Community Services Standing Committee Meeting

Date: Wednesday, September 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 ACKNOWLEDGEMENT

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

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 March 1, 2023 **(SCM 79/2023)**

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

5. **COMMUNICATIONS**

6. **PRESENTATIONS AND DELEGATIONS (10 minutes)**

6.1. ProsperUs Collective Impact Initiative - Primary Care Access

7. **COMMITTEE MATTERS**

8. **ADMINISTRATIVE ITEMS**

8.1. Response to CQ 8-2023 - QR Coded Donation Signage to Support Homelessness Service Providers - City Wide **(S 104/2023)**

8.2. Update of Round 2 of the Arts, Culture and Heritage Fund 2023 – City Wide **(S 103/2023)**

8.3. Response to CQ 18-2022 – Jackson Park Bandshell Update – Ward 3 **(S 106/2023)**

8.4. Response to Open Streets Petition - City Wide **(S 107/2023)**

9. **QUESTION PERIOD**

10. **ADJOURNMENT**

Item No. 3.1

Committee Matters: SCM 79/2023

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

Community Services Standing Committee Meeting

Date: Wednesday, March 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

ALSO 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
Jen Knights, Executive Director of Recreation & Culture
James Chacko, Executive Director of Parks & Facilities
Kirk Whittal, Executive Director of Housing & Children's Services
Tanya Antoniw, Executive Director, Employment & Social Services
Alina Sirbu, Executive Director, Long Term Care & Administration
Michelle Staadegaard, Manager, Culture & Events
Jennifer Tanner, Manager of Homelessness & Housing Support
Stephen Lynn, Manager Social Policy & Planning
Kelly Goz, Coordinator Housing Administration & Development
Leonardo Gil, Executive Initiatives Coordinator
Anna Ciacelli, Deputy City Clerk / Supervisor of Council Services

1. CALL TO ORDER

The Chairperson calls the meeting of the Community Services 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. Minutes of the Community Services Standing Committee meeting held February 1, 2023

Moved by: Councillor Jo-Anne Gignac
Seconded by: Councillor Fabio Costante

THAT the minutes of the Community Services Standing Committee meeting held February 1, 2023 **BE ADOPTED** as presented.
Carried.

Report Number: SCM 57/2023

4. REQUEST FOR DEFERRALS, REFERRALS OR WITHDRAWALS

None presented.

5. COMMUNICATIONS

None presented.

6. PRESENTATIONS AND DELEGATIONS

6.1. United Way - ProsperUs Collective Impact Initiative - Progress of the PropserUS Cradle to Career Strategy for Windsor

Shelley Fellows, and Jessica Sartori Co-Chairs of the ProsperUs Leadership Council

Shelley Fellows, and Jessica Sartori Co-Chairs of the ProsperUs Leadership Council appear before the Community Services Standing Committee regarding the presentation "United Way – ProsperUs Collective Impact Initiative – Progress of the Prosper Us Cradle to Career Strategy for Windsor" and provide a brief overview of the ProsperUs organization, provide details regarding the

high Childhood Poverty Rate and specific neighbourhoods where this tends to occur as well as the area of focus. An explanation of equality and equity is provided giving young people equal opportunities to success. Ms. Sartori provides details related to their Mission Statement and the leadership structure; changing systems to tackle childhood poverty; collective impact; a comparison of current system of silos and moving to a collective approach; common agenda; requires sharing data; continuous improvement; aligning resources; backbone organization for ProsperUs is United Way. Ms. Fellows provides information related to the Leadership Council for their organization; their mandate is reviewed; cradle to career and milestones are explained; tools used; Community Action Network; human centred design and collective impact model; details related to milestones and accomplishments and funding sources are provided; and concludes by providing information related to upcoming programs.

Lorraine Goddard, CEO of United Way Windsor-Essex

Lorraine Goddard, CEO of United Way Windsor-Essex appears before the Community Services Standing Committee regarding the presentation "United Way – ProsperUs Collective Impact Initiative – Progress of the Prosper Us Cradle to Career Strategy for Windsor" and is available for questions.

Councillor Jo-Anne Gignac inquires about the after school programs, and whether other community groups programs are being utilized. Ms. Fellows indicates that when they apply the collective model, they bring all the other agencies in and those lessons learned to carry out the programs collaboratively.

Councillor Jo-Anne Gignac inquires about the nutritional programs in the school. Ms. Sartori indicates that they are aligning all the programs towards a shared goal; collecting the data and determining what works and what doesn't; reaching out to the organizations to provide a consistent approach which bolsters the assistance in the most affected neighbourhoods. Ms. Sartori adds that it was a great deal of work to establish the data framework for the information sharing.

Councillor Fabio Costante inquires about community engagement. Ms. Fellows provides details related to data gathering and community engagement, including the visibility and awareness going forward towards future projects.

Councillor Fabio Costante inquires about the model and whether other municipalities use it. Ms. Fellows indicates it came from Pathway to Potential. They investigated the collective impact in other communities in North America, and brought in experts. Ms. Fellows adds that this model has proven successful in other areas. Ms. Sartori explains the Cradle to Career strategy derived from the United States, which has proven very successful, and is intended to be very impactful bringing it into the Canadian system; anticipating that it will be successful in Windsor as well.

Councillor Fabio Costante inquires about how this model is focused and how gaps are filled. Ms. Fellows indicates an asset map was completed at the beginning of the process and continues to be completed as things change. Ms. Fellows adds that they leverage the human resources and commitments of residences to build resiliency in the neighbourhoods.

Councillor Fabio Costante inquires how the group engages with New Canadians. Ms. Fellows indicates they build the community tables and recruit residents to join the resident tables, this reflects the demographics, different cultures, and different needs in neighbourhoods.

Councillor Renaldo Agostino inquires about new Canadians and whether after school programming is involved in this initiative. Ms. Fellows indicates that an after school program was the first project through ProsperUs. She adds that these programs promote physical activity, mental health, self esteem, math and literacy skills using a defined curriculum including being active.

Councillor Jo-Anne Gignac requests an overview related to the City involvement with this organization. Stephen Lynn, Manager, Social Policy & Planning appears before the Community Services Standing Committee regarding the presentation "United Way – ProsperUs Collective Impact Initiative – Progress of the Prosper Us Cradle to Career Strategy for Windsor" and indicates that the City is working closely with ProsperUs, from the beginning part of the ProsperUs Leadership Council, and over a number of years. The City has provided in kind, staff support/expertise, to several committees with various departments involved. Administration assists with providing feedback as ProsperUs works with the resident, and help to provide information regarding existing programs that can assist families and youth including pathway to potential and transit discounts, and many others.

Moved by: Councillor Fabio Costante
Seconded by: Councillor Jo-Anne Gignac

Decision Number: **CSPS 203**
That the presentation entitled "United Way – ProsperUs Collective Impact Initiative – Progress of the ProsperUs Cradle to Career Strategy for Windsor" **BE RECEIVED.**
Carried.

Clerk's File: MB2023

8. ADMINISTRATIVE ITEMS

8.2. Asylum Claimants Transferred to Windsor Hotels by Immigration, Refugees and Citizenship Canada (IRCC) – City Wide

Mike Morency, Executive Director, Matthew House Refugee Welcome Centre

Mike Morency, Executive Director, Matthew House Refugee Welcome Centre appears before the Community Services Standing Committee regarding the administrative report "Asylum Claimants Transferred to Windsor Hotels by Immigration, Refugees and Citizenship Canada (IRCC) – City Wide," and provides information related to the broader role his organization plays. Mr. Morency indicates that the number of displaced people has soared around the world and the situation is getting worse with the number of claimants across ports of entry which has risen. Mr. Morency provides details related to the number of entrants which is expected to rise. Mr. Morency indicates

that his organization is currently providing shelter to 78 people, 38 in host homes; providing settlement supports to 458 refugee claimants in Windsor/Essex. Mr. Morency indicates that his organization is a settlement support agency, specializing in Asylum claimants, refugee seekers, providing a temporary home and support and assisting them to become self-sufficient, to access services and supports to see them thrive. Mr. Morency indicates that without the supports a lower percentage integrate into the community.

David Cote, Immigration Lawyer & Marion Overholt, Executive Director, Legal Assistance of Windsor and Community Legal Aid

David Cote, Immigration Lawyer & Marion Overholt, Executive Director, Legal Assistance of Windsor and Community Legal Aid appear before the Community Services Standing Committee regarding the administrative report "Asylum Claimants Transferred to Windsor Hotels by Immigration, Refugees and Citizenship Canada (IRCC) – City Wide," and provide details related to the services provided by their organization in support of the administrative recommendation and request that a provision related to legal assistance services be added to the recommendation. Mr. Cote indicates Legal Assistance of Windsor has been assisting with legal services at the local hotels as well as liaising with Legal Aid Ontario to ensure that legal services are provided to the refugees. Information related to the stages of the refugee process are detailed. Mr. Cote adds that there is a wider diversity of claimants, with systems not put in place prior to their arrival, local services providers have stepped up. Mr. Cote urges different levels of government to continue to support these individuals. Mr. Cote provides details related to the four stages of the refugee process and concludes by suggesting an increased provision of legal services similar to dedicated law offices in Toronto.

Councillor Jo-Anne Gignac inquires about the length of time for 4 stages. Mr. Cote indicates that the first stage is the eligibility stage with recent portals being introduced which should alleviate the wait time. Mr. Cote indicates approximate timeline for this stage which is one or two months.

Councillor Jo-Anne Gignac requests a comment related to the request made by Legal Assistance related to a provision regarding legal assistance services being added to the recommendation. Andrew Daher, Commissioner, Human & Health Services appears before the Community Services Standing Committee regarding the administrative report "Asylum Claimants Transferred to Windsor Hotels by Immigration, Refugees and Citizenship Canada (IRCC) – City Wide," and indicates that administration has no concerns adding the request although the decision remains with the Federal and Provincial governments to agree to it.

Councillor Renaldo Agostino inquires about the legal services that are offered currently. Mr. Cote indicates that legal services are offered through the dedicated refugee law office which is located in Toronto and in Ottawa. Mr. Cote adds that there is no dedicated legal aid refugee office currently in Windsor.

Councillor Fabio Costante inquires about the stages of supports including housing needs. Mr. Daher indicates that the influx has had an impact on the housing supply and shelters. Mr. Daher indicates that housing is part of the application process along with work permits being expedited. It

is the hope of administration that the process can be expedited so that people can become employed, help themselves and support themselves, although the background information is unknown at this time. Administration has already met with several government agencies raising concerns.

Councillor Fabio Costante inquires about the process related to their Ontario Works applications. Mr. Daher indicates that they have already processed 333 Ontario Works applications and granted 333 applications for basic needs.

Councillor Fabio Costante inquires about the strain related to administrative resources and whether assistance has been provided by the government. Mr. Daher indicates that they are the first City to put forward a request to the Ministry for additional resources, although they haven't heard back yet.

Moved by: Councillor Jo-Anne Gignac
Seconded by: Councillor Fabio Costante

Decision Number: **CSPS 204**
That the report of the Manager, Social Policy and Planning regarding the report dated February 10, 2023, entitled "Asylum Claimants Transferred to Windsor Hotels by Immigration, Refugees and Citizenship Canada (IRCC)-City Wide" **BE RECEIVED** for information; and,

That City Council **BE REQUESTED** to submit a letter to Immigration, Refugees, Citizenship Canada (IRCC) to state the City of Windsor does not have the capacity or resources to support additional asylum claimants beyond those estimated based on the current number of secured temporary accommodations; and,

That City Council **BE REQUESTED** to submit a letter to the appropriate senior levels of government, such as the Ministry of Labour, Immigration, Training and Skills Development (MLITSD), to have them identify and resource a local lead settlement agency to coordinate a response in Windsor and Essex County; and, that the correspondence **INCLUDE** a request to establish legal representation from the Refugee Law Office of Legal Aid Ontario.

Carried.

Report Number: S 22/2023
Clerk's File: SS2023

8.1. 2023 Municipally Significant Event Status, Wards 2,3,4,6,7

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

Decision Number: **CSPS 205**

That the request from; 1933900 Ontario Ltd; Hotel-Dieu Grace Healthcare Foundation**;** Northern Heat Rib Series**;** Poutine Feast Ontario Inc.; Rotary Club of Windsor (1918)**;** Windsor Eats Inc.; and Windsor-Essex Pride Fest**;** for approval of designation as 'municipally significant' for the purpose of applying for their Special Occasions Permit – Public Event **BE APPROVED** by Council subject to the terms and conditions of the Special Event Agreement with the City; and further,

That City Council **APPROVE** the following proposed significant event dates for 2023:

Saturday May 27, 2023
Heart Breaker Challenge (Malden Park) hosted by Hotel-Dieu Grace Healthcare Foundation

Thursday June 1, 2023 through Sunday June 4, 2023
Windsor Rib Fest (Riverfront Festival Plaza and Riverfront Civic Terrace) hosted by Northern Heat Rib Series

Friday June 2, 2023 through Sunday June 4, 2023
Art in the Park (Willistead Park) hosted by Rotary Club of Windsor (1918)

Thursday June 8, 2023 through Sunday June 11, 2023
Poutine Feast (Riverfront Festival Plaza and Riverfront Civic Terrace) hosted by Poutine Feast Ontario Inc.

Thursday July 20, 2023
Dinner on the Pier (Assumption Park) hosted by Windsor Eats Inc.

Friday August 11, 2023 through Sunday August 13, 2023
Pride Fest (Lanspeary Park and Outdoor Rink) hosted by Windsor-Essex Pride Fest

Friday October 13, 2023 and Saturday October 14, 2023
Windsor Eats Craft Beer Fest (Willistead Park) hosted by 1933900 Ontario Ltd.
Carried.

Report Number: S 21/2023
Clerk's File: SR/14497

7. COMMITTEE MATTERS

None presented.

9. QUESTION PERIOD

None presented.

10. ADJOURNMENT

There being no further business the meeting of the Community Services Standing Committee is adjourned at 10:04 o'clock a.m. The next meeting of the Community Services Standing Committee will take place on April 5, 2023.
Carried.

_____	_____
Councillor Sleiman (Chairperson)	Deputy City Clerk / Supervisor of Council Services

Mayor

City Clerk

Subject: Response to CQ 8-2023 - QR Coded Donation Signage to Support Homelessness Service Providers - City Wide

Reference:

Date to Council: September 6, 2023
Author: Doran Anzolin
Executive Initiatives Coordinator
danzolin@citywindsor.ca
519-255-5200 ext 5354

Report Date: August 21, 2023
Clerk's File #: SS2023

To: Mayor and Members of City Council

Recommendation:

THAT the report of the Commissioner of Human & Health Services in response to CQ 8-2023 – QR Coded Donation Signage to Support Homelessness Service Providers – City Wide **BE RECEIVED** for information; and,

THAT City Council **NOT PROCEED** with the QR Coded Donation Signage to Support Homelessness Service Providers; and,

THAT City Council **ADVOCATE** to the provincial and federal levels of government for increased investments in programs and benefits for Canadians that will reduce poverty and increase affordability; and,

THAT City Council continues to **ALLOCATE** municipal funding to support and expand programs and services that advance the goals of the 10-year Housing and Homelessness Master Plan, and the creation of affordable housing.

Executive Summary:

N/A

Background:

At the February 13, 2023 meeting of City Council, Councillor Agostino asked the following question:

> ***CQ 8-2023 "Asks Administration to report back to City Council and provide more information regarding QR codes on city property to encourage digital donations in an effort to help those in need. Donation signs/programs similar to those found in the City of Greenville, South Carolina or Daytona Beach. Specifically, is there an opportunity to work with our homelessness/housing service provider partners to place QR coded signs in areas where aggressive behaviour currently could take place in our city so that people can become better educated to the services and supports in our community and can contribute to these organizations digitally? We are entering a cashless era. Could an idea such as this one work for everyone in our community."***

Discussion:

In response to Councillor Agostino's question, City of Windsor Administration met with staff from the City of Greenville, South Carolina and the City of Daytona Beach, Florida to learn more about the work they are doing around QR codes and signage.

In Greenville and Daytona Beach, QR Codes are used to discourage people from giving money to panhandlers. In these municipalities, signage with a QR code is set up in defined places throughout the city to allow individuals to scan the QR code via a cell phone and subsequently be directed to a website whereby they can donate to community organizations that offer support to people experiencing homelessness, addictions and mental health, and food insecurity. The QR code signage is intended to allow individuals to give a digital donation, which may be seen as a more efficient process in the current digital age. This provides individuals with an opportunity to donate directly to support services and organizations in the community, trusting that their donation will be put to good use. Providing QR code signage across the city may allow more people to donate to community organizations that offer support services to the community's most vulnerable population, however, the experiences of other communities have shown that such measures do not have a significant impact on the issue of panhandling or raising of funds.

Greenville, South Carolina

The City of Greenville is the sixth-most populous city in the state of South Carolina with a population of approximately 73,000. Greenville is a popular tourist destination as they are known as the cultural and entertainment centre of the upstate.

The QR code initiative in Greenville came about due to an increase in visible homelessness during the pandemic as services shut down and shelters were trying to do social distancing. As part of a four Pillar strategy to address homelessness, Greenville's QR Code program was launched in 2022. As of April 2023, they had ten

(10) signs located in targeted areas where there are the most gatherings including transit systems and retail plaza spaces. All digital donations are directed to the municipality first and a city employee keeps a detailed ledger of the inflows and outflows and reports quarterly to their Council. The municipality subsequently disburses the net funds to United Housing Connections, a local organization that delivers social services to individuals experiencing homelessness. The money is used towards the purchase of water, food, and clothing, and their outreach workers will distribute these items to individuals experiencing homelessness throughout the City.

Although the City of Greenville has not seen a significant decrease in panhandling and has only realized a few thousand dollars in digital donations in one year, the City is continuing with this initiative given that it's part of their longer-term homelessness strategy. Greenville city administration noted that if anything, the QR signs has helped with education and awareness in community.

Daytona Beach, Florida

Located on the east coast of Central Florida with a population of approximately 74,000, Daytona Beach is also known as a popular tourist spot as 10 million visitors come to the city every year to enjoy the moderate weather, beautiful beaches, exceptional recreational activities and some of the largest motorsports events in the world including the Daytona 500.

In response to the increase of panhandlers in the community, specifically an increase of panhandlers on roadways and intersections, the City of Daytona Beach QR code initiative came into effect in the Spring of 2023.

Daytona Beach has partnered with First Step Shelter, a not-for-profit community organization that offers shelter and homeless support services. First Step Shelter has the freedom to decide how they will use the digital donations, as the donations go directly to First Step Shelter. The city receives data on the number of people who donate using the QR code. A phone number is also included on the Daytona Beach signs that provide individuals with the option to make a donation via phone call. A phone number on the QR Code signage also provides information regarding community support services.

Due to this initiative just recently kicking off, there is little available data at this time, however, Daytona noted that the impact of the initiative wasn't expected to yield significant results.

Other Research & Information

A similar initiative called Care Meter Pilot Project, came forward to City Council on July 21, 2014. City Council considered Report CR#17202/2014 - Follow up to Communication Item (M192-2014) Outline of Care Meter Pilot by Downtown Windsor Business Improvement Association. Through CR#17202/2014, Council determined that Care Meters would not be an effective enough solution to address the issues of panhandling. A similar initiative to Care Meters was in place in Peterborough from 2011 to 2014, however, due to the low impact to curb panhandling as well as the consensus

for greater resources needed to get to the root problem of the individuals that panhandle and experience homelessness, the initiative came to an end.[1]

Current State

Windsor is not alone in looking for solutions to panhandling as visible homelessness and panhandling have been on the rise not only across Canada but also in other countries since the pandemic.[2] Other communities in Southwestern Ontario are experiencing similar and often even more serious challenges, such as emergency shelters over capacity and large homelessness encampments. The challenges of panhandling and homelessness in Windsor requires a multifaceted approach that not only aids those in immediate crisis but also addresses the underlying issues contributing to poverty and housing instability. While it is often assumed that all people who panhandle are also experiencing homelessness, this is not true. Family Services Windsor-Essex has surveyed people who are panhandling over the past four months and found that 50% were housed but faced deep poverty[3] and used panhandling as a way to pay for housing and food.

Modest increases in provincially legislated income assistance rates have not kept up with the current rate of inflation which has resulted in increased housing and grocery costs. For example, a single adult in the Province of Ontario receiving income support for basic needs and shelter through Ontario Works (OW) receives $733 monthly, which is comprised of $343 for basic needs and a maximum shelter allowance of $390. The OW rates have not been increased since 2018 and there are approximately 4,224 single adults receiving OW in Windsor-Essex County as of July 2023. This does not account for the number of singles who are currently receiving financial assistance from the Ontario Disability Support Program (ODSP). A single recipient of ODSP receives $1,308 monthly. To put this all into perspective, the Canada Mortgage and Housing Corporation lists Windsor's average cost for a one-bedroom unit to be $1,017.[4] This means that residents in receipt of OW and ODSP, as well as many other low-income earners, are often priced out of the rental market or left spending most of their income on rent, leaving very little left for food and other basic needs. While administration continues to develop innovative solutions and programs, Council should persist to advocate passionately for increased funding from upper levels of government to bolster social services, affordable housing, and mental health and addiction programs.

Based on the research and interviews conducted, City administration is not recommending the implementation of QR code signs given the limited data, absence of notable outcomes, and the additional resources and costs required to implement. Instead, the department is focussing its efforts and resources on a more targeted strategy as it relates to education and awareness around homelessness and the

[1] https://www.trentarthur.ca/news/care-meters-and-panhandling-in-peterborough

[2] Overview of Encampments Across Canada: A Right to Housing Approach. The Office of the Federal Housing Advocate.

[3] The Government of Canada has officially defined deep poverty as 75% of Canada's official poverty line, the Market Basket Measure (MBM). In the 2021 Census, the MBM for persons not in economic families in large urban population centres in Ontario with a population between 100,000 and 499,999 persons is $22,170.

[4] Average Market Rent 2022, Canada Mortgage and Housing Corporation

supports and services that are available in Windsor-Essex. Some of these services are described below:

City of Windsor Funded Community Supports & Services

- **Homelessness Housing & Help Hub (H4)** - The City of Windsor has allocated municipal, provincial and federal funding to support the H4 which provides service for people experiencing homelessness 7 days per week from 8:30 am to 6 pm. At H4, people experiencing homelessness can receive multi-disciplinary supports to obtain help finding housing, receive medical care, and connect with addiction and justice services, or simply rest and have a snack.

- **Shelters** - The City also provides financial support to all three emergency shelters in Windsor including the Welcome Centre Shelter for Women and Families, the Salvation Army and the Downtown Mission (DTM). These shelters provide overnight accommodations as well as daytime and meal programs for their clients.

- **Outreach Supports** - To support those experiencing homelessness and those who sleep outdoors, the City of Windsor has allocated municipal and provincial funding to Family Services Windsor-Essex (FSWE) to deliver outreach services. Homelessness Street Outreach Workers interact with people experiencing homelessness, through a variety of progressive engagement techniques, make referrals to emergency shelters, and connect people with appropriate support services that will help them meet their housing, health, financial and social needs. People living outdoors may be disconnected from community services and it often takes multiple interactions to build trust before a person is willing to accept help. In 2022, the Outreach team secured housing placements for 37 individuals experiencing homelessness and has assisted countless others in accessing services at H4 which facilitated 60 additional move-ins.

  Based on feedback received by residents, businesses and City Council, a new schedule for the team of five (5) Outreach Workers was developed to better meet the needs of the community, and support those experiencing homelessness as well as those who are panhandling. This includes extending service to 7 days a week, launching on-call supports in the late evening, and establishing regular service routes in downtown Windsor, Jackson Park, University Avenue West, Ford City, West Windsor and Walkerville at no extra cost to the municipality. Since April 2023, an Outreach Worker has also been riding along with Windsor Police approximately two days per week to respond to panhandling concerns in various locations, intersections and boulevards throughout Windsor. There have been positive results from this pilot, including a few direct referrals to our OW office that resulted in immediate approvals for financial assistance.

  Requests for outreach services should be directed to 311 and can be made by Councillors or the general public by following the information provided in the Help is Around the Corner flyer/webpage (Appendix A).

Community Supports & Services (Non-City Funded)
There are also services in the community led and funded by other organizations which dovetail with the above noted services to provide additional supports for people who are experiencing homelessness and may be panhandling.

- Mobile Outreach and Support Team (MOST) Van - supports the needs of those who have mental health or addiction challenges, require housing, or are street-involved. MOST is made up of a driver trained to support those with physical disabilities, a social worker, and an outreach worker. MOST will travel via an accessible van to Downtown and West-End Windsor locations M-F from 5pm to 9pm with supplies such as food and personal care items while offering services. The team also responds to 311 calls on homeless encampments during shift times. MOST is a collaborative initiative between Hôtel-Dieu Grace Healthcare (HDGH), Canadian Mental Health Association – Windsor/Essex County Branch (CMHA WECB), Assisted Living Southwestern Ontario (ALSO), and FSWE.

- The new Nurse Police Team (NPT) which pairs nursing professionals from Windsor Regional Hospital with frontline police officers and offers proactive care to those struggling with mental health and substance use disorders.

- Hôtel-Dieu Grace Healthcare's (HDGH) Crisis and Mental Wellness Centre is also a one-stop shop for mental health services. Serving individuals aged 16 and older, the centre is a walk-in service for those experiencing a mental health crisis.

- In partnership with HDGH and the Windsor Police, the Windsor Police Services Community Outreach & Support Team (COAST team provides on-site crisis and mental health assessments to individuals aged 16 and above in Windsor facing complex mental health and psychosocial issues.

- Also in place in Windsor is the Windsor Mobile Crisis Rapid Response Team (MCRRT) is a partnership between Hôtel-Dieu Grace Healthcare and Windsor Police Service (WPS). The MCRRT responds to dispatched calls to individuals presenting with symptoms of mental illness, substance abuse, behavioural disorders, or people in acute crisis situations within Windsor.

A high level overview of the some of the key community services that are helping to mitigate homelessness, mental health, and substance use is provided below in Table 1. This is not an exhaustive list and these services are constantly evolving and improving so the schedule presented below is subject to change.

Table 1: Key Community Services in Windsor

Service	Contact #	Mon	Tues	Wed	Thurs	Fri	Sat	Sun
Services Funded by The City of Windsor								
FSWE Outreach	311	7:30am - 3:30pm	7:30am - 3:30pm	7:30am - 6:00pm	7:30am - 6:00pm	7:30am - 6:00pm	10:00am-6:00pm	10:00am-6:00pm
FSWE Outreach (on call)	1-888-933-1831	9:00pm - 12:00am	9:00pm - 12:00am	9:00pm - 12:00am	9:00pm - 12:00am	9:00pm - 12:00am	6:00pm-12:00am	6:00pm - 12:00am
H4	(519) 253-3806	8:30am - 6:00pm	8:30am - 6:00pm	8:30am - 6:00pm	8:30am - 6:00pm	8:30am - 6:00pm	8:30am - 6:00pm	8:30am - 6:00pm
DTM Day Program	(519) 973-5573	8:00 am - 8:00pm	8:00 am - 8:00pm	8:00 am - 8:00pm	8:00 am - 8:00pm	8:00 am - 8:00pm	8:00 am - 8:00pm	8:00 am - 8:00pm
Services Led & Funded by Other Organizations								
MOST Van	(226) 787-5724	5:00pm - 9:00pm	5:00pm - 9:00pm	5:00pm - 9:00pm	5:00pm - 9:00pm	5:00pm - 9:00pm		
Nurse Police Team	Dispatched by Windsor Police	-	-	-	-	1:00pm - 1:00am	1:00pm-1:00am	1:00pm-1:00am
Crisis & Wellness Centre	(519) 973-4435	8:00am - 10:00pm	8:00am - 10:00pm	8:00am - 10:00pm	8:00am - 10:00pm	8:00am - 10:00pm	8:00am - 10:00pm	8:00am - 10:00pm
MCRRT	Dispatched by Windsor Police	9:00am - 10:00pm	9:00am - 10:00pm	9:00am - 10:00pm	9:00am – 10:00pm	9:00am – 10:00pm		
Windsor COAST	(519) 973-4409	8:00am - 4:00pm	8:00am - 4:00pm	8:00am - 4:00pm	8:00am – 4:00pm	8:00am – 4:00pm		

Given the number of services available in the community noted in Table 1 and recognizing that not all residents and businesses are aware of these services, the Human and Health Services department is currently developing a communication strategy that will provide more information about homelessness, the services available in our community, and a call to action for citizens and businesses alike to support efforts to end homelessness in our community. By working collaboratively and diligently, Windsor can continue to become a model for effective and compassionate support for its vulnerable residents, ultimately leading to a more equitable and thriving community for all.

Risk Analysis:

Installing QR code signage for digital donations could present a moderate financial risk as this initiative could cost more than it would raise due to the purchase of equipment, installation, staff time to monitor data and any ongoing updates needed to the signage. In addition, signs being vandalized and the monetary and resource allocation cost associated with replacing the signs is also a risk that must be considered.

There is also a moderate risk that the QR code signage could be modified, leading to fraudulent activities. Individuals could create deceptive signs or place stickers over legitimate QR codes, directing donors to malicious websites that capture personal information or inject malware. Monitoring and providing sufficient safeguards would be challenging for administration due to the number of potential signage installations.

While placing QR code signage in controlled and secured locations can be a mitigation strategy, it is important to acknowledge that no location can be entirely immune to tampering. Some mitigating strategies include designing the QR code to make it difficult to replicate, protect the sign from being physically altered or regularly inspected or monitored it to ensure it hasn't been tampered with. In addition, to ensure the security of financial information, all donation processing must strictly adhere to the criteria outlined by Payment Card Industry (PCI) compliance.

Climate Change Risks

Climate Change Mitigation:

N/A

Climate Change Adaptation:

N/A

Financial Matters:

The City of Windsor allocates over $22.6 million in provincial, federal and municipal funding to provide a variety of homelessness programs including, but not limited to the H4, emergency shelters, and outreach services. Administration will continue to advocate for increased provincial and federal funding to support Homelessness programs.

The cost of QR code signage consists of the initial expenses for signage procurement and installation, as well as the ongoing maintenance costs associated with the signs, including replacements for damaged or stolen ones. To manufacture and install each QR code sign, the estimated expenditure at 2023 rates is $294.00 per sign. The maintenance costs are projected to be approximately $54.00 per sign per year for the entire 15-year lifespan of each sign. This cost covers essential upkeep to ensure the QR code signage's longevity and functionality. As Traffic Operations does not currently have sufficient operating budget to fund additional signage, the ongoing maintenance

costs of these signs would require an operating budget increase. The cost of the initial manufacture and install of the signs would require one-time funding such as budget stabilization reserve funding.

Lastly, if this initiative were to move forward, it is recommended that the money from the digital donations go directly to the designated not-for-profit organizations that provide social and outreach services in the community, as opposed to being managed and distributed by the City of Windsor.

Consultations:

Ian Day, (A) Senior Manager of Traffic Operations and Parking

Cindy Becker, Financial Planning Administrator – Public Works

Linda Higgins, Manager Intergovernmental Funding – Human and Health Services

Jennifer Tanner, Manager of Homelessness and Housing Support

Kirk Whittal, Executive Director Housing & Children Services

Tanya Antoniw, Executive Director Employment & Social Services

Norm Synnott, Executive Director of the Information Technology

Kate Tracey, Senior Legal Counsel

Conclusion:

Homelessness, affordable housing and poverty are complex and pressing problems that require continued investments from all levels of government. Panhandling is a symptom of these systemic issues, but as local data collection has proven, about 50% of people who engage in this activity have a place to live, so this is not solely a homelessness issue. Investments in programs that provide affordable housing, mental health support, and addiction treatment will help the community's most vulnerable population get back on their feet and rebuild their lives. By tackling the underlying causes of homelessness and providing essential support, meaningful change can be brought to Windsor for the individuals in the community that are experiencing these hardships. As seen by the examples in other communities, alternatives to panhandling such as the QR Code Signage, would not make a significant impact to solving the panhandling problem experienced in Windsor.

Planning Act Matters:

N/A

Approvals:

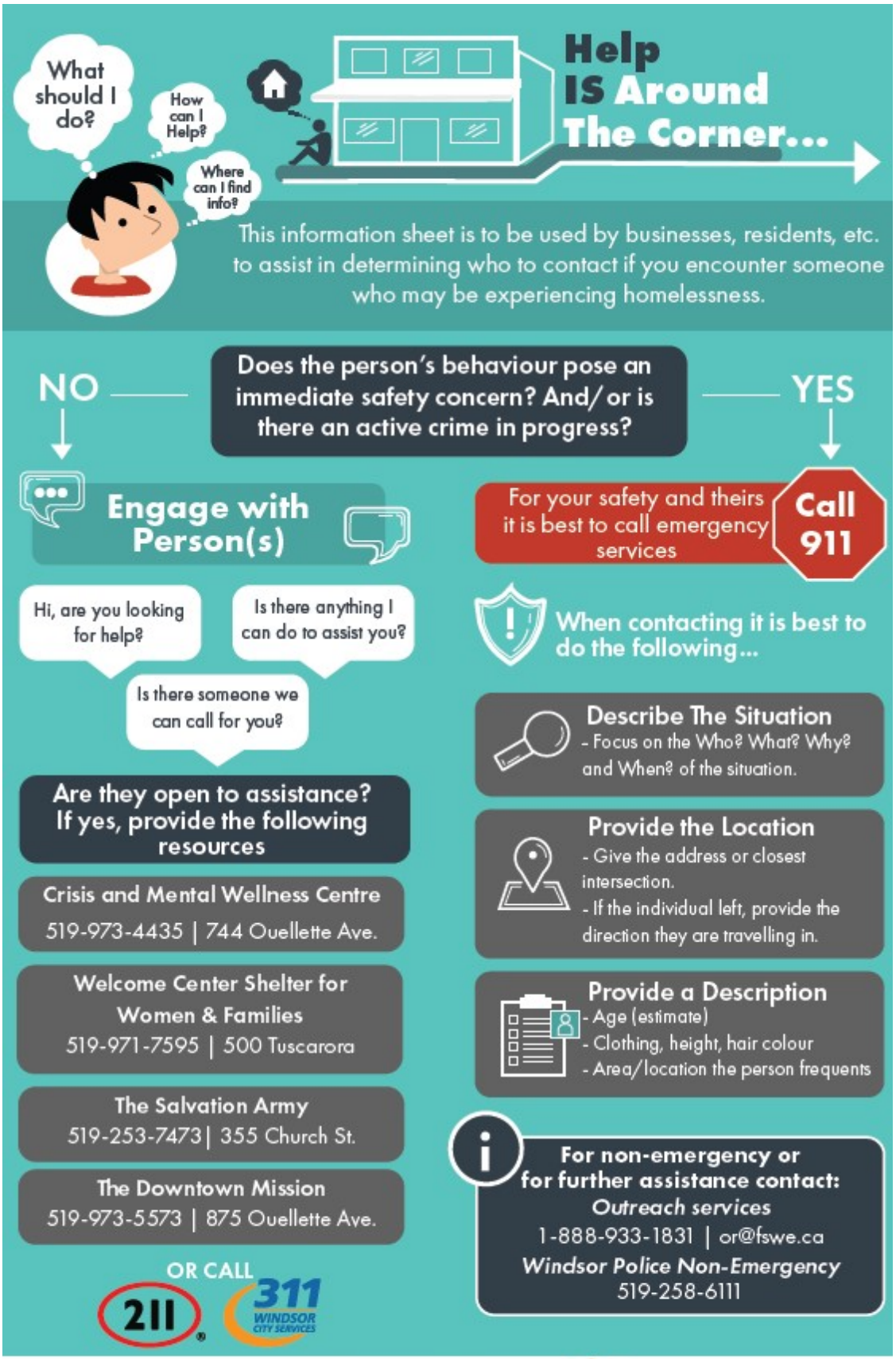
Name	Title
Andrew Daher	Commissioner, Human and Health Services
Tony Ardovini	On behalf of Commissioner, Corporate Services, Chief Financial Officer/City Treasurer
Jelena Payne	Commissioner, Economic Development and Innovation
Shelby Askin Hager	Commissioner, Legal and Legislative Services
Joe Mancina	Chief Administrative Officer

Notifications:

Name	Address	Email
Joyce Zuk, Family Services Windsor Essex		jzuk@fswe.ca
Chief Jason Bellaire, Windsor Police Services		jbellaire@windsorpolice.ca
David Musyj, Windsor Regional Hospital		David.Musyj@wrh.on.ca
Bill Marra, Hôtel-Dieu Grace Healthcare		Bill.Marra@hdgh.org
Sonja Grbevski, Canadian Mental Health Association Windsor-Essex County		sgrbevski@cmha-wecb.on.ca
Bruce Krauter, Essex-Windsor Emergency Medical Services		bkrauter@countyofessex.on.ca

Appendices:

1 Appendix A - Help is Around the Corner Poster


What should I do?
How can I Help?
Where can I find info?
Help IS Around The Corner...
This information sheet is to be used by businesses, residents, etc. to assist in determining who to contact if you encounter someone who may be experiencing homelessness.
NO
Does the person's behaviour pose an immediate safety concern? And/or is there an active crime in progress?
YES
Engage with Person(s)
Hi, are you looking for help?
Is there anything I can do to assist you?
Is there someone we can call for you?
Are they open to assistance? If yes, provide the following resources
Crisis and Mental Wellness Centre
519-973-4435 | 744 Ouellette Ave.
Welcome Center Shelter for Women & Families
519-971-7595 | 500 Tuscarora
The Salvation Army
519-253-7473 | 355 Church St.
The Downtown Mission
519-973-5573 | 875 Ouellette Ave.
OR CALL
211
311 WINDSOR CITY SERVICES
For your safety and theirs it is best to call emergency services
Call 911
When contacting it is best to do the following...
Describe The Situation
- Focus on the Who? What? Why? and When? of the situation.
Provide the Location
- Give the address or closest intersection.
- If the individual left, provide the direction they are travelling in.
Provide a Description
- Age (estimate)
- Clothing, height, hair colour
- Area/location the person frequents
For non-emergency or for further assistance contact:
Outreach services
1-888-933-1831 | or@fswe.ca
Windsor Police Non-Emergency
519-258-6111
THE CITY OF WINDSOR ONTARIO, CANADA
WINDSOR POLICE
WEHC WINDSOR-ESSEX HOUSING CONNECTIONS
HDGH
Canadian Mental Health Association
Windsor-Essex County
Empowering transitions to wellness

Subject: Update of Round 2 of the Arts, Culture and Heritage Fund 2023 – City Wide

Reference:

Date to Council: September 6, 2023
Author: Christopher Lawrence Menard
Supervisor, Community Programming – Cultural Affairs
cmenard@citywindsor.ca
519-253-2300 x2752

Recreation and Culture
Report Date: August 21, 2023
Clerk's File #: AF/14372 & SR2023

To: Mayor and Members of City Council

Recommendation:

THAT the report from the Supervisor, Community Programming – Cultural Affairs regarding the update on Round 2 of funding of the Arts, Culture and Heritage Fund (ACHF) in 2023 **BE RECEIVED.**

Executive Summary:

N/A

Background:

A report came forward to the Social Development Health and Culture Standing Committee on April 8, 2015 that received Council support to re-allocate existing Cultural Affairs budget dollars in order to maintain the funding envelope at $87,200. Adopted by Council at its meeting held May 4, 2015 [M174-2015] the resolution stated: ***THAT*** *the report from the Manager of Cultural Affairs outlining the proposed funding of the Arts Culture and Heritage Fund (ACHF) Grant to a total of $87,200* ***BE APPROVED.***

Carried.

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

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

Carried.

Council approved the ACHF grant program as part of the 2023 budget process.

To date, since the program launch in 2014, the ACHF program has awarded $891,000 in grant funding to 412 individual arts, culture and heritage projects in Windsor.

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

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

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

Discussion:

The Application form for the Arts, Culture and Heritage Fund was posted on the City of Windsor's website, and the targeted webpage (achfwindsor.ca) with the grant opening July 3, 2023 and closing July 21, 2023. All standard program promotion took place utilizing social media, E-Blasts, and sharing by cultural organizations including social media pages for the City of Windsor, Museum Windsor, and Mayor Drew Dilkens, as well as partner websites and social media pages including Arts Council Windsor & Region, Windsor-Essex Theatre Community, and Windsor Endowment for the Arts. A virtual public information session took place July 5, 2023 with City administration providing details of the program guidelines, eligibility criteria, application, and adjudication process. As with each previous funding round, all applicants completed consultations by phone or email with a member of the Culture & Events team to confirm applicant and project eligibility in advance of submission, and to receive support through the process. The ACHF application is electronic, with both an online application form and an online process for adjudication.

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

Each juror received a specific and unique login to allow them access to the online applications. Administration was able to monitor the jury's progress through the evaluation process, and answer questions as needed. The jury convened on August 16, 2023 to discuss the key objectives and priorities of the fund and to adjudicate the applications as a group to arrive at final funding decisions.

There was a long and fulsome conversation amongst the jurors to determine the final decision. At the close of the application round, Administration received fifty-six applications – forty-four from individuals, and twelve from organizations – totalling about $230,000 in requested funding. If the opportunity to fund all of the requests were available, the total value of the projects would exceed approximately $495,000, demonstrating how grant funding leverages additional spending on, and increases spin-off investment in culture within the community. There is $59,000 available for distribution in the second round of the ACHF in 2023.

The 2023 ACHF Jury consisted of:

- Madelyn Della Valle – returning juror; Museum Windsor Curator, heritage, literature, administrator, programmer, educator, community board member, connected to/works with local heritage, French and Italian communities.

- Moya McAlister – returning juror; arts education, community arts, media arts, theatre/performing arts, cultural activist, arts administrator, arts board member, programmer, educator, community board member, works with Black Indigenous and People of Colour artists.

- Stephanie Barnhard – President of the Windsor Endowment for the Arts (WEA), community arts administrator, programmer, community board member.

- Spencer Montcalm – Owner at Montcalm Fine Art Conservation, Conservator and Preparator at Art Windsor-Essex (AWE), Tutor for Indigenous students (WECDSB), art conservator, arts educator, arts business owner, curator, arts volunteer.

- Trevor Pittman – Concert Producer / Operations Manager / Clarinet Instructor with University of Windsor School of Creative Arts, musician, arts educator, arts producer, arts programmer.

Of their collective experience working as part of the ACHF Jury for both rounds of funding for 2023, the members' comments included:

“As an ACHF juror, I was astounded by the breadth of arts and cultural programming our city’s creatives are planning to deliver in the next year. It was an honour to review and adjudicate each of the 50+ applications per round because it will help bring many of these projects to fruition. The ACHF grant program is an essential resource in our community because it funds opportunities for all of Windsor’s residents to connect and understand each other on a deeper level as only art, culture and heritage can do.”

“This was a great experience. It is inspiring to see so many people striving to make Windsor more diverse, more exciting, more interesting and a better place to live and work.”

“Participating as an ACHF juror was rewarding in so many ways. What a treat to review top quality creative projects from Windsorites. I was thoroughly impressed by the originality, professionalism, and drive to better our communities. I just wish that we could fund more of them.”

“Arts, culture and heritage help to provide meaning, beauty, a connection between the past and present, and inspiration in a community. It’s been a true privilege participating in the jury for the ACHF and witnessing the enormous well of creativity that is present in Windsor. This program is without a doubt needed, and appreciated.”

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

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

Additionally, as identified in earlier reports to Council, all of the projects selected are required to identify the City of Windsor as a funder to the project, through the display of the City logo with the accompanying words “Supported by the City of Windsor’s Arts, Culture & Heritage Fund (ACHF) achfwindsor.ca” on all project materials. As requested by members of City Council with previous reports, the successful applicants are featured on our website under “ACHF Success Stories.”

ACHF recipients are also invited to display or showcase their finished projects, where appropriate, at specific city events such as culture meetings, the City birthday celebration, and potentially the Mayor’s Arts Awards (an event held in partnership with

the Windsor Endowment for the Arts once every two years). Information about the projects is also shared in a City News Release, Culture E-Blasts, on social media, and through program update reports to Council.

Table 1: ACHF 2023 Round 2 - Grant Funding Recipients

NAME	PROJECT	DESCRIPTION	ASK	AWARDED	VARIANCE
Essex County Black Historical Research Society	Mary Ann Shadd Cary Bicentennial Celebration	Funding for short film post-production, closed-captioning, translation, display, graphics, and artist fees.	$5,000	$5,000	$0
Nuha Elalem	The Salam Project	Funding for production costs, artist fees, music, etc. for a film.	$5,000	$4,000	$1,000
MusicFest Windsor	MusicFest Windsor 2023-2024	Funding for audio engineering, printing programs, photography, adjudication, etc. for a music festival.	$5,000	$4,000	$1,000
Jeff Denomme	Haunted Zoo Children's Book	Funding for artist fees, videography, marketing production of a book.	$5,000	$3,750	$1,250
Jennifer Willett	FEMeeting at Night	Funding for artist fees for an event of art and performance as part of a workshop conference.	$5,000	$3,000	$2,000
Windsor Dance eXperience	A Christmas Carol	Funding for set design and construction, props and costumes for a dance production.	$3,000	$3,000	$0
Ken Amlin	Feature film production	Funding for artist fees, casting, pre-production costs on a feature film.	$5,000	$3,000	$2,000
Karl Jirgens	Sandwich Town: A History	Funding for artist fees, production, design, promotion of a new history and art book.	$4,000	$2,600	$1,400
Jill Moysiuk	Mom's Night Out with Mom Said Duck	Funding for venue, tech costs and artist fees for a LIVE comedy show.	$5,000	$2,575	$2,425

NAME	PROJECT	DESCRIPTION	ASK	AWARDED	VARIANCE
Madeline Doornaert	Soul City and 4th Wall Music Concert	Funding for artist fees, arrangement, recording, etc. for a concert featuring local artists.	$5,000	$2,500	$2,500
Gujarati Samaj of Windsor	Mile Sur Mera Tumhara (Unison of tunes)	Funding for production, promotion, design and hosting of a cultural celebration of art, music, food, etc.	$5,000	$2,500	$2,500
Bhutanese Canadian Association of Windsor	Promoting Nepali Arts, Culture & Heritage in Windsor	Funding for artists, dancers, production, design and hosting of a series of cultural celebrations of art, music, dance, food, etc.	$5,000	$2,500	$2,500
Windsor Choral Festival	Windsor Choral Festival	Funding for artist fees, clinician, music scores, for a music festival.	$4,921	$2,500	$2,421
Windsor Feminist Theatre	The Yellow Wallpaper	Funding for artist fees and designers for a book adaptation and staging of a new play.	$5,000	$2,500	$2,500
Sarah Smitherman	Flowering Plants of Ojibway and Surrounding Areas	Funding for artist fees, writing, installation and venue for a book celebrating art, nature and the environment.	$3,435	$2,445	$990
Barry T. Brodie	Reframed	Funding for artist fees for a performing arts event that combines visual, literary and performing arts.	$5,000	$2,400	$2,600
Luc Michaud	Windsor en Francais	Funding for recording, engineering, mixing, duplication, artwork and promotion of an EP of French music.	$5,000	$2,000	$3,000
4th Wall Music	Concert Series 2023-2024	Funding for artist fees for five community concerts celebrating choral music.	$2,000	$2,000	$0
The Riverfront Theatre Company	ASL Interpretation 20th Season	Funding for ASL interpreters for two theatre productions.	$1,680	$1,680	$0

NAME	PROJECT	DESCRIPTION	ASK	AWARDED	VARIANCE
CJAM 99.1 FM	CJAM 40th Anniversary Event	Funding for artist fees for the 40th anniversary celebration event.	$5,000	$1,500	$3,500
Revolution Youth Theatre	RYT 2023-2024 Season	Funding for artist fees in support of productions.	$5,000	$1,000	$4,000
Stephen Drouin	Community Economics	Funding for artist fees and materials for an arts community workshop series.	$3,466.35	$1,000	$2,466.35
The Greater Windsor Concert Band	GWCB Family Concert Series	Funding for venue rental for annual family concerts.	$800	$800	$0
Anthony Cardillo	Noise Nite 4, Open Noise Showcase	Funding for artist fees, venue and promotion of an audio/sound arts experience.	$750	$750	$0
TOTALS			**$99,052.35**	**$59,000**	**$40,052.35**

Risk Analysis:

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

Climate Change Risks

Climate Change Mitigation:

N/A

Climate Change Adaptation:

N/A

Financial Matters:

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

Consultations:

N/A

Conclusion:

The City of Windsor continues to make significant contributions to the cultural fabric of the community. Council has recognized the importance of investing in arts, culture and heritage in many ways including through establishment of the Public Art Fund, expansion of the Arts, Culture & Heritage Fund (ACHF) grant program, and through ownership, programming and maintenance of key facilities like the Capitol Theatre, Willistead Manor, Mackenzie Hall, and the facility that houses Museum Windsor's Chimczuk Museum and the Art Windsor-Essex (AWE) gallery. Such significant and ongoing investments in the facilities that support creative work and creators in the community are not often considered when we analyze overall investment in arts, culture and heritage by the municipality. Often, only the ACHF program is measured as a tangible investment.

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

Planning Act Matters:

N/A

Approvals:

Name	Title
Christopher Menard	Supervisor, Community Programming – Cultural Affairs
Tracy Ou	Financial Planning Administrator, Recreation & Culture
Jen Knights	Executive Director, Recreation & Culture

Name	Title
Ray Mensour	Commissioner, Community Services
Tony Ardovini	On behalf of Commissioner, Corporate Services/Chief Financial Officer & City Treasurer
Joe Mancina	Chief Administrative Officer

Notifications:

Name	Address	Email

Appendices:

1 Appendix A - ACHF Guidelines Updated 2023

Arts, Culture & Heritage Fund (ACHF)

Investing in the Soul of our City

PROGRAM GUIDELINES

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

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BACKGROUND INFORMATION

Mission for Culture in Windsor

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

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

The Community Strategic Plan

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

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

The Municipal Cultural Master Plan (MCMP)

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

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

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

GENERAL INFORMATION

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

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

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

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

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

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

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

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

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

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

ABOUT THE FUND

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

PROGRAM OBJECTIVES

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

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

KEY PRIORITIES OF THE ARTS, CULTURE & HERITAGE FUND

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

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

IMPORTANT DEFINITIONS

PROJECT

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

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

ART

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

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

CULTURE & HERITAGE

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

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

ELIGIBLE ORGANIZATIONS

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

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

ELIGIBLE INDIVIDUALS

To be eligible for consideration, the applicant must:

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

ELIGIBLE PROJECTS

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

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

Eligible Projects must:

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

INELIGIBLE PROJECTS & EXPENDITURES

Ineligible projects and expenditures for the ACHF include the following:

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

Please Note:

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

MAXIMUM FUNDING

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

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

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

APPLICATION PROCESS

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

APPLICATION FORMS

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

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

WHAT TO INCLUDE

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

HOW TO SUBMIT

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

Supporting Materials

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

APPLICATION CHECKLIST

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

Project Grants – For Organizations

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

Project Grants – For Individuals

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

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

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

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

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

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

APPLICATION ASSESSMENT PROCESS

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

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

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

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

SELECTION OF JURY

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

ROLE OF JURORS

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

CONFIDENTIALITY

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

CONFLICT OF INTEREST

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

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

DIRECT CONFLICT OF INTEREST

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

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

INDIRECT CONFLICT OF INTEREST

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

MANAGING CONFLICT OF INTEREST

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

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

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

THE ROLE OF CITY STAFF

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

JUDGING APPLICATIONS

ASSESSMENT CRITERIA FOR APPLICATIONS

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

Assessment Criteria for ACHF Project Grants will be based on:

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

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

RELEVANCE OF THE PROJECT

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

CONTRIBUTION AND IMPACT OF THE PROJECT

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

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

RESULTS & MEASUREMENTS

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

JUDGING APPLICATIONS cont.

FINANCIAL FEASIBILITY OF THE PROJECT

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

ORGANIZATIONAL CAPACITY

The Organization serving as lead applicant for the project funding:

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

FINAL JURY FUNDING DECISIONS

DECISION-MAKING PROCESS

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

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

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

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

FUNDING DECISIONS

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

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

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

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

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

FUNDING CONDITIONS & EXPECTATIONS

Funding Conditions

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

REPORTING

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

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

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

THE CITY OF WINDSOR ONTARIO, CANADA

Council Report: S 106/2023

Subject: Response to CQ 18-2022 – Jackson Park Bandshell Update – Ward 3

Reference:

Date to Council: September 6, 2023
Author: Samantha Magalas
Executive Initiatives Coordinator
smagalas@citywindsor.ca
226-347-0273

Parks
Report Date: August 21, 2023
Clerk's File #: SR2023

To: Mayor and Members of City Council

Recommendation:

THAT the report titled Response to CQ 18-2022 – Jackson Park Bandshell Updates **BE RECEIVED** for information.

Background:

On September 6, 2022, Councillor Kieran McKenzie asked the following question:

"Asks that Administration provide an update on the current status and condition of the Jackson Park Band shell and further comment on the viability of a Feasibility Study outlining the scope of work necessary to bring the band shell back into community access and usage within the Parks Department inventory of assets."

This report is in response to that question.

The original grandstand at Jackson Park was built in 1899 in Grosse Pointe, Michigan and brought to Windsor in 1909. It was reconstructed in the old Windsor fairgrounds by the Windsor Jockey Club. The grandstand and the 85-acre park was bought by the City of Windsor in 1928 from the Jockey Club to create Jackson Park. Shortly after World War Two, a bandshell was constructed within Jackson Park. When combined with the grandstand, the bandshell allowed outdoor entertainment events to proceed in spite of the unpredictable elements. In the summer of 1957, one of the most spectacular fires in Windsor's history totally destroyed both the bandshell and the grandstand.

In 1959, City Council approved the construction of the replacement bandshell. The bandshell was designed by Johnson and McWhinnie and built by Loaring Construction Company. The new bandshell was used for many events throughout the 60's and 70's including the Emancipation Day festival and Windsor's Battle of the Bands. Today, the bandshell is inoperable, in need of repair and sitting empty. One reason, the bandshell was never recommended to be refurbished is that a section of the former seating area of the bandshell currently sits on School Board property which would provide significant challenges in having any sort of large gathering at the Jackson Park bandshell location.

The "Rediscovering Our Parks" the Parks & Outdoor Recreation Master Plan (Parks Master Plan), which was approved by Council on July 4th 2016, lists a number of recommendations for Jackson Park. While it speaks about the bandshell specifically and indicates it is in a condition that could be restored or repurposed, there is no formal recommendation to renovate the existing bandshell within the Parks Master Plan.

Discussion:

Following this Council question, Administration met onsite to determine what would be needed to bring back a valid comprehensive answer to the Council question. The building is listed on the Windsor Municipal Heritage Register, so any work proposed should be conducted in a heritage sensitive manner.

In order to develop an accurate estimate to revitalize the bandshell, a Condition Study is required. This would then be followed by a Vision and Rendering Phase. Together, these two phases would help Administration get an accurate assessment of the current condition of the bandshell and surrounding footprint and also, an idea for what needs to be done and what it could be used for moving forward. Below is a breakdown of what would occur during each phase:

Condition Study Phase:

- Review of the current heritage implications with recommendations to move forward
- Review of the structural integrity (concrete, masonry etc.) of the current state of the building including recommendations
- Review of existing services such as mechanical, electrical, plumbing, sanitary etc.
- Coordination to acquire soils, survey, designated substance and environmental reports for the site
- Asses scope of work from reports and incorporate into recommendations and costing
- Produce a cohesive report outlining the scope of work including budgets and corresponding drawings
- Participate in a public information survey to gather input on suggested public ideas regarding future Bandshell Vision
- Time required to complete above approximately four to five months

Vision and Rendering Phase:

- Implement public survey recommendations into design scope
- Provide floor plans indicating scope of work of rehabilitation and future additions
- Provide a site plan indicating any potential new additions and/or plaza type areas
- Provide a high-level Class D budget for all work recommended
- A final cohesive report outlining the scope of work including budgets and corresponding drawings
- Incorporate public input and make recommendations into the final design along with high level costing
- Time required to complete above approximately four months

Following these two phases, a final cohesive report would then be provided to Council, capturing public input and outlining the scope of work including budgets and corresponding drawings for any potential work. The total timeline for this project would be between nine to ten months. Both Heritage and City Planning have been notified of this report and both departments would need to be consulted should Council wish to proceed with the studies noted.

Presently, any formal concerts or gatherings typically occur on the waterfront at Festival Plaza or Lanspeary Park. In addition, on May 29, 2023 the proposed "Light The Path" concept for the Civic Esplanade and the City Hall Plaza was approved by City Council through CR 229/2023. The Light the Path concept includes the addition of a stage with canopy and tiered planter for performances while providing sheltered seating at Charles Clark Square. The proposed project also contains several spaces for informal gatherings throughout, including the addition of a media screen.

Risk Analysis:

There is a significant financial risk identified, as there is currently no capital budget approved by Council to fund the two phases of this feasibility study, and/or for any future repairs to the bandshell. If City Council wishes to proceed with a feasibility study, a funding source would need to be identified. It should be noted that if Council approves a feasibility study, during the course of the study, there may be findings that determine additional testing might be required (soil, environmental, etc.) at additional costs. At present time Administration is hopeful that not all of the additional studies would be required however it is not possible to know for sure until the feasibility study is completed.

There is significant concern that renovating the bandshell at Jackson Park could lead to challenges in terms of seating. A section of the former seating area of the bandshell currently sits on School Board property. This would provide significant challenges in having any sort of large gathering at the Jackson Park bandshell location.

Climate Change Risks

Climate Change Mitigation:
N/A

Climate Change Adaptation:
N/A

Financial Matters:

It is estimated that to conduct the feasibility study (two phases) described in the Discussion section of the report, including public input, the cost would be approximately $100,000 plus non recoverable HST. Should additional environmental assessments be required following the completion of the feasibility study, the cost to complete those surveys would be between $15,000 - $20,000 plus non recoverable HST.

Currently there is no capital funding available in the budget to proceed with either a feasibility study or for any repair of the bandshell to make it operable again. Should Council wish to proceed, direction will need to be provided to administration to include a budget request as part of the annual budget preparation.

Consultations:

Erika Benson – FPA, Parks

Jamie Scott – Manager, Parks Operations

Donovan Tremblay – Supervisor, Facilities

Mike Murphy – Supervisor, Parks

Conclusion:

The cost to conduct both phases of the feasibility study of the bandshell at Jackson Park is estimated to cost approximately $100,000 plus non recoverable HST and take upwards of nine to ten months. Should City Council wish to proceed with conducting a feasibility study of the bandshell, a funding source would need to be identified during the 2024 budget process.

Approvals:

Name	Title
Samantha Magalas	Executive Initiatives Coordinator – Community Services
Erika Benson	FPA, Parks
Wadah Al-Yassiri	Manager, Parks Design & Development
James Chacko	Executive Director, Parks & Facilities
Ray Mensour	Commissioner, Community Services
Tony Ardovini	On behalf of Commissioner, Corporate Services/Chief Financial Officer
Joe Mancina	Chief Administrative Officer

Notifications:

Name	Address	Email

Appendices:

THE CITY OF WINDSOR ONTARIO, CANADA

Council Report: S 107/2023

Subject: Response to Open Streets Petition - City Wide

Reference:

Date to Council: September 6, 2023
Author: Michelle Staadegaard,
Manager, Culture and Events
519-253-2300 ext. 2726
mstaadegaard@citywindsor.ca

Recreation and Culture
Report Date: 8/21/2023
Clerk's File #: SPL/12373

To: Mayor and Members of City Council

Recommendation:

THAT the report titled "Response to Open Streets Petition" **BE RECEIVED** for information; and further,

THAT beginning in 2024, City Council **APPROVE** Open Streets moving to an east-side route including the Olde Riverside, Pillette Village, Ford City, Ottawa and Erie Street Business Improvement Areas (BIAs); and further,

THAT in 2025 the route **RETURN** to the previously approved downtown/west-side route including the Walkerville, Wyandotte Town Centre, Downtown, and Sandwich Business Improvement Areas (BIAs); and further,

THAT in future years, the City **CONTINUE** to alternate between the newly proposed east-side route and the previously approved downtown/west-side route.

Executive Summary:

N/A

Background:

Open Streets are unique events that have been held in over 100 cities in North America and involve the temporary closure of roadways to vehicular traffic, allowing people to use them for a host of healthy and fun physical activities like walking, cycling, yoga, dancing and fitness.

The goals of Open Streets are to encourage active transportation and physical activity; encourage community building activities; promote community-led active living initiatives; showcase recently improved streetscapes; provide an opportunity for local businesses and organizations to participate along the route.

In February of 2016, City Council adopted CR87/2016, which granted approval for two Open Streets Pilot Projects in July and September of that year.

On May 29, 2017, through report #C76/2017, Administration reported to City Council on the completion and success of the 2016 Open Streets Pilot Project and informed Council on the receipt of a 2017 Ontario 150 Grant which was to be used to continue Open Streets in 2017. City Council formally approved "Open Streets Windsor: An Ontario 150 Celebration" through CR313/2017. The event date was confirmed for September 17, 2017, with extended hours from 10:00 am – 5:00 pm and a budget of $74,400. It was another successful event.

At the January 15, 2018, Special Meeting - 2018 Operating and Capital Budget, report #B27/2018 approved an Open Streets Windsor 2018 event to be held on September 23, 2018, from 10:00 am to 3:00 pm, following the event route adopted in 2017, with a road closure from 9:00am to 4:00pm. C196\2017 also granted approval of Budget Issue (Coordinator, Programs and Events) which allowed for the hiring of a new position to who would act as the Project Manager to Open Streets.

Following the 2018 Open Streets event an analysis of the 2018 route, along with potential alternate future routes was conducted. Feedback was received from the public, BIAs, the Special Events Resource Team (SERT) and Administration. In 2019, CAO 40-2019 approved a partial route change to improve the experience for participants and to assist in the maximization of available resources. This involved moving a portion of the event from University Avenue to Riverside Drive.

In 2019, the following route was adopted: Sandwich Street between Brock Street and Rosedale Avenue (roundabout), Riverside Drive West between Rosedale Avenue and Caron Avenue, Caron Avenue between Riverside Drive West and University Avenue, University Avenue West between Caron Avenue and Aylmer Avenue, Aylmer Avenue between University Avenue East and Wyandotte Street East, Wyandotte Street East between Aylmer Avenue and Albert Road, Albert Road between Wyandotte Street East and Edna Street, Edna Street between Albert Road and Drouillard Road, Drouillard Road between Wyandotte Street East and Richmond Street.

Due to the COVID-19 pandemic and restrictions around gathering limits, Open Streets 2020 was cancelled via CR#437/2020.

In 2021 and 2022, Open Streets continued to follow the 2019 route. Feedback from businesses, participants and organizations was positive and the events were deemed a great success with an estimated 20,000 visitors participating throughout each one-day event.

For 2023, route additions include University Avenue from Caron Avenue through Charles Clark Square to Riverside Drive, Riverside Drive to Aylmer Avenue, and Aylmer Avenue from Riverside to Wyandotte Avenue before continuing as in previous years.

Discussion:

Since the pilot in 2016, Open Streets have been hosted along an eight-kilometer (8 km) route in partnership with the Sandwich, Downtown Windsor, Wyandotte Town Centre, Walkerville and Ford City BIAs along with hundreds of businesses, organizations, performers and volunteers.

On February 13, 2023, Councillor Gignac presented a petition on behalf of the Olde Riverside Town Centre BIA and Pillette Village BIA regarding Open Streets with a request that the event either commence on the East side of Windsor or be extended to include the areas listed.

In March 2023, the City's Special Events staff and members of SERT met to discuss the options for an eastern-focused route in 2024 of similar size, goals and scope as the downtown/west-side route. City Administration will work with SERT and the east-side BIAs (Olde Riverside, Pillette Village, Ottawa, Ford City and Erie Street) to establish a route that ensures participant enjoyment and safety. By offering a new route, it will allow Administration to engage BIAs in the eastern area of the City, gather feedback post event and make any required adjustments following the first year of the new east-side route. Feedback gathering and analysis would include interviewing and surveying participants, residents, business owners, volunteers, partners and members of SERT to confirm and mitigate the success and areas for improvement of the new route.

To ensure the event falls in line with approved budgets and available resources, Administration is recommending that an approximate 8-kilometre route continue to be offered, alternating between an east end route (even years) and a west end route (odd years) on an annual basis.

The routes are noted below and would be contingent on construction work, if applicable.

East end route: Wyandotte Street East between Jefferson Boulevard & Drouillard Road, Drouillard Road between Wyandotte Street East & Seminole Street, Seminole Street between Drouillard Road & Walker Road, Walker Road between Seminole Street & Ottawa Street, Ottawa Street between Walker Road & Parent Avenue, Parent Avenue between Ottawa Street & Erie Street, and Erie Street between Parent Avenue & Howard Avenue.

West end route: Sandwich Street between Brock Street & Rosedale Avenue (roundabout), University Avenue West between Rosedale Avenue & Huron Church Road, Huron Church Road between University Avenue West & Riverside Drive West, Riverside Drive West between Huron Church Road & Caron Avenue, Caron Avenue between Riverside Drive West & University Avenue, University Avenue West between Caron Avenue & Aylmer Avenue, Aylmer Avenue between University Avenue East & Wyandotte Street East, Wyandotte Street East between Aylmer Avenue & Albert Road, Albert Road between Wyandotte Street East & Edna Street, Edna Street between Albert Road & Drouillard Road and Drouillard Road between Wyandotte Street East & Richmond Street.

Risk Analysis:

There are a number of safety risks identified with Open Streets that were identified in earlier reports to Council. These risks are vetted by SERT on an annual basis and mitigated accordingly to allow the event to operate successfully and safely.

The request to move the route would contain no new safety risks. As mentioned in the discussion section of this report, the members of SERT have been consulted and would need to approve any route for safety and security.

There is a significant risk that expanding the footprint would require additional resources in terms of staff and budget, which are not available. By simply moving the route while keeping the overall distance the same, there should be no additional financial or human resource requirements.

Climate Change Risks

Climate Change Mitigation:

N/A

Climate Change Adaptation:

N/A

Financial Matters:

In 2019, Council approved an annual operating budget of $61,500 for the Recreation & Culture Department to host Open Streets Windsor (B7/2019.) The budget is to fund expenditures such as marketing/advertising, police, crossing guards, EMS, barricades, fencing, signage, volunteers, sanitation and refuse.

From 2019 – 2022, with the exception of 2020 when Open Streets was cancelled due to COVID, total event costs have been kept under the approved budget. The proposed new route for the pilot project has the same overall distance as the old route. No additional operating budget is required.

Consultations:

SERT (Special Events Resource Team)

Conclusion:

The City of Windsor recognizes the importance of special events and festivals in enhancing the quality of life, tourism, culture, recreation, and education, all of which would not be possible without the invaluable services of volunteers, community groups, and sponsors that add their support and skills to enhancing the community events.

If approved by City Council, Administration will look to move the existing Open Street route opportunities as requested by the petition, through the creation of a new East end route for 2024, as outlined in this report.

Planning Act Matters:

N/A

Approvals:

Name	Title
Michelle Staadegaard	Manager, Culture & Events
Tracy Ou	FPA, Recreation & Culture
Jen Knights	Executive Director Recreation and Culture
Ray Mensour	Commissioner, Community Services
Tony Ardovini	On behalf of Commissioner, Corporate Services/Chief Financial Officer & City Treasurer
Joe Mancina	Chief Administrative Officer

Notifications:

Name	Address	Email
SERT		

Appendices: