i.e. Rosati Group and NOC Development), but will also improve function of the overall pond catchment area.

4.1 Central Pond Improvements

The temporary outlet pipes should be removed, leaving only the 300mm dia. low flow pipe, the 900mm dia secondary outlet and the weir wall. It is recommended that the 900mm diameter CSP outlet pipe shown on the left photograph below be removed. In lieu of a replacement pipe, we confirm that the existing opening in the weir wall is acceptable for flow control and that it would be preferable to modify grading downstream of the opening, including proper rock lining for erosion protection. Moreover, we recommend that a backflow prevention device be fitted on the downstream face of the existing wall or inside the opening to prevent backwater from the downstream reaches of the Grand Marais Drain from entering the pond.

Further consideration should also be given to improving other components of the outlet, such as the existing 300mm diameter low flow outlet and the existing pump station and associated plumbing. These improvements should be coordinated with the recommendations outlined in the recent report on the Grand Marais Drain, which identified the need for remedial work on the existing 2150mm dia. CSP outlet pipe which conveys flows from the pond across Central Avenue to the Grand Marais Drain.



Photograph #2 – Current Central Pond Outlet

Minor earthwork modifications to the Central pond are also recommended, including the removal of the temporary berming (circled in red below) and reinstatement of the berm identified by the white line. This will serve to restore the pond's original design intent and significantly increase the water quality function by creating a long flow path for settling and polishing through the fully-established vegetation.

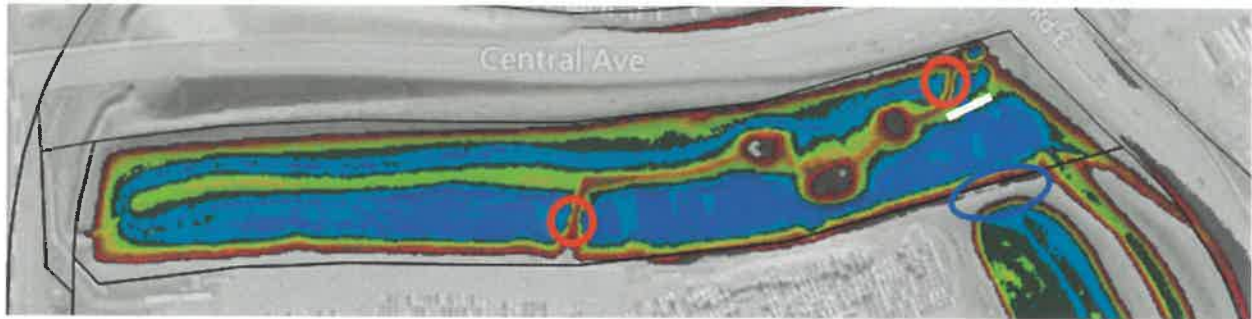


Figure 7 – Pond Modifications

4.2 Grand Central Business Park Pond Improvements

As discussed in the previous section, there is an opportunity to provide additional capacity in the GCBP pond by restricting flow from this pond into the Central Avenue Pond, thus creating a higher HWL and creating additional storage volume. As described in section 3.2, the recommended modifications include installing a 750mm diameter orifice in the existing manhole of the GCBP 1200mm diameter pond outlet as well as the lowering of the 30m wide spill weir on the west bank of the pond from +/- 185.6m to 185.3m (circled in blue on Figure 7 above).

5.0 Conclusions and Recommendations

The following conclusions from this study and recommended improvements are listed below:

5.1 Conclusions

1. The existing minor and major storm systems have sufficient conveyance capacity to handle the runoff from the study area, including assumed full building conditions of 90% impervious for the GCBP lands and 60% impervious for residential development of undeveloped lands north of Plymouth Rd.
2. The Central and GCBP ponds have sufficient storage capacity to attenuate full buildout flows to a maximum rate of 2 m³/s, which is consistent with MacLaren's original design intent. The existing topography of the GCBP lands provide an opportunity to increase flow controls and subsequently raise the HWL in the GCBP pond to gain additional storage volume without undue backwater effects on the storm sewer system.

3. Minor earthwork modifications and removal of temporary outlet pipes will restore the Central Pond to its original design intent and significantly improve water quality.
4. Install a 300mm diameter orifice on the GCBP 900mm diameter auxillary outlet.
5. The existing low-lying area south of Grand Marais Rd between Bernard Rd and Tourangeau Rd is susceptible to surface ponding, which may be exacerbated by overland flows from the north under an extreme storm event.

5.2 Recommendations

1. Implement recommended improvements outlined in section 4.
2. As an added measure of resiliency for storms exceeding the 100-year design, construct an overland flow route along the Bernard Road right-of-way from the proposed NOC development to Plymouth Road. Re-grade the north boulevard and pathway on Plymouth if required to maintain the overland flow route across Plymouth Road.
3. Maintain overland routing along the south boulevard of Plymouth Road.
4. Install an oversized 900mm dia. storm sewer along the NOC development to serve as the local storm sewer as well as to provide the opportunity for a future sewer extension that would provide storm relief to the low-lying area near Grand Marais Rd. This consideration should be coordinated with the City of Windsor's ongoing Sewer Master Plan study.
5. Mr. Mark Galvin - CEO of the Windsor Airport, has been notified of the proposed modification and function of the pond, and expressed no immediate exception to the proposed initiative to reinstate the original design function of the Central Pond. Mr. Galvin stated the Windsor Airport shall be circulated this report and requested to provide formal comments.
6. The proposed development of GCBP should provide overland routing towards the GCBP pond.

END OF REPORT

APPENDIX A

Stantec SWM Report for Daimler Chrysler Plant

M12-202

**STORMWATER MANAGEMENT REPORT
FOR THE
PILLETTE ROAD TRUCK
ASSEMBLY PLANT
DAIMLERCHRYSLER CANADA
IN THE CITY OF WINDSOR**

Prepared for:

DaimlerChrysler Canada

Prepared by:

Stantec Consulting Ltd.
3260 Devon Drive
Windsor, Ontario N8X 4L4
Tel: (519) 966-2250
Fax: (519) 966-5523

12 June, 2000
Project No. 65600450



Stantec

STORMWATER MANAGEMENT REPORT
FOR THE
PILLETTE ROAD TRUCK ASSEMBLY PLANT
DAIMLERCHRYSLER CANADA
IN THE
CITY OF WINDSOR

1.0 INTRODUCTION

The DaimlerChrysler Canada Pillette Road Truck Assembly Plant (PRTAP) is located on Plymouth Road between Central Avenue and Pillette Road (Part of Lots 103 to 109), in the City of Windsor, County of Essex. As shown on Figure 1, it is generally bounded by Plymouth Road to the north, the Canadian National and Canadian Pacific Railway to the south, Central Avenue to the west and Pillette Road to the east.

There currently exists a vehicle assembly plant in the southeast quadrant of the site and a rail shipping facility in the southwest quadrant. The site drainage outlets to the Pillette Drain No. 2 which outlets into the City of Windsor's Central Avenue Storm Detention Facility and on to the Grand Marais Drain. The remainder of the site is currently undeveloped with grass cover.

Development of this site is proceeding with an expansion to the existing facility. The Rail Shipping Facility operation will be removed from this site. It is anticipated that a majority of the site will be developed with building and/or paved areas. The stormwater management plan has therefore taken into account these future conditions. The existing Pillette Drain No. 2 is being closed with agreement by the City of Windsor and will be replaced with an enclosed drainage system that will service the entire site.

Drainage of the site will be directed to the northwest corner where a storm detention facility will be located.

2.0 MODELLING APPROACH AND PARAMETERS

2.1 Modelling Software

Hydrological and hydraulic modelling was carried out using XPSWMM, a windows based program developed by WP Software and XP Software and based on the U.S. EPA's SWMM program. The XPSWMM program was selected because of its flexibility in modelling both rural and urban land uses to generate surface runoff from watersheds, ability to simulate real storm events, and sophisticated hydraulic flow routing for both open channel and closed conduits in branched and looped networks.

2.2 Parameters

Figure 1 shows the site with the existing grades. Soils information was obtained from the March 27, 2000 Geotechnical Investigation prepared by Agra Earth & Environmental Limited for the Proposed Expansion DaimlerChrysler PRTAP. The predominant soil type in this area is silty clay. The

All simulations indicated that the hydraulic grade line was contained below grade and within the detention facility with short term ponding under the 100 year storm.

4.0 PROPOSED STORMWATER MANAGEMENT PLAN

The concept for the SWM facility is shown in Figure 2. Stormwater will be directed to the storm detention pond located in the northeast corner of the site. A small sedimentation pond will be located at the storm sewer outlet to collect the larger sediment with a vegetated low flow channel from this point to the outlet into the Central Avenue pond to promote quality control. Generally quality control is addressed in the municipality's storm detention facility through the use of sedimentation ponds and a restricted outlet which provides for the 24 hour detention period. Sizing of the storm detention pond will control up to the 100 year storm with allowance made for the use of the residential component which has been designed into the Central Avenue Storm Detention Pond. The maximum outlet rate from the site has been controlled to a rate at or below the residential equivalent rate for the site (see table 1).

A wet pond has not been used because of the proximity of the Windsor Airport (1.5km) which requires that permanent wet ponds not be used for quality control to minimize the attraction of large waterfowl.

The storm sewer will have a sluice gate installed on the outlet to close the storm drainage system in the event of a spill to allow for the containment of the spill on site.

5.0 SEDIMENT AND EROSION CONTROL DURING CONSTRUCTION

Specific sediment and erosion control measures to be implemented during the construction of the site will depend on the staging and location of construction activity. All guidelines that are in force at the time of the construction from the City, MOE, and ERCA will be consulted and followed. In general, appropriate care should be taken to ensure that sediment is kept out of the Pillette Drain Nos. 1 & 2 and Central Avenue Storm Detention Pond and sediment is not tracked off site by vehicles involved in the construction operations. Catchbasins within the site will be protected with catchbasin filters (Stream Guard Type II-S), silt fencing will be installed along the Pillette Drain Nos. 1 & 2 and other runoff routes and check dams and sediment traps will be provided in the drains.

6.0 CONCLUSION

The Stormwater Management concepts proposed within this report will meet all quantity and quality control requirements for this proposed development. The plan as outlined should be implemented.

Rainfall Intensity
Pillette Road Truck Assembly Plant
DaimlerChrysler Canada
City of Windsor

Total Rainfall: 2 Year Storm 1.31 "
 5 Year Storm 2.12 "
 100 Year Storm 3.83 "

Rainfall Intensity in mm/hour			
Time (minutes)	13 mm Storm (in/hr)	5 Year Storm (in/hr)	100 Year Storm (in/hr)
0	0.15	0.17	0.18
10	0.18	0.18	0.19
20	0.23	0.20	0.20
30	0.31	0.22	0.22
40	0.49	0.24	0.24
50	1.07	0.28	0.26
60	3.54	0.32	0.28
70	0.94	0.39	0.31
80	0.39	0.51	0.35
90	0.24	0.74	0.40
100	0.17	1.42	0.48
110	0.14	4.46	0.61
120		1.27	0.88
130		0.60	1.80
140		0.41	6.13
150		0.31	2.14
160		0.26	1.21
170		0.22	0.87
180		0.19	0.69
190		0.17	0.58
200		0.16	0.50
210			0.45
220			0.40
230			0.37
240			0.34
250			0.32
260			0.30
270			0.28
280			0.26
290			0.25
300			0.24
310			0.23
320			0.22
330			0.21
340			0.20
350			0.20
360			0.19

DaimlerChrysler PRTAP Expansion
2 Year Runoff

Table R1. S U B C A T C H M E N T D A T A #
Physical Hydrology Data #
#####

Subcatchment Number	Channel Name	Channel or inlet	Width ft	Area ac	Per- cent Imperv	Slope ft/ft	"n" mprv	"n" Perv	Deprs Storage Imprv	Deprs Storage Perv	Frcat Zero Deten -tion
1	MH 9#1	MH 9	600.00	15.760	100.00	0.005	0.014	0.030	0.100	0.250	0.00
2	MH 11#1	MH 11	900.00	36.640	95.00	0.005	0.014	0.030	0.100	0.250	0.00
3	MH 10#1	MH 10	450.00	7.2500	100.00	0.005	0.014	0.030	0.100	0.250	0.00
4	MH 8#1	MH 8	700.00	9.2300	100.00	0.005	0.014	0.030	0.100	0.250	0.00
5	MH 8#2	MH 8	300.00	3.0000	100.00	0.005	0.014	0.030	0.100	0.250	0.00
6	MH 7#1	MH 7	200.00	1.7200	100.00	0.005	0.014	0.030	0.100	0.250	0.00
7	MH 5#1	MH 5	250.00	14.600	95.00	0.005	0.014	0.030	0.100	0.250	0.00
8	MH 14#1	MH 14	400.00	7.3800	100.00	0.005	0.014	0.030	0.100	0.250	0.00
9	MH13#1	MH13	400.00	11.080	100.00	0.005	0.014	0.030	0.100	0.250	0.00
10	MH 12#1	MH 12	400.00	10.540	100.00	0.005	0.014	0.030	0.100	0.250	0.00
11	MH 4#1	MH 4	350.00	5.7900	95.00	0.005	0.014	0.030	0.100	0.250	0.00
12	MH 3#1	MH 3	800.00	9.8500	100.00	0.005	0.014	0.030	0.100	0.250	0.00
13	MH 2#1	MH 2	110.00	.28000	100.00	0.005	0.014	0.030	0.100	0.250	0.00
14	MH 1#1	MH 1	400.00	2.0000	0.00	0.005	0.014	0.030	0.100	0.250	0.00
15	RL-3#1	RL-3	450.00	3.8000	100.00	0.005	0.014	0.030	0.100	0.250	0.00
16	RL-2#1	RL-2	670.00	5.9000	100.00	0.005	0.014	0.030	0.100	0.250	0.00
17	RL-8#1	RL-8	200.00	1.6300	100.00	0.005	0.014	0.030	0.100	0.250	0.00
18	RL-7#1	RL-7	275.00	1.8900	100.00	0.005	0.014	0.030	0.100	0.250	0.00
19	RL-6#1	RL-6	500.00	3.7100	100.00	0.005	0.014	0.030	0.100	0.250	0.00

Total Number of Subcatchments... 19
 Total Tributary Area (acres).... 152.05
 Impervious Area (acres)..... 147.20
 Pervious Area (acres)..... 4.85
 Total Width (feet)..... 8355.00
 Percent Imperviousness..... 96.81

 * Table R5. CONTINUITY CHECK FOR SURFACE WATER *
 * Any continuity error can be fixed by lowering the *
 * wet and transition time step. The transition time *
 * should not be much greater than the wet time step. *

	cubic feet	Inches over Total Basin
Total Precipitation (Rain plus Snow)	7.219027E+05	1.308
Total Infiltration	9.209130E+03	0.017
Total Evaporation	1.361738E+04	0.025
Surface Runoff from Watersheds	6.394183E+05	1.156
Base Flow	0.000000E+00	0.000
Total Water remaining in Surface Storage	5.989246E+04	0.109
Infiltration over the Pervious Area...	9.209130E+03	0.523

Infiltration + Evaporation + Surface Runoff + Snow removal + Water remaining in Surface Storage + Water remaining in Snow Cover.....	7.221372E+05	1.308
Total Precipitation + Initial Storage.	7.219027E+05	1.308

The error in continuity is calculated as

* Precipitation + Initial Snow Cover *		
* + Base Flow *		
* - Infiltration - *		
*Evaporation - Snow removal - *		
*Surface Runoff from Watersheds - *		
*Water in Surface Storage - *		
*Water remaining in Snow Cover *		

* Precipitation + Initial Snow Cover *		
* + Base Flow *		

Percent Continuity Error.....		-0.032

 * Table R6. Continuity Check for Channel/Pipes *
 * You should have zero continuity error *
 * if you are not using runoff hydraulics *

	cubic feet	Inches over Total Basin
Initial Channel/Pipe Storage.....	0.000000E+00	0.000
Final Channel/Pipe Storage.....	0.000000E+00	0.000
Surface Runoff from Watersheds.....	6.394183E+05	1.156

 | Variable storage data for node | MH 1

Data Point	Depth ft	Area ft^2	Volume ft^3
1	0.0000	6.2291E+04	0.0000
2	3.333	6.9115E+04	2.1901E+05
3	6.667	7.5940E+04	4.6077E+05
4	10.00	8.2764E+04	7.2527E+05

 Table E9 - JUNCTION SUMMARY STATISTICS
 The Maximum area is only the area of the node, it does not include the area of the surrounding conduits

Junction Name	Ground Elevation feet	Uppermost Pipe Crown Elevation feet	Maximum Junction Elevation feet	Time of Occurrence Hr. Min.	Feet of Surcharge at Max Elevation	Freeboard of node feet	Maximum Junction Area ft^2
MH 1	610.00	610.00	602.63	2 1	0.00	7.37	6.951E+04
MH 2	611.00	607.23	603.50	1 22	0.00	7.50	5.000E+01
MH 4	612.00	607.01	604.98	1 21	0.00	7.02	5.000E+01
MH 5	612.00	605.58	605.20	1 21	0.00	6.80	5.000E+01
MH 7	612.00	607.20	604.15	1 22	0.00	7.85	5.000E+01
MH 8	612.00	607.43	604.53	1 21	0.00	7.47	5.000E+01
MH 9	612.00	605.72	604.80	1 20	0.00	7.20	5.000E+01
MH 10	612.00	607.00	605.26	1 19	0.00	6.74	5.000E+01
MH 11	612.00	607.37	605.76	1 16	0.00	6.24	5.000E+01
CENTRAL P	608.00	602.96	600.97	1 55	0.00	7.03	5.000E+01
RL-3	611.60	605.83	604.15	1 20	0.00	7.45	5.000E+01
RL-2	611.00	604.58	603.98	1 20	0.00	7.02	5.000E+01
RL-1	610.50	604.15	603.01	1 21	0.00	7.49	5.000E+01
RL-OUTLET	610.40	601.25	600.68	1 21	0.00	9.72	5.000E+01
RL-8	613.60	605.79	604.98	1 10	0.00	8.62	5.000E+01
RL-7	611.40	605.17	604.69	1 11	0.00	6.71	5.000E+01
RL-6	610.60	604.86	604.34	1 11	0.00	6.26	5.000E+01
RL-5	611.00	604.49	603.56	1 13	0.00	7.44	5.000E+01
MH 3	612.00	606.80	604.55	1 22	0.00	7.45	5.000E+01
MH 12	612.00	605.81	605.17	1 20	0.00	6.83	5.000E+01
MH13	612.00	605.69	605.31	1 20	0.00	6.69	5.000E+01
MH 14	613.00	605.01	605.41	1 20	0.40	7.59	5.000E+01

 Table E10 - CONDUIT SUMMARY STATISTICS
 Note: The peak flow may be less than the design flow and the conduit may still surcharge because of the downstream boundary conditions.

Conduit Name	Design Flow (cfs)	Design Velocity (ft/s)	Conduit Vertical Depth (in)	Maximum Computed Flow (cfs)	Time of Occurrence Hr. Min.	Maximum Computed Velocity (ft/s)	Time of Occurrence Hr. Min.	Ratio of Design Flow	Maximum Depth at Pipe Ends Upstream (ft)	Maximum Depth at Pipe Ends Downstream (ft)
102	1.58E+02	3.14	96.00	1.39E+02	1 23	6.19	1 24	0.88	603.50	602.63
103	86.	2.60	78.00	7.47E+01	1 21	3.56	1 20	0.87	604.55	603.50
105	32.	2.57	48.00	1.66E+01	1 17	1.57	1 5	0.52	605.20	604.98
107	1.02E+02	2.66	84.00	6.46E+01	1 21	3.63	1 9	0.63	604.15	603.50
108	1.02E+02	2.65	84.00	6.87E+01	1 14	3.63	1 11	0.67	604.53	604.15
109	41.	3.23	48.00	2.90E+01	1 11	3.18	1 8	0.71	604.80	604.53
110	67.	2.83	66.00	6.29E+01	1 15	3.87	1 14	0.94	605.26	604.53
111	65.	2.72	66.00	5.47E+01	1 12	3.35	1 10	0.85	605.76	605.26
RP-4	43.	2.71	54.00	3.26E+01	1 15	3.91	1 12	0.76	604.53	604.15
RP-3	75.	3.83	60.00	3.73E+01	1 23	2.87	2 8	0.50	604.15	603.98
RP-2	34.	1.44	66.00	4.45E+01	1 21	2.24	1 6	1.30	603.98	603.01
RP-1	27.	3.77	36.00	5.62E+01	1 21	8.44	1 21	2.11	603.01	600.68
RP-9	9.0	2.85	24.00	4.70E+00	1 10	2.63	1 6	0.53	604.98	604.69
RP-7	18.	3.73	30.00	9.94E+00	1 12	2.20	1 12	0.54	604.69	604.34
RP-6	18.	2.61	36.00	2.02E+01	1 11	3.64	1 10	1.10	604.34	603.56
RP-5	18.	2.50	36.00	1.84E+01	1 14	3.94	1 13	1.04	603.56	603.01
104	77.	2.31	78.00	6.30E+01	1 22	2.83	1 14	0.82	604.98	604.55
112	55.	2.79	60.00	4.89E+01	1 12	3.21	1 11	0.89	605.17	604.98
113	39.	2.47	54.00	3.41E+01	1 11	2.55	1 11	0.87	605.31	605.17
114	24.	2.79	39.96	1.61E+01	1 11	1.84	1 11	0.66	605.40	605.31
controlout	31.	2.49	48.00	4.45E+01	1 11	4.80	1 57	1.42	602.63	600.97
FREE # 1	Undefnd	Undefnd	Undefnd	5.62E+01	1 21					
GATE # 1	Undefnd	Undefnd	Undefnd	4.53E+01	1 55					

 Table E15 - SPREADSHEET INFO LIST
 Conduit Flow and Junction Depth Information for use in spreadsheets. The maximum values in this table are the true maximum values because they sample every time step. The values in the review results may only be the maximum of a subset of all the time steps in the run.
 Note: These flows are only the flows in a single barrel.

DaimlerChrysler PRTAP Expansion
5 Year Runoff

Table R1. S U B C A T C H M E N T D A T A #
Physical Hydrology Data #
#####

Subcatchment Number	Channel Name	Channel or inlet	Width ft	Area ac	Per- cent Imperv	Slope ft/ft	"n" mprv	"n" Perv	Deprs -sion Storage Imprv	Deprs -sion Storage Perv	Frcnt Zero Deten -tion
1	MH 5#1	MH 5	250.00	14.600	95.00	0.005	0.014	0.030	0.100	0.250	0.00
2	MH 14#1	MH 14	400.00	7.3800	100.00	0.005	0.014	0.030	0.100	0.250	0.00
3	MH13#1	MH13	400.00	11.080	100.00	0.005	0.014	0.030	0.100	0.250	0.00
4	MH 12#1	MH 12	400.00	10.540	100.00	0.005	0.014	0.030	0.100	0.250	0.00
5	MH 4#1	MH 4	350.00	5.7900	95.00	0.005	0.014	0.030	0.100	0.250	0.00
6	MH 3#1	MH 3	800.00	9.8500	100.00	0.005	0.014	0.030	0.100	0.250	0.00
7	MH 9#1	MH 9	600.00	15.760	100.00	0.005	0.014	0.030	0.100	0.250	0.00
8	MH 11#1	MH 11	900.00	36.640	95.00	0.005	0.014	0.030	0.100	0.250	0.00
9	MH 10#1	MH 10	450.00	7.2500	100.00	0.005	0.014	0.030	0.100	0.250	0.00
10	MH 8#1	MH 8	700.00	9.2300	100.00	0.005	0.014	0.030	0.100	0.250	0.00
11	MH 8#2	MH 8	300.00	3.0000	100.00	0.005	0.014	0.030	0.100	0.250	0.00
12	RL-3#1	RL-3	450.00	3.8000	100.00	0.005	0.014	0.030	0.100	0.250	0.00
13	RL-2#1	RL-2	670.00	5.9000	100.00	0.005	0.014	0.030	0.100	0.250	0.00
14	RL-8#1	RL-8	200.00	1.6300	100.00	0.005	0.014	0.030	0.100	0.250	0.00
15	RL-7#1	RL-7	275.00	1.8900	100.00	0.005	0.014	0.030	0.100	0.250	0.00
16	RL-6#1	RL-6	500.00	3.7100	100.00	0.005	0.014	0.030	0.100	0.250	0.00
17	MH 7#1	MH 7	200.00	1.7200	100.00	0.005	0.014	0.030	0.100	0.250	0.00
18	MH 2#1	MH 2	110.00	.28000	100.00	0.005	0.014	0.030	0.100	0.250	0.00
19	MH 1#1	MH 1	400.00	2.0000	0.00	0.005	0.014	0.030	0.100	0.250	0.00

Total Number of Subcatchments... 19
Total Tributary Area (acres).... 152.05 ✓
Impervious Area (acres)..... 147.20 ✓
Pervious Area (acres)..... 4.85
Total Width (feet)..... 8355.00
Percent Imperviousness..... 96.81 ✓

* Table R5. CONTINUITY CHECK FOR SURFACE WATER *
* Any continuity error can be fixed by lowering the *
* wet and transition time step. The transition time *
* should not be much greater than the wet time step. *

	cubic feet	Inches over Total Basin
Total Precipitation (Rain plus Snow)	1.169067E+06	2.118
Total Infiltration	1.048495E+04	0.019
Total Evaporation	1.372291E+04	0.025
Surface Runoff from Watersheds	1.078187E+06	1.953
Base Flow	0.000000E+00	0.000
Total Water remaining in Surface Storage	6.700382E+04	0.121
Infiltration over the Pervious Area...	1.048495E+04	0.595

Infiltration + Evaporation + Surface Runoff + Snow removal + Water remaining in Surface Storage + Water remaining in Snow Cover.....	1.169399E+06	2.119
Total Precipitation + Initial Storage.	1.169067E+06	2.118

The error in continuity is calculated as

* Precipitation + Initial Snow Cover *
* + Base Flow *
* - Infiltration - *
*Evaporation - Snow removal *
*Surface Runoff from Watersheds - *
*Water in Surface Storage - *
*Water remaining in Snow Cover *

* Precipitation + Initial Snow Cover *
* + Base Flow *

Percent Continuity Error..... -0.028

* Table R6. Continuity Check for Channel/Pipes *
* You should have zero continuity error *
* if you are not using runoff hydraulics *

	cubic feet	Inches over Total Basin
Initial Channel/Pipe Storage.....	0.000000E+00	0.000
Final Channel/Pipe Storage.....	0.000000E+00	0.000
Surface Runoff from Watersheds.....	1.078187E+06	1.953
Groundwater Subsurface Inflow.....	0.000000E+00	0.000

spreadsheets. The maximum values in this table are the true maximum values because they sample every time step. The values in the review results may only be the maximum of a subset of all the time steps in the run. Note: These flows are only the flows in a single barrel.

Conduit Name	Maximum Flow	Total Flow	Maximum Velocity	##	Junction Name	Invert Elevation	Maximum Elevation
102	249.7416	702322.0	7.588300	##	MH 1	599.1000	604.2219
103	141.1724	417745.3	4.900123	##	MH 2	599.2300	605.1049
105	35.93641	99976.84	2.852824	##	MH 4	600.5100	607.1181
107	122.3925	285720.1	3.747711	##	MH 5	601.5800	608.0723
108	125.4993	275649.1	3.783746	##	MH 7	600.0900	606.0505
109	43.28393	112439.5	3.375704	##	MH 8	600.4300	606.5742
110	97.02595	306173.4	4.273667	##	MH 9	601.7200	607.3294
111	88.68945	253903.6	3.794172	##	MH 10	601.3800	607.5530
RP-4	41.63178	231476.9	4.232961	##	MH 11	601.8700	608.2032
RP-3	46.05176	259425.7	3.039678	##	CENTRAL P	598.9600	601.4970
RP-2	57.03634	302145.0	2.359527	##	RL-3	599.9100	606.3272
RP-1	72.69639	354939.8	10.51101	##	RL-2	598.7000	606.1123
RP-9	6.068426	11752.79	2.629450	##	RL-1	598.4800	604.6330
RP-7	12.68164	25542.27	2.579062	##	RL-OUTLET	598.2500	600.9367
RP-6	25.94663	52333.05	3.788678	##	RL-8	603.7900	606.2234
RP-5	21.58526	51841.70	3.781216	##	RL-7	602.6500	605.9240
104	127.8616	348789.8	4.078230	##	RL-6	601.8600	605.6043
112	87.02078	207544.1	4.335969	##	RL-5	601.2500	605.0145
113	56.61584	132248.4	3.549373	##	MH 3	600.2300	606.5175
114	24.61951	53062.30	2.808396	##	MH 12	600.8100	607.6613
controlout	70.46332	604087.2	6.582198	##	MH13	601.1900	608.1060
FREE # 1	72.69450	355045.9	0.000000	##	MH 14	601.6800	608.5559
GATE # 1	70.46450	604369.4	0.000000	##			

Table E15a - SPREADSHEET REACH LIST
Peak flow and Total Flow listed by Reach or those conduits or diversions having the same upstream and downstream nodes.

Upstream Node	Downstream Node	Maximum Flow	Total Flow
MH 2	MH 1	249.74	7.02322E+05
MH 3	MH 2	141.17	4.17745E+05
MH 5	MH 4	35.936	99977.
MH 7	MH 2	122.39	2.85720E+05
MH 8	MH 7	125.50	2.75649E+05
MH 9	MH 8	43.284	1.12440E+05
MH 10	MH 8	97.026	3.06173E+05
MH 11	MH 10	88.689	2.53904E+05
MH 8	RL-3	41.632	2.31477E+05
RL-3	RL-2	46.052	2.59426E+05
RL-2	RL-1	57.036	3.02145E+05
RL-1	RL-OUTLET	72.696	3.54940E+05
RL-8	RL-7	6.0684	11753.
RL-7	RL-6	12.682	25542.
RL-6	RL-5	25.947	52333.
RL-5	RL-1	21.585	51842.
MH 4	MH 3	127.86	3.48790E+05
MH 12	MH 4	87.021	2.07544E+05
MH13	MH 12	56.616	1.32248E+05
MH 14	MH13	24.620	53062.
MH 1	CENTRAL P	70.463	6.04087E+05

70.604
70.463
141.172

RL-3	611.60	605.83	610.30	2	30	4.47	1.30	5.000E+01
RL-2	611.00	604.58	610.12	2	30	5.54	0.88	5.000E+01
RL-1	610.50	604.15	607.62	2	29	3.47	2.88	5.000E+01
RL-OUTLET	610.40	601.25	601.17	2	30	0.00	9.23	5.000E+01
RL-8	613.60	605.79	612.42	2	29	6.63	1.18	5.000E+01
RL-7	611.40	605.17	611.43	2	32	6.26	0.00	2.005E+04
RL-6	610.60	604.86	610.61	2	31	5.75	0.00	2.005E+04
RL-5	611.00	604.49	609.14	2	29	4.65	1.86	5.000E+01
MH 3	612.00	606.80	610.36	2	30	3.56	1.64	5.000E+01
MH 12	612.00	605.81	612.01	2	30	6.20	0.00	2.005E+04
MH13	612.00	605.69	612.60	2	37	6.91	0.00	2.005E+04
MH 14	613.00	605.01	613.36	2	29	8.35	0.00	5.000E+01

Table E10 - CONDUIT SUMMARY STATISTICS
 Note: The peak flow may be less than the design flow and the conduit may still surcharge because of the downstream boundary conditions.

Name Conduit Name	Design Flow (cfs)	Design Velocity (ft/s)	Conduit Vertical Depth (in)	Maximum Computed Flow (cfs)	Time of Occurrence Hr. Min.	Maximum Computed Velocity (ft/s)	Time of Occurrence Hr. Min.	Ratio of Max. to Design Flow	Maximum Depth Upstream (ft)	Maximum Depth Downstream (ft)
102	1.58E+02	3.14	96.00	4.40E+02	2 30	9.96	2 30	2.79	607.56	606.83
103	86.	2.60	78.00	2.23E+02	2 29	6.77	2 29	2.58	610.36	607.56
105	32.	2.57	48.00	5.07E+01	2 38	4.00	2 38	1.57	612.00	611.51
107	1.02E+02	2.66	84.00	2.44E+02	2 30	6.32	2 30	2.38	609.37	607.56
108	1.02E+02	2.65	84.00	2.43E+02	2 29	6.16	2 29	2.37	610.58	609.36
109	41.	3.23	48.00	6.91E+01	2 35	5.45	2 35	1.70	612.00	610.59
110	67.	2.83	66.00	1.49E+02	2 28	6.24	2 28	2.21	611.97	610.59
111	65.	2.72	66.00	1.26E+02	2 28	5.27	2 28	1.94	612.00	611.97
RP-4	43.	2.71	54.00	6.00E+01	3 17	4.17	4 41	1.39	610.59	610.30
RP-3	75.	3.83	60.00	6.28E+01	3 13	3.19	3 13	0.84	610.30	610.12
RP-2	34.	1.44	66.00	6.98E+01	2 52	2.90	2 48	2.04	610.12	607.63
RP-1	27.	3.77	36.00	9.71E+01	2 30	13.70	2 30	3.64	607.62	601.17
RP-9	9.0	2.85	24.00	9.78E+00	2 29	3.05	2 29	1.09	612.42	611.40
RP-7	18.	3.73	30.00	2.11E+01	2 34	4.24	2 34	1.15	611.40	610.60
RP-6	18.	2.61	36.00	3.83E+01	2 29	5.37	2 29	2.08	610.60	609.14
RP-5	18.	2.50	36.00	3.72E+01	2 29	5.23	2 29	2.10	609.14	607.62
104	77.	2.31	78.00	1.81E+02	2 29	5.36	2 29	2.37	611.51	610.36
112	55.	2.79	60.00	1.14E+02	2 28	5.77	2 28	2.08	612.00	611.51
113	39.	2.47	54.00	8.02E+01	2 46	5.00	2 46	2.04	612.00	612.00
114	24.	2.79	39.96	3.58E+01	2 30	4.16	2 30	1.51	613.36	612.00
controlout	31.	2.49	48.00	1.04E+02	3 2	8.92	3 2	3.32	606.83	602.04
FREE # 1	Undefnd	Undefnd	Undefnd	9.71E+01	2 30					
GATE # 1	Undefnd	Undefnd	Undefnd	1.04E+02	2 53					

Table E15 - SPREADSHEET INFO LIST
 Conduit Flow and Junction Depth Information for use in spreadsheets. The maximum values in this table are the true maximum values because they sample every time step. The values in the review results may only be the maximum of a subset of all the time steps in the run. Note: These flows are only the flows in a single barrel.

Conduit Name	Maximum Flow	Total Flow	Maximum Velocity	## ##	Junction Name	Invert Elevation	Maximum Elevation
102	440.3955	1132421.	9.964121	##	MH 1	599.1000	606.8296
103	222.8436	724164.6	6.765549	##	MH 2	599.2300	607.5589
105	50.72111	176525.8	3.998869	##	MH 4	600.5100	611.5112
107	244.0093	414201.5	6.317394	##	MH 5	601.5800	612.0462
108	242.5155	399713.0	6.164145	##	MH 7	600.0900	609.3570
109	69.12789	199544.2	5.453870	##	MH 8	600.4300	610.5855
110	148.7150	544081.8	6.236500	##	MH 9	601.7200	612.0784
111	125.5440	453555.6	5.267745	##	MH 10	601.3800	611.9743
RP-4	60.02718	492859.7	4.173371	##	MH 11	601.8700	613.1130
RP-3	62.78531	541443.8	3.190975	##	CENTRAL P	598.9600	602.0425
RP-2	69.76055	616919.6	2.898355	##	RL-3	599.9100	610.2998
RP-1	97.11944	709265.2	13.69969	##	RL-2	598.7000	610.1209
RP-9	9.782442	21018.49	3.053040	##	RL-1	598.4800	607.6240
RP-7	21.10667	45975.37	4.236153	##	RL-OUTLET	598.2500	601.1728
RP-6	38.33557	93919.41	5.373071	##	RL-8	603.7900	612.4203
RP-5	37.17097	93030.36	5.228590	##	RL-7	602.6500	611.4257
104	181.4053	606188.3	5.359520	##	RL-6	601.8600	610.6149
112	113.8123	364516.8	5.770677	##	RL-5	601.2500	609.1440
113	80.23139	233285.5	5.003797	##	MH 3	600.2300	610.3567
114	36.77255	94148.61	4.160080	##	MH 12	600.8100	612.0101
controlout	103.7442	939706.5	8.923007	##	MH13	601.1900	612.6005
FREE # 1	97.08273	709385.8	0.0000000	##	MH 14	601.6800	613.3601
GATE # 1	103.7579	939867.6	0.0000000	##			

Table E15a - SPREADSHEET REACH LIST
 Peak flow and Total Flow listed by Reach or those conduits or diversions having the same upstream and downstream nodes.

DaimlerChrysler PRTAP Expansion
Residential Runoff - 2 Year

Table R1. S U B C A T C H M E N T D A T A #
Physical Hydrology Data #
#####

Subcatchment Number	Channel Name	Width or inlet ft	Area ac	Per- cent Imperv	Slope ft/ft	"n" mprv	"n" Perv	Deprs -sion Storage Imprv	Deprs -sion Storage Perv	Prcnt Zero Deten -tion	
1	PRTAP Res#1	PRTAP Res	1685.0	154.80	25.00	0.005	0.014	0.030	0.100	0.250	0.00

Total Number of Subcatchments... 1
Total Tributary Area (acres).... 154.80
Impervious Area (acres)..... 38.70
Pervious Area (acres)..... 116.10
Total Width (feet)..... 1685.00
Percent Imperviousness..... 25.00

* Table R5. CONTINUITY CHECK FOR SURFACE WATER *
* Any continuity error can be fixed by lowering the *
* wet and transition time step. The transition time *
* should not be much greater than the wet time step. *

	cubic feet	Inches over Total Basin
Total Precipitation (Rain plus Snow)	7.349591E+05	1.308
Total Infiltration	4.173672E+05	0.743
Total Evaporation	1.404810E+04	0.025
Surface Runoff from Watersheds	2.564898E+05	0.456
Base Flow	0.000000E+00	0.000
Total Water remaining in Surface Storage	4.710761E+04	0.084
Infiltration over the Pervious Area...	4.173672E+05	0.990

Infiltration + Evaporation + Surface Runoff + Snow removal + Water remaining in Surface Storage + Water remaining in Snow Cover.....	7.350128E+05	1.308
Total Precipitation + Initial Storage.	7.349591E+05	1.308

The error in continuity is calculated as

* Precipitation + Initial Snow Cover *
* + Base Flow *
* - Infiltration - *
*Evaporation - Snow removal - *
*Surface Runoff from Watersheds - *
*Water in Surface Storage - *
*Water remaining in Snow Cover *

* Precipitation + Initial Snow Cover *
* + Base Flow *

Percent Continuity Error..... -0.007

* Table R6. Continuity Check for Channel/Pipes *
* You should have zero continuity error *
* if you are not using runoff hydraulics *

	cubic feet	Inches over Total Basin
Initial Channel/Pipe Storage.....	0.000000E+00	0.000
Final Channel/Pipe Storage.....	0.000000E+00	0.000
Surface Runoff from Watersheds.....	2.564898E+05	0.456
Groundwater Subsurface Inflow.....	0.000000E+00	0.000
Evaporation Loss from Channels.....	0.000000E+00	0.000
Channel/Pipe/Inlet Outflow.....	2.564898E+05	0.456
Initial Storage + Inflow.....	2.564898E+05	0.456
Final Storage + Outflow.....	2.564898E+05	0.456

* Final Storage + Outflow + Evaporation - *		
* Watershed Runoff - Groundwater Inflow - *		
* Initial Channel/Pipe Storage *		

* Final Storage + Outflow + Evaporation *		

Percent Continuity Error.....		0.000

Table R9. Summary Statistics for Subcatchments #
#####

DaimlerChrysler PRTAP Expansion
Residential Runoff - 5 Year

Table R1. S U B C A T C H M E N T D A T A #
Physical Hydrology Data #
#####

Subcatchment Number	Channel Name	Width or inlet ft	Area ac	Per- cent Imperv	Slope ft/ft	"n" mprv	"n" Perv	Storage Imprv	Deprs -sion Perv	Deprs -sion Perv	Prct Zero Deten -tion
1	PRTAP Res#1	PRTAP Res	1685.0	154.80	25.00	0.005	0.014	0.030	0.100	0.250	0.00

Total Number of Subcatchments... 1
Total Tributary Area (acres).... 154.80
Impervious Area (acres)..... 38.70
Pervious Area (acres)..... 116.10
Total Width (feet)..... 1685.00
Percent Imperviousness..... 25.00

* Table R5. CONTINUITY CHECK FOR SURFACE WATER *
* Any continuity error can be fixed by lowering the *
* wet and transition time step. The transition time *
* should not be much greater than the wet time step. *

	cubic feet	Inches over Total Basin
Total Precipitation (Rain plus Snow)	1.190211E+06	2.118
Total Infiltration	3.999051E+05	0.712
Total Evaporation	1.404810E+04	0.025
Surface Runoff from Watersheds	6.360504E+05	1.132
Base Flow	0.000000E+00	0.000
Total Water remaining in Surface Storage	1.403115E+05	0.250
Infiltration over the Pervious Area...	3.999051E+05	0.549

Infiltration + Evaporation + Surface Runoff + Snow removal + Water remaining in Surface Storage + Water remaining in Snow Cover.....	1.190315E+06	2.118
Total Precipitation + Initial Storage.	1.190211E+06	2.118

The error in continuity is calculated as

* Precipitation + Initial Snow Cover *	
* + Base Flow *	
* - Infiltration - *	
*Evaporation - Snow removal - *	
*Surface Runoff from Watersheds - *	
*Water in Surface Storage - *	
*Water remaining in Snow Cover *	
-----*	
* Precipitation + Initial Snow Cover *	
* + Base Flow *	

Percent Continuity Error.....	-0.009

* Table R6. Continuity Check for Channel/Pipes *
* You should have zero continuity error *
* if you are not using runoff hydraulics *

	cubic feet	Inches over Total Basin
Initial Channel/Pipe Storage.....	0.000000E+00	0.000
Final Channel/Pipe Storage.....	0.000000E+00	0.000
Surface Runoff from Watersheds.....	6.360504E+05	1.132
Groundwater Subsurface Inflow.....	0.000000E+00	0.000
Evaporation Loss from Channels.....	0.000000E+00	0.000
Channel/Pipe/Inlet Outflow.....	6.360504E+05	1.132
Initial Storage + Inflow.....	6.360504E+05	1.132
Final Storage + Outflow.....	6.360504E+05	1.132

* Final Storage + Outflow + Evaporation - *		
* Watershed Runoff - Groundwater Inflow - *		
* Initial Channel/Pipe Storage *		
-----*		
* Final Storage + Outflow + Evaporation *		

Percent Continuity Error.....		0.000

Table R9. Summary Statistics for Subcatchments #
#####

DaimlerChrysler PRTAP Expansion
Residential Runoff - 100 Year

Table R1. S U B C A T C H M E N T D A T A #
Physical Hydrology Data #
#####

Subcatchment Number	Channel Name or inlet	Width ft	Area ac	Per- cent Imprv	Slope ft/ft	"n" mprv	"n" Perv	Deprs -sion Imprv	Deprs -sion Perv	Prcnt Zero -tion
1	PRTAP Res#1	PRTAP Res	1685.0	154.80	25.00	0.005	0.014	0.030	0.100	0.250 0.00

Total Number of Subcatchments... 1
Total Tributary Area (acres).... 154.80
Impervious Area (acres)..... 38.70
Pervious Area (acres)..... 116.10
Total Width (feet)..... 1685.00
Percent Imperviousness..... 25.00

* Table R5. CONTINUITY CHECK FOR SURFACE WATER *
* Any continuity error can be fixed by lowering the *
* wet and transition time step. The transition time *
* should not be much greater than the wet time step. *

	cubic feet	Inches over Total Basin
Total Precipitation (Rain plus Snow)	2.134506E+06	3.799
Total Infiltration	3.948855E+05	0.703
Total Evaporation	1.404810E+04	0.025
Surface Runoff from Watersheds	1.404295E+06	2.499
Base Flow	0.000000E+00	0.000
Total Water remaining in Surface Storage	3.223353E+05	0.574
Infiltration over the Pervious Area...	3.948855E+05	0.937

Infiltration + Evaporation + Surface Runoff + Snow removal + Water remaining in Surface Storage + Water remaining in Snow Cover.....	2.135564E+06	3.800
Total Precipitation + Initial Storage.	2.134506E+06	3.799

The error in continuity is calculated as

* Precipitation + Initial Snow Cover *
* + Base Flow *
* - Infiltration - *
*Evaporation - Snow removal - *
*Surface Runoff from Watersheds - *
*Water in Surface Storage *
*Water remaining in Snow Cover *

* Precipitation + Initial Snow Cover *
* + Base Flow *

Percent Continuity Error..... -0.050

* Table R6. Continuity Check for Channel/Pipes *
* You should have zero continuity error *
* if you are not using runoff hydraulics *

	cubic feet	Inches over Total Basin
Initial Channel/Pipe Storage.....	0.000000E+00	0.000
Final Channel/Pipe Storage.....	0.000000E+00	0.000
Surface Runoff from Watersheds.....	1.404295E+06	2.499
Groundwater Subsurface Inflow.....	0.000000E+00	0.000
Evaporation Loss from Channels.....	0.000000E+00	0.000
Channel/Pipe/Inlet Outflow.....	1.404295E+06	2.499
Initial Storage + Inflow.....	1.404295E+06	2.499
Final Storage + Outflow.....	1.404295E+06	2.499

* Final Storage + Outflow + Evaporation - *		
* Watershed Runoff - Groundwater Inflow - *		
* Initial Channel/Pipe Storage *		

* Final Storage + Outflow + Evaporation *		

Percent Continuity Error.....		0.000

Table R9. Summary Statistics for Subcatchments #
#####

APPENDIX 'C'

Addendum Report on the Upper Grand Marais Drain March 1993 MacLaren Engineers

**UPPER GRAND MARAIS DRAIN
(WALKER ROAD TO TOURANGEAU ROAD)
ADDENDUM NO. 2
TO
FLOOD DAMAGE REDUCTION ALTERNATIVES
FOR THE TURKEY CREEK WATERSHED**

**March 1993
Project No. 016056**

**MacLAREN ENGINEERS
SNC • LAVALIN INC.**

**UPPER GRAND MARAIS DRAIN FLOOD CONTROLS
ADDENDUM REPORT**

1.0 INTRODUCTION

1.1 General

Recently, a report was prepared for the Essex Region Conservation Authority which outlined the investigations, predicted the flood levels and flood damages and identified measures for reducing the existing flood potential on the Turkey Creek Watershed. The report, entitled "Flood Damage Reduction Alternatives for the Turkey Creek Watershed" did not include the study of upper portion of the Grand Marais Drain east of Howard Avenue. Subsequently, the section between Howard Ave and Walker Road was subject to a study carried out for the City of Windsor.

1.2 Authorization and Terms of Reference

By a letter dated November 5, 1991, MacLaren Engineers was authorized to carry out a study and prepare an addendum report which will address only the upper portion of the Grand Marais Drain from Walker Road to Pillette Road, which lies within the Turkey Creek Watershed. The scope of the study was to determine existing flood damages; identify measures for reducing flood potential and to make recommendations in this regard which are consistent with the previous studies.

1.3 Study Area

The principal area of interest consists of the Grand Marais Drain between Walker Road and Tourangeau Road. The entire watershed, and particularly the area upstream of Howard Avenue was needed to be considered in detail in formulating our recommendations.

This section of the Grand Marais Drain is as a result of channelization, improvements and cleaning carried out in past years to improve agricultural use of the tributary land.

The catchment tributary to this reach has undergone substantial urbanization since approximately 1950, which has increased both the amount of runoff and rate at which it occurs. By comparison, no major improvements to the drain have been carried out since that time.

The area along the drain has been identified in the previous floodline study as a flood prone area. In fact, extensive flood damage has been experienced on several occasions in past years, particularly in 1981.

2.4 Sub-Catchment Areas

The study area has been divided into ten sub-catchment areas for purposes of analysis. These are shown on Figure 1 and existing land uses are summarized in Table 1.

2.5 Design Flows

Based on the sub-catchment discretization outlined above, we have carried out hydrologic/hydraulic calculations to determine 1:100 year flood flows under existing conditions having regard for the restricted outlet capacity provided for lands lying south of the Canadian Pacific rail line and of the E.C. Row Expressway.

These computed flows, using the AES 30% distribution, agree well with the flows used in computing flood elevations presented in our Addendum No. 1 Report "Floodway Analysis/Stormwater Management Guidelines".

These design flows were also used for the functional design study on the Grand Marais Drain for the section between Howard Avenue and Walker Road.

2.7 Flood Damages

One of our study tasks, was to characterize the type of development in the previously identified damage zones lying upstream of Walker Road.

We have computed flood damages using the FLDAM model developed for the Ministry of Natural Resources. All dollar values have been updated to 1992 values.

The scenarios modelled were:

- with Plymouth culvert as existing; existing Pilette No. 1; existing conditions downstream of Central;
- with Plymouth culvert enlarged and existing Pilette No. 1 deepened; existing conditions downstream of Central.

The results of these analyses are given in Table 2 which shows:

i)	Present value of flood damages prevented by replacing the Plymouth culvert and deepening the Pilette No. 1 to Tourangeau.	\$149,600
ii)	Present value of flood damage prevented by carrying out necessary channelization downstream of Central Avenue and stormwater detention upstream of Central.	<u>\$168,000</u>
	TOTAL	\$317,600

3.0 CONCLUSIONS AND RECOMMENDATIONS

The basic philosophy for Turkey Creek improvements downstream are that 1:100 year flood flows to the downstream area would be controlled to the existing 1:100 year flow which was based on the 1989 extent of development. In order to achieve this, outlet flows at Howard Avenue would need to be controlled to 17 m³/s. This flow was determined previously through use of the OTTHYMO model and is fundamental to the proposed Turkey Creek project currently being undertaken by the Authority.

This current study has determined that if the entire area upstream of Howard Avenue were allowed to discharge uncontrolled runoff, the peak 1:100 year flow at Howard Avenue (future conditions) would reach approximately 24.2 m³/s under 'regional-type' rainfall conditions and 30.9 m³/s under high-intensity, local rainfall conditions. Computed flows at selected points are given in Table 1, assuming uncontrolled and controlled conditions.

As noted in Table 1, the total area of land tributary to the Grand Marais Drain upstream of Howard is 895 ha and of which approximately 147 ha is undeveloped. Further, upstream of Central, the total tributary area is 196 ha, of which 77 ha is undeveloped.

We would note that in developing recommendations in this regard, as well as in computing flood flows, we have assumed that industrial/commercial developments will have on-site controls to limit runoff rates to those equivalent from residential land uses.

Our recommendations to reduce the outlet 1:100 year flows at Howard Avenue to 17 m³/s under full development conditions are as follows. These recommendations are not independent of one another and in particular, recommendation b) is contingent upon the implementation of recommendation c).

17 m³/s

- ii) developments that proceed and are west or east of Central would not require individual storm detention facilities.

Finally, we note that areas south of the E.C. Row Expressway/CPR would not benefit from this stormwater detention facility.

We have shown on the Plan (inside rear cover of Report) the general location and shape of the proposed pond. In Table 3, we have presented a range of width-length relationships for the proposed facility to satisfy ultimate requirements. The estimated final cost of the facility is \$400,000, exclusive of land acquisition costs.

We recommend that the initial volume of the pond be 35,000 m³ with 5,000 m³ as a permanent pond. Pond size should be increased by 350 m³/ha of development that occurs north of the E.C. Row Expressway/CPR line (104 ha) with 50 m³/ha adding to the permanent pond. Pond outflow should be controlled to a maximum of 2 m³/s at its top water elevation.

- d) The channel between Walker Road and the downstream end of the culvert through Casson Transport should be widened, deepened and graded to match the section recommended for between Howard and Walker Road as follows:

- bottom width 2.5 m
- side slopes 3:1
- grade 0.045%

The estimated cost of this work is \$300,000. The work would not entail replacement of any of the existing structures. This work is required for both flood control upstream of Central and for accommodating development for existing and future direct contributing lands.

3.2 Summary

The works recommended are as follows:

1.	Improve channel from Walker Road to Casson Transport	\$300,000
2.	Replace Plymouth Avenue Culvert	\$200,000
3.	Improve Pillette No. 1 Drain	\$130,000
4.	Construct Stormwater Retention Pond (initial capacity 35,000 m ³)	\$200,000
	TOTAL	\$830,000

The flood damage reduction benefits resulting from these works are:

a)	Replace Plymouth Avenue Culvert/improve Pillette No. 2 Drain	\$149,600
b)	Improve Channel - Walker Road to Casson Transport and initial Stormwater Detention Pond	\$168,000
	TOTAL	\$317,600

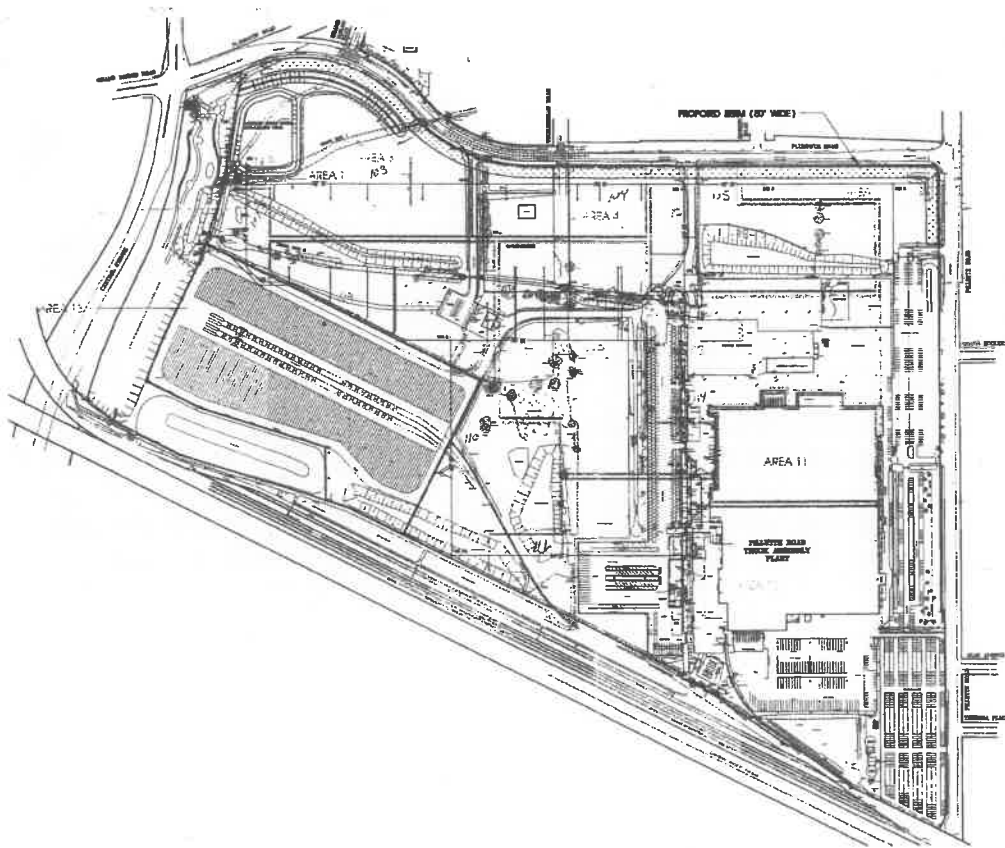
It should be noted that should the channelization works from Walker to Casson be constructed before the works from Howard and Walker, then some temporary constriction at Walker may be necessary.

These proposed works will remove from risk of flooding 74 houses under 1:100 year design flow conditions. However, the City should ensure the minor drainage system tributary to the recommended works is adequate.

TABLE 1 LAND USE AND FLOWS

LAND USE:	Residential ha	Comm/Ind ha	Undeveloped ha	Open Space ha	Totals ha
Area 1	73.1	26.9	35.5		135.5
Area 2		19.4	41.4		60.8
Area 3		57.3			57.3
Area 4A		56.0			56.0
Area 4B		20.0	29.0		49.0
Area 4A1	18.5	35.7	14.4		68.6
Area 6	144.6	4.0	3.2		151.8
Area 7	66.0	15.8	14.0	6.5	102.3
Area 8	55.1	39.2		8.0	102.3
Area 9	62.1	39.4	9.9		111.4
Totals	419.4	313.7	147.4	14.5	895.0

FLOWS: (future) Location	AES 30% 1:100 year		CHICAGO 1:100 year		DESIGN
	Uncontrolled m3/s	Controlled m3/s	Uncontrolled m3/s	Controlled m3/s	
U/S Howard	24.2	15.3	30.9	18.7	17.0
D/S Walker	19.4	10.5	24.8	12.6	13.7
D/S Casson	15.1	6.2	19.2	7.0	10.0
U/S Central	5.3	2.0	6.7	2.0	6.7



STORM WATER MANAGEMENT AREAS

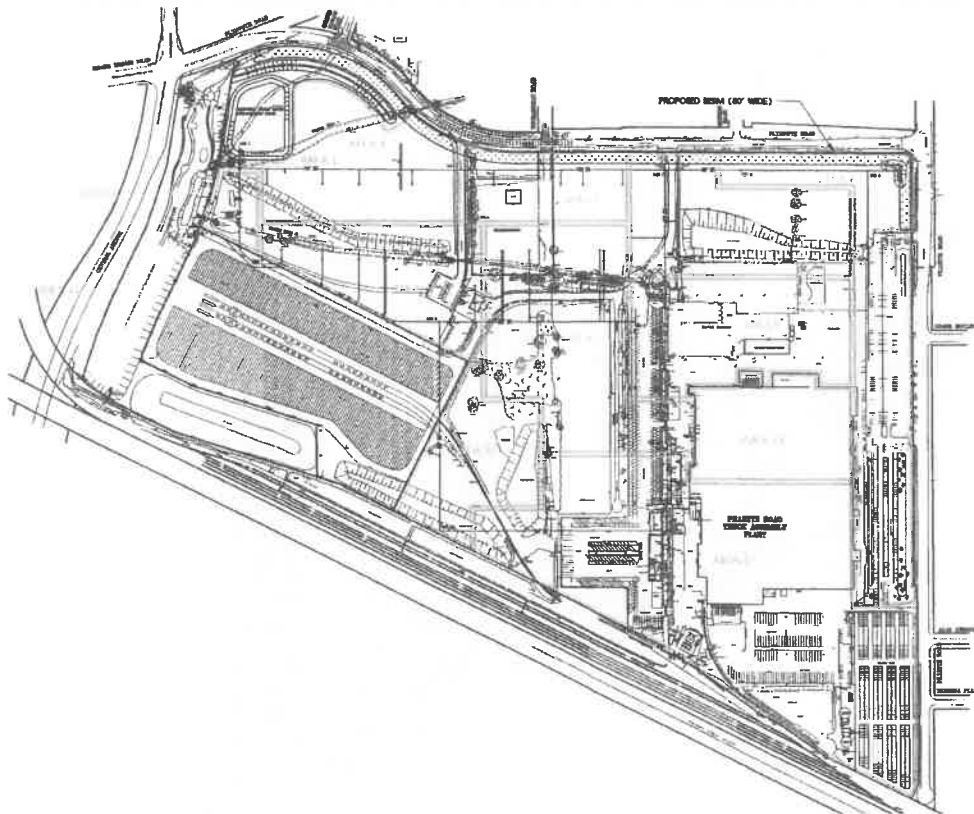
AREA 1	= 0.28 acres
AREA 2	= 1.72 acres
AREA 3	= 9.85 acres
AREA 4	= 5.79 acres
AREA 5	= 10.54 acres
AREA 6	= 14.80 acres
AREA 7	= 9.23 acres
AREA 8	= 15.76 acres
AREA 9	= 11.08 acres
AREA 10	= 7.26 acres
AREA 11	= 7.38 acres
AREA 12	= 38.64 acres
AREA 13	= 19.83 acres
POUND	= 4.75 acres
TOTAL DRAINAGE AREA	= 154.80 acres
RUNOFF COEFFICIENT	= 0.95



**STORM WATER MANAGEMENT REPORT
FOR THE PILLETTE ROAD TRUCK ASSEMBLY PLANT
DAIMLERCHRYSLER CANADA**



FIGURE 3



STORM WATER MANAGEMENT AREAS

AREA 1	= 0.25 acres
AREA 2	= 1.72 acres
AREA 3	= 9.85 acres
AREA 4	= 5.79 acres
AREA 6	= 10.54 acres
AREA 6	= 14.80 acres
AREA 7	= 9.25 acres
AREA 8	= 15.76 acres
AREA 9	= 11.08 acres
AREA 10	= 7.25 acres
AREA 11	= 7.59 acres
AREA 12	= 26.04 acres
AREA 13	= 19.93 acres
FOND	= 4.75 acres
TOTAL DRAINAGE AREA	= 154.60 acres
RUNOFF COEFFICIENT = 0.06	

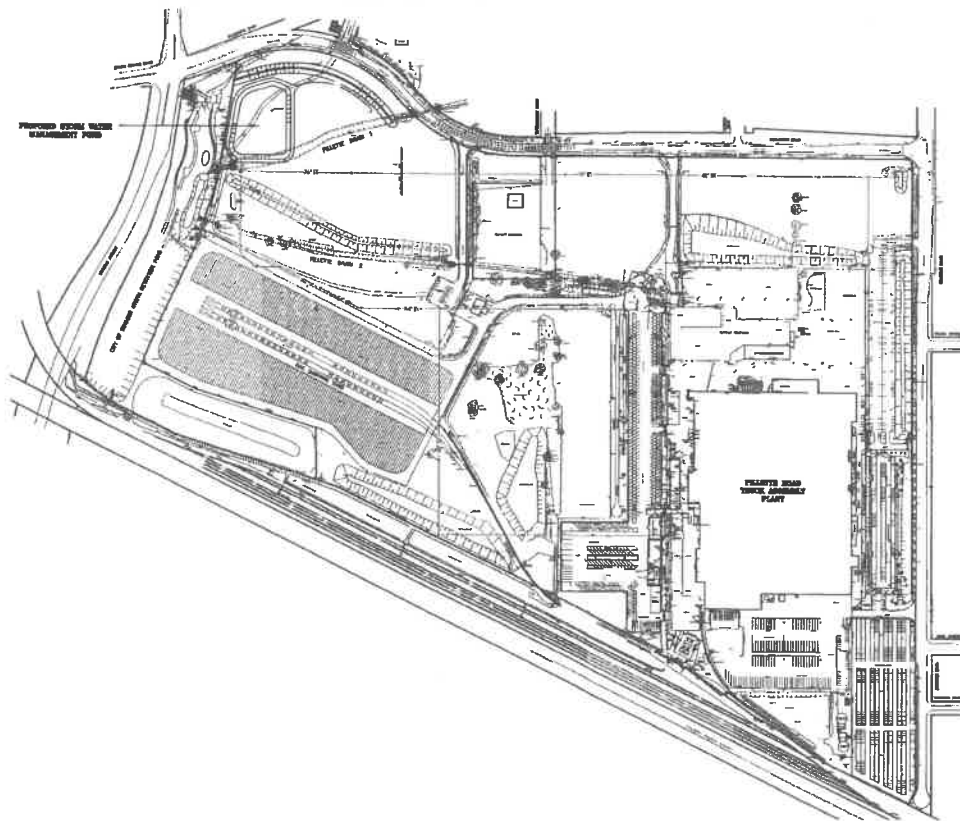


**STORM WATER MANAGEMENT REPORT
FOR THE PILLETTE ROAD TRUCK ASSEMBLY PLANT
DAIMLERCHRYSLER CANADA**

STORM DRAINAGE AREAS



FIGURE 3



STORM WATER MANAGEMENT REPORT
 FOR THE PILLETTE ROAD TRUCK ASSEMBLY PLANT
 DAIMLERCHRYSLER CANADA

PROPOSED STORM WATER DRAINAGE SYSTEM



FIGURE 2

APPENDIX B

Storm Sewer HGL Profiles

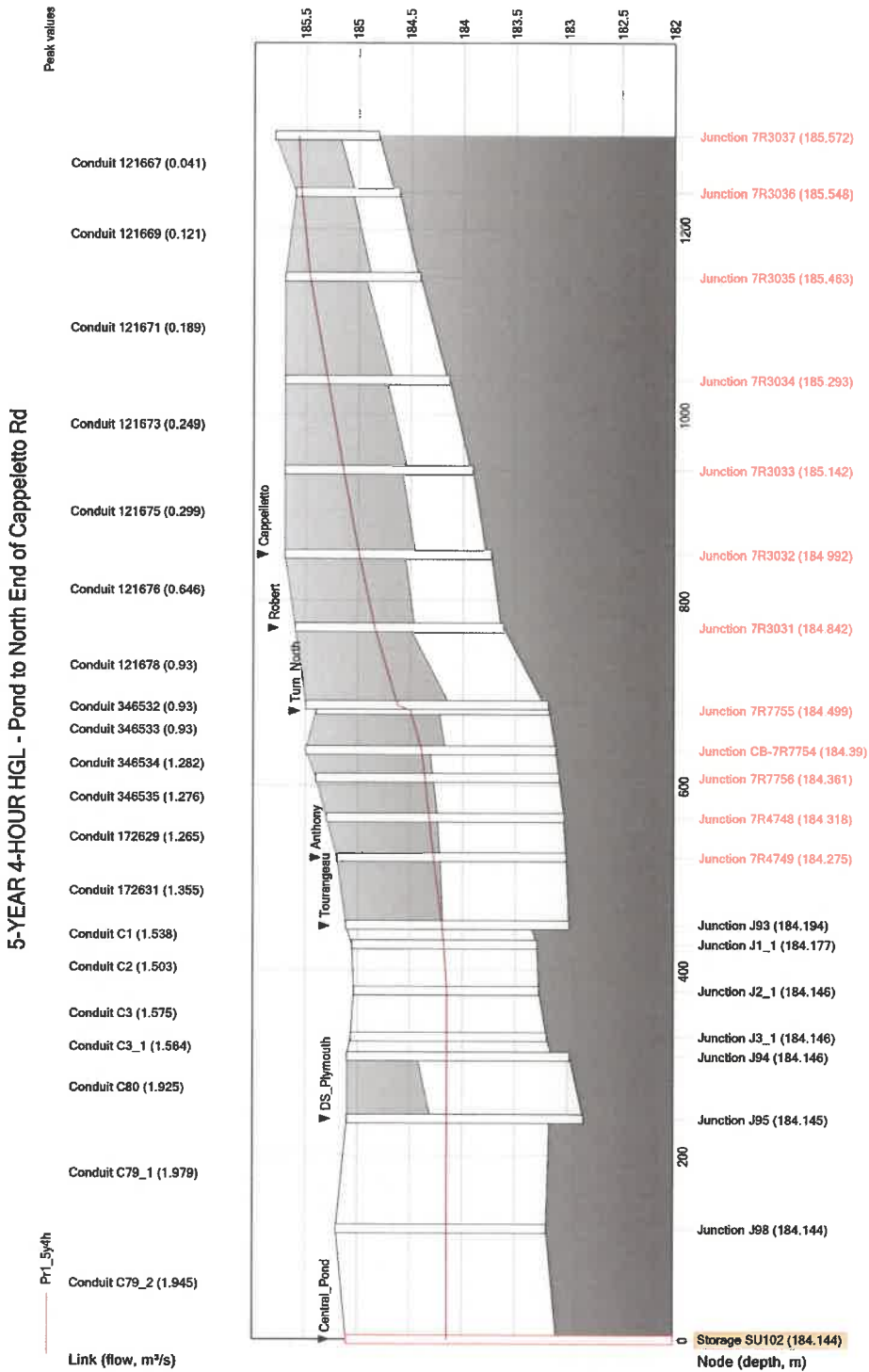


Figure B.1 – 5-year HGL Profile



100-YEAR 4-HOUR HGL - Pond to East End of Lovric Rd

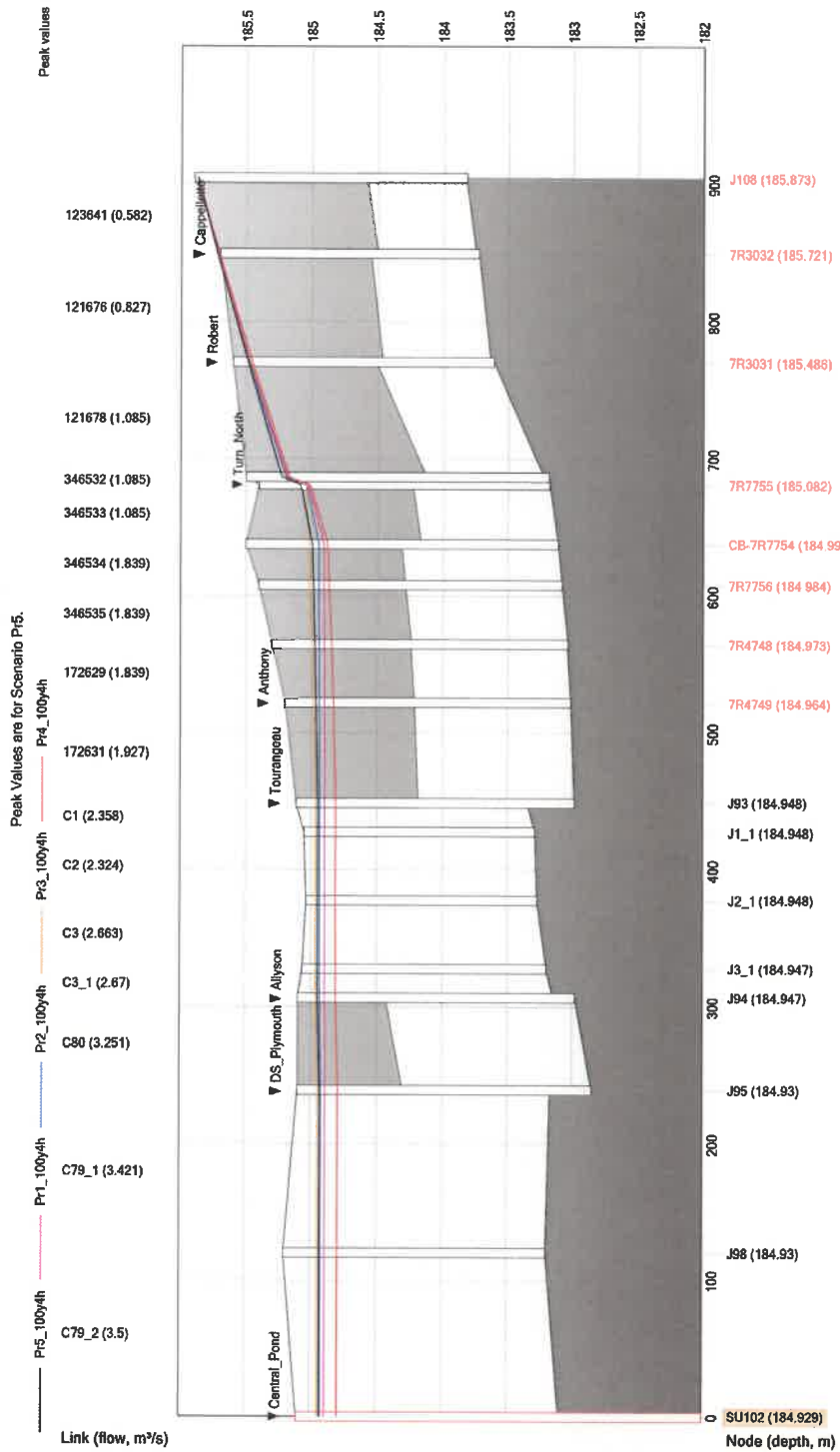


Figure B.2– 100-year HGL Profile



APPENDIX C

Lidar Maps

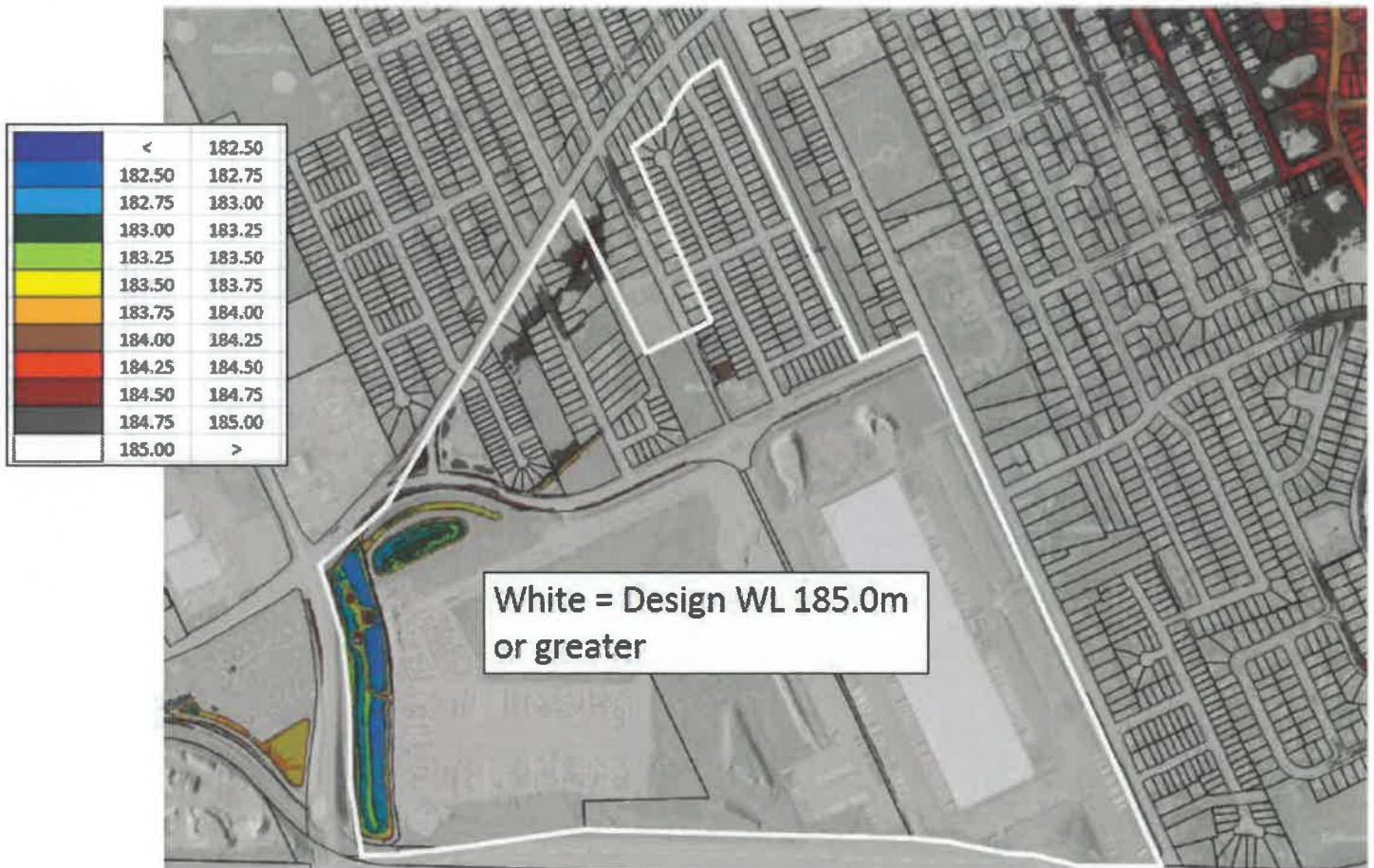


Figure C.1 – Design Water Level: 185.0 m



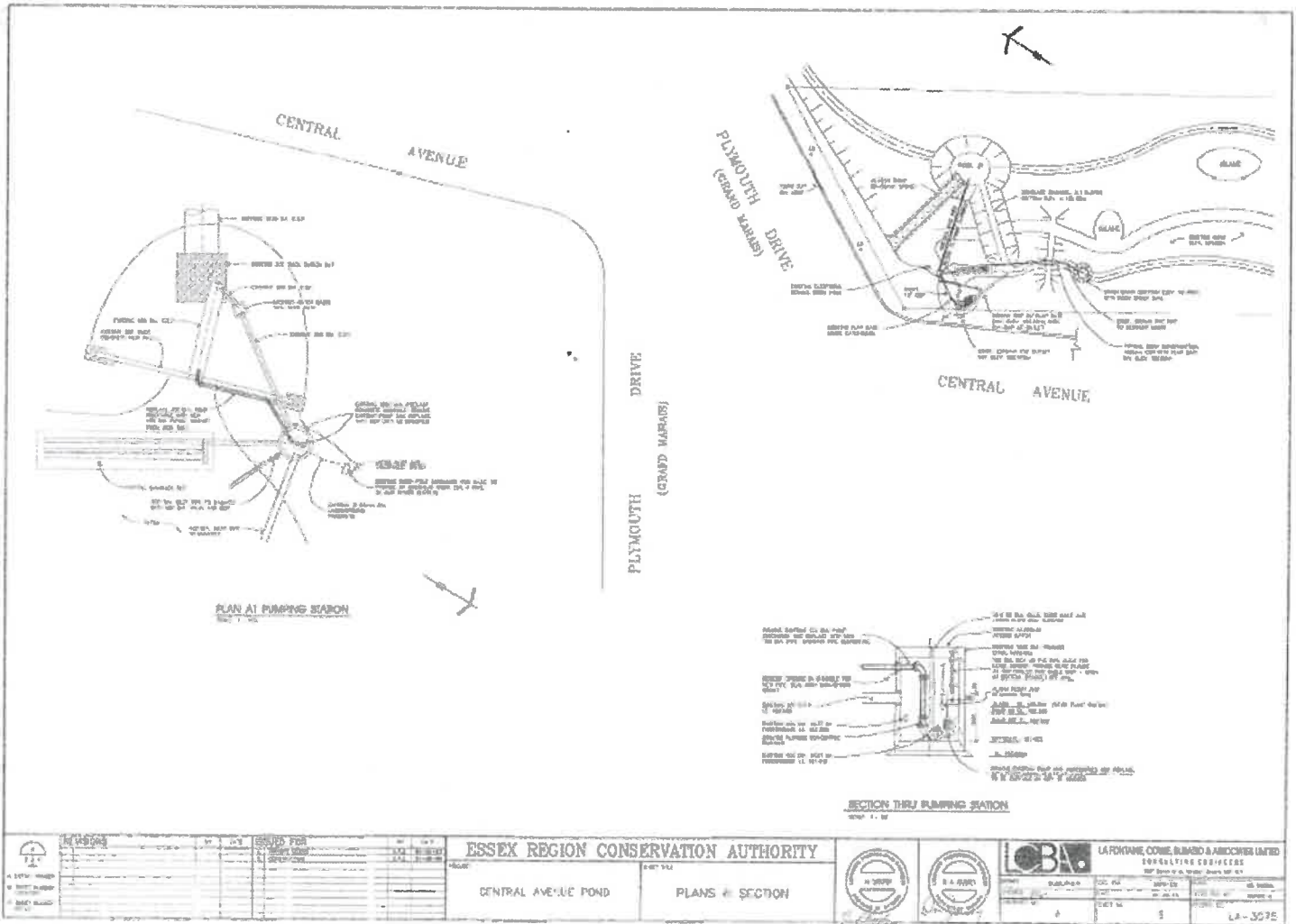


Figure C.2 – Flooding – South of Grand Marais (Tourangeau to Bernard)



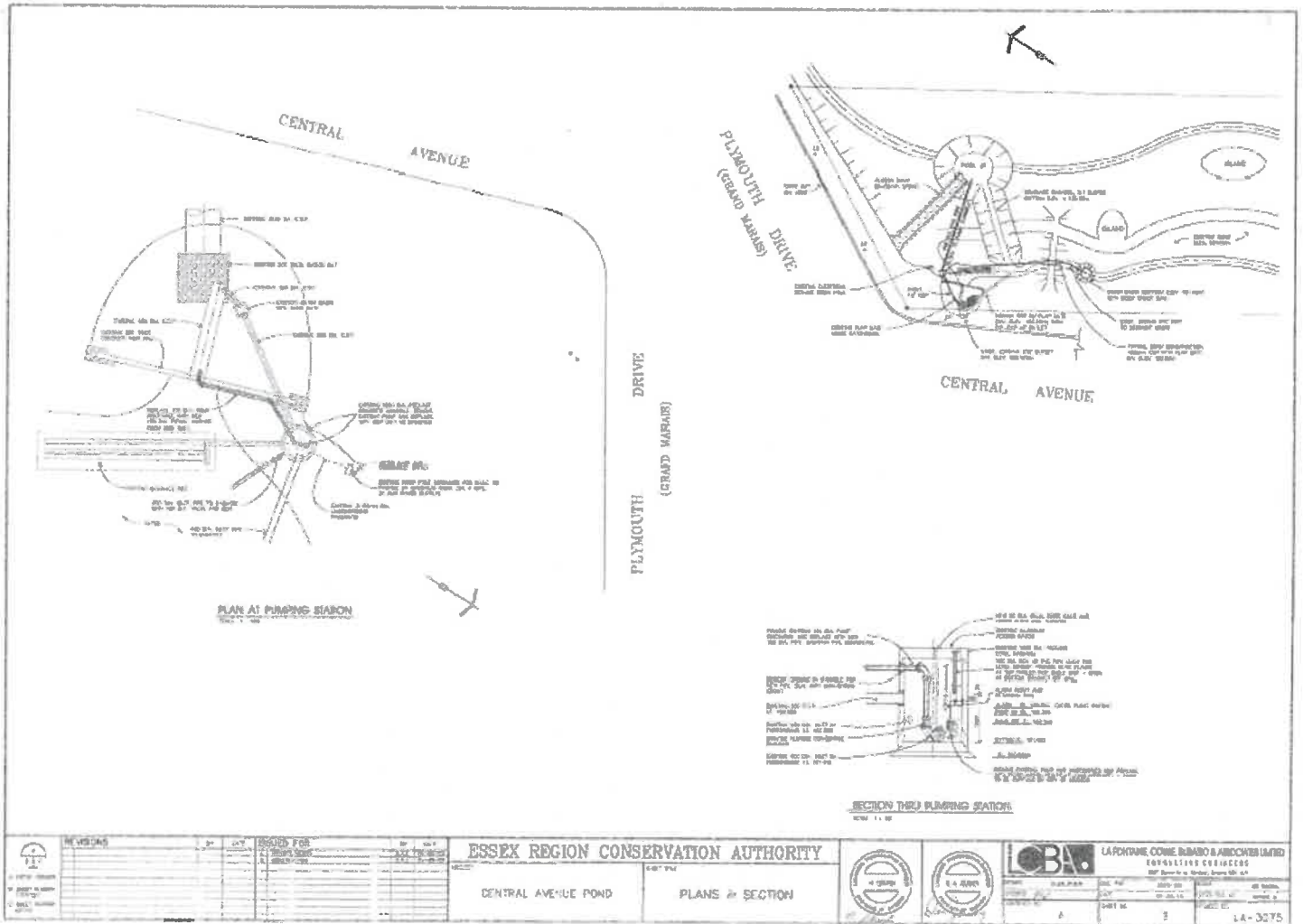
APPENDIX D

Central Pond Drawings (LCBA Plans – 1997)



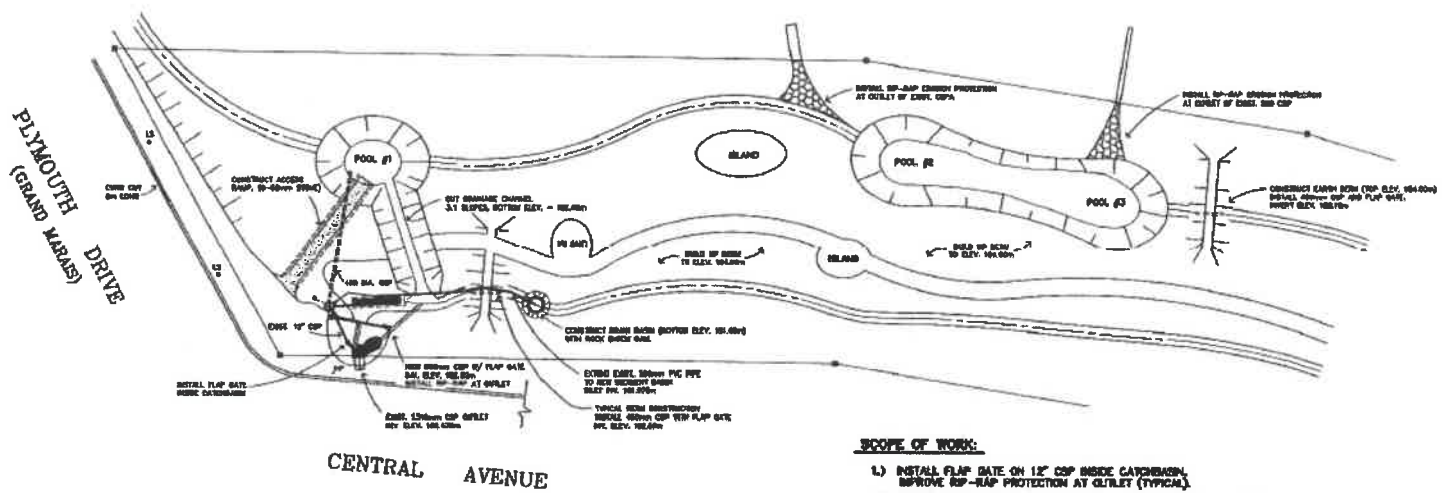
LCBA Drawing – Outlet and Pumps Details





LCBA Drawing – Plan and Sections



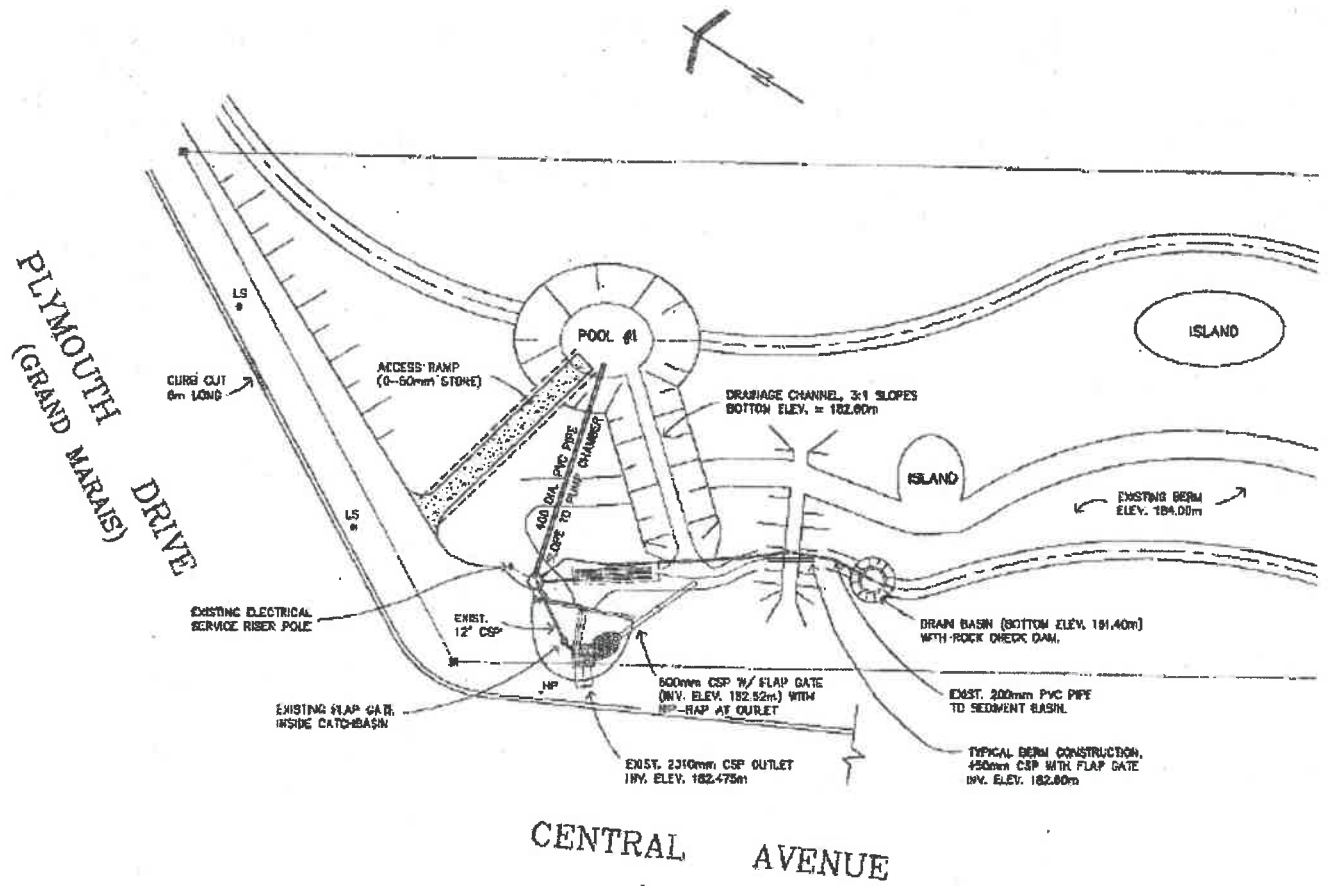


SCOPE OF WORK:

- 1.) INSTALL FLAP GATE ON 12" CSP INSIDE CATCHMENT, IMPROVE RIP-RAP PROTECTION AT OUTLET (TYPICAL).
- 2.) EXTEND 300mm PVC PIPE AS SHOWN. CONSTRUCT SEDIMENT BASIN AND ROCK CHECK DAM AT PIPE INLET.
- 3.) INSTALL NEW 400mm CSP AND FLAP GATE AT NEW STRUCTURE. PLACE RIP-RAP OR GEOTEXTILE AT OUTLET.
- 4.) CUT CHANNEL THROUGH BERM AT POOL #1 (AS SHOWN). BOTTOM WIDTH = 2m, GROUND ELEV. = 182.43m.
- 5.) CONSTRUCT 2 EARTH BERMS C/W 400mm CSP AND FLAP GATES. TOP BERM = 184.00m, TOP WIDTH = 2m, 3:1 SIDE SLOPES.
- 6.) FILL IN EMBANKMENT CUT AT RAILROAD DITCH INLET.
- 7.) INSTALL 400mm CSP PIPE FROM POND #1 TO BOTTOM OF PUMPING CHAMBER. INVERT = 181.47m. INSPECT CONDITION AND OPERATION OF EXIST. 200mm VBR.
- 8.) BUILD UP EXISTING BERMS TO ELEV. 184.00m.
- 9.) CONSTRUCT ACCESS RAMP TO POOL #1. GRADE & COMPACT USING 0-50mm STONE.
- 10.) CUT ENTRANCE INTO EXISTING CURB (8m LG.) ON GRAND MARAIS ROAD.
- 11.) ENDSWATE FOR AND INSTALL NATURAL VEGETATION AROUND PERIMETER OF PONDS AND ALONG LOW-FLOW CHANNEL (UNDER THE DIRECTION OF E.R.C.A.).

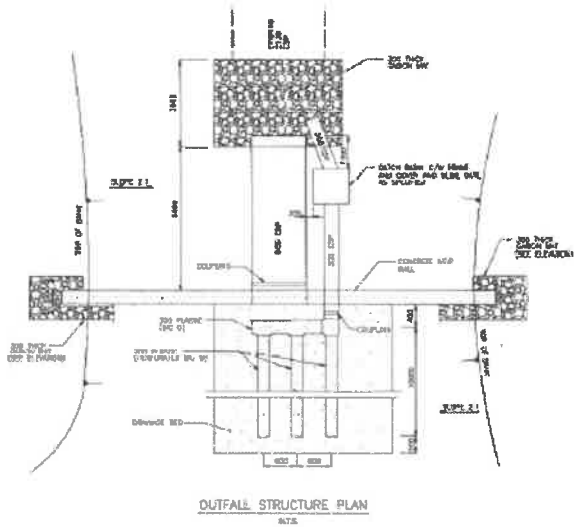
LCBA Drawing – Overall Pond Plan



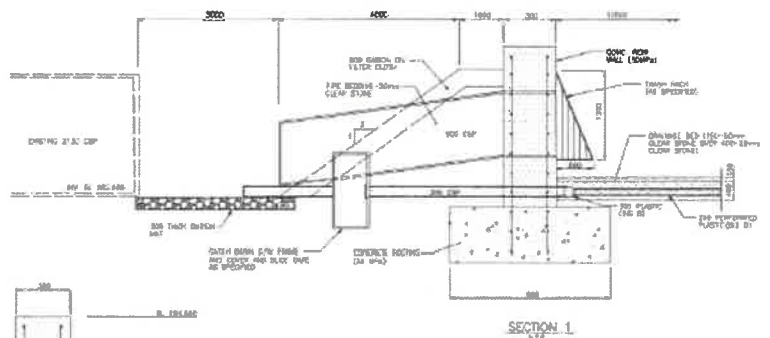


LCBA Drawing – Enlarged Plan of Outlet

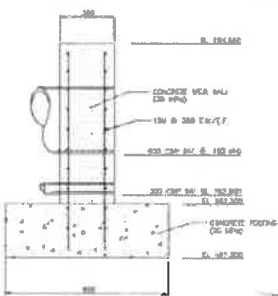




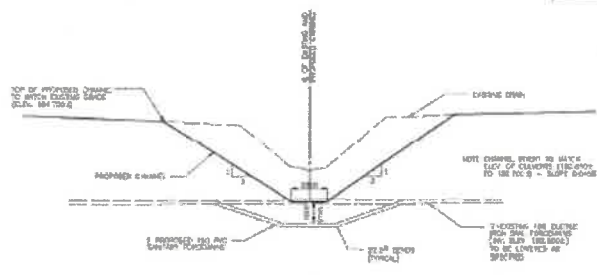
OUTFALL STRUCTURE PLAN
b15



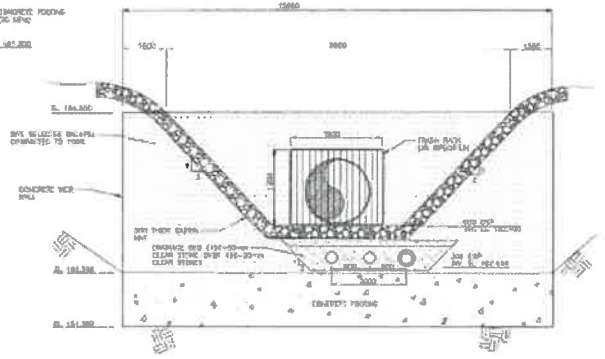
SECTION 1
b15



DETAIL A
b15



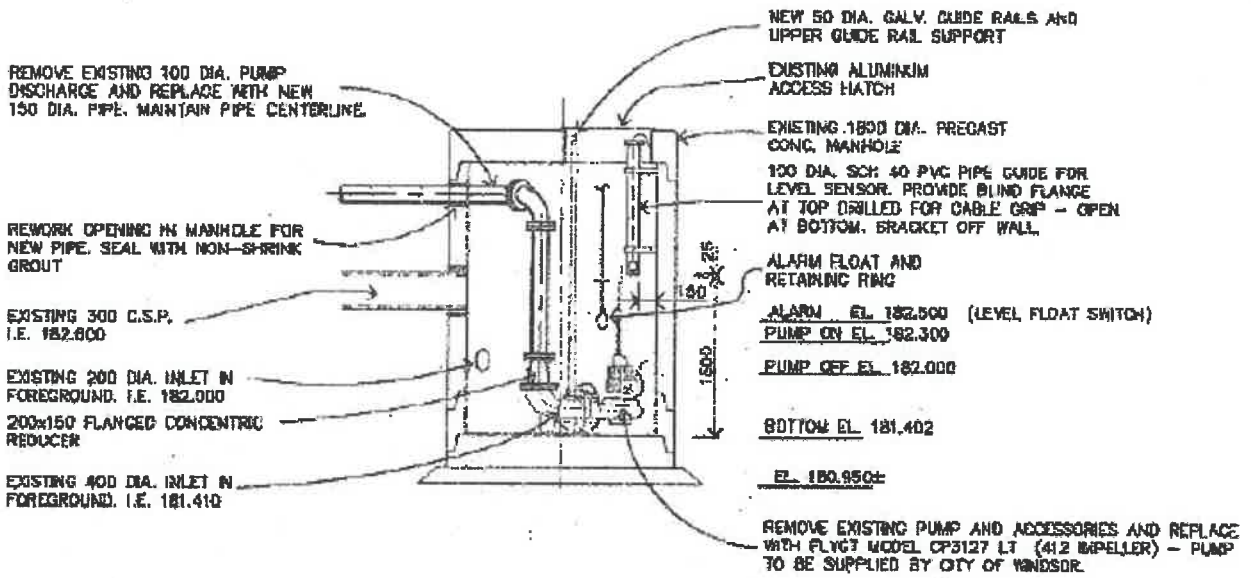
TYPICAL CHANNEL CROSS-SECTION
b16



CONCRETE WEIR WALL ELEVATION
b15

LCBA Drawing – Outlet and Pumps Details





SECTION THRU PUMPING STATION

SCALE 1 : 50



APPENDIX E
Hydrographs and PCSWMM Model

IMPACT OF POTENTIAL OVERLAND FLOWS FROM EXTERNAL AREA

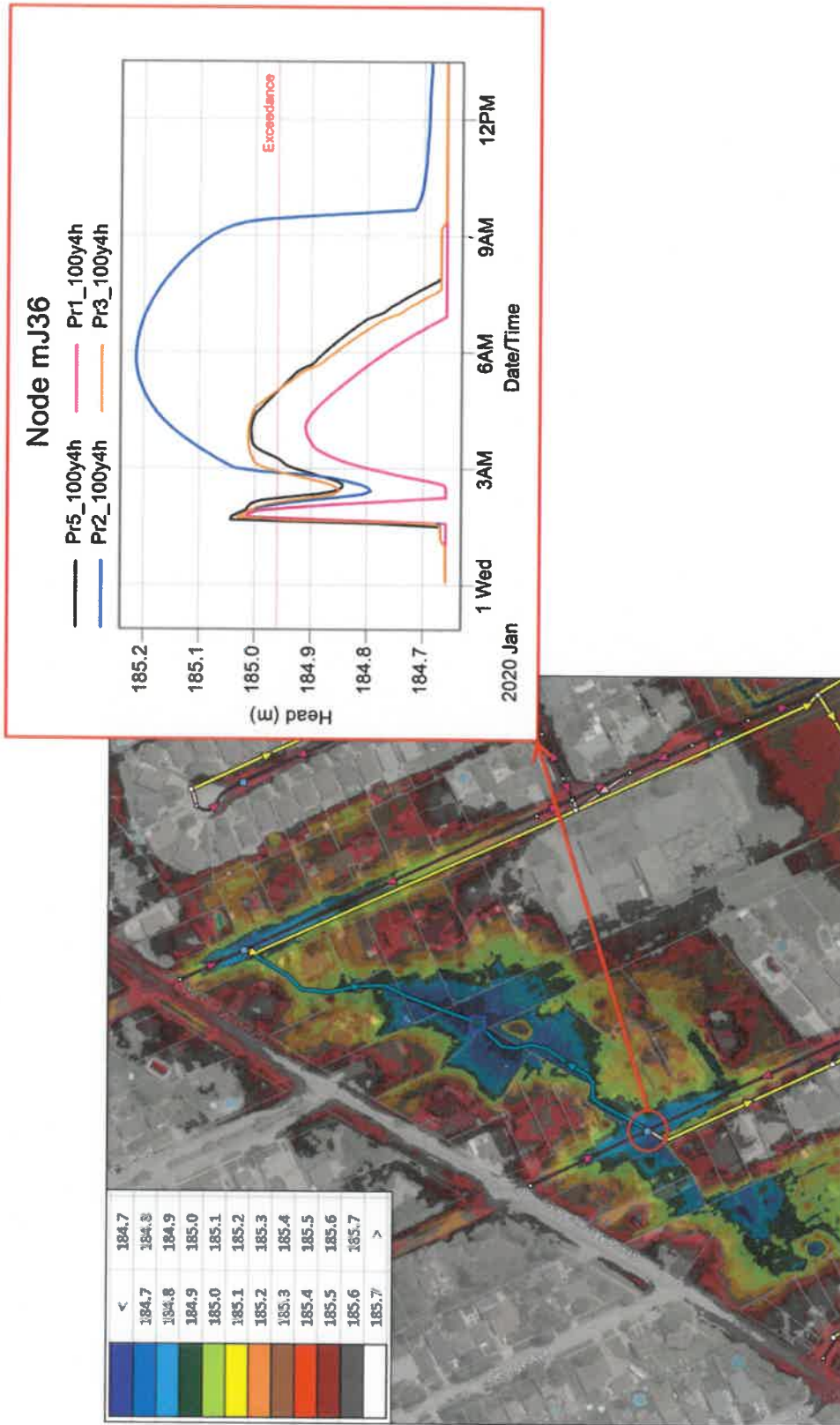


Figure E.1 – Impact of Potential Overland Flows from External Area



Link GMD_CassenCul

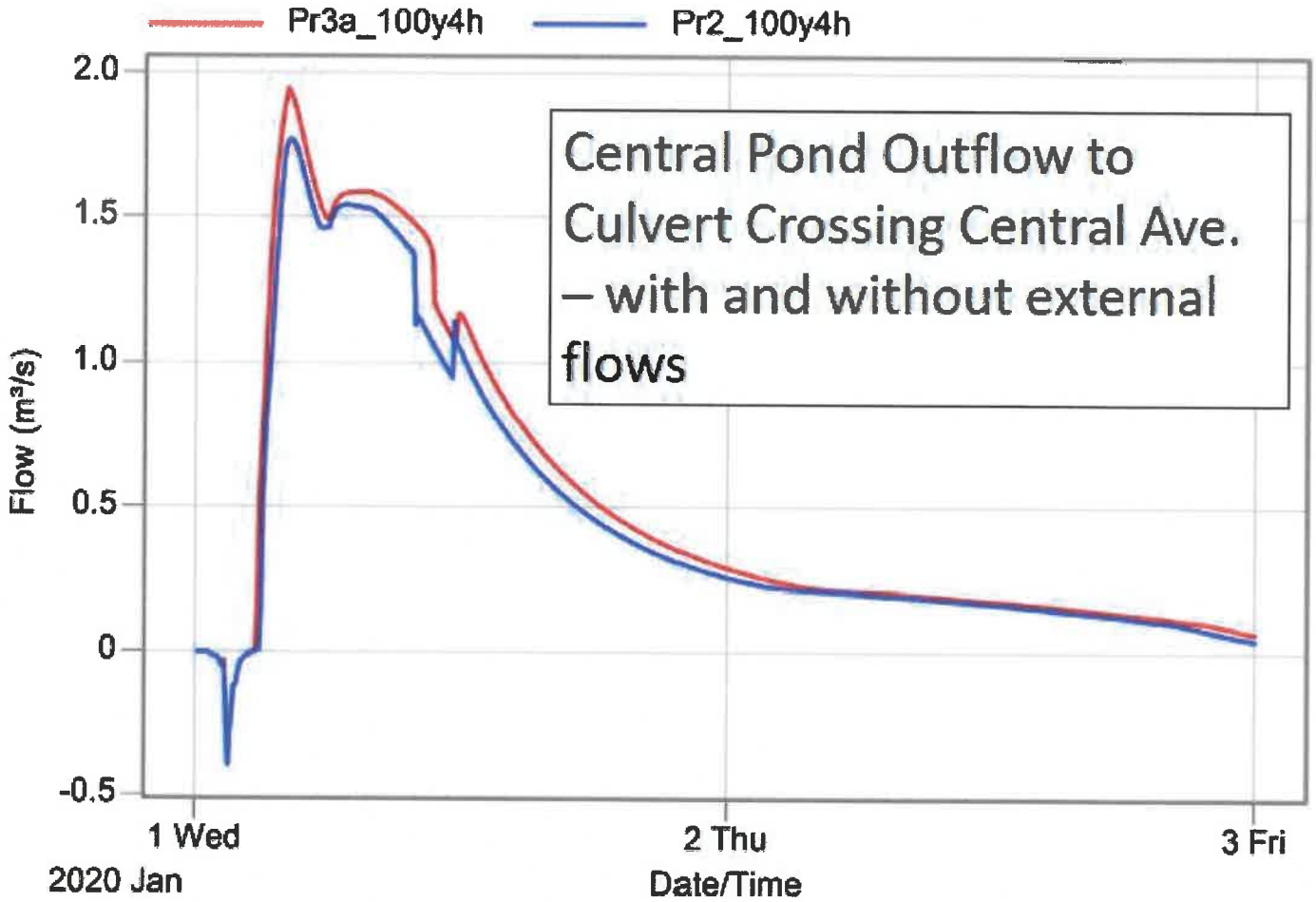


Figure E.2 – Hydrograph – Central Pond Outflow



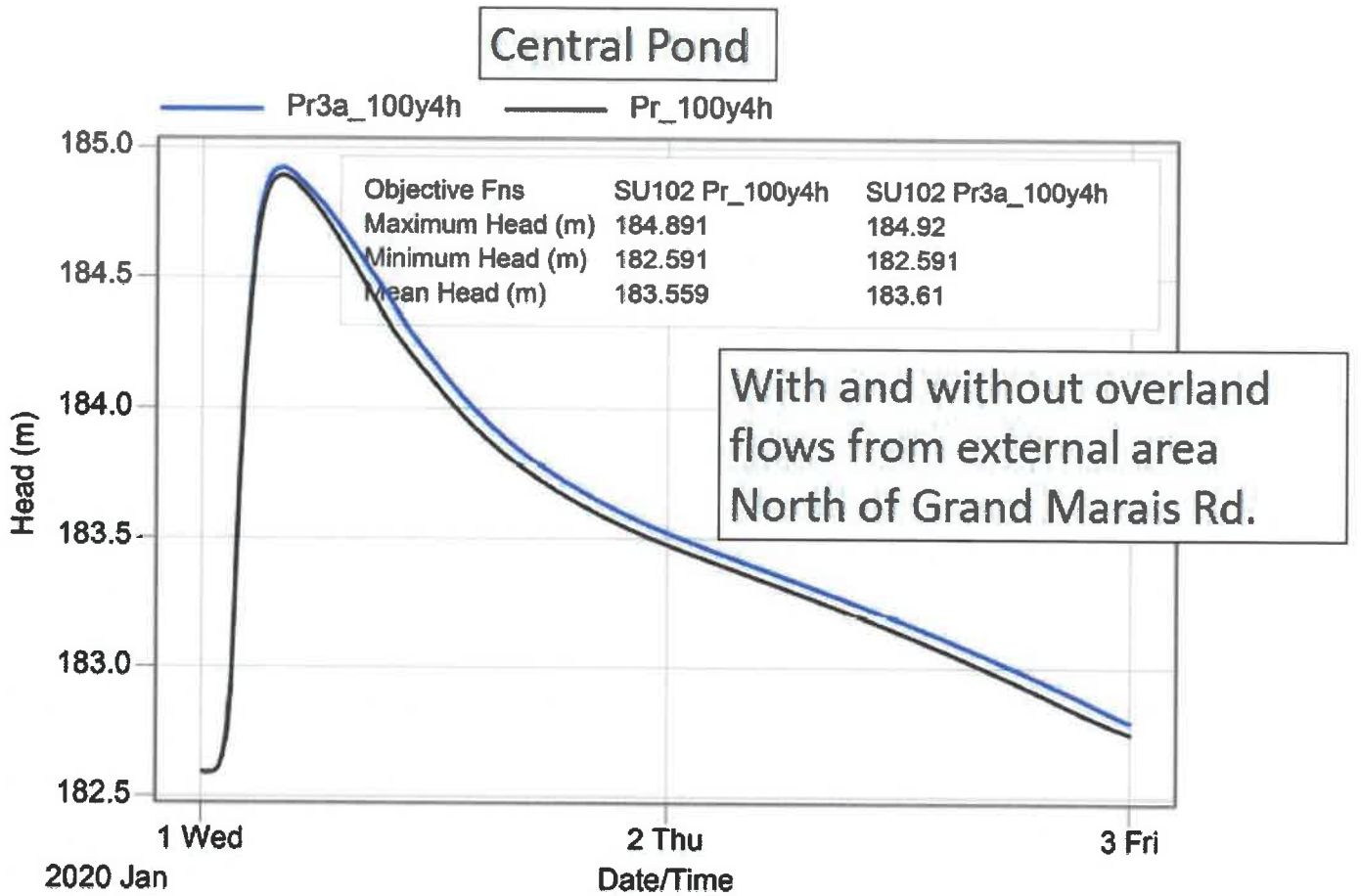


Figure E.3 – Central Pond Maximum Flood Elevation – with and without external flows (black and blue lines respectively)



GCBP Pond

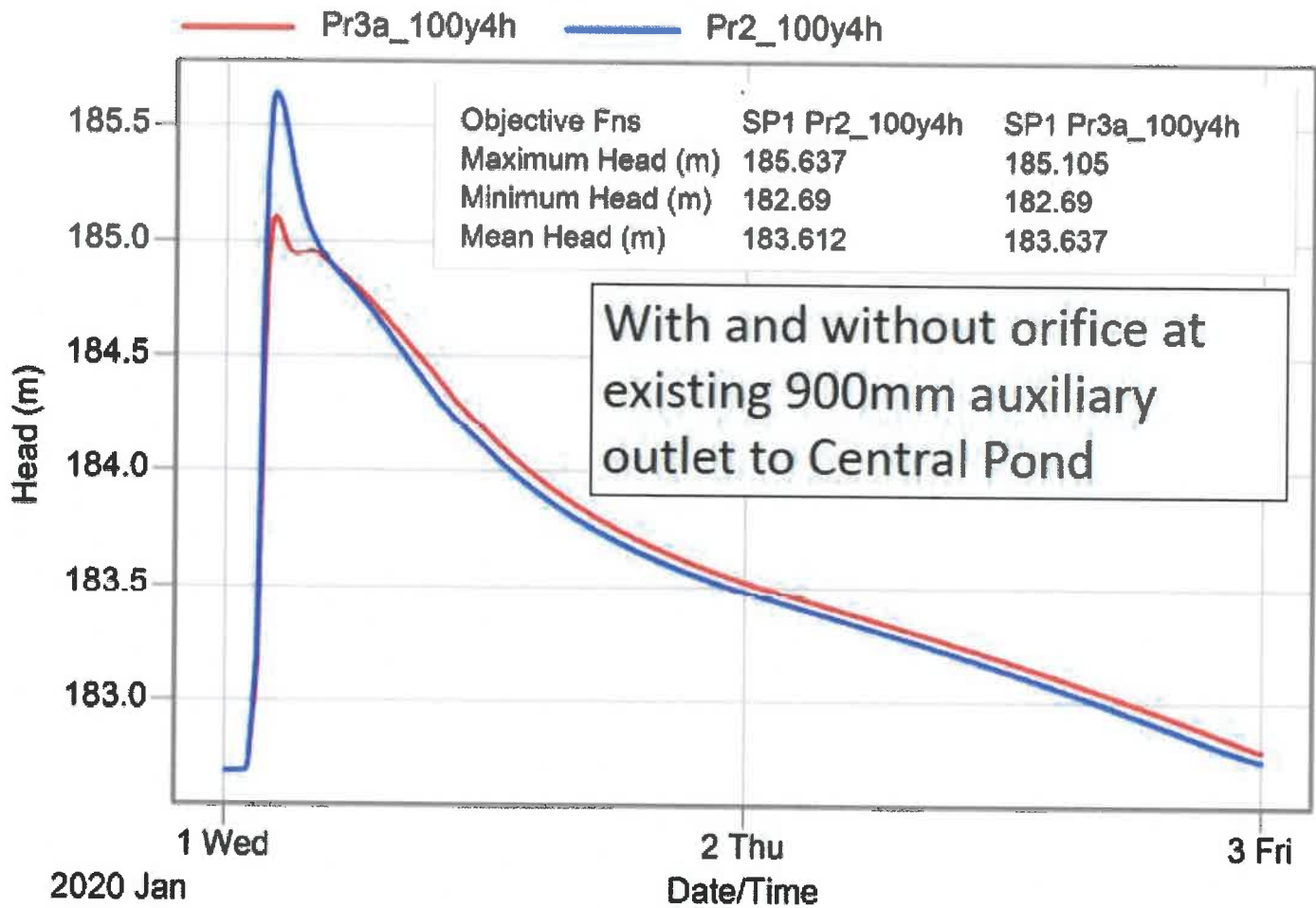


Figure E.4 – Central Pond Maximum Flood Elevation – With and Without External Auxillary Pipe form GCBP



APPENDIX F
N.O.C. Development Overall Servicing Plan



SITE PLAN
SCALE : 1:400

C.O.W. PROJECT # S-2061

APPROVED AS TO FORM IN RELIANCE UPON THE PROFESSIONAL SKILL AND ABILITY OF D.C. McCLOSKEY ENGINEERING LTD., AS TO DESIGN AND SPECIFICATIONS.

CHIEF BUILDING OFFICIAL
WINDSOR, ONTARIO

APPROVED AS TO FORM IN RELIANCE UPON THE PROFESSIONAL SKILL AND ABILITY OF D.C. McCLOSKEY ENGINEERING LTD., AS TO DESIGN AND SPECIFICATIONS.

CITY ENGINEER
WINDSOR, ONTARIO

d.c. mccluskey engineering ltd.
20-576 ryaback street east, windsor, ontario n9a 6k6

STAMP
M.E. McCLOSKEY
JUNE 29 2020
City Council Meeting - August 8, 2022
Page 90 of 287

DATE (dd/mm/yy)	ISSUED FOR
13/08/19	C.O.W. & ERCA REVIEW
29/06/20	C.O.W. & ERCA REVIEW

general notes:
1. THIS PRINT IS AN INSTRUMENT OF SERVICE ONLY AND IS THE PROPERTY OF THE ENGINEER.
2. DIMENSIONS SHALL NOT BE SCALED.
3. CONTRACTORS SHALL VERIFY AND BE RESPONSIBLE FOR ALL DIMENSIONS AND CONDITIONS ON THE JOB AND THIS OFFICE MUST BE NOTIFIED OF ANY VARIATIONS FROM THE DIMENSIONS AND CONDITIONS SHOWN BY THESE DRAWINGS.
4. ATTENTION IS DIRECTED TO PROVISIONS IN THE GENERAL CONDITIONS REGARDING CONTRACTOR'S RESPONSIBILITIES IN REGARDS TO SUBMISSION OF SHOP DRAWINGS.
5. IN THE EVENT THE DESIGNER IS RETAINED TO REVIEW SHOP DRAWINGS, SUCH REVIEW IS ONLY TO CHECK FOR CONFORMANCE WITH DESIGN CONCEPT AND WITH THE INFORMATION GIVEN IN THE CONTRACT DOCUMENTS.
6. CONTRACTORS SHALL PROMPTLY NOTIFY THE DESIGNER IN WRITING OF THE OCCURRENCE OF ANY OBSERVED VARIATIONS BETWEEN THE CONTRACT DOCUMENTS AND ANY APPLICABLE CODES OR BY-LAWS.
7. THE DESIGNER IS NOT RESPONSIBLE FOR THE CONTRACTOR'S MEANS, METHODS AND OR TECHNIQUES IN THE CONSTRUCTION OF THIS FACILITY.

PROJECT
BERNARD ROAD SUBDIVISION

ADDRESS : WINDSOR, ONTARIO

CLIENT
NOC DEVELOPMENT

DRAWING TITLE
LOT GRADING PLAN

SCALE :	AS NOTED
DRAWN BY :	JLD
CHECKED BY :	MEM
DATE :	OCT 2018
PROJECT FILE NO.	M18-321

DRAWING NO.
3

Subject: External Auditor Contract Extension - 2022-2026 - City Wide

Reference:

Date to Council: August 8, 2022
Author: Stephen Cipkar
Manager of Financial Accounting
519-255-6100 #6234
scipkar@citywindsor.ca
Financial Accounting
Report Date: July 15, 2022
Clerk's File #: AF/14041

To: Mayor and Members of City Council

Recommendation:

THAT City Council **APPROVE** the appointment of KPMG LLP as the External Auditor for the Corporation of the City of Windsor and all associated Agencies, Boards and Commissions, as listed in Table 1 in this report, for the 2022-2026 fiscal years; and,

THAT City Council **AUTHORIZE** the Chief Administrative Officer and City Clerk to sign an agreement / letters of engagement for the 2022-2026 fiscal years with KPMG LLP in a form satisfactory to the City Solicitor and in financial and technical content satisfactory to the Chief Financial Officer & City Treasurer.

Executive Summary:

N/A

Background:

Section 296 of the *Municipal Act* requires that all municipalities in Ontario undertake an annual audit of their accounts and that the external auditor is responsible for expressing an opinion on the financial statements based on that audit.

The City's current external auditor is KPMG LLP. The current contract for external audit services expired after completion of the 2021 audit. Request for Proposal (RFP) #83-17 was released in May 2017 and closed on June 16, 2017 for the provision of external audit services for the years 2017 through 2021 with an option to extend through 2026. KPMG was the only respondent.

Discussion:

The current contract with KPMG for external audit services has concluded with the 2021 year end. The City has the option to go to market with an RFP or to extend the contract for the 2022 to 2026 fiscal years. Administration has been negotiating with KPMG and has determined that the proposed fees are fair for the given services provided within the current market conditions. KPMG's proposed audit fees for each entity are summarized in Table 1 below.

Table 1 – Proposed Audit Fees (2022-2026)

Entity	Annual Cost (\$)				
	2022	2023	2024	2025	2026
The Corporation of the City of Windsor	\$ 93,000	\$ 97,000	\$ 99,900	\$ 102,900	\$ 105,000
The Corporation of the City of Windsor Trust Funds	4,800	5,000	5,200	5,300	5,450
The Corporation of the City of Windsor Library Board	16,600	17,200	17,800	18,300	18,800
The Windsor Detroit Tunnel Corporation	5,900	6,200	6,400	6,550	6,700
Windsor-Detroit Borderlink Limited	8,400	8,800	9,100	9,300	9,550
Windsor Utilities Commission	19,000	20,000	20,750	21,300	21,900
The EnWin Group of Companies	53,400	57,000	58,700	59,900	61,700
Windsor Essex County Health Unit	20,600	21,500	22,100	22,700	23,500
Windsor Essex Community Housing Corporation	29,400	31,000	32,000	33,000	34,000
Your Quick Gateway	12,000	12,500	12,900	13,300	13,700
Downtown Windsor Business Improvement Association	5,700	5,900	6,100	6,300	6,500
Via Italia Business Improvement Association	1,500	1,700	1,900	2,100	2,300
Ford City Business Improvement Association	1,500	1,700	1,900	2,100	2,300
Walkerville Business Improvement Association	1,500	1,700	1,900	2,100	2,300
Ottawa Street Business Improvement Association	1,500	1,700	1,900	2,100	2,300
Pillette Village Business Improvement Association	1,500	1,700	1,900	2,100	2,300
Olde Riverside Business Improvement Association	1,500	1,700	1,900	2,100	2,300
Sandwich Business Improvement Association	1,500	1,700	1,900	2,100	2,300
Wyandotte Town Centre Business Improvement Association	1,500	1,700	1,900	2,100	2,300
Huron Lodge Home for the Aged - Ministry Filings	5,350	5,600	5,750	5,900	6,100
Contributory Pension Plan Fund for the Employees of Transit Windsor	4,700	4,900	5,100	5,300	5,400
Provincial Offences Division	5,000	5,400	5,500	5,700	5,900
Joint Justice Facility	6,500	6,700	6,900	7,100	7,300
TOTAL	\$ 302,350	\$ 318,300	\$ 329,400	\$ 339,650	\$ 349,900

Risk Analysis:

As well as the Municipal Act requirement discussed above, other individuals wishing to review the City's financial position and operations, such as rate payers, banks and bond rating agencies rely on audited consolidated financial statements. The risk of publishing a material misstatement is mitigated by the independent external audit of the City's internal control structure.

Although the fees outlined in Table 1 above do represent across the board increases, these have been deemed to be reasonable given the current inflationary environment and the general market conditions for audit services.

Climate Change Risks

Climate Change Mitigation:

N/A.

Climate Change Adaptation:

N/A.

Financial Matters:

If the extension is approved by Council, the audit fees outlined in Table 1 would become pre-committed expenditures in the City's operating budget (where applicable) for the years 2022-2026. The other listed entities would also be required to adjust their budgets for audit fees where applicable.

Consultations:

Enwin Group of Companies

Conclusion:

Administration has had no issues working with KPMG as our external auditor and have determined that the proposed contract extension is fair and it is in the best interest of the City to execute the extension.

Approvals:

Name	Title
Stephen Cipkar	Manager of Financial Accounting
Dan Seguin	Deputy Treasurer – Financial Accounting & Corporate Controls
Alex Vucinic	Manager of Purchasing
Joe Mancina	Commissioner of Corporate Services & Chief Financial Officer & City Treasurer
Onorio Colucci	Chief Administrative Officer (A)

Notifications:

Name	Address	Email
Cynthia Swift		caswift@kpmg.ca

Subject: 2022 Second Quarter Operating Budget Variance Report - City Wide

Reference:

Date to Council: August 8, 2022
Author: David Soave
Manager, Operating Budget Development & Control
519-255-6100 Ext. 1911
dsoave@citywindsor.ca

Financial Planning
Report Date: July 20, 2022
Clerk's File #: AF/14148

To: Mayor and Members of City Council

Recommendation:

THAT City Council **RECEIVE FOR INFORMATION** the 2022 2nd Quarter Operating Budget Variance Report, including the updated COVID-19 financial impacts as presented by the Chief Financial Officer & City Treasurer; and,

THAT the Chief Administrative Officer and the Chief Financial Officer & City Treasurer **BE DIRECTED** to monitor the 2022 Operating Budget and continue to seek further means for offsetting any potential variances that may arise; and,

THAT the Mayor and City Council **STRONGLY ADVOCATE** on behalf of the City for continued senior level government relief funding to address the City's projected 2022 COVID related deficit including the costs incurred by the City to address the recent border blockade; and further **TO ENCOURAGE** the senior levels of government to establish post pandemic sustainable financial relief for municipalities in order to assist with appropriate planning as they move into the 2023 and future budgets cycles and gradually return to more normalized budgetary levels.

Executive Summary:

Municipal Levy

The projected 2nd Quarter Variance, inclusive of the ongoing financial implications of the COVID-19 pandemic have been estimated to the end of 2022. Detailed departmental write-ups along with a breakdown of the COVID and Non-Covid variances for the individual departments can be found in Appendix A: Operating Budget Variance of this report. ***It is projected that the total overall net municipal financial impact for 2022 amounts to a deficit of approximately (\$18.5M).***

Other Funding Sources

Other funding sources (outlined in the table below) include the following estimates; On-Off Street Parking (\$0.6M) deficit, Sewer Surcharge \$26,000 surplus, and Building Permit Reserve \$4.7M surplus. **In total, these other funding sources are estimated to end the year in a surplus position of approximately \$4.2M.**

Other Funding Sources	2022 Gross Budget	2022 Net Budget	Year-End COVID Variance	Year-End Non-COVID Variance	Year-End Overall Variance	% of Gross Budget
On-Off Street Parking	\$0	\$0	(\$725,000)	\$146,000	(\$579,000)	0.0%
Sewer Surcharge Reserve	\$84,128,725	\$0	\$0	\$26,000	\$26,000	0.0%
Building Permit Reserve	(\$169,408)	\$0	\$0	\$4,721,000	\$4,721,000	n/a
Total: OFS's	\$83,959,317	\$0	(\$725,000)	\$4,893,000	\$4,168,000	5.0%

Government Business Enterprises

Due to the continuing circumstances surrounding the global pandemic, the 2nd Quarter variance report also includes the financial projections for various Government Business Enterprises (GBE's), namely the Windsor-Detroit Tunnel and Windsor Airport.

Windsor-Detroit Tunnel: Year-to-date traffic volumes thus far are 57% of pre-pandemic levels and are projected to end the year at approximately 63%. Traffic volumes continue to be limited by the AriveCan App and the requirement for full vaccination to cross the border. As a result, it is projected that the Windsor-Detroit Tunnel will end the year with a deficit of approximately (\$2.1M).

Windsor Airport: The Airport is monitoring revenues closely and mitigating the impact of negative variances where possible. Compared to the pre-pandemic budget, the Airport is expecting an overall shortfall of (\$3.0M) in net revenue driven by the impacts of the pandemic on the airline and travel industry however given various mitigation efforts an overall deficit of (\$2.8M) is projected.

Given the significant financial impacts to these entities caused by the COVID restrictions, the City as sole shareholder of these entities will be including these losses in any future grant funding opportunities, which may arise for municipalities. **In total, the government business enterprises are projecting a year-end deficit of approximately (\$4.9M).**

Government Business Enterprises	2022 Gross Budget	2022 Net Budget	Year-End COVID Variance	Year-End Non-COVID Variance	Year-End Overall Variance	% of Gross Budget
Windsor-Detroit Tunnel	n/a	n/a	(\$2,133,000)	\$0	(\$2,133,000)	n/a
Windsor Airport	n/a	n/a	(\$3,000,000)	\$211,000	(\$2,789,000)	n/a
Total: GBE's	n/a	n/a	(\$5,133,000)	\$211,000	(\$4,922,000)	n/a

Once the municipal levy funded departments, other funding sources and government business enterprises (GBE's) variances have been combined, **the overall projected corporate deficit is estimated to be approximately (\$19.2 million) for 2022.**

COVID-19 Variance

Forgone revenues totaling (\$16.4M) when combined with additional costs resulting from the COVID-19 pandemic of (\$24.4M) result in a total projected financial impact to the City of (\$40.8M). This amount has been offset by reduced expenditures resulting from mitigation measures taken to date of \$6.8M and from grant funding from senior levels of government of \$18.6M, thereby resulting in a projected net municipal financial deficit to the City of (\$15.4M). It is important to note that Blockade/Convoy related expenditures totalling \$5.2M (identified in Chart B) are included in the COVID variance. Once you add in the COVID variances related to Other Funding Sources; (\$0.7M) and the Government Business Enterprises; (\$5.1M), ***the total projected COVID variance is estimated to be a deficit of (\$21.2M).***

Chart A
Summary of 2022 COVID Related Variance (Millions)

	2021 Year-End (Actual)	2022 2nd Quarter (Estimate)
Forgone Revenue	(\$35.6)	(\$16.4)
Additional Expenses	(\$35.7)	(\$24.4)
Total COVID Impact	(\$71.3)	(\$40.8)
Less:		
Reduced (Mitigated) Expenditures	\$15.0	\$6.8
Provincial / Federal Grants	\$53.7	\$18.6
COVID Deficit to be Offset	(\$2.6)	(\$15.4)
Add: Other Funding Sources		
Sewer Surcharge	\$0.3	\$0.0
Off-Street Parking	\$0.0	(\$0.7)
Add: Government Business Enterprises (GBE's)		
Windsor-Detroit Tunnel	(\$6.3)	(\$2.1)
Windsor Airport	(\$3.3)	(\$3.0)
Roseland Golf & Curling Club	(\$0.4)	\$0.0
Overall 2022 2nd Quarter Projected COVID Related Deficit (Including GBE's) to be Offset by Additional Federal & Provincial Grants	(\$12.3)	(\$21.2)

Chart B
COVID Costs Related to Convoy Expenditures (Millions)
(Already Included in Chart A)

	2022 Expenditures To Date
Windsor Police Services	(\$4.70)
Legal Services	(\$0.26)
Public Works	(\$0.13)
Fire & Rescue	(\$0.07)
Transit Windsor	(\$0.04)
Total	(\$5.20)

Background:

Annual operating budgets for all City Departments are set at the beginning of the calendar year based on Council direction. Professional estimates, the current legislative environment, macroeconomic trends (such as currency fluctuations, commodity prices, unemployment figures and business investment, etc.) and other local information available at the time are significant inputs to the operating budget recommended to City Council by administration.

The significant variable impacting the City of Windsor's finances in 2022 continues to be the impact of the COVID-19 global pandemic. Since March of 2020, the pandemic has caused significant uncertainty that has impacted many municipal services. As the City of Windsor continues to follow provincial guidelines, many services were modified. As a result, many of the City's operations had been suspended, altered by restrictions or increased to meet the demands resulting from the pandemic. In addition, the City continues to deal with the uncertainty of the US Border restrictions that have been in place for over 2 years.

Discussion:

The financial position of the Corporation is directly impacted by uncontrollable factors such as COVID-19, weather conditions, unemployment rates, tax appeals, fuel and utility costs, interest rates, settlement of litigation brought against the City and social assistance caseloads. As a result, material fluctuations in the projected variances could occur in the wake of significant unforeseen events.

The table below provides a summary of the 2022 projected year-end variances as of the 2nd Quarter, from the largest dollar deficit to the largest surplus, for each of the City Departments and Agencies, Boards, and Committees.

Municipal	2022 Gross Budget	2022 Net Budget	Year-End COVID Variance	Year-End Non-COVID Variance	Year-End Overall Variance	% of Gross Budget
CITY DEPARTMENTS						
Transit Windsor	\$39,317,934	\$16,421,543	(\$2,791,000)	(\$1,041,000)	(\$3,832,000)	(9.7%)
Corporate Accounts	\$167,712,718	\$30,590,747	(\$3,900,000)	\$420,000	(\$3,480,000)	(2.1%)
Fire & Rescue	\$52,491,089	\$50,538,358	(\$412,000)	(\$2,460,000)	(\$2,872,000)	(5.5%)
Public Works	\$58,680,331	\$29,038,896	(\$790,000)	(\$1,390,000)	(\$2,180,000)	(3.7%)
Housing & Children Services *	\$129,200,728	\$27,582,506	\$120,000	(\$1,485,000)	(\$1,365,000)	(1.1%)
Recreation & Culture	\$25,738,985	\$13,577,045	(\$1,400,000)	\$400,000	(\$1,000,000)	(3.9%)
Purchasing, Risk & POA	\$12,422,984	\$3,458,819	(\$400,000)	(\$250,000)	(\$650,000)	(5.2%)
Council Services	\$6,585,297	\$3,382,297	(\$400,000)	(\$130,000)	(\$530,000)	(8.0%)
Legal Services	\$3,672,157	\$3,360,201	(\$260,000)	\$0	(\$260,000)	(7.1%)
Building Services	\$7,871,886	\$2,029,125	(\$150,000)	\$45,000	(\$195,000)	(2.5%)
Parks & Facilities	\$36,841,100	\$27,573,238	(\$151,000)	(\$40,000)	(\$191,000)	(0.5%)
Taxation	\$3,475,392	\$604,831	\$0	(\$180,000)	(\$180,000)	(5.2%)
Engineering	\$7,913,993	\$2,575,065	(\$57,000)	\$14,000	(\$43,000)	(0.5%)
Communications	\$4,058,175	\$3,342,673	(\$152,000)	\$130,000	(\$22,000)	(0.5%)
Asset Planning	\$1,875,527	\$864,607	\$0	(\$4,000)	(\$4,000)	(0.2%)
CAO's Office	\$1,103,044	\$1,103,044	\$0	\$0	\$0	0.0%
City Council	\$1,050,834	\$875,193	\$0	\$0	\$0	0.0%
Mayor's Office	\$505,705	\$505,705	\$0	\$0	\$0	0.0%
Economic Development	\$1,364,556	\$1,364,556	\$0	\$0	\$0	0.0%
Human Resources	\$7,252,526	\$6,333,184	(\$45,000)	\$45,000	\$0	0.0%
Pollution Control	\$21,337,790	\$0	\$0	\$0	\$0	0.0%
Security & Special Activities	\$3,701,829	\$1,186,543	(\$27,000)	\$27,000	\$0	0.0%
Accounting	\$3,162,235	\$2,329,132	\$0	\$20,000	\$20,000	0.6%
Information Technology	\$9,076,667	\$7,367,292	\$0	\$55,000	\$55,000	0.6%
Library Services	\$9,284,880	\$8,319,985	\$106,000	\$0	\$106,000	1.1%
Financial Planning	\$3,971,534	\$2,846,297	\$0	\$165,000	\$165,000	4.2%
Planning & Development	\$4,109,297	\$3,175,026	\$0	\$520,000	\$520,000	12.7%
Employment & Social Services	\$101,037,567	\$7,589,312	\$67,000	\$698,000	\$765,000	0.8%
Huron Lodge	\$26,521,327	\$8,462,079	\$0	\$850,000	\$850,000	3.2%
Sub-Total: City Depts	\$751,338,087	\$266,397,299	(\$10,642,000)	(\$3,591,000)	(\$14,323,000)	(1.9%)
AGENCIES, BOARDS & COMMITTEES						
Police Services	\$115,019,577	\$96,977,437	(\$4,700,000)	\$450,000	(\$4,250,000)	(3.7%)
Agencies	\$20,858,415	\$20,757,817	\$0	\$94,000	\$94,000	0.5%
Sub-Total: ABC's	\$135,877,992	\$117,735,254	(\$4,700,000)	\$544,000	(\$4,156,000)	(3.1%)
Total: Municipal	\$887,216,079	\$384,132,553	(\$15,342,000)	(\$3,047,000)	(\$18,479,000)	(2.08%)

Windsor Detroit Tunnel, YQG Windsor Airport & Roseland Golf Course

The City's Government Business Enterprises (GBE's) have been consulted regarding their anticipated year-end variances. Based on current information, the projected year-end operating deficit anticipated for the GBE's is estimated to be (\$4.9M). This is made up of estimates of (\$2.1M) for the Windsor-Detroit Tunnel and (\$2.8M) for the Windsor Airport.

These entities continue to face shortfalls in revenues related to the ongoing pandemic impacts notwithstanding improvements from the easing of border restrictions and increased levels of travel. As sole shareholder of these entities, these losses, while not directly reflected in the City's operating budget, have a significant impact on the City resulting in paused dividends, the

requirement for the provision of cash flow loans, and permanent and long term equity/reserve reductions that will impact future capital investments in the facilities.

Risk Analysis:

The largest risk by far this year continues to be the implications of the COVID-19 pandemic and its impact on City operations.

Administration has attempted to quantify the impact of the pandemic on the City's finances for the remainder of the year with the use of significant assumptions and uncertainty. As the situation continues to change, it is extremely difficult to provide any degree of certainty as to the financial impacts to the Corporation. There remain many variables, including:

1. Although we have projected the financial impacts to the end of the year, there continues to remain significant uncertainties as to the pace of recovery from the pandemic.
2. The length of the transition period for things to return to "normal". In some cases, entire seasons may be lost even if all restrictions are lifted.
3. The residents' hesitation period for things to return to normal once the restrictions are lifted may further delay the financial recovery for the City.
4. The additional requirements and regulations that the City and others must follow as we transition and eventually return to a normal state.
5. The amount of additional senior level funding that will be made available to municipalities to offset the financial burden of the pandemic in 2022 and future years.

As usual in a normal year, there are a number of other potential risks that can impact the year-end financial results as follows:

1. The Net Tax Additions/Reductions account is extremely difficult to project with certainty. There are still some significant appeals in progress and any variances in this account will vary dramatically based on the outcomes and timing of the settlements.
2. Current macro and micro economic conditions such as fuel costs, changes to local unemployment rates, volatility of energy costs, commodity prices and interest rates, as well as supply and demand for products and services. Inflation has increased significantly in 2022 to levels not seen in decades as the economy recovers from the pandemic. Any long term increase in inflation will materially impact City costs going forward.
3. Seasonal variability with respect to revenues (e.g. recreation fees) and expenses (e.g. winter control).

4. Potential increase in staffing costs due to factors such as sick call replacement, modified duties (particularly in mandated or 24/7 operational areas), WSIB, joint job evaluation or other arbitration decisions, health benefit usage (Green Shield) and such other. Some of these costs may be covered by corporate provisions/reserves.
5. Potential increase to unavoidable expenditures such as unavoidable repairs and maintenance, related purchases of materials and supplies, legal expenses, streetlight maintenance, etc.
6. The significant use of estimates, historical knowledge and judgement in developing budget and projecting actual expenses for the year implies that actual year-end revenues and expenditures may differ significantly from quarterly projections. One way to mitigate this risk and help to offset any unexpected or one-time variances is by way of the annual corporate contingency account.

Climate Change Risks

Climate Change Mitigation:

Climate Change Mitigation initiatives are budgeted throughout the corporation and any variances form part of the departmental and ABC variance descriptions.

Climate Change Adaptation:

Climate Change Adaptation initiatives are budgeted throughout the corporation and any variances form part of the departmental and ABC variance descriptions.

Financial Matters:

Refer to **Appendix A** for detailed descriptions of the projected year-end variances for each department, separated between COVID and Non-COVID impacts, along with any mitigating measures.

Appendix B of this report has been updated to provide additional data. It includes a list of relevant operational and economic statistics (extracted from various sources) as background information and is depicted graphically for the current quarter, along with each of the preceding nine years for ease of reference and comparison purposes.

Consultations:

All departments and ABC's provided comments to augment and clarify the analysis performed by the Finance Department.

Conclusion:

Administration is projecting a municipal net operating year-end budget variance estimated to be (\$18.5M). Once the other funding sources surplus of \$4.2M and GBEs projected deficit of (\$4.9M) are included, the overall estimated year-end variance is (\$19.2).

As indicated throughout the report, given the uncertainty around COVID-19 impacts and additional grant funding from senior levels of government, the 2rd quarter operating budget year-end variance projection is subject to significant refinements as the fiscal year progresses. Measures have been implemented, where possible, in order to mitigate the negative budget risks. This includes applying for additional funding from senior levels of government wherever possible. This includes expected Transit Safe Restart Funding to offset the \$2.8M Transit Windsor projected COVID variance and reimbursement for the \$5.2M in Border Convoy related costs incurred by the City earlier this year.

Continued efforts are required to ensure Senior Levels of government will provide additional 2022 pandemic relief funding to address the significant projected deficit the City faces in 2022 and to also establish appropriate and sustainable relief funding which will assist municipalities as they embark on the 2023 and future municipal budget planning cycles.

Planning Act Matters:

N/A

Approvals:

Name	Title
David Soave	Manager, Operating Budget Development & Financial Admin.
Tony Ardovini	Deputy Treasurer - Financial Planning
Joe Mancina	Chief Financial Officer & City Treasurer
Onorio Colucci	Chief Administrative Officer (A)

Notifications:

Name	Address	Email

Appendices:

- 1 Appendix A - 2022 Operating Budget Variance
- 2 Appendix B - 2022 Operational & Economic Statistics

Municipal	2022 Gross Budget	2022 Net Budget	Year-End COVID Variance	Year-End Non-COVID Variance	Year-End Overall Variance	% of Gross Budget
<u>CITY DEPARTMENTS</u>						
Transit Windsor	\$39,317,934	\$16,421,543	(\$2,791,000)	(\$1,041,000)	(\$3,832,000)	(9.7%)
Corporate Accounts	\$167,712,718	\$30,590,747	(\$3,900,000)	\$420,000	(\$3,480,000)	(2.1%)
Fire & Rescue	\$52,491,089	\$50,538,358	(\$412,000)	(\$2,460,000)	(\$2,872,000)	(5.5%)
Public Works	\$58,680,331	\$29,038,896	(\$790,000)	(\$1,390,000)	(\$2,180,000)	(3.7%)
Housing & Children Services *	\$129,200,728	\$27,582,506	\$120,000	(\$1,485,000)	(\$1,365,000)	(1.1%)
Recreation & Culture	\$25,738,985	\$13,577,045	(\$1,400,000)	\$400,000	(\$1,000,000)	(3.9%)
Purchasing, Risk & POA	\$12,422,984	\$3,458,819	(\$400,000)	(\$250,000)	(\$650,000)	(5.2%)
Council Services	\$6,585,297	\$3,382,297	(\$400,000)	(\$130,000)	(\$530,000)	(8.0%)
Legal Services	\$3,672,157	\$3,360,201	(\$260,000)	\$0	(\$260,000)	(7.1%)
Building Services	\$7,871,886	\$2,029,125	(\$150,000)	\$45,000	(\$195,000)	(2.5%)
Parks & Facilities	\$36,841,100	\$27,573,238	(\$151,000)	(\$40,000)	(\$191,000)	(0.5%)
Taxation	\$3,475,392	\$604,831	\$0	(\$180,000)	(\$180,000)	(5.2%)
Engineering	\$7,913,993	\$2,575,065	(\$57,000)	\$14,000	(\$43,000)	(0.5%)
Communications	\$4,058,175	\$3,342,673	(\$152,000)	\$130,000	(\$22,000)	(0.5%)
Asset Planning	\$1,875,527	\$864,607	\$0	(\$4,000)	(\$4,000)	(0.2%)
CAO's Office	\$1,103,044	\$1,103,044	\$0	\$0	\$0	0.0%
City Council	\$1,050,834	\$875,193	\$0	\$0	\$0	0.0%
Mayor's Office	\$505,705	\$505,705	\$0	\$0	\$0	0.0%
Economic Development	\$1,364,556	\$1,364,556	\$0	\$0	\$0	0.0%
Human Resources	\$7,252,526	\$6,333,184	(\$45,000)	\$45,000	\$0	0.0%
Pollution Control	\$21,337,790	\$0	\$0	\$0	\$0	0.0%
Security & Special Activities	\$3,701,829	\$1,186,543	(\$27,000)	\$27,000	\$0	0.0%
Accounting	\$3,162,235	\$2,329,132	\$0	\$20,000	\$20,000	0.6%
Information Technology	\$9,076,667	\$7,367,292	\$0	\$55,000	\$55,000	0.6%
Library Services	\$9,284,880	\$8,319,985	\$106,000	\$0	\$106,000	1.1%
Financial Planning	\$3,971,534	\$2,846,297	\$0	\$165,000	\$165,000	4.2%
Planning & Development	\$4,109,297	\$3,175,026	\$0	\$520,000	\$520,000	12.7%
Employment & Social Services	\$101,037,567	\$7,589,312	\$67,000	\$698,000	\$765,000	0.8%
Huron Lodge	\$26,521,327	\$8,462,079	\$0	\$850,000	\$850,000	3.2%
Sub-Total: City Depts	\$751,338,087	\$266,397,299	(\$10,642,000)	(\$3,591,000)	(\$14,323,000)	(1.9%)
<u>AGENCIES, BOARDS & COMMITTEES</u>						
Police Services	\$115,019,577	\$96,977,437	(\$4,700,000)	\$450,000	(\$4,250,000)	(3.7%)
Agencies	\$20,858,415	\$20,757,817	\$0	\$94,000	\$94,000	0.5%
Sub-Total: ABC's	\$135,877,992	\$117,735,254	(\$4,700,000)	\$544,000	(\$4,156,000)	(3.1%)
Total: Municipal	\$887,216,079	\$384,132,553	(\$15,342,000)	(\$3,047,000)	(\$18,479,000)	(2.08%)
<u>Other Funding Sources</u>						
On-Off Street Parking	\$0	\$0	(\$725,000)	\$146,000	(\$579,000)	0.0%
Sewer Surcharge Reserve	\$84,128,725	\$0	\$0	\$26,000	\$26,000	0.0%
Building Permit Reserve	(\$169,408)	\$0	\$0	\$4,721,000	\$4,721,000	n/a
Total: OFS's	\$83,959,317	\$0	(\$725,000)	\$4,893,000	\$4,168,000	5.0%
<u>Government Business Enterprises</u>						
Windsor-Detroit Tunnel	n/a	n/a	(\$2,133,000)	\$0	(\$2,133,000)	n/a
Windsor Airport	n/a	n/a	(\$3,000,000)	\$211,000	(\$2,789,000)	n/a
Total: GBE's	n/a	n/a	(\$5,133,000)	\$211,000	(\$4,922,000)	n/a
Grand Total			(\$21,200,000)	\$2,057,000	(\$19,233,000)	n/a

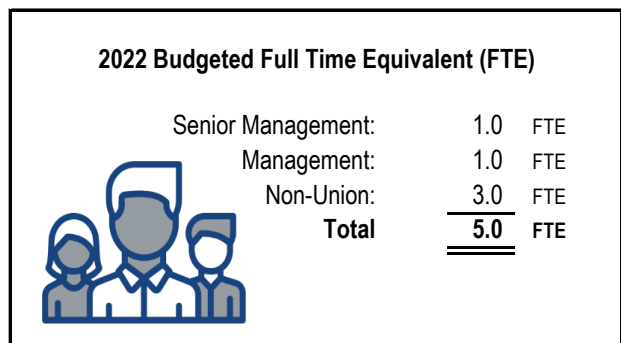
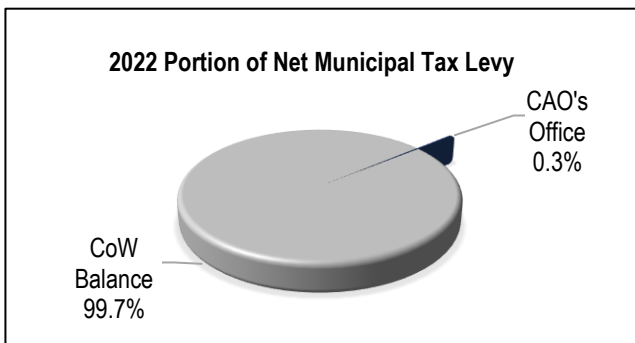
* Includes Windsor Essex County Housing Corporation (WECHC).

CAO'S OFFICE

DEPARTMENTAL OVERVIEW

The Chief Administrative Officer (CAO) works closely with the Mayor and City Council, as well as City Administration through its senior leaders, to ensure Council's goals and objectives are achieved. This is realized through strategic leadership to the Corporation, managing the daily operations of service delivery, and leading ongoing improvements with a goal of greater efficiency.

Financial Summary	2019	2020	2021	2022
Annual Revenue Budget	(\$30,000)	\$0	\$0	\$0
Annual Expense Budget	\$1,315,018	\$1,336,637	\$1,253,287	\$1,103,044
Annual Net Budget	\$1,285,018	\$1,336,637	\$1,253,287	\$1,103,044
Annual Net Variance	\$123,090	\$114,810	\$3,656	\$0
Variance as a % of Gross Budget	9.4%	8.6%	0.3%	0.0%



VARIANCE DESCRIPTION

The total departmental projected year-end variance is: \$0

The CAO's Office budget contains provisional budgets for corporate matters and it is difficult to anticipate until very close to year end, what these budgets may be used for. Therefore, we are projecting that the CAO Office will have no significant variances at this time.

CITY COUNCIL

DEPARTMENTAL OVERVIEW

Ontario Municipalities are governed by municipal councils. The job of municipal councils is to pass resolutions and by-laws governing municipal services, finances and the various regulatory frameworks. These functions are performed based on the delegated authority contained within the Municipal Act and other legislation and regulations. In Windsor, City Council is composed of the Mayor (Head of Council) and 10 Councillors (1 for each of the 10 Wards).

Financial Summary	2019	2020	2021	2022
Annual Revenue Budget	(\$277,165)	(\$185,000)	(\$156,991)	(\$175,641)
Annual Expense Budget	\$1,008,389	\$1,031,469	\$1,029,184	\$1,050,834
Annual Net Budget	\$731,224	\$846,469	\$872,193	\$875,193
Annual Net Variance	(\$8,275)	\$48,836	\$57,963	\$0
Variance as a % of Gross Budget	(0.8%)	4.7%	5.6%	0.0%

VARIANCE DESCRIPTION

The total departmental projected year-end variance is: **\$0**

No significant variances projected at this time.

MAYOR'S OFFICE

DEPARTMENTAL OVERVIEW

The Mayor is the Head of City Council the Chief Executive Officer (CEO) of the Corporation of the City of Windsor. As Head of Council he presides over all meetings of Council. The Mayor ensures that the laws governing the Municipality are properly executed and enforced. The Mayor has primary responsibility for seeing that the policies of the Municipality are implemented, and he works closely with Council to ensure that this occurs.

As CEO, the Mayor has responsibility for all actions taken on behalf of the municipal corporation. Based on the approval of Council, the Mayor has responsibility for directing municipal spending priorities in accordance with local needs and preferences, and oversees the Municipality's administration to ensure that all actions taken by administration are consistent with Council policies.

The Mayor has a staff of contract employees hired directly by the Mayor to facilitate the operations of the Mayor's Office.

Financial Summary	2019	2020	2021	2022
Annual Revenue Budget	\$0	\$0	\$0	\$0
Annual Expense Budget	\$905,325	\$905,325	\$1,455,705	\$505,705
Annual Net Budget	\$905,325	\$905,325	\$1,455,705	\$505,705
Annual Net Variance	\$0	\$0	\$0	\$0 *
Variance as a % of Gross Budget	0.0%	0.0%	0.0%	0.0%

* Projected

VARIANCE DESCRIPTION

The total departmental projected year-end variance is: \$0

No significant variances projected at this time.

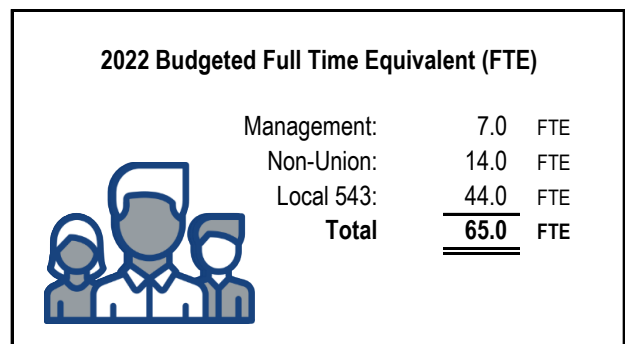
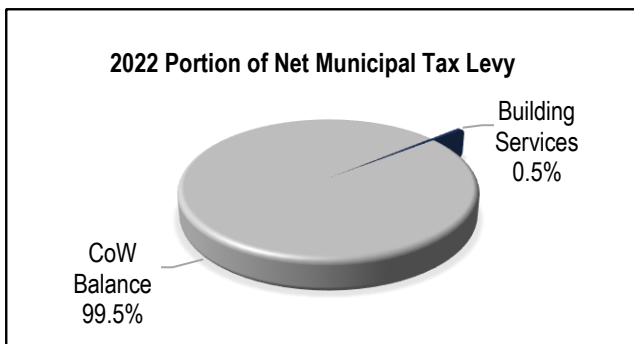
BUILDING SERVICES

DEPARTMENTAL OVERVIEW

Building Services is responsible for the application and enforcement of the Ontario Building Code and property related Municipal Bylaws. This includes issuing permits and performing inspections for all construction projects, and investigating and enforcing maintenance & land use Bylaws for all private properties.

Financial Summary	2019	2020	2021	2022
Annual Revenue Budget	n/a	n/a	(\$5,779,256)	(\$5,842,761)
Annual Expense Budget	n/a	n/a	\$7,752,491	\$7,871,886
Annual Net Budget	n/a	n/a	\$1,973,235	\$2,029,125
Annual Net Variance	n/a	n/a	\$61,833	(\$195,000)
Variance as a % of Gross Budget	n/a	n/a	0.8%	(2.5%)

Historical amounts are not available due to realignment of departments.



VARIANCE SUMMARY

Description	COVID Variance	NON-COVID Variance	OVERALL Variance
Staff Gapping	\$0	\$234,000	\$234,000
Revenue Shortfall	(\$150,000)	(\$298,000)	(\$448,000)
Miscellaneous Expense Savings	\$0	\$19,000	\$19,000
Net Total	(\$150,000)	(\$45,000)	(\$195,000)

BUILDING SERVICES

VARIANCE DESCRIPTION

The total departmental projected year-end variance is: **(\$195,000)** **Deficit**

Staff Gapping: \$234,000

A delay in the hiring of several positions for the Building Department and Transportation Planning Division is contributing to an anticipated surplus of approximately \$234,000. In addition, some positions are experiencing timing issues and setbacks as well as unexpected staff turnover, which has also factored in to the anticipated surplus.

Revenue Deficit: \$(448,000)

Building by-law revenue is trending toward a year-end shortfall of approximately (\$412,000) related to by-law fees for the enforcement of property standards, residential rental property conditions and the upkeep of vacant buildings. The pandemic is still a major factor contributing to this revenue shortfall as approximately (\$150,000) of the (\$412,000) is estimated to be a direct result of; the Provincial lockdown that occurred early in the year which impacted enforcement activity, suspension of the court system, and the COVID-19 impact on landlords and tenants alike. City staff have attempted to accommodate residents given the circumstances surrounding the pandemic, however, it has had an impact on revenues. In addition, the Transportation Planning division is also expected to end the year with a revenue shortfall of approximately (\$36,000) due to the current inability to perform recovery work related to staffing issues.

Miscellaneous Expense Savings: \$19,000

The Building Department is trending toward an overall savings of approximately \$19,000 related to reduced travel, training, and other miscellaneous operating expenses.

MITIGATING STEPS

Administration has made concerted efforts to hold the line where possible on discretionary expenses within its control including delaying of staff recruitments while navigating the challenging situation of the past year and striving to maintain a respectable and safe level of service.

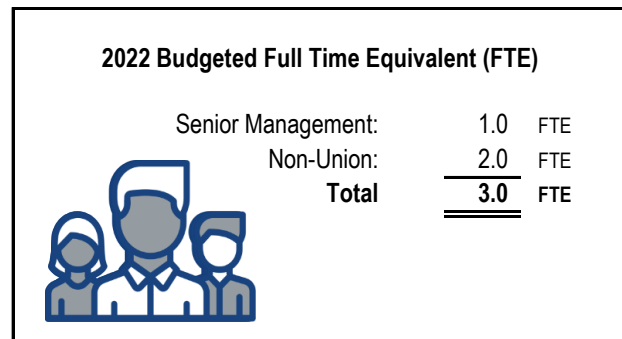
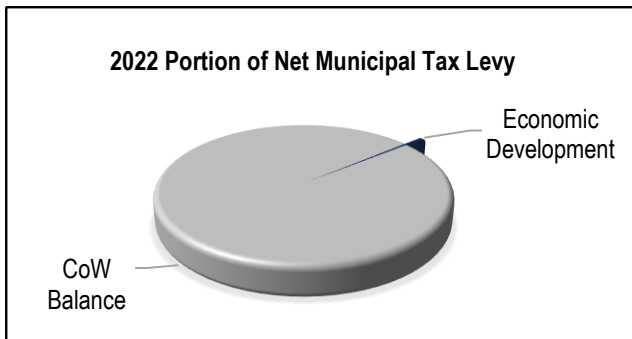
ECONOMIC DEVELOPMENT

DEPARTMENTAL OVERVIEW

Economic Development is responsible for attracting new business development to the region and helping retain existing businesses that foster a vibrant, economically diverse city.

Financial Summary	2019	2020	2021	2022
Annual Revenue Budget	n/a	n/a	n/a	\$0
Annual Expense Budget	n/a	n/a	n/a	\$1,364,556
Annual Net Budget	n/a	n/a	n/a	\$1,364,556
Annual Net Variance	n/a	n/a	n/a	\$0
Variance as a % of Gross Budget	n/a	n/a	n/a	0.0%

Historical amounts are not available due to creation of department in 2022.



VARIANCE DESCRIPTION

The total departmental projected year-end variance is: \$0

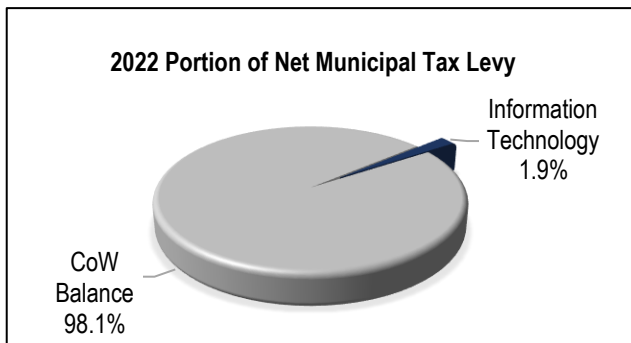
The Economic Development Office is a newly created department and therefore, while there may be anticipated savings in 2022, any surplus realized at year-end will be requested to be carried forward to the following year in an effort to assist in the department's start-up costs. Given the anticipated budget carry-forwards, no significant variances are projected at this time.

INFORMATION TECHNOLOGY


DEPARTMENTAL OVERVIEW

Provides technology planning, support and operations, which enables City services, and drives efficiencies. Committed to providing innovative, reliable, responsive and secure solutions that align business, process and technology. Provides and supports the systems, applications, computers, networks, data, internet access, security and policies that are critical to the delivery of City services.

Financial Summary	2019	2020	2021	2022
Annual Revenue Budget	(\$1,415,439)	(\$1,275,439)	(\$1,362,554)	(\$1,709,375)
Annual Expense Budget	\$8,260,494	\$8,224,564	\$8,702,573	\$9,076,667
Annual Net Budget	\$6,845,055	\$6,949,125	\$7,340,019	\$7,367,292
Annual Net Variance	\$17,909	\$32,736	\$179,778	\$55,000
Variance as a % of Gross Budget	0.2%	0.4%	2.1%	0.6%



2022 Budgeted Full Time Equivalent (FTE)



Management:	8.0	FTE
Non-Union:	15.0	FTE
Local 543:	45.6	FTE
Total	68.6	FTE

VARIANCE SUMMARY

Description	COVID Variance	NON-COVID Variance	OVERALL Variance
Salary Related	\$0	(\$62,000)	(\$62,000)
Connectivity Savings	\$0	\$40,000	\$40,000
Various Miscellaneous	\$0	\$77,000	\$77,000
Net Total	\$0	\$55,000	\$55,000

VARIANCE DESCRIPTION

The total departmental projected year-end variance is: \$55,000 Surplus

Salary Related: (\$62,000)

As a result of a recent Joint Job Evaluation (JJE) decision, it is anticipated there will be a deficit of approximately (\$125,000) related to retro payments and a resulting salary shortfall for the balance of the year. It is likely this deficit will be partially mitigated by intermittent vacancies and overall salary gapping estimated at \$63,000 resulting in an overall deficit of approximately (\$62,000). It should be noted that deficits related to job evaluations are offset corporately by a contingency provision.

INFORMATION TECHNOLOGY

Connectivity Savings: \$40,000

A reduction in connectivity costs, resulting from newly negotiated contracts, have contributed to an anticipated surplus which will be partially offset by the additional cost of integrating MS Teams with the corporate phone system. Overall, a surplus of approximately \$40,000 is anticipated.

Various Miscellaneous: \$77,000

Various miscellaneous line items of approximately \$77,000 within the department are contributing to the Y/E variance.

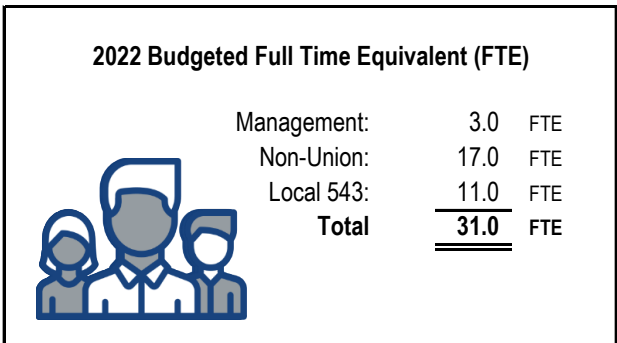
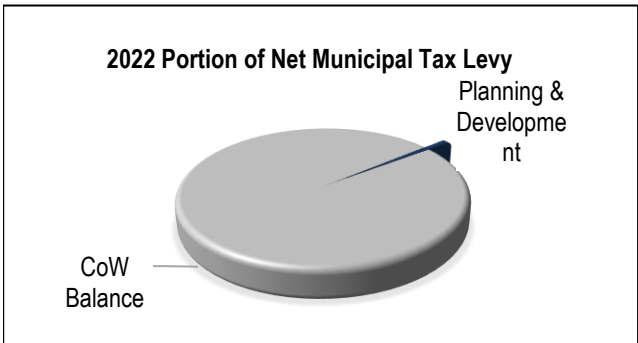
PLANNING & DEVELOPMENT

DEPARTMENTAL OVERVIEW

Planning Services is responsible for the preparation and implementation of plans regarding land use and development including the Official Plan & Zoning By-law. The division reviews, processes and makes recommendations to Council on land development applications as set out in the Planning Act of Ontario.

Financial Summary	2019	2020	2021	2022
Annual Revenue Budget	n/a	n/a	(\$897,846)	(\$934,271)
Annual Expense Budget	n/a	n/a	\$4,059,564	\$4,109,297
Annual Net Budget	n/a	n/a	\$3,161,718	\$3,175,026
Annual Net Variance	n/a	n/a	\$793,151	\$520,000
Variance as a % of Gross Budget	n/a	n/a	19.5%	12.7%

Historical amounts are not available due to realignment of departments.



VARIANCE SUMMARY

Description	COVID Variance	NON-COVID Variance	OVERALL Variance
Staff Gapping	\$0	\$57,000	\$57,000
Revenue Surplus	\$0	\$438,000	\$438,000
Miscellaneous Expense Savings	\$0	\$25,000	\$25,000
Net Total	\$0	\$520,000	\$520,000

PLANNING & DEVELOPMENT

VARIANCE DESCRIPTION

The total departmental projected year-end variance is: **\$520,000** **Surplus**

Staff Gapping: \$57,000

Staff gapping resulting from a delay in recruitments has factored in to the department's overall anticipated surplus at year-end. The department is hopeful that further unexpected staff turnover will be minimized for the rest of the year.

Revenue Surplus: \$438,000

The Planning area is expected to end the year with a revenue surplus of approximately \$438,000 as it relates to Development Applications.

Miscellaneous Expense Savings: \$25,000

The Planning Department is projecting that miscellaneous expenditure savings of approximately \$25,000 will be achieved by year-end. The majority of the savings is expected to come from reduced travel, conferences and training, as well as other various miscellaneous operating expenses.

MITIGATING STEPS

Administration has made concerted efforts to hold the line where possible on discretionary expenses within its control including delaying of staff recruitments while navigating the challenging situation of the past year while striving to maintain a respectable and safe level of service.

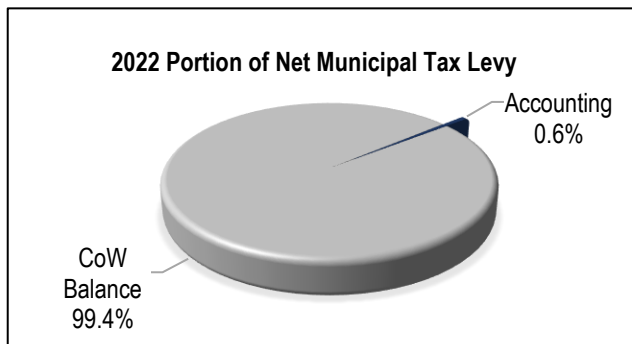
ACCOUNTING

DEPARTMENTAL OVERVIEW


The Accounting department provides accounts payable, accounts receivable, accounting and payroll services to the organization.

Financial Summary	2019	2020	2021	2022
Annual Revenue Budget	n/a	n/a	n/a	(\$833,103)
Annual Expense Budget	n/a	n/a	n/a	\$3,162,235
Annual Net Budget	n/a	n/a	n/a	\$2,329,132
Annual Net Variance	n/a	n/a	n/a	\$20,000
Variance as a % of Gross Budget	n/a	n/a	n/a	0.6%

Historical amounts are not available due to realignment of departments.



2022 Budgeted Full Time Equivalent (FTE)



Management:	6.0	FTE
Non-Union:	7.0	FTE
Local 543:	15.0	FTE
Total	28.0	FTE

VARIANCE SUMMARY

Description	COVID Variance	NON-COVID Variance	OVERALL Variance
Salaries	\$0	\$34,000	\$34,000
Various Miscellaneous	\$0	(\$14,000)	(\$14,000)
Net Total	\$0	\$20,000	\$20,000

VARIANCE DESCRIPTION

The total departmental projected year-end variance is: **\$20,000** **Surplus**

Salaries: \$34,000

A year-end surplus of approximately \$34,000 is projected in the Financial Accounting department as a result of staff gapping.

Various Miscellaneous: \$(14,000)

A (\$14,000) deficit is projected in various miscellaneous line items within Financial Accounting.

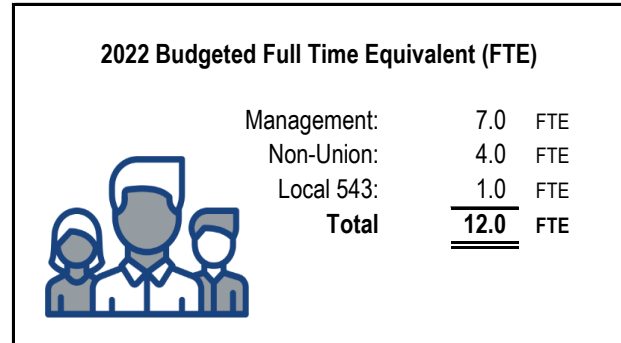
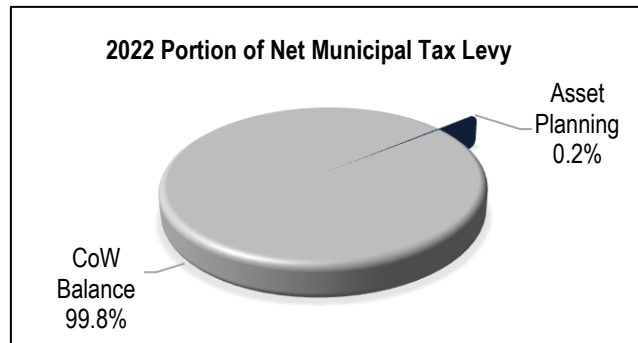
ASSET PLANNING

DEPARTMENTAL OVERVIEW

The Asset Planning department provides asset planning, capital budget development and monitoring, corporate energy management services and capital grant funding programs to the organization.

Financial Summary	2019	2020	2021	2022
Annual Revenue Budget	n/a	n/a	n/a	(\$1,010,920)
Annual Expense Budget	n/a	n/a	n/a	\$1,875,527
Annual Net Budget	n/a	n/a	n/a	\$864,607
 Annual Net Variance	 n/a	 n/a	 n/a	 (\$4,000)
Variance as a % of Gross Budget	n/a	n/a	n/a	(0.2%)

Historical amounts are not available due to realignment of departments.



VARIANCE SUMMARY

Description	COVID Variance	NON-COVID Variance	OVERALL Variance
Salaries	\$0	(\$12,000)	(\$12,000)
Various Miscellaneous	\$0	\$8,000	\$8,000
Net Total	\$0	(\$4,000)	(\$4,000)

VARIANCE DESCRIPTION

The total departmental projected year-end variance is: (\$4,000) Deficit

Salaries: (\$12,000)

A year-end deficit of approximately (\$12,000) is projected in the Asset Planning department as a result of staff gapping.

Various Miscellaneous: \$8,000

A surplus of approximately \$8,000 is projected in various miscellaneous line items within Asset Planning.

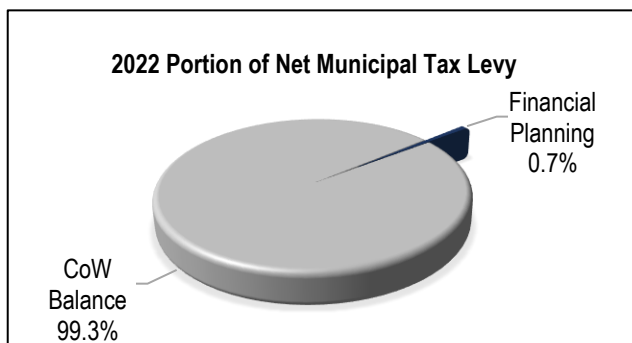
FINANCIAL PLANNING

DEPARTMENTAL OVERVIEW


The Financial Planning department provides operating budget development and monitoring services along with performance measurement and overall financial planning leadership for the Corporation and Council.

Financial Summary	2019	2020	2021	2022
Annual Revenue Budget	n/a	n/a	n/a	(\$1,125,237)
Annual Expense Budget	n/a	n/a	n/a	\$3,971,534
Annual Net Budget	n/a	n/a	n/a	\$2,846,297
Annual Net Variance	n/a	n/a	n/a	\$165,000
Variance as a % of Gross Budget	n/a	n/a	n/a	4.2%

Historical amounts are not available due to realignment of departments.



2022 Budgeted Full Time Equivalent (FTE)



Management:	5.0	FTE
Non-Union:	26.0	FTE
Local 543:	3.0	FTE
Total	34.0	FTE

VARIANCE SUMMARY

Description	COVID Variance	NON-COVID Variance	OVERALL Variance
Salaries	\$0	\$150,000	\$150,000
Various Miscellaneous	\$0	\$15,000	\$15,000
Net Total	\$0	\$165,000	\$165,000

VARIANCE DESCRIPTION

The total departmental projected year-end variance is: **\$165,000 Surplus**

Salaries: \$150,000

A year-end surplus of approximately \$150,000 is projected in the Financial Planning department as a result of staff gapping.

Various Miscellaneous: \$15,000

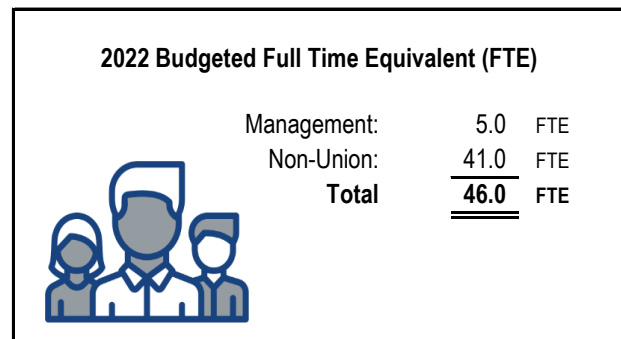
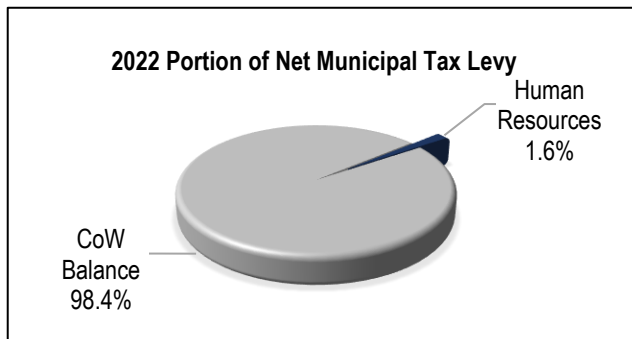
A surplus of approximately \$15,000 is projected in various miscellaneous line items within Financial Planning.

HUMAN RESOURCES

DEPARTMENTAL OVERVIEW

The Human Resources Department provides various services such as recruitment, compensation management, benefit administration, health and safety initiatives, and employee relations. As an equal opportunity employer, the City's HR Department also endeavours to provide succession management, professional skills development, and mental health initiatives to our corporate employees and retirees.

Financial Summary	2019	2020	2021	2022
Annual Revenue Budget	(\$1,031,013)	(\$663,879)	(\$408,842)	(\$919,342)
Annual Expense Budget	\$6,440,414	\$6,296,537	\$6,556,998	\$7,252,526
Annual Net Budget	\$5,409,401	\$5,632,658	\$6,148,156	\$6,333,184
Annual Net Variance	\$141,250	\$36,310	\$6,783	\$0
Variance as a % of Gross Budget	2.2%	0.6%	0.1%	0.0%



VARIANCE SUMMARY

Description	COVID Variance	NON-COVID Variance	OVERALL Variance
Employment and Consulting Services	\$0	\$91,000	\$91,000
Health and Safety & Bill 221	(\$45,000)	\$35,000	(\$10,000)
Employment Service Centre	\$0	(\$66,000)	(\$66,000)
Employee Relations	\$0	(\$20,000)	(\$20,000)
HR Administration	\$0	\$5,000	\$5,000
Net Total	(\$45,000)	\$45,000	\$0

HUMAN RESOURCES**VARIANCE DESCRIPTION**

The total departmental projected year-end variance is: **\$0**

Employment and Consulting Services: \$91,000

The projected surplus in the Employment & Consulting Services department is mainly due to salary gapping in the Workforce Planning Specialist position of \$55,000, which will be temporarily filled July. A surplus of \$36,000 is also being projected for a variety of miscellaneous accounts including training courses and program supplies.

Health and Safety: (\$10,000)

An expected variance in Health and Safety consists of a deficit of (\$90,000) due to a heavy workload Disability Management Specialist position, of which 50% of the salary is related to COVID. There is also a projected surplus of \$65,000 due to a salary gapping in a Health and Safety Advisor, which is looking to be permanently filled in August 2022. Small surpluses totalling \$15,000 in miscellaneous accounts make up the remainder, including a surplus in the EFAP account due to the March start date of the new contract with Family Services.

Employment Service Centre: (\$66,000)

Salaries in ESC are expected to have year-end deficit of \$66,000 due to heavy work load positions in the area including a temporary Employee Service Representative and a Records Management Clerk.

Employee Relations: (\$20,000)

The Employee Relations department is expected to end in a deficit position due to longer than expected salary negotiations which have incurred additional business meeting and room rental expenses (\$8,000). A deficit of (\$12,000) is also due to the Employee Relations Co-ordinator acting in a Employee Relations Assistant Position.

Human Resources Administration: \$5,000

Human Resources Admin is projected to have a small surplus of \$5,000 due to small surpluses in misc. accounts.

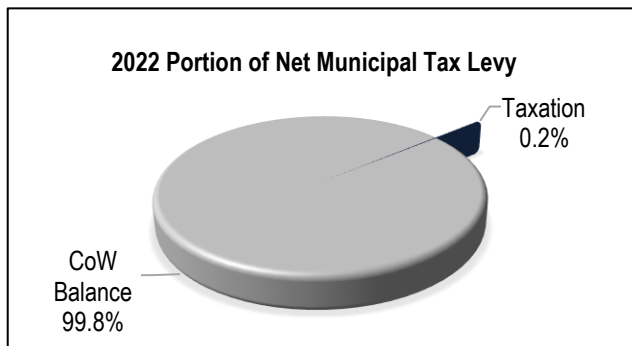
TAXATION

DEPARTMENTAL OVERVIEW


The Taxation department provides property billing and tax collection services, cash management and leadership on corporate financial projects.

Financial Summary	2019	2020	2021	2022
Annual Revenue Budget	n/a	n/a	n/a	(\$2,870,561)
Annual Expense Budget	n/a	n/a	n/a	\$3,475,392
Annual Net Budget	n/a	n/a	n/a	\$604,831
Annual Net Variance	n/a	n/a	n/a	(\$180,000)
Variance as a % of Gross Budget	n/a	n/a	n/a	(5.2%)

Historical amounts are not available due to realignment of departments.



2022 Budgeted Full Time Equivalent (FTE)



Senior Management:	1.0	FTE
Management:	4.0	FTE
Non-Union:	9.0	FTE
Local 543:	13.0	FTE
Total	27.0	FTE

VARIANCE SUMMARY

Description	COVID Variance	NON-COVID Variance	OVERALL Variance
External Revenues	\$0	(\$180,000)	(\$180,000)
Net Total	\$0	(\$180,000)	(\$180,000)

VARIANCE DESCRIPTION

The total departmental projected year-end variance is: (\$180,000) Deficit

External Revenue: (\$180,000)

A year-end deficit of approximately (\$180,000) is projected for net external revenues within the Taxation Department. This projected deficit consists of; (\$150,000) deficit in Tax Lien Registrations, (\$50,000) deficit in External User fees, (\$36,000) deficit in Letters of Deault and a (\$15,000) deficit in Return Cheque Fees. These deficits are offset by a \$50,000 surplus in Collection Fees Depts, \$16,000 surplus in Expedited Tax Certificates and a \$5,000 surplus in Tax Information.

COUNCIL SERVICES

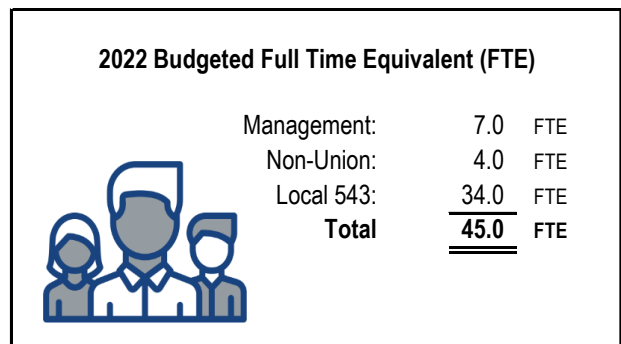
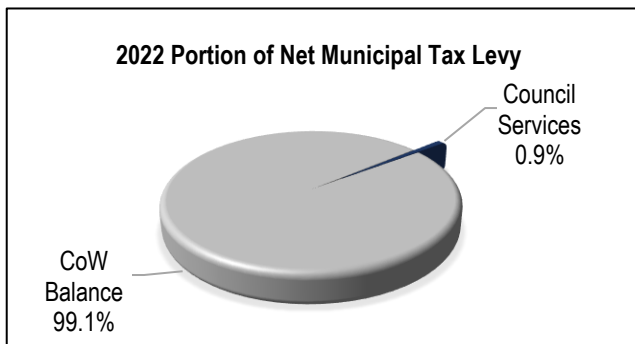
DEPARTMENTAL OVERVIEW

The City Clerk's Office administers the city's legislative process including Elections, Council and Committee meetings, and the maintenance of public records, as a service to City Council, Administration and the citizens of the City of Windsor.

Licensing & By-Law Enforcement oversees several categories of business licenses and enforcement of the licensing and various regulatory by-laws to ensure compliance and public health and safety. For example, public vehicles, hospitality, lodging, dirty yards etc. Coordinate licensing hearings for the Windsor Licensing Commission. Also acts as gaming regulator for the AGCO/OLG i.e. bingo, raffles.

Financial Summary	2019	2020	2021	2022
Annual Revenue Budget	n/a	n/a	(\$2,983,945)	(\$3,203,000)
Annual Expense Budget	n/a	n/a	\$6,732,357	\$6,585,297
Annual Net Budget	n/a	n/a	\$3,748,412	\$3,382,297
 Annual Net Variance	 n/a	 n/a	 (\$484,420)	 (\$530,000)
Variance as a % of Gross Budget	n/a	n/a	(7.2%)	(8.0%)

Historical amounts are not available due to realignment of departments.



VARIANCE SUMMARY

Description	COVID Variance	NON-COVID Variance	OVERALL Variance
Lottery License Bingo Revenue	(\$225,000)	\$0	(\$225,000)
Business License Revenue	(\$175,000)	\$0	(\$175,000)
Repeat Offender Fee Revenue	\$0	(\$130,000)	(\$130,000)
Net Total	(\$400,000)	(\$130,000)	(\$530,000)

COUNCIL SERVICES

VARIANCE DESCRIPTION

The total departmental projected year-end variance is: **(\$530,000)** **Deficit**

Lottery License Bingo Revenue: (\$225,000)

The Licensing division is projecting a deficit of (\$225,000) related to bingo sites based on periodic COVID-19 closures and reduced operating capacities of 50% from January to March 2022. Bingo Halls began to operate at full capacity in April 2022 and although Bingo events and revenues have increased as a result, it is likely that a revenue shortfall for the year will occur.

Business License Revenue: (\$175,000)

The Licensing division is projecting a deficit of (\$175,000) in Business License Revenue due to an increase in business closures and a decrease in new business openings which can be attributed directly to the COVID-19 Pandemic. In addition, City Council adopted Council CR50/2022 which approved a business licence extension for all classes associated with the February 2022 deadline by 4 months to mitigate the impact on municipally licensed business caused by the COVID-19 pandemic. This has had a direct impact on the collection of late penalties and revenue reporting for Q2.

Repeat Offender Fee Revenue: (\$130,000)

The By-Law Enforcement department is projecting a deficit of (\$130,000) in revenue generated from the Division's Repeat Offender Fee for land maintenance matters. This fee was originally adopted by City Council in 2019 as a deterrent to repeat offenders and as such, the estimated revenue was a projection based on the previous year's issued invoices. Less invoices are projected to be issued than originally estimated resulting from better compliance, which coincides with the original intent of the fee.

MITIGATING STEPS

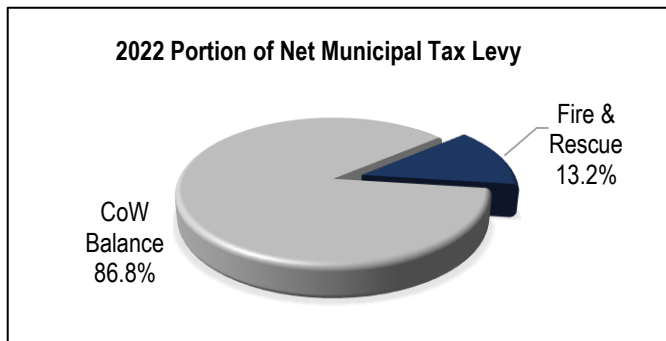
Council Services will continue to monitor variances going forward and take any reasonable steps to reduce or eliminate variances while mitigating any negative impact on service levels.

FIRE & RESCUE


DEPARTMENTAL OVERVIEW

Services to the community include public education, code enforcement, fire plans examination, emergency dispatch, emergency response and fire cause determination. Along with structure fires, firefighters respond to a broad range of emergency incidents including vehicle fires, motor vehicle collisions, medical related emergencies, technical rescue incidents and hazardous materials incidents.

Financial Summary	2019	2020	2021	2022
Annual Revenue Budget	(\$1,098,503)	(\$1,481,166)	(\$1,518,324)	(\$1,952,731)
Annual Expense Budget	\$51,711,505	\$51,947,069	\$52,177,165	\$52,491,089
Annual Net Budget	\$50,613,002	\$50,465,903	\$50,658,841	\$50,538,358
Annual Net Variance	(\$87,219)	(\$553,373)	(\$812,297)	(\$2,872,000)
Variance as a % of Gross Budget	(0.2%)	(1.1%)	(1.6%)	(5.5%)



2022 Budgeted Full Time Equivalent (FTE)



Management:	3.0	FTE
Non-Union:	2.0	FTE
WFA:	300.0	FTE
Total	305.0	FTE

VARIANCE SUMMARY

Description	COVID Variance	NON-COVID Variance	OVERALL Variance
Net Salary Variance	(\$320,000)	(\$2,354,000)	(\$2,674,000)
Apparatus Truck Incident	\$0	(\$100,000)	(\$100,000)
COVID & Convoy Related Expenses	(\$72,000)	\$0	(\$72,000)
Fire & Rescue User Fees	(\$20,000)	(\$20,000)	(\$40,000)
Mass Notification System	\$0	(\$33,000)	(\$33,000)
Miscellaneous Surplus Accounts	\$0	\$47,000	\$47,000
Net Total	(\$412,000)	(\$2,460,000)	(\$2,872,000)

FIRE & RESCUE

VARIANCE DESCRIPTION

The total departmental projected year-end variance is: **(\$2,872,000) Deficit**

Net Salary Variance: (\$2,674,000)

Net Salary variance for WFRS is projected to be in a deficit of (\$2,674,000). This includes overtime pressures only. A sharp increase in WSIB claims is a contributor to this year's overtime. WFRS has seen an increase in WSIB claims which has a significant impact on staffing. Further analysis shows that 87% of missed shifts from general sick and WSIB absences are causing overtime, up from 75% prior to 2020 and the pandemic. Windsor Fire and Rescue is working closely with internal Disability Management Specialist to minimize WSIB claims and/or bring staff back to work as early as possible. Included in the deficit is also the COVID and Convoy related overtime of (\$320,000). COVID policy on sick time (not to report to work if any symptoms of a cold are experienced) continue to cause pressure on overtime.

Fleet Maintenance and Repair: (\$100,000)

Truck Unit #4033 was damaged in an incident on January 6, 2022. The truck was transported to the manufacturer in Ohio for complete inspection & damage assessment/repair who gave an estimate of \$160,000 US. The claim was put to the insurance with a non-deductible portion of (\$100,000) CDN which will create a negative variance in the Apparatus repair & maintenance account. The department will try to mitigate the impact as much as possible by replacing/repairing only the equipment needed and postponing stocking of parts to the new year.

Covid & Convoy expenses: (\$72,000)

Total COVID and Convoy related expenses are projected to be (\$72,000). Convoy related expenses incurred in January 2022 are (\$9,000) creating an unbudgeted deficit in various accounts. Additional unbudgeted expense of (\$63,000) is the hiring of 3rd Assistant Deputy Fire Chief on a temporary basis. This allows for a dedicated personnel to attend the needs of frontline firefighting staff, consisting of development of ongoing COVID-19 policies, overseeing the implementation of the new procedures and ongoing daily review of incident run reports.

Fire & Rescue User Fees: (\$40,000)

User fee revenue for Fire & Rescue is projected to (\$40,000) deficit. Fire Prevention activities were disrupted in the first quarter due to a provincial shut down of businesses at the beginning of 2022 and Fire Operations preventative user fees incurred a decline in calls for gas line strikes and false alarms.

Mass Notification System: (\$33,000)

WFRS entered into a 5-year agreement with Everbridge for a Mass Notification system approved by 2020 Operating Budget, BI#2020-0354. The budget issue was approved on the basis that WFRS would enter into a four-way partnership between WFRS and three community partners. Three partners were verbally committed when the 5 year agreement with Everbridge (system provider) was signed. Actual agreement with partners was signed with only one partner creating a (\$33,000) shortfall in cost recovery. The process of obtaining additional partners is ongoing.

Miscellaneous Surplus Accounts: \$47,000

A surplus of \$47,000 is estimated to be achieved in the Fire & Rescue division by departments minimizing any discretionary expenditures as much as possible to mitigate department's overall deficit position.

FIRE & RESCUE

MITIGATING STEPS

The Fire and Rescue Services division will continue to mitigate overtime variance through limited options at the department's disposal in order to maintain approved service levels.

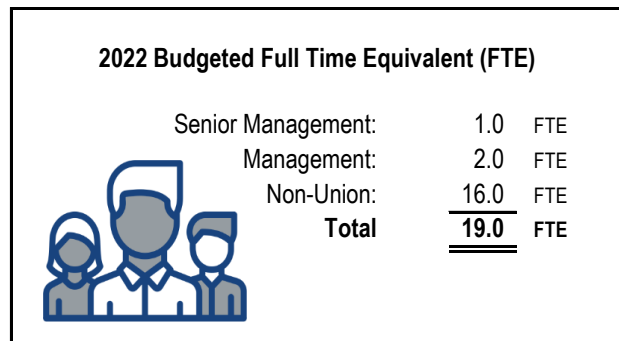
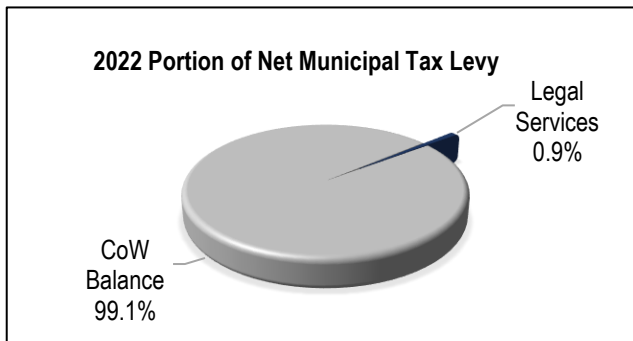
LEGAL SERVICES

DEPARTMENTAL OVERVIEW

The Legal Department provides legal services in connection with administrative tribunal/court litigation, contracts and agreements, expropriations, labour/employment matters, real estate transactions and leases.

Financial Summary	2019	2020	2021	2022
Annual Revenue Budget	n/a	n/a	n/a	(\$311,956)
Annual Expense Budget	n/a	n/a	n/a	\$3,672,157
Annual Net Budget	n/a	n/a	n/a	\$3,360,201
Annual Net Variance	n/a	n/a	n/a	(\$260,000)
Variance as a % of Gross Budget	n/a	n/a	n/a	(7.1%)

Historical amounts are not available due to realignment of departments.



VARIANCE SUMMARY

Description	COVID Variance	NON-COVID Variance	OVERALL Variance
Convoy Costs	(\$260,000)	\$0	(\$260,000)
Net Total	(\$260,000)	\$0	(\$260,000)

LEGAL SERVICES

VARIANCE DESCRIPTION

The total departmental projected year-end variance is: (\$260,000) *Deficit*

Convoy Costs (\$260,000)

Legal is anticipating a (\$260,000) deficit due to miscellaneous costs associated to the Freedom Convoy that occurred in Windsor in February 2022. It is unknown at this time if the City will be reimbursed for these expenses.

MITIGATING STEPS

The Legal Department will continue to monitor variances going forward and take any reasonable steps to reduce or eliminate variances while mitigating any negative impact on service levels.

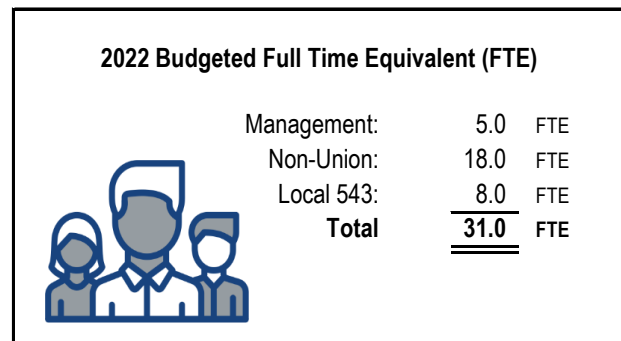
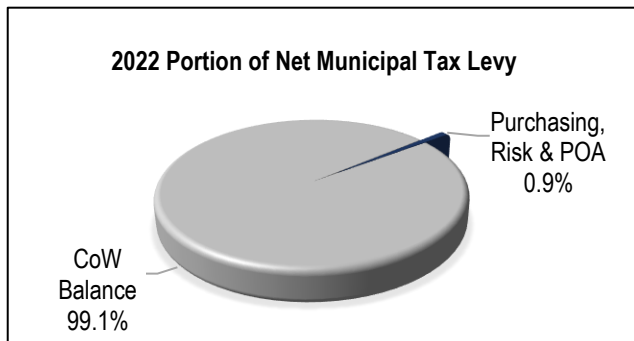
PURCHASING, RISK & POA

DEPARTMENTAL OVERVIEW

Purchasing procures goods and services. Risk Management manages personal injury, property loss claims, and insurance. The Provincial Offences administers POA Court and prosecutes offences.

Financial Summary	2019	2020	2021	2022
Annual Revenue Budget	n/a	n/a	n/a	(\$8,964,165)
Annual Expense Budget	n/a	n/a	n/a	\$12,422,984
Annual Net Budget	n/a	n/a	n/a	\$3,458,819
Annual Net Variance	n/a	n/a	n/a	(\$650,000)
Variance as a % of Gross Budget	n/a	n/a	n/a	(5.2%)

Historical amounts are not available due to realignment of departments.



VARIANCE SUMMARY

Description	COVID Variance	NON-COVID Variance	OVERALL Variance
Provincial Offences Division	(\$400,000)	(\$250,000)	(\$650,000)
Net Total	(\$400,000)	(\$250,000)	(\$650,000)

PURCHASING, RISK & POA

VARIANCE DESCRIPTION

The total departmental projected year-end variance is: (\$650,000) *Deficit*

Provincial Offences Division: (\$650,000)

The Provincial Offences Division (POA) was impacted greatly by Ministry ordered court closures and suspension of POA timelines due to Covid-19. POA has ramped up operations since last year and continues to get through the resulting backlog of legal matters. Delays in getting matters into court have impacted POA's ability to collect on these revenues as Early Resolution and Trial matters are not due to be paid unless they are convicted in court. Another contribution to the lower than anticipated revenue is the significantly lower number of tickets issued over the last two years. In 2019 there were 29,336 tickets issued, in 2020 23,867 tickets were issued, and in 2021 20,518 tickets were issued. This steady and significant decline over the last two years has affected revenue collected and will continue to do so in the future if this trend continues. It should be noted that policing agencies control the number of tickets issued based on operational resources and this is beyond the operating departments control.

MITIGATING STEPS

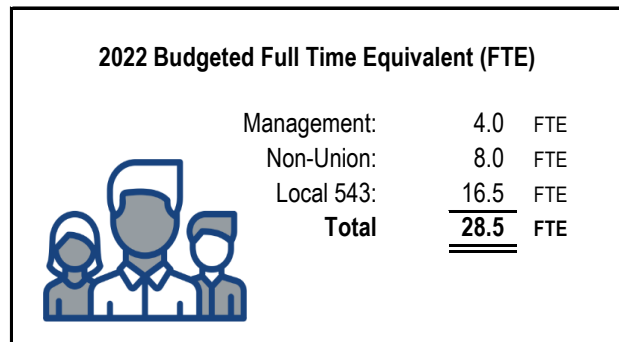
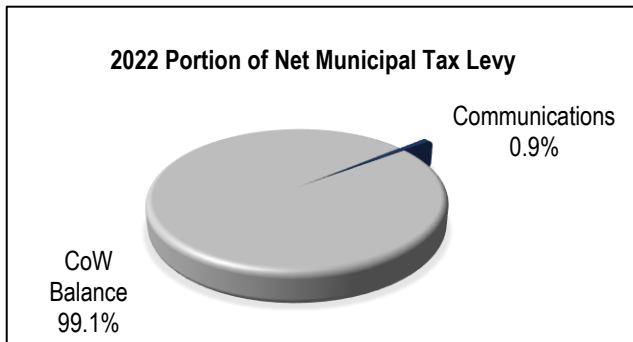
POA will continue to monitor variances going forward and take any reasonable steps to reduce or eliminate variances while mitigating any negative impact on service levels.

COMMUNICATIONS

DEPARTMENTAL OVERVIEW

The Communications Department is the primary point of contact for communication and customer service, internally and externally including the 211/311 Contact Centre, for the City of Windsor.

Financial Summary	2019	2020	2021	2022
Annual Revenue Budget	(\$726,688)	(\$722,783)	(\$722,465)	(\$715,502)
Annual Expense Budget	\$3,673,781	\$3,826,234	\$3,914,452	\$4,058,175
Annual Net Budget	\$2,947,093	\$3,103,451	\$3,191,987	\$3,342,673
Annual Net Variance			(\$68,774)	(\$22,000)
Variance as a % of Gross Budget			(1.8%)	(0.5%)



VARIANCE SUMMARY

Description	COVID Variance	NON-COVID Variance	OVERALL Variance
211 RSP Provincial Funding	\$0	\$51,000	\$51,000
Salary	(\$152,000)	\$62,000	(\$90,000)
Miscellaneous Expenses	\$0	\$17,000	\$17,000
Net Total	(\$152,000)	\$130,000	(\$22,000)

COMMUNICATIONS**VARIANCE DESCRIPTION**

The total departmental projected year-end variance is: **(\$22,000)** **Deficit**

211 Regional Service Provider (RSP) Provincial Funding: \$51,000

A surplus of \$51,000 results from 211 RSP Funding, This surplus is due to a change in contracted funding to be received for the remainder of 2022 and an increase in quarterly variable funding.

Salary: (\$90,000)

An overall salary deficit of (\$152,000) is from the Customer Contact Centre division. The majority of this variance can be attributed to part time staff working full time hours due to increased demand and the hiring of extra temporary staff to support Call Centre services during the pandemic. Offsetting the salary deficit in the Customer Contact Centre is a Customer Service division surplus in salaries of \$62,000 for the Corporate Marketing and Communications Officer capital project recoveries.

Miscellaneous Expenses: \$17,000

The Communications Department had an overall savings of \$32,000. The expenditures surplus is related to mitigating measures in administrative accounts such as office supplies, travel expenses, furniture & furnishings, machinery & equipment.

MITIGATING STEPS

The department will monitor variances throughout 2022 and take any reasonable steps assist in reducing or eliminating variances while mitigating any negative impact on service levels.

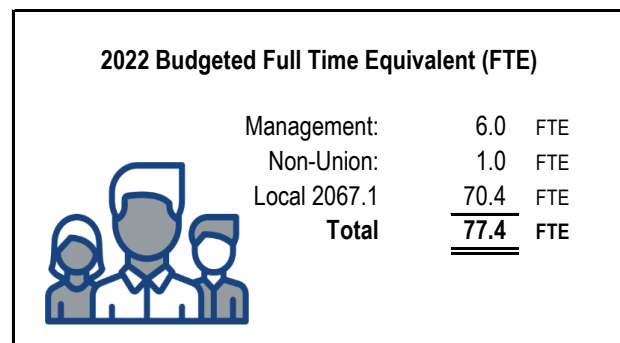
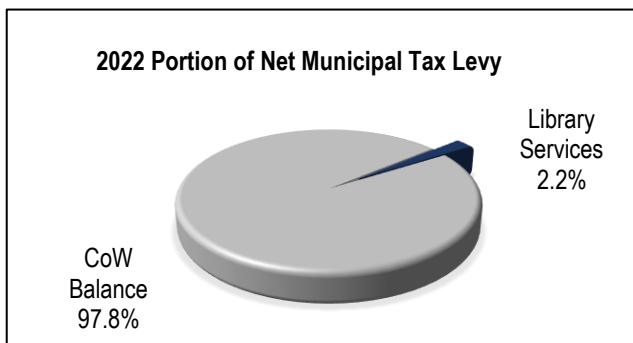
LIBRARY SERVICES

DEPARTMENTAL OVERVIEW

The Windsor Public Library consists of 10 library branches of varying sizes that provide a physical space where people can gather, attend programs, gain access to the internet and access the libraries' collections.

Financial Summary	2019	2020	2021	2022
Annual Revenue Budget	(\$1,251,871)	(\$1,071,621)	(\$1,032,621)	(\$964,895)
Annual Expense Budget	\$9,271,926	\$9,276,250	\$9,302,368	\$9,284,880
Annual Net Budget	\$8,020,055	\$8,204,629	\$8,269,747	\$8,319,985
* Annual Net Variance	\$278,838	\$658,270	\$799,040	\$106,000 *
Variance as a % of Gross Budget	3.0%	7.1%	8.6%	1.1%

** As per the Library Act, the Windsor Public Library's annual surplus is transferred to their reserve. However, the COVID related variance of \$106,000 will be transferred to the City.*



VARIANCE SUMMARY

Description	COVID Variance	NON-COVID Variance	OVERALL Variance
Salary & Benefits	\$141,000	\$335,000	\$476,000
Revenue	(\$93,000)	\$50,000	(\$43,000)
Miscellaneous Expenses	\$58,000	\$65,000	\$123,000
Surplus Transfer to Reserve	\$0	(\$450,000)	(\$450,000)
Net Total	\$106,000	\$0	\$106,000

VARIANCE DESCRIPTION

The total departmental projected year-end variance is: **\$106,000** **Surplus**

Salary Gapping: \$476,000

LIBRARY SERVICES

Salary and Benefits have a total of a \$476,000 surplus due to the following: Early 2022, modified and limited in-person services were offered at all the branches (curbside service only for some branches). Therefore, not as many temporary staff were needed. The surpluses not related to COVID-19 pandemic is attributed to historical surpluses in the salary and benefits accounts.

Revenue: (\$43,000)

A projected loss of approximately \$93,000 of late fees and rental revenues are directly attributed to COVID as WPL did not collect late fees because of COVID. For Q1, branches were offering modified in-person services and thus, there was no rental income from renting out rooms in the branches.

Miscellaneous Expenses: \$123,000

The savings of approximately \$58,000 of miscellaneous expenses is due to the following: Branches were offering mostly curbside services or modified in-person services during operating hours for most of Q1 2022; therefore, this decreased printing and imaging expenses, supplies for programs, etc. as people were not allowed in the branches; Audit fees and membership fees have historically been in a surplus position (Pre & post COVID) and thus, not related to COVID.

Surplus Transfer to Reserve: (\$450,000)

It should be noted that the WPL's financial position at the end of each fiscal year is not included with all other City departments to calculate the final City surplus/deficit. Although the WPL's financial statements are consolidated with the City's, the WPL, as per the Libraries Act, is a stand alone entity with its own audited financial statements, which include an accumulated surplus or deficit. Although the City provides the WPL with operational support consistent with other departments, the overall surplus or deficit is reported within the financial results of the WPL and is not reported in the overall position of the City at year end. However, it is being provided here for information purposes.

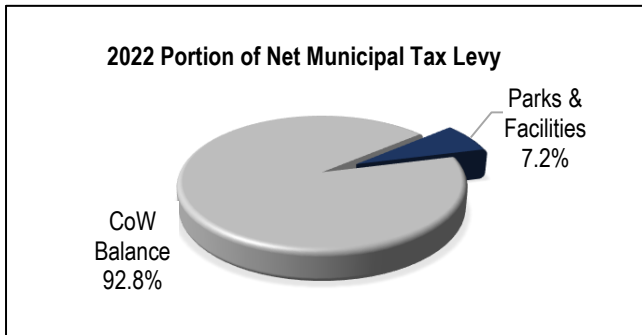
PARKS & FACILITIES

DEPARTMENTAL OVERVIEW


Parks is responsible for 204 parks, with over 2,500 acres of parkland, 143 km of hard surface trails, 300,000 sqft of horticultural beds, 2300 self watering planters, and 90,000 City owned trees within the urban forest, the Ojibway Nature Centre and the most species diverse parks in Canada. Also responsible for designing and creating unique park experiences and supporting numerous special events.

Facilities provides building maintenance and operations, caretaking, security, planning, building construction & renovations, project management, lease administration, and asset management. Committed to supporting the corporation and community by providing safe, clean, well-maintained facilities in a responsive and effective manner.

