CITY OF WINDSOR AGENDA 12/06/2023

Community Services Standing Committee Meeting

Date: Wednesday, December 6, 2023
Time: 9:00 o'clock a.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:

Ward 2– Councillor Fabio Costante

Ward 3 – Councillor Renaldo Agostino

Ward 4 – Councillor Mark McKenzie

Ward 5 – Councillor Ed Sleiman (Chairperson)

Ward 6 – Councillor Jo-Anne Gignac

ORDER OF BUSINESS

Item #	Item Description
1.	**CALL TO ORDER**

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

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

3. **ADOPTION OF THE MINUTES**

3.1. Adoption of the Community Services Standing Committee meeting minutes held November 1, 2023. **(SCM 294/2023)**

4. **REQUEST FOR DEFERRALS, REFERRALS OR WITHDRAWALS**

5. **COMMUNICATIONS**

5.1. Les Amis Duff Baby Annual Report - Ward 2 **(SCM 314/2023)**

6. **PRESENTATIONS AND DELEGATIONS**

6.1. Pathway to Potential Renewal Strategy

7. **COMMITTEE MATTERS**

7.1. Minutes of the Meetings of the Executive Committee and Board of Directors, Willistead Manor Inc., held October 12, 2023 **(SCM 281/2023)**

7.2. Minutes of the Windsor Accessibility Advisory Committee of its meeting held October 19, 2023 **(SCM 312/2023)**

7.3. Report No. 131 of the Windsor Accessibility Advisory Committee - Funding for the installation of a hearing loop system at the Windsor International Airport **(SCM 313/2023)**

7.4. Minutes of the Committee of Management for Huron Lodge of its meeting held November 20, 2023 **(SCM 315/2023)**

8. ADMINISTRATIVE ITEMS

8.1. CQ 4-2021 – Report on Pilot Project to Offer Menstrual Hygiene Products in Select Municipal Buildings Free of Charge - City Wide **(S 158/2023)**

8.2. Response to CQ 7-2022 Regarding the Dog Park Policy - City Wide **(S 159/2023)**

8.3. Windsor Joint Justice Facility Operating Agreement - City Wide **(S 160/2023)**

9. QUESTION PERIOD

10. ADJOURNMENT

Committee Matters: SCM 294/2023

Subject: Adoption of the Community Services Standing Committee meeting minutes held November 1, 2023.

Community Services Standing Committee Meeting

Date: Wednesday, November 01, 2023
Time: 9:00 o'clock a.m.

Members Present:

Councillors
Ward 2 - Councillor Fabio Costante
Ward 3 - Councillor Renaldo Agostino
Ward 4 - Councillor Mark McKenzie
Ward 5 - Councillor Ed Sleiman (Chairperson)
Ward 6 - Councillor Jo-Anne Gignac

PARTICIPATING VIA VIDEO CONFERENCE ARE THE FOLLOWING FROM ADMINISTRATION:

Sandra Gebauer, Council Assistant

ALSO PARTICIPATING IN COUNCIL CHAMBERS ARE THE FOLLOWING FROM ADMINISTRATION:

Andrew Daher, Commissioner, Human & Health Services
Ray Mensour, Commissioner, Community Services
Kirk Whittal, Executive Director Housing & Children Services
Jen Knights, Executive Director Recreation & Culture
Tanya Antoniw, Executive Director Employment & Social Services
Jason Moore, Senior Manager, Communications
Robertson, Craig, Licence Commissioner
Alena Sleziak, Manager, Customer Contact Centre
Michelle Staadegaard, Manager, Culture & Events
Linda Higgins, Manager Intergovernmental Funding
Michael Chantler, Manager Aquatics
Diane Quinn, Manager, Employment & Training Initiatives
Jennifer Tanner, Manager Homelessness & Housing Support
Diane Wilson, Manager, Affordable Housing
Kelly Goz, Manager Homelessness & Housing Support
Emilie Dunnigan, Manager Development Revenue & Financial Administration
Michelle Proulx, Coordinator Housing Administration & Development

Doran Anzolin, Executive Initiatives Coordinator
Yemi Adeyeye City Forester and Manager of Forestry & Natural Areas
Stephen Lynn, Manager Social Policy & Planning
Sumar Jasey, Emergency Planning Officer
Anna Ciacelli, Deputy City Clerk

1. CALL TO ORDER

The Chair calls the meeting of the Community Services and Parks Standing Committee to order at 9:00 o'clock a.m.

2. DISCLOSURE OF PECUNIARY INTEREST AND THE GENERAL NATURE THEREOF

None disclosed.

3. ADOPTION OF THE MINUTES

3.1. Adoption of the Community Services Standing Committee meeting minutes held October 4, 2023

Moved by: Councillor Jo-Anne Gignac
Seconded by: Councillor Mark McKenzie

THAT the minutes of the Community Services and Parks Standing Committee meeting held October 4, 2023 **BE ADOPTED** as presented.
Carried.

Report Number: SCM 273/2023

4. REQUEST FOR DEFERRALS, REFERRALS OR WITHDRAWALS

None requested.

5. COMMUNICATIONS

None presented.

6. PRESENTATIONS AND DELEGATIONS

6.1. 2022 Annual Report of the 10 Year Housing & Homelessness Plan - Master Plan - City Wide

Kelly Goz, Manager, Homelessness & Housing Support and Michelle Proulx, Coordinator, Housing Administration & Development

Kelly Goz, Manager, Homelessness & Housing Support & Michelle Proulx, Coordinator, Housing Administration & Development appear before the Community Services Standing Committee regarding the administrative report entitled "2022 Annual Report of the 10 Year Housing and Homelessness Plan- Master Plan-City of Windsor" and provide a brief overview of the work undertaken, the progress achieved thus far, to outline the goals of the organization, to highlight benefits allocated to eligible residents and the programs and initiatives undertaken to help end homelessness; and provide details regarding the 2022 Annual Report on the Windsor Essex 10 Year Housing and Homelessness Master Plan including Guideline Principles; Goal 1 – Sustain and Expand Social and Affordable Housing Supply; Regeneration and Identification of Capital needs Repair & Renewal; Canada-Ontario Community Housing Initiative (COCHI) & Ontario Priorities Housing Initiative (OPHI); Social Services Relief Fund; Windsor Essex Housing Benefit (WEHB) & Canada Ontario Housing Benefit (COHB); Goal 2 – Sustain and Expand Housing that is Linked with Supports; Goal 3 – Ending Homelessness; Homelessness & Housing Help Hub (H4); Essex County Homelessness Hub (ECH2); Downtown Mission – Day Program; Goal 6 – Foster Successfully Tenancies through Community Collaboration; Goal 7 – Monitor, Report and Evaluate; and Looking Ahead.

Rukshini Ponniah-Goulin, Executive Director, Downtown Mission of Windsor

Rukshini Ponniah-Goulin, Executive Director, Downtown Mission of Windsor appears before the Community Services Standing Committee via Zoom regarding the administrative report entitled "2022 Annual Report of the 10 Year Housing and Homelessness Plan- Master Plan-City of Windsor" and is available for questions.

Councillor Renaldo Agostino inquires in regards to the (Homeless Individuals and Families Information System (HIFIS) and whether the data from other cities is available to review and compare. Ms. Goz indicates that the data is not open source, however they work closely with other communities that use the same system to discuss trends.

Councillor Renaldo Agostino inquires whether there is anything that council can do to help with housing. Andrew Daher, Commissioner, Human & Health Services appears before the Community Services Standing Committee regarding the administrative report entitled "2022 Annual Report of the 10 Year Housing and Homelessness Plan- Master Plan-City of Windsor" and indicates that there is a need for more funding and available housing with supports in order to get the homeless housed and maintain that housing. Ms. Goz indicates that advocacy between provincial ministries and the need to change their mandates to align with the target population so that their dollars are targeted specifically to those experiencing homelessness or those at risk, is required.

Councillor Renaldo Agostino inquires whether there is any type of collaboration that can take place with other communities to develop a master plan provincially to allocate these funds more appropriately or is that a provincial job. Ms. Goz indicates that the City of Windsor has worked with

a number of Southwest Ontario communities, they meet regularly to discuss the trends, challenges, implemented programs and to learn from each other. Administration is also looking at more innovative approaches to secure funding regionally.

Councillor Jo-Anne Gignac inquires as we move forward, are we advocating that the HIFIS data be made available provincially. Ms. Goz indicates that they have advocated with the government of Canada to make it available, because it is still in its infancy stage, there are provincial, territorial and federal privacy issues that the Government of Canada has been looking into.

Councillor Jo-Anne Gignac inquires whether we were able to get the data regionally for comparison, how would that impact the funding granted to the area. Ms. Goz indicates that in addition to the HIFIS data, they need to review all the data and determine what the return on investment is, how they are making a change in other sectors and if they have supports for these people.

Councillor Fabio Costante inquires about the number of people on the waitlist who are seeking affordable housing. Mr. Daher indicates that there are currently about 7700 people seeking affordable housing.

Councillor Fabio Costante indicates that the number was around 5500 a few years ago and inquires as to the number of people experiencing homelessness. Mr. Daher indicates that the number experiencing homelessness as of December 2022 was 549.

Councillor Fabio Costante comments that the number doesn't necessarily mean that all of those 549 are living on the streets, but do not have stable housing, correct? Ms. Goz confirms the statement is correct.

Councillor Fabio Costante inquires about the number of units built last year. Administration indicates that since 2019 the City have created about 178 units and last year about 35.

Councillor Fabio Costante inquires whether the City can somehow project the next 5 years to determine how much housing we will need. Ms. Goz indicates that the City of Windsor is awaiting a response from the Province to undertake the next 5 year review of the 10 year housing and homelessness plan. This review will help administration to highlight other strategies for providing housing besides building new units, such as rent subsidy in order to have more affordable housing options in order to exit homelessness.

Councillor Fabio Costante inquires about how the City is doing related to the regional housing affordability process. Administration indicates that they are in the final stages of securing the consultant and will be bringing a report to council by the end of the year to seek approval to hire in order to move forward. In early 2024 the consultant will be hired to look at a number of possible strategies.

Councillor Fabio Costante inquires whether the County is on board to build more affordable housing. Administration indicates that the County is committed and want to move forward to provide affordable housing.

Councillor Fabio Costante inquires whether there is capacity and space at the Downtown Mission to house more people. Ms. Ponniah-Goulin indicates that the shelters are at capacity or very close to capacity nightly. In preparation for winter, they are able to allow 25-30 additional individuals to come in throughout the winter thanks to the City of Windsor's support.

Councillor Fabio Costante inquires whether it is typical to have more vacancy during the summer months and to be at capacity in the winter months. Ms. Ponniah-Goulin responds that it is typical to have a lower number of individuals in shelter during the summer months, however this past summer, they have seen an increase. October going into November they should not be at capacity, but they are. She adds, having housing units with support available so that individuals can exit shelter opening up space for others to come into shelter so that they are off the streets. They would then try to help them move forward in their lives and offer emergency shelter for those in need short term.

Councillor Fabio Costante inquires about a court decision that prohibits the municipality to remove individuals from encampments on public property to request that they go to shelter if the shelters are at capacity. Administration responds that they are continually working on a protocol that defines how and why they can encourage individuals to go to shelter and the complications that exist around the appropriateness of shelter including the needs of the individuals, i.e. couples shelter, individuals with pets, capacity, etc. Expanding capacity by providing warming rooms had a lot of success.

Councillor Renaldo Agostino inquires about complaints that there are many individuals who can't be housed, refuse to be housed, or require additional supports and whether there are enough people and professionals to address these individuals and can additional training be provided to deal with these situations. Ms. Goz indicates that they are investigating training programs that are available and have found opportunities and are investing in online training modules, bringing in outside trainers, recommending that partner agencies subscribe to provincial or national advocacy bodies to expand their knowledge and skillset. Administration does require more support from the healthcare system for especially difficult cases.

Ms. Ponniah-Goulin indicates that the ongoing support from the City and shelter partners is what makes the Downtown Mission possible. They are requesting assistance to advocate with higher levels of government for additional support. Health and mental health are needed for many of the individuals accessing the shelters lately. Some individuals that come into shelter are a higher risk that pose threats to others in shelter, staff, etc. They need to figure out where they can be housed where they can be supported fully in a safe environment.

Councillor Renaldo Agostino inquires about how long it typically takes before you can see results with those individuals. Ms. Ponniah-Goulin indicates that when someone is given the option to be housed, they take it. If they aren't kept in housing, they are sent to hospital for physical or mental

health needs before ending up back in shelter or on the streets. The Community needs to find a better way to support those individuals.

Moved by: Councillor Jo-Anne Gignac
Seconded by: Councillor Mark McKenzie

Decision Number: **CSSC 209**
THAT this report from the Executive Director of Housing and Children's Services regarding the 2022 Annual Report on the Home Together: Windsor Essex 10 year Housing and Homelessness Master Plan **BE RECEIVED**; and further,

THAT the Executive Director of Housing and Children's Services, or their authorized designate **BE AUTHORIZED** to make the necessary submissions in a form and format required under the *Housing Services Act, 2011* related to the Windsor Essex 10 Year Housing and Homelessness Plan for the duration of the plan.
Carried.

Report Number: S 134/2023
Clerk's File: GH/11710

7. COMMITTEE MATTERS

7.1. Minutes of the Committee of Management for Huron Lodge of its meeting held September 11, 2023

Moved by: Councillor Jo-Anne Gignac
Seconded by: Councillor Mark McKenzie

Decision Number: **CSSC 210**
THAT the minutes of the Committee of Management for Huron Lodge meeting held September 11, 2023 **BE ADOPTED** as presented.
Carried.

Report Number: SCM 276/2023

8. ADMINISTRATIVE ITEMS

8.3. Response to CQ 19-2023 – Sandpoint Beach Concession - Ward 7

Borden Yewchyn, Owner, Big Daddy's Food Service

Borden Yewchyn, Owner, Big Daddy's Food Service appears before the Community Services Standing Committee regarding the administrative report entitled "Response to CQ 19-2023 – Sandpoint Beach Concession - Ward 7" to advocate for the master plan for the area and concludes

by suggesting that the amenities proposed will attract many visitors which will boost profits for area businesses as well.

Councillor Mark McKenzie inquires how many years Mr. Yewchyn has been in business at Sandpoint Beach. Mr. Yewchyn indicates that he has been there for 32 years.

Councillor Mark McKenzie inquires whether he is amenable to setting up on the water side of the road and from a safety perspective would it be a better setup. Mr. Yewchyn responds that he is very open to the possibility and thinks that serving people on the water side is much better.

Councillor Mark McKenzie inquires how would administration deal with the area where the delegate usually sets up if he moves across the street. Ray Mensour, Commissioner, Community Services appears before the Community Services Standing Committee regarding the administrative report entitled "Response to CQ 19-2023 – Sandpoint Beach Concession - Ward 7" and indicates that the permit will continue to be issued to the delegate at the existing location and would award the procurement for the space on the water side.

Moved by: Councillor Mark McKenzie
Seconded by: Councillor Renaldo Agostino

Decision Number: **CSSC 213**

I. THAT the report of the Executive Director of Recreation and Culture dated October 13, 2023, entitled "Response to CQ 19-2023 – Sandpoint Beach Concession- Ward 7" **BE RECEIVED** for information; and further,

II. THAT Administration **BE DIRECTED** to proceed with Option 2, being a mobile vendor opportunity; and further,

III. THAT Council **PRE-APPROVE** and **AWARD** any procurement(s) necessary that are related to the Sandpoint Beach Concession 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 Commissioner, Corporate Services/Chief Financial Officer, in legal form to the Commissioner, Legal & Legislative Services; and in technical content to the Executive Director of Recreation & Culture; and,

IV. THAT the Chief Administrative Officer and the City Clerk **BE AUTHORIZED** to take any such action required to effect the recommendation noted herein and sign any required documentation for the Sandpoint Beach Concession project, satisfactory in financial content to Commissioner, Corporate Services/Chief Financial Officer, in legal form to the Commissioner, Legal & Legislative Services; and in technical content to the Executive Director of Recreation & Culture; and,

V. THAT the Purchasing Manager **BE AUTHORIZED** to issue Purchase Orders as may be required to effect the recommendation noted herein, subject to all specification being

satisfactory in financial content to Commissioner, Corporate Services/Chief Financial Officer, and in technical content to the Executive Director of Recreation & Culture; and further,

VI. THAT administration **BE DIRECTED** to permit Borden Yewchyn the opportunity to operate in accordance with the Sand Point Beach Concession project in the new space subject to obtaining a permit in accordance with Parks By-law 131-2019 and appropriate licencing in accordance with the Business Licensing By-law 395-2004.

Carried.

Report Number: S 130/2023
Clerk's File: SR2023

8.1. Contract Approval – Windsor Regional Employment Network – City Wide

Moved by: Councillor Renaldo Agostino
Seconded by: Councillor Mark McKenzie

Decision Number: **CSSC 211**
THAT City Council **AUTHORIZE** the Executive Director of Employment and Social Services, on behalf of the Human and Health Services Department, as Service Provider, to enter any agreement or related amendment, with The Corporation of the City of Windsor (the "City"), as Service System Manager ("SSM"), for funding related to the provision of Employment Ontario Employment Services within Windsor-Essex County, in form satisfactory to the City Solicitor, in financial content to the City Treasurer, and in content to the Manager of Employment & Training Initiatives; and further,

THAT City Council **AUTHORIZE** the Executive Director of Employment and Social Services or designate, on behalf of the Human and Health Services Department, as Service Provider, to sign and submit all other documents, memoranda, business plans, attestations, and reports required from the City, as SSM, relating to the provision of Employment Ontario Employment Services within Windsor-Essex County, subject to approval of financial content by the City Treasurer as applicable; and further,

THAT the Commissioner of Human and Health Services, or designate, on behalf of the City, as SSM, **BE AUTHORIZED** to execute, sign, amend, and terminate agreements with Service Providers, agencies and/or employers relating to the provision of Employment Ontario Employment Services within Windsor-Essex County, provided such agreements are satisfactory in form to the City Solicitor, technical content to the Executive Director of Employment and Social Services, and financial content by the City Treasurer. For agreements in excess of $1,000,000, that in addition to Commissioner of Human and Health Services, the Chief Administrative Officer **BE REQUIRED** to sign as secondary authority.
Carried.

Report Number: C 152/2023
Clerk's File: GP/10258

8.2. Motorola Premier One CSR Software and Hosting Agreement 2024-2028 City Wide

Moved by: Councillor Mark McKenzie
Seconded by: Councillor Jo-Anne Gignac

Decision Number: **CSSC 212**
THAT City Council **SUPPORT** entering into a five-year renewal agreement with Motorola Solutions Canada for the hosting and support of Premier One CSR Software at a 2024 annual cost of $328,092 plus applicable taxes with annual increases of 3% to be funded from the 311 operating budget; and further,

THAT the City Treasurer/CFO **BE DIRECTED** to consider the additional costs for this agreement as a contractual adjustment in each of the subsequent five-year renewal period for purposes of future operating budget development; and,

THAT City Council **AUTHORIZE** the Chief Administrative Officer and the City Clerk to sign the required agreement subject to satisfactory review as to form by the City Solicitor, as to technical content by the Chief Information Officer/Executive Director of Information Technology and as to financial content by the Chief Financial officer/City Treasurer.
Carried.

Report Number: S 132/2023
Clerk's File: MC/12263

8.4. Response to CQ 2-2023 – Moving the Location of Bright Lights - Ward 3

Councillor Renaldo Agostino comments about the administrative report related to moving the location of bright lights to the downtown and states that it is not possible to do as the infrastructure does not support it.

Councillor Jo-Anne Gignac inquires whether there is an opportunity to initiate Christmas markets on the riverfront. Administration indicates that there is opportunity for vendors to sell goods at Bright Lights at Jackson Park and can explore the opportunity to extend some of those vendors in the future.

Councillor Jo-Anne Gignac indicates that they have invested heavily in our waterfront and asks administration about the possibility of initiating an anchor market on the water which can connect the waterfront to Jackson Park. Administration indicates that they can initiate a survey with the vendors to gauge interest for future Bright Lights events.

Moved by: Councillor Renaldo Agostino
Seconded by: Councillor Fabio Costante

Decision Number: **CSSC 214**
THAT the report of the Executive Initiative Coordinator dated October 13, 2023, entitled, "Report CQ 2-2023 - Moving the Location of Bright Lights" **BE RECEIVED** for information; and further,

THAT administration **BE REQUESTED** to report back on the possibility of a year round seasonal lighting in the downtown area from Riverside Dr. to Jackson Park including details related to infrastructure requirements and costs and the possibility of partial funding through the Downtown Windsor Business Improvement Area (DWBIA); and,

THAT administration **BE REQUESTED** to investigate the opportunity of utilizing the trails on the riverfront for potential seasonal vendors and artists year round.
Carried.

Report Number: S 133/2023
Clerk's File: SR/14567

8.5. Response to CQ 28-2023 – Risks of Oak Wilt on the City's Tree Population – City Wide

Moved by: Councillor Jo-Anne Gignac
Seconded by: Councillor Mark McKenzie

Decision Number: **CSSC 215**
THAT the report of the City Forester and Manager of Forestry & Natural Areas dated October 13, 2023 etitled "Response to CQ 28-2023 – Risks of Oak Wilt on the City's Tree Population" **BE RECEIVED** for information.
Carried.

Report Number: S 131/2023
Clerk's File: SRT2023

10. ADJOURNMENT

There being no further business the meeting of the Community Services Standing Committee is adjourned at 10:21 o'clock a.m. The next meeting of the Community Services Standing Committee will take place on December 6, 2023
Carried.

Councillor Sleiman (Chairperson)

Deputy City Clerk / Supervisor of Council Services

Committee Matters: SCM 314/2023

Subject: Les Amis Duff Baby Annual Report - Ward 2

INTER-OFFICE MEMO

TO: Mayor & Members of Council

FROM: Michelle Staadegaard, Manager, Culture and Events

DATE: Monday, November 20, 2023

SUBJECT: Les Amis Duff Baby Annual Report

This Memo is in response to the annual report submitted by Les Amis Duff Baby on November 20, 2023. This memo and report is brought forward as information at the request of Councillor Costante.

The annual report submitted by Les Amis Duff Baby is to update Council on the activities, programming and use of Duff-Baby Mansion during the first year and a half of the lease.

Due to the global Pandemic (COVID-19) and ongoing public gathering restrictions, the re-opening of the Duff-Bâby Mansion under the new lease agreement with OHT and MOU with LADB occurred in the spring of 2022.

Since May 2022, the Duff-Bâby Mansion has been open to the public once a month from 12:00pm – 4:00pm with free admission. Special appointments, private tours and meetings are offered in addition to the free open house dates and are booked separately through Museum Windsor. During the free open house dates visitors are invited to tour the rooms following a printed guide, and the ratio of docent (volunteers provided by Les Amis Duff-Bâby) to City of Windsor/Museum Windsor staff is 10:2.

Although the City of Windsor lease is only for the first floor, visitors are permitted (with guidance) to view all three floors. Public response has been extremely gratifying with visitors ranging in age from pre-school to seniors. Visitors are surveyed onsite as how they found out about the Mansion, the purpose of their visit and where they reside. The guest book notes many visitors from the local neighbourhood, but also includes people beyond the Windsor-Essex region, with both first time and repeat visitors each month.

Attendance at the Duff-Baby House and Interpretation Centre from January 2016 through September 2023 is noted as follows:

2016	2017	2018	2019	2020	2021	2022	2023 YTD
612	251	542	598	CLOSED	CLOSED	1590	1141

Events in 2022 and 2023 have included a public ceremony to celebrate the new lease agreement, free open houses including the 225th Anniversary, participation in Doors Open, the Beasley Tea, meetings and private tours.

The City of Windsor (through Museum Windsor) contributions towards operations at the Duff-Bâby House include:

- The provision of access to the Duff-Bâby House, including free open house days, privately booked tours, meetings, other programming. The approved budget for staffing is currently set at 1 day/month (2 staff for 4

hours). The staffing required in addition to the 12 days/year is currently funded through the general staffing budget for Museum Windsor;
- The purchase of outdoor signage and stanchions;
- The creation of a scavenger hunts for children and families to provide an enhanced experience on tour days;
- Monitoring the temperature and humidity within the house, and monitor artifacts on display;
- Site photography and cataloguing;
- The creation of interpretation resources with photos, site maps and captions to document the upper floors for accessibility purposes;
- Interacting with the Ontario Heritage Trust to ensure lines of communication regarding site safety and conservation;

Advertising including Public Service Announcements, print advertisements, Facebook posts, printing of one-page room-by-room guide prepared by Les Amis Duff- Bâby.

Through 2022-2023 Les Amis Duff-Bâby continued to work with the City of Windsor (Museum Windsor) toward their shared goals of promoting the Duff-Bâby Mansion, and to showcase the history of the Duff-Bâby Mansion to the community through programming and events.

Les Amis Duff-Bâby consists of 54 members and, under the Executive Committee of Don Wilson, Dave Garlick, Cathy Wilson, Linda Chakmak and John Dollar. LADB have dedicated approximately 1,300 volunteer hours have been dedicated from May 2022 through May 2023 to assist, alongside Museum Windsor, with interpretation and raise the profile of the Mansion.

Key highlights initiated and coordinated by Les Amis Duff-Bâby include;

- Launch of “A Mansion on the Detroit Frontier” – 3rd edition book written by Les Amis Duff-Bâby;
- Successful completion of two Gordie Howe International Bridge Community Investment Grants which enhanced greenspace directly adjacent to the Mansion;
- Community initiatives including; Jane’s Walk, Doors Open, hosting onsite Southwestern Ontario Heritage Council, hosting onsite Ontario Questers, and participating in TWEPI’s Staycation at Devonshire Mall, sold out Holiday Tea, plant sale;
- Enhanced visual interpretation of Parlour (furnishings, artifacts), Trading Hall (furs, weigh scale, capote, furnishings), and Dining Room (chairs, buffet, artifacts).

In recent communication, LADB have provided the following observations and recommendations within their Annual report:

“The number of visitors would suggest that additional open hours are warranted. In addition, City of Windsor staff should be trained to take a more active role in historical interpretation in order to offer the visitor an enhanced experience.”

Administration notes that in discussion with LADB it has been determined that additional hours of operation and staffing may be of interest, but are recommending that we provide attendance figures for at least two years of full operation

under the current Council-approved 12-day model to adequately monitor whether there is upward pressure on the number of tour days and staff/volunteer needs.

In the interim, it is suggested that we revisit how we could utilize or redistribute the 12 days throughout the year as well as consider the use of summer students in 2024 to better serve as well as provide access to and interpretation of the Duff-Baby Mansion to the Community.

LADB has also noted:

"The Mansion is possibly the only city facility without internet and Wi-Fi access. This hampers the visitors' and volunteers' ability to share and research information while on site. Consideration should be given to bring the Mansion into the 21st century."

Administration is in discussion with the Ontario Heritage Trust (owners of the building) to confirm their plans and timelines for renovations to the building including any interest in upgrading the current network availability.

1798
Les Amis Duff-Bâby
c/o the Duff-Bâby Mansion/la Maison Duff-Bâby
221 Mill Street, Windsor (Sandwich), Ontario N9C 2R1

August 29, 2023

Mayor Drew Dilkens, Councillor Fabio Costante and Council Members

Re: Duff-Bâby Mansion, 221 Mill Street, Windsor [Existing Lease Agreement between City of Windsor and Ontario Heritage Trust]. Future Potential

Further to our meeting of May 18, 2023, with Councillor Fabio Costante, Ray Mensour, Jen Knights, Michelle Staadegaard, Madelyn DellaValle and members of Les Amis Duff-Bâby, please review our information presented below for your inclusion in the Standing Committee/Council Report (submitted August 29, 2023). Subsequent discussions related to the draft report and requirements are included. Thank you for your consideration.

Preamble

Formed in 1990 in reaction to an unsympathetic restoration planned by the Ontario Heritage Foundation (now Trust) for the historically and architecturally important Duff-Baby Mansion (1798), the volunteer community group Les Amis Duff-Bâby now serves to support and assist with the maintenance and enhancement of the Mansion as well as to educate the public about its significance. The group successfully lobbied Windsor City Council so that in June of 2022, the Mansion was opened to the public on a regular monthly basis. This followed an agreement which was put in place between the City of Windsor and the Ontario Heritage Trust to lease the first floor of the Mansion for historical interpretation for a period of 5 years.

The Past Year

The group consists of 54 members and, under the Executive Committee of Don Wilson, Dave Garlick, Cathy Wilson, Linda Chakmak and John Dollar, approximately 1300 hours have been dedicated in the past year (May 2022 - May 2023) to assist in interpretation and raise the profile of the Mansion.

Highlights from the past year include: a book launch (3rd edition of Les Amis' book, A Mansion on the Detroit Frontier), a sold out Holiday Tea, a plant sale, finishing off one greenspace enhancement grant and writing a second greenspace grant which we were also successful in obtaining (Gordie Howe International Bridge Community Organization Investment Grants). Community involvement included Jane's Walk, Doors Open, hosting a meeting with the Southwestern Ontario Heritage Council, hosting a meeting with Ontario Questers, and participating in TWEPI's Staycation at Devonshire Mall.

The Mansion is open basically 4 hours/month, with a few exceptions. Admission is free and visitors are invited to tour the rooms following a printed guide. Public response has been extremely gratifying. Visitors range in age from pre-school to seniors, they're from the local neighbourhood, throughout Windsor and beyond, and they are first-time and repeat visitors. The ratio of docent/volunteers to City of Windsor staff is typically 10:2.

Although the City of Windsor lease is only for the first floor, visitors may go to all three floors; their comments are consistent, noting how all levels should be given over to historical interpretation.

Attendance for the last year is as follows:
2022
May: Opening ceremony 208
June: Open house 200
July: Open house 200
Aug: Open house 115
Sept: Open house (Doors Open) 238
Sept: Open house (Doors Open)277
Oct: Open house 96
Nov: Open house 43
Nov: Beasley Tea 70
Dec: Open house 36
2023
Feb: Open house 111
Mar: Open house 95
Apr: Open house 98
May: Plant sale & open house 120

Going forward
The number of visitors would suggest that additional open hours are warranted. In addition, City of Windsor staff should be trained to take a more active role in historical interpretation in order to offer the visitor an enhanced experience.

The Mansion is possibly the only city facility without internet and wifi access. This hampers the visitors' and volunteers' ability to share and research information while on site. Consideration should be given to bring the Mansion into the 21st century.

A sizeable ($100,000.00) grant has been applied for through the Gordie Howe International Bridge Company which, if awarded, will dramatically increase public demand to have access to the Mansion. In addition, Sandwich would benefit economically from the added tourism. The Mansion would become a cultural and historical magnet for miles around. The focus of the grant is on historical interpretation and hands-on history.

Regardless of whether this large grant is realized, the public continues to demonstrate a consistent interest in visiting the Mansion. It is hoped that Council at least maintains the lease long term and hopefully enhances access to the entire building.

Finalization

As discussed with Michelle, November 17th, 2023, the above information is being submitted for inclusion in the Standing Committee/Council Report,

Thank you
Don Wilson, President
Les Amis Duff-Bâby

Item No. 7.1

Committee Matters: SCM 281/2023

Subject: Minutes of the Meetings of the Executive Committee and Board of Directors, Willistead Manor Inc., held October 12, 2023

A meeting of the **Executive Committee Board of Directors, Willistead Manor Inc.** is held this day commencing at 4:00 o'clock p.m. at Willistead Manor, there being present the following members:

D. Sanborn, Chair
J. Evans
C. Gaudette
R. Gauthier

Also in attendance are the following Resource Personnel:

D. Seguin, Deputy Treasurer – Financial Accounting
M. Staadegaard, Manager, Culture & Events
C. Menard, Supervisor, Community Programming - Cultural Affairs & Willistead Manor Coordinator
S. Gebauer, Council Assistant & Executive Secretary to the Board of Directors, Willistead Manor Inc.

1. CALL TO ORDER

The Chairperson calls the meeting to order at 4:07 o'clock p.m. and the Executive Committee considers the Agenda being Schedule "A" ***attached*** hereto, matters, which are dealt with as follows:

2. ADOPTION OF THE MINUTES

Moved by R. Gauthier, seconded by J. Evans,
That the minutes of the Executive Committee Board of Directors Willistead Manor Inc. meeting held September 21, 2023 **BE ADOPTED** as presented.

Carried.

3. BUSINESS ARISING FROM THE MINUTES

D. Sanborn informs the Committee members that the floor in the Coach House has been fixed and marble strips have been installed while work on the drain is being completed.

4. REPORTS

4.1 Chairperson

None.

4.2 Administration

C. Menard, Supervisor, Community Programming - Cultural Affairs & Willistead Manor Coordinator provides the following updates:

Facilities:

- Any window well grate covers that could be repaired are now complete and re-installation of those began this week. Where breaks could not be repaired, those capstones will be replaced and installed next Spring. The Main Courtyard replacement remains slated for Spring 2024 and will include a new ramp, planting beds surrounding the perimeter and approximately 2,000 square feet of hardscape. Work is likely to being in February. The stone colour for the courtyard was chosen in September and the new flowerbeds – boxwoods and hydrangeas for the perimeter of the new courtyard have been ordered and have arrived. They are currently in safekeeping at the greenhouse for planting after the new courtyard is complete.

- The marble strips work on the Coach House floor is now complete. Vent covers are still to be installed. Drain cover work is underway and the cabinet lighting will be handled next.

- Painting of the new Cooling Tower, Gable and Fence around the tower is complete.

Custodian RFP Update:

- The job posting for the position of Heritage Custodian and Maintenance Attendant (live in) is up until October 16th, 2023 and has been shared with the Board members. The posting has generated some media coverage, interesting news articles and inquires. Next steps will be reported at the November meeting of the Executive Committee.

Culture & Events:

- **Poetry at the Manor – Vol. 11 –** Hosting on Wednesday, October 25, 2023.
- **Holiday Tours:** Wednesdays, Dec 6, 13, 20 & 27; and Sundays, Dec 3, 10 & 17.

- **Breakfast with Santa:** Sundays, Dec 3, 10 & 17; one date is already sold out.

Documentary Updates:

- There are no new updates at this time. Suede Productions is still planning its own distribution/release and details are currently not available.

C. Menard informs the Committee members that he and R. Gauthier met onsite at the Manor for a full walkthrough and generated a Project Wish List for upkeep and enhancements. The list will be presented to the Committee at the November meeting.

4.3 Treasurer

D. Seguin, Deputy Treasurer – Financial Accounting, provides the current account balances as follows:

- Operating Account -- $21,438.
- Savings Account -- $32,269.

5. NEW BUSINESS

R. Gauthier informs the Committee members that he, along with L. Brown and C. Menard, met with the artist chosen to commission a portrait of Mary Walker. R. Gauthier indicates that he will seek Board approval for an expenditure of $10,000 for the portrait, including taxes and that the cost of the frame will be additional. The work will take three to four months to complete and the portrait will be displayed across from the portrait of Edward, above the piano in the Great Hall. R. Gauthier adds that the Event Planning Committee will work on planning an event for the official unveiling of the portrait.

R. Gauthier refers to his walkthrough of the Manor with C. Menard and indicates that one of the projects identified is the refreshing of the flooring on the main floor of the Manor. C. Menard indicates that all projects will be prioritized and that the budget for each must be identified.

6. DATE OF NEXT MEETING

The next meeting of the Executive Committee Board of Directors, Willistead Manor Inc. will be held on Thursday, November 9, 2023, at 4:00 o'clock p.m.

7. ADJOURNMENT

There being no further business, the meeting is adjourned at 4:25 o'clock p.m.

_____
CHAIRPERSON

_____
EXECUTIVE SECRETARY

A meeting of the **Board of Directors, Willistead Manor Inc.** is held this day commencing at 4:30 o'clock p.m. at the Coach House Historical Exhibition, there being present the following members:

D. Sanborn – Chair
A. Abu-Zahra
MJ. Dettinger
J. Evans
R. Gauthier
C. Gaudette
D. Langstone
M. McKenzie
E. Morasset
C. Pitman

Regrets from Board Members:

A. Jahns

Also in attendance are the following resource personnel:

D. Seguin, Deputy Treasurer – Financial Accounting
M. Staadegaard, Manager, Culture & Events
C. Menard, Supervisor, Community Programming - Cultural Affairs & Willistead Manor Coordinator
S. Gebauer, Council Assistant & Executive Secretary to the Board of Directors, Willistead Manor Inc.

1. CALL TO ORDER

The Chairperson calls the meeting to order at 4:35 o'clock p.m. and the Board considers the Agenda being Schedule "A" ***attached*** hereto, matters, which are dealt with as follows:

2. ADOPTION OF THE MINUTES

Moved by J. Evans, seconded by A. Abu-Zahra,
That the minutes of the Board of Directors, Willistead Manor Inc. meeting held June 8, 2023 **BE ADOPTED** as amended:

- That “a local artist” be replaced by “an artist from Oakville” on page 4, section 6.3 Acquisitions, second paragraph.

Carried.

3. BUSINESS ARISING FROM THE MINUTES

D. Sanborn informs the Board members that the floor in the Coach House has been fixed and marble strips have been installed while work on the drain is in the process of being completed.

4. CHAIRPERSON’S REPORT

None.

5. REPORTS

5.1 Management

C. Menard, Supervisor, Community Programming - Cultural Affairs & Willistead Manor Coordinator provides the following updates:

Facilities:

- Any window well grate covers that were able to be repaired are now complete and re-installation of those began this week. Where breaks could not be repaired, those capstones will be replaced and installed next Spring. The Main Courtyard replacement remains slated for Spring 2024 and will include a new ramp, planting beds surrounding the perimeter and approximately 2,000 square feet of hardscape. Work is likely to begin in February. The stone colour for the courtyard was chosen in September and the new flowerbeds – boxwoods and hydrangeas for the perimeter of the new courtyard have been ordered and have arrived. They are currently in safekeeping at the greenhouse for planting after the new courtyard is complete.

- The marble strips work on the Coach House floor is now complete. Vent covers are still to be installed. Drain cover work is underway and the cabinet lighting will be handled next.

- Painting of the new Cooling Tower, Gable and Fence around the tower is complete.

Custodian RFP Update:

- The job posting for the position of Heritage Custodian and Maintenance Attendant (live in) is up until October 16th, 2023 and has been shared with the Board members. The posting has generated some media coverage, interesting news articles and inquires. Next steps will be reported at the November meeting of the Executive Committee.

Culture & Events:

- **Poetry at the Manor – Vol. 11 –** Hosting on Wednesday, October 25, 2023.
- **Holiday Tours:** Wednesdays, Dec 6, 13, 20 & 27; and Sundays, Dec 3, 10 & 17.
- **Breakfast with Santa:** Sundays, Dec 3, 10 & 17; one date is already sold out.

Documentary Updates:

- There are no new updates at this time. Suede Productions is still planning its own distribution/release and details are currently not available.

C. Menard informs the Board members that he met with R. Gauthier at the Manor, where they did a complete walkthrough and identified some projects. As a result, a wish list was created, which will be presented to the Board in November. C. Menard indicates that all projects will be prioritized and a budget identified.

5.2 Treasurer

D. Seguin, Deputy Treasurer – Financial Accounting, provides the current account balances as follows:

- Operating Account -- $21,438.
- Savings Account -- $32,269.

D. Seguin informs the Board members that the investments made from the Willistead Endowment Fund are doing well.

6. COMMITTEES

6.1 Fundraising

None.

6.2 Community Relations and Promotion

None.

6.3 Acquisitions

R. Gauthier informs the Board members that he, along with L. Brown and C. Menard, met with Artist Michele Van Maurik from Oakville, at the Manor to discuss the portrait of Mary Walker. R. Gauthier describes Ms. Van Maurik as qualified and introspective and informs that during their meeting they discussed the placement of the portrait as well as colour tones, adding that Ms. Van Maurik plans to incorporate Edward's favourite flower, the violet, into her painting.

R. Gauthier indicates that the cost of the portrait is $10,000. including taxes and that the artist has requested a $5,000. deposit. The frame will have to be purchased separately. The work will take three to four months to complete and once complete, will be displayed across from the portrait of Edward, above the piano in the Great Hall and an unveiling event will be planned for a future date, noting that the Manor will be closed from February to June 2024 during the Main Courtyard replacement.

Moved by R. Gauthier, seconded by J. Evans,
THAT the Board of Directors, Willistead Manor Inc. **AUTHORIZE** an expenditure in the amount of $10,000. for the commissioning of a portrait of Mary Walker, by Artist Michele Van Maurik; and,

THAT the Board of Directors, Willistead Manor Inc. **AUTHORIZE** an expenditure to an upset limit of $1,000. for the purchase of a frame for the portrait of Mary Walker; and,

THAT the expenditure **BE FUNDED** from the Willistead Furnishings Trust account.

Carried.

6.4 Friends of Willistead (FOW)

C. Pitman, provides the following updates:

- Docent training has been provided, with 8 members in attendance and the 10-minute educational sessions continue to be incorporated in their meetings.
- During the month of September, they welcomed one group from Académie Ste. Cécile as well as a group from Ottawa. An additional 3 tours are booked for the month of October.
- Six members of the Friends of Willistead will be receiving Ontario Volunteer Service Awards.

C. Pitman thanks the Board members for their monetary donation to help support their holiday decorating efforts.

6.5 Education

C. Menard informs that some dates have been identified to bring school groups into the Manor this year. Their visit will include a tour of the Manor, lunch, a screening of the documentary as well as a small marketing project in order to fulfill the curriculum. Two additional schools have inquired about a tour and possible dates are being considered.

6.6 Historical

None.

6.7 Event Planning

None.

7. NEW BUSINESS

None.

8. DATE OF NEXT MEETING

The next meeting of the Board of Directors, Willistead Manor Inc. will be held Thursday November 9, 2023 at 4:30 o'clock pm.

9. ADJOURNMENT

There being no further business, the meeting is adjourned at 5:03 o'clock p.m.

_____
CHAIRPERSON

_____
EXECUTIVE SECRETARY

Item No. 7.2

Committee Matters: SCM 312/2023

Subject: Minutes of the Windsor Accessibility Advisory Committee of its meeting held October 19, 2023

Windsor Accessibility Advisory Committee
Meeting held October 19, 2023

A meeting of the Windsor Accessibility Advisory Committee is held this day commencing at 10:00 o'clock a.m. via Zoom video conference, there being present the following members:

Sally Bennett Olczak, Co-Chair
Peter Best, Co-Chair
Councillor Fred Francis
Surendra Bagga
Riccardo Pappini
Nicholas Petro
Caleb Ray

Guest in attendance:

Shauna Boghean, Vision Loss Rehabilitation Ontario

Also present are the following resource personnel:

Gayle Jones, Accessibility, Diversity Officer
Wadah Al-Yassiri, Manager Parks Development
Ian Day, Senior Manager Traffic Operations
Jen Knights, Executive Director Recreation and Culture
Prem Patal, Manager Traffic Operations
Rosanna Pellerito, Director of Corporate Services
Mark Keeler, Human Resources Assistant
Karen Kadour, Committee Coordinator

1. Call to Order

Sally Bennett Olczak, Co-Chair calls the meeting to order at 10:00 o'clock a.m. and the Committee considers the Agenda being Schedule A, attached hereto, matters which are dealt with as follows:

2. Declaration of Conflict

None disclosed.

3. Adoption of the Minutes

Moved by Caleb Ray, seconded by Councillor Fred Francis,

That the minutes of the Windsor Accessibility Advisory Committee of its meeting held May 25, 2023 **BE ADOPTED** as presented.

Carried.

4. Business Items

4.1 Application for Funding from Capital Fund 7086008 – Application for funding from Your Quick Gateway (Windsor) Inc.

Rosanna Pellerito, Director of Corporate Services, CFO for the Windsor International Airport is present and provides the following background information relating to the request for funding:

- The Windsor International Airport falls under the accessibility guidelines of the Federal Government (Accessible Canada Act) and they are currently working on an Accessibility Plan to be implemented in 2024 for the Airport.
- Looking to install a hearing loop copper wire in their pre board and check-in counters to assist passengers who are hard of hearing when they come to the airport.
- The project will require the removal of the carpet in the pre board, to install the copper wire on the floor, replace the carpet and install the units at each of the check-in counters that will work with anyone with a hearing aid with a t-coil inside.
- The cost (as outlined in the quote) does not include the cost of the carpeting which is $30,000. The cost of the entire project is approximately $67,000.

In response to a question asked by the Chair regarding if other airports are using this loop system, Rosanna Pellerito responds that the airport in Vancouver and the Toronto Pearson International Airport are using the loop system.

Nick Petro asks who will manage the loop system at the airport. Rosanna Pellerito responds that no management is required as it is a passive system that works on its own.

Moved by Councillor Fred Francis, seconded by Nicholas Petro,

That the request for funding from Your Quick Gateway (Windsor) Inc. in the upset amount of $67,000 in invoiced costs from the Capital Fund 7086008 for the installation

of a hearing loop system, and the removal and installation of new carpeting at the Windsor International Airport **BE SUPPORTED.**

Carried.

Surendra Bagga voting nay.

4.2 Accessible Pedestrian Signals

Shauna Boghean, Vision Loss Rehab Ontario and Mobility and Orientation Instructor appears before the Committee and the following remarks are provided:

- Advises that there are 27 audible pedestrian signals throughout the city and requests working with Traffic and Engineering to determine the capability of the Campbell and Polaris Systems. She adds that replacement, and/or tweaking may be required to develop a safe standard.
- Will be meeting with Ian Day on October 20, 2023 at the Strabane and Wyandotte intersection to review ongoing issues on behalf of blind and low vision individuals.
- Indicates that a totally blind individual will be present at the October 20, 2023 site visit to provide comment.

Peter Best expresses that immediate action is required. He advises that he and Shauna Boghean have worked with blind and visually impaired individuals to determine their specific needs. There is a need to understand the difference between the two technologies (Campbell and Polaris systems) and to discern what will work at what environment and, why they are not operating to the benefit of the client at any given intersection. There is also a requirement to train the client in how to use the APS systems because pushing the button does not work for everyone.

Ian Day states that two sites (intersections) will be visited on October 20, 2023 to physically demonstrate and to go through all of the settings on both the Polaris and the Campbell to determine a standard on site. The limitations and the capabilities of the systems will also be discussed.

Gayle Jones advises in terms of the Polaris, there are different types of units. She notes there are new types of units that the City of Windsor does not have which could be helpful in our community.

Ian Day remarks that the starting point is to work with the Polaris to resolve the issues. Their recommendation is the establishment of a subcommittee to include the direct parties involved to continue to move forward with this.

Moved by Councillor Fred Francis, seconded by Caleb Ray,

That update regarding the Accessible Pedestrian Signals and next steps **BE RECEIVED.**

Carried.

4.3 Request regarding Signage – To consider implementing a new symbolic traffic sign to warn motorists of various disabilities within residential neighbourhoods

Gayle Jones reports that this matter was brought up by a member of the public who suggested that a symbol be added to the signage to denote for example that a person with a hearing disability resides in the area and to allow for traffic to be aware.

Councillor Fred Francis advises that Niagara Falls has added the symbol to their signage and asks if the public may take offence to this if they do not have a physical disability, i.e. autism. Gayle Jones responds that the request comes forward from an individual asking for a sign to be placed on their street or through an organization such as the autism society that make the request on behalf of the family.

Ian Day indicates that the most prevalent sign that traffic erects relates to autistic individuals living in an area and adds that the Autism Society is heavily involved with this. The Autism Society advises the Traffic Department if the person has moved and subsequently the sign is taken down.

Moved by Councillor Fred Francis, seconded by Riccardo Pappini,
That Gayle Jones, Accessibility and Diversity Officer **BE REQUESTED** to research other municipalities for best practices regarding the implementation of a new symbolic sign to warn motorists of various disabilities within residential neighbourhoods and to report back at a future meeting.
Carried.

4.4 Update on Alexander Park

Gayle Jones reports that Sandy Friesen was a longstanding member of WAAC. She was an exceptional individual who was blind and deaf and who offered so much to this community. In memory of Sandy, an engraved bench along with a cement pad and accessible picnic table were placed at Alexander Park in an area called “Sandy’s Point”.

Peter Best adds that Sandy’s Point is a destination point for many people including seniors and those who reside at Lion’s Manor who like to sit by the river in a comfortable, safe place. He suggests that a media presentation and formal dedication of Sandy’s Point be held the first week of June 2024 which is Accessibility Week.

Moved by Councillor Francis, seconded by Nicholas Petro,
That the update by Administration regarding “Sandy’s Point” at Alexander Park **BE RECEIVED.**
Carried.

4.5 Facility Accessibility Design Standards (FADS) - Update

Mark Keeler remarks that a subcommittee of WAAC was struck several months ago to look at the next generation of FADS. In reviewing the FADS City of London standard, he adds that it covers everything from common elements, the interior environment, exterior and common elements and once completed, the document will be approximately 500 pages in length and will be accessible.

Gayle Jones adds once the review of FADS has been completed by WAAC, it will be vetted and reviewed by relevant members of Administration; will be sent back to WAAC for review and will then eventually proceed to City Council for approval.

Surendra Bagga advises that he has enjoyed sharing his experience and knowledge to help improve the document.

Riccardo Pappini adds that the mix of professional experience with the lived experience of the subcommittee has created a nice balance to the approach of reviewing this document. This document is clear, concise and will be a help to the community.

Gayle Jones advises that once City Council adopts the FADS document, it will be the standard for City Facilities.

Moved by Caleb Ray, seconded by Nicholas Petro,
That the Facility Accessibility Design Standards (FADS) update by the Windsor Accessibility Advisory Committee subcommittee **BE RECEIVED.**
Carried.

4.6 WAAC Operating Budget

Gayle Jones advises that the balance of the WAAC 2023 Operating Budget is $12,476.

Peter Best, Co-Chair suggests supporting the following entities such as. Miracle Park, Huron Lodge, and the Riverside Library with funds from the WAAC 2023 Operating Budget.

Councillor Fred Francis requests that Administration reach out to the Miracle Park, Huron Lodge and the Windsor Library Board to determine what their needs are and to report back with items along with the associated costs.

Jen Knights states that she will reach out to Recreation and Culture and will liaise with Parks as well as the organizations mentioned by Councillor Fred Francis.

Moved by Councillor Fred Francis, seconded by Caleb Ray,

That Administration **BE REQUESTED** to report back on initiatives to support programming services related to seniors and youth and the optimum use of the Windsor Accessibility Advisory Committee 2023 Operating Budget.

Carried.

Moved by Councillor Fred Francis, seconded by Nicholas Petro,

That the update regarding the 2023 Windsor Accessibility Advisory Committee Operating Budget **BE RECEIVED.**

Carried.

5. Date of Next Meeting

The next meeting will be held in late November 2023.

6. Adjournment

There being no further business, the meeting is adjourned at 11:29 o'clock a.m.

Item No. 7.3

Committee Matters: SCM 313/2023

Subject: Report No. 131 of the Windsor Accessibility Advisory Committee - Funding for the installation of a hearing loop system at the Windsor International Airport

REPORT NO. 131
of the
WINDSOR ACCESSIBILITY ADVISORY COMMITTEE (WAAC)
Meeting held October 19, 2023

Members present: Sally Bennett Olczak, Co-Chair
Peter Best, Co-Chair
Councillor Fred Francis
Surendra Bagga
Riccardo Pappini
Nicholas Petro
Caleb Ray

Moved by Councillor Fred Francis, seconded by Nicholas Petro,

That the request for funding from Your Quick Gateway (Windsor) Inc. in the upset amount of $67,000 in invoiced costs from the Capital Fund 7086008 for the installation of a hearing loop system, and the removal and installation of new carpeting at the Windsor International Airport **BE SUPPORTED.**

Carried.

Surendra Bagga voting nay.

_____
SALLY BENNETT OLCZAK, CO-CHAIR

_____
COMMITTEE COORDINATOR

Windsor Accessibility Advisory Committee	On file.	
Rosanna Pellerito, Director of Corporate Services, CFO, Windsor International Airport		rpelleriito@yqg.ca

Item No. 7.4

Committee Matters: SCM 315/2023

Subject: Minutes of the Committee of Management for Huron Lodge of its meeting held November 20, 2023

Committee of Management for Huron Lodge
Meeting held November 20, 2023

A meeting of the Committee of Management for Huron Lodge is held this day commencing at 9:00 o'clock a.m. via Zoom video conference, there being present the following members:

Councillor Ed Sleiman, Chair
Councillor Jo-Anne Gignac

Regrets received from:

Councillor Fred Francis

Also present are the following resource personnel:

Alina Sirbu, Executive Director, Long Term Care Administrator of Huron Lodge
Andrew Daher, Commissioner, Human & Health Services
Doran Anzolin, Executive Initiatives Coordinator
Karen Kadour, Committee Coordinator

1. Call to Order

The Chair calls the meeting to order at 8:58 o'clock a.m. and the Committee of Management for Huron Lodge considers the Agenda being Schedule A attached hereto, matters which are dealt with as follows:

2. Disclosure of Interest

None disclosed.

3. Adoption of the Minutes

Moved by Councillor Jo-Anne Gignac, seconded by Councillor Ed Sleiman,
That the minutes of the meeting of the Committee of Management for Huron Lodge held November 20, 2023 **BE ADOPTED** as presented.
Carried.

4. In Camera

No In Camera session is held.

5. Business Items

5.1 Administrator's Report

Alina Sirbu provides the highlights of the Administrator's Report as follows:

- On November 2, 2023, The Ministry of Long-Term Care released a new directive on enhanced masking requiring staff, students, support workers and volunteers to wear a mask when in resident areas indoors, and strongly recommending visitors and caregivers to wear a mask in resident areas indoors.
- Huron Lodge estimates the one-time funding streams for covid-19, infection prevention and control staff and training, medication safety technology, and minor capital to be approximately $880,000 in 2023.
- Huron Lodge attained 3-year accreditation status through Commission on Accreditation of Rehabilitation Facilities (CARF) International.
- Staff at Huron Lodge will be undergoing fundamental training for palliative care as part of the committee's scope and revamp.
- Councilors discussed various quality indicators and the relevance and relationship between admissions , acuity of new LTC population as well as available funding through RAI/MDS documentation – the executive director will continue to utilize all available working groups and advocacy programs to ensure ministry if well informed of current LTC issues and needs as required.

In response to a question asked by Councillor Gignac regarding if the residents have received vaccinations for Covid-19, the flu and RSV, Alina Sirbu responds that all vaccines for which consent is received are administered in house- the consent must be provided in writing by the cognitive residents or by the power of attorney.

Councillor Jo-Anne Gignac inquires if information is forwarded to the Ministry regarding the number of new residents on antipsychotics. Alina Sirbu responds that all of the quality indicators numbers are reported through Health Quality Ontario to the Ministry which includes the plans to improve and mitigation strategies.

Councillor Jo-Anne Gignac inquires about the distribution of antipsychotics, what would the average be on a monthly basis. Alina Sirbu responds that the amount is calculated differently now due in part to the higher rate of admissions than in the past. She states that Windsor-Essex as a demographic area seems to be at a higher risk for mental health and as such new residents get admitted with plans of care that include a higher number of pharmacological interventions. On a good note, all of the new admissions are being assessed through in house physicians with the pharmacy and the nurses and a safe reduction is being initiated as possible.

Councillor Jo-Anne Gignac asks if the Ministry recognizes that an individual would require a higher level of care when on antipsychotics as the staff have to continually assess and monitor to bring that amount down and would additional funds be provided for this purpose.

Alina Sirbu explains the differences between coding for physical ailments versus coding for psychological and how that translates into funding – she also touches upon high intensity funding as utilized in support to residents living with expressive behaviors specialized plans of care.

Andrew Daher adds that it is imperative that the staff chart correctly to ensure they receive appropriate funding.

Moved by Councillor Jo-Anne Gignac, seconded by Councillor Ed Sleiman,

That the report from the Administrator of Huron Lodge providing the Committee of Management with an update on issues related to resident care; the Ministry of Long-Time Care (MLTC); Ontario Health; Home and Community Care Support Services (HCCSS) and other initiatives that impact the Long-Term Care sector **BE RECEIVED** for information and **APPROVED** for the period ending November 20, 2023.

Carried.

6. Date of Next Meeting

The next meeting will be at the call of the Chair.

7. Adjournment

There being no further business, the meeting is adjourned at 9:11 o'clock a.m.

THE CITY OF WINDSOR ONTARIO, CANADA

Council Report: S 158/2023

Subject: CQ 4-2021 – Report on Pilot Project to Offer Menstrual Products in Select Municipal Buildings Free of Charge - City Wide

Reference:

Date to Council: December 6, 2023
Author: Samantha Magalas
EIC, Community Services
smagalas@citywindsor.ca
519-253-2300 x2730

Facilities
Report Date: November 17, 2023
Clerk's File #: GM2023

To: Mayor and Members of City Council

Recommendation:

THAT City Council **RECEIVE** the follow up report on the Pilot Project to offer menstrual products in select municipal buildings free of charge.

Executive Summary:

N/A

Background:

On March 8th, 2021, Councillor Kieran McKenzie asked "*That the City of Windsor Administration develop a proposal for Council consideration to provide female hygienic products in municipal buildings free of charge*".

In 2019, the City of London was the first Canadian municipality to offer free menstrual products in public washrooms, and the movement quickly reached other governments and institutions. Several municipalities, school boards and libraries have embraced the concept across the country including Hamilton, Cambridge, Mississauga, Peterborough, and Sarnia to name a few. In addition, on May 10, 2023, the Federal Government announced they had updated Canada Labour Code so that as of December 15, 2023, federally regulated employers will be required to make menstrual products available to workers at no cost while they are in the workplace.

Following the Council question, Administration was directed by Council to offer menstrual products in the following City facilities, free of charge, for one year:

1. WFCU Centre
2. Windsor Water World (WWW)
3. Windsor International Aquatic and Training Centre (WIATC)
4. Capri Pizzeria Recreation Complex (CPRC)
5. 350 City Hall Square W
6. 400 City Hall Square E
7. Gino and Liz Marcus (GLM)

Menstrual products were placed in the women's, men's and family washrooms at those locations. The initial installation cost was $6,500 plus HST, and a product replenishment cost of $9,000 plus HST for a total pilot cost of $15,500 plus HST for all seven (7) locations noted above.

Discussion:

Administration from the pilot locations provided input on how the pilot project performed at each centre. The pilot project began in May of 2022 and the total inventory noted in the table below was as of October 2023. As a result of the COVID pandemic and the subsequent changes to recreation programming that occurred, Administration opted to extend the length of the pilot project to gain a better understanding of usage rates once facility traffic was closer to pre-pandemic levels. The initial order of product was 13,500 pads, 19,500 tampons and 10,000 disposal bags. Below is a table showing the quantity provided and the usage rates at each location:

Location	**Pads Used**	**Tampons Used**	**Bags Used**
WIATC	635	805	500
GLM	245	470	200
WFCU	250	450	150
350 CHS	156	118	500
400 CHS	1221	1579	500
WWW *	250	500	500
CPRC	187	500	500
TOTAL Product Used	2,682	4,000	3,500
TOTAL Product Remaining	10,818	15,500	6,500

*Windsor Water World (WWW) supplies were depleted but H4 has its own stock of products which it provides.

Overall, the usage rates were lower than expected. Unfortunately, there were also instances of misuse of the products. At Windsor Water World, the dispensers were damaged and became unusable. Product was made available at the front desk in that instance. At WIATC, CPRC and WFCU Centres, Administration observed products scattered throughout the washrooms, soaked in water and/or thrown down toilets. This was more frequent during community events with high attendance.

If Council directs administration to continue to offer this service, Administration recommends continuing to utilize the existing product until the supply is depleted at the locations noted above. Once supply is depleted a budget request would be brought forward for Council consideration. That request can include that the program continue status quo, or that the program be expanded or reduced.

Risk Analysis:

The initial risk associated with putting dispensers and disposal receptacles in publicly accessible washrooms was misuse of products, and damage to the dispensers. While some damage to dispensers occurred, there was misuse observed in the washrooms at WFCU, WIATC and CPRC locations. While Administration assumes that this misuse may continue, the risk of this occurring is low and consistent with other vandalism occurring within our washrooms.

Climate Change Risks

Climate Change Mitigation:

N/A

Climate Change Adaptation:

N/A

Financial Matters:

The initial Council-approved budget for the Pilot Project was $19,000 (CR496/2021) to fund the installation in women's, men's and family washrooms at the above locations. The initial installation cost was $6,500, plus applicable HST, and the product replenishment was $9,000, plus applicable HST. A 2022 quote in the amount of $9,000 for menstrual products (13,500 pads, 19,500 tampons and 10,000 disposal bags) proved to be more than sufficient for a one-year supply. There is enough supply on hand to continue this program until a future operating budget submission is needed.

Consultations:

Emilie Dunnigan, Manager, Development Revenue and Financial Administration

Michael Chantler – Manager, Aquatics

Cory Elliott – Manager, Arenas and Recreation Facilities

Sebastian Pirrone - Service Director, SAC

Gayle Jones – Diversity & Accessibility Officer

Conclusion:

Following the one-year pilot project, the usage rates were lower than expected. Administration would like to continue to utilize existing stock until such time as it is depleted. During this time, Administration will continue to monitor the usage rates and any instances of misuse so that they can better allocate product inventory per location.

Planning Act Matters:

N/A

Approvals:

Name	Title
Jamie Scott	Manager of Facilities Operations (A)
Muhammad Masri	FPA Facilities
James Chacko	Executive Director, Parks & Facilities
James Chacko for Ray Mensour	Commissioner – Community Services
Janice Guthrie	Commissioner of Finance, City Treasurer
Joe Mancina	Chief Administrative Officer

Notifications:

Name	Address	Email

Appendices:

THE CITY OF WINDSOR ONTARIO, CANADA

Council Report: S 159/2023

Subject: Response to CQ 7-2022 Regarding the Dog Park Policy - City Wide

Reference:

Date to Council: December 6, 2023
Author: Samantha Magalas
EIC, Community Services
smagalas@citywindsor.ca
519-253-2300 x2730
Parks
Report Date: November 17, 2023
Clerk's File #: SR2023

To: Mayor and Members of City Council

Recommendation:

THAT the report on the Response to CQ Regarding the Dog Park Policy **BE RECEIVED** for information.

Executive Summary:

N/A

Background:

At the May 30, 2022 meeting of City Council, through CR228/2022, Council approved the addition of two new dog parks. In addition, Council asked: *"That Administration REPORT BACK to Council with potential edits to the Dog Park Policy to allow smaller, urban parks to be used as dog parks as well."*

This report is in response to that question.

Discussion:

The current Council approved Dog Park Policy (the Policy) is attached as Appendix A. It allows for dog parks or off-leash areas to be built with conditions of inclusions and/or restrictions as outlined in the Policy. Specifically, section 5.2.3(a) of the Policy notes that there must be a minimum of 1.5 acres of land available on which to place the park. Section 5.2.3(b) notes that there must be a separate, fenced off area for large and small dog breeds. In addition, per section 5.2.1 (c), leash-free areas must be located in either community or regional parks and may not be established in neighbourhood parks.

According to the Canadian City Parks Report 2020, the importance of dog parks for social connection has been backed up by a variety of studies including ones that show that having dogs increased the likelihood of people meeting others in their community, acting as an ice-breaker, and can help reduce feelings of social isolation and increase the chance of building social support networks. Dog parks have also been shown to increase perceptions of safety as dog owners use parks in the “off hours” of the early morning or evening.

Administration recognizes the importance of dog parks and leash-free areas for dog owners and their dogs. It is also recognized that there is likely a greater need for these parks where dog owners are less likely to have their own yard space – such as the downtown area where there are more condos and apartment type units.

Administration from the Parks Department met with administration from By-Law to discuss opportunities to expand the policy. Some noted comments are as follows:

- Dog parks with a smaller footprint will not allow for separate large and small dog areas due to the confined space. This could create a higher level of risk for smaller dogs using the parks, especially at busier times when the area could become congested.

- Moving into smaller, neighbourhood parks would not provide opportunity for parking, or space to create pathways for accessibility for owners and will likely not provide the opportunity for a water source for dogs. There would also not be any space available for amenities such as benches etc.

- Creating a dog park in a neighbourhood park could utilise the majority of the footprint of the park, therefore taking the space away from other park users when fencing is installed.

- Neighbourhood parks, smaller in size, are surrounded by residential housing in close proximity. The proximity of homes to the dog park could lead to unsatisfied neighbours and an increased amount of noise complaints.

The following potential options can be explored should Council wish to proceed with installing a dog park in a smaller neighbourhood park:

Option -1 Status Quo

Section 5.2.3(i) of the current Dog Park Policy states that “Alternatives to the above noted inclusions can be brought forward to be considered for approval by City Council”. Should Council wish to not make any updates to the Policy, they could direct Administration to install a dog park at any City of Windsor park by approving one-off alternatives to the minimum size and amenities outlined in the Policy. This would allow for one-off decisions as needed without full changes to the Policy.

Option 2 – Update the Policy

If it is the will of Council, Administration could update the Policy to allow for dog parks in neighbourhood parks. If Council wishes to move forward with Option 2, it is suggested that the requirements for regional and community parks remain the same and that specific parameters for dog parks be included for neighbourhood parks.

If installing dog parks in neighbourhood parks, Administration recommends that neighbourhood parks only be eligible for a small area dog park if the parks are in excess of 1km (traversable) of an existing full size dog park or, a suitable community or regional park that could host a future dog park.

There would still need to be specific requirements for dog parks in neighbourhood parks within the Policy. The Policy would state that dog parks in neighbourhood parks would still have to have a minimum size requirement of not less of ¼ acres of available space which does not encompass more than 50% of available parkland within the park. Due to the size restrictions, no water source, no amenities (benches etc.), no walking path and no parking would be available at these dog parks. Neighbourhood dog parks would require drainage and mulch as there would be the potential to have a lot of traffic in a small space essentially tearing up any grass and creating mud puddles during inclement weather. Mulch would likely need to be replenished a few times per year, on an as needed basis. In addition to drainage and fencing, an accessible entrance with connecting walkway to the nearest accessible point of entry to the park would be required. The following number of neighbourhood parks would qualify if this policy was updated:

Ward	Number of Parks
1	5
2	6
3	1
4	3
5	1
6	3
7	5
8	7
9	7
10	2
TOTAL	**40**

It is estimated that a small area dog park would cost approximately $75,000 plus applicable HST. In addition, Parks Administration estimates the annual operating costs per new neighbourhood dog park would be $15,000. This would be for the drainage, mulch and operational costs required to ensure the footprint does not become unusable due to the expected heavy traffic in small park areas.

Risk Analysis:

Option1

There is little risk involved with leaving the current Dog Park Policy status quo. Council would still have the option to direct Administration to install a dog park in any park by waiving the requirements of the Policy at any given time.

Funding would need to be identified for any future dog park installations under the current Policy as there is no funding available within the budget for future installations.

Option 2

There is a financial risk associated with allowing dog parks to be installed in neighbourhood parks as the changes to the Policy would expand the number of parks which could qualify to host a dog park. There is currently no funding available within the budget to install more dog parks within the City.

As noted in this report, there would be no option to have a large and small dog area in a neighbourhood park. This would result in all sizes of dogs being included in one space and could be a risk as dogs would be contained in a smaller and potentially more congested area. This could lead to a slightly higher risk of a dog being injured while at the park. In general, dog owners use these parks at their own risk and typically decide if the park, or group of dogs using the park, are suitable for their dog to join. Additional signage would be placed as the park informing users that the space is for all dog sizes and they should use at their own risk. This may help to mitigate the risk.

There is a moderate risk that if dog parks were allowed to be built in neighbourhood parks, surrounding residents may be upset about the potential noise from barking dogs so close to their homes. The Dog Park Policy has no restrictions in terms of proximity to residential homes. Additionally, if a neighbourhood park is used, the footprint of the dog park would take up a large area of the park, leaving other park users with less space for their activities. Public consultation would need to occur before any new dog park is installed. These risks could be mitigated if the residents in the surrounding area are in favour of a dog park but it is highly unlikely that all local residents would view the park as a positive. With regional or community parks, Administration attempts to locate the dog park area further away from the homes surrounding the park. This helps to mitigate the noise. This would not be possible with a neighbour park as the parks are smaller in size and the dog park would take up much of the footprint.

In a smaller dog park, there would be no room for a walking path making the space less accessible. There also would be no water source. As noted in the climate change risks section of this report, it is anticipated that the number of days over 30°C is expected to increase meaning the lack of a water source could become a risk during the summer months. There would also be no parking available meaning if anyone was driving to the park, they would need to utilize street parking.

Climate Change Risks

Climate Change Mitigation:

Should City Council wish to add additional dog parks, this will afford local residents the opportunity to utilize a dog park closer to their homes. Presently, residents in these areas are required to drive to existing dog parks in order to use it. By installing additional dog parks, there is potential to decrease the amount of driving required to get to these parks, therefore reducing community greenhouse gas emissions.

The addition of the dog parks should not negatively impact Corporate greenhouse gas emissions.

Climate Change Adaptation:

The addition of dog parks is not expected to negatively impact the current heat islands. However, it is important to note that regardless of the current heat island impacts, the City of Windsor is expected to have a significant increase in the number of days above 30°C. For example, under Windsor's current climate the average number of days exceeding 30°C is 22, which is expected to grow to an average of 50 days in 2040. To reduce the impacts of extreme heat on both human and dogs, Administration will look at the opportunity to add shade producing features to the parks including additional tree plantings.

Financial Matters:

There is no cost involved with changing the Dog Park Policy. There is currently no funding identified in the capital budget for the installation of additional dog parks. In 2022 two new dog parks were approved by Council at Oakwood Park and Elizabeth Kishkon Park with capital funding reallocated from PAYG Fund 169. If Council directs Administration to install new dog parks within certain or all 40 identified neighbourhood parks, Administration estimate that capital funding of up to $3,000,000 plus applicable HST would be required to address up to 40 identified neighbourhood parks. In addition to the $75,000 plus applicable HST capital investment per dog park, annual operating costs are estimated at $15,000 per location for drainage, mulch and operational costs for which funding would also need to be approved within the annual operating budget at the appropriate time.

Consultations:

Emilie Dunnigan - Manager, Development Revenue and Financial Administration

Jamie Scott – Manager, Parks Operations

Wadah Al-Yassiri – Manager, Parks Design & Development

Craig Robertson – Manager Licensing & Enforcement

Karina Richters – Supervisor, Environmental Sustainability & Climate Change

Michael Dennis - Manager, Strategic Capital Budget Development and Control

Conclusion:

Should Council wish to proceed with installation dog parks in smaller, neighbourhood parks, Administration should be instructed to make the applicable updates to the Dog Park Policy. A funding source would be to be identified before moving forward with any new dog parks, regardless of location.

Planning Act Matters:

N/A

Approvals:

Name	Title
Samantha Magalas	EIC, Community Services
Erika Benson	FPA, Parks
Wadah Al-Yassiri	Manager, Parks Development
James Chacko	Executive Director, Parks and Facilities
Alex Vucinic	Manager of Risk Management (A)
Ray Mensour	Commissioner, Community Services
Dana Paladino	Commissioner, Corporate Services (A)
Janice Guthrie	Commissioner, Finance & City Treasurer
Joe Mancina	Chief Administrative Officer

Notifications:

Appendices:

1 Appendix A - Dog Park Policy

THE CORPORATION OF THE CITY OF WINDSOR
POLICY

Service Area:	**Parks, Recreation & Culture and Facilities**	Policy No.:	
Department:	**Parks**	Approval Date:	**June 5, 2019**
Division:	Parks Development	Approved By:	**CSPS 47**
		Effective Date:	**June 5, 2019**
Subject:	**Dog Park Policy**	Procedure Ref.:	
Review Date:		*Pages:*	Replaces:
Prepared By:	Mike Clement		Date:

1. POLICY

1.1. The Dog Park Policy provides the framework for selecting the future locations of all leash-free areas located within City of Windsor owned and operated parks.

2. PURPOSE

2.1. The City of Windsor recognizes the social benefits of dogs and their owners having access to and being accommodated within the parks system. Providing designated leash-free areas is an important part of this inclusion. This policy will:

a. Provide guidelines for the establishment of new leash-free areas
b. Consider the impact on surrounding neighbourhoods and park users
c. Consider the needs and individual characteristics of each neighbourhood when creating leash-free areas.

3. SCOPE

3.1. This policy provides the criteria which is to be considered when selecting future dog park locations for all City of Windsor owned and operated property.

4. RESPONSIBILITY

4.1. The CAO will support the Dog Park Policy and its implementation

4.2. The Corporate Leader of Parks, Recreation & Culture and Facilities will support the Dog Park Policy and mediate any disputes regarding its implementation, should any arise

4.3. The Senior Manager of Parks:

4.3.1. Is responsible to direct a review of this policy annually
4.3.2. Shall carry out the role as decision maker under this policy in good faith and in a timely manner

4.4. The Manager of Parks Development:

4.4.1. Is responsible for ensuring all new leash-free locations are selected in consideration with the guidelines in this policy

4.4.2. Will ensure opportunity for public consultation for any potential new location
4.4.3. Will be responsible for implementing the policy and providing suggestions in revising the guidelines as required
4.4.4. Will consult with other Departments as required (e.g. Planning Department, Windsor Police Service, Humane Society etc.)

4.5. The Manager of Parks Operations:
4.5.1. Is responsible for the maintenance and upkeep of the leash-free area
4.5.2. Is responsible to place appropriate signage outlining rules of the leash-free area

4.6. The Office of the City Clerk will track any requests from residents regarding new-leash free areas and forward them to the Parks Development Manager

5. GOVERNING RULES AND REGULATIONS

5.1. New off-leash areas will be considered in conjunction with capital redevelopment of existing parks or new park development against the policy criteria

5.2. The following criteria should be considered when determining a new leash-free area:

5.2.1. Geographic location in Windsor

a. New leash-free areas should be spread across Windsor in order to serve all residents in Windsor, as noted in the Parks Master Plan
b. Leash-free areas should not be constructed in close proximity to one another
c. Leash-free areas must be located in either community or regional parks and may not be established in neighbourhood parks.

5.2.2. Restrictions

Off-leash areas shall NOT be established in close proximity to the following areas:

a. playgrounds, splash pads and wading pools;
b. horticultural display areas or ornamental gardens;
c. skateboard bowls, tennis courts and other sports pads;
d. sports fields and stadiums;
e. artificial or natural ice rinks, toboggan hills;
f. designated heritage, memorial, commemorative and ceremonial areas;
g. cemeteries;
h. areas posted prohibiting dogs;
i. swimming beaches
j. natural areas

5.2.3. Inclusions

Off-leash areas MUST include the following:

- **a.** A minimum of 1.5 acres of available land on which to place the leash-free park on
- **b.** Separate, fenced off areas for large and small dog breeds
- **c.** A grass area for dogs to play
- **d.** Fencing surrounding the perimeter of the leash free area
- **e.** A pathway around the perimeter
- **f.** A gated entrance
- **g.** Where possible, administration should consider the overall topography to allow for adequate drainage
- **h.** Where possible, there should be access to a water source
- **i.** Alternatives to the above noted inclusions can be brought forward to be considered for approval by City Council.

5.3. Designation of an off-leash area may be cancelled by the Corporate Leader of Parks, Recreation & Culture and Facilities where in the opinion of the Senior Parks Manager:

5.3.1. the off-leash area is not being used on a regular basis
5.3.2. extensive damage to the park and / or natural environment is occurring
5.3.3. the park is no longer suitable for an off-leash area
5.3.4. conflicts between park users cannot be resolved
5.3.5. repeated, ongoing non-compliance with the Code of Conduct for off-leash area use posted at each off-leash area

5.4. DEFINITIONS

Neighbourhood Parks: are designed for the recreation and leisure activities of residents within a defined service radius of Windsor. These are local parks that serve their local residences within a comfortable walking distance, and usually focus on passive recreation activities with open spaces of grass, trees for shade, and may include pathways, small playgrounds, benches, picnic tables, and possibly a single sports field (either baseball or soccer) which is used primarily for casual use and not generally rented out for organized sports games or tournaments.

Community Parks: are larger scale parks ranging from 2 to 6 hectares (4.94 to 14.83 acres) serving a greater catchment area and still offer the base recreational services of a Neighbourhood Park, but with a broader range of amenities including such items as splash pads, picnic shelters, accessible playgrounds, and organized sports fields to mention a few. Such parks may also include a small arena, pool, a community centre or library as an anchor facility. There are instances in the city where community parks can be associated more closely with a school to provide a joint cooperative use.

Regional Parks: generally attract users from all across the city and often attract users from outside the city boundaries, or even beyond Essex County. Like Community Parks they provide the base services of a Neighbourhood Park. Since the volume of users is potentially greater, the level of services is also greater. They have a significant draw which can also foster commercial opportunities (such as; carnivals, festivals, art shows, or special events). Regional parks provide recreational services with a more organized sports focus.

6. RECORDS, FORMS AND ATTACHMENTS

6.1. Records are the responsibility of The Office of the City Clerk and will be kept in accordance with the Records Retention Bylaw #21-2013 as amended from time to time.

THE CITY OF WINDSOR ONTARIO, CANADA

Council Report: S 160/2023

Subject: Windsor Joint Justice Facility Operating Agreement - City Wide

Reference:

Date to Council: December 6, 2023
Author: James Chacko
Executive Director, Parks & Facilities
jchacko@citywindsor.ca
519-253-2300 Ext. 2763

Facilities
Report Date: November 20, 2023
Clerk's File #: SR/14696

To: Mayor and Members of City Council

Recommendation:

THAT Council **APPROVE** entering into the Operational Agreement for the purpose of providing for the continued operation and management of the Windsor Joint Justice Facility, 200 Chatham Street East and 150 Goyeau Street, for a ten (10) years Term, and;

That Administration **BE AUTHORIZED** to extend the Term for up to two (2) additional periods, each period for five (5) years, satisfactory in form to the City Solicitor, in financial content to City Treasurer, and in technical content to the Executive Director, Parks & Facilities; and,

THAT the CAO and City Clerk **BE AUTHORIZED** to execute all agreements, satisfactory in form to the City Solicitor, in financial content to City Treasurer, and in technical content to the Executive Director, Parks & Facilities.

Executive Summary:

N/A

Background:

The Windsor Joint Justice Facility (WJF) is a cooperative ownership/tenant venture between the City of Windsor and the Province of Ontario, involving the Windsor Police Services (WPS) and the Ministry of the Attorney General (MAG). In November of 1999, the Windsor Police Services moved from the old police headquarters located south west of City Hall to their present site in the WJF located at Chatham and Goyeau. The

Provincial Courts under the jurisdiction of the Ministry of the Attorney General also relocated to the new Joint Justice Facility in December of 1999.

The initial Operating Agreement between the City and Province of Ontario for the purpose of providing for the continued operation and management of the WJF and the Lands was for a five (5) year term commencing in 1999. The initial Operating Agreement contained a series of extensions that were executed since the initial term expired in 2004, there are no additional remaining extensions available under the original Operating Agreement.

Since 1999, the City has been the Manager of the WJF with the responsibilities of the day to day operation of the WJF assigned to the Parks & Facilities Department. The WJF encompasses approximately 361,086 square feet with the Provincial Court and Police Headquarters occupying 137,950 and 142,386 square feet respectively. The balance of the space defined as “common area” measures approximately 80,616 square feet, which includes cell areas, parking, mechanical rooms, stairwells, etc., and is designated for the use of both tenants.

Discussion:

The Terms of the new Operating Agreement are consistent with those of the previous one.

There are Housekeeping updates to the language of an agreement that is now 20 years old and recognition that the current allocation of the building share between the parties has changed. The changes in the building allocation are minimal, with a total increase to the Province’s share of 2200sqft or 0.07% of the WJF’s total building envelope.

The day to day operation of the WJF is carried out by the Facilities Operation division of the Parks & Facilities department. Maintenance activities are conducted by City staff under the direction of a site supervisor who also oversees vendor and contractor activities. Facilities Operations is also responsible for managing the reporting to the both the Management and Executive Committees the payment and tracking of all expenditures of the Operating and Capital Trust Fund

There will continue to be both Management and Executive Committees.

The Management Committee provides management and oversight over the operation and management of the WJF and is comprised of two (2) City representatives and two (2) Province of Ontario representatives. The chair of the Management Committee is one of the City representatives.

The Executive Committee provides executive management and oversight over the operation and management of the WJF, including oversight over the Manager and the Management Committee. The Executive Committee is comprised of four (4) voting members, two (2) from the City, currently the City’s CAO and the Chief of Police; and two (2) from the Province, currently the Director, Asset Management, South Region for Infrastructure Ontario and the Manager of Court Operations for the Ministry of the Attorney General. The Executive Committee is chaired by the City’s Executive Director, Parks & Facilities, who is a non-voting member.

The current operating model as detailed above has proven to be successful in enabling the WJF to operate in an efficient and cost of effective manner, while providing the required level of service to both the WPS and the MAG. The continued operation of the WJF in this efficient and effective manner is supported by both the Management and Executive Committees.

Risk Analysis:

The WJF is a jointly owned facility that requires an operating agreement to govern the operations and maintenance of the facility. As the previous Operating Agreement has expired and all options to extend have been exhausted the new Operating Agreement is required to be signed to ensure that the WJF continues to operate in an efficient manner to service the requirements of the WPS and MAG. While risk is always possible, the risk of entering into a new Operating Agreement is low.

Climate Change Risks

Climate Change Mitigation:

The Operating Agreement itself does not result in any climate change risk.

Climate Change Adaptation:

This Operating Agreement does not relate to efforts to adapt to climate change nor does it require modification as a result of climate change.

Financial Matters:

Operating:

The annual operating budget for the WJF, which covers caretaking, administrative, utilities and maintenance, is developed based upon the previous year's actual budget. The current year operating budget of $3,059,000 is jointly funded by the WPS and MAG on a proportional basis based upon the percentage of the building that each occupies. The small remaining portion of the WJF that is designated as shared space, is equally shared/split between the WPS and MAG.

Capital:
The annual Capital Budget is developed based upon the ten (10) year capital plan. The ten (10) year capital plan outlines all planned capital repairs and improvements over the subsequent ten (10) year period and includes the three (3) tactical plan which are the proposed projects that are scheduled for implementation based upon the ongoing Building Condition Assessments (BCAs) and input from the Management Committee. Annual contributions of $490,000 is jointly funded by the WPS and MAG on a proportional basis based upon the percentage of the building that each occupies

Consultations:

Mark Nazarewich – Senior Legal Counsel

Jamie Scott – Manager, Facilities Operations (A)

Denise Wright – Manager, Real Estate Services

Emilie Dunnigan – Manager, Dev. Revenue & Financial Administration

Conclusion:

Administration recommends signing a new Operating Agreement and continuing with the operating model that has governed the WJF since the building's inception in 1999.

Planning Act Matters:

N/A

Approvals:

Name	Title
Muhammad Masri	Financial Planning Administrator, Facilities
James Chacko	Executive Director, Parks & Facilities
Ray Mensour	Commissioner, Community Services
Wira Vendrasco	City Solicitor (A)
Dana Paladino	Commissioner, Corporate Services (A)
Janice Guthrie	Commissioner of Finance / City Treasurer
Joe Mancina	Chief Administrative Officer

Notifications:

Name	Address	Email

Appendices: