

**Minutes**  
**City Council**  
**City of Windsor**

**Monday, November 21, 2016**  
**6:00 o'clock p.m.**

**Members Present:**

**Mayor**

Mayor Dilkens

**Councillors**

Ward 10 - Councillor Borrelli

Ward 3 - Councillor Bortolin

Ward 2 - Councillor Elliott

Ward 1 - Councillor Francis

Ward 6 - Councillor Gignac

Ward 4 - Councillor Holt

Ward 7 - Councillor Kusmierczyk

Ward 8 - Councillor Marra

Ward 9 - Councillor Payne

Ward 5 - Councillor Sleiman

**1. ORDER OF BUSINESS**

**2. CALL TO ORDER - Playing of the National Anthem & Moment of Silent Reflection**

Following the playing of the Canadian National Anthem and a moment of silent reflection, the Mayor calls the meeting to order at 6:03 o'clock p.m.

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

None disclosed.

**4. ADOPTION OF THE MINUTES**

#### **4.1 Minutes of the November 7, 2016 Council Meeting**

Moved by: Councillor Elliott  
Seconded by: Councillor Francis

That the Minutes of the regular meeting of Council held November 7, 2016 **BE ADOPTED** as presented.

Carried.

#### **5. NOTICE OF PROCLAMATIONS**

National Philanthropy Day – November 18, 2016  
Canadian Blood Services' Give Holiday Campaign – November 21 through  
December 31, 2016  
GivingTuesday – November 29, 2016  
World AIDS Day – December 1, 2016

#### **6. COMMITTEE OF THE WHOLE**

Moved by: Councillor Gignac  
Seconded by: Councillor Holt

That Council do now rise and move into Committee of the Whole with the Mayor presiding for the purpose of dealing with:

- (a) communication items;
  - (b) consent agenda;
  - (c) hearing requests for deferrals, referrals and/or withdrawals of any items of business;
  - (d) hearing presentations and delegations;
  - (e) consideration of business items;
  - (f) consideration of Committee reports:
    - (i) **Report of Special In-Camera Meeting or other Committee as may be held prior to Council** (if scheduled); and
  - (g) consideration of by-laws 175-2016 through 180-2016 (inclusive).
- Carried.

#### **7. COMMUNICATIONS INFORMATION PACKAGE**

**7.1 Correspondence - November 21, 2016**

Moved by: Councillor Kusmierczyk  
 Seconded by: Councillor Marra

Decision Number: CR707/2016

That the following Communication Items 7.1.1 to 7.1.4 inclusive, as set forth in the Council Agenda **BE REFERRED** as noted:

No.	Sender	Subject
7.1.1	Pinchin Ltd.	Notification of Intent to Apply Non-Potable Standards at 775 Riverside Drive East, Windsor. City Engineer City Planner Manager, Pollution Control Note & File EI/11165
7.1.2	Ministry of the Environment	Notification of Application for Permit to Take Water from the Detroit River for power Generation at Brighton Beach Power Ltd. City Engineer Note & File EI/10822
7.1.3	Manager of Urban Design	Application of Union Phiqi Corp. for Site Plan Approval to permit the installation of a 49.8m freestanding wireless telecom structure in Mic Mac Park located at 1051 Prince Road. Note & File ZS/12684
7.1.4	Association of Municipalities of Ontario (AMO)	2017 Ontario Municipal Partnership Fund (OMPF) Allocations Announced. Chief Financial Officer & City Treasurer Note & File MMA2016

Carried.

**7.2 Tender No. 144-16: Optimist Community Centre Library Addition – General Contractor – Results Ward No.: 4**

Moved by: Councillor Kusmierczyk  
 Seconded by: Councillor Marra

Decision Number: CR708/2016

THAT the report regarding the results and award of Tender No. 144-16, Optimist Community Centre Library Addition – General Contractor, **BE RECEIVED** for information.

Carried.

Report Number: CM 61/2016  
Clerk's File:SR/12458

### **7.3 Response to CQ31-2016 – Official Plan & Provincial Policy Statement**

Moved by: Councillor Kusmierczyk

Seconded by: Councillor Marra

Decision Number: CR709/2016

That this Council Report responding to CQ31-2016 – Official Plan & Provincial Policy Statement be **RECEIVED** for information.

Carried.

(Clerk's Note: Please see also request for deferrals section of the minutes).

Report Number: CM 64/2016  
Clerk's File: SPL2016

### **7.4 CQ34-2014 Response – Progressive Options for Compact & Walkable Communities - City Wide**

Moved by: Councillor Holt

Seconded by: Councillor Bortolin

Decision Number: CR713/2016

THAT the report of the City Planner dated November 4, 2016 entitled "CQ34-2014 – Progressive Options for Compact & Walkable Communities" **BE RECEIVED** for information; and further,

That the City Planner **BE DIRECTED** to prepare a report on what is required to do a study similar to the 2005 Halifax report, based upon the City of Windsor.

Carried.

Report Number: CM 63/2016  
Clerk's File:SPL2016

**7.5 Results of Ministry of Labour site visit to 350 City Hall Square - Worker Complaint on Vibrations and status of Asbestos**

Moved by: Councillor Kusmierczyk  
Seconded by: Councillor Marra

Decision Number: CR714/2016

THAT Council **RECEIVE FOR INFORMATION** this report from the Human Resources Department with respect to Ministry of Labour (MOL) Field Visit July 25, 2016 Field Visit Report 04222KNKQ353; and,

THAT Council and Administration **BE MADE AWARE** that the Public Works and Human Resources departments worked together with the MOL to answer their questions, no orders were written as a result of the MOL site visit.

Carried.

Report Number: CM 50/2016  
Clerk's File:APM/9120

**7.6 Ministry of Labour Field Visit Report with No Orders at Fire Station #1**

Moved by: Councillor Kusmierczyk  
Seconded by: Councillor Marra

Decision Number: CR715/2016

THAT City Council **RECEIVE FOR INFORMATION** the report from the Human Resources Department with respect to the October 21<sup>st</sup>, 2016 Field Visit Report issued by the Ministry of Labour (MOL) in relation to an anonymous complaint received regarding the Windsor Fire Department; and,

THAT Council and Administration **BE MADE AWARE** that the Windsor Fire Department, Human Resources and the MOL have worked to ensure that the Windsor Fire Department is in compliance with the *Occupational Health & Safety Act*. There were no orders issued.

Carried.

Report Number: CM 57/2016  
Clerk's File:APM2016

**7.7 Ministry of Labour Lakeview Marina Site Visit June 17, 2016**

Moved by: Councillor Kusmierczyk  
Seconded by: Councillor Marra

Decision Number: CR716/2016

THAT City Council **RECEIVE FOR INFORMATION** the report from the Human Resources Department with respect to the June 17, 2016 Field Visit Report No: 04222KLLV273 issued by the Ministry of Labour (MOL) in relation to a reported injury to a worker at the Lakeview Park Marina; and,

THAT Council and Administration **BE MADE AWARE** that the Recreation & Culture Department, Human Resources and the MOL have worked to ensure that Lakeview Park Marina is in compliance with the *Occupational Health & Safety Act*. There were no orders issued.

Carried.

Report Number: CM 62/2016  
Clerk's File:APM2016

## **7.8 Ministry of Labour order pertaining to ammonia exposure incident on Aug. 26/16**

Moved by: Councillor Kusmierczyk  
Seconded by: Councillor Marra

Decision Number: CR717/2016

THAT Council **RECEIVE FOR INFORMATION** this report from the Human Resources Department with respect to Ministry of Labour (MOL) Field Visit of August 31, 2016; and further,

THAT Council and Administration **BE MADE AWARE** that the Departments of Recreation and Cultural Affairs and Human Resources have taken action to address this item and in doing so the Corporation will not be appealing this order received.

Carried.

Report Number: C 172/2016  
Clerk's File:APM2016

## **8. CONSENT AGENDA**

### **8.1 Site Plan Application for the Windsor Essex Community Health Centre at 3325 College Avenue**

Moved by: Councillor Payne  
Seconded by: Councillor Sleiman

Decision Number: CR718/2016

- I. THAT the application by the Windsor Essex Community Health Centre (File No.: SPC-012/16) **BE APPROVED** permitting development in accordance with the following drawings:
  1. Site Plan: Map No. SPC-012/16 (A200)
  2. Tree Planting Plan: Map No. SPC-012/16 (A200.1)
  3. Floor Plan: Map No. SPC-012/16 (A201)
  4. Elevations: Map No. SPC-012/16 (A401)
  
- II THAT the following **BE REQUIRED**, prior to the issuance of a construction permit:
  1. General Provisions of the Site Plan Approval:
    - i. The following conditions are prerequisites for the construction permit issuance: G-4 (1) Storm Detention Scheme to the satisfaction of the City Engineer, G-7 (2) Lighting Product Specifications, G-15 (1) Street Opening Permit, G-15 (2) Site Servicing Drawings, and G-18 Lot Grading Plan to the satisfaction of Public Works – Engineering, the Building Department, and the City Planner.
  
  2. Special provisions of the Site Plan Approval:
    - i. To install a sanitary sampling manhole at the property line of the subject lands to the satisfaction of the City Engineer if one does not already exist.
  
    - ii. The leasing arrangement with the City be finalized prior to issuance of a construction permit.
  
    - iii. That an Archeological Report be prepared and registered with the Ministry of Culture, Tourism and Sport prior to the issuance of a construction permit.
  
- III THAT in accordance with By-law 11275, Administration **BE AUTHORIZED** to approve future changes to the approved site plan and building elevations.

Carried.

Report Number: C 205/2016  
Clerk's File: ZS12603

**8.2 Amendment of By-law 113-2006 (A By-law to Prohibit Smoking in the City of Windsor) pursuant to CR292/2016 City Wide**

Moved by: Councillor Payne  
Seconded by: Councillor Sleiman

Decision Number: CR719/2016

- I. THAT By-law 113-2006 (A By-law to Prohibit Smoking in the City of Windsor) **BE AMENDED**, as set out in Appendix "A" attached hereto; and,
- II. THAT amending By-law # 175-2016 **BE PASSED** at this meeting of Council.

Carried.

Report Number: C 206/2016  
Clerk's File:MH2016

### **8.3 Provincial Offences (POA) Program Agreements - City Wide**

Moved by: Councillor Payne  
Seconded by: Councillor Sleiman

Decision Number: CR720/2016

THAT the Windsor/Essex Area Intermunicipal Courts Service Agreement made the 20<sup>th</sup> day of November, 2000 between the Corporation of the City of Windsor together with the County of Essex, the Town of Amherstburg, the Town of Essex, the Town of Kingsville, the Town of Lakeshore, the Town of LaSalle, the Municipality of Leamington, the Township of Pelee, and the Town of Tecumseh, **BE RENEWED** for a further 5 years for the period January 1, 2017 through December 31, 2021; and,

THAT the Provincial Offences (POA) Tax Roll Agreement between the Corporation of the City of Windsor together with the County of Essex, the Town of Amherstburg, the Town of Essex, the Town of Kingsville, the Town of Lakeshore, the Town of LaSalle, the Municipality of Leamington, the Township of Pelee, and the Town of Tecumseh, **BE APPROVED**; and,

THAT the Chief Administrative Officer and City Clerk **BE AUTHORIZED** to sign both Agreements, to be satisfactory in form and content to the City Solicitor and in financial content satisfactory to the City Treasurer; and,

THAT the Ministry of the Attorney General be advised that it has been locally agreed that the City of Windsor will continue in the role of Municipal Partner under the POA Transfer Agreement.

Carried.

Report Number: C 204/2016  
Clerk's File:GP/10894



**8.4 Purchasing Card Policy amendment and Management Action Plan Implementation in response to the findings of the “Purchasing Card Review” internal audit report City Wide**

Moved by: Councillor Payne  
Seconded by: Councillor Sleiman

Decision Number: CR721/2016

- I. THAT the report of the City Solicitor dated November 4, 2016 entitled “Purchasing Card Policy amendment and Management Action Plan Implementation in response to the findings of the “Purchasing Card Review Internal audit report”, **BE RECEIVED** in satisfaction of the obligation imposed by CR149/2016, S11/2016, AF/11247 to report on the progress of the implementation of the Management Action Plan, and in response to CR149/2016 respecting the possible implementation of Toronto’s model of posting P-Card transactions by department in the form of an Open Data Catalogue, to be published on a monthly basis for public transparency; and,
- II. THAT the amended Purchasing Card Policy found in Appendix B of this report **BE PASSED**, to replace the current Purchasing Card Policy, which shall **BE REVOKED**; and,
- III. THAT City Council **APPROVE** and **AUTHORIZE** Administration to proceed with publishing the following monthly P-Card transaction information collected from the City’s P-Card electronic approval system;

<b>Vendor</b>	<b>Transaction Amt (Inc. Tax)</b>	<b>Department</b>	<b>Financial Account Description</b>	<b>Quantity/Description of Good or Service</b>
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in the form of an Open Data Catalogue through the City’s website for public transparency.

Carried.

Report Number: C 203/2016  
Clerk’s File:AF/11247

**8.5 Minutes of the New City Hall Project Steering Committee of its meeting held October 27, 2016**

Moved by: Councillor Payne  
Seconded by: Councillor Sleiman

Decision Number: CR722/2016

THAT the Minutes of the New City Hall Project Steering Committee of its meeting held October 27, 2016 **BE RECEIVED** for information.

Carried.

Report Number: SCM 188/2016

### **8.6 AI Shipley - 356 Randolph - Rezoning Z-011/16 ZNG/4832 - Ward 2**

Moved by: Councillor Payne

Seconded by: Councillor Sleiman

Decision Number: CR723/2016 PHED 405

THAT an amendment to Zoning By-law 8600 **BE APPROVED** changing the zoning of the north Part of Lot 619 and the south Part of Lot 620, Registered Plan 682, situated on the east side of Randolph Ave between University Ave West and Fanchette Street (known municipally as 356 Randolph Avenue; Roll Number 050-090-09600) by adding a new site specific provision to Section 20(1) as follows:

“334. For the lands comprising the north Part of Lot 619 and the south Part of Lot 620, Registered Plan 682, situated on the east side of Randolph Ave between University Ave West and Fanchette Street, a dwelling with a maximum of two dwelling units shall be an additional permitted use. [ZDM 3; ZNG/4832]”

Carried.

Report Number: S 172/2016

Clerk's File: ZB/12656

### **8.7 Rezoning - City of Windsor - Housekeeping Amendment 2016-2 - Z-002/16 ZNG/4629 - City Wide**

Moved by: Councillor Payne

Seconded by: Councillor Sleiman

Decision Number: CR724/2016 PHED 403

That Zoning By-law 8600 **BE AMENDED** on the following basis:

1. That Sections 7, 21, 22 and 23 be deleted.
2. That Section 3, attached as Appendix A, be added to Zoning By-law 8600

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3. That Section 5, attached as Appendix B, be added to Zoning By-law 8600
4. That subclause (iii) of Sections 10(1)(b), 10(2)(b), 10(3)(b), 10(4)(b), 10(6)(b), 10(7)(b), 11(1)(b), 11(2)(b), 11(3)(b), 11(4)(b), 11(6)(b), be deleted and replaced with the following:  
“(iii) Maximum Total Lot Coverage - 45% of the lot area”
5. That subclause (vi) of Section 10(5)(b) be deleted and replaced with the following:  
“(vi) Maximum Total Lot Coverage - 50% of the lot area”
6. That subclause (vi) of Section 20(1)19 be deleted and replaced with the following:  
“(vi) Section 5.15.3 relating to location of buildings on corner lots; [ZNG/4629]”
7. That subsection 143 of Section 20(1) be deleted and replaced with the following:  
“143. For the lands comprising Part of Lot 136, Concession 1, located north of McHugh Avenue and east of the storm water management facility, designated as Blocks 5 and 6 on Schedule ‘A’ to By-law Number 304-2003, the minimum front yard depth shall be 4.57 metres and the minimum lot area for a townhouse shall be 520.0 square metres, plus 173.0 square metres for each additional dwelling unit, and further that Section 5.11.1 shall not apply. [ZDM 14; ZNG/4629]”
8. That subsection 160 of Section 20(1) be deleted and replaced with the following:  
“160. For the lands comprising Lots 50 to 59, Registered Plan 12M-211, located on the east side of Gundy Park Crescent, the minimum front yard depth shall be reduced from 6.0 metres to 3.0 metres, however, the requirement for the minimum 6.0 metre setback of the garage shall remain in effect as specified under Section 5.11.1. [ZNG/4629]”
9. That subsection 182 of Section 20(1) be deleted and replaced with the following:  
“182. For the lands comprising part of Lots 136 to 138, Concession 1, and being part of Part 1, 12R-21566, designated as the eastern one-half of Block 4 and Block 8, fronting on the west side of the proposed Cypress Avenue/Street ‘E’; the western one-half of Blocks 2 and 10, fronting on the east side of the proposed Clearwater Avenue/Street ‘F’; the eastern one-half of Blocks 2 and 10, fronting on the east side of the proposed Barkley Avenue/Street ‘G’; and shown on Schedule ‘A’ to By-law Number 1-2005, the minimum required front yard depth shall be reduced from 6.0 metres to 4.57 metres and that Section 5.11.1 shall not apply.

Furthermore, for the lands designated as the western one-half of Block 4 and Block 7, fronting on the east side of the proposed Aspenshore Avenue/Street ‘D’ and shown

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on Schedule 'A' to By-law Number 1-2005, the minimum required rear yard shall be reduced from 7.5 metres to 6.07 metres.[ZDM 14; ZNG/4629]"

10. That subclause (iii) of Section 20(1)252 be deleted and replaced with the following:  
“(iii) The requirements of Section 5.10.7 shall also apply to the GD1.4 zoning district. [ZNG/4629]”
11. That subclause (i) of paragraph 3 of Section 20(1)282 be deleted and replaced with the following:  
“(i) Section 5.2.10 [ZNG4629]”
12. That subsection 177 of Section 20(1) be deleted and replaced with the following:  
“177. For the lands comprising Parts 1 to 8, Plan 12R-20484, located on the east and west side of Buckingham Drive, south of Raymond Avenue, the following additional provisions shall apply:
  - .1 Minimum lot area shall be 1,600.0 square metres;
  - .2 Habitable room windows are prohibited along the south wall of any dwelling;
  - .3 Minimum building setback from the south lot line shall be 9.0 metres.[ZDM 10; ZNG/4629]”

Carried.

Report Number: S 173/2016  
Clerk's File:ZB/12452

### **8.9 Report No. 111 of the Windsor Accessibility Advisory Committee - Request for Outdoor Accessible Exercise Equipment for Huron Lodge**

Moved by: Councillor Payne

Seconded by: Councillor Sleiman

Decision Number: CR726/2016 SDHC429

THAT Report No. 111 of the Windsor Accessibility Advisory Committee--that **APPROVAL BE GIVEN** to an expenditure in the upset amount of \$69,376 (Canadian Funds) to be derived from the Capital Project #7086008 - Accessibility ODA Requirements Fund for the purchase of outdoor accessible exercise equipment (includes the installation of a cement pad) to be placed on the

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grounds of Huron Lodge, and further, that Huron Lodge **BE REQUESTED** to erect a plaque acknowledging the contribution by the Windsor Accessibility Advisory Committee and City Council **BE APPROVED.**

Carried.

Report Number: SCM 172/2016  
Clerk's File:MB2016

### 8.10 Minutes of the Seniors Advisory Committee of its meeting held September 8, 2016

Moved by: Councillor Payne

Seconded by: Councillor Sleiman

Decision Number: CR727/2016 SDHC430

THAT the minutes of the Seniors Accessibility Advisory Committee of its meeting held September 8, 2016 **BE RECEIVED** for information.

Carried.

Report Number: SCM 166/2016  
Clerk's File:MB2016

### 8.11 Report No. 99 of the Board of Directors, Willistead Manor Inc., of its meeting held September 8, 2016 (Re-appointment of Board Members)

Moved by: Councillor Payne

Seconded by: Councillor Sleiman

Decision Number: CR728/2016 SDHC431

THAT Report No.99 of the Board of Directors, Willistead Manor Inc., of its meeting held September 8, 2016—That the following persons **BE RE-APPOINTED** to the Board of Directors, Willistead Manor Inc. in their current roles, for a two year term expiring August 17, 2018:

J. Evans

D. Sanborn

R. Gauthier

J. Douglas Willms

A. Abu-Zahra

**BE APPROVED.**

Carried.

Report Number: SCM 177/2016  
Clerk's File:MB2016

**8.12 Minutes of the Board of Directors, Willistead Manor Inc. meeting held September 8, 2016**

Moved by: Councillor Payne  
Seconded by: Councillor Sleiman

Decision Number: CR729/2016 SDHC432

THAT the minutes of the Board of Directors, Willistead Manor Inc. meeting held September 8, 2016

**BE RECEIVED** for information.

Carried.

Report Number: SCM 178/2016

Clerk's File: MB2016

**8.13 Utilizing the additional Odette Bequest for the Sculpture Park**

Moved by: Councillor Payne  
Seconded by: Councillor Sleiman

Decision Number: CR730/2016 SDHC433

That the report from the Manager of Cultural Affairs and the Manager of Parks Design and Development on the options to utilize the additional Odette bequest in Capital Project 7155002 **BE RECEIVED**; and further,

That City Council **APPROVE** the repair of the sculpture Rinterzo (Option 1) using the additional funds from the Odette Bequest; and,

That Administration **BE AUTHORIZED** to take such actions as required to implement the project; and; if warranted,

That Administration **BE AUTHORIZED** to issue a Request for Proposals pursuant to the Purchasing Bylaw to ensure the project will be completed within the funding available in Capital Project 7155002; and further,

That the City Clerk and Chief Administrative Officer **BE AUTHORIZED** to award and execute the Agreements with the successful services proponent(s) subject to technical content satisfactory to the Executive Director of Recreation and Culture, the Executive Director of Parks, and the Manager, Energy Initiatives (if required) in form to the City Solicitor, and in financial content to the City Treasurer.

Carried.

Report Number: S 89/2016

Clerk's File: SR/7573

**8.14 Update on Round 2 of Arts Culture and Heritage Funding in 2016 - City Wide**

Moved by: Councillor Payne  
Seconded by: Councillor Sleiman

Decision Number: CR731/2016 SDHC435

That the report from the Manager of Cultural Affairs dated October 14, 2016 entitled "Update on Round 2 of Arts, Culture and Heritage Funding in 2016" **BE RECEIVED**.

Carried.

Report Number: CM 55/2016  
Clerk's File: SR2016

**8.15 City of Windsor received three certificates of recognition at the the Multicultural Council Annual General Meeting for its contributions to the Syrian refugee welcoming efforts.**

Moved by: Councillor Payne  
Seconded by: Councillor Sleiman

Decision Number: CR732/2016 SDHC436

That the report of the Manager of Social Policy and Planning dated September 27, 2016 regarding the City of Windsor receiving three certificates of recognition at the Multicultural Council Annual General Meeting for its contributions to the Syrian refugee welcoming efforts **BE RECEIVED** for information.

Carried.

Report Number: CM 52/2016  
Clerk's File: SS2016

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

**8.8 Application for Approval of the Conversion of a Rental Property to Plan of Condominium – 2057458 Ontario Incorporated, 1400-1410 Ouellette Avenue - CDM-004/16 [CDM/4653]; Ward 3**

Moved by: Councillor Gignac  
Seconded by: Councillor Marra

Decision Number: CR725/2016

That the report of the City Planner dated September 15, 2016 entitled "Application for Approval of the Conversion of Rental Property to Plan of Condominium – 2057458 Ontario Incorporated, 1400-

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1410 Ouellette Avenue” **BE DEFERRED** to the December 12, 2016 meeting of Council, at the request of the Solicitor on behalf of the Applicant, to allow for further opportunity for them to consult with the Legal and Engineering departments.

Carried.

Report Number: S 171/2016  
Clerk’s File: ZP/12484

### 7.3 Response to CQ31-2016 – Official Plan & Provincial Policy Statement

Moved by: Councillor Marra  
Seconded by: Councillor Elliott

Decision Number: CR710/2016

That Rule 13.9 of the Procedure By-law regarding business not already before Council **BE WAIVED** to permit the introduction of a motion for reconsideration by Councillor Payne without prior notice regarding receipt of the report of the City Planner dated November 4, 2016 entitled “Response to CQ31-2016 – Official Plan and Provincial Policy Statement”.

Carried.

Moved by: Councillor Marra  
Seconded by: Councillor Elliott  
Decision Number: CR711/2016

That the following motion adopted by City Council on November 21, 2016 **BE RECONSIDERED**:

That the report of the City Planner dated November 4, 2016 entitled “Response to CQ31-2016 – Official Plan & Provincial Policy Statement” **BE RECEIVED FOR INFORMATION.**

Carried.

Moved by: Councillor Marra  
Seconded by: Councillor Payne  
Decision Number: CR712/2016

That the report of the City Planner dated November 4, 2016 entitled “Response to CQ31-2016 – Official Plan & Provincial Policy Statement” **BE DEFERRED** to the December 12, 2016 meeting of Council, to allow for a response from the Essex Region Conservation Authority (ERCA) on this matter.

Carried.

Report Number: CM 64/2016  
Clerk’s File: SPL2016

### 10. PRESENTATIONS AND DELEGATIONS (5 Minute maximum per delegate)

None.



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

None.

**12. CONSIDERATION OF COMMITTEE REPORTS**

**12.1 In-Camera meeting held November 21, 2016**

Moved by: Councillor Elliott  
Seconded by: Councillor Francis

Decision Number: CR733/2016

That the **Report of the Special in-camera** meeting held November 21, 2016 **BE ADOPTED** as presented.

Carried.

Clerk's File: AC02016

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

Moved by: Councillor Gignac  
Seconded by: Councillor Holt

That the following By-laws No. 175-2016 through 180-2016 (inclusive) be introduced and read a first and second time:

**175-2016** A BY-LAW TO FURTHER AMEND BY-LAW 113-2006 BEING A BY-LAW TO PROHIBIT SMOKING IN THE CITY OF WINDSOR, authorized by CR719/2016, adopted November 21, 2016

**176-2016** A BY-LAW TO FURTHER AMEND BY-LAW NUMBER 8600 CITED AS THE "CITY OF WINDSOR ZONING BY-LAW", authorized by CR723/2016, adopted November 21, 2016

**177-2016** A BY-LAW TO FURTHER AMEND BY-LAW NUMBER 8600 CITED AS THE "CITY OF WINDSOR ZONING BY-LAW", authorized by CR724/2016, adopted November 21, 2016

**178-2016** A BY-LAW TO FURTHER AMEND BY-LAW NUMBER 9148 BEING A BY-LAW TO REGULATE TRAFFIC WITHIN THE LIMITS OF THE CITY OF WINDSOR, authorized by CAO3720, approved October 31, 2016

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**179-2016** A BY-LAW TO FURTHER AMEND BY-LAW 9023 BEING A BY-LAW TO REGULATE VEHICULAR PARKING WITHIN THE LIMITS OF THE CITY OF WINDSOR ON MUNICIPAL STREETS, MUNICIPAL PARKING LOTS AND PRIVATE PROPERTIES, authorized by CAO3728, approved November 4, 2016

**180-2016** A BY-LAW TO CONFIRM PROCEEDINGS OF THE COUNCIL OF THE CORPORATION OF THE CITY OF WINDSOR AT ITS MEETING HELD ON THE TWENTY-FIRST DAY OF NOVEMBER, 2016

Carried.

### 14. MOVE BACK INTO FORMAL SESSION

Moved by: Councillor Kusmierczyk

Seconded by: Councillor Marra

That the Committee of the Whole does now rise and report to Council respecting the business items considered by the Committee:

- 1) Communication Items (as amended)
- 2) Consent Agenda (as amended)
- 3) Items Deferred (as amended)  
Items Referred
- 4) Consideration of the Balance of Business Items (as presented)
- 5) Committee Reports (as presented)
- 6) By-laws given first and second readings (as presented)

Carried.

### 15. NOTICES OF MOTION

None presented.

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

Moved by: Councillor Payne

Seconded by: Councillor Sleiman

That the following By-laws No. 175-2016 through 180-2016 (inclusive), having been read a first and second time be now read a third time and finally passed and that the Mayor and Clerk **BE AUTHORIZED** to sign and seal the same notwithstanding any contrary provision of the Council.

Carried.

**17. PETITIONS**

None registered.

**18. QUESTION PERIOD**

**18.1 CQ55-2016**

Moved by: Councillor Elliott  
Seconded by: Councillor Francis

Decision Number: CR704/2016

That the following Council Question by Councillor Elliott **BE APPROVED**, and that Administration **BE DIRECTED** to proceed with the necessary actions to respond to the Council Question in the form of a written report, consistent with Council's instructions, and in accordance with Section 17.1 of the Procedure By-law 98-2011:

CQ55-2016:

**Assigned to City Planner**

Asks Administration to bring back a report in regards to RiverWest Group which involves the group wanting to know how they can be recognized in the City documents including Official Plan and University Avenue Environmental Assessment.

Carried.

Clerk's File: SPL2016

**18.2 CQ56-2016**

Moved by: Councillor Elliott  
Seconded by: Councillor Francis

Decision Number: CR705/2016

That the following Council Question by Councillor Gignac **BE APPROVED**, and that Administration **BE DIRECTED** to proceed with the necessary actions to respond to the Council Question in the form of a written report, consistent with Council's instructions, and in accordance with Section 17.1 of the Procedure By-law 98-2011:

CQ56-2016

**Assigned to City Engineer**

Council has approved funding to address gaps in the BUMP “loop” which moves through two of my BIAs. I’m asking Administration to prepare a detailed impact report with options for implementation and a consultation process for the business owners.

Carried.

Clerk’s File: ST2016

**18.3 CQ57-2016**

Moved by: Councillor Elliott

Seconded by: Councillor Francis

Decision Number: CR703/2016

That the following Council Question by Councillor Kusmierczyk **BE APPROVED**, and that Administration **BE DIRECTED** to proceed with the necessary actions to respond to the Council Question in the form of a written report, consistent with Council’s instructions, and in accordance with Section 17.1 of the Procedure By-law 98-2011:

CQ57-2016:

**Assigned to City Engineer**

Asks that Administration provide an update on the Basement Flood Protection Subsidy Program after the September 28, 2016 flood - including volume of applications, timelines for processing applications and whether the program has adequate resources.

Carried.

Clerk’s File: SW2016

**21. ADJOURNMENT**

Moved by: Councillor Gignac

Seconded by: Councillor Holt

That this Council meeting stand adjourned until the next regular meeting of Council or at the call of the Mayor.

Accordingly, the meeting is adjourned at 6:31 o’clock p.m.

Carried.

---

Mayor

---

City Clerk

**THE CORPORATION OF THE CITY OF WINDSOR**

***POLICY***

Service Area:	<b>Office of the City Solicitor</b>	Policy No.:	
Department:	<b>Purchasing</b>	Approval Date:	
Division:		Approved By:	
		Effective Date:	
Subject:	<b>Purchasing Card (P-Card)</b>	Procedure Ref.:	
<b>Review Date:</b>		<i>Pages:</i>	Replaces:
Prepared By:	Alex Vucinic, Manager of Purchasing		Date:

**1. POLICY**

1.1 The Corporation of the City of Windsor is committed to providing the citizens of Windsor with efficient and effective delivery of its Goods and Services. This Policy establishes the principles governing employees on the use of the Purchasing Card (P-Card). The P-Card is designed to streamline the City's purchasing system for small dollar purchases. The use of the P-Card reduces time spent on purchasing and paying for small-dollar transactions and supports the City's operating needs while maintaining adequate controls in compliance with the City's Purchasing By-Law.

**2. PURPOSE**

2.1 To establish the policies related to the appropriate use of the City's P- Card.

2.2 Provide a consistent and equitable framework governing the approval and reconciliation process for all corporate employees.

**3. SCOPE**

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3.1 Subject to section 3.2, this Policy applies to Cardholders governed by the City, or whose financial transactions are accounted for within the City's financial systems.

3.2 This Policy is not applicable to:

3.2.1 ABCs and their employees that process financial information within their own administrative structure;

3.2.2 ABCs and their employees that do process financial information through the City's structure but have submitted to the Purchasing Department an alternative board-approved P-Card policy, subject to approval from the Purchasing Manager in consultation with the City Solicitor;

3.2.3 ABCs and their employees who are governed by an agreement with the City regarding the use of P-Cards.

3.3 Where agencies, boards, commissions and committees ("ABCs") may have adopted this policy for their own use, any reference to the "CAO" shall be read as reference to a "Designated Official" and any reference to the "CLT" shall be read as reference to "Senior Management"

3.4 All P-Card purchases shall be in accordance with the City's **Purchasing By-Law No. 93-2012**, (the "Purchasing By-Law") and amendments thereto and payments shall be in compliance with the City's **AP Stamp Procedure-Accounts Payable Approving Authorities Procedure**.

## 4. RESPONSIBILITY

4.1 The **Mayor** or Designate is responsible to:

4.1.1 Approve monthly P-Card purchases of the Chief Administrative Officer.

4.2 The **Chief Administrative Officer (CAO)** or Designate is responsible to:

4.2.1 Approve the use of a P-Card as an alternate to the Travel & Business Expense Policy in consultation with the City Solicitor, Purchasing Manager and applicable Corporate Leadership Team Member (CLT).

4.2.2 Direct the review of this Policy at a minimum of every five (5) years, or as often as necessary.

4.3 The **City Clerk** or Designate is responsible to:

4.3.1 Approve monthly P-Card purchases of all elected and appointed officials.

4.3.2 Approve monthly P-Card purchases of Mayor's expenses which will encompass only aspects of Policy/Procedure compliance. Budgetary control is the responsibility of the Mayor's office, with appropriate reporting by the Chief Financial Officer (CFO)/City Treasurer.

4.3.3 Address areas of apparent non-compliance with the elected/appointed official, and any unresolved issues will be referred to the CAO for interpretation and/or resolution which may include:

4.3.3.1 Additional discussion with the official.

4.3.3.2 Referral to the Mayor and/or City Council for direction.

4.4 The **Corporate Leadership Team (CLT)** or Designates are responsible to:

4.4.1 Ensure compliance with this Policy and related Procedure.

4.5 The **Department Heads** or Designates are responsible to:

4.5.1 Ensure all Department employees are aware of this Policy and related procedure.

4.5.2 Address Departmental issues of interpretation of this Policy and related procedure.

4.5.3 Ensure that all Managers and Supervisors within their respective Departments are provided with the P-Card Policy and procedure training through the Purchasing Department.

4.6 The **Managers and Supervisors** or Designates are responsible to:

4.6.1 Ensure that all Cardholders and P-Card coordinators within their respective Departments are provided with the P-Card Policy and procedure training through the Purchasing Department.

4.6.2 Ensure collection of P-Card from employees who have retired, been terminated, are on sick-leave, or who will no longer be authorized to use the card and forward the card to the Purchasing Department within 24 hours of repossession.

4.6.3 Notify the Purchasing Department of the repossession outlined in s.4.6.2 herein immediately through email correspondence.

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- 4.6.4 Participate with other Managers and Supervisors in promoting the consistent application of this Policy and related procedure in all Departments.
- 4.6.5 Ensure compliance with this Policy and related procedure within their respective Departments and divisions.
- 4.6.6 Provide relevant feedback to the Purchasing Department to improve the related procedure.

### 4.7 The **Purchasing Department** is responsible to:

- 4.7.1 Ensure compliance with this Policy and related procedure.
- 4.7.2 Create a centralized reconciliation and approval process for the City and administer training to all users including ABCs.
- 4.7.3 Provides ongoing monitoring, training, and administration of the City's P-Card program, including assisting in resolution of problems.
- 4.7.4 Administer a monthly spot check audit for compliance with this Policy and related procedure. Monthly spot checks include a review of a specific Department and/or card(s) and if the purchase is in accordance to the relevant project or purpose.
- 4.7.5 Process deactivations or cancellations of cards as required due to sick-leave, termination, or retirement, subject to notice by the Department Manager and Supervisor, or Human Resources.
- 4.7.6 Maintains records of all P-Cards and activity. This includes all coordination of activities with the card service provider/banking institution; managing and maintaining the electronic records of all credit card transactions; and coordinating the input of new cards, changes, updates, reports, and other activity through the City's P-Card electronic approval system.
- 4.7.7 Maintains an ongoing file of any specific exemptions granted to Cardholders.
- 4.7.8 Ensures the monthly account is paid.

### 4.8 **Approving Authority**

#### 4.8.1 Is **responsible** to:

- 4.8.1.1 Ensure funds **are available** within the approved budget.



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4.8.1.2 Enter their approval through the City's P-Card electronic approval system which acts as a formal confirmation of approval.

4.8.1.3 Ensure other related City policies and procedures are adhered to (i.e. Petty Cash Procedure, Code of Ethics/Conflict of Interest, Purchasing By-Law, Travel & Business Expense Policy etc).

4.8.2 In no circumstance can the **Approving Authority** approve his/her-own purchases.

4.9 The **Cardholders** are responsible to:

4.9.1 Ensure completion of the required P-Card training through the Purchasing Department.

4.9.2 Comply and have a thorough working knowledge of all applicable policies, procedures, guidelines and provisions of the Purchasing By-Law.

4.9.3 Adhere to the City's Code of Ethics and Conflict of Interest Policy and shall disclose all conflicts of interest in writing to the Purchasing Manager and shall take adequate steps to address any actual or perceived conflicts of interest.

4.9.4 Comply with policies and procedures surrounding the use of Travel & Business Expense Policy and Petty Cash Procedure.

4.9.5 Complete and sign all required documents pertaining to this Policy and related procedures.

4.9.6 Obtain from the supplier a credit card slip and a receipt for all items purchased, delivered or picked up. All receipts must have detailed information as to location, description, quantity and pricing.

4.9.7 Maintain security and control of the P-Card (and the P-Card account number) issued to them.

4.9.8 Cardholder must ensure that all receipts are submitted with a valid chartfield, a written reason for the purchase, detailing specifically the project/purpose of purchase.

4.9.9 Immediately reporting to the Supervisor any mistakes, misuse, or other unintentional charges to enable corrective action.

4.9.10 Immediately notify the issuing Bank, their Supervisor and the Purchasing Department if the card is lost or stolen.

- 4.9.11 Return the card to the Purchasing Department, their Supervisor, or to Human Resources immediately following termination of employment, retirement, or upon loss of authorized use.

**5. GOVERNING RULES AND REGULATIONS**

DEFINITIONS

5.1 In this Policy, the following words will have the following meanings:

5.1.1 **Approval Authority:** any person specifically given authority under this Policy to approve the transactions of another, or the person:

5.1.1.1 Having budgetary control over the general ledger chart field to be expensed, **AND**;

5.1.1.2 Having direct supervisory authority over the employee incurring the expenditure, **OR**;

5.1.1.3 In the absence of the normal approving authority, any approving authority at a higher level within the direct chain of command; **EXCEPT FOR** the City Clerk or designates approval of elected and appointed officials.

5.1.2 **Bank:** the financial institution administering the City's P-Card program.

5.1.3 **Cardholder:** any person issued a P-Card under the City's account.

5.1.4 **Corporate Leadership Team/CLT Member** A member of the City's Leadership Team reporting directly to the CAO.

5.1.5 **Conflict of Interest:** A situation in which the personal interests of employees or others as the case may be, come into conflict or appear to come into conflict with the interests of the City.

5.1.6 **Department:** An area of operation of the City as defined by its organizational charts.

5.1.7 **Department Head:** The designated lead of a City Department responsible for direction and operation of a Department.

5.1.8 **Designate:** An individual duly appointed to act on behalf of the authorized authority.

- 5.1.9 **Direct Report:** is a Cardholder who reports directly to someone else.
- 5.1.10 **Managers:** The designated manager of a City Department responsible for their direct reports and operation of a Department.
- 5.1.11 **Purchasing Department:** The City's Purchasing Department.
- 5.1.12 **Purchasing Manager:** The City's Purchasing Manager; or, in his or her absence, the City Solicitor.
- 5.1.13 **Purchasing Card:** A card issued in accordance with the City's Purchasing card Policies and Procedures.
- 5.1.14 **Supervisors:** The designated supervisor of a City Department responsible for their direct reports and operation of a Department.
- 5.1.15 **Transaction Limit:** the maximum amount of credit extended to a Cardholder per transaction
- 5.1.16 **Transaction Date:** the date the purchase was made on the P-Card by the Cardholder.

## 5.2 GENERAL

- 5.2.1 Purchases of Goods and Services are to be based on sound judgment and proper regard for best value.
- 5.2.2 All P-Card purchases are subject to examination by City administration and the City's external auditors and should be completed with care, accuracy and supported by the appropriate forms, invoices and/or receipts.
- 5.2.3 The Cardholders are not personally responsible for payment of charges made on behalf of the City that are in accordance with corporate policies and procedures.

## 5.3 LIMITATIONS

- 5.3.1 The Transactions Limit shall be \$1,200.00 or less **excluding taxes**, unless otherwise approved by the Purchasing Manager.
- 5.3.2 This Policy is designed to streamline the City's purchasing system for small dollar purchases and therefore may be used as an alternate to the Travel &

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Business Expense Policy, or any replacement thereof; subject to approval from the CAO in consultation with the City Solicitor, Purchasing Manager and applicable CLT Member.

5.3.3 The P-Card is user-specific; no one shall attempt to purchase an item using a card issued to another person. Delegation of authority is not permitted in making transactions.

5.3.4 The P-Card **shall not** be used for the following transactions:

5.3.4.1 Cash Advances.

5.3.4.2 Personal Loyalty Points, Air Miles, or other Merchant program for personal gain.

5.3.4.3 Prepaid Gift Cards, Prepaid Gift Certificates, Prepaid Grocery Cards, or any other Prepaid Merchant Cards.

5.3.4.4 Items under Contract Order or Blanket Order.

5.3.4.5 Non-business purchases (personal items).

5.3.4.6 Fuel (City vehicles are to refill at City fuel sites), unless otherwise directed and approved by the Purchasing Manager in consultation with the City Solicitor and applicable CLT Member (CLT).

**Violation of this Policy or any related procedures may result in the forfeiture of purchasing card privileges.**

5.3.5 Cardholders are not to use City P-Cards after embossed expiry date.

5.3.6 Cardholders are not to return products after 90-days for refunds in the form of cash, gift cards or other prepaid cards.

5.4 A non-material administrative deviation from this Policy requires written documentation and explanation by the applicant and approver.

5.4.1 Examples of non-material deviations include:

5.4.1.1 A lost receipt or invoice.

5.4.1.2 An increase to the Cardholders Transaction Limit.

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5.5 All receipts and invoices must be submitted within **7 days of** the Transaction Date.

5.6 All purchases must be approved by the proper authority and reconciled no later than 30 days from the monthly Bank statement issuance to the City.

### 5.7 CROSS-REFERENCES AND RELATED DOCUMENTS

- 5.7.1 Purchasing Card Procedures
- 5.7.2 AP Stamp Procedure-Accounts Payable Approving Authorities Procedure
- 5.7.3 Code of Ethics/Conflict of Interest Policy
- 5.7.4 Concerned Employee
- 5.7.5 Fraud Policy and Protocol
- 5.7.6 Petty Cash Procedure
- 5.7.7 Purchasing By-Law
- 5.7.8 Purchasing By-Law Procedure manual
- 5.7.9 Records Management Policy
- 5.7.10 Records Retention By-law
- 5.7.11 Travel and Business Expense Policy

## 6. RECORDS, FORMS AND ATTACHMENTS

6.1 Purchasing Card Application Forms must be submitted to the Purchasing Department for retention and will become a P-Card program document to be retained in accordance with the Records Management Policy.

6.2 Purchasing Card Employee Acknowledgement Form must be submitted to the Purchasing Department for retention and will become a P-Card program document to be retained in accordance with the Records Retention By-law.

### 6.3 ATTACHMENTS

- 6.3.1 Purchasing Card Application Forms
- 6.3.2 Purchasing Card Employee Acknowledgement Form

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CORPORATION OF THE CITY OF WINDSOR

Bank of Montreal MASTERCARD – PURCHASING CARD APPLICATION FORM

Cardholder Information

Company Name on P-Card (max. 19 characters)		Cardholder's Signature	
City of Windsor			
First name (printed)	Surname (printed)	Employee #	Business Phone & Extension
Department Name and Division Name, and Address			Postal Code

Card Approvals

Direct-Supervisor Approval: Name printed	Supervisor's Signature:
Management Approval: Name printed	Manager's Signature:

Card Controls

Monthly Credit Limit (\$)	Per Transaction Limit (\$)	Number of Transactions
	\$ 1,200.00	Unlimited

Exclusions:

Regular exclusions will be applied unless otherwise arranged and approved.

Department Co-ordinator Information

Department Co-ordinator Name printed:	Department Co-ordinator's Signature:
Date:	Telephone:

CORPORATE P-CARD PROGRAM ADMINISTRATOR INFORMATION:

Name:	Signature:
Scott Fraser or Jennifer Musson	
Date:	Telephone:
	(519) 255-6100 Ext. 6337 (SF) / 6146 (JM)

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CITY OF WINDSOR

### MASTERCARD PURCHASING CARD EMPLOYEE ACKNOWLEDGEMENT

This document outlines the responsibilities I have as a holder of the CITY OF WINDSOR Bank of Montreal MASTERCARD Purchasing Card for procurement. My signature indicates that I have read and understand these responsibilities, and agree to adhere to the policies and procedures established for the program.

1. The purchasing card is intended to facilitate the purchase and payment of materials and services required to conduct business for the City of Windsor. I cannot use the card for personal purchases.
2. Unauthorized use of the card will be considered misappropriation of funds. This will result in i) immediate and irrevocable forfeiture of the card and/or ii) disciplinary action which may result in termination of employment. **iii) In addition to the foregoing, I acknowledge that I shall be liable to make full and immediate restitution to the Corporation, and in support thereof I hereby irrevocably authorize, permit and direct the Corporation to deduct from my wages, and to retain, any such unauthorized expenditure.<sup>1</sup>**
3. The card may be canceled at any time at the discretion of the Departmental Coordinator or Program Administrator.
4. I will maintain the card with appropriate security whenever and wherever I may use the card. If the card is lost or stolen, I agree to immediately notify the Bank of Montreal and the Program Administrator.
5. The Purchasing Card is issued in my name. I will not allow any other person to use my card.
6. I understand that the City of Windsor is responsible for all payments of purchases made on the Purchasing Card when said purchases are made in accordance with the approved City of Windsor Purchasing Card Program Policies & Procedures.
7. I understand that either myself, or the department coordinator, will receive a monthly statement that will report all activity during the last cycle. I will resolve any discrepancies by either contacting the supplier or the department coordinator as appropriate, and where necessary may obtain a monthly statement upon request to the Departmental Coordinator.
8. I understand that I will be required to obtain a copy of the credit card slip and a receipt and shall forward these in a timely manner to the administrative area in my department, for all purchases made on my card. All receipts must have detailed information as to location, description, quantity and pricing. I understand that receipts shall be submitted daily to the department

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DATE

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coordinator, and if a receipt is lost, the cardholder shall request duplicate replacement from merchant.

9. I understand that all charges will be billed directly to and paid directly by the City of Windsor. I understand that the Bank of Montreal cannot accept payment from me directly.

10. I agree to charge only those purchases consistent with the type of materials and services authorized by the management of The Corporation of the City of Windsor.

I, the undersigned, have read, understand and agree to comply with The City of Windsor Purchasing Card Program Policies & Procedures.

**EMPLOYEE NAME:** \_\_\_\_\_

(Please print)

**DATE:**     /     /       
          year     month     day

**EMPLOYEE SIGNATURE:** \_\_\_\_\_

**EMPLOYEE NUMBER:** \_\_\_\_\_

**SUPERVISOR NAME:** \_\_\_\_\_

(Please print)

**SUPERVISOR SIGNATURE:** \_\_\_\_\_

**DEPARTMENT NAME:** \_\_\_\_\_



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Adopted by Council at its meeting held November 21, 2016 (CR733/2016)

VC/bm

### SPECIAL MEETING OF COUNCIL – IN CAMERA

November 21, 2016

Meeting called to order at: 5:15 p.m.

#### Members in Attendance:

Mayor D. Dilkens  
Councillor F. Francis  
Councillor J. Elliott  
Councillor C. Holt  
Councillor R. Bortolin  
Councillor B. Marra  
Councillor J. Gignac  
Councillor P. Borrelli  
Councillor H. Payne  
Councillor E. Sleiman  
Councillor I. Kusmierczyk

#### Also in attendance:

O. Colucci, Chief Administrative Officer  
J. Payne, Community Development and Health Commissioner and  
Corporate Leader Social Development, Health, Recreation and Culture  
M. Winterton, City Engineer and Corporate Leader Environmental Protection and  
Transportation  
V. Critchley, City Clerk/Licence Commissioner and Corporate Leader  
Engagement and Human Resources Public  
J. Mancina, Chief Financial Officer/City Treasurer and Corporate Leader  
Finance and Technology  
S. Askin-Hager, City Solicitor and Corporate Leader Economic  
Development and Public Safety  
C. Brown, CEO for YQG and WDTC/Corporate Leader of Transportation  
Services  
F. Scarfone, Manager Real Estate Services (arrives at 5:19 p.m.) (Item 1)

Verbal Motion is presented by Councillor Francis, seconded by Councillor Sleiman, that Rule 3.3 (c) of the *Procedure By-law, 98-2011*, BE WAIVED to add the following Agenda items and refer Item 3 to an open session of Council:

4. Personal Matter – about an identifiable individual

Motion Carried.

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Verbal Motion is presented by Councillor Gignac, seconded by Councillor Marra, to move in Camera for discussion of the following item(s), adding Item 4 and removing Item 3 to the open session of a future meeting:

<u>Item No.</u>	<u>Subject</u>	Section – Pursuant to Municipal Act, 2001, as amended
1.	Property matter – disposition of land	2 3 9 ( 2 ) ( c )
2.	Property matter – lease	2 3 9 ( 2 ) ( c )
3.	Property matter – security of the property -verbal report – REMOVED	2 3 9 ( 2 ) ( a )
4.	Personal matter – about an identifiable individual – verbal report – ADDED	2 3 9 ( 2 ) ( b )

**Motion Carried.**

### Declarations of Pecuniary Interest:

Mayor Dilkens declares an interest on Item 4 as the issue affects him personally.

**Discussion on the items of business. (Items 1, 2 and 4)**

Verbal Motion is presented by Councillor Marra, seconded by Councillor Borrelli, to move back into public session.

**Motion Carried.**

Moved by Councillor Sleiman, seconded by Councillor Elliott,  
THAT the Clerk BE DIRECTED to transmit the recommendation(s) contained in the report(s) discussed at the In-Camera Council Meeting held November 21, 2016 directly to Council for consideration at the next Regular Meeting.

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1. That the in-camera report from the Asset/Lease Administrator, Manager of Real Estate Services, Executive Director of Recreation and Culture, City Solicitor and Corporate Leader Economic Development and Public Safety, City Engineer and Corporate Leader Environmental Protection and Transportation and Chief Financial Officer/City Treasurer and Corporate Leader Finance and Technology respecting a property matter – disposition of land **BE RECEIVED** and that Administration **PROCEED** on the verbal direction of Council.

2. That the recommendation contained in the in-camera report from the City Planner and Executive Director Building and Planning, City Engineer and Corporate Leader Environmental Protection and Transportation, City Solicitor and Corporate Leader Economic Development and Public Safety and Chief Financial Officer/City Treasurer and Corporate Leader Finance and Technology respecting a property matter - lease **BE APPROVED**.

3. That the presentation from representatives of the Windsor Police Services **BE REFERRED** to an open meeting of City Council.

4. That the confidential verbal report from the Chief Administrative Officer regarding a personal matter about an identifiable individual **BE RECEIVED**, and that Administration **PROCEED** on the verbal direction of Council.

**Mayor Dilkens declares a conflict and Councillor Kusmierczyk assumes the Chair for this item.**

**Motion Carried.**

**Moved by Councillor Elliott, seconded by Councillor Payne,  
That the special meeting of council held November 21, 2016 BE ADJOURNED.**

**(Time: 5:37 p.m.)**

**Motion Carried.**