

## Community Services and Parks Standing Committee Meeting

Date: Wednesday, May 5, 2021

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

### **Members Present:**

#### **Councillors**

Ward 3 - Councillor Bortolin

Ward 5 - Councillor Sleiman (Chairperson)

Ward 6 - Councillor Gignac

Ward 9 - Councillor McKenzie

Ward 10 - Councillor Morrison

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

#### ***Also present are the following from administration:***

Jelena Payne, Community Development and Health Commissioner / Corporate Leader, Social Development & Health

Ray Mensour, Acting Parks, Recreation, Culture & Corporate Facilities Commissioner

Debbie Cercone, Executive Director of Housing & Children's Services

Andrew Daher, Executive Director of Employment & Social Services

Alina Sirbu, Executive Director of Long Term Care / Administrator

James Chacko, Senior Manager of Parks

Tanya Antoniw, Manager of Policy & Staff Development

Mary Ellen Bernard, Manager of Social Policy & Planning

Adrian Busa, Manager of Facilities Operations

Winnie Lee, Manager of Customer Service

Stephen Lynn, Manager of Social Policy & Planning

Diane Quinn, Manager of Employment & Training Initiatives

Sandra Bradt, Executive Initiatives Coordinator

Gayle Jones, Diversity / Accessibility Officer

Sandra Gebauer, Council Assistant

Anna Ciacelli, Supervisor of Council Services

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### 1. CALL TO ORDER

The Chair calls the meeting of the Community Services and Parks 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 April 7, 2021

Moved by: Councillor McKenzie  
Seconded by: Councillor Bortolin

THAT the minutes of the Community Services and Parks Standing Committee meeting held April 7, 2021 **BE ADOPTED** as presented.  
Carried.

Report Number: SCM 114/2021  
Clerk's File: MB2021

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

None requested.

### 5. COMMUNICATIONS

None presented.

### 6. PRESENTATIONS AND DELEGATIONS

None.

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### 7. COMMITTEE MATTERS

#### 7.1. Windsor Accessibility Advisory Committee - 2020 Annual Report

Moved by: Councillor Gignac  
Seconded by: Councillor Bortolin

Decision Number: **CSPS 146**

THAT the 2020 Annual Report of the Windsor Accessibility Advisory Committee **BE APPROVED**.  
Carried.

Report Number: SCM 79/2021  
Clerk's File: MB2020

#### 7.2. Minutes of the Housing & Homelessness Advisory Committee of its meeting held February 23, 2021

Moved by: Councillor Morrison  
Seconded by: Councillor Bortolin

Decision Number: **CSPS 147**

THAT the minutes of the Housing & Homelessness Advisory Committee of its meeting held February 23, 2021 **BE RECEIVED**.  
Carried.

Report Number: SCM 111/2021  
Clerk's File: MB2021

### 8. ADMINISTRATIVE ITEMS

#### 8.1. Ministry of Labour Training and Skills Development Service Contract Approvals - City Wide

Councillor Gignac refers to page 5 of 6 in the report that indicates that despite the annual cost increases relating to staffing and other operations, the Ministry has not increased the funding. Councillor Gignac inquires as to how agencies are managing to keep levels at the 2013 or 2016 level, which is where they have been kept. Andrew Daher, Executive Director of Employment and Social Services, appears via video conference before the Community Services and Parks Standing Committee regarding the administrative report "Ministry of Labour Training and Skills Development Service Contract Approvals – City Wide" and indicates that the City has to be innovative, and occasionally, some of the line items are shifted to reflect where the demand is. Mr. Daher provides an example. Mr. Daher indicates that when looking at 2020 and COVID-19, there was some gapping due to staff relating to leave of absences, so the City needs to look at other areas to find those dollars to support any of those minor increases due to staffing.

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Councillor Gignac notes that the City of Windsor is one of ten Managers in the Province of Ontario and inquires whether there have been other locations that have requested one-time funding. Mr. Daher responds that he is not aware of any of the Employment Ontario providers that have requested one-time funding.

Councillor Gignac requests that information relating to requests for one-time funding by other Employment Ontario providers be reported back at a future meeting.

Councillor Gignac expresses concern that the City of Windsor does not receive credit for being innovative and mindful of the operational ways that business is conducted. She adds that she is aware that other Managers have included one-time funding requests to ensure that the agencies that they work with do not have problems in the future.

Councillor McKenzie asks Administration to comment on the two programs administered by the City through the Ministry of Labour Employment Services, as well as Canada and Ontario Jobs Grant, and inquires whether these two programs are on an annual basis and if they are over subscribed. Mr. Daher indicates that when viewing their statistics, the two programs are over subscribed from a request of participants. Mr. Daher adds that there are twenty-six employers through the Canada Ontario Job Grants that they fund annually and indicates that there is a demand for these programs as well as on the employment services side. Mr. Daher indicates that from a resource and information perspective, there are approximately three thousand participants. In 2020, they serviced over fifteen thousand participants and adds that there has been a spike in demand due to COVID-19.

Moved by: Councillor Morrison

Seconded by: Councillor Bortolin

Decision Number: **CSPS 148**

THAT the Community Development and Health Services Commissioner **BE AUTHORIZED** to sign Service Contracts (the "Contracts") with the Ministry of Labour, Training, and Skills Development (MLTSD) and related documents as specified in the Contracts or as required by the MLTSD until superseded or replaced by a new or modified funding program, such that the Contracts do not exceed a maximum of \$1,000,000 gross expenditures. For Contracts in excess of \$1,000,000 gross expenditure, that in addition to the Community Development and Health Services Commissioner's signature, the Chief Administrative Officer **BE REQUIRED** to sign as secondary authority. Authorization would be subject to approval as to technical content by the Executive Director of Employment and Social Services, legal form by the City Solicitor, and financial content by the Chief Financial Officer and City Treasurer or designates, and provided there is no required net city contribution; and further,

THAT the foregoing authorization **BE EXTENDED** to any and other further amendments to the Contracts and related documents as specified in the Contracts, or as required by the MLTSD, for amounts under \$1,000,000 gross expenditure. For amendments in excess of \$1,000,000 gross expenditure, that in addition to the Community Development and Health Services Commissioner's

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signature, the Chief Administrative Officer **BE REQUIRED** to sign as secondary authority. Authorization would be subject to approval as to technical content by the Executive Director of Employment and Social Services, legal form by the City Solicitor, and financial content by the Chief Financial Officer and City Treasurer or designates, and provided there is no required net city contribution; and further,

THAT City Council **AUTHORIZE** the Executive Director of Employment and Social Services to sign the following administrative reports until superseded or replaced:

- Service Provider Business Plans;
- Estimated Expenditure Reports;
- Statement of Revenue and Expenditure Reports;
- Quarterly Status and Adjustment Reports;
- Other Administrative Reports as specified from time to time by the Ministry; and further,

THAT City Council **AUTHORIZE** the Manager of Employment and Training Initiatives or designate to sign all agreements with employers for training incentives in accordance with the criteria established by the Contracts until superseded or replaced by a new or modified training incentives program. Where the amount of the training incentive agreement does not exceed \$10,000 (100% MLTSD funding), the agreements are **SUBJECT TO** the approval as to technical content by the Executive Director of Employment and Social Services, and as to legal form by the City Solicitor. For training incentive agreements that exceed \$10,000 (100% MLTSD funding), that in addition to approval as to technical content by the Executive Director of Employment and Social Services, and as to legal form by the City Solicitor, that the agreement also **BE APPROVED** as to financial content by the City Treasurer and Chief Financial Officer, or designate. As long as the agreements conform to the standard format reviewed and pre-approved by the City Solicitor as to legal form, and to the Executive Director of Employment and Social Services as to technical content, the City Solicitor and Executive Director of Employment and Social Services are **NOT REQUIRED** to approve each individual agreement under \$10,000.

Carried.

Report Number: S 40/2021

Clerk's File: SS2021

## 8.2. 1st Lease Extension and Amendment Agreement for the Consolidated Municipal Service Manager (CMSM) for the delivery of Ontario Works in Leamington, ON - City Wide

Moved by: Councillor McKenzie

Seconded by: Councillor Bortolin

Decision Number: **CSPS 149**

- I. THAT **APPROVAL BE GIVEN** to enter into a 1<sup>st</sup> Lease Extension and Amendment Agreement for space leased by the Consolidated Municipal Service Manager (CMSM) for Ontario Works (The Corporation of the City of Windsor) at 33 Princess, Leamington, Ontario in accordance, on the following terms and conditions:

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### BASIC TERMS:

- a) **Landlord** Central 33 Ltd.
- b) **Landlord's Address** 33 Princess Road, Leamington ON
- c) **1<sup>st</sup> Extension Period** Five Year Term
- d) **Commencement Date** April 1, 2021
- e) **Termination Date** March 31, 2026
- f) **Leased Premises** 33 Princess Road, Leamington Ontario
- g) **Area of Leased Premises** 6,419.14 square feet (rentable)
- h) **Basic Rent** \$9.00 per square foot (plus HST)
- i) **CAMS** \$3.20 per square foot, plus the cumulative Ontario CPI per annum from the initial five (5) year term of this lease
- j) **Land Taxes** Payable by Tenant (in addition to CAMS)
- k) **Utilities** Payable by Tenant (in addition to CAMS)
- l) **Parking** 20 Parking Spaces included
- m) **Permitted Use** Office space
- n) **Insurance** General Liability Insurance  
Minimum Limit \$5,000,000.00  
Tenant's Legal Liability Insurance, full replacement cost of leased premises including loss of use
- o) **Renewal** Tenant has the option for one (1) additional term of five years (the "**2<sup>nd</sup> Extension Period**") under the same terms and conditions, as amended in Recommendation II below, save and except Basic Rent, which will be \$10 per square foot

CAMS during the 2<sup>nd</sup> Extension Period will be capped at \$3.20 per square foot, plus the cumulative Ontario CPI per annum from April 1, 2016 to March 31, 2026; and further,

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- II. THAT **APPROVAL BE GIVEN** to amend certain terms and conditions of the lease as follows:
1. As of the date hereof, the parties agree that the Tenant shall surrender the portion of the Premises known as the "Lunchroom and Board Room on the Fourth Floor". The Area of the Premises, as defined in the Lease, shall be reduced by an area of 508 rentable square feet, from 6,927.14 rentable square feet to 6,419.14 rentable square feet.
  2. The Landlord's approval of the surrender of 508 rentable square feet as outlined in section 1 above, is conditional upon the Windsor Essex Children's Aid Society and the Windsor-Essex County Health Unit (collectively, the "Partners") also surrendering the same portion of the Premises, and the Landlord securing a lease of the space to another organization.

### LANDLORD CONVENANTS

3. Subject to the Partners agreeing to share in the costs of the renovations to the First Floor Board Room, and subject to the Partners amending their leases with the Landlord as set forth in section 2 above:
  - a. The Landlord agrees to guarantee continued access to secured washrooms on the First and Fifth Floors;
  - b. The landlord agrees to cover 50% of the costs of construction and renovations of the lunch room and staff area within the Fourth Floor office space; and
  - c. The Landlord agrees to be responsible for the moving costs incurred by the Tenant associated with moving any of the Tenant's equipment, furniture and other items from the Fourth Floor boardroom, kitchen and meeting room space, as required; and further
- III. THAT the Chief Administrative Officer and City Clerk **BE AUTHORIZED** to sign the 1<sup>st</sup> Lease Extension and Amendment Agreement, satisfactory in technical content to the Executive Director of Employment and Social Services and to the Lease Administrator, satisfactory in form and content to the City Solicitor and satisfactory in financial content to the City Treasurer; and further,
- IV. THAT the Chief Administrative Officer and City Clerk **BE AUTHORIZED** to sign the amendment to the tri-partite agreement with Windsor-Essex Children's Aid Society and the Windsor-Essex County Health Unit pursuant to the approval authorized in C 93/2016.

Carried.

Report Number: S 41/2021  
Clerk's File: SS2021

## 9. QUESTION PERIOD

None registered.

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### 10. ADJOURNMENT

There being no further business the meeting of the Community Services and Parks Standing Committee is adjourned at 9:10 o'clock a.m. The next meeting of the Community Services and Parks Standing Committee will take place on Wednesday, June 2, 2021.  
Carried.

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Councillor Sleiman (Chairperson)

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Supervisor of Council Services