



# **ENVIRONMENT, TRANSPORTATION & PUBLIC SAFETY STANDING COMMITTEE AGENDA**

(available also at [www.citywindsor.ca](http://www.citywindsor.ca))

## **Wednesday, July 19, 2017**

**4:30 o'clock p.m.**

**Council Chambers, 3rd Floor, Windsor City Hall**

### **Members:**

Ward 1 - Councillor Fred Francis

Ward 4 - Councillor Chris Holt

Ward 9 - Councillor Hilary Payne

Ward 10 - Councillor Paul Borrelli

Ward 8 – Councillor Bill Marra (Chairperson)

- 1. CALL TO ORDER**
- 2. DISCLOSURE OF PECUNIARY INTEREST AND THE GENERAL NATURE THEREOF**

3. **ADOPTION OF THE MINUTES OF THE ETPS STANDING COMMITTEE**

- 3.1. Minutes of the Environment, Transportation & Public Safety Standing Committee meeting (excluding Transit matter items) held June 28, 2017 (**SCM 131/2017**)

Minutes of the Environment, Transportation & Public Safety Standing Committee meeting (Transit matter items only) held June 28, 2017 (**SCM 131/2017**)

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

5. **COMMUNICATIONS**

6. **PRESENTATIONS AND DELEGATIONS**

7. **COMMITTEE MATTERS**

- 7.1. Windsor Essex County Environment Committee 2016 Annual Report (**SCM 132/2017**)

- 7.2. Report No. 97 of the Windsor Essex County Environment Committee - Outreach Coordinator for the Essex Region Conservation Authority (ERCA) (**SCM 127/2017**)

- 7.3. Report No. 98 of the Windsor Essex County Environment Committee - Request to fill the recent vacancy on the Committee (**SCM 128/2017**)

- 7.4. Minutes of the Windsor Essex County Environment Committee of its meeting held June 8, 2017 (**SCM 126/2017**)

8. **ADMINISTRATIVE ITEMS**

- 8.1. CQ 17-2017 - Standards for Public Right of Way and Private Property Restoration as a Result of Works Undertaken in the Public Right of Way (**S 104/2017**)

- 8.2. Follow-up - South Cameron Neighbourhood On-Street Parking - WARD 10 (**S 110/2017**)

- 8.3. Pillette Avenue Bicycle Lanes & On-Street Parking - WARDS 5, 6 & 8  
(**S 106/2017**)

- 9. **TRANSIT BOARD ITEMS**

- 9.1. The Contributory Pension Plan for Employees of Transit Windsor – Audited  
Financial Statements for the year ended December 31, 2016 (**S 114/2017**)

- 9.2. Universal Bus Pass Program - Agreement Amendment to include the Organization  
of Part Time University Students (**S 116/2017**)

- 10. **ADOPTION OF TRANSIT BOARD MINUTES**

- 11. **QUESTION PERIOD**

- 12. **ADJOURNMENT**

**Item 13.1**



**COMMITTEE MATTERS  
ETPS Standing Committee  
July 19, 2017**

**Subject: Minutes of the Environment, Transportation & Public Safety Standing  
Committee meeting held June 28, 2017**

**Minutes**  
**Environment, Transportation & Public Safety Standing Committee**  
**City of Windsor**

**Wednesday, June 28, 2017**  
**4:30 o'clock p.m.**

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**Members Present:**

Ward 8 – Councillor Marra (Chairperson)  
Ward 10 - Councillor Borrelli  
Ward 1 - Councillor Francis  
Ward 4 - Councillor Holt

**Members Regrets:**

Ward 9 - Councillor Payne

**Also present are the following from Administration:**

Jan Wilson, Corporate Leader Parks, Corporate Facilities and Recreation & Culture  
Chris Manzon, Senior Manager Pollution Control, Deputy City Engineer  
Pat Delmore, Executive Director Transit Windsor  
Karina Richters, Supervisor Environmental Sustainability and Climate Change  
Mike Clement, Manager Parks Development  
Anna Ciacelli, Supervisor of Council Services

**1 CALL TO ORDER**

The Chairperson calls the meeting of the Environment, Transportation & Public Safety Standing Committee to order at 4:30 o'clock p.m.

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

None disclosed.

**3 ADOPTION OF THE MINUTES OF THE ETPS STANDING COMMITTEE**

**3.1 Minutes of the Environment, Transportation & Public Safety Standing Committee meeting held May 17, 2017**

Moved by: Councillor Francis  
Seconded by: Councillor Borrelli

# Minutes

## Environment, Transportation & Public Safety Standing Committee Wednesday, June 28, 2017

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That the Minutes of the Environment, Transportation & Public Safety Standing Committee meeting (excluding Transit matter items) held May 17, 2017 **BE APPROVED** as presented.  
Carried.

Moved by: Councillor Holt

Seconded by: Councillor Francis

That the Minutes of the Environment, Transportation & Public Safety Standing Committee meeting (Transit matter items only) held May 17, 2017 **BE APPROVED** as presented.  
Carried.

Report Number: SCM 104/2017

### 4 REQUEST FOR DEFERRALS, REFERRALS OR WITHDRAWALS

None requested.

### 5 COMMUNICATIONS

None presented.

### 6 PRESENTATIONS AND DELEGATIONS

See items 7.2 and 8.1

### 7 COMMITTEE MATTERS

#### 7.1 Minutes of the Town & Gown Committee of its meeting held March 28, 2017

Moved by: Councillor Francis

Seconded by: Councillor Holt

Decision Number: **ETPS 508**

THAT the minutes of the Town and Gown Committee of its meeting held March 28, 2017 **BE RECEIVED** for information.

Carried.

Report Number: SCM 83/2017

Clerk's File: MB2017

#### 7.2 Report No. 96 of the Windsor Essex County Environment Committee - Windsor and Essex County in close proximity to U.S. based Fermi and Davis-Besse Nuclear Stations.

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## Environment, Transportation & Public Safety Standing Committee Wednesday, June 28, 2017

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### Derek Coronado, representing Citizens Environment Alliance

Derek Coronado, representing Citizens Environment Alliance appears before the Environment, Transportation and Public Safety Standing Committee Meeting and provides a brief outline on Report No. 96 of the Windsor-Essex County Environment Committee regarding Windsor and Essex County in close proximity to U.S. based Fermi and Davis-Besse Nuclear Stations including describing the recommendations as well as stating that similar motions have been passed in a number of communities that are in the same situation as our community.

Councillor Borrelli inquires as to whether the proximity of the site may pose a risk to our area. Derek Coronado indicates that all of Essex County could be under threat if an emergency would occur at the plant. He explains that Windsor/Essex County is considered a part of the secondary zone for planning purposes. He adds that normally the costs for secondary zones are paid by operators of the system and the Province.

Mr. Coronado is satisfied that the wording of the motion, if approved, will cover concerns related to funding and equity on a Provincial level.

Moved by: Councillor Francis

Seconded by: Councillor Borrelli

Decision Number: **ETPS 509**

THAT Report No. 96 of the Windsor Essex County Environment Committee indicating that:

WHEREAS the Government of Ontario has asked for the public and municipalities to provide recommendations on how it should update the province's Provincial Nuclear Emergency Response Plan (PNERP) before July 15, 2017; and,

WHEREAS Essex County and the City of Windsor are in close proximity to the Michigan-based Fermi nuclear station and Ohio-based Davis-Besse nuclear station; and,

WHEREAS over forty civil society organizations, including the Registered Nurses' Association of Ontario (RNAO) and the Canadian Association of Physicians for the Environment (CAPE), have called on the provincial government to address gaps in current emergency plans by strengthening transparency, protecting vulnerable communities, meeting best practices and protecting drinking water;

THEREFORE BE IT RESOLVED that City of Windsor and County of Essex Council submit the following recommendations to the Government of Ontario to ensure communities living in proximity to the Fermi and the Davis-Besse nuclear stations be accorded the same level of public safety as communities living near the Ontario-based Bruce, Darlington and Pickering nuclear stations.

Recommendations to the Government of Ontario regarding the Provincial Nuclear Emergency Response Plan (PNERP): Include requirements for the pre-distribution and availability of potassium

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## Environment, Transportation & Public Safety Standing Committee Wednesday, June 28, 2017

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iodide (KI) pills for communities living in proximity to the Fermi and Davis-Besse nuclear stations equivalent to requirements for Ontario-based nuclear stations;

- 1) Recognize public expectations for public safety by ensuring plans are in place to address Fukushima-scale accident;
- 2) Adopt a policy of meeting or exceeding international best practices in nuclear emergency response measures wherever feasible;
- 3) Require provincial and municipal authorities to regularly identify vulnerable communities within provincial nuclear response zones and prepare emergency measures adapted to the needs of such vulnerable communities;
- 4) Include new requirements for transparency and regular public review, especially with affected communities;
- 5) Ensure awareness campaigns are in place to inform the residents of Southwestern Ontario on how to prepare for a nuclear emergency; and
- 6) Ensure adequate measures are in place to protect drinking water in the event an accident at a Canadian or American-based reactor contaminates the Great Lakes.

And further, that a copy of this resolution BE SENT to:

The municipalities of Essex, Amherstburg, Lakeshore, LaSalle, Leamington, Kingsville, Tecumseh, Windsor, Chatham-Kent;

Windsor Essex County Health Unit

City of Toronto

City of Toronto Office of Emergency Management

Hon. Kathleen Wynne, Premier of Ontario

Minister of Community Safety and Correctional Services

Minister of Health and Long-Term Care

Members of Provincial Parliament

Lisa Gretzky

Percy Hatfield

Taras Natyshak)

**BE APPROVED** as presented.

Carried.

Report Number: SCM 117/2017

Clerk's File: MB2017

## 8 ADMINISTRATIVE ITEMS

### 8.1 Tabling of Windsor's Community Energy Plan \_City Wide

**Susan Hall, LURA Consulting; and Peter Garforth, Garforth International LLC**

Susan Hall, LURA Consulting; and Peter Garforth, Garforth International LLC appear before the Environment, Transportation and Public Safety Standing Committee regarding the Tabling of Windsor's Community Energy Plan and provide a brief overview of the Community Energy



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## Environment, Transportation & Public Safety Standing Committee

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Comprehensive Long-term plan with a vision to create an economic advantage, mitigate climate change, and improve energy performance.

Details are provided on the economic advantage in the energy plan including: creating jobs, retaining energy value and creating attractive investment opportunities as a smart energy community. Details are provided regarding the environment component, including: attempting to reduce Greenhouse Gas emissions by 40% below 2014 levels by 2041 and reduce energy usage by 40% below 2014 levels by 2041. Details are provided regarding the Social component including: supporting Windsor as a desirable place to live, work and play. The cost of Windsor's projected Energy to 2041 from lower range to higher range is presented including results. Targets of the climate action plan are also compared. In conclusion Peter Garforth indicates that if City Council chooses to implement the robust recommendations listed in the plan, it will be a powerful plan for the future.

### **Derek Coronado, representing Citizens Environment Alliance**

Derek Coronado, representing Citizens Environment Alliance appears before the Environment, Transportation and Public Safety Standing Committee in support of the Tabling of Windsor's Community Energy Plan and its recommendations. He adds that it is the basis for building a greener more prosperous community, creating jobs and reducing emission levels. He concludes by indicating many cities are already adopting similar plans and it's time for Windsor to do the same and that the Citizens Environment Alliance will provide support and assistance in the implementation phase.

Councillor Borrelli inquires how comparisons to other countries can be made when our circumstances are different. Mr. Garforth indicates that they took a benchmarking approach and looked at many Ontario and US averages as well as global best practices. He adds that Mannheim is a sister city and that his team had good background with that City, and that is why it was selected as a comparator.

Councillor Borrelli inquires as to whether the consultants had their choice, which of the parts of the plan would be most important to adopt. Mr. Garforth indicates the plan works best as an integrated tool and breaking it apart may collapse the integration. In saying that he adds that he believes a very aggressive approach on the built environment would have the biggest impact. He also indicates that emphasis should be placed on new building construction in the future striving to achieve highest energy efficiencies as possible.

Councillor Francis inquires as to next steps to ensure the Windsor Essex County Environment Committee has participation in the plan. Administration indicates that a number of committee members are on this task force and have participated in the public engagement portion of the plan. Councillor Marra commends administration on their work and administration explains the process from where it started with an environmental plan to currently with the adoption of the Community Energy Plan. Administration encourages the Councillors to go through the plan more than once to ensure they are grasping the full concept as it is a large plan and can be overwhelming at first glance.

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Moved by: Councillor Francis  
Seconded by: Councillor Borrelli

Decision Number: ETPS **510**

THAT the Updated Draft Community Energy Plan (attached) **BE APPROVED** as presented.  
Carried.

Report Number: S 44/2017  
Clerk's File: EI/10822

### 8.2 Community Energy Plan Estimated Short-term Implementation Costs and Associated Grant Funding Opportunities - City Wide

Councillor Francis inquires about the implications of funding. Administration indicates that the funding would be contingent on the grant approval and everything would be reported back to Council.

Moved by: Councillor Francis  
Seconded by: Councillor Borrelli

Decision Number: **ETPS 511**

1. That City Council **AUTHORIZE** the City Engineer to submit applications for the projects identified in the financial matters section of this report to the following grants: Federation of Canadian Municipalities (FCM) Municipalities for Climate Innovation Program (MCIP); Independent Electricity System Operator (IESO); and Ministry of Energy to support the implementation of the Community Energy Plan (CEP), and;
2. That Council **APPROVE** the transfer of \$40,000 from Fund 169 – Pay-As-You-Go Reserve to the Community Energy Plan (CEP) Project (ID 7159001) resulting in a balance for that project of \$126,788 to be used for the City's contribution to the grants, and;
3. That subject to being awarded the grant funding, and provided it is within the City's contribution funding of \$126,788,
  - a. That the Chief Administrative Officer and City Clerk **BE AUTHORIZED** to take any such action required to effect the recommendation noted above and sign any required documentation, satisfactory in legal form to the City Solicitor, in technical content to the City Engineer and in financial content to the City Treasurer, and;
  - b. THAT the Chief Administrative Officer **DELEGATE** signing of all claims and applicable schedules and other such documents required as part of the request for payment to the Manger of Environmental Quality or designate, and;
  - c. THAT Administration **BE AUTHORIZED** to retain appropriate energy consultants for the completion of the detailed energy mapping and development of decision grade business cases as required for the noted projects, subject to compliance of the purchasing by-law and that the costs fall within approved budget amounts, and;

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4. **THAT** in the event that written confirmation is received by the City indicating that the grant funding has been approved as submitted by the City, Administration **BE AUTHORIZED** to make any expenditures/purchases that are related to those project submitted provided such expenditures/purchases are within previously-approved budget amounts and that they are required to be made prior to the formal public announcements or agreement execution, due to project timelines, and;
5. That the City of Windsor's Human Resources Department **BE AUTHORIZED** to undertake the necessary steps to recruit for a temporary position upon a successful grant application, and;
6. That Administration **REPORT** to Council on the results of the grant applications, as part of the annual grant update to Council.

Carried.

Report Number: S 102/2017

Clerk's File: EI/10822

### 8.3 Renaming of Two City Parks---Wards 7 and 9

Councillor Francis inquires as to how this topic came about, whether it was the residents in the area or at the request of administration. Jan Wilson, Corporate Leader Parks, Corporate Facilities, Recreation and Culture appears before the Environment Transportation and Public Safety Standing Committee regarding the administrative report Renaming of Two City Parks and indicates the report was administrative in nature.

Moved by: Councillor Holt

Seconded by: Councillor Francis

Decision Number: **ETPS 512**

THAT, in accordance with CR7/2016 and consistent with the City's Naming/Renaming Or Dedicating of Municipal Property, Buildings and Park Elements Policy, Council **APPROVE** the City Park property designated within the Little River Corridor be named "Little River Dragonfly Park"; and,

THAT consistent with the City's Naming/Renaming Or Dedicating of Municipal Property, Buildings and Park Elements Policy that Council **APPROVE** the renaming of the park currently known as "Lakeshore Woods Park" to "Banwell Park"; and,

THAT the necessary signage and hardware and other notification material required as a result of naming "Little River Dragonfly Park" and renaming "Banwell Park" **BE CHARGED** to Account 001-2950-2329-02573-0281061

Carried.

Report Number: S 93/2017

Clerk's File: SR2017

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## Environment, Transportation & Public Safety Standing Committee Wednesday, June 28, 2017

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### 9 TRANSIT BOARD ITEMS

#### 9.1 Public Transit Infrastructure Fund (PTIF) Update

Pat Delmore, Executive Director Transit Windsor, appears before the Environment, Transportation and Public Safety Standing Committee and provides a brief outline of the administrative report regarding Public Transit Infrastructure Fund (PTIF) indicating that the funding was announced in March, and that a number of reports with updates will come to the committee in future to provide periodic updates. He adds that this is just the start and Phase 2 will be very big. As the project moves forward updates will be provided accordingly.

Councillor Francis inquires as to currency fluctuation and how this project will be affected. Mr. Delmore indicates that the rates would have been locked in when the Purchase Order was issued.

Moved by: Councillor Francis  
Seconded by: Councillor Holt

Decision Number: **ETPS 513**

THAT the Environment, Transportation and Public Safety Standing Committee, the Transit Windsor Board of Directors and City Council **RECEIVE** for information the report of the Executive Director Transit Windsor dated June 9, 2017 entitled Public Transit Infrastructure Fund (PTIF) Update; and,

THAT City Council **APPROVE** the use of \$215,000 in 2019 from the Transit Windsor Fleet Replacement Program (TRN-001-07) to address the bus purchase shortfall resulting from fluctuations in the US exchange rate which marginally increased the individual bus costs.

Carried.

Report Number: S 108/2017  
Clerk's File: MT/12670

### 10 ADOPTION OF TRANSIT BOARD MINUTES

None presented.

### 11 QUESTION PERIOD

None requested.

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## Environment, Transportation & Public Safety Standing Committee

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### 12 ADJOURNMENT

There being no further business, the Environment, Transportation & Public Safety Standing Committee is adjourned at 5:16 o'clock p.m. The next meeting of the Environment, Transportation & Public Safety Standing Committee will be held July 19, 2017.

\_\_\_\_\_  
Ward 8—Councillor Bill Marra  
(Chairperson)

\_\_\_\_\_  
Supervisor of Council Services



**Item 7.1**

**COMMITTEE MATTERS  
ETPS Standing Committee  
July 19, 2017**

**Subject: Windsor Essex County Environment Committee 2016 Annual Report**



## – WECEC ANNUAL REPORT 2016 –

### ENVIRONMENTAL ADVOCACY AND COMMUNITY ENGAGEMENT

#### Earth Day

WECEC participated in the Windsor Essex Earth Day celebrations by having a booth at the event on Sunday April 26<sup>th</sup> at Malden Park from 10am until 3pm. Members distributed our brochure and customized magnets.

#### Pat on the Back Environmental Awards

WECEC received 10 Pat on the Back applications from local environmental groups and schools. 6 were selected to present their environmental project at the Pat on the Back Award Ceremony on May 25<sup>th</sup> at the Ojibway Nature Center.

After much deliberation, the following organizations were selected to receive Pat on the Back funding:

1. Windsor Essex County Community School Garden Collective for a community garden at Roseville Public School;
2. Tecumseh Vista Academy for a community garden;
3. The Bloomfield House for a fence weave art project beautifying the community; and
4. The Blue Dot for their “Right to a Healthy Environment Campaign”.

The ceremony was well attended by many members of the public and environmental organizations.



#### Green Speaker Series: Sarah Elton



On Tuesday, October 20<sup>th</sup>, WECEC in collaboration with co-sponsors the City of Windsor, The Health Unit, Pathway to Potential and The United Way, continued the Green Speaker Series with Toronto-based journalist and award-winning author Sarah Elton. Sarah spoke to approximately 70 people about numerous dimensions of food, including eating local, political decisions about food and how your choices as a consumer can cause significant shifts supplier behaviour, the complexity of the global food system, and the junction between food and the environment, including climate change implications

WECEC partnered with co-sponsors the City of Windsor, the Health Unit, Pathway to Potential and the United Way to allow the event, which has held at the Capital Theatre, to happen. In attendance were members of the

## – Annual Report 2016 –

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public, City Council, and students and faculty from the University of Windsor. The event was advertised on the WECEC website, Facebook, a City of Windsor news release, Windsorite.ca, Blackburn media and a story run the day prior in the Windsor Star.

Sarah framed her talk using effective stories such as her grandmother’s utilization of ingredients, and how she got them, to her awakening as a “locavore”, or local eater, where after inspecting a cookie her daughter brought home, which appeared to have been locally baked, she discovered that it had been baked and shipped from China. This led Sarah to learn more about food systems.

Following the talk was a lively and engaged question and answer session, which spanned topics including the potential future of corporate food chains, local food production, monoculture systems, the use of chemical pesticides and herbicides, and how climate change may impact how we get our food.

### OVERLOAD

#### Lake Erie Blue Green Algae: Problems & Solutions

From November 26, 2014 through October 31, 2015, a 30-second informational commercial has been playing at Lakeshore Cinemas (164 Commercial Blvd).

The commercial is intended to raise awareness of blooms of toxic blue-green algae in Lake Erie, as well as provide easily-implemented community and individual initiatives that can contribute to decreasing the size of future blooms, including naturalizing shoreline properties to act as a runoff buffer, using phosphate-free detergents, maintaining septic systems, installing rain barrels and rain gardens and reducing the need for residential fertilizers through means such as the planting of native vegetation and grasses.



At the recent Lake Erie/St. Clair Binational Public Forum, held November 6-7 in Leamington, the Overload commercial was raised as an effective engagement strategy to help reduce phosphate loading by a biology teacher with the Greater Essex County District School Board who was in attendance.

## WECEC BUSINESS

Due to the municipal elections held in October 2014, as well as the changes to the WECEC committee, the first meeting of 2015 was not held until April 30<sup>th</sup>. Coupled with the new *Terms of Reference*, which reduced the number of meetings from a monthly to approximately bi-monthly schedule, WECEC was not as active in 2015 as in previous years.



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### Website Hosting

The WECEC Coordinator maintains our website, [www.wecec.org](http://www.wecec.org). Here we post news and events along with information about WECEC and our meeting agenda's and minutes. The website is an important part of our communication and advocacy strategy. We pay yearly website hosting fees as well as a domain renewal fee.

### Promotional Supplies

WECEC often participates in community events such as Earth Day. At our booth we hand out promotional supplies such as WECEC customised pens or magnets to encourage members of the public to visit our website and learn more about what we do. To utilize the remaining funds of the 2015 budgetary year, WECEC may procure promotional environmental items such as coasters or pens made from recycled materials.

### OVERLOAD

#### Lake Erie Blue Green Algae: Problems & Solutions

WECEC's contract with Pot O' Gold Multi-Cinema Productions, Inc., the operator of Lakeshore Cinemas, to air the Overload informational video ceased October 31, 2015. Given the ongoing concerns of algal blooms in Lake Erie, WECEC may re-enter into a contract with Pot O' Gold to air the video through to December 2016.

## RECOMMENDATIONS TO CITY AND COUNTY COUNCILS

### Report No. 93 of the Windsor Essex County Environment Committee:

*The Windsor Essex County Environment Committee at its meeting held January 28<sup>th</sup> 2016 approved the following Report as follows:*

Moved by D. Grant, seconded by J. Passa,

**THEREFORE BE IT RESOLVED**, that City/County Councils BE REQUESTED to send a letter to Catherine McKenna, Minister of Environment and Climate Change regarding the proposed upgrades to the Marathon Petroleum Facility.

Carried.

Moved by Mr. Bachetti Seconded by Mr. McNamara

That a letter **BE FORWARDED** to the Minister of Environment and Climate Change regarding the proposed upgrades to the Marathon Petroleum facility.

Carried.

*This report was moved at the February Environment, Transportation & Public Safety Standing Committee meeting. This report was adopted in principle (pending review from Legal) at a City of Windsor Council meeting.*

– Annual Report 2016 –

**FINANCIAL SUMMARY**

<b>2016 Budget</b>			
<b>Expense</b>	<b>Credit</b>	<b>Expenditure</b>	<b>Status</b>
2016 Budget	\$8,000.00		
Pat on the Back		\$2,500	Committed
Green Speaker #1		\$1,000	Committed
Green Speaker #2		~\$750	Proposed
Green Speaker #3 (&4)		~\$1,250	Proposed
Website Hosting Fee		\$400	Proposed
Website Domain Renewal		\$28.25	Committed
Earth Day		\$35	Committed
EAC Symposia		Up to \$1,000	Committed
<b>TOTALS</b>	\$8,000	\$6,963.25	
ESTIMATED COMMITTED SPENDING		\$5,313.25	
ESTIMATED PROPOSED SPENDING		\$1,650	
<b>ESTIMATED NON-ALLOCATED REMAINING</b>			<b>\$1,036.75</b>

\*Estimates

This Budget is as of November 2015.

## WECEC IN THE NEWS

### CBC CBCnews | Windsor

#### ENVIRONMENTAL GROUP WANTS FEDS TO ACT ON MARATHON REFINERY IN DETROIT

**'Increased pollution in southwest Detroit will have an impact on Windsor-Essex'**

[CBC News](#) Posted: Jan 30, 2016 1:42 PM ET Last Updated: Jan 30, 2016 4:19 PM ET



The Marathon oil refinery is located in southwest Detroit, which is 6.5 kilometres inland from LaSalle, Ont. (Michele Renee Johnson/Facebook)

An environmental action group in Windsor is hoping the federal government will add its voice to opposition against a plan for the Marathon refinery to increase emissions of air pollutants.

At a meeting last Thursday, the Windsor Essex County Environment Committee resolved to ask the city and county governments to write federal Environment Minister Catherine McKenna asking for her to oppose the project.

"Increased pollution in southwest Detroit will invariably have an impact in Windsor-Essex," Derek Coronado told CBC News. "Prevailing wind patterns and the pollutants [Marathon] wants to release are going to move around and affect Canadians, as well."

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Marathon operates an oil refinery in southwest Detroit that is located about 6.5 kilometres inland from the Detroit River, and LaSalle, Ont.

Company officials say the change is needed to meet U.S. federal air pollution standards for gasoline. Michigan said its analysis finds emissions increases fall within allowable regulations.

But Coronado said he does not take too much stock in the state's findings as the Department of Environmental Quality (DEQ) is the same agency that Michigan Gov. Rick Snyder said "misinterpreted" water regulations in Flint, Mich., leading to quality issues.

"We know about what happened in Flint," Coronado said. "The failure to listen to people's concerns isn't necessarily a good thing or something the DEQ should repeat."

Though this is the end of a 30-day public consultation period on Marathon's proposal, Coronado said he hopes a response from the Canadian government can help influence proceedings.

The proposal will be going to Essex County Council shortly and Windsor city council within the next few months, Coronado said.



## COMMITTEE RAISES CONCERNS OVER REFINERY IN DETROIT

Published Friday, January 29, 2016 7:42AM EST



## Marathon refinery in Detroit wants to increase emissions

Published on: February 1, 2016 | Last Updated: February 1, 2016 7:43 PM EST



## County council wants federal environment minister to oversee Marathon emission proposal

Published on: February 15, 2016 | Last Updated: February 17, 2016 9:47 PM EST

## CBC CBCnews | Windsor

### NDPs WANTS OTTAWA TO ADDRESS MARATHON REQUEST TO UP EMISSIONS

[CBC News](#) Posted: Feb 26, 2016 8:33 AM ET Last Updated: Feb 26, 2016 8:35 AM ET

## CBC CBCnews | Windsor

### STOP DETROIT MARATHON REFINERY EMISSIONS HIKE, LASALLE URGES OTTAWA

[CBC News](#) Posted: Feb 24, 2016 8:02 AM ET Last Updated: Feb 24, 2016 9:22 AM ET



## Do You Know Someone Who Deserves A Pat On The Back?

Liz Thorne  
Wednesday May 4th, 2016  
Posted at 2:38pm  
City News

0	1	0
Share	Tweet	Email
Print		



## – WECEC ANNUAL REPORT 2016 –

### WECEC WORK PLAN 2016

<b>Strategic Direction #1 – Profile of WECEC</b>		
<b>GOALS</b>	<b>ACTIONS</b>	<b>TIME FRAME</b>
<b>Goal:</b> Improve relationships with City and County Councils.	<ul style="list-style-type: none"> <li>▪ Prepare an annual report of accomplishments and send to City and County Councils, environmental organizations, boards etc.</li> </ul>	Yearly
<b>Goal:</b> Improve relationships with other organizations, committees.	<ul style="list-style-type: none"> <li>▪ Hold a meeting with other environmental organizations and committees to share information;</li> <li>▪ Continue to pursue opportunities for partnering on community education/public awareness;</li> <li>▪ Hold annual Pat on the Back Awards presenting \$2,000 to local environmental organizations and schools.</li> </ul>	Yearly Ongoing Yearly
<b>Strategic Direction #2 – Advocacy</b>		
<b>GOALS</b>	<b>ACTIONS</b>	<b>TIME FRAME</b>
<b>Goal:</b> Provide advice on environmental issues to the City of Windsor, County of Essex and its area municipalities.	<ul style="list-style-type: none"> <li>▪ Assess issues referred from City and County Councils and respond with suggested recommendations;</li> <li>▪ Provide recommendations to City and County Councils on environmental matters identified through our own initiative.</li> </ul>	Ongoing Ongoing
<b>Goal:</b> Advocate for environmental groups in Windsor Essex County.	<ul style="list-style-type: none"> <li>▪ Accept delegations from environmental groups and advocate on behalf of these groups to City and County Councils.</li> </ul>	Ongoing
<b>Goal:</b> Provide advice to City and County Council related to Federal and Provincial initiatives.	<ul style="list-style-type: none"> <li>▪ Develop recommendations related to Federal and Provincial plans, policies and initiatives to be forwarded to City and County Councils.</li> </ul>	Ongoing
<b>Strategic Direction #3 – Public Engagement and Education</b>		
<b>GOALS</b>	<b>ACTIONS</b>	<b>TIME FRAME</b>
<b>Goal:</b> Increase awareness of WECEC by the public.	<ul style="list-style-type: none"> <li>▪ Maintain a website and Facebook page;</li> <li>▪ Strategically identify and attend community events;</li> <li>▪ Maintain a professional display for participation at community events.</li> </ul>	Monthly Ongoing Ongoing

## – Annual Report 2016 –

<p><b>Goal:</b> Increase engagement of public on environmental issues</p>	<ul style="list-style-type: none"> <li>▪ Develop environmental education campaigns and messaging to help inform Windsor Essex County residents about environmental issues;</li> <li>▪ Host free Green Speaker Series events with environmental experts highlighting environmental issues.</li> </ul>	<p>Ongoing</p> <p>Ongoing</p>
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### List of Priorities (including but not limited to)

- Greening the City – specifically more green roofs and other types of green infrastructure
- Walkability, complete streets, trails, active transportation
- Review of existing tree cutting bylaw
- Pollution issues, cancer causing environmental issues
- Right to Know by-law
- Parkway natural areas
- Know Your City tour
- Information sharing about what other municipalities are doing
- Invasive species control
- Youth engagement
- Anti-Idling

### Current List of Subcommittees

1. Air
2. Environmentally Sensitive Lands and Issues



**Item 7.2**

**COMMITTEE MATTERS  
ETPS Standing Committee  
July 19, 2017**

**Subject: Report No. 97 of the Windsor Essex County Environment Committee -  
Outreach Coordinator for the Essex Region Conservation Authority  
(ERCA)**

**Page 1 of 1**



**REPORT NO. 97**  
of the  
**WINDSOR-ESSEX COUNTY ENVIRONMENT COMMITTEE (WECEC)**  
of its meeting held  
June 8, 2017  
at 5:30 o'clock p.m.  
Ojibway Nature Centre

---

***Members present at the June 8, 2017 meeting:***

Councillor Paul Borrelli, Chair  
Councillor Fred Francis  
Aldo DiCarlo, Mayor, Town of Amherstburg  
Derek Coronado  
Debby Grant  
Mike Nelson  
Joe Passa  
Dr. Edwin Tam  
Radwan Tamr

***Regrets received from:***

Nelson Santos, Mayor, Town of Kingsville

Your Committee submits the following recommendations:

Moved by D. Coronado, seconded by J. Passa,

**WHEREAS** the ERCA Outreach Coordinator position is currently vacant and the hiring process to replace the previous Outreach Coordinator is not currently scheduled; and

**WHEREAS** the ERCA Outreach Coordinator was responsible for various greening initiatives throughout Windsor and Essex County including but not limited to tree plantings, clean up events, native wildflower plantings and school greening projects; and

**WHEREAS** in 2016 in the Detroit River Watershed alone, this position was instrumental in the planting of 27,797 trees/shrubs/wildflowers/grasses, engaging 12,776 volunteers and coordinating 23 cleanups that resulted in 79 tonnes of debris being removed from the environment; and

**WHEREAS** the ERCA Outreach Coordinator was critical in managing all of the various "Friends of Watersheds" group activities and events; and

**WHEREAS** the importance of continued greening in Windsor Essex County is crucial as currently the natural coverage in the region is 8.5% compared to the ERCA goal of 12% by 2020; and

**Report No. 97 of the Windsor Essex County  
Environment Committee**

---

**WHEREAS** the loss of this position has been felt by numerous environmental organizations and school groups in the region;

**THEREFORE BE IT RESOLVED** that through City and County Council, the Essex Region Conservation Authority **BE REQUESTED** to maintain and fill the Outreach Coordinator position to ensure these important initiatives continue to improve the environment, human health and quality of life for all Windsor Essex residents.

Carried.

**NOTE:** Letter from Mr. Richard Wyma, General Manager/Secretary-Treasurer dated March 21, 2017 – **attached.**

\_\_\_\_\_  
CHAIR

\_\_\_\_\_  
COMMITTEE COORDINATOR

**Notification**

WECEC Committee including resource	On file
Richard Wyma, General Manager, Secretary-Treasurer ERCA	<a href="mailto:rwyma@erca.org">rwyma@erca.org</a>
Mary Brennan, Director of Council Services, Essex	<a href="mailto:mbrennan@countyofessex.on.ca">mbrennan@countyofessex.on.ca</a>
Mary Masse, Town Clerk, Town of Lakeshore	<a href="mailto:mmasse@lakeshore.ca">mmasse@lakeshore.ca</a>
Brenda Andreatta, Clerk, Town of Lasalle	<a href="mailto:bandreat@town.lasalle.on.ca">bandreat@town.lasalle.on.ca</a>
Jennifer Alexander, Deputy Clerk, Town of Kingsville	<a href="mailto:jalexander@kingsville.ca">jalexander@kingsville.ca</a>
Laura Moy, Clerk, Town of Tecumseh	<a href="mailto:lmoy@tecumseh.ca">lmoy@tecumseh.ca</a>
Paula Parker, Town of Amherstburg	<a href="mailto:pparker@amherstburg.ca">pparker@amherstburg.ca</a>
Town of Leamington	111 Erie Street North Leamington, ON N8H 2Z9



admin@erca.org

P.519.776.5209

F.519.776.8688

360 Fairview Avenue West  
Suite 311, Essex, ON N8M 1Y6

March 21, 2017

Dear Windsor-Essex Advisory Committee Members:

We have been circulated the agenda for your upcoming meeting of March 30, 2017, and wished for the opportunity to provide additional context to inform the discussion and consideration of Agenda Item 7.2.

First, thank you for your strong support and recognition of the work undertaken by Essex Region Conservation with respect to community outreach. Your agenda package highlights a few of our accomplishments in this regard, and our outreach program extends even much broader than those items identified. Outreach is and always has been very important to the work we do, and we continue to reach out across Lake Erie, Lake St. Clair and Detroit River watersheds to deliver our programs in a variety of ways.

It is true that as the Outreach Coordinator position was vacated at the beginning of November 2016, and in the context of our 2017 budget constraints, we have not yet taken action to fill the position, but instead, have sought alternative ways to deliver our outreach programs among competing demands for limited resources. Outreach has never been solely a responsibility of one position, and we have worked to continue to deliver on our outreach commitments with schools, corporate and other partners, and continued to support our Friends of Watersheds groups. Additionally, we continue to be aggressive in endeavouring to find the funds and other supports required to deliver our outreach programs.

Our current 'Sustainability Plan' ends in 2017; and has been very successful in dealing with specific issues we, as a corporation, were facing – infrastructure deficits and lack of capital and operational reserves, operational deficits, and organizational structures. As we develop our next 5-year Sustainability Plan, we are reviewing how to best deliver our outreach programs to meet the identified goals of our Strategic Plan which includes new focuses on climate adaptation, green infrastructure and low impact design, water quality and citizen science. We have responded to any questions about the future of this position with that in mind – that outreach is very important, and we want to find the best way of delivering outreach that meets our current commitments, and additionally ensures that our outreach programs respond to the needs of the region in a manner that is organizationally sustainable.

I would be pleased to attend the next WECEC meeting to discuss first-hand our outreach programs and respond directly to issues and concerns. Please allow this letter of request, copied directly to Ms. Averil Parent as identified by your delegation policy, to serve as such request.

Sincerely,

Richard Wyma  
General Manager/Secretary-Treasurer

cc. Ms. Averil Parent  
via email to: [aparent@citywindsor.ca](mailto:aparent@citywindsor.ca)

**Item 7.3**



**COMMITTEE MATTERS  
ETPS Standing Committee  
July 19, 2017**

**Subject: Report No. 98 of the Windsor Essex County Environment Committee -  
Request to fill the recent vacancy on the Committee**

**REPORT NO. 98**  
of the  
**WINDSOR-ESSEX COUNTY ENVIRONMENT COMMITTEE (WECEC)**  
of its meeting held  
June 8, 2017  
at 5:30 o'clock p.m.  
Ojibway Nature Centre

---

***Members present at the June 8, 2017 meeting:***

Councillor Paul Borrelli, Chair  
Councillor Fred Francis  
Aldo DiCarlo, Mayor, Town of Amherstburg  
Derek Coronado  
Debby Grant  
Mike Nelson  
Joe Passa  
Dr. Edwin Tam  
Radwan Tamr

***Regrets received from:***

Nelson Santos, Mayor, Town of Kingsville

Your Committee submits the following recommendation:

Moved by M. Nelson, seconded by D. Grant,  
That City Council **BE REQUESTED** to consider filling the vacancy left by Jesse Gardner Costa of the Windsor Essex County Environment Committee.  
Carried.

\_\_\_\_\_  
CHAIR

\_\_\_\_\_  
COMMITTEE COORDINATOR

<b>NOTIFICATION</b>	<b>CONTACT INFORMATION</b>
WECEC Committee including resource	On file



**COMMITTEE MATTERS  
ETPS Standing Committee  
July 19, 2017**

**Subject: Minutes of the Windsor Essex County Environment Committee of its  
meeting held June 8, 2017**

A meeting of the **Windsor Essex County Environment Committee** is held this day commencing at 5:30 o'clock p.m. at the Ojibway Nature Centre, there being present the following members:

Councillor Paul Borrelli, Chair  
Councillor Fred Francis  
Aldo DiCarlo, Mayor, Town of Amherstburg  
Derek Coronado  
Debby Grant  
Mike Nelson  
Joe Passa  
Dr. Edwin Tam  
Radwan Tamr

**Regrets received from:**

Jesse Gardner Costa  
Nelson Santos, Mayor, Town of Kingsville

**Guest in attendance:**

Michael Schneider

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

Amandeep Hans, Windsor Essex County Health Unit  
Averil Parent, Environment & Sustainability Coordinator  
Karen Kadour, Committee Coordinator

**1. CALL TO ORDER**

The Chair calls the meeting to order at 5:34 o'clock p.m. and the Committee considers the Agenda being Schedule "A" **attached** hereto, matters which are dealt with as follows:

The Chair welcomes Aldo DiCarlo, Mayor, Town of Amherstburg to WECEC.

**2. ADDITIONS TO THE AGENDA**

None.

**3. DECLARATION OF CONFLICT**

None disclosed.

**4. MINUTES**

Moved by D. Grant, seconded by M. Nelson,  
That the minutes of the Windsor Essex County Environment Committee of its meeting held January 26, 2017 **BE ADOPTED** as presented.  
Carried.

**5. DELEGATIONS**

A. Parent indicates Dr. Negin Minaei, EnDesign is unable to attend this meeting but will try to attend the WECEC meeting to be held on August 31, 2017.

**6. BUSINESS ITEMS**

**6.1 Environmental Master Plan Update – Brainstorming Session**

A. Parent provides an update as follows relating to the Environmental Master Plan:

- The City of Windsor is in the process of updating the Environmental Master Plan (EMP) in 2017.
- A public survey was sent to all WECEC members to collect comments. The comment period is now closed. Any further comments can be emailed to A. Parent.
- The draft 2017 EMP update will be provided to WECEC at the August 31, 2017 WECEC meeting.

In response to a question asked by J. Passa regarding if “green roofs” are included in the EMP, A. Parent responds the EMP includes language such as “to develop a green roof policy” and adds green roofs are also included in the Climate Change Adaptation Plan.

J. Passa requests the development of a green roof incentive policy.

The Chair states the City of Windsor has experienced economic challenges and notes the requirement to add a green roof to new developments would impose extra burden on developers.



R. Tamr notes the challenge lies in enticing developers to build in smaller municipalities and he suggests the city could incent developers to provide green roofs.

Councillor Francis advises the suggestion for a green roof policy is currently in the EMP and adds the policy has not yet been created.

Mayor DiCarlo states if the green roof initiative goes County-wide, he questions what model will be used and what size building would require a green roof.

## **6.2 Matchette Road Motion Update**

A. Parent indicates Report No. 95 of WECEC relating to a pilot project for a seasonal road closure of Matchette Road between Titcombe and Sprucewood Roads to coincide with turtle nesting and snake migration periods was not approved by City Council. Councillor Francis notes City Council will be considering ecopassages in this matter.

Dr. Tam expresses concern that ecological issues related to species crossing on Matchette Road may be sacrificed due to financial constraints. D. Coronado questions whether the scientific analysis, along with the financial analysis, for the best alternatives will be completed internally by City staff or by an external consultant.

Moved by Mayor DiCarlo, seconded by M. Nelson,  
That the update related to Report No. 95 of WECEC **BE RECEIVED**.  
Carried.

## **6.3 Pat on the Back Awards**

A. Parent announces the winners of the 2017 Pat on the Back Awards as follows:

- John A. McWilliam Public School
- Downtown Windsor Community Collaborative
- Pelee Island Bird Observatory
- The Bloomfield House

Moved by M. Nelson, seconded by Dr. Tam,  
That **APPROVAL BE GIVEN** to an expenditure in the upset amount of \$2,500 for costs associated with the 2017 Pat on the Back Awards.  
Carried.

#### 6.4 Green Speaker Contest

A. Parent advises WECEC has proposed the expansion of the Green Speakers into a contest for quality environmental research, the winner of which would receive a \$1,000 bursary to further their research.

It is generally agreed the Green Speaker Contest will be open only to the University of Windsor and St. Clair College and will be deferred to 2018. A subcommittee to determine the parameters of the contest includes D. Grant, J. Passa, R. Tamr and Dr. Tam.

#### 7. COORDINATOR'S REPORT

A. Parent provides an overview of the WECEC Coordinator Monthly Report – June 2017.

#### 8. SUBCOMMITTEE REPORTS

##### 8.1 Air Subcommittee

A proposed motion and background information relating to communities living in close proximity to the Fermi and the Davis-Besse Nuclear Stations, is distributed and **attached** as Appendix “A”.

Moved by Councillor Francis, seconded by J. Passa,

**WHEREAS** the Government of Ontario has asked for the public and municipalities to provide recommendations on how it should update the province's Provincial Nuclear Emergency Response Plan (PNERP) before July 15, 2017; and

**WHEREAS** Essex County and the City of Windsor are in close proximity to the Michigan-based Fermi nuclear station and Ohio-based Davis-Besse nuclear station; and

**WHEREAS** over forty civil society organizations, including the Registered Nurses' Association of Ontario (RNAO) and the Canadian Association of Physicians for the Environment (CAPE), have called on the provincial government to address gaps in current emergency plans by strengthening transparency, protecting vulnerable communities, meeting best practices and protecting drinking water;

**THEREFORE BE IT RESOLVED** that City of Windsor and County of Essex Council submit the following recommendations to the Government of Ontario to ensure communities living in proximity to the Fermi and the Davis-Besse nuclear stations be accorded the same level of public safety as communities living near the Ontario-based Bruce, Darlington and Pickering nuclear stations.

Recommendations to the Government of Ontario regarding the Provincial Nuclear Emergency Response Plan (PNERP): Include requirements for the pre-distribution and availability of potassium iodide (KI) pills for communities living in proximity to the Fermi and Davis-Besse nuclear stations equivalent to requirements for Ontario-based nuclear stations;

- 1) Recognize public expectations for public safety by ensuring plans are in place to address Fukushima-scale accident;
- 2) Adopt a policy of meeting or exceeding international best practices in nuclear emergency response measures wherever feasible;
- 3) Require provincial and municipal authorities to regularly identify vulnerable communities within provincial nuclear response zones and prepare emergency measures adapted to the needs of such vulnerable communities;
- 4) Include new requirements for transparency and regular public review, especially with affected communities;
- 5) Ensure awareness campaigns are in place to inform the residents of Southwestern Ontario on how to prepare for a nuclear emergency; and
- 6) Ensure adequate measures are in place to protect drinking water in the event an accident at a Canadian or American-based reactor contaminates the Great Lakes.

And further, that a copy of this resolution be sent to:

The municipalities of Essex, Amherstburg, Lakeshore, LaSalle, Leamington,  
Kingsville, Tecumseh, Windsor, Chatham-Kent;  
Windsor Essex County Health Unit  
City of Toronto  
City of Toronto Office of Emergency Management  
Hon. Kathleen Wynne, Premier of Ontario  
Minister of Community Safety and Correctional Services  
Minister of Health and Long-Term Care  
Members of Provincial Parliament  
Lisa Gretzky  
Percy Hatfield  
Taras Natyshak

Carried.

Mayor DiCarlo advises the province does not supply funding for the purchase of potassium iodide and adds the potassium iodide only protects children and not adults from exposure to radioactive iodine.

## 8.2 Environmentally Sensitive Lands and Issues

Moved by D. Coronado, seconded by J. Passa,

**WHEREAS** the ERCA Outreach Coordinator position is currently vacant and the hiring process to replace the previous Outreach Coordinator is not currently scheduled; and

**WHEREAS** the ERCA Outreach Coordinator was responsible for various greening initiatives throughout Windsor and Essex County including but not limited to tree plantings, clean up events, native wildflower plantings and school greening projects; and

**WHEREAS** in 2016 in the Detroit River Watershed alone, this position was instrumental in the planting of 27,797 trees/shrubs/wildflowers/grasses, engaging 12,776 volunteers and coordinating 23 cleanups that resulted in 79 tonnes of debris being removed from the environment; and

**WHEREAS** the ERCA Outreach Coordinator was critical in managing all of the various "Friends of Watersheds" group activities and events; and

**WHEREAS** the importance of continued greening in Windsor Essex County is crucial as currently the natural coverage in the region is 8.5% compared to the ERCA goal of 12% by 2020; and

**WHEREAS** the loss of this position has been felt by numerous environmental organizations and school groups in the region;

**THEREFORE BE IT RESOLVED** that through City and County Council, the Essex Region Conservation Authority **BE REQUESTED** to maintain and fill the Outreach Coordinator position to ensure these important initiatives continue to improve the environment, human health and quality of life for all Windsor Essex residents.

Carried.

Councillor Francis requests a representative from ERCA attend the next WECEC meeting.

## 9. NEW BUSINESS

### 9.1 Update on City of Windsor Environmental Initiatives

A. Parent refers to the Environmental Master Plan update discussed under Item 6.1.

## **9.2 Update on Essex County Environmental Initiatives**

M. Nelson provides the highlights of the document entitled "Update on Essex County Environmental Initiatives".

## **9.3 Report on the Performance of the Advisory Committees**

Moved by Councillor Francis, seconded by Dr. Tam,  
That the report of the Committee Coordinator and the Supervisor of Council Services dated February 8, 2017 entitled "Report on the Performance of Advisory Committees for the calendar years 2015 and 2016" **BE RECEIVED**.  
Carried.

## **10. COMMUNICATIONS**

Moved by Councillor Francis, seconded by M. Nelson,  
That the following Communications **BE RECEIVED**:

- 10.1 CTV News: Ontario city to close road for endangered salamander crossing
- 10.2 EBR posting re: Canada-Ontario Action Plan for Lake Erie
- 10.3 Letter from County of Essex appointing new WECEC County representatives
- 10.4 Windsor City Council decision to refer correspondence from the President of Earth Day Network to WECEC
- 10.5 Letter from Earth Day Network re: Global Day of Conservation

Carried.

Moved by M. Nelson, seconded by D Grant,  
That City Council **BE REQUESTED** to consider filling the recent vacancy left by Jesse Gardner Costa, Windsor Essex County Environment Committee.  
Carried.

## **11. DATE OF NEXT MEETING**

The next meeting will be held August 31, 2017 at 5:30 p.m. at the Ojibway Nature Centre.

## **12. ADJOURNMENT**

There being no further business, the meeting is adjourned at 6:55 p.m.

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CHAIR

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COMMITTEE COORDINATOR



**Agenda**  
**Windsor-Essex County Environment Committee**  
**held on June 8, 2017**  
**Meeting at 5:30p.m at the Ojibway Nature Centre**

**1. CALL TO ORDER**

**2. ADDITIONS TO THE AGENDA**

**3. DECLARATION OF CONFLICT**

**4. MINUTES**

Adoption of the minutes of the meeting held January 26<sup>th</sup>, 2017 – *emailed separately.*

**5. DELEGATIONS**

Dr. Negin Minaei, EnDesign – Partnership opportunity for speaker series

**6. BUSINESS**

6.1 Environmental Master Plan update brainstorming session

6.2 Matchette Road motion update

6.3 Pat on the Back Awards

6.4 Green Speaker contest

**7. COORDINATORS REPORT**

7.1 WECEC Coordinator Monthly Report – attached.

**8. SUBCOMMITTEE REPORTS**

8.1 Air

8.2 Environmentally Sensitive Lands and Issues – attached.

## 9. NEW BUSINESS

9.1 Update on City of Windsor environmental initiatives

9.2 Update on Essex County environmental initiatives – attached.

9.3 Notice of Council decision re. Report on the Performance of the Advisory Committees for the calendar years 2015 and 2016 – attached.

## 10. COMMUNICATIONS

10.1 CTV News: Ontario city to close road for endangered salamander crossing – attached.

10.2 EBR posting re. Canada-Ontario Action Plan for Lake Erie – attached.

10.3 Letter from County of Essex appointing new WECEC County representatives – attached.

10.4 Windsor City Council decision to refer correspondence from the President of the Earth Day Network to WECEC – attached.

10.5 Letter from Earth Day Network re. Global Day of Conversation – attached.

## 11. DATE OF NEXT MEETING

The date of the next meeting is August 31, 2017 at the Ojibway Nature Centre.

## 12. ADJOURNMENT





## Infrastructure & Geomatics

### MISSION STATEMENT

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

<b>REPORT #: S 104/2017</b>	<b>Report Date: 6/7/2017</b>
<b>Author's Contact:</b> <b>Wes Hicks</b> <b>whicks@citywindsor.ca</b> <b>519-255-6257 ext 6490</b> <b>(PWD 7182)</b>	<b>Date to Council: 7/19/2017</b>
	<b>Clerk's File #: SW2017</b>

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

**Subject: CQ 17-2017 - Standards for Public Right of Way and Private Property Restoration as a Result of Works Undertaken in the Public Right of Way**

### RECOMMENDATION:

- I. THAT the report entitled CQ 17-2017 "Standards for Public Right of Way and Private Property Restoration as a Result of Works Undertaken in the Public Right of Way", **BE RECEIVED** for information, and,
- II. THAT Administration **REPORT BACK** on the results of the alternative product to be used on a road rehabilitation project, and
- III. THAT Administration **REPORT BACK** regarding an alternative restoration service delivery model being contemplated for the 2018 construction season.

**EXECUTIVE SUMMARY:** N/A

### BACKGROUND:

On April 24, 2017, Councillor Gignac asked CQ 17-2017, as follows:

*"Asks Administration to prepare a report outlining standards required in private property restoration as a result of Public Works."*

### DISCUSSION:

In 2012, Administration brought a report to Council (copy *attached*), Council direction M-538/2012, as a result of increasing complaints, particularly when using seed, due in

Page 1 of 3

large part to the ban on herbicides. This ban on herbicides resulted in increased difficulty controlling weeds when applying seed.

As a result of these difficulties, as well as a scan of other municipal practices, Administration decided to proceed with the utilization of sod in residential and institutional areas.

The City of Windsor has very stringent specifications for topsoil, seeding, and sodding, which the Contractors are required to follow.

In particular, with regard to sod, Contractors are required to water new sod for a period of 30 days. At the end of the 30-day period, a review of all sod is undertaken, with Field Services, Engineering, and the Contractor. Any deficiencies are rectified and it then becomes the homeowners' responsibility to maintain the sod from the end of the 30-day period.

In general, sod requires a fair amount of ongoing maintenance. It is important that the homeowners water, fertilize, and overseed sodded areas on a regular basis in order to ensure long-term maintenance of these areas. If this does not occur, it is most certain that the sodded areas will not survive. Watering is particularly important during hot, dry spells in the summer.

Administration continues to monitor the restoration issue and has met with industry representatives to discuss issues as they arise. An alternative product, which we are currently reviewing, is planned to be used on a road rehabilitation project as a pilot project for 2017. In discussions with the local landscape companies, it was emphasized that a major factor in the restoration was the timing of the restoration work. We are reviewing processes and controls surrounding the entire restoration process and will report back to Council in this regard.

## **RISK ANALYSIS:**

There are no significant and critical risks associated with this Report.

## **FINANCIAL MATTERS:**

All costs related to restoration are currently paid for through Capital Project.

## **CONSULTATIONS:**

Heavy Construction Association

Representatives from Engineering and Operations.

## CONCLUSION:

Sod is generally used in residential and institutional areas per Council direction M-538/2012. While sod provides “instant green” when used in the restoration of rehabilitation projects, it also requires ongoing and significant maintenance on the part of the homeowner.

Administration is currently reviewing an alternative product as well as processes and controls surrounding the entire restoration process, and will report back to Council in this regard.

## PLANNING ACT MATTERS: N/A

## APPROVALS:

Name	Title
Wes Hicks	Senior Manager of Infrastructure & Geomatics/Deputy City Engineer
Dwayne Dawson	Executive Director of Operations/ Deputy City Engineer
Mark Winterton	City Engineer
Onorio Colucci	Chief Administrative Officer

## NOTIFICATIONS:

Name	Address	Email
Heavy Construction Assoc. Attn: Jim Lyons		jlyons@wca.ca

## APPENDICES:

1 Appendix 1 - Communications Report - Lawn Restoration - New Practice for Sod

C SW2012  
 Item No. \_\_\_\_\_  
 COUNCIL AGENDA  
 COMMUNICATIONS  
 DEC 17 2012  
 NO. 24

THE CORPORATION OF THE CITY OF WINDSOR  
 OFFICE OF THE CITY ENGINEER - ENGINEERING



**MISSION STATEMENT:**

"The City of Windsor, with the involvement of its citizens, will deliver effective and responsive municipal services, and will mobilize innovative community partnerships"

LiveLink Report Number: 16276	Report Date: December 5, 2012 (3455-12/05/12:ebr)
Author's Name: Wesley Hicks	Date to Council: December 17, 2012
Author's Phone: 519-255-6357 ext 6490	Classification #:
Author's email: whicks@city.windsor.on.ca	

To: Mayor and Members of City Council

Subject: Lawn Restoration - New Practice for Sod

1. **RECOMMENDATION:**

Council for Information

City Wide:  Ward(s):  
 CITY OF WINDSOR  
 COUNCIL SERVICES

**EXECUTIVE SUMMARY:** N/A

DEC 07 2012

**RECEIVED**

2. **BACKGROUND:**

The debate about whether to use sod or seed when restoring lawns has gone on for quite some time. There are benefits to using both and to date, we have used sod or seed depending on the time of year.

Most recently, with the ban on herbicides, it has become increasingly difficult to control weeds prior to applying seed to restoration areas. This has lead to unsatisfactory results in the end product, particularly when using seed, and increased complaints from abutting residents.

3. **DISCUSSION:**

As a result of these increasing difficulties, as well as a scan of other municipal practices in this regard (see attached), Administration has decided to proceed as follows:

Low density residential	Sod
Institutional (schools)	Sod
Multi-residential, commercial, industrial and parks	Seed

Of course, there will be exceptions to this practice and Administration will do its best to accommodate these exceptions. We will also endeavour to document areas where restoration has been accepted and inform abutting property owners of their responsibilities accordingly. Attached is a list of what many other municipalities do with regard to restoration.

**4. RISK ANALYSIS:**

Associated risks to the Corporation resulting from this protocol are somewhat less than the current procedure. Placement of sod will provide instant green lawn as opposed to seeding which can result in weeds growing alongside the grass. Responsibility for maintaining the sod once the contractor has satisfied their requirements will be transferred to the abutting property owners with associated documentation. This should help to lessen weed complaints and provide for the best balance of maintenance as property owners take responsibility for the restoration.

**5. FINANCIAL MATTERS:**


The cost to provide sod is approximately 1.5 times higher than seed. On a typical sewer rehabilitation project, this would amount to approximately \$4,500.00 per block and this will be absorbed in the Capital Budget for each project. This cost is not deemed to be significant when compared to the amount of time and effort that is spent trying to resolve issues related to weeds growing in seeded areas and can be absorbed within the existing budgets.


**6. CONSULTATIONS:**

Representatives from Engineering, Operations, and Parks were consulted with regard to this issue.

**7. CONCLUSION:**

Clearly, the majority of municipalities polled are utilizing sod in residential areas. While there are pros and cons to using either sod or seed, sod provides instant green and is the preferred alternative of residential property owners based on feedback Administration has received and on the fact that herbicides can no longer be used.

  
\_\_\_\_\_  
**Wesley Hicks**  
Senior Manager, Infrastructure &  
Transportation Planning/Deputy City  
Engineer

  
\_\_\_\_\_  
**Mario Sonogo**  
City Engineer and Corporate Leader  
Environmental Protection and Transportation

  
\_\_\_\_\_  
**Mike Palanacki**  
Executive Director of Operations

  
\_\_\_\_\_  
**Helga Reidel**  
Chief Administrative Officer

WH/bmw:ebr

**APPENDICES: Methods of Lawn Restoration by Others**

**DEPARTMENTS/OTHERS CONSULTED:**

NOTIFICATION:			
Name	Address	Email Address	FAX

## Methods of Lawn Restoration

### Municipality

Municipality of  
Leamington

The type of restoration varies from sod to hydro seed depending on the location. Installs sod in residential areas and installs hydroseed in rural, industrial areas.

Contractor does the restoration. The contracts have very specific wording which states the restoration be completed up to or better than the existing conditions, and also follows OPS standards. Usually specifies the grass to be cut by the contractor one or two times, and sometimes has a warranty period of 1-2 years.

Very strict on issues like topsoil, but offers flexibility on issues like timing, and placement. Has no problem with the restorations.

Town of Lakeshore

Whether the type of grass used is sod or hydroseed depends on the project as well the location. 50-50 split on using sod and hydroseed, but the municipality prefers hydroseed because it provides a better product in the end.

Contractor does the restoration and has a maintenance security to get the contractor to do it, but still has the same problems as us, and are stuck chasing the contractors. Not considering offering cash credits to the residents.

Town of Kingsville

Only uses sod to do the restorations, and is very strict on topsoil. The municipality had to replace (at its own cost) hydroseed installed only 2 years ago.

Contractor does the restoration and the contractor waters until the first cut, then the municipality sends out letters to residents. The municipality pays for watering until the first cut.

Restoration occurs smoothly without any issues or complaints. But the municipality has only had about 3 contract jobs.

Town of LaSalle

Uses sod to restore lawns and residential areas, while using hydroseed in industrial, rural areas. Contractor does the restoration, but is considering asking the residents if they would like hydroseed or sod, then providing sod for a nominal fee.

Municipality of  
Chatham-Kent

Restores lawns and residential, urban areas with sod. Uses hydroseed, mulch or fibre-match grass in rural, industrial areas.

Contractor does the restoration and the contractor waters until the first cut, and then sends a letter out to the residents. Is not considering changing the lawn restoration approach in the future.

City of London

Installs sod in residential areas, as well as in busy, urban areas. Uses hydroseed (better product) in parks and in rural areas.

Contractor does the restoration. In residential areas, contractor puts in the sod without watering, and then sends a letter out to the residents. If the sod dies, it becomes the residents' problem.

Has no issues or complaints from residents, sometimes has to chase the contractor for parks restoration.

Town of  
Tecumseh

Installs sod in residential areas, and installs hydroseed in industrial areas.

Contractor does the restoration and if the sod dies provides seed to replace the grass or leaves it to the residents to repair. Installing hydroseed in industrial areas sometimes takes a couple of reseeded efforts, but provides a better product in the end.

City of Sarnia

Installs sod in residential areas, as well in all mandated city roads. Rural areas are controlled by the county of Lambton.

Contractor does the restoration, and is not considering offering cash credits to residents for lawn restoration.

City of Barrie	<p>Installs sod in residential areas, and installs hydroseed among other types of seeds in rural areas, such as ditches.</p> <p>Contractor does the work, and has a one year maintenance period. City doesn't pay for watering and has a 3% hold back for a year. City inspects the grass after a year and if the city thinks the grass will live, the city pays the contractor the 3%. The final quality of grass depends on whether the residents water or not. Sometimes have complaints 4-5 years after a project, and the city overlooks the restoration with projects around the area.</p>
City of Brantford	<p>Installs six inches of topsoil and sod in residential areas.</p> <p>Contractor does the restoration, and the city pays for the watering for the first 15 days. Has strict wording in the contract which states for the contractor to do the restoration. Has a warranty period of one year, a maintenance security of 5% and a letter of credit for the restoration. If the grass is dead or not up to city standards after one year, contractor has to replace all the grass at the its cost. Receives some complaints from the residents (especially in drought periods) because the city is technically responsible for the grass for one year, the city sends out letters to residents after one year. Does not have to chase contractors for restoration or replacement.</p>
City of Mississauga	<p>Installs sod in all areas, does not really have any rural areas anymore.</p> <p>Contractor does the restoration, and the city doesn't pay for any watering. Has a maintenance period of one year and if the grass is dead within one year, contractor has to replace the grass at its own cost. Has to chase contractors to replace the grass. After a year, the city sends out a letter to the residents and the city leaves it alone if no one complains. If someone complains after a year, city replaces grass by hiring a different contractor (Grey Area).</p>
City of St. Catharines	<p>Installs sod in residential and installs seed in rural areas.</p> <p>Contractor does the restoration, and follows OPS standards. Has a warranty period of 30 days, and is experimenting with a warranty period of 90 days (If grass dies within warranty period, the contractor has to replace the grass at its own cost). City doesn't pay for watering at all. Once the sod is put in, the city sends out a flyer to the residents explaining what is being done to their lawns. Once the warranty period ends, city sends out another flyer stating that the residents have to take care of the lawn. If the grass dies after the warranty period, the resident will sign an agreement and the city will put in topsoil and hydroseed ONLY ONCE free of charge.</p> <p>Receives lots of complaints from residents, but does not have to chase contractors to replace sod.</p>
City of Guelph	<p>Residential areas are typically restored with topsoil prior to installing sod. Puts down sod in busy areas, and used seed and mulch in rural areas.</p> <p>Contractor does the restoration, and the city does not pay for watering. Has a warranty period of one month, during which the contractor must replace the sod if it dies. Also has a 2.5% maintenance security holdback for 24 months. Does not have to chase the contractors to replace sod. After the one month period the city sends a letter out to the residents, and if the grass dies it becomes the residents' problem.</p>
City of Burlington	<p>Installs sod in residential areas, and installs seed in rural areas.</p> <p>Contractor does the restoration and all sodded areas are guaranteed for one year after placement. City doesn't pay for watering. Contractor follows OPS standards. Sod has a maintenance period of 30 days. After 30 days, the sod is inspected to see if it has moved, slipped or eroded, and to see if there are signs of rooting. If the restoration doesn't meet the standards, the contractor has to replace the sod and has another 30-day maintenance period. If the sod is up to standards after 30 days, the city sends out a letter to the residents, and it becomes the contractor's and residents' responsibility (Contractor's responsibility until the 1 year period).</p> <p>Has to chase contractors to do the replacement.</p>

- City of Hamilton Installs sod in residential areas. Has a maintenance period of 30 days and the sodded areas are inspected after the 30 days (The inspector mainly looks for evidence of rooting). The contractor replaces the sod if the sod if it isn't not up to city standards. If the sod is accepted after the one month inspection, a letter is sent to the residents and it becomes the residents' responsibility to care for the sod.  
Does not have to chase contractors to replace the sod.
- City of Waterloo Restores residential areas with sod.  
Contractor does the restoration and the contractor places and restores the sod if it must be restored within the 2-yr maintenance period. After the maintenance period, the city takes responsibility and has city-wide contractor that does the restoration, usually with topsoil and seed.
- City of Vaughan Restores residential areas with sod, and restores rural areas with seed.  
Contractor does the restoration and has a maintenance period of 30 days. Inspects the restored areas after 30 days. If the grass is not lush and green, the contractor replaces the grass at his own cost. Holds back the standard 10% and the city doesn't pay for watering.  
Does not have to chase contractors to replace the sod or seed.
- Town of Oakville Restores residential areas and private properties with sod and restores industrial areas with hydroseed. Contractor does the restoration and usually restores with topsoil and sod, has a maintenance period of one year and a 2% holdback.  
Does not have to chase contractors. Also has a performance evaluation form which ranks the contractors' and consultants' work.



**MISSION STATEMENT**

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

<b>REPORT #: S 110/2017</b>	<b>Report Date: 6/13/2017</b>
<b>Author's Contact:</b> <b>Jeff Hagan</b> <b>Policy Analyst</b> <b>519-255-6247 ext 6003</b> <b>jhagan@citywindsor.ca</b>	<b>Date to Council: 7/19/2017</b>
	<b>Clerk's File #: ACO/12746</b>

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

**Subject: Follow-up - South Cameron Neighbourhood On-Street Parking - WARD 10**

**RECOMMENDATION:**

That the report Follow-up – South Cameron Neighbourhood On-Street Parking **BE RECIEVED** for information.

**EXECUTIVE SUMMARY:**

N/A

**BACKGROUND:**

In Report S30/2017 *"South Cameron Neighbourhood On-Street Parking & Traffic Operations"*, the administrative recommendations result in removing a combination of restricted and unrestricted on-street parking from Dominion Blvd. (between the E.C. Row Expressway and Northwood St.) and Northwood St. (between Dominion Blvd and Mark St.); a total reduction of on-street parking supply of **up to 47 parking spaces** (actual parking space quantity varies depending on the month of the year due to alternate side restrictions).

At the May 29, 2017 meeting of Council, Council passed the following two related resolutions:

**CR312/2017**

*That the report of the Environment, Transportation and Public Safety Standing Committee of its meeting held April 19, 2017 regarding "South Cameron Neighbourhood On-Street Parking & Traffic Operations" **BE DEFERRED** in order for Administration to **REPORT BACK** on reviewing the potential impact of allowing parking on the following 5 streets on Fridays only between 11:00 o'clock a.m. and 4:00 o'clock p.m.: Mark, Everts, Curry, McKay and Longfellow; and further,*

*That the results of this review **BE PROVIDED** at a future meeting of the Environment, Transportation and Public Safety Standing Committee; and that all affected residents **BE NOTIFIED**.*

**CR321/2017**

*That the petition presented by Councillor Borrelli from the residents of South Cameron and surrounding area, asking for action on the South Cameron Neighbourhood On-Street Parking **BE RECEIVED** by the Clerk and the Clerk **BE DIRECTED** to forward the petition to the City Engineer for the purpose of an examination of the requested works or undertakings; and further, that a report **BE PROVIDED** consistent with the direction provided.*

The current **On-Street Parking Control Changes Policy** provided in Appendix 1 requires submission of a petition prepared by Transportation Planning with at least **60% support** from the property owners for Council consideration of a requested change to on-street parking restrictions.

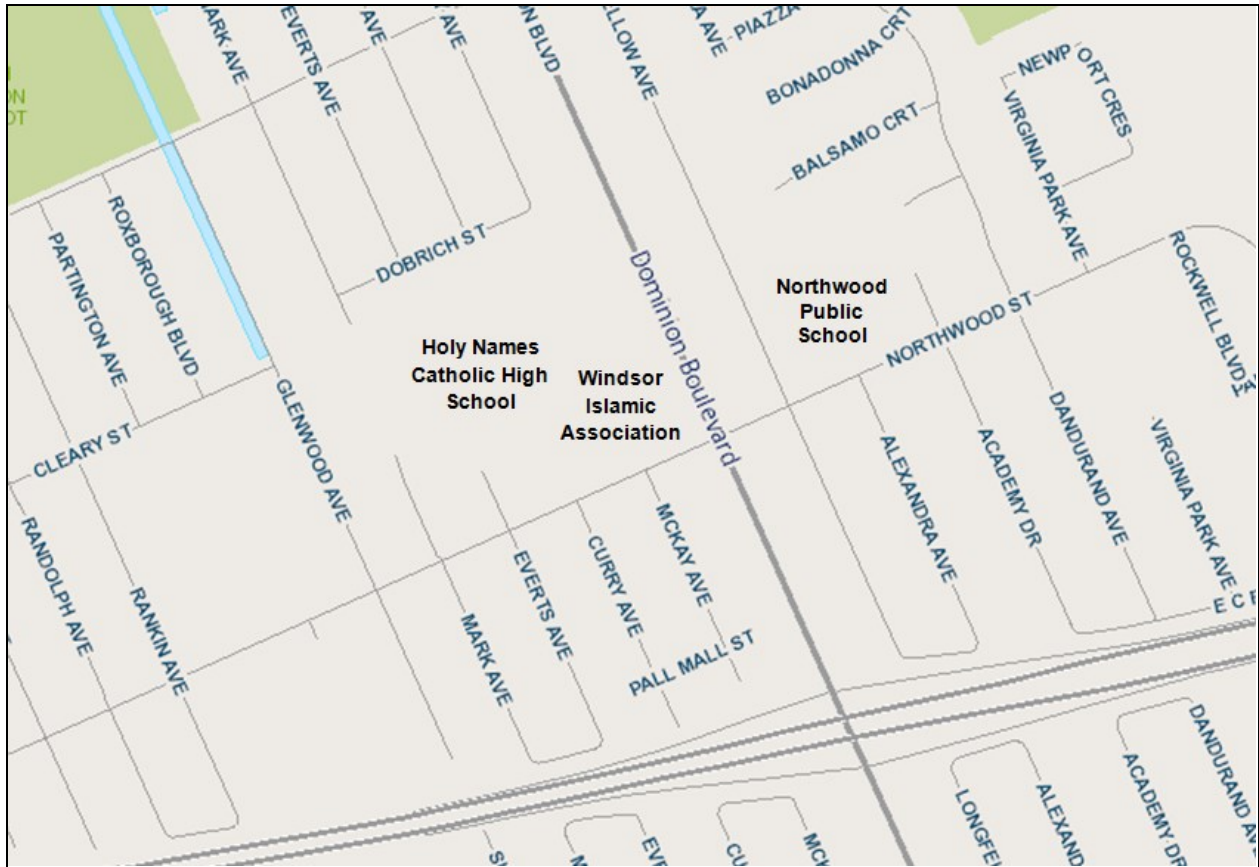
The existing parking restrictions for the streets of interest were undertaken by an amending bylaw on the noted dates with reasons provided where available:

**Table 1: On-street Parking ByLaw Amendment Dates / Reasons**

<b>Street (West to East)</b>	<b>ByLaw Amendment Date</b>	<b>Reason (blank where not available)</b>
Mark Ave.	N of Northwood St –February 1991	
	S of Northwood – October 1990	
Everts Ave.	N of Northwood St – 1993	Petition 80% support
	S of Northwood – October 1990	
Curry Ave.	May 2013	Housekeeping
McKay Ave.	November 1999	Petition 78% support
Longfellow Ave.	N of Northwood St – January 2008	School construction
	S of Northwood – October 1988	

This report provides the results of the requested reviews.

A map of the area is provided as Figure 1.



**Figure 1: Area Map**

**DISCUSSION:**

On Fridays between 11:00 a.m. and 4:00 p.m., the current on-street parking supply on the streets in the South Cameron Neighbourhood is as shown in Table 2. On some streets in the area, parking is prohibited on one side for varying daytime durations, Monday to Friday. These sections were not included in the parking supply for Friday 11:00 a.m. to 4:00 p.m.

**Table 2: Existing Neighbourhood On-street Parking Spaces on Fridays between 11am-4pm**

Street (West to East)	On-Street Parking Supply - Fridays 11am-4pm		Distance Range to Windsor Islamic Association Min. – Max. Approx.(m)
	1 block North of Northwood Street # Spaces	1 block South of Northwood Street # Spaces	
Randolph Ave.	39	27	712-1000
Rankin Ave.	16	29	634-929
Glenwood Ave.	16	29	390-682
Mark Ave.*	0	0	311-575
Everts Ave.*	0	0	225-587
Curry Ave.*	n/a	0	140-429
Pall Mall St.	n/a	14	285-375
McKay Ave.*	n/a	0	50-320
Longfellow Ave.*	0 Northwood to N. Limits of School	0	85-414
Alexandra Ave.	n/a	62	175-621
Academy Dr.	3	33	276-665
Dandurand Ave.	21	39	362-777
<b>Total</b>	<b>95</b>	<b>233</b>	<b>50-1000</b>

\*streets specifically identified in the council question

Permitting on-street parking on the 5 identified streets between 11am-4pm on Fridays would result in additional on-street parking spaces during the requested period as described in Table 3. Due to the available roadway width on these streets, parking on one side was assumed.

**Table 3: Additional On-street Parking Spaces on the 5 Identified Streets on Fridays between 11am-4pm**

Street Name • between Northwood St. and E.C. Row Expressway	# Additional Spaces
Mark Ave.	24
Everts Ave.	25
Curry Ave.	21
McKay Ave.	22
Longfellow Ave.	28
<b>Total</b>	<b>120</b>

During the May 29<sup>th</sup> Meeting of Council, Councillor Borrelli submitted a petition from neighbourhood residents supporting the retention of the current parking restrictions on select streets. The petition is attached as Appendix 2. The results of the petition submitted are as follows:

**Table 4: Summary of Petition Support - On-street Parking Petition**

<b>Street Name</b> • between Northwood St. and E.C. Row Expressway	<b>Number of Properties Signed            Petition/Total Properties Affected            (Percent of Total)</b>
Mark Ave.	14/18 (78%)
Everts Ave.	18/29 (62%)
Curry Ave.	20/23 (87%)
McKay Ave.	15/22 (68%)
Longfellow Ave.	26/30 (87%)
<b>Total</b>	<b>93/122 (76%)</b>

Based on the confirmed results of the petition submitted, all five (5) of the affected streets have achieved greater than a 60% level of support for maintaining the current posted parking regulations. Support of greater than 60% is the level required to support on street parking changes on a street based on the current parking policy.

## **RISK ANALYSIS:**

Risks associated with providing on-street parking as described in resolution CR312/2017 (parking allowed Fridays 11:00 a.m. to 4:00 p.m.) on Mark Avenue, Everts Avenue, Curry Avenue, McKay Avenue and Longfellow Avenue:

- **Community impact risk:**

- Parking demand and traffic volumes would likely increase on the affected streets on Friday afternoons.

- **Resource risks:**

- Increased parking demand and traffic volumes in a concentrated area may increase the demand for a City response, such as parking enforcement or traffic calming requests.
- Based on the resident petition received, it is likely that amending the parking restrictions to allow on-street parking on these streets would result in a successful petition to have the on-street parking subsequently removed. If Council does not waive the Parking Control Changes Policy, a

successful petition will result in the parking change being reversed, causing the expenses and effort associated with implementing the change to be throwaway costs and resources.

- **Reputational risks:**

- Approval of the request for increased on-street parking in this area despite the neighbourhood opposition to the proposal (as expressed in the petition received) may result in minor impacts to the City image.

Risks associated with the petition request (i.e. maintaining current parking regulations on Mark Avenue, Everts Avenue, Curry Avenue, McKay Avenue, and Longfellow Avenue):

- **Community impact risks:**

- Parking deficiencies on Friday afternoons may create frustration and logistical issues for City residents seeking to park in this area.
- Parking demand may be diverted onto other local residential streets that allow on-street parking, causing increased numbers of parked vehicles on these streets; however, this demand would be dispersed over a wider area than if parking was provided on the five streets noted.

- **Reputational risks:**

- Refusal of the request for increased on-street parking in this area may result in minor impacts to the City image.

## **FINANCIAL MATTERS:**

No financial expenditures are associated with the report recommendations.

Should Council choose to implement the parking regulations described in Council Resolution CR312/2017 (parking allowed Fridays between 11:00 a.m. and 4:00 o'clock p.m. on Mark, Everts, Curry, McKay and Longfellow), the cost would be approximately \$1,800 for signage changes. A source of funds for this expense has not been identified and would likely be charged to the current year signs and markings budget.

## **CONSULTATIONS:**

N/A

## CONCLUSION:

If parking were to be allowed on Mark Ave., Everts Ave., Curry Ave., McKay Ave. and Longfellow Ave. on Fridays between 11am to 4pm, an additional 120 on-street parking spaces would be available for that duration. It is noted that the 120 spots is the total supply not the incremental availability. On average, 76% of the residents on the noted streets support maintaining their current parking restrictions based on the neighbourhood petition submitted.

## PLANNING ACT MATTERS:

N/A

## APPROVALS:

Name	Title
Josette Eugeni	Manager of Transportation Planning
Cindy Becker	Financial Planning Administrator
Dwayne Dawson	Executive Director of Operations
Mark Winterton	City Engineer
Joseph Mancina	City Treasurer
Onorio Colucci	Chief Administrative Officer

## NOTIFICATIONS:

Name	Address	Email
Directly affected property owners (list provided to Clerks)		
Windsor Bicycling Committee		
Notification list (list provided to Clerks)		

## APPENDICES:

- 1 Parking Control Changes Policy
- 2 Resident Petition

CITY OF WINDSOR

THE ONLY REASON YOU AND I ARE HERE IS TO SERVE THE PEOPLE OF WINDSOR

DATE: January 29, 1987                      OUR FILE: ST/87  
 TO: Director of Traffic Engineering  
 FROM: City Clerk

The following resolution was adopted by Council at its regular meeting held on January 26, 1987:

**M10-87** WHEREAS City Council is requested on many occasions to decide on parking issues; and  
 WHEREAS letters of intent to make parking changes are sent out to the affected persons in the neighbourhood at an expense to the taxpayers, oftentimes with little response;  
 THEREFORE BE IT RESOLVED that a policy be established requiring residents requesting changes in parking regulations to submit a supporting petition drafted by the Traffic Engineering Department, signed by at least 60% of the residents and businesses in support of the request.

*[Handwritten Signature]*  
 CITY CLERK

/dd

TO		FROM
	DTE	X
1	ACTE	
	SS	
	SSA	
	CTD	
	S-D	
2	TSA	RSS
	TT	
	Sec	
	Clerk	
3	File	

**RECEIVED**  
 FEB 2 1987  
 TRAFFIC ENG. DEPT.  
 Per. *Pa* 8:45



2455 McKay Avenue  
Windsor, ON N9E 2P4

May 29, 2017

City of Windsor  
350 City Hall Square West  
Windsor, ON N9A 6S1

**Attention: Council Services**

**Subject: South Cameron Neighbourhood On-Street  
Parking & Traffic Operations -- REPORT #: S 30-2017**

Attached is a copy of our petition from the residents of the affected streets asking that NO changes be made to the current on-street parking in our neighbourhood. The residents wish to maintain the current parking restrictions and are not in support of any changes.

We would like City Council to listen, review and consider the concerns of the residents in this neighbourhood. A few people have registered to speak at tonight's Council meeting.

Yours truly,



Uga Rose

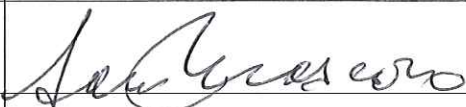
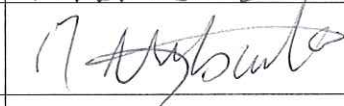

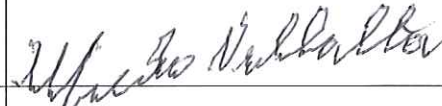



**CITY OF WINDSOR  
COUNCIL SERVICES**

**MAY 29 2017**

**RECEIVED**

SUBJECT: S30-2017 South Cameron Neighbourhood On-Street Parking and Traffic Operations

**WE UNDERSTAND THAT COUNCIL SERVICES IS PREPARING THE ABOVE REPORT FOR CONSIDERATION BY CITY COUNCIL. WE THE RESIDENTS OF LONGFELLOW AVENUE WISH TO MAINTAIN THE CURRENT ON-STREET PARKING RESTRICTIONS AND ARE NOT IN SUPPORT OF ANY CHANGES.**

<u>LONGFELLOW AVE ADDRESS</u>	<u>NAME</u>	<u>SIGNATURE</u>
2463 LONG FELLOW	SAM MASCARO	
2406 LONGFELLOW	ANNE BALL	Anne Ball
2415 Longfellow	maria liam	Maria Liam
2427 Longfellow Ave	Mac Nabouls	
2439 LONG-FELLOW	PETER ROSEMARY WRIGHT	R. Wright
2485 Longfellow	Nina Brunone	Nina Brunone
2539 LONG FELLOW AV.		ANASTASIOS BLECHOS
2563 Longfellow	Tola Succino	Tola Succino
2540 LONGFELLOW	JOHN SWAY	
2506 Longfellow	FRANK DIMAIO	Frank DiMaio
2486 Longfellow	ALFREDO VILALTA	
2464 Longfellow	Eva Tucker	
2552 Longfellow	Diana Ashley	
2451 Longfellow	Colin Curran	

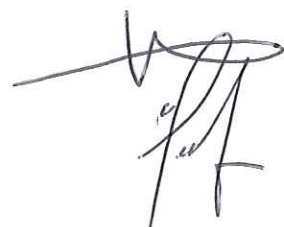
SUBJECT: S30-2017 South Cameron Neighbourhood On-Street Parking and Traffic Operations

**WE UNDERSTAND THAT COUNCIL SERVICES IS PREPARING THE ABOVE REPORT FOR CONSIDERATION BY CITY COUNCIL. WE THE RESIDENTS OF LONGFELLOW AVENUE WISH TO MAINTAIN THE CURRENT ON-STREET PARKING RESTRICTIONS AND ARE NOT IN SUPPORT OF ANY CHANGES.**

<u>LONGFELLOW AVE ADDRESS</u>	<u>NAME</u>	<u>SIGNATURE</u>
2551	LEE CROWE	Lee Crowe
2530	CHRIS DUFOUR	ch Df
<del>2518</del> 2518	Lisa Ballah	Ballah
2498 Longfellow	Edoardo Longfellow	Edoardo Longfellow
2505 Longfellow	Elaine Siu	Uy
2529 Longfellow	WAZIM AWAJ	Wazim
2440 Longfellow	FRANCIS FORTIN	Francis Fortin
2440 LONGFELLOW	CHARIE FORTIN	Charie Fortin
2476 Longfellow	Kelly Wasyluk	Kelly Wasyluk
2452 LONGFELLOW	MARK GILLET	Mark Gillet
2405 LONGFELLOW	CARLINA CARDILLO	Carlina Cardillo
2475 LONGFELLOW	MOHAMED MAZLOUM	Mohamed Mazloum
2451 Longfellow	MARGO VALCKE	M Valcke

2475 Longfellow  
2497 Longfellow

Sami  
Mazloum  
REDA LOUVAJCI



SUBJECT: S30-2017 South Cameron Neighbourhood On-Street Parking and Traffic Operations

**WE UNDERSTAND THAT COUNCIL SERVICES IS PREPARING THE ABOVE REPORT FOR CONSIDERATION BY CITY COUNCIL. WE THE RESIDENTS OF McKAY AVENUE WISH TO MAINTAIN THE CURRENT ON-STREET PARKING RESTRICTIONS AND ARE NOT IN SUPPORT OF ANY CHANGES.**

<u>McKAY AVENUE ADDRESS</u>	<u>NAME</u>	<u>SIGNATURE</u>
2455 McKAY	MARCELLO ROSE	Marcello Rose
2540 MCKAY	ANTON BUSCH	Anton Busch
<del>FIORÉ 2505 McKay</del>	FIORÉ Molto	Fiore Molto
2505 McKay	Lucy O Wilson	Lucy O Wilson
2495 MCKAY	<del>Tony Anderson</del>	<del>Tony Anderson</del>
2471 MCKAY	KEN SMITH	Ken Smith
2425 McKAY	ADA GUALTIERI	Ada Gualtieri
2485 McKay	DAVID WIGHTMAN	David Wightman
2500 McKay	Karen Fields	Karen Fields
2490 McKay	Chantel Bleau	Chantel Bleau
2480 McKay	Stacey Silva	Stacey Silva
2445 MCKAY	EDDY SANSON	Eddy Sanson
2520 McKay Ave.	Katerina Lucier	Katerina Lucier

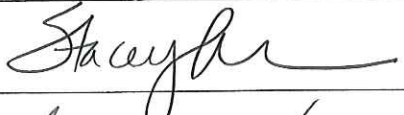
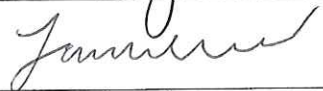
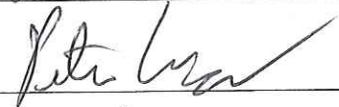








SUBJECT: S30-2017 South Cameron Neighbourhood On-Street Parking and Traffic Operations

**WE UNDERSTAND THAT COUNCIL SERVICES IS PREPARING THE ABOVE REPORT FOR CONSIDERATION BY CITY COUNCIL. WE THE RESIDENTS OF McKAY AVENUE WISH TO MAINTAIN THE CURRENT ON-STREET PARKING RESTRICTIONS AND ARE NOT IN SUPPORT OF ANY CHANGES.**

<u>McKAY AVENUE ADDRESS</u>	<u>NAME</u>	<u>SIGNATURE</u>
2405 McKAY <del>2405 McKAY</del>	IRMA TRAINI	IRMA TRAINI
2430 McKay	UZMA MALIK	UZMA MALIK
2420 McKay	AL-TAB MALIK	AL-TAB MALIK

SUBJECT: S30-2017 South Cameron Neighbourhood On-Street Parking and Traffic Operations

**WE UNDERSTAND THAT COUNCIL SERVICES IS PREPARING THE ABOVE REPORT FOR CONSIDERATION BY CITY COUNCIL. WE THE RESIDENTS OF CURRY AVENUE WISH TO MAINTAIN THE CURRENT ON-STREET PARKING RESTRICTIONS AND ARE NOT IN SUPPORT OF ANY CHANGES.**

<u>CURRY AVENUE ADDRESS</u>	<u>NAME</u>	<u>SIGNATURE</u>
2475 Curry Ave.	Stacey Wawrow	
2475 Curry Ave	Jamie Wawrow	
2475 Curry Ave.	Peter Wawrow	
2450 Curry Ave	MARCO ROSIS	
2480 Curry Ave	Dylan M <sup>c</sup> Carthy	
2430 CURRY AVE	STEVEN MERETSKY	
2420 Curry Ave	Ryan Abdul Sater	
2501 Curry	CHARIS WANGH	
2555 Curry	MARY BRADY	
9595 Curry 2433 Curry Ave	A-Shalaby Andrus Szabo	
2433 Curry Ave	Helen Szabo	






SUBJECT: S30-2017 South Cameron Neighbourhood On-Street Parking and Traffic Operations

WE UNDERSTAND THAT COUNCIL SERVICES IS PREPARING THE ABOVE REPORT FOR CONSIDERATION BY CITY COUNCIL. WE THE RESIDENTS OF CURRY AVENUE WISH TO MAINTAIN THE CURRENT ON-STREET PARKING RESTRICTIONS AND ARE NOT IN SUPPORT OF ANY CHANGES.

<u>CURRY AVENUE ADDRESS</u>	<u>NAME</u>	<u>SIGNATURE</u>
2465 CURRY AVE	BARBARA RENAUD	Barb Renaud
2445 CURRY AVE	CHUCK PETERSON	Chuck Peterson
2455 Curry Ave	Fay Jasey	Fay Jasey
2466 CURRY AVE	BRIAN NICHOLLS	Brian Nicholls
2480 CURRY AVE	KEN MCCARTHY	Ken McCarthy
2524 Curry Ave	GEOFF ZANETTI	Geoff
2560 Curry Ave	Pauline Maeri	Pauline Maeri
2592 Curry Ave	Jason Crawford	Jason Crawford
2480 Curry Ave	Elaine McElroy	Elaine McElroy
2498 Curry Ave	Mark Gratton	MARK GRATTON
2480 Curry Ave	Brendan McElroy	Brendan McElroy
2466 Curry Ave.	Beverly Nicholls	Beverly Nicholls
2411 CURRY AVE	RALPH BURNS	Ralph Burns
2466 Curry Ave	Matthew Nicholls	Matthew Nicholls

SUBJECT: S30-2017 South Cameron Neighbourhood On-Street Parking and Traffic Operations





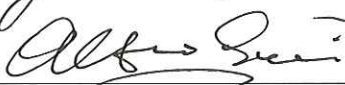
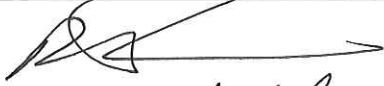
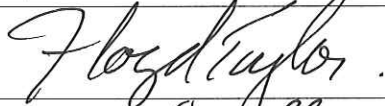
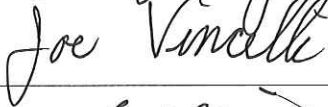




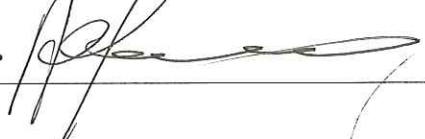
**WE UNDERSTAND THAT COUNCIL SERVICES IS PREPARING THE ABOVE REPORT FOR CONSIDERATION BY CITY COUNCIL. WE THE RESIDENTS OF CURRY AVENUE WISH TO MAINTAIN THE CURRENT ON-STREET PARKING RESTRICTIONS AND ARE NOT IN SUPPORT OF ANY CHANGES.**

<u>CURRY AVENUE ADDRESS</u>	<u>NAME</u>	<u>SIGNATURE</u>
2411 Curry Ave	THERESA BURNS	
2430 CURRY	SUSAN MONTSE	
2440 Curry Ave	Kim ARDANT	
2440 Curry Ave.	Noah Ricciardi	
2440 Curry Ave.	Molly Ricciardi	Molly Ricciardi
2440 CURRY AVE	PHILIP RICCIARDI	
2575 CURRY AVE	MIKE SERAFIMOVSKI	M. Serafimovsk.





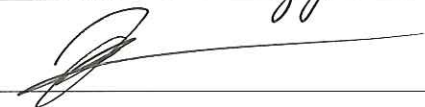

SUBJECT: S30-2017 South Cameron Neighbourhood On-Street Parking and Traffic Operations

**WE UNDERSTAND THAT COUNCIL SERVICES IS PREPARING THE ABOVE REPORT FOR CONSIDERATION BY CITY COUNCIL. WE THE RESIDENTS OF EVERTS AVENUE WISH TO MAINTAIN THE CURRENT ON-STREET PARKING RESTRICTIONS AND ARE NOT IN SUPPORT OF ANY CHANGES.**

<u>EVERTS AVENUE ADDRESS</u>	<u>NAME</u>	<u>SIGNATURE</u>
2493 Everts Windsor, ON N9E 2T8	Kelly JOHNSON	
<del>AI MAGAWLEY Windsor</del> 2488 EVERTS AVE N9E 2T7	AI MAGAWLEY	
2497 Everts Ave N9E 2T8	Ken Tong	
2480 EVERTS AVENUE	DARREN VALLEA	
2498 Everts Windsor	ALFIO GOLINI	
2545 EVERTS	RENZO ANZOLIN	
2525 EVERTS	FLOYD TAYLOR	
2520 EVERTS	JOE VINCELLI	
2540 EVERTS	MAHMOOD NIZAM	
2550 Everts	Nani Yacoub	 Contingent to City Supporting Parking Collection
2483 EVERTS	Mohamed Nassiridin	
2445 EVERTS	RICK CHAMPAWNE	
#2435 EVERTS	A. Ferraro	

SUBJECT: S30-2017 South Cameron Neighbourhood On-Street Parking and Traffic Operations

**WE UNDERSTAND THAT COUNCIL SERVICES IS PREPARING THE ABOVE REPORT FOR CONSIDERATION BY CITY COUNCIL. WE THE RESIDENTS OF EVERTS AVENUE WISH TO MAINTAIN THE CURRENT ON-STREET PARKING RESTRICTIONS AND ARE NOT IN SUPPORT OF ANY CHANGES.**

<u>EVERTS AVENUE ADDRESS</u>	<u>NAME</u>	<u>SIGNATURE</u>
2420 EVERTS AVE	MARIO FERDINANT	
2414 EVERTS	LEANDRO CUZZOCREA	
2415 EVERTS	JOHN MAROTTA	
2365 EVERTS	E. Coletti	
2365 EVERTS	Frank Coletti	
2395 EVERTS	JENNIFER KARAMATSE	JENNIFER KARAMATSE

SUBJECT: S30-2017 South Cameron Neighbourhood On-Street Parking and Traffic Operations

WE UNDERSTAND THAT COUNCIL SERVICES IS PREPARING THE ABOVE REPORT FOR CONSIDERATION BY CITY COUNCIL. WE THE RESIDENTS OF MARK AVENUE WISH TO MAINTAIN THE CURRENT ON-STREET PARKING RESTRICTIONS AND ARE NOT IN SUPPORT OF ANY CHANGES.

<u>MARK AVENUE ADDRESS</u>	<u>NAME</u>	<u>SIGNATURE</u>
Helen 2478 Mark Ave	Helen Stamatiadis	Helen Stamatiadis George Stamatiadis
George 2478 Mark Ave	George Stamatiadis	
Peggy 2458 Mark Ave N9E 2W3	Peggy Pollock	Peggy Pollock
2485 MARK AVE.	KEN BRANDER	Ken Brander
2510 Mark Ave.	Scott Kirby Denise Kirby Stenie Kirby	Scott Kirby Denise Kirby Stenie Kirby
2498 MARK AVE	JOHN STAHLEY	John Stahley
2425 MARK AVE	VICTORIA WILLIAMS	Victoria Williams
2425 MARK AVE	GRAEME WILLIAMS	Graeme Williams
2471 MARK AVE	DAN WOODS	Dan Woods
2471 MARK AVE	MEGAN WOODS	Megan Woods
2477 MARK AVE	P. Lopez	P. Lopez
2530 Mark Ave	Tena Walsh	Tena Walsh
2530 MARK AVE	Corey Walsh	Corey Walsh

SUBJECT: *S30-2017 South Cameron Neighbourhood On-Street Parking and Traffic Operations*

**WE UNDERSTAND THAT COUNCIL SERVICES IS PREPARING THE ABOVE REPORT FOR CONSIDERATION BY CITY COUNCIL. WE THE RESIDENTS OF MARK AVENUE WISH TO MAINTAIN THE CURRENT ON-STREET PARKING RESTRICTIONS AND ARE NOT IN SUPPORT OF ANY CHANGES.**

<u>MARK AVENUE ADDRESS</u>	<u>NAME</u>	<u>SIGNATURE</u>
2485	Karen McIntosh	<i>K McIntosh</i>
2434	Joseph Ljimar	<i>Joseph Ljimar</i>
2458	ANDREA Pallock	<i>Pallock</i>

SUBJECT: S30-2017 South Cameron Neighbourhood On-Street Parking and Traffic Operations

**WE UNDERSTAND THAT COUNCIL SERVICES IS PREPARING THE ABOVE REPORT FOR CONSIDERATION BY CITY COUNCIL. WE THE RESIDENTS OF MARK AVENUE WISH TO MAINTAIN THE CURRENT ON-STREET PARKING RESTRICTIONS AND ARE NOT IN SUPPORT OF ANY CHANGES.**

<u>MARK AVENUE ADDRESS</u>	<u>NAME</u>	<u>SIGNATURE</u>
2498 W9E 2403 Mark Ave	Joanne Niefer	Joanne Niefer
2453 MARK	FRED OPOCENSKY	F. POCENSKY
2415 Mark	Tavor Nadelin	Tavor Nadelin
2418 Mark Avenue	Colleen Bruner-Pelletier	Colleen Bruner-Pelletier
2458 Mark Avenue	Anthony Pollock	Anthony Pollock



## Public Works - Operations

### MISSION STATEMENT

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

<b>REPORT #: S 106/2017</b>	<b>Report Date: 6/9/2017</b>
<b>Author's Contact:</b> Jeff Hagan Policy Analyst 519-255-6247 ext 6003 jhagan@citywindsor.ca	<b>Date to Council: 7/19/2017</b>
	<b>Clerk's File #: MB/5331</b>

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

**Subject: Pillette Avenue Bicycle Lanes & On-Street Parking - WARDS 5, 6 & 8**

### RECOMMENDATION:

1. That Parking By law 9023 **BE AMENDED** as listed and attached in Appendix 1 of this report, and
2. That the City Solicitor **BE DIRECTED** to prepare the necessary documents to amend the by law.

### EXECUTIVE SUMMARY:

N/A

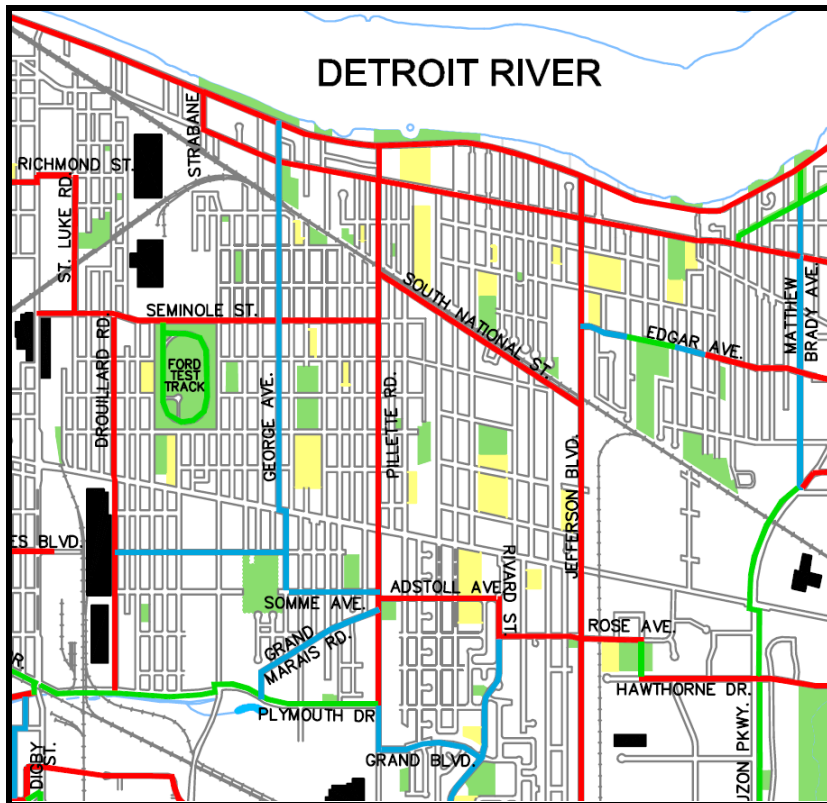
### BACKGROUND:

The Bicycle Use Master Plan (BUMP) confirmed:

*"Windsor's cycling vision is a visible and connected cycling network that is easily accessible, safe and actively used by all types of cyclists."*

The BUMP contains a recommended cycling network that would have cycling facilities available within a five minute radius of all neighbourhoods. This network identified bike lanes on Pillette Rd. between Grand Blvd and Riverside Drive.

## Map: BUMP Excerpt



The Public Works Operations Department recently resurfaced Pillette Rd. between Tecumseh Road East and Seminole, and Seminole between Pillette Rd. and George Ave. The section of Seminole between George Ave and Central Ave is also being resurfaced this year.

Administration is actively pursuing opportunities to connect and expand the cycling network in this neighbourhood. Additionally, this same section of Pillette Rd. between South National St. and Seminole St. is part of the funded Community Connections that accompany the Windsor LOOP.

## Map: Windsor LOOP & Community Connections Excerpt



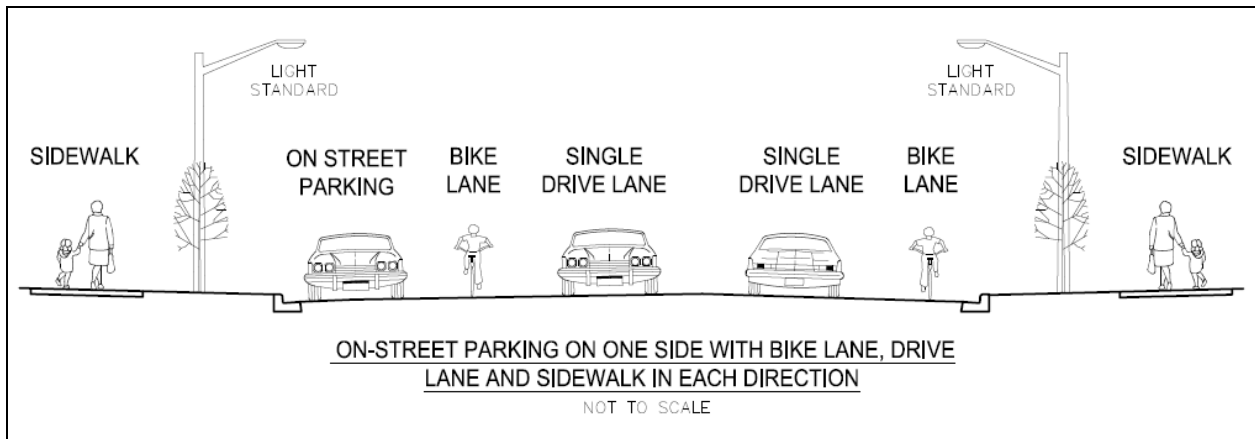
This report focuses on the changes to on-street parking recommended on approximately 1.7km of Pillette Rd. between Tecumseh Road E. and South National St. to support the implementation of bike lanes.

The current on-street parking restrictions allow a single lane of on-street parking on alternate sides of the street 8:30 a.m. to 3:30 p.m. Monday to Friday and on both sides of the street outside of these limits.

Bike lanes can be supported on Pillette Rd. with two travel lanes and a single lane of on-street parking. A sample cross-section is provided below for illustrative purposes.



## Proposed Cross-Section



### DISCUSSION:

#### Key Roadway Characteristics

Key characteristics of Pillette Rd. are summarized in Table 1.

**Table 1: Key Roadway Characteristics**

Item	Pillette Rd.
Road Classification	Class 2 Arterial
Speed Limit	50 km/h (unsigned)
Truck Route?	Yes
Transit Route?	Yes
Pavement Width	12.8 m (in the section of concern)
Weekday Daily Traffic Volume	North of Tecumseh: 11,300 vehicles per day South of South National: 10,900 vehicles per day
On-street Parking Supply	102 spaces east side 110 spaces west side
Existing On-Street Parking Restrictions	Alternate side parking (8:30 a.m. to 3:30 p.m. Monday to Friday) Parking allowed both sides (all other times)
Proposed On-Street Parking	Allowed one side at all times

#### Recommended Cycling Facility Type

Ontario Traffic Manual Book 18 (Cycling Facilities) provides Provincial guidelines for selection of bicycle facility type, taking into account factors such as:

- Traffic volumes and speeds

- On-street parking
- Number of driveway and intersection conflicts
- Available roadway width

Based on these factors and Book 18 guidance, Administration has identified bicycle lanes as the preferred facility type for Pillette Road. The Bicycle Use Master Plan also identifies bicycle lanes for Pillette Road.

### **Resident Notification and Response**

A notification letter advising of the proposed change and soliciting feedback was provided to the directly affected property owners on this section of Pillette Rd. on May 18, 2017. A re-notification letter was distributed on June 13, 2017 in response to concerns of gaps in the original circulation. In keeping with normal practice, both letters stated that no response would be considered support for the proposal. Copies of the letters are included in Appendix 2.

The feedback received during the comment period is summarized in Table 2. The properties in the immediate vicinity of the proposed parking change (220 properties) were notified of the proposed change.

**Table 2: Summary of Responses – Pillette Rd. On-street Parking Recommendations**

<b>Response</b>	<b>Number of Properties (Percent of Total)</b>
Support Recommendation	1 (0%)
No Response (Deemed Support)	172 (78%)
Oppose Recommendation	47 (21%)
Other	0 (0%)
<b>Total</b>	<b>220 (100%)</b>

In addition to voting in support or opposition to the proposed change, some respondents provided comments. A summary of the comments received is provided in Table 3.

**Table 3: Resident Comments**

<b>Comment</b>	<b>Number of Respondents</b>
On-street parking is already heavily used.	19
Some homes do not have driveways/off-street parking.	14
Heavy traffic volumes on Pillette make it hard to get in and out of driveways.	13
Many homes have multiple cars.	9
Parking only on one side will create problems for street sweeping and snow removal.	7
Bicycle lanes on Pillette will not be used.	6
Road is too narrow for bike lanes.	2

All but 8 of the properties on Pillette Rd. have off-street parking.

Resident comments received in response to the notification letter suggest concerns about the availability of on-street parking.

In response to the feedback received, an on-street parking utilization study was undertaken to gain an understanding of the existing parking demand. The survey was conducted on Tuesday June 13, Wednesday June 14, and Saturday June 10. The results of the study are summarized in Table 4; for weekdays, the number of parked vehicles given in the table represents the worst case of the two weekday survey days. At the time of the survey, parking was allowed on the west side of Pillette (the side with slightly more on-street parking supply) between 8:30 a.m. and 3:30 p.m., Monday to Friday (and on both sides at other times).

**Table 4: Parking Demand Survey Results – Pillette Road**

Block	Weekday Morning (9:00 a.m.)			Weekday Afternoon (3:00 p.m.)			Weekday Night (9:00 p.m.)			Saturday Afternoon (2:00 p.m.)			Overall Peak
	Available Spaces	Parked Vehicles	% Occupied	Available Spaces	Parked Vehicles	% Occupied	Available Spaces	Parked Vehicles	% Occupied	Available Spaces	Parked Vehicles	% Occupied	Parked Vehicles (Worst Case)
Tecumseh to Guy	24	5	21%	24	5	21%	51	12	24%	51	10	20%	<b>12</b>
Guy to Milloy	21	7	33%	21	6	29%	35	11	31%	35	9	26%	<b>11</b>
Milloy to Alice	16	8	50%	16	5	31%	32	10	31%	32	14	44%	<b>14</b>
Alice to Reginald	16	5	31%	16	3	19%	31	9	29%	31	4	13%	<b>9</b>
Reginald to Seminole	15	6	40%	15	3	20%	28	9	32%	28	11	39%	<b>11</b>
Seminole to South National	18	12 [1]	67%	18	9 [2]	50%	35	15	43%	35	14	40%	<b>15</b>
<b>Study Area Total</b>	<b>110</b>	<b>43</b>	<b>39%</b>	<b>110</b>	<b>31</b>	<b>28%</b>	<b>212</b>	<b>66</b>	<b>31%</b>	<b>212</b>	<b>62</b>	<b>29%</b>	<b>72</b>

Notes:

1. Includes 3 illegally parked vehicles.
2. Includes 1 illegally parked vehicle.

Overall peak parking demand occurred on weekday nights, though some blocks experienced peak parking demand on Saturday afternoons. In both cases, the peak of on-street parking demand occurred at times when parking was available on both sides of Pillette Road.

In order to accommodate bicycle lanes, Administration recommends that parking be removed from the east side of Pillette Road. To confirm that sufficient on-street parking will be available to satisfy the current demand, the peak parking demand (as summarized in Table 3) was compared to the number of on-street parking spaces that are available on the west side of Pillette Road. This review is summarized in Table 4.

**Table 5: Parking Occupancy - Proposed Design**

Block	Proposed Parking		
	Available Spaces (Proposed)	Parked Vehicles (Worst Case from Parking Survey)	% Occupied (Worst Case)
Tecumseh Road East to Guy Street	24	12	50%
Guy Street to Milloy Street	21	11	52%
Milloy Street to Alice Street	16	14	88%
Alice Street to Reginald Street	16	9	56%
Reginald Street to Seminole Street	15	11	73%
Seminole Street to South National Street	18	15	83%
<b>Study Area Total</b>	<b>110</b>	<b>72</b>	<b>65%</b>

With parking restricted to the west side of Pillette Road, all sections of Pillette Road between Tecumseh Road East and South National Street will have sufficient on-street parking to meet current on-street parking demands. The highest peak parking occupancy (88%) will occur between Milloy Street and Alice Street.

8 properties on Pillette Road within the project limits do not have off-street parking. The majority of these properties (6 homes) are in the section between Tecumseh Road East and Guy Street, where on-street parking demand is projected to be the lowest in the study area (50% occupancy at peak times).

**RISK ANALYSIS:**

A risk chart is attached as Appendix 3.

**FINANCIAL MATTERS:**

The estimated cost to implement bicycle lanes and the associated on-street parking regulation changes on Pillette Road between South National Street and Tecumseh Road East is \$25,000. This cost includes any required removals, and supply and installation of all required signs and pavement markings.

This cost will be funded from the Bikeways Development Capital Project #7111031. Sufficient uncommitted funds are available for the work.

## **CONSULTATIONS:**

A letter was sent to affected residents on May 18, 2017 notifying them of the proposed parking changes and requesting feedback.

Due to concerns that some residents in the affected area may not have received the letter, a second letter was sent to the affected residents on June 13, 2017.

Both letters are provided in Appendix 2. Feedback received is summarized under "Discussion" above.

## **CONCLUSION:**

Administration recommends that bicycle lanes be provided on Pillette Road between South National Street and Tecumseh Road East. This cycling facility is part of the primary cycling network identified in the Bicycle Use Master Plan and will provide an important link to the rest of the City's cycling network.

The pavement width on Pillette Road is insufficient to allow bicycle lanes along with parking on both sides. Therefore, Administration recommends removing parking from the east side of this section of Pillette Road and allowing parking on the west side at all times. The remaining on-street parking will be sufficient to accommodate the peak on-street parking demand that was observed in Administration's parking survey.

## **PLANNING ACT MATTERS:**

N/A

## APPROVALS:

<b>Name</b>	<b>Title</b>
Josette Eugeni	Manager of Transportation Planning
Cindy Becker	Financial Planning Administrator
Dwayne Dawson	Executive Director of Operations
Mark Winterton	City Engineer
Joseph Mancina	City Treasurer
Onorio Colucci	Chief Administrative Officer

## NOTIFICATIONS:

<b>Name</b>	<b>Address</b>	<b>Email</b>
Area residents (list provided to Clerks)		
Windsor Bicycling Committee		

## APPENDICES:

- 1 Amendments to Parking By-Law 9023
- 2 Notification Letters to Pillette Road Residents
- 3 Risk Chart

**AMENDMENTS TO PARKING BY-LAW 9023**

ITEM	REGULATION	STREET	SIDE	FROM	TO	ADDITIONAL RESTRICTIONS	ADDITIONAL INFORMATION	REASON
1	Schedule "D" Alternate Side No Parking <b>DELETE</b>	Pilette Road	East	Alley Next South Of Seminole St	Alley Next North Of Tecumseh Rd E	8:30 AM To 3:30 PM - Monday To Friday	February, April, June, August, October, December	Accommodate bicycle lanes
2	Schedule "D" Alternate Side No Parking <b>DELETE</b>	Pilette Rd	East	Seminole St	The Next Rail Line North	8:30 AM To 3:30 PM - Monday To Friday	February, April, June, August, October, December	Accommodate bicycle lanes
3	Schedule "D" Alternate Side No Parking <b>DELETE</b>	Pilette Rd	West	Alley Next South Of Seminole St	Alley Next North Of Tecumseh Rd E	8:30 AM To 3:30 PM - Monday To Friday	January, March, May, July, September, November	Accommodate bicycle lanes
4	Schedule "D" Alternate Side No Parking <b>DELETE</b>	Pilette Rd	West	Seminole St	The Next Rail Line North	8:30 AM To 3:30 PM - Monday To Friday	January, March, May, July, September, November	Accommodate bicycle lanes
5	Schedule "C" No Parking <b>ADD</b>	Pilette Rd	East	The Next Rail Line North of Seminole St	30 m north of the Alley Next North Of Tecumseh Rd E			Accommodate bicycle lanes





**THE CORPORATION OF THE CITY OF WINDSOR  
OFFICE OF THE CITY ENGINEER - OPERATIONS  
OFFICE OF THE EXECUTIVE DIRECTOR**

**Dwayne Dawson P. Eng.,  
Executive Director of Operations  
1266 McDougall Street  
Windsor, Ontario, N8X 3M7  
(519) 255-6248 Fax (519) 973-5476  
ddawson@citywindsor.ca**

May 18, 2017

**RE: PROPOSED BIKE LANES  
PILLETTE ROAD – SOUTH NATIONAL STREET TO TECUMSEH ROAD EAST**

---

Dear Homeowner / Resident:

As per the City of Windsor Bicycle Use Master Plan (BUMP), bike lanes are recommended on Pillette Road. The City of Windsor Administration is proposing to install bike lanes on Pillette Road from South National Road to Tecumseh Road East once the surface asphalt has been placed on the newly reconstructed section, as seen in the attached sketch.

Currently Alternate Side Parking 8:30 AM to 3:30 PM Monday to Friday is permitted on Pillette Road within these project limits. The pavement width is sufficient to support parking on the west side of Pillette Road while maintaining two-way traffic and bike lanes. The proposed cross-section also allows for safe and efficient access by emergency vehicles as well as Public Works Operations for refuse collection and snow removal.

If you have any questions and/or concerns, please do not hesitate to contact Shari Gabriele, Transportation Technologist (519) 255-6247 ext. 6102 on or before June 9, 2017 prior to 4:30 pm. **Please note that no response is considered as support for the above mentioned recommendation.**

Yours truly,

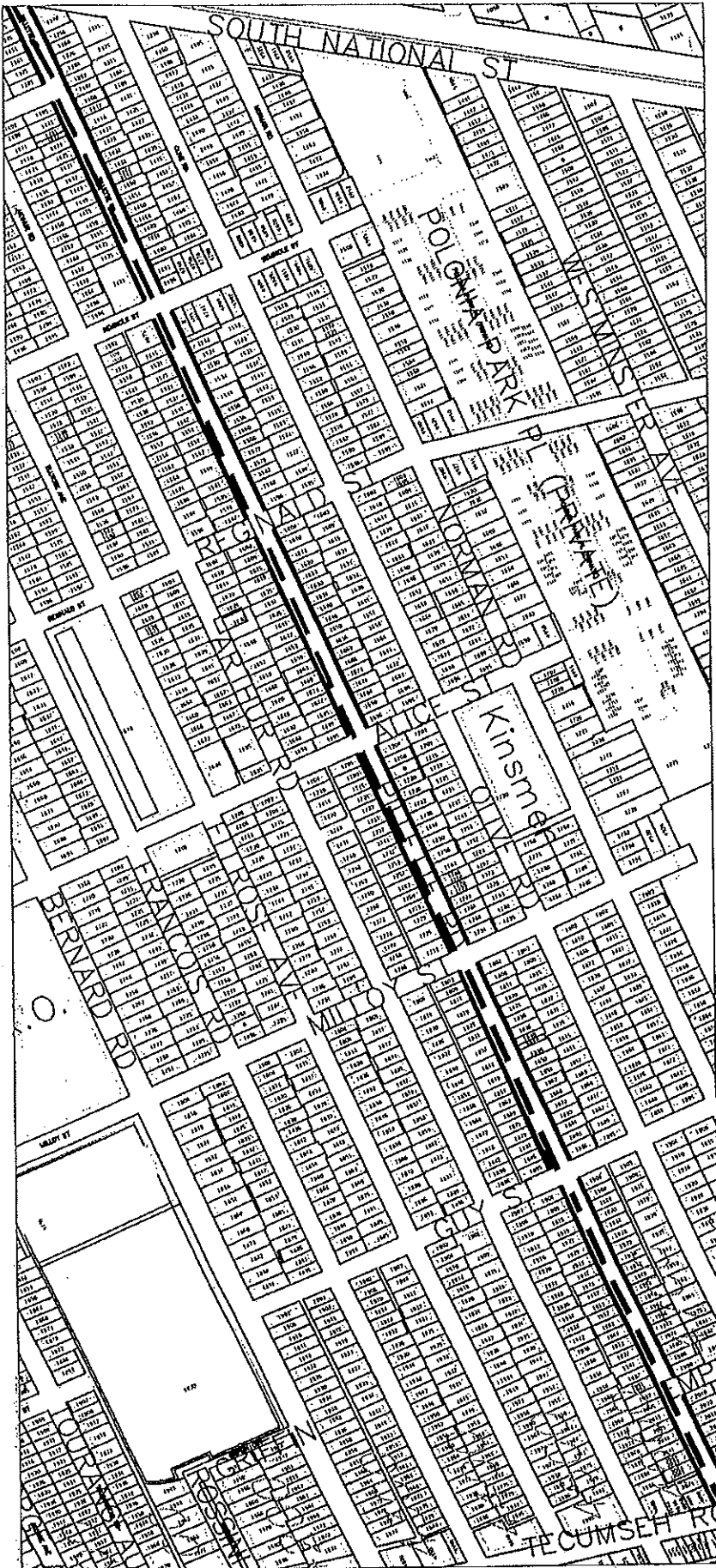
Josette Eugeni, P. Eng.,  
Manager of Transportation Planning

SG: Attachment

c.c. Executive Director of Operations  
Councillor Ed Sleiman  
Councillor Bill Marra  
Senior Manager of Traffic Operations, Parking and Transportation Planning

# PILLETTE ROAD

SOUTH NATIONAL STREET  
TO TECUMSEH ROAD EAST



- Proposed Bicycle Lanes
- - Existing On-street Parking to remain



**THE CORPORATION OF THE CITY OF WINDSOR  
OFFICE OF THE CITY ENGINEER - OPERATIONS  
OFFICE OF THE EXECUTIVE DIRECTOR**

**Dwayne Dawson P. Eng.,  
Executive Director of Operations  
1266 McDougall Street  
Windsor, Ontario, N8X 3M7  
(519) 255-6248 Fax (519) 973-5476  
ddawson@citywindsor.ca**

June 13, 2017

**RE: PROPOSED BIKE LANES  
PILLETTE ROAD – SOUTH NATIONAL STREET TO TECUMSEH ROAD EAST**

---

Dear Homeowner / Resident:

As per the City of Windsor Bicycle Use Master Plan (BUMP), bike lanes are recommended on Pillette Road. The City of Windsor Administration is proposing to install bike lanes on Pillette Road from South National Road to Tecumseh Road East now that the surface asphalt has been placed on the newly reconstructed section, as seen in the attached sketch.

Currently Alternate Side Parking 8:30 AM to 3:30 PM Monday to Friday is permitted on Pillette Road within these project limits. The pavement width is sufficient to support parking on the west side of Pillette Road while maintaining two-way traffic and bike lanes. The proposed cross-section also allows for safe and efficient access by emergency vehicles as well as Public Works Operations for refuse collection and snow removal.

This re-notification letter is being circulated due to indications that there may have been gaps in the distribution of the original notification letters. If you responded to the previous letter no further action is required, however your further input would be welcomed.

If you have any questions and/or concerns, please do not hesitate to contact Shari Gabriele, Transportation Technologist (519) 255-6247 ext. 6102 on or before **June 28, 2017** prior to 4:30 pm. **Please note that no response is considered as support for the above mentioned recommendation.**

Yours truly,

Josette Eugeni, P. Eng.,  
Manager of Transportation Planning

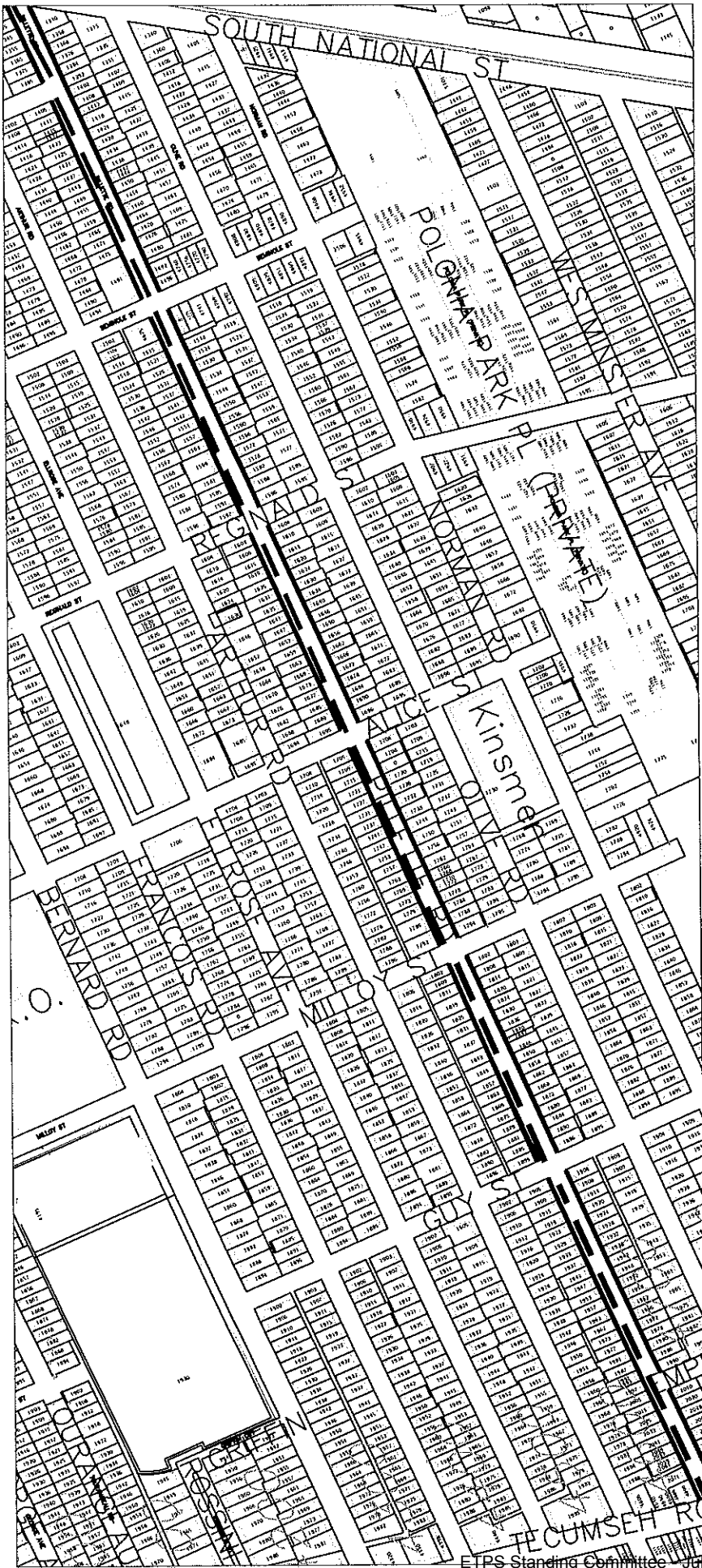
*SS*.SG: Attachment

c.c. Executive Director of Operations  
Councillor Ed Sleiman  
Councillor Bill Marra  
Senior Manager of Traffic Operations, Parking and Transportation Planning

City of Windsor • 350 City Hall Square West • Windsor, ON • N9A 6S1  
www.citywindsor.ca

# PILLETTE ROAD

SOUTH NATIONAL STREET  
TO TECUMSEH ROAD EAST



- Proposed Bicycle Lanes
- - Existing On-street Parking to remain

Risk Description	Impacted Objective(s)	Risk Level	Mitigating Strategy / Status	Responsibility
<i>Risks associated with adopting Administration's recommendations:</i>				
Financial risk: cost variance due to construction price fluctuations	<ul style="list-style-type: none"> <li>• Improve Financial Success</li> </ul>	Moderate	Purchasing By-law and normal cost controls / project management.	City Engineer
Community impact risk due to displaced parking.	<ul style="list-style-type: none"> <li>• Make Services Responsive</li> </ul>	Low	Conduct parking survey to confirm that the proposed parking supply will be sufficient to meet current parking demands (completed).	City Engineer
<i>Risks associated with not adopting Administration's recommendations:</i>				
Community impact risk: A significant gap will continue to exist in the cycling network.	<ul style="list-style-type: none"> <li>• Make Transportation Efficient and Convenient Protect Community Wellness</li> </ul>	Moderate	Provide this connection using an alternate route, possibly with increased cost, complexity, or out-of-way travel for cyclists.	City Engineer



## Transit Windsor

### MISSION STATEMENT

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

<b>REPORT #: S 114/2017</b>	<b>Report Date: 6/27/2017</b>
<b>Author's Contact:</b> <b>Patrick Delmore</b> <b>Executive Director</b> <b>519-944-4141 ext 2232</b> <b>pdelmore@citywindsor.ca</b>	<b>Date to Council: 7/19/2017</b>
	<b>Clerk's File #: MT2017</b>

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

**Subject: The Contributory Pension Plan for Employees of Transit Windsor – Audited Financial Statements for the year ended December 31, 2016**

### RECOMMENDATION:

- I. That the Audited Financial Statements as at December 31, 2016 of the Contributory Pension Plan Fund for Employees of Transit Windsor **BE APPROVED**; and
- II. That the Executive Director of Transit Windsor, as the Plan Administrator, file the financial statements with the Office of the Superintendent of Financial Institutions Canada (OSFI).

### EXECUTIVE SUMMARY:

N/A.

### BACKGROUND:

The Contributory Pension Plan for the Employees of Transit Windsor is a defined benefit plan established to provide pension benefits to all employees of Transit Windsor who meet the eligibility requirements as specified in the plan document. The Plan is registered with the Canada Revenue Agency (CRA) under the *Federal Pension Benefits Standards Act (PBSA)*. The Plan is also a registered pension trust as defined in the *Income Tax Act* and as such is not subject to income taxes. The Plan was frozen as at December 31, 1999.

Although Federal legislation does not require an independent audit of pension plans, the Board's resolution, T.W. 2702/97, adopted on April 10, 1997, directed:

*That a separate, independent audit of the plan be conducted, and that the audited statements be submitted annually to the Board for acceptance.*

## **DISCUSSION:**

KPMG has finalized its audit of the Contributory Pension Plan Fund for Employees of Transit Windsor for the year ending December 31, 2016. The Transit Windsor Pension Review Committee has reviewed the audit report and approved the audited statements as submitted at their annual meeting on June 20, 2017.

The Independent Auditors' Report (attached) states *"In our opinion, the financial statements present fairly, in all material respects, the net assets of the Contributory Pension Plan for Employees of Transit Windsor, as at December 31, 2016, and its changes in net assets available for benefits for the year then ended in accordance with the financial reporting provisions of prescribed by the Federal Benefits Standards Act."*

The Audited Financial Statements now require the approval of the Transit Windsor Board of Directors.

## **RISK ANALYSIS:**

Federal legislation requires that, if a plan does conduct an audit, the audited statements must be filed with OSFI by June 30<sup>th</sup>. In order to meet the required deadline, the Executive Director of Transit Windsor has filed the financial statements before the deadline with the understanding that an amendment can be made if there are any concerns or changes required by the Transit Windsor Board of Directors. Accordingly, the audited financial statements have been file by the required deadline.

## **FINANCIAL MATTERS:**

The auditing fee of **\$4,100 plus HST** was funded from the frozen Transit Windsor pension plan.

The pension plan is fully funded on a going concern basis, but would have a deficit if it were to be wound up at this time. Federal pension regulations require this notional wind up deficit to be funded. The City of Windsor has complied with these additional funding requirements through special contributions over the past several years as well as by way of provision of a letter of credit. Full details relative to the actuarial status of the fund will be forthcoming in a separate report.

## **CONSULTATIONS:**

- Sue Grimmert, Financial Planning Analyst, City of Windsor
- Transit Windsor Pension Review Committee

- KPMG (Cynthia Swift, CPA, CA Hon. B. Comm.)

**CONCLUSION:**

According to the auditor’s report, the attached financial statements present fairly, in all material respects, the net assets available for benefits of the Fund and the changes in net assets.

**APPROVALS:**

Name	Title
Patrick Delmore	Executive Director, Transit Windsor
Mark Winterton	City Engineer - Corporate Leader Environmental Protection and Infrastructure Services
Joseph Mancina	Chief Financial Officer – City Treasurer
Onorio Colucci	Chief Administrative Officer

**NOTIFICATIONS:**

Name	Address	Email

**APPENDICES:**

1 Transit Windsor Pension - Audited Financial Statements as at December 31, 2016



Financial Statements of

**THE CONTRIBUTORY PENSION  
PLAN FUND FOR EMPLOYEES OF  
TRANSIT WINDSOR**

Year ended December 31, 2016



KPMG LLP  
618 Greenwood Centre  
3200 Deziel Drive  
Windsor, ON N8W 5K8  
Telephone (519) 251-3500  
Fax (519) 251-3530  
www.kpmg.ca

## INDEPENDENT AUDITORS' REPORT

To the Administrator of the Contributory Pension Plan Fund for Employees of Transit Windsor

We have audited the accompanying financial statements of the Contributory Pension Plan Fund for Employees of Transit Windsor, which comprise the statement of net assets as at December 31, 2016, the statement of changes in net assets available for benefits for the year then ended, and notes, comprising a summary of significant accounting policies and other explanatory information. The financial statements have been prepared by management based on the financial reporting provisions prescribed by the Federal Pension Benefits Standards Act.

### *Management's Responsibility for the Financial Statements*

Management is responsible for the preparation and fair presentation of these financial statements in accordance with the financial reporting provisions prescribed by the Federal Pension Benefits Standards Act, and for such internal control as management determines is necessary to enable the preparation of financial statements that are free from material misstatement, whether due to fraud or error.

### *Auditors' Responsibility*

Our responsibility is to express an opinion on these financial statements based on our audit. We conducted our audit in accordance with Canadian generally accepted auditing standards. Those standards require that we comply with ethical requirements and plan and perform the audit to obtain reasonable assurance about whether the financial statements are free from material misstatement.

An audit involves performing procedures to obtain audit evidence about the amounts and disclosures in the financial statements. The procedures selected depend on our judgment, including the assessment of the risks of material misstatement of the financial statements, whether due to fraud or error. In making those risk assessments, we consider internal control relevant to the entity's preparation and fair presentation of the financial statements in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the entity's internal control. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of accounting estimates made by management, as well as evaluating the overall presentation of the financial statements.

We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinion.



*Opinion*

In our opinion, the financial statements present fairly, in all material respects, the net assets of the Contributory Pension Plan Fund for Employees of Transit Windsor, as at December 31, 2016, and its changes in net assets available for benefits for the year then ended in accordance with the financial reporting provisions of prescribed by the Federal Benefits Standards Act.

*Basis of Accounting and Restriction on Use*

Without modifying our opinion, we draw attention to note 2(a) to the financial statements, which describes the basis of accounting. The financial statements are prepared to assist the Administrator of the Contributory Pension Plan Fund for Employees of Transit Windsor, to meet the requirements of the Office of the Superintendent of Financial Institutions Canada. As a result, the financial statements may not be suitable for another purpose. Our report is intended solely for the Administrator of the Contributory Pension Plan Fund for Employees of Transit Windsor, and the Office of the Superintendent of Financial Institutions Canada and should not be used by parties other than the Administrator of the Contributory Pension Plan Fund for Employees of Transit Windsor or the Office of the Superintendent of Financial Institutions Canada.

*KPMG LLP*

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Chartered Professional Accountants, Licensed Public Accountants

June 20, 2017  
Windsor, Canada

# THE CONTRIBUTORY PENSION PLAN FUND FOR EMPLOYEES OF TRANSIT WINDSOR

(Registration Number 353821)

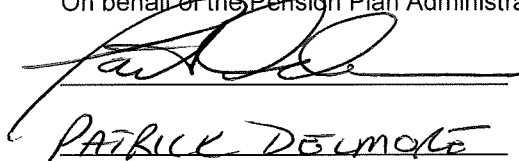
Statement of Net Assets  
(in thousands of dollars unless otherwise stated)

Year ended December 31, 2016, with comparative information for 2015

	2016		2015
<b>Assets</b>			
Investments (notes 4 and 9)	\$ 31,506	\$	29,300
Total assets	31,506		29,300
<b>Liabilities</b>			
Accrued liabilities	4		4
Net assets available for benefits	\$ 31,502	\$	29,296

See accompanying notes to financial statements.

On behalf of the Pension Plan Administrator:



PATRICK DELMONTÉ

# THE CONTRIBUTORY PENSION PLAN FUND FOR EMPLOYEES OF TRANSIT WINDSOR

(Registration Number 353821)

Statement of Changes in Net Assets Available for Benefits  
(in thousands of dollars unless otherwise stated)

Year ended December 31, 2016, with comparative information for 2015

	2016	2015
Increase in net assets:		
Investment income	\$ 871	\$ 539
Change in fair value:		
Change in net unrealized gains	2,322	1,511
Employer contributions	1,275	1,406
Commodity tax rebates on expenditures	9	9
	<u>4,477</u>	<u>3,465</u>
Decrease in net assets:		
Change in fair value:		
Change in net unrealized losses		
Benefit payments (note 5)	2,002	1,823
Administrative expenses (note 6)	269	245
	<u>2,271</u>	<u>2,068</u>
Increase in net assets	2,206	1,397
Net assets available for benefits, beginning of year	29,296	27,899
Net assets available for benefits, end of year	<u>\$ 31,502</u>	<u>\$ 29,296</u>

See accompanying notes to financial statements.

# THE CONTRIBUTORY PENSION PLAN FUND FOR EMPLOYEES OF TRANSIT WINDSOR

(Registration Number 353821)

Notes to Financial Statements (continued)  
(in thousands of dollars unless otherwise stated)

Year ended December 31, 2016

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## 1. Description of the Plan:

The Contributory Pension Plan for the Employees of Transit Windsor ("the Plan") is a defined benefit plan established to provide pension benefits to all employees of Transit Windsor ("the Sponsor") who meet the eligibility requirements as specified in the plan document. The Plan is a registered pension plan under the Federal Pension Benefits Standards Act (PBSA), registration number 57108 and is registered with Canada Revenue Agency (CRA), registration number 353821. The Plan is a registered pension trust as defined in the Income Tax Act and, accordingly, is not subject to income taxes.

The Plan was frozen as at December 31, 1999 with all pension benefits for service on or after January 1, 2000 being provided through the Ontario Municipal Employees Retirement System.

## 2. Basis of preparation:

### (a) Basis of presentation:

The Plan has prepared these financial statements in accordance with Canadian accounting standards for pension plans excluding pension obligations and any resulting surplus or deficit.

In selecting or changing accounting policies that do not relate to its investment portfolio or pension obligations, Canadian accounting standards for pension plans require the Plan to comply (on a consistent basis) with either International Financial Reporting Standards ("IFRS") in Part I of Chartered Professional Accountants' ("CPA") Canada, Handbook - Accounting or Canadian accounting standards for private enterprises in Part II of the CPA Handbook - Accounting. The Plan has chosen to comply on a consistent basis with IFRS.

These financial statements have been prepared to assist the Administrator of the Contributory Pension Plan for the Employees of Transit Windsor in meeting the requirements of the Federal Pension Benefits Standards Act. As a result, these financial statements may not be suitable for another purpose.

These financial statements of the Plan do not purport to show the adequacy of the Plan's assets to meet its pension obligation. Such an assessment requires additional information, such as the Plan's actuarial reports and information about the Sponsor's financial health.

# THE CONTRIBUTORY PENSION PLAN FUND FOR EMPLOYEES OF TRANSIT WINDSOR

(Registration Number 353821)

Notes to Financial Statements (continued)  
(in thousands of dollars unless otherwise stated)

Year ended December 31, 2016

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## 2. Basis of preparation (continued):

### (b) Basis of measurement:

The financial statements have been prepared on the historical cost basis, except for investments and derivative financial instruments which are measured at fair value through the statement of changes in net assets available for benefits.

### (c) Functional and presentation currency:

These financial statements are presented in Canadian dollars, which is the Plan's functional currency.

### (d) Use of estimates and judgements:

The preparation of the financial statements requires management to make judgements, estimates and assumptions that affect the application of accounting policies and the reported amounts of assets and liabilities at the date of the statement of net assets and the reported amounts of changes in net assets available for benefits during the year. Actual results may differ from those estimates.

Estimates and underlying assumptions are reviewed on an ongoing basis. Revisions to accounting estimates are recognized in the period in which the estimates are revised and in any future years affected.

# THE CONTRIBUTORY PENSION PLAN FUND FOR EMPLOYEES OF TRANSIT WINDSOR

(Registration Number 353821)

Notes to Financial Statements (continued)  
(in thousands of dollars unless otherwise stated)

Year ended December 31, 2016

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## 3. Significant accounting policies:

### (a) Foreign currency:

Transactions in foreign currencies are translated into Canadian dollars at the exchange rate at the dates of the transactions. Monetary assets and liabilities denominated in foreign currencies at the reporting date are retranslated into Canadian dollars at the exchange rate at that date.

Foreign currency differences arising on retranslation are recognized in the statement of changes in net assets available for benefits as investment income.

### (b) Income recognition:

Investment income is recorded on an accrual basis and includes interest income, dividends and changes in fair value including net realized gains (losses) on sale of investments.

### (c) Financial assets and financial liabilities:

#### (i) Non-derivative financial assets:

Financial assets are recognized initially on the trade date, which is the date that the Plan becomes a party to the contractual provisions of the instrument. Upon initial recognition, attributable transaction costs are recognized in the statement of changes in net assets available for benefits as incurred.

The Plan measures all of its investments at fair value through the statement of changes in net assets available for benefits.

All other non-derivative financial assets including contributions receivable are measured at amortized cost.

The Plan derecognizes a financial asset when the contractual rights to the cash flows from the asset expire, or it transfers the rights to receive the contractual cash flows in a transaction in which substantially all the risks and rewards of ownership of the financial asset are transferred or in which the Plan neither transfers nor retains substantially all the risks and rewards of ownership and does not retain control of the financial asset.



# THE CONTRIBUTORY PENSION PLAN FUND FOR EMPLOYEES OF TRANSIT WINDSOR

(Registration Number 353821)

Notes to Financial Statements (continued)  
(in thousands of dollars unless otherwise stated)

Year ended December 31, 2016

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## 3. Significant accounting policies (continued):

### (c) Financial assets and financial liabilities (continued):

#### (i) Non-derivative financial assets (continued):

On derecognition of a financial asset, the difference between the carrying amount of the asset and consideration received is recognized in the statement of changes in net assets available for benefits as a net realized gain (loss) on sale of investments.

#### (ii) Non-derivative financial liabilities:

All financial liabilities are recognized initially on the trade date at which the Plan becomes a party to the contractual provisions of the instrument.

The Plan derecognizes a financial liability when its contractual obligations are discharged, cancelled or expired.

Financial assets and liabilities are offset and the net amount presented in the statement of net assets when, and only when, the Plan has a legal right to offset the amounts and it intends either to settle on a net basis or to realize the asset and settle the liability simultaneously.

The Plan considers its accrued liabilities to be a non-derivative financial liability.

#### (iii) Derivative financial instruments:

Derivative financial instruments are recognized initially at fair value and attributable transaction costs are recognized in the statement of changes in net assets available for benefits as incurred. Subsequent to initial recognition, derivatives are measured at fair value, and all changes are recognized immediately in the statement of changes in net assets available for benefits.

### (d) Fair value measurement:

Fair value is the amount for which an asset could be exchanged, or a liability settled, between knowledgeable, willing parties in an arm's length transaction on the measurement date.

# THE CONTRIBUTORY PENSION PLAN FUND FOR EMPLOYEES OF TRANSIT WINDSOR

(Registration Number 353821)

Notes to Financial Statements (continued)  
(in thousands of dollars unless otherwise stated)

Year ended December 31, 2016

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### 3. Significant accounting policies (continued):

#### (d) Fair value measurement (continued):

As allowed under IFRS 13, Fair Value Measurement ("IFRS 13"), in Part I of the CPA Handbook, if an asset or a liability measured at fair value has a bid and an ask price, the price within the bid-ask spread that is the most representative of fair value in the circumstances shall be used to measure fair value. The Plan uses closing market price as a practical expedient for fair value measurement.

When available, the Plan measures the fair value of an instrument using quoted prices in an active market for that instrument. A market is regarded as active if quoted prices are readily and regularly available and represent actual and regularly occurring market transactions on an arm's length basis.

If a market for a financial instrument is not active, then the Plan establishes fair value using a valuation technique. Valuation techniques include using recent arm's length transactions between knowledgeable, willing parties (if available), reference to the current fair value of other instruments that are substantially the same, discounted cash flow analyses and option pricing models.

The best evidence of the fair value of a financial instrument at initial recognition is the transaction price, i.e. the fair value of the consideration given or received, unless the fair value of that instrument is evidenced by comparison with other observable current market transactions in the same instrument or based on a valuation technique whose variables include only data from observable markets. When transaction price provides the best evidence of fair value at initial recognition, the financial instrument is initially measured at the transaction price and any difference between this price and the value initially obtained from a valuation model is subsequently recognized in profit or loss on an appropriate basis over the life of the instrument but not later than when the valuation is supported wholly by observable market data or the transaction is closed out.

All changes in fair value, other than interest and dividend income and expense, are recognized in the statement of changes in net assets available for benefits as part of the change in net unrealized gains or losses.

# THE CONTRIBUTORY PENSION PLAN FUND FOR EMPLOYEES OF TRANSIT WINDSOR

(Registration Number 353821)

Notes to Financial Statements (continued)  
(in thousands of dollars unless otherwise stated)

Year ended December 31, 2016

### 3. Significant accounting policies (continued):

#### (d) Fair value measurement (continued):

Fair values of investments are determined as follows:

Pooled funds are valued at the unit values supplied by the pooled fund administrator, which represent the Plan's proportionate share of underlying net assets at fair values determined using closing market prices.

#### (e) Income taxes:

The Plan is a registered pension plan, as defined by the Income Tax Act (Canada) and, accordingly, is not subject to income taxes.

### 4. Investments:

During 2003, the Sponsor transferred a significant portion of the Fund's investments and related investment management responsibilities to OMERS. The Plan continues to have certain investments operated by Sun Life Financial. Sun Life Financial assists the Plan in managing contributions into the Plan and the payment of benefits. The breakdown of investments at fair value and cost are as follows:

	2016		2015	
	Fair value	Cost	Fair value	Cost
Sun Life Pooled Funds:				
Cash equivalents	\$ 148	\$ 148	\$ 263	\$ 263
Investments managed by OMERS	31,358	27,653	29,037	24,796
	<u>\$ 31,506</u>	<u>\$ 27,801</u>	<u>\$ 29,300</u>	<u>\$ 25,059</u>

# THE CONTRIBUTORY PENSION PLAN FUND FOR EMPLOYEES OF TRANSIT WINDSOR

(Registration Number 353821)

Notes to Financial Statements (continued)  
(in thousands of dollars unless otherwise stated)

Year ended December 31, 2016

## 5. Benefit payments:

	2016	2015
Retirement benefit payments	\$ 1,899	\$ 1,823
Termination and death benefit payments	103	-
	<u>\$ 2,002</u>	<u>\$ 1,823</u>

## 6. Administrative expenses:

	2016	2015
Investment management fees	\$ 164	\$ 138
Audit fees	4	4
Consulting and actuarial fees	97	99
Administrative fee	4	4
	<u>\$ 269</u>	<u>\$ 245</u>

## 7. Related party transactions:

The Plan defines its key management personnel as the Company's Board of Directors and other members of senior executives responsible for planning, controlling and directing the activities of the Plan. The Plan has not paid for services provided by key management personnel.

# THE CONTRIBUTORY PENSION PLAN FUND FOR EMPLOYEES OF TRANSIT WINDSOR

(Registration Number 353821)

Notes to Financial Statements (continued)  
(in thousands of dollars unless otherwise stated)

Year ended December 31, 2016

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## 8. Capital risk management:

The main objective of the Plan is to sustain a certain level of net assets in order to meet the pension obligations of the Sponsor, which are not presented or discussed in these specified purpose financial statements. The Plan's assets are invested primarily with the Ontario Municipal Employees Retirement Board ("OMERS"). The OMERS Fund is subject to the regulations of the Ontario Municipal Employees Retirement System Act and the Pension Benefits Act (Ontario). The OMERS Fund includes investments in a variety of different asset classes including interest bearing investments, Canadian and non-Canadian equity investments and real estate investments. Increases in net assets are a direct result of investment income generated by investments held by the Plan and contributions into the Plan by the Sponsor. Employer contributions are based on the results of actuarial valuations for the Plan filed with the Office of the Superintendent of Financial Institutions Canada and the Canada Revenue Agency. The main use of net assets is for benefit payments to eligible Plan members. The Plan is required to file financial statements with the Office of the Superintendent of Financial Institutions Canada annually.

The funding requirements of the Plan are set out in the most recently filed funding valuation report that was prepared as at December 31, 2015. That valuation revealed a deficit on a going-concern basis of \$3,040 (December 31, 2014 valuation - \$4,223), resulting in a going-concern funding ratio of 90.6% (December 31, 2014 valuation - 86.9%). On a solvency basis, the valuation revealed a deficit of \$7,064 (December 31, 2014 valuation - \$9,557) or a ratio of 82.4% (December 31, 2014 valuation - 76.8%). As a result of changes to federal pension regulations in 2010, solvency funding requirements are based on 3 year average solvency ratios. Further changes to federal pension regulations in 2012 expanded the ability to use letters of credit to secure solvency deficiencies as an alternative to cash contributions. The effective date of the next required actuarial valuation to be performed by Mercer (Canada) Limited, the Plan's actuary, is December 31, 2016.

## 9. Financial instruments:

### (a) Fair values:

The fair values of investments and derivatives are as described in notes 3(d). The fair values of other financial assets and liabilities, being contributions receivable and accrued liabilities, if any, approximate their carrying values due to the short-term nature of these financial instruments.

# THE CONTRIBUTORY PENSION PLAN FUND FOR EMPLOYEES OF TRANSIT WINDSOR

(Registration Number 353821)

Notes to Financial Statements (continued)  
(in thousands of dollars unless otherwise stated)

Year ended December 31, 2016

## 9. Financial instruments (continued):

### (a) Fair values (continued):

Fair value measurements recognized in the statement of net assets are categorized using a fair value hierarchy that reflects the significance of inputs used in determining the fair values.

- Level 1 - unadjusted quoted prices in active markets for identical assets or liabilities;
- Level 2 - inputs other than quoted prices included in Level 1 that are observable for the asset or liability, either directly or indirectly; and
- Level 3 - inputs for assets and liabilities that are not based on observable market data.

The following table illustrates the classification of the Plan's financial instruments using the fair value hierarchy as at December 31:

	2016	2015
	Level 2	Level 2
Sun Life Pooled Funds:		
Cash equivalents	\$ 148	\$ 263
Investments managed by OMERS	31,358	29,037
	<b>\$ 31,506</b>	<b>\$ 29,300</b>

### (b) Associated risks:

#### (i) Market price risk:

Market price risk is the risk that the value of an instrument will fluctuate as a result of changes in market prices, whether those changes are caused by factors specific to an individual investment, its issuer or all factors affecting all instruments traded in the market. As all of the Plan's financial instruments are carried at fair value with fair value changes recognized in the statement of changes in net assets available for benefits, all changes in market conditions will directly result in an increase (decrease) in net assets. Market price risk is managed by the Plan through construction of a diversified portfolio of instruments traded on various markets and across various industries.

# THE CONTRIBUTORY PENSION PLAN FUND FOR EMPLOYEES OF TRANSIT WINDSOR

(Registration Number 353821)

Notes to Financial Statements (continued)  
(in thousands of dollars unless otherwise stated)

Year ended December 31, 2016

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## 9. Financial instruments (continued):

### (b) Associated risks (continued):

#### (ii) Liquidity risk:

Liquidity risk is the risk that an entity will encounter difficulty in meeting obligations as they fall due. The Plan maintains an investment policy, as approved by the Administrator, which contains asset mix guidelines which assist to ensure that the Plan is able to liquidate investments to meet its pension benefit or other obligations.

#### (iii) Foreign currency risk:

Foreign currency risk is the risk that the value or future cash flows of a financial instrument will fluctuate because of changes in foreign exchange rates. The Plan primarily invests in financial instruments and enters into transactions denominated in various foreign currencies, other than its measurement currency. Consequently, the Plan is exposed to risk that the exchange rates of the various currencies may change in a manner that has an adverse effect on the value of the portion of the Plan's assets or liabilities denominated in currencies other than the Canadian dollar.

#### (iv) Credit risk:

Credit risk is the risk that an issuer or counterparty will be unable or unwilling to meet a commitment that it has entered into with the Plan. Credit risk is generally higher when a non-exchange traded financial instrument is involved because the counterparty for non-exchange traded financial instruments is not backed by an exchange clearing

#### (v) Interest rate risk:

Interest rate risk is the risk that the market value of the Plan's investments will fluctuate due to changes in market interest rates. To properly manage the Plan's interest rate risk, appropriate guidelines on the weighting and duration for the bonds and other fixed income investments are set and monitored. The Plan's investments in fixed income are sensitive to interest rate movements.



## Transit Windsor

### MISSION STATEMENT

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

<b>REPORT #: S 116/2017</b>	<b>Report Date: 6/30/2017</b>
<b>Author's Contact:</b> <b>Patrick Delmore</b> <b>Executive Director</b> <b>519-944-4141 ex 2232</b> <b>pdelmore@citywindsor.ca</b>	<b>Date to Council: 7/19/2017</b>
	<b>Clerk's File #: MT2017</b>

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

**Subject: Universal Bus Pass Program - Agreement Amendment to include the Organization of Part Time University Students**

### RECOMMENDATION:

- I. That the Corporate Leader Environmental Protection and Infrastructure Services and the Executive Director of Transit Windsor **BE AUTHORIZED** to amend the Universal Bus Pass Agreement with the University of Windsor Students' Alliance (UWSA) and the Graduate Student Society (GSS) to further include the Organization of Part Time University Students (OPUS) for the provision of a semester bus pass for University of Windsor students.
- II. That the Chief Administrative Officer and the City Clerk **BE AUTHORIZED** to sign the amended contract with the UWSA, GSS and OPUS satisfactory in form to the City Solicitor, in financial content to the City Treasurer, and in technical content to the Corporate Leader of Environmental Protection and Infrastructure Services and the Executive Director of Transit Windsor.

### EXECUTIVE SUMMARY:

N/A.

### BACKGROUND:

Many post secondary institutions across Canada enjoy the use of a semester transit pass, the cost of which is incorporated within a student's tuition fees. Following a number of referendums to develop a Universal Bus Pass Program (U Pass) a



successful vote in 2016 lead to the development of an agreement with UWSA and GSS that saw a U-Pass implemented in September 2016.

The first year of the three year agreement of the U-Pass has now been completed and all parties are recognizing the success of the program. While there were expected growing pains with a new program of this magnitude, there were minimal issues that developed throughout the first year of the program. The UWSA managed the program from their offices at the University of Windsor. The organization did an excellent job at administering the program with distribution, opt out processes and bus pass issues. The complete administration of the program was done in conjunction with Transit Administration for support and coordination of the program needs.

Ridership over the first academic school year has seen increased rides in the student category well over anticipated numbers. The 2017 ridership numbers are very promising, recognizing a 4% ridership increase in all transit ridership from January to May 31, 2017. Ridership in the student pass use has seen a 41% increase while recognizing there is an offset in the cash category from those students who previously paid by cash or ticket. In total for the student category however, there has been an 18% overall increase in ridership reported in cash, tickets and pass use for the first five months of 2017. Student Ridership numbers of 1,362,944 have been recorded for the first five months of 2017 vs. 1,152,537 for the same period in 2016. This additional ridership of 210,407 in student rides will mean additional gas tax for the City of Windsor in 2018.

Revenue from the U Pass also exceeded anticipated numbers. An evaluation is taking place to compare the revenue from the U Pass to the revenue decline from the sale of cash and tickets. However, It is expected that the U Pass Program has exceeded expectations in both revenue and ridership for the first year of the program.

The success of the U Pass in year one has been due to the upfront planning and the partnership with the UWSA and GSS. As with other U Pass Programs across the country, once a program is initiated, the students benefit with the increased use of the transit pass at a very affordable rate and the community benefits with the investment made in the transit system with service improvements.

## **DISCUSSION:**

Throughout the first year of the U Pass Program, the Organization of Part Time University Students (OPUS) watched closely the success of the program. Transit Windsor Administration was contacted early in the school year to discuss with OPUS the potential of adding part time students to the program. What Transit Administration quickly learned was that today's university students may not always be full time students during their university education. A student may be full time this semester, while next semester opting to take fewer courses due to workload. A student is considered part time if they are taking 3 or fewer courses in one semester. By adding the U Pass to OPUS, all students at the University of Windsor would be offered a bus pass if they are registered for that semester, regardless of status. This is a huge incentive for students and will simplify and streamline the administration of the U Pass.

In March of 2017, a referendum to consider entering into the U Pass Program was held by OPUS for their members. An overwhelming support was given to OPUS staff to work with Transit Windsor to add part time students to the agreement.

The offer by Transit Windsor Administration was that the same terms and conditions would be offered to OPUS with an amendment to the current agreement signed by UWSA and GSS.

Operational discussions are taking place with OPUS and UWSA with regards to the management of the program that would see part time students included in the U Pass Program for the final two years of the agreement.

In early discussions with City legal, an amendment would be created to the current agreement with all parties signing.

At the end of the current agreement, it is anticipated that the UWSA, GSS and OPUS would hold another referendum to make the U Pass a permanent program. In other cities across Canada, once students have access to a U Pass, continuation of the program has normally been supported. Based on our first year experience with ridership use, we expect the success of this program will continue.

## **RISK ANALYSIS:**

All anticipated risks for the U Pass were evaluated prior to the engagement with UWSA and GSS. With one year of the program in place, Administration will apply some lessons learned in the first year to the U Pass operation with this added group.

## **FINANCIAL MATTERS:**

The Bus Pass rate for the U – Pass (\$66 per semester) was set recognizing ridership loss and increased students to be included in the program. By adding the additional program members in OPUS, it is expected overall net revenues will increase. It is anticipated approximately 2,000 additional OPUS students will pay the \$66 per semester for their U Pass.

## **CONSULTATIONS:**

Sue Grimmett, Financial Planning Administrator, City of Windsor

## CONCLUSION:

Administration recommends the inclusion of the Organization of Part Time University Students (OPUS) in the U Pass Agreement for the final two years of the agreement. Additional ridership, incremental revenues and transit service improvements are expected.

## APPROVALS:

Name	Title
Patrick Delmore	Executive Director
Mark Winterton	City Engineer - Corporate Leader Environmental Protection and Infrastructure Services
Shelby Askin Hager	City Solicitor -Corporate Leader – Economic Development & Public Safety
Joseph Mancina	City Treasurer – Corporate Leader Finance and Technology
Valerie Critchley	City Clerk - Corporate Leader – Public Engagement & Human Services
Onorio Colucci	Chief Administrative Officer

## NOTIFICATIONS:

Name	Address	Email

## APPENDICES: