



OFFICE OF THE CITY CLERK COUNCIL SERVICES

Phone: (519)255-6211

CITY HALL
WINDSOR, ONTARIO
N9A 6S1

Fax: (519)255-6868

E-mail: clerks@citywindsor.ca

WEBSITE: www.citywindsor.ca

CAO APPROVAL

The Chief Administrative Officer approved the following recommendation:

Report Number: CAO 60/2026
Approved: Thursday, March 19, 2026

That the Executive Director of Human Resources **BE AUTHORIZED** to submit application(s) to accredited educational institutions and approved agencies that service students, disadvantaged, underemployed and/or disabled populations for the Corporation's participation in various Unpaid Work Placement Program Initiatives; and further,

That the City of Windsor's Human Resources Department **BE AUTHORIZED** to coordinate the Corporation's participation in these programs as approved by the Executive Director of Human Resources and accredited educational institutions and approved agencies that service students, disadvantaged, underemployed and/or disabled populations; and further,

That the content and approval of the necessary Memorandums of Agreement/Understanding between the Corporation, the various accredited educational institutions, including US based schools, and approved agencies that service students, disadvantaged, underemployed and/or disabled populations **BE DELEGATED** to the Executive Director of Human Resources and the Commissioner, Corporate Services; and further,

That the content and approval of the necessary Memorandums of Agreement/Understanding between the Corporation and its Unions and associations as it relates to participation in Work Placement Program Initiatives **BE DELEGATED** to the Executive Director of Human Resources and the Commissioner, Corporate Services; and further,

That the Executive Director of Human Resources and the Commissioner, Corporate Services **BE AUTHORIZED** to execute any and all Memoranda of Understanding and/or other documents necessary to bind the Corporation to the agreements identified in this



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approval subject to approval of technical content by the Executive Director of Human Resources and the Commissioner, Corporate Services; and further,

That placement program initiatives individual Memoranda of Understanding with Accredited educational institutions and approved agencies that service students, disadvantaged, underemployed and/or disabled populations **BE NEGOTIATED** without the inclusion of a pre-determined ending date; and further,

That appropriate notice to terminate the agreement by either the Corporation, Corporation's Unions/Associations and/or Placement Agencies **BE ESTABLISHED** through an agreeable timeline satisfactory to each involved party; and further,

That the Executive Director of Human Resources **BRING FORWARD** an annual Communication report to the Chief Administrative Officer summarizing the Corporation's annual participation in Work Placement Program Initiatives and Student and Youth Employment Opportunities.

Report Number: CAO 60/2026
Clerk's File: AS/15132

Anna Ciacelli

Deputy City Clerk
March 19, 2026

Department Distribution

Human Resources Business Partner
Supervisor, Recruitment & Staff Development (A)
Executive Director, Human Resources
Commissioner, Corporate Services
Chief Administrative Officer