

ACON 2023

May 26, 2023

TO THE MAYOR AND MEMBERS OF COUNCIL:

A special meeting of Council will be held on **Monday, May 29, 2023, at 2:00 p.m., in Room 139, 350 City Hall Square.** Council will at the special meeting adopt a resolution to authorize Council to meet in closed session, and the resolution shall contain the general nature of the matters to be considered in the closed session. The resolution must be adopted by a majority of Council present during the open special meeting before the meeting may be closed. An agenda for this meeting is enclosed under separate cover.

A meeting of the **Striking Committee** will be held on **Monday, May 29, 2023, immediately following the in-camera meeting of Council, in Room 139, 350 City Hall Square.** An agenda is enclosed under separate cover for this meeting.

The **regular meeting** of Council will be held on **Monday, May 29, 2023 at 4:00 o'clock p.m., in the Council Chambers, 350 City Hall Square.**

BY ORDER OF THE MAYOR.

Yours very truly,



Steve Vlachodimos

City Clerk

/bm

c.c. Chief Administrative Officer

Consolidated City Council Meeting Agenda

Date: Monday, May 29, 2023

Time: 4:00 o'clock p.m.

Location: Council Chambers, 1st Floor, Windsor City Hall

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

MEMBERS:

Mayor Drew Dilkens

Ward 1 – Councillor Fred Francis

Ward 2 – Councillor Fabio Costante

Ward 3 – Councillor Renaldo Agostino

Ward 4 – Councillor Mark McKenzie

Ward 5 – Councillor Ed Sleiman

Ward 6 – Councillor Jo-Anne Gignac

Ward 7 – Councillor Angelo Marignani

Ward 8 – Councillor Gary Kaschak

Ward 9 – Councillor Kieran McKenzie

Ward 10 - Councillor Jim Morrison

ORDER OF BUSINESS

Item #	Item Description
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1.	ORDER OF BUSINESS
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2.	CALL TO ORDER - Playing of the National Anthem
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READING OF LAND ACKNOWLEDGEMENT

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

3.	DISCLOSURE OF PECUNIARY INTEREST AND THE GENERAL NATURE THEREOF
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4.	ADOPTION OF THE MINUTES
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4.1	Adoption of the Windsor City Council meeting minutes held April 24, 2023 (SCM 154/2023) (attached)
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5.	NOTICE OF PROCLAMATIONS
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Proclamations

"Canada's Seniors Month" – June 2023
"Recreation & Parks Month" June 2023
"Dads Matter Month" – June 2023
"Bike Month" June 2023
"Fibromyalgia Awareness Day" – May 12, 2023
"World Migratory Bird Day" – May 13, 2023
"519 Day" – May 19, 2023
"VON Week" – May 21 – May 27, 2023

Flag Raising Ceremony

"Canada's Seniors Day" – June 2, 2023 – June 8, 2023

Illumination

"Canada's Seniors Day" – June 2, 2023 – June 8, 2023
"Bladder Cancer Awareness" – May 1, 2023 – May 3, 2023
"Coronation of His Majesty King Charles III" – May 6, 2023 – May 7, 2023
"Lupus Awareness Day" – May 10, 2023
"Fibromyalgia Awareness Day" – May 12, 2023

“World IBD Day” – May 19, 2023
“VON Week” – May 22, 2023 – May 28, 2023

6. **COMMITTEE OF THE WHOLE**

7. **COMMUNICATIONS INFORMATION PACKAGE** (This includes both Correspondence and Communication Reports)

- 7.1. Correspondence 7.1.1 through 7.1.11 (**CMC 7/2023**) (*attached*)
- 7.2. Pay as You Go (PAYG) Transfer for Eligible 2022 Computer Equipment Related Expenses - Windsor Police Services (WPS) - City Wide (**CM 4/2023**)
- 7.3. Response to CQ 11-2023 - Staff at Mitchell Park (**C 40/2023**)
- 7.4. Response to CQ 7/2023 – WWE Summer Slam - City Wide (**C 78/2023**)
- 7.5. Communication Report Regarding the International Comparators Project from Oxford University's Blavatnik School of Government - City Wide (**CM 5/2023**)
- 7.6. Response to CR64/2021 - Options for 2650 Metcalfe Street regarding Transportation Terminal – Ward 5 (**C 216/2022**)
- 7.7. City of Windsor Lancaster Bomber FM 212 - City Wide (**C 80/2023**)

8. **CONSENT AGENDA**

- 8.1. Revised Recommendations re: Per Diem Rate Increase for Residential Services Homes Program - City Wide (**C 76/2023**)
- 8.3. EWSWA Agreement to Lease Waste Facilities on City Owned Land - City Wide (**C 83/2023**)
- 8.4. Four Month Extension of Agreement for Waste Collection Services (RFT 43-15) - City Wide (**C 64/2023**)
- 8.5. Award of Proposal No. 63-23 Truck Route Study - City-wide (**C 68/2023**)
- 8.6. Award of Tender 43-23 - Dominion Boulevard Rehabilitation - Northwood Street to Ojibway Street - Ward 10 (**C 79/2023**)
- 8.7. 2023 Business Improvement Area Budget & Levy Approval - Wards 2, 3, 4, 5 & 6 (**C 75/2023**)
Clerk's Note: Administration submitting an additional information memo dated May 15, 2023 (*attached*) (**AI 9/2023**)

- 8.8. Windsor-Canada Utilities Ltd. – Annual General Meeting – City Wide **(C 73/2023)**
- 8.9. Roseland Golf & Curling Club Limited – Annual General Meeting - City Wide **(C 74/2023)**
- 8.10. Award of Tender #58-23 - 2023 EC Row Variable Message Signs for Traffic Operations - City Wide **(C 65/2023)**
- 8.12. Request to extend timeframe for redevelopment of demolished residential dwellings located at 1279-1281 and 1283-1285 Langlois Avenue, which are subject to Demolition Control By-law 131-2017 (Ward 4) **(C 84/2023)**
- 8.13. Sandwich Street Sewer Rehabilitation Project - Noise By-Law Exemption - Ward 2 **(C 86/2023)**

CONSENT COMMITTEE REPORTS

- 8.14. Draft Plan of Condominium with Exemption under Section 9(3) of the Condominium Act –CDM 001-23 [CDM6972] 781 Erie Inc. (Randy Saccucci) 781 Erie St – Ward 4 **(SCM 137/2023) & (S 42/2023)**
- 8.15. Zoning Bylaw Amendment Z 004-23 [ZNG-6950] Supreme Homes Group (John Atwan) 1334-1336 Lincoln Ave- Ward 4 **(SCM 138/2023) & (S 49/2023)**
- 8.16. Zoning Bylaw Amendment Z 005-23 [ZNG-6951] Supreme Homes Group (John Atwan) 2609 Pillette Ave - Ward 5 **(SCM 139/2023) & (S 50/2023)**
- 8.17. City Initiated Zoning By-law Amendment - Remove Maximum Gross Floor Area - main Building Provisions for Townhome Dwellings in RD2.3 Zone **(SCM 140/2023) & (S 48/2023)**
- 8.18. Rezoning – SRC United Inc (Stan Mancebo) – 936 Wyandotte Street West – Z 030-22 [ZNG-6864], Ward 3 **(SCM 141/2023) & (S 47/2023)**
- 8.19. Official Plan Amendment and Zoning By-law Amendment –2836369 Ontario Limited (The VanGuard Team at Manor Reality)– 691 Ouellette Ave – Z044 [ZNG-6941] & OPA 165 [OPA-6942], Ward 3 **(SCM 142/2023) & (S 44/2023)**
- 8.22. Closure of south half of Pall Mall Street right-of-way, west of Alexandra Avenue; North/South alley between Northwood Street and Alexandra Avenue, Ward 10, SAS-6577 **(SCM 145/2023) & (S 97/2023)**
- 8.23. Sandwich Town CIP Application; 511 Brock Street; JD LOUIE CORP. (C/O: Jennifer Wong); REIGNS 740 INC; C/O: Sital Singh Garha - Ward 2 **(SCM 146/2023) & (S 43/2023)**
- 8.24. Brownfield Redevelopment Community Improvement Plan (CIP) application submitted by 1364722 Ontario Limited (King Holdings) for 930 Marion Avenue (Ward 4) **(SCM 147/2023) & (S 45/2023)**

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

11.7. Windsor as a Potential Host Community for First Nation Evacuees – City Wide
(C 82/2023)

Clerk's Note: This report is being withdrawn at the request of administration, as hosting arrangements and alternatives are being further explored.

10. **PRESENTATIONS AND DELEGATIONS**

PRESENTATIONS (10 minutes)

10.1. Report No. 1 of the City Hall Square Plaza Project Steering Committee **(SCM 132/2023)**
a) Valerie Dawn, Glos Architects, Cindi Rowan, Director, Studio L & Scott Torrance,
Studio L (in person)

DELEGATIONS (5 minutes)

- a) Debi Croucher, Executive Director, Downtown Windsor BIA (in person)
- b) Caroline Taylor, Ward 2 resident (in person)
- c) Howard Weeks, Ward 4 resident (in person)

DELEGATIONS (5 minutes)

8.21. Closure of north/south alley between University Avenue East and 245 Parent Avenue
and part of east/west alley between Marentette Avenue and 867 Chatham Street East,
Ward 4, SAA-6623 **(SCM 144/2023) & (S 32/2023)**

- a) Alrifai (AJ) Abdulrahman, representative for 0 University Avenue East, available for
questions (in person)

8.2. Sandwich South Employment Lands - Study Updates - Ward 9 **(C 72/2023)**

- a) Margaret Hurley, Ward 9 resident (in person)
- b) Laura Herlehy, Consultant, Dillon Consulting Limited, available for questions (in
person)
- c) Bill Balazs, President of 386823 Ontario Limited (in person)

8.20. 436 Askin Avenue - Heritage Permit Request (Ward 2) **(SCM 143/2023) & (S 25/2023)**
& (AI 7/2023)

- a) Helen Martin, Ward 2 resident (in person)
- b) Frank Butler, Ward 2 resident (in person)
- c) Ryan Solcz, Solicitor for the applicant, available for questions (in person)
- d) Allan Djordjevic, owner, available for questions (in person)

- 11.2. Response to CQ 13-2022 – Process to allow Memorial Signs within the right-of-way and the feasibility of allowing the placement of mulch in the right-of-way without a permit - City Wide **(C 205/2023) & (AI 5/2023)**
a) Steve Sullivan, CEO, MADD Canada (via Zoom)
b) Bryan McEldowney, Ward 2 resident, available for questions (via Zoom)
- 8.11. Housekeeping Amendments to By-law 14-2023 - Wards 1 and 2 **(C 81/2023)**
a) Al Teshuba, Owner, Performance Property Management (in person)
b) Hilary Payne, Ward 9 resident (via Zoom)
c) Boris Sozanski, President of Windsor Housing Providers Inc. (in person)
d) Kevin Flood, Owner, Lance Homes (in person)
e) Marion Overholt, Executive Director, Legal Assistance of Windsor and Community Legal Aid, and Tori Jenkins, Staff Lawyer, Legal Assistance of Windsor (in person)
11. **REGULAR BUSINESS ITEMS (Non-Consent Items)**
- 11.1. Streamlining Right-of-Way Division Approvals to Enable Rapid Execution of Council's Vision and Incorporating Heritage Features into the Encroachment Policy - City Wide **(C 204/2023) & (AI 4/2023)**
- 11.3. Local Improvement (City Initiated) - Proposed Sanitary Sewer on Joy Road from the Eastern Limit to 8th Concession Road – Ward 9 **(C 47/2023)**
- 11.4. Local Improvement (City Initiated) - Proposed Sanitary Sewer on Ray Road from the Eastern Limit to 8th Concession Road - Ward 9 **(C 48/2023)**
- 11.5. 2022 Year-End Operating Budget Variance Report - City Wide **(C 61/2023)**
- 11.6. Award of RFP#9-23 Asset Management Plan Consultant Proposal – City Wide **(C 62/2023)**
- 11.8. 2022 Annual Report - Building Permit Fee Reserve Fund - City Wide (C 71/2023) **(attached)**
12. **CONSIDERATION OF COMMITTEE REPORTS**
- 12.1. (i) Report of the Special In-Camera meeting or other Committee as may be held prior to Council (if scheduled)
- 12.2. Minutes of the City Hall Square Plaza Project Steering Committee of its meeting held April 21, 2023 **(SCM 135/2023)**
13. **BY-LAWS (First and Second Reading) (attached)**

- 13.1. **By-law 51-2023** A BY-LAW TO ADOPT AMENDMENT NO. 163 TO THE OFFICIAL PLAN OF THE CITY OF WINDSOR, authorized by CR140/2023 dated March 20, 2023
- 13.2. **By-law 52-2023** A BY-LAW TO FURTHER AMEND BY-LAW NUMBER 8600 CITED AS THE "CITY OF WINDSOR ZONING BY-LAW" authorized by CR140/2023 dated March 20, 2023
- 13.3. **By-law 53-2023** A BY-LAW TO AMEND BY-LAW 131-2019, BEING A BY-LAW FOR THE USE, REGULATION, AND PROTECTION OF PARKS, authorized by CR83/2023 dated February 27, 2023
- 13.4. **By-law 54-2023** A BY-LAW TO ESTABLISH LANDS AS A PUBLIC HIGHWAY KNOWN AS HOWARD AVENUE IN THE CITY OF WINDSOR, authorized by CR77/2011 dated February 28, 2011
- 13.5. **By-law 55-2023** A BY-LAW TO FURTHER AMEND BY-LAW NUMBER 8600 CITED AS THE "CITY OF WINDSOR ZONING BY-LAW", See Item 8.17
- 13.6. **By-law 56-2023** A BY-LAW TO AMEND BY-LAW NUMBER 392-2002, BEING A BY-LAW TO ESTABLISH AND REQUIRE PAYMENT OF FEES AND CHARGES, authorized by B 4/2023, B 6/2023 and B 10/2023 dated April 3, 2023
- 13.7. **By-law 57-2023** A BY-LAW TO PRESCRIBE A TARIFF OF FEES FOR THE PROCESSING OF PLANNING APPLICATIONS, authorized by B 4/2023, B 6/2023 and B 10/2023 dated April 3, 2023
- 13.8. **By-law 58-2023** A BY-LAW TO AMEND BY-LAW 13-2014, BEING A BY-LAW TO PROVIDE FOR THE IMPOSITION AND COLLECTION OF SEWAGE SYSTEM CHARGES, authorized by B 8/2023 dated April 3, 2023
- 13.9. **By-law 59-2023** A BY-LAW TO FURTHER AMEND BY-LAW NUMBER 8600 CITED AS THE "CITY OF WINDSOR ZONING BY-LAW", authorized by CR 492/2022 dated November 28, 2022
- 13.10. **By-law 60-2023** A BY-LAW TO FURTHER AMEND BY-LAW NUMBER 8600 CITED AS THE "CITY OF WINDSOR ZONING BY-LAW", authorized by CR 181/2023 dated April 24, 2023
- 13.11. **By-law 61-2023** A BY-LAW TO FURTHER AMEND BY-LAW NUMBER 8600 CITED AS THE "CITY OF WINDSOR ZONING BY-LAW", authorized by CR 180/2023 dated April 24, 2023
- 13.12. **By-law 62-2023** A BY-LAW TO AMEND BY-LAW 49-2018, BEING A BY-LAW RESPECTING THE ISSUANCE OF VARIOUS PERMITS AND THE SCHEDULING OF INSPECTIONS, authorized by B 4/2023, B 6/2023 and B 10/2023 dated April 3, 2023
- 13.13. **By-law 63-2023** A BY-LAW TO AUTHORIZE THE ENTERING INTO OF AN AGREEMENT WITH WELCOME CENTRE FOR WOMEN FOR THE PROVISION OF A MUNICIPAL CAPITAL FACILITY AT THE 500 TUSCARORA STREET WINDSOR, ONTARIO, authorized by CR 253/2022 dated May 30, 2022

- 13.14. **By-law 64-2023** A BY-LAW TO APPOINT JOSEPH MANCINA AS THE CHIEF ADMINISTRATIVE OFFICER FOR THE CORPORATION OF THE CITY OF WINDSOR, AND TO RESCIND THE APPOINTMENT OF ONORIO COLUCCI AS THE ACTING CHIEF ADMINISTRATIVE OFFICER OF THE CORPORATION OF THE CITY OF WINDSOR, authorized by CR 118/2023 dated March 20, 2023
- 13.15. **By-law 65-2023** A BY-LAW TO FURTHER AMEND BY-LAW 9023 BEING A BY-LAW TO REGULATE VEHICULAR PARKING WITHIN THE LIMITS OF THE CITY OF WINDSOR ON MUNICIPAL STREETS, MUNICIPAL PARKING LOTS AND PRIVATE PROPERTIES, authorized by CAO 135/2023 dated May 11, 2023
- 13.16. **By-law 66-2023** A BY-LAW TO AMEND BY-LAW 14-2023, BEING A BY-LAW TO ESTABLISH A LICENSING PROGRAM FOR THE REGULATION OF RESIDENTIAL RENTAL HOUSING IN THE CITY OF WINDSOR, See Item 8.11
- 13.17. **By-law 67-2023** A BY-LAW TO CONFIRM PROCEEDINGS OF THE COUNCIL OF THE CORPORATION OF THE CITY OF WINDSOR AT ITS MEETING HELD ON THE 29th DAY OF MAY, 2023.
14. **MOVE BACK INTO FORMAL SESSION**
15. **NOTICES OF MOTION**
16. **THIRD AND FINAL READING OF THE BY-LAWS**
By-laws 51-2023 through 67-2023 (inclusive)
17. **PETITIONS**
18. **QUESTION PERIOD**
- 18.1. Outstanding Council Directives as of May 29, 2023 (**SCM 152/2023**)
- 18.2. Outstanding Council Questions as of May 29, 2023 (**SCM 153/2023**)

19. **STATEMENTS BY MEMBERS**

20. **UPCOMING MEETINGS**

Windsor Licensing Commission
Thursday, June 1, 2023
9:30 a.m., via Zoom Video Conference

Development & Heritage Standing Committee
Monday, June 5, 2023
4:30 p.m., Council Chambers

Community Services Standing Committee (CANCELLED)
Wednesday, June 7, 2023
9:00 a.m., Council Chambers

21. **ADJOURNMENT**

Item No. 4.1



Committee Matters: SCM 154/2023

Subject: Adoption of the Windsor City Council meeting minutes held April 24, 2023

City Council Meeting Minutes

Date: Monday, April 24, 2023

Time: 4:00 o'clock p.m.

Members Present:

Mayor

Mayor Drew Dilkens

Councillors

Ward 1 – Councillor Fred Francis

Ward 2 - Councillor Fabio Costante

Ward 3 - Councillor Renaldo Agostino

Ward 4 – Councillor Mark McKenzie

Ward 5 - Councillor Ed Sleiman

Ward 6 - Councillor Jo-Anne Gignac

Ward 7 – Councillor Angelo Marignani

Ward 8 - Councillor Gary Kaschak

Ward 9 - Councillor Kieran McKenzie

Ward 10 - Councillor Jim Morrison

1. ORDER OF BUSINESS

2. CALL TO ORDER

Following the playing of the Canadian National Anthem and reading of the Land Acknowledgement, the Mayor calls the meeting to order at 4:00 o'clock p.m.

3. DISCLOSURE OF PECUNIARY INTEREST AND THE GENERAL NATURE THEREOF

Councillor Fred Francis discloses an interest and abstains from voting on Item 7.1.1 being the Response to Windsor City Council's decision CR146/2023 regarding "Asylum Claimants Transferred to Windsor Hotels by Immigration, Refugees and Citizenship Canada (IRCC)" as it relates to his employer.

Councillor Renaldo Agostino discloses an interest and abstains from voting on Item 12.3 being the "Governance Bylaw for Windsor Business Improvement Areas – City Wide" and "Bylaw 49-2023 being a By-law to establish a uniform governance structure for all Business Improvement Area Boards of Management in the City of Windsor" as he has a continuing business relationship providing services to the various BIA boards which, he is informed by the Integrity Commissioner, results in him having a disqualifying interest in Council's decisions with respect to its governance review of BIA matters and the temporary appointment of Council as constituting the City's BIA boards.

4. ADOPTION OF THE MINUTES

4.1. Adoption of the Windsor City Council meeting minutes held April 11, 2023.

Moved by: Councillor Kieran McKenzie
Seconded by: Councillor Mark McKenzie

That the minutes of the meeting of Council held April 11, 2023 **BE ADOPTED** as presented.
Carried.

Report Number: SCM 130/2023

4.2. Adoption of the Special Meeting of Council minutes held April 3, 2023

Moved by: Councillor Kieran McKenzie

Seconded by: Councillor Mark McKenzie

That the minutes of the Special Meeting of Council held April 3, 2023 **BE ADOPTED** as presented. Carried.

Report Number: SCM 131/2023

5. NOTICE OF PROCLAMATIONS

NOTICE OF PROCLAMATIONS

“Jewish Heritage Month” – May 2023

“Polish Heritage Month” – May 2023

“Canadian Mental Health Association Mental Health Month” – May 2023

“Community Living Awareness Month” – May 2023

“Fibromyalgia Awareness Day” – May 12, 2023

Flag Raising Ceremony

“Polish Heritage Month” – May 1, 2023

Illumination

“Bladder Cancer Awareness Month” – May 1, 2023 – May 3, 2023

“Canadian Mental Health Association Mental Health Month” – May 4 – May 6, 2023

“Community Living Awareness Month” – May 11, 2023

“Polish Heritage Month” – May 15, 2023 – May 19, 2023

6. COMMITTEE OF THE WHOLE

Moved by: Councillor Jim Morrison

Seconded by: Councillor Ed Sleiman

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

(a) communication items;

(b) consent agenda;

(c) hearing requests for deferrals, referrals and/or withdrawals of any items of business;

(d) hearing presentations and delegations;

(e) consideration of business items;

(f) consideration of Committee reports:

(g) Report of Special In-Camera Meeting or other Committee as may be held prior to Council (if scheduled); and

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(h) consideration of by-laws 44-2023 through 50-2023 (inclusive)

7. COMMUNICATIONS INFORMATION PACKAGE (This includes both Correspondence and Communication Reports)

7.1. Correspondence - Monday, April 24, 2023

Moved by: Councillor Renaldo Agostino

Seconded by: Councillor Fabio Costante

Decision Number: CR169/2023

That the following Communication Items 7.1.3 through 7.1.6, be set forth in the Council Agenda **BE REFERRED** as noted; and that Item 7.1.1 and 7.1.2 be dealt with as follows:

7.1.1 Response to Windsor City Council's decision CR146/2023 regarding Asylum Claimants Transferred to Windsor Hotels by Immigration, Refugees and Citizenship Canada (IRCC)

Moved by: Councillor Jo-Anne Gignac

Seconded by: Councillor Angelo Marignani

Decision Number: CR170/2023

That the letter from Ministry of Labour, Immigration Training and Skills Development Immigration, Refugees and Citizenship Canada (IRCC) regarding "Response to Windsor City Council's decision CR146/2023 regarding Asylum Claimants Transferred to Windsor Hotels by Immigration, Refugees and Citizenship Canada (IRCC) " **BE RECIEVED**; and,

That Administration **FORWARD** the correspondence to the Federal Department of Justice for their consideration.

Carried.

Councillor Fred Francis discloses and interest and abstains from voting on this matter.

7.1.2 Essex Regional Conversvation Authority 2023 Draft Budget 30 Day Notice To Member Municipalities

Moved by: Councillor Jo-Anne Gignac

Seconded by: Councillor Fred Francis

Decision Number: CR171/2023

That the correspondence from Essex Region Conservation dated April 6, 2023 regarding the "2023 Draft Budget 30 Day Notice to Member Municipalities" **BE REFERRED** back to Administration to provide an accompanying report outlining the impact of the mandatory and non-mandatory services.

Carried.

No.	Sender	Subject
7.1.1	Ministry of Labour, Immigration Training and Skills Development Immigration, Refugees and Citizenship Canada (IRCC)	Response to Windsor City Council's decision CR 146/2023 (attached) regarding Asylum Claimants Transferred to Windsor Hotels by Immigration, Refugees and Citizen Ship Canada (IRCC). Commissioner, Human & Health Services Manager of Social Policy & Planning Note & File SS2023
7.1.2	Essex Region Conservation	2023 Draft Budget 30 Day Notice to Member Municipalities. Commissioner, Corporate Services CFO / City Treasurer Commissioner, Infrastructure Services EI/10108 Note & File
7.1.3	Commissioner, Human & Health Services	<i>Housing Services Act</i> (HSA) Regulatory Changes Commissioner, Corporate Services CFO / City Treasurer Commissioner, Legal & Legislative Services Note & File GH/14271
7.1.4	Dillon Consulting Limited AND Manager Environmental Quality	Notice of Intention to Apply Non-Potable Groundwater Site Condition Standards Record of Site Condition – 669 Tuscarora Street Commissioner, Infrastructure Services EI/11165 Note & File
7.1.5	C.T. Soil & Materials Engineering Inc. AND Manager Environmental Quality	Notice of Intention to Apply Non-Potable Groundwater Site Condition Standards Record of Site Condition – 930 Marion Avenue Commissioner, Infrastructure Services EI/11165 Note & File
7.1.6	Committee of Adjustment	Applications to be heard by the Committee of Adjustment/Consent Authority, Thursday, April 27, 2023 at 3:30 p.m., through Electronic Meeting Participation Z2023 Note & File

Carried.

7.2. 2022 Provincial Offences (POA) Annual Report - City Wide

Moved by: Councillor Renaldo Agostino
Seconded by: Councillor Fabio Costante

Decision Number: CR193/2023

That the report of the Manager of Provincial Offences dated March 31, 2023 regarding the 2022 Provincial Offences (POA) Annual Report submitted for information be **BE NOTED AND FILED**.
Carried.

Report Number: CM 3/2023
Clerk's File: GP2023

8. CONSENT AGENDA

8.2. Minutes of the Essex-Windsor Solid Waste Authority Regular Board Meeting held September 14, 2022

Moved by: Councillor Fred Francis
Seconded by: Councillor Jo-Anne Gignac

Decision Number: CR173/2023 ETPS937

That the Minutes of the Essex-Windsor Solid Waste Authority Regular Board meeting held September 14, 2022 **BE RECEIVED**.
Carried.

Report Number: SCM 56/2023
Clerk's File: MB2023

8.3. Minutes of the Essex-Windsor Solid Waste Authority Regular Board Meeting held February 7, 2023

Moved by: Councillor Fred Francis
Seconded by: Councillor Jo-Anne Gignac

Decision Number: CR174/2023 ETPS938

That the Minutes of the Essex-Windsor Solid Waste Authority Regular Board meeting held February 7, 2023 **BE RECEIVED**.

Carried.

Report Number: SCM 91/2023
Clerk's File: MB2023

8.4. CQ 18-2021 Truck Routes Progress Update- City-wide

Moved by: Councillor Fred Francis
Seconded by: Councillor Jo-Anne Gignac

Decision Number: CR175/2023 ETPS939

That the report of the Transportation Planning Senior Engineer dated March 8, 2023 entitled "CQ 18-2021 Truck Routes Progress Update," **BE RECEIVED** for information.

Carried.

Report Number: S 30/2023
Clerk's File: ST2023

8.5. South National Street (Pillette to Jefferson) Traffic Calming - Ward 8

Moved by: Councillor Fred Francis
Seconded by: Councillor Jo-Anne Gignac

Decision Number: CR176/2023 ETPS941

That the report of the Transportation Planning Senior Engineer dated March 1, 2023 entitled "South National Street (Pillette to Jefferson) Traffic Calming," **BE RECEIVED** for information; and,

That Administration **BE DIRECTED** to report back to Council with costs, and feasibility of adding traffic calming measures including physical separators with barriers along South National Street, enhancing the cyclist crossing at South National Street and Balfour Avenue and explore a pedestrian crossover at West Minster Avenue and South National Street into the Riverside area.

Carried.

Report Number: S 27/2023
Clerk's File: ST/13863

8.6. Zoning By-law Amendment Application for property known municipally as 3565 Forest Glade Drive, Z-045/22 [ZNG-6943], Ward 8

Moved by: Councillor Fred Francis
Seconded by: Councillor Jo-Anne Gignac

Decision Number: CR177/2023 DHSC 489

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- I. That Zoning By-law 8600 **BE AMENDED** by changing the zoning for the lands located on the northwest corner of Forest Glade Drive and Meadowbrook Lane, known municipally as 3565 Forest Glade Drive (legally described as Part of Lots 125 & 126, Concession 2; Parts 15 to 28, Reference Plan 12R-22621), and shown on Figure 2 herein, by deleting and replacing site specific provision Section 20(1)67 with the following:

67. NORTH SIDE OF FOREST GLADE DRIVE, BETWEEN LAUZON PARKWAY AND MEADOWBROOK LANE

(1) For the lands comprising of Part of Lots 125 & 126, Concession 2, Parts 1 to 12, 30 & 31, Reference Plan 12R-22621, known municipally as 3575 Forest Glade Drive (PIN No. 01381-0106 & Roll No. 070-740-00110) and 3585 Forest Glade Drive (PIN No. 01381-0104 & Roll No. 070-740-00120), a *Motor Vehicle Dealership* shall be an additional permitted use.

(2) For the lands comprising of Part of Lots 125 & 126, Concession 2; Parts 15 to 28, Reference Plan 12R-22621, known municipally as 3565 Forest Glade Drive (PIN No. 01381-0103 & Roll No. 070-740-00100), a *Multiple Dwelling* shall be an additional permitted use and shall be subject to the following additional provisions:

- a) Lot Coverage - maximum 35.0% of lot area
- b) Main Building Height - minimum 4 storeys
- c) Main Building Height - maximum 30.0 m
- d) Accessory Building Height - maximum 5.50 m
- e) Building Setback from 0.30 m reserve abutting Forest Glade Drive 6.0 m
- f) Building Setback - minimum
 - i. From north interior lot line abutting 3181 Meadowbrook Lane (P.I.N. No. 01381-0094) 70.0 m
 - ii. From east interior lot line abutting 0 Forest Glade Drive (P.I.N. No. 01381-0051) 3.0 m
 - iii. From west interior lot line abutting 3575 Forest Glade Drive 13.0 m
- g) Landscaped Open Space Yard - minimum 25.0% of lot area
- h) Notwithstanding Section 24.40.1.5: Table 24.40.1.5, the required number of Loading Spaces for a Multiple Dwelling with a Gross Floor Area Over 15,000 m² to 22,500 m² shall be two (2).
- i) Notwithstanding Section .3 of Section 25.5.20.1: Table 25.5.20.1 - Parking Area Separation, the minimum separation from the north interior lot line abutting 3181 Meadowbrook Lane shall be a minimum of 3.00 metres.
- j) A minimum *Parking Area Separation* of 3.00 metres shall be provided between *Parking Space* rows, save and except a *Parking Space* row that is accessed from 3575 Forest Glade Drive.
- k) A *Parking Area*, *Parking Space* and *Loading Space* shall be prohibited from being located between a *Main Building* wall and Forest Glade Drive and a *Main Building* wall and the Meadowbrook Lane.
(ZDM 15; ZNG/6943)

-
- II. That, at the discretion of the City Planner, Deputy City Planner, or Site Plan Approval Officer, the following **BE SUBMITTED** either prior to, or with, an application for site plan approval:
- a. Noise Study completed in accordance with the applicable policies set forth under sections 5.4.5 and 10.2.11 of the Official Plan to evaluate the potential impacts of noise associated with Forest Glade Drive, Lauzon Parkway and the Ford Motor Co. Windsor Engine Plant on the proposed Multiple Dwelling and recommend abatement measures where warranted to ensure that the indoor sound level limits set forth under the Ministry of the Environment, Conservation and Parks' *Environmental Noise Guideline - Stationary and Transportation Sources - Approval and Planning (NPC-300)* document are met.
 - b. Updated documents, reports, or studies, including any addendum or memorandum, submitted in support of the applications for amendment to the Zoning By-law 8600 to reflect the site plan for which approval is being sought.
- III. That the Site Plan Approval Officer **BE DIRECTED** to incorporate the following, subject to any updated information, into an approved site plan and executed and registered site plan agreement:
- a. Centralized mail facility for Canada Post.
 - b. Mitigation measures identified in the aforesaid Noise Study (if applicable), subject to the approval of the City Planner, Deputy City Planner, or Site Plan Approval Officer.
 - c. Servicing and right-of-way requirements of the City of Windsor - Engineering Department - Right-of-Way Division contained in Appendix F of this report and measures identified in the Sanitary Servicing Memo prepared by Dillon Consulting and dated November 11, 2022, subject to the approval of the City Engineer and the Essex Region Conservation Authority.
 - d. Transportation requirements of the City of Windsor Transportation Planning Division contained in Appendix F of this report and measures identified in the Transportation Impact Study prepared by Dillon Consulting Limited and dated December 16, 2022, subject to the approval of the City Planner, City Engineer, or Transportation Planning Senior Engineer.
 - e. Urban Design requirements based on comments from the Landscape Architect contained in Appendix F of this report.
- IV. That the Site Plan Approval Officer **CONSIDER** the following matters in an approved site plan and/or executed and registered site plan agreement:
- a. Comments from the Asset Planning Department contained in Appendix F of this report.

- b. Comments from the Essex Region Conservation Authority contained in Appendix F of this report.
- c. Environmental Evaluation Report based on comments from the Landscape Architect contained in Appendix F of this report.

Carried.

Report Number: S 29/2023
Clerk's File: Z/14530

8.9. Rezoning – Lusi Lorini - 921 Ellrose Avenue - Z-038/22 ZNG/6900 - Ward 5

Moved by: Councillor Fred Francis
Seconded by: Councillor Jo-Anne Gignac

Decision Number: CR180/2023 DHSC 492

That Zoning By-law 8600 **BE AMENDED** by changing the zoning of Lot 64, Registered Plan 531 (known municipally as 921 Ellrose Avenue; Roll No. 010-030-02400), situated on the west side of Ellrose Avenue, south of Ontario Street, changing the zoning by adding a site specific exception to Section 20(1) as follows:

458. WEST SIDE OF ELLROSE AVENUE, SOUTH OF ONTARIO STREET

For the lands comprising of Lot 64, Registered Plan 531, one *duplex dwelling* shall be an additional permitted use and a *duplex dwelling* or a *single unit dwelling* shall be subject to the appropriate provisions in Section 10.2.5 and the following additional provisions:

- a) Lot Width – minimum 9.0 m
 - b) Lot Area – minimum 270.0 m²
 - c) Parking Spaces – minimum 1
- [ZDM 10; ZNG/6900]

Carried.

Report Number: S 140/2022
Clerk's File: z/14507

8.10. Rezoning – JBM Capital Inc – 2601 Lauzon Parkway - Z-011/23 ZNG/6993 - Ward 8

Moved by: Councillor Fred Francis
Seconded by: Councillor Jo-Anne Gignac

Decision Number: CR181/202

1. That Zoning By-law 8600 **BE AMENDED** by changing the zoning of Part Farm Lot 124, Concession 2, designated as Part Block A, Registered Plan 1644, Parts 5 & 6 Plan 12R-10031 and Parts 3 to 5, Plan 12R-27242 (part of municipal address 2601 Lauzon Parkway; Roll No. 070-670-

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56925), situated on the east side of Enterprise Way, north of Hawthorne Drive, changing the zoning by deleting and replacing Section 20(1)448 as follows:

448. EAST SIDE OF ENTERPRISE WAY, NORTH OF HAWTHORNE DRIVE

For the lands comprising Part of Block A, Registered Plan 1644, designated as Part 3 and Part 4 on Reference Plan 12R27242, the following additional provisions shall apply:

1. For a *multiple dwelling*, Section 20(1)97(i) shall not apply to a *multiple dwelling*; and the minimum front yard depth shall be 6.0 m.
2. A *townhome dwelling* shall be an additional permitted use and the following additional provisions shall apply to a *townhome dwelling*:
 - a) Sections 12.2.5.8, 12.2.5.13, and 20(1)97 shall not apply
 - b) Lot Frontage – minimum 20.0 m
 - c) Lot Area – per dwelling unit – minimum 200.0 m²
 - d) Lot Coverage – maximum 45.0%
 - e) Main Building Height – maximum 18.0 m
 - f) Building Setback from any *lot line* - minimum 6.0 m

[ZDM 15; ZNG/6660; ZNG/6993]

2. That a Transportation Impact Statement and Servicing Study **BE SUBMITTED** by the applicant, along with any other required support studies, at Site Plan Control; and,
3. That the Site Plan Approval Officer **BE DIRECTED** to incorporate the following, if required, in the site plan approval and site plan agreement for the proposed development:
 - a) Easement requests from Utility Companies, as noted in Appendix D to report S 77/2022;
 - b) Enbridge Gas minimum separation requirements, as noted in Appendix D to report S 77/2022;
 - c) Reciprocal Access and Services Agreement;
 - d) Parkland Conveyance; and
 - e) Record of Site Condition.

Carried.

Report Number: S 36/2023

Clerk's File: Z/14545

8.11. Minutes of the International Relations Committee of its meeting held March 8, 2023

Moved by: Councillor Fred Francis

Seconded by: Councillor Jo-Anne Gignac

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Decision Number: CR182/2023 DHSC 495

That the minutes of the International Relations Committee of its meeting held March 8, 2023 **BE ADOPTED** as presented.

Carried.

Report Number: SCM 94/2023

Clerk's File: MB2023

8.12. Report No. 49 of the International Relations Committee - IRC Delegation going to Mannheim, Germany - Garden of Twin Cities

Moved by: Councillor Fred Francis

Seconded by: Councillor Jo-Anne Gignac

Decision Number: CR183/2023 DHSC 496

That Report No. 49 of the International Relations Committee – IRC Delegation going to Mannheim, Germany – Garden of Twin Cities indicating:

That the invitation extended by Mannheim, Germany for the Chair, the Manager of Horticulture and one representative from the International Relations Committee to attend the Ceremonial Opening of the Garden of Twin Cities and the International Conference of Twin Cities in Mannheim from May 4-7, 2023 at an upset limit of \$10,000 from the IRC operating budget **BE APPROVED**, and further, that interested members of the IRC enter their names into a draw which will be held virtually.

BE APPROVED.

Carried.

Report Number: SCM 97/2023

Clerk's File: MB2023

8.14. International Relations Committee 2022 Annual Report

Moved by: Councillor Fred Francis

Seconded by: Councillor Jo-Anne Gignac

Decision Number: CR184/2023 DHSC 498

That the International Relations Committee 2022 Annual Report **BE APPROVED.**

Carried.

Report Number: SCM 77/2023

Clerk's File: MB2023

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11.1. Local Improvement (Resident Initiated) - Proposed Construction of Storm Sewer and Curb and Gutter on Clemenceau Boulevard from the Canadian National Railway (CNR) Tracks to North Service Road East - Ward 8

Moved by: Councillor Fred Francis

Seconded by: Councillor Jo-Anne Gignac

Decision Number: CR185/2023

I. That Council **APPROVE** the construction of storm sewer and curb and gutter on Clemenceau Boulevard between the CNR Tracks and North Service Road East, as shown on attached Drawing C-3564 as a local improvement under the provisions of O. Reg. 586/06 under the *Municipal Act*, with a repayment term not to exceed 10 years at an interest rate deemed appropriate by Administration, and that Notice of Intention to pass a Local Improvement Charges By-Law **BE GIVEN** to the public and affected owners under section 6 of O. Reg. 586/06 for approval to undertake the work as a local improvement, in accordance with the attached Local Improvement Report.

II. That the City's share of the costs of approximately \$2,102,741.00 **BE FUNDED** from Project ID #7221039 – Clemenceau Road Local Improvement.

III. That 30 days after giving Notice of Intention to Pass a Local Improvement By-law, Council **PASS** a By-law for the construction of storm sewer and curb and gutter on Clemenceau Boulevard from the CNR Tracks to North Service Road East as a local improvement in accordance with Section 5 of O. Reg. 586/06.

Carried.

Report Number: C 57/2023

Clerk's File: SL2023

11.2. Municipality of Leamington - Transit Service Agreement Renewal - City Wide

Moved by: Councillor Fred Francis

Seconded by: Councillor Jo-Anne Gignac

Decision Number: CR186/2023

That the Environment, Transportation and Public Safety Standing Committee, sitting as the Transit Windsor Board of Directors and City Council **RECEIVE**, for information, the update on transit services to the Municipality of Leamington; and,

That Transit Windsor **BE AUTHORIZED** to update and renew the existing Agreement to a further two-year term (April 1, 2023 – March 31, 2025) with the Municipality of Leamington to continue to

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provide a transit route that services the Town of Essex, the Town of Kingsville, and the Municipality of Leamington with a connection to Transit Windsor services at St. Clair College; and,

That the Chief Administrative Officer and City Clerk **BE AUTHORIZED** to sign the Agreement with the Municipality of Leamington, satisfactory in form to the Commissioner of Legal and Legislative Services, in financial content to the Commissioner of Corporate Services, and in technical content to the Commissioner of Infrastructure Services and the Executive Director of Transit Windsor.
Carried.

Report Number: S 46/2023
Clerk's File: MT2023

11.3. Approval to Create By-Law for the Southwestern Ontario Development Fund - Ward 9

Moved by: Councillor Fred Francis
Seconded by: Councillor Jo-Anne Gignac

Decision Number: CR187/2023

That City Council **PASS** By-law 46-2023 authorizing the execution of the Transfer Payment Agreement for the Southwestern Ontario Development Fund required by His Majesty the King in Right of Ontario represented by the Minister of Economic Development, Job Creation and Trade, and further,

That three readings of the respective by-law **BE CONSIDERED** and **APPROVED** at the April 24, 2023 meeting of Council
Carried.

Report Number: C 56/2023
Clerk's File: GP/13792

9. REQUEST FOR DEFERRALS, REFERRALS AND/OR WITHDRAWALS

8.13. Report No. 50 of the International Relations Committee - International Mother Language Plaza (Martyr's Monument)

Moved by: Councillor Jo-Anne Gignac
Seconded by: Councillor Angelo Marignani

Decision Number: DHSC 497

That Report No. 50 of the International Relations Committee – International Mother Language Plaza (Martyr’s Monument) **BE DEFERRED** to a future meeting of Council to allow the delegate more time to prepare their presentation.

Carried.

Report Number: SCM 98/2023

Clerk’s File: MB2023

10. PRESENTATIONS AND DELEGATIONS

8.8. OPA & Rezoning – University Residential Land Corp. – 0 Huron Church - OPA 157 OPA/6737 Z-014/21 ZNG/6736 – Ward 2

Terry Kennedy, Ward 2 Resident

Terry Kennedy, Ward 2 resident, appears before City Council regarding the administrative report “OPA & Rezoning – University Residential Land Corp. – 0 Huron Church – OPA 157 OPA/6737 Z-014/21 ZNG/6736 – Ward 2” and expresses concern with the recommendation in the administrative report and concludes by suggesting that administration provide more information regarding ground water flooding adverse impacts.

David French, Agent

David French, Agent appears before Council via video conference regarding the administrative report “OPA & Rezoning – University Residential Land Corp. – 0 Huron Church – OPA 157 OPA/6737 Z-014/21 ZNG/6736 – Ward 2” and is available for questions.

Moved by: Councillor Kieran McKenzie

Seconded by: Councillor Fabio Costante

Decision Number: CR179/2023

1. That Schedule “A” of Volume 1: The Primary Plan of the City of Windsor Official Plan **BE AMENDED** by applying a Specific Policy Area to Pt Lot 63 & 64, Concession 1, being Parts 1& 2, Plan 12R-14334, known municipally as 0 Huron Church Road (Roll No. 050-370-15400), situated on the east side of Huron Church Road, immediately northeast of the corner of Huron Church Road and Tecumseh Road West.
2. That Section 1 of Volume 2: Secondary Plans & Special Policy Areas of the City of Windsor Official Plan **BE AMENDED** by adding a Special Policy Area as follows:

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- 1.X East side of Huron Church Road, situated immediately northeast of the corner of Huron Church Road and Tecumseh Road West (0 Huron Church Road);
 - 1.X.1 The property described as Pt Lot 63 & 64, Concession 1, being Parts 1& 2, Plan 12R-14334, known municipally as 0 Huron Church Road (Roll No. 050-370-15400), situated on the east side of Huron Church Road, immediately northeast of the corner of Huron Church Road and Tecumseh Road West, is designated on Schedule A: Planning Districts and Policy Areas in Volume I: The Primary Plan;
 - 1.X.2 Notwithstanding the “Mixed Use Node” designation of the subject land on Schedule D: Land Use in Volume I: The Primary Plan, residential uses in excess of four stories in height shall be permitted;
 - 1.X.3 Notwithstanding Section 7.2.6.4(b)(iv) in Volume I – The Primary Plan, two direct right-in / right-out vehicular access points to Huron Church Road shall be permitted.
3. That Zoning By-law 8600 **BE AMENDED** by changing the zoning of Pt Lot 63 & 64, Concession 1, being Parts 1& 2, Plan 12R-14334, known municipally as 0 Huron Church Road (Roll No. 050-370-15400), situated on the east side of Huron Church Road, immediately northeast of the corner of Huron Church Road and Tecumseh Road West, by adding site specific exceptions to Section 20(1) as follows:

4XX. EAST SIDE OF HURON CHURCH ROAD, SITUATED IMMEDIATELY NORTHEAST OF THE CORNER OF HURON CHURCH ROAD AND TECUMSEH ROAD WEST

For the lands comprising of Pt Lot 63 & 64, Concession 1, being Parts 1& 2, Plan 12R-14334, known municipally as 0 Huron Church Road:

- a) A *Combined Use Building* and *Multiple Dwelling* shall be additional permitted uses.
- b) Notwithstanding Section 24.20.5.1, for a *Combined Use Building – Dwelling Units*, or *Multiple Dwelling containing a minimum of 5 Dwelling Units*, a *Parking Rate* of 1.15 parking space for each *dwelling unit* shall be permitted.
- c) Notwithstanding Section 24.40.1.3, for a *Combined Use Building* with 9 or more *dwelling units*, the total number of required *loading spaces* shall be 2
- d) Notwithstanding Section 24.40.1.5, for a *Multiple Dwelling* with 9 or more *dwelling units*, the total number of required *loading spaces* shall be 2

- 4XX.** For the lands comprising of Pt Lot 63 & 64, Concession 1, being Parts 1& 2, Plan 12R-14334, known municipally as 0 Huron Church Road, identified as Parcel “A”, as shown on Schedule “A” of this by-law, despite the regulations of the Commercial District 3.3 (CD3.3) zone category, the following regulations shall apply:

- a) Building Height – maximum - 46.0 m

- 4XX.** For the lands comprising of Pt Lot 63 & 64, Concession 1, being Parts 1& 2, Plan 12R-14334 (known municipally as 0 Huron Church Road), identified as Parcel “B”, as shown on Schedule “A” of this by-law, despite the regulations of the Commercial District 3.3 (CD3.3) zone category, the following regulations shall apply:

- a) Building Height – maximum - 37.0 m

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4XX. For the lands comprising of Pt Lot 63 & 64, Concession 1, being Parts 1& 2, Plan 12R-14334 (known municipally as 0 Huron Church Road), identified as Parcel "C", as shown on Schedule "A" of this by-law, despite the regulations of the Commercial District 3.3 (CD3.3) zone category, the following regulations shall apply:

- a) Building Height – maximum - 34.0 m

4XX. For the lands comprising of Pt Lot 63 & 64, Concession 1, being Parts 1& 2, Plan 12R-14334 (known municipally as 0 Huron Church Road), identified as Parcel "D", as shown on Schedule "A" of this by-law, despite the regulations of the Commercial District 3.3 (CD3.3) zone category, the following regulations shall apply:

- a) Building Height – maximum - 28.0 m

[ZDM 4; ZNG/6736]

4. That, at the discretion of the City Planner, the following **BE SUBMITTED** either prior to, or with, an application for site plan approval:

- a) Updated documents, reports, or studies, including any addendum or memorandum, submitted in support of the applications for amendments to the Official Plan and Zoning By-law 8600 to reflect the site plan for which approval is being sought;
- b) Detailed tree survey to the satisfaction of the City Forester;
- c) Detailed Landscape Plan to the satisfaction of the Landscape Architect;
- d) Archaeological Assessment – Entered Into Register verification letter from the Ontario Ministry of Heritage, Sport, Tourism and Culture Industries, to the satisfaction of the Heritage Planner.

5. That the Site Plan Approval Officer **BE DIRECTED**:

- a) To incorporate the following, subject to any updated information, into an approved site plan and executed and registered site plan agreement:

- 1) Noise mitigation measures identified in Section 5 of the Acoustical Report, prepared by Baird AE and dated February 24, 2023, subject to the approval of the City Planner;
- 2) Measures identified in the Stormwater Management and Sanitary Sewer Study prepared by Baird AE and dated March 29, 2022, subject to the approval of the City Planner and City Engineer;
- 3) Transportation Impact Study requirements of the City of Windsor Transportation Planning Division, contained in Appendix E of this report, and measures identified in Section 6 of the Traffic Impact Study prepared by Baird AE and dated February 24, 2023, subject to the approval of the City Planner, City Engineer, or Transportation Planning Senior Engineer;
- 4) Requirements of the City of Windsor – Engineering Department – Right-Of-Way Division contained in Appendix F of this report, including an easement for access across the abutting lands to the south, subject to the approval of the City Engineer

- b) To review and consider the comments from municipal departments and external agencies in Appendix E to Report S 35/2023.

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6. THAT Zoning By-law 8600 **BE AMENDED** by placing an “H” holding symbol on the subject parcel that shall be removed when the following conditions have been satisfied:
- a) The owner submits an application to remove the “H” holding symbol;
 - b) The owner registers an access agreement on title of the subject lands and the commercial plaza property for the provision of access easements across the abutting commercial plaza to the south for the benefit of the subject lands, to the satisfaction of the City Planner. [ZDM 4; ZNG/6736]

Carried.

Report Number: S 35/2023
Clerk's File: Z/10891

8.1. Follow-up to CR30/2023 - Essex Terminal Railway Whistling Cessation - Ward 4

John West, Ward 4 Resident

John West, Ward 4 Resident appears before City Council regarding the administrative report “Follow up to CR30/2023 – Essex Terminal Railway Whistling Cessation – Ward 4 resident” and expresses concern with the train whistling that has steadily increased over time in this area, causing adverse health effects and negative impact on his quality of life, questions the estimated cost provided by administration to install safety measures at these crossings; and concludes by suggesting that the taxes that are paid by the Essex Terminal Railway (ETR) should be used for installing the safety upgrades at the crossings identified in the administrative report.

Tony De Thomasis, President & CEO, Essex Terminal Railway

Tony De Thomasis, President & CEO, Essex Terminal Railway appears before Council via video conference regarding the administrative report “Follow up to CR30/2023 – Essex Terminal Railway Whistling Cessation – Ward 4 resident” and is available for questions.

Moved by: Councillor Mark McKenzie

Seconded by: Councillor Jo-Anne Gignac

Decision Number: CR172/2023 ETPS940

That Administration **BE DIRECTED** to continue discussions with Transport Canada, The Transportation Minister, the Member of Parliament and the Federal Government to continue to look into grant funding that is available to fund warning system upgrades at the affected crossings, and fund safety measures in and around these crossings; and,

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That the Essex Terminal Railway (ETR) **BE REQUESTED** to have an independent organization conduct a study on decibel levels in the subject area; and,

That the information **BE PROVIDED** to Council at a future meeting for their consideration.

Carried.

Report Number: S 17/2023

Clerk's File: MTR2023

8.7. Zoning By-Law Amendment – 1000023127 Ontario Inc. – 1985 Westcott Road & 3740-3790 Tecumseh Road East - Z 035/22 [ZNG-6871] - Ward 5

Marianne Dean, Ward 5 Resident

Marianne Dean, Ward 5 Resident appears before City Council regarding the administrative report “Zoning By-Law Amendment – 1000023127 Ontario Inc. – 1985 Westcott Road & 3740-3790 Tecumseh Road East – Z 035/22 [ZNG-6871] – Ward 5” and indicates that she approves of the building change from commercial to residential; and concludes by expressing concern with the proposed change to the back of the property that will negatively impact the community, specifically reducing the number of parking spaces, with the access to the property from the alley, which will negatively impact her property as well.

Moved by: Councillor Kieran McKenzie

Seconded by: Councillor Fred Francis

Decision Number: CR178/2023 DHSC 490

- I. That Zoning By-law 8600 **BE AMENDED** by changing the zoning of Lot 426 & E Pt Lot 425, Registered Plan 1071; Pt Lots 365 to 367, Registered Plan 961 (known municipally as 1985 Westcott Road & 3740-3790 Tecumseh Road East; Roll No. 010-370-15900-0000), by adding a site specific provision to Section 20(1) as follows:

4XX. NORTHWEST CORNER OF TECUMSEH RD. E. AND WESTCOTT ROAD

For the lands comprising of Lot 426 & E Pt Lot 425, Registered Plan 1071; Pt Lots 365 to 367, Registered Plan 961, a *Multiple-Dwelling* with a maximum of 24 *dwelling units* shall be permitted in addition to the following site specific provisions:

Parking Area Separation from a building wall containing a habitable room window	Minimum – 1.53 m
Parking Area Separation from an Alley	Minimum – 0.0 m
Parking Aisle Width	Minimum – 5.50 m
Required Number of Parking Spaces	Minimum – 8

Required Number of Visitor Parking Spaces Minimum – 0

[ZDM11; ZNG/6871]

II. That the Site Plan Approval Officer **BE DIRECTED**:

a) To incorporate the Requirements of the City of Windsor – Engineering Department – Right-Of-Way Division in Appendix D to Report S 34/2023 into an approved site plan and executed and registered site plan agreement.

b) To review and consider the comments from municipal departments and external agencies in Appendix D to Report S 34/2023.

Carried.

Report Number: S 34/2023
Clerk's File: Z/14488

12.3. Report of City Council sitting as the BIA Board of Directors of its meeting held Monday, April 24, 2023

Debbi Croucher, Executive Director, Downtown Windsor BIA

Debbi Croucher, Executive Director, Downtown Windsor BIA appears before City Council regarding "Governance Bylaw for Windsor Business Improvement Areas – City Wide" and expresses concern with the potential withholding of levies, review of financial processes, and concludes by suggesting that the City assume undertaking the BIA's elections and financial audits, and that the City delay the transition period of authority back to the BIA's for a period of 3-4 weeks to allow for the BIA's to hold their first meetings and to allow for daily business to continue to be conducted without delay.

Kaitlyn Karns, Ford City BIA

Kaitlyn Karns, Ford City BIA appears before City Council regarding "Governance Bylaw for Windsor Business Improvement Areas – City Wide" and is available for questions.

Ettore Bonato, Ottawa Street BIA

Ettore Bonato, Ottawa Street BIA appears before City Council regarding "Governance Bylaw for Windsor Business Improvement Areas – City Wide" and is available for questions.

Moved by: Councillor Jo-Anne Gignac

Seconded by: Councillor Angelo Marignani

Decision Number: CR191/2023

That the report of City Council sitting as the BIA Board of Directors of its meeting held Monday, April 24, 2023 (*attached*) **BE ADOPTED** as presented.

Carried.

Councillor Renaldo Agostino discloses and interest and abstains from voting on this matter.

Report Number: SCM 134/2023

Clerk's File: MB2023

11. REGULAR BUSINESS ITEMS (Non-Consent Items)

11.4. 2023 Tax Policy Decisions and Establishment of the 2023 Final Property Tax Rates - City Wide

Moved by: Councillor Jo-Anne Gignac

Seconded by: Councillor Fabio Costante

Decision Number: CR188/2023

That City Council **RECEIVE** the information contained in the 2023 Tax Policy Report; and,

That City Council **APPROVE** the following Tax Policy Principles used to calculate the 2023 Final Property Tax Rates:

1. That the use of Optional Tax Classes of office building, shopping center, parking lot/vacant commercial land, and large industrial **CONTINUE** to be used in the establishment of annual property tax rates.
2. That tax reductions for the first sub-class of farmland awaiting development (FAD 1) continue to **BE REDUCED ANNUALLY** by the allowed 10% in taxation years 2023, 2024 and 2025.; and,

That City Council **APPROVE** a municipal Tax Relief Deferral Program of the Full Year-Over-Year Residential Property Tax Increases for Low-Income Seniors and Low-Income Persons with Disabilities based on the following criteria:

- An applicant is able to establish and document they are, or are the spouse of:
 - A low-income senior who is at least 65 years of age and who is in receipt of payments under the Guaranteed Income Supplement (GIS) or who is in receipt of financial assistance under the *Ontario Works Act*; or
 - A low-income person with disabilities who is in receipt of assistance paid under the *Ontario Disability Support Program Act*; and,

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- The applicant is making application for their primary residence and the property is assessed in the residential property class; and,
- Tax amounts deferred will not be subject to penalty and interest throughout the deferral period; and
- Tax amounts deferred will become due and payable on the day that:
 - The subject property is sold or otherwise becomes the property of any person other than the eligible person or their spouse; or
 - An eligible person for whom tax assistance has been granted ceases to be an eligible person; and,

That City Council **APPROVE** the 2023 Tax Ratios and Municipal Tax Rates as presented:

Tax Class	2023 Ratio	2023 Municipal Tax Rate	2023 Education Tax Rate
Residential	1.000000	0.01786661	0.00153000
Farmland	0.250000	0.00446665	0.00038250
New Multi-Residential	1.000000	0.01786661	0.00153000
Multi-Residential	2.000000	0.03573322	0.00153000
Commercial	2.013994	0.03598325	0.00880000
Office Building	2.013994	0.03598325	0.00880000
Shopping Centre	2.013994	0.03598325	0.00880000
Parking Lot	1.016719	0.01816532	0.00822145
Industrial	2.315779	0.04137512	0.00880000
Large Industrial	2.932755	0.05239839	0.00880000
Pipeline	1.928249	0.03445127	0.00880000

and,

That City Council **APPROVE** the 2023 Final Property Tax collection dates as presented:

In Person	Pre-Authorized Payment Plans		
Due Date/Instalment	Due Date/Instalment	Mid-Month	End of Month
		July 17, 2023	July 31, 2023
July 19, 2023	July 19, 2023	August 15, 2023	August 31, 2023
September 13, 2023	September 13, 2023	September 15, 2023	September 29, 2023
November 15,	November 15,	October 16, 2023	October 31, 2023

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2023	2023		
		November 15, 2023	November 30, 2023

and,

That City Council **MAINTAIN** the prescribed maximum rate for late payment charges as follows:

- 1 ¼% of the amount of tax due and unpaid as a penalty for non-payment on the first day of default; and,
- 1 ¼% of the amount of tax due and unpaid as interest for non-payment on the first day of each month; and,

That the City Solicitor **BE AUTHORIZED** to prepare the necessary by-laws.

Carried.

Councillor Fred Francis voting nay.

Report Number: C 63/2023
Clerk's File: AF/2013

12. CONSIDERATION OF COMMITTEE REPORTS

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

Moved by: Councillor Kieran McKenzie

Seconded by: Councillor Mark McKenzie

Decision Number: CR189/2023

That the report of the Special In-Camera meeting held April 24, 2023 **BE ADOPTED** as presented.
Carried.

Clerk's File: ACO2023

12.2. Minutes of the Windsor Licensing Commission of its meeting held March 29, 2023

Moved by: Councillor Kieran McKenzie

Seconded by: Councillor Mark McKenzie

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Decision Number: CR190/2023

That the minutes of the Windsor Licensing Commission of its meeting held March 29, 2023 **BE ADOPTED** as presented.

Carried.

Report Number: SCM 106/2023

Clerk's File: MB2023

12.4. Report of the Striking Committee of its meeting held April 24, 2023

Moved by: Councillor Kieran McKenzie

Seconded by: Councillor Mark McKenzie

Decision Number: CR192/2023

That the report of the Striking Committee of its meeting held April 24, 2023 **BE ADOPTED** as presented.

Carried.

Clerk's File: ACOS2023

13. BY-LAWS (First and Second Reading)

Moved by: Councillor Jim Morrison

Seconded by: Councillor Ed Sleiman

That the following By-laws No. 44-2023 through 50-2023 be introduced and read a first and second time:

By-law 44-2023 A BY-LAW TO AUTHORIZE THE CONSTRUCTION OF CURB AND GUTTER AND BOULEVARD RESTORATION ON CURRY AVENUE FROM NORFOLK STREET TO RICHARDIE BOULEVARD, IN THE CITY OF WINDSOR, AS A LOCAL IMPROVEMENT, authorized by CR452/2020 dated September 14, 2020

By-law 45-2023 A BY-LAW TO FURTHER AMEND BY-LAW 188-2000, BEING A BY-LAW TO APPOINT PROVINCIAL OFFENCES OFFICERS FOR THE CORPORATION OF THE CITY OF WINDSOR, authorized by BL98-2011 s. 27.1(l)(i) dated June 11, 2011

Bylaw 46-2023 A BY-LAW TO AUTHORIZE THE EXECUTION OF THE TRANSFER PAYMENT AGREEMENT FOR THE SOUTHWESTERN ONTARIO DEVELOPMENT FUND PROGRAM (SWODF) BETWEEN THE CORPORATION OF THE CITY OF WINDSOR AND HIS MAJESTY THE KING IN RIGHT OF ONTARIO, REPRESENTED BY THE MINISTER OF ECONOMIC DEVELOPMENT, JOB CREATION AND TRADE (See Item 11.3)

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Bylaw 47-2023 A BY-LAW TO FURTHER AMEND BY-LAW 9023 BEING A BY-LAW TO REGULATE VEHICULAR PARKING WITHIN THE LIMITS OF THE CITY OF WINDSOR ON MUNICIPAL STREETS, MUNICIPAL PARKING LOTS AND PRIVATE PROPERTIES, authorized by CAO 281/2022 dated November 17, 2022

Bylaw 48-2023 A BY-LAW TO FURTHER AMEND BY-LAW NUMBER 9148 BEING A BY-LAW TO REGULATE TRAFFIC WITHIN THE LIMITS OF THE CITY OF WINDSOR, authorized by CAO 253/2022 dated October 5, 2022

Bylaw 49-2023 A BY-LAW TO ESTABLISH AN UNIFORM GOVERNANCE STRUCTURE FOR ALL BUSINESS IMPROVEMENT AREA BOARDS OF MANAGEMENT IN THE CITY OF WINDSOR, (See Item 12.3)

Bylaw 50-2023 A BY-LAW TO CONFIRM THE PROCEEDINGS OF THE COUNCIL OF THE CORPORATION OF THE CITY OF WINDSOR AT ITS MEETING HELD ON THE 24TH DAY OF APRIL 2023

Carried.

Councillor Renaldo Agostino discloses an interest and abstains from voting on By-law 49-2023.

14. MOVE BACK INTO FORMAL SESSION

Moved by: Councillor Renaldo Agostino

Seconded by: Councillor Fabio Costante

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

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

Carried.

15. NOTICES OF MOTION

None presented.

16. THIRD AND FINAL READING OF THE BY-LAWS

Moved by: Councillor Fred Francis

Seconded by: Councillor Jo-Anne Gignac

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That the By-laws No. 44-2023 through 50-2023 having been read a first and second time be now read a third time and finally passed and that the Mayor and Clerk **BE AUTHORIZED** to sign and seal the same notwithstanding any contrary provision of the Council.

Carried.

Councillor Renaldo Agostino discloses an interest and abstains from voting on By-law 49-2023.

17. PETITIONS

Moved by: Councillor Gary Kaschak

Seconded by: Councillor Angelo Marignani

Decision Number: CR168/2023

That the petition presented by Councillor Jo-Anne Gignac on behalf of the residents of the 200 block of Prado Place requesting assistance with excessive vehicle speeds **BE RECEIVED** by the Clerk and the Clerk **BE DIRECTED** to forward the petition to the Commissioner, Infrastructure Services for the purpose of examination of the requested works or undertakings.

Carried.

Clerk's File: ACO/14466

18. QUESTION PERIOD

None presented.

21. ADJOURNMENT

Moved by: Councillor Jim Morrison
Seconded by: Councillor Ed Sleiman

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

Carried.

Accordingly, the meeting is adjourned at 5:19 o'clock p.m.

Carried.

Mayor

City Clerk

SPECIAL MEETING OF COUNCIL – IN CAMERA
April 24, 2023

Meeting called to order at: 2:54 p.m.

Members in Attendance:

Mayor Drew Dilkins
Councillor Renaldo Agostino
Councillor Fabio Costante
Councillor Fred Francis
Councillor Jo-Anne Gignac
Councillor Gary Kaschak
Councillor Angelo Marignani
Councillor Kieran McKenzie
Councillor Mark McKenzie
Councillor Jim Morrison
Councillor Ed Sleiman

Also in attendance:

Onorio Colucci, Acting Chief Administrative Officer
Andrew Daher, Commissioner, Human and Health Services
Shawna Boakes, Acting Commissioner, Infrastructure Services
Joe Mancina, Commissioner, Corporate Services CFO/City Treasurer
Shelby Askin-Hager, Commissioner, Legal and Legislative Services
Ray Mensour, Commissioner, Community Services
Steve Vlachodimos, City Clerk
Abe Taq Taq, Mayor's Chief of Staff
Kirk Whittal, Executive Director Housing (Item 6)
Kelly Goz, Coordinator Housing Administration (Item 6)
Greg Atkinson, Planner – Economic Development (Item 6)
Colleen Middaugh, Manager of Corporate Projects (Items 6 and 7)
Natasha Gabbana, Senior Manager Asset Planning (Items 6 and 7)
Stephen Laforet, Fire Chief (Item 7)
Tracy Beadow, Project Administrator (Item 7)

Verbal Motion is presented by Councillor Ed Sleiman, seconded by Councillor Fabio Costante,

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to move in Camera for discussion of the following item(s):

<u>Item No.</u>	<u>Subject</u>	Section – Pursuant to Municipal Act, 2001, as amended
1.	Property matter – sale of land	239(2)(c)
2.	Legal/property matter – expropriation settlement	239(2)(e)
3.	Property matter – commence expropriation process	239(2)(c)
4.	Legal/property matter – expropriation settlement	239(2)(e)(f)
5.	Property matter – commence expropriation process	239(2)(c)
6.	Property matter/plan – acquisition/disposition of land	239(2)(c)(k)
7.	Legal matter – advice subject to solicitor-client privilege	239(2)(f)

Motion Carried.

Declarations of Pecuniary Interest:

None declared.

Discussion on the items of business. (Items 1, 2, 3, 4, 5, 6 and 7)

**Verbal Motion is presented by Councillor Angelo Marignani, seconded by Councillor Mark McKenzie,
to move back into public session.
Motion Carried.**

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Moved by Councillor Fred Francis, seconded by Councillor

Renaldo Agostino,

THAT the Clerk BE DIRECTED to transmit the recommendation(s) contained in the report(s) discussed at the In-Camera Council Meeting held April 24, 2023 directly to Council for consideration at the next Regular Meeting.

1. That the recommendation contained in the in-camera report from the Coordinator of Real Estate Services, Manager of Real Estate Services, Commissioner, Legal and Legislative Services, Commissioner, Infrastructure Services and Commissioner, Corporate Services CFO/City Treasurer respecting a property matter – sale of land **BE APPROVED**.
2. That the recommendation contained in the in-camera report from Senior Legal Counsel, Commissioner, Legal and Legislative Services, Commissioner, Infrastructure Services and Commissioner, Corporate Services CFO/City Treasurer respecting a legal/property matter – expropriation settlement **BE APPROVED**.
3. That the recommendation contained in the in-camera report from the Lease Administrator , Manager of Real Estate Services, Commissioner, Legal and Legislative Services, Commissioner, Infrastructure Services and Commissioner, Corporate Services CFO/City Treasurer respecting a property matter – commence expropriation process **BE APPROVED**.
4. That the recommendation contained in the in-camera report from Senior Legal Counsel, Commissioner, Legal and Legislative Services, Commissioner, Infrastructure Services and Commissioner, Corporate Services CFO/City Treasurer respecting a legal/property matter – expropriation settlement **BE APPROVED**.
5. That the recommendation contained in the in-camera report from the Lease Administrator , Manager of Real Estate Services, Commissioner, Legal and Legislative Services, Executive Director of Engineering, Commissioner, Infrastructure Services and Commissioner, Corporate Services CFO/City Treasurer respecting a property matter – commence expropriation process **BE RECEIVED** and that Administration **BE DIRECTED TO PROCEED** in accordance with the verbal instructions of Council.
6. That the recommendation contained in the in-camera report from the Coordinator of Housing Administration, Executive Director of Housing and Children's Services, Executive Director of Engineering/City Engineer, Commissioner, Legal and Legislative Services, Commissioner, Infrastructure Services, Commissioner, Human and Health Services and Commissioner, Corporate Services CFO/City Treasurer respecting a property matter/plan – sale of land **BE APPROVED**.

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7. That the recommendation contained in the in-camera report from the Senior Manager of Asset Planning, Executive Director of Engineering/Deputy City Engineer, Fire Chief, Commissioner, Legal and Legislative Services and Commissioner, Corporate Services CFO/City Treasurer respecting a legal matter – advice subject to solicitor-client privilege **BE APPROVED**.

Motion Carried.

Moved by Councillor Ed Sleiman, seconded by Councillor

Jo-Anne Gignac,

That the special meeting of council held April 24, 2023 BE ADJOURNED.

(Time: 3:36 p.m.)

Motion Carried.

Adopted by Council at its meeting held April 24, 2023 (CR192/2023)

SV/bm

Windsor, Ontario, April 24, 2023

REPORT OF THE STRIKING COMMITTEE
of its meeting held

April 24, 2023

Members in Attendance:

Mayor Drew Dilkens
Councillor Renaldo Agostino
Councillor Fabio Costante
Councillor Fred Francis
Councillor Jo-Anne Gignac
Councillor Gary Kaschak
Councillor Angelo Marignani
Councillor Kieran McKenzie
Councillor Mark McKenzie
Councillor Jim Morrison
Councillor Ed Sleiman

Also in attendance:

Onorio Colucci, Acting Chief Administrative Officer
Andrew Daher, Commissioner, Human and Health Services
Shawna Boakes, Acting Commissioner, Infrastructure Services
Shelby Askin-Hager, Commissioner, Legal and Legislative Services
Ray Mensour, Commissioner, Community Services
Steve Vlachodimos, City Clerk
Janice Guthrie, Deputy Treasurer
Anna Ciacelli, Deputy Clerk

Declarations of Pecuniary Interest:

Councillor Renaldo Agostino discloses an interest and abstains from discussion and voting on Item 1 as he has a continuing business relationship providing services to the various BIA Boards which, he is informed by the Integrity Commissioner, results in him having a disqualifying

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interest in Council's decisions with respect to its governance review of BIA matters and the temporary appointment of Council as constituting the City's BIA boards.

Your Committee submits the following recommendations:

1. That the attached slate of appointees submitted by each of the ***Business Improvement Areas*** **BE APPROVED** for the term commencing April 25, 2023 and ending November 14, 2026 or until successors are appointed.

Councillor Renaldo Agostino discloses an interest and abstains from discussion and voting on this item.

2. That the resignation of Sharon Strosberg on ***the Windsor Licensing Commission*** **BE ACCEPTED**, and further that Jayme Lesperance **BE APPOINTED** to fill the vacancy on the Commission for the term commencing April 25, 2023 and ending November 14, 2026 or until successors are appointed.

Motion Carried.

MAYOR

CITY CLERK

Item No. 7.1



Correspondence Report: CMC 7/2023

ATTACHMENTS

Subject: Correspondence - Monday, May 29, 2023

No.	Sender	Subject
7.1.1	Municipal Property Assessment Corporation (MPAC)	2022 Annual Report, MPAC's Financial Statements for the year ended December 31, 2022 and 2022 Performance Report Commissioner, Corporate Services CFO / City Treasurer City Planner AF2023 Note & File
7.1.2	Town of Tecumseh	10th Concession Drain by-law passed by Tecumseh Council Commissioner, Infrastructure Services City Planner SW2023 Note & File
7.1.3	Town of Tecumseh	Notice of the passing of a Zoning By-law Amendment pertaining to a parcel of land situated on the east side of Shawnee Road. City Planner Chief Building Official Development Applications Clerk Z2023 Note & File
7.1.4	Windsor Police Service	Windsor Police Service Annual Report 2022. SP2023 Note & File

7.1.5	City Planner/Executive Director	Application for Zoning Amendment, Marko Agbaba, 1155 California Avenue, to allow for a semi-detached dwelling. Z/14573 Note & File
7.1.6	City Planner / Executive Director	Application for Zoning Amendment, 2832765 Ontario Inc., 1609 Tecumseh Road West, to permit a residential apartment building. Z/14571 Note & File
7.1.7	City Planner / Executive Director	Application for Zoning Amendment, Dior Homes, 3841-3847 Howard Avenue, to construct a business office with 18 dwelling units and a parking garage. Z/14574 Note & File
7.1.8	City Planner / Executive Director	Application for Draft Plan of Subdivision/Condominium extension, McKenzie Lake Lawyers LLP, 1333 Ouellette Avenue for an extension of draft approval. ZP/12486 Note & File
7.1.9	City Planner / Executive Director	Notice that the Condominium extension application submitted by McKenzie Lake Lawyers LLP for 1145, 1175 Adair Court and 1170 Lauzon Parkway has been deemed as complete on May 3, 2023. ZP/12487 Note & File

7.1.10	City Planner / Executive Director	Application for Zoning Amendment, 1027458 Ontario Inc., between Clover Avenue & Florence Avenue to allow for 30 townhome dwellings. File Z/14572 Note & File
7.1.11	Committee of Adjustment	Applications to be heard by the Committee of Adjustment/Consent Authority, Thursday, May 25, 2023 at 3:30 p.m., through Electronic Meeting Participation. Z2023 Note & File



Leading the way forward

| 2022 Annual Report

Item No. 7.1.1



MUNICIPAL
PROPERTY
ASSESSMENT
CORPORATION

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Introduction

Governments, property owners and businesses rely on us for impartial, expert data and insights on Ontario's property market. In times of uncertainty and change, we are here to help you make informed decisions for today, and the future.

In 2022, we focused on supporting our municipal partners, stakeholders and the people of Ontario

The Provincial Government has set ambitious targets for housing. As Ontario's property market experts, we are ready to support municipalities and the province in achieving these goals.

I am proud of MPAC's commitment to being a flexible, transparent and world-class property assessment organization that puts its people and corporate culture at the forefront. While the last few years have been difficult for all of us, MPAC remains committed to providing outstanding service and support to our partners and stakeholders.

For a third year, we strategically managed our finances and operations to deliver a budget with a 0% increase to the overall municipal levy. As we move forward, we will work hard to balance the lasting financial impacts of the pandemic that municipalities must grapple with against the effects of rising inflation, labour and other costs. More than ever, we will drive for innovation to support our municipal partners.

To further support municipalities, we continued to enhance our data collection process, improving the quality of our data and strengthening our relationship with property owners in the process. We worked collaboratively with municipalities



Alan Spacek

Chair, MPAC Board of Directors

“As we move forward, we will work hard to balance the lasting financial impacts of the pandemic that municipalities must grapple with against the effects of rising inflation, labour and other costs.”

to digitize their building permit processes and to deliver a Preliminary List of Electors for the 2022 municipal and school board elections.

In 2022, we increased our public education efforts to help Ontarians learn more about the property assessment process. Our “myth versus fact” campaign is reaching millions of Ontarians to help them understand our role and debunk common myths so that the public better understands that MPAC does not, for example, set or increase tax rates.

It is essential to us that we are transparent with all Ontarians about our work. That is why we have again published our annual [Performance Report](#), which evaluates our performance against our goals in areas including: capturing new construction and modifications to existing properties, the proportion of property assessments accepted without going to appeal, and satisfaction with our customer service.



Alan Spacek

Chair, MPAC Board of Directors

Leading the way forward

We know that property, and the future of property values, are of interest to all Ontarians, including property owners, municipalities and our commercial customers. At MPAC, we are here to provide the insights and services you rely on.

MPAC's leading expertise, technology and processes allow us to manage the world's largest property database. Our real-time property values, attributes, and reports are used by governments, banks, lenders, insurers, and the real estate industry.

To provide our clients with the information they need, we completed various strategic initiatives in 2022 that contributed to continuous data readiness, and we have exciting milestones ahead. Our real-time values project is particularly noteworthy because it will enable us to deliver a value for any property on any given day and will contribute to improvements in our commercial product offerings.

One of those offerings is our propertyline™ e-store, which enables users to obtain accurate, real-time property information quickly and easily for over five million properties in Ontario, and over 10 million properties Canada-wide. In 2022, we insourced the development of a new store, with innovations like our seamless integration with MLS platforms and geospatial mapping.



Nicole McNeill

MPAC President and Chief Administrative Officer

“By nurturing an innovative and inclusive workplace, we are equipping our people with the tools they need to be industry pioneers who are prepared to lead the way forward, no matter what comes next.”

Due in part to the advancements of this new store, our Business Development division achieved record-breaking annual revenue of over \$26 million. Through supporting the Valuation Office of Ireland with our innovative assessment technology, we also generated over \$1 million in additional revenue, which helps offset the fee municipalities pay for assessment services.

None of these achievements would be possible without the dedication of our employees and our commitment to making MPAC a great place to work. Dedicated to transparency, openness and collaboration, we are navigating new paths toward a healthy, positive work environment where employees can be their whole, authentic selves.

This past year, we strengthened our commitment to ensuring all voices are respected, valued and heard by establishing MPAC's Equity, Diversity, Inclusion and Anti-Racism office. We also encouraged healthier work-life balance and habits by introducing flexible work arrangements and workplace wellness initiatives.

By nurturing an innovative and inclusive workplace, we are equipping our people with the tools they need to be industry pioneers who are prepared to lead the way forward, no matter what comes next.



Nicole McNeill

MPAC President and Chief Administrative Officer

Who we are

We are Ontario's property market experts. Our job is to assess and classify the value of the more than five million properties across the province and provide an accurate and impartial property inventory.

Our property assessments are used by municipalities to distribute property taxes. The work we do is vital input for government programs, business decisions and property transactions. Our data also helps identify changes and trends in communities and in property uses throughout Ontario.

Property owners can visit mpac.ca and log in to [AboutMyProperty™](#) to learn more about how we assessed their property, see the information we have on file and compare their property to others in their neighbourhood. If a property owner disagrees with their assessment, they have the right to file a Request for Reconsideration and/or an appeal to the Assessment Review Board.

Ontario's Property Assessment and Taxation System

1.

Property assessments are determined. →

2.

Assessments are shared with municipalities. →

3.

Municipalities use the assessed values to set municipal tax rates.



Government of Ontario
Establishes the province's assessment and taxation laws and determines education tax rates.



MPAC
Determines property assessments for all properties in Ontario.



Municipalities
Determine revenue requirements, set municipal tax rates and collect property taxes to pay for municipal services.



Property Owners
Pay property taxes which pay for services in the community, in addition to education taxes that help fund elementary and secondary schools in Ontario.

| Testimonial

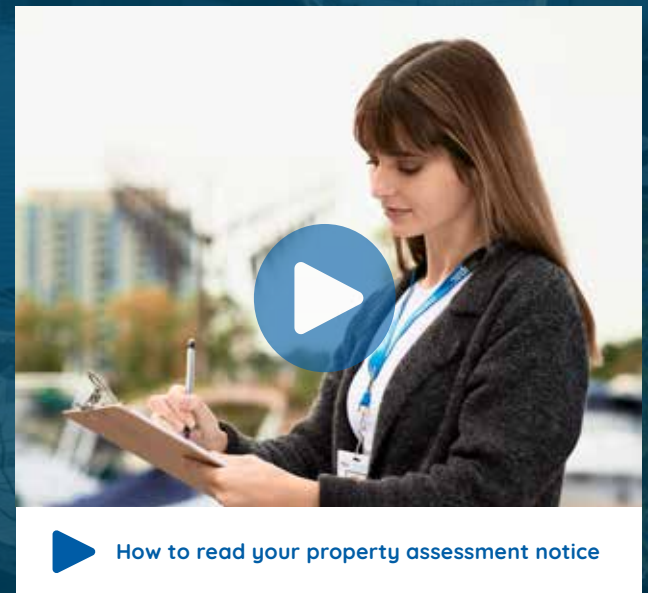
“I am proud that I am a part of a team of assessment professionals who excel at collaborating with each other and other departments. Collectively, we work to support MPAC’s corporate strategy while promoting a culture of excellence.”

Paul S. | Governance and Strategy



Did you receive a Property Assessment Notice from us?

We review properties every day. Whenever we make a change to a property's details, we notify the property owner by mailing a Property Assessment Notice. Some of the most common changes we reflect are to ownership, assessed value or classification.



Navigating new paths, together

People and culture

As outlined in our 2021-2025 Strategic Plan, MPAC is implementing new strategies for workforce and workspace planning and succession, and creating and implementing an Equity, Diversity, Inclusion and Anti-Racism (EDIA) strategy, policy and metrics.

Elevating our workforce

Putting our people first is about making MPAC a great place to work, from the ground up. We are proud to boast impressive employee retention, with more than 50% of our employees having been with MPAC for more than 10 years. We are also honoured to share 85 employees have reached a milestone of 25 years or more.

We are continuously inviting new talent to join our existing team of bright and innovative individuals to help co-create the future. This year, we amped up our efforts to attract and retain emerging talent by:

- Fostering a culture of continuous learning, credibility, and professionalism. Our valuation employees are working towards obtaining recognized designations and our fully accredited valuation employees continue to grow in their personal development. By the end of 2022, 683 valuation employees held a recognized accreditation.
- Including our commitment to equity, diversity, inclusion and anti-racism in our job postings and began embedding it into our hiring processes.

“Our goal is to embed equity, diversity, inclusion, and anti-racism in every facet of the organization, and have it reflected in everything we do.”



Rupa Aggarwal
Executive Director
Equity, Diversity,
Inclusion and
Anti-Racism



- Investing in social media advertising and a new applicant tracking system.
- Offering hybrid and flexible work options.
- Focusing special efforts on IT recruitment.

Thanks to these continued efforts, MPAC was recognized as one of **Greater Toronto's Top Employers** for the fourth year in a row.



Equity, Diversity, Inclusion an Anti-Racism by the numbers



6 events for Pride:

- Virtual Leader Chat
- 2SLGBTQIA+ resource library launched for staff
- Pride Run/Walk fundraiser
- 2SLGBTQIA+ panel discussion
- 2 Flag Raisings at our Head office
 - International Day Against Homophobia, Transphobia & Biphobia



8 learning opportunities for the National Day for Truth and Reconciliation:

- Learning via Woodland Cultural Centre
 - 3 Virtual Tours of the former Mohawk Institute Residential School (355 participants)
 - 2 Truth and Reconciliation Workshops (241 participants)
- Employee article and Educational Resources made available to employees
- Article from Nicole McNeill
- National Day for Truth and Reconciliation online learning module (137 participants)



Inspiring an inclusive workplace

In 2022, we began paving the way towards a more inclusive workplace and we have made impressive strides towards this goal:

- MPAC continued to build employee engagement and involvement in EDIA initiatives, with over 250 employees taking part in an employee-led committee by the end of the year.
- A third-party assessment of our workforce, culture and practices was completed through an EDIA lens, resulting in 43 recommendations for building a more equitable, diverse, inclusive, and anti-racist workplace.
- Implemented the first of the 43 recommendations by hiring an Executive Director, Equity, Diversity, Inclusion and Anti-Racism.
- We founded MPAC's first EDIA office, led by an Executive Director, which will play a critical role in the continued success of our EDIA journey.
- We also reviewed MPAC's Flexible Work policies and began a review of our Code of Conduct through an EDIA lens, ensuring these corporate policies are inclusive and accessible to all MPAC employees.

EDIA by the numbers



14 active EDIA Weekly Coffee Chats with over 133 participants.

▲ (vs six coffee chats in 2021).



19 awareness articles on the intranet (topics such as implicit bias, Truth and Reconciliation, Pride Month, etc.).



19 employee PROfiles bringing awareness to days of religious or cultural significance.

▲ (an increase from six profiles in 2021).



34 employee webinars and training sessions were offered, focused on the EDIA initiative, allyship, engagement opportunities and definitions of EDIA.



252 EDIA committee members
(24 when the initiative began in 2020).



Uniting our people

The importance of EDIA at MPAC resonated loudly during our 2022 Zone Meetings. After almost three years of working apart, these meetings brought us back together. Connecting over 1,600 employees at 11 meetings across the province, including a virtual session for those who were unable to attend in person, these meetings allowed for team members to reunite, and in some cases, even meet for the first time.

During these sessions, we heard powerful stories and shared meaningful moments. Over 500 employees completed a feedback survey, yielding overwhelmingly positive results, with our sessions focusing on EDIA leaving the most affirmative impression on attendees.



| Testimonial

“The Equity, Diversity, Inclusion and Anti-Racism initiative is important to me because it is driving the culture change here at MPAC. Each one of us has a role in ensuring that equity, diversity, inclusion and anti-racism is part of the fabric of our organization. Having a leadership role in this change has allowed me to actively take part in creating a workplace culture where diversity, inclusion and belonging is embraced, and equity truly exists.”

Judith Regis | Director, Equity, Diversity, Inclusion and Anti-Racism

Charting a path beyond the pandemic with flexible work options

Another important theme we explored during our 2022 Zone Meetings was the popularity of our flexible work options. This year, we introduced a flexible work pilot with varying schedule options to suit our diverse workforce, as part of our broader commitment to improving the employee experience.

The program was one of the first of its kind in Ontario's public sector. Over the course of three phases, we gathered information about the benefits and challenges of offering a flexible work program.

The pilot also supported operational goals as we navigated relaxing pandemic restrictions. It allowed us to chart a new path beyond the pandemic and adapt to the needs of our employees as we looked to the future of work, while also minimizing any impacts to our products and services.





Refreshing our workspaces

We cannot deny the pandemic changed how we work. It compelled us to take a fresh look at MPAC's workplaces. After leading collaborative discussions with employees about what is most important to them, our team is considering how MPAC's pivot to remote work during the pandemic has changed our workplace needs – for today, tomorrow, and the future.

As our IT Operations team continuously works to ensure MPAC resources are accessible from remote locations across the province, employees have been encouraged to use MPAC's offices for essential activities, including team collaborations and meetings.

As a result, we have lowered our carbon footprint. This past year, MPAC has reduced its total Green House Gas emissions by 5.45% to a reported 503 Kg CO₂e/FTE, exceeding our target of 532 Kg CO₂e/FTE or less.

With an increased reliance on digital platforms, we have reduced our printers by 54% and we have committed to using 100% recycled paper for all MPAC multi-function printers and copiers. We also recycle all MPAC e-waste, such as laptops.

In pursuit of a happier, healthier future, we are driving towards a cleaner environment with our vehicle inventory made up of 145 fuel-efficient vehicles, including 106 hybrid electric vehicles, which account for 73% of our entire fleet.



Fostering thriving communities

By investing in our employee health and well-being, we are taking strides towards a brighter future. In 2022, we increased our efforts through educational sessions focused on physical, emotional and mental health and providing direct access to a wide range of resources and support.

When employees feel safe, healthy, and respected at work, they are poised to make positive contributions to their community.



CSR by the numbers



\$41,377 raised:

We surpassed our corporate-wide goal of \$25,000 in support of Feed Ontario.



Earth Day Cleanup with over 50% participation in Pembroke and Timmins.



\$2,200 raised for the Betty White Challenge, and one lucky dog named Dewey found a home!



Food donations across the province to more than 10 locations.



Over \$1,800 raised for Trees for Life: Trees for Heroes. Our Trenton office had the highest percentage of participation with 58%.

“When employees feel safe, healthy, and respected at work, they are poised to make positive contributions to their community.”



We are proud to report in 2022, our employee-led Corporate Social Responsibility committees from offices across Ontario raised over \$68,000 to invest in our communities.

Our employees wholeheartedly participated in the Pride and Remembrance Walk-Run, championed animal welfare through the 'Betty White Challenge' and contributed to a greener Ontario by supporting the 'Trees for Life' tree planting initiative, in addition to leading Earth Day clean-ups across the province. MPAC also raised over \$41,000 for Feed Ontario, providing over 124,000 meals to people facing food insecurity.

We are also investing in future generations. In support of higher learning at post-secondary institutions, we awarded over \$25,000 in scholarships in 2022 through MPAC'S Continuing Academic Excellence Awards and we participated in the Take our Kids to Work program.



Striving for operational excellence

Modernizing our operations

On the road to reassessment, we cleared a new path. Our work continues every day to maintain Ontario's property database and provide property values, insights and services that property owners, municipalities and businesses can count on. We are implementing data readiness processes which will enable us to deliver on any valuation date, at any time.

Sharing our property insights

As we prepare for the next province-wide reassessment, we are also working to ensure that property owners understand our role and how we assess properties. We know property owners and municipalities are concerned about the future of property values and potential impacts on their property taxes, so we have undertaken important work to educate Ontarians about the relationship between property assessments and property taxes to ease concerns about updated values.

In April 2022, we launched our [Facebook channel](#) to better connect with the people of Ontario. Through our social media campaigns, we have been working to debunk the myths around property assessment and taxation.

We also continued to monitor the market and share insights and analysis to support government policy and planning. Through our media campaigns, we are demonstrating the value our data and insights provide to Ontarians every day.

This fall, we launched our property insights campaign [Condos getting smaller, detached homes getting bigger](#), which provided interesting insights regarding building trends occurring in Ontario's residential market.

These insights reached over 11.2 million unique online visitors and over 252,400 households through news releases and media coverage by 23 major media outlets, leading to 16 media requests for additional municipal data.

Campaign Insights by the numbers



Launched MPAC's Facebook page and first integrated education and awareness campaign – mpac.ca pageviews up 85% year-over-year.



Rolled out a **Property Tax and Assessment Toolkit** to Ontario municipalities, which has been accessed by 1,940 unique visitors.



Launched the **Property Insights** campaign which generated 36 media hits with a PR value of more than \$1.2 million.



MPAC's **Building Permit** campaign generated 43 media hits and reached over 8.6 million people.





Maintaining Ontario's property database

Our role is to create and maintain an accurate, complete and up-to-date record of all properties in Ontario. We do this by analyzing the market, reviewing property sales information, inspecting properties, supporting property owners, and responding to Requests for Reconsideration and assessment appeals.

Ontario's property inventory continued to grow in 2022, with more than \$37.8 billion in new assessment, which includes

new construction and improvements to existing properties. Residential homes made up over \$28.6 billion of the increase, while commercial and industrial properties comprised of \$4.6 billion.

The assessed value of Ontario's 5.5 million properties is now estimated to be more than \$3.08 trillion. MPAC summarizes these changes in the annual assessment rolls that we delivered to Ontario's municipalities.

2022 Assessment Roll

TOTAL PROPERTIES

2022 - 5.5M | 2021 - 5.5M

 2022 - 5M
2021 - 5M
RESIDENTIAL

 2022 - 221K
2021 - 222K
FARM

 2022 - 166K
2021 - 164K
COMMERCIAL

 2022 - 80K
2021 - 80K
INDUSTRIAL

 2022 - 49K
2021 - 49K
SPECIAL/EXEMPT

 2022 - 17K
2021 - 17K
MULTI-RESIDENTIAL

TOTAL ASSESSMENT VALUE

2022 - \$3.1T | 2021 - \$3T


 2022 - \$2.2T
2021 - \$2.2T
RESIDENTIAL

 2022 - \$141.6B
2021 - \$140.6B
FARM

 2022 - \$321.3B
2021 - \$319.6B
COMMERCIAL

 2022 - \$118.5B
2021 - \$116.8B
INDUSTRIAL

 2022 - \$153.2B
2021 - \$151.2B
SPECIAL/EXEMPT

 2022 - \$124.6B
2021 - \$122.3B
MULTI-RESIDENTIAL

TOTAL PROPERTIES
2022 - 166K
2021 - 164K
COMMERCIAL

TOTAL ASSESSMENT VALUE
2022 - \$321.3B
2021 - \$319.6B
COMMERCIAL

New Assessment

New assessment by property type

In 2022, MPAC captured \$37.8 billion in new assessment. New assessment refers to new construction and/or additions to existing properties that have been recently completed and assessed during the year.



2022 - \$20.5B
2021 - \$18.6B

RESIDENTIAL



2022 - \$8.1B
2021 - \$10.7B

RESIDENTIAL
CONDOMINIUMS



2022 - \$2.3B
2021 - \$3.6B

COMMERCIAL



2022 - \$2.3B
2021 - \$2.1B

INDUSTRIAL



2022 - \$2.5B
2021 - \$1.6B

MULTI-RESIDENTIAL



2022 - \$1.1B
2021 - \$948.3M

FARM



2022 - \$783.8M
2021 - \$415.8M

SPECIAL/EXEMPT



2022 - \$60.2M
2021 - \$46.8M

MANAGED FOREST/
CONSERVATION

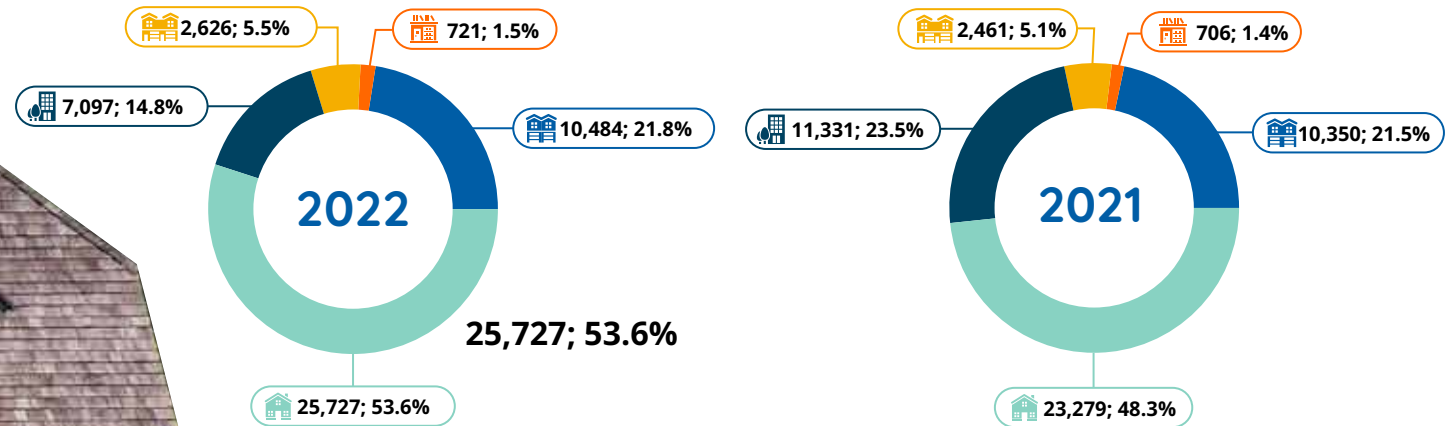


2022 - \$2.3B
2021 - \$2.1B
INDUSTRIAL

New Assessment

New residential homes

In 2022, Ontario saw more than 48,000 new residential homes constructed. Here's the breakdown by type.



2022 - 25,727, ↑10.5%

2021 - 23,279

DETACHED HOMES



DETACHED HOMES



TOWNHOUSES



SEMI-DETACHED HOMES



OTHER



RESIDENTIAL CONDOMINIUMS

Breaking ground on new initiatives

To keep employees up-to-date on various initiatives, we hosted corporate-wide events where staff learned about our many 100-day projects. MPAC's 100-day projects bring employees from across the province together to tackle significant challenges and push us forward as an organization. They are critical to our success in executing our [2021-2025 Strategic Plan](#) and meeting our goal to provide continuous operational excellence through the innovation of MPAC's technologies and processes, and elevated data quality.



One of the most riveting projects underway is our work in developing real time values. Real time values are point-in-time value estimates developed through advanced analytics and data science. They rely on current and timely data and are measured against rigorous industry standards for accuracy and quality.

Through the Real Time Values project, MPAC aims to evolve our business processes, valuation capabilities and technology to deliver real time values, related market information and products that enhance our ability to deliver on our legislative mandate, while creating opportunities to provide value-added insights to our stakeholders.

We are also improving IT architecture to improve the user experience, create efficiencies and enhance the quality of the data we obtain through programs like the Property Income and Expense Return program.

Likewise, our Data Collection Initiative aims to enhance our data collection process, improve the quality of our data and strengthen our relationship with property owners. This will improve our ability to deliver timely property assessments to our municipal partners and ensure consistent communication to property owners.

| Testimonial

“When performing property inspections, I was often questioned about why I’d be visiting a property. Since implementing the new process of sending letters ahead of time to inform property owners that we’ll be visiting, I’ve noticed that, not only are property owners less surprised to see me, but also much more receptive to my presence and my work.”

Annette M. | Valuation and Customer Relations



Building bridges and forming new partnerships

Elevating the property owner and stakeholder experience

2022 brought a lot of changes to the municipal landscape. In our continuous efforts to elevate our municipal and stakeholder experience, we welcomed new and returning MPPs, Heads of Council, and council members from across the province following the 2022 provincial and municipal elections. With a return to in-person events and conferences, we also had the opportunity to meet new industry partners and reintroduce ourselves to our stakeholders as Ontario's property market experts.

The 2022 municipal and school board elections

The October 24, 2022 municipal and school board elections marked MPAC's final delivery of a province-wide Preliminary List of Electors (PLE).

Leading up to the elections, MPAC worked closely with municipalities and association partners to promote VoterLookUp.ca, our online tool which enables eligible electors to confirm or update their electoral information, add an elector name to an address, and change school support for the purpose of voting in a school board election.

We provided municipalities with both print and digital content. We deployed a targeted outreach campaign for tenants and



students, and created **digital toolkits** that municipalities could use to encourage potential voters to confirm their information on [VoterLookUp.ca](https://voterlookup.ca).

With more than 215,000 VoterLookUp.ca searches leading up to the elections, the campaign's success was a result of municipalities' efforts to help promote and educate their residents about the tool.

MPAC will continue to work closely with our elections partners to transfer responsibility for the PLE to Elections Ontario on January 1, 2024. MPAC will, however, retain responsibility for receiving and approving any changes to direction of school support beyond this date, and in the meantime, we will continue to support municipal by-elections up to the end of 2023.

Supporting MPPs, municipal councils, and municipal staff

Along with our monthly webinar series, our 'InTouch' municipal newsletter continues to provide municipal elected and nonelected staff with timely updates.

To help better serve our municipal partners, we also offered many council orientation sessions to newly formed councils between the October 24 election and December 31, 2022, with more underway in 2023. The sessions served as an opportunity to discuss MPAC's



role in the property assessment and taxation process, explore the relationships between property values and taxes, share information about MPAC's services, and hear about local priorities.

We continued to support MPPs through various channels, including our quarterly 'Assessment Matters' newsletter, outreach initiatives and responding to constituent inquiries.

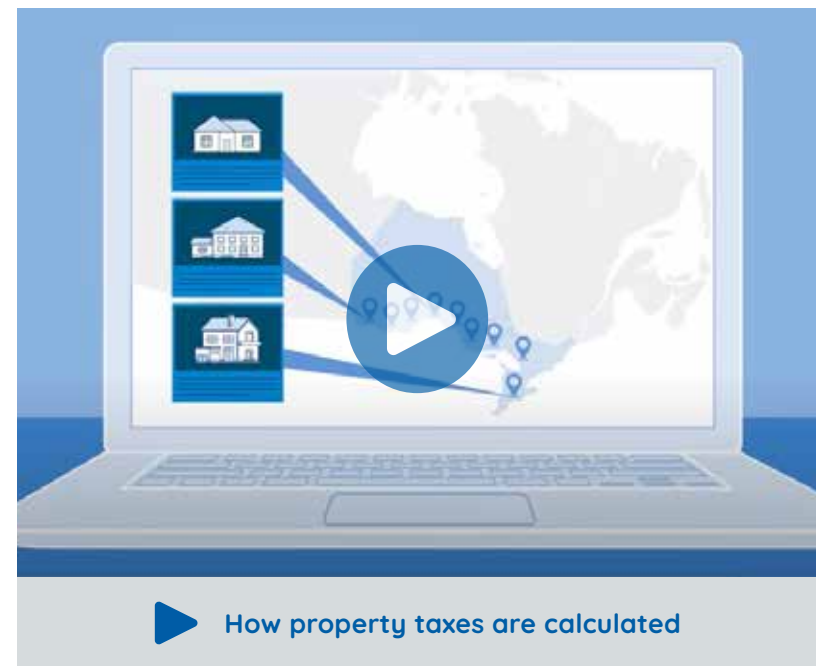
Developing meaningful connections through creative solutions

We recognize that when homeowners have questions about their property taxes, they typically turn to their municipal government. When it comes to the relationship between property taxes and assessment, however, municipal leaders and employees do not always have the necessary tools to provide their constituents with the big picture.

To help bridge the gap, MPAC built a [**Property Assessment and Taxation Toolkit**](#) that municipalities can use to provide information and support when residents have questions. The toolkit includes:

- MPAC's [**new video**](#) on how property taxes are calculated.
- Information on MPAC's [**Myth vs Fact education campaign**](#).

- Key messages about the relationship between property assessment and property taxes.
- [**Frequently asked questions**](#) for municipalities to share with their frontline staff to support them in responding to inquiries they may receive from property owners.
- Shareable content for municipalities to post on their websites, in newsletters and on social media channels.
- Downloadable print materials for both [**municipal**](#) and [**provincial**](#) stakeholders that outline MPAC's role in the property assessment and taxation process.



| Testimonial

“It was great to have our MPAC representative out to meet with our staff and new council to help them understand the valued relationship between our municipality and MPAC, and how we ensure property tax and assessment work together.”

Annie Rochefort | Clerk for the Township of Alfred-Plantagenet



Enhancing our partnerships through in-person engagements

In addition to our success in developing creative digital solutions for our municipal partners, we enjoyed reconnecting in-person with a return to municipal conferences.

MPAC had the pleasure of meeting municipal representatives at events across the province – from the Northwestern Ontario Municipal Association (NOMA) conference to the Association of Municipalities of Ontario (AMO) conference. Our Municipal and Stakeholder Relations team attended 14 municipal conferences this year, in-person and virtually, where

we provided update sessions and had productive discussions with municipal leaders during focus groups and exhibitor tradeshows.

After a three-year pause, we were also excited to return to the International Plowing Match & Rural Expo (IPM) as an exhibitor. Attracting over 67,000 visitors from across the province and beyond, the five-day celebration of agriculture and rural living is the largest event of its kind in North America.

“It was important for us to connect with MPPs, Ministers and their staff and share our plans to reach out to constituencies and showcase our latest products and services. The casual environment was perfect for having candid dialogues and we are looking forward to continuing our conversations.” James H. | Government Relations



With nearly 50 MPPs in attendance, including Ministers and their staff, the event was an important opportunity for our Government Relations team to listen to issues and concerns, answer questions, and share how MPAC can support them.

Beyond events, our team engaged with municipal staff and elected officials more than 1,500 times in 2022 and responded to 97.7% of municipal inquiries within the time periods outlined in our Service Level Agreement with municipalities.

To learn more about how we demonstrated our commitment to elevating the municipal experience, read our [2022 Municipal Partnerships Report](#).

Building permits for the modern world

Electronic submissions of building permits and building plans expedite our process for providing new assessments to municipalities, thus creating new municipal revenue opportunities.

In 2022, we continued to collaborate with municipalities to digitize their building permitting process. In partnership with the Association of Municipalities of Ontario's (AMO) business arm, Licensing Automation System (LAS), we developed the [e-permitting pilot project](#) to demonstrate the value of digital permitting for Ontario municipalities.

As a result of our continued efforts this year, 31% of all permits are now being submitted electronically.

We also created our Application Programming Interface (API), which allows MPAC to electronically retrieve approved building plans prior to construction. Since rolling it out in June 2022, 84 municipalities have adopted the API, with more municipalities being onboarded on an ongoing basis.

“The Building Permit Modernization project is a great example of MPAC’s commitment to innovative solutions that support efficient service delivery and provide further value to our municipal partners.”



Carmelo Lipsi
Vice-President and
Chief Operating Officer



New frontiers: Innovating how we work

Unlocking opportunities to drive value and additional revenue

MPAC's leading expertise, technology and processes allow us to manage the world's largest property database. To provide exceptional service to property owners, municipalities and our commercial partners, we are constantly implementing innovative improvements to our products and processes.

Leaving legacy systems in the rear-view mirror

As we continue to build secure, modern and cost-effective IT systems, we are creating more effective work management processes to better support our corporate information needs through the elimination of our legacy programs.

In 2022, we successfully decommissioned our Work Management System, which was an evolutionary step in our journey towards the elimination of legacy software.

We successfully consolidated 21 business workflows into a single application known as WorkSight, which is continuously undergoing enhancements to better support our employees and external partners.

This internal work management program seamlessly intersects with consumer-facing platforms, such as Municipal Connect,

ultimately increasing our efficiency, transparency and ability to achieve our Service Level Agreement for municipalities.

We also merged our geospatial data to support map functionality in consumer-facing applications, including Municipal Connect, AboutMyProperty™ and propertyline™, leading to improved municipal and customer service support.

These ambitious initiatives would not be possible without the commitment and ingenuity of our IT department's top talent, who are committed to meeting international standards in IT.

We are proud to announce we achieved our IT Support HDI Certification and Pinnacle Award, in addition to being one of 100 companies in Canada to hold both ISO/IEC 27001 and ISO/IEC 27017 re-certifications in 2022.





Our ongoing achievements prove that we have put in place the systems, policies and procedures to help us protect property assessment data and increase our resilience against cyber-attacks.

New horizons in Business Development

Our new propertyline™ e-store is an illustrative example of how MPAC's property data and innovative solutions are changing the real estate industry.

In 2022, MPAC's Business Development team signed new agreements with every Real Estate Board in Ontario, which represents approximately 100,000 REALTORS® across the province. These agreements provide Boards with the option of leveraging our API services by integrating MPAC's property assessment data directly into their MLS applications and GeoWarehouse™, while also providing direct access to our new propertyline™ e-commerce platform.



Developed in-house by MPAC's IT Revenue Services team, the propertyline™ platform provides our customers with access to real-time property information and variety of reports, such as our industry-leading Automated Valuation Model (AVM) products.

In recognition of the exceptional internal development of the new propertyline™ platform, MPAC was highlighted in the [2022](#)

[Proptech in Canada Report](#) surrounding new Canadian Real Estate Technology.

The successful launch of the new propertyline™ platform also provided MPAC the opportunity to strengthen relationships with REALTORS® across Ontario by offering training sessions to help introduce the new application and showcase the platform's enhanced features. In 2022, MPAC delivered over

260 training sessions, offered both online and in-person for the first time since 2019.

Business Development also saw the highest growth within the Financial Services industry, even amongst a declining real estate market. Through the proven success and demand of quality products like our AVM, MPAC is continuing to increase market share within this space while gaining further recognition on a national level.

In addition to providing innovative solutions to the real estate and financial services industries, we secured new commercial contracts, including a multi-year deal with the Ministry of Municipal Affairs and Housing to support their Growth Plan for the Greater Golden Horseshoe.

Through the success and continued hard work conducted by all areas within the division, Business Development achieved a record-breaking annual revenue of over \$26 million –13% ahead of our 2022 target.

Going international

In 2022, we made significant progress in the commercialization of our assessment technology for our first client, the Valuation Office of Ireland. This has been an exciting journey that has proved the value of our “Made in Ontario” solutions and services – both for our technology and our property assessment expertise.

Our commercial product, Insight, is the result of a decade’s worth of investments into Ontario’s assessment system. Now, not only is it supporting Ontario, but it is generating revenue internationally and monetizing MPAC’s innovation initiatives. Our investment into our commercialization efforts earned over \$1 million in added revenue, which helped offset the levy for Ontario’s municipalities.

| Testimonial

“From in-house internal application programs to cyber security, it’s evident that our IT team fosters innovation and creativity where new products and ideas are encouraged.”

Ashley K. | Architecture and Information Systems



Leadership

2022 Executive Management Group



Nicole McNeill
MPAC President and Chief
Administrative Officer



Rupa Aggarwal
Executive Director, Equity, Diversity,
Inclusion and Anti-Racism (EDIA)



Jamie Bishop
Vice-President, Corporate
and Government Relations



Michael Bowman
Advisor and Counsel



Ed Broderick
Vice-President,
Human Resources



Chris Devadason
Vice-President, Innovation



Carla Hipolito
Culture and Engagement Advisor



Sujit Jagdev
Vice-President and Chief
Information and Technology Officer



Matthew Kanter
Vice-President and
General Counsel



Don Leblond
Vice-President and
Chief Strategy Officer



Carmelo Lipsi
Vice-President, Valuation & Customer
Relations and Chief Operating Officer



Greg Martino
Vice-President and Chief
Valuation and Standards Officer



Mary Meffe
Vice-President, Corporate and Information
Services and Chief Financial Officer



Lee Taylor
Vice-President,
Business Development

Leadership

2022 Board of Directors

We are accountable to the people of Ontario through our Board of Directors appointed by the Minister of Finance. The Board provides governance and oversight to ensure our organization's overall direction, effectiveness, supervision and accountability.



Alan Spacek
(Chair) (Retired) Mayor,
Town of Kapuskasing



Janice Baker
Chief Administrative
Officer, Region of Peel



Paul Bernards
Finance Professional



Niels Christensen
Managing Director and Broker,
Christensen Real Estate Group



Andrew Gassmann
President and Chief Executive Officer,
ABG Analytika Consulting Inc.



Nazmin Gupta
Managing Director of Capital Raising and
Investor Relations, BentallGreenOak



Ray Kindiak
Lawyer and Corporate
Finance Professional



Wendy Landry
Mayor, Municipality of Shuniah and
President, Northwestern Ontario



Jon Olinski
(Vice-Chair) Professor and Program
Coordinator, Public Administration program,
Seneca College



Delia Reiche
Development Liaison, County
of Brant and (Former) Deputy
Mayor, Thames Centre



Roberto Rossini
(Retired) Deputy City Manager and Chief
Financial Officer, City of Toronto



Ken Seiling
(Retired) Regional Chair, Region
of Waterloo and (Former) Mayor,
Woolwich Township



Patricia Vanini
(Retired) Executive Director, Association
of Municipalities of Ontario

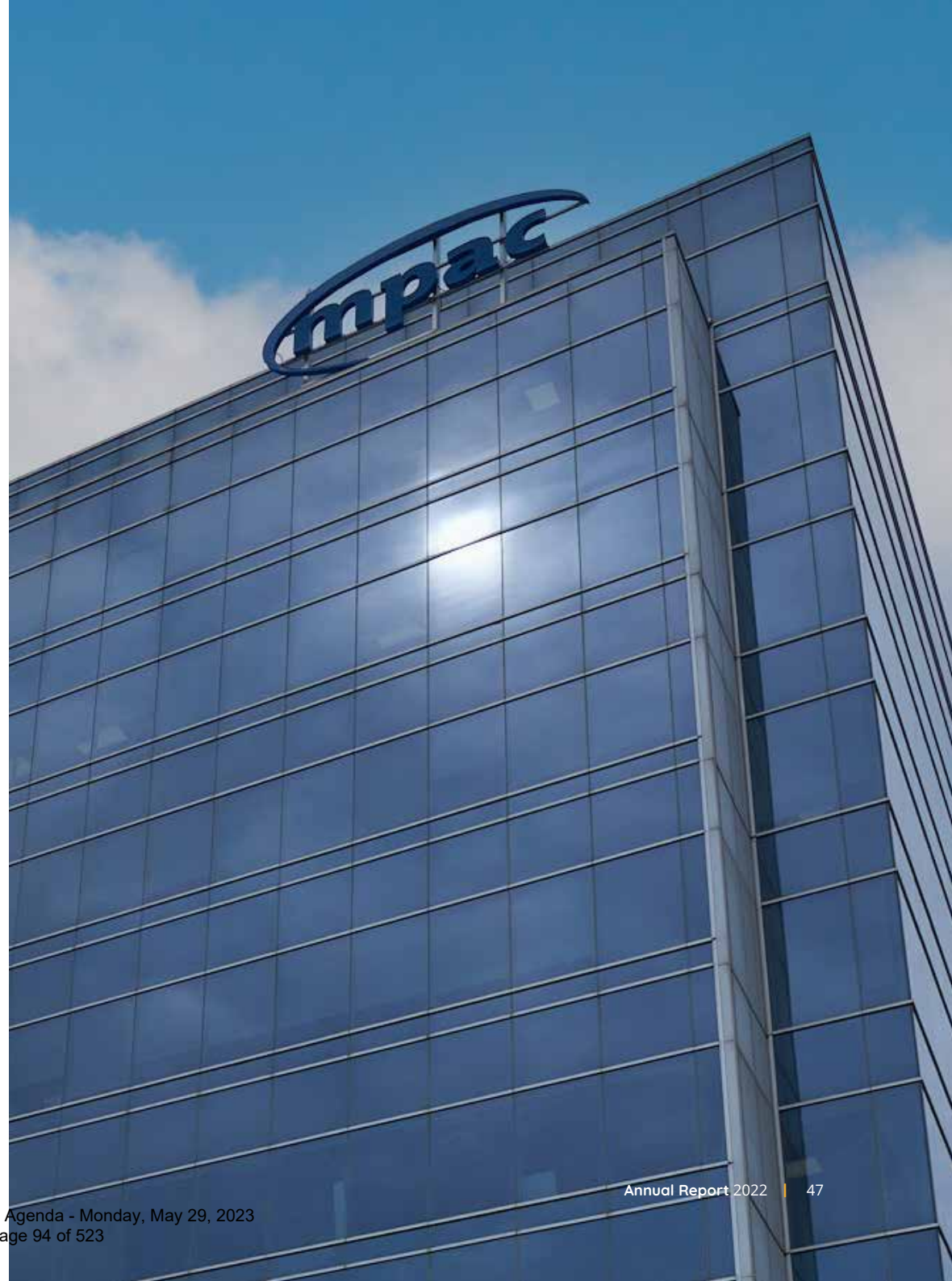
Additional reporting

2022 Municipal Partnerships Report

Our [Municipal Partnerships Report](#) showcases the ways we stayed focused on delivering the services Ontario municipalities rely on during a challenging year, while also looking toward the future.

2022 Performance Report

Our [Performance Report](#) provides insight into our strategic and operational performance. It includes measures such as new assessment growth, customer experiences, the proportion of property assessments accepted without going to appeal, financial efficiencies and levy offsets.



Financial highlights

Statement of Operations (In Thousands of Dollars)		
Revenue	2022	2021
Municipal	214,919	214,919
Other	27,094	23,601
Interest and Dividend Income	4,297	3,353
Total Revenue	246,310	241,873
Expenses	2022	2021
Salaries and Benefits	193,095	186,315
Professional Services	11,909	13,320
Information Technology	11,732	11,222
Facilities	8,600	8,581
General and Administrative	6,937	6,096
Royalties	4,290	4,024
Amortization of Capital and Intangible Assets	3,171	3,601
Gain on Disposal of Capital Assets	(618)	(65)
Total Expenses	239,116	233,094
Excess of Revenue Over Expenses for the Year Before Changes in Fair Value of Investments	7,194	8,779
Changes in Fair Value of Investments	(13,711)	6,998
(Deficiency) Excess of Revenue Over Expenses for the Year	(6,517)	15,777

Statement of Changes in Net Assets (In Thousands of Dollars)		
	2022	2021
Net Assets - Beginning of Year	95,792	77,187
Excess of Revenue Over Expenses for the Year	(6,517)	15,777
Net Actuarial Gain (Loss) on Employee Future Benefits	16,339	2,828
Net Assets - End of Year	105,614	95,792

*Note: the above is an excerpt from the 2022 Audited Financial Statements prepared in accordance with Canadian accounting standards for not-for-profit organizations.

Appendix: List of measures and performance

Measure	Target	Baselines	2021	2022
Assessment Excellence				
Assessment Growth Capture				
Growth assessed within one year of occupancy	>=85% (SLA)	85.85% (2020) Total Transactions: \$37,312,049,482 Within One Year: \$32,033,366,701	85.76% Total Transactions: \$38,031,359,997 Within One Year: \$32,613,885,004	86.06% Total Transactions: \$37,756,994,206 Within One Year: \$32,492,375,015
Severance and Consolidation Information Forms (SCIFs) delivered within 150 days of registration and within one year of registration (NEW)	90% within 150 days 100% within one year	150 Days (2020) 95.71% 8,426 of 8,804 One Year 98.30% 8,654 of 8,804	150 Days 96.76% 9,258 of 9,568 One Year 97.67% 9,345 of 9,568	150 Days 97.49% 9,976 of 10,233 One Year 98.93% 10,123 of 10,233
Condominium Plan Information Forms (CPIFs) delivered within 150 days of registration and within one year of registration (NEW)	90% within 150 days 100% within one year	150 Days (2020) 72.49% 224 of 309 One Year 96.76% 299 of 309	150 Days 91.41% 234 of 256 One Year 99.61% 255 of 256	150 Days 93.13% 217 of 233 One Year 99.57% 232 of 233

Measure	Target	Baselines	2021	2022
Assessment Accuracy & Equity				
Number of property reviews performed	Total reviews >= 550,000	2019 Total reviews = 710,633 (*Assessment Update year)	Total reviews = 531,189	Total reviews = 434,899
	Off-site 75%, 412,500 reviews	Off-site = 72.71%; 516,863 Onsite = 27.29%; 193,950	Off-site = 84.63%; 449,534 Onsite = 15.37%; 81,655	Off-site = 82.92%; 360,608 On-site = 17.08%; 74,261
Assessment Stability				
Percentage of all properties experiencing a valuation change via the RfR process.	No Target	0.15% (2020) 8,273 of 5,425,834	0.25% 13,449 of 5,488,567	0.09% 5,070 of 5,547,280
Percentage of all property assessments accepted without appeal.	>=99%	99.38% (2020) 5,390,357 of 5,425,834	99.31% 5,449,865 of 5,488,567	99.26% 5,506,383 of 5,547,280
Appeals concluded for properties during the year with no value change.	No Target	66.36% (2020) 5,551 of 8,365	63.34% 6,454 of 10,189	42.04% 2,429 of 5,778
Percentage of lower tier/single tier municipalities not experiencing appeal & RfR losses greater than 0.5%	>=85%	96.1% (2018)	86.23% 357 of 414	93.24% 386 of 414
Percentage of lower tier/single tier municipalities with assessment base remaining the same or increasing	>=90% (Revised)	93.5% (2020)	97.83% 405 of 414	98.55% 408 of 414

Measure	Target	Baselines	2021	2022
Customer Service & Stakeholder Engagement				
Customer Satisfaction				
Overall customer satisfaction with MPAC's Customer Contact Centre	>=90%	92% (2020)	93%	94%
Percentage of calls responded to by staff within 5 minutes	>=90%	85% (2020)	91%	90%
Percentage of emails responded to by staff within 2 business days	>=90%	87% (2020)	81%	80%
Percentage of Municipal Service Levels Met	>=90% (SLA) (Revised)	82% (2020)	94%	94%
Percentage of municipal inquiries responded to by staff within 30 calendar days	>=100% (SLA)	99.42% (2020) 18,256 of 18,363	99.8% 13,260 of 13,287	99.72% 13,485 of 13,523
Stakeholder Engagement				
Number of municipal engagement sessions	One quarterly engagement for all 444 municipalities (1,776)	4,051 (2020) engagements completed	5,547 engagements completed	4,756 engagements completed
"engagements" includes quarterly meetings, days with MPAC, conference work, monthly webinars, training session and MPAC 101 for new staff, Council Session, etc.				

Measure	Target	Baselines	2021	2022
Operational Efficiency				
Financial Efficiency				
Year-end operating budget variance	<=3%	5% (2020)	1%	1.6%
Annual Levy Offset	>= \$14.4 M in surplus generated from value-added products (Revised)	\$12.5M (2020)	\$15.5M	\$17.3M
Cost Per Property	<=\$40.68 (Revised)	\$40.91(2020)	\$40.68	\$41.31

Connect with us

MPAC has offices across Ontario to meet the needs of property owners in every community.

CUSTOMER CONTACT CENTRE

Toll Free: 1-866-296-6722

TTY: 1-877-889-6722

mpac.ca/contact

Monday to Friday – 8 a.m. to 5 p.m.

MAIL

1340 Pickering Parkway, Suite 101

Pickering, ON L1V 0C4

ONLINE

mpac.ca



Accessible formats and communication supports are available upon request.

Compliance statement: In keeping with the reporting requirements under the Municipal Property Assessment Corporation Act, the Corporation has complied with any policies, procedures and standards established by the Minister under Section 10, and with the process established regarding the development and implementation of quality service standards by the Quality Service Commissioner.

Financial statements of Municipal Property Assessment Corporation

December 31, 2022

Independent Auditor's Report	1-3
Statement of financial position	4
Statement of operations	5
Statement of changes in net assets	6
Statement of cash flows	7
Notes to the financial statements	8-16

Independent Auditor's Report

To the Board Members of
Municipal Property Assessment Corporation

Opinion

We have audited the financial statements of Municipal Property Assessment Corporation (the "Corporation"), which comprise the statement of financial position as at December 31, 2022, and the statements of operations, changes in net assets and cash flows for the year then ended, and notes to the financial statements, including a summary of significant accounting policies (collectively referred to as the "financial statements").

In our opinion, the accompanying financial statements present fairly, in all material respects, the financial position of the Corporation as at December 31, 2022, and the results of its operations and its cash flows for the year then ended in accordance with Canadian accounting standards for not-for-profit organizations.

Basis for Opinion

We conducted our audit in accordance with Canadian generally accepted auditing standards ("Canadian GAAS"). Our responsibilities under those standards are further described in the Auditor's Responsibilities for the Audit of the Financial Statements section of our report. We are independent of the Corporation in accordance with the ethical requirements that are relevant to our audit of the financial statements in Canada, and we have fulfilled our other ethical responsibilities in accordance with these requirements. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinion.

Other Information

Management is responsible for the other information. The other information comprises the information included in the Annual Report, but does not include the financial statements and our auditor's report thereon. The Annual Report is expected to be available to us after the date of this auditor's report.

Our opinion on the financial statements does not cover the other information and we do not express any form of assurance conclusion thereon.

In connection with our audit of the financial statements, our responsibility is to read the other information identified above and, in doing so, consider whether the other information is materially inconsistent with the financial statements or our knowledge obtained in the audit, or otherwise appears to be materially misstated.

When we read the Annual Report, if we conclude that there is a material misstatement therein, we are required to communicate the matter with those charged with governance.

Responsibilities of Management and Those Charged with Governance for the Financial Statements

Management is responsible for the preparation and fair presentation of the financial statements in accordance with Canadian accounting standards for not-for-profit organizations, 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.

In preparing the financial statements, management is responsible for assessing the Corporation's ability to continue as a going concern, disclosing, as applicable, matters related to going concern and using the going concern basis of accounting unless management either intends to liquidate the Corporation or to cease operations, or has no realistic alternative but to do so.

Those charged with governance are responsible for overseeing the Corporation's financial reporting process.

Auditor's Responsibilities for the Audit of the Financial Statements

Our objectives are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue an auditor's report that includes our opinion. Reasonable assurance is a high level of assurance, but is not a guarantee that an audit conducted in accordance with Canadian GAAS will always detect a material misstatement when it exists. Misstatements can arise from fraud or error and are considered material if, individually or in the aggregate, they could reasonably be expected to influence the economic decisions of users taken on the basis of these financial statements.

As part of an audit in accordance with Canadian GAAS, we exercise professional judgment and maintain professional skepticism throughout the audit. We also:

- Identify and assess the risks of material misstatement of the financial statements, whether due to fraud or error, design and perform audit procedures responsive to those risks, and obtain audit evidence that is sufficient and appropriate to provide a basis for our opinion. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control.
- Obtain an understanding of internal control relevant to the audit 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 Corporation's internal control.
- Evaluate the appropriateness of accounting policies used and the reasonableness of accounting estimates and related disclosures made by management.
- Conclude on the appropriateness of management's use of the going concern basis of accounting and, based on the audit evidence obtained, whether a material uncertainty exists related to events or conditions that may cast significant doubt on the Corporation's ability to continue as a going concern. If we conclude that a material uncertainty exists, we are required to draw attention in our auditor's report to the related disclosures in the financial statements or, if such disclosures are inadequate, to modify our opinion. Our conclusions are based on the audit evidence obtained up to the date of our auditor's report. However, future events or conditions may cause the Corporation to cease to continue as a going concern.

- Evaluate the overall presentation, structure and content of the financial statements, including the disclosures, and whether the financial statements represent the underlying transactions and events in a manner that achieves fair presentation.

We communicate with those charged with governance regarding, among other matters, the planned scope and timing of the audit and significant audit findings, including any significant deficiencies in internal control that we identify during our audit.

Deloitte LLP

Chartered Professional Accountants
Licensed Public Accountants
March 29, 2023

Municipal Property Assessment Corporation
Statement of financial position

As at December 31, 2022
(In thousands of dollars)

	Notes	2022 \$	2021 \$
Assets			
Current assets			
Cash		12,160	16,519
Accounts receivable		4,113	3,335
Prepaid expenses		2,618	2,054
		18,891	21,908
Investments	3	149,449	147,690
Capital assets	4	8,450	8,804
Long-term prepaid expenses		170	367
Intangible assets	5	6	9
		176,966	178,778
Liabilities			
Current liabilities			
Accounts payable and accrued liabilities	14	30,171	27,909
Deferred revenue	6	2,669	2,761
Current portion of capital leases	10	641	685
		33,481	31,355
Employee future benefits	7	35,340	49,267
Deferred lease inducements		1,501	1,901
Long-term portion of capital leases	10	1,030	463
		71,352	82,986
Commitments and contingencies	9 and 11		
Net assets			
Unrestricted		7,174	6,958
Internally restricted	8	91,655	81,169
Invested in capital and intangible assets		6,785	7,665
		105,614	95,792
		176,966	178,778

The accompanying notes are an integral part of the financial statements.

Approved by the Board of Directors

Alan Israel, Director
[Signature], Director

Municipal Property Assessment Corporation**Statement of operations**

Year ended December 31, 2022

(In thousands of dollars)

	2022	2021
	\$	\$
Revenue		
Municipal	214,919	214,919
Other	27,094	23,601
Interest and dividend income	4,297	3,353
	<u>246,310</u>	<u>241,873</u>
Expenses		
Salaries and benefits	193,095	186,315
Professional services	11,909	13,320
Information technology	11,732	11,222
Facilities	8,600	8,581
General and administrative	6,937	6,096
Royalties	4,290	4,024
Amortization of capital and intangible assets	3,171	3,601
Gain on disposal of capital assets	(618)	(65)
	<u>239,116</u>	<u>233,094</u>
Excess of revenue over expenses before change in fair value of investments	7,194	8,779
Change in fair value of investments	(13,711)	6,998
(Deficiency) excess of revenue over expenses for the year	<u>(6,517)</u>	<u>15,777</u>

The accompanying notes are an integral part of the financial statements.

Municipal Property Assessment Corporation

Statement of changes in net assets

Year ended December 31, 2022

(In thousands of dollars)

Notes	Unrestricted	Internally restricted	Invested in capital and intangible assets	2022 Total	2021 Total
	\$	\$	\$	\$	\$
	(Note 8)				
Net assets, beginning of year	6,958	81,169	7,665	95,792	77,187
Excess of revenue over expenses for the year	(3,964)	—	(2,553)	(6,517)	15,777
Remeasurements and other items on employee future benefits	16,339	—	—	16,339	2,828
Acquisition of capital and intangible assets	(2,854)	—	2,854	—	—
Proceeds from disposal of capital and intangible assets	658	—	(658)	—	—
Incurred lease obligations for vehicles accounted for as capital leases	1,361	—	(1,361)	—	—
(Repayment) retirement of lease obligations for vehicles accounted for as capital leases	(838)	—	838	—	—
Interfund transfers to internally restricted reserves	(10,486)	10,486	—	—	—
Net assets, end of year	7,174	91,655	6,785	105,614	95,792

The accompanying notes are an integral part of the financial statements.

Municipal Property Assessment Corporation

Statement of cash flows

Year ended December 31, 2022

(In thousands of dollars)

	Notes	2022 \$	2021 \$
Operating activities			
(Deficiency) excess of revenue over expenses for the year		(6,517)	15,777
Employee future benefits payments	7	(607)	(505)
Add (deduct): Items not affecting cash			
Change in fair value of investments		13,711	(6,998)
Reinvested investment income		(3,470)	(3,122)
Employee future benefits expense	7	3,019	2,701
Amortization of capital assets		3,168	3,560
Amortization of intangible assets		3	41
Gain on disposal of capital assets		(618)	(65)
Amortization of lease liabilities		(400)	(405)
		<u>8,289</u>	<u>10,984</u>
Changes in non-cash working capital			
Accounts receivable		(778)	393
Prepaid expenses		(367)	149
Accounts payable and accrued liabilities		2,262	484
Deferred revenue		(92)	960
		<u>9,314</u>	<u>12,970</u>
Investing activities			
Purchase of investments		(12,500)	(7,343)
Proceeds from sale of investments		500	3,342
Purchase of capital assets		(1,493)	(2,022)
Proceeds on disposal of capital assets		658	98
Purchase of intangible assets		—	—
		<u>(12,835)</u>	<u>(5,925)</u>
Financing activity			
Repayment of lease obligations		(838)	(759)
(Decrease) increase in cash during the year		(4,359)	6,286
Cash, beginning of year		16,519	10,233
Cash, end of year		<u>12,160</u>	<u>16,519</u>
Supplementary cash flow information			
Non-cash transactions			
Acquisition of leased vehicles		(1,361)	(32)
Incurrence of lease obligations		1,361	32

The accompanying notes are an integral part of the financial statements.

1. Description of business

Municipal Property Assessment Corporation (the Corporation), formerly the Ontario Property Assessment Corporation, was incorporated effective January 1, 1998 and is a special act corporation under the Municipal Property Assessment Corporation Act, 1997 (Ontario). The Corporation is responsible for providing property assessment services for municipalities in the Province of Ontario, as well as providing other statutory duties and other activities consistent with such duties as approved by its board of directors. All municipalities in Ontario are members of the Corporation.

2. Summary of significant accounting policies

The financial statements are prepared in accordance with Canadian accounting standards for not-for-profit organizations.

The significant accounting policies are summarized as follows:

Fund accounting

The financial statements include the following funds:

- The unrestricted fund comprises mainly amounts available for immediate use for the general purpose of the Corporation.
- The reserve for board-appropriated working fund is set aside by the board of directors in accordance with the Corporation's reserve strategy for contingencies and funding for identified one-time expenditures.
- The reserve for employee future benefits is the portion of net assets consisting of internally restricted investments set aside to settle employee future benefits.
- The reserve for enumeration was established to fund the costs associated with the preparation of preliminary voters' lists for municipal and school board elections. The next enumeration process is scheduled for 2023.
- The reserve for assessment update was established to fund the costs associated with the assessment update. The Corporation generally contributes \$2,400 annually to the reserve but may vary the annual contribution with approval from the board of directors. The unspent reserve balance will be maintained to finance the next Assessment Update.
- Invested in capital and intangible assets represents assets that have been invested in long-lived capital and intangible assets which are not readily converted to cash, net of any liabilities related to the acquisition of those assets.

Financial instruments

The Corporation records cash, accounts receivable, accounts payable and accrued liabilities initially at fair value and subsequently at amortized cost. Financial assets are tested for impairment at the end of each reporting period when there are indications the assets may be impaired.

Investments are recorded at fair value. Transaction costs incurred on the acquisition of financial instruments measured subsequently at fair value are expensed as incurred.

2. Summary of significant accounting policies (continued)

Capital assets

Capital assets are recorded at cost and are amortized using the straight-line method as follows:

Office equipment	5 years
Furniture and fixtures	5 to 10 years
Computer equipment	3 to 4 years
Small boats and vessels	3 to 8 years
Vehicles under capital lease	5 years

Leasehold improvements are also amortized on a straight-line basis over the term of the lease or ten years, whichever is less.

Impairment of long-lived assets

The Corporation reviews the carrying amount, amortization and useful lives of its long-lived assets on an annual basis. If the long-lived asset no longer has any long-term service potential to the Corporation, the excess of the net carrying amount over any residual value is recognized as an expense in the statement of operations.

Intangible assets

Intangible assets consist of computer software, which is recorded at cost and is amortized over three years.

The costs of developing in-house software are expensed as incurred.

Revenue recognition

Municipal revenue relates to assessment services and is recognized in the year in which the services are provided, and collection is reasonably assured.

Other revenues are comprised of services sold and products delivered from business development. These revenues are recognized when the services have been provided and/or the product is delivered, and collection is reasonably assured.

Interest income is recognized when earned.

The Corporation follows the deferral method of accounting for contributions. Restricted contributions are recognized as revenue in the year in which the related expenses are incurred. Unrestricted contributions are recognized as revenue when received or receivable if the amount to be received can be reasonably estimated and collection is reasonably assured.

Employee future benefits

The Corporation has defined benefit plans that provide for post-retirement medical and dental coverage and special termination benefits for defined eligible employees. Certain investments have been internally restricted but not segregated to pay for post-retirement benefits.

Municipal Property Assessment Corporation

Notes to the financial statements

December 31, 2022

(In thousands of dollars)

2. Summary of significant accounting policies (continued)

Employee future benefits (continued)

The Corporation has the following policies:

- The Corporation accrues its obligations under defined benefit plans and the related costs when the benefits are earned through current service using the accounting valuation method.
- The cost of post-employment benefits earned by employees is actuarially determined using the projected benefit method pro-rated on service and management's best estimates of retirement ages of employees, expected health-care costs and dental costs. The accrued benefit obligation related to employee future benefits is discounted using market rates on high-quality debt instruments.
- Remeasurements and other items are composed of actuarial gains (losses) on the accrued benefit obligation and arise from differences between the actual and expected experience and from changes in the actuarial assumptions used to determine the accrued benefit obligation, past service costs and gains and losses arising from settlements and curtailments. Actuarial gains and losses arise when the accrued benefit obligations change during the year. The actuarial gains and losses and other remeasurements including plan amendments are recorded in the statement of changes in net assets when incurred.

In addition, all employees of the Corporation are part of a defined benefit multi-employer benefit plan providing both pension and other retirement benefits. Contributions made to this plan are expensed as paid as the plan is accounted for as a defined contribution plan.

Deferred lease inducements

Lease liabilities include deferred lease inducements, which represent the free rent and improvement allowances received from landlords and are amortized over the term of the lease, and step-rent liability, which represents the difference between the average annual rent over the term of the lease agreement and actual rent paid in the year.

Use of estimates

In preparing the Corporation's financial statements, management is required to make estimates and assumptions that affect the reported amounts of assets and liabilities and the disclosure of contingent liabilities at the date of the financial statements and the reported amounts of revenue and expenses during the reporting period. Actual results could differ from those estimates. Accounts requiring significant estimates include accounts payable and accrued liabilities, useful lives of capital assets and employee future benefits.

Municipal Property Assessment Corporation
Notes to the financial statements
December 31, 2022
(In thousands of dollars)

3. Investments

Investments are held within third party managed accounts, which invest independently. The breakdown of total investments by category is outlined below:

	2022	2021
	\$	\$
Cash	—	250
Fixed income	88,827	82,154
Equity	40,585	47,528
Real assets	20,037	17,758
	149,449	147,690

The Corporation internally restricts certain securities to fund employee future benefits. The breakdown of total investments by intended use is outlined below:

	2022	2021
	\$	\$
Working capital	85,861	76,845
Employee future benefits	63,588	70,845
	149,449	147,690

4. Capital assets

	Cost	Accumulated amortization	2022 Net	2021 Net
	\$	\$	\$	\$
Office equipment	466	466	—	1
Furniture and fixtures	8,780	7,645	1,135	1,005
Computer equipment	15,830	13,634	2,196	2,330
Small boats and vessels	394	380	14	13
Leasehold improvements	20,745	17,300	3,445	4,386
Vehicles under capital lease	4,239	2,656	1,583	1,018
Assets under construction	77	—	77	51
	50,531	42,081	8,450	8,804

5. Intangible assets

	Cost	Accumulated amortization	2022 Net	2021 Net
	\$	\$	\$	\$
Computer software	3,022	3,016	6	9

Municipal Property Assessment Corporation
Notes to the financial statements
December 31, 2022
(In thousands of dollars)

6. Deferred revenue

	2022 \$	2021 \$
Business development unearned revenue and customer down payments	2,487	2,583
Other deferred amounts	182	178
	2,669	2,761

7 Employee future benefits

The Corporation has accrued an obligation for its post-employment benefits as follows:

Employees who transferred to the Corporation from the Government of Ontario on December 31, 1998

- Employees who transferred to the Corporation with less than ten years of service with the province will receive post-retirement group benefit coverage through the Corporation for themselves and for their dependents' lifetimes. The cost of these benefits is shared equally between the Corporation and the employee for those employees who retire after January 1, 2018.

The Government of Ontario continues to provide post-retirement benefits for employees who transferred to the Corporation with ten or more years of service with the province.

Employees hired by the Corporation after December 31, 1998

- These employees will receive post-retirement group benefit coverage for themselves and for their dependents through the Corporation until age 65.

All employees

- The Corporation is a Schedule II employer under the Workplace Safety and Insurance Act (Ontario), 1997 and follows a policy of self-insurance for all its employees. The obligation as at December 31, 2022 is \$473 (\$829 in 2021) and is included in the total obligations below.

Information about the Corporation's accrued benefit obligations and accrued benefit liabilities is as follows:

	2022 \$	2021 \$
Accrued benefit obligations, beginning of year	49,267	49,899
Current service costs	1,455	1,298
Interest on accrued obligations	1,564	1,403
Actuarial gain	(16,339)	(2,828)
Contributions	(607)	(505)
Accrued benefit obligations, end of year	35,340	49,267

Municipal Property Assessment Corporation
Notes to the financial statements
December 31, 2022
(In thousands of dollars)

7. Employee future benefits (continued)

All employees (continued)

The employee future benefits expense recorded in the statement of operations during the year is as follows:

	2022 \$	2021 \$
Current service costs	1,455	1,298
Interest on accrued obligations	1,564	1,403
	3,019	2,701

Remeasurements and other items, consisting of curtailments, settlements, past service costs and actuarial gain of \$16,339 (gain of \$2,828 in 2021), have been recognized directly in net assets.

The significant actuarial assumptions adopted in measuring the Corporation's accrued benefit obligations are as follows:

	2022 \$	2021 \$
Discount rate	5.05%	3.1%
Health care inflation	5.2% grading down to 4% by 2040	5.4% grading down to 4% by 2040
Vision and dental care inflation	5.1% grading down to 4% by 2040	4.93% grading down to 4% by 2040

The date of the most recent actuarial valuation of the accrued benefit obligations was December 31, 2022.

The Corporation paid \$28,694 (\$28,150 in 2021) of employer and employee contributions to the defined benefit multi-employer benefit plan.

8. Internally restricted net assets

	2022 \$	2021 \$
Reserve for board-appropriated working fund	50,595	47,283
Reserve for employee future benefits	28,248	21,578
Reserve for enumeration	1,343	2,200
Reserve for assessment update	11,469	10,108
	91,655	81,169

Interfund transfers are approved by the board of directors. During the year, the board of directors approved the transfers between the unrestricted fund and the internally restricted net assets as follows: \$3,312 to (\$10,162 to in 2021) the board-appropriated working fund reserve to pay for future one-time expenditures; \$1,361 to (\$1,832 to in 2021) the assessment update reserve to set aside funds for the property assessment process, and \$857 from (\$481 from in 2021) the enumeration reserve.

Municipal Property Assessment Corporation

Notes to the financial statements

December 31, 2022

(In thousands of dollars)

8. Internally restricted net assets (continued)

The purpose and use of the employee future benefit reserve was approved by the board of directors at initial setup, and an annual approval for transfers is not required. A transfer of \$6,670 to (\$7,803 to in 2021) the employee future benefit reserve was made during the year.

Refer to note 2 for a description of the reserves.

9. Commitments

The Corporation has commitments under various operating leases for properties. Minimum lease payments due in each of the next five years and thereafter are as follows:

	\$
2023	4,574
2024	3,578
2025	2,897
2026	1,810
2027	504
Thereafter	189
	<u>13,551</u>

The Corporation is also committed to paying operating costs and property taxes on its various property leases.

10. Capital leases

The Corporation entered into several vehicle leases with an interest rate of between 3.84% and 5.77%, with lease terms up to 60 months. On termination of the lease, the Corporation has guaranteed a certain residual value of the vehicle to the lessor, depending on the ultimate lease term.

As at December 31, 2022 the current portion of the capital leases is \$641 (\$685 in 2021) and the long-term portion is \$1,030 (\$463 in 2021).

Future minimum annual lease payments required under capital lease arrangements are as follows:

	\$
2023	700
2024	359
2025	308
2026	301
2027	135
Total lease payments	<u>1,803</u>
Less: amount representing interest	<u>(132)</u>
	1,671
Less: current portion	<u>641</u>
	<u>1,030</u>

11. Contingent liabilities and guarantees

The Corporation has been named as a defendant in certain legal actions in which damages have either been sought or, through subsequent pleadings, could be sought. The outcome of these actions is not determinable or is considered insignificant as at December 31, 2022 and, accordingly, no provision has been made in these financial statements for any liability that may result. Any losses arising from these actions will be recorded in the year the related litigation is settled.

In the normal course of business, the Corporation enters into agreements that meet the definition of a guarantee, as outlined in the Chartered Professional Accountants of Canada Handbook. The Corporation's primary guarantee subject to disclosure requirements is as follows:

- The Corporation enters into agreements that include indemnities in favor of third parties, such as purchase agreements, confidentiality agreements, leasing contracts, information technology agreements and service agreements. These indemnification agreements may require the Corporation to compensate counterparties for losses incurred by the counterparties as a result of breaches of contractual obligations, including representations and regulations, or as a result of litigation claims or statutory sanctions that may be suffered by the counterparty as a consequence of the transaction. The terms of these indemnities are not explicitly defined, and the maximum amount of any potential reimbursement cannot be reasonably estimated.

The nature of the above indemnifications prevents the Corporation from making a reasonable estimate of the maximum exposure due to the difficulties in assessing the amount of liability, which stems from the unpredictability of future events and the unlimited coverage offered to counterparties. Historically, the Corporation has not made any significant payments under such or similar indemnification agreements and, therefore, no amount has been accrued in the statement of financial position with respect to these agreements.

12. Risk management

Market risk

The Corporation's investments are susceptible to market risk, which is defined as the risk the fair value or future cash flows of a financial instrument will fluctuate because of changes in market prices. The Corporation's market risk is affected by changes in the level or volatility of market rates or prices, such as interest rates, foreign currency exchange rates and equity prices. The Corporation is subject to cash flow interest rate risk due to fluctuations in the prevailing levels of market interest rate sensitive investments. The risk is mitigated through the Corporation's investment policy, which requires investments to be held in high grade, low risk investments.

Credit risk

Credit risk arises from the potential a counterparty will fail to perform its obligations. The Corporation is exposed to credit risk from banks and debtors. The risk is mitigated in that the Corporation conducts business with reputable financial institutions and its debtors are mainly entities within a level of the provincial government.

Liquidity risk

Liquidity risk is the risk the Corporation will not be able to meet its financial obligations as they come due. The Corporation manages liquidity through regular monitoring of forecasted and actual cash flows.

Municipal Property Assessment Corporation

Notes to the financial statements

December 31, 2022

(In thousands of dollars)

13. Credit facility

The Corporation has an unsecured credit facility of \$10,000 to be used for its operations, which is renewable annually. The credit facility was temporarily extended to \$50,000 in 2020 and continued to December 31, 2021. Starting on January 1, 2022, the extended credit facility was not renewed. The unsecured credit facility of \$10,000 remains in place.

14. Government remittances

Government remittances consist of workplace safety insurance costs, sales taxes and payroll withholding taxes required to be paid to government authorities when the amounts come due. In respect of government remittances, \$3,381 (\$3,258 in 2021) is included in accounts payable and accrued liabilities.



2022 Performance Report



MUNICIPAL
PROPERTY
ASSESSMENT
CORPORATION

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Introduction

The Municipal Property Assessment Corporation (MPAC) is an independent, not-for-profit corporation funded by Ontario municipalities, with a duty to accurately assess and classify all properties in Ontario. MPAC's role, responsibilities and authority are spelled out in the *Municipal Property Assessment Corporation Act*, the *Assessment Act* and regulations set by the Government of Ontario. We are accountable to the Province, municipalities and the property taxpayers of Ontario through a 13-member Board of Directors.

This report provides the public, our partners, and our stakeholders with insight into MPAC's strategic and operational performance. It is one way we work to ensure that we are accountable for generating property assessments that are fair, accurate, equitable and transparent.

For most measurements, MPAC has set performance targets by analyzing past performance, or by adopting existing targets from other reporting mechanisms, such as the Service Level Agreement (SLA) established between MPAC and Ontario municipalities. Targets are flagged as “SLA” where this is the case. Across the organization, we are driven to be more innovative, efficient, and forward thinking than ever, and that is reflected in our new 2021-2025 Strategic Plan, which contains four pillars:

- Putting our people and culture first
- Delivering continuous operational excellence
- Unlocking opportunities to drive value and additional revenue
- Elevating the property owner and stakeholder experience

The Performance Report contains a total of 18 measures organized into 3 broad goals.

Each goal contains objectives and associated performance indicators to gauge our ability to achieve each goal. The chart below provides a summary of results of the operational metrics outlined in the performance report.

In 2022, MPAC met 13 of the 16 performance measure targets. Details about each measure and how they fulfill MPAC’s operational goals are included in this report.

Performance Goal	Number of Measures	Number of Measures That Include a Target	Number of Measures That Met or Partially Met Their Targets
Assessment excellence	9	7	6/7
Customer service and stakeholder engagement	6	6	5/6
Operational efficiency	3	3	2/3
Total	18	16	13/16



Goal: Assessment excellence

Property assessments are the foundation of Ontario's property tax system, which generates nearly \$30 billion of revenue for municipalities each year. We continuously update our assessment data by monitoring property sales transactions, rental information, and new construction. This work ensures that the assessed values of properties across Ontario meet high standards as set out by the [International Association of Assessing Officers](#) (IAAO), and meet our commitment to ensure a fair, equitable and transparent property taxation system for Ontario municipalities and the taxpayers they serve. We are committed to delivering operational excellence and assessment excellence in the work that we do.

MPAC works to provide Ontario municipalities with a stable assessment base. This means that municipalities can expect a limited impact on their property tax base due to appeals, and property owners can expect an accurate assessment so that their share of property taxes is calculated fairly.

Assessment Growth Capture, Assessment Accuracy, Equity and Stability are important metrics for gauging our delivery of Assessment Excellence.

Objective: Assessment growth capture

MPAC updates our database daily to ensure we maintain up-to-date information for every property in Ontario—totalling

more than 5.5 million properties. Our work includes gathering information on new properties, and changes to existing properties, to capture what is known as new assessment. When MPAC processes new assessment, we issue a [Property Assessment Change Notice](#) to the property owner. This new assessment is captured on the assessment roll and can result in assessment growth to a municipality and the Province as a whole.

The taxes generated from new assessment are a key source of new revenue for municipalities, which they can use to fund local priorities and reduce the need for property tax increases.



Indicator: New assessment service

In 2022, MPAC added roughly \$37.8 billion in new assessment across Ontario. We are proud to report that we processed 86.06% of new assessment within 1 year of occupancy, meeting our target of 85%.

Although we met our target, not all municipalities have the same experience with assessment growth. Some new assessment will not be completed until at least 2023, which will decrease new assessment for some municipalities. When

this is the case, we are having regular conversations with impacted municipalities.

Indicator: Parcel maintenance timelines

MPAC processes parcel information including severances, consolidations, new registered plans of subdivision, reference plans and condominium plans which contributes to and support new assessment by way of [Severance and Consolidation Information Forms](#) (SCIFs) and Condominium Plan Information Forms (CPIFs). The timely processing of

these parcel changes supports the timely delivery of new assessment growth; the timely delivery of parcel maintenance details to municipalities supports any necessary changes to their tax rolls. Please note that the time period for this indicator does not commence when MPAC receives the

information but the date on which it is registered with the Province. Our primary reason for not meeting the targets is where a severance is linked to another work object such as a Request for Reconsideration (RfR), appeal or requires complex valuation.

Measure	Target	Baselines	2021	2022
Growth assessed within one year of occupancy	>=85% (SLA)	85.85% (2020) Total Transactions: \$37,312,049,482 Within One Year: \$32,033,366,701	85.76% Total Transactions: \$38,031,359,997 Within One Year: \$32,613,885,004	86.06% Total Transactions: \$37,756,994,206 Within One Year: \$32,492,375,015
Severance and Consolidation Information Forms (SCIFs) delivered within 150 days of registration and within one year of registration (NEW)	90% within 150 days 100% within one year (SLA)	150 Days (2020) 95.71% 8,426 of 8,804 One Year 98.30% 8,654 of 8,804	150 Days 96.76% 9,258 of 9,568 One Year 97.67% 9,345 of 9,568	150 Days 97.49% 9,976 of 10,233 One Year 98.93% 10,123 of 10,233
Condominium Plan Information Forms (CPIFs) delivered within 150 days of registration and within one year of registration (NEW)	90% within 150 days 100% within one year (SLA)	150 Days (2020) 72.49% 224 of 309 One Year 96.76% 299 of 309	150 Days 91.41% 234 of 256 One Year 99.61% 255 of 256	150 Days 93.13% 217 of 233 One Year 99.57% 232 of 233

Objective: Assessment accuracy and equity

Accurate and equitable assessments provide municipalities and the Government of Ontario with a suitable foundation for taxation.

The Office of the Quality Service Commissioner measures the quality of MPAC's assessed values against industry standards set by the IAAO. The IAAO is a non-profit, educational and research association that promotes global excellence in property appraisal, assessment administration and property tax policy. These industry standards are only measured when MPAC updates property values provincially. The assessment update originally scheduled for the 2021 taxation year was postponed by the Ontario government to provide stability and certainty to taxpayers and to enable municipalities to focus on responding to the challenges posed by the COVID-19 pandemic. To maintain continued stability, property assessments for the 2022 and 2023 tax years are based on the same valuation date that was used for 2020. MPAC will report our performance on these metrics in a future Performance Report, once a new valuation date is in place.

In between assessment updates, MPAC is able to measure the accuracy and equity of our assessments through other metrics, detailed below.

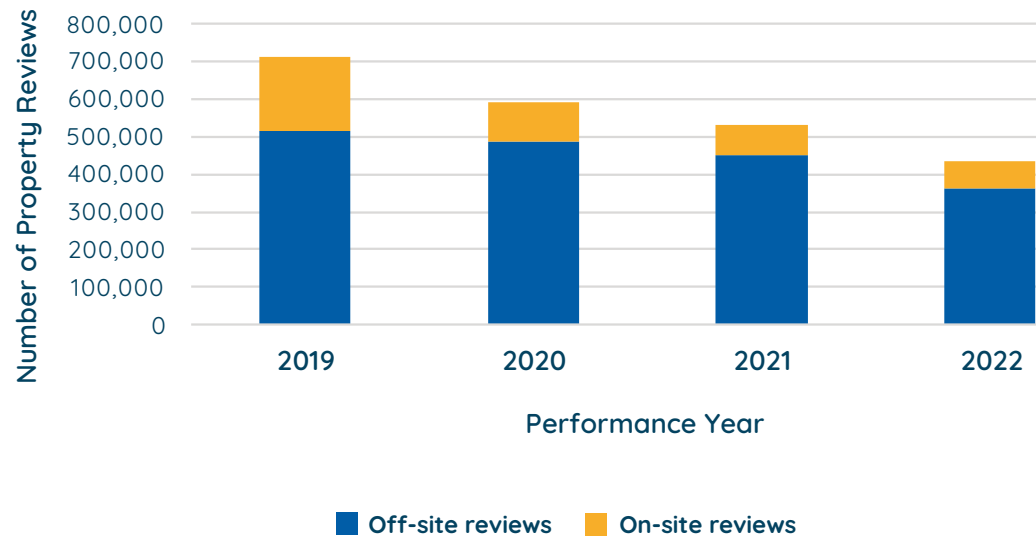
Indicator: Property reviews performed

When changes occur to a property, it is our job to keep the data we have on file up-to-date and accurate. This does not mean that the assessment was incorrect. When changes happen to a property, we conduct a review to ensure our assessments accurately reflect the current state and condition of the property. MPAC may conduct a property review because of a recent sale, a new building permit, a data integrity review, a request for reconsideration, or an appeal. MPAC focuses our resources on properties where property data may require updating through a review. Our goal is to complete 550,000 property reviews annually and to utilize technology and various data sources to complete approximately 75% of all property reviews.

Property reviews are also part of our work to capture assessment growth. In some cases, property reviews may result in a decrease of a property's assessed value, such as when a home is demolished or damaged. MPAC distinguishes between reviews conducted on-site, and those completed off-site using building plans, financials, digital imagery, and information gathered directly from the property owner.



Property Reviews



In 2022, MPAC conducted a total of 434,869 property reviews; the number of reviews were limited due to a decrease in off-site reviews. This decrease is consistent with business decisions to place more emphasis on property reviews that are tied to other work objects such as building permits, recent sales and/or appeals, and less emphasis on alternative reviews for data readiness edits, as well as Post Valuation Review-related work objects. MPAC completed 83% of property reviews off-site. Of these, 42.01% resulted in a change to the assessed value to the property. In contrast, 17.08% of property reviews included on-site inspections, and 68.13% of them resulted in a change to the assessed value to the property.

Measure	Target	Baselines	2021	2022
Number of property reviews performed	Total reviews ≥550,000	2019 Total reviews = 710,633 (Assessment Update year) ¹	Total reviews = 531,189	Total reviews = 434,899
	Off-site ~75%, 412,500	Off-site = 72.71%; 516,863	Off-site = 84.63%; 449,534	Off-site = 82.92%; 360,608
		On-site = 27.29%; 193,950	On-site = 15.37%; 81,655	On-site = 17.08%; 74,261

¹ In preparation for the regularly scheduled 2020 Assessment Update, MPAC committed additional resources to completing property reviews.

Objective: Assessment stability

MPAC's property assessments are delivered to municipalities in annual assessment rolls covering every property in their jurisdiction. MPAC works to maintain assessment rolls that are complete, traceable, predictable, and stable. MPAC staff and representatives advocate for accurate and equitable assessments using their professional skills and knowledge. The Assessment Stability performance measures highlight the high degree of accuracy, equity and fairness of MPAC assessments, and the stability they provide to municipal finances.

Requests for Reconsideration (RfR) and Appeals

If a property owner disagrees with the assessed value and/or classification of their property, they may submit a Request for Reconsideration (RfR) to MPAC. When MPAC receives an RfR, we review the property's assessment in detail, free of charge, to determine its accuracy as long as it has met requirements set out in section 39.1 of the *Assessment Act*. The RfR process enables MPAC to resolve property owner concerns without the need for an appeal.

If a property includes land classified in the residential, farm or managed forest property tax class, the property owner must attempt to resolve the matter through the RfR process. If the

property owner disagrees with the results of their RfR, they may appeal MPAC's assessment to the Assessment Review Board (ARB). Property owners of other properties may submit an RfR to MPAC or file an appeal directly to the ARB.

The ARB is an independent tribunal of the Ontario Ministry of the Attorney General. The ARB's decisions are final and binding; they can only be appealed to the Divisional Court on questions of law. The ARB plays an important role in the fairness and transparency of the Ontario property taxation system.

If an RfR or appeal results in a reduction in a property's assessed value, then the municipality where the property is located must adjust the taxes they have levied. The length of time to complete an RfR or an appeal can vary, so the municipality may have to adjust taxes retroactively for multiple years. This presents a financial risk for municipalities and their taxpayers. As such, MPAC measures how many property owners accept their assessment without an RfR or appeal, and how many property values change as a result of the RfR process. These are key indicators of assessment excellence and stability.

Indicator: Request for Reconsideration related assessment change

The RfR and appeal processes provide an opportunity for MPAC and property owners to collaboratively exchange information. New and corrected information about the property may result in a revision to the assessment of a property. MPAC welcomes the opportunity to work with property owners to revise our property data to reflect new information. MPAC does not set a target for RfR and Appeal related assessment change performance measures since it may influence the quality of review by MPAC staff.

During 2022, we completed a total of 10,069 RfRs. Of these, 5,070 RfRs led to a change to the current value assessment

of the property, representing a change to only 0.09% of all properties in Ontario. As the assessment cycle moves further from the base year, MPAC tends to receive fewer RfRs.

Indicator: Assessment accepted without appeals

High acceptance of assessments by property owners in Ontario indicate the stability, quality, accuracy, equity, and uniformity of MPAC's property assessments. Approximately 40,897 properties were appealed between 2017-2022, based on MPAC's January 1, 2016 current value assessment. This means that of Ontario's 5,547,280 properties, 99.26% of assessments were accepted without appeal for the 2017-2022 taxation years.

Measure	Target	Baselines	2021	2022
Percentage of all properties experiencing a valuation change via the RfR process	No Target	0.15% 8,273 of 5,425,834 (2020)	0.25% 13,449 of 5,488,567	0.09% 5,070 of 5,547,280
Percentage of all property assessments accepted without appeal	>=99%	99.38% (2020) 5,390,357 of 5,425,834	99.31% 5,449,865 of 5,488,567	99.26% 5,506,383 of 5,547,280

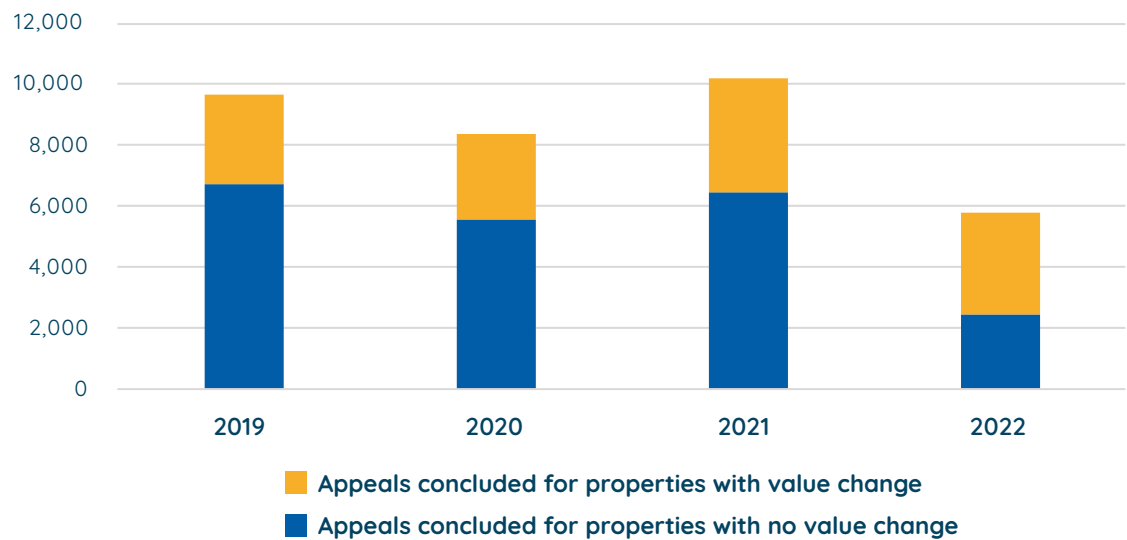


Indicator: Appeals related assessment change

As seen below, MPAC contributed to the resolution of appeals on 5,778 properties in 2022. This includes appeals initiated in the current tax year, and previous years. Of these appeals, 42.04% resulted in no change in assessed value. This includes appeals where the ARB confirmed the assessed value, as well as those that were dismissed or withdrawn.

Withdrawals often happen because MPAC works with property owners to correct issues with their assessment or clarify the basis for their assessment. Because of these efforts, the property owner may choose not to proceed further with their appeal. In 2022, fewer appeals were resolved compared to previous years, since remaining appeals with a 2016 current value assessment are more complex and less likely to be withdrawn by appellants.

Appeals Related Assessment Change



Measure	Target	Baselines	2021	2022
Appeals concluded for properties during the year with no value change	No Target	66.36% (2020) 5,551 of 8,365	63.37% 6,456 of 10,187	42.04% 2,429 of 5,778

Indicator: Request for Reconsideration and appeal changes

When RfRs and appeals result in changes to a property's value, this is reflected in the assessment roll, thus impacting municipal finances for the taxation year. Roll stability is a critical issue for our municipal partners, which rely largely on property taxes to fund local services. As seen in the figures below, MPAC met our targets for maintaining municipal stability in 2022.

Indicator: Municipal stability

To calculate the second measure, we included RfR and appeal losses that subtracted from the assessment base, and the new assessment we captured that added to the assessment base.

Measure	Target	Baselines	2021	2022
Percentage of lower tier/single tier municipalities not experiencing appeal & RfR losses greater than 0.5%	>=85%	96.1% (2018)	86.23% 357 of 414	93.24% 386 of 414
Percentage of lower tier/single tier municipalities with assessment base remaining the same or increasing	>=90% (Revised)	93.5% (2020)	97.83% 405 of 414	98.55% 408 of 414



Goal: Customer service and stakeholder engagement

As part of the [2021-2025 Strategic Plan](#), MPAC is working to elevate the property owner and stakeholder experience. We are dedicated to strengthening our municipal, industry, and provincial relationships by expanding value-added products and services to meet their diverse and evolving needs. At the same time, MPAC's core work to deliver property assessments remains critical to Ontario's municipalities.

Our work to better engage and serve municipal partners includes an ongoing series of webinars, new systems that provide improved, real-time access to assessment data, and the shift to digital e-permits. Although many of these innovations were spurred by the pandemic, the benefits will continue into the post-pandemic era.

Objective: Customer satisfaction

Indicator: Customer Contact Centre satisfaction and responsiveness

In 2022, MPAC's Customer Contact Centre (CCC) received 169,389 calls, emails, faxes and chat messages from our customers. As a key performance indicator of timeliness,

the CCC was able to respond to 90% of phone inquiries in 5 minutes or less, and 80% of email inquiries within 2 business days. Although volumes from enumeration activities were anticipated the additional call times for these contacts prevented agents from responding to emails in a timely manner. As a measure of the customer's overall experience, 10,703 customers completed a post contact survey resulting in 94% either satisfied or very satisfied.

Measure	Target	Baselines	2021	2022
Overall customer satisfaction with MPAC's Customer Contact Centre	>=90%	92% (2020)	93%	94%
Percentage of calls responded to by staff within 5 minutes	>=90%	85% (2020)	91%	90%
Percentage of emails responded to by staff within 2 business days	>=90%	87% (2020)	81%	80%

Indicator: Municipal services levels met

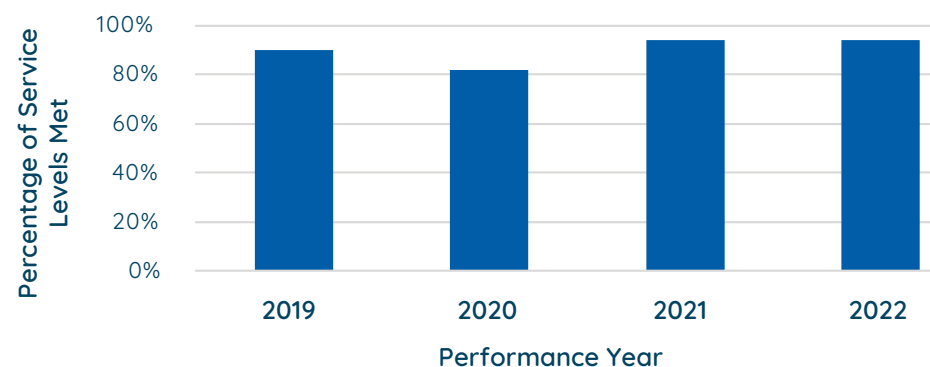
To measure the delivery of services to Ontario's municipalities, and to ensure mutual accountability, MPAC and its municipal partners jointly developed a Service Level Agreement (SLA). The SLA spells out fair, meaningful and achievable performance standards for the assessment services that municipalities and taxpayers rely on most. In addition, the agreement fosters continuous improvement in service delivery by nurturing collaboration between MPAC and municipalities.

The SLA measures 12 different service levels, including:

- Processing of building permits,
- Delivery of Post-Roll Reports and New Assessment Forecasts,
- Response to and Resolution of Municipal enquiries, and
- Delivery of Year-End Tax File.

During 2022, we were able to meet 94% of all Municipal Service Levels. Our partnerships with municipalities and stakeholders are stronger than ever, and where we are not able to meet a service level, there is a fact-based conversation with the municipality to discuss the cause of the missed service level and how it can be remedied in the future.

Municipal Service Levels Met





Indicator: Municipal inquiry responsiveness

Under the SLA, our staff must acknowledge and respond to municipal inquiries within 30 calendar days. This service level demonstrates MPAC's accountability and overall customer service commitment to our municipal partners which we achieved in 2022. By responding in a timely fashion, MPAC ensures municipalities have the information they need to answer any property-specific questions their constituents may have.

Measure	Target	Baselines	2021	2022
Percentage of municipal service levels met	>=90% (SLA) (Revised)	82% (2020)	94%	94%
Percentage of municipal inquiries responded to by staff within 30 calendar days	>=100% (SLA)	99.42% (2020) 18,256 of 18,363	99.79% 13,260 of 13,287	99.72% 13,485 of 13,523

Objective: Stakeholder engagement

Our liaison groups bring municipalities, municipal sector associations, industry representatives and our experts together, setting the foundation for greater engagement and partnership. Through ongoing engagement, we are committed to building trust and strengthening relationships as part of our commitment to assessment excellence.

Indicator: Stakeholder engagement frequency

As part of our municipal and stakeholder engagement strategy, in 2022 we had a total of 4,756 engagement sessions with our municipal partners, which included meetings, webinars, conferences, and training opportunities. MPAC provides municipal partners with assessment-related information through a variety of channels, including Municipal Connect, virtual conferences, MPAC webinars and MPAC.ca. MPAC engages municipalities, Members of Provincial Parliament and local industry stakeholders on the following topics, and has maintained a strong presence at the following conferences:

Topics	Conferences/Events
<ul style="list-style-type: none"> Who we are/what we do Property tax vs. assessment 2022 Enumeration Project Update Municipal Connect and enhancements to the municipal experience Status of next assessment update Assessment Growth E-permitting Annotated Assessment Act Resource Small Business Property Subclass 	<ul style="list-style-type: none"> Rural Ontario Municipal Association (ROMA) Economic Developers Council of Ontario (EDCO) Ontario Business Improvement Area Association (OBIAA) Northwestern Ontario Municipal Association (NOMA) Ontario Small Urban Municipalities (OSUM) Ontario Municipal Administrator' Association (OMAA) Federation of Northern Ontario Municipalities (FONOM) Association of Municipal Managers, Clerks and Treasurers of Ontario (AMCTO) Association of Municipalities of Ontario (AMO) Ontario Municipal Tax and Revenue Association (OMTRA) Municipal Finance Officers Association (MFOA) Ontario East Municipal Conference (OEMC) International Association of Assessing Officers (IAAO) and Institute of Municipal Assessors (IMA) Ontario Professional Planners Institute (OPPI) Ontario Building Officials Association (OBOA)

Measure	Target	Baselines	2021	2022
Number of municipal engagement sessions “engagements” includes quarterly meetings, days with MPAC, conference work, monthly webinars, training sessions and MPAC 101 for new staff, Council Session, etc.	One quarterly engagement for all 444 municipalities (1,776)	4,051 (2020) engagements completed	5,547 engagements completed	4,756 engagements completed



MUNICIPAL P



Goal: Operational efficiency

As our province has grown and some of our workload has increased, we have worked to offset the cost of our services through innovation and finding new ways of doing business. Historically, we have tried to keep budget increases – and by extension municipal levy increases – at or below inflation. We are committed to delivering our services efficiently by controlling expenses while unlocking opportunities to provide value and generate additional revenue.

MPAC calculates the levy for each municipality based on the proportion of the province's properties, and the proportion of the province's total assessed value in their jurisdiction. MPAC's funding requirements include the cost of operations, capital spending and reserve requirements. However, the cost to municipalities is offset by revenues from commercial activities, such as selling services and technologies and investment income. The net amount is the total municipal levy.

Objective: Financial efficiency

As a public sector organization, we are also accountable to the Ontario property taxpayer. As such, we are committed to managing our budget and resources responsibly by strategically investing dollars and focusing our attention where it matters the most.

Indicator: Budget variance

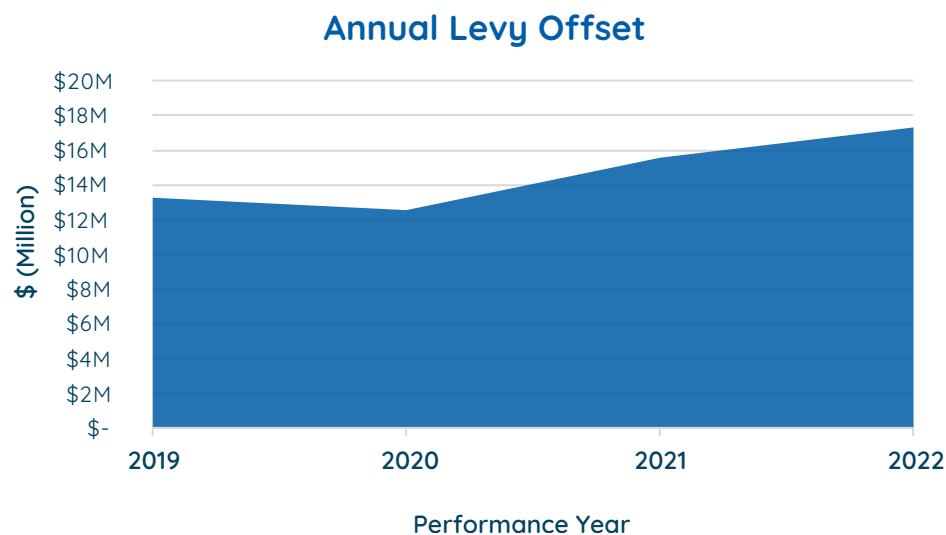
At the beginning of 2022, we forecast our annual expenditures and committed to managing our operating budget variance of no more than a 3%. This metric is an indicator of budgeting and forecasting accuracy, holding MPAC accountable to efficient use of funds in that requested funds are wholly and appropriately utilized. In 2022, MPAC is proud to report that we had an operating budget variance within 1.6%.

MPAC is continuously working to control expenses while continuing to deliver timely and efficient services. Although we faced increases in collectively bargained labour costs, we were able offset the additional expense by managing costs in other areas and applying savings from 2022. As a result, we avoided a budget increase for 2023 and thus were able to freeze the total municipal levy for the year.

For more information on our Statement of Operations, please find our Financial Highlights for 2022 in the [2022 Annual Report](#).

Indicator: Annual levy offset

MPAC data is used extensively in commercial markets, including real estate, financial services, insurance, and utility. The revenue generated from our Business Development activities offsets municipal funding and has a direct benefit to the people of Ontario, saving municipalities over \$115 million since 2002. At the beginning of 2022, we set out to achieve at least \$14.4 million in surplus generated from value-added products. We greatly exceeded this target, with revenue from business development activities generating \$17.3 million in 2022, an increase of 12% from the prior year.



Indicator: Cost per property

To demonstrate the efficiency of our services we calculate the Cost Per Property by adding up MPAC's total core (i.e. excluding Business Development and Enumeration) operating and capital expenses and dividing by the total number of properties in Ontario. This is a common practice in other assessment jurisdictions. It does not consider weighting of

different property types. Cost Per Property reflects MPAC's commitment to keeping costs to the taxpayer as low as possible while delivering the services that our stakeholders rely on. In 2022, MPAC's cost per property was \$41.31. This is a 1.55% increase from the 2021 cost per property due to an overall expense increase as MPAC moved out of its COVID posture.

Measure	Target	Baselines	2021	2022
Year-end operating budget variance	<=3%	5% (2020)	1%	1.6%
Annual levy offset	>= \$14.4 M in surplus generated from value-added products (Revised)	\$12.5M (2020)	\$15.5M	\$17.3M
Cost per property	<=\$40.68 (Revised)	\$40.91(2020)	\$40.68	\$41.31



Appendix A: Changes to measures

The list below of Performance Measures were altered in some way from last year's iteration of MPAC's Performance Report.

Indicator	Measure	Target (New)	Target (Old)	Reason for Change
Municipal stability	Percentage of lower tier/ single tier municipalities with assessment base remaining the same or increasing	$\geq 90\%$	$\geq 85\%$	Target increased based on past operational performance exceeding previous targets.
Municipal service levels met	Percentage of Municipal Service Levels Met	$\geq 90\%$ (SLA)	$\geq 85\%$ (SLA)	Target increased based on past operational performance exceeding previous targets.
Annual levy offset	Annual Levy Offset	$\geq \$14.4 \text{ M}$	$\geq \$13.3$	Target changes yearly based on departments internal target setting.
Cost per property	Cost Per Property	$\leq \$40.68$	$\leq \$40.91$	Target changes yearly. New target is based on last year's results.



Connect with us

MPAC has offices across Ontario to meet the needs of customers in every community.

CUSTOMER CONTACT CENTRE

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TTY: 1-877-889-6722

mpac.ca/contact

Monday to Friday – 8 a.m. to 5 p.m.

MAIL

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Pickering, ON L1V 0C4

ONLINE

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Accessible formats and communication supports are available upon request.

Compliance statement: In keeping with the reporting requirements under the Municipal Property Assessment Corporation Act, the Corporation has complied with any policies, procedures and standards established by the Minister under Section 10, and with the process established regarding the development and implementation of quality service standards by the Quality Service Commissioner.

The Corporation of the Town of Tecumseh

By-Law Number 2023 - 034

Being a bylaw to provide for the repair and improvements to the 10th Concession Drain

Whereas the Councils of the Corporation of the City of Windsor as the initiating municipality and the Corporation of the Town of Tecumseh as an affected municipality have been requested to provide for the repair and improvement of the 10th Concession;

And Whereas the City of Windsor as the initiating municipality procured a Drainage Report for the 10th Concession Drain and specifications from the consulting engineering firm of Dillon consulting Limited, dated March 16, 2015 (hereafter "Drainage Report");

And Whereas a Public Meeting of Council was held by the City of Windsor on Tuesday, April 7, 2015, at 6:00 pm, to hear from any affected property owners on the Drainage Report;

And Whereas the Council of The Corporation of the Town of Tecumseh is of the opinion that the repair and improvement of the 10th Concession is desirable.

Now Therefore the Council of The Corporation of The Town of Tecumseh Enacts as follows:

1. **That** the Drainage Report providing for the repair and improvement of the 10th Concession, dated March 16, 2015, as prepared by the consulting engineering firm Dillon consulting Limited and attached hereto as Schedule "A" to this by-law, is hereby adopted and the drainage works as therein indicated and set forth is hereby approved and shall be completed in accordance therewith.
2. **That** the Treasurer, subject to the approval of Council, may agree with any bank or person for temporary advances of money to meet the costs of construction pending the completion of the drain and grants and computed payments are received.
3. **That** the Town may issue debentures for the amount borrowed and the amount of such debentures shall be reduced to the total amount of:
 - a) Grants received under Section 85 of the said Act;
 - b) Commuted payments made in respect of land and roads assessed.
4. **That** such debentures shall be made payable within five (5) years from the date of the debenture and shall bear interest at a rate as approved by resolution of Council.

5. **That** the specifications and General Specifications as established are adopted as set out in the Drainage Report which forms part of this by-law.
6. **That** the Mayor and Clerk are authorized to cause a contract for the construction of the works to be made and entered into with some person or persons, firm or corporations, subject to the approval of the Council to be declared by resolution.
7. **That** this by-law shall come into force upon and after the final passing thereof.

Read a first, second, third and final readings on this 14th day of March, 2023.



Gary McNamara

Signed with ConSignO Cloud (2023/03/30)
Verify with verifio.com or Adobe Reader.



Gary McNamara, Mayor

Robert Auger

Signed with ConSignO Cloud (2023/03/30)
Verify with verifio.com or Adobe Reader.



Robert Auger, Clerk

DRAINAGE REPORT FOR THE

10TH CONCESSION DRAIN

CITY OF WINDSOR & TOWN OF TECUMSEH



(FINAL – COUNCIL CONSIDERATION)

16 MARCH 2015

CHRISTOPHER D. THIBERT, P.ENG.

FILE NO. 13-8559

File No. 13-8559



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**Drainage Report for the
10TH CONCESSION DRAIN
City of Windsor & Town of Tecumseh**

Gentlemen:

Instructions

We hereby submit our report recommending the repair and improvements to the 10th Concession Drain. A request was received by the City of Windsor on 12 August 2013 from the landowner of property Roll No. 090-030-06600 located on Lots 4 to 41, Lots 48 to 85, Lots 89 to 173, Plan 1351 in the former Township of Sandwich South, now within the City of Windsor, for the repairs and improvements to the 10th Concession Drain. Council accepted the request under Section 78 of the Drainage Act and on 18 November 2013 appointed the undersigned to prepare a report recommending the improvements to the 10th Concession Drain starting from the upstream end of the drain located within the City of Windsor and Town of Tecumseh and proceeding downstream to its outlet into Sullivan Creek within the Town of Tecumseh to obtain a sufficient outlet.

In addition to the original request, a recommendation by Dillon was presented to the Town of Tecumseh Road Authority and Drainage Superintendent to relocate the open drain away from the travelled portion of Baseline Road between Sullivan Creek and County Road 43 (also known as 11th Concession Road). This recommendation was based on visual and survey data obtained during the initial inspection of the drain and the findings outlined below in existing conditions. The Town of Tecumseh Road Authority accepted this recommendation and requested that design and details be provided in this report for the drain relocation under Section 77(2) of the Drainage Act.

Watershed Description

The 10th Concession Drain consists of an open drain along the south side of Baseline Road and along the blind line in Concession 10. The drain outlets into Sullivan Creek in Lot 16, Concession 11 at a point 756 m east of County Road 43. It then proceeds westerly (upstream) along the south side of Baseline Road to the blind line in Concession 10 where it turns southerly and continues southerly along the blind line across Lots 16 to 13 and terminates at a point approximately 60 metres north of the north limit of Highway No. 401.

*Dillon Consulting Limited
16 March 2015*

*10th Concession Drain
Page 1 of 47*

**Dillon Consulting
Limited**

