

**Community Services Standing Committee Meeting**

**Date:** Wednesday, June 3, 2026

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

**Location:** Council Chambers, 1<sup>st</sup> Floor, Windsor City Hall

**Members Present:**

**Councillors**

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

**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, Commissioner, Human & Health Services

Michael Chantler, Commissioner, Community Services

Jamie Scott, Executive Director, Parks, Recreation & Facilities

Jen Knights, Executive Director, Recreation & Culture

Emilie Dunnigan, Manager Development Revenue & Financial Administrator

Kelly Goz, Manager, Homelessness & Housing Support

Michelle Staaedegaard, Manager, Culture & Events

Samantha Magalas, Manager, Parks, Recreation & Facilities

Jennifer Tanner, Manager, Homelessness & Housing Supports

Michelle Oake, Project Manager

Anna Ciacelli, Deputy City Clerk

**Delegations—participating in person**

Item 8.1 Jennifer Matotek, Executive Director, Art Windsor Essex

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### 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 May 6, 2026

Moved by: Councillor Mark McKenzie

Seconded by: Councillor Frazier Fathers

THAT the minutes of the Community Services Standing Committee (CSSC) of its meeting held May 6, 2026 **BE ADOPTED** as presented.

Carried.

Report Number: SCM 153/2026

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

None requested.

### 5. COMMUNICATIONS

None presented.

### 6. PRESENTATIONS AND DELEGATIONS

#### 8.1. Temporary Exhibition Look Again! Outside! Extension and Expansion - City Wide

**Jennifer Matotek, Executive Director, Art Windsor Essex**

Jennifer Matotek, Executive Director, Art Windsor Essex appears before the Community Services Standing Committee regarding the administrative report dated May 15, 2026, entitled "Temporary Exhibition Look Again! Outside! Extension and Expansion - City Wide" and expresses thanks for the ongoing support by the City for the gallery. She provides an overview of the success of 2025 including the number of artists and visitors who enjoyed the exhibition. Further, she looks forward to the continuation of the program and seeks approval to renew the majority of the existing reproductions while working with city staff and councillors to identify

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opportunities for select relocations and new installations in order to contribute to the cultural vibrancy of Windsor and to broader strategies such as Strengthen the Core.

Councillor Mark McKenzie suggests a collaboration with Windsor Public Library and asks about the durability and lifespan of the artworks. Ms. Matotek responds that when the project first started in 2021, fabricators built the pieces to last up to three years. The majority of artworks have outlasted the anticipated lifespan. There have been a few that needed to be replaced with new images.

Councillor Jo-Anne Gignac inquires about the cost of the artworks to the Gallery. Ms. Matotek responds that a new artwork will cost about \$6000 from reproduction to installation, while relocation costs about \$2000.

Councillor Jo-Anne Gignac inquires about maintenance by gallery staff. Ms. Matotek responds that the artworks are inspected bi-annually and with many in BIAs, nearby business owners report issues or if they need attention.

Councillor Jo-Anne Gignac inquires whether there are any installations in the county. Ms. Matotek responds that there are a number in Amherstburg, with a strategy for future growth and there will be a proposal for 2027 to tourism soon.

Councillor Ed Sleiman asks about relocation of the art during the winter season. Ms. Matotek responds that relocation is time-sensitive, when the ground is frozen, it is not possible. Relocation and installations are typically completed in spring or fall.

Moved by: Councillor Renaldo Agostino

Seconded by: Councillor Mark McKenzie

### Decision Number: **CSSC 323**

- I. THAT the request from the Art Gallery of Windsor (the "AGW"), operating as Art Windsor-Essex ("AWE"), to extend the *Look Again! Outside!* temporary exhibition (the "Exhibition") of up to twenty-five (25) framed reproduction artworks (the "Reproductions") within the City Right-of-Way for a period of up to one (1) year beginning upon issuance of the applicable Right-of-Way permits **BE APPROVED**; and,
- II. THAT the request from AGW to install an additional two (2) framed Reproductions to be located on City-owned consent lands at Budimir Library Branch and along the Ganatchio Trail (and not within the City Right-of-Way), resulting in a total of up to twenty-seven (27) Reproductions City-wide, for a period of up to one (1) year beginning upon execution of the Consent Agreement **BE APPROVED**; and,
- III. THAT the Chief Administrative Officer and City Clerk **BE AUTHORIZED TO EXECUTE** a Consent to Enter Agreement (the "Consent Agreement") with AGW to permit AGW's employees, agents and contractors to enter lands along Ganatchio Trail and Budimir Library Branch (the "Consent Lands") for the purpose of installing and maintaining the two (2) additional Reproductions to be located on the Consent Lands, approved as to form and content by the City Solicitor, and in content by the Executive Director, Culture, and the Executive Director, Parks, Recreation and Facilities, including the following terms:

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- (i) The term of the Consent Agreement shall be for a period of up to one (1) year beginning upon execution of the Consent Agreement;
  - (ii) The cost for the Consent to Enter Agreement will be granted for nominal consideration of \$1.00;
  - (iii) AGW will be responsible for ensuring there is no damage to the Consent Lands and, upon termination of the Consent Agreement, any disturbance of the Consent Lands resulting from the installation, maintenance, or removal of the Reproductions will be restored by AGW at its own cost to the satisfaction of the Executive Director, Parks, Recreation and Facilities, or designate;
  - (iv) AGW will be required to provide the City with indemnification and require proof of insurance with the following minimal coverage, satisfactory to the City: \$5,000,000 Commercial General Liability coverage, with "The Corporation of the City of Windsor" listed as an additional insured and cross-liability coverage and 30 days' notice of cancellation. The coverage must not exclude the Consent Lands and must specifically acknowledge the Consent Lands are included on the proof of insurance. The City reserves the right to amend, restate and/or supplement the above requirements as determined by the City's Risk and Insurance Department from time to time.
- IV. THAT City Council **AUTHORIZE** the waiver of fees of up to \$7,450 for the permits to renew the twenty-five (25) existing Reproductions within the City Right-of-Way (the "Right-of-Way"), as well as the refundable indemnity fee associated with those Right-of-Way permits; and,
- V. THAT the Chief Administrative Officer and City Clerk **BE AUTHORIZED TO EXECUTE** a renewal and amending agreement with AGW for the renewal of the twenty-five (25) existing Right-of-Way Reproductions and inclusion of the two (2) new Reproductions for a period of up to one (1) year beginning upon issuance of the applicable Right-of-Way permits, approved in legal form by the City Solicitor or designate, in financial content by the City Treasurer or designate, and in technical content by the Manager of Right-of-Way and the Executive Director, Culture, and the Executive Director, Parks, Recreation and Facilities.

Carried.

Report Number: S 53/2026

Clerk's File: SR/13926

## 7. COMMITTEE MATTERS

### 7.1. Minutes of the Community Public Art Working Group of its meeting held March 24, 2026

Moved by: Councillor Jo-Anne Gignac

Seconded by: Councillor Frazier Fathers

Decision Number: **CSSC 319**

THAT the minutes of the Community Public Art Working Group (CPAWG) of its meeting held March 24, 2026, **BE RECEIVED**.

Carried.

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Report Number: SCM 137/2026

### 7.2. Minutes of the Windsor Essex Community Safety and Well-Being Advisory Committee of its meeting held December 1, 2025.

Councillor Jo-Anne Gignac inquires about the timeline for receiving the minutes of this committee. Anna Ciacelli, Deputy City Clerk appears before the Community Services Standing Committee regarding the committee report entitled “Minutes of the Windsor Essex Community Safety and Well-Being Advisory Committee of its meeting held December 1, 2025” and responds that the minutes are added to the agenda when they are received.

Michelle Oake, Project Manager, CDHS appears before the Community Services Standing Committee regarding the committee report entitled “Minutes of the Windsor Essex Community Safety and Well-Being Advisory Committee of its meeting held December 1, 2025” and adds that the WECSWB meetings are held quarterly. The minutes from the previous meeting, held in December, were not approved until April’s meeting mid-month and were then added to the standing committee agenda thereafter.

Councillor Jo-Anne Gignac asks about who approves the financial contributions from the City to the committee. Dana Paladino, Acting Commissioner, Human & Health Services appears before the Community Services Standing Committee regarding the committee report entitled “Minutes of the Windsor Essex Community Safety and Well-Being Advisory Committee of its meeting held December 1, 2025” and responds that the budget is set at budget time and all expenditures are within the delegated authority.

Moved by: Councillor Jo-Anne Gignac  
Seconded by: Councillor Frazier Fathers

Decision Number: **CSSC 320**

THAT the minutes of the Windsor Essex Community Safety and Well-Being Advisory Committee (WECSWB) of its meeting held December 1, 2025, **BE RECEIVED**.  
Carried.

Report Number: SCM 157/2026

### 7.3. Minutes of the Meetings of the Executive Committee and Board of Directors, Willistead Manor Inc., held April 9, 2026

Moved by: Councillor Jo-Anne Gignac  
Seconded by: Councillor Frazier Fathers

Decision Number: **CSSC 321**

THAT the minutes of the Executive Committee and Board of Directors, Willistead Manor Inc., of its meeting held April 9, 2026 **BE RECEIVED**.  
Carried.

Report Number: SCM 161/2026

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### 7.4. Report No. 125 of the Board of Directors, Willistead Manor Inc. of its Meeting Held April 9, 2026

Moved by: Councillor Mark McKenzie

Seconded by: Councillor Jo-Anne Gignac

Decision Number: **CSSC 322**

THAT Report No.125 of the Board of Directors, Willistead Manor Inc. indicating:

That the Annual Report and Financial Statements on the affairs and operations of Willistead Manor Inc. for the year 2025, attached as *Appendix A*, BE ACCEPTED as presented; and,

That upon acceptance of the Willistead Manor Inc. 2025 Annual Report by City Council, copies BE FORWARDED to a list of appropriate parties as approved by the Board; and further,

That in accordance with Sections 6 (c) of *the City of Windsor Act, 1981*, an amount of \$ 52,515. BE PAID OVER to the City of Windsor Willistead Capital Restoration Reserve Fund.

**BE APPROVED.**

Carried.

Report Number: SCM 162/2026

## 8. ADMINISTRATIVE ITEMS

### 8.2. Fireworks at Optimist Memorial Park – Ward 4

Councillor Mark McKenzie thanks staff for the quick turnaround with this report and looks forward to the event this year and comments that this organization left the park cleaner than when they found it after the event last year.

Councillor Ed Sleiman inquires about how the application comes to the City. Michael Chantler, Commissioner, Community Services appears before the Community Services Standing Committee regarding the administrative report dated May 15, 2026, entitled “Fireworks at Optimist Memorial Park – Ward 4” and responds that each request for fireworks displays goes through the fire department and then through the Special Events division of Parks & Recreation. The report then moves forward to standing committee, then to City Council for final approval before the applicant is notified that their event is approved.

Moved by: Councillor Mark McKenzie

Seconded by: Councillor Renaldo Agostino

Decision Number: **CSSC 324**

THAT City Council **APPROVE** the request from Elton Robinson on behalf of the Optimist Club of South Windsor to host a fireworks display at Optimist Memorial Park on Saturday August 29, 2026 (rain date Sunday August 30, 2026).

Carried.

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Report Number: S 54/2026  
Clerk's File: SR2026

**9. QUESTION PERIOD**

None registered.

**10. ADJOURNMENT**

There being no further business the meeting of the Community Services Standing Committee is adjourned at 9:18 o'clock a.m. The next meeting of the Community Services Standing Committee will take place on July 8, 2026.  
Carried.

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Councillor Ed Sleiman (Chairperson)

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Deputy City Clerk / Supervisor of Council  
Services