



# THE CITY OF WINDSOR

COUNCIL SERVICES DEPARTMENT

VALERIE CRITCHLEY  
CITY CLERK

IN REPLY, PLEASE REFER  
TO OUR FILE NO. \_\_\_\_\_

November 10, 2015

TO: ALL MEMBERS OF THE TOWN AND GOWN COMMITTEE

\* Attached is the Agenda for the meeting to be held:

Tuesday, November 17, 2015  
4:00 o'clock p.m.  
Town of Walkerville Meeting Room  
3<sup>rd</sup> floor, City Hall

Your attendance is greatly appreciated. If you are *unable* to attend, please contact the undersigned at 519-255-6100, ext. 6430 as soon as possible.

Yours very truly,

Karen Kadour  
Committee Coordinator

**AGENDA**  
and Schedule "A" to the minutes of the meeting of the  
**TOWN AND GOWN COMMITTEE**  
**Tuesday, November 17, 2015**  
**4:00 o'clock a.m.**  
**Walkerville Meeting Room**  
**3<sup>rd</sup> floor, City Hall**

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1. **CALL TO ORDER**

2. **DECLARATIONS OF CONFLICT**

3. **MINUTES**

Adoption of the minutes of the Town & Gown Committee meeting held May 6, 2015 – attached.

4. **BUSINESS ITEMS**

4.1 **Downtown Student Open House**

- (a) E-mail from Councillor Kusmierczyk dated July 21, 2015 – attached.
- (b) Minutes of the subcommittee meeting held July 10, 2015 – attached.
- (c) Confirm and Ratify E-mail Poll that authorized sending letters to St. Clair College and the University of Windsor regarding the Open House – attached.
- (d) Letters dated July 10, 2015 to the Student Representative Council – St Clair College and to the University of Windsor Students' Alliance – attached.

4.2 **Financial Summary**

The Financial Summary Variance Report for the period ending October 31, 2015 – attached.

5. **NEW BUSINESS**

6. **DATE OF NEXT MEETING**

To be determined.

7. **ADJOURNMENT**

KK/  
Windsor, Ontario May 6, 2015

A meeting of the **Town and Gown Committee** is held this day commencing at 4:00 o'clock p.m. in the Walkerville Meeting Room, 3<sup>rd</sup> floor, City Hall, there being present the following members:

Councillor John Elliott, Chair  
Councillor Fred Francis  
Councillor Irek Kusmierczyk  
Lena Angelidis  
Jane Boyd  
Mike Cardinal  
John Fairley  
Sarah Morris

**Guest in attendance:**

Alan Richardson

**Also present are the following resource personnel:**

Anne Marie Albidone, Environmental Services Manager  
Rob Barlozzari, Council Assistant  
Michael Cooke, Manager of Planning Policy  
Ann Kalinowski, Manager of Compliance and Enforcement  
Karen Kadour, Committee Coordinator

**1. CALL TO ORDER**

The Committee Coordinator calls the meeting to order at 4:01 o'clock p.m. and the Committee considers the Agenda being Schedule "A" **attached** hereto, matters which are dealt with as follows:

**2. ELECTION OF CHAIRPERSON**

The Committee Coordinator calls for nominations from the floor for the position of Chairperson. Councillor Francis nominates Councillor Elliott. The Committee Coordinator asks if there are further nominations from the floor for the position of Chairperson. Seeing none, the Committee Coordinator asks if Councillor Elliott accepts. Councillor Elliott accepts.

Moved by Councillor Francis, seconded by J. Boyd,  
That Councillor Elliott **BE ELECTED** Chair of the Town and Gown Committee for the term ending December 31, 2015.

Carried.

Councillor Elliott assumes the Chair.

3. **DECLARATIONS OF CONFLICT**

None disclosed.

4. **MINUTES**

Moved by J. Boyd, seconded by M. Cardinal,

That the minutes of the Town and Gown Committee of its meeting held October 15, 2013  
**BE ADOPTED** as presented.

Carried.

M. Cardinal refers to his outstanding issues noted in the October 15, 2015 minutes. R. Barlozzari advises he will discuss and resolve the outstanding matters following the meeting.

5. **BUSINESS ITEMS**

5.1 **Terms of Reference and Mandate**

Moved by Councillor Francis, seconded by J. Fairley,

That the Revised Terms of Reference for the Town and Gown Advisory Committee **BE APPROVED**.

Carried.

5.2 **2015 Business Plan and Budget Request**

R. Barlozzari advises the Town and Gown Operating Budget for 2015 is \$4,500.

Councillor Kusmerczyk suggests the Town and Gown Committee host an event with St. Clair College and the University of Windsor (aimed at post-secondary students).

Moved by M. Cardinal, seconded by J. Fairley,

That the verbal update by R. Barlozzari relating to the Town and Gown 2015 Budget **BE RECEIVED**.

Carried.

Moved by Councillor Kusmierczyk, seconded by L. Angelidis,

That a subcommittee consisting of J. Fairley, J. Boyd, S. Morris and Councillor Kusmierczyk **BE ESTABLISHED** to report back regarding the logistics (date – October 2015 and location) of hosting an event by the Town and Gown Committee for the purpose of allowing students the opportunity to voice challenges faced in the downtown core.

Carried.

J. Fairley proposes the event be held at the St. Clair College for the Arts, 201 Riverside Drive West.

### **5.3 Town and Gown 2014 Annual Report**

It is noted no meetings of the Town and Gown Committee were held in 2014.

Moved by Councillor Francis, seconded by J. Boyd,  
That the Town and Gown 2014 Annual Report **BE RECEIVED**.  
Carried.

### **5.4 Town and Gown Association of Ontario (TGAO) – Attendance at 2014 Conference**

A document entitled “Report to the Town and Gown Committee, City of Windsor from the Annual TGAO Symposium, Waterloo, Ontario , May 12-14, 2014 submitted by Lena Angelidis and Mike Cardinal” is distributed and *attached* as Appendix “A”. L. Angelidis and M. Cardinal provide an overview of their submitted document.

L. Angelidis suggests a 60-90 second video be produced for students to provide the “do’s and don’ts” as it relates to fire safety.

Moved by J. Fairley, seconded by Councillor Kusmierczyk,  
That the Report to the Town and Gown Committee –Annual TGAO Symposium held May 12-14, 2014 in Waterloo, Ontario submitted by Lena Angelidis and Mike Cardinal **BE RECEIVED**.  
Carried.

## **6. NEW BUSINESS**

### **6.1 TGAO Membership Renewal**

Moved by J. Fairley, seconded by Councillor Kusmierczyk,  
That **APPROVAL BE GIVEN** to an expenditure in the upset amount of \$150.00 for the Town & Gown Association of Ontario membership renewal.  
Carried.

### **6.2 TGAO May 11-13, 2015 Symposium**

Moved by J. Boyd, seconded by J. Fairley,  
That Councillor John Elliott **BE REQUESTED** to attend the TGAO Symposium on behalf of the Town & Gown Committee on May 11-13, 2015 in Mississauga, Ontario.  
Carried.

7. **COMMUNICATIONS**

- 7.1 The e-mail from Reverend Scott McAllister, University Community Church regarding the cleanup campaign held April 25, 2015 is received for information.

S. Morris suggests investigating the feasibility of an interactive website to assist students with issues such as break-ins and matters dealing with landlords. She states when students move into their respective housing, they don't "feel" they are part of the neighbourhood.

J. Boyd indicates the University of Windsor successfully addressed issues related to campus drinking in cooperation with the Campus Police and Windsor Police Services.

It is generally agreed a congratulatory letter be sent to the Reverend Scott McAllister, University Community Church thanking him for his clean-up efforts.

- 7.2 The article from the Daily News – University of Windsor entitled "Be part of the end of term cleanup campaign" is received for information.

8. **DATE OF NEXT MEETING**

At the call of the Chair.

9. **ADJOURNMENT**

There being no further business, the meeting is adjourned at 5:20 o'clock p.m.

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CHAIR

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COMMITTEE COORDINATOR

**AGENDA**  
and Schedule "A" to the minutes of the meeting of the  
**TOWN AND GOWN COMMITTEE**  
Wednesday, May 6, 2015  
4:00 o'clock p.m.  
Town of Walkerville Meeting Room  
3<sup>rd</sup> floor, City Hall  
350 City Hall Square West

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1. **CALL TO ORDER**

2. **ELECTION OF CHAIRPERSON**

Election of Chairperson for the term ending December 31, 2015.

3. **DECLARATIONS OF CONFLICT**

4. **MINUTES**

Adoption of the minutes of the Town & Gown Committee meeting held October 15, 2013  
– *attached.*

5. **BUSINESS ITEMS**

5.1 **Terms of Reference and Mandate**

The Mission Statement of the Town & Gown Committee and a "Draft" Terms of Reference and Mandate – *attached.*

5.2 **2015 Business Plan and Budget Request**

The 2015 Business Plan and Budget Request – *attached.* Also *attached* is the Financial Summary Variance Report for the period ending April 10, 2015.

5.3 **Town & Gown 2014 Annual Report**

The Town and Gown 2014 Annual Report – *attached.*

5.4 **Town & Gown Association of Ontario (TGAO) – Attendance at 2014 Conference**

Report by L. Angelidis and M. Cardinal – *to be distributed.*

6. **NEW BUSINESS**

6.1 **TGAO Membership Renewal**

Background information – *attached.*

6.2 **TGAO May 11, 2015 – May 13, 2015 Symposium**

"Connecting for Success: Program At a Glance" – *attached.*

7. **COMMUNICATIONS**

- 7.1 E-mail from Reverend Scott McAllister, University Community Church regarding cleanup campaign held April 25, 2015 – attached.
- 7.2 Article from the Daily News – University of Windsor entitled “Be part of the end of term cleanup campaign” – attached.

8. **DATE OF NEXT MEETING**

To be determined.

9. **ADJOURNMENT**



## Kadour, Karen

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**From:** Barlozzari, Robert  
**Sent:** Monday, October 19, 2015 4:02 PM  
**To:** Kadour, Karen  
**Subject:** FW: Town and Gown  
**Attachments:** TG - SubCommittee Minutes July 8, 2015.docx; TG - SRCLetter.docx; TG - UofWLetter.docx

FYI.

The committee did a email poll to issue the letters.  
Will send the email poll along shortly.

Thanks,  
R.

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**From:** Kusmierczyk, Irek  
**Sent:** Tuesday, July 21, 2015 10:35 AM  
**To:** Barlozzari, Robert  
**Subject:** Town and Gown

Hi Robert,

Attached you will find three documents from our Town and Gown - Town Hall Subcommittee which is helping to organize the Student Town Hall in October about all things Downtown.

The documents include (a) Meeting Minutes (b) Letter to the Student Representative Council at St. Clair College (b) University of Windsor Student Alliance

Please kindly circulate to Town and Gown Committee members for the next meeting - which we hope is soon so that we can OK the letters to be sent to the student associations to formally invite them to begin the process of planning the Town Hall.

Best Regards,  
Irek

Irek Kusmierczyk  
Councillor for Ward 7

### Notice: My Email Address has Changed

The domain name for all City of Windsor email addresses is now @citywindsor.ca

Please update me in your contact list by switching the suffix in my email address to @citywindsor.ca

Thank you.

Present

Jane Boyd – University of Windsor  
John Fairley – St. Clair College  
Councillor Irek Kusmierczyk

Absent

Sarah Morris – Hackforge

Minutes

The Downtown Forum Sub-Committee met at 1:30pm on Wednesday, July 8<sup>th</sup>, 2015.

The sub-committee approved a draft letter to be delivered as soon as possible to the Presidents of the St. Clair College Student Representative Council and University of Windsor Students' Alliance inviting them to co-organize a forum for students to voice their ideas and concerns regarding the downtown campus. There was an assumption that both student organizations would take the lead in organizing the forum – with the Town and Gown providing financial support and direction.

The sub-committee also recommends that the forum be held at a downtown establishment such as The Foundry – which successfully hosted a Mayoral Candidates debate last year with approximately 200 people in the audience.

The sub-committee recommends a format that would include a panel, which would include representatives of the City and College who could spark discussion and answer questions. These could include:

- College and University administration – to provide an intro of current and planned operations downtown
- City Planner
- Executive Director of Transit Windsor
- Executive Director of Parks and Recreation
- Windsor Police Services

The sub-committee recommends inviting the DWBIA and Downtown Residents Association. In addition, the sub-committee would like Town and Gown to consider how to involve city-wide youth organizations such as :

- YKNOT Windsor-Essex
- Mayors Youth Advisory Council
- Windsor and Essex Youth Advising City Councillors

There was a discussion about inviting a media partner to co-organize the event e.g. CBC – however that option was ultimately declined so as not to favour any one media outlet.

The meeting concluded at 2:30pm

## Kadour, Karen

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**From:** Barlozzari, Robert  
**Sent:** Monday, October 19, 2015 4:02 PM  
**To:** Kadour, Karen  
**Subject:** FW: Email Poll: Open House Forum Letters

FYI.

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**From:** Barlozzari, Robert  
**Sent:** Wednesday, September 09, 2015 4:55 PM  
**To:** Barlozzari, Robert; 'Cardinal, Mike'; 'Jane Boyd'; 'John Fairley'; 'Lena Angelidis'; 'Sarah Morris'  
**Cc:** Kadour, Karen; Gebauer, Sandra; Elliott, John; Francis, Fred; Kusmierczyk, Irek  
**Subject:** RE: Email Poll: Open House Forum Letters

Dear Members of the Committee,

I apologize for the delay in reporting, but the email poll received 2/3 vote and is therefore successful. A letter will be issued to the student body presidents.

As indicated, a meeting of the committee is being scheduled as soon as possible here. Will keep you all posted.

Thanks,  
Robert

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**From:** Barlozzari, Robert  
**Sent:** Thursday, September 03, 2015 5:06 PM  
**To:** 'Cardinal, Mike'; 'Jane Boyd'; 'John Fairley'; 'Lena Angelidis'; 'Sarah Morris'  
**Cc:** Kadour, Karen; Gebauer, Sandra; Elliott, John; Francis, Fred; Kusmierczyk, Irek  
**Subject:** Email Poll: Open House Forum Letters  
**Importance:** High

Dear Members of the Town & Gown Committee,

Please find this email as an electronic poll of the committee membership.

At its meeting held May 6, 2015, the Town & Gown Committee resolved to establish a sub-committee charged with putting together an Open House Forum dedicated to student issues, concerns and long term vision for Windsor's Downtown. An excerpt from that meeting is as follows:

That a subcommittee consisting of J. Fairley, J. Boyd, S. Morris and Councillor Kusmierczyk **BE ESTABLISHED** to report back regarding the logistics (date – October 2015 and location) of hosting an event by the Town and Gown Committee for the purpose of allowing students the opportunity to voice challenges faced in the downtown core.

Carried.

Meetings of that sub-committee have transpired over the summer months and a report is forthcoming at the next meeting of the Town & Gown Committee – which is currently being scheduled. The sub-committee has forwarded draft letters communicating the Town & Gown's initiative on this matter, which are attached to this email for the committee's review and consideration.

After reviewing the attached letters, and to expedite this initiative, please advise by email response if you "support" the following motion at your earliest convenience:

That the Town & Gown Committee Chair **BE AUTHORIZED** to sign and issue letters addressed to the Student Government Presidents at the University of Windsor and St. Clair College requesting their assistance with planning an Open House Forum dedicated to student issues, concerns and their perceived vision for the enhancement of the downtown core **IN ADVANCE** of the next meeting of the Town & Gown Committee.

If the motion receives support, the letters will be issued and the motion will require to be "Confirmed and Ratified" at the next meeting of the Town & Gown Meeting. This matter will most likely occupy a large part of that meeting. It might be worthwhile to invite the Presidents to participate if the letters are issued.

Please do not hesitate to contact me if you should have any questions or concerns.

Best regards,  
Robert

**Robert Barlozzari**  
Council Assistant  
The Corporation of the City of Windsor

This email message is for the sole use of the intended recipient and may not be copied. If you are not the intended recipient, please destroy all copies of this email and notify the sender immediately. Information related to this email may be filed and the content may be required to be disclosed by the City to a third party in certain circumstances. Personal information is collected and protected under the authority of the *Municipal Freedom of Information and Protection of Privacy Act*, R.S.O. 1990, M-56.

President Miranda Underwood  
Student Representative Council  
St. Clair College  
2000 Talbot West, Box 5  
Windsor, Ontario  
N9A 6S4

July 10, 2015

Dear SRC President Underwood,

We are writing on behalf of the *Town and Gown Committee*, which is an official committee of the City of Windsor that provides an avenue of communication between the University of Windsor, St. Clair College, the municipal government and city residents on a broad range of matters.

During our last Town & Gown meeting – the committee members indicated they would like to approach the Student Representative Council at St. Clair College and University of Windsor Students' Alliance to discuss co-organizing a forum this coming October for students to voice their concerns and hopes for a revitalized downtown core. The forum would take place at a local downtown establishment e.g. The Foundry Pub.

The issue is quite timely with the University of Windsor's recent investment in the establishment of a downtown campus that will build upon the existing presence of St. Clair College to bring thousands of young people into the downtown core. Naturally, there is much to talk about including matters of transit, parking, student and public safety – just to name a few.

In short, we would like your help in organizing a forum where students from the University and the College could share their vision and their concerns for a revitalized and re-energized Downtown Core.

Sincerely Yours,

Councillor John Elliott – Chair, The Town & Gown Committee

Student Forum Sub-Committee

Mr. John Fairley – Vice-President College and Community Relations - St. Clair College

Mrs. Jane Boyd – Executive Assistant to the President – University of Windsor

Ms. Sarah Morris – Program Coordinator – Hackforge

Councillor Irek Kusmierczyk – City of Windsor

Please respond to Robert Barlozzari in the Office of Council Services:

Telephone: (519) 255-6222 ext. 6332.

Email: rbarlozzari@citywindsor.ca

4.1(d)

President Jaydee Tarpeh  
University of Windsor Students' Alliance  
Room 209, 2nd Floor  
CAW Student Centre  
401 Sunset Ave  
Windsor, ON, N9B 3P4

July 10, 2015

Dear UWSA President Tarpeh,

We are writing on behalf of the *Town and Gown Committee*, which is an official committee of the City of Windsor that provides an avenue of communication between the University of Windsor, St. Clair College, the municipal government and city residents on a broad range of matters.

During our last Town & Gown meeting – the committee members indicated they would like to approach the University of Windsor Students' Alliance and the Student Representative Council at St. Clair College to discuss co-organizing a forum this coming October for students to voice their concerns and hopes for a revitalized downtown core. The forum would take place at a local downtown establishment e.g. The Foundry Pub.

The issue is quite timely with the University of Windsor's recent investment in the establishment of a downtown campus that will build upon the existing presence of St. Clair College to bring thousands of young people into the downtown core. Naturally, there is much to talk about including matters of transit, parking, student and public safety – just to name a few.

In short, we would like your help in organizing a forum where students from the University and the College could share their vision and their concerns for a revitalized and re-energized Downtown Core.

Sincerely Yours,

Councillor John Elliott – Chair, The Town & Gown Committee

Student Forum Sub-Committee

Mr. John Fairley – Vice-President College and Community Relations - St. Clair College

Mrs. Jane Boyd – Executive Assistant to the President – University of Windsor

Ms. Sarah Morris – Program Coordinator – Hackforge

Councillor Irek Kusmierczyk – City of Windsor

Please respond to Robert Barlozzari in the Office of Council Services:

Telephone: (519) 255-6222 ext. 6332.

Email: rbarlozzari@citywindsor.ca

REPORT ID: CCWFISUM

EFFECTIVE DATE OF DEPT REPORTING TREE: 01-OCT-2015

EFFECTIVE DATE OF MAIN ACCOUNT TREE: 01-OCT-2015

CITY OF WINDSOR

FINANCIAL SUMMARY VARIANCE REPORT BY DEPT ID  
FOR THE PERIOD ENDING Oct 31, 2015 (INCLUDING ADJUSTMENT PERIOD)  
83% OF THE YEAR ELAPSED

LEVEL: 5

PAGE No. 9 of 11.

RUN DATE: November 06, 2015

RUN TIME: 09:56:45

BUSINESS UNIT: CCW01

OPERATING FUNDS: 001, 020, 021, 023, 027, 030

Service Area: AGENCIES\_BOARDS\_COMM  
Department: COMMITTEES  
Division: COUNCIL\_COMMITTEES  
Department ID:0111756 Town & Gown Committee

ANNUAL BUDGET	CURRENT PERIOD		YEAR TO DATE		YTD VARIANCE SURPLUS/ (DEFICIT)	PERCENT COMMITTED	PROJECTED YEAR-END VARIANCE SURPLUS/ (DEFICIT)	PROJECTED PERCENT COMMITTED
	COMMITMENTS	ACTUALS INCLUDING COMMITMENTS	COMMITMENTS	ACTUALS INCLUDING COMMITMENTS				

REVENUES

TOTAL REVENUE	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
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EXPENSES

2040 Licenses & Tags	0	0	0	0	7	-7	0	-8	0
4295 Public Relations	4,500	0	0	0	150	4,350	3	4,320	4
TOTAL EXPENSES	<u>4,500</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>157</u>	<u>4,343</u>	<u>3</u>	<u>4,312</u>	<u>4</u>
NET TOTALS	<u>4,500</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>157</u>	<u>4,343</u>	<u>3</u>	<u>4,312</u>	<u>4</u>