Financial Summary	2019	2020	2021	2022
Annual Revenue Budget	(\$13,313,211)	(\$13,513,046)	(\$11,523,724)	(\$9,267,862)
Annual Expense Budget	\$40,059,107	\$41,450,753	\$40,045,445	\$36,841,100
Annual Net Budget	\$26,745,896	\$27,937,707	\$28,521,721	\$27,573,238
Annual Net Variance	(\$419,133)	\$240,604	\$37,321	(\$191,000)
Variance as a % of Gross Budget	(1.0%)	0.6%	0.1%	(0.5%)



2022 Budgeted Full Time Equivalent (FTE)



Senior Management:	1.0	FTE
Management:	25.0	FTE
Non-Union:	8.0	FTE
Local 543:	55.1	FTE
Local 82:	100.4	FTE
Total	189.5	FTE

VARIANCE SUMMARY

Description	COVID Variance	NON-COVID Variance	OVERALL Variance
PARKS			
Revenue Reductions	(\$56,000)	\$0	(\$56,000)
Cost Recoveries	\$0	\$287,000	\$287,000
Salary Gapping	\$0	\$260,000	\$260,000
Temporary Staffing Costs	\$0	(\$422,000)	(\$422,000)
COVID-19 Incremental Costs	(\$40,000)	\$0	(\$40,000)
Inflationary Cost Pressures	\$0	(\$47,000)	(\$47,000)
Parks Vandalism	\$0	(\$80,000)	(\$80,000)
Total Parks	(\$96,000)	(\$2,000)	(\$98,000)

PARKS & FACILITIES

FACILITIES			
Maint. Material & Housekeeping Supplies	(\$122,000)	\$37,000	(\$85,000)
Contracted Services	\$0	(\$459,000)	(\$459,000)
Salary /Wages	\$0	\$384,000	\$384,000
Cost Recovery	\$67,000	\$0	\$67,000
Total Facilities	(\$55,000)	(\$38,000)	(\$93,000)
<hr/>			
Net Total	(\$151,000)	(\$40,000)	(\$191,000)

VARIANCE DESCRIPTION

The total departmental projected year-end variance is: **(\$191,000)** *Deficit*

PARKS

Revenue Reductions (\$56,000) Deficit

As a result of the COVID-19 pandemic Parks is forecasting reduced revenues for services provided to the public for rental space and various user fees related to the Ojibway Nature Centre and natural areas programming. At the commencement of the pandemic in March 2020, provincial legislation mandated restrictions and Parks administration responded by reducing the provision of services, which is estimated to result a (\$56,000) revenue loss in 2022. The pandemic resulted in the closure of the Ojibway Nature Centre in Q1 2022. The Ojibway Nature Centre reopened in April 2022 with reduced programming. This has materially impacted revenues from room rentals, concessions and programming related user fees. Revenues are expected to be approximately half of the annualized budget for 2022.

Cost Recovery \$287,000 Surplus

Parks has received notification that approval has been received for the Canada Summer Jobs program to support expenditures related to student employment and offset temporary staffing expenditures. The eligible funding is yet to be received and it expected to be occur in late summer or early fall based upon the eligible costs and final student placements. The forecasted level of grant funding is expected to be \$287,000 based on forecasted student employment in Parks.

Salary Gapping \$260,000 Surplus

Labour savings due to staff attrition caused by retirements, leaves of absence, long term disability and employees transitioning to other departments and delays in recruitment to fill vacant positions are forecasted to yield a surplus of \$340,000 in 2022. The Local 82 collective agreement was recently ratified and the wage rate increases will have an impact on labour costs. However, in 2022 any variance that is a result of the Local 82 contract settlement will be offset corporately by a provision within the corporate accounts.

Temporary Staffing Costs (\$422,000) Deficit

The temporary salary costs have increased over budget as a result of staffing resources that were required for temporary full time (TFT) workers. Of the (\$422,000) total deficit, (\$317,000) was a result of the requirement to maintain service levels and perform work and bridge the salary gapping from full time vacant positions as highlighted previously. The additional costs related to student employment is expected to be partially offset by the Canada Summer Job program grant funding detailed earlier in this report. In addition, the allocation of an employee in the Parks administration division working on the Work Force Management payroll system implementation is expected to result in an annual deficit of (\$105,000).

PARKS & FACILITIES

COVID-19 Incremental Costs (\$40,000) Deficit

As a result of the continued COVID-19 pandemic, enhanced cleaning measures are required to ensure that park amenities are cleaned on a frequent basis in high contact areas that are used by the public. Additional cleaning protocols were adopted at the commencement of the pandemic by the Parks and Facilities department for all city buildings and park amenities that were still used by the public and/or City employees. Additional temporary staffing to ensure that the enhanced cleaning schedules are maintained for bathrooms located in various parks and amenities during the high volume spring, summer and fall periods is expected to result in a (\$50,000) deficit.

Due to the reduced volume of activity programming at Ojibway Nature Centre, lower costs to run the concession are expected to generate \$10,000 savings, resulting in a (\$40,000) net deficit due to COVID.

Inflationary Cost Pressure (\$47,000) Deficit

As a result of current inflationary trends and market fluctuations in the costs of infrastructure materials and fuel expenditures there is an estimated budget pressure that is forecasted to yield a (\$47,000) budget deficit. Parks administration is continuing to monitor the continued escalation in prices of supplies and materials used in the parkland maintenance and attempting to mitigate costs in order to maintain current service levels and limit budget variances where possible.

Parks Vandalism (\$80,000) Deficit

As a result of recent events of vandalism that are occurring in parkland there is a forecasted variance of (\$80,000) deficit. These costs are required to remove graffiti, address damages to washroom located in parks throughout the City, and make repair to various park amenities such as playground, fencing, splash pads in addition to general restoration that have been damaged. The repairs are required immediately as they often have offensive materials and/or create unsafe conditions for public users that can't be delayed or deferred and are often in response to 311 calls received. As of the end of May the vandalism costs incurred by Parks have increased by 58% over the prior year levels.

MITIGATING STEPS

Parks will continue to monitor variances into the next fiscal year and take any reasonable steps to reduce or eliminate variances while mitigating any negative impact on service levels.

FACILITIES

Maintenance Material & Housekeeping Supplies (\$85,000) Deficit

Since the early stage of the pandemic, COVID related Personal Protective Equipment and cleaning supplies are purchased corporate wide through the online Purchasing Portal and charged to the default Facilities Corporate account to take advantage of volume savings. These purchases are not part of the Operating Budget and are being absorbed by Facilities, resulting in an expected deficit variance. In addition, the costs of maintenance materials and housekeeping supplies have increased significantly compared to the prior year due to the current inflationary pressures.

The deficit will be offset by \$37,000 of non-COVID projected savings in maintenance materials and housekeeping supplies due to the closure or reduced hours at facilities accessible to the public.

PARKS & FACILITIES**Contracted Services (\$459,000) Deficit**

Facilities is projecting an annual deficit of (\$459,000) in Contracted Services for 2022. During the first two quarters of 2022, Facilities incurred contracted services expenses at various parks facilities and city buildings that were not included in the regular preventative maintenance Operating Budget. These include HVAC repair at Willistead Manor, roof maintenance at Windsor Water World, and TSSA testing at Adventure Bay.

In addition, high inflation is impacting the costs of contracted services this year. Various vendors have increased their pricing for services and contract work due to the overall increases in labour and material costs. The rise in costs is especially notable in the operations of the Peace Fountain. The Peace Fountain service vendors are projecting pricing increase that will result in an approximately \$180,000 variance for the year.

Vandalism related costs are another factor in the deficit variance forecasted. Numerous acts of vandalism against city facilities and properties have required repair work by Facilities skilled trades this year. In one recent vandalizing incident at Mackenzie Hall, the copper piping was removed from the HVAC units. The estimated cost for the repair of the HVAC unit and the surrounding fence is \$20,000 for this instance alone.

The costs of equipment rentals that Facilities staff use to perform maintenance work also increased this year. Facilities does not own any lift equipment that is required when changing light bulbs or performing maintenance on lighting in parks or structures near City facilities. As the City expands its parks and facilities portfolio, rental costs will continue to increase and put additional pressures on Facilities Operating Budget.

Salary/ Wages Related Expenses \$384,000 Surplus

A number of budgeted positions were vacant during the year including Caretakers, Operating Engineers and Facility Person, due to retirement, reassignment, or departing from the corporation. The surplus from position gapping of \$457,000 is partially offset by the corporate permanent salary gapping allocation of \$38,000. These positions are actively being recruited for. The Local 82 collective agreement was recently ratified and the wage rate increases will have an impact on labour costs. However, in 2022 any variance that is a result of the Local 82 contract settlement will be offset corporately by a provision within the corporate accounts.

Cost Recovery \$67,000 Surplus

Facilities Division is estimating a surplus of \$67,000 for cost recoveries at the end of the year, this is mainly the revenues from COVID Enhanced Cleaning service provided to the Provincial Courts in the Windsor Justice Facility. In addition, the insurance proceeds of \$60,000 from the flood claim at the WFCU Centre in 2021 is anticipated to be allocated to the Department in 2022. The surplus is partially offset by less actual recoverable work in other areas.

MITIGATING STEPS

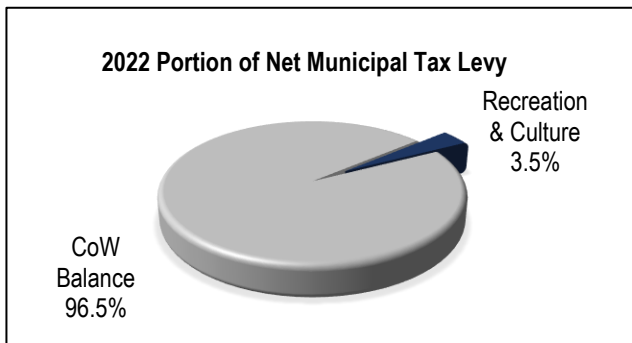
Facilities Operations Department will continue to monitor variances going forward and take any reasonable steps to reduce or eliminate variances while mitigating any negative impact on service levels.

RECREATION & CULTURE


DEPARTMENTAL OVERVIEW

Recreation services builds vibrant, healthy, active and connected communities by providing facilities (arenas, pools, community centres) and programs that allow residents to participate in recreational activities. The Culture division provides programs, events and services that express the City's cultural identity, celebrates traditions and improves the quality of life for Windsor residents.

Financial Summary	2019	2020	2021	2022
Annual Revenue Budget	(\$11,704,711)	(\$12,014,378)	(\$11,949,514)	(\$12,161,940)
Annual Expense Budget	\$24,647,287	\$25,364,844	\$24,992,464	\$25,738,985
Annual Net Budget	\$12,942,576	\$13,350,466	\$13,042,950	\$13,577,045
Annual Net Variance	(\$81,695)	(\$1,362,395)	(\$157,936)	(\$1,000,000)
Variance as a % of Gross Budget	(0.3%)	(5.4%)	(0.6%)	(3.9%)



2022 Budgeted Full Time Equivalent (FTE)



Management:	21.0	FTE
Non-Union:	10.0	FTE
Local 543:	35.7	FTE
Local 82:	20.5	FTE
Total	87.2	FTE

VARIANCE SUMMARY

Description	COVID Variance	NON-COVID Variance	OVERALL Variance
Salary and Wages	\$0	\$400,000	\$400,000
Programming and User Fee Revenue	(\$5,300,000)	\$0	(\$5,300,000)
Avoided Costs	\$3,900,000	\$0	\$3,900,000
Net Total	(\$1,400,000)	\$400,000	(\$1,000,000)

RECREATION & CULTURE

VARIANCE DESCRIPTION

The total departmental projected year-end variance is: **(\$1,000,000)** **Deficit**

The Recreation & Culture Department is projecting a year-end deficit variance totalling approximately (\$1,000,000). The projected deficit is a result of Recreation and Culture experiencing revenue losses due to COVID-19 of \$5.3M in concession sales, commissions, sales of goods & services, advertising, membership, rental and programming revenue. Recreation and Culture was able to mitigate expenditures in the amount \$4.3M by reducing part-time salary & wages and other operational costs. These mitigated expenditures assisted in offsetting the loss of revenues resulting a total projected deficit of (\$1,000,000) pertaining to the department.

Recreation and Culture continues to face challenges from the impacts COVID-19, experiencing significant staff shortages which are a contributing factor in the delay of implementing full programming at all Recreation and Culture facilities along with reduced operating hours.

Recreation and Culture realized a Non-COVID related savings in salaries across the department due to some shifting of staff, vacancies, recoveries from projects and gapping in the amount of \$400,000.

Any operating budget variances from the L82 settlement will be reported on the 3rd quarter variance however, any reported variance will be offset corporately by a provision within the corporate accounts.

Please note that the Recreation and Culture Department shares full-time Local 82 staffing with the Parks Department however, these budgets are fixed. Where one Department has a surplus in this account, the other Department will have a deficit to offset.

MITIGATING STEPS

The department will continue to monitor variances throughout 2022 and take any reasonable steps to reduce or eliminate variances while mitigating any negative impact on service levels.

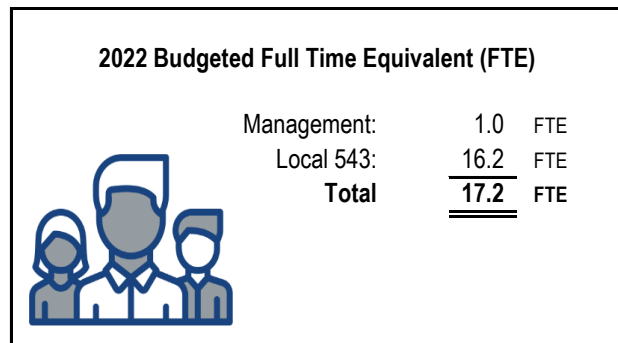
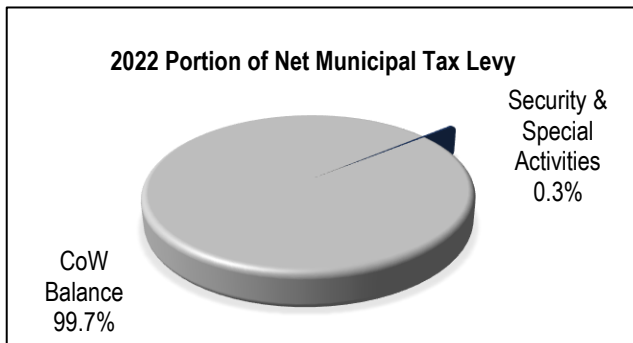
SECURITY & SPECIAL ACTIVITIES

DEPARTMENTAL OVERVIEW

The Security Unit exists to provide proactive and reactive security measures to the Corporation at large working synergistically with existing agencies, departments and tenants.

Financial Summary	2019	2020	2021	2022
Annual Revenue Budget	n/a	n/a	n/a	(\$2,515,286)
Annual Expense Budget	n/a	n/a	n/a	\$3,701,829
Annual Net Budget	n/a	n/a	n/a	\$1,186,543
Annual Net Variance	n/a	n/a	n/a	\$0
Variance as a % of Gross Budget	n/a	n/a	n/a	0.0%
				<i>* Projected</i>

Historical amounts are not available due to creation of department in 2022.



VARIANCE SUMMARY

Description	COVID Variance	NON-COVID Variance	OVERALL Variance
Maint. Mtl & Housekeeping Supplies	\$0	\$38,000	\$38,000
Contracted Services	(\$39,000)	(\$178,000)	(\$217,000)
Salary Gapping	\$0	\$19,000	\$19,000
Cost Recoveries	\$12,000	\$148,000	\$160,000
Net Total	(\$27,000)	\$27,000	\$0

VARIANCE DESCRIPTION

The total departmental projected year-end variance is: \$0

SECURITY & SPECIAL ACTIVITIES

The Security, Special Activities, City Hall Campus (SAC) Department

The SAC Department is not projecting a variance as at December 31, 2022.

Main. Mtl & Housekeeping Supplies \$38,000

Due to the more restricted measures during the pandemic, traffic at City facilities has decreased, which lead to less maintenance needs and housekeeping supplies consumptions. SAC Department is projecting a saving of \$38,000 in Maintenance Materials and Housekeeping Supplies at the end of 2022.

Contracted Services (\$217,000)

SAC Department is projecting a deficit of approximately (\$217,000) in Contracted Services at the end of 2022. As a new department that has expanded its scope of services to include Security and Special Activities throughout the City, the department is expecting to incur higher Contracted Services costs than the prior year to accommodate the higher number of service requests it expects to continue to receive. Also, as part of the safety measures to keep the public and the employees at 400 CHS safe during the pandemic, extra COVID security screening services were provided at a cost of (\$39,000) by a third party service provider, Neptune Security Services, until the end of March 2022. In addition, an audit has been conducted for 400 CHS Operating expenditure from 2015-2020 at a cost of \$21k for the department, which was not budgeted for 2022. This cost would be offset by the \$178,000 projected true up payment from Services Canada noted in the Cost Recovery section below for the operating costs incurred during the time period covered by the audit.

Salary Gapping \$19,000

SAC Department has a number of vacant regular part time positions that the department is actively trying to fill. Two RPT Operating Engineers 4th Class have been vacant since the beginning of the year, as well as the two Facility Persons and caretakers that were vacant partially during the year due to retirement, reassignment, or open positions that are yet to be filled. This results a salary gapping savings of \$128,000. The savings are partially offset by the corporate permanent gapping allocation to the department, the SAC Coordinator position not budgeted, heavy workload caretaker and the overtime expenses from added coverage due to the vacant positions. At the end of 2022, the SAC Department is projecting savings in salary gapping to result in a \$19,000 surplus.

Cost Recovery \$160,000

SAC Department is projecting a surplus of \$160,000 for cost recoveries. The Department is expecting a true up payment of \$178,000 from Services Canada for the operating costs between 2015 - 2020 based on the audited statements. In addition, SAC has been providing Enhanced Cleaning Measures for Services Canada that is out of the scope of regular service and is being recovered from the tenant.

Due to the year end forecast's projected deficit position, the department is eligible to draw partially from the approved one-time BSR funding at the end of the year, if necessary. This will offset any overall deficit projected for the year up to the amount of one-time funding of \$71k.

MITIGATING STEPS

SAC Department will continue to monitor variances going forward and take any reasonable steps to reduce or eliminate variances while mitigating any negative impact on service levels.

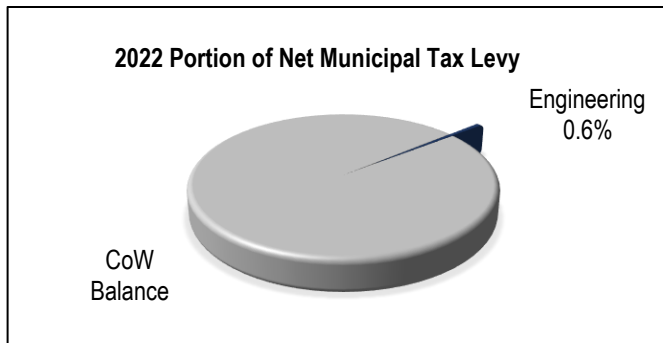
ENGINEERING

DEPARTMENTAL OVERVIEW


Engineering is responsible for; project management of municipal infrastructure projects, new buildings and non-building projects; development services; right-of-way permits; GIS system, and CAD services.

Financial Summary	2019	2020	2021	2022
Annual Revenue Budget	n/a	n/a	n/a	(\$5,338,928)
Annual Expense Budget	n/a	n/a	n/a	\$7,913,993
Annual Net Budget	n/a	n/a	n/a	\$2,575,065
Annual Net Variance	n/a	n/a	n/a	(\$43,000)
Variance as a % of Gross Budget	n/a	n/a	n/a	(0.5%)

Historical amounts are not available due to realignment of departments.



2022 Budgeted Full Time Equivalent (FTE)



Senior Management:	1.0	FTE
Management:	10.0	FTE
Non-Union:	27.0	FTE
Local 543:	24.0	FTE
Total	62.0	FTE

VARIANCE SUMMARY

Description	COVID Variance	NON-COVID Variance	OVERALL Variance
Salaries & WA Recoveries	\$0	\$109,000	\$109,000
Minor Capital	\$0	\$33,000	\$33,000
Miscellaneous Line Items	\$0	\$2,000	\$2,000
Bank Charges	\$0	(\$27,000)	(\$27,000)
Licenses & Permits	(\$57,000)	\$10,000	(\$47,000)
Other Gen. Rev./User Fees/GIS User Fees	\$0	(\$113,000)	(\$113,000)
Net Total	(\$57,000)	\$14,000	(\$43,000)

ENGINEERING**VARIANCE DESCRIPTION**

The total departmental projected year-end variance is: **(\$43,000)** **Deficit**

The Engineering department is projecting a year-end deficit of (\$43,000). The Office of the City Engineer is project to be on budget .

Salaries/ Work Auth Recoveries: \$109,000

The department is reporting an anticipated net surplus of \$109,000 in Salaries and Work Auth Recoveries, due to new employees at lower levels of pay grid as well as gapping that has occurred throughout the year, specifically in areas that do not have Work Auth Recoveries.

Minor Capital: \$33,000

During the 2021 Operating Budget a budget increase of \$30,300 was approved for the Cloud Perming Digital Platform. There have been some delays and the system has yet to be implemented. Therefore, the majority of the anticipated surplus in minor capital is due to this increase expense in budget, with no expense expected to occur in 2022. The additional surplus of \$2,700 is due to miscellanaous expenses. This anticipated surplus will be used to partially offset the anticipated deficient in Licenses & Permits.

Miscellaneous Line Items: \$2,000

Miscellaneous line item variances are contributing to a \$2,000 anticipated surplus.

Bank Charges: (\$27,000)

Further offsetting the surpluses for the Division is an anticipated deficit of (\$27,000) in bank charges. This item has traditionally been in a deficit as credit card payments are on the rise and these payment methods incur additional banking fees for the department.

Licenses & Permits: (\$47,000)

Based on the curent levels, Licenses & Permits are expected to be in a deficit of (\$47,000). Some of this deficit is due Sidewalk Cafe permits being waived for 2022. As previously reported to Council through the 2021 & 2022 budget reports, it is anticipated that this will result in a COVID-related deficit of approximately (\$57,000) based on the level of interest that occurred in 2020 and 2021..

Additionally, during the 2021 Operating Budget deliberations , a budget increase was approved to increase user fees to recover annual costs for the usage of Cloud Perming Digital Platform. As this system has not gone live, the increase has not taken effect resulting in a non COVID deficit of (\$30,000). The remaining offsetting anticipated non COVID surplus of \$40,000 is based on current levels of licenses & permits issued.

Other General Revenue / User Fees / GIS User Fees: (\$113,000)

Other General Revenue and User Fees are anticipated to be a deficit of (\$113,000) , This is based on current fees issued. While revenue is expected to pick up in the Summer/ Construction Season, there is uncertainty around the actual amount that will be received.

POLLUTION CONTROL

DEPARTMENTAL OVERVIEW

Pollution Control manages and oversees 49 pumping stations, 2 wastewater treatment plants (treatment of wastewater from Windsor and surrounding municipalities) & the biosolid processing facility.


Financial Summary	2019	2020	2021	2022
Annual Revenue Budget	n/a	n/a	n/a	(\$21,337,790)
Annual Expense Budget	n/a	n/a	n/a	\$21,337,790
Annual Net Budget	n/a	n/a	n/a	\$0
Annual Net Variance	n/a	n/a	n/a	n/a
Variance as a % of Gross Budget	n/a	n/a	n/a	n/a

Historical amounts are not available due to realignment of departments.

2022 Portion of Net Municipal Levy

n/a

2022 Budgeted Full Time Equivalent (FTE)



Management:	9.0	FTE
Non-Union:	3.0	FTE
Local 543:	8.7	FTE
Local 82:	44.0	FTE
Total	64.7	FTE

VARIANCE DESCRIPTION

The Pollution Control Department does not have a municipal levy component within their budget and therefore, no variance is projected for municipal levy purposes.

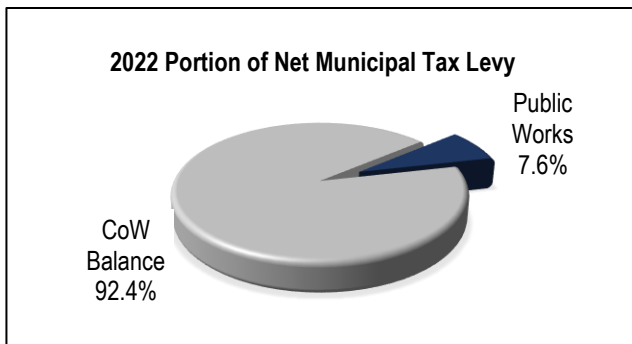
Please see the Sewer Surcharge submission for details related to the Pollution Control variance.

PUBLIC WORKS


DEPARTMENTAL OVERVIEW

The Roads and Infrastructure Services area provides a variety of services related to the planning, design, construction, operation and maintenance of roadways, sanitary and storm sewers, traffic control (signals & signs) and the City's fleet of vehicles. Services also include the City's street lighting, municipal parking and seasonal maintenance including snow clearing. Environmental Services ensures that all residential and municipal waste, recyclables and yard waste are collected in a manner consistent with current standards, Council approved service levels, and environmental requirements.

Financial Summary	2019	2020	2021	2022
Annual Revenue Budget	(\$28,785,172)	(\$30,629,406)	(\$27,330,228)	(\$29,641,435)
Annual Expense Budget	\$55,964,369	\$59,855,262	\$56,609,038	\$58,680,331
Annual Net Budget	\$27,179,197	\$29,225,856	\$29,278,810	\$29,038,896
Annual Net Variance	\$46,727	(\$1,407,608)	(\$2,606,219)	(\$2,180,000)
Variance as a % of Gross Budget	0.1%	(2.4%)	(4.6%)	(3.7%)



2022 Budgeted Full Time Equivalent (FTE)



Management:	32.0	FTE
Non-Union:	19.0	FTE
Local 543:	83.0	FTE
Local 82:	83.2	FTE
Total	217.2	FTE

VARIANCE SUMMARY

Description	COVID Variance	NON-COVID Variance	OVERALL Variance
Salary and Wage – All Staff and Students	\$0	\$730,000	\$730,000
Miscellaneous Operating and Safety Supplies	(\$15,000)	\$0	(\$15,000)
Maintenance Materials and Parts	\$0	(\$110,000)	(\$110,000)
Convoy Costs	(\$125,000)	\$0	(\$125,000)
Winter Control	\$0	(\$350,000)	(\$350,000)
Fuel	\$0	(\$475,000)	(\$475,000)
Streetlight Maintenance	\$0	(\$550,000)	(\$550,000)
Waste Collection and Disposal	\$0	(\$635,000)	(\$635,000)
Revenue - All Divisions	(\$650,000)	\$0	(\$650,000)
Net Total	(\$790,000)	(\$1,390,000)	(\$2,180,000)

PUBLIC WORKS

VARIANCE DESCRIPTION

The total departmental projected year-end variance is: **(\$2,180,000)** **Deficit**

Salary and Wage: \$730,000

A projected overall surplus of approximately \$730,000 is estimated for 2022 related to salary and wage for all staff. The projected surplus is the net total of the surpluses and deficits expected related to salary and wage gapping due to a number of vacancies across the department resulting from retirements and staff appointments into new positions offset with the hiring of extra staff to accommodate heavy work load situations where required. Offsetting the overall salary and wage surplus is an expected deficit related to permanent gapping charges for the year and Local 82 contract settlement wage increase payments. Variances resulting from the L82 settlement will be offset corporately by a provision within the corporate accounts

Miscellaneous Operating and Safety Supplies: (\$15,000)

A deficit of approximately (\$15,000) is estimated for 2022 related to miscellaneous operating supplies required due to the ongoing pandemic including additional PPE and supplies, and enhanced security services.

Maintenance Materials and Parts: (\$110,000)

A deficit of approximately (\$110,000) is estimated for 2022 related to vehicle parts and Traffic paint due to increasing prices expected for 2022. A 2023 budget issue will be prepared for submission to Council as the price increases being experienced to date are expected to continue and increase more in 2023.

2022 Convoy Costs: (\$125,000)

A deficit of (\$125,000) was incurred in 2022 related to the convoy / protest in early 2022 on Huron Church Road. The deficit includes costs for contracted services, staff overtime, and other associated operating costs.

Winter Control: (\$350,000)

A deficit of approximately (\$350,000) is possible for 2022 related to the winter control service should Windsor experience average winter conditions in the latter part of the year. The final variance is dependent upon actual winter conditions and resulting service in the final quarter of 2022.

Fuel: (\$475,000)

A deficit of approximately (\$475,000) is anticipated for 2022 related to the net variances for fuel pricing and consumption. The blended actual average fuel pricing for January through May 2022 was 57% higher for all fuel types than the set budget. The actual average fuel pricing for the month of May 2022 was 71% higher, and at this time, prices are not expected to decrease. Offsetting the expecting deficit related to pricing, Administration is expecting a surplus related to decreased fuel consumption for all fuel types of approximately 350,000 litres. The consumption surplus expected is largely a result of a change in use at City fuel sites for the Police Department and the increase in hybrid / electric vehicle replacements across the city resulting in a reduction in fuel use. A 2023 budget issue will be prepared for submission to Council for consideration to make the necessary net adjust to the fuel budgets to mitigate the anticipated higher pricing and reduced consumption expected in 2023.

Streetlight Maintenance: (\$550,000)

A deficit of (\$550,000) is estimated for 2022 related to the contracted services for streetlight maintenance due to the higher cost of maintaining aging infrastructure based on actual billing levels for 1st quarter 2022 and anticipated billings for the remainder of the year. The higher cost to maintain the streetlights for the City is expected to continue annually, and as such, a 2023 budget issue will be prepared for submission to Council for consideration to mitigate this ongoing annual variance.

PUBLIC WORKS

Garbage Collection and Disposal: (\$635,000)

A deficit of approximately (\$575,000) is anticipated for 2022 related to garbage collection services due to an increase in residential garbage tonnage expected to be collected. The anticipated deficit represents an increase in tonnage of approximately 11.25% with expectation that this increase will continue for the remainder of 2022 and indefinitely. A 2023 budget request will be prepared for submission to Council for consideration to increase the base budget to mitigate the cost of collecting approximately 5,000 additional tonnes of garbage each year.

Revenue: (\$650,000)

A deficit of (\$650,000) is estimated for 2022 related to parking ticket revenue which can be directly attributable to the ongoing COVID pandemic. During the development of the 2022 Operating Budget, it was estimated that one-time funding of \$650,000 could be required related to COVID-19 one-time funding requirements for reduced 2022 parking ticket revenue. At this time, Administration is expecting a revenue reduction of approximately 20% in 2022 related to parking tickets, or \$650,000. The level of revenue loss is expected to improve in 2023.

MITIGATING STEPS

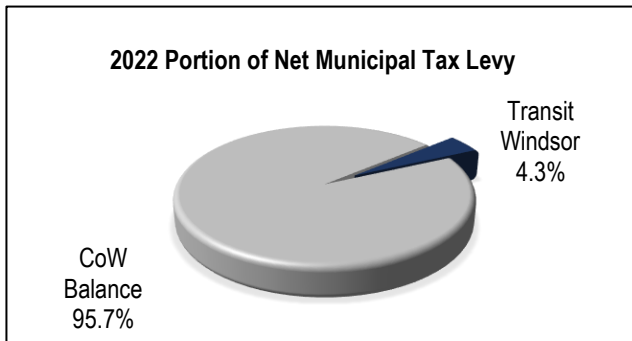
Public Works Administration monitors budgets closely and mitigates variances within the Department if feasible. Budget issue submissions will be prepared for the 2023 budget deliberations for variance items that are expected to continue beyond one-year/one-time and where there is no available budget reduction to facilitate a reallocation of currently budgeted funds.

TRANSIT WINDSOR


DEPARTMENTAL OVERVIEW

Transit Services provides residents of and visitors to the City with a variety of transit options that allow for mobility throughout the City for various purposes (employment, school, health care, shopping, etc.).

Financial Summary	2019	2020	2021	2022
Annual Revenue Budget	(\$21,635,263)	(\$21,175,090)	(\$21,264,650)	(\$22,896,391)
Annual Expense Budget	\$36,061,034	\$36,294,433	\$36,851,094	\$39,317,934
Annual Net Budget	\$14,425,771	\$15,119,343	\$15,586,444	\$16,421,543
Annual Net Variance	\$123,288	\$658,202	\$792,839	(\$3,832,000)
Variance as a % of Gross Budget	0.3%	1.8%	2.2%	(9.7%)



2022 Budgeted Full Time Equivalent (FTE)



Management:	23.0	FTE
Non-Union:	7.0	FTE
Hourly	251.0	FTE
Total	281.0	FTE

VARIANCE SUMMARY

Description	COVID Variance	NON-COVID Variance	OVERALL Variance
Transit Windsor Revenue	(\$5,117,000)	(\$1,160,000)	(\$6,277,000)
Commissions Revenue	(\$100,000)	\$100,000	\$0
Advertising Revenue	\$31,000	(\$30,000)	\$1,000
Other Professional Service External	(\$1,000)	(\$2,000)	(\$3,000)
Other Operating, Minor Apparatus, and Vehic	(\$10,000)	\$0	(\$10,000)
Travel, Training, Conference	\$10,000	\$3,000	\$13,000
Facility Operations- Labour Internal	\$16,000	\$0	\$16,000
Advertising Expenses	\$35,000	\$0	\$35,000
Vehicle Maintenance and Parts	(\$773,000)	\$11,000	(\$762,000)
Program Supplies and Computer Software	\$86,000	\$0	\$86,000
Commission Expenses	\$65,000	\$0	\$65,000
Fees and Service Charges Expense	\$184,000	\$30,000	\$214,000
Motor Fuel and Oil and Lubricants	\$1,262,000	(\$2,602,000)	(\$1,340,000)
Salary and Wages and Overtime	\$735,000	\$2,609,000	\$3,344,000
Convoy Costs	(\$42,000)	\$0	(\$42,000)
Government Funding Safe Restart	\$828,000	\$0	\$828,000
Net Total	(\$2,791,000)	(\$1,041,000)	(\$3,832,000)

TRANSIT WINDSOR

VARIANCE DESCRIPTION

The total departmental projected year-end variance is: **(\$3,832,000)** **Deficit**

Transit Windsor is projecting ending 2022 with an overall deficit of (\$3,832,000) after allocating the balance of \$828,000 of the Safe Restart Grant Funding (Phase 3), to the Transit Windsor operating budget. Safe Restart funding was provided by the Government of Ontario to mitigate the impacts of the COVID-19 Pandemic. Of the total deficit, (\$2,791,000) is related to COVID impacts, while (\$1,041,000) is related to Non-COVID Impacts.

It should be noted that, as per the Safe Restart Funding guidelines, actual revenues and expenses are being compared to the 2020 (Pre-COVID) Operating Budget.

Transit Revenue: (\$6,277,000)

Transit Windsor will continue to operate at enhanced Saturday service levels with additional trips to accommodate overloads, (with the exception of the Tunnel Bus) until September 3, 2022. Full Service is expected to resume September 4, 2022. The Tunnel Bus has not yet operated in 2022, but is expected to resume in September as well, assuming border restrictions are favourable. During 2022, Transit has continued to experience lower ridership rates, hence the fares collected were substantially reduced from expected levels. This has resulted in a significant loss of revenue for Transit, leading to an overall projected year-end deficit of (\$6,277,000) in the Transit Revenue account. The projected year end Non-COVID variance is (\$1,160,000) and the projected year end COVID variance is (\$5,117,000) The reason for the Non-COVID variance deficit is due to Safe Restart guidelines as stated above.

Commissions Revenue: \$0

The 2022 budget projected commission revenue of \$0.00, due to the permanent closure of Greyhound Canada. Due to the requirement of the Safe Restart program to compare the current actuals to the 2020 budget, which showed a projection of \$100,000, the result was a Non-COVID surplus variance of \$100,000 and a COVID deficit variance of (\$100,000), with an overall projected variance of \$0 for 2022.

Advertising Revenue: \$1,000

The projected year end variance for Advertising is a surplus of \$1,000. Due to the requirement of the Safe Restart program to compare the current actuals to the 2020 budget, which showed a projection of \$205,000, the result was a Non-COVID deficit variance of (\$30,000) and a surplus COVID variance of \$31,000.

Other Professional Services External: (\$3,000)

This account has a projected year end deficit of (\$3,000). The COVID deficit variance of (\$1,000) can be attributed mainly to additional security which was required at the Windsor International Transit Terminal (WITT) in early 2022, while the Non-COVID deficit variance of (\$2,000) is due to the difference between the 2022 and 2020 budgets (Safe Restart guidelines).

Other Operating Supplies and Vehicle Rental: (\$10,000)

Due to COVID, increased cleaning has resulted in an overall increase to the Operating Supplies and Minor Apparatus expense accounts. Offsetting this increase was a savings in vehicle rental costs, also COVID related. Therefore, the projected deficit of (\$10,000) is attributed in whole to the COVID-19 Pandemic.

Travel, Training, Conference: \$13,000

There has been a reduction to travel, training, and conference spending due to COVID. This has resulted in a projected year end surplus of \$10,000 related to COVID-19. The remaining \$3,000 projected surplus is Non-COVID related. Overall, the projected surplus for this category is \$13,000.

TRANSIT WINDSOR

Facility Operations-Labour INTERNAL: \$16,000

Due to reduced use of facilities in early 2022, the caretaking and general facility maintenance charges were decreased. This has resulted in a projected year end surplus of \$16,000, wholly attributable to COVID-19.

Advertising Expenses: \$35,000

Due to COVID-19, Transit Windsor continued reduced advertising through the first part of 2022. As we return to full service, regular advertising will resume for the remainder of the year to encourage increased ridership. The projected year end surplus of \$35,000 is entirely COVID related.

Vehicle Maintenance and Parts: (\$762,000)

The vehicle maintenance and parts accounts are projected to have a year end COVID deficit of (\$762,000). The COVID deficit of (\$773,000) is largely due to the cost of driver barriers which are to be installed in the buses. The Non COVID surplus of \$11,000 can be attributed to the difference between the 2022 and 2020 budgets for this category, as per Safe Restart guidelines as previously discussed

Program Supplies expenses: \$86,000

Due to COVID-19, the required inventory of Smart Cards and special event tickets has been significantly less, resulting in a projected year end COVID related surplus of \$86,000.

Commissions Expense: \$65,000

Transit Windsor pays commissions to third party vendors for the sale of passes and tickets. With continued reduced levels of ridership expected to year end, there is a projected surplus of \$65,000 which is attributable to COVID-19.

Fees and Service Charge Expenses: \$214,000

Due to COVID-19, there has been no Tunnel Bus service the first six months of 2022. Full service is expected to resume September 2022, assuming restrictions at the border are favourable. The savings in tunnel toll charges will result in a projected COVID surplus variance of \$184,000. The balance of the projected surplus is a Non-COVID variance of \$30,000, caused by the Safe Restart Funding requirement to compare 2022 actuals to 2020 budget amounts, as stated above..

Motor Fuels and Oil and Lubricants: (\$1,340,000)

Due to reduced services for the first part of 2022, there is a projected \$1,262,000 surplus in the fuel and oil and lubricant accounts, related to COVID-19. The projected Non-COVID impact due to increased prices for fuel, oil, and lubricants in 2022 is a deficit of (\$2,602,000). Overall, there is a projected deficit of (\$1,340,000) for these expenses.

Salary, Wages and Overtime: \$3,344,000

Continued reduction in services in 2022 required fewer buses on the road. This has resulted in a projected surplus in the salary, wages and overtime accounts. The projected COVID related surplus is \$735,000, while the balance of \$2,609,000, is the projected Non-COVID surplus. A significant portion of the Non-COVID surplus is due to the requirement to compare 2022 numbers to the 2020 budget (as per Safe Restart), and the balance is a result of employee vacancies and absences due to illness, injury, etc. The overall projected surplus for Salary, Wages and Overtime is \$3,344,000.

Convoy Costs: (\$42,000)

A deficit of (\$42,000) is the result of the convoy / protest in early 2022 at the Windsor-Detroit Bridge, on Huron Church Road. The deficit includes costs for wages, fuel, and lost revenue.

Government Funding (COVID): \$828,000

Transit Windsor will allocate the balance of \$828,000 from the Safe Restart Phase 3 funding to the operating budget. Safe Restart Funding was provided through the Federal and Provincial governments to mitigate pandemic-related deficits.

No further Safe Restart funding announcements have yet been made for 2022.

TRANSIT WINDSOR

MITIGATING STEPS

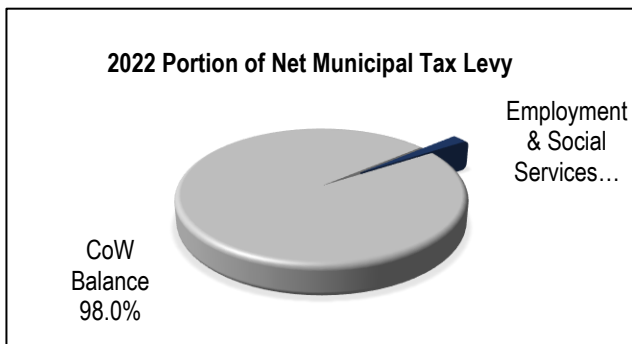
Transit Windsor has worked hard in 2022 to continue to provide transit service amidst all the challenges. The ridership is slowly rebounding but still remains lower than Pre-COVID numbers. This has led to continued reduced revenues and expenses for the first half of 2022. We are projecting an increase in ridership and associated revenue as we return to full service in September 2022.

EMPLOYMENT & SOCIAL SERVICES


DEPARTMENTAL OVERVIEW

Employment & Social Services provides basic financial, social and employment assistance for individuals who are in temporary financial need in Windsor, Essex County and Pelee Island.

Financial Summary	2019	2020	2021	2022
Annual Revenue Budget	(\$109,838,509)	(\$108,882,445)	(\$108,913,554)	(\$93,448,255)
Annual Expense Budget	\$117,503,235	\$116,969,007	\$116,559,418	\$101,037,567
Annual Net Budget	\$7,664,726	\$8,086,562	\$7,645,864	\$7,589,312
Annual Net Variance	\$346,682	\$1,673,697	\$1,568,805	\$765,000
Variance as a % of Gross Budget	0.3%	1.4%	1.3%	0.8%



2022 Budgeted Full Time Equivalent (FTE)



Senior Management:	1.0	FTE
Management:	18.0	FTE
Non-Union	5.0	FTE
Local 543	190.0	FTE
Total	214.0	FTE

VARIANCE SUMMARY

Description	COVID Variance	NON-COVID Variance	OVERALL Variance
CDHO & Social Policy & Planning	\$0	\$0	\$0
Ontario Works (OW) Program Delivery:	\$67,000	\$698,000	\$765,000
<i>Salary and Benefit (OW)</i>	\$67,000	\$393,000	\$460,000
<i>Employment Related Costs (OW)</i>	\$0	\$419,000	\$419,000
<i>Other Miscellaneous Expenses (OW)</i>	\$0	(\$114,000)	(\$114,000)
Other Employment Services	\$0	\$0	\$0
100% Municipal Assistance	\$0	\$0	\$0
Net Total	\$67,000	\$698,000	\$765,000

EMPLOYMENT & SOCIAL SERVICES

VARIANCE DESCRIPTION

The total departmental projected year-end variance is: **\$765,000** *Surplus*

Human & Health Services Office - \$0

Human & Health Services Office is projected to end the year on budget.

Ontario Works (OW) Program Delivery - \$765,000

Ontario Works Program Delivery is projected to end the year with a net City surplus of \$765,000 comprised of the following: Staffing costs are projected to be lower than budget by \$460,000 net City mainly as a result of gapping. COVID-19 related salary surplus accounts for \$67,100. Lower Employment Related Expenses (ERE) are projected to add \$419,000 to the surplus. OW caseload sizes are currently below pre-pandemic levels and as a result the number of bus passes and employment supports are below historical averages. The projected surplus on the Salary and ERE budget lines was offset by the increased costs of \$114,000 in other miscellaneous accounts such as Consulting Services and Internal Program Support.

Other Employment Services - \$0

Other Employment Services, which include Employment Ontario Programs funded by Ministry of Labour, Training and Skills Development, are projected to be on budget.

100% Municipal Assistance and OW Financial Assistance - \$0

100% Municipal Assistance and OW Financial Assistance programs are projected to be on budget.

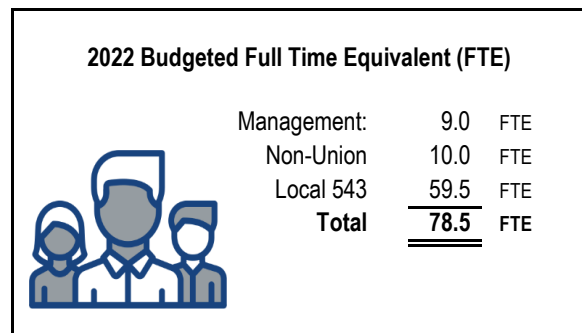
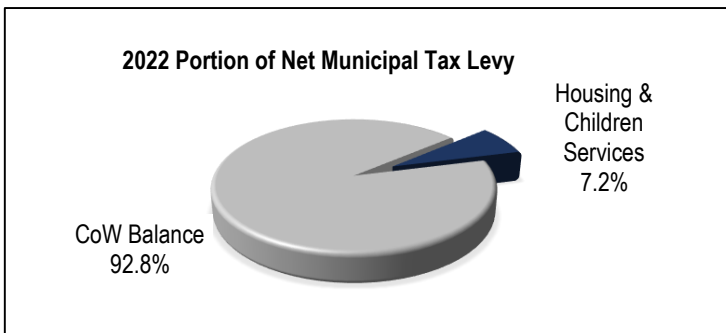
HOUSING & CHILDREN SERVICES

DEPARTMENTAL OVERVIEW

Social Housing administers program requirements and funding for 7,800 units including over 34 social housing providers in Windsor and Essex County. The division administers various programs related to homelessness and works with residents in Emergency Shelters and Housing with Supports Homes to ensure basic needs are met and provides assistance with transition back into the community.

The City of Windsor is the Consolidated Municipal Service Manager (CMSM) for Children's Services in Windsor and Essex County. CMSMs are the designated child care and early years service system managers responsible for planning and managing licensed child care services and EarlyON Child and Family Centres in their communities.

Financial Summary	2019	2020	2021	2022
Annual Revenue Budget	(\$97,771,797)	(\$97,404,344)	(\$91,607,808)	(\$101,618,222)
Annual Expense Budget	\$121,414,027	\$121,172,301	\$116,465,816	\$129,200,728
Annual Net Budget	\$23,642,230	\$23,767,957	\$24,858,008	\$27,582,506
Annual Net Variance	\$50,377	\$1,664,625	\$43,423	(\$1,365,000)
Variance as a % of Gross Budget	0.0%	1.4%	0.0%	(1.1%)



VARIANCE SUMMARY

Description	COVID Variance	NON-COVID Variance	OVERALL Variance
WECHC Additional Expenditures and Revenue Loss	\$0	(\$1,618,000)	(\$1,618,000)
Non-Profit Lower Subsidy Payments	\$0	\$466,000	\$466,000
Federal Block Funding Loss	\$0	(\$568,000)	(\$568,000)
Housing Serv. / WECHC County Rev. Increase	\$0	\$112,000	\$112,000
Housing Services Administration	\$0	\$123,000	\$123,000
Homelessness Prevention Plan (HPP)	\$0	\$0	\$0
Covid-19 Expenditures (Homelessness & Childcare)	\$16,314,000	\$0	\$16,314,000
Covid-19 Revenue (Homelessness & Childcare)	(\$16,314,000)	\$0	(\$16,314,000)
Emergency Preparedness	\$0	\$0	\$0
Children's Services	\$0	\$0	\$0
Pathway to Potential Surplus	\$120,000	\$0	\$120,000
Net Total	\$120,000	(\$1,485,000)	(\$1,365,000)

HOUSING & CHILDREN SERVICES**VARIANCE DESCRIPTION**

The total departmental projected year-end variance is: **(\$1,365,000) Deficit**

As detailed below, a combined year-end City deficit of **(\$1,365,000)** is currently being projected for Housing and Children's Services and Windsor Essex Community Housing Corporation (WECHC).

Housing Services and WECHC combined is projecting a net city deficit of **(\$1,485,000)**. WECHC is projecting a net city subsidy deficit of **(\$1,618,000)** as a result of increased maintenance and unit restoration costs in the portfolio. General Revenue (rent and other income) has increased (vs budget) but this is outweighed by cost increases experienced in maintenance and repairs as a result of both increasing vacancy repairs as well as increased supplier/contractor pricing. WECHC is also seeing an increase in consumption in utilities when compared to previous years.

Adding to this deficit is a net City deficit of **(\$568,000)** due to the loss of Federal Block Funding from the Federal government for both WECHC and Non Profit Housing. Offsetting these deficits is a net city subsidy surplus of **\$466,000** due to lower mandated subsidy payments being required by service providers in 2022, as well as from the reconciliation of service provider fiscal year-end reports. Also offsetting the WECHC subsidy deficit is a projected net city surplus of **\$112,000** due to higher than budgeted County revenue and **\$123,000** due to staff gapping.

The Homelessness Prevention Plan (HPP) budget is not projecting a city variance at this time.

COVID-19 expenditures related to Homelessness and Childcare provincial/federal programs will be fully offset by Federal and Provincial Covid-19 funding to support service providers in continuing to deliver critical services, purchase protective equipment, hire additional staff, enhance cleaning and infection prevention, and increase shelter capacity.

Emergency Preparedness is not projecting a city variance at this time.

Children's Services budget is not projecting a city variance at this time.

Pathway to Potential (P2P) budget is projecting a City surplus of **\$120,000** primarily due to ripple effect of COVID-19 and slow return to pre-COVID under utilization of programs. Even though Recreation has resumed most programs services, the pandemic is bringing a limited number of P2P eligible families to participate in programs leading to a surplus. Pathway to Potential, in partnership with Recreation has launched a media campaign both online and print to ensure families are aware of expanded programming opportunities this summer in addition to Recreation's new Centralized Intake Line which no longer requires residents to apply in-person. This summer, Recreation is expanding access to day camp programming to seven locations and P2P is doubling the number of weeks P2P eligible families can receive the discount rate. Transit Windsor was operating at a reduced service level earlier this year which resulted in lower ridership. In the last few months, Transit has resumed their service level but the demand for affordable bus passes has not returned to pre-pandemic participation. Transit Windsor and P2P are working together to increase awareness of the Affordable Pass Program (APP) through new awareness campaigns. As a result of these campaigns, at this time a year end variance is not being projected. Any P2P Recreation or APP saving being projected in Housing & Children's Services, will be offset by corresponding revenue losses in Recreation and Transit departments.

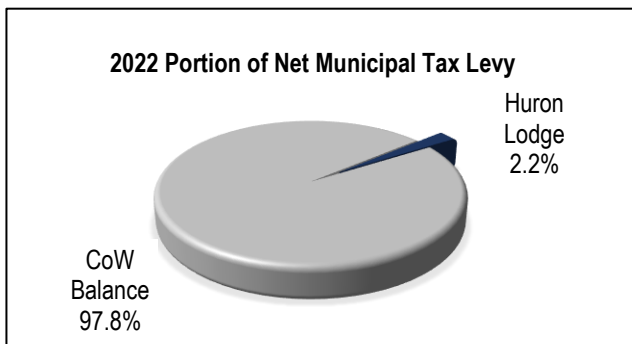
Mitigating Steps - Windsor Essex Community Housing Corporation (WECHC) is currently initiating an Internal Working Group across all departments to determine more efficient methods to deal with the rising cost of unit restorations. A partnership with a local agency is in the pilot phase to assist with unit restoration and lower labour costs. In addition, WECHC is making every effort to work with existing tenancies to avoid evictions that could result in increased turnover costs. Every effort is being made to re-rent vacancies in a timely manner to increase revenue. With respect to the increasing cost of utilities, WECHC is in discussions with a vendor to enroll in a program that will stabilize costs and could result in overall savings in utilities costs.

HURON LODGE


DEPARTMENTAL OVERVIEW

Huron Lodge is a long-term care facility committed to providing compassionate, quality care in a home-like setting for those who require 24-hour nursing and personal care.

Financial Summary	2019	2020	2021	2022
Annual Revenue Budget	(\$16,508,537)	(\$16,950,506)	(\$18,004,118)	(\$18,059,248)
Annual Expense Budget	\$23,995,061	\$24,747,809	\$26,132,683	\$26,521,327
Annual Net Budget	\$7,486,524	\$7,797,303	\$8,128,565	\$8,462,079
Annual Net Variance	\$2,296	\$1,033,330	\$522,202	\$850,000
Variance as a % of Gross Budget	0.0%	4.2%	2.0%	3.2%



2022 Budgeted Full Time Equivalent (FTE)



Management:	9.0	FTE
Non-Union	4.0	FTE
ONA:	23.0	FTE
Local 543	188.7	FTE
Total	224.7	FTE

VARIANCE SUMMARY

Description	COVID Variance	NON-COVID Variance	OVERALL Variance
Ministry of Long-Term Care Funding	\$1,500,000	\$1,900,000	\$3,400,000
Equipment	(\$80,000)	(\$70,000)	(\$150,000)
Accommodation Revenue	(\$100,000)	(\$350,000)	(\$450,000)
Purchased Services	(\$420,000)	(\$80,000)	(\$500,000)
Supplies	(\$400,000)	(\$200,000)	(\$600,000)
Salary	(\$500,000)	(\$350,000)	(\$850,000)
Net Total	\$0	\$850,000	\$850,000

HURON LODGE

VARIANCE DESCRIPTION

The total departmental projected year-end variance is: **\$850,000** **Surplus**

Ministry of Long-Term Care (MLTC) Funding: \$3,400,000

Huron Lodge is expecting to end the year with a surplus in the Ministry of Long-Term Care (MLTC) funding account primarily due to COVID-19 funding in the amount of \$1,500,000 for incremental costs due to the pandemic and \$1,900,000 to increase direct care staffing hours. The MLTC is committing to increase the direct care hours to four hours per resident per day by March 2025. The department will annualize this funding with an increase to the staff establishment as part of the 2023 budget process.

Building Maintenance and Equipment : (\$150,000)

To operate under COVID-19 legislation, the department continuously purchased various types of equipment in response to operating in the pandemic environment. For instance, technology equipment to support virtual family visits as mandated and medical equipment for active screening of all staff, visitors and residents. In order to meet the protocols for infection control, carts and sanitizing stations were also purchased. Larger tables were purchased to facilitate the prescribed 2 metre distance during meal times. Other equipment such as in-room dining trays were also purchased for newly admitted residents and residents experiencing symptoms in order to self-isolate in their own room. Other building maintenance not related to COVID-19 include flooring and air conditioning repairs.

Accommodation Revenue: (\$450,000)

Historically, accommodation rates increase by the consumer price index and occur annually and the department increased the budget accordingly as there was no indication that time the MLTC would defer rate increases. Additionally, there was an overwhelming number of discharged residents and the inability to admit new residents due to the outbreak status of the home in the first and second quarter of 2022. Approximately \$100,000 in the MLTC funding surplus funding may offset a portion of the deficit in this account which was due to COVID-19.

Purchased Services: (\$500,000)

Huron Lodge incurs additional costs for purchased services due to COVID-19. Additional caretaking purchased services for infection prevention and control and security services for COVID-19 testing and adherence activities. Additionally, a wound care nurse purchased service contract has been established in order to increase resident direct care hours and address the immediate need of resident wounds.

Supplies : (\$600,000)

In order to prevent the spread of COVID-19 and adhere to the additional COVID-19 legislation, additional supplies relating to PPE, and sanitizing agents are being purchased in order to protect all staff, residents and visitors of Huron Lodge. Other supplies such as paper products for in-room dining resident who are in isolation. The costs of these supplies was exceptionally high in the first and second quarter due to the outbreak status of the home. Unrelated to COVID-19, vendors have informed Huron Lodge of increases in product prices used in daily operations and this could increase the supplies variance further.

Salary Accounts: (\$850,000)

Salary accounts are projected to end the year with a negative variance of (\$850,000). The deficit in salaries is predominately due to deployed staff from other departments and additional shifts in all divisions at Huron Lodge due to resident need and the COVID-19 pandemic environment. Additional duties have been downloaded to the staff as a result of the COVID-19 pandemic and the implementation of enhanced infection control to prevent the spread of infections requires all personnel assist. Since residents are required to remain 6 feet apart for meals, additional staff are required for serving, feeding, porting residents, monitoring residents in the dining room. The provision of required staffing is ultimately the responsibility of the licensee and homes are legislated to have a staffing plan which addresses the needs of the residents. In recent years, council approved staffing increases through CR634/2020 and CR410/2021 to Huron Lodge's budget totalling \$1,515,000. Through these staffing increases, Huron Lodge is able to keep residents safe, respond to the MLTC directives and maximize the COVID-19 funding.

HURON LODGE

MITIGATING STEPS

The department is actively working with Human Resources to fill the positions that have been in added in recent years in order to use the new Direct Care Funding and meet the targets set out by the province. As part of the 2023 budget, the department will bring forward a budget issue to increase the funding budget and increase the staffing complement in order to meet the next target level set out by the Ministry.

Huron Lodge continues to closely monitor expenses and identify, as much as possible, areas for savings. The process of comparing prices for PPE and other required supplies is ongoing with the support from Purchasing and Facilities. The department uses employees who are on modified duties to the full extent of their capabilities.

At any time, the MLTC may increase restrictions which will likely result in negative variances in various expense categories. Huron Lodge continues to provide the most up-to-date expense data to the MLTC which historically has triggered additional funding beyond the initial cash-flow for COVID-19 funding.

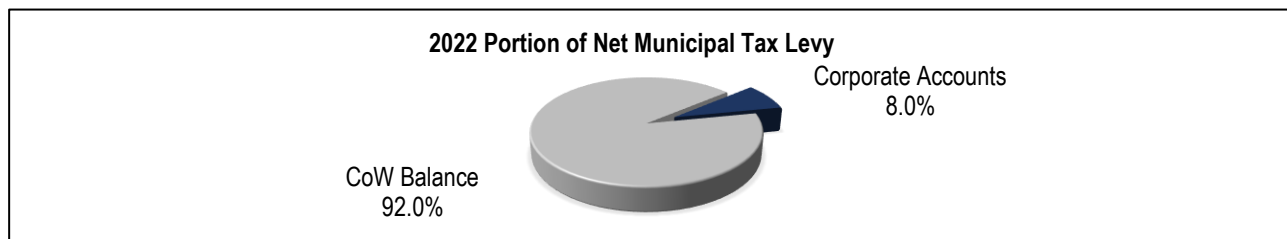
As part of the 2022 budget process, Huron Lodge identified additional expenditures totalling \$2,402,002 in COVID-19 related costs of which \$2,150,002 were additional temporary staffing dollars required to care for the residents in the pandemic environment with the legislative requirements set by the MLTC in the absence of funding commitments from the MLTC.

CORPORATE ACCOUNTS

DEPARTMENTAL OVERVIEW

The Corporate Accounts encompass a number of financial revenue and expense accounts which are not directly attributable to specific departments of the Corporation. The budgets contained in this section relate to expenditures incurred or revenues generated that impact on the Corporation as a whole as opposed to a specific department.

Financial Summary	2019	2020	2021	2022
Annual Revenue Budget	(\$216,031,073)	(\$217,748,697)	(\$131,127,456)	(\$137,121,971)
Annual Expense Budget	\$237,806,759	\$242,097,940	\$162,129,721	\$167,712,718
Annual Net Budget	\$21,775,686	\$24,349,243	\$31,002,265	\$30,590,747
Annual Net Variance	\$1,682,005	\$3,648,165	\$2,491,934	(\$3,480,000)
Variance as a % of Gross Budget	0.7%	1.5%	1.5%	(2.1%)



VARIANCE SUMMARY

Description	COVID Variance	NON-COVID Variance	OVERALL Variance
OLG Casino Revenue	(\$1,900,000)	\$0	(\$1,900,000)
YQG & Windsor-Detroit Tunnel Dividends	(\$2,000,000)	\$0	(\$2,000,000)
Property Tax Levy	\$0	(\$75,000)	(\$75,000)
Corporate Salary & Wage Provision	\$0	\$1,000,000	\$1,000,000
Corporate Utilities	\$0	(\$420,000)	(\$420,000)
Other Miscellaneous	\$0	(\$85,000)	(\$85,000)
Net Total	(\$3,900,000)	\$420,000	(\$3,480,000)

CORPORATE ACCOUNTS

VARIANCE DESCRIPTION

The total departmental projected year-end variance is: **(\$3,480,000)** *Deficit*

OLGC Casino Revenue: (\$1,900,000)

Based on an analysis of the first quarter payments, a 2022 year end deficit of approximately (\$1,900,000) is projected in Casino revenues as Caesars Windsor's post covid recovery continues to ramp up in 2022. This estimate takes into consideration a steady improvement in revenue as the year progresses.

YQG and Windsor Detroit Border Link Dividends: (\$2,000,000)

Cross border and air travel have been severely restricted during the pandemic and its recovery stage, resulting in significant revenue losses for tunnel tolls and airport operations. As the recovery period is ongoing, it is anticipated that the \$2 Million in dividends received from these entities will not be realized in 2022.

Property Tax Levy: (\$75,000)

A year-end deficit of approximately (\$75,000) is projected in the Institutional Levy due to Heads & Beds

Corporate Salary & Wage Provision: \$1,000,000

The Corporate Provision account is projected to end the year with a surplus of approximately \$1,000,000. This budget contains provisions for JJE, unanticipated WSIB costs, an overtime provision for eligible non-union members, and a general contingency provision. This account contains provisions and accruals for various collective agreements that have been updated to reflect expected costs for the current year. It should be noted that the surplus in this account is offset by various deficits experienced across various line items in departmental budgets.

Corporate Utilities: (\$420,000)

A Projected deficit of (\$420,000) related to Corporate Utilities is being driven by a combination of the return to pre-pandemic consumption levels and rate pressures.

Electricity: (\$300,000)

A Projected deficit of (\$300,000) in Electricity is being driven by the return to pre-pandemic consumption levels.

Water: (\$340,000)

A Projected deficit of (\$340,000) in Water is being driven by the return to pre-pandemic consumption levels and rate pressures

Natural Gas: (\$280,000)

A Projected deficit of (\$280,000) in Natural is being driven by the return to pre-pandemic consumption levels and rate pressures

District Energy: \$500,000

A projected surplus of \$500,000 in District Energy is being driven by higher budgeted rates vs YTD actuals rates

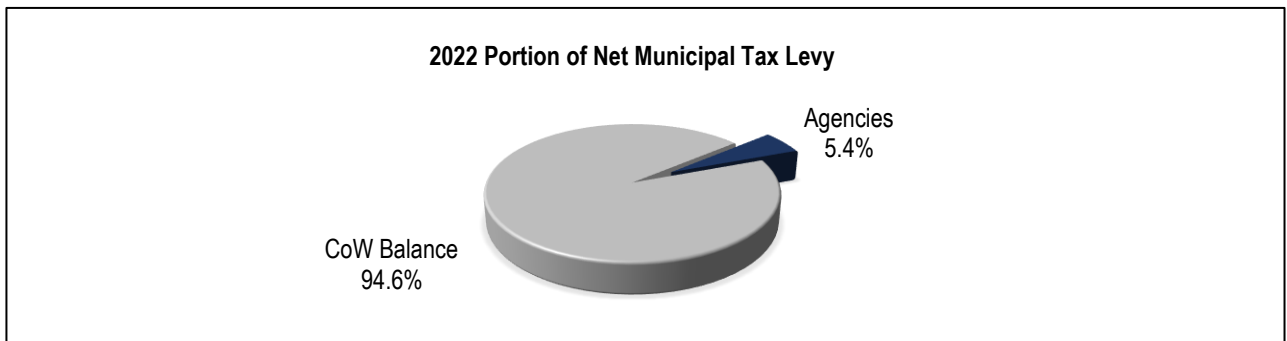
Other Miscellaneous: (\$85,000)

A year-end deficit of approximately (\$85,000) is being projected in Other Miscellaneous items within the Corporate Accounts budget.

AGENCIES

DEPARTMENTAL OVERVIEW

Financial Summary	2019	2020	2021	2022
Annual Revenue Budget	(\$100,598)	(\$100,598)	(\$100,598)	(\$100,598)
Annual Expense Budget	\$19,420,107	\$19,996,396	\$20,558,892	\$20,858,415
Annual Net Budget	\$19,319,509	\$19,895,798	\$20,458,294	\$20,757,817
Annual Net Variance	\$376,627	\$1,056,508	\$167,535	\$94,000
Variance as a % of Gross Budget	1.9%	5.3%	0.8%	0.5%



VARIANCE SUMMARY

Description	COVID Variance	NON-COVID Variance	OVERALL Variance
EMS / Land Ambulance	\$0	\$96,000	\$96,000
Essex Region Conservation Authority	\$0	(\$2,000)	(\$2,000)
Net Total	\$0	\$94,000	\$94,000

VARIANCE DESCRIPTION

The total departmental projected year-end variance is: **\$94,000** *Surplus*

EMS / Land Ambulance: \$96,000 Surplus

A projected year-end surplus of \$96,000 is anticipated as this represents the City's share of the 2021 adjustment resulting from an increase in Provincial funding. .

Essex Region Conservation Authority (ERCA): (\$2,000) Deficit

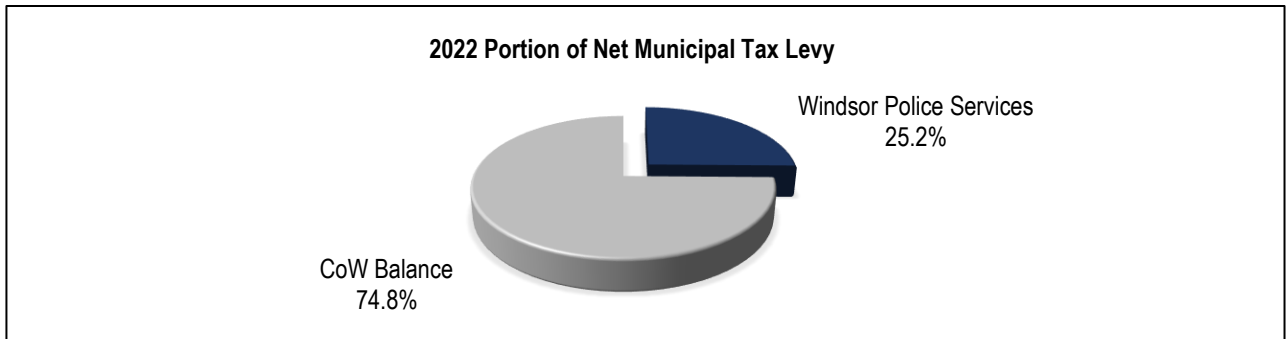
The Essex Region Conservation Authority's budget was approved subsequent to the City's budget being approved and will result in a (\$2,000) deficit.

WINDSOR POLICE SERVICES

DEPARTMENTAL OVERVIEW

The Windsor Police Service (WPS) provides crime prevention, law enforcement, assistance to victims of crime, public order maintenance and emergency response. WPS operates in accordance with principles that ensure the safety and security of all persons and property, safeguarding the fundamental rights guaranteed by the Canadian Charter of Rights and Freedoms and the Human Rights Code.

Financial Summary	2019	2020	2021	2022
Annual Revenue Budget	(\$17,775,338)	(\$17,364,207)	(\$17,384,673)	(\$18,042,140)
Annual Expense Budget	\$106,512,992	\$109,490,813	\$111,317,082	\$115,019,577
Annual Net Budget	\$88,737,654	\$92,126,606	\$93,932,409	\$96,977,437
Annual Net Variance	(\$480,124)	\$571,091	\$1,530,708	(\$4,250,000)
Variance as a % of Gross Budget	(0.5%)	0.5%	1.4%	(3.7%)



VARIANCE SUMMARY

Description	COVID Variance	NON-COVID Variance	OVERALL Variance
Windsor Police Services	(\$4,700,000)	\$450,000	(\$4,250,000)
Net Total	(\$4,700,000)	\$450,000	(\$4,250,000)

VARIANCE DESCRIPTION

The total departmental projected year-end variance is: **(\$4,250,000)** **Deficit**

Revenues:

A one-time increase in CSP grant funding will provide a \$450K grant revenue surplus during 2022.

Expenses:

The WPS incurred \$4.7M in unforeseen expenditures to respond to the Ambassador Bridge blockade situation.

BUILDING PERMIT RESERVE

VARIANCE SUMMARY

Description	COVID Variance	NON-COVID Variance	OVERALL Variance
Staff Gapping	\$0	\$245,000	\$245,000
Permit Revenue Surplus	\$0	\$5,000,000	\$5,000,000
Surplus From Miscellaneous Expenses	\$0	(\$34,000)	(\$34,000)
Indirect Costs	\$0	(\$490,000)	(\$490,000)
Net Total	\$0	\$4,721,000	\$4,721,000

VARIANCE DESCRIPTION

The total departmental projected year-end variance is: **\$4,721,000** **Surplus**

Administration of the Building Department is expecting an operating surplus of approximately \$5,211,000 within the Building Services portion of the budget (direct costs). However, after the allocation of indirect costs (beyond Building Services control) expected for the year totalling \$490,000, the overall transfer from the building permit reserve is anticipated to be a net surplus of approximately \$4,721,000. The surplus transfer will go towards the Building Reserve fund that currently has a balance of \$1,005,463. After the transfer, the Building Reserve Fund's new balance should have a surplus of approximately \$5,726,463.

Staff Gapping: \$245,000

Staff gapping dollars contributed significantly to the operating surplus portion of the variance due to the delayed hiring of several positions and staff turnover that the department has been experiencing so far this year.

Permit Revenue: \$5,000,000

Building permit revenue is expected to be in a surplus position of \$5,000,000 by the end of the year. This is mainly due to the large building construction projects that the Building Department is currently processing and are being anticipated by the end of the year.

Miscellaneous Expenses: (\$34,000)

The anticipated deficit in Miscellaneous expenses is mainly due to the bank service processing fees which will be related to the higher than budgeted Permit revenue.

MITIGATING STEPS

Administration will be making concerted efforts to hold the line where possible on discretionary spending within its control including delayed staff recruitments and striving to maintain a respectable and safe level of service as well as a safe community.

ON-OFF STREET PARKING RESERVE

VARIANCE SUMMARY

Description	COVID Variance	NON-COVID Variance	OVERALL Variance
Salary Gapping - Wages and Fringe	\$0	\$146,000	\$146,000
Miscellaneous Operating Supplies and Services	(\$10,000)	\$0	(\$10,000)
Revenue - Daily, Monthly	(\$715,000)	\$0	(\$715,000)
Net Total	(\$725,000)	\$146,000	(\$579,000)

VARIANCE DESCRIPTION

The total departmental projected year-end variance is: **(\$579,000)** *Deficit*

Budgeted Transfer to Reserve	Actual Transfer to Reserve	Year-End Surplus
\$1,120,812	\$1,266,812	\$146,000

The On-Off Street Parking Division is projecting an overall deficit for 2022 of (\$579,000). The projected deficit is the net of all surpluses and deficits expected for the year related to salary gapping, miscellaneous operating supplies and services, and revenue. Due to the ongoing pandemic, a deficit of (\$10,000) is expected related to the purchase of additional security services for Public Works Headquarters; and a deficit of (\$715,000) is expected related to hourly parking revenue from all sources.

As part of the 2022 Operating Budget development, preliminary projections for anticipated losses in parking revenue were developed, resulting in an expected COVID impact of (\$715,000) for 2022. As of May 2022, the projected hourly parking revenue shortfall is expected to be inline with the projection completed during the 2022 budget development at (\$715,000).

An overall surplus of \$146,000 for wages and fringe is expected related to salary gapping due to vacancies in 2022 not attributable to the ongoing pandemic.

MITIGATING STEPS

The majority of the variance issue in the On-Off Street Parking Division is directly related to the ongoing pandemic

SEWER SURCHARGE RESERVE

VARIANCE SUMMARY

Description	COVID Variance	NON-COVID Variance	OVERALL Variance
PW Operations			
Salary & Wages	\$0	\$492,000	\$492,000
Sub-Total: PW Operations	\$0	\$492,000	\$492,000
Pollution Control			
Vehicle Rental - Internal	\$0	(\$16,000)	(\$16,000)
Utilities	\$0	(\$200,000)	(\$200,000)
Synagro Contract	\$0	(\$250,000)	(\$250,000)
Sub-Total: Pollution Control	\$0	(\$466,000)	(\$466,000)
Net Total	\$0	\$26,000	\$26,000

VARIANCE DESCRIPTION

The total departmental projected year-end variance is: **\$26,000** *Surplus*

PW Operations

Public Works Operations is anticipating an overall surplus of \$492,000 related to their Sewer Surcharge funded operations for 2022. This is due to salary, wage, and fringe benefits as a result of vacancies causing gapping.

Pollution Control

Pollution Control is reporting an estimated deficit of (\$466,000) from its Sewer Surcharge funded operations.

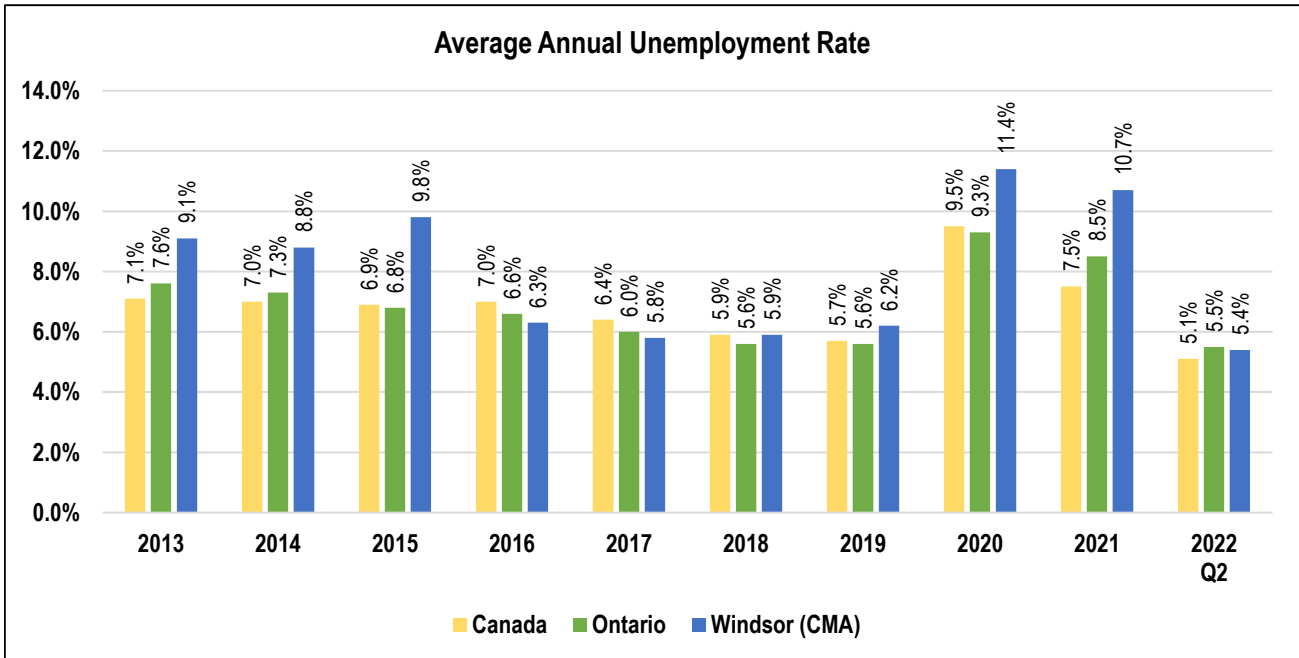
Key Highlights:

- The department is estimating a deficit of (\$16,000) in Vehicle Rental Expense, which is due to an increased number of vehicles needed in order to comply with COVID-19 safety procedures and social distancing. This is an internal expense with the offsetting revenue for these additional vehicle rentals being captured in Fleet.
- The department is also reporting an estimated deficit of (\$200,000) in Utilities. This deficit is related to the Pelletizer Facility and an increase use of natural gas and a higher rate for utilities than what was originally anticipated.
- A further anticipated deficit of (\$250,000) is expected to occur as a result of the contract with Synagro. This is due to the current year's rising inflation. A budget issue will be considered during the 2023 Operating Budget development for this anticipated increase.

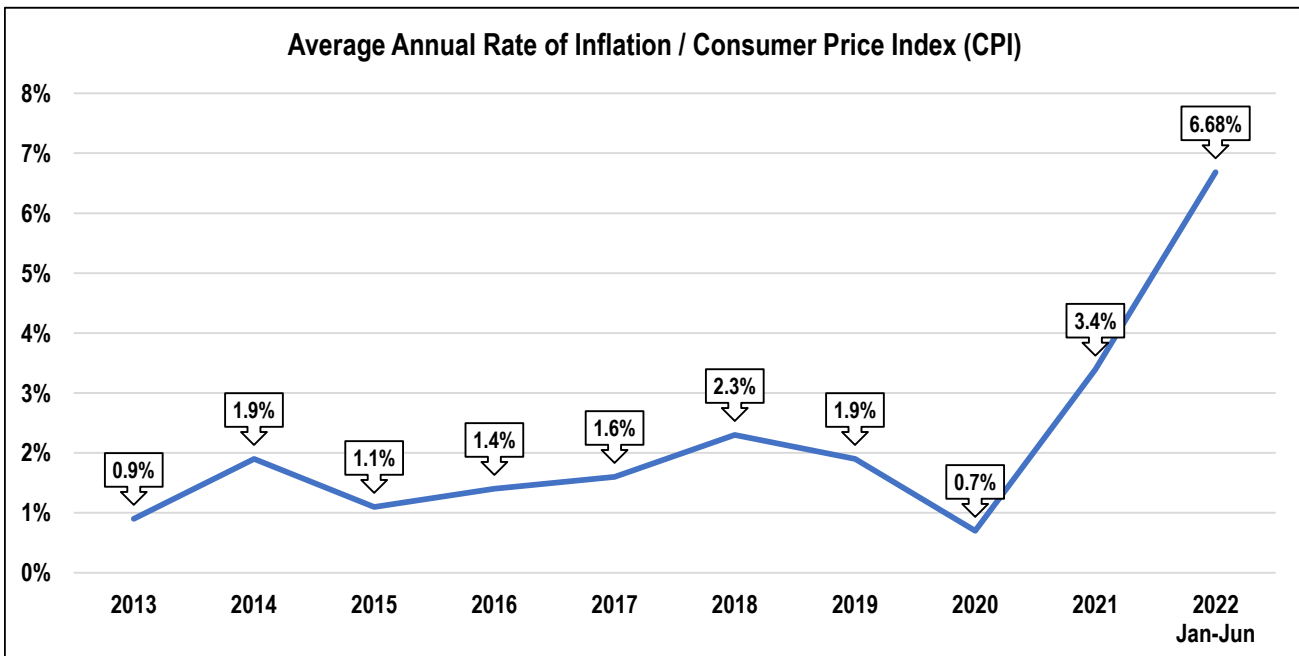
Other Sewer Surcharge Related Items

Other Sewer Surcharge-related revenue and expenses, at this time, are anticipated to be on budget for 2022. As it is very early in the billing cycle there is insufficient data to project out any potential revenue variances at this time. There is a risk that a change in consumption patterns could further impact revenue, but it is too early in the year to determine what this impact could be. Revenue and expenses will continue to be assessed and appropriate adjustments will continue to be made throughout the year.

ECONOMIC STATISTICS

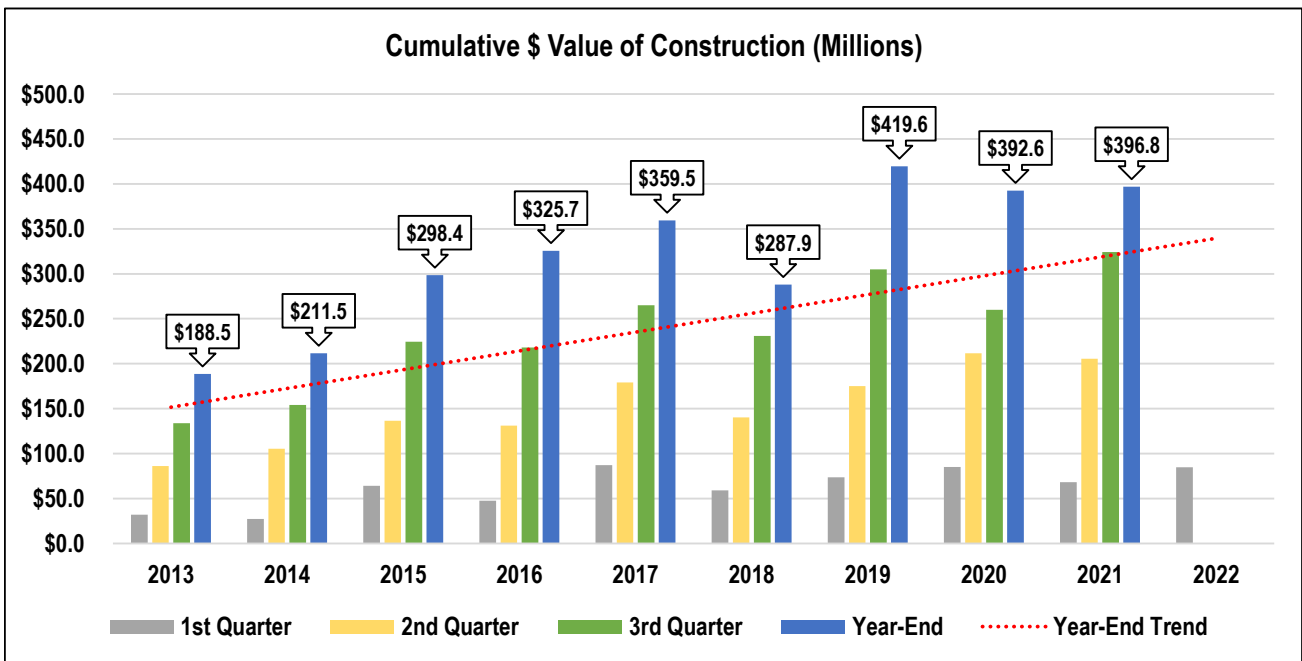
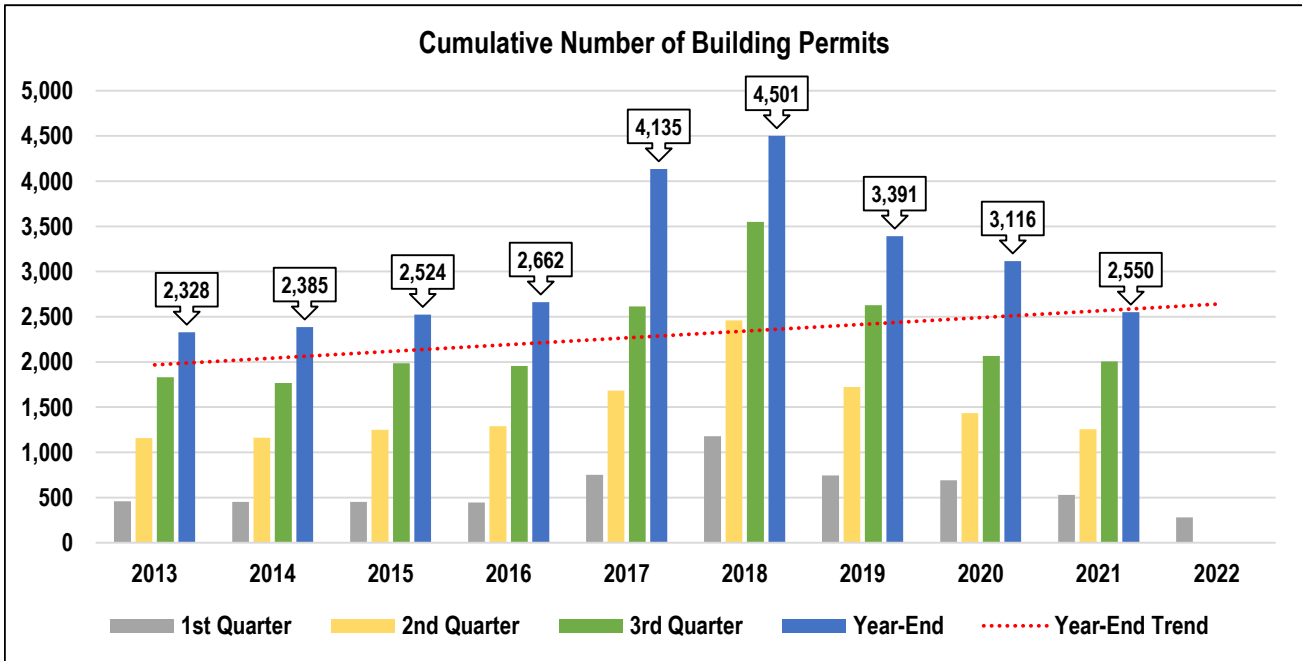


Source: Statistics Canada (3-Month Moving Average, Unadjusted)

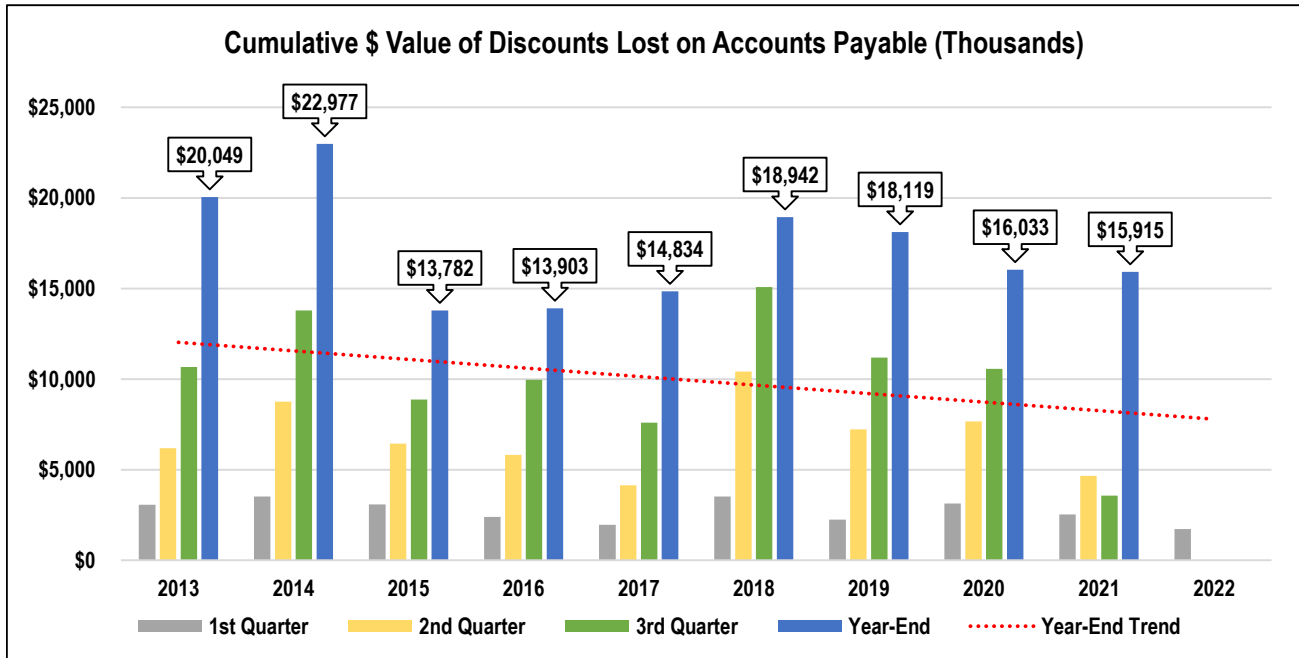


Source: Statistics Canada (All Items, Unadjusted)

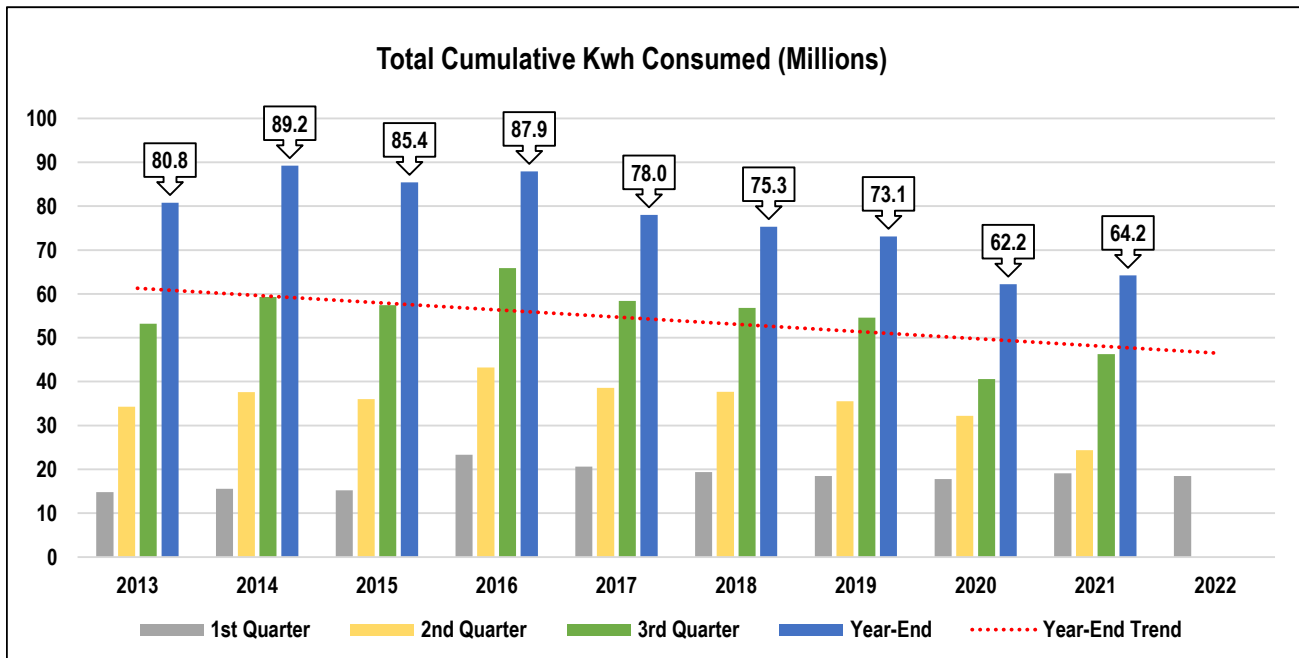
BUILDING SERVICES



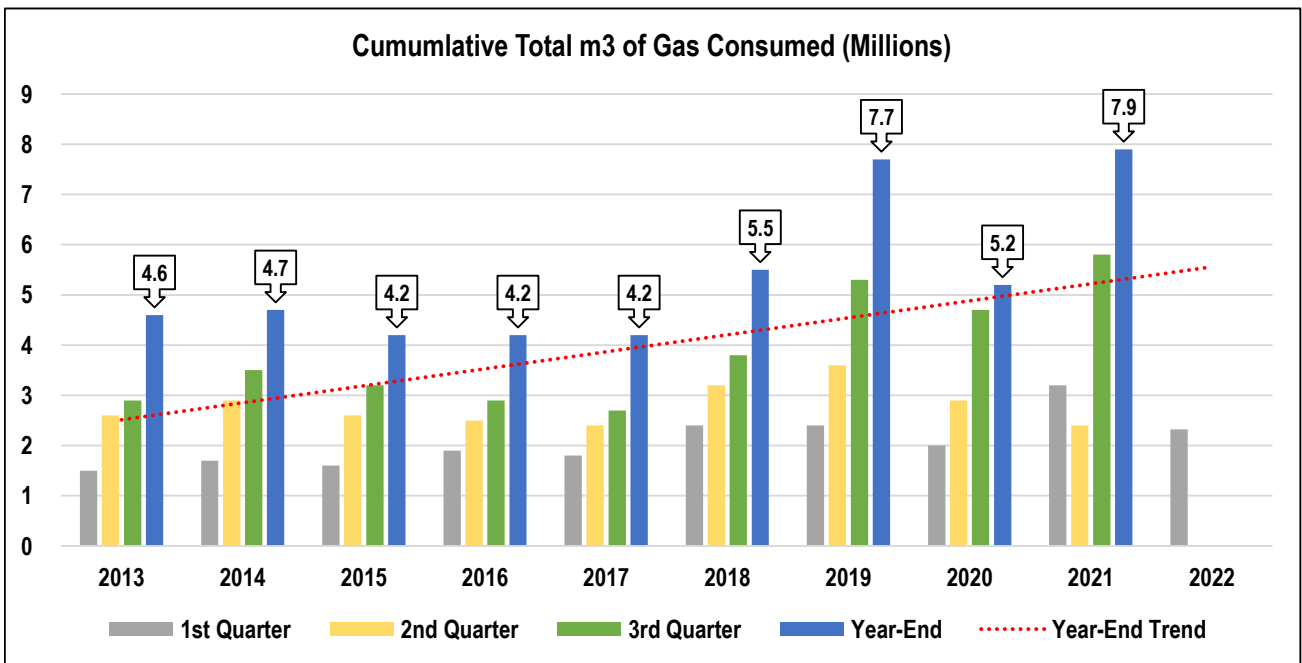
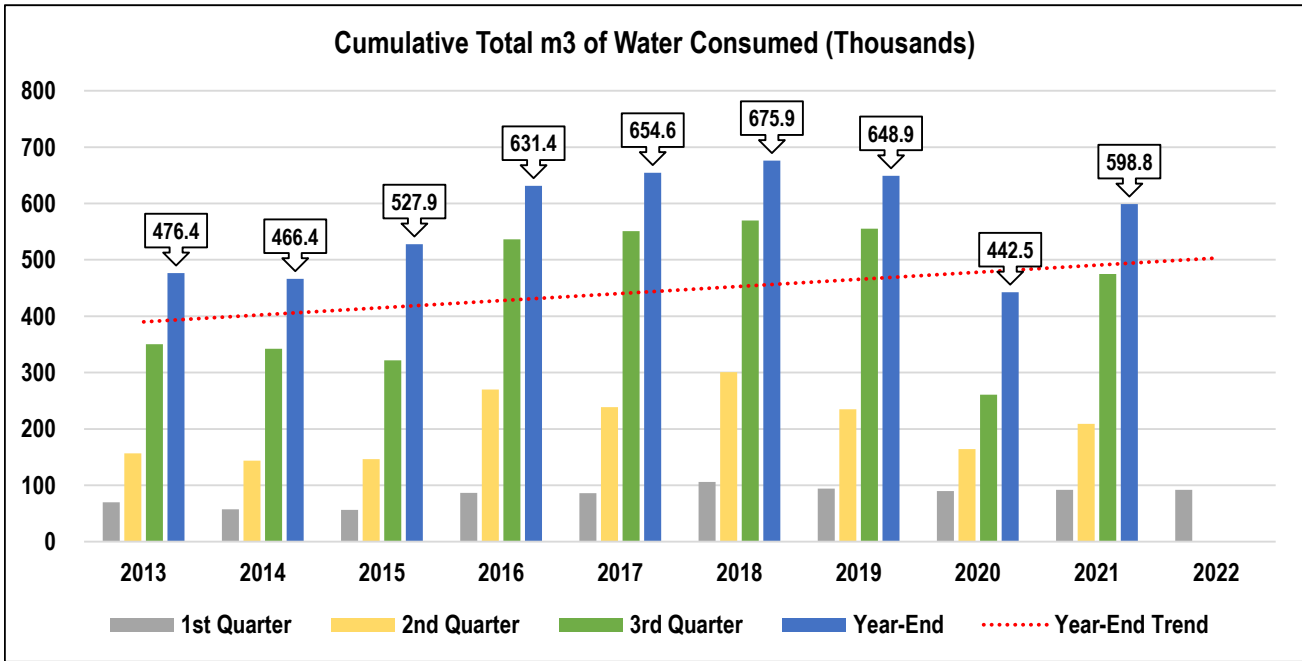
ACCOUNTING



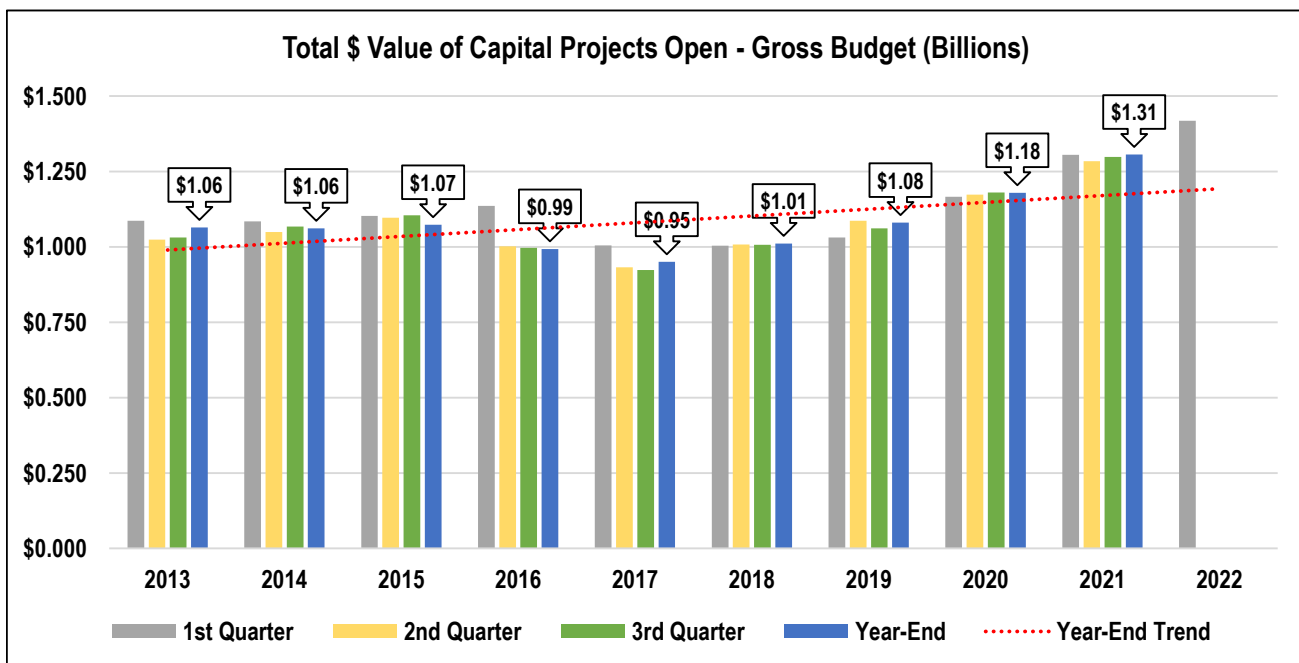
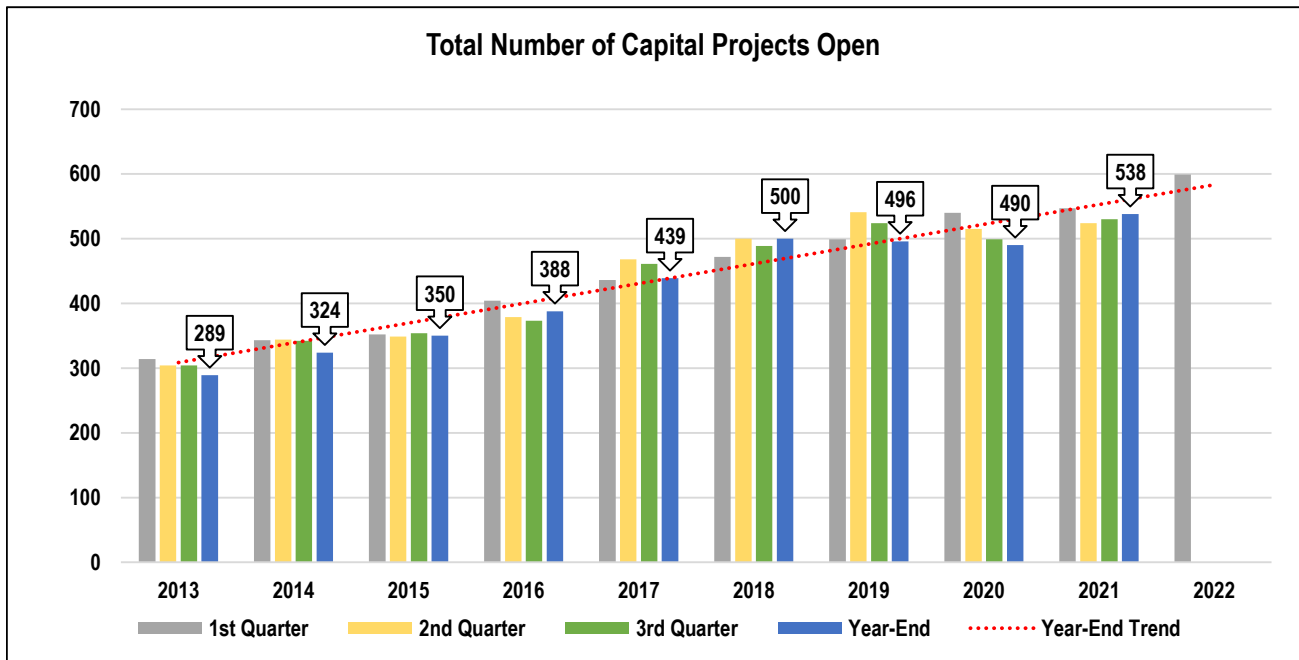
ASSET PLANNING



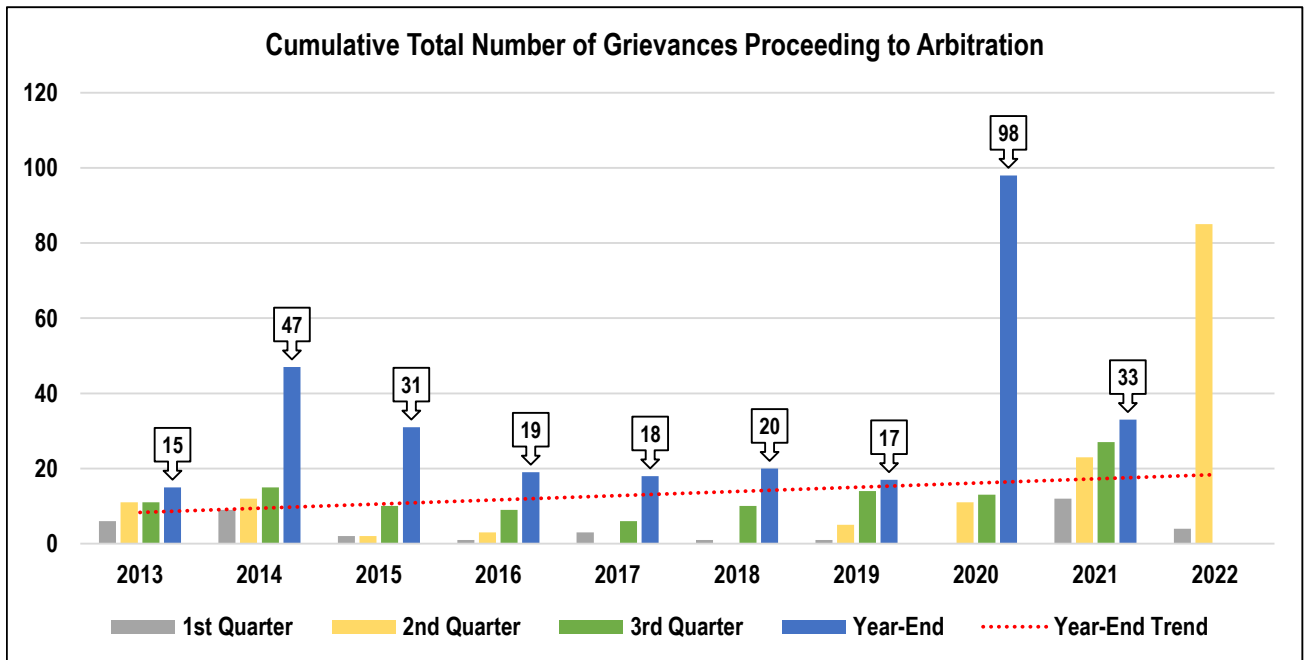
ASSET PLANNING



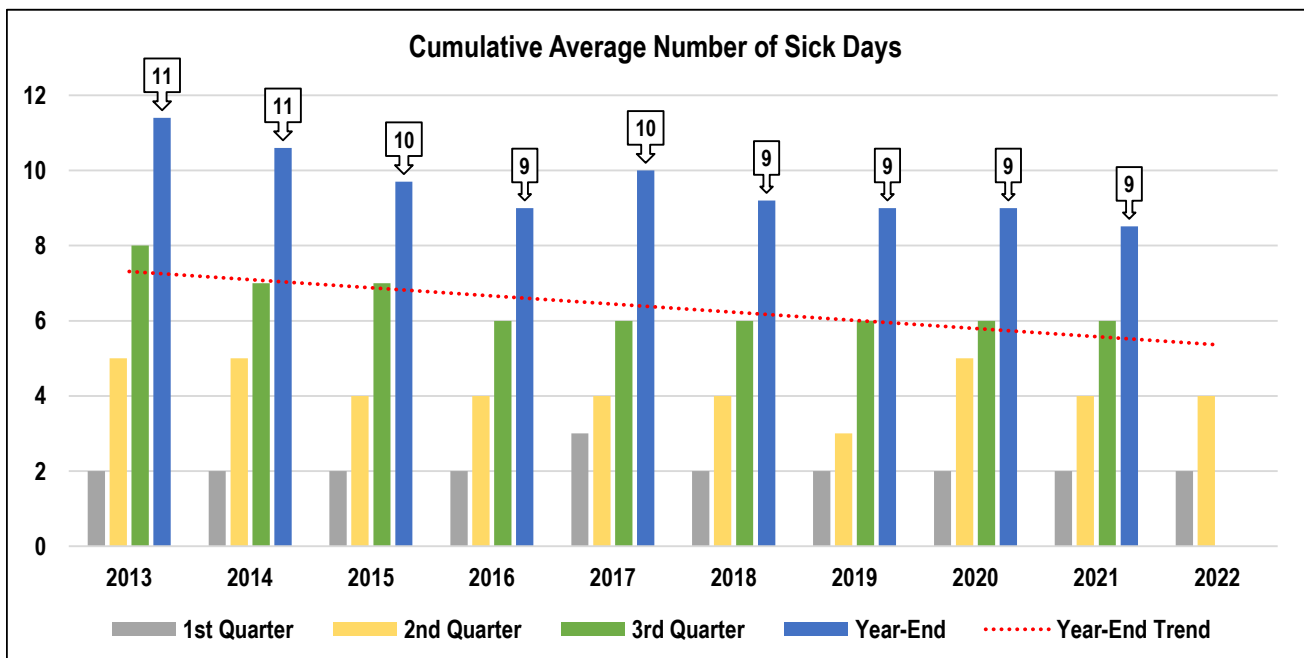
ASSET PLANNING



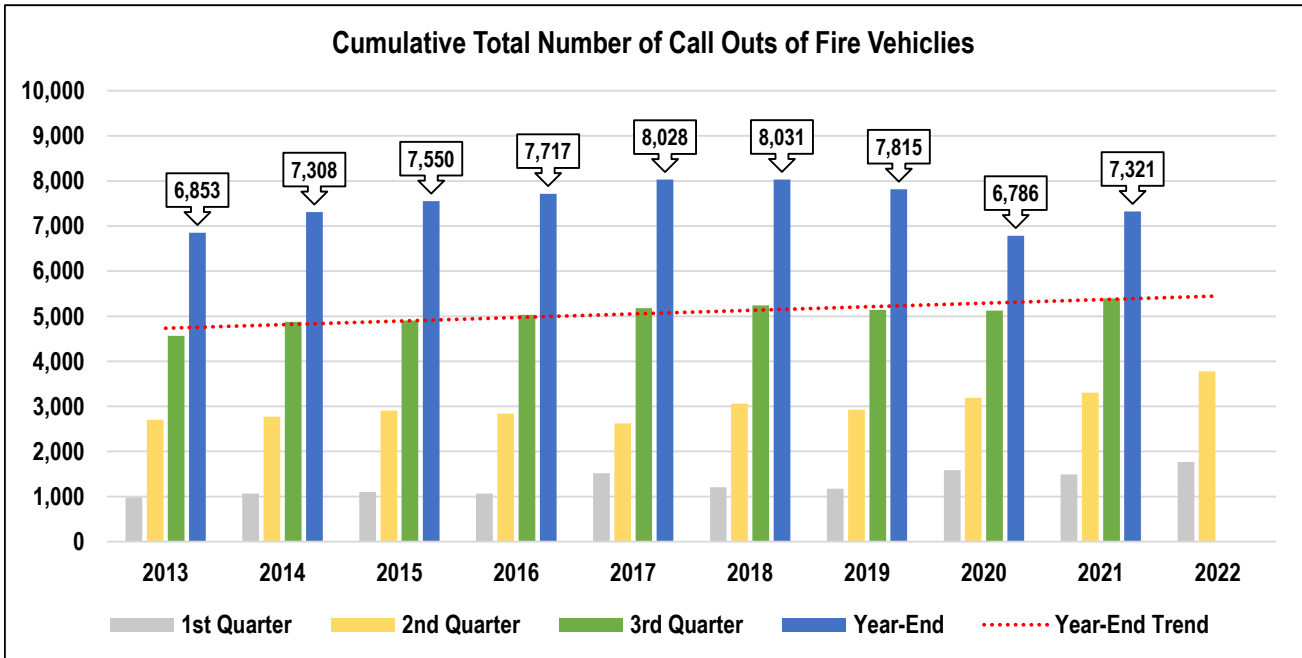
HUMAN RESOURCES



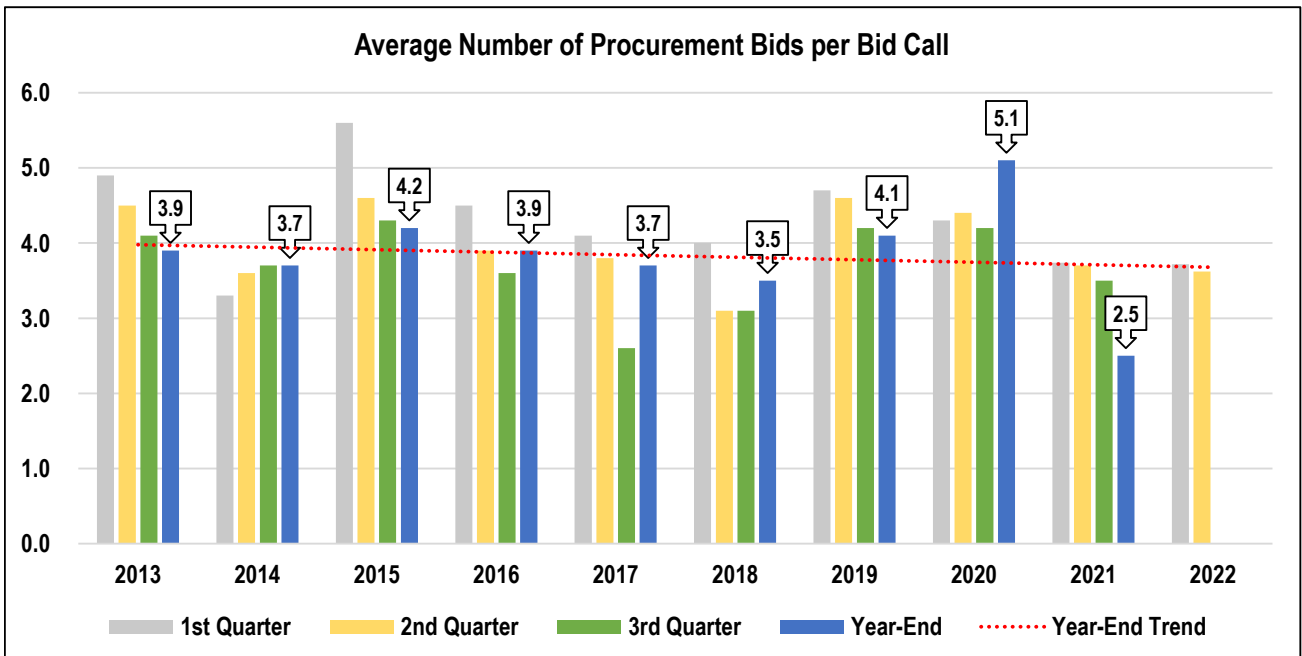
Note: In 2020, 64 of 98 grievances are attributed to Transit Windsor.



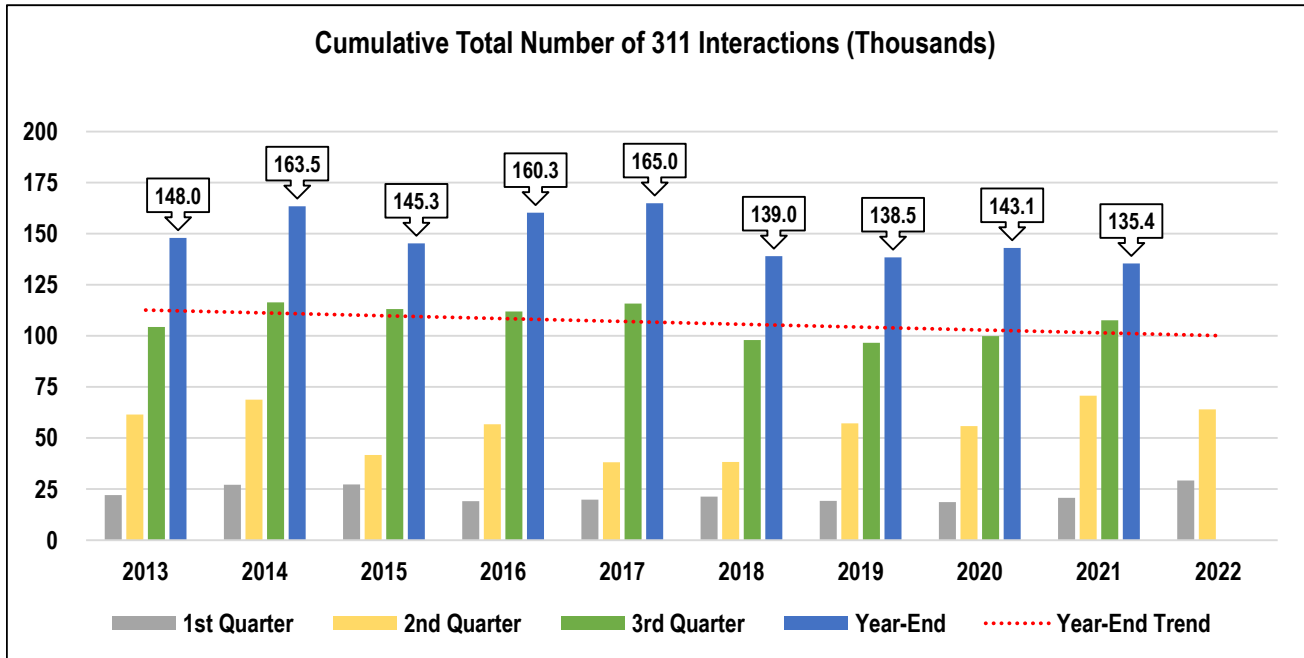
FIRE & RESCUE



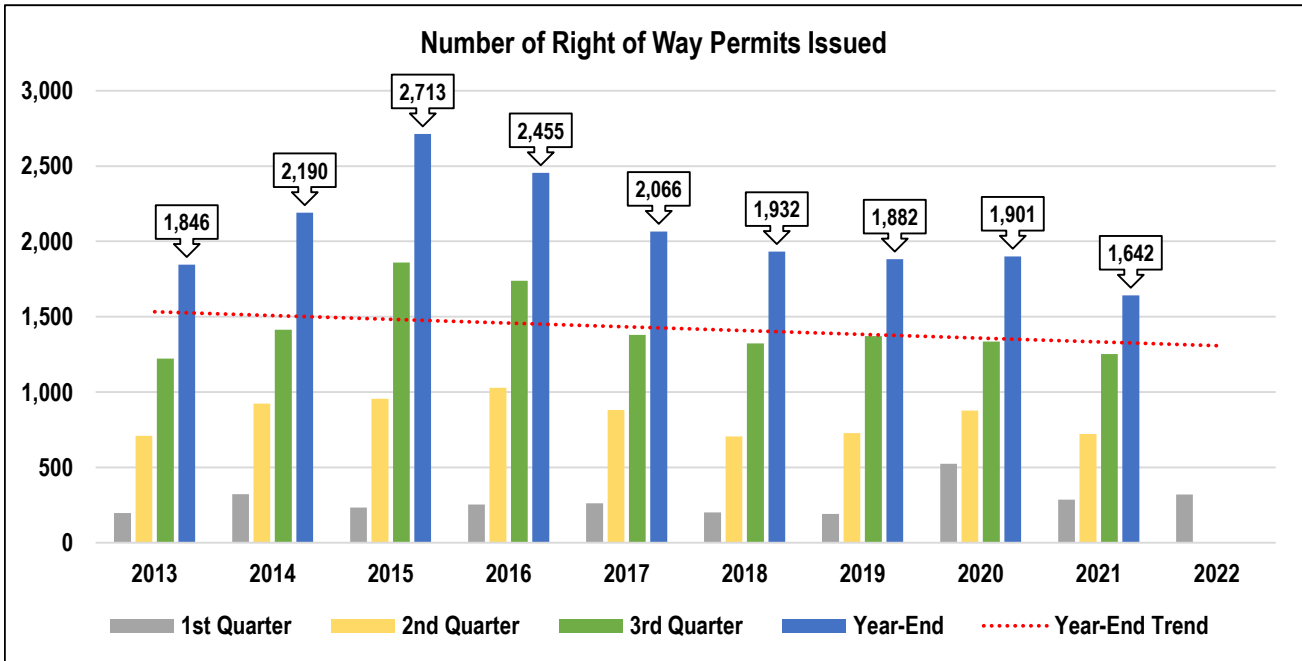
PURCHASING, RISK & POA



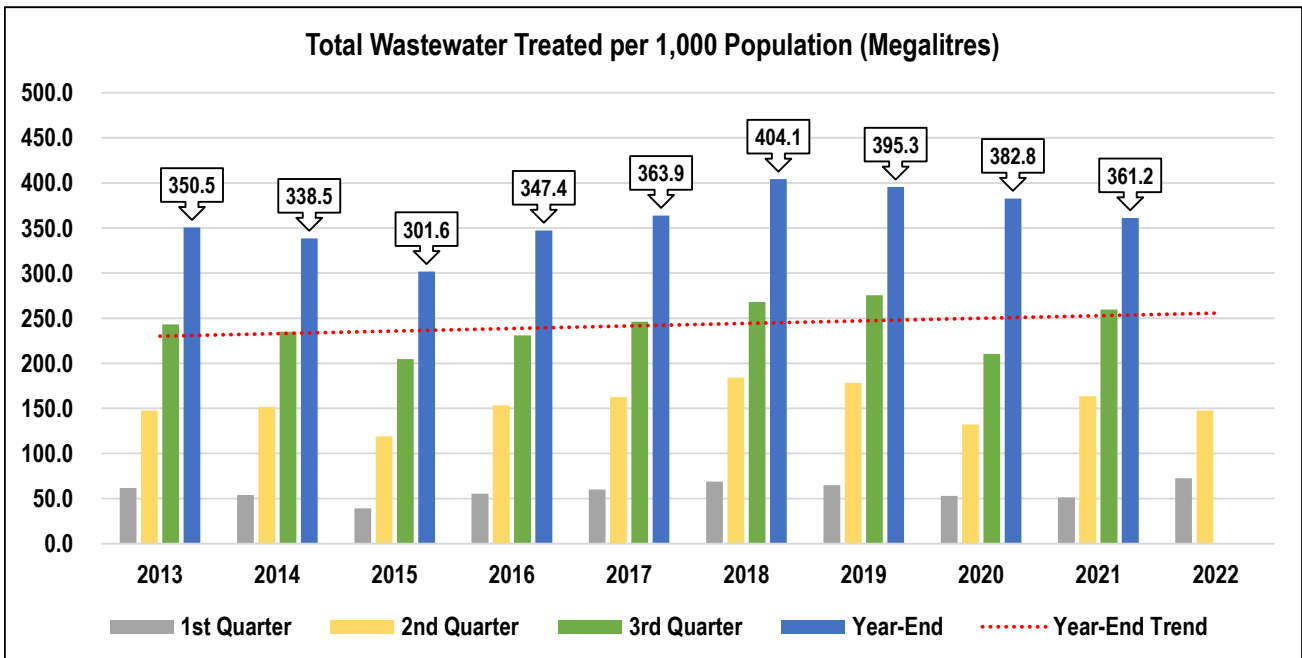
COMMUNICATIONS



ENGINEERING

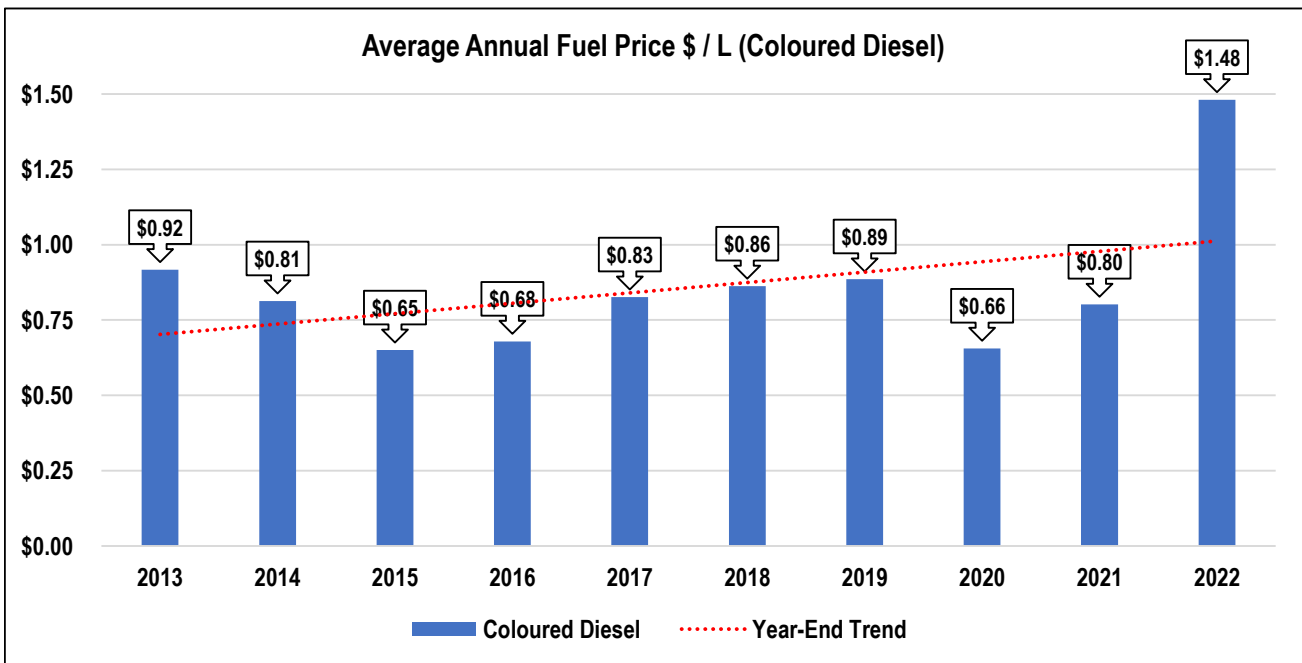
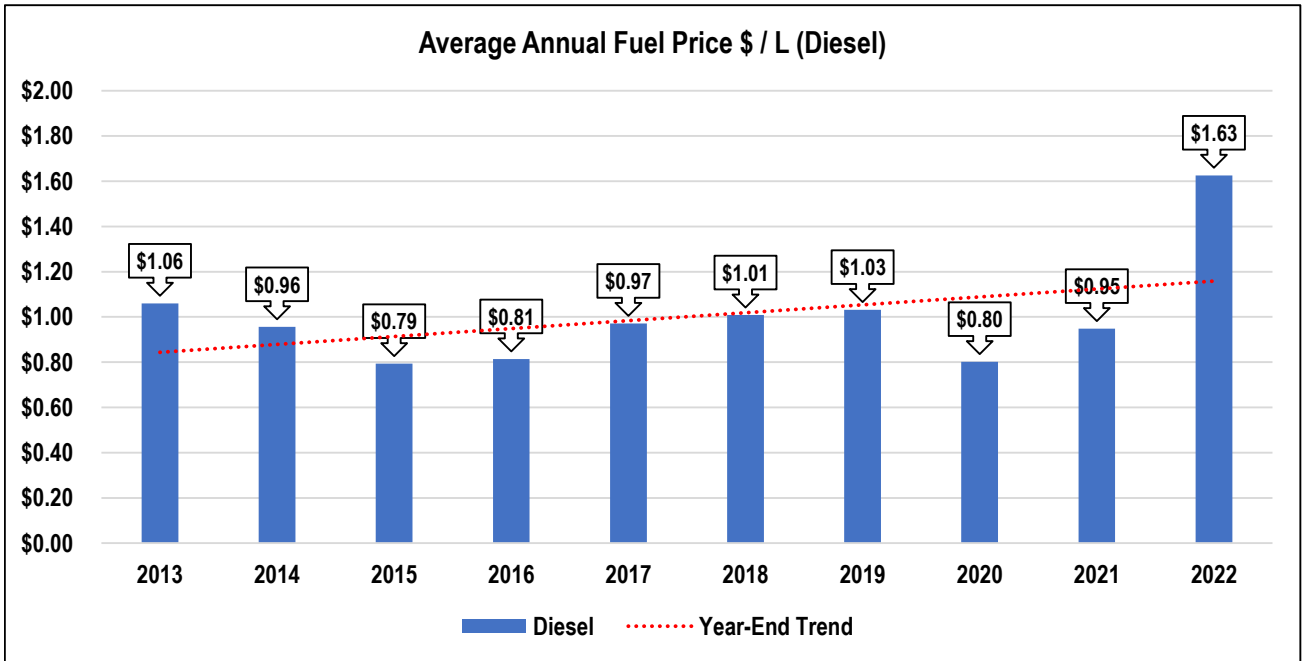


POLLUTION CONTROL

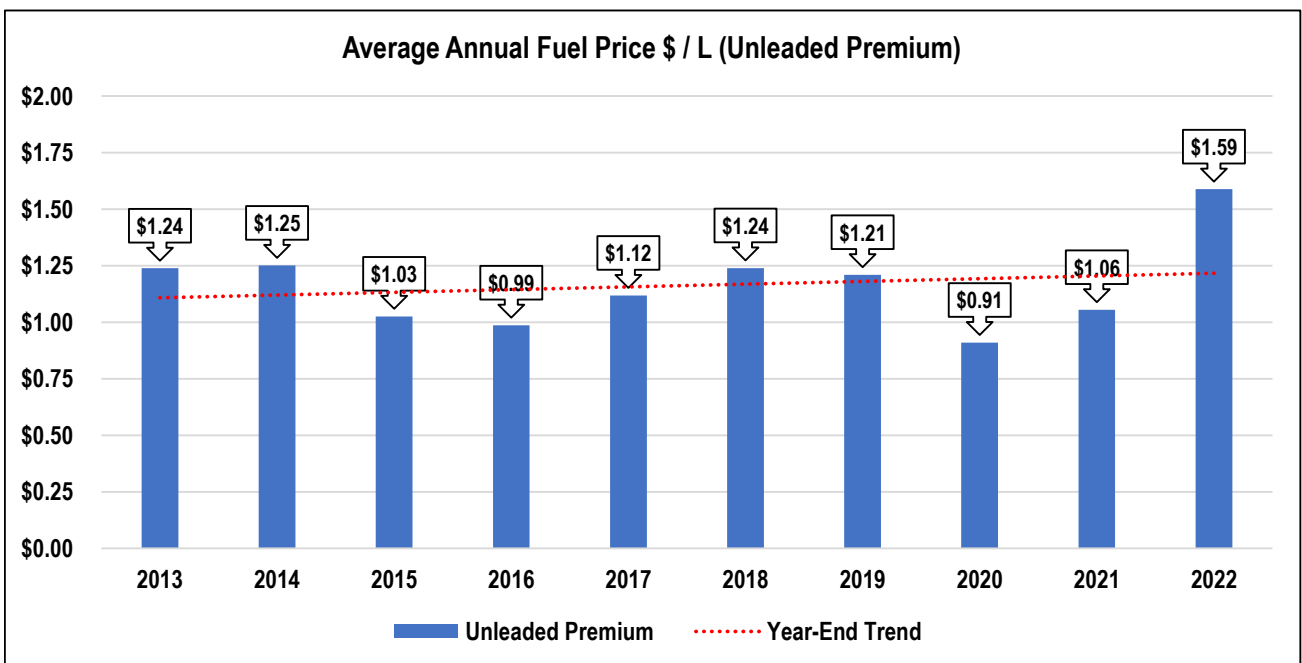
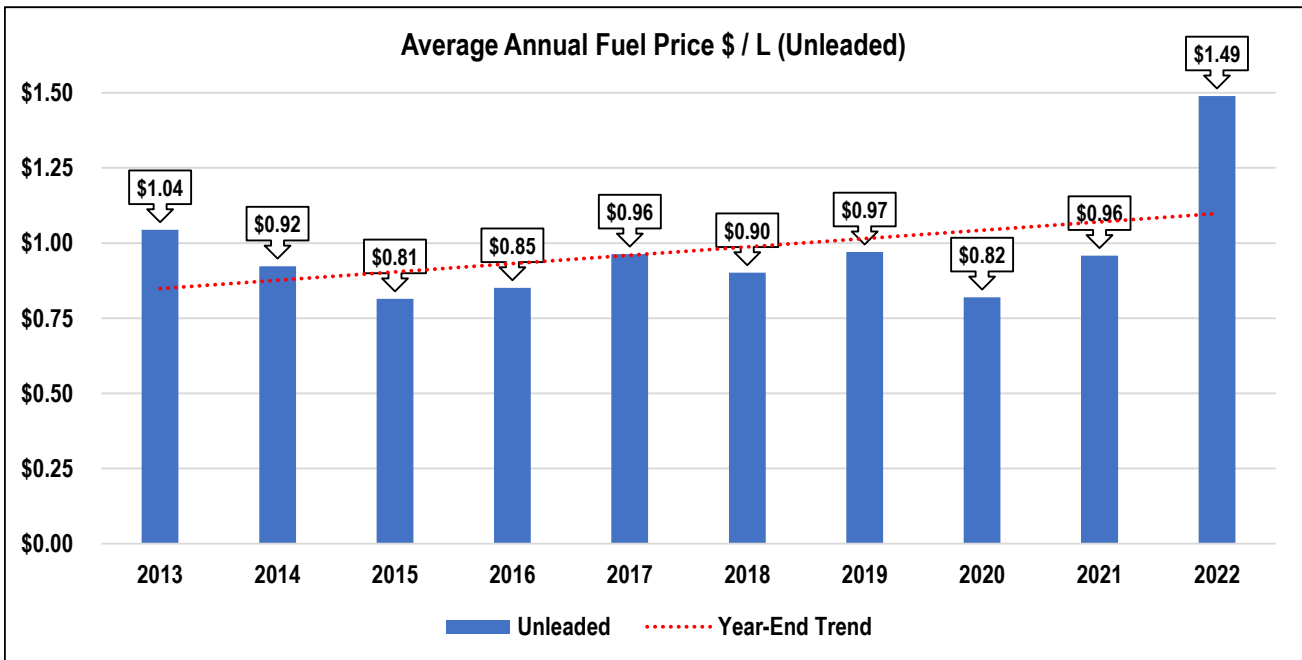


Fluctuations are partially due to changes in precipitation patterns as additional water is treated during heavy storms due to combined sewers.

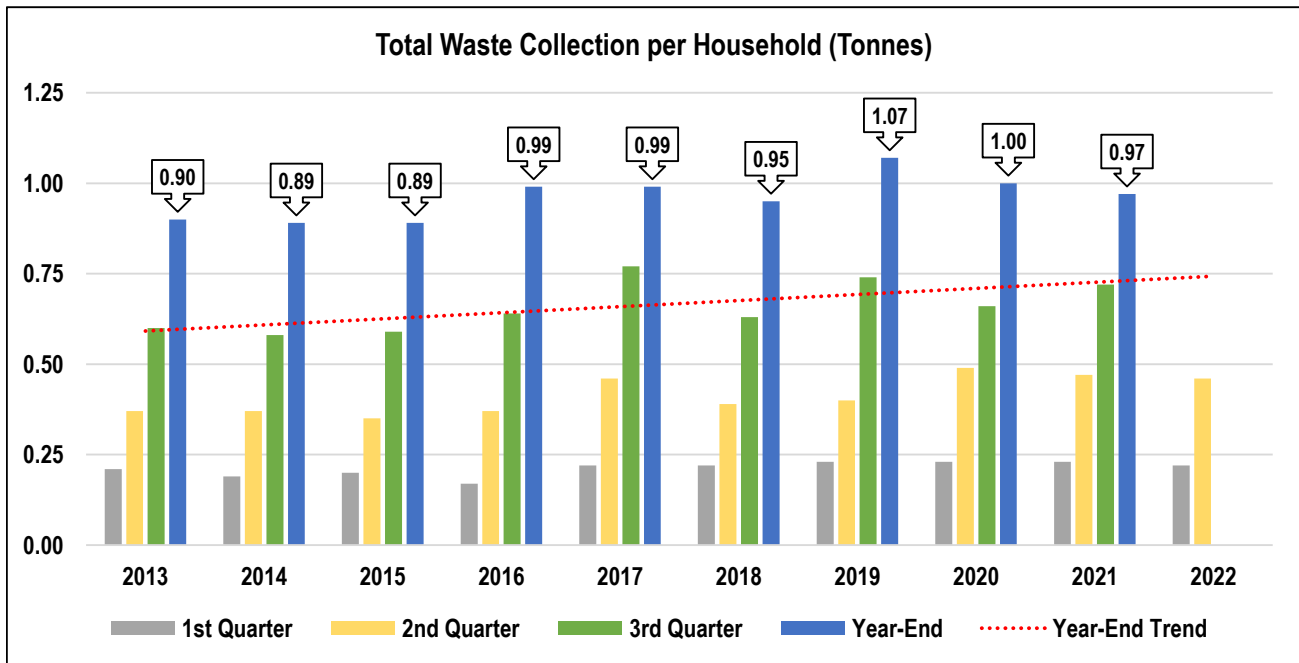
PUBLIC WORKS



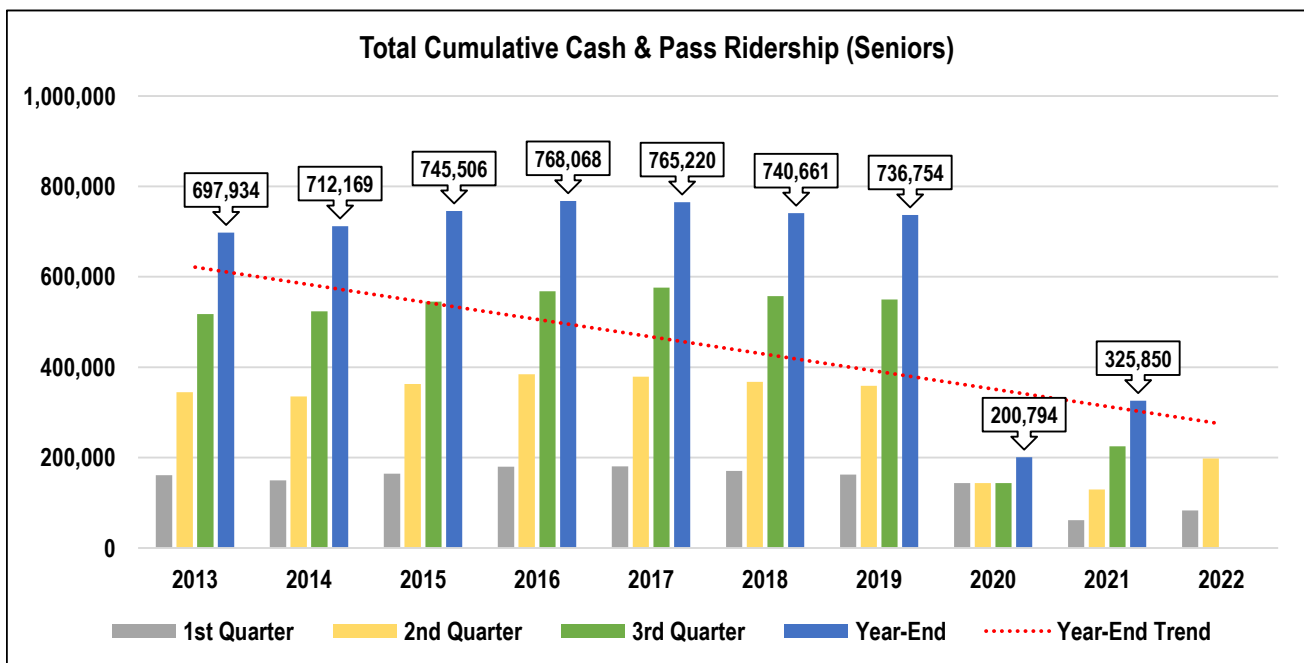
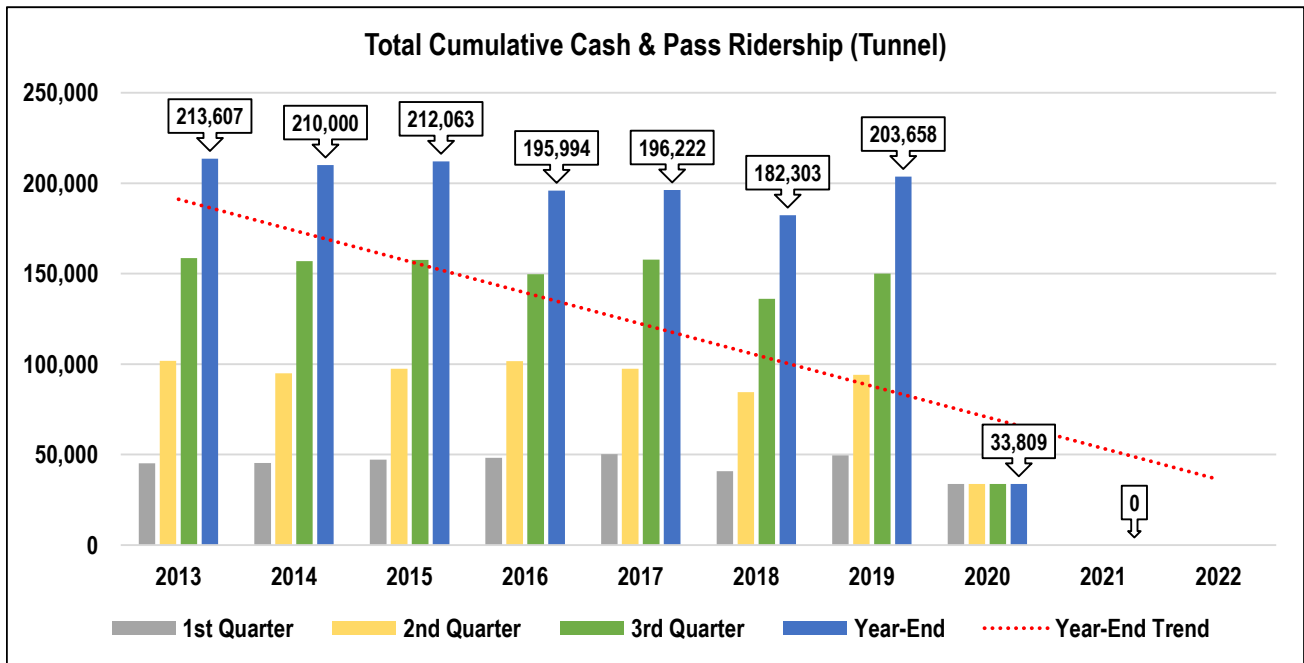
PUBLIC WORKS



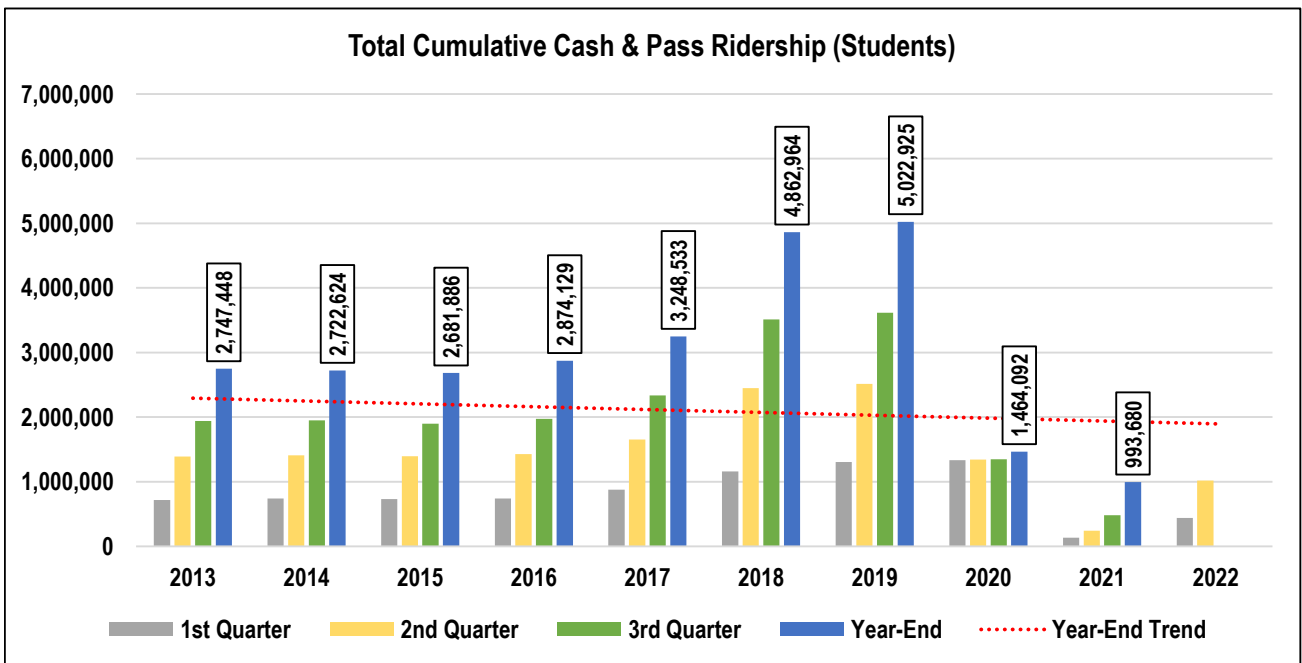
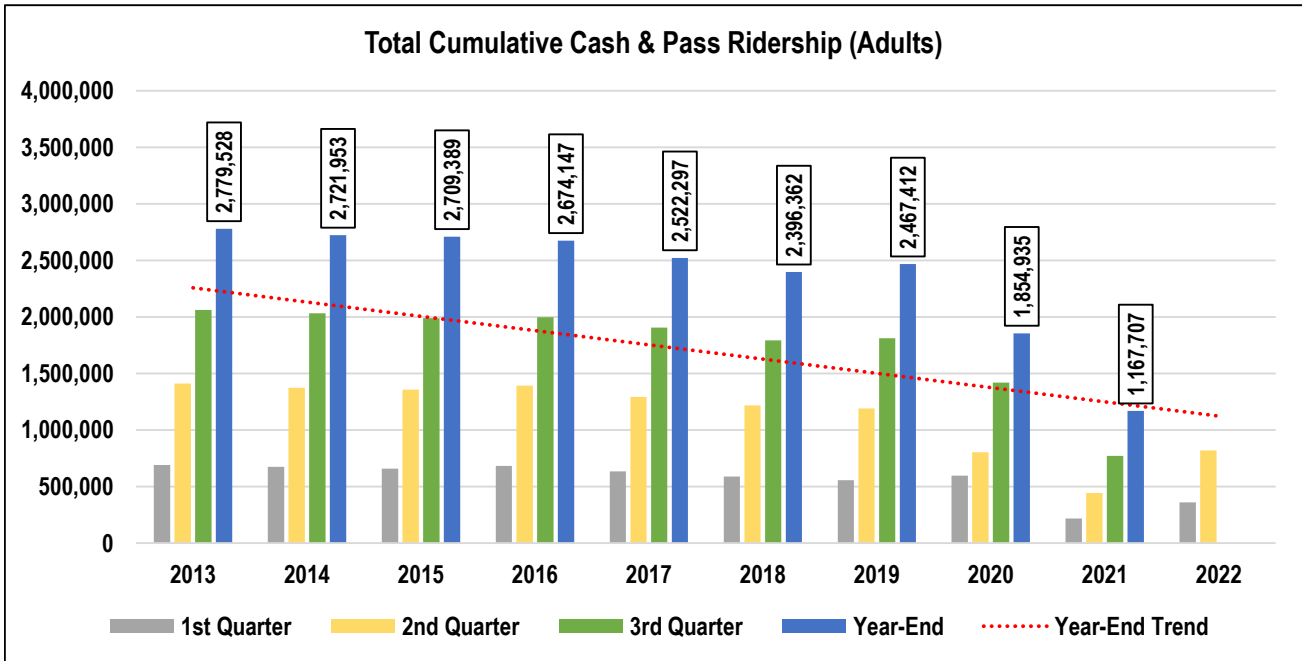
PUBLIC WORKS



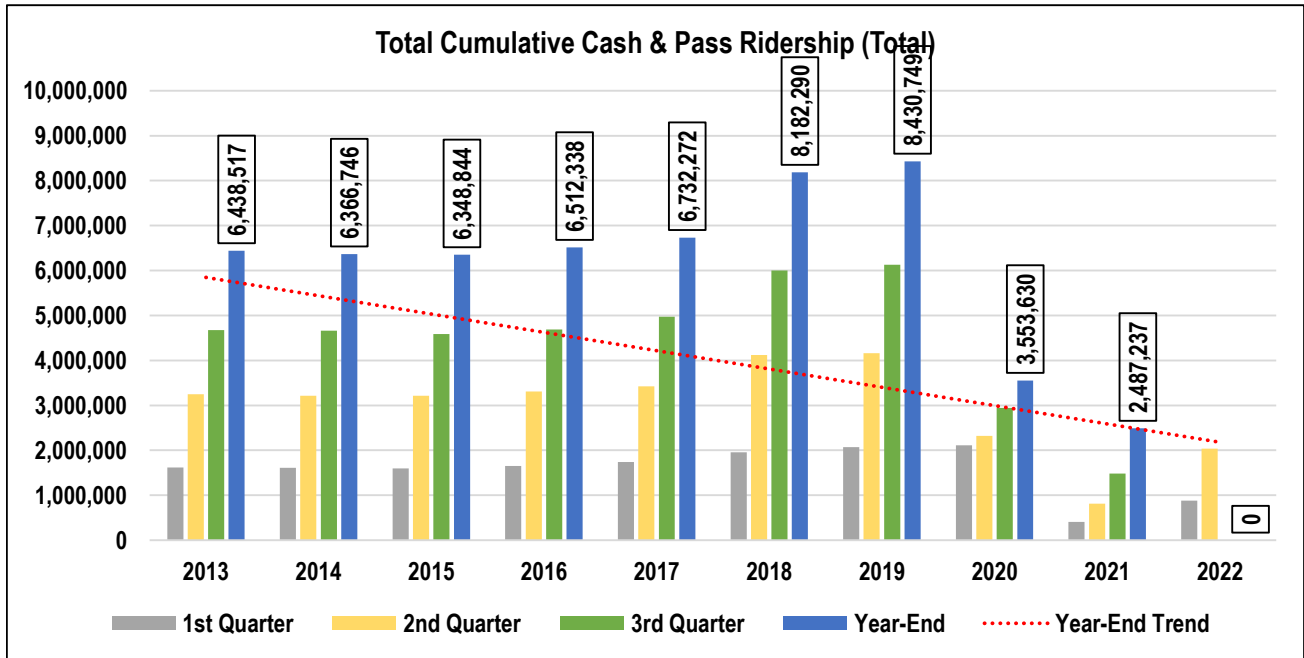
TRANSIT WINDSOR



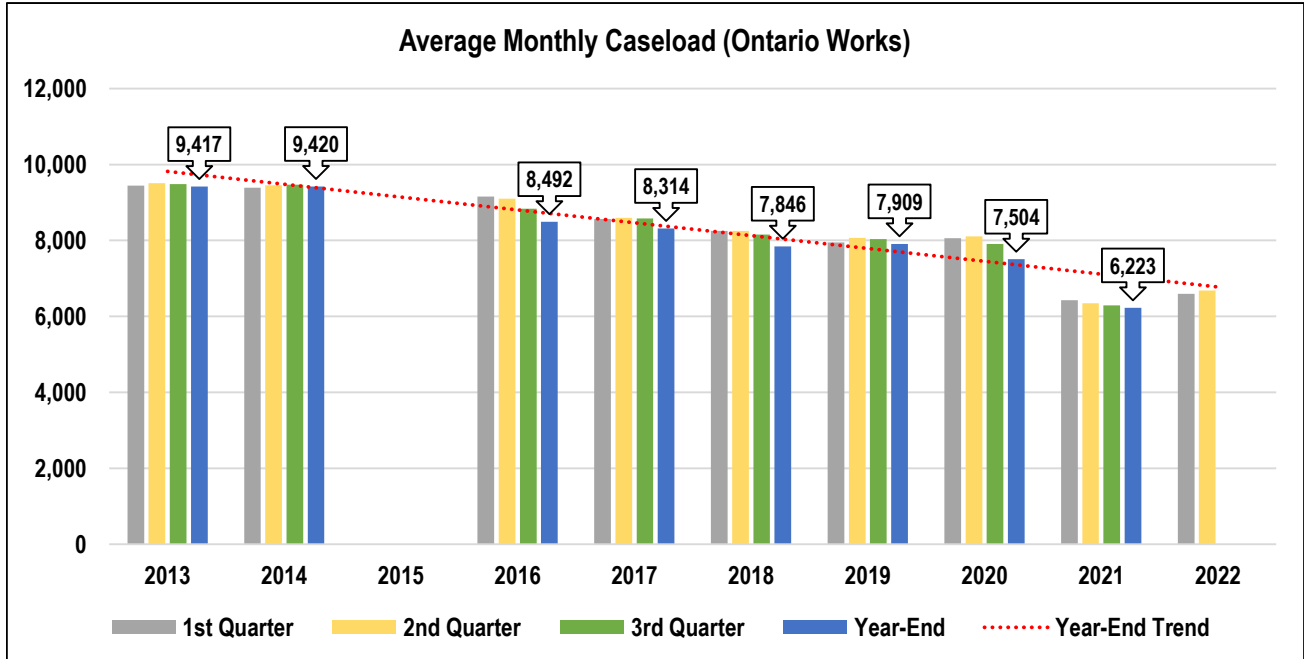
TRANSIT WINDSOR



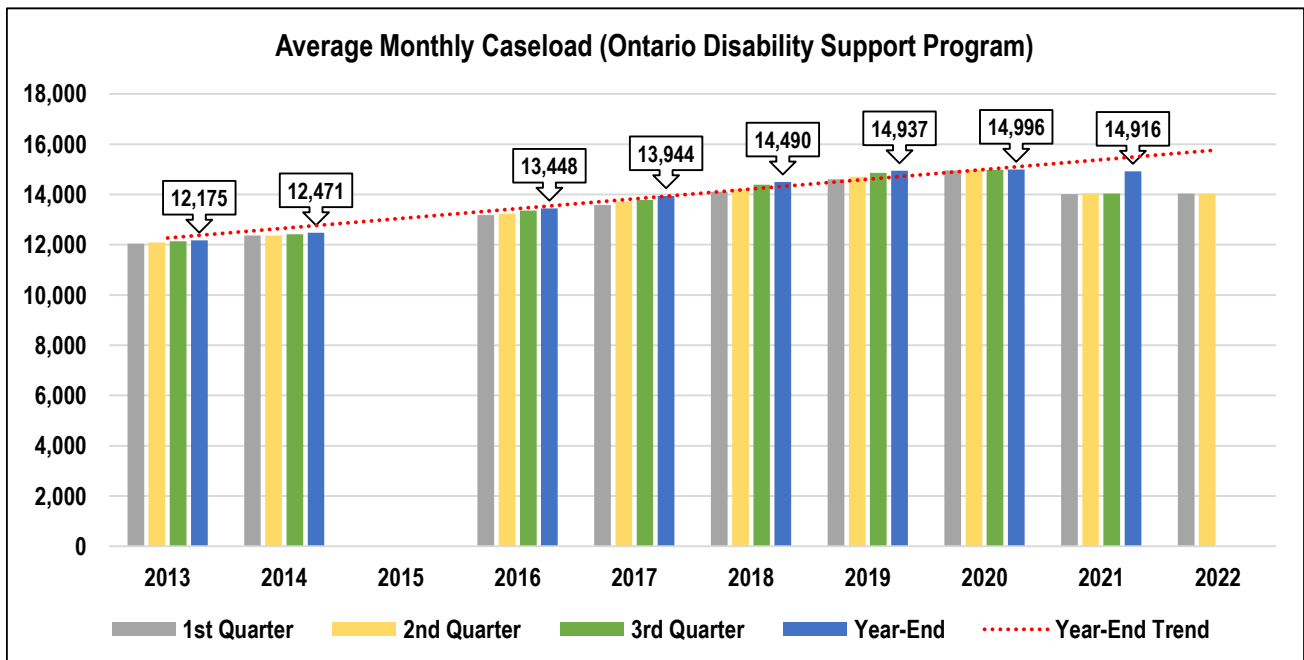
TRANSIT WINDSOR



EMPLOYMENT & SOCIAL SERVICES

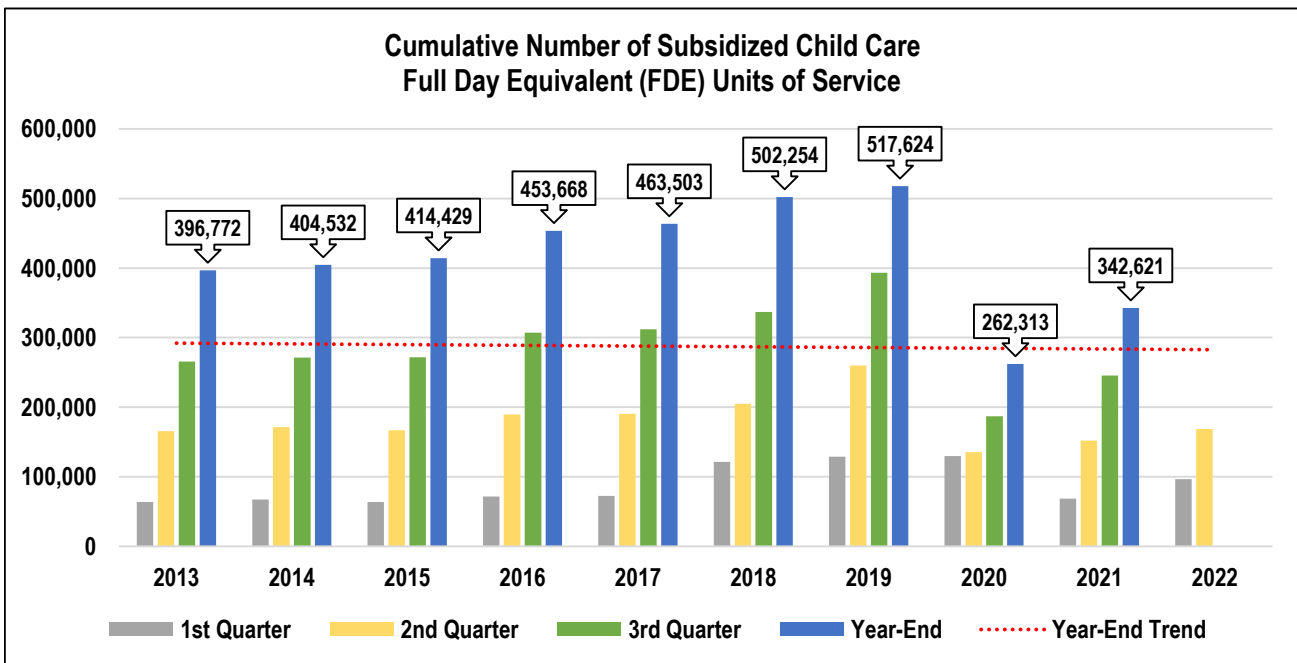
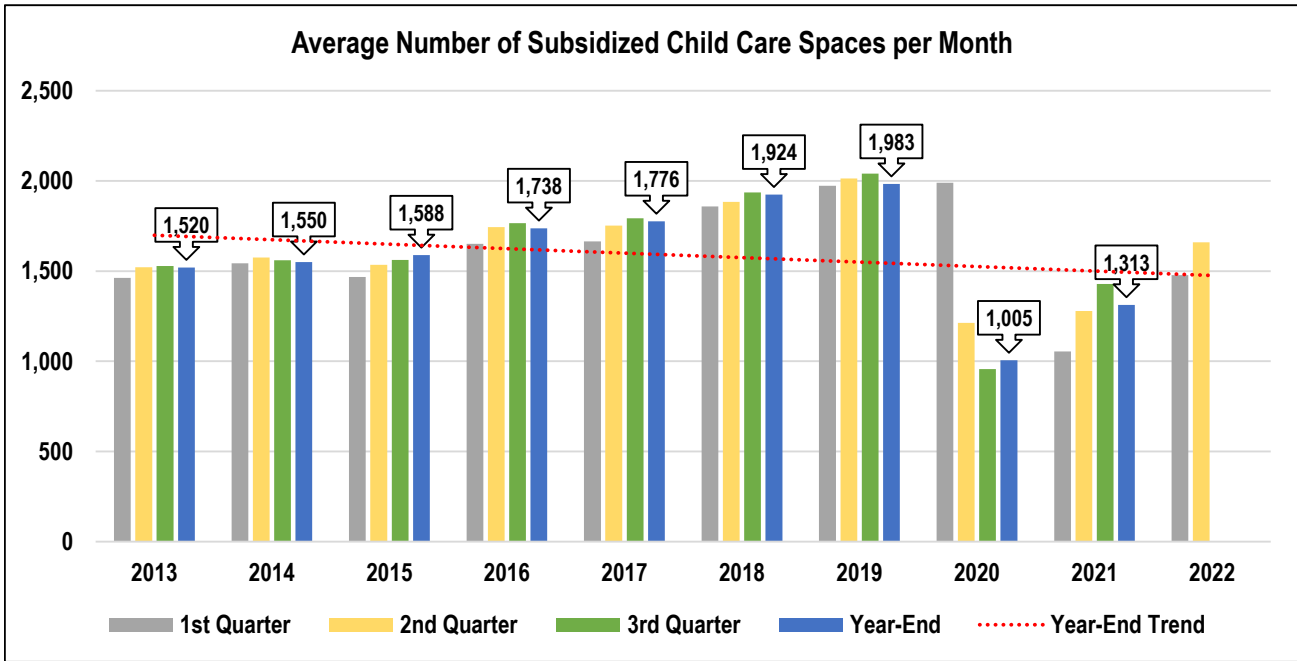


Please note that due to the Provincial OW database change in October 2014, 2015 OW caseload figures are not directly comparable to previous years as the methodology used to calculate the caseload has also changed.

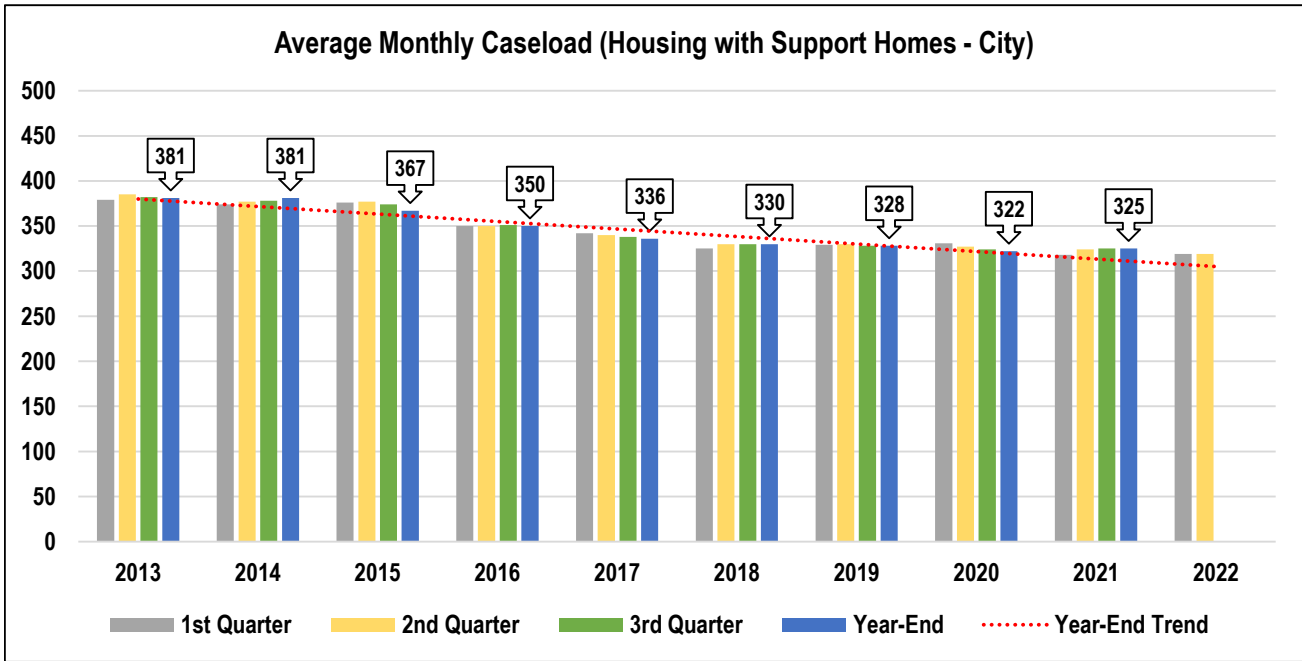


Please note that due to the Provincial ODSP database change in October 2014, 2015 ODSP caseload figures are not directly comparable to previous years as the methodology used to calculate the caseload has also changed.

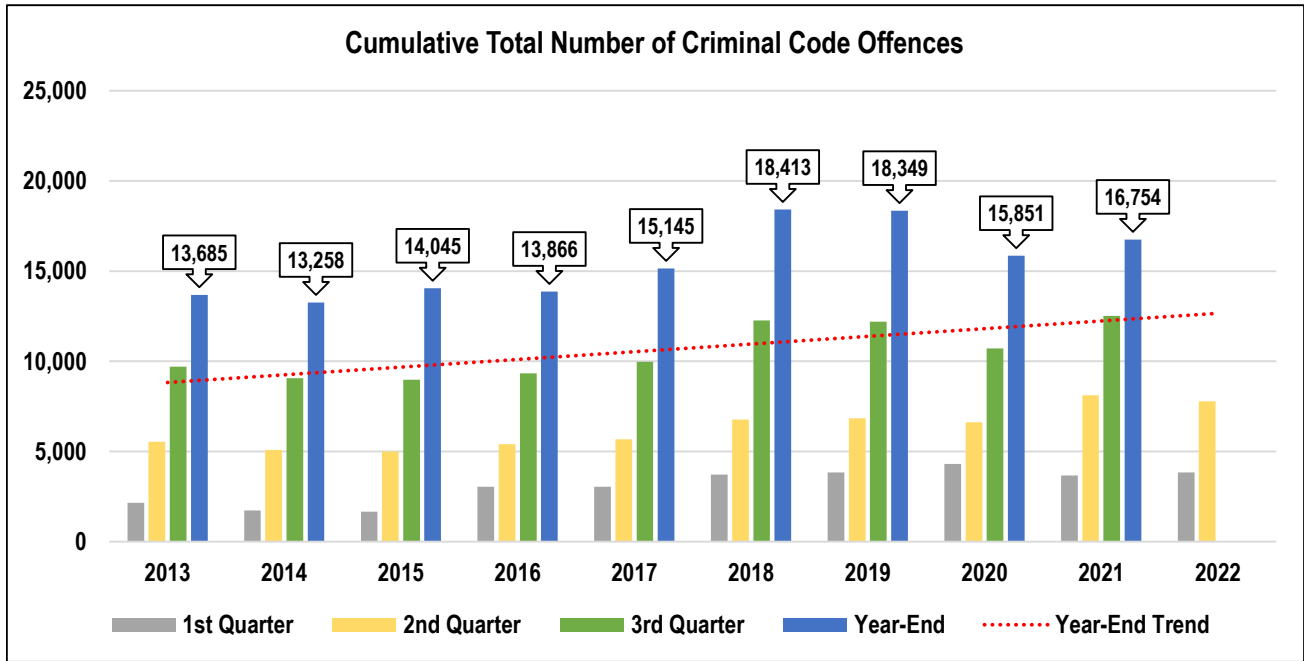
HOUSING & CHILDREN SERVICES



HOUSING & CHILDREN SERVICES



WINDSOR POLICE SERVICES



Subject: 2023 Budget Process - Public Engagement - City Wide

Reference:

Date to Council: August 8, 2022

Author: David Soave

Manager, Operating Budget Development & Control

519-255-6100 Ext. 1911

dsoave@citywindsor.ca

Financial Planning

Report Date: July 21, 2022

Clerk's File #: AF/14372

To: Mayor and Members of City Council

Recommendation:

THAT City Council **RECEIVE FOR INFORMATION** this report related to the 2023 Budget Process - Public Engagement by the Commissioner of Corporate Services / CFO and City Treasurer; and,

THAT City Council **APPROVE** an amount of up to \$16,000 to be funded from the Budget Stabilization Reserve (BSR) to renew the subscription cost for the Balancing Act Software Solution.

Executive Summary:

N/A

Background:

At its meeting held May 9th, City Council approved the following motion.

CR204/2022

*That Administration **BE REQUESTED** to bring back recommendations for budget engagement tools for the 2023 Budget Deliberation process for Council's consideration.*

Carried.

On Friday, October 22, 2022, the City, as a pilot, launched two new public engagement tools designed to allow residents the opportunity to provide feedback to City Council and Administration in advance of the City's 2022 budget deliberations and to help

residents better understand how their tax dollars are spent. Prior to selecting Balancing Act as the budget engagement tool for the pilot, Administration researched other platforms and various available software solutions. It became apparent very quickly that based on the feedback from other municipalities already successfully using Balancing Act, and the fact that it is already partnered with our existing budget software (i.e. Questica) and Bang the Table, that Balancing Act was the most appropriate solution for the City. Bang the Table is currently being used by other City departments for public engagement in various City projects and initiatives that may create synergies in the future with the budget engagement tool.

There are currently 10 other Canadian provinces / municipalities using Balancing Act:

1. Province of Alberta
2. Beaumont, Alberta
3. Edmonton, Alberta
4. Grande Prairie, Alberta
5. Powell River, British Columbia
6. Prince Rupert, British Columbia
7. St. Johns, Newfoundland
8. Mississauga, Ontario
9. Oshawa, Ontario
10. Barrie, Ontario

In addition to the above noted Canadian institutions, there are 190 municipalities from the United States, and 10 municipalities from the United Kingdom, Australia and New Zealand using the product directly through Balancing Act. There are also several other organizations that use the products through their partnership with Bang the Table.

The two modules implemented as part of the 2022 Budget process are detailed below.

Budget Simulation: This tool provided the residents with the opportunity to adjust the current spending for each of the City's services while maintaining a balanced budget. The users were able to experience first hand the challenges of increasing spending on certain services while maintaining the current overall level of spending. This tool also acted as an educational opportunity as residents were able to access layers of service descriptions and see where their tax dollars are allocated. In addition, users were able to provide comments for each of the City's services, which assist City Council and Administration in the budget development process.

Taxpayer Receipt: This tool provided residents with a valuable education component to the public engagement experience. Taxpayers were able to enter the total taxes that they pay and were provided with a personalized "tax receipt" for their property tax dollars. This application is extremely educational as tax payers can see the various municipal services provided by the municipality and the amount they are funded from their tax bill.

These tools were available for public use from October 22, 2021 to November 12, 2021 (3 weeks). Common responses included decreasing spending on internal services that do not directly impact the community (e.g. finance, human resources, legal, etc.) and

increasing spending on services that directly impact the community (e.g. social housing, children services, health services and roads infrastructure).

Analytics

October 22, 2021 – November 12, 2021

Total Page Views	2,180
Average Time Spent on Site	5 minutes, 59 seconds
Total Time on Site	217 hours, 23 minutes
Total Budget Simulation Submissions	308 individuals completed a submission
Total Taxpayer Receipt Visits	1,652 visited the taxpayer receipt site

Top Sources	
City Website	36%
Social Media	37%
Direct	22%
Local News Media	3%
Other	2%
Total	100%

Age Range	
Age 30-49	41%
Age 50-69	27%
Age 18-29	16%
No Response	12%
Age 70+	3%
Other	1%
Total	100%

Social Networks	
Facebook	87%
Reddit	7%
Twitter	6%
Total	100%

Devices Used:	
Desktop	47%
Mobile Phone	47%
Tablet	6%
Total	100%

Discussion:

One of the key elements of the budget development process is continuous communication between the citizens and their elected officials, along with

administration. Citizen and stakeholder participation in the budget process provides the public with an opportunity to be part of the decision making process that influences the allocation of limited public resources.

Ward Meetings: On an annual basis, residents are provided an opportunity to participate in in-person ward meetings hosted by the Mayor and all members of City Council (traditionally held during the fall timeframe). Recently, COVID-19 restrictions have limited the opportunity for in-person gatherings, and therefore, the annual ward meetings have been held virtually via Zoom in an effort to enable social distancing. All though public health restrictions have eased and in-person meetings may once again take place, the format of future ward meetings has yet to be determined.

These meetings allow the Mayor and Councillors an opportunity to provide brief updates regarding neighbourhood-specific projects and activities, while residents are able to ask questions and provide feedback. Ward meetings are an excellent opportunity for valuable feedback, since they allow participants to provide input on specific neighbourhood matters and also more macro items that impact the entire City in a less formal setting.

Departmental Public Engagement Sessions: Throughout the year, departments engage residents in many public consultation sessions to deal with various municipal matters. An exhaustive listing of the departmental public engagement and consultation sessions are provided in **APPENDIX A** of this report. These numerous community involvement initiatives and public engagement opportunities occur over the course of the department's day-to-day operations on multiple issues and are an extremely valuable tool in providing guidance as it relates to the annual budget development process and recommendations.

Public interaction and constituent feedback gathered during these ward sessions and public consultations are extremely valuable and help to inform municipal decisions by elected officials and administrative staff. This public feedback will help to guide Council as they prioritize service level decisions during the development of the 2023 municipal budget.

2023 Public Engagement Enhancements

While the existing software solution employed by the City of Windsor, Balancing Act, includes the Budget Simulation & Tax Payer Receipt modules, it also provides for an additional module called Prioritize.

Prioritize: This module is a new engagement tool that solicits taxpayer preferences on various capital projects and other initiatives of importance. It goes above and beyond a simple survey as it allows the users to make selections and then rank their preferences. The resulting data provides a deeper insight into the priorities of the residents as it relates to competing capital funding and corporate initiatives. Its user friendly design and simplicity is an attractive addition to the overall public engagement tools offered through Balancing Act.

This tool would be an enhancement to the public engagement opportunities that would be made available to the public as it incorporates the capital budget and encourages the public's feedback relative to the projects that are important to them.

Educational Opportunities

It is recognized that the actual data generated (i.e. the results) is perhaps not always the most important benefit gained from a public engagement simulation tool. In fact, it may be argued that the most significant benefit is the educational opportunity that arises for the public as they gain a better understanding of how municipal dollars are allocated and the difficult decisions that are required when it comes to balancing the municipal budget. Furthermore, the educational opportunity that is gained by City Council and Administration regarding how the public perceives the deliverance of municipal services is also a valuable outcome of public engagement. The resulting data generated by a simulation tool may not always be the anticipated or desired outcome; however, this should be viewed as an educational opportunity. Perhaps the opportunity exists for an educational campaign as it relates to certain municipal services or there may be a need for further public consultation on certain issues.

It is also important to note that over the last several years, various videos have been developed by the Commissioner of Corporate Services, CFO & City Treasurer and senior Finance managers as a tool to educate the public on key budget highlights and how to better navigate and review the budget documents. The Communications area assisted with the creation and distribution of the videos through media releases and other social media platforms used by the City, such as Facebook, and YouTube. Total views are illustrated in the table below:

	Facebook	YouTube	Total
	Views	Views	Views
Budget Overview Video	444	101	545
Operating Budget Video	1,000	105	1,105
Capital Budget Video	804	107	911
Total	2,248	313	2,561

Moving Forward

It is Administration's recommendation that Council approve the continued use of the Balancing Act solution as it provides the required functionality to educate the public and gain residents feedback in the budget development process. Balancing Act is also a partner company of Questica, the Corporation's budget development software, which makes this an ideal solution. The two software are compatible, which allows for seamless integration between our existing budget data and the modules provided by the budget engagement tool.

Administration is also exploring the use of ZenCity as an additional feedback tool during the 2023 Budget development process. This will provide feedback from various social

media platforms of what residents' opinions and comments are on many city initiatives and services.

Risk Analysis:

N/A

Climate Change Risks

Climate Change Mitigation:

N/A

Climate Change Adaptation:

N/A

Financial Matters:

Based on our current subscription with Balancing Act, the renewal cost for this year is **\$14,085** (Canadian Funds) plus applicable taxes. This subscription provides access to the following modules: 1) Budget Simulate, 2) Tax Payer Receipt, and 3) Prioritize. There is currently no operating budget for this software and it is therefore, requested that Council approve a one-time transfer from the Budget Stabilization Reserve Fund (BSR) for this expenditure in 2022. Going forward it is proposed that a longer term annualized budget allocation should be considered in conjunction with the 2023 budget.

Consultations:

N/A

Conclusion:

Upon researching other platforms and various available software solutions, Administration has concluded that Balancing Act, along with its various engagement tools, is the best option for providing public engagement opportunities for the citizens of Windsor.

Planning Act Matters:

N/A

Approvals:

Approvals:

Name	Title
David Soave	Manager, Operating Budget Development & Control
Tony Ardovini	Deputy Treasurer - Financial Planning
Natasha Gabbana	Senior Manager of Asset Planning(A)

Joe Mancina	Chief Financial Officer & City Treasurer
Onorio Colucci	Chief Administrative Officer (A)

Notifications:

Name	Address	Email

Appendices:

- 1 Appendix A: 2021-2022 Public Engagement & Consultation Initiatives

Appendix A 2021-2022 Public Engagement and Consultation Initiatives

Department	Description	Month	Year
<u>Administration & Representation</u>			
Mayor's Office	- Closing of the St. Clair College Sportsplex COVID Field Hospital	July	2021
	- Ojibway National Urban Park - Launch of Consultation	August	2021
	- Platform 4 Windsor Federal Election - Consultations with local candidates	August	2021
	- Multicultural Stakeholder Roundtable with Minister Parm Gill	August	2021
	- Urban Economy Forum - Housing and Urban Recovery - Guest Speaker	October	2021
	- Walkerville Theming & Districting - Call for Public Input on Designs	October	2021
	- Capitol Theatre 100 Memories Project - Call for Submissions	October	2021
	- Windsor Symphony Orchestra Strategic Planning Session - Participant	October	2021
	- Budget Tool Launch - Engaging Public on Budget Process	October	2021
	- Emerging Technologies in Automation Zoom - Participant	October	2021
	- Minister Tangri's Visit to Support Small Businesses and Entrepreneurs	November	2021
	- Remembrance Day Virtual Roundtable Zoom	November	2021
	- Budget Introduction Zoom	November	2021
	- Provincial-Municipal Housing Summit - Guest Speaker & Participant	November	2021
	- Adie-Knox Re-Imagining Concept Launch and Public Engagement	December	2021
	- Rotary Club of Windsor - Roseland Zoom - Guest Speaker Municipal Feedback	January	2022
	- Ontario Housing Affordability Summit - Municipal Advocate	January	2022
	- Provincial Budget Consultations	January	2022
	- Minister Fedeli Business Tour and Supports	February	2022
	- Rotary Club of Windsor - St. Clair Zoom - Guest Speaker Municipal Feedback	February	2022
	- Meeting with Ukrainian National Federation	February	2022
	- Land Border Testing - Community Advocacy	February	2022
	- Minister McNaughton Job Protection Visit	March	2022
	- Rapid Housing Announcement and Initiative and Outreach	March	2022
	- Closing of Devonshire Mall Mass Vaccination Site	March	2022
	- Twin Oaks Announcement and Automobility Engagement	March	2022
	- LGES & Stellantis EV Battery Manufacturing Facility Announcement & Engagement	March	2022
	- Fed-Dev Relief Program for Businesses Impacted by Huron Church Blockade	April	2022
	- Transmission Corridor and Infrastructure	April	2022
	- Green Energy Jobs Announcement and Public Engagement	April	2022
	- Climate Change Adaptation Plan Zoom and Public Engagement	April	2022
	- Sandpoint Beach Public Information Centre and Engagement	April	2022
	- Canada Community Revitalization Fund Launch and Public Call	April	2022
	- Can-Am Police Fire Games Public Calls	May	2022
	- South Windsor Seniors Centre Zoom - Guest Speaker Municipal Feedback	May	2022
	- Premier's Visit	May	2022
	- Opening of Farrow Riverside Miracle Park and Public Engagement Celebration	May	2022
	- Mayor's Arts Awards & Windsor Endowment for the Arts Public Engagement Event	May	2022
	- Mayor's Walk & Windsor 130th Birthday - included multiple Public Info Booths / Surveys	May	2022
	- Theming & Districting Zoom & Public Feedback Call - 5 neighbourhoods / areas	May	2022
	- Community Champions Awards Ceremonies	May	2022
	- Centenarian Celebration Village at St. Clair	June	2022
	- Hiram Walker 206th Birthday Public Call for Engagement & Artifacts	June	2022
	- Rotary Club of Windsor 1918 - Guest Speaker and Municipal Feedback	June	2022
	- Tree Coverage and Canopy Announcement and Call for tree plantings	June	2022
	- National Indigenous Peoples Day Call for Public Engagement and Participation	June	2022
	- Platform 4 Windsor Provincial Election - Consultations with local candidates	June	2022
CAO's Office	- ZenCity-powered community survey	June	2022

Appendix A
2021-2022 Public Engagement and Consultation Initiatives

Department	Description	Month	Year
<u>Economic Development & Innovation</u>			
Building Services	- Meeting: Windsor Construction Association	Various	Ongoing
	- Walkerville Traffic & Road Safety Town Hall Meeting	June	2022
	- Partington Traffic Calming Pop-up	June	2022
	- Virginia Traffic Calming Pop-up	June	2022
	- Reg Public Works Commissioners of Ontario – Eng and Construction Sub-Committee	Various	2021-2022
	- Wyandotte Corridor Review (Devonshire to Watson) - Tecumseh Mall Pop-up	June	2022
	- Wyandotte Corridor Review (Devonshire to Watson) - Ward 4 Open House	May	2022
	- Wyandotte Corridor Review (Devonshire to Watson) - Ward 5/6 Open House	May	2022
	- Presentation to University of Windsor ITE Student Chapter: Vision Zero	May	2022
	- Wyandotte Corridor Review (Devonshire to Watson) - Mayor's Walk Pop-up	May	2022
	- Dutch Cycling Embassy Workshop	May	2022
	- GLIER Future of Transportation Panel Discussion	March	2022
	- Matchette Road Traffic Calming - Online Public Information Centre	February	2022
	- Kildare Road Traffic Calming - Online Public Information Centre	November	2021
- University / Victoria Environmental Assessment - Public Information Centre #2	July	2021	
Information Technology	- Ongoing Feedback Related to MyWindsor Services		
Planning & Development	- Multi-Residential Interim Control By-law Study Background Reports – Virtual	April	2022
	- Multi-Residential Interim Control By-law Study Draft Official Plan Amendment and Draft Zoning By-law Amendment – Open House	May	2022
<u>Corporate Services</u>			
Financial Planning	- Balancing Act Budget Engagement Tool (Budget Simulation)	Oct-Nov	2021
	- Balancing Act Budget Engagement Tool (Taxpayer Receipt)	Oct-Nov	2021
	- 2022 Budget Development Process (Public Meetings)	Various	2021
	- Development Charges Study & Bylaw Update - DC Task Force & Public Meetings	Various	2021
	- Storm Water Financing Study - Stakeholder Advisory Group & Public Meetings	Various	2021
Human Resources	- St. Clair College – Award of Excellence Program (Public Works Operations)	June	2021
	- St. Clair College – Landscape Technician Program (Parks Student Lottery)	June	2021
	- Law Society of Canada - Hiring of Articling Student	July	2021
	- Young Canada Works Program – Hiring Arts Students for WPL and Museum Windsor	July	2021
	- Canada Summer Jobs Program	Summer	2021
	- Take Our Kids to Work Day	November	2021
	- Snow Angels Program	Winter	2021/2022
	- St. Clair College – Unpaid Internship Program	Ongoing	2021
	- Post-Secondary Unpaid Placements Program	Ongoing	2021
	- Post-Secondary Co-op Program (Winner of the 2021 UoW's Co-op Employer of the Year)	Ongoing	2021
- Hiring of COVID Response Resources	Ongoing	2021/2022	
<u>Legal & Legislative Services</u>			
Council Services	- East Riverside Park Neighbourhood Meeting	April	2021
	- Blue Heron Residents' Meeting	April	2021
	- Scenic St. Naturalized Area Resident' Meeting	August	2021
	- Remington Park Community Meeting	August	2021

Appendix A
2021-2022 Public Engagement and Consultation Initiatives

Department	Description	Month	Year
	- Longfellow Resident' Meeting	September	2021
	- Ward Meeting - Ward 5	October	2021
	- Ward Meeting - Ward 9	October	2021
	- Ward Meeting - Ward 8	October	2021
	- Ward Meeting - Ward 10	October	2021
	- Ward Meeting - Ward 4	November	2021
	- Ward Meeting - Ward 3	November	2021
	- Ward Meeting - Ward 7	November	2021
	- Ward Meeting - Ward 6	November	2021
	- Ward Meeting - Ward 10	November	2021
	- Ward Meeting - Ward 2	November	2021
	- Seneca Park Neighbourhood Meeting	March	2022
	- Mountbatten Residents' Meeting	May	2022
	- Peabody/Copeland Residents' Meeting	May	2022
	- Residents' Meeting Ward 9	May	2022
	- Council Compensation Review Committee - Public Consultation	January	2022
	- Council Compensation Review Committee - Public Consultation	January	2022
	- Public Survey & Consultation for Residential Rental Licensing Pilot	Fall	2021
Fire & Rescue Services	- Open Streets	Oct	2021
	- Virtual - Fire Prevention Week	Oct	2021
	- Virtual & In person - School Public Education	Dec-Jun	2021/22
	- Virtual & In person - Safety Village presentations	Aug-Jun	2021/22
	- Virtual - Read-a-thon	Mar	2022
	- Virtual & In person - Community Safety Talks (182 events)	Jul-Jun	2021/22
	- In person - Career presentation	May-Jun	2022
	- In person - Fire Extinguisher information	May-Jun	2021/22
	- Hot Summer Nights	Jun	2022
	- Emergency Preparedness Week	May	2022
	- Meet a Machine	Jun	2022
	- Bright Lights Windsor (Jackson Park)	Dec	2021
	- Windsor Labour Council May Day (Charles Clark Square)	May	2022
	- ICHA Fishing Derby (Alexander Park)	Jun	2022
	- World's Finest Shows/Summer fest	Jun	2022
	- WPA Cops and Kids Fishing Derby (Dieppe Gardens)	Jun	2022
	- Friday Night Market Walkerville	Jun	2022
	- Mass Vaccination Center/Command Table	Jun-Mar	2021/22
	- AGRI-IRC Coordination Command	Jun-Jun	2021/22
Provincial Offences, Purchasing & Risk Management	- Heavy Construction Association for Review of Vendor Management Policy	Jun-Jan	2020 / 2021

Appendix A

2021-2022 Public Engagement and Consultation Initiatives

Department	Description	Month	Year	
<u>Community Services</u>				
Communications	- The Communications Department regularly works collaboratively with the various events that take place and are identified by other departments.	Various	2022	
	- COVID Community Response - Over 13,000 calls handled by city staff on behalf of the Windsor Essex County Health Unit.	January - July	2021	
	- COVID Community Response - Operationalized the Windsor-Essex Vaccine Registration Call Centre in collaboration with community health partners. Over 254,000 calls handled.	August - March	2021/2022	
Parks & Facilities	- Public Meeting: Forest Glade Tennis/ Pickle Ball Court (Virtual Open House Spring 2021, Online Survey Spring 2021)	June	2021	
	- Public Meeting; Garry Dugal Park Mayor's Event	June	2021	
	- Wilson Park New Playground and Splash Pad (part of the Reimagined Adie Knox Herman Recreation Complex Survey)	September	2021	
	- 32 Playground Replacement Mayor's Event at Willistead Park	August	2021	
	- 32 Playground Replacement Online Public Survey (Aboriginal, Alton C Parker, Avondale Playlot, Bradley, Brookview (moved to Jennifer), Coletta, Cora Greenwood, Devonshire Heights, Dynasty, Francois Court, Fred Thomas, Garwood, Gignac, Homesite, Kenilworth, Kid's Alliance, Kominar, Lake Laguna, Little River Corridor, Maple Leaf, Matthew Rodzik, Mayfair, McKee, Patrick Maguire, Robert, Seneca, Shawnee, South Rendezvous, St. Paul Grove, Stillmeadow, Thurston, Willistead)	September	2021	
	- Public Open House and Online Survey for Kinsmen Norman Road Park	April	2022	
	- Sandpoint Beach Master Plan and Class Environmental Assessment Public Open House	May	2022	
	- Online Public Consultation for Lanspeary Park Redevelopment	May	2022	
	- Public Consultation Survey for New Dog Park at Elizabeth Kishkon Park	June	2022	
	- Public Consultation Survey for New Dog Park at Oakwood Park	June	2022	
	Recreation & Culture	- Ice Allocation Group Meeting (Monthly)	Ongoing	2021/2022
		- Open Streets 2021 - public event	Fall	2021
- Bright Lights 2021 - public event		Winter	2021	
- Mayor's Walk/Windsor's 130th birthday - public event		Spring	2022	
- Windsor Poet Laureate Program - open nomination call to community		Fall/Winter/Spring	2021/2022	
- Windsor Youth Poet Laureate - open nomination call to community		Spring	2021	
- Windsor's Indigenous StoryTeller - open nomination call to community		Winter/Spring	2022	
- Windsor's MultiCultural Story Teller - open nomination call to community		Fall/Winter/Spring	2021/2022	
- Windsor Mayor's Arts Awards/Windsor Endowment for the Arts Awards - public event		Spring	2022	
- Hiram Walker 206th Birthday Celebration - public event		Summer	2022	
- Coach House at Willistead Manor opening - public event		Summer	2022	
- Arts Culture and Heritage Project Consultations Round 1		Winter	2022	
- Arts Culture and Heritage Project Consultations Round 2		Summer	2022	
- Sculpture Park - Tembo Elephant Wash Day - public event		Summer	2022	
- Windsor Essex Rainbow Alliance - engagement regarding multiple projects linked to the preservation and presentation of Windsor's LGBTQ2S+ history		Ongoing	2022	
- Poetry at the Manor Public Engagement through a broadcast video of the virtual event		October	2021	
- Ukrainian (Holdomere) monument re-dedication ceremony		Summer	2022	
- Meetings of the Museum Subcommittee of the Community Public Arts Advisory Committee		Ongoing	2021/2022	
- Public request for photos/artifacts for town of Riverside exhibition		Ongoing	2021/2022	
- Filipino Community oral history Interviews	Ongoing	2021/2022		

Appendix A 2021-2022 Public Engagement and Consultation Initiatives

Department	Description	Month	Year
	- Public request for Hiram Walker/Prohibition artifacts/documents/photos	Ongoing	2021/2022
	- Work with Windsor Essex Rainbow Alliance on exhibition	Ongoing	2021/2022
	- Work with Windsor Historic Sites Association on Francois Baby House	Ongoing	2021/2022
	- Work with Les Amis Duff Baby on Duff Baby House interpretation	Ongoing	2021/2022
	- Public call for Covid-19 community stories/photos/artifacts	Ongoing	2021/2022
	- Museum staff sits on the Aboriginal Education Council at the University of Windsor.	Ongoing	2021/2022
	- Museum staff member on Windsor Archaeological Management Plan committee	Ongoing	2021/2022
	- Other museum staff members assist in coordinating the South West Ontario Heritage Cour	Ongoing	2021/2022
	- Museum Windsor Facebook page – request for info on historic photos/ artifact identification	Ongoing	2021/2022
	- Public request for volunteers to assist at Museum Windsor sites	Ongoing	2021/2022
	- Public donations of artifacts and photos and documents to Museum Windsor (ongoing)	Ongoing	2021/2022
	- Work with University of Windsor Public History Class - Exhibits – Sept-November 2021	Fall	2021
	- Work with University of Windsor Public History Internship - Jan-March 2022	Winter	2022
	- Museum Volunteer Group Meeting – June 2022	Spring	2022
	- 5 Career Class talks with multiple high schools this year	Ongoing	2021/2022
	- Poet Laureate - "Walk in the Woods: Portrait of the Objway Prairie Complex"	Spring	2021
	- Street Space program - Ford City BIA	Spring	2022
	- Second Thoughts - literary panel hosted by Windsor's Youth Poet Laureate	Summer	2022
	- First Impressions with Windsor's Youth Poet Laureate	Ongoing	2021/2022
	- Art Cart tours - Sculpture Park	Summer	2022
	- Culture E-blast	Ongoing	2021/2022
	- Work in Culture emerging artists and boards - consultation	Ongoing	2021/2022
	- Point of contact for Windsor Business Improvement Associations	Ongoing	2022

Infrastructure Services

Engineering	- Peace Fountain - online webpage engagement, feedback and surveys using peacefountain	November	2021
	- National Urban Park - Earth Day event	April	2022
	- National Urban Park - Two stakeholder meetings	April	2022
	- St. Rose Pumping Station Environmental Assessment (Preferred Site)	March	2022
	- St. Rose Pumping Station Environmental Assessment (Design & Layout)	June	2022
	- West Windsor Flood Risk Assessment - Online workshop with Dillon, City of Windsor and o	January	2022
	- West Windsor Flood Risk Assessment - Online consultation meeting with Dillon, City of Wir	May	2022
	- North Talbot Road Improvements, Phase 1 - Media Event w/ Mayor	April	2022
	- Provincial Phase 2 N. Roseland Pumping Station & Storm Water Facilities - Media Event w	November	2021
	- Cabana Phase 3 - Dougall to Dominion Completion and Phase 4 Kick-off - Dominion to Hw	December	2021
	- Cabana St. Clair College Intersection and Utilities - Media Event w/Mayor	May	2022
	- East Marsh Drainage Redirection (Online Engagement)	June	2022
	- Riverside Dr. Vista Phase 2A - Ford to St. Rose - Neighborhood Mteetings	February	2022
	- Wyandotte St. E. and Jarvis Ave. Environmental Assessment - Public Information Centre #.	August	2021
	Pollution Control	- Observation Deck project at Malden Landfill. Resident letters were circulated.	November
- Bridging North America Observation Deck project at Malden Landfill		June	2022
- Pontiac EA: circulated letters informing Stakeholders of the EA in process		June	2022
- East Marsh & St. Paul: informal engagement as in letters to residents		June/ongoing	2022
- Biosolids is in the EA process. Issued letters informing of the EA process		June/ongoing	2022
- Continuous Public Engagement with Southwood Lakes		ngoing	2022
Public Works	- PwC Review - Fleet Services for Public Works & Parks	July	2021
	- Ward 9 Meeting to discuss drainage investigation and Council Report (virtual)	May	2022

Appendix A 2021-2022 Public Engagement and Consultation Initiatives

Department	Description	Month	Year
Transit Windsor	- Ward Councillor Town Hall Meetings: Tyson Cragg attended all 10 town hall meetings.	October/Nov.	2021
	- Pilot program assisting Catholic Central High School students with Affordable Pass Program (discounted student passes)	January	2022
	- Pilot program assisting Massey High School students with Affordable Pass Program (discounted student passes)	June	2022
<u>Human & Health Services</u>			
Employment & Social Services	- Employment Opportunities Sessions & Workshop Evaluations (Note: The ETS lobby and 400 City Hall Square was closed in 2021 due to COVID-19)	Regularly	2022
	- French Customer Service Survey	Annually	2021 & 2022
	- Employment Ontario Programs – Employer & Client Surveys	Annually	2021 & 2022
	- Employment & Training Services (ETS) Centre Survey (Note: The ETS lobby and 400 City Hall Square was closed in 2021 due to COVID-19)	Regularly	2022
	- Client & Employer Exit Surveys	Regularly	2021 & 2022
	- Workshop Surveys	Regularly	2021 & 2022
	- Canada-Ontario Job Grant Client and Employer Survey	Regularly	2021 & 2022
	- ETS Modernization Survey (in collaboration with Workforce WindsorEssex)	One-Time	2022
	- Ministry of Children Community & Social Services Customer Service Survey	One-Time	2022
	- Employment Service Transformation consultation Sessions (16 sessions)	One-Time	Mar/Apr 2022
Housing & Children's Services	- Housing Hub Consultation, including interviews with key stakeholders and persons with lived experience	Nov - Jan	2021/2022
	- Community Advisory Board (CAB) meetings	Montly	
	- Housing with Support Homes Consultations with stakeholders and residents of the program	Feb-April	2022
	- Glengarry Neighbourhood Security and Safety Meetings	Monthly	
	- EarlyON CFC Survey to Families	2 x's year	2021-2022
	- Child Care Network Meetings Virtual Meetings	3 x's	2021-2022
	- EarlyON CFC Network Meetings	8 x's	2021-2022
	- ECE Survey for Windsor Essex Community	1	2021
	- Special Needs Resourcing Meetings	3 x's year	2021-2022
- Child Care Provider and EarlyON CFC Survey for Programming and Staffing	1 x	2021	
Social Policy and Planning	- Pathway to Potential Monthly Newsletters to 450+ Stakeholders and Elected Officials in Windsor Essex	Monthly	2022
	- RentSmart Ontario Community of Practice Meeting	September	2021
	- Lunch & Learn - Impact of COVID-19 on Marginalized Populations	August	2021
	- Lunch & Learn - Affordable Pass Program	September	2021
	- Lunch & Learn - National Housing Day	November	2021
	- Virtual Program Survey with Drouillard Place	July	2021
	- Transit Windsor Post-Survey Questionnaire	March	2022
	- Transit Windsor Pre-Survey Questionnaire	September	2021
	- RentSmart Ontario Community of Practice Meeting	November	2021
	- Tecumseh Council - 3rd Engagement for CSWB	October	2021
	- Amherstburg Council - 3rd Engagement for CSWB	October	2021
	- Kingsville Council - 3rd Engagement for CSWB	October	2021
	- Lakeshore Council - 3rd Engagement for CSWB	October	2021
- LaSalle Council - 3rd Engagement for CSWB	October	2021	
- Essex Council - 3rd Engagement for CSWB	October	2021	

Appendix A
2021-2022 Public Engagement and Consultation Initiatives

Department	Description	Month	Year
	- Leamington Council - 3rd Engagement for CSWB	October	2021
	- Regional Systems Leadership Table for CSWB	July	2021
	- Regional Systems Leadership Table for CSWB	August	2021
	- Regional Systems Leadership Table for CSWB	September	2021
	- Emergency Service Providers - CSWB Recommendation Setting Meeting	July	2021
	- WE LIP and Chatham-Kent Local Immigration Partnership (CK LIP) collaborated with Windsor IRCC Settlement Network to organize a newcomer services Community Planning Day on Thursday, June 17 starting at 9:00 AM.	June	2021
	<p>This virtual Zoom-based consultation brought together 80 representatives from IRCC-funded organizations to focus on settlement in our communities; to identify gaps, challenges and opportunities to build capacity and leverage technology. The goal of the morning was to identify priorities, gaps and trends with regard to services for IRCC-eligible newcomers and explore the needs of newcomers within the new pathways as identified by IRCC.</p> <p>The outcome of this consultation provided IRCC with both a “state of sector” report and recommendations on how best to work with the sector during this very challenging time and in the recovery period.</p>		

Appendix A 2021-2022 Public Engagement and Consultation Initiatives

Department	Description	Month	Year
	<p>- WE LIP in partnership with Pathway to Potential, the City of Windsor, the County of Essex and the WE Value Partnership, organized an educational opportunity to learn more about the impacts of the COVID-19 pandemic on Newcomers to Canada. The Lunch and Learn session was held virtually on August 12th with over 68 community partners in attendance. The presentation was delivered by Teresa Falsetta Aflak, a Social Investment Data and Research Analyst in the Social Policy & Planning Department of the City of Windsor, and covered the impact of COVID-19 on income security, food security as well as its impact on diverse populations.</p> <p>As shared during the session, challenges posed by COVID-19 include access to internet and technology, reduced access to information, and impacts of social isolation. This information was followed by a presentation by the We Value Partnership that shared five thematic data sets on newcomer outcomes since the start of the pandemic.</p> <p>Participants were encouraged to provide feedback through a survey that was sent following the session. The survey responses were used to help formulate an action plan of activities/responses as prioritized by the community.</p> <p>You can find the Action Plan here: https://www.workforcewindsoressex.com/wp-content/uploads/2021/07/Impact-COVID-19-Action-Plan-2022.pdf</p> <p>You can view the lunch and learn here: https://www.workforcewindsoressex.com/we-lip-knowledge-sharing-training/#KnowledgeSharing</p> <p>You can also find the full “Impact of COVID-19 on Marginalized Populations – Literature Review” on the City of Windsor’s Pathway to Potential webpage here: https://www.citywindsor.ca/residents/socialservices-/Social-Policy-and-Pathway-to-Potential/pathway-to-potential/Pages/COVID-19-Supports.aspx</p>	August	2021
	<p>Feedback from the Impact of COVID-19 on Marginalized Populations Lunch and Learn: Healthy Mind in a Healthy Body: Multi-lingual Virtual Mental Wellness Workshops 2021-2022</p> <p>After a review by the WE LIP council members of the Mental Health Roundtable report produced in fiscal year one, WE LIP partnered with the Canadian Mental Health Association – Windsor (CMHA) and the Migrant Worker Community Program (MWCP) to produce the mental wellness sessions, Healthy Mind in a Healthy Body. The initial session was offered virtually in four (4) languages through Facebook Live. These languages were Spanish, French, Arabic and English.</p> <p>After the success of the initial presentations, the partnership expanded to include Positive Pathways and the Consulate of Mexico in Leamington, and produced five (5) additional sessions in Spanish and English. Topics include: Sexual Health, LGBTQ2S+ Basics, Coping Strategies, Bereavement, and Addiction and Harm Reduction.</p> <p>We Speak was used for the Spanish presentation. Recordings can be viewed on the WE LIP knowledge Sharing and Training webpage: https://www.workforcewindsoressex.com/we-lip-mental-health-initiatives/</p>	Aug-Dec	2021

Appendix A 2021-2022 Public Engagement and Consultation Initiatives

Department	Description	Month	Year
	<p>- WECHU Train-the-Trainer COVID-19 in Schools Refresher Education Session</p> <p>On September 9, 2021, the Windsor-Essex County Health Unit (WECHU), in partnership with the Windsor Essex Local Immigration Partnership (WE LIP) provided an educational opportunity to learn about the latest changes to the COVID-19 school reopening guidelines. This included changes to class dismissal practices and isolation requirements as well as:</p> <p>A brief review of COVID-19 and infection prevention controls in schools, highlighting changes from the previous school year</p> <p>An in-depth look at the newest guidelines/requirements for attending school in-person during COVID-19. This includes information on personal protective equipment, symptom screening, and what a family must do if their child is dismissed from school due to COVID-19</p> <p>A step-by-step review of the actions taken by the public health unit when investigating a potential case of COVID-19 in a school. This includes a review of the changes made to the communication resources shared with families, and expectations for students who are dismissed as part of a cohort dismissal</p> <p>A list of available resources/programs to support students who are dismissed as part of a cohort dismissal</p>	Sept	2021
	<p>- City of Windsor has been invited by Association of Municipalities of Ontario (AMO) to remain on a re-established tri-part Committee: IRCC, Ontario Ministry of Citizenship and Multiculturalism and through AMO, a selection of municipalities. With the completion of the Federal election, there is interest by all 3 parties to resume meetings. Issues on upcoming agendas will include: international students, Afghan refugees, Municipal Nominee Program and Impact of COVID-19 on service delivery and recovery plans.</p>	Oct	2021
	<p>- On December 3, 2021 YMCA of Southwestern Ontario in partnership with the Immigrant and Refugee Communities Neighbours, Friends and Families (IRC/NFF) Campaign, Violence Against Women Coordinating Committee of Windsor Essex and the Windsor Essex Local Immigration Partnership brought an educational opportunity to learn strategies to prevent and address Gender- Based Violence.</p> <p>The target audience for this virtual discussion included frontline workers such as settlement advisors, LINC instructors and staff providing services for newcomers.</p> <p>Ambassadors for the Immigrant and Refugee Communities Neighbours, Friends and Families (IRC/NFF) Campaign and Peer Champions from across the province participated in this virtual panel discussion and 114 stakeholders attended.</p>	Dec	2021
	<p>- WE LIP together with Local Immigration Partnerships from London-Middlesex, Waterloo, Guelph, Sarnia-Lambton, and Grey-Bruce organized a collaborative consultation opportunity on supporting refugee resettlement within the housing sector. This event was held on Wednesday December 8, 2021 from 3:00-5:00pm.</p>	Dec	2021

Appendix A 2021-2022 Public Engagement and Consultation Initiatives

Department	Description	Month	Year
	<p>- The Windsor Essex Local Immigration Partnership invited council members and community partners to join us for the 2022 Annual Community Forum. This event a keynote presentation from Jean Samuel, former Director of Diversity, Equity, and Inclusion at Ontario Association of Children's Aid Societies on the topic of Getting Ready to Get Ready for Equity Leadership in our Community.</p> <p>This keynote address focused on emotional intelligence for diversity, equity and inclusion; tools for dismantling the fears of conscious leadership for equity; centering on the right use of power; asking the 'right' questions to arrive at equity in social services provision.</p> <p>As well, the forum began with a welcome from Inclusions and Anti-Racism Committee member, Russell Nahdee, Coordinator at the Aboriginal Education Centre, University of Windsor who shared knowledge about the land.</p> <p>As Russell shared on the rich history of the land, he highlighted the name of the Windsor area, "where the river bends" and connected the history of the land from the 1600s up to the present day. Paying homage to the land opened up the Forum and emphasized that much of what the WE LIP Annual Community Forums really provides, is an opportunity and a place to tell our collective stories and histories and the importance as a community to continue to do so.</p> <p>In the follow-up survey, members were invited to contribute their thoughts on important next steps in anti-racism work. These community informed steps will be used by the Inclusion and Anti-Racism committee going forward.</p> <p>You can see the Forum in its entirety on the WE LIP Council page: https://www.workforcewindsorsex.com/the-we-lip-council/</p> <p>Annual Forum Feedback:</p> <ul style="list-style-type: none"> •96% of participants said the forum was informative and highly informative •92% of participants learned new information 	Feb	2022
	<p>- The WE LIP SPICE Committee planned its seventh Professional Learning Circle (PLC) which took place on Tuesday, March 2, 2022 from 1:00pm -3:30pm with 122 participants. This virtual professional development event provided an opportunity for front-line staff to meet virtually through Zoom, to share information and provide opportunities to seek clarification on specific topics that affect the successful settlement and integration of immigrants into WindsorEssex. Prior to the PLC, a survey was developed to determine which topics the committee wanted to engage with.</p>	March	2022
	<p>- WE LIP partnered with the YMCA SWO in support of the ONTAP program to host a breakfast with skilled trades employers on Wednesday, March 2, 2022, from 9:00 AM-10:00 AM at the Ciociaro Club.</p> <p>During breakfast, skilled trades employers and community leaders discussed newcomers and their role in the skilled trades. Critical concerns were shared and important work was highlighted, and avenues were explored to collaborate. This event was held in person, with an option for participants to attend virtually as well.</p>	March	2022

Appendix A
2021-2022 Public Engagement and Consultation Initiatives

Department	Description	Month	Year
	<p>- To continue the conversation that was started at the 2022 WE LIP Annual Community Forum with Jean Samuel, Former Director, Diversity, Equity, and Inclusion, Ontario Association of Children’s Aid Societies (OACAS), the Windsor Essex Local Immigration Partnership hosted a conversation on Moving From Head Equity to Heart Equity: Dismantling and Addressing Inequity within Windsor-Essex Communities. Held on March 24, 2022, the interactive dialogue focused on:</p> <ul style="list-style-type: none"> • Dealing with the discomfort of difficult and brave dialogue on equity • Dismantling idealistic expectations for equity in organizations • Privilege Identity Exploration & deeper understanding of the Self • Tips and suggestions to deepen your equity consciousness <p>Over 35 participants attended this lunch hour event.</p> <p>Feedback:</p> <ul style="list-style-type: none"> •“Thank you, Jean, thanks WE LIP team!! Amazing conversation!” Charlotte Le Frank, Windsor Essex Children’s Aid Society •“Thank you, Jean, and Riham for leading this important conversation! Yes, we need to get comfortable with the discomfort to make changes.” Kimberly Kirt, UHC – Hub of Opportunities 	March	2022
	<p>- Get to Know Your Neighbours Research Presentation - On March 30th, WE LIP partnered with the University of Windsor to present the outcomes of the Get to Know Your Neighbours research by Dr. George and her team. Fifty-five (55) participants attended the event.</p> <p>A report, written by Dr. George and her team, as well as a video of the event is at: https://www.workforcewindsorsex.com/migrant-and-temporary-foreign-worker-initiatives/#Gettoknowyourneighbours</p>	March	2022

Appendix A 2021-2022 Public Engagement and Consultation Initiatives

Department	Description	Month	Year
	<p>- The Windsor Essex Local Immigration partnership invited International Students living in Windsor-Essex to participate in a small community forum to share input and experiences on living, working, and learning in this community.</p> <p>During the consultation, the key findings of the International Student Report completed in FY2 were shared and a poll was taken to get an understanding of the experiences of International Students in the community. The international students provided feedback on the survey findings and discussed ways in which the community can better support the International Student population.</p> <p>This outreach was being led by University of Windsor student Ronnie Haidar, Ph.D. Candidate in Argumentation Studies, and fourth-year University of Windsor student Liam Swain.</p> <p>Poll results:</p> <ul style="list-style-type: none"> •Of those of you who have looked for a job, did you find it difficult to find work? •4/5 Yes •Do you share the opinion that your school is not concerned about your need to find work? •3/5 Yes •In your experience, did Windsor-Essex meet the expectations you set prior to moving here? •4/6 Yes •Do you feel more connected to other international students than to domestic students? •3/5 Yes •What is your current housing situation? •4/6 Off-campus with people you did not know before moving; 1 off campus w/family; 1 other •In your experience, have you ever felt that your housing situation was unsafe or in a state of disrepair? •3/5 No •Which of the following would you describe as your primary means of transportation? •3 Bus; 2 Walking •In your experience, was it difficult to find housing near your school? •3/5 Yes 	April	2022

Appendix A 2021-2022 Public Engagement and Consultation Initiatives

Department	Description	Month	Year
	<p>- WE LIP supported Workforce WindsorEssex's Community Consultation with Newcomer Job Seekers.</p> <p>Context: The Government of Ontario is transforming the employment services system. The City of Windsor has qualified for the next stage in the process to become the Service System Manager (SSM) and is interested in servicing the Windsor-Essex, Chatham-Kent, and Sarnia-Lambton catchment area.</p> <p>In advance of the Call for Proposal application process, the City of Windsor has asked its consortium partner, Workforce WindsorEssex, to assist with some research as well as facilitate a series of community consultations in the Windsor-Essex, Chatham-Kent, and Sarnia-Lambton regions that can collect feedback from employers, jobseekers, and interested service providers.</p> <p>The goal of the consultations was to inform research and create a system that is outcomes-focused, client-centred, and provides a simplified and effective pathway to finding sustainable employment for individuals and employers, based on their needs. We want to hear from employers, jobseekers, and interested service providers in the three regions to understand how employment services in your area can be modernized and how we can connect individuals with employment and training opportunities. Engaging a diverse range of voices is critical to developing a new model so we hope you will participate in one of our</p>	April	2022
	<p>- WE LIP participated in the Migrant Worker Community Program's "Migrant Worker Health and Information Fair" on April 3, 2022.</p> <p>After a two-years hiatus, the Migrant Workers Community Program's (MWCP) Health and Information Fair for Migrant Workers has returned. Held on Sunday, April 3rd at the Roma Club in Leamington, the Health Fair worked in partnership with over 22+ organizations in Essex County, to help connect Migrant and Temporary Foreign Workers with all the community and organizational supports available to them in Windsor-Essex, and to help ensure they have barrier-free access to healthcare and other support services.</p> <p>Free services this year included dental cleaning and oral health workshops, vision screenings, blood glucose testing, COVID-19 vaccinations, along with connections to legal, income tax, and occupational health and safety supports.</p> <p>Chair of the MWCP, Martin Varela, was on-site to welcome workers back to the in-person event, along with Mayors of Kingsville and Leamington, Nelson Santos and Hilda MacDonald.</p> <p>New this year, the MWCP was able to provide free bus transportation at key locations in the Leamington and Kingsville area.</p> <p>In the past year, this Health and Information Fair has attracted over 400 workers. It has been a vital part of welcoming workers to Essex County, and to help facilitate their introduction to the community and connecting them to available health and community supports.</p> <p>View the success story here: https://www.workforcewindsoressex.com/welip-april-2022/</p>	April	2022

Appendix A
2021-2022 Public Engagement and Consultation Initiatives

Department	Description	Month	Year
	- WE LIP, CK LIP and IRCC met with Executive Directors from IRCC-funded Service Provider Organizations (SPOs), and Réseaux en immigration francophone (RIF) together to focus on Settlement in our communities and to identify service priorities, gaps and trends. IRCC was interested to know if actions taken in the past year to resolve the challenges were successful. Such action to resolve challenges include IRCC investments or amendments, cross-organizational support, and/or SPO program and budget restructuring. The information derived from this session will be used to facilitate programming and help address issues during the 2022-2023 and future fiscal years.	June	2022
Huron Lodge	- Yearly Open House/ Information Fair for Residents & Families or Virtual Town Halls during the pandemic (Clinical Information Relevant to Long Term Care Provided by Staff and Third Parties/Partners)	May	2021
	- “ Daybreak at the Lodge” a New Partnership with the Alzheimer Society for a Day Away Program on Our Premises	Regularly	2021 & 2022
	- Annual Resident/Family Satisfaction Survey	Annually	2021 & 2022
	- Resident Council (provide advice and recommendations to the licensee to improve care or the quality of life in the home, and to provide peer to peer support)	Regularly	2021 & 2022



Subject: Renewal of Banking/Cash Management Services Agreement with the Bank of Nova Scotia - City Wide

Reference:

Date to Council: August 8, 2022
Author: Janice Guthrie
Deputy Treasurer - Taxation, Treasury & Financial Projects
jguthrie@citywindsor.ca
519-255-6100 Ext 6271
Taxation & Financial Projects
Report Date: July 19, 2022
Clerk's File #: AF/13023

To: Mayor and Members of City Council

Recommendation:

THAT City Council **APPROVE** the renewal of the City's banking services contract on a sole source basis to the Bank of Nova Scotia for a five year period beginning January 1, 2023 and ending December 31, 2027, with a five year renewal option; and further,

THAT the Chief Administrative Officer and City Clerk be **AUTHORIZED** to sign a banking services contract and any other service related agreements between The Bank of Nova Scotia and the Corporation of the City of Windsor, subject to approval in form by the City Solicitor and in technical and financial content by the CFO & City Treasurer; and further,

THAT with regards to Administrative matters City Council **RECONFIRM** the following resolutions previously approved for the current banking services contract:

THAT the Mayor and CFO & City Treasurer be **DESIGNATED** as the signing authorities for all City of Windsor bank accounts except for those ancillary bank accounts highlighted in Appendix A; and,

THAT City Council be required to **APPROVE** the establishment of new bank accounts where the signing authorities are other than that of the Mayor and the CFO & City Treasurer; and,

THAT the CAO be **AUTHORIZED** to approve requests associated with establishing new bank accounts where the signing authorities will be the Mayor and the CFO & City Treasurer; and,

THAT the CAO or designate (as determined by the CAO) be **AUTHORIZED** to execute service agreements associated with the operation of all City bank accounts, subject to approval in form by the City Solicitor and in technical and financial content by the CFO & City Treasurer; and,

THAT all employees of the City of Windsor that are required to sign bank related documents be **INDEMNIFIED** from personal liability. This indemnification by the City to the employee would be in respect of their exercise of their power so long as the employee was acting on behalf of the City in good faith and in the best interest of the City as could be reasonably discerned at the time; and,

THAT all outgoing payments on behalf of the City of Windsor, made payable in the amount of \$250,000 or more, **INCLUDE** the mechanical facsimile signature of the Mayor and the handwritten signature of the City Treasurer or one of the three Deputy Treasurers; and,

THAT the CAO or designate (as determined by the CAO) be **AUTHORIZED** to approve administrative requests associated with the operation of all existing City administered bank accounts regardless of signing authority; and,

THAT the CAO and City Clerk be **AUTHORIZED** to execute any documents deemed necessary in order to administer the City's bank accounts, subject to approval in form by the City Solicitor and in technical and financial content by the CFO & City Treasurer.

Executive Summary:

N/A

Background:

By way of RFP 70-2011, the Bank of Nova Scotia (Scotiabank) was named the City's financial institution for the purpose of all banking related matters including the provision of all CAD and USD bank and trust accounts and line of credit facility as well as other services such as foreign exchange consultations, incoming and outgoing wire and/or EFT payments and electronic matching of information which facilitates the bank reconciliation process. Investment management and debt placement services were considered to be outside the scope of this contract.

On August 27, 2012 by way of CR194/2012 and as reaffirmed on November 2, 2015 by way of CR215/2015, the City was authorized to enter into an agreement with Scotiabank for a period of five years beginning January 1, 2013 until December 31, 2017 with a five year renewal option.

On December 1, 2017 via CAO 4302, the City exercised their renewal option with Scotiabank for a five year period beginning January 1, 2018 until December 31, 2022.

Considering the renewal period with Scotiabank will be ending on December 31, 2022 and no further renewal is provided for, City Administration will be required to enter into a new agreement with a financial institution for the purpose of all banking related matters.

Discussion:

The agreement with Scotiabank is for the provision of cash management services for the City of Windsor. This includes the establishment and holding of all bank accounts as well as day to day banking services such as account transfers, cheque certification, wire transfers and electronic fund transfers. Scotiabank has been awarded the cash management services dating back to 2002 and City Administration continues to be satisfied with the level of service being provided.

Administration considered conducting a Request for Proposal (RFP) related to banking services. However, it was ultimately concluded that the time, risk, and costs associated with preparing and evaluating an RFP as well as switching to a new financial institution outweigh the benefits. Currently, Scotiabank does not charge any bank account management service fees and offer interest rates on account balances comparable to the other financial institutions. Fees associated with cash management services such as positive pay and E-transfer for Business are comparable to other financial institutional offers and are not material in amount. On-line and electronic fund transfers are fully integrated in the corporation's business processes and are fully supported by Scotiabank's Business Centre. In this sense, the following meets the criteria for a sole source as a change in banking providers would cause a significant inconvenience as well as substantial costs for the City.

City Administration is seeking approval to continue its existing banking services relationship with Scotiabank for a five year period beginning on January 1, 2023 until December 31, 2027, with a five year renewal option. The signing authorities for all City of Windsor bank accounts would continue to be the Mayor and CFO & City Treasurer with the exception of those ancillary bank accounts as outlined in Appendix A.

Risk Analysis:

The corporation utilizes the services of Bank of Montreal (BMO) for the City's purchasing card program. Royal Bank (RBC) is used for purposes of the Ontario Work reloadable card program. The requirement to provide Ontario Work's assistance through direct bank deposit must be conducted through one of the five Schedule I Banks in Canada. While any one of the Schedule I banks are capable of providing the required cash management services switching financial institutions for purposes of cash management services presents high degree of risk in terms of transferring accounts and services which could result in delays of cash transactions and negative impacts to city services and residents.

There would be no such risks in remaining with Scotiabank.

Climate Change Risks

N/A

Climate Change Mitigation:

Climate Change Adaptation:

Financial Matters:

There are no additional financial implications associated with keeping the same financial institution as the City’s banking services provider.

Consultations:

Frank Tomaino – Senior Manager, Payments and Cash Management - Scotiabank

Justin Morris – Director, National Accounts - Scotiabank

Conclusion:

City Administration is seeking Council approval to continue the banking services relationship between the City of Windsor and Scotiabank for a period of 5 years beginning on January 1, 2023 until December 31, 2027, with a five-year renewal option thereby continuing the cash management services which are currently utilized on a corporate wide basis.

Planning Act Matters:

N/A

Approvals:

Name	Title
Alex Vucinic	Purchasing Manager
Shelby Askin-Hager	Commissioner Legal & Legislative

Name	Title
	Services
Joe Mancina	Commissioner Corporate Services, CFO/City Treasurer
Onorio Colucci	CAO

Notifications:

Name	Address	Email
Frank Tomaino - Senior Manager, Payments and Cash Management	1 James Street South, 9th Floor, Hamilton, Ontario, Canada L8P 4R5	frank.tomaino@scotiabank.com
Justin Morris - Director, National Accounts - Scotiabank	1 James Street South, 9th Floor, Hamilton, Ontario, Canada L8P 4R5	justin.morris@scotiabank.com

Appendices:

Subject: Appointment of a Drainage Engineer for New Access Bridge over the Little 10th Concession Drain (3940 Lauzon Road) - Ward 9

Reference:

Date to Council: August 8, 2022

Author: Paul Mourad

Engineer III

519-255-6100 ext. 6119

pmourad@citywindsor.ca

Design - Engineering

Report Date: July 4, 2022

Clerk's File #: SW2022

To: Mayor and Members of City Council

Recommendation:

- I. THAT the firm of Baird AE **BE APPOINTED** as the Drainage Engineer in accordance with section 8 of the Drainage Act, to prepare a Drainage Report for a new access bridge over the Little 10th Concession Drain, serving municipal address 3940 Lauzon Road (Property Roll No. 090-040-01900), under Section 78 of the Drainage Act.

Executive Summary: N/A

Background:

On July 14, 2022, the City received a request letter from the Architect representing the owners of municipal address 3940 Lauzon Road (Property Roll No. 090-040-01900) requesting a new access bridge over the Little 10th Concession Drain to provide access to their proposed home. The owners have retained Baird AE to act as their Drainage Engineer to provide for the engineering design and prepare a Drainage Report for the new access bridge.

Discussion:

Section 8 of the Drainage Act requires that Council pass a by-law or resolution to appoint an engineer to make examination of and prepare a Drainage Report for a new access bridge over a drain.

Preparation of the Drainage Report under the provisions of the Drainage Act allows for the implementation of any drainage improvements necessary to facilitate required repair and improvements. The Drainage Report would address the owner's request for a new access bridge over the Little 10th Concession Drain along Lauzon Road.

The appointment of Baird AE as the Drainage Engineer by Council Resolution will satisfy the requirements of Section 8 of the Drainage Act.

Risk Analysis:

There are no risks associated with the recommendations in this report as all costs will be paid for by the property owner at 3940 Lauzon Road (Property Roll No. 090-040-01900). Construction of the new access bridge will be done by the property owners under the inspection of Baird AE.

Climate Change Risks:

Climate Change Mitigation: The recommendation does not contribute to the mitigation of climate change.

Climate Change Adaptation: The recommendation does not contribute to the adaptation for climate change.

Financial Matters:

In accordance with Council Resolution 388/2007, private access bridges are to be assessed to the benefiting property owners. Therefore, all expenses associated with the new access bridge, including all engineering fees, will be paid for by the property owners who made the request. There are no construction or report costs assessed to the City of Windsor. There will be some staff time to oversee the consultant's work and administer the Drainage Act process internally (preparing council report for by-law, etc.). These costs are minor and will be charged to project ID 7086004 (Municipal Drains Maintenance), which has more than sufficient funding remaining to absorb these costs.

Consultations:

Linda Mancina, Financial Planning Administrator

Conclusion:

Administration recommends that City Council pass the required resolution to appoint Baird AE as the Drainage Engineer for a new access bridge over the Little 10th Concession Drain, serving municipal address 3940 Lauzon Road (Property Roll No. 090-040-01900), in accordance with Section 8 of the Ontario Drainage Act.

Approvals:

Name	Title
Fahd Mikhael	Manager of Design
France Isabelle-Tunks	Executive Director of Engineering/Deputy City Engineer
Chris Nepszy	Commissioner, Infrastructure Services
Wira Vendrasco for Shelby Askin Hager	Commissioner, Legal & Legislative Services
Joe Mancina	Commissioner, Corporate Services CFO/City Treasurer
Onorio Colucci	Acting Chief Administrative Officer

Notifications:

Name	Address	Email
Kieran McKenzie, Ward 9 Councillor	c/o 350 City Hall Square West, Suite 220 Windsor, ON N9A 6S1	kmckenzie@citywindsor.ca
Desiign Architectural Studio, Les Therrien	12201 Tecumseh Road East, Suite C, Tecumseh, ON N8N 1M3	myhouse@desiign.ca
James Bryant, Director, Watershed Management Services, Essex Region Conservation Authority	360 Fairview Ave W, Suite 311, Essex, ON N8M 1Y6	jbryant@erca.org
David Basiliou, P.Eng., Baird AE	700 – 1350 Provincial Road, Windsor ON N8W 5W1	dbasiliou@bairdae.ca

Appendices:

1 Request Letter for new access bridge at 3940 Lauzon Road, dated July 14, 2022

14-Jul-22

to: City of Windsor

attn: Paul Mourad

350 City Hall Square West, Suite 310

Windsor, ON, N9A 6S1

re: Kooner residence: 3940 Lauzon Road, Windsor, ON

Paul,

As per our correspondence, Mr. & Mrs. Kooner are in need of culvert access for the proposed home they wish to build on their property at 3940 Lauzon Road in Windsor.

This letter is a request to appoint David Basiliou of Baird AE Windsor as the drainage engineer to undertake the engineering design of the new culvert access and prepare the engineer's report, and to request the City to appoint Baird AE Windsor under the Drainage Act for said design and report.

Mr & Mrs. Kooner agree to pay for all costs associated with the new culvert access.

Should you have any questions, please do not hesitate to contact me at your convenience.

kindest regards,



Les Therrien, MAATO, BCQ



Subject: CIP Applications in a "Lame Duck" Council Situation - City Wide

Reference:

Date to Council: August 8, 2022
Author: Thom Hunt
City Planner
519-255-6543 ext. 6897
thunt@citywindsor.ca
Planning & Building Services
Report Date: July 25, 2022
Clerk's File #:

To: Mayor and Members of City Council

Recommendation:

THAT City Council **APPROVE** the following recommendations effective August 19, 2022 to November 15, 2022, unless further extended by Council, and only be applicable should Council be determined to be 'Lame Duck':

1. THAT, on a case-by-case basis, in order to facilitate investment in targeted neighbourhoods, heritage properties, brownfield redevelopments and targeted economic sectors for the purpose of diversifying the local economy and creating/retaining jobs, and where such applications are deemed by the Chief Administrative Officer to be in the public interest and reasonably necessary to ensure new investment are not missed, the Chief Administrative Officer **BE DELEGATED** authority to approve participation in the Economic Revitalization CIP, Downtown Windsor Enhancement Strategy and CIP, Brownfield Redevelopment CIP, Sandwich Town CIP, Main Streets Building Facade CIP, Ford City CIP, University Avenue West and Wyandotte Avenue West CIP, Community Heritage Fund, Built Heritage Fund, and Heritage Property Tax Reduction Program, with an estimated grant value exceeding \$50,000, up to an estimated value of \$2,500,000; and,
2. THAT the Chief Administrative Officer and the City Clerk **BE AUTHORIZED** to sign grant agreements between the City and CIP or Heritage Incentive applicants to implement the relevant financial incentive programs; and,
3. THAT the Chief Administrative Officer **BE DELEGATED** authority to approve the use of established Reserve Funds to provide funding to the respective capital

projects, should eligible work for approved applications be completed to the satisfaction of the City Planner.

THAT this Delegated Authority **BE SUBJECT** to the following:

4. That agreements between the City and CIP or Heritage Incentive applicants **BE IN ACCORDANCE** with applicable policies, requirements, and provisions contained within the relevant CIP or Heritage Bylaws and guidelines; and,
5. That agreements between the City and CIP or Heritage Incentive applicants **ARE COMPLETED** to the satisfaction of the City Planner for content, the Commissioner of Legal & Legislative Services as to legal form, and the CFO/City Treasurer as to financial implications; and further,
6. That a report **BE BROUGHT FORWARD** to City Council in early 2023 advising of all instances in which this delegation of authority was utilized.

THAT City Council **PASS A BY-LAW**, being a By-Law to authorize the CAO to approve participation in financial incentive programs contained in the Economic Revitalization CIP, Downtown Windsor Enhancement Strategy and CIP, Brownfield Redevelopment CIP, Sandwich Town CIP, Main Streets Building Facade CIP, Ford City CIP, University Avenue West and Wyandotte Avenue West CIP, Community Heritage Fund, Built Heritage Fund, and Heritage Property Tax Reduction Program with an estimated grant value exceeding \$50,000, up to an estimated value of \$2,500,000, between August 19, 2022 to November 15, 2022, unless further extended by Council, and only be applicable should Council be determined to be 'Lame Duck'.

Background:

City Council has approved seven CIPs (Economic Revitalization CIP, Downtown Windsor Enhancement Strategy and CIP, Brownfield Redevelopment CIP, Sandwich Town CIP, Main Streets Building Facade CIP, Ford City CIP and University Avenue West and Wyandotte Avenue West CIP) for the purpose of facilitating investment in targeted neighbourhoods, brownfield redevelopment and targeted economic sectors for the purpose of diversifying the local economy. Council has also approved the Heritage Property Tax Reduction Program, and the Community Heritage Fund & Built Heritage Fund, both grant-based programs, to assist in conservation of designated heritage properties.

To date, City Council has approved a number of heritage incentive applications and applications made under each CIP representing a range of projects, including: adaptive reuse of buildings, new residential unit creation, brownfield redevelopment and economic development in targeted economic sectors including manufacturing, research and development, creative industries, logistics, health & life sciences, and tourism.

With the municipal election taking place on October 24, 2022, there is the potential that the current Council be considered a 'Lame Duck' Council. This scenario could occur if less than three-quarters of the current Council are certified as candidates as of the

nomination deadline of August 19, 2022, or, after the election on October 24, 2022, if less than three-quarters of the current Council members are re-elected. Per the *Municipal Act*, should this occur, Council would be prohibited from taking the following actions:

- a) Appointing or removing from office of any officer of the municipality;
- b) Hiring or dismissing of any employee of the municipality;
- c) Disposing of any real or personal property of the municipality which has a value exceeding \$50,000 at the time of disposal; and;
- d) Making any expenditures or **incurring any other liability which exceeds \$50,000.**

Items c) and d) do not apply to items already approved within existing capital budgets.

Discussion:

The financial incentive programs contained within the seven CIPs offer a variety of grants funded by reserve accounts or property tax increases (ranging from 70%-100% of the municipal property tax increase created by a project for up to 10 years after the projects completion), with the possibility of also offsetting up to 100 percent of development charges paid for a project. For grants funded by reserve accounts, many projects apply to more than one grant, which may create a total expenditure of over \$50,000. Projects applying to tax based grants often incur liabilities exceeding \$50,000 due to the ten-year time horizon.

Due to the time sensitive nature of many of these projects (e.g., NextStar Energy Inc. supply chain investments), and out of an abundance of caution, Administration finds it prudent to recommend delegation of authority to approve participation in the CIP programs to the CAO, should Council be determined to be 'Lame Duck'. This recommendation mitigates the risk of missing out on new investment or not supporting investments that hinge on the incentives provided by the CIPs.

Additionally, there may be time sensitive approvals needed where previously approved CIP applications have expired. Administration includes an expiry date within the recommendation for each individual CIP application. In some cases, it is reasonable that applicants experience delays in their project (for example, due to the pandemic) and therefore may need to return to Council for approval again. By delegating the authority to approve participation in CIP programs to the CAO during a 'Lame Duck' situation, Administration can seek new approvals for previously approved projects in a reasonable timeframe for applicants.

Similar situations apply to Heritage incentive applications, which may be tied to timing of funding applications with other levels of government, or where there is time sensitivity in the heritage repairs/conservation efforts that need to be made.

Any instances where the recommended delegated authority is used to approve a grant application will be communicated to Council subsequent to the end of Council's 'Lame Duck' status. It is important to note that by approving the recommendations in this

report, Council will not be delegating any power to adopt or amend the overall 2022 municipal budget.

Risk Analysis:

There is a possibility that City Council will be deemed 'Lame Duck' on August 19, 2022, or after the election on October 24, 2022. Should this occur there is a moderate risk that time-sensitive proposals will come forward and be restricted from approval of the necessary incentives under one of the City's CIPs or Heritage Incentive programs to secure or support the investment. The recommendations brought forward through this report seek to mitigate this risk in a similar fashion to the delegated authority sought for grant applications and procurement overages at the July 25 Council Meeting.

There is also a risk that projects applying for grants with an estimated value of over the recommended \$2,500,000 threshold may be brought forward during the possible 'Lame Duck' period. In these circumstances, approval of participation in one of the programs will need to be deferred until Council is no longer in a 'Lame Duck' situation.

Climate Change Risks

Climate Change Mitigation:

N/A

Climate Change Adaptation:

N/A

Financial Matters:

Tax based grants are funded via increase in municipal tax levy generated by investment in buildings and property. Approved grants are not calculated or paid out until all eligible work is completed, the property is reassessed by the Municipal Property Assessment Corporation (MPAC), and the increased taxes have been paid for a full year. Any grants approved during a potential 'Lame Duck' period would not be paid out for at least one year following approval. To date the largest total grant value approved under the Economic Revitalization CIP was \$2,619,057 (i.e., over the ten year grant period). The second largest total grant value was \$2,095,694. Accordingly, it is recommended that the upset total grant value that may be approved by the CAO be \$2,500,000.

Other grants associated with the CIP and Heritage incentive programs are paid from capital projects which are funded through the use of established Reserves. This report seeks delegated authority to approve use of Reserve funds as it relates to applications which may be brought forward. This delegated approval is subject to there being sufficient uncommitted funds available within the Reserve.

Consultations:

Greg Atkinson – Planner III – Economic Development

Janice Guthrie – Deputy Treasurer – Taxation, Treasury & Financial Projects

Kevin Alexander – Planner III – Special Projects

Kristina Tang – Planner III - Heritage

Laura Strahl – Planner III – Special Projects

Wira Vendrasco – Deputy City Solicitor – Legal Services & Real Estate

Conclusion:

In the event of a ‘Lame Duck’ Council, the recommended measures will provide Administration with the tools to ensure the City does not miss out on attracting new investments or supporting investments that hinge on the incentives provided by the City’s CIPs and Heritage Incentive programs.

Planning Act Matters:

N/A

Approvals:

Name	Title
Thom Hunt	City Planner
Jelena Payne	Commissioner, Economic Development & Innovation
Wira Vendrasco for Shelby Askin Hager	Commissioner, Legal & Legislative Services
Joe Mancina	Commissioner, Corporate Services / Chief Financial Officer
Onorio Colucci	Chief Administrative Officer (A)

Notifications:

Name	Address	Email

Appendices:

Subject: Investing in Canada Infrastructure Program - Public Transit - Automatic Passenger Counters - City Wide

Reference:

Date to Council: August 8, 2022
Author: Tyson Cragg
Executive Director, Transit Windsor
519-944-4141 ext 2232
tcragg@citywindsor.ca

Transit Windsor
Report Date: July 25, 2022
Clerk's File #: MT/13478

To: Mayor and Members of City Council

Recommendation:

THAT City Council **APPROVE** the \$743,500.00 for the project recommended in this report for submission to Intake 3 for the Investing in Canada Infrastructure Program (ICIP) – Public Transit; and,

THAT City Council **SUPPORT** the use of \$90,000 in funding previously approved in the 2022 Capital Budget for use in this project and **PRE-COMMIT** the use of 2024 funds, previously approved in principle in project TRN-003-22 for immediate use; and,

THAT City Council **AUTHORIZE** the Chief Administrative Officer to sign and submit applications to Intake 3 for the Investing in Canada Infrastructure Program (ICIP) – Public Transit, subject to the documents being satisfactory in technical content to the Commissioner of Infrastructure Services, or designate, in financial content to the City Treasurer or designate, and in legal form to the Commissioner of Legal & Legislative Services; and,

THAT in the event the City receives written confirmation, of the Grant funding being awarded to the City, the grant funding awarded is no less than the Project's costs outlined in the Financial Matters section herein, implementation of the Project does not result in a need for additional city funding to be approved by City Council and where the Grant provider confirms that expenditures as of that date are eligible, then City Council **APPROVES** the following recommendations:

- a. **THAT** the Chief Administrative Officer and City Clerk **BE AUTHORIZED** to execute and sign any agreements, declarations or approvals required resulting from receiving grant funding approval for Intake 3 for the Investing in Canada

Infrastructure Program (ICIP) – Public Transit subject to such documents being satisfactory in technical content to the Commissioner of Infrastructure Services or designate, in financial content to the City Treasurer or designate, and in Legal form to the Commissioner of Legal & Legislative Services; and,

- b. **THAT** the Mayor, in addition to the CAO and City Clerk, also **BE AUTHORIZED** to execute any agreements, declarations and other such documents required as part of receiving funding under the ICIP-Public Transit program, and only if deemed required by the grant provider, to be satisfactory in form, technical content and financial content by the parties outlined in the original approvals granting the CAO and City Clerk authority to execute such documents; and,
- c. **THAT** the Chief Administrative Officer **BE AUTHORIZED** to delegate signing of all claims, progress reports and applicable schedules and other such documents as may be required as part of the request for payment to the Commissioner of Infrastructure Services or designate, subject to financial content approval from the area's Financial Planning Administrator or their manager; and,
- d. **THAT** Council **PRE-APPROVE** and **AWARD** any procurement(s) necessary that are related to the Investing in Canada Infrastructure Program (ICIP) – Public Transit 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 Commissioner of Infrastructure Services; and,
- e. **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 Commissioner of Infrastructure Services; in financial content to City Treasurer; and,
- f. **THAT** in the event that written confirmation is received by the City indicating that funding has been approved under the ICIP-Public Transit program, Administration **BE AUTHORIZED** to make any expenditures that are related to the ICIP-Public Transit projects, provided such expenditures are within previously-approved budget amounts and that they are required to be made prior to the formal public announcements or agreement execution, due to project timelines; and,
- g. That City Council **AUTHORIZE** the City Solicitor to prepare the required bylaws, if required by the grant provider, in order to execute agreements as part of receiving grant funding, conditional upon the recommendation of the Chief Financial Officer & City Treasurer; and,

THAT should the City not be successful in this grant submission, a communication report be provided to inform City Council.

Executive Summary:

N/A.

Background:

In late 2016 the Federal Government announced the Public Transit Infrastructure Funding (PTIF) program. The City of Windsor received funding to complete 26 projects under this grant with, total project funding of over \$20M with just over \$10M in funding being provided from this grant.

On April 2, 2019 the Federal and Provincial government released the new Public Transit grant funding program under the Investing in Canada Infrastructure Program (ICIP). The program runs from April 1, 2019 to March 31, 2027. As communicated to Council in May, 2019, the funding under ICIP is provided based on a funding formula of Federal at 40%, Provincial at 33.33% and Municipal at 26.67%. Funding has been allocated to each municipality based on ridership stats from 2015 and as a result, the City of Windsor has been allocated \$57.9M Federal funding; \$48.25M Provincial funding with the City required to contribute \$38.6M, plus any ineligible costs, for a total investment of \$144.78M over the life of the program. The City of Windsor included and was approved for projects totalling \$30.96M in Intake 1 of the ICIP program. The remaining available funding for future intakes was \$113.82M.

In 2019, the province launched two separate intakes for eligible municipalities located inside and outside of the Greater Toronto and Hamilton Area (GTHA).

The ICIP program provides for several intakes over the life of the grant. On June 1, 2021, the Ministry of Transportation announced the launch of the next application process, Intake 3, for funding under the Public Transit stream of the Investing in Canada Infrastructure Program (ICIP). The City of Windsor included and was approved for projects totalling \$16.77M in Intake 3 of the ICIP program, bringing the total remaining available funding for future intakes to \$97.05M.

Intake 3 will be open for all eligible municipalities located both inside and outside the GTHA to utilize the balance of federal and provincial funding available to each municipality. The intake will also be open as long as possible, to provide flexibility to enable municipalities to submit projects that better align with their timelines and readiness.

As funding is specifically allocated, Transit Windsor is prepared to bring forward a request to complete the Installation of Automated Passenger Counters (APC's) on the remainder of the fleet (52 units plus up to 8 replacement units), as an ICIP project submission.

Discussion:

There are four (4) transit improvement outcomes identified in the ICIP grant;

- Improved **capacity** of public transit infrastructure
- Improved **quality and/or safety** of existing or future transit systems
- Improved **access** to public transit system
- Improved **capacity and/or quality** of pathways and/or active transportation infrastructure

Eligible projects include new construction, planning, rehabilitation or replacement of:

- Transit rolling stock, fixed assets and transit exclusive infrastructure
- Active transportation which is directly connected to the public transit system

Automatic Passenger Counters

Transit Windsor is proposing to purchase up to 60 Automated Passenger Counters (APC's) from Strategic Mapping Inc. and using Sky Mobile Corporation to perform the installation. APC's are electronic instruments located at the doors of a transit bus that count the number of passengers that enter and exit at every transit stop. APC's provide Transit Windsor with an automated method for collecting information about the number of passengers at a variety of system levels, including route, route assignment, or specific transit stops by time of day and by day of week.

More detailed ridership data are used by transit planners and schedulers to analyze performance and to make changes at the route, trip or stop levels so that service levels matches the demand. In addition, since the Provincial Gas Tax (PGT) program is ridership-based, the equipping of the entire fleet of buses will ensure that ridership counts are accurate, thus maximizing the potential Gas Tax revenue for Transit Windsor.

In recent years, Transit Windsor installed 65 APC's in a fleet of 117 representing approximately 56%. With the additional 52 units this would bring the total to 117 APC's or 100% fleet coverage. Transit Windsor will also be requesting 8 replacement APC units, if pricing allows for the purchase.

Method of Contract Award:

In discussion with the City of Windsor's Purchasing department, procurement of the up to 60 APC units is proprietary to Strategic Mapping Inc. and would be a sole sourced contract within the City's Purchasing By-Law. The existing 65 APC units at Transit Windsor have all been acquired from Strategic Mapping Inc., and the remaining units require the same ability to interface with Transit Windsor's Automatic Vehicle Location (AVL) system which is proprietary technology to Strategic Mapping. Sky Mobile Corporation has a history of installing APCs on transit buses and has technical experience and knowledge of wiring schematics to ensure the installation is consistent with Transit Windsor's other APC installations. This would be a sole sourced contract within the City's Purchasing By-Law.

This next grant intake submission request is for the purchase of up to 60 new APC's. The total project cost is estimated to be \$743,500.00, including \$2,200.00 in ineligible costs. With the ICIP funding for this project, it is estimated that the City will be required to provide \$199,904.71 for matching funds and ineligible costs.

Recommendation that funding be from the Transit Windsor Automatic Passenger Counter project (TRN-003-22) in 2022 \$90,000.00 and in 2024 \$110,000.00

Risk Analysis:

There is a risk that this project may come in over budget and result in additional municipal funding. This risk is being mitigated by ensuring that the project is being properly scoped and costed prior to submission.

There is the potential risk that the project submitted might not be approved by either the provincial or federal reviewer thus requiring 100% City funding if the project is to proceed regardless of grant funding. This risk is low for the ICIP Public Transit stream as the funding is allocation based, and submissions will speak directly to the alignment of grant guidelines and objectives.

Due to limited funding, should the project be approved and undertaken by the City, funding for other Transit Windsor projects that would otherwise may have received City funding may need to be differed or cancelled.

Transit Windsor will bring forward a communication report to inform City Council should this occur.

Climate Change Risks

Climate Change Mitigation:

N/A

Climate Change Adaptation:

N/A

Financial Matters:

As part of the 2022 Capital Budget, project TRN-003-22 requested funding of \$200,000 for the purchase of Automatic Passenger Counters, with \$90,000 being approved and funded in 2022 and \$110,000 being funded in principle, in 2024.

The municipal portion of the project is 26.67% of the total eligible project costs plus 100% of any ineligible project costs. The table below identifies the total project costs of \$743,500, which includes ineligible costs of \$2,200, the total municipal funding required of \$199,905 (inclusive of ineligible costs), and the recommended funding sources.

Transit Windsor	Total Eligible Project Cost	Total Ineligible Costs	Total Project Costs	Grant funding	Municipal funding	Funding Source
APC's	\$741,300	\$2,200	\$743,500	\$543,595	\$199,905	TRN-003-22 (project #7221029) 1) 2022 : \$90,000 2) Pre-commitment of 2024 : \$110,000

Consultations:

Stephan Habrun, Manager of Operations, Transit Windsor

Sue Grimmett, Program Manager, Corporate Projects, Transit Windsor

Joy Williams, ITS Coordinator, Transit Windsor

Natasha Gabbana, Senior Manager of Asset Planning, City of Windsor

Kathy Buis, Financial Planning Administrator, Transit Windsor

Alex Vucinic, Purchasing Manager, City of Windsor

Jackie Sisco, Buyer, Purchasing, City of Windsor

Conclusion:

Transit Administration strongly recommends the approval of the project and funding for submission as detailed within this report.

Planning Act Matters:

N/A.

Approvals:

Name	Title
Tyson Cragg	Executive Director, Transit Windsor
Chris Nepszy	Commissioner, Infrastructure Services
Shelby Askin Hager	Commissioner, Legal & Legislative Services

Name	Title
Joe Mancina	Commissioner, Corporate Services CFO/City Treasurer
Onorio Colucci	Chief Administrative Officer

Notifications:

Name	Address	Email

Appendices:

Subject: Exemption to Noise By-law 6716 for Nighttime Construction Work – Huron Church Road – Ward: 2 & 10

Reference:

Date to Council: August 8, 2022

Author: Juan Florian

Engineer I

(519) 255-6560x4233

jflorian@citywindsor.ca

Public Works - Operations

Report Date: July 20, 2022

Clerk's File #: AB2022

To: Mayor and Members of City Council

Recommendation:

- l) THAT the following exemption requests to the provisions of the Noise By-law 6716 (as amended), **BE GRANTED:**

a. Specific exemption request:

The Public Works Department of the City of Windsor is requesting a noise by-law exemption for the time periods for the operation of construction equipment as dictated by the City of Windsor **By-Law No. 6716** in order to allow 24/7 construction work.

b. Scope of Exemption:

The project limits are located in the City of Windsor on Huron Church Road from Tecumseh Road West to Dorchester Road and Pool Avenue to Industrial Drive.

c. Duration of Exemption:

This Noise By-Law Exemption is requested for the dates commencing on August 1st, 2022 and continuous through November 25th, 2022.

Executive Summary:

N/A

Background:

A Connecting Link is defined as a road that connects two ends of a provincial highway through a community or to a border crossing. In 1973, Huron Church Rd between

Highway #3 and the Ambassador Bridge was identified as a Connecting Link by the Province of Ontario. Huron Church Rd is the only Connecting Link in the City of Windsor and the limits are from just North of the Industrial Dr/ Northwood St intersection to the Ambassador Bridge. The MTO runs a Connecting Links Program that funds the construction and repair of roads and bridges on connecting links. The program funding is for up to 90 percent of total eligible project costs. The maximum amount of funding for eligible costs is \$3 million per project. Funding is provided for the design, construction, renewal, rehabilitation and replacement of connecting link infrastructure.

The City has been submitting projects to the MTO for consideration in the Connecting Links Program since the start of the program in 2015. The City was notified in 2022 that our application had been approved and we were awarded the grant value of \$1,734,364.90 for road rehabilitation and infrastructure upgrades on Huron Church Road from Tecumseh Road West to Dorchester Road and then Pool Avenue to Industrial Drive.

Construction is anticipated to start the week of August 1st, 2022 with sixty (60) working days outlined in the contract.

Discussion:

The City of Windsor is undertaking the road rehabilitation of Huron Church Rd along with traffic infrastructure upgrades from Tecumseh Road West to Dorchester Rd and Pool Avenue to Industrial Drive. These sections of Huron Church Rd see in excess of 60,000 vehicles per day including over 10,000 trucks per day going to and coming from the Ambassador Bridge which is the busiest international commercial border crossing in Canada. This section of roadway has significantly deteriorated due to the heavy volumes of traffic and annual freeze-thaw cycles and requires rehabilitation and traffic infrastructure upgrades. The intent of this project is to remove and replace damaged concrete panels with new concrete panels to improve the long term durability of the roadway.

Generally the proposed work will consist of:

- Small and large sections of concrete panel repairs including full lane repairs southbound from Dorchester Road to Tecumseh Road West.
- Removal and replacement of the center median between Dorchester Road and Tecumseh Road West and the island located in the Industrial Drive and Huron Church Road Intersection.
- Retrofit existing catchbasins to curb inlet catchbasins along Huron Church Road
- Street lighting and Traffic Infrastructure work on the Industrial Drive and Huron Church Road intersection.
- Small and large sections of curb and gutter construction
- Removal of residential concrete sidewalks/driveway approaches and construction of commercial concrete sidewalks/driveway approaches.

Construction activities will be permitted to be carried out 7 days a week and 24 hours a day to the extent that the construction operations will allow.

Access to businesses will remain open throughout the construction works.

The properties fronting on the section of Huron Church Rd to be reconstructed are primarily commercial which would render this area exempt as per the Noise By-law 6716 however, due to the proximity of some residential properties on adjacent streets, Public Works is seeking a Noise By-Law Exemption in order to:

- Minimize the potential safety hazards during construction to the traveling public.
- Minimize the total duration of construction.

The proposed nighttime works will involve the reconstruction of the road and associated infrastructure within the right-of-way and will involve the use of the following noise producing machinery:

- Construction vehicles such as: dump trucks and material delivery trucks
- Construction equipment such as: excavators, loaders, bulldozers, rollers
- Paving units (concrete pavers)
- Use of power tools such as: air compressors and portable power generators;
- Compaction equipment; and,
- Concrete saws and coring machines.

The control of construction noise from this project requires that the Contractor maintain equipment in a good operating condition that prevents unnecessary noise (e.g. machinery must be kept in good working order, and no excessive idling of equipment will be permitted). A notification area for the by-law exemption is illustrated in Appendix A.

Risk Analysis:

Risk Description	Impacted Objective(s)	Risk Level	Mitigating Strategy / Status	Responsibility
Noise will exceed generally acceptable nighttime levels	Consideration of community	Low	To minimize noise nuisance from construction activities to adjacent businesses and private properties, private construction firms working under contract for the City will be required to minimize the idling of construction vehicles, maintain equipment in good working order, and apply standard noise mitigation measures. If construction noise complaints arise during construction, they will be investigated by City staff in an attempt to mitigate the concerns and reach a resolve to the complaint.	City / General Contractor

Climate Change Risks

Climate Change Mitigation:

N/A

Climate Change Adaptation:

N/A

Financial Matters:

There is no financial impact to the City in granting the Public Works Department the requested exemption to the By-Law 6716.

Consultations:

A letter will be delivered to all properties nearby and adjacent to the proposed works (see highlighted properties in Appendix A).

Conclusion:

Administration supports the Public Works Department's requested exemption to the Noise By-law as nighttime work will minimize the duration of the construction works resulting in a return to normal traffic flow as quickly as possible.

Planning Act Matters:

N/A

Approvals:

Name	Title
Phong Nguy	Manager, Contracts, Field Services & Maintenance
Shawna Boakes	Executive Director of Operations
Chris Nepszy	Commissioner of Infrastructure Services
Steve Vlachodimos	City Clerk
Wira Vendrasco for Shelby Askin Hager	City Solicitor
Onorio Colucci	Chief Administrative Officer

Notifications:

Name	Address	Email
------	---------	-------

Name	Address	Email
All affected properties nearby and adjacent to the construction activities.		
Ward 2 Councillor – Fabio Costante		fconstante@citywindsor.ca
Ward 10 Councillor – Jim Morrision		jmorrision@citywindsor.ca
311		311@citywindsor.ca
MTO Ron Lewis		Ron.lewis@ontario.ca
WEMG Mike Palanacki		mpalanacki@wemg.ca
Ambassador Bridge Stan Korosec Randy Spader		skorosec@ambassadorbridge.com rspader@ambassadorbridge.com
Windsor Police Services		info@police.windsor.on.ca

Appendices:

1 Appendix A




NOISE BY-LAW EXEMPTION FOR PROPERTIES WITHIN A 150m RADIUS OF HURON CHURCH'S CENTRELINE



KEY PLAN N.T.S.

LEGEND

 EXEMPTED FROM NOISE BY-LAW

THE CORPORATION OF THE CITY OF WINDSOR - ENGINEERING DEPARTMENT

Noise By-Law Exemption for Huron Church Road between Tecumseh Road West to Dorchester Rd and Pool Ave to Industrial Drive

Kirk Tamm
Kirk Tamm, Manager of Geomatics

SCALE: 1:9000	DATE: JULY 2022	REVISED: -----
DWN BY: NS	CHKD BY: PJU / CJH	REVISION NO.: -----

DWG. NO.
C-3675

Subject: Applications for Tax Reductions under S. 357/358 of the Ontario Municipal Act 2001 - City Wide

Reference:

Date to Council: August 8, 2022
Author: Carolyn Nelson
Manager Property Valuation & Administration
(519) 255-6100 ext 6170
cnelson@citywindsor.ca
Taxation & Financial Projects
Report Date: July 21, 2022
Clerk's File #: AF2022

To: Mayor and Members of City Council

Recommendation:

THAT City Council **ACCEPT** Administration's recommendations with regards to approval of property tax relief for those applications for Tax Reduction, Cancellation and Refunds as outlined and included in Appendixes A through C; and,

THAT City Council **SUPPORT** Administration's recommendation with regards to the denial of applications for Tax Reduction, Cancellation and Refund as outlined in Appendix D; and,

THAT the CFO/City Treasurer (or designate) **BE AUTHORIZED** to amend the City's Tax Master Collector's Roll for the 2019 through 2021 taxation years in the amount of \$86,847.19 (including the education portion) as outlined in Appendix E.

Executive Summary:

N/A

Background:

An application under Section 357(1) of the Ontario Municipal Act, 2001 (the Act) to City Council may be made by any person and may be made at any time during the year in respect of which the application is made and until the last day of February in the following year for the cancellation, reduction or refund of taxes. Reasons for making application include but are not limited to:

- a change event wherein the property is eligible to be reclassified in a different class which has a lower tax ratio and no supplementary assessment is made in respect to the changed event
- property that has become exempt from taxation during the year or during the preceding year after the return of the assessment roll;
- building(s) that during the year or during the preceding year after the return of the assessment roll,
 1. was razed by fire, demolition or otherwise, or
 2. was damaged by fire, demolition or otherwise so as to render it substantially unusable for the purposes for which it was used immediately prior to the damage;
- an overcharge by reason of any gross or MPAC error that is a clerical error, the transposition of figures, a typographical error or similar type of error, but not an error in making the assessment upon which the taxes have been levied; or
- for reason of repairs or renovations the property could not be used for its normal use for a period of at least three months during the year.

An application may also be made to the City Treasurer under Section 358(1) of the Act for the cancellation, reduction or refund of taxes levied in each or either of the two years preceding the year in which the application is made by any person who was overcharged by reason of any gross or MPAC error in the preparation of the assessment roll that is clerical or factual in nature but not an error in judgment in assessing the property.

The Act indicates that City Council is required to render a decision in respect of all applications by September 30 of the year following the year in respect of which the application is made. However, upon receipt of an application, Administration undertakes a review to determine the validity of the reasons for the application and verification of effective dates. This process may preclude Administration from being able to present all applications within the prescribed deadline. If no decision is made or the applicant disagrees with the decision rendered, the applicant has the right to appeal to the Assessment Review Board.

Discussion:

The applications which have been finalized and included for approval are presented in the attached Appendices A through C for cancellation, reduction or refund of property

taxes for the years 2019 to 2021. Those recommended for denial are included in Appendix D. Appendix E summarizes the financial impact of those applications which are recommended for approval.

General details for each application are outlined in the attached Appendices. Various applications presented within this report relate to properties affected by fire damage, demolition of structures as well as tax class changes from taxable to exempt. They represent properties within various autonomous neighbourhoods throughout the City, which have subsequently been, are in the midst of being or are about to be redeveloped. As the redevelopment is completed, Administration will ensure that the Municipal Property Assessment Corporation (MPAC) is made aware of same in order that the timely return of new assessment values are provided for purposes of additional tax billing.

Further detailed information as to reasons for approval of those applications with significant tax reductions are described below.

2400 Ouellette Ave. & 2465 McDougall St.

On August 28, 2019, the Windsor-Essex Catholic District School Board purchased these two parcels of land which are located adjacent to one another between McDougall St. and Ouellette Ave. MPAC changed the tax class from commercial to exempt for both properties on roll return for years 2020 and later. Administration is recommending cancellation of taxes for 2019 totalling \$15,201.45 from August 28 – December 31, 2019 due to the change in tax classification.

3850-3854 Dougall Ave

This shopping plaza is located at the southeast corner of Cabana Rd E. and Dougall Ave. The property has two floors assessed in the commercial and shopping centre tax classes. For the entire year 2021, the second floor was being renovated to convert the commercial units to residential. Tax relief applications for repairs and renovations are viewed by Administration to be very similar to S 364 of the Municipal Act, 2001 – vacant unit rebate, and thus the amount of tax relief recommended is 30%. The assessment value of this area in 2021 was determined by MPAC to be \$808,000 which equates to \$34,215.93 in total taxes. Administration is recommending that 30% of that amount, \$10,264.78, be approved for tax relief. Renovations continue through the tax year 2022 and it is expected that a similar application will come forward for review at the appropriate time. Once renovations are complete, the upper floor will be included in the residential tax class.

1840 Huron Church Rd

In March 2021, the property experienced significant damage from a fire set in one of the suites on the 2nd floor. The fire and heavy water damage from the sprinkler system resulted in the closure of thirteen 2nd floor suites and amenity areas from March 8 — December 31, 2021. MPAC has assessed the affected area at \$801,000 resulting in \$27,786.12 in taxes which are recommended for cancellation.

3265 Peter St. and 435 Tournier St.

These two addresses were historically assessed by MPAC as two separate properties with different roll numbers. Both properties were owned by the same people during that time. Through a title search, the owners discovered that the properties were registered at the Ontario Land Registry Office as one property and accordingly should have been assessed as one parcel. MPAC has acknowledged the error and has decreased the assessment value for the consolidated property applying the reduction to 3265 Peter St. by \$15,000. This results in a recommended adjustment to the taxes levied for 2019 through 2021 in the amount of \$805.27. As the correction was made to the Peter St property, the application for 435 Tournier is not required and therefore recommended for denial.

Recommended for Denial – 2020 and 2021 Applications Citing COVID-19

Administration received nine (9) applications for tax relief from 2020 and 2021 property taxes that specifically cited COVID-19 and/or the provincial Emergency Order as the reason for their application (Appendix D). Some applicants added the reason for the request for tax relief as “Damaged and substantially unusable – 357(1)(d)(ii)” on their application. This section of the Act enables property owners to apply if: during the year or during the preceding year after the return of the assessment roll, a building on the land,

(i) was razed by fire, demolition or otherwise, or

(ii) was damaged by fire, demolition or otherwise so as to render it substantially unusable for the purposes for which it was used immediately prior to the damage

On April 28, 2021 Ontario municipalities received a memorandum written by the Ministry of Finance that stated, “While it is the responsibility of each local municipality to interpret and administer these sections for itself it is the Ministry’s view that sections 357(1)(d) and 323(1)(d) are not intended to provide relief in a situation where a property has not been physically damaged or demolished.” Administration agrees with the Ministry’s view on the matter and confirms that there has been no physical damage or demolition that would suggest that tax relief is appropriate.

In 2021, Council supported Administration’s recommendation to deny the 2020 applications. Many municipalities across Ontario took the same position, that is, to deny applications to tax relief where reasons for the relief cited COVID. These decisions have resulted in appeals by the property owners. The City has joined other municipalities in a joint process whereby a decision as to whether the closure of business due to COVID-19 and the Emergency order meets the legislative intent of this section of the Act. This decision is being sought through a judicial review. The process is currently ongoing and as such, Administration is recommending that the 2021 applications be denied as well. Should applicants disagree with this recommendation, they are able to file an appeal with the Assessment Review Board.

Risk Analysis:

As indicated above, applications for the cancellation, reduction or refund of taxes is legislated under the Municipal Act and City Council is required to render a decision by September 30 of the year following the year in respect of which the application is made.

However upon receipt of the said applications, Administration undertakes the due diligence necessary to confirm the information contained in the application is accurate. To assist property owners who are awaiting significant refunds, those that are readily verified are brought forward in this initial report. In certain cases the presentation of certain applications may be required to wait to be dealt with within the prescribed deadline.

An applicant may appeal the decision of City Council to the Assessment Review Board (ARB) by filing a notice of appeal with the registrar of the Board within 35 days after Council makes its decision.

Climate Change Risks

N/A

Climate Change Mitigation:

N/A

Climate Change Adaptation:

N/A

Financial Matters:

As outlined in Appendix E – Summary Distribution of Tax, the total amount of taxes to be cancelled herein is \$86,847.19 with the municipal share being \$68,233.39 and the education/hospital share being \$18,613.80. This amount will be charged to the current year's provision for tax write-offs. Write-offs are funded from supplemental tax billing revenue received in year unless alternative funding is available. The education share of the property tax relief provided in total will be recovered by way of a charge back to the Province.

Consultations:

The Municipal Property Assessment Corporation (MPAC) provides the City with the assessed values relating to the applications for tax adjustments and confirms that tax class change requests are indeed appropriate.

Conclusion:

Administration is generally in support of the applications brought forward by ratepayers for the requested tax relief. Reasons for those applications being denied have been provided.

Planning Act Matters:

N/A

Approvals:

Name	Title
Carolyn Nelson	Manager Property Valuation & Administration
Janice Guthrie	Deputy Treasurer Taxation, Treasury & Financial Projects
Joe Mancina	Commissioner Corporate Services/Chief Financial Officer
Onorio Colucci	Chief Administrative Officer

Notifications:

Name	Address	Email

Appendices:

- 1 Appendix A - Residential Property Class
- 2 Appendix B - Commercial / Industrial / Multi-Residential Property Classes
- 3 Appendix C - City-Owned Commercial / Industrial / Multi-Residential Property Classes
- 4 Appendix D - Denials
- 5 Appendix E - Summary Tax Distribution

APPENDIX A
Residential Property Class

2019						
Roll Number	Property Address	Amount of Assessment	Tax Class	Number of days in 2019 Affected by Application	Tax Reduction	Reason for Application
050 210 03400	3265 PETER	\$ 14,872	RT	365	\$ 266.12	MPAC ERROR
060 220 13700	1090 BELLEPERCHE	\$ 1,000	RT	366	\$ 17.25	MPAC ERROR
TOTAL					<u>\$ 283.37</u>	
2020						
Roll Number	Property Address	Amount of Assessment	Tax Class	Number of days in 2020 Affected by Application	Tax Reduction	Reason for Application
050 210 03400	3265 PETER	\$ 15,000	RT	366	\$ 266.35	MPAC ERROR
050 330 01700	1238 CAMPBELL	\$ 408,000	RT	17	\$ 336.51	MPAC ERROR
060 220 13700	1090 BELLEPERCHE	\$ 1,000	RT	366	\$ 17.76	MPAC ERROR
080 100 02600	4130 ROSELAND W.	\$ 129,000	RT	198	\$ 1,239.19	DEMOLITION
TOTAL					<u>\$ 1,859.81</u>	

2021						
Roll Number	Property Address	Amount of Assessment	Tax Class	Number of days in 2021 Affected by Application	Tax Reduction	Reason for Application
010 420 04700	1762 FRANCOIS	\$ 1,000	RT	365	\$ 18.19	MPAC ERROR
050 110 07300	334 CALIFORNIA	\$ 73,000	RT	365	\$ 1,327.03	FIRE DAMAGE
050 210 03400	3265 PETER	\$ 15,000	RT	365	\$ 272.80	MPAC ERROR
050 220 10900	3217 BABY (REAR)	\$ 22,500	RT	315	\$ 353.15	FIRE DAMAGE
050 330 01700	1238 CAMPBELL	\$ 408,000	RT	365	\$ 7,240.16	MPAC ERROR
060 220 13700	1090 BELLEPERCHE	\$ 1,000	RT	365	\$ 18.19	MPAC ERROR
060 460 00200	10770 RIVERSIDE E	\$ 212,000	RT	233	\$ 2,461.23	DEMOLITION
070 090 05600	3708 HOWARD	\$ 26,000	RT	22	\$ 28.50	DEMOLITION
070 090 05700	3714 HOWARD	\$ 116,000	RT	22	\$ 127.16	DEMOLITION
070 130 02800	536 DUCHARME	\$ 93,000	RT	214	\$ 991.65	DEMOLITION
070 260 23000	3822 WOODWARD	\$ 43,000	RT	325	\$ 696.33	DEMOLITION
TOTAL					<u>\$ 13,534.39</u>	

APPENDIX B
Commercial / Industrial / Multi-Residential Property Classes

2019						
Roll Number	Property Address	Amount of Assessment	Tax Class	Number of days in 2019 Affected by Application	Tax Reduction	Reason for Application
080 020 13100	2465 MCDOUGALL	\$ 4,455,400	CT/CU	126	\$ 7,804.93	EXEMPT
080 020 13200	2400 OUELLETTE	\$ 783,000	CX	126	\$ 7,396.52	EXEMPT
TOTAL					\$ 15,201.45	

2020						
Roll Number	Property Address	Amount of Assessment	Tax Class	Number of days in 2019 Affected by Application	Tax Reduction	Reason for Application
030 040 05100	934-938 WYANDOTTE E	\$ 227,000	CT > CX	359	\$ 6,621.18	DEMOLITION
TOTAL					\$ 6,621.18	

2021						
Roll Number	Property Address	Amount of Assessment	Tax Class	Number of days in 2021 Affected by Application	Tax Reduction	Reason for Application
010 120 09400	1103 DROUILLARD	\$ 87,300	RT/CT/CX	335	\$ 2,146.42	DEMOLITION
010 160 00102	1306 DROUILLARD	\$ 61,500	RT/CT/CX	115	\$ 769.22	DEMOLITION
030 450 08800	1564 ELSMERE	\$ 3,000	CT	365	\$ 127.04	DEMOLITION
040 340 04900	188 GILES E	\$ 35,000	CT/RT	171	\$ 1,705.12	CLASS CHANGE
040 350 03500	1172 GOYEAU	\$ 21,000	CT/RT	316	\$ 3,175.28	CLASS CHANGE
040 490 03800	1375-1377 OUELLETTE	\$ 22,000	CT/RT	214	\$ 2,158.18	CLASS CHANGE
070 160 01007	1925 A - 1929 PROVINCIAL	\$ 9,000	CT/RT	184	\$ 57.64	REPAIRS/RENOVATIONS
080 060 00100	3850-3854 DOUGALL	\$ 808,000	CT/ST	365	\$ 10,264.78	REPAIRS/RENOVATIONS
080 650 02801	1840 HURON CHURCH	\$ 801,000	CT	299	\$ 27,786.12	FIRE DAMAGE
TOTAL					\$ 48,189.80	

APPENDIX C
City of Windsor Owned Properties

2021						
Roll Number	Property Address	Amount of Assessment	Tax Class	Number of days in 2021 Application	Tax Reduction	Reason for Application
070 730 09232	0 MCHUGH	\$ 5,500	RT > E	212	\$ 197.29	EXEMPT
070 730 09233	0 MCHUGH	\$ 7,800	RT > E	212	\$ 243.93	EXEMPT
070 730 09234	0 MCHUGH	\$ 7,800	RT > E	212	\$ 243.93	EXEMPT
070 730 09235	0 CLEARWATER	\$ 5,500	RT > E	212	\$ 205.72	EXEMPT
070 730 09236	0 MISTY DAWN	\$ 8,900	RT > E	212	\$ 266.32	EXEMPT
					\$ 1,157.19	

Appendix D Denials

050-210-03500 435 Tournier St. 2019-2021

<u>Applications Citing COVID-19 as the Reason</u>	<u>Year</u>
010-010-00610 4909 Riverside Dr. E.	2021
010-010-03210 5065 Riverside Dr. E.	2021
010-070-00104 245-251 Drouillard Rd	2021
070-080-05401 3030 Howard Ave	2021
070-080-05500 3060 Howard Ave	2021
070-080-05503 650 Division	2021
070-680-03200 7450-7780 Tecumseh Rd E.	2021
080-660-00104 1855 Huron Church Rd	2020
080-660-00104 1855 Huron Church Rd	2021

APPENDIX E
Summary Tax Distribution

**SUMMARY - DISTRIBUTION OF TAX
CANCELLATION, REDUCTION OR REFUND**

Tax Class	Cancellation Amount	Municipal Share	Education/Hospital Share
2019 Residential - Appendix A	\$ 283.37	\$ 255.03	\$ 28.34
2020 Residential - Appendix A	\$ 1,859.81	\$ 1,673.83	\$ 185.98
2021 Residential - Appendix A	\$ 13,534.39	\$ 12,180.95	\$ 1,353.44
Residential Tax Cancellation	\$ 15,677.57	\$ 14,109.81	\$ 1,567.76
2019 Commercial, Industrial & Multi-Res. - Appendix B	\$ 15,201.45	\$ 10,793.03	\$ 4,408.42
2020 Commercial, Industrial & Multi-Res. - Appendix B	\$ 6,621.18	\$ 4,701.04	\$ 1,920.14
2021 Commercial, Industrial & Multi-Res. - Appendix B	\$ 48,189.80	\$ 37,588.04	\$ 10,601.76
Commercial, Industrial & Multi-Res. Tax Cancellation	\$ 70,012.43	\$ 53,082.11	\$ 16,930.32
2021 City of Windsor Owned Properties - Appendix C	\$ 1,157.19	\$ 1,041.47	\$ 115.72
City of Windsor Owned Properties Tax Cancellation	\$ 1,157.19	\$ 1,041.47	\$ 115.72
Total Cancellation	\$ 86,847.19	\$ 68,233.39	\$ 18,613.80

Subject: Properties Under Municipal Vesting Considerations - Wards 5 & 9

Reference:

Date to Council: August 8, 2022
Author: Janice Guthrie
Deputy Treasurer - Taxation, Treasury & Financial Projects
jguthrie@citywindsor.ca
519-255-6100 Ext 6271
Taxation & Financial Projects
Report Date: July 21, 2022
Clerk's File #: AF2022

To: Mayor and Members of City Council

Recommendation:

As relates to the properties located at:

3005 Deziel Dr. – Roll No. 37 39 070 301 05100 0000;
3142-3146 Walker Rd. - Roll number 37 39 070 290 01500 0000;
3136-3140 Walker Rd. - Roll 37 39 070 290 01600 0000;
1585 St. Luke – Roll Number 37 39 010 310 14100 0000; and
2429 Seminole – Roll Number 37 39 010 310 13800 0000

THAT City Council **AUTHORIZE** the properties be vested in the name of the Municipality; and,

THAT City Council **AUTHORIZE** the City Treasurer/designate to remove from the tax roll property taxes estimated in the amount of \$7,398,340 (inclusive of education tax) plus any additional levies or penalties that may be added from the date of this report until the date of actual removal and the amount be funded as charges as follows:

- \$6,347,589 to be charged to the Property Acquisition through Vesting capital project (Project ID #7171059),
- \$1,050,751 to be recovered by way of a charge back to the Province.

THAT City Council **AUTHORIZE** all future costs associated with the ongoing ownership of the vested properties held for sale, until such time as the properties can be sold, be charged to the Property Acquisition through Vesting capital project (Project ID # 7171059); and,

THAT City Council **DIRECT** that future proceeds from the subsequent sale of the vested properties held for sale be credited to the Property Acquisition through Vesting capital project (Project ID # 7171059).

Executive Summary:

N/A

Background:

Part XI of the Ontario Municipal Act provides formal direction and authority to municipalities with regards to the collection of outstanding property taxes by way of a tax lien and tax sale. Where all legislative steps have been taken for the collection of property tax arrears and the tax arrears remain outstanding, the legislation authorizes municipalities to take the further enforcement measure of vesting ownership of the property in the municipality. This means that if a tax sale does not result in a successful purchase, the City has two (2) years upon which to make a decision to vest in the property in the City or return the property to the registered owner.

All the properties indicated in this report have been offered at tax sale, no bids were received and significant tax arrears relative to the assessed value remain outstanding.

The decision to vest in a property is not taken lightly. Council must carefully weigh the risks as well as the financial costs associated with ownership. A review of tenancies, structural issues, building/property standard compliance orders and the resources required to manage the properties is undertaken. As result of vesting the property the City may have to expend funds in order to address property standards or other issues.

Regardless of any assessed municipal use for the property and/or the potential for immediate sale of the lands, the alternative is to choose not to vest. Should Council choose not to vest, the tax sale process would be deemed completed and the tax arrears certificate cancelled, returning the property to the registered owner as if the process had never occurred.

Regardless of its decision to vest, following a tax sale City Council also has the authority to direct the write-off any or all accumulated tax arrears. In other words, Council could at this point direct that the outstanding property taxes be written off or remain with the property. Administration does not support this course of action as it could set an unwarranted precedent and could appear prejudicial to others in tax arrears. The fundamental guiding principle behind the collection of tax arrears is that municipal taxes are due and payable by the respective property owners and that the

City is prepared, to undertake the final collection of those taxes (in the form of ownership transfer), as authorized by the legislation, when all other collection avenues have been exhausted.

The tax sale process could be recommenced, without writing off the taxes. However, considering the unsuccessful collection activity including tax sale attempt(s), combined with the subsequent increase in minimum tender amounts from ongoing tax levies and administrative charges, the chances of receiving future tender bids are considered to be low.

In summary, under current legislation following a tax sale there are three options open to City Council:

- Vest the properties and remove the tax arrears from the tax roll;
- Allow the vesting period to expire, write off the taxes and return the property to the owner;
- Allow the vesting period to expire, and recommence a new tax arrears certificate registration.

Administration considers the vesting option as in the best interest of the municipality on the properties listed in this report.

Discussion:

There are currently five (5) properties under vesting consideration. Administration has reviewed potential vesting considerations such as tenancies, structural issues, building/property standard compliance orders and the resources required to manage the additional properties. Administration also considers various factors such as viable opportunities to convert these lands for municipal use or sell them through multiple listing services. Although the City may have to expend funds in order to address property standard issues and/or sell some of these properties at less than the current assessment value, this process would serve to re-instate them onto the tax roll as taxable properties, such that the payment of future municipal taxes could be realized.

Risk Analysis:

The decision to vest after a failed tax sale always carries a certain level of risk since the City steps in as the registered owner and becomes liable for the ongoing maintenance and security for the property, potential for repairs and/or demolition, and environmental concerns. At time of writing there are no known additional environmental concerns with the properties. Building standard and compliance issues have already been addressed.

Upon vesting, a request will be made to MPAC to have the property classification changed to exempt status. This will limit exposure with regards to the accumulation of any further taxes.

Even if a vested property is in good condition, it may take several months or even years before there is an interested purchaser. Until such time as a purchaser is located, the care and custody of these properties will remain the responsibility of the City, requiring the dedication of staff resourcing and related funding to effectively monitor and maintain the properties in good condition.

Given the longstanding arrears and other encumbrances, where applicable, against the properties, a decision other than to vest will likely result in these property tax collection matters being revisited in future years resulting in even more lost taxation revenue and staff resource time.

Climate Change Risks

N/A

Climate Change Mitigation:

Climate Change Adaptation:

Financial Matters:

Upon vesting the accumulated property tax arrears will be removed from the individual property tax accounts. Outstanding property taxes for the five properties at time of writing are \$7,398,340. Of which \$6,347,589 is the estimated municipal share which includes accumulated penalties and charges which have been added to the account and covers the period up to and including August 2022. For those properties for which a future sale is possible, the municipal share of the taxes, will be deferred so as to be funded from the proceeds resulting from the future sale of the subject properties. The education share of taxes estimated in the amount of \$1,050,751 will be charged back as a recovery from the Province.

The following chart outlines the proposed costs and related funding as it relates the five properties:

Address	Total Unpaid Property Taxes \$
3005 Deziel	4,385,433
3142 – 3146 Walker	160,468
3136 – 3140 Walker	404,965
1585 St. Luke	666,809
2429 Seminole	1,780,665

Total Expenses	7,398,340
Deferred to Capital Project	6,347,589
Provincial Education Recovery	1,050,751
Total Revenue	7,398,340

Council will recall that as part of a previous vesting report, Administration recommended the establishment of a capital project which would be used to track and monitor the costs associated with vested properties which will be held for sale until such time as the property is sold. Following vesting any ongoing costs as a result of ownership associated with these properties would be charged to the capital project.

While every attempt will be made to recover all costs incurred in an expeditious manner through a subsequent sale, it is very possible that this may not occur and that a shortfall in proceeds from sale will require funding. Administration will review the capital project accounts and the expected recovery amounts associated with each respective property each year. Annual estimated shortfalls, if any will be brought forth during the annual budgetary process for consideration and funding.

Consultations:

Alexandra Hartley – Senior Legal Counsel

Wira Vendrasco – Deputy City Solicitor

France Isabelle Tunks – Executive Director, Engineering

Milan Vujanovic – Senior Economic Development Officer

Greg Atkinson – Planner III Economic Development

Colleen Middaugh – Manager of Corporate Projects

Tracey Beadow – Project Administrator, Engineering

Rob Vani – Manager of Inspections/Deputy CBO

Conclusion:

The properties indicated in the report have been offered at tax sale, no bids were received and significant tax arrears relative to the assessed value remain outstanding. To bring conclusion to the tax sale process that had commenced in prior years Administration is recommending that the properties be vested to the City of Windsor.

Planning Act Matters:

N/A

Approvals:

Name	Title
Shelby Askin-Hager	Commissioner Legal & Legislative Services
Joe Mancina	Commissioner Corporate Services, CFO/City Treasurer
Onorio Colucci	CAO

Notifications:

Name	Address	Email
2349136 Ontario Limited	9966 Riverside Dr. E Windsor, Ontario N8P 1A1	
Mr. Ignatius Patrick Power	3142 Walker Rd. Windsor, Ontario N8W 3R5	
Mr. Gerry Goldberg	2510 Ouellette Ave., Suite 301 Windsor, Ontario N8X 1L4	
1078337 Ontario Ltd. c/o Mr. Paul Klinec	1585 St. Luke Rd. Windsor, Ontario N8Y 3N4	
1099175 Ontario Ltd. c/o Mr. Paul Klinec	1585 St. Luke Rd. Windsor, Ontario N8Y 3N4	

Appendices:

Subject: Rosalie Trombley Commemorative Statue Project and Funding-City Wide

Reference:

Date to Council: August 8, 2022
Author: Christopher Lawrence Menard
Cultural Development Coordinator and Mayor's Office
(519) 255-6315 ext. 6309
cmenard @citywindsor.ca
Recreation and Culture
Report Date: July 22, 2022
Clerk's File #: SR2022

To: Mayor and Members of City Council

Recommendation:

THAT City Council **APPROVE** the allocation and setting up of a capital project account of up to \$100,000 for the creation, installation and unveiling of a commemorative statue to honour the life, work and impact of Rosalie Trombley; and,

THAT City Council **APPROVE** the use of monies available in the Arts Endowment Capital Project (Project ID 7179003) to fund the City's share of the capital project; and,

THAT City Council **APPROVE** administration retaining the services of artist Donna Jean Mayne to undertake the work required to have the sculpture cast in bronze, and prepared for installation accordingly; and,

THAT the Chief Administrative Officer and the City Clerk **BE AUTHORIZED** to take any such action required to effect the recommendations noted above and sign any required documentation/agreement(s) for the project, satisfactory in legal form to the Commissioner, Legal & Legislative Services, in technical content to the Executive Director of Engineering and in financial content to the Commissioner, Corporate Services/Chief Financial Officer.

Executive Summary:

N/A

Background:

On October 12, 2021, artist Donna Jean Mayne appeared before the City of Windsor's Public Art Advisory Committee to propose a sculptural tribute honouring music industry pioneer Rosalie Trombley. The committee noted there were significant artistic and financial components to the proposal, while applauding the project's subject and intent. The artist requested that the City of Windsor consider funding a portion of the statue similar to past projects including the Tecumseh and Brock Monument, and the Hiram Walker Commemorative Statue. The artist suggested Festival Plaza as one of the ideal locations for the finished sculpture. The Committee endorsed and approved the artist's proposal, subject to successful fundraising efforts, and suggested the project be considered as part of either the City Hall Square Plaza & Civic Esplanade, and/or Festival Plaza Rehabilitation projects.

On May 31, 2022, Donna Jean Mayne met with Mayor Drew Dilkens, Manager of Culture & Events Michelle Staadegaard, and Cultural Development Coordinator Christopher Menard to discuss progress on the statue and fundraising efforts, and to formally request the City consider contributing funds from the Public Art Endowment Fund, and work with the artist to seek additional donations and supports for the project.

Conceptual drawings of the sculpture, the monolith number '8', and the clay study are included in this report (Appendices B and C).

The City's existing Public Art Policy (CR510/2017 – Appendix A) includes information about the benefits of Public Art to the City of Windsor. A key feature of public art is the integration of art into the urban fabric of the City in order to enrich and enhance the physical and cultural dimensions of the City. Public Art can transform and enliven public spaces, contributing several benefits, from the purely aesthetic, to economic and social benefits such as tourism, links with the City's heritage, and an appreciation of different cultures.

The City of Windsor has several examples of the integration of public art into the urban landscape. Public Art enriches its natural environment, and provides lifelong opportunities for access to the arts, enhancing the quality of life of the community and for its visitors.

Discussion:

In April 2021, Artist Donna Jean Mayne applied to the City of Windsor's Arts, Culture & Heritage Fund (ACHF) Grant Program, seeking funding to complete conceptual drawings and a clay study of Rosalie Trombley titled, "The Golden Ear." The ACHF Jury awarded \$2,000 towards completion of the project. Ms. Mayne was able to create the

conceptual drawings and clay study bust that would eventually inform the sculpture of Rosalie Trombley. News of the grant and project received wide and positive coverage in the media.

Throughout 2021, working from the conceptual drawings and clay study bust, Ms. Mayne completed the full sculpture of Rosalie Trombley out of clay. To ensure accuracy and to capture her subject's persona, the artist worked with the subject's family members to arrive at the design, look, dimensions and positioning of the final sculpture. The artist also reached out to different foundries to obtain pricing information, and continued to investigate funding options.

While working to complete the sculpture in clay, Ms. Mayne appeared before the City's Public Art Advisory Committee on October 12, 2021, to request funding and support for the project. The committee unanimously voted in support of the project and agreed that regardless of funding status, the artist should continue to work on the sculpture to demonstrate her commitment to the project. The Minutes from the Public Art Advisory Committee meeting are included with this report (Appendix D), with Donna Jean Mayne's letter to the Committee (Appendix E). The artist also reached out to local community members, and international artists whose own work was impacted by Rosalie Trombley during her life. Ms. Mayne's submission to the Public Art Advisory Committee included letters of support from Rosalie Trombley's daughter Diane Lauzon, St. Clair College Vice President Communications and Community Relations John Fairley, Grammy/Juno award-winning Canadian pop artist Dan Hill, former program director of CKLW Les Garland, and Canadian singer-songwriter and folk-rock legend Gordon Lightfoot (Appendix F).

On November 23, 2021, Rosalie Trombley passed away; with her death inspiring Ms. Mayne to renew her ask of the City for support of the sculpture. Following Ms. Mayne's meeting with the Mayor and City administration, Mayor Dilkens approached St. Clair College, through John Fairley, requesting support and partnership from the College on the project. The College approved a \$70,000 donation towards the project (Appendix G). Administration reviewed the Public Art Endowment Fund and determined there to be sufficient accumulated interest to cover the City's portion of the project should it be approved.

With the sculpture of Rosalie Trombley already completed in clay, all that remains is for the piece to be cast in bronze, and for the companion piece – a monolith number '8' in granite – to be created. The artist expects to deliver the clay sculpture to the foundry in October 2022. The finished sculpture is anticipated to be complete and ready for installation by April 2023. Meanwhile, site preparation would be undertaken by City staff on City-owned lands on the waterfront within the Festival Plaza footprint – a key location linking well-known arts and entertainment spaces on both sides of the Detroit River, as a way to honour the work Rosalie Trombley did in the music scene across international

borders. The finished sculpture, titled *Rosalie*, will feature a life-sized bronze figure of Rosalie Trombley, leaning against a monolith number '8' carved in granite.

The City would work in consultation with the artist, the Trombley family, as well as statue donors and supporters to unveil the statue in a special ceremony in connection with Rosalie Trombley's birthday on September 18, 2023, and in connection with the start of the National celebration of Culture Days across Canadian communities in the Fall of 2023.

ABOUT ROSALIE TROMBLEY:

Rosalie Trombley is one of Windsor's most famous and influential women. Trombley was the legendary music director of famed CKLW The Big 8, a giant of the AM pop airwaves in the 1960s and 70s. Trombley was personally responsible for boosting the careers of several seminal musical artists of the period. These included Alice Cooper, Elton John, Stevie Wonder, Paul Anka, Tony Orlando, Gordon Lightfoot, The Poppy Family, The MC5, Ted Nugent and Earth, Wind & Fire. Some of the songs made famous, in large part, because of Rosalie Trombley include:

- *Heavy Music* and *Ramblin Gamblin Man* by Bob Seger
- *Show Time* by the Detroit Emeralds
- *Both Sides Now* by Judy Collins
- *I'm Eighteen* by Alice Cooper
- *Sweet Sweet Baby (Since You Been Gone)* by Aretha Franklin
- *These Eyes* by the Guess Who
- *I Want You Back* by the Jackson 5
- *Love Child* by Diana Ross and the Supremes
- *Ain't No Mountain High Enough* by Diana Ross
- *Do I Love You* by Paul Anka
- *If You Could Read My Mind* and *The Wreck of the Edmund Fitzgerald* by Gordon Lightfoot
- *Ain't No Sunshine* by Bill Withers
- *Cloud Nine* by The Temptations
- *What's Going On* by Marvin Gaye
- *Superstition* by Stevie Wonder
- *Brown Sugar* by the Rolling Stones
- *Me and Mr. Jones* by Billy Paul
- *If You Don't Know Me By Now* by Harold Melvin & the Blue Notes
- *Sweet Emotion* by Aerosmith
- *Crazy Little Thing Called Love* by Queen

Rosalie Trombley would be the first to play many records at The Big 8, a highly influential station with a 50,000-watt transmitter heard over a wide cross section of

Ontario and the Midwest US. Once played here, other radio stations in North America and the world copied, rocketing the careers of these artists. Michigan rocker Bob Seger even wrote a song for her – “Rosalie.” She was the first woman awarded the Walt Grealis Award for Special Achievement (2016), was inducted into the Motor City (Detroit) Rock and Roll Hall of Fame, and became known as “the Girl with the Golden Ear.” St. Clair College has a scholarship in Trombley’s name for the Music Theatre Performance program. Rosalie Trombley died on November 23, 2021. Before her death, she spoke with artist Donna Mayne, and was truly honoured and excited to see images of the work in progress.

ABOUT THE ARTIST – DONNA JEAN MAYNE:

Donna Jean Mayne is a Windsor artist who produces work in fine sculpture. She studied Figure Drawing and Commercial Art at the Center for Creative Studies in Detroit, MI (1983-84), and received a Bachelor of Arts – Visual Arts at the University of Windsor (1982). Today, Mayne is the Sculptor and Sole Proprietor of *Fine Sculpture* in Windsor, Ontario, where she creates limited editions and original commissioned works in clay for bronze casting.

From 1999 to 2010, Mayne partnered with the City of Windsor’s Parks & Recreation department through the *Jobs Creation Partnership Program, Public Mural Projects*. She led teams of artists in the planning, creation and installation of a series of large-scale public art projects comprising more than 40 mural sites. All were site-specific, delivered on time, and under budget. As part of this process, Mayne researched historical themes, techniques and supplies required to execute public art projects. Accordingly, Mayne is comfortable in collaborative environments that involve various levels of government, as well as local business groups and private collectors.

Donna Jean Mayne’s classical training made the transition from muralist to sculpting an exhilarating one. She began her new enterprise, *Fine Sculpture*, in 2013, and began exhibiting in international competitions in 2015 with her first two pieces being awarded. Initially, Mayne’s sculptural work is made in oil-based clays and later cast in bronze, using the time-honoured lost-wax method.

Mayne is highly recognized and respected in the fine arts sector, and in the community. She received the Best in Show and People’s Choice Runner Up awards at the Avera McKennan SculptureWalk in Sioux Falls (2015), was twice nominated Windsor Artist of the Year in Biz X Magazine (2010, 2019), and received two City of Windsor Arts, Culture & Heritage Fund (ACHF) grants to complete a clay study of Mary Ann Shadd and Rosalie Trombley. The artist’s professional affiliations include Canada Council for the Arts, CARFAC Canadian Artists’ Representation, Artists in Canada, Arts Council Windsor & Region, and Arts & Cultural Alliance of Windsor Essex. She has volunteered hundreds of hours driving children for the Windsor-Essex Children’s Aid Society, and thousands more as a safe-water researcher and advocate in Windsor.

Mayne's contemplative works embody tranquility and romance, favouring the exquisite grace of the human form reminiscent of the Neo-Classical era. Mayne finds great joy in creating lasting tributes to those who have made a positive difference in the lives of others. She has received sculptural commissions from the Fine Arts Sculptural Centre (2021), the University of Windsor (2019), Oklahoma State University (2018), and Confederation High School (2018).

In 2022, her life-sized bronze sculpture of Mary Ann Shadd, which evolved from a clay study funded through the City's ACHF program, was unveiled at the University of Windsor's Windsor Hall downtown campus. The piece honours the legacy of a pioneering and trailblazing Black publisher, teacher, lawyer and abolitionist who made a home in Windsor. She was a prominent teacher and activist in the Underground Railroad and founded an integrated school in Windsor before publishing *The Provincial Freeman*, which advocated for abolitionism and equality. She was also the first woman in Canada, and the first Black woman in North America, to establish a newspaper, and the first Black woman in the United States to attend law school. Photos of Mayne's Mary Ann Shadd sculpture are included in this report (Appendix H).

Presently, Donna Jean Mayne is interested in furthering her portfolio of portraying famed local women, "to rebalance the playing field because women have done so much to contribute to the area." Of the Rosalie Trombley project, Mayne says: "Her unique intuition altered the course of popular culture and introduced Windsor to legendary artists – and their fans – worldwide... Of greater importance, perhaps, is that Rosalie's rise to international power-broker status helped shatter a gender barrier that cheated women of opportunity. Her unparalleled gift for identifying hit songs delivered a loud message to the male-dominated radio business: Women belong." Donna Jean Mayne's Artist CV, which includes links to news articles and items related to her work, is included in this report (Appendix I).

Risk Analysis:

In order to complete the Rosalie Trombley Commemorative Statue on time and have it ready for unveiling for Trombley's birthday in September of 2023, the artist and foundry will need to begin work on next steps immediately. Additionally, City administration will need to begin site preparations and begin planning towards the installation and unveiling processes. This report is being brought forward at this time, as commencement of this work is dependent upon securing funding and approval for the project to proceed as soon as possible.

There is an inherent risk to bringing any new sculpture into the City's sculpture collection and locating it in an outdoor public environment. The City is responsible for maintaining its public arts to a reasonable and safe standard. The costs of maintenance and insurance of public art must be incorporated into the purchase, donation, gifting, or legal agreements deemed appropriate to ensure the long-term maintenance of the work.

In this case, the City will be responsible for the full financial exposure relating to maintenance costs. The ongoing maintenance costs of these works, including the Rosalie Trombley Commemorative Statue, will be funded from the existing operating budget for the division.

Climate Change Risks

Climate Change Mitigation:

N/A

Climate Change Adaptation:

N/A

Financial Matters:

The estimated costs for the bronze casting, site preparation, installation, unveiling and maintenance of the Rosalie Trombley Commemorative Statue is about \$170,000. It is proposed that funding for the project comes from the interest accumulated from the City's Art Endowment Fund, and through additional donations. The Art Endowment Fund was invested by City Council to fund City-led art projects that help tell the stories of Windsor's history. The initial investment was \$2.75-million in 2017. Since that time, the fund has yielded significant annual returns both in terms of reinvested dividends and market value growth. As at December 31, 2021, the book value of the investment, inclusive of realized returns, was \$2,929,549. The market value was \$3,127,251. Annually, Administration transfers a minimum yield of 1.5% to an Arts Endowment Capital project (Project ID 7179003). This project account is then used to fund arts related components of approved capital projects. Funding from this project was previously approved in 2021 to support the You + Me Chairs sculpture in Jackson Park. As at December 31, 2021, approximately \$54,000 is available in the project account leaving an amount of \$46,000 required from future investment returns.

Throughout 2022, and as a result of current economic conditions, the market value of the Arts Endowment Fund has declined. As at July 4, 2022, the market value is \$2,816,725. As indicated above, the original investment in 2017 was \$2,750,000 which was the principal amount to be held in perpetuity. Economic projections suggest that the market value decline is not permanent. Should market corrections change prior to the end of the year, Administration will proceed to transfer the minimum yield of 1.5% resulting in sufficient funding available to support this project. Alternatively the balance of the funding will likely be available in 2023 prior to the unveiling which is planned for September 2023.

The City is being asked to fund up to \$100,000 towards the project.

St. Clair College has pledged \$70,000 towards the project.

City administration are working with the artist to secure additional sponsors to support the interpretive panel and the unveiling ceremony.

Table 1: Estimated Costs for Sculpture Bronze Casting, Installation, Unveiling, and Ongoing Maintenance.

Item	Estimated Cost
Life-size of figure or Rosalie Trombley in bronze	\$70,000
Monolith number '8' in granite, includes installation	\$21,000
Shipment & travel for inspections	\$1,100
Site preparation and plinth	\$20,000
Interactive interpretive panel	\$15,000
Unloading and installing bronze figure and panel	\$4,000
Unveiling	\$3,000
Maintenance (10% of sculpture/monolith '8', panel)	\$10,600
Project Management	\$5,635
Contingency Funds (15% of project costs)	\$19,665
TOTAL ESTIMATED COST OF PROJECT	\$170,000

Consultations:

- Val Robinson – Financial Planning Administrator
- Janice Guthrie – Deputy Treasurer Taxation, Treasury and Financial Projects
- Aaron Farough – Legal Counsel
- James Chacko – Executive Director Parks and Facilities
- Alex Vucinic – Purchasing Manager

Conclusion:

Rosalie Trombley was one of Windsor's most famous and influential women, with an incredible impact on the music industry, the performing arts, and the lives and careers of countless seminal musical artists. A large-scale commemorative statue celebrating Rosalie Trombley meets several of the goals and objectives of the City's Strategic Plan, Windsor Works Strategy, Public Art Policy, and is a fitting way of commemorating the contributions of Rosalie Trombley to the performing arts, and to the City of Windsor's past, present and future. Combined with a strong and generous donation from St. Clair College, a financial commitment from City Council will allow this important project to get underway, and will help to ensure the initiative is complete on time and on budget.

As evidenced with the Tecumseh and Brock Monument that became a gateway to historic Sandwich Town, and the Hiram Walker Commemorative Statue that became the focal point of a new parkette and gateway to historic Walkerville, and linchpin in the development of the Walkerville Theming and Districting project, public art has the power to create spaces and focal points that help define and celebrate entire neighbourhoods and communities. The *Rosalie* sculpture has the same potential for growth and impact, and presents an opportunity to enhance the City of Windsor's public art collection in a meaningful and important way.

Planning Act Matters:

N/A

Approvals:

Name	Title
Val Robinson	FPA, Recreation & Culture
Michelle Staadegaard	Manager, Culture and Events
Jen Knights	Executive Director, Recreation & Culture
Ray Mensour	Commissioner, Community Services
Chris Nepszy	Commissioner, Infrastructure Services
Shelby Askin Hager	Commissioner, Legal & Legislative Services
Joe Mancina	Commissioner, Corp. Services/CFO Corporate Services
Onorio Colucci	(A) Chief Administrative officer

Notifications:

Name	Address	Email

Appendices:

- 1 Appendix A - City of Windsor Public Art Policy
- 2 Appendix B - Clay Portrait Study of Rosalie Trombley, August 2021
- 3 Appendix C - Conceptual Drawing Life Size Bronze of Rosalie Trombley
- 4 Appendix D - Minutes, Public Art Advisory Committee Meeting, October 21, 2021
- 5 Appendix E - Letter from Donna Mayne to Public Art Advisory Committee, Oct 2021
- 6 Appendix F - Letter of Support
- 7 Appendix G - Donation Commitment Letter from St. Clair College
- 8 Appendix H - Photos of Donna Mayne's Mary Ann Shadd Sculpture
- 9 Appendix I - Donna Jean Mayne Artist CV

**THE CORPORATION OF THE CITY OF WINDSOR
POLICY**

Service Area:	Social Development Health & Culture	Policy No.:	
Department:	Cultural Affairs	Approval Date:	
Division:	Recreation & Culture	Approved By:	CR 510/2017
		Effective Date:	August 28, 2017
Subject:	Public Art Policy	Procedure Ref.:	
Review Date:	August 28, 2021	<i>Pages:</i>	Replaces: CR 665-2016
Prepared By:	Anna Ciacelli/Cathy Masterson		Date: November 7, 2016

1. POLICY

- 1.1** The Public Art Policy is a framework whereby public art is selected, showcased and maintained in specific areas around the City to promote the diverse culture and heritage of this area. This policy provides a vision and goal for the direction of public art in the community while maintaining integrity and a fair process for selection.
- 1.2** The City of Windsor is fortunate to have such a widely diverse collection of public art. Sculptures, monuments, murals, statues, fountains, and paintings dot the landscape along the riverfront and throughout the City in parks, buildings, and offices. This integration of art into the fabric of the City enriches residents' lives and contributes to the physical attractiveness of this area.

2. PURPOSE

- 2.1** The City of Windsor Public Art Policy has been established to:
- a) Guarantee an approved, fair and consistent public selection process of public art so that all the citizens of Windsor can access and participate in the cultural, economic, social, developmental and tourism opportunities afforded by public art;
 - b) Provide stewardship for public art and municipal collections;
 - c) Ensure that public art is included in the planning and design of publicly accessible spaces;
 - d) Ensure that public art continues to make the environment visually engaging, while reflecting the City's heritage and cultural diversity;
 - e) Recognize the importance of public art;
 - f) Allow for the integration of public art into various parts of the City to be enjoyed by all;
 - g) To support and promote the development and creativity of local artists by offering a venue to showcase works of art, encouraging civic pride;
 - h) Provide an opportunity for the general public to enjoy and take pride in their community by providing/showcasing these visually appealing and often times significant works of art, presenting a positive image to visitors and potential investors;
 - i) Determine appropriateness and method of placement of various works of art;
 - j) Promote the City's creative appeal to residents and visitors;

- k) Increase public awareness regarding public art and the value it brings to the area;
- l) Interpret the City's collective values, social issues, political events and cultural patterns that contribute to civic life;

2.2 The objectives of the Public Art Policy are:

- a) To demonstrate through projects that public art can significantly enhance the City;
- b) To ensure that through its selection process, qualified artists provide a variety of arts and cultural expressions that are compatible with development aspirations;
- c) To encourage community members to participate in developing the resources of public art to reflect the diverse cultural nature of the City of Windsor;
- d) To create a public education plan for learning and participation in arts, heritage and culture.

2.3 The guiding principles of the Public Art Policy ensure that public art activities will:

- a) Be accessible to all citizens by providing opportunities for participation that are equitable and inclusive;
- b) Be flexible to encourage a wide variety of creative expression, art practice and art work;
- c) Be integral to the civic planning and development process;
- d) Be supported with adequate resources to create and preserve the City's significant public art works;
- e) Encourage excellence, quality and innovation;
- f) Demonstrate the significance of art in community life;
- g) Create cultural links through the promotion of opportunities for community development, community engagement and community partnerships.

2.4 General Management of the Collection

The City recognizes that it is in the public interest to preserve the integrity and security of a work of art. The City owns and has responsibility for many works of art.

The City will care and preserve its art collection by establishing:

- (a) an inventory of current City owned public art works and significant private works placed at publicly accessible private sites; and
- (b) annual maintenance and long term care plans of works in its collection.

The inventory should, as is reasonably possible, provide information on materials, construction, location, site conditions, and other information about the work of art, the donor, if applicable, and the artist.

The City will ensure the development of collection management systems and associated policies with documentation standards and procedures modelled on museum practices and with an ongoing program of maintenance and inspection of works of art in public places through the professional practice of civic cultural staff and/or contract specialists as required.

Prior to the installation of any public art, whether on a permanent or temporary basis, the City will enter into an agreement with the appropriate party or parties governing the rights, obligations, custody and care of the work of art.

The agreements should, as is reasonably possible:

- identify the party responsible for the costs of maintaining and insuring the work of art;
- acknowledge the artist's moral rights;
- identify responsibility for the installation, maintenance, documentation and long term care of the work of art;
- allow the City to move, modify or repair the work of art in the event of an emergency without the prior consent of the artist or donor.

Discussions with the artist or donor of the art and outcomes should be documented and retained in the database.

When appropriate, stamped engineering drawings should be obtained from the artist or donor of the work of art prior to installation to provide direction for the installation and ongoing maintenance of the work of art.

When partnering with another person or organization regarding the commission or receipt of a work of art, the City should also require the partnering party to advise it of any key terms and specifications that the party has with other parties which may have an impact upon the City related to the work of art.

3. SCOPE

- 3.1** This policy applies to all pieces of public art, public art projects or private art works that are located on public property within the City of Windsor.
- 3.2** This policy applies to public art that is created for, facilitated, owned or maintained by the City of Windsor.
- 3.3** To ensure the fair and equitable treatment of all participants in the public art process, members of the Public Art Advisory Committee (PAAC) are prohibited from directly or indirectly benefiting from their participation in the Public Art Advisory Committee during their tenure. The City of Windsor Code of Conduct and Code of Ethics/Conflict of Interest policies will apply to all members.

4. RESPONSIBILITY

- 4.1** The Mayor and City Council will determine, from the qualifying pieces of art chosen as a result of the initial selection process completed by Administration and/or the PAAC Committee, which piece of public art will be selected for a specific area.
- 4.2** The Manager of Cultural Affairs will:
 - a) Advise Council on proposed artwork gifts, bequests and donations to the City of Windsor according to the established guidelines;
 - b) Implement and maintain the Public Art Policy while working directly with the Public Art Advisory Committee (PAAC);

- c) Foster a relationship between the City, developers, and artists and provide consultation that is current, informed and professional;
- d) Ensure a fair and equitable process is in place for the selection of public art and its location within the City;
- e) Ensure that the proper maintenance program of public artworks is in place and practised;
- f) Develop and maintain an inventory/cataloguing system to ensure all pieces of Public Art and their locations are documented and accessible to specific members of administration;
- g) Encourage the development of private sector public art and public-private partnerships for public art;
- h) Advise Council on the implementation of the accessioning and de-accessioning components of the Public Art Policy;
- i) Ensure the provision of opportunities for direct and informed public involvement in the direction and selection of art work;
- j) Manage the day to day internal support for civic capital projects;
- k) Work with the Parks Department to determine the feasibility of selected sites for the placement of public art and to address any maintenance/repair concerns;
- l) Ensure that all applicable laws are followed, including those regarding censorship and obscenity;
- m) Work in conjunction with the Finance Department to ensure that any gifts/bequests of public art made to the City of Windsor have been issued a proper tax receipt satisfactory to current Canada Revenue Agency guidelines.
- n) Work in conjunction with the Legal Department to ensure all agreements are executed in accordance with current legal practices.

4.3 With the assistance of City administration the Public Art Advisory Committee (PAAC) will:

- a) Advise Council on all matters concerning public art including providing input to the selection process;
- b) Review all proposed public art projects and ensure the application of established procedures and guidelines on a project-by-project basis;
- c) Advise Council on communication and outreach to the community regarding public art;
- d) Report their findings to the appropriate Standing Committee through a Committee Report.

4.4 City of Windsor Cultural Affairs staff are responsible to maintain and/or update as required any records produced as a result of the Public Art Policy.

5. GOVERNING RULES AND REGULATIONS

5.1 A key feature of public art is the integration of art into the urban fabric of the City in order to enrich and enhance its physical and cultural dimensions. Public art can transform and enliven public spaces, contributing several benefits, from the purely aesthetic, to economic and social benefits such as tourism, links with the City's heritage, and an appreciation of different cultures. Examples of public art may include but are not exclusive to sculpture, statues, murals, functional art (seating,

lighting, manhole covers, sidewalks, etc.), forms of landscaping, and the like. Public art may serve as a gateway, a memorial or commemoration, a marker or part of an open space or landscape design. Public Art must be created by an artist. They may be invited to complete an independent artwork or work as a collaborative member of a design team.

5.2 The City of Windsor has several examples of the integration of public art into the urban landscape; *the Mural Programmes in Ford City, Wyandotte Business area* and in the *Postcards from Home program*. Such integration can also result in functional art, such as the inclusion of lighting, seating and walkways in public places. Art enriches its natural environment, and provides lifelong opportunities for access to the arts, enhancing the quality of life for the community and its visitors.

5.3 To ensure that artistic design becomes an ever-increasing component of the City of Windsor's urban fabric, the potential for integrating art (including functional art) into the design of public spaces should be an active consideration in all Council approved development projects in the City.

5.4 The Windsor Sculpture Park

The Windsor Sculpture Park was initiated through the generosity of the P&L Odette Foundation and its maintenance has been undertaken by the City of Windsor. The City is endeavouring to further develop the Sculpture Park, in large part through the establishment of conditions that will broaden its potential donor base.

5.5 Temporary Art in Public Places

An increased emphasis will be given to promoting temporary public art works, which enliven the environment, raise awareness and engender debate about public art. The Public Art Advisory Committee, formed to implement aspects of this Policy, will have a role in actively promoting and facilitating temporary public art works. A list of possible sites where artists could locate public art works will be developed, and a process established for artists seeking to create a temporary exhibition/art work. There may be opportunities for promoting temporary public art works, possibly with a focus on regular temporary exhibitions.

5.6 Community Art in Public Places

Community public art aims to assist communities towards self celebration and self definition through the expression of a sense of identity and the creation of community consciousness. It encourages active participation from community members while also developing audiences as in the case of the international art installation *CarTunes on Parade*. Other forms of community art expression may also include murals created by students around construction projects. City Council will provide opportunities to continue to work with the community to support and develop community-based quality arts programmes and activities, including community-based public art.

5.7 Funding

The goal of funding opportunities is to establish a sustainable funding mechanism that supports the City's commitment to spend existing and future funds more creatively. City cultural staff will identify ways of encouraging the community to play an active role in supporting and facilitating public art opportunities with the

City of Windsor and in developing partnerships with other cultural organizations, corporations, small business, residents and community groups to:

- a) Recognize achievements in the arts;
- b) Provide financial support for community programs;
- c) Contribute to scholarships for arts education;
- d) Contribute exhibit space;
- e) Establish a Civic Public Arts endowment fund for the long-term maintenance, preservation, conservation and acquisition of public works of art.

The Percent for Public Art program will cap funding for Public Art projects to a total value of \$250,000 per project. The allocation for public art will be identified in the project's initial capital budget and will be reported to City Council with the planned process for the inclusion of public art into the project. This will enable Council to direct on a project by project basis to determine which projects to enhance with a Public Art component and will give City Council the discretion as to the final funding amount.

5.8 Acceptance of Gifts, Donations and Bequests

The Public Art Policy directs the process for determining acceptance for all gifts, donations and bequests of public art work made to the City. These items may be in the form of an existing artwork or a proposal for an installation of public art on civic property, to be chosen through an objective art selection process.

Through the Public Art Policy, the guidelines and criteria for acceptance of gifts, donations, bequests, the placement of artwork, acceptance of time limited loans, the procedures of documentation and the authentication of proposed artwork to professional standards are all to be developed by City of Windsor cultural staff and PAAC, following museum practices.

Any official gifts received by the Mayor or Members of Council are deemed to be presented to the City of Windsor and become the property of the City of Windsor. If the gifts are considered artworks by City administration and/or PAAC they may be accessioned into the City's collection to be displayed as a public artwork.

City Administration in conjunction with PAAC will inform City Council on a regular basis of any donation, gift or bequest of artwork that is proposed for the City.

5.9 Maintenance and Asset Management

The City is responsible for maintaining its public art to a reasonable and safe standard. An Asset Management Plan for Public Art should be completed and regularly updated to represent a complete register of Public artworks for which the City has responsibility. The register will provide a conservation management plan that details the condition and maintenance requirements of each artwork.

5.10 Deaccessioning of Artwork

Any actions or set of procedures that result in the cessation by the City of its ownership and possession of the artwork is possible, provided that disposition of the artwork is not contrary to the terms on which the City received it.

Deaccession guidelines cover the relocation, removal, destruction or disposal of public artwork. Considerations for deaccessioning may include:

- a) Beyond restoration;
- b) Duplication with another work on public display;
- c) Copies, forgeries or reproductions;
- d) Irrelevance;
- e) Accidental loss (disappearance or theft)

5.11 Commissioning Public Art

Works of art may be commissioned by the City of Windsor for a specific situation from time to time. In this case sole sourcing may be considered as part of the regulations within the Purchasing By-law.

5.12 Definitions:

“Accession” is to make a formal record of an addition to a collection.

“Acquisition” is something that has recently been bought or obtained.

“Artist” is somebody who does something skilfully and creatively.

“Bequest” is something such as knowledge or a practice handed down to future generations; something left to somebody in a will.

“Culture” is people with shared beliefs/attitudes and practices which identify the particular place to which they belong.

“Donation” is a gift or contribution made to an organization or institution.

“Deaccessioning” is the procedure for the removal of an artwork from the public collection.

“Endowment” is an amount of income or property that has been provided to a person or institution.

“Gift” is something that is given to somebody.

“Heritage” is a country or area’s history, historical building, and sites that are considered to be of interest and value to present generations.

“Inventory” is a list of items, such as property, assets, or other resources.

“PAAC” is the Public Art Advisory Committee of the City of Windsor.

“Preservation” is the maintenance of something, especially something of historic value, in an unchanged condition.

“Public Art” is an original artwork installed permanently or temporarily in such a way as to permit viewing by the public indoors or outdoors. It is intended to be integrated as part of its environment and/or interactive with its surroundings and encompasses a wide expression that may extend beyond traditional forms.

“Public Spaces” are areas owned by the City of Windsor provided for the use of the community that may be frequented by the general public or visitors from time to time.

“Purchase” is the act of buying something using money or its equivalent.

“Restoration” is returning something to an earlier and usually better condition.

“Temporary Public Art” is an original artwork that lasts or is designed to last for a limited time.

“Works of Art” are objects of fine art of both a permanent or temporary nature, e.g. a painting or sculpture.

6. RECORDS, FORMS AND ATTACHMENTS

- 6.1** The City of Windsor Cultural Staff will review and recommend revision of the Public Art Policy to Windsor City Council every four years in conjunction with the new term of Council, or as required.
- 6.2** The Public Art Works Application Form is attached.
- 6.3** The City of Windsor Code of Conduct and Code of Ethics/Conflict of Interest policies will apply.

Clay Portrait Study Completed August, 2021



Rosalie

The Girl with the Golden Ear

a sculptural study by
Donna Jean Mayne

with support from the
City of Windsor Arts, Culture & Heritage Fund



Conceptual Drawing Life Size Bronze



Original Logo by Bob Bodchon



Community Public Art Advisory Committee

Meeting held October 12, 2021

A meeting of the Community Public Art Advisory Committee is held this day commencing at 10:00 o'clock a.m. via Zoom video conference, there being present the following members:

Leisha Nazarewich, Chair
Councillor Jim Morrison
Megan Cornwall
Nadja Pelkey
Suzan Saeid

Regrets received from:

Spencer Montcalm

Guest in attendance:

Donna Mayne regarding ***Item 4.1***

Also present are the following resource personnel:

Michelle Staaedegaard, Manager Culture & Events
Jen Knights, Executive Director, Recreation & Culture
Wadah Al-Yassiri, Manager Parks Development
Madelyn Della Valle, Museum Curator

1. Call to Order

The Chair calls the meeting to order at 10:01 o'clock a.m. and the Committee considers the Agenda being Schedule A attached hereto, matters which are dealt with as follows:

2. Declarations of Conflict

None disclosed.

3. Adoption of the Minutes

Moved by Councillor Morrison, seconded by L. Nazarewich,
That the minutes of the Community Public Art Advisory Committee of its meeting held January 16, 2020 **BE ADOPTED** as presented.
Carried.

4. Business Items

4.1 Proposal for a Sculptural Tribute Honouring Music Industry Pioneer Rosalie Trombley

Donna Mayne, artist appears before the Committee and is available for questions.

The Chair remarks that there are artistic and financial components to the project.

Councillor Morrison applauds the project and states that Rosalie Trombley did tremendous work in the music industry and was a huge influence in North America. He adds that he is pleased that CKLW's "Big 8" is incorporated in the project. He asks D. Mayne what materials will be used.

D. Mayne advises that she visualized the sculpture in granite and when costed out, it is approximately half the cost of what it would have been in bronze. She adds that she can now fundraise for less money and has been exploring augmented reality with experts who are knowledgeable in interactive interpretive panels.

In response to a question asked by Councillor Morrison regarding who is responsible for the donations for the fundraising campaign, D. Mayne stated that she contacted the family of Rosalie Trombley and they assisted in providing information relating to some of the music artists and industry influencers. She also contacted Bell Media and CKLW however; no response has been received relating to financial backing. She hopes that the City will view this is a worthwhile project and will fund it like the Hiram Walker's sculpture.

The Chair refers to the "Estimated Costs and Timelines" document and states that financial contributions in the amount of \$55,760 from the city is noted. She asks Councillor Morrison if the city has a budget from which to draw that amount of money. She adds that no projects in the past have come forward to this Committee requesting funding from the city.

Councillor Morrison responds that he will look into the Hiram Walker sculpture and will report back. He refers to the statue on the roundabout on Sandwich Street and indicates that Ward funds from City Councillors contributed to that project. He notes that the Committee could ask Administration to provide a report on funding sources for this project.

W. Al-Yassiri asks if there is a preferred location for the sculpture, and if the cost of the foundation for the sculpture is included in the calculations. He notes that the foundation will cost from \$15,000 to \$20,000.

The Chair adds that the desired location noted in the artists submission is on the riverfront or at the Jackson Park band shell.

M. Staadegaard reports that there is a specific percentage in any new build that must go to public art and refers to the civic esplanade development and if this could be worked into this project.

W. Al-Yassiri suggests that this sculpture project be brought before the Executive Committee City Hall Square Plaza & Civic Esplanade for review.

S. Saeid asks if sketches of the sculpture will be provided.

The Chair indicates in the past, that several sketches of a sculpture were provided.

D. Mayne responds that a vetting process was done with Rosalie's family and the sketch before the Committee is the one they chose.

N. Pelkey asks Administration to report back confirming if the one percent for public art was ever approved. She adds that if there was a mechanism to find funds for a particular project, the Committee could potentially see a greater diversity in the art applications that are received from groups and for whom finances are a larger barrier.

Moved by Councillor Morrison, seconded by M. Cornwall,
That the proposal by Donna Jean Mayne, artist for a granite and bronze sculpture of Rosalie Trombley **BE APPROVED** subject to successful fundraising efforts.
Carried.

4.2 Minutes of the Museum Subcommittee of CPAAC and the Minutes of the Museum Capital Reserve Fund Committee

Moved by N. Pelkey, seconded by Councillor Morrison,
That the minutes of the Museum Subcommittee of CPAAC of its meetings held December 3, 2019, January 28, 2020, August 19, 2020, October 21, 2020 and July 30, 2021 and the minutes of the Museum Capital Reserve Fund of its meetings held May 1, 2019 and August 11, 2020 **BE APPROVED**.
Carried.

5. New Business

M. Staadegaard provides updates on various projects as follows:

- Identified cracking in the granite base of the Ukrainian Monument located in Jackson Park in 2018²⁰. A new granite stone has been received and the installation should be complete by the end of October 2021.
- In the spring of 2020, the Black Historical Murals located in Patterson Park were vandalized. The panel that was vandalized has received a full restoration [along with the entire mural by the original artist Jermain Baylis](#).
- The tail on the Man on the Horse sculpture on the riverfront has been restored and reinforced.
- Love for All Hatred for None sculpture rusting occurred in the base. The entire base is being recast in stainless steel.
- **Plaque (?)** [Mary and Henry Bibb plaque](#) located next to Mackenzie Hall was stolen. It was determined that this is federally owned and under their administration. Parks Canada is currently looking at the text and hopefully will see the reinstallation by the end this year.
- The Tower of Freedom will be celebrating its 20th Anniversary this year so the Essex County Black Historical Research Society is currently working on virtual celebrations of that sculpture.
- The Art Gallery of Windsor in late 2020 brought forward to Council to install 9 reproductions downtown from their collection which was approved.

6. Adjournment

There being no further business, the meeting is adjourned at 11:01 o'clock a.m.

CHAIR

COMMITTEE COORDINATOR

Dear Members of the Community Public Art Advisory Committee:

Please accept this correspondence as a formal request for support to complete a sculptural tribute honouring music-industry pioneer Rosalie Trombley. Her unique intuition altered the course of popular culture and introduced Windsor to legendary artists — and their fans — worldwide.

Rosalie Trombley was music director at CKLW (AM 800) during the 1960s and 1970s — an era of epic social change that informed the music of the day.

The Windsor radio station was a Top-40 powerhouse locally, in Detroit, as well as Cleveland and other major markets in the U.S. Midwest. However, atmospheric conditions and The Big 8's 50,000-watt antennae enabled it to be heard from Sudbury to even on occasion, Scandinavia.

Known as “the girl with the golden ear,” Rosalie’s song choices helped establish the careers of Rock ’n Roll Hall of Famers Elton John, Bob Seger, Alice Cooper and Kiss. David Bowie, Paul McCartney and others courted her favour.

She also purposefully integrated her playlists with songs from Motown Records. Accordingly, artists such as Stevie Wonder, The Four Tops and The Temptations were among the visitors to her Riverside Drive office.

Still, she maintained a staunch loyalty to Canadian musicians, exposing large audiences to the work of Gordon Lightfoot, The Guess Who, Dan Hill and more.

And since 2005, the annual Rosalie Award honours trailblazing women in Canadian radio.

Of greater importance, perhaps, is that Rosalie’s rise to international power-broker status helped shatter a gender barrier that cheated women of opportunity. Her unparalleled gift for identifying hit songs delivered a loud message to the male-dominated radio business: Women belong.

At a 2016 Juno Awards tribute to Rosalie, the CBC’s Sook Yin-Lee said: “This is a person that more Canadians should know about. She is an unsung treasure of Canada.”

Having raised her family here, on her own, Rosalie Trombley is certainly Windsor’s treasure. But your support of this project would do more than enshrine her compelling legacy for residents and visitors.

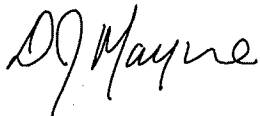
A bronze sculpture of Rosalie, at a music venue such as Festival Plaza, would mark a cultural breakthrough akin to her own historic career. Until the unveiling of Mary Ann Shadd at the University (October 1, 2021), **no female resident has been so-honoured by the City of Windsor.**

In addition to the attached letters of support and project-cost breakdown, I am seeking from the City in-kind costs associated with installation, interactive capabilities (possibly in the form of embedded QR codes on an interpretive panel), future annual maintenance plus \$55,760 to supplement an endowment fund (subject to approval) managed by the Windsor Essex Community Foundation. Any excess of funds donated for the sculpture would be funnelled to St.Clair College's Music Theatre Performance program which has a scholarship established in Rosalie's name.

I would maintain copyrights of the sculpture, however, ownership of this tribute would be given to the City.

Should you have questions, I will make myself available at your convenience.

Sincerely,

A handwritten signature in cursive script that reads "DJ Mayne".

Donna Jean Mayne
FineSculpture.ca

756 Scofield Ave.
Windsor, ON
N9G 1L3
519-966-5373



Letter of Support from Gordon Lightfoot
Canadian Singer-Songwriter, internationally
known as a folk-rock legend

August 30, 2021

Re: Rosalie Trombley Sculpture

TO WHOM IT MAY CONCERN

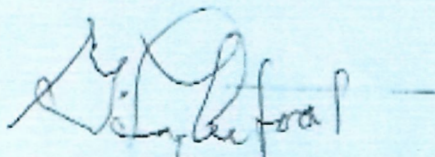
I am writing in full support of Donna Mayne's proposed sculpture project honouring the achievements of Rosalie Trombley.

Rosalie, as Music Director of radio station CKLW Windsor ('The Big 8') was an integral builder of the music industry. Kind and encouraging, Rosalie possessed the 'ears' to determine which songs had that 'hit' factor. More importantly, she wielded the power to add such songs she believed in to CKLW's influential playlist. Many of those songs did indeed become hits, garnering listeners all throughout the US mid-west, Ontario, and well beyond as other stations followed Rosalie's lead and added these songs to their playlists too. Personally, I am grateful that Rosalie added/played many of my records in high rotation.

The USA is the world's biggest music market. Radio airplay back in the 1970's was 'the' path to success for new artists to break through. As a Canadian artist, Rosalie helped export my music to the world. For that reason, her accomplishments are culturally significant. The global success of Canadian recording artists to this day finds its roots in Rosalie's endeavours.

Rosalie Trombley is one of the music industry's key builders. It would be fitting for the City of Windsor to honour her with a sculpture.

Sincerely,



Gordon Lightfoot

GORDON LIGHTFOOT CONCERTS

1365 Yonge Street, Suite 207, Toronto, Ontario, Canada M4T 2P7 • 416-924-1146

Letter of Support from Rosalie's daughter,
Diane Lauzon

August 31, 2021

To Whom It May Concern,

Donna Jean Mayne contacted our family around March of this year. Donna explained that she wanted to highlight the achievements of local women in Windsor. We were delighted when she chose our Mom, Rosalie Trombley.

Our Mom was Music Director at CKLW (known then as The Big 8) from 1967 to 1983. She had an uncanny knack for picking hits. Many artists have cited our Mom as "the woman who launched my music career." Without her careful music selections, we might not have the music of Motown and countless other classic artists that we know and love today. Rosalie was awarded "The Walt Grealis Special Achievement Award" at the 2016 Juno Awards. She was the first woman to be awarded the award since its inception in 1984. Today, there is a scholarship in her name at St. Clair College and an annual award presented to other prominent women in radio – it is called "The Rosalie Award." It was established to recognize Canadian women who have blazed new trails in radio. Rosalie Award recipients are women who are successful in the radio industry and are seen as leaders, mentors and people making a difference in the world of radio today. Similar to what our Mom did all through her years at CKLW.

Donna Jean Mayne creates gorgeous, limited editions and commissioned original fine, figurative sculptures for private, corporate and public projects. Her work is stunning and she is amazingly talented!

We support the "Rosalie – The Girl with the Golden Ear" sculptural tribute initiative by Donna Jean Mayne 100%!

Sincerely,

Diane Lauzon, née Trombley



September 1, 2021

To Arts Advisory Committee:

St. Clair College is pleased to support the sculptural proposal of Rosalie Trombley by Windsor artist Donna Mayne.

St. Clair College recognizes the important role public art plays in the preservation of our past and the celebration of our identity as a city that is steeped in a rich cultural history.

A decade ago, the College recognized a woman who made a substantial impact in the music industry from her base at a local radio station, known throughout Southern Ontario and the U.S. Midwest as the Big 8.

Rosalie Trombley rose from switchboard operator at CKLW in the 1960s to music director in the 1970s. She was known in the music business as the “woman with the Golden Ears” and, from her small office in downtown Windsor, she could make or break careers by deciding whether to play a record on air.

She instinctively sensed if a song would be a hit and has been credited with launching the careers of people like Bob Seger, Alice Cooper, Elton John, Burton Cummings, Gordon Lightfoot, and Tony Orlando.

On June 14, 2011, a scholarship was established by St. Clair College in Trombley’s name, and it has been awarded annually to students in the Music Theatre Performance program. On June 16 of that same year, Rosalie received an honorary diploma from the Music Theatre Performance program.

St. Clair College is a College of **Applied Arts** and Technology. Our role is to promote and honour the arts in Windsor-Essex and Chatham-Kent. We can’t think of a more deserving citizen than Rosalie Trombley to be recognized in perpetuity for her work in Windsor’s music industry.

Sincerely,

John Fairley
Vice President
College Communications and Community Relations
St. Clair College

Letter of support from Dan Hill

Grammy/Juno award winning, Canadian pop singer with international hits like "Sometimes When We Touch." Hill also established himself as a songwriter who produced hit songs for artists such as George Benson and Celine Dion.

On Aug 31, 2021, at 2:56 PM, Dan Hill <novelpark@aol.com> wrote:

To whom it may concern. I cannot think of anyone who deserves further recognition than Rosalie Trombley, who had a greater positive impact on Canadian recording artists, songwriters, record companies and producers than literally anyone else in the Canadian music business. As the music director for Windsor's CKLW's radio station, Rosalie Trombley was, literally, one of the most seminal and powerful forces in the Canadian music business. Because her station, CKLW, broadcast into Detroit, she was the one person who could expose Canadian artists to the American market. I personally benefited immensely when Ms. Trombley, in 1976, added my single, 'Growing up (in the shadow of the USA), to her vaunted playlist. Due to the power of her Windsor based radio station, my single sold in excess of 10,000 singles in two weeks, 99% of these sales being generated out of Detroit. While Rosalie Trombley, represented the gatekeeper, one of the few people in Canada with the power and influence to determine a Canadian artist's career in America, she was resolutely kind and supportive of Canadian music. And this, in an era whereby the Canadian media wasn't known for supporting their artists. Yes, Rosalie Trombley could be tough, she was most certainly no pushover, and she only added Canadian singles that she personally felt deserving of her radio station's airplay. But this meant that in the event that you were fortunate enough to be playlisted and added to Ms. Trombley's Windsor based radio station, you were deserving. My personal interactions with Ms. Trombley were wonderful and highly informative. Amazingly humble, down to earth and kind, her knowledge of Canadian music was incredible, and in many respects I looked up to her as a mentor. But then again, she was a mentor for countless gifted Canadian artists, and we are all the better because of this.

sincerely, Dan Hill

Letter of Support from Les Garland

Former program director of CKLW, Garland is an American entertainment executive, the founder and CEO of AfterPlay Entertainment, and co-founder of networks including MTV, VHI, The Box Television Network, and College Television Networks. His lengthy career in the music industry led to a spot on Rolling Stone magazine's list of the "Music Industry Heavy 100."

Found in Inbox - Google Mailbox



Les Garland

Rosalie Trombley Statue Recognition

To: Donna Mayne, Cc: Diane Lauzon

11:56 AM

[Details](#)

Dear Donna Mayne;

The purpose of my brief letter is to let you know that I fully support this amazing Rosalie Trombley statue project that I've learned about from her daughter, Diane Lauzon. In fact, I'm truly in awe!

I had the privilege of being Program Director of CKLW (The Big 8) in the mid 70's glory days. Legendary CKLW was known world wide as one of the very biggest, greatest, and most important pop music radio stations on the planet. The name Rosalie Trombley and those gigantic radio station call letters were synonymous. CKLW was gigantic, not just because of it's 50,000 watt clear channel radio signal, but because of the enormous power and influence it possessed in terms of it's importance in the pop music sphere. Rosalie was the aorta of CKLW. Hers were the best ears of any Music Director I ever knew. I loved every moment of working along side her during those cherished times. We became family. She was a total Pro. Those gifted ears, mixed with her charm and charisma, gave the music world the one and ONLY Rosalie Trombley.

I look forward to visiting Windsor soon so that I can snag a photo standing with your beautiful work of art recognizing one amazing human, Rosalie Trombley. Like Bob Seger sang, *'She knows music. She's got the power. She's got the tower. Rosalie. Rosalie.'*

Thank you.

**Warmly,
Les Garland**



July 19, 2022

Mayor Drew Dilkens and Members of City Council
350 City Hall Square
P. O. Box 1607
Windsor Ontario
N9A 6S1

Dear Mayor and City Council,

St. Clair College is pleased to contribute \$70,000 towards funding the sculptural proposal of Rosalie Trombley by Windsor artist Donna Mayne.

In case members of the city council do not know, the College hosted a tribute dinner for Rosalie on June 14, 2011, at our St. Clair College Centre for the Arts. The guests who attended included past CKLW management, disc jockeys, news personalities, former office staff, friends and family and members of our community. The evening raised funds to establish an annual scholarship awarded to students in our Music Theatre Performance program.

The highlight of the evening was when award-winning singer Tony Orlando came out and paid tribute to her and entertained the guests with some of his chart-topping songs. Throughout the dinner, there were speeches and video tributes from former radio personalities and entertainers like Paul Anka, Alice Cooper, and Smokey Robinson. CKLW Radio impacted the North American music industry because of the talented music director Rosalie Trembley. She was said to have had the 'golden ears' to know what records were hit bound and then played them on the 50,000 watts CKLW AM radio station. Her ability as a hitmaker made artists beginning their careers indeed "stars."

That same year, Rosalie received an honorary diploma from St. Clair College in the Music Theatre Performance program in the June convocation.

St. Clair College seeks opportunities to invest and promote the arts in Windsor-Essex and Chatham- Kent through sponsorship and student involvement. We always remind our community and staff that our full name is St. Clair College of Applied Arts and Technology.

We are pleased to be a part of this lasting tribute to an individual who has made a tremendous impact on the Canadian music industry and one of the few female executives in the radio business between 1967 and 1993.

Regards,

A handwritten signature in blue ink, appearing to read "John Fairley", is written over the "Regards," text.

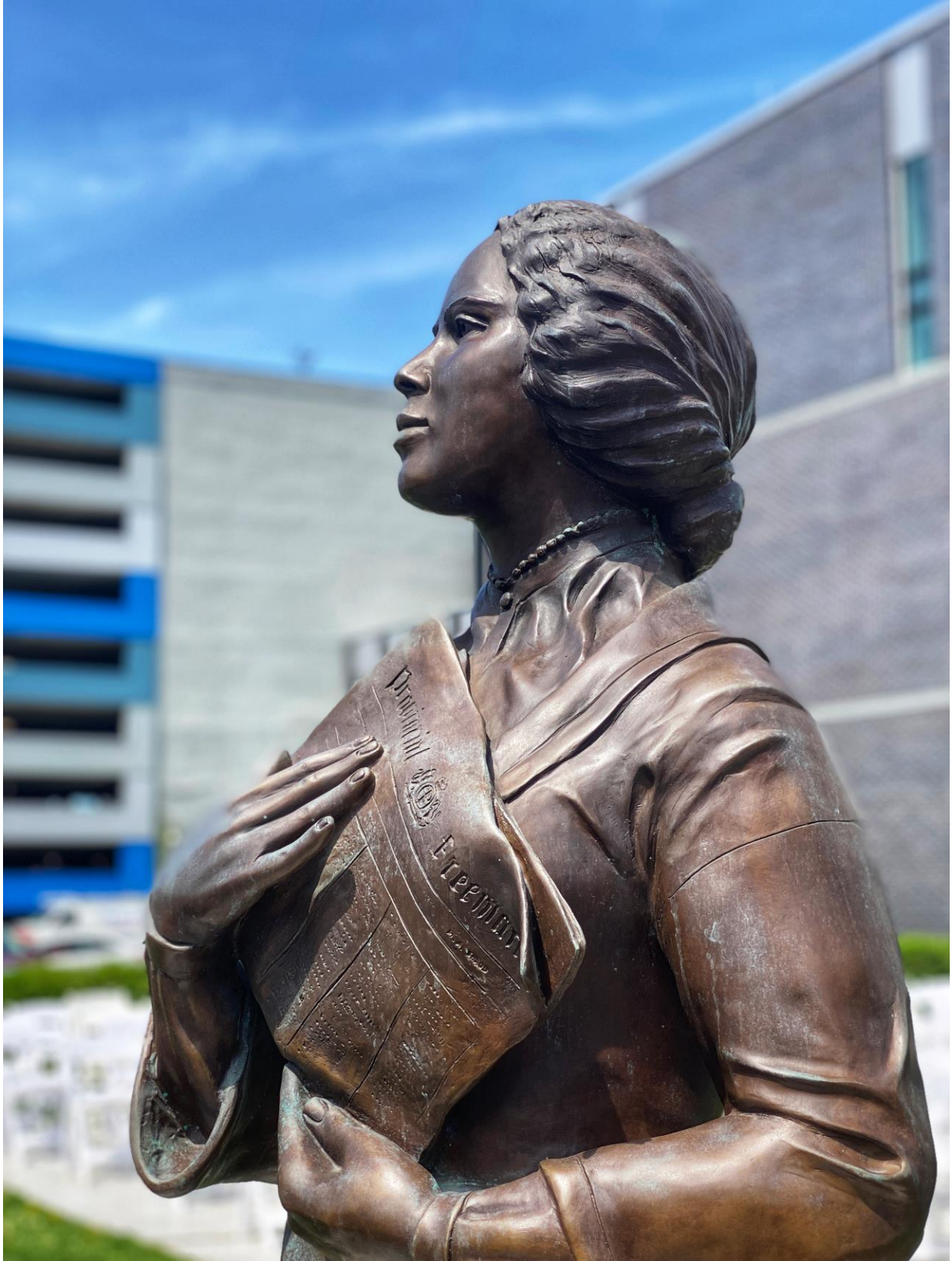
John Fairley Vice President, College Communications and Community Relations

Appendix H – Photos of Donna Mayne’s Mary Ann Shadd Sculpture









DONNA JEAN MAYNE

phone

email

website www.donnajeanmayne.com

address:

Visual Arts Training

1983-1984 **Figure Drawing/Commercial Art**
Center For Creative Studies
Detroit, MI

1979–1982 **Bachelor of Arts** (Visual Arts)
University of Windsor
Windsor, ON

Visual Arts Related Employment

2013 - current Fine Sculpture
Windsor, ON
Sculptor/Sole Proprietor

Sculptor/Sole Proprietor, Fine Sculpture, creating limited editions and original commissioned works in clay for bronze casting.

1999 - 2010 City of Windsor / Parks & Rec
Jobs Creation Partnership Program, Public Mural Projects
Studio Coordinator/Art Director

Successfully led several teams of artists in the planning, layout, creation and installation of 40 outdoor mural sites throughout the city of Windsor.

Consulted and collaborated with local and provincial governments, various Business Improvement Associations, building landlords and community groups to develop themes that would reflect their unique identities.

Met deadlines and stayed within budget, often implementing cost-cutting ideas. Able to manage multiple projects at once. .

Researched historical themes, techniques and supplies required to execute public art projects.

1995 - 1998 The Crafter's Marketplace
Windsor, ON
Manager

1982 - 1995 Photo Retouching, Portraits, Murals
Freelance Commercial Artist

Juried Exhibitions

2021	ArtPrize , the B.O.B. Grand Rapids, MI. (Barbara Hanley)
2020 - 2021	SculptureWalk , Washington Pavilion, Sioux Falls, S.D. (Jim Clark)
2017 - 2019	SculptureWalk , USD, Vermillion, S.D. (Jim Clark)
2018	Elora Ontario Sculpture Project (David Cross)
2016 - 2018	Kingsbrae Gardens , St. Andrew, N.B. (Chris Flemming)
2016	ArtPrize , Amway Grand Plaza Hotel, Grand Rapids, MI.
2016 - 2017	SculptureWalk , Watertown, S.D. (Jim Clark)
2015 - 2016	SculptureWalk , Sioux Falls, S.D. (Jim Clark)
2015 - 2016	Avera McKennan , Sioux Falls, S.D. (Jim Clark)
2015	Water , Windsor Jewish Community Center, Windsor, ON (Jay Katz)

Sculptural Commissions

2021	Fine Arts Sculpture Centre, Clarkston, MI.	¾ life-size clay bust
2020	Private, Nashville, TN.	Life-size bronze figure
2019	University of Windsor, Windsor, ON.	Life-size bronze figure
2018	Private for Oklahoma State University	Life-size bronze bust
2018	Private for Confederation High School, ON	15" bronze mascot

Earlier Works

2015 – 2018	<u>Gift of Water Series</u> : Three limited edition castings, ¾ life-size bronze
1999 – 2010	40 large-scale, public mural installations showcasing Windsor's heritage

Recent Media Coverage

Tony Doucette July 6, 2021 <u>Trombley Statue</u>	CBC Windsor Radio Morning show
Lisa Williams and Leah Hanson June 30, 2021 <u>Trombley Sculpture</u>	CKLW AM800 Morning Drive
Gill Deacon June 29, 2021 <u>A Windsor artist hopes to immortalize Rosalie Trombley, 'the girl with the golden ears'</u>	CBC Toronto Radio Here and Now
Ron Stang June 25, 2021 <u>Sculpture to honour CKLW's Rosalie Trombley, "the Girl with the Golden Ears"</u>	WindsorOntarioNews.com
Dave Battagello Feb 8, 2021 <u>"Unveiling of Shadd Cary Sculpture Planned by University"</u>	Windsor Star

University of Windsor
Feb 4, 2021
[“Sculpture to honour abolitionist activist, journalist, jurist”](#)

Taylor Campbell
Jun 28, 2018
[“University honours anti-slavery activist Mary Ann Shadd with sculpture”](#)

Devin Martin
Aug 29, 2017
[“New sculptures on campus ‘something to be very proud of’”](#)

CBC News
Jun 7, 2017 8:15 AM ET
[“Sculptor creating bust of Mary Ann Shadd says it’s time to recognize women in Windsor”](#)

Earlier Media Coverage (Highlights)

Art Ascent Magazine
Jun 2016
“Green” Cover and pages 78-79

Mediterranean Gardening Magazine
Dec 2014
“Flow” Featured Story pages 36-37

Lisa Rene-de-Cottet, Biz X Magazine
June/July 2000
“City Smiles” People Profile page 10

Guest Lecturer

2019 Arts & Cultural Alliance of Windsor Essex, “Forgotten Arts Workshop
2018 Holy Names High School Art Class, Windsor, ON
2017 Windsor Camera Club, “Public Mural Art” Windsor, ON
2016 Association of Representational Artists, “Sculpting” Windsor, ON
2015 Questers Club, “Murals of Windsor” Windsor, ON
2008 & 2003 Mural Routes International Symposiums, Toronto, ON

Awards & Grants

2021 Windsor Arts Culture & Heritage Fund grant for clay study of Rosalie Trombley
2019 Nomination Artist of the Year–BizX Magazine, Windsor, ON
2017 & 2016 Ontario Arts Council Exhibitions Assistance Grant recipient
2017 Windsor Arts Culture & Heritage Fund grant for clay study of M.A. Shadd
2015 Best in Show, Avera McKennan SculptureWalk, Sioux Falls, S.D., U.S.A.
2015 People’s Choice Runner Up, SculptureWalk, Sioux Falls, S.D., U.S.A.
2010 Artist of the year– BizX Magazine, Windsor, ON

Professional Affiliations

- Canada Council for the Arts
- CARFAC (Canadian Artists' Representation/le Front des artistes canadiens)
- Artists in Canada
- Arts Council Windsor & Region
- Arts & Cultural Alliance of Windsor Essex

Volunteer Work

- Driver for Children's Aid Society
- Safe-Water advocate/researcher in Windsor