

Council meets in formal session this day at 4:00 o'clock p.m., in Room 409, 400 City Hall Square East.

**Members Present:** Mayor Dilkens (arrives at 4:18 o'clock p.m.)  
Councillor Borrelli  
Councillor Bortolin  
Councillor Elliott (arrives at 4:40 o'clock p.m.)  
Councillor Francis  
Councillor Gignac  
Councillor Holt  
Councillor Kusmierczyk  
Councillor Marra  
Councillor Payne  
Councillor Sleiman

**Members Absent:** None.

**Pecuniary Interests**

None disclosed.

**Presentations**

**Helga Reidel, Chief Administrative Officer**

Helga Reidel, Chief Administrative Officer, appears before Council and provides welcoming remarks for the 2014-2018 Council regarding "municipal enforcement".

**Al Frederick, Chief of Police**

Al Frederick, Chief of Police, appears before Council and provides an overview of the Windsor Police Service (WPS), including its revised vision statement (2012); statement of values; how to connect with WPS; patrol response (calls for service and problem oriented policing); community partnership and mobilization; the traffic branch; and investigation services.

**Bruce Montone, Fire Chief**

Bruce Montone, Fire Chief, appears before Council and provides an overview of enforcement from the perspective of "community fire protection", including the organizational structure of the department; pertinent legislation; criteria for compliance with the *Fire Protection and Prevention Act, 1987*; basic requirements for fire departments to meet legislated requirements, including fire prevention and public education; the focus on: education; standards; and suppression; codes and enforcement; compliance and enforcement strategies; enforcement strategies for: homeowners; tenants; landlords; compliance options; and prosecution options.

**Alena Sleziak, Manager 311/211 Call Centre**

Alena Sleziak, Manager 311/211 Call Centre, appears before Council to provide an overview of the 311/211 Call Centre for the City of Windsor, differentiating between: 311, 211 and 911; the organizational structure; accessible multi-channel access such as email, phone, text, textnet, online and multi-language; information sources; the creation and handling of “service requests”; tool for citizen engagement and collaborative service with departments; data collection; performance metrics; top information calls in 2014; top service requests in 2014; reporting; mapping; and performance metrics in 2014.

**Bill Kralovensky, Supervisor of Parking Enforcement**

Bill Kralovensky, Supervisor of Parking Enforcement, appears before Council to provide an overview of Parking By-law 9023; service delivery model/staffing (City of Windsor staff and contracted employees); enforcement (purpose and procedure); and administrative penalties; parking enforcement; and penalty notice appeals.

The meeting recesses at 5:57 o'clock p.m.

The meeting reconvenes at 6:08 o'clock p.m.

**Mark Winterton, Executive Director of Operations**

Mark Winterton, Executive Director of Operations, appears before Council to provide an overview of the Public Works Department, including the Operations Division and Field Services; By-law 25-2010 being a by-law to provide for the protection of highways in Windsor, which in a nutshell protects the public right of way; gives examples of using the right of way such as sidewalk cafes, oversize and heavy moves, crane setup, boulevard parking, private based construction, utility based construction, signs, landscaping, hoarding, disposal bins, vehicles, boats and trailers, fluids and contaminants; permits issued; encroachment agreements; enforcement methods,, including order to comply and filing of information; and the need to ensure public safety.

**Ann Kalinowski, Manager of By-law Enforcement**

Ann Kalinowski, Manager of By-law Enforcement, appears before Council to provide an overview of by-law enforcement, including the organizational chart; responsibility to conduct onsite inspections to ensure compliance with 13 of the city's regulatory by-laws and 29 licensing schedules; licensing schedules enforced by by-law enforcement officers under Licensing By-law 395-2004 and Public Vehicles By-law 137-2007; complaints; mobile office; GPS Tracking System; example of the investigative process for By-law 3-2006, Dirty Yards; statistics for investigations received and completed in 2014; the top four by-law complaints in 2014: yard maintenance and anti-littering – dirty yard; dog control; snow removal; and collection of refuse; and other work completed.

**Helga Reidel, Chief Administrative Officer**

Helga Reidel, Chief Administrative Officer, appears before Council, and provides concluding remarks regarding municipal enforcement, and gives introductory remarks regarding the Planning and Building Department orientation session of the meeting.

The meeting recesses at 6:37 o'clock p.m.

The meeting reconvenes at 6:40 'clock p.m.

**Thom Hunt, Executive Director of Planning and Building Department**

Thom Hunt, Executive Director of Planning and Building Department, appears before Council and provides a welcome and introductory remarks regarding the orientation session pertaining to the Planning and Building Department, including the department's operational philosophy that aims to provide a positive business environment for achieving the balanced growth and development of the city including targeted incentives for areas in economic decline, areas of growth, and areas in transition; key responsibilities; key services; key legislation; key city documents such as the community strategic plan and the Official Plan; and the 3 planning service divisions: planning policy; development applications; and urban design; and the 2 building service divisions: permit services; and inspections.

**Michael Cooke, Manager of Planning Policy**

Michael Cooke, Manager of Planning Policy, appears before Council to provide an overview of "Planning Policy", including the Official Plan, Built Heritage resources; existing heritage conservation districts; community improvement plans; economic revitalization community improvement plan; brownfield redevelopment community improvement plan; and special studies and reports.

**Don Wilson, Manager of Development Applications**

Don Wilson, Manager of Development Applications, appears before Council to provide an overview of "Development Applications", including Official Plan amendments, rezoning, Committee of Adjustment, plan of subdivision, plan of condominium, condominium conversion; street and alley closure (standard); and alley closure subsidy program.

**Thom Hunt, Executive Director of Planning and Building Department (for Neil Robertson, Manager of Urban Design)**

Thom Hunt, Executive Director of Planning and Building Department appears before Council on behalf of Neil Robertson, Manager of Urban Design, and provides an overview of "urban design", in terms of policies, guidelines and standards; enhanced streetscaping; enhanced infrastructure; placemaking; and site plan review.

**Rob Vani, Manager of Inspections (West) for John Revelle, Assistant Developmental/Chief Building Official and Bill Jean, Chief Building Official**

Rob Vani, Manager of Inspections (West), appears before Council on behalf of John Revelle, Assistant Developmental/Chief Building Official and Bill Jean, Chief Building Official, and provides an overview of the Building Division including organizational structure; permit application process; plan review; safety net; issuing permits; permit issuance timelines; permit stats; the inspection division; building enforcement; *Building Code Act* and technical regulations; by-law enforcement for property standards by-law, zoning by-law, swimming pool by-law, fence by-law and vital services by-law; and program administration – basement flooding protection subsidy program, Ontario Renovates (O-Ren).

**Dan Lunardi, Deputy Chief Building Official – Manager of Inspections (East)**

Dan Lunardi, Deputy Chief Building Official, Manager of Inspections (East), appears before Council to provide an overview of “Building Inspections”, including new construction and Ontario Building Code compliance.

**Helga Reidel, Chief Administrative Officer**

Helga Reidel, Chief Administrative Officer appears before Council and provides concluding remarks.

**Adjournment**

The meeting is adjourned at 8:20 o'clock p.m.

**MAYOR**

**CITY CLERK**

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