CITY OF WINDSOR AGENDA 4/06/2022

Community Services Standing Committee Meeting

Date: Wednesday, April 06, 2022
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 during a declared emergency. The minutes will reflect this accordingly. Any delegations will be participating electronically.

MEMBERS:
Ward 1 – Councillor Fred Francis

Ward 5 – Councillor Ed Sleiman (Chairperson)

Ward 6 – Councillor Jo-Anne Gignac

Ward 9 – Councillor Kieran McKenzie

Ward 10 – Councillor Jim Morrison

ORDER OF BUSINESS

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

READING OF LAND ACKNOWLEDGEMENT
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 Potawatomie. 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 and Parks Standing Committee minutes of its meeting held January 5, 2022 (**SCM 10/2022**)

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

5. **COMMUNICATIONS**

6. **PRESENTATIONS AND DELEGATIONS**

7. **COMMITTEE MATTERS**

7.1. Minutes of the Meeting of the Board of Directors, Willistead Manor Inc., held January 13, 2022 (**SCM 30/2022**)

7.2. Report No. 114 of the Board of Directors, Willistead Manor Inc., of its meeting held January 13, 2022 (Re-appointments to Board of Directors) (**SCM 31/2022**)

7.3. Minutes of the Committee of Management for Huron Lodge of its meeting held December 8, 2021 (**SCM 53/2022**)

8. **ADMINISTRATIVE ITEMS**

8.1. Response to CQ6/2021 - Special Events Road Closure Catalogue and Categorization - City Wide (**S 32/2022**)

8.2. Update of Round 1 of the Arts, Culture and Heritage Fund 2022 – City Wide (**S 36/2022**)

8.3. City of Windsor Lancaster Bomber FM 212 Progress Report 2019-2021 - Ward 3 (**S 39/2022**)

9. **QUESTION PERIOD**

10. **ADJOURNMENT**

Item No. 3.1

Committee Matters: SCM 10/2022

Subject: Adoption of the Community Services and Parks Standing Committee minutes of its meeting held January 5, 2022

CITY OF WINDSOR MINUTES 01/05/2022

Community Services and Parks Standing Committee Meeting

Date: Wednesday, January 5, 2022
Time: 9:00 o'clock a.m.

Members Present:

Councillors
Ward 3 - Councillor Bortolin
Ward 5 - Councillor Sleiman (Chairperson)
Ward 6 - Councillor Gignac
Ward 9 - Councillor McKenzie
Ward 10 - Councillor Morrison

Clerk's Note: Members participated via video conference, in accordance with Procedure By-law 98-2011 as amended, which allows for electronic participation during a declared emergency.

Also participating via video conference are the following from administration:

Ray Mensour, Commissioner of Community Services
Jelena Payne, Commissioner of Human & Health Services
Debbie Cercone, Executive Director of Housing & Children Services
Kirk Whittal, Executive Director of Housing & Children Services
Andrew Daher, Executive Director of Employment & Social Services
Jen Knights, Executive Director of Recreation & Culture
Alina Sirbu, Executive Director of Long Term Care / Administrator
James Chacko, Senior Manager of Parks
Tina Moore, Coordinator of Housing Administration & Development
Jolayne Susko, Coordinator of Housing Administration & Policy
Mike Deimling, Social Housing Analyst
Andrea Sayers, Financial Planning Administrator
Sandra Gebauer, Council Assistant
Anna Ciacelli, Deputy City Clerk / Supervisor of Council Services

1. CALL TO ORDER

The Chair calls the meeting of the Community Services and Parks 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 and Parks Standing Committee minutes of its meeting held December 1, 2021

Moved by: Councillor Gignac
Seconded by: Councillor Bortolin

THAT the minutes of the Community Services and Parks Standing Committee meeting held December 1, 2021 **BE ADOPTED** as presented.
Carried.

Report Number: SCM 387/2021

4. REQUEST FOR DEFERRALS, REFERRALS OR WITHDRAWALS

None requested.

5. COMMUNICATIONS

None presented.

6. PRESENTATIONS AND DELEGATIONS

None.

7. COMMITTEE MATTERS

7.1. Minutes of the Committee of Management for Huron Lodge of its meeting held October 21, 2021

Moved by: Councillor Bortolin
Seconded by: Councillor Gignac

Decision Number: **CSPS 170**
THAT the minutes of the Committee of Management for Huron Lodge of its meeting held October 21, 2021 **BE RECEIVED**.
Carried.

Report Number: SCM 379/2021
Clerk's File: MB2021

7.2. Minutes of the Diversity Committee of its meeting held October 27, 2021

Councillor McKenzie requests information related to the Diversity Committee minutes listed on the agenda, specifically the anti-racism initiative, the process that is being undertaken to move the initiative forward, and whether there was any progress being made. Administration indicates that the Human Resources department will provide an update to the committee via e-mail.

Moved by: Councillor McKenzie
Seconded by: Councillor Morrison

Decision Number: **CSPS 171**
THAT the minutes of the Diversity Committee of its meeting held October 27, 2021 **BE RECEIVED**.
Carried.

Report Number: SCM 402/2021
Clerk's File: MB2021

7.3. Minutes of the Community Public Art Advisory Committee of its meeting held October 12, 2021

Moved by: Councillor Gignac
Seconded by: Councillor Bortolin

Decision Number: **CSPS 172**
THAT the minutes of the Community Public Art Advisory Committee of its meeting held October 12, 2021 **BE RECEIVED**.
Carried.

Report Number: SCM 403/2021
Clerk's File: MB2021

7.4. Minutes of the Windsor Accessibility Advisory Committee of its meeting held November 18, 2021

Moved by: Councillor Bortolin
Seconded by: Councillor McKenzie

Decision Number: **CSPS 173**
THAT the minutes of the Windsor Accessibility Advisory Committee of its meeting held November 18, 2021 **BE RECEIVED**.
Carried.

Report Number: SCM 405/2021
Clerk's File: MB2021

8. ADMINISTRATIVE ITEMS

8.1. Increased Ministry of Long-Term Care Funding to support Resident Direct Care at Huron Lodge - City Wide

Moved by: Councillor Gignac
Seconded by: Councillor Bortolin

Decision Number: **CSPS 174**
THAT the report from the Commissioner, Human and Health Services and the Administrator/Executive Director of Huron Lodge Long-Term Care Home regarding the funding announcements from the Ministry of Long-Term Care ("the Ministry") for increasing resident care at Huron Lodge Long-Term Care Home **BE RECEIVED** for information; and,

THAT the Executive Director of Huron Lodge **BE AUTHORIZED** to acquire any additional staffing resources required to meet the direction and mandate of the Ministry of Long-term Care related to increased resident care, subject to alignment with all corporate policies for the approval and hiring of temporary and/or permanent staff, and the costs of such resources being accommodated within the funding allocated by the Ministry of Long-term Care; and,

THAT the City Treasurer or designate **BE AUTHORIZED** to sign, on behalf of Huron Lodge, any attestation, report, or any such documentation required to be submitted to the Ministry of Long-term Care for Direct Care funding, subject to such documentation being satisfactory in form to the City Solicitor, satisfactory in financial content to the City Treasurer, and satisfactory in technical content to the ED/Administrator of Huron Lodge; and further,

THAT the City Treasurer or designate **BE AUTHORIZED** to sign, on behalf of Huron Lodge, any attestation, report, or any such documentation required to be submitted to the Ministry of Long-term Care for Professional Growth funding, subject to such documentation being satisfactory in form to the City Solicitor, satisfactory in financial content to the City Treasurer, and satisfactory in technical content to the ED/Administrator of Huron Lodge.
Carried.

8.2. Rent Supplement Program Expiries and Mitigation Strategy - City Wide

Councillor Gignac inquires as to what other organizations have reached out to us regarding this information related to the expiration of the rent supplement funding. Jolayne Susko, Coordinator of Housing Administration & Policy, appears via video conference before the Community Services and Parks Standing Committee Meeting regarding the administrative report "Rent Supplement Program Expiries and Mitigation Strategy – City Wide" and indicates that administration has been meeting with the administrators from local agencies that provide assistance with rent supplements and various community partners are detailed.

Councillor Gignac expresses concern related to the funding and what will happen if the funding is not extended. Ms. Susko indicates that the action plan for 2022 is to use the funding that the Ministry has provided with a rollover into the funding from the Windsor Essex Housing Benefit (WEHB). Ms. Susko provides some priorities and details related to the centralized wait list.

Councillor Gignac indicates that assisted living currently provides extensive support to people in need, and there will be no way they will be able to go into an apartment without this assistance; if there is no funding in March, the City will not be able to support these organizations. Debbie Cercone, Executive Director of Housing & Children Services, appears via video conference before the Community Services and Parks Standing Committee Meeting regarding the administrative report "Rent Supplement Program Expiries and Mitigation Strategy – City Wide" and indicates that only the rent supplement portion of funding is expiring, although supports to individuals in that program are continuing. Ms. Cercone adds that this will impact other systems. Ms. Cercone indicates that administration does recognize the seriousness and that the government funding needs to be extended beyond 2023; otherwise, they will end 185 rent supplements to 185 vulnerable households.

Councillor Gignac expresses concern related to current times and COVID and if the funding is not renewed, the burden will fall on the municipality, can the City do more than send a letter. Administration provides details of the information they have submitted as well as requests to maintain funding.

Councillor Bortolin refers to several programs that in past if they were expired whether they were for the most part renewed yearly. Mike Deimling, Social Housing Analyst, appears via video conference before the Community Services and Parks Standing Committee Meeting regarding the administrative report "Rent Supplement Program Expiries and Mitigation Strategy – City Wide" and indicates that programs vary in rules and timeframes. Mr. Deimling adds that there are some housing programs that have been in place for some time, and for this program there is no new funding stream identified so far. Mr. Deimling provides details related to various programs and funding.

Councillor Bortolin inquires as to where the City stands and whether there is an opportunity for extension of funding. Jelena Payne, Commissioner of Human & Health Services, appears via video conference before the Community Services and Parks Standing Committee Meeting regarding the administrative report “Rent Supplement Program Expiries and Mitigation Strategy – City Wide” and indicates that every Ministry and program works differently. Ms. Payne indicates that sometimes funding is extended at the last minute and provides examples. Ms. Cercone indicates that the Ministry of Municipal Affairs and Housing struck a working group related to this program, and the group is going on an assumption that the Ministry will do the right thing and continue the funding for the program. Ms. Cercone indicates that the Province has announced new programs that will be implemented in April, but the amount of funding for these programs would not be enough to fund all the rent supplement programs.

Councillor Bortolin inquires about a transition program and whether risks can be mitigated by funding other programs. Ms. Susko indicates that if that is the case the City would not be able to help anyone new.

Councillor Bortolin inquires as to what can be done. Ms. Susko indicates the City has raised it to AMO through the delegation in August.

Councillor Bortolin asks about transitioning/holdback of WEHB funding from last year and what will happen with that funding, if it is not needed. Ms. Cercone indicates that they would continue to address the wait list need with that fund. Ms. Cercone provides details of the information that was provided to AMO and indicates that a number of municipalities are advocating as well.

Councillor Gignac inquires related to continuation of this funding, what is being done, whether there will be flexibility of where the money is spent going forward, and whether the opportunity to push harder for flexibility of this pool of funding to address all of these issues is available. Ms. Payne indicates that long term flexibility in funding is being advocated through federal funding moving forward.

Councillor McKenzie expresses concern with the ending of this funding and whether the impacts of losing this funding has been quantified, making it clear that if these funding envelopes end, these are the impacts, in hospitals and to social services and whether this has happened across the province. Ms. Payne indicates that she is not aware whether other agencies have done this and if the information has been shared with the AMO and FCM. Ms. Payne indicates that if people cannot afford their rent, they will become homeless, and administration would have to reach out to quantify hospital impacts, or long term care, and other programs. Ms. Payne reiterates that the Province knows that losing this funding has detrimental consequences to the community. Ms. Cercone indicates that information is provided to these respective expert subject matter tables and everyone understands the impacts.

Councillor Morrison thanks administration for a very detailed report which outlines a complex issue. Councillor Morrison correlates this issue to a discussion related to people with supports funding and provincial jurisdiction, which was held some time ago, and inquires as to when administration will bring this request back to Council. Ms. Payne indicates that administration would never

propose rendering anyone homeless at any time. Ms. Payne adds that this report would more than likely move forward to the January 31, 2022 City Council Meeting and administration can provide an update if there is one at that time. Ms. Cercone anticipates that they will work through the province this year and work with resources within the existing budget to manage. Ms. Cercone adds that if all of that does not work administration would be putting through a request to the 2023 budget to mitigate any differences.

Councillor Gignac expresses concern with municipalities bearing the burden of these extra program costs which is unsustainable. Administration indicates that the AMO and the FCM know that these programs have to come with sustainable funding. Ms. Cercone provides details related to predictability and sustainability of funding specifically long-term funding as well as government priorities.

Councillor McKenzie requests clarification related to the recommendation. Administration provides that clarification.

Councillor McKenzie inquires about the quantification of the impacts and that it be included in the correspondence that is forwarded related to the programs being sunsetted. Administration indicates that internally they can provide the information that they currently have costs of shelter systems and impacts that they have readily available. Ms. Payne indicates there are some challenges as they are stretched thin due to all of the COVID issues; a comprehensive evaluation would not be possible. Ms. Payne indicates that a collective voice would have more impact than just the City.

Councillor Morrison inquires about the funding. Ms. Cercone suggests to advocate for the entire envelope of $3.4 million.

Councillor Bortolin inquires about immediate needs and whether this would be reported to Council, including status and funding shortfalls to advise Council prior to the deadline. Ms. Cercone indicates that a report can be brought to Council to provide an update and the status.

Moved by: Councillor McKenzie
Seconded by: Councillor Bortolin

Decision Number: **CSPS 175**
THAT the report of the Coordinator of Housing Administration & Policy dated October 28, 2021 entitled "Rent Supplement Program Expiries and Mitigation Strategy – City Wide" **BE RECEIVED** for information; and,

THAT the Corporation of the City of Windsor **REQUEST** the Province of Ontario and Government of Canada to provide further financial support to extend funding for rent supplement/housing allowance programs and include reference to impacts of the sunsetting of rent supplement and housing allowance programs including specific data points; and,

THAT the Association of Municipalities of Ontario (AMO) **BE REQUESTED** to quantify these impacts province-wide; and,

THAT the resolution **BE FORWARDED** to Windsor and Essex County Members of Parliament (MPs), Windsor and Essex County Members of Provincial Parliament (MPPs), the Federation of Canadian Municipalities (FCM), the Association of Municipalities of Ontario (AMO), the Ontario Municipal Social Services Association (OMSSA), the Minister of Municipal Affairs and Housing, and the Premier of Ontario; and further,

THAT, should the sunsetting of the rent supplement and housing allowance programs proceed, the impacts **BE REPORTED** to Council prior to the March 31, 2022 deadline along with options to mitigate those impacts.
Carried.

Report Number: S 144/2021
Clerk's File: GH/14271

9. QUESTION PERIOD

Councillor Morrison inquires as to the current COVID restrictions relating to recreation facilities. Jen Knights, Executive Director of Recreation and Culture, appears via video conference before the Community Services and Parks Standing Committee Meeting and indicates the City is responding responsibly to the current COVID-19 situation and following current government guidelines related to closing arenas. Ms. Knights adds they are following the direction provided by the Province earlier this week in accordance with the legislation that was provided recently. Ms. Knights indicates that the virtual after school programming is being launched and that administration will continually monitor the situation and re-open the facilities when they are able to do that.

Councillor Morrison inquires whether this approach is consistent with other municipalities in Essex County. Ms. Knights indicates that it is yes, and surrounding municipalities have also closed their arenas. Ms. Knights adds that the museums are also required to be shut down.

Councillor Morrison inquires about the elite athletes and whether they will be exempt. Ms. Knights indicates that the regulation does provide some guidance related to this and administration is working in conjunction with the national and provincial sport organizations to provide a list of athletes as well as what is required from the City.

Councillor McKenzie inquires about the service levels related to snow removal from trails. Ray Mensour, Commissioner of Community Services, appears via video conference before the Community Services and Parks Standing Committee Meeting and indicates that staff have been re-deployed to start clearing the trails and they will be cleared as soon as possible.

10. ADJOURNMENT

There being no further business the meeting of the Community Services and Parks Standing Committee is adjourned at 10:36 o'clock a.m. The next meeting of the Community Services and Parks Standing Committee will take place on Wednesday, February 2, 2022.
Carried.

Councillor Sleiman (Chairperson)

Deputy City Clerk / Supervisor of Council Services

Item No. 7.1

Committee Matters: SCM 30/2022

Subject: Minutes of the Meeting of the Board of Directors, Willistead Manor Inc., held January 13, 2022

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

D. Sanborn – Chair
A. Abu-Zahra
J. Evans
C. Gaudette
R. Gauthier
C. Holt
A. Jahns
D. Langstone
K. Renaud

Regrets from Board Members:

MJ. Dettinger
C. Dettinger

Also in attendance are the following resource personnel:

M. Staadegaard, Manager, Culture & Events
D. Seguin, Deputy Treasurer – Financial Accounting
W. Al-Yassiri, Manager, Parks Development
C. Menard, Cultural Development and 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 4:01 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 R. Gauthier, seconded by C. Gaudette,
That the minutes of the Board of Directors, Willistead Manor Inc. meeting held November 10, 2021 **BE ADOPTED** as amended:

- That the name "C. Gaudette" be replaced by the name "R. Gauthier" on page 2, Section 3, Business Arising from the Minutes, third paragraph.

Carried.

3. PRESENTATION

Chris Renaud, of HCA Mindbox, appears before the Board of Directors, Willistead Manor Inc., to present a proposal for the Historical Exhibit that will be located in the Coach House. Mr. Renaud explains that based on the meetings he has had and the information that was provided, his vision for the exhibit is to make it an experience that will educate future visitors on the history and the importance of the Walker Family. The hope is to tell the story in a visually engaging way, starting with a mood board that provides a sense of how things came together, with the option of leaving space for future additions.

Mr. Renaud informs the Board members that he was involved in the Heritage Hallway exhibit at the Tayfour Campus of Hotel Dieu Grace Hospital and has some great ideas on how to tell the story. Mr. Renaud adds that HCA Mindbox has their own sign division and therefore much of the work can be internally, including installation. Mr. Renaud indicates that a donor wall can be added in the Coach House and suggests that the Board members consider a design that can be updated as needed.

A. Jahns inquires about the material and the sources that Mr. Renaud will use, indicating that many of the photographs have been seen repeatedly. R. Gauthier indicates that Mr. Renaud will be meeting with Nick Shields from Suede productions, who produced the Willistead Manor documentary, to look at their inventory. He also suggests that Mr. Renaud meet with A. Jahns as he is a valuable source and can provide some information and material that will be useful for the creation of the display.
R. Gauthier confirms that the exhibit will focus on Hiram Walker and the Walker Distillery, Willistead Manor and the Walker Family.

C. Gaudette inquires about the timeline of Mr. Renaud's proposal indicating that it is the hope of the Board members that the opening of the historical exhibit will coincide with the opening of the Hiram Walker Gateway Parkette. Mr. Renaud informs the Board members that it is difficult to provide a timeline this early in the process and explains that the research must be completed first, followed by the design and finally the printing and installation. He indicates that once the design is approved the process will move quicker however, the research will take the most time.

Moved by R. Gauthier, seconded by C. Holt,
THAT the presentation by Chris Renaud of HCA Mindbox, regarding the Coach House Historical Exhibit Proposal **BE RECEIVED**; and,

THAT the Board of Directors, Willistead Manor Inc. **AUTHORIZE** an expenditure to an upset limit of $30,000. plus HST for the implementation of the proposed historical exhibit in the Coach House; and,

THAT the expenditure **BE FUNDED** from capital project No. 7075065 Willistead Restoration Improvement Project.

Carried.

C. Holt leaves the meeting at 4:45 o'clock p.m.

4. BUSINESS ARISING FROM THE MINUTES

None.

5. CHAIRPERSON'S REPORT

None.

6. REPORTS

6.1 Management

W. Al-Yassiri, Manager, Parks Development, provides the Board members with an update regarding the playground at Willistead Park, explaining that the existing playground will be replaced with a new large, fully accessible structure. The theme will be a heritage/old car theme. W. Al-Yassiri adds that the existing playground will remain in place and will be operational until the new one is complete, at which time it will be removed. The location, which W. Al-Yassiri shares with the Board members, will be close to the existing structure, will be tucked away from the Manor but will be visible from the street. W. Al-Yassiri advises the members that he will continue to communicate with them concerning the progress and that all efforts will be made not to disturb any events that may be taking place at the Manor and the Park.

A. Abu-Zahra expresses concern with the proposed location, indicating that in this particular area, there is not much shade, also indicating that kids and families regularly use this open area to play soccer, throw Frisbees etc. A. Abu-Zahra suggests that the southwest corner of the park would be a better choice as it is closer to the gate, close to the trail and closer to the washrooms.

W. Al-Yassiri advises the Board members that he will visit the site with the Project Manager, to review the proposed location.

A. Abu-Zahra asks Administration if the two segments of asphalt trails near the driveway gates could be connected so that children are not required to ride through the parking lot but rather continue on the trail.

M. Staadegaard, Manager, Culture and Events, informs the Board members that the Manor is still closed however, showings have resumed and bookings are being taken for spring of 2022 for indoor events and early June for outdoor events. She also informs that Art in the Park is scheduled for the first weekend in June.

C. Menard, Cultural Development and Willistead Manor Coordinator, informs the Board members that although the private screening of the Willistead Manor Documentary for the Board Members, as well as the Annual reception, which was scheduled for January 30th, 2022 at the Capital Theatre were cancelled due to Covid restrictions, they will be rescheduled when it is possible to do so.

C. Menard also informs that a celebration will take place when the Hiram Walker sculpture is unveiled and assures the Members that Willistead Manor will be included.

A. Abu-Zahra leaves the meeting at 5:08 o'clock p.m.

6.2 Treasurer

D. Seguin, Deputy Treasurer-Financial Accounting, provides the current account balances as follows:

- Operating Account -- $31,000.
- Savings Account -- $4,600.

D. Seguin informs that the final payment to Suede productions for the Willistead Manor documentary is still outstanding and will be paid from the Operating account and indicates that approximately $6,000 was received from the 2021 fundraising campaign.

7. COMMITTEES

7.1 Fundraising

None.

7.2 Community Relations and Promotion

None.

7.3 Acquisitions

R. Gauthier informs the Board members some ceramic houses were donated by Ed and Sandy Stavert through a connection with Ms. D. Curran, a member of the Friends of Willistead.

R. Gauthier adds that the historical exhibit in the Coach House will be the main priority for the Committee at this time.

7.4 Friends of Willistead

K. Renaud indicates that there are still approximately 3,000 booklets of Willistead Manor available. K. Renaud also informs that she has participated in some courses that focused on the legacy of Hiram Walker and suggests that there could be information that may be useful to Mr. Renaud of HCA Mindbox.

7.5 Education

None.

7.6 Historical

None.

7.7 Event Planning Committee

None.

8. NEW BUSINESS

Moved by R. Gauthier, seconded by C. Gaudette,
That the following persons **BE RE-APPOINTED** to the Board of Directors, Willistead Manor Inc. for a two year term expiring August 17, 2023:

C. Dettinger
M. J. Dettinger
C. Gaudette
A. Jahns
R. Jasey
D. Langstone

Carried.

Members A. Abu-Zahra and C. Holt were absent when this vote was taken.

Moved by C. Gaudette, seconded by J. Evans,
That the Board of Directors, Willistead Manor Inc., **AUTHORIZE** a donation in the amount of $100 to the Willistead Manor Endowment Fund in memory of Vincent Dettinger, son of Board members Mary Jane and Carl Dettinger.

Carried.

Members A. Abu-Zahra and C. Holt were absent when this vote was taken.

9. DATE OF NEXT MEETING

The next regular meeting of the Board of Directors, Willistead Manor Inc., will be held Thursday, February 10, 2022 at 4:00 o'clock pm.

10. ADJOURNMENT

There being no further business, the meeting is adjourned at 5:42 o'clock p.m.

CHAIRPERSON

EXECUTIVE SECRETARY

Item No. 7.2

Committee Matters: SCM 31/2022

Subject: Report No. 114 of the Board of Directors, Willistead Manor Inc., of its meeting held January 13, 2022 (Re-appointment to Board of Directors)

REPORT NO. 114
of the
BOARD OF DIRECTORS,
WILLISTEAD MANOR INC.
of its meeting held January 13, 2022

Present: D. Sanborn -- Chair
A. Abu-Zahra
J. Evans
C. Gaudette
R. Gauthier
C. Holt
A. Jahns
D. Langstone
K. Renaud

Your Board submits the following recommendations:

Moved by R. Gauthier, seconded by C. Gaudette,
That the following persons **BE RE-APPOINTED** to the Board of Directors, Willistead Manor Inc. for a two year term expiring August 17, 2023:

C. Dettinger
M. J. Dettinger
C. Gaudette
A. Jahns
R. Jasey
D. Langstone

Carried.

Members A. Abu-Zahra and C. Holt were absent when the vote on this matter was taken.

Chair

Executive Secretary

NOTIFY:

Name	Address	City/Prov/Pstcd	Telephone	FAX
Board of Directors Willistead Manor Inc.	Community Services Stan	ing Committee - April 6, 202		

Item No. 7.3

Committee Matters: SCM 53/2022

Subject: Minutes of the Committee of Management for Huron Lodge of its meeting held December 8, 2021

Committee of Management for Huron Lodge

Meeting held December 8, 2021

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

Councillor Ed Sleiman, Chair
Councillor Jeewen Gill
Councillor Gary Kaschak

Also present are the following resource personnel:

Jelena Payne, Community Development & Health Services Commissioner
Alina Sirbu, Executive Director of LTD Administration Huron Lodge
Karen Kadour, Committee Coordinator

1. Call to Order

The Chair calls the meeting to order at 10:00 o'clock a.m. and the Committee of Management considers the Agenda being Schedule A attached hereto, matters which are dealt with as follows:

Addition to the Agenda

Moved by Councillor Kaschak, seconded by Councillor Gill,
That Rule 3.3 (c) of the Procedure By-law 98-2011 be waived to add the following addition to the Agenda:

5.3 Letter to the Chair, Committee of Management for Huron Lodge from Christopher O'Connor, Auditor General

2. Disclosure of Interest

None disclosed.

3. Adoption of the Minutes

Moved by Councillor Kaschak, seconded by Councillor Gill,

That the minutes of the meeting of the Committee of Management for Huron Lodge held October 21, 2021 **BE ADOPTED** as presented.

Carried.

4. In Camera

Moved by Councillor Kaschak, seconded by Councillor Gill, to move In Camera at 10:05 o'clock a.m. for discussion of the following item:

Item No.	Subject	Section Pursuant to Municipal Act 201, as amended
4.1	Personal matter about an identifiable individual, including municipal or local board employees – Resident matters	2. 239(2)(b)

Motion Carried.

Discussion on the item of business.

Verbal Motion is presented by Councillor Gill seconded by Councillor Kaschak, to move back into public session at 10:17 o'clock a.m.

Moved by Councillor Gill, seconded by Councillor Kaschak,

That the Clerk BE DIRECTED to transmit the recommendation(s) contained in the report(s) discussed at the In Camera Committee of Management for Huron Lodge Long Term Care Home held December 8, 2021 at the next regular meeting.

Moved by Councillor Gill, seconded by Councillor Kaschak,

That the verbal In Camera report relating to the personal matter about an identifiable individual, 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

In response to a question asked by Councillor Gill regarding if there has been an increase in staff due to the funding from the Ministry, A. Sirbu advises that a portion of the funding has been received and they are working with Finance and the Ministry to clarify the formula that Huron Lodge is to utilize. The intention of the funding is allow for an increase in staff, however, the language and the formula provided by the Ministry is somewhat obscure. It is important to ascertain how much of the funding can be used to increase staff and how much can be used for a potential offsetting of the provincial contribution.

Moved by Councillor Kaschak, seconded by Councillor Gill,

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, the Local Health Integration Network and other initiatives that impact the Long Term-Care sector **BE RECEIVED** for information and **APPROVED** for the period of November 2021.

Carried.

5.2 Council Resolution 496/2021

Moved by Councillor Gill, seconded by Councillor Kaschak,

That Council Decision 496/2021 relating to the 1-year pilot program to provide free menstrual products in washrooms at city facilities **BE RECEIVED.**

Carried.

5.3 Letter to the Chair, Committee of Management for Huron Lodge from Christopher O'Connor, Auditor General

J. Payne advises that the Committee of Management did direct a response acknowledging that if the Auditor General were interested in auditing, that Huron Lodge would welcome this. However, Huron Lodge is a department of the City of Windsor and falls under any requirements under the Auditor General from a City of Windsor perspective as a Corporation. This item has already been dealt with by both the Committee of Management and City Council.

Moved by Councillor Kaschak, seconded by Councillor Gill,

That the letter sent to Councillor Sleiman, Chair of the Committee of Management for Huron Lodge from Christopher O'Connor, Auditor General dated November 25, 2021 **BE RECEIVED.**

Carried.

6. Date of Next Meeting

The next meeting will be held at the call of the Chair.

7. Adjournment

There being no further business, the meeting is adjourned at 10:23 o'clock a.m.

CHAIR

COMMITTEE COORDINATOR

THE CITY OF WINDSOR ONTARIO, CANADA

Council Report: S 32/2022

Subject: Response to CQ6/2021 - Special Events Road Closure Catalogue and Categorization - City Wide

Reference:

Date to Council: April 6, 2022
Author: Michelle Staadegaard
Manager, Culture & Events
mstaadegaard@citywindsor.ca
(519)816-0711

Recreation and Culture
Report Date: March 8, 2022
Clerk's File #: SR2022

To: Mayor and Members of City Council

Recommendation:

THAT the report submitted by the Manager, Culture & Events in response to CQ6-2021 regarding the catalogue of street closures for events in the City **BE RECEIVED** for information.

Executive Summary:

N/A

Background:

At the March 29, 2021 meeting of City Council, Councillor Bortolin asked the following Council Question:

CQ6-2021 - "Ask Administration to report back with a recommended catalogue of street closures for events in the City. The catalogue should include consultation with the Special Events Resource Team (SERT) as well as the total costs associated with each street closure. Furthermore, Administration should breakdown all fees associated with each street closure and identify potential savings for event organizers".

This report has been prepared in response to that question.

Discussion:

Special events are an integral part of the Windsor community, with over 100 major events being hosted in 2019 including Bluesfest Windsor, Open Streets Windsor and Art in the Park.

Street closures are often a component of a special event and are governed by the *Highway Traffic Act*. The Act has recently been amended to include security requirements for street closures. The requirements for street closures continues to include sufficient "Road Closed" signage, appropriate barricades, and flashing amber lights to clearly identify the closed sections.

Approval for short-term road closures has been delegated by Council to the Chief Administrative Officer through By-law 208-2008.

Special events taking place on any public property in the City of Windsor must initially be approved by City Council and are vetted through the Special Events Resource Team (SERT). The level of involvement by the organizations below will vary depending on the size and type of event.

SERT MEMBER/ORGANIZATION	ROLE
Recreation and Culture Department	Chair
Windsor Police Services (WPS)	Approval of traffic control plan (TCP), contract duty officers, review of events safety plan, guidance and communication
Windsor Fire and Rescue	Approval of fire safety plan, guidance and communication
EMS	Review of event safety plan, guidance and communication
Transit Windsor	Creation of transit detour routes in response to special event road closure, guidance and communication
Risk Management	Approvals for certificate of Insurance and guidance
Traffic Operations	Approval of traffic control plan (TCP), guidance and communication
Parking Operations	Guidance, communication and client resources
Public Works Operations	Client resources and communication
Environmental Services	Client resources and communication

Alcohol and Gamming Commission of Ontario (AGCO)	Guidance and communication
By-law Enforcement	Guidance and communication
Windsor Port Authority	Guidance and communication
Windsor Essex County Health Unit (WECHU)	Guidance
Engineering	Guidance
Caesars Windsor	Communication
311/211	Communication
Communications and Customer Service	Communication

On March 8, 2021, City Administration presented CR8/2020 in response to CQ4/2019. Through the report and a business process review, Administration identified efficiency within the Delegation of Authority By-law 201-2008. The CAO further delegated authority to the Executive Director of Recreation or designate for the following events and requests are now processed through the Active.net permitting software:

- Section1.4 – Noise By-Law Exemption;
- Section 1.7 – Special Events Road Closure;
- Section 1.10 – Special Events at City Facilities and Parks;
- Section 1.48 – Signing Letter of Non-Objection – AGCO Liquor Licence Application Requirements;
- Section 3.13 – Letter of Support for applications by outside groups or agencies where there is no financial commitment on the City, subject to a favourable recommendation in support of the letter of request from responsible Executive Director.

The recommended business process change was intended to improve the turn around time of approval by allowing the Recreation and Culture Department to issue a permit to the end user.

Despite the global pandemic, modified events requiring permits continued in 2021, and the Culture & Events Division continued to provide guidance and support to user groups using the new streamlined process. The new process noted above and Delegation of Authority for approval to the Executive Director, enabled the department to issue and or adapt permits, primarily road closure requests, in a more efficient and timely manner. This allowed host organizations to finalize safety plans and event logistics with agility and reduced stress.

Many outdoor festivals and events are looking to return for 2022, including the Mayor's Walk, International Fireworks as well as the Detroit Free Press Marathon and we look forward to seeing further positive efficiencies and support created by this new process.

In response to CQ6/2021, Administration met with the members of SERT, consulted with other municipalities, reviewed the current road closure process and analyzed historical data. The discussion and research resulted in the categorization of road closures into three road closure categories. The meetings with SERT also included discussion of a catalogue/standardized routes to assist in mitigating cost and resources for event organizers and internal departments.

Road Closure Catalogue Overview

Type of Road Closure	Examples	Typical Duration
Complete static road closure or public right-of-way	Street fair Festival Farmer's Market Temporary patio extensions Display events (car show)	Overnight Specified number of days
Temporary closure of a roadway or public right-of-way	Parade Procession Running or walking events Open Streets	Roadway opens immediately upon conclusion of evet
Temporary control of a roadway or public right-of-way (also referred to as a rolling barricade)	Funeral procession Demonstration march Often churches, community groups or associates	Intersections are controlled by sworn Duty Officers for a brief period of time Designated route

It is difficult to outline all possible options to manage events within the constraints of organizers' budgets, as no two special events share the exact same location, footprint or audience. Below we have identified recommended routes as it relates to civic procession/parades (i.e. Canada Day, Santa Claus, PRIDE, etc...).

Recurring Annual Civic Procession/Parade PRE-APPROVED ROUTE	LOCATION
Ottawa Street East	Between Monmouth Road and Langlois Avenue Walker Road to Monmouth Road designated as local traffic only Must maintain access to the Market/Shoppers parking lot
Riverside Drive East and West	Between Devonshire Road and Caron Avenue Walker Road to Devonshire Road designated as local traffic only Must maintain access to Hiram Walker
Wyandotte Street East	Between Devonshire Road and Aylmer Avenue Walker Road to Devonshire Road designated as local traffic only Must maintain access to Tim Hortons and Hiram Walker

The routes above are intended for large scale recurring annual holiday parades as well as the PRIDE parade (Ottawa Street location). One-off parades or processions, such as a Memorial Cup-type parade, would also be discussed with and considered by SERT.

Windsor Parade Corporation has already confirmed their interest in using the Wyandotte Street East route, noted above, for their Canada Day and Santa Claus Parades.

Administration is of the opinion that the three routes noted above provide a variety of opportunities for large scale parades and processions and do not pose any limitations to event organizers, nor would cause the loss of any event due to lack of route options.

Factors taken into consideration for the approved routes included:

- Number of intersections to be controlled by sworn duty officers
- Amount of equipment required vis-a-vis the Highway Traffic Act

- Impact on local businesses and residents
- Impact on egress and ingress of emergency vehicles and situations
- Level of required volunteer personal by the event organizer
- Safe provision of sight lines for participants and parade devices (floats, act etc.)
- Impact on emergency services such as fire halls, hospital, EMS routes
- Proper clearance of safety equipment such as hydrants
- Historical traffic and pedestrian flow
- Access to public parking lots and meters
- Impact on public transit
- Ease of redirecting the flow of, including alternate truck detours if necessary

Providing event organizers with pre-approved locations to accommodate parades and processions would greatly improve the pre-planning necessary by emergency service personnel (Police, Fire and EMS). Use of these pre-approved designated routes minimizes risk levels by a reduction of access ways to mitigate hostile vehicle situations, addresses reduced schedule of personnel requirements, which in turn reduces cost for the event organizer, and maintains safety levels for the participants of the event.

Further, these pre-approved routes would also assist residents and businesses impacted by the closure or disruption, to better plan for the event and provision of service to the event or their clients.

Any closure of roadways and public right of ways impacts the flow of vehicular traffic and pedestrian movement. Restricting access to residents and businesses must also be taken into consideration by SERT in the interest of public safety, ingress and egress of emergency vehicles and services, and course of action in emergency situations, whether immediate or possible. Proper placement of personnel, vehicle traffic controls and equipment is critical to maintain a level of awareness to accommodate any emergency that may present itself during the closure.

The Special Events team works with event planners to mitigate costs and may suggest that an event planner consider private security firms, modifying/reducing the closure or relocating the event so as not to require a road closure. The Special Events team along with SERT continue to work with the hosts to mitigate costs on a case-by-case basis.

Below we have identified common Fixed and Variable costs in association with hosting special event road closures.

Fixed Costs Special Event Road Closure:

ITEM	COST
Special Events Road Closure Fee	$155.30
Noise Bylaw Waiver Fee (if applicable)	$103.55
Windsor Fire and Rescue Inspection Fee	$300.00 – new event **$150.00 – RECURRING EVENT**

In comparing the fee structure for road closures amongst comparable municipalities with similar size/scope, Windsor's fee structure is very competitive (Appendix A). Requirements from other municipalities include assessment fees for advertising the road closures, advertising fees for alternative Transit services, or for changes to route including the change for increasing scheduling. Supplemental services such as barricades and bagging of parking meters are similar. Some of these other noted municipal fee structures and services are included or not assessed in the City of Windsor. The City of Windsor's permit fee is $155.30 for a major road closure while other municipalities vary from $266.00 to $650.00 dependant on if the request is for a complete closure, partial closure or temporary control (rolling closure).

Variable Costs Special Event Road Closure:

In the event that police officers are required for an event, the current process to request Contract Duty Officers is to submit a "Request for Contract Duty Officers" (Appendix B) and sign a Memorandum of Understanding (Appendix C), which is sent to Windsor Police Services.

Provision of required personnel and vehicles to manage the closure are key elements of the safety plan. Maintaining the safety and wellbeing of the event participants, the public at large, and flows of traffic by sworn officers (as required by the *Highway Traffic Ac*t) may require provision of designated personnel such as Contract Duty Officers (depending on analysis by Police Services), EMS personnel and/or designated ambulance vehicles, and Fire and Rescue personnel and/or designated vehicles.

Closures do have an impact on regular day-to-day duties of these departments, and scheduling of personnel and vehicles is dependant on regular public needs and emergency responses.

Based on the history, nature and size of the event or similar events, Windsor Police Service reserves the right to alter or increase the number of officers, supervisors, and/or vehicle requirements, the number of hours an officer is to be on site, the duties to be performed, and the right to cancel or refuse the Contract Duty all together.

All Contract Duty policing, and the cost associated with the service, is subject to the current Windsor Police Association - Unit "A" Collective Agreement, the Windsor Police Service - Contract Duty Employment - Directive 791-05, and the Police Services Act (Appendix B).

Typically a three (3) hour minimum fee is applicable per approved officer. Provision of service is discretionary; neither the Windsor Police Services, nor the Windsor Police Services Board have the authority to compel their officers to work in their off-duty hours.

Set fees for contract duty officers enable an agency or organization to have a sworn officer on hand to provide visible security for an event. With the current demands on Windsor Police Services, the calls for service, shifts, and random availability of officers, the Contract Duty system ensures that off duty officers can be assigned to events specifically, without concerns of having them redirected or tasked to other high priority matters.

While *the Highway Traffic Act* does not require a police presence for security purposes, the City's Municipal Alcohol Policy, approved by M512-2015 on December 7, 2015, does stipulate that the municipality and/or Windsor Police Services reserve the right to require the presence of police officer(s) for the duration of an event where alcohol is served, and in some instances roads that are temporarily closed for this purpose. The number of police personnel, if required at an event, shall be determined by the Windsor Police Services and associated costs are to be borne by the sponsoring group or individual.

Any equipment (including barricades and traffic control signage) and personnel required to secure the road closure are the responsibility of the event organizer - these fees are variable dependent on the type, location of the road closure, length and duration.

As noted above, the bulk of the costs associated with road closures involve the personnel and equipment to safely execute the event. These costs are variable and all members of the Special Events Resource Team, and in particular Windsor Police Services, evaluate each event on its own merits, risks, and against governing legislation while working with event organizers to minimize costs where appropriate.

The Special Events team also acts as a resource for event organizers and can provide suggestions for additional savings such as volume discounts for equipment and supplies as well as ways to internally source and/or create items such as barricades, saving money on rental fees and labour.

Risk Analysis:

Litigation risks are standard with any special event held on City property and may pose a significant risk. These risks are mitigated by thoroughly vetting the event through the Special Events Resource Team, requiring sufficient security measures and transferring risk to the event host by requiring the event host to indemnify the City in the event of a loss and provide proof of insurance. Insurance and all other conditions that must be satisfied for the event to proceed are handled in accordance with the Special Events

Agreements Procedure. Special events requirements are evaluated on a case-by-case basis.

Climate Change Risks

Climate Change Mitigation:

N/A

Climate Change Adaptation:

N/A

Financial Matters:

The implementation of this catalogue would have no financial impact.

Consultations:

Sergeant Gary Williams - Patrol Support - Liaison Sergeant, Windsor Police Services

Mike Coste – Windsor Fire Services

Ryan Lemay – Essex Windsor EMS

Mike Spagnuolo – Operations – Traffic

Bill Kralovenski - Operations – Parking Services

Mike Duval – Transit Windsor

Dana Paladino – Deputy City Solicitor

Jen Knights - Executive Director of Recreation and Culture

Mike Taylor – Supervisor, Special Events

Conclusion:

The Corporation of the City of Windsor recognizes the importance of special events and festivals in enhancing the quality of life, tourism, culture, recreation and education for the community. The cataloguing of street closures will assist organizers in planning events while streamlining the approval process.

Approvals:

Name	Title
Michelle Staadegaard	Manager, Culture and Events

Name	Title
Jen Knights	Executive Director, Recreation and Culture
Ray Mensour	Commissioner – Community Services
Shelby Askin-Hager	City Solicitor
Jason Reynar	Chief Administrative Officer

Notifications:

Name	Address	Email

Appendices:

1 Appendix A - Road Closure Comparison Chart 2021
2 Appendix B - Contract Duty Request Form
3 Appendix C - 791-05 Contract Duty Memo of Understanding

Municipality Road Closure Comparison Chart

Municipality	Population (2020)	Road Closure Fee 2021 (Exclude HST)	Barricade Fee (Exclude HST)	Fire Inspection Fee	Other Charges	Notes
Windsor	221,955	$103.00 - $154.50	$10.25 per day $60.00 delivery fee	$150.00-$300.00	$ 103.00 - Noise bylaw $ 72.26 - $216.78 WPS(hourly) $ 47.87 - Meter Bagging per 10 meters	
London	392 279	$ 260.00 Appraisal Fee $ 165.00 Application Fee $ 1,182.00 Advertising Fee	$5.75 per day		Meter Bagging $ 50.00 - Administration Fee $ 9.00 meter per day	**Multi step application process
Kitchener/Waterloo	562,000	$78.80	$8.05			**Roadway closure and/or partial closure per Lane/Per Day to a max of $150.00 per day
Hamilton	536,917	$707.10	N/A	$291.70	$ 300.00 Sign/post Traffic	*3rd party provides barricades
Toronto	6,196,731	$116.00 - $ 11,346.98		Special occasions permit for the discharge of Family Fireworks Per Permit $212.37		*Signature Events, One Day, Athletic and local
Barrie	197,059	$143.71				
Peel	1.50 million	$ 550.00 - Full $ 275.00 Partial & Rolling	N/A			
Oakville	217 420	$ 127.00 Deposit $ 70.00 Permit Fee $ 330.00 Permit Fee if Traffic Control Provided $ 1,521.00 - $ 657.00 BIA or Charity Event $ 195.00 - Plus a per km rate of road occupation	$185.00	$ 59.37 -Fire Safety Plan Review $ 286.00 Fire Inspection Fee		
Ottawa	1,393,086	$ 13,338.12 Street/Lane Opening $ 9,598.52 (Arterial, major collector, collectors) $ 9,033.52 (arterial, major collector, collectors) $ 4,822.52 (local road, lane) $ 4,257.52 (local road, lane)		$194.36		
Winnipeg	762,700	$550.00 Permit $34.00 Administration fee	$ 53.00 deposit	$137.00		*Street closure Permit - via Public works Parade permit via special events - no fee
Detroit	667,272	$400 per 8 hours/ $1,200 for 24 hr	N/A			

Request for Contract Duty Officers

Windsor Police Service
P.O. Box 60, 150 Goyeau Street, Windsor, Ontario N9A 6J5

Contract Duty Employer Information:

Date of Application: _____

Name of Company/Organization: _____

Name of Event (if Applicable): _____

Contact Person: _____ Telephone Number: _____

Alternate Contact: _____ Telephone Number: _____

Fax Number: _____ Email: _____

Billing Information:

Name of company or person to be billed: _____

Telephone Number (if different from above): _____

Complete Address: _____

Event Information:

Date of Event: _____ Start time: _____ End Time: _____
(If multiple dates requested, please attach schedule separately – Schedule attached

# of Requested Officers(s): _____ Start time: _____ End Time: _____
(Subject to WPS Review)

Does this event require the use of a police vehicle? Yes No

Location of Event: _____

Type of Event: _____

Brief Description of Duties Requested: _____

Will liquor be served at this event? Yes No (If Yes, please provide name and address of licensee)

Name: _____ Address: _____

Estimate Number of person in attendance: _____ Number of Chaperones or Security: _____

Completed applications are to be mailed to the attention of the Payroll and Contract Duty Clerk – P.O. Box 60, 150 Goyeau Street, Windsor, ON N9A 6J5. Should this application be a "**Short Notice Request"** (received less than 72 hours prior to event) **YOU MUST** contact the office of the Payroll and Contract Duty Clerk directly at (519) 255-6700 ext 4202. (Contract Duty Office hours are M-F, 8am-4pm.)

Rates for Contract Duty are current with the Windsor Police Services Board and Windsor Police Association – Unit 'A' Collective Agreement. Please note: In all circumstances, a three (3) hour minimum fee is applicable per approved officer.

****Payroll and Contract Duty Clerk receives cancellation of required services at least twenty-four (24) hours prior to the event – Fees will not be applied.**

****Cancellations received within twenty-four (24) hours of event – A three (3) hour minimum fee per approved officer will be charged.**

****Cancellations on site or released early – Officer's full contracted hours will be charged for each approved officer plus administrative fees.**

By signing below, I (applicant) acknowledge and agree to pay the fees for this contract duty as the rates below apply:

EFFECTIVE SALARY DATES	CONSTABLE RATES (Minimum @ 3 Hours)	SERGEANT RATES (Minimum @ 3 Hours)
October 1, 2021	$75.75 ($227.25)	$92.42 ($277.25)
January 1, 2022	$76.52 ($229.55)	$93.35 ($280.04)
July 1, 2022	$77.28 ($231.84)	$94.28 ($282.83)
EQUIPMENT & ADMINISTRATION		
Type	**Fee**	**MINIMUM**
Police Vehicle	$20.00 / hour	$60.00
Police Boat	$50.00 / hour	$150.00 (Inspector approval required)
Administration	16.3% of the total salaries	N/A
HST	13% of the total invoice	N/A (Applicable to all costs)

All fees and taxes are invoiced by the City of Windsor. Payment is to be made payable to:

City of Windsor
Corporate Services Department
Accounts Receivable
Room 100, 350 City Hall Square West
Windsor, ON N9A 6J5

Please direct questions, concerns or comments to the Windsor Police Service – Payroll and Contract Duty Clerk by telephone at (519) 255-6700 ext. 4202 or by fax at (519) 255-9880 or email to wpscontractduty@windsorpolice.ca

Acknowledgement

I acknowledge and agree that:

I have read, understood and have submitted a valid "*Memorandum of Understanding*', which forms a part of this application;

I have read, understood and agree to all conditions and requirements as set out in this '*Request for Contract Duty Officers*' application and the '*Memorandum of Understanding*',
I have the authority to enter into these agreement(s);
I agree to pay all applicable fees and taxes within 30 days of receipt of an invoice from the City of Windsor; and,

Should the need for contract duty officer(s) be cancelled **within twenty-four (24)** hours of the scheduled start of the event I agree that I remain obligated to submit to the City of Windsor, three (3) hours minimum payment (plus applicable fees and taxes), per approved officer, as outlined in the *Memorandum of Understanding*.

I also understand that in the event an emergency is declared by the Windsor Police Service, the police officers carrying out these special duties and any police vehicles in use by them, may be reassigned to such an emergency without compensation to you, your company, the event or to any other person or entity.

A signed copy of this document **MUST** be delivered to the Windsor Police Service within five (5) days of submitting this application.

Signed this_____day of_____, 20___. _____
in the City of Windsor and the Province of Ontario Name (printed)

Signature

Each section MUST be initialled, indicating you have read, understand and agree to the statement therein.

_____1. All Contract Duty policing is subject to the current Windsor Police Association - *Unit "A" Collective Agreement,* the Windsor Police Service - *Contract Duty Employment* - Directive 791-05 and to the terms and conditions outlined in this Memorandum of Understanding (MOU), any or all of which may be amended at the sole discretion of the Windsor Police Service at any time.

_____2. Contract Duty policing is also subject to the provisions of the *Police Services Act.*

_____3. For the purposes of this MOU, "Employer" means a person, entity or enterprise, who/which has requested this service and agrees to the payment of all wages, charges and fees to the Windsor Police Service (through the City of Windsor) in return for the performance of specific police duties by a police officer and/or the use of police vehicles.

_____4. Requests for officers and police vehicles are to be received in writing by the Windsor Police Service - *Payroll and Contract Duty Clerk*, **at least seven (7) days prior** to the event. Requests received within seven (7) of the event may be rejected.

_____5. On-duty officers cannot work a contract duty. The Windsor Police Service and/or the Windsor Police Services Board have no authority to order it's officers to work in their off duty hours. As such, the Windsor Police Service and the Windsor Police Services Board does not assume or accept liability for any non-staffing of contract duty requests. The Windsor Police Service will make every reasonable effort to have qualified police officer(s) fulfil a request for a contract duty made by a MOU holder. In the event the Windsor Police Service is unable to provide contract duty officer(s), the Employer will be notified as soon as is practical.

_____6. Contract Duty requests shall include:

a) The nature or type of event or function the employer is engaged in;

b) The location and size of area to be policed;

c) The nature of the duties required;

d) The date(s) and number of officers required;

e) The specific hours required (minimum three (3) hours);

f) Confirmation whether or not liquor will be served at the event;

g) The number of people the employer anticipates will attend the event; and

h) The number of chaperones, staff or other security officials also attending the event.

_____7. The Employer shall direct all requests for officers to work in a contract duty capacity, directly to the *Payroll and Contract Duty Clerk* only and NOT through an individual officer.

_____8. Approved requests for Contract Duty services are entered into a database, which will randomly select an available and qualified officer(s) to fill the request.

_____9. Unless otherwise agreed to in writing by the Chief of Police or designate, all officers working in a Contract Duty capacity shall be attired in a regular - Uniform Patrol Branch issued uniform.

_____10. Based on the history, nature and size of the event or similar events the Windsor Police Service reserves the right to alter or increase the number of officers, supervisors, and/or vehicles required, the number of hours an officer is to be on site, their duties to be performed, and the right to cancel or refuse the Contract Duty all together. The following criteria will be considered but is not limited to:

a) The nature of the event;

b) The availability or service of alcohol or drugs;

c) The estimated number of people in attendance (for events with alcohol service, the number given on the *Special Occasion Permit* shall be used as the minimum basis for staffing);

d) Event history (e.g. problems with previous event by this employer or similar events);

e) Other security arrangements (i.e. private security, volunteers on hand and chaperones);

f) Whether the Employer has outstanding or unpaid invoices for Contract Duty services;

g) The location, size and visibility of the area to be policed including hindrances to normal communications (e.g. amplified music); and,

h) Public and officer safety concerns.

_____11. Contract Duty events requiring four (4) or more officers must also have one (1) uniformed Sergeant assigned and an additional Sergeant for every four (4) officers thereafter (excluding the Sergeant).

_____12. An Employer who wishes to cancel a Contract Duty event must notify the Windsor Police Service at least **twenty-four (24) hours in advance** of the scheduled start time of the event as follows:

- 8:00 a.m. to 4:00 p.m., Monday to Friday – by contacting the *Payroll and Contract Duty Clerk* at (519) 255-6700 extension 4202.
- 4:00 p.m. to 8:00 a.m. Monday to Friday, and all day Saturday, Sunday and Holidays - contact the Patrol Staff Sergeant, Station #1 at (519) 255-6700 extension 4230.

_____13. An Administration Fee equivalent to **16.3%** of the total of the officer(s) wages will be added to the invoice for this service in accordance with the current Fee Schedule.

_____14. Contract Duty cancellations received within **twenty-four (24) hours** of the scheduled start time of the event are subject to a three (3) hour minimum charge for each officer scheduled, the Administration Fee and applicable taxes.

_____15. Where the Employer has requested a police vehicle for use by an officer during this Contract Duty event, the Employer agrees to pay an hourly per vehicle fee in accordance with the current Fee Schedule.

_____16. The Employer agrees to pay all Contract Duty charges, fees and applicable taxes at the rate(s) specified in the current Fee Schedule or otherwise by law.

_____17. On completion of the Contract Duty, the Employer will be invoiced by the City of Windsor for the officer(s) wages, Administration Fee (16.3%), vehicle fees (if applicable) and applicable taxes. In accordance with City of Windsor policy, compound interest will be added to **unpaid accounts** after 30 days at rate of 2% per month (annual rate 26.8%).

_____18. The Employer shall submit payment to The City of Windsor for the total invoiced amount in accordance with the terms specified on the invoice. An outstanding account older than 30 days may give rise to a suspension of Contract Duty services.

_____19. The Windsor Police Service may suspend an Employer's Contract Duty service privileges if (but is not limited to):

a) The employer fails to comply with this Memorandum of Understanding;

b) There is a charge(s) pending against a licensed premise which may result in the suspension of the liquor license;

c) The employer is in default of payment to the City of Windsor;

d) The interests of the employer are in conflict with those of the Windsor Police Service.

_____20. The Windsor Police Service **WILL NOT** provide contract duty services if:

a) The officer is required to act as a doorman or bouncer;

b) The officer is to provide security during a labour dispute;

c) The Employer's establishment is licensed by the City of Windsor as an "*Adult Entertainment Parlour*";

d) The Employer's - Contract Duty privileges have been suspended for failure to comply with this Memorandum of Understanding including being in default of payment;

e) The Employer's – license to serve liquor has been suspended, or;

f) The interests of the Employer conflict with those of the Windsor Police Service.

_____21. The Windsor Police Service reserves the right to withdraw officers from a Contract Duty event, at the discretion of the Chief of Police or designate, without compensation to the Employer.

_____22. The Employer understands and agrees that the Windsor Police Service, the Windsor Police Services Board, its members and/or employees shall not be held liable for any loss or damage in or by any manner whatsoever, including loss of income or revenue, due to the absence or removal of an officer or officers from a Contract Duty event.

Please place your initials beside EACH section indicating you have read, understand and agree to the statement contained therein.

Name of Employer: _____

Address/Postal Code of Employer: _____

Phone / Fax Number: _____

Email Address: _____

(Print) Name of Authorized Person: _____

By signing below I hereby agree to abide by the conditions and restrictions included in this *Memorandum of Understanding*, and certify that I am authorized to enter into this agreement.

Signed this _____ day of _____ 20_____, at the City of Windsor, in the County of Essex, and the Province of Ontario.

X _____

(Signature of authorized person)

THE CITY OF WINDSOR ONTARIO, CANADA

Council Report: S 36/2022

Subject: Update of Round 1 of the Arts, Culture and Heritage Fund 2022 – City Wide

Reference:

Date to Council: April 6, 2022
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Recreation and Culture
Report Date: March 10, 2022
Clerk's File #: SR2022

To: Mayor and Members of City Council

Recommendation:

THAT the report from the Cultural Development Coordinator and the Manager of Culture & Events regarding the update on Round 1 of funding of the Arts, Culture and Heritage Fund (ACHF) in 2022 **BE RECEIVED**.

Executive Summary:

N/A

Background:

Council approved the ACHF grant program as part of the 2022 budget process.

The guidelines for the Arts, Culture and Heritage Fund outlined the process for selecting the jurors as follows: "All applications will be assessed by a jury, working with the Culture staff. The jury will be comprised of a diverse selection of five (5) people that are arts, culture or heritage professionals. Some have direct experience working with arts, culture or heritage organizations or as individual creators. Others have municipal backgrounds with arts, culture and heritage experience. The ACHF will select jurors who:

- Have a broad spectrum of knowledge and experience of the creative community;

- Have knowledge of the arts, culture and heritage needs of the City of Windsor;
- Will provide fair and objective opinions;
- Can articulate their opinions and work in a group decision-making environment

These jurors diligently completed the evaluation process on all of the applications submitted to the current funding round.

Discussion:

The Application form for the Arts, Culture and Heritage Fund was posted on the City of Windsor's website, and the targeted webpage (achfwindsor.ca) with the grant opening January 17, 2022 and closing February 4, 2022. All regular promotion took place utilizing social media, E-Blasts, and sharing by cultural organizations including social media pages for the City of Windsor, Museum Windsor, and Mayor Drew Dilkens, as well as partner websites and social media pages including Arts Council Windsor & Region, Windsor-Essex Theatre Community, and Windsor Endowment for the Arts. Two public information sessions were held virtually on January 26, 2022 with City administration providing details of the program guidelines, eligibility criteria, application and adjudication process. As with each previous funding round, all applicants completed consultations by phone or email with a member of the Culture & Events team to confirm applicant and project eligibility in advance of submission, and to receive support through the process. The ACHF application is electronic, with both an online application form and an online process for adjudication.

The jury continues to appreciate the online process as it permits them access to the applicants' support materials by allowing them to click embedded links to artist information, reference letters, organizational documents, websites, videos, sound files and image files, and work samples. Both jurors using this system for adjudication and applicants using this system to apply remain satisfied with the overall functionality of the system.

Each juror received a specific and unique login to allow them access to the online applications. Administration was able to monitor the jury's progress through the evaluation process, and answer questions as needed. The jury convened on March 1, 2022 through Zoom to discuss the key objectives and priorities of the fund and to adjudicate the applications as a group to arrive at final funding decisions.

There was a long and fulsome conversation amongst the jurors to determine the final decision. At the close of the application round, Administration received twenty-six applications – twenty-two from individuals, and four from organizations – totalling about $104,000 in requested funding. If the opportunity to fund all of the requests were available, the total value of the projects would exceed approximately $118,590, demonstrating how grant funding leverages additional spending on, and increases spin-off investment in culture within the community. There is $59,000 available for distribution in the first round of the ACHF in 2022. Of their collective experience working as part of the ACHF Jury for the first round of funding for 2022, the members' comments included:

“As a first time juror, I found it an interesting and enlightening experience – there were so many wonderful and greatly varying projects to consider. I appreciated administration’s guidance throughout this process. I also benefited from the experience of the other jurors. I look forward to the next round.”

“This was a wonderful experience. Thank you all for the great discussion.”

The jury was pleased to be able to award grant funding to nineteen projects – seventeen grants to individuals, and two grants to organizations in this funding round. Of the applicants in this round, eleven were first-time applicants to the program, and eight of those applicants were selected for funding.

The jury selected a strong mix of projects across genres including the visual arts, the performing arts, film, music, literary arts and storytelling, podcasts, and some important projects supporting diversity, inclusivity, heritage and the celebration of humanity in our community.

Table 1 below provides a detailed listing of successful applicants along with a description of the project they submitted for funding. Upon completion of their projects, applicants are required to submit to the Culture & Events office, a final report outlining the impact of the project, both financially and within the cultural community of Windsor. All final reports require the recipients to quantify the results of their project (the number of visitors, CDs sold, attendance, engagements, etc.). The final report also includes the final budget for the project confirming revenues earned, copies of promotional materials, and the criteria they used to measure the success of their project in meeting their goals and how they believe the project affected life of our community.

Additionally, as identified in earlier reports to Council, all of the projects selected are required to identify the City of Windsor as a funder to the project, through the display of the City logo with the accompanying words “Supported by the City of Windsor’s Arts, Culture & Heritage Fund (ACHF) achfwindsor.ca” on all project materials.

As requested by members of City Council with previous reports, the successful applicants are featured on our website under “ACHF Success Stories.” They are also invited to display or showcase their finished projects, where appropriate, at specific city events such as culture summits, the City birthday celebration, and potentially the Mayor’s Arts Awards (an event held in partnership with the Windsor Endowment for the Arts). Information about the projects is also shared in Culture E-Blasts, on social media, and through the annual Parks, Recreation & Culture Community Impact Report.

Table 1: Successful Applicants

Name	Project	Description	Ask	Awarded	Variance
Bilal Nasser	2022 Album	Funding for artist fees, recording, cover art and post-production of an original music album.	$5,000	$5,000	$0
Mitchell Branget	The Final Haunting	Funding for artist fees and post-production costs for an original, locally-created short film.	$4,500	$4,000	($500)
Tracey Atin	"Flutter" Opera	Funding for artist fees for an original opera focusing on the lifecycle and migration patterns of Monarchs.	$5,000	$4,000	($1,000)
Anthony Sheardown	Stoked On Tofino	Funding for book printing, framing and print costs, and marketing and promotion of a new photo book.	$4,500	$4,000	($500)
Jacob McLean	Mellodraw	Funding for artist fees, production and promotion of a new album of original music.	$4,500	$4,000	($500)
Arts Collective Theatre ACT	Soup, Salad, Story Sharing & Seniors	Funding for artist fees and materials for a new performing arts program focusing on seniors and storytelling.	$4,500	$4,000	($500)
Maria Belenkova-Buford	Journey Back	Funding for artist fees, venue, design and production for a new short film.	$3,975	$3,900	($75)
Vanguard Youth Arts Collective	Breaking Waves: A Vanguard Youth Workshop	Funding for arts supplies, artist fees, materials and promotion of a community mixed-media arts workshop for youth.	$3,800	$3,600	($200)

Name	Project	Description	Ask	Awarded	Variance
David Carovillano	88 and 1	Funding for artist fees and production for four original pieces of classical orchestral music to create a full-length original album.	$5,000	$3,500	($1,500)
Andrew Stanley	Marysville, Tenth Line	Funding for pre-production & artist fees for an original feature film.	$5,000	$3,000	($2,000)
Diana Fleming	Dance Creations 2022	Funding for artist fees, venue, materials and promotions for a multi-phase project creating a new work for dance artists.	$5,000	$3,000	($2,000)
Rob Palombo	Saints Down	Funding for artist fees, production and marketing of 6 original songs and corresponding videos.	$4,995	$3,000	($1,995)
Kristina Bradt	Tiny Art Vending Machine	Funding for artist fees, materials and curatorial work for a visual arts project that will fill a vending machine to be placed around the city.	$3,000	$3,000	$0
Ken Amlin	Windsor Re-Told	Funding for artist fees for creation of a new podcast sharing Windsor-Essex history from the 1800s, based on original radio broadcasts from 70 years ago.	$5,000	$2,500	($2,500)
Scott Rawlings	Boo Gets the Blues	Funding for artist fees, production and publishing costs for an original children's book on the topic of depression.	$4,050	$2,500	($1,550)

Name	Project	Description	Ask	Awarded	Variance
Eric Branget	The Fantasy Fantasia Podcast	Funding to produce, edit, present and promote new episodes of a locally made podcast featuring local actors and storytellers.	$4,506.50	$2,000	($2,506.60)
Curtis Byrne	Stay Loyal; Reckless Upstarts	Funding for artist fees, recording and production of an original 10-song album.	$5,000	$2,000	($3,000)
Garrett McKelvie	Bound	Funding for artist fees for writing, editing, artwork, and pre-production work on an original narrative short film.	$3,000	$1,500	($1,500)
Barbara Snyder	Graphic History of Alexander MacKenzie	Funding for layout and printing of compiled art and notes for a book about Alexander Mackenzie, Mackenzie Hall, and the work of the late Evelyn McLean.	$500	$500	$0
TOTALS			**$80,826.50**	**$59,000**	**($21,826.60)**

Risk Analysis:

The Municipal Cultural Master Plan originally recommended that an arm's-length commission be established that was a decision-making volunteer body independent of Council consisting of City residents who are familiar with cultural disciplines and cultural organizations in the City.

The Task Force that convened to guide this project to fruition expect there to be a transparent application process in order to have the applications adjudicated without prejudice. The Task Force supported a jury process that consisted of members of the community applying or being nominated, and being selected for the knowledge and experience that they share with the community.

Climate Change Risks

Climate Change Mitigation:

N/A

Climate Change Adaptation:

N/A

Financial Matters:

On December 13, 2021 at a Special Meeting of City Council, B27/2021 was approved through the 2022 recommended operating budget submission, (Budget Issue# 2022-0346), which increased the annual operating budget of ACHF to $118,000. The increased annual operating budget of $118,000 provides Culture and Events to distribute two rounds of funding awarding up to $59,000 per round. Individual grants awarded through this project are for a maximum of $5,000 per grant

Consultations:

N/A

Conclusion:

The City of Windsor continues to make significant contributions to the cultural fabric of the community.

The ACHF grant-funding program continues to grow the arts, culture and heritage sector by providing small and impactful amounts of funding to help make culture happen now. The purpose of this fund – *Investing in the soul of our City by providing financial assistance to locally developed arts, culture and heritage projects that provide exciting, surprising, and meaningful opportunities to strengthen our creative community* – will have an immediate impact on the cultural community.

Approvals:

Name	Title
Valerie Clifford	FPA
Michelle Staadegaard	Manager, Culture & Events
Jen Knights	Executive Director, Recreation & Culture
Ray Mensour	Commissioner, Community Services
Joe Mancina	City Treasurer
Jason Reynar	Chief Administrative Officer

Notifications:

Name	Address	Email

Appendices:

1 Appendix A - ACHF Guidelines City of Windsor