

**City Council Meeting**

**Date:** Monday, December 21, 2020

**Time:** 1:00 o'clock p.m.

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

All members will be participating electronically and will be counted towards quorum in accordance with Procedure By-law 98-2011 as amended, which allows for electronic meetings during a declared emergency. The minutes will reflect this accordingly.

**MEMBERS:**

Mayor Drew Dilkens

Ward 1 – Councillor Fred Francis

Ward 2 – Councillor Fabio Costante

Ward 3 – Councillor Rino Bortolin

Ward 4 – Councillor Chris Holt

Ward 5 – Councillor Ed Sleiman

Ward 6 – Councillor Jo-Anne Gignac

Ward 7 – Councillor Jeewen Gill

Ward 8 – Councillor Gary Kaschak

Ward 9 – Councillor Kieran McKenzie

Ward 10 - Councillor Jim Morrison

## ORDER OF BUSINESS

| Item # | Item Description |
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| 1. | <b>ORDER OF BUSINESS</b> |
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| 1.1. | In the event of the absence of the Mayor, Councillor Sleiman has been Appointed Acting Mayor for the month of December, 2020 in accordance with By-law 176-2018, as amended. |
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| 2. | <b>CALL TO ORDER</b> |
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| 3. | <b>DISCLOSURE OF PECUNIARY INTEREST AND THE GENERAL NATURE THEREOF</b> |
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| 4. | <b>ADOPTION OF THE MINUTES</b> |
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| 5. | <b>NOTICE OF PROCLAMATIONS</b> |
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|  | <b>Flag Raising Ceremony</b> |
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|  | "Bangladesh-Canada Association, Windsor Essex (BCAWE) – Celebration of Victory Day in Bangladesh" – December 16, 2020 |
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| 6. | <b>COMMITTEE OF THE WHOLE</b> |
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| 7. | <b>COMMUNICATIONS INFORMATION PACKAGE</b> (This includes both Correspondence and Communication Reports) |
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| 8. | <b>CONSENT AGENDA</b> |
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|------|---|
| 8.1. | Endorsement of Thom Hunt as the Regional Planning Commissioner of Ontario Chair, City Wide ( <b>CM 29/2020</b> )                                |
| 8.2. | Increased Funding for Additional Staffing at Huron Lodge due to Case Mix Index - City Wide ( <b>C 240/2020</b> )                                |
| 8.3. | Exemption to Noise By-law 6716 for Nighttime Construction Work - Grand Marais Road East and Central Avenue - Wards: 1 & 5 ( <b>C 239/2020</b> ) |



## CONSENT COMMITTEE REPORTS

- 8.4. Minutes of the International Relations Committee of its meeting held September 24, 2020 (**SCM 344/2020**) (**SCM 305/2020**)
- 8.5. Windsor Municipal Heritage Register Update (City-wide) (**SCM 336/2020**) (**S 145/2020**)  
**Clerk's Note:** Administration submitting *attached* additional information memo dated December 10, 2020.
- 8.6. Essex-Windsor Solid Waste Authority Regular Board Meeting Minutes of meeting held September 15, 2020 (**SCM 352/2020**) (**SCM 292/2020**)
- 8.7. Essex-Windsor Solid Waste Authority Regular Board Meeting Minutes - October 6, 2020 (**SCM 353/2020**) (**SCM 329/2020**)
- 8.8. Report No. 107 of the Windsor Essex County Environment Committee - E-Mail Poll regarding Phase-out Gas-Fired Electricity Generation (**SCM 354/2020**) (**SCM 319/2020**)
- 8.9. Minutes of the Town & Gown Committee of its meeting held October 1, 2020 (**SCM 355/2020**) (**SCM 321/2020**)
- 8.10. Administrative Report under the Delegation of Authority – 4369, 4375, 4381, 4387 and 4393 Spago Crescent – Fence and Shed Encroachments, Ward 9 (**SCM 357/2020**) (**S 158/2020**)
- 8.11. Response to CQ9-2019 Practices and Procedures for Sidewalk Repairs - City Wide (**SCM 358/2020**) (**S 161/2020**)
- 8.12. Specialized Transit - City Wide (**SCM 360/2020**) (**S 149/2020**)
- 8.13. The Contributory Pension Plan for Employees of Transit Windsor - Plan Amendment - City Wide (**SCM 362/2020**) (**S 159/2020**)
- 8.14. Advertising Agreement between Transit Windsor and 1333988 Ontario Inc. o/a Streetseen Media - City Wide (**SCM 363/2020**) (**S 160/2020**)
- 8.15. Minutes of the Committee of Management for Huron Lodge of its meeting held September 17, 2020 (**SCM 366/2020**) (**SCM 276/2020**)
- 8.16. Minutes of the Diversity Committee of its meeting held September 29, 2020 (**SCM 367/2020**) (**SCM 303/2020**)
- 8.17. Minutes of the Housing & Homelessness Advisory Committee of its meeting held September 23, 2020 (**SCM 368/2020**) (**SCM 304/2020**)
- 8.18. Minutes of the meetings of the Executive Committee and the Board of Directors, Willistead Manor Inc., held March 12, 2020 (**SCM 369/2020**) (**SCM 123/2020**)
- 8.19. Report No. 110 of the Board of Directors, Willistead Manor Inc., of its meeting held March 12, 2020 (**SCM 370/2020**) (**SCM 124/2020**)

- 8.20. Minutes of the Meeting of the Board of Directors, Willistead Manor Inc., held on October 8, 2020 (**SCM 371/2020**) (**SCM 326/2020**)
- 8.21. Report No. 111 of the Board of Directors, Willistead Manor Inc. - Re-appointment of Board Members (**SCM 372/2020**) (**SCM 327/2020**)
- 8.22. Report No. 112 of the Board of Directors, Willistead Manor Inc. - 2019 Annual Report (**SCM 373/2020**) (**SCM 328/2020**)
- 8.23. CQ 16-2019 - Options for Invasive Species Management - East Bank of Little River (**SCM 374/2020**) (**S 164/2020**)
- 8.24. Update: Housing Services Act and 2021 Rent Increase Guideline Regulatory Amendments - City Wide (**SCM 375/2020**) (**S 165/2020**)
- 8.25. Windsor Essex 2019 Annual Report to the Community on the 10 Year Housing and Homelessness Master Plan City Wide (**SCM 376/2020**) (**S 166/2020**)

9. **REQUEST FOR DEFERRALS, REFERRALS AND/OR WITHDRAWALS**

10. **PRESENTATIONS AND DELEGATIONS**

11. **REGULAR BUSINESS ITEMS** (Non-Consent Items)

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**

Development & Heritage Standing Committee  
Monday, December 14, 2020  
1:00 p.m., Zoom Video Conference

Diversity Committee  
Tuesday, December 15, 2020  
10:00 a.m., Teleconference

Environment, Transportation & Public Safety Standing Committee  
Wednesday, December 16, 2020  
4:30 p.m., Zoom Video Conference

Community Services and Parks Standing Committee  
Wednesday, January 6, 2021  
9:00 a.m., Zoom Video Conference

Development and Heritage Standing Committee  
Monday, January 11, 2021  
4:30 p.m., Zoom Video Conference

Regular City Council  
Monday, January 18, 2021  
Time TBD

21. **ADJOURNMENT**



**Council Report: CM 29/2020**

**Subject: Endorsement of Thom Hunt as the Regional Planning Commissioner of Ontario Chair**

**Reference:**

Date to Council: December 21, 2020  
Author: Thom Hunt, MCIP, RPP  
City Planner/ Executive Director  
thunt@citywindsor.ca  
519-255-6543, ext. 6897  
Planning & Building Services  
Report Date: November 25, 2020  
Clerk's File #: SPL2020

**To:** Mayor and Members of City Council

**Recommendation:**

THAT Thom Hunt, MCIP, RPP, City Planner, **BE APPROVED** to participate as Chair of the Regional Planning Commissioners of Ontario (RPCO) for a (3) year term in accordance with Council Resolution 1211/85.

**Executive Summary:**

N/A

**Background:**

The Regional Planning Commissioners of Ontario (RPCO) represent the Chief Planners from both large upper and single-tier municipal governments across Ontario. They meet on a regular bi-monthly basis to discuss provincial and national planning issues of mutual interest, and advocate positions on behalf of the member municipalities to both the provincial and federal governments.

RPCO and its five Sub-Committees identify priority issues, develop common positions, and communicate these to key decision makers. RPCO also works to enhance awareness of key interrelated city planning issues including economic development, housing, climate change, infrastructure, transit, and quality of life markers.

The current City Planner/Executive Director of Planning Department has been a member of RPCO since 2007 and currently serves as its Vice-Chair.

### **Discussion:**

At its meeting on November 6, 2020 City Planner, Thom Hunt was elected as Chair of RPCO.

Brian Bridgeman (Durham Region) and Steve Robichaud (City of Hamilton) were elected as Vice Chairs, and Paul Freeman (York Region) was elected as Greater Golden Horseshoe Caucus Chair.

City Council approval is being requested in accordance with CR1211/85, which governs such elections/appointments.

Given the importance of continuing relationships between municipalities, industry, and Provincial/federal governments, Mr. Hunt's continued involvement with the Association and its members from single-tier and upper-tier municipalities across the Province will be of significant benefit to the City of Windsor by aligning the City with knowledge, information and best practices at the forefront of key city planning initiatives.

### **Risk Analysis:**

There is limited risk to the Corporation. Deputy City Planners are empowered to make decisions on behalf of the City Planner in the event of an absence for RPCO business meeting attendance or otherwise. Professional positions articulated by RPCO are by design consistent with those of the representative municipalities and therefore pose no risk exposure to the City itself.

### **Climate Change Risks**

#### **Climate Change Mitigation:**

N/A

#### **Climate Change Adaptation:**

N/A

### **Financial Matters:**

There are some future costs related to travel and accommodation as per normal attendance at meetings within the Province, and generally held in the Toronto area that will be required when Covid restrictions end.

**Consultations:**

N/A

**Conclusion:**

The appointment of Thom Hunt, MCIP, RPP as Chair of Regional Planning Commissioners of Ontario (RPCO) will ensure that the concerns of the City of Windsor with respect to key city planning and their interrelated issues will be effectively communicated across the province, and the City's awareness of other wider municipal concerns will be expanded and enhanced.

**Planning Act Matters:**

N/A

**Approvals:**

| Name               | Title                        |
|--------------------|------------------------------|
| Shelby Askin Hager | City Solicitor               |
| Onorio Colucci     | Chief Administrative Officer |

**Notifications:**

| Name | Address | Email |
|------|---------|-------|
|      |         |       |

**Appendices:**



**Council Report: C 240/2020**

**Subject: Increased Funding for Additional Staffing at Huron Lodge due to Case Mix Index - City Wide**

**Reference:**

Date to Council: 12/21/2020  
Author: Sandra Bradt  
Executive Initiatives Coordinator  
519-255-5200 x 5354  
sbradt@citywindsor.ca  
Huron Lodge  
Report Date: 12/7/2020  
Clerk's File #: AS2020

**To:** Mayor and Members of City Council

**Recommendation:**

THAT the report from the Executive Director/Administrator of Huron Lodge Long-Term Care Home **BE RECEIVED** for information; and further,

THAT City Council **APPROVE** the establishment of 14 FTE positions within the Huron Lodge staff complement; and further,

THAT City Council **APPROVE** the salaries and other related staffing costs to be fully funded from the \$1,075,000 provided by the Ministry of Long-term Care.

**Executive Summary:**

N/A

**Background:**

Huron Lodge is a municipally-owned long term care home, governed by the Ministry of Long-Term Care through the Long-Term Care Homes Act, 2007 and accompanying Regulations.

The fundamental principle of the Act is *"that a long-term care home is primarily the home of its residents and is to be operated so that it is a place where they may live with dignity and in security, safety and comfort, and have their physical, psychological, social, spiritual and cultural needs adequately met."* Further, the Act states that *"Every licensee of a long-term care home shall ensure that the home meets the staffing and care standards provided for in the regulations"*.

Regulation 79/10 specifies that Licensees are responsible to have a staffing plan in place and implemented for their organized program of nursing services and organized program of personal support services. The legislation and regulation do not contain requirements around the proportion of staff, or the number of hours of direct care provided to residents. This is determined by yearly staffing plans developed by the homes based on the residents' care needs.

Case Mix Measurement and methodologies are used to determine the level of resources required to care for a population. Case Mix Index (CMI) is a numeric value assigned to a home which is calculated by summing a variety of factors, including the severity of medical diagnoses, per resident, and dividing by the total number of residents. This is then weighted across the province.

Each year, the Ministry of Long-Term Care calculates a home's Case Mix Index, which is used to calculate the Nursing and Personal Care per diem amount funded to Long Term Care Homes. Each resident is clinically evaluated through the Resident Assessment Instrument (RAI MDS) and given a rating using guidelines as set by the Ministry. Residents who require more care and resources are categorized in a higher resource utilization group (RUG). The higher the level of care required for a resident, the higher the RUGs score, which translates into higher Case Mix Index ranking, resulting in increased funding from the Ministry. Conversely, if the RUGs and correlating CMI decrease, the funding may also decrease.

The amount of funding available in the province under the CMI methodology is limited. Long term care facilities submit their assessments annually, but are not necessarily able to receive the full 100% of their request. The province recalculates the allocation based on available funding and considering the submissions from all other homes. All funding received under the CMI calculation is for **direct resident care**, based on the level of residents' needs.

The last Case Mix Index (CMI) evaluation identified a higher acuity of need of residents at Huron Lodge, thereby requiring a greater amount of resources for their care. The Ministry of Long-Term Care announced the revised CMI in July 2020 and subsequently adjusted the funding amount for Huron Lodge.

## **Discussion:**

The Emergency Management Order of March 23, 2020 clearly states: "The health service providers shall and are authorized to take with respect to work , deployment and staffing, any reasonably necessary measure to respond, prevent and alleviate the outbreak of the corona virus (COVID-19)( the "Virus" ) for residents."

Notwithstanding the decline in the health of residents as evidenced by the CMI, long-term care residents, who are older and frailer than the general population with more complex medical needs, were significantly impacted by COVID-19 in 2020. A high concentration of outbreaks and mortality occurred within Ontario's long-term care homes. In Ontario LTC homes, 9045 residents and 3549 staff had COVID and 2341 residents and 8 staff died.



The Ministry of Long Term Care released a long term care staffing study in July 2020 which stated, “While the demand for long-term care and resident acuity have increased year over year, staffing levels and access to training have not kept a corresponding pace”. Further, the study also stated that action must to be taken to:

- Urgently address the staffing crisis in long-term care;
- Make long-term care homes a better place to live and work; and
- Implement staffing approaches that reflect and respond to the complexity of the sector and diverse resident needs.

On September 11, 2020, communication was received from Richard Steele Deputy Minister, Ministry of Long-Term Care reminding long term care homes that, “Ensuring the provision of required staffing is ultimately the responsibility of the licensee and I ask that you continue to do what you can to address this most pressing need.”

Huron Lodge conducted a comprehensive analysis of needs for resident care based on assessments, data received from staff and external stakeholders, and in alignment with new directives and orders from the Ministry during the pandemic. Based on this analysis, the highest and most needed direct resident care asset was staffing.

AdvantAge Ontario, the provincial long term care association, issued a number of recommendations which, among others, call for the attraction and retention of staff in the sector and supporting the social and emotional well-being of staff and residents.

The Long-Term Care COVID-19 Commission issued a letter to Dr. Merrilee Fullerton, Minister of Long-Term Care with 11 early recommendations for the sector that focused on staffing, collaborative relationships, and infection prevention and control (IPAC).

“We have heard repeatedly and consistently about critical staffing shortages pre-COVID and the reasons for long-standing recruitment and retention challenges in long-term care homes. The staffing challenges have been well documented with numerous reports on the subject. Covid-19 exposed these challenges in stark terms.” In addition, the Commission recommended the following:

1. In addition to increasing the supply of PSWs, ensure that LTC staff recruitment efforts address the requirement for an appropriate staff mix to meet the increasing acuity and complex care needs of residents.
2. While all witnesses agreed on the need for staffing flexibility given the 24/7 nature of homes’ operations, more full-time positions must be created to ensure staffing stability and retention, and resident continuity of care.

Based on the assessed and fully funded need for direct resident care at Huron Lodge, and in consideration of orders and recommendations, to mitigate risk to residents and the corporation, Huron Lodge is bringing forward this report in an expedited manner outside of the regular budgetary process for Council’s consideration.

To immediately stabilize the workforce, Huron Lodge is requesting the following positions:

**PERSONAL SUPPORT WORKERS (PSW) – 9.5 FTE (9 Full-time, 1 Part-time)**

The Personal Support Worker (PSW) position assists residents with all activities of daily living to meet the physical, emotional, social and spiritual needs of the residents of Huron Lodge; participates in restorative care programs to ensure that residents are given the opportunity to reach their optimal potential and well-being; maintains accurate documentation reflecting the residents' condition and care; observes and reports changes in a resident's physical and emotional condition promptly to the Registered Staff; assists in the formation of the resident care plans; performs personal care such as feeding and bathing; promotes the comfort and safety of the resident; and assists in maintaining a tidy and clean home environment.

As the nursing needs of residents have risen drastically, as proven in the CMI increase, the addition of 9.5 FTE is required to maintain the appropriate level of care. Without an increase to the staff establishment, Huron Lodge will be at risk of neglecting residents by not providing appropriate and documented care.

**NURSING RECORDS ASSISTANTS – 1 FTE (2 Part-time)**

On the evening and weekend shifts, staff replacement duties rest with one registered nurse that is taken from their nursing related duties to call out and replace all absence calls. This is a manual, time consuming duty that takes several hours. This practice interferes with the RN duties as required under the Long Term Care Homes Act and is noted in the Public Inquiry into Safety & Security of Residents in the Long-Term Care system. Registered staff must monitor for the prevention of resident abuse and neglect and ensure reporting obligations, follow new requirements for the reporting of residents' deaths to the Office of the Chief Coroner, and participate in a revised medication process for the tracking and reporting of medications related to lowering blood sugar.

Timekeeping and staff scheduling takes the Registered staff away from these critical duties. In order to ensure that all staff are performing their duties as required, and in order to carry out the function of organizing the replacement shifts for staff who are absent during the evening and weekend shifts, additional Nursing Records Assistant positions are needed.

As per the Long Term Care Homes Act, reg. 31(3) staff are to be assigned to promote continuity of care by minimizing the different staff members who provide nursing and personal support services to each resident. Licensees are also responsible to have a staffing plan in place and implemented for its organized program of nursing services and organized program of personal support services (s. 31 of O. Reg. 79/10). Further, the September Communication from the Deputy Minister, Ministry of Long-Term Care specifically asked homes to review their approaches to scheduling, particularly in relation to weekends and long weekends.

Huron Lodge requires timekeeping for staff in a 24/7 environment. Duties are completed daily and therefore require vacation and sick replacement hours. Currently there is 1 Full-time Nursing Records Assistant in the staff establishment who works weekdays. The addition of two permanent, part-time Nursing Records Assistants will allow for required coverage on evening and weekends.

A Department Risk Assessment was previously conducted for Huron Lodge. The final report dated, July 7, 2018, identifies managing employee scheduling due to employee absenteeism as a Critical Risk. The addition of Part-time Nursing Records positions would mitigate this risk.

### **THERAPEUTIC RECREATION AIDES (TRA) – 2 FTE (1 Full-time, 2 Part-time)**

Therapeutic Recreation Aides (TRA) are responsible for the stimulation and engagement of residents at Huron Lodge. Therapeutic Recreation Aides are trained to deliver dementia appropriate therapies such as Snoezelen and Montessori based approaches. As Huron Lodge residents are experiencing more dementia and sundowning symptoms, additional part-time staff are required for evening and weekend direct care. Sundowning is a term used to describe behaviours that occur during the late afternoon or evening hours. These behaviours can include confusion, anxiety, aggression, agitation, or restlessness. The addition of 2 part-time TRA's will allow for the provision of this care during weekend and evening hours.

Huron Lodge is moving towards a version of the "Butterfly Model of Care" for the dementia area of the home. The dementia care area is home to 32 residents whose needs are extremely complex and require a dedicated full-time Therapeutic Recreation Aide to provide therapeutic interventions. The Butterfly model is based on a person-centred philosophy that recognizes that individuals have unique values, personal history, and personality, and that each person has an equal right to dignity, respect, and to participate fully in their environment. Services and supports are designed and delivered in a way that is integrated, collaborative, and mutually respectful of all persons involved, including the person with dementia, family members, caregivers and staff.

A full time TRA is required in this home area as part of the care team to engage and support residents in meaningful activities, which is even more critical due to COVID visitation restrictions. When residents are engaged, there are fewer opportunities for responsive behaviour towards other residents and staff members.

### **KITCHEN STAFF – 1.5 FTE**

As noted with the increase in the Case Mix Index (CMI) for Huron Lodge, the resident population needs have increased drastically. The Resident Bill of Rights must be followed which translates into the development of individual menus to meet complex clinical requirements, prevent allergies, and respect religious and cultural diversities.

Huron Lodge must align with hospital guidelines for therapeutic diets and textures. Hospitals have adopted the International Dysphagia Diet Standardization Initiative (IDDSI), which is a world-wide program that has substantially increased the types of diet textures and fluid consistency that must be prepared and provided for the residents. This has had a great impact on the regular therapeutic diets and has increased food preparation and production time, and staffing requirement within the department to prepare the required diets and textures. The addition of the 1.5 FTE will decrease the Corporation's significant risk by providing the staff required to properly adhere to the guidelines.

It is important to note that as part of the budget process in 2012 and 2014, the dietary division reduced the staff establishment by 2 FTE. With the significant changes in legislated protocols and resident dietary requirements, it is imperative that the dietary services division have additional positions as the care requirements exceed the current staff establishment.

In summary, this report is requesting to add 9.5 FTE Personal Support Workers, 2 Part-time Nursing Records Assistants, 2 FTE Therapeutic Aides, 1.5 FTE Kitchen Staff positions. All positions are mandated and funded through the CMI (Case Mix Index) increase. Additionally, the estimated shift premium, other pay, uniform costs and computer lease charges are included in this budget issue. These positions are fully funded from the announced Ministry of Long-Term Care funding increases.

### **Risk Analysis:**

Huron Lodge is obligated through the Long Term Care Homes Act and its Regulations to ensure that the home meets the staffing and care standards provided for in the regulations. Without an increase to the staff establishment, Huron Lodge will be at risk of non-compliance with legislated responsibilities and neglecting residents by not providing appropriate and documented care. As stated in the Long-Term Care Homes Act, 2007, *“Every licensee of a long-term care home shall protect residents from abuse by anyone and shall ensure that residents are not neglected by the licensee or staff.”*

There is also a timing risk as the recruitment process, training and required COVID testing will delay having staff on the floor. Staff are needed immediately due to the second wave of COVID and the ongoing and increased needs of residents. This risk is being mitigated by bringing forward this request to Council at this time.

The Ministry of Long Term Care funding is reconciled against eligible expenditures annually through the Annual Reconciliation Report. There is a risk that, if Huron Lodge reports less eligible expenditures than the funding received, the MLTC will recover that funding from the home. This risk is mitigated through careful monitoring of care needs to ensure maximum uptake of the allocated funding.

### **Climate Change Risks**

N/A

### **Climate Change Mitigation:**

N/A

### **Climate Change Adaptation:**

N/A

### **Financial Matters:**

On July 20, 2020 the Ministry of Long Term Care (MLTC) announced the Funded Case Mix Index (CMI) results to come into effect on August 1, 2020. When applied against the Nursing and Personal Care Per Diem, Huron Lodge's new Funded CMI adds \$975,000 in annual funding to the department. Other per diem increases add an additional \$100,000 to the expected annual funding for Huron Lodge.

With the total announced MLTC funding increase of \$1,075,000, Huron Lodge is requesting to add 14 FTE positions to the staff establishment at no cost to the Corporation. All of the requested positions are fully-funded through the announced increase in Ministry funding. The MLTC funding is reconciled against eligible expenditures annually through the Annual Reconciliation Report submitted to the MLTC. These positions and associated costs are eligible expenditures and will be reported to the MLTC in the Annual Reconciliation Report. This report to the MLTC determines if funding will be clawed back. As noted above, should Huron Lodge report less eligible expenditures than the funding received, the MLTC will recover that funding from the home. For additional clarity, the announced funding increase cannot be used to simply reduce the net municipally funded costs; if that were to be done the funds would be clawed back.

The table below is a summary of the 14 FTE and associated costs.

| Position Name                                 | Salary including Fringe Benefit | FTE       | FTE Description                          |
|---|---------------------------------|-----------|--|
| Personal Support Workers                      | \$ 731,833                      | 9.5       | 9 regular full-time, 1 regular part-time |
| Nursing Records Assistants                    | 63,078                          | 1.0       | 2 regular part-time                      |
| Therapeutic Recreation Aides                  | 149,837                         | 2.0       | 1 regular full-time, 2 regular part-time |
| Kitchen Staff II                              | 98,723                          | 1.5       | 1 regular full-time, 1 regular part-time |
| Total Salary and Fringe Benefit Cost          | \$ 1,043,470                    | <b>14</b> |  |
|   |                                 |           |  |
| Add: Other Pay, Shift Premiums, Computer Cost | \$ 31,530                       |           |  |
|   |                                 |           |  |
| <b>Grand Total Cost to add 14 FTE</b>         | <b>\$ 1,075,000</b>             |           |  |

### Consultations:

Andrea Sayers - Financial Planning Administrator

Natasha Gabbana – Manager, Performance Measurement and Financial Administration

**Conclusion:**

The Care Mix Index clearly demonstrates that the needs of Huron Lodge residents are increasing. Numerous reports, media coverage, and family stories demonstrate the devastating effect COVID-19 has had in the long-term care home sector.

Notwithstanding the heroic efforts of staff to keep residents safe and maintain their safety and well-being, more staff are required to comply with legislation and directives, fully utilize allocated funding, and continue to prioritize resident needs.

**Planning Act Matters:**

N/A

**Approvals:**

| Name              | Title   |
|-------------------|---|
| Alina Sirbu       | Executive Director/Administrator – Huron Lodge Long Term Care Home                              |
| Jelena Payne      | Community Development and Health Commissioner, Corporate Leader – Social Development and Health |
| Vincenza Mihalo   | Executive Director – Human Resources  |
| Valerie Critchley | City Clerk/Licence Commissioner, Corporate Leader for Public Engagement and Human Services      |
| Joe Mancina       | Chief Financial Officer/City Treasurer, Corporate Leader - Finance and Technology               |
| Onorio Colucci    | Chief Administrative Officer  |

**Notifications:**

| Name | Address | Email |
|------|---------|-------|
|      |         |       |

**Appendices:**



**Council Report: C 239/2020**

**Subject: Exemption to Noise By-law 6716 for Nighttime Construction Work - Grand Marais Road East and Central Avenue - Wards: 1 & 5**

**Reference:**

Date to Council: December 21, 2020

Author: Sarah Meneses

Engineer I

519-255-6560 x4314

smeneses@citywindsor.ca

Joseph Bressan

Engineer I

519-255-6100 x6890

jbressan@citywindsor.ca

Public Works - Operations

Report Date: December 3, 2020

Clerk's File #: SW2020

**To:** Mayor and Members of City Council

**Recommendation:**

- l) That the following exemption requests to the provisions of the Noise By-law 6716 (as amended), **BE GRANTED:**

**a. Specific exemption request:**

The Public Works Department of the City of Windsor is requesting a noise by-law exemption for the time periods for the operation of construction equipment as dictated by the City of Windsor **By-Law No. 6716** in order to allow 24/7 construction work.

**b. Scope of Exemption:**

The project limits are located in the City of Windsor at the intersection of Grand Marais Road East and Central Avenue (Central Avenue Culvert) and from the cul-de-sac on Havens Drive to the CSP Storm water sewer outlet to the Wolfe Drain located at the border of the City of Windsor and the Herb Gray Parkway.

**c. Duration of Exemption:**

This Noise By-Law Exemption is requested for the dates commencing on January 11, 2021 and continuous through February 12, 2021.

## **Executive Summary:**

N/A

## **Background:**

The work consists of relining a culvert and storm water sewer within the City of Windsor limits.

Based on the recommendations of the 2019 Drainage Report, as completed by Landmark Engineers Inc., the existing 2100mm Central Avenue culvert, located at the intersection of Grand Marais Road E and Central Avenue, was found to be in very poor condition and exhibiting heavy corrosion. The consultant engineer identified the possibility that significant soil cavities may be forming underneath the Central Avenue culvert. It was recommended to City Administration, in the 2019 Drainage Report, that the Central Avenue culvert should be reviewed further for relining possibilities.

The Operations department is proactively relining the 1800mm CSP stormwater sewer which outlets to the Wolfe Drain as it is located throughout residential properties, by means of an easement, and poses a future risk to residents in the surrounding area as the sewer ages. This has been on Operation's agenda for the last 3 to 4 years.

Construction is anticipated to start the week of January 11, 2021 with thirty (30) working days outlined in the contract.

## **Discussion:**

The City of Windsor has contracted Clean Water Works Inc. for the completion of contract 109-20 to reline the Central Avenue culvert and the CSP stormwater sewer that outlets to the Wolfe Drain. A significant portion of this project requires the use of large resin liners to securely take the shape of the existing culvert and sewer.

Based on the size and lengths of both the culvert (2100mm for an approximate length of 62.0 meters) and storm water sewer (1800mm for an approximate length of 170.0 meters), the contractor requires additional time for the liners, and service connections, to be installed, cured, and returned to service. Once the process of installing one section of the liner has begun, it cannot be stopped until completed. This is because during the installation of the liner, any active connections to the sewer will be obstructed until the Contractor can safely get their appropriate machinery (i.e. robotic cutter) into the culvert/sewer to re-open the connection.

The following factors contribute to the extra time required to complete the work of the project based on the existing diameter of the host pipe and the wall thickness of the liners:

- Installation of liner (3 to 4 hours)
- Curing resin liner either by water or air (6 to 8 hours)
- Cool down period (4 to 5 hours)



- Cutting out all lateral services, maintenance holes, and tails (4 to 5 hours)

Construction activities will be carried out during the week and will run 24 hours a day to the extent that the construction operations will allow.

Access to all businesses and residential properties will remain open throughout the construction works.

The properties fronting on the section of Central Avenue culvert are primarily commercial and industrial which would render this area exempt as per the Noise By-law 6716. The properties adjacent to the CSP stormwater sewer, that outlets to the Wolfe Drain, are residential.

Due to the proximity of residential properties in the vicinity of the Central Avenue culvert and on adjacent streets for the CSP storm water sewer, Public Works is seeking a Noise By-Law Exemption in order to:

- Minimize the potential safety hazards during construction to the traveling public.
- Minimize the total duration of construction.

The proposed nighttime works will involve the relining of the culvert and storm water sewer and associated infrastructure within the right-of-way/working easements and will involve the use of the following noise producing machinery:

- Construction vehicles including the Contractor's site work trucks
- Use of power tools such as portable power generators and boilers

The control of construction noise from this project requires that the Contractor maintain equipment in a good operating condition that prevents unnecessary noise (e.g. machinery must be kept in good working order, and no excessive idling of equipment will be permitted). A notification area for the by-law exemption is illustrated in Appendix A.

## Risk Analysis:

| Risk Description  | Impacted Objective(s)      | Risk Level | Mitigating Strategy / Status   | Responsibility            |
|---|----------------------------|------------|--|---------------------------|
| Noise will exceed generally acceptable nighttime levels | Consideration of community | Low        | To minimize noise nuisance from construction activities to adjacent businesses and private properties, private construction firms working under contract for the City will be required to minimize the idling of construction vehicles, maintain equipment in good working order, and apply standard noise mitigation measures. If construction noise complaints arise during construction, they will be investigated by City staff in an attempt to mitigate the concerns and reach a resolve to the complaint. | City / General Contractor |

## Climate Change Risks

### Climate Change Mitigation:

N/A

### Climate Change Adaptation:

N/A

## Financial Matters:

There is no financial impact to the City in granting the Public Works Department the requested exemption to the By-Law 6716.

## Consultations:

A letter will be delivered to all properties nearby and adjacent to the proposed works (see highlighted properties in Appendix A).

## Conclusion:

Administration supports the Public Works Department's requested exemption to the Noise By-law as nighttime work will minimize the duration of the construction works resulting in a return to normal traffic flow as quickly as possible.

## Planning Act Matters:

N/A

**Approvals:**

| <b>Name</b>        | <b>Title</b>                                     |
|--------------------|--|
| Phong Nguy         | Manager, Contracts, Field Services & Maintenance |
| Dwayne Dawson      | Executive Director of Operations                 |
| Mark Winterton     | City Engineer                                    |
| Valerie Critchley  | City Clerk                                       |
| Shelby Askin Hager | City Solicitor                                   |
| Onorio Colucci     | Chief Administrative Officer                     |

**Notifications:**

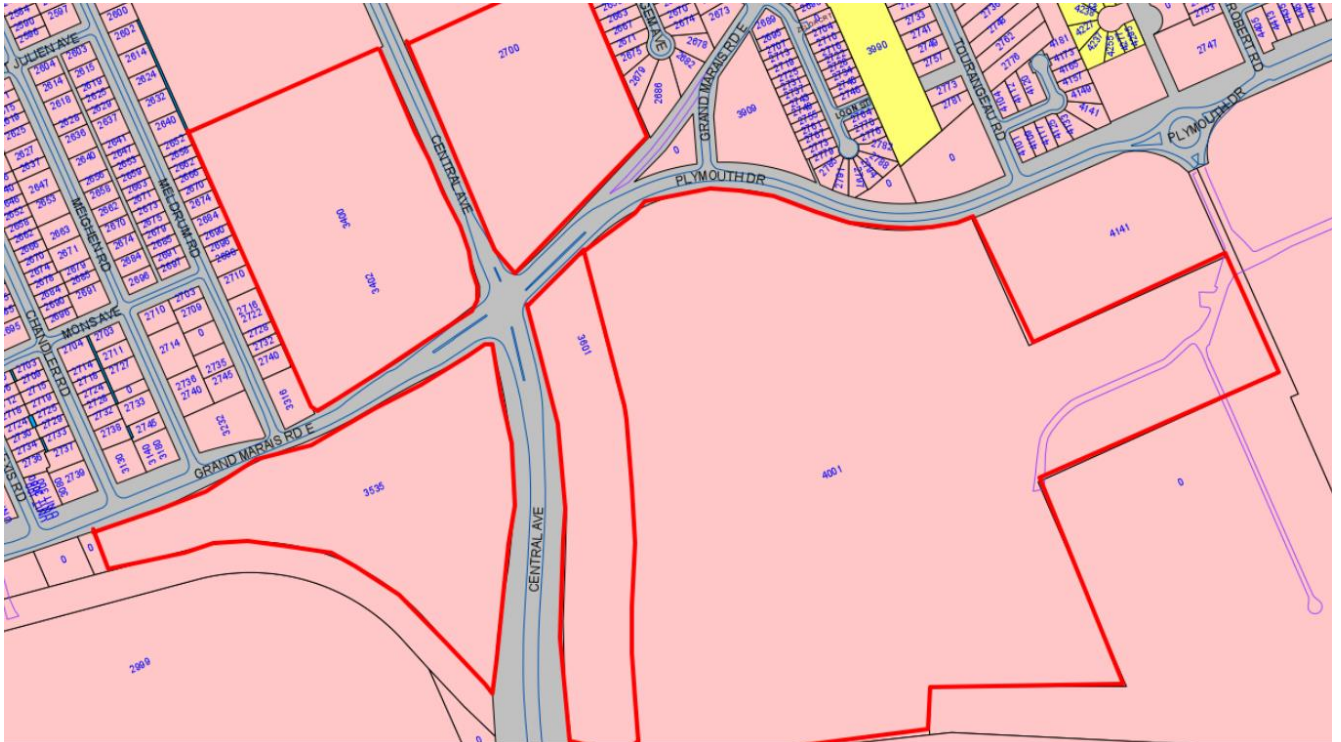
| <b>Name</b>   | <b>Address</b> | <b>Email</b>            |
|---|----------------|-------------------------|
| All affected properties nearby and adjacent to the construction activities. |                |                         |
| Ward 5 Councillor – Ed Sleiman  |                | esleiman@citywindsor.ca |
| Ward 1 Councillor – Fred Francis  |                | ffrancis@citywindsor.ca |
| 311   |                | 311@citywindsor.ca      |

**Appendices:**

- 1 Appendix A - Notification Area for Noise By-law Exemption

## Appendix A – Notification Area for By-Law Exemption

### 1. Grand Marais Drain – Central Avenue Culvert:



2. CSP Storm Water sewer – Outlet to Wolfe Drain:





**Committee Matters: SCM 344/2020**

**Subject: Minutes of the International Relations Committee of its meeting held September 24, 2020**

Moved by: Councillor Sleiman

Seconded by: Councillor Holt

Decision Number: **DHSC 224**

THAT the minutes of the International Relations Committee of its meeting held September 24, 2020 **BE RECEIVED** for information.

Carried.

Report Number: SCM 305/2020

Clerk's File: MB2020



## **Committee Matters: SCM 305/2020**

**Subject: Minutes of the International Relations Committee of its meeting held  
September 24, 2020**



## **International Relations Committee**

Meeting held September 24, 2020 via Zoom video conference

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

Councillor Fred Francis, Chair  
Councillor Fabio Costante  
Councillor Gary Kaschak  
Daniel Ableser  
Jerry Barycki  
Maria Belenkova  
Ronnie Haidar  
Steven Spagnuolo  
L.T. Zhao

### ***Regrets received from:***

Councillor Ed Sleiman  
Scott Despins

### ***Also present are the following resource personnel:***

Sandra Gebauer, Council Assistant  
Karen Kadour, Committee Coordinator

## **1. Call to Order**

The Chair calls the meeting to order at 10:01 o'clock a.m. and the Committee considers the Agenda being Schedule A attached hereto, matters which are dealt with as follows:

### **Additions to the Agenda**

Moved by S. Spagnuolo, seconded by L.T. Zhao,  
That Rule 3.3 (c) of the Procedure By-law 98-2011 be waived to add the following additions to the Agenda:

- 4.6** Twin City Posts
- 4.7** Cross Border Cooperation Congress Lublin 2020  
Carried.



**2. Declaration of Conflict**

None disclosed.

**3. Minutes**

Moved by D. Ableser, seconded by S. Spagnuolo,  
That the minutes of the International Relations Committee of its meeting held June 18, 2020 **BE ADOPTED** as presented.  
Carried.

**4. Business Items**

**4.1 Mayor's Summit Mannheim**

Moved by D. Ableser, seconded by S. Spagnuolo,  
That the update provided by Councillor Francis regarding his participation on behalf of Mayor Dilkens at the Virtual Mayor's Summit in Mannheim, Germany on September 9, 2020 **BE RECEIVED**.  
Carried.

**4.2 Windsor-Essex Regional Chamber of Commerce Initiative**

The Chair reports that the draft letter regarding an initiative by the Chamber of Commerce to propose an arrangement to extend membership benefits to members of our sister cities at no cost was approved by the Chamber of Commerce. He adds it is prudent to wait to send the letter to the Sister Cities until the second or third quarter of 2021 due to COVID-19.

Moved by J. Barycki, seconded by S. Spagnuolo,  
That the update provided by the Chair regarding the Windsor-Essex Regional Chamber of Commerce initiative **BE RECEIVED**, and further that the letter regarding this initiative **BE SENT** to the Sister Cities in 2021.  
Carried.

**4.3 2020 Children's Art Exchange**

The Chair advises that members of the IRC had the opportunity to view the Virtual Children's Art Exhibit prior to the meeting. He adds the Twin Cities that participated in

the initiative included the City of Windsor, Fujisawa, Japan, Gunsan, South Korea, Changchun, China, Mannheim, Germany, Lublin, Poland and Saltillo, Mexico. Greetings were also provided by the Mayors of Fujisawa, Gunsan, Mannheim, City of Windsor (by Councillor Francis for Mayor Dilkens) and the Deputy Mayor of Lublin.

S. Gebauer indicates that following the meeting, the Virtual Children's Art Exhibit link will be sent to the Twin Cities; will be shared through the City of Windsor's social media including the Mayor's Office social media. She adds the Communications Department will be sending out a Media Release.

Moved by J. Barycki, seconded by Councillor Kaschak,  
That the Virtual Children's Art Exchange initiative **BE APPROVED** and be made available to the public.  
Carried.

#### 4.4 International Relations Committee 2021 Operating Budget

The Chair states that the annual Operating Budget for the IRC Committee is \$15,000. Currently the balance of the 2020 operating budget is at \$41,843.42 which includes the \$5,000 commitment to the You and Me Sculpture project. He adds the IRC Committee will request \$15,000 from City Council for 2021.

Moved by J. Barycki, seconded by D. Ableser,  
That the update regarding the International Relations Committee 2021 Budget request **BE RECEIVED**.  
Carried.

#### 4.5 Twin Cities with the Corporation of the City of Windsor

Moved by R. Haidar, seconded by M. Belenkova,  
That the "Twin Cities with the Corporation of the City of Windsor" document **BE RECEIVED**.  
Carried.

#### 4.6 Twin City Posts

The Chair reports that the Twin City Post will be placed in the Civic Esplanade.

A rendering of the Twin City Post is **attached** as Appendix "A".

The members review the renderings of the Twin City Post and the following comments are provided:

- Request for the Twin City's flag to be included next to the city's name.
- Placement of a light at the top of the post
- Include the km distance from the Twin City to Windsor
- Suggestion to place the post at the central riverfront near the flag

Councillor Kaschak indicates that the location of the Twin City Post will be most likely decided by the New City Hall Plaza and Esplanade Project Steering Committee.

Moved by D. Ableser, seconded by R. Haidar,

That the rendering of the Twin City Post provided by the Parks Department **BE RECEIVED**; that Administration from the Parks Department **BE REQUESTED** to provide options for possible locations for the Twin City Post and the final design, and further, that **APPROVAL BE GIVEN** to an upset limit of \$14,000 in principle for the creation and installation of the Twin City Post.

Carried.

#### 4.7 Cross Border Cooperation Congress Lublin 2020

Background information relating to the Cross Border Cooperation Congress Lublin 2020 is **attached** as Appendix "B".

S. Gebauer reports that the Cross Border Cooperation Congress Lublin 2020 will be held from October 6-9, 2020. She adds that if any members are interested in participating in any of the sessions to contact her. There is no charge associated with this and there is a maximum of 25 people per session.

J. Barycki states that the sessions will be held Lublin time which translates to a 4:00 a.m. session.

L.T. Zhao asks if the sessions will be recorded. S. Gebauer advises she will look into this matter and report back.

#### 5. Communications

Moved by Councillor Costante, seconded by S. Spagnuolo,

That Item 5.1 - Letter from Mayor Dilkens to Mayor Zuk, Lublin, Poland regarding the 20<sup>th</sup> anniversary of the twinning partnership between the City of Windsor and Lublin and Item 5.2 regarding the letter from Mayor Zuk, Lublin to Mayor Dilkens regarding the 20<sup>th</sup> anniversary of the partnership **BE RECEIVED**.

Carried.

Moved by Councillor Kaschak, seconded by R. Haidar,

That Item 5.3 – Letter of congratulations from Mayor Dilkens to Mayor Zhang Zhijun, Changchun, China on the appointment of Mayor of Changchun **BE RECEIVED.**  
Carried.

Moved by S. Spagnuolo, seconded by D. Ableser,  
That the letter from Tigray Community of Windsor and Essex County regarding a request to assist the Tigrayans in Ethiopia **BE RECEIVED.**  
Carried.

The Chair advises the letter from the Tigray Community of Windsor and Essex County was forwarded to the Mayor's Office.

**6. New Business**

None.

**7. Date of Next Meeting**

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

**8. Adjournment**

There being no new business, the meeting is adjourned at 10:25 o'clock a.m.

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**CHAIR**

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**COMMITTEE COORDINATOR**



**Committee Matters: SCM 336/2020**

**Subject: Windsor Municipal Heritage Register Update (City-wide)**

Moved by: Councillor Sleiman

Seconded by: Councillor Holt

Decision Number: **DHSC 216**

I. THAT the following 31 properties of cultural heritage value or interest **BE ADDED** to the Windsor Municipal Heritage Register:

- 2675 Riverside Drive West – Christian Brothers La Salle Hall – c.1943 – Neo-Tudor Revival and Arts and Craft – Sandwich
- 2585 Riverside Drive West – W. T. Piggott House/ Canterbury College Becket House –c.1922 – Double bay windows and dormers – Sandwich
- 2559 Riverside Drive West – Canterbury College Anselm House – c.1938 – Tudor Revival – Sandwich
- 2461 Riverside Drive West – House – 1923 – Craftsman – Sandwich
- 2285 Riverside Drive West – House – c.1946 – Stone Cottage – Sandwich
- 290 Vista Place – Apartment – 1927 – Vernacular with prairie style elements – Sandwich
- 197 Sunset Avenue – John Stuart House – c.1922 – Colonial Revival – Sandwich
- 223 Sunset Avenue – Kamen House – c.1922 – Craftsman; Two-and-half storey – Sandwich
- 238 Sunset Avenue – House – c.1914 – Craftsman Style – Sandwich
- 160 California – L. McGill Allan House – c.1922 – Prairie Style; Stucco – Sandwich
- 181 California – Henry T. W. Ellis House – c.1922 – Colonial Revival – Sandwich
- 160 Askin Avenue – House – c.1912 – Colonial Revival – Sandwich
- 181 Askin Avenue – McIntire House – c.1923 – Dutch Colonial Revival – Sandwich
- 237 Askin Avenue – Apartment – 1924 – shallow “H” plan with center entrance – Sandwich
- 2311 University Avenue West – Mason House – 1923– Craftsman – Sandwich
- 150 Randolph Place – Loikrec-Adelman House – 1924– Prairie Style – Sandwich
- 257 Randolph Place – House – 1924 – Craftsman – Sandwich
- Drouillard Road/Wyandotte Street East – Drouillard Road/Wyandotte Underpass–1931 – Concrete and Steel Beam Structure – Ford City

- 953-959 Drouillard Road – East Windsor Auto Part/Essex Linen Supply– c1950, 1955 – Commercial two storey building with one storey addition – Ford City
- 993 Drouillard Road – Temple Hotel/Tavern– c1920-1930s– Commercial two storey buildings– Ford City
- 994-998 Drouillard Road – Dubensky Building– c1931– Commercial two storey building– Ford City
- 1000 Drouillard Road – Moodrey Building– 1924– Commercial Building– Ford City
- 1009 - 1021 Drouillard Rd –Marigold Hotel – c1924– Commercial Building – Ford City
- 1078 - 1080 Drouillard Rd –Commercial Building – c1929– Variegated Brick-two storey – Ford City
- 1082 - 1086 Drouillard Rd –Commercial Building – c1942– Red Brick-two storey – Ford City
- 165 Goyeau Avenue – Chatham Goyeau Parking Garage – 1964 –Double Helix Parking Garage – Core
- 284 Cameron Avenue – Alicia Mason Vocational School– 1963 – Mid-Century; Institution – Core
- 305 Janette Avenue - Dr. U. Durocher Residence & Office – 1913 – Foursquare – Windsor
- 415 Matthew Brady Boulevard – Ryancrrete Model Home – 1950 – Concrete House – Riverside
- 432 Granada Avenue – The “Granville”, Detroit Free Press Model Home – 1929 – Trace & Diehl Architect– S. Windsor
- Peche Island – Hiram Walker Peche Island Ruins – c.1888 – Hiram Walker Peche Island Summer Residence– Detroit River

II. THAT the following properties of cultural heritage value or interest **BE CLARIFIED AND CONSOLIDATED** on the Windsor Municipal Heritage Register:

- Various Streets Walkerville – Stone Curbs – c1885 – Walkerville streetscape – Walkerville
  - 400-500 blocks Kildare Road
  - 1800-1900 blocks Brant Street
  - 2000 block Assumption Street
  - 2000 block Brant Street
  - 300 block Chilver Road
- Various Sites Walkerville– Sidewalk Slabs – c1905 – Walkerville streetscape – Walkerville
  - Southeast corner Tuscarora Street and Monmouth Road
  - Southwest corner Tuscarora Street and Monmouth Road
  - Northeast corner Tuscarora Street and Argyle Road
  - Northwest corner Tuscarora Street and Argyle Road

- Southeast corner St. Mary's Gate and Kildare Road
- Northeast corner Tuscarora Street and Devonshire Road
- Northwest corner Tuscarora Street and Devonshire Road
- Southwest corner Tuscarora Street and Devonshire Road
- Southeast corner Tuscarora Street and Kildare Road
- Northwest corner Tuscarora Street and Kildare Road
- Southwest corner Tuscarora Street and Kildare Road
- Southeast corner Tuscarora Street and Chilver Road
- Northeast corner Tuscarora Street and Chilver Road
- Northeast corner Chilver Road and Tuscarora Street

III. THAT the following 2 structures **BE RETAINED** on the Windsor Municipal Heritage Register:

- 1860 Chandler Rd – former St. Bernard School Wall – 1930 (reconstructed 2019) – original Arch. Albert J. Lothian- Ford City
- 350 City Hall Sq W – former City Hall Square Stone Wall–1957 (to be reconstructed in the future)– Stone Wall Inscription; original Arch. Sheppard & Masson –Core

IV. THAT the following property **BE REMOVED** from the Windsor Municipal Heritage Register:

- 3857 Riverside Dr E– Robert Barr House "Inn on the River"– c1890– Local Vernacular–Ford City

Carried.

Report Number: S 145/2020  
Clerk's File: MBA2020

**Clerk's Note:** The recommendation of the Standing Committee and Administration are the same. Also, Administration providing additional information memo dated December 10, 2020 (appended to S 145/2020).

**Subject: Windsor Municipal Heritage Register Update (City-wide)**

**Reference:**

Date to Council: November 16, 2020  
Author: Kristina Tang  
Heritage Planner  
ktang@citywindsor.ca  
519-255-6543 X 6179  
Planning & Building Services

Report Date: October 29, 2020  
Clerk's File #: MBA2020

**To:** Mayor and Members of City Council

**Recommendation:**

I. THAT the following 31 properties of cultural heritage value or interest **BE ADDED** to the Windsor Municipal Heritage Register:

- 2675 Riverside Drive West – Christian Brothers La Salle Hall – c.1943 – Neo-Tudor Revival and Arts and Craft – Sandwich
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- Drouillard Road/Wyandotte Street East – Drouillard Road/Wyandotte Underpass–



- 1931 – Concrete and Steel Beam Structure – Ford City
- 953-959 Drouillard Road – East Windsor Auto Part/Essex Linen Supply– c1950, 1955 – Commercial two storey building with one storey addition – Ford City
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- Peche Island – Hiram Walker Peche Island Ruins – c.1888 – Hiram Walker Peche Island Summer Residence– Detroit River

II. THAT the following properties of cultural heritage value or interest **BE CLARIFIED AND CONSOLIDATED** on the Windsor Municipal Heritage Register:

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  - 400-500 blocks Kildare Road
  - 1800-1900 blocks Brant Street
  - 2000 block Assumption Street
  - 2000 block Brant Street
  - 300 block Chilver Road
- Various Sites Walkerville– Sidewalk Slabs – c1905 – Walkerville streetscape – Walkerville
  - Southeast corner Tuscarora Street and Monmouth Road
  - Southwest corner Tuscarora Street and Monmouth Road
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  - Northwest corner Tuscarora Street and Argyle Road
  - Southeast corner St. Mary’s Gate and Kildare Road
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III. THAT the following 2 structures **BE RETAINED** on the Windsor Municipal Heritage Register:

- 1860 Chandler Rd – former St. Bernard School Wall – 1930 (reconstructed 2019) – original Arch. Albert J. Lothian- Ford City
- 350 City Hall Sq W – former City Hall Square Stone Wall–1957 (to be reconstructed in the future)– Stone Wall Inscription; original Arch. Sheppard & Masson –Core

IV. THAT the following property **BE REMOVED** from the Windsor Municipal Heritage Register:

- 3857 Riverside Dr E– Robert Barr House "Inn on the River"– c1890– Local Vernacular–Ford City

**Executive Summary: N/A**

### **Background:**

The Ontario Heritage Act allows municipalities to include non-designated properties, believed to have cultural heritage value or interest, to be included on the official Municipal Heritage Register. Properties on the heritage register are provided protection against quick demolition. The City of Windsor first undertook a comprehensive review of properties on an unofficial Heritage Inventory, and in August 2007 City Council approved the first Register listings; most others were added in June 2008. Numerous properties have been added since then, and some removed; several have been designated. Changes were last approved by Council in July 8, 2019. The current Windsor Municipal Heritage Register is available on the City's website, linked from:

<http://www.citywindsor.ca/residents/planning/Plans-and-Community-Information/Know-Your-Community/Heritage-Planning/Pages/Windsor-Municipal-Heritage-Register.aspx>

The recommendations for additions, clarification and consolidation, retention and removals of properties on the Windsor Municipal Heritage Register will recognize and protect heritage resources in the City of Windsor and keep the Heritage Register current.

## Legal Provisions

Part IV, Section 27 of the Ontario Heritage Act states that “the register may include property ... that the council of the municipality believes to be of cultural heritage value or interest”, without being designated. Also, “Where the council of a municipality has appointed a municipal heritage committee, the council shall, before including a property ... or removing the reference to such a property from the register, consult with its municipal heritage committee.”

Heritage Planning staff makes editorial corrections to the Municipal Heritage Register as new information is found without announcing each change to the Development & Heritage Standing Committee. However, additions or deletions of property must be considered by the Committee and approved by Council.

The *Ontario Heritage Act* requires the owner of a property listed on the register to give the City sixty days notice of proposed demolition. This notice requires additional information about the property to be submitted along with the request. During the sixty days notice period City Council (after standing committee consultation) may initiate designation or decide to take no action.

## Discussion:

### RECOMMENDATION I: ADDITIONS

Recommendation I is a proposal for addition of 31 new properties on to the Heritage Register for recognition and protection. These new listings are broadly grouped as 17 Riverside West Area properties, 8 Ford City Area properties, 2 Mid-century architecture properties and 4 others:

- Visual survey conducted in areas bounded by Riverside Drive West, Randolph Place, University Avenue West, and Vista Place, identified many potential heritage resources in the area. A piece in *The Border Cities Star* 1924 article recognized that the Town of Sandwich was experiencing new growth in those years and featured some of the beautiful homes constructed.<sup>1</sup> Thus, some houses are proposed to be formally recognized on the Register.
- Ford City has strong automobile history and roots with the Ford Motor Company of Canada. Historical buildings are a tangible reflection of the history of the area and its associated growth during the early decades of the 20<sup>th</sup> century. The Ford City Community Improvement Plan recently adopted by Council recommends review of properties along Drouillard Road for consideration on the Heritage Register. Properties on Drouillard Road from the Riverfront to Richmond Street were considered. The identification of these heritage resources will further strengthen the character of the area, and support anticipated redevelopments.

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<sup>1</sup> The Border Cities Star. “Sandwich- Beauty Against Rich Historic Background”. Published on July 5, 1924, Third Section, p.1- 3.

- There has been growing recognition across different communities that many mid-century buildings have now passed their 50<sup>th</sup> year mark and that these architectural styles are unique and ought to be recognized. A few mid-century modern era buildings are identified will add to the recognition of this style.
- Other properties/structures that do not fit in the larger categories

Refer to Appendix A for each property description.

## **RECOMMENDATION II: CLARIFICATION AND CONSOLIDATIONS TO THE HERITAGE REGISTER**

Recommendation II is related to the City's ongoing review and inventorying of Municipal Heritage Assets, which revealed some gaps in the recognition of Walkerville streetscape features. Although some visual survey have been conducted recently for part of the older portions of Walkerville, a complete and comprehensive survey of all Walkerville streetscape features is only anticipated to be conducted in the future Walkerville Heritage Conservation District Area Study. As there are ongoing demands for operational and maintenance of public roads, grouping of the same heritage streetscape feature types and clarifying of the locations will provide ability for a more comprehensive and manageable city protection over the historic streetscape features in Walkerville. More flexibility would be available for new identifications to be made, and work with City Engineering staff to create solutions for necessary repairs or replacement to maintain performance standard of the roads, while conserving these heritage features.

Through identification exercises conducted to-date, clarifications would include 5 locations for the Walkerville streetscape Stone Curbs, and 14 locations for the sidewalk slabs. In the future, additional locations will be specified on the Heritage Register as more locations become identified.

- Various Streets Walkerville – Stone Curbs – c1885 – Walkerville streetscape – Walkerville
  - 400-500 blocks Kildare Road
  - 1800-1900 blocks Brant Street
  - 2000 block Assumption Street
  - 2000 block Brant Street
  - 300 block Chilver Road
- Various Sites Walkerville– Sidewalk Slabs – c1905 – Walkerville streetscape – Walkerville
  - Southeast corner Tuscarora Street and Monmouth Road
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- Southeast corner Tuscarora Street and Chilver Road
- Northeast corner Tuscarora Street and Chilver Road
- Northeast corner Chilver Road and Tuscarora Street

Refer to Appendix A for more information about each listing.

### **RECOMMENDATION III - RETAIN STRUCTURES**

Recommendation III is to confirm that the two properties which were previously approved by Council for demolition of the buildings, would be retained as properties on the Heritage Register, but only for recognition limited to the reinstalled heritage wall structures. The two properties are the former St. Bernard School and the former mid-century City Hall building (limited to the inscribed stone wall). The revised listing would be:

- 1860 Chandler Rd – former St. Bernard School Wall – 1930 (reconstructed 2019) – original Arch. Albert J. Lothian- Ford City
- 350 City Hall Sq W – former City Hall Square Stone Wall–1957 (to be reconstructed in the future)– Stone Wall Inscription; original Arch. Sheppard & Masson –Core

Refer to Appendix A for more information about each listing.

### **RECOMMENDATION IV - REMOVALS**

Recommendation IV speaks to a technical exercise to remove reference on the Heritage Register to the 3857 Riverside Dr E- Robert Barr House "Inn on the River" already demolished.

- 3857 Riverside Dr E– Robert Barr House "Inn on the River"– c1890– Local Vernacular–Ford City

The c1879 cast iron & brick Robert Barr House Fence/Wall (previously relocated to site from former Downtown Post Office location), is existing as a separate listing on the Windsor Municipal Heritage Register, and will remain so. Council's 2014 decision to allow for the demolition of the House included requirement that the heritage fence be refurbished and incorporated as part of a new development. That Council direction is currently being implemented through a Site Plan Application for redevelopment of this property.

Refer to Appendix A for more information about 3857 Riverside Dr. E.

**Official Plan:**

The Windsor Official Plan includes (9.0) “A community’s identity and civic pride is rooted in physical and cultural links to its past. In order to celebrate Windsor’s rich history, Council is committed to recognizing, conserving and enhancing heritage resources.”

Also, (9.3.2.1) “Council will identify Windsor’s heritage resources by: ... (c) Researching and documenting the history and architectural and contextual merit of potential heritage resources on an individual property basis; ... 9.3.3.4.(a) maintaining and updating the list of built heritage resources known as the Windsor Municipal Heritage Register”.

**Risk Analysis:**

There is a risk of quick demolition if the recommended properties are not added to the Municipal Heritage Register. While being on the register does not provide outright protection of heritage resources from demolition, it provides Council with additional time to decide whether to designate a property, as well as the ability for Planning staff to request for heritage sensitive projects if the properties are proposed for redevelopment. The Heritage Register should be kept up-to-date as a reference for property owners, developers, interested persons, and city staff. Also, the Ontario Heritage Act is anticipated to be amended on January 1, 2021, which will allow for property owners to object to being added on the Heritage Register. Therefore, some additions are recommended at this time.

**Climate Change Risks**

**Climate Change Mitigation: N/A**

**Climate Change Adaptation: N/A**

**Financial Matters:**

There are no direct costs to private property owners. City costs will be for record keeping and information to the owners.

**Consultations:**

Michael Fish, Archivist, and Tom Vajdik, Public Service Librarian, City Cultural Affairs Staff (Madelyn DellaValle, Heather Colautti & Melissa Phillips) assisted with the historical information. Heritage Committee Member Mr. Andrew Foote also provided nominations for additions and research information. Administration will send letters to property owners after Council’s decision.

**Conclusion:**

The recommendations for additions, clarification and consolidation, retention and removals of properties on the Windsor Municipal Heritage Register will recognize and protect heritage resources in the City of Windsor and keep the Heritage Register current.

**Planning Act Matters: N/A**

**Approvals:**

| <b>Name</b>        | <b>Title</b>   |
|--------------------|--|
| Michael Cooke      | Manager of Planning Policy/ Deputy City Planner                          |
| Thom Hunt          | City Planner / Executive Director Planning & Building                    |
| Wira Vendrasco     | Deputy City Solicitor  |
| Shelby Askin Hager | City Solicitor / Corporate Leader Economic Development and Public Safety |
| Onorio Colucci     | Chief Administrative Officer   |

**Notifications:**

| <b>Name</b>  | <b>Address</b> | <b>Email</b>              |
|--|----------------|---------------------------|
| Mark Winterton,<br>City Engineer/ Corporate<br>Leader – Environmental<br>Protection & Infrastructure<br>Services |                | mwinterton@citywindsor.ca |
| Property Owners will be<br>notified subsequent to<br>Council's decision  |                |                           |

**Appendices:**

- 1 Appendix A- Additional Information on Each Property Listing

## Appendix A- Additional Information on each Property Listing

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### RECOMMENDATION I: ADDITIONS

#### Property Descriptions:

These properties are recommended for addition to the Register (“c.” is approximate date):

#### Riverside West:

- 2675 Riverside Drive West – Christian Brothers La Salle Hall – c.1943 – Neo-Tudor Revival and Arts and Craft – Sandwich

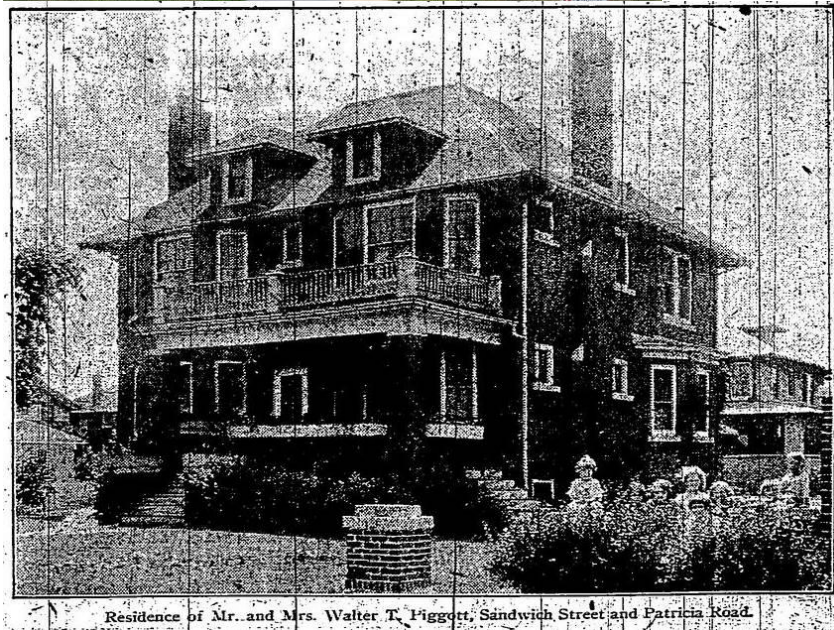


This one and half storey building, designed in a Neo- Tudor Revival and Arts and Craft style, was constructed c.1943, with generous setback from Riverside Drive and Vista. The building has projecting volumes, steeply pitched roofs, and two large stone chimneys. The Vista Street side features multiple gabled dormers, varied eave-line heights and overlapping gables. Covered porch with brackets, and multi-toned herringbone brick infill,



stone voussoir patterns around arched window (facing riverside), and oriel window also ornate the building. The property was probably developed by Frederick D Pearson who appears to have been a veteran pharmacist with the Laing's Drug Store on Ouellette Avenue and was honoured with a life membership by the Essex County Pharmacists Association.<sup>1</sup> However, the property changed hands by 1961 to the Christians Brothers La Salle Hall as the student residence up till 1994 when it was transferred to ownership under Assumption University. Some alterations have taken place on the windows and gable sidings.

- 2585 Riverside Drive West – W. T. Piggott House/ Canterbury College Becket House –c.1922 – Double bay windows and dormers – Sandwich



Source: The Border Cities Star, July 5, 1924, s.3.p.3

<sup>1</sup> "Veteran druggist, F. D. Pearson, dies" *The Windsor Star*, Aug 30, 1967.

This two storey red brick four-square building has a central door with two storey canted bay windows, two hipped roof dormers, and two large rectangular brick chimneys. The building is mostly symmetrical in design except for the front porch with brick pillars, which have been altered substantially and is now missing the original porch detailing and balcony. The addition on the east side was added sometime between 1924 and 1937. The first owner of the building appears to be lumberman Walter Thomas Piggott, who was manager of the Windsor business of John Piggott & Sons, and active in the commercial circles since he moved from Chatham to Windsor in 1911. Some of his involvement include serving as president of the Builders' and Contractor's Association of the County of Essex, and as director of Windsor, Essex and Lake Shore Railway.<sup>2</sup> The property was identified as one of the beautiful homes in Sandwich featured in the 1924 Border Cities Star Article as owned by the Piggotts, who subsequently sold the property in the 1930s. Canterbury College has owned the property since 1968 and named the property as the Becket House residence.

- 2559 Riverside Drive West – Canterbury College Anselm House – c.1938 – Tudor Revival – Sandwich



This tudor revival building has steeply pitched roof, arched windows at the front entrance (stained glass), clinker brick, wood shutters and chimney at the gable wall on its west. Land Registry Office records indicate that Charity Page bought the property in 1937, and her address is listed at 2559 Sandwich Street in the 1938 City Directories. Charity was a clerk at Metro Life and appears to might have been the spouse of, or was related to Arthur L. Page who was a real estate manager at U G Reaume Ltd, as both shared the same 981 Victoria Avenue address before 1938. In subsequent years, Arthur Page was listed as the property owner on City Directories although his name does not appear on any of the formal Title Records. Charity Page sold the property to Scott Rutherford in 1945. It appears that Canterbury College

<sup>2</sup> Windsor Public Library. "Windsor and Essex County Historical Scrapbooks, vol.27. p23". *Piggott, Walter Thomas*



bought over the property in 1975, naming it the Anselm House.

- 2461 Riverside Drive West – House – 1923 – Craftsman – Sandwich



This 1.5 storey buff brick craftsman style house has wide eave overhangs, exposed rafter ends, and clipped ends on its side and on the prominent front porch. The front porch is supported by large brick columns with sloping sides. The house also features two gabled dormers, a large rectangular brick chimney. Wood shingles clad the front gables, and side box bay window. The property has experienced several different ownerships over the years.

- 2285 Riverside Drive West – House – c.1946 – Stone Cottage – Sandwich



This one and half storey cross-gable house is clad with rough cut stone (with no coursing) on the first floor and on the rectangular chimney. The property also consists of a matching chimney and stone garage. The building was built for J. Harry and Clara Peters in 1946 but the property has had several owners over the past decades (one of the long-time owners was Gerald and Irene Schen).

- 290 Vista Place – Apartment – 1927 – Vernacular with prairie style elements –

## Sandwich



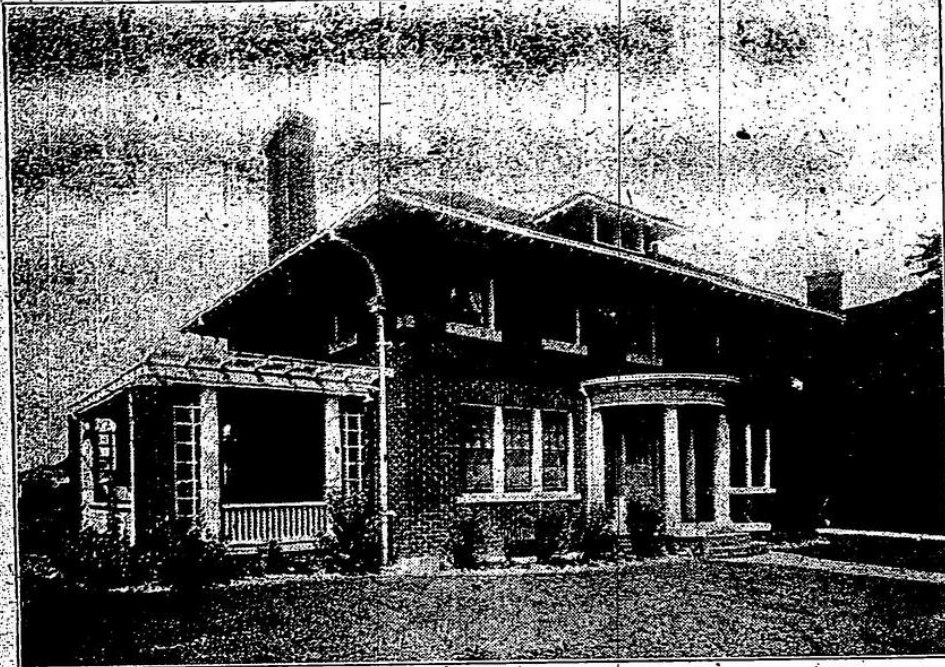
Google Streetview April 2014

The symmetrical red brick double duplex features four prominent tall two-storey square brick columns, segmented by stone/cement bands, with hipped roof over the balconies, and a central hipper dormer. It also features wide overhang with decorative rafters ends. The building retains a central entrance, and some of its originals three over one sash windows. Soldier coursing separates each floor. The property was located on the street originally known as Kennedy Place.

- 197 Sunset Avenue – John Stuart House – c.1922 – Colonial Revival – Sandwich



Google Streetview April 2014



Residence of Mr. and Mrs. John Stuart, Sunset Avenue

Source: The Border Cities Star, July 5, 1924, s.3.p.1

Two storey red brick Colonial Revival style building is accentuated by the rounded center porch, with cornice details such as dentils, and rounded porch columns with decorative capital. The front door also features multiple sidelights and the windows feature shutters. Wide eave overhangs with decorative rafters surround the perimeter of the roofline as well as the hipper dormer. Two corbelled chimneys are located close to each side of the house. A rounded corniced "bay window" is also located on the north end. The porch wing on the south end has been enclosed. The fine home was featured as one of the beautiful homes in the town of Sandwich in The Border Cities Star news article. John Stuart, chairman of the board of J.T. Wing Ltd (a hardware retailer and distributor for industrial supplies and contractors equipment), bought the lot in 1919.<sup>3</sup> He and his wife, Mary, were long-time owners of the property, until the ownership was changed to the University of Windsor in 1964, and has since become the residence of serving Presidents of the University.

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<sup>3</sup> Windsor Public Library. "Windsor and Essex County Historical Scrapbooks, vol.5c. p58". *Stuart, John J.*



- 223 Sunset Avenue – Kamen House – c.1922 – Craftsman; Two-and-half storey – Sandwich



Source of historic photo: The Border Cities Star, July 5, 1924, s.3.p.2

This two and half storey craftsman style house features a center gabled porch and side wing. The main building is largely symmetrical, with the two gabled dormers complete with vergeboards, wide overhang and exposed rafter ends, and wood siding and wood trim around the double six over one windows. Wide eave overhang and brackets are featured in the building. The front porch has similar decorative roof details and is supported by two large brick square pillars. The landing of the porch is surrounded by brick walls topped by stone cap with curved trim. The house features original wood sash windows with multiple lites, with emphasis on the vertical elements through the alignment of the muntins. A side wing to the south end of the house features triple sets of the same windows, located above a stone band wrapped around the addition. The north end of the house has a decorative half timbering and stucco boxed window. The property was originally owned by physician Dr. Royden E Holmes and his wife but the Kamen family has been long-time owner of the property since 1945.

- 238 Sunset Avenue – House – c.1914 – Craftsman Style – Sandwich



This property is an excellent example of craftsman style. The overlapping large gables of building and the front porch (supported by large sloping piers) which spans the full length of the house features similar vergeboards. Brackets and exposed rafter ends are featured beneath the wide eave overhang. A large brick chimney is placed on south end of the house where the cross gable roof meets. The house appears to be clad with stucco and decorative half timbering on the second floor while the first floor is clad with wood siding. Original windows around the house have multiple panes. Decorative wooden screen door of its time still exists on the front door. The property features a matching detached garage.



- 160 California – L. McGill Allan House – c.1922 – Prairie Style; Stucco – Sandwich



Google Streetview 2014 (left) and Current view of property (right)

This large prairie style stucco house has a low pitched roofline which emphasises its horizontal massing and lines. The asymmetrical building has an off-center porch with arched entryway, and a projected two storey wing at the south east end with separate entrance. Many of the windows are original and are surrounded by wood trim, as is the front door and its surrounds. The house also features wide eave overhang and two large chimneys. The front porch has large vertical columns arched openings. The property was originally owned by the Wells & Gray manager, L McGill Allan for several decades. The property appears to be overgrown with vine in its current state, which has hidden many of its special architectural features.

- 181 California – Henry T. W. Ellis House – c.1922 – Colonial Revival – Sandwich







Google Streetview

This large two and half storey colonial revival house features a side gabled roof with two gabled dormers, chimney on ridge, brick voussoirs and arched windows, including the round fanlight window adjacent to the front gabled portico. Original windows with wood trims and frames remain, and stone sills. Soldier brick banding separate the floors with stone accents on wall corners. The accentuated front door probably had a more elaborately decorated crown still supported with rounded wood columns. A low landscaping brick wall surrounds the edge of the property, which also includes a detached two storey hipped roofed red brick garage. The one storey wing on the sound end of the principal building was added on to become two storey over time and clad with vinyl siding. The original owner of the property was H.T.W. Ellis, also known as “Squire Ellis”, and who was a prominent figure in the Border Cities Communities for over half a century. He was actively involved in the community as a lawyer, a magistrate, a Windsor Town Council member, Board of Education member and chairman, advocate of development of Ouellette Avenue, donor to Grace Hospital wards and the Essex County Golf and Country Club and founder of the former Oakridge Golf Club. <sup>4</sup> He passed away in 1932, following which there has been several changes in ownership.

- 160 Askin Avenue – House – c.1912 – Colonial Revival – Sandwich



<sup>4</sup> Windsor Public Library. “Windsor and Essex County Historical Scrapbooks, vol.27c. p83”. *Ellis, H.T.W.*

This two storey symmetrical colonial revival style house was one of the earlier constructions in the area. The front entrance is accentuated by a hooded pediment, and is flanked by a larger set of windows on the first floor, and three equivalently sized windows on the second floor. Albert P Janisse was listed as the owner of the property in 1912. Subsequent longer term owners include John L McRae (1918-1934), and Barrie MacDonald (1974- beyond the 2000s).

- 181 Askin Avenue – McIntire House – c.1923 – Dutch Colonial Revival – Sandwich



This two storey dutch colonial revival wood-sided house features a steeply pitched gambrel with a continuous dormer across the front. Wide eave overhang, exposed rafter ends, and brackets are found on the house. The front windows have decorative wood shutters. On the north end is a one-storey wing with triple sets of sash windows, and many of the properties appear to be six over one sash windows. The property was acquired by Earl J McIntire in 1920 and the building was completed a few years later. The McIntire family has owned the property up till the 1960s.

- 237 Askin Avenue – Apartment – 1924 – shallow “H” plan with center entrance – Sandwich





This red brick building has a recessed entryway similar to a “H” plan at street-facing front of the building. The center entrance is accentuated by a peaked roofline, hooded corniced treatment on the second floor, and a gabled pediment corniced with returns on the first floor, along with flat classical pilasters. The original windows are the six over one window sashes. The front also features stone/cement accents.

- 2311 University Avenue West – Mason House – 1923– Craftsman – Sandwich



Google Streetview August 2017

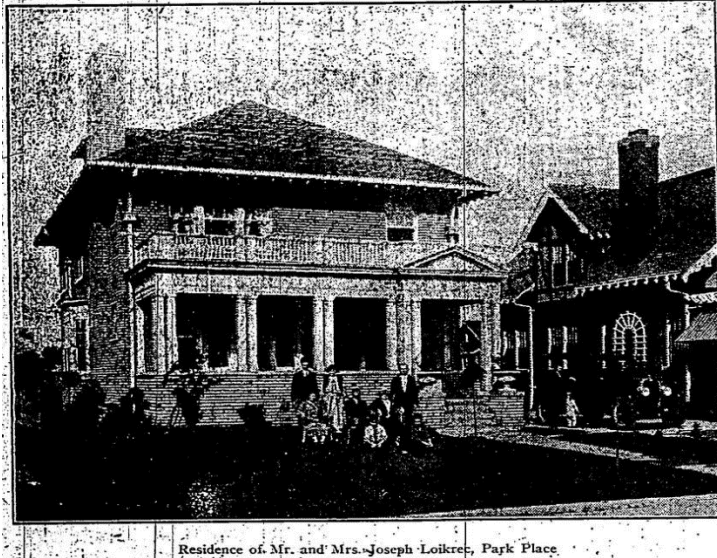


Google Streetview April 2014

The one and half storey buff brick building is craftsman style and features a steeply pitched gabled roof with regularly laid tile roof. The gabled roof on the University Avenue side features vergeboard with finial. The property has a wrap-around porch on the north-east corner of the building that continues as a one storey wing on the east side of the building. Above that side wing is a hipped dormer and tall brick chimney. The south side of the building has a small enclosed bay with wood framed windows covered by a shed roof. Clarence E Mason bought the lot in 1912. C.E. Mason was born in Sandwich and resided there all his life. He and also served as the former mayor of the Town of Sandwich (1903-1906). He was on staff with the Windsor immigration services for many years. <sup>5</sup> It appears he sold the house to his son, Earl L Mason, early on, who may not have resided at the property over the years, but retained ownership (within the Mason family) up til the mid 1950s.

<sup>5</sup> The Windsor Daily Star. “ C.E. Mason Is Stricken”. Published Jul 10, 1945, p3.

- 150 Randolph Place – Loikrec-Adelman House – 1924– Prairie Style – Sandwich



Residence of Mr. and Mrs. Joseph Loikrec, Park Place

Source: The Border Cities Star, July 5, 1924, s.3.p.3

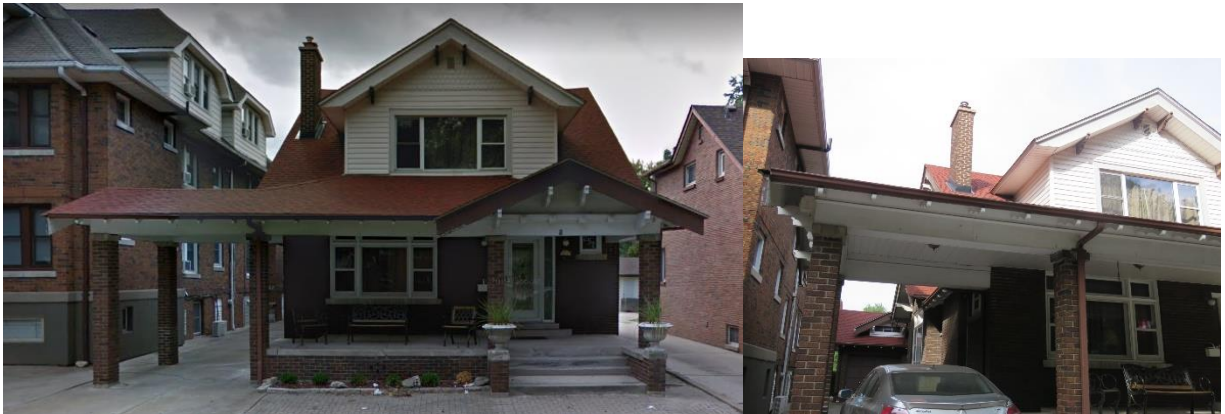
This buff brick prairie house features a low sloped roof with hipped dormer in front (not original) and on the side. The exposed rafters are seen under both the dormer and roof edges, which has wide eave overhang. The first storey front porch spans the entire width of the house with cornice emphasizing horizontal lines, supported by triple rectangular pillars at the steps and double pillars along the rest of the porch. A large chimney is located at the front and a smaller one behind. Comparisons with historic photos and the fire insurance map show that there has been changes or even removal of the original porch, which had a peaked pediment at corner and supported a second floor balcony. The property was originally municipally addressed as 12 Park Place, then 150 Casgrain Place, and finally as the current 150 Randolph Place. The original owner of the property was Joseph Loikrec who was a shoe retailer.<sup>6</sup> Louis and Jenny Adelman bought the property in the 1930s. The Adelmans were also retailers, who started a small retail store

<sup>6</sup> The Border Cities Star. "Opens New Store". Published October 4, 1928, p.5



in Windsor downtown in 1923 on Pitt Street East. Their first store was rebuilt after a fire in 1948 into a larger three story department store. Up till 1976, the Adelman Department store was employing 5 full-time workers, and was the last of three department stores remaining in business in Downtown Windsor, <sup>7</sup> until it too closed its doors in 1979. <sup>8</sup>

- 257 Randolph Place – House – 1924 – Craftsman – Sandwich



Google Streetview (left)

This property consists of a one and half storey craftsman style house, with decorative rafter beams and brackets. The front of the house has a large porch supported by large brick columns. The gable ends of both the porch and the roof of the house has fish-scale shingles. The property also includes a matching detached garage with gabled roof, dormer, and exposed rafter tails at the rear, behind the later carport extension. The property has several address changes from 37 Park Place (then 39), to 257 Casgrain Place, then finally its current address.

#### Ford City:

- Drouillard Road/Wyandotte Street East – Drouillard Road/Wyandotte Underpass– 1931 – Concrete and Steel Beam Structure – Ford City



<sup>7</sup> Windsor Public Library. "Windsor and Essex County Historical Scrapbooks, vol.3f. p84". *Adelman, Louis*

<sup>8</sup> Windsor Public Library. "In Business, p.8, January 2000". *The Department Stores*.



Photo Credit: Google Aerial view

Similar to many other federal initiatives during the depression era to address the unemployment crisis, the 1931 Drouillard Road/Wyandotte Street Underpass project was initiated to create employment for workers who were then compensated with meal and coal vouchers.<sup>9</sup> The construction of the underpass for vehicular traffic resolved the frequent traffic congestions at rail crossings where train activities often halted the vehicular flows. The product was an underpass made of concrete deck and supported by steel plates. Issues arising from the time of the project include land disputes from expropriation to widen the road, and objections from other Border Cities to pay for the cost of the project. There were also issues of flooding in the underpass during heavy rains, as well as children playing go-karts on the slopes. Error! Bookmark not defined. The underpass is undeniably one of the landmarks in Ford City.

- 953-959 Drouillard Road – East Windsor Auto Part/Essex Linen Supply– c1950, 1955 – Commercial two storey building with one storey addition – Ford City



<sup>9</sup> Colling, H. *Ford City*. Biblioasis, 2017.



East Windsor Auto Wreckers were located at this site as early as 1924. Previously, other businesses on site included shoe repair, cleaner, casket company (according to 1924 City Directories), and real estate, stoves, confectioner, cab and garage businesses (according to 1937 City Directories). East Windsor Auto Parts commissioned architect John R. Boyde in 1950 for addition of a second floor to the 959 Drouillard Road building and expansion of almost double the size of the building.<sup>10</sup> Later in 1955, another addition was made to the north at 955-57 Drouillard Road. The two storey building continues to have the five evenly-spaced openings on the second floor, sills, brick surrounds around what would have been the openings on the ground floor. The 1955 one storey portion features face brick with a centered door flanked by large glazing with stone sill. Essex Linen Supply was established in 1965 as a family business and operated at this property since 1971.<sup>11</sup> The taller 1999 concrete expansion is not included in the register.

- 993 Drouillard Road – Temple Hotel/Tavern– c1920-1930s– Commercial two storey buildings– Ford City



Drouillard Rd views with front of building on left and angled view from Drouillard on right

<sup>10</sup> Windsor Public Library Archives. *Permit Drawings for East Windsor Auto Parts*. 1950 & 1955.

<sup>11</sup> Paton-Evans, Karen. "Family Matters- Essex Linen Supply Ltd". *Special supplement of the Windsor Star*, May 19, 1999 pg. 18





View from Whelpton Street

The Whelpton Street (formerly Charles Stree) structure built in c.1924 was first established as the Jacobs & De Rush hotel but identified on Fire Insurance Maps as the Temple Hotel. By 1937, an addition to the Temple Hotel using concrete block with brick facade was constructed on Drouillard Road. Temple Hotel/Tavern continued operating into the 1970s-1980s. Both buildings have been altered however the structure facing Drouillard Road retains its decorative brick patterns with stone accents and sills, as well as the three sets of windows on the second floor and position of entryway and opening (now covered) on the ground floor.

- 994-998 Drouillard Road – Dubensky Building– c1931– Commercial two storey building– Ford City

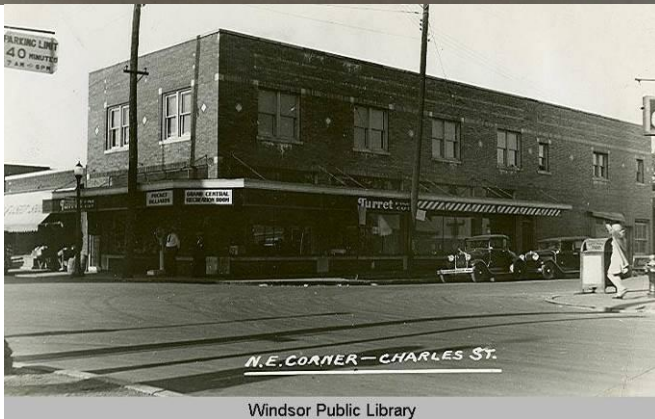


Photo of the building c.1935-1936. PC: WPL- PC 626

The property at 994-994 Drouillard Road was owned by Taras Dubensky, who had a dry goods store business, and housed a variety of other business throughout the years. In the earlier decades, the building housed a number of recreational/entertainment uses



such as the Grand Central Recreation, the International Pool Room, and the Purple Cow Jazz Club. Although the ground floor has been altered, the second floor of the buildings retains the decorative orange brick with red brick soldier coursing above the second floor windows, stone accents and sills.

- 1000 Drouillard Road – Moodrey Building– 1924– Commercial Building– Ford City



This property at the southeast corner of Drouillard Road and Whelpton (formerly Charles Street) was owned by Michael Moodrey. The building served as branch office for Moodrey Coal & Fuel Co. & Moodrey & Balactar Realty Co. The former municipal address of the property was 200 Drouillard Road, and later it became the location for a variety of restaurant and clothing businesses etc. The Drouillard Road Rehabilitation Project held in the late 1980s sought to improve commercial and residential facades. It was likely then that this building had new bricks replaced on its facades. **Error! Bookmark not defined.** The building retains its canted two storey form, the name inscriptions of “Moodrey” and “1924” on the canted portion of the building.

- 1009 - 1021 Drouillard Rd –Marigold Hotel – c1924– Commercial Building – Ford City



Windsor Star 1924 Photo of the new store



Source: Drouillard Road c1930-1931, WPL PC-607

In 1924, Baum and Brody furniture store opened a branch at the southwest of Drouillard Road and Whelpton (formerly Charles Street) to cater to the growing population and demand for quality furniture in the Ford City. The building was erected by C. Mousseau.<sup>12</sup> By 1935, Marigold Hotel replaced the furniture store and operated at the location for several decades into the 1970s. The property retains original bricks with herringbone patterns on the upper floor facade, stone banding and surrounds, and also features cornice above the second floor.

- 1078 - 1080 Drouillard Rd –Commercial Building – c1929– Variegated Brick-two storey – Ford City



This building at 1078-1080 Drouillard Road was formerly municipally addressed as 236 Drouillard Road. Constructed c.1929, this two-storey brick building features original variegated bricks, simple parapet, and brick coursing above openings, as well as two triple sets of double hung windows with stone sills. This building is one of few early remaining buildings which still retains more of the original form, roofline, and materials.

- 1082 - 1086 Drouillard Rd –Commercial Building – c1942– Red Brick-two storey –

<sup>12</sup> "Baum & Brody Limited Open New Store". *Border Cities Star*, June 16, 1924, p.7. c3.

## Ford City



This two storey red brick property is similar in form to its adjacent property to the north. It also retains the typical style of commercial buildings in Ford City, with the original parapet roofline, rectangular rowlock brick patterns with stone accents separating each floor, and recessed storefront entrance. The original owner of the building was Martin Gibala, a shoemaker.

## Mid-Century Architecture:

- 165 Goyeau Avenue – Chatham Goyeau Parking Garage – 1964 –Double Helix Parking Garage – Core



This municipal parking garage, located at the corners of Chatham & Goyeau, appears to be the only double helix garage in the City of Windsor. It was designed by J.P. Thomson & Associates with mid-century design elements such as the curved vertical pre-cast concrete panels and aluminum mullions (at corners of intersections) spanning across the street facades. The sculpted pre-cast concrete frieze was a design of Founding Professor Emeritus, University of Windsor, Joseph Nicola DeLauro.<sup>13</sup> The garage was featured in the City of Windsor 1964-65 Pride in Progress, was said to accommodate 600 cars and designed with an electronic detecting equipment to

<sup>13</sup> Foot, Andrew. High Hopes: Modern Architecture in Windsor 1940-1970. Art Gallery of Windsor, 2007.



indicate the number of available spaces.

- 284 Cameron Avenue – Alicia Mason Vocational School– 1963 – Mid-Century; Institution – Core



This property is a work of architects Johnson & McWhinnie, possibly in Expressionist Style architecture. The building features tall two-storey curved concrete panel, and exposed “I” beams forming a covered walkway wrapped around the front and side of the building. Uniform large grid glazing is located on the ground floor of the University Avenue W facade of the building. The Cameron avenue side of the building features alternating brick and fenestration, with the ground floor lined with similar screened metal panels and trellis. The building was originally named after long time school principal of Cameron Avenue School, Alicia Mason. <sup>13</sup> The building was also featured as an attractive vocational school in the City of Windsor 1963 Pride in Progress Reports.

#### Others

- 305 Janette Avenue - Dr. U. Durocher Residence & Office – 1913 – Foursquare – Windsor



Google Streetview

The two-storey 1913 brick foursquare building features symmetrical rectangular plan, hipped roof with wide overhang and center dormer, a large rectangular chimney, full-width front porch, and bay windows. The dormer has a similar hipped roof with siding, set of three windows with four lites each, surrounded by what appears to be wood trim. Nine over one sash windows are features around the rest of the house. The attached south addition including a garage, built in the 2000s with matching materials, is not part of the original building.

The building is a work of Atcheson & Adams, constructed as a residence and medical office for Dr. Ulysses Durocher and his wife Angele (Parr). Norman Swain Atcheson and Harry Edward Adams were architects with offices in Detroit and Windsor, and who completed projects in the Windsor region during their partnership between 1913 to 1915.<sup>14</sup> Dr. U. J Durocher (1877-1966) was a surgeon and physician<sup>15</sup>. Well-recognized for his contribution to the medical field, he was on the Provincial Board of Health in 1920<sup>16</sup>; the president of the Essex County Medical Society in 1921<sup>17</sup>; and served as the Nurses' Physician at St. Joseph's Hospital for 35 years<sup>18</sup>. The original owners resided on this property until 1978. When built, the home apparently contained four bedrooms and

<sup>14</sup> Hill, Robert G. Biographical Dictionary of Architects in Canada 1800-1950. *Atcheson & Adams*. Retrieved from <http://www.dictionaryofarchitectsincanada.org/node/2604>

<sup>15</sup> Wiki Tree Genealogy Resource. Retrieved from <https://www.wikitree.com/wiki/Durocher-308>

<sup>16</sup> Ontario Department of Health Report (1919). Retrieved from [https://archive.org/stream/ontariodepthealth1919ontauoft/ontariodepthealth1919ontauoft\\_djvu.txt](https://archive.org/stream/ontariodepthealth1919ontauoft/ontariodepthealth1919ontauoft_djvu.txt)

<sup>17</sup> Essex County Medical Society Past Presidents. Retrieved from <https://ecms.org/about-ecms/>

<sup>18</sup> Hotel Dieu of St. Joseph's Hospital Windsor, Ontario Nurse Alumnae Association, Golden Jubilee ~ 1911

bath, living room, dining room & kitchen. The basement was used for offices, consultation room, operating room and library.

- 415 Matthew Brady Boulevard – Ryancrete Model Home – 1950 – Concrete House – Riverside



This 1.5 storey building is constructed with a special waterproofed concrete in the exterior called “Ryancrete” with non-shrink mortar and cinder blocks. The building has a cross gabled front, and a small front porch. The structure appears to have undergone little exterior change since construction (Advertisement shows it at its former Town of Riverside address at 205 Matthew Brady Boulevard) and appears to retain the original exterior metal railing (or at least the design) in the front porch. Floors were originally made of coloured concrete, as well as concrete partition walls.

The house is an exhibit of the use of “Ryancrete”, which was created by Ryan Builders Supply Company. The company manufactured autoclaved masonry units, ready-mixed concrete and concrete structures, and was owned/managed by Leo and John Ryan, both residents of Riverside Drive in the former Town of Riverside. Ryan Builders Supply Company does not exist today.<sup>19</sup>

The concrete house is a unique and uncommon construction method locally in residential buildings.

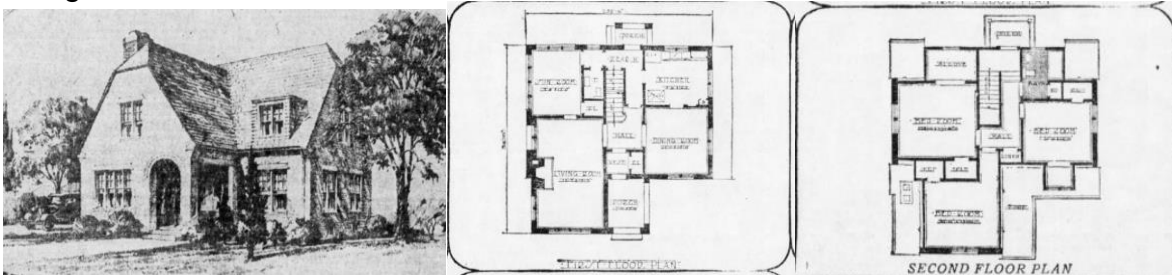
<sup>19</sup> Foot, Andrew. *International Metropolis: The Ryancrete Model Home*, dated October 27, 2009. Retrieved from <https://internationalmetropolis.com/2009/10/27/the-ryancrete-model-home/>



- 432 Granada Avenue – The “Granville”, Detroit Free Press Model Home – 1929 – Trace & Diehl Architect– S. Windsor



Google Streetview



Source: Detroit Free Press

This 1.5 storey house features an asymmetrical cross-gabled roof with clipped ends, front facing gable featuring portico with double-row brick voussoir entrance and bay window on side. The house also has a low-sloped shed/flat roof dormer with siding facing Granada Street and a chimney on south. The original house featured sash windows with multiple lites in the top sash portions.

The Granville is the first model home constructed in Canada by an American newspaper. It was advertised as a Roselawn development located in South Windsor, in the exclusive Roseland District, with locational advantages of being close to Dougall Avenue, Roseland Golf Course, and St. Mary's Academy.<sup>20</sup> The Granville was part of a series of four Detroit Free Press houses that was sponsored by the paper to stimulate public interest in better small house buildings. It was built by Border Cities Company, designed under the partnership of architects Trace & Diehl (Partnership formed between 1921-1929, consisting of acclaimed Detroit architect George F. Diehl and Windsor architect John Edward Trace).<sup>21</sup> Renderings and floor plans of the house was also published on the newspaper. The Border Cities Company was a well-established real estate organization/developer in the Region. President of the organization, J.F. Gundy,

<sup>20</sup> Detroit Free Press. *Announcing The First Free Press Model home in South Windsor, The Granville*, January 13, 1929.

<sup>21</sup> Hill, Robert G. *Biographical Dictionary of Architects in Canada 1800-1950. Trace, John Edward*. Retrieved from <http://www.dictionaryofarchitectsincanada.org/node/1721>

commented that earlier houses sponsored by the Detroit Free Press were often located in better residential section of Detroit, and had proven to be influential to home builders from both side of the river. <sup>22</sup> The Granville was the first in Border Cities and had created much interest for residential opportunities in South Windsor amongst residents of Detroit and the Border Cities. In June of 1929, important public officials such as the U.S. Consul at Windsor and his associate, and the Mayor of Windsor Cecil Jackson, participated in the formal opening ceremony of the Granville Demonstration Home. This property represents the close connections and interdependence between Detroit and the former Border Cities Areas (Windsor Region). Collaborated mutual interest from both sides of the border resulted in the construction of the demonstration home. In fact, the Hon. P. C. Squire, Associate U.S. Consul at Windsor, noted the international character of this building, and that “This Model Home is a remarkable illustration of the good will existing between friendly neighbors no less than a worthy example of the home builder’s art”. <sup>23</sup>

- Peche Island – Hiram Walker Peche Island Ruins – c.1888 – Hiram Walker Peche Island Summer Residence– Detroit River



<sup>22</sup> Detroit Free Press. *New Border Home Progresses Rapidly*. March 3, 1929.

<sup>23</sup> Detroit Free Press. *What International Notables Say about The Granville*, Sunday June 2, 1929.





Hiram Walker (1816-1899) - American entrepreneur and founder of the Hiram Walker and Sons Ltd. distillery in Windsor- purchased Peche Island in 1883 from the executors of W.G. Hall for \$7000.<sup>24,25</sup> It is said that it took Walker five years to dredge channels and create a system of canals to bring in supplies for development and to ensure constant fresh water supply from Lake St. Clair.<sup>26</sup> Walker arranged for a large part of the sandy soil on the island to be filled with topsoil for planting trees, an orchard, and other cultivations. Rumours were that Hiram Walker was building a hotel on the Island, but he clarified to local newspapers that the large mansion he was building was for his summer family residence and not for a hotel nor connected to operations of his ferry boats.<sup>24</sup> The large Walker mansion consisted of either 54 or 40 rooms. Besides the mansion, Walker also built a caretaker's home, ice-house, stables, steam generating station/powerhouse which made electricity and pumped water, greenhouse, and orchards.

In June 1895, it appears that Walker who was by then in his late sixties and in ill health, transferred the Peche Island property to his daughter Julia Elizabeth Walker Buhl.<sup>24</sup>

Detroit and Windsor Ferry Company purchased the island from Mrs Buhl in 1905/1907 with the deed not filed until 1915.<sup>24</sup> Walter Campbell, president of the company, apparently passed away in the summer house on the island. Subsequently the property went into disrepair, and the home burned in 1929.<sup>25</sup> Some reports state the building was further demolished in 1957 to make way for new housing proposals of subsequent developers that did not come through.<sup>27</sup> Of the buildings, only foundations of the structures remain today.

The City of Windsor acquired Peche Island since 1999. Currently, the Windsor Municipal Heritage Register only recognizes the Hiram Walker Bridge & Canal that was constructed

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<sup>24</sup> Tripp, George A. "Peche Island: A Brief Historical Survey". For the Parks Branch, Ontario Ministry of Natural resources, Alymer District. Summer-Fall, 1972.

<sup>25</sup> "The Laforests and the Curse on Peach Island." *Journal of the French-Canadian Heritage Society of Michigan*, Vol. (4) #1, Jan.1993.

<sup>26</sup> Elaine Weeks. "The Curse of Peche Island".

<sup>27</sup> Grenard, J. "Peach Island's Face is Changed Again". *Detroit Free Press*, Oct. 6, 1957.

to provide transportation to Walker's summer residence. The addition of the ruins will recognize more of the Hiram Walker legacy on Peche Island.

## RECOMMENDATION II: CLARIFICATION AND CONSOLIDATIONS TO THE HERITAGE REGISTER

Recommendation II is related to the City's ongoing review and inventorying of Municipal Heritage Assets, which revealed some gaps in the recognition of Walkerville streetscape features. Although some visual survey have been conducted recently for part of the older portions of Walkerville, a complete and comprehensive survey of all Walkerville streetscape features is only anticipated to be conducted in the future Walkerville Heritage Conservation District Area Study. As there are ongoing demands for operational and maintenance of public roads, grouping of the same heritage streetscape feature types and clarifying of the locations will provide ability for a more comprehensive and manageable city protection over the historic streetscape features in Walkerville. More flexibility would be available for new identifications to be made, and work with City Engineering staff to create solutions for necessary repairs or replacement to maintain performance standard of the roads, while conserving these heritage features.

Through identification exercises conducted to-date, clarifications would include 5 locations for the Walkerville streetscape Stone Curbs, and 14 locations for the sidewalk slabs. In the future, additional locations will be specified on the Heritage Register as more locations become identified.

- Various Streets Walkerville – Stone Curbs – c1885 – Walkerville streetscape – Walkerville
  - 400-500 blocks Kildare Road
  - 1800-1900 blocks Brant Street
  - 2000 block Assumption Street
  - 2000 block Brant Street
  - 300 block Chilver Road

The stone curbs are rare examples of 19th century paving materials used on residential streets in Walkerville, and are a feature remaining from the Town of Walkerville. It is believed that they were installed about 1885 when the street was first paved, or may have been added by 1905. Most of such curbs in Walkerville have been replaced with standard concrete. Past heritage additions have identified protections for curbs on the 400-500 Kildare Road (added 6/4/2013), and 1800-1900 Brant Street block (added 9/5/2017), listed on the Heritage Register as:

- 400-500 blocks Kildare Road – Stone Curbs – c1885 – Walkerville streetscape – Walkerville

- 1800-1900 blocks Brant Street – Stone Curbs – c1885 – Walkerville streetscape – Walkerville

Recent visual survey indicate three other blocks of similar stone curbs in Walkerville.

- 2000 block Assumption Street – Stone Curbs – c1885 – Walkerville streetscape – Walkerville
- 2000 block Brant Street – Stone Curbs – c1885 – Walkerville streetscape – Walkerville
- 300 block Chilver Road – Stone Curbs – c1885 – Walkerville streetscape – Walkerville

This new listing will consolidate the two already recognized locations with the three additional blocks of similar stone curbs in Walkerville into a general Heritage Register listing for Walkerville Stone Curbs.

#### 2000 block Assumption Street Stone Curbs



#### 2000 block Brant Street Stone Curbs



### 300 Block Chilver Road



- Various Sites Walkerville– Sidewalk Slabs – c1905 – Walkerville streetscape – Walkerville
  - Southeast corner Tuscarora Street and Monmouth Road
  - Southwest corner Tuscarora Street and Monmouth Road
  - Northeast corner Tuscarora Street and Argyle Road
  - Northwest corner Tuscarora Street and Argyle Road
  - Southeast corner St. Mary's Gate and Kildare Road
  - Northeast corner Tuscarora Street and Devonshire Road
  - Northwest corner Tuscarora Street and Devonshire Road
  - Southwest corner Tuscarora Street and Devonshire Road
  - Southeast corner Tuscarora Street and Kildare Road
  - Northwest corner Tuscarora Street and Kildare Road
  - Southwest corner Tuscarora Street and Kildare Road
  - Southeast corner Tuscarora Street and Chilver Road
  - Northeast corner Tuscarora Street and Chilver Road
  - Northeast corner Chilver Road and Tuscarora Street

This listing is for remnant historic slabs of street name engravings that are incorporated into current sidewalk slabs. The Windsor Municipal Heritage Register already recognizes the c1905 Walkerville sidewalk slabs, however the locations have not been clearly identified. Although it appears that similar stone curbs can be observed at the intersections of Niagara and Howard Avenue and Louis Avenue, Walkerville still has the highest concentration of these historic sidewalk slabs. Fourteen locations have now been identified.





These sidewalk slab features support the character of Walkerville and its historical links. The former Town of Walkerville was a company town developed by town founder Hiram Walker and his associates (and sons). The first phase of development was limited to the area between Detroit River, Walker Road, Wyandotte Street and Kildare road. The streets were laid out in grid pattern and industries on the north along Sandwich Street (now Riverside Drive) and on the east along Walker Road, were separated from commercial residential districts to the south and west. By 1879, the first major subdivision plans for Walkerville showed five north-south streets, five east-west streets including First (Kildare), Second (Devonshire), Third (Argyle), Fourth (Monmouth) and Fifth (Walker); and five east-west streets - Sandwich (Riverside), Assumption, Brant, Wyandotte and Tuscarora. Some of the sidewalk slabs are still engraved with the former numerical names of the street, which pay homage to former towns' street names.

Heritage Register clarifications will assist City Engineering staff with early recognition of these heritage features and identification of solutions to necessary repairs or replacement to maintain and conserve these heritage features should sidewalk operations arise.

### RECOMMENDATION III- RETAIN STRUCTURES

Recommendation III is to confirm that the two properties which were previously approved by Council for demolition of the buildings, would be retained as properties on the Heritage Register, but only for recognition limited to the reinstalled heritage wall structures.

The original building was listed as:

- 1847 Meldrum Rd - St. Bernard School- 1930- Arch. Albert J. Lothian- Ford City



Google Streetview 2014

In 2014, Council approved the request to demolish St Bernard School at 1847 Meldrum School provided that the existing façade be incorporated into the exterior façade of the new school. Site Plan Approval process provided the ability to require the documentation and monitoring of the deconstruction, and specifications for the reconstruction. New brick was used however followed the pattern, coursing, and size to match existing, while many of the limestone pieces were salvaged and reinstalled. The heritage wall were reconstructed to measured drawings and specifications, and now serves as an interesting feature of the new St. Teresa of Calcutta Catholic School Building. The heritage register listing will be updated as below to match current location and description.

- 1860 Chandler Rd – former St. Bernard School Wall – 1930 (reconstructed 2019)- original Arch. Albert J. Lothian- Ford City

The heritage register listing is to be limited to the reinstalled heritage wall sections.





Views of Heritage Wall at new St. Teresa of Calcutta Catholic School Building, 1860 Chandler Road.

The 1957 City Hall building was originally listed on the Windsor Municipal Heritage Register as:

- 350 City Hall Sq W –City Hall–1957–Arch.Sheppard & Masson(listing for bldg.only) – Core



In 2014, Council approved the request for demolition of the 1957 Building. The north side of the building prominently featured a projected five-storey tall stone element, gently curved, with a carved scripture (Micah 6:8). The New City Hall Executive Committee made the decision to salvage the stones with inscription during demolition and to reintegrate it

into future plans for the City Hall Square Plaza. Details of its reinstallation will be developed as part of the ongoing design process for the new civic space in City Hall Square. As such, it is recommended that the listing be retained to the following:

- 350 City Hall Sq W – former City Hall Square Stone Wall–1957 (to be reconstructed in the future)– Stone Wall Inscription; original Arch.Sheppard & Masson –Core

## RECOMMENDATION IV- REMOVALS

The following property is recommended for **removal** from the Register:

- 3857 Riverside Dr E– Robert Barr House "Inn on the River"– c1890– Local Vernacular–Ford City



In 2014, Council made the following resolution: "That the request to demolish the Robert Barr House at 3857 Riverside Drive East, listed on the Windsor Municipal Heritage Register BE GRANTED and further, that the Downtown Post Office Fence BE REFURBISHED and incorporated as part of the new development in consultation with the Heritage Planner." For several years, the property had remained vacant after demolition of the building and there has not been a requested removal of reference to the building on the Heritage Register. This technical update will remove the building that no longer exists. The fence in question is already separated listed on the Heritage Register and will remain.

- 3857 Riverside Dr E– Robert Barr House Fence/Wall – c1879– Cast Iron & Brick– from former Downtown P.O.–Ford City



As a further update, the property is undergoing redevelopment plans, and conservation of the heritage fence will be required as part of the Site Plan process. The fence will be disassembled (partially removed to allow for center entrance driveway) and reinstalled as part of the redevelopment landscaping at the front of the property.

TO: Members of City of Windsor Council

FROM: Kristina Tang (Heritage Planner)

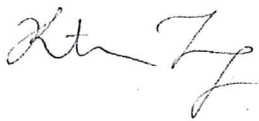
DATE: December 10, 2020

SUBJECT: Additional Memorandum Re: Report S 145/2020: Windsor Municipal Heritage Register Update (City-wide)

On November 16, 2020, the Development and Heritage Standing Committee (DHSC) approved the recommendations of the Report S 145/2020 regarding Windsor Municipal Heritage Register Updates (City-wide). At this time, it is requested that the following two municipal properties be deleted from Recommendation I on Additions to the Heritage Register, to allow additional time for administration to discuss infrastructure improvements. The two properties are:

- Drouillard Road/Wyandotte Street East – Drouillard Road/Wyandotte Underpass– 1931 – Concrete and Steel Beam Structure – Ford City
- 165 Goyeau Avenue – Chatham Goyeau Parking Garage – 1964 –Double Helix Parking Garage – Core


All other components of the DHSC recommendations are proposed to remain the same.



Kristina Tang  
Heritage Planner



Michael Cooke  
Manager of Planning Policy/ Deputy City  
Planner



Thom Hunt  
City Planner / Executive Director  
Planning & Building



Wira Vendrasco  
Deputy City Solicitor



for Shelby Askin Hager  
City Solicitor and Corporate Leader  
Economic Development and Public Safety



Onorio Colucci  
Chief Administrative Officer



**Committee Matters: SCM 352/2020**

**Subject: Essex-Windsor Solid Waste Authority Regular Board Meeting Minutes of meeting held September 15, 2020**

Moved by: Councillor McKenzie  
Seconded by: Councillor Kaschak

Decision Number: **ETPS 791**

THAT the minutes of the Essex-Windsor Solid Waste Authority (EWSWA) of its Regular Board meeting held September 15, 2020 **BE RECEIVED**.  
Carried.

Report Number: SCM 292/2020  
Clerk's File: MB2020



## **Committee Matters: SCM 292/2020**

**Subject: Essex-Windsor Solid Waste Authority Regular Board Meeting Minutes of meeting held September 15, 2020**



# Essex-Windsor Solid Waste Authority

## Regular Board Meeting

### MINUTES

**Meeting Date:** September 15, 2020

**Time:** Regular Session – 4:00 PM

**Location and Meeting Instructions:** Meeting to take place via teleconference (no video)  
Board Members and Staff will receive e-mail notification which will include telephone dialing instructions

Anyone from the public or media wishing to be able to listen to the meeting is required to send an e-mail request to the Authority's General Manager Eli Maodus at [emaodus@ewswa.org](mailto:emaodus@ewswa.org) by noon of the meeting date. Telephone dialing instructions will be provided. The public and media will be able to listen to the meeting but will not be allowed to participate in the discussions.

#### Attendance

|                               |                           |   |
|-------------------------------|---------------------------|---|
| <b>Board Members:</b>         | Fabio Costante            | City of Windsor   |
|                               | Gary Kaschak - Chair      | City of Windsor   |
|                               | Kieran McKenzie           | City of Windsor   |
|                               | Jim Morrison              | City of Windsor   |
|                               | Ed Sleiman                | City of Windsor   |
|                               | Marc Bondy                | County of Essex   |
|                               | Aldo DiCarlo – Vice Chair | County of Essex   |
|                               | Hilda MacDonald           | County of Essex   |
|                               | Gary McNamara             | County of Essex (Ex-Officio)                                  |
| <b>EWSWA Staff:</b>           | Eli Maodus                | General Manager   |
|                               | Michelle Bishop           | Manager of Finance & Administration                           |
|                               | Tom Marentette            | Manager of Waste Disposal                                     |
|                               | Cathy Copot-Nepszy        | Manager of Waste Diversion                                    |
|                               | Teresa Policella          | Executive Secretary   |
| <b>City of Windsor Staff:</b> | Natasha Couvillion        | Manager of Performance Measurement & Financial Administration |
|                               | Anne Marie Albidone       | Manager of Environmental Services                             |
|                               | Tony Ardevini             | Deputy Treasurer Financial Planning                           |
|                               | Dwayne Dawson             | Executive Director of Operations                              |
| <b>County of Essex Staff:</b> | Mary Birch                | Director of Council & Community Services/Clerk                |
| <b>Others:</b>                | Mike Rende                | Environmental 360 Solutions Inc.                              |
| <b>Absent:</b>                | Drew Dilkens              | City of Windsor (Ex-Officio)                                  |
|                               | Cindy Becker              | Financial Planning Administrator                              |
|                               | Sandra Zwiers             | Director of Financial Services/Treasurer                      |



**1. Call to Order and Roll Call of Board Members**

The Chair called the meeting to order at 4:02 PM.

**Roll Call of Board Members Present:**

Marc Bondy - Yes

Fabio Costante - Yes

Aldo DiCarlo - Yes

Gary Kaschak - Yes

Hilda MacDonald - Yes

Kieran McKenzie - Yes

Gary McNamara - Yes

Jim Morrison - Yes

Ed Sleiman – Yes

**2. Declaration of Pecuniary Interest**

The Chair called for any declarations of pecuniary interest and none were noted. He further expressed that should a conflict of a pecuniary nature or other arise at any time during the course of the meeting that it would be noted at that time.

**3. Approval of the Minutes****A. August 5, 2020 Regular Meeting Minutes**

Moved by Gary McNamara

Seconded by Marc Bondy

**THAT** the minutes from the Essex-Windsor Solid Waste Authority Regular Meeting, dated August 5, 2020, be approved and adopted.

**52-2020  
Carried Unanimously**

**4. Business Arising from the Minutes**

No items were raised for discussion.

**5. Correspondence – No items**

There were no correspondence items for consideration.

**6. Delegations – No items**

There were no delegations present.

**7. Waste Disposal – No items**

There were no items for discussion.

**8. Finance and Administration****A. Six-month Financial Report**

The Manager of Finance referred to page six of the agenda package. The report details a six-month financial review for January to June 2020. She stated that the total revenue for this six-month period was approximately \$840,000 higher than budgeted. She described some of the significant items. Municipally delivered waste tipping fees generated approximately \$60,000 higher revenue than budgeted. This favourable variance was offset due to the reduction in revenue of approximately (\$135,000) from residential tipping fees due to the closure of the Authority depots due to COVID. Additional waste was collected at curbside from residents instead of residents delivering the material to Authority depots.

The Manager of Finance stated that ICI tipping fee revenue was approximately \$546,000 more than budgeted due to large volumes of contaminated soil delivered from a local construction project. She noted that this project is complete and those revenues will not continue. She stated that there was a loss of (\$91,000) of revenue from ICI customers due to the closure of the Windsor Public Drop Off due to COVID.

The Manager of Finance stated that revenue from the sale of recyclable materials was \$174,000 higher than budgeted for the first six months of 2020 due to the fact that the Authority was able to receive favourable pricing for paper products due to COVID.

The Manager of Finance stated that the Authority has received notice from Stewardship Ontario that the actual amount that the Authority will receive is \$2.9 million dollars in Blue Box funding for 2020 which is approximately \$500,000 more than was included in the budget. The first payment was received in June.

The Manager of Finance stated that some expenditure increases are due to insurance, utility and security costs.

The Manager of Finance also stated that the Regional Landfill compensation is higher than budgeted due to the additional tonnages delivered to the Regional Landfill for disposal.

The Manager of Finance stated that the MHSW program is run by contract staff and savings were realized when the Windsor Public Drop Off Depot was closed due to COVID.

The Manager of Finance stated that leachate hauling expenditures are higher than budgeted.

The Manager of Finance stated that there was an estimated \$422,000 favourable variance for the period of January to June 2020 compared to budget and a full 2020 projection will be presented as part of the 2021 budget deliberation.

Mr. McNamara asked if there were any anticipated changes to volumes being delivered as more business are back to work.

The Manager of the Finance stated that for recycling operations the Authority is still receiving strong OCC pricing. She noted that what was concerning is that plastic prices have fallen below budgeted figures. She also noted that some tonnage figures are down. The Authority has had some trouble selling some products due to over saturated paper markets. She also stated that the Authority is not seeing any significant unfavourable variances in regards to landfill operations.

Moved by Ed Sleiman

Seconded by Hilda MacDonald

**THAT** the Board receive the January to June 2020 – Six Month Operations Financial Review report as information.

**53-2020**  
**Carried Unanimously**

## **B. Legal Invoices**

The General Manager stated that it is standard that the Authority bring forward legal invoices to the Board for approval. The cost of the first invoice is higher than normal as the Authority lawyer reviewed legal documents and the RFP document pertaining to Recycling Processing and Repairs and Maintenance.

Moved by Gary McNamara

Seconded by Ed Sleiman

**THAT** the Board authorize the payment of the legal accounts as summarized.

**54-2020**  
**Carried Unanimously**

## **9. Waste Diversion**

### **A. Blue Box Draft Regulation Re: Transition to Producers**

The General Manager referred to page 12 of the agenda package. The purpose of the report is to provide an update related to where the Province is in regards to the Blue Box Regulation. He noted that attached to the report is an email from the Environment Minister giving thanks to those that participated in all meetings from mid-December

2019 to early-June 2020. The stakeholder groups participated in meetings to discuss concerns. The Ministry facilitated the meetings for that seven to eight-month period.

The General Manager stated that he participated in the meetings as attended by other municipal representatives. The Ministry then gathered all stakeholders together related to the various discussion topics. The groups discussed the following topics:

- What products and/or packaging materials must be managed?
- What sources must be collected from?
- What would be the minimum standard of service. For example, in Essex-Windsor collection takes place every 2 weeks while in some Ontario municipalities it is collected every week.

The General Manager also noted that the Ministry was considering the following:

- That recycling should take place anywhere where it is currently being undertaken, for example, schools.
- The Ministry states that they are still looking at how certain areas are being collected.

The General Manager noted that also attached to the report are questions that were presented to the Minister at the AMO conference.

The Chair asked if there were any questions.

Mr. McKenzie asked if we have any concerns at this time that would affect us operationally. He stated that one of the major concerns is if recycling collection will still take place where it is being collected now. The Provincial appointed Special Advisor recommended in 2019 this and the municipalities concur with this. The General Manager stated that the next item municipalities are waiting for is the transition date to producers. He noted that currently net blue box costs are split 50-50 with the producers and the municipalities. The municipalities have to forecast these numbers in their budgets. The General Manager anticipates all municipalities will be advised of their transition date by the end of the year or early 2021. Transition is scheduled to occur during the period 2023-2025.

Mr. McKenzie asked if clarity is given by the Provincial government on how the funds are going to be collected and distributed to the producers. Mr. McKenzie asked if there is a concern or do we know how that is going to look. The Province is not going to say how it is going to be paid for. The province is not interested in collecting fees and distributing. There won't be an agency to distribute the funds.

Moved by Marc Bondy

Seconded by Gary McNamara

**THAT** the Board receive the Blue Box Draft Regulation Re: Transition to Producers report as information.

**55-2020**

**Carried Unanimously**

## **B. Waste Reduction Week – October 19-25**

The Manager of Waste Diversion stated that the report is provide information to the Board regarding upcoming Waste Reduction Week activities scheduled in October. She stated that the Authority has scaled back on events but the digital promotion will be enhanced, for example, through the Recycle Coach app and social media.

The Manager of Waste Diversion stated that due to the cancellation of the Truckload Sale in May due to COVID, the Authority will hold a small sale event at the Windsor Public Drop Off. In order to follow safety protocols, the public will have to register for the event and advise what items they want to purchase. They will be given a scheduled appointment time to pick up their items. She stated the goal is to provide a safe environment for staff and the public. She also noted that staff will be on-site at this event to answer any questions.

Mr. Kaschak commented that he has seen a lot of residents have the larger recycling carts. He asked if the recycling carts will be sold at the sale.

The Manager of Waste Diversion stated that they will not be sold at the event as the sale will be more focused on selling products for organics, for example composters and green digesters along with rain barrels.

Mr. DiCarlo stated that rain barrels were brought up at the last Amherstburg Council meeting. He asked if there could be sale on rain barrels closer to County residents.

The Manager of Waste Diversion stated that the rain barrels are purchased through the City of Windsor. She noted that the Authority is trying to be more spread out around the County and will look to have a similar sale event at a County location. She also stated that maybe Home Hardware can sell them as they sell other EWSWA products.

Moved by Kieran McKenzie

Seconded by Aldo DiCarlo

**THAT** the Board receive the Waste Reduction Week report as information.

**56-2020**

**Carried Unanimously**



### C. Award of Recycling Processing and Repairs and Maintenance RFP

The Manager of Waste Diversion stated that she will explain the report in detail due to the lateness of the Board receiving the report prior to the meeting.

The Manager of Waste Diversion stated that the purpose of the report is to award the Request for Proposals for the Provision of Labour, Rolling Stock, Tools and Other Supplies for Processing Two-Stream Blue Box Recyclable Materials and Repairs and Maintenance of Processing Equipment in Material Recovery Facilities located in Windsor. She stated that it is the Authority's recommendation to award the RFP to HGC Management Inc. for the period of December 1, 2020-December 31, 2022 with options for extension in years 2023-2027. The cost for the period December 1, 2020 – December 31, 2022 is \$5,478,000 excluding HST. The total cost is \$19,572,000 excluding HST for all years.

The Manager of Waste Diversion stated that a recent Board meeting in July the Board approved the Authority's recommendation to issue an RFP. The RFP was posted on the Bids and Tenders Procurement portal on the County of Essex website and closed on September 9, 2020. She stated that the contract with the current contractor, Windsor Disposal/GFL, will expire on November 30, 2020.

The Manager of Waste Diversion stated that the RFP was advertised on the Bids and Tenders portal on the County of Essex website, EWSWA website, MERX, Biddingo, Windsor Star and County newspapers (Amherstburg, Leamington, Essex, Harrow). She also stated that emails were also sent directly to ten companies, the Ontario Waste Management Association of Ontario, Recycling Council of Ontario and the Canadian Plastics Industry Association.

The Manager of Waste Diversion stated there were 14 plan takers of the RFP, however, on September 9, 2020, five bid packages were submitted. The submissions were reviewed for compliance and no issues were found with the five submissions. The companies who made submissions were 1869096 Ontario Ltd. (Canadian Transfer), Environmental 360 Solutions, GFL Environmental Inc., Halton Recycling Ltd. (dba. Emterra Environmental) and HGC Management Inc.

The Manager of Waste Diversion stated the highest combined Technical and Financial score was obtained by HGC Management Inc. The Manager of Waste Diversion stated that the contract term puts the Authority in line with the transition to the producers.

The Manager of Waste Diversion stated that HGC has been in business for 30 years. HGC provided similar service to EWSWA in the mid to late 1990's.

Moved by Marc Bondy

Seconded by Gary McNamara

1. **THAT** the Authority Board award the Request for Proposals (RFP) for the Provision of Labour, Rolling Stock, Tools and Other Supplies for Processing Two Stream Blue Box Recyclable Materials and Repairs and Maintenance of

Processing Equipment in Material Recovery Facilities (MRFs) located in Windsor to HGC Management Inc.

2. **THAT** the Authority Board authorize the Chair and General Manager to execute a contract to engage HGC Management Inc. for the initial term of December 1, 2020-December 31, 2022 at a total price of \$5,478,000 excluding HST for that 25-month term for additional optional terms as may be required in the future but only to December 31, 2027.

**57-2020**  
**Carried Unanimously**

## 10. Other Items

Mr. Costante put forth the following motion:

Moved by Fabio Costante

Seconded by Kieran McKenzie

**THAT** "Administration to report back at the October 2020 meeting EWSWA's plan for a regional food and organic waste collection service to ensure we meet legislated deadlines."

Councillor/Board Member Costante stated further that "The intent of the motion is to get a process initiated to examine, on a regional basis, an EWSWA plan and to set out a framework for how we will proceed in the coming years. i.e. setting up a task force, timelines, etc."

**58-2020**  
**Carried Unanimously**

## 11. By-Laws

### A. By-Law 13-2020

Moved by Ed Sleiman

Seconded by Marc Bondy

**THAT** By-Law 13-2020, Being a By-Law to Authorize the Execution of an Agreement between the Essex-Windsor Solid Waste Authority and HGC Management Inc. for the Provision of Labour, Rolling Stock, Tools and Other Supplies for Processing Two-Stream Blue Box Recyclable Materials and Repairs for Maintenance and Processing Equipment in Material Recovery Facilities.

**59-2020**  
**Carried Unanimously**

**B. By-Law 14-2020**

Moved by Ed Sleiman

Seconded by Marc Bondy

**THAT** By-Law 14-2020, Being a By-Law to Confirm the Proceedings of the Meeting of the Board of the Essex-Windsor Solid Waste Authority.

**60-2020**

**Carried Unanimously**

**12. Future Meeting Dates**

Tuesday, October 6, 2020

Tuesday, November 3, 2020 – 2021 Budget Deliberation Meeting

Tuesday, December 1, 2020

**13. Adjournment**

Moved by Aldo DiCarlo

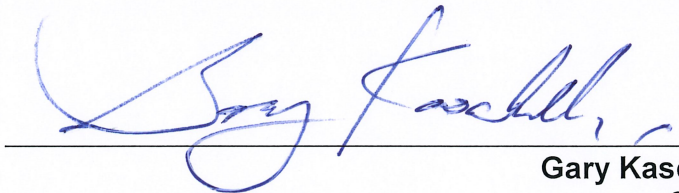
Seconded by Ed Sleiman

**THAT** the Board stand adjourned at 5:12 pm.

**61-2020**

**Carried Unanimously**

**All of which is respectfully submitted.**



**Gary Kaschak**  
Chair



**Ilija Maodus**  
General Manager



**Committee Matters: SCM 353/2020**

**Subject: Essex-Windsor Solid Waste Authority Regular Board Meeting Minutes - October 6, 2020**

Moved by: Councillor Costante  
Seconded by: Councillor Francis

Decision Number: **ETPS 792**

THAT the minutes of the Essex-Windsor Solid Waste Authority (EWSWA) of its Regular Board meeting held October 6, 2020 **BE RECEIVED**.

Carried.

Report Number: SCM 329/2020  
Clerk's File: MB2020



## **Committee Matters: SCM 329/2020**

**Subject: Essex-Windsor Solid Waste Authority Regular Board Meeting Minutes - October 6, 2020**





# Essex-Windsor Solid Waste Authority

## Regular Board Meeting

### MINUTES

**Meeting Date:** October 6, 2020

**Time:** Regular Session – 4:00 PM

**Location and Meeting Instructions:** Meeting to take place via teleconference (no video)  
Board Members and Staff will receive e-mail notification which will include telephone dialing instructions

Anyone from the public or media wishing to be able to listen to the meeting is required to send an e-mail request to the Authority's General Manager Eli Maodus at [emaodus@ewswa.org](mailto:emaodus@ewswa.org) by noon of the meeting date. Telephone dialing instructions will be provided. The public and media will be able to listen to the meeting but will not be allowed to participate in the discussions.

#### Attendance

|                               |                           |   |
|-------------------------------|---------------------------|---|
| <b>Board Members:</b>         | Fabio Costante            | City of Windsor   |
|                               | Gary Kaschak - Chair      | City of Windsor   |
|                               | Kieran McKenzie           | City of Windsor   |
|                               | Jim Morrison              | City of Windsor   |
|                               | Ed Sleiman                | City of Windsor   |
|                               | Marc Bondy                | County of Essex   |
|                               | Aldo DiCarlo – Vice Chair | County of Essex   |
|                               | Hilda MacDonald           | County of Essex   |
|                               | Gary McNamara             | County of Essex (Ex-Officio)                                  |
| <b>EWSWA Staff:</b>           | Eli Maodus                | General Manager   |
|                               | Michelle Bishop           | Manager of Finance & Administration                           |
|                               | Tom Marentette            | Manager of Waste Disposal                                     |
|                               | Cathy Copot-Nepszy        | Manager of Waste Diversion                                    |
|                               | Teresa Policella          | Executive Secretary   |
| <b>City of Windsor Staff:</b> | Anne Marie Albidone       | Manager of Environmental Services                             |
|                               | Tony Ardivini             | Deputy Treasurer Financial Planning                           |
|                               | Natasha Couvillion        | Manager of Performance Measurement & Financial Administration |
| <b>County of Essex Staff:</b> | Dwayne Dawson             | Executive Director of Operations                              |
|                               | Mary Birch                | Director of Council & Community Services/Clerk                |
| <b>Others:</b>                | Sandra Zwiers             | Director of Financial Services/Treasurer                      |
|                               | Stacey McGuire            | Project Administrator – City of Windsor                       |
|                               | Kristylee Varley          | AM800   |
| <b>Absent:</b>                | Drew Dilkens              | City of Windsor (Ex-Officio)                                  |
|                               | Cindy Becker              | Financial Planning Administrator                              |

**1. Call to Order**

The Chair called the meeting to order at 4:04 PM.

**2. Roll Call of Board Members Present**

Marc Bondy - Yes

Fabio Costante - Yes

Aldo DiCarlo - Yes

Gary Kaschak - Yes

Hilda MacDonald - Yes

Kieran McKenzie - Yes

Gary McNamara – Yes (4:08 PM)

Jim Morrison - Yes

Ed Sleiman – Yes

The Chair asked if there were others on the call. Kristylee Varley from AM800 stated she was on the call.

**3. Declaration of Pecuniary Interest**

The Chair called for any declarations of pecuniary interest and none were noted. He further expressed that should a conflict of a pecuniary nature or other arise at any time during the course of the meeting that it would be noted at that time.

**4. Approval of the Minutes****A. September 15, 2020 Regular Meeting Minutes**

Moved by Marc Bondy

Seconded by Hilda MacDonald

**THAT** the minutes from the Essex-Windsor Solid Waste Authority Regular Meeting, dated September 15, 2020 be approved and adopted.

**62-2020  
Carried Unanimously**

**5. Business Arising from the Minutes**

No items were raised for discussion.

**6. Correspondence – No items**

There were no correspondence items for consideration.

**7. Delegations – No items**

There were no delegations present.

**8. Finance and Administration – No items**

There were no items for discussion

**9. Waste Disposal – No items**

There were no items for discussion.

**10. Waste Diversion****A. Essex-Windsor Blue Box Cost**

The General Manager referred to pages 10 and 11 of the agenda package. The report shows a comparison of Essex-Windsor to other municipalities. The General Manager noted that Essex-Windsor is one of the least expensive. The 2018 figures are the most recent figures from the Resource Productivity and Recovery Authority (RPRA) website. The General Manager stated that he chose municipalities that had the same amount of tonnage for a good comparison. The General Manager noted that Essex-Windsor rates second on the list. The General Manager noted that the average net cost of all 249 Blue Box programs among all Ontario municipalities is \$374 per tonne. The General Manager stated that in respect to the costs of the recent Processing RFP approved at the last meeting, yes, costs are higher but costs are higher across the province. The General Manager noted on page 11 the breakdown of the net cost of Essex-Windsor's Blue Box program.

Mr. Morrison stated that it was good news that Essex-Windsor is very efficient when looking at costs and revenue numbers. Mr. Morrison asked what is EWSWA doing very well and which areas are we lagging behind compared to other municipalities.

The General Manager stated since EWSWA ranked second it is probably on both the processing and the collection costs and better revenue from sale of recyclables.

Ms. MacDonald stated that she was surprised Chatham-Kent did not have higher tonnage. The General Manager stated that he thinks that it is a function of the population with Chatham-Kent at approximately 100,000 with Essex-Windsor at approximately 400,000. Mrs. MacDonald noted that she found the report very interesting.

Mr. Sleiman asked if there is any province where costs and revenue equal. The General Manager stated that he is not aware of any municipality where revenue exceeds the cost of the program.

Mr. Sleiman asked if the overall net cost of almost \$5 million is split 50-50 between the City and the County.

The General Manager stated that this will be presented at the November Board meeting during the 2021 budget deliberation. He stated that total costs of all programs are in the mid to high \$20 million range.

Mr. Kaschak stated that it is great to see where Essex-Windsor stands out compared to London.

Moved by Ed Sleiman

Seconded by Gary McNamara

THAT the Board receive the Essex-Windsor Blue Box Cost report as information.

**63-2020**  
**Carried Unanimously**

## **B. Food and Organic Policy Statement**

The General Manager referred to page 12 of the agenda package. He stated that the report is quite detailed but will provide a brief overview and pause for any questions, comments and discussion.

The General Manager stated that the purpose of the report is in response to the Board resolution at the September 15, 2020 Board meeting. He stated that the topic is very complex in regards to how the Board wishes to proceed under the Province's Policy Statement to achieve certain food and organic waste targets by 2025. He also stated that three municipalities are not compelled to have a food waste program. Those municipalities are Essex, Kingsville and Lakeshore.

The General Manager provided some background regarding the policy statement. The policy statement compels Windsor to implement curbside collection of food waste, also known as a green bin program and to achieve a diversion by 2025 of 70%. Leamington, Tecumseh, Amherstburg and LaSalle would not be compelled to have curbside collection and their diversion target is lower at 50% is lower. Although Lakeshore, Essex and Kingsville are not compelled they could choose to do so by 2025. Most of the large Ontario municipalities have food waste programs and have had them for quite some time. Some of the municipalities that do not have food waste programs are London, Chatham-Kent, Sarnia, Brantford and Norfolk County.

The General Manager stated that nothing has taken place in the last year or so after the Ministry consulted with the municipalities. The lack of processing availability and end markets continues to be a concern to municipalities. He noted that the Ministry has

acknowledged that it's been over a year without communication with municipalities and on September 30<sup>th</sup> they issued a communication advising that "guidance" will be released "in the coming months". The General Manager stated that this is the general background without getting into much detail. He stated that there isn't uniformity like the Blue Box collection where everyone receives the same level of service.

Mr. Costante thanked Administration for the report for someone like him who just started on the Board and this matter will be here soon. Mr. Costante referred to the chart on page 18 that outlines the numbers comparing Windsor and the other municipalities that require the same service. Mr. Costante would like an explanation on how the numbers are derived.

The General Manager stated that only in "urban settlement areas" would there have to be some type of collection or a depot. The Ministry states that targets have to be achieved only in the urban settlement areas. The General Manager stated that all of Windsor would be considered urban settlement. For example, the General Manager stated that pre-amalgamation Amherstburg would be considered an urban settlement area and not Anderdon or Malden. The General Manager stated that there is a definition in the report that explains what is an urban settlement area. The General Manager stated that an urban settlement area is defined as an "urban area within municipalities that are built up areas where development is concentrated and which have a mix of land uses". The General Manager stated that Amherstburg and perhaps Tecumseh, LaSalle and Leamington would not have to derive their target diversion number from their entire population.

The General Manager went on to explain how he prepared the table on page 18 of the agenda.

Mr. Costante suggested one would need to explore what the actual urban settlement areas would be in each municipality to see what the actual numbers would be and not use the numbers in the report.

The General Manager suggested that each municipality's planning department would be best able to define its urban settlement area(s).

Mr. Costante stated that he has a motion at the appropriate time.

Mr. McNamara stated that an emergency has been declared regarding climate change. He thinks the report and the timing is good and looking at the requirements in terms of our greenhouse gas reduction and looking at trying to satisfy zero carbon down the road. These are the foundational pieces if we are ever going to meet any of these requirements moving forward on climate change. This will have to be part of the solution.

Mr. McKenzie stated that he was delighted to hear the comments from the Warden and highlighting the importance to proceed with this kind of program to meet our climate



change objectives. Mr. McKenzie also added to the Warden's point that this is a fundamental building block for the region.

Mr. McKenzie stated that there are environmental benefits and understands that there will be significant costs to bring this kind of program forward. He stated that the General Manager stated that approximately 33% of household waste is food waste and understands that it does not occupy much space in the landfill. Mr. McKenzie asked the General Manager if it still stands to reason that if we were to move forward with a food waste program that will extend the life of our existing landfill. Mr. McKenzie asked the General Manager if this is correct.

The General Manager replied that this is correct.

Mr. McKenzie stated that there will be cost savings to be had but not enough to offset the cost of establishing this program but advantages of the environmental benefits.

Mr. McKenzie asked if he was also correct to say that part of the Waste Management Master Plan is that organics is a fundamental aspect or a program that we are committed to in implementing at some point.

The General Manager replied yes.

Mr. McKenzie asked if that predates the provincial mandate.

The General Manager replied yes but it was qualified as to when it is "economically feasible" and so that's why it has not been implemented to date because it has not been economically feasible. The General Manager stated that since the issuance of the Policy Statement in 2018, by the Ministry and the Province, that this has now been rendered moot in any event.

Mr. McKenzie asked would it be fair to say when looking at a tipping fees comparison that the County and the City are nearly the same? Would it be fair to suggest the amount of organic waste generated by the County as well as the City is roughly the same?

The General Manager referred to a chart of municipal refuse to landfill and stated yes that it is about the same.

Mr. McKenzie asked if it would stand to reason that organic waste would follow the same ratio.

The General Manager stated that he did not know and he would not be able to answer this with certainty.

Mrs. MacDonald stated that AMO has a task force to look at waste management and waste diversion. She has been asked to be the Chair of that task force. She noted that she hopes it will be an advantage for all - AMO and the Authority.

Mrs. MacDonald stated as most of the Board members know, there is an operation with a biodigester in Leamington. Mrs. MacDonald stated that she met with them earlier in the term to discuss as to whether they would be of value to any County municipalities when the green bin pick up starts. They are thinking towards that and they think that they will be part of that discussion.

Mrs. MacDonald stated that when we talk about the County and smaller urban density, keep in mind that many people that live in the rural areas already compost and it has always been part of their lives. She stated those numbers might not be as visible.

Mr. Kaschak asked if there is no one else that wishes to speak at this time, he will ask Mr. Costante to present the motion at this time.

Mr. Costante stated that he appreciates the report and the recommendations in the report. He stated that his motion is a bit different from the recommendations in the General Manager's report.

Mr. Costante read his motion as follows:

1. THAT the Board RECEIVE the report for the information contained within, and
2. THAT the Board APPROVE the development and implementation of a Regional Food and Organics Waste Management Plan and that the funding for such form part of the EWSWA Budget consistent with the Landfill funding model, and
3. THAT the Board APPROVE a Food and Organic Waste Working Group comprised of municipal representatives from the City of Windsor and the County of Essex as well as an Environmental Consultant for the development of the Regional Food and Organics Waste Management Plan, and
4. THAT the Corporation of the City of Windsor be responsible for all technical aspects of the Regional Food and Organics Waste Management Plan development.

Mr. Costante asked if he could get a seconder he will speak to it briefly. Mayor DiCarlo seconded the motion.

Mr. Costante stated that the fourth point of the motion is intended to be here due to the staff resources that the City has to manage the technical aspects of the plan development. He also stated that for him, fundamentally this is a climate change issue and it is a global challenge. He also stated that whatever we can do as a region is an opportunity to lead, share costs and efficiencies. When we look at the benchmark to the urban density a lot of that is open or subject to interpretation and he thinks Councillor McKenzie asked questions about the consumption and how we break this down. He also noted the comment from the Warden that 80,000 people living in Lakeshore, Kingsville and Essex don't meet the threshold seems to be somewhat paradoxical and there are thresholds for a reason but believes there are obvious gaps in them. Mr. Costante stated that when we are looking at this challenge, he doesn't think there is a better way to do this than do this as a region. Mr. Costante stated that the spirit of this motion is for it to be led through EWSWA and work with all the municipalities so that we can do this together.

Mr. McNamara stated that there is some opportunity. The federal government is forward on the climate change item and there really are some strong arguments that could be made to channel some dollars. He believes there is opportunity to secure dollars for municipalities that try to achieve government targets. He noted Windsor and Essex working collectively together to receive the dollars.

Mr. McKenzie expressed how excited and delighted regarding all the comments from the Board members for recognizing the need for climate change. He stated that we can make a significant difference through this progress. We have an obligation to tackle the various pieces and mitigate the impact of climate change.

Mr. Costante asked for a recorded vote.

Mr. Bondy stated he was trying to take notes of the motion as it was being read. Mr. Bondy stated that he would actually like to read the motion. He asked if it could be sent and read by email. Mr. Bondy stated that he does not want to commit LaSalle to something without actually reading the motion.

Mr. DiCarlo asked if the motion could be repeated so he can see what the difference was in the motion compared to the recommendations from the General Manager.

Mr. Costante asked if he should reread the motion. Mr. DiCarlo, Mrs. MacDonald and Mr. McNamara asked for the motion to be emailed to them.

Mr. Bondy stated he does not have a problem with “developing” but has a problem if we are going to start “implementing” which is item number 2. Mr. Bondy stated that he does not want to commit LaSalle to anything yet until he knows the cost. Mr. Bondy stated that if it is just to put together a working group than he has no problem but if it is to implement a program, he would like to know costs before committing to anything.

Mr. Costante replied to Mr. Bondy that the intent would be for this to be led by EWSWA through the EWSWA budget and would be consistent with the landfill funding model and would be a regional approach and include all municipalities.

Mr. Bondy replied so all the municipalities will participate through EWSWA basically through our fees regardless whether they would want to participate or not. Mr. Bondy asked the General Manager if he had any potential cost estimates for this. Mr. Bondy stated that he believes he did not see this in the report. The General Manager stated that he did not. Mr. Bondy stated that he needs some numbers before he can vote on this. He also stated that he does not want to implement anything until he gets a cost on this. Mr. Bondy stated that if it is the intent to put a group together to get a cost estimate that was fine but he cannot commit any dollars beyond that.

Mr. Morrison stated that he will be supporting this and the timing and to Mayor Bondy’s point, we could easily be looking at some kind of debt structure and we are not going to be able to tax residents to pay for all this upfront. We have to do this for many reasons

and we will have to work out the finances to make it for all municipalities to handle over a long period of time for the capital costs in putting this in place.

Mr. DiCarlo stated that from the report we are still going to create a working group and they still are going to come back with a plan with the help of a consultant. The costs are all going to come back for approval at a later date.

Mrs. MacDonald stated as she understands the motion, that this is going to be part of the EWSWA budget which is not in the recommendation in the report, isn't that correct? Mr. Kaschak replied yes it would be part of the EWSWA budget similar to recycling. Mrs. MacDonald stated she has comfort with this and using an environmental consultant for some direction. Ultimately, she stated that we could take this back to the County but does not see any harm with what is being stated here. We will still have an outside consultant; a working group and we will put into the EWSWA budget which I think is fair. She stated that she doesn't have a problem as how Mr. Costante's motion stands.

Mr. Sleiman wanted to repeat a comment and an issue that we dealt with at one time, the idea of not receiving garbage from Toronto. The Board stood together and we did not accept garbage from outside of Essex-Windsor.

Mr. Kaschak asked Mr. Costante if it would be possible for the General Manager to ask a question?

The General Manager stated in regards to the Working Group referenced in Item #3 of the motion, "THAT the Board approve a Food and Organic Waste Working Group comprised of municipal representatives from the City of Windsor and the County of Essex as well as an Environmental Consultant or the development of the Regional Food and Organics Waste Management Plan." The General Manager stated the first question relates to the Working Group as it says it is comprised of municipal representatives from Windsor and the County of Essex. The General Manager wanted clarification of what the County of Essex means. He asked if that means County of Essex Staff or staff from the municipalities that comprise the 7 County municipalities.

The General Manager stated the reason he asked the question is because the Manager of Waste Diversion, Manager of Waste Disposal, Manager of Finance and the General Manager are not County of Essex staff, they are Authority staff. There is a differentiation. The General Manager stated that there are different groups of administration - City of Windsor, County of Essex and EWSWA as well as municipal staff from the 7 county municipalities. The General Manager's recommendation was to have representatives from all those municipal staff while Item #3 says only County of Essex.

Mr. Costante offered a suggestion that the Working Group Item #3 could be subject to a recommendation from the General Manager for discussion at the next Board meeting. Mr. Costante is open to an amendment to his motion in regards to the composition of the Working Group referred to in Item #3.

Moved by Fabio Costante  
Seconded by Aldo DiCarlo

1. THAT the Board RECEIVE the report for the information contained within, and
2. THAT the Board APPROVE the development and implementation of a Regional Food and Organics Waste Management Plan and that the funding for such form part of the EWSWA Budget consistent with the Landfill funding model, and
3. THAT the Board APPROVE a Food and Organic Waste Working Group comprised of municipal representatives from the City of Windsor and the County of Essex as well as an Environmental Consultant for the development of the Regional Food and Organics Waste Management Plan, and
4. THAT the Corporation of the City of Windsor be responsible for all technical aspects of the Regional Food and Organics Waste Management Plan development.

In regards to #3 above, a friendly amendment was suggested and was accepted by the mover and the seconder:

THAT the General Manager prepare a report for the consideration of the Board at its November 3, 2020 meeting and that the purpose of the report is to make a recommendation as to which municipal representatives will comprise the working group.

Recorded vote on the motion:

Gary McNamara – Support

Hilda MacDonald – Support

Marc Bondy – Do not support

Aldo DiCarlo - Support

Ed Sleiman – Support

Jim Morrison – Support

Fabio Costante – Support

Kieran McKenzie – Support

Gary Kaschak – Support

**64-2020  
Carried**

## **11. Other Items**

No other items were raised for discussion.



**12. By-Laws****A. By-Law 15-2020**

Moved by Ed Sleiman

Seconded by Kieran McKenzie

**THAT** By-Law 15-2020, Being a By-Law to Confirm the Proceedings of the Meeting of the Board of the Essex-Windsor Solid Waste Authority.

**65-2020**

**Carried Unanimously**

**13. Future Meeting Dates**

Tuesday, November 3, 2020 – 2021 Budget Deliberation Meeting

Tuesday, December 1, 2020

**14. Adjournment**

Moved by Jim Morrison

Seconded by Gary McNamara

**THAT** the Board stand adjourned at 5:41 PM.

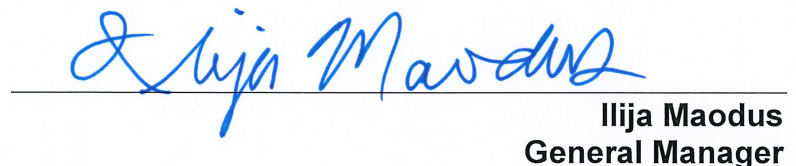
**66-2020**

**Carried Unanimously**

**All of which is respectfully submitted.**



Gary Kaschak  
Chair



Ilija Maodus  
General Manager



**Committee Matters: SCM 354/2020**

**Subject: Report No. 107 of the Windsor Essex County Environment Committee - E-Mail Poll regarding Phase-out Gas-Fired Electricity Generation**

Moved by: Councillor Francis  
Seconded by: Councillor Costante

Decision Number: **ETPS 793**

THAT Report No. 107 – E-mail Poll regarding Phase-Out Gas-Fired Electricity Generation of the Windsor-Essex County Environment Committee (WECEC) **BE RECEIVED.**

Carried.

Report Number: SCM 319/2020  
Clerk's File: MB2020

**Clerk's Note:** The recommendation of the Advisory Committee and Administration are not the same.



## **Committee Matters: SCM 319/2020**

**Subject: Report No. 107 of the Windsor Essex County Environment Committee -  
E--Mail Poll regarding Phase-out Gas-Fired Electricity Generation**

**REPORT NO. 107**  
of the  
**WINDSOR ESSEX COUNTY ENVIRONMENT COMMITTEE**  
of its Electronic Poll held on October 21, 2020

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Approval of the E-mail Poll as of October 21, 2020

Councillor Chris Holt, Chair  
Councillor Kieran McKenzie  
Keri Banar  
Derek Coronado  
Katie Kuker  
Michael Schneider  
Radwan Tamr  
Richard St. Denis

Your Committee submits the following recommendation from the *Air Subcommittee* of the Windsor Essex County Environment Committee:

**WHEREAS** the Government of Ontario is planning to ramp up the greenhouse gas pollution from Ontario's gas-fired power plants by more than 300% by 2025 and by more than 400% by 2040; and,

**WHEREAS** to help fuel this massive increase in fossil fuel electricity and climate threatening pollution, the provincial government recently purchased 3 gas plants at a cost of \$2.8 billion and Enbridge is hoping to build a new pipeline through Hamilton to import fracked gas from the U.S.; and,

**WHEREAS** Ontario is set to throw away more than a third of the greenhouse gas reductions it achieved by phasing-out its dirty coal-fired power plants due to a power plan built around ramping up gas-fired generation to replace the output of the Pickering Nuclear Station (scheduled to close in 2024); and,

**WHEREAS** there is a better way to keep our lights on. We can meet our 2030 climate target and lower our electricity bills by phasing-out our gas-fired power plants by 2030 and embracing lower cost and cleaner options:

- Reverse cuts to energy efficiency programs and stop under-investing in this quick to deploy and low-cost resource. We can ensure we maximize our energy efficiency efforts by paying up to the same price per kilowatt-hour (kWh) for energy efficiency measures as we are currently paying for power from nuclear plants (e.g., up to 9.5 cents per kWh).
- Return Ontario to leadership in developing increasingly low-cost renewable energy resources. Support renewable energy projects that have costs that are

- below what we are paying for nuclear power and work with communities to make the most of these economic opportunities.
- Accept Quebec's offer of low-cost 24/7 power from its massive water power system. Quebec has offered power at less than one-half the cost of re-building our aging Darlington and Bruce Nuclear Stations and Ontario can only benefit by making a long-term deal with its green energy-rich neighbour. Quebec's system of reservoirs can be used like a giant battery to back-up made-in-Ontario renewable power, eliminating the need to use gas-fired power plants.

**THEREFORE BE IT RESOLVED** that the City of Windsor requests the Government of Ontario to place an interim cap of 2.5 megatonnes per year on Ontario's gas plants' greenhouse gas pollution and develop and implement a plan to phase-out all gas-fired electricity generation by 2030 to ensure that Ontario meets its climate targets

And further, that the County of Essex **BE REQUESTED** to consider adopting the resolution as outlined above.

\_\_\_\_\_  
**CHAIRPERSON**

\_\_\_\_\_  
**COMMITTEE COORDINATOR**

| NOTIFICATION:      |                       |                      |
|--------------------|-----------------------|----------------------|
| <i><b>Name</b></i> | <i><b>Address</b></i> | <i><b>E-mail</b></i> |
| WECEC Members      |                       | on-file              |





**Committee Matters: SCM 355/2020**

**Subject: Minutes of the Town & Gown Committee of its meeting held October 1, 2020**

Moved by: Councillor Costante  
Seconded by: Councillor McKenzie

Decision Number: **ETPS 794**

THAT the minutes of the Town & Gown Committee of its meeting held October 1, 2020  
**BE RECEIVED.**

Carried.

Report Number: SCM 321/2020  
Clerk's File: MB2020



## **Committee Matters: SCM 321/2020**

**Subject: Minutes of the Town & Gown Committee of its meeting held October 1, 2020**

## **Town & Gown Committee held October 1, 2020**

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

Councillor Fabio Costante, Chair  
Councillor Fred Francis  
Jane Boyd  
John Fairley  
Alan Richardson

### ***Guests in attendance:***

Ryan Flannagan, Associate Vice President, Student Experience, University of Windsor  
Michael Silvaggi, Associate Vice President, Student Services & Registrar, St. Clair College

### ***Also present are the following resource personnel:***

Anne Marie Albidone, Manager Environmental Services  
Chris Aspila, Planner III  
Inspector Dave Deluca, Windsor Police Services  
John Lee, Chief Fire Prevention Officer  
Barbara Rusan, Manager Policy & Regulatory Services, Building Department  
Will Foot, Council Assistant  
Karen Kadour, Committee Coordinator

## **1. Call to Order**

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

## **2. Declaration of Conflict**

None disclosed.

### 3. Adoption of the Minutes

Moved by Councillor Francis, seconded by J. Boyd,  
That the minutes of the Town and Gown Committee of its meeting held July 16,  
2020 **BE ADOPTED** as presented.  
Carried.

### 4. Business Items

#### 4.1 University of Windsor and St. Clair College

M. Silvaggi provides the following comments as it relates to the international students at St. Clair College:

- Immigration Canada has limited the ability of international students to travel to Canada. In May 2020, restrictions were implemented which would only allow students to travel that had a March 18, 2020 study permit.
- The students that were starting in May 2020 began their studies on-line.
- At this time, are anticipating that international students will not be able to travel here unless St. Clair College has approved their arrival plan, which includes a quarantine plan and a study permit that has been approved.
- Have worked with the Ministry of Colleges and Universities, local Public Health Units in Windsor and Chatham as well as partners in Toronto.
- Once the plan is approved by the Ministry, it will allow the students to come in, however, will need to ensure that the students quarantine. Arrangements have been made with a local hotel to allow for the two week quarantine of the students.

R. Flannagan provides the following as it relates to the international students at the University of Windsor:

- Concurs that the University of Windsor and St. Clair College are in a similar situation as the same restrictions, directives from the Federal Government and the Ministry of Colleges and Universities have imposed on them.
- Because of the March 18, 2020 study permit restriction, only 140 students have come into the country. It is anticipated that the Government of Canada will change the March 18, 2020 study permit date to September 30, 2020 and at that point approximately 700 students will arrive.
- The majority of students in quarantine are off campus.
- Developed a very robust communications effort to ensure that their students are aware what the requirements are when coming into the country.
- The one caveat is that the Federal Government has placed a 50 per cent residency directive on international students. This means that any student who wants to

study in Canada, or do courses on-line, or if they want to be able to apply for a work permit after the completion of their academic work, they have to have 50 per cent residency in Canada while they are completing their course. So for 50 per cent of the time that they are taking courses in their program, they need to be in Canada.

- They are anticipating that over the next few weeks or months, the students will want to come to Canada as they need that residency requirement.

A. Richardson asks for an update relating to off-campus student issues, i.e student housing.

M. Silvaggi responds that the construction of the new residence for international students is underway which will house over 500 students on a semester basis (dependent on the COVID situation) in September 2021. He adds that no concerns related to housing has been received from the students.

R. Flannagan adds that due to the limited influx of students, there are many vacancies around the University of Windsor. He notes there have been no issues with students finding a place to live around the university.

In response to a question asked by J. Fairley regarding the residences at St. Clair College and how they changed due to COVID, M. Silvaggi responds the capacity was cut in half for students living on campus, i.e. the existing residence houses 416 students and was cut to 200 students living on campus. Due to this change in programming, many students from different regions in Ontario are studying at home.

R. Flannagan adds they have a very small number of residents in their buildings and strong messaging was put out to the students regarding large gatherings and a reminder to be in compliance with the directives provided by the Ontario government.

Moved by Councillor Francis, seconded by J. Fairley,  
That the verbal updates provided by M. Silvaggi, St. Clair College and R. Flannagan, University of Windsor regarding COVID-19 and student housing **BE RECEIVED.**

Carried.

## **4.2 Student Awareness and Housing Rights as Tenants**

The Chair states that student awareness and housing rights as tenants somewhat stems from the committee's last pre-COVID meeting. At that meeting, a discussion took place regarding educating students during orientation week and on a regular basis. He asks if there has been any progress on that front with respect to regular updates to students and education on their rights as tenants in Ontario.



R. Flannagan responds that in 2019 the university held a social media campaign to kick off the new website that provides education about being a good neighbour and their tenant's rights. They talked about the potential of doing a walkabout in the community, dropping off flyers, and to do more engaging activities to help students understand what their rights and obligations are in terms of being a good neighbour in the community. They appreciate the concerns of the community with landlords going in and buying homes and turning them into rentals for students. In terms of the behavior of their students and the issues with parties, it has been on the decline for several years.

M. Silvaggi advises that from an education perspective, orientation is their first and foremost means of getting to the students upon their arrival. As the majority of their students come from India, they are actually showing orientation sessions live in India. They have partners who fly to India and outline the Canadian experience done on a face to face basis so they are getting that communication out to students. They have significant collaboration with many religious organizations and external organizations to help facilitate educational exercises. St. Clair College was on the verge of starting a campaign with their student representatives which touted getting their students into the community to help with clean-up. This campaign was put on hold due to COVID.

J. Fairley adds that the campaign was called "Community Saints Concept" where there are areas in the community they would step up and help if the landlords were not doing certain things. He notes the foodbanks have been very important to the international students.

A. Richardson states he has been working with R. Flannagan in some of these initiatives and he commends the University of Windsor website. He asks about the ongoing education efforts relating to weekly or monthly e-mail blasts and inquires if a list of topics can be provided to the Committee. He also asks if surveys are being done on an ongoing or periodic basis that address students' rights, i.e. if students know they are allowed by the Residential Tenancy Act to decline paying their rental fees in advance. Do the students know that there is a City of Windsor By-law for vital services which mandates the landlord to provide heat, hot water and electricity, and if there is a problem to call 311. If an inspector comes to the premises, the landlord cannot prevent that inspector from entering the residence. He notes a survey would go to some of these questions.

R. Flannagan responds that a list of topics noted in their weekly newsletter will be provided. In terms of a survey, he guesses that the results of a survey would indicate the knowledge of their students pertaining to their rights as tenants is quite low.

A. Richardson indicates that it has been quiet for parties, however, that does not mean that there are no parties, in fact there have been several recently. It is his understanding that the university does not have any interest in going after house parties and questions if their position has changed.

R. Flannagan responds in terms of parties, it is the University's position that off-campus parties are not things that they get involved in, i.e. Campus Police going to an

off-campus party and knocking on that door. In the event that there are multiple parties at a residence, and the efforts of Bylaw Enforcement and Police are not having the desired effect, the university is open to working with their partners and neighbours to have that conversation with the residents in that home.

Moved by J. Fairley, seconded by Councillor Francis,  
That the updates provided by M. Silvaggi, St. Clair College and R. Flannagan, University of Windsor regarding “Student Awareness and Housing Rights as tenants” **BE RECEIVED**.

Carried.

#### **4.3 Town & Gown Symposium – Building Bridges 2019**

J. Fairley commends A. Richardson for his well written report on the Town and Gown Symposium held from June 3-6, 2019.

Moved by J. Fairley, seconded by J. Boyd,  
That the report provided by A. Richardson regarding the Town & Gown Symposium – Building Bridges 2019 held from June 3-6, 2019 **BE RECEIVED**.  
Carried.

A. Richardson refers to the recommended actions for the Town and Gown Committee noted in Enclosure 2 and he asks how those recommendations become action items.

The Chair responds that procedurally direction would be provided by the Committee and if approved, would proceed to the Environment, Transportation & Public Safety Standing Committee and City Council.

Moved by A. Richardson, seconded by J. Boyd,  
That the recommendations in Enclosure 2 appended to the Town & Gown Symposium – Building Bridges 2019 report by A. Richardson **BE CONSIDERED** at a future meeting of the Committee.  
Carried.

#### **4.4 Town & Gown 2019 Annual Report**

The Chair states that the Environment, Transportation & Public Safety Standing Committee directed that the Committee look into a different process of submitting annual reports, i.e. for the Committee to review prior to being sent to the respective standing committee.

A. Richardson expresses concern that the Committee was not afforded the opportunity to review the annual report and to provide input. He suggests that at each

meeting, the accomplishments of the committee be noted which will be part of the annual report that highlights the successes met by the committee.

Moved by J. Fairley, seconded by Councillor Francis,

That future Town and Gown Committee Annual Reports **BE PROVIDED** to the Committee for review prior to submitting to the Environment, Transportation & Public Safety Standing Committee and City Council.

Carried.

#### **4.5 Town & Gown Association of Ontario – 2021 Membership**

Moved by A. Richardson, seconded by J. Fairley,

That **APPROVAL BE GIVEN** to an expenditure in the upset amount of \$250. for the renewal of the Town & Gown Association of Ontario 2021 membership.

Carried.

J. Boyd announces her retirement and the members thank and congratulate her for her many years of service on the Town and Gown Committee.

#### **5. Date of Next Meeting**

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

#### **6. Adjournment**

There being no further business, the meeting is adjourned at 11:00 o'clock a.m.

---

**CHAIR**

---

**COMMITTEE COORDINATOR**



**Committee Matters: SCM 357/2020**

**Subject: Administrative Report under the Delegation of Authority – 4369, 4375, 4381, 4387 and 4393 Spago Crescent – Fence and Shed Encroachments, Ward 9**

Moved by: Councillor McKenzie  
Seconded by: Councillor Costante

Decision Number: **ETPS 796**

THAT the request by the owners of the properties at 4369, 4375, 4381, 4387 and 4393 Spago Crescent, identified on PLAN 12M434 LOTS 43-39; to permit fence and shed encroachments into the Sixth Concession Road right-of-way, as shown on attached Drawing C-3591, **BE APPROVED**; and,

THAT the following requirements **SHALL BE AGREED UPON** by the applicants, in addition to the general requirements of an encroachment agreement:

- (i) The Licensee further covenants and agrees to indemnify the City of any damage to the encroaching objects due to the maintenance of the 5<sup>th</sup> Concession Drain.
- (ii) The Licensee further covenants and agrees to assume the responsibility and to pay for any additional costs or charges which the Corporation, EnWin Utilities Ltd., The Windsor Utilities Commission, Union Gas Limited, Cogeco Cable Systems Inc. or Bell Canada, and their respective successors and assigns, may reasonably incur in the future drain maintenance work by reason of such encroachment and the payment of such costs may, in the discretion of the Corporation, be enforced in the same manner as property taxes payable in respect of the Schedule "A" lands.

Carried.

Report Number: S 158/2020  
Clerk's File: SAA2020

**Clerk's Note:** The recommendation of the Standing Committee and Administration are **not** the same.

**Subject: Administrative Report under the Delegation of Authority –  
4369, 4375, 4381, 4387 and 4393 Spago Crescent – Fence and Shed  
Encroachments, Ward 9**

**Reference:**

Date to Council: November 25, 2020  
Author: Mark Schaffhauser  
Technologist I  
519-255-6257 ext. 6555  
mschaffhauser@citywindsor.ca  
PW#7674  
Projects & Right-of-Way  
Report Date: November 6, 2020  
Clerk's File #: SAA2020

**To:** Mayor and Members of City Council

**Recommendation:**

That the request by the owners of the properties at 4369, 4375, 4381, 4387 and 4393 Spago Crescent, identified on PLAN 12M434 LOTS 43-39 ; to permit fence and shed encroachments into the Sixth Concession Road right-of-way, as shown on attached Drawing C-3591, **BE DENIED**.

**Background:**

An application was received from the owner of 4369 Spago Crescent requesting permission to encroach into the Sixth Concession Road right-of-way with a fence and shed located as outlined on C-3591.

The Encroachment application stems from an application that the Building Department received for the installation of a pool in the rear of property 4369 Spago Crescent. Upon review of setbacks for the pool application it was noted that the fence at the rear of this property was encroaching into the Sixth Concession Road right-of-way. An Administrative Inspector attended 4369 Spago Crescent to complete a site inspection and noted additional encroachments at 4375, 4381, 4387 and 4393 Spago Crescent.

**Discussion:**

The five (5) Spago Crescent encroachments are within the Sixth Concession Road right-of-way and within the 5<sup>th</sup> Concession Municipal Drain maintenance buffer area. The fence encroachments will affect future maintenance of the drain.

The Drainage Superintendent provided comments in an email to the Right-of-Way Division dated October 26<sup>th</sup>, 2020, stating they “will need the land for maintenance of

the drain and for spoils disposal, and the illegal existing encroachment makes this maintenance and disposal more challenging and expensive for the general rate, [therefore] denial of this request is needed.”

Drain maintenance has not been completed within the last 7 to 10 years. The working area is already reduced with the Sixth Concession Road overpass adjacent to the properties. Pictures of the drain and fences are attached in Appendix ‘A’.

If the encroachments are approved, the following requirements shall be agreed upon, by the applicants, in addition to the general requirements of an encroachment agreement:

- (i) The Licensee further covenants and agrees to indemnify the City of any damage to the encroaching objects due to the maintenance of the 5<sup>th</sup> Concession Drain.
- (ii) The Licensee further covenants and agrees to assume the responsibility and to pay for any additional costs or charges which the Corporation, EnWin Utilities Ltd., The Windsor Utilities Commission, Union Gas Limited, Cogeco Cable Systems Inc. or Bell Canada, and their respective successors and assigns, may reasonably incur in the future drain maintenance work by reason of such encroachment and the payment of such costs may, in the discretion of the Corporation, be enforced in the same manner as property taxes payable in respect of the Schedule “A” lands.

Please note that the small wooden bridge over the municipal ditch is not part of the encroachment and as such, removal is required.

### **Risk Analysis:**

Liability risks are standard with any encroachment and are generally mitigated by transferring the risk to the property owner through the terms of the Encroachment Agreement however; there are financial and liability risks associated with allowing the encroaching fence and shed. The fence could be damaged during maintenance of the drain and there is high likelihood of additional cost incurred to clean and maintain the 5<sup>th</sup> Concession Drain.

### **Financial Matters:**

If approved, the calculated encroachment fee according to M67-2015 results in a one-time encroachment fee as per Schedule A.

The status of fees and deposits are summarized in the table below:

|                                       |          |
|---------------------------------------|----------|
| Application fee<br>(Paid)             | \$229.25 |
| Legal agreement preparation<br>(Paid) | \$336.60 |
| Surcharge under M67-2015<br>(Paid)    | \$102.00 |



One Time Encroachment fee (per applicant)  
[Fence and Shed]  
(Payable if approved by Council)

As per Schedule A within the  
Encroachment Policy

Right-of-Way Permit fee  
(Payable if approved by Council)

\$212.00

### Consultations:

The following have been consulted/notified on this application:

City of Windsor

- Transportation Planning- Juan Paramo – Transportation Planning Engineer
- Operations - Roberta Harrison – Coordinator Maintenance
- Operations – Andrew Lewis – Coordinator ROW & Field Services
- Engineering – Andrew Dowie – Drainage Superintendent

### Conclusion:

Administration recommends denial of the request due to the encroaching fence and shed lying within the 5<sup>th</sup> Concession Municipal Drain maintenance buffer.

### Approvals:

| Name                  | Title  |
|-----------------------|--|
| Mark Schaffhauser     | Technologist I (A)   |
| Adam Pillon           | Manager of Right-of-Way  |
| France Isabelle-Tunks | Senior Manager, Engineering / Deputy City Engineer                             |
| Mark Winterton        | City Engineer and Corporate Leader Environmental Protection and Transportation |
| Shelby Askin Hager    | City Solicitor and Corporate Leader Economic Development and Public Safety     |
| Onorio Colucci        | Chief Administrative Officer   |

### Notifications:

| Name                       | Address                                    | Email             |
|----------------------------|--|-------------------|
| Charlene Reaume            | 4393 Spago Crescent<br>Windsor, ON N9G 2Z6 | cmreaume@mnsi.ney |
| Naren Varma<br>Pinnamaraju | 4387 Spago Crescent<br>Windsor, ON N9G 2Z6 | nvaps23@gmail.com |
| Steven Fraley              | 4381 Spago Crescent<br>Windsor, ON N9G 2Z6 |                   |

| <b>Name</b>   | <b>Address</b>   | <b>Email</b>   |
|---|--|--|
| Michael Trueman                                     | 4375 Spago Crescent<br>Windsor, ON N9G 2Z6             | Trueman.Michael@aod.org  |
| Vladimir Drobnjakovic                               | 4369 Spago Crescent<br>Windsor, ON N9G 2Z6             | Vladdd316@yahoo.com  |
| Kieran McKenzie                                     | 350 City Hall Sq W<br>Suite 220<br>Windsor, ON N9A 6S1 | kmckenzie@citywindsor.ca   |
| Risk Management<br>Supervisor Corporate<br>Services |  | <a href="mailto:dstraus@citywindsor.ca">dstraus@citywindsor.ca</a> |

### **Appendices:**

- 1 Appendix 'A' - Photos of Drain and Encroaching Items
- 2 Appendix 'B' - Council Drawing C-3591



# Appendix A



Standing on Sixth Concession looking down Municipal Ditch



Rear corner of 4369 Spago Crescent. Looking South down Municipal Drain





Rear of 4369 Spago Crescent looking North down Municipal Drain



Rear of 4375 Spago Crescent looking North down Municipal Drain



Standing on Sixth Concession looking down at rear of 4369 Spago Crescent



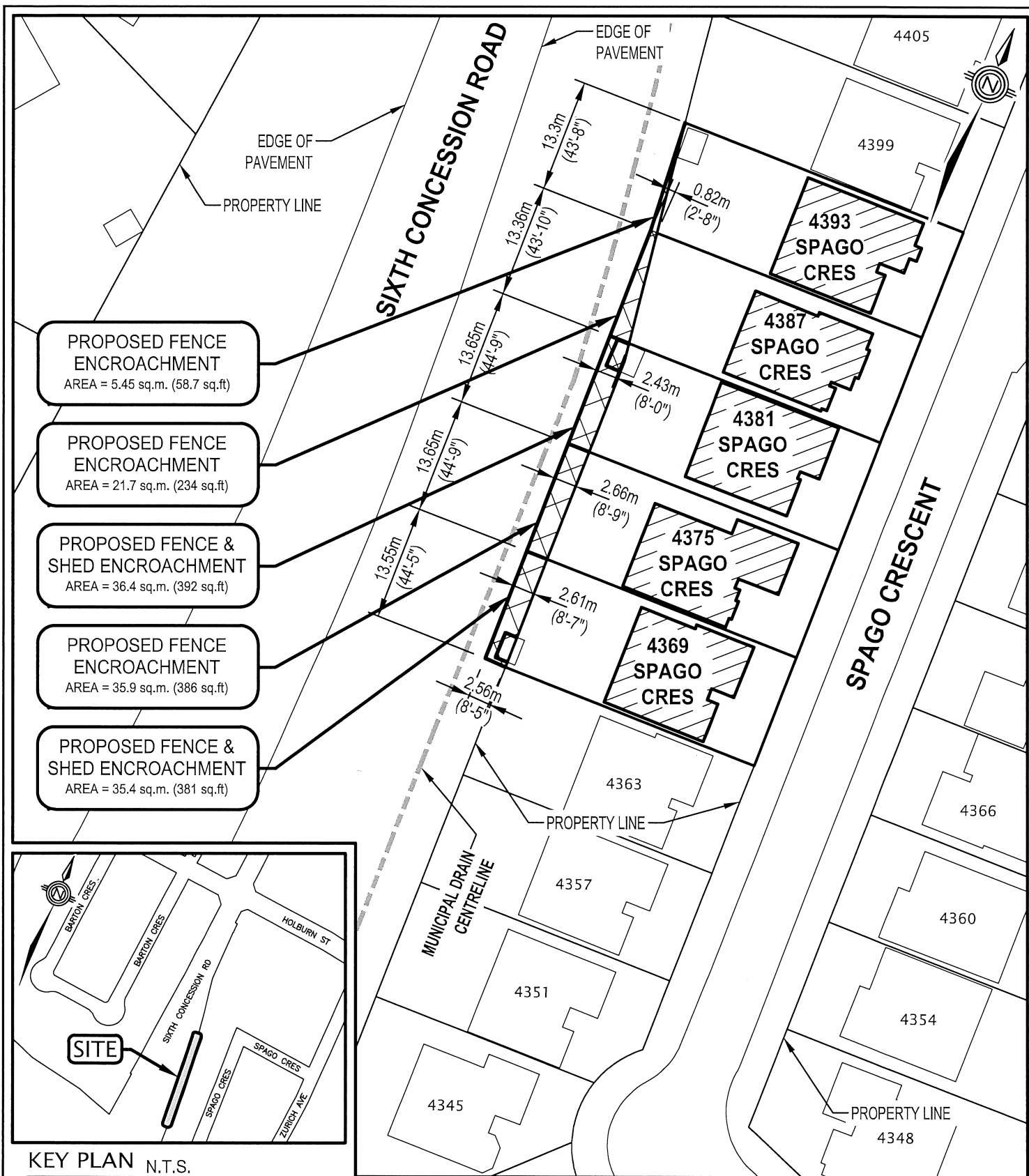


Standing on Sixth Concession looking  
down at rear of 4381 Spago Crescent.  
Wooden bridge to be removed



Standing on Sixth Concession looking  
down at rear of 4381 and 4375 Spago  
Crescent. Wooden bridge to be removed

# Appendix B



THE CORPORATION OF THE CITY OF WINDSOR - ENGINEERING DEPARTMENT

Proposed Fence & Shed Encroachments for 4369 & 4381 Spago Crescent  
and Proposed Fence Encroachments for 4375, 4387 & 4393 Spago Crescent

*Kirk Tamm*  
Kirk Tamm, Manager of Geomatics

SCALE: 1:600

DATE: NOVEMBER 2020

REVISED: -----

DWG. NO.

DWN BY: JH

CHKD BY: PJU /MS

REVISION NO.: -----

C-3591

City Council Meeting - December 21, 2020





**Committee Matters: SCM 358/2020**

**Subject: Response to CQ9-2019 Practices and Procedures for Sidewalk Repairs - City Wide**

Moved by: Councillor Kaschak  
Seconded by: Councillor Costante

Decision Number: **ETPS 797**

THAT the report of the Engineer I, dated November 6, 2020, entitled "Response to CQ9-2019 Practices and Procedures for Sidewalk Repairs – City Wide" **BE RECEIVED** by Council for information.  
Carried.

Report Number: S 161/2020  
Clerk's File: SW2020

**Clerk's Note:** The recommendation of the Standing Committee and Administration are the same.

**Subject: Response to CQ9-2019 Practices and Procedures for Sidewalk Repairs - City Wide**

**Reference:**

Date to Council: November 25, 2020  
Author: Sarah Meneses  
Engineer I  
519-255-6560 x4314  
smeneses@citywindsor.ca  
Public Works - Operations  
Report Date: November 6, 2020  
Clerk's File #: SW2020

**To:** Mayor and Members of City Council

**Recommendation:**

THAT the response to CQ9-2019, **BE RECEIVED** by Council for information.

**Executive Summary:**

N/A

**Background:**

At the meeting of May 6, 2019, Councillor Bortolin asked CQ9-2019 "asks that administration report back on current practices and procedures regarding both immediate and long term sidewalk repairs. Taking into consideration timing, materials, safety concerns, as well as matching local aesthetics"

**Discussion:**

The City has a current inventory of approximately 975 km (1,398,825 m<sup>2</sup>) of sidewalk comprised primarily of concrete (95%) and asphalt (3%) with the balance being brick sidewalk or a multisurface sidewalk. The most recent condition rating for the sidewalks (2019) indicates that 59.54% are in excellent condition, 30.75% are in good condition, 8.96% are in fair condition and 0.75% are in poor condition.

Sidewalk repairs are initiated through several sources. The need for repair is identified through a submitted service request or our sidewalk inspection process. Necessary repairs typically occur when sidewalk panels are uplifted, cracked, and/or broken.

Sidewalk repairs may also be initiated as part of utility works (through Municipal Access Agreements (MAAs)), enhanced streetscape capital projects for the Business Improvement Area (BIA), or the Sidewalk capital replacement project.

Repairs are completed based on the following practices and procedures.

Sidewalk repairs identified by a service request or through the sidewalk inspection process are distributed to the Public Works Maintenance Division to review the condition of the sidewalk and determine remedial action. Any uplift of a sidewalk panel greater than 25 mm is painted and scheduled for remedial action. Remedial action repairs can consist of several methods including concrete patching, asphalt patching, grinding, or removal and replacement of the sidewalk panel.

The annual sidewalk inspection program is conducted by Public Works – Technical Support during the summer months to identify sidewalks in need of repairs. The sidewalk inspections are completed on a four year cycle. All urgent sidewalk repairs are distributed to Public Works – Maintenance for immediate repair. Additionally, a report is generated that outlines all remaining priority sidewalk repairs (See Appendix A – Guide to Sidewalk Inspection Process). When the annual inspection program indicates that a sidewalk is beyond repair or repair is not feasible then the sidewalk is placed on the Sidewalk Capital replacement project.

Sidewalks that are damaged or removed through utility works (through MAAs) are replaced after the completion of the utility work and in accordance with the City of Windsor standard specifications (see Appendix B for S-29 Utility Cut Restoration). All utility works require a permit for work to take place in the City's right of way (ROW). Prior to the permits being placed into final acceptance and until a final repair is completed, the utility company is responsible for maintaining the sidewalk in a safe and passable condition through the placement of temporary restoration such as asphalt or cold patch. Once a permit is placed into final acceptance, Public Works - Maintenance will schedule to undertake the repairs of the sidewalks (and other City infrastructure) and invoice the corresponding utility for the work.

Consideration will be given for safety concerns and be maintained with temporary restorations until permanent repair can be undertaken as per above. Currently we do not have dedicated funding to provide sidewalks in the BIA's to match local aesthetics in an expedited manner.

Sidewalk replacement or streetscapes in the various BIA's that require special design in order to match local aesthetics, and in some cases heritage designation, are implemented by the Planning Department. The City of Windsor has a long history of implementing enhanced streetscaping projects in the various BIA's, dating back to the Ouellette Avenue Pedestrian Mall in the 1970's. Typically, these projects include some new or additional decorative urban street furnishings generally consisting of benches, picnic tables, bike racks, bollards, removable planters and trash/recycle bins. Some of these projects also include alterations to the existing road cross-section and curb locations to facilitate pedestrian safety and alternative modes of transportation, including elements like bump outs for pedestrian safety, bike lanes, dedicated transit bays, parking lay-bys and pedestrian crossings. Other enhancements include built-in planters, street trees and other vegetation, structural soil cell systems, gateway and

wayfinding signage, interlocking brick or stamped concrete splash strips, and area-specific street and pedestrian lights.

Recent streetscaping and roadway enhancements around the city of Windsor include:

- Downtown Windsor BIA (Ouellette Ave & Pelissier Ave);
- Walkerville BIA (Wyandotte St. E. & Devonshire Rd.);
- Ottawa Street BIA (Ottawa St);
- Via Italia BIA (Erie St);
- Ford City BIA (Drouillard Road);
- Old Riverside BIA (Wyandotte St. E);
- Old Sandwich Town BIA (Sandwich St. & Mill St); and
- Wyandotte Street West (near the University of Windsor).

Most of these projects have been funded through the capital budget, and have been coordinated and/or added on to already scheduled street infrastructure projects. Though generally funded entirely by capital budget, some projects include a cost sharing component between the City and the respective BIA. The majority of these streetscaping projects are initiated at the request of the BIA and are submitted by Administration for consideration. It is important to note that some sidewalk repairs or replacements in the heritage areas required a permit by the Planning department.

Often these projects require enhanced or specialized maintenance techniques or schedules because the projects include features or elements above and beyond the City standard and/or are an enhancement to the functional requirements of the infrastructure (e.g. roads, street lights, sidewalks, etc).

For the remaining sidewalks that are not a part of the BIA, sidewalk replacement is carried out annually throughout the City of Windsor by the sidewalk capital replacement project. Sidewalk replacements are selected by using sidewalk condition ratings established through the Annual Sidewalk Inspection program. Additionally, selections are carefully made in order to avoid other major capital projects such as Road and Sewer rehabilitations and other major infrastructure projects.

### **Risk Analysis:**

Sidewalks are inspected on a four year cycle to ensure deficiencies are identified and repaired in order to maintain public safety. The sidewalk capital replacement project ensures that any deficient sidewalks are scheduled for replacement as funding permits. Failure to continue to provide these 2 programs can result in trip and fall claims.

### **Climate Change Risks**

#### **Climate Change Mitigation:**

N/A

**Climate Change Adaptation:**

N/A

**Financial Matters:**

N/A

**Consultations:**

Neil Robertson, Manager of Urban Design/Dep. City Planner

Fahd Mikhael, Manager, Design & Development Engineering

Melissa Osborne (Urban), Senior Manager of Asset Planning

**Conclusion:**

This report presents the methods used to identify the need for a sidewalk repair and the procedures to complete sidewalk repairs throughout the City of Windsor.

**Planning Act Matters:**

N/A

**Approvals:**

| Name           | Title  |
|----------------|--|
| Phong Nguy     | Manager, Contracts, Maintenance & Field Services |
| Dwayne Dawson  | Executive Director of Operations                 |
| Mark Winterton | City Engineer                                    |
| Onorio Colucci | Chief Administrative Officer                     |

**Notifications:**

| Name | Address | Email |
|------|---------|-------|
|      |         |       |

**Appendices:**

- 1 Appendix A - Guide to the Sidewalk Inspection Process
- 2 Appendix B - City of Windsor Standard Specifications S-29 Utility Cut Restoration





# GUIDE TO THE SIDEWALK INSPECTION PROCESS



PREPARED BY: OPERATIONS DEPT.  
TECHNICAL SUPPORT  
IMS OFFICE – MAY 10/2013

LAST UPDATED BY: MARK ROBERT  
LAST UPDATED: MAY 8/2019

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## GUIDE TO THE SIDEWALK INSPECTION PROCESS

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## 1. PURPOSE

The Technical Support division IMS office has developed a sidewalk inspection program designed to identify potential safety hazards and deficiencies and to assign condition ratings to city-owned sidewalks. This is a proactive approach to sidewalk maintenance and repair. The goal is to locate and identify for repair urgent and high severity sidewalk deficiencies before they result in injury or damage. In addition, assigning accurate condition ratings allow for better short and long term rehabilitation and budget planning.

It should be noted that this Guide is an internal training document for staff conducting the sidewalk inspections. It does not dictate what repairs are undertaken but rather provides some explanatory information about possible repair considerations for information purposes and minor repair categorization purposes only. The type of repairs undertaken and scheduling is determined by Maintenance Division management staff and is subject to site-specific conditions, funding, and resource constraints.

## 2. GENERAL

### 2.1 Background

An initial sweep of the City's sidewalks was performed over a three-year span starting in 2005 and ending in 2007. Every sidewalk was inspected during this time frame and recorded in the sidewalk inventory of Hansen. At that point a criteria based inspection cycle was developed and implemented to establish an annual sidewalk inspection program.

### 2.2 Inspection Cycle

IMS staff with the help of temporary staff (Engineering students) perform all sidewalk inspections. The inspections are based on a frequency that reflects the last recorded condition of the sidewalk and the level of pedestrian traffic. Pedestrian traffic is determined by the sidewalk's proximity to such things as schools, nursing homes and BIA's (Business Improvement Association areas), as well as the road classification. The following table describes the inspection cycle:

Table 2.1: Sidewalk Inspection Frequency

| Pedestrian Traffic | Condition Rating | Frequency of Inspections |
|--------------------|------------------|--------------------------|
| High               | Poor             | One Year                 |
| Medium             |                  |                          |
| Low                |                  |                          |
| High               | Good & Fair      | Two Years                |
| Medium             |                  |                          |
| High               | Excellent        | Three Years              |
| Low                | Good & Fair      |                          |
| Medium             | Excellent        | Four Years               |
| Low                |                  |                          |

### 2.3 Equipment

Sidewalk maps are provided at the beginning of the season outlining the sidewalks scheduled for inspection in the given year. These maps are broken down by IMS area and are accompanied by a spreadsheet outlining the current structural information for each sidewalk. Inspection staff is to verify this information or record any necessary changes. **During inspections, staff are to wear safety vests and CSA approved (green triangle and white patch with orange Greek letter omega) safety boots at all times.** Inspection equipment includes a measuring wheel, metal scale, radio, clipboard, spray paint can (orange paint), pens, highlighter, inspection sheets and equipment belt.

## 3. PERFORMING THE INSPECTIONS

### 3.1 Addressing Standard

In the City of Windsor, addresses follow a general rule of thumb. If the road runs north to south the addresses start from at the northernmost point and get higher as you move south. Therefore the lowest addresses would occur at the intersection with Riverside Drive in most cases. If the road runs east to west, the reference road is Ouellette Avenue. Therefore the addressing begins at Ouellette and increases as you move east or west. Figure 3.1 shows how the addressing scheme works.



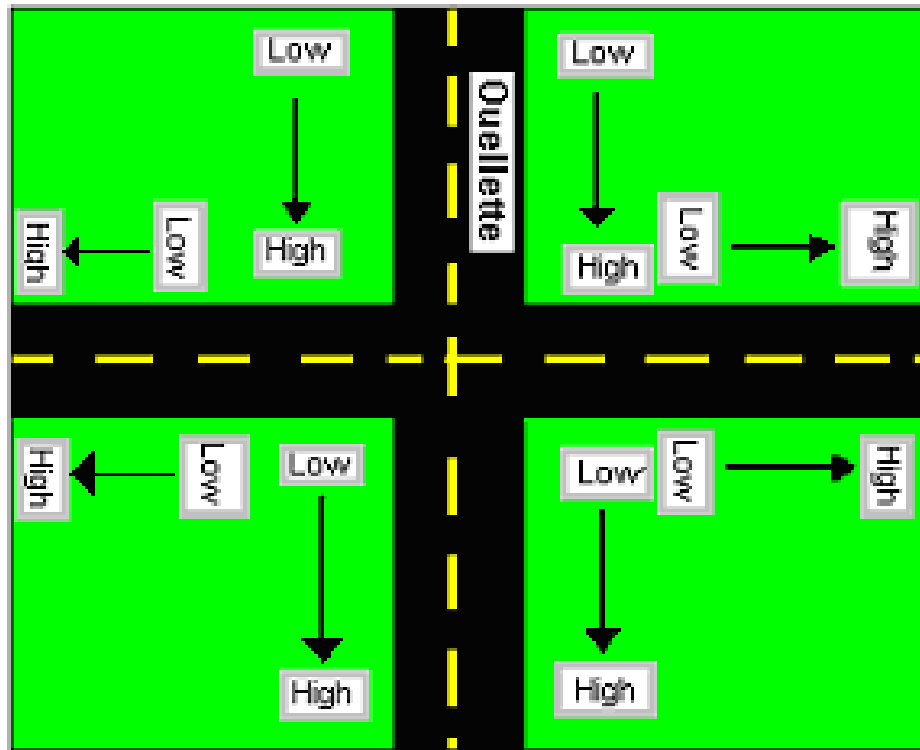


Fig. 3.1: Addressing Scheme

### 3.2 Sidewalk Layouts

There are generally three ways that sidewalks are installed in the right of way. The most common layout involves a curb and gutter at the edge of the street, followed by a grass filler, and finally by the sidewalk (See Figure 3.2a). The filler may be made of materials other than grass; like concrete, brick, asphalt, stone/gravel, etc.

Fig. 3.2a: Detached Sidewalks with Grass and Brick Fillers ([Google Maps](#) - ©2013 Google)

Another layout involves the sidewalk located directly beside the curb and gutter, with no filler. The curb & gutter is usually poured first, allowed time to cure and the sidewalk is poured after, with a joint separating the two (See Figure 3.2b).



Fig. 3.2b: Picture Showing a Sidewalk with no Filler ([Google Maps](#) - ©2013 Google)

The last common layout is what is known as an integral sidewalk setup. In this layout, the sidewalk and the curb and gutter are poured simultaneously with no joint in between them (as shown in Figure 3.2c). We refer to this type as “True” integral sidewalks (whereas the previous example in Fig. 3.2b will be referred to simply as Integral sidewalks).

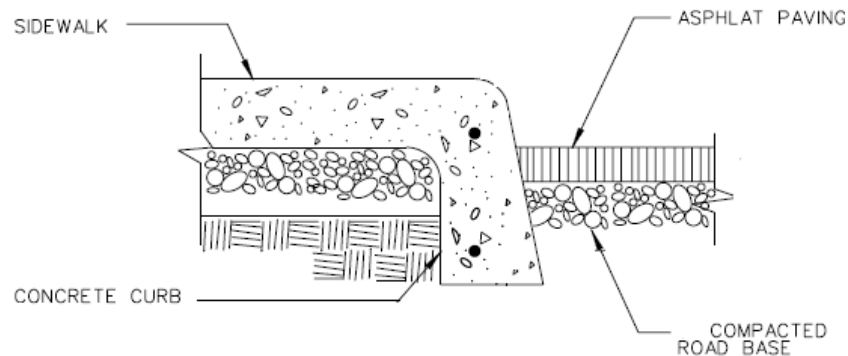


Fig. 3.2c: Typical Cross Section of a “True” Integral Sidewalk/Curb & Gutter  
([www.facilities.utah.edu/cdc](http://www.facilities.utah.edu/cdc))

Another thing to note is a special case involving “True” integral sidewalks. Sometimes the curb portion of the integral sidewalk may chip, crack, or spall. Even though this affects the curb portion and not the sidewalk portion, the deficiency may propagate towards the sidewalk over time since there is no joint present between the curb and sidewalk. Therefore these deficiencies need to be noted during the inspection. Please refer to Figure 3.2d below.

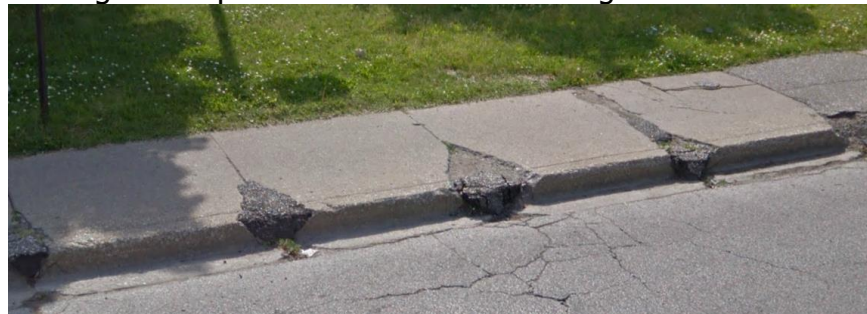


Fig. 3.2d: Typical Deficiency of a “True” Integral Sidewalk/Curb & Gutter  
([Google Maps](#) - ©2013 Google)

Sometimes the sidewalk portion of the right of way is not obvious. This is common in BIA's where the entire portion from the building edge to the curb (or filler) is concrete or brick (See Figures 3.2e & f). In these cases, we typically record deficiencies on the entire portion since citizens are likely to use the entire area. However, in some cases the inspections will not be performed on the entire area of sidewalk from building edge to curb (or filler). In these areas, the sidewalk will be defined by a control joint or another width of sidewalk present within the segment which is typically the width of sidewalk given in Hansen on the structural Tab. For this situation, the area within the width of the control joint to the curb (or filler), or predefined width of sidewalk (from Hansen) is to be inspected (see Fig. 3.2g). Obstructions will need to be noted where they do not allow for a wheelchair to pass by without entering the roadway, or where they cause trip hazards to pedestrians. Trip hazards in these areas may occur at planter boxes, uneven pavers, benches, light posts, parking meters, etc... These will be recorded on the inspection sheet in the same manner as any other uplift (based on depth, see sections 3.5 & 4.5). Another likely scenario that is encountered in these areas (typically BIA's) is where a patio is present on the sidewalk. Being that these patios typically aren't permanent fixtures and just a fenced/blocked off section of sidewalk, the sidewalk portion within the patio will need to be inspected. Deficiencies noted within these areas will be recorded just like any other deficiency. Although, a note will be added next to the deficiency that states it was within a patio area (refer to Fig. 3.2h). The best time to perform an inspection on sidewalks with patios present would likely be earlier in the morning. The reason for this is because the business is likely not open yet, and there is less of a chance for the patio furniture to be set up and patrons to be present.



Fig. 3.2e: Some Examples of Sidewalks in BIAs ([www.terragalleria.com](http://www.terragalleria.com))

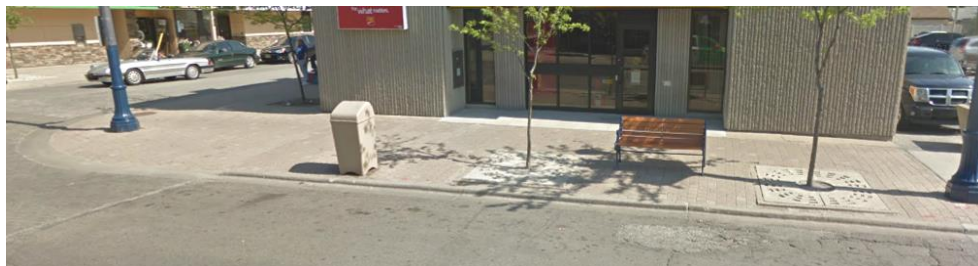


Fig. 3.2f: Some Examples of Sidewalks in BIAs ([Google](https://www.google.com/maps) Maps - ©2013 Google)



Fig. 3.2g: Shows Area to be Inspected Between Control Joint (Red Line) and Curb ([Google Maps](#) - ©2013 Google)

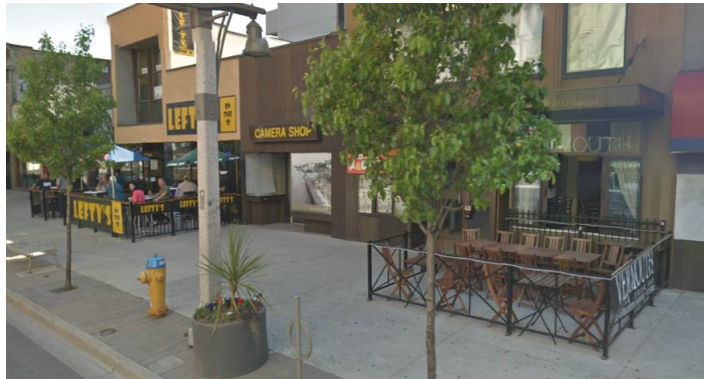


Fig. 3.2h: Patios on Sidewalk ([Google Maps](#) - ©2013 Google)

### 3.3 Sidewalk Material/Surface Types

Throughout the City of Windsor there are several different types of sidewalk material surface types. These materials are concrete, asphalt, asphalt on concrete, and brick pavers. Although some of these materials are more common than others, the less common materials are still present and also get inspected. As a result of this, two different sidewalk inspection sheets are currently used: one for asphalt sidewalks which is also used for asphalt on concrete and one for concrete sidewalks which is also used for brick paver sidewalks. Further to this, multiple materials may be present in one sidewalk segment (i.e. A certain percentage of the sidewalk segment is asphalt and a certain percentage is concrete). This is considered a Qualifier sidewalk and both types of inspection sheets are used. Please refer to Appendix A & B for inspection sheets.

### 3.4 Getting Started

Once you have all of the required equipment (see section 2.3), drive to the sidewalks that are going to be inspected. It is recommended, whenever possible to start from the low address of the street segment. This simplifies the data entry process considerably. Make sure that you are using the inspection sheet corresponding to the proper sidewalk material (concrete or asphalt). Before beginning the inspection, record the following items on the



inspection sheet if they are not already pre-populated from the Hansen Database:

- Street (pre-populated)
- From St (pre-populated)
- To St (pre-populated)
- Sidewalk ID (pre-populated)
- Sidewalk Material
- Street Side (pre-populated)
- Width of Sidewalk (pre-populated, but still verify and record)
- Date
- Time
- Weather
- Inspection Completed from (low or high address)
- Inspected By (your initials and signature)
- Filler Material (if applicable, pre-populated, but still verify and record)
- Filler Width (if applicable, pre-populated, but still verify and record)
- Low Address Sidewalk Connection Section (as per section 3.6)

### 3.5 Recording Observations

You are now ready to start the inspection. Place the measuring wheel at the edge of the wheelchair ramp (where it joins to the curb or street) and reset the dial. Walk the sidewalk noting all deficiencies and any additional comments, along with their distance from the beginning of the sidewalk and the address associated with each on the inspection sheet. The address is required only if urgent uplifts, severe drainage issues or high severity asphalt deficiencies are observed. If the deficiency is perpendicular to your walking direction (this is usually the case for uplifts and transverse cracks), only one distance has to be recorded. If the deficiency is parallel to your walking direction (this is usually the case for longitudinal, diagonal, edge and alligator cracking, as well as potholes), you must record the starting distance and the ending distance to reflect the length of the deficiency.

During concrete sidewalk inspections, a count of cracks (that have not uplifted), minor uplifts and major uplifts will be kept and the total numbers will be recorded for that segment. However, if the sidewalk is severely cracked or has many cracks in a concentrated area, this area is to be noted, cracks are still to be counted and suggested for repair or replacement. In this situation, the suggested repair for this area can be recorded in the comments section on the back of the inspection sheet along with the distance at which it is present. Furthermore, if the sidewalk panel has displaced at a crack, it is to be recorded as uplift and is **not** to be included in the crack count.

For asphalt sidewalk inspections, check the boxes under the heading *Severity* to describe how advanced the deficiency is. For cracks, low severity can apply to surface cracks with no uplifting or separation. High severity cracks can apply to deep wide cracks or cracks that have uplifted causing a hazard. In most cases it is up to your discretion to decide the severity of deficiencies. Keep in mind that many high severity deficiencies should correspond to a condition rating of poor, which suggests that the sidewalk may need to be replaced.

See Section 4, 6 and 7 for descriptions and pictures of common deficiencies that will be encountered during the inspection process and how severities are to be recorded on the inspection sheet.

Once you have come to the end of the sidewalk segment and have completed the inspection, the following items on the inspection sheet will need to be filled out:

- Record the measured length of sidewalk (from the wheel) in the Length of Sidewalk (next to the pre-populated length).
- Total Number of Cracks, Minor Uplifts and Major Uplifts Observed. Add up the crack, minor uplift and major uplift count tallies and record the numbers.
- High Address Sidewalk Connection section (as per section 3.6).
- New Condition Rating (as per section 3.7).

### 3.6 Sidewalk Connections with Roadways

At each end of the sidewalk, fill out the corresponding *Sidewalk Connection With Roadways* section of the sheet. Sidewalks typically connect to the roadway with a wheelchair ramp (or curb cut). The following things should be noted on the inspection sheet:

- Has the curb been cut with a wheelchair ramp? This provides access to people in wheelchairs.
- Is the wheelchair ramp stamped? Stamping provides an imprinted pattern on the ramp as it approaches the road to warn people with visual impairment of vehicle traffic. *See Figs. 3.6a, 3.6b & 3.6c*



Fig. 3.6a: Wheel Chair Ramp with Stamping ([Google Maps](#) - ©2013 Google)





Fig. 3.6b: Wheel Chair Ramp with Stamping ([Google Maps](#) - ©2013 Google)



Fig. 3.6c: Wheel Chair Ramp with control joints as stamping (City of Windsor - IMS Photo)

- Is a pedestrian warning plate present? A patterned warning plate (Tactile Dome) on the ramp warns people with visual impairment of vehicle traffic. *See Fig. 3.6d.*



Fig. 3.6d: Wheel Chair Ramp with Pedestrian Warning Plates (Tactile Dome)  
(City of Windsor - IMS Photo)

- Is the transition between the ramp and the road smooth? If not, how large is the difference? Also, if there is a lip present at the curb cut and gutter pan, this will be noted as well.



Fig. 3.6e: Wheel Chair Ramp with Lip at Curb in Gutter Pan and no stamp  
([Google](#) Maps - ©2013 Google)

- Is the wheelchair ramp in good structural condition? Are there cracks or uplifts on the ramp that could make it difficult to maneuver a wheelchair?

The inspection will typically end at the wheelchair ramp for the next street. There are a few common exceptions to this rule, which are described below:

- **Situation 1:** The end of the sidewalk occurs at a “T” intersection (as shown in Figure 3.6f). In this case the sidewalk end point will be in line with the centerline of the intersecting street. Under the *High Address Sidewalk Connection* section (on the back of the inspection sheet), check the box corresponding to midblock. Note: the next section of sidewalk will start with a midblock situation under the *Low Address Sidewalk Connection* section.
- **Situation 2:** The sidewalk ends where it intersects with another sidewalk and doesn’t continue to the curb (as shown in Figure 3.6f). In the sidewalk connection section of the inspection sheet, where it asks if the connection with the road wheel chair is accessible, check no and note that the sidewalk ends at another sidewalk.
- **Situation 3:** The sidewalk ends suddenly or ends at a driveway and doesn’t continue to the end of the street segment (as shown in Figure 3.6f). In the sidewalk connection section of the inspection sheet where it asks if the connection with the road is wheel chair is accessible, check no and note where the sidewalk ends (the address or a defining structure).

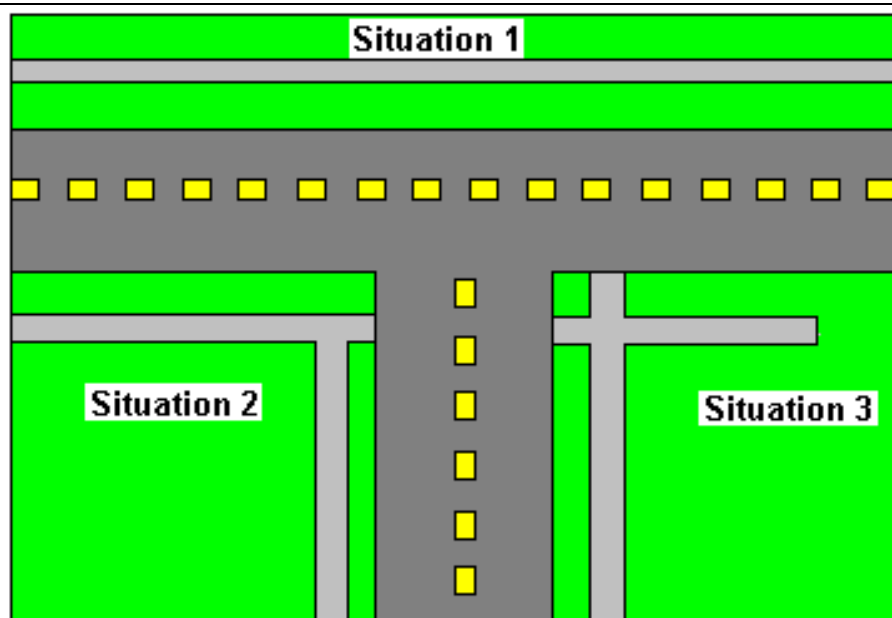


Fig. 3.6f: Some Special Sidewalk Ending Situations

- **Situation 4:** There is a wheel chair ramp present along the length of the sidewalk, but is not at the beginning (0.0 point) or the end (total length of sidewalk). For example, if the sidewalk segment is 100.0m in length and there is a wheel chair ramp at 20.0m, in the Additional Midblock Sidewalk Connections table in the comments section on the back of the sheet this will be noted, along with the aforementioned items on page 11, 12 & 13. Any wheel chair ramp located for access to a mailbox are not to be included.

If a situation, not described above occurs, be sure to make a note of the situation to prevent the need for a follow up site visit.

A rare situation that may occur is where there is a median/pork chop in the middle of the road (either at the end or beginning of the segment). Sometimes there is a portion of sidewalk that runs through it. When this occurs, this will need to be inspected but **is not** included in the length of the sidewalk segment that it is assigned to. Furthermore, only **Urgent** or **High** severity deficiencies will be recorded, and no wheel chair ramp info will be noted either. If one of these medians/pork chops is to be inspected, this will be indicated in the Asset Description field in Hansen, and in the Additional Comments/Observations section on the back of the inspection sheet for that particular segment. A typical example of a spot where this may occur is a roundabout, but it may occur at any other intersection.



Fig. 3.6g: Wheel Chair Ramp at Median/Pork Chop ([Google](#) Maps - ©2013 Google)

Not only are these medians/pork chops encountered at the beginning or end of a sidewalk segment, but they may also be present at any point within the sidewalk segment. Some examples of where this situation may occur are: at turn around loops on Huron Church Rd, or at a private driveway or entrance to a shopping plaza. Unlike the previous example (where they are present at the beginning or end of the segment), these will be included in the length of the sidewalk. Furthermore, the portion of road or driveway within the segment will also be inspected. The width of the sidewalk will be maintained through the portion of road or driveway and that is the section that is to be inspected. The observations that are noted in this road or driveway portion can be recorded in the comments section on the back of the inspection sheet, even if it is a different material then the rest of the sidewalk. Wheel chair ramp information on the median is also recorded in the Additional Midblock Sidewalk Connections table in the comments section.



Fig. 3.6h: Pork Chop with Wheel Chair Ramp @ Midblock Where There is an Entrance to a Shopping Plaza ([Google](#) Maps - ©2013 Google)



Fig. 3.6i: Pork Chop @ Midblock Where There is a Turnaround Loop  
([Google Maps](#) - ©2013 Google)

### 3.7 Finishing the Inspection

Once you have finished all relevant portions of the inspection sheet, a condition rating must be applied to the sidewalk section. Table 3.1 below shows the general rules, which should be used as a guide. Keep in mind that an excellent rating is typical of newly constructed sidewalks and a poor rating would suggest the need for the sidewalk to be replaced completely.

Table 3.1: Sidewalk Condition Ratings

| Condition Rating | % Deficient |
|------------------|-------------|
| EXCELLENT        | <= 10%      |
| GOOD             | 11 - 25%    |
| FAIR             | 26 - 45%    |
| POOR             | 46 – 100%   |

#### **Note:**

The most recently assigned condition rating will be included in your inspection package. This rating should not influence the rating that you assign for the sidewalk. Over time, typically deficiencies get worse and so does the rating. That is to be expected. If however, you are assigning a rating that is BETTER than the previous rating, it is very important that you explain why that is. If you can see asphalt, MG-Krete patches, grinding, or reconstruction on all or part of the sidewalk that looks very new, or the small discoloured circles left after mud-jackers have filled their insertion holes, write those comments on the inspection sheet and site those as reasons that the sidewalk has improved in condition. If you can see no evidence of any repair work, be very hesitant about assigning a better rating to the sidewalk. If you absolutely feel that the condition rating is not accurate then state that in the comments and someone in IMS will visit the segment or review previous inspection records, and make a final decision.



## 4. SIDEWALK DEFICIENCIES (Concrete & Asphalt)

### 4.1 Cracking

#### 4.1.1 Transverse Cracks

Transverse cracks are the result of non-uniform sub grade compaction. They also occur on sidewalks subjected to high vehicle loads, such as sections running through driveways. Transverse cracks are parallel to the joints, and therefore perpendicular to the direction of travel of the sidewalk. They span the entire width of the sidewalk in a relatively straight path. (see Figure 4.1.1 for a diagram of transverse cracking)

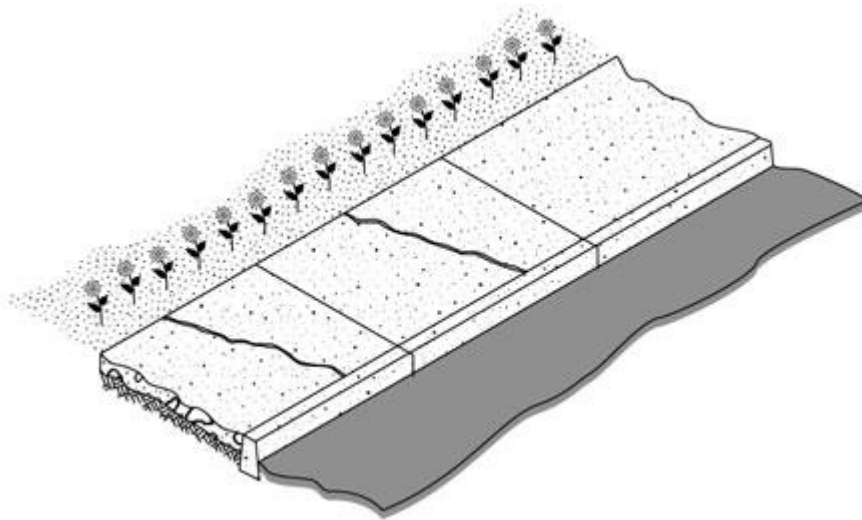


Fig. 4.1.1: Transverse Cracking of Concrete (<http://irc.nrc-cnrc.gc.ca>)

#### 4.1.2 Longitudinal Cracks

Longitudinal cracks run parallel to the traveling direction of the sidewalk, typically within the middle third of the sidewalk. These cracks are most often caused by non-uniform sub grade compaction but may sometimes be caused by vehicle loads. Longitudinal cracks usually start and end at panel joints or transverse cracks, however, they can extend through numerous expansion joints without stopping (as shown in Figure 4.1.2).





Fig. 4.1.2: Longitudinal Cracking of Concrete (<http://irc.nrc-cnrc.gc.ca>)

#### 4.1.3 Corner Cracking

Corner cracks are also caused by non-uniform sub grade compaction. This type of crack typically suggests a loss of support beneath the concrete slab. As the name suggests, corner cracks form diagonally at the corners of a panel (as shown in Figure 4.1.3).

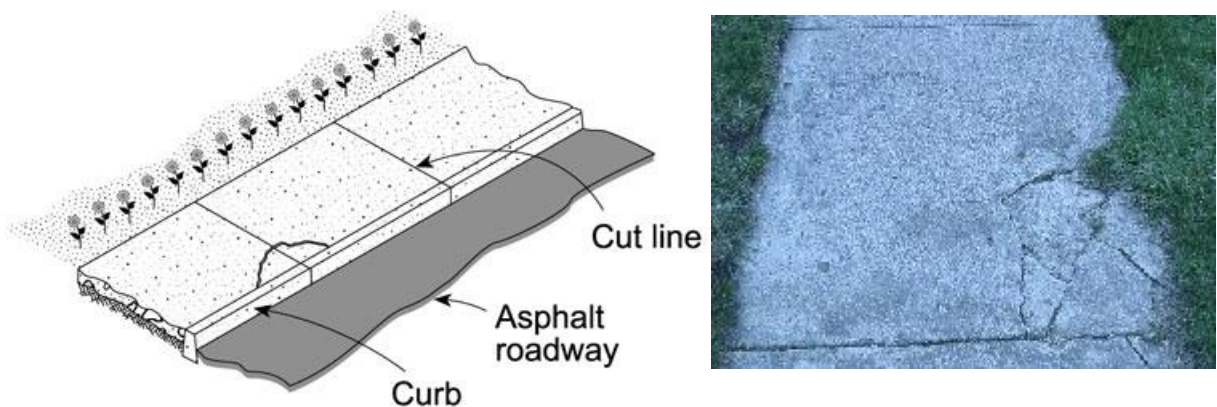


Fig. 4.1.3: Corner Cracking of Concrete (<http://irc.nrc-cnrc.gc.ca>)

#### 4.1.4 Alligator Cracking

Alligator cracks are characteristic of asphalt sidewalks. They are the result of pavement fatigue and consist of a network of cracks following an interlocking pattern (see Figure 4.1.4). The pavement between these cracks, over time, can be worked loose and produce potholes, which pose a serious tripping hazard and make it difficult to maneuver a wheelchair.



Fig. 4.1.4: Alligator Cracking of Asphalt (<http://toheroa-jim.blogspot.ca>)

#### 4.1.5 Edge Cracking

Like alligator cracks, edge cracks are common to asphalt sidewalks. They are thought to occur because of increased moisture content in the soil near the edges compared to the soil under the middle of the sidewalk. This causes the asphalt to settle quicker near the edges, resulting in cracking (see Figure 4.1.5).



Fig. 4.1.5: Edge Cracking of Asphalt ([www.asphaltrestore.com](http://www.asphaltrestore.com))

## 4.2 Heaving/Buckling

Another potential condition that may be encountered as a result of freeze thaw and extreme heat conditions is sidewalk buckling. This is where two panels will press up against each other and form a teepee or ramp like structure. The location and a measurement of the lift of the panels is to be noted during the inspection then reported to maintenance for repair.



Fig. 4.2: Sidewalk Heaving/Buckling ([www.seeclickfix.com](http://www.seeclickfix.com))

## 4.3 Potholes

Potholes form because the asphalt surface eventually cracks under the heat of the day and the stresses of traffic. These cracks allow snow and rainwater to seep into the underlying dirt and gravel. During cold winter weather, this water freezes and expands and some of the dirt and gravel is pushed out as a result, leaving a hole when the water eventually melts.



Fig. 4.3 Pothole in Asphalt Pavement ([pavenow.net](http://pavenow.net))

## 4.4 Rutting

Rutting is a surface depression or depressions in the asphalt typically caused by loads repeatedly in the same areas. Pavement uplift (shearing) may occur along the sides of the rut. Ruts are particularly evident after a rain when they are filled with water. There are two basic types of rutting: mix rutting and sub grade rutting. Mix rutting occurs when the sub grade does not rut yet the

pavement surface exhibits depressions as a result of compaction/mix design problems. Sub grade rutting occurs when the sub grade exhibits depressions due to loading. In this case, the pavement settles into the sub grade ruts causing surface depressions.



Fig. 4.4 Rutting in Asphalt ([halifax.ca](http://halifax.ca))

## 4.5 Uplifts

### 4.5.1 Uplifting

Because of the weather conditions in Windsor, the soil under the sidewalk expands and contracts during the freeze-thaw cycle. This effect, as well as tree roots, causes sections of the sidewalk to move vertically, creating a trip hazard. This typically occurs along joints or cracks in the sidewalk.

The height of the uplift determines its severity as outlined below:

- Minor Uplifts: less than (but not equal to) 15 mm (0.6 inches) high
- Major Uplifts: greater than or equal to 15 mm (0.6 inches) & less than 20 mm (3/4 inch) high
- Urgent Uplifts: greater than or equal to 20 mm (3/4 inch) high

For asphalt, these height differentials are used to categorize and record deficiencies as Low Severity, Medium Severity and High Severity respectively, see Section 7.

If an uplift greater than or equal to 3/4 inch (20 mm) is encountered during an inspection, it is to be spray painted (refer to fig. 4.5.2 for correct painting procedure) to warn pedestrians of its location and then reported to the maintenance crews for a temporary patch job once all sidewalks in that respective (IMS) area have been inspected.

If an uplift greater than 1.5 inches (38 mm) is encountered during an inspection it is considered "Priority". It is also spray painted to warn pedestrians of its location, the "P" will be checked on the inspection



sheet and highlighted in orange. It will be reported to maintenance crews for repair typically the day it is encountered. This repair is typically provided as soon as possible, from the time the uplift is noted.

Uplifts do not always have a constant depth. If this is the case, the uplift should be measured at the location where the depth is largest.

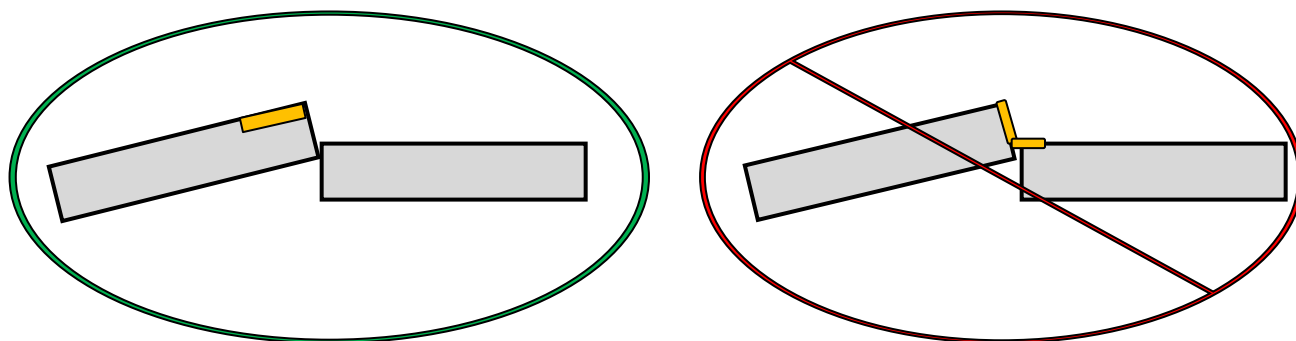
Work orders are generated by an Operations/Asset Analyst for all Urgent Uplifts encountered during the sidewalk inspections. These uplifts are considered to be serious trip hazards.



Fig. 4.5.1: Uplifting of Concrete (<http://vtconcretecutting.com>, [www.pccconcrete.com](http://www.pccconcrete.com))

#### 4.5.2 Painting Urgent Uplifts

As mentioned in section 4.5.1, any uplift encountered that is greater than or equal to 20mm will be spray painted with orange paint to warn pedestrians of the potential trip hazard and to help maintenance crews locate the uplift when going out to make the repair. For operational reasons, spray paint is to be applied only to the top of the uplifted slab. Do not spray paint the vertical face of the slab. The reason for this is because the MG-Krete or asphalt will not adhere to the surface as well if the vertical face of the uplifted slab is sprayed. Therefore the operator will need to spend extra time removing the paint prior to completing the repair.



Spray the top of the uplifted slab

Do not spray the vertical face of the uplifted slab

Fig. 4.5.2: Demonstrates How Urgent Uplifts Should be Spray Painted.

However, there are some instances when an uplift classified as “Urgent” would be spray painted differently. Some examples of urgent uplifts that would be sprayed differently are: pavers or planters in BIA’s, are sprayed on the lower slab; pavers or stamped concrete in a resident’s driveway would not be sprayed. In this instance the sidewalk leading up to the driveway would be sprayed. The reason why these types of items would be painted differently is because not only do they serve as the structural component of the sidewalk but they are also meant to add an increased level of aesthetics to the area.

If you come across a driveway that has settled and is either pavers or coloured concrete then this should be noted on the inspection as these will be reassigned to Public Works Admin Inspectors by Technical Support-IMS.

#### 4.6 Uplifting at a Crack

Over time, due to our climate, the sidewalk may begin to displace or heave at a crack causing a trip hazard (uplift). The most likely reasons this may occur is water infiltration in the crack followed by a freeze thaw cycle and/or extreme heat conditions. Refer to section 5 for other potential causes. If this situation is encountered during an inspection, this will not be recorded as a crack, but will be recorded simply as an Uplift and the “C” will be checked on the inspection sheet. (Refer to Section 4.5 Uplifts for uplift classifications).



Fig. 4.6: Displaced Panels at a Crack ([www.nachi.org](http://www.nachi.org))

#### 4.7 Drainage

Drainage problems cause water to sit on the surface of the sidewalk, which can cause structural damage. They may occur due to uneven settlement beneath the slab resulting in sagging of the panel. Another cause is any combination of the abovementioned deficiencies. Where cracks are present, water (and salt) is able to seep down to the sub grade causing further problems. Drainage problems are sometimes difficult to spot. After a period of rain however, they can be noted as areas where puddles have formed on the sidewalk. (See Figure 4.7)

Another drainage deficiency could be the tilt of the panel. Sidewalks are designed to force water towards the street. If the panel is graded in such a way that water drains towards the building instead of the street, then the homeowner’s land may be damaged.





Fig. 4.7: Drainage Problems on Sidewalks ([www.owl.net.rice.edu](http://www.owl.net.rice.edu), [www.daily.sightline.org](http://www.daily.sightline.org))

### 4.8 Settled Panels

Another situation that may be encountered during the inspections is settled sidewalk panels along the back of a curb. This situation is generally not noted during inspection unless the following situations are present: if there is some sort of path/lead walk adjacent or leading up to the sidewalk that encourages or suggests travel in the direction perpendicular to the sidewalk; if the panels are settled at or near the curb at a wheel chair ramp; if there is a drainage issue; or if there is a bus stop at the location. Where this exists at a bus stop, it will be limited to the loading and unloading areas at the front and back of the bus where a bus stop sign, shelter or bench is present. In these cases a note will be made in the comments section of the inspection sheet, noting the distance at which this settlement is present and the depth of the settlement. This will then be provided to the Maintenance Division for repair.



Fig. 4.8 Settled Sidewalk Panels Along Back of Curb ([concretejack.com](http://concretejack.com))

### 4.9 Miscellaneous / Encroachments

Oftentimes, objects are encountered, having the potential to cause a trip hazard or making the sidewalk inaccessible to persons with disabilities or pedestrians in general. Sometimes these items are permanent structures, and sometimes they may be temporary structures. Such objects should be documented during the inspection. Examples include utility caps and poles, planter boxes, fencing, landscaping (rocks, pavers, edging etc.), overgrown trees and gravel or debris just to name a few (see Figure 4.9). Some of which

may not be a city asset but those of another utility company or the private property owner. There is an Encroachments Section on the inspection sheet that can be used for these items or the additional Comments section on the back for those items without a proper section on the sheet. A service request will then be made through the Amanda system. Alternatively, a note is to be made in the Comment column of the Encroachments section on the front of the inspection sheets (Concrete and Asphalt), should it fall into this category. See section 6 for some specific examples and refer to the City of Windsor's Engineering Best Practices – BP3.2.2 (Refer to Appendix C). Furthermore, if the sidewalk has filler between itself and the curb, it is important to be aware for potential trip hazards that may be present (excluding grass and granular fillers). Urgent uplifts and high severity deficiencies will be noted on the inspection sheet (in the urgent uplift section, or applicable section on the asphalt sheet) with a note in the Comment column stating it is in the filler. These will then also be reported to Maintenance for repair. In addition to the filler area, other areas adjacent to the sidewalk are to be inspected for encroachments that could pose a significant hazard to pedestrians. These areas adjacent to the sidewalk are defined as beginning at the outer edges of the sidewalk and ending at the lesser of the limit of the highway (ie. start of private property), back edge of curb if there is a curb, and a 45cm maximum. These encroachments are to be recorded in the Encroachment section of the sheet. Indicate in the Comment column on the front of the inspection sheets (Concrete and Asphalt) if the encroachment is found on the sidewalk surface or adjacent to the sidewalk by checking the appropriate box (SW-Sidewalk Surface, ADJ-Adjacent to sidewalk). In these cases, a service request will be issued in the Amanda System to a Public Works Admin Inspector for follow up.



Fig. 4.9: Some Examples of Obstacles in Sidewalks  
([www.ocreger.com](http://www.ocreger.com), [www.pedestrians.org](http://www.pedestrians.org), [www.kaysvillecity.com](http://www.kaysvillecity.com))

## 5. CAUSES OF SOME DEFICIENCIES

### 5.1 Trees

Trees planted in the City right of way tend to be situated fairly close to the sidewalk. As the tree's roots grow beneath the sidewalk, they push up the subsoil causing cracks and uplifts to the slab (see Figure 5.1). This can be

reduced by installing root barriers during the sidewalk construction to prevent the roots from growing beneath the slab.



Fig. 5.1: Uplifting Caused by Tree Roots  
([www.ci.middleton.wi.us](http://www.ci.middleton.wi.us), [www.oneilstreeservice.com](http://www.oneilstreeservice.com))

## 5.2 Heavy Load

Sidewalks are not designed to carry large loads. They are meant to support the weight of people, bicycles, snow and some light machinery. When the sidewalk is subjected to unexpectedly large loads, failure occurs producing cracks which propagate with repeated application of the load. Typically, this is an issue where sidewalks occur at driveways; however, sometimes sidewalks are used inappropriately (as shown in Figure 5.2). It may not be obvious that heavy loads are the cause of some cracks unless the cause was observed during the inspection.



Fig. 5.2: Some Examples of Heavy Loads on Sidewalks ([writog.blogspot.ca](http://writog.blogspot.ca), [www.io.com](http://www.io.com))

## 5.3 Age

If the sidewalks are not subjected to unexpected loads or tree roots, it is most likely that deficiencies were caused by age. Factors affecting the aging process of sidewalks include weather, fatigue, the freeze-thaw cycle, erosion and use. Spalling and chipping are other common deficiencies caused by age and improper placement practices (see Figure 5.3).





Fig. 5.3: Spalling of a Concrete Sidewalk ([www.rss.ca](http://www.rss.ca), [www.concretesealerandblanket.org](http://www.concretesealerandblanket.org))

## 6. SPECIAL CASE SCENARIOS

As mentioned in section 4.9, there are some special case scenarios that are encountered while inspecting sidewalks. These scenarios have the potential to cause trips hazards to pedestrians and should be treated just like any other trip hazard/uplift. The following will show some typical scenarios that may be encountered while inspecting a sidewalk segment. In no way do the following scenarios represent every situation that may be encountered, but serve as a representation of the more common scenarios encountered.

### 6.1 Maintenance Holes

If a maintenance hole is present in a sidewalk, it may cause a serious trip hazard. If the maintenance hole has sunk, or is not level with the surrounding concrete/asphalt, this needs to be noted on the inspection sheet as an **Encroachment** (based on its depth – 20mm or greater). Check the M/H box in the location information column to indicate the trip hazard is at a maintenance hole. These can be owned by the City of Windsor or by other companies such as WUC and Bell.



Fig. 6.1: Maintenance Hole in Sidewalk ([Google](https://www.google.com/maps) Maps - ©2013 Google)

### 6.2 Water Valves/Curb stops

In some cases a WUC water valve or curb stop may be present along a sidewalk. If the water valve or curb stop is raised from the sidewalk (or sunk), this needs to be noted on the inspection sheet as an encroachment (based on it's depth – 20mm or greater). Check the water valve or curb stop box in the

location information column to indicate the trip hazard is at a water valve or curb stop.



Fig. 6.2a: Water Valve in Sidewalk (WUC) ([Google](#) Maps - ©2013 Google)



Fig. 6.2b: Water Valve (WUC) in Sidewalk with Asphalt Patch ([Google](#) Maps - ©2013 Google)



Fig. 6.2c: Curb Stop (WUC) Present in Sidewalk ([www.utilitor.ca](http://www.utilitor.ca))

### 6.3 Sewer Cleanouts

In some rare cases a home owner's sewer cleanouts may be present along a sidewalk. These are to be treated in the same manner as water valves (as mentioned in section 6.2).





Fig. 6.3: Sewer Cleanout in Sidewalk ([Google](#) Maps - ©2013 Google)

### 6.4 Poles, Parking Meters, Signs and Trees

These are common obstructions that may be found along a sidewalk. These could include utility poles owned by the city or Enwin (Hydro), parking meters and signs owned by the city and trees and stumps owned by the city's Parks Department. It is not uncommon that at the base of these items, the concrete or asphalt may pose a trip hazard to pedestrians or a structural deficiency in the sidewalk material may be present. In some cases, a trip hazard may be present where one of these items previously existed. As mentioned previously, if these provide an obstruction to pedestrians, it is to be recorded on the inspection sheet in the appropriate section or in the additional comments section on the back of the inspection sheet.



Fig. 6.4: Light Pole, Parking Meter & Sign Present on Sidewalk  
([Google](#) Maps - ©2013 Google)

### 6.5 Pavers

Brick (or stone) pavers are not common materials currently used for sidewalk construction, but are found in such areas as BIA's and are used for residential driveways where there is a sidewalk present. When encountered, these are treated the same as any other concrete sidewalk. A crack in the paver will be counted as a crack, and if pavers are displaced an uplift will be recorded. Note, if a crack is present in a paver and the paver has displaced as a result of the crack, this will be recorded as an uplift and not a crack. It is also important to note that pavers may also shift horizontally as well. This means that there is potential for a significant gap between pavers, which would also cause a hazard. In such cases where significant gaps are present, the distance at which

it is present along with an approximate width is to be recorded in the comments section on the back of the inspection sheet.

Where pavers are present in a private driveway, if an urgent uplift is encountered, **the pavers are not to be painted (please refer to section 4.5.2)**. If you come across a driveway that has settled and is either pavers or colored concrete then this should be noted on the inspection because these will be reassigned to Public Works Admin Inspectors by Technical Support - IMS. A service request will then be issued through the Amanda system. Furthermore, when a sidewalk runs through a residential or private driveway, inspection is only to be carried out on the portion of the driveway that lies within the width of the sidewalk (as viewed below in the right photo of Fig. 6.5),



Fig. 6.5: Brick/Stone Pavers as Part of a Sidewalk ([Google Maps](#) - ©2013 Google)

## 7. SEVERITY OF DEFICIENCIES FOR ASPHALT SIDEWALKS

For asphalt sidewalks, the inspection sheets require a severity to be assigned to each noted deficiency. The following sections will show some examples of different deficiencies as a reference to determine severities.

### 7.1 Low Severity

Low severity deficiencies are not likely to cause injury to pedestrians and do not require repair. For example, low severity cracks are often reflective cracks that represent cracks that are beginning at the bottom of the slab and appear as a thin surface cracks. (see Figure 7.1)

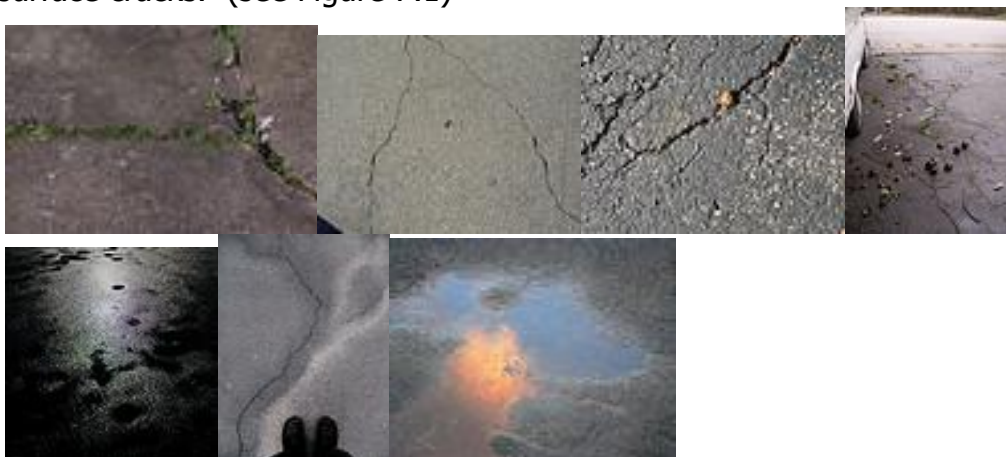


Fig. 7.1: Examples of Some Low Severity Deficiencies ([www.flickr.com](http://www.flickr.com))

### 7.2 Medium Severity

Medium severity deficiencies are more serious than low severity; however, they are still unlikely to result in injury and therefore will also not need immediate attention. The figure below (Figure 7.2) shows some examples of medium severity deficiencies.



Fig. 7.2: Examples of Some Medium Severity Deficiencies ([www.fotosearch.com](http://www.fotosearch.com))

### 7.3 High Severity

High severity deficiencies negatively impact the structural integrity of the sidewalk. They also have the potential to injure pedestrians or make the sidewalk unusable for people in wheelchairs or using canes. This is especially true where cracks are greater than 10mm wide or deep potholes exist (see Figure 7.3). High severity deficiencies are to be recorded on the inspection sheet, spray painted orange, and recommended for repair.



Fig. 7.3: Examples of Some High Severity Deficiencies ([www.fotosearch.com](http://www.fotosearch.com))

It is important to note that in some cases the depth or displacement of a deficiency may be the factor that determines its severity. **In these cases, the depth reading**



---

**will follow the same criteria (height differentials) used for uplifts on concrete sidewalks.**

Therefore, correlating the depth measurements, to asphalt severity classifications:

- Minor Uplifts & Low Severity: less than (but not equal to) 15 mm (0.6 inches) high.
- Major Uplifts & Medium Severity: greater than or equal to 15 mm (0.6 inches) & less than 20 mm (3/4 inch) high.
- Urgent Uplifts & High Severity: greater than or equal to 20 mm (3/4 inch) high.

High Severity deficiencies (as well as Urgent Uplifts) are to be spray painted to alert pedestrians and reported to the Maintenance crews for a temporary patch job once all sidewalks in that respective IMS area have been inspected.

Also, if a deficiency with a height differential greater than or equal to 1.5 inches (38 mm) is encountered during an inspection, it is to be considered "Priority" and is also spray painted to warn pedestrians of its location, but will be reported to maintenance crews for repair typically the day it is encountered. This repair is typically provided as soon as possible, from the time the uplift is noted.

## 8. REPAIR OPTIONS

*This Guide is an internal training document for staff conducting the sidewalk inspections. This Section does not dictate what repairs are undertaken but rather provides some explanatory information about possible repair considerations for information purposes and minor repair categorization purposes only. The type of repairs undertaken and scheduling is determined by Maintenance Division management staff and is subject to site-specific conditions, funding, and resource constraints.*

Generally speaking, the method of repair is dependent on a number of factors including the type and severity of the deficiency and economic considerations. As an example, it could be more cost effective to perform:

- spot repairs on severe deficiencies on a sidewalk that is in a state of overall good condition
- slab replacement if one or more panels are affected by deficiencies but the rest of the sidewalk is in good condition
- total reconstruction if the sidewalk is in overall poor condition instead of a large number of small repairs.

During the sidewalk inspection process, the location of sidewalk deficiencies on a sidewalk segment is recorded. From the observations recorded on the Inspection sheets, work orders are issued for:

- Urgent Uplifts (including Miscellaneous Items & Cracks falling in this category) on concrete sidewalks and brick paver sidewalks and
- High Severity deficiencies (including Miscellaneous Items falling in this category) on asphalt sidewalks and asphalt on concrete sidewalks.

The actual method of repair undertaken and scheduling will be determined by Maintenance Division management staff upon their review of the site.

In addition, the overall condition rating assigned to the sidewalk segment during the sidewalk inspection process is used to report sidewalk needs for use in short and long term rehabilitation (i.e. reconstruction) and budget planning.

The following Sections provide general information on some of the repair methods used by Maintenance Division.

### 8.1 Mudjacking (Currently not being used)

Mudjacking is a method of repair for uplifted concrete panels. Small holes are drilled into the concrete. These holes are used to pump topsoil, and clay or grout below the slab. This lifts the lower slab to the height of the higher slab, creating a flush surface. The holes are then filled with concrete. This method is suggested when an uplift occurs between two slabs in good condition. The figures below (Figures 8.1a & 8.1b) show before and after pictures of sidewalks repaired by mudjacking.



Fig. 8.1a: Sidewalk Uplift Repaired by Mudjacking  
([www.mudjacking.com](http://www.mudjacking.com))



Fig. 8.1b: Tilted Sidewalk Repaired by Mudjacking  
([www.ssescoinc.com](http://www.ssescoinc.com))



### 8.2 Grinding or Saw Cutting

Grinding and saw cutting are other methods of repairing uplifted concrete sidewalks. The edge of the uplift is simply grinded down or cut diagonally, forming a small ramp, and eliminating the trip hazard. These methods can be used to flatten up to 20mm of lift. One problem with this method is that these repairs are not as pleasing to the eye as mudjacking repairs (see Figure 8.2).





Fig. 8.2: Examples of Uplifts Repaired by Grinding (left) and Saw Cutting (right)  
(<http://service.govdelivery.com>)

### 8.3 Asphalt Ramping/Patching

Asphalt ramping/patching involves using asphalt to form a ramp between the two levels of the uplift. This should be considered only as a temporary measure. Currently, some urgent uplifts (greater than and equal to 20 mm) are repaired using this type of temporary patch (see Figure 8.3). Asphalt is also used to repair high severity deficiencies on asphalt sidewalks. Repairs with asphalt are made on such items as: potholes, wide (high severity) cracks and ruts, and in some cases to level out a sidewalk to prevent ponding. In some (rare) cases, asphalt has also been used to overlay portions or even an entire sidewalk.



Fig. 8.3: Asphalt Patches on Sidewalk ([www.chpn.net](http://www.chpn.net))

### 8.4 MG-Krete Ramping/Patching

Just like asphalt ramping, MG-Krete is used to form a ramp between the two levels of uplift. Although this is considered a temporary fix, it lasts typically 5 years which is much longer than asphalt. Some other advantages of MG-Krete are: withstands wear better, cures very rapidly in all weather and temperature conditions, more aesthetically pleasing than asphalt, tenaciously bonds to concrete, and is very impervious/resistant to moisture, salt, gas, and oils. Currently, the majority of urgent uplifts (greater than and equal to 20 mm) are repaired using this type of temporary patch.

This repair method along with asphalt ramping/patching (as mentioned previously in 8.3) is typically provided to Urgent Uplifts greater than and equal to 38mm and High Severity deficiencies greater than and equal to 38mm as soon as possible from the time they are noted. (see Fig. 8.4)



Fig. 8.4 MG-Krete Ramping/Patching ([vancouver.ca](http://vancouver.ca)), ([northlandconstruction.com](http://northlandconstruction.com)), ([vancouver.ca](http://vancouver.ca)), ([Google](http://Google) Maps - ©2013 Google)

## 8.5 Slab Replacement

In cases where an entire panel or series of panels are severely deficient (see Figure 8.5 below), it may be necessary to remove and replace panels.



Fig. 8.5: Examples of Panels Needing Replacement (<http://mlpa.org>)

## GUIDE TO THE SIDEWALK INSPECTION PROCESS

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# **APPENDIX A:**

## **Concrete Inspection Sheet**

## CONCRETE SIDEWALK INSPECTION SHEET

Date: \_\_\_\_\_ Time: \_\_\_\_\_ Weather: \_\_\_\_\_  
Inspection Completed from ☐ Low address ☐ High address Inspected by: \_\_\_\_\_

### SIDEWALK DEFICIENCY

**Cracking - No Uplift** (do not include cracks that have uplifted)

Total Number  
of Cracks Observed: \_\_\_\_\_

Minor Uplifting – 0 to &lt;15mm

Total Number  
of Minor Uplifts Observed: \_\_\_\_\_

Major Uplift 15 to &lt; 20 mm

Total Number  
of Major Uplifts Observed: \_\_\_\_\_

Urgent Uplift  $\geq 20\text{mm}$  &  $38\text{mm}$  ("P" - Priority), Mark both with paint (if the uplift is at a crack, check off the "C")

[illegible]

### Drainage

|  |  |    |  |
|--|--|----|--|
|  |  | to |  |
|  |  | to |  |
|  |  | to |  |

### Encroachments

|   |    |   |
|---|----|---|
| <input type="checkbox"/> SW<br><input type="checkbox"/> ADJ | to | <input type="checkbox"/> Landscaping, <input type="checkbox"/> Fence, <input type="checkbox"/> Curb Stop,<br><input type="checkbox"/> Water Valve, <input type="checkbox"/> M/H, <input type="checkbox"/> Hydro Box |
| <input type="checkbox"/> SW<br><input type="checkbox"/> ADJ | to | <input type="checkbox"/> Landscaping, <input type="checkbox"/> Fence, <input type="checkbox"/> Curb Stop,<br><input type="checkbox"/> Water Valve, <input type="checkbox"/> M/H, <input type="checkbox"/> Hydro Box |
| <input type="checkbox"/> SW<br><input type="checkbox"/> ADJ | to | <input type="checkbox"/> Landscaping, <input type="checkbox"/> Fence, <input type="checkbox"/> Curb Stop,<br><input type="checkbox"/> Water Valve, <input type="checkbox"/> M/H, <input type="checkbox"/> Hydro Box |

Over →

File Path: G:\IMS\Forms\Sidewalks\SW Isnp Form - 2019

Revision date: 05/08/2019



## GUIDE TO THE SIDEWALK INSPECTION PROCESS

| SIDEWALK CONNECTION WITH ROADWAYS  |  |
|--|--|
| Is it an integral sidewalk (Abutting curb)? Yes <input type="checkbox"/> No <input type="checkbox"/><br>If no, what is the filler material? _____ Filler width? _____ (m)  |  |
| Low address sidewalk connection  | Intersecting Road _____ (Midblock <input type="checkbox"/> ) |
| Is sidewalk connection with road wheel chair accessible? Yes <input type="checkbox"/> No <input type="checkbox"/> If yes, is the curb cut stamped? Yes <input type="checkbox"/> No <input type="checkbox"/><br>If yes, is a tactile dome present? Yes <input type="checkbox"/> No <input type="checkbox"/> |  |
| If yes, Is the connection in good condition? Yes <input type="checkbox"/> No <input type="checkbox"/><br>Are edges of curb cut flush with street and sidewalk? Yes <input type="checkbox"/> No <input type="checkbox"/>  |  |
| High address sidewalk connection   | Intersecting Road _____ (Midblock <input type="checkbox"/> ) |
| Is sidewalk connection with road wheel chair accessible? Yes <input type="checkbox"/> No <input type="checkbox"/> If yes, is the curb cut stamped? Yes <input type="checkbox"/> No <input type="checkbox"/><br>If yes, is a tactile dome present? Yes <input type="checkbox"/> No <input type="checkbox"/> |  |
| If yes, Is the connection in good condition? Yes <input type="checkbox"/> No <input type="checkbox"/><br>Are edges of curb cut flush with street and sidewalk? Yes <input type="checkbox"/> No <input type="checkbox"/>  |  |

| ADDITIONAL COMMENTS/OBSERVATIONS  |  |  |  |  |  |              |  |  |  |  |               |  |  |  |  |         |  |  |  |  |              |  |  |  |  |                |  |  |  |  |       |  |  |  |  |
|---|--|--|--|--|--|--------------|--|--|--|--|---------------|--|--|--|--|---------|--|--|--|--|--------------|--|--|--|--|----------------|--|--|--|--|-------|--|--|--|--|
| <div style="float: right; border: 1px solid black; padding: 5px; margin-top: 10px;"> <p style="text-align: center; margin: 0;"><b>ADDITIONAL MIDBLOCK<br/>SIDEWALK CONNECTIONS</b></p> <p style="text-align: center; margin: 0;">Indicate 'Y' for Yes, 'N' for No</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr><td style="padding: 2px;">Location (m)</td><td></td><td></td><td></td><td></td></tr> <tr><td style="padding: 2px;">WC Accessible</td><td></td><td></td><td></td><td></td></tr> <tr><td style="padding: 2px;">Stamped</td><td></td><td></td><td></td><td></td></tr> <tr><td style="padding: 2px;">Tactile Dome</td><td></td><td></td><td></td><td></td></tr> <tr><td style="padding: 2px;">Good Condition</td><td></td><td></td><td></td><td></td></tr> <tr><td style="padding: 2px;">Flush</td><td></td><td></td><td></td><td></td></tr> </table> </div> |  |  |  |  |  | Location (m) |  |  |  |  | WC Accessible |  |  |  |  | Stamped |  |  |  |  | Tactile Dome |  |  |  |  | Good Condition |  |  |  |  | Flush |  |  |  |  |
| Location (m)  |  |  |  |  |  |              |  |  |  |  |               |  |  |  |  |         |  |  |  |  |              |  |  |  |  |                |  |  |  |  |       |  |  |  |  |
| WC Accessible   |  |  |  |  |  |              |  |  |  |  |               |  |  |  |  |         |  |  |  |  |              |  |  |  |  |                |  |  |  |  |       |  |  |  |  |
| Stamped   |  |  |  |  |  |              |  |  |  |  |               |  |  |  |  |         |  |  |  |  |              |  |  |  |  |                |  |  |  |  |       |  |  |  |  |
| Tactile Dome  |  |  |  |  |  |              |  |  |  |  |               |  |  |  |  |         |  |  |  |  |              |  |  |  |  |                |  |  |  |  |       |  |  |  |  |
| Good Condition  |  |  |  |  |  |              |  |  |  |  |               |  |  |  |  |         |  |  |  |  |              |  |  |  |  |                |  |  |  |  |       |  |  |  |  |
| Flush   |  |  |  |  |  |              |  |  |  |  |               |  |  |  |  |         |  |  |  |  |              |  |  |  |  |                |  |  |  |  |       |  |  |  |  |

| CONDITION RATING AT TIME OF LAST INSPECTION |
|---|
| EXCELLENT                                   |
| GOOD  |
| FAIR  |
| POOR  |

| NEW CONDITION RATING |                      |
|----------------------|----------------------|
| CONDITION            | DESCRIPTION          |
| EXCELLENT            | ≤ 10% deficiency     |
| GOOD                 | 11 - 25 % deficiency |
| FAIR                 | 26 - 45 % deficiency |
| POOR                 | ≥ 46 % deficiency    |

Over →

# **APPENDIX B:**

## **Asphalt Inspection Sheet**

# GUIDE TO THE SIDEWALK INSPECTION PROCESS

## ASPHALT SIDEWALK INSPECTION SHEET

STREET: \_\_\_\_\_

Sidewalk ID: \_\_\_\_\_ From St.: \_\_\_\_\_ To St.: \_\_\_\_\_

Material: ☐ Asphalt Street Side: ☐ North ☐ South ☐ East ☐ West ☐ Innerblock walkway ☐ Median

Length Of Sidewalk: \_\_\_\_\_ (m) Sidewalk Width: \_\_\_\_\_ (m)

Date: \_\_\_\_\_ Time: \_\_\_\_\_ Weather: \_\_\_\_\_

Inspection Completed from ☐ Low address ☐ High address Inspected by: \_\_\_\_\_

| SIDEWALK DEFICIENCIES <input type="checkbox"/> Yes <input type="checkbox"/> No                |           |           |   |
|---|-----------|-----------|---|
| Comments  | Addresses | Distances | Severity  |
| <b>Isolated Cracking</b>  |           |           |   |
|   |           | to        | <input type="checkbox"/> Low <input type="checkbox"/> Med <input type="checkbox"/> High   |
|   |           | to        | <input type="checkbox"/> Low <input type="checkbox"/> Med <input type="checkbox"/> High   |
|   |           | to        | <input type="checkbox"/> Low <input type="checkbox"/> Med <input type="checkbox"/> High   |
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|   |           | to        | <input type="checkbox"/> Low <input type="checkbox"/> Med <input type="checkbox"/> High   |
| <b>Alligator Cracking</b>   |           |           |   |
|   |           | to        | <input type="checkbox"/> Low <input type="checkbox"/> Med <input type="checkbox"/> High   |
|   |           | to        | <input type="checkbox"/> Low <input type="checkbox"/> Med <input type="checkbox"/> High   |
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|   |           | to        | <input type="checkbox"/> Low <input type="checkbox"/> Med <input type="checkbox"/> High   |
| <b>Potholes, Rutting, etc.</b>  |           |           |   |
|   |           | to        | <input type="checkbox"/> Low <input type="checkbox"/> Med <input type="checkbox"/> High   |
|   |           | to        | <input type="checkbox"/> Low <input type="checkbox"/> Med <input type="checkbox"/> High   |
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|   |           | to        | <input type="checkbox"/> Low <input type="checkbox"/> Med <input type="checkbox"/> High   |
| <b>Edge Cracks</b> None, Along entire length, Along portions of the sidewalk (describe below) |           |           |   |
|   |           | to        | <input type="checkbox"/> Low <input type="checkbox"/> Med <input type="checkbox"/> High   |
|   |           | to        | <input type="checkbox"/> Low <input type="checkbox"/> Med <input type="checkbox"/> High   |
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|   |           | to        | <input type="checkbox"/> Low <input type="checkbox"/> Med <input type="checkbox"/> High   |
| <b>Drainage Deficiencies</b>  |           |           |   |
|   |           | to        |   |
|   |           | to        |   |
|   |           | to        |   |
| <b>Encroachments</b>  |           |           |   |
| <input type="checkbox"/> SW<br><input type="checkbox"/> ADJ                                   |           | to        | <input type="checkbox"/> Landscaping, <input type="checkbox"/> Fence, <input type="checkbox"/> Curb Stop,<br><input type="checkbox"/> Water Valve, <input type="checkbox"/> M/H, <input type="checkbox"/> Hydro Box |
| <input type="checkbox"/> SW<br><input type="checkbox"/> ADJ                                   |           | to        | <input type="checkbox"/> Landscaping, <input type="checkbox"/> Fence, <input type="checkbox"/> Curb Stop,<br><input type="checkbox"/> Water Valve, <input type="checkbox"/> M/H, <input type="checkbox"/> Hydro Box |
| <input type="checkbox"/> SW<br><input type="checkbox"/> ADJ                                   |           | to        | <input type="checkbox"/> Landscaping, <input type="checkbox"/> Fence, <input type="checkbox"/> Curb Stop,<br><input type="checkbox"/> Water Valve, <input type="checkbox"/> M/H, <input type="checkbox"/> Hydro Box |

Over →

# GUIDE TO THE SIDEWALK INSPECTION PROCESS

| SIDEWALK CONNECTION WITH ROADWAYS   |   |
|---|---|
| Is it an integral sidewalk (Poured with curb)? Yes <input type="checkbox"/> No <input type="checkbox"/>   |   |
| If no, what is the filler material? _____ Filler width? _____   |   |
| <b>Low Address sidewalk connection</b>  | <b>Intersecting Road</b> _____ (Midblock <input type="checkbox"/> ) |
| Is sidewalk connection with road wheel chair accessible? Yes <input type="checkbox"/> No <input type="checkbox"/> If yes, is the curb cut stamped? Yes <input type="checkbox"/> No <input type="checkbox"/> |   |
| If yes, is a Tactile Dome present? Yes <input type="checkbox"/> No <input type="checkbox"/>   |   |
| If yes, Is the connection in good condition? Yes <input type="checkbox"/> No <input type="checkbox"/>   |   |
| Are edges of curb cut flush with street and sidewalk? Yes <input type="checkbox"/> No <input type="checkbox"/>  |   |
| <b>High Address sidewalk connection</b>   | <b>Intersecting Road</b> _____ (Midblock <input type="checkbox"/> ) |
| Is sidewalk connection with road wheel chair accessible? Yes <input type="checkbox"/> No <input type="checkbox"/> If yes, is the curb cut stamped? Yes <input type="checkbox"/> No <input type="checkbox"/> |   |
| If yes, is a Tactile Dome present? Yes <input type="checkbox"/> No <input type="checkbox"/>   |   |
| If yes, Is the connection in good condition? Yes <input type="checkbox"/> No <input type="checkbox"/>   |   |
| Are edges of curb cut flush with street and sidewalk? Yes <input type="checkbox"/> No <input type="checkbox"/>  |   |

| ADDITIONAL COMMENTS/OBSERVATIONS |  |  |  |  |
|----------------------------------|--|--|--|--|
|                                  |  |  |  |  |

| ADDITIONAL MIDBLOCK<br>SIDEWALK CONNECTIONS<br>Indicate 'Y' for Yes, 'N' for No |  |  |  |  |
|---|--|--|--|--|
| Location (m)  |  |  |  |  |
| WC Accessible   |  |  |  |  |
| Stamped   |  |  |  |  |
| Tactile Dome  |  |  |  |  |
| Good Condition  |  |  |  |  |
| Flush   |  |  |  |  |

| CONDITION RATING AT TIME OF LAST INSPECTION |
|---|
| EXCELLENT                                   |
| GOOD  |
| FAIR  |
| POOR  |

| NEW CONDITION RATING |                      |
|----------------------|----------------------|
| CONDITION            | DESCRIPTION          |
| EXCELLENT            | < 10% deficiency     |
| GOOD                 | 11 – 25 % deficiency |
| FAIR                 | 26 – 45 % deficiency |
| POOR                 | > 45 % deficiency    |

Over →

# **APPENDIX C:**

## **ENGINEERING BEST PRACTICE**



# GUIDE TO THE SIDEWALK INSPECTION PROCESS



## ENGINEERING BEST PRACTICE – BP3.2.2

### 1. SUBJECT: LANDSCAPING IN THE RIGHT-OF-WAY

### 2. DEFINITIONS

**Landscaping** – Landscaping includes but is not limited to plants (flowers, plants, bushes, shrubs, boxwood and hedges), loose stone, pebbles, decorative stone, mulch, artificial turf and underground sprinkler systems.

**Encroachment** – any personal property of any description that is placed, occupied or maintained upon any municipal right-of-way including but not limited to signs, fences, sheds, porches, footings, canopies, parking areas, decorative or landscape rocks or boulders, logs, curbing, vaults, structures (in whole or part) and private sewers.

### 3. DRAWINGS

4M-157 – Landscaping in the Right-of-Way (attached)

AS-401 – Residential Concrete Sidewalk

### 4. BEST PRACTICE

- 1) No landscaping, with the exception of grass and artificial turf (as approved by the City Engineer), is permitted within a minimum of 0.3m (1 foot) of any municipal roadway, sidewalk, trail or path used for passage by the public.
- 2) Landscaping consisting of flowers, plants, bushes or shrubs at a height of no greater than 0.9 meters (3 feet), with a minimum separation of 0.3metres (1 foot) from the edge of any municipal roadway, sidewalk, trail or path used for passage by the public may be allowed provided they are maintained and do not pose a risk of injury or property damage, as to be determined by the City Engineer or City Solicitor. **If these conditions are satisfied, a permit will not be required.**
- 3) Landscaping consisting of loose stone, pebbles, decorative stone, mulch, or artificial turf (as approved by the City Engineer) with a minimum separation of 0.3metres (1 foot) from the edge of any municipal roadway, sidewalk, trail or path used for passage by the public may be allowed provided they are maintained and do not pose a risk of injury or property damage, as to be determined by the City Engineer or City Solicitor. **If these conditions are satisfied, a permit will be required.**
- 4) An encroachment agreement is required to place any personal property of any description that is placed, occupied or maintained upon any municipal right-of-way that does not fall within notes (2) or (3) above including but not limited to signs, fences, sheds, porches, footings, canopies, parking areas, decorative or landscape rocks or boulders, retaining wall, logs, curbing, vaults, structures (in whole or part) and private sewers or as otherwise outlined in the City of Windsor Encroachment Policy.

### 5. LANDSCAPING DURING CONSTRUCTION

- A. Where the City is undertaking an infrastructure project, any landscaping which does not meet the requirements above, shall be relocated by the property owner, to be in compliance with the Best Practice. The property owners will be notified of this requirement in writing by the City Engineer. Should the property owner fail to relocate the landscaping prior to the work commencing, the City may remove said landscaping without replacing the same.
- B. Where the City, or the developer, is constructing a sidewalk where one did not previously exist, the sidewalk will be constructed through existing landscaping features. Reasonable efforts may be made to avoid certain features, where possible to do so. Restoration of the area adjacent to the new sidewalk will be completed by the City or developer with the following rules:
  - i. A minimum 0.3m (1 foot) area adjacent to the sidewalk on both sides will be restored with grass only (no landscaping features with the exception of grass will be permitted).
  - ii. Where the sidewalk is proposed to be less than 0.6m from the back of curb, the sidewalk shall be a 1.5m wide sidewalk adjacent to the curb in accordance with City of Windsor Standard Drawing AS-401.
- C. Where sprinklers are damaged during construction, the contractor will be responsible to replace or repair said sprinkler system. Property owners shall be notified in advance of the construction to identify any sprinkler locations in an effort to prevent damage.

### 6. RELATED BEST PRACTICES

N/A

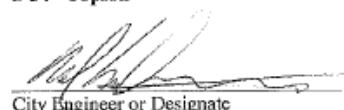
### 7. RELATED CITY SPECIFICATIONS

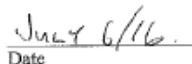
S-3 – Earth Excavation (Grading) and Structural Removal

S-14 – Sodding

S-15 – Seeding Roadway Areas by Hydraulic Seeding and Mulch Cover Method

S-34 – Topsoil

  
City Engineer or Designate

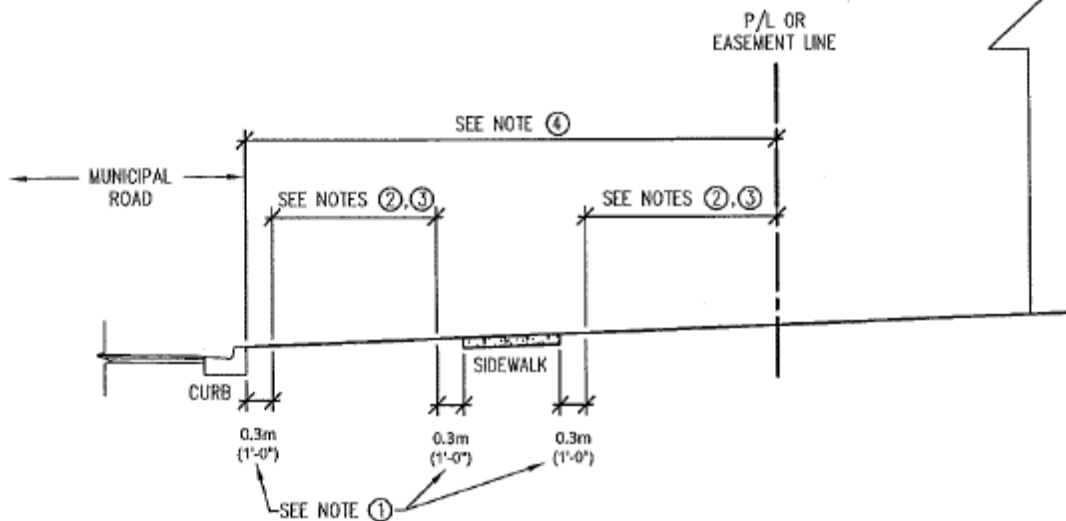
  
Date

Attachment – 4M-157

## LANDSCAPING IN THE RIGHT-OF-WAY

### NOTES:

1. NO LANDSCAPING, WITH THE EXCEPTION OF GRASS AND ARTIFICIAL TURF (AS APPROVED BY THE CITY ENGINEER), IS PERMITTED WITHIN A MINIMUM OF 0.3m (1 FOOT) OF ANY MUNICIPAL ROADWAY, SIDEWALK, TRAIL OR PATH USED FOR PASSAGE BY THE PUBLIC.
2. LANDSCAPING CONSISTING OF FLOWERS, PLANTS, BUSHES OR SHRUBS AT A HEIGHT OF NO GREATER THAN 0.9m (3 FEET), WITH A MINIMUM SEPARATION OF 0.3m (1 FOOT) FROM THE EDGE OF ANY MUNICIPAL ROADWAY, SIDEWALK, TRAIL OR PATH USED FOR PASSAGE BY THE PUBLIC MAY BE ALLOWED PROVIDED THEY ARE MAINTAINED AND DO NOT POSE A RISK OF INJURY OR PROPERTY DAMAGE, AS TO BE DETERMINED BY THE CITY ENGINEER OR CITY SOLICITOR. IF THESE CONDITIONS ARE SATISFIED, A PERMIT WILL NOT BE REQUIRED.
3. LANDSCAPING CONSISTING OF LOOSE STONE, PEBBLES, DECORATIVE STONE, MULCH, OR ARTIFICIAL TURF (AS APPROVED BY THE CITY ENGINEER) WITH A MINIMUM SEPARATION OF 0.3m (1 FOOT) FROM THE EDGE OF ANY MUNICIPAL ROADWAY, SIDEWALK, TRAIL OR PATH USED FOR PASSAGE BY THE PUBLIC MAY BE ALLOWED PROVIDED THEY ARE MAINTAINED AND DO NOT POSE A RISK OF INJURY OR PROPERTY DAMAGE, AS TO BE DETERMINED BY THE CITY ENGINEER OR CITY SOLICITOR. IF THESE CONDITIONS ARE SATISFIED, A PERMIT WILL BE REQUIRED.
4. AN ENCROACHMENT AGREEMENT IS REQUIRED TO PLACE ANY PERSONAL PROPERTY OF ANY DESCRIPTION THAT IS PLACED, OCCUPIED OR MAINTAINED UPON ANY MUNICIPAL RIGHT-OF-WAY THAT DOES NOT FALL WITHIN NOTES (2) OR (3) ABOVE INCLUDING BUT NOT LIMITED TO SIGNS, FENCES, SHEDS, PORCHES, FOOTINGS, CANOPIES, PARKING AREAS, DECORATIVE OR LANDSCAPE ROCKS OR BOULDERS, RETAINING WALL, LOGS, CURBING, VAULTS, STRUCTURES (IN WHOLE OR PART) AND PRIVATE SEWERS OR AS OTHERWISE OUTLINED IN THE CITY OF WINDSOR ENCROACHMENT POLICY.



## LANDSCAPING IN THE RIGHT-OF-WAY

Revised: JUNE, 2016  
Revised: MARCH, 2015

4M-157

## S-29 UTILITY CUTS RESTORATION

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#### 29.01. SCOPE OF WORK

This specification covers the requirements for surface restoration following utility cuts completed under permit or Municipal consent.

#### 29.02. REFERENCES

This specification refers to the following standards, specifications, or publications:

- S-24

#### 29.03. DEFINITIONS

**Hard Surface** – Shall mean a pavement, curb, sidewalk, paved driveway, or any other structure constructed at or near the ground surface elevation.

**Zone of Influence** – Shall mean the area beneath a hard surface and shall include the area enclosed by a plane extending outward at a 1:1 slope, down from the surface edge of a hard surface.

**Utility Cut** – Shall mean any opening or cut into a hard surface to access buried plant in the public right-of-way.

**Road Condition Rating** – Shall mean the road condition rating as assigned by the City Engineer.

## **29.04. EXCAVATION AND REMOVAL**

Care shall be taken during excavation to limit damage to surrounding surfaces not to be removed and so that the adjacent pavements and/or services are not undermined. Shoring, bracing and sheeting shall be used where required to prevent undermining and for the protection of adjacent services.

All excavated / excess materials shall be removed from the site by the Contractor, prior to leaving the site.

## **29.05. BACKFILL REQUIREMENTS**

Bedding and cover shall be to the satisfaction of the respective Utility Company for their infrastructure.

Within the zone of influence, unshrinkable fill (City Specification S-24) shall be required as backfill to the highest elevation of:

- 50mm below the surface elevation,
- 300mm below the surface of grassed or other landscaped areas,
- The upper limit of the zone of influence, where it intersects the nearest wall of the utility cut.

Unshrinkable fill shall be allowed a minimum of 24 hours curing time prior to the placement of surface materials. Plating shall be used where required to accommodate traffic during the curing period.

Compacted Granular 'A' may be approved as backfill if it is placed in lifts not exceeding 300mm thick; is compacted to 100% Max.SPD by approved mechanical means; and the compaction level is verified through a written report completed by a Geotechnical Engineer for every utility cut.

Native backfill may be approved for areas outside of the zone of influence and must be properly placed and compacted to City specifications.

## **29.06. TEMPORARY SURFACE RESTORATION**

Temporary hard surface restoration shall be either hot mix asphalt (HL-3) or cold mix asphalt, properly compacted to a minimum thickness of 50mm. The edges of the existing hard surface shall be tack coated to ensure adherence of the temporary asphalt.

In either case, the Contractor shall be responsible to maintain the temporary restoration until such time as the permanent restoration is completed.

## **29.07. STAMPING / STENCILLING TEMPORARY RESTORATIONS**

A visible identifier directly adjacent to the temporary restoration shall be placed by the Utility responsible for the work (e.g. "Gas", "Water", "Hydro" etc). This will help to easily identify, in the field, the party responsible for the work and its inspection and maintenance until permanent restoration is undertaken.

## **29.08. PERMANENT SURFACE RESTORATION**

Permanent restoration of all hard surfaces and adjacent boulevard / landscaped areas shall be completed by the City, and the cost borne by the Contractor. In the event that only the boulevard / landscaped areas are affected, the Contractor shall be responsible for restoring these areas to City specifications.

The Contractor / utility owner shall be required to enter into an agreement with the City for this restoration.

### **29.08.01 Restoration**

The following minimum restoration shall apply:

#### **29.08.01(a) For Asphalt Pavement**

The minimum restoration area shall be the entire width of the lane, or lanes disturbed by the utility cut and shall be a minimum of 3.0m long, measured along the travel direction of the road. Where this area is greater than the actual utility cut, the additional pavement area shall be milled to a minimum depth of 100mm and completely removed, and repaved in conjunction with the utility cut.

For multiple utility cuts where the remaining pavement would be 1.0m or less between the edges of adjacent restoration limits, the remaining pavement between the utility cuts shall be either milled to a minimum depth of 100mm or completely removed, and repaved in conjunction with the utility cuts.

The depth of the restored pavement shall match the depth of the existing pavement.

#### **29.08.01(b) For Concrete Pavement:**

The minimum restoration shall be a full panel. The minimum panel dimension shall match the size of adjacent panels.

Where the edge of the excavation is within 300mm of the nearest existing joint, the adjacent panel shall also be removed and restored.

The depth of the new concrete pavement shall match the depth of the existing pavement and shall be tied in to the adjacent panels / curb as required to match the existing pavement structure.



S-29  
UTILITY CUTS RESTORATION

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**29.08.01(c) For Composite Pavement**

**29.08.01(c)(i) Concrete Road Base**

The minimum restoration area shall be the limit of the utility cut.

The type of material used for road base restoration shall be based on the current road condition rating.

For arterial and collector roads with a road condition rating of “now deficient” and local roads with a road condition rating of either “now deficient” or “1 – 5”, the concrete road base shall be restored with deep strength asphalt.

For all other roads, the concrete road base shall be restored with a new concrete road base, tied into the existing surrounding road base.

In all cases, the thickness of the new road base material shall match that of the existing concrete road base.

**29.08.01(c)(ii) Asphalt Surface**

The minimum restoration area shall be the entire width of the lane, or lanes disturbed by the utility cut and shall be a minimum of 3.0m long, measured along the travel direction of the road. Where this area is greater than the actual utility cut, the additional pavement area shall be either milled to a minimum depth of 100mm and repaved in conjunction with the utility cut.

For multiple utility cuts where the remaining pavement would be 1.0m or less between the edges of adjacent restoration limits, the remaining pavement between the utility cuts shall be either milled to a minimum depth of 100mm or completely removed, and repaved in conjunction with the utility cuts.

The depth of the restored asphalt surface shall match that of the existing asphalt surface.

**29.08.01(d) For Concrete Curb & Gutter on Asphalt Pavements:**

The minimum length of restoration shall be to the nearest joint beyond the limit of the required pavement restoration. Where the nearest joint is greater than 1.2 metres beyond the edge of the required pavement restoration, the curb shall be neatly sawcut at the edge of the pavement restoration limit.

**29.08.01(e) For Concrete Sidewalks & Driveways:**

The minimum restoration shall be a full panel. The minimum panel dimension shall match the size of adjacent panels.



**Committee Matters: SCM 360/2020**

**Subject: Specialized Transit - City Wide**

Moved by: Councillor McKenzie

Seconded by: Councillor Francis

Decision Number: **ETPS 799**

THAT the Environment, Transportation & Public Safety Standing Committee sitting as the Transit Windsor Board of Directors and City Council:

- I. **DIRECT ADMINISTRATION** to re-negotiate an agreement with Handi-Transit; and,
- II. THAT the Chair of the Transit Windsor Board of Directors and the Executive Director of Transit Windsor **BE AUTHORIZED** to sign a contract with Handi-Transit satisfactory in form to the City Solicitor, in financial content to the City Treasurer, and in technical content to the City Engineer; and,
- III. THAT Administration **BE DIRECTED** to conduct a service review every three (3) years.

Carried.

Report Number: S 149/2020

Clerk's File: MT2020

**Clerk's Note:** The recommendation of the Standing Committee and Administration are the same.

**Subject: Specialized Transit - City Wide**

**Reference:**

Date to Council: November 25, 2020

Author: Patrick Delmore

Executive Director, Transit Windsor

pdelmore@citywindsor.ca

(519) 944-4141 ext. 2232

Transit Windsor

Report Date: October 26, 2020

Clerk's File #: MT2020

**To:** Mayor and Members of City Council

**Recommendation:**

THAT the Environment, Transportation & Public Safety Standing Committee sitting as the Transit Windsor Board of Directors and City Council:

- I. **DIRECT ADMINISTRATION** to re-negotiate an agreement with Handi-Transit; and,
- II. THAT the Chair of the Transit Windsor Board of Directors and the Executive Director of Transit Windsor **BE AUTHORIZED** to sign a contract with Handi-Transit satisfactory in form to the City Solicitor, in financial content to the City Treasurer, and in technical content to the City Engineer; and,
- III. THAT Administration **BE DIRECTED** to conduct a service review every three (3) years.

**Executive Summary:**

N/A.

**Background:**

In 2005, the Accessibility for Ontarians with Disabilities Act ("AODA") came into effect. The AODA requires Ontario to be fully accessible to persons with disabilities by 2025 through the introduction of a series of standards over time.

Part IV of O. Reg. 191/11: *Integrated Accessibility Standards* under *Accessibility for Ontarians with Disabilities Act, 2005, S.O. 2005, c. 11* addresses Transportation Standards for both Conventional and Specialized Transit Services.

Handi-Transit is a non-profit organization, which provides transportation for people who, due to a disability, which affects their mobility, are unable to use Conventional Transit and has provided the City of Windsor with specialized transit services for more than 40 years. The City provides funding to Handi-Transit through an annual budget submission and review process.

As a federal employer, Transit Windsor is specifically exempt from the AODA; however, the City of Windsor and Handi-Transit are not. Transit Windsor follows the guidelines within the AODA wherever possible using these guidelines as a best practice while recognizing that the federal government passed into law in 2019, the Accessible Canada Act with limited guidelines for public transit.

In 2011, a comprehensive service delivery review from the Manager of the Office of Continuous Improvement considered five (5) scenarios with respect to the relationship between Transit Windsor and Handi-Transit:

1. Continue with status quo (contracted service);
2. Shared services between the two transit services but not on the same site;
3. Shared services with Handi-Transit moving to Transit Windsor location;
4. Total integration of Handi-Transit with Transit Windsor but no wage parity;
5. Total integration of Handi-Transit with Transit Windsor but with full wage parity.

The findings of the report in 2011 (#15448) found that the required capital outlay and (eventual) wage parity eliminated any projected efficiencies which may have been realized through sharing services on the same site or total integration. As these conditions (capital outlay, wage parity) continue to remain, the current report does not re-visit those scenarios.

## **Discussion:**

For many years, Handi-Transit has provided specialized transportation services to individuals in our community who are unable to use conventional transit due to a disability affecting their mobility. The first formal agreement for transit service delivery by Handi-Transit achieved in conjunction with Transit Windsor was in October 2011 for the term of January 1, 2012 to December 31, 2016. The agreement, by mutual consent between the parties, has continued to the present date.

The most recent agreement has worked well for both parties. Transit Windsor is very pleased with the service that Handi-Transit provides. There is frequent dialogue between the two organizations regarding the provision of service. However, in most large municipalities, the accessible transit service is not provided by a not for profit, it is a city run service.

There is no intent with this report to integrate Handi-Transit with Transit Windsor but rather to amend the existing agreement, subject to updating of organizational structure and other housekeeping matters. For example, the existing agreement recognizes greater involvement between the Handi-Transit Board of Director and the Transit Windsor Board of Directors. A member of the Handi-Transit Board was designated to sit on the Transit Windsor Board as a non-voting member. As well, the Handi-Transit

Board was also required to submit their meeting minutes and operating budget to the Transit Board for information. Since the 2015 restructuring of Transit Windsor, the Transit Windsor Board of Director's duties have been assumed by the Environment, Transportation and Public Safety Standing Committee without the inclusion of interaction with the Handi-Transit Board of Directors. These and other housekeeping clauses will be updated in the new agreement. Through this formal agreement, Handi-Transit would continue to maintain its contractor type relationship with Transit Windsor and the City.

Transit Windsor would remain responsible for the administration and for monitoring on-going compliance with the provisions of the agreement. Since the 2015 and 2018 restructurings of Transit Windsor, amendments in the agreement are required to be updated to recognize organizational structures and liaison between Transit Windsor and Handi-Transit, reporting measures to City Council, financial considerations and shared services sections within the agreement.

The previous agreement was for a term of five (5) years. Administration prefers a three (3) year term moving forward. By moving to a shorter term, the service delivered can be evaluated and adjusted as necessary on a regular basis.

### **Risk Analysis:**

Handi-Transit has provided the residents of Windsor with specialized transit services for many years. Administration is very pleased with the service that Handi-Transit is providing to residents in our community. Moving to a shorter-term agreement (three-year term) mitigates any risk that may arise regarding the quality of the provision of service, implementing desired changes to service standards and/or addressing specialized transit trends in the industry.

### **Climate Change Risks**

#### **Climate Change Mitigation:**

N/A.

#### **Climate Change Adaptation:**

N/A.

### **Financial Matters:**

Prior to the 2015 restructuring of Transit Windsor, Handi-Transit presented their budget to the Transit Windsor Board of Directors. Since the Board is now structured through the Environment Transportation and Public Safety Standing Committee, there is no longer a Handi-Transit representative on the Board and less interaction between the two Boards. Currently, the Handi-Transit budget is submitted through the Agencies, Boards and Commissions annual budget submission process. The City of Windsor provides required funding for both operating and capital, based on that submission.



The annual funding provided by the City of Windsor to Handi-Transit for the years 2015-2020 is provided for Council's reference below:

| City of Windsor Funding Provided to Handi-Transit 2015-2020 |           |           |           |           |             |             |
|---|-----------|-----------|-----------|-----------|-------------|-------------|
| Year  | 2015      | 2016      | 2017      | 2018      | 2019        | 2020        |
| <b>Operating</b>  | \$971,002 | \$971,002 | \$971,002 | \$971,002 | \$1,052,638 | \$1,074,649 |
| <b>Provincial Gas Tax funding</b>                           | \$100,598 | \$100,598 | \$100,598 | \$100,598 | \$100,598   | \$100,598   |

Passenger fare revenue is another source of revenue for Handi-Transit.

It is expected that through the negotiation of an updated Agreement, Handi-Transit's operating and capital budget requests will continue to be brought forward through the City's annual budget process.

### Consultations:

Natasha Couvillon, Manager of Performance Measurement & Financial Administration, City of Windsor

Shelby Askin Hagar, City Solicitor and Corporate Leader, Economic Development and Public Safety, City of Windsor

### Conclusion:

Handi-Transit provides a very important, specialized transportation service to residents in our community who, due to a disability that affects their mobility, are unable to use conventional transit. Administration recommends entering into an Agreement with Handi-Transit for the provision of Specialized Transit Services in Windsor. Further, it is recommended that the term of the agreement be for three (3) years and that a service review be undertaken after three (3) years.

### Planning Act Matters:

N/A.

### Approvals:

| Name           | Title  |
|----------------|--|
| Pat Delmore    | Executive Director, Transit Windsor                              |
| Mark Winterton | City Engineer and Corporate Leader, Environmental Protection and |

| <b>Name</b>    | <b>Title</b>                           |
|----------------|--|
|                | Infrastructure Services                |
| Joe Mancina    | Chief Financial Officer/City Treasurer |
| Onorio Colucci | Chief Administrative Officer           |

**Notifications:**

| <b>Name</b>  | <b>Address</b>                        | <b>Email</b>                  |
|--|---------------------------------------|-------------------------------|
| Lori Colenutt, General Manager, Handi-Transit Windsor; | 3737 Walker Rd<br>Windsor, ON N8W 3S9 | handitransitwindsor@gmail.com |

**Appendices:**



**Committee Matters: SCM 362/2020**

**Subject: The Contributory Pension Plan for Employees of Transit Windsor - Plan Amendment - City Wide**

Moved by: Councillor Francis

Seconded by: Councillor McKenzie

Decision Number: **ETPS 800**

THAT the Environment, Transportation and Public Safety Standing Committee, sitting as the Transit Windsor Board of Directors, and City Council:

- I. **APPOINT** Michael Duval, Operations Coordinator of Transit Windsor, as Committee Chair of the Contributory Pension Plan for Employees of Transit Windsor; and,
- II. THAT Patrick Delmore **BE APPOINTED** as a Retired Participant of the Contributory Pension Plan for Employees of Transit Windsor; and,
- III. THAT the Deputy Treasurer of Financial Accounting of the City of Windsor be **APPROVED** to assume the duties of the Plan Administrator for the Contributory Pension Plan for Employees of Transit Windsor.

Carried.

Report Number: S 159/2020  
Clerk's File: MT2020 & AS2020

**Clerk's Note:** The recommendation of the Standing Committee and Administration are the same.

**Subject: The Contributory Pension Plan for Employees of Transit Windsor - Plan Amendment - City Wide**

**Reference:**

Date to Council: November 25, 2020  
Author: Patrick Delmore  
Executive Director, Transit Windsor  
519-944-4141 ext. 2232  
pdelmore@citywindsor.ca  
Transit Windsor  
Report Date: November 6, 2020  
Clerk's File #: MT2020 & AS2020

**To:** Mayor and Members of City Council

**Recommendation:**

That the Environment, Transportation and Public Safety Standing Committee, sitting as the Transit Windsor Board of Directors, and City Council:

- I. **APPOINT** Michael Duval, Operations Coordinator of Transit Windsor, as Committee Chair of the Contributory Pension Plan for Employees of Transit Windsor; and,
- II. THAT Patrick Delmore be **APPOINTED** as a Retired Participant of the Contributory Pension Plan for Employees of Transit Windsor; and,
- III. THAT the Deputy Treasurer of Financial Accounting of the City of Windsor be **APPROVED** to assume the duties of the Plan Administrator for the Contributory Pension Plan for Employees of Transit Windsor.

**Executive Summary:**

N/A.

**Background:**

The Contributory Pension Plan for the Employees of Transit Windsor is a defined benefit plan established to provide pension benefits to all employees of Transit Windsor who meet the eligibility requirements as specified in the plan document. The Plan is registered with the Canada Revenue Agency (CRA) under the Federal Pension Benefits Standards Act (PBSA). The Plan is also a registered pension trust as defined in the Income Tax Act and as such is not subject to income taxes. The Plan was frozen as at

December 31, 1999. Only employees hired before this date have their pension benefits up to December 31, 1999 in this Plan and all employees, effective January 1, 2000 are included in the OMERS Pension Plan.

At the annual Pension Committee Meeting held on June 8, 2018, the Committee recognized the declining “active” membership of The Plan. The Committee discussed the value of adding Retired Members of The Plan to the Committee composition, recognizing that in the coming years, fewer and fewer active members would continue to be employed by Transit Windsor since it was a Closed Pension Plan and no members were added after January 1, 2000.

At that meeting, the Committee tasked Mercer to investigate the potential to add Retired Members of The Plan to the Committee composition. In Mercer’s evaluation, it was determined that adding Retirees of The Plan was allowable but would require a few amendments to The Plan. These changes were approved in a May 2019 report (S83/2019) to the Environment, Transportation and Public Safety Standing Committee, and are as follows:

“13.02 Pension Review Committee

The Board of Directors shall appoint a Pension Review Committee to be composed of:

- (a) three individuals, as appointed by the Union, selected from Participants who are all members of Local 616 of the Amalgamated Transit Union, and Retired Participants who were former members of Local 616 of the Amalgamated Transit Union; and
- (b) three individuals, as appointed by the Company, selected from Participants and Retired Participants who are not or were not members of Local 616 of the Amalgamated Transit Union; and
- (c) a chairman, who is a Participant, appointed by the Company from a list submitted by the Pension Review Committee, to whom it will delegate certain functions including the analysis of, the review of and the submission of recommended improvements to the Plan for consideration by the Board of Directors prior to implementation.”

**Discussion:**

Patrick Delmore, Executive Director of Transit Windsor had been appointed as the Committee Chair in 2015. With his pending retirement, a replacement is required to be appointed by Transit Windsor. As per the Plan Document, the Chair must be an active member of The Plan, one who began working at Transit Windsor prior to The Plan freeze on December 31, 1999. Michael Duval is a non-union employee who was hired in 1998 and as such, is eligible to assume the duties of Chair. Administration recommends this appointment.

Patrick Delmore has been a member of the Committee for a number of years and has acted as the Chair since 2015. With his pending retirement, he is required to step down

as Chair. After he retires, he is willing to continue to sit in as a member of the Committee under the category of Retired Participant, who is not or was not a member of Local 616 of the Amalgamated Transit Union. There is currently one vacancy for a non-union member on the committee. Administration recommends this appointment.

Traditionally, the Executive Director has assumed the duties of Plan administration, which includes duties like completing financial filings with the Office of the Superintendent of Financial Institutions (OSFI), administering fund transfers for pensioners and liaises with Mercer, who performs financial functions of The Plan. Plan administration also includes preparing documents for annual pension audit files. In discussions with City Finance, it is recognized that many of these functions would be better suited to be completed by the City of Windsor Finance Department. The Plan does allow for the administration of the duties to be completed by another institution. City Finance has recommended the duties of Plan administration be conducted by the Deputy Treasurer of Financial Accounting. Administration recommends this change to the administration duties of the Plan.

### **Risk Analysis:**

The Plan is regulated by the Pension Benefits Standards Act, 1985 and requires Transit Windsor to remain in compliance with revisions to the Act and other forms of legislation like the Income Tax Act (Federal).

Since The Plan has been closed since 2000, with no new members, the risk of not making any further amendments to The Plan in the future may cause Committee Membership challenges, especially for the appointment of Chair.

### **Climate Change Risks**

#### **Climate Change Mitigation:**

N/A.

#### **Climate Change Adaptation:**

N/A.

### **Financial Matters:**

There are no financial implications related to these proposed Committee changes.

### **Consultations:**

Dan Seguin, Deputy Treasurer of Financial Accounting, City of Windsor

Chad Spence, Mercer (Canada) Ltd.



**Conclusion:**

Administration supports the proposed appointments to the Committee for the Contributory Pension Plan for Employees of Transit Windsor. Further, the administration of The Plan is best suited to be completed by the City of Windsor's Finance Department.

**Planning Act Matters:**

N/A.

**Approvals:**

| <b>Name</b>     | <b>Title</b>  |
|-----------------|---|
| Patrick Delmore | Executive Director, Transit Windsor   |
| Mark Winterton  | City Engineer - Corporate Leader<br>Environmental Protection and<br>Infrastructure Services |
| Joe Mancina     | Chief Financial Officer – City Treasurer  |
| Onorio Colucci  | Chief Administrative Officer  |

**Notifications:**

| <b>Name</b> | <b>Address</b> | <b>Email</b> |
|-------------|----------------|--------------|
|             |                |              |

**Appendices:**



**Committee Matters: SCM 363/2020**

**Subject: Advertising Agreement between Transit Windsor and 1333988 Ontario Inc. o/a Streetseen Media - City Wide**

Moved by: Councillor Kaschak  
Seconded by: Councillor Francis

Decision Number: **ETPS 801**

THAT the Environment, Transportation & Public Safety Standing Committee sitting as the Transit Windsor Board of Directors and City Council:

- I. **APPROVE** the waiving of transit revenue fees from a contract with Streetseen Media Inc. for the months of April, May, June and July 2020; and,
- II. **APPROVE** an amendment to an existing contract with Streetseen Media Inc.; and,
- III. **THAT** the Chair of the Transit Windsor Board of Directors and the Executive Director of Transit Windsor **BE AUTHORIZED** to execute the amended agreement for the provision of soliciting and placing advertising in and on all transit buses owned or operated by Transit Windsor, until December 31, 2022, with the option to renew for an additional two (2) years, satisfactory in form to the City Solicitor, in financial content to the City Treasurer, and in technical content to the City Engineer.

Carried.

Report Number: S 160/2020  
Clerk's File: MT2020

**Clerk's Note:** The recommendation of the Standing Committee and Administration are the same.

**Subject: Advertising Agreement Between Transit Windsor and 1333988 Ontario Inc. o/a Streetseen Media - City Wide**

**Reference:**

Date to Council: November 25, 2020  
Author: Patrick Delmore  
Executive Director, Transit Windsor  
(519) 944-4141 ext. 2232  
pdelmore@citywindsor.ca  
Transit Windsor  
Report Date: November 6, 2020  
Clerk's File #: MT2020

**To:** Mayor and Members of City Council

**Recommendation:**

THAT the Environment, Transportation & Public Safety Standing Committee sitting as the Transit Windsor Board of Directors and City Council:

- I. **APPROVE** the waiving of transit revenue fees from a contract with Streetseen Media Inc. for the months of April, May, June and July 2020; and,
- II. **APPROVE** an amendment to an existing contract with Streetseen Media Inc.; and,
- III. **THAT** the Chair of the Transit Windsor Board of Directors and the Executive Director of Transit Windsor **BE AUTHORIZED** to execute the amended agreement for the provision of soliciting and placing advertising in and on all transit buses owned or operated by Transit Windsor, until December 31, 2022, with the option to renew for an additional two (2) years, satisfactory in form to the City Solicitor, in financial content to the City Treasurer, and in technical content to the City Engineer.

**Executive Summary:**

N/A.

**Background:**

Effective July 1, 2004, a five-year agreement was signed with Streetseen Media that provided them with the exclusive right to solicit and place advertising in and on all transit buses owned or operated by Transit Windsor, and in or on other transit vehicles or

properties as mutually agreed. Under the terms of this agreement, Streetseen was required to pay Transit Windsor 55% of net advertising revenue generated with an annual minimum guarantee of \$150,000. The first agreement with Streetseen Media had a clause for options for renewals and in 2009, Streetseen Media proposed to extend the contract for an additional five years with an option for an additional five years, subject to mutual agreement. At the meeting of June 10, 2004, resolution T.W. 3467/04 was adopted to award the contract to Streetseen Media.

In 2009, the parties agreed to exercise the five-year option, and at the meeting of May 20, 2009, the Board of Directors adopted resolution T.W. 38/2009, which authorized the General Manager to enter into a contract with Streetseen Media for advertising on Transit buses, subject to approval of the agreement by the City's Legal Department, as follows:

*"That the Transit Windsor Board of Directors authorize the General Manager to extend the agreement with StreetSeen Media for an additional five year term, all other terms and conditions remaining the same, save and except the annual guarantee will be increased to \$170,000.*

*AND*

*Section 2 will be updated and replaced with the following:*

- "2.1 This Agreement shall, unless it is terminated pursuant to the provisions of section 10.1, remain in full force and effect for a period of five years commencing July 1, 2009 and terminating on June 30, 2014.*
- 2.2 At the end of the term, this Agreement may be renewed for an additional five years, by mutual consent, under the same terms and conditions, save and except for the Guaranteed Payment defined under Section 4.1 (ii) will be \$190,000 per year.*
- 2.3 This agreement may, subject to mutual agreement and negotiation of the Guaranteed defined under Section 4.1(ii) and other pertinent sections, be renewed for a successive multi year term."*

In 2013, Transit Windsor again entered into discussions with Streetseen Media with regards to their intent to exercise an additional renewal. This was at a time when Transit Windsor was seeking quotes from advertising companies to assume the bus shelter advertising and there was no interest because of the poor market conditions. At the December 2013 meeting of the Board of Directors, the General Manager was authorized to extend the agreement with Streetseen Media for an additional five-year term, all other terms and conditions remaining the same, save and except the annual guarantee, which was increased to \$190,000.

## **Discussion:**

In late 2019, Transit Windsor began the process to prepare a Request for Proposals (RFP), given that it had been a number of years since the corporation had gone to market for advertising revenues for buses. The RFP was scheduled to be released in February 2020, just as the COVID-19 Pandemic struck. In discussions with the City of Windsor Purchasing Department, the release of the RFP was delayed. The current

agreement with Streetseen Media continued on a month-to-month basis while Transit Windsor waited to determine a better time to release the RFP.

As the pandemic unfolded, advertising for many corporations came to a halt. The one month shut down of transit, meant that the advertising that was on our buses had no exposure in the community. Streetseen Media closed operations until late June, 2020 with very limited advertising revenues to date due to the ongoing pandemic. Streetseen has recognized our month-to-month agreement and have begun making their monthly payment to Transit Windsor effective for the month of August 2020. Streetseen Media has requested Transit Windsor to consider the waiving of the required payment of \$15,833.33 plus applicable HST for the months of April, May, June and July, as they have been excellent partners, with on time payments for many years. The requested amounts were eligible costs to be used from the Safe Restart Agreement with funding from the Provincial and Federal governments.

Ongoing discussions with Streetseen Media have also taken place with regards to the timing for a Request for Proposal. It is recognized that it will take some time after the pandemic ends to rebuild transit, and the advertising component that comes with the exposure of transit advertising.

Administration is recommending an extension to the current agreement with Streetseen Media to allow for the advertising market to improve. It is felt at this time, potential revenue could be lower based on current market if the RFP were to be released at this time. It is in the best interest of Transit Windsor to wait and allow the markets to improve. Transit Windsor is recommending a two-year extension to the current agreement with all the same terms and conditions.

It is further recognized that an additional two-year, optional agreement be included to bring the current agreement end date to December 31, 2024, which would line up with the current Bus Shelter Advertising Agreement. In 2024, a single Request for Proposal would then be issued for all transit advertising. Before the initial expiry date of the agreement, Administration will fully investigate with a benefit analysis as to whether the two agreements should be combined in 2024.

### **Risk Analysis:**

If Administration were to go to the Request for Proposal at this time, it is very possible that the revenue levels could be considerably lower than what is currently under the current agreement with Streetseen Media.

Failure to extend the current agreement could potentially result in Streetseen Media putting Transit Windsor on notice to cease the month-to-month agreement.

An extension will allow for economic recovery of advertising and would aid in establishing a stronger opportunity for Transit Windsor when the advertising agreement goes to the Request for Proposal process.

## **Climate Change Risks**

### **Climate Change Mitigation:**

N/A.

### **Climate Change Adaptation:**

N/A.

### **Financial Matters:**

By extending the current agreement for two years, with a further optional two-year extension, Transit Windsor is guaranteeing consistent revenue of \$190,000 annually during this difficult economic time.

The four months of foregone revenue from the bus advertisements of \$15,833.33 monthly during the months of April – July, 2020, totaling \$63,333.32, are eligible expenses to be recovered and have been included under the Safe Restart Agreement funding.

### **Consultations:**

Alex Vucinic, Purchasing Manager, City of Windsor

Rachel Chesterfield, Financial Planning Administrator, Transit Windsor

### **Conclusion:**

Streetseen Media has been very successful in the Windsor market and is an excellent corporate citizen, working with Transit Windsor on all aspects of the advertising and providing space for city advertising. Payments are made promptly and all other terms and conditions of the agreement have been met without fail. Streetseen is excited to be in the Windsor market and feels our market continues to have significant potential and looks forward to working with Transit Windsor to rebuild the advertising market following the current pandemic.

### **Planning Act Matters:**

N/A.

### **Approvals:**

| <b>Name</b>    | <b>Title</b>   |
|----------------|--|
| Pat Delmore    | Executive Director, Transit Windsor  |
| Mark Winterton | City Engineer and Corporate Leader,<br>Environmental Protection and<br>Infrastructure Services |



|                    |  |
|--------------------|--|
| Shelby Askin-Hager | City Solicitor and Corporate Leader,<br>Economic Development and Public Safety |
| Joe Mancina        | Chief Financial Officer/City Treasurer   |
| Onorio Colucci     | Chief Administrative Officer   |

**Notifications:**

| Name | Address | Email |
|------|---------|-------|
|      |         |       |

**Appendices:**



**Committee Matters: SCM 366/2020**

**Subject: Minutes of the Committee of Management for Huron Lodge of its meeting held September 17, 2020**

Moved by: Councillor Gignac  
Seconded by: Councillor McKenzie

Decision Number: **CSPS 123**

THAT the minutes of the Committee of Management for Huron Lodge of its meeting held September 17, 2020 **BE RECEIVED**.

Carried.

Report Number: SCM 276/2020  
Clerk's File: MB2020



## **Committee Matters: SCM 276/2020**

**Subject: Minutes of the Committee of Management for Huron Lodge of its meeting held September 17, 2020**

## **Committee of Management for Huron Lodge**

Meeting held September 17, 2020 via teleconference

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

Councillor Ed Sleiman, Chair  
Councillor Gary Kaschak

### ***Also present are the following resource personnel:***

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

### **1. Call to Order**

The Committee Coordinator calls the meeting to order at 10:02 o'clock a.m. and the Committee of Management considers the Agenda being Schedule A attached hereto, matters which are dealt with as follows:

### **2. Election of Chair**

The Committee Coordinator calls for a nomination for the position of Chair. Councillor Kaschak nominates Councillor Sleiman. The Committee Coordinator asks if Councillor Sleiman accepts the nomination. Councillor Sleiman accepts.

Moved by Councillor Kaschak, seconded by Councillor Sleiman,  
That Councillor Sleiman **BE ELECTED** Chair of the Committee of Management for Huron Lodge.  
Carried.

### **3. Disclosure of Interest**

None disclosed.

**4. Adoption of the Minutes**

Moved by Councillor Kaschak, seconded by Councillor Sleiman,  
That the minutes of the Committee of Management for Huron Lodge of its meeting held April 27, 2020 **BE ADOPTED** as presented.  
Carried.

**5. In Camera**

No In Camera session is held.

**6. Administrator's Report – Chronological Summary of Events – COVID-19**

A. Sirbu reviews the “Huron Lodge – COVID-19 Summary of Events” document and adds this has been a very challenging time in terms of constant changes imposed by the Ministry of Health. She advises the lives of 224 residents have been impacted and she commends the staff for doing an excellent job in spite of fears imposed by COVID-19. She thanks the City of Windsor for redeploying staff from other departments to assist with various tasks at Huron Lodge.

In response to a question asked by Councillor Kaschak, regarding if there are 224 rooms at Huron Lodge, A. Sirbu advises that there are 224 residents living within private rooms, semi-private and basic rooms. She adds that each side of the building can be closed down and separated from the rest of the building if required.

The Chair refers to the Ministry of Long Term Care funding for Huron Lodge in the amount of \$245,400 to assist with additional expenses related to COVID-19 and he asks if that funding has been received. A. Sirbu replies that the funding has been received and has been exceeded.

Discussion ensues regarding arranging a tour of Huron Lodge for the Chair and Councillor Kaschak. A. Sirbu adds that screening will be done prior to the tour and the Councillors will be provided with a mask.

J. Payne states that in preparation for the 2021 budget, a tour will assist in helping the Councillors visualize the daily operations at Huron Lodge.

A. Sirbu reports that Huron Lodge is in the process of going forward with re-certification with the Commission on Accreditation of Rehabilitation Facilities (CARF) on a virtual platform in the late Fall 2020.

Moved by Councillor Kaschak, seconded by Councillor Sleiman,  
That the report from the Administrator of Huron Lodge providing the Committee of Management with an update on issues related to resident care, the Ministry of Long-Term Care (MLTC), the Local Health Integration Network (LHIN) and other initiatives that impact the Long Term-Care sector **BE RECEIVED** for information and **APPROVED** for the period of March 2020 to September 17, 2020.

Carried.

## 6. Communications

A. Sirbu advises that through the pandemic, Huron Lodge has been working with several health care agencies and each long term residence has been partnered with a local hospital. Huron Lodge is partnered with Hotel Dieu Grace Health Care and there is a team of professionals that provides information relating to infection control practices, human resources and staffing allocations.

A. Sirbu refers to a letter recently received from the Minister of Long Term Care regarding the delineation of the obligation of the operation for long term care and the fact they have to do everything to maintain the safety of residents, i.e. staffing and infection control.

**Clerk's Note:** The letter from the Ministry of Long Term Care, dated September 11, 2020 entitled "COVID-19 Wave 2 Preparedness Results" as referred to by the Executive Director is **attached**.

## 7. Date of Next Meeting

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

## 8. Adjournment

There being no further business, the meeting is adjourned at 10:31 o'clock a.m.

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CHAIR

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COMMITTEE COORDINATOR



Sept 11, 2020

TO: Long-Term Care Home Licensees:

**RE: COVID-19 Wave 2 Preparedness Results**

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Thank you for your continued commitment and collaboration in the fight against COVID-19.

Further to my July 31<sup>st</sup> memo, “Working Together for COVID-19 Wave 2 Preparedness”, I am writing to:

- 1) Update you on the preparedness assessment results, and
- 2) Remind you of Licensees’ requirements around ensuring a safe and secure environment for residents.

Long-Term Care Homes’ Preparedness Assessments

Thank you for conducting the preparedness assessment planning exercises. The results are expected to help homes with emergency preparedness and outbreak prevention and management and will further inform provincial and regional initiatives to support the sector through future COVID-19 waves. As the results are reviewed and analyzed, homes that have not completed the preparedness assessments or identified critical gaps will be contacted to determine required actions and timelines.

The preparedness assessments focused on the areas of human resources, infection, prevention and control (IPAC) and partnerships and sustained operations.

Results indicate that:

- Planning exercises helped strengthen regional and local partnerships across the homes and health system partners.
- Systemic staffing challenges and availability of health care professionals (including personal support workers) are key gaps.
- IPAC capacity and training requires ongoing focus and action.

I trust that each licensee is actively following up to address the gaps identified through this exercise and for those that are part of a chain are sharing and discussing these results with corporate offices.

Long-Term Care Homes’ Responsibilities around Ensuring a Safe and Secure Environment

I would like to take this opportunity to remind you of your responsibilities pertaining to ensuring a safe and secure environment for your residents (s. 5, LTCHA).

Specifically, to effectively prevent and manage outbreaks, every licensee must ensure that there is:

- an infection prevention and control program for an LTC home (s. 86, LTCHA)
- an outbreak management system for detecting, managing, and controlling infectious disease outbreaks, including defined staff responsibilities, reporting protocols based on requirements under the *Health Protection and Promotion Act*, communication plans, and protocols for receiving and responding to health alerts
- a written plan for responding to infectious disease outbreaks (s. 229 of O. Reg. 79).

Licensees are also required to ensure that emergency plans are in place for the home that comply with the regulations, including:

- measures for dealing with emergencies
- procedures for evacuating and relocating the residents, and evacuating staff and others in case of an emergency (s. 230 of O. Reg. 79/10).

Licensees are also responsible for a staffing plan, in place and implemented, for its organized program of nursing services and organized program of personal support services (s. 31 of O. Reg. 79/10).

Based on the shared experience with regard to infection, prevention and control and staffing, the ministry will be implementing programs and supports to help build the sector's capacity in these priority areas.

Ensuring the provision of required staffing is ultimately the responsibility of the licensee and I ask that you continue to do what you can to address this most pressing need.

Approaches to scheduling, particularly in relation to weekends and long weekends, require particular attention. Homes that are part of a chain are encouraged to look to the chain to assist in addressing staffing issues. Please note that going forward, the supply of hospital resources is becoming more scarce as hospitals address their own human resource challenges and ramp up services. As such, they may not be available to assist to the extent that you may require.

Over the past days, we have seen a surge in community infection rates and outbreaks in long-term care homes. Please monitor the infection rates in your community; we will also communicate with those homes that are in the communities with increasing rates to take necessary enhanced precautions and action, such as screening, regular testing and other measures in accordance with the government issued directives, communication and guidance.

Thank you for your continued commitment and hard work to improve the quality of long-term care in Ontario.

Sincerely,

*(original signed by)*

Richard Steele  
Deputy Minister, Ministry of Long-Term Care

c:

Ms. Janet Hope, Assistant Deputy Minister, Long-Term Care Policy Division  
Ms. Sheila Bristo, Assistant Deputy Ministry, Long-Term Care Operations Division  
Ms. Donna Duncan, Chief Executive Officer, Ontario Long Term Care Association  
Ms. Lisa Levin, Chief Executive Officer, AdvantAge Ontario  
Mr. Dan Kaniuk, Chair, Board of Directors, Ontario Long-Term Care Association  
Ms. Jane Sinclair, Chair, Board of Directors, Advantage Ontario  
Ms. Olha Dobush, Executive Lead, LTC Stabilization  
Dr. David Williams, Chief Medical Officer of Health  
Mr. Matt Anderson, CEO and President, Ontario Health  
Mr. Patrick McCarthy, President/Chief Executive Officer, Omni Health Care Ltd.  
Mr. C. William, Dilane, President, Responsive Management Services Inc.  
Mr. David Jarlette, President, Jarlette Health Services  
Mr. James Lavelle, President, Caressant-Care Nursing and Retirement Homes Limited  
Mr. Vlad Volodarski, Chief Executive Officer, Chartwell Master Care LP  
Mr. Nelson Ribeiro, Director, City of Toronto  
Mr. Michael Harris, Vice President, Extendicare (Canada) Inc.  
Ms. Megan Allen-Lamb, President peopleCare Communities Inc.  
Ms. Wendy Gilmour, Senior Vice President, Revera Long Term Care Inc.  
Mr. Ben Friedman, President, Rykka Care Centres GP Inc.  
Mr. K. John Scotland, Chief Executive Officer, S & R Nursing Homes Ltd.  
Mr. James Schlegel, President, Schlegel Villages Inc.  
Mr. Nitin Jain, President & Chief Executive Officer, Sienna Senior Living  
Ms. Tracy Jones, Chief Executive Officer, Yee Hong Centre for Geriatric Care



**Committee Matters: SCM 367/2020**

**Subject: Minutes of the Diversity Committee of its meeting held September 29, 2020**

Moved by: Councillor Gignac  
Seconded by: Councillor McKenzie

Decision Number: **CSPS 124**

THAT the minutes of the Diversity Committee of its meeting held September 29, 2020  
**BE RECEIVED.**

Carried.

Report Number: SCM 303/2020  
Clerk's File: MB2020



## **Committee Matters: SCM 303/2020**

**Subject: Minutes of the Diversity Committee of its meeting held September 29, 2020**

## **Diversity Committee**

Meeting held September 29, 2020 via Zoom video conference

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

Peter Ijeh, Chair  
Councillor Ed Sleiman  
Riham Al-Saadi  
Saiful Bhuiyan  
Lacy Carty (arrives at 10:10 a.m.)  
Sherrilynn Colley-Vegh  
Yo Son Day Nost Huff  
Sungee John  
Jamie Bell  
Khagendra Gautam (arrives at 10:18 a.m.)

### ***Guests in attendance:***

Dr. Jane Ku, Acting Director of Women's & Gender Studies, and Dr. Urvashi Soni-Sinha, University of Windsor

### ***Also present are the following resource personnel:***

Valerie Critchley, City Clerk  
Vincenza Mihalo, Executive Director Human Resources  
Gayle Jones, Diversity/Accessibility Officer  
Dana Cavers, Community Engagement & Project Coordinator  
Katie Pavlovski, Coordinator Community Development  
Neil MacEachrane, Windsor Police Services  
Karen Kadour, Committee Coordinator

## **1. Call to Order**

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

## **2. Declaration of Conflict**

None disclosed.



### 3 Adoption of the Minutes

Moved by Councillor Sleiman, seconded by R. Al-Saadi,  
That the minutes of the Diversity Committee of its meeting held July 7, 2020 **BE ADOPTED** as presented.  
Carried.

### 4. Presentation – Diversity & Inclusion in Hiring

Valerie Critchley, City Clerk and Vincenza Mihaló, Executive Director Human Resources appear before the Committee and provide a PowerPoint entitled “City of Windsor Diversity & Inclusion in Hiring”. The goals and objectives highlighted in the Presentation, attached as Appendix “A” are as follows:

- **Goals of the Diversity & Inclusion Plan**
- Goal 1 – Have a diverse and talented workforce that is reflective of our community
- Goal 2 – Strengthen the Corporation’s capacity to work with diverse communities.
- Goal 3 – Identify and address systematic barriers within the Corporation.
- Goal 4 – Ensure our programs and services meet the needs of everyone.
- Employment Policy - *“The Corporation of the City of Windsor is committed to recruiting and maintaining a competent, qualified and diverse workforce that enhances the Corporate vision and culture of the organization.”*
- Community Outreach includes:
  - Enhanced outreach efforts
  - Social media plan to attract diverse applicants
  - Distribution of job postings to different agencies, community groups
  - Internal mentoring program
- The City of Windsor participates in:
  - Student placements
  - Co-op placements
  - Paid and unpaid placements
  - Job-shadowing experiences
- Other items of discussion includes – Job Postings, Shortlisting, Candidate Testing,
- Interviews, Hiring and Onboarding, Opportunities for Advancement, Employee Mentoring Program, Ongoing Education

The Chair asks if the following organizations can be added to the community outreach list – Southeast Asian Centre, Chinese Association, Islamic community, Ukrainian community. Y. Huff requests that the Southwestern Ontario Aboriginal Health Access Centre (SOAHAC) also be added.

V. Mihalo notes the foregoing organizations will be added to the community outreach list.

S. Colley-Vegh asks what percentage of job postings go externally considering that diversity cannot be increased quickly if the status quo is required to be chosen first and the current makeup is not fully reflective of the community.

V. Mihalo responds that she does not have this information, however, she will review the external postings from 2019 and will report back to the committee.

The Chair states that the language of the diverse communities is not reflected in the job postings. He refers to city employees who provide coaching and opportunities for their family members to transition into city positions. He adds he would like to hear the specific platforms that the city has taken to address the issue of increasing minority populations within the city's workforce.

V. Mihalo advises that the unionized positions must be posted internally first. When a posting goes externally, it allows for diversity to come into the Corporation. The numbers of diverse employees that are currently working are increasing so it is trending in the right direction. As it relates to family members, they would be considered as external candidates.

The Chair indicates that due to familial connection, the external candidates already have the privilege of having the experience and background to assist them in the interview process which places others at a disadvantage.

V. Mihalo replies that is why we try to look at different placements in terms of student placements, co-op placements and volunteers. She adds there is a need to increase these placements so everyone has an opportunity to be able to see what the process is.

G. Jones adds that they have been looking at how to make the postings more user friendly and more likely that diverse candidates would apply to those jobs. In research, it is noted that when you have a job posting, someone like a white male who does not have 100% of the qualifications, is likely to apply for that job posting whereas a female or racialized person is less likely to apply unless they have most or all of the qualifications. We are endeavouring to tweak our job postings to eliminate that barrier. We are in the process of creating a tool in-house to maximize the likelihood that more people will apply.

J. Bell refers to the Government of Canada's Talent Cloud Platform which is a Beta project; an experimental initiative that looks at testing the introduction of a new category of worker. He asks if the city is looking at plans of non-traditional ways of documenting skills and validating experience and making that a part of the hiring process as well.

V. Mihalo responds that they are taking a look at different options, i.e. different ways to recruit and shortlist people.

Councillor Sleiman asks that if someone comes to Canada, attends the University of Windsor or St. Clair College and requires assistance from city staff to help prepare them for a job, have any programs been developed to assist that professional.

G. Jones states that she believes it would be very valuable to enhance opportunities for mentorships with some of our staff and individuals in the community. She adds the second phase of the Diversity & Inclusion Plan will deal with action items such as this because mentoring people in the community is important.

V. Mihalo reports that when they attend job fairs, they speak to candidates and potential applicants and provide information relating to how they apply for positions and the interview process.

The Chair asks that when the city attends the job fairs, would it be possible to invite members of the Diversity Committee, as when people see people who look like them represented on a panel, they feel more comfortable.

V. Mihalo notes that there are diverse individuals in the department that can be sent, but they will review other possibilities.

S. Bhuiyan questions if there are currently any placements or internships available with the city and if so, if that information can be provided.

Moved by Councillor Sleiman, seconded by S. Bhuiyan,  
That the Presentation entitled "City of Windsor Diversity & Inclusion in Hiring" provided by the Executive Director of Human Resources **BE RECEIVED.**  
Carried.

## 5. Business Items

### 5.1 Letter of Support

Dr. Jane Ku, Acting Director of Women's and Gender Studies and Dr. Urvashi Soni-Sinya, University of Windsor appear before the Committee to request a letter of support to hold a conference on racism and antiracism with an emphasis on local experience in Windsor Essex.

The following comments are provided relating to this initiative:

- This conference will bring academic researchers from multiple disciplines to explore the different ways that racism manifests and is experienced by diverse racialized peoples.
- This project will create a sense of community at the University of Windsor among the interdisciplinary scholars and to ground a lot of their research in Windsor.
- A community panel will be held hosted by the Diversity Committee and will give the audience and the participants a sense of what is happening in Windsor.
- Discussions may include the hiring practices at the City of Windsor, the city's statistics relating to diversity and personal experiences that people can talk about.
- This is an important conference to hold for open discussion towards acknowledgement of minority experience, and for opening a path towards a more multiculturally equitable experience.

The Chair advises that there is no monetary obligation required from the Diversity Committee.

Moved by Y. Huff, seconded by R. Al-Saadi,

That the Letter of Support for the Social Sciences and Humanities Research Connection grant application from Dr. Jane Ku (Sociology/Women's and Gender Studies) along with colleagues at the University of Windsor to hold a conference on racism and antiracism with an emphasis on local experience in Windsor Essex **BE APPROVED**.

Carried.

## **5.2 Council Question – July 13, 2020 City Council Meeting**

This matter is deferred to the October 20, 2020 meeting of the Diversity Committee.

## **5.3 Phase 2 of the Diversity & Inclusion Plan Subcommittee**

This matter is deferred to the October 20, 2020 meeting of the Diversity Committee.

## **6. Other Business**

None.

**7. Date of Next Meeting**

The next meeting will be held on Tuesday, October 20, 2020 at 10:00 a.m. via Zoom video conference.

**8. Adjournment**

There being no further business, the meeting is adjourned at 12:00 o'clock p.m.

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**CHAIR**

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**COMMITTEE COORDINATOR**



# Diversity & Inclusion in Hiring





# GOALS OF THE DIVERSITY AND INCLUSION INITIATIVE

## Goal One

Have a diverse and talented workforce that is reflective of our community.

## Goal Two

Strengthen the Corporation's capacity to work with diverse communities.

## Goal Three

Identify and address systematic barriers within the Corporation.

## Goal Four

Ensure our programs and services meet the needs of everyone.

These goals work together to create...

A Corporation that meets the needs of everyone living, working, and playing within its borders

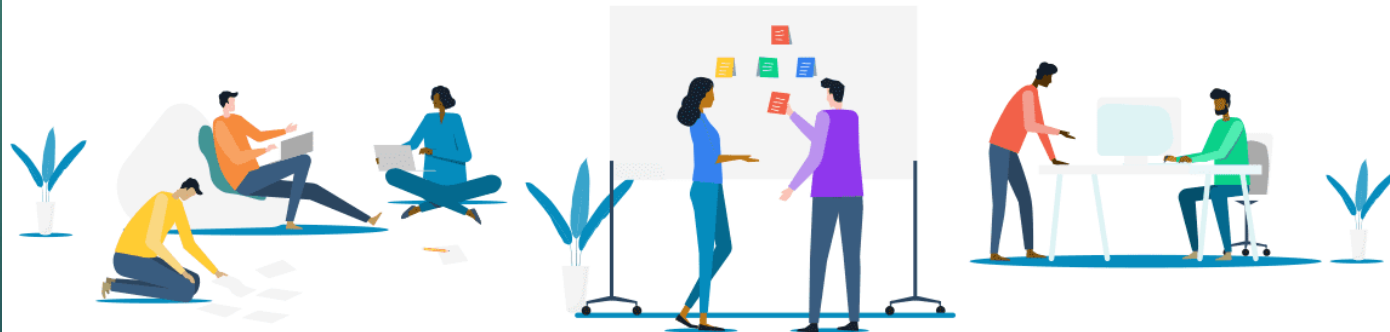
# Have a diverse, talented workforce that is reflective of our community

Goal One

Objective 1.1: Recruit and retain skilled diverse employees in nature and reflect the City of Windsor.

- ▶ Action Item 1.1.1: Review current Human Resources hiring policies and job postings to see if there are any matters that could unknowingly be barriers to qualified diverse applicants.
- ▶ Action Item 1.1.2: Build upon success of past placements with settlement agencies and agencies assisting individuals with disabilities to further expand volunteer placement opportunities across the Corporation.
- ▶ Action Item 1.1.3: Build upon success of our program to provide paid employment placements to persons with disabilities by further expanding the program to add additional placements across the Corporation.

**People, processes, and technology can all be entry points for hiring bias.**





Objective 1.2: Measure, monitor, and address diversity and inclusion issues in the workplace.

- ▶ Action Item 1.2.1: Explore opportunities to create Employee Resource Groups that will expand possibilities for diverse employees to have the opportunity to be valued and to be heard, engaged, and included.
- ▶ Action Item 1.2.2: Expand ongoing internal education and communications regarding corporate policies, procedures, and complaint processes currently in place that focus on diversity, accessibility, and Human Rights.
- ▶ Action Item 1.2.3: Conduct ongoing employee demographic surveys.





Objective 1.3: Ensure senior management team, managers, and unions are committed to diversity.

- ▶ Action Item 1.3.1: Provide the Senior Management Team and Human Resources with the tools and training they need to be effective change agents of diversity and inclusion.
- ▶ Action Item 1.3.2: Garner endorsement and strategic input from Senior Management Team to ensure the leaders of this Corporation support and are advocates for the Diversity and Inclusion Initiative.
- ▶ Action Item 1.3.3: Garner endorsement and strategic input from unions and associations and their leaders in Phase Two of the Initiative.
- ▶ Action Item 1.3.4: Work with unions and associations to find creative solutions where seniority issues have been identified as an issue in responding to requests for reasonable accommodation and to promotion for current employees who belong to designated groups.

# Employment Policy

- ▶ The City of Windsor Employment Policy has been developed in accordance with the *Municipal Act*, Section 270 (1) which requires municipalities to adopt policies on the hiring of its employees; the manner in which the municipality will try to ensure that it is accountable to the public for its action.
- ▶ This policy applies to individuals, inclusive of, but not limited to, non-paid work placements, volunteers and employment applicants.

*“The Corporation of the City of Windsor is committed to recruiting and maintaining a competent, qualified and diverse workforce that enhances the Corporate vision and culture of our organization”.*

# Respectful Workplace Policy

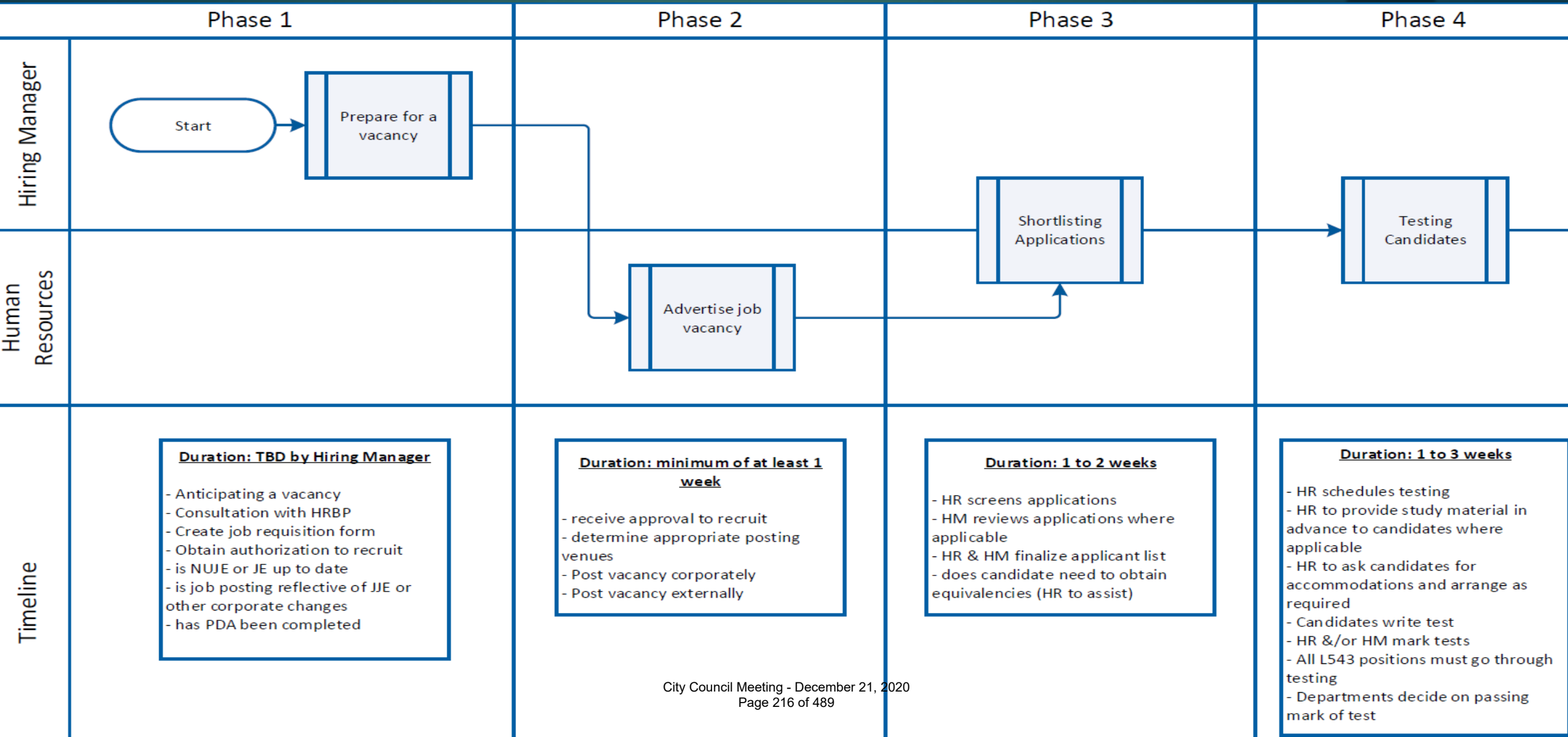


*The Corporation is dedicated to providing a workplace and service environment that is conducive to creating a climate of mutual respect that fosters equality and inclusion, reinforces opportunity, and allows for each person to contribute fully to the development and well being of the Corporation.*

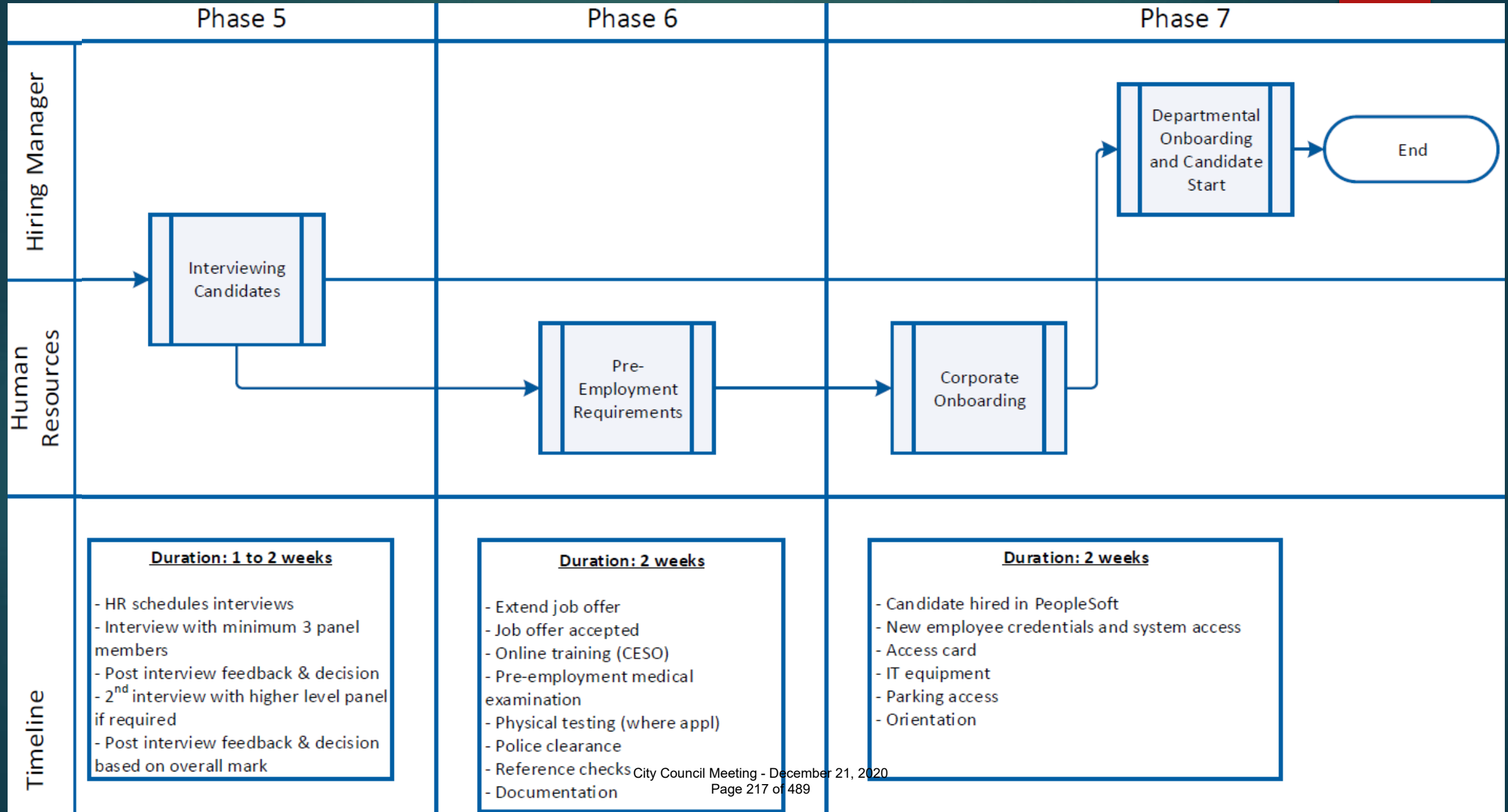
*The Corporation is committed to proactive policies and procedures that are diverse and inclusive in nature. The Corporation will use best efforts to conduct internal consultation and review with an aim of identifying visible and invisible systematic and attitudinal barriers in policies, practices, and procedures.*



# Recruitment Process



# Recruitment Process



# Reviewing Recruitment

The recruitment process is made up of many different steps and processes. Reviewing the hiring process for inclusive practices requires attention to the various steps of the process:

1. Benchmarking
2. Community outreach
3. Job posting
4. Shortlisting
5. Candidate testing
6. Interviews
7. Hiring and onboarding
8. Retention and ongoing education



It is important to note that we are obligated to adhere to the job evaluation process, the Pay Equity Act, OHRC, OHSAA, and various collective agreements. Furthermore, some positions have specific requirements that must be adhered to.

# Benchmarking

*Is our Corporation representative of the community?*

## What we have done

- Workforce Census
- Data analyzed by external consultant
- Reported to Diversity Committee and Council
- Communicated to staff, managers, supervisors, and unions
- Preparations for second Workforce Census

## Opportunities for the future

- Use and analyze data on an ongoing basis
- Accountability for census results over time
- Ongoing benchmarking

### Employee Demographics Over Time

| Employees Hired        | Racialized Persons |
|------------------------|--------------------|
| More than 30 years ago | 2.94%              |
| 1-5 years ago          | 11.06%             |
| Less than 1 year ago   | 16.49%             |



# Workforce Census Information

Action Item 1.2.3: Conduct ongoing employee demographic surveys of the Diversity and Inclusion Initiative.

This asked demographic questions of the Corporation and gave us the opportunity to understand barriers to inclusion and engagement.

Read the full report at: <http://bit.ly/ccworkforcecensus2018>

| Entire Corporation       |                    |           |            |             |             |             |             |           |
|--------------------------|--------------------|-----------|------------|-------------|-------------|-------------|-------------|-----------|
| Category                 | Less Than One Year | 1-5 Years | 6-10 Years | 11-15 Years | 16-20 Years | 21-25 Years | 26-30 Years | 30+ Years |
| Women                    | 67%                | 59%       | 56%        | 66%         | 57%         | 67%         | 62%         | 65%       |
| Racialized Persons       | 16%                | 17%       | 15%        | 12%         | 9%          | 6%          | 9%          | 3%        |
| People with Disabilities | 15%                | 7%        | 15%        | 17%         | 18%         | 30%         | 15%         | 13%       |
| LGBTQ+                   | 13%                | 7%        | 9%         | 3%          | 3%          | 2%          | 2%          | 4%        |
| Indigenous               | 3%                 | 3%        | 7%         | 7%          | 4%          | 6%          | 5%          | 15%       |



52% of staff provide dependent care  
8% provide care for more than one category of dependents

15% of staff identified having a disability

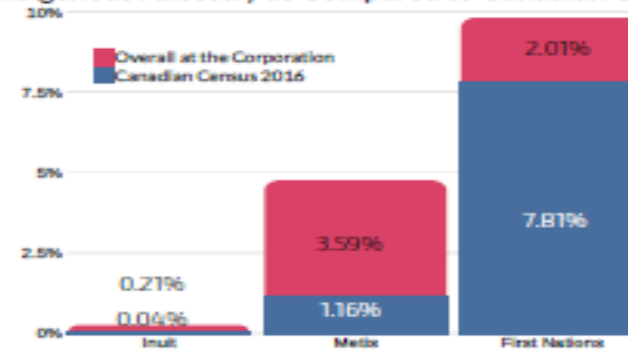
## TOP 10 DISABILITIES

01. Chronic Illness
02. Pain
03. Mental Health
04. Reduced Physical Capacity
05. Hard of Hearing/Deaf/deaf
06. Mobility Impairment
07. Learning Difficulties
08. Progressive Conditions
09. Visual Impairment
10. Eating Disorder/Disordered Eating

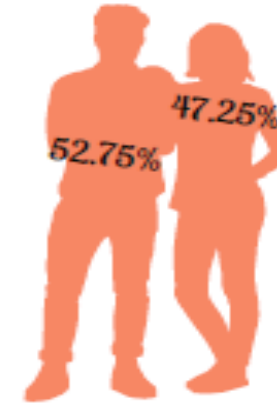
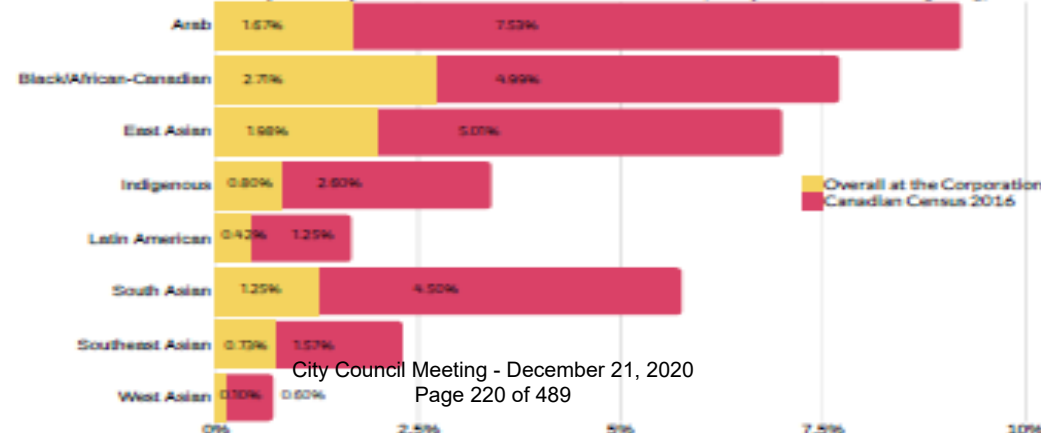


5.19% of staff are on the LGBTQ+ spectrum  
46% are not "out" at work

## Indigenous Ancestry as Compared to Canadian Census



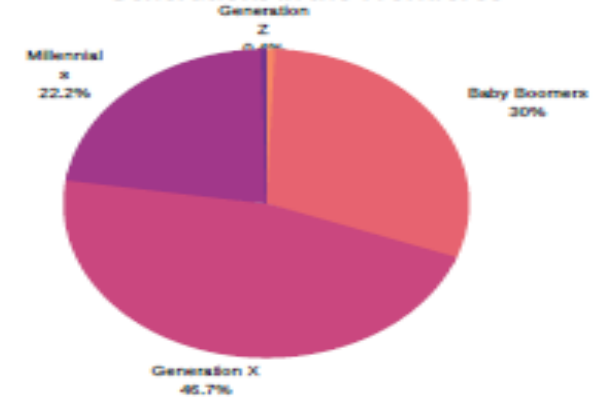
## Racial Identity Compared to Canadian Census (City of Windsor [CY])



52.75%  
47.25%  
in managerial positions at the Corporation

OVER  
**30%**  
OF THE WORKFORCE IS AT  
LEAST BILINGUAL

## Generations in the Workforce



11% of staff identified as  
being diagnosed with a  
mental health condition  
55% OF AFFECTED STAFF HAVE  
BEEN PREVENTED FROM  
WORKING

# Community Outreach

*Are our postings being distributed in a manner that maximizes our opportunities for diverse candidates to see postings and apply?*

## What have we done

- Enhanced outreach efforts
- Social media plan to attract diverse applicants
- Distribution of postings to different agencies, community groups
- Internal mentoring program
- Inclusion Action Network, employment subcommittee, and employee resources groups

## Opportunities for the future

- Active recruiting
- Continue to broaden outreach in the community
- Expand mentorship and internship opportunities for diverse candidates and new Canadians
- Accountability for leaders





# Community Outreach

Step  
2



- African Community Organization of Windsor
- Almohajer Aljadeed
- Assisted Living Southwestern Ontario
- Can Am Indian Friendship Centre
- Canadian Mental Health Association
- CNIB
- Coachworx
- Community Living Windsor
- Discovery Ability Network
- EnWin

- Essex County Chinese Association
- Handi Transit
- Hungarian Cultural Centre
- Jewish Community Centre
- Learning Disabilities Association
- Multicultural Council
- New Beginnings
- New Canadians Centre of Excellence
- Ontario March of Dimes
- St. Clair College

- St. Clair College Employment Centre
- Transit Windsor
- Unemployed Help Centre
- United Way
- University of Windsor
- University of Windsor - jobs
- Windsor Public Library
- WEST
- Windsor Star
- WWWIW
- YMCA



# Community Outreach

## Internships and Work Placement Programs

### The City of Windsor participates in:

- Student placements
- Co-op placements
- Paid and unpaid placements
- Job-shadowing experiences
- Council approved an annual funding commitment of \$150,000 to stabilize our participation in Workplace Initiatives for Persons with Disabilities





# Community Outreach Work Placements

## Unpaid Placement Programs

- Greater Essex County District School Board - Secondary School Co-operative Education
- Windsor Essex Catholic District School Board - Secondary School Co-operative Education
- Take Our Kids to Work Day (1 day event)
- University of Windsor
- St. Clair College of Applied Arts & Technology
- Northern College
- Women's Enterprise Skills Training

## Paid Placement Programs

- Post-Secondary - Co-operative Education
- Summer Student Lottery Program
- Service Canada's Young Canada Works in Heritage Organization Program
- Service Canada's Canada Summer Jobs Program
- Canadian Parks and Recreation Association Summer Work Experience Green Jobs Initiative
- Community Living – Service Canada's Opportunities Fund
- YMCA – Service Canada's Opportunities Fund
- Law Society of Upper Canada – Articling Students
- St. Clair College – Landscape – Horticulture Technician
- Windsor Sculpture Park Maintenance Project
- St. Clair College – Award of Excellence



# Community Outreach Employment Lotteries

## Summer Student Lottery Program

- Provides students the opportunity to gain meaningful employment experience
- To keep the hiring of students fair and equitable, hiring is based on a lottery system
- A computer program randomly draws applications



## Caretaker Pool Employment Lottery, Arena Skate Patrol Student Lottery and Arena Attendant Employment Lottery

- To give everyone an equal opportunity, the shortlisting is done by a random computer lottery
- Randomly chosen candidates proceed to the interview stage

# Community Outreach

- Efforts have been made to rebrand and promote the Corporation as an employer of choice through attending job fairs and networking events
- Focus on broadening recruitment efforts
- Diversity and inclusion topics are easily and quickly located on the organization's internal and external websites.

## Working here is more than just a job: it's a career you can be proud of.

The City of Windsor is a progressive and inclusive employer that offers rewarding career opportunities across a wide variety of work areas. All of our positions provide a collaborative and collegial work environment that supports and promotes advancement.

If you're an ambitious, dedicated and service-oriented person, you can find [City job postings](#) as they arise, or you can also call us at 519-255-6515 or 311.



# Community Outreach

## Women on Fire

- This event is meant to help bridge the gaps that many females encounter in the physical testing portion of emergency services recruitments
- Solution to boosting the number of women working in emergency services in Windsor-Essex.
- Postponed due to COVID-19





# Job Postings

*Are the postings attracting candidates of diverse backgrounds to apply?*

## What have we done

- Reviewed accessibility of job postings
- New accessible format developed and in testing
- Developing tool to revise current job postings for inclusive wording
- Alternative qualifications for education and experience for non-union positions
- Researched other municipalities and organizations



## Opportunities for the future

- Further expand alternative qualification criteria to unionized positions
- Simplify language in job postings
- Include more assets in posting that promote diversity
- Include diverse skills such as speaking a second language as an asset
- Review educational requirements to determine if they are unnecessarily restrictive for some positions

# Job Postings

## Job listings with gender-neutral wording get **42%** more responses



### More qualified people will apply:

We are an **Equal Opportunity** employer **committed** to a **diverse workforce**. We **do not discriminate** on the basis of race, religion, color, national origin, gender, sexual orientation, age, marital status, veteran status, or disability.

### Fewer qualified people will apply:

We are an EEO and Affirmative Action employer. Women, racial, and other minority **candidates** are invited to apply. **Successful applicants** will need to **comply with** a background check of criminal records.

THE CITY OF  
**WINDSOR**

WHERE **EMPLOYMENT**  
EQUALS **OPPORTUNITY**

The City of Windsor is a progressive and inclusive employer that offers rewarding career opportunities across a wide variety of work areas. All of our positions provide a collaborative environment that supports and promotes advancement.

For information or to apply, visit our website, call 519-255-6515, or call 311.

311  
WINDSOR  
CITY SERVICES

TTY: 1-866-488-9311  
[www.citywindsor.ca](http://www.citywindsor.ca)

#workwindsor

# Shortlisting

*Is the review method increasing or decreasing bias in the system?*

## What have we done

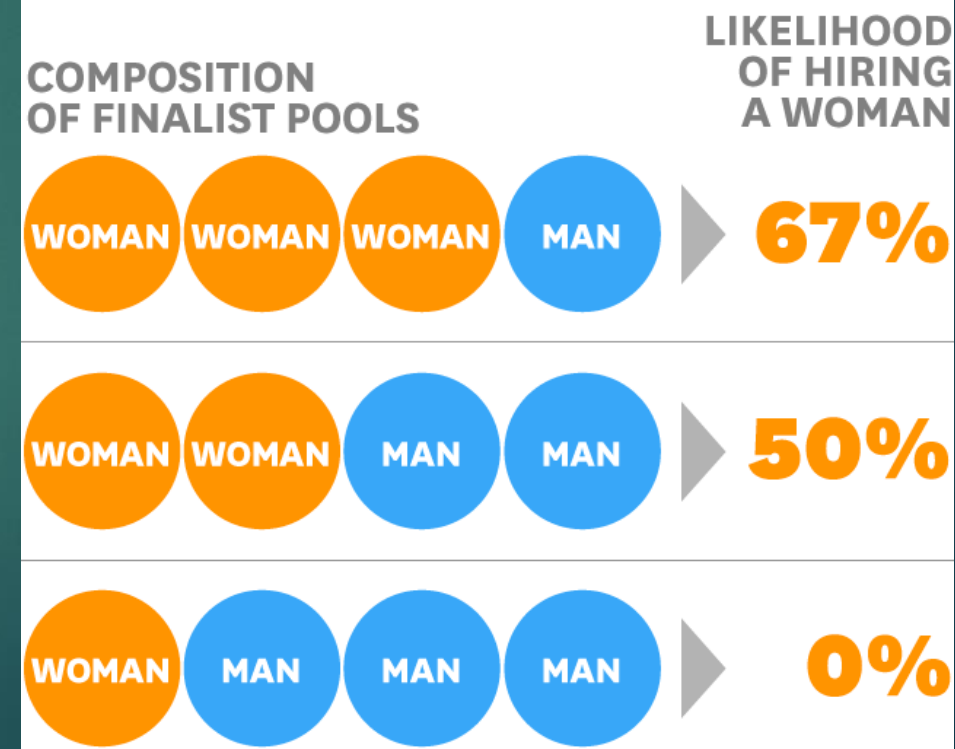
- Applicant tracking system to reduce possibilities of bias
- Intelligent shortlisting using JazzHR
- Consider applicants whether their education or experience took place inside or outside of Canada
- HR and hiring department work together to ensure no qualified candidates are missed

## Opportunities for the future

- Blind recruitment
- Review best practices utilized by other municipalities
- Explore options to increase diverse candidates to progress to interviewing stage

## The Relationship Between Finalist Pools and Actual Hiring Decisions

According to one study of 598 finalists for university teaching positions.



# Candidate Testing

## What have we done

- Test results withheld from the interview panel
- Tools available to assist applicants in writing tests with individualized accommodations available
- Language Line interpreter on wheels is available in HR to be used for testing and interviewing
- Study material is provided to prepare for testing

## Opportunities for the future

- Review if the testing essential or if it is creating unnecessary barriers
- Consider if a different type of testing needed



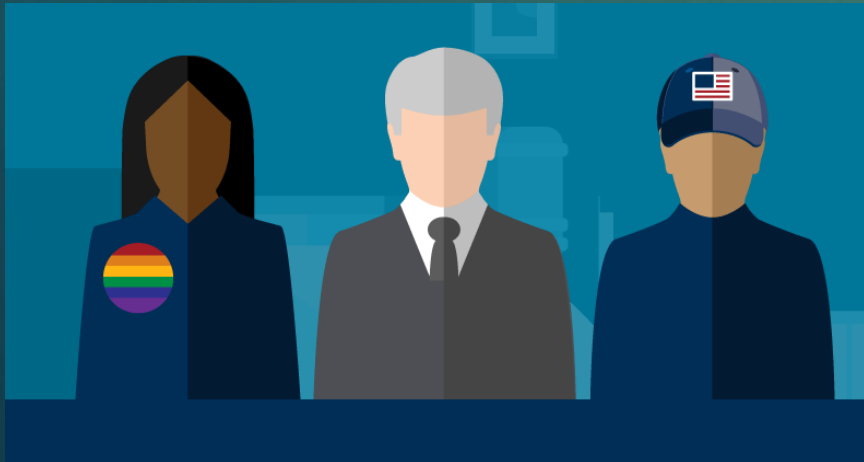


# Interviews

*Are interviews in the best format to encourage diversity/inclusion and eliminate barriers?*

## What have we done

- Credit may be given for speaking another language
- Structured interviews
- Managers must take Ontario Human Rights training



## Opportunities for the future

- Include questions relevant to diversity and inclusion
- Increase diversity on interview panels
- Review format of interviews and questions
- Mandatory unconscious bias/diversity and inclusion training for hiring managers

# Interviews

## Structured Interviews



### Advantages of using structured interviews...

- Produces comparable and quantifiable data
- Suitable for simple, straightforward, factual information
- Less interviewer bias as more formal
- As structure is the same, it gives good reliability
- Less time consuming (than unstructured) so can use a larger sample = more representativeness

### Fairness

Asking the same questions of every candidate ensures each person has an equal opportunity to provide information – and that each is evaluated fairly only on information that is relevant to job success. This also greatly improves the candidate experience.

### Legal Protection

Structured interviews are based on job analyses and subject matter expert interviews to gather critical incidents, which feed into the content of the interview questions. Documenting this process keeps companies out of legal trouble and reduces the likelihood of legal complaints.



# Hiring and Onboarding

## What have we done

- Assist applicants who are internationally trained to have their education assessed for the Canadian equivalent
- Hired applicants on temporary visas and awaiting permanent status
- All employees must take Respectful Workplace training/AODA training

## Opportunities for the future

- Review international credentials
- Provide information to new employees regarding the Diversity and Inclusion Initiative and employee resource groups
- Review pre-employment requirements



# Retention

## Opportunities for Advancement

### What have we done

- Education reimbursement
- Employees encouraged to consider development opportunities and positions outside their current area
- Internal Job postings offer opportunities for internal promotions and advancement

### Opportunities for the future

- Additional coaching and mentoring for high-potential talent from backgrounds not represented in a balanced way across the Corporation
- Provide opportunities for high potential diverse staff to become involved in projects where skills and accomplishments can become known and recognized
- Provide more opportunities for networking within Corporation



# Retention

## Employee Mentoring Program

- Opportunity for staff to improve skills and build careers through mentor/protégé relationships.
- The program has brought together very successful partnerships since its official launch in November 2006.
- The program has had 183 unique participants to date.
- Opportunities for increasing mentorship of current diverse staff so that they have greater opportunities for advancement.



# Retention

## Inclusive Action Network (IAN) and Employee Resource Groups

- Employee lead mentorship
- IAN and the ERGs will expand possibilities for diverse employees to be valued and to be heard, engaged, and included.





# Retention Learning and Mentorship Opportunities

- Succession Planning
  - Increase the interest and capability of employees to fill supervisory and management positions
- Talent Management Program
  - Provides clear and effective procedures for managing talent within the Corporation
  - Available to all employees regardless of employment status.
- Corporate Coaching
  - Provides a broad context of leadership skills intended to provide structure and opportunity.
- Performance and Learning Month
  - Various schools and agencies are brought in to do presentations and offer information to employees who are looking to pursue learning and advancement opportunities

# Retention

## Ongoing Education

### What have we done

- Increased diversity, sensitivity and awareness training
- Partnership with Canadian Centre for Diversity and Inclusion (CCDI)
- Upcoming training in Unconscious Bias, Fundamentals of Diversity and Inclusion, and Managing Bias in Hiring
- Call it out Racism course which will be mandatory for all employees

### Opportunities for the future

- Provide managers, supervisors, and HR with the tools and training they need to be effective agents of diversity and inclusion.
- Increase representation of management in ERGs and Inclusive Action Network
- Ongoing education of leaders and employees so they have a high level of diversity and inclusion competence.
- Mandatory training for hiring managers on the impact of unconscious bias.
- Expand communications regarding corporate policies and procedures that focus on diversity, accessibility, and Human Rights.





# Education

## 2019 Training Courses and Inclusive Learning Events



**Professional  
Development**



- Unconscious Bias
- Aphasia Training
- Newcomer Inclusion
- Religious Inclusion Webinar
- Transitions in the Workplace
- Unlocking the Power of Diversity and Inclusion
- Language Line Video Remote Interpreting Services training
- Artificial Intelligence's Role in Diversity and Inclusion
- Ramadan Information Sessions
- Respect in the Workplace
- Herstory Film Festival
- Out in Windsor Film Festival
- Brain Injury Awareness month
- Canada Day Trivia Event
- Intergenerational Trivia
- ERG Diversity Summit
- Invisible Disabilities Panel Discussion
- The LGBTQ2+ Experience and How Colleagues Can Support
- Accessibility: Navigating a World Filled with Barriers
- Black History Month Film Festival
- Blind Date with a Diversity Book
- Indigenous History Month film festival
- International Day for the elimination of Racial Discrimination

# Education

## 2020 Training Courses and Inclusive Learning Events

- Accommodations: The Ultimate Checklist
  - Ageism and Age Discrimination
  - Allyship: Your Role in Supporting Minorities
  - Leveraging Cultural Difference at Work
  - Circle for Reconciliation: Best Practices
  - Emotional Intelligence for Leaders
  - Black History Month Film Festival
  - Unconscious Bias to Conscious Open-Mindedness
  - Respectful Ways to Celebrate Inclusive Holidays
  - Coffee Break for Mental Health
  - Managing Micro-Aggressions
  - Combatting Tokenism
  - Respect in the Workplace
  - Gender Diversity
- Upcoming**
- Call It out: Racism, Racial Discrimination & Human Rights
  - Unconscious Bias
  - Diversity and Inclusion fundamentals
  - Managing Bias in Hiring



Canadian Centre for Diversity and Inclusion  
Centre canadien pour la diversité et l'inclusion



**Committee Matters: SCM 368/2020**

**Subject: Minutes of the Housing & Homelessness Advisory Committee of its meeting held September 23, 2020**

Moved by: Councillor Gignac  
Seconded by: Councillor McKenzie

Decision Number: **CSPS 125**

THAT the minutes of the Housing & Homelessness Advisory Committee of its meeting held September 23, 2020 **BE RECEIVED**.

Carried.

Report Number: SCM 304/2020  
Clerk's File: MB2020



## **Committee Matters: SCM 304/2020**

**Subject: Minutes of the Housing & Homelessness Advisory Committee of its meeting held September 23, 2020**

## **Housing & Homelessness Advisory Committee**

Meeting held September 23, 2020 via Zoom video conference

A meeting of the Housing & Homelessness Advisory Committee is held this day commencing at 9:30 o'clock a.m. via Zoom video conference, there being present the following members:

Marina Clemens, Chair  
Councillor Kieran McKenzie  
Fiona Coughlin  
Phil Dörner  
Mayor Gary McNamara, Town of Tecumseh  
Jim Steele  
Leigh Vachon (arrives at 9:35 a.m.)  
Angela Yakonich  
Joyce Zuk

### ***Regrets received from:***

Jessica Brunet  
Kathy Hay  
Eric Hill

### ***Also present are the following resource personnel:***

Debbie Cercone, Executive Director of Housing & Children's Services  
Judith Binder, CMHC  
Kelly Goz, Coordinator, Housing Administration & Development  
Tina Moore, Coordinator, Housing Administration & Development  
Jennifer Tanner, Manager Homelessness & Housing Support  
Karen Kadour, Committee Coordinator

## **1. Call to Order**

The Chair calls the meeting to order at 9:33 o'clock a.m. and the Committee considers the Agenda being Schedule "A" attached hereto, matters which are dealt with as follows:

## **2. Disclosure of Interest**

None disclosed.

### 3. Adoption of the Minutes

Moved by Councillor McKenzie, seconded by A. Yakonich,  
That the minutes of the Housing & Homelessness Advisory Committee of its meeting held June 23, 2020 **BE ADOPTED** as presented.  
Carried.

### 4. Business Items

#### 4.1 Housing & Homelessness Master Plan 2019 Annual Report

K. Goz advises a report will be going to Council in the next few months that will provide additional information relating to the 2019 Annual Report. As 2019 was a transition year between the previous version of the 10 Year Plan and the new one, the structure of the report flows a little differently in response to the targets that were identified in the renewed 10 Year Housing & Homelessness Master Plan.

Councillor McKenzie states that the number one priority is to expand the supply of affordable housing. He asks if the number of new affordable housing units added in 2019 was zero. K. Goz responds that the amount of housing has expanded and increased in terms of affordable units that are supported through rent supplement and the number of households that have accessed those units. It does not necessarily mean that the housing is new bricks and mortar but how we are expanding affordability across Windsor-Essex which also includes rent subsidies for units that already exist in the community.

Councillor McKenzie indicates he is not sure the statistics are quantified in the report. K. Goz replies that 670 new households were assisted in either RGI, affordable rental housing units and/or rent assisted units in 2019. She adds when the report comes before Council, they can provide a more detailed breakdown of this data.

Councillor McKenzie asks if consideration has been given to whether or not there has been a breakdown of private or public sector and non-profit sector units added in the affordable housing space and is there access to that data. K. Goz responds that this matter is being looked at by administration to determine how to gather and track that information. She notes that information was received from Windsor Family Homes and Community Partnerships and Habitat for Humanity regarding the net increases for affordable housing in 2019. She adds that it is her understanding that the Building Department will be putting in a system in place that will assist with tracking the number of affordable units created through the private sector.

Councillor McKenzie asks how are we trending towards the 10,000 unit goal and where are we after year one. We should have added 1,000 units which should be



included in the report and what are the bricks and mortar builds that are directly tied to the municipality. K. Goz questions what the Councillor means by “bricks and mortar builds” and asks if it is tied to incentives and CIP’s.

Councillor McKenzie states that we are supporting a number of different groups and organizations that are providing affordable housing across the community. When we’re talking about new builds that the city is responsible for, if we’re going to reach the goal of 10,000 units, the city has to build some.

K. Goz advises that the target identified in the Master Plan speaks to increasing the number of households assisted in either RGI, affordable rental housing units and/or rent assisted units by 30% by 2028.

J. Zuk advises that perhaps the distinction that Councillor McKenzie is looking for is the difference between overall units and actual stock and how we add it to the actual build that is either owned by the City of Windsor or is under contract being maintained as affordable housing. It is a contentious point because it is important to track rent supplements as currently, that is the only vehicle that we have had to create those affordable units given that buildings are not happening and we do not have inclusionary zoning.

F. Coughlin remarks she would like to see an increase in the number of new units whether it is through the rent subsidies or through new builds. The City does partner with Habitat for Humanity on their builds and these new units are included in the data on the 2019 annual report.

Mayor McNamara asks Administration if the private sector is included in qualifying for affordable housing. K. Goz responds that known investments of rental housing capital dollars in 2019 were included in the report. Future reports can depict the net increases of the number of units and dollars invested in Windsor Essex annually. In any of the Provincial/Federal capital programs delivered by Housing Services, there has been a requirement for municipalities to consent to participation in these programs, the City of Windsor has historically participated in every rental capital program back to 2007.

Mayor McNamara suggests that if we are going to meet targets over a period of time, that perhaps a chart that outlines what has transpired the year before and what is coming up over the next few years would be helpful.

D. Cercone advises that a template/report can be created and sent out to the municipal planning and building departments to collect information about affordable housing built by the private sector, i.e. three years would be a good benchmark and bring it back to HHAC.

J. Binder states as Windsor-Essex is a large community, to look at the spectrum of housing as a need and where it is being filled, i.e. CMHC is looking at many developers that may be offering different levels of affordability.

## **4.2 Housing & Homelessness Master Plan**

### **Goal 1: Sustain & expand social housing & affordable housing supply**

Fiona Coughlin advises Habitat for Humanity in 2019 completed three houses and partnered on eleven apartments on the rental side of things, i.e. transitional housing. Their biggest barriers relates to land as people at one time donated land for housing. She notes they have been working with Real Estate Services, City of Windsor in this endeavour.

T. Moore provides the following as it relates to:

- Canada Ontario Housing Benefits (COHB) and Windsor Essex Housing Benefit Update
- OPHI/COCHI Update
- 2019 Ontario Renovates: Social Housing Repair Program
- 2020 Ontario Renovates: Social Housing Repair Program
- Ontario Priorities Housing Initiative (OPHI) Project Announcement

### **Canada Ontario Housing Benefits (COHB) and Windsor Essex Housing Benefit Update (WEHB)**

Windsor Essex Community Housing Corporation (CHC) continues to administer both the COHB and WEHB programs. Interest in both programs continues to be high and enquiries are being received and responded to on an ongoing basis. Staff continue to work through the enquiries and are diligently working to assess eligibility and complete and process applications for eligible applicants for both programs as required.

WEHB offers must be made in order of priority on the Central Housing Registry Windsor Essex waitlist as these benefits count towards our legislated service level standard. WEHB offers to Priority I applicants have been issued, addressed and processed. The next round of offers to Priority II applicants were issued on September 17, 2020 with a deadline to respond by October 8, 2020. CHC staff will be working to provide further information, guidance to interested applicants, as well as, confirming program eligibility, providing assistance and direction in terms of completing the application process for individuals who are deemed eligible and subsequently processing applications and issuing payments for the eligible applicants.

### **OPHI/COCHI Update – RFP Operational Reviews/Facility Condition Assessments Social Housing Business Process and Asset Management Review Consultant**

A Request for Proposal funded under Ontario's Community Housing Renewal Strategy to hire a consultant to conduct Asset Management planning services, such as building condition audits and technical assessments, Operational reviews, Governance and succession planning review and analysis and identifying potential acquisition and mergers

of the federal and provincial housing providers under the HSA. We are currently in the evaluation stage, the project is scheduled to be complete early 2022 and will inform funding decisions for the next phase of funding under the Community Housing Renewal Strategy.

**2019 Ontario Renovates Social Housing Repair Program (OR SHRP)**

The Ontario Renovates Social Housing Repair Program (OR-SHRP) is funded under Ontario's Community Housing Renewal Strategy and is intended to assist Windsor and Essex County social housing provider(s) to rehabilitate units that require essential repairs which preserve and extend the functional lifespan of the social housing supply and/or modify units to increase accessibility. The 2019-20 funding amount of \$2.3 M was distributed to 21 Windsor and Essex County social housing providers to address urgent and necessary repairs representing 1,100 social units to be repaired by December 31, 2020.

**2020 Ontario Renovates Social Housing Repair Program (OR SHRP)**

We are pleased to announce the 2020 Ontario Renovates – Social Housing Repair Program (OR-SHRP) has been released to eligible social housing providers. The funding allocations for eligible Windsor and Essex County social housing provider(s) is up to approximately \$2.7 M for 2020-21. Our office has approved 20 Housing Providers to address immediate and urgent repairs to 1,250 social housing units by the program deadline of December 31, 2021.

**Ontario Priorities Housing Initiative (OPHI) Project Announcement**

On September 10, 2020 at 3100 Meadowbrook Lane Honourable Minister Clark, Minister of MMAH introduced the Provincial investments in Windsor Essex Community Housing Corporation's Meadowbrook Development capital project and Community Living Essex County's Youth Supportive project on Division Street in Kingsville. The Minister was joined by Irek Kusmierczyk, MP Windsor-Tecumseh, Mayor Drew Dilkens and Jim Steele, CEO, Windsor Essex Community Housing Corporation.

**Goal 2: Sustain & expand housing that is Linked with Supports and Goal 3: Ending Homelessness**

J. Tanner provides the following comments as it relates to COVID-19:

To date there has not been a COVID outbreak at any of the emergency shelters. The COVID Isolation & Recovery Centre has provided a safe place for 34 people to isolate

while awaiting COVID test results or recovering from the virus. Only one person is known to have been COVID positive.

The situation in the Housing with Supports Homes has been more concerning.

- 5 Housing with Supports Homes have had outbreaks
- 14 staff have tested positive
- 22 residents have tested positive
- 4 residents in 1 home have died

### COVID Funding & Services Supported

Quickly after the pandemic began the provincial and federal government provided additional funding to assist the Housing department in supporting its funded agencies and vulnerable populations.

The below table provides and overview of the COVID-related streams.

| Funding Stream                              | Funding Ministry                               | Amount                              | Date of Allocation          | Purpose and Services Supported  |
|---|--|-------------------------------------|-----------------------------|---|
| Social Services Relief Fund (SSRF Phase I)  | Ministry of Municipal Affairs & Housing (MMAH) | \$3.7 million                       | Apr 1, 2020                 | <p>To help social service providers such as emergency shelters, food bank, supportive housing to deliver their critical services, hire additional staff and find ways to promote social distancing and self-isolation. Falls under the Community Homelessness Prevention Initiative (CHPI) guidelines.</p> <p>This funding has been mainly used to provide additional support and resources at 3 emergency shelters and 22 Housing with Supports Homes so they can better adhere to public health guidelines to protect clients, residents and staff from COVID-19. (e.g. More cleaning staff, PPE)</p> <p>The COVID Isolation &amp; Recovery Centres (IRC) for people experiencing homelessness and the new day program at Windsor Water World have also been supported by this funding.</p> |
| Social Services Relief Fund (SSRF Phase II) | Ministry of Municipal Affairs & Housing (MMAH) | \$4.5 million (Planning allocation) | Aug 12, 2020                | <p>Administration submitted a business case to MMAH in mid-Sept.</p> <p>It is expected that MMAH will provide feedback / approval of this business case by the end of October.</p>  |
| Canada's COVID Economic Response Plan       | Employment & Social Development Canada (ESDC)  | \$1.8 million                       | Apr 1, 2020 & July 14, 2020 | <p>To provide assistance to organizations attending to the needs of people experiencing or at risk of homelessness during the pandemic. This funding has specifically been used for the following purposes:</p> <ul style="list-style-type: none"> <li>▪ Funding for one emergency shelter to reduce the spread of COVID (e.g. PPE, enhanced cleaning, security)</li> </ul>   |

|   |      |   |              |   |
|---|------|---|--------------|---|
|   |      |   |              | <ul style="list-style-type: none"> <li>Police and security costs at IRC / day program</li> </ul>  |
| Federation of Canadian Municipalities (FCM) | n/a  | \$34,000  | Jun 3, 2020  | To provide COVID-19 related supports to vulnerable populations.   |
| COVID 19: Temporary Pandemic Pay (TPP)      | MMAH | \$837,000<br><br>(approximate allocation, to be reconciled by September 30, 2020) | Jun 12, 2020 | To provide pandemic pay increase of \$4 / hour and lump sum payments (\$250 / month) for eligible employers and employees for the period of Apr 24 to Aug 13, 2020. Specific guidelines issued for this program. The City of Windsor, as Service Manager, will have to determine eligibility and administer this program.<br><br>The Housing department oversaw the implementation of TPP under the MMAH funding stream for 25 employers with over 300 employees, including eligible City staff |

Through these substantial funding contributions from upper levels of government, Administration has been able to meet the immediate needs of service providers that support some of our community's most vulnerable populations and has begun to plan for longer-term housing solutions that will protect people from contracting COVID-19. However, no funding commitments have been made after March 31, 2021 and by all accounts, Canada will still be dealing with the pandemic after that time.

K. Goz provides an overview of the day program, outcomes and partnerships as follows:

As of September 18, 2020:

| Totals To Date      |      |
|---------------------|------|
| Total Visitors      | 4664 |
| Total Unique Visits | 3603 |
| Total New Clients   | 387  |

- The site currently is operating in partnership with Family Services Windsor-Essex, Housing Information Services, Canadian Mental Health Association and CommUnity Partnerships
- Support agency staff have been instrumental in providing the following supports, which have evolved over time, to people experiencing homelessness:
  - Referrals and updates to the By-Names Prioritized List;
  - Completion and updates to Central Housing Registry application forms;

- Assistance in completing applications for the Canada Emergency Response Benefit (CERB);
- Connection to income maintenance staff at Ontario Works and Ontario Disability Support Program offices as applicable;
- Connection to Office of the Public Guardian and Trustee Office as appropriate;
- Review of housing listings found online;
- Assistance in obtaining necessary documents required for housing applications (ex. Identification, income verification, etc.);
- Referrals to other support agencies as required (ex. Legal Assistance of Windsor, WEFight, Crisis & Mental Wellness Centre, Assisted Living Southwestern Ontario, Canadian Mental Health Association, etc.);
- Referrals to primary health care providers, as required;
- Harm Reduction; and
- Warm transfer and service restriction resolution into Emergency Shelter.

In addition participants have requested the following resources be offered at the space:

- Housing, medical assistance
- Overnight sleeping space
- Mental health supports
- Bulletin board with available affordable units
- Assistance obtaining identification
- COVID funds

Additional comments provided by participants have been:

- Thank you for the space.
- This staff was the best. [The Outreach Worker] helped my mental state.
- Your care and concern helps me be a better person.
- I love this place, its amazing for people that are homeless that there is somewhere safe where we can go and get the help we need.
- Water World provides me time away from the challenges of shelter life.

Participant feedback has guided the evolution of the program.



The day program has provided folks with a safe, reliable, place to escape the elements while connecting to a variety of service providers. With the library closed and many agencies not conducting face to face visits, Water World fills a sizable gap for this vulnerable population. Most of these clients do not have phones to contact landlords, income support workers, and probation. Having staff to facilitate these phone calls provides support to a significant barrier in accessing services and housing. Navigating housing and income systems can be complicated; daily check ins with staff ensures clients feel supported to reach their goals and can receive help when a hurdle seems too challenging to complete independently.

- Some of the outcomes and successes achieved to date include but are not limited to:
- Female client came to Water World after being released from Windsor Police cells in a blue, thin jumpsuit that had holes in it. She was provided with clothing and resources and a connection to her CMHA worker. Connected male participant to primary care for follow up regarding infection and psychiatric meds. Connected participant to income after not receiving Ontario Works benefits and being homeless for a year.
- Provide informal supports to low income gentleman, who is diagnosed with cancer and is not pursuing treatment.
- Participant was deemed to be suicidal at Water World, stated he had attended hospital the night prior but was discharged without support. He stated he felt no one was taking him seriously, after advocacy and a call to 911 he was admitted to hospital for a psychiatric stay. Staff stayed with him for three hours awaiting an ambulance.
- Female participant attended Water World to talk to staff when her mother passed away and to escape an abusive relationship. She is now receiving addiction treatment services at House of Sophrosyne.
- A female attended Water World after an abusive incident with her partner, staff provided advocacy to get her into Hiatus House (Domestic Violence Shelter) until she is able to move into safe housing.
- Two participants have been presented at the Windsor Essex Situation Table due to having acute elevated risk.
- An 82 year old gentleman who had been staying in shelter for the past 3 years was housed in permanent housing with an IAH(E) rent supplement.
- A gentleman received advocacy support regarding his physical health needs and received an emergency life saving surgery.
- 
- BNPL current data
  - As of August 2020 – 422 people experiencing homelessness, of which 342 are chronic. There were 21 households who moved into housing.

J. Zuk remarks there was recent media coverage relating to encampments near the waterfront due to the reticence of people to go to facilities due to COVID-19. She adds this is not a “tent city” but where people live outdoors.

***Goal 7: Monitor, report & evaluate***

J. Tanner reports in terms of HIFIS – Homeless Individuals and Families Information System, that an agreement between the city and service providers who will be utilizing the system has been developed. Three emergency shelters have signed this agreement and will be the first to be onboarded onto HIFIS.

**4.3 HHAC Subcommittee**

Discussion ensues regarding the HHAC Administrative Subcommittee and the members Subcommittee and the need to ensure that the subcommittees are not working at cross purposes with each other

**4.4 Windsor Star Article**

It is noted that the Windsor Star article referred to Councillor Bortolin who provided comments and further referred to the need for additional, affordable units throughout the city to meet the demand for affordable housing stock.

**5. Date of Next Meeting**

The next meeting will be held on Wednesday, November 25, 2020 at 9:30 a.m.

**6. Adjournment**

There being no further business, the meeting is adjourned at 11:06 a.m.

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**CHAIR**

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**COMMITTEE COORDINATOR**



**Committee Matters: SCM 369/2020**

**Subject: Minutes of the meetings of the Executive Committee and the Board of Directors, Willistead Manor Inc., held March 12, 2020**

Moved by: Councillor Gignac  
Seconded by: Councillor McKenzie

Decision Number: **CSPS 126**

THAT the minutes of the Executive Committee and the Board of Directors, Willistead Manor Inc., of its meeting held March 12, 2020 **BE RECEIVED**.

Carried.

Report Number: SCM 123/2020  
Clerk's File: MB2020



## **Committee Matters: SCM 123/2020**

**Subject: Minutes of the meetings of the Executive Committee and the Board of Directors, Willistead Manor Inc., held March 12, 2020**

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

D. Sanborn, Chair  
C. Gaudette  
R. Gauthier

***Regrets:***

J. Evans

***Also in attendance are the following Resource Personnel:***

C. Masterson, Manager, Cultural Affairs  
D. Seguin, Deputy Treasurer – Financial Accounting  
S. Gebauer, Council Assistant & Executive Secretary to the Board of Directors, Willistead Manor Inc.

**1. CALL TO ORDER**

The Chairperson calls the meeting to order at 4:00 o'clock p.m. and the Board considers the Agenda being Schedule "A" ***attached*** hereto, matters which are dealt with as follows:

**2. ADOPTION OF THE MINUTES**

Moved by R. Gauthier, seconded by C. Gaudette,  
That the minutes of the Executive Committee Board of Directors Willistead Manor Inc. meeting held February 13, 2020 **BE ADOPTED** as presented.

Carried.

**3. REPORTS**

**3.1 Chairperson**

None.

### **3.2 Administration**

C. Masterson, Manager, Cultural Affairs informs the Committee members that Nicole, Hutchinson, the local curatorial consultant assigned to carry out the research, design and implementation of the historical exhibit in the Coach House is currently working on the research portion of the project.

C. Masterson also informs that the flooring project in the Saltmarche Gallery (also known as the North/East Gallery) has been completed.

### **3.3 Treasurer**

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

- Operating Account - \$26,883.
- Savings Account - \$10,639.

The Committee members discuss the various financial accounts, the possibility of allocating a small budget to the Furnishing Trust fund for small projects and the importance of identifying larger projects in consultation with the City of Windsor's Culture and Facilities departments.

## **4. NEW BUSINESS**

R. Gauthier informs the Committee members that he has, in his possession, a copy of Edward Chandler Walker's last will and testament, which identifies a number of paintings that he owned, along with the beneficiaries of each of the pieces. R. Gauthier is currently researching the location of these paintings in the hope of being able to acquire some of them for the Manor.

## **5. DATE OF NEXT MEETING**

The next meeting of the Executive Committee Board of Directors, Willistead Manor Inc. will be held on Thursday, April 9, 2020 at 4:00 o'clock p.m.



**6. ADJOURNMENT**

There being no further business, the meeting is adjourned at 4:35 o'clock p.m.

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CHAIRPERSON

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EXECUTIVE SECRETARY

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

D. Sanborn -- Chair  
A. Abu-Zahra  
C. Dettinger  
MJ. Dettinger  
J. Douglas Willms  
C. Gaudette  
R. Gauthier  
A. Jahns  
D. Langstone  
K. Renaud

***Regrets from Board Members:***

J. Evans  
C. Holt  
R. Jasey

***Also in attendance are the following resource personnel:***

C. Masterson, Manager, Cultural Affairs  
D. Seguin, Deputy Treasurer – Financial Accounting  
S. Gebauer, Council Assistant & Executive Secretary to the  
Board of Directors, Willistead Manor Inc.

**1. CALL TO ORDER**

The Chairperson calls the meeting to order at 4:45 o'clock p.m. and the Board considers the Agenda being Schedule "A" ***attached*** hereto, matters, which are dealt with as follows:

**2. ADOPTION OF THE MINUTES**

Moved by C. Dettinger, seconded by A. Abu Zahra,  
That the minutes of the Board of Directors, Willistead Manor Inc. meeting held February 13, 2020 **BE ADOPTED** as presented.

Carried.

### 3. BUSINESS ARISING FROM THE MINUTES

The Board members are provided the final list of the current sub-committees and their members as selected at the February 13<sup>th</sup>, 2020 meeting and a Chairperson is appointed for each sub-committee.

Moved by M J Dettinger, seconded by D. Langstone,  
THAT the Board of Directors, Willistead Manor Inc. **APPROVE** the following member and chairperson sub-committee appointments; and,

THAT each sub-committee **PREPARE** a statement, outlining what the committee will be responsible for as well as the committee's goals, which will be presented at a future meeting of the Board of Directors.

|                                    |  |
|------------------------------------|--|
| Acquisitions Committee:            | Andalieb Abu-Zahra<br>Colleen Gaudette<br>Robert Gauthier (Chairperson)  |
| Community Relations/<br>Promotions | Andalieb Abu-Zahra (Chairperson)<br>Carl Dettinger<br>Robert Jasey<br>James Evans  |
| Education                          | Mary Jane Dettinger<br>Robert Jasey (Chairperson)  |
| Event Planning                     | Andalieb Abu-Zahra<br>Mary Jane Dettinger<br>Carl Dettinger<br>Colleen Gaudette (Chairperson)<br>Robert Gauthier<br>Douglas Sanborn<br>Kathie Renaud (FOW)         |
| Fundraising                        | David Langstone (Chairperson)<br>James Evans<br>Douglas Sanborn  |
| Historical                         | Mary Jane Dettinger<br>Jean Douglas Willms<br>Colleen Gaudette<br>Robert Gauthier<br>Art Jahns (Chairperson)<br>Robert Jasey<br>David Langstone<br>Douglas Sanborn |

#### 4. CHAIRPERSON'S REPORT

The Chair informs the Board members Robert Gauthier has been in contact with Leslie Merinoff, great great great great granddaughter of Hiram Walker and has asked her to consider joining the Board of Directors, Willistead Manor Inc. As indicated in the email attached as "**Appendix A**", Ms. Merinoff is honoured to be considered and while she is not in a position to join the Board at this time, she will continue to support Willistead Manor.

The Board members agree that an invitation should be extended to Leslie Merinoff and Pam and Tony Morse to attend the Annual General Meeting dinner, on Thursday, April 9, 2020, at Willistead Manor.

#### 5. REPORTS

##### 5.1 Management

C. Masterson, Manager, Cultural Affairs, informs the Board members that the flooring project in the Saltmarche Gallery (also known as the North/East Gallery) has been completed.

C. Masterson also informs that Nicole, Hutchinson, the local curatorial consultant assigned to carry out the research, design and implementation of the historical exhibit in the Coach House is currently working on the research portion of the project.

C. Gaudette informs that she and R. Gauthier visited the Tayfour Campus of Hotel Dieu Grace Hospital, to view the Heritage Hallway exhibit that Nicole Hutchinson recently researched, designed and implemented and were very impressed with her work. C. Gaudette also visited the Chimczuk Museum, along with J. Douglas-Willms to view the 1880-1920 era collection of clothing and accessories, and the manner in which they were displayed.

##### 5.2 Treasurer

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

- Operating Account - \$26,883.
- Savings Account - \$10,639.

#### 6. COMMITTEES

##### 6.1 Fundraising

None.

## 6.2 Community Relations and Promotion

None.

## 6.3 Acquisitions

R. Gauthier informs the Board members that the Elizabeth Talman Walker portrait has been restored and is now hanging in the Dining Room at the Manor and that the two chairs, located in the East Gallery have been reupholstered along with a third chair located by the entrance at the Manor.

Moved by R. Gauthier, seconded by A. Abu-Zahra,

THAT the Board of Directors, Willistead Manor Inc. **AUTHORIZE** an expenditure to an upset limit of \$300 to cover the additional HST for the reupholstering of the three chairs in the Manor; and,

THAT the expenditure **BE FUNDED** from the Willistead Furnishings Trust Fund.

Carried.

R. Gauthier shows the Board members a container, purchased at DuMouchelles Art Gallery in Detroit, which will be used for the new floral arrangements.

C. Gaudette indicates that DuMouchelles has a beautiful easel at the Gallery that the Acquisitions Committee may be interested in acquiring.

R. Gauthier informs the Committee members that he has, in his possession, a copy of Edward Chandler Walker's last will and testament, which identifies a number of paintings that he owned along with the beneficiaries of these pieces. R. Gauthier is currently researching the location of these paintings in the hope of being able to acquire some of them to display in the Manor.

## 6.4 Friends of Willistead (FOW)

K. Renaud informs the Board members that 2020 marks the 40<sup>th</sup> Anniversary of the Friends of Willistead as a volunteer group and provides the following list of events that have been planned:

- The Easter party will take place on Saturday, April 11, 2020.
- Meet the Friends Event will take place on May 6, 2020
- Art in the Park will take place on June 6<sup>th</sup> and 7<sup>th</sup>, 2020.
- Watercolours in the Park, an event for children, will take place on July 5<sup>th</sup> and July 12<sup>th</sup>, 2020.
- FOW will host a Blue jeans and Blueprints party which has tentatively been scheduled for August 14, 2020.
- FOW will be presenting a Uni~Com Course on Wednesdays, from September 23<sup>rd</sup> through October 21<sup>st</sup>, 2020, in the Coach House.

- Doors Open Windsor will take place on September 27, 2020 and the FOW will serve as docents.
- A Gala evening with a 20's theme has been tentatively scheduled for Friday, November 20, 2020.

K. Renaud also informs the Board members that further to the discussion at the February 13<sup>th</sup>, 2020 meeting of the Board of Directors, in regards to creating a virtual reality 3D walking tour of the entire Willistead Manor Estate, the FOW Executive authorized a donation for the purchase of a camera to be used for this initiative. The funds were donated to the FOW by a deceased member.

## **6.5 Education**

MJ Dettinger informs the Board members that on March 16<sup>th</sup>, 2020 a French class from Académie Ste. Cécile will be visiting the Manor, and another group from the school is scheduled to visit during the month of April.

## **6.6 Historical**

A. Jahns informs the Board members that he has met with Nicole, Hutchinson, who is currently working on the Historical Exhibit and together they searched the Canadian Club archives for items that may be appropriate for the Exhibit.

## **6.7 Event Planning Committee**

C. Gaudette informs the Board members that the Event Planning Committee will be planning a small reception for the Questers Chapter to thank them for their donation for the refurbishing of the Elizabeth Talman Walker portrait. C. Gaudette suggests that the Committee partner with the Friends of Willistead and proposes a tentative date of May 6, 2020, indicating that the reception will provide a wonderful opportunity for the group to view the art piece, which is currently hanging in the Dining Room at the Manor.

## **7. NEW BUSINESS**

None.

## **8. DATE OF NEXT MEETING**

The next regular meeting of the Board of Directors, Willistead Manor Inc., will be held Thursday, April 9, 2020 at 4:30 o'clock pm.



## 9. ADJOURNMENT

There being no further business, the meeting is adjourned at 6:30 o'clock p.m.

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CHAIRPERSON

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EXECUTIVE SECRETARY

**Robert Gauthier**

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**From:** Leslie Merinoff [REDACTED]  
**Sent:** February-19-20 6:50 PM  
**To:** Robert Gauthier  
**Subject:** Re: Willistead Manor  
**Attachments:** image001.jpg

Hi Robert,

So I thought about it - and I'm so excited on honored that you ask. I'm not ready at this time to join because I am so busy with my startups in New York. But one of these days I would love to join. That said, you can count on me for an annual financial contribution and I would love to come at least once per year. Maybe theres a board meeting or committee for an event that I can make the trip for? You don't have to answer now - but if something comes up please stay in touch. I have a pretty basic website but you can find it here.. <https://www.matchbookdistilling.com/>

And here is the guest house.. <https://www.linbeachhouse.com/>

Anytime you'd like to visit we'd love to host you - just say the word.

All my best,  
 Leslie

On Thu, Feb 6, 2020 at 10:14 AM Robert Gauthier [REDACTED] wrote:

Hi Leslie, sorry to hear your not well. That flu thing can be a real drag. Hope you are better soon. Please take your time to think about joining our board, and if we can make it work for you in any way, please let us know.

Best Robert

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**From:** Leslie Merinoff [REDACTED]  
**Sent:** February-06-20 9:00 AM  
**To:** Robert Gauthier  
**Subject:** Re: Willistead Manor

Hi Robert,

Thank you so much for the note! I'm sorry it's taking me so long to respond - I've been in bed with the flu for a week. I would love to join the board - it's totally in line with what I'm passionate about - I just need to give it some thought - specifically as to whether I can dedicate enough time to it right now as I have a lot going on. Thank you so much for thinking of me for a seat.

I'll get back to you as soon as I can.

Leslie

On Fri, Jan 31, 2020 at 5:03 PM Robert Gauthier [REDACTED] wrote:

Hi Leslie, It was great seeing you at Willistead, and I hope you enjoyed yourself. We were thrilled that you took the time to come and be a part of the afternoon. Willistead has been a passion of mine for many years and the more recent connection to Walker descendants has brought a very special personal experience that had not existed before. I have had the pleasure of spending time with Tony and Pam and regard them as close dear friends and treasure our times together. I believe, as I mentioned to you, these connections, along with your family, have given the manor an entirely new perspective. One that really personally connects us to the Walker dynasty. And we all look forward to new type of future at Willistead.

All that said, we want to ask you if you would consider joining our board of directors ? I realize your distance is to be considered and we would make every effort to accommodate that. We meet 8 times a year, every second Thursday of the month. There would be no requirement on your part to be physically present. There are so many forms of communicating today, I am certain we could make it work. Of course we would really like your attendance, however not mandatory. Our AGM is in April and a board dinner is done on that date. That may a time to consider coming if you were to accept our invitation to join the board. We feel we would benefit greatly from your involvement. And we hope that you would enjoy another aspect of being a part of your families legacy. As mentioned, we intend to channel your generous donation to developing our historical presentation of Willistead and the Walker family in the coach house. It may be of interest for you to be on that committee. You would receive monthly board reports giving you great incite as to what is going on at the manor and all our endeavors.

We certainly hope you will give this some consideration and I look forward to hearing from you.

Best regards, Robert

PS: Louise and I are intrigued about your inn and business, would please send me the link to that ...

Robert S. Gauthier  
Residential & Corporate Design  
robertgauthier.com

148 Marine Drive  
Tecumseh, ON N8N 4K2  
519•735•5639





**Committee Matters: SCM 370/2020**

**Subject: Report No. 110 of the Board of Directors, Willistead Manor Inc., of its meeting held March 12, 2020**

Moved by: Councillor Gignac  
Seconded by: Councillor Bortolin

Decision Number: **CSPS 127**

THAT Report No. 110 of the Board of Directors, Willistead Manor Inc., of its meeting held March 12, 2020 indicating:

THAT the Board of Directors, Willistead Manor Inc. APPROVE the following member and chairperson sub-committee appointments; and,

THAT each sub-committee PREPARE a statement, outlining what the committee will be responsible for as well as the committee's goals, which will be presented at a future meeting of the Board of Directors.

|                                    |  |
|------------------------------------|--|
| Acquisitions Committee:            | Andalieb Abu-Zahra<br>Colleen Gaudette<br>Robert Gauthier (Chairperson)  |
| Community Relations/<br>Promotions | Andalieb Abu-Zahra (Chairperson)<br>Carl Dettinger<br>Robert Jasey<br>James Evans  |
| Education                          | Mary Jane Dettinger<br>Robert Jasey (Chairperson)  |
| Event Planning                     | Andalieb Abu-Zahra<br>Mary Jane Dettinger<br>Carl Dettinger<br>Colleen Gaudette (Chairperson)<br>Robert Gauthier<br>Douglas Sanborn<br>Kathie Renaud (FOW) |
| Fundraising                        | David Langstone (Chairperson)<br>James Evans<br>Douglas Sanborn  |

Historical

Mary Jane Dettinger  
Jean Douglas Willms  
Colleen Gaudette  
Robert Gauthier  
Art Jahns (Chairperson)  
Robert Jasey  
David Langstone  
Douglas Sanborn

**BE APPROVED.**

Carried.

Report Number: SCM 124/2020  
Clerk's File: MB2020

**Clerk's Note:** The recommendation of the Standing Committee and the Advisory Committee are the same.



## **Committee Matters: SCM 124/2020**

**Subject: Report No. 110 of the Board of Directors, Willstead Manor Inc., of its meeting held March 12, 2020.**



**REPORT NO. 110**  
of the  
**BOARD OF DIRECTORS,**  
**WILLISTEAD MANOR INC.**  
of its meeting held March 12, 2020

---

**Present:** D. Sanborn -- Chair  
A. Abu-Zahra  
C. Dettinger  
MJ. Dettinger  
J. Douglas Willms  
C. Gaudette  
R. Gauthier  
A. Jahns  
D. Langstone  
K. Renaud

Your Board submits the following recommendations:

Moved by M J Dettinger, seconded by D. Langstone,  
THAT the Board of Directors, Willistead Manor Inc. **APPROVE** the  
following member and chairperson sub-committee appointments; and,

THAT each sub-committee **PREPARE** a statement, outlining what the  
committee will be responsible for as well as the committee's goals, which will be  
presented at a future meeting of the Board of Directors.

|                                    |  |
|------------------------------------|--|
| Acquisitions Committee:            | Andalieb Abu-Zahra<br>Colleen Gaudette<br>Robert Gauthier (Chairperson)  |
| Community Relations/<br>Promotions | Andalieb Abu-Zahra (Chairperson)<br>Carl Dettinger<br>Robert Jasey<br>James Evans  |
| Education                          | Mary Jane Dettinger<br>Robert Jasey (Chairperson)  |
| Event Planning                     | Andalieb Abu-Zahra<br>Mary Jane Dettinger<br>Carl Dettinger<br>Colleen Gaudette (Chairperson)<br>Robert Gauthier<br>Douglas Sanborn<br>Kathie Renaud (FOW) |

Fundraising

David Langstone (Chairperson)  
James Evans  
Douglas Sanborn

Historical

Mary Jane Dettinger  
Jean Douglas Willms  
Colleen Gaudette  
Robert Gauthier  
Art Jahns (Chairperson)  
Robert Jasey  
David Langstone  
Douglas Sanborn

Carried.

---

**Chair**

---

**Executive Secretary**

**NOTIFY:**

| <b>Name</b>                                 | <b>Address</b> | <b>City/Prov/Pstcd</b> | <b>Telephone</b> | <b>FAX</b> |
|---|----------------|------------------------|------------------|------------|
| Board of Directors<br>Willistead Manor Inc. |                |                        |                  |            |



**Committee Matters: SCM 371/2020**

**Subject: Minutes of the Meeting of the Board of Directors, Willistead Manor Inc., held on October 8, 2020**

Moved by: Councillor Gignac  
Seconded by: Councillor McKenzie

Decision Number: **CSPS 128**

THAT the minutes of the Board of Directors, Willistead Manor Inc., of its meeting held October 8, 2020 **BE RECEIVED**.

Carried.

Report Number: SCM 326/2020  
Clerk's File: MB2020



## **Committee Matters: SCM 326/2020**

**Subject: Minutes of the Meeting of the Board of Directors, Willistead Manor Inc., held on October 8, 2020**

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

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

***Regrets from Board Members:***

C. Dettinger  
MJ. Dettinger  
C. Holt  
A. Jahns

***Also in attendance are the following resource personnel:***

T. Graziano, Senior Manager, Facilities  
C. Masterson, Manager, Cultural Affairs  
D. Seguin, Deputy Treasurer – Financial Accounting  
S. Gebauer, Council Assistant & Executive Secretary to the  
Board of Directors, Willistead Manor Inc.

**1. CALL TO ORDER**

The Chairperson calls the meeting to order at 4:09 o'clock p.m. and the Board considers the Agenda being Schedule "A" **attached** hereto, matters, which are dealt with as follows:

**2. ADOPTION OF THE MINUTES**

Moved by R. Jasey, seconded by D. Langstone,  
That the minutes of the Board of Directors, Willistead Manor Inc. meeting held March 12, 2020 **BE ADOPTED** as presented.

Carried.

---

### 3. BUSINESS ARISING FROM THE MINUTES

None.

### 4. CHAIRPERSON'S REPORT

D. Sanborn informs the Board members that J. Douglas Willms has chosen not to be re-appointed to the Board of Directors, Willistead Manor Inc. and indicates that a letter, thanking Ms. Douglas Willms for her contribution to the Board will be sent to her.

Moved by R. Jasey, Seconded by C. Gaudette,  
That the following persons **BE RE-APPOINTED** to the Board of Directors, Willistead Manor Inc., for a two year term expiring August 17, 2022.

A. Abu-Zahra  
J. Evans  
R. Gauthier  
D. Sanborn

Carried.

### 5. REPORTS

#### 5.1 Management

C. Masterson, Manager, Cultural Affairs, informs the Board members that a new alarm system has been installed in the Manor and that entrance through the office doors now requires swipe card access, which will help control flow in and out of the building.

C. Masterson also informs that the Manor is currently closed until December 31, 2020 and that Administration is waiting for further direction from City Council. Outdoor weddings are still taking place in the Paul Martin Gardens and they are following all of the guidelines as directed by the Province of Ontario.

Tom Graziano, Senior Manager, Facilities indicates that there are no new projects taking place at the Manor at this time and that due the current Covid19 pandemic, only regular maintenance is taking place. He informs the Board members that the front courtyard has been approved for 2022 but the project has not yet been defined. T. Graziano explains that once the project is initiated the original design will be reviewed once again. R. Gauthier requests that the Board members have the opportunity to look at the proposal and if possible provide input at the appropriate time.



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## 5.2 Treasurer

D. Seguin, Deputy Treasurer, Financial Accounting, provides an overview of the Annual Report Financial Documents.

R. Jasey inquires about the minimal returns that the funds earn, asking whether the funds can be transferred into higher interest accounts. D. Seguin explains that municipalities are restricted on the types of investments and refers to regulations set out in the *Municipal Act, 2001*.

A discussion ensues regarding the Willistead Furnishings Trust Fund. D. Seguin indicates that capital funds must be used towards capital projects and not furnishings at Willistead Manor. He informs that although the funds raised by the annual Art in the Park event normally go into the Willistead Manor Capital Restoration Reserve Fund, a request can be made to City Council, to transfer some of these funds into the Willistead Furnishings Trust Fund. This however, will not be possible until the annual Art in the Park event resumes.

R. Jasey inquires about the possibility of the Board of Directors setting up a scholarship fund for a student who wishes to study History. R. Jasey suggests that High School students be requested to apply by writing a paper or conducting research. The Board members propose that two scholarship funds be created, one to be given to a History student and the other to an Architecture or Interior Design student. K. Renaud indicates that the Friends of Willistead donate \$300 per year to a graduating student and suggest that the Education Committee and the Friends of Willistead discuss this idea further and report back at a future meeting.

Moved by R. Jasey, seconded by R. Gauthier,  
That the Annual Report and Financial Statements on the affairs and operations of Willistead Manor Inc. for the year 2019, attached as Appendix A, **BE ACCEPTED** as presented.

Carried.

Moved by D. Langstone, seconded by J. Evans,  
That upon acceptance of the 2019 Annual Report by City Council, copies **BE FORWARDED** to a list of appropriate parties as approved by the Board.

Carried.

Moved by R. Jasey, seconded by C. Gaudette,  
That in accordance with Sections 6 (c) of the *City of Windsor Act, 1981*, an amount of \$ 8,361. **BE PAID OVER** to the City of Windsor Willistead Capital Restoration Reserve Fund.

Carried.

---

## **6. COMMITTEES**

### **6.1 Fundraising**

D. Langstone informs the Board members that he nominated Willistead Manor as a recipient of a grant from Inspiration 100, explaining that Inspiration 100 is a collaborative fund bringing 100 community members together to donate \$2500 yearly for 10 years. D. Langstone informs that while Willistead Manor was not successful in receiving a grant, nominating it may help raise awareness of the Manor by the donor group.

### **6.2 Community Relations and Promotion**

None.

### **6.3 Acquisitions**

R. Gauthier informs the Board members that he is still attempting to locate art pieces that have been bequeathed in Edward Chandler's will but has not been successful thus far.

### **6.4 Friends of Willistead (FOW)**

K. Renaud informs the Board members that although 2020 marks the 40<sup>th</sup> Anniversary of the Friends of Willistead as a volunteer group, the group will commemorate their 40<sup>th</sup> Anniversary next year.

### **6.5 Education**

None.

### **6.6 Historical**

None.

### **6.7 Event Planning Committee**

None.

## **7. NEW BUSINESS**

The Board members discuss the annual fundraising letter and all members agree that a fundraising letter should be prepared and sent out again this year. The members ask whether the City would accept e-transfer payments and D. Seguin agrees to provide further information. D. Sanborn asks that all members review last year's letter, which will be sent to them, and provide any feedback or suggestions that they may have.

---

R. Jasey suggests that the Board hold a photo contest for photography students and that the pictures be used to create a beautiful photo book of Willistead Manor that can be sold as a fundraiser. The Chair suggests that this idea be discussed at a future meeting since access into the Manor cannot be granted due to the current pandemic.

## **8. DATE OF NEXT MEETING**

The next regular meeting of the Board of Directors, Willistead Manor Inc., will be held Thursday, February 11, 2021 at 4:30 o'clock pm.

## **9. ADJOURNMENT**

There being no further business, the meeting is adjourned at 5:40 o'clock p.m.

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CHAIRPERSON

---

EXECUTIVE SECRETARY



**Committee Matters: SCM 372/2020**

**Subject: Report No. 111 of the Board of Directors, Willistead Manor Inc. - Re-appointment of Board Members**

Moved by: Councillor Gignac  
Seconded by: Councillor Bortolin

Decision Number: **CSPS 129**

THAT Report No. 111 of the Board of Directors, Willistead Manor Inc., indicating:

That the following persons BE RE-APPOINTED to the Board of Directors, Willistead Manor Inc., for a two year term expiring August 17, 2022.

A. Abu-Zahra

J. Evans

R. Gauthier

D. Sanborn

**BE APPROVED.**

Carried.

Report Number: SCM 327/2020  
Clerk's File: MB2020

**Clerk's Note:** The recommendation of the Standing Committee and the Advisory Committee are the same.



## **Committee Matters: SCM 327/2020**

**Subject: Report No. 111 of the Board of Directors, Willistead Manor Inc. - Re-appointment of Board Members**

**REPORT NO. 111**  
of the  
**BOARD OF DIRECTORS,**  
**WILLISTEAD MANOR INC.**  
of its meeting held October 8, 2020

---

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

Your Board submits the following recommendations:

Moved by R. Jasey, Seconded by C. Gaudette,  
That the following persons **BE RE-APPOINTED** to the Board of Directors,  
Willistead Manor Inc., for a two year term expiring August 17, 2022.

A. Abu-Zahra  
J. Evans  
R. Gauthier  
D. Sanborn

Carried.

---

**Chair**

---

**Executive Secretary**

**NOTIFY:**

| Name  | Address | City/Prov/Pstcd | Telephone | FAX |
|---|---------|-----------------|-----------|-----|
| Board of Directors<br>Willistead Manor Inc. |         |                 |           |     |





**Committee Matters: SCM 373/2020**

**Subject: Report No. 112 of the Board of Directors, Willistead Manor Inc. - 2019 Annual Report**

Moved by: Councillor Gignac  
Seconded by: Councillor Bortolin

Decision Number: **CSPS 130**

THAT Report No. 112 of the Board of Directors, Willistead Manor Inc., indicating:

That the Annual Report and Financial Statements on the affairs and operations of Willistead Manor Inc. for the year 2019, attached as Appendix A, BE ACCEPTED as presented.

That upon acceptance of the 2019 Annual Report by City Council, copies BE FORWARDED to a list of appropriate parties as approved by the Board.

That in accordance with Sections 6 (c) of the *City of Windsor Act, 1981*, an amount of \$8,361. BE PAID OVER to the City of Windsor Willistead Capital Restoration Reserve Fund.

**BE APPROVED.**

Carried.

Report Number: SCM 328/2020  
Clerk's File: MB2020

**Clerk's Note:** The recommendation of the Standing Committee and the Advisory Committee are the same.



## **Committee Matters: SCM 328/2020**

**Subject: Report No. 112 of the Board of Directors, Willistead Manor Inc. –  
2019 Annual Report**

**REPORT NO. 112**  
of the  
**BOARD OF DIRECTORS,**  
**WILLISTEAD MANOR INC.**  
of its meeting held October 8, 2020

---

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

Your Board submits the following recommendations:

Moved by R. Jasey, seconded by R. Gauthier,  
That the Annual Report and Financial Statements on the affairs and  
operations of Willistead Manor Inc. for the year 2019, attached as Appendix A, **BE  
ACCEPTED** as presented.

Carried.

Moved by D. Langstone, seconded by J. Evans,  
That upon acceptance of the 2019 Annual Report by City Council, copies  
**BE FORWARDED** to a list of appropriate parties as approved by the Board.

Carried.

Moved by R. Jasey, seconded by C. Gaudette,  
That in accordance with Sections 6 (c) of *the City of Windsor Act, 1981*, an  
amount of \$ 8,361. **BE PAID OVER** to the City of Windsor Willistead Capital Restoration  
Reserve Fund.

Carried.

---

**Chair**

---

**Executive Secretary**

**NOTIFY:**

| Name  | Address | City/Prov/Pstcd | Telephone | FAX |
|---|---------|-----------------|-----------|-----|
| Board of Directors<br>Willistead Manor Inc. |         |                 |           |     |

# *Willistead Manor Inc.*



## *Annual Report* *2019*

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# THE CITY OF WINDSOR

## OFFICE OF THE MAYOR



DREW DILKENS, DBA  
MAYOR

**"After nourishment, shelter and companionship,  
STORIES are the thing we need most in the world." | Philip Pullman**

Willistead Manor is one of the most important buildings in our community. I am pleased to take the opportunity to thank everyone that works to keep this mansion, the surrounding buildings, and the park site vibrant, thriving and packed with art, culture and heritage all year long.

In 2018, we finished a major restoration that saw the manor and surrounding buildings treated to window upgrades, roof repairs, and work on stucco, wood and masonry. Willistead's guests were able to see the incredible impact of that complex work in 2019. This renewed interest in visitors to the manor, and increased the sense of pride for those working to show it off.

For the third year in a row, our City team and the *Friends of Willistead* saw record numbers of attendees for our Holiday Tours. Approximately 3,200 guests toured the manor as part of season that included popular new 'Breakfast with Santa' events. Our City-led "At the Manor" programs drew in an additional 2,600 guests. This series included yoga classes, an opera production, returning Thyme To-Go catered events for Easter and Mother's Day, and the new "first annual" High Tea & Garden Party, and Harvest Dinner events. Meanwhile, the Board of Directors hosted a popular art and heritage lecture with Professor Farrell, Poetry at the Manor Vol. 7 was standing-room only, and the community-favourite Art in the Park festival was a huge success. Our 2019 offerings at Willistead Manor were diverse, unique and sold-out.

While guests continued to enjoy the recently acquired portrait of Edward Chandler Walker, we sent the portrait of Elizabeth Talman Walker, granddaughter of Hiram, off to be restored. That piece returned to the manor early in 2020. My thanks go to Robert Gauthier and the Acquisitions Committee for continuing to search for gems that add to the Manor story. Thank you to the Friends of Willistead – for the programs and initiatives you help deliver throughout the year, and for the incredible time and effort you put into getting the manor ready for the holidays. Thank you to Pam and Tony Morse – for your continued support of Willistead, and for helping us maintain the important link between our City and the Walker family. Thanks also to the Board of Directors, the donors, and the City staff working to preserve and program this space.

*Windsor's Story* connects to the history of Walkerville and the Walker family, and to the many contributions made during the formation of our community. Willistead Manor is a big part of that history. More and more, residents and visitors look to engage with this piece of Windsor's past that is a key part of its present and future. Thank you for being part of the success of Willistead Manor.

Sincerely,

Drew Dilkens



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# 2019 Annual Report



## The Corporation of the City of Windsor and the Board of Directors Willistead Manor Inc.

[www.willistead.ca](http://www.willistead.ca)  
[www.citywindsor.ca](http://www.citywindsor.ca)

Prepared by the Council Services Department, April 2020

Photographs courtesy of "City of Windsor Culture Collection"

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## **To His Worship the Mayor and Members of Council:**

This is the Willistead Manor Inc. Annual Report to City Council on the affairs and operations of the Corporation for the calendar year 2019.

The Willistead Manor Inc. Board of Directors act in a policy advisory capacity to City Council on the operation of Willistead Manor Inc.; however, the ongoing management of the facility is under the direction of the Office of Parks, Recreation, Culture and Facilities. A full report of the activities in the facility may be obtained from that Service Area.

## **Introduction and Background**

The *City of Windsor Act, 1981* established a Corporation without share capital under the name of Willistead Manor Inc., with the objective to receive, maintain, manage, control and use donations for charitable purposes for the rehabilitation of Willistead Manor Inc. For the purpose of attaining its objective, the Corporation "Willistead Manor Inc." has the power to accept and hold any real or personal property granted, donated, devised, bequeathed or otherwise conveyed to it and to convert any such property into money and further to advise City Council respecting the following:

1. The operation of Willistead Manor Inc.;
2. The development and maintenance of the grounds of "Willistead Park";
3. The promotion and development of Willistead Manor Inc. as a centre for amusement, entertainment and exhibitions;
4. The promotion of meetings, receptions and displays in Willistead Manor;
5. The promotion of educational or cultural activities in Willistead Manor;
6. The promotion of the performing arts, including musical and artistic work, in Willistead Manor.

Pursuant to Section 12 of By-law Number 1 of the Corporation, enacted October 29, 1981, the Board of Directors shall, once annually, hold a meeting at which will be approved for submission to City Council, a review of the affairs and operations of the Corporation for the year immediately preceding and a financial statement which contains a profit and loss statement and a balance sheet for the year. This report is submitted in accordance with By-law Number 1.

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## Directorate

| <u>Term Expiring August 17, 2020</u>   | <u>Term Expiring August 17, 2021</u>  |
|--|---|
| Andalieb Abu-Zahra<br>Jean Douglas Willms<br>James Evans<br>Robert Gauthier<br>Douglas Sanborn | Carl Dettinger<br>Mary Jane Dettinger<br>Colleen Gaudette<br>Art Jahns<br>Robert Jasey<br>David Langstone |
| Councillor Chris Holt  |   |
| Kathleen Renaud, President, Friends of Willistead  |   |

## Officers

In accordance with Section 6 of By-law Number 1, of the Corporation, the Board at its first meeting following City Council's appointment of Directors, elected the following Officers:

### 2019/2020

Chairperson – Douglas Sanborn  
Vice-Chair – Vacant  
Treasurer – Robert Gauthier  
Secretary – Colleen Gaudette  
Past Chairperson – James Evans

Honourary Chairs – Stephen Marshall (Deceased) and Louise Brown

## Committee Structure

The Board functions with an active Committee structure comprising the following sub-committees that report through the Board:

- Acquisitions Committee
- Community Relations & Promotions Committee
- Education Committee
- Event Planning Committee
- Fundraising Committee
- Historical Committee



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# Manor Club



The Manor Club Fundraising program was approved by City Council in 1982, and revised in 1983, as an effective vehicle for persons and corporations to donate money for the continuing restoration and refurbishing of Willistead Manor Inc.

In 2019 the Manor Club received donations totalling \$4,450.00

The following classifications of membership were established:

|                                      |   |
|--------------------------------------|---|
| <b>Charter Life Members:</b>         | original members whose donations exceeded \$1,000.00 prior to December 31, 1982                                       |
| <b>Charter Corporate Members:</b>    | original corporations whose donations exceeded \$1,000.00 prior to December 31, 1982                                  |
| <b>Life Members:</b>                 | donors who have completed their \$1,000.00 donations since December 31, 1982  |
| <b>Corporate Members:</b>            | corporations who have completed their \$1,000.00 donations since December 31, 1982                                    |
| <b>Sustaining Members:</b>           | donors of less than \$1,000.00 whose donations, when they reach \$1,000.00 will make them life members                |
| <b>Sustaining Corporate Members:</b> | corporate donors of less than \$1,000.00 whose donations, when they reach \$1,000.00 will make them corporate members |







## **Report of the Board Chair**

The Willistead Manor Inc. Board of Directors is an active participant with the management resources of the City of Windsor's Parks, Recreation, Culture and Facilities Division, which maintains Willistead's grounds, gardens, buildings and furnishings.

Willistead Manor is the crown jewel of Olde Walkerville offering gracious facilities and grounds for weddings, receptions, meetings and many other special events.

The annual Rotary Club of Windsor (1918) Art in the Park event took place June 1st and 2nd, 2019 generating another generous donation of \$35,734 for the restoration and preservation efforts at Willistead Manor. Donations to Willistead Manor from the Rotary Club (1918) began in 1972 and the Willistead Manor Board of Directors is extremely thankful for their 47 years of continuous support towards upkeeping this historic gem for all to appreciate.

The Friends of Willistead are a vibrant group of approximately sixty volunteers who continue, year-after-year to support the Manor with docent services and various community events promoting the Manor. This year they presented a donation of \$3000 to Willistead Manor Inc. and an additional \$3000 to the Willistead Endowment Fund. We are eternally grateful for all they do for the Manor.

Additionally, the Board is sincerely thankful for the following donations:

The Manor Club Patrons \$4,450, Via Italia Seniors and Community Centre Inc. \$3,000, The Questors Ontario Chapter \$2,750, The Windsor Essex County Association of Realtors \$500 and furthermore to everyone who contributes to support the Manor for the continued enjoyment of the residents and visitors to Essex County.

The Board also wishes to extend thanks to the Windsor Design Association, the designers, and the teachers and students from the St. Clair College Interior Design Program. These talented groups, along with the Friends of Willistead, come together annually to decorate and present the Manor in the true Holiday Tradition. The exhibition of the Holiday Trees was extremely well attended by over 2,800 visitors.







Finally, a special thank-you to the acquisitions committee whose hard work and dedication allows the Manor to maintain the high-level of historical quality and community value that Willistead Manor Inc. strives for.

As your Chair, I would like to thank the entire Board of Directors for their continued support and tireless effort. Working together, we can achieve our vision of creating “An interactive world-class cultural site that promotes personal and community experiences connecting the past to the future.”

Unfortunately, at the time of writing Covid-19 will have forced the Manor to remain closed for the balance of 2020 however the board is looking forward to 2021 and receiving the curatorial consultant’s report to kick off the development of a historical exhibit in the Coach House made possible by the generous Merinoff family donations.

The Board of Directors and the Chair also wish to thank the following people from the City of Windsor for their interest and support:

Jan Wilson – Corporate Leader, Parks, Corporate Facilities, Recreation & Culture  
Ray Mensour – Executive Director, Recreation & Culture  
Tom Graziano – Senior Manager, Facilities  
Cathy Masterson – Manager of Cultural Affairs  
Christopher Menard – Cultural Development Coordinator  
Kim Manzerolle – Recreation Centre Clerk, Willistead Manor  
Dan Seguin – Deputy Treasurer, Financial Accounting  
Sue Hallett-Zufelt – Financial Analyst, Financial Accounting  
Steve Vlachodimos – Deputy City Clerk & Senior Manager, Council Services  
Sandra Gebauer – Council Assistant and Executive Secretary to the Board of  
Directors, Willistead Manor Inc. Council Services  
Bonnie Reid – Resident Custodian

Respectfully submitted,

*Douglas Sanborn*

Douglas Sanborn  
Chair, Willistead Manor Inc.  
Board of Directors





## **Acquisitions Committee**

The Acquisition Committee's focus was to help organize an approach to our historical representation of Willistead Manor and the Walker Family. When completed it will be placed in the Coach House for public viewing. The donated funds from the Merinoff Family will be used to underwrite this endeavor.

The Board of Directors, Willistead Manor Inc., is grateful to them for their continued support and has since contracted a researcher, Nicole Hutchinson (MBA, MA, BA), to gather all the items and information to begin a possible timeline theme. When completed it will mainly consist of mural like images on the walls of the Coach House and possibly a cabinet filled with items referenced to both the Manor and the Walkers.

It was decided to act on refurbishing the portrait of Elizabeth Talman Walker, donated by her daughter Sue Maloney. It was sent to Toronto to be restored and is now back on the Dining Room wall. It looks wonderful. The Board is grateful to the five Quester Chapters for their generous donation, which was used to offset the cost of refurbishing this beautiful portrait. Under the presidency of Melissa Morris-French the chapters are Talbot Trail #1176, Maple Leaf #311, Windsor Rum Runners #1441, Border City Stars #1369 and Pelle Past #1498. We thank them for their contribution and applaud them and all others who contribute to Willistead Manor.

The Manor received a donation of a French baker's rack and a pair of gold gilt lamps from Mr. & Mrs. Tepperman. We would like to thank the Teppermans for these beautiful items. The baker's rack is now in the Conservatory and the lamps can be found in the Billiard Room. We have received many compliments on these lovely pieces.

The Acquisitions Committee members attended some monthly auctions at DuMouchelles Auction House in Detroit, Michigan, where we were successful in bidding on a mahogany 18<sup>th</sup> century reproduction dining room suite. It is in fine condition and looks spectacular. We were also successful in bidding on crystal and brass chandelier that will eventually hang in Mrs. Walker's bedroom.

Another project taken on by our committee was to reupholster the Hiram Walker boardroom chair as well as two chairs that are located in the East Gallery. The boardroom chair was covered in leather in an oxblood colour tone and is now located in the Billiard room. The two chairs from the East Gallery were covered in leather in a navy color tone. They look great and truly enhance the spaces that they are in.





The Committee continues to maintain things at the Manor in a responsible fiscal way to ensure that Willistead is shown to its best ability. We are grateful to all those that join in that commitment.

Respectfully submitted,

***Robert Gauthier***

Robert Gauthier ARIDO IDC

Executive Member of the Board of Directors, Willistead Manor Inc., Chair of  
Acquisitions





## Education Committee

Throughout 2019, students from Académie Ste Cécile International School, continued to visit the Manor for educational and historical experiences.

Through the leadership of the Friends of Willistead docents, we were able to provide tours in English, French and Spanish.

We always look forward to their visits and their continued support of Willistead Manor.

In July, we hosted a special group of 50 students, teachers and support staff at the Manor from the Misono Girls High School in Fujisawa, Japan. The Group from Fujisawa, which is one of the City of Windsor's twin cities, was here on a two-week student exchange program.

During their stay in Windsor, the Misono group had the opportunity to visit many wonderful places. We were very honoured to host them here at Willistead Manor and are pleased that they thoroughly enjoyed their visit with us. We look forward to hosting student exchange groups from Fujisawa's Misono Girls High School in the future.

Respectfully Submitted,

*Mary Jane Dettinger*

Mary Jane Dettinger

Board of Directors, Willistead Manor Inc., Willistead Education Committee Coordinator,  
Friends of Willistead (FOW), FOW Tour Docent.





## Event Planning Committee

In the fall of 2018, Willistead Manor received a portrait of Edward Chandler Walker from the National Gallery in Washington D.C. The renowned Detroit artist, Gari Melchers, was commissioned and painted many important members of society, including the Walkers.

The Event Planning Committee hosted a very successful fundraising event “An Evening with Professor Michael Farrell”, on May 22, 2019, which included a lecture by Professor Michael Farrell about Gari Melcher’s career. This event was very well received and very well attended. Attendees included Pam and Tony Morse, decedents of the Walker Family. The lecture itself took place in the Saltmarche Gallery and coffee, tea and desserts were served on the main floor, giving attendees the opportunity to explore the first floor of the Manor and gaze at the portrait of Edward Chandler Walker.

Willistead Manor was fortunate to receive a portrait of Elizabeth Talman Walker, daughter of James Harrington Walker and granddaughter of Hiram Walker, painted by Frank Percy Wild. The portrait, which was donated by Sue Maloney, daughter of Elizabeth Talman Walker, arrived in July 2018 and has been restored at the direction of the Board of Directors, Willistead Manor Inc., with partial funding for the restoration provided by local Questers groups. This beautifully restored portrait of Elizabeth Talman Walker, now hangs in the Dining Room of Willistead Manor.

The Event Planning Committee is planning an event to acknowledge the Questers groups for their very generous donation and to give them the opportunity to view the beautifully restored portrait.

Many exciting things are happening at Willistead Manor and the Event Planning Committee is looking forward to planning and hosting more wonderful events.

Respectfully submitted,

*Colleen Gaudette*

Colleen Gaudette BA, ARIDO

Executive Member of the Board of Directors, Willistead Manor Inc., Chair of the Event Planning Committee, Willistead Manor Inc.





## Friends of Willistead

The Friends of Willistead will be celebrating four decades of service to Willistead Manor in 2020. We have always promoted and supported the restoration and showcasing of this jewel with pride and dedication and we are always finding innovative ways to do so.

Our tenth annual Easter “Egg-stravaganza” continued to bring 40 children and their families in to meet the “Real” Easter Bunny, dance and sing, do crafts, play games, take photos, participate in an egg hunt and go home with a filled basket of goodies. This community event continues to delight all who attend.

Art in the Park in June is our main fundraiser every year as the Friends of Willistead present a café and serve as docents for complimentary tours of Willistead Manor. This year we moved our café out of the courtyard to the drive and we thank the Rotary Club of Windsor (1918) and the City of Windsor for helping us present an inviting spot to host our lunches and give people a chance to rest and enjoy the day. Even the threat of bad weather did nothing to dampen our spirit and enthusiasm.

This year, tours were offered during the month of July and lots of information was provided to the large number of people who visited the Manor for the first time, or came back to appreciate its beauty.

Our seventh Hallowe’en Howl had little ones in costumes play games, do crafts, sing and enjoy spooky treats. It is as much fun for the volunteers to put on this event as it is for the children and parents who participate and come to Trick or Treat.

Six professional decorators along with St. Clair College design students, 35 Friends of Willistead and family, spent two days decorating the Manor in full holiday style. The open houses on Wednesdays and Sundays in December brought in record crowds to the Manor and to the Coach House with our vendors and cider and cookie sales.

The new Breakfast with Santa was a great success and we were extremely happy to assist.

The Friends of Willistead enjoyed acting as docents for tours for students from Académie Ste Cécile and for private parties. Our partnership with Uni~Com: Lifelong Learning, organized through the University of Windsor, to present the series “TREASURES”, was well received and brings more awareness to our beautiful site.





Just wait and see what we have planned for our 40<sup>th</sup> Anniversary in year 2020.

Respectfully Submitted,

*Kathleen Renaud*

Kathleen Renaud, President  
Friends of Willistead.



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**2019**  
***Financial Reports  
and Statements***

***Board of Directors  
Willistead Manor Inc.***

**WILLISTEAD MANOR INC.**  
**FINANCIAL REPORT**  
*For the year ending December 31, 2019*

***Manor Club***

*The fiscal year ending December 31, 2019 concluded with Willistead Manor Inc. continuing its “Manor Club” fund raising campaign. Operating on a budget of \$4,500 all of which is dedicated to the Manor Club campaign, various fundraising efforts were undertaken to promote the Willistead Manor Club this year and in the future. A positive operating fund balance from 2018 was included in the 2019 budget, which, combined with normal operating expenses, resulted in a cumulative surplus for 2019 of \$21,760.*

*Nine contributions to the Manor Club were received, amounting to \$4,450. Five of the Manor Club contributions exceeded the \$100 annual membership established by the Board of Directors. Since its inception in 1982, contributions to the Manor Club total \$382,028.*

*As the Board is empowered under Section 6 (c) of its governing legislation*

*“to pay over from time to time monies received by the Corporation to the City Treasurer and the City shall use any monies so received only for the purposes of operating, renovating and furnishing Willistead Manor”.*

*We will be presenting a cheque to the City Treasurer in the amount of \$8,361 to be applied toward the continued restoration of Willistead.*

**WILLISTEAD MANOR INC.**  
**BALANCE SHEET**  
*As at December 31, 2019*

|   | <u>2019</u>      | <u>2018</u>      |
|---|------------------|------------------|
| <i>Assets:</i>  |                  |                  |
| <i>Cash in Bank</i>   | <u>\$ 30,121</u> | <u>\$ 77,865</u> |
| <i>Liabilities:</i>   |                  |                  |
| <i>City Treasurer - Willistead Capital Restoration Fund</i> | 8,361            | 49,389           |
| <i>Equity</i>   | <u>21,760</u>    | <u>28,476</u>    |
| <i>Total Liabilities &amp; Equity</i>                       | <u>\$ 30,121</u> | <u>\$ 77,865</u> |

*Note: Does not reflect values of fundraising inventory*

**WILLISTEAD MANOR INC.**  
**STATEMENT OF REVENUE, EXPENDITURE AND FUND BALANCE**  
*As at December 31, 2019*  
*with comparative figures for 2018*

|  | <u>2019</u>   | <u>2018</u>   |
|--|---------------|---------------|
| <i>Revenues:</i>                       |               |               |
| <i>Manor Club Contributions</i>        | 4,450         | 49,241        |
| <i>Fundraising Event</i>               | 3,450         | -             |
| <i>Bank Interest - Savings</i>         | 461           | 148           |
| <i>Total Fundraising Revenue</i>       | <u>8,361</u>  | <u>49,389</u> |
| <i>Operating Grant</i>                 | 4,500         | 4,500         |
| <i>Bank Interest - Operations</i>      | <u>642</u>    | <u>680</u>    |
| <i>Total Revenues</i>                  | <u>13,503</u> | <u>54,569</u> |
| <i>Expenditures:</i>                   |               |               |
| <i>Fundraising</i>                     | 2,572         | 679           |
| <i>Other</i>                           | 9,286         | 2,381         |
| <i>Transfer to Willistead Capital</i>  |               |               |
| <i>Restoration Fund</i>                | <u>8,361</u>  | <u>49,389</u> |
| <i>Total Expenditures</i>              | <u>20,219</u> | <u>52,449</u> |
| <i>(Shortfall) Excess of Revenues</i>  |               |               |
| <i>over Expenditures</i>               | (6,716)       | 2,120         |
| <i>Fund Balance, Beginning of Year</i> | <u>28,476</u> | <u>26,356</u> |
| <i>Fund Balance, End of Year</i>       | <u>21,760</u> | <u>28,476</u> |

**2019**  
**FINANCIAL REPORTS**  
**AND STATEMENTS**



**CORPORATION OF THE CITY OF WINDSOR**

*WILLISTEAD MANOR - Furniture and Furnishings Trust Fund*

*WILLISTEAD MANOR - Capital Maintenance Reserve Fund*

*WILLISTEAD MANOR - Capital Restoration Reserve Fund*

*WILLISTEAD MANOR - Endowment Fund*

*WILLISTEAD MANOR - Capital Restoration Project Account*





**CORPORATION OF THE CITY OF WINDSOR**  
**WILLISTEAD MANOR FINANCIAL REPORT**  
*For the year ending December 31, 2019*

***Art-in-the-Park***

*Art-in-the-Park, co-sponsored by the City of Windsor and the Rotary Club of Windsor (1918), contributed \$35,734 to the Willistead Restoration Fund for 2019. This joint effort, which commenced in 1978, has generated \$1,385,281 towards Willistead Restoration projects.*

***Willistead Classic Car Show***

*The Willistead Classic Car Show event was not held in 2019. This show, which began in 1987, has generated a total of \$209,153 toward Willistead restoration projects.*

***Friends of Willistead***

*The Friends of Willistead have generated 'contributions' totalling \$125,506 since their inception in 1982. They have also volunteered countless hours of labour, particularly decorating for Christmas and assisting in furnishings acquisitions.*

***Furniture and Furnishings***

*Furniture and furnishings valued at approximately \$515,705 have been donated to Willistead over the years by many generous members of the community.*

***Willistead Capital Restoration***

*All of the details listed above indicate another successful year for Willistead and the various activities committed to raising funds for the continued restoration of Willistead. The Willistead Capital Restoration Fund has a balance of \$408,268 as at December 31, 2019 year-end, which includes the transfer of the December 31, 2019 balance of \$17,958 in the Willistead Capital Maintenance Reserve Fund, which was closed at December 31, 2019.*

### ***Willistead Capital Maintenance***

*On July 8, 2019, City Council approved that the Willistead Manor Capital Maintenance Reserve Fund balance be transferred to the Willistead Manor Capital Restoration Reserve Fund and that the Capital Maintenance Reserve Fund be closed. The Willistead Capital Maintenance Reserve Fund balance of \$17,958 as at December 31, 2019 was therefore transferred to the Willistead Capital Restoration Reserve Fund at December 31, 2019.*

### ***Willistead Endowment Fund***

*In 2012, City Council approved the establishment of the Willistead Manor Endowment Fund. The fund is to be used exclusively, and in perpetuity, for the preservation, restoration, and capital improvement of Willistead Manor, and used for any means needed to achieve this purpose. It is intended that the fund be used for infrastructure projects. The minimum capital amount that must be preserved in the fund at all times is set at 50% of the receipted value of life to date contributions to the fund. As at December 31, 2019, the Willistead Endowment Fund has a fund balance of \$25,903. The minimum capital balance that must be preserved in the fund as at December 31, 2019 is \$12,278.*



**WILLISTEAD FURNISHINGS - TRUST FUND**  
**STATEMENT OF REVENUE, EXPENDITURE AND FUND BALANCE**  
**As at December 31, 2019**  
**with comparative figures for 2018**

|   | <u>2019</u>            | <u>2018</u>             |
|---|------------------------|-------------------------|
| <i>Revenues:</i>                                    |                        |                         |
| <i>The Questers Donation</i>                        | \$ 2,750               | \$ -                    |
| <i>Interest Income</i>                              | <u>385</u>             | <u>409</u>              |
| <i>Total Revenues</i>                               | 3,135                  | 409                     |
| <i>Expenditures:</i>                                |                        |                         |
| <i>Furnishings and Upgrades</i>                     | <u>20,674</u>          | <u>4,300</u>            |
| <i>Total Expenditures</i>                           | <u>20,674</u>          | <u>4,300</u>            |
| <i>Deficiency of Revenues<br/>over Expenditures</i> | (17,539)               | (3,891)                 |
| <i>Fund Balance, Beginning of Year</i>              | <u>27,293</u>          | <u>31,184</u>           |
| <i>Fund Balance, End of Year</i>                    | <u><u>\$ 9,754</u></u> | <u><u>\$ 27,293</u></u> |



**CORPORATION OF THE CITY OF WINDSOR**  
**WILLISTEAD MANOR - CAPITAL MAINTENANCE RESERVE FUND**  
**STATEMENT OF REVENUE, EXPENDITURE AND FUND BALANCE**  
*As at December 31, 2019*  
*with comparative figures for 2018*

|  | <u>2019</u>        | <u>2018</u>             |
|--|--------------------|-------------------------|
| <i>Revenues:</i>   |                    |                         |
| <i>Interest Income</i>   | <u>\$ 381</u>      | <u>\$ 265</u>           |
| <i>Total Revenues</i>  | <i>381</i>         | <i>265</i>              |
| <i>Expenditures:</i>   |                    |                         |
| <i>Transfer to Willistead Capital<br/>Restoration Reserve Fund</i> | <u>17,958</u>      | <u>-</u>                |
| <i>Total Expenditures</i>  | <u>17,958</u>      | <u>-</u>                |
| <i>(Deficiency) Excess of Revenues<br/>over Expenditures</i>       | <i>(17,577)</i>    | <i>265</i>              |
| <i>Fund Balance, Beginning of Year</i>                             | <u>17,577</u>      | <u>17,312</u>           |
| <i>Fund Balance, End of Year</i>                                   | <u><u>\$ -</u></u> | <u><u>\$ 17,577</u></u> |



**CORPORATION OF THE CITY OF WINDSOR**  
**WILLISTEAD MANOR - CAPITAL RESTORATION RESERVE FUND**  
**STATEMENT OF REVENUE, EXPENDITURE AND FUND BALANCE**  
**As at December 31, 2019**  
**with comparative figures for 2018**

|  | <u>2019</u>              | <u>2018</u>              |
|--|--------------------------|--------------------------|
| <i>Revenues:</i>                                 |                          |                          |
| <i>Willistead Manor Inc.</i>                     | \$ 49,389                | \$ 4,912                 |
| <i>Art-in-the-Park</i>                           | 35,734                   | 34,934                   |
| <i>Friends of Willistead - Donation</i>          | 3,000                    | 2,000                    |
| <i>Donation Box Proceeds &amp; Sale of Books</i> | 49                       | 39                       |
| <i>Transfer from Willistead Capital</i>          |                          |                          |
| <i>Maintenance Reserve Fund</i>                  | 17,958                   | -                        |
| <i>Interest Income</i>                           | <u>7,300</u>             | <u>5,059</u>             |
| <i>Total Revenues</i>                            | <u>113,430</u>           | <u>46,944</u>            |
| <i>Expenditures:</i>                             |                          |                          |
| <i>Total Expenditures</i>                        | <u>-</u>                 | <u>-</u>                 |
| <i>Excess of Revenues over Expenditures</i>      | 113,430                  | 46,944                   |
| <i>Fund Balance, Beginning of Year</i>           | <u>294,838</u>           | <u>247,894</u>           |
| <i>Fund Balance, End of Year</i>                 | <u><u>\$ 408,268</u></u> | <u><u>\$ 294,838</u></u> |



**CORPORATION OF THE CITY OF WINDSOR**  
**WILLISTEAD MANOR - ENDOWMENT FUND**  
**STATEMENT OF REVENUE, EXPENDITURE AND FUND BALANCE**  
**As at December 31, 2019**

|  | <u>2019</u>             | <u>2018</u>             |
|--|-------------------------|-------------------------|
| <i>Revenues:</i>   |                         |                         |
| <i>Donations</i>   | \$ 3,000                | \$ 3,080                |
| <i>Interest Income</i>   | <u>556</u>              | <u>404</u>              |
| <i>Total Revenues</i>  | 3,556                   | 3,484                   |
| <i>Expenditures:</i>   |                         |                         |
| <i>Total Expenditures</i>  | <u>-</u>                | <u>-</u>                |
| <i>Excess (Deficiency) of Revenues<br/>        over Expenditures</i> | 3,556                   | 3,484                   |
| <i>Fund Balance, Beginning of Year</i>                               | <u>22,347</u>           | <u>18,863</u>           |
| <i>Fund Balance, End of Year</i>                                     | <u><u>\$ 25,903</u></u> | <u><u>\$ 22,347</u></u> |





**CORPORATION OF THE CITY OF WINDSOR**  
**WILLISTEAD CAPITAL RESTORATION PROJECT ACCOUNTS**  
*As at December 31, 2019*

|  | <u>Life to Date</u>            |
|--|--------------------------------|
| <i>Revenues:</i>   |                                |
| <i>City Contribution</i>                                     | \$ 1,500,000.00                |
| <i>Canada 150 Grant (1)</i>                                  | 450,000.00                     |
| <i>Heritage Funding - Trust</i>                              | 25,000.00                      |
| <i>- Reserve</i>   | 120,000.00                     |
| <i>Donations - The Morris &amp; Beverly Baker Foundation</i> | 54,500.00                      |
| <i>-The Chandisherry Foundation</i>                          | 25,000.00                      |
| <i>- Friends of Willistead</i>                               | 12,000.00                      |
| <i>- Other</i>   | 50.00                          |
| <br><i>Transferred Balance from Previous Capital Project</i> | <br><u>174,707.00</u>          |
| <br><i>Total Revenues</i>                                    | <br>2,361,257.00               |
| <br><i>Expenditures:</i>                                     |                                |
| <br><i>Total Expenditures to Date</i>                        | <br><u>\$ 2,292,869.00</u>     |
| <br><i>Balance Available at December 31, 2019</i>            | <br><u><u>\$ 68,388.00</u></u> |

(1) \$450,000 grant awarded in 2017 through the Canada 150 Community Infrastructure Program together with the \$1,500,000 from the City of Windsor was spent by March 31, 2018 as per the terms of the grant.

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**Committee Matters: SCM 374/2020**

**Subject: CQ 16-2019 - Options for Invasive Species Management - East Bank of Little River**

Moved by: Councillor Gignac  
Seconded by: Councillor McKenzie

Decision Number: **CSPS 131**

That Administration **BE REQUESTED** to report back to Council outlining the costs associated with undertaking an invasive species management strategy citywide.  
Carried.

Report Number: S 164/2020  
Clerk's File: SR2020

**Clerk's Note:** The recommendation of the Standing Committee and Administration are **not** the same.

**Subject: CQ 16-2019 - Options for Invasive Species Management - East Bank of Little River**

**Reference:**

Date to Council: 12/2/2020

Author: Karen Cedar

City Naturalist

519-966-5852

kcedar@citywindsor.ca

Parks

Report Date: 11/13/2020

Clerk's File #: SR2020

**To:** Mayor and Members of City Council

**Recommendation:**

**THAT** City Council **RECEIVE** this report in response to CQ 16-2019.

**Executive Summary:**

**N/A**

**Background:**

On July 8, 2019, Councillor Gignac asked that "Administration prepare a maintenance plan for East Bank of Little River where resident delegations identified a noxious, invasive plant (weed) issue". This report is in response to that question.

**Discussion:**

Wild Parsnip and Tree of Heaven are both non-native, invasive plant species found within the City of Windsor. On June 5, 2020, Administration conducted a survey of the east bank of Little River Drain between Wyandotte Street East and McHugh Street. The survey results showed that Wild Parsnip was commonly found along the side of the bank and top of bank. Additionally, immature Tree of Heaven plants were found in a few clusters along the bank. Currently there is no targeted management of Wild Parsnip or Tree of Heaven in this location.

The Invasive Exotic Species Ranking for Southern Ontario rates invasive species in four (4) categories from the most invasive (Category 1) to potentially invasive plants (Category 4).

Wild Parsnip is listed as Category 3 which is defined as “exotic species that are moderately invasive but can become locally dominant when the proper conditions exist. It is recommended to control plants where necessary and limit their spread to other areas.” Wild Parsnip is a hazardous plant as the sap can cause a phytophotodermatitis reaction if it comes into contact with a person’s skin. A phytophotodermatitis reaction happens when certain plant chemicals cause the skin to become inflamed following exposure to sunlight. It is also listed on the list of Noxious Weeds of Ontario.

Tree of Heaven is listed as Category 2 invasive species which is defined as “exotic species that are highly invasive but tend to only dominate certain niches or do not spread rapidly from major concentrations. It is recommended to control plants where necessary and limit their spread to other areas.”

### **Management Methods:**

Generally speaking, there are three (3) methods for removing these invasive species. Those methods include: hand removal, machine cutting, and/or spraying. In looking specifically at the east bank of Little River, not all of these three methods are recommended due to the location of the plants.

### **Hand Removal**

Due to the size and landscape of the area, hand removal would be difficult and time-consuming. The invasive species are growing on a rocky embankment that runs alongside Little River. It is unsafe for staff to be on the embankment as they could easily slip into the river. The area is also quite large so removing by hand would be time consuming. This method would be recommended for this location with enhanced safety measures.

### **Machine Cutting**

This would involve bringing in a large piece of machinery to flail mow the area to cut down the invasive species. Because of the rocky embankment, a normal mower would not be appropriate and the Parks department’s roadside ditch cutter would be required. Taking a mechanical cutting approach could result in the broadcast of seeds and further spreading of the invasive species. There is also the possibility of mowing desired plant species. This method would not be recommended.

### **Spraying**

The last option involves spraying an herbicide. Broadcast spraying would eradicate all plant life it comes in contact with which is not something Administration would recommend. There is also concern of the spray being washed into the river, which could have a negative effect. Lastly, there is a possibility of endangered plant species in the area which would restrict this method of spraying. Targeted herbicide application where the herbicide is applied directly to the desired plant would be recommended.

## **Management Strategies:**

If City Council wishes to implement an invasive species management strategy, Administration has prepared a number of options.

### **Option A – Status Quo**

Although the City does not currently have an Invasive Species Management Strategy, invasive species control is undertaken in some areas of the City by various departments including Parks and Public Works. In some natural and naturalized areas of the City, Wild Parsnip is removed when it is within 1 to 2 metres of an authorized trail. While the City does not have the capacity in terms of human resources to remove all invasive species that are close to authorized trails, Administration targets areas where the plant may grow tall enough and/or has a high probability of falling onto a trail user. The process is very selective in order to target the areas of the highest concern. This bank of Little River does not currently receive invasive species removal.

### **Option B – City-Wide Invasive Species Management Strategy**

Should City Council wish to create a City-Wide Invasive Species Management Strategy, it is recommended that a consultant be hired to do so. A consultant would undertake a number of steps to create a plan including: mapping of locations, best management practices for control of targeted invasive species across the City, and mitigation measures to reduce the spread of invasive species, which could be adopted by City departments. In addition, these measures could become the standard for any third party contractors who may be doing work in on City property in the area of invasive species.

The City of Windsor has an approved management plan for Black Oak Heritage Park which includes invasive species management strategies and a consultant has already been hired by the City to prepare a City-wide management plan for invasive phragmites. Both of these documents will have valuable information which could be used in a City-Wide Invasive Species Management Strategy. The purpose of a City-Wide Invasive Species Management Strategy is to address issues with invasive species across the entire City and across multiple departments, not just natural areas.

The City of London was the first municipality in Ontario to develop an approved City-Wide Invasive Species Management Strategy in 2017. A copy is attached to this report. It was developed based on the Ontario Invasive Plant Council's (OIPC) document "Creating an Invasive Plant Management Strategy: A Framework for Ontario Municipalities". A major component of the strategy is to include multiple City Service Areas including Planning, Stormwater, Drainage, Public Works and Parks, in the identification and control of the priority species, making the strategy truly "City-wide". These departments take active roles in controlling invasive species not only in existing facilities, but also on vacant lands, and future development lands.



## **Option C – Targeted Approach**

Direct Administration to contract out a targeted approach for the removal of Wild Parsnip and Tree of Heaven along the east bank of Little River. Removals would have to be repeated for several years and there remains the possibility of re-establishment if future maintenance works do not take into consideration invasive species control.

Wild parsnip can be controlled by cutting the plant just below the soil surface. Mowing will reduce seed production but it will not kill the plant or reduce the established Wild Parsnip population. Herbicide is effective at controlling Wild Parsnip, however, broadcast spraying will destroy all the vegetation sprayed, including desirable species, which results in exposure of bare ground. This will usually lead to the establishment of new weeds, soil erosion and ditch bank destabilization. A targeted use of herbicide would be appropriate. It may take several years of removals to eliminate Wild Parsnip from targeted areas.

Tree of Heaven is not a hazardous plant. It can be controlled through selective cutting and the targeted use of herbicide.

## **Option D – Educate and Monitor**

Educating the public and City personnel on local invasive species, including best management and planning practices to reduce their spread could help prevent further outbreaks. Education could be done through a variety of methods, for example the creation of a video with Communications, and an update on the Corporate Website. Future projects and maintenance could be screened to identify any ecological impacts from construction and maintenance works.

Monitoring of areas of removal is recommended to track the increase or decrease of invasive species. Even if plants are removed there is still the possibility of the species becoming re-established through seed dispersal by wind, water, transported by wildlife, people, and equipment.

## **Summary**

For the current management of the identified invasive species on the east bank of Little River, a Targeted Approach would be recommended. A City-Wide Invasive Species Management Strategy would be recommended to more effectively manage and control invasive species issues across the City, reduce future costs and protect our environment.

## **Risk Analysis:**

Invasive species have a variety of negative impacts on our environment. They reduce biodiversity which negatively impacts the health and function of our ecosystems and puts already stressed native species under further strain. Some invasive species also present health and safety risks to the public if the public comes into contact with them.

## **East Bank of Little River**

As noted in the discussion section of this report, removal of the invasive species in this area has a number of risks.

### **Health and Safety Risks:**

Wild Parsnip poses low risks to the health and safety of park users who do not come into contact with mature plants. Those who do come into contact with them and then expose their skin to sunlight can end up with a painful rash. As this area is not an official trail, the risk that someone will come into contact with it is low.

Hand pulling the invasive species in this area would pose a moderate risk to staff. Working on the rocky embankment would prove quite difficult and could result in slips and falls – potentially into the river, and into the plants being removed. This risk can be mitigated by using an alternative method for removal or by not removing the species at all.

### **Environmental Risk**

Broadcast spraying would eradicate the invasive species. Unfortunately, this would result in the killing of all plants the spray were to come in contact with. There is potential for the presence of endangered plant species in the area. As owners of the land, the City of Windsor is responsible to protect these species as per the Endangered Species Act (2007), and therefore spraying could come with serious risks and potential repercussions. This risk can be mitigated by using alternative methods for removal or by not removing the species at all.

Mechanical cutting could be done with a ditch cutter. This method uses a large machine with a cutting arm which reaches into the area to mow down the invasive species. There is a moderate to high risk that this action could cause the seeds to be broadcast into other areas of the river bank thereby further spreading the species around. There is also potential for desirable and/or endangered species of plants to be mowed. Not removing the species in this manner would mitigate this risk.

Wild Parsnip and Tree of Heaven are found throughout the City. As such, there is a risk that even if all of the invasive species were removed from this particular area, they could become re-established.

### **City Wide Risks**

It is widely recognized that if certain invasive species are not controlled, the health of ecosystems is negatively impacted both in the short and long-term. In addition, costs associated with controlling invasive species increase over time as these invasive plants continue to spread.

## **Climate Change Risks**

### **Climate Change Mitigation:**

Will this project result in the production of greenhouse gas emissions?

Yes, if Administration is directed to mow or use powered equipment to remove invasive species.

No, if Administration is directed to either remove by hand or to not remove invasive species.

### **Climate Change Adaptation:**

This project has consequences in today's climate and Windsor future climate.

Invasive species decrease biodiversity which puts additional stress on habitats and species already under strain by climate change. The result is negative impacts on air, water, soil, vegetation, and ecosystem function.

Invasive species removal should take into consideration the method of removal as well as the location so as to reduce risk and negative consequences.

### **Financial Matters:**

There are no funds currently identified in approved Operating budgets for any invasive species maintenance activities in this area.

There are proposed funds identified in future years of the Capital budget under capital project PFO-005-20 – Natural Areas Management Program. This capital project addresses the need for annual management works within the City's natural areas following the recommendations of the approved Black Oak Heritage Park Management Plan.

### **Option A:**

Status Quo would not require any additional budgeted dollars.

### **Option B:**

City-Wide Invasive Species Management Strategy preparation would require additional budgetary funding for a consultant at an estimated cost of \$50,000 to \$75,000.

This is a City-Wide strategy, the benefits of which will improve the management of natural areas across the City. Current and future annual funds will need to be identified for management works to mitigate risk and to protect the City's investment in its highly sensitive and nationally significant natural areas.

**Option C:**

Targeted Approach would require funds to hire a contractor at an estimated cost of \$5,000 per removal plus additional time spent on inspection and monitoring by City staff. This option will likely need to be repeated at least 3 times over the next few years. This approach is not part of Public Works normal maintenance responsibilities as it does not currently affect drainage. It is also not work that would be undertaken by Parks Operations due to its location and size. Natural Areas staff could assist with inspection and monitoring of the site but this would require additional funds to be allocated for this purpose or a reduction/reprioritization in duties that would take time away from core responsibilities.

**Option D:**

Educate and Monitor would require additional time spent on these activities by City staff. An estimated 140 hours by both Non-union and Union staff would be required and therefore not available for core responsibilities.

**Consultations:**

Phong Nguy, Manager of Contracts FS Maintenance

Mark Friel, Financial Planning Administrator, Parks

**Conclusion:**

This report provides options for the management of invasive species on the east bank of Little River as requested in CQ #16-2019.

**Planning Act Matters:**

N/A

**Approvals:**

| Name           | Title  |
|----------------|--|
| Paul Giroux    | City Forester  |
| James Chacko   | Senior Manager, Parks  |
| Jan Wilson     | Commissioner – Parks, Recreation, Culture and Corporate Facilities |
| Joe Mancina    | Chief Financial Officer and City Treasurer                         |
| Onorio Colucci | Chief Administrative Officer                                       |

**Notifications:**

| <b>Name</b> | <b>Address</b> | <b>Email</b> |
|-------------|----------------|--------------|
|             |                |              |

**Appendices:**

- 1 Invasive Plant Management Strategy – City of London



# LONDON INVASIVE PLANT MANAGEMENT STRATEGY







Thames River



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# EXECUTIVE SUMMARY

The London Plan policies support and direct the City to protect, restore and enhance the Natural Heritage System. Council's Strategic Plan for the City of London (2015-2019) identifies areas of focus for the city's long-term vision which includes the protection and enhancement of the Natural Heritage System and specifically the control of invasive species. In addition, the newly adopted London Plan (2016) builds on the City's environmental policies and the importance of the Natural Heritage System, its biodiversity, ecosystem health, and how it is an essential component of the City's landscape and character.

The City of London is an identified leader among other municipalities and other levels of government in demonstrating a proactive approach to the management of invasive species in our Parks, Woodlands and Environmentally Significant Areas (ESA) since 2006. Within our ESAs, Council approved Conservation Master Plans (CMP) direct and emphasize the need for invasive species control projects. In addition, the City has a woodland management fund that is used in part to address invasive species management in Woodlands.

However, the City of London, as with all Ontario municipalities, lacks a comprehensive city-wide strategy to address invasive species concerns over the short and long-term. It is widely recognized that if invasive species are ignored, not only does this affect the health of ecosystems in the long-term, but drastically increases costs associated with controlling invasive species once they can be no longer ignored

and action must be taken. This lack of a strategy and clear focus limits our ability to control priority invasive species throughout the Natural Heritage System and substantially increase control and restoration costs.

With the help of the Ontario Invasive Plant Council's (OIPC) strategic framework for developing a city-wide invasive species management strategy, London will continue to be a leader in Ontario in addressing invasive species control over the long-term. This will be accomplished through applying the strategic process identified in this London Invasive Plant Management Strategy (LIPMS) in addition to specific management programs for priority invasive plant species, including *Phragmites australis* (Common Reed), Japanese Knotweed, Dog Strangling Vine, Common and Glossy Buckthorn, and Giant Hogweed.

A major component of the LIPMS is to include multiple City departments in the identification and control of the priority species, making the LIPMS truly "city-wide". The City of London currently manages *Phragmites* in ESAs and is developing a *Phragmites* control program for London, in consultation with Dr. Janice Gilbert, Wetland Ecologist and the City of St. Thomas, which has recently adopted a "Phrag Free City by 2020" program (see Appendix B). Working with regional partners and the province will enhance the effectiveness and sustainability of invasive species control efforts over the long-term. The LIPMS is intended to be a working document and the recommendations identified in this report will form the basis for the implementation of the LIPMS.

#1

Develop a Phragmites control program according to the strategic process outlined in the LIPMS.

#2

Extend the UTRCA's ESA team capability to implement control measures.

#3

Expand the City's Woodland Management Program

#6

Identify, map and control Phragmites on vacant lands and future development lands



#5

Develop further control programs for listed priority species

#4

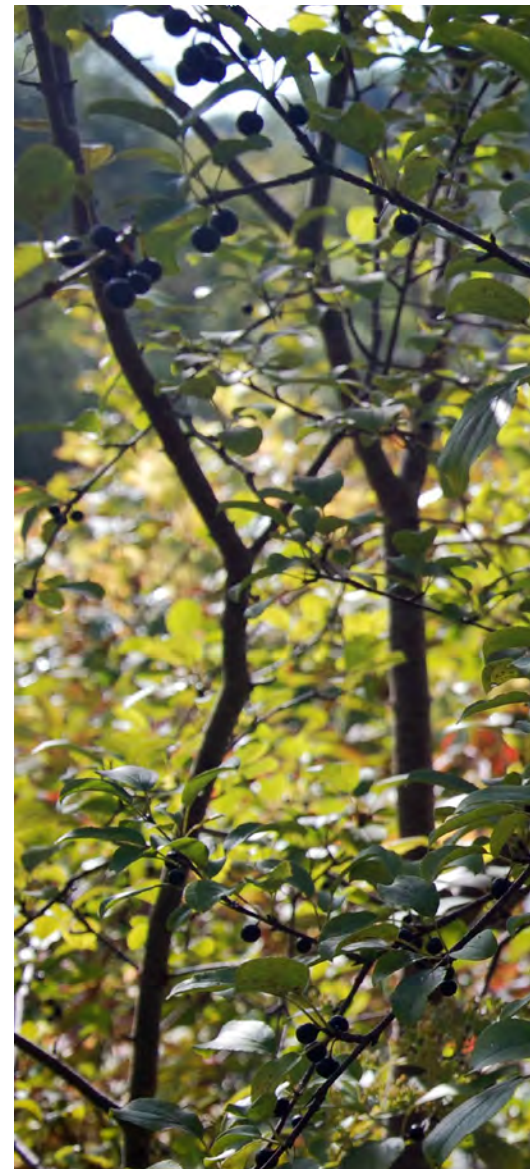
Implement Thames Valley Corridor Plan

# 1.0 INTRODUCTION

Defined as any plant species that has been introduced and exerts substantial negative impact on native biota, wildlife habitats, economic values, or human health (Lodge et al. 2006), invasive plants are an increased threat to London ecosystems, economy, and social and recreational environments. As many invasive plant species lack natural enemies, they can out-compete colonies of important native vegetation, negatively altering existing ecosystem function and recreational enjoyment.

Invasive species are the second most significant cause of species extinctions worldwide, after habitat loss (IUCN, 2014). The ecological effects of invasive species can be irreversible and, once established, they are difficult and costly to control.

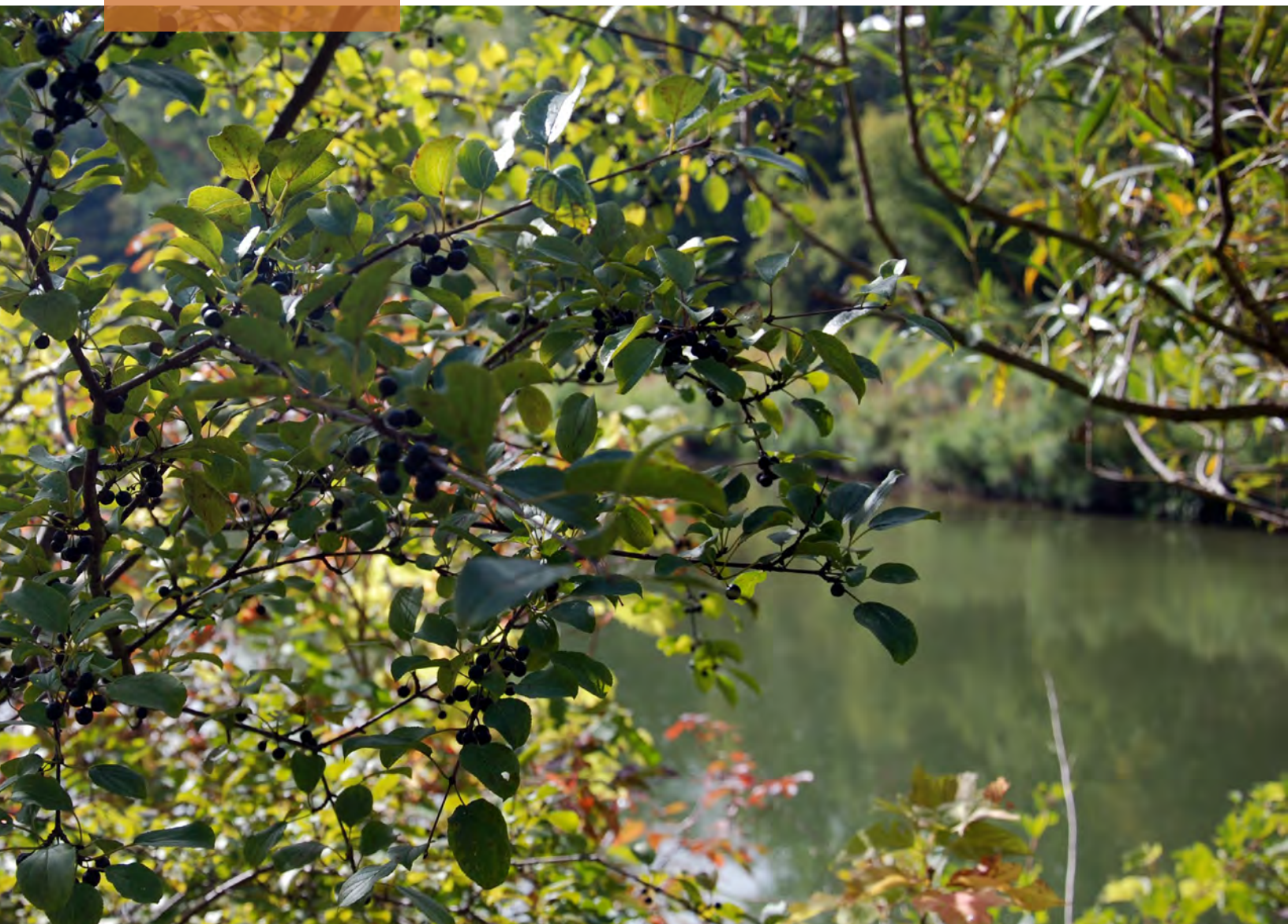
A survey conducted in 2012 by the OIPC with the Invasive Species Centre (ISC), the Ontario Ministry of Natural Resources and Forestry (MNRF) and the Ontario Federation of Anglers and Hunters (OFAH) identified that many municipalities face significant challenges with regards to invasive plant management. Policy 1417 of the London Plan states that “The City will encourage rehabilitation and enhancement measures that protect the ecological function and integrity of the Natural Heritage System.” The City of London will continue to lead and set an example for other municipalities in Ontario to create a comprehensive invasive plant management strategy that follows the principals identified in “Creating an Invasive Plant Management Strategy: A Framework for Ontario Municipalities” by the OIPC (March 2015). Establishing a city-wide strategic plan with specific attention drawn to ESAs, wetlands, significant woodlands, and the Thames Valley Corridor, recognized by the City as “its most important natural, cultural, recreational and aesthetic resource (Policy 122, London Plan, December 2016), will be a crucial step towards achieving this goal for the City of London.





Common Buckthorn blocking  
views of the Thames River

Of particular concern to London is the presence and spread of the invasive plant species *Phragmites*. See *Appendix A: Phragmites australis (European Common Reed) – Canada's Worst Invasive Plant* for a more in-depth look at the threat of *Phragmites* currently present in London's Natural Heritage System. A stronger focus on this species is necessary. London's neighbour, the City of St. Thomas, has recently approved a "Phrag Free City 2020" management plan, which outlines action items to reach the goal to eradicate *Phragmites* from all public and private lands by the year 2020. See *Appendix B Case Study 1 – City of St. Thomas* for more information.





# 2.0 IMPACTS OF INVASIVE PLANTS

## 2.1 Danger to Human Health and Safety

Some invasive plants such as Giant Hogweed cause human health concerns because their sap is toxic to skin. Certain fast-growing invasives, such as *Phragmites*, can lead to reduced visibility for drivers and pedestrians, increasing the risk of accidents. Dead, dry stalks of these plants are also highly combustible and can become a fire hazard. Many native plant species can pose similar risks to human health and safety, but a key difference with invasive plants is they become widespread and prevalent much faster than native plants. This makes preventing their spread and controlling them and the risks they pose to humans more difficult and important.

## 2.2 Socio-economic

Invasive plants can have a large economic impact on individual landowners, businesses and municipalities. In Ontario, the MNRF has been involved with *Phragmites* control pilot projects since 2007 and to date control costs range between \$865 and \$1,112 per hectare (OMNRF, 2012). Invasive species have a negative impact on approximately 20% of Species at Risk in Ontario (OMNRF, 2012), the cost to protect and restore these species will likely increase over time. The Trilateral Commission for Environmental Cooperation reported that economic losses and the costs of environmental impacts caused by invasive species exceed \$100 billion annually in the U.S. alone (OMNRF, 2012).



**\$865 - \$1,112**  
**PHRAGMITES CONTROL**  
**COST PER HECTARE**







## 2.3 Degradation of the Natural Heritage System

Natural areas such as forests, prairies, wetlands and aquatic habitat provide many services and benefits to the economy, society, and the environment. Natural areas provide shelter and food for wildlife, remove pollutants from air and water, produce oxygen through photosynthesis and provide valuable recreational and educational opportunities. They are the green infrastructure that helps buffer the impact of climate change and severe weather, which in turn reduces the impact on the municipal budget. Invasive plants can have a large negative impact on natural areas and threaten these important services that they provide.

Invasive plants reduce species diversity and species richness by competing heavily for resources such as light, moisture and soil nutrients that native plants require to establish and grow. These changes in species composition affect wildlife that are adapted to native plant communities. Invasive species can change the entire composition of vegetation over time changing the overall nature and function of the community. Invasive plants can reduce forest regeneration through direct competition with native tree seedlings, resulting in reduced density and slowed growth rate. In turn, reduction in forest regeneration results in the loss of wildlife habitat, and decreases the diversity of a stand, making it more vulnerable to insects and disease as well as to the incursion of other invasive species. Ultimately, invasive plants affect the intricate linkages that make ecosystems strong and resilient.

Protecting the City's Natural Heritage features from the threats of invasive plant species is imperative to maintaining the overall ecological integrity and ecosystem health of the Natural Heritage System.

# 3.0 THE NEED FOR A STRATEGIC PLAN

The City of London is located within the Carolinian Life Zone, which although only totals <1% of Canada's land mass, is home to over 2,200 species of herbaceous plants. This species diverse life zone is also Ontario's most ecologically threatened region (Carolinian Canada, 2016). Unfortunately, Ontario is home to the largest number of invasive species compared to any other province or territory. This is due to many factors including favourable environmental conditions, the nature of our industrial and urbanized society, population density, large quantity of imports, the geographical location in close proximity to multiple access points to the American border, and the degraded habitat and ecosystems in the ecological regions.

The LIPMS is designed to address the need to identify and prioritize invasive plants posing a direct threat to the City of London's Natural Heritage System. This strategy will provide direction for municipal action currently absent from documentation at the federal and provincial level. Canada's National Strategy, An Invasive Alien Species Strategy for Canada, and the provincial strategy, the Ontario Invasive Species Strategic Plan (2012), are essential tools in developing the framework of a London-specific strategy.

London is in need of additional strategies designed to assist in protecting the health of the Natural Heritage System. The LIPMS will use existing provincially-recognized best management practices for the identification, monitoring, treatment, and eradication of priority invasive plant species within the City of London. This management strategy will "encourage rehabilitation and enhancement measures that protect the ecological function and integrity of the Natural Heritage System," a priority identified in policy 1417 of the London Plan. The maintenance and protection of the Natural Heritage System through the use of the LIPMS will reduce economic costs associated with invasive plant species control in the future, as well as improve social and recreational experiences and opportunities within the City of London.

THE CAROLINIAN LIFE ZONE  
**TOTALS**  
**<1%**  
OF CANADA'S LAND MASS,



THIS LIFE ZONE IS THE MOST  
**ECOLOGICALLY**  
**THREATENED**  
REGION IN ONTARIO

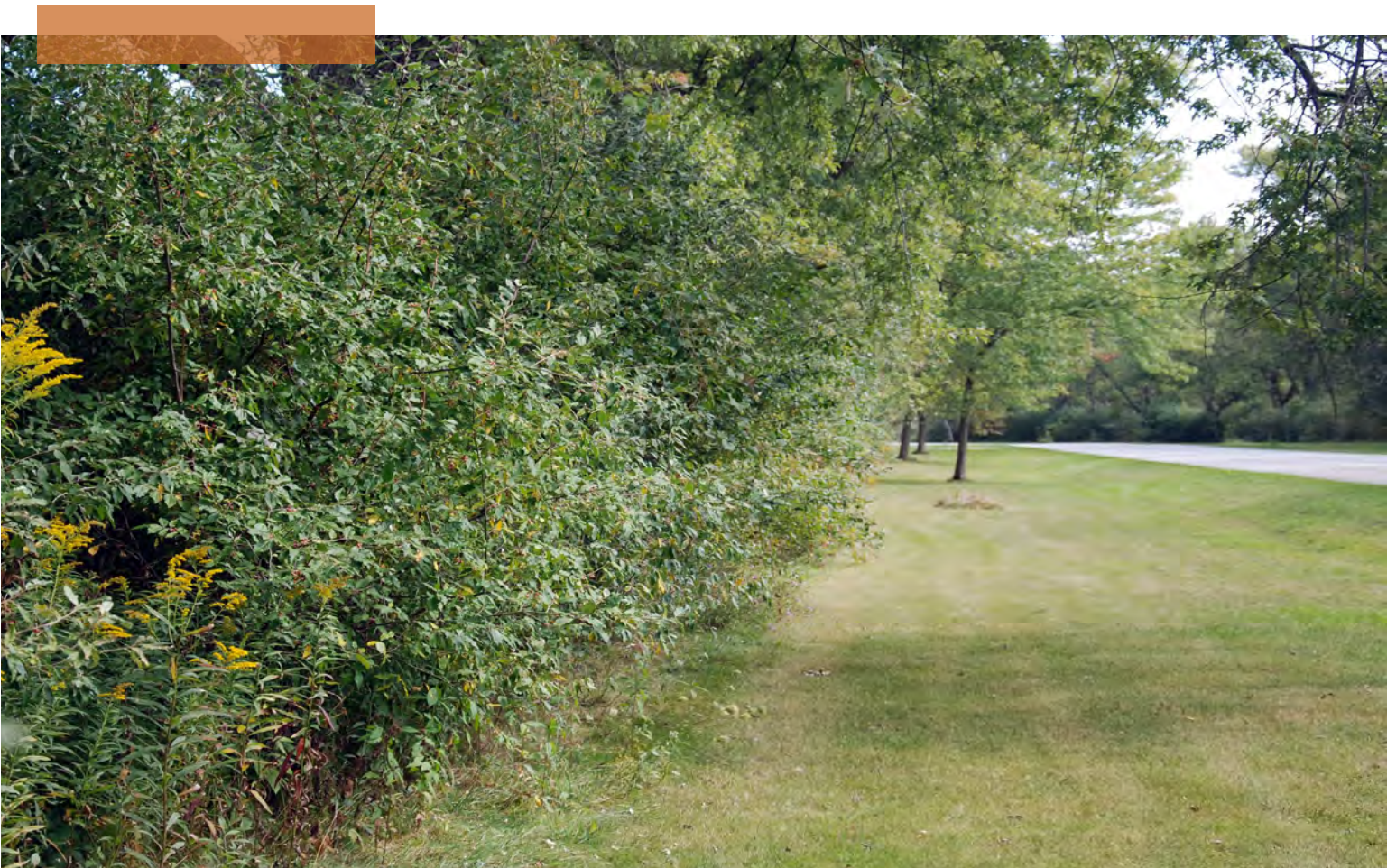


The LIPMS is a working document that sets clear direction for the management of invasive plants within the City of London, specifically the Natural Heritage System; it includes the identification of priorities for management, control, and public and landowner education.

The bottom line from the taxpayer's perspective is that invasive plants require residents to pay multiple times. They pay their share of the City's necessary control actions through their property taxes, they pay to control or respond to invasives on their own property, and they pay their provincial and national share of the increased costs of many amenities such as for electricity, food and clean water.

Having a complete LIPMS in place may allow the City to apply to additional granting agencies or government programs to fund implementation.

Autumn Olive growth



# 4.0 LIPMS VISION

**“To further enhance the City’s commitment to leadership in managing and protecting the Natural Heritage System from the threats, dangers and costs associated with invasive plant species presence.”**

As identified in policy 1417 of the London Plan, management of invasive plant species and associated restoration efforts will focus on specific components of the Natural Heritage System including the following:

- a) Environmentally Significant Areas - to protect the existing ecosystem features and functions, to increase the amount of interior forest habitat, and to strengthen corridors.
- b) Significant Wetlands - to protect the natural features and ecological functions of all provincially significant wetlands and wetlands.
- c) Significant Valleylands - to protect existing ecosystem features and functions, maintain water resource functions, and rehabilitate eroded banks and channels.
- d) Significant Woodlands and Woodlands - to protect existing ecosystem features and functions, to increase the amount of interior forest habitat, and to retain or restore linkages between isolated natural areas.
- e) Upland Corridors - to retain or create linkages between otherwise isolated natural areas.





While not specifically identified in the above list, City of London Parks are included as part of the management and restoration efforts to control invasive species and remove vectors into the Natural Heritage System. The implementation of the LIPMS will build on the successes achieved by current management practices in the City's ESAs and woodlands. These practices have occurred as outlined in various CMPs and the City of London's Urban Forest Strategy, and should expand into the Thames Valley Corridor and associated features.

When controlling invasive species it is important to work with regional partners and neighbours, as dispersal of invasive species can occur from areas beyond a City's control. Co-operation at the local, regional, provincial, and federal levels will provide for the best opportunities to effectively control a species more quickly and reduce the long term economic costs and ecological consequences of priority invasive species. The policy context for the LIPMS can be found in Appendix C.

*Phragmites* growth along  
Veterans Memorial Parkway





# 5.0 STRATEGIC PROCESS

The LIPMS proposes to respond to the City's priority of rehabilitating and enhancing the Natural Heritage System as outlined in policy 1417 of the London Plan by addressing the spread of priority invasive plants in London through a hierarchical approach prioritizing the following processes:

- 1) Inventory/Mapping of existing priority invasive plants;
- 2) Early Detection and Rapid Response to new invasions;
- 3) Management of established invasive plant colonies (using containment, eradication control measures);
- 4) Restoration of native communities; and
- 5) Prevention of new invasions.

This strategic process will act as a guide to highlight invasive species management techniques suggested for implementation above and beyond those currently performed by the City of London.

*Phragmites* growth in Thames Park



## 5.1 Inventory/Mapping

**Goal: Identify and record specific priority invasive plant species within the Natural Heritage System in London, with a focus on the City's ESAs, Wetlands, and the Thames Valley Corridor.**

**Purpose:** To create a benchmark for future management activities and ability to monitor the spread and reduction of priority invasive plants within the focus areas.

An invasive plant inventory provides the foundation for all management decisions and supplies critical information including the following details:

- What invasive plant species are present
- Where the invasive plant species located
- Potential vectors/pathways of introduction
- Presence of rare species and/or rare community types
- What control activities have already been taken
- How effective previous control activities were and status of the infestation



The LIPMS will focus on addressing priority invasive plants on City-owned lands. Identifying priority invasive plants found within Natural Heritage Features on City lands will be the focus for City resources, invasive plant inventories and management.

Where feasible, the City will work with partners and owners of significant features and/or large land parcels to coordinate efforts on private lands.

Early Detection and Distribution Mapping System (EDDMapS) Ontario is a web-based mapping system for documenting invasive species distribution. This existing provincial system is a fast and easy way to map invasive species without requiring any GIS or technical computer experience. Promoting the use of EDDMapS to the public not only helps homeowners become more engaged, but also educates them about invasive species recognition. Using a common reporting tool allows the distribution information to be kept in one central database. Invasive species tracked by EDDMapS can be found at <https://www.eddmaps.org/ontario/Species/>.

Currently identified invasive plant species of concern in London's Natural Heritage System on the City of London's "watch-list" will include, but are not limited to:

| Plant Species                              | Current Management Activities                 |
|--|---|
| <i>Phragmites australis</i> (Common Reed)* | Multiple sites in ESAs, parks, VMP            |
| Japanese Knotweed*                         | Several sites in ESAs, parks, woodlands       |
| Dog Strangling Vine*                       | Ongoing management – Kilally Meadows ESA      |
| Common and Glossy Buckthorn*               | Multiple sites in ESAs, parks, woodlands      |
| Giant Hogweed*                             | Eradicated when identified on public property |
| Garlic Mustard                             | Site specific control when budget permits     |
| Goutweed                                   | Site specific control (Medway Valley, Coves)  |
| Periwinkle                                 | Site specific control (multiple sites)        |
| Purple Loosestrife                         | Support Beetle releases as needed             |
| Black Locust                               | Site specific control when budget permits     |
| Scots Pine                                 | Multiple sites in ESAs                        |
| Non-Native Honeysuckle                     | limited areas when budget permits             |
| Russian Olive/Autumn Olive                 | limited areas when budget permits             |
| Black Alder                                | limited areas when budget permits             |

\*denotes priority species

THERE ARE CURRENTLY

14

INVASIVE SPECIES  
ON THE CITY OF LONDON  
WATCH-LIST



5

OF THESE SPECIES  
ARE DESIGNATED AS  
“PRIORITY”

Due to both economic reasons and potential significant impacts to the City's Natural Heritage System, social impacts, or human health and safety concerns, efforts must be focused on “priority species”. Effective invasive species control can only come from focused and sustained efforts over the long term. Without this, reintroduction into managed areas is likely and the original time, resources, and funds put into the project could be wasted. The City of London will focus on the following species and designate them as “priority species”: While all ‘watch-list’ species can have negative impacts, these species have been identified as “priority” due to either the ongoing significant impacts to the NHS, potential significant impacts to the NHS, and/or public health and safety.

- *Phragmites*
- Japanese Knotweed
- Dog Strangling Vine
- Common & Glossy Buckthorn
- Giant Hogweed

Developing a watch list to highlight particular species of concern in the London area will increase the likelihood of new invaders being caught quickly. Identifying and recording all vectors (or pathways of introduction) is crucial to managing the introduction of future invasive plant species.

Vectors (pathways of introduction) can include the following:

- River, stream and ravine corridors
- Drainage ditches (along roadways)
- Garden escapes/disposal of yard waste in natural areas (and other encroachments)
- Nursery sales
- Contaminated topsoil/mulch
- Contaminated equipment
- Long lasting seedbank on heavily invaded sites



## 5.2 Early Detection & Rapid Response

**Goal: Identify new, priority listed invasive plant species within the Natural Heritage System as early as possible to prevent establishment and future spread.**

**Purpose: Initiate Best Management Practices when environmental, social, and economic costs are lowest.**

Early Detection and Rapid Response (EDRR) is a proactive approach to managing invasive plant species within the Natural Heritage System by reducing the likelihood that new arrivals will establish. Early detection of newly arrived invasive plants, followed by a well-coordinated rapid response, increases the likelihood of control or eradication. EDRR has proven to be the most cost-effective means of controlling the expansion of invasive species in North America.

Autumn Olive





Purple Loosestrife along  
Thames River

An EDRR plan consists of six key steps:

- 1) Early detection – Observation, preliminary identification and reporting of invasive plants believed to be new to the area
- 2) Identification – Species verification
- 3) Alert Screening – Confirms whether the species is new to the area and present at an extent deemed eradicable; evaluated risk and determines if the species is designated as prohibited provincially or federally
- 4) Risk Assessment – Measures probability of entry, establishment and spread, and the associated economic, environmental and social impacts. Assign assessed species a risk rating of high, medium, or low – this determined how the EDRR process will proceed
- 5) Rapid Response – Development and implementation of a response plan, including obtaining land access and treatment permits
- 6) Monitoring & Reassessment – Evaluation of the success of the response and whether the EDRR objectives were achieved; reassessment of the plan as new monitoring becomes available

Areas within the Natural Heritage System with a priority invasive plant species present that are within or in close proximity to rare native species or rare community types should be addressed with a higher priority. Newly established areas that contain priority invasive plant colonies are also important to identify and control as early as possible to prevent spreading and long-term establishment of the priority invasive species in the area.



## 5.3 Management

**Goal: Use published Best Management Practices (BMPs) for invasive species removal and control.**

**Purpose: Control invasive species in London's Natural Heritage System.**

Appropriate biological, physical/mechanical, and/or chemical strategies can be determined through the consultation of current BMPs for each identified priority invasive plant species. Control decisions should be made based on the knowledge of potential costs, and ecological benefits.

*Phragmites* along hydro corridor



## 5.4 Restoration

**Goal: Reintroduce native species to management areas following invasive species removal.**

**Purpose: Restore native vegetation to the Natural Heritage System.**

Removing invasive plants can result in the loss of all vegetative cover, creating an ideal condition for new invasive plants to move in. In some areas, native plants will return naturally after treatment. In these cases, there are enough native plants to re-vegetate newly cleared areas through seed germination or plant spread. However, other areas may require restoration through selective planting and/or other methods to reduce the risk of soil erosion and re-invasion by non-native plants. Suggested restoration methods include:

- Natural colonization or succession
- Seeding with native grasses/herbaceous species
- Planting appropriate native trees and shrubs
- Planting live cuttings
- Use of landscape cloth or heavy mulching

Native seeding should also be used in areas where new naturalization plantings occur to reduce the risk of invasive plant establishment on newly disturbed soils. Seed mixes and procedures shall follow the updated City of London's Construction Specification for Seeding and Cover protocol (2015). The use of native, pollinator-friendly seed mixes is required.

Current BMPs for select invasive plant species have been identified and outlined on the OIPC website and associated publically available documents. These BMPs will be the reference for mechanical, chemical, and biological control measures when managing invasive plant species using an integrated pest management approach.





## 5.5 Prevention

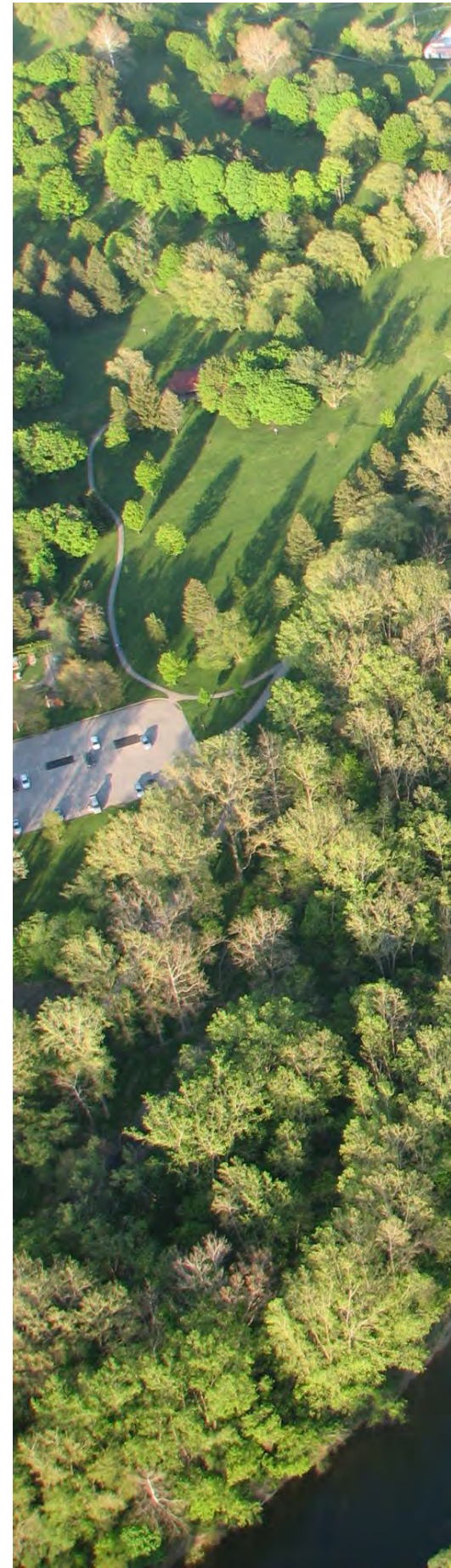
**Goal: Reduce the risk of reintroduction and spread of invasive species into the Natural Heritage System.**

**Purpose:** Minimize the rehabilitation costs associated with delayed treatment of established and new invasive species colonies.

Risk analysis and technical measures will be utilized to minimize the risk of unintentional invasive plant species introductions. Prevention strategies will include increasing risk assessment capacity, accessing and conducting scientific research and staying up-to-date on the more current BMPs for identified priority invasive plant species, and the development of public education and engagement programs to promote awareness of invasive plant species management to engage local homeowners and volunteers on municipal properties.

Continued promotion of the Clean Equipment Protocol (available on the OIPC website) is essential to preventing additional spreading of invasive plant species from various sites near the Natural Heritage System. This will also require City projects such as Storm Water Management Facilities and road projects to implement the protocol and will need budgets for controlling invasive species during construction and post construction.

Private landowner education is imperative to the reduction of invasive species presence and dispersal, especially to those homeowners with property within or adjacent to the Natural Heritage System.



Aerial view of the Thames River



Eliminating and/or prohibiting the growth and resale of invasive plant species in nurseries, as well as at non-commercial plants sales and “swaps”, is a necessary future step to reducing the establishment of new invasive plant species in London. Educating homeowners about the risk of impacting environmental health with the introduction of invasive species in private gardens, and promoting native species is also important. The City of London’s existing “Growing Naturally” program is an example of how the City is currently educating homeowners about ways to conserve water, and plant native species at home.

Other municipalities, conservation authorities, Aboriginal communities, and many private and non-government organizations are also active in the management of invasive plant species. Building an effective communication network with these external stakeholders will be imperative to invasive plant species prevention.

The London Environmental Network (LEN) is currently a not-for-profit organization in London that hosts a variety of workshops and develops resources for local businesses and community partners looking to learn how to make more environmentally friendly decisions. Utilizing local partners like LEN and their existing networks can be beneficial to the City’s goal to educate the public about responsible invasive species management practices and reach a larger audience.



# 6.0 WHAT HAVE WE DONE?

## a) Invasive Terrestrial Plant Species Overview – UTRCA, 2012

The Upper Thames River Conservation Authority (UTRCA) completed a survey in 2012 of invasive terrestrial plant species in seven City owned ESAs: Kains Woods, Warbler Woods, Medway Valley Heritage Forest, Kilally Meadows, Sifton Bog, Meadowlily Woods, and Westminster Ponds/Pond Mills.

In this project, priority invasive plant species were identified based on species listed by the MNRF; species posing a significant threat to Ontario's biodiversity; previous knowledge of London's invasive species presence within ESAs; easily identifiable species; and invasive species with available control methods (UTRCA, 2012).

Eleven invasive terrestrial plant species were surveyed for infestation level (compared to native species presence), and density (in relation to total ground cover of the observation area).

## b) Environmentally Significant Areas (ESAs)

The City of London has been consistently implementing ecological restoration projects in City owned ESAs since 2006. With a focus on invasive species management, these restoration projects are essential to protecting the ecological integrity of ESAs. The City is an identified leader among other levels of government and other municipalities in demonstrating a proactive approach to the management and control of invasive species in protected natural areas and the policies, actions, and best management practices implemented by the City are serving as an example for the MNRF as they work to determine how to implement the Ontario Invasive Species Act.







Habitat protection, restoration and stewardship work is a priority in London's publically owned Environmentally Significant Areas (ESAs) in order to protect and enhance their ecological integrity. This restoration work is consistent with the CMP recommendations for ESAs and Provincial Best Management Practices. The Upper Thames River Conservation Authority (UTRCA) ESA team complete most of the restoration work through capital projects and a contract which is funded and directed by the City. Trained volunteers with the City's Adopt an ESA program also participate in restoration projects demonstrating their commitment to local stewardship.

CMPs have been completed for some ESAs within the City of London. These Council-supported documents outline recommendations that highlight the importance of actively managing the natural features and functions of an ESA, including the management of invasive species, recording and monitoring invasive plant species presence, and recognizing that the removal of aggressive invasive species is a priority. The City retained Dillon Consulting and UTRCA to develop and successfully implement an Invasive Species Management Plan for the Medway Valley Heritage Forest (MVHF) ESA to mitigate invasive species impacts to Species at Risk (SAR) and Conservation Concern species. The City, Dillon Consulting, and UTRCA were all recognized by the Federal Government for innovative invasive species management, habitat protection and contributions to the Federal Recovery Strategy for the False Rue-anemone (*Enemion biternatum*) in Canada (2016).

#### c) Community Engagement

The City's Adopt-A-Park, Adopt-An-ESA and "Friends of" groups have been donating volunteer time over the past decade to assist in the physical removal and awareness of invasive plant species in parks and ESAs. Community "Buckthorn Busting" events were promoted by the City in ESAs and parks in partnership with the City of London Urban Forestry section and UTRCA until 2015. The City of London protects and enhances more habitat every year by providing opportunities for engagement in planting on public and private property, by protecting natural areas, by reducing mowing, and by planting native species. The City holds annual naturalization planting events in partnership with ReForest London and other community groups, the majority of which are business or volunteer oriented, to promote the growth of native vegetation on public lands.

#### d) Woodland Management

The City has been treating invasive plants in parks and woodlands across London for years. On average, \$50,000 per year has been spent in 13 parks and woodlands treating Buckthorn, Garlic Mustard, Periwinkle, Japanese Knotweed, and Norway Maple across 30 hectares of City-owned land. This work is now coordinated by Urban Forestry staff who have retained a Contractor to protect Parks and Woodlands through an increasing number of invasive species projects.

On average, reactive invasive plant species management is costing \$2000 per hectare to treat. This includes spot treatments, patch work, and up to three follow-up visits per site.

e) Parks Operations

Currently, about 11% of the City (inside the Urban Growth Boundary) is publically owned parkland and over 60% of that area or about 1,400 hectares is managed as naturalized, no-mow areas and this area increases every year. Parks Operations staff are trained to identify invasive species in the field and assist in coordinating invasive species control projects.

### Invasive Plant Species Management in London's ESAs, Parks & Woodlands

|   | 2006 -<br>2008 | 2009 | 2010 | 2011 | 2012 | 2013 | 2014 | 2015 | 2016 |
|---|----------------|------|------|------|------|------|------|------|------|
| <i>Phragmites australis</i><br>(Common Reed)* |                |      |      |      |      |      | •    | •    | •    |
| Japanese Knotweed*                            |                |      |      |      |      | •    | •    | •    | •    |
| Dog Strangling Vine*                          |                |      |      |      |      | •    | •    | •    | •    |
| Common and Glossy<br>Buckthorn*               | •              | •    | •    | •    | •    | •    | •    | •    | •    |
| Giant Hogweed*                                |                |      |      |      | •    | •    | •    | •    | •    |
| Garlic Mustard                                |                | •    |      |      |      |      |      | •    | •    |
| Goutweed                                      |                |      |      |      |      |      | •    | •    | •    |
| Periwinkle                                    |                |      |      |      |      |      |      | •    | •    |
| Purple Loosestrife                            |                | •    |      |      |      |      |      | •    | •    |
| Black Locust                                  |                |      |      |      |      |      |      | •    | •    |
| Scots Pine                                    |                |      |      |      |      |      | •    | •    | •    |
| Non-Native Honeysuckle                        |                |      |      |      |      |      |      | •    | •    |
| Russian/Autumn Olive                          |                |      |      |      |      |      | •    | •    | •    |

\*denotes priority species



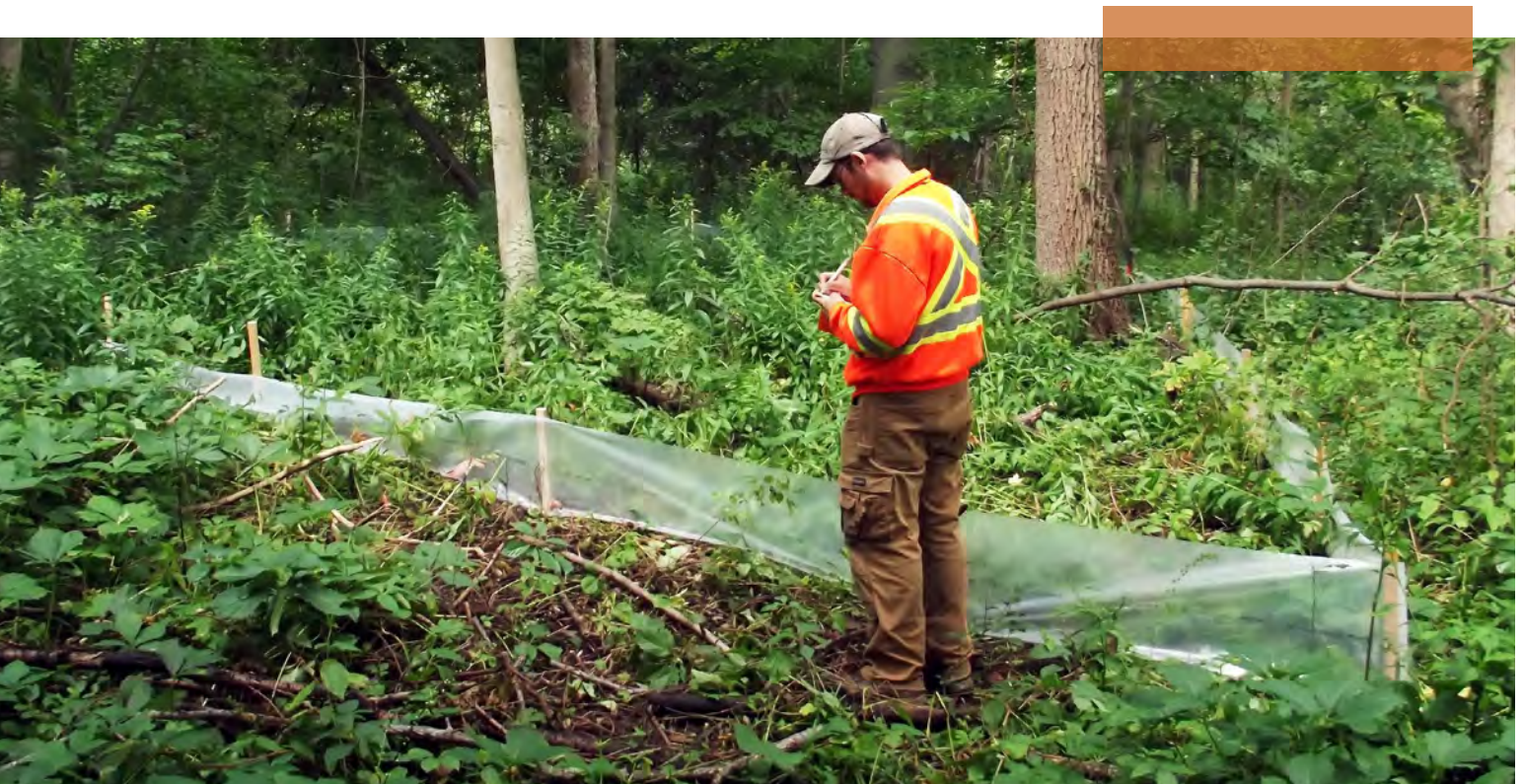
# 7.0 NEXT STEPS

## 7.1 Incorporate Invasive Plant Management into Land Use Planning

Municipalities are responsible for land use planning, which ensures that natural heritage features and resources are considered in community development. It also helps to plan for the incorporation of goals such as an increase in urban forests, and a reduction in urban sprawl. There are considerations around development and the spread of invasive plants. The incorporation of invasive plant management strategies into development plans will help to address this issue. It is also important to look at the sources of topsoil/fill brought into and exported from development sites and what they could contain.

The OIPC has created the Grow Me Instead Guide which lists a number of alternative plants to many common garden invaders. This guide is geared towards individual landowners and can be incorporated into new housing developments as information to new homeowners.

Goutweed Management in  
Medway Valley Heritage Forest  
ESA





## 7.2 Promote the use of EDDMapS in Ontario

Preventing invasive plants from arriving and becoming established in Ontario is critical in the fight against this growing threat. EDDMapS is a fast and easy way to map invasive species without requiring any GIS or technical computer experience. By promoting the use of EDDMapS to the public, this can help engage them in learning more about invasive plants. Promoting the web-based and smartphone app will improve tracking across the province, resulting in better species distribution maps. If more people are using the program, there is a higher chance that detection of new species will occur, which will enable rapid response.

Although it is important to track the distribution of all invasive plants within the province, the focus within this municipal strategy will be on public tracking of species on the pre-determined Watch list. Tracking Watch List species using EDDMapS increases the likelihood of new invaders being caught quickly.

Goutweed Management Area







Dog Strangling Vine at  
Fanshawe Lake

## 7.3 Contaminated Materials and Equipment (Clean Equipment Protocol)

Invasive plants and their seeds can be dispersed by many vectors including wind, water, animals, illegal dumping, vehicles, and contaminated material. It is not feasible to control all of these vectors; however, there are strategies that can be adopted to reduce the spread of invasive plants through those pathways.

One of the most common and preventable pathways through which invasive plants spread into natural areas is the illegal dumping of green waste. Natural areas, parking lots, borders shared by residential neighbourhoods sometimes becomes dumping sites that may lead to new invasions. Education and promotion of proper disposal techniques, including green waste that targets both residents and landscape contractors may help reduce this problem.

Control of potentially contaminated materials (e.g. fill, soil, gravel, excavated materials from construction sites, etc.) at the source also helps to prevent the spread of invasive plants. Raising awareness of the problem among target audiences (e.g. construction, demolition and landscape contractors) is a first step towards addressing this issue. Simple measures such as inspecting and cleaning equipment and vehicles after they come in contact with contaminated materials will reduce the likelihood of spread.



## 7.4 Staff Training and Education

Municipal staff play an important role in invasive plant prevention and management. With adequate training, staff can assist with tracking and mapping invasive plants, as well as communicating with the public.

Most staff training and education can take place through workshops in partnership with local non-profit organizations that are specialized in invasive plants. Workshops can focus on a number of things including invasive plant identification, using EDDMapS Ontario, Invasive Plant Best Management Practices for control, tips on communicating with the public and the Clean Equipment Protocol. Staff should be updated regularly on new information regarding invasive plants and the strategy through emails, meetings or newsletters. Engage staff through encouraging participation in invasive plant volunteer events.

Buckthorn Busting in Euston Park



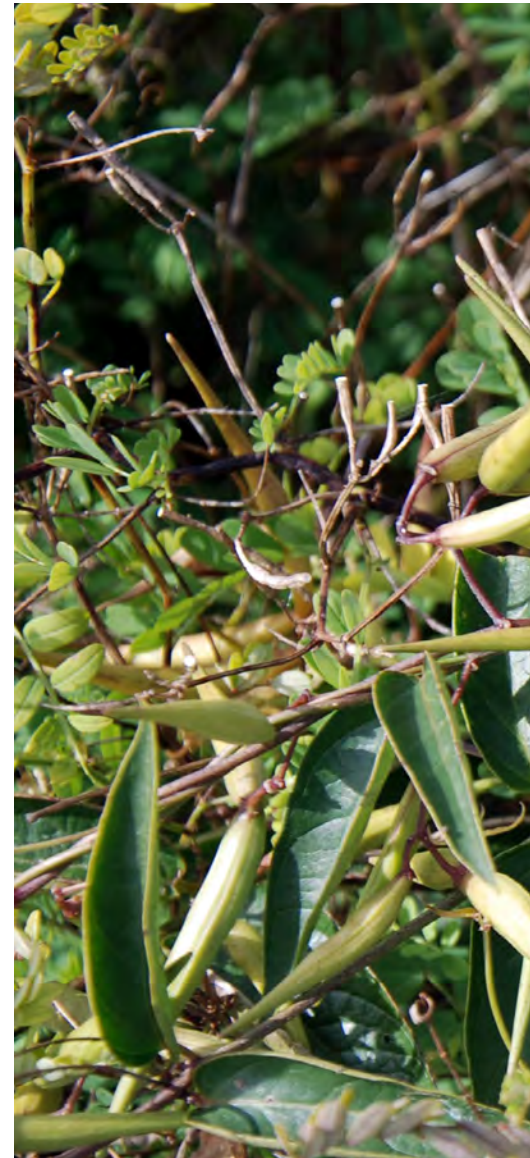
## 7.5 Public Education and Outreach

Engaging landowners and the general public is a key component in the prevention, introduction, spread, and management of invasive plants. Comprehensive outreach and education provides residents with information and tools to take appropriate action against invasive plants on their own property; and can include encouragement to support the work of local stewardship groups and non-profit organizations. Effective communication with residents and the public can be done in a number of ways (e.g. websites, social media, mail-outs, workshops, signage, etc.).

Taking advantage of the City of London's existing corporate communication strategies to educate and inform London residents of the threats and harms of invasive plant species will be an extremely valuable tool to managing the city-wide invasive plant species issue. In future, it would be an added benefit for the City of London to develop a communication plan solely focused on invasive plants.

An important component of this public awareness is effectively communicating the "before-and-after" appearance of the landscape in areas undergoing large-scale invasive plant species work. This is a useful method of introducing the concept of replanting native vegetation to the site to prevent colonization of invasive plants in recently disturbed environments.

Using the City's EnviroWorks pamphlets that are currently distributed throughout the year to London residents, updating the City website, utilizing existing social media platforms, and hosting landowner workshops in partnership with local non-profits (like the London Environmental Network) and community groups are all examples of how the City can improve the promotion of invasive species management at a private landowner level.





## 7.6 Stormwater Management Unit

As part of the LIPMS, it is critical to involve other departments in order to address invasive species from multiple angles and utilize various resources. The Stormwater Management unit will help to conduct invasive species inventories of SWMFs (specifically for the priority species *Phragmites*) and look to implement invasive species control works on SWMFs adjacent to the Natural Heritage system or when conducting maintenance of their facilities.

Dog Strangling Vine







Japanese Knotweed along the Thames Valley Parkway

## 7.7 Parks Operations

The Parks Operations unit will play a central role in the LIPMS. A new dedicated team is conducting invasive species inventories of natural areas located within the parks and green space system. The next step for this team is to be directly implementing EDRR protocols for priority invasive species. This will greatly improve addressing invasive species invasions within City Parks and adjacent Natural Heritage features by eliminating vectors and promoting native species in naturalized areas.

Parks Operations in conjunction with Environmental and Parks Planning is developing a London *Phragmites* Management Strategy that includes control along roadways and drainage ditches (these areas are maintained by Parks Operations), which is the primary vector for this priority invasive species. It would be beneficial for Parks Operations to have licenced pesticide applicators as part of their team. This would increase the efficiency of this team, the implementation of the EDRR protocols, and allow for increased invasive species control options to effectively implement the LIPMS.





*Phragmites* growing near a new development site

## 7.8 Development Services

As part of the LIPMS, developing a process to identify, map, and treat *Phragmites* on future development lands, both City and privately owned, will allow for greater opportunities to control priority invasive species within the City. This process could start as early as pre-consultation, be included as standard recommendations in an EIS to require treatment of *Phragmites* on sites, form part of Draft approvals and drawings, development agreements, and draft a standard condition for Development Services to add to their 'pick list' of standard conditions.

# 8.0 RECOMMENDATIONS

The LIPMS sets out a detailed vision for controlling multiple invasive species across the entire City. The following recommendations are needed to implement the strategy. Each recommendation will require specific funding to fully and effectively implement. Staff will, upon acceptance of this report, prepare detailed funding and implementation timelines for Council approval.

- 1) Develop a *Phragmites* control program according to the Strategic Process (Section 5.0) outlined in the LIPMS. This is the City's highest priority species, as it poses the biggest threat to the ecological integrity and long term health of the City's Natural Heritage System, and creates potential health and safety concerns. As such, this program is already being developed in conjunction with other City departments outside of Planning Services to make it a city-wide control program. This program will include reaching out to City of London neighbours and provincial partners with the intent of creating a larger regional approach to controlling this species as quickly as possible.
- 2) Further expand what the City is already implementing in our ESAs. The UTRCA's ESA team funded by the City has been paramount in the City's invasive plant control activities for many years. Further expanding their capability to implement additional control measures following the Strategic Process (Section 5.0) on a regular basis throughout the ESAs will provide a significant net benefit to the City's ESAs over the long-term.
- 3) Further expand the City's Woodland Management Program to address invasive species City-wide.





- 4) Implement the Council approved Thames Valley Corridor Plan (TVCP), including the Natural Heritage, stewardship, and protection sections of the TVCP Action Plan regarding invasive species.
- 5) Over the long-term, develop further control programs for listed priority species over time, once recommendations 1-4 have been implemented and their effectiveness has been tracked, monitored, and verified.
- 6) Develop a process to include in the LIPMS a trigger to identify, map and control Phragmites on vacant lands and future development lands and to work with the various owners. This process could start as early as pre-consultation, be included as standard recommendations in an EIS, form part of Draft approvals and drawings, development agreements, and draft a standard condition to be used. Further opportunities can include proactively identifying Phragmites on vacant lands and future development lands without an application as a trigger and have permissions in place to control.

# APPENDIX A

## *Phragmites australis* (European Common Reed) – Canada's Worst Invasive Plant

*Phragmites* is an aggressively spreading grass that can reach heights of more than 5 metres (16.4 feet) and densities of over 200 plants per square metre. In 2005 it was recognized as Canada's worst invasive plant by scientists at Agriculture and Agri-food Canada. Since then it has spread throughout Ontario and become a significant threat to London's wetlands and riparian corridors where it has the potential to drastically reduce plant and animal diversity and threaten a high number of Species at Risk (SAR).

The known negative impacts of *Phragmites* include:

- Blocking recreational access and aesthetic enjoyment of riparian corridors and wetlands
- Standing dead biomass is a significant fire hazard to hydro corridors & residential areas
- Blocks sight lines along roads and at intersections
- Damage to asphalt roads from *Phragmites* rhizomes
- Plugging agricultural drainage ditches and tiles, impacting crop yields
- Native plant species cannot effectively compete against *Phragmites*
- *Phragmites* stands are monocultures that effectively become wildlife dead-zones
- Reduces or eliminates habitat for high number of Species at Risk

Recent studies have identified roads, rail lines and the movement of infested heavy equipment as the main vectors for the spread of *Phragmites*. Currently Ontario lacks the coordinated approach required to effectively deal with *Phragmites* and curtail its spread.

Local control programs are underway in many of Ontario's municipalities including London where *Phragmites* is managed in a number of our Environmentally Significant Areas and Parks. While this is an important first step, a *Phragmites* Management Plan should be developed for London while it is still feasible to protect our City and our Natural Heritage System from Canada's worst invasive plant. In 2015 the City of St. Thomas began implementing their *Phragmites* Management Plan to become a "Phragmites Free City by 2020" through an annual budget of \$13,000.

The knowledge obtained through these control efforts is summarized in Best Management Practices (BMPs) endorsed by the MNRF and OIPC to provide guidance for the most effective and efficient way to manage *Phragmites*. City of London staff has experience in implementing BMPs and recently contributed to the development of a BMP for Controlling Invasive *Phragmites* in Ontario's Roadside Ditches.

The most important message is that *Phragmites* must not be ignored. Established *Phragmites* cells can expand at an exponential rate and will eventually become problematic. The quicker an infestation is dealt with, the easier and less costly it will be to manage.



# APPENDIX B

## Case Study – City of St. Thomas “Phrag Free City 2020”

### What is the geographic scope of your project?

- All lands located within the incorporated City of St. Thomas, Ontario

### What type of project is this?

- Direct management
- Education and Outreach
- Planning

### Why is *Phragmites* an issue in your area?

- *Phragmites* growing around lakes, along streams and rivers, along the road, hydro corridors, and at intersections is posing a public safety risk and is also impacting recreation opportunities and ecosystem-health.

### What is your organization’s approach to invasive *Phragmites* management?

- Mapped *Phragmites* (Fall 2014 and updated Fall 2015 update annually)
- Year 1 – *Phragmites* Management Plan created
- Budget provided by Council
- 5 year Letter of Opinion - MNR (Pesticide Act & Ontario Regulation 63/09) & Council
- Eradication program implemented
- Eradication along shoreline of lake, meadow and two storm water management ponds
- Severe fire hazard areas eradicated as priority one
- Selected road corridors, ditches sprayed
- Years 2 to 5 - Visual check and re-spray as necessary
- Eradicate identified *Phragmites* cells in the City to limit of budget annually to 2020

### Who are your partners in this effort?

- City of St. Thomas and Doug Tarry Homes – year 1
- City of St. Thomas – subsequent years
- Parks and Rec., Roads, Fire and Police Services

### What are the funding sources?

- City of St. Thomas and Doug Tarry Homes shared equally – year 1
- City of St. Thomas – subsequent years (13k per year - 5 years)

**What are your goals and objectives for the program?**

- Phrag Free City by 2020

**What type of land does your program target?**

- All public and private lands within the city including those held by Conservation Authority

**What is the status of the program and are you seeing results?**

- Year 1 tremendous success around lakeshore even with no spraying over water
- Year 2 was equally successful in hydro and road corridors based on visual evidence
- Respray of Year 1 area indicates full eradication in those locations

**Can you share important lessons learned - both about what worked and what did not work?**

- Lobbying Federal Health Ministry to approve a safe over water pesticide for *Phragmites*
- Absolutely imperative to partner with the City Council
- At this time the Phrag Free City plan shows no down side

# APPENDIX C

## Policy

### **Council's Strategic Plan (2015-2019)**

Strategic Plan for the City of London 2015-2019

The Invasive Species Strategy is consistent with the Strategic Plan, the four areas of focus and directly aligns with many of the implementation strategies.

#### Strengthening Our Community

- Amazing arts, culture, and recreation experiences
- Healthy, safe, and accessible city
- Help Londoners understand how we provide safe drinking water and protect the Thames River

#### Building a Sustainable City

- Strong and healthy environment
- Plant more trees and better protect them from deforestation, invasive species, and other threats
- Work together to protect all aspects of our natural environment including woodlands, wetlands, river and watercourses, and air quality as our city grows
- Fund innovative ways to adapt to Climate Change
- Invest in making London's riverfront beautiful and accessible for all Londoners
- Protect and promote London's Thames Heritage River status

#### Growing our Economy

- Strategic, collaborative partnerships
- Partner with the London Community Foundation on the "Back to the River Project"
- Diverse employment opportunities

#### Leading in Public Service

- Proactive financial management
- Make sure that financial issues are not created and pushed to the future, creating problems for future generations
- Use innovative and best practices in all organizational and management activities

## **The London Plan (2016)**

The environmental policies of the London Plan, approved by council in 2016, build on the current Official Plan policies. The London Plan has a strong focus on protecting and improving the City's Natural Heritage System. Specifically, the goals of the City with respect to Natural Heritage focus on the following:

1308\_ We will plan for our city to ensure that London's Natural Heritage System is protected, conserved, enhanced, and managed for present and for future generations by taking the following actions:

- 1) 1. Achieve healthy terrestrial and aquatic ecosystems in the city's subwatersheds.
- 2) Provide for the identification, protection, rehabilitation, and management of natural heritage features and areas and their ecological functions.
- 3) Protect, maintain, and improve surface and groundwater quality and quantity by protecting wetlands, groundwater recharge areas and headwater streams.
- 4) Enhance, protect and conserve the Natural Heritage System through well planned built form and community design.
- 5) Maintain, restore, monitor and improve the diversity and connectivity of natural heritage features and areas and the long-term ecological function and biodiversity of Natural Heritage Systems.
- 6) Encourage, through education and incentive programs, the cooperation of property owners in the maintenance of, or enhancement to, the naturalization of lands and the sustainable use of our Natural Heritage System.
- 7) Monitor the potential impacts of climate change to maintain the integrity and resiliency of the Natural Heritage System and adjust management activities accordingly.
- 8) Provide opportunities for appropriate recreational activities based on the ecological sensitivities of the area.

Furthermore, the London Plan speaks to management, restoration and rehabilitation priorities for the City of London:

1417\_ The City will encourage rehabilitation and enhancement measures that protect the ecological function and integrity of the Natural Heritage System. The City of London Subwatershed Plans provide guidance for the types of measures that may be identified through secondary plans, environmental impact studies, the Environmental Assessment process or other environmental studies or programs. Rehabilitation and enhancement measures may be implemented through conservation master plans, woodland management plans, or invasive species management plans on publicly-owned land and through stewardship and conservation programs for privately-owned lands.

On December 28, 2016 the Province approved The London Plan with modifications.

### **Ontario Invasive Species Strategic Plan, 2012**

The Ontario Invasive Species Strategic Plan was designed to outline objectives emphasizing the need to prevent new invasives from arriving and establishing in Ontario, to slow or reverse existing colonies, and reduce the negative impacts of established species.

There is no single piece of federal legislation that comprehensively deals with the control, prevention, and management of invasive species. Ontario is the only jurisdiction in Canada with such focused legislation. The strategic plan addresses the need for an Ontario perspective on invasive species management, and highlights the need for improved communication and coordination between federal, provincial, and municipal levels of government, and the integration of industry and non-government organizations

### **Ontario Invasive Species Act, 2015**

The Ontario Invasive Species Act came into force November 3, 2016. This Act is designed to provide enabling legislative framework to better prevent, detect, respond to and where feasible eradicate invasive species; promote shared accountability for managing invasive species; use risk-based approach that considers the full range of threats, costs and benefits to the environment, society and the economy; and complement the role of the federal government in managing invasive species.



In the future, the Act may introduce regulated areas in Ontario as control areas for invasive species, and will work towards establishing measures to prevent introduction and/or control the spread of existing invasive species. Inspectors may make an order declaring land to be an “Invaded Place” if there is evidence that a regulated invasive species is present and the order is required to:

- Prevent the invasive species from spreading to areas outside of the place, or
- To control, remove, or eradicate the invasive species that is on or in the place

The Ontario Invasive Species Act supports the creation of additional plans, as these will enable enhanced partnerships and actions to support the prevention and control of invasive species across the province. The Act also provides tools for preventing the sale and distribution of invasives. The capability of the Act will be limited to dealing with the species that get listed in the regulations as being either “prohibited” or “restricted”. See the Government of Ontario website for the list and additional information: <https://www.ontario.ca/page/stop-spread-invasive-species>.

### **Thames Valley Corridor Plan, 2011**

The Thames Valley Corridor Plan addresses key land planning and management issues along the Corridor. The TVCP establishes an overall concept plan for the Thames River and associated corridor lands, and relates to the preservation and protection of the Natural Heritage System in the following manner:

- “The City recognizes the Thames Valley Corridor as its most important natural, cultural, recreational and aesthetic resource.”
- 3.1 Natural Heritage, Stewardship, and Protection
  - NH-3: Internally, identify potential private land acquisition areas that may facilitate the restoration and/or expansion of forest cover and contiguous natural vegetation along the length of the Thames Valley Corridor. Priority areas for acquisition are those with a high diversity of Carolinian plant species or SAR as identified on the City’s Ecological Land Classification (ELC) database, or that support interior forest habitats, or provide natural connections to the larger system.
  - TR-1: Protect and manage areas with unique or rare plant and animal species.
  - TR-2: Develop and implement a comprehensive restoration and management program focused

on existing and new vegetation patches with objectives to protect, maintain and enhance natural areas and habitats.

- TR-3: Target management efforts on vegetation patches with evidence of invasive species presence. Management initiatives should include invasive species removal, litter clean-up, and management of random trail use. The target habitats for invasive species management are those natural areas in good condition that currently have low abundance of invasive/non-native species. Containment of non-native species is more effective and less costly if control can begin at the first detection of invasion. The sites with heavy abundance are lowest priority unless they are associated with rare species or unusual communities or wildlife habitat that is compromised by their presence.
- Table 1: Action Plan
  - » E-4: Produce an informational brochure such as the 'Living With Natural Areas' pamphlet for residents living near the Thames River and its tributary creeks, concerning impacts of household products on water quality, illegal dumping, managing yard waste, use of native species in landscaping, responsible use of natural areas.

### **Conservation Master Plans for Environmentally Significant Areas (ESA)**

Conservation Master Plans (CMP) are completed to emphasize the protection and enhancement of the ecological integrity and ecosystem health of the Environmentally Significant Areas in the City of London. Invasive species management and control is addressed in detail for some of the City's owned and managed ESAs. Recommendations, timelines and potential costs may also be identified in CMPs.

### **City of London Urban Forest Strategy-Enhancing the Forest City, 2014**

The Urban Forest Strategy is a plan designed to outline the steps the City of London must take to protect, enhance, and monitor the urban forest system. The mission of the Strategy is to "Plant More, Protect More and Maintain better". The integration of invasive species management into the management of the urban forest system is a critical step in improving the health of the City's natural environment. Invasive species management supports the following Strategy goals and actions:

#### **Plant More**

Strategic Goal 3 - Establish a diverse tree population city-wide as well as at the neighbourhood level.

- 3.3: Manage woodlands to improve opportunities for species diversity

## Protect More

Strategic Goal 4 - Preserve and enhance local natural biodiversity.

- 4.2: Manage natural areas to enhance biodiversity (i.e., enrichment planting, retention of wildlife trees and coarse woody debris, uneven distribution of plantings, proactive management of invasive species to enhance native species, etc.)

Strategic Goal 6 - Improve urban forest health.

- 6.4: Develop and implement an integrated pest management plan encompassing insects, disease, and invasive species. The plan should address prevention, control and restoration within City-owned natural areas, and identify budgets and measurable targets for implementation. The plan should address pests on private property and provide the authority and empower the City to control pests on private property as required to ensure the overall health of the urban forest.

## Maintain Better

Best management practices for reducing the risk of invasive species establishment in newly naturalized areas are highlighted in Strategic Goal 9:

- 9.4: Reduce the area of turf grass in the City through tree planting, with more selective mowing, to reduce costs. Areas with modified mowing require monitoring and management for invasive plants.



**Committee Matters: SCM 375/2020**

**Subject: Update: Housing Services Act and 2021 Rent Increase Guideline  
Regulatory Amendments - City Wide**

Moved by: Councillor Bortolin  
Seconded by: Councillor McKenzie

Decision Number: **CSPS 132**

That the report of the Coordinator, Housing Administration and Policy dated November 13, 2020 entitled "Update: *Housing Services Act* and 2021 Rent Increase Guideline Regulatory Amendments – City Wide" **BE RECEIVED**; and,

That a letter **BE SENT** to the Ministry of Municipal Affairs & Housing and The Ontario Municipal Social Services Association (OMSSA) outlining concerns with Bill 204 specifically relating to the Rent Geared to Income component.  
Carried.

Report Number: S 165/2020  
Clerk's File: GH/16905

**Clerk's Note:** The recommendation of the Standing Committee and Administration are **not** the same.

**Subject: Update: Housing Services Act and 2021 Rent Increase Guideline Regulatory Amendments - City Wide**

**Reference:**

Date to Council: 12/2/2020  
Author: Jolayne Susko  
Coordinator, Housing Administration & Policy  
519-255-5200 x 6278  
jsusko@citywindsor.ca  
Housing and Children's Services  
Report Date: 11/13/2020  
Clerk's File #: GH/16905

**To:** Mayor and Members of City Council

**Recommendation:**

THAT this report from the Executive Director of Housing and Children's Services regarding the *Housing Services Act, 2011* and 2021 Residential Rent Increase Guideline regulatory amendments **BE RECEIVED FOR INFORMATION**.

**Executive Summary:**

N/A

**Background:**

The Corporation of the City of Windsor is the Consolidated Municipal Service Manager for the delivery of social housing in Windsor and Essex County. As Service Manager, Housing Services allocates Federal and Provincial subsidies to all social and affordable housing providers in accordance with the *Housing Services Act, 2011* and its regulations.

**Ontario Regulation 316/19 Determination of Geared to Income Rent**

In April 2019, the provincial government released Ontario's Community Housing Renewal Strategy, which outlined the commitment to stabilize and grow the community housing sector. In September of 2019, the province filed a new regulation under the *Housing Services Act, 2011* (the "HSA") to improve waiting lists, create safer communities and simplify Rent Geared to Income ("RGI") rules and calculations. On July 1, 2020, Ontario Regulation 316/19 DETERMINATION OF GEARED TO INCOME RENT UNDER SECTION 50 OF THE ACT came into effect and replaced Ontario Regulation 298/01 DETERMINATION OF GEARED-TO-INCOME RENT UNDER SECTION 50 OF THE ACT, which was revoked.



## **Amendments to Ontario Regulation 367/11 General**

On September 23, 2019, the province released three (3) amendments to Ontario Regulation 367/11 GENERAL. The three (3) amendments to the Regulation were in connection with:

- a) Providers Refusal to Offer;
- b) Tenant Transfers Between Housing Providers; and
- c) Refusal of Offer, Household Preferences & Occupancy Standard Local Rules.

The new regulation:

- Gives community housing providers the authority to refuse to re-house a household based on a previous eviction for a serious criminal offence;
- Requires applicants to prioritize their housing selection preference(s) and accept the first unit offered;
- Gives Service Managers and housing providers more flexibility to efficiently manage tenant transfers; and
- Changes the rules that govern the calculation of RGI to make it more fair, easier for tenants to understand, and simpler for staff to administer.

## **Bill 204 – 2021 Residential Rent Freeze**

On October 1, 2020, the *Helping Tenants and Small Businesses Act, 2020* received Royal Assent but has not yet come into force. The Act will amend the *Residential Tenancies Act, 2006* (the “RTA”), and provide for a residential rent freeze for the calendar year 2021, subject to specified exceptions, to give the vast majority of Ontario tenants some relief and financial security as we continue to recover from the COVID-19 global pandemic.

The amendments set the 2021 rent increase guideline to zero per cent and freeze annual rent increases starting January 1, 2021 through to December 31, 2021.

The intent of this report is to provide an overview of the changes and further outline how the changes affect social housing providers, tenants in social housing units, and applicants for social housing that access the Central Housing Registry Windsor Essex County (“CHR-WEC”) waitlist.

## **Discussion:**

The changes to the Regulations under the HSA have prompted many changes to our social housing delivery system. The legislative changes have an affect on our social housing providers, tenants currently living in social housing, as well as current and prospective applicants to the CHR-WEC’s centralized social housing waitlist. This report will also serve to highlight the changes and the impact these legislative changes have had on the administration of our social housing delivery system in Windsor Essex

County, specifically amendments to the Housing Services' processes and protocols i.e., Local Rules Windsor Essex and RGI Verification Guidelines. The implementation of these legislative changes has been a collaborative effort between the Housing Services division, Windsor Essex Community Housing Corporation and the CHR-WEC, as well as consultation with our Legal Services division on the associated revisions to our Local Rules and RGI Verification Guidelines.

### **Wait List Changes – Community Safety**

This change to Ontario Regulation 367/11 gives housing providers the authority to refuse to re-house a household based on a previous eviction for serious criminal activity. The amendment came into effect on September 23, 2019.

As a result of this change a social housing provider:

- May refuse to offer a unit to a household if a member of the household was previously ordered evicted from community housing by the Landlord and Tenant Board (the "LTB") due to illegal activity;
- Must have reasonable grounds to believe that the household would pose a risk to the safety of other people at the housing project (i.e. other residents, staff); and
- This only applies where the LTB has ordered an eviction based on "N6" for illegal activity; it does NOT apply where the LTB ordered an eviction based on an N6 for misrepresentation of income.

The social housing provider's ability to refuse to house the previously evicted household applies:

- For a time period of five years from when the household was ordered evicted;
- Whether the previous eviction was from the same community housing provider or a different community housing provider (including co-op housing); and
- Equally to special needs housing units and a household who had previous membership in a social housing co-op terminated by the LTB due to illegal activity.

This legislative change prompted changes to our Local Rules and RGI Verification Guidelines allowing:

- Social housing providers the right to refuse to offer a social housing unit where a member of the household was previously evicted from a designated housing project through an order by the LTB based on an illegal act within the past five (5) years; and
- Social housing provider has reasonable grounds to believe that the household would pose a risk to the safety of other people i.e., tenants/staff at the housing project.

## **Waitlist Changes: Refusals**

This amendment to Ontario Regulation 367/11 provides that a household is no longer eligible for RGI assistance if they refuse an offer for housing for which they have expressed a preference and meet the occupancy standards, except in extenuating circumstances as determined by the Service Manager. The change applies to all applicants on the social housing waitlist, including special priority applicants.

This means an applicant on the waitlist will no longer receive three offers of housing before being deemed ineligible. Waitlist applicants will receive one offer of housing. This new one offer rule applies to all applicants on the waitlist including special needs and special priority applicants. Housing Services has been actively working with the CHR-WEC to implement this significant change.

All current waitlist applicants have been notified of the change and new applicants are notified when they apply to the CHR-WEC.

This legislative change came into effect on January 1, 2020 and all Service Managers are required to apply the rule by January 1, 2021. Windsor Essex will be implementing this change effective November 30, 2020.

This legislative change prompted changes to our:

- Local Rules Windsor Essex
- CHR-WEC's application form, applicant location preference sheet and housing provider tracking sheets

The CHR-WEC has worked to support applicants and notify them of the changes as follows:

- An information package was sent to all applicants on the CHR waitlist in September 2020. This package included:
  - A letter that outlines the change to one offer, the impact of these changes, and the actions each applicant needs to take to remain active and on the waitlist;
  - A Current Building Preference sheet that indicates all current social housing location selections for each household;
  - A new Location Preference Sheet, which can be submitted by applicants that want to change their current location preferences; OR,
  - An Instruction Sheet outlining the steps to create a user account at <https://www.socialhousingapplication.com/> to electronically make changes to the household location preferences.

Updates to the CHR-WEC website have been undertaken to provide information and direct applicants to the new Online Application portal.

## **Waitlist Changes: Transfers**

This change to Ontario Regulation 367/11 provides Services Managers discretion/flexibility in how transfers between housing providers are managed. The requirement for current social housing tenants to complete a new application for the centralized waiting list when requesting a transfer to an RGI unit operated by a different housing provider is removed.

In consulting with our social housing providers and CHR-WEC staff, there was an interest in prioritizing the transfer of overhoused RGI tenants; as a result implementation of transfers between housing providers will offer priority transfers to overhoused RGI tenants in Windsor Essex. Prioritizing overhoused RGI households in Windsor Essex for portfolio wide social housing transfers will ensure:

- current tenants are housed in social housing units that are the right size for the size of their household and
- RGI housing subsidies are utilized appropriately.

Windsor Essex will be implementing this change on November 30, 2020.

This change prompted the following:

- Changes to Housing Services' Local Rules Windsor Essex document
  - Adding a process for maintaining and prioritizing overhoused households.
  - Designates the management of the Overhoused Transfer List to the CHR-WEC.
- The creation of a Transfer/Overhoused Application Form for RGI Households

## **Geared-to-Income Rent (RGI) Simplification**

The new Ontario Regulation 316/19 introduces a simplified method for calculating RGI. The new RGI calculation is based on 30 percent of adjusted family net income as determined (where possible) by the tenant's most recent income tax return (line 236).

Other RGI simplification changes include the following:

- An extension to the length of time RGI households will be able to pay market rent before losing RGI eligibility from 12 to 24 months.
- The earnings exemption for working tenants, either \$75 or \$150 per month of family unit employment (depending on family size), will continue and the criteria to determine the amount will be simplified.
- In year reviews will only be completed under certain circumstances (e.g. permanent decrease of 20% or more in household income, change to household composition) and tenants will no longer be required to report an increase in income between their annual reviews. All tenants in full-time studies will now

have their income exempt from the rent calculation, removing the conditions previously attached to this exemption.

- Effective July 1, 2020, minimum RGI rent increased from \$85 to \$129. RGI minimum rent will be indexed annually in line with the province's rent increase guideline (established annually as part of the RTA). Existing RGI tenants housed on or before June 30, 2020, and paying rent less than the new minimum rent of \$129, will be grandfathered through a multi year phased-in increase (\$8/year). Housing Services issued a directive highlighting the changes to the minimum RGI rent provisions in April 2020.

The legislative RGI simplification changes came into force on July 1, 2020 but allow Service Managers the choice of implementing the changes on July 1, 2020 or July 1, 2021. The target date to implement the RGI simplification changes in Windsor Essex is set for July 1, 2021.

Training, resources and sector support will be facilitated in advance of our implementation of the RGI calculation simplification changes.

Communications regarding these regulatory changes have taken place in a number of ways since the province announced these changes in September 2019, such as:

- Regular updates and communication with our social housing providers at dedicated Social Housing Provider meetings, sharing information and instruction on how these regulatory changes affect their duties and responsibilities as social housing/RGI managers of social housing/RGI tenancies.
- E-mail communications to social housing providers and RGI supplement administrators sharing the Ministry of Municipal Affairs and Housing ("MMAH") social housing notifications related to the legislative changes.
- The issuance of a social housing directive to our social housing providers and RGI supplement administrators regarding the mandated change in the minimum RGI provisions within the HSA effective July 1, 2020.
- On-going communication with the Housing and Homelessness Advisory Committee, providing notification of the introduction of these regulatory changes, general updates and sharing progress on implementation of these changes in Windsor and Essex County.

## **Bill 204 – 2021 Residential Rent Freeze**

The *Helping Tenants and Small Businesses Act, 2020* will amend the RTA's rent increase guideline for 2021, which was set at 1.5 per cent, thereby freezing residential rents at their 2020 rental rates.

The 2021 rent freeze applies to both market and RGI households living in the majority of rental units covered by the RTA, including:

- Newly built units occupied for the first time on or after November 15, 2018, which are typically exempt from the rent increase guideline;
- Purpose-built rental apartments, condos, houses and basement apartments;



- Rented sites in mobile home parks and land lease communities;
- Care homes, including retirement homes;
- Affordable housing units created through various federally and/or provincially funded programs; and
- Households living in community housing that receive RGI assistance or pay low end of market rent, with the exception of non-profit housing co-op members who pay market rates.

The legislative change comes into effect on January 1, 2021 through to December 31, 2021.

The introduction of this legislation prompted the following:

- An update and communication with our social housing providers at our dedicated Social Housing Provider meeting in October 2020, sharing information and instruction on how this regulatory change affects their duties and responsibilities as social housing/RGI managers of social housing/RGI tenancies.
- The issuance of a social housing directive to our social housing providers, RGI supplement administrators, rental housing capital and Ontario Renovates multi-residential proponents regarding the 2021 residential rent freeze, effective January 1, 2021.

### **What this means for our Social Housing Providers/Rent Supplement Administrators**

No rent increases can come into effect for 2021, even in situations where a household's income increases, household composition increases and/or a household becomes ineligible for RGI assistance e.g., overhoused, income above household income limits.

Social housing providers are required to continue decreasing RGI rents for households that experience a decrease in their household income.

Social Housing Providers and Rent Supplement Administrators are still required to conduct annual reviews and in-year rent re-calculations in 2021. However, any calculated rent increase resulting from an annual or in-year review would not take effect in 2021.

After the rent freeze period has ended, starting January 1, 2022, RGI could increase to reflect household income calculated in the most recent annual or in-year review, subject to the HSA regulations on effective dates of rent increases. Social housing providers and landlords can issue proper 90 day notices for a rent increase prior to the end of the rent freeze for an increase to take effect starting in 2022 (January 1, 2022 or later).

For example, an RGI household paying \$300 per month in rent reports an income increase through their scheduled annual review in 2021. While their rent would be re-

calculated, the household would continue to pay \$300 per month for the remainder of the 2021 calendar year. The rent increase would come into effect January 1, 2022.

### **What this means for our Rental Housing Capital and Ontario Renovates Multi-Residential Proponents**

The residential rent increase guideline for 2021 has been amended from 1.5% to 0%, therefore residential landlords inclusive of our Rental Housing Capital and Ontario Renovates Multi-Residential proponents, are not permitted to increase residential rents from January 1, 2021 to December 31, 2021.

### **Risk Analysis:**

As the designated Consolidated Municipal Service Manager for Windsor and Essex County, the City of Windsor bears the responsibility for delivering social housing programs in accordance with legislation including the HSA, and the MMAH's direction and guidelines, and reporting performance on a regular basis.

There are significant risks associated with non-compliance which may result in MMAH's following actions, as legislatively prescribed (HSA, s 32(1)):

- Discontinue or suspend the payment of federal housing funding
- Reduce the amount of payment of federal housing funding to the Service Manager
- Apply to a judge of the Superior Court of Justice for an order
  - Directing the service manager to carry out a specified activity or course of action to rectify the contravention or ensure future compliance, or
  - Prohibiting the service manager from carrying out a specified activity or course of action that would result in, or would be likely to result in, the continuation or repetition of the contravention.
- May take away any of the service manager's powers or duties under the HSA with the exception of Part VIII of the HSA e.g., municipal payments/contributions towards housing costs, and may,
  - Exercise the powers or perform the duties that were taken away, or
  - Enter into an agreement with another service manager providing for that other service manager to exercise the powers or perform the duties that were taken away

Housing Services has implemented the HSA Regulatory Changes in accordance with the criteria set forward in the new legislation to ensure compliance is achieved in Windsor Essex within the prescribed timelines.

### **Climate Change Risks**

N/A

### **Climate Change Mitigation:**

N/A

## **Climate Change Adaptation:**

N/A

## **Financial Matters:**

The amendments to Ontario Regulation 367/11 have minimal to no financial impact to the City of Windsor as the changes are primarily administrative in nature, and have led to system delivery amendments e.g., community safety, three offers to one, overhoused transfer list.

The RGI simplification in the new Ontario Regulation 316/19 could have a financial effect on the City of Windsor. This change, to be implemented in Windsor-Essex on July 1, 2021, will result in a change in how RGI rents are calculated by social housing providers and RGI rent supplement administrators. A reduction in RGI rental income could result in an offsetting increase in the legislated RGI subsidies payable by the City of Windsor, as Service Manager. At this time, Housing Services is unable to determine the effect, if any, of these changes to the legislated funding levels to social housing providers and our RGI rent supplement administrators.

The introduction of Bill 204, which will come into force as the *Helping Tenants and Small Businesses Act, 2020*, and includes the 2021 rent freeze, may negatively impact the rent revenues of our social housing providers, which in turn may increase the level of subsidies the City of Windsor will need to issue as the Consolidated System Service Manager for Windsor and Essex County. It is anticipated the loss will be able to be absorbed within Housing Services 2021 budget, therefore no additional funding is being requested for 2021.

As social housing providers governed by the HSA receive operating and RGI subsidies based on a legislated funding model, which is calculated based on the rent increase guideline, there will be an increase in on-going subsidies funded by municipalities. Housing Services has undertaken an exercise to estimate the effect in 2021. It is estimated that, based on current RGI rent levels, this change could result in an increase in provider subsidies of approximately \$135,000 annually. As the full effect of this change will be implemented in various stages throughout 2021 (based on the corporate year-end for each individual social housing provider), the 2021-cost pressure is estimated at \$70,000 to \$75,000. These estimates are based on the assumption our current levels of RGI and market rental units within our social housing portfolio in Windsor Essex County will be maintained.

Other factors that have the potential to negatively impact revenues for social housing providers will be their inability to increase an RGI tenant's rent, as a result of their household changes such as increases in household income or changes in household composition. These household changes generally result in increases to an RGI tenant's rent however, with the rent freeze legislation in effect, these increases will need to be deferred until on or after January 1, 2022. Housing Services is not able to project the impact these household changes will have on our RGI subsidy obligations at this time. Should the impact of Bill 204 result in costs in excess of the above estimates, updated projections will be reported to Council as part of the 2021 variance reporting process.

Any financial impact as a result of the above changes will be cost shared with the County of Essex in accordance with the current arbitrated City-County cost-sharing agreement.

**Consultations:**

Nancy Jaekel, Financial Planning Administrator  
Linda Higgins, Manager of Intergovernmental Subsidies and Administration  
Kate Tracey, Legal Counsel  
Mike Deimling, Social Housing Analyst

**Conclusion:**

The introduction of these legislative changes has a significant impact on how social housing is delivered across Ontario. In Windsor Essex these changes have led to many process changes and improvements, such as

- An online social housing application portal;
- New and updated centralized waitlist application and transfer forms; and
- Introduction of a new Overhoused Transfer List at the CHR

By introducing these changes it is expected we will see the following:

- Overhoused households will be housed in the right size unit more expediently;
- Increased movement on the centralized waitlist as a result of the move to one offer (from three); and
- Potential for increased administration at the CHR as a result of the one offer rule as cancelled applications may lead to new application being submitted for processing.

**Planning Act Matters:**

N/A

**Approvals:**

| Name           | Title  |
|----------------|--|
| Jolayne Susko  | Coordinator of Housing Administration and Policy   |
| Debbie Cercone | Executive Director of Housing and Children's Services  |
| Kate Tracey    | Legal Counsel  |
| Jelena Payne   | Community Development and Health Services Commissioner, Corporate Leader – Social Development and Health |
| Dan Seguin     | On behalf of Chief Financial Officer/City Treasurer, Corporate Leader - Finance                          |

| Name           | Title                        |
|----------------|------------------------------|
|                | and Technology               |
| Onorio Colucci | Chief Administrative Officer |

### Notifications:

| Name   | Address            | Email  |
|--|--------------------|--|
| Andrew Daher - Executive Director, Employment & Social Services              | 400 CHS, Suite 301 | <a href="mailto:adaher@citywindsor.ca">adaher@citywindsor.ca</a>   |
| Rob Maisonville - CAO<br>County of Essex                                     |                    | <a href="mailto:rmainsonville@countyofessex.ca">rmainsonville@countyofessex.ca</a>   |
| Jim Steele – Windsor<br>Essex Community<br>Housing Corporation               |                    | <a href="mailto:jsteele@wechc.com">jsteele@wechc.com</a>   |
| Marina Clemens - Chair,<br>Housing and<br>Homelessness Advisory<br>Committee |                    | <a href="mailto:marinaclemens68@gmail.com">marinaclemens68@gmail.com</a><br><br><a href="mailto:kkadour@citywindsor.ca">kkadour@citywindsor.ca</a> |

### Appendices:

- 1 Appendix A SH Notification Community Safety
- 2 Appendix B: SH Notification Refusals
- 3 Appendix C: SH Notifications RGI
- 4 Appendix D: SH Notification Transfers
- 5 Appendix E: Directive 13
- 6 Appendix F: Local Rules Windsor Essex
- 7 Appendix G: RGI Verification Guidelines
- 8 Appendix H: RGI Notification during COVID
- 9 Appendix I: Letter to Heads of Council
- 10 Appendix J: MMAH Questions and Answers
- 11 Appendix K: Directive 2020 - 4 Rent Freeze



# SH *notification*

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social housing

**Amendment to Ontario Regulation 367/11 under the Housing Services Act, 2011 that allows housing providers to refuse to offer a unit to a household based on a previous eviction for serious illegal activity.**

☒ Legislation/Regulation

September 23, 2019

☒ Operational

Release: 19-09

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This notification provides an overview of amendments to Ontario Regulation 367/11 under the Housing Services Act, 2011 (HSA) related to community safety.

Ontario Regulation 367/11 sets out rules for filling vacant rent-geared-to-income units and special needs housing units. In general, the housing provider must offer the unit to the highest priority household. For housing projects under Program 1(a) or (b) (public housing) or Program 6(a) or (b) (provincial reformed), a housing provider may refuse to offer a unit to a household only in certain limited circumstances.

Effective September 23, 2019, s. 50 and s. 77 were amended to set out an additional ground upon which a housing provider may refuse to offer a unit to a household. A provider may refuse to offer a unit to a household if a member of the household was previously evicted from an HSA-governed housing project (a "designated housing project") through an order of the Landlord and Tenant Board based on an illegal act (commonly referred to as an "N6").

In order to refuse a household, the housing provider must also have reasonable grounds to believe the household would pose a risk to the safety of one or more other people at the housing project (e.g. other residents, staff).

In addition, this ground of refusal is only available where the past eviction order was based on certain types of serious illegal activity (outlined further below). It applies only if the eviction order was issued within the past five years. It does not apply if the eviction order has been overturned by a final decision on an appeal.

**What types of illegal activity does the rule address?**

The new ground of refusal applies only where there was a previous eviction order based on an illegal act involving one or more of the following:

- Production, trafficking, or possession for the purpose of trafficking an illegal drug;
- Illegal production, distribution or sale of cannabis;
- Physical violence or attempted physical violence against another person;
- Physical harm, attempted physical harm, or a risk of physical harm to another person;
- Human trafficking; or
- Use of threats to, intimidation of, and harassment of another person.

**What is an N6 notice?**

An N6 notice is a Landlord and Tenant Board form that is given by a housing provider to a tenant to end a tenancy for illegal acts or for misrepresenting income in rent-geared-to-income (RGI) housing. After providing an N6 notice to a tenant, a housing provider may apply to the Landlord and Tenant Board for an eviction order. The new ground of refusal only applies where the Landlord and Tenant Board ordered an eviction based on an N6 notice for an illegal act. The new ground of refusal does not apply where the Board ordered an eviction based on an N6 for misrepresentation of income.

**How does the new rule impact housing providers?**

The rule provides a new tool for housing providers to address safety concerns. The rule does not require housing providers to refuse a unit to anyone.

If a housing provider is aware that a member of a household was evicted from a designated housing project for serious illegal activity within the past five years and the housing provider has reasonable grounds to believe the household will pose a risk to the safety of others in the housing project, the housing provider will have the option to refuse to make an offer.

As with any other ground of refusal, the first time that a provider refuses a household, the provider must notify the household and the household may request a review of the decision by the housing provider.

**Does this rule apply to previous evictions from all housing providers in the province or just housing providers within the service area?**

The ability of the housing provider to refuse applies regardless of whether the household was evicted from a designated housing project in the same service area or in a different service area.

**How does this rule impact other members of the evicted household?**

A person who, as a tenant, was named in an eviction order based on an illegal act could potentially be refused, even if the person was not directly involved in the illegal act. However, in order to refuse, the housing provider must also have reasonable grounds to believe the household poses a risk to the safety of others in the housing project (e.g. residents, staff).

**Does this rule also apply to evictions from non-profit housing co-operatives?**

Yes, a household whose past occupancy in a non-profit housing co-operative was terminated by the Landlord and Tenant Board due to serious illegal activity could potentially be refused by a housing provider under this rule.

**When does the rule take effect?**

The community safety rule takes effect immediately, as of September 23, 2019.

The ministry intends to develop guidance material to support housing providers that choose to apply this rule.

**Further Information**

The amended regulation is available through the following hyperlink:

<https://www.ontario.ca/laws/regulation/r19318>

Should you have any questions, please contact Rhona Duncan, Manager, Community Housing Renewal Unit. Rhona Duncan can be reached by telephone at (416) 585-7228, or by e-mail at [rhona.duncan@ontario.ca](mailto:rhona.duncan@ontario.ca)

# SH *notification*

social housing

**Amendments to Ontario Regulation 367/11 under the Housing Services Act, 2011 including a new provincial eligibility rule on refusal of offers, rules on household preferences for a housing project and changes to a Service Manager's authority to make a local rule where a household ceases to meet occupancy standards. The amendments come into force on January 1, 2020.**

☒ Legislation/Regulation

September 23, 2019

☒ Operational

Release: 19-09

This notification provides an overview of regulatory amendments to Ontario Regulation 367/11 under the Housing Services Act, 2011 including a new provincial eligibility rule on refusal of offers, rules on household preferences for a housing project and changes to a Service Manager's authority to make a local rule where a household ceases to meet occupancy standards. The amendments come into force on January 1, 2020.

## **I. Provincial Rule on Refusal of Offers**

Effective January 1, 2020, section 39 of the regulation is revoked and any local rule made under this section may only continue to apply as described below. Section 39 of the regulation allowed Service Managers to make a local rule providing that a household would no longer be eligible for rent-geared-to-income assistance if a household refused a minimum of three offers of rent-geared-to-income assistance from a Service Manager.

The regulation is amended to set out a new provincial rule in section 32.2 and states that a household would no longer be eligible for rent-geared-to-income assistance if a household refuses an offer from a Service Manager for assistance in a unit where the unit meets the Service Manager's occupancy standards and is in a housing project for which the household has expressed a preference. Section 32.2 provides that:

- The offer must be for assistance in a unit that meets the Service Manager's occupancy standards and is in a housing project for which the household has expressed a preference.
- If a household refuses an offer for a portable housing benefit it would not be considered as a refusal under this rule.
- Service Managers may determine that a household remains eligible if the Service Manager is satisfied that there are extenuating circumstances.

***When do these rules begin to apply?***

The amendments to the regulation come into force on January 1, 2020.

The provincial rule on refusal of offers begins to apply on a date chosen by the Service Manager that is no later than January 1, 2021 - or if no date is chosen, January 1, 2021.

Until the Service Manager implements the provincial rule on refusal of offers, any local eligibility rule that was made by the Service Manager under section 39, as it read immediately before it was revoked, continues to apply.

All Service Managers are required to comply with the provincial rule on refusal of offers by January 1, 2021.

Service Managers are required to make reasonable efforts to notify households of the provincial rule on refusal of offers.

Service Managers must make reasonable efforts to notify households on the waiting list of the new provincial rule on refusal of offers before the rule begins to apply.

***What could be considered an extenuating circumstance?***

Service Managers may determine that a household remains eligible for rent-geared-to-income assistance if the Service Manager is satisfied that there are extenuating circumstances. Examples of potential extenuating circumstances could include situations where at the time of an offer from a Service Manager an applicant is in the hospital, receiving treatment for addiction, or if an applicant is a survivor of domestic violence or human trafficking and a preferred building is no longer safe due to the proximity of an abuser.

***How will the changes impact special priority applicants?***

The provincial rule on refusal of offers would apply to all applicants on centralized waiting lists, including special priority applicants (SPP)<sup>1</sup>. Service Managers have the discretion to consider extenuating circumstances and are encouraged to use their discretion to consider potential extenuating circumstances for special priority applicants to ensure they are not negatively impacted. The ministry intends to develop guidance material in collaboration with partner ministries related to special priority applicants.

Current regulatory provisions for SPP applicants remain in place, including the ability of SPP households to request to place their applications on hold (once) for up to one year and maintain their place on the waiting list, if they are or will be living with the abusing individual (section 46, paragraph 9).

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<sup>1</sup> The Special Priority Policy (SPP) gives survivors of domestic violence and human trafficking priority access to RGI housing. Under Ontario Regulation 367/11 of the *Housing Services Act, 2011*, the prescribed provincial priority rules establish that a household in the SPP category has priority over other households seeking RGI assistance.



## **II. Preferences Requirements**

The regulation sets out rules that apply to a Service Manager's system for selecting households for rent-geared-to-income assistance (see sections 46-51). The regulation is amended to include section 46.1 which states that a Service Manager's system must include rules that allow a household to indicate their preferences for housing projects in the Service Manager's service area. The rules must:

- Provide that until a household indicates their preferences, their preferences would be for any housing project in the Service Manager's area or in any part of the service area determined by the Service Manager.
- Permit a household to change or remove its preference for a housing project.

Service Managers are required to make reasonable efforts to notify households of rules regarding preferences.

## **III. Service Manager Local Rule – Occupancy Standards**

Section 38 allows Service Managers to establish a local eligibility rule that a household is no longer eligible for rent-geared-to-income if it occupies a unit that is larger than is permitted under the Service Manager's occupancy standards. The rule must indicate that the household is not ineligible

- (1) until a year after it is notified by the Service Manager that it occupies a unit that is larger than permitted, and
- (2) if it is following the process specified in the rule or by the Service Manager to be transferred to a unit that is permissible under the Service Manager's occupancy standards.

Section 38 is amended and states that the process to be transferred set out in the rule or specified by the Service Manager must provide that a household is ineligible for rent-geared-to-income assistance if, after a year from being notified that it is in a unit that is larger than permitted, it refuses an offer to transfer to another unit that is permissible under the Service Manager's occupancy standards.

The process must also provide that the Service Manager may determine that a household remains eligible if the Service Manager determines there are extenuating circumstances.

## **Further Information**

The amended regulation is available through the following hyperlink:  
<https://www.ontario.ca/laws/regulation/r19318>

Should you have any questions, please contact Rhona Duncan, Manager, Community Housing Renewal Unit. Rhona Duncan can be reached by telephone at (416) 585-7228, or by e-mail at [rhona.duncan@ontario.ca](mailto:rhona.duncan@ontario.ca)

# SH *notification*

social housing

**New Ontario Regulation 316/19 “Determination of Geared-to-Income Rent under Section 50 of the Act” under the Housing Services Act, 2011 (HSA) to simplify the calculation of rent-geared-to-income (RGI) assistance.**

**Amendments to Ontario Regulation 367/11 “General” under the HSA to support RGI simplification.**

☒ Legislation/Regulation

September 23, 2019

☒ Operational

Release: 19-09

The purpose of this notification is to provide an overview of the new Ontario Regulation 316/19 that will replace Ontario Regulation 298/01 and of regulatory amendments to Ontario Regulation 367/11 to support RGI simplification.

The province is implementing a suite of changes to the RGI calculation to make calculating rent simpler for Service Managers and housing providers and easier for tenants to predict and understand. To do this, Ontario Regulation 298/01 is being revoked and replaced with Ontario Regulation 316/19, in-force July 1, 2020.

Ontario Regulation 367/11 is being amended to change some of the eligibility rules for RGI assistance, and make consequential changes to align, where practical, the portable housing benefit framework with the changes to the RGI calculation.

## **What is changing?**

Several changes have been made to the RGI calculation and related processes. Examples include:

- RGI calculation will be a simplified, annual process based on 30 per cent of adjusted family net income determined, where possible, by the household members' net income amounts in their notices of assessment for the relevant taxation year, subject to certain adjustments.
- A household member's net income may be calculated differently depending on when rent is being reviewed. In some instances, net income may be based on a projection of net income for the next 12 months in situations where income tax return information is not available or where it does not accurately reflect the current financial position of a household member.
- A review of a household's RGI rent must be conducted every 12 months.
- In-year reviews may only be completed under specific circumstances (e.g., permanent change in household composition, a decrease in income of 20% or a change in full-

time student status), and households will no longer be required to report an increase in income before their next annual review.

- All household members in full-time studies will now have their income exempt from the rent calculation, removing the existing conditions attached to this exemption.
- For household members who work, the new system will continue to exempt \$75 or \$150 per month of family unit employment income (depending on family size) but simplify the criteria to determine the amount.
- Minimum rent will be increased and indexed with the province's annual rent increase guideline, subject to phase-in for existing tenants paying less than indexed minimum rent.
- Household members whose income is to be included in the rent calculation will be required to file their income tax returns annually as a condition of continued eligibility, subject to Service Manager discretion in extenuating circumstances.
- The length of time that RGI households can pay market rent before losing eligibility for assistance will be extended from 12 to 24 consecutive months.
- Consequential changes are also being made to align (where appropriate) the portable housing benefit rules with the new RGI calculation rules.

### **What is not changing?**

No changes will be made to certain aspects of the RGI calculation and related processes. Examples where changes will not be made include:

- Most definitions in the regulations including the definitions for a "family unit" and "benefit unit".
- Utility scale and rent scale tables.
- Most eligibility rules and rules for local rules.

### **How would geared-to-income rent be calculated?**

Rent for a family unit would be calculated by taking 30 per cent of annual adjusted family net income (AFNI) divided by 12 months. That rent is adjusted for utilities, services and heating and is subject to minimum rent.

$$\text{Monthly rent for a family unit} = \left[ \frac{\text{AFNI} \times 30\%}{12} \right] \text{ +/- utility adjustments}$$

Before applying the 30 per cent, monthly adjusted family net income is reduced by an employment-related earnings deduction of either \$75 or \$150 per month, depending on the size of the family unit.

Rent for a social assistance benefit unit would generally be calculated using the prescribed "rent scales".

**What is adjusted family net income?**

Adjusted family net income for the month is the total of the net income of each member of the household excluding those in full-time attendance at a recognized educational institution divided by 12.

Typically, the net income amount of a household member will be reflected on line 236 of the member's notice of assessment less any Registered Disability Savings Plan income and plus any Registered Disability Savings Plan amounts repaid.

**When do the changes take effect?**

The new simplified regulation will be in-force on July 1, 2020. However, Service Managers may choose an implementation date of either July 1, 2020 or July 1, 2021, at their discretion.

If a Service Manager opts for implementation on July 1, 2020, they must conduct all rent calculations in their local service area using the new regulations as of their selected implementation date.

Service Managers that opt for implementation on July 1, 2021 must continue to determine RGI assistance under the revoked Ontario Regulation 298/01 for the period between July 1, 2020 and June 30, 2021, however, new minimum rent provisions would apply.

As of July 1, 2021, all Service Managers will be required to use the simplified regulations.

Whichever implementation date is chosen (July 1, 2020 or July 1, 2021), Service Managers would be required to recalculate rent for all existing tenants within 12 months of that date.

**Further Information**

The new Ontario Regulation 316/19 is available through the following hyperlink:  
<https://www.ontario.ca/laws/regulation/r19316>

The amended Ontario Regulation 367/11 is available through the following hyperlink:  
<https://www.ontario.ca/laws/regulation/r19317>

Should you have any questions, please contact Ravi Bhusia, Manager, Program Development & Analysis Unit. Ravi Bhusia can be reached by telephone at (416) 585-6526, or by e-mail at [ravi.bhusia@ontario.ca](mailto:ravi.bhusia@ontario.ca).

# SH *notification*

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social housing

**Amendment to Ontario Regulation 367/11 under the Housing Services Act, 2011 related to tenant transfers between different housing providers in the same Service Manager service area.**

☒ Legislation/Regulation

September 23, 2019

☒ Operational

Release: 19-09

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The purpose of this notification is to provide an overview of amendments to Ontario Regulation 367/11 under the Housing Services Act, 2011 related to tenant transfers between different housing providers in the same Service Manager service area.

Changes have been made in regulation regarding tenant transfers between different housing providers in the same Service Manager service area. The changes come into effect on January 1, 2020, and include:

**1. Paragraphs 2 and 3 of subsection 46(1) is revoked**

Paragraphs 2 and 3 of subsection 46 provided that a household must be added to the Service Manager's centralized waiting list if the household was occupying a rent-geared-to-income unit, was receiving rent-geared-to-income and had applied to be added to the list because they wanted to transfer to a unit operated by a different housing provider. The household's application had to be made to the Service Manager and include the required information.

These paragraphs have been revoked and a household living in a rent-geared-to-income unit is no longer required to apply to be added to the centralized waiting list if the household wishes to transfer to a unit operated by a different housing provider in the same service area. Service Managers are not required to place these households on the centralized waiting list.

***Service Managers may determine their own processes for managing these types of transfers.***

**2. Transfers between housing providers**

Section 47 sets out rules that must be included in a Service Manager's system for selecting households for a vacant unit.

The regulation is amended to include subsection 47(5.1) which states that a housing provider may, with the approval of the Service Manager, select a household for a vacant unit if the household is occupying a unit operated by a different housing provider in the same service area, is in receipt of rent-geared-to-income assistance and has requested a transfer to a unit



operated by the housing provider in the service area, regardless of whether or not the household is on the centralized waiting list.

The special priority policy applies to the selection.

**Further Information**

The amended regulation is available through the following hyperlink:

<https://www.ontario.ca/laws/regulation/r19318>.

Should you have any questions, please contact Rhona Duncan, Manager, Community Housing Renewal Unit. Rhona Duncan can be reached by telephone at (416) 585-7228, or by e-mail at [rhona.duncan@ontario.ca](mailto:rhona.duncan@ontario.ca)



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**DIRECTIVE 1.3 - 2020**

September 16, 2020

**1. SUBJECT**

Increase in the monthly Minimum Geared-to-Income rent payable by a household eligible for rent geared-to-income assistance to \$129 (from \$85)

**2. EFFECTIVE DATE**

July 1, 2020 (as per Housing Services Act Ontario Reg. 316/19, which comes into effect on July 1, 2020).

**3. APPLICATION**

This Directive applies to the following social housing programs in Windsor Essex:

1. Public Housing Program
2. Provincial Reform Non-Profit and Co-operative Housing Program
3. Commercial, SCRSP, CHSP, OCHAP Rent Supplement Programs

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**4. BACKGROUND**

The Ministry of Municipal Affairs and Housing (MMAH) will revoke *Ontario Regulation (O. Reg.) 298/11* under the *Housing Services Act, 2011* effective July 1, 2020 and institute *Ontario Regulation 316/19* under the *Housing Services Act, 2011* on the same day. With the institution of *Ontario Regulation 316/19* on July 1, 2020 a new minimum monthly geared-to-income rent payable by an eligible household increases from \$85 to \$129. This new minimum monthly rent payable i.e., \$129/month, pertains to:

- any new geared-to-income rent tenants housed on or after July 1, 2020, or
- any existing rent geared-to-income tenants paying more than the minimum geared-to-income rent on or after July 1, 2020 and through an annual review process and/or a reported decrease in household income results in the household's geared-to-income rent calculation being established at the minimum geared-to-income rent amount.

The minimum monthly geared-to-income rent amount will be indexed year over year to Ontario's annual rent increase guideline in accordance with Ontario Regulation 316/19 s 2 (4) which states:

*"For each subsequent period of July 1 to June 30, the minimum rent amount is the amount determined as follows:*

- 1. Express as a decimal the rent increase guideline published in the Ontario Gazette under subsection 120 (3) of the Residential Tenancies Act, 2006 for the calendar year in which the period commences.*
- 2. Add 1 to the number determined under paragraph 1.*
- 3. Multiply the minimum rent amount for the prior period from July 1 to June 30 by the number determined under paragraph 2."*

On August 29, 2020, the 2021 Rent Control Guideline of 1.5% was published in the Ontario Gazette. An example of the formula used to determine the new minimum rent using the 2021 rent increase guideline amount of 1.5% would be as follows:

Current minimum monthly geared-to-income rent amount i.e., 2020 = \$129 multiplied by (rent increase guideline expressed as a decimal e.g., .015 + 1) = \$130.94 rounded to \$131 is the new minimum monthly geared-to-income rent amount.

### **Grandfathering of Geared-to-Income Tenants**

For current geared-to-income tenants paying less than the new minimum monthly rent on or before June 30, 2020, the Ministry has developed a multi-year phase-in approach allowing an \$8 annual incremental increase to the minimum rent on July 1, 2020 i.e., \$93 (\$85 + 8) and for every July 1<sup>st</sup> thereafter, e.g., \$101 July 1, 2021 (\$93 + 8), \$109 July 1, 2022 (\$101 + 8), etc., until such time that the legislated minimum geared-to-income rent amount is achieved. This multi-year phase-in approach will take effect on the tenant's annual income review on or after July 1, 2020.

For example, a geared-to-income tenant housed on June 1, 2019 and paying the minimum geared-to-income rent of \$85 on their annual review for June 1, 2021 if all other information remains the same e.g., household income, their minimum geared-to-income rent will increase to \$93 (\$85 + 8) and will increase another \$8 every year thereafter, until the legislated minimum geared-to-income rent amount is achieved.

### **Ontario Works/Ontario Disability Support Program (OW/ODSP) & Minimum Rent (Clarification - September 2020)**

In general, the changes to minimum rent under Ontario Regulation 316/19 came into effect on July 1, 2020 – regardless of the City of Windsor's decision to implement the other RGI rent calculation changes July 1, 2021. This means for most households, the minimum rent is either \$129 per month or the phased-in amount of \$93 per month.

Although, for the transition period between July 1, 2020 and the implementation of the minimum rent provision and Windsor – Essex County's implementation of the balance of the RGI changes on July 1, 2021, specific regulations apply. Ontario Regulation 316/19 s 12 states:

*"12. (2) If a service manager chooses to continue to determine rent-geared-to-income assistance in accordance with Ontario Regulation 298/01, the following rules apply...*

- 1. Ontario Regulation 298/01 continues to apply to the determination of rent geared-to-income assistance for the entire period beginning the day this regulation comes into force (July 1, 2020) and ending June 30, 2021....*
- 4. Despite clause 47 (2) (a) of Ontario Regulation 298/01 and paragraphs 2 and 3 of this subsection, the minimum geared-to-income rent payable for a month by a household that is eligible for rent-geared-to-income assistance and that consists of only one benefit unit with one person is \$85."*

As a clarification, for the transition period, July 1, 2020 to June 30, 2021, the rental calculations for OW/ODSP recipients will continue to be determined in accordance with the provisions of previous Ontario Regulation 298/01 and applying the appropriate Rent Scales, Standard Extra Charges and Allowances (See Tables 1 – 8 of O. Reg 316/19). Should the application of utility allowances result in a geared-to-income rent calculation of less than \$85 for a single benefit unit, the minimum geared-to-income rent for the single benefit unit household will be no lower than \$85.

Examples on how to calculate geared-to-income rent using the updated minimum rent provisions are contained within Appendix A.

## **5. ACTION REQUIRED**

Effective July 1, 2020, Windsor Essex social housing providers operating Public Housing Programs and/or Provincially Reformed Non-Profit or Co-operative Housing Programs and/or Commercial or SCRSP or CHSP or OCHAP Rent Supplement Programs are directed to:

- 1. Adopt, implement and apply the new \$129 minimum geared-to-income monthly rent payable by a household eligible for geared-to-income rent assistance effective July 1, 2020 and increase the minimum geared-to-income monthly rent every subsequent July 1<sup>st</sup> by Ontario's annual rent increase guideline as provided for in Ontario Regulation 316/19;**
2. Ensure all staff responsible for the administration and management of the social housing program to which this Directive applies maintains familiarity with this Directive and Ontario Regulation 316/19;
3. Ensure that a current copy of the Housing Services Act, its current Regulations and this Directive are maintained at the appropriate site locations where applicable.

## 6. CONTACT

Please feel free to contact your Housing Coordinator with any questions you have.

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- APPENDIX A -

**EXAMPLE 1:** A single male on ODSP (ODSP 1 for rent scale purposes) lives in a 3-bedroom RGI unit as he has visitation rights for his three children. The utility scale is minus \$83.

Effective, July 1, 2020 his rent would be calculated based on the applicable ODSP Rent Scale of \$109. The applicable utility allowance of \$83 would be applied to this amount to result in a calculation of \$26 (\$109 - \$83). As this amount is lower than the minimum rent geared-to-income amount for a single benefit unit as outlined in the legislation, the rent would be set at \$85.

**EXAMPLE 2:** Karen lives in a one-bedroom apartment. She is on ODSP and has no other income. The unit has an electricity charge of \$24 and a \$6 charge for cooking power.

Based on the information above, the rent would be calculated as follows:

|  |              |
|--|--------------|
| RGI rent (based on the ODSP table)   | \$109        |
| Utility part of the monthly RGI rent – charges for electricity and cooking power | <u>+\$30</u> |
| Monthly RGI rent, including utility charges                                      | \$139        |

As Karen is a single ODSP benefit unit, her actual RGI rent would be her \$109 rent scale + \$30 in utility charges, for a total of \$139 per month. This amount is greater than the minimum rent amount of \$85 so the minimum rent provision would not apply.

**EXAMPLE 3:** A Mother (ODSP) and her son (OW) live in a 2 bedroom RGI unit.

Based on the information above, the rent would be calculated as follows:

|   |              |
|---|--------------|
| RGI rent for Mother (based on ODSP scale)     | \$109        |
| Plus RGI rent for the son (based on OW scale) | <u>\$ 85</u> |
| Monthly RGI rent for this household           | \$194        |

In this case, both benefit units have their rent calculated separately and then added together for the final household rent (subject to utility charges/allowances and application of minimum rent). The rent scale for the mother would be \$109 per month, plus the rent scale for her son at \$85 per month, for a total rent based on rent scales of \$194 per month.

Note this \$194 per month rent charge could then be adjusted to account for utility charges or utility allowances. After applying utility charges / allowances, you would also need to ensure the household's final RGI amount is above the applicable minimum rent.

In this situation, subsection 12 (2) paragraph 4 does not apply to determine the applicable minimum rent because this RGI household consists of more than one benefit unit. Instead, either subsection 12 (2) paragraph 2 (\$129 per month) or subsection 12 (2) paragraph 3 (\$93 per month) would apply to determine the minimum rent. The housing provider would need to apply the criteria found under O. Reg 316/19 s12 (2) paragraph 3 to know which amount to apply. Should the amount of any utility allowance bring the calculation below the applicable minimum rent amounts, those minimum rent amounts would be implemented.



**Local Rules Windsor Essex**

**pursuant to the**

**Housing Services Act and Related Regulations**

**Effective November 30, 2020**

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## Section 1

### **Ranking and Selection System - Rent-Geared-to-Income Assistance**

#### **Centralized Wait List & Overhoused Transfer List**

1. The Windsor/Essex service manager's system for selecting households includes a centralized wait list and an overhoused transfer list for the Windsor/Essex service area. The function of the centralized wait list and the overhoused transfer list is delegated to the Windsor Essex Community Housing Corporation. The centralized wait list and the overhoused transfer list shall be managed by the Central Housing Registry-Windsor Essex County (CHR). The system includes the following rules:
  - (a) a household shall be added to the centralized waitlist upon the CHR determining that the household is eligible for rent-geared-to-income assistance.
  - (b) a household shall be added to the overhoused transfer list if the household,
    - (i) occupies a unit that is larger than the largest unit in respect of which the household is eligible to receive rent-geared-to-income assistance
    - (ii) occupies a unit operated by a different housing provider in the service area,
    - (iii) is already receiving rent-geared-to-income assistance; and
    - (iv) has requested a transfer to a unit operated by a different housing provider in the service area.
  - (c) an application under Section 1 – Centralized Wait List & Overhoused Transfer List, paragraph 1, subsections (a) and (b) shall be made to the CHR and must include the information and documents required by the CHR and be in a form authorized by the service manager.
  - (d) a household shall be removed from the list if,
    - (i) the household requests to be removed,
    - (ii) the household ceases to be eligible for rent-geared-to-income assistance, or
    - (iii) the household has accepted an offer of rent-geared-to-income assistance within the service area,
    - (iv) the household has accepted a portable housing benefit, or
    - (v) the household has refused one offer for a rent-geared-to-income unit subject to the provisions of Section 9 – Refusal of an Offer.
  - (e) Section 1 – Centralized Wait List & Overhoused Transfer List, paragraph 1 subsection (d) (iii) does not apply to the acceptance of,
    - (i) an offer of emergency shelter, or
    - (ii) an offer of temporary housing that is provided while one or more members of the household are receiving treatment or counselling.
  - (f) for each household on the list, the CHR shall determine, at least once in every 12 month period after the household was added to the list, whether the household is still eligible for rent-geared-to-income assistance.
  - (g) if a household so requests, the CHR may temporarily remove a household from the list for a period of time agreed upon by the CHR and the household.
  - (h) the CHR shall reinstate a household temporarily removed from the list under Section 1 – Centralized Wait List & Overhoused Transfer List, paragraph 1, subsection (g), using the original date of the application if,
    - (i) the period of time, referred to in subsection (g), has expired, or

- (ii) the household requests to be reinstated.

### **Determination of Ranking Date**

2. A household ranks higher than another household with a later ranking date.
3. The ranking date for a household that was added to the centralized wait list under Section 1 – Centralized Wait List & Overhoused Transfer List, paragraph 1, subsection (a) is the date the household applied for rent-geared-to-income assistance.
4. The ranking date for a household indicating a preference for a housing project after the determination that the household is eligible for rent-geared-to-income assistance is, with respect to the housing project(s) selected, the date the household applied for rent-geared-to-income assistance as determined under Section 1 – Determination of Ranking Date, paragraph 3 above.
5. The ranking date for a household that was added to the centralized wait list under Section 8 - Overhoused Rule is the date the overhoused household applied for rent-geared-to-income assistance before first beginning to receive rent-geared-to-income assistance.
6. The ranking date for an RGI household added to the centralized wait list for a transfer to a unit will be as follows:
  - (a) for choice transfers, the date the household requested a transfer to another unit in the service manager's service area; or
  - (b) if the household occupies a unit provided by an alternative housing provider under its mandate to provide housing to homeless or hard to house households, the date the household applied for rent-geared-to-income assistance before first beginning to receive rent-geared-to-income assistance.
7. Despite the ranking dates set out in this Section, the ranking date for a household that is eligible for rent-geared-to-income assistance under a category established by the local priority rules established by the service manager is the date determined by the service manager for the local priority household category.

### **Determination of Priority Ranking**

#### **Special priority households**

8. Despite Section 1 – Determination of Ranking Date, paragraph 3, a special priority household as well as a special priority household on the overhoused transfer list both rank higher than another household that is not a special priority household.
9. The special priority ranking date is the date the household requested to be included in the special priority household category.



### **Selection of RGI households for vacant units**

10. When selecting a household for a vacant unit where the household will be receiving rent-geared-to-income assistance, the following rules apply:

- (a) The household shall be selected from the Windsor/Essex centralized wait list and in accordance with the order of the CHR ranking priority except as provided under Section 1 – Determination of Priority Ranking, paragraph 10 subsections (d) (e) and (f).
- (b) The Windsor/Essex CHR priority ranking is as follows:
  - **Priority I** Special Priority Placement (SPP) as defined in the Housing Services Act Regulations. Priority I applications will be ranked in chronological order by date of application within the Priority I category.
  - **Overhoused Transfer List** contains all overhoused households within the Windsor-Essex Service Area eligible for a transfer to a unit that is of a size permissible under the service manager's occupancy standards. The overhoused transfer list will be ranked in chronological order by the original date the household first made application for rent-geared-to-income assistance.
  - **Priority II** as defined by the service manager. Priority II applications will be ranked in chronological order by date of application within the Priority II category.
  - **Priority III** is defined as households that are not eligible for Priority I, the overhoused transfer list, or Priority II status. Priority III applications will be ranked in chronological order by date of application within the Priority III category.
- (c) For the purposes of Section 1 – Determination of Priority Ranking, paragraph 10 subsection (a), the selection of a household in accordance with the CHR's determination of priority shall be made by selecting the highest priority household from among the relevant households. "Relevant household" means, in relation to a vacant unit, a household that has expressed a preference for the housing project where the unit is located and for whom the size and type of the vacant unit is permissible under the service manager's occupancy standards.
- (d) A household with a lower priority may be selected if every other relevant household with a higher priority has been given an offer but has not accepted within a reasonable time.
- (e) The housing provider may select a household, regardless of whether or not the household is on the centralized wait list or the overhoused transfer list if the household,
  - (i) occupies another unit operated by the housing provider in the service area and;
  - (ii) is already receiving rent-geared-to-income assistance, and
  - (iii) has requested a transfer to another unit operated by the housing provider in the service area.
- (f) In selecting a household under Section 1 – Determination of Priority Ranking, paragraph 10 subsection (e), the housing provider shall give a household in the special priority household category priority over a household that is not in the special priority household category.

- (g) The housing provider may, with the approval of the service manager, select a household if,
  - (i) the household occupies a unit operated by a different housing provider in the same service area,
  - (ii) the household is already in receipt of rent-geared-to-income assistance, and
  - (iii) the household has requested a transfer to a unit operated by the housing provider in the service area.

#### **Alternative Housing Provider**

11. "Alternative housing provider" means a housing provider that has a mandate, under Section 76 of the Housing Services Act, to provide housing to households that are homeless or hard to house.
  - (a) "alternative housing unit" means a unit in a housing project operated by an alternative housing provider that is made available to households that are homeless or hard to house.
  - (b) an alternative housing provider may select a homeless or hard-to-house household to occupy an alternative housing unit, regardless of whether or not the homeless or hard-to-house household is on the centralized wait list if the household is otherwise eligible for rent-geared-to-income assistance.
  - (c) an alternative housing provider is required to obtain the prior written approval of the service manager of a plan that: proposes the number of alternative housing units to be allocated; the process and procedure the alternative housing provider will follow to provide an alternative housing unit to a homeless or hard-to-house household and; any other information the service manager requires to assess and approve the plan.
12. A household may be selected only if the vacant unit is of a size and type that is permissible for the household under the service manager's occupancy standards.

#### **Conversion from Market to RGI Rent – selection of already accommodated households**

13. The housing provider may, with the prior written approval of the CHR based on eligibility, select a household that already occupies a unit in a designated housing project as a household to receive rent-geared-to-income assistance.
14. The CHR's decision on a conversion from market rent to subsidized rent application shall be made in accordance with the rules made by the service manager.
15. A selection under Section 1 – Conversion from Market to RGI Rent, paragraph 14 shall be made in accordance with the CHR's determination of priority under the service manager's rules, from among the households that are on the centralized wait list and that already occupy units in the housing project.

#### **Refusals to Offer by Housing Provider**

16. A housing provider, despite any other rule, is permitted to not offer a household a subsidized unit in a housing project in any of the following circumstances:
  - (a) the housing provider has a mandate under Section 76 of the Housing Services Act and offering the unit to the household would be contrary to that mandate.

- (b) the housing provider has reasonable grounds to believe, based on the household's rental history, that the household may fail to fulfil its obligations to pay rent for the unit in the amount and at the times the rent is due.
  - (c) the housing provider is a non-profit housing co-operative and the household does not agree to accept its responsibilities as a member of the housing provider or the housing provider has reasonable grounds to believe that the household will not accept or will be unable to accept those responsibilities.
  - (d) the unit is one in which individuals will reside in a shared living situation and the housing provider has reasonable grounds to believe that it is unreasonable for the household to reside in the shared accommodation.
  - (e) a member of the household was previously evicted from a designated housing project through an order by the Landlord and Tenant Board based on an illegal act within the past five (5) years and the housing provider has reasonable grounds to believe that that household would pose a risk to the safety of other people at the housing project.
17. A housing project referred to in Section 1 – Refusals to Offer by Housing Provider, paragraph 16 subsection (a) above is a designated housing project under the Housing Services Act, Ontario Regulation 367/11 i.e., Schedule 1 - Housing programs prescribed for the definition of “transferred housing program” (section 2), with the program category of 1 (a), 1 (b), 6 (a) or (b).
18. If a housing provider refuses, under a rule under Section 1 – Refusals to Offer by Housing Provider, paragraph 16, to make an offer to a household that it would otherwise have been required to make:
- (a) the housing provider shall notify the household of the refusal.
  - (b) if the household so requests, the housing provider shall review the decision to refuse to make the offer.
  - (c) the rules under Section 1 – Refusals to Offer by Housing Provider, paragraphs 16 subsections (a) and (b) apply only to the first refusal by a housing provider to make an offer to a household and not to subsequent refusals by the housing provider with respect to the same household.

### **Special Needs Housing**

**See Housing Services Act, Ontario Regulation 367/11 Sections 68 to 85 inclusive.**

19. None of the rules under the following Sections of Regulation 367/11 shall apply with respect to special needs housing:
- (a) Section 47 Selection of RGI Households
  - (b) Section 48 Selection of Already Accommodated Households
  - (c) Section 49 Alternative Housing Provider
  - (d) Section 50 Refusals by a Housing Provider

## **Section 2**

### **Household to Report Changes**

1. A household that has applied to be on the centralized wait list, has been placed on the centralized wait list, or is in receipt of rent-geared-to-income assistance ceases to be eligible for rent-geared-to-income assistance if the household fails to notify the relevant housing organization, in accordance with this section, of a change described in Section 2 – Household to Report Changes, paragraph 4.
2. For a household that has applied to be on the centralized wait list or has been placed on the centralized wait list, the relevant housing organization referred to in Section 2 - Household to Report Changes, paragraph 1 is the Central Housing Registry-Windsor Essex County.
3. For a household in receipt of rent-geared-to-income assistance, the relevant housing organization referred to in Section 2 – Household to Report Changes, paragraph 1 is the housing provider landlord to which the household is required to pay rent.
4. The change referred to in Section 2 – Household to Report Changes, paragraph 1 is a change to any information or document that the household previously provided to the relevant housing organization and that the household was required to provide for the purposes of determining the household's eligibility or continued eligibility for rent-geared-to-income assistance or for the purposes of determining the amount of rent payable by the household.
5. Subject to Section 2 – Household is to Report Changes, paragraph 6, a notification of a change must be given to the relevant housing organization within 30 calendar days after the change occurs.
6. The relevant housing organization may extend the period of time for notifying the relevant housing organization, either before or after the period has expired on a case by case basis.
7. The household shall notify the relevant housing organization,
  - (a) for a change to a document, by providing a copy of the changed document; and
  - (b) for a change to information, by providing a notice setting out the change.
8. Section 2 – Household to Report Changes, does not apply to a household occupying a unit provided by a housing provider under its mandate under Section 76 of the Housing Services Act to provide housing to households that are homeless or hard to house if the relevant housing organization informs the service manager that the housing organization is of the view that requiring the household to comply with this Section would be inappropriate in the circumstances.
9. Despite Section 2 – Household to Report Changes, paragraph 1, the service manager may determine that the household remains eligible if the service manager is satisfied that there are extenuating circumstances.

### Section 3

#### **Pursuit of Income**

1. In the case of a household that is receiving rent-geared-to-income assistance, if the housing provider is of the opinion that a member of the household may be eligible to receive income of a type set out in Section 3 – Pursuit of Income, paragraph 2 and the member is not receiving such income, the housing provider shall give the household a written notice outlining the following:
  - (a) stating that the member may be eligible to receive income of the type specified in the notice;
  - (b) requesting the member to apply for that income and to make reasonable efforts to do whatever is required for the purpose of obtaining a decision on the application and receiving that income; and
  - (c) giving the household 30 calendar days within which to inform the service manager of the results of the application.
2. The types of income referred to in Section 3 – Pursuit of Income, paragraph 1 are:
  - (a) Basic financial assistance under the *Ontario Works Act, 1997*.
  - (b) Support under the *Divorce Act* (Canada), the *Family Law Act* or the *Interjurisdictional Support Orders Act, 2002*.
  - (c) Unemployment benefits under the *Employment Insurance Act* (Canada).
  - (d) A benefit under Section 2 of the *Ontario Guaranteed Annual Income Act*.
  - (e) A pension or supplement under Part I or II of the *Old Age Security Act* (Canada).
  - (f) Support or maintenance resulting from an undertaking given with respect to the member under the *Immigration and Refugee Protection Act* (Canada).
3. A household that has been given a notice under Section 3 – Pursuit of Income, paragraph 1 ceases to be eligible for rent-geared-to-income assistance if the housing provider,
  - (a) receives no response from the household within the period of time specified in the notice; or
  - (b) concludes, on the basis of a response received from the household within the period of time specified in the notice, that the member has failed to make reasonable efforts to obtain income of the type specified in the notice.
4. Despite Section 3 – Pursuit of Income, paragraph 3, the service manager may determine that the household remains eligible if the service manager is satisfied that there are extenuating circumstances.



## **Section 4**

### **Maximum Household Income Limit (HILS)**

1. A household is not eligible for rent-geared-to-income assistance if, and subject to other eligibility criteria, the combined total of all gross income from all Canadian and foreign sources of all members of the household other than income that is excluded by the Housing Services Act and its Regulations, exceeds the Household Income Limits (HILS). Total gross income for all the members of the household for a 12-month period is the sum of all Canadian and foreign payments made to, on behalf of, or for the benefit of, the members of the household.

### **The Windsor/Essex Household Income Limits are:**

| <b>Service Manager</b> | <b>Area</b>   | <b>Bachelor unit</b> | <b>1 bedroom unit</b> | <b>2 bedroom unit</b> | <b>3 bedroom unit</b> | <b>4 bedroom unit or larger</b> |
|------------------------|---|----------------------|-----------------------|-----------------------|-----------------------|---------------------------------|
| City of Windsor        | City of Windsor and all Municipalities in the County of Essex | \$27,000             | \$34,500              | \$42,000              | \$51,000              | \$65,500                        |

## **Section 5**

### **Asset Limit**

There is no asset limit requirement in Windsor Essex as of this time.

## **Section 6**

### **Previous RGI Criminal Conviction**

1. A household is eligible for rent-geared-to-income assistance if, among other criteria,
  - (a) within the two year period immediately preceding the date of the application for subsidized housing, no member of the household has been convicted, of an offence under Section 55 of the Housing Services Act or a crime under the *Criminal Code* (Canada) in relation to the receipt of rent-geared-to-income assistance, and if an individual who was, but is no longer a member of the household has been convicted of such an offence or crime, the service manager determines that,
    - (i) no member of the household knew that the individual who was convicted of the offence or crime was committing it, or

- (ii) a member of the household knew that the individual who was convicted of the offence or crime was committing it, but the member was not reasonably able to prevent the individual from committing it, or
- (iii) a member of the household has been convicted of an offence under Section 55 of the Act or a crime under the *Criminal Code* (Canada) in relation to the receipt of rent-geared-to-income assistance, but the household has previously been determined to be ineligible for rent-geared-to-income assistance because of that conviction; or
- (iv) a member of the household has been convicted of an offence under Section 55 of the Act or a crime under the *Criminal Code* (Canada) in relation to the receipt of rent-geared-to-income assistance within the two year period immediately preceding the date of the application for subsidized housing, but, the service manager determines that the convicted member is an abused member of a special priority household who was forced by the abusing individual to make the misrepresentation that formed the basis of the conviction.

## **Section 7**

### **Absence Rule**

1. A household ceases to be eligible for rent-geared-to-income assistance if all the members of the household are absent from the unit for which the household receives rent-geared-to-income assistance for more than 90 consecutive days. Households absent from the unit for which the household receives rent-geared-to-income assistance for more than 90 consecutive days to receive conventional or alternative medical treatments may remain eligible for rent-geared-to-income assistance provided the housing provider receives adequate documentation to verify the medical reasons and treatment and approves the exemption.
2. The housing provider may, on a case-by-case basis, determine that extenuating circumstances exist and may approve alternate maximum absence period from the unit with the prior written consent of the service manager.

## **Section 8**

### **Overhoused Rule**

1. In this Section,
  - (a) "overhoused household" is a household in receipt of rent-geared-to income assistance and occupies a unit that is larger than the largest size permissible under the service manager's occupancy standards.

- (b) “overhoused notice” is a written communication from a housing provider to a household notifying the household that the housing provider has determined the household is an overhoused household.
  - (c) “internal transfer” means, in respect of a household residing in a housing project of a housing provider, the transfer of the household from one rent- geared-to-income unit to another rent geared-to-income unit in the same or another housing project of the housing provider.
  - (d) “overhoused transfer list” is the list maintained by the Central Housing Registry - Windsor Essex County that identifies all overhoused households deemed eligible for a transfer to a unit that is of a size permissible under the service manager’s occupancy standards as set out in Section 10 - Windsor Essex Occupancy Standards.
- 2. An overhoused notice shall be in writing and include the overhoused rules and process the household is required to follow to remain eligible for rent-geared-to- income assistance.
- 3. A housing provider’s transfer policies shall:
  - (a) be documented in writing and clearly describe a housing provider’s policies and procedures for internal transfers, and;
  - (b) include, among other things, the policy, procedure and ranking criteria for overhoused households, and;
  - (c) contain a provision to inform an overhoused household of the housing provider’s internal transfer policy, procedure, ranking criteria and provisions governing applications from overhoused households for the internal transfer list and the overhoused transfer list, and;
  - (d) be approved by the service manager with respect to the policy, procedure, ranking criteria and provisions governing applications from overhoused households for the housing provider’s internal transfer list and the overhoused transfer list.
- 4. The ranking date of an overhoused household that is eligible to be placed on the overhoused transfer list or a housing provider’s internal transfer list is the original date the household first made application for rent-geared-to-income assistance.
- 5. If the housing provider determines that a household is an overhoused household then, the housing provider:
  - (a) shall give the household an overhoused notice within 30 calendar days from the date the housing provider made the determination and;
  - (b) provide a copy of the overhoused notice to the Central Housing Registry -Windsor Essex County within 3 business days from the date of the overhoused notice.
- 6. If the housing provider gives an overhoused notice to a household, the following apply:

***If the housing provider does not have right sized unit in its portfolio***

- (a) If none of the housing projects the housing provider operates in the service manager’s service area has a unit, occupied or not, that is of a size permissible under the service manager’s occupancy standards then:
  - (i) the household shall, within 30 calendar days from the date of the overhoused notice,

- make application to be placed on the centralized wait list to be transferred to a unit that is permissible under the service manager's occupancy standards and the applicable mandates of the respective housing providers, and;
- (ii) the household shall make a minimum of 5 housing provider location choices to units of a size permissible under the service manager's occupancy standards as set out in Section 10 - Windsor Essex Occupancy Standards and the applicable mandates of the respective housing providers.
- (iii) despite Section 8 – Overhoused Rule, paragraph 6 subsection (a) (ii) the Central Housing Registry-Windsor Essex County may approve a lesser number of provider location choices if the Central Housing Registry-Windsor-Essex County is satisfied that there are extenuating, adverse or exceptional circumstances.
- (iv) the Central Housing Registry-Windsor Essex County shall, within 3 business days from the date the household made the application to be placed on the Central Housing Registry-Windsor Essex County's overhoused transfer list, verify to the housing provider that the household has made application to the overhoused transfer list.

*If the housing provider has right sized unit in its portfolio*

- (b) If the housing projects the housing provider operates in the service manager's service area has a unit, occupied or not, that is of a size permissible under the service manager's occupancy standards, then;
  - (i) an overhoused household shall, within 30 calendar days from the date of the overhoused notice, make application to be placed on the housing provider's internal transfer list to be transferred to a unit that is permissible under the service manager's occupancy standards and the applicable mandates of the housing provider, and;
  - (ii) the housing provider shall add the household to the housing provider's internal transfer list and the housing provider's internal transfer policy shall apply.
  - (iii) the overhoused household shall, within one (1) year from the date of the overhoused notice make an application to be placed on the overhoused transfer list to a unit that is permissible under the service manager's occupancy standards as set out in Section 10 - Windsor Essex Occupancy Standards. The household shall make a minimum of 5 provider location choices to units of a size permissible under the service manager's occupancy standards and the applicable mandates of the respective housing providers.
  - (iv) despite Section 8 – Overhoused Rule, paragraph 6 subsection (b) (iii) the Central Housing Registry-Windsor Essex County may approve a lesser number of provider location choices if the Central Housing Registry-Windsor-Essex County is satisfied that there are extenuating, adverse or exceptional circumstances.
  - (v) the Central Housing Registry-Windsor Essex County shall, within three (3) business days from the date the household made the application to be placed on the overhoused transfer list, verify to the housing provider that the household has made application to the overhoused transfer list.

*If, after one year from the date of the overhoused notice*

7. The household remains overhoused and is not on the overhoused transfer list, the household ceases to be eligible for rent-gearred-to-income assistance.
8. The overhoused household is added to the overhoused transfer list and the household requests to be removed from the overhoused transfer list later than one year after the date of the overhoused notice, the household ceases to be eligible for rent-gearred-to-income assistance.
9. The overhoused household will not cease to be eligible for rent-gearred-to-income assistance if the household is following the process to be transferred to a unit that is permissible under the service manager's occupancy standards as set out in this Section 10 - Windsor Essex Occupancy Standards.
10. The overhoused household will not cease to be eligible for rent-gearred to-income assistance until a year after the date of the overhoused notice. For greater clarity, the household does not cease to be eligible one year after the date of the overhoused notice if the household follows the provisions of this Section 8 - Overhoused Rule.
11. If the household ceases to be eligible for rent-gearred to-income assistance for the unit in which the household is an overhoused household, the household shall pay rent for the unit it occupies at the rate at which rent is payable for the unit by a household not receiving rent-gearred-to-income assistance. Such change in rent will become effective pursuant to the notice period provisions for rent changes under the Housing Services Act, its Regulations and these rules as may be amended or replaced from time to time.
12. The service manager may, on a case by case basis, waive all or part of the provisions of this Section 8 - Overhoused Rule, if the service manager is satisfied that there are extenuating, adverse or exceptional circumstances.
13. Subject to Section 8 - Overhoused Rule, paragraph 11 herein, if an overhoused household does not comply with the provisions of this Section 8 - Overhoused Rule the household ceases to be eligible for rent-gearred- to-income assistance.

## **Section 9**

### **Refusal of An Offer - ineligibility**

1. A household ceases to be eligible for rent-gearred-to-income assistance if it has refused one offer of a rent-gearred-to-income unit and,
  - (a) it is on the centralized wait list for rent-gearred-to-income units; or
  - (b) it has been placed on the housing provider's internal transfer list and/or the overhoused transfer list.



2. Section 9 – Refusal of an Offer, paragraph 1 applies with respect to the refusal of an offer only if the unit that is offered:
  - (a) meets the service manager’s occupancy standards; and
  - (b) is in a housing project for which the household has indicated a preference.
3. Section 9 – Refusal of an Offer, paragraph 1 does not apply with respect to the refusal of a portable housing benefit.
4. Section 9 – Refusal of an Offer, paragraph 1 does not apply with respect to a refusal by a household that is in temporary housing that is to be provided while one or more members of the household are receiving treatment or counselling or that is provided because the household is in need of emergency shelter.
5. Despite the provisions of this Section 9 - Refusal of an Offer, the service manager may determine that a household remains eligible for rent-geared-to-income assistance, if the service manager is satisfied that there are extenuating circumstances.

## **Section 10**

### **Windsor/Essex Occupancy Standards**

The occupancy standards in these rules are referred to as the Windsor/ Essex occupancy standards or the service manager’s occupancy standards.

#### **1. Largest unit**

The largest unit a household is eligible for is a unit that has,

- (a) one bedroom for any two members of the household who are spouses of each other;
- (b) one bedroom for each additional member of the household.

#### **2. Smallest unit**

The smallest unit a household is eligible for is a unit that has,

- (a) one bedroom for every two members of the household; and
- (b) an additional bedroom if there is an odd number of members in the household.

Notwithstanding the foregoing, a bachelor unit is an eligible unit if the household consists of one individual or two individuals who are spouses of each other.

#### **3. Additional Bedroom**

Eligibility for an additional bedroom is not automatically assigned and must meet the criteria set out below. The household must make a request for an additional bedroom and provide verification to support the request.

Eligibility for an additional bedroom may be approved if any one of the following criteria applies:

- (a) one of the spouses requires a separate bedroom because of a verified disability or medical condition, or;
- (b) the room is required to store equipment required by a member of the household because of verified disability or medical condition, or;

- (c) the bedroom is required to accommodate an individual who is not a member of the household and who provides a member of the household with support services that are required because of the member's disability or medical condition, or;
- (d) a member of the household is pregnant, or;
- (e) a member of the household has verified joint custody over a child who is not a member of the household, the member is required to provide accommodation for the child, and the bedroom is required to accommodate the child, or;
- (f) a member of the household has visiting rights with respect to one or more children who are not members of the household and the housing provider or the Manager of the Central Housing Registry-Windsor Essex County, as the case may be, is satisfied the member has demonstrated the following:
  - (i) it is a condition of the member's visiting rights that the member must provide adequate accommodation for the child(ren) when the child(ren) stays overnight with the member, and;
  - (ii) the child(ren) will stay overnight with the member and the bedroom is required to accommodate the child(ren), and;
  - (iii) given the age, gender, number of children and frequency of overnight stays, an additional bedroom(s) is required to provide adequate accommodation to satisfy the conditions of the member's visiting rights.
- (g) the requirements listed in Section 10 – Windsor Essex Occupancy Standards, paragraph 3 subsection (f) (i),(ii),(iii) above shall be waived if the member demonstrates the member's visiting rights will be diminished or withdrawn, and the request for an additional bedroom to accommodate the child(ren) shall be approved.
- (h) eligibility for an additional bedroom may be approved by the Central Housing Registry-Windsor Essex County for a household that has applied to be on the centralized wait list or has been placed on the centralized wait list or by the housing provider for households in receipt of rent-gear-to-income assistance if the Central Housing Registry-Windsor Essex County or housing provider, as the case may be, is satisfied that extenuating circumstances exist and receives the prior written consent of the service manager.

#### **4. Kinship Service/Customary Care Arrangement**

In this Section:

- (a) "kinship care" means an arrangement where a member of the household is a relative of a child who has been separated from their parents and; the relative household member of the child is obligated to provide full-time care, nurturing and protection of the child and; the child is being cared for by the child's relative who is a member of the household.
- (b) "customary care" means an arrangement where a member of the household may or may not be a relative of a child who has been separated from their parents and; the household member is obligated to provide full-time care, nurturing and protection of the child and; the child is being cared for by the child's relative who is a member of the household.

For the purposes of the Windsor/Essex occupancy standards, a child that has joined a household under a kinship care or a customary care arrangement is a member of the household provided that the Children's Aid Society confirms the Society is involved in a

supportive role or; the Children's Aid Society confirms the kinship care or customary care arrangement in writing or; the member submits a current written agreement with the Children's Aid Society confirming the kinship care or customary arrangement or; the kinship care or customary care arrangement is confirmed by a court order.

**5. Students living away from household**

For greater certainty, a child of a member of the household is a member of the household if the child,

- (a) is in full-time attendance at a recognized educational institution and, while in attendance, does not live with the household, and;
- (b) lives with the household while not attending that educational institution; and
- (c) is dependent, in whole or in part, on the household for financial support.

**6. Extenuating Circumstances**

The Central Housing Registry-Windsor Essex County or the housing provider, as the case may be, may on a case-by-case basis, determine that extenuating circumstances exist and may approve alternate occupancy standards with the prior written consent of the service manager.

## **Section 11**

### **Annual Income and Occupancy Reviews**

#### **Centralized Wait List**

1. For each household on the centralized wait list, the Central Housing Registry-Windsor Essex County shall determine, at least once in every 12 month period after the household was added to the list:
  - (a) whether the household is still eligible for rent-geared-to-income assistance and;
  - (b) whether the household is still eligible for the unit type and size indicated on the centralized wait list.

#### **Housing Providers**

2. Once in every 12-month period after a household begins to receive rent-geared-to- income assistance, the housing provider:
  - (a) shall review the geared-to-income rent payable by the household and shall determine whether that rent should be reduced, be increased, or remain the same, and;
  - (b) shall review and ensure the household remains eligible for the unit size and type occupied by the household.
3. A housing provider may review the geared-to-income rent payable and the unit type and size occupied by a household receiving rent-geared-to-income assistance more frequently than once in every 12-month period if the housing provider considers such a review to be desirable to ensure compliance with the Housing Services Act, related Regulations and local rules.

## **Section 12**

### **Deferral or Forgiveness of Geared-to-Income Rent**

1. A housing provider may defer or forgive all or part of the rent payable by the household with the prior written consent of the service manager.

### **Rules Guiding Decision and Deferral or Forgiveness**

2. A housing provider's decision regarding any deferral or forgiveness of rent shall be made in accordance with the rules made by the service manager.

### **Rent Deferral in Dual Rent Circumstances**

3. "Dual rent circumstance" means a circumstance where a household has been offered a rent-geared-to-income unit and if the household accepts the offer, the household will be required to pay rent at their current accommodation and for the rent-geared-to-income unit being offered for the same time period.
4. Subject to Section 12 – Deferral or Forgiveness of Geared-to-Income Rent, paragraphs 1, 2 and 5, a housing provider may offer a household a rent-geared-to-income unit, hold the unit vacant and defer rent payable to enable the household to give proper notice to vacate to their existing landlord and avoid a dual rent circumstance under the following conditions;
  - (a) the household verifies to the satisfaction of the housing provider that the household will be in a dual rent circumstance, and;
  - (b) the household does not occupy the rent-geared-to-income unit during the period the unit is being held vacant and rent is deferred, and;
  - (c) the housing provider shall not hold the unit vacant and defer rent for more than a two full calendar month period after the offer has been made to the household.

### **Rent Forgiveness**

5. A housing provider may forgive an amount of rent payable by a household, with the prior written consent of the service manager, under the following conditions:
  - (a) where, in the opinion of the housing provider, a household did not provide sufficient verification of total household income to enable the housing provider to appropriately determine the household's geared-to-income rent payable and as a result:
    - (i) the household's rent payable was increased to the market rent amount, and;
    - (ii) the household, in the opinion of the housing provider, subsequently provided sufficient verification of total household income and;
    - (iii) the housing provider determines it is appropriate to retroactively adjust the rent payable to reconcile the household's rental account and re-instate a rent-geared-to-income amount on a retroactive basis.
  - (b) where, in the opinion of the housing provider, a retroactive adjustment to the rent payable by a household is deemed necessary by the housing provider for reasons other than provided for in Section 12 – Deferral or Forgiveness of Geared-to-Income Rent, paragraph 5 subsection (a) above.
6. The amount of rent payable to be forgiven shall not exceed the amount required to implement retroactive adjustments referred to in this Section.

7. The housing provider may, with the prior written consent of the service manager, approve a rent deferral or forgiveness for reasons other than provided for in this Section 12 - Deferral or Forgiveness of Geared-to-Income Rent, if the housing provider is satisfied that there are adverse, exceptional and/or extenuating circumstances.
8. The housing provider must report the total number of households provided a rent deferral or rent forgiveness to the service manager in a form and manner set out by the service manager.
9. The housing provider shall retain rent deferral and rent forgiveness records relating to every eligible household for a period of at least five (5) years after the date the household last resided in a unit in the housing project.

### **Section 13**

#### **Conflict of Interest**

1. A conflict of interest exists if any of the following situations occur:
  - (a) the personal or business interests of a director, officer, agent or employee of a housing provider are in conflict with the interests of the housing provider.
  - (b) a personal gain, benefit, advantage or privilege is directly or indirectly given to or received by a director, officer, agent or employee of the housing provider or a person related to one of them as a result of a decision by the housing provider.
2. A director, officer, agent or employee of the housing provider shall not enter into any situation, arrangement or agreement which results in a conflict of interest.
3. Directors, officers, agents and employees of the housing provider must notify the Chair of the Board of Directors of the housing provider of every potential or actual conflict of interest no later than the first meeting of the Board after the director, officer, agent or employee becomes aware that he or she has entered into a situation, arrangement or agreement that results in or may result in a conflict of interest.
4. The individual declaring the potential or actual conflict of interest shall not participate in, and must vacate, the part of the Board meeting when the topic which is the subject of the declaration of a potential or actual conflict of interest is discussed and concluded by the Board.
5. The Board of Directors shall consider the notice given under Section 13 – Conflict of Interest, paragraph 3 no later than the second meeting of the Board after the notice is given and consideration of the notice must be reflected in the minutes of the meeting.
6. The Chair of the Board shall notify the service manager in writing of the receipt of every notice under Section 13 – Conflict of Interest, paragraph 3 and the Board of Directors shall resolve every conflict of interest or potential conflict of interest to the satisfaction of the service manager.



7. Despite Section 13 – Conflict of Interest, paragraph 2, a director, officer, agent or employee or a person related to one of them may directly or indirectly receive a gain, benefit, advantage, privilege or remuneration from the housing provider if all of the following conditions are satisfied:
- (a) a notice of the conflict of interest or potential conflict of interest is given in accordance with Section 13 – Conflict of Interest, paragraph 3.
  - (b) the service manager agrees that there is no reasonable alternative for the housing provider other than entering into the situation, arrangement or agreement that results in or may result in the conflict of interest.
8. For the purposes of this Section, a person related to a director, officer, agent or employee includes a parent, spouse, child, household member, sibling, uncle, aunt, nephew, niece, mother-in-law, father-in-law, sister-in-law, brother-in-law or grandparent, or a person with whom the director, officer, agent or employee has a business relationship.
9. In this Section,
- “child”, in relation to an individual, means a child of the individual born within or outside marriage (unless that child has been adopted by one or more other individuals in Ontario or according to the law of another jurisdiction), a child adopted by the individual in Ontario or according to the law of another jurisdiction, and a child whom the individual has demonstrated a settled intention to treat as a child of his or her family, but does not include a child placed in the individual’s home as a foster child for consideration by another person having lawful custody;
- “parent”, in relation to an individual, means a natural parent of the individual (unless the individual has been adopted by one or more other persons in Ontario or according to the law of another jurisdiction), an adoptive parent of the individual who has adopted the individual in Ontario or according to the law of another jurisdiction, and a person who has demonstrated a settled intention to treat the individual as a child of his or her family, but does not include a person in whose home the individual has been placed as a foster child for consideration by another person having lawful custody;
- “spouse”, in relation to a person, means,
- (a) an individual who, together with the person, has advised the housing provider that the individual and the person are spouses, or
  - (b) an individual who is residing in the same dwelling place as the person, if the social and familial aspects of the relationship between the individual and the person amount to cohabitation and,
    - (i) the individual is providing financial support to the person,
    - (ii) the person is providing financial support to the individual, or
    - (iii) the individual and the person have a mutual agreement or arrangement regarding their financial affairs.

10. No person is eligible to become a Board Member or Director of the housing provider if he or she or a current member of the household:
  - (a) owes, with respect to a previous tenancy in any housing project under any transferred housing program or with respect to the current tenancy or occupancy,
    - (i) arrears of rent or occupancy charge;
    - (ii) an amount for damage caused by a current member of the household; or
    - (iii) any other charges or fees that applicable governing legislation permits a housing provider to charge; or
  - (b) is in breach of the housing provider's agreement, bylaw or policies governing the person's tenancy or occupancy or is in breach of any applicable legislation governing the tenancy or occupancy.
11. A Board Member or Director of the housing provider cannot participate in any meetings or activities of the Board of Directors if he or she or a current member of the household:
  - (a) owes, with respect to the current tenancy or occupancy,
    - (i) arrears of rent or occupancy charge;
    - (ii) an amount for damage caused by a current member of the household; or
    - (iii) any other charges or fees that applicable governing legislation permits a housing provider to charge; or
  - (a) is in breach of the housing provider's agreement, bylaw or policies governing the person's tenancy or occupancy or is in breach of any applicable legislation governing the tenancy or occupancy.
12. A Board Member or Director of the housing provider is deemed to have resigned from their position on the Board, effective immediately, if:
  - (a) all monies owed (by the Board Member or Director or current member of the household) to the housing provider are not paid in full within 90 days of the date the monies were first owed; or
  - (b) a breach (by the Board Member or Director or current member of the household) of the housing provider's agreement, bylaw or policies governing the person's tenancy or occupancy or any applicable legislation governing the tenancy or occupancy is not corrected within 90 days of the date the breach first occurred.
13. In the case of a deemed resignation, pursuant to Section 13 paragraph 12, the housing provider will take all reasonable steps to replace the person on the Board.
14. In the event this section conflicts with a housing provider's Bylaw or policy then this section shall prevail.

**Replacement of conflict of interest rules**

15. The provisions set out in this Section 13 – Conflict of Interest, paragraphs 1 through 14 may be amended, altered or substituted by rules agreed to in writing, in advance, by the housing provider and the service manager.

### **Minimum Number of Board Meetings Per Year**

16. Every housing provider shall ensure that it is a non-profit corporation or a non-profit co-operative corporation in good standing under one of the following statutes and shall ensure that it continues to be in good standing as long as it is subject to the Housing Services Act.
  - (a) *Business Corporations Act.*
  - (b) *Corporations Act.*
  - (c) *Co-operative Corporations Act.*
  - (d) *Canada Business Corporations Act.*
17. The Board of Directors of a housing provider shall meet at least four times each year and complete an Annual General Meeting within six months of the organization's fiscal year-end.

### **Expenses, Meetings and Remuneration, Directors**

18. A housing provider shall not pay remuneration to a director other than amounts to reimburse the director for reasonable expenses incurred in the performance of the director's duties as a director.
19. A housing provider may employ a director if,
  - (a) the director resides in the housing provider's housing project and is employed by the housing provider on a part-time or temporary basis; or
  - (b) the director does not reside in the housing provider's housing project and is employed by the housing provider to carry out functions of a non-supervisory and non-managerial nature and the housing provider has,
    - (i) five or fewer directors and no other director is employed by the housing provider to carry out the same functions, or
    - (ii) more than five directors and not more than one-fifth of the directors are employed by the housing provider to carry out the same functions.
20. Despite Section 13 – Expenses, Meetings and Remuneration, Directors, paragraph 18, a housing provider may pay reasonable remuneration to a director employed in accordance with Section 13 – Expenses, Meetings and Remuneration, Directors, paragraph 19 in respect of his or her employment functions.
21. With respect to Board meetings and activities, a housing provider shall not pay for the cost of dinners, meals, food, snacks, alcoholic and non-alcoholic drinks and other such similar costs.

### **Property Management Contracts, Services, Procurement**

22. A housing provider shall establish and follow open and competitive practices in hiring its employees, subject to the provisions of any collective bargaining agreement to which the housing provider is a party, and in retaining persons to provide property management services for its housing projects.

23. A contract for property management services for a housing project must be in writing and must satisfy the following requirements:
- (a) the term of the contract must not exceed three years.
  - (b) the contract must not be renewable.
  - (c) the contract must be capable of termination by the housing provider on 60 days written notice any time during the term of the contract and on 30 days written notice if the termination is for breach of the contract, unless the parties to the contract agree to shorter notice periods.
  - (d) the contract must specifically identify and describe the nature of the goods and services provided under the contract and the consideration to be paid by the housing provider.
  - (e) the contract must be non-assignable.
24. Every corporation providing management services for a housing project shall give notice to the housing provider of the housing project of any change in control of the corporation.
25. A housing provider is not required to follow open and competitive practices in retaining persons to provide property management services if the service manager is satisfied that open and competitive practices are not appropriate in the circumstances in order for the housing provider to obtain a reasonable level of property management services at a reasonable cost.

#### **Leases and Occupancy Agreements – Requirements**

26. Every housing provider and every household that rents or occupies a rent-geared-to-income unit in the housing provider's housing project shall enter into a lease or, in the case of a co-operative housing unit, an occupancy agreement that meets the following requirements:
- (a) in the case of a lease, the term of the lease must not exceed one year.
  - (b) the lease or agreement must specify the amount of rent that would be payable if the unit were a market unit, the amount of geared-to-income rent payable for one month by the household as determined by the service manager, and all other charges that the housing provider may impose under this Regulation or the *Residential Tenancies Act, 2006* and its successor legislation.
  - (c) the lease or agreement must,
    - (i) restrict the occupancy of the unit to the members of the household at the time the lease or agreement is entered into and any additional persons whose occupation of the unit is agreed to subsequently by the housing provider,
    - (ii) require the household to advise the housing provider of any persons who cease to occupy the unit or commence to occupy the unit after the lease or agreement is executed, and

- (iii) prohibit the assignment of the lease or the agreement, as the case may be, and prohibit the household from renting or subletting the unit to any person.
  - (d) the lease or agreement must provide that the amount of the geared-to-income rent payable by the household for the unit is subject to change if the household's financial circumstances change to such an extent that the service manager determines that the amount of the geared-to-income rent payable by the household should change or that the household is no longer eligible for rent-geared-to-income assistance.
  - (e) the lease or agreement must be executed by every individual,
    - (i) whose income is taken into consideration in determining the amount of rent payable by the household, or
    - (ii) who is a member of the household and at least 16 years of age, if the service manager so requires.
27. A housing provider shall ensure that the household residing in a rent-geared-to-income unit complies with the requirements described in Section 13 – Lease and Occupancy Agreements, paragraph 26 subsection (c) (i) through (iii).
28. A housing provider shall establish rules for the temporary accommodation of guests in its rent-geared-to-income units and shall provide a copy of the rules in either written or electronic format to the service manager and to the households residing in the housing provider's project.

## **Section 14**

### **Review of Certain Decisions**

1. The Windsor Essex service manager will establish a system for dealing with reviews requested as prescribed under the Housing Services Act and related Regulations.

The system will include a provision for a review body, the rules for the appointment and removal of members and remuneration, if any, and will also provide procedural rules for the reviews.

The Windsor Essex Community Housing Corporation will be authorized to conduct reviews generated in their own portfolio without engaging the review body provided:

- (a) the service manager approves the rules, practices and procedures to be employed by the Windsor Essex Community Housing Corporation prior to implementation and;
- (b) Windsor Essex Community Housing Corporation meets quarterly with the service manager to enable the service manager to assess compliance with approved rules, practices and procedures and to assess the quality of the decisions made.



Central Housing Registry – Windsor Essex County  
*Providing co-ordinated access to social housing in our communities*

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**Verification Guidelines**  
**Rent-Geared-to-Income Eligibility**  
**Windsor Essex**

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These Verification Guidelines are made pursuant the Housing Services Act and Regulation 367/11.

There are two sections to theses Guidelines. **Section 1 Verification Guidelines** provides guidance on the verifications, confirmations and documents required to satisfy the RGI eligibility requirement in each case. **Section 2 RGI Eligibility Requirements** provides the legislated criteria and applicable sections of the Windsor Essex Local Rules (LR) for each RGI eligibility requirement and is included for reference.

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## Section 1

### Verifications Guidelines

For the purposes of these Guidelines, the following terms have the meanings as set out:

**"applicant"** means one or more persons that have applied for subsidized housing;

**"CHR"** means the Central Housing Registry of Windsor and Essex County;

**"extenuating circumstances"** applies to Verification Guideline 3 –Amounts Owed by Household and exist if entering in to a repayment agreement will create undue hardship.

**"household"** means one or more persons that reside or intend to reside together in the same rental unit and to form one tenancy;

**"LR"** means Windsor Essex Local Rules;

**"reasonable efforts"** applies to Verification Guideline 3 –Amounts Owed by Household and includes an offer in writing to repay arrears or an amount, having regard to the household member's income and circumstances. Provider acceptance of the offer is not required for the household member to satisfy this RGI criteria requirement.

The "reasonable efforts" obligation does not require the household member to exhaust all possible means of fulfilling its obligation nor to undertake steps which are expensive or time consuming; or to undertake all and every effort or efforts to the point of undue hardship.

**"recognized support service agency"** means an agency that receives all or part of its operating funding from the municipal and/or provincial and/or federal government and where the agency demonstrates sufficient knowledge of the household's circumstances to, in their professional capacity and opinion, confirm or verify that a CHR applicant has satisfied a certain RGI eligibility requirement.

**"RGI"** means rent-geared-to-income.

**"undue hardship"** applies to Verification Guideline 3 –Amounts Owed by Household and exists where the household member's specific circumstance will result in an unreasonable or disproportionate burden or obstacle when attempting to satisfy the "Amounts owed by Household" requirement of Regulation 367. Undue hardship exists where the household member cannot maintain, based on current income, a minimal standard of living for themselves and dependents if forced to repay arrears owed to other social housing providers; and circumstances exist indicating that this state of affairs is likely to persist for a significant portion of a repayment period if a repayment agreement is entered into.

## **1. Verification Guidelines: Limitations on what can be required in applications**

Housing Services Act Regulation 367(11) and the Windsor Essex Local Rules provide limits on what can be required in CHR application and applies to the operation of the CHR.

1. The CHR shall not require a person to provide information or documents if the CHR is satisfied that the person is unable to do so.
2. The CHR shall not require information or documents with respect to an application for subsidized housing where the applicant is homeless or hard to house and is assisted by a recognized support service agency and the agency informs the CHR, in writing, that the agency is of the view that the applicant is unable to obtain or provide the information or documents requested by the CHR.
3. The CHR shall not require information or documents with respect to an application that includes a request for inclusion in the special priority household category if the member of the household making the request believes that he or she or any other member of the household will be at risk of being abused by the abusing individual if he or she attempts to obtain the information or documents.

## **2. Verification Guidelines: Age, Independence and Citizenship**

**Any one of the following documents or confirmations:**

1. Ontario Works benefit verification;
2. Ontario Disability Support Program benefit verification;
3. Canadian Birth Certificate;
4. Valid Canadian Passport;
5. Registered Indian Band Status;
6. Proof of Live Birth or Birth Registration in Canada;
7. Baptismal Certificate from Quebec or Newfoundland;
8. Canadian Citizenship Card;
9. Canadian Citizenship Certificate;
10. Canadian National Defence Card or other confirmation of Veteran status;
11. Written confirmation from a representative of a recognized support service agency, lawyer or legal clinic confirming that the applicant has applied for a replacement Birth Certificate;
12. Permanent Resident Card;
13. Proof from Immigration, Refugees, and Citizenship acknowledging an application has been made for Permanent Resident status in Canada;
14. Written confirmation from a representative of a recognized support service agency, lawyer or legal clinic confirming that the applicant applied for permanent status in Canada under the *Immigration and Refugee Protection Act (Canada)*;
15. Immigration documents indicating Refugee Claimant status;

16. Written confirmation from a representative of a recognized support service agency, lawyer or legal clinic confirming that the member has made a claim for refugee protection under the *Immigration and Refugee Protection Act* (Canada);
17. Acknowledgement of Convention Refugee Claim (Eligibility Certificate, Notice to Appear, Notice of Decision, Convention Refugee Document);
18. Immigration documents indicating Convention Refugee Landed Immigrant status including date of landing;
19. Canadian Citizenship Certificate or documentation from Immigration, Refugees, and Citizenship regarding the application for replacement of a Citizenship Card, or acknowledging application for Canadian Citizenship.

#### **Independence**

1. If the household is applying from a Housing with Support home, other supportive home or housing or hospital, or is in receipt of support services at the time of completing the CHR application, confirmation by phone, email or letter that the applicant has the ability to live independently or with the aid of support is required from a recognized support service agency or other relevant professional having knowledge of the household's circumstances is required;
2. Other documentation acceptable to the Manager of the CHR.

### **3. Verification Guidelines: Amounts owed by Household**

1. Run a check through the Provincial-wide arrears data base and the Windsor CHR Yardi data base and review the applicable section of the application;
2. If a member of the household owes arrears or an amount, with respect to a previous tenancy in any housing project under any transferred housing program, the following is required:
  - a) A copy or other confirmation a re-payment agreement in place; or
  - b) a copy or other confirmation of reasonable efforts to enter into an agreement to re-pay the arrears.
3. For clarity, an application may not be rejected solely on the grounds that a Provider has rejected an offer of repayment as described in item 2 above. Where a Provider has rejected an offer, the CHR must be satisfied as to the affordability of an offer having regard to the household member's income and circumstances before concluding that this requirement has not been met.
4. Confirmation of a payment is not required to satisfy this RGI eligibility criteria.
5. The requirement to enter into a repayment agreement is waived if extenuating circumstances exist or the applicant has made reasonable efforts to enter into a repayment agreement.

### **4. Verification Guidelines: Maximum Household Income Limit (HILS)**

1. Self declaration of income on the application.
2. Total gross annual household income cannot exceed Maximum Household Income Limits.

## **5. Verification Guidelines: Previous RGI Criminal Conviction**

Unless the CHR is formally aware of any information to suggest a household member does not meet the RGI eligibility criteria regarding a Previous RGI Criminal Conviction, the signature of the household members on the Application Form asserting the truth of the criteria satisfy this requirement is sufficient.

## **6. Verification Guidelines: Occupancy Standards**

LR Section 9

Any one of the following:

1. Ontario Works benefit verification of number of household members;
2. Ontario Disability Support Program benefit verification of number household members;
3. Child Tax Benefit Statement;
4. Written verification from the Children's Aid Society;
5. If baby expected: self declared;
6. If the applicant requests a unit to accommodate children where the applicant has visitation rights, shared custody, kinship, guardianship or an informal or formal care arrangements a Parental/Care Declaration completed and signed is sufficient.

## **7. Verification Guidelines: Priority I household category**

O. Reg. 367/11 58(2) 5, 58.1(6)

A Request for Priority I Category Form is required completed and signed by the applicant and any one of the following in their professional capacity:

- doctor,
- registered nurse or a registered practical nurse,
- lawyer,
- law enforcement officer,
- minister of religion authorized under provincial law to perform marriages,
- registered early childhood educator,
- teacher,
- guidance counsellor,
- an individual in a managerial or administrative position with a housing provider,
- Indigenous Elder, Indigenous Traditional Person or Indigenous Knowledge Keeper,
- Member of the College of Midwives of Ontario
- An aboriginal person who provides traditional midwifery services
- registered social worker,
- registered social service worker,
- settlement services worker or shelter worker,
- psychotherapist, registered psychotherapist or registered mental health therapist

## 8. Verification Guidelines: Priority II household category

A Request for Priority II Category Form completed and signed by the applicant and any one of the following in their professional capacity:

- community health care worker,
- lawyer,
- community legal aid worker,
- community service worker,
- law enforcement officer,
- victim services worker,
- guidance counsellor,
- a social worker,
- social service worker,
- settlement services worker or shelter worker,
- an individual employed by an agency or organization to assist individuals for whom the agency or organization provides accommodation in an emergency or transitional shelter.

## Section 2

### RGI Eligibility Requirements

#### Excerpts from O. Regulation 367/11 and Windsor Essex Local Rules

The City of Windsor as Service Manager for Windsor Essex has delegated the centralized wait list function to the Windsor Essex Community Housing Corporation (CHC). CHC operates the CHR. References to "Service Manager" in the relevant sections of the Housing Services Act and related Regulations extend to the CHR.

#### 1. RGI Eligibility Requirement:

#### **Limitations on what can be required in applications**

O. Reg. 367/11, s. 43

1. The service manager shall not require a person to provide information or documents if the service manager is satisfied that the person is unable to do so.
2. The service manager shall not require information or documents with respect to an application for assistance in housing provided by a housing provider under its mandate under section 76 of the Act to provide housing to households that are homeless or hard to house if the housing provider informs the service manager that the housing provider is of the view that requiring the information or documents would be inappropriate in the circumstances.
3. The service manager shall not require information or documents with respect to an application that includes a request for inclusion in the special priority household category if the member of the household making the request believes that he or she or any other member of the household

will be at risk of being abused by the abusing individual if he or she attempts to obtain the information or documents.

4. The service manager shall not require information or documents with respect to an application that includes a request for inclusion in the special priority household category that relates to the trafficking of a member of the household, if the member of the household making the request believes that he or she or any other member of the household will be at risk of abuse if he or she attempts to obtain the information or documents.

2. RGI Eligibility Requirement:

**Basic requirements-Age, Independence and Citizenship**

O. Reg. 367/11, s. 24, 25

24. (1) For a household to be eligible for rent-geared-to-income assistance,
- (a) at least one member of the household must be 16 years old or older and able to live independently; and
  - (b) each member of the household must meet at least one of the following criteria:
    - (i) the member is a Canadian citizen,
    - (ii) the member has made an application for status as a permanent resident under the *Immigration and Refugee Protection Act* (Canada), or
    - (iii) the member has made a claim for refugee protection under the *Immigration and Refugee Protection Act* (Canada).
- (2) For the purposes of clause 24 (1) (a), an individual is able to live independently if he or she can carry out the normal essential activities of day-to-day living, either on his or her own or with the aid of support services that the individual demonstrates will be provided when required.

**25. Ineligibility - removal order:** A household is ineligible for rent-geared-to-income assistance if a removal order has become enforceable under the *Immigration and Refugee Protection Act* (Canada) against any member of the household.

3. RGI Eligibility Requirement:

**Maximum Household Income Limit (HILS)**

O. Reg. 370/11 Schedule 2s. 48 & 49

LR Section 3

The annual income of a household for a unit cannot exceed the amounts prescribed, under Ontario Regulation 370/11 Household Income Limits made under the Act, and as amended from time to time.

4. RGI Eligibility Requirement:

**Amounts owed by Household**

O. Reg. 367/11, s. 26 (1)



26. (1) A household is ineligible for rent-geared-to-income assistance if a member of the household owes, with respect to a previous tenancy in any housing project under any transferred housing program,
- (a) arrears of rent;
  - (b) an amount required by a service manager under section 56 of the Act or section 86 of the former Act; or
  - (c) an amount for damage caused by a current member of the household.
- (2) Subsection (1) does not apply with respect to arrears or an amount owed by a member of the household if,
- (a) the service manager is satisfied that there are extenuating circumstances; or
  - (b) a member of the household has entered into an agreement, or made reasonable efforts to enter into an agreement, with the person to whom the arrears or amount is owed for the payment of the arrears or amount and the service manager is satisfied that the member is making or intends to make all reasonable efforts to repay the arrears or amount.
- (3) The arrears or amount owed by a member of the household is deemed, for the purposes of clause (2) (b), to be one-half of the actual arrears or amount owed if,
- (a) a request has been made for the household to be included in the special priority household category and the request would be or has been granted; and
  - (b) the arrears or amount is owed with respect to a unit of which the member and the abusing individual were joint tenants.

#### 5. RGI Eligibility Requirement

##### **Previous RGI Criminal Conviction**

O. Reg. 367/11, s. 36(1)

LR Section 5

1. A household is eligible for rent-geared-to-income assistance if, among other criteria,
- (a) within the two year period immediately preceding the date of the application for subsidized housing, no member of the household has been convicted, of an offence under section 55 of the Housing Services Act or a crime under the *Criminal Code* (Canada) in relation to the receipt of rent-geared-to-income assistance, and if an individual who was, but is no longer a member of the household has been convicted of such an offence or crime, the service manager determines that,
    - i. no member of the household knew that the individual who was convicted of the offence or crime was committing it, or
    - ii. a member of the household knew that the individual who was convicted of the offence or crime was committing it, but the member was not reasonably able to prevent the individual from committing it, or
    - iii. a member of the household has been convicted of an offence under section 55 of the Act or a crime under the *Criminal Code* (Canada) in relation to the receipt of rent-geared-to-income assistance, but the household has previously been determined to be ineligible for rent-geared-to-income assistance because of that conviction; or

- iv. a member of the household has been convicted of an offence under section 55 of the Act or a crime under the *Criminal Code* (Canada) in relation to the receipt of rent-geared-to-income assistance within the two year period immediately preceding the date of the application for subsidized housing, but, the service manager determines that the convicted member is an abused member of a special priority household who was forced by the abusing individual to make the misrepresentation that formed the basis of the conviction.

## 6. RGI Eligibility Requirement

### **Occupancy standards**

O. Reg. 367/11, s. 42

LR Section 9

The occupancy standards in the Windsor/Essex local rules are referred to as the Windsor/ Essex occupancy standards or the service manager's occupancy standards.

#### **1. Largest unit**

The largest unit a household is eligible for is a unit that has,

- a) one bedroom for any two members of the household who are spouses of each other;
- b) one bedroom for each additional member of the household.

#### **2. Smallest unit**

The smallest unit a household is eligible for is a unit that has,

- a) one bedroom for every two members of the household; and
- b) an additional bedroom if there is an odd number of members in the household.

Notwithstanding the foregoing, a bachelor unit is an eligible unit if the household consists of one individual or two individuals who are spouses of each other.

#### **3. Additional Bedroom**

Eligibility for an additional bedroom is not automatically assigned and must meet the criteria set out below. The household must make a request for an additional bedroom and provide verification to support the request.

Eligibility for an additional bedroom may be approved if any one of the following criteria applies:

- (a) one of the spouses requires a separate bedroom because of a verified disability or medical condition or;
- (b) the room is required to store equipment required by a member of the household because of verified disability or medical condition or;

- (c) the bedroom is required to accommodate an individual who is not a member of the household and who provides a member of the household with support services that are required because of the member's disability or medical condition or;
- (d) a member of the household is pregnant or;
- (e) a member of the household has verified joint custody over a child who is not a member of the household, the member is required to provide accommodation for the child, and the bedroom is required to accommodate the child or;
- (f) a member of the household has visiting rights with respect to one or more children who are not a members of the household and the housing provider or the Manager of the Central Housing Registry-Windsor Essex County, as the case may be, is satisfied the member has demonstrated the following:
  - i) it is a condition of the member's visiting rights that the member must provide adequate accommodation for the child(ren) when the child(ren) stays overnight with the member and;
  - ii) the child(ren) will stay overnight with the member and the bedroom is required to accommodate the child(ren) and;
  - iii) given the age, gender, number of children and frequency of overnight stays an additional bedroom(s) is required to provide adequate accommodation to satisfy the conditions of the member's visiting rights.
- (g) the requirements listed in f) (i),(ii),(iii) above shall be waived if the member demonstrates the member's visiting rights will be diminished or withdrawn and the request for an additional bedroom to accommodate the child(ren) shall be approved.
- (h) eligibility for an additional bedroom may be approved by the Central Housing Registry-Windsor Essex County for a household that has applied to be on the centralized wait list or has been placed on the centralized wait list or by the housing provider for households in receipt of rent-geared-to-income assistance if the Central Housing Registry-Windsor Essex County or housing provider, as the case may be, is satisfied that extenuating circumstances exist and receives the prior written consent of the service manager.

#### **Kinship Service/Customary Care Arrangement**

In this section:

- (a) "kinship care" means an arrangement where a member of the household is a relative of a child who has been separated from their parents and; the relative household member of the child is obligated to provide full-time care, nurturing and protection of the child and; the child is being cared for by the child's relative member of the household.
- (b) "customary care" means an arrangement where a member of the household may or may not be a relative of a child who has been separated from their parents and; the household member is obligated to provide full-time care, nurturing and protection of the child and; the child is being cared for by the child's member of the household.

For the purposes of the Windsor/Essex occupancy standards, a child that has joined a household under a kinship care or a customary care arrangement is a member of the household provided that the Children's Aid Society confirms the Society is involved in a supportive role or; the Children's Aid Society confirms the kinship care or customary care arrangement in writing or; the member submits a current written agreement with the Children's Aid Society confirming the kinship care or customary arrangement or; the kinship care or customary care arrangement is confirmed by a court order.

**5. Students living away from household**

For greater certainty a child of a member of the household is a member of the household if the child,

- (a) is in full-time attendance at a recognized educational institution and, while in attendance, does not live with the household and;
- (b) lives with the household while not attending that educational institution; and
- (c) is dependent, in whole or in part, on the household for financial support.

**6. Extenuating Circumstances**

The Central Housing Registry-Windsor Essex County or the housing provider, as the case may be, may on a case-by-case basis, determine that extenuating circumstances exist and may approve alternate occupancy standards with the prior written consent of the service manager.

**7. RGI Eligibility Requirement:**

**Special priority household category — Priority I**

O. Reg. 367/11, s. 54, 54.1, 55, 56, 57, 58, 58.1

**Special priority household category — eligibility based on abuse other than trafficking**

54. (1) A household is eligible to be included in the special priority household category if,

- (a) a member of the household has been abused by another individual;
- (b) the abusing individual is or was living with the abused member or is sponsoring the abused member as an immigrant; and
- (c) the abused member intends to live permanently apart from the abusing individual.

(2) If the abused member and the abusing individual used to live together but no longer do, the household is not eligible to be included in the special priority household category unless one of the following requirements is satisfied:

- 1. The request to be included in the special priority household category was made within three months after the abused member and the abusing individual ceased to live together.
- 2. The service manager is satisfied that the abuse is ongoing at the time the request to be included in the special priority household category was made.
- 3. The service manager determines that it is appropriate to include the household in the special priority household category despite the request to be included not being made within the time limit set out in paragraph 1.

(3) In making a determination under paragraph 3 of subsection (2), a service manager shall consider whether,

- (a) any member of the household knew that he or she could request to be included in the special priority household category;
- (b) any member of the household knew of the need to submit a request within the time limit set out in paragraph 1 of subsection (2);
- (c) the abused member is at risk of further abuse from the abusing individual;
- (d) the abused member is at risk of resuming living with the abusing individual due to financial hardship which could be alleviated by the provision of rent-geared-to-income assistance;
- (e) the abused member is in need of rent-geared-to-income assistance to alleviate financial hardship arising from legal proceedings in relation to the previous abuse;
- (f) the abused member is attempting to use the provision of rent-geared-to-income assistance as part of an overall program of recovery and re-establishment of a safe and normal life;
- (g) the abused member is,
  - (i) living in an emergency shelter, or
  - (ii) living in temporary housing and receiving treatment or counselling; or
- (h) there are any other extenuating circumstances.

**Special priority household category — eligibility based on trafficking**

54.1 (1) A household is eligible to be included in the special priority household category if a member of the household is being or has been trafficked.

(2) If the trafficked member is no longer being trafficked, the household is not eligible to be included in the special priority household category unless one of the following requirements is satisfied:

1. a written request to be included in the special priority household category was made within three months after the trafficking stopped, regardless of whether or not the request met all the requirements of section 56 at the time it was made.
2. the service manager determines that it is appropriate to include the household in the special priority household category despite a written request to be included not being made within the time limit set out in paragraph 1.

(3) In making a determination under paragraph 2 of subsection (2), a service manager shall consider whether,

- (a) any member of the household knew that he or she could request to be included in the special priority household category;
- (b) any member of the household knew of the need to submit a request within the time limit set out in paragraph 1 of subsection (2);
- (c) the abused member is at risk of further abuse from the abusing individual;
- (d) the abused member is at risk of resuming living with the abusing individual due to financial hardship which could be alleviated by the provision of rent-geared-to-income assistance;
- (e) the abused member is in need of rent-geared-to-income assistance to alleviate financial hardship arising from legal proceedings in relation to the previous abuse;
- (f) the abused member is attempting to use the provision of rent-geared-to-income assistance as part of an overall program of recovery and re-establishment of a safe and normal life;
- (g) the abused member is,

- (i) living in an emergency shelter, or
- (ii) living in temporary housing and receiving treatment or counselling; or
- (h) there are any other extenuating circumstances.

**Special priority household category — limit on reconsideration**

55. (1) After a service manager determines that a household should be included in the special priority household category, the service manager shall not reconsider whether the household should be included in that category except as provided for under subsection (2).

(2) A service manager may determine that a household is no longer included in the special priority household category if,

- (a) the member who made the request to be included in the special priority household category, notifies the service manager (i) that he or she wants the abusing individual to be part of the member's household for the purposes of the member's application for rent-geared-to-income assistance, or
- (ii) that the abusing individual is deceased; or

(a.1) the request for inclusion in the special priority household category relates to the trafficking of a member of the household and the member who made the request notifies the service manager,

- (i) that he or she wants an individual who is or was engaged in the trafficking to be part of the member's household for the purposes of the member's application for rent-geared-to-income assistance, or
- (ii) where only one individual is or was engaged in the trafficking, that the individual is deceased; or

(b) the household accepts an offer of rent-geared-to-income assistance, whether or not that offer comes from a housing provider within the service area of the service manager.

**Special priority household category — request requirements**

56. The following apply to a request to be included in the special priority household category: 1.

1. The request must be in writing.
2. The request must be made by a member of the household who is 16 years old or older.
3. If the request relates to the abuse, other than trafficking, of a member of the household, the request must include a written consent from the abused member or a person authorized to consent on the abused member's behalf, consenting to the disclosure to the service manager of information and documents required by the service manager to verify the requirement under clause 54 (1) (a).

4. If the request relates to the trafficking of a member of the household, the request must include a written consent from the trafficked member or a person authorized to consent on the trafficked member's behalf, consenting to the disclosure to the service manager of information and documents required by the service manager to verify the requirement under subsection 54.1(1) and, if applicable, to verify the requirements under paragraph 1 of subsection 54.1(2).

**Special priority household category — restrictions on requiring information and documents**

57. The following are restrictions on the information and documents that a service manager can require to determine whether a household should be included in the special priority household category:

1. The service manager shall not require a person to provide information or documents if the service manager is satisfied that the person is unable to do so.
2. The service manager, (i) shall not require a member of the household to provide information or documents if the member believes that the member or any other member of the household will be at risk of being abused by the abusing/trafficking individual if the member attempts to obtain the information or documents.



(ii) shall not require information as to whether the member making the request for the household to be included in the special priority household category or the abused/trafficked member has commenced legal proceedings against the abusing individual and shall not require information or documents relating to such proceedings. O. Reg. 367/11, s. 57.

**Special priority household category — verifying there has been abuse**

58. (2) A record that complies with the requirements of this section shall be conclusive proof that the requirement in clause 54 (1) (a), that member has been abused by an individual described in subsection 1(2), is satisfied and that requirement may not be verified by any other method.

(2.1) The record must include the following information:

1. The name of the abused member.
2. A statement by the person preparing the record that he or she has reasonable grounds to believe that the member is being abused by an individual described in subsection 1(2).
3. A description of the circumstances that indicate that the member is being or has been abused.
4. Information about the person who prepared the record, including his or her name, occupation and any professional designations.

5. The date the record was prepared.

(a) a member of the household will be at risk of being abused by the abusing individual if any member of the household attempts to obtain the record in writing;

(b) the person preparing the record will be at risk of being abused by the abusing individual if the person produces the record in writing; or

(c) a written record should not be required because of extenuating circumstances.

(4) The record must be,

(a) prepared, in his or her professional capacity, by a person described in subsection (5); (a.1) prepared, in his or her professional capacity, by a person employed by an agency or organization that provides social support services in the community & must be signed by the person who prepared the record and by a person who has the authority to bind the agency or organization, or

(b) prepared by a person who is familiar with the abuse if the record is accompanied, if required by the service manager, by a declaration of the truth of the record administered by a commissioner for taking affidavits.

(5) The persons referred to in clause (4) (a) are the following:

1. A doctor.
2. A registered nurse or a registered practical nurse.
3. A lawyer.
4. A law enforcement officer.
5. A minister of religion authorized under provincial law to perform marriages.
6. A registered early childhood educator.
7. A teacher.
8. A guidance counsellor.
9. An individual in a managerial or administrative position with a housing provider.
10. An Indigenous Elder, Indigenous Traditional Person or Indigenous Knowledge Keeper.
11. A member of the College of Midwives of Ontario.
12. An aboriginal person who provides traditional midwifery services.
13. A registered social service worker.
14. A psychotherapist, registered psychotherapist or registered mental health therapist.

**Special priority household category — verifying there has been trafficking**

58.1(2) A record that complies with the requirements of this section shall be conclusive proof that the requirement in subsection 54.1 (1), that a member of the household is being or has been trafficked, is satisfied and that requirement may not be verified by any other method.

(3) The record must include the following information:

1. The name of the trafficked member.
2. A statement by the person preparing the record that he or she has reasonable grounds to believe that the member is being or has been trafficked.
3. A description of the circumstances that indicate that the member is being or has been trafficked.
4. Information about the person who prepared the record, including his or her name, occupation and any professional designations.
5. The date the record was prepared.

(4) The record must be in writing unless the service manager is satisfied that,

- a) a member of the household will be at risk from an individual engaged in trafficking if any member of the household attempts to obtain the record in writing;
- b) the person preparing the record will be at risk from an individual engaged in trafficking if the person produces the record in writing; or
- c) a written record should not be required because of extenuating circumstances. O. Reg. 437/17, s. 15.

(5) The record must be,

- a) prepared, in his or her professional capacity, by a person described in subsection (6);
- b) prepared, in his or her professional capacity, by a person employed by an agency or organization that provides social support services in the community and must be signed by the person who prepared the record and by a person who has the authority to bind the agency or organization; or
- c) prepared by a person who is familiar with the trafficking if the record is accompanied, if required by the service manager, by a declaration of the truth of the record administered by a commissioner for taking affidavits.

(6) The persons referred to in clause (5) (a) are the following:

1. A doctor.
2. A registered nurse or a registered practical nurse.
3. A lawyer.
4. A law enforcement officer.
5. A minister of religion authorized under provincial law to perform marriages.
6. A registered early childhood educator.
7. A teacher.
8. A guidance counsellor.
9. An individual in a managerial or administrative position with a housing provider.
10. An Indigenous Elder, Indigenous Traditional Person or Indigenous Knowledge Keeper.
11. A member of the College of Midwives of Ontario.
12. An aboriginal person who provides traditional midwifery services.
13. A registered social worker.
14. A registered social service worker.

15. A psychotherapist, registered psychotherapist or registered mental health therapist

8. RGI Eligibility LR Requirement: **Priority II household category**

1. Homelessness: Agency assisted person(s) without housing or person(s) without housing living in or that has lived in a temporary emergency shelter (i.e. Salvation Army, 1101 McDougall, Well-Come Centre, Agency sponsored placements) in the last 6 months and has not secured permanent affordable and / or adequate housing.
2. Person(s) whose permanent residence has been destroyed and are not entitled to funds to rectify the circumstance, including funds for permanent affordable and/or adequate housing and have no place to live.
3. Person(s) living in substandard housing which has been condemned by the municipality.
4. Households with child(ren) separated from each other by a child protection agency due to lack of housing and housing is the sole reason where the child(ren) will be returned to the household by a child protection agency when the household secures adequate housing. Households with child(ren) where a child protection agency confirms the child(ren) will be removed from the household if the household does not secure adequate housing and inadequate housing is the sole reason for such removal.
5. Person(s) or groups designated as having Priority II Status by the Service Manager in the establishment of local priority rules from time to time. (This would include Programs funded by the Service Manager, such as Transitional Housing, HARSP, Hostels to Homes etc.)

# SH *notification*

social housing

## Rent-Geared-to-Income Calculations During COVID-19.

☐ Legislation/Regulation

May 4, 2020

☒ Operational

Release: 20-05

The purpose of this notification is to provide information to Service Managers and housing providers regarding the treatment of new emergency benefits for rent-geared-to-income calculations during the COVID-19 outbreak, as well as the implementation of simplified regulations beginning July 1, 2020.

The following emergency payments should be considered as income and included for the purposes of rent-geared-to-income calculations: Canada Emergency Response Benefit, Canada Emergency Student Benefit (except where exempted for full-time students under the Housing Services Act, 2011), and the temporary doubling of the Guaranteed Annual Income System payments.

## Rent-Geared-to-Income Calculations During COVID-19

The Ministry understands the significant challenges arising from the ongoing COVID-19 outbreak and the need to ensure the health and safety of tenants and staff members.

In general, the rent-geared-to-income calculation process should continue. However, Service Managers are encouraged to develop internal processes to manage situations related to change of income as a result of emergency financial assistance and use their discretion to provide stability to vulnerable households.

Specifically, Service Managers may have flexibilities and/or powers within the existing framework which allow them to provide stability for vulnerable households impacted by the emergency situation while prioritizing administrative resources. For example:

- While Service Managers are required to conduct annual rent reviews, the rule does not require the review to occur on a specific date within the required 12-month period (Section 52, O. Reg. 298/01).
- While Service Managers are required to review rent in-year if notified of a change in income, the rule does not require the review to occur by a specific date (Section 53, O. Reg. 298/01). However, a decision to increase rent may be retroactive.
- The period of time that a household has to notify of income changes may be extended beyond the minimum 30-day period of time (Section 28, O. Reg. 367/11).
- Section 51 of the Housing Services Act, 2011 provides Service Managers with the authority to defer or forgive all or part of the rent payable by a household.

As the COVID-19 outbreak evolves, the ministry will continue to monitor the situation and engage with our Service Manager partners. The ministry intends to review the situation in July 2020 and will communicate any changes as they arise.

### **Simplified Rent-Geared-to-Income Regulations Beginning July 1, 2020**

As announced in September 2019, the province is implementing a suite of changes to the rent-geared-to-income calculation to make calculating rent simpler for Service Managers and housing providers and easier for tenants to predict and understand.

To that end, Ontario Regulation 298/01 is revoked and replaced with Ontario Regulation 316/19 as of July 1, 2020. Regulatory amendments to Ontario Regulation 367/11 to support rent-geared-to-income simplification will also be in force as of July 1, 2020.

At this time, the implementation of the simplified rent-geared-to-income regulations is ongoing as planned. As communicated in September 2019, Service Managers may choose to delay implementation of the new rules for a period of one year until July 1, 2021, at their discretion.

Service Managers who delay implementation until July 1, 2021 must continue to determine rent-geared-to-income assistance under the revoked Ontario Regulation 298/01 for the period between July 1, 2020 and June 30, 2021. Please note that new minimum rent provisions will be in-effect for all tenants on July 1, 2020, irrespective of the Service Manager's chosen implementation date.

### **Further Information**

The new Ontario Regulation 316/19 is available through the following hyperlink:  
<https://www.ontario.ca/laws/regulation/r19316>

The amendments to Ontario Regulation 367/11 are available through the following hyperlink:  
<https://www.ontario.ca/laws/regulation/r19317>

Should you have further questions, please contact your Team Lead, Regional Housing Services.

**Ministry of  
Municipal Affairs  
and Housing**

Office of the Minister

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Toronto ON M7A 2J3  
Tel.: 416 585-7000

**Ministère des  
Affaires municipales  
et du Logement**

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Tél.: 416 585-7000



234-2020-4374

October 8, 2020

Dear Heads of Council and Chairs of District Social Services Administration Boards:

On August 28, 2020, our government announced its intention to stabilize rent by introducing legislation this fall to ensure that the vast majority of families do not see a rent increase in 2021.

On October 1, 2020, the *Helping Tenants and Small Businesses Act, 2020* received Royal Assent. The Act amends the *Residential Tenancies Act, 2006* (RTA), to deliver on the commitment to freeze residential rent increases in 2021 to give the vast majority of Ontario tenants some relief and financial security as we continue to recover from the pandemic.

The amendments set the 2021 rent increase guideline to zero per cent and freeze annual rent increases starting January 1, 2021 and lasting until December 31, 2021. The rent freeze applies to the majority of rental units that are covered by the RTA, including:

- Newly built units occupied for the first time on or after November 15, 2018, which are typically exempt from the rent increase guideline;
- Purpose-built rental apartments, condos, houses and basement apartments;
- Rented sites in mobile home parks and land lease communities;
- Care homes, including retirement homes;
- Affordable housing units created through various federally and/or provincially funded programs; and
- Households living in community housing that receive rent-geared-to-income (RGI) assistance or pay low end of market rent, with the exception of non-profit housing co-op members who pay market rates.

The Ministry of Municipal Affairs and Housing is committed to engaging the community housing sector through consultations under the Community Housing Renewal Strategy to monitor and understand the impacts of the rent freeze, as we work together to mitigate the financial impacts of COVID-19 on Ontarians, increase housing affordability, and deliver on our goal to sustain and grow the community housing system.

.../2



The Act is available [online here](#) and additional details can be found [online here](#).

On behalf of our government, I would like to extend our thanks for your support in working with the ministry to support tenants during this challenging time. We welcome your continued input and look forward to continuing to work with our municipal partners in the coming months.

Sincerely,

A handwritten signature in black ink that reads "Steve Clark". The signature is written in a cursive, flowing style with a large initial "S".

Steve Clark  
Minister

Q&As for MMAH's Municipal Services Offices and Service Managers on  
RESIDENTIAL RENT FREEZE FOR 2021

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### **Disclaimer:**

This document is intended for general information only and is not intended as a substitute for legal advice. The accuracy and completeness of this document is not guaranteed. If you have questions about the application or interpretation of Bill 204, the *Helping Tenants and Small Businesses Act, 2020*, the *Residential Tenancies Act, 2006*, or the *Housing Services Act, 2011*, you are encouraged to seek legal advice.

## Q&As for MMAH's Municipal Services Offices and Service Managers on RESIDENTIAL RENT FREEZE FOR 2021

### Context

- On August 28, 2020, the Minister of Municipal Affairs and Housing announced the government's intention to bring forward legislation this fall to freeze rents at 2020 levels so that the vast majority of tenants will not face an increase in 2021.
- On September 17, 2020, the government introduced Bill 204, the *Helping Tenants and Small Businesses Act, 2020*, to freeze rent in 2021 for nearly all rent-controlled and non-rent-controlled residential units.
- On October 1, 2020, the Act received Royal Assent.
- The 2021 rent increase guideline, as determined through legislation, was previously set at 1.5 per cent for increases in rent-controlled units between January 1 and December 31, 2021. This was published in the Ontario Gazette on August 29, 2020.
- Bill 204 revises the 2021 rent increase guideline to make it zero percent, despite the formula set out in the Residential Tenancies Act, 2006, and the figure already published in *The Ontario Gazette*. Rent increases, with some limited exceptions, will be prohibited during a set rent freeze 'period' starting January 1, 2021 and ending on December 31, 2021.

For more information, please see:

- [Helping Tenants and Small Businesses Act, 2020](#)
- News Release: [Ontario Introduces Legislation to Freeze Residential Rent in 2021](#)
- Background: [Ontario Supporting Renters and Small Businesses in COVID-19 Recovery](#)
- [MMAH webpage on the rent increase guideline](#)

## Q&As for MMAH's Municipal Services Offices and Service Managers on RESIDENTIAL RENT FREEZE FOR 2021

### General Questions about the Rent Freeze:

#### 1. What changes have been made? How do they apply?

The government passed Bill 204, which amends the *Residential Tenancies Act, 2006* (RTA) to freeze rent in 2021 for rent-controlled and non-rent-controlled units, and give the vast majority of Ontario tenants some relief during these unprecedented times.

This includes apartments, townhomes, detached homes, semis, care homes, and rented sites in mobile home parks and land lease communities.

This also includes units in community housing where tenants pay market rent and geared-to-income rent, as well as affordable rental housing units created through various federally and/or provincially funded housing programs.<sup>1</sup>

#### 2. Who or what is not covered by this freeze? Why not?

The freeze will not apply to a very limited number of residential settings that aren't traditional rental units, such as long-term care homes, due to the unique needs of their operations and residents. The government will continue to monitor and review housing costs in other settings to determine if further measures are appropriate. In those settings, it will be important to balance the benefits of the rent freeze against the impacts to and abilities of certain housing providers to maintain high level and specialized services for people living in these settings to ensure their health and safety.

#### 3. Why are non-profit housing co-operative (co-op) members paying market rates exempt from the rent freeze?

All co-ops in Ontario are governed by the *Co-operative Corporations*. Community housing tenants living in non-profit housing co-ops who pay market rates are not subject to the rent increase guideline under the *Residential Tenancies Act, 2006* (RTA).

These households are exempt from the rent freeze as housing charges (rent) for non-profit housing co-ops are set by a resolution of the members (residents). This feature of self-governance enables the members and their boards to collectively determine whether a housing charge increase is in the best interest of their communities. They work together to keep their housing well-managed and affordable, resulting in market rates that are often lower than the average market rent in the private rental market.

The government encourages non-profit housing co-op boards and members to continue to work collaboratively to ensure that market rate units remain affordable for their members as the province recovers from the COVID-19 outbreak.

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<sup>1</sup> \* Programs include the Affordable Housing Program (AHP) and successor programs including the Investment in Affordable Housing Program (IAH/IAH-E), Social Infrastructure Fund (SIF), Ontario Priorities Housing Initiative (OPHI), Home for Good (HFG), and Indigenous Supportive Housing Program (ISHP).

## **Q&As for MMAH's Municipal Services Offices and Service Managers on RESIDENTIAL RENT FREEZE FOR 2021**

### **4. Can care homes, such as retirement homes, and long-term care homes still raise rent?**

The rent freeze applies to most residential tenancies covered by the RTA, including care homes (such as retirement homes).

Operators of these homes would still be able to increase fees that apply to services related to care as per the existing rules under the RTA. Some examples include meals, nursing care, bathing assistance, incontinence care, assistance with personal hygiene, and personal emergency response services.

Long-term care homes are not covered by the RTA and are therefore exempt from the rent increase freeze.

### **5. How does the rent freeze impact supportive housing?**

The 2021 rent freeze applies to most residential tenancies covered by the RTA, including supportive housing covered by the RTA. Some supportive housing facilities may be "care homes" as defined in the RTA – the rent freeze would not apply to charges for care services in care homes which are not considered rent and are not regulated by the RTA. This provides care home operators with the flexibility to adjust their care fees as needed in order to provide a high standard of care for their residents and ensure their health and safety.

There are certain types of accommodation that provide "care services" but are not covered by the RTA or the rent freeze, such as accommodation occupied for up to one year for rehabilitative or therapeutic purposes or certain types of homes for persons with a developmental disability.

Supportive housing providers should consult with their legal counsel to determine whether the rent freeze would be applicable to their accommodation.

### **6. When does the rent freeze end?**

Bill 204 freezes increases that would have happened in the 2021 calendar year.

The rent freeze would end on December 31, 2021, however landlords could give proper 90 days' notice of rent increase prior to the end of the freeze for an increase to take effect starting in 2022.

### **7. What else has the government done to help tenants?**

The government has announced a range of measures that will help Ontarians get through these unprecedented times.

The 2021 rent freeze builds on the government's response to date to the pandemic, including the temporary pause on residential evictions earlier this year, encouraging repayment agreements between tenants and landlords, and providing \$510 million in

## **Q&As for MMAH's Municipal Services Offices and Service Managers on RESIDENTIAL RENT FREEZE FOR 2021**

Social Services Relief Fund money to local Service Managers and Indigenous Program Administrators.

This funding is being used to help people stay in their homes by providing funding for rent banks and utility banks, as well as providing emergency loans for those in need.

The province has also passed Bill 184, the *Protecting Tenants and Strengthening Community Housing Act, 2020* this past summer, which introduced new and increased tenant protections and other changes to make renting fairer and easier.

### **8. What about support for landlords?**

The provincial government appreciates the landlords who have supported tenants and asks all landlords to be as flexible as possible when it comes to collecting rent at a time when many people are struggling, and it is critical that they are able to stay in their homes.

The provincial government continues to work with other levels of government and our partners in the rental market sector to explore additional supports during this unprecedented time and will continue to ask the federal government to step up its support for Ontarians.

Where landlords have incurred costs for capital expenditures such as repairs to their properties or improvements to security for tenants, they will still be able to request approval for an above guideline rent increase to recoup these costs, however these increases would be subject to approval by the Landlord and Tenant Board.

### **9. What is the rent increase guideline?**

A landlord can only increase rent in accordance with the RTA. The guideline is the maximum a landlord can increase most tenants' rent during a year without the approval of the Landlord and Tenant Board.

In most cases, a landlord can increase rent by the annual rent increase guideline, and only if proper notice has been given at least 90 days' in advance and 12 months has passed since the last increase (or since the tenancy started).

The rent increase guideline for 2020 was 2.2 per cent. Bill 204 revises the guideline for 2021, which was previously set at 1.5 per cent, to make the 2021 guideline 0 per cent.

### **10. What is an Above Guideline Increase (AGI)?**

Special increases or AGIs may be approved by the Landlord and Tenant Board in certain circumstances. These include when a landlord has incurred:

- An extraordinary increase in municipal taxes and charges;
- Eligible capital expenditures; or



**Q&As for MMAH's Municipal Services Offices and Service Managers on  
RESIDENTIAL RENT FREEZE FOR 2021**

- Operating costs related to security services provided to a residential complex.

Above guideline rent increases allow landlords to invest in repairs and upgrades to their aging rental buildings and ensure that tenants can continue to have access to well-maintained rental housing.

Except in cases where approval has already been granted by the Landlord and Tenant Board, AGIs for extraordinary increases in municipal taxes and charges will not be granted in 2021, due to the rent freeze.

**11. Will landlords still be able to apply for Above Guideline Increases (AGIs) to rent?**

Yes, with some exceptions.

AGIs approved by the Landlord and Tenant Board for eligible costs related to capital repairs/upgrades and security services before or during the rent freeze could be applied to rents in 2021.

This will ensure that the health and safety of tenants is not put at risk and landlords are not discouraged from making necessary capital repairs to their properties or operating security services.

AGIs related to extraordinary increases in municipal taxes and charges could not take effect during the freeze period unless they had already been approved by the Landlord and Tenant Board before the legislation passed.

**Q&As for MMAH's Municipal Services Offices and Service Managers on  
RESIDENTIAL RENT FREEZE FOR 2021**

## **Community Housing Questions:**

### **12. What households living in community housing would be subject to the rent freeze?**

The rent freeze applies to households paying geared-to-income rent and low-end of market rent in community housing, as well as households living in affordable rental housing units created through various federally and/or provincially funded housing programs.

Non-profit housing co-operative members who pay market rates are exempt from the rent freeze.

### **13. Why are households receiving rent-geared-to-income (RGI) assistance included in the rent freeze?**

The freeze on rent increases applies to households paying geared-to-income rent, as well as other tenants in community housing and units in care and retirement homes, in order to ensure that Ontario's most vulnerable residents have the protections and stability they need during this time, including low-income Ontarians and seniors.

### **14. What does the rent freeze mean for households that receive RGI assistance? Could geared-to-income rent increase in 2021, following an increase in household income?**

No, under Bill 204, the rent freeze (or "cap") means that geared-to-income rent would not increase in 2021 as household income increases. However, if these households experience a decrease in income, their rent may still decrease as required under provincial regulations.

MMAH intends to pursue amendments to the regulations under the *Housing Services Act, 2011* (HSA) to provide one clear set of rules for RGI households for 2021 that would be structured in a manner consistent with the RTA rent freeze. Further details will be communicated to the sector pending approval of any regulatory amendments.

### **15. What does the rent freeze mean for RGI households who pay rent scales?**

For RGI households who pay rent scales, rent would not increase in 2021 and would be capped at the rent scale amount payable as of December 31, 2020. As a result, households who earn additional income and would otherwise transition off rent scales and onto the RGI calculation would remain temporarily at the rent scale rate.

**Q&As for MMAH's Municipal Services Offices and Service Managers on  
RESIDENTIAL RENT FREEZE FOR 2021**

**16. Would there be exemptions to the rent cap for RGI households? For instance, could geared-to-income rent increase if an additional income earner joins the household? Could rent increase if a household is no longer eligible for an RGI subsidy?**

There would be no exemptions to the rent cap for RGI households. Rent for RGI households would be capped at the amount payable as at December 31, 2020, until the freeze period has ended

**17. Would Service Managers still need to do annual or in-year reviews in 2021?**

Yes, Service Managers and housing providers continue to be obligated to comply with the RGI rules as set out in Ontario Regulation 316/19 under the HSA. This includes rules for annual reviews and in-year recalculations of rent, which would continue to be completed in 2021.

During the rent freeze period, any calculated rent increase resulting from an annual or in-year review would not take effect in 2021. However, if a household experiences a decrease in income, their rent may decrease as required under provincial regulations.

**18. What happens at the end of the rent freeze period?**

Bill 204 would freeze rent increases that would have occurred in the 2021 calendar year.

After the rent freeze period has ended, starting January 1, 2022, geared-to-income rent could increase to reflect household income calculated in the most recent annual or in-year review, subject to the HSA regulations on effective dates of rent increases.

For example, an RGI household paying \$300 per month in rent reports an income increase through their scheduled annual review in 2021. While their rent would be recalculated, the household would continue to pay \$300 month for the remainder of the 2021 calendar year. The rent increase would come into effect January 1, 2022.

**19. If an RGI household fails to submit the required paperwork for an annual review, could the household be moved to market rent until the required forms are submitted?**

Rent for RGI households could not increase in 2021, as households paying geared-to-income rents are captured in the rent freeze.

If a household fails to submit the required paperwork for an annual review and is found to be ineligible for RGI assistance, that household may be deemed ineligible for assistance, but rent could not increase from the December 2020 amount. After the rent freeze period has ended, rent could increase to the market rate.

**Q&As for MMAH's Municipal Services Offices and Service Managers on  
RESIDENTIAL RENT FREEZE FOR 2021**

**20. Does the rent freeze apply to the market rent/maximum rent for RGI units?**

Yes, both geared-to-income rents and market rents are included in the rent freeze. Under Bill 204, an increase in the notional "market rents" for RGI units (the rent payable if an RGI household were found ineligible for assistance and transitioned to market rent) would be irrelevant, as the rent charged to a tenant cannot increase in 2021.

**21. How do the amendments to the *Residential Tenancies Act, 2006* (RTA) freeze rent for RGI households? Do changes need to be made to the *Housing Services Act, 2011* (HSA)?**

Bill 204 (which can be found [here](#)) gives the new rent freeze provisions made under the RTA precedence over regulations made under section 50 of the HSA.

However, MMAH would still need to pursue amendments to the regulations under the HSA to allow for the rent freeze to apply to tenants paying geared-to-income rents in non-profit housing co-operatives (as housing co-operatives are not covered by the RTA).

As part of this work, MMAH also intends to pursue amendments to the regulations under the HSA to provide one clear set of rules for RGI households for 2021 that would be structured in a manner consistent with the RTA rent freeze.

**22. Can Affordable Housing units created under federal and/or provincial programs be excluded from the rent freeze?**

The rent freeze applies to households living in affordable rental housing units created through various federally and/or provincially funded housing programs. This will help protect the province's vast majority of tenants, including the province's more vulnerable tenants, and would be consistent with the treatment of market rent tenants living in the private rental market and community housing.

**23. What is the 2021 Market Rent Index? Will the ministry release an updated Market Rent Index for 2021 and notify the sector?**

Yes, MMAH will provide an update on any changes to the market rent index.

**24. What about the impact to Service Managers and community housing providers of freezing rents increases for 2021?**

The provincial government recognizes that the rent freeze will have a financial impact on the community housing sector. MMAH plans to engage with Service Managers and community housing providers to understand the scope and scale of the financial impacts.

**Q&As for MMAH's Municipal Services Offices and Service Managers on  
RESIDENTIAL RENT FREEZE FOR 2021**

**25. How is the province helping Service Managers impacted by COVID-19?**

The Social Services Relief Fund (SSRF) is now providing \$510 million in 2020-21, including additional funding under the Safe Restart Agreement (\$212 million), to municipal Service Managers and Indigenous Program Administrators to improve housing and homeless shelter solutions, and support vulnerable people.

Service Managers are the local housing and homelessness system managers and will be able to use the funding to provide housing and social supports to organizations serving vulnerable populations, including funding to homeless shelters and food banks, and providing emergency rental assistance to those in rental arrears. The capital component will also allow for longer-term housing solutions (e.g., acquisition of units/facilities and renovation of existing shelters, community and supportive housing) to meet public health requirements and prepare the homelessness sector for subsequent waves.

This funding will help a diverse range of vulnerable people, create longer-term housing solutions for those in need, and provide the support the sector needs to safely and successfully transition to recovery.



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**DIRECTIVE 4 - 2020**

October 28, 2020

**1. SUBJECT**

This directive is issued for the purpose of providing guidance to community housing providers, rent supplement/subsidy administrators, rental housing capital and Ontario Renovates multi residential proponents on the recent amendments to the Residential Tenancies Act freezing residential rent increases effective January 1, 2021.

**2. EFFECTIVE DATE**

This directive comes into effect for the period January 1, 2021 to December 31, 2021. This directive will automatically be revoked effective January 1, 2022.

**3. APPLICATION**

This Directive applies to the following social housing programs in Windsor Essex:

1. Public Housing Program
2. Provincial Reform Non-Profit and Co-operative Housing Program
3. Commercial, IAH, IAH-E, OPHI, SCRSP, CSHP, OCHAP, WEHB Rent Supplement/Subsidy Programs
4. Rental Housing Capital Component (COAHP, IAH, IAH-SIF and all respective related extension programs, if applicable) and Ontario Renovates Multi-Residential (IAH and IAH-E proponents)

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**4. BACKGROUND**

On October 1, 2020, the *Helping Tenants and Small Businesses Act, 2020* received Royal Assent. The Act amends the *Residential Tenancies Act, 2006* (RTA), to deliver on the commitment to freeze residential rent increases in 2021 to give the vast majority of Ontario tenants some relief and financial security as we continue to recover from the pandemic.

The amendments set the 2021 rent increase guideline to zero per cent and freeze annual rent increases starting January 1, 2021 through December 31, 2021.



The rent freeze applies to both market and RGI households living in the majority of rental units covered by the RTA, including:

- Newly built units occupied for the first time on or after November 15, 2018, which are typically exempt from the rent increase guideline;
- Purpose-built rental apartments, condos, houses and basement apartments;
- Rented sites in mobile home parks and land lease communities;
- Care homes, including retirement homes;
- Affordable housing units created through various federally and/or provincially funded programs; and
- Households living in community housing that receive rent-geared-to-income (RGI) assistance or pay low end of market rent, with the exception of non-profit housing co-op members who pay market rates.

#### **What this means for our Social Housing Providers/Rent Supplement Administrators**

No rent increases can come into effect for 2021, even in situations where a household's income increases, household composition increases and/or a household becomes ineligible for RGI assistance e.g., overhoused, income above household income limits.

Social housing providers are required to continue decreasing RGI rents for households that experience a decrease in their household income.

Social Housing Providers and Rent Supplement Administrators are still required to conduct annual reviews and in-year rent re-calculations in 2021. However, any calculated rent increase resulting from an annual or in-year review would not take effect in 2021.

After the rent freeze period has ended, starting January 1, 2022, geared-to-income rent could increase to reflect household income calculated in the most recent annual or in-year review, subject to the Housing Services Act, 2011 (HSA) regulations on effective dates of rent increases. Social housing providers and landlords can issue proper 90 day notices for a rent increase prior to the end of the rent freeze for an increase to take effect starting in 2022 (January 1, 2022 or later).

For example, an RGI household paying \$300 per month in rent reports an income increase through their scheduled annual review in 2021. While their rent would be re-calculated, the household would continue to pay \$300 month for the remainder of the 2021 calendar year. The rent increase would come into effect January 1, 2022.

#### **What this means for our Rental Housing Capital and Ontario Renovates Multi-Residential Proponents**

The residential rent increase guideline for 2021 has been amended from 1.5% to 0%, therefore residential landlords inclusive of our Rental Housing Capital Proponents are not permitted to increase residential rents from January 1, 2021 to December 31, 2021.

## Attachments

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APPENDIX A - Q & As for MMAH's Municipal Services Offices and Service Managers on Residential Rent Freeze for 2021

## Legislative Authority

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Residential Tenancies Act, s. 136.1

### 5. CONTACT

Please feel free to contact your Housing Coordinator with any questions you have.

|               |                           |   |
|---------------|---------------------------|---|
| Tina Moore    | Ph. 519-255-5200 Ext 5153 | Email: <a href="mailto:tmoore@citywindsor.ca">tmoore@citywindsor.ca</a> |
| Jolayne Susko | Ph. 519-255-5200 Ext 6278 | Email: <a href="mailto:jsusko@citywindsor.ca">jsusko@citywindsor.ca</a> |
| Sonia Bajaj   | Ph. 519-255-5200 Ext 6277 | Email: <a href="mailto:sbajaj@citywindsor.ca">sbajaj@citywindsor.ca</a> |
| Kelly Goz     | Ph. 519-255-5200 Ext 5362 | Email: <a href="mailto:kgoz@citywindsor.ca">kgoz@citywindsor.ca</a>     |



**Committee Matters: SCM 376/2020**

**Subject: Windsor Essex 2019 Annual Report to the Community on the 10 Year Housing and Homelessness Master Plan City Wide**

Moved by: Councillor Bortolin  
Seconded by: Councillor McKenzie

Decision Number: **CSPS 133**

THAT the Windsor Essex 2019 Annual Report to the Community on the 10 Year Housing and Homelessness Master Plan **BE RECEIVED** for information purposes.  
Carried.

Report Number: S 166/2020  
Clerk's File: GH/11710

**Clerk's Note:** The recommendation of the Standing Committee and Administration are the same.

**Subject: Windsor Essex 2019 Annual Report to the Community on the 10 Year Housing and Homelessness Master Plan City Wide**

**Reference:**

Date to Council: 12/2/2020  
Author: Kelly Goz  
Manager (A), Homelessness & Housing Support  
519-255-5200 x 5362  
kgoz@citywindsor.ca  
Housing and Children's Services  
Report Date: 11/16/2020  
Clerk's File #: GH/11710

**To:** Mayor and Members of City Council

**Recommendation:**

**THAT** the Windsor Essex 2019 Annual Report to the Community on the 10 Year Housing and Homelessness Master Plan **BE RECEIVED** for information purposes.

**Executive Summary:**

N/A

**Background:**

The *Housing Services Act, 2011* requires that every Service Manager have a plan to address housing and homelessness and further, requires Service Managers at a minimum to review and amend their plans at least once every five (5) years.

In May 2014, City Council approved the Windsor Essex 10 Year Housing and Homelessness Plan (HHP) and approved the implementation of the strategies identified in the HHP (Council Report #17176, Council Resolution #128/2014).

On June 4, 2018, Council approved Housing Services to solicit for a consultant to complete the Legislated Five-Year Review of the Windsor Essex 10 Year Housing and Homelessness Plan (Decision Number: CR300/2018 SDHC570).

In December 2018, Housing Services retained the services of Vink Consulting to complete the five-year review of the Windsor Essex Housing and Homelessness Master Plan (HHMP or Plan).

In November 2019 Council approved the renewed Plan titled “Home Together: Windsor Essex Housing and Homelessness Master Plan 2019 – 2028” (CR 612/2019 Report # S 197/2019).

Furthermore, Ontario Regulation 367/11 s.8 states that every year on or before June 30<sup>th</sup> the Service Manager must provide the details of:

- I. The measures undertaken by the service manager to meet the objectives and targets in its housing and homelessness plan, and
- II. The progress achieved towards meeting those objectives and targets, as measured in accordance with the plan.

In light of COVID-19 pandemic Housing Services was granted an extension to submit the Annual Report by September 30, 2020.

### **Discussion:**

Throughout 2019, meaningful and comprehensive community engagement was completed to ensure varied audiences had an opportunity to share their insights, ideas and experiences on the strengths, challenges, and gaps in housing and homelessness services across Windsor Essex, and to help determine priorities for the next Plan.

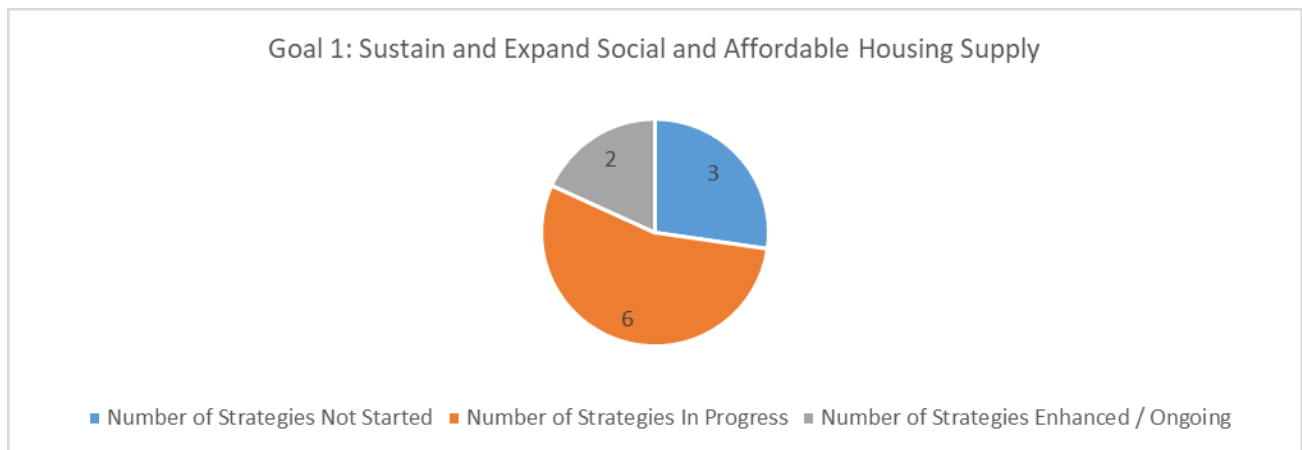
The updated 10 Year Housing and Homelessness Master Plan represents a shift in focus and establishes the framework of a housing and homelessness system that works more collaboratively across sectors, to ensure that efforts are aligned around key goals that focus on long term housing outcomes. The updated Plan also aims to improve system integration, recognizing that the housing and homelessness sector cannot end homelessness and address all housing needs on its own.

The attached 2019 Annual Report to the Community on the 10 Year Housing and Homelessness Master Plan represents a shift between achievements and enhancements completed under the original Plan, while shifting to encompass the goals, strategies and targets detailed in the renewed Plan.

On behalf of the community, Housing Services is pleased to provide you with the sixth Annual Report to the Community on the Windsor Essex 10 Year Housing and Homelessness Master Plan.

The seven goals, corresponding strategies, and key targets presented in this section highlight the major achievements and initiatives during 2019.

## Goal 1: Sustain and Expand Social and Affordable Housing Supply



Strategy iii: Reduce barriers to the development of affordable housing through collaborative efforts between municipal departments

- Habitat for Humanity was successful in receiving ongoing approval for the waiver of development charges and permit fees by City Council (CR24-2020)

Strategy iv: Advocate for and leverage diverse funding sources and collaborative opportunities including with the private sector, to create, maintain and preserve affordable rental housing

- Through the 2019 Ontario Renovates Multi-Residential Rental Unit Program, 18 affordable rental units were approved to receive funding in the form of a 15-year forgivable loan registered on title.
- The Ontario Priorities Housing Initiative through Ontario's Community Housing Renewal Strategy funded a new, fully accessible, four unit affordable residential home to fully support youth with intellectual disabilities in a ranch-style home in Kingsville, Ontario.

Strategy vi: Conduct a review of the current social housing stock to determine the current and future state of repair and leverage government funding to support capital repair, replacement and upgrading of major building components for social housing

Target – on average 30% of social housing stock will be repaired annually – 2,411 social housing units repaired

- Housing Services was successful in mobilizing provincial dollars towards the 2019 Ontario Renovates Social Housing Repair Program funded under Ontario's Community Housing Renewal Strategy. The intent of the program is to assist Windsor and Essex County social housing provider(s) to rehabilitate units that require essential repairs to preserve and extend the functional lifespan of the social housing supply, and/or modify units to increase accessibility. The 2019-20 funding amount of \$2.3 M was allocated to 21 Windsor and Essex County social



housing providers to address urgent and necessary repairs, representing 1,100 social housing units that will be repaired by December 31, 2020.

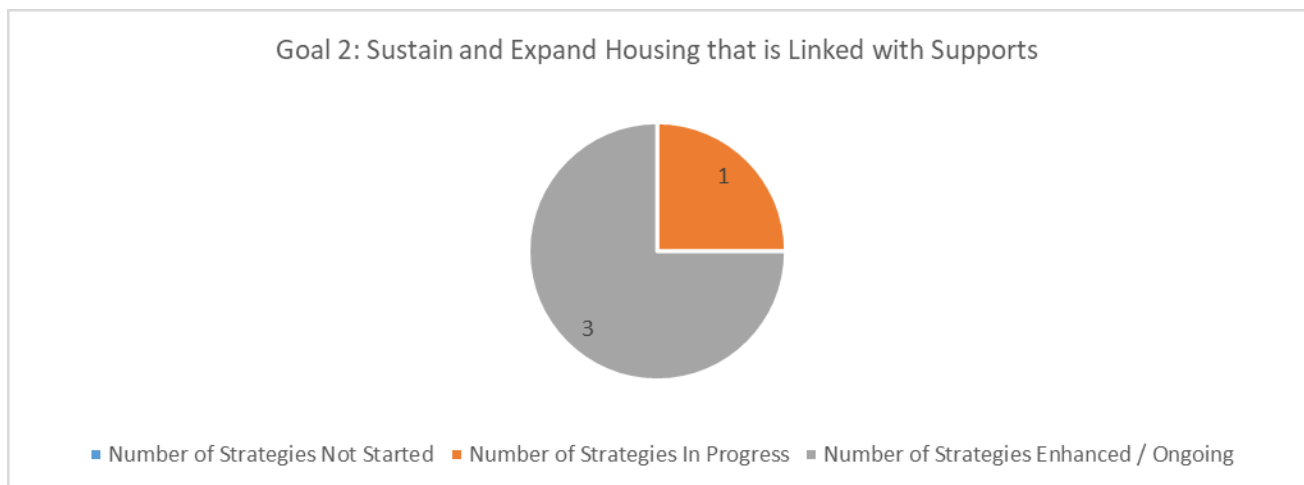
- In addition, through effective capital budget planning, the Federal and Provincial Social Housing Providers completed essential repairs to 1,311 social housing units.

Strategy vii: Utilize available rent subsidies to maintain current levels of social and affordable housing and to minimize the impact of the expiring housing programs

Target – by 2028, number of households assisted in RGI, affordable rental housing units and / or rent assisted units will increase by 30% – 670 households

- The Windsor Essex 10 Year Housing and Homelessness Master Plan sets a goal to increase the number of households in social and affordable housing by 30% over the course of 10 years. This could include people who are accessing existing units such as rent-geared-to-income and rent subsidy programs, as well as new stock. The Master Plan estimates that there are approximately 10,900 households in Windsor and Essex County who are in need of affordable housing (based on the 2016 census). In terms of new units, it is estimated that an additional 2,000 units will be needed over the next 10 years.
- In 2019, 670 households were assisted in attaining affordable housing, of which 444 households were supported in rent-geared-to-income units (an increase of 5% from 2018), and 193 households were supported through a rent subsidy. In addition, 44 households were assisted in newly created affordable housing stock by Windsor Family Homes & Community Partnerships (15 units), Habitat for Humanity (11 units), Family Services Windsor Essex (6 units), Windsor Essex Community Housing Corporation (5 units), Community Living Essex County (4 units) and a private landlord (3 units).

## Goal 2: Sustain and Expand Housing that is Linked with Supports



### Strategy i: Expand Housing First Programs

- In September 2019, two Housing First for Youth workers were added to the Windsor Essex Housing Connections program funded under the Ontario Housing Priorities Initiative.

Strategy ii: Expand services and supports for people who experience chronic, episodic or high acuity homelessness and who have been identified as having complex needs

- As approved in the 2019 Budget, City Council invested in one permanent and one temporary Homelessness Street Outreach Worker. This service is delivered in partnership with Family Services Windsor-Essex.
- In late 2019, Housing Services released a Request for Proposal to seek eligible sub-project(s) under the Government of Canada's Reaching Home: Canada's Homelessness Strategy funding to align with federal requirements in ending homelessness.

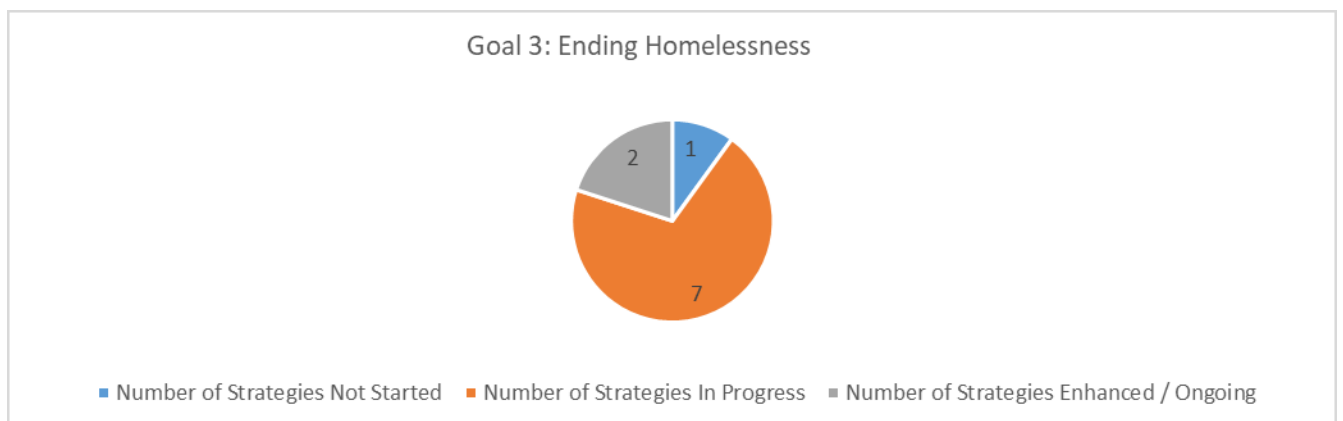
Strategy iv: Advocate for and leverage diverse funding sources, and collaborative opportunities for supportive housing options based on best practices

- Through a Request for Proposal, Family Services Windsor-Essex in collaboration with Canadian Mental Health Association – Windsor Essex Branch were awarded capital funding to build six modular units to house up to 12 youth in a dedicated youth supportive housing project.

Targets:

- By 2024, 70 more people will be housed through Housing First programs and supported to retain their housing at 6 months
  - 23 more households were housed and supported through Windsor Essex Housing Connections, the region's Housing First program.

### Goal 3: Ending Homelessness



Strategy i: Conduct an emergency shelter review and implement recommendations to improve emergency services for people experiencing homelessness

- In fall 2019, Vink Consulting was retained to conduct a review of the emergency shelter system in Windsor Essex.

Strategy ii: Expand and formalize collaboration and coordination of homelessness Street outreach, including other sectors and municipal departments

- In January 2019, the Coordinated and Informed Response to Encampments was created. The committee was led by Housing Services and was comprised of various municipal departments including, but not limited to, 311/211, Building and By-Law, Environmental Services, Parks, Operations and Human Resources. In addition, Windsor Police and Family Services Windsor-Essex participated on the committee.
- As a result, a protocol was created based on best practices; 311 created and implemented a service request to monitor and track the response on calls for service.

Strategy vi: Establish prevention approaches and housing solutions that respond to family needs based on evidence and sector best practices

- Through funding enhancements received from the Government of Canada's Reaching Home: Canada's Homelessness Strategy, funding was provided to Housing Information Services through Windsor Essex Housing Connections for a Housing Loss Prevention & Intervention Worker to assist moving families from shelter into housing, and work upstream to support women and families diverted from entering shelter.

Strategy vii: Research, assess and, where appropriate, implement a diversion approach

- Pre-Intake Assessments were implemented at the Welcome Centre Shelter for Women & Families and at the Salvation Army to assess and divert women, men and families from accessing emergency shelter, where appropriate.

Targets:

- By 2028, 2,800 people experiencing homelessness will be housed through Coordinated Access systems following a Housing First philosophy - **388** people were housed in 2019.
- By 2024, 50% of people experiencing chronic homelessness will be housed with appropriate supports – **48** households experiencing chronic homelessness were housed with supports. An additional **145** households experiencing chronic homelessness were housed and self-resolved their experience of homelessness.
- By 2024, the number of people experiencing chronic homelessness will be reduced by 50% - in 2019, the number of households experiencing chronic homelessness increased to **342** (45% increase from 2018).
- By 2022, additional formalized partnerships will be established with organizations serving Windsor Essex residents at risk of homelessness to work in an integrated manner to ensure those at risk of homelessness receive appropriate supports – an additional **8** Memorandums of Understanding were signed with agencies to participate on the By-Names Prioritized List.

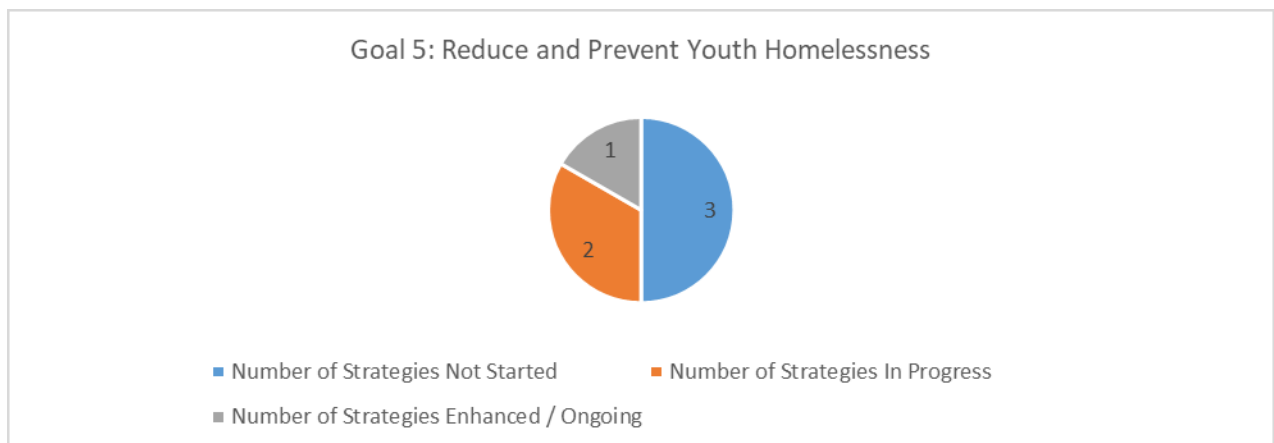
## Goal 4: Address Indigenous Housing and Homelessness Needs



### Target:

- By 2028, 80% of Indigenous people experiencing homelessness will have access to housing and supports by Indigenous led organizations – 16 Indigenous households experiencing homelessness were housed and supported by Indigenous led organizations
- The current number of Urban Native Social Housing Units (81) will be sustained and maintained – 50 units at Can Am Urban Native Homes were sustained and maintained through repair in 2019.

## Goal 5: Reduce and Prevent Youth Homelessness



Strategy iv: Establish housing solutions that respond to youth needs based on evidence and sector best practices

- 15 affordable rental housing units were awarded under the Community Housing Renewal Strategy – Ontario Priorities Housing Initiative dedicated to increase youth supportive housing.

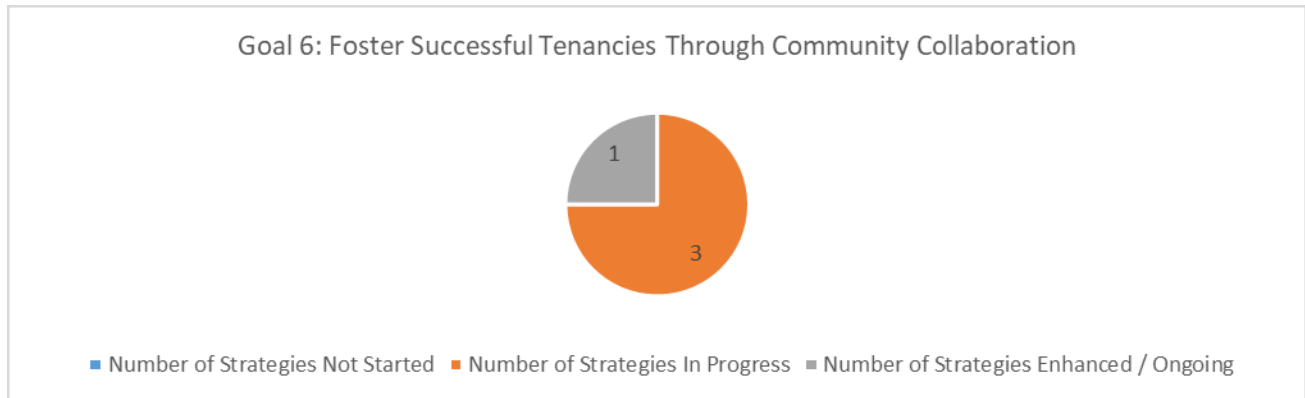
Strategy v: Advocate for and leverage diverse funding sources and collaborative opportunities to support the needs of youth

- As stated above in Goal 2, two Housing First for Youth staff were added to the Windsor Essex Housing Connections program through the Ontario Priorities Housing Initiative.

**Targets:**

- By 2028, 100 additional youth experiencing homelessness will be housed with appropriate supports – in 2019, 26 youth experiencing homelessness were housed with appropriate supports

**Goal 6: Foster Successful Tenancies Through Community Collaboration**



**Strategy iii: Provide landlord and tenant education to support successful tenancies**

- In 2019, Pathway to Potential and Housing Services worked together to implement the RentSmart program in Windsor Essex with the participation of 12 community agencies.
- The *Fostering Successful Tenancies* resource toolkit was created by Family Services Windsor- Essex in partnership with Canadian Mental Health Association through funding provided by the Province of Ontario's Innovation and Capacity Building Fund.

**Targets:**

- 50 people living in affordable, social and supportive housing will receive RentSmart training each year
  - In total 501 participants received RentSmart training in 2019. Table 1 shows 2019 RentSmart Course Participation in Windsor Essex

| <b>RentSmart Course</b> | <b>Number of Courses Held</b> | <b>Number of Participants Attended</b> | <b>% of Participants</b> |
|-------------------------|-------------------------------|--|--------------------------|
| Basics (3 hr)           | 40                            | 383                                    | 76%                      |
| Certificate (12 hr)     | 16                            | 108                                    | 22%                      |
| Landlord Program        | 10                            | 10                                     | 2%                       |
| <b>TOTAL</b>            | <b>66</b>                     | <b>501</b>                             | <b>100%</b>              |

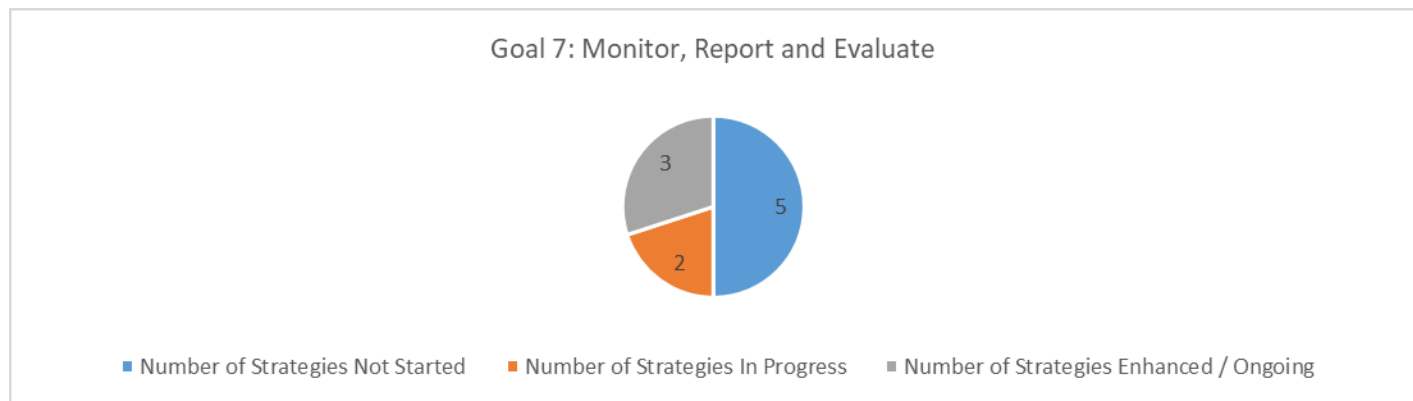
- Targeted populations served by the community agencies participated in RentSmart courses throughout the year. Populations identified include Youth, Homeless/At-Risk/Tenants, Newcomers, Persons with an Intellectual Disability, and Landlords.
- Table 2. 2019 RentSmart Participation by Targeted Population*

| <b>Targeted Population</b>              | <b>Number of Participants</b> | <b>% of Participants</b> |
|---|-------------------------------|--------------------------|
| Youth                                   | 64                            | 13%                      |
| Homeless/At-Risk/Tenants                | 16                            | 3%                       |
| Newcomers (General)                     | 215                           | 43%                      |
| Newcomers - Women                       | 96                            | 19%                      |
| Newcomers - Youth                       | 39                            | 8%                       |
| Newcomers - Senior                      | 13                            | 3%                       |
| Women - Youth                           | 25                            | 5%                       |
| Persons with an Intellectual Disability | 23                            | 5%                       |
| Landlords                               | 10                            | 2%                       |
| <b>TOTAL</b>                            | <b>501</b>                    | <b>100%</b>              |

- 15 affordable, social and supportive housing landlords will receive RentSmart training each year – 10 landlords received RentSmart Landlord training



## Goal 7: Monitor, Report and Evaluate



Strategy viii: Create tools to increase community awareness and education of homelessness

- Creation of *Help is Around the Corner* Information Sheet.

Looking ahead to 2020:

- 2020 Social Housing Business Process and Asset Management Review Consultant
- Ontario Renovates Social Housing Repair Program (OR SHRP) 2020
- Canada Ontario Housing Benefits (COHB) and Windsor Essex Housing Benefit Update (WEHB) launch
- Social Services Relief Fund Phases I and II
- Canada Mortgage and Housing Corporation's Rapid Housing Initiative
- Implementation of the Homeless Individuals & Families Information System (HIFIS 4.0)

### Risk Analysis:

Risks were identified in the original report at the outset of projects. No further risks have been identified.

### Climate Change Risks

#### Climate Change Mitigation:

Affordable Housing developments funded through the Ontario Priorities Housing Initiatives (OPHI) must be built to maximize achievable reductions in energy consumption and greenhouse gas emissions relative to minimum requirements (i.e. meet or exceed the current National Energy Code and Ontario Building Code requirements for new construction) in order to be eligible for the program. In addition, OPHI approved affordable housing projects are subject to the Canadian Environmental Assessment Act 2012.

**Climate Change Adaptation:**

Eligible repairs for Ontario Renovates may include activities to improve resiliency of buildings, for example plumbing upgrades and foundation repairs. Other repairs may also be considered, with supporting documents, at the discretion of the Service Manager, which may allow some flexibility to address climate risks.

**Financial Matters:**

All strategies identified within the 10 Year Housing and Homelessness Master Plan are currently funded within the approved municipal budget that includes funding from the provincial and federal governments. Administration will continue to pursue and bring forward additional viable opportunities to address housing and homelessness challenges in the community.

**Consultations:**

Stephen Lynn, Acting Manager of Social Policy and Planning

**Conclusion:**

We would like to thank our community partners, housing and homelessness stakeholders, and program participants who have decided to share this journey. As made prevalent in this report, the investments made have had a positive impact and we will continue to work towards an inclusive and comprehensive future where everyone has a safe, affordable, accessible and quality home where they can fully participate.

**Planning Act Matters:**

N/A

**Approvals:**

| Name           | Title  |
|----------------|--|
| Kelly Goz      | Manager (A), Homelessness & Housing Support            |
| Debbie Cercone | Executive Director for Housing and Children's Services |
| Jelena Payne   | Community Develop and Health Commissioner              |
| Onorio Colucci | Chief Administrative Officer                           |

**Notifications:**

| Name     | Address | Email   |
|----------|---------|---|
| Ron Dunn |         | <a href="mailto:ron@downtownmission.com">mailto:ron@downtownmission.com</a> |

| Name                 | Address | Email  |
|----------------------|---------|--|
| Josephine Heuton     |         | <a href="mailto:jheuton@wechc.com">jheuton@wechc.com</a>               |
| Joyce Zuk            |         | <a href="mailto:jzuk@fswe.ca">jzuk@fswe.ca</a>                         |
| Anna Angelidis       |         | <a href="mailto:angelidis@lscdg.com">angelidis@lscdg.com</a>           |
| Lynn Calder          |         | <a href="mailto:lynncalder@alsogroup.org">lynncalder@alsogroup.org</a> |
| Karen Kadour         |         | <a href="mailto:kkadour@citywindsor.ca">kkadour@citywindsor.ca</a>     |
| Mary Birch – (A) CAO |         | <a href="mailto:mbirch@countyofessex.ca">mbirch@countyofessex.ca</a>   |

### Appendices:

1 Appendix A: 2019 Home Together Windsor Essex Housing and Homelessness Plan

# 2019

## HOME TOGETHER Windsor Essex Housing & Homelessness Master Plan



## ANNUAL REPORT



# OUR COMMUNITY'S VISION

Windsor Essex is an inclusive community where everyone has a safe, affordable, accessible and quality home and everyone lives where they can actively participate.

## GUIDING PRINCIPLES

The following guiding principles will direct our action, as community, in support of the plan:



Achieving our goals is a collective responsibility that will require cross-sectoral **collaborative action** to develop system-level solutions.



We will implement **evidence-based** solutions with a focus on efficiency, cost effectiveness and continuous improvement.



Our programs, services and supports will be **people-centred** and aimed at helping people obtain and retain housing.

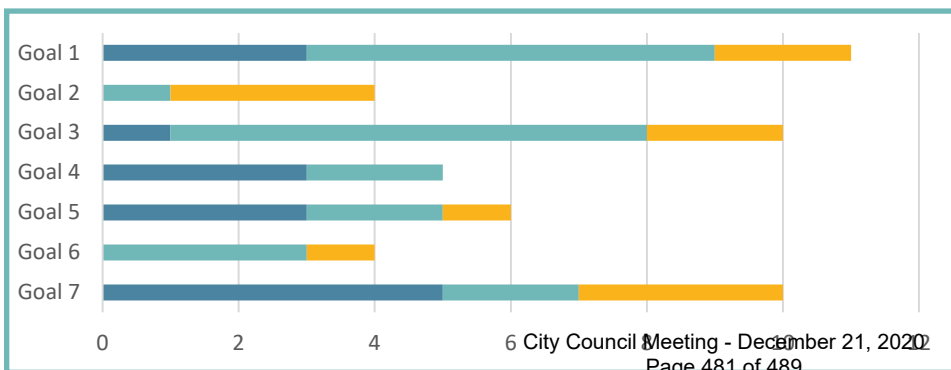


The Plan will be **responsive** to the National Housing Strategy, Ontario's Community Housing Renewal Strategy and any other future Provincial and Federal housing and homelessness strategies and initiatives.



Achieving the goals under the Plan will require **leveraging additional resources** from all level of government.

## COMMUNITY PROGRESS ON THE STRATEGIES



In 2019, the City of Windsor's Housing Services Department undertook its legislated five year review of the Windsor Essex 10 year Housing & Homelessness Plan. The renewed plan titled "Home Together: Windsor Essex Housing & Homelessness Master Plan" was adopted by City and County Council in December 2019.

<https://www.citywindsor.ca/residents/housing/Housing-with-Supports-and-Homelessness-Prevention/Windsor-Essex-Housing-and-Homelessness-Plan-and-Related-Reports/Pages/default.aspx>

## HOW ARE WE DOING?

The Annual Report highlights the accomplishments achieved in 2019 under the following 7 Goals.

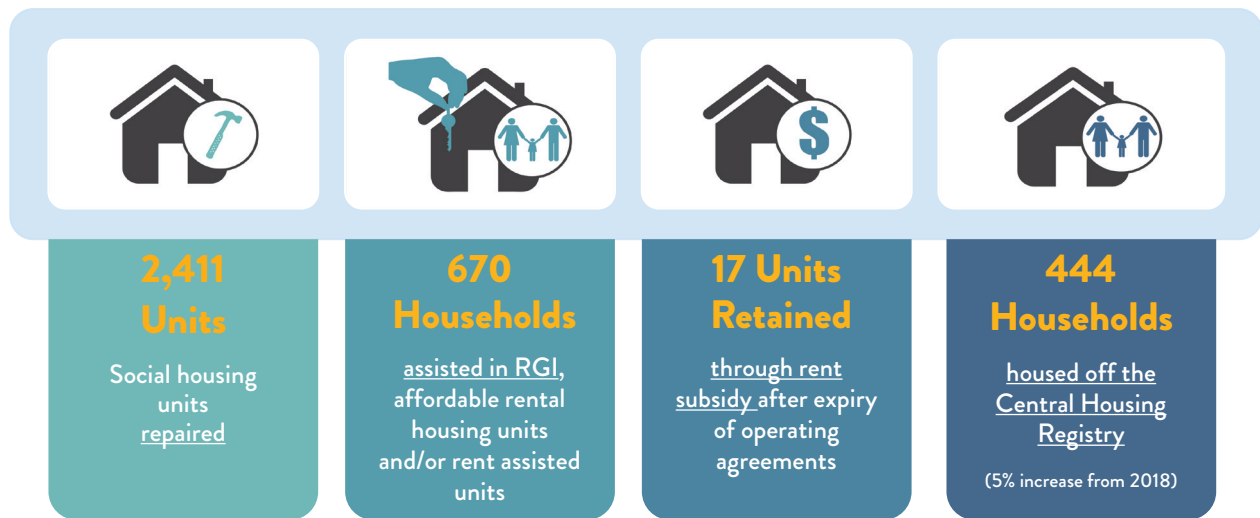
## TOTAL STRATEGIES FOR HHMP



■ Number of Strategies Not Started  
■ Number of Strategies In Progress  
■ Number of Strategies Enhanced / Ongoing

# SUSTAIN AND EXPAND SOCIAL & AFFORDABLE HOUSING

## GOAL 1



## GOAL 2

# SUSTAIN AND EXPAND HOUSING THAT IS LINKED WITH SUPPORTS

**23 MORE** households housed and supported through Windsor Essex Housing Connections

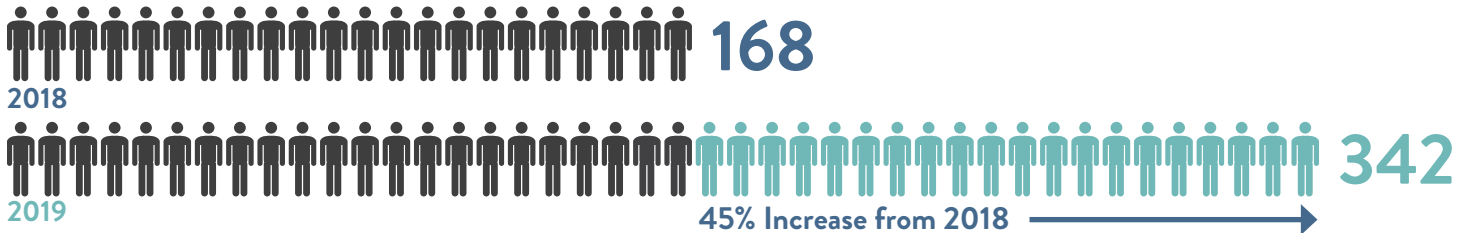
Ongoing review of housing continuum and support options



# GOAL 3

## ENDING HOMELESSNESS

### NUMBER OF HOUSEHOLDS EXPERIENCING CHRONIC HOMELESSNESS



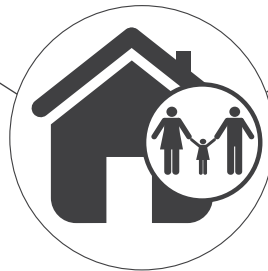
145

Households experiencing chronic homelessness were housed and self-resolved.



388

Households experiencing homelessness were housed.



48

Households experiencing chronic homelessness were housed with supports.

8

By-Names Prioritized List Memorandums of Understanding signed to increase formalized partnerships with organizations serving Windsor Essex residents at risk of homelessness to work in an integrated manner to ensure those at risk of homelessness receive appropriate supports.



Emergency Shelter Review Underway



### EMERGENCY SHELTER STATS

| Welcome Centre Shelter For Women          | Welcome Centre Motel                     | Salvation Army                            |
|---|--|---|
| 489 SINGLE WOMEN                          | 607 FAMILIES                             | 809 SINGLE MEN                            |
| Decrease of 25%                           | Increase of 13%                          | Decrease of 7%                            |
| AVERAGE LENGTH OF STAY<br>11.4 DAYS       | AVERAGE LENGTH OF STAY<br>13 DAYS        | AVERAGE LENGTH OF STAY<br>11 DAYS         |
| Increase of 21%<br>5,554 total bed nights | Decrease of 7%<br>7,896 total bed nights | Increase of 28%<br>8,904 total bed nights |

### DOWNTOWN MISSION

(Information was provided by the Downtown Mission)

| Total Number of                                 | Total Number of     | Total Number of   | Total Number of  |
|---|---------------------|-------------------|------------------|
| SINGLE MEN<br>2,085                             | SINGLE WOMEN<br>610 | YOUTH<br>231      | FAMILIES<br>17   |
| ← AVERAGE NIGHTLY TOTAL 78.20 (75% occupancy) → |                     |                   |                  |
| Increase of 12%                                 | Increase of 4.45%   | Increase of 0.86% | Increase of 325% |
| ↑ TOTAL ANNUAL BED NIGHTS 28,545                | ↑ Increase 9.8%     |                   |                  |

# ADDRESS INDIGENOUS HOUSING AND HOMELESSNESS NEEDS

## GOAL 4



16

Indigenous households experiencing homelessness were housed and supported by Indigenous led organizations.



50

Can Am Urban Native Homes units sustained and maintained through repair.



## GOAL 5

# REDUCE AND PREVENT YOUTH HOMELESSNESS



26

Youth experiencing homelessness were housed with appropriate supports.



2

Housing First for Youth staff enhancements to the Windsor Essex Housing Connections program.



15

Affordable rental housing units awarded under the Community Housing Renewal Strategy-Ontario Priorities Housing Initiative dedicated to increase youth supportive housing.



Total Amount  
Awarded for  
Youth Supportive  
Housing  
**\$2,363,760**

# GOAL 6

## FOSTER SUCCESSFUL TENANCIES THROUGH COMMUNITY COLLABORATION



### INNOVATION, EVIDENCE & CAPACITY BUILDING

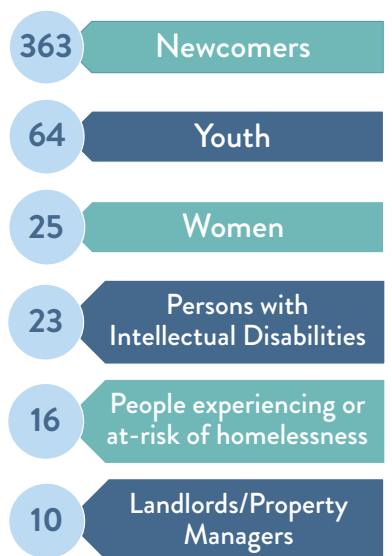
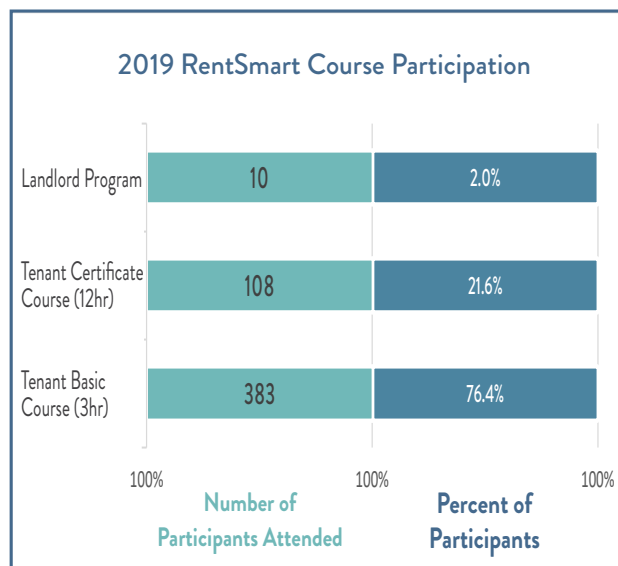
The **Fostering Successful Tenancies** resource toolkit was created to support social, affordable and supportive housing providers, to assist in building their capacity and to foster successful tenancies in a proactive manner that is based on best and emerging practices.

The toolkit can be found here:

<https://www.citywindsor.ca/Documents/FINAL-IEC-Resource-Toolkit-Fostering-Successful-Tenancies.pdf>



In 2019, **Pathway to Potential and Housing Services** worked together to implement the RentSmart Ontario program in Windsor-Essex County with the participation of **12 community agencies.**



The majority of survey respondents indicated the course was **VERY USEFUL** and learning about **TENANT and LANDLORD RIGHTS and RESPONSIBILITIES** was the most **HELPFUL.**





*"It always puts a smile on our faces to be reminded that never again will we worry about finding a home. We can play games, watch movies, go for walks, plan our backyard, pick up sticks, make pillow forts, play in the yard, craft and laugh and spend precious time together. Things we couldn't always do as a family in previous rentals. There is so much to be grateful for!"*

*- Homeownership Downpayment Assistance recipient*



# GOAL 7

## MONITOR, REPORT AND EVALUATE

Creation of “**Help is Around the Corner**” Information Sheet. This information sheet is designed to be used by businesses, residents, etc. to assist in determining who to contact if you encounter someone who may be experiencing homelessness found here: <https://www.citywindsor.ca/residents/housing/Documents/Help-is-Around-the-Corner-Poster.pdf>

Quarterly meetings held with Housing and Homelessness Advisory Committee (HHAC) and the Windsor Essex Community Advisory Board (CAB) as the champions and to inform the development of a work plan that supports the goals and strategies of the 10 year Housing and Homelessness Master Plan [http://topaz/mapserver2012/windsor\\_eis/WindsorEIS\\_1a.aspx](http://topaz/mapserver2012/windsor_eis/WindsorEIS_1a.aspx)

### Help IS Around The Corner...

This information sheet is to be used by businesses, residents, etc. to assist in determining who to contact if you encounter someone who may be experiencing homelessness.

**NO** ——— **YES**

Does the person's behaviour pose an immediate safety concern? And/or is there an active crime in progress?

**Engage with Person(s)**

Hi, are you looking for help?

Is there anything I can do to assist you?

Is there someone we can call for you?

**Are they open to assistance? If yes, provide the following resources**

**Crisis and Mental Wellness Centre**  
519-973-4435 | 744 Ouellette Ave.

**Welcome Center Shelter for Women**  
519-971-7595 | 263 Bridge Ave.

**The Salvation Army**  
519-253-7473 | 355 Church St.

**The Downtown Mission**  
519-973-5573 | 875 Ouellette Ave.

OR CALL **211** **311** WINDSOR CITY SERVICES

**Call 911**

For your safety and theirs it is best to call emergency services

**When contacting it is best to do the following...**

**Describe The Situation**  
- Focus on the Who? What? Why? and When? of the situation.

**Provide the Location**  
- Give the address or closest intersection.  
- If the individual left, provide the direction they are travelling in.

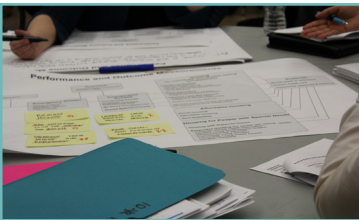
**Provide a Description**  
- Age (estimate)  
- Clothing, height, hair colour  
- Area/location the person frequents

**For non-emergency or for further assistance contact:**  
**Outreach services**  
1-888-933-1831 | or@fswc.ca  
**Windsor Police Non-Emergency**  
519-258-6111



Canadian Mental Health Association  
Windsor-Essex County  
Empowering transitions to wellness

# THANK YOU



The five-year review of the Windsor Essex 10 year Housing and Homelessness Master Plan was a success driven by the support of City and County Councils, Senior Leadership teams, community stakeholders and the participation of the community, through the voice of lived experience.

A vital component in the review of Windsor's Housing and Homelessness Plan is a meaningful and comprehensive community engagement strategy. As part of this strategy, a broad range of stakeholders were invited, through various formats, to share their insights, ideas and experiences on the strengths, challenges, and gaps in housing and homelessness services across Windsor Essex, and to help determine priorities for the next Plan.

Over January and February 2019, stakeholders participated in the following activities:



THANK YOU TO OUR FUNDERS



The City of Windsor is the consolidated service manager for housing and homelessness programs for the City of Windsor and County of Essex. You can contact us and learn more about our programs and services at the following:

**HOUSING AND CHILDREN'S SERVICES**

400 City Hall Sq. E. PO Box 428 Station "A"  
Windsor ON N9A 6L7

519-255-5200 ext 6240

[sshousing@citywindsor.ca](mailto:sshousing@citywindsor.ca)

[www.citywindsor.ca/residents/housing/Pages/Housing.aspx](http://www.citywindsor.ca/residents/housing/Pages/Housing.aspx)

**WINDSOR ESSEX COMMUNITY HOUSING CORP.**

Portable Housing Benefit  
(COHB and WEHB) Applications

519-254-6994 ext 4005

[housingbenefit@wechc.com](mailto:housingbenefit@wechc.com)

[www.wechc.com/customer-survey-inquiry](http://www.wechc.com/customer-survey-inquiry)

**CENTRAL HOUSING REGISTRY**

Rent-Geared-to-Income (RGI) Applications  
2470 Dougall Ave.

519-254-6994

[www.chrwec.com](http://www.chrwec.com)

**HOMELESSNESS & HOMELESSNESS PREVENTION**

519-255-5200 ext 5289

[sshousing@citywindsor.ca](mailto:sshousing@citywindsor.ca)

[www.citywindsor.ca/residents/housing/Housing-with-Supports-and-Homelessness-Prevention/Pages/default.aspx](http://www.citywindsor.ca/residents/housing/Housing-with-Supports-and-Homelessness-Prevention/Pages/default.aspx)