

**Minutes**  
**Executive Committee**  
**City of Windsor**

**Monday, September 25, 2017**  
**6:00 o'clock p.m.**

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**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. CALL TO ORDER**

Mayor Dilkens calls the meeting of the Executive Committee of Council to order at 6:00 o'clock p.m.

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

None disclosed.

**3. ADOPTION OF THE MINUTES**

**3.1 Minutes of the Executive Committee meeting held May 29, 2017**

Moved by: Councillor Kusmierczyk

Seconded by: Councillor Sleiman

THAT the Minutes of the Executive Committee meeting of Council held May 29, 2017 **BE ADOPTED** as presented.  
Carried.

Report Number: SCM 116/2017

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

None requested.

**5. PRESENTATIONS AND DELEGATIONS**

**5.1 Stephen MacKenzie, CEO, Windsor Essex Economic Development Corporation to provide Mayor and Council with an update.**

**Stephen MacKenzie, CEO, Windsor Essex Economic Development Corporation**

Stephen Mackenzie, CEO, Windsor Essex Economic Development Corporation, appears before the Executive Committee to provide Mayor and Council with an update of the 2017 metrics including statistics regarding the small business center, business retention and expansion, business attraction, the Institute for Border Logistics and Security (IBLS) and Marketing; Business startups and job creation details are also provided; and concludes by highlighting upcoming key events including the 3<sup>rd</sup> Annual Small Business Expo to be held on October 31, 2017.

Moved by: Councillor Payne  
Seconded by: Councillor Holt

Decision Number: **EC 307**

That the presentation provided by Stephen MacKenzie, CEO, WindsorEssex Economic Development Corporation providing an update to Mayor and Members of Council **BE RECEIVED**; and,

That a representative from the WindsorEssex Economic Development Corporation **BE INVITED** to provide an update to the Executive Committee of Council twice a year.  
Carried.

Clerk's File: MD/8970

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### 5.2 Basement Flooding Protection Subsidy Program (BFPSP) Presentation

#### Mark Winterton, City Engineer

Mark Winterton, City Engineer, appears before the Executive Committee to provide a brief overview of the Basement Flooding Protection Subsidy Program including a review of the process; how to make an application; the difference between the fast track program and the standard process; and maximum eligible subsidy limits, and concludes by noting risk factors associated with each application process and necessary maintenance that should be performed on the installed equipment.

Moved by: Councillor Kusmierczyk  
Seconded by: Councillor Marra

Decision Number: **EC 308**

That the Basement Flooding Protection Subsidy Program presentation provided by the City Engineer dated September 25, 2017 **BE RECEIVED** for information; and

That Administration **BE DIRECTED** to provide a report to Council in 45 days containing information regarding the cost of hiring additional staff to reduce courtesy time inspections for the Basement Flooding Protection Subsidy Program standard process to wait times of 30 days, 60 days and 90 days.

Carried.

Councillors Francis and Gignac voting nay.

Report Number: SCM 180/2017  
Clerk's File: MD/8970

## 6. BUSINESS ITEMS

### 6.1 Asset Management - Policy and 2018 Asset Management Plan

Moved by: Councillor Marra  
Seconded by: Councillor Sleiman

Decision Number: **EC 309**

That City Council **APPROVE** the Asset Management Policy and Asset Management Philosophy / Framework documents attached to this report; and,

That City Council **APPROVE** the modifications to the project listing for Asset Planning as outlined in this report.

Carried.

Report Number: S 160/2017  
Clerk's File: MMF/4762

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### 6.2 Workforce Management Project Request for Additional Implementation Services - City Wide

Moved by: Councillor Marra  
Seconded by: Councillor Bortolin

Decision Number: **EC 310**

That City Administration **BE AUTHORIZED** to secure implementation services from WorkForce Software to proceed with additional phases of the Workforce Management Project, to an upset limit of \$875,000 plus applicable taxes, under the existing service agreement with WorkForce Software; and,

That funding for these services **BE DRAWN** from the existing Council approved project budget (Project #7112007); and,

That the Chief Administrative Officer and City Clerk **BE AUTHORIZED** to sign the necessary agreement(s) with WorkForce Software for implementation services, satisfactory in form to the City Solicitor, in financial content to the City Treasurer, and in technical content to the Executive Director of Information Technology.  
Carried.


Report Number: S 172/2017  
Clerk's File: SI/12297

### 7. COMMITTEE REPORTS

None presented.

### 8. ADJOURNMENT

There being no further business, the meeting of the Executive Committee of Council is adjourned at 7:57 o'clock p.m.



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Mayor



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City Clerk