



## CITY OF WINDSOR MINUTES 11/20/2017

### City Council Meeting

Date: Monday, November 20, 2017  
Time: 6:00 PM

#### **Members Present:**

**Mayor**  
Mayor Dilkens

#### **Councillors**

Ward 1 - Councillor Francis  
Ward 2 - Councillor Elliott  
Ward 3 - Councillor Bortolin  
Ward 4 - Councillor Holt  
Ward 5 - Councillor Sleiman  
Ward 6 - Councillor Gignac  
Ward 7 - Councillor Kusmierczyk  
Ward 9 - Councillor Payne  
Ward 10 - Councillor Borrelli

#### **Members Absent**

Ward 8 - Councillor Marra

### **1. ORDER OF BUSINESS**

### **2. CALL TO ORDER - Playing of the National Anthem & Moment of Silent Reflection**

Following the playing of the Canadian National Anthem and a moment of silent reflection, the Mayor calls the meeting to order at 6:13 o'clock p.m.

### **3. DISCLOSURE OF PECUNIARY INTEREST AND THE GENERAL NATURE THEREOF**

Councillor Elliott discloses an interest and abstains from voting on Item 11.1 being the report of the City Clerk dated September 7, 2016 entitled “Residential Rental Licensing” and Item 11.2 being the report of the City Planner dated February 13, 2017 entitled “Residential Rental Enforcement and Future Zoning”, as an immediate family member (his sister) owns numerous residential rental properties and would be impacted by each of these administrative reports.

Councillor Payne discloses an interest and abstains from voting on Item 11.1 being the report of the City Clerk dated September 7, 2016 entitled “Residential Rental Licensing” and Item 11.2 being the report of the City Planner dated February 13, 2017 entitled “Residential Rental Enforcement and Future Zoning”, as he owns residential properties and would be impacted by each of these administrative reports.

Mayor Dilkens discloses an interest and abstains from voting on Communication Item No. 7.1.9 being “the Application of Amanda Fernandes for Site Plan approval to permit the conversion of main floor to commercial rentals and second floor to new residential units and adding two additional stories of residential units at 531 Pelissier Street”, as the application is submitted by his daughter’s employer.

### **4. ADOPTION OF THE MINUTES**

#### **4.1. Council Minutes November 6, 2017**

Moved by: Councillor Elliott  
Seconded by: Councillor Francis

That the minutes of the meeting of Council held November 6, 2017 **BE ADOPTED** as presented.  
Carried.

Report Number: SCM 217/2017

### **5. NOTICE OF PROCLAMATIONS**

“Education Savings Week” – November 19-25, 2017  
“World AIDS Day” – December 1, 2017

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### 6. COMMITTEE OF THE WHOLE

Moved by: Councillor Gignac

Seconded by: Councillor Holt

That Council do now rise and move into Committee of the Whole with the Mayor presiding for the purpose of dealing with:

- (a) communication items;
  - (b) consent agenda;
  - (c) hearing requests for deferrals, referrals and/or withdrawals of any items of business;
  - (d) hearing presentations and delegations;
  - (e) consideration of business items;
  - (f) consideration of Committee reports:
    - (i) **Report of Special In-Camera Meeting or other Committee as may be held prior to Council** (if scheduled); and
  - (g) consideration of by-laws 168-2017 through 169-2017 (inclusive).
- Carried.

### 7. COMMUNICATIONS INFORMATION PACKAGE

#### 7.1. Correspondence - November 20, 2017

Moved by: Councillor Kusmierczyk

Seconded by: Councillor Borrelli

Decision Number: CR710/2017

That the following Communication Items 7.1.1 through 7.1.14 inclusive, as set forth in the Council Agenda **BE REFERRED** as noted:

No.	Sender	Subject
7.1.1	Ministry of the Environment and Climate Change	Environmental Compliance Approval to permit sanitary and storm sewers to be constructed on Ora Street from Cul-de-sac to Prairie Court.  City Engineer Note & File SW2017
7.1.2	Ministry of Municipal Affairs	Letter from Minister Bill Mauro and Minister Kevin Flynn regarding the Fair Workplaces, Better Jobs Act (Bill 148).  Executive Director, Human Resources Chief Financial Officer & City Treasurer Fire Chief Note & File

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No.	Sender	Subject
		GP2017
7.1.3	Ministry of the Environment	Application of Hiram Walker & Sons Limited for Permit to Take Water from the Detroit River for Industrial – Cooling Water.  City Engineer Note & File EI/10822
7.1.4	Association of Municipalities of Ontario (AMO)	Province Releases New Action Plan for Seniors. Committee Coordinator, Seniors Advisory Committee Community Development & Health Commissioner Executive Director, Huron Lodge Note & File GP2017
7.1.5	Association of Municipalities of Ontario (AMO)	New Policing Legislation Introduced at Queen's Park.  Chief of Police Note & File GP2017
7.1.6	Secretary/Treasurer Committee of Adjustment	Committee of Adjustment agenda for meeting to be held Thursday, November 30, 2017 at 3:30 p.m., Council Chambers, 3 <sup>rd</sup> Floor, Windsor City Hall.  Note & File ZC2017
7.1.7	Manager of Urban Design	Application of Walkerville – Walker Developments Inc. for Site Plan Approval to permit 12 new townhouse units with 36 new parking spaces at 933 Walker Road.  Note & File ZS/12991
7.1.8	Manager of Urban Design	Application of Greater Essex County District School Board for Site Plan Approval for a new elementary public school with 92 new parking spaces and 9 bicycle spaces at 1123-1179 Mercer & 360-394 Giles Blvd. East.  Note & File ZS/12990
7.1.9	Manager of Urban Design	Application of Amanda Fernandes for Site Plan Approval to permit the conversion of main floor to commercial rentals & second floor to new residential units and adding two additional stories of residential units at 531 Pelissier Street.  Note & File ZS/13001

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No.	Sender	Subject
7.1.10	Manager of Development Applications	Application of The Gathering Windsor Inc. for Zoning Amendment and Official Plan Amendment to permit a "Place of Worship" as additional permitted use at 2401 Columbus Drive.  Note & File ZB/12994 ZO/12998
7.1.11	Manager of Development Applications	Application of Groundswell Urban Planners for Zoning Amendment and Official Plan Amendment to allow for a Plan for Subdivision at 2250 Banwell Road.  Note & File ZB/12999 ZO/13000
7.1.12	Manager of Development Applications	Application of 981337 Ontario Inc. for Draft Plan of Subdivision/Condominium for a 58-unit residential development at 1060 Goyeau Street.  Note & File ZP/12996
7.1.13	Manager of Development Applications	Application of Germaine & Christine Gaudet for Zoning Amendment to permit a Bereavement Support Centre as an additional use at 3635 Baseline Road.  Note & File ZB/12997
7.1.14	State of Michigan Department of Environmental Quality	Notice of Public Comment period for the Dearborn Industrial Generation L.L.C Permit to Install Application No. 56-17 and 163-17.  City Engineer Committee Coordinator, Windsor-Essex County Environment Committee Note & File EI2017

Carried.

Mayor Dilkens discloses an interest and abstains from voting on Communication Item No. 7.1.9.

Report Number: CMC 21/2017

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### 7.2. Your Quick Gateway (Windsor) Inc. 2nd Quarter 2017 Financial Statements - City Wide

Moved by: Councillor Kusmierczyk

Seconded by: Councillor Borrelli

Decision Number: CR711/2017

That City Council **RECEIVE** for information, the Your Quick Gateway (Windsor) Inc. 2nd Quarter 2017 Financial Statements.

Carried.

Report Number: CM 43/2017

Clerk's File: APM/9795

### 7.3. 2016 Municipal Benchmarking Network of Canada (MBNCanada) Public Report

Moved by: Councillor Kusmierczyk

Seconded by: Councillor Borrelli

Decision Number: CR712/2017

That the report of the City Treasurer dated November 20, 2017 entitled "2016 Municipal Benchmarking Network of Canada (MBNCanada) Public Report" **BE RECEIVED** for information.

Carried.

Report Number: CM 42/2017

Clerk's File: GP/12852

## 8. CONSENT AGENDA

### 8.1. Grant Funding - FCM - Municipalities for Climate Innovation Program

Moved by: Councillor Payne

Seconded by: Councillor Sleiman

Decision Number: CR714/2017

That City Council **APPROVE** submission of 8 projects to The Federation of Canadian Municipalities (FCM) Municipalities for Climate Innovations Program (MCIP), the projects being:

- Active Transportation Master Plan (ATMP)
- Energy Conservation Strategies Study for the City's three Historical buildings (MacKenzie Hall, Willistead, Capitol Theatre)
- Biogas Conversion from Sewage Sludge Study

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- Organics Waste Processing Study
- Integrated Site Energy Master Plan (ISEP)
- Vulnerability & Risk Assessments for City outfall (Parent Avenue Storm Sewer Outfall) Study
- Vulnerability & Risk Assessments for the Riverside Area (Flood Risk Study for Riverside/East Riverside/Lake St. Clair)
- Sanitary and Storm Sewer Master Plan Resiliency Study

That the Chief Administrative Officer **BE AUTHORIZED** to execute any agreements, declarations or approvals required to submit one or multiple applications to FCM Municipalities for Climate Innovations Program;

That in the event the City receives written confirmation of the grant funding being awarded to the Organics Waste Processing Study, City Council **DIRECT** Administration to report back on final funding recommendations to support the City's portion of the grant requirement.

That in the event the City receives written confirmation of the grant funding being awarded to one or multiple submitted projects, excluding the Organics Waste Processing Study, and where the project costs are within their respective budgets as outlined in the Financial Section and implementation of the projects does not result in a need for additional funding not already approved by City Council, then City Council **APPROVES** the following recommendations:

- a) The funding sources for the City's portion of the projects as outlined in the financial matters section of this report; and,
- b) The Chief Administrative Officer and City Clerk **BE AUTHORIZED** to sign agreements or contracts with the Federation of Canadian Municipalities (FCM) for the grant funding, with approval in technical content by the City Engineer for all projects except the two energy ones which will be approved in technical content by the Senior Manager of Asset Planning, in financial content to the City Treasurer, and in legal form to the City Solicitor; and,
- c) The Chief Administrative Officer to **DELEGATE** signing of all claims and applicable schedules and other such documents required as part of the request for payment to the City Engineer for all projects except the two energy ones which will be approved by the Senior Manager of Asset Planning, or designate, subject to financial content approval from the area's Financial Planning Administrator or their manager; and,
- d) The Chief Administrative Officer and City Clerk **BE AUTHORIZED** to sign agreements or contracts with successful vendors/proponent/bidders satisfactory in technical content to the City Engineer for all projects except the two energy ones which will be approved in

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technical content by the Senior Manager of Asset Planning, in financial content to the City Treasurer, and in legal form to the City Solicitor; and,

- e) The Purchasing Manager **BE AUTHORIZED** to issue Purchase Orders or RFP's as may be required to effect the recommendations noted above, subject to all specification being satisfactory in technical content to the City Engineer for all projects except the two energy ones which will be approved in technical content by the Senior Manager of Asset Planning, in legal content to the City Solicitor and in financial content to the City Treasurer.

Carried.

Report Number: C 153/2017  
Clerk's File: GM/12961

### 8.2. TELUS Small Cell Technology - Ward 3

Moved by: Councillor Payne  
Seconded by: Councillor Sleiman

Decision Number: CR715/2017

That the Small Cell Technology report **BE RECEIVED** for information; and,

That Administration **BE DIRECTED** to prepare and negotiate an agreement with TELUS Communications Company, in accordance with all applicable municipal policies, requirements and regulations and the general parameters contained within this report, and in content satisfactory to the Chief Administrative Officer (CAO) and Chief Information Officer, in legal content satisfactory to the City Solicitor, in financial content satisfactory to the CFO/City Treasurer; and,

That the CAO and City Clerk **BE AUTHORIZED** to sign this Agreement and any other agreements that may be required to execute the described initiative.

Carried.

Report Number: C 203/2017  
Clerk's File: SI/12989

### 8.3. Application for Tax Reductions under Sec. 358 of the Ontario Municipal Act, 2001 City Wide

Moved by: Councillor Payne  
Seconded by: Councillor Sleiman



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Decision Number: CR716/2017

That City Council **ACCEPT** Administration's recommendation to approve the noted Application for Tax Cancellation; and,

That the CFO/City Treasurer (or designate) **BE AUTHORIZED** to amend the City's Tax Master Collector's Roll for the years 2015 and 2016 in the total amount of \$6,317.79 (including the education portion) for the properties noted below:

- 1216 Fairview Blvd. – Roll number: 060 210 17104 - \$3,942.65
- 1218 Fairview Blvd. – Roll number: 060 210 17103 - \$2,375.14

Carried.

Report Number: C 199/2017

Clerk's File: AF2017

### 8.4. Royal Canadian Legion Municipal Property Tax Exemption City Wide

Moved by: Councillor Payne

Seconded by: Councillor Sleiman

Decision Number: CR717/2017

That City Council **APPROVE** the continuation of the practice of providing a municipal property tax exemption for land used and occupied as a memorial home, club-house or athletic grounds by persons who served in the armed forces of His or Her Majesty or an ally of His or Her Majesty in any war. This exemption would apply to The Royal Canadian Legion Branches 12 (2090 Brant St), 255 (5645 Wyandotte St E) and 143 (1570 Marentette Ave) and cover the years 2018 to 2027 inclusive.

That the City Solicitor be **DIRECTED** to prepare the necessary by-law(s).

Carried.

Report Number: C 197/2017

Clerk's File: AF2017

### 8.5. PwC Internal Audit Quarterly Summary Report July 1 to Sept 30 2017

Moved by: Councillor Payne

Seconded by: Councillor Sleiman

Decision Number: CR718/2017 EC 311

That the attached reports provided by PricewaterhouseCoopers LLP (PwC) for the period of July 1, 2017 to September 30, 2017 comprised of the following:

- a) Internal Audit Performance Dashboard

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- b) Concerned Citizen and Employee Hotline Status
  - c) Validation of Management Action Plans
  - d) Detailed Roseland Golf & Curling Club Internal Audit Report
  - e) Detailed Review of Nine BIAs Internal Audit Report
  - f) Detailed Inventory Control & Lifecycle Management Internal Audit Report
  - g) Detailed Tourism Windsor Essex Pelee Island Internal Audit Report

**BE RECEIVED** for information; and further,

That City Council **AUTHORIZE** Administration to proceed to implement the Management Action Plan as prescribed in the detailed internal audit reports; and,

That City Council **DIRECT** Administration to report on the progress of the implementation of the Management Action Plans and that such reports should coincide with Pricewaterhouse Coopers LLP's quarterly updates to Council; and further,

That Administration **BE DIRECTED** to prepare a report for Council's consideration, after working with the BIA's through WBIAC, on the resources determined as necessary to overcome the noted concerns in the Internal Audit Report for BIA's.

Carried.

Report Number: SCM 192/2017  
Clerk's File: AF/11247

### 8.6. PwC Year in Review 2016-17, dated September 30, 2017

Moved by: Councillor Payne

Seconded by: Councillor Sleiman

Decision Number: CR719/2017 EC 312

That the attached report provided by PricewaterhouseCoopers LLP (PwC) entitled "Year in Review 2016-17, dated September 30, 2017" **BE RECEIVED** for information.

Carried.

Report Number: SCM 193/2017  
Clerk's File: AF/11247

### 8.7. Summary of Hotline Issues Referred to Management by PwC - 2017 Q3 - City Wide

Moved by: Councillor Payne

Seconded by: Councillor Sleiman

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Decision Number: CR720/2017 EC 313

That City Council **RECEIVE FOR INFORMATION** the Summary of Hotline Issues Referred to Management by PwC from July 1, 2017 – September 30, 2017 (attached as Appendix A).

Carried.

Report Number: S 187/2017

Clerk's File: AF/11247

### 8.8. Status Report on Implementation of Audit Recommendations - 2017 Q3 - City Wide

Moved by: Councillor Payne

Seconded by: Councillor Sleiman

Decision Number: CR721/2017 EC 314

That City Council **RECEIVE FOR INFORMATION** the Status Report on Implementation of Audit Recommendations as of 2017 Q3 (attached as Appendix A).

Carried.

Report Number: S 188/2017

Clerk's File: AF/11247

### 8.9. Compliance with Applicable Laws & Regulations, 2017 Q3 - City Wide

Moved by: Councillor Payne

Seconded by: Councillor Sleiman

Decision Number: CR722/2017 EC 315

That City Council **RECEIVE FOR INFORMATION** the Status Report on Compliance with Applicable Laws and Regulations, 2017 Q3.

Carried.

Report Number: S 186/2017

Clerk's File: AF/11247

### 8.10. P2P Social Investment in Windsor Essex

Moved by: Councillor Payne

Seconded by: Councillor Sleiman

Decision Number: CR723/2017 SDHC 521

That the presentation provided by Stephen Lynn, Social Planning Coordinator regarding P2P Social Investment in Windsor Essex **BE RECEIVED** as presented.

Carried.

### **8.11. CommUnity Partnership (CUP) Windsor Essex Presentation**

Moved by: Councillor Payne  
Seconded by: Councillor Sleiman

Decision Number: CR724/2017 SDHC 522

That the presentation provided by Marina Clemens, Executive Director of Drouillard Place and Cheryl Taggart, Director of CommUnity Partnership regarding CommUnity Partnership (CUP) Windsor Essex **BE RECEIVED** as presented.

Carried.

Report Number: SCM 197/2017  
Clerk's File: SS/10488

### **8.13. Community Housing Corporation Summer Recreation Program 2017**

Moved by: Councillor Payne  
Seconded by: Councillor Sleiman

Decision Number: CR726/2017

That the presentation by Sheila Smallwood, Director of Corporate Services, regarding Windsor-Essex Community Housing Corporation P2P summer day camp **BE RECEIVED** as presented.

Carried.

Report Number: SCM 211/2017  
Clerk's File: SS/10488

### **8.14. Minutes of the Executive Committee and Board of Directors, Willistead Manor Inc. meetings held September 14, 2017**

Moved by: Councillor Payne  
Seconded by: Councillor Sleiman

Decision Number: CR727/2017 SDHC 525

That the minutes of the Executive Committee and Board of Directors, Willistead Manor Inc. of its meeting held September 14, 2017 **BE RECEIVED** for information.

Carried.

**8.15. Report No. 103 of the Board of Directors, Willistead Manor Inc. of its meeting held September 14, 2017. (Re-appointment of Board Members)**

Moved by: Councillor Payne  
Seconded by: Councillor Sleiman

Decision Number: CR728/2017 SDHC 526

That Report No. 103 of the Board of Directors, Willistead Manor Inc. indicating:

That the following persons BE RE-APPOINTED to the Board of Directors, Willistead Manor Inc. for a two year term expiring August 17, 2019:

M. J. Dettinger  
C. Gaudette  
R. Easterbrook  
D. Langstone

**BE APPROVED.**

Carried.

Report Number: SCM 182/2017  
Clerk's File:MB2017

**8.16. Windsor Essex Community Housing Corporation - Canada Mortgage and Housing Corporation Mortgage Loan Prepayment Application - City Wide**

Moved by: Councillor Payne  
Seconded by: Councillor Sleiman

Decision Number: CR729/2017 SDHC 527

That Council **AUTHORIZE** the Windsor Essex Community Housing Corporation to submit an application to the Canada Mortgage and Housing Corporation's Loan Prepayment Flexibility Program for the 2018-19 year.

Carried.

Report Number: S 167/2017  
Clerk's File: SS2017

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### 8.17. Update on Round 2 of Arts Culture and Heritage Funding in 2017 - City Wide

Moved by: Councillor Payne

Seconded by: Councillor Sleiman

Decision Number: CR730/2017 SDHC 528

That the report from the Manager of Cultural Affairs regarding the update on the Round 2 of funding of the Arts, Culture and Heritage Fund in 2017 **BE RECEIVED**.

Carried.

Report Number: S 192/2017

Clerk's File: SR2017

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

### 7.3. 2016 Municipal Benchmarking Network of Canada (MBNCanada) Public Report

Moved by Councillor Gignac

seconded by Councillor Francis

Decision Number: CR713/2017

That the report of the City Treasurer dated November 20, 2017 entitled "2016 Municipal Benchmarking Network of Canada (MBNCanada) Public Report" **BE REFERRED** to the 2018 budget deliberations.

Carried.

Report Number: CM 42/2017

Clerk's File: GP/12852

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

### 10.1. Sparky the Fire Dog along with Sean Costello, Windsor Fire & Rescue Services to kick-start the annual Sparky's Toy Drive for 2017

Sparky the Fire Dog, along with Sean Costello, Windsor Firefighter/Toy Drive Coordinator, Windsor Fire & Rescue Services, appear before Council to kick-start the "2017 Sparky's Toy Drive" campaign, stating that there continues to be a need for items for children, and conclude by promoting their website for more information: [www.sparkystoydrivewindsor.com](http://www.sparkystoydrivewindsor.com), which includes suggested gift items, drop-off depots and registration process.

Moved by: Councillor Bortolin  
Seconded by: Councillor Payne

Decision Number: CR731/2017

That the presentation by Sparky the Fire Dog, along with Sean Costello, Windsor Firefighter/Toy Drive Coordinator, Windsor Fire & Rescue Services to kick-start the "2017 Sparky's Toy Drive" campaign **BE RECEIVED**.

Carried.

Clerk's File: SF2017

## **10.2. Peter Hrastovec representing the Great Canadian Flag Project to provide a status update to Council on the project with actual amount-to-date of the maintenance fund**

Peter Hrastovec, representing the Great Canadian Flag Project, appears before Council to provide a status update on the project, including the actual amount-to-date of the maintenance fund which exceeded expectations at \$155,000 invested with the Windsor-Essex Community Foundation (150% of the legacy goal) and concludes by presenting to Mayor and Council, on behalf of the rest of the team (consisting of Ann Arquette, Lisa Kolody, Mary Baruth, Dave Woodall and Karen McDade) two books on the history of this project and ask that one of these books be given to the museum, and Mayor Dilkens concludes this presentation by providing a framed print to each of the team members as an expression of gratitude for their hard work in making this vision a reality for the City.

Moved by: Councillor Elliott  
Seconded by: Councillor Kusmierczyk

Decision Number: CR732/2017

That the presentation by Peter Hrastovec, representing the Great Canadian Flag Project, providing a status update on the project **BE RECEIVED**.

Carried.

Clerk's File: SR/12115

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### 10.3. Mayor Dilkens to present the Sovereign's Medal for Volunteers to Mr. Jerry Barycki, Ms. Denise Hebert, and Mrs. Scholastica Lyanga

Mayor Dilkens, on behalf of Windsor City Council, presents the “Sovereign’s Medal for volunteers” as follows:

- Mr. Jerry Barycki;
- Ms. Denise Hebert;
- Mrs. Scholastica Lyanga; and
- Mr. Bradley Krewench (unable to attend this evening’s meeting).

Moved by: Councillor Francis

Seconded by: Councillor Borrelli

Decision Number: CR733/2017

That the presentation by Mayor Dilkens of the “Sovereign’s Medal for volunteers” to Mr. Jerry Barycki, Ms. Denise Hebert, Mrs. Scholastica Lyanga, and Mr. Bradley Krewench (unable to attend) **BE RECEIVED**.

Carried.

Clerk’s File: APR2017

### 8.12. Transit Windsor - Affordable Pass Program

#### Ray Poisson, resident of Ward 3

Ray Poisson, resident of Ward 3, appears before Council to provide comment regarding Transit Windsor’s Affordable Pass program, suggesting that the price for this program has increased and negatively affects people living in poverty and in need of affordability.

Moved by: Councillor Francis

Seconded by: Councillor Gignac

Decision Number: CR725/2017 SDHC 523

That the presentation provided by Rachaelle Duval, Supervisor of Sales and Marketing, Transit Windsor regarding Transit Windsor – Affordable Pass Program **BE RECEIVED** as presented.

Carried.

Report Number: SCM 198/2017

Clerk’s File: SS/10488



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

#### 11.1. Residential Rental Licensing

And

#### 11.2. Residential Rental Enforcement and Future Zoning

##### **Alan Richardson, resident of Ward 2**

Alan Richardson, resident of Ward 2, appears before Council to provide comment regarding the issue of “residential rental licensing”, stating that the status quo of continuing to use existing by-laws to address property standards, noise and parking issues with respect to residential rental units is not adequate, and concludes by suggesting that Council adopt a self-declaration complaint based enforcement licensing regime as a full cost recovery model, city-wide.

##### **Mike Cardinal, resident of Ward 2**

Mike Cardinal, resident of Ward 2 appears before Council to provide comment regarding the issue of “residential rental licensing”, stating that the status quo of continuing to use existing by-laws to address property standards, noise and parking issues with respect to residential rental units should be rejected, and concludes by suggesting that Council adopt a self-declaration complaint based enforcement licensing regime as a full cost recovery model, city-wide, based on the Waterloo/Oshawa models, and further suggests that Windsor call it “Andrew’s Law”.

##### **Borys Sozanski, property owner**

Borys Sozanski, property owner, appears before Council to provide comment regarding the issue of “residential rental licensing”, stating that Council should not adopt a self-declaration complaint based enforcement licensing regime as a full cost recovery model, city-wide.

##### **Terry Kennedy, resident of Ward 2**

Terry Kennedy, resident of Ward 2 appears before Council to provide comment regarding the issue of “residential rental licensing”, stating that the status quo of continuing to use existing by-laws to address property standards, noise and parking issues with respect to residential rental units is not adequate, and concludes by suggesting that Council adopt a self-declaration complaint based enforcement licensing regime as a full cost recovery model, city-wide.

##### **Kevin Flood, property owner**

Kevin Flood, property owner, appears before Council to request that Council not adopt a self-declaration complaint based enforcement licensing regime as a full cost recovery model, city-wide, and concludes by supporting the establishment of a future city wide rezoning by-law amendment as

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to establish a ratio limiting the number of bedrooms to a dwelling's floor area, and that Council should also support in principle the increased capacity of enforcement staff for Fire and Building inspection as to address the existing by-laws/Fire and Building Code issues for backlogged complaints for older housing stock and that Council approve of the hiring of four temporary building/property standards inspectors and four temporary fire prevention/safety officers.

### **Leonardo Gil, Coordinator of Resident Engagement, The Initiative: Glengarry Neighbourhood Renewal**

Leonardo Gil, Coordinator of Resident Engagement, The Initiative: Glengarry Neighbourhood Renewal, appears before Council to introduce a video statement by Ms. Jennifer Verbeek Depooter, who's son Andrew Kraayenbrink died in a rental home near the University of Windsor in 2016, stating that for safety reasons, Windsor needs to implement a residential rental licensing regime similar to Waterloo's.

### **Kayla Lessard, Ford City Neighbourhood Renewal: A Community-University Partnership (introducing video of Rob Cadete)**

Kayla Lessard, Ford City Neighbourhood Renewal: A Community-University Partnership appears before Council to introduce a video featuring Rob Cadete, who supports a residential rental licensing regime and asks that Council adopt such a model accordingly, and both conclude by stating that landlord accountability across the board is key and that all landlords need to care about their investments and be held to the same standard.

### **Bruce Sheardown, resident of Ward 2**

Bruce Sheardown, resident of Ward 2 appears before Council to request that Council not adopt a self-declaration complaint based enforcement licensing regime as a full cost recovery model, city-wide, and concludes by supporting in principle an increased capacity of enforcement staff for Fire and Building inspection as to address the existing by-laws/Fire and Building Code issues for backlogged complaints for older housing stock and that Council approve of the hiring of four temporary building/property standards inspectors and four temporary fire prevention/safety officers.

### **Gary Langill, resident of Ward 2**

Gary Langill, resident of Ward 2 appears before Council to provide comment regarding the issue of "residential rental licensing", stating that the status quo of continuing to use existing by-laws to address property standards, noise and parking issues with respect to residential rental units should be rejected, and concludes by suggesting that Council adopt a self-declaration complaint based enforcement licensing regime as a full cost recovery model, city-wide, based on the Waterloo/Oshawa models, to combat what is a city-wide issue as opposed to something that is limited to the west-end.

**Al Shipley, property owner**

Al Shipley, property owner, appears before Council to request that Council not adopt a self-declaration complaint based enforcement licensing regime as a full cost recovery model, city-wide, and concludes by supporting the establishment of a future city wide rezoning by-law amendment as to establish a ratio limiting the number of bedrooms to a dwelling's floor area, and that Council should also support in principle the increased capacity of enforcement staff for Fire and Building inspection as to address the existing by-laws/Fire and Building Code issues for backlogged complaints for older housing stock and that Council approve of the hiring of four temporary building/property standards inspectors and four temporary fire prevention/safety officers.

**Lena Angelinis, resident of Ward 2**

Lena Angelidis, resident of Ward 2 appears before Council to provide comment regarding the issue of "residential rental licensing", stating that the status quo of continuing to use existing by-laws to address property standards, noise and parking issues with respect to residential rental units should be rejected, and concludes by suggesting that Council adopt a self-declaration complaint based enforcement licensing regime as a full cost recovery model, city-wide, based on the Waterloo/Oshawa models, as safety is paramount and tools should be put in place to foster this.

**Alex Foley, resident of Ward 10**

Alex Foley, resident of Ward 10 appears before Council to request that Council not adopt a self-declaration complaint based enforcement licensing regime as a full cost recovery model, city-wide, and concludes by supporting the establishment of a future city wide rezoning by-law amendment as to establish a ratio limiting the number of bedrooms to a dwelling's floor area, and that Council should also support in principle the increased capacity of enforcement staff for Fire and Building inspection as to address the existing by-laws/Fire and Building Code issues for backlogged complaints for older housing stock and that Council approve of the hiring of four temporary building/property standards inspectors and four temporary fire prevention/safety officers, and concludes by stating that more by-laws are not what is needed and stresses that enforcement is key and questions whether existing by-laws are being enforced, and that this should be the main focus for Council.

**Raymond Hoang, student at University of Windsor**

Raymond Hoang, student at the University of Windsor, appears before Council to provide comment regarding the issue of "residential rental licensing", stating that there has been a lack of consultation with students who would be affected by these administrative reports.

Mayor Dilkens leaves the meeting at 8:12 o'clock p.m. and Councillor Francis assumes the Chair.

Mayor Dilkens returns to the meeting at 8:15 o'clock p.m. and Councillor Francis returns to his seat at the Council table.

Moved by: Councillor Sleiman  
Seconded by: Councillor Gignac

That Administration BE DIRECTED to bring back a draft by-law for licensing of residential rental properties, taking into consideration current by-laws in Waterloo, Oshawa, London and others, for Council's consideration; and further,

That City Council SUPPORT the establishment of a future city wide rezoning by-law amendment as to establish a ratio limiting the number of bedrooms to a dwelling's floor area, and that this amendment be supported by Official Plan changes that address the proper density in neighbourhoods, and steers residential intensification to areas that can support increased densities.

The motion is **put** and is **lost** due to an equality of votes.

At the request of Councillor Borrelli, a recorded vote is taken.

Aye votes: Councillors Sleiman, Gignac, Holt and Bortolin.  
Nay votes: Councillors Francis, Borrelli, Kusmierczyk and Mayor Dilkens.  
Abstain: Councillors Payne and Elliott.  
Absent: Councillor Marra.

Moved by: Councillor Francis  
Seconded by: Councillor Borrelli

That Council NOTE AND FILE the report of Administration dated September 7, 2016 entitled "Residential Rental Housing" for information; and,

That Council NOTE AND FILE the report 16750 dated September 20, 2013 entitled "Lodging House OPA & ZBA in response to Council's motions M420-2012 and M421-2012" from the Planning and Economic Development Standing Committee, enclosed herein as Appendix A; and,

That the continued use of existing by-laws to address property standards, noise and parking issues with respect to residential rental units BE REAFFIRMED; and,

That Administration EXPLORES and BRING FORWARD recommendations in the approach to supplement the nature of available education and information on the supply and operation of Residential Rental Housing units for landlords, students, and other tenants.

The motion is **put** and is **lost** due to an equality of votes.

Aye votes: Councillors Francis, Borrelli, Kusmierczyk and Mayor Dilkens.  
Nay votes: Councillors Sleiman, Gignac, Holt and Bortolin.

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Abstain: Councillors Elliott and Payne.  
Absent: Councillor Marra.  
Moved by: Councillor Francis  
Seconded by: Councillor Kusmierczyk

That City Council SUPPORT the establishment of a future city wide rezoning by-law amendment as to establish a ratio limiting the number of bedrooms to a dwelling's floor area, and that this amendment be supported by Official Plan changes that address the proper density in neighbourhoods, and steers residential intensification to areas that can support increased densities; and,

That City Council SUPPORT in principle the increased capacity of enforcement staff for Fire and Building Inspection as to address the existing by-laws/Fire and Building Code issues for backlogged complaints for older housing stock, and that Council APPROVE the hiring of two (2) Temporary Building/Property Standards Inspectors and one (1) temporary Fire Prevention/Safety Officer for a two (2) year pilot period to be full cost recovery and BE REFERRED to the 2018 Operation Budget deliberations; and,

If the pilot programme described in Recommendation II is implemented, that the City Solicitor BRING FORWARD a report to Council after two (2) years programme completion outlining the impacts of the increased enforcement and any recommendations for the future.

The motion is **put** and is **lost** due to an equality of votes.

Aye votes: Councillors Francis, Borrelli, Kusmierczyk and Mayor Dilkens.  
Nay votes: Councillors Sleiman, Gignac, Holt and Bortolin.  
Abstain: Councillors Elliott and Payne.  
Absent: Councillor Marra.

Moved by: Councillor Gignac  
Seconded by: Councillor Bortolin

That Administration BE DIRECTED to bring back a draft residential rental licensing regime for Council's consideration; and further,

That City Council SUPPORT the establishment of a future city wide rezoning by-law amendment as to establish a ratio limiting the number of bedrooms to a dwelling's floor area, and that this amendment be supported by Official Plan changes that address the proper density in neighbourhoods, and steers residential intensification to areas that can support increased densities.

The motion is **put** and is **lost** due to an equality of votes.

Aye votes: Councillors Gignac, Sleiman, Holt and Bortolin.  
Nay votes: Councillors Francis, Borrelli, Kusmierczyk and Mayor Dilkens.

Abstain: Councillors Elliott and Payne.  
Absent: Councillor Marra.  
Moved by: Councillor Gignac  
Seconded by: Councillor Bortolin

Decision Number: CR734/2017

That the report of the City Clerk dated September 7, 2016 entitled "Residential Rental Licensing", and the report of the City Planner dated February 13, 2017 entitled "Residential Rental Enforcement and Future Zoning" **BE DEFERRED** to allow for all members of Council to be in attendance.

Carried.

Councillor Francis voting nay.

Councillors Elliott and Payne disclose an interest and abstain from voting on this matter.

Report Number: C 169/2016 and C 28/2017  
Clerk's File: SB/12952

## **12. CONSIDERATION OF COMMITTEE REPORTS**

### **12.1. Report of the Special In-Camera meeting or other Committee as may be held prior to Council**

Moved by: Councillor Elliott  
Seconded by: Councillor Francis

Decision Number: CR735/2017

That the report of the In Camera meeting held November 20, 2017 **BE ADOPTED** as presented.  
Carried.

Clerk's File: ACO2017

### **12.2. Report No. 44 of the International Relations Committee - Amateur Canada-Russia Hockey Match**

Moved by: Councillor Elliott  
Seconded by: Councillor Francis

Decision Number: CR736/2017

That Report No. 44 of the International Relations Committee of its meeting held November 8, 2017 regarding Amateur Canada-Russia Hockey Match **BE ADOPTED**.  
Carried.

**12.3. Report No. 69 of the Windsor Bicycling Committee - Letter of support  
Municipal Greenhouse Gas Challenge Fund**

Moved by: Councillor Elliott  
Seconded by: Councillor Francis

Decision Number: CR737/2017

That Report No. 69 of the Windsor Bicycling Committee of its email poll held on November 8, 2017 regarding "Letter of support - Municipal Greenhouse Gas Challenge Fund" **BE ADOPTED**.  
Carried.

Report Number: SCM 215/2017  
Clerk's File: EI2017

√**CLERK'S CORRECTION\*\***

**13. BY-LAWS (First and Second Reading)**

Moved by: Councillor Gignac  
Seconded by: Councillor Holt

That the following By-laws No. 168-2017 through 169-2017 (inclusive) be introduced and read a first and second time:

√~~13.1.~~√ **168-2017**√ A BY-LAW TO FURTHER AMEND BY-LAW NUMBER 9148 BEING A BY-LAW TO REGULATE TRAFFIC WITHIN THE LIMITS OF THE CITY OF WINDSOR, authorized by CAO4276 approved November 10, 2017

√~~13.2.~~√ **169-2017**√ A BY-LAW TO CONFIRM PROCEEDINGS OF THE COUNCIL OF THE CORPORATION OF THE CITY OF WINDSOR AT ITS MEETING HELD ON THE TWENTIETH DAY OF NOVEMBER, 2017  
Carried.

**14. MOVE BACK INTO FORMAL SESSION**

Moved by: Councillor Kusmierczyk  
Seconded by: Councillor Borrelli

That the Committee of the Whole does now rise and report to Council respecting the business items considered by the Committee:

- 1) Communication Items (as amended)

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- 2) Consent Agenda (as amended)
  - 3) Items Deferred  
Items Referred
  - 4) Consideration of the Balance of Business Items (as amended)
  - 5) Committee Reports (as presented)
  - 6) By-laws given first and second readings (as presented)
- Carried.

### 15. NOTICES OF MOTION

Moved by: Councillor Payne  
Seconded by: Councillor Gignac

Decision Number: CR707/2017

That Rule 13.9 of the Procedure By-law **BE WAIVED** to permit the introduction of a motion for consideration without prior notice regarding Amendments to the *Fire Prevention and Protection Act 1997* and Amendments to the *Ambulance Services Collective Bargaining Act 2001*.

Carried.

Clerk's File: GP2017

Moved by: Councillor Payne  
Seconded by: Councillor Borrelli

Decision Number: CR708/2017

That the Province of Ontario **BE ADVISED** that Windsor City Council **SUPPORTS** the Association of Municipalities of Ontario (AMO) in requesting the following amendments to Bill 160:

Amend the *Fire Prevention and Protection Act 1997* in the following manner:

#### Duty of Board

Section 50.5 (2.1) in making a decision, the board of arbitration shall not expand the work jurisdiction of the firefighters to include the duties and responsibilities of a "paramedic" as defined in Section 1(1) of the *Ambulance Act* beyond those paramedic duties and responsibilities which are currently performed by firefighters acting as firefighters for the employer.

Amend the *Ambulance Services Collective Bargaining Act 2001* in the following manner:

Section 21(2.1) in making a decision the arbitrator shall not expand the work jurisdiction of the ambulance workers to include duties and responsibilities of a "firefighter" as defined in Section 1(1) of the *Fire Prevention and Protection Act 1997* beyond those duties and responsibilities which are currently performed by ambulance workers acting as ambulance workers for the employer.

Carried.



Clerk's File: MMA2017

Moved by: Councillor Kusmierczyk  
Seconded by: Councillor Holt

Decision Number: CR709/2017

That Rule 13.9 of the Procedure By-law **BE WAIVED** to permit the introduction of a motion for consideration without prior notice regarding the off-road cycling course at Little River Corridor Park. Carried.

Clerk's File: SR2017

Moved by: Councillor Kusmierczyk  
Seconded by: Councillor Holt

That Council DIRECT Administration to HALT the demolition of the off-road cycling course at Little River Corridor Park in order to provide Administration with time to REVIEW the existing course, CONSULT with different City departments, CONSULT with the off-road cycling community and experts, and BRING BACK A REPORT with options and recommendations to City Council regarding the future of this course and/or alternate courses.

The motion is **put** and is **lost**.

Aye votes: Councillors Kusmierczyk and Holt.

Nay votes: Councillors Elliott, Sleiman, Francis, Payne, Borrelli, Gignac and Bortolin.

Absent: Councillor Marra.

Clerk's File: SR2017

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

Moved by: Councillor Payne  
Seconded by: Councillor Sleiman

That the following By-laws No. 168-2017 through 169-2017 (inclusive), having been read a first and second time be now read a third time and finally passed and that the Mayor and Clerk **BE AUTHORIZED** to sign and seal the same notwithstanding any contrary provision of the Council. Carried.

## **17. PETITIONS**

Moved by: Councillor Borrelli  
Seconded by: Councillor Bortolin

Decision Number: CR738/2017

That the petition presented by Councillor Gignac from the residents of 8787 Riverside Drive East concerning the parking situation at the subject location **BE RECEIVED** by the Clerk and the Clerk **BE DIRECTED** to forward the petition to the City Engineer for the purpose of an examination of the requested works or undertakings; and further, that a report **BE PROVIDED** consistent with the direction provided.

Carried.

Clerk's File: ACO/12746

## **18. QUESTION PERIOD**

### **18.1. CQ49-2017**

Moved by: Councillor Elliott  
Seconded by: Councillor Francis

Decision Number: CR739/2017

That the following Council Question by Councillor Borrelli **BE APPROVED**, and that Administration **BE DIRECTED** to proceed with the necessary actions to respond to the Council Question in the form of a written report, consistent with Council's instructions, and in accordance with Section 17.1 of the Procedure By-law 98-2011:

CQ49-2017:

#### **Assigned to City Solicitor**

Asks that pursuant to Section 73 (3) of the *Highway Traffic Act* of Ontario it is being requested that an analysis be conducted to find ways to discourage or prevent auto owners from the use of dark tinted windows and also how to best enforce the existing law.

This request is being prompted by the proliferation of autos with dark tinted windows that place cyclists, pedestrians and other transportation vehicles in a high risk condition. Cyclists in particular, who are compelled to use roadways as per our existing by-laws have a high safety concern due to their inability to make essential eye observations and assessment with vehicle drivers.

To compound this safety concern is that dark tinted windows potentially facilitate distraction of drivers through easy use of cell phones that are difficult to detect through the dark tint.

Carried.

## **18.2. CQ50-2017**

Moved by: Councillor Elliott  
Seconded by: Councillor Francis

Decision Number: CR740/2017

That the following Council Question by Councillor Borrelli **BE APPROVED**, and that Administration **BE DIRECTED** to proceed with the necessary actions to respond to the Council Question in the form of a written report, consistent with Council's instructions, and in accordance with Section 17.1 of the Procedure By-law 98-2011:

CQ50-2017:

### **Assigned to Executive Director, Housing & Children's Services** **Assigned to City Planner**

Asks that in light of the pending announcement on the Federal National Housing Strategy and the growing need for affordable housing in our community, I am requesting a report in/by Spring 2018 from the Planning and Housing Departments on ways in which Council can promote the expansion of affordable housing in our community. Specifically, requesting that the report highlight best practices and any additional strategies or tools that are available to municipalities to address the need for affordable housing in our community.

Carried.

Clerk's File: GH/6905

## **18.3. CQ51-2017**

Moved by: Councillor Elliott  
Seconded by: Councillor Francis

Decision Number: CR741/2017

That the following Council Question by Councillor Kusmierczyk **BE APPROVED**, and that Administration **BE DIRECTED** to proceed with the necessary actions to respond to the Council Question in the form of a written report, consistent with Council's instructions, and in accordance with Section 17.1 of the Procedure By-law 98-2011:

CQ51-2017:

### **Assigned to Corporate Leader of Parks, Recreation, Culture and Facilities**

Asks that Administration consult with best practises – including City of Toronto – and consult with the community including the off-road cycling community at Little River Corridor Park – and report

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back to Council on options, cost and recommendations for the construction of an off-road cycling/BMX facility.

Carried.

Clerk's File: ST2017

## **21. ADJOURNMENT**

Moved by: Councillor Gignac

Seconded by: Councillor Holt

That this Council meeting stand adjourned until the next regular meeting of Council or at the call of the Mayor.

Carried.

Accordingly, the meeting is adjourned at 10:00 o'clock p.m.

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Mayor

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City Clerk

Adopted by Council at its meeting held November 20, 2017 (CR735/2017)

VC/bm

**SPECIAL MEETING OF COUNCIL – IN CAMERA  
November 20, 2017**

**Meeting called to order at: 4:00 p.m.**

**Members in Attendance:**

Mayor D. Dilkens  
Councillor F. Francis  
Councillor J. Elliott  
Councillor C. Holt  
Councillor R. Bortolin  
Councillor J. Gignac  
Councillor P. Borrelli  
Councillor H. Payne  
Councillor E. Sleiman  
Councillor I. Kusmierczyk

**Members Absent:**

Councillor B. Marra

**Also in attendance:**

O. Colucci, Chief Administrative Officer  
M. Winterton, City Engineer and Corporate Leader Environmental Protection and  
Transportation  
V. Critchley, City Clerk/Licence Commissioner and Corporate Leader Public  
Engagement and Human Resources  
J. Mancina, Chief Financial Officer/City Treasurer and Corporate Leader  
Finance and Technology  
S. Askin-Hager, City Solicitor and Corporate Leader Economic  
Development and Public Safety  
J. Wilson, Corporate Leader, Parks, Facilities, Recreation and Culture  
N. Coleman, Mayor's Chief of Staff  
W. Vendrasco, Deputy City Solicitor (Item 1)  
J. Johnson, L. Dean, External Legal Counsel, Aird & Berlis LLP (Item 1)

**Verbal Motion is presented by Councillor Sleiman, seconded by Councillor Elliott,  
to move in Camera for discussion of the following item(s):**

<u>Item No.</u>	<u>Subject</u>	<u>Section – Pursuant to Municipal Act, 2001, as amended</u>
1.	Legal matter – litigation – verbal presentation	2 3 9 ( 2 ) ( e )
2.	Property matter – disposition of property	2 3 9 ( 2 ) ( c )
3.	Property matter – lease	2 3 9 ( 2 ) ( c )
4.	Property matter – lease	2 3 9 ( 2 ) ( c )
5.	Legal matter – advice subject to solicitor-client privilege	2 3 9 ( 2 ) ( f )
6.	Personal matter – about an identifiable individual (verbal)	2 3 9 ( 2 ) ( b )

**Motion Carried.**

**Declarations of Pecuniary Interest:**

None disclosed.

**Discussion on the items of business. (Items 1, 2, 3, 4, 5 and 6)**

**Verbal Motion is presented by Councillor Holt, seconded by Councillor Payne, to move back into public session.**

**Motion Carried.**

**Moved by Councillor Elliott, seconded by Councillor Francis, THAT the Clerk BE DIRECTED to transmit the recommendation(s) contained in the report(s) discussed at the In-Camera Council Meeting held November 20, 2017 directly to Council for consideration at the next Regular Meeting.**

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1. That the confidential verbal presentation by Legal Counsel and the City Solicitor and Corporate Leader Economic Development and Public Safety respecting a legal matter – litigation **BE RECEIVED** and that Administration **BE AUTHORIZED** to proceed on the verbal direction of Council.
2. That the recommendation contained in the in-camera report from the Acting Lease Administrator, Manager of Real Estate Services, Corporate Leader Parks, Recreation, Culture and Facilities and City Solicitor and Corporate Leader Economic Development and Public Safety respecting a property matter – disposition of property **BE APPROVED**.
3. That the recommendation contained in the in-camera report from the Acting Lease Administrator, Manager of Real Estate Services, Corporate Leader Parks, Recreation, Culture and Facilities, City Solicitor and Corporate Leader Economic Development and Public Safety and Chief Financial Officer/City Treasurer and Corporate Leader Finance and Technology respecting a property matter – lease **BE APPROVED**.
4. That the recommendation contained in the in-camera report from the City Engineer and Corporate Leader Environmental Protection and Transportation, City Solicitor and Corporate Leader Economic Development and Public Safety, Chief Financial Officer/City Treasurer and Corporate Leader Finance and Technology and the Chief Executive Officer, YQG respecting a property matter – lease **BE APPROVED**.
5. That the in-camera memo from the City Solicitor and Corporate Leader Economic Development respecting a legal matter – advice subject to solicitor-client privilege **BE RECEIVED**.
6. That the confidential verbal report from the City Clerk/Licence Commissioner and Corporate Leader Public Engagement and Human Services respecting a personal matter about an identifiable individual **BE RECEIVED** and that Administration **BE AUHORIZED TO PROCEED** on the verbal direction of Council.

**Motion Carried.**

**Moved by Councillor Bortolin, seconded by Councillor Borrelli,  
That the special meeting of council held November 20, 2017 BE ADJOURNED.**

**(Time: 5:55 p.m.)**

**Motion Carried.**

**APPENDIX A**

**SUMMARY OF HOTLINE CALLS REFERRED TO MANAGEMENT: JULY 1 - SEPTEMBER 30, 2017**

Tracking Number	Date Received from PwC	General Description	Responsible Member of Management	Management Action	Close Date
NTS-001-JUL-2017	July 17, 2017	General complaint regarding the Humane Society	Onorio Colucci	Letter sent to the Humane Society for resolution.	July 27, 2017
NTS-002-JUL-2017	July 17, 2017	Complaint regarding an individual's understanding of a City By-law	Valerie Critchley	This service complaint has been referred to the City's 311 system for resolution.	July 17, 2017
NTS-003-JUL-2017	July 31, 2017	Complaint regarding the amount of litter along Ouellette Ave	Valerie Critchley	This complaint has been referred to the City's 311 system for resolution.	July 31, 2017
NTS-001-AUG-2017	August 22, 2017	Complaint regarding the extended use of storage bins on a residential	Thom Hunt	This complaint has been referred to the City's 311 system for resolution.	August 22, 2017
NTS-002-AUG-2017	August 21, 2017	Complaint regarding the absence of recycling in a City Park	Jan Wilson	This service complaint has been referred to the City's 311 system for resolution.	August 21, 2017
NTS-004-AUG-2017	August 31, 2017	Complainant alleging City staff driving a fleet vehicle in an unsafe manner.	Mark Winterton	This complaint has been referred to the City's 311 system for resolution.	September 6, 2017
NTS-005-AUG-2017	September 28, 2017	Complaint related to the \$3.0M spending towards holiday lights in Jackson Park	Onorio Colucci	Item has been reviewed and forwarded to administration for consideration	September 29, 2017
NTS-001-SEP-2017	September 8, 2017	Complaint regarding the maintenance of trees adjacent to an alleyway.	Mark Winterton	This service complaint has been referred to the City's 311 system for resolution.	September 8, 2017
NTS-002-SEP-2017	September 28, 2017	Suggestion for enhancements to the Transit Windsor Bus Service	Mark Winterton	Issue referred to the Transit Windsor Department for review and consideration.	September 29, 2017
NTS-003-SEP-2017	September 12, 2017	Call requesting information on the Basement Flooding Protection Subsidy Program.	Mark Winterton	This service request has been referred to the City's 311 system for resolution.	September 12, 2017
NTS-004-SEP-2017	September 18, 2017	Complainant is alleging that a Windsor resident is defrauding the Social Services System	Jelena Payne	Administration has enacted the necessary protocols to investigate allegations at this time. An action plan has been crafted with corresponding timelines.	September 18, 2017
NTS-005-SEP-2017	September 18, 2017	Service complaint regarding the conduct of a Parking Enforcement Officer	Mark Winterton	This service complaint has been referred to the City's 311 system for resolution.	September 18, 2017
NTS-006-SEP-2017	September 20, 2017	Individual received a call from someone who stated the City was conducting safety inspections on furnaces and wanted to know if this was legitimate.	Valerie Critchley	Individual was contacted by 311 and advised that the City does not inspect furnaces. She was also provided with telephone numbers to contact Windsor Police Non-Emergency as well as the Ministry of Consumer Protection should she wish to file a complaint.	September 20, 2017



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### CR721/2017 EC 314 - Appendix A - Item No. 8.8

APPENDIX A - City of Windsor Audit Recommendation Tracking Summary - 2017 Q3

Finding #	Recommendation	CLT Member Responsible	Assigned to	Audit Report/Source	Audit Unit/Firm	Date Issued	Target Date for Implementation	Current Status (as of September 30, 2017)	Additional Comments
1	Formalize and enhance the City's Life Cycle Costing (LCC) strategy to provide for increased effectiveness, efficiencies and value for money for the City of Windsor.	Chief Financial Officer	Senior Manager of Asset Planning	400 City Hall Square Post-Construction Audit	Auditor General's Office	December 1, 2009	2014 Q4	Timeline for Asset Management Plan is December 2018.	Date retargeted to 2018 Q4
8	This process (approval of payments) should be automated within Peoplesoft so that the required approvals are recorded in the system. Without these approvals, complete status of the pay cycle should be prevented. This would ensure that the payments are appropriately approved and would be more efficient than the manual process proposed.	Chief Financial Officer	Deputy Treasurer - Financial Accounting	EFF Review	PwC	August 12, 2013	2017 Q1	Given the amount of IT and other corporate resources currently dedicated to the WFM project, we expect to begin this project in 2019.	Date retargeted to 2019 Q4
17	Implementation of a Council self-assessment mechanism.	Chief Administrative Officer & City Clerk	City Clerk	Enterprise Governance Audit	PwC	June 9, 2014	2017 Q1	In progress	Date retargeted to 2017 Q4
42b	Enhance password parameters for Amanda	Chief Financial Officer	Executive Director of Information Technology	Manage Information Security	PwC	December 15, 2014	2016 Q4	In progress.	Date retargeted to 2018 Q1
51a	Documented strategic plan	WDTC Chief Executive Officer	WDTC Chief Executive Officer	WDTC	PwC	July 27, 2015	2016 Q4	In progress	Date retargeted to 2017 Q4
51b	Evidence of Board review and approval	WDTC Chief Executive Officer	WDTC Chief Executive Officer	WDTC	PwC	July 27, 2015	2016 Q4	In progress	Date retargeted to 2017 Q4
52a	Updated JOA	WDTC Chief Executive Officer	WDTC Chief Executive Officer	WDTC	PwC	July 27, 2015	2016 Q4	In progress	Date retargeted to 2018 Q3
52b	Appendix to JOA including the process to review the plan on an annual basis as well as key metrics	WDTC Chief Executive Officer	WDTC Chief Executive Officer	WDTC	PwC	July 27, 2015	2016 Q4	In progress	Date retargeted to 2018 Q3
54	Documentation of outsourced service provider governance and management program	WDTC Chief Executive Officer	WDTC Chief Executive Officer	WDTC	PwC	July 27, 2015	2016 Q4	In progress	Date retargeted to 2018 Q4
55	Updated JOA	WDTC Chief Executive Officer	WDTC Chief Executive Officer	WDTC	PwC	July 27, 2015	2016 Q4	In progress	Date retargeted to 2017 Q4
56	Updated JOA	WDTC Chief Executive Officer	WDTC Chief Executive Officer	WDTC	PwC	July 27, 2015	2016 Q4	In progress	Date retargeted to 2017 Q4
57a	Updated JOA	WDTC Chief Executive Officer	WDTC Chief Executive Officer	WDTC	PwC	July 27, 2015	2016 Q4	In progress	Date retargeted to 2017 Q4
57b	Evidence of Coordinating Committee meetings (until new JOA implemented)	WDTC Chief Executive Officer	WDTC Chief Executive Officer	WDTC	PwC	July 27, 2015	2016 Q4	In progress	Date retargeted to 2017 Q4
57c	Communication to DWTF informing them of need to comply with all reporting guidelines contained in the JOA	WDTC Chief Executive Officer	WDTC Chief Executive Officer	WDTC	PwC	July 27, 2015	2016 Q4	In progress	Date retargeted to 2017 Q4
57d	Documentation of any non-compliance and how it was addressed	WDTC Chief Executive Officer	WDTC Chief Executive Officer	WDTC	PwC	July 27, 2015	2016 Q4	In progress	Date retargeted to 2017 Q4
58a	Updated JOA	WDTC Chief Executive Officer	WDTC Chief Executive Officer	WDTC	PwC	July 27, 2015	2016 Q4	In progress	Date retargeted to 2017 Q4
58b	Communication to the Board with updates regarding negotiations	WDTC Chief Executive Officer	WDTC Chief Executive Officer	WDTC	PwC	July 27, 2015	2016 Q4	In progress	Date retargeted to 2017 Q4
59a	Cash Handling Procedure with signoff of those responsible	WECHC Chief Executive Officer	WECHC Chief Executive Officer	WECHC	PwC	July 27, 2015	2016 Q4	In progress.	Date retargeted to 2017 Q3
59b	Example of bank reconciliation performed on a timely basis with appropriate approval	WECHC Chief Executive Officer	WECHC Chief Executive Officer	WECHC	PwC	July 27, 2015	2016 Q4	In progress.	Date retargeted to 2017 Q3
62a	Governance Framework on Poles	WECHC Chief Executive Officer	WECHC Chief Executive Officer	WECHC	PwC	July 27, 2015	2016 Q2	consultant has been retained to perform the policy review. Work will be in with that of Finding 63 below, and will be completed by 2017 Q3.	Date retargeted to 2017 Q3

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APPENDIX A - City of Windsor Audit Recommendation Tracking Summary - 2017 Q3

Finding #	Recommendation	CLT Member Responsible	Assigned to	Audit Report/Source	Audit Unit/Firm	Date Issued	Target Date for Implementation	Current Status (as of September 30, 2017)	Additional Comments
62b	Evidence of formation of a Policy Review Committee.	WECHC Chief Executive Officer	WECHC Chief Executive Officer	WECHC	PwC	July 27, 2016	2016 Q2	See Finding #62a above.	Date retargeted to 2017 Q3
62c	Evidence of the requirement that policies be reviewed for updates every 5 years.	WECHC Chief Executive Officer	WECHC Chief Executive Officer	WECHC	PwC	July 27, 2016	2016 Q2	See Finding #62a above.	Date retargeted to 2017 Q3
77b	Signed Shared Services Agreement.	City Clerk	WPL Chief Executive Officer	Windsor Public Library	PwC	October 26, 2015	2016 Q1	In progress.	
77c	Evidence of implementation of matters contained in the SSA.	City Clerk	WPL Chief Executive Officer	Windsor Public Library	PwC	October 26, 2015	2016 Q1	In progress.	
80a	Recent reconciliation of a deposit bag and bank deposit.	City Clerk	WPL Chief Executive Officer	Windsor Public Library	PwC	October 26, 2015	2016 Q1	In progress.	
80b	Evidence of storage of cash in main office vault (site visit required).	City Clerk	WPL Chief Executive Officer	Windsor Public Library	PwC	October 26, 2015	2016 Q1	In progress.	
80c	Evidence of training of staff on cash handling procedure.	City Clerk	WPL Chief Executive Officer	Windsor Public Library	PwC	October 26, 2015	2016 Q1	In progress.	
80d	Updated cash handling procedure.	City Clerk	WPL Chief Executive Officer	Windsor Public Library	PwC	October 26, 2015	2016 Q1	In progress.	
80e	An example of a refund that includes management authorization.	City Clerk	WPL Chief Executive Officer	Windsor Public Library	PwC	October 26, 2015	2016 Q1	In progress.	
80f	Updated duties allocation to illustrate updated reassignment of duties.	City Clerk	WPL Chief Executive Officer	Windsor Public Library	PwC	October 26, 2015	2016 Q1	In progress.	
87c	Evidence of WinCan upgrade.	City Engineer	Manager of Contracts, Field Services and Maintenance	Manage Infrastructure	PwC	January 26, 2016	2017 Q4	In progress.	
87d	Reports from WinCan showing no data issues.	City Engineer	Manager of Contracts, Field Services and Maintenance	Manage Infrastructure	PwC	January 26, 2016	2017 Q4	In progress.	
87e	Evidence Hansen is being updated with sewer inspection records.	City Engineer	Manager of Technical Support	Manage Infrastructure	PwC	January 26, 2016	2018 Q4	Due date is end of year 2018	
87f	Evidence of a plan to update Hansen.	City Engineer	Manager of Technical Support	Manage Infrastructure	PwC	January 26, 2016	2018 Q4	Due date is end of year 2018	
99d	Development of fraud policy.	EWSWA General Manager	EWSWA Manager of Finance	EWSWA	PwC	January 26, 2016	2016 Q1	Risk accepted.	EWSWA has copies of the respective fraud policies of the City and County and will enforce them as required.
101	Evidence of contract review with the County of Essex to consider: a) Outlining oversight responsibilities, contract ownership and expectations regarding Blue Box collection, and b) Flow through of expenses from the City to the Authority and the terms of the other shared finance services provided by the City.	Chief Administrative Officer	Chief Administrative Officer	EWSWA	PwC	January 26, 2016	2016 Q2	In progress.	Date retargeted to 2017 Q4
111	Creation of separate HERT for writer control operations with monitoring and auditing by finance.	City Engineer	Manager of Contracts, Field Services and Maintenance	Heavy Equipment Rental Tender (HERT)	PwC	March 11, 2016	2016 Q3	In progress.	Date retargeted to 2017 Q4
112	Evaluate the HERTy using the Vendor Performance system developed by Purchasing and Procurement.	City Engineer	Manager of Contracts, Field Services and Maintenance	Heavy Equipment Rental Tender (HERT)	PwC	March 11, 2016	2017 Q2	In progress.	Date retargeted to 2017 Q3
116a	Evidence of public consultations to update User Fee Policy.	Corporate Leader, Parks, Recreation & Culture and Facilities	Executive Director of Recreation & Culture	User Fees Review	PwC	April 25, 2016	2018 Q2	In progress.	
116b	Updated User Fee Policy.	Corporate Leader, Parks, Recreation & Culture and Facilities	Executive Director of Recreation & Culture	User Fees Review	PwC	April 25, 2016	2018 Q2	In progress.	
126a	Evidence of Fraud training provided since the date of the audit report, including what level of staff is to be trained.	Chief Financial Officer	Chief Administrative Officer	Fraud Risk Management	PwC	November 28, 2016	2017 Q3	In progress.	
126b	Updates to the Concerned Employee Policy (or confirmation that it will not be updated).	Chief Financial Officer	Chief Administrative Officer	Fraud Risk Management	PwC	November 28, 2016	2017 Q3	In progress.	
129	A developed background check procedure with evidence of implementation.	Chief Financial Officer	City Solicitor	Fraud Risk Management	PwC	November 28, 2016	2017 Q3	In progress.	

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Finding #	Recommendation	CLT Member Responsible	Assigned to	Audit Report/Source	Audit Unit/Firm	Date Issued	Target Date for Implementation	Current Status (as of September 30, 2017)	Additional Comments
130a	Evidence of continuous training provided to employees regarding the Code of Ethics and Fraud Policy.	Chief Financial Officer	Chief Administrative Officer	Fraud Risk Management	PwC	November 28, 2016	2017 Q4	In progress.	
130b	Evidence of the automated acknowledgement for people having taken the training.	Chief Financial Officer	Human Resources	Fraud Risk Management	PwC	November 28, 2016	2017 Q4	In progress.	
130c	Updated departing employee checklist which includes a reminder of the Hotline.	Chief Financial Officer	Human Resources	Fraud Risk Management	PwC	November 28, 2016	2017 Q4	In progress.	
131	Updated data analytical procedures regarding the review of financial information for the possible detection of fraudulent activities.	Chief Financial Officer	Chief Financial Officer	Fraud Risk Management	PwC	November 28, 2016	2017 Q4	In progress.	
134	Operations & Maintenance Performance Measures.	Erwin Chief Executive Officer	Erwin VP of Finance	Erwin Utilities	PwC	November 28, 2016	2016 Q4	In progress.	
143	Asset Failure Recordings	Erwin Chief Executive Officer	Erwin VP of Finance	Windsor Utilities Commission	PwC	November 28, 2016	2016 Q4	In progress.	
149	Enhanced data Analytics	Chief Financial Officer	Deputy Treasurer - Financial Planning	Manage Service Delivery	PwC	May 29, 2017	2018 Q4	In progress.	
150	Department Reviews of Service Level Target Performance	City Clerk	311/211 Call Centre Manager	Manage Service Delivery	PwC	May 29, 2017	2017 Q4	In progress.	
151a	Update survey guidelines including a requirement to report on trends and their resolutions.	City Clerk	Customer Service Coordinator	Manage Service Delivery	PwC	May 29, 2017	2017 Q4	In progress.	
151b	Departmental proactive surveys	City Clerk	Customer Service Coordinator	Manage Service Delivery	PwC	May 29, 2017	2018 Q2	In progress.	
151c	Proactive survey options that will reach a large number of the public and support the 20 year vision.	City Clerk	Customer Service Coordinator	Manage Service Delivery	PwC	May 29, 2017	2018 Q2	In progress.	
152	Open and Transparent Reporting of Service Call Statistics	City Clerk	311/211 Call Centre Manager	Manage Service Delivery	PwC	May 29, 2017	2018 Q2	In progress.	
153	Provide Policy Updates to Service Areas	Chief Financial Officer	Manager, Financial Accounting	Review of Cash Control Procedures	PwC	August 8, 2017	2018 Q1	In progress.	
154	Improve User Access Controls	Chief Financial Officer	Executive Director, Recreation and Culture	Review of Cash Control Procedures	PwC	August 8, 2017	2017 Q4	In progress.	
155	Capture all details from the Daily Reports Prepared by Cash Handling Staff	Chief Financial Officer	Manager of Administration, Recreation	Review of Cash Control Procedures	PwC	August 8, 2017	2017 Q4	In progress.	
156	Strengthen Physical Security around Cash Handling and Storage	Chief Financial Officer	SM, Traffic Operations, Parking and Transportation Planning	Review of Cash Control Procedures	PwC	August 8, 2017	2017 Q4	In progress.	
157	Improve Documentation around Petty Cash Reimbursement Requests	Chief Financial Officer	Manager of Financial Accounting	Review of Cash Control Procedures	PwC	August 8, 2017	2018 Q1	In progress.	
158	Improve Oversight on Cash Handling Activities	Chief Financial Officer	Executive Director, Recreation and Culture, SM, Traffic Operations, Parking and Transportation Planning	Review of Cash Control Procedures	PwC	August 8, 2017	2017 Q4	In progress.	
159	Develop a procedure around the use of the VMU in accordance with the Purchasing By-Law 93-2012.	City Solicitor	Purchasing Department	Service Provider and Outsourced Services Governance and Management	PwC	August 8, 2017	2018 Q2	In progress.	
160	Service Provider	City Solicitor	Enterprise Risk Management Working Committee	Service Provider and Outsourced Services Governance and Management	PwC	August 8, 2017	2017 Q4	In progress.	
161	Amendment to Public Act Policy regarding agreements impacting the City	Corporate Leader, Parks, Recreation & Culture and Facilities	Manager, Cultural Affairs	Wampum Belt Report	PwC	January 30, 2017	2017 Q3	Closed	

# Minutes

## City Council

### Monday, November 20, 2017

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Finding #	Recommendation	CLT Member Responsible	Assigned to	Audit Report/Source	Audit Unit/Firm	Date Issued	Target Date for Implementation	Current Status (as of September 30, 2017)	Additional Comments
162	Amendment to Public Art Policy regarding evidence of artist approval	Corporate Leader, Parks, Recreation & Culture and Facilities	Manager, Cultural Affairs	Warpum Belt Report	PwC	January 30, 2017	2017 Q3	Closed	
163	Amendment to Public Art Policy regarding Stamped Engineering Documents	Corporate Leader, Parks, Recreation & Culture and Facilities	Manager, Cultural Affairs	Warpum Belt Report	PwC	January 30, 2017	2017 Q3	Closed	
164	Amendment to Public Art Policy regarding repairs & maintenance responsibilities	Corporate Leader, Parks, Recreation & Culture and Facilities	Manager, Cultural Affairs	Warpum Belt Report	PwC	January 30, 2017	2017 Q3	Closed	

COMPLETED PENDING VERIFICATION
PwC VERIFIED COMPLETION
DUE THIS YEAR
OPEN AND DELAYED