



CITY COUNCIL

AGENDA

(available also at www.citywindsor.ca)

Monday, February 6, 2017

6:00 o'clock p.m.

Council Chambers, 3rd Floor, Windsor City Hall

Members:

Mayor Drew Dilkens

Ward 1 - Councillor Fred Francis

Ward 2 - Councillor John Elliott

Ward 3 - Councillor Rino Bortolin

Ward 4 - Councillor Chris Holt

Ward 5 - Councillor Ed Sleiman

Ward 6 - Councillor Jo-Anne Gignac

Ward 7 - Councillor Irek Kusmierczyk

Ward 8 - Councillor Bill Marra

Ward 9 - Councillor Hilary Payne

Ward 10 - Councillor Paul Borrelli

1. **ORDER OF BUSINESS**
 - 1.1. In the event of the absence of the Mayor, Councillor Francis has been Appointed Acting Mayor for the month of February, 2017 in accordance with By-law 189-2014
2. **CALL TO ORDER** - Playing of the National Anthem & Moment of Silent Reflection
3. **DISCLOSURE OF PECUNIARY INTEREST AND THE GENERAL NATURE THEREOF**
4. **ADOPTION OF THE MINUTES**
5. **NOTICE OF PROCLAMATIONS**

Heart Month – February 2017
Eating Disorder Awareness Week – February 1-7, 2017
Congenital Heart Defects Awareness Week – February 7-14, 2017
Rotary International World Peace & Understanding Week – February 19-25, 2017
6. **COMMITTEE OF THE WHOLE**
7. **COMMUNICATIONS INFORMATION PACKAGE**
 - 7.1. **CORRESPONDENCE**
COMMUNICATION REPORTS
 - 7.2. 2016 Municipal Accomplishments Report - City Wide (**S 8/2017**)
 - 7.3. Response to CQ34-2016: Design Guidelines for fencing along Riverside Drive (**CM 59/2016**)
 - 7.4. CQ23-2016 - Use of Aerial Drones in Parks, City Wide (**CM 6/2017**)
 - 7.5. City Wide 2017 BIA Budget Review and Approval Process (**CM 7/2017**)
 - 7.6. CR629/2016 - George Avenue and Ypres Avenue Petition - Ward 5 (**C 10/2017**)

8. CONSENT AGENDA

- 8.1. 2016 Cold Milling & Asphalt Paving II - Tender No. 145-16 (**C 9/2017**)
- 8.2. Sanitary Trunk Sewer Inspection - RFP 151-16 (**C 13/2017**)

CONSENT COMMITTEE REPORTS

- 8.3. Kamloops Street Extension Environmental Assessment - Filing the Notice of Study Completion - Ward 9 - quick turnaround request from City Engineer (**S 4/2017**)

9. REQUEST FOR DEFERRALS, REFERRALS AND/OR WITHDRAWALS

10. PRESENTATIONS AND DELEGATIONS (5 Minute maximum per delegate)

11. REGULAR BUSINESS ITEMS (Non-Consent Items)

- 11.1. Proposed Expropriation of Land for the Phase I, Cabana/Division Corridor Improvements Project, City Wide (**C 12/2017**)
- 11.2. Roseland Golf & Curling Club Limited - Annual General Meeting, City Wide (**C 15/2017**)
- 11.3. Canada 150 & Ontario 150 Grant Responses (**C 1/2017**)

12. CONSIDERATION OF COMMITTEE REPORTS

- 12.1. (i) Report of the Special In-Camera meeting or other Committee as may be held prior to Council (if scheduled)

13. BY-LAWS (First and Second Reading)

14. MOVE BACK INTO FORMAL SESSION

15. **NOTICES OF MOTION**

16. **THIRD AND FINAL READING OF THE BY-LAWS**

17. **PETITIONS**

18. **QUESTION PERIOD**

19. **STATEMENTS BY MEMBERS**

20. **UPCOMING MEETINGS**

Planning, Heritage & Economic Development Standing Committee
Monday, February 13, 2017
4:30 o'clock p.m.
Council Chambers, 3rd Floor, Windsor City Hall

Housing Advisory Committee
Tuesday, February 14, 2017
9:00 o'clock a.m.
Board Room, 1266 McDougall Street

Windsor Public Library Board Meeting
Tuesday, February 14, 2017
4:00 o'clock p.m.
Central Library Board Room, 850 Ouellette Avenue

Diversity Committee
Thursday, February 16, 2017
4:30 o'clock p.m.
400 City Hall Square East, Room 407

21. **ADJOURNMENT**

**CAO Office****MISSION STATEMENT**

"Our City is built on relationships – between citizens and their government, businesses and public institutions, city and region – all interconnected, mutually supportive, and focused on the brightest future we can create together"

REPORT #: S 8/2017	Report Date: 1/9/2017
Author's Contact:	Date to Council: 2/06/2017
Andrew Drouillard	Clerk's File #: AS2017
Corporate Initiatives Analyst (A)	
519-255-6100 ext. 6616	
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To: Mayor and Members of City Council

Subject: 2016 Municipal Accomplishments Report - City Wide

RECOMMENDATION:

THAT the 2016 Municipal Accomplishments Report regarding the accomplishments of City staff and departments in the 2016 calendar year and surrounding time frame, as directed by the Mayor and City Council, **BE RECEIVED** for information.

EXECUTIVE SUMMARY:

N/A

BACKGROUND:

Through this report the Chief Administrative Officer would like to highlight the initiatives and accomplishments of the last year.

DISCUSSION:

It would be very difficult to capture all of the annual accomplishments by City staff and departments in a single list, as staff dedicate every day of the year to providing exceptional service to the community. Instead, the Municipal Accomplishments Report, attached in Appendix A, is intended to communicate to City Council and the public the highlights of what City Administration has accomplished over the past year under City Council's direction and with their support. As well, this report on accomplishments can

be useful as background information to help guide the development of future initiatives and overall direction of the municipality.

The attached appendix features a summary of individual employee and corporate awards and achievements, an overview of the work of internal programs and committees, and a sample of the achievements from individual departments. The list of departmental achievements is not meant to compare different areas or be comprehensive in scope, but to showcase some of the important work done by Administration in 2016. Many of the accomplishments listed span multiple departments, especially those involving internal support services.

This year's Report also features an updated format and an additional section which briefly highlights three important projects that align with the three themes in the 20-Year Strategic Vision.

RISK ANALYSIS:

N/A

FINANCIAL MATTERS:

N/A

CONSULTATIONS:

City of Windsor Management Staff

CONCLUSION:

The Corporation of the City of Windsor has achieved notable successes over the last year in its delivery of services to the community. Highlights of these successes are presented in the attached appendix. These successes are attributable to the policy direction set by the mayor and council and the dedication of our valued employees in acting on those directives.

APPROVALS:

Name	Title
Onorio Colucci	Chief Administrative Officer

NOTIFICATIONS:

Name	Address	Email

APPENDICES:

Appendix A – 2016 Municipal Accomplishments Report

2016

MUNICIPAL ACCOMPLISHMENTS REPORT

Introduction

The Municipal Accomplishments Report is an annual report that aims to communicate and celebrate the achievements of City of Windsor employees. City staff are dedicated to the betterment of the community and work hard to implement the vision of the Mayor and City Council. Though some of accomplishments listed have been recognized through other channels, this report provides an opportunity to enhance awareness of administration's efforts each year as a whole and to highlight some of the City's most notable achievements.

City of Windsor Employee Awards

On Wednesday, November 9, 2016, City of Windsor employees celebrated the achievements and contributions of their colleagues at a dinner and awards ceremony. Representatives of City Council and the Corporate Leadership Team, along with the CAO, took the opportunity to appreciate the great work being done by City staff and recognized the following 2016 award winners:

Frances Horvath Memorial Equal Opportunity Award

Frances Horvath, a former employee of the City of Windsor, was dedicated to improving the status of women in the workforce. City Council has endorsed this award to be presented annually to the employee who best demonstrates commitment to and promotion of equal opportunity, diversity and social justice.

Barbara Matis

As a Housing Support Caseworker, Barb always goes the extra mile and ensures that each person she serves is treated with dignity and respect. She goes out of her way to provide the best customer service and seeks out all available resources within the community to ensure that each person in her caseload has the best chance at success. She always has a very positive attitude even when dealing with very challenging cases and does not hesitate to work through her breaks and lunches to ensure that her client's needs are met.

Barb's extensive volunteer repertoire with numerous community organizations allows her to give back to the community and create opportunities for children and families to experience things that might otherwise be out of reach for them due to economic barriers. She truly cares about people and making connections and always puts everyone else's needs above her own. Barb is always willing to lend a hand to help, an ear to listen, a heart to spread love and dedication that is immeasurable.

Mentor of the Year Award

Awarded to an individual who has fully embraced his/her role as a mentor and, through demonstrated efforts, impacted the protégé in a positive, life-altering way.

Diane Quinn

Diane is the City of Windsor's Manager of Employment & Training Initiatives. She was nominated for the *Mentor of the Year Award* by her protégé, John Trpeski. In John's words, "Diane as a mentor has opened my eyes to a wide variety of new experiences and strategies that will help me to grow. Diane has a positive disposition and is always advocating for betterment of all those around her."

Protégé of the Year Award

Awarded to an individual who, through his/her values and attitudes, exceeded the mentor's expectations in efforts of personal or professional growth and/or attainment of goals.

Tam Nguyen

Tam is the City of Windsor's Coordinator of Recreation Systems. He was nominated for the *Protégé of the Year Award* by his mentor, Peter Evans. In Peter's words, "Tam is always the first to make suggestions for improvements and offer solutions for efficiencies. He has transitioned from protégé to a peer and a corporate leader for technology and service solution."

Exceptional Customer Service Award (Individual)

Acknowledges individuals who have demonstrated outstanding customer service excellence over the past year.

Denise Ethier

Sitting at the receptionist window at 350 City Hall Square, Denise always has a smile on her face and is prepared to greet everyone who crosses her path in a delightful manner. She has an amazing grasp of departmental/corporate knowledge and always knows exactly who to direct a client to if she does not know a specific answer. Denise goes the extra mile every day, not thinking twice to go around her desk and out into the Lobby to point someone in the right direction if they are unsure of where to go. Denise's professionalism is truly exceptional and valued by colleagues as well as visitors and callers to the City of Windsor.

Julie Bradbury

Julie is an Ontario Works Float Caseworker at the Leamington satellite office, where she is required to understand and apply legislation to general, youth, Ontario Disability and newcomer caseloads. This is a huge and extremely varied volume of work but you will never hear Julie complain! As a caseworker, Julie shows compassion and resourcefulness to her clients and applies policies in a fair and consistent manner. Julie's strong work ethic, positive approach to case management and collaborative support directly contributes to the many successes of the Leamington satellite office.

Lori Martin

Lori was one of the original Operators who helped launch the 311 service back in 2005 and took on the added responsibilities of answering 211 calls in 2007. She goes the extra mile with her callers, especially those most vulnerable, and treats them with dignity and respect. Lori provides exceptional customer service every single day and has received several calls or letters of thanks from her callers. As a 311/211 Operator, Lori is often the first and only person a resident interacts with when they need City services and she represents the Corporation incredibly well.

Exceptional Customer Service Award (Team)

Acknowledges teams which have demonstrated outstanding customer service excellence over the past year.

Risk Management Division

The Risk Management Division delivers exceptional customer service on an ongoing basis to both internal and external customers. They offer their expertise and support to all departments in an ongoing commitment to corporate teamwork. This team also receives complaints and claims from residents on a daily basis. They are professional and fair in every claim they handle and treat each one that comes their way with the same level of fairness and respect. This group is committed to professionalism and integrity and this is evident in every customer interaction.

Exceptional Customer Service (Rookie of the Year)

Recognizes and distinguishes a new employee who has shown outstanding customer service performance in his/her current position (has been with the corporation for less than 2 years).

Enrique Silveyra

Enrique started in the Building Department in April of 2016 and was quick to make a great impression. He continuously goes the extra mile to ensure customers leave with all of their questions answered. This does not come from obligation, but from his genuinely good and gracious character. He is friendly, conscientious and proactively reaches out to learn and understand his customers' needs and concerns. Enrique is a hardworking, top performing customer service professional, who is valued by the Building Department and is very deserving of this award and recognition.

Pride in the Workplace Award

Acknowledges individuals who have demonstrated long term pride in and commitment to the quality of their work.

Alena Sleziaik

Alena is the Manager of the 311/211 Call Centre and has demonstrated a long term and consistent dedication to being a kind and courteous professional who offers not only exemplary customer service but is also a positive role model. Alena is the type of Manager that everyone hopes to have one day – she cares about her staff, treats them with respect and is a kind, optimistic leader who empowers all around to excel. She gives credit where credit is due and fosters positive relationships through her position and in her mentoring roles.

Domenic Marsella

Domenic began his career with the City in 1994 as an RPN with Huron Lodge and in 2004 moved to the Human Resources department, first in the position of Employee Wellness Assistant, then as a Workplace Injury Advisor and is now in the role of a Disability Management Specialist. Domenic is compassionate and caring to the employees he works with and is committed to finding assistance for employees. He is famous for his positivity and genuine interest in employees as people. As he has demonstrated over his 22 year career with the City, Domenic is truly one of those rare individuals that combine a passion for his work and loyalty and commitment to the Corporation with a true sense of compassion and caring for the people he works with.

CAO's Awards of Excellence

Onorio Colucci, Chief Administrative Officer, selected award recipients in three categories for 2016.

Community Spirit Award

Windsor Fire & Rescue Services

The Community Spirit Award recognizes the outstanding efforts of the team at Windsor Fire & Rescue in making positive contributions in our city. Their efforts include, but are not limited to: the Wake Up Windsor program involving door-to-door visits promoting smoke alarm use, the CO Alarm program offering carbon monoxide alarms at discounted prices, the Hot Summer Nights community outreach initiative, Sparky's Toy Drive benefiting so many local young people, the WPFFA Benefit Fund supporting community members in need, Holiday Lights Decorating at Huron Lodge to brighten up the facility for both residents and visitors, and participation in the student Co-op Program promoting careers in the Fire Service. These initiatives demonstrate the commitment of our team in Fire & Rescue to promote fire safety within our city with great pride. These group efforts also demonstrate undeniable community spirit.

Going Above and Beyond the Call Award

Environmental Services Division

In late September, our area was hit by a severe weather event with rainfall that caused flooding in the homes of many residents. The Province recognized the severity of the event and activated the Disaster Recovery Assistance for Ontarians program. This extraordinary rainfall and resulting destruction required extraordinary efforts by our City's crew in Environmental Services. 1,900 calls about flooding were received by 311 operators by day 2 of the event, with nearly 1,000 more calls coming in after that. City Administration had all hands on deck with staff assisting from Operations, Forestry, 311, and Communications. Many of our employees pitched in extra effort during this time. In particular, the team in Environmental Services led the collection of flood damaged materials through regular curbside and special pick-ups in the weeks that followed, going well above and beyond the call of duty.

Care and Compassion Award

Sean Muir

On a cold night last January, Bus Driver, Sean Muir, noticed a young child running around Ouellette Avenue. The child was only about four years old – and alone. Despite it being winter, the child was not wearing a coat or shoes. Sean managed to catch up with the child and secure a safe, warm place on the bus until Windsor Police arrived. What amazed Sean most was the number of vehicles that passed by during this situation. None of them stopped. Sean's keen observation skills and his quick actions clearly demonstrate his sincere care and compassion for others.

Marilyn Raffoul

Marilyn Raffoul didn't expect to put her First Aid and CPR training to use during a routine drive into work last January. However, that's exactly what happened. Marilyn came upon a stopped car in the live lanes of the highway. Inside was an unresponsive male driver. Marilyn quickly took control of the situation and provided CPR to the gentleman in need. We don't know how many other vehicles passed by without getting involved. But Marilyn courageously leaped into service, applying the skills she'd learned through the City's corporate training program. For her efforts, Marilyn received an Ontario Provincial Police Commissioner's Citation for Lifesaving and was further nominated by the O.P.P. for an award from St. John Ambulance. Clearly, care and compassion translated into lifesaving efforts that day.

Nikki LeBlanc, Justin Arnold and Jasmine Vido

The City's recreation facilities are enjoyed by many residents and visitors every day. Many of these visitors are children. On September 12th, staff noticed a child attending an after-school program at Oakwood Community Centre having an allergic reaction. Jasmine Vido contacted the child's mother by phone. With careful monitoring, it was determined the reaction was getting worse. A second call to the parent prompted an instruction to staff to administer the child's epi-pen. When the ambulance arrived, Nikki LeBlanc and Justin Arnold, in a display of sincere care and compassion, followed the ambulance and waited at the hospital until they knew the child would be okay. In follow-up to the incident, the child's mother took the time to write to the City of Windsor to commend the actions of these three individuals and to express her gratitude for their genuine concern, noting that their actions may have saved her son's life.

Awards and Recognition

The City of Windsor and its staff were recognized for a number of awards and honours in 2016.

Individual

Alena Slezak	Certified Contact Centre Manager Designation, RCCSP 2016 Chairperson, Motorola Users Group
Bruce Montone	Fire Chief of the Year Award, Ontario Association of Fire Chiefs Fire Prevention Leadership Award, First Alert Elected to Community Living Windsor's Board of Directors for 3-year term
Christine Dalpe	Information & Referral Specialist Certification, AIRS
Debbie Cercone	Certificate of Appreciation for work to assist refugees with appropriate housing, Multicultural Council
Jake Renaud	2017 Leadership Windsor/Essex Candidate
Jelena Payne	Certificate of Appreciation for leadership efforts in rallying the community to assist Syrian refugees, Multicultural Council
Larisa Johnstone	GIS Ambassador, ESRI
Marianna Mosceo	Certified Contact Centre Manager Designation, RCCSP
Mary Ellen Bernard	Certificate of Appreciation for work to welcome Syrian refugees, Multicultural Council
Pat Delmore	2016 Individual Leadership Excellence Award, CUTA

Years of Service Pins

Service Pins are given out each year to recognize staff reaching milestones in 5-year increments between 5 years and 45 years of service to the City.

In 2016, a total of 373 employees reached service milestones.

Years of Service	# of Staff
5	41
10	105
15	87
20	22
25	59
30	35
35	21
40	1
45	2

Management Windsor Certificate Program

All non-union managers and supervisors are required to complete this program. The courses in this program (five “mandatory” and three “electives”) represent a series of essential skills intended to ensure consistency and compliance amongst all non-union management staff.

32 employees were awarded the Management Windsor Certificate in 2016.

Computer Technology Level III Certification

The Computer Technology Certificate is designed to provide employees with the knowledge and tools required to effectively perform their job duties using Corporate Technology (software and hardware). The Certificate is set up in 3 progressive skill levels. In order to move to the next level, the courses at the previous level must be completed with at least a 70% grade.

15 employees successfully completed Level III of the Computer Technology Certification in 2016.

Corporate

Adventure Bay Family Water Park	TripAdvisor “Certificate of Excellence Award” Best Water Activity or Water Sport Place, TWEPI Best of Windsor Essex
CANUE	United Way’s “I Believe in My Community” 2016 Community Workplace Champions Award
Capitol Theatre	Best Theatre, TWEPI Best of Windsor Essex
CUPE Local 82	Community Living Windsor Partnership Award
Ganatchio Trail	Best Cycling or Hiking Trail, TWEPI Best of Windsor Essex
Human Resources Department	Community Living Windsor Employer of the Year Award
Ojibway Park	Best Birding or Look-out Point, TWEPI Best of Windsor Essex
Parks Department	Community Living Windsor Employer of the Year Award
Peace Fountain	Best City Photo Op, TWEPI Best of Windsor Essex
Tempo	Best Community Art Piece, TWEPI Best of Windsor Essex
Willistead Manor	Best Architecture Hot Spot, TWEPI Best of Windsor Essex
Windsor Riverfront	Best Public Park or Garden, TWEPI Best of Windsor Essex
City of Windsor	2016 ‘AA’ Standard & Poor’s Credit Rating 2016 Gord Smith Health Workplace Diamond Award (4 th year) 2016 Bike Friendly Workplace Gold Award (5 th year) 8 th Place in Public Sector Digest’s Open Cities Index Top Ten MISA, Excellence in Municipal Systems Award for the “Energy Management System Initiative”

Programs & Committees

City staff administer several programs that are worthy of recognition for their success. From the Simply Brilliant Employee Suggestion program to the Snow Angels Program, staff members work to improve City service and the lives of our residents.

City staff also voluntarily participate in a number of committees that assist employees with their personal growth, professional development, personal and family health and wellness and that show appreciation to fellow employees. Staff volunteering extends to community initiatives as well, such as United Way, Goodfellows, Breast Cancer Awareness and Sparky's Toy Drive to name a few, which fall outside of the scope of this report, but contribute to the betterment of the community.

Staff Appreciation and Recognition Committee

The purpose of the STAR Committee is to promote informal employee recognition efforts corporately and to work collaboratively with departments to plan and facilitate numerous recognition events, activities and celebrations to support the goals and objectives of corporate employee appreciation and recognition.



In 2016, The 4th annual Employee Recognition Banquet, held in November, celebrated a wide range of educational and professional achievements by employees and acknowledged numerous individuals and teams with awards in the categories of *Pride in the Workplace, Exceptional Customer Service* and *Rookie of the Year*. Other awards presented included the *CAO's Awards of Excellence* and the *Frances Horvath Memorial Equal Opportunity Award*.

During Employee Appreciation Month (November 2016), 373 *Years of Service Pins* were presented to employees who achieved service anniversary milestones this year. Events held that month also included group attendance at a Windsor Spitfires game and post-game skate with the players, a discounted rate to attend a private showing of a family movie (a similar event was held in the spring) , an Employee Arts and Crafts show featuring the talents of our staff, a new online employee-led recipe resource, discounted rates for fitness and entertainment activities, and a number of prize draws including STAR-sponsored prizes for employees nominated by their peers as “stars” or for performing “random acts of kindness” in various departments.

Other events coordinated by STAR Committee members throughout the year included group attendance at a Windsor Express game, discounted rates at a virtual gaming centre, three family swims at Adventure Bay Water Park, a weekend scavenger hunt, five separate team lunches with the CAO, a lunchtime learning event, a Halloween bowling night, and the annual Holiday Party in December.

The STAR Committee was comprised of 13 members in 2016 and allocated an annual budget of \$7,500. The annual awards banquet has an additional budget of \$4,700 with expenses offset by ticket sales revenue. The volunteer efforts and leadership of these Committee members, which routinely extend outside of the normal work day, are recognized with appreciation for making the events listed above possible.

Health and Wellness Committee

The City of Windsor Wellness Program is designed to improve the overall health and well-being of all City of Windsor employees, retirees and family members. The program is provided in conjunction with the Windsor-Essex County Health Unit and the Employee & Family Assistance Program provider.



In 2016 an Ergonomist and Wellness Specialist was hired in order to have Ergonomic and Wellness issues completed in-house. Key wellness initiatives included Walking Wednesdays (in partnership with Caesars Windsor), a Mental Health Forum, the Ultimate Challenge and a Health Screening Event / Flu Clinics.

Annual Flu vaccinations and wellness clinics, previously organized by an External Provider, were organized in-house for City staff at multiple locations, free of cost to employees. 139 flu shots were administered and 178

staff took advantage of wellness screening for blood pressure, glucose and cholesterol readings, Body Mass Index (BMI) and waist circumference checks. In addition, employees had the opportunity to interact with various vendors to receive important health information by participating in Personalized Cancer Screening Assessments, consulting with a Chiropractor or asking questions to a Green Shield Canada Representative.

Simply Brilliant Employee Suggestion Program

The City of Windsor encourages employees to think creatively about their job and bring forward ideas to improve the City's operations. All creative ideas receive an acknowledgement letter signed by the CAO and a copy is kept in the employee's file. All implemented creative ideas receive a monetary award (\$50) presented at a departmental meeting and all financial savings/revenue generation ideas are monitored for up to a one-year period in order to determine actual financial savings/revenue generated. Where savings materialize or revenues are generated, an award is presented to the suggestor, in the amount of ten percent of the first year's savings/revenues, to a maximum of \$5,000.

In 2016, 19 ideas were received and 4 were recognized as simply brilliant and implemented to the benefit of the City's operations or customer service delivery. Additionally, the two simply brilliant ideas from 2015 that were implemented have been tracked for a year. The idea regarding the elimination of storm sewer connections resulted in a savings of approximately \$110,000 and the idea regarding water usage has resulted in an estimated \$15,000 in annual savings.

Employee Mentoring Program Committee

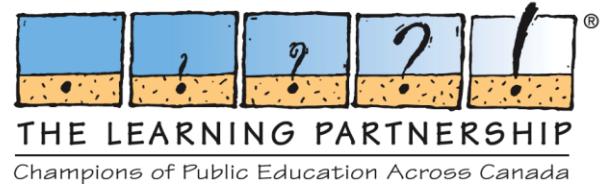
The Employee Mentoring Program was launched in 2006 as part of the Corporation's overall succession planning strategy. The success of the program is a credit to all participants and especially the mentors who have volunteered their time to help other employees further their professional development goals.

In 2016, the program welcomed 31 new mentor-protégé partnerships (62 participants). The 7th annual mentoring awards were presented at the Employee Recognition Banquet. The committee also held a Staff Development Information Session which attracted 30 new attendees.

Take Our Kids to Work Day

Take Our Kids to Work™ is the signature program of The Learning Partnership, a national charitable organization dedicated to championing a strong public education system in Canada. Now in its 22nd year, the program provides Grade 9 students with the opportunity to experience and learn about the world of work as they begin to explore possible career paths. More than 250,000 Grade 9 students and at least 75,000 employers across Canada participate each year.

The 2016 Take Our Kids to Work Day was the 17th year the City of Windsor has successfully run this event, with City staff hosting 62 Grade 9 students on Wednesday, November 2nd. The day began with a kick off where participants were provided with information packages to prepare them for their day. The students and employees were greeted by Mayor Dilkens and Deputy Fire Chief Steve Laforet, who provided a warm welcome and encouraging words for the students. Students and their sponsors had the option of attending site tours at various City departments. Many of the students provided very positive feedback, noting that they found the tours very interesting and informative.



Snow Angels Program

The Snow Angels Program has been operating for 17 years and is a program which attempts to match volunteers with the City's aging population and disabled residents in Windsor to help shovel snow throughout the winter season. The City of Windsor strives to promote responsive municipal services in order to promote the development of community programs to assist emerging community needs. The City is also committed to developing new and creative partnerships to focus on providing assistance to seniors and citizens with disabilities. This program helps sustain Windsor's image as a diverse, inclusive and accessible community for all members. In addition, the program also complements the City's efforts to encourage and facilitate volunteerism in our community.

The 2015-2016 season saw 30 volunteers help 54 residents, with 12 volunteers returning from the previous year. The extremely mild winter resulted in a limited number of snow events for which assistance was requested. The need for volunteers for the 2016-2017 season is great, as a cooler winter with more precipitation is expected. The community is encouraged to come together this season to assist those in the City who are in need. The success of the program in the past has created an outpouring of generosity, where many citizens are helping their neighbours with snow removal needs as a result of learning about the program, whether they are registered volunteers or not.

TAKE OUR KIDS TO WORK

Highlighted Projects

City of Windsor staff have completed many noteworthy projects over the course of 2016, most of which are highlighted in the Departmental Accomplishments section. A few projects have been featured below for their role in advancing the three themes of the 20-Year Strategic Vision (Jobs, Reputation and Quality of Life).

Jobs – Investment Support Program

The City of Windsor designed and created a new Investment Support Program (ISP) for eligible investors in 2016. Launching in early 2017, the program includes stakeholders from a number of departments and external organizations and guides strategic investment projects through all aspects of the City approval process.

The objective of the ISP is to work proactively with economically significant projects to provide investors with a single point of contact, create a feedback-loop from the investor, and enhance Windsor's ability to expand and retain business.



An investment is categorized as strategic based on its economic significance for Windsor. Examples of projects that may be eligible for the ISP may include developments that generate knowledge-based jobs, office-oriented/industrial business parks, and major redevelopments of existing vacant properties.

The intent of the program is to navigate potential investors through municipal requirements on a first come, first serve approach. The ISP is intended to be initiated to facilitate the investment of strategic projects that comply with provincial and municipal standards.

The City's Economic Development Officer is assigned to each strategic investment and works proactively with other departments and external agencies to guide projects through the municipal process. This includes, but is not limited to, planning approvals, construction permits, licensing requirements, utilities, technology requirements, tax and fee estimations, etc.

The Investment Support Program is just one part of administration's work to support a new economy, creating and maintaining jobs for residents.

Reputation – 13th FINA World Swimming Championships (25m)

In December of 2016, the City of Windsor hosted the 13th FINA World Swimming Championships (WSC) (25m). This is the largest swimming event on the FINA calendar and the first time that it has ever been hosted in Canada. With over 900 swimmers from 164 countries using over 14,000 room nights of accommodation, this was the largest sporting event that the City has ever hosted. In addition, the City also hosted the 4th FINA World Aquatics Convention, FINA World Sports Medicine Congress and FINA Gala Awards at Caesars Windsor. It is estimated that these events brought in excess of \$20 million in economic benefits to the City of Windsor.

Through a project Charter approved by City Council, a Local Organizing Committee and an Executive Committee comprised of staff from a number of City Departments began the process of planning the FINA WSC event in 2014. Given the scope and magnitude of the event, a FINA Team was assembled that included Operations, Transportation, Accommodations and Protocol & Communications. This also included the recruitment and coordination of approximately 800 volunteers that provided over 25,000 volunteer hours of service.

The theme of the event was “Feel the Power”, a reflection of our powerful community and the power of the athletes from all over the world. A Legacy program was a main focus of the event, which included empowering local young people – the future of our community – through the Mayor’s Youth Leadership Team, engaging local swim clubs & schools to participate in the event, and senior volunteer positions with decision making responsibilities led by St Clair College and the University of Windsor students.

A temporary 10 lane competition pool was constructed on the ice arena floor of the WFCU Bowl. This 25m pool, consisting of 1,400 cubic meters of water, took 12 days to build, provided 3 days of training and 6 days of competition, and was removed in 9 days to restore the boards and ice surface for hockey – almost a month in total! The East Windsor Community Pool, consisting of a 25m by 21m pool, tot pool and relax pool, was also constructed at the WFCU to be used as a warm-up and cool-down pool for the competition. This pool will remain as a legacy to the citizens of Windsor.

The WFCU Facility was transformed into a competition swimming venue “like you’ve never seen before” and the event was executed like a theater show that included an LED screen the width of the pool and enhanced sound and lighting. The event received excellent reviews from athletes, the international swimming federations, international media, and through social media. The event was broadcast to over 100 countries, showcasing the City of Windsor around the world, placing it on the Global Stage. The successful hosting of the FINA WSC event strongly supported the strategic theme of enhancing the City of Windsor’s reputation.



**WINDSOR 2016
ONTARIO CANADA**

Quality of Life – Open Streets Windsor

In 2016, the City of Windsor held two successful Open Streets events on the mornings of July 17th and September 18th. The estimated number of participants for each event range from 8,000 to 10,000, making Open Streets Windsor the largest free recreation program in the City's history.

Open Streets events have grown in popularity throughout North and South America as a way of providing communities with a new way to experience city streets while they are temporarily closed to vehicular traffic. During the closure, residents are provided with an opportunity to enjoy a wide range of programmed activities involving music, exercise, art and culture.

With Council direction, a Steering Committee comprised of staff from a number of City Departments began the process of planning the first ever Open Streets Windsor event in 2014. As might be expected, the logistics, marketing and volunteers needed to coordinate a safe and memorable event of this scale were very significant. Staff throughout the Corporation including Emergency Services, Recreation and Culture, Public Works, Transit, 311, Planning, Communications, Social Services and the Office of the CAO all came together to contribute to the success of the pilot events.



To minimize the impact of the closures on the motoring public and allow for more people to attend away from work and school commitments, the events ran on Sunday mornings. The route ran east/west over an 8 kilometre stretch between the communities of Sandwich and Ford City, primarily along Sandwich St., University Ave. and Wyandotte St. E., and passed through five of the City's nine business improvement areas: Olde Sandwich Towne, Downtown Windsor, Wyandotte Town Centre, Walkerville and Ford City.

The work of the Steering Committee included community consultation involving local businesses, agencies, residents' associations and the general public. Many of the businesses along the route that are normally closed on Sunday mornings opened their doors to promote their establishments by offering fun, programmed activities. Residents' associations along the route also embraced the opportunity to participate with activities that included everything from the placement of a piano in the middle of University Avenue, which was available for anyone to play, to hosting a BBQ rib cook-off.

Residents' associations along the route also embraced the opportunity to participate with activities that included everything from the placement of a piano in the middle of University Avenue, which was available for anyone to play, to hosting a BBQ rib cook-off. The City's implementation of Open Streets offered numerous benefits that improve residents' quality of life and support a vibrant, caring community, including physical activity, healthy life choices, support of local businesses, and instilling cultural and civic pride. Based on surveys conducted and comments received through a number of social media outlets, the events can, without doubt, be recorded as a great success.

Departmental Accomplishments

Office of the Chief Administrative Officer

CAO's Office

- Approved 422 reports under the Delegation of Authority (DOA) By-law 208-2008 in 2016, the highest annual total since the DOA process was first approved in 2004, representing a 20% increase over 2015.
- Supported the development, consultation process and finalization of the City's 20-Year Strategic Vision.
- Conducted a comprehensive enterprise risk assessment and determined the seven priority enterprise risks for 2016.
- Coordinated a team of 52 volunteers who provided exceptional customer service to delegates attending the 2016 AMO Conference.
- Implemented and trained staff on the Corporate Project Management Site.
- Conducted consultation sessions with project managers to discuss the current state of corporate project management and obtain feedback on future priorities.
- Developed a Risk Monitoring and Reporting Procedure to guide communication and reporting of risk information across the Corporation.
- Authored the first annual update report on the Enterprise Risk Management Program which included updates to the Enterprise Risk Management Framework and Policy.

Office of the City Clerk/Licence Commissioner and Corporate Leader – Public Engagement & Human Services

Council Services

- Acquired a Braille printer, which allows the Department to meet requests from the public for accessible documents.
- Continued implementation of LiveLink file management across City departments.
- Completed full implementation of and training on Agenda.net for all Council Meetings and Standing Committee Meetings.
- Coordinated ward meetings for all ten wards and facilitated several student/group tours.

Communication

- Raised over \$287,000 in sponsorship and advertising revenue (cash and in-kind).
- Published thousands of updates to the City's website, resulting in 4,319,616 page views and 3,352,123 unique page views.
- Posted approximately 1,200 updates to the City's Facebook Page, which engaged 83,909 people and reached 2,297,851 people in 2016 and now has over 5,500 followers (lifetime), an increase of more than 2,000 from 2015 and sent 1,041 tweets from the City's Twitter Account in 2016, which now has 9,819 followers (lifetime), an increase of more than 2,200 from 2015.
- Uploaded 88 videos to the City's YouTube Channel this year (23 more than last year), including an Open Streets series, messages from the Mayor's Office, Baby Teeth Matter, a mannequin challenge video which went viral (over 60,000 views), and construction updates for New City Hall, Fire Hall #6 & EOC, and East Windsor Community Pool, raising the City's viewing total to over 200,000.
- Purchased a second online survey account to measure corporate customer service and created 39 new surveys, 25 of which were issued (both internally and externally) in 2016 and 14 of which will be issued in 2017.
- Provided internal graphic design for numerous projects including 3 Activity Guides and a 30 page Emergency Manual.
- Increased awareness about numerous City projects through monthly 4-page snapd inserts.
- Helped market the Kids Club at Adventure Bay and Open Streets.
- Used Programmatic Advertising to increase interest in Adventure Bay, at a minimal cost.

Customer Service

- Responded to 127,475 calls, 400 texts and 2,412 emails, entered 48,986 Requests for Service and answered 99,737 public inquiries on municipal information through the 311 service, as of November.
- Responded to 18,198 calls and 302 emails through the 211 service, as of November.
- Updated 335 records in the 311 knowledge base and added 120 new records to the 211 database.
- Instituted a new Quality Assurance program to advance call centre service excellence and continuous improvement.
- Distributed over 2,100 Holiday Sharing Guides in the community which outlines how people can give help and get help in Windsor-Essex.
- Created 29 customized reports and 10 customized maps using 311 data and 14 customized reports using 211 data.
- Conducted over 800 Customer Satisfaction Surveys with 92% of respondents satisfied with the 311 service and 93% satisfied with the 211 service City staff provide.

Human Resources

- Promoted corporate learning and development through the training of 2,179 staff (as of December 8) as part of various courses, workshops and programs and the establishment of a new cohort for the Masters Certificate in Municipal Leadership Program.
- Generated revenue by providing corporate training to 41 external partners through 26 sessions and by providing 3 health and safety courses to 46 employees of neighbouring municipalities.
- Promoted health and safety in the workplace through the in-class training of 3,011 individuals in 67 different courses, providing information for 12 monthly safety talks, adding 4 new online learning courses, conducting 210 workplace violence risk assessments and conducting 205 practical assessments on corporate equipment.
- Added online recruitment for Arena Skate Patrol to provide efficiency for students and the public through technology.
- Placed 175 paid and over 100 unpaid students through various programs, community-based training organizations, community partnerships and the Student Lottery.
- Furthered succession planning efforts through the commencement of the Pilot Talent Management Program which received 27 applications and selected 13 individuals for 5 positions identified as high risk.
- Completed or updated the Working Environment Policy and the following procedures: Salary Compression Procedure, Leave of Absence Procedure, Driver's License & Driver's Abstract Procedure, Cell Phone Procedure, Noise Procedure, Workplace Harassment Procedure and Workplace Violence Procedure.
- Promoted employee wellness through the provision of Walking Wednesdays (in partnership with Caesars Windsor), a Mental Health Forum, the Ultimate Challenge, a health screening event and a flu clinic which administered 139 shots.
- Completed the evaluation of 46 non-union jobs as part of continuing pay equity efforts and completed job evaluation questionnaires for the new HR/Payroll structure as part of the process review.

Policy, Gaming, Licensing & By-law Enforcement

- Completed the business licensing fee review and updated the licensing by-law with the new fees approved in the 2016 Budget.
- Participated in and completed a departmental risk assessment.
- Developed and implemented rules/regulations for a new gaming initiative introduced by the AGCO.
- Achieved a budget surplus for a sixth consecutive year since organizational restructuring.
- Conducted work on various major projects i.e., UBER review, Animal Control Contract, assistance with ALS legal matter.
- Partnered with the Parks Department to expand food truck operations at City facilities.
- Revised and simplified the dog license application and developed a monthly audit process and control measures for dog licenses sold by the Humane Society.
- Maintained a timely response standard to over 12,000 enforcement requests for service.
- Completed the 2016 Spay/Neuter Voucher Program for Cats.

Windsor Public Library

- Opened the Automotive Archives, the first of its kind in Canada, which celebrates the automobile, the industry and its importance to the development of Windsor and Essex County.
- Awarded \$200,000 from the Ontario Libraries Capacity Fund, together with partners Chatham-Kent and Guelph, to develop a community hub of social services for those experiencing homelessness or living in poverty.
- Opened the new Local History Centre on the second floor at the Central Library Branch, which offers an enclosed space where visitors can access resources from the Windsor Public Library Local History Collection, as well as items from the Municipal Archive.
- Purchased a customized GMC truck known as Fred (Freedom to Read, Educate and Discover) to provide mobile library services, including access to Wi-Fi, computers, a printer, Library Tech Hub technology, books, movies, video games, tools and do-it-yourself resources.
- Began work on the expansion of the Optimist Community Centre to include a 6,500 square foot library and on the functional plan to turn the historic Fire Hall on Mill Street in Sandwich into the new John Muir Public Library.

Office of the City Engineer and Corporate Leader – Environmental Protection & Infrastructure Services

Development, Projects & Right of Way

- Completed the East Windsor Community Pool ahead of schedule and under budget.
- Completed the South Windsor Recreation Complex Expansion – Oakwood Community Centre on time and on budget.
- Carried out a Municipal Class Environmental Assessment of the Riverside Drive Pedestrian Crossings.
- Assisted in the successful completion of the Rt. Hon. Herb Gray Parkway.

Facilities

- Installed new seats at the Capitol Theatre.
- Completed new customer service building and other capital improvements at Lakeview Park Marina.
- Repaired expansion joints at the Windsor Justice Facility and the building envelope at Huron Lodge.
- Restored heritage windows at Richardson Library.
- Updated washrooms/showers in rink change rooms at the WFCU Centre.
- Conducted building condition assessments on 42 facilities.
- Installed CCTV and card access at various City facilities.
- Made asset management improvements for Huron Lodge in the 360Facility database.
- Implemented 360Facility database business process improvements.

Geomatics

- Organized a GIS Day 2016 – Facebook Takeover Event which reached nearly 9,000 people and involved live demos of apps, tutorials, GIS facts and trivia, Story Maps and a survey/quiz.
- Created and publicly launched the MyNewCity app which provides anyone new to the City with locations for assistance with settlement, language training, housing, employment, health, worship, clothing, furniture and food.
- Collaborated with Bike Windsor Essex to launch the Windsor Urban Art Tour app.
- Launched the MyWindsorAerial app which allows users to slide back and forth between digital aerial photography of Windsor from 2000 to present.
- Completed a variety of capital construction drawings sets including the MRO Airport Facility – Parking and Utilities Contract drawings.
- Completed a wide variety of specialty mapping products and graphic presentations for Engineering, as well as other City departments and outside agencies including the Herb Gray Parkway roadway and trail mapping for various City maps.
- Created City and County maps, Visitor Guide maps, and Wine Trail map for TWEPI, marking the beginning of a new relationship.

Infrastructure

- Completed conversion of the street light system to LED (approximately 21,460 fixtures).
- Completed various sewer and road construction projects for the Capital Budget, including Norman (S. National to Alice), Queen (Prince to South), S. National (Tourangeau to Francois), Lens/Vimy/Marentette, St. John (Menard to Clairview), Meldrum (Tecumseh to Ypres), and Ojibway Sanitary, as well as various municipal drain works.
- Initiated several larger projects including Cabana (Provincial to Howard) and Ouellette (Wyandotte to Elliott).
- Received government funding for and completed Jefferson/S. National rail crossing upgrade s.

Operations

- Completed/closed over 14,000 service requests as of September 30, 2016.
- Completed and processed, as of November 2016, the inspection of 1,230 street segments (532 lane km), 49 alley segments (4 lane km), 1811 right-of-way sidewalk segments (263 km), and 41 structures, including Parks Department bridges.
- Implemented a new GPS/AVL system for winter control and corporate fleet management uses.
- Tested new technologies for sewer and manhole inspections (e.g., Sewer Line Rapid Assessment Tool, Zoom Camera).
- Transitioned the Fleet Stockroom to an outdoor service delivery model for the supply of clothing and safety equipment.
- Developed a fuel site replacement schedule for ongoing fuel site improvements.
- Finalized a new Road & Alley Inspection Program Guide.
- Completed field surveys and legislated information sharing for 62 level grade crossings to comply with new regulations.

Parks

- Installed 6 AODA compliant play structures at various parks, as well as the City's first natural based playground in Mitchell Park.
- Installed the sculpture "Anne" in Coventry Gardens, the City's first set of adult fitness equipment in Walker Homesite Park, four accessible picnic tables and pads in various park locations, and a ping pong table in Kiwanis Park, donated by Jim and Diane Moore.
- Completed and received City Council approval for the 2016 Master Plan "Rediscover Our Parks".
- Completed the Wyandotte Street median and Drouillard Road underpass beautification projects.
- Partnered with various organizations to plant trees and improve natural conditions along Little River.
- Improved conditions of the Urban Forest through tree planting, the initiation of a new tree watering program and the trimming of more than 3,500 trees City-wide.
- Worked to protect species at risk by hiring a Biodiversity Coordinator, partnering with DWBA to relocate and monitor species at risk from the future bridge plaza site to City owned and protected lands, and documenting Butler's Garter snakes as part of the new Fire Hall 5 construction project.
- Initiated addressing of all municipal parks and started a pilot project for electronic records for playground inspections.

Pollution Control

- Held a public open house at the Little River Pollution Control Plant to engage and educate the public about the treatment facility and wastewater related issues.
- Completed the first phase of the Lou Romano Water Reclamation Plant Grit Facility Upgrade Project.
- Completed the design for the Little River Diesel and MCC Upgrade Project.
- Completed the design, tender and award of the Lou Romano Water Reclamation Plant Inlet Upgrade Project.
- Completed the installation and validation phase of the Lou Romano Water Reclamation Plant Turbo Blower Upgrade Project resulting in significant energy savings.
- Selected to participate in the Great Lakes Climate Change Adaptation Project led by ICLEI Canada with financial support from the Ministry of Environment and Climate Change under the Canada-Ontario Agreement (COA) respecting the Great Lakes.
- Achieved the First Year Commitment of the Compact of Mayors, which establishes a common platform to capture the impact of cities' collective actions through standardized measurements of emissions and climate risk, and consistent, public reporting of efforts.
- Completed baseline community energy studies required to inform the Community Energy Plan which will be presented to Council in early 2017.
- Recognized for the work on improving thermal comfort in Windsor's Parks and Playgrounds in the Clean Air Partnership's Environmental Progress through Collaboration report.

Traffic Operations, Parking and Transportation Planning

- Completed Municipal Class Environmental Assessment Studies for 6th Concession Road/North Talbot Road corridors, for the Central Box Study Area and for Banwell Road.
- Completed a Downtown Transportation Strategy.
- Developed a School Neighbourhood Policy.
- Conducted various transportation studies, processed 262 traffic control plans and 238 Parking By-law and Traffic By-law amendments, and collected speed data at 144 locations City-wide.
- Installed a Transportation Hub at the July Open Streets event, with assistance from the Parks and Operations Departments, which demonstrated alternative cross sections for the public to experience as a precursor to the planned University Ave Environmental Assessment.

Office of the City Solicitor and Corporate Leader – Economic Development & Public Safety**Building**

- Streamlined and created a central filing system for “Ready to Issue” permit applications to increase efficiency.
- Reduced average permit issuance timeline from three months in 2015 to two weeks in 2016, consistent with the requirements of the Ontario Building Code and benefiting the local residential construction industry during the busiest construction year in over a decade.
- Initiated a process for scanning all permit applications at the time of permit issuance and issued letters to all clients, informing them that faxed permit applications will no longer be accepted and that applications should be submitted electronically where possible, in order to move towards a paperless environment.
- Initiated a review of all outstanding permit applications since the implementation of the AMANDA system and sent out (abandonment) rejection letters.
- Initiated and implemented an internal communication process across various departments for Building Permits that require Site Plan Control.
- Implemented a tracking system for all permit applications submitted that require ERCA approval.
- Implemented use of voice-to-text software for Inspectors to assist with ergonomic issues, efficiency and consistency for inspection reports.
- Creation of the Building Bylaw Officer position to assist with service requests workload, as well as providing another avenue for the development of Building Inspectors.
- Developed in-house staff training for new, complex Code regulations in 2017 aimed towards net-zero housing.

Fire & Rescue

- Reached 5500 people through coordinated events with the Windsor Essex Community Housing Corporation as part of the 2016 Fire Prevention Week, “Don’t Wait, Check the Date! – Replace Smoke Alarms Every 10 Years.”
- Hosted 10 ward barbeques as part of a HOT Summer Nights tour, which provided approximately 3500 people the chance to meet Sparky and firefighters and to learn about fire safety.
- Reviewed and expanded elementary school programs delivered at the Safety Village and expanded elementary school programs delivered in schools to include pre-teens who stay at home alone or babysit.
- Developed new high school programs for arson awareness and going away to school and re-organized university and college school programs for safe and independent living.
- Increased number of inspections by 27% and number of violations noted at each inspection by 33%.
- Reduced non-compliance of smoke alarms in single family homes to 24% in 2016, as part of the Wake Up, Get a Working Smoke and CO Alarm program which began in 2013 with a 49% non-compliance rate, by visiting 27,682 homes and distributing 4,457 smoke alarms and batteries over the past 3 years
- Certified all District Chiefs as Incident Commanders.
- Completed the purchase and implementation of the Self Contained Breathing Apparatus upgrade project to provide staff with the most up-to-date safety technology available.
- Completed the Community Emergency Preparedness Guide which will provide residents with helpful information to plan and prepare for emergency situations.

Legal Services & Real Estate

- Defended, successfully, a number of cases before the Human Rights Tribunal, the Ontario Municipal Board and other tribunals.
- Defended, successfully, a \$5.5M claim before the Ontario Municipal Board.
- Won a decision before the Supreme Court of Canada.
- Expropriated properties for the Riverside Drive Vista project and for airport expansion purposes.
- Sold 13 serviced residential lots on Edward Ave and 2 serviced industrial lots.
- Drafted approximately 300 agreements on various subjects.
- Participated as panellists at the Windsor Law School, conferences and in-house courses.

Planning

- Processed four applications under the Economic Revitalization CIP, which represents the retention of 574 jobs, addition of 43 jobs, approval of \$2,359,583 in grant payments, increase of \$1,936,000 in property value assessment, and leverage of \$42,646,000 in private sector investment.
- Processed three applications under the Brownfield Redevelopment CIP, which represents redevelopment of 4.77 hectares/11.7 acres of land, rehabilitation of 11,440 sq metres/123,139 sq feet of building space, approval of \$1,709,563 in grant payments, increase of \$13,800,000 in property value assessment, and leverage of \$16,391,011 in private sector investment.
- Collaborated with the University of Windsor to launch a pilot program to provide students with an opportunity to research heritage properties.
- Conducted research and report writing on the effects of Urban Heat Island in the Downtown and several high profile heritage properties including Abar's and Wiser's Reception Centre.
- Designed and developed an updated Sandwich Heritage Walking Tour that is available in digital form and accessible on mobile devices.
- Led the successful implementation of the Open Streets Windsor pilot program events held in July and September under budget.
- Coordinated and organized the Windsor based sessions and tours held as part of the Congress of New Urbanism conference held in Detroit and hosted the Development Directors of Ontario quarterly meeting in December, 2016.
- Completed the Neighbourhood Market Value Analysis and subsequent changes to the Development Charges Exemption Policy.
- Reviewed and approved a number of complex high profile development proposals, including the Greek Orthodox Church and Devonshire Mall Renovations.

Provincial Offences

- Developed and launched a new website.
- Renegotiated the Windsor/Essex Area Intermunicipal Court Service Agreement for another 5 year term.
- Renegotiated terms and extension of the lease at the Westcourt Building.
- Upgraded the POA office to meet accessibility door standards.

Purchasing

- Implemented an online SharePoint system to eliminate paper sole source forms and trained each department on the new system.
- Implemented a new Purchasing Card Management SharePoint system and trained each department on the new system.
- Conducted approximately 185 formal procurement processes (RFTs, RFPs and pre-qualifications) including several high profile procurements: Fire Halls #5 and #6, New City Hall General Contractor, New Accessible Playgrounds (including a Natural Playground), Insurance Services, Capitol Theatre Enhancements, Recreation Software, Optimist Community Centre Library Addition, Huron Lodge Long-Term Care Caretaking Services and WFCU Concessions Provider.
- Completed road rehabilitation project procurements at a value of \$78,422,626.00 (total awarded to date).
- Carried out all purchasing processes for FINA.
- Conducted 2 corporate by-law training sessions as well as various departmental training sessions.
- Revised and updated the Purchasing Card Policy and Procedure.

Risk Management

- Issued an RFP for a new Insurance provider for the Corporation effective January, 2017.
- Collected more than \$237,000 in recoveries for the Corporation.
- Opened and investigated over 760 files of which 306 relate to the flood.

Office of the City Financial Officer/City Treasurer and Corporate Leader – Finance & Technology**Asset Planning**

- Met expected projections of \$270,000 in revenue from the first full year of solar generation at the Windsor International Aquatic and Training Centre (WIATC).
- Commissioned two 500kW photovoltaic systems at the WFCU Centre and Transit Windsor, each generating \$250,000 annually.
- Converted lights in the WFCU Centre Main Bowl to LED.
- Installed digital ice plant controls at the WFCU Centre.
- Began construction of two combined heat and power systems and the development of a third.
- Retro-commissioned 30 buildings.
- Completed the Transit Windsor Life Cycle Costing project.
- Conducted facility condition assessments for 42 buildings.

Financial Accounting

- Completed an initial Contaminated Sites Financial Statement Audit successfully.
- Implemented Windsor Public Library on-line donations on website.
- Streamlined and implemented new travel authorization and replenishment forms.
- Assisted in the development and implementation of new reports to help streamline year end processes such as OMERS and Vacation reporting.
- Assisted in the development and implementation of automated, department-specific tools to improve efficiency relative to the Corporation's monthly OMERS payment and weekly CRA payment.
- Provided support to the Payroll Business Project Review in the area of Work Force Management and the Employee Services Centre.
- Increased the number of active vendors using electronic funds transfers by 32.7% in 2016.
- Increased the number of electronic funds transfer payments to approximately 25% of all City of Windsor payments.
- Launched the A/P Vendor Centralization Project Pilot Program.

Financial Planning

- Streamlined and increased the accuracy of G/L chart fields and accounts through the New Chartfield Redesign project, while providing on-going training and information to staff.
- Participated in the testing, ongoing review and implementation of new PeopleSoft Financial reports and queries.
- Completed a successful upgrade of Questica budgeting software.
- Provided financial support, through regular committee meetings, to the WIATC / Adventure Bay Facility, the Essex-Windsor Solid Waste Authority, the Department of National Defence and the Windsor Justice Facility.
- Led the City's hosting of the 13th FINA World Swimming Championship (25m) (WSC), the Opening Ceremonies and the FINA Annual Convention through the Deputy Treasurer of Financial Planning's role as Project Sponsor and Chair of the Executive Committee.
- Administered the 2017 Budget development process to achieve Council's mandate of holding the line on taxes with accelerated timelines to have an administratively recommended Operating Budget available for Council by December 2016.
- Worked with the province on the SAMS implementation project to reconcile payments under the new system, involving participation in committees throughout the year to identify system challenges and corrective action.
- Managed the 2015 MBNC cycle, with the Financial Planning Manager continuing as Co-Chair of the MBNC Management Committee, which provides the opportunity to visit and meet with new potential municipalities outside Ontario.
- Provided financial support to a number of special projects, including Chartfield Redesign, New City Hall, Payroll Process Review, FINA 2016 WSC (25m), FINA Diving World Series, City-wide Streetlight LED Conversion, and Transit Windsor's Intelligent Transportation Systems and Farebox Projects.

Information Technology

- Completed the first pillars of the Amanda 7 Upgrade – Infrastructure & Security.
- Went live with the Chartfield Redesign project.
- Worked to implement Workforce Management, Employee Service Centre and Employee Self-Service projects.
- Expanded Open Data and introduced Information Management.
- Improved mobility and collaboration features for employees and external partners for the Extranet, team sites and enhanced telecom features.
- Expanded the influence of the Business Process Centre for Excellence, which shifted the approach of continuous improvement beyond the Centre's direct involvement.

Taxation & Financial Projects

- Completed the 2016 Interim and Final Property Tax Billings, as well as day to day account administration for over 85,000 property tax accounts.
- Administered budgets and levies for each of the 9 Business Improvement Areas.
- Launched an external on-line property tax system "My Property Tax".
- Updated all signing authorities with regards to City of Windsor bank and investment accounts.
- Planned and executed 3 public property tax sales.
- Managed over 1,700 property accounts which were identified as being in tax arrears.
- Filed 100 new tax registration certificates and approved and administered approximately 30 new tax payment plan extension agreements.
- Participated in pre-assessment consultations in conjunction with MPAC.
- Managed and defended the City's assessment base, resulting in additional annual tax revenue in excess of \$1.6M.

Office of the Commissioner, Community Development & Health and Corporate Leader – Social Development, Health, Recreation & Culture

Children's Services

- Added OneHSN modules in order to streamline the process for families looking for child care and applying for child care subsidy.
- Provided more than 30 training events and 3,000 training spaces for courses such as First Aid/CPR and safe food handling to early learning professionals in Windsor-Essex and launched a new electronic system for training registration.
- Updated the City's policy requiring all child care centres with purchase of service agreements with the City of Windsor to have an Inclusion, Access and Equity policy, in order to reflect current language and best practices.
- Partnered with the Windsor-Essex County Health Unit (WECHU) and Healthy Kids Community Challenge to distribute 460 Outdoor Kits to families and 500 Dads Matter Kits to dads with a new baby born in 2016 in Windsor-Essex to encourage more outdoor time and physical activity.
- Coordinated three community forums with Child Care Operators to submit a collective community response to the Ministry of Education regarding proposed changes to phase two regulations of the new Child Care and Early Years Act.
- Reviewed and updated various policies, procedures and contracts with service providers to reflect changes in the new Child Care and Early Years Act.
- Collaborated with Children First to revise the Levels of Service Tool for the program's support funding to reflect best practices and address the current needs of the community.
- Developed a Program Support Implementation template, in line with How Does Learning Happen? Ontario's Pedagogy for the Early Years, to assist educators in implementing effective strategies that will improve the overall environment in the classroom.

Cultural Affairs & Special Events

- Assisted with and executed various events including the 2016 CARHA Hockey World Cup, the 2016 FINA Diving World Series, the 13th FINA World Swimming Championships (25m), the 2016 National Archery Championships, the 2016 OFSSA Track and Field Championships, Hometown Hockey, two Open Streets, the Mayor's Walk, the Return of Busker Fest in Walkerville, Hiram Walker's 200th Birthday Celebration, the celebration of tulip planting for Canada's 150th anniversary, and the historic visit of the USS Detroit.
- Provided support to the Great Canadian Flag Project to ensure the target of July 2017 is met.
- Relocated the Farmers' Market to Pelissier Street successfully.
- Celebrated the Grand Opening of the Chimczuk Museum.
- Hosted the 2nd annual w.a.v.e.s. festival, connecting communities through arts, culture and technology.
- Sent out 19 Culture E-blasts to highlight cultural initiatives.
- Cleaned and waxed all City sculptures, hosted a Wash the Elephant Day to raise awareness of the Sculpture Park and reinstalled 2 sculptures (*Composition with 5 Elements* and *Anne*).
- Began work on the Library expansion at the Optimist Community Centre.
- Secured a new caterer for the Willistead Manor.

Employment & Social Services

- Achieved post-implementation stabilization following the wind-down of the SAMS conversion project, despite ongoing issues with the provincial system.
- Completed a comprehensive Service Plan for Ontario Works (OW) for 2016 which was complimented by the Ministry's Program Supervisor as a very progressive and innovative plan.
- Relocated the Leamington OW Office to the centre of the municipality as part of a Community Hub with the Windsor-Essex Children's Aid Society, the WECHU and Children's First and Community Living.
- Increased the centralization of discretionary benefits processing to improve customer service through better monitoring of issuances, greater consistency regarding eligibility criteria and enhanced staff expertise in specialized health items.
- Established and implemented a contingency plan to ensure social assistance recipients received their payments and other benefits on time during the postal disruption caused by a potential work stoppage.
- Increased number of OW clients assessed for Ontario Disability Support Program benefits from 140 in 2014 to nearly 300 in 2016 in collaboration with several community partners.
- Increased number of employment referrals and connections with training and employment programs through continued integration of Employment Ontario (EO) and OW programs.
- Implemented Employment Opportunity Sessions and employment information sessions for youth to reduce time for clients to be seen by an Employment Services Caseworker and Job Developer and increase employment opportunities for clients in an expedited fashion.
- Met all provincial targets for employment and training, boasting a 25% rate of persons leaving OW due to employment (3rd quarter 2016), a 69% rate of EO clients placed in a job (2015/2016) and a nearly 10% rate of EO clients entering training/education (2015/2016).

Housing Services

- Implemented a streamlined electronic application process for the Housing Stability Program.
- Input new dedicated line as central access point for direct service to staff for applications and inquiries regarding the Housing programs.
- Designed, planned and implemented the City of Windsor's first federally coordinated Point in Time Count in conjunction with the Canadian Alliance to End Homelessness' 20K Homes Campaign.
- Expanded Windsor-Essex' Housing First program, Windsor Essex Housing Connections, through funding from the federal Homelessness Partnering Strategy.
- Designed, developed, launched and implemented the Investment in Affordable Housing 2016 Extension Program (IAHE), the Social Housing Apartment Retrofit Program and the Survivor of Domestic Violence-Portable Housing Benefit Pilot Program.
- Secured funding through the Social Infrastructure Fund and Social Housing Improvement Fund to increase funding to the IAHE Program and to address capital repair for aging social housing stock.
- Revamped the Central Housing Registry application form and related documents, together with new verification guidelines, to make certain parts of the application process easier for applicants and support agencies.
- Completed a detailed operational review of five social housing provider developments.
- Created 64 new affordable housing units in Windsor-Essex, 23 for singles and persons with disabilities and 41 for low income seniors.

Huron Lodge

- Hosted a Volunteer Appreciation Dinner for over 100 dedicated volunteers.
- Initiated a Focus Group with representation from all divisions at Huron Lodge to work together to identify and establish goals that reinforce healthy work efforts and team processes for daily success at Huron Lodge.
- Led an initiative which resulted in the compilation of a document that addressed mental health and the prevalence of behaviours in our health care system through the Huron Lodge Administrator's role as lead in the Windsor Essex Long Term Care Facility Operators Group.
- Received high praise for staff professionalism, empathy to the residents and welcoming attitude from two Ministry of Health Inspectors who attended Huron Lodge on a daily basis for a 2 week period to measure compliance with the Long Term Care Homes Act.
- Coordinated with IT to secure a proponent for new clinical software.
- Improved resident care and positive outcomes in the areas of restraint use, falls and antipsychotic medication prevalence through a dedicated effort of the interdisciplinary team.

Recreation

- Achieved Quest 2 High Five, the next level of certification for recreation programs.
- Held Windsor's first annual Jump Start Day at the Forest Glade Community Centre to encourage donations in support of youth activities.
- Increased the number of participants in the Summer Day Camp Program operated across Windsor's recreational facilities and expanded the partnership with Family Respite Services to provide support for children with special needs in the Summer Day Camp Program.
- Supported children's participation in free healthy activities through the Afterschool Program at Adie Knox Herman Recreation Complex, Gino and Liz Marcus Recreation Complex, Oakwood Community Centre and Windsor Water World, and the Swim to Survive program for Grade 3's and Grade 7's at Adie Knox Herman Recreation Complex, Gino and Liz Marcus Recreation Complex and the WIATC.
- Provided a week-long celebration for Universal Children's Day, which included free public swim, prize giveaways and discounted opportunities at recreation facilities across Windsor.
- Held several *in motion* days, promoting the importance of physical activity.
- Assisted in the construction of the East Windsor Community Pool and the South Windsor Recreation Complex Expansion – Oakwood Community Centre.
- Executed a new operating agreement for concessions at the WFCU Centre.
- Accommodated community groups who were displaced during the FINA 2016 WSC (25m) successfully.

Social Policy Planning

- Facilitated the Corporate effort, in collaboration with the WECHU, to revise and update the Smoking By-law to prohibit smoking and smoking products on certain City properties.
- Organized a community forum for community partners regarding Round 2 of poverty reduction funding from Ontario's Poverty Reduction Strategy Office.
- Led the local organization of two consultations for the Ministry of Government and Consumer Services to inform community partners on proposed legislation to increase consumer protections for users of payday loans, instalment loans and cheque cashing services.
- Collaborated with the Schulich School of Medicine, Health Force Ontario and Tourism Windsor Essex Pelee Island to create a City of Windsor physician recruitment website.
- Worked with various organizations to welcome and establish nearly 1,000 government assisted refugees into the Windsor community.
- Collaborated with Geomatics to develop the MyNewCity app to help newcomers find clinics, libraries and social services.
- Hosted the Windsor Essex Local Immigration Partnership Annual Forum with over 150 attendees.
- Hosted the July 1 Citizenship Ceremony at the WIATC where 35 new Canadians were sworn in.
- Hosted the Windsor Essex Express Entry Employer Breakfast to provide Windsor-Essex employers with the opportunity to hear about the new federal system which helps employers recruit foreign trained employees to fill local labour market needs.

**Office of the CEO Your Quick Gateway (YQG) & Windsor-Detroit Tunnel Corporation (WDTC)
and Corporate Leader – Transportation Services****Transit Windsor**

- Travelled over 5 million kilometres, providing transportation to more than 6 million riders in the community.
- Finalized 12-year Life Cycle, Fleet Asset Management Plan and received approval from City Council.
- Applied for \$10.2M in transit improvements under Phase 1 of the Public Transit Infrastructure Fund.
- Implemented a U-Pass, providing transportation to 11,000+ University of Windsor students
- Began installation of the Intelligent Transportation System.
- Redesigned and replaced over 1,200 bus stop signs to improve service and accessibility.

YQG Windsor International Airport

- Paid a \$1M dividend from operations to the City of Windsor.
- Developed new air service routes to Cayo Coco (Cuba), Florida and Montego Bay.
- Increased annual passenger volumes by 21% (year-to-date) over 2015.
- Increased local share of passengers to 20% from 7% in 2009.
- Accommodated the construction of the 50 megawatt solar farm on airport grounds.

Windsor-Detroit Tunnel Corporation

- Paid \$1M dividend from operations to the City of Windsor.
- Increased annual traffic volumes (northbound and southbound) 5.58% over 2015.



Planning & Building Services

MISSION STATEMENT

"Our City is built on relationships – between citizens and their government, businesses and public institutions, city and region – all interconnected, mutually supportive, and focused on the brightest future we can create together"

REPORT #: CM 59/2016	Report Date: 10/26/2016
Author's Contact:	Date to Council: February 6, 2017
Kevin Alexander, MCIP-RPP	Clerk's File #: SR2017
Senior Planner--Special Projects	

To: Mayor and Members of City Council

Subject: Response to CQ34-2016: Design Guidelines for fencing along Riverside Drive

RECOMMENDATION:

THAT Windsor City Council **ACCEPT** this Report as INFORMATION

EXECUTIVE SUMMARY:

N/A

BACKGROUND:

On August 2, 2016, at the regular meeting of Windsor City Councillor Kusmierczyk submitted CQ34-2016 that: *"Asks Administration report back on updates to design guidelines for fencing along Riverside Drive to require decorative fencing rather than industrial/chain link on public and private property?"*

The purpose of this report is to answer the Council Question by identifying policies and documents relevant to Riverside Drive that require a higher design standard for fencing along Riverside Drive for both public and private properties. The report will also include examples of public and private properties where fencing has been provided. The Discussion section of the report will provide Council the option to require a higher standard for fencing for both public and private property along Riverside Drive.

DISCUSSION:

History

Riverside Drive, historically known as the St. Clair Trail by early settlers is one of the city and region's most significant pathways serving as an east and west gateway linking important neighbourhoods of Sandwich Town, Downtown Windsor, Walkerville, Riverside, and with other municipalities such as the Town of Tecumseh. It provides a means of transportation for pedestrians, cyclists, and automobiles and several of Windsor's important recreation areas north and south of Riverside Drive. Riverside Drives importance was recognized by Windsor City Council in the 1990s when it was identified as a *Scenic Drive on Schedule F: Roads and Bikeways* and as a *Civic Way on Schedule G: Civic Image* of Windsor's Official Plan.

Riverside Drives importance has been highlighted in several documents over the years including the following which reference a higher standard for elements such as landscaping, screening and fencing:

The Official Plan

There are no specific guidelines for fencing along Riverside Drive, however based on its designation as a Scenic Drive Section 7.2.6.8 (vii) states that "*The municipal streetscape design of the Scenic Drive shall be guided by the urban design policies of the Official Plan*".

Section 8 Urban Design of the City's Official Plan includes several policies related to protecting views and vistas throughout the City and specifically of the Detroit River, skyline and open space areas. Section 8.11.2.19 states that "*Council will encourage the partial screening of surface parking lots through the use of low fences, walls, berms and other landscape elements, and through the location of lots away from street view, while still permitting views for orientation and safety*". However, there is no specific reference to using decorative fencing verses industrial or chain link.

Section 8.11.2.13 also emphasises the importance of the Civic Way designation by enhancing the public rights-of-way consistent with an attractive image using unifying elements such as landscaping, fixtures and boulevard and median treatments. We consider decorative fencing as a landscape element.

As it relates to Riverside Drive as a Scenic Drive and the Central Riverfront Parkland Section 1.13.18, Volume 2 of the Official Plan states that "*boulevards on the riverfront side of Riverside Drive will include enhanced landscape treatments to provide a strong visual image for the Central Riverfront*". We consider decorative fencing to form part of an enhanced landscape treatment if fencing is required.

Riverside Drive Streetscape Manual and Site Plan Review Manual

The Urban Design Section of the Planning and Building Department are currently drafting two documents that will include guidelines for fencing and screening. The Riverside Drive Streetscape Manual will only apply to public and private property along Riverside Drive while the Site Plan Review Manual will be applied city-wide (and include Riverside Drive).

The Riverside Drive Streetscape Manual defines fencing/screening and low walls as part of the streetscape improvements and screening devices are considered to be street furniture. Screening devices are used to shield an undesirable view, such as a surface parking lot, and to create a continuous building edge along the sidewalk that defines and unifies the streetscape. Screening devices will be designed based on the following criteria:

- Screening devices should have an ornamental character as well as utilitarian function.
- The materials selected for screening devices must relate to the surrounding building architecture through the use of same or similar design details and reinforce the character of the overall district.
- The height of screening devices should be 0.8m to 1.1m (2.7' to 3.5') to allow for viewing into the adjacent space as a security measure without creating an area of entrapment. - Where necessary, the screening device should have openings measuring 1.5m to 2.0m (5.0' to 6.5') in width to provide for pedestrian access to the sidewalk and that is barrier free.
- Screening devices should be located on the property line between the public right-of-way and the abutting private property containing a use that must be screened.

The Site Plan Review Manual provides guidelines for screening and defines screening as a combination of small shrubs, low walls, and decorative materials that compliment buildings styles. Screening walls adjacent public sidewalks shall be decorative and may be required to be combined with planters and landscaping to improve the aesthetic quality.

Fence By-law 170-2012

Section 4, Residential Fence Regulations of the City's Fence By-law 170-2012 provides several regulations on height limits for fencing, however these height limits do not apply to hedges if the hedge is located in the side yard or rear yard unless the hedge is located in any rear yard situated on the north side of Riverside Drive East between Strabane Avenue and Lakeview Avenue. This area includes not only residential properties but several kilometres of Parkland. The by-law also provides standards for fence maintenance but does not reference the type of fencing that can be used.

CR243/2009 and By-Law 117-2009

A precedent has been set, in 2009 Council passed CR2413/2009 and By-Law 117-2009 approving two blocks of property east of the Casino (bounded by Riverside Drive East, Aylmer, University, and Glengarry Avenues) for surface parking areas provided that owners bring the parking areas in conformity with Zoning By-Law 8600 regarding standards for “Public Parking Areas” and adhere to the following design guidelines through the Site Plan Control process:

- i. Except at vehicular access points, parking areas shall be defined along their street frontages using a decorative fence system composed of painted vertical pickets interspersed at regular intervals with pillars constructed of masonry or a concrete or of concrete consistent with the colour and design approach used in the retaining walls at Caesars Windsor in the surrounding area;
- ii. In addition to the decorative fence system, parking area landscaping shall include lighting, drainage, and vegetation consistent with the City's parking area landscaping standards.



Surface Parking Areas East of the Casino

Since CR2413/2009 and By-Law 117-2009 have been in place many of these parking areas have been developed based on the above fencing/landscape design guidelines. In addition through negotiations as part of the Site Plan Review process these design guidelines have been used to implement the policies in the Official Plan related to surface parking areas on a city-wide basis. Examples include the Burger King located at University Avenue East and Goyeau Street, the Tim Horton's at Crawford Avenue and Wyandotte Street West, Caesars Windsor parking area located at Chatham Street West and McDougall Avenue, the Shoppers Drug Mart at Lauzon Road and Wyandotte Street East (See Appendix 'A' for photo examples).

Current Practices along Riverside Drive

Public Property

Generally, when fencing is required a decorative type fence has been installed, as part of the *Central Riverfront Implementation Plan (CRIP)* and development of the *Central*

Riverfront Park Lands. This area includes nearly 6 kilometres of Parkland spanning from Sandwich Town to Walkerville. Examples include the Peace Beacon/Bistro (Riverside Drive and Ouellette Avenue), the Festival Plaza Stage (Riverside Drive and McDougall Avenue), the Bert Weeks Memorial Fountain, and Retention Treatment Basin (RTB) Project (See Appendix 'B' for photo examples).

However, there are other examples along riverfront parks where chain link fence have been used because of function and cost constraints. Chain link fence has been used along portions of Sandpoint Beach to control access to the beach, making it safer for lifeguards to effectively monitor the beach, to channel pedestrians from the parking lots on the south side of Riverside Drive (across the street) to the traffic light, instead of encouraging free crossing of Riverside Drive at any point along the Beach frontage (See Appendix 'C' for photo examples).

Chain link fence has also been used as part of the Amphitheatre/Stage project for the construction of part of the Riverside Drive Promenade. Initially, a guardrail and chain link fence existed along the edge of the north side of Riverside Drive to protect cars and pedestrians from falling several feet. The *Central Riverfront Implementation Plan (CRIP)* calls for a Pedestrian Promenade (tree lined sidewalk) in this area along Riverside Drive, but this was not part of the original project scope or budget. As part of the Festival Plaza Stage and RTB projects the tree lined sidewalk space was constructed providing increased public safety and an improved connection to the park. Chain link fencing was installed on a temporary basis until the ground settles and a masonry retaining wall can be constructed to support the soil. Once constructed the chain link fence will be replaced with decorative fencing that also meets safety requirements in this location. These improvements have been identified in the 2019 to 2020 Public Works Capital Budget as "*Festival Retaining Wall Design and Construction*". Chain link fencing and guard rails were also installed years ago along Riverside Drive East adjacent Dieppe Park for similar safety reasons (See Appendix 'C' for photo examples).

Private Property

Most private property along Riverside Drive are residential and there does not appear to be a need to require fencing beyond what is included in Fence by-law 170-2012, and generally the majority of home owners would install a combination of decorative fence or wall with vegetation. However there are areas where decorative fencing requirements could result in an improved appearance where commercial and industrial properties exist along Riverside Drive (see Appendix 'D' for examples). If there are any future redevelopment proposals and a policy is in place, it can be implemented through the development review process.

If Council would like to approve a policy to ensure future improvements to fencing for public parks and private commercial and industrial properties along Riverside Drive the following policy is recommended:

Decorative Fencing, Low Masonry Walls and Landscaping on Riverside Drive

- i. Decorative fencing made of either vertical metal pickets or low masonry walls or a combination of with landscaping will be required along Riverside Drive when fencing is required;
- ii. Notwithstanding a), single family residential properties are exempt from this requirement and will continue to be subject to Fence By-law 170-2012.

Parking Areas along Riverside Drive

All Parking areas along Riverside Drive are required to adhere to the following design guidelines through the Site Plan Review process:

- i. Except at vehicular access points, parking areas shall be defined along their street frontages using a decorative fence system composed of metal vertical pickets interspersed at regular intervals or low masonry walls and pillars or a combination of with landscaping;
- ii. In addition to the decorative fence system, parking area landscaping shall include lighting, drainage, and vegetation consistent with the City's parking area landscaping standards.

The policies identified above can also be incorporated into future policies, design guidelines and standards for Riverside Drive.

RISK ANALYSIS:

There will be extra cost when requiring a higher design standard such as decorative fencing verses chain link when fencing is required however as identified by Council throughout the years Riverside is one of the most important streets in our City and valued by the community. Riverside Drive connects with residents most cherished Parks and neighbourhoods, and serves as a gateway to the City linking surrounding municipalities. The risk in not providing this higher standard is that the City will have little ability to encourage an improved image when chain link is the minimum standard.

FINANCIAL MATTERS:

There will be an increased cost to the City associated with a higher design standard for fencing such as decorative verses chain link, this increase would have to be included in the budget on a project by project basis. However, as identified through the examples

provided in the section of this report on **Current Practices for Riverside Drive** for public property most recent projects already include the necessary budget to incorporate a higher design standard for amenities such as decorative fencing, therefore this increase in requiring a higher standard will be minimal when considering similar public parks related projects. The cost (before labour) of providing decorative fencing for private property is \$15 to \$20 per linear foot (\$50 to \$65 per linear metre) verses chain-link at \$8 to \$15 per linear foot (\$26 to \$50 per linear metre). The cost (before labour) of providing decorative fencing for public (Parks) property is approximately \$55 to \$100 per linear foot (\$185 to \$330 per linear metre) verses chain-link at \$15 to \$20 per linear foot (\$50 to \$65 per linear metre). The higher costs on private (Parks) property along Riverfront Parkland is related to both safety and aesthetic reasons because often fencing along the Riverfront Parkland is used to prevent pedestrians from falling from a steep and much higher grade level.

Through the Site Plan review process Administration currently requests higher design standards such as decorative fencing and landscaping as permitted by the Planning Act and Site Plan Control By-law when appropriate. Therefore the increased cost to private land owners would be similar to what exists today and not unusual given current standards required through the Site Plan Review Process.

CONSULTATIONS:

Information regarding Fence By-Law 170-2012 is provided in consultation with Dan Lunardi, Manager of Inspections/Deputy CBO from the Planning and Building Department. Information regarding the cost of fencing for private verses public properties has been provided by the Manager of Parks Development, from the Parks and Recreation Department, and The Urban Design Planner from the Planning and Building Department.

CONCLUSION:

Through the development of the Central Riverfront Parklands the City typically includes sufficient funds in the budget for projects such as the Festival Plaza stage and Festival Plaza, and Peace Beacon/Bistro for a higher design standard such as decorative fencing and landscaping instead of chain link fencing. However, such a policy as provided in the Discussion section of this report would ensure that this higher design standard is included in future project budgets and design guidelines concerning lands on the north and south sides of Riverside Drive and ensure that new industrial and commercial development along Riverside Drive adheres to this same standard.

PLANNING ACT MATTERS:

N/A

APPROVALS:

Name	Title
Thom Hunt	City Planner/Executive Director
John Revell	Chief Building Official
Wira Vendrasco	Deputy City Solicitor
Shelby Askin Hager	City Solicitor
Mike Clement	Manager of Parks Development
Mark Winterton	City Engineer
Mark Winterton for Onorio Colucci	Chief Administrative Officer

NOTIFICATIONS:

Name	Address	Email

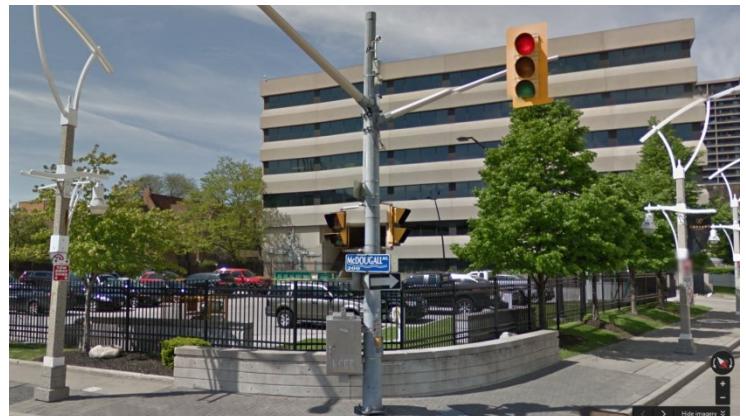
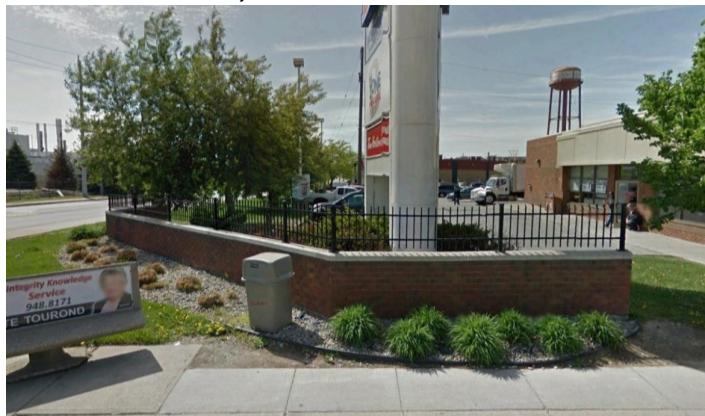
APPENDICES:

- 1 Appendix 'A'
- 2 Appendix 'B'
- 3 Appendix 'C'
- 4 Appendix 'D'

Appendix 'A'

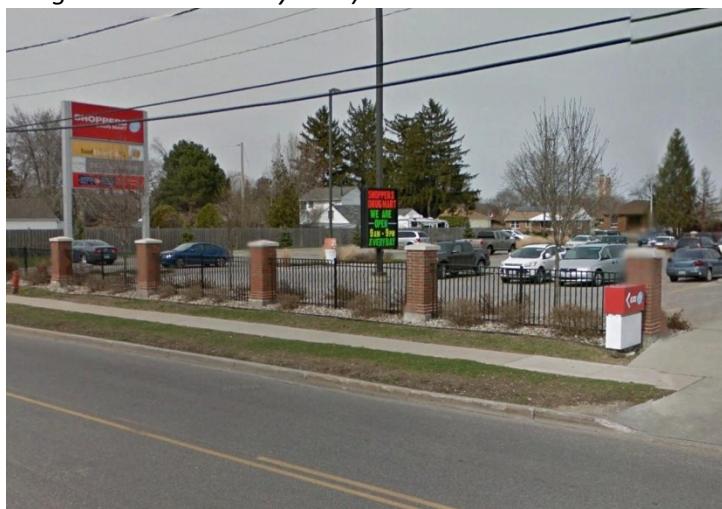


Burger King low masonry (brick) wall and decorative fencing with landscaping at the South-West corner of University Avenue East and Goyeau Street.



Tim Horton's low masonry (brick) wall and decorative fencing with landscaping at the South-West corner of Crawford Avenue and Wyandotte Street West (Source: Google Street View May 2015).

Caesars Windsor low masonry wall and decorative fencing with trees and sod at the South-West corner of Chatham Street East and McDougall Avenue (Source: Google Street View May 2015).



Shoppers Drug Mart Decorative fencing and masonry (brick) pillars with landscaping located at Lauzon Road and Frank Avenue (Source: Google Street View May 2014)

Appendix 'B'



Peace Beacon/Bistro with decorative fencing and landscaping located at the North-West corner of Riverside Drive West and Ouellette Avenue on the Central Riverfront (source: Google Street View May 2015).



Festival Plaza Stage with low masonry (formed concrete) wall and decorative fencing located on the Central Riverfront at McDougall St and Riverside Drive East North of Riverside Drive (Source: Google Street View May 2015).



Bert Weeks Memorial Garden with low masonry wall on the Central Riverfront North of Riverside Drive just East of Parent Avenue (Source: Google Street View May 2014).



Retention Treatment Basin with decorative fencing on the Central Riverfront on the North Side of Riverside Drive west of Aylmer Avenue (Source: Google Street View, May 14, 2014).



Retention Treatment Basin with decorative fencing on the Central Riverfront on the North Side of Riverside Drive west of Aylmer Avenue (Source: Google Street View, May 14, 2014).

Appendix 'C'



Chain link fencing at Sandpoint Beach along Riverside Drive East (Source: Google Street View May 2012)



Chain link fencing at Sandpoint Beach along Riverside Drive East (Source: Google Street View May 2014)



Chain link fencing at Sandpoint Beach on the south side along Riverside Drive borders the parking area (Source: Google Street View May 2014)



Chain link fencing overlooking the Festival Plaza on the Central Riverfront just east of the Stage and McDougall Street along the North side of Riverside Drive East.



Chain link fencing overlooking the Festival Plaza on the Central Riverfront adjacent the Stage and McDougall Street along the North side of Riverside Drive East (Source: Google Street view May 2015).



Chain link fencing overlooking the Civic Terrace and Dieppe Gardens on the Central Riverfront adjacent the Stage and west of McDougall Street along the North side of Riverside Drive East (Source: Google Street view May 2015).



Chain link fencing overlooking Dieppe Gardens on the Central Riverfront along the North side of Riverside Drive East (Source: Google Street view May 2015).



Chain link fencing at Kiwanis Park on the south side of Riverside Drive (Source: Google Street View May 2014)

Appendix 'D'



Chain link fencing on the North side Riverside Drive at 1950-2072 Riverside Drive East of the Central Riverfront Parkland (Source Google Street view May 2014).



Chain link fencing on the North side Riverside Drive at 1950-2072 Riverside Drive East of the Central Riverfront Parkland (Source Google Street view May 2014).



Chain Link fencing on the south side of 2427 Riverside Drive East at Montreuil Avenue (Source Google Street view May 2015).



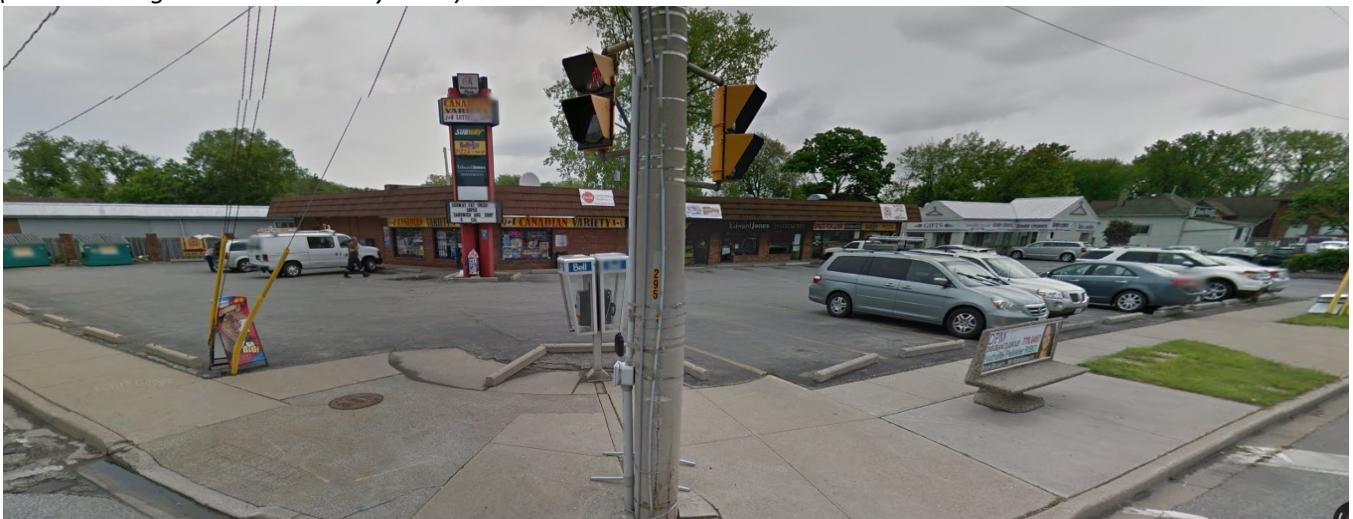
Chain Link and security fencing on the north side of Riverside Drive East from just past Montreuil Avenue to Pratt Street (Source Google Street view May 2015).



Chain Link fencing on the south side of Riverside Drive East at Montreuil Avenue (Source Google Street view June 2012).



Commercial Plaza at 7875 Lauzon Road at the intersection of Riverside Drive East and Lauzon provides some landscaping (Source: Google Street View May 2014)



Commercial Plaza at 200-214 Lauzon Road at the intersection of Riverside Drive East and Lauzon Road (Source: Google Street View May 2014)



Legal Services, Real Estate & Risk Management

MISSION STATEMENT

"Our City is built on relationships – between citizens and their government, businesses and public institutions, city and region – all interconnected, mutually supportive, and focused on the brightest future we can create together"

REPORT #: CM 6/2017	Report Date: 1/17/2017
Author's Contact: Susan Hirota Legal Counsel 519-255-6100 ext 6493 shirota@citywindsor.ca	Date to Council: February 6, 2017 Clerk's File #: SR2017

To: Mayor and Members of City Council

Subject: CQ23-2016 - Use of Aerial Drones in Parks
City Wide

RECOMMENDATION:

THAT this response to CQ23-2016 be **RECEIVED** for information.

EXECUTIVE SUMMARY:

N/A

BACKGROUND:

On June 7, 2016, Councillor Kusmierczyk asked the following question:

CQ23/2016:

Asks that Administration report back on what regulations – if any – exist relating to the use of aerial drones in public parks, and I would like that report to include best practices from other municipalities as well as a recommendation for the City of Windsor.

DISCUSSION:

Federal Regulations

Drones are regulated by Transport Canada under federal aviation laws including the *Aeronautics Act* and the *Canadian Aviation Regulations*.

Drones that weigh 35 kg or less **and** are used for strictly recreational purposes (i.e. hobby and personal enjoyment) are considered “model aircraft” and are currently exempt from the vast majority of federal regulations. Model aircrafts, however, must still be operated safely. Flying them in a manner that endangers the safety of other aircraft is an offence under both the *Aeronautics Act* and the *Criminal Code of Canada*.

Recreational drones that weigh more than 35 kg and drones that are used for any non-recreational purpose (i.e. work, research) are considered Unmanned Air Vehicles (UAVs) and a Special Flight Operations Certificate (SFOC) from Transport Canada is required. An SFOC is not required, however, for non-recreational drones of certain weight classes (1 kg or less) (more than 1 kg up to and including 25 kg) if all of Transport Canada’s numerous exemption conditions can be met. In those limited circumstances, a non-recreational drone can be operated without a SFOC but the operator must provide Transport Canada with contact information, UAV model/serial number and confirmation that the required minimum distances from airports and built-up areas will be maintained.

Attached as Appendix “A” is a flow chart that explains when permission is required from Transport Canada to fly an unmanned aircraft.

Attached as Appendix “B” are recommendations from Transport Canada on flying drones safely and legally.

Members of the public who wish to file a complaint about the unsafe operation of a drone may do so by completing an online Drone Incident Report Form and submitting it to Transport Canada (<https://www.tc.gc.ca/eng/civilaviation/opssvs/drone-incident-report-form.html>). Attached as Appendix “C” is a copy of the Drone Incident Report Form.

Transport Canada intends to introduce new regulations in 2017 that will apply to UAVs weighing 25 kilograms or less that are operated within visual line-of-sight. The proposed regulatory amendments are intended to ensure the safe and reliable operation of UAVs in Canadian airspace and will:

- establish classifications including a proposal for the possibility of having a very small (lower threshold) category of aircraft;

- clarify terminology;
- establish aircraft marking and registration requirements;
- address personnel licensing and training; and
- create flight rules

Transport Canada also intends to preserve the SFOC process to focus on higher risk operations, including UAVs larger than 25 kilograms and those operated beyond visual line-of-sight.

Aeronautics is within the exclusive jurisdiction of the federal government. A municipality may, however, regulate how a municipal park is used.

Parks By-law 200-2002

Parks By-law 200-2002 currently prohibits the operation of “powered models of aircraft” in a park unless authorized by the Commissioner of Parks and Recreation by permit. The Parks By-law does not define “powered models of aircraft” but under the *Canadian Aviation Regulations*, a “model aircraft” means an aircraft with a total weight not exceeding 35 kg (77.2 pounds) that is mechanically driven or launched into flight for recreational purposes and that is not designed to carry persons or other living creatures.

Arguably, the Parks By-law already applies to recreational drones not exceeding 35 kg by use of the term “powered models of aircraft”.

Other Municipalities

Several municipalities were asked whether they regulate the operation of drones. The responses are set out in the following table:

Municipality	Drone Regulation
LaSalle	Not regulated
Amherstburg	Not regulated
Essex	Not regulated
Lakeshore	Not regulated
Kingsville	Not regulated
Leamington	Not regulated

Tecumseh	Prohibits “powered models of aircraft” in a park unless authorized by permit
London	Not specifically regulated but taking photos or video of a person in a park is prohibited unless with consent
Ottawa	Prohibits “motor driven model airplanes” in a park
Toronto	Prohibits “powered models of aircraft” in a park unless authorized by permit

RISK ANALYSIS:

The federal government does not currently regulate drones that weigh 35 kg or less and that are operated for strictly recreational purposes. Amendments to the *Canadian Aviation Regulations* in 2017 may change this.

Drones that are not operated safely and in accordance with Transport Canada’s recommendations and regulations, are hazards. Given that members of the public, particularly children, frequent parks for sporting events and other recreational pursuits, it may be advisable to prohibit the use of drones in parks unless authorized by the Parks Department by permit.

FINANCIAL MATTERS:

N/A

CONSULTATIONS:

Mike Clement, Manager Parks Development
 Ann Kalinowski, Manager of By-law Enforcement

CONCLUSION:

The operation of drones as a recreational activity is increasing in popularity and most municipalities do not have by-laws in place regulating their use. The City of Windsor’s existing Parks By-law could arguably apply to drones under a technical analysis of the term “powered models of aircraft”. If Council wishes to prohibit the use of drones in parks unless authorized by permit, the by-law should be amended to include terms that are more familiar to members of the public such as “drone” and “UAV”.

Page 4 of 5

PLANNING ACT MATTERS:

N/A

APPROVALS:

Name	Title
Susan Hirota	Legal Counsel
Shelby Askin Hager	City Solicitor
Onorio Colucci	Chief Administrative Officer

NOTIFICATIONS:

Name	Address	Email

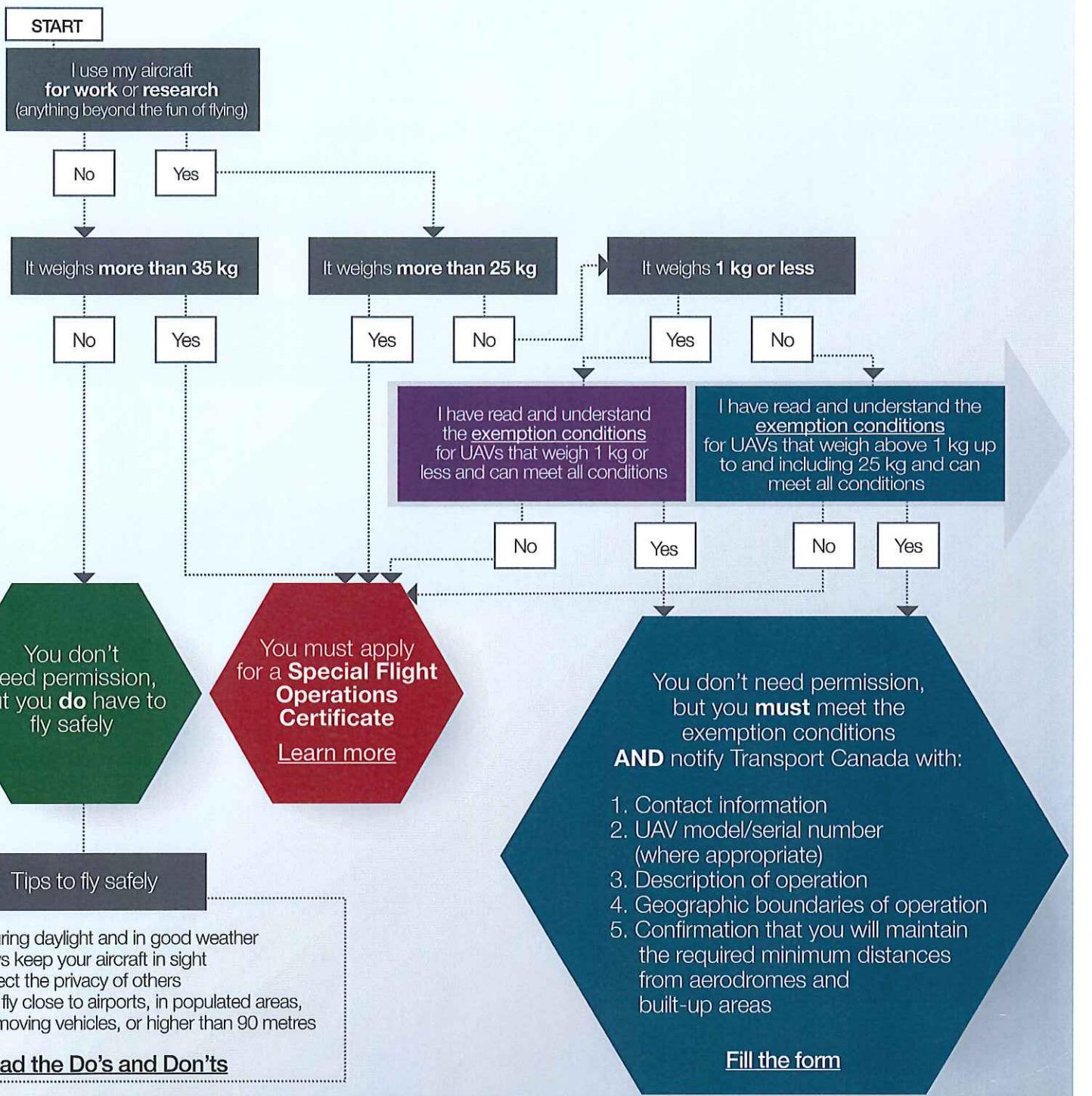
APPENDICES:

- 1 Appendix A - Canada "Flying an unmanned aircraft? Find out if you need permission from Transport Canada"
- 2 Transport Canada "Do's and Don'ts for flying your drone safely and legally"
- 3 Transport Canada "Drone incident report form"



Flying an unmanned aircraft?

Find out if you need permission from Transport Canada





Do's and Don'ts for flying your drone safely and legally.

Transport Canada recommends you follow the following Do's and Don'ts. Not doing so can put lives, aircraft, and property at risk.

Always:

- Fly your drone during daylight and in good weather (not in clouds or fog).
- Keep your drone in sight, where you can see it with your own eyes – not only through an on-board camera, monitor or smartphone.
- Make sure your drone is safe for flight before take-off. Ask yourself, for example, are the batteries fully charged? Is it too cold to fly?
- Know if you need to apply for a Special Flight Operations Certificate.
- Respect the privacy of others – avoid flying over private property or taking photos or videos without permission.

Do not fly:

- Closer than 9 km from any airport, heliport, or aerodrome.
- Higher than 90 metres above the ground.
- Closer than 150 metres from people, animals, buildings, structures, or vehicles.
- In populated areas or near large groups of people, including sporting events, concerts, festivals, and firework shows.
- Near moving vehicles, highways, bridges, busy streets or anywhere you could endanger or distract drivers.
- Within restricted and controlled airspace, including near or over military bases, prisons, and forest fires.
- Anywhere you may interfere with first responders.



APPENDIX "C"



Government
of Canada Gouvernement
du Canada

Transport Canada (<http://www.tc.gc.ca/eng/menu.htm>)

Home → Organization → Organizational Chart → Safety & Security Group → Drone Safety
→ Drone incident report form

The word "Canada" in a large, bold, serif font, with a small maple leaf icon integrated into the letter "a".

Drone incident report form

Canadians have reported unsafe drone operations to Transport Canada through various channels. We have developed this form to make it easier for Canadians to report such incidents, while helping Transport Canada gather more information via a single-entry-point. This form does not replace any official incident reporting system, such as the Civil Aviation Daily Occurrence Reporting System (<http://wwwapps.tc.gc.ca/Saf-Sec-Sur/2/CADORS-SCREAQ/m.aspx?lang=eng>).

Description of incident

Was the drone flying near an aircraft?

--	<input checked="" type="checkbox"/>
----	-------------------------------------

If yes, provide approximate distance:

--	--

Was the drone flying at a high altitude?

--	<input checked="" type="checkbox"/>
----	-------------------------------------

If yes, provide approximate altitude:

--	--

Was the drone flying close to an airport/aerodrome (helipad, heliport, seaplane base, etc.)?

--	<input checked="" type="checkbox"/>
----	-------------------------------------

Did the drone fly close to or over the following zones? (Select all applicable fields)

- Populated area
- Home/private property
- Crowd (sporting event, concert, festival)
- Firework show
- Forest fire
- National Park
- Wildlife
- Moving vehicles, highways, busy streets, bridges

Other:

Date/location of incident

Date of incident (YYYY-MM-DD):

Time of incident (HH:MM):

Street:

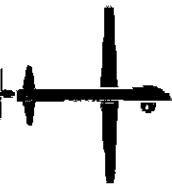
City:

Province / Territory:

Latitude/longitude coordinates:

Give a brief description of the incident:**Description of drone****Colour:****Category:**

- 
- 
- 
- 

- Not sure

Other:**Make/model:**

Description of the operator

Name or operator and/or company (if known):

Operator's vehicle/License plate number (if known):

Physical description

Anything you think could help identify the operator:

Additional information:

Evidence

Have you gathered evidence such as photos or videos of this incident?

Can a Transport Canada official contact you for more information regarding this evidence?

Contact Information

If you want to keep your comments anonymous, please leave this blank.

Name (optional):

Email (optional):

Phone (optional):

Privacy Statement

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“Personal information” is defined as any information, in any form, about an identifiable individual; refer to section 3 of the [Privacy Act \(<http://laws-lois.justice.gc.ca/eng/acts/P-21/>\)](http://laws-lois.justice.gc.ca/eng/acts/P-21/) for further details regarding personal information.

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The information requested is required by the Department for the purpose of regulatory follow-up and will be used to investigate. Your personal information will be shared with Transport Canada Civil Aviation for the purpose of regulatory enforcement.

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Provision of the information requested in this document is voluntary and you may, without prejudice, decline to respond. Should you decide to complete the form, it is important to know that the submission of your information constitutes consent to the collection and use of your personal information.

Your personal information will be used for the following secondary purpose: statistical trend analysis. The personal information collected will be retained for seven years. The form containing personal information will be destroyed after 84 months (seven years).

Disclaimer

Information submitted through this form will be forwarded to a technical expert for review. Please note, however, that feedback on issues submitted through this means cannot always be provided.

I authorize Transport Canada to review the issue or feedback mentioned. I further certify that the information given on this form is, to the best of my knowledge, correct and complete.

Submit

Related links

- [Flying your drone safely and legally](http://www.tc.gc.ca/eng/civilaviation/opssvs/flying-drone-safely-legally.html)
(<http://www.tc.gc.ca/eng/civilaviation/opssvs/flying-drone-safely-legally.html>)
- [Getting permission to fly your drone](http://www.tc.gc.ca/eng/civilaviation/opssvs/getting-permission-fly-drone.html)
(<http://www.tc.gc.ca/eng/civilaviation/opssvs/getting-permission-fly-drone.html>)
- [No drone zones](http://www.tc.gc.ca/eng/civilaviation/opssvs/no-drone-zones.html) (<http://www.tc.gc.ca/eng/civilaviation/opssvs/no-drone-zones.html>)
- [Report a drone incident](http://www.tc.gc.ca/eng/civilaviation/opssvs/report-drone-incident.html) ([/eng/civilaviation/opssvs/report-drone-incident.html](http://www.tc.gc.ca/eng/civilaviation/opssvs/report-drone-incident.html))

Date modified:

2016-12-19



Taxation & Financial Projects

MISSION STATEMENT

"Our City is built on relationships – between citizens and their government, businesses and public institutions, city and region – all interconnected, mutually supportive, and focused on the brightest future we can create together"

REPORT #: CM 7/2017	Report Date: 1/19/2017
Author's Contact:	Date to Council: February 6, 2017
Tano Ferraro	Clerk's File #: AFB/12410
Manager of Property Taxation and Taxpayer Support 519-255-6100 ext 6258 gferraro@citywindsor.ca	

To: Mayor and Members of City Council

Subject: City Wide 2017 BIA Budget Review and Approval Process

RECOMMENDATION:

That City Council **RECEIVE** this report for information.

EXECUTIVE SUMMARY:

N/A

BACKGROUND:

Sections 204 to 214 of the Ontario Municipal Act, 2001 (the Act) prescribes guidance with regards to Business Improvement Areas (BIA's). Annually, the Board of Management is required to prepare a proposed budget and Council is required to approve said budget. Budgets are typically for expenses such as advertising and promotion, newsletters, beautification items, flower baskets, administrative costs, etc. which are used within the BIA boundaries to promote businesses and attract customers. Repayments to the City for capital projects (ex. streetscaping) or other cash advances which have been approved are also included in the annual budgets. The budget request submissions are required to be approved by the BIA membership as evidence by way of minutes from the membership meeting.

DISCUSSION:

Each year Administration works in conjunction with the BIA's to obtain and review their annual budget submission.

A separate charge is levied upon properties of the commercial and industrial classes within the BIA. This special charge is collected in the same manner as property taxes. Historically Administration has added this charge to the final tax bill notice of each business classified as being included in the BIA boundary. Payment is made over the last three instalments of the year.

Administration is still in the process of collecting and reviewing each of the nine BIA budget submissions. In addition, Administration is finalizing prior year reconciliations with each of the BIA's. Once complete a full report will be brought forward for Council's consideration prior to issuance of the 2017 final tax bills.

Until such time as funds are provided to the BIA, most are not in a cash flow position to proceed with planned expenditures. In keeping with prior years, Administration will be providing each BIA with no more than 50% of the 2016 approved budget at this time with the balance to be provided once the final levies and notices have been issued to the members. BIA's are required to submit annual audited financial statements and any such instalment or final levy will be subject to the BIA complying with this request.

RISK ANALYSIS:

There is little risk to the municipality with regards to BIA levies. While funds are advanced to each of the BIA's, those funds are recovered through a charge to the BIA membership on the annual property tax bill. Property taxes are secured in that they are attached to the property and not the member. Therefore should a property owner fail to make a payment of the annual charge, it can be recovered through subsequent property owners or collection action.

Typically the final rate to achieve the total budget request is based upon the combined assessment values (subject to some min/max values as chosen by the individual BIA's). There is some risk to the BIA that should there be changes in assessment values, either positive or negative, this will impact the total amount to be recovered. To mitigate this risk and to avoid large fluctuations which may result in a substantial repayment to the City, Administration withholds a 5% allowance from each year's levy which is released at the end of each year.

FINANCIAL MATTERS:

Based upon the 2016 approved budgets for each of the BIA's an instalment of no more than 50% will be provided by the end of March 2017. This instalment will be subject to the results of the 2016 reconciliation with the BIA and compliance with the requirement to provide audited financial statements and satisfactory responses to other Administrative requests. In addition, for those BIA's subject to capital project repayments, the installment will be reduced by 50% of the repayment.

Business Improvement Area	2016 Approved Net Levy	2017 Instalment (max.)
Downtown Windsor Business Improvement Association	\$538,000	\$269,000
Erie Street – Via Italia	\$100,000	\$50,000
Ford City	\$28,800	\$14,400
Olde Riverside Towne Centre	\$60,000	\$30,000
Olde Sandwich Towne	\$67,220	\$33,610
Ottawa Street	\$71,965	\$35,983
Pillette Village	\$26,100	\$13,050
Walkerville District	\$45,000	\$22,500
Wyandotte Towne Centre	\$94,000	\$47,000

CONSULTATIONS:

N/A

CONCLUSION:

Once the 2017 BIA budget submissions have all been received and Administration has completed all of its due diligence, a report will be brought forward to City Council to seek the necessary approvals.

APPROVALS:

Name	Title
Janice Guthrie	Deputy Treasurer-Taxation and Financial Projects
Joseph Mancina	Chief Financial Officer and City Treasurer

Name	Title
Onorio Colucci	Chief Administrative Officer

NOTIFICATIONS:

Name	Address	Email Address	Telephone	FAX
Debi Croucher – DWBIA	419 Pelissier Street Windsor, Ontario N9A 4L2	debi@downtownwindsor.ca	519-252-5723	
Tessa Mancini Ruggirello – Erie Street – Via Italia BIA	854 Erie Street E. Windsor, Ontario N9A 3Y6	viaitaliabia@gmail.com	519-253-3329	
Randy Diestelmann – Ford City BIA	1076 Drouillard Rd, Windsor, Ontario N8Y 2P8	spectrumrandy@gmail.com	519-563-7497	
Bridget Scheuerman – Olde Riverside Towne Centre BIA	2334 Cypress Road Windsor, Ontario N8P 0A7	bscheuerrman@cogeco.ca	519-962-6550	
Mary Ann Cuderman – Olde Sandwich Towne BIA	3118 Sandwich St Windsor, Ontario N9C 1A6	macuderman@hotmail.com mailto:	519-258-0361	
JefferyWood – Ottawa Street BIA	1464 Ottawa Street Windsor, Ontario N8X 2G2	jefferywoodhair@gmail.com	519-252-2394	
Greg Plante – Pillette Village BIA	4769 Wyandotte Street E. Windsor, Ontario N8Y1H8	greg@imaginativeimaging.ca	519-962-1500	
Jake Rondot – Walkerville District BIA	1145 Beals Street Windsor, Ontario N9E 4B7	info@walkervilledistrict.com	226-346-9242	
Sami Mazloum – Wyandotte Town Centre BIA	2517 Longfellow Ave Windsor, ON N9E 2K8	ssmazloum@gmail.com	519-977-2956	



Public Works - Operations

MISSION STATEMENT

"Our City is built on relationships – between citizens and their government, businesses and public institutions, city and region – all interconnected, mutually supportive, and focused on the brightest future we can create together"

REPORT #: C 10/2017	Report Date: 1/12/2017
Author's Contact: Jeff Hagan Policy Analyst 519-255-6247 ext 6003 jhagan@citywindsor.ca	Date to Council: 2/6/2017 Clerk's File #: ACO/12103

To: Mayor and Members of City Council

Subject: CR629/2016 - George Avenue and Ypres Avenue Petition - Ward 5

RECOMMENDATION:

That report CR629/2016 George Avenue and Ypres Street Petition **BE RECEIVED** for information.

EXECUTIVE SUMMARY:

N/A

BACKGROUND:

At the October 3, 2016 meeting of Council, the following resolution was adopted:

CR629/2016

"That the petition presented by Councillor Sleiman from residents on George Avenue asking the City to install 4 way stop signs on George and Ypres stating that school buses pick up and drop school children at this intersection and speeders do not care for the safety of the children

BE RECEIVED by the Clerk and the Clerk BE DIRECTED to forward the petition to the City Engineer for the purpose of an examination of the requested works or undertakings; and further that a report BE PROVIDED consistent with the direction provided."

This report responds to this motion. The petition described in the motion is attached as Appendix 1.

Previous Council Direction

At the July 6, 2015 meeting of Council, Administration was directed by Council (motion M240-2015) to review a resident request for an all-way stop at George Avenue and Ypres Street. In response to this direction, Administration reviewed the request and found that the intersection of George Avenue and Ypres Street did not meet the warrant for an all-way stop established in the All-Way Stop Policy.

These findings were presented in a report (report S 42/2015) to the Environment, Transportation & Public Safety Standing Committee at its January 20, 2016 meeting. The Committee recommended that the report be received for information (ETPS Report 334); this recommendation was adopted by Council at its March 7, 2016 meeting (CR132/2016).

DISCUSSION:

A Council resolution has already been made on the matter of an all-way stop request at George Avenue and Ypres Street (CR132/2016). CR629/2016 is redundant and cannot be addressed by Administration at this time. If a member of Council so chooses, procedurally, they could give notice at “notice of motion” stage of a Council meeting, to allow for this matter to be reconsidered. If the motion to reconsider is successful, it would allow for the matter to be heard and for Council to propose new direction as opposed to the previously approved recommendation of receiving the report for information only.

RISK ANALYSIS:

Risks associated with the all-way stop request were considered in the previous report (S 42/2015). If Administration were aware of changed conditions surrounding a particular intersection that had an impact on an all-way stop warrant review, the warrant review would be undertaken. If applicable, Council would then be provided this new information in the form of a Council report for their consideration.

FINANCIAL MATTERS:

N/A

CONSULTATIONS:

Steve Vlachodimos, Council Services

CONCLUSION:

A Council resolution has already been made on the matter of an all-way stop request at George Avenue and Ypres Street (CR132/2016) confirming that this location does not meet warrant.

PLANNING ACT MATTERS:

N/A

APPROVALS:

Name	Title
Josette Eugeni	Manager of Transportation Planning
Steve Vlachodimos	Deputy City Clerk / Senior Manager, Council Services
Dwayne Dawson	Executive Director of Operations
Valerie Critchley	City Clerk
Mark Winterton	City Engineer
Onorio Colucci	Chief Administrative Officer

NOTIFICATIONS:

Name	Address	Email
Councillor Sleiman		
<i>Petition signatories</i>		

APPENDICES:

1 Resident Petition

October 3rd, 2016

To the City Traffic Engineering

GEORGE AVE

This petition is signed by ~~the~~ neighbourhood residents asking the City of Windsor to install 4 way stop signs on George and Ypres.

School buses pick up and drop school children at this intersection. Speeders do not care but the neighbourhood care for the safety of our children.

Respectfully

James Ellis

2399 George Ave

Windsor, Ontario

226-350-7513

Submitted by:
Councillor Sleiman
October 3, 2016 Council Meeting

Sept. 30th/2016

City of Windsor Ontario

Attn. All members of Council for the
City of Windsor Ontario
And the Mayor for the City of Windsor, Ontario

Please find attached, a photo copy of Petition

A Petition signed by residents of
George Ave. and other residents of the City
of Windsor, Ontario. To be use the intersection
at George Ave. and Ypres St.

To also Protect the Health-Safety of all
residents on George Ave.

What would be the benefits, on making George
Ave. and Ypres St. a 4 way stop?

1. It would protect the Health-Safety of all
residents of Windsor, Ontario.

2. It would reduce the speeding on George Ave.

3. It would stop the amount of accident

4. It would stop damages to resident property.

Please Note: Whereas the city would not send a petition
residents ask me too prepare one. I ask Council
to recognize this petition and accept it.

Please Note:

There will be more signatures
of this petition being delivered
to Windsor, Ontario's city

Council also Please Note the

Original will be sent too the

Chairman office and a copy to
Municipal Affairs in Toronto.

James Ellis
2399 George Ave
Windsor Ontario

Tel: 226-360-7513.

Page 1

Sept. 30th/2016

Petition

Four way stop sign at George Ave. and ypres St.
Mayor and all members of Council for the City
of Windsor, Ontario, also Speeding control

Name	Address	yes	no
James Ellis	2399 George Ave.	✓	
Angel Prosperi	2418 600 GEORGIA AVE.	✓	
The HERTZL	2428 George Ave	✓	
BRIAN S. DENIS	2414 GEORGE AVE	✓	
SCOTT SPENCER	2402 GEORGE	✓	
TERRY GREEN	2409 GEORGE AVE	✓	
Margaret Macapett	2417 George Ave	✓	
Larry Gherardi	2471 George Ave	✓	
Jennifer Young	2483 George Ave	✓	
Bevie Johnson	2499 George Ave	✓	
Raphael	2494 George Ave	✓	
George M. Lutz	2486 George Ave	✓	
Willie Lutz	2482 GEORGE AVE	✓	
Pat Biennm	2474 George Ave.	✓	
John McRae	2395 George Ave	✓	
Kelly Ferguson	2348 George Ave.	✓	
Wren	2425 George Ave		
Wayne J. Blouin	2428 George Ave	✓	
Stephen McKeehan	2442 George Ave	✓	
Jandra Ann L	2463 GEORGE AVE	✓	
Shawn Cessna	2446 George Ave		
David Kovacs	2460 George Ave	✓	
Yong Kovacs	2452 George Ave	✓	
Holly Kovacs	2383 George Ave	✓	
Paul Kovacs	2383 George Ave	✓	
Mark Kovacs	2380 GEORGE AVE	✓	
Justyn Janzen	2342 George Ave	✓	
David St Pierre	2363 GEORGE AVE.	✓	
Fawn Graham	2375 GEORGE AVE	✓	
Guy Graham	2379 GEORGE AVE	✓	
	4035 Grand Marais	✓	
	2450 Arthur Rd	✓	

Continue

Sept. 30th/2016

City of Windsor, Ontario
Mayor and All members of Council

Petition

That George Ave. And Queen St. become a
4 way Stop intersection, Speeding control

Name	Address	yes	no
Jerome N Roy	2403 George Ave	✓	
Lindsay Campeau	2370 George Ave	✓	
Yes / No	2873 Clark George	✓	
Melissa Springs	5830 Queen Elizabeth	✓	
Karen & Pete Mac Donald	2382 George Ave	✓	
Manette Mifsud	2378 George Ave	✓	
Marie Mifsud	2378 George Ave	✓	
At the begin	2366 George Ave	✓	
ERIC SPENCER	2364 George Ave	✓	
Calvin Curc - G	2356 George Ave	✓	
Zyfli Karko	2335 George St	✓	
Debbie Coulter	2331 George Ave	✓	
MICHAEL BRIEG	2391 George Ave	✓	
Dillian Blacker	2432 George Ave	✓	
Amanda Gow	2452 George Ave	✓	
David Martin	2514 George Ave	✓	
Maria Sepulveda	2524 George Ave.	✓	
JAY CORBY	2536 GEORGE AVE	✓	
Matt Hussey	2558 GEORGE AVE	✓	
Caydussey	1952 FRANCOIS ST	✓	
Laurel Dushay	1952 FRANCOIS ST	✓	
JUTKA BAKO	2546 GEORGE AVE	✓	
M. Berat	2562 George Ave	✓	
B Stradish	2570 George Ave	✓	
C Cojocari	2574 George Ave.	✓	
Margaret Van der Veen	2594 George Ave	✓	
Robert Van der Veen	25941 GEORGE AVE	✓	
BRIAN HARTWELL	2594 GEORGE AVE	✓	
Ananda Gaynor	2598 George Ave	✓	
Ron Mulcahy	2575 George AVE	✓	

Sept. 30 / 2016

City of Windsor, Ontario
Mayor and all Members of Council
Petition

That George Ave. And Cypress St. become
a 4 way stop intersection, also speeding control

Name	Address	yes	no
GERRY ROBERT	2511 GEORGE	✓	
K. NETZER	2567 GEORGE AVE	✓	
N. Zecarao	2525 GEORGE	✓	
S. Arseneault	2487 George	✓	
J. Tull	2367 George	✓	
R. GIRARD	2367 George	✓	
M. Arseneault	1186 GEORGE	✓	
Travis Wilson	2367 GEORGE	✓	
Andrew Arsenault	2367 George	✓	
CARLO Petrilli	2603 George Ave.	✓	
Kelley Lauzon	2615 George	✓	
Tom Peckas	2619 George Ave.	✓	
Dick McANNERY	2629 George	✓	
Rodney Cosgrave	2635 George	✓	
Mike Ondic	2643 George	✓	
KEN Emery	2647 GEORGE		
JAMES MARKHAM	2675 GEORGE	✓	
GLORIA LEVIS	2676 GEORGE	✓	
Ann Lagerson	2632 GEORGE	✓	
Dee Davis	2628 George Ave	✓	
Nancy Pilkington	2624 George	✓	
Sandra Fossas	2330 TURNER	✓	
Giovanni Flicko	2616 George	✓	
Stu MacLean	2303 George	✓	
Lia Mads	2437 George		
M. G. Lawes	2328 George Ave		
G. Molterman	2459 George Ave	✓	
Oroma Erwin	2529 George Ave	✓	
	2643 GEORGE AVE		
	2663 GEORGE AVE	✓	



Public Works - Operations

MISSION STATEMENT

"Our City is built on relationships – between citizens and their government, businesses and public institutions, city and region – all interconnected, mutually supportive, and focused on the brightest future we can create together"

REPORT #: C 9/2017	Report Date: 1/11/2017
Author's Contact: Wade Bondy Contracts Coordinator (519) 255-6560 ext. 4234 wbondy@citywindsor.ca Ward 6 PW#7090	Date to Council: 2/06/2017 Clerk's File #: SW/12582

To: Mayor and Members of City Council

Subject: 2016 Cold Milling & Asphalt Paving II - Tender No. 145-16

RECOMMENDATION:

- I. THAT the following low tender **BE ACCEPTED**:

Tenderer:	Coco Paving Inc. 485 Little Baseline Road Tecumseh, ON N8N 2L9
Work:	2016 Cold Milling & Asphalt Paving II Tender 145-16.
Total Tendered Price:	\$664,940.00 (excluding HST)
Accounts Charged:	2016 Capital Budget Project ID 7161054

AND THAT the Chief Administrative Officer and City Clerk **BE AUTHORIZED** to sign a contract with the low tenderer (Coco Paving Inc.), satisfactory in form to the City Solicitor, in technical content to the City Engineer, and in financial content to the Chief Financial Officer and City Treasurer, for Tender No.145-16.

II. THAT **APPROVAL BE GIVEN** to transfer funding up to \$376,643 from the approved 2016 Capital Budget for City Wide Road Rehabilitation (Project ID 7161027) to Project ID 7161054 to fund work under Tender 145-16.

EXECUTIVE SUMMARY:

N/A

BACKGROUND:

Council Resolution 563/2016 approved funding in the amount of \$300,000 for the cold milling and asphalt paving of Wyandotte Street East from Watson Avenue to Riverdale Avenue. Upon reviewing pavement conditions in the area, the scope of work was expanded to take advantage of economy of scale.

DISCUSSION:

The following tenders were received and opened on October 12, 2016:

TENDERER	TENDERED AMOUNT (excluding H.S.T.)
Coco Paving Inc. 485 Little Baseline Road Tecumseh, ON N8N 2L9	\$664,940
MillAm Corporation 2199 Blackacre Drive Oldcastle, ON N0R 1L0	\$676,348

The tenders submitted were reviewed and no errors, informalities or omissions were found.

RISK ANALYSIS:

Associated risks to the Corporation resulting from the undertaking of this project include risks typical of a construction project, such as bodily injury, property damage, and matters arising from violations of the Occupational Health and Safety Act. These risks are to be transferred to the successful proponent, through the contract that the City and Coco Paving Inc. enter into. As part of the contract with Coco Paving Inc., there are sufficient insurances in place to cover the Corporation for the potential damage and claims that might arise from their work during or after construction in the maintenance period of time.

FINANCIAL MATTERS:

The total amount to be expensed for work carried out under Tender 145-16 is \$676,643 (\$664,940 + unrecoverable HST).

Summary of Costs, Recoveries, and Budget:

Tender 145-16 Value	\$ 664,940
Add: Unrecoverable HST	\$ 11,703
Total Tender 145-16 Cost	\$ 676,643
Approved funding CR563/2016 (7161054)	\$ 300,000
Maximum amount to be transferred from 2016 City Wide Road Rehabilitation (7161027)	\$ 376,643
Available Funding	\$ 676,643

As outlined in the summary above, there are sufficient uncommitted funds remaining in the 2016 City Wide Road Rehabilitation Program (Project ID 7161027) to fund the balance of this work.

CONSULTATIONS:

Cindy Becker, Financial Planning Administrator, Public Works – Operations

CONCLUSION:

Administration recommends proceeding with the award of this tender and the associated work.

PLANNING ACT MATTERS:

N/A

APPROVALS:

Name	Title
Wade Bondy	Contracts Coordinator
Phong Nguy	Manager, Contracts, Field Services & Maintenance
Cindy Becker	Financial Planning Administrator
Dwayne Dawson	Executive Director of Operations
Alex Vucinic	Purchasing Manager
Shelby Askin Hager	City Solicitor
Joe Mancina	Chief Financial Officer
Mark Winterton	City Engineer
Onorio Colucci	Chief Administrative Officer

NOTIFICATIONS:

Name	Address	Email

APPENDICES:



Public Works - Operations

MISSION STATEMENT

"Our City is built on relationships – between citizens and their government, businesses and public institutions, city and region – all interconnected, mutually supportive, and focused on the brightest future we can create together"

REPORT #: C 13/2017	Report Date: 1/16/2017
Author's Contact:	Date to Council: 02/06/2017
Andrew Lewis Research Analyst Coordinator (519) 255-6560 ext. 4229 alewis@citywindsor.ca	Clerk's File #: SW/12743
Ward 5 PW#7092	

To: Mayor and Members of City Council

Subject: Sanitary Trunk Sewer Inspection - RFP 151-16

RECOMMENDATION:

THAT the Chief Administrative Officer and the City Clerk **BE AUTHORIZED** to sign a contract with M.E. Andrews and Associates Limited for an upset limit of \$389,576 (not including HST), satisfactory in form to the City Solicitor, in technical content to the City Engineer and in financial content to the City Treasurer and Chief Financial Officer for the inspection of trunk sanitary sewers in the west and south sections of the City of Windsor.

EXECUTIVE SUMMARY:

N/A

BACKGROUND:

Approval of the 2016 Capital Budget included funding into the Flooding Abatement Measures Project, Project ID 7169001. Part of this funding allows the Public Works Department to undertake various projects that relate to the inspection of the City of Windsor's sewer system including the trunk sanitary sewer mains.

On October 15, 2016 RFP 151-16 was issued for the inspection of two (2) sections of the City of Windsor's trunk sanitary sewer system and a total of two (2) submissions were received from the following companies:

- M.E. Andrews and Associates Limited
- D.M. Robichaud Associates Ltd.

DISCUSSION:

Of the two (2) proposals submitted for RFP 151-16 and in accordance to the City of Windsor's Purchasing By-Law, Administration recommends the proposal submitted by M.E. Andrews and Associates Limited which was the top scoring proposal to inspect the sanitary trunk sewers and manholes. This proposal will inspect the Riverfront Interceptor Section of sanitary trunk sewer from the Lou Romano Water Reclamation Plant to the CMH Woods Pumping Station at Caron Avenue and Riverside Drive West. It will also inspect the Western Trunk Section of sanitary trunk sewer from the Lou Romano Water Reclamation Plant to the intersection of Northway Avenue at the Grand Marais Drain where two (2) sub-trunk sewers meet. This inspection also includes all the manholes within these limits that provide access to the sanitary trunk sewer system.

RISK ANALYSIS:

The risk analysis for the inspection of the sanitary trunk sewers using the Enterprise Risk Management tool found the risk level to be significant should the inspection not be undertaken. The inspection of the sanitary trunk sewers is part of a mitigation strategy to assist in the prevention of possible large scale basement flooding and the potential discharge of raw sewage into the Detroit River should the sanitary trunk sewer system fail. This mitigation strategy would help to reduce the significant risk as the City Engineer would know if problems exist, what are the problems that exist or what future problems could potentially occur as these would be identified once the inspection is completed. Once the inspection of this part of the sanitary trunk sewer system is completed, a second mitigation strategy will have to be discussed to address the results of the inspection. The responsibility of managing this risk falls to the City Engineer.

FINANCIAL MATTERS:

Funding has been allocated for the sanitary trunk sewer inspection through the Flooding Abatement Measures Project in the 2016 Capital Budget. As per RFP 151-16 and in accordance with the City of Windsor Purchasing By-Law, M.E. Andrews and Associates Limited has the highest score and lowest cost proposal and is the recommended successful proponent for the inspection of the sanitary trunk sewer and manholes with an upset limit amount of \$389,576.00 plus HST.

There are sufficient funds in the project mentioned above to complete the requirements set out in the RFP. Any issues identified during the inspection process will have to be reviewed, and if required, a remedial action plan including any proposed funding sources will then be reported back to Council for direction.

Summary of Costs, Recoveries, and Budget:

RFP Value (151-16)	\$ 389,576
Add: Non-Recoverable HST	\$ 6,857
Total RFP Cost (151-16)	\$ 396,433
<hr/>	
Total Life to Date Budget, Flood Abatement Program (7169001)	\$ 6,585,170
Add: Other Revenue Collected	\$ 134,400
Less: Expenses Paid to Date	\$ 2,585,955
Less: Outstanding Commitments	\$ 3,037,067
Balance of Funds Remaining, Flood Abatement Program (7169001)	\$ 1,096,548
<hr/>	

As outlined in the summary above, there are sufficient uncommitted funds remaining in the Flood Abatement Project 7169001 to fund the work under RFP 151-16. All costs associated with RFP 151-16 will be charged to 007-2950-9998-14034-7169001 (Flood Abatement Program – Small Sewer Repairs).

CONSULTATIONS:

Cindy Becker, Financial Planning Administrator – PW Operations

CONCLUSION:

In conclusion, of the proposals submitted for RFP 151-16 and in accordance with the City of Windsor's Purchasing By-Law, Administration recommends the highest scoring proposal submitted by M.E. Andrews and Associates Limited be accepted to undertake the sanitary trunk sewer and manhole inspection.

PLANNING ACT MATTERS:

N/A

APPROVALS:

Name	Title
A. Lewis	Research Analyst Coordinator
P. Nguy	Manager, Contracts, Field Services & Maintenance
C. Becker	Financial Planning Administrator
D. Dawson	Executive Director of Operations
M. Osborne	Senior Manager of Asset Planning
J. Mancina	Chief Financial Officer/City Treasurer
A. Vucinic	Purchasing Manager
S. Askin Hager	City Solicitor
M. Winterton	City Engineer
O. Colucci	Chief Administrative Officer

NOTIFICATIONS:

Name	Address	Email

APPENDICES:

**Environment, Transportation and Public Safety Standing Committee
Meeting Held January 25, 2017**

**Kamloops Street Extension Environmental Assessment - Filing the Notice of
Study Completion - Ward 9**

Moved by: Councillor Payne

Seconded by: Councillor Francis

Decision Number: **ETPS 470**

- I. THAT the report Kamloops Street Extension Environmental Assessment – Filing the Notice of Study Completion **BE RECEIVED** for information; and,
- II. THAT Administration **BE DIRECTED** to issue the Notice of Study Completion for the Kamloops Street Extension Environmental Assessment

Carried.

Report No.: S 4/2017
Clerk's File No: ZB/12244 ZP12271
(Administrative Report Attached which was previously distributed as part of the Standing Committee Agenda)



Public Works - Operations

MISSION STATEMENT

"Our City is built on relationships – between citizens and their government, businesses and public institutions, city and region – all interconnected, mutually supportive, and focused on the brightest future we can create together"

REPORT #: S 4/2017	Report Date: 1/5/2017
Author's Contact: Patrick Winters Development Engineer 519-255-6257 ext 6462	Date to Council: January 25, 2017
Josette Eugeni Manager of Transportation Planning 519-255-6248 ext 6418	Clerk's File #: ZB/12244 ZP12271

To: Mayor and Members of City Council

Subject: Kamloops Street Extension Environmental Assessment - Filing the Notice of Study Completion - Ward 9

RECOMMENDATION:

- I. **THAT** the report Kamloops Street Extension Environmental Assessment – Filing the Notice of Study Completion **BE RECEIVED** for information; and,
- II. **THAT** Administration **BE DIRECTED** to issue the Notice of Study Completion for the Kamloops Street Extension Environmental Assessment

EXECUTIVE SUMMARY: N/A

BACKGROUND:

Under M382-2015, CR210/2015 and CR553/2016 Council has previously approved conditions of draft approval and cost sharing measures for the Southwind Subdivision by Tru Land Developments. The subdivision is proposed to be comprised of 119 townhome units to be constructed south of existing Woodlawn and Parkwood Streets, and west of the existing Devonshire Heights Community.

Construction of the subdivision requires the extension of Kamloops Street from the existing dead end on the 1200 Block westerly to Marentette Avenue. The extension of the roadway is subject to the Municipal Class Environmental Assessment process and

as such following previous Council approvals it was determined that an Environment Assessment (EA) Study needed to be undertaken.

The study area considered during the completion of the Kamloops EA is generally bound by Marentette Avenue to the west, Calderwood Avenue to the east, and the north and south property limits of the Southwind Subdivision which consist of the south property limits of the existing Woodlawn and Parkwood Avenues to the north, and the Windsor Grove Cemetery lands to the south.



Study Area

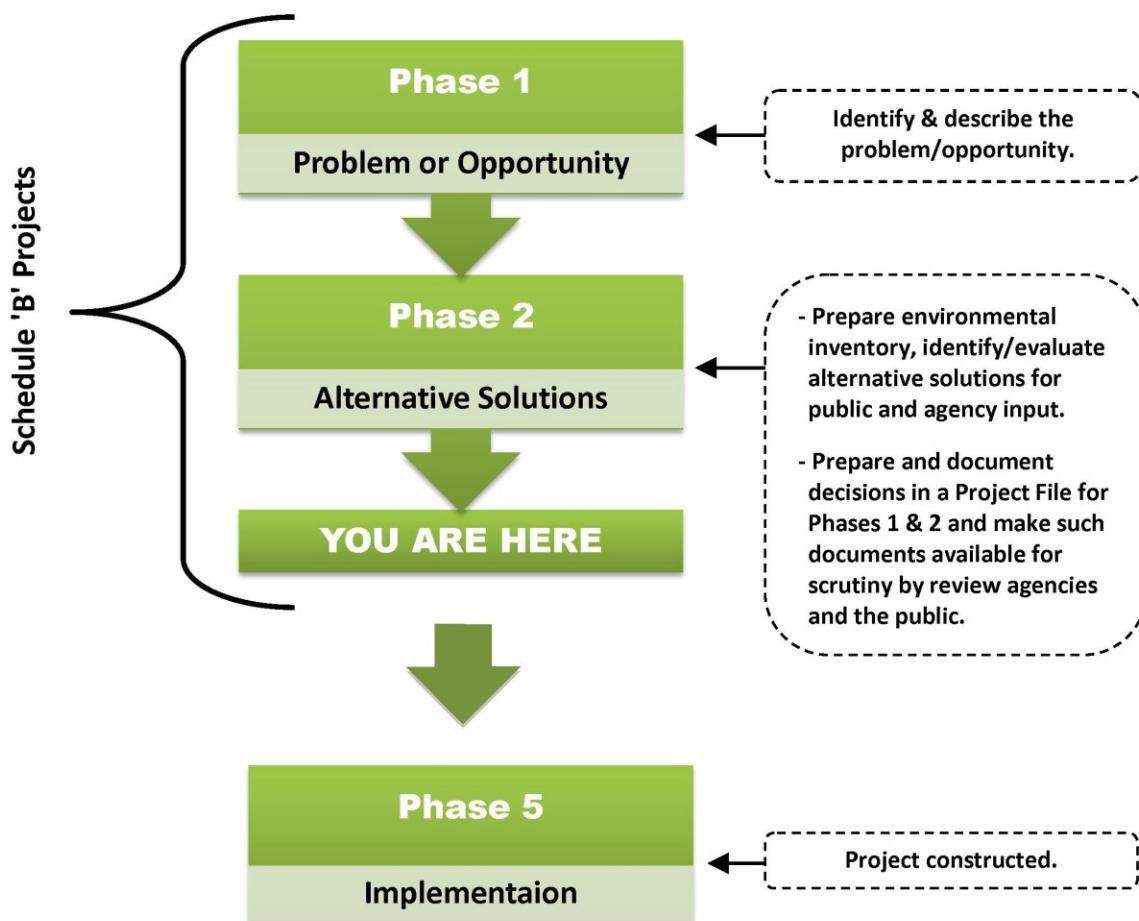
The purpose of the study was to establish the preferred design and cross-section for the extension of Kamloops Street from Marentette Avenue easterly through the Southwind Subdivision to the existing intersection at Calderwood Avenue.

Public consultation is an important part of the EA process. Project related information and updates have been maintained on the project website throughout the study (www.windsoreas.ca). Public meetings were held on October 5th and 24th, 2016 in order to present the preferred road design to the public, highlight anticipated traffic operations following implementation of the planned upgrades, and to consult and receive feedback from the public, agencies and stakeholders.

The report is now complete. The next step is to publish the Notice of Study Completion and commence the 30 day public review period.

DISCUSSION:

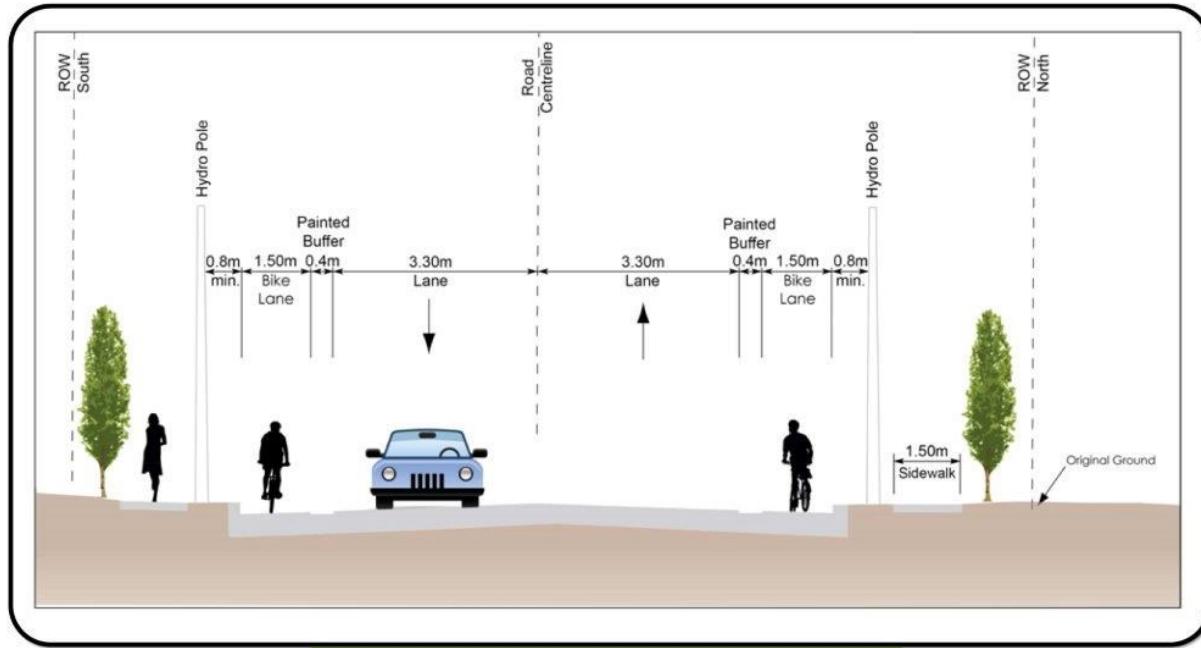
The Kamloops Street Extension Environmental Assessment has been carried out in accordance with Schedule B requirements under the Municipal Class Environmental Assessment process, and as such the study completed phases 1 and 2 as outlined.



Schedule B Process for Class EAs

The preferred design for the Kamloops Street extension comprises the following:

- 10.4m pavement width
- 3.3m travel lanes
- 1.5m bike lanes with 0.4m painted buffers
- 1.5m sidewalks on both sides of the road
- Construction of a new, northbound right turn lane on Marentette Avenue
- Installation of all-way stop control at the intersection of Kamloops Street and Calderwood Avenue



Road Elements Included:

- ▶ 1.50m Bike Lanes on both sides of the road with 0.4m Buffers
- ▶ 1.50m Sidewalks on both sides of the road
- ▶ Two 3.30m Travel Lanes

Recommended Cross-Section

The preferred alternative cross section extends between Marentette Avenue and Calderwood Avenue. The existing 100m section of Kamloops Street is recommended to be widened to match the proposed new construction in order to connect the buffered bike lanes on Kamloops to the existing signed route on Calderwood Avenue. This will also facilitate neighbourhood access to the existing Transit Route on Marentette Avenue and allow for future expansion of Transit services into the neighbourhood if desired.

As mentioned, the next step in the EA process requires the publication of the Notice of Study Completion. Upon authorization by Council, the Notice of Study Completion will be:

- Published in the Windsor Star on the Saturday and Wednesday immediately following Council Approval.
- Mailed to those whom have requested to be included on the project contact list for the EA.
- Mailed to relative Agencies and Stakeholders, and

- Posted on the Project Website [www.WindsorEAs.ca].

A copy of the draft notice is provided as Appendix 1 of this report.

The EA report will be available for review during the 30-calendar day review period on the project website www.windsoreas.ca as well as at the following locations: the City of Windsor Clerks Office, the Remington Park Branch of the Windsor Public Library, and the City of Windsor Public Works Office (detailed display location information is provided on the Notice of Study Completion).

RISK ANALYSIS:

No significant or critical risks are associated with this report. The recommendation requires a mandatory 30-day review period which provides an opportunity for the public to request a Part II Order regarding the proposed undertaking identified in the EA. In the event an objection is filed, the Minister of the Environment will undertake a review and render a decision which may deny with or without conditions, refer the matter to mediation, or require the proponent to comply with Part II of the EA Act.

FINANCIAL MATTERS:

The EA study was completed in-house by City of Windsor staff with required background studies being provided by parties retained by Tru Land Developments. As such, there are no budgetary costs directly attributable to the completion of the study.

Implementation of construction identified under the EA will be the joint responsibility of the City of Windsor and Tru Land Developments. Council has previously approved the City's portion of the construction costs under CR553/2016 [Southwind Subdivision Cost Sharing]. The total value of work to be undertaken in relation to the EA [Costs to both the City and Developer] is estimated to be approximately \$2,000,000.

It should be noted that the widening of the existing section of Kamloops Street was not included under CR553/2016. This work is estimated to cost \$69,000. As per report C187/2016 and in accordance with Council Direction (CR 625/2016) provided, the City of Windsor has made a Public Transit Infrastructure Fund (PTIF) grant application which includes this work and which would cover a portion of these costs. The application results are pending.

Following finalization of the EA, one tender will be issued for all of the work required to be completed by the City. Administration may need to request additional funding following the closing of the tender should the total value of the new scope of work exceed the budget established under CR553/2016.

CONSULTATIONS:

Various City Departments were involved in the overall study process including Engineering – Development, Transportation Planning, Planning, and Legal.

Michael Dennis, Financial Planning Administrator – Engineering was consulted in regards to the contents of this report.

CONCLUSION:

Upon receiving authorization from Council, the Notice of Study Completion will be published in the Windsor Star, on the Project Website, and will be provided to those whom have requested to be included on the project contact list for the EA. The Study Report will be made available at City Hall in the Clerk's office, the Public Works office, and the Remington Park Branch of the Windsor Public Library (2710 Lillian Avenue, Windsor, Ontario, N8X 4B5).

APPROVALS:

Name	Title
Patrick Winters	Development Engineer
Josette Eugeni	Manager of Transportation Planning
Dwayne Dawson	Executive Director of Operations
Shelby Askin-Hager	City Solicitor and Corporate Leader – Environmental Protection & Infrastructure Services
Mark Winterton	City Engineer and Corporate Leader – Environmental Protection & Infrastructure Services
Onorio Colucci	Chief Administrative Officer

NOTIFICATIONS:

Name	Address	Email
J. Murray Troup	100-4747 Pleasant Place, Windsor, ON, N8Y 2K6	jmt@wintru.com
RC Spencer Associates Inc. Attn: Rick Spencer	261 Shepherd Street East, Windsor, ON, N8X 2K6	rcspencer@rcspencer.ca
Those whom have requested to be included on the project contact list for the EA		
Agencies and Stakeholders		

APPENDICES:

- 1) Draft Notice of Study Completion – Kamloops Street Extension – from Marentette Avenue to Calderwood Avenue.

NOTICE OF STUDY COMPLETION

KAMLOOPS STREET EXTENSION CLASS ENVIRONMENTAL ASSESSMENT

THE STUDY

The City of Windsor in conjunction with Tru Land Developments has completed a Class Environmental Assessment Study 'Schedule B' in accordance the Municipal Class Environmental Assessment (EA) process for the extension of Kamloops Street from Marentette Avenue easterly through the Southwind Subdivision to Calderwood Avenue.

THE PURPOSE

The purpose of the study was to establish the preferred design, and cross-section for the extension of Kamloops Street from Marentette Avenue easterly through the Southwind Subdivision to the existing intersection at Calderwood Avenue.

THE PROCESS

The study was completed in accordance with the planning and design process for 'Schedule B' projects of the Municipal Class Environmental Assessment (October 2000, as amended in 2007, 2011, & 2015) under the Ontario Environmental Assessment Act.

PUBLIC INPUT

As part of the EA Study, Public Meetings were held on October 5th, and 24th 2016. Based on input received the Project Team has reached a preferred alternative and documented decisions in a project file.



STUDY REPORT

By this notice, the findings of the study have been placed on the public record for review in accordance with the Municipal Class Environmental Assessment process.

Subject to comments received as a result of this Notice, the City may proceed with implementation of the recommended improvements in the study area.

DOCUMENT REVIEW

A printed copy of the Study Report will be available for a 30-day public and agency review from February XX, 2017 to March XX, 2017 at:

Windsor City Hall – Council Services 350 City Hall Square W., 2 nd Floor Windsor, ON, N9A 6S1 (519)255-6222	City of Windsor Library Remington Park Branch 2710 Lillian Avenue, Windsor, ON, N8X 4B5 (519)255-6770	Public Works – Operations 1266 McDougall Street, Windsor, ON, N8X 3M7 (519)255-6248
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A digital version of the Study Report will also be available on the City of Windsor web site at <http://www.windsoreas.ca>.

If concerns regarding this project cannot be resolved in discussions with the City of Windsor, a person or party may request the Minister of the Environment and Climate Change to make an order for the project to comply with Part II of the Environmental Assessment Act which addresses individual environmental assessments. Requests for a Part II Order must be received by the Ministry at the addresses below, no later than **March XX, 2017**. The request to the Ministry must also be copied to the City's Manager of Transportation Planning identified below. If no request is received, the City of Windsor intends to proceed with designing the planned improvements.

Minister of the Environment and Climate Change 77 Wellesley Street West 11 th Floor, Toronto, ON, M7A 2T5	Director, Environmental Approvals Branch Ministry of the Environment and Climate Change 135 St Clair Ave West, 1 st Floor Toronto, ON, M4V 1P5 EEASIBgen@ontario.ca	Josette Eugeni City of Windsor Manager of Transportation Planning 1266 McDougall Street, Windsor, ON N8X 3M7 jeugeni@citywindsor.ca
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This Notice First Posted: **February XX, 2017**.



Legal Services, Real Estate & Risk Management

MISSION STATEMENT

"Our City is built on relationships – between citizens and their government, businesses and public institutions, city and region – all interconnected, mutually supportive, and focused on the brightest future we can create together"

REPORT #: C 12/2017	Report Date: 1/13/2017
Author's Contact: Patrick T. Brode Senior Legal Counsel (519) 255-6100 x6377 pbrode@citywindsor.ca	Date to Council: February 6, 2017
	Clerk's File #: SW/10746

To: Mayor and Members of City Council

Subject: Proposed Expropriation of Land for the Phase I, Cabana/Division Corridor Improvements Project

City Wide

RECOMMENDATION:

Usually, the administration makes a recommendation on the issue before Council. But in the case of an expropriation, the sole discretion to be made is by City Council on whether or not to proceed. Should Council wish to proceed, the following wording could be used:

"That the City Council of the City of Windsor acting as an approving authority under the Expropriations Act hereby resolves to expropriate the lands described in Schedule "B" hereto and authorizes the CAO and the City Clerk to execute the necessary Expropriation Plan and register the same on title, as well as the Certificate of Approval, section 25 Offers to Settle, and all other necessary documents."

EXECUTIVE SUMMARY:

N/A

BACKGROUND:

The Cabana/Division Corridor Improvements have been the subject of previous Council reports and approvals. Essentially the work entails road widening for Cabana, re-paving much of the existing roadway and providing for turning lanes. Council has previously authorized the City Solicitor to initiate expropriation proceedings to obtain the required road widenings from nine adjacent owners.

The Notices of Application for Approval to Expropriate (Schedule "A") were served on all the Owners and a copy served with the City Clerk on behalf of the Approving Authority, the Council of the City of Windsor. Notices were also published three times in the local newspaper.

The time period for requesting a Hearing of Necessity into whether or not the taking is fair, sound and reasonably necessary has passed.

During the interval, the City has come to an agreement with two of the Owners and it will not be necessary to expropriate those sites. One owner has requested a Hearing of Necessity. The remaining six Owners are as shown in Schedule "B." A description of the lands taken from them is as shown on 12R-26819, 12R-26820, 12R-26821 and 12R-26822 which are attached as Schedule "C."

DISCUSSION:

It is submitted that the taking of these lands are necessary for the Cabana Road project.

In expropriation cases, City Council sits as an "approving authority" to determine under section 8(1) of the Act whether to approve the taking, approve it with modifications, or not to take the land at all.

RISK ANALYSIS:

These lands are required as part of the Cabana/Division Corridor Improvements Project.

FINANCIAL MATTERS:

Council approved funding totalling \$4,237,000 for the engineering, land acquisition and construction of Cabana/Division Corridor Improvements from east of Howard Avenue to west of Provincial Road (Project I.D. # 7152001).

Currently the project has a \$4 million balance available. Administration is confident that there are sufficient funds remaining in the project to cover these costs.

CONSULTATIONS:

Mike Dennis, Financial Planning Administrator
Mark DiPasquale, Financial Planning Administrator
Jane Z. He, Engineer III, Engineering Department

CONCLUSION:

Acting as an approving authority, City Council may make whatever decision it feels appropriate. If it desires to proceed with the taking, wording has been provided in the recommendation.

PLANNING ACT MATTERS:

N/A

APPROVALS:

Name	Title
Patrick T. Brode	Senior Legal Counsel
Shelby Askin Hager	City Solicitor
Joe Mancina	Chief Financial Officer
Mark Winterton	City Engineer
Onorio Colucci	Chief Administrative Officer

NOTIFICATIONS:

Name	Address	Email

APPENDICES:

- 1 Schedule A-Notice of Application for Approval to Expropriate Land
- 2 Schedule B-List of Owners and Properties
- 3 Schedule C-Plans 12R-26819, 12R-26820, Plan 12R-26821 and 12R-26822

Expropriations Act

NOTICE OF APPLICATION FOR APPROVAL TO EXPROPRIATE LAND

IN THE MATTER OF an application by The Corporation of the City of Windsor for approval to expropriate land being shown on Schedule "A" attached, all in the City of Windsor, County of Essex for the purposes of Cabana/Division Corridor Improvements Project (Phase I).

NOTICE IS HEREBY GIVEN that application has been made for approval to expropriate the land described as follows:

On Schedule "A" attached hereto.

Any owner of lands in respect of which notice is given who desires an inquiry into whether the taking of such land is fair, sound and reasonably necessary in the achievement of the objectives of the expropriating authority shall so notify the approving authority in writing,

- (a) in case of a registered owner, served personally or by registered mail within thirty days after the registered owner is serviced with the notice, or, when the registered owner is served by publication, within thirty days after the first publication of the notice;
- (b) in the case of an owner who is not a registered owner, within thirty days after the first publication of the notice.

The approving authority is:

The City Council of the City of Windsor
City Hall, P. O. Box 1607
350 City Hall Square West
Windsor, Ontario
N9A 6S1

Name of expropriating authority:

The Corporation of the City of Windsor

Per:

Shelby Askin Hager
City Solicitor

SCHEDULE “B”

1. 3840 Howard Avenue Inc.
Part of Lots 67, 68 & 69, Plan 1259, being Parts 1 to 4 on Plan 12R-26820
2. Shirley-Lyn and Richard Watson
Part of Lot 2, Plan 1552, being Part 4 on Plan 12R-26822
3. Tracey Lyn Beaugrand
Part of Lot 88, Conc. 3, being Part 1 on Plan 12R-26819
4. Wade Jack Ford
Part of Lot 88, Conc. 3, being Part 2 on Plan 12R-26819
5. Willie and Eiko Lee
Part of Lot 34, Plan 1552, being Part 4 on Plan 12R-26821
6. Eleni and Constantinos Spanos
Part of Lot 35, Plan 1552, being Part 5 on Plan 12R-26821

PARTS SCHEDULE

PART	LOT	CON/PLAN	P.I.N.	AREA (m ²)
1	PART LOT 88	CONCESSION 3	PART OF 01561-2790	102.3
			PART OF 01561-2789	158.8

PARTS 1 and 2, (incl.) comprise part of P.I.N.'s 01561-2789 and 01561-2790.
 PART 1 IS SUBJECT TO EASEMENTS AS IN R122524 and R436485.
 PART 2 IS SUBJECT TO EASEMENTS AS IN R122523, R436485 and R442496.

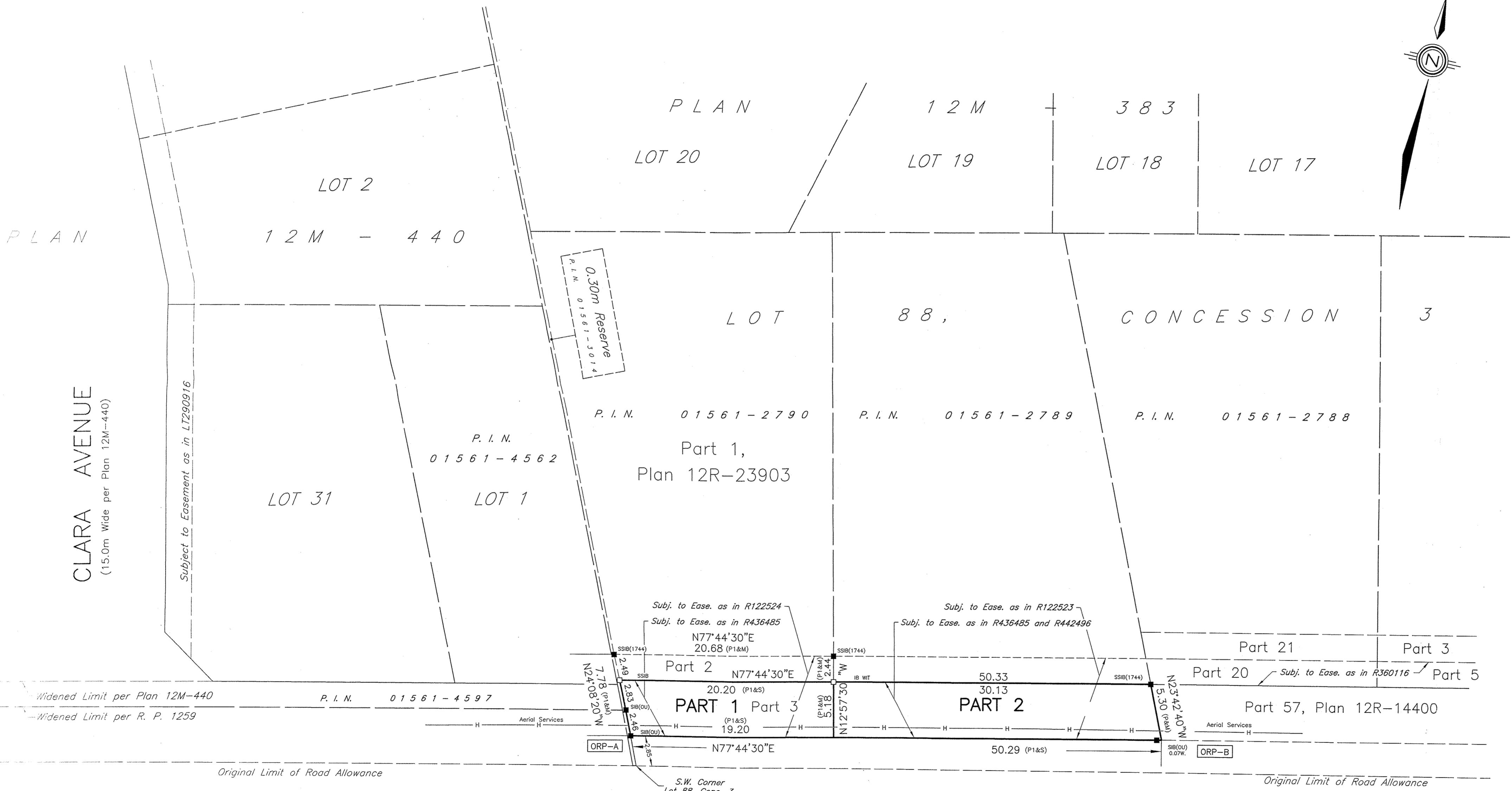
I REQUIRE THIS PLAN TO BE
 DEPOSITED UNDER THE
 LAND TITLES ACT.

RECEIVED AND DEPOSITED
 DATE NOVEMBER 22, 2016

PLAN 12R-26819
 RECEIVED AND DEPOSITED

DATE 2016 NOV 23

Roy Simon
 ROY A. SIMONE
 ONTARIO LAND SURVEYOR
 BARBARA CAIRA
 REPRESENTATIVE FOR LAND
 REGISTRAR FOR THE LAND TITLES
 DIVISION OF ESSEX (12)



"METRIC" DISTANCES AND COORDINATES SHOWN ON THIS PLAN
 ARE IN METRES AND CAN BE CONVERTED TO FEET BY
 DIVIDING BY 0.3048

CABANA ROAD EAST

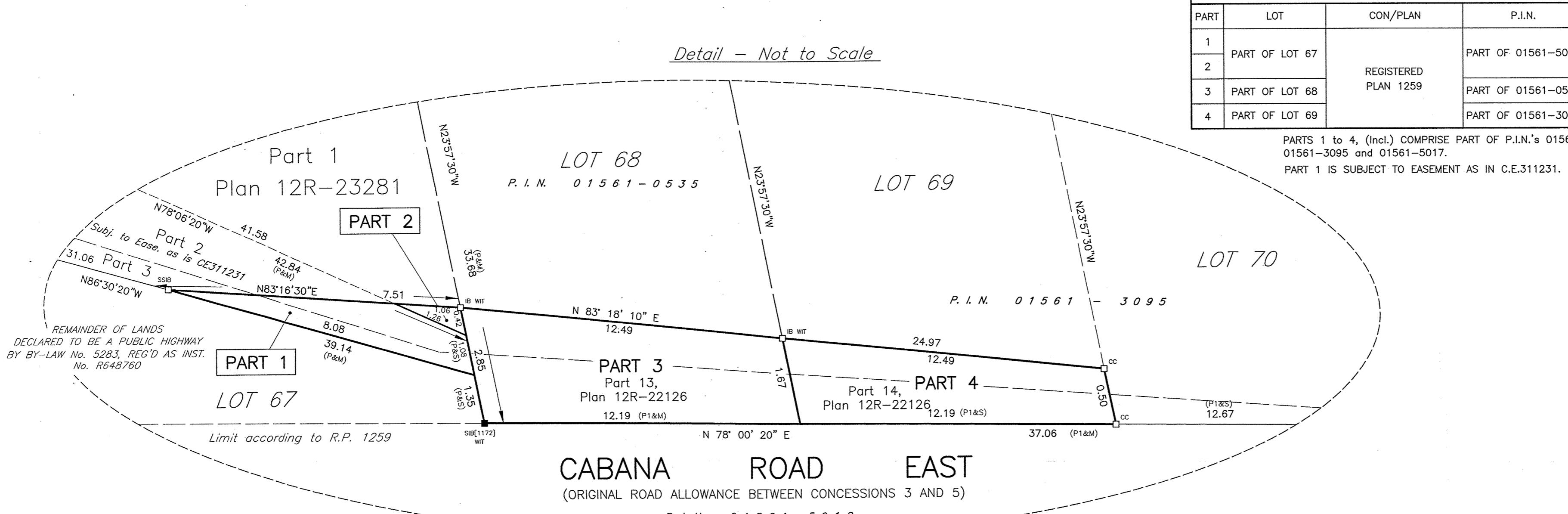
(ORIGINAL ROAD ALLOWANCE BETWEEN CONCESSIONS 3 AND 5)

P. I. N. 01561-5018

WINDSOR
 944 Ottawa Street
 N8X 2E1
 Ph: (519)258-1772
 Fax: (519)258-1791

VERHAEGEN
 STUBBERFIELD
 HARTLEY
 BREWER
 BEZAIRE
 INC.
 187 Talbot Street East
 N8H 1L8
 Ph: (519)322-2375
 Fax: (519)322-2675

LEAMINGTON
 187 Talbot Street East
 N8H 1L8
 Ph: (519)322-2375
 Fax: (519)322-2675



PLAN OF SURVEY
OF
PART OF LOTS 67, 68 and 69,
REGISTERED PLAN 1259
IN THE
CITY OF WINDSOR
COUNTY OF ESSEX, ONTARIO
VERHAEGEN • STUBBFRFIELD • HARTLEY • BREWER • BEZAIRE INC.

SCALE = 1:250 METRES
0 2.50 5.00 10.00 15.00 25.00

"METRIC" DISTANCES AND COORDINATES SHOWN ON THIS PLAN
ARE IN METRES AND CAN BE CONVERTED TO FEET BY
DIVIDING BY 0.3048

LEGEND AND NOTES

BEARINGS ARE UTM GRID DERIVED FROM OBSERVED REFERENCE POINTS "A" AND "B" BY REAL TIME NETWORK OBSERVATIONS.

DISTANCES ON THIS PLAN ARE GROUND AND CAN BE CONVERTED TO GRID BY MULTIPLYING
BY THE COMBINED SCALE FACTOR OF 0.99990874

ALL MONUMENTS SHOWN THUSLY □ ARE IRON BARS (IB) UNLESS OTHERWISE NOTED.
 SIB DENOTES 25mm X 25mm X 1.22m STANDARD IRON BAR
 SSIB DENOTES 25mm X 25mm X 0.61m SHORT STANDARD IRON BAR
 IB DENOTES 16mm X 16mm X 0.61m IRON BAR
 IB ♂ DENOTES 19mm diameter X 0.61m ROUND IRON BAR
 CC DENOTES CUT-CROSS
 CP DENOTES 5mm X 50mm STEEL PIN
 ■ DENOTES SURVEY MONUMENT FOUND
 □ DENOTES SURVEY MONUMENT SET AND MARKED 1744
 WIT. DENOTES WITNESS ⊥ DENOTES PERPENDICULAR
 (S) DENOTES SET (M) DENOTES MEASURED (D) DENOTES DEED
 ORP DENOTES OBSERVED REFERENCE POINT
 SSIB'S SHOWN ON THIS PLAN HAVE BEEN SET IN LIEU OF SIB'S WHERE THE
 POSSIBILITY THAT UNDERGROUND UTILITIES EXIST.
 (S/P) DENOTES SET PROPORTIONALLY (OU) DENOTES ORIGIN UNKNOWN
 (P) DENOTES PLAN 12R-23281 (P1) DENOTES REGISTERED PLAN 1259
 (1744) DENOTES VERHAEGEN STUBBERFIELD HARTLEY BREWER BEZAIRE INC., O.L.S.
 (1172) DENOTES WILLIAM A. BREWER, O.L.S.
 (1201) DENOTES CLARKE SURVEYORS INC., O.L.S.
 • UPc DENOTES UTILITY POLE CONCRETE
 @ GW DENOTES GUY WIRE

INTEGRATION DATA

COORDINATES ARE DERIVED FROM GRID OBSERVATIONS USING THE CAN-NET NETWORK SERVICE AND ARE REFERRED TO UTM ZONE 17 (81° WEST LONGITUDE) NAD83 (CSRS) (2010.0). COORDINATE VALUES ARE TO AN URBAN ACCURACY IN ACCORDANCE WITH SECTION 14(2) O.REG 216/10

POINT ID	NORTHING	EASTING
ORP-A	N4680428.39	E335489.61
ORP-B	N4680554.49	E335394.14

COORDINATES CANNOT, IN THEMSELVES, BE USED TO RE-ESTABLISH CORNERS
OR BOUNDARIES SHOWN ON THIS PLAN.

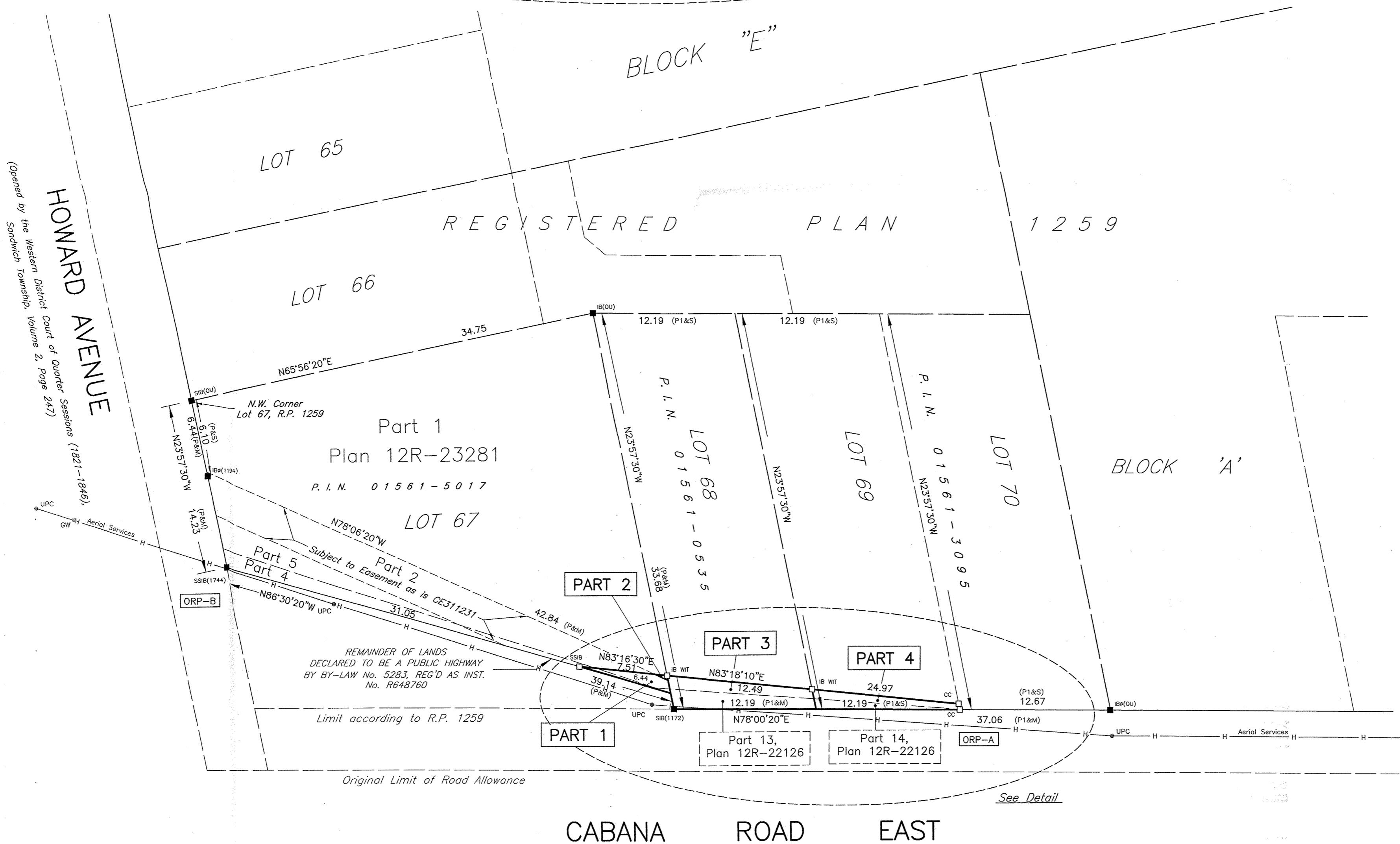
SURVEYOR'S CERTIFICATE

I CERTIFY THAT:

1. THIS SURVEY AND PLAN ARE CORRECT AND IN ACCORDANCE WITH THE SURVEYS ACT,
THE SURVEYORS ACT, THE LAND TITLES ACT AND THE REGULATIONS MADE UNDER THEM.
2. THIS SURVEY WAS COMPLETED ON THE 12th DAY OF SEPTEMBER, 2016.

DATE NOVEMBER 22, 2016

Roy Simone
ROY A. SIMONE
ONTARIO LAND SURVEYOR
for VERHAEGEN - STUBBERFIELD • HARTLEY
BREWER • REZAIRE INC.



V. SH. H. BREWER INC.

WINDSOR 44 Ottawa Street BX 2E1 : (519)258-1772 ax: (519)258-1791

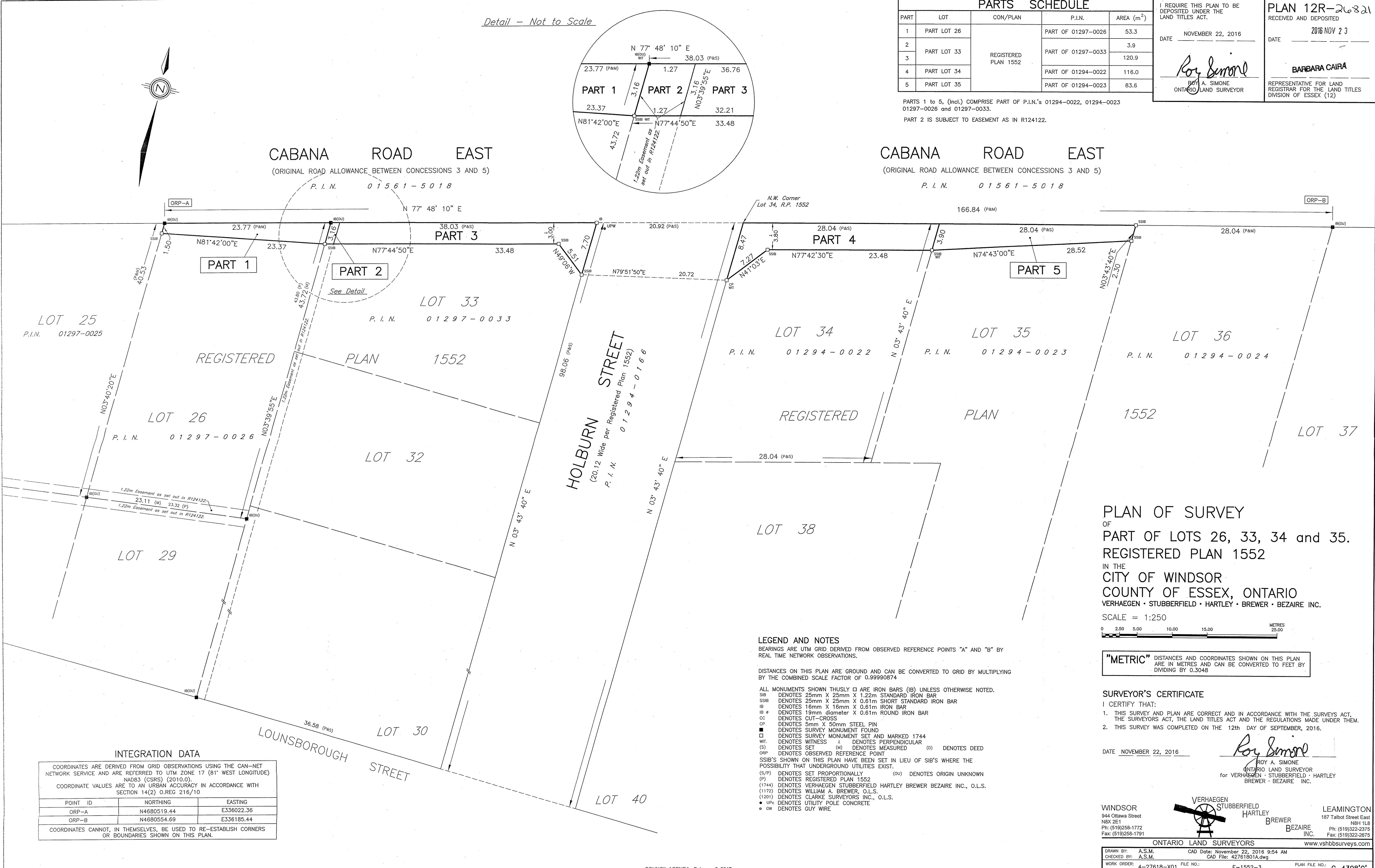
STUBBERFIELD HARTLEY BREWER BEZAIRE INC.

LEAMINGTON 187 Talbot Street East N8H 1L8 Ph: (519)322-2375 Fax: (519)322-2675

ONTARIO LAND SURVEYORS www.vshbsurveys.com

DRAWN BY: A.S.M. CAD Date: November 22, 2016 9:54 AM
CHECKED BY: A.S.M. CAD File: 42761801A.dwg

WORK ORDER: 42761801A FILE NO.: PLAN FILE NO.: 42761801A





Legal Services, Real Estate & Risk Management

MISSION STATEMENT

"Our City is built on relationships – between citizens and their government, businesses and public institutions, city and region – all interconnected, mutually supportive, and focused on the brightest future we can create together"

REPORT #: C 15/2017	Report Date: 1/16/2017
Author's Contact: Shelby Askin Hager City Solicitor 519-255-6100 ext 6424 shager@citywindsor.ca	Date to Council: February 6, 2017 Clerk's File #: SR2017

To: Mayor and Members of City Council

Subject: Roseland Golf & Curling Club Limited - Annual General Meeting
City Wide

RECOMMENDATION:

- I. That Council, acting as the shareholder for Roseland Golf & Curling Club Limited ("Roseland") **APPROVE** the resolutions presented by Roseland in the attached Report of the Board; and,
- II. That the Mayor **BE APPOINTED** to sign the resolutions on behalf of The Corporation of the City of Windsor, in accordance with Council direction, with respect to the annual general meeting of Roseland for the year 2016.

EXECUTIVE SUMMARY:

N/A

BACKGROUND:

The City is the sole shareholder of Roseland. As a corporation subject to the Ontario *Business Corporations Act* ("OBCA"), Roseland is required to obtain certain shareholder resolutions on an annual basis. This is generally accomplished at an annual general meeting ("AGM").

As the shareholder, the City (represented by City Council) must appoint someone to sign the resolutions in accordance with its direction. Therefore this report seeks that

Page 1 of 3

Council approve the resolutions presented by Roseland, and further that it appoints the Mayor as the City's signing delegate.

DISCUSSION:

The resolutions presented at an AGM are prescribed by the legislation and include:

- (a) Approval of minutes of prior AGMs (if any);
- (b) Receipt of financial statements;
- (c) Appointment of officers.

Any other business intended to be transacted at an AGM is considered "special business". Roseland has not circulated any proposed special business; accordingly, the resolutions required are essentially annual housekeeping.

It is Administration's opinion that it is appropriate to approve the resolutions presented.

RISK ANALYSIS:

As the sole shareholder of Roseland, the City must fulfill its obligations under the OBCA and address the resolutions presented by Roseland.

Approval of the resolutions pose little to no risk to the City as the City remains involved and aware with respect to the operations of Roseland.

FINANCIAL MATTERS:

There are no financial ramifications to accepting the resolutions presented by Roseland.

CONSULTATIONS:

Kate Tracey – Legal Counsel to Roseland Golf & Curling Club Limited

Dan Seguin – Treasurer to Roseland Golf & Curling Club Limited

CONCLUSION:

The resolutions presented by Roseland are essentially corporate housekeeping and it is appropriate to approve them. In order to for the resolutions to be signed, it is necessary to appoint a delegate to represent the City for that purpose.

PLANNING ACT MATTERS:

N/A

APPROVALS:

Name	Title
Shelby Askin Hager	City Solicitor
Joseph Mancina	City Treasurer
Onorio Colucci	Chief Administrative Officer

NOTIFICATIONS:

Name	Address	Email
Phil Roberts		proberts@citywindsor.ca
Karen Kadour		kkadour@citywindsor.ca
Dan Seguin		dseguin@citywindsor.ca
Kate Tracey		ktracey@citywindsor.ca

APPENDICES:

1 Appendix A - Report of the Board



Golf & Curling Club Limited

REPORT OF THE BOARD

Author: Kate Tracey, legal counsel to Roseland Golf & Curling Club Limited

Contact: (T) 519.255.6100 ext 1774 (E/M) ktracey@citywindsor.ca

Board Meeting Dates: June 30, 2016 and August 23, 2016

1. RECOMMENDATION:

- A. THAT this report of Roseland's legal counsel, authored on behalf of the Board **BE RECEIVED** for information;
- B. AND THAT the following persons, having been appointed as Officers of Roseland by the Directors, be ratified in the respective positions ascribed opposite their names:

a. Fred Francis	- President/Chair
b. Rino Bortolin	- Vice President/Vice-Chair
c. Dan Seguin	- Treasurer
d. Phil Roberts	- Secretary & General Manager
- C. AND THAT the financial statements of Roseland and their format **BE ADOPTED**, and that the financial records of Roseland continue to form part of the City's overall external audit in lieu of Roseland's own external audit and further or additional financial statements being provided.
- D. AND THAT it be acknowledged that the minutes of the 2014 Shareholders' Meeting (held May 4, 2015 at the regular council meeting) were adopted by the Shareholder at the regular meeting of Council held on May 19, 2015.

2. BOARD REPORT:

The Shareholder will recall that historically the Roseland Board members were the shareholders of the corporation, in trust for The Corporation of the City of Windsor. However, in 2011, a transfer of all shares occurred, and they are now held directly by the City.

Pursuant to legislation, Roseland is required to call an annual meeting of the shareholders. The last annual meeting was held on May 4, 2015.

Appointment of Officers

Directors have the power to appoint the Officers. Therefore, the Board, at their meetings of June 30, 2016 and August 23, 2016, appointed the Officers for the next year, as follows:

Fred Francis	- President/Chair
Rino Bortolin	- Vice President/Vice-Chair
Dan Seguin	- Treasurer
Phil Roberts	- Secretary & General Manager

Prior Shareholder Minutes

As noted above, the last Shareholder's meeting was held on May 4, 2015, at the regular Council meeting. Through CR87/2015, the 2014 report of the Board was received, and its recommendations were adopted as presented. The Minutes of the last Shareholder's meeting were adopted at the next regular Council meeting, held May 19, 2015.

Financial Statements

Roseland is required to present its financial statements to the Shareholder. Copies of the balance sheets for the calendar year 2015, adopted by the Board on May 6, 2016, are attached.

It has been the practice to include Roseland in the City's external audit and Consolidated Financial Records, and the change in financial position is included in that process. The Board requests that the Shareholder continue to approve this format in order to keep costs to a minimum.

Should the Shareholder require full financial statements, the financial records of Roseland would need to be separately audited – which would result in additional costs to be borne by Roseland. It is estimated that a separate external audit of Roseland would cost approximately \$9,000-\$12,000 per year.

Audited financial statements are normally required when an entity has outstanding loans or lines of credit with financial institutions and therefore covenants within such creditor agreements often require the submission of audited financial statements to the financial institution within defined timelines as a condition of the loans. Roseland does not have any such agreements as all of its financing is handled directly by the City. Therefore, there is no specific need to have separately audited financial statements prepared. As indicated, the Roseland accounts are already audited within the City's overall consolidated audit.



Kate Tracey, legal counsel to Roseland Golf
& Curling Club Limited

Encl: 2015 Financial Statements

cc: Phil Roberts – Corporate Secretary & GM
Dan Seguin – Treasurer



CITY OF WINDSOR
Office of the Chief Financial Officer and City Treasurer

Memo

To: Roseland Board of Directors
From: Treasurer
Date: April 21, 2016
RE: Financial Statements for Year Ending December 31, 2015

Attached, are the Unaudited Financial Statements of Roseland Golf & Curling Club Ltd for the year ending December 31, 2015. These financial statements are supplementary to the 2015 budget to actual financial reports which are also being circulated to the board for review and approval.

The board annually receives a complete set of unaudited financial statements (substantially in the same format as those attached to this report). These financial statements are in addition to the traditional budget to actual financial report which is also being presented to the board for review and approval.

Preparation, review and approval of unaudited financial statements in this form ensures technical compliance with Section 42(1) of O.Reg.62 to the *Business Corporations Act* which states that the financial statements are to include at least, (a) a balance sheet; (b) a statement of retained earnings; (c) an income statement; and (d) a statement of financial changes in financial position.

Roseland Golf & Curling Club limited is audited by the City's External Auditors annually as part of the City of Windsor annual external audit. Roseland's financial results are included within the Consolidated Financial Statements of the City of Windsor. The City's consolidated financial statements are completed in full compliance with guidelines established by the Public Sector Accounting Board as required by the Municipal Act and therefore any remaining statements that may be required for compliance with section 42(1) relating to Roseland will be covered within the City's consolidated financial statements.

Submitted for the Board's review and approval.

A handwritten signature in black ink, appearing to read "JMancina".

Treasurer
Joseph Mancina

UNAUDITED FINANCIAL STATEMENTS

ROSELAND GOLF AND CURLING CLUB LIMITED

DECEMBER 31, 2015

ROSELAND GOLF AND CURLING CLUB LIMITED
Balance Sheet - Unaudited
Year ended December 31, 2015 (With comparative figures from 2014)
($\$000$'s)

	2015 \$	2014 \$
Assets		
Cash	294	136
Prepaid expenses	17	18
Trade and other receivables	6	6
Total Assets	317	160
Liabilities		
Due to City of Windsor	474	604
Due to Reserves & Projects	4	6
Trade and other payables	81	60
Total Liabilities	559	670
Accumulated Surplus (Deficit) [note 5]	(242)	(510)

The accompanying notes are an integral part of these financial statements.

ROSELAND GOLF AND CURLING CLUB LIMITED
Income Statement and Accumulated Surplus (Deficit) - Unaudited
Year ended December 31, 2015
($\$000$'s).

	2015 \$	2014 \$
Revenues		
User Fees	1,431	1,266
Rental Income	210	168
Food and Beverage	785	723
Other	22	26
Total Revenues	2,448	2,183
Expenses		
Golf and Greenskeeping	1,152	1,119
Roseland Curling	68	63
Roseland Clubhouse	784	725
Admin Payment to City of Windsor	65	65
Contribution to City of Windsor	100	100
Reserves and Projects	11	15
Total Expenses	2,180	2,087
Annual Surplus (Deficit)	268	96
Accumulated surplus (deficit), beginning of year	(510)	(606)
Accumulated surplus (deficit), at end of year	(242)	(510)

ROSELAND GOLF AND CURLING CLUB LIMITED

Notes to Financial Statements - Unaudited

Year ended December 31, 2015

(\$000's)

1. Reporting entity

These financial statements reflect the assets, liabilities, accumulated surplus (deficit), revenues and expenses of Roseland Golf and Curling Club Limited, including current operations, reserve fund, and amounts due to the City of Windsor for various unfinanced capital projects.

2. Purpose

These financial statements are unaudited and intended solely for the internal use of the Board of Roseland Golf and Curling Club Limited.

3. Basis of accounting

These financial statements have been prepared based on a modified accrual method, which is consistent with the method used for budget purposes, and have not been prepared in accordance with Public Sector Accounting Board (PSAB) standards.

Roseland Golf and Curling Club Limited financial activity is included within the consolidated financial statements of the City of Windsor, which are fully compliant with PSAB requirements and annually audited by the City's external auditor.

4. Transfers

Transfers within the reporting entity have been eliminated, while transfers to other City of Windsor funds are recorded as expenses.

5. Accumulated surplus (deficit)

Accumulated surplus (deficit) consists of the following:

	2015	2014
Reserve fund	232	94
Maintenance building project	(474)	(604)
Accumulated surplus (deficit)	(242)	(510)

6. Segmented Information

The Income Statement and Accumulated Surplus (Deficit) reflects the Revenues, Expenses and Annual Surplus (Deficit) for the following key areas of the operation.

	Little River	Roseland	Total
	2015	2015	2015
Revenue	372	2,076	2,448
Less: Expenses (including allocation of Admin)	316	1,853	2,169
Less: Expenses Reserve and Project			11
Surplus (deficit)	56	223	268



Asset Planning

MISSION STATEMENT

"Our City is built on relationships – between citizens and their government, businesses and public institutions, city and region – all interconnected, mutually supportive, and focused on the brightest future we can create together"

REPORT #: C 1/2017	Report Date: 1/3/2017
Author's Contact:	Date to Council: 2/6/2017
Melissa Osborne	Clerk's File #: GFG/12228
Senior Manager Asset Planning mosborne@citywindsor.ca 519-255-6100 x6111	

To: Mayor and Members of City Council

Subject: Canada 150 & Ontario 150 Grant Responses

RECOMMENDATION:

THAT Council **RECEIVE FOR INFORMATION** the following updates in relation to various grant applications that have been made:

- i) The City has been successful in FedDev Ontario Canada 150 Community Infrastructure Program (CIP 150) grant applications totalling \$1,044,308 in funding for Dieppe River Walk, Willistead Manor, Gino and Liz Marcus Community Complex Accessible Family Change Room and the Windsor Loop and;
- ii) The City has been successful in receiving the Ontario 150 Community Celebration Program (Ontario 150 CCP) grant application totalling \$55,000 in funding for the Open Streets Windsor – Ontario 150 Edition and;
- iii) The City has been successful in receiving the Building Communities Through the Arts and Heritage (BCAH) grant application totalling \$69,900 in funding for the City of Windsor 125th Birthday and;

THAT Council **CONFIRM** the use of \$94,400 in previously approved funding for the 125th and 150th Birthday Celebrations as the City's required contribution of \$19,400 and \$75,000 to the Ontario 150 CCP and BCAH respectively and;

THAT the Chief Administrative Officer and City Clerk **BE AUTHORIZED** to sign and enter into a contribution agreement for funding under the Canada 150 Community

Infrastructure Program (CIP 150) totaling \$1,044,308, with \$250,000 relating to the Improvement of Accessibility of the Dieppe River Walk, \$450,000 for the Improvement of Willistead Manor, \$218,308 for the Expansion of Gino and Liz Marcus Community Complex to Include an Accessible Family Change Room and \$126,000 for the Expansion and Rehabilitation of Windsor LOOP Cycling Network Multi-use Trail, **AND FURTHER** that they **BE AUTHORIZED** to take any other such action required to bring effect to the awarded grants for the FedDev Ontario Canada 150 Community Infrastructure Program (CIP 150), as it relates to these projects, satisfactory in legal form to the City Solicitor, in technical content to the City Engineer and in financial content to City Treasurer and

THAT the Chief Administrative Officer and City Clerk **BE AUTHORIZED** to sign and enter into agreements for funding under the Ontario 150 Community Celebration Program (\$55,000) and the Building Communities Through Arts and Heritage Grant (\$69,900), as it relates to the projects identified above, satisfactory in legal form to the City Solicitor, in technical content to the Executive Director of Recreation and Culture and in financial content to City Treasurer.

EXECUTIVE SUMMARY:

BACKGROUND:

On August 2, 2016 Administration brought to Council report C126/2016 requesting confirmation of the submission for 6 projects to the Ontario Fed Dev Canada 150 Community Infrastructure Program (CIP 150). The projects submitted were Willistead Manor, Sandwich Library, Accessible Playgrounds, Dieppe River Walk, Gino and Liz Marcus Community Complex Accessible Family Change Room and Windsor Loop. The report also identified the funding strategy for the projects and the requested pre-commitments necessary should the projects be selected for grant funding. The report and all recommendations were approved CR498/2016.

All Canada 150 projects were submitted by the deadline of 5pm on June 24, 2016.

On December 21, 2015 Council approved report 18053 (B26-2015) requesting approval to submit to any grant funding available to support the 125th and 150th Birthday Celebrations. The report also pre-committed funding in the amount of \$40,000 in 2016 and \$85,000 in 2017 to allow for any matching funding. Administration proceeded to submit the following grants; Ontario 150 Community Celebration Program – Project Title Open Streets Windsor Ontario 150 Edition and Building Communities through Arts and Heritage Grant – Project Title City of Windsor 125th Birthday.

DISCUSSION:

Ontario Fed Dev Canada 150 Community Infrastructure Program (CIP 150)

Official notifications for the FedDev Ontario CIP 150 program were issued the week of December 26th, 2016. The City of Windsor was notified that 4 of the 6 submitted projects were selected for grant funding. Letters of notification for each project can be found in Appendices A through D.

The contribution agreement was received on January 19th, 2017. It should be noted that the contribution agreement is pending at this time for the four projects.

Below is a chart outlining the funding for each project selected.

BUDGET ESTIMATE	GINO & LIZ MARCUS (#809555)	WINDSOR LOOP (#809668)	DIEPPE RIVER WALK (#809551)	WILLISTEAD (#809553)
City Funding				
Approved Capital Budget funding prior to 2017		260,000		750,000
Pre-Commitment of 2019 PFO-001-14			500,000	
Approved 2017 Capital Budget Funding				750,000
Pre-Commitment of 2019 REC-005-16	1,100,000			
TOTAL CITY FUNDING	1,100,000	260,000	500,000	1,500,000
Awarded Canada 150 Grant funding	218,308	126,000	250,000	450,000
TOTAL FUNDING	1,318,308	386,000	750,000	1,950,000

All projects received the full amount of funding requested with the exception of the Gino and Liz Marcus Centre project. The grant application requested \$252,000 in grant funding and we received \$218,308, a difference of \$33,692. This is related to some expenses which were deemed as ineligible and therefore removed from the total funding. The two projects not selected were Sandwich Library and Accessible Playgrounds which requested \$387,000 and \$200,000 in funding, respectively.

Council report C126/2016 approved the pre-commitment of funding necessary for the grant, pending a successful result. Since that meeting on August 2, 2016 reports for the Gino and Liz Marcus Centre project and Dieppe River Walk, S94/2016 and C229/2016 respectively, came forward requesting that despite the results of FedDev Ontario CIP

150 that funding be committed to allow the projects to commence. These reports were approved via CR512/2016 and CR738/2016.

Based on all of these approvals the following funding in the 2017 5 year Capital Budget is committed for the following projects:

Capital Project ID	Project	Year of Funding	Amount of Funding
PFO-001-14	Dieppe River Walk	2019	\$500,000
HCP-010-07	Willistead	2017	\$750,000
REC-005-16	Gino and Liz Marcus	2020	\$1,100,000

The assessment process for the applications, as defined in the FedDev Ontario CIP 150 Guidelines, looks at the following elements: Project Readiness, Project Scope, Extent to which other funding is leveraged, Extent to which project support a clean growth economy, Link to Canada 150th Anniversary and Incrementality.

Applicants were required to attest to the incrementality component in conjunction with the project application. This attestation essentially confirms that the work to be undertaken is an incremental construction activity that would not otherwise have been constructed or constructed as quickly, were it not for funding from CIP 150.

All projects selected for this grant attested that the work identified was either new work not feasible without the funding from CIP 150 and or allowed the project to proceed sooner than expected. As such, these grants do not result in any capital funding being freed up for use on other projects.

Ontario 150 Community Celebration & Building Communities through Arts & Heritage Grants

Official notification for the Ontario 150 Community Celebration Program was received January 20, 2017 advising that the city's Open Streets Windsor – Ontario 150 Edition was selected, Appendix E – Ontario 150 Community Celebration Letter. The grant will provide \$55,000 in funding and requires a city contribution of \$19,400 from the previously approved funding, B26-2015. It should be noted that the Third Party

Administration (TPA) documentation is pending at this time for the 'Open Streets Windsor – Ontario 150 Edition' project.

The City also received notification of their successful application to the Building Communities through Arts & Heritage Grants for the City of Windsor 125th Birthday, Appendix F – BCAH – Approval Letter for Windsor. The grant will provide \$69,900 in funding and requires a city contribution of \$75,000. It should be noted that documentation is pending at this time for the 'City of Windsor 125th Birthday' project.

Below is a chart outlining the funding for the selected projects:

BUDGET ESTIMATE	Open Streets	City of Windsor 125 th
City Funding		
Approved Capital Budget Funding 2016	\$19,400	\$20,600
Approved Capital Budget Funding 2017		\$54,400
TOTAL CITY FUNDING	\$19,400	\$75,000
Grant Funding	\$55,000	\$69,900
TOTAL EVENT FUNDING	\$74,400	\$144,900

RISK ANALYSIS:

While all projects selected for the Ontario Fed Dev CIP 150 are expected to be completed on or before March 31, 2018 there is always a risk of unknown factors impacting and delaying a project. If this were to incur the City may need to refund some or all of the grant for that project and the total cost would then be the responsibility of the City. This is considered a minimal risk because several of the projects have started and are being properly resourced and planned.

There is a minimal risk that grant funds may not be provided due claims for reimbursements not meeting the requirements outlined in the respective grant submission processes.

FINANCIAL MATTERS:

As stated previously the City has been awarded \$1,044,308 in grant funding from CIP 150 for Willistead Manor, Gino and Liz Marcus Accessible Family Change Room,

Windsor Loop and Dieppe River Walk. These funds along with the City's identified contribution of \$3,360,000 result in \$4,404,308 in total funds to complete these four projects.

There are two projects, Gino and Liz Marcus and Dieppe River Walk which required a pre-commitment of funding beyond 2017 for \$1,100,000 and \$500,000 respectively. Appropriate interest charges will be applied to these projects.

The funding for the Ontario 150 CCP and BCAH grants were previously approved by Council B26-20015, which allocated \$125,000 for the 125th and 150th birthday celebrations. The city's contribution for the approved grants as noted above will be \$94,400 leaving a remaining amount of \$30,600 in funding which can be utilized for additional 125th and 150th celebration costs.

CONSULTATIONS:

Tom Graziano- Senior Manager Facilities

Mike Clement- Manager Parks Development

Dwayne Dawson- Executive Director Operations

Vic Ferranti – Manager of Capital Budget & Reserves

Val Clifford – FPA – Recreation and Culture

Josie Gualtieri – FPA – Facility Operations

Cindy Becker – FPA - PW Operations

Christopher Menard – Communications and Events Coordinator

Cathy Masterson – Manager of Cultural Affairs

CONCLUSION:

It is recommended that Council approve resolutions allowing all necessary documents required to receive the CIP 150, Ontario 150 CCP and BCAH grant funding to be executed.

PLANNING ACT MATTERS:

N/A

APPROVALS:

Name	Title
Natasha Couvillon	Manager Performance Management & Financial Administration
Melissa Osborne	Senior Manager of Asset Planning
Mark Winterton	City Engineer
Jan Wilson for Jelena Payne	Commissioner Development & Health
Joe Mancina	Chief Financial Officer, City Treasurer
Onorio Colucci	Chief Administrative Officer

NOTIFICATIONS:

Name	Address	Email

APPENDICES:

- 1 Appendix A - Dieppe River Walk Canada 150 Letter
- 2 Appendix B - Willistead Canada 150 Letter
- 3 Appendix C - Gino Marcus Canada 150 Letter
- 4 Appendix D - Windsor Loop Canada 150 Letter
- 5 Appendix E- Ontario 150 Community Celebration Program Letter
- 6 Appendix F - BCAH Approval Letter for Windsor



Federal Economic Development
Agency for Southern Ontario

Innovation, Science and
Economic Development Canada

Agence fédérale de développement
économique pour le Sud de l'Ontario

Innovation, Sciences et
Développement économique Canada

Mr. Mike Clement
Manager, Parks Development
The Corporation of the City of Windsor
350 City Hall Square, Suite 201
Windsor, ON N9A 6S1

Re: Canada 150 Community Infrastructure Program Project Application
#809551 - Improvement of Accessibility on the Dieppe River Walk

Dear Mr. Clement:

I am pleased to inform you that the Federal Economic Development Agency for Southern Ontario (FedDev Ontario) has approved your application for project funding under the Canada 150 Community Infrastructure Program (CIP 150).

Your CIP 150 project has been approved for a non-repayable contribution of up to \$250,000, representing 33% of total eligible project costs for the above-noted project.

You will be contacted in the near future to complete the CIP 150 contribution agreement for your project. This agreement will outline the contracting details, claims information, and communication opportunities for your funded project.

Also, if you have not already submitted one with your application, a resolution of your Council duly authorizing or endorsing your CIP 150 project must be provided along with the signed contribution agreement. Please ensure that the resolution demonstrates that it has been passed and references FedDev Ontario, the CIP 150 contribution agreement, the CIP 150 project title, and the approved CIP 150 funding amount.

Should you have any immediate questions, please feel free to contact FedDev Ontario toll-free at 1-866-593-5505.

The FedDev Ontario team is looking forward to working with you on your project.

Regards,

Frank Lofrancos
Vice President
Business Innovation and Community Development
Federal Economic Development Agency for Southern Ontario

Canada



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Economic Development Canada

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Innovation, Sciences et
Développement économique Canada

Mr. Tom Graziano
Senior Manager, Facilities
The Corporation of the City of Windsor
350 City Hall Square, Suite 201
Windsor, ON N9A 6S1

Re: Canada 150 Community Infrastructure Program Project Application
#809553 - Improvement of Willistead Manor

Dear Mr. Graziano:

I am pleased to inform you that the Federal Economic Development Agency for Southern Ontario (FedDev Ontario) has approved your application for project funding under the Canada 150 Community Infrastructure Program (CIP 150).

Your CIP 150 project has been approved for a non-repayable contribution of up to \$450,000, representing 23% of total eligible project costs for the above-noted project.

You will be contacted in the near future to complete the CIP 150 contribution agreement for your project. This agreement will outline the contracting details, claims information, and communication opportunities for your funded project.

Also, if you have not already submitted one with your application, a resolution of your Council duly authorizing or endorsing your CIP 150 project must be provided along with the signed contribution agreement. Please ensure that the resolution demonstrates that it has been passed and references FedDev Ontario, the CIP 150 contribution agreement, the CIP 150 project title, and the approved CIP 150 funding amount.

Should you have any immediate questions, please feel free to contact FedDev Ontario toll-free at 1-866-593-5505.

The FedDev Ontario team is looking forward to working with you on your project.

Regards,

Frank Lofrancos

Vice President

Business Innovation and Community Development

Federal Economic Development Agency for Southern Ontario

Canada



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Canada The logo of the Government of Canada, featuring a red maple leaf on a white background.



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Ms. Jan Wilson
Executive Director, Recreation and Culture
The Corporation of the City of Windsor
350 City Hall Square, Suite 201
Windsor, ON N9A 6S1

Re: Canada 150 Community Infrastructure Program Project Application
#809555 - Expansion of Gino and Liz Marcus Community Complex to Include
an Accessible Family Change Room

Dear Ms. Wilson:

I am pleased to inform you that the Federal Economic Development Agency for Southern Ontario (FedDev Ontario) has approved your application for project funding under the Canada 150 Community Infrastructure Program (CIP 150).

Your CIP 150 project has been approved for a non-repayable contribution of up to \$218,308, representing 19% of total eligible project costs for the above-noted project.

You will be contacted in the near future to complete the CIP 150 contribution agreement for your project. This agreement will outline the contracting details, claims information, and communication opportunities for your funded project.

Also, if you have not already submitted one with your application, a resolution of your Council duly authorizing or endorsing your CIP 150 project must be provided along with the signed contribution agreement. Please ensure that the resolution demonstrates that it has been passed and references FedDev Ontario, the CIP 150 contribution agreement, the CIP 150 project title, and the approved CIP 150 funding amount.

Should you have any immediate questions, please feel free to contact FedDev Ontario toll-free at 1-866-593-5505.

The FedDev Ontario team is looking forward to working with you on your project.

Regards,

Frank Lofranc
Vice President
Business Innovation and Community Development
Federal Economic Development Agency for Southern Ontario

Canada



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Economic Development Canada

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économique pour le Sud de l'Ontario

Innovation, Sciences et
Développement économique Canada

Mr. Dwayne Dawson
Executive Director, Operations
The Corporation of the City of Windsor
350 City Hall Square, Suite 201
Windsor, ON N9A 6S1

Re: Canada 150 Community Infrastructure Program Project Application
#809668 - Expansion and Rehabilitation of Windsor LOOP Cycling Network
Multi-use Trail

Dear Mr. Dawson:

I am pleased to inform you that the Federal Economic Development Agency for Southern Ontario (FedDev Ontario) has approved your application for project funding under the Canada 150 Community Infrastructure Program (CIP 150).

Your CIP 150 project has been approved for a non-repayable contribution of up to \$126,000, representing 33% of total eligible project costs for the above-noted project.

You will be contacted in the near future to complete the CIP 150 contribution agreement for your project. This agreement will outline the contracting details, claims information, and communication opportunities for your funded project.

Also, if you have not already submitted one with your application, a resolution of your Council duly authorizing or endorsing your CIP 150 project must be provided along with the signed contribution agreement. Please ensure that the resolution demonstrates that it has been passed and references FedDev Ontario, the CIP 150 contribution agreement, the CIP 150 project title, and the approved CIP 150 funding amount.

Should you have any immediate questions, please feel free to contact FedDev Ontario toll-free at 1-866-593-5505.

The FedDev Ontario team is looking forward to working with you on your project.

Regards,

Frank Lofranc
Vice President
Business Innovation and Community Development
Federal Economic Development Agency for Southern Ontario

Canada

**Ministry of Tourism,
Culture and Sport**

Minister

9th Floor, Hearst Block
900 Bay Street
Toronto ON M7A 2E1
Tel. (416) 326-9326
Fax: (416) 326-9338

**Ministère du Tourisme,
de la Culture et du Sport**

Ministre

9^e étage, édifice Hearst
900, rue Bay
Toronto ON M7A 2E1
Tél. : 416 326-9326
Téléc. : 416 326-9338



January 20, 2017

Onorio Colucci
Chief Administrative Officer
The City of Windsor
350 City Hall Square West
Windsor, ON N9A 6S1
ocolucci@citywindsor.ca

Dear Mr. Colucci:

I am pleased to inform you that The City of Windsor's application to the *Ontario150 Community Celebration Program* has been approved. The Government of Ontario, through the Ministry of Tourism, Culture and Sport, will provide The City of Windsor with up to \$55,000 over fiscal year 2016-17 and/or fiscal year 2017-18 to support the *Open Streets Windsor: Ontario150 Edition* initiative, subject to the execution of a transfer payment agreement, including confirmation of the project budget.

2017 marks a once-in-a-generation chance to celebrate who we are and share our dreams for the next 150 years. This celebratory year will be a time of excitement and inspiration and it will be a chance for the province, as a founding member and leader in Confederation, to engage all Ontarians and play a leading role in commemorating and celebrating the 150th anniversary.

We are proud to support 367 initiatives across the province through the *Ontario150 Community Celebration Program*. Congratulations, and please accept my best wishes for a successful initiative.

You will be contacted by a ministry regional advisor regarding funding and next steps, including the signing of a Contribution Agreement.

All my best,

Eleanor McMahon
Minister

c: Michael Cooke, Manager, Planning Policy, The City of Windsor

ONTARIO
150



JUN 03 2016

Ms. Janice Wilson
Executive Director of Recreation and Culture
THE CORPORATION OF THE CITY OF WINDSOR
2450 McDougall Avenue
Windsor, Ontario
N8X 3N6

Title of Project: City of Windsor 125th Birthday

Dear Ms. Wilson:

On behalf of the Minister of Canadian Heritage, it is my pleasure to inform you that your application for funding has been approved.

A contribution in the amount of \$69,900 will be awarded to help your organization carry out its activities, under the Building Communities Through Arts and Heritage Program, Community Anniversaries Component. This funding will be allocated over two government fiscal years 2016-2018 and will be subject to certain terms and conditions, the appropriation of funds by Parliament, and the budget levels of the Program.

One of our program representatives will be in contact with you in the near future to review the terms and conditions related to this funding.

In closing, I would like to take this opportunity to wish you and the members of your organization the greatest success in your endeavours.

Sincerely,

Jillian Lum
A/ Regional Director General
Ontario Region

Canada

