

**Community Services Standing Committee Meeting Agenda**

**Date:** Wednesday, September 4, 2024

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

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

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

**MEMBERS:**

Ward 2 - Councillor Fabio Costante

Ward 3 - Councillor Renaldo Agostino

Ward 4 - Councillor Mark McKenzie

Ward 5 - Councillor Ed Sleiman (Chairperson)

Ward 6 - Councillor Jo-Anne Gignac

## ORDER OF BUSINESS

**Item #      Item Description**  
**1.            CALL TO ORDER**

**READING OF LAND ACKNOWLEDGMENT**

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

**2.            DISCLOSURE OF PECUNIARY INTEREST AND THE GENERAL NATURE THEREOF**

**3.            ADOPTION OF THE MINUTES**

- 3.1.        Adoption of the Community Services Standing Committee minutes of its meeting held May 1, 2024. **(SCM 124/2024)**

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

**5.            COMMUNICATIONS**

**6.            PRESENTATIONS AND DELEGATIONS**

**7.            COMMITTEE MATTERS**

- 7.1.        Minutes of the Meetings of the Executive Committee and Board of Directors, Willistead Manor Inc., held June 13, 2024 **(SCM 197/2024)**
- 7.2.        Minutes of the Committee of Management for Huron Lodge of its meeting held June 27, 2024 **(SCM 223/2024)**
- 7.3.        Minutes of the Age Friendly Windsor Working Group of its meeting held June 13, 2024 **(SCM 227/2024)**
- 7.4.        Minutes of the Meetings of the Executive Committee and Board of Directors, Willistead Manor Inc., held May 9, 2024. **(SCM 230/2024)**

- 7.5. Minutes of the Windsor Essex Regional Community Safety and Well-Being Plan's Regional Systems Leadership Table of its meeting held March 21, 2024. **(SCM 231/2024)**
  
8. **ADMINISTRATIVE ITEMS**
  - 8.1. Walker Homesite Park – Approval of the Masterplan – Ward 9 **(S 109/2024)**
  - 8.2. Response to CQ 3/2024 Geese Management - City Wide **(S 107/2024)**
  - 8.3. Response to CQ 13-2024, CQ 16-2024 and CQ 30-2024- Pickleball & Squash Courts within the City - City Wide **(S 108/2024)**
  - 8.4. Windsor Essex – Ontario Health Team (WE-OHT) Annual Report - City Wide **(S 110/2024)**
  
9. **QUESTION PERIOD**
  
10. **ADJOURNMENT**



**Committee Matters: SCM 124/2024**

**Subject: Adoption of the Community Services Standing Committee minutes of its meeting held May 1, 2024.**

## Community Services Standing Committee Meeting

Date: Wednesday, May 1, 2024

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

### **Members Present:**

#### **Councillors**

Ward 3 – Councillor Renaldo Agostino

Ward 4 – Councillor Mark McKenzie

Ward 5 - Councillor Ed Sleiman (Chairperson)

Ward 6 - Councillor Jo-Anne Gignac

#### **Councillor Regrets**

Ward 2 - Councillor Fabio Costante

#### **PARTICIPATING VIA VIDEO CONFERENCE ARE THE FOLLOWING FROM ADMINISTRATION:**

Sandra Gebauer, Council Assistant

#### **ALSO PARTICIPATING IN COUNCIL CHAMBERS ARE THE FOLLOWING FROM ADMINISTRATION:**

Andrew Daher, Commissioner, Human & Health Services

Ray Mensour, Commissioner, Community Services

Jen Knights, Executive Director, Recreation & Culture

James Chacko, Executive Director, Parks & Facilities

Tanya Antoniw, Executive Director, Employment & Social Services

Kirk Whittal, Executive Director, Housing & Children Services

Alina Sirbu, Executive Director, Long Term Care & Administration

Michael Chantler, Acting Chief Executive Officer – Windsor Public Library

Stephen Laforet, Fire Chief

Emilie Dunnigan, Manager Development Revenue & Financial Administration

Stephen Lynn, Manager Social Policy & Planning

Linda Higgins, Manager, Intergovernmental Funding, Employment, Society & Health

Jennifer Tanner, Manager, Homelessness & Housing Support

Charmaine Valbuena, Coordinator Social Planning

Doran Anzolin, Executive Initiatives Coordinator

Samantha Magalas, Executive Initiatives Coordinator

Anna Ciacelli, Deputy City Clerk

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## 1. CALL TO ORDER

The Chair calls the meeting of the Community Services Standing Committee to order at 9:00 o'clock a.m.

## 2. DISCLOSURE OF PECUNIARY INTEREST AND THE GENERAL NATURE THEREOF

None disclosed.

## 3. ADOPTION OF THE MINUTES

### 3.1. Adoption of the Community Services Standing Committee minutes of its meeting held March 6, 2024.

Moved by: Councillor Jo-Anne Gignac  
Seconded by: Councillor Mark McKenzie

THAT the minutes of the Community Services Standing Committee meeting held March 6, 2024 **BE ADOPTED** as presented.  
Carried.

Report Number: SCM 67/2024

## 4. REQUEST FOR DEFERRALS, REFERRALS OR WITHDRAWALS

None requested.

## 5. COMMUNICATIONS

None presented.

## 6. PRESENTATIONS AND DELEGATIONS

None presented.

## 7. COMMITTEE MATTERS

### 7.1. Minutes of the Windsor Essex Regional Community Safety and Well-Being Plan's Regional Systems Leadership Table of its meeting held December 12, 2023.

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Moved by: Councillor Jo-Anne Gignac  
Seconded by: Councillor Mark McKenzie

Decision Number: **CSSC 245**

THAT the minutes of the Windsor Essex Regional Community Safety and Well-Being Plan's Regional Systems Leadership Table meeting held December 12, 2023 **BE RECEIVED**.  
Carried.

Report Number: SCM 102/2024

### **7.2. Minutes of the Meetings of the Executive Committee and Board of Directors, Willistead Manor Inc., held February 8, 2024**

Moved by: Councillor Jo-Anne Gignac  
Seconded by: Councillor Mark McKenzie

Decision Number: **CSSC 246**

THAT the minutes of the Executive Committee and Board of Directors, Willistead Manor Inc. meeting held February 8, 2024 **BE RECEIVED**.  
Carried.

Report Number: SCM 82/2024

### **7.3. Minutes of the Windsor Accessibility Advisory Committee of its meeting held February 20, 2024**

Moved by: Councillor Jo-Anne Gignac  
Seconded by: Councillor Mark McKenzie

Decision Number: **CSSC 247**

THAT the minutes of the Windsor Accessibility Advisory Committee meeting held February 20, 2024 **BE RECEIVED**.  
Carried.

Report Number: SCM 61/2024

### **7.4. Minutes of the Committee of Management for Huron Lodge of its meeting held March 7, 2024**

Moved by: Councillor Jo-Anne Gignac  
Seconded by: Councillor Mark McKenzie

Decision Number: **CSSC 248**

THAT the minutes of the Committee of Management for Huron Lodge meeting held March 7, 2024 **BE RECEIVED**.

Carried.

Report Number: SCM 96/2024

## **8. ADMINISTRATIVE ITEMS**

### **8.1. 2024 Run With Responders and Tug Across the River - City Wide**

Moved by: Councillor Jo-Anne Gignac

Seconded by: Councillor Mark McKenzie

Decision Number: **CSSC 240**

THAT City Council **SUPPORT** the Run with Responders and Tug Across the River event (the "Events") hosted by Windsor Fire & Rescue to take place in Windsor on July 28, 2024; and,

THAT the Fire Chief be **AUTHORIZED** to sign all documents required for the Events to take place subject to their being satisfactory in financial content to the City Treasurer and satisfactory in legal form to the City Solicitor; and,

Whereas on February 2, 2024, the 2024 Capital Budget was deemed approved via Mayoral decision MD05-2024 with no funding being allocated for this event and subsequently City Council **SUPPORT** an expenditure up to \$10,000 be it further resolved,

THAT the City Treasurer **BE DIRECTED** to create a new capital project under Windsor Fire and Rescue for tracking purposes; and,

THAT the City Treasurer **BE DIRECTED** to transfer up to \$10,000 from the Tourism Development Infrastructure & Program (Fund 214) to the newly set up capital project.

Carried.

Report Number: C 46/2024

Clerk's File: SR/14717

### **8.2. Derwent Park – Approval of the Masterplan – Ward 8**

Councillor Jo-Anne Gignac inquires whether the Cricket Organization in the City of Windsor has come forward with any fundraising efforts on their behalf. James Chacko, Executive Director Parks and Facilities, appears before the Community Services Standing Committee regarding the Administrative report "Derwent Park – Approval of the Masterplan – Ward 8" and indicates that



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members of the cricket community have expressed enthusiasm in supporting funding for the project but have not yet had concrete discussions until direction from council is received.

Councillor Mark McKenzie inquires about the difference between what is proposed at Derwent Park and what is currently being done at Optimist Memorial Park. Mr. Chacko indicates that at Optimist Memorial Park pitch is currently being replaced in consultation and in collaboration with a couple of the cricket stakeholders that are contributing funding. The difference is that the Optimist Park pitch is not full regulation size. The Derwent Park pitch will be regulation size. Mr. Chacko adds that the demand for cricket fields has exploded, and current locations are fully subscribed to.

Councillor Mark McKenzie inquires as to the reasoning why Derwent Park is the selected location and not Forest Glade Optimist Park as it is more centrally located. Mr. Chacko responds that Parks & Recreation Administration met with several ward councillors at the time and Derwent Park straddles Ward 7 & 8 boundary and is close to Ward 9 and the Expressway and was deemed easily accessible and also had under-utilized space. Mr. Chacko adds that the Installation of the cricket pitch would see the illumination of several well-used baseball diamonds as well and it is a good way to activate the unused space.

Councillor Mark McKenzie comments that from a walkability standpoint, the park is not as easily accessible.

Councillor Renaldo Agostino inquires whether this will be the only full-sized regulation pitch in the City of Windsor. Mr. Chacko responds that this will be the only full-sized pitch.

Councillor Renaldo Agostino inquires whether the City anticipates hosting tournaments and events. Mr. Chacko responds that future phases of the project will see the installation of field lighting, which will encourage hosting out of town teams, and the potential of partnering with St. Clair College and the University of Windsor. Mr. Chacko adds that this is seen as a gateway to seeing additional cricket and tournament play in the City of Windsor.

Councillor Ed Sleiman inquires whether there are other places for residents in the county to practice and play. Mr. Chacko responds that in the county, there are some under-sized pitches, but the majority of players and users are using Windsor pitches and are mostly from the Windsor, Lasalle and Tecumseh area. There is a large international student population that is using the space and there is a growing trend and usage in this sport.

Moved by: Councillor Jo-Anne Gignac  
Seconded by: Councillor Mark McKenzie

### Decision Number: **CSSC 241**

- I. THAT Council **SUPPORT** the conceptual masterplan for Derwent Park as shown in Appendix A of this report which would require additional capital expenditures beyond Phase 1, which is funded in the 10-year capital plan, and further as it relates to Phase 1 of the plan:
- II. THAT City Council **PRE-APPROVE** and **AWARD** any procurement(s) necessary that are related to the installation of the cricket pitch including the fencing, player benches and

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irrigation system, provided that the procurement(s) are within approved budget amounts, pursuant to the Purchasing By-Law 93-2012 and amendment thereto, satisfactory in legal content to the City Solicitor, in financial content to the City Treasurer and in technical content to the Executive Director of Parks and Facilities; and further,

- III. THAT the Purchasing Manager **BE AUTHORIZED** to issue Purchase Orders as may be required to effect the Recommendations noted above, subject to all specifications being satisfactory in financial content to the City Treasurer, and in technical content to the Executive Director of Parks and Facilities; and further,
- IV. THAT the Chief Administrative Officer and City Clerk **BE AUTHORIZED** to sign any required documentation, satisfactory in legal content to the City Solicitor, in financial content to the City Treasurer and technical content to the Executive Director of Parks and Facilities; and,
- V. THAT Administration **BE AUTHORIZED** to use available funds within the project budget for any amendment(s) or change requirement(s)/directive(s) and additional documents relating to executed agreement(s), pursuant to the Purchasing By-Law 93-2012 and amendments thereto, satisfactory in legal content to the City Solicitor, in financial content to the City Treasurer, and in technical content to the Executive Director of Parks and Facilities; and further,

Whereas, on February 2, 2024, the 2024 10-year capital budget was approved via Mayoral Decision MD05-2024 which included an amount of \$1,000,000 for the implementation of Phase 1 be it further resolved:

- VI. THAT City Council **APPROVE** a pre-commitment of \$1,000,000 in 2025 Canada Community-Building Fund, Fund 176, funding from the Cricket Pitch behind Safety Village project, PFO-002-24, so that funding is made available for immediate use; and further,
- VII. THAT the City Treasurer **BE DIRECTED** to bring forward a capital budget issue in the amount estimated to be \$6,528,000 as part of the 2025 10-year capital plan for consideration; and,
- VIII. THAT administration **BE DIRECTED** to begin seeking out corporate sponsorship funding for future phases of the Derwent Park project.

Carried.

Report Number: S 37/2024  
Clerk's File: SR/14766

**8.3. South Cameron Park Trails – Approval of the Conceptual Plan – Ward 10**

Moved by: Councillor Mark McKenzie  
Seconded by: Councillor Renaldo Agostino

Decision Number: **CSSC 242**

THAT On February 2, 2024, the 2024 10-year capital budget was approved via Mayoral Decision MD05-2024 which did not include any amount for the implementation of the South Cameron Conceptual Trail Plan; be it further resolved,

- I. THAT Council **SUPPORT** the South Cameron Conceptual Trail Plan as shown in Appendix A of this report which would require additional expenditures which are not currently included in the 10-year capital plan; and further,
- II. THAT the City Treasurer **BE DIRECTED** to bring forward a capital budget issue in the amount estimated to be \$2,634,240 as part of the 2025 10-year capital plan for consideration.

Carried.

Report Number: S 38/2024  
Clerk's File: SR2024

#### **8.4. Windsor Essex Regional Community Safety & Well-Being Plan Update**

Moved by: Councillor Renaldo Agostino  
Seconded by: Councillor Jo-Anne Gignac

Decision Number: **CSSC 243** CSSC 226

THAT the report of the Manager of Social Policy & Planning dated April 11, 2024 entitled "Windsor Essex Regional Community Safety & Well-Being Plan Update - City Wide" **BE RECEIVED** for information.

Carried.

Report Number: S 53/2024, SCM 42/2024 & SCM 365/2023  
Clerk's File: SS/14026

#### **8.5. Asylum Claimants Transferred to Windsor Hotels by Immigration, Refugees and Citizenship Canada (IRCC) Update – City Wide**

Councillor Jo-Anne Gignac requests that Administration summarize the report. Andrew Daher, Commissioner, Health & Human Services appears before the Community Services Standing Committee regarding the Administrative report "Asylum Claimants Transferred to Windsor Hotels by Immigration, Refugees and Citizenship Canada (IRCC) Update – City Wide" and provides a brief summary of the report, including the Federal Government contacted the City of Windsor to ask if the municipality would assist in taking on some of the asylum claimants; the Government would be funding the hotels and meals for these individuals; a few hundred turned into about 1400 at its peak; the government has been working with other municipalities to redistribute the number of

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asylum claimants; The City of Windsor provided a resolution from council that stated that we cannot accept any more claimants; Immigration, Refugees and Citizenship Canada (IRCC) acknowledged the resolution and as a result the numbers in these hotels have decreased; there are about 840 claimants currently in the City of Windsor; administration has been working closely over the last year to find a pathway for the claimants so that they do not go into the shelter system; IRCC was contacted to request that they take on some of the individuals into the hotels where there is already available capacity; this step prevented about 100 individuals from entering emergency shelters; Federal funding that was received covered the cost of incurred expenses for emergency shelters. Mr. Daher indicates that signatures and authority are required in order to receive that same funding again this year. IRCC has already extended agreements with the hotels until June 30<sup>th</sup> and a further extension to September 30<sup>th</sup> is expected.

Councillor Ed Sleiman inquires whether the government has provided asylum seekers with employment. Mr. Daher responds that since July of 2023, they were able to get about 75 claimants into training with a large majority gaining employment. Mr. Daher adds that not all claimants are able to work due to a language barrier. The City is working with newcomer service providers to ensure they are providing support that they need in order to get acclimated into our environment. The City has deployed it's Ontario Works team, have received provincial funding to have a specialized team to help with applications that are forwarded to the employment team.

Councillor Renaldo Agostino inquires whether the City is receiving enough government funding in order to support the current services being offered. Mr. Daher responds that it is adequate. The IRCC is providing the funding for the housing as well as meals throughout the day. There are some ancillary services still needed, such as Legal Assistance Windsor-Essex (LAW) who are advocating for funding. Mr. Daher indicates that the biggest concern is what happens if the hotels are no longer being funded. The Peel region is looking at a reception centre where they will be triaged and provided with immediate supports.

Renaldo Agostino inquires as to how many rooms are occupied downtown. Mr. Daher responds that there are about 436 between two hotels.

Councillor Mark McKenzie inquires as to how many of these individuals are staying in Windsor-Essex and how many are leaving. Stephen Lynn, Manager Social Policy & Planning, appears before the Community Services Standing Committee regarding the Administrative report "Asylum Claimants Transferred to Windsor Hotels by Immigration, Refugees and Citizenship Canada (IRCC) Update – City Wide" and indicates that they found that there was a lot of movement to other communities across Ontario to where other friends or family members were located. Once they leave the hotels, they are not able to return.

Councillor Mark McKenzie inquires whether the goal is to get these individuals on Ontario Works so that they can be free to find alternative housing or leave the municipality. Mr. Lynn indicates that they are staying in the hotels because they are seeking asylum and are awaiting their applications to be reviewed by the Immigration Refugee Board. Some of these individuals have had their applications approved and they move into a Permanent Resident status. They are no longer

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eligible to receive supports at the hotel at that time. The real goal is that individuals leverage their work permit to be able to sustain themselves by obtaining a job and not relying on Ontario Works.

Councillor Mark McKenzie inquires whether these individuals are moving out of the hotels, if there are new people coming in to take their spot. Mr. Lynn indicates that the number of rooms hasn't changed. When people left, the rooms were filled by IRCC as they became available.

Councillor Mark McKenzie inquires whether the City had set a limit on the number of claimants. Mr. Lynn indicates that there was a limit on the number of rooms, but not on the number of claimants.

Councillor Mark McKenzie inquires whether the funding for hotels is likely to continue past June. Mr. Lynn indicates that the hotels have a contract for an additional 3 months. The Federal counterparts are aware that this is not a sustainable model for long-term. The City needs to be included in any plans to change course from the Federal government so as to mitigate any risk to our shelter system. The City is working together with several network partners that support these individuals as they continue on the pathway to permanent residence. The Interim Housing Assistance Program (IHAP) funding of \$1.1 Billion is directly to support municipalities with respect to housing and shelter for claimants.

Councillor Jo-Anne Gignac inquires whether the Federal government is funding the Peel model. Mr. Daher indicates that that it is in concept and hasn't yet been approved, the proposal is being brought forward to the Federal and Provincial government and Ministry of Health for funding.

Councillor Jo-Anne Gignac inquires whether refugees from the west coast and Quebec are being directed to similar hubs elsewhere. Mr. Daher indicates that the majority are coming through Toronto at Pearson Airport and are from within Ontario.

Councillor Jo-Anne Gignac inquires whether municipalities have a choice in the types of skills that are needed for the area. Mr. Daher indicates that there was a formula that a certain percentage would be directed to our area, but not based on skills needs. The overall impact was the biggest concern in terms of permanent housing.

Councillor Ed Sleiman inquires whether asylum seekers are coming from all over the world or a specific region. Mr. Daher responds that they are coming from war-torn countries and countries of civil unrest.

Councillor Mark McKenzie inquires whether the City of Windsor has a choice of which hotels these claimants go to. Mr. Lynn indicates that the Federal government through the IRCC and submits requests for proposals for the hotels to bid on.

Councillor Mark McKenzie inquires whether the municipality has an opportunity to speak up and request that hotels that wouldn't have a direct effect on tourism be chosen instead. Mr. Daher responds that the government is looking at hotels that have a large number of rooms in one location so that they can operate more efficiently. Mr. Daher adds that they can bring that request back to the Federal government if that is the direction of council.

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Moved by: Councillor Jo-Anne Gignac  
Seconded by: Councillor Mark McKenzie

Decision Number: **CSSC 244**

THAT the report of the Manager, Social Policy & Planning dated March 18, 2024 entitled “Asylum Claimants Transferred to Windsor Hotels by Immigration, Refugees and Citizenship Canada (IRCC) Update – City Wide” **BE RECEIVED** for information; and,

THAT the Commissioner of Human and Health Services **BE AUTHORIZED** to approve and submit applications and related submissions and sign Ministry funding letters or agreements and amendments to Immigration, Refugees and Citizenship Canada (the “IRCC”), or any other Ministry as required, to secure funding related to asylum claimants and other newcomer populations, provided they are in a form satisfactory to the City Solicitor, satisfactory in content to the City Treasurer, and technical content to the Executive Director of Housing and Children’s Services; and,

THAT the Commissioner of Human and Health Services **BE AUTHORIZED** to allocate funding approved by the IRCC, or any other Ministry as required, and execute, sign, amend and terminate agreements with Purchase of Service agencies to support asylum claimants and other newcomer populations provided the agreement does not exceed the funding provided by the agreement or as allocated in the approved City budget in each respective year, and provided they are in a form satisfactory to the City Solicitor, satisfactory in content to the City Treasurer, and technical content to the Executive Director of Housing and Children’s Services; and,

THAT City Council **AUTHORIZE** the Executive Director of Housing & Children’s Services to sign financial reports in consultation with the Manager of Intergovernmental Funding, and to sign administrative reports or other documents to remain in compliance as required under the funding agreement, and where the funding agreement(s) requires City Treasurer to attest to financial reports, that the City Treasurer, or designate, **BE AUTHORIZED** to sign; and,

THAT administration **BE DIRECTED** to contact the federal government to determine whether they would consider selecting hotels that wouldn’t have such a direct impact on City of Windsor tourism and whether they would consider splitting up the number of rooms into 3 or 4 smaller hotels instead of a large number in one hotel.

Carried.

Report Number: S 39/2024  
Clerk’s File: GF/14750

## 9. QUESTION PERIOD

None registered.

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## Community Services Standing Committee Wednesday, May 1, 2024

### 10. ADJOURNMENT

There being no further business the meeting of the Community Services Standing Committee is adjourned at 9:42 o'clock a.m. The next meeting of the Community Services Standing Committee will take place on Wednesday, June 5, 2024  
Carried.

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Councillor Sleiman (Chairperson)

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Deputy City Clerk / Supervisor of Council  
Services



**Committee Matters: SCM 197/2024**

**Subject: Minutes of the Meetings of the Executive Committee and Board of Directors, Willistead Manor Inc., held June 13, 2024**



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

D. Sanborn, Chair  
C. Gaudette  
R. Gauthier

***Regrets:***

J. Evans

***Also in attendance are the following Resource Personnel:***

D. Seguin, Deputy Treasurer – Financial Accounting and Corporate Controls  
C. Menard, Supervisor, Community Programming - Cultural Affairs  
& Willistead Manor Coordinator  
S. Gebauer, Council Assistant & Executive Secretary to the Board  
of Directors, Willistead Manor Inc.

**1. CALL TO ORDER**

The Chairperson calls the meeting to order at 4:07 o'clock p.m. and the Executive Committee considers the Agenda being Schedule "A" ***attached*** hereto, matters, which are dealt with as follows:

**2. ADOPTION OF THE MINUTES**

Moved by R. Gauthier, seconded by C. Gaudette,  
That the minutes of the Executive Committee Board of Directors  
Willistead Manor Inc. meeting held May 9, 2024, **BE ADOPTED** as presented.

Carried.

**3. BUSINESS ARISING FROM THE MINUTES**

None.

**4. REPORTS**

#### 4.1 Chairperson

D. Sanborn informs the Committee members that Art in the Park was very successful, although attendance numbers have not yet been released.

The Chair further informs that the birthday party for Pam Morse, great-great-granddaughter of Hiram Walker, held at Willistead Manor, was a great success. The party began in the Coach House and then moved into the Manor, leaving all attendees highly impressed.

#### 4.2 Administration

C. Menard, Supervisor, Community Programming - Cultural Affairs & Willistead Manor Coordinator provides the following updates:

*Priority Projects for Willistead Manor:*

- C. Menard and R. Gauthier will continue to work on prioritizing projects in the Manor and identifying budgets.
- C. Menard met with the Lighting Boutique on May 3<sup>rd</sup>, 2024, to assess the lighting needs and has since received a quote/estimate. Two options were provided and now they need to prioritize where the lighting will be installed.
- C. Menard will speak with Facilities about the installation of a dimmer switch in the Dining Room and will report back on the costs involved.
- C. Menard will continue to search for files containing information about items donated to Willistead Manor.
- R. Gauthier and C. Gaudette have selected a colour for the re-painting of Mary Walker's Dressing Room.

*Facilities:*

- The re-installation of the repaired window grate covers in the Paul Martin Gardens is ongoing. New capstones, where needed, have been ordered and will be installed in the spring.
- The Main Courtyard restoration project work continues. The mud-mat that goes beneath the courtyard pavers as well as the pavers have been laid. The ramp and railing have been installed. The project is still on schedule, with minor items wrapping up. R. Gauthier, C. Gaudette and D. Sanborn will meet on-site to decide on an option for the circular spot near the ramp.
- All four cabinets in the Coach House are now lit and work off switches, there are no more cords and no more plugs. Research for ceiling options in the Coach House continues.
- The Facilities Department has completed a full condition assessment for the structural envelope of the Willistead Manor Complex. The preliminary inspection took place on May 1<sup>st</sup>, 2024. This is a multi-phase process that will require significant time from both C. Menard and M. Staadegaard, Manager, Culture & Events, to meet with Facilities to assess and determine needs for the Manor House, Custodian apartment, Coach House and

Gatehouse, as well as working with Parks to start prioritizing projects in the City's 10-year Capital Plan, identifying funding, determining staffing resources, etc.

*Willistead Park, Parking Lot, Exterior Areas Updates:*

- Funding for the fence repair/refinish will be available in 2029/2030.
- Funding for the replacement of the parking lot will be available in 2029.

*Culture & Events Updates:*

- C. Menard will be updating the Room Guide to include the Coach House and will also be updating the Willistead Manor brochure.
- The Mother's Day Brunch Buffet on Sunday, May 12, 2024, was a sold-out event. There were 4 seatings with a total of 480 guests.
- The 4<sup>th</sup> Annual High Tea & Garden Party is scheduled for Sunday, July 28, 2024, and will have 3 seatings. Tickets will go on sale on June 17, 2024.
- Art in the Park was a great success, with early reports of record-breaking attendance for a single day (Saturday).

*Documentary Updates:*

- There are no new updates concerning the Willistead documentary currently. M. Staadegaard, Manager of Culture & Events, sent an email to Suede Productions on May 7<sup>th</sup>, 2024, to ask about the distribution, release, or availability of a public online link. Additionally, she inquired about the possibility of organizing an outdoor screening in Willistead Park. M. Staadegaard also asked if there is interest in meeting with City Administration and the Chair for further discussion. She is awaiting a reply. The documentary was screened at WIFF Under the Stars.

### **4.3 Treasurer**

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

- Operating Account -- \$24,195.
- Savings Account -- \$26,052.
- Furnishings Trust -- \$13,354.

## **5. NEW BUSINESS**

R. Gauthier informs the Committee members that the portrait of Mary Walker is finished and looks fantastic. He indicates that it was delivered to the Manor, a frame was selected and the portrait is now in the possession of Bergeron Art & Frame Shop.

R. Gauthier also informs the Committee members that the marble pedestals, acquired by DuMouchelles Auction House have been picked up and look great in the Dining Room at the Manor.

C. Gaudette presents a photo of a table that was formerly in a committee room at Hiram Walker and is being donated to Willistead Manor by the family of a former Hiram Walker employee. The plan is to place the table in the bay Windsor of the Morning Room.

C. Menard informs the Committee members that the new temporary exhibition, *Beyond the Barrel: Windsor's Whisky History* will open on Saturday, June 22, 2024 at the Chimczuk Museum. An official invite will be sent to members of the Board of Directors. C. Menard indicates that the exhibition will be open for 6 months and many events will be planned throughout, which is a good cross-promotion for Willistead Manor. Many donations from Art Jahn's collection will be included in the Exhibit.

R. Gauthier suggests that the Board considers exhibiting items from Art's Collection at Willistead Manor.

## 6. DATE OF NEXT MEETING

The next meeting of the Executive Committee Board of Directors, Willistead Manor Inc. will be held at the call of the Chair.

## 7. ADJOURNMENT

There being no further business, the meeting is adjourned at 4:30 o'clock p.m.

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CHAIRPERSON

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EXECUTIVE SECRETARY

SG  
June 13, 2024

A meeting of the **Board of Directors, Willistead Manor Inc.** is held this day commencing at 4:30 o'clock p.m. at Willistead Manor, there being present the following members:

D. Sanborn – Chair  
MJ. Dettinger  
C. Gaudette  
R. Gauthier  
D. Langstone  
M. McKenzie  
E. Morasset  
C. Pitman

***Regrets from Board Members:***

A. Abu-Zahra  
J. Evans

***Also in attendance are the following resource personnel:***

D. Seguin, Deputy Treasurer – Financial Accounting and Corporate Controls  
C. Menard, Supervisor, Community Programming - Cultural Affairs  
& Willistead Manor Coordinator  
S. Gebauer, Council Assistant & Executive Secretary to the Board  
of Directors, Willistead Manor Inc.

**1. CALL TO ORDER**

The Chairperson calls the meeting to order at 4:39 o'clock p.m. and the Board considers the Agenda being Schedule "A" **attached** hereto, matters, which are dealt with as follows:

**2. ADOPTION OF THE MINUTES**

Moved by MJ Dettinger, seconded by E. Morasset,  
THAT the minutes of the Board of Directors, Willistead Manor Inc. meeting held May 9, 2024, **BE ADOPTED** as presented.

Carried.

### 3. BUSINESS ARISING FROM THE MINUTES

D. Sanborn informs the Board members that he discussed the issue with the Chandelier that was purchased for the Walker Bedroom with DuMouchelles and that they are prepared to take the item back. The chandelier will be auctioned off and the proceeds will be returned to the Willistead Manor Inc. Board of Directors.

### 4. CHAIRPERSON'S REPORT

D. Sanborn comments about the success of the annual Art in the Park that took place on June 1 & 2, 2024 and indicates that the final attendance numbers have not yet been reported.

D. Sanborn informs the Board members that the family of Pam Morse, great-great-granddaughter of Hiram Walker, hosted a birthday party for her at the Manor. The event started in the Coach House and then all the guests moved into the Manor. All of those who attended were very impressed.

The Chair also informs the Board members that a table, which originally sat in a committee room at Hiram Walkers is being donated to Willistead Manor by the family of a former Hiram Walker employee and will be placed in the Morning Room. A picture of the table is circulated to the Members.

### 5. REPORTS

#### 5.1 Management

C. Menard, Supervisor, Community Programming - Cultural Affairs & Willistead Manor Coordinator provides the following updates:

#### *Priority Projects for Willistead Manor:*

- C. Menard and R. Gauthier will continue to work on prioritizing projects in the Manor and identifying budgets.
- C. Menard met with the Lighting Boutique on May 3<sup>rd</sup>, 2024, to assess the lighting needs and has since received a quote/estimate. Two options and price ranges were provided. D. Sanborn, C. Gaudette and R. Gauthier will review the options and determine where the lights will be placed were provided and now, they need to prioritize where the lighting will be installed.
- R. Gauthier and C. Gaudette have selected a colour for the re-painting of Mary Walker's Dressing Room. C. Menard will work with Facilities to have the room painted once the summer tours are done.

#### *Facilities:*

- The re-installation of the repaired window grate covers in the Paul Martin Gardens is ongoing. New capstones, where needed, have been ordered and will be installed in the spring.
- The Main Courtyard restoration project work continues. The mud-mat that goes beneath the courtyard pavers as well as the pavers have been laid. The ramp and railing have been installed. The project is still on schedule, with minor items wrapping up. R. Gauthier, C. Gaudette and D. Sanborn will meet on-site with J. Pillon, Project Coordinator to decide on an option for the circular spot near the ramp.
- All four cabinets in the Coach House are now lit and work off switches, there are no more cords and no more plugs. Research for ceiling options in the Coach House continues.
- The Facilities Department has completed a full condition assessment for the structural envelope of the Willistead Manor Complex. The preliminary inspection took place on May 1<sup>st</sup>, 2024. This is a multi-phase process that will require significant time from both C. Menard and M. Staadegaard, Manager, Culture & Events, to meet with Facilities to assess and determine needs for the Manor House, Custodian apartment, Coach House and Gatehouse, as well as working with Parks to start prioritizing projects in the City's 10-year Capital Plan, identifying funding, determining staffing resources, etc.

*Willistead Park, Parking Lot, Exterior Areas Updates:*

- Funding for the fence repair/refinish will be available in 2029/2030.
- Funding for the replacement of the parking lot will be available in 2029.

*Culture & Events Updates:*

- C. Menard will be updating the Room Guide to include the Coach House and will also be updating the Willistead Manor brochure.
- The Mother's Day Brunch Buffet on Sunday, May 12, 2024, was a sold-out event. There were 4 seatings with a total of 480 guests, each of them leaving with an At the Manor Events promo card.
- The 4<sup>th</sup> Annual High Tea & Garden Party is scheduled for Sunday, July 28, 2024, and will have 3 seatings. Tickets will go on sale on June 17, 2024.
- Art in the Park was a great success, with early reports of record-breaking attendance for a single day (Saturday).

*Documentary Updates:*

- There are no new updates concerning the Willistead documentary currently. M. Staadegaard, Manager of Culture & Events, sent an email to Suede Productions on May 7<sup>th</sup>, 2024, to ask about the distribution, release, or availability of a public online link. Additionally, she inquired about the possibility of organizing an outdoor screening in Willistead Park. M. Staadegaard also asked if there is interest in meeting with City Administration and the Chair for further discussion. She is awaiting a reply.  
The documentary was screened at WIFF Under the Stars.

C. Menard informs the Board members that in 2022 when the Statue of Hiram Walker was unveiled, a call was made for donations of items/artifacts connected to Hiram Walker that would be on loan for an exhibit. On Saturday June 22, 2024, the new temporary exhibition, *Beyond the Barrel: Windsor's Whisky History* will open at the Chimczuk Museum. An official invite will be sent to members of the Board of Directors. Many donations from Art Jahn's collection will be included in the Exhibit.

## 5.2 Treasurer

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

- Operating Account -- \$24,195.
- Savings Account -- \$26,052.
- Furnishings Trust -- \$13,354.

## 6. COMMITTEES

### 6.1 Fundraising

None.

### 6.2 Community Relations and Promotion

None.

### 6.3 Acquisitions

R. Gauthier informs the Board members that the family of a former Hiram Walker employee has donated a beautiful table, which is 16 x 38 in size and will be placed in the Morning Room. He also informs that the pedestals that were acquired from DuMouchelles Auction House have been placed in the Dining Room and they look wonderful.

R. Gauthier indicates that the portrait of Mary Walker has been completed and has been delivered to the Manor. A frame has been selected and the piece is currently with Bergeron Art & Frame Shop for framing.

### 6.4 Friends of Willistead (FOW)

C. Pitman, provides the following updates:



- Elections were held on Monday, May 13<sup>th</sup> and a new slate of officers were elected. There are two people sharing the position of Docent Chair because of the time commitment required.
- Many volunteer hours were logged preparing for Art in the Park.
- On May 21<sup>st</sup>, 2024, an orientation and docent training session were held for a few new members.
- On June 12<sup>th</sup> another session was held for another group of seven new members and some existing members.
- The Ontario Volunteer Service Awards were held on May 22<sup>nd</sup>, 2024, and six FOW members were recognized for volunteering for over 10 consecutive years.
- Forty FOW members volunteered over the 3 days for Art in the Park, representing approximately 200 hours. They were able to get several more sponsors and the Canadian Club barrelheads ere a big hit.
- C. Pitman gave a special thanks to C. Menard for all for all his support and for providing stanchions and plants for Art in the Park. The new signage put in place to draw attention to the fact that the Manor was open in the afternoon during Art in the Park worked wonderfully. The Manor saw unprecedented numbers on both Saturday and Sunday, and everything ran smoothly.
- On Tuesday, June 11<sup>th</sup>, 2024, six FOW volunteers led a tour from a company out of Saskatchewan.
- On Saturday, June 22<sup>nd</sup>, 2024, the Albert Khan Society will be touring the Manor.
- A Garage Sale fundraiser is scheduled for Saturday, September 21<sup>st</sup>, 2024.

## 6.5 Education

None.

## 6.6 Historical

None.

## 6.7 Event Planning

C. Gaudette informs that an event to celebrate the unveiling of the portrait of Mary Walker is being planned for Wednesday, September 18<sup>th</sup>, 2024, which is the date of Mary Walker's Birthday. The event will be set up as a Press Conference and will include poetry, music as well as a discussion about Mary Walker and her connection to Willistead Manor.

## 7. NEW BUSINESS

R. Gauthier tells the Board members that he currently working on connecting with Griffin Dunne, son of author Dominick Dunne. He has been a longtime fan of Dominick Dunne's work. Griffin Dunne's mother is Ella Griffen Dunne is a descendent of the Griffen Wheel Company and relative of Mary Walker. R. Gauthier indicates that he would like to obtain a photo of Ms. Dunne to compare it with the portrait of Mary Walker.

**8. DATE OF NEXT MEETING**

The next meeting of the Board of Directors, Willistead Manor Inc., will be held Thursday, September 12, 2024 at 4:30 o'clock p.m.

**9. ADJOURNMENT**

There being no further business, the meeting is adjourned at 5:18 o'clock p.m.

\_\_\_\_\_  
CHAIRPERSON

\_\_\_\_\_  
EXECUTIVE SECRETARY

**Item No. 7.2**



**Committee Matters: SCM 223/2024**

**Subject: Minutes of the Committee of Management for Huron Lodge of its meeting held June 27, 2024**

## Committee of Management for Huron Lodge

Meeting held June 27, 2024

A meeting of the Committee of Management for Huron Lodge is held this day commencing at 9:00 o'clock a.m. in Room 140, 350 City Hall Square West, there being present the following members:

Councillor Ed Sleiman, Chair  
Councillor Jo-Anne Gignac

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

Councillor Fred Francis

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

Alina Sirbu, Executive Director, Long Term Care, Administrator of Huron Lodge  
Doran Anzolin, Executive Initiatives Coordinator  
Karen Kadour, Committee Coordinator

### **1. Call to Order**

The Chair calls the meeting to order at 8:55 o'clock a.m. and the Committee of Management for Huron Lodge considers the Agenda being Schedule A attached hereto, matters which are dealt with as follows:

### **2. Disclosure of Interest**

None disclosed.

### **3. Adoption of the Minutes**

Moved by Councillor Jo-Anne Gignac, seconded by Councillor Ed Sleiman,  
That the minutes of the meeting of the Committee of Management for Huron Lodge held March 7, 2024 **BE ADOPTED** as presented.  
Carried.

### **4. In Camera**

Moved by Councillor Jo-Anne Gignac, seconded by Councillor Ed Sleiman,  
To move In Camera at 8:56 o'clock a.m. for discussion of the following items:

1. **Reference: s. 239 (2) (e) – Litigation or potential litigation, including matters before administrative tribunals, affecting the municipality or local board.**
2. **Reference: s. 239 (2) (e) – Litigation or potential litigation, including matters before administrative tribunals, affecting the municipality or local board.**
3. **Reference – s. 239 (2) (h) – Information explicitly supplied in confidence to the municipality or local board by Canada, a province or territory or a Crown agency of any of them.**

Discussion on the items of business.

Moved by Councillor Jo-Anne Gignac, seconded by Councillor Ed Sleiman,  
To move back into public session at 9:10 o'clock a.m.  
Carried.

**Moved by Councillor Jo-Anne Gignac, seconded by Councillor Ed Sleiman,  
That the Clerk BE DIRECTED to transmit the recommendations contained in the report(s) discussed at the In Camera Committee of Management for Huron Lodge Long Term Care Home meeting held June 27, 2024 at the next regular meeting.**

Moved by Councillor Jo-Anne Gignac, seconded by Councillor Ed Sleiman,  
That the verbal In Camera report relating to the litigation or potential litigation, including matters before administrative tribunals, affecting the municipality or local board **BE RECEIVED** and further, that Administration **BE AUTHORIZED** to proceed in accordance with the verbal direction of the Committee of Management for Huron Lodge Long Term Care Home.  
Carried.

Moved by Councillor Jo-Anne Gignac, seconded by Councillor Ed Sleiman,  
That the verbal In Camera report relating to the litigation or potential litigation, including matters before administrative tribunals, affecting the municipality or local board **BE RECEIVED** and further, that Administration **BE AUTHORIZED** to proceed in accordance with the verbal direction of the Committee of Management for Huron Lodge Long Term Care Home.  
Carried.

Moved by Councillor Jo-Anne Gignac, seconded by Councillor Ed Sleiman,  
That the verbal In Camera report relating to information explicitly supplied in confidence to the municipality or local board of Canada, a province or territory or a Crown agency of any of them **BE RECEIVED** and further, that Administration **BE AUTHORIZED**

to proceed in accordance with the verbal direction of the Committee of Management for Huron Lodge Long Term Care home.

Carried.

## 5. Business Items

### 5.1 Administrator's Report dated June 27, 2024

Alina Sirbu refers to the Quality Improvement items as they are directly related to the residents; to keep them safe, and as healthy as possible. She adds that she is privileged to be at the table in working groups to clearly delineate the ability of Long Term Care to receive appropriate admissions that ensure residents' and staff' safety. The interdisciplinary team continues to work in the areas of falls, antipsychotics, behaviors, restraints which represents their success story.

Councillor Jo-Anne Gignac inquires in terms the process of discharging people from the hospital, she asks if they make any referrals to Hospice. Alina Sirbu responds that Hospice referrals are mainly sent from community and sometimes hospitals while long term care facilities have on site program and resources for end of life residents. She adds that an interdisciplinary team continues to conduct many site visits because they want to ensure accuracy of data during admissions and compatibility with existing programs as required .

Moved by Councillor Jo-Anne Gignac, seconded by Councillor Ed Sleiman,

That the report from the Administrator of Huron Lodge providing the Committee of Management with an update on issues related to resident care; the Ministry of Long Term Care (MLTC); Ontario Health; Home and Community Care Support Services (HCCSS) and other initiatives that impact the Long Term Care sector **BE RECEIVED** for information and **APPROVED** for the period ending June 27, 2024.

Carried.

## 6. Date of Next Meeting

The next meeting will be held on a date to be determined in September 2024.

## 7. Adjournment

There being no further business, the meeting is adjourned at 9:14 o'clock a.m.

**Item No. 7.3**



**Committee Matters: SCM 227/2024**

**Subject: Minutes of the Age Friendly Windsor Working Group of its meeting held June 13, 2024**

## **Age Friendly Windsor Working Group**

Meeting held June 13, 2024

A meeting of the Age Friendly Windsor Working Group is held this day commencing at 9:30 o'clock a.m. via Zoom video conference, there being present the following members:

Gerald Corriveau  
Larry Duffield  
Andrea Grimes  
Cindy Matchett  
Roxanne Tellier  
Tom Wilson

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

Kara Kristof, Supervisor Community Programming  
Christina Ritorto, Client Support & Staff Development Coordinator  
Laura Ash, Project Lead, Parks Development  
Frank Fazio, Technical Support Analyst  
Karen Kadour, Committee Coordinator

**1. Call to Order**

The Chair calls the meeting to order at 9:28 o'clock a.m. and the Working Group considers the Agenda being Schedule A attached hereto, matters which are dealt with as follows:

**2. Declaration of Conflict**

None disclosed.

**3. Adoption of the Minutes**

Moved by Tom Wilson, seconded by Cindy Matchett,  
That the minutes of the meeting of the Age-Friendly Windsor Working Group held April 11, 2024 **BE ADOPTED** as presented.  
Carried.



## 4. Business Items

### 4.1 Flag Raising Event Review

The Chair thanks the members for attending the flag raising event held on June 13, 2024 in celebration of June being Senior's Month. This month is recognized in partnership with CARP, Life After Fifty and NAFR. The following City Councillors were also in attendance – Councillor Jim Morrison, Councillor Angelo Marignani, Councillor Ed Sleiman, and Councillor Mark McKenzie. The Chair thanks Larry Duffield for bringing the backup flags and the CARP sign.

The Chair's speaking notes for the event are **attached** as Appendix "A".

Larry Duffield thanks the organizers of the event as a job well done.

### 4.2 Presentation from Parks Development – Age Friendly Windsor Report Recommendations

Laura Ash, Project Lead, Parks Development appears before the Working Group regarding the progress that the Parks Department has made on the recommendations from the Age Friendly Action Plan Report made in 2014. The following updates are provided:

- Continuously improving the City's trail system adding extra trails to the network and reconstructing the current trails to ensure that they are the minimum width of 3 metres wide and having the proper tactile plates at intersections. Installing lighting in parks where they can improve visibility especially among these trail routes.
- This year there are two major washroom projects adding two accessible public washrooms in two of the parks – Little River Corridor Park and Elizabeth Kishkon Park.
- Following the recommendations of the Parks Master Plan (2015) which was developed in consultation and heavy input from the recommendations in the Age Friendly Report. Bench replacement and bench inventory assessment is ongoing yearly. There is an annual trail inspection; every meter of trail is inspected as well as the benches to improve where they need replacing and to replace when benches are lacking.

In response to a question asked by Cindy Matchett regarding if brochures outlining the trails are available, Laura Ash responds there is an interactive map on line called "My Parks" which shows where the trails are, the location of washrooms, pickle ball courts and other amenities. She adds that printed maps are available at the community centres, libraries, customer care centres and City Administration buildings.

Larry Duffield advises that the 2017 Age Friendly Seniors Summit which has approximately eighty recommendations is available on the City's website. He asks if this document has been referenced by the Parks Department or is it generally part of the baseline for the city departments looking at the seniors related issues. Laura Ash responds that they would include the updates to the plans that are produced afterwards and they also use these references when applying for grants.

Cindy Matchett asks if there are any plans for emergency notifications. Laura Ash responds she will report back on the emergency call stations.

#### **4.3 Review of Recommendations – Discussion regarding future Presentations**

The Chair advises that administration will be invited from various city departments to provide an overview of recommendations that they follow and current projects that they are undertaking in terms of age friendly practices. The Age-Friendly Windsor Action Plan includes three main areas of recommendations as follows:

**Livability** - Outdoor spaces and buildings, Transportation and Housing

**Lifestyles** - Social participation, Respect and social inclusion and Civic participation and employment

**Well-Being** - Communication and information and Community support and Health services

The Chair asks for feedback on what areas of the report the Working Group is interested in to allow for administration to provide updates. She proposes that the topic for discussion at the next meeting be transportation. Tom Wilson concurs that transportation is a topic that needs to be discussed as many older people have challenges getting to places based on the bus route location and distances that they have to go to get to a stop.

Larry Duffield advises that the three main areas of the Action Plan are really part of the World Health Organization and model for Age Friendly Communities and represents eight domains broken up into those three sections. He notes that the Age Friendly Network was a powerful tool used in Windsor for the seven year planning and implementations cycle from 2010 to 2017. The Age Friendly Network was made up of approximately forty seniors related organizations who would meet regularly.

The Chair remarks that there are other age friendly groups from other municipalities and suggests inviting them to a future meeting to provide an update of what they are doing in their municipality. Larry Duffield responds that there is an Ontario Age Friendly Communities Network supported by the Province based out of Kingston who send out a monthly update which the the Working Group may consider joining.

#### 4.4 Community Engagement Event with Windsor Police

The Chair advises that discussion was held at the last meeting regarding fraud that seniors often experience either through e-mail, by phone, primarily on the internet. She states that Christina Ritorto reached out to Windsor Police to determine if they could do some community outreach about fraud as well. The end goal is to create a community engagement workshop to be held at a library or a community centre. They are looking at the potential for two workshops – one by Frank Fazio, and the other by Windsor Police.

Christina Ritorto reports that Windsor Police will offer discussion on topics such as elderly abuse, financial crimes against seniors and fraudulent telemarketers and scams. Windsor Police requested that three possible dates be provided and she asks if the Working Group wants to focus on elderly abuse or more on the fraudulent side of the presentation. Tom Wilson states that he has had communications with this population who have definitely shared the amount of scams of fraud and financial burden that has been placed on them when they fall victim to these things. There are a lot of people in the community that have been victims and are targeted for this. Christina Ritorto notes that there is a sense of embarrassment to come forward and to reach out for help.

Andrea Grimes states that she works with senior veterans who have shared that they have been a victim of financial phone fraud who did not want to report it to the police due to embarrassment. Kara Kristoff remarks that marketing the upcoming event can be provided to many community partners, i.e. Legions, Life after Fifty, etc.

In terms of the location for the Community Engagement events, Larry Duffield suggests with the Working Group as the lead to hold the events at a number of locations throughout the city, i.e. Canterbury Elder College and CARP.

In response to a question asked by Andrea Grimes regarding if proper protocol allows for a formal introduction of the Working Group at a Council meeting, Larry Duffield responds that the Age Friendly Windsor Working Group will have the opportunity to address Council when they present their year-end Annual Report.

Larry Duffield advises that a second flag raising has been done in the past and suggests October 1, 2024 which is United Nations Day for Elder Persons and also Canada's Seniors Day be considered as an additional flag raising.

Christina Ritorto remarks that she will continue to work with Windsor Police and once definitive information is received, i.e. date, time location, she will report back to the Working Group. She adds that the events will begin in the fall and will continue throughout the year.

Frank Fazio, Technical Support Analyst appears before the Working Group and states that his presentation would focus on phone calls, e-mails which could branch out

to purchasing something on a website. He indicates that he is independent but works with members of law enforcement individuals in Orillia.

The Chair advises that the event would be run by the Working Group led by people working for the city.

In response to a question asked by Cindy Matchett regarding if the presentation will have visuals, Frank Fazio responds that he generally provides a PowerPoint presentation. Christina Ritorto suggests that the presentation be approximately two hours in length or half a morning or afternoon.

The Chair asks Frank Fazio to provide some strategies relating to accounts and passwords. Frank Fazio remarks that during COVID everyone did everything online so accounts had to be created and unfortunately, people reused their passwords, i.e. one password used on ten accounts. If one of those accounts gets hacked, then everyone has access to those ten accounts. He suggests writing down the passwords and ensuring that they are all somewhat different. Also, make longer passwords, use phrases, and sentences.

The Chair states that June is Recreation and Parks Month and adds that Christina Ritorto has created a calendar of events for this month. A link to the calendar will be provided to the Working Group. Christina Ritorto advises that a seniors social club is offered every Wednesday at Optimist Community Centre.

#### **4.5 Summary of Action Items**

The Chair provides the Summary of Action Items as follows:

- October 1, 2024 is International Seniors Day – will look at doing a flag raising
- Will send pictures and Proclamation from the June 13, 2024 event to the Working Group.
- Laura Ash to report back on Emergency Call Stations in Parks
- The Chair and Christina Ritorto to follow up with the Ontario Age Friendly Community Network to see if there are updates to provide.
- To follow-up with Transit Windsor as the next meeting will include a discussion on transportation.
- Determine if there are other community groups to attend a future meeting.
- The Chair and Christina Ritorto will look at dates to host the Community Engagement Events including locations.
- Determine the dates when Windsor Police and Frank Fazio will provide their presentations.

**5. Date of Next Meeting**

The next meeting will be held in person either at the end of August 2024 or early September 2024.

**6. Adjournment**

There being no further business, the meeting is adjourned at 10:50 o'clock a.m.

Thank you to everyone gathered here today to help recognize the vitally important role that seniors play in our community. Special thanks to City Councillors, members of the Age Friendly Windsor Working Group, CARP, Life After Fifty, and Administration, for your participation in today’s event. In 2022, the United Nations recognized that the world’s population is aging. Nearly every country on the globe is experiencing this trend. Simply put, the number of individuals aged 65 and older in our global population is increasing at a quicker rate than those who are younger.

In response, global authorities, including the World Health Organization, have strongly endorsed age-friendly cities and communities; the City of Windsor is actively involved in making this happen. With the month of June 2024 being recognized by His Worship, Drew Dilkens, as “Senior’s Month”, it’s the perfect time to call attention to the City’s efforts in this regard.

Our Age-Friendly Windsor Working Group is forging ahead with concrete ways to improve the way we communicate, interact with, and involve seniors in our community.

Among the goals, we are committed to ensuring that outreach methods by the City are suitable for and accessible by seniors. Through liaising with City Administration and the Community Services Standing Committee, we also want to enhance direct delivery of services and programs to seniors. Furthermore, we are exploring ways to solicit input from seniors regarding issues that affect them and, in general, improving quality of life for our senior population.

Our seniors are such a significant part of our community; seniors contribute immensely as leaders, caregivers, volunteers and more! On a daily basis, I’m inspired by the Seniors in my family who play all of these roles graciously. We also benefit from seniors’ experience and knowledge. Enhancing our City’s connection with our seniors will ensure a healthy and vibrant community for all to enjoy!



**Committee Matters: SCM 230/2024**

**Subject: Minutes of the Meetings of the Executive Committee and Board of Directors, Willistead Manor Inc., held May 9, 2024.**

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

D. Sanborn, Chair  
C. Gaudette  
R. Gauthier (via conference phone)

***Regrets:***

J. Evans

***Also in attendance are the following Resource Personnel:***

C. Menard, Supervisor, Community Programming - Cultural Affairs  
& Willistead Manor Coordinator  
S. Gebauer, Council Assistant & Executive Secretary to the Board  
of Directors, Willistead Manor Inc.

**1. CALL TO ORDER**

The Chairperson calls the meeting to order at 4:05 o'clock p.m. and the Executive Committee considers the Agenda being Schedule "A" ***attached*** hereto, matters, which are dealt with as follows:

**2. ADOPTION OF THE MINUTES**

Moved by C. Gaudette, seconded by R. Gauthier,  
That the minutes of the Executive Committee Board of Directors  
Willistead Manor Inc. meeting held April 11, 2024, **BE ADOPTED** as presented.

Carried.

**3. BUSINESS ARISING FROM THE MINUTES**

None.

**4. REPORTS**

**4.1 Chairperson**



None.

## 4.2 Administration

C. Menard, Supervisor, Community Programming - Cultural Affairs & Willistead Manor Coordinator provides the following updates:

### *Priority Projects for Willistead Manor:*

- C. Menard and R. Gauthier will continue to work on prioritizing projects in the Manor and identifying budgets.
- C. Menard met with the Lighting Boutique on May 3<sup>rd</sup>, 2024, to assess the lighting needs. A quote/estimate is expected the week of May 13<sup>th</sup> when the representative returns.
- C. Menard will continue to search for files containing information about items donated to Willistead Manor.
- R. Gauthier and C. Gaudette will be meeting to discuss and decide on a colour for the re-painting of Mary Walker's Dressing Room. C. Menard suggests the potential of completing the painting sooner, rather than waiting for the peak wedding and holiday seasons to end.

### *Facilities:*

- The re-installation of the repaired window grate covers in the Paul Martin Gardens is ongoing. New capstones, where needed, have been ordered and will be installed in the spring.
- The Main Courtyard restoration project work continues. The concrete on the ramp has been poured and the railing will be installed soon. The mud-mat that goes beneath the courtyard pavers as well as the pavers have been laid. Weather continues to impact the timeline, but the project is still on schedule for completion ahead of *Art in the Park 2024*.
- Cabinet lighting in the Coach House remains on the to-do list but could move forward next week. Research for ceiling options continues.
- The Facilities Department is undertaking a full condition assessment for the structural envelope of the Willistead Manor Complex. The preliminary inspection took place on May 1<sup>st</sup>, 2024. This is a multi-phase process that will require significant time from both C. Menard and M. Staadegaard, Manager, Culture & Events, to meet with Facilities to assess and determine needs for the Manor House, Custodian apartment, Coach House and Gatehouse, as well as working with Parks to start prioritizing projects in the City's 10-year Capital Plan, identifying funding, determining staffing resources, etc.
- Facilities has installed a new tub surface and repainted the rooms in the Custodian Apartment.
- During the week of May 1<sup>st</sup>, 2024, storms caused debris to clog the Saltmarche Gallery Terrace drain, which caused a leak into the Library. The City's Roofing Technologist is dealing with the Terrace surface and complicating issues (slope, tiles, etc.). The space has been dried and is being monitored. This project may move up the priority list based on the

incident and Condition Assessment process. When the library carpet was lifted, it was revealed that the backing was almost entirely gone. R. Gauthier and C. Gaudette will inspect the carpet and decide the next steps.

*Manor Closure:*

- Willistead Manor has remained open during the courtyard restoration and all events are proceeding as planned. There have not been any significant issues thus far with re-directing people through Willistead Park and the Paul Martin Gardens.

*Willistead Park, Parking Lot, Exterior Areas Updates:*

- Funding for the fence repair/refinish will be available in 2029/2030.
- Funding for the replacement of the parking lot will be available in 2029.

*Culture & Events Updates:*

- C. Menard will be updating the Room Guide to include the Coach House and will also be updating the Willistead Manor brochure.
- The Mother's Day Brunch Buffet on Sunday, May 12, 2024, is 95% sold out. There will be 4 seatings with an estimated 480 guests.
- At the Manor 2024-2025 Promo cards have been onsite since April 2024.
- *Where in the World* tourism blogger will be visiting Willistead Manor, in partnership with Tourism Windsor Essex Pelee Island. His resulting blog will include a 3-day weekend itinerary of things to do highlighting: Willistead Manor, Wineology, Caesars, The GOAT, Thyme Kitchen, Soffi Studio, Neros, Downtown Windsor Farmers' Market, Artist Alley & Maiden Lane, Hot Tacos, Windsor Sculpture Park, Windsor Premier Cruises, River Room, Arius Nightclub, Urban Surf and Oven 360.
- The City of Windsor's Special Events team is well underway in their work with the Rotary Club of Windsor (1918) for this year's Art in the Park. C. Menard is taking care of some of the set-up requirements, including the greenery and velvet ropes for the Friends of Willistead's outdoor location.

*Documentary Updates:*

- There are no new updates concerning the Willistead documentary currently. M. Staadegaard, Manager of Culture & Events, sent an email to Suede Productions on May 7<sup>th</sup>, 2024, to ask about the distribution, release, or availability of a public online link. Additionally, she inquired about the possibility of organizing an outdoor screening in Willistead Park. M. Staadegaard also asked if there is interest in meeting with City Administration and the Chair for further discussion. She is currently awaiting a reply.

**4.3 Treasurer**

None.

**5. NEW BUSINESS**

C. Menard informs the Committee members that J. Pillon, Project Coordinator intends to highlight the location of the old original fountain/tree within the courtyard, which was where the carriages would turn around. C. Menard will provide the two options to the Committee members by email.

The Committee members briefly discuss a potential change to the day of the Executive Committee and Board of Directors meetings. They plan to discuss this topic with the members during the Board of Directors meeting.

**6. DATE OF NEXT MEETING**

The next meeting of the Executive Committee Board of Directors, Willistead Manor Inc. will be held at the call of the Chair.

**7. ADJOURNMENT**

There being no further business, the meeting is adjourned at 4:31 o'clock p.m.

\_\_\_\_\_  
CHAIRPERSON

\_\_\_\_\_  
EXECUTIVE SECRETARY

A meeting of the **Board of Directors, Willistead Manor Inc.** is held this day commencing at 4:30 o'clock p.m. at Willistead Manor, there being present the following members:

D. Sanborn – Chair  
A. Abu-Zahra  
MJ. Dettinger  
C. Gaudette  
R. Gauthier (via conference phone)  
R. Jasey (via conference phone and departs at 4:58 o'clock p.m.)  
E. Morasset  
C. Pitman

***Regrets from Board Members:***

J. Evans

***Also in attendance are the following resource personnel:***

C. Menard, Supervisor, Community Programming - Cultural Affairs  
& Willistead Manor Coordinator  
S. Gebauer, Council Assistant & Executive Secretary to the Board  
of Directors, Willistead Manor Inc.

**1. CALL TO ORDER**

The Chairperson calls the meeting to order at 4:41 o'clock p.m. and the Board considers the Agenda being Schedule "A" **attached** hereto, matters, which are dealt with as follows:

**2. ADOPTION OF THE MINUTES**

Moved by MJ Dettinger, seconded by E. Morasset,  
THAT the minutes of the Board of Directors, Willistead Manor Inc. meeting held April 11, 2024, **BE ADOPTED** as presented.

Carried.

**3. BUSINESS ARISING FROM THE MINUTES**

None.

#### 4. CHAIRPERSON'S REPORT

D. Sanborn informs the Board members that an invoice was received in the amount of \$62.09 for the purchase of the gift that was presented to Bonnie Reid, from the Board of Directors, at her retirement walkthrough.

Moved by C. Gaudette, seconded by A. Abu-Zahra,

THAT the Board of Directors, Willistead Manor Inc. **AUTHORIZE** an expenditure in the amount of \$62.09 for the purchase of a glass trophy that was presented to Bonnie Reid at her retirement walkthrough to thank her for her contributions to the Manor; and,

THAT the expenditure **BE FUNDED** from the Willistead Manor Inc. Operating Account.

Carried.

#### 5. REPORTS

##### 5.1 Management

C. Menard, Supervisor, Community Programming - Cultural Affairs & Willistead Manor Coordinator provides the following updates:

##### *Priority Projects for Willistead Manor:*

- C. Menard and R. Gauthier will continue to work on prioritizing projects in the Manor and identifying budgets.
- C. Menard met with the Lighting Boutique on May 3<sup>rd</sup>, 2024, to assess the lighting needs. A quote/estimate is expected the week of May 13<sup>th</sup> when the representative returns.
- R. Gauthier and C. Gaudette will be meeting to discuss and decide on a colour for the re-painting of Mary Walker's Dressing Room.

##### *Facilities:*

- The re-installation of the repaired window grate covers in the Paul Martin Gardens is ongoing. New capstones, where needed, have been ordered and will be installed in the spring.
- The Main Courtyard restoration project work continues. The concrete on the ramp has been poured and the railing will be installed soon. The mud-mat that goes beneath the courtyard pavers as well as the pavers have been laid. Weather continues to impact the timeline, but the project is still on schedule for completion ahead of *Art in the Park 2024*.
- Cabinet lighting in the Coach House remains on the to-do list but could move forward next week. Research for ceiling options continues.

- The Facilities Department is undertaking a full condition assessment for the structural envelope of the Willistead manor Complex. The preliminary inspection took place on May 1<sup>st</sup>, 2024. This is a multi-phase process that will require significant time from both C. Menard and M. Staadegaard, Manager, Culture & Events, to meet with Facilities to assess and determine needs for the Manor House, Custodian apartment, Coach House and Gatehouse, as well as working with Parks to start prioritizing projects in the City's 10-year Capital Plan, identifying funding, determining staffing resources, etc.
- During the week of May 1<sup>st</sup>, 2024, storms caused debris to clog the Saltmarche Gallery Terrace drain, which caused a leak into the Library. The City's Roofing Technologist is dealing with the Terrace surface and complicating issues (slope, tiles, etc.). The space has been dried and is being monitored. This project may move up the priority list based on the incident and Condition Assessment process. There was no damage to the wood or the flooring however, when the library carpet was lifted, it was revealed that the backing was almost entirely gone. R. Gauthier and C. Gaudette will inspect the carpet and decide the next steps.

*Manor Closure:*

- Willistead Manor has remained open during the courtyard restoration and all events are proceeding as planned. There have not been any significant issues thus far with re-directing people through Willistead Park and the Paul Martin Gardens.

*Willistead Park, Parking Lot, Exterior Areas Updates:*

- Funding for the fence repair/refinish will be available in 2029/2030.
- Funding for the replacement of the parking lot will be available in 2029.

*Culture & Events Updates:*

- C. Menard will be updating the Room Guide to include the Coach House and will also be updating the Willistead Manor brochure.
- The Mother's Day Brunch Buffet on Sunday, May 12, 2024, is 95% sold out. There will be 4 seatings with an estimated 480 guests.
- At the Manor 2024-2025 Promo cards have been onsite since April 2024.
- *Where in the World* tourism blogger will be visiting Willistead Manor, in partnership with Tourism Windsor Essex Pelee Island. His resulting blog will include a 3-day weekend itinerary of things to do highlighting: Willistead Manor, Wineology, Caesars, The GOAT, Thyme Kitchen, Soffi Studio, Neros, Downtown Windsor Farmers' Market, Artist Alley & Maiden Lane, Hot Tacos, Windsor Sculpture Park, Windsor Premier Cruises, River Room, Arius Nightclub, Urban Surf and Oven 360.
- The City of Windsor's Special Events team is well underway in their work with the Rotary Club of Windsor (1918) for this year's Art in the Park. C. Menard is taking care of some of the set-up requirements, including the greenery and velvet ropes for the Friends of Willistead's outdoor location.

*Documentary Updates:*

- There are no new updates concerning the Willistead documentary currently. M. Staadegaard, Manager of Culture & Events, sent an email to Suede Productions on May 7<sup>th</sup>, 2024, to ask about the distribution, release, or availability of a public online link. Additionally, she inquired about the possibility of organizing an outdoor screening in Willistead Park. M. Staadegaard also asked if there is interest in meeting with City Administration and the Chair for further discussion. She is currently awaiting a reply.

## 5.2 Treasurer

None.

## 6. COMMITTEES

### 6.1 Fundraising

None.

### 6.2 Community Relations and Promotion

None.

### 6.3 Acquisitions

R. Gauthier informs the Board members that they have been successful in acquiring a pair of marble pedestals from DuMouchelles Auction House and will replace the ones that are currently in the dining room.

D. Sanborn indicates that he will discuss the issues with the Chandelier that was purchased for the Walker bedroom with DuMouchelles when he picks up the pedestals.

Moved by R. Gauthier, seconded by MJ Dettinger,  
THAT the Board of Directors, Willistead Manor Inc. **AUTHORIZE** an expenditure to an upset limit of \$2,500. for the purchase two carved yellow marble pedestals, to replace the ones located in the dining room at Willistead Manor; and,

THAT the expenditure **BE FUNDED** from the Willistead Furnishings Trust Fund.

Carried.

R. Gauthier informs the Board members that the portrait of Mary Walker will be completed very soon and arrangements will be made with the artist to have it delivered

to the Manor. Bergeron Art & Frame Shop will then take possession of the portrait for framing.

C. Gaudette presents some wine decanters that she wishes to donate to Willistead Manor. R. Gauthier suggests that they could be placed in the St. Mary's Academy cabinet. E. Morasset notes that although the items are a little tarnished, they should be kept as they are. C. Pittman will place them on the third floor until a suitable location has been found.

#### **6.4 Friends of Willistead (FOW)**

C. Pitman, provides the following updates:

- The recent high school student tour was a great success. Another tour is scheduled for Tuesday, May 14, 2024, for students from Massey Secondary School.
- Six members of the FOW will be receiving their Ontario Volunteer Service Awards for 10 and 15 years of volunteering.
- The decorating team met to finalize plans.

C. Pitman thanks C. Menard, on behalf of the FOW for all of his help in preparing for Art in the Park.

#### **6.5 Education**

R. Jasey informs the members that the Friends of Willistead gave an excellent presentation for the high school student group that toured the Manor. The students were impressed and the teachers were very pleased. R. Jasey will be requesting testimonials from teachers to attract more tours and intends to create some information packets that will be sent to the schools. Another student group is scheduled to tour the Manor next week.

#### **6.6 Historical**

None.

#### **6.7 Event Planning**

C. Gaudette informs that an event to celebrate the unveiling of the portrait of Mary Walker is being planned.

C. Menard informs the Board that they are considering September 18<sup>th</sup>, 2024 for the private event and that further details will follow.

C. Pitman informs the Board members that she will notify the FOW about the upcoming event for the unveiling of Mary Walker's portrait.



## 7. NEW BUSINESS

The Board members discuss changing the day of the Executive Committee and Board of Directors meetings to better accommodate the majority of the members and ensure a quorum. It is decided that starting in October, meetings will be held on Wednesdays, with the change being implemented on a trial basis.

## 8. DATE OF NEXT MEETING

The next meeting of the Board of Directors, Willistead Manor Inc., will be held Thursday, June 13, 2024 at 4:30 o'clock p.m.

## 9. ADJOURNMENT

There being no further business, the meeting is adjourned at 5:31 o'clock p.m.

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CHAIRPERSON

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EXECUTIVE SECRETARY

**Item No. 7.5**



**Committee Matters: SCM 231/2024**

**Subject: Minutes of the Windsor Essex Regional Community Safety and Well-Being Plan's Regional Systems Leadership Table of its meeting held March 21, 2024.**



**MEETING OF THE  
WINDSOR ESSEX REGIONAL COMMUNITY SAFETY AND WELL-BEING  
SYSTEMS LEADERSHIP TABLE**

**MEETING MINUTES**

THURSDAY, MARCH 21<sup>ST</sup>, 2024; 8:30AM TO 9:30AM

VISION: "A COMMUNITY WHERE EVERYONE FEELS SAFE, HAS A SENSE OF BELONGING, EQUITABLE ACCESS TO SERVICES AND OPPORTUNITIES, AND CAN HAVE THEIR NEEDS MET ACROSS WINDSOR AND ESSEX COUNTY"

**In Attendance**

**Co-Chairs**

Andrew Daher, Sandra Zwiers

**Members**

Mary Birch, Karel DeGraaf, Jeanie Diamond-Francis, Eric Nadalin, Joyce Zuk

**Guest Speakers**

Cheryl Eastman, Sylvie Guenther

**Project Team**

Amanda Alchin, Stephen Lynn, Michelle Oake

**Regrets**

**Members**

Kevin Blondin, Angela Ferguson, Bill Marra, Carolyn Warkentin, Jason Woods

Agenda Item	Highlights	Action/Update
<b>Call to Order</b>	<p><b>1.1 Welcome</b></p> <ul style="list-style-type: none"> <li>Andrew Daher, Co-Chair, Regional Systems Leadership Table (RSLT) and Commissioner, Human &amp; Health Services, City of Windsor, welcomed members.</li> <li>It was announced that guest speakers, Cheryl Eastman and Sylvie Guenther from the Violence Against Women Coordinating Committee Windsor-Essex (VAWCCWE), would be joining the meeting at 9:15 am to share some of the great work that their committee is engaged in.</li> </ul> <p><b>1.2 Establish Quorum and Call to Order</b></p> <ul style="list-style-type: none"> <li>7 members were present, establishing quorum.</li> <li>The meeting was called to order at 8:34 am.</li> </ul> <p><b>1.3 Approval of Today's Agenda</b></p> <p>Moved by: Karel DeGraaf Seconded by: Sandra Zwiers</p> <ul style="list-style-type: none"> <li>The Meeting Agenda for December 12, 2023, was approved. Carried.</li> </ul> <p><b>1.4 Declaration of Conflicts of Interest</b></p> <ul style="list-style-type: none"> <li>N/A</li> </ul>	

	<p><b>1.5 Approval of December 13<sup>th</sup>, 2023 Meeting Minutes</b></p> <p>Moved by: Mary Birch Seconded by: Karel DeGraaf</p> <ul style="list-style-type: none"> <li>The December 13, 2023, Meeting Minutes were approved.</li> </ul> <p>Carried.</p>	
<p><b>Matters of Discussion</b></p>	<p><b>2.1 Progress Updates: WERCSWB Projects</b></p> <ul style="list-style-type: none"> <li>A high-level review of the <b>four priority areas</b> within the WERCSWB Plan (henceforth the ‘Plan’) was provided: <ul style="list-style-type: none"> <li><b>Priority #1:</b> Good Governance &amp; Data</li> <li><b>Priority #2:</b> Engaged &amp; Safe Communities</li> <li><b>Priority #3:</b> Mental Health &amp; Substance Use Supports</li> <li><b>Priority #4:</b> Financial Security &amp; Economic Equity</li> </ul> </li> <li>Each priority category consists of two goals and up to three initiatives per goal. In total, eight goals have been set, and 17 initiatives were established to achieve and action the goals.</li> </ul> <p><b>2.1.1 Community Investment Fund</b></p> <ul style="list-style-type: none"> <li>The RSLT was provided with an update regarding Goals 3, 4, and 7 being actioned through the Community Investment Fund.</li> </ul> <p><b>2.1.2 Building Safer Communities Fund (BSCF)</b></p> <ul style="list-style-type: none"> <li>The implementation activities (e.g. expansion of programs provided by New Beginnings and Youth Diversion, Public Call for Proposals, and Development of a Regional Crime Prevention Council), and timelines were discussed.</li> <li>The first Regional Crime Prevention Council meeting was held with immense support from our community partners.</li> </ul> <p><b>2.1.3 WE-SPARK</b></p> <ul style="list-style-type: none"> <li>The Project Team launched a survey to assess the Homeless Individuals and Families Information System’s (HIFIS) user experience. Once the survey closes, results will be analyzed and shared.</li> </ul> <p><b>2.1.4 Substance Supports in Neighbourhoods Accessed through Police Partnerships (SSNAPP)</b></p> <ul style="list-style-type: none"> <li>A brief recap was provided regarding the SSNAPP initiatives underway, and how the SSNAPP Grant’s partnerships and key performance indicators simultaneously action the Plan’s Goal 4, Goal 5, and Goal 6.</li> </ul> <p><b>2.2 Upcoming Council Report</b></p> <ul style="list-style-type: none"> <li>To provide an update on the Plan, it’s progress, and timelines, a report is being drafted that will appear before Windsor City Council. Efforts will be made to ensure a similar report appears before Essex County Council as well.</li> </ul>	<p><b>ACTION</b></p> <ul style="list-style-type: none"> <li>Michelle Oake will share the council report with RSLT Members once it is public.</li> </ul>

<p><b>Unfinished Business</b></p>	<p><b>3.1 RSLT Terms of Reference</b></p> <ul style="list-style-type: none"> <li>• <i>Terms of Reference</i> have been disseminated for signature through DocuSign. Signing is ongoing.</li> </ul> <p><b>3.2 New Structure of RSLT Meetings</b></p> <ul style="list-style-type: none"> <li>• Goal 2 of the Plan was reviewed: ‘Improve representation and inclusion of priority populations in collaborative decision-making processes for CSWB initiatives.’</li> </ul> <p><b>3.2.1 Review Committee for Future (ESN and PWLE) RSLT Members</b></p> <ul style="list-style-type: none"> <li>• The process and status on the expansion of the RSLT, to include members of the Enhanced Sector Network (ESN) and People with Lived Experience (PWLE), was discussed.</li> <li>• The <i>New Member Selection Committee</i> met to review and evaluate the Expressions of Interest submitted. A standard evaluation process and grading rubric was used.</li> <li>• The individuals who collectively scored the highest by this committee were discussed. Approval was given for the Project Team to reach out to these individuals to confirm their membership in the RSLT.</li> </ul>	
<p><b>New Business / Round Table Discussion</b></p>	<p><b>4.1 Good News</b></p> <ul style="list-style-type: none"> <li>• In addition to what has been highlighted, we have secured <i>new</i> community partnerships through the BSCF, which will be official by April 2024.</li> </ul> <p><b>4.2 Review of Events</b></p> <p><b>4.2.1 First Meeting of the Regional Crime Prevention Council (RCPC)</b></p> <ul style="list-style-type: none"> <li>• The RCPC held their first meeting on February 22, which was met with great support. Next steps involve confirming membership, scheduling quarterly meetings, and drafting the <i>Terms of Reference</i> and 2024 action and implementation plan.</li> </ul> <p><b>4.2.2 Action Planning Session (Goal #7)</b></p> <ul style="list-style-type: none"> <li>• On February 28, the social policy review’s steering committee, met to oversee and discuss the Project’s Action Plan.</li> </ul> <p><b>4.2.3 WERCSWB Symposium: Ignite Change &amp; Mitigate Risk</b></p> <ul style="list-style-type: none"> <li>• The Plan hosted a successful symposium, ‘Ignite Change &amp; Mitigate Risk,’ at the Ciociaro Club on March 7, 2024. The day was filled with keynote speakers, insightful discussions, and networking opportunities. Attendees learned about regional prevention initiatives related youth gun and gang violence.</li> </ul> <p><b>4.2.4 Crisis &amp; Trauma Resource Institute Training (CTRI)</b></p> <ul style="list-style-type: none"> <li>• In partnership with the SSNAPP Grant Team, multiple crisis training intervention workshops have been hosted by the CTRI. Most recently, on February 27, a workshop was held, ‘Addictions and Mental Health – Strategies for Complex Issues Workshop,’ to provide a framework for</li> </ul>	

	<p>assisting people to move forward with healthy ways of coping. Multiple service providers through Windsor Essex attended.</p>	
<p><b>Guest Presentation</b></p>	<p><b>5.1 Community Spotlight: Update from Community Leaders</b></p> <ul style="list-style-type: none"> <li>Context regarding Intimate Partner Violence (IPV) being declared an epidemic by Windsor City Council was provided. This included discussion on the council resolution and council question on IPV.</li> <li>Cheryl Eastman and Sylvie Guenther, Coordinators VAWCCWE, led a presentation, which included an introduction of the VAWCCWE, discussion of the prevalence of IPV in Windsor Essex and Ontario, and information related to work that VAWCCWE is engaged in.</li> </ul>	
<p><b>Adjournment</b></p>	<p><b>6.1 Next Quarterly Meetings</b></p> <ul style="list-style-type: none"> <li>June 12, 2024 (Virtual: 9:00 am – 10:00 am)</li> <li>September 11, 2024 (Virtual: 9:00 am – 10:00 am)</li> <li>December 11, 2024 (Virtual: 9:00 am – 10:00 am)</li> </ul> <p><b>6.2 Meeting Adjourned</b></p> <ul style="list-style-type: none"> <li>The meeting was adjourned at 9:32 am.</li> </ul>	



**Subject: Walker Homesite Park – Approval of the Masterplan – Ward 9**

**Reference:**

Date to Council: September 4, 2024

Author: Samantha Magalas

Executive Initiatives Coordinator

smagalas@citywindsor.ca

519-253-2300x2730

Parks

Report Date: 8/16/2024

Clerk's File #: SR2024

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

**Recommendation:**

- I. THAT Council **ENDORSE** the Walker Homesite Park Master Plan as noted in *Appendix A* of this report which would require additional expenditures that are not currently included in the 10-year capital plan; and,
- II. THAT the City Treasurer **BE DIRECTED** to bring forward a capital budget issue in the amount estimated to be \$3,313,367 as part of the 2025 10-year capital plan for consideration.

**Background:**

On Monday May 9, 2022 through CR213/2022, Council approved Administration to undertake a feasibility and design study of parking lot and sports field improvements at Walker Homesite park.

Walker Homesite Park is owned by the City of Windsor and located at 1900 Seymour Blvd. in the Devonshire Heights neighbourhood of Windsor. The park is approximately 4.1 hectares and includes 2 parking lots (with 33 and 34 spaces), 3 baseball diamonds, multi-use trails, outdoor fitness equipment and a playground. The Park also serves as the home location for the Walker Homesite Athletic Club which runs a house league and travel baseball program for ages 5 to 23, out of the park.

In July of 2022, Landmark Engineers was retained by the City to develop a design plan for Walker Homesite Park. The updated plan for Walker Homesite Park looked at how it could:

- Improve site drainage;
- Upgrade the parking facilities;
- Upgrade the baseball facilities; and,
- Improve public safety and accessibility within the park.

During the review, Landmark reviewed various archived planning and design documents associated with the development of the existing park. Topographic surveys and condition assessments of the existing park features were also completed. After gathering that information, a preliminary design concept was developed which was shared for public feedback.

**Discussion:**

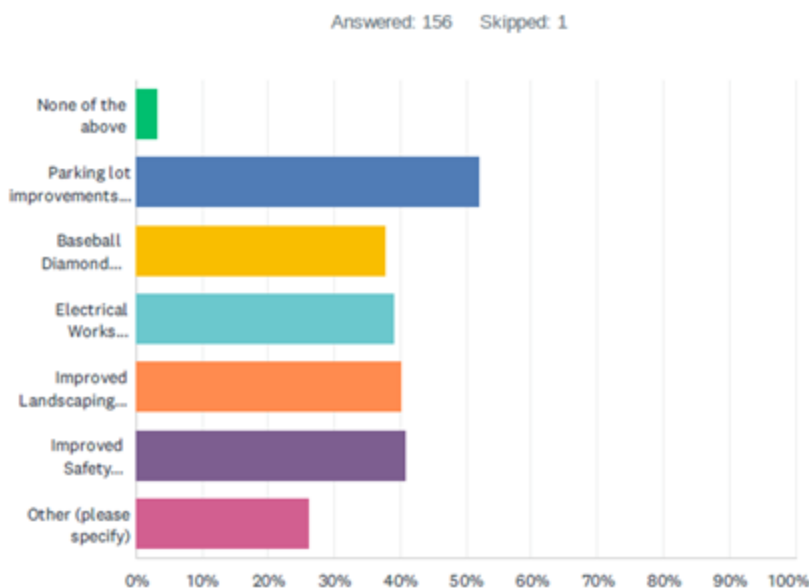
Landmark Engineers worked in partnership with the City of Windsor to develop a survey designed to gather public feedback regarding the park improvements. An information package was created which showed various photos, illustrations and explanatory text and highlighted the proposed features and the site improvements (**Appendix B**). City Administration created a webpage with a link to the information package and a questionnaire that was open to the public for viewing and feedback from December 2 to 17, 2022. Social media notifications were posted to advertise to the public that the survey was live and in addition, survey notification letters were mailed to the primary survey groups including:

1. Residents within an 800m radius from the park; and,
2. Members of the Walker Homesite Athletic Club.

The feedback received through the public survey process was generally positive. The comments received were given careful consideration during the development of the final functional design plan for Walker Homesite Park.

When reviewing the public input, over 150 people responded to the public survey. In the survey, question six (6) specifically asked respondents what amenities were most important to them.

Q6 What aspects of the conceptual design is most important to you?  
(Check all that apply)





ANSWER CHOICES	RESPONSES	
None of the above	3.21%	5
Parking lot improvements (including: new paved surfaces, new trails and north parking lot entrance/exit expansion)	51.92%	81
Baseball Diamond improvements (including: re-graded playing surfaces, upgraded dugouts and bullpens)	37.82%	59
Electrical Works (including: overhead lighting and new scoreboard at Diamond #2)	39.10%	61
Improved Landscaping (including: new tree plantings)	40.38%	63
Improved Safety (including: New protective netting to mitigate the impact of foul balls)	41.03%	64
Other (please specify)	26.28%	41
Total Respondents: 156		

Administration reviewed what the “other” amenities where in the survey comments and these generally included items such as: a dog park, splash pad, outdoor skating rink, more/better lighting for safety, tennis/pickleball courts, improved spectator seating (benches, shade etc.). In addition, some comments requested additional improvements to playing surfaces and diamonds such as installing grass infields and more power outlets for pitching machines.

Following the public input, Landmark Engineers developed a final proposed plan. Components of the new functional design plan for Walker Homesite Park are presented in Appendix A of this report which includes the following new features:

- Site regrading and a network of new drainage swales aimed at more efficiently conveying runoff to the nearby stormwater management pond;
- Upgrades to both parking lots on the site – including new drainage features, new perimeter curbing, new asphalt surfacing, and adjustments to the North Parking lot entrance off of Sydney Avenue to more efficiently accommodate two-way traffic;
- Upgrades to all three baseball diamonds – including: regrading of the playing surfaces, upgraded dugout and bullpen facilities, and expansion of the outfield at Diamond #2 to include fencing adjustments and the installation of a new perimeter warning track;
- Installation of new 20-metre high protective netting screens along the sideline fences at Diamond #2 and Diamond #3 to provide improved protection from foul balls for neighbouring properties;
- New electrical services – including: new overhead lighting at Diamond #2, a new electronic LED scoreboard at Diamond #2, and new electrical pedestal outlets at all 3 baseball diamonds;
- An upgraded landscaping plan for the entire park – including: an irrigation system for the outfield at Diamond #2 and a total of 80 new trees; and,
- Upgrades to the existing trail network – including new sidewalks and accessible ramps around each parking lot, with connections to the trail network.

It should be noted that since Landmark finalized their report, Administration has installed new solar lights around the multi-use trails within the park. Improvements have also been made to dugouts at Diamond #2 which included making them larger and installing a concrete base.

It is estimated that construction of the new functional design plan for Walker Homesite Park will cost approximately \$3.7 Million (excluding applicable HST) in 2023 dollars. Administration is suggesting that, if the project is approved by Council, the project be broken down into three (3) phases as noted in the Financial Matters section of this report.

### **Risk Analysis:**

There is a significant financial risk associated with this project. The funding currently available for use is not enough to cover the proposed improvement plan. If directed to move forward with the project, alternative funding would need to be pre-committed. The proposed phased approach helps to mitigate this risk.

There is also a significant risk in doing any of the proposed work on Diamond #1. While the City currently permits that diamond to user groups, as noted in the report, that diamond is owned by the Greater Essex County District School Board (GECDSB). As a result, no work would take place on that diamond until such time as an agreement could be worked out with the school board. Should no agreement be reached, none of the proposed work to Diamond 1 would occur. Administration is hopeful an agreement can be reached but all proposed work on Diamond #1 has been moved to either phase two (2) or phase three (3) of the project. This will provide Administration ample time to work out an agreement with the school board thereby mitigating that risk.

As with any park re-development, Walker Homesite Park would be partially under construction for the duration of each construction phase. As Administration would look to complete the project in phases, this would allow sections of the park to be closed during construction with the remainder of the park remaining open to users. Any impact in future years will be communicated and coordinated with the public, stakeholders, user groups and event planners. This project will have some impact on user groups that currently use the existing the diamonds on a regular basis, but Administration is confident they can be accommodated at nearby diamonds during construction. In addition, Administration would plan to complete most of the work outside of the baseball season thereby limiting the overall impact to user groups.

### **Climate Change Risks**

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

As with all construction, greenhouse gas emissions (ghg) will result from the construction of the park and will temporarily but negligibly be accounted for in the community GHG inventory.

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

Walker Homesites has been noted to have surface drainage issues both observed and modelled under the Sewer and Coastal Flood Protection Plan. Windsor's climate projections predict an increase in annual rainfall as well as an increase in intensity of storms. The current design looks to alleviate some of the drainage concerns through improved site drainage with a network of new drainage swales to more efficiently convey runoff to the nearby stormwater management pond.

This park is also located in an area with high urban heat island effects. The Conceptual Design Plan details opportunities to increase tree coverage at the Site, particularly

along trails on surrounding the limits of the ball diamonds. The new trees will improve the thermal comfort of the site and provide natural shading options for all users of the site.

These park enhancements support the City’s Climate Change Adaptation Plan’s Objective #6, Reduce Community Service Disruptions, particularly by working towards Action 6.3 to Improve design standards for new recreational facilities to ensure they are more climate resilient.

**Financial Matters:**

The anticipated capital funding requirements for improvements to Walker Homesite Park as identified within the masterplan are listed below:

<b>ESTIMATED PHASE EXPENSES</b>	<b>YEAR</b>	
Diamond #2 – All proposed playing surface upgrades, new irrigation system, new water connection, new fencing & benches for dugout, upgraded bullpens, updated and expanded safety netting Diamond # 3 – All proposed playing surface upgrades, new chain linked fencing, new safety netting & dugout improvements Park site drainage improvements, upgraded electrical,	TBD	\$1,704,000
Diamond#1 – All proposed laying surface improvements, new benches for dugout, new fencing Diamond #2 – Install lighting for diamond & scoreboard Park – planting of deciduous and coniferous tree throughout	TBD	\$1,032,000
Parking Lots – upgrades to both parking lots including drainage and asphalt installation, regrading of surface area near Diamond 1 for improved drainage Trails – All proposed trail system improvements for increased accessibility	TBD	\$864,000
Non-Recoverable HST		\$63,367
<b>TOTAL ESTIMATED PROJECT COSTS</b>		<b>\$3,663,367</b>
<b>FUNDING SOURCES</b>	<b>YEAR</b>	
PFO-013-12 (Park-Related Parking Lots Capital Upgrades)	2025	\$350,000
<b>TOTAL REVENUE</b>		<b>\$350,000</b>
<b>OUTSTANDING FUNDING</b>		<b>\$3,313,367</b>

Pricing noted above is based on 2023 pricing, and includes anticipated engineering, project management, other administrative costs, and contingency.

Implementation of the new functional design plan is expected to result in additional operating maintenance costs. It is anticipated that these costs will be absorbed into the existing parks operating budget, however, any additional costs that cannot be absorbed within in the operating budget will be brought forward in future years once the project is completed in its entirety.

Currently, there is \$350,000 of approved in principle funding in the 2024 10-year Capital Budget (PFO-013-12 -Park-Related Parking Lots) for the 2025 funding year which can be used towards the parking lots upgrades.

There is no other available capital budget funding allocated to the proposed park improvements at Walker Homesite Park within the 2024 10-year Capital Plan. Should City Council wish to proceed with all phases for the project plan additional capital funding of approximately \$3,313,367 would need to be included as part of the 2025 10-year capital plan for consideration. It should be noted that accommodating this funding request would require further analysis by Administration and could involve the delaying, eliminating, or reducing scale / scope of other projects.

**Consultations:**

- Dave Nicholls – Manager, Parks Operations (A)
- Paul Mourad – Supervisor, Parks Projects
- Karina Richters – Supervisor, Environmental Sustainability & Climate Change
- Emilie Dunnigan – Manger, Financial Administration
- Michael Dennis - Manager, Strategic Capital Budget Development and Control

**Conclusion:**

The proposed Walker Homesite Park improvement as outlined herein will help revitalize this Community Park providing much-needed upgrades and amenities as requested by the community and will have a positive impact on the community at large.

**Planning Act Matters:**

N/A

**Approvals:**

Name	Title
Samantha Magalas	Executive Initiatives Coordinator
Erika Benson	Financial Planning Administrator - Parks
James Chacko	Executive Director, Parks and Facilities
Ray Mensour	Commissioner, Community & Corporate Services
Dan Seguin	On behalf of Commissioner, Finance & City Treasurer
Joe Mancina	Chief Administrative Officer

**Notifications:**

Name	Address	Email

**Appendices:**

- 1 Appendix A - Master Plan Report
- 2 Appendix B - Conceptual Map & Photos

# WALKER HOMESITE PARK IMPROVEMENTS FUNCTIONAL DESIGN REPORT



**Job Number: 22-024**

**Date: May 2023**

## **EXECUTIVE SUMMARY**

In July 2022, the City of Windsor retained Landmark Engineers to develop a new functional design plan for Walker Homesite Park – an approximately 4.1-hectare municipally-owned property located in the Devonshire Heights neighbourhood that serves as the home location for the Walker Homesites Athletic Club. The existing park features include: two gravel-surfaced parking lots, three baseball diamonds, a playground unit, an outdoor calisthenics workout area, and a loose network of multi-use pathways.

The purpose of this assignment was to create an updated plan for Walker Homesite Park that would:

- Improve site drainage;
- Upgrade the parking facilities;
- Upgrade the baseball facilities; and,
- Improve public safety and accessibility within the park.

Over the course of the functional re-design process, Landmark reviewed various archived planning and design documents associated with the development of the existing park. Landmark also carried out topographic surveys and condition assessments of the existing park features. The information thus compiled was used to develop a preliminary design concept for the updated park, which was subsequently presented to the public for feedback via the City’s website with an accompanying survey. The public feedback received via the survey was generally positive, and was used to help refine and develop the preliminary design into the functional design plan presented in this report.

The new functional design plan for Walker Homesite Park is presented in the appendices of this report, generally depicting the following new features:

- Site regrading and a network of new drainage swales aimed at more efficiently conveying runoff to the nearby stormwater management pond;
- Upgrades to both parking lots on the site – including: new drainage features, new perimeter curbing, new asphalt surfacing, and adjustments to the North Parking lot entrance off of Sydney Avenue to more efficiently accommodate two-way traffic;
- Upgrades to all three baseball diamonds – including: regrading of the playing surfaces, upgraded dugout and bullpen facilities, and expansion of the outfield at Diamond #2 to include fencing adjustments and the installation of a new perimeter warning track;
- Installation of new 20-metre high protective netting screens along the sideline fences at Diamond #2 and Diamond #3 to provide improved protection from foul balls for neighbouring properties;
- New electrical services – including: new overhead lighting at Diamond #2, a new electronic LED scoreboard at Diamond #2, and new electrical pedestal outlets at all 3 baseball diamonds;
- An upgraded landscaping plan for the entire park – including: an irrigation system for the outfield at Diamond #2 and a total of 80 new trees; and,
- Upgrades to the existing trail network – including new sidewalks and accessible ramps around each parking lot, with connections to the trail network.

## 1.0 INTRODUCTION

### 1.1 BACKGROUND

Walker Homesite Park is a municipally-owned park located at 1900 Seymour Boulevard in the Devonshire Heights neighbourhood of Windsor. The park facilities include 2 parking lots, 3 baseball diamonds, and various other public amenities. The park also serves as the home location for the Walker Homesites Athletic Club.

Landmark Engineers was retained by the City of Windsor in July 2022 to develop a new functional design plan for Walker Homesite Park. This report, read in conjunction with the functional design drawings that are included in the appendices, summarizes our final design recommendations and the parameters that were considered in their development.

### 1.2 PURPOSE AND SCOPE

The primary purpose of the functional re-design for Walker Homesite Park is to create an updated plan that achieves the following objectives:

- Improved Site Drainage – Focused primarily on re-grading the existing parklands to improve the overall site drainage.
- Improved Parking Facilities – Upgrading each parking lot from a gravel surface to a paved asphalt surface - including upgrades to the layout of the existing parking lots and their surrounding areas.
- Improved Baseball Facilities – Aimed at increasing the level of service for each baseball diamond while improving the overall player and spectator experience. Includes upgrades to the existing facilities and the addition of new baseball-centered amenities.
- Identifying and Implementing Measures to Improve Public Safety – Includes measures to limit the occurrence of stray baseballs leaving the boundaries of the park, providing safe access to and from the parking lots, and improved site grading for on-field player safety.
- Improving Park Accessibility – Includes an expansion of the North Parking Lot entrance/exit, the installation of dropped curbs with sidewalk ramps, and the connection of a continuous network of trails within the park.

In order to fulfil the above, the Project Team has executed a scope of work that included the following:

- The compilation of general site inventory; including topographic land surveys, review of existing drainage features and drainage documents, and an assessment of existing site features.
- The compilation of an environmental inventory for the site and its immediate surroundings, including: property and utility information, a review of site access, and a review of adjacent stormwater management facilities.



- Engineering analysis and preparation of various design concepts for improvements to site drainage, site facilities, safety, and accessibility.
- The issuance of a public survey to solicit feedback from both local residents and the Walker Homesites Athletic Club. The feedback received through this process was considered for incorporation in the final detailed design.
- The preparation of this report, including: functional design drawings, preliminary cost estimates (for both capital improvements and ongoing maintenance), and a final list of recommended park improvements aimed at achieving the objectives outlined above.

## **2.0 ENVIRONMENTAL INVENTORY / SITE CONDITIONS**

### **2.1 SITE LAYOUT**

Walker Homesite Park is situated on approximately 4.1-hectares of generally flat parkland. Representatives of Landmark Engineers have visited the site on multiple occasions over the course of this assignment for reconnaissance purposes, and a topographic survey of the site was completed by Landmark staff on 15 July 2022.

Walker Homesite Park is currently serviced by two distinct parking lots: a north lot and a south lot. The North Parking Lot can be accessed from Sydney Avenue, while the south lot can be accessed from Seymour Avenue. The park contains three baseball diamonds, which are primarily used by the Walker Homesites Athletic Club. Other park features include a children’s play set, outdoor calisthenics gym, and batting cages. The park features a network of asphalt trails that allow park-goers access to the on-site amenities. The site is serviced by two facilities buildings that are located adjacent to the North Parking Lot. These buildings provide power and water to the site, while also housing public washrooms, storage areas, and concession stands.

### **2.2 EXISTING CONDITIONS**

The following sections generally describe the existing site conditions at Walker Homesite Park. An inventory of existing site photos taken by Landmark Engineers is also attached as Appendix B.

#### **2.2.1 SITE DRAINAGE**

Grade elevations across the site generally range between 187.90m and 188.50m GSC. Upon inspection, several low-lying areas were noted that showed evidence of standing water - along the east edge of the site and in the right field area of Diamond #1, in particular. We also noted that the existing asphalt trails are slightly elevated and are acting as ‘berms’ that are restricting the natural flow of runoff within the site. The entirety of the site outlets to the existing stormwater retention pond located immediately west of the park’s property limits.

#### **2.2.2 NORTH PARKING LOT**

The entrance to the North Parking Lot is located at the west terminus of Sydney Avenue. The roadway approaching the entrance can accommodate 2 lanes of traffic – it was noted, however, that it currently narrows to a single lane at the entrance to the park. Thus, traffic flow in and out of the park is currently restricted to one lane.

The surface of the North Parking Lot consists primarily of compacted gravel-like materials. Typical surface slopes are in the range of 0.5% to 1.5%. Several small depressions and potholes were noted throughout the lot, creating an uneven surface that is prone to accumulating water. There is no perimeter curbing around the lot, with each parking space delineated by pre-cast concrete barrier curbs. There are 2 catch basins that service the lot, which outlet to the stormwater retention pond located just west of the park.

The North Parking Lot currently has a maximum capacity of 33 vehicles.

### 2.2.3 SOUTH PARKING LOT

The entrance to the South Parking Lot is located on Seymour Avenue. The lot has a compacted gravel surface with typical surface slopes in the range of 0.5% to 1.5%. There are two catch basins servicing the lot, with each catch basin outletting to the open drain that exists along the west edge of the site. The existing lot surface appears quite uneven, with many small potholes and depressions showing evidence of water accumulation.

The South Parking Lot currently has a maximum capacity of 34 vehicles.

### 2.2.4 BASEBALL DIAMONDS AND FACILITIES

Walker Homesite Park currently houses three baseball diamonds. The diamonds are primarily used by the Walker Homesites Athletic Club. For the purpose of this functional re-design, each diamond has been numbered from 1-3. Diamond #1 is located furthest north, and Diamond #3 is located furthest south.

- Diamond #1:
  - Located on Greater Essex County District School Board (GECDSB) property.
  - Sized for players in the Ontario Baseball Association's (OBA's) 'Mosquito', 'Rookie-Ball', and 'T-Ball' age divisions (i.e., 11-and-under).
  - The infield surface is graded with a white limestone screening. The screenings appear to be in generally good condition - however, instances of localized drainage issues have been noted.
  - The existing outfield surface is not smooth and has many significant irregularities. There is evidence of tire tracks and ruts in the outfield that have created an uneven playing surface, which has the potential to result in uneven bounces and/or player injury.
  - The existing outfield is not enclosed with any perimeter fencing. The backstop area consists of chain link fencing that appears to be in good condition.
  - The existing dugouts have a white limestone screening floor. The benches have a wood sitting surface that is supported by steel posts. The benches show signs of wear, but generally appear to be in serviceable condition.
  
- Diamond #2:
  - This is a 'Regulation' sized baseball diamond according to the OBA. This diamond is sized for players aged 16-and-older.
  - The infield surface is graded with a red dirt infield mix, most likely a 'Washington Ball Mix' from Mar-Co Clay products.
  - The outfield surface is relatively flat, with an average slope of approximately 0.5%. Localized ponding has been observed in the outfield area.
  - The diamond is fully enclosed with perimeter chain link fencing. A large gate exists to allow entry for maintenance vehicles. The fencing appears to be in good condition.

- The existing bullpens are in generally poor condition.
  - The existing pitching mound appears to be in fair-to-serviceable condition, requiring frequent repairs as by City maintenance staff.
  - The existing dugouts have a red-dirt screening floor. The benches have a wood sitting surface that is supported by steel posts.
  - An electrical connection is currently in place immediately behind the home plate area.
  - A 12-metre-high, 45-metre-long protective netting screen has been constructed in the left field foul ball area. The netting is supported by wood utility poles. Both the poles and the netting appear to be in fair condition.
- Diamond #3:
    - Sized for players in OBA’s ‘PeeWee’ age division (i.e., 13-and-under)
    - The infield surface is graded with white limestone screenings. The screenings appear to be in generally good condition.
    - The outfield surface is relatively flat, with an average slope of approximately 0.5%
    - The perimeter of the Diamond is fully enclosed with chain link fencing. The fencing appears to be in good condition.
    - The existing bullpens are in generally poor condition.
    - The existing dugouts have a white limestone screening floor. The benches have a wood sitting surface that is supported by steel posts.
    - A 12-metre-high, 45-metre-long protective netting screen exists in foul territory down the right field line. The netting is supported by wood utility poles. The netting has begun to sag under its own weight between the pole supports, thus reducing its effectiveness.

### 2.2.5 SITE AMENITIES / MISCELLANEOUS FEATURES

Other site features include:

- 2 facilities buildings with concession stands and public washrooms;
- A full-sized batting cage (owned and operated by the Walker Homesites Athletic Club and located on GECDSB property);
- A children’s play-set;
- An outdoor calisthenics workout area;
- A network of existing multi-use pathways; and,
- Garbage receptacles, benches, park signage, etc.

### 2.3 REFERENCE MATERIALS

The following resources were used to aid in the preparation of this report and the functional design drawings:

- ‘*Stormwater Management Report for the Devonshire Heights Subdivision and Seymour Avenue Drainage Basins*’ prepared by Lafontaine, Cowie, Burrato and Associates (9 February 1994).
- ‘*Protective Screens for Baseball Diamonds at Forest Glade Optimist and Walker Homesite Parks*’ prepared by Landmark Engineers (15 October 2015).
- ‘*Walker Homesite Park Masterplan Concept*’ drawing provided by the City of Windsor.

- *‘Walker Homesite Park – South Parking Lot’* as-built drawings of the South Parking Lot provided by City of Windsor.
- *‘Walker Homesite Bike Trail and Park Trail Improvements’* design drawings, outlining the proposed improvements to the bike and park trail network, provided by the City of Windsor (June 2022).
- Essex Region Conservation Authority Interactive Mapping Website.
- City of Windsor ‘Sewer Atlas’.

### 3.0 PROPOSED PARK IMPROVEMENTS

The following section will outline the planned scope of improvements for Walker Homesite Park. The improvements are aimed at mitigating/solving the existing problems, as outlined in the section above.

In reviewing the proposed park improvements, it should be noted that in the City of Windsor’s Request for Proposals for this assignment, the following items were designated as not to be included in the scope of work:

- The existing park trails;
- The existing playground and outdoor gym facilities; and,
- The existing maintenance buildings and facilities buildings.

#### 3.1 SITE DRAINAGE

Landmark has proposed the construction of several strategically-placed drainage swales, aimed at collecting and conveying surface runoff away from trafficked areas and into the existing retention pond to the west of the park. The swales have been designed to be approximately 300mm deep, with side slopes in the range of 3H:1V (Horizontal:Vertical). Each swale also includes a 100mm-diameter PVC perforated tile drain placed below the invert of the swale to help convey stormwater off-site.

We anticipate that the existing drainage issues along the east edge of the site and in the right field area of Diamond #1 to be alleviated by the addition of these swales. Additionally, the scope of proposed improvements will include the re-grading of each baseball diamond (and the areas surrounding each diamond), ensuring positive drainage away from the playing surfaces.

Consideration was given to enclosing the existing open drain along the west side of the park. Although enclosing this drain would increase the usable park space considerably, there is no necessity to carry out this work from a stormwater management perspective. It was also noted that enclosing the drain would necessitate the removal of many large, mature trees, at considerable expense. After careful consideration and consultation with City staff, it was decided to leave the drain as-is.

#### 3.2 NORTH PARKING LOT

A summary of the improvements is listed below:

- Expansion of the entrance/exit laneway to accommodate 2-lanes of traffic.
- Expansion of the parking lot along its west edge, increasing the maximum lot capacity from 33 vehicles to 39.
- Upgrading from a granular surface to a paved asphalt surface, thus improving the functionality, drainage, and aesthetics of the lot.
- The placement of 2 additional catch basins, improving drainage and limiting on-site ponding.

- The construction of a new proposed storm sewer. The sewer will run from the proposed manhole/catch basin westward to the existing stormwater retention pond. A more detailed stormwater management design will be required to confirm the final sizing of the pipe.
- Full perimeter concrete curbing, with a 3m-wide asphalt pathway being added along the south side of the lot, as depicted in the above-noted drawing. The new asphalt trail (in conjunction with the proposed trail along the South Parking Lot – see below) will create a continuous network of trails that are located entirely within the park boundaries.
- New line painting, including the addition of 2 accessible parking spaces with a dropped curb and sidewalk ramp, enhancing site accessibility. The proposed design meets all standards set forth by the A.O.D.A.

Landmark has designed the proposed improvements in general accordance with the Stormwater Management requirements set forth by the City’s Development Manual. The design has also been prepared in general conformance with the regulatory review requirements of the Essex Region Conservation Authority (ERCA). A memorandum, describing the stormwater management analyses that were carried out by Landmark for this project has been attached as Appendix C for reference purposes.

### 3.3 SOUTH PARKING LOT

A summary of the improvements has been listed below:

- Upgrade from a granular surface to a paved asphalt surface. Improving the functionality, drainage, and aesthetics of the lot. The existing drainage features (i.e., catch basins) will remain in place.
- Full perimeter concrete curb as per OPSD standards, with a 3m wide asphalt pathway being added to the north side of the lot, as depicted. The new asphalt trail, in conjunction with the proposed trail in the North Parking Lot, will create a continuous network of trails that are located entirely within park boundaries.
- New line painting; including the addition of 2 accessible parking spaces with a dropped curb and sidewalk ramp enhancing site accessibility. When complete, the South Parking Lot will have 37 standard parking spaces and 2 accessible parking spaces. The design meets all standards set forth by the AODA.

Landmark has designed the proposed improvements in general accordance with the Stormwater Management requirements set forth by the City’s Development Manual. The design has also been prepared in general conformance with the regulatory review requirements of the Essex Region Conservation Authority (ERCA). A memorandum, describing the stormwater management analyses that were carried out by Landmark for this project has been attached as Appendix C for reference purposes.

### 3.4 DIAMOND #1

As noted in Section 2 of this report, Diamond #1 is located on GECDSB property. All proposed improvements have been designed in accordance with the guidelines set forth by the Ontario Baseball Association (OBA).

A summary of the improvements is listed below:

- Re-grading of the Infield Surface:
  - We recommend upgrading the existing white stone dust infield screening to a ‘*Washington Ball Mix*’ supplied by Mar-Co Clay Products (or an approved equivalent). The target slope for grading purposes across the infield area should be approximately 1%.
  - The City may also consider leaving Diamond #1 as a white stone dust screening diamond. If this option is considered, we recommend placing a similarly-graded white screening infield mix to match the existing materials.
  - Includes a new pitching rubber and a new home plate area. We recommend the use of the clay bricks (available from Mar-Co Clay Products) to rebuild the flat pitching area. The clay bricks provide a more stable pitching area when compared to sand/granular products. The clay is also more firm than granular material – thus reducing the potential for large potholes to form in the pitching area.
  
- Re-grading of the Outfield Surface:
  - Excavated materials from the North Parking Lot may be used to help re-grade the outfield area.
  - A smoothed outfield surface reduces the potential for player injury.
  
- New Dugouts:
  - New dugouts are proposed to be built on suitable concrete base pads. It is recommended that the City place new spike-resistant dugout flooring on top of the concrete. The rubberized surface increases the service life of both the concrete and the players’ shoes.
  - New chain-link fencing is proposed around the perimeter of each dugout. The height of the dugout should be approximately equal to the height of the existing structures. The dugout roofs should be gently sloped away from the playing surface, with run-off being directed away from the playing surface and player gathering areas.
  - New Outdoor Players Benches from *Barco Products Canada* (Thermoplastic-coated 8ft-long benches) or an approved equivalent are recommended for Diamond #1.
  
- New Electrical Connection in 3<sup>rd</sup> Base Dugout:
  - The new pedestal connection will supply power to Diamond #1 (for pitching machines, etc.)
  - The type of pedestal used will be similar to the connection used at Realtor Park in the City of Windsor. Refer to Photo #14, attached in Appendix B, for a visual representation of the proposed connection.
  - Refer to Section 3.8 of this report for more details regarding the proposed electrical works.

### 3.5 DIAMOND #2

Diamond #2 is a regulation-sized baseball diamond that suits gameplay for players aged 14 and older. All proposed improvements have been designed in accordance with the guidelines set forth by the



Ontario Baseball Association (OBA). This will allow games and tournaments sanctioned by the OBA to be hosted at Walker Homesite Park.

A summary of the improvements is listed below:

- Improvements to the Infield Surface:
  - We recommended the use of the ‘*Infield Clay 15 Standard*’ infield screening, supplied by Mar-Co Products. This product is an upgrade over the existing infield screening materials. The target slope for grading purposes across the infield area should be approximately 1%.
  - Includes a new pitching rubber and a new home plate area. We recommend the use of ‘*RediMound*’ and ‘*RediKit*’ from Mar-Co Clay Products, or an approved equivalent. The mound shall be constructed to the specifications set forth by the OBA.
  - Careful consideration was given for installing a grass infield on Diamond #2. Upon review of the anticipated maintenance costs and potential issues regarding diamond flexibility with City staff, however, it was decided that the Diamond #2 infield should remain as red clay.
  
- Improvements to the Outfield Playing Surface:
  - Full re-grading and re-seeding of the existing outfield area. This improvement is aimed at mitigating current drainage issues, improving player safety, and improving overall gameplay.
  - We also proposed the addition of an irrigation system in the outfield of Diamond #2. See Section 3.9 of this report for more details.
  
- Improvements to the Existing Bullpen Areas:
  - Upgraded bullpen areas using the Mar-Co Clay ‘*RediMound*’ and ‘*RediKit*’ products, or an approved equivalent. Install new pitching rubbers and new home plates.
  - The bullpens will not have perimeter chain-link fencing. Thus, maintenance vehicles will continue to have access to the bullpen areas.
  
- New Dugouts:
  - New dugouts are proposed to be built on suitable concrete base pads. It is recommended that the City place new spike resistant dugout flooring on top of the concrete. The rubberized surface increases the service life of both the concrete and the players’ shoes.
  - New chain-link fencing is proposed around the perimeter of each dugout. The height of the dugout should be approximately equal to the height of the existing structures. The dugout roofs should be gently sloped away from the playing surface, with run-off being directed away from the playing surface and player gathering areas.
  - New Outdoor Players Benches from *Barco Products Canada* (Thermoplastic-coated 8ft-long benches) or an approved equivalent are recommended for Diamond #2.

- New Perimeter Warning Track:
  - New 13’-wide perimeter warning track is recommended for Diamond #2, extending along the entire perimeter of the fence line. By providing a change of terrain near the fence line, defensive players will be more aware of their location relative to the fence. This can substantially reduce the potential for player injury, while improving gameplay and field aesthetics.
  - The warning track will extend 3’ beyond the fence line for ease of maintenance.
  - The warning track shall be constructed using a 300mm-thick drainage base, topped with 150mm of ‘*NT Clay Track Surfacer*’ from Mar-Co Clay Products (or an approved equivalent).
  - The excavated white stone dust screenings from Diamond #3 may be suitable for re-use as a drainage base for the new warning track at Diamond #2. The viability of this option may be determined during the construction phase.
  
- Outfield Expansion:
  - Expansion of the existing outfield dimensioning is recommended for Diamond #2. See Table 1 (below) for a comparison of the existing dimensions vs. the new proposed dimensions.

**Table 1: Outfield Dimensions at Diamond #2**

	Existing Outfield Fence Dimensions	Proposed Outfield Fence Dimensions	Recommended Dimensions as per OBA Guidelines
Left Field	300’	300’ (actual) / 315’ (simulated)	325’
Centre Field	300’	315’	400’
Right Field	300’	320’	325’

- Expanding the outfield fencing will allow Diamond #2 to be used for hosting games of any caliber of baseball, while maintaining a competitive balance between hitter and pitcher.
- Due to the geometric constraints of the park, the left field fence cannot be relocated without adversely impacting other park features. As such, we recommend increasing the height of the outfield fence from 6-feet to 15-feet. This would allow a 300-foot fence to simulate an approximate distance of 315-feet.
- If possible, the City may choose to re-use and re-locate the existing chain link fence to its new proposed location. The existing chain link fencing appears to be in good condition.
  
- Other Improvements:
  - New protective netting screens are recommended down the first and third base lines. See Section 3.7 of this report for further details.

- New overhead lighting and a new electronic scoreboard are recommended for Diamond #2. See Section 3.8 of this report for further details.

### 3.6 DIAMOND #3

Diamond #3 is a Pee-Wee sized baseball diamond that suits gameplay for players aged 13-and-under. It is the southernmost diamond in the park, located closest to the South Parking Lot. All proposed improvements have been designed in accordance with the guidelines set forth by the Ontario Baseball Association (OBA).

Proposed improvements to Diamond #3 include:

- Improvements to the Infield Surface:
  - We recommend upgrading the existing white stone dust infield to a ‘*Washington Ball Mix*’, as supplied by Mar-Co Clay Products, or an approved equivalent. The target slope for grading purposes across the infield area should be approximately 1%.
  - Construction of a new on-field pitching area. It is important to note that the pitching mound for Diamond #3 will be flat, as Pee-Wee aged players do not use an elevated pitching mound.
  - We recommend the use of clay bricks from Mar-Co Clay products (or an approved equivalent) to build the pitching the area and the home plate area. This includes the supply and placement of a new pitching rubber and a new home plate.
- Improvements to the Outfield Playing Surface:
  - Full re-grading and re-seeding of the existing outfield area. This improvement is aimed at mitigating current drainage issues, improving player safety, and improving overall gameplay.
- Improvements to the Existing Bullpen Areas:
  - New pitching areas at the locations noted in Drawing 22-024-05. The pitching areas in the bullpens at Diamond #3 will not have an elevated pitching rubber.
- New Dugouts:
  - New dugouts are proposed to be built on suitable concrete base pads. It is recommended that the City place new spike-resistant dugout flooring on top of the concrete. The rubberized surface increases the service life of both the concrete and the players’ shoes.
  - New chain-link fencing is proposed around the perimeter of each dugout. The height of the dugout should be approximately equal to the height of the existing structures. The dugout roofs should be gently sloped away from the playing surface, with run-off being directed away from the playing surface and player gathering areas.
  - New Outdoor Players Benches from *Barco Products Canada* (Thermoplastic-coated 8ft-long benches) or an approved equivalent are recommended for Diamond #3.

- We recommend the deconstruction and replacement of the existing chain link backstop at Diamond #3 with a new chain link backstop. We recommend that the new backstop be constructed to at least the same size and scope as the original.
- Other Improvements:
  - A new protective netting screen is recommended down the first base line of Diamond #3. See Section 3.7 of this report for further details.
  - A new pedestal electrical connection is recommended to be installed in the 3<sup>rd</sup> base dugout at Diamond #3 (for pitching machines, etc.).
  - The type of pedestal used will be similar to the connection used at Realtor Park in the City of Windsor.
  - Refer to Section 3.8 of this report for more details regarding the proposed electrical works.

### 3.7 PROTECTIVE NETTING ANALYSIS AT DIAMOND #2 & DIAMOND #3

Diamond #2 is located in close proximity to:

- Homes in the 3200 block of Bliss Road (down the left field line), and;
- The North Parking Lot (down the right field line).

Diamond #3 is located in close proximity to:

- Homes in the 1600 block of Blairwood Crescent (down the right field line), and;
- The existing asphalt pathway located at the west limit of the site.

These locations are currently at a heightened risk of being struck by batted balls that leave the field of play. We understand that there have been numerous complaints from neighbours regarding baseballs being hit into their yards. To address these concerns, the City has installed protective netting screens down the first base line of Diamond #3, and down the third base line of Diamond #2. Each existing screen is approximately 12-metres-high and 45-metres-long.

Landmark was retained by the City of Windsor in 2015 to evaluate the effectiveness of the protective screens. A report was issued, titled “*Protective Screens for Baseball Diamonds at Forest Glade Optimist Park and Walker Homesite Park (2015)*”. A copy of this report is attached in Appendix D for reference purposes. The report outlines the design rationale and analysis used for determining the effectiveness of the screens. As noted, it was determined that the existing screens have not been effective. We understand that the City continues to receive complaints from neighbours regarding baseballs being fouled off into their yards.

As part of the scope of this project, we have looked at various ways to increase the level of protection for these at-risk properties. The two primary methods we considered were:

1. Re-aligning the diamonds so that the foul ball target area is skewed away from affected properties; and,

2. Design new protective netting screens to improve upon the existing level of protection.

Upon review of these issues with City staff, Option 1 was determined to be impractical. Skewing the diamonds would result in excessive sun glare in hitters/fielders’ eyes. This creates an extremely unsafe environment for players of any caliber. Re-orienting the diamonds would also significantly reduce the usable park space on-site. In consultation with the City, it was determined that the preferred solution was to design new protective netting screens.

### 3.7.1 DESIGN OF NEW PROTECTIVE NETTING SCREENS

Using the same rationale and analyses that were used in the 2015 Landmark report, we were able to determine what screen height and distance from home plate is needed to provide a serviceable level of protection to the at-risk properties. It should be understood that providing 100% protection to the neighbouring properties is not a practical solution. In order to completely contain all baseballs hit at every possible speed and trajectory, a dome would have to be erected over the field.

Each option outlined was reviewed in consultation with City of Windsor staff. The preferred solutions for each diamond have been summarized in the following table:

**Table 2: Summary of protective netting solutions**

Diamond	Preferred Protection Option	Summary of Preferred option
Diamond #2	Option A	<ul style="list-style-type: none"> <li>• 2 new screens to be constructed down each foul line</li> <li>• 20m high poles spaced @ 15m O.C with baseball grade netting from 3m to 20m above ground level. Total length of the screen is 45m</li> </ul>
Diamond #3	Option C	<ul style="list-style-type: none"> <li>• 1 new screen to be constructed down the first base line</li> <li>• 20m high poles spaced @ 15m O.C with baseball grade netting from 3m to 20m above ground level. Total length of the screen is 45m.</li> </ul>

### 3.7.2 INSTALLATION AND MAINTENANCE

- The proposed nets would require 75-foot-high poles (approx. 23m), including embedment. For ease-of-installation, life-cycle costing, and durability reasons, we recommend the use of composite poles over wood or steel poles. Landmark has reached out to *RS Poles* in Tilbury for preliminary design assistance and costing information.

- For the netting, we recommend the use of ‘50mm Twisted Knotted HTPE Bird Net’ netting from *Turf Net Sports Supply*. This netting is coloured black and gold, which blends into the existing background, creating a comfortable viewing experience.
- The netting supply company strongly recommends that the screening be taken down each winter. This will increase the service life, reduce loading on the composite support poles, and minimize safety risks (climbing, etc.) during the winter months.
- A summary of the pricing information for the proposed screens can be found in Section 5.0 of this report. A more detailed breakdown of the costs for the new screens can be found in Appendix G.

### 3.8 ELECTRICAL WORKS

Landmark has consulted with *Poirier Electric* for assistance in generating an electrical servicing plan for Walker Homesite Park.

#### 3.8.1 EXISTING ELECTRICAL CONDITIONS

Enwin Utilities has confirmed that Walker Homesite Park is currently serviced by a single phase 75kVA 120/240V transformer. The transformer supplies power to the existing facilities buildings located near the North Parking Lot.

#### 3.8.2 PROPOSED ELECTRICAL IMPROVEMENTS

In consultation with City staff, we propose the following new additions to the electrical services at Walker Homesite Park:

- New overhead baseball lighting at Diamond #2;
- New electronic LED scoreboard at Diamond #2; and,
- New electrical pedestal connections in the third base dugout of each diamond.

To accommodate these features, the site servicing would have to be increased to 400A/240V, since there does not appear to be any three-phase power in the local neighbourhood. Correspondence with Enwin will be required during the detailed design phase to accommodate this change. Upon discussion with *Control Link – Musco Sports Lighting* we understand that the maximum voltage required to suit the over-head baseball lights would be 82kW. The plan includes information on conduit layout, conduit sizing, power sources, and overhead light placement.

##### 3.8.2.1 SCOREBOARD

We recommend placing the new scoreboard immediately beyond the right field fence. This is the most visible and accessible location at Diamond #2. Landmark has reached out to *OES-Scoreboards* for specifications on various scoreboard models. The *7121A model* has been recommended for this project. The scoreboard features an upper truss, cut out letters, and a logo plate. The LED scoreboard has shatter-proof panels specifically designed for baseball and softball. It has customizable digit colours and enclosure colours.

### 3.8.2.2 OVERHEAD LIGHTING

We have reached out to *Control Link – Musco Sports Lighting* for information regarding overhead baseball lighting at Diamond #2. The objective was to create a lighting environment that is similar to Windsor’s Mic-Mac Park. The spacing between lights has remained consistent, and the type of light used is similar to baseball diamonds of equal size located in other residential neighbourhoods. *Control Link* provides three levels of overhead sports lighting:

- 30/20 – suitable for low level softball
- 50/30 – suitable for recreational level hardball
- 70/50 – upper levels of competitive hardball (Mic-Mac Park)

For the purpose of this functional design, the 70/50 overhead lighting option has been presented. Each overhead light features a ‘ball tracker’ light that signs upward from approximately halfway up the pole. These lights have been shown to improve the overall safety and gameplay. Adding overhead lights to Diamond #3 is not included in the current scope of work. In the future, if the City did wish to add lights to Diamond #3, it will require a separate electrical service connection, most likely stemming from Seymour Avenue.

## 3.9 LANDSCAPING AND IRRIGATION

Landmark has consulted with *Bezaire Landscape Architects* to create a functional-level landscaping plan for Walker Homesite Park.

### 3.9.1 IRRIGATION PLAN

It is our understanding that the City wishes to add an irrigation system to the outfield area of Diamond #2. In consultation with *Bezaire Landscape Architects* and City maintenance staff, we determined that the outfield grass should receive approximately 1”-2” of water per week.

Prior to implementation, a water scheduling plan should be developed to ensure that the outfield grass is receiving an adequate water supply (from both rain and the proposed irrigation system).

### 3.9.2 TREE PLANTING AND EXCESS SOILS PLAN

*Bezaire Landscape Architects* has created a functional-level landscaping plan for Walker Homesite Pak. It includes the planting of approximately 65 coniferous trees and 15 deciduous trees. The trees have strategically placed to provide:

- More shade for players, spectators, and park-users.
- Better hitting conditions at Diamond #2. The new row of trees beyond the right field fence will reduce the amount of sunlight and glare in a batter’s peripheral vision. This will improve the overall game experience, especially during twilight hours.

The landscape plan shows many low-profile earth berms on the site. These berms were added as a contingency in the case that the proposed works generate excess soils. For both cost and regulatory reasons, it would be the intention is to keep all excavated materials on-site.

## **4.0 PUBLIC CONSULTATION**

### **4.1 PUBLIC FEEDBACK SUMMARY**

Landmark Engineers worked in partnership with the City of Windsor to create a public survey designed to solicit public feedback regarding the park improvements. Landmark created presentation-quality illustrations with explanatory text (suitable for public review), which highlighted the proposed features and the site improvements associated with the new functional design plan. The primary target groups for the public survey were:

1. Residents within an 800m radius from the park; and,
2. Members of the Walker Homesite Athletic Club.

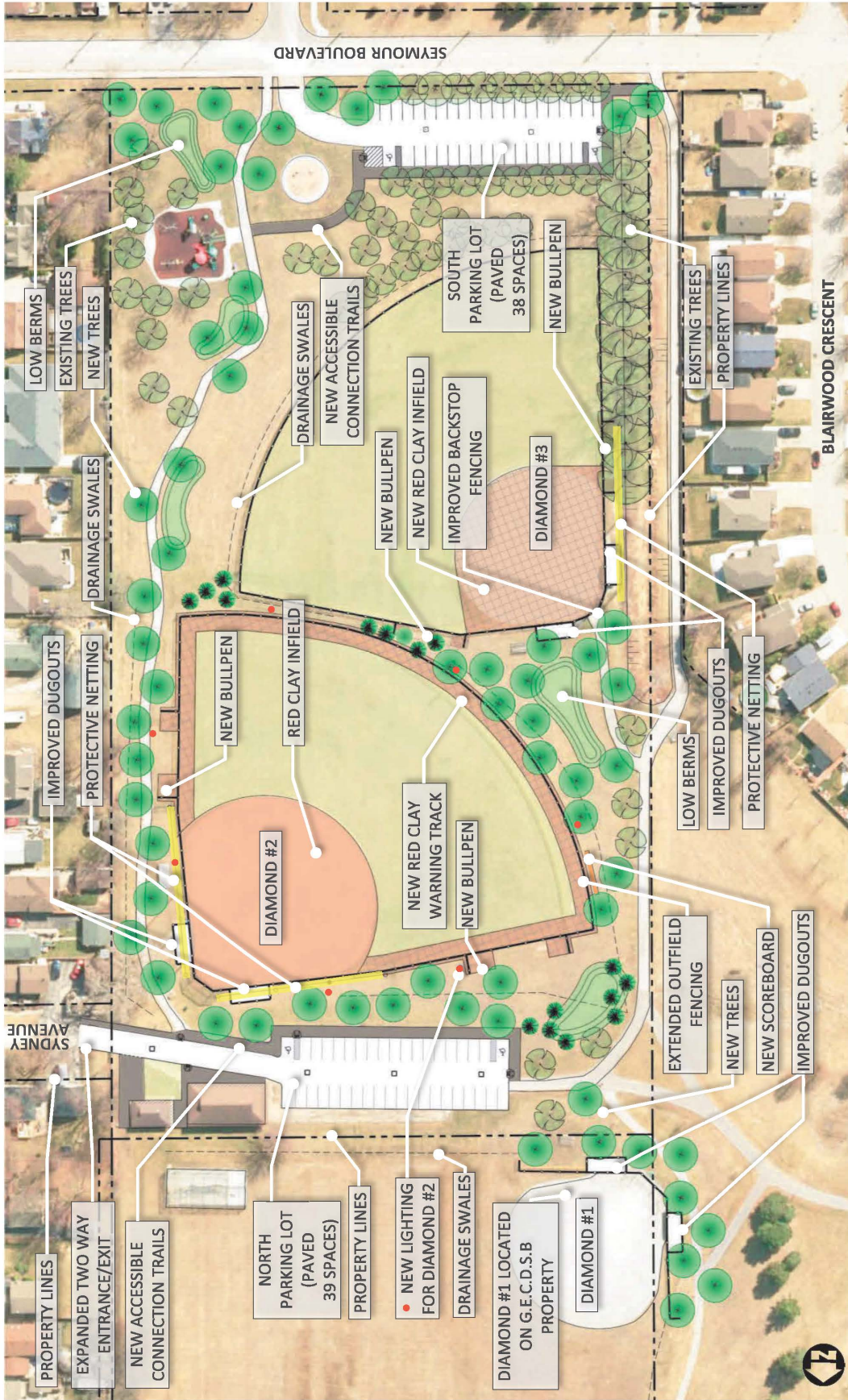
The survey materials were created by Landmark and submitted to the City of Windsor on 25 November 2022. The City’s Communications staff created a new webpage which featured a link to the information package and a questionnaire that was open to the general public for viewing from 2 December through 17 December 2022. Survey notification letters were also mailed to the primary targets while social media notifications were posted for the general public.

The feedback received through the public survey process was generally positive. The comments received were given careful consideration during the development of the final functional design plan for Walker Homesite Park.



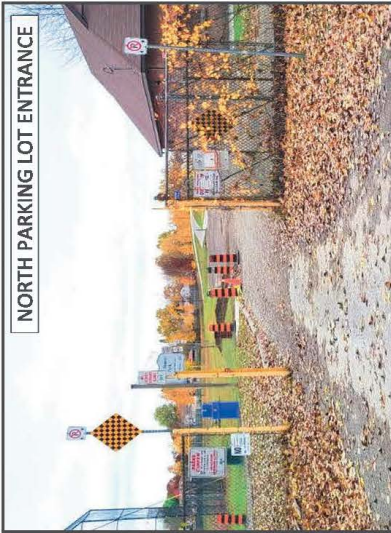
# CONCEPTUAL DESIGN PLAN

WALKER HOMESITE PARK IMPROVEMENTS  
NOVEMBER 2022



**WALKER HOMESITE PARK IMPROVEMENTS**

**EXISTING CONDITIONS**



PHOTOS BY LANDMARK ENGINEERS INC., OCTOBER 2022



**Subject: Response to CQ 3/2024 Geese Management - City Wide**

**Reference:**

Date to Council: September 4, 2024  
Author: Samantha Magalas  
EIC, Community Services  
smagalas@citywindsor.ca  
519-253-2300 x2730  
Parks

Report Date: 8/16/2024  
Clerk's File #: E12024

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

**Recommendation:**

**THAT** City Council **RECEIVE** this report in response to CQ 3-2024 regarding goose management in Windsor.

**Executive Summary:**

N/A

**Background:**

On January 15, 2024, Councillor Gignac asked:

“Canada Goose population is becoming a dangerous hazard and there are no natural predators to keep check on the population growth. Personal injury and vehicle accidents related to geese is on the rise. Asks that administration report on options including a cull be presented to Council.”

This report is in response to that question.

Following the question, Administration reached out to experts in the field of goose management including the Canadian Wildlife Service (CWS), Goose Management Companies and Jack Miner Sanctuary, to gather information for this response.

Canada Geese are protected under the Migratory Birds Convention Act, 1994 (MBCA). This Act arose from an international treaty – the Migratory Birds Convention – between Canada and the United States, signed in 1916. The MBCA provides for the protection and conservation of migratory birds, and prohibits people from harming birds, except under specified conditions.

While Canada geese are found across North America, in some regions of Canada, such as Windsor, the climate is mild enough that geese can breed and spend the winter in the same place. Geese will return to nest where they first learned to fly. That means that Canada geese breeding in southern Canada are not northern geese that stopped migrating, but they are the result of the natural increase of populations that were re-introduced or introduced for the first time.

There are a number of ways in which geese may cause damage or danger to people. This includes:

1. At airports - can be a significant safety threat to incoming/outgoing aircrafts.
2. Nesting Canada geese will defend their nest sites if provoked by people/pets.
3. Large flocks of Canada Geese can ruin grassy areas, including parks and impede traffic while crossing roads.
4. Excessive goose droppings in areas where large numbers of people and geese co-exist

In reviewing 311 statistics, over the past five (5) years there have been approximately 500 calls regarding geese. These calls can be broken down into the following categories:

Dead Animal Notification - 53%

Goose Dropping Complaint- 26%

Geese Management Suggestions – 7%

Improper Feeding of Geese – 6%

Road safety Concerns – 3%

The remaining 5% of calls were a combination of signage requests (no feeding geese/geese crossing etc.), anti-cull concerns and injured animal notifications.

## **Discussion:**

After discussion with a variety of goose management experts, it became very apparent that proper goose management requires a multi-faceted approach. There are a variety of ways in which goose management companies target geese. Most of the techniques listed in this report require a permit before the work could be undertaken. A Damage or Danger permit issued by the CWS under the Migratory Bird Regulations, 2022 authorizes permit holders to undertake a variety of actions in instances where the birds, nests, or eggs are causing damage to property or threaten public health and safety. These actions include:

## **Habitat Management**

Geese typically prefer to find areas with short, freshly cut grass to feed, with open water nearby. The Parks Department works in the spring, summer and fall to ensure the grass is cut and maintained on a weekly basis for the continued enjoyment by the public. Unfortunately, while this helps with the overall beautification of the parks and downtown area, it ultimately works to attract more geese. Creating more naturalized areas – longer grass and more pollinators – could deter geese from gathering near that area. They don't know if predators might be lurking in the long grass, shrubs and pollinator plants and so they are less comfortable to stay in the immediate area.

However, while this would create less habitat for geese, it would also create less grassy area for the public to enjoy during the warmer months.

No permit is required for habitat management.

### **Egg Removal**

Egg sterilization can be done in a variety of ways, but it essentially involves locating the nests in late April and removing the eggs from the nest. This can also include egg oiling which would prevent hatching. Timing is essential with this process and often involves a team geo-locating nests ahead of time so they can be targeted for egg removal and/or oiling management. Once the nesting geese realize there are no eggs to hatch the goose will usually abandon that nest and the pair become failed breeders.

A permit would be required before this work could proceed.

### **Hazing**

Hazing is a common practice in goose management. The goal is to typically make the geese uncomfortable in their habitat through a variety of methods in hopes they will not return. Hazing can be done in a variety of ways including with the use of lights, lasers, pyrotechnics and the use of specially trained dogs. Hazing is typically more successful for a short period of time will simply fly away and return as soon as the light/sound/dog has left. If hazing is not done correctly or at the proper intervals, the effect will be very minimal.

A permit would be required before this work could proceed.

### **Relocation**

Relocation can occur in the month of June and early July. During this time, geese are molting their flight feathers rendering them unable to fly. Utilizing trained contractors, when this window opens, adult geese and their goslings can be safely rounded up into a transport truck trailer or similar and taken to a suitable relocation site or sanctuary such as Jack Miner. In this case, an agreement would need to be struck with a location to ensure they are willing to take the birds. There is a fee required to assist with providing habitat for the birds at their new location. The fee would be dependent on how many birds are relocated.

Birds may be banded so it can be determined which ones were relocated from the City of Windsor. While some of the relocated birds might eventually return to their home in Windsor, it is estimated that many will not return to Windsor. Employing this strategy year over year can help with ultimately lowering the overall population when combined with the other measures noted above.

A permit would be required before this work could proceed.

### **Goose Cull**

A goose cull would involve killing geese throughout the Windsor area. City of Windsor By-Law 2481 states "discharge of guns or other firearms, including air guns, within the limits of the City of Windsor is prohibited". In addition, By-law 131-2019 deals with the protection of wildlife and states:

Section 4.11 (1) While in a Park, no Person shall feed, kill, attempt to kill, trap, hunt, fish, pursue or in any manner disturb any animal, bird, waterfowl, fish, worms, or other wildlife, unless posted otherwise.

City Council would be required to waive these by-laws in order to consider this option. It is more likely that these geese could be rounded up and shipped to a more suitable location for this cull to occur.

A permit would be required before a cull could occur. Whether or not a permit is granted is dependent on the location, the number of geese being impacted and what other mitigation measures have already been explored. When applying for the permit, the application is required to list what other mitigation measures have already been implemented. It is not likely a permit would be granted without first trying other management/removal techniques that are listed in this report.

The cost of a goose cull is quite substantial. Not only would an organization need to be hired to conduct the cull, but the safety measure that would need to be put in place along with the cost for proper disposal would be significant.

If City Council wishes to proceed with goose management measures, Administration recommends hiring a goose management company to work toward a three (3) year pilot project employing a variety of the industry best practices and techniques listed in this report, except for a cull. Following the pilot project, Administration would report back to Council to determine if there has been a reduction of geese in the City. If the other measures have not been successful at reducing the overall number of geese in the area, Administration could report back on the cost of a cull at that time.

### **Risk Analysis:**

Permits would need to be secured before any work (outside of habitat management), could take place. The mitigation strategies noted in this report should not be done in isolation but rather utilized together as part of a multi-faceted approach. If done incorrectly, geese will adjust to these actions and will continue to be residents in Windsor. To ensure proper techniques are used and if Council directs to move forward with a plan, Administration recommends hiring a goose management company to mitigate these concerns. For example, if egg removal occurred too early, the geese would simply lay more eggs. If improper hazing techniques are used, geese will quickly return once the “threat” is gone.

Even when using proper methods, a mitigation strategy cannot guarantee complete removal. A mitigation strategy is an annual plan aimed at limiting new nests, limiting the number of goslings born each year, making existing geese less comfortable so they find other homes and potentially relocating a number of existing geese residents.

Without an overarching provincial or federal strategy, a plan cannot guarantee that some geese will not return to Windsor. Even with these mitigation strategies, Geese nesting in surrounding municipalities (LaSalle, Tecumseh etc.) could frequent Windsor daily if they so choose. In addition, Windsor has the unique geographical location of

being across the river from the United States. Geese nesting in the Detroit area could also opt to visit Windsor.

## **Climate Change Risks**

### **Climate Change Mitigation:**

N/A

### **Climate Change Adaptation:**

As noted above, Canada Geese in some regions of Canada, such as Windsor, where the climate is mild, can breed and spend the winter in the same place. These geese are termed “temperate-breeding Canada Geese” and are a result of natural increases in populations that were re-introduced or introduced for the first time to mild climate areas.

The expansion of the Canada Geese populations is not directly linked to climate change but more closely associated with the changes to the landscape that are ideal breeding grounds for Canada Geese, most notably open grassed areas near water and a reduced number of natural predators (e.g. raccoons, skunks, crows, snapping turtles, and opossums).

### **Financial Matters:**

If Council wishes to move forward with formalizing a goose management strategy, a goose management company should be hired to formalize and activate a strategy appropriate for the City of Windsor. To accomplish this, Administration should be directed to put out a Request for Proposal (RFP) for a goose management company for a three-year pilot project. The funding for the project would be an upset limit of \$150,000 per year for three (3) years for a total of \$450,000, however, there is no available funding allocated to proceed with the proposed goose management strategy within the operating or capital budgets. Should City Council wish to proceed with the suggested three-year pilot project, the City Treasurer be directed to bring the item forward as part of the 2025 budget. It should be noted that accommodating this funding request would require further analysis by Administration.

### **Consultations:**

Emilie Dunnigan, Manager, Development Revenue and Financial Administration  
Karina Richters – Supervisor Environmental Sustainability & Climate Change  
Wira Vendrasco – City Solicitor  
Canadian Wildlife Services  
Jack Miner Sanctuary  
Various Goose Management Companies

### **Conclusion:**

Should City Council wish to move forward with a goose management strategy, Administration would need direction, and an appropriate funding source would have to

be identified. Even with a management strategy, there is no guarantee some geese will not return to Windsor. To maximize the success of the goose management strategy it is recommended that it should be done annually to sustain a decline of the total goose population within Windsor.

**Planning Act Matters:**

N/A

**Approvals:**

Name	Title
Samantha Magalas	EIC, Community Services
Erika Benson	FPA - Parks
James Chacko	Executive Director, Parks & Facilities
Ray Mensour	Commissioner – Community and Corporate Service
Dan Seguin	On behalf of Commissioner- Finance and City Treasurer
Joe Mancina	Chief Administrative Officer

**Notifications:**

Name	Address	Email

**Appendices:**





**Subject: Response to CQ 13-2024, CQ 16-2024 and CQ 30-2024-  
Pickleball & Squash Courts within the City - City Wide**

**Reference:**

Date to Council: September 4, 2024  
Author: Nada Tremblay  
Manager, Community Programming and Development  
519-253-2700x2720  
ntremblay@citywindsor.ca  
Recreation and Culture  
Report Date: August 16, 2024  
Clerk's File #: SR2024

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

**Recommendation:**

THAT the report titled Response to CQ 13-2024, CQ 16-2024 and CQ 30-2024-  
Pickleball & Squash Courts within the City **BE RECEIVED FOR INFORMATION.**

**Executive Summary:**

N/A

**Background:**

At the February 26, 2024, meeting of City Council, Councillor Kaschak asked CQ 13-2024:

“Asks that Administration prepare a report in regard to the potential of City installing a couple squash courts at a City owned facility for residents to rent & use moving forward. I understand there are no squash courts or facilities any longer in the City.”

At the March 18, 2024, meeting of City Council, Councillor Gignac asked the CQ 16-2024:

“Asks that Administration provide a report on the feasibility of adding indoor pickle ball courts to our facilities where space allows, utilizing the space as much as possible.”

At the May 27, 2024, meeting of City Council, Councillor Marignani asked CQ 30-2024:

“When responding to the CQ 16-2024 regarding indoor pickle ball courts asks that administration report back on limiting Pickleball bookings and making it more open to more users.”

This report is in response to those questions.

In 2019, City Council approved the new Recreation Master Plan. During the creation of this plan, the consultants examined the overall sport court inventory within the City. The Recreation Master Plan's 20-year vision identified 48 recommendations.

Recommendation # 20 states: "Formalize a sport court replacement strategy and associated funding plan for existing hard surface courts (e.g. tennis courts, pickleball courts, and basketball courts) so that the City can offer a safe and desirable playing experience in a fiscally sustainable manner. Resurfacing projects should evaluate the use of Flex Court sports tiling, or other alternative court surfaces that offer a longer warranty of 7 to 10 years, to determine if these are more cost-effective options compared to replacing the traditional and /or asphalt concrete. A sport court replacement strategy should be developed to identify and prioritize the replacement of hard surface sport courts."

As funding becomes available, Administration continues to explore the latest materials and technologies for sport court replacement in the most cost-effective manner. An example of this is the new surface that was installed at Forest Glade courts which is comprised of a new type of material, similar to fiberglass. All new and refurbished courts are included in the City's asset management plan to ensure these are being installed/renewed in a fiscally sustainable manner.

Recommendation #21 states: "Investigate opportunities to create multi-use courts by adding pickleball court lining to existing tennis courts. Potential locations include Garry Dugal Park, Remington Booster Park, or other locations to be determined by City staff." This process has begun and over the course of the past two years, pickleball lines were overlaid on all existing tennis courts, excluding Central Park and Forest Glade Optimist Park.

There are no further recommendations within the Recreation Master Plan for either squash or pickleball courts within the City of Windsor.

## **Discussion:**

### **Indoor Options**

Presently, pickleball configuration is set up in four out of six gymnasiums within the Recreation Centres. Those include the WFCU Centre (WFCU), Forest Glade Community Centre (FGCC), Capri Pizzeria Recreation Complex (CPRC) and John Atkinson Memorial Community Centre (AMC). Among the four, the WFCU and AMC feature multiple-court configurations, each with three courts. The remaining gyms (CPRC and FGCC) are designed for single-court use. There are currently no indoor courts at Optimist Community Centre (OPT) or Gino & Liz Marcus Community Centre (GLM).

Administration has explored the possibility of extending pickleball to OPT however it became apparent that the court floor at this location is not suitable due to the pickleball's poor reaction to the existing floor surface. Should Council wish to expand pickleball to a fifth location, Administration believes that with potential floor replacement at OPT, a fifth pickleball location could be established, subject to programming availability. Replacement is estimated to be a minimum of \$150,000.

Of the current locations offering pickleball, the daily gym schedules are currently being adjusted to increase time slot availability during peak hours of the day which include 8:30am-10:30am, and 4:30pm-8:30pm. This adjustment aims to strike a balance between the community programming offered at our centers and the needs of our long-standing renters. Some rental groups already offer pickleball programming during their reserved permitted timeslots.

Court bookings over the past three years have shown that the most popular court reservations are at facilities such as the WFCU and AMC, as they offer multiple court availability at one time. The single-court availability at FGCC and CPRC received less interest from rental groups, as multi-court play is the preferred option.

City of Windsor facilities can operate from 6am to midnight, providing approximately 557 operational programming hours per gym in a 31-day month. It is important to note that some of the available time is designated for setup and teardown between various activities and rental groups and is therefore not available for use or rent. Below is a chart illustrating the available rental hours for the gyms, noting that significant portion of these hours are during early morning or late evening hours. There are also sporadic times throughout the weekday and weekends available for rental hours.

Resource	Total Hours in a Month	Hours Reserved	Hours Available	% Hours Reserved
AMC - Sports Gym	557	339.98	217.02	61.04%
CPRC - Sports Gym	557	121.25	435.75	21.77%
FGCC - Gymnasium	557	116.50	440.50	20.92%
GLM - Gymnasium	557	119.00	438.00	21.35%
OPT - Gymnasium	557	192.00	365.00	34.47%
WFCU - Sports Gym	557	324.75	232.25	58.30%

If directed by Council, Administration could expand pickle ball to OPT, however, based on the current usage rates, it does not appear that an additional court is necessary at this time.

**Squash:**

There are currently no public squash courts available within the City. There are courts available at private facilities in Windsor, such as the Caboto Club and Westchester Place condominium complex. The Windsor Squash and Fitness Club did offer squash courts to members, but it recently closed.

Administration has looked at opportunities to offer squash to community members on both a temporary and regular basis.

In terms of utilizing indoor space for squash, Administration could be directed to install permanent squash courts in an existing community centre. The cost to do so would be determined by what venue would be the host. Unfortunately, the installation of a squash court in a City facility would limit the space from being used for any other purpose, as the primary use would be squash. Squash courts are generally not desirable for other recreation programming. This would significantly impact the ability of Administration to

run any other programming including summer camps in that space. If Administration was directed to permanently install squash courts at a specified location, current registered and drop-in programming and summer camps would be displaced as a result.

### **Outdoor Courts:**

Presently, Administration permits outdoor courts, three (3) days per week for two (2) hours per day to a local pickleball club. As a result, the club runs games at the court and oversees the management of game times and rotation of players within their organization. If Council wishes to move forward with a formal Outdoor Pickleball Court Booking Policy, Administration is recommending limiting formal bookings/rentals of outdoor pickleball sports courts to a maximum of 10% total time (of all courts) per location and furthermore to allow for a maximum of 2 hour booking timeslots prior to 10am or after 6pm daily. Additionally, Administration suggests only 50% of available courts at each location can be formally booked at a time, allowing availability of 50% of said location for open public drop in use.

Signage is currently placed at each venue and on the City of Windsor's website encouraging 30-minute play intervals when others are waiting. By implementing time limits, recognizing peak and off-peak hours, careful court allocation, and permitting advance reservation, this allows for maximum court usage and more people to play.

Permitting or renting courts can be favourable as it helps organize play and improve facility usage. As per the user fee schedule, the current fee to rent a court is \$5.25 plus HST, per court, per hour. This approach also helps with covering costs associated with regular upkeep, repairs, and potential upgrades, ensuring the sport court facilities remain a valuable community resource. In addition, Administration will be purchasing pickleball paddle holders for each outdoor venue (13 venues in total) to promote organized rotation. These holders range from \$350 to \$750, depending on size and material of the system. Paddle holders help maintain an organized queue system. Players place their paddles in the holder to signify their spot in line, making it clear who is next to play. By encouraging a rotation system, these types of paddle holders ensure that everyone gets a chance to play, especially during busy times, resulting in fair play for all. With the current posted signage encouraging 30-minute play intervals when others are waiting, a paddle holder system visually reinforces this rule, helping players respect the time limits and aid in time management. Furthermore, Administration will continue to actively seek community engagement and regularly gather feedback from the community and propose adjustments to better meet the needs and preferences of all players.

### **Risk Analysis:**

There is a significant risk in installing squash courts within a City facility. There is currently no available space for a dedicated squash court. Administration has explored various gymnasium space and even available indoor and outdoor off-season rink space. The Recreation Master Plan had identified one surplus ice pad however that pad is now being utilized for curling. Any installation of a squash court would either displace existing programming or would require a new facility or a facility addition to be built.

## **Climate Change Risks**

### **Climate Change Mitigation:**

N/A

### **Climate Change Adaptation:**

N/A

### **Financial Matters:**

There is no cost to formalize an Outdoor Sport Court Allocation Policy. Furthermore, Administration is already planning on purchasing paddle holders for outdoor sport courts to help encourage time limits as noted in the Discussion section of this report. The total cost for those holders is approximately \$4,550 - \$9,750 + applicable HST (13 venues x \$350-\$750 per venue). The cost for these paddle holders will be funded through the 2024 recreation programming operating budget.

Should Council wish to expand pickleball to OPT, floor replacement at an estimated cost of \$150,000 would likely be necessary. Currently there is no funding available in 2024 10-year capital budget for the floor replacement at OPT. Should Council direct to go forward, Administration would need to reprioritize available project funding through the 2025 capital budget process.

If directed to build a squash court in a current facility, Administration would need to be directed as to what facility should be utilized. Administration would either need to cancel existing programming (to be determined depending on what venue) or would need to add to an existing facility. The high-level cost estimate put on an addition for new squash court space alone would start at \$450,000 per court. Full costing details would need to be confirmed by a contractor if Administration is directed to proceed with this option. There is no funding currently available in the 2024 10-year capital project for the construction of a new squash court. Should Council wish to move forward, Administration would need to reprioritize projects to fund the construction of a new squash court as part of the 2025 capital budget preparation.

### **Consultations:**

Michael Fuerth – Supervisor, Community Programming

Emilie Dunnigan – Manager, Development Revenue and Financial Administration

Mike Dennis - Manager, Strategic Capital Budget Development and Control

### **Conclusion:**

If Council wishes to move forward with formalizing an Outdoor Sport Court Allocation Policy, or with installing a new floor at OPT or a squash court at an existing recreation facility, Administration would need to be directed to do so. Moving forward with installing a new floor or adding squash courts would require a reprioritization of funds as there are currently no funds available for these projects within the 10-year capital budget.

### **Planning Act Matters:**

N/A

### **Approvals:**

Name	Title
Nada Tremblay	Manager, Community Programming & Development
Tracy Ou	Financial Planning Administrator
Jen Knights	Executive Director, Recreation & Culture
Ray Mensour	Commissioner, Community Services
Dan Seguin	On behalf of Commissioner, Finance & City Treasurer
Joe Mancina	Chief Administrative Officer

**Notifications:**

Name	Address	Email

**Appendices:**



**Subject: Windsor Essex – Ontario Health Team (WE-OHT) Annual Report - City Wide**

**Reference:**

Date to Council: September 4, 2024  
Author: Doran Anzolin  
Executive Initiatives Coordinator  
danzolin@citywindsor.ca  
519-255-5200 ext 5354

Report Date: 8/16/2024  
Clerk's File #: GP2024

To: Mayor and Members of City Council

**Recommendation:**

THAT the report on the Windsor Essex – Ontario Health Team (WEOHT) Annual Report **BE RECEIVED** for information.

**Executive Summary:**

N/A

**Background:**

Ontario Health Teams are a new model of integrated care delivery that enables patients, families, communities, providers and system leaders to work together, innovate, and build on what is best in Ontario's health care system.

Locally, the Windsor Essex Ontario Health Team (WEOHT) is comprised of representatives from over 40 healthcare organizations, community support services, hospitals, home and community care providers, lived experience partners, and primary care providers providing services in urban and rural settings to over 425,000 patients regionally.

At the July 22, 2024, Council meeting, the Commissioner of Human & Health Services committed to providing Council with an annual update report of the WEOHT. This report is intended to provide City Council with an overview of the WEOHT, highlights from 2023-24, and the initiatives that are currently underway as it relates to improving access to healthcare in the community.

## **Discussion:**

On July 2, 2024, the Windsor Essex Ontario Health Team (WEOHT) released their Annual Review Report for 2023-24 (see Appendix A), which highlights their achievements over the past fiscal year. For the 2023-24 period, the WEOHT focused on the following four key initiatives:

### **1. Integrated Care through Population Health Management & Equity Approaches:**

- The WEOHT aimed to improve health outcomes by adopting equity-based and Population Health Management (PHM) strategies. As part of this effort, the WEOHT conducted an environmental scan with their partner agencies to assess their partners' status of Equity, Inclusion, Diversity & Anti-Racism (EIDA-R) policies, procedures, and guidelines. The WEOHT EIDA-R environmental scan report will be added to their website in the near future. Furthermore, the WEOHT established an EIDA-R Working Group with its partners and provided several educational and training opportunities to community partners.
- Additionally, the WEOHT coordinated the implementation of the Lower-Limb Preservation Strategy (LLPS), prioritizing marginalized populations who are disproportionately affected by lower-limb amputations due to chronic conditions. As part of the LLPS, one-half day per week is dedicated through the Windsor Family Health Team (WFHT) to provide this service to participants at the Homelessness & Housing Help Hub (H4).
- The WEOHT also supported over 1,500 asylum seekers and refugee claimants by developing eight clinical pathways to address their healthcare needs in the past year.

### **2. Patient Navigation & Digital Access:**

- This initiative focused on improving patient access and experience by redesigning processes and leveraging digital and virtual care with an equity-centered approach.
- Ongoing efforts include working with Regional Digital Leads to support the integration of Health 811, a free, secure, and confidential service that provides 24/7 health advice from registered nurses and information on health services.

### **3. Collaborative Leadership, Decision-Making & Governance:**

- The WEOHT worked on establishing effective collaborative decision-making structures to advance integrated care, accountability, performance management, and quality improvement.
- Furthermore, the WEOHT continues to engage with the Patient, Family, and Caregiver-Partnership Council (PFAC-PC) for the co-design of initiatives and knowledge sharing. The PFAC-PC is composed of several unique lived-experience members sitting on various WEOHT working groups.



#### 4. Primary Care Engagement & Leadership:

- Engaging physicians, primary care providers, and other clinicians is critical to the success of OHTs.
- The WEOHT has been proactive in leading, coordinating, and endorsing several initiatives related to primary care, including:
  - Securing additional funding for WE Speak translation services.
  - Expanding the Windsor Regional Hospital - Windsor Police Service Nurse Police Team.
  - Applying for innovative funding from Ontario Health.
  - Delivering transgender health education to primary care providers.
  - Advocating for equitable compensation for team-based care across the sector.
  - Supporting funding for Seamless Care Optimizing the Patient Experience (SCOPE).
- Furthermore, Ontario Health has made two significant investments in the Windsor-Essex community to enhance primary care:
  - On April 18, 2024, \$1,979,761 was awarded to the Canadian Mental Health Association (CMHA) Windsor-Essex County Branch to expand their Mobile Medical Support (MMS) team as well as for funding to the Shelter Health initiative, both of which provides episodic primary care, preventative care, and wraparound services to vulnerable populations across Windsor-Essex.
  - The Essex County Nurse Practitioner-Led Clinic received \$424,525 to expand access to interprofessional primary care teams in Windsor-Essex, connecting people to a range of health professionals under one roof.
- The WEOHT also formed the Primary Care Network (PCN), where leaders are exploring ways to engage primary care providers across Windsor-Essex in WEOHT planning and decision-making.
- The WEOHT is currently hiring a Clinical Lead (Primary Care) to support the co-design and implementation of an integrated care model to increase and optimize primary care access in Windsor-Essex.
- Lastly, the WEOHT will continue to advocate for increased access to team-based care and the expansion of existing teams to serve high-priority communities in Windsor-Essex.

#### **City of Windsor Health Partnerships**

Beyond the exceptional work led and coordinated by the WEOHT across the region, the City of Windsor continues to advocate and collaborate with health partners through various health tables and committees, including:

- WECOSS Leadership Committee
- WEOHT Steering Committee
- Shelter Health Steering Committee
- OHT System Navigation Group
- City of Windsor Strengthen the Core - Health Leaders Table
- Mental Health and Addictions Sector Table (MHAAT)
- Human Services and Justice Coordinating Committee (HSJCC)
- Shelter Health Operations Working Group
- Police Hospital Table
- Frequent Emergency Department Users Group
- HDGH ALC Concurrent Discharge Planning Group
- Community Outreach Steering Committee, High Priority Community – WECHU and CMHA
- Lower Limb Preservation Strategy (LLPS)

Furthermore, the Shelter Health initiative has significantly improved access to primary care for people experiencing homelessness in the community. This initiative provides comprehensive, family physician-led interdisciplinary primary care in familiar and safe locations such as the Homelessness and Housing Help Hub (H4) and at three emergency shelters in the City of Windsor. It is a collaborative effort between the City of Windsor, CMHA, Windsor Regional Hospital, and the Shelter Health Physician Group, with support from Hotel-Dieu Grace Healthcare, and TransForm Shared Service Organization. The goal is to meet people where they are and offer essential social care, including nursing, family medicine, wound care, addiction support, and mental health services, in environments where they feel most comfortable.

The City of Windsor also continues its partnership with Western University's Schulich School of Medicine & Dentistry's satellite campus at the University of Windsor. The City provides \$24,000 annually to support key initiatives, including showcasing Windsor's appeal to current family medicine residents, enhancing recruitment efforts, expanding the curriculum, and enriching learning opportunities to address specific community needs. This support is part of the Human & Health Services department's annual budget.

Schulich has reported positive increases in residency numbers this year.

- By 2028, there will be 20 residents in Windsor for the Psychiatry Residency Training Program, up from the 15 projected for 2027. An additional two resident spots have been added to the Internal Medicine Training Program for the first time.
- Since 2012, the number of physicians in the region has steadily increased, with a 35% rise in Family Physicians and a 31% rise in Specialists.
- 77% of Family Medicine residents who graduated from the Windsor campus choose to practice in the region.

**Risk Analysis:**

No risk associated with this report.

**Climate Change Risks**

**Climate Change Mitigation:**

N/A

**Climate Change Adaptation:**

N/A

**Financial Matters:**

No financials associated with this report.

**Consultations:**

Kelly Goz – Manager of Homelessness & Housing Supports  
Kathryn Leferman – WEOHT Transformation Lead

**Conclusion:**

In conclusion, the Windsor Essex Ontario Health Team (WEOHT) continues to make significant strides in improving healthcare access and delivery across the region. Through collaborative efforts and targeted initiatives, the WEOHT has enhanced integrated care, engaged primary care providers, and addressed the needs of vulnerable populations. The City of Windsor remains a committed partner in these efforts, actively participating in various health committees and supporting initiatives that align with the community's needs.

**Planning Act Matters:**

N/A

**Approvals:**

Name	Title
Andrew Daher	Commissioner, Human & Health Service
Andrew Daher	Acting, Chief Administrative Officer

**Notifications:**

<b>Name</b>	<b>Email</b>
Kathryn Leferman	<a href="mailto:Kathryn.Leferman@weoht.ca">Kathryn.Leferman@weoht.ca</a>
Nicole Sobrocca	<a href="mailto:NSbrocca@cmha-wecb.on.ca">NSbrocca@cmha-wecb.on.ca</a>
Dr. Jen Bondy	<a href="mailto:jennifer.bondy@medportal.ca">jennifer.bondy@medportal.ca</a>
Dr. Larry Jacobs	<a href="mailto:larry.jacobs@schulich.uwo.ca">larry.jacobs@schulich.uwo.ca</a>

**Appendices:**

- 1 Appendix A -WEOHT 2023-2024 Annual Review FINAL

ONTARIO HEALTH TEAM

# WINDSOR ESSEX

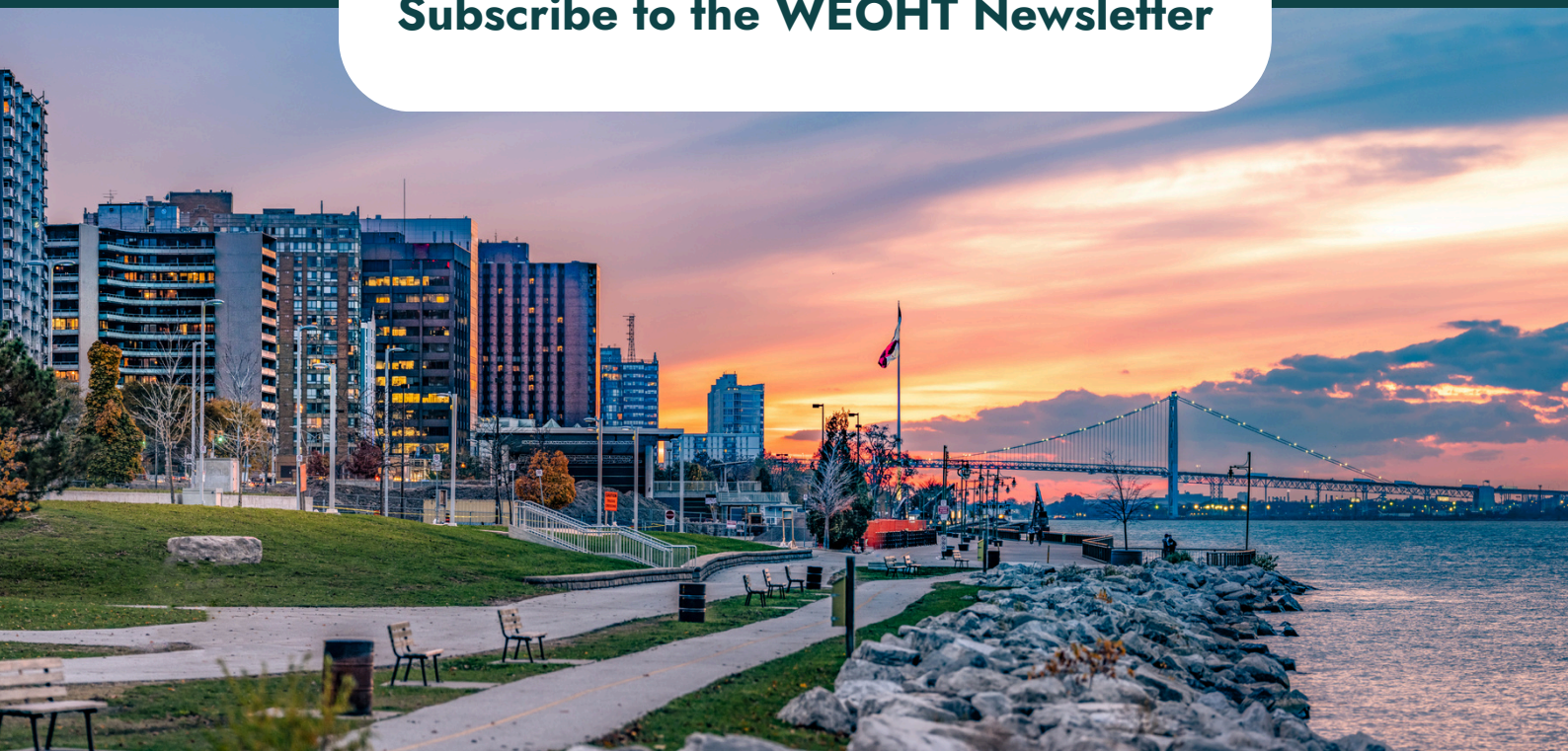
# 2023-2024 Annual Review

[www.weoht.ca](http://www.weoht.ca)

Follow the WEOHT



[Subscribe to the WEOHT Newsletter](#)



# Land Acknowledgement



The Windsor-Essex Ontario Health Team respectfully acknowledges that the land on which we work – now called Windsor-Essex – is the traditional, ancestral, and contemporary lands of the Niswi Ishkodewan Anishinaabeg: The Three Fires Confederacy (Ojibwe, Odawa, and Potawatomi), and the ancestral, unceded territory of Caldwell First Nation.

The WEOHT acknowledges the land and surrounding waters for sustaining us and are committed to protecting and restoring these lands & waters from environmental degradation.

We have started within our individual organizations and will continue to work together as an Ontario Health Team, to build meaningful relationships with the First Nations, Inuit, Métis, & Urban Indigenous peoples and communities.

Thank You.

To learn more about Indigenous territories, languages, lands, and ways of life visit <https://native-land.ca/>.



# About the WEOHT

The Windsor-Essex Ontario Health Team (WEOHT) is comprised of over 40 healthcare organizations, community support services, hospitals, home and community care providers, lived-experience partners, and primary care providers providing services in urban and rural settings.

## Our Vision

The WEOHT is a collective that is committed to collaboratively developing a Windsor-Essex model that builds on our strengths, honours our differences, and recognizes and meets the unique and diverse needs of our community.



## Our Partners

Alzheimer Society of Windsor and Essex County  
Amherstburg Family Health Team  
Assisted Living Southwestern Ontario  
Brentwood Recovery Home  
Bulimia Anorexia Nervosa Association  
Children First  
City of Windsor  
Canadian Mental Health Association Windsor-Essex County  
Community Support Centre of Essex County  
County of Essex  
Downtown Mission of Windsor  
Entité Érié St. Clair/Sud-Ouest  
Erie Shores Family Health Team  
Erie Shores HealthCare  
Essex County Medical Society  
Essex County Nurse Practitioner-Led Clinic  
Essex-Windsor Emergency Medical Services  
Family Respite Services Windsor-Essex  
Family Services Windsor-Essex  
Harrow Health Centre Family Health Team  
Home and Community Care Support Services Erie St. Clair

Hospice of Windsor and Essex County  
Hôtel-Dieu Grace Healthcare  
House of Sophrosyne  
Huron Lodge Long Term Care Home  
John McGivney Children's Centre  
Lakeshore Community Nurse  
Practitioner-Led Clinic  
Life After Fifty  
Maryvale  
Mental Health Connections  
Positive Pathways Community Services  
Primary Care Council  
Saint Elizabeth Health  
St. Clair College  
Sun Parlor Home for Senior Citizens  
TransForm Shared Service Organization  
University of Windsor  
Victoria Order of Nurses Canada  
Windsor Essex Community Health Centre  
Windsor Family Health Team  
Windsor Regional Hospital  
Windsor-Essex County Health Unit



## Our Values

Respect & Dignity | Empathy & Compassion |  
Accountability | Transparency

Diversity, Equity, Inclusion & Accessibility | Engagement

# A Message from Our Leadership Team

As we reflect on the year gone by and look towards the future, we, the Windsor-Essex Ontario Health Team (OHT) leaders, are filled with immense gratitude and anticipation. This year-end report marks another chapter in our journey and sets the stage for the transformative work ahead.

In 2022, we laid a firm foundation by establishing key partnerships and trust. Our broad structures began to shape, setting a collaborative tone that has defined our efforts. We extend a heartfelt thank you to all our partners who broke down silos and embraced a spirit of collective action.

The year 2023 was a milestone in our evolution. We pushed our boundaries further, incorporating integrated partnerships and launching an endorsement model that deepened our commitment to working cohesively. Our enhanced committee structures and work plans reflect our dedication to streamlined, effective collaboration across all levels of healthcare provision.

Looking ahead to fiscal 2024/25, we are excited to embark on a year of significant transformation. Our focus will be on a comprehensive reset towards incorporation, which includes a series of key initiatives:

- refreshing our Terms of Reference to ensure they remain robust and reflect our evolving needs;
- developing an Endorsement Manual and clear accountabilities to streamline our processes and enhance transparency;
- growing our OHT team to expand our capacity for project and integration development, ensuring that we can meet the demands of our community more effectively;
- creating a roadmap to incorporation that outlines our path to a more formalized and structured organization;

...continued



- establishing a Governance Committee to guide our journey with wisdom and foresight;
- expanding our communication and engagement strategies beyond the steering committee to foster wider community involvement and input; and
- enhancing readiness in Health and Community Care (H&CC) and moving towards Primary Care (PC) amalgamation to optimize our service delivery.

Each of these initiatives is designed to meet the immediate needs of our community and set a sustainable course for the future. We are committed to a vision where every community member receives the care they need in a seamless, integrated manner.

We move forward with a renewed sense of purpose and a clear vision for 2024. With our partners' support, our team's dedication, and the trust of the communities we serve, we are poised to make substantial strides in transforming healthcare in Windsor-Essex.

Thank you for being an integral part of this journey.



**NANCY BROCKENSHIRE**  
Steering Committee Co-Chair



**KRISTIN KENNEDY**  
Steering Committee Co-Chair



**KATHRYN LEFERMAN**  
Executive Transformation Lead

**Together, we are stronger, and together, we will achieve more.**



# 2023-2024 Priorities

In June 2023, Ontario Health released the Cohort 3 Ontario Health Team TPA Deliverable Guidance document to support implementation on the OHT Plan

## Priority 1

**Integrated Care through  
Population Health Management  
& Equity Approaches**

Improving health outcomes of the OHTs' population using equity-based and Population Health Management (PHM) approaches.

## Priority 2

**Patient Navigation &  
Digital Access**

Improving patient access & experience by redesigning processes & leveraging digital and virtual care utilizing an equity-centred approach.

## Priority 3

**Collaborative Leadership,  
Decision-Making &  
Governance**

Establishing effective OHT collaborative decision-making arrangements to advancing integrated care, accountability structures, integrated performance management & quality improvement measures.

## Priority 4

**Primary Care  
Engagement &  
Leadership**

The involvement of physicians, primary care providers and other clinicians in OHTs, remains foundational to OHT success and should be a driver of OHT activities and structure.

## Priority 1

# Integrated Care through Population Health Management & Equity Approaches

## WEOHT Equity, Inclusion, Diversity & Anti-Racism (EIDA-R) Working Group

The working group launched an environmental scan to better understand where WEOHT partners are in their EIDA-R journey. The survey results will be used to further support and navigate EIDA-R work across partnering agencies. Results and recommendations will be shared at the June Partnership Council meeting.



## Health Equity Education & Training

First Nations Principles of Ownership, Control, Access, & Possession (OCAP) training was offered to WEOHT partners interacting with First Nations data.

Through the University of Windsor, the WEOHT is able to provide The Fundamentals of Race and Anti-Black Racism training to 90 WEOHT partner staff. Training will be offered in the Spring & Fall.

Alongside Centretown Community Health Centre's Trans Health Program, the WEOHT will be hosting a Virtual Conference on May 30th for health care providers. Register today! <https://bit.ly/43MJysm>

## Integrated Care Pathways

In partnership with WEOHT member organizations, eight clinical pathways were developed ranging from obstetrical (OB) to medical health & addictions and urgent care to support over 1,500 asylum seekers and refugees who arrived to Windsor-Essex over the past year.

A local coalition partnered to implement a lower-limb preservation strategy (LLPS), prioritizing marginalized and vulnerable individuals who disproportionately experience lower-limb amputations due to chronic conditions, addictions & social/economic barriers.

The WEOHT is working collectively to remove barriers to health care access in Windsor-Essex. Visit [the WEOHT website](#) for free EIDA-R resources including Anti-Black Racism, Gender Diversity, French Language Services, and Indigenous Awareness.

# connectmyhealth

# Online Appointment Booking (OAB)

# Ocean eReferral

The WEOHT supported over 700 promotional hours for CMH:

- 30 days of on-site promotion across multiple organizations
- supplied partners with printed promotional materials

The WEOHT continues to report on OAB and expand access in primary care settings:

- 30 licenses are live
- 4 organizations are fully live

The WEOHT Mental Health & Addictions Network (MHAN) is working on expanding the use of Ocean for eReferrals among MHA partners:

- an Ocean eReferral sub-group has been established.



## Priority 2

# Patient Navigation & Digital Access

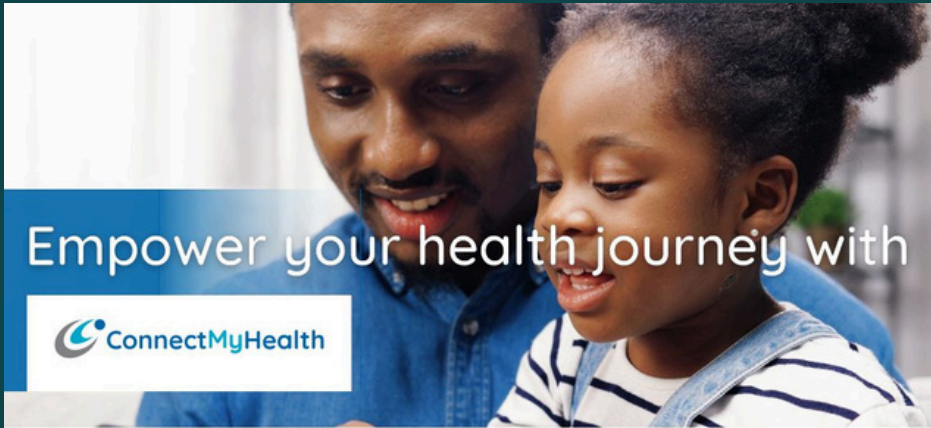
## Other Updates

A Virtual Care Services Assessment was designed and distributed to partners. Responses have been collected. Full report to be completed.

WEOHT Navigation Steering Committee has been formed.

WEOHT Mental Health & Addictions Navigation tool is being developed for scale and spread.

The WEOHT continues to engage with Regional Digital Leads (RDLs) to support integration of Health 811.



Ask us about ConnectMyHealth - a new digital health tool that provides you with an online, single access channel to view your health records from participating hospitals in southwestern Ontario.

Visit [info.ConnectMyHealth.ca](http://info.ConnectMyHealth.ca) or scan



ConnectMyHealth is made possible through a collaboration between Hamilton Health Sciences, Ontario Health, and your local Ontario Health Team.

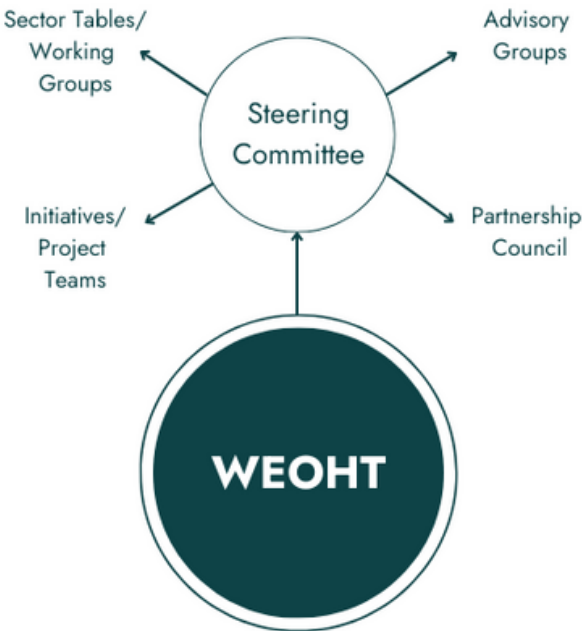
# Priority 3

## Collaborative Leadership, Decision-Making & Governance

### Steering Committee

The Steering Committee oversees the work of the WEOHT. They are responsible for the execution of the WEOHT work plan for improving healthcare in Windsor-Essex.

The WEOHT has a governance framework that has supported the following endorsements:



- Pelee Island Service Delivery
- Windsor Regional Hospital Crisis Response partnership with Windsor-Police Service (Nurse Police Team)
- Midwifery Expansion
- Interprofessional Primary Care Expansion applications
- Brentwood Recovery Home Model of Care
- House of Sophrosyne Capital Project
- Primary Care SCOPE model

### Patient, Family, & Cargegiver- Partnership Council (PFAC-PC)

The WEOHT PFAC-PC is made up of 13 community members with a variety of lived-experience in the Windsor-Essex healthcare system. These members add significant value to the leadership tables and co-design of WEOHT initiatives. PFAC-PC Co-Chairs are a part of the WEOHT Steering Committee and members are open to join project teams.

Thank you PFAC-PC!



**For more information on our structure, please visit our website.**

## Priority 4

# Primary Care Engagement & Leadership



## Endorsements by the Primary Care Sector Table:

- additional funding to partners for We Speak translation services;
- expansion of the Windsor Regional Hospital - Windsor Police Service Nurse Police Team;
- Ontario Health innovative funding applications;
- delivering Trans health education to primary care providers;
- advocacy for compensation for team-based care equity amongst the sector; and
- support funding for Seamless Care Optimizing the Patient Experience (SCOPE).

## WEOHT Primary Care Network

The WEOHT Primary Care Sector Table (PCST) & Primary Care Council (PCC) are aligning to form the WEOHT Primary Care Network (PCN) to create a more collaborative structure. The WEOHT values the expertise of both Primary Care Clinicians & Clinical Leaders.

Leaders of the PCN are reviewing ways to connect with primary care providers across Windsor-Essex to have a collective voice in WEOHT planning and decision-making.

## Expanding Team-Based Primary Care

The Ontario government is investing in Windsor-Essex Team-Based Primary Care through Essex County Nurse Practitioner-Led Clinic and Canadian Mental Health Association- Windsor-Essex County Branch (CMHA Health Centre). Lead agencies will collaborate with fellow WEOHT partners and WEOHT Primary Care Network on how to meet their targets in the upcoming year.



**The WEOHT will continue to advocate for increasing access to team-based care and the expansion of existing teams to serve Windsor-Essex and high-priority communities.**

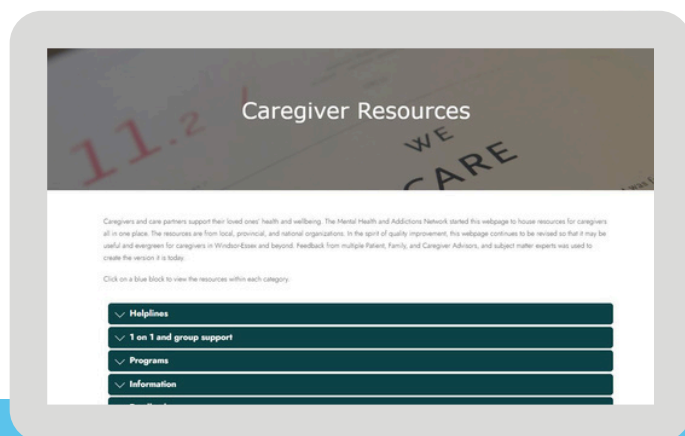
# Mental Health & Addictions Network (MHAN)



The MHAN table works collaboratively to ensure that key sector related decisions align with mental health and addictions (MHA) evidence-informed best practice and expected patient/client outcomes in Windsor-Essex.

## Accomplishments

- ✓ Completed a current state mapping as Phase One of developing a Windsor-Essex Coordinated Access Process.
- ✓ Secured Ontario Structured Psychotherapy (OSP) Program for Windsor-Essex- currently two OSP clinicians are trained and operational in Windsor-Essex.
- ✓ Mobile/Crisis Operation Assessment completed through Hôtel-Dieu Grace Healthcare. Recommendations were developed related to all mobile teams supporting Mental Health in Windsor-Essex identifying gaps in services.
- ✓ Supported the development of a centralized inventory of mental health & addictions services through the collaboration between Hôtel-Dieu Grace Healthcare and Windsor-Essex County Health Unit.
- ✓ Created a case review process for system improvement.



MHAN created the Caregiver resource page on the [WEOHT website](#) with recommendations by [WEOHT PEACPS](#)

# Implementation Funding

The WEOHT was able to support the following initiatives



## The Downtown Mission Full-Time Health Navigator

One temporary full-time Health Navigator position located at the DTM shelter to assist in coordinating health services for guests with complex medical needs.

## Essex-Windsor EMS Primary Care Virtual Consult

One year of software fees and hardware for all three Community Assessment Triage Team (CATT) units.

## Mental Health and Addictions Community Outreach

To help support Mental Health & Addictions Network (MHAN) partners in client engagement, ensuring vulnerable clients are routinely accessing services.

## Matthew House Refugee Welcome Centre Project Coordinator

To help facilitate a coordinated approach for healthcare system navigation by asylum seekers in our community.

## Event Support

August 2023 Caribbean Health Fair  
January 2024 Caldwell Diabetes Education Day  
March 2024 Hospice Palliative Care Event





## Check out our Newsroom!

Updates from the WEOHT, Ontario Health, our Partners including events, resources programs, services and supports.

### Follow the WEOHT:



@WEOntarioHealthTeam



@windsorsexoht



@weoht



@windsorsexoht

**Connect  
With Us!**

## Thank you!