

Community Services Standing Committee Meeting Agenda

Date: Wednesday, January 7, 2026

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 Frazier Fathers

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
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3.	ADOPTION OF THE MINUTES
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| 3.1. | Adoption of the Community Services Standing Committee minutes of its meeting held November 5, 2025 (SCM 346/2025) |
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4.	REQUEST FOR DEFERRALS, REFERRALS OR WITHDRAWALS
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5.	COMMUNICATIONS
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6.	PRESENTATIONS AND DELEGATIONS
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7.	COMMITTEE MATTERS
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| 7.1. | Minutes of the Community Public Art Working Group of its meeting held October 21, 2025 (SCM 368/2025) |
| 7.2. | Minutes of the Windsor Accessibility Advisory Committee of its meeting held November 13, 2025 (SCM 377/2025) |
| 7.3. | Report No. 134 of the Windsor Accessibility Advisory Committee (SCM 378/2025) |
| 7.4. | Windsor Accessibility Advisory Committee 2025 Annual Report (SCM 395/2025) |

- 7.5. Community Public Art Working Group 2025 Annual Report (**SCM 393/2025**)
- 7.6. Minutes of the Age Friendly Windsor Working Group of its meeting held November 26, 2025 (**SCM 394/2025**)
- 7.7. Minutes of the Committee of Management for Huron Lodge of its meeting held December 9, 2025 (**SCM 397/2025**)

8. ADMINISTRATIVE ITEMS

- 8.1. CQ7-2025 – Safety Mitigation Measures at Special Events - City Wide (**C 161/2025**)
- 8.2. 2025 Ministry of Education (MEDU) Child Care and Early Learning Funding Update (**C168/2025**)

9. QUESTION PERIOD

10. ADJOURNMENT



Committee Matters: SCM 346/2025

Subject: Adoption of the Community Services Standing Committee minutes of its meeting held November 5, 2025

Community Services Standing Committee Meeting

Date: Wednesday, November 5, 2025

Time: 9:00 o'clock a.m.

Members Present:

Councillors

Ward 3 - Councillor Renaldo Agostino

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:

Dana Paladino, Acting Commissioner, Human & Health Services

Kirk Whittal, Executive Director, Housing & Children Services

Alina Sirbu, Executive Director, Long Term Care/Administrator of Huron Lodge

Tanya Antoniwi, Executive Director Employment & Social Services

Stephen Lynn, Manager, Social Policy and Planning, City of Windsor

Linda Higgins, Manager, Intergovernmental Funding – Employment, Social and Health Services

Kelly Goz, Acting Manager of Homelessness & Housing Support

Jennifer Tanner, Manager of Homelessness & Housing Support

Valerie Panou, Executive Initiatives Coordinator, Human & Health Services

Michelle Oake, Project Manager

Sumar Jasey, Emergency Planning Officer, Housing & Children's Services

Anna Ciacelli, Deputy City Clerk

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1. CALL TO ORDER

The Chair calls the meeting of the Community Services Standing Committee to order at 9:01 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 3, 2025

Moved by: Councillor Renaldo Agostino

Seconded by: Councillor Mark McKenzie

THAT the minutes of the Community Services Standing Committee meeting held September 3, 2025 **BE ADOPTED** as presented.

Carried.

Report Number: SCM 264/2025

4. REQUEST FOR DEFERRALS, REFERRALS OR WITHDRAWALS

None requested.

5. COMMUNICATIONS

None presented.

6. PRESENTATIONS AND DELEGATIONS

8.1. The Windsor Essex Community Safety & Well-Being Plan 2026-2029 – City Wide

Michelle Oake, Project Lead, Human & Health Services

Michelle Oake, Project Lead, Human & Health Services appears before the Community Services Standing Committee regarding the administrative report dated October 20, 2025, entitled “The Windsor Essex Community Safety & Well-Being Plan 2026- 2029 – City Wide” and provides a brief overview of the Plan including an overview; History and Legislative Framework, Areas of Focus include collaboration, Information Sharing; Performance Measurement; Lessons Learned; Successful Strategies; Things to Avoid; Environmental Scan; Demographics; Education; Crime and

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Victimization; Financial Security; Housing; Mental Health and Substance use; Environment; Physical Health; Public Consultation; Leadership Focus Group; Public Focus Groups; Survey; Leadership Focus Group 2; Updated Plan; Performance Measurement; Ministry Performance Measurement + Action Plans with Logic Models = CSWB Plan Measurement Framework; Overview: Governance Structure; City of Windsor / CSWB Advisory Committee / County of Essex; Engaged communities; Safer public spaces; Coordinated Systems; Overview: Pillars & Implementation Activities; Engaged Communities – Goals; Safer Public Spaces – Goals; Coordinated Systems; and concludes by providing a Summary of Next Steps.

Councillor Renaldo Agostino inquires as to how realistic the implementation by the end of the year timeframe is. Dana Paladino, Acting Commissioner, Human & Health Services appears before the Community Services Standing Committee regarding the administrative report dated October 20, 2025, entitled “The Windsor Essex Community Safety & Well-Being Plan 2026-2029 – City Wide” and indicates that the plan is ready for submission and implementation over the next 4 years.

Councillor Renaldo Agostino inquires whether there is support from other regions and organizations. Ms. Paladino responds that we leverage partnerships with other organizations to achieve the goals set out in the plan.

Councillor Mark McKenzie inquires as to how soon the plan may be implemented and if it will be a phased approach. Ms. Paladino responds that many initiatives are already being implemented and are ongoing or underway. Ms. Oake adds that there is grant funding from upper levels of government already in place to help support implementation activities. Many initiatives are already underway and will be carried over and new areas will be carried out over the next 4 years.

Councillor Mark McKenzie inquires whether there have been conversations with upper levels of government regarding ongoing operating funds through grants. Ms. Paladino responds that the cost is shared with the County of Essex. The cost of the program compared to the grant funding is a good ratio. Over \$4 Million in grant funding has been received over the last 4 years. We continue to advocate to upper levels of government for additional funding.

Councillor Mark McKenzie inquires as to how we can encourage our partners to do their part. Ms. Paladino responds that there is a legislated requirement for this initiative. Our community partner groups are not directly funded by the City. A lot of the work is funded by grants that they receive. There is a process that we all must follow to do our parts, as legislated by the ministry.

Councillor Mark McKenzie inquires whether there is currently an initiative for youth crime prevention, a working group or advisory committee. Ms. Oake responds that there is not currently a youth crime prevention council. There is a regional crime prevention council with multi-sector members. Ms. Oake adds that they would like to develop a more youth-focused group with this new plan.

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Moved by: Councillor Renaldo Agostino

Seconded by: Councillor Mark McKenzie

Decision Number: **CSSC 300**

THAT the report of the Project Lead, dated October 20, 2025, entitled "Windsor Essex Community Safety & Well-Being Plan 2026-2029" **BE RECEIVED** for information; and,

THAT Appendix A – Windsor Essex Community Safety & Well-Being Plan 2026-2029 **BE APPROVED**; and,

THAT administration **BE DIRECTED** to inform the Ministry of the Solicitor General that the Community Safety and Well Being Plan has been updated and is available on the website in accordance with the *Community Safety and Policing Act, 2019*.

Carried.

Report Number: C 142/2025

Clerk's File: SS/14026

7. COMMITTEE MATTERS

7.1. Minutes of the Committee of Management for Huron Lodge of its meeting held June 12, 2025

Moved by: Councillor Mark McKenzie

Seconded by: Councillor Renaldo Agostino

Decision Number: **CSSC 295**

THAT the minutes of the Committee of Management for Huron Lodge meeting held June 12, 2025 **BE RECEIVED**.

Carried.

Report Number: SCM 263/2025

Clerk's File: MB2025

7.2. Minutes of the meeting of the Committee of Management for Huron Lodge of its meeting held September 9, 2025

Moved by: Councillor Mark McKenzie

Seconded by: Councillor Renaldo Agostino

Decision Number: **CSSC 296**

THAT the minutes of the Committee of Management for Huron Lodge of its meeting held September 9, 2025 **BE RECEIVED**.

Carried.

Report Number: SCM 296/2025

Clerk's File: MB2025

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7.3. Minutes of the Meetings of the Executive Committee and Board of Directors, Willistead Manor Inc., held September 11, 2025

Moved by: Councillor Mark McKenzie

Seconded by: Councillor Renaldo Agostino

Decision Number: **CSSC 297**

THAT the minutes of the Executive Committee and Board of Directors, Willistead Manor Inc., held September 11, 2025 **BE RECEIVED**.

Carried.

Report Number: SCM 310/2025

7.4. Report No. 124 of the Board of Directors, Willistead Manor Inc.

Moved by: Councillor Renaldo Agostino

Seconded by: Councillor Mark McKenzie

Decision Number: **CSSC 298**

THAT Report No. 124 of the Board of Directors, Willistead Manor Inc. indicating:

That the following individuals **BE RE-APPOINTED** to the Board of Directors, Willistead Manor Inc. for a two-year term ending August 17, 2027:

A. Abu-Zahra

J. Evans

R. Gauthier

E. Morasset

D. Sanborn

BE APPROVED.

Carried.

Report Number: SCM 311/2025

7.5. Minutes of the Windsor Accessibility Advisory Committee of its meeting held September 16, 2025

Moved by: Councillor Mark McKenzie

Seconded by: Councillor Renaldo Agostino

Decision Number: **CSSC 299**

THAT the minutes of the Windsor Accessibility Advisory Committee of its meeting held September 16, 2025 **BE RECEIVED**.

Carried.

Report Number: SCM 328/2025

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8. ADMINISTRATIVE ITEMS

8.2. Windsor Essex Housing Connections (WEHC) - Integrated Support Team (IST) Program Update (City Wide)

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

Decision Number: **CSSC 301**

THAT the report of the Supervisor, Housing First, dated October 20, 2025, entitled "Windsor Essex Housing Connections (WEHC) - Housing First Integrated Support Team (IST) Program Update" **BE RECEIVED** for information.

Carried.

Report Number: C 144/2025
Clerk's File: GH/11710

9. QUESTION PERIOD

None registered.

10. ADJOURNMENT

There being no further business the meeting of the Community Services Standing Committee is adjourned at 9:30 o'clock a.m. The next meeting of the Community Services Standing Committee will take place on December 3, 2025

Carried.

Councillor Sleiman (Chairperson)

Deputy City Clerk / Supervisor of Council
Services



Committee Matters: SCM 368/2025

Subject: Minutes of the Community Public Art Working Group of its meeting held October 21, 2025

COMMUNITY PUBLIC ART WORKING GROUP

Meeting held October 21, 2025

A meeting of the Community Public Art Working Group is held this day commencing at 5:00 o'clock p.m. via Zoom video conference, there being present the following members:

Ashley Kijewski
Donna Jean Mayne
Spencer Montcalm
Nadja Pelkey

Absent from the meeting:

Brian Brown
Terrence Travis
Utsav Ghimire

Also present are the following resource personnel:

Jen Knights, Executive Director of Culture
Michelle Staadegaard Chair, and Manager of Cultural Affairs
Salina Larocque, Cultural Development Coordinator
Madelyn Della Valle, Museum Curator
Karen Kadour, Committee Coordinator

1. Call to Order

The Chair calls the meeting to order at 5:06 o'clock p.m. and the Committee considers the Agenda being Schedule A attached hereto, matters which are dealt with as follows:

The Working Group acknowledges and remembers **Leisha Nazarewich** for her dedicated service and longstanding contributions to Windsor's arts, culture, and heritage community. Leisha served as a member of the Public Art Working Group, the former Public Art Committee, and multiple Museum committees. Her passion, advocacy, and leadership helped shape the growth of public art and cultural programs in our city. Her commitment continues to inspire our collective work.

The Chair welcomes two new members, Donna Jean Mayne and Spencer Malcolm. Members are invited to share their name, background, and area of expertise, and to provide a few words about their interest in serving on the Community Public Art Working Group.

2. Declaration of Conflict

Donna Jean Mayne discloses an interest and abstains from voting on Item 4.1 as she is the Sculpture Artist of the “Three Sisters”.

3. Adoption of the Minutes

Moved by Nadja Pelkey, seconded by Ashley Kijewski,
That the minutes of the Community Public Art Working Group of its meeting held July 24, 2024 **BE ADOPTED** as presented.
Carried.

4. Business Items

4.1 Three Sisters

Salina Larocque Cultural Development Coordinator advises that the Three Sisters is a bronze sculpture that was created by the artist Donna Jean Mayne at the request of Molly and Pierre Poirier. They would like to donate this piece to become part of the City of Windsor’s Public Art Collection. She adds it is a work of their three daughters and would like to see it placed in a public space, such as Reaume Park.

Clerk’s Note: As Donna Jean Mayne has disclosed an interest on this matter and there is no longer a quorum, it is generally agreed that an E-mail Poll be conducted to determine next steps.

Nadja Pelkey suggests that a public art strategy be drafted as it would be beneficial for the city and the Working Group and would ensure that the works that are approved are reflective of the communities within the city.

The Chair concurs with the proposal put forth by Nadja Pelkey regarding a public art strategy. She adds if it would be helpful to the Working Group to have a guiding principle document.

Nadja Pelkey questions if an ad-hoc subcommittee can be struck to discuss policy strategy creation. The Chair to provide an update at the next meeting.

4.2 All We Are Is All We Were

The Chair advises that the “All We Are Is All We Were” artwork is currently located on the Mill Street Windmill in Sandwich Town. It was originally installed back in 2013 and is a hand-shaped LED neon sign by Justin Langlois. She adds it was part of an initiation to commemorate the Bicentennial of the War in 1812. It was commissioned through the Windsor-Essex Community Foundation through a grant. She advises they are looking at the accessioning and decommissioning of this piece as the LED lighting has failed and has gone above its lifespan. The piece will be removed and decommissioned from the collection.

Moved by Nadja Pelkey, seconded by Ashley Kijewski,

That the request for the deaccession of the public artwork titled “*All We Are Is All We Were*,” a temporary LED light installation located on the Sandwich Windmill in Mill Park, **BE APPROVED**, as the artwork has reached the end of its intended ten-year lifespan and the lighting elements are no longer operable or repairable, and further,

That Administration **BE AUTHORIZED** to proceed with the safe removal and documentation of the work in accordance with the City of Windsor’s Public Art Policy and Procedure.

Carried.

5. New Business

Update on Public Art Restoration and New Installations

Administration provides an update on ongoing public art restoration, conservation, and new installations completed within the City of Windsor’s Public Art portfolio in 2025.

Restoration work undertaken over the summer included conservation of several key sculptures within the Windsor Sculpture Park collection, namely *Morning Flight*, *Space Plough*, *Dancing Bear*, and the *Vietnam Memorial*.

Work was also completed at the Eternal Flame lookout area in Dieppe Gardens, which included the replacement of existing park lighting with new poles and LED fixtures, installation of a new concrete pathway around the memorial flame, and rehabilitation of the adjacent asphalt pathway along Riverside Drive. The project, now complete, enhances accessibility, safety, and visibility at this important commemorative site.

Further restoration and conservation projects include:

- **Restoration of Hiram Walker’s Front Porch** – preservation and structural improvements to the historic architectural feature, ensuring stability and longevity.
- **Restoration of the Dieppe Raid Interpretive Panels** – refurbishment of interpretive signage and replacement of damaged components to enhance public understanding of Windsor’s wartime history.
- **Ongoing relocation of the “Shift Change” mural in Ford City** – Administration continues to work with the Ford City BIA and community partners to identify an appropriate site for re-installation of the artwork.
- **Conservation work on the “Athena” tapestry, Mackenzie Hall** – textile stabilization and protective measures implemented to ensure preservation of the historic piece within the collection.
- **Deaccession of the War of 1812 Wampum Peace Belt** – completed in accordance with the City’s Public Art Policy and Procedure following Committee approval.

In addition, Administration has engaged a specialized metal restoration company to undertake the restoration of the sculpture *Trees*, ensuring its long-term preservation and stability within the collection.

As part of the City's annual conservation program, four Conservation Students were hired during the summer of 2025 to complete regular maintenance, cleaning, and condition assessments across the City's public art inventory. Their work supports the ongoing preservation of the collection and ensures that public art assets remain safe, accessible, and well-maintained.

A major highlight for 2025 was the official opening of the Legacy Beacon – Streetcar 351 on April 24, 2025. This milestone marks the culmination of a multi-year restoration project of the historic streetcar and the establishment of a new interpretive and cultural facility along the riverfront. The site has since welcomed more than 27,000 visitors between April and October 2025, serving as both a local landmark and an educational destination celebrating Windsor's transit heritage and community storytelling.

Administration also highlights the completion of two new public art installations at the Pelissier Street Parking Garage, delivered as part of the Strengthen the Core: Downtown Windsor Revitalization Plan.

The first installation, "Park in Perfect Harmony," was created in partnership with the Windsor Symphony Orchestra (WSO) and features themed parking levels named in honour of composers Bach, Mozart, Beethoven, and Tchaikovsky, with the rooftop level dedicated to the late Maestro Robert Franz (1968–2025). The installation incorporates sensor-operated musical interludes recorded by WSO musicians and interpretive signage designed by Twist Creative Studio.

The second installation, "The Language of My World," is a large-scale mural by Windsor artist David Derkatz (DERKZ). Spanning approximately 2,315 square feet, the mural celebrates Windsor's cultural diversity through imagery of music, dance, and visual art. Commissioned through a public call to artists at a value of \$55,000 and funded through the Parking Garage Capital Rehabilitation Program, the mural showcases DERKZ's distinctive fusion of graffiti and fine art.

In addition, City Council approved the renewal of Art Windsor-Essex's (AWE) "Look Again! Outside!" temporary public art exhibition for 2025–2026, extending the outdoor display of up to twenty-seven framed reproductions of artworks from the AWE collection across neighbourhoods and Business Improvement Areas throughout Windsor. Two new works will also be installed at Willistead Park. The renewed exhibition continues to strengthen community access to visual arts, enhance public spaces, and support the City's commitment to cultural vibrancy and accessibility.

Further, Administration notes the successful restoration and re-dedication of the Boer War Memorial at Jackson Park. The \$675,000 project—led by the Community Services Division through Parks, Recreation and Culture, in partnership with +VG Heritage Architects and Clifford Restoration Limited—was completed in 2024 and marked by a special ceremony on October 2, 2024. The restored monument, originally dedicated in 1906, honours 48 Windsor-Essex residents who served in the Boer War (1899–1902) and remains one of Windsor's earliest commemorative landmarks.

Together, the Boer War Memorial restoration, site-specific restoration and conservation projects, Pelissier Street Parking Garage installations, and Look Again!

Outside! renewal demonstrate the City's continued commitment to cultural stewardship, historic preservation, and public engagement through art.

Congratulations to city staff – momentous opening of transit beacon and other work that goes working group acknowledging

6. Minutes of the Museum Capital Reserve Fund Committee

Moved by Nadja Pelkey, seconded by Ashley Kijewski,

That the following minutes of the Museum Capital Reserve Fund **BE RECEIVED:**

- April 25, 2024
- May 6, 2025

Carried.

Minutes of the Museum Subcommittee

Moved by Nadja Pelkey, seconded by Spencer Montcalm,

That the following minutes of the Museum Subcommittee **BE APPROVED:**

- June 5, 2024
- September 11, 2024
- October 16, 2024
- December 4, 2024
- March 5, 2025
- May 14, 2025

Carried.

7. Date of Next Meeting

The next meeting of the Community Public Art Working Group will be held at the call of the Chair.

8. Adjournment

There being no further business, the meeting is adjourned at 5:59 o'clock p.m.



Committee Matters: SCM 377/2025

Subject: Minutes of the Windsor Accessibility Advisory Committee of its meeting held November 13, 2025



Windsor Accessibility Advisory Committee (WAAC)

Meeting held November 13, 2025

A meeting of the Windsor Accessibility Advisory Committee is held this day commencing at 10:00 o'clock a.m. via Zoom video conference, there being present the following members:

Sally Bennett Olczak, Co-Chair
Peter Best, Co-Chair
Councillor Fred Francis
Riccardo Pappini
Nicholas Petro

Absent:

Surendra Bagga
Danica McPhee
Caleb Ray

Guest in attendance:

Joy Mayerhofer

Also present are the following resource personnel:

Mark Keeler, Accessibility/Diversity Officer
Wadah Al-Yassiri, Manager, Parks Development
Laura Ash, Project Lead, Parks Development
Ian Day, Senior Manager, Transportation
Karen Kadour, Committee Coordinator

1. Call to Order

Sally Bennett Olczak, Co-Chair calls the meeting to order at 10:12 o'clock a.m. and the Committee considers the Agenda being Schedule A, attached hereto, matters which are dealt with as follows:

2. Conflict of Interest

None disclosed.

3. Minutes

Moved by Nicholas Petro, seconded by Riccardo Pappini,
That the minutes of the Windsor Accessibility Advisory Committee of its meeting held September 16, 2025, **BE ADOPTED** as presented.
Carried.

4. Operating and Capital Budgets

Mark Keeler, Accessibility/Diversity Officer reports that the 2025 Operating Budget consists of \$9,455.74 of which \$6,814 is allocated to Recreation. He notes there is an additional \$2,641.21. Peter Best, Co-Chair is requesting that this amount be provided to the Accessibility Resource Sharing Group at Riverside Library.

In terms of the 2025 Capital Budget, Mark Keeler reports there is currently \$394,000.

Moved by Councillor Fred Francis, seconded by Nicholas Petro,
That **APPROVAL BE GIVEN** to an upset limit of \$2,641,21 to provide funding to the Riverside Library to host quarterly meetings of the Accessibility Resource Sharing Group and to host a one-time Accessibility Open House for the community; (subject to approval by the library).
Carried.

5. Business items

5.1 Alexander Park Accessible Path

Wadah Al-Yassiri, Manager, Parks Development provides the following comments as it relates to the Alexander Park Accessibility Path:

- This is a well recommended small project.
- Recently opened some community seating areas.
- The accessible path is slightly over 30 metres with 1.5 metres concrete.
- Intent is to keep the cost down without requiring the need for any railings, as well as to achieve what is required in the City of Windsor's Facility Accessibility Design Standards (FADS) and the AODA maximum 5% slope.

Sally Bennett Olczak asks Wadah Al-Yassiri to explain the 5% slope and the weaving piece requiring no railings. Wadah Al-Yassiri responds if they were to cut across directly between where the concrete pad and the Riverfront Multi-Use Trail, the slope will be steeper than the 5% slope. If they do not do the meandering and they cut across, the slope will be much steeper (not meeting the AODA) and there will be a drop. If that drop exceeds between the path and the side by two feet, by code are required to put railings on both sides of the path to order to avoid anyone from rolling to the side. To cut the cost significantly, they created that switchback or meander in the pathway in order to achieve that 5% slope which is accessible with no requirements for a railing.

Nicholas Petro refers to the meandering path and expresses concern that the edge that is facing the river side or, if there is a slope on the other side. Wadah Al-Yassiri provides assurance there is no need to be concerned about rolling to the side as there will be a gradual restoration on the side. Nicholas Petro remarks his issue relates to the edge leading toward the path because it meanders. In response to a question asked by Wadah Al-Yassiri regarding a solution to this issue, Nicholas Petro proposes adding a textured edge to one of the sides or, to add one railing toward the river side only.

Peter Best responds in terms of navigation, he suggests the use of landmarks when using a white cane or a guide dog i.e. a curb and/or installing perhaps brick along the pathway which is a change on the edging that is different than the walking surface. He adds this tactile surface will indicate something has changed. He states that if this pathway is consistent with the centre walk, it would be fine.

Moved by Peter Best, seconded by Councillor Fred Francis,
That **APPROVAL BE GIVEN** to an expenditure in the upset amount of \$29,556.33 from the Capital Fund for the construction of the Alexander Park Accessible Path.
Carried.

Riccardo Pappini refers to previous remarks made regarding tripping on the side, and he suggests that when they regrade, instead of having a slope just drop right away from the north side of that walk, that they extend the landscaping out 3 to 4 feet and then have a gradual drop off. Wadah Al-Yassiri comments that this can be done on both sides.

5.2 Sandy's Point

Peter Best advises that Sandy's Point currently has a cement slab, an accessible picnic table with an umbrella along with a bench. He requests that an environmental cover be purchased to protect visitors from the rain and sun.

Laura Ash responds that a preliminary review of this point was undertaken and notes there are a few concerns regarding the installation of a shade structure at this location. She remarks that the concerns relating to the installation of a shade structure at this location are as follows:

- Very close to the steel break wall (built in the late 70's early 80's)
- The shoreline previously was much further back towards Riverside Drive so the steel sheet pile breakwall at this corner was built out beyond the shoreline and some kind of fill was added for the construction of this steel wall. The construction of the shade wall would require 9-foot-deep footings in a location with unidentified fill.
- Geotechnical and structural engineers would be involved. The cost is not known.

Sally Bennett Olczak, Co-Chair recommends that this matter be discussed by the Infrastructure Subcommittee and to look at the potential utility or not of this further.

5.6 Windsor Public Library Capital Projects – Riverside Washrooms and Pedestrian Crossings

Peter Best requests that a pedestrian crossover near the Riverside Library at Victor Drive be considered. He indicates that the benefit of this crosswalk is to allow people to access transit as they are unable to cross Wyandotte Street to get to the westbound bus stop.

Ian Day, Senior Manager, Transportation advises there are 5 lanes of width at Wyandotte Street and Victor Drive which doubles the cost of the two pedestrian crossings to approximately \$200,000 or higher. He remarks that this is not a prime location for a crossing as it would require a realignment of Victor Drive. He indicates that due to the nuances, this project will be almost impossible to justify a Pedestrian Crossover (PXO) Warrant. He adds this is not a prime location for a crossing.

Sally Bennett Olczak, Co-Chair suggests that the discussion regarding a pedestrian crossover at Victor Drive and Wyandotte Street be continued at the next meeting of the Infrastructure Subcommittee.

Mark Keeler advises that there are several Capital Projects that have been examined such as the upstairs and downstairs washrooms at the Riverside Library Branch. One of the washrooms requires a larger renovation estimated at \$50,000; the other is a door actuator in the amount of \$10,000. An estimate will be provided at the next meeting of WAAC.

5.5 Huron Lodge Capital Projects Update

Mark Keeler states he recently toured Huron Lodge and refers to the very poor acoustics in their auditorium.

Huron Lodge is requesting a hearing loop system and for an examination of its acoustics and acoustics panelling.

Mark Keeler advises that an estimate of the expenditures will be provided at the next meeting.

5.3 AODA Compliance Update

Mark Keeler explains that the city undertakes an Accessibility Compliance Audit every two years. Currently, the Audit for Police Services and their entire website was completed.

Mark Keeler adds that the City of Windsor's website content has been reviewed by their developers, and he will be meeting with Windsor Fire & Rescue Services. He indicates they expect to be compliant by December 15, 2025.

5.4 Facility Accessibility Design Standards (FADS)

Mark Keeler reports that the review by the city architects and engineers across multiple departments is proceeding well. He expects that chapters 1 and 2 of FADS will be completed this year.

5.7 Transportation Schedules – Audible Schedules

Mark Keeler remarks that transit schedules have presented a challenge for many years as they change frequently. He states that the Adobe Suite that Transit Windsor currently uses for rendering schedules does not create compliant documents. He in conversation with Peter Best suggests generating a talking map that would allow someone who is visually impaired to hear the route that a bus is going to take. He adds that a sample of the talking map will be provided at the next meeting.

Peter Best expresses concern that bus stops are constantly being moved to another location. He notes if there was an audible map it would provide information that would assist the rider in getting to their destination and to also 'learn the city'.

Mark Keeler indicates that the talking map will be discussed by the Infrastructure Subcommittee.

6. Date of Next Meeting

The next meeting will be held in January or February 2026.

There being no further business, the meeting is adjourned at 11:20 o'clock p.m.



Committee Matters: SCM 378/2025

Subject: Report No. 134 of the Windsor Accessibility Advisory Committee

REPORT NO. 134
of the
WINDSOR ACCESSIBILITY ADVISORY COMMITTEE (WAAC)
Meeting held November 13, 2025

Members present: Sally Bennett Olczak, Co-Chair
Peter Best, Co-Chair
Councillor Fred Francis
Riccardo Pappini
Nicholas Petro

Moved by Peter Best, seconded by Councillor Fred Francis,

That **APPROVAL BE GIVEN** to an expenditure in the upset amount of \$29,556.33 from the Capital Fund for the construction of the Alexander Park Accessible Path.

Carried.

Windsor Accessibility Advisory Committee	On file.	
Kristen Karam Financial Planning Administrator		



Committee Matters: SCM 395/2025

Subject: Windsor Accessibility Advisory Committee 2025 Annual Report

Annual Report to Council- 2025

The Windsor Accessibility Advisory Committee (WAAC) provides advice, expertise and input to Windsor City Council with respect to promoting a barrier free community and organization for persons with disabilities as well as providing advice to City Council about the implementation of the standards under the Accessibility for Ontarians with Disabilities Act (2005).

Membership

Councillor Fred Francis
Sally Bennett Olczak (Co-Chair)
Peter Best (Co-Chair)
Surendra Bagga
Nick Petro
Ricardo Pappini
Danica McPhee
Caleb Ray

Mark Keeler, Administration Resource

Infrastructure, Traffic, and Transportation

Monitoring & Ongoing Issues

The Infrastructure subcommittee met regularly and refined its issue list with a focus on actionable items to review in 2026. Some of these issues include but are not limited to audible pedestrian signals and accessible transit schedules, Handi Transit, equipment issues on Transit Windsor surface vehicles, and accessible taxicabs.

Traffic & Roadway Projects

A request to examine the feasibility of constructing a pedestrian crossover (PXO) at or near Victor and Wyandotte adjacent to or within proximity of the Riverside library branch was raised for consideration. However, this project faced significant technical and financial challenges. Notably, the width exceeded a single PXO that would require two installations in addition to reconstructing the median. Ian Day, Senior Transportation Manager advised the project is not feasible due to cost (> \$225,000), proximity to intersections, and crossing four traffic lanes.

Transit Windsor Accessible Audio Route Maps

A new project in 2026 that involves the augmenting of existing Transit Windsor route schedules with an audible map that provides visually impaired residents with an easier means of understanding how routes travel through the city is expected to commence and WAAC will have the opportunity to provide input on early drafts of the new maps.

Parks & Recreation

Recreation – Accessible Program Enhancements

WAAC approved \$6,814.53 operational funding for accessible sensory equipment that supports self-regulation, reduces overstimulation, enhances motor development, and improves participant engagement and comfort. The new sensory equipment will create calmer, more accessible environments for participants with disabilities by supporting self-regulation, reducing overstimulation, and offering safe spaces for retreat. Interactive elements such as wall boards, light tables, and colour-morphing tools strengthen fine and gross motor development while encouraging social interaction and engagement. These additions also promote focus and sensory exploration, giving participants more control over their environment and enhancing their overall comfort and participation in programs.

Parks Development – Capital & Site Projects

The committee put forward two potential capital projects for 2026 which have been reviewed by Parks Development and administration.

Alexander Park Accessible Walkway

After extensive discussions with Parks Development, a new accessible walkway at Alexander Park was approved in the amount of \$30,000 at the November 13th, 2025 meeting of WAAC. This new development connects the washrooms and parking lots to the east with the waterfront trail resulting in a safer traverse to the waterfront for seniors and people with disabilities.

Environmental Protection Cover at Alexander Park

A request to review the feasibility of an environmental protection cover at the westerly point of Alexander Park was reviewed by Parks Development and administration. The proposed cover would sit on an existing concrete that was previously installed and currently hosts a single accessible table with sun cover and wheelchair access. However, Parks Development has determined that the technical and financial hurdles for this project may be insurmountable due to high costs and technical barriers so close to the waterfront. It is recommended that WAAC consider the addition of a second accessible table on the concrete pad that would provide sufficient environmental protection.

Parking Improvements

After considerable ongoing discussions, the request for accessible parking at or near the Capital Theatre was approved. Traffic has indicated that the metered parking adjacent to the west side of the theatre on Pelissier Street would be converted to accessible parking spaces following events related to the Windsor International Film Festival.

Huron Lodge Facility Improvements

In a call for projects issued in 2025, Huron Lodge identified several potential capital projects that are under review. These projects have not yet been fully costed but historical data provides approximations.

- There is a large, open spaced area with high ceilings used for events ranging from meetings to music. Unfortunately, the area is not carry sound well, the acoustics are quite challenging, and it is not equipped with a hearing loop system for the many residents that use hearing devices. The Accessibility/Diversity Officer completed a site inspection; pricing/vendor review anticipated early 2026 and advised this was a strong candidate with a significant value proposition.
 - A proposed hearing loop system would allow sound to be carried to hearing devices allowing for increased participation and enjoyment of the programming offered at this facility. This project could commence independently of the second.
 - This room architecture is challenged by large windows at the floor level, very high ceilings, and unusual contours that could require a second project for the installation of acoustic panels although a sound study would be required before moving forward for this stage.

Windsor Public Library (WPL)

WAAC approved \$2,641 in operating funds for the Accessibility Resource Sharing (ARS) program at the Riverside Branch which supports community building and disability-related lived-experience sharing. The program provides opportunities for people with disabilities to network and shared lived experiences; their input in valuable in better understanding how to better provide accessible programs, facilities, and services.

Several potential capital projects have also been submitted by WPL for review in 2026 including:

- Riverside Branch washroom renovation (2026).
- Central Branch portable hydraulic lift system replacement—access needed for mobility-device users to reach program space to replace the defunct life that was recently retired.

Community Engagement, Regional Partnerships, and Public Consultation

Outdoor Accessibility Fest-For-All

Danica McPhee, a WAAC member, attended the Essex County Accessibility Advisory Committee (ECAAC) second annual Outdoor Accessibility Fest-For-All in Amherstburg this year and the committee anticipates to attend in 2026 with a greater presence and look to opportunities to engage in outreach and professional networking.

Facility Accessibility Design Standards

In 2026, it is expected that the administrative working group evaluating the 2025 Windsor Facility Accessibility Design Standard will complete its work and the refined standard will be brought back to the public and this committee for review.

Huron Lodge Visit

The Accessibility/Diversity Officer has recommended that a visit to Huron Lodge be facilitated so that the committee has the opportunity to discover how many of the equipment purchases made over time have had a profoundly significant impact on residents at this facility. This is expected in 2026.

Public and Committee Consultations

WAAC is interested in and looks forward to discussions related to improving communications and a more formal consultation process for applicable projects, particularly with departments with obligations under the AODA. Administration is exploring options for notifications to the committee and a new consultation protocol for more efficient and effective communications between the committee and administration as it related to the design of public spaces required under the legislation.



Committee Matters: SCM 393/2025

Subject: Community Public Art Working Group 2025 Annual Report

COMMUNITY PUBLIC ART WORKING GROUP

2025 ANNUAL REPORT

In accordance with The City of Windsor's Procedure By-law 98-2011 Section 21(3), Committees of Council are required to report to their respective Standing Committee annually. The Community Public Art Working Group (CPAWG) is comprised of the following members:

- Utsav Ghimire
- Ashley Kijewski
- Donna Mayne
- Spencer Montcalm
- Nadja Pelkey
- Terrence Travis

The City of Windsor Culture Department is the contact point between members of the public interested in pursuing either temporary or permanent public art installations within the City's public spaces. On receipt of a formal application, administration contacts the Committee Coordinator who, in turn, contacts the members of the Community Public Art Working Group (CPAWG) to convene a meeting.

In 2025, the Community Public Art Working Group contributed to several significant initiatives. These included supporting the deaccessioning of "all we are is all we were" in Sandwich, as the installation had surpassed its physical life expectancy; reviewing applications for proposed artwork donations; and continuing work to refine the criteria and processes through which the City of Windsor acquires new works for the Public Art Collection.

It is important to note that all donations to the City's Public Art Collection are fully funded by the donor. This includes all costs associated with design, construction, and installation. Donors are also required to contribute an additional ten percent of the total value of the artwork to support its long-term care and conservation. Because of this financial responsibility, many organizations and individuals require time to assess the feasibility of their concepts before proceeding through the formal application process.

Public art reviews and installations often require coordination across multiple City departments, including Heritage Planning, Facilities, Engineering, Parks, and Right-of-Way. CPAWG continues to support a collaborative approach that ensures responsible, safe, and contextually appropriate placement of artworks within the City's public spaces.

Looking ahead, CPAWG will continue to refine evaluation criteria, support enhanced donor guidance materials, and work with Administration to increase clarity in the public art intake and

review process. This future-focused work will strengthen transparency, improve donor readiness, and help steward the continued growth of the City of Windsor's Public Art Collection.

The City of Windsor continues to make meaningful investments in the cultural vibrancy of the community. The Community Public Art Working Group is proud to support and strengthen this commitment by stewarding the public art, monuments, and memorials that enhance the City's public spaces and reflect the creativity and diversity of its residents.



Committee Matters: SCM 394/2025

**Subject: Minutes of the Age Friendly Windsor Working Group of its meeting held
November 26, 2025**

AGE-FRIENDLY WINDSOR WORKING GROUP (AFWWG)

Meeting held November 26, 2025

A meeting of the Age Friendly Windsor Working Group is held this day commencing at 9:30 o'clock a.m. in Room 522a, there being present the following members:

Larry Duffield
Andrea Grimes
Cindy Matchett
Roxanne Tellier
Tom Wilson

Regrets received from:

Gerald Corriveau

Also present are the following resource personnel:

Kara Kristoff, Chair and Supervisor Community Programming
Christina Ritorto, Client Support & Staff Development Coordinator
Kait Authier, Coordinator Programming
Laura Ash, Project Lead, Parks Development
Karen Kadour, Committee Coordinator

1. Call to Order

The Chair calls the meeting to order at 9:30 o'clock a.m. and the Age Friendly Working Group considers the Agenda being Schedule A attached hereto, matters which are dealt with as follows:

2. Declaration of Conflict

None disclosed.

3. Adoption of the Minutes

Moved by Roxanne Tellier, seconded by Tom Wilson,
That the minutes of the meeting of the Age Friendly Windsor Working Group held May 14, 2025, **BE ADOPTED** as presented.
Carried.

4. Business Items

4.1 Business Arising from the Minutes

Transit Windsor follow-up and future departmental updates

Kait Authier, Coordinator Programming advises in speaking with David Calibabba, Manager Sales and Marketing at Transit Windsor, advised he would provide a presentation to interested community members regarding services that are available. She adds that the topics of concern relate to purchasing a bus pass or tickets, the current bus rates and what services are available.

The Chair reports that David Calibabba has offered to attend a future meeting of the Working Group to provide answers to questions posed by the committee.

Larry Duffield suggests mapping out a work plan for the remainder the term.

The Chair asks if there are other areas within the Corporation that would be of interest to the Working Group as it relates to senior's concerns and the following comments are provided:

- Request for information regarding the Snow Angels Program and other volunteer opportunities.
- Overview of City Departments and what they do including community centres.
- A request for speakers from Parks and Recreation and Transit along with Housing and Social Services.
- Suggestion to ask departments what they do for seniors.
- Concern is expressed regarding the lack of exercise facilities for seniors in the downtown core.
- Recommendation to teach the basics of playing pickleball which can be publicized at the various city libraries.

Community Engagement & Speaker Series

The Chair proposes that the next Community Engagement & Speaker Series will include sessions with Transit Windsor and Recreation.

Discussion ensues regarding the venue and the various costs associated with the event including advertising through marketing and printing.

Moved by Larry Duffield, seconded by Roxanne Tellier,

That **APPROVAL BE GIVEN** to an expenditure in the upset amount of \$6,000 from the 2025 Operating Budget for costs associated with the Community Engagement and Speaker Series Event to be held in March 2026 as follows:

- Rental space
- Light refreshments and snacks
- Swag, marketing and printing costs.

Carried.

4.2 Budget Discussion – 2025 Operating Budget

The Chair advises as there are additional Operating Budget funds available, suggests providing donations to two charitable organizations. The following charitable organizations are proposed – “Home Instead” and Elder College.

Moved by Cindy Matchett, seconded by Roxanne Tellier,

That **APPROVAL BE GIVEN** to an expenditure in the upset amount of \$4,352.79 (to be equally divided) from the 2025 Operating Budget for donations to the following organizations:

- Home Instead
- Elder College

5. Round Table Updates

Christina Ritorto reports that the Annual Tree Lighting ceremonies will be held on December 2, 2025, at Optimist Community Centre and at Gino Marcus Community Centre on December 4, 2025.

Kait Authier remarks that the Bright Lights Festival begins on November 28, 2025, and runs until January 7, 2025. She advises that the city is offering free mobility tours to anyone who may have a barrier to mobility of any sort and adds that preregistration is required. She further indicates that Jackson Park will be open on Monday, Wednesday and Friday mornings from 7:00 a.m. to 9:00 a.m. (preregistration is required) to allow for a walking club.

6. Date of Next Meeting

The next meeting will be held on a date to be determined in January 2026.

7. Adjournment

There being no further business, the meeting is adjourned at 11:31 o'clock a.m.



Committee Matters: SCM 397/2025

Subject: Minutes of the Committee of Management for Huron Lodge of its meeting held December 9, 2025

Committee of Management for Huron Lodge
Meeting held December 9, 2025

A meeting of the Committee of Management for Huron Lodge is held this day commencing at 10:00 o'clock a.m. in Room 140, 350 City Hall Square West, there being present the following members:

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

Also present are the following resource personnel:

Alina Sirbu, Executive Director Long Term Care Home, Administrator of Huron Lodge
Dana Paladino, Acting Commissioner, Human & Health Services
Karen Kadour, Committee Coordinator

2. Disclosure of Interest

None disclosed

3. Minutes

Moved by Councillor Fred Francis, seconded by Councillor Jo-Anne Gignac,
That the minutes of the Committee of Management for Huron Lodge of its meeting held September 9, 2025, **BE ADOPTED** as presented.
Carried.

4. In Camera

Moved by Councillor Fred Francis, seconded by Councillor Jo-Anne Gignac to move In Camera at 10:03 o'clock a.m. for discussion on the following items:

Reference: s. 239 (2)(b) – Personal matters about identifiable individuals, including municipal or local board employees – Resident matters

Motion carried.

Discussion on the items of business.

Verbal Motion is presented by Councillor Fred Francis, seconded by Councillor Jo-Anne Gignac to move back into public session at 10:06 o'clock a.m.

Verbal Motion is presented by Councillor Fred Francis, seconded by Councillor Jo-Anne Gignac,

That the verbal In Camera report relating to the personal matter about identifiable individual(s) including municipal or local board employees **BE RECEIVED** and further, that Administration **BE AUTHORIZED** to proceed in accordance with the verbal direction of the Committee of Management for Huron Lodge Long Term Care Home.

Carried.

5. Business Items

5.1 Administrator's Report

Alina Sirbu, Executive Director Long Term Care Home, Administrator of Huron Lodge provides an overview of the Administrator's Report as follows:

- Ministry of Long-Term Care inspectors attended Huron Lodge to complete an inspection. There were no findings of non-compliance.
- The Ministry of Long-Term Care has announced the continuation of key one-time funding streams for the 2025-26 fiscal year.
- The Residents Council continues to lead resident-focused initiatives across the home and Alina Sirbu adds it is a pleasure to work with this group.
- A Family & Resident's Satisfaction Survey is in process of being sent out and completed by the end of the year, and the results will be provided to the Committee in the first quarter of 2026.
- In good standing for indicators with provincial standards.
- Highlights of Huron Lodge's Veteran Program includes support for residents who have served by recognizing their contributions from the moment of admission through to annual commemorative events.
- Through collaboration with the Huron Lodge's Social Workers and Legion Branch 594, veterans have access to health services, financial guidance, and other veteran-specific resources.

In response to a question asked by Councillor Jo-Anne Gignac regarding if the memory care home unit is the area with the highest level of antipsychotics, Alina Sirbu responds that it is a data driven report that places Windsor-Essex as an area with a higher incidence of mental health which in turn brings the higher usage of antipsychotics. She adds that through the Ministry of Health & Long-Term Health Care and the Windsor-Essex Ontario Health Team, a new unit has opened at Berkshire. This specialized unit has been open to house individuals that require further stabilization prior to LTC admission. It is noted that the individuals must have a diagnosis of dementia and must consent to be at the facility.

Councillor Jo-Anne Gignac requests that the Administrative Reports include additional information in terms of the averages as they relate to antipsychotics and wound care especially in the memory care home unit.

The Chair questions if the public provides donations to Huron Lodge. Alina Sirbu responds that there are some family members that are generous and want to recognize the support their loved ones had while at Huron Lodge and may submit a donation at the time of their passing and in their memory .

Moved by 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 Care sector **BE RECEIVED** for information and **APPROVED** for the period starting September 9, 2025 and ending December 3, 2025.

Carried.

6. Date of Next Meeting

The next meeting will be held via Zoom video conference on a date to be determined.

7. Adjournment

There being no further business, the meeting is adjourned at 10:12 o'clock a.m.



Council Report: C 161/2025

Subject: CQ7-2025 – Safety Mitigation Measures at Special Events – City Wide

Reference:

Date to Council: January 7, 2026
Author: Samantha Magalas
Assistant Manager, Recreation Programming
smagalas@citywindsor.ca
519-253-2300 x2730

Recreation and Culture
Report Date: 11/18/2025
Clerk's File #: ACOQ2025 & SR2025

To: Mayor and Members of City Council

Recommendation:

THAT City Council **RECEIVE** this report in response to CQ 7-2025 regarding event safety mitigation measures at special events.

Executive Summary:

N/A

Background:

On Monday April 28, 2025, Councillor Agostino asked CQ 7-2025:

“Our hearts go out to the Filipino community and the City of Vancouver following this weekend’s senseless tragedy.

In light of this incident, and drawing from my experience hosting similar events, I ask that administration conduct a review of our current event safety planning policies. Specifically, I would like the review to include a risk assessment process for all of our public event spaces.

Given my background in managing street closures and public event logistics, I would also like to offer my participation and insights as part of this review process.”

This report is in response to that question.

Following the question, Administration met with Councillor Agostino to discuss what measures are currently in place.

The City of Windsor Special Event Department is responsible for both executing City led events and initiatives (Bright Lights, Open Streets etc.) and for supporting event organizers as they run events on City properties (RibFest, Windsor PrideFest, Dropped on Drouillard etc.). As a result of the challenges faced due to the pandemic, some annual events failed to return but many new events began to emerge throughout the City. In 2025, there were approximately 500 permit requests for special events run by third parties. These events ranged from major parades and large events at Festival Plaza to a community walk in a park or a pop-up market.

Discussion:

The Special Event Resource Team (SERT) is a committee that assists administration in special events by helping to identify and mitigate a variety of risks that could arise from events being hosted throughout the City of Windsor. SERT is comprised of approximately 55 individuals and includes representation from several departments including (but not limited to), licensing and by-law enforcement, transit, traffic, environmental services, parks & forestry, security, risk, parking, and maintenance. In addition to the internal team members, a number of external stakeholders are also a part of SERT. These external members include staff from Windsor Police Service (WPS), Windsor Fire & Rescue Service (WFRS), Essex-Windsor EMS, the Windsor Essex County Health Unit (WECHU), the Alcohol Gaming Commission of Ontario (AGCO), Caesars Windsor, Tourism Windsor-Essex and the Port Authority. All members of SERT review these events throughout the year in addition to their ongoing regular duties.

When an organizer is interested in running any type of event, their first step is to fill out a Special Event Request Form (SERF) and submit it to administration for review. There is currently no minimum advance notice required to submit a SERF. This form provides administration with a number of details about the nature of the event being proposed. Details include the proposed location, dates and times, anticipated number of participants, if food and/or alcohol is being served, if a road closure is being requested etc. Depending on the nature of the request, further information is usually requested to be submitted. Documents such as a certificate of insurance, site plan, road closure plan and safety plans, at the expense of the organizers, are often needed and required to be submitted by the organizers. Once these documents are submitted to Administration, a SERT Notification is then emailed out to all members on SERT, including the SERF and other documents from the organizers, for review of the risks. The SERT members review the notes and comment, and if needed, any concerns they may have about an event are provided to Administration who shares the feedback with organizers in order to mitigate concerns.

The Special Event Department endeavours to relay all event requirements to organizers, recognizing that each event is unique. By requesting the required documents from the organizers, Administration is ensuring that organizers have thought through the processes and understand what are their responsibilities. Further to this, sending these documents to SERT for review means that any safety concerns are noted and addressed by the experts in various areas (WPS, WFRS AGCO etc.). This process helps to mitigate potential issues before they arise.

An example of the process could be a festival that is requesting a road closure as part of their event. Once they have submitted their SERF, proposed site plan, safety plan and traffic control plan, those plans are shared with SERT for review. At that point, WPS may request the event hire a specific number of contract duty officers. WFRS might comment about maintaining emergency access. Traffic Control might require additional barricades and signage. Transit might opt to detour a bus route away from the proposed closure and depending on the number of participants, Essex-Windsor EMS might request a dedicated EMS unit to be on site.

Risk Analysis:

Often times, community events are run by volunteers looking to enrich our community with festivals and events. Not all these volunteers are expert event planners. As a result, these organizers might not be aware of all the safety factors associated with an event and there is a risk that more costly and/or stringent safety measures may cause events to be cancelled altogether.

Events that have historically occurred year after year may now face new safety requirements, resulting in additional costs. These requests often encounter resistance, as the expense of implementing safety measures can exceed the budgets available to event organizers. Examples include the need for additional barricades, contracted duty officers, and enhanced signage—all of which represent costs that may not be feasible.

There is a moderate risk that the event organizers do not submit all of the requested documents to allow SERT to review. This can be the case not only with new events, but with events that have been in place for many years and are now being asked to submit new documentation. Currently, if an organization fails to submit all required documentation, Administration follows up with the organizers. Unless SERT identifies significant concerns, events are generally approved provided appropriate insurance is in place. Administration endeavours to get all confirmations prior to the event and organizers may perceive the process as overly cumbersome or time-consuming, potentially discouraging them from proceeding.

With over 500 events annually, gathering all of the required documents from organizers can be a cumbersome task for administration. Administration is currently reviewing opportunities to utilize new technological resources to streamline this process. To ensure that potential issues are addressed proactively and expeditiously, Administration is also reviewing the SERT communication process with IT support to streamline the handling of hundreds of annual email exchanges. Additionally, stricter timelines for submission of SERF requests are under consideration.

Permanent infrastructure, such as bollards, could improve traffic-related safety at designated locations; however, these installations involve significant costs and are limited to static sites. While moveable barricades offer flexibility, their acquisition and deployment also carry substantial expense.

Climate Change Risks

Climate Change Mitigation:

N/A

Climate Change Adaptation:

N/A

Financial Matters:

Utilization of the above noted process strengthens safety requirements and required documentation also contributes to reducing potential risk exposure for both event organizers and the Corporation. All internal costs are absorbed through existing operating and/or capital budgets as required.

Consultations:

Erika Benson – Financial Planning Administrator

Kate Tracey – Senior Legal Counsel

Sebastian Pirrone - Director, Corporate Security

Members of SERT

Windsor Police Service

Conclusion:

The Special Events Department is constantly looking at ways to improve event safety. Utilizing the SERT team to review documents allows for the safety and security experts to weigh in and provide comments when necessary is essential to this process.

Planning Act Matters:

N/A

Approvals:

Name	Title
Sam Magalas	Assistant Manager, Recreation Programming
Emilie Dunnigan	Manager, Development Revenue and Financial Administration
Nada Tremblay	Manager, Community Programming & Special Events
Jamie Scott	Executive Director- Parks, Recreation & Facilities(A)
Michael Chantler	Commissioner – Community Services
Janice Guthrie	Commissioner- Finance and City Treasurer
Ray Mensour	Chief Administrative Officer

Notifications:

Name	Address	Email

Appendices:



Council Report: C 168/2025

Subject: 2025 Ministry of Education (MEDU) Child Care and Early Learning Funding Update

Reference:

Date to Council: January 7, 2026
Author: Alicea Fleming
AFleming@citywindsor.ca
Manager (A), Children's Services
Housing and Children's Services
Report Date: 12/15/2025
Clerk's File #: SS/13629

To: Mayor and Members of City Council

Recommendation:

That Council **UPDATE** CR154/2024 to replace the words "Chief Administrative Officer" with "Commissioner of Finance & City Treasurer" as follows:

"...**THAT** the Human and Health Services Commissioner **BE AUTHORIZED** to sign, amend, or terminate Purchase of Service agreements with licensees, agencies and/or school boards on behalf of the City in accordance with the criteria established by the MEDU Service Agreement and mitigation funding where the net city contribution does not exceed \$150,000 or \$1,000,000 gross. For Purchase of Service agreements that exceed a \$150,000 net city contribution or a \$1,000,000 gross contribution, in addition to the Human and Health Services Commissioner, the Commissioner of Finance & City Treasurer will be required to sign as a secondary authority; and further, ..."

Executive Summary:

N/A

Background:

The City of Windsor, as a Consolidated Municipal Service Manager (CMSM), is the Service System Manager (SSM) responsible for planning and managing the delivery of child care and early years programs and services for children from 0 to 12 years of age, governed and funded through the Ministry of Education (MEDU) under the *Child Care and Early Years Act* (2014, S.O. 2014, c. 11, Sched. 1, s. 56).

On March 28, 2022, the Government of Canada and Province of Ontario signed the Canada Wide Early Learning and Child Care (CWELCC) Agreement,

which introduces a universal fee reduction for parental child care fees for all licensed CWELCC-enrolled child care operators.

A previous Council report, “2024 Ministry of Education (MEDU)- Child Care, EarlyON Child and Family Centres and Canada Wide Early Learning and Child Care (CWELCC) Funding Update”, was received by Council on April 22, 2024. This report provided an overview of early legislative changes due to the introduction of CWELCC, which impacted the City of Windsor in its role as SSM.

As part of this report, Council passed CR154/2024, which can be found in the Appendix. Of specific relevance, CR154/2024 authorizes the Human and Health Services Commissioner to sign Purchase of Service agreements and requires the Chief Administrative Officer (CAO) to sign as a secondary authority any agreements that exceed a \$150,000 net city contribution or a \$1,000,000 gross contribution.

Discussion:

With the introduction of CWELCC, the City of Windsor as the SSM is responsible for approving all child care centres for enrolment in the program, allocating all CWELCC spaces in the region, and distributing all funding and maintaining system oversight across Windsor-Essex County to ensure successful delivery of the \$22/day child care spaces.

The majority of Purchase of Service Agreements required for child care operators/licensees exceed the \$150,000 net city or \$1,000,000 gross contribution thresholds. In 2025, for example, 41 of 68 Agreements require a second signature.

For auditing purposes and to ensure appropriate financial controls are in place, we recommend continued practice of two signatories for all Agreements meeting the \$150,000 net city or \$1,000,000 gross thresholds. However, timelines to execute agreements often require a short turn-around to meet Ministry requirements and with a high volume of agreements needing a secondary signature, it is not always practical or feasible to have the CAO as the secondary signing authority. For that reason, it is recommended that the Commissioner of Finance & City Treasurer be authorized as the second signing authority.

Risk Analysis:

As set out in the *Child Care and Early Years Act (2014)*, CMSMs are mandated by law to serve as SSMs with primary responsibility for child care and early years services, which includes implementation of CWELCC. Failure to meet the contractual obligations outlined in our Transfer Payment Agreement (TPA) and Ontario's Child Care and Early Years Funding Guidelines could directly impact the funding allocated to Windsor-Essex County for the delivery of these essential services, and could result in families not receiving reduced child care fees.

Climate Change Risks

Climate Change Mitigation:

N/A

Climate Change Adaptation:

N/A

Financial Matters:

The introduction of CWELCC has seen the City of Windsor's Children's Services funding grow significantly from previous years. In 2017, annual funding was \$42.4 million, which grew to \$46 million in 2018, and then again to \$99 million in 2024. Further, with the introduction of the CWELCC cost-based funding model in 2025, the budget has grown from \$99 million in 2024 to \$155 million in 2025 (an additional 57% increase since last year alone). The 2026 funding amount remains at current levels, and additional increases are expected in 2027 and beyond, as the Ministry works with the Government of Canada to finalize a long-term CWELCC agreement extension and to further reduce parental child care fees.

All funding for Purchase of Service Agreements is allocated to the City of Windsor by MEDU and falls within the division's approved City budget, and all city contributions to these Purchase of Service Agreements are mandatory per the terms of the Transfer Payment Agreement with MEDU (i.e. they are not discretionary).

Transferring secondary signing authority for high dollar contracts from the CAO to Commissioner Finance & City Treasurer will allow for more timely execution of agreements and aligns with the responsibility for significant funding to service providers.

Consultations:

Linda Higgins, Manager, Intergovernmental Funding-Employment Social & Health Services

Conclusion:

To ensure the timely execution of Purchase of Service agreements for child care and early years services, it is recommended that the secondary authority required to sign contracts with a net City contribution of over \$150,000 or over \$1,000,000 gross, be delegated to the Commissioner of Finance & City Treasurer.

Planning Act Matters:

N/A

Approvals:

Name	Title
Alicea Fleming	Acting Manager, Children's Services
Linda Higgins	Manager, Intergovernmental Funding-Employment Social & Health Services
Kirk Whittal	Executive Director, Housing and Children's Services
Dana Paladino	Commissioner, Human & Health Services
Janice Guthrie	Commissioner, Finance & City Treasurer
Ray Mensour	Chief Administrative Officer

Notifications:

N/A

Appendix: CR154/2024

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**CITY HALL
WINDSOR, ONTARIO
N9A 6S1**

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**City Council
Decision
Monday, April 22, 2024**

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

Decision Number: CR154/2024 CSSC 238

That the report of the Manager of Children's Services dated February 16, 2024 entitled "2024 Ministry of Education (MEDU)- Child Care, EarlyON Child and Family Centres and Canada Wide Early Learning and Child Care (CWELCC) Funding Update" **BE RECEIVED**; and further,

That the City Clerk and the Chief Administrative Officer **BE AUTHORIZED** to execute Ministry of Education (MEDU) Service Agreements and any amendments for 2024 and subsequent years on behalf of the City for the delivery of Child Care and Child and Family Support Programs including EarlyON Child and Family Centres (EarlyON CFC) in accordance with the City's legislated obligations as determined by the Ministry of Education. Authorization would be subject to approval as to the technical content by the Human and Health Services Commissioner, as to the legal form by the City Solicitor and as to financial content by the City Treasurer, at a cost not to exceed the funding allocation provided by Ministry of Education or as allocated in the approved City budget in each respective year; and further,

That the Human and Health Services Commissioner **BE AUTHORIZED** to sign Grant Letters for 2024 and subsequent years, on behalf of the City for the delivery of child care and family support programs in accordance with the City's legislated obligations as determined by the Ministry of Education. Authorization would be subject to approval as to the technical content by the Executive Director of Housing & Children's Services, as to the legal form by the City Solicitor and as to financial content by the City Treasurer, and subject to no municipal contribution being required; and further,

That City Council **AUTHORIZE** the Executive Director of Housing & Children's Services to approve administrative reports as required by the Ministry, and where reports contain financial matters or where the Ministry requires the City Treasurer to attest to financial reports (examples listed below), that the City Treasurer, or designate, also **BE AUTHORIZED** to sign:

- Annual Transfer Payment Budget Submission

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- Memorandums of Understanding
- Financial Reports (Interim, Financial Statement, Amendments, and other financial reports specified from time to time by the Ministry)
- Attestations & Declarations
- Year End Financial Reports/ (Transfer Payment Annual Reconciliation)
- Administrative Reports as specified from time to time by the Ministry; and further,

That the City **ENTER INTO** Purchase of Service Agreements with licensees, agencies and/or school boards as determined by the Human and Health Services Commissioner; and further,

That the Human and Health Services Commissioner **BE AUTHORIZED** to sign, amend, or terminate Purchase of Service agreements with licensees, agencies and/or school boards on behalf of the City in accordance with the criteria established by the MEDU Service Agreement and mitigation funding where the net city contribution does not exceed \$150,000 or \$1,000,000 gross. For Purchase of Service agreements that exceed a \$150,000 net city contribution or a \$1,000,000 gross contribution, in addition to the Human and Health Services Commissioner, the Chief Administrative Officer will be required to sign as a secondary authority; and further,

That Purchase of Service Agreements **BE APPROVED** as to technical content by the Executive Director of Housing & Children's Services, as to legal form by the City Solicitor and as to financial content by the City Treasurer, or designate. As long as the agreements conform to the standard format reviewed and pre-approved by the City Solicitor, the City Solicitor is not required to approve each individual as to form; and further,

That the Human & Health Commissioner has the discretion **TO TERMINATE** any Purchase of Service agreements upon the grounds as set out in the agreement and without the need to obtain Council approval, except as provided herein.
Carried.

Report Number: SCM 71/2024, S 28/2024 & AI 8/2024 8.6
Clerk's File: SS/13629

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Anna Ciacelli

Deputy City Clerk
May 2, 2024

Department Distribution

Dawn Bosco	Manager of Children's Services
Kirk Whittal	Executive Director, Housing and Children's Services
Dana Paladino	Commissioner, Corporate Services (Interim)
Janice Guthrie	Commissioner, Finance & City Treasurer
Wira Vendrasco	Acting City Solicitor
Andrew Daher	Commissioner, Human & Health Services
Joe Mancina	Chief Administrative Officer
Tony Ardovini	Deputy Treasurer Financial Planning
Natasha Gabbana	Senior Manager of Asset Planning
Alex Vucinic	Manager, Purchasing & Risk Management
Emilie Dunnigan	Manager, Development Revenue & Financial Administration

External Distribution

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