

Community Services Standing Committee Meeting

Date: July 6, 2022

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

Location: Council Chambers, 1st Floor, Windsor City Hall

All members will have the option of participating in-person in Council Chambers or electronically and will be counted towards quorum in accordance with Procedure By-law 98-2011 as amended, which allows for electronic meetings. The minutes will reflect this accordingly. Any delegations will be participating electronically.

MEMBERS:

Ward 1 - Councillor Fred Francis

Ward 5 – Councillor Ed Sleiman (Chairperson)

Ward 6 - Councillor Jo-Anne Gignac

Ward 9 - Councillor Kieran McKenzie

Ward 10 – Councillor Jim Morrison

ORDER OF BUSINESS

Item #	Item Description
1.	CALL TO ORDER

READING OF LAND ACKNOWLEDGEMENT

We [] would like to begin by acknowledging that the land on which we gather is the traditional territory of the Three Fires Confederacy of First Nations, which includes the Ojibwa, the Odawa, and the Potawatomie. The City of Windsor honours all First Nations, Inuit and Métis peoples and their valuable past and present contributions to this land.

2.	DISCLOSURE OF PECUNIARY INTEREST AND THE GENERAL NATURE THEREOF
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3.	ADOPTION OF THE MINUTES
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3.1.	Adoption of the Community Services Standing Committee minutes of its meeting held April 6, 2022 (SCM 106/2022)
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4.	REQUEST FOR DEFERRALS, REFERRALS OR WITHDRAWALS
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5.	COMMUNICATIONS
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6.	PRESENTATIONS AND DELEGATIONS
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7.	COMMITTEE MATTERS
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7.1.	Minutes of the Housing & Homelessness Advisory Committee of its meeting held March 22, 2022 (SCM 114/2022)
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7.2.	Minutes of the Diversity Committee of its meeting held March 16, 2022 (SCM 139/2022)
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7.3.	Minutes of the Meeting of the Board of Directors, Willistead Manor Inc., held February 10, 2022 (SCM 163/2022)
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7.4.	Minutes of the Meetings of the Executive Committee and Board of Directors, Willistead Manor Inc., held April 14, 2022 (SCM 164/2022)
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7.5. Minutes of the Meetings of the Executive Committee and Board of Directors, Willistead Manor Inc., held May 12, 2022 **(SCM 165/2022)**

7.6. Report No. 115 of the Board of Directors, Willistead Manor Inc. (2021 Annual Report) **(SCM 166/2022)**

8. **ADMINISTRATIVE ITEMS**

8.1. Rent Supplement Program Expiries and Mitigation Update - City Wide **(C 85/2022)**

8.2. Building Safer Communities Fund (BSCF) Update and Agreement Information (City Wide) **(S 78/2022)**

9. **QUESTION PERIOD**

10. **ADJOURNMENT**

Item No 3.1



Committee Matters: SCM 106/2022

Subject: Adoption of the Community Services Standing Committee minutes of its meeting held April 6, 2022

Community Services Standing Committee Meeting

Date: Wednesday, April 6, 2022

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

Members Present:

Councillors

Ward 1 - Councillor Francis

Ward 5 - Councillor Sleiman (Chairperson)

Ward 6 - Councillor Gignac

Ward 9 - Councillor McKenzie

Ward 10 - Councillor Morrison

Clerk's Note: Councillors McKenzie and Morrison participated via video conference (Zoom), in accordance with Procedure By-law 98-2011 as amended, which allows for electronic participation during a declared emergency.

ALSO PARTICIPATING VIA VIDEO CONFERENCE ARE THE FOLLOWING FROM ADMINISTRATION:

Alina Sirbu, Executive Director of Long Term Care / Administrator

Kirk Whittal, Executive Director Housing & Children Services

Christopher Menard, Cultural Development Coordinator

Sandra Gebauer, Council Assistant

ALSO PARTICIPATING IN COUNCIL CHAMBERS ARE THE FOLLOWING FROM ADMINISTRATION:

Debbie Cercone, Commissioner of Human & Health Services

Ray Mensour, Commissioner of Community Services

Andrew Daher, Executive Director of Employment & Social Services

Jen Knights, Executive Director of Recreation & Culture

Michelle Staadegaard, Manager of Culture & Events

Anna Ciacelli, Deputy City Clerk / Supervisor of Council Services

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1. CALL TO ORDER

Following the reading of the Land Acknowledgement, the Chair calls the meeting of the Community Services Standing Committee to order at 9:00 o'clock a.m.

2. DISCLOSURE OF PECUNIARY INTEREST AND THE GENERAL NATURE THEREOF

None disclosed.

3. ADOPTION OF THE MINUTES

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

Moved by: Councillor Gignac
Seconded by: Councillor McKenzie

THAT the minutes of the Community Services and Parks Standing Committee meeting held January 5, 2022 **BE ADOPTED** as presented.
Carried.

Report Number: SCM 10/2022

4. REQUEST FOR DEFERRALS, REFERRALS OR WITHDRAWALS

None requested.

5. COMMUNICATIONS

None presented.

6. PRESENTATIONS AND DELEGATIONS

See Item 8.3.

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7. COMMITTEE MATTERS

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

Moved by: Councillor Francis
Seconded by: Councillor Gignac

Decision Number: **CSPS 176**

THAT the minutes of the Meeting of the Board of Directors, Willistead Manor Inc., of its meeting held January 13, 2022 **BE RECEIVED**.

Carried.

Report Number: SCM 30/2022

Clerk's File: MB2022

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

Moved by: Councillor Francis
Seconded by: Councillor Gignac

Decision Number: **CSPS 177**

THAT Report No. 114 of the Board of Directors, Willistead Manor Inc., of its meeting held January 13, 2022 indicating:

That the following persons BE RE-APPOINTED to the Board of Directors, Willistead Manor Inc. for a two year term expiring August 17, 2023:

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

BE APPROVED.

Carried.

Report Number: SCM 31/2022

Clerk's File: MB2022

7.3. Minutes of the Committee of Management for Huron Lodge of its meeting held December 8, 2021

Moved by: Councillor Francis
Seconded by: Councillor Gignac

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Decision Number: **CSPS 178**

THAT the minutes of the Committee of Management for Huron Lodge of its meeting held December 8, 2021 **BE RECEIVED**.

Carried.

Report Number: SCM 53/2022

Clerk's File: MB2021

8. ADMINISTRATIVE ITEMS

8.1. Response to CQ6/2021 - Special Events Road Closure Catalogue and Categorization - City Wide

Councillor McKenzie inquires about the parade routes and that they should be identified to make it clear to the community that these are the accepted parade routes; and refers to the Labour Day Parade and the route it takes. Councillor McKenzie also inquires whether conversations with these groups have occurred. Michelle Staadegaard, Manager of Culture and Events, appears via video conference before the Community Services Standing Committee Meeting regarding the administrative report "Response to CQ 6/2021—Special Events Road Closure Catalogue and Categorization - City Wide" and indicates that the Labour Day Parade route is more of a road closure than a parade itself, as it is not a static closure so it is dealt with differently with Windsor Police and Fire than parade routes like the traditional Canada Day or Pride Fest Parade routes. Mr. Mensour indicates that the focus of the report is on the parades and road closures and not every event was included. Mr. Mensour indicates that the message that Administration wanted to convey was that recurring events would pay half the rate as opposed to the one-time fee which is higher as long as the route remains the same.

Moved by: Councillor McKenzie

Seconded by: Councillor Morrison

Decision Number: **CSPS 179**

THAT the report of the Manager of Culture & Events dated March 8, 2022 entitled "Response to CQ6/2021 – Special Events Road Closure Catalogue and Categorization – City Wide" **BE RECEIVED** for information.

Carried.

Report Number: S 32/2022

Clerk's File: SR2022

8.2. Update of Round 1 of the Arts, Culture and Heritage Fund 2022 – City Wide

Councillor McKenzie inquires whether administration has made any progress reaching out to the private sector businesses and organizations to determine interest in partnering with the City of

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Windsor to enhance the Arts, Culture and Heritage Fund (ACHF) grant program through sponsorships or donations to increase the available funding in the program. Christopher Menard, Cultural Development Coordinator, appears via video conference before the Community Services Standing Committee regarding the administrative report "Update of Round 1 of the Arts, Culture and Heritage Fund 2022 - City Wide" and indicates that the 2022 Round 1 was the first funding round of the Arts, Culture & Heritage Fund grant program to include the enhanced funding and their focus for this round was to spread news of the increased funding available to the arts, culture and heritage community. He adds that additional consultation work with the private business sector businesses has not be done at this time; this will happen in the next phase of continuing to build the program.

Moved by: Councillor McKenzie
Seconded by: Councillor Gignac

Decision Number: **CSPS 180**

THAT the report of the Cultural Development Coordinator and Manager of Culture & Events dated March 10, 2022 entitled "Update of Round 1 of the Arts, Culture and Heritage Fund 2022 – City Wide" **BE RECEIVED** for information.

Carried.

Report Number: S 36/2022
Clerk's File: SR2022

8.3. City of Windsor Lancaster Bomber FM 212 Progress Report 2019-2021 - Ward 3

Don Christopher, President, Lancaster Project Director of Canadian Historical Aircraft Association (CH2A)

Don Christopher, President, Lancaster Project Director of Canadian Historical Aircraft Association (CH2A), appears before the Community Services and Parks Standing Committee Meeting via video conference regarding the administrative report entitled "City of Windsor Lancaster Bomber FM 212 Progress Report 2019-2021 - Ward 3" and provides details related the progress of the City of Windsor Lancaster Bomber FM 212, including details related to the restoration and the current state of the plane; as none of this structure is commercially available, it has to be reproduced with modern methods and they have been working with Centreline for that purpose; the costing of the materials as they are re-engineered from scratch; the repairs are progressing well and should be completed by the end of the year; the aircraft will then begin to be reassembled. Mr. Christopher indicates that they are now at a point where the Canadian Historical Aircraft Association (CH2A) and the City must decide on a final home for the Lancaster FM 212 as the group does not have the free space to house the aircraft in their current hangar. Mr. Christopher adds that a decision should be made within the next three years to build a facility where the aircraft can be reassembled completely and ultimately stored and displayed. Mr. Christopher is proposing airport property and offers to assist in fundraising; to remain as stewards for the FM 212 and to continue their work to local veterans who served and died in those aircraft.

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Councillor Gignac inquires about the decision in 2005 to disassemble the aircraft for safety reasons and it was her understanding that the group had secured a place in the hangar at the airport. Mr. Christopher indicates that the aircraft being disassembled takes up a smaller footprint. Mr. Christopher adds that once it is put back together, the wings, the tail section, they will require 10,000 square feet of space and they have a 20,000 square foot hangar that also includes nine other aircrafts that are part of their collection. This would potentially displace their aircraft and it was never their intention to keep the Lancaster in the hangar.

Councillor McKenzie requests that Mr. Christopher comment on where and how the aircraft will be displayed for the public. Mr. Christopher responds that his group paid for a blueprint and design for a building to display the aircraft with a door large enough to take it outside and their ultimate goal is to see the engine running again. Mr. Christopher indicates that they completed a study four years ago, and the cost at that time was approximately \$4 M for a hangar large enough to house the aircraft with some shop space.

Councillor McKenzie asks if the organization is currently engaged in fundraising at this point and asks what is needed, and what will the organization be able to contribute over time. Mr. Christopher indicates that the group has not begun with the fundraising as they wanted to connect with the City and adds that the City owns the aircraft. As a non-profit organization they will need financial assistance.

Councillor Gignac indicates that this project is not in the 10 Year Capital Budget and asks administration if this project has been reviewed annually and whether there are other options. Ray Mensour, Commissioner of Community Services, appears via video conference before the Community Services Standing Committee Meeting regarding the administrative report "City of Windsor Lancaster Bomber FM212 Progress report 2019-2012-Ward 3" and indicates that administration has had discussions with the CH2A group and will continue in those discussions/negotiations before coming to Council with options. Administration would like to come back with some sort of funding request to put into the Capital Budget by 2023 and that would depend on how much potential funding would be provided from CH2A; how much would be requested and the location of the building.

Councillor Francis inquires whether they are three years away from this restoration. Mr. Mensour responds that the restoration should be completed within the next three to four years.

Councillor Francis expresses concern that it has been almost twenty years since the aircraft was taken down from the pedestal and now three years from the completion of the restoration that there will be discussions relating to fundraising. Mr. Mensour indicates that the group has been doing fundraising for many years and the monies raised have been going towards the restoration of the Lancaster Bomber. The City's contribution of \$50,000 is only a partial amount of what the cost will be to restore it.

Councillor Francis requests that when the report comes to Council that it should include current fundraising amounts for restoration, and what the allocation will be for a new building.

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Councillor McKenzie inquires about the upcoming report to Council and what will be included in terms of fundraising initiatives that have been undertaken and what the partnership will look like with the City. Councillor McKenzie adds that this group will require space within a year for the assembly portion of the project which will need some form of investment or strategy and a timeline. Mr. Mensour responds that administration will endeavor to provide a report to Council early in the new year to tie it into the 2023 Capital Budget Deliberation process.

Councillor Morrison inquires if consideration has been given to leasing space at the airport site and adds that there is a hanger at the airport that could easily accommodate this aircraft.

Moved by: Councillor McKenzie
Seconded by: Councillor Francis

Decision Number: **CSPS 181**

THAT the report of the Manager of Culture & Events dated March 15, 2022 entitled "City of Windsor Lancaster Bomber FM 212 Progress Report 2019-2021 – Ward 3" **BE RECEIVED** for information; and further,

THAT Administration **BE DIRECTED** to report to City Council regarding a fundraising strategy, a plan for assembly of the aircraft, and options to display the aircraft to the public once the assembly portion has been completed.

Carried.

Councillor Gignac voting nay.

Report Number: S 39/2022
Clerk's File: APR/1699

9. QUESTION PERIOD

None registered.

10. ADJOURNMENT

There being no further business the meeting of the Community Services Standing Committee is adjourned at 9:51 o'clock a.m. The next meeting of the Community Services Standing Committee will take place on Wednesday, May 4, 2022.

Carried.

Councillor Sleiman (Chairperson)

Deputy City Clerk / Supervisor of Council
Services

Item No. 7.1



Committee Matters: SCM 114/2022

Subject: Minutes of the Housing & Homelessness Advisory Committee of its meeting held March 22, 2022

Housing & Homelessness Advisory Committee

Meeting held March 22, 2022

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

Marina Clemens, Chair
Councillor Kieran McKenzie
Jessica Brunet
Fiona Coughlin
Warden Gary McNamara, County of Essex
Jim Steele
Leigh Vachon
Angela Yakonich

Regrets received from:

Judith Binder
Kathy Hay
Eric Hill
Joyce Zuk

Also present are the following resource personnel:

Kirk Whittal, Executive Director, Housing & Children's Services
Kelly Goz, Coordinator, Housing Administration & Development
Tina Moore, Coordinator Housing Administration & Development
Jennifer Tanner, Manager Homelessness & Housing Support
Jeannie Diamond Francis, County of Essex
Karen Kadour, Committee Coordinator

1. Call to Order

The Chair calls the meeting to order at 10:02 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 Warden McNamara,
That the minutes of the Housing and Homelessness Advisory Committee of its meeting held January 25, 2022 **BE ADOPTED** as presented.
Carried.

4. Business Items

4.1 Residential Rental Licensing Pilot Study (RRL)

The Chair refers to the submission to Council regarding the Residential Rental Licensing Pilot Study from herself, J. Zuk and A. Angelidis and asks for comments from the Committee.

Councillor McKenzie indicates that it is important for HHAC to promote the availability of housing for those in need. He adds that the residential rental licensing is seeking to address the conditions under which renters are living and to look for ways to ensure and promote safety for people living in rental units. There are a number of bad landlords in our community and the RRL is one of the ideas that Council has brought forward to address that. He proposes some additional language to add to the submission to Council relating to safe tenancies.

F. Coughlin concurs with Councillor McKenzie that something has to be done to ensure safe tenancies.

J. Steele notes there has been discussion about losing rental stock, and he suggests that a statement that we continue to pursue ways to increase the affordable housing stock in addition to this pilot study be provided.

J. Tanner states that she along with K. Goz have had e-mail conversations with Jude Malott, Executive Initiatives Coordinator, regarding ways administratively to measure the impact (if possible) on people experiencing homelessness or at risk of homelessness.

Warden McNamara advises that we are in the position whereby there are advantages to the landlord and not to the tenant.

Councillor McKenzie suggests adding the following sentence to the RRL submission from HHAC to City Council – *“The Committee recognizes the need to ensure rental units in our community must be safe and in compliance with all applicable regulations.”*

The Chair expresses concern regarding the term ‘applicable regulations’ as some of the regulations are very restrictive even for landlords.

Councillor McKenzie responds that if the regulations are so restrictive, HHAC should be making recommendations to change those regulations.

Moved by Councillor McKenzie, seconded by F. Coughlin,
That the Residential Rental Licensing Feedback document provided by the Chair, A. Angelidis and J. Zuk **BE APPROVED** and **AMENDED** to add the following sentence provided by Councillor McKenzie – *“The Committee recognizes the need to ensure rental units in our community must be safe and in compliance with all applicable regulations.”*
Carried.

4.2 Updates by Administration

(a) Canada Ontario Housing Benefit (COHB) for 2022

T. Moore provides an overview of the Canada Ontario Housing Benefit for 2022 as follows:

- The Canada Ontario Housing Benefit is a federal provincial housing allowance program providing payment to low-income households, and the 2022 program is now accepting applications.
- The COHB is a monthly housing subsidy to assist low-income households with the ability to pay housing costs.
- This funding can assist with housing costs on or after April 1, 2022.
- The COHB is tied to the person or household, rather than the physical housing unit, allowing the benefit to move with the household province wide.
- The COHB’S purpose locally is to increase the affordability of rental housing for individuals and households in Windsor and Essex County.
- The estimated number of households to access a COHB 2022 is between 250 and 260 households based on the average monthly benefit that was seen in 2021. It is a significant allocation of \$1.2 million dollars.
- CHC is the administrator of the COHB.

(b) Review of the Housing with Supports Program

J. Tanner provides the following comments relating to the Housing with Supports Program:

- City Administration has engaged with a consulting firm to evaluate the Housing with Supports program in Windsor and Essex County with the goal of transforming the system to align with industry best practices and the 10 Year Housing & Homelessness Plan.
 - To date, nine consultations have been held with stakeholders from the health, justice, emergency shelters and homelessness sectors.
 - Separate consultations have been held with home administrators/owners, staff and residents and the consultants are now reaching out to elected officials to solicit their input.
 - The goal is to complete all consultation activities by the end of March 2022.
 - The final report will be presented to Windsor and Essex County Councils possibly in June 2022.

J. Diamond Francis advises that through a review of data, there is a large proportion of Housing with the Support residents in the County that are coming directly from homelessness and another large proportion that are coming directly from hospital. Some of these individuals would have been either at risk of homelessness prior to their hospital admission or experiencing homelessness. She adds that a follow-up report may be done if required to look at those resident profiles and at the data that has been collected.

(c) By Names Prioritized List Data – February 22

K. Goz provides the following update relating to the By Names Prioritized List Data:

- The numbers for the month of February 2022 have increased slightly, however, we are starting to see a lower number of households move into housing per month which is attributing to the increases. (472 experiencing homelessness in February 2022).
- Typically, we have seen 50-70 households move out of homelessness into housing per month which has led them to see decreases in homelessness.
- As they start to see less households move out of homelessness into housing, conversely will see that number of people in households experiencing homelessness increase over time.
- Not sure if February was an odd month or if this is the beginning of a trend because of our housing stock and housing availability has changed so drastically over the last year.
- Something for HHAC to pay attention to particularly if the residential rental licensing project is approved through Council.

Councillor McKenzie asks if there is a trend, HHAC should be contemplating what should be recommended to Council in terms of concrete steps to address those challenges.

K. Goz responds that over the last few months their department has seen many people displaced from their homes due to fires or events that were out of their control. Historically the teams through Windsor-Essex Housing Connections have housed folks in their own units. They have now started to shift to looking at doing home shares or bringing two people together to rent a two or three bedroom apartment to try to increase the affordability to the tenants.

J. Brunet asks how difficult is it for folks to navigate our system for someone who is not attached to intensive supports, or has a case worker that has the knowledge to help someone navigate the system. She questions if HHAC could discuss the ease and accessibility of navigating our system.

Councillor McKenzie asks Administration to respond regarding what HHAC can do to set a process in motion that is manageable from a work flow perspective but could provide information to make a recommendation to Council in terms of breaking down administrative barriers.

J. Tanner responds that some of the work is underway at this time. In 2021, City Council approved Administration to engage with Glos Arch + Eng Consulting to look at a housing hub model. The consultation is built on the success of the Homelessness & Housing Help Hub (H4) at Windsor Water World which was established as a COVID response but has fulfilled a need in the community. The consultation will explore what can be done for Windsor-Essex County on a permanent basis in terms of providing a centralized access point to help people find housing. The Consultants will identify potential locations, including what the physical structure of the building should look like in order to service people better and what partnerships will need to be brought in to assist in finding housing for people. The hub model and strategy will help improve navigation of the system, housing placements and how we address homelessness.

L. Vachon states that one of the limitations of HHAC is not cross-sectoral. Anecdotally from being on the front lines, the challenge is still our hospital systems and the way that psychiatric care is approached and asks if there are any updates around that. In terms of the housing and homelessness and what has been done at H4, the future of the hub is extraordinary. If the services do not exist to link people to, we will chronically fail and people will fail out of housing because they will not be receiving the mental health support that they need.

K. Whittal concurs with L. Vachon that this is an important issue because a few issues are being treated, however, the long term support that led to those folks to be successful in housing in some cases presents a challenge where the supports are later removed which then becomes a housing challenge.

The Chair advises that we have to understand the role of HHAC and adds that the homelessness component has only been added in the last four years to make the committee more relevant and to bring it under one umbrella.

J. Tanner states that upon receipt of the Consultant's report on the Housing Hub, a report to Council will be provided.

Councillor McKenzie proposes that Administration provide a report back to HHAC on ways to improve access to housing and homelessness supports by addressing administrative barriers and asks for comments from HHAC.

J. Tanner responds that what Councillor McKenzie is proposing is doable with one change – "to reduce administrative burdens". Part of what will improve access has to do with partnerships and connections with other sectors and other agencies. The focus, she suggests, should not be on efficiencies or reducing administration but more broadly on how can we improve homelessness and housing supports.

Councillor McKenzie states he is looking for what falls within HHAC's immediate span of control to promote some of the objectives of HHAC.

K. Goz remarks that there is a need to talk with tenants or perspective tenants on what they see or perceive to be barriers. Reducing an administrative barrier sometimes from an administrative side seems like it is "our barriers" but it is about reducing barriers for tenants to access homelessness and housing supports. It should be focused on the person or the household and not on housing administration.

J. Brunet suggests wording relating to improving the navigability of accessing our system. Supports and services are one thing, but knowing how to navigate the system is very important.

J. Diamond Francis indicates that whatever language is used, that it is clear that this refers to Windsor-Essex County because if we are talking about accessibility issues, it is compounded in the County. It is more difficult for County residents to access any type of housing and homelessness service at the present time.

K. Whittal refers to the 10 Year Housing & Homelessness Master Plan and adds that the strategies being discussed are already part of the Plan.

The Chair concurs with K. Whittal that most of what is being discussed is in the 10 Year Plan and suggests reviewing the Plan as a Committee and to bring back points that need to be strengthened. She adds that the 10 Year Plan is included in HHAC's mandate.

J. Tanner responds states that they are always striving for continuous improvement and achieving the goals and the strategies in the Plan. The work that they are doing in terms of reducing homelessness is guided by Built for Zero Canada. She

suggests that if HHAC wants see improvements in how the system is navigated, it may want to identify this as one of its priorities,.

J. Brunet asks as a HHAC member, is she able to work on an improvement project regarding navigation of the system. If so, she volunteers to undertake this improvement project. She adds that this will work in conjunction with the Master Plan. The data to be collected could be as simple as let's follow someone through the system when they arrive at a shelter; where do they go, and how many times do the intake forms switch hands.

Councillor McKenzie suggests that HHAC at its next meeting, review the 10 Year Housing & Homelessness Master Plan and pick out those pieces that need to be reinforced and emphasized as areas of focus as Council needs to be challenged and to implement the 10 Year Master Plan.

Warden McNamara advises that the role of any committee (in particular with stakeholders), is critical in dealing with day-to-day operations of our communities. There should be an opportunity for committees to challenge Council and Administration. He remarks that there will be an additional crisis on housing due to the tens of thousands of Ukrainians who will be coming to our communities soon.

The Chair suggests that the Committee at its next meeting, review the 10 Year Housing & Homelessness Master Plan to determine the gaps and to take a look at the navigation piece.

K. Whittal advises that Administration reports annually to Council on the progress of the 10 Year Housing and Homelessness Master Plan.

L. Vachon refers to the spirit of what Councillor McKenzie and Warden McNamara are saying and perhaps we should ask Administration what they need from HHAC in order to support them.

F. Coughlin responds that we do not need Administration to provide their recommendations; the recommendations have been provided in the 10 Year Housing & Homelessness Master Plan.

K. Whittal remarks that the 2021 Annual Report for the Housing & Homelessness Master Plan will be provided by the end of June 2022. He notes that the strategies will be on target or not on target. He suggests providing the 2020 Annual Report to HHAC to look at the strategies as a way of analyzing what might be the priorities for the Committee.

K. Goz responds that the draft Annual Report is provided to HHAC with an opportunity to provide feedback. Additionally, HHAC is copied on the more fulsome report that goes to both County and City Council along with the progress on the work plan identified in the 10 Year Housing & Homelessness Master Plan.

The Chair responds that over the years she has attended Council on numerous occasions to speak to the Housing & Homelessness Master Plan and the notable gaps were provided to previous members of Council. She concurs that the draft annual reports are provided to the Committee, however, with very little input from the members. She requests that J. Brunet provide a navigational stream to identify the gaps. She asks that the 2020 Annual Report be provided to HHAC (along with the gaps identified) and some of the items that will be included in the 2021 Report.

F. Coughlin challenges HHAC members to report back at the next meeting on what each service provider has done as it relates to the goals outlined in the Housing & Homelessness Master Plan.

J. Tanner responds that it is a direction that Administration has been trying to incorporate and this specific plan was written as a community plan. For example, Administration tries to reflect the successes and the achievements of numerous organizations in terms of building affordable housing, not just City-led projects

4.3 Updates from Members Organizations

J. Steele advises the Windsor Essex Community Housing Corporation had applied under the Rapid Housing Initiative under Goal #1 to increase supply. The work on homelessness has been good in the last three or four years and have done a good job as a community to identify where the homeless folks are. There will always be room to navigate better but have been increasing those numbers and overall the 10 Year Plan pulls it all together for them. We need to press Council to support the addition of more rent supplement units until more affordable housing can be built and the supply is increased. As there are many barriers for the applicant to get through the systems, there are also many barriers for the providers.

5. Date of Next Meeting

The next meeting will be held in May 2022 on a day and time to be determined.

6. Adjournment

There being no further business, the meeting is adjourned at 12:03 o'clock p.m.

CHAIR

COMMITTEE COORDINATOR

Item No. 7.2



Committee Matters: SCM 139/2022

Subject: Minutes of the Diversity Committee of its meeting held March 16, 2022

Diversity Committee
Meeting held March 16, 2022

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
Saiful Bhuiyan
Lacy Carty
Shelley Evans
Khagendra Gautam
Sungee John

Regrets received from:

Councillor Sleiman
Jamie Bell

Guest in attendance:

Gagneet Kaur

1. Call to Order

The Committee Coordinator calls the meeting to order at 10:03 o'clock a.m. and the Committee considers the Agenda being Schedule A attached hereto, matters which are dealt with as follows:

2. Election of Chairperson

The Committee Coordinator calls for nominations from the floor for the position of Chair. S. John nominates Peter Ijeh, seconded by K. Gautam. The Committee Coordinator asks if there are further nominations from the floor for the position of Chair. Seeing none, the Committee Coordinator asks P. Ijeh if he accepts. P. Ijeh accepts the position of Chair.

Moved by S. John, seconded by K. Gautam,
That Peter Ijeh **BE ELECTED** Chair of the Diversity Committee.
Carried.

3. Declaration of Conflict

None disclosed.

4. Adoption of the Minutes

Moved by S. John, seconded by L. Carty,

That the minutes of the Diversity Committee of its meeting held October 27, 2021
BE ADOPTED as presented.

Carried.

5. Business Items

5.1 Transit Windsor Consultation with the Diversity Committee regarding Equity, Diversity and Inclusion Training

The Chair refers to the e-mail provided by Tyson Cragg, Executive Director of Transit Windsor and the following comments relating to Equity, Diversity and Inclusion are provided:

- Transit Windsor is in the process of recruiting for additional supervisory resources to bolster their training capacity.
- At this time, are limited to doing only new driver training as well as post-collision refresher training for operators.
- The mobile workforce consists of over 200 staff who work over a 20-hour span, seven days a week.
- Over the past year, no human rights complaints have been received.
- When drivers are hired, they focus on excellent customer service skills which includes equity, diversity and inclusion modules in their new driver training program which was developed by the Canadian Urban Transit Association.

Moved by S. John, seconded by L. Carty,

That the Executive Director of Transit Windsor **BE INVITED** to attend a future meeting of the Diversity Committee to provide an update and to review their protocols in place relating to their equity, diversity and inclusion training at Transit Windsor.

Carried.

5.2 Facilitator for the Anti-Racism Initiative - Update

The Chair advises through an e-mail poll following the March 16, 2022 meeting, that Sungee John was nominated to sit on the Evaluation Team for the Request for a Proposal for a Facilitator.

G. Jones reports that there is a need for more resources in her area to deal with the diversity and inclusion initiative due to the addition of the Anti-Racism strategy and a very high workload tied to accessibility legislative compliance. She adds that she has done research on various community consultations including anti-racism, inclusion, and

anti-discrimination. A draft RFP document will be reviewed by the Evaluation Team that addresses social equity, systemic barriers, discrimination, racism and oppression. At the end of the day following this consultation, we will want to come out with an actionable plan with accountability. The engagement process during the Anti-Racism and Anti-Discrimination consultation will include Indigenous peoples, Black people, racialized people and other equity deserving communities including diverse faith communities, culturally diverse communities, persons with disabilities, women, 2SLGBTQ+ community and diverse staff. The aim is for the consultant to deploy a range of community based engagement tools and methods such as surveys, working with focus groups for the purpose of engaging those diverse residents and staff to identify the salient issues, challenges and opportunities. Following that, will work with the consultant to provide reporting on the activities completed, data collected along with the findings. Will work with city administration and key members of those communities to craft recommendations and actionable initiatives. Lastly, the proponents will be expected to prepare and present to the Diversity Committee, Standing Committee and City Council on the detailed findings of that strategy. The RFP follows the lead of many of the most progressive communities which will allow for an opportunity to have a thorough conversation done appropriately and also to look at some of the barriers in our Corporation that are could result in systemic racism and discrimination and oppression.

The Chair asks what are the costs associated with hiring a facilitator to undertake this work.

G. Jones responds that she does not know what the costs will be and adds that when the RFP is sent out, that the proponents potentially put certain dollar values with certain functions. She adds that \$200,000 in the Mayor's budget is available for this initiative.

S. Evans remarks that "listening to the voices of the members of the community" has been targeted and adds that G. Jones has identified those key players. She states moving forward, we want to ensure that the right areas are being targeted.

5.3 Potential Outdoor Event that includes Community

The Chair suggests that an outdoor event be held in early Spring 2022. An invitation will be extended to the various communities which will also provide awareness of the Diversity Committee. He suggests a theme for the event be developed along with a location (city park) and a potential date for the event.

S. John suggests that some sort of a Town Hall could be held in anticipation of the Consultant's report on Anti-Racism perhaps at one of the city's facilities.

The Chair asks if this would be held via Zoom video conference.

G. Jones responds there may be some restrictions regarding the use of city facilities due to the pandemic at this time. She adds that if this is done virtually, she recommends that it be done in a variety of different ways, i.e. smaller focus groups.

The Chair responds that if this event is well planned, they could likely do both - a town hall along with small focus groups. It is important that the Committee connect with the community that we represent.

G. Jones proposes holding an event (Meet and Greet) outside under a pavilion to avoid possible restrictions within a city facility.

K. Gautam suggests that by limiting the number of people in attendance, this will allow for great discussion and a better result.

Moved by S. Evans, seconded by S. John,
That **APPROVAL BE GIVEN** to an expenditure in the upset amount of \$2,000 for costs associated with the spring/summer outdoor event for the community.
Carried.

5.4 Confirm and Ratify E-mail Poll

Moved by S. Evans, seconded by K. Gautam,
That the following motion **BE CONFIRMED AND RATIFIED**:

That Sungee John be nominated as the representative from the Diversity Committee to sit on the Evaluation Team for the Request for a Proposal for a Facilitator.
Carried.

6. Other Business

S. John expresses concern that the Diversity Officer, Windsor Police Services has been absent from meetings. She requests that Windsor Police provide data on their hiring practices in terms of representation of the diverse population in the City of Windsor.

Clerk's Note: In speaking with the Diversity Officer, Windsor Police Service on April 20, 2022, he advised that due to COVID-19, the Community Services Branch was closed and he did not return to his position as Diversity Officer until April 11, 2022.

Moved by S. John, seconded by S. Evans,
That the Diversity Officer, Windsor Police Services **BE REQUESTED** to attend the next meeting of the Diversity Committee to provide an update of the hiring practices of Windsor Police Services as it relates to diversity.
Carried.

G. Jones reports that a 21 day Equity challenge for City of Windsor Management and Human Resources will be rolled out which will include videos relating to implicit bias, systemic racism, white privilege, micro-aggressions, intersectionality and various topics related to addressing discrimination.

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 11:04 o'clock a.m.

CHAIR

COMMITTEE COORDINATOR

Item No. 7.3



Committee Matters: SCM 163/2022

Subject: Minutes of the Meeting of the Board of Directors, Willistead Manor Inc., held February 10, 2022

SG
February 10, 2022

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

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

Regrets from Board Members:

MJ. Dettinger
C. Dettinger
C. Holt

Also in attendance are the following resource personnel:

M. Staadegaard, Manager, Culture & Events
D. Seguin, Deputy Treasurer – Financial Accounting
T. Graziano, Senior Manager, Facilities
C. Menard, Cultural Development and Willistead Manor Coordinator
S. Gebauer, Council Assistant & Executive Secretary to the
Board of Directors, Willistead Manor Inc.

1. CALL TO ORDER

The Chairperson calls the meeting to order at 4:00 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 J. Evans, seconded by R. Jasey,
That the minutes of the Board of Directors, Willistead Manor Inc. meeting held January 13, 2022 **BE ADOPTED** as presented:

Carried.

3. BUSINESS ARISING FROM THE MINUTES

M. Staaedegaard, Manager, Culture & Events, provides an update relating to the agreement with HCA Mindbox for the Coach House Historical Exhibit and indicates that a more concrete timeline may be provided at the next meeting of the Board.

C. Menard, Cultural Development and Willistead Manor Coordinator indicates that some preliminary work, including the removal of the sink and cupboard in Studio A, in the Coach House, will be undertaken in order to increase the space available for the Exhibit.

5. CHAIRPERSON'S REPORT

None.

6. REPORTS

6.1 Management

M. Staaedegaard Introduces Jen Knights, the new Executive Director of Recreation and Culture, who expresses her enthusiasm about the upcoming projects at Willistead Manor.

T. Graziano, Senior Manager, Facilities provides an update regarding the drainage work to be undertaken at the Manor and indicates that there have been unexpected delays however, it is anticipated that the work will be completed by the fall of 2022 and will not affect the wedding season in any way. T. Graziano also informs the Board members that the cooling system replacement project is in the design phase and will be put out to tender before the summer.

C. Menard informs the Board members that Vincent Georgie, Acting Associate Vice-President, External, at the University of Windsor is still interested in partnering with the Board of Directors for a private screening of the Willistead Manor Documentary, produced by Suede Productions, in the Performance Hall at the Armouries at the University of Windsor's School of Creative Arts (SoCA), and proposes a date of February 24, 2022 at 5:30pm.

6.2 Treasurer

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

- Operating Account -- \$21,600.
- Savings Account -- \$8,896.

7. COMMITTEES

7.1 Fundraising

None.

7.2 Community Relations and Promotion

None.

7.3 Acquisitions

R. Gauthier inform the Board members that he will be meeting with Chris Renaud, from HCA Mindbox, and his team on-site to discuss the exhibit and will also arrange a meeting with Chris Renaud and A. Jahns to discuss material that may be included as part of the display.

C. Gaudette informs the Board members that she has met with the florist regarding the replacement of the silk arrangements in the Manor and that two arrangements have already been completed.

7.4 Friends of Willistead

K. Renaud informs the Board members that Ms. Alice Shwery, a longtime member of the Friends of Willistead has passed away.

7.5 Education

R. Jasey indicates that with the possibility of restrictions being lifted in the near future, he hopes to be able to reach out to the school boards with regards to field trips to suggest visits to Willistead Manor and the Historical Exhibit.

7.6 Historical

A. Jahns informs the Board members that he is in possession of a photo album that dates back to the 1890s and has been assembling photographs that can be used for the Coach House exhibit.

7.7 Event Planning Committee

None.

8. NEW BUSINESS

C. Menard informs the Board members that Poetry at the Manor has always been a very important part of the City of Windsor's Poet Laureate and Storytellers Program and that in 2022, in celebration of the 10th anniversary of Poetry at the Manor, a collection of poems from all 45 Poets Laureate, who visited Willistead Manor and including photographs of the Manor, will be published and will be available for sale online and in Bookstores.

9. DATE OF NEXT MEETING

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

10. ADJOURNMENT

There being no further business, the meeting is adjourned at 4:43 o'clock p.m.

CHAIRPERSON

EXECUTIVE SECRETARY

Item No. 7.4



Committee Matters: SCM 164/2022

Subject: Minutes of the Meetings of the Executive Committee and Board of Directors, Willistead Manor Inc., held April 14, 2022

A meeting of the **Executive Committee Board of Directors, Willistead Manor Inc.** is held this day commencing at 3:30 o'clock p.m. via Zoom, there being present the following members:

D. Sanborn, Chair
C. Gaudette
R. Gauthier

Also in attendance are the following Resource Personnel:

M. Staaedegaard, Manager, Culture & Events
J. Chacko, Executive Director, Parks & Facilities
D. Seguin, Deputy Treasurer – Financial Accounting,
C. Menard, Cultural Development and Willistead Manor Coordinator
A. Ciacelli, Supervisor, Council Services/Deputy City Clerk

1. CALL TO ORDER

The Chairperson calls the meeting to order at 3:31 o'clock p.m. and the Executive Committee considers the Agenda being Schedule "A" **attached** hereto, matters, which are dealt with as follows:

2. ADOPTION OF THE MINUTES

Moved by C. Gaudette, seconded by R. Gauthier,
That the minutes of the Executive Committee Board of Directors
Willistead Manor Inc. meeting held March 10, 2022 **BE ADOPTED** as presented.

Carried.

3. BUSINESS ARISING FROM THE MINUTES

M. Staaedegaard, Manager, Culture & Events, informs the Committee members they have met with Health and Safety and other partners regarding the reopening of the Manor and it has been confirmed that the Manor will be reopen in time for the Annual General Meeting, should the Board members agree to an in person meeting.

R. Gauthier indicates that he and Colleen will be meeting with Chris Renaud from HCA Mindbox next week, at which time they will approve the concept. R. Gauthier informs that it will take six weeks to produce the graphics and that everything should be installed by the end of June, including the cabinetry in the foyer.

C. Gaudette indicates that the completion of the exhibit should coincide with the unveiling of the Hiram Walker statue.

The Committee members discuss the donor wall that will eventually be installed in the foyer.

4. REPORTS

4.1 Chairperson

None.

4.2 Administration

M. Staadegaard, Manager, Culture & Events, informs the Committee members that Willistead Manor will be opening at the end of April and that many bookings have been confirmed throughout the year.

C. Menard, Cultural Development and Willistead Manor Coordinator informs the Committee members that they have been conducting staffing interviews because they lost some of their staff. In addition, C. Menard indicates that he will be meeting with Kathie Renaud to discuss the Holiday Season.

4.3 Treasurer

D. Seguin, Deputy Treasurer – Financial Accounting, informs the Committee members that the \$10,000. Annual transfer into the Willistead Furnishings Trust Account has been completed.

5. NEW BUSINESS

None.

6. DATE OF NEXT MEETING

The next meeting of the Executive Committee Board of Directors, Willistead Manor Inc. will be held on Thursday, May 12, 2022 at 3:30 o'clock pm. An email

poll will be conducted next week to determine whether the meeting will be held in person or via Zoom.

7. ADJOURNMENT

There being no further business, the meeting is adjourned at 3:48 o'clock p.m.

CHAIRPERSON

EXECUTIVE SECRETARY

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

D. Sanborn – Chair
A. Abu-Zahra
C. Gaudette
R. Gauthier
A. Jahns
R. Jasey
K. Renaud

Regrets from Board Members:

MJ. Dettinger
C. Dettinger
J. Evans
C. Holt
D. Langstone

Also in attendance are the following resource personnel:

M. Staadegaard, Manager, Culture & Events
D. Seguin, Deputy Treasurer – Financial Accounting
J. Chacko, Senior Manager Parks
C. Menard, Cultural Development and Willistead Manor Coordinator
A. Ciacelli, Supervisor, Council Services/Deputy City Clerk

1. CALL TO ORDER

The Chairperson calls the meeting to order at 4:02 o'clock p.m. and the Board considers the Agenda being Schedule "A" ***attached*** hereto, matters, which are dealt with as follows:

2. ADOPTION OF THE MINUTES

Moved by R. Gauthier, seconded by C. Gaudette,
That the minutes of the Board of Directors, Willistead Manor Inc. meeting held March 10, 2022 **BE ADOPTED** as presented:

Carried.

3. BUSINESS ARISING FROM THE MINUTES

D. Sanborn refers to a motion made at the March 10, 2022 meeting regarding holding the Annual General Meeting in person and indicates that an email poll will be conducted by S. Gebauer next week to determine whether the members feel comfortable doing so, given the rising Covid-19 cases.

A. Abu-Zahra suggests ordering heat and serve meals from Thyme To-Go, Willistead Manor's caterer, which members can enjoy during a virtual meeting.

4. CHAIRPERSON'S REPORT

None.

5. REPORTS

5.1 Management

M. Staadegaard, Manager, Culture & Events, informs the Board members that they will be opening the Manor for bookings beginning at the end of April. M. Staadegaard indicates that they have met with the Human Resources Health and Safety representatives, have spoken to their partners in the Facilities Department and are currently in the process of conducting interviews for the Guide positions. M. Staadegaard states that they are very excited to be open for the first time in two years and look forward to seeing people in the space.

5.2 Treasurer

D. Seguin, Deputy Treasurer – Financial Accounting, informs the Board members that the \$10,000. Annual transfer into the Willistead Furnishings Trust Account has been completed and that the account balance is approximately \$20,000.

D. Seguin provides the current account balances as follows:

- Operating Account -- \$26,000.
- Savings Account -- \$10,000.
- Willistead Manor Capital Restoration Reserve Fund -- \$311,000.

D. Seguin explains that \$8,800. from the savings account will be transferred to the Willistead Restoration Improvement Fund after we have had the Annual General Meeting.

6. COMMITTEES

6.1 Fundraising

None.

6.2 Community Relations and Promotion

None.

6.3 Acquisitions

R. Gauthier indicates that he has been in regular contact with Chris Renaud of HCA Mindbox and that he and Colleen will be meeting with him next week, at the Coach House, at which time they will go over some of the timelines for the exhibit. R. Gauthier informs that it will take six weeks to produce the graphics, which should be installed by the end of June. He indicates that most of the work on the exhibit will be ready however, additional items such as the donor wall will not be complete.

6.4 Friends of Willistead

K. Renaud indicates that they have reached out to every member of the Friends of Willistead and have unfortunately lost some. There will however be approximately 15 members available for the Art in the Park event in June.

C. Menard, Cultural Development and Willistead Manor Coordinator, informs that he had a meeting with Julie from Thyme To-Go concerning Art in the Park and that Julie will be sending some suggestions of how Thyme To-Go can partner with Friends of Willistead to offer some sort of outdoor food and beverage option and gathering space. C. Menard indicates that once he has some information, he will approach Rotary, the organizer of Art in the Park.

K. Renaud indicates that the Friends of Willistead are looking forward to the opening of the historical exhibit and would like to plan an outdoor picnic on July 1st or 2nd so that the Friends will have an opportunity to gather and visit the exhibit.

C. Menard indicates that he will be meeting with Kathie at the beginning of May to discuss Holiday decorating, Holiday tours and the Friends of Willistead's involvement in these events.

6.5 Education

None.

6.6 Historical

A. Jahns indicates that he has met with Chris Renaud from HCA Mindbox to show him the materials that has in his possession but indicates that most of the material that he had has been passed on to Suede Productions.

6.7 Event Planning Committee

None.

8. NEW BUSINESS

R. Jasey informs the Board members that he is currently responsible for the High Skills Major Program for Business through the Greater Essex County District School Board and refers to a program that he believes would be well suited for Willistead Manor. R. Jasey explains that as part of this program, students collaborate with local businesses and are tasked with solving a specific problem. In this case, students can be invited to Willistead Manor, from across the Public Board and can be provided a tour of the Manor and given some problems to solve. For example, they could be asked to determine how to get more volunteers involved at the Manor or how to attract more youth to the Manor. The students would then be asked to present their findings and solutions. All expenses would be covered by the School Board and could be scheduled for both the Fall 2022 semester as well as the Winter 2023 semester.

M. Staadegaard feels that this is a great program and a great opportunity for students. M. Staadegaard indicates that she and C. Menard will discuss the matter further to see if and how they could accommodate.

9. DATE OF NEXT MEETING

The Annual General meeting of the Board of Directors, Willistead Manor Inc. will be held Thursday May 12, 2022 at 4:00 o'clock pm.

10. ADJOURNMENT

There being no further business, the meeting is adjourned at 4:20 o'clock p.m.

CHAIRPERSON

Item No. 7.5



Committee Matters: SCM 165/2022

Subject: Minutes of the Meetings of the Executive Committee and Board of Directors, Willistead Manor Inc., held May 12, 2022

A meeting of the **Executive Committee Board of Directors, Willistead Manor Inc.** is held this day commencing at 3:30 o'clock p.m. via Zoom, there being present the following members:

D. Sanborn, Chair
C. Gaudette
R. Gauthier

Also in attendance are the following Resource Personnel:

M. Staadegaard, Manager, Culture & Events
A. Busa, Manager, Facilities Operations
D. Seguin, Deputy Treasurer – Financial Accounting,
C. Menard, Cultural Development and Willistead Manor Coordinator
S. Gebauer, Council Assistant & Executive Secretary to the Board
of Directors, Willistead Manor Inc.

1. CALL TO ORDER

The Chairperson calls the meeting to order at 3:32 o'clock p.m. and the Executive Committee considers the Agenda being Schedule "A" ***attached*** hereto, matters, which are dealt with as follows:

2. ADOPTION OF THE MINUTES

Moved by C. Gaudette, seconded by R. Gauthier,
That the minutes of the Executive Committee Board of Directors
Willistead Manor Inc. meeting held April 14, 2022 **BE ADOPTED** as presented.

Carried.

3. BUSINESS ARISING FROM THE MINUTES

None

4. REPORTS

4.1 Chairperson

None.

4.2 Administration

A. Busa, Manager, Facility Operations, appears before the Executive Committee members to inform them about sidewalk reconstruction work that will be undertaken on the west side of the property, along Chilver Road, next to the Coach House. A. Busa explains that some of the brick pavers on the existing sidewalk have sunk while others are missing, causing a safety hazard that must be addressed. He indicates that the City of Windsor no longer allows brick pavers on the City right of way therefore the sidewalk will be replaced with concrete.

A. Busa asks the Committee members if they would like to consider replacing the brick pavers on the horseshoe shaped driveway and walkway to the Coach House with concrete to match the public right of way. He indicates that there are many coloured concrete patterns that can be considered, if replacing the current surface is an option. A. Busa informs the Committee members that the brick pavers are in good condition however, he is interested in the Committee members' thoughts on the matter.

R. Gauthier asks whether the concrete paving stones that have been selected for the Paul Martin Garden and the courtyard at the Manor could be considered in this area. R. Gauthier states that the Coach House is as special as the Manor and that retaining the historic feel is very important. A. Busa indicates that using the same product that is being used at the Manor is certainly an option.

R. Gauthier suggests that the Horseshoe shaped driveway and walkway remain as is for now and that the replacement of the brick pavers be considered when the work in the Courtyard is undertaken so that the same product can be used to replace the brick pavers.

A. Busa informs the Committee members that the work on the right of way will begin soon and that the transition between the concrete and the brick pavers will be seamless. He indicates that the sidewalk should be completed before Art in the Park however, if there are any delays they will wait until after the event.

M. Staadegaard, Manager, Culture & Events, informs the Committee members that the Manor is open and that the first booking on the second floor will take place this weekend. She also adds that work has begun to connect the two sections of the pathway near the driveway gates and that it will be completed prior to Art in the Park, which takes place on June 4th and 5th.

M. Staadegaard provides an update regarding the new playground that will be installed at Willistead Park, indicating that the structure will be fully accessible and incorporates features very specific to Willistead Manor.

C. Menard, Cultural Development and Willistead Manor Coordinator, informs the Committee members that he has met with Kathie Renaud of Friends of Willistead and that they have confirmed that the tours of the Manor will resume. The tours include: Educational Tours for Académie Ste. Cécile, the July Summer Tours on Wednesdays and Sundays, the Holiday Tours on Wednesdays and Sundays in December and tours of the Manor during Art in the Park between 1:00pm and 4:00pm, where FOW will be on-site.

C. Menard informs that a Request for Proposals has gone out for catering services at Willistead Manor since the current contract period is almost over and indicates that the current caterer, Thyme To-Go, will have the opportunity to submit a proposal. The next caterer will be in place in July.

A discussion ensues regarding the events being planned surrounding the unveiling of the Hiram Walker Statue in July. The unveiling will coincide with the opening of the historical exhibit in the Coach House and could also include tours of the Manor as well as a ticketed fundraising event.

4.3 Treasurer

D. Seguin, Deputy Treasurer – Financial Accounting, will provide an overview of the 2021 Financial Reports and Statements contained in the Annual Report, as well as current account balances, at the regular meeting.

5. NEW BUSINESS

D. Sanborn asks the Committee members to consider a nominee for the position of Vice Chair, which is currently vacant.

The Committee members discuss the need for additional Board members as well as the recruitment process.

6. DATE OF NEXT MEETING

The next meeting of the Executive Committee Board of Directors, Willistead Manor Inc. will be held on Thursday, June 9, 2022 at 4:00 o'clock p.m.

7. ADJOURNMENT

There being no further business, the meeting is adjourned at 4:10 o'clock p.m.

CHAIRPERSON

EXECUTIVE SECRETARY

SG
May 12, 2022

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

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

Regrets from Board Members:

MJ. Dettinger
C. Dettinger
C. Holt
A. Jahns

Also in attendance are the following resource personnel:

M. Staadegaard, Manager, Culture & Events
D. Seguin, Deputy Treasurer – Financial Accounting
C. Menard, Cultural Development and Willistead Manor Coordinator
S. Gebauer, Council Assistant & Executive Secretary to the Board
of Directors, Willistead Manor Inc.

1. CALL TO ORDER

The Chairperson calls the meeting to order at 4:18 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. Gaudette, seconded by R. Gauthier,
That the minutes of the Board of Directors, Willistead Manor Inc. meeting held April 14, 2022 **BE ADOPTED** as presented:

Carried.

3. BUSINESS ARISING FROM THE MINUTES

R. Gauthier informs the Board members that he has met with Chris Renaud of HCA Mindbox, who indicated that the graphics for the exhibit will be in production soon and will be installed before July 2, 2022. R. Gauthier confirms that a space will be left on the wall for the monitor that will eventually be mounted.

C. Menard, Cultural Development and Willistead Manor Coordinator, indicates that a few years ago, flat screen monitors were added in all of the community centres and states that he will explore the possibility of acquiring a monitor and having it installed by July 2, 2022.

4. CHAIRPERSON'S REPORT

D. Sanborn comments about the vacancies on the Board and a conversation ensues regarding the strategic planning session and report that was prepared by Foresight Management Consulting.

5. REPORTS

5.1 Management

M. Staadegaard, Manager, Culture & Events, provides the following updates:

- The Manor is open and the first booking on the second floor will take place this weekend.
- Art in the Park is scheduled for June 4th and 5th.
- Work is currently underway to connect the two sections of the pathway near the driveway gates and will be completed prior to Art in the Park.
- Installation of the new accessible playground will begin in late summer or early fall and the old play structure will remain until the work is complete.

D. Langstone informs the Board members that he will forward to them, by email, a promotional video that was created for the Art in the Park event and asks that each member feel free to share it.

M. Staadegaard advises that Board members that Adrian Busa, Manager, Facility Operations, attended the meeting of the Executive Committee to inform them that sidewalk reconstruction work will be undertaken on the west side of the property, along Chilver Road, next to the Coach House. Because some of the brick pavers on the existing sidewalk have sunk and others are missing, causing a safety hazard, the sidewalk will be replaced with concrete. The Brickwork on the private property will remain untouched at this time.

C. Menard, Cultural Development and Willistead Manor Coordinator, informs the

Board members that he has met with Kathie Renaud of Friends of Willistead and that they have confirmed that the tours of the Manor will resume. The tours include Educational Tours for Académie Ste. Cécile, the July Summer Tours on Wednesdays and Sundays, the Holiday Tours on Wednesdays and Sundays in December and tours of the Manor during Art in the Park between 1:00pm and 4:00pm, where FOW will be on-site.

In addition to the tours, C. Menard informs that other events are currently being planned at the Manor, including the opening of the historical exhibit in the Coach House that will coincide with the unveiling of the Hiram Walker Statue, Poetry at the Manor, the Harvest Dinner and Breakfast with Santa.

C. Menard informs that a Request for Proposals has gone out for catering services at Willistead Manor since the current contract period is almost over and indicates that the current caterer, Thyme To-Go, will have the opportunity to submit a proposal. The next caterer will be in place in July.

5.2 Treasurer

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

- Operating Account -- \$26,000.
- Savings Account -- \$10,000.

D. Seguin provides an overview of the Annual Report Financial Documents.

D. Langstone inquires about investing in the WindsorEssex Community Foundation. D. Seguin indicates that he will investigate further but explains that municipalities are restricted on the types of investments and refers to regulations set out in the *Municipal Act, 2001*.

Moved by J. Evans, seconded by R. Jasey,
That the Annual Report and Financial Statements on the affairs and operations of Willistead Manor Inc. for the year 2021, attached as *Appendix A*, **BE ACCEPTED** as presented.

Carried.

Moved by R. Jasey, seconded by J. Evans,
That upon acceptance of the Willistead Manor Inc. 2021 Annual Report by City Council, copies **BE FORWARDED** to a list of appropriate parties as approved by the Willistead Board.

Carried.

Moved by D. Langstone, seconded by C. Gaudette,
That in accordance with Sections 6 (c) of *the City of Windsor Act, 1981*, an amount of \$ 8,794. **BE PAID OVER** to the City of Windsor Willistead Capital Restoration Reserve Fund.

Carried.

6. COMMITTEES

6.1 Fundraising

None.

6.2 Community Relations and Promotion

None.

6.3 Acquisitions

R. Gauthier informs that he has received an email from Susan Prust, a descendant of Hiram Walker's from Michigan, concerning an oil painting and other items that she will be donating.

C. Gaudette proposes that all of the descendants of the Walker Family be invited to the July events, which include the unveiling of the Hiram Walker Statue and the opening of the historical exhibit.

R. Gauthier informs the Board members that the Chandelier for Mrs. Walker's Dressing Room has been picked up from Michigan. He further informs that a person anonymously dropped off a painting at the Manor. At this time, it is not known whom the portrait is of.

6.4 Friends of Willistead (FOW)

K. Renaud indicates that the first tour for Académie Ste. Cécile will take place on Wednesday, May 25th and will include 20 students. Six members of the FOW will be available to attend.

K. Renaud also informs that fifteen members of the FOW will be available to take on positions at the Manor during Art in the Park. FOW will occupy the same spot outside of the gates and will be selling books and possibly some photographs. C. Menard will be meeting with Julie from Thyme To-Go to discuss food and beverage options.

K. Renaud indicates that FOW members will be available to assist during the summer tours and are looking forward to the opening of the historical exhibit in the Coach House. K. Renaud informs that FOW would like to support the purchase of the TV monitor that will be installed in the Coach House.

6.5 Education

None.

6.6 Historical

6.7 Event Planning Committee

None.

8. NEW BUSINESS

Because the Manor is now open, the Board members agree that the next meeting of the Board of Directors will take place in person at Willistead Manor.

Further, the Board members decide that the Annual Dinner, which normally takes place immediately following the Annual General Meeting, will be scheduled immediately following the September 8th, 2022 meeting of the Board of Directors.

9. DATE OF NEXT MEETING

The next meeting of the Board of Directors, Willistead Manor Inc. will be held Thursday June 9, 2022 at 4:30 o'clock pm.

10. ADJOURNMENT

There being no further business, the meeting is adjourned at 5:39 o'clock p.m.

CHAIRPERSON

EXECUTIVE SECRETARY

Item No. 7.6



Committee Matters: SCM 166/2022

Subject: Report No. 115 of the Board of Directors, Willistead Manor Inc. (2021 Annual Report)

REPORT NO. 115
of the
BOARD OF DIRECTORS,
WILLISTEAD MANOR INC.
of its meeting held May 12, 2022

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 J. Evans, seconded by R. Jasey,
That the Annual Report and Financial Statements on the affairs and
operations of Willistead Manor Inc. for the year 2021, attached as *Appendix A*, **BE
ACCEPTED** as presented.

Carried.

Moved by R. Jasey, seconded by J. Evans,
That upon acceptance of the Willistead Manor Inc. 2021 Annual Report by
City Council, copies **BE FORWARDED** to a list of appropriate parties as approved by
the Willistead Board.

Carried.

Moved by D. Langstone, seconded by C. Gaudette,
That in accordance with Sections 6 (c) of *the City of Windsor Act, 1981*, an
amount of \$ 8,794. **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 Willistead Manor Inc.				

Willistead Manor Inc.



Photograph courtesy of Marty Gervais

Annual Report

2021

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THE CITY OF WINDSOR

OFFICE OF THE MAYOR

DREW DILKENS, DBA
MAYOR

**“The heritage of the past is the seed
that brings forth the harvest of the future.” | Wendell Phillips**

Willistead Manor will always be one of the most important buildings in our community. It was very difficult for the City and for the Willistead Manor Inc. Board of Directors to see the iconic home remain closed for 2021. However difficult, it was the correct, responsible, and necessary decision to protect our community health and well-being as the pandemic continued. It was also necessary to protect the manor itself. The pandemic increased the need for enhanced cleaning at all City facilities. Due to the historic nature of the manor, we were unable to provide the level of enhanced cleaning required without causing damage to the woodwork and furnishings. This did not stop weddings from taking place in the Paul Martin Gardens once they were safe to host once again. It also did not stop us from working hard on major Willistead Manor projects.

For the City of Windsor, a key highlight of 2021 was the winter press conference to announce significant investments in heritage preservation at Willistead Manor through the 2022 City Budget. I was proud to highlight important recent restoration work, as well as upcoming investments. Our long-term capital plan looks to invest about \$1.7-billion in public infrastructure renewal to raise the quality of life of residents over the next decade. This includes about \$170-million for Parks, Recreation and Culture, and Facilities, as City Council keeps its focus on delivering results and increasing quality of life. Council’s investment into heritage preservation for Willistead Manor totals \$7.2-million between 2017 and 2032. We are investing about \$1.6-million towards the heritage facility’s Capital Rehabilitation program in 2022 alone.

At that announcement, I highlighted upcoming 2022 projects including foundation waterproofing, resurfacing of the terrace in the Paul Martin Gardens, and restoration of capstone and grate work. We are replacing the cooling system, and taking care of interior and exterior painting. Over the next ten years, major infrastructure projects in the works include restoration of the perimeter fence, main entrance refurbishment and repaving, repaving the parking lot, and restoration of the basement and associated infrastructure. This work is about continuing to invest to keep the manor house, the surrounding buildings, and the park site vibrant, thriving, and brimming with heritage, culture, and art all year long.

While the City’s Facilities department focused on some of these projects in 2021, the Willistead Manor Inc. Board of Directors, the Friends of Willistead, and City Culture staff worked on moving key projects forward so they would be ready when we were finally able to re-open the doors of the manor. For a few years now, the Board has worked closely with the City and Suede Productions on the research, filming, production, and editing phase of a Willistead Manor

documentary. The film, *Walkerville's Willistead Manor: The Home That Shaped a Community*, was completed in 2021, and will be released in 2022. It tells the story of the Walker Family, the formation of Walkerville, and the construction and history of Willistead Manor. It also details the search for the famed portrait of Edward that hangs in the Great Hall. Meanwhile, work got underway on the research, design, and development of a permanent mini-exhibition on the Walker Family for display in the Coach House. Set to be unveiled in July 2022, alongside the unveiling of the Hiram Walker Commemorative Statue, the exhibition will become part of future tours and educational programming on site. The ongoing restoration and preservation of Willistead Manor is a key part of the vision for Windsor's future.

I offer sincere thanks, on behalf of myself, and City Council, to the Board of Directors and the Friends of Willistead for their ongoing commitment to preserving and sharing the story of Willistead. Thanks to the descendants of Hiram Walker, Pam and Tony Morse, for their continued support of the work here, and for helping us maintain the important link between our City and the Walker family. Thanks also to the donors and partners, including Rotary Club of Windsor (1918), who offer funding support to the manor year after year through donations and large-scale efforts like *Art in the Park* – which also returns in 2022. Finally, my thanks to the City staff who work to preserve and program this space year-round.

Windsor's story is tied to the history of Walkerville and of the Walker family, and to the many contributions made during the formation of our community. Willistead Manor is a big part of that history – and truly is the *home that shaped a community*. Thank you for being part of the Manor's successes yesterday, today and tomorrow.

Sincerely,

A handwritten signature in dark ink, appearing to read 'Drew Dilkens', with a long horizontal flourish extending to the right.

Drew Dilkens
Mayor, City of Windsor

DELIVERING RESULTS FOR LOCAL **HERITAGE** PRESERVATION

\$7.2 million
for Willistead Manor
Restoration
Between 2017 to 2032

\$1.6 million
to be invested in 2022



Let's celebrate the
**Best Things
to See & Do**
in Windsor Essex!

Willistead Manor - Best Photo Op

Vote for us today!

BEST OF
**WINDSOR
ESSEX**
AWARDS

A Proud Program of:
TOURISM
**WINDSOR
ESSEX**
PELEE ISLAND

The advertisement features a background image of the Willistead Manor building, a large stone structure with multiple arched windows and a prominent chimney. A pink location pin icon is in the top left corner. A pink banner across the middle contains the award title. A white script text overlay is in the bottom left, and the award logo is in the top right. A smaller logo for Tourism Windsor Essex Pelee Island is in the bottom right.



2021 Annual Report



The Corporation of the City of Windsor and the Board of Directors Willistead Manor Inc.

www.willistead.ca
www.citywindsor.ca

Prepared by the Council Services Department, May 2022

Photographs courtesy of “City of Windsor Culture Collection” unless otherwise noted

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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 2021.

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 the Commissioner of Community Services. 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, 2022</u>	<u>Term Expiring August 17, 2023</u>
Andalieb Abu-Zahra James Evans Robert Gauthier Douglas Sanborn	Carl Dettinger Mary Jane Dettinger Colleen Gaudette Art Jahns Robert Jasey 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:

2021/2022

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 2021 the Manor Club received donations totalling \$ 8,769.00.

The following classifications of membership were established:

Charter Life Members: original members whose donations exceeded \$1,000.00 prior to December 31, 1982

Charter Corporate Members: original corporations whose donations exceeded \$1,000.00 prior to December 31, 1982

Life Members: donors who have completed their \$1,000.00 donations since December 31, 1982

Corporate Members: corporations who have completed their \$1,000.00 donations since December 31, 1982

Sustaining Members: donors of less than \$1,000.00 whose donations, when they reach \$1,000.00 will make them life members

Sustaining Corporate Members: 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 Office of Parks, Recreation, Culture and Facilities, 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.

Unfortunately, due to the Covid-19 pandemic, the Manor has been closed since March 2020 but we are hopeful that the scheduled May 2022 opening can be realized. Due to these Covid-19 lockdowns, our financial partners have had to cancel the fundraising activities and donations which have benefitted the Manor for many years.

The annual Rotary Club of Windsor (1918) Art in the Park event scheduled for June 5th and 6th, 2021 was cancelled and we are anxiously anticipating the 2022 event. Donations to Willistead Manor from the Rotary Club (1918) began in 1972 and the Willistead Manor Board of Directors is extremely thankful for their 50 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 to offer support with docent services and various community events promoting and fund raising for the Manor. We are eternally grateful for all they do and anxiously look forward to when they can bring their energy back to the Manor.

Additionally, the Board is sincerely thankful for the continued support over the years from The Manor Club Patrons, Via Italia Seniors and Community Centre Inc., The Questors Ontario Chapter, The Windsor Essex County Association of Realtors, the Windsor Design Association designers, teachers and students from the St. Clair College Interior Design Program and everyone else who contributes to support the Manor for the continued enjoyment of the residents and visitors to Essex County.

Finally, a special thank-you to the Acquisitions Committee, whose hard work and dedication allows the Manor to maintain the high-level historical quality and community value that Willistead Manor Inc. strives for.

We are excited to announce that a historical exhibit in the Coach House, made possible from the generous Merrinoff family donations and the support of numerous Walker family descendants, is scheduled to open in July 2022. We are all looking forward to once again being able to gather with friends, colleagues and patrons to continue our work promoting the Manor.

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.”

On behalf of the Board; thank you Mayor Dilkens and City council for your support and ongoing investments honouring the Manor’s history and present-day relevance.

In closing, we also wish to extend thanks to the following people from the City of Windsor for their interest and support:

Ray Mensour – Commissioner, Community Services
Jen Knights – Executive Director, Recreation & Culture
James Chacko – Executive Director, Parks & Facilities
Michelle Staadegaard – Manager, Culture & Events
Christopher Menard – Cultural Development & Willistead Manor Coordinator
Kim Manzerolle – Recreation Centre Clerk, Willistead Manor
Dan Seguin – Deputy Treasurer, Financial Accounting
Sue Hallett-Zufelt – Financial Analyst, Financial Accounting
Steve Vlachodimos – City Clerk & Senior Manager, Council Services
Sandra Gebauer – Council Assistant and Executive Secretary to the Board of
Directors, Willistead Manor Inc.
Bonnie Reid – Resident Custodian

Respectfully submitted,

Douglas Sanborn

Douglas Sanborn
Chair, Willistead Manor Inc.



Photograph Courtesy of Tourism Windsor Essex Pelee Island



Photograph Courtesy of Tourism Windsor Essex Pelee Island



Acquisitions Committee

The Acquisitions Committee met with the Board via Zoom several times throughout 2021 to discuss the challenges of the pandemic as it relates to Willistead Manor. Acquisitions continued to work on initiatives to maintain our mission of preservation of the manor despite these challenges.

Several years ago, the Acquisitions Committee and the Board of Directors contracted Suede Productions to create a documentary to showcase Hiram Walker, his successful business ventures, Willistead Manor and the Walker family legacy. We are delighted to report that the documentary has been completed and we hope to premiere it to the public sometime in 2022.

The Acquisitions Committee and the Board of Directors also contracted HCA Mindbox to help facilitate the historical exhibit in the Coach House. We anticipate its completion in 2022 and look forward to opening it to the public.

In closing, I would like to quote a paragraph from the booklet, *Willistead Manor, A History and A Guide*:

“As the manor is over 100 years old, (completed in 1906), terms such as reconstruct, repair, renew and restore are applied on an on going basis not only to the Manor but to the grounds and attendant buildings as well. This magnificent gift from the Walker family now belongs to the people of Windsor and it is up to us to keep this gem a shining example of public support”.

Respectfully submitted,

Robert Gauthier

Robert Gauthier ARIDO IDC
Executive Member of the Board of Directors, Willistead Manor Inc., Chair of
Acquisitions



Photograph Courtesy of Tourism Windsor Essex Pelee Island

Friends of Willistead

Our group continued to be safe but we were away from the Manor and all our usual activities. We kept in touch through emails and phone calls but the 40-year history of the Friends was put on hold.

In 1980 when the Manor was refurbished and ready to be what it is today, a strong group of advocates (including the Questers) met and made plans to serve and promote the Manor in any way that they could. The Manor became a premier event place but was also to be known as part of the community so tours and educational partnerships were formed and the Friends became a group.

The first open house was to show off the Manor ready for Christmas in December 1981. One of the original tour guides from then remains a member 40 years later. The Manor was enhanced through donations and acquisitions and became a draw to locals and tourists, who always left in awe of what Edward and Mary had created with architect Albert Khan. This is still true today and Christmas at Willistead Manor is an event you cannot miss.

The Friends are a group of 60 members who come from all walks of life and all bring unique skills to the table: seamstress, office employee, teachers, nurses, moms and dads and appreciated volunteers.

We have raised funds for the restoration of the Manor and will continue to do so...our High Teas, Easter and Halloween parties for children, Christmas bazaars, Art in the Park cafe and various endeavors have raised monies that help the 115-year-old house stay safe for future generations to enjoy.

Respectfully Submitted,

Kathleen Renaud

Kathleen Renaud, President
Friends of Willistead.



WINDSOR'S POET LAUREATE EMERITUS & POET LAUREATE PRESENT

a virtual edition of
poetry
 AT THE MANOR
 - Vol. 9 -

TUESDAY, OCTOBER 19, 2021 | 7:00 PM

Watch at Mayor Drew Dilkins' YouTube page, and on Facebook pages for Mayor Drew Dilkins, The City of Windsor, Museum Windsor & Black Moss Press

FEATURED POETS	SPECIAL GUESTS
MARTY GERVAIS WINDSOR Poet Laureate Emeritus	MAYOR DREW DILKENS Introductory and Welcome Remarks
MARY ANN MULHERN WINDSOR Poet Laureate	ALEXEI UNGURENAŞU WINDSOR Youth Poet Laureate
LOUISE BERNICE HALFE CANADIAN Parliamentary Poet Laureate	CRISSI COCHRANE "WHY" Animated Music Video
SKY DANCER	NADINE DELEURY Cello performance outside Willistead
ALBERT DUMONT OTTAWA Poet Laureate	BOOK SALES Purchase works by our guest poets through links we'll provide.
RANDELL ADJEI ONTARIO Poet Laureate	Additional details at www.citywindsor.ca
VICTORIA BUTLER BARRIE Poet Laureate	Telling Our Stories. Sharing Yours.

Supported by the City of Windsor, Black Moss Press, the League of Canadian Poets & Biblioasis



Photograph Courtesy of Suede Productions



Photograph Courtesy of Suede Productions

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The House Guest

By Marty Gervais | Windsor's Poet Laureate Emeritus
In honour of Ken Saltmarche at Willistead Art Gallery

I'd like to think the tall thin man
I met in the upstairs gallery is still there
a ghost among the wide open rooms
and imagine him still busy with painters
and poets and musicians, still finding
ways to put pictures to words, still
finding words to paint the stories
we carry with us

I imagine him moving in the after hours
feeling his way through the splendid
darkness of this august place that sits
amidst Elm and Chestnut
and Kentucky coffee trees

I'd like to think the tall thin man
finds a moment each night
to settle down before an easel and paint
yet another and another and another
of this place he calls home

Mary Walker at Willistead

By Mary Ann Mulhern | Windsor's Poet Laureate

It was her home
This mansion of many rooms
She planned every detail
Decorations, furnishing, colours
Paintings, each piece
A reflection
Of her gift for art

Now, all these years later
Mary Walker is at peace
Knowing all is well
With her beloved Willistead
She rejoices to see the rooms
Filled with people
To hear the voices
Wordsmiths from all across the country

It was her gift to all of us.

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***2021
Financial Reports
and Statements***

***Board of Directors
Willistead Manor Inc.***

WILLISTEAD MANOR INC.
FINANCIAL REPORT
For the year ending December 31, 2021

Manor Club

The fiscal year ending December 31, 2021 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 2020 was included in the 2021 budget, which, combined with normal operating expenses, resulted in a cumulative surplus for 2021 of \$31,145.

Twenty eight contributions to the Manor Club were received, amounting to \$8,769. Eleven 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 \$393,224.

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 \$8,794 to be applied toward the continued restoration of Willistead.

WILLISTEAD MANOR INC.
BALANCE SHEET
As at December 31, 2021

	2021	2020
<i>Assets:</i>		
<i>Cash in Bank</i>	\$ 39,940	\$ 28,972
<i>Liabilities:</i>		
<i>City Treasurer - Willistead Capital Restoration Fund</i>	8,794	2,535
<i>Equity</i>	31,145	26,437
<i>Total Liabilities & Equity</i>	\$ 39,940	\$ 28,972

Note: Does not reflect values of fundraising inventory

WILLISTEAD MANOR INC.
STATEMENT OF REVENUE, EXPENDITURE AND FUND BALANCE
As at December 31, 2021
with comparative figures for 2020

	2021	2020
<i>Revenues:</i>		
<i>Manor Club Contributions</i>	8,769	2,427
<i>Fundraising Event</i>	-	-
<i>Bank Interest - Savings</i>	25	109
<i>Total Fundraising Revenue</i>	8,794	2,536
<i>Operating Grant</i>	4,500	4,500
<i>Bank Interest - Operations</i>	209	280
<i>Total Revenues</i>	13,503	7,316
 <i>Expenditures:</i>		
<i>Fundraising</i>	-	-
<i>Other</i>	-	104
<i>Transfer to Willistead Capital Restoration Fund</i>	8,794	2,535
<i>Total Expenditures</i>	8,794	2,639
<i>Excess of Revenues over Expenditures</i>	4,709	4,678
<i>Fund Balance, Beginning of Year</i>	26,437	21,760
<i>Fund Balance, End of Year</i>	31,145	26,437

2021
FINANCIAL REPORTS
AND STATEMENTS



CORPORATION OF THE CITY OF WINDSOR
WILLISTEAD MANOR - Furniture and Furnishings Trust Fund
WILLISTEAD MANOR - Capital Restoration Reserve Fund
WILLISTEAD MANOR – Endowment Fund



**CORPORATION OF THE CITY OF WINDSOR
WILLISTEAD MANOR FINANCIAL REPORT
For the year ending December 31, 2021**

Art-in-the-Park

Due to Covid-19, Art-in-the-Park co-sponsored by the City of Windsor and the Rotary Club of Windsor (1918) was not held in 2021. 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 2021. 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 \$127,506 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

The Willistead Capital Restoration Fund has a balance of \$320,786 as at December 31, 2021 year-end.

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, 2021 the Willistead Endowment Fund has a fund balance of \$28,683. The minimum capital balance that must be preserved in the fund as at December 31, 2021 is \$13,428.



WILLISTEAD FURNISHINGS - TRUST FUND
STATEMENT OF REVENUE, EXPENDITURE AND FUND BALANCE
As at December 31, 2021
with comparative figures for 2020

	2021	2020
<i>Revenues:</i>		
<i>Interest Income</i>	\$ 64	\$ 58
<i>Transfer from Willistead Restoration Reserve Fund</i>	10,000	-
<i>Total Revenues</i>	10,064	58
 <i>Expenditures:</i>		
<i>Furnishings and Upgrades</i>	3,793	5,601
<i>Total Expenditures</i>	3,793	5,601
<i>Excess (Deficiency) of Revenues over Expenditures</i>	6,271	(5,543)
<i>Fund Balance, Beginning of Year</i>	4,211	9,754
<i>Fund Balance, End of Year</i>	\$ 10,482	\$ 4,211



CORPORATION OF THE CITY OF WINDSOR
WILLISTEAD MANOR - CAPITAL RESTORATION RESERVE FUND
STATEMENT OF REVENUE, EXPENDITURE AND FUND BALANCE
As at December 31, 2021
with comparative figures for 2020

	2021	2020
<i>Revenues:</i>		
<i>Willistead Manor Inc.</i>	\$ 2,535	\$ 8,361
<i>Art-in-the-Park</i>	-	-
<i>Friends of Willistead - Donation</i>	-	2,000
<i>Donation Box Proceeds & Sale of Books</i>	-	-
<i>Transfer from Willistead Capital</i>		
<i>Maintenance Reserve Fund</i>	-	34
<i>Interest Income</i>	4,311	5,276
<i>Total Revenues</i>	6,847	15,671
 <i>Expenditures:</i>		
<i>Transfer to Willistead Furnishings Trust</i>		
<i>Fund</i>	10,000	-
<i>Transfer to Capital Project</i>	-	100,000
<i>Total Expenditures</i>	10,000	100,000
<i>Deficiency of Revenues</i>		
<i>Over Expenditures</i>	(3,153)	(84,329)
<i>Fund Balance, Beginning of Year</i>	323,939	408,268
<i>Fund Balance, End of Year</i>	\$ 320,786	\$ 323,939



CORPORATION OF THE CITY OF WINDSOR
WILLISTEAD MANOR - ENDOWMENT FUND
STATEMENT OF REVENUE, EXPENDITURE AND FUND BALANCE
As at December 31, 2021
with comparative figures for 2020

	2021	2020
<i>Revenues:</i>		
<i>Donations</i>	\$ 300	\$ 2,000
<i>Interest Income</i>	199	281
<i>Total Revenues</i>	499	2,281
 <i>Expenditures:</i>		
<i>Total Expenditures</i>	-	-
<i>Excess of Revenues over Expenditures</i>	499	2,281
<i>Fund Balance, Beginning of Year</i>	28,184	25,903
<i>Fund Balance, End of Year</i>	\$ 28,683	\$ 28,184



CORPORATION OF THE CITY OF WINDSOR
WILLISTEAD CAPITAL RESTORATION PROJECT ACCOUNTS
As at December 31, 2021

	<i>Life to Date</i>
<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 & 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
<i>Transferred Balance from Previous Capital Project</i>	174,707.00
<i>Total Revenues</i>	2,361,257.00
 <i>Expenditures:</i>	
<i>Total Expenditures to Date</i>	\$ 2,296,591.00
<i>Balance Available at December 31, 2021</i>	\$ 64,666.00

(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.



Thank You

**Subject: Rent Supplement Program Expiries and Mitigation Update -
City Wide**

Reference:

Date to Council: July 6, 2022
Author: Jolayne Susko
Coordinator, Housing Administration & Policy
(519) 255-5200 ext. 6278
jsusko@citywindsor.ca
Housing and Children's Services
Report Date: May 9, 2022
Clerk's File #: GH/14271

To: Mayor and Members of City Council

Recommendation:

THAT this update report from the Executive Director of Housing and Children's Services regarding Rent Supplement Expiries and Mitigation Efforts **BE RECEIVED FOR INFORMATION.**

Executive Summary:

N/A

Background:

The City of Windsor is the Service Manager with respect to Social and Affordable Housing for the City of Windsor and the County of Essex. The City administers a number of affordable housing programs funded municipally, as well as provincially and federally, including Rent Supplement (RS) and Housing Allowance (HA) Programs.

The programs provide rental assistance to low-income households living in private rental accommodations, and in social and affordable housing units in Windsor and Essex County. A portion of these programs are municipally funded through a shared contribution agreement between the City of Windsor (as Service Manager) and the County of Essex since the devolution of social housing in 2001. In addition, the federal and provincial governments have provided RS/HA funding under time-limited housing program funding envelopes such as, Investment in Affordable Housing (IAH and IAH-E), Social Infrastructure Fund (SIF) and Ontario Priorities Housing Initiative (OPHI).

RS/HA(s) have not only benefited low-income households but have also assisted social and/or affordable housing landlords with their housing project's financial viability by providing RS/HA(s) to a specific number of qualifying tenants.

Windsor Essex has offered RS/HA programs as a means of expanding affordable housing options in our community for years. As of November 2021, approximately \$3.29 million was being allocated to RS/HA(s) assisting on a monthly basis to approximately 500-549 households throughout Windsor and Essex County.

The funding programs for RS/HA(s) have been long standing and considered quasi-permanent funding by recipients, their Program Administrators and the community support agencies, ALSO, Community Living Essex County, Windsor Essex Brokerage for Personal Supports, as examples.

Discussion:

In 2020, Housing Services began actively working with RS/HA Program Administrators on a rent supplement expiry mitigation strategy and through these efforts the majority of households with a RS/HA expiring March 31, 2022 successfully transitioned to an alternate benefit for example, a Windsor Essex Housing Benefit (WEHB) or Rent Geared to Income (RGI). Mitigation efforts continue for households with RS/HA(s) expiring on March 31, 2023 and March 31, 2024.

All expiring RS/HA households are notified of the expiry in writing and advised on required action(s) in order to be considered for an alternate benefit such as a Canada Ontario Housing Benefit (COHB), Windsor Essex Housing Benefit (WEHB) or Rent-Geared-to-Income (RGI) unit. Each participant must be on and/or eligible to be on, the CHR-WEC's centralized waitlist to be considered eligible for these three alternate housing subsidy options. All expiring rent supplement participants have been offered Priority II status on the CHR-WEC's centralized waitlist and the participant's date of application goes back to their original application date; understanding RGI units and the WEHB must be offered from the centralized waitlist in order of priority.

Further to the Rent Supplement Program Expiries and Mitigation Strategy report presented to Council on January 5, 2022 (Council Report: S 144/2021; CR 36/2022) the following is a status update on rent supplement/housing allowance RS/HA expiries and mitigation efforts:

Program Name	Populations Served	Expiry Date	No. of Households (at September 2021)	Approx. Annual Subsidy	Mitigation/ Funding Program Replacement as of May 2022
Investment in Affordable Housing (IAH)	In crisis, homeless, persons with disabilities, seniors, survivors of domestic violence, working poor	Mar-31-2022	82	\$460,000	Majority funded with municipally funded housing benefit program (WEHB) and RGI

Rent supplement administrators actively worked with each RS/HA household with a rent supplement agreement expiring on March 31, 2022 (82 households; Investment in Affordable Housing (IAH)), assessing the value of each alternate housing option so households were able to make an informed choice on an alternate benefit.

The 82 households with Investment in Affordable Housing (IAH) RS/HA's expiring March 31, 2022 were mitigated over the course of 2021-22 as follows:

- 47 households converted to WEHB
- 2 households were deemed eligible for a WEHB < \$25 therefore, no benefit issued
- 4 households with WEHB applications in process/outstanding paperwork
- 16 households were housed RGI
- 2 recipient's deceased
- 2 households moved out of province/moved in with family
- 5 households voluntarily withdrew
- 1 household evicted
- 1 household converted to IAH-E RS/HA expiring March 31, 2024 due to an administrative error
- 2 households – no response to mitigation efforts

Program Name	Populations Served	Expiry Date	No. of Households (at September 2021; April 2022)	Approx. Annual Subsidy (at September 2021; April 2022)	Mitigation/ Funding Program Replacement as of May 2022
Strong Communities Rent Supplement (SCRSP)	persons with disabilities, seniors, working poor	SCRSP Mar-31-2023; HPP 22-23 annualized funding	195; 190	\$1,164,000; \$1,115,000	Funded through Mar 2023 with new Housing and Homelessness Program which is annualized funding (HHP; announced March 7/2022)

As reported to council on April 11, 2022 (Council Report: C 51/2022), in March 2022 the Ministry of Municipal Affairs and Housing (MMAH) announced the new Homelessness Prevention Program (HPP) which came into effect starting April 1, 2022. HPP is a consolidation of three funding programs, including Strong Communities Rent Supplement Program (SCRSP).

The HPP recognizes the importance and integral part SCRSP RS/HA(s) play within the affordable housing system and addresses the significant concerns raised regarding the program's scheduled end on March 31, 2023 by continuing to fund this program through this new consolidated annualized funding allocation until such time the HPP program is modified or terminated. The conversion of SCRSP to HPP, equates to approximately \$1.18 million in annual funding allowing the continuance of funding for approximately 195 RS/HA households, wherein many of the households assisted require supportive housing as a result of their physical and/or cognitive needs. Thereby, mitigating some of the risks associated with expiring RS/HA funding programs.

Program Name	Populations Served	Expiry Date	No. of Households (at September 2021; April 2022)	Approx. Annual Subsidy (at September 2021; April 2022)	Mitigation/ Funding Program Replacement as of May 2022
Investment in Affordable Housing (Ext) (IAHE)	In crisis, homeless, seniors, survivors of domestic violence, working poor	Mar-31-2024	203; 176	\$1,400,000; \$1,264,000	Mitigation efforts underway
IAHE – Social Infrastructure Funding (SIF)	seniors, youth	Mar-31-2024	48; 42	\$190,000; \$208,000	Mitigation efforts underway
SIF – Anti-Human Trafficking (SIF-AHT)	Survivors of human trafficking	Mar-31-2024	17; 14	\$111,000; \$112,600	Mitigation efforts underway
Ontario Priorities Housing Initiative (OPHI – HA) (yearly allocation)	Homeless and/or at-risk-of-homelessness	Originally scheduled to expire Mar-31-2022, funding extended through Mar-31-2023	6; 6	\$30,000; \$50,000	Funding through March 31, 2023 with 2022-23 OPHI funding. Mitigation efforts underway
ESTIMATED UNFUNDED RS/HA TOTAL			274; 238	\$1,731,000; \$1,634,600	

The programs expiring March 31, 2024 were offered as extension/companion programs to the provincially funded IAHE program RS/HA programs which expired March 31, 2022 and assist specific populations with their affordable housing needs. At the writing of this report, these specific programs are not being extended and no replacement funding announcements have been made to offset the March 31, 2024 expiring programs. Therefore, Housing Services as Service Manager has paused offering new RS/HA's on attrition/turnovers in these expiring programs and is actively working with RS/HA Program Administrators to determine next steps to mitigate and assist RS/HA recipient households with

their transition to an alternative housing benefit/assistance program on or before the March 31, 2024 program expiry.

Risk Analysis:

There continues to be a critical risk to RS/HA households linked to an expiring RS/HA funding agreement requiring immediate, significant and ongoing action to mitigate the negative effect the loss of subsidies will have on the housing affordability for these households, which may result in evictions and ultimately homelessness for some of these households.

Ongoing efforts with RS/HA households with an expiring RS/HA will need to be made to assist them in navigating and applying for a replacement housing benefit, understanding a replacement benefit may not provide the same level of subsidy as their expiring subsidy/allowance. There is also significant risk there may not be a replacement subsidy available for all households experiencing this loss as future funding allocations are unknown and/or may not meet the demand. Furthermore, the loss of RS/HA funding continues to have an impact on our ability to assist new households in Windsor-Essex seeking assistance with their affordable housing need.

The Executive Director of Housing and Children's Services will continue to advocate for replacement funding at Ministry forums and tables and continue to support expiring RS/HA mitigation efforts.

Climate Change Risks

Climate Change Mitigation:

N/A

Climate Change Adaptation:

N/A

Financial Matters:

The City of Windsor, as Service Manager for Windsor-Essex, is responsible for delivering a number of RS/HA programs in the service area. Funding allocations to operate and administer these programs form part of the Housing Services ongoing annual provincial operating budgets and HPP provincial budget.

As noted in the body of the report, RS/HA programs that expired as of March 31, 2022 have been mitigated and the affected households have been transferred, for the most part, to an alternative housing benefit program such as, WEHB and RGI.

The balance of the expiring RS/HA programs represent programs where a rent supplement administrator is authorized through a service agreement with the City to offer a set number of rent supplements based on a fixed funding allocation.

The remaining RS/HA programs, by expiry date and the updated potential budget effect, are as follows:

Expiry - March 31, 2023

Program: Homelessness Prevention Program (HPP)

- formerly Strong Communities Rent Supplement Program (SCRSP)

Funding Allocation: \$ 1.118 million / year

Current Take-up: 190 units; Yearly Subsidy: \$ 1.115 million/year

As noted above, in March 2022 the Province announced the consolidation of three funding programs into the Homelessness Prevention Program (HPP). With the introduction of the HPP, the SCRSP was effectively terminated March 31, 2022 and the yearly funding allocation of \$1.118 million became a component of this new program allocation. Housing Services will continue to fund SCRSP RS/HA households through to the original SCRSP expiry date of March 31, 2023. Housing Services and Homelessness and Housing with Supports staff are working to design and deliver a RS/HA program under the new HPP program. Every effort will be made to successfully mitigate RS/HA tenancies set to expire on March 31, 2023 by continuing to fund households under the HPP program or transition them to an alternate housing benefit/assistance program e.g., WEHB, COHB, RGI. The HPP is a provincially funded program with no additional costs to the City or County.

Expiry – March 31, 2024

Program: Investment in Affordable Housing Extension (IAHE)

Funding Allocation: \$ 8.02 million; Period: 2015 – 2024

Current Take-up: 176 units; Yearly Subsidy: \$ 1.264 million/year

Program: Social Infrastructure Fund (SIF-IAHE)

Funding Allocation: \$ 1.0 million; Period: 2016 – 2024

Current Take-up: 42 units; Yearly Subsidy: \$ 208,000/year

Program: Social Infrastructure Fund – Anti Human Trafficking (SIF/IAHE/AHT)

Funding Allocation: \$ 568,000; Period: 2018 – 2024

Current Take-up: 14 units; Yearly Subsidy: \$ 112,600/year

As of the writing of this report, the above programs have not been extended and no replacement funding announcements have been made to offset the March 31, 2024 expiring programs. Should the Service Manager choose to consider funding programs expiring March 31, 2024, the municipal cost, based on current take-up, is estimated to be \$1.6 million annually (\$1.0 million City).

Consultations:

Mike Deimling, Social Housing Analyst

Nancy Jaekel, Financial Planning Administrator

Conclusion:

The current demand for affordable housing continues to exceed the supply for all municipalities in the Windsor Essex service area. The expiry of RS/HA funding envelopes over the course of the next two years has the potential to increase affordable housing demand, evictions and homelessness by approximately 270 RS/HA households which are currently in receipt of an expiring rent supplement. Housing Services and program administrators will continue the mitigating strategy efforts to find these households a replacement affordable housing benefit but at this time, the demand continues to exceed available funding.

Planning Act Matters:

N/A

Approvals:

Name	Title
Jolayne Susko	Coordinator, Housing Administration & Policy
Nancy Jaekel	Financial Planning Administrator
Kirk Whittal	Executive Director, Housing and Children's Services
Debbie Cercone	Acting Commissioner Human and Health Services
Joe Mancina	Commissioner, Corporate Services CFO/City Treasurer
Onorio Colucci	Acting Chief Administrative Officer

Notifications:

Name	Address	Email
Housing and Homelessness Advisory Committee (HHAC; Clerks to send)		
Windsor Essex Community Housing Corporation		jsteele@wechc.com
Housing Information Services		angelidis@lscdg.com
Assisted Living Southwestern Ontario		RalphGanter@alsogroup.org
Windsor Homes Coalition		angela@wfhcp.com
Mariner's Co-operative Housing Development		marinerscoop@outlook.com
Frank Long Co-op		FrankLong@cogeco.ca
Ryegate Co-op Homes		ryegate@bellnet.ca
T.W.C. Development Corporation		mderikx@sympatico.ca
WeFIGHT		gilberts@lao.on.ca
PCCWA		Margaret.pccaow@cogeco.net
Family Services Windsor Essex		izuk@fswe.ca
Community Living Essex		karen@communitylivingessex.org
Windsor Essex Brokerage for Personal Supports		colleen@webps.ca
House of Sophrosyne		Karen.waddell@sophrosyne.ca
County of Essex; CAO County of Essex		mgalloway@countyofessex.ca

Appendices:

N/A

Subject: Building Safer Communities Fund (BSCF) Update and Agreement Information (City Wide)

Reference:

Date to Council: July 6, 2022
Author: Stephen Lynn
Manager (A), Social Policy and Planning
519-255-5200 ext. 5302
slynn@citywindsor.ca
Community Development and Health Services
Report Date: June 9, 2022
Clerk's File #: SS/14026

To: Mayor and Members of City Council

Recommendation:

THAT the report from the Manager, Social Policy and Planning on the Building Safer Communities Fund (BSCF) **BE RECEIVED**; and,

THAT the Commissioner Human and Health Services **BE AUTHORIZED TO APPROVE** and **SUBMIT** applications and related submissions and amendments to secure funding related to the Building Safer Communities Fund and any subsequent programs or program extensions, provided they are in a form satisfactory to the City Solicitor, satisfactory in financial content to the City Treasurer, and technical content to the Manager (A), Social Policy and Planning; and further,

THAT the City Clerk and Chief Administrative Officer **BE AUTHORIZED TO EXECUTE** Funding Agreements and any related amendments and extensions between the City of Windsor and the Ministry of Public Safety and Emergency Preparedness, provided that the Funding Agreements and any related amendments and extensions are in a form satisfactory to the City Solicitor, satisfactory in financial content to the City Treasurer, and technical content to the Commissioner of Human and Health Services at a cost not to exceed the funding allocation provided by the Federal government or as allocated in the approved City budget in each respective year; and further,

THAT the Commissioner Human and Health Services or his/her designate **BE AUTHORIZED TO EXECUTE** the necessary agreements and documents related to the Building Safer Communities Fund, provided such agreements and documents comply with the governing program requirements, and are in a form satisfactory to the City Solicitor, satisfactory in financial content to the City Treasurer, and satisfactory in technical content to the Manager of Social Policy and Planning; and further,

THAT the Human and Health Services Commissioner **BE AUTHORIZED TO ALLOCATE** funds, withdraw, negotiate and re-allocate funds in the approved BSCF budget between different program components and program recipients, agencies and organizations to ensure compliance with program rules and are in a form satisfactory to the City Solicitor; satisfactory in financial content to the City Treasurer and satisfactory in technical content to Manager of Social Policy and Planning, and provided that projects do not exceed the funding allocation provided by the Federal government or as allocated in the approved City budget in each respective year; and,

THAT the Commissioner Human and Health Services **BE AUTHORIZED**, throughout the duration of the Building Safer Communities Fund and any subsequent extensions, to take such actions as required to implement, operationalize and manage the program and projects as approved through the appropriate governance structure, and further;

THAT City Council **AUTHORIZE** the Commissioner Human and Health Services, **TO APPROVE** and **SUBMIT** all related financial and/or operational submissions, documents, and reports, as may be required by the program requirements subject to approval of financial content by the City Treasurer as applicable.

Background:

In 2019, the Provincial government amended the Police Services Act to mandate every municipality to prepare and adopt a Community Safety and Well-Being Plan (CSWB). After discussions amongst the regional Chief Administrative Officers proposing a regional CSWB Plan, Report S198/2019 was brought to City Council requesting authorization to engage the County of Essex and its municipalities to develop a Regional Community Safety and Well-Being Plan (RCSWB).

The RCSWB Plan was developed through 2020 and 2021 with Council receiving and approving the submission of the Plan on November 15, 2021 (C172/2021). The final plan was submitted on December 3, 2021 and on May 6, 2022, the Solicitor General for the Province of Ontario communicated the Plan met their requirements and was completed.

On March 28, 2022, the City of Windsor received notification from Public Safety Canada that the Federal Government would be providing Windsor with \$2.9 million over four (4) years from the Building Safer Communities Fund (BSCF). The funding is conditional upon meeting program requirements, completing a submission form and developing a contribution agreement. Public Safety Canada will be working with the City to discuss next steps. Due to its close alignment with the Regional Community Safety and Well-Being Plan, the City will be working collaboratively with partners from the Regional System Leadership Table to determine how best to invest the funds in the community. This will include feedback from Community partners.

Discussion:

Public Safety Canada is working to build a safe and resilient Canada through the Initiative to Take Action Against Gun and Gang Violence (ITAAFFV) and the Building Safer Communities Fund (BSCF), a targeted, time-limited contribution program that will provide \$250 million to municipalities and Indigenous communities to develop

community-based prevention and intervention strategies to tackle gun and gang activities.

BSCF is a pan-Canadian program. Public Safety officials developed a methodology to identify recipients and ensure the funding was equitably distributed to large, small, rural and Indigenous communities across Canada. The City of Windsor was identified as a recipient under the program's methodology with funding of approximately \$2.9 million from 2022 to 2026.

The objective of the BSCF is to support Municipalities and Indigenous (First Nation, Inuit or Metis) governments by providing a determined funding allocation to put in place community led projects to combat gun and gang violence and address knowledge gaps concerning the impacts of interventions in gun and gang violence. Eligible recipients may further distribute funds to ultimate recipients of their choice to:

- Develop local and community based strategies and initiatives;
- Build capacity to better understand the nature, scope and impacts of the types of prevention and intervention initiatives implemented;
- Enhance evidence-based and targeted prevention and intervention activities
- Advance knowledge and evidence of what works, and
- Develop a data collection strategy and system.

Eligible activities must support the achievement of BSCF objectives and must be domestic in scope.

This includes:

- Development of a strategy on gun and gang violence
- Development and delivery of prevention intervention initiatives addressing risk factors associated with gun and gang violence, including but not limited to mentoring, counselling, skills development and recreational opportunities;
- Development or enhancement of data systems to support data gathering/reporting on gun and gang crime or on results achieved;
- Development of knowledge to fill gaps at the community/recipient level, including research, and sharing of information and/or best practices related to gun and gang violence;
- Outreach and recruitment of preventative initiatives or intervention participants;
- Public awareness and education;

- Collaboration and integration of horizontal initiatives related to gun and gang violence;
- Development of a plan to sustain successful preventative initiatives or intervention activities beyond the end of the contribution agreement;
- Any other prevention and intervention initiatives as developed in consultation with the program authority.

The City of Windsor will be working with its partners from the CSWB Regional Systems Leadership Table on a plan to invest these funds in meaningful ways throughout the community. The first steps following approval of this report is to complete the BSCF submission form and develop and sign the contribution agreement to begin the flow of funds.

Risk Analysis:

Funding under the Building Safer Communities Fund is conditional upon meeting program requirements and developing a contribution agreement. Failure to quickly approve and move forward with agreements and signatures could result in losing the funds earmarked for the City.

Climate Change Risks

Climate Change Mitigation:

N/A

Climate Change Adaptation:

N/A

Financial Matters:

The City of Windsor has been identified to receive **time-limited** funding through the Building Safer Communities Fund in the notional amount of \$2,904,415.43.

The amounts are broken down as follows:

BSCF Program Year	Fiscal Year	Amount*
Year 1	2022-2023	\$290,441.54
Year 2	2023-2024	\$1,016,545.40

Year 3	2024-2025	\$1,016,545.40
Year 4	2025-2026	\$580,883.09
Total Notional Funding		\$2,904,415.43

*The funding allocation is not completely finalized and may vary from year to year when fully defined.

There is no expectation that annualized funding will continue beyond the period outlined above.

Consultations:

Leonardo Gil, Project Manager, Community Development and Health Services, City of Windsor

Debbie Cercone, Commissioner (A) of Human and Health Services, City of Windsor

Jason Bellaire, Chief of Police (A), City of Windsor

Linda Higgins, Manager of Intergovernmental Funding, City of Windsor

Conclusion:

The City of Windsor will work with its partners from the Community Safety and Well Being Plan Regional Leadership Committee to complete the Building Safer Communities Fund submission and finalize a contribution agreement with Public Safety Canada. With Council’s approval to execute these agreements, funds will begin flowing to complete the eligible activities outlined in the fund details over the four year funding period.

Planning Act Matters:

N/A

Approvals:

Name	Title
Stephen Lynn	Manager of Social Policy and Planning (A)
Linda Higgins	Manager of Intergovernmental Funding
Debbie Cercone	Commissioner of Human and Health Services (A)
Aaron Farough	Legal Counsel

Name	Title
Wira Vendrasco for Shelby Askin Hager	Commissioner of Legal and Legislative Services
Joe Mancina	Commissioner Corporate Services/Chief Financial Officer
Onorio Colucci	Chief Administrative Officer (A)

Notifications:

Name	Address	Email
Jason Bellaire		jbellaire@windsorpolice.ca

Appendices: