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

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<tr>
<th>REPORT #: SCM 26/2015</th>
<th>Report Date: 3/16/2016</th>
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<tr>
<td>Author’s Contact:</td>
<td>Date to Council: 3/21/2016</td>
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<tr>
<td>John R. Calhoun</td>
<td>Clerk’s File #: MBA/7119</td>
</tr>
<tr>
<td>519-255-6543x6179</td>
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<tr>
<td><a href="mailto:jcalhoun@citywindsor.ca">jcalhoun@citywindsor.ca</a></td>
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To: Mayor and Members of City Council

Subject: Doors Open - Contribution from Heritage Committee Fund, and City Hall as Site

RECOMMENDATION:
I. That Doors Open Windsor 2016 BE GRANTED $5,000 from the fund formerly known as the Windsor Heritage Committee Operating Fund (operating budget 001-0111610) carried over from 2015 to be used for publicity costs for the Doors Open locations on September 24-25, 2016; and
II. That City Hall BE INCLUDED as a site for Doors Open Windsor 2016, and costs for that activity be funded from the Windsor Heritage Committee Operating Fund carried over from 2015.

EXECUTIVE SUMMARY:
N/A

BACKGROUND:
For many years the Windsor Heritage Committee had a small operating fund. The overall amount was approved annually by City Council, and its administration was in the Clerk’s Department. That fund continues to exist, and its approved budget for account 001-0111610 for each of years 2015 and 2016 is $7,800. The fund is utilized for heritage items of the Planning, Heritage & Economic Development Standing Committee, and it was used in 2015 for the expenses of one Committee member and the Heritage Planner to attend the Ontario Heritage Conference. Any remaining balance in the fund does usually not carry over to the following year.

In 2014 and previous years, the Windsor Heritage Committee was a stand-alone committee of Council, and it gave final approval for individual expenditures from the fund. Approvals were shown in Committee meeting minutes reported to Council; the annual totals were reported in requests for Council approval of the following years’ budgets. Beginning in 2015 the Windsor Heritage Committee’s functions were
incorporated into the Planning, Heritage & Economic Development Standing Committee. This large proposed expenditure from the fund is to be reviewed but not approved by the Committee, then forwarded to Council for approval.

This expenditure is consistent with previous funding, as Doors Open has received moneys from this fund in past five years:

- $1,200 November 2014
- $5,300 December 2013
- $2,000 November 2011

Windsor’s Department of Recreation and Culture has already funded the Provincial registration fee from the Cultural Affairs office.

The City Hall building has never been included in Doors Open Windsor. Other municipal properties included in the past have been Willistead Manor and Mackenzie Hall.

**DISCUSSION:**

Doors Open will be held in Windsor on the weekend of September 24-25, 2016. About forty sites are confirmed and others are under active consideration. The event is held every two years, alternating with Amherstburg in the region. Many other municipalities in Ontario host their own Doors Open events. Doors Open is perhaps the heritage event that gains the most public participation: In 2014, Doors Open Windsor saw close to 6,000 site visits to 31 locations.

The Committee grant will allow Doors Open to have more funds for publicity, including a *Windsor Star* insert with a map and description of all the properties, one-sheet flyers at each property, a website, and publicity posters on Transit Windsor buses. In Windsor, the organization is run entirely by unpaid volunteers, including municipal staff who donate their time.

The Doors Open Windsor organization has requested that City Hall be included in the list of sites open in 2016. The main lobbies and washrooms of floors 1, 2 and 3 will be open. The Council Chambers, Walkerville and Ojibway rooms will be open; the Mayor’s office will be closed. Some service windows may be available for visiting with staff, but no areas beyond the counters will be open and no business will be transacted. City Hall would be open on Saturday, September 24 only, from 10 am to 4 pm. Additionally, there will be volunteers on the grounds around the building to provide information on matters related to the exterior and interior public spaces, the building and its architecture.

**FINANCIAL MATTERS:**

The remaining balance of the fund (001-0111610) carried over from 2015 is $5,558. The CAO has approved the carryover of this amount. The recommendation is to grant $5,000 of the fund to Doors Open, and to use the remaining amount of $558 for the costs of City Hall participation.
The out-of-pocket costs for City Hall participation in Doors Open, primarily for informational signage, will be funded from the remaining balance of the carry forward. CUPE leadership has confirmed that members will volunteer their time, in return for listing the union as a sponsor of Doors Open. Security and custodial costs will be absorbed by rescheduling.

Doors Open Windsor operates under the charitable status of the Architectural Conservancy of Ontario.

**CONCLUSION:**

Doors Open Windsor 2016 will provide an opportunity for local residents to visit a number of heritage buildings throughout the city. It also represents an important event to promote heritage awareness and education concerning both architecture and notable persons who are part of local history. A City grant to the Doors Open organization for event publicity will increase the number of visitors in late September to the 40+ sites, including City Hall and Mackenzie Hall. An existing funds balance will cover the Doors Open grant and the cost for a partial opening of City Hall on Saturday, September 24, 2016.

**PLANNING ACT MATTERS:**
N/A

**APPROVALS:**

<table>
<thead>
<tr>
<th>Name</th>
<th>Title</th>
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<tbody>
<tr>
<td>Thom Hunt</td>
<td>City Planner</td>
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<tr>
<td>Wira Vendrasco</td>
<td>Deputy City Solicitor</td>
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<tr>
<td>Cathy Masterson</td>
<td>Manager Cultural Affairs</td>
</tr>
<tr>
<td>Jelena Payne</td>
<td>Commissioner Development &amp; Health</td>
</tr>
<tr>
<td>Rosanna Pellerito</td>
<td>Manager Financial Administration</td>
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<tr>
<td>Onorio Colucci</td>
<td>Chief Financial Officer</td>
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<tr>
<td>Helga Reidel</td>
<td>CAO</td>
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**NOTIFICATIONS:**

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<tr>
<th>Name</th>
<th>Address</th>
<th>Email</th>
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<tbody>
<tr>
<td>Lynn Baker, Chair</td>
<td>240 Reedmere Rd., Windsor ON N8S 2L4</td>
<td><a href="mailto:lynndbaker@gmail.com">lynndbaker@gmail.com</a></td>
</tr>
<tr>
<td>Doors Open Windsor 2016</td>
<td>519-945-7834</td>
<td><a href="mailto:hoppe.joanne@gmail.com">hoppe.joanne@gmail.com</a></td>
</tr>
<tr>
<td>Joanne Hoppe</td>
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**APPENDICES:**
1. A - Messages about CUPE volunteers for City Hall Doors Open
From: Mark Vander Voort [mvvoort@cupe543.ca]
Sent: Tuesday, March 15, 2016 2:27 PM
To: Lechicky, John; Hunt, Thom
Cc: Askin Hager, Shelby; Mihalo, Vincenza; Susko, Jolayne
Subject: Re: Doors Open - CUPE Volunteer In Exchange for Sponsorship

Ladies/Gentlemen,

All is in order. Finalizing volunteer list.

Regards,

Mark

Sent from my BlackBerry 10 smartphone on the TELUS network.

From: Lechicky, John
Sent: Tuesday, March 15, 2016 2:24 PM
To: Hunt, Thom; 'Mark Vander Voort'
Cc: Askin Hager, Shelby; Mihalo, Vincenza; Susko, Jolayne
Subject: Re: Doors Open - CUPE Volunteer In Exchange for Sponsorship

Hi Mark

Per our discussion. Please confirm that the below is all still in order.

Thanks.

Sent from my BlackBerry 10 smartphone on the TELUS network.

From: Hunt, Thom
Sent: Tuesday, March 15, 2016 11:52 AM
To: Lechicky, John
Cc: Askin Hager, Shelby
Subject: Doors Open - CUPE Volunteer In Exchange for Sponsorship

Hi John,

Just in follow up to our conversation today, and to provide some background. The inclusion of 350 City Hall in the Doors Open event this year rests on agreement with CUPE. I am seeking confirmation from Mark Vander Voort that CUPE members will volunteer time during the event, in exchange for recognition of CUPE Local 543 as a Doors Open sponsor. He wholeheartedly endorsed the idea in conversation with committee members previously (Lynne Baker), we just need confirmation before we report to Council formally. Anything you can do today in your meeting with Mark to confirm this understanding in writing is much appreciated.

If any questions, please let me know – cheers,
Thom Hunt, VCIIP, RPP
Executive Director/City Planner
Planning and Building Services Department
400 City Hall Square East, Suite 404
City of Windsor, ON N9A 7K6
Phone: 519-255-6543 ext 6897