Community Services Standing Committee Meeting Agenda

Date: Wednesday, December 4, 2024
Time: 9:00 o'clock a.m.

Location: Council Chambers, 1st Floor, Windsor City Hall

All members will have the option of participating in person in Council Chambers or electronically and will be counted towards quorum in accordance with Procedure By-law 98-2011 as amended, which allows for electronic meetings. The minutes will reflect this accordingly. Any delegations have the option to participate in person or electronically.

MEMBERS:

Ward 2 - Councillor Fabio Costante

Ward 3 - Councillor Renaldo Agostino

Ward 4 - Councillor Mark McKenzie

Ward 5 - Councillor Ed Sleiman (Chairperson)

Ward 6 - Councillor Jo-Anne Gignac

ORDER OF BUSINESS

Item #	Item Description
1.	**CALL TO ORDER**

READING OF LAND ACKNOWLEDGMENT

We [I] would like to begin by acknowledging that the land on which we gather is the traditional territory of the Three Fires Confederacy of First Nations, which includes the Ojibwa, the Odawa, and the Potawatomi. The City of Windsor honours all First Nations, Inuit and Métis peoples and their valuable past and present contributions to this land.

2. DISCLOSURE OF PECUNIARY INTEREST AND THE GENERAL NATURE THEREOF

3. ADOPTION OF THE MINUTES

3.1. Adoption of the Community Services Standing Committee minutes of its meeting held October 2, 2024 **(SCM 303/2024)**

4. REQUEST FOR DEFERRALS, REFERRALS OR WITHDRAWALS

5. COMMUNICATIONS

6. PRESENTATIONS AND DELEGATIONS

7. COMMITTEE MATTERS

7.1. Minutes of the Committee of Management for Huron Lodge of its meeting held September 12, 2024 **(SCM 288/2024)**

7.2. Minutes of the Meetings of the Executive Committee and Board of Directors, Willistead Manor Inc., Held September 12, 2024 **(SCM 324/2024)**

7.3. Minutes of the Meetings of the Executive Committee and Board of Directors, Willistead Manor Inc., held October 16, 2024 **(SCM 325/2024)**

7.4. Report No. 120 of the Board of Directors Willistead Manor Inc. **(SCM 326/2024)**

8. ADMINISTRATIVE ITEMS

8.1. Facility Accessibility Design Standard Adoption - City Wide **(S 130/2024)**

8.2. Response to CQ 39-2024 – Funds Available for Waterfront Parkland Property – Riverside Sites (Shores Park & Former Abars Site) – Ward 6 **(C 137/2024)**
Clerk's Note: P&C Memo provided to committee members only.

8.3. Response to CQ12-2024 –Community Recognition Awards – City Wide **(S 169/2024)**

8.4. Response to Council Directive CR31/2024; Report regarding 2023 and 2024 attendance numbers and staffing possibilities at the Duff-Baby Mansion at 221 Mill Street - Ward 2 **(S 162/2024)**

8.5. Strategy to Promote Alternatives to Payday Loans - City Wide **(C 143/2024)**

8.6. Status on IPV Funding Availability - City Wide **(C 144/2024)**

8.7. Training at Local Emergency Shelters – City Wide **(S 164/2024)**

8.8. Social Housing – End of Mortgage (EOM) and Negotiation of Service Agreements with Housing Providers – City Wide **(S 166/2024)**

9. QUESTION PERIOD

10. ADJOURNMENT

Item No. 3.1

Committee Matters: SCM 303/2024

Subject: Adoption of the Community Services Standing Committee minutes of its meeting held October 2, 2024

Community Services Standing Committee Meeting

Date: Wednesday, October 2, 2024
Time: 9:00 o'clock a.m.

Members Present:

Councillors
Ward 3 - Councillor Renaldo Agostino
Ward 2 - Councillor Fabio Costante
Ward 4 - Councillor Mark McKenzie
Ward 5 - Councillor Ed Sleiman (Chairperson)

Councillor Regrets
Ward 6 – Councillor Jo-Anne Gignac

PARTICIPATING VIA VIDEO CONFERENCE ARE THE FOLLOWING FROM ADMINISTRATION:

Sandra Gebauer, Council Assistant

ALSO PARTICIPATING IN COUNCIL CHAMBERS ARE THE FOLLOWING FROM ADMINISTRATION:

Andrew Daher, Commissioner, Human & Health Services
Ray Mensour, Commissioner, Community & Corporate Services
James Chacko, Executive Director, Parks & Facilities
Tyson Cragg, Executive Director, Transit Windsor
Jen Knights, Executive Director, Recreation & Culture
Alina Sirbu, Executive Director, Long Term Care / Administration
Kirk Whittal – Executive Director, Housing & Children's Services
Michael Chantler – Chief Executive Officer, Windsor Public Library
Kelly Goz, Manager, Homelessness & Housing Support
Jennifer Tanner, Manager, Homelessness & Housing Support
Stephen Lynn, Manager, Social Policy & Housing
Doran Anzolin, Executive Initiatives Coordinator
Sumar Jasey, Emergency Planning Officer
Anna Ciacelli, Deputy City Clerk

1. CALL TO ORDER

The Chair calls the meeting of the Community Services Standing Committee to order at 9:00 o'clock a.m.

2. DISCLOSURE OF PECUNIARY INTEREST AND THE GENERAL NATURE THEREOF

None disclosed.

3. ADOPTION OF THE MINUTES

3.1. Adoption of the Community Services Standing Committee minutes of its meeting held September 4, 2024.

Moved by: Councillor Mark McKenzie
Seconded by: Councillor Fabio Costante

THAT the minutes of the Community Services Standing Committee meeting held September 4, 2024 **BE ADOPTED** as presented.
Carried.

Report Number: SCM 257/2024

4. REQUEST FOR DEFERRALS, REFERRALS OR WITHDRAWALS

8.1. Homelessness Outreach Updates - City Wide

Councillor Fabio Costante inquires whether the request for a deferral will hamper operations. Andrew Daher, Commissioner, Human & Health Services, appears before the Community Services Standing Committee regarding the Administrative report dated September 11, 2024, entitled “Homelessness Outreach Updates - City Wide” and responds that there will not be any impact. It will remain status quo. The changes will not relate to dollars, it is more about timing and staffing around the routes.

Councillor Fabio Costante inquires whether the routes will be changing or staying the same while waiting for the report back. Mr. Daher responds that the routes and times will not change until the report comes back to allow for further consultation.

Councillor Ed Sleiman inquires whether the report back will be to include additional input with no changes to the report otherwise. Mr. Daher indicates that they have identified a number of partners that they would like to confer with.

Moved by: Councillor Renaldo Agostino
Seconded by: Councillor Mark McKenzie

THAT the report of the Manager of Homelessness and Housing Supports dated September 11, 2024 entitled “Homelessness Outreach Updates - City Wide” **BE DEFERRED** to the November 6, 2024 Community Services Standing Committee meeting to allow for further discussion between community partners and administration.
Carried.

Report Number: S 122/2024
Clerk’s File: MD/14771

5. COMMUNICATIONS

None presented.

6. PRESENTATIONS AND DELEGATIONS

None presented.

7. COMMITTEE MATTERS

7.1. Minutes of the Community Public Art Working Group of its meeting held July 24, 2024

Moved by: Councillor Fabio Costante
Seconded by: Councillor Renaldo Agostino

Decision Number: **CSSC 258**
THAT the minutes of the Community Public Art Working Group meeting held July 24, 2024 **BE RECEIVED**.
Carried.

Report Number: SCM 254/2024
Clerk’s File:MB2024

8. ADMINISTRATIVE ITEMS

8.2. Response to CQ 19-2024 - Reaching Home Funding & Warming Bus - City Wide

Councillor Renaldo Agostino inquires whether any additional funding has been investigated. Kelly Goz, Manager Homelessness & Housing Support appears before the Community Services Standing Committee regarding the Administrative report dated September 12, 2024, entitled "Response to CQ 19-2024 - Reaching Home Funding & Warming Bus - City Wide" and indicates that they are awaiting announcements from the federal government. They are unaware of any potential provincial funding at this time. Administration would have to review capacity challenges to identify the best use of current available funding.

Councillor Renaldo Agostino comments that feedback from shelters indicated that the warming bus was effective last year for the lowest barrier persons and inquires whether administration has any data that correlates to those comments. Ms. Goz responds that that direct feedback was received from participants for a number of reasons. It provided an alternative for persons, the bus staff was well-trained, and was responsive to the needs of the persons it serviced.

Councillor Renaldo Agostino inquires whether any other municipality has embraced this idea and gone a step further to purchase its own bus in order to save costs. Ms. Goz responds that Hamilton worked with their transit department. Windsor's initiative was more successful. Windsor saw increased ridership compared to Hamilton. Ms. Goz adds that other communities in warmer climates in the United States have considered alternate modes of transportation, including mini RVs, capacity is limited with that type of structure.

Councillor Fabio Costante comments that with increasing numbers at local shelters, where does the City stand in relation to capacity limits and what is the causal connection between strengthen the core and these numbers. Jennifer Tanner, Manager Homelessness & Housing Support appears before the Community Services Standing Committee regarding the Administrative report dated September 12, 2024, entitled "Response to CQ 19-2024 - Reaching Home Funding & Warming Bus - City Wide" and responds that the City is hovering between 96 – 98% capacity on any given night. Ms. Tanner adds that they don't typically see this type of capacity until the climate is not conducive to sleeping outdoors. The shelter trend usage over the past 12 months is provided. There was an increase that happened in May-June when strengthening the core came into effect. They believe that it was the result of increased communication and dialogue between staff and individuals. Expanded hours at H4, moving from H4 to the emergency shelter has also changed. There are increases in homelessness due to not having available rent subsidies, rising rental costs and insufficient funds.

Councillor Fabio Costante inquires whether the shelters have a plan in place to accommodate these rising numbers. Ms. Goz responds that the shelters have crash beds to accommodate

overflow. The Downtown Mission has also provided additional warming/cooling spaces overnight to help with behaviour management for those who have been banned from shelters. Administration is accessing overflow motel rooms to accommodate families. Every year administration reviews winter planning to identify if they need to expand capacities and if funding will be required for that.

Councillor Fabio Costante inquires whether they will be hearing an announcement in the next few months from the provincial or federal government. Ms. Goz responds that engagement officers at HICC have indicated that there is stabilization funding coming, which was the future loss of those temporary covid dollars that they were receiving, and they are also expecting to hear about encampment response funding and that there is a potential cost-sharing initiative between the provincial and federal governments.

Councillor Mark McKenzie inquires about the feedback from drivers and staff at Transit Windsor. Tyson Cragg, Executive Director Transit Windsor appears before the Community Services Standing Committee regarding the Administrative report dated September 12, 2024, entitled “Response to CQ 19-2024 - Reaching Home Funding & Warming Bus - City Wide” and responds that the feedback was universally positive from staff and riders alike. From an operational perspective, it was a positive collaboration between Transit Windsor and Administration.

Councillor Mark McKenzie inquires whether there were any issues that needed to be addressed. Mr. Cragg responds that next level support was available from Windsor Police, although there were very few issues noted.

Councillor Mark McKenzie inquires whether there have been any ongoing discussions regarding funding for hotels or motels if the funding for the warming bus is not available. Ms. Tanner responds that the IRCC hotels and motels are nearly always close to capacity. There is not much opportunity to use those hotels and motels. We have a close relationship with IRCC that has allowed us to establish a pathway for asylum claimants to be diverted from our shelters to these hotels and motels through IRCC.

Councillor Renaldo Agostino inquires whether there is a process in place for providing passes for people to get on a bus if this program doesn’t exist. Mr. Cragg responds that they don’t have a formal program in place, but drivers are trained to know their regular patrons and understand the environment that they are operating in. Transit has a safe haven program that if someone indicates that they are in danger, they are provided transportation on a case-by-case basis.

Councillor Ed Sleiman inquires whether this is a temporary program and how to keep the number from increasing. Ms. Goz responds that administration is constantly bringing forward these types of initiatives to Council. There are few options for people to seek refuge during the daytime. Funding for the H4 is extremely important to provide a response for these persons to meet with an Ontario Works case worker, a physician or nurse, a probation officer, an Indigenous worker, or housing worker to provide wraparound supports. Temporary solutions help to identify barriers for those who may not be comfortable going into the emergency shelter system. Attainable and sustainable

housing is the only solution to ending homelessness. Income assistance, basic income or rent supplement is needed for persons to be able to make ends meet.

Moved by: Councillor Mark McKenzie
Seconded by: Councillor Renaldo Agostino

Decision Number: **CSSC 259**
THAT the report of the Manager - Homlessness & Housing Support dated September 12, 2024 entitled “Response to CQ 19-2024 - Reaching Home Funding & Warming Bus - City Wide” **BE RECEIVED** for information; and,

THAT Administration **BE DIRECTED** to lobby the Provincial and Federal governments for any available funding opportunities; and,

THAT Administration **BE DIRECTED** to approach local philanthropy groups to determine whether any potential funding partnerships can be explored.
Carried.

Report Number: S 127/2024
Clerk’s File: MD/14771

8.3. Response to CQ 34-2024 – The Naming/Dedicating of Storm Water Ponds near Little River Corridor in Recognition of Teachers and Mentors – Ward 7

Moved by: Councillor Fabio Costante
Seconded by: Councillor Mark McKenzie

Decision Number: **CSSC 260**
THAT the report of the Executive Initiatives Coordinator - Community Services dated September 16, 2024 entitled “Response to CQ 34-2024 – The Naming/Dedicating of Storm Water Ponds near Little River Corridor in Recognition of Teachers and Mentors – Ward 7” **BE RECEIVED**.
Carried

Report Number S 128/2024
Clerk’s File: SR2024

9. QUESTION PERIOD

None registered.

10. ADJOURNMENT

There being no further business the meeting of the Community Services Standing Committee is adjourned at 9:28 o'clock a.m. The next meeting of the Community Services Standing Committee will take place on November 6, 2024.
Carried.

Councillor Sleiman (Chairperson)	Deputy City Clerk / Supervisor of Council Services

Item No. 7.1

Committee Matters: SCM 288/2024

Subject: Minutes of the Committee of Management for Huron Lodge of its meeting held September 12, 2024

Committee of Management for Huron Lodge

Meeting held September 12, 2024

A meeting of the Committee of Management for Huron Lodge is held this day commencing at 9:00 o'clock a.m. in Room 140, 350 City Hall Square West, there being present the following members:

Councillor Ed Sleiman, Chair
Councillor Fred Francis
Councillor Jo-Anne Gignac

Guests in attendance:

Gay Viecelli, Chair, CARP Long-Term Care Transformation Committee
Anne Dube, Secretary, CARP Long Term Care Transformation Committee
Viera Polak, Member at Large, CARP Long Term Care Transformation Committee

Also present are the following resource personnel:

Alina Sirbu, Executive Director Long Term Care, Administrator of Huron Lodge
Andrew Daher, Commissioner, Human & Health Services
Doran Anzolin, Executive Initiatives Coordinator
Karen Kadour, Committee Coordinator

1. Call to Order

The Chair calls the meeting to order at 9:06 o'clock a.m. and the Committee of Management for Huron Lodge considers the Agenda being Schedule A attached hereto, matters which are dealt with as follows:

2. Disclosure of Interest

None disclosed.

3. Adoption of the Minutes

Moved by Councillor Fred Francis, seconded by Councillor Jo-Anne Gignac,

That the minutes of the meeting of the Committee of Management for Huron Lodge held June 27, 2024 **BE ADOPTED** as presented.

Carried.

4. Presentation – CARP Long Term Care Transformation Committee

Gay Viecelli, Chair, Anne Dube, Secretary, and Viera Polak, Member at Large appear before the Committee of Management for Huron Lodge. The Presentation entitled "CARP Long-Term Care Transformation Committee – Care with Dignity" is ***attached*** as Appendix "A", which was presented by Ms. Gay Viecelli.

Councillor Fred Francis thanks Ms. Viecelli, Ms. Dube and Ms. Polak for their Presentation.

Moved by Councillor Fred Francis, seconded by Councillor Jo-Anne Gignac,
That the Presentation by the CARP Long Term Care Transformation Committee entitled "CARP Long-Term Care Transformation Committee – Care with Dignity" **BE NOTED AND FILED.**
Carried.

5. In Camera

Moved by Councillor Fred Francis, seconded by Councillor Jo-Anne Gignac,
To move in Camera at 9:10 a.m. for the purpose of consideration of the following item of business.

Subject – Personal matter(s) about an identifiable individual – s. 239 (2)(b)

Discussion on the item of business.

Verbal Motion is presented by Councillor Fred Francis, seconded by Councillor Jo-Anne Gignac to move back into public session at 9:15 o'clock a.m.

Moved by Councillor Fred Francis, seconded by Councillor Jo-Anne Gignac,
That the Clerk BE DIRECTED to transmit the recommendation(s) contained in the update discussed at the In-Camera Committee of Management for Huron Lodge meeting held September 12, 2024 directly to the Committee of Management for Huron Lodge at the next regular meeting.

Moved by Councillor Fred Francis, seconded by Councillor Jo-Anne Gignac,
That the In Camera update relating to the personal matter about an identifiable individual, including municipal or local board employees **BE RECEIVED**, and further that Administration **BE REQUESTED** to proceed in accordance with the verbal direction of the Committee of Management for Huron Lodge.
Carried.

6. Business Items

6.1 Administrator's Report

Alina Sirbu states that the Province announced an upcoming change in regard to the process through which long term care receives funding leading towards a more comprehensive system with various data added into the assessments. She adds that several webinars and information sessions will be provided and the ministry are looking at early adopters. This is due to start in April 2026.

In response to a question asked by Councillor Jo-Anne Gignac regarding when would early adopters identify themselves, Alina Sirbu responds that the Ministry is asking for those nominations currently .

Alina Sirbu advises that from a financial perspective, they continue to use the funding from the Ministry to implement all of the advances that will allow Huron Lodge to provide better care with better outcomes. Huron Lodge is in process of implementation of Point of Care tablets which means the Personal Support Workers will be able to document patient care and a better flow of information to the Registered staff that do the clinical submissions that ultimately translate into funding .

Alina Sirbu reports from a CQI perspective, she is grateful for the Residents' Council that they have at Huron Lodge. The Residents' Council meets monthly, during which information on quality improvement initiatives and ministry directives/changes are communicated with an opportunity for residents to seek clarification and provide feedback on processes to improve their home. She adds that the Residents' Council is one of their success stories.

Alina Sirbu refers to the Palliative Care Committee who remain focused on continuing to support compassionate care at end-of-life for their residents and families.

The Family and Resident Satisfaction Surveys will be delivered to the residents in the near future.

Alina Sirbu advises that since the last meeting of the committee, there was an inspection from the Ministry with zero items noted for non-compliance.

Moved by Councillor Jo-Anne Gignac, seconded by Councillor Fred Francis,
That the report from the Administrator of Huron Lodge providing the Committee of Management with an update on issues related to resident care, the Ministry of Long-Term Care (MLTC); Ontario Health; Home and Community Care Support Services (HCCSS); and other initiatives that impact the Long Term-Term Care sector **BE RECEIVED** for information and **APPROVED** for the period starting June 28, 2024, and ending September 12, 2024.

Carried.

7. Date of Next Meeting

The next meeting will be held on either December 12, 2024 or December 13, 2024 at 9:00 o'clock a.m.

8. Adjournment

There being no further business, the meeting is adjourned at 9:36 o'clock a.m.

APPENDIX "A"

CARP LONG-TERM CARE TRANSFORMATIONCOMMITTEE

CARE WITH DIGNITY

Committee of Management for Huron Lodge

September 12, 2024

OUR MISSION STATEMENT

We desire a model of care which prioritizes the individual over the institution, promotes purpose by creating a sense of place and supports the continuation of a normal life.

OUR COMMITTEE'S HISTORY

- Established in 2020, after the COVID-19 pandemic highlighted the urgent issues in long-term care.
- CARP Windsor-Essex, Chapter 7 has been working with other Ontario Chapters, with the CARP Ottawa Chapter as the lead.
- We have held events to bring attention to home care and long-term care issues that need to be addressed.
- We have studied research and different models of service delivery that have transformed elder care throughout the world.
- Most recently, we commissioned the production of a video entitled “Care with Dignity” to highlight the issues in our elder care system, but more importantly to speak to the need to transform our system.

INNOVATIVE MODELS THAT HAVE EMBRACED A CULTURE CHANGE FOR SENIOR CARE

- There have been a number of innovative models that have embraced a culture change in the US, Europe, Australia, and recently in Ontario.
- The models include:

  Butterfly Homes

  Hogeweyk Villages

  The Eden Alternative

  The Green House Project

THE COMMON ELEMENTS OF THE MODELS ARE:

- Using a relationship-based approach to care where residents, staff and families feel part of a community.
- Setting up small home-like environments.
- Providing more hours of direct care for residents.
- Employing full-time well-paid staff who are trained in empathy, culture change and a team approach to care.
- Recognizing families and caregivers as integral members of the team.
- Engaging volunteers who are trained in empathy and culture change.

THE BENEFITSOF THE MODELS

- Increased positive interactions with staff, families and residents.
- A system focused on individual needs.
- Decreased use of medication.
- Decreased number of aggressive incidents.
- Decreased visits to the hospital.
- Reduced staff sick time.
- Reduced food waste.

OUR VIDEO - CARE WITH DIGNITY

Person-Centered Care Model – Develop and implement a care model that prioritizes the needs and preferences of individuals over institutional protocols.

Promote Purpose and Sense of Place – Create environments within care homes that foster a sense of belonging and purpose for residents.

Support Normal Life Continuation – Implement practices and policies that enable residents to continue their lives as normally as possible, maintaining their daily routines and activities.

Government Enforcement of Staff Ratios – Ensure the government legislates and enforces staff to resident ratios to provide the standards of enjoyment of life we all deserve.

I am no longer accepting the things I cannot change. I am changing the things I cannot accept.

- Angela Davis

MOVING FORWARD

Item No. 7.2

Committee Matters: SCM 324/2024

Subject: Minutes of the Meetings of the Executive Committee and Board of Directors, Willistead Manor Inc., Held September 12, 2024

A meeting of the **Executive Committee Board of Directors, Willistead Manor Inc.** is held this day commencing at 4:00 o'clock p.m. at Willistead Manor, there being present the following members:

D. Sanborn, Chair
C. Gaudette
R. Gauthier

Regrets:

J. Evans

Also in attendance are the following Resource Personnel:

D. Seguin, Deputy Treasurer – Financial Accounting and Corporate Controls
M. Staadegaard, Manager, Culture & Events
C. Menard, Supervisor, Community Programming - Cultural Affairs & Willistead Manor Coordinator
S. Gebauer, Council Assistant & Executive Secretary to the Board of Directors, Willistead Manor Inc.

1. CALL TO ORDER

The Chairperson calls the meeting to order at 4:10 o'clock p.m. and the Executive Committee considers the Agenda being Schedule "A" ***attached*** hereto, matters, which are dealt with as follows:

2. ADOPTION OF THE MINUTES

Moved by R. Gauthier, seconded by C. Gaudette,
That the minutes of the Executive Committee Board of Directors Willistead Manor Inc. meeting held June 13, 2024, **BE ADOPTED** as presented.

Carried.

3. BUSINESS ARISING FROM THE MINUTES

None.

4. REPORTS

4.1 Chairperson

None.

4.2 Administration

C. Menard, Supervisor, Community Programming - Cultural Affairs & Willistead Manor Coordinator provides the following updates:

Priority Projects for Willistead Manor:

- C. Menard and R. Gauthier will continue to work on prioritizing projects in the Manor and identifying budgets.
- C. Menard to follow-up in the fall/winter regarding the lighting in the Manor. Quotes have been received and the project is currently paused, pending time for next steps.
- C. Menard will continue to search for files containing information about items donated to Willistead Manor.

Facilities:

- The re-installation of the repaired window grate covers in the Paul Martin Gardens is complete and only one capstone replacement is remaining, on the east side of Conservatory.
- The Main Courtyard restoration project is nearly complete. There is one remaining capstone replacement, with expected delivery by the end of September.
- Work began on September 9th, 2024, in the Mary Walker Dressing Room. The project includes peeling the wallpaper, preparing the walls for repainting and repainting with the chosen colours.
- Some material options for the Coach House Ceiling are currently being investigated for consideration.
- The Facilities Department has completed a full condition assessment for the structural envelope of the Willistead Manor Complex. The preliminary inspection took place on May 1st, 2024. This is a multi-phase process that will require significant time from both C. Menard and M. Staadegaard, Manager, Culture & Events, to meet with Facilities to assess and determine needs for the Manor House, Custodian apartment, Coach House and Gatehouse, as well as working with Parks to start prioritizing projects in the City's 10-year Capital Plan, identifying funding, determining staffing resources, etc. Currently the City Roofer is working to address ongoing issues with upper lever terrace surface, slope, drainage, etc.

Willistead Park, Parking Lot, Exterior Areas Updates:

- Funding for the fence repair/refinish will be available in 2029/2030.
- Funding for the replacement of the parking lot will be available in 2029.

Culture & Events Updates:

- C. Menard will be updating the Room Guide to include the Coach House and will also be updating the Willistead Manor brochure.

- The 4th Annual High Tea & Garden Party that took place on Sunday, July 28, 2024, sold out with approximately 285 guests.
- The 4th Annual Harvest Dinner promotion and ticket sales will begin the week of September 16, 2024.

Documentary Updates:

- There are no new updates concerning the Willistead documentary currently.
- The documentary was screened at WIFF Under the Stars.

4.3 Treasurer

D. Seguin, Deputy Treasurer – Financial Accounting and Corporate Controls, provides the current account balances as follows:

- Operating Account -- $22,319.
- Savings Account -- $26,600.
- Furnishings Trust -- $8,673.

5. NEW BUSINESS

The Executive Committee members discuss the recruitment of new members and consider restructuring some of the board's current sub-committees to better align with the board's goals.

6. DATE OF NEXT MEETING

The next meeting of the Executive Committee Board of Directors, Willistead Manor Inc. will be on Wednesday, October 16, 2024.

7. ADJOURNMENT

There being no further business, the meeting is adjourned at 4:32 o'clock p.m.

_____
CHAIRPERSON

_____
EXECUTIVE SECRETARY

A meeting of the **Board of Directors, Willistead Manor Inc.** is held this day commencing at 4:30 o'clock p.m. at Willistead Manor, there being present the following members:

D. Sanborn – Chair
A. Abu-Zahra
MJ. Dettinger
C. Gaudette
R. Gauthier
R. Jasey (via conference phone)
C. Pitman

Regrets from Board Members:

J. Evans
E. Morasset

Also in attendance are the following resource personnel:

D. Seguin, Deputy Treasurer – Financial Accounting and Corporate Controls
M. Staadegaard, Manager, Culture & Events
C. Menard, Supervisor, Community Programming - Cultural Affairs & Willistead Manor Coordinator
S. Gebauer, Council Assistant & Executive Secretary to the Board of Directors, Willistead Manor Inc.

1. CALL TO ORDER

The Chairperson calls the meeting to order at 4:43 o'clock p.m. and the Board considers the Agenda being Schedule "A" ***attached*** hereto, matters, which are dealt with as follows:

2. ADOPTION OF THE MINUTES

Moved by MJ Dettinger, seconded by C. Gaudette,
THAT the minutes of the Board of Directors, Willistead Manor Inc. meeting held June 13, 2024, **BE ADOPTED** as presented.

Carried.

3. BUSINESS ARISING FROM THE MINUTES

None.

4. CHAIRPERSON'S REPORT

D. Sanborn points out the framed portrait of Mary Walker, allowing Board members the opportunity to view it.

5. REPORTS

5.1 Management

C. Menard, Supervisor, Community Programming - Cultural Affairs & Willistead Manor Coordinator provides the following updates:

Priority Projects for Willistead Manor:

- C. Menard and R. Gauthier will continue to work on prioritizing projects in the Manor and identifying budgets.
- C. Menard to follow-up in the fall/winter regarding the lighting in the Manor. Quotes have been received and the project is currently paused, pending time for next steps.

Facilities:

- The re-installation of the repaired window grate covers in the Paul Martin Gardens is complete and only one capstone replacement is remaining, on the east side of Conservatory.
- The Main Courtyard restoration project is nearly complete. There is one remaining capstone replacement, with expected delivery by the end of September.
- Work began on September 9th, 2024, in the Mary Walker Dressing Room. The project includes peeling the wallpaper, preparing the walls for repainting and repainting with the chosen colours.
- Material options for the Coach House Ceiling are currently being investigated for consideration.
- The Facilities Department has completed a full condition assessment for the structural envelope of the Willistead Manor Complex. The preliminary inspection took place on May 1st, 2024. This is a multi-phase process that will require significant time from both C. Menard and M. Staadegaard, Manager, Culture & Events, to meet with Facilities to assess and determine needs for the Manor House, Custodian apartment, Coach House and Gatehouse, as well as working with Parks to start prioritizing projects in the City's 10-year Capital Plan, identifying funding, determining staffing resources, etc. Currently the City Roofer is working to address ongoing issues with upper lever terrace surface, slope, drainage, etc.

Willistead Park, Parking Lot, Exterior Areas Updates:

- Funding for the fence repair/refinish will be available in 2029/2030.
- Funding for the replacement of the parking lot will be available in 2029.

Culture & Events Updates:

- C. Menard will be updating the Room Guide to include the Coach House and will also be updating the Willistead Manor brochure.
- The 4th Annual High Tea & Garden Party that took place on Sunday, July 28, 2024, sold out with approximately 285 guests.
- The 4th Annual Harvest Dinner promotion and ticket sales will begin the week of September 16, 2024.

Documentary Updates:

- There are no new updates concerning the Willistead documentary currently.
- The documentary was screened at WIFF Under the Stars.

C. Menard further informs the Board members that the Museum staff has scanned all the historical information belonging to Art Jahns and it will be added to the Museum Windsor database.

5.2 Treasurer

D. Seguin, Deputy Treasurer – Financial Accounting and Corporate Controls, provides the current account balances as follows:

- Operating Account -- $22,319.
- Savings Account -- $26,600.
- Furnishings Trust -- $8,673.

6. COMMITTEES

6.1 Fundraising

None.

6.2 Community Relations and Promotion

None.

6.3 Acquisitions

R. Gauthier explains that the unveiling, originally planned for the portrait of Mary Walker was postponed due to summer schedules. He informs the Board members that

the portrait will be displayed in the Manor for everyone to see, with the possibility of planning something at a later date.

R. Gauthier informs the Board members that the Acquisitions Committee is currently reviewing fabric options for the drapery in the Great Hall. He also informs that the table, donated by the family of a former Hiram Walker employee, has arrived and is currently in the Billiards Room. The Acquisitions Committee is considering adding a glass top to protect the table and will also obtain glass tops for the shelves of the baker's rack.

6.4 Friends of Willistead (FOW)

C. Pitman, provides the following updates:

- The July public tours of Willistead Manor were very successful with 10 volunteers at each session. Several visitors came from the United States including Ohio, Florida, Louisiana and Tennessee. There were also many visitors from different parts of Ontario.
- Two group toured the Manor in August, one of them being a group of car enthusiasts.
- The Friends of Willistead Garage Sale will take place on Saturday, September 21st, 2024, in the Coach House. Many hours have been spent sorting and pricing items. C. Menard has created the poster, and they are receiving many inquiries.
- The Christmas decorating schedule has been set. Fluffing will take place on Thursday, November 14th, and the decorating will be done on Saturday and Sunday, November 16th and 17th. C. Pitman will reach out to St. Clair College to ask if the students would be willing to help again this year.

C. Gaudette asks whether the filming of the Amazing Race at the Manor has anything to do with the increase in tours and the many out of town visitors. M. Staadegaard, Manager of Culture & Events indicates that they have seen increases in other locations as well.

6.5 Education

R. Jasey informs the Board members that he hopes to expand the student visits in the Spring. R. Jasey also indicates that he is planning on hosting some meetings for the school program at the Manor as well, which will include community partners.

6.6 Historical

None.

6.7 Event Planning

None.

7. NEW BUSINESS

R. Gauthier informs the Board members that member D. Langstone has found some information of Mary's family lineage in Michigan. He suggests that they find someone well versed on Ancestry and hire them to investigate this.

Moved by A. Abu-Zahra, seconded by R. Gauthier,
That the following persons **BE RE-APPOINTED** to the Board of Directors, Willistead Manor Inc. for a two-year term expiring August 17, 2026:

M. J. Dettinger
C. Gaudette
R. Jasey

Carried.

D. Sanborn informs the Board members that the Executive Committee has discussed recruiting new members. He suggests that the Board members review some samples of applications and questionnaires that were used for recruitments for other City of Windsor Board and Committees that will be sent to them for information and for discussion at a future meeting. The Chair indicates that a questionnaire specific to Willistead Manor Inc. would have to be created.

D. Sanborn reminds the members that effective October, meetings will be held on the second Wednesday of the month instead of Thursdays and that due to scheduling conflicts the next meeting will be scheduled for Wednesday, October 16, 2024.

8. DATE OF NEXT MEETING

The next meeting of the Board of Directors, Willistead Manor Inc., will be held Wednesday October 16, 2024 at 4:30 o'clock p.m.

9. ADJOURNMENT

There being no further business, the meeting is adjourned at 5:12 o'clock p.m.

_____
CHAIRPERSON

_____
EXECUTIVE SECRETARY

Item No. 7.3

Committee Matters: SCM 325/2024

Subject: Minutes of the Meetings of the Executive Committee and Board of Directors, Willistead Manor Inc., held October 16, 2024

A meeting of the **Executive Committee Board of Directors, Willistead Manor Inc.** is held this day commencing at 4:00 o'clock p.m. at Willistead Manor, there being present the following members:

D. Sanborn, Chair
J. Evans
C. Gaudette
R. Gauthier

Also in attendance are the following Resource Personnel:

S. Gebauer, Council Assistant & Executive Secretary to the Board of Directors, Willistead Manor Inc.

1. CALL TO ORDER

The Chairperson calls the meeting to order at 4:16 o'clock p.m. and the Executive Committee considers the Agenda being Schedule "A" ***attached*** hereto, matters, which are dealt with as follows:

2. ADOPTION OF THE MINUTES

Moved by J. Evans, seconded by R. Gauthier,
That the minutes of the Executive Committee Board of Directors Willistead Manor Inc. meeting held September 12, 2024, **BE ADOPTED** as presented.

Carried.

3. BUSINESS ARISING FROM THE MINUTES

None.

4. REPORTS

4.1 Chairperson

D. Sanborn informs the Committee members that he has had the opportunity to review the sample recruitment materials that were provided and has some ideas for questions specific to the Willistead Manor Inc. Board. He suggests moving

forward with the recruitment process once they have had a chance to finalize the questionnaire.

R. Gauthier indicates that he has also thought of some questions for the recruitment campaign for the Willistead Manor Inc. Board of Directors.

4.2 Administration

S. Gebauer, Council Assistant & Executive Secretary to the Board of Directors, Willistead Manor Inc. provides the following updates on behalf of C. Menard:

Priority Projects for Willistead Manor:

- C. Menard and R. Gauthier will continue to work on prioritizing projects in the Manor and identifying budgets.
- C. Menard to follow-up in the fall/winter regarding the lighting in the Manor. Quotes have been received and the project is currently paused, pending time for next steps.
- C. Menard will continue to search for files containing information about items donated to Willistead Manor.

Facilities:

- The re-installation of the repaired window grate covers in the Paul Martin Gardens is complete and only one capstone replacement is remaining, on the east side of Conservatory and is to be installed the week of October 15, 2024.
- The Main Courtyard restoration project is nearly complete. There is one remaining capstone replacement, to be installed the week of October 15, 2024.
- The old wallpaper was peeled in the Mary Walker Dressing Room, the walls were repainted, and the room has been put back together.
- C. Menard will be meeting with the Project Manager during the last week of October regarding material options for the Coach House Ceiling and will report back to the Committee at the November meeting.
- The Facilities Department has completed a full condition assessment for the structural envelope of the Willistead Manor Complex. The preliminary inspection took place on May 1st, 2024. This is a multi-phase process that will require significant time from both C. Menard and M. Staadegaard, Manager, Culture & Events, to meet with Facilities to assess and determine needs for the Manor House, Custodian apartment, Coach House and Gatehouse, as well as working with Parks to start prioritizing projects in the City's 10-year Capital Plan, identifying funding, determining staffing resources, etc. Currently the City Roofer is working to address ongoing issues with upper lever terrace surface, slope, drainage, etc.

Willistead Park, Parking Lot, Exterior Areas Updates:

- Funding for the fence repair/refinish will be available in 2029/2030.
- Funding for the replacement of the parking lot will be available in 2029.

Culture & Events Updates:

- The Mary Walker Portrait installation is complete along with the re-organizing of other portraits in the Manor.
- C. Menard will be updating the Room Guide to include the Coach House and will also be updating the Willistead Manor brochure.
- The 4th Annual Harvest Dinner saw approximately sixty people.
- Promotions will begin after Remembrance Day for the Holiday Tours Program.
- Holiday Decorating will begin on Wednesday, November 13th.

Documentary Updates:

- There are no new updates concerning the Willistead documentary currently.

4.3 Treasurer

None.

5. NEW BUSINESS

The Executive Committee members discuss the recruitment of new members and consider restructuring some of the board's current sub-committees to better align with the board's goals.

6. DATE OF NEXT MEETING

The next meeting of the Executive Committee Board of Directors, Willistead Manor Inc. will be on Wednesday, November 13, 2024.

7. ADJOURNMENT

There being no further business, the meeting is adjourned at 4:28 o'clock p.m.

_____
CHAIRPERSON

_____
EXECUTIVE SECRETARY

SG
October 16, 2024

A meeting of the **Board of Directors, Willistead Manor Inc.** is held this day commencing at 4:30 o'clock p.m. at Willistead Manor, there being present the following members:

D. Sanborn – Chair
A. Abu-Zahra
MJ. Dettinger
J. Evans
C. Gaudette
R. Gauthier
R. Jasey
D. Langstone
E. Morasset
C. Pitman

Regrets from Board Members:

M. McKenzie

Also in attendance are the following resource personnel:

S. Gebauer, Council Assistant & Executive Secretary to the Board of Directors, Willistead Manor Inc.

1. CALL TO ORDER

The Chairperson calls the meeting to order at 4:32 o'clock p.m. and the Board considers the Agenda being Schedule "A" ***attached*** hereto, matters, which are dealt with as follows:

2. ADOPTION OF THE MINUTES

Moved by C. Gaudette, seconded by R. Gauthier,
THAT the minutes of the Board of Directors, Willistead Manor Inc. meeting held September 12, 2024, **BE ADOPTED** as presented.

Carried.

3. BUSINESS ARISING FROM THE MINUTES

None.

4. CHAIRPERSON'S REPORT

D. Sanborn informs the Board members that the executive committee has been discussing the recruitment of new board members and is currently preparing a questionnaire tailored to Willistead Manor Inc. The Chair explains that the recruitment will be carried out with the assistance of the City of Windsor, but the Executive Committee will review all applications and will present a shortlist to the board for final approval.

5. REPORTS

5.1 Management

D. Sanborn provides the following updates on behalf of C. Menard:

Priority Projects for Willistead Manor:

- C. Menard and R. Gauthier will continue to work on prioritizing projects in the Manor and identifying budgets.
- C. Menard to follow-up in the fall/winter regarding the lighting in the Manor. Quotes have been received and the project is currently paused, pending time for next steps.

Facilities:

- The re-installation of the repaired window grate covers in the Paul Martin Gardens is complete and only one capstone replacement is remaining, on the east side of Conservatory and is to be installed the week of October 15, 2024.
- The Main Courtyard restoration project is nearly complete. There is one remaining capstone replacement, to be installed the week of October 15, 2024.
- The old wallpaper was peeled in the Mary Walker Dressing Room, the walls were repainted, and the room has been put back together.
- C. Menard will be meeting with the Project Manager during the last week of October regarding material options for the Coach House Ceiling and will report back to the Committee at the November meeting.
- The Facilities Department has completed a full condition assessment for the structural envelope of the Willistead Manor Complex. The preliminary inspection took place on May 1st, 2024. This is a multi-phase process that will require significant time from both C. Menard and M. Staadegaard, Manager, Culture & Events, to meet with Facilities to assess and determine needs for the Manor House, Custodian apartment, Coach House and Gatehouse, as well as working with Parks to start prioritizing projects in the City's 10-year Capital Plan, identifying funding, determining staffing resources, etc. Currently the City Roofer is working to address ongoing issues with upper lever terrace surface, slope, drainage, etc.

Willistead Park, Parking Lot, Exterior Areas Updates:

- Funding for the fence repair/refinish will be available in 2029/2030.
- Funding for the replacement of the parking lot will be available in 2029.

Culture & Events Updates:

- The Mary Walker Portrait installation is complete along with the re-organizing of other portraits in the Manor.
- C. Menard will be updating the Room Guide to include the Coach House and will also be updating the Willistead Manor brochure.
- The 4th Annual Harvest Dinner saw approximately sixty people.
- Promotions will begin after Remembrance Day for the Holiday Tours Program.
- Holiday Decorating will begin on Wednesday, November 13th.

5.2 Treasurer

None.

6. COMMITTEES

6.1 Fundraising

None.

6.2 Community Relations and Promotion

None.

6.3 Acquisitions

R. Gauthier informs the Board members that the acquisitions committee is still in the process of procuring new draperies for the Great Hall.

6.4 Friends of Willistead (FOW)

C. Pitman, provides the following updates:

- The FOW garage sale, held on September 21st was a great success and almost $2,000 was raised. Anything that was left over was donated to the May Court Club of Windsor.
- A letter has been sent to Tricia King from the Interior Design Program at St. Clair College, to ask about student volunteers for Christmas decorating at the Manor on Saturday November 16, 2024.
- Teams and schedules for Christmas decorating are currently being prepared.

6.5 Education

R. Jasey informs the Board members that he would like to explore the option of having a co-op student at Willistead Manor and plans to discuss this with C. Menard. Additionally, R. Jasey informs that he will be asking about funding from Willistead Manor Inc. for student transportation to enhance educational visits to the Manor.

6.6 Historical

D. Langstone informs the Board members that copies of the book entitled *The Life & Times of Hiram Walker* can be purchased from the print shop on Devonshire Road at a cost of $25. He explains that the work was commissioned from the Walkers and favored the Walkers.

C. Pitman adds that there are several other publications however this one is somewhat biased. She suggests compiling a bibliography of all works and making it available online.

E. Morasset suggests that should the Board members wish to display this publication, a letter can be included in the front of the book explaining the nature of the works.

D. Langstone presents a detailed family tree to the Board members, focusing on Mary's family. The tree starts with Mary's father and includes only deceased descendants, mainly of Mary's sister, Margaret Griffin. D. Langstone's research, based on obituaries, uncovered information about family members and their locations. He indicates that Mary's father was associated with the Griffin Wheel Company in Detroit, and that Mary had a brother, Thomas A. Griffin, who manufactured rail wheels in Chicago. Additionally, Mary was related to the actor Griffin Dunne.

R. Gauthier suggests hiring a local professional specializing in ancestry to further trace the family. He indicates that he will take on the task of finding such an individual to assist with this research.

6.7 Event Planning

None.

7. NEW BUSINESS

J. Evans asks about plans for a formal dedication or unveiling of the portrait of Mary Walker. D. Sanborn indicates that they will bring attention to the piece at the Mayor's Reception however, there will not be a formal unveiling. He adds that it will be meaningful introduction with the Walker descendants present.

A. Abu-Zahra proposes that a video be created to keep in the archives, featuring the artist of Mary Walker's portrait explaining the portrait and the technique used.

Moved by R. Gauthier, seconded by R. Jasey,
That the following motion approved by email poll taken by S. Gebauer, Executive Secretary of the Board of Directors, Willistead Manor Inc. on July 30, 2024, **BE CONFIRMED AND RATIFIED:**

> THAT the Board of Directors, Willistead Manor Inc. **AUTHORIZE** an additional expenditure in the amount of $1,565.10 CAD to cover the total cost of custom framing for the portrait of Mary Walker; and,
>
> THAT the expenditure **BE FUNDED** from the Willistead Furnishings Trust account.

Carried.

Moved by R. Jasey, seconded by C. Gaudette,
That the following motion approved by email poll taken by S. Gebauer, Executive Secretary of the Board of Directors, Willistead Manor Inc. on July 25, 2024, **BE CONFIRMED AND RATIFIED:**

> THAT the Board of Directors, Willistead Manor Inc. **APPROVE** an expenditure in the amount of $1,025.48, including HST, for the purchase of six (6) floral centerpieces for the birthday party held at Willistead Manor for the great-great granddaughter of Hiram Walker in May; and,
>
> THAT the expenditure **BE FUNDED** from the Willistead Manor Inc. Operating Account.

Carried.

8. DATE OF NEXT MEETING

The next meeting of the Board of Directors, Willistead Manor Inc., will be held Wednesday November 13, 2024 at 4:30 o'clock p.m.

9. ADJOURNMENT

There being no further business, the meeting is adjourned at 5:35 o'clock p.m.

_____
CHAIRPERSON

_____
EXECUTIVE SECRETARY

Item No. 7.4

Committee Matters: SCM 326/2024

Subject: Report No. 120 of the Board of Directors Willistead Manor Inc.

REPORT NO. 120
of the
BOARD OF DIRECTORS,
WILLISTEAD MANOR INC.
of its meeting held September 12, 2024

Present: D. Sanborn -- Chair
A. Abu-Zahra
MJ. Dettinger
C. Gaudette
R. Gauthier
R. Jasey
C. Pitman

Your Board submits the following recommendations:

Moved by A. Abu-Zahra, seconded by R. Gauthier,
That the following person **BE RE-APPOINTED** to the Board of Directors of Willistead Manor Inc. for a two-year term expiring August 17, 2026:

MJ. Dettinger
C. Gaudette
R. Jasey

Carried.

Chair

Executive Secretary

NOTIFY:

Name	Address	City/Prov/Pstcd	Telephone	FAX
Board of Directors Willistead Manor Inc.				

THE CITY OF WINDSOR ONTARIO, CANADA

Council Report: S 130/2024

Subject: Facility Accessibility Design Standard Adoption - City Wide

Reference:

Date to Council: December 4, 2024
Author: Mark Keeler, Accessibility/Diversity Officer
519-255-6515 ext. 6602; mkeeler@citywindsor.ca

Human Resources
Report Date: September 17, 2024
Clerk's File #: GPL/3263

To: Mayor and Members of City Council

Recommendation:

THAT Council **DIRECT** administration to review the updated Facility Accessibility Design Standards proposed by the WAAC Facility Accessibility Design Subcommittee and report back to Council for final approval.

Executive Summary:

N/A

Background:

In November of 2006, the first Windsor Facility Accessibility Design Standard (FADS) was passed by Council (CR538/2006). This standard was based on a revised version of the London Facility Accessibility Standard, which has been adopted by many municipalities across Ontario. The adoption of the standard aligned with objectives outlined in the Community Strategic Plan by strengthening the social fabric of Windsor, enhancing complete neighborhoods through improved accessibility, and celebrates diversity by ensuring equal access and participation. It is also a key non-legislative goal of the corporation's multi-year accessibility plan.

While the existing FADS has served the City of Windsor, the 2006 standard was based on the 2001 London standard; that standard, now over twenty-four years old, has been rendered outdated due to changes to Ontario's Building Code and the Accessibility for Ontarians with Disabilities (AODA). London has released several versions since then and the most current version is 2021: this release incorporates changes in the Ontario Building Code and the integrated regulations of the AODA. Basing the updated Windsor FADs on the 2021 London standard will serve the city for years to come.

The Windsor Accessibility Advisory Committee (WAAC) is comprised of the following members from which the FAD Subcommittee was drawn.

Contact	Title/Department
Sally Bennett	Chair, Windsor Accessibility Advisory Committee
Councillor Francis	Councillor for Ward 1
Peter Best	Co-Chair of WAAC, FAD member
Danica McPhee	Member of WAAC an FAD Subcommittee
Riccardo Pappini	Member of WAAC an FAD Subcommittee, Architect
Nick Petro	Member of WAAC an FAD Subcommittee
Caleb Ray	Member of WAAC an FAD Subcommittee
Surendra Bagga	Member of WAAC an FAD Subcommittee, Architect
Mark Keeler	Diversity & Accessibility Officer, Chair of FAD Subcommittee

Discussion:

A Facility Accessibility Design Standard (FADS) is a technical specification utilized by staff, architects, engineers, designers, and contractors to enhance the built environment for persons with disabilities beyond the Ontario Building Code and the AODA. This standard directs staff on the mandatory requirements for new construction and recommended guidance for retrofit projects while also serving as a best practice for construction across Windsor.

The updated standard enshrines universal design principles that serve to eliminate barriers to persons with disabilities. Residents, regardless of their ability, share a fundamental right to independence, autonomy, and dignity. Universal design principles require that the design of public spaces should be usable by all, as much as possible, without the need for adaptation or specialized design; as an example, it means a

counter should be accessible to everyone rather than requiring a separate counter for persons with disabilities.

The process of adopting FADS is typically a long-term and complex initiative that is impacted by a combination of contributing factors such as the labor-intensive nature of the work, conflicting interests of internal and external stakeholders, and organizational resistance to change. Discussions with WAAC began in 2019 that led to a comparison of municipalities to determine which FADS would be the most suitable model for adoption and secondly, to ascertain what had changed between the earlier versions and the newest between Cities.

The comparative study of FADs across Ontario was a combined effort of WAAC and administration that focused on a review of comparable municipalities including London, Ottawa, Kingston, Vaughan, Markham, Mississauga, and Oakville. Each municipal standard was evaluated for its technical depth, complexity, origin, publication date, and integration with provincial legislation; some municipalities were eliminated if they were written prior to 2020 or if their version was adopted from the London FAD. While most FADs are quite similar, it was determined that London provided a standard that was clearly communicated and comprehensive in its structure and detail; this, coupled with the fact London was also the standard selected in 2005, led to conclusion that London was the most suitable standard to adopt.

The emergence of COVID and delays in the release of the new London standard moved continued work into late 2022. By November 2022, London had approved the request to use their standard, and our WAAC FAD Subcommittee was struck and commenced work on May 9, 2023. This subcommittee, consisting of staff and members of WAAC, continues to review the London FAD and provides recommendations based on the lived experience of persons with disabilities.

The FAD is structured into six chapters, encompassing sixty-six sections, organized around key categories such as interiors, exteriors, systems, and special facilities. Each chapter focuses on a specific group of features— for example, Chapter 3 addresses exterior elements, with Section 3.3 covering specifications for exterior paths of travel.

Departments responsible for the built environment will review, comment on, and approve sections relevant to their scope. Once finalized, all sections will be compiled into a release for council approval.

It is anticipated that the FADS project will affect or require the participation of many departments that include but are not limited to the following:

Fire and Rescue Services	Recreation and Culture	Security/City Hall/Special Activities
Windsor Police Services	Building Services	Engineering/Corporate Projects

Windsor Public Library	Transit Windsor	Public Works
Parks and Facilities	Huron Lodge	Traffic
Parking	Human Resources	

Risk Analysis:

There is a significant risk that if the city continues to maintain the older 2006 Facility Accessibility Design Standard (FADS), it will not align with contemporary best practices and missed opportunities to enhance accessibility and inclusivity. This could lead to ongoing barriers in the built environment, diminishing the quality of life for residents and potentially exposing the municipality to reputational damage and non-compliance with emerging accessibility expectations. The mitigation strategy would focus on incremental updates and recommendations on best practices.

Climate Change Risks

Climate Change Mitigation:

N/A

Climate Change Adaptation:

N/A

Financial Matters:

There are no financial implications because of this report but there will be costs over time if Council ultimately adopts the new FADS.

A broad range of projects are impacted by compliance with FADS. These projects can include any new building construction or existing facility retrofits and range from a new recreation facility to upgrading washrooms. Public infrastructure projects might include work on sidewalks, trails, parks, ramps, and lighting while other projects such as upgrades to electrical systems may be impacted. Additional projects can include compliance with accessibility legislation and special facility construction. In all of the above cases, designers and architects rely on FAD for the development of engineering documents, proposals, and cost estimates. The exact costs cannot be readily estimated at this time and will be determined on a case-by-case basis, as future projects are identified, estimated for costs, and proposed. Reports to administration and council may vary but be broadly categorized as proposals, recommendation reports, status updates, accessibility audit reports, and budget and funding requests.

Consultations:

Contact	Title/Department
Sally Bennett	Chair, Windsor Accessibility Advisory Committee
FAD Subcommittee	Peter Best, Danica McPhee, Riccardo Pappini, Nick Petro, Caleb Ray, Surendra Bagga
Kristen Karam	Financial Planning Administrator, Finance
Wadah Al-Yassiri	Manager, Parks Department
Sebastian Pirrone	Director, Corporate Security
Rob Shelton	Supervisor of Assets & Facility Projects
Donovan Tremblay	Supervisor, Facilities
Stacey McGuire	Executive Director, Engineering/Dep City Eng.

Conclusion:

The review and amendment of the new FADS standard, with the cooperation of departments with responsibility for the built environment, will result in the completion of the most crucial phase of the adoption of the updated accessibility standard. That standard, reflecting contemporary expectations of participation and access, will serve the city for years to come and continue to open the doors to a barrier-free environment for everyone regardless of the abilities

Planning Act Matters:

N/A

Approvals:

Name	Title
Vincenza Mihalo	Executive Director, Human Resources

Dana Paladino	Senior Executive Director, Corporate Services (A)
Ray Mensour	Commissioner, Community & Corporate Services
Dave Soave	Manager, Strategic Operating Budget Development and Control
Janice Guthrie	Commissioner of Finance and City Treasurer
Joe Mancina	Chief Administrative Officer

Notifications:

Name	Department	Email
Sally Bennett, Chair,	WAAC	
Alina Sirbu	Huron Lodge	
Tyson Cragg	Transit Windsor	
John Revell	Building Services	
Jen Knights	Recreation and Culture	
James Chacko	Parks and Facilities	
Michael Chantler	Windsor Public Library	
Stacey McGuire	Engineering	
Colleen Middaugh	Engineering – Corporate Projects	
Sebastian Pirrone	Security/City Hall/Campus/Special Activities	

Appendices:

THE CITY OF WINDSOR ONTARIO, CANADA

Council Report: C 137/2024

Subject: Response to CQ 39-2024 – Funds Available for Waterfront Parkland Property – Riverside Sites (Shores Park & Former Abars Site) – Ward 6

Reference:

Date to Council: December 4, 2024
Author: Denise Wright
Manager of Real Estate Services
519-255-6100 x6403
dwright@citywindsor.ca
Legal Services, Real Estate & Risk Management
Report Date: October 25, 2024
Clerk's File #: AL2024

To: Mayor and Members of City Council

Recommendation: That Council **RECEIVE** this report for information.

Executive Summary:
N/A

Background:
On September 23, 2024 Councillor Gignac asked the following Council Question:

> **CQ 39-2024**
>
> *Asks Administration for a report on funds that are available for waterfront property that could become parkland. There are two sites in Riverside being brought forward by residents: Shores Park and the former Abars site.*

This report is in response to that Council Question.

Acquiring riverfront property for parkland purposes has been a common practice of Council since 1963 when Council Resolution CR734/63 was adopted to acquire, when available, waterfront property on the north side of Riverside Drive between the Ambassador Bridge and the Peabody Bridge for Parks purposes. The City of Windsor Official Plan (section 6.10.1 Waterfront Recreational), Central Riverfront Implementation Plan (Segment 1) and the Olde Sandwich Town CIP (29a. and 29b.) are all policies that support the acquisition of a property in order to have a continuous uninterrupted trail system on the Central Riverfront from Walkerville in the east to Sandwich Town in the west. This vision has been identified through Council Decisions, policy documents and amendments to the Official Plan.

The City's Waterfront Parkland Acquisitions Policy (the "**Policy**") was approved by B23-2019, effective April 1, 2019.

Discussion:

In accordance with section 4.1.3 of the Policy, City Council is responsible to provide the funding for the Waterfront Parkland Acquisition Fund. When this matter was brought forward to Council in 2019, Council did not provide any funding for the Fund, nor was any direction provided by Council approving creation of the Fund. As a result, the Waterfront Parkland Acquisition Fund (the "**Fund**") has not been established to date.

Currently, the acquisition of property for parkland purposes is primarily funded through the Parkland Acquisition Reserve Fund 151. The current balance of Fund 151 is approximately $1,652,235.20, net of encumbrances. The Waterfront Parkland Acquisition Policy establishes the requirements and processes for waterfront parkland acquisitions. This policy is intended to deal with waterfront property where there is a willing seller.

There are two options available to City Council when property is identified that serves a municipal purpose. Administration can pursue the acquisition of the property through a negotiated purchase or by way of expropriation. Whether acquisition is by negotiation or expropriation, an independent appraisal is required as part of the acquisition process.

There are two sites in Riverside that have been brought forward by residents that meet the requirements set out in the Waterfront Parkland Acquisition Policy: Shanfield Shores Park and the former Abars site. Accompanying this report is a P&C memo regarding further information on these properties.

With respect to Shanfield Shores Park (the "**Park**"), the parcels immediately east of the Park, being 0 and 9716 Riverside Drive East (the "**Park Adjacent Properties**") were listed for sale in August of 2023 for a total listing price of $1,125,000. The Park Adjacent Properties have 100 feet of frontage on the north side of Riverside Drive.

The Park Adjacent Properties were again listed for sale for in late 2023 and early 2024 and both listings have since expired. In April of 2024, the Park Adjacent Lands were once again listed, this time for $988,000. This newest listing expired on September 30, 2024.

The former Abars property, municipally known as 7880 Riverside Drive East, is owned by Central McKinlay International Ltd. ("**Central**"). The abutting parcel to the east, 8040 Riverside Drive East, is owned by 1552875 Ontario Inc., a related company to Central, both of which are owned by the Moroun family. 7880 and 8040 Riverside Drive East (the "**Abars Properties**") have a combined area of 8.78 acres (3.55 hectares) and 1,246.38 feet (379.9 metres) of frontage on the north side of Riverside Drive.

Risk Analysis:

There are no risks associated with accepting this report.

Climate Change Risks

Climate Change Mitigation:

Climate Change Adaptation:

Financial Matters:

In accordance with section 4.1.3 of the Policy, City Council is responsible to provide the funding for the Waterfront Parkland Acquisition Fund. The Waterfront Parkland Acquisition Fund (the "**Fund**") has not been established to date.

The acquisition of property for parkland purposes is primarily funded through the Parkland Acquisition Reserve Fund 151. The current balance of Fund 151 is approximately $1,652,235.20 net of encumbrances. This is a statutory reserve identified under the Planning Act and is funded through a combination of developer contributions in lieu of providing parkland as well as proceeds from the sale of former parkland properties. Expenses charged to the reserve are limited to the following:

- Acquisition of land to be used for park or other public recreational purposes
- Erection, improvement or repair of buildings (for park or other public recreational purposes)
- Acquisition of machinery for park or other public recreational purposes

Consultations:

Rosa Maria Scalia, Financial Planning Administrator
Erika Benson, Financial Planning Administrator
Michael Dennis, Manager, Strategic Capital Budget Development & Control
Wadah Al-Yassiri, Manager of Park Development
Aaron Farough, Senior Legal Counsel

Conclusion:

CQ 39-2024 asked Administration for a report on funds that are available for waterfront property that could become parkland. A Waterfront Parkland Acquisition Fund has not been established to date.

Planning Act Matters:

N/A

Approvals:

Name	Title
Denise Wright	Manager of Real Estate Services
Wira Vendrasco	City Solicitor
Dana Paladino	Senior Executive Director, Corporate Services (Acting)
James Chacko	Executive Director of Parks, Recreation &

Name	Title
	Facilities
Ray Mensour	Commissioner, Community & Corporate Services
Emilie Dunnigan	Manager, Development Revenue & Financial Administration
Janice Guthrie	Commissioner, Finance & City Treasurer
Joe Mancina	Chief Administrative Officer

Notifications:

Name	Address	Email

Appendices:

THE CITY OF WINDSOR ONTARIO, CANADA

Council Report: S 169/2024

Subject: Response to CQ12-2024 – Community Recognition Awards – City Wide

Reference:

Date to Council: December 4, 2024
Author: Nada Tremblay
Manager, Community Programming & Development
ntremblay@citywindsor.ca
519-253-2300

Recreation and Culture
Report Date: 11/21/2024
Clerk's File #: SR2024

To: Mayor and Members of City Council

Recommendation:

THAT City Council **RECEIVE** this report in response to CQ 12-2024 regarding establishing a Civic Recognition Awards program for the City of Windsor.

Executive Summary:

N/A

Background:

On February 26, 2024, Councillor Marignani posed the following question:

"Asks that Administration consider instituting an annual citizen recognition award in Windsor to honour hard-working individuals who contribute to our community's well-being. This award would celebrate their effort, inspiring others and reinforce our city's values of compassion and dedication."

This report is in response to that question (CQ 12-2024).

Currently, the City does not have an official Civic Recognition Awards program in place. However, from time to time, the municipality recognizes citizens with the following community awards and acknowledgements:

The Windsor Mayor's Arts Awards (WMAAs) are presented every two years, in partnership with the Windsor Endowment for the Arts (WEA) awards and grants, to celebrate and recognize those individuals and organizations that support locally developed arts, providing exciting, surprising and meaningful opportunities to strengthen

Windsor's creative community. As part of this initiative, the Mayor provides three awards with a financial honorarium and keepsake component. Only Windsor residents are eligible for the WMAAs. The partnership program with WEA is considered for renewal every two years in advance of launching a public call for the available awards.

Heritage Recognition and Built Heritage Awards are presented in Windsor as part of the annual Heritage Week celebrations in Ontario. City Council recognizes property owners for long-time heritage stewardship and/or recent well-done rehabilitations through the presentation of Built Heritage Awards. Owners of newly designated buildings are also presented with a heritage designation plaque

Keepsakes and commemorative items are presented throughout the year, often at the direction and discretion of the Mayor and members of City Council. These awards are typically in the form of letters or certificates of recognition, or commemorative plaques, and help to recognize residents, businesses, community organizations, and visitors for significant achievements within the community, as well as to mark special visits, events or anniversaries. These recognition awards help to honour special achievements and significant actions that create positive change for our city and positively affect the lives of Windsor residents, families, neighbourhoods, and the broader community.

In addition to these existing City-led initiatives, there are several community-led recognition programs in place throughout Windsor, including, but not limited to: Athena Awards, Business Excellence Awards, Windsor Endowment for the Arts awards and grants, Herb Gray Harmony Award and Multicultural Council of Windsor and Essex County's Champion Award, Alumni of Distinction Awards from post-secondary educational institutions, Windsor International Film Festival awards, and more.

Furthermore, upper levels of government offer ongoing and one-off awards, including through the Province of Ontario's Volunteer Service Awards.

Discussion:

Following the Council question (CQ 12-2024), Administration has considered the planning, resources, and funding required to support the development and implementation of a Civic Recognition Awards program for the City of Windsor. As a starting point, Administration has provided some preliminary parameters that could be used should Council direct Administration to fully develop and implement a Citizen Recognition Awards program in the future.

In general, Administration recommends a Civic Recognition Awards program that:

-Recognizes community champions or community leaders for significant achievements and contributions to the city of Windsor, through hard work, dedication, and compassionate actions that support and inspire others in the community, while reinforcing the city's values and the spirit of giving for which Windsor residents, business and organizations are known.

-Provides a maximum of six (6) awards presented annually.

-Recognizes two seniors (65+), two adults (18-64), and two youth (under 18) each year.

-Provides a commemorative plaque and/or certificate of recognition for the award recipients.

-Includes a robust nomination and selection process to determine award recipients each year.

-Includes a requirement for recipients to be Windsor residents, or Windsor-based businesses and organizations.

-Includes a requirement for nominees to have demonstrated significant contributions to the community's well-being through volunteer work, community service, or exceptional acts of kindness undertaken during the previous year.

-Includes a requirement for a minimum of three letters of support for the nomination that will help those involved in the selection process to understand the broader community impact of the nominee's actions.

-Includes a review, evaluation and selection process that may include in-person interviews with nominees, undertaken by a selection committee comprising City officials, City Administration, community leaders, and – possibly, as the program grows – past award recipients.

-Includes a public award presentation either as part of a standalone ceremony, or in connection with existing City-led celebratory events such as the annual Birthday Celebration, Bright Lights Windsor, Open Streets Windsor, etc.

-Includes a public awareness campaign to both announce current award recipients, and to use their stories to inspire future nominees and encourage community-building initiatives and actions throughout Windsor; to be undertaken through the City's existing information-sharing platforms including the corporate website, social media sites, and more.

-Includes an annual review of the overall program to ensure it remains relevant and impactful.

Risk Analysis:

Reputation Risks: There is a slight risk that the City could recognize a citizen that has in the past, or decides to in the future, engage in behaviours that do not align with City of Windsor values. Should Council wish to implement this awards program, Administration recommends that any established selection committee be empowered engage in basic vetting of all nominees to help mitigate this potential risk, while recognizing that any vetting process may not capture all possible indiscretions. Additionally, should an awards program move forward, Administration recommends that the selection committee also be empowered to make final decisions on award recipients, and that those decisions cannot be appealed.

Financial Risks: There is a moderate financial risk as there is currently no budget identified or allocated to implement a Civic Recognition Awards program. Should

Council wish to move forward with this initiative, a budget would need to be established to support the program.

Resource Risks: There is a moderate resource risk as there is currently no staff capacity to dedicate towards the requirements of developing, implementing, and administering a Civic Recognition Awards program. If Council wishes to move forward with this initiative, additional staff resources or the reprioritization of existing duties will be required.

Climate Change Risks

Climate Change Mitigation:

N/A

Climate Change Adaptation:

N/A

Financial Matters:

Administration developed the following proposed budget for consideration (based on the six awards described in this report).

Expense	**Cost**
Plaques & Reception	$3,500
Selection Committee Process	$1,000
Marketing & Promotion	$3,000
TOTAL	**$7,500**

In addition to the cost to host an annual award ceremony and reception, there will be a number of in-kind staff commitments involved through the selection process, preparation of the event and other post-award activities. It is estimated that $3,000 of in-kind staff cost will be required from various departments to implement this initiative, while potentially resulting in additional overtime costs.

The current operating budget does not include funding for the expenses related to a new Civic Recognition Awards program for the City of Windsor. Should Council wish to move forward with this new annual program, Administration would need to identify this as a priority matter in as part of a future Operating Budget.

Consultations:

Tracy Ou – FPA, Recreation & Culture

Alena Sleziak – Senior Manager of Communications & Customer Service (A)

Salina Larocque – Cultural Development Coordinator

Christopher Menard – Supervisor, Community Programming – Cultural Affairs, and Chief of Staff (A), Mayor's Office

Michelle Staadegaard, Manager, Culture & Events

Conclusion:

A Civic Recognition Awards program would support community-building efforts across the city of Windsor, and encourage quality of life initiatives, and the spirit of giving and making a difference for which Windsorites are known.

Planning Act Matters:

N/A

Approvals:

Name	Title
Nada Tremblay	Manager, Community Programming & Development
Emilie Dunnigan	Manager, Development Revenue & Financial Administration
James Chacko	Executive Director, Parks, Recreation & Facilities
Michael Chantler	Senior Executive Director, Community Services (A)
Ray Mensour	Commissioner – Community and Corporate Service
Janice Guthrie	Commissioner- Finance and City Treasurer
Joe Mancina	Chief Administrative Officer

Notifications:

Appendices:

THE CITY OF WINDSOR ONTARIO, CANADA

Council Report: S 162/2024

Subject: Response to Council Directive CR31/2024; Report regarding 2023 and 2024 attendance numbers and staffing possibilities at the Duff-Baby Mansion at 221 Mill Street - Ward 2

Reference:

Date to Council: December 4, 2024
Author: Michelle Staadegaard
Manager of Culture and Events
mstaadegaard@citywindsor.ca
519-253-2300 ext 2726

Recreation and Culture
Report Date: 11/18/2024
Clerk's File #: MBA/3184

To: Mayor and Members of City Council

Recommendation:

THAT the Report submitted by the Manager of Culture & Events in response to Council directive CR31/2024; Report regarding 2023 and 2024 attendance numbers and staffing possibilities at the Duff-Baby Mansion at 221 Mill Street - Ward 2 **BE RECEIVED** for information.

Executive Summary:

N/A

Background:

Named after its first two owners, Alexander Duff and James Bâby, the Duff-Bâby Mansion was built in 1798 and is recognized as the oldest existing building in Windsor and one of the few remaining 18th Century buildings in Ontario. The Ontario Heritage Trust (OHT) recognized the historical significance of the Duff-Bâby Mansion and acquired ownership of the property in 1979.

On March 7, 1996, the OHT and Windsor Public Library Board (WPL) entered into a one-year lease agreement concerning part of the Duff-Bâby House, with a subsequent licence agreement that ran from November 1, 1997 to November 30, 2001. As Museum Windsor was part of WPL at that time, the museum became involved with the arrangement for the Duff-Bâby House. Museum Windsor transferred from WPL to the City in 2008. Despite the licence agreement expiring in 2001, OHT and Museum Windsor continued their arrangement respecting the Duff-Bâby House.

On January 6, 2020, City Council adopted a resolution (CR26/2020) to enter into a Lease Agreement with OHT to occupy approximately 1,059 square feet of the Duff-Bâby Mansion's first floor. The new Lease Agreement between the City and the OHT runs from October 1, 2021 to September 30, 2026, and allows the City to offer greater public access than the previous arrangement, including to the Mansion's dining room parlour and trading hall.

Les Amis Duff-Bâby (LADB) is a non-profit corporation whose volunteers have historically worked with WPL, Museum Windsor, and the City to provide information, tours, and promotion of the Duff-Bâby Mansion. The docents (volunteers) provide knowledgeable and entertaining interpretation. LADB's involvement with the Duff-Bâby Mansion has been critical for the events and programs that Museum Windsor has been able to offer to date at the Duff-Bâby Mansion.

The Corporation of the City of Windsor and Les Amis Duff-Bâby entered into a Memorandum of Agreement in February 2022 (AMP/14299). The purpose of the Memorandum of Agreement (MOU) between the City and LADB is to articulate the shared goals and intentions of the parties with respect to the support LADB can offer the City in using its leased portion of the Duff-Bâby Mansion and the basic terms of that supportive relationship. In addition creating and running programming and events, LADB also has provided artifacts to loan to the City for use and interpretation in the Duff-Bâby Mansion.

Discussion:

This report is to update Council as to the activities, programming and use of Duff-Baby Mansion in its first year 2 years of lease with OHT.

Due to the global Pandemic (COVID-19) and ongoing public gathering restrictions the re-opening of the Duff-Bâby Mansion under its new lease agreement with OHT and MOU with LADB occurred in the spring of 2022.

Since May 2022, the Duff-Bâby Mansion is open to the public once a month from 12pm-4pm, with free admission. Special appointments, private tours and meetings are in addition to the free open house dates and are booked separately through Museum Windsor. During the free open house dates, visitors are invited to tour the rooms following a printed guide. Although the City of Windsor lease is only for the first floor, visitors are permitted with guidance to view all three floors. Public response has been extremely gratifying with visitors ranging in age from pre-school to seniors. Visitors are surveyed onsite as how they found out about the Mansion, the purpose of their visit and where they reside. Many visitors are recorded from the local neighbourhood, but also beyond Windsor Essex with first time and repeat visitors each month. During most free open house days the ratio of docent (volunteers provided by Les Amis Duff-Bâby) to City of Windsor/Museum Windsor staff is 10:2.

Attendance at Duff-Baby House and Interpretation Centre from January 2016 through October 2024 noted as follows:

2016	2017	2018	2019	2020	2021	2022	2023	2024 YTD Ongoing capital projects
612	251	542	598	CLOSED	CLOSED	1590	1416	565

Events in 2022, 2023 and 2024 have included a public ceremony to celebrate the new lease agreement, free open houses including the 225th Anniversary, participation in Doors Open, the Beasley Tea, meetings and private tours.

The City of Windsor (through Museum Windsor) contributions towards operations at the Duff-Bâby House include:

- The provision of access to the Duff-Bâby House, including free open house days, privately booked tours, meetings, other programming. The approved budget for staffing is currently set at 1 day/month (2 staff for 4 hours). The staffing required in addition to the 12 days/year is currently funded through the general staffing budget for Museum Windsor;
- The purchase of outdoor signage and stanchions;
- The creation of a scavenger hunts for children and families to provide an enhanced experience on tour days;
- Monitoring the temperature and humidity within the house, and monitor artifacts on display;
- Site photography and cataloguing;
- The creation of interpretation resources with photos, site maps and captions to document the upper floors for accessibility purposes;
- Development and installation of an exhibit about the history of the house
- Interacting with the Ontario Heritage Trust to ensure lines of communication regarding site safety and conservation;
- Advertising including Public Service Announcements, print advertisements, Facebook posts, printing of one page room-by-room guide prepared by Les Amis Duff-Baby.

Through 2022-2023 Les Amis Duff-Bâby continued to work with the City of Windsor through Museum Windsor toward their shared goals of promoting the Duff-Bâby Mansion and to display the history of the Duff-Bâby Mansion to the community through programming and events.

The LADB consists of 54 members and, under the Executive Committee of Don Wilson, Dave Garlick, Cathy Wilson, Linda Chakmak and John Dollar, approximately 992 volunteer hours have been dedicated to date this past year (January 2024 – October

2024) to assist along side Museum Windsor in interpretation and raise the profile of the Mansion.

Key highlights initiated and coordinated by Les Amis Duff-Bâby include:

- Launch of “A Mansion on the Detroit Frontier” – 3rd edition book written by Les Amis Duff-Bâby;

- Successful completion of two Gordie Howe International Bridge Community Investment Grants, one was for an opening ceremony and the second one enhanced greenspace directly adjacent to the Mansion. A third grant for greenspace reclamation, which does not require any funding matching, is on-going pending the successful eradication of Japanese Knotweed on site.

- Most recently, they received a fourth grant of $115,000 from the Gordie Howe International Bridge 2023 Community Benefits Program to upgrade historical interpretation though the use of mobile applications, period appropriate furnished rooms, and costumed articulated mannequins to reflect the important players in each era.

- Community initiatives including; Jane’s Walk, Doors Open, hosting onsite Southwestern Ontario Heritage Council, hosting onsite Ontario Questers, and participating in TWEPI’s Staycation at Devonshire Mall, sold out Holiday Tea, plant sale;

- Enhanced visual interpretation of Parlour [furnishings, artifacts], Trading Hall [furs, weigh scale, capote, furnishings], Dining Room [chairs, buffet, artifacts], docents in historical costume as well as costumed interpreters from other community groups

- Ongoing Capital Project by OHT to the interior and exterior

- Construction hoarding involving temporary fencing and scaffolding surrounding the exterior of the house was erected January 2024 with the expected completion in Fall 2024. Due to an extension to the construction timelines, this hoarding is still in place and is now expected to be removed Summer 2025.

- Recently received confirmation from OHT (Appendix A) stating that the exterior conservation and mechanical upgrades, including the restoration of architectural elements on building’s exterior and replacement of HVAC system is significantly behind due to a variety of challenges including;

    - Scope of work increasing due to structural challenges unsurfaced amidst restoration work Roof/siding) as described below

    - Adding to the delay were changes in the team including – new architecture and new structural engineer.

    - Completion of the restoration is anticipated by the Summer 2025.

Due to the construction hoarding and ongoing construction within Sandwi ch Towne, attendance numbers have decreased significantly. Both projects are expected to be complete for Summer 2025.

In discussion with LADB, Administration is in agreement to shift 3 of the current council approved public monthly tour dates for Winter 2025 (January – March) into the busier fall 2025 season closing the house for free public tours between January - March 2025.

Administration will work with Les Amis Duff Baby to assist in completing their fourth Gordie Howe International Bridge Community Investment requirements that provide funding to upgrade historical interpretation and hosting a grand re-opening of the space in September 2025. Grant completion will be dependant on Les Amis Duff-Baby's ability to secure an extension of the terms of the grant from the Gordie Howe International Bridge Company. An extension to the grant would be required to complete all aspects of the grant due to the unanticipated extension to the Capitol projects lead by OHT.

Once the restorations are complete, Administration will be able to determine if additional hours of operation and staffing would be warranted. Administration will continue to look at ways to best utilize the 12 days throughout the year. Other options could occur to utilize summer students in 2025. All these options may better serve access and interpretation of the Duff-Baby Mansion and the needs of the Community.

Risk Analysis:

The Duff-Bâby House is a significant heritage resource at a provincial level. It has played a long and important role in the development of Sandwich Town and continues to draw attention from those seeking to learn more about our history.

The Duff-Bâby House will continue to have leased tenants within other areas of the building and the property. The lease agreements with these tenants is maintained by Infrastructure Ontario.

Climate Change Risks

Climate Change Mitigation:

N/A

Climate Change Adaptation:

N/A

Financial Matters:

On January 6, 2020, City Council adopted a resolution (CR26/2020) to enter into a Lease Agreement with OHT to occupy approximately 1,059 square feet of the Duff-Bâby Mansion's first floor. The new Lease Agreement between the City and the OHT runs from October 1, 2021 to September 30, 2026 and includes a 2% year over year increase. The table below outlines the current operating budget costs associated with

the City's involvement with the Duff-Baby House. There are no revenues as the open hours and tours are provided free of charge.

Yearly Cost (inclusive of applicable HST) - Open to the public 1 Day per Month – total 12 days	
Staffing Cost	$2,798.00 2 staff required per tour @ $112.00 per staff per 4.5-hour tour.
Yearly Rent	$24,268.42
Program Supplies	$1,000.00
Advertising	$2,000.00
Furniture	$1,000.00
Exhibition Panels	$4,000.00
Total Costs	**$35,066.42**

Note: Staffing costs are based on 2024 staff hourly rates and projected City staff requirements for the additional tour dates.

At this time due to ongoing capital projects by the Ontario Heritage Trust to the Duff Baby Mansion it is not recommended to increase hours of operation. Administration in discussion with Les Amis Duff Baby will shift 3 of the dates scheduled for January through March 2025 into Fall 2025 once construction is complete.

Consultations:

Madelyn DellaValle, Curator, Museum Windsor
Don Wilson, President Les Amis Duff-Bâby
Tracy Ou, Financial Planning Administrator

Conclusion:

The City of Windsor recognizes the importance of honouring our built heritage. The Duff-Bâby House has a long history within our City that has played a long and important role in the development of Sandwich Town.

Planning Act Matters:

N/A

Approvals:

Name	Title
Michelle Staadegaard	Manager, Culture & Events
Emilie Dunnigan	Manager, Development Revenue & Financial Administration
Jen Knights	Executive Director, Culture
Michael Chantler	Senior Executive Director, Community Services (A)
Ray Mensour	Commissioner Community & Corporate Services
Janice Guthrie	Commissioner Finance and City Treasurer
Joe Mancina	Chief Administrative Officer

Notifications:

Name	Address	Email

Appendices:

1 Appendix A - OHT to City of Windsor re capital project Nov 19 2024 with enclosures

ONTARIO HERITAGE TRUST
An agency of the Government of Ontario

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November 19, 2024

Michelle Staadegaard
Manager, Culture and Events
Recreation and Culture, City of Windsor

--- by email only ---

Re: Exterior Conservation & Mechanical Upgrades Project at Duff-Baby house

Dear Michelle Staadegaard:

I am writing in response to your request for an update on the capital project that is currently underway at the Ontario Heritage Trust-owned Duff-Baby House at 22 Mill Street, Windsor.

The Trust values the presence of Museum Windsor at Duff-Baby House and the opportunities that are available to the community through Museum Windsor's partnership with Les Amis Duff-Bâby to visit, understand and appreciate the site.

The project at Duff-Baby House is focused on exterior conservation and mechanical upgrades, including the restoration of architectural elements on the building's exterior and the replacement of end-of-life heating, ventilation and air conditioning (HVAC) systems. This project involves a significant investment on the part of the Trust and its funding partners and will contribute to the site's long-term conservation and presentation as well as to the reliability and efficiency of critical building systems. Further information on the project is available in the attached information sheet.

The project was intended to be completed in three phases over the course of 2024, starting in February. This timeline has been delayed due to the discovery of conditions that were not foreseen during project planning. When roofing work began, structural deficiencies in the roof structure were identified by the general contractor which necessitated that the work on site be put on hold. A structural engineer was engaged to more fully assess the conditions found on site and to design an intervention that addresses the structural deficiencies while respecting the building's heritage attributes (which include a timber post and beam structural system). This pause in the work, together with the seasonal nature of the work on the building's exterior, has resulted in a delay in the project timeline with completion of the project by summer 2025 estimated at this time.

The Trust made a commitment at the outset of the project to work with Museum Windsor and our general contractor to ensure that the site could continue to open for tours on a monthly basis without interruption while the capital project proceeded. We have been successful with this arrangement to

date and will continue to work with you during the project extension to ensure that the site can open monthly as scheduled.

We understand, however, that the presence of scaffolding and hoarding and the temporary replacement of windows to allow for shop restoration may have impacted visitation and programming, and plans for an interpretive refresh by Les Amis Duff-Bâby. With this in mind, we are very much open to exploring any further options that may be available to us to help lesson the impact of the capital work on Museum Windsor's activities at the site.

Sincerely,

Chris Mahood
Manager, Operations

Enclosures (2)

ONTARIO HERITAGE TRUST
BRINGING OUR STORY TO LIFE

Exterior Conservation & Mechanical Upgrades Project at Duff-Baby House

221 Mill Street, Windsor, Ontario

In 2024, the Ontario Heritage Trust is undertaking a capital project at Duff-Baby House that focuses on exterior conservation and mechanical upgrades. This work will include restoration of architectural elements on the exterior of the building (such as the cedar shingle roof, wood windows and clapboard siding) and the replacement of the existing heating, ventilation and air conditioning system, which is at the end of its service life.

History of the house

Duff-Baby House has had many occupants and uses throughout its history, beginning in the 1790s with Alexander Duff, who built the house, followed by the Baby family, who resided there from 1807 to 1871. The house would have been refitted following the War of 1812, having survived attack, occupation and looting by American troops. In the early 20th century, it was purchased by Dr. William Beasley, who used the house for his home and medical office and undertook various improvements. The Trust purchased the property from the Beasley family in the 1980s and led a major restoration of the house in 1994, which conserved existing historic material and restored original neoclassical elements.

Architectural features

Architectural layers from every era of the home's history exist on the house, including windows, clapboards and trim details. For example, many of the windows on the main portion of the house appear to be built early in the house's history, as their 12 over 12 design and traditional joinery are consistent with

examples of other fine architecture of the early 19th century. The windows are constructed using pins made of black walnut wood and there is evidence of black walnut trees in the area, so it is reasonable to assume they are built of wood harvested locally.

Project goals & method

The Ontario Heritage Trust has a provincewide mandate to conserve, interpret and share Ontario's heritage. Duff-Baby House belongs to a portfolio of provincially significant heritage properties that the Trust owns, manages and protects. The house has features and architectural elements that have been retained throughout its extensive history and will be conserved during this project. The conservation approach is one of minimal intervention. Wood is repaired and conserved rather than replaced. Where replacement is necessary, only the material that is extensively deteriorated is replaced and pieced-in with the existing wood.

Project timeline

The work will be completed in three phases over the course of 2024, based on seasonal weather conditions. Early in the year, the cedar roof will be replaced and the heritage sash windows removed from their frames for in-shop restoration. This will involve localized repair of the wood structural components of the windows, followed by re-puttying of the glass panes. Come spring, the exterior surfaces of each of the windows, wood clapboards and other exterior wood architectural features will be prepared and re-painted, protecting the wood from the outdoor elements. The final phase of work of this project will focus on replacing the heating, ventilation and air-conditioning system, which will result in cost savings and reduced carbon emissions.

Project team

The project is led by the Trust's Capital team, which is comprised of heritage professionals who are trained and experienced in leading conservation projects across the Trust's portfolio of cultural heritage properties. The work is being completed on site by a qualified heritage contractor experienced and proficient in traditional joinery, as well as wood conservation methods, under the supervision of a conservation architect.

For more information, please contact the Ontario Heritage Trust's Marketing and Communications team at marketing@heritagetrust.on.ca.

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ONTARIO HERITAGE TRUST
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Projet de conservation de l'extérieur et d'améliorations mécaniques à la maison Duff-Bâby

221 Mill Street, Windsor, Ontario

En 2024, la Fiducie du patrimoine ontarien entreprend un projet d'immobilisations à la Maison Duff-Bâby qui se concentre sur la conservation de l'extérieur et les améliorations mécaniques. Ces travaux comprennent la restauration d'éléments architecturaux à l'extérieur du bâtiment (tels que le toit en bardeaux de cèdre, les fenêtres en bois et le bardage à clin) et le remplacement du système de chauffage, de ventilation et de conditionnement d'air existant, qui est à la fin de sa durée de vie.

Histoire de la maison

La maison Duff-Bâby a connu de nombreux occupants et fonctions tout au long de son histoire, à commencer par Alexander Duff, qui l'a construite dans les années 1790, suivi par la famille Bâby, qui y a résidé de 1807 à 1871. La maison aurait été réaménagée après la guerre de 1812, après avoir subsisté à l'attaque, à l'occupation et au pillage des troupes américaines. Au début du 20^{e} siècle, elle a été achetée par le D^{r} William Beasley, qui l'a utilisée comme résidence et cabinet médical et y a apporté diverses améliorations. La Fiducie a acheté la propriété à la famille Beasley dans les années 1980 et a entrepris en 1994 une restauration majeure de la maison, laquelle a permis de conserver les matériaux historiques existants et de restaurer les éléments néoclassiques d'origine.

Caractéristiques architecturales

Des éléments architecturaux de toutes les époques qu'elle a traversées se côtoient sur la maison, notamment ses fenêtres, le bardage à clin et divers détails ornementaux. Par exemple, de nombreuses fenêtres de la partie principale de la maison semblent avoir été construites au début de l'histoire de la maison. Les volets à 12 carreaux de ces fenêtres à guillotine et leur menuiserie traditionnelle sont de beaux exemples d'architecture du

début du 19e siècle. Les fenêtres sont construites à l'aide de chevilles en bois de noyer noir. La présence de ce noyer dans la région étant attestée, on peut raisonnablement supposer que les fenêtres ont été construites avec du bois récolté localement.

Objectifs et méthode du projet

La Fiducie du patrimoine ontarien a pour mission de conserver, d'interpréter et de partager le patrimoine de l'Ontario à l'échelle de la province. La maison Duff-Bâby fait partie d'un portefeuille immobilier patrimonial d'importance provinciale que la Fiducie possède, gère et protège. La maison possède des caractéristiques et des éléments architecturaux qui ont été préservés tout au long de son histoire et qui seront conservés dans le cadre de ce projet. L'approche de la conservation consiste à intervenir le moins possible. Le bois est réparé et conservé plutôt que remplacé. Lorsque le remplacement est nécessaire, seuls les matériaux fortement détériorés sont remplacés et assemblés avec le bois existant.

Calendrier du projet

Les travaux seront réalisés en trois phases au cours de l'année 2024, en fonction des conditions météorologiques saisonnières. Au début de l'année, le toit en bardeaux de cèdre sera remplacé et les fenêtres à guillotine seront retirées de leur cadre pour être restaurées dans l'atelier. Cette phase consistera à réparer localement les éléments structurels en bois des fenêtres, puis de recoller les vitres. Au printemps, les surfaces extérieures de chacune des fenêtres, du bardage à clin et des autres éléments architecturaux extérieurs en bois seront préparées et repeintes afin de protéger le bois des éléments extérieurs. La dernière phase des travaux de ce projet portera sur le remplacement du système de chauffage, de ventilation et de climatisation, ce qui permettra de réaliser des économies et de réduire les émissions de carbone.

Équipe de projet

Le projet est dirigé par l'équipe Immobilisations de la Fiducie, qui est composée de professionnels du patrimoine formés et expérimentés dans la conduite de projets de conservation sur l'ensemble du portefeuille immobilier du patrimoine culturel de la Fiducie. Les travaux sont réalisés sur place par un entrepreneur qualifié en patrimoine, expérimenté et compétent en menuiserie traditionnelle, ainsi qu'en méthodes de conservation du bois, sous la supervision d'un architecte en conservation.

Pour de plus amples renseignements, veuillez contacter l'équipe de marketing et des communications de la Fiducie du patrimoine ontarien à l'adresse suivante : marketing@heritagetrust.on.ca.

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THE CITY OF WINDSOR ONTARIO, CANADA

Council Report: C 143/2024

Subject: Strategy to Promote Alternatives to Payday Loans - City Wide

Reference:

Date to Council: December 4, 2024
Author: Stephen Lynn
Manager, Social Policy & Planning
519-255-5200 x 5270
slynn@citywindsor.ca
Human and Health Services
Report Date: November 15, 2024
Clerk's File #: AL2024

To: Mayor and Members of City Council

Recommendation:

THAT the Report from the Manager of Social Policy & Planning regarding a Strategy to Promote Alternatives to Payday Loans **BE RECEIVED** for information.

Executive Summary:

N/A

Background:

In 2020, Council received a report (CR538/2020) in response to Council Question CQ23-2019 regarding options municipalities have to license payday loan establishments.

The report was deferred and more information about education and alternatives to payday loans was requested. An Additional Information report (CR102/2022) was received and Council provided the following direction:

> That Administration PROCEED with establishing a cross-sectoral committee with the appropriate partners and representatives to acquire local information and develop a strategy to distribute education materials regarding alternative financial options and supports; and,
>
> That Administration REPORT BACK to the Community Services Standing Committee after one year with a summary of work completed to date.

Discussion:

A cross-sectoral committee was established to gather local insights and expertise regarding information on the alternatives to payday loans and the best approaches to

distributing educational materials to residents. The committee includes representatives from United Way/Centraide Essex County Chatham Kent, John Howard Society of Windsor Essex, Canadian Mental Health Association Windsor Essex County Branch, Family Services Windsor Essex, Downtown Windsor Community Collaborative, City of Windsor's Employment and Social Services Department and New Beginnings.

The committee discussed three main alternatives to payday loans and the requirements to design an effective strategy for reaching residents.

The first category of alternatives is lower-interest, small-dollar loans offered by financial institutions. However, the market and availability for these options continues to be quite limited. For example, in late 2022, Canada Post partnered with TD Bank to launch a national affordable loan program that would be more accessible for all Canadians, including in rural, remote and Indigenous communities. In early 2023, the two organizations cancelled the joint program. The only viable alternative is through the Windsor Family Credit Union which offers a payday loan alternative called SmarterCash.

The second category is local emergency assistance programs offered by various social service providers and the Employment and Social Services Department. Overall, there appears to be a number of programs for residents to access funding to resolve or reduce the financial burden of a household crisis or emergency. These programs vary and can provide eligible residents with one-time funding for eviction prevention, safety concerns, utilities or food-related circumstances. For example, eligible residents may receive Emergency Assistance through the Employment and Social Services Ontario Works program for a crisis or emergency situation, which may include an amount for basic needs, shelter and eligible benefits. However, the requirements to be eligible remains limited and not available to residents who are already receiving Social Assistance.

The third category is financial education for budgeting and debt relief resources. Local service providers offer programs, courses, and tailored support to individuals who need to learn essential money management skills to pay bills on time and assistance with setting up bank accounts. The programs are beneficial by working with individuals to get their financial situation back on the right path. The number of unbanked individuals in Windsor remains a challenge for local service providers due to the number of barriers to establishing an account, which can further add to the financial hardship one is experiencing. The committee identified that further work would be needed to remove the obstacles and create more robust pathways for the unbanked between service providers and financial institutions to ensure no one is turned away.

Although available, these programs are not promoted through a comprehensive marketing campaign on social media or traditional methods due to limited funding and the nature of the programming. Through a strong network of service providers working collaboratively, staff are often aware of programs that can help clients experiencing an emergency or a crisis and will refer them to the appropriate organization or program. For members of the public, 211 Ontario is an excellent resource for residents seeking information about available financial supports.

Outside of 211 and the warm referrals from service provider to service provider, a comprehensive and targeted educational campaign has the potential to significantly increase general awareness of alternatives to payday loans. Raising the profile of the various programs and support through multiple outreach channels, including digital campaigns across social media and community websites, and developing linkages with local non-profits, churches, libraries, schools and community centres would be beneficial. For example, several physical distribution points could be established for materials, including brochures, posters and infographics covering topics such as budgeting, payday loan pitfalls, and general financial literacy opportunities. A sustained marketing campaign, updated as programs end and new ones begin, will ensure timely and relevant information is available. The campaign would also need to counter the significant advertising of payday loan companies to be effective.

Overlap with other agencies facilitates word-of-mouth referrals and is currently one of the most effective methods to ensure clients receive the latest information about available programs. However, the scope is limited because information and staff turnover, which can limit the breadth of knowledge of existing and new programs.

The marketing strategy should include people who have lived experience including, but not limited to, low-income families, seniors, new immigrants, and particularly the unbanked. Including their voices in the development of the strategy is considered a best-practice and will help ensure the messaging is applicable and relevant.

Risk Analysis:

By increasing the awareness of the local emergency assistance programs with limited and fluctuating budgets, there is a low risk that publicizing these options too broadly could inadvertently increase demand and impact operations.

Climate Change Risks

Climate Change Mitigation:

N/A

Climate Change Adaptation:

N/A

Financial Matters:

Creating a holistic awareness campaign, both online and in print, would require dedicated funding to establish and sustain the campaign over time to make any necessary adjustments and updates. To create an effective strategy, the committee recommends a consultant to liaise with people with lived experience, work with community partners and banking sector members, and design the marketing materials, web-based content, printing and translation. No municipal

funding has been approved in the 2024 Operating budget for any of the options discussed in this report.

Consultations:

Employment & Social Services, City of Windsor
Canadian Mental Health Association Windsor-Essex County Branch
United Way/Centraide Essex County Chatham Kent
John Howard Society of Windsor Essex
Downtown Windsor Community Collaborative
Family Services Windsor Essex
New Beginnings

Conclusion:

Alternatives to payday loans remain a niche market with few options for low-income and middle-income borrowers. However, organizations in Windsor offer various programs for emergency financial support, budgeting and debt relief for residents in need. These programs are not promoted as a holistic package of resources to the public. Developing a comprehensive strategy to create awareness of what is currently available would require input from service providers, residents with lived experience and ongoing financial support to ensure its message can be effective.

Planning Act Matters:

N/A

Approvals:

Name	Title
Stephen Lynn	Manager, Social Policy & Planning
Linda Higgins	Manager, Intergovernmental Funding & Human Services Integration
Janice Guthrie	Commissioner, Finance & City Treasurer
Andrew Daher	Commissioner, Human & Health Services
Joe Mancina	Chief Administrative Officer

Notifications:

Name	Address	Email
List sent to Clerks		

Appendices:

THE CITY OF WINDSOR ONTARIO, CANADA

Council Report: C 144/2024

Subject: Status on IPV Funding Availability - City Wide

Reference:

Date to Council: December 4, 2024
Author: Doran Anzolin
Executive Initiatives Coordinator
Human & Health Services
danzolin@citywindsor.ca
519-255-5200 ext. 5354

Report Date: November 15, 2024
Clerk's File #: SS2024

To: Mayor and Members of City Council

Recommendation:

THAT the report on the Status on Intimate Partner Violence (IPV) funding availability - City Wide **BE RECEIVED** for information.

Executive Summary:

N/A

Background:

On July 10, 2023, the City of Windsor joined other Ontario municipalities in declaring IPV an epidemic, aligning with the first recommendation of the 2015 Ontario Chief Coroner's inquest into IPV-related deaths in Renfrew County. The inquest produced 86 recommendations to address systemic conditions of IPV in Ontario. Additionally, through CQ14-2024, Windsor sent advocacy letters to the provincial and federal governments to increase funding and resources for organizations supporting IPV and gender-based violence (GBV) survivors and to expand educational efforts to foster a proactive approach to these issues.

On July 8, 2024, CR281/2024 was approved that included the following recommendation: "That administration **BE DIRECTED** to report back on the availability of funding, what it is allocated towards, what the parameters are and what conditions have to be met to be able to secure the funding; and that the information **INCLUDE** a status report of accessed available funding." This report is being brought forward in response to the Council directive.

Discussion:

As of November 2024, there is currently no direct funding from provincial or federal sources specifically allocated to municipal IPV or GBV initiatives. In the community, there are ongoing programs and committees that work towards the goal of advocating for further IPV supports.

In August 2024, Ontario's Ministry of Children, Community and Social Services (MCCSS) announced a $100 million, three-year investment in community-based projects supporting GBV survivors and preventing violence. This funding initiative, available through grants ranging from $100,000 to $5 million, focuses on four priority areas:

1. **Education and Awareness**: Programs that raise public awareness of GBV.
2. **Early Intervention and Prevention**: Initiatives aimed at preventing violence before it occurs.
3. **Community Planning and Service Integration**: Coordinated efforts to build safer communities.
4. **Economic Security and Financial Independence**: Projects supporting financial independence for survivors, a critical factor in ending abuse.

The call for proposals for this initiative ended on Oct 11th, 2024. The City of Windsor did not apply for this funding, as it was determined that frontline service providers who are skilled and experts in dealing with IPV and GBV, such as Hiatus House, are better positioned to lead and develop impactful proposals and deliver the specified services. Coordinated community applications from partners in Windsor-Essex were submitted to the province and the results are currently pending provincial review.

The Violence Against Women Coordinating Committee Windsor Essex (VAWCCWE) works to strengthen inter-agency collaboration and community coordination to better meet the needs of IPV and GBV survivors. Funded by the MCCSS, in partnership with other local organizations, the VAWCCWE has been actively raising awareness and advocating for action on the IPV epidemic. These efforts have led to the formation of strategic partnerships within the community, strengthening the support and services available to victims of IPV and GBV. One of the strategic partnerships to highlight is the Windsor Police Services launch of a pilot project, in partnership with Windsor Regional Hospital, Hiatus House, and Family Services Windsor-Essex (FSWE), to provide immediate, on-site support for victims of IPV. Recognizing that victims may hesitate to engage directly with police during a crisis, this initiative enables Windsor Police to connect victims with a social worker on-site immediately after an incident, encouraging early acceptance of help.

The pilot program operates from 3 pm to 11 p.m., five days a week Wednesday to Sunday, with the goal of expanding to daily service, pending additional upper-level government funding. Social workers provide trauma support, safety planning, and ongoing care in person, meeting victims' psychological and emotional needs. Additionally, victims can access 24/7 virtual support through Hiatus House, broadening the range of accessible and timely services. The partners are currently delivering these

vital services and resources through their existing capacities, without any additional funding support.

This initiative builds on the IPV Early Intervention and Prevention Program, launched earlier this year by Windsor Police and FSWE, which proactively identifies individuals experiencing non-physical abuse to connect them with community resources and experts at FSWE, to help reduce escalation risk. The pilot draws on models like the Nurse Police Team and Crisis Response Team, strengthening cross-sectoral support for IPV victims and enhancing immediate, holistic care.

Further opportunities and initiatives will continue to be explored as more funding becomes available. The province is anticipated to release additional Community Safety and Policing grants in the coming months, aimed at supporting police services in deploying officers effectively and addressing local public safety priorities.

The provincially mandated, Windsor Essex Regional Community Safety and Well-Being (WERCSWB) Plan, launched in 2021, also supports a collaborative approach to addressing crime and social challenges through prevention and cross-sector partnerships. Developed with input from municipalities, sector leaders, and priority populations, the plan addresses community risk factors and sets measurable outcomes for success.

Since City Council declared IPV an epidemic, the Project Manager for the WERCSWB Plan was invited to sit as a resource member on the Leadership Table for the VAWCCWE. This partnership has led to regular communication and a presentation by members of the VAWCCEE to the WERCSWB Regional Systems Leadership Table about raising awareness of intimate partner violence, sexual violence, and human trafficking. Under the Community Safety and Policing Act, 2019, municipal councils must review and, if appropriate, revise their community safety and well-being plans every four years. The Windsor Essex Regional Community Safety and Well-Being Plan will undergo review and community engagement in late 2025.

Risk Analysis:

N/A

Climate Change Risks

Climate Change Mitigation:

N/A

Climate Change Adaptation:

N/A

Financial Matters:

There are no municipal dollars allocated to or directly funding IPV or GBV initiatives. Furthermore, Windsor Police Services does not currently receive upper-level government funding for IPV or GBV initiatives. However, they are awaiting the outcome of a provincial review for a recently submitted funding application.

Consultations:

Stephen Lynn, Manager of Social Policy and Planning
Linda Higgins, Manager, Intergovernmental Funding & Human Services Integration
Paolo DiCarlo, Superintendent, Windsor Police Services
Melissa Brindley, Director of Finance, Windsor Police Services

Conclusion:

While direct funding for municipal IPV initiatives remains limited, Ontario's recent $100 million investment has mobilized community organizations to apply for IPV and GBV prevention and support grants. The upcoming Community Safety and Policing grants and the Windsor Essex Regional Community Safety and Well-Being Plan review process present further opportunities to enhance community safety. The City of Windsor will continue to explore opportunities with partners related to IPV and GBV initiatives.

Planning Act Matters:

N/A

Approvals:

Name	Title
Linda Higgins	Manager, Intergovernmental Funding & Human Services Integration
Janice Guthrie	Commissioner of Finance /City Treasurer
Andrew Daher	Commissioner of Human and Health Services
Joe Maninca	Chief Administrative Officer

Notifications:

Name	Address	Email
List sent to Clerks		

Appendices:

THE CITY OF WINDSOR ONTARIO, CANADA

Council Report: S 164/2024

Subject: Training at Local Emergency Shelters – City Wide

Reference:

Date to Council: December 4, 2024
Author: Jennifer Tanner
Manager, Homelessness and Housing Support
jtanner@citywindsor.ca

Housing and Children's Services
Report Date: November 18, 2024
Clerk's File #: SS2024

To: Mayor and Members of City Council

Recommendation:

THAT City Council **RECEIVE** this report-back requested by the former Housing and Homelessness Advisory Committee regarding training support for local emergency shelters on the barriers faced by the 2SLGBTQIA+ communities in finding appropriate housing.

Executive Summary:

N/A

Background:

At its meeting on June 21, 2022 the Housing and Homelessness Advisory Committee (HHAC) passed the following motion:

> That the additional information memo of the Executive Director of Housing & Children's Services dated August 3, 2022 regarding the motion from the Housing & Homelessness Advisory Committee of their meeting held June 21, 2022 and Report No. 14 of the Housing & Homelessness Advisory Committee entitled "Barriers faced by the 2SLGBTQIA+ community in finding appropriate housing and housing services" from their meeting held June 21, 2022 **BE RECEIVED**; and,
>
> a) That Administration **BE DIRECTED** to provide a report in 2023 outlining the next steps regarding the proposed training initiative;

At this HHAC meeting, members heard a presentation from an organization called Trans Wellness Ontario regarding discrimination faced by trans identified individuals when trying to access emergency shelters or housing. The training initiatives proposed

by this organization were intended for local emergency shelters so they can support better outcomes for transgender clients, and included activities such as:

1. Making training mandatory and informed by transgender rights groups and/or community
2. Develop transgender-specific shelter spaces
3. Hire more transgender staff
4. Display 2SLGBTQIA+ positive media (e.g. rainbow flags)

While HHAC was dissolved in August 2023 as approved by City Council, Administration is providing this report back to Council as previously requested.

Discussion:

In response to the recommendations of the HHAC, Administration, along with a representative from the County of Essex, held several meetings with Trans Wellness Ontario to explore the implementation of these initiatives. However, due to a change in leadership and an organizational restructuring that occurred around September 2022, Trans Wellness Ontario was not able to offer such training and supports at that time. Administration has recently reengaged with this organization to continue exploring opportunities.

Since that time, Administration has also found other opportunities to improve training and reduce barriers in the local emergency shelter system for the 2SLGBTQIA+ communities and other shelter users, including the following activities listed below.

On-line Training: The Housing department has allocated funding so all local emergency shelter staff could access the Homelessness Association of British Columbia's online training which includes courses such as Anti-Oppressive De-escalation Techniques, Improving Safety in All Gender Spaces, Substance Use Awareness, Trauma and Somatics, and Behaviour Management Strategies. Training has been available since January 2022. Feedback from the Emergency Shelter system has been positive and they report that this training platform is now a standard part of their onboarding and training programs. One specific piece of data available, it that one homelessness service provider had 49 staff attend a total of 209 online training sessions in 2023 and 2024.

In-person Training: City staff have provided in-person training at emergency shelters when needed to augment the shelters' own training programs. For example, in early 2024 clinical skills training was provided at one shelter to support over 20 staff who work with clients with severe trauma who are impacted by systemic inequalities. The training focused on pathways to services, best practices in case management, and strategies to support staff wellness.

Implementing Emergency Shelter Review Recommendations: Administration continues to be guided by the *Review of Emergency Shelter Services in Windsor and Essex County (July 2020)*, previously approved by Council (CR 380/2020), which identifies barriers faced by the 2SLGBTQIA+ communities and recommendations on how these can be addressed, in part, through better shelter design. A key activity in support of this has been the allocation of funding to purchase, renovate and operate a new building for the Welcome Centre Shelter for Women and Families, which opened in

June 2023. As a former hotel, this building helps reduce the number of single people who need to share a room, provides private rooms for families with children and offers more washrooms for all clients.

Regular Meetings with Shelter Providers: Administration also hosts bi-monthly meetings with the emergency shelter providers including the Welcome Centre Shelter for Women and Families, the Salvation Army Centre of Hope and the Downtown Mission, to discuss all matters impacting the system, including discussions on the needs of different population groups.

In-House Training at Shelters: Local shelters in Windsor and Essex have their own internal training programs, which includes content on the needs and barriers facing the 2SLGBTQIA+ communities. For example, one emergency shelter provider had their management team receive training on this topic in 2024 and will be extending this to all 55 staff in 2025. They also make efforts to address the four recommendations listed above.

Between January 1, 2022 to October 31, 2024 there were approximately 30 self-identified trans individuals who accessed emergency shelters in Windsor-Essex.

Risk Analysis:

There is no risk to the Corporation in receiving this report.

Climate Change Risks

Climate Change Mitigation:

N/A

Climate Change Adaptation:

N/A

Financial Matters:

The activities described in this report have been managed within existing budgets and funding allocations as well as in-kind contributions and have not resulted in additional or on-going costs that will impact the City of Windsor's tax levy.

The annual cost of the online training platform provided by the Homelessness Association of British Columbia is $1,400. This is funded through the City of Windsor's federal Reaching Home funding stream and has been allocated to Housing Information Services (HIS) which is responsible for administering this platform and providing access to other community partners, including the emergency shelters.

Consultations:

Kelly Goz – (A) Manager, Homelessness and Housing Support

Whitney Kitchen – Coordinator, Homelessness Administration and Development

Colm Holmes-Hill – Coordinator, Homelessness Administration and Development

Nancy Jaekel – Financial Planning Administrator

Conclusion:

Administration will continue to work with local emergency shelter providers to improve services and outcomes for people experiencing homelessness, including the 2SLGBTQIA+ communities in Windsor and Essex County.

Planning Act Matters:

N/A

Approvals:

Name	Title
Jennifer Tanner	Manager, Homelessness and Housing Support
Linda Higgins	Manager, Intergovernmental Funding & Financial Administration
Kirk Whittal	Executive Director, Housing and Children's Services
Andrew Daher	Commissioner, Human and Health Services
Janice Guthrie	Commissioner, Finance and City Treasurer
Joe Mancina	Chief Administrative Officer

Notifications:

Name	Address	Email
Lady Laforet Welcome Centre Shelter for Women and Families		
Jason Linton Salvation Army Centre of Hope		
Rukshini Ponniah-Goulin Downtown Mission		
Sandra Zwiers County of Essex		
Joyce Zuk Family Services Windsor Essex		

Trans Wellness Ontario		

Appendices:

THE CITY OF WINDSOR ONTARIO, CANADA

Council Report: S 166/2024

Subject: Social Housing – End of Mortgage (EOM) and Negotiation of Service Agreements with Housing Providers – City Wide

Reference:

Date to Council: December 4, 2024
Author: Mike Deimling
Social Housing Analyst
(519) 255-5200 ext. 5358
mdeimling@citywindsor.ca

Jolayne Susko
Coordinator, Housing Administration & Policy
(519) 255-5200 ext. 6278
jsusko@citywindsor.ca

Housing and Children's Services
Report Date: November 18, 2024
Clerk's File #: GH/14271

To: Mayor and Members of City Council

Recommendation:

THAT this report from the Social Housing Analyst and the Coordinator, Housing Administration & Policy regarding Social Housing End of Mortgage and Negotiation of Social Housing Service Agreements to City Council **BE RECEIVED;** and further,

THAT the City Clerk and Chief Administrative Officer **BE AUTHORIZED** to **EXECUTE** Service Agreements and/or Exit Agreements and any related documents, amendments and/or extensions between the City of Windsor and Non-Profit Housing Providers under the Housing Services Act (HSA) S.O. 2011, c. 6, Schedule 1, that have reached or are reaching End of Mortgage (EOM) in a form satisfactory to the City Solicitor, satisfactory in financial content to the City Treasurer, and technical content to the Commissioner of Human and Health Services and Executive Director of Housing and Children's Services, provided that any agreements do not exceed the funding in the approved City budget in each respective year; and further,

THAT the City Clerk and Chief Administrative Officer and **BE AUTHORIZED** to **EXECUTE** a new Service Agreement and any related documents, amendments and/or extensions between the City of Windsor and Can-Am Urban Native Homes' federal social housing funding agreements that have reached or are reaching End of Agreement (EOA) in a form satisfactory to the City Solicitor, satisfactory in financial content to the City Treasurer, and technical content to the Commissioner of Human and

Health Services and Executive Director of Housing and Children's Services, provided that any agreements do not exceed the funding in the approved City budget in each respective year; and further,

THAT the Executive Director, Housing & Children's Services **REPORT BACK** on the status and outcome of Service and/or Exit Agreement negotiations.

Executive Summary:

N/A

Background:

As the Consolidated Municipal Service Manager ('Service Manager') for Windsor and Essex County, the City of Windsor (the 'City') is responsible for the funding and administration of Community Housing, also referred to as Social Housing under the *Housing Services Act, 2011* (HSA).

Effective January 1998, funding responsibility for the Province's share of Public Housing and provincially administered non-profit housing was transferred to the municipal level. In 1999 the Federal government negotiated an agreement with the Province for the transfer of most federal housing programs to the municipality along with the funding required to comply with Federal Operating Agreements. Beginning in 2001, the City, as the provincially designated Service Manager for Windsor and Essex County, assumed the full administrative and funding responsibility for the many social housing program legislated under the Social Housing Reform Act (SHRA). On January 1, 2012, the SHRA was repealed and replaced with the Housing Services Act,2011 (HSA).

As part of the provincial and federal public housing transfers, Canada Mortgage and Housing Corporation (CMHC) continued to provide Federal Block funding based on set terms of original community/social housing operating agreements between the individual community/social housing provider(s) and:

- CMHC and the Province (Federal/Provincial Agreements; Provincial housing transfers)
    - 28 community/social housing providers
    - 35-year mortgage terms
- CMHC (Federal Agreements; Federal housing transfers)
    - Can-Am Urban Native Homes

The expiry of Federal Block Funding has been the subject of a previous Council Report (January 2014; LiveLink Report 16747) and has been expiring as Operating Agreements and/or community/social housing provider mortgages' have matured.

Provincial Housing Transfers (Provincially Reformed)

Provincial community/social housing construction projects required community/social housing providers to enter into an operating agreement and a 35-year mortgage. Twenty-eight (28) HSA-prescribed community/social housing providers, both co-op and non-profit, oversee 2,400 units of community/social housing across Windsor and Essex County. With their 35-year mortgages scheduled to mature over the next 7 years, the mortgage portion of their subsidy funding will end with their 35-year term mortgage ending [End of Mortgage (EOM)].

The 28 community/social housing providers have been receiving operating funding as prescribed in the HSA. The funding consists of three parts:

- Rent-geared-to-income subsidy,
- Property tax subsidy and
- An operating subsidy (which includes mortgage payments)

The HSA does not prescribe an end date for this funding model or when the Service Manager's obligation to fund housing providers will end. Furthermore, the HSA does not outline/contemplate how to manage the funding model once the original mortgage is fully paid (EOM).

In April 2019, the provincial government released the Community Housing Renewal Strategy, which outlined the commitment to stabilize and grow the community housing sector, Ontario introduced Bill 184, the *Protecting Tenants and Strengthening Community Housing Act*, 2020. Bill 184 provided regulation-making authority to transform Ontario's community housing framework, with the goal of protecting and growing community housing in order to ensure its long-term sustainability as housing providers reach the end of their mortgages (EOM) and/or operating agreements (EOA). Bill 184 proposed amendments to O. Reg 367/11 under the HSA in four areas:

1) **Service and Exit Agreements**
2) Service Level Requirements
3) Access; and
4) Local eligibility rules for income and asset limits for Rent geared-to-income (RGI) assistance.

On March 30, 2022, The Province released Ont. Reg. 241/22 (Service and exit agreements) and Ont. Reg. 242/22 (Service levels, access and income and asset limits) regarding the new Service Agreement Framework for Community Housing projects reaching EOM. Under the new regulatory framework, effective July 1, 2022, community/social housing providers reaching the end of their mortgage and/or operating agreement have two options:

a) Enter into a new ***service agreement*** or
b) Enter into an ***exit agreement*** in order to exit the current HSA funding and regulatory system

Each agreement must be negotiated between the Service Manager and the community/social housing provider with key provisions and baseline rules. As outlined in O. Reg 241/22, at a minimum, service agreements must include:

- A minimum term length of 10 years (with provisions that the agreement continues in effect after the term ends until a new service or exit agreement is struck);
- The number of RGI units (and other assistance as applicable) in the housing project;
- Selection rules for the RGI units aligned with existing selection and waiting list rules in accordance with the HSA;
- Baseline provisions for service managers to continue funding RGI units and provide other assistance as needed (e.g. for maintenance and/or to decreased non-RGI rental rates);
- A joint financial plan, to be reviewed at least every 5 years;
- A process to manage non-compliance and dispute resolution;
- The housing provider's mandate to serve a specified population, where applicable; and
- Participation in regulated Housing Services Corporation (HSC) programs, with current exemptions continuing.

The negotiation of new ***Service Agreements*** require Service Managers to continue to fund community/social housing providers (i.e. fund RGI units) by bridging the gap between legislated RGI rental rate that an RGI tenant pays and market rental rate (maximum RGI rental rate) otherwise payable for each RGI unit. In addition, the negotiation of new Service Agreements must contemplate and seek to include provisions to compensate and/or provide services to maintain the community/social housing stock in a good state of repair and/or maintain affordable non-RGI rental rates (maximum RGI rate).

If a community/social housing provider is not interested in entering into a Service Agreement, they will need to enter into an ***Exit Agreement***. Exit Agreements must be negotiated with the Service Manager and must ensure existing tenants are not displaced, ongoing delivery of RGI (or alternate housing benefit assistance) and longstanding public investments in community/social housing buildings are preserved.

By December 2024, 10 Windsor/Essex Community/Social Housing Providers' 35-year term mortgages will reach maturity (EOM). One of the 10 providers, the Windsor Essex Community Housing Corporation (CHC), has already had 9 of their 14 family unit portfolio mortgages mature.

Federal Housing Transfers

In addition to the provincially transferred housing projects outlined above, the City of Windsor as Service Manager has responsibility for the ongoing administration and funding of Federal Operating Agreements originally negotiated between the federal government and community/social housing providers. Of the original 14 federal community/social housing projects originally downloaded to the Windsor Essex County Service Area in 2002, only 4 community/social housing providers have active Operating Agreements. Can-Am Urban Native Homes (Can-Am) is the only community/social housing provider of the 4 remaining that receives an ongoing subsidy from the Service Manager.

Discussion:

Provincial Reformed providers – EOM/EOA

Since the passing of O. Reg. 241/22, Housing Services has been undertaking a review of these new regulatory changes with respect to Service and Exit Agreements to determine next steps forward. Community/social housing projects reaching and/or approaching end of mortgage will, as legislated, continue to receive subsidy funding in accordance with legislated subsidy requirements prescribed in the HSA. No operational changes occur when community/social housing projects reach End of Mortgage (EOM). Service Manager operating subsidies to a community/social housing provider will be reduced as the mortgage costs made up a portion of the community/social housing project's annual operating subsidy calculation and paid to community/social housing providers on a monthly basis.

Since 2001 the City as Service Manager has received funding from the Federal government (known as Federal Block Funding). This Federal Block Funding represents the federal share of funding for former Federal and Federal/Provincial community/social housing projects, as well as Public Housing projects. Federal Block Funding has been steadily declining over the last number of years and is resulting in cost pressures and an increasing inability to support on-going community/social housing project costs. Budget issue/pressures associated with the reduction/loss of Federal Block Funding have and continue to be brought forward to Council during the annual Operating Budget development process.

Service Managers are obligated to continue funding HSA community/social housing providers post EOM despite the reduction in Federal Block Funding. Under the HSA, Service Managers must maintain "service levels" for the prescribed number of rent-geared-to-income (RGI) assisted households. The City of Windsor's legislated RGI service level is 5,726 subsidized units. Historically the City of Windsor has reported a deficiency in attaining this legislated RGI service level on an annual basis. The City of Windsor is not unique in this situation and there are numerous reasons this occurs such as, RGI tenants converting to market rent tenancies (household over income limit) but are unable to move into the private rental market.

In preparation for the EOM in June 2020, Housing Services engaged a consultant to undertake and perform 32 Building Condition Assessments (BCA) as well as Operational Reviews on all community/social housing properties across Windsor and Essex County (with the exception of Windsor Essex Community Housing Corporation (CHC)). The consultant completed their assessments in March 2022. The BCA's identified estimated capital needs for each of the 32 community/social housing properties over the next 30 years. The consultant's Rollup Report highlighted projected capital needs for the period 2022-2026 (5-year) of $42.2 million and an estimated $202 million in capital pressures over the next 30 years. Although the City has access to some upper-level government funding streams, the annual funding received under these programs do not adequately fund identified repairs resulting in a repair deficit requiring alternate funding sources.

As community/social housing providers reach EOM, Housing Services is required to meet and engage each community/social housing provider in discussions and negotiate new funding terms for the delivery of community/social housing moving forward. Hence, it is necessary to understand each provider's current financial and governance situation and determine each non-profit corporation's ability and capacity to undertake the development of a new Service Agreement. Housing Services has begun the process of contacting community/social housing providers that have reached and/or are approaching EOM to begin these very important discussions. Early discussions have highlighted the fact many of our smaller community/social housing properties (e.g., 50-100 units), governed by a volunteer Board of Directors and managed in many cases by part-time staff, do not have the current capacity and/or knowledge to undertake these complex Service Agreement negotiations without significant support and involvement of the Service Manager and their own legal counsel.

In preparation for EOMs, Housing Services has conducted the following:

- Communicated the legislative changes via e-mail, Service Manager meetings with community/social housing providers and issued individualized correspondence and communication by phone with community/social housing providers reaching and/or approaching EOM/EOA.
- Under the facilitation and leadership of the Housing Services Corporation (HSC), Housing Services participated in a bulk-service agreement development process, providing input and feedback on proposed Service Agreement terms and conditions. In participating in this process, Housing Services has a Service Agreement template that was created by a legal firm specialized in Housing law and the input of Service Managers across the province.
- Housing Services has begun preparing financial forecasting estimates for each community/social housing property reaching EOM and assessing the financial impacts of the legislative changes. Based on our financial forecasting estimates, most community/social housing providers are expected to remain operationally viable but most do not have sufficient capital reserve funds to fund ongoing capital repairs identified in the BCA reports noted above.

It should be noted that until a service agreement or an exit agreement are negotiated, the City of Windsor (i.e. Service Manager), is obligated by legislation to continue funding providers as outlined in the HSA.

Council's authorization to negotiate Service and/or Exit Agreements with our current HSA non-profit community/social housing providers will ensure the continuation of ongoing subsidy funding, protect existing tenancies, maintain the delivery of affordable housing and support the sustainability and viability of existing and new community/social housing developments.

For CHC's Family (non-profit) portfolio, in accordance with the City's Sole Shareholder agreement, Housing Services will bring forward a report to seek approval for the execution of any required agreement(s).

Federal Urban Native Provider – EOM/EOA

As noted above, former Federal projects are not legislated under the HSA but are governed by the Federal Operating Agreement undertaken when the project was developed.

Can Am Urban Native Homes was developed in six phases and consists of 81 units of scattered housing in the City of Windsor. Housing Services receives annual Operating funding (Federal Block Funding) to partially fund Can Am Urban Native Homes in accordance with their current Federal Operating Agreements. The Federal program funding these units provided a subsidy to ensure the annual breakeven operation of these units. The projects were funded with 25-year mortgages, which are now all fully matured. Each of the 81 units is governed by a Funding Agreements that is 35 years in length ending between 2023 and 2031. For Phase I - 10 units were developed and have reached End of Agreement (EOA). For Phase II - 15 units were developed and will reach EOA in January 2025.

As the Funding Agreement for each Phase expires, the City is no longer obligated to continue funding the 81 community/social housing units. As per the Federal Operating Agreements, the Can-Am units were developed and funded as RGI subsidized, on expiry Can-Am will no longer remain viable without increasing their rental rates to an inflated market rent level. It is unlikely many of the current RGI subsidized household's income would be able to support a successful tenancy at the market rental rate leading to housing insecurity and the potential for households to exit into homelessness.

Although these 81 RGI units are not part of the originally prescribed units in the Windsor / Essex service level of 5726 units, these units have been reported annually as contributing to the legislated service level. Should these units no longer be funded Housing Services would be required to identify and fund additional geared-to-income units to replace units removed from stock. Loss of these units could also create a larger service level gap (deficit) which was approximately 500 units as at December 2023.

In the interim until such time a new Service Agreement is negotiated and executed, the 10 community/social housing units in Phase I that reached EOM as of April 2024 have been funded through a Rent Supplement Agreement with Can-Am continuing to fund the gap between the unit's market rent and the tenant's RGI rental rate based on each tenant household's income. This interim measure is being funded using a portion of our 2024-25 funding allocation from the Canada Ontario Community Housing Initiative (COCHI), a program introduced as part of the Community Housing Renewal Strategy (CHRS) in 2019. Rent supplements, which are paid to the landlord on behalf of a household, to support social and/or community housing are an allowable operating expense under this program. The CHRS funding programming runs until March 31, 2028 and funding allocation notifications in recent years have been year by year. As of the date of this report, the City has not been notified of any funding allocation for the CHRS beyond the 2024-25 program year (funding program ends March 31, 2025) and/or whether Rent Supplement programs would continue to be an approved use under this stream of funding.

In order to maintain these much-needed community/social housing units Housing Services is requesting Council's authorization to negotiate a new Service Agreement

with Can-Am and to fund the provisions of the agreement out of the Housing Services annual Operating budget. Once an agreement is negotiated, Housing Services will provide an update report to Council to provide details of the arrangement inclusive of the estimated annual costs.

Risk Analysis:

For the provincially reformed community/social housing projects, there is a moderate risk associated with not entering into new Service Agreements whereby it is possible/likely the reduction in funding to community/social housing providers at EOM/EOA will be insufficient for the community/social housing project to remain financially viable and will also be insufficient to fund capital deficiencies.

For federal community/social housing projects, there is a significant risk associated with not entering into a new Service Agreement whereby it is likely the loss of funding at EOM/EOA will result in major consequences for the housing provider as it relates to financial viability and for the household's housed up to an including, exits to homelessness.

In both instances, the following risks are identified should new service agreements not be made:

- Lessen the City's ability of reaching legislated RGI service level
- Loss of RGI units for households residing and/or awaiting an RGI unit offer
- Loss of social housing units if projects are not able to remain financially viable
- Impact the City's ability to meet the affordable housing needs in our Service Area as identified within the 10-year Housing and Homelessness Master Plan (2019-2028)

In order to mitigate this risk, the City has and will continue to conduct annual budget reviews, review and conduct regular Building Condition Audits (BCAs) and operational reviews, and conduct financial forecasting estimates for community/social housing projects. Furthermore, funding needs associated with community/social housing projects will need to be contemplated when reviewing and planning spending of provincial funding allocations when announced and available.

The Executive Director of Housing and Children's Services will be responsible for ensuring the negotiation of any and all new Service Agreements remain within budget.

Climate Change Risks

Climate Change Mitigation:

N/A

Climate Change Adaptation:

N/A

Financial Matters:

Housing Services is currently reviewing and determining the effects of the changes from the Housing Services Act with respect to the operating budget requirements. Once this review is completed and the new agreements are established, a report will be submitted to Council. It should be noted that until a service agreement or an exit agreement are negotiated, the City of Windsor, as Service Manager, is obligated by legislation to continue funding providers as outlined in the HSA.

The 2024 approved Operating Budget to support the costs associated with delivering community/social housing for Non-Profit housing providers and the CHC Family (non-profit) portfolio across Windsor and Essex County is as follows:

Table 1:

2024 Approved Budget Non-Profit Housing Providers & CHC Family Portfolio	
Subsidy Expense	$14,467,018
Less: Federal Funding	($4,050,907)
Less: County Funding	($3,733,134)
Net City Funding	$6,682,977

It is anticipated that operating subsidy savings will continue to materialize with expiry of mortgage (EOM), but the savings will be offset by the decreases in revenue from the loss of Federal Block Funding. Furthermore, it is anticipated that any savings realized because of operating subsidy reductions due to EOM may need to be retained to supplement community/social housing operating and capital cost pressures e.g., capital repairs.

As such, the City Treasurer, as part of the year end process, has the discretion (CR 185/2020) to transfer any City surplus occurring in the Housing Services budget to the City Housing Reserve (Fund 216), to be retained and applied to fund community/social housing related operating and capital cost pressures for which no alternative funding sources are available. As of October 31, 2024, the balance of Fund 216, net of encumbrances, is $874,455.

Housing Services is currently not requesting additional funding as it is too premature to estimate with certainty the total financial impact of the changes discussed in this report. Should additional on-going funding be required, Housing Services will bring forward a budget request during the annual Operating Budget development process. The cost of social housing is shared with the County, using the arbitrated weighted assessment formula.

Consultations:

Diane Wilson, Manager of Social and Affordable Housing

Nancy Jaekel, Financial Planning Administrator

Conclusion:

Recent changes to the HSA have resulted in significant changes to the way Community Housing will be funded in the future. The current demand for affordable housing continues to exceed the supply for all municipalities within the Windsor Essex Service Area.

In order to ensure the long-term viability of our Service Area's community/social housing stock, the City of Windsor and community/social housing providers have a shared responsibility to protect existing tenancies, deliver affordable housing and protect, preserve and promote growth and development of community/social housing.

Housing Services is committed to ensuring providers reaching EOM and/or EOA are encouraged to participate in designing an updated individualized funding arrangement that will provide long-term sustainability and protect community/social housing assets that are essential for the well being of our community.

Approvals:

Name	Title
Linda Higgins	Manager Intergovernmental Funding & Human Services Integration
Jolayne Susko	Coordinator, Housing Administration & Policy
Mike Deimling	Social Housing Analyst
Kirk Whittal	Executive Director, Housing and Children's Services
Janice Guthrie	Commissioner, Finance & City Treasurer
Andrew Daher	Commissioner, Human and Health Services
Joe Mancina	Chief Administrative Officer

Notifications:

Name	Address	Email
Sandra Zwiers, County of Essex CAO		
List provided to Clerks office		

Appendices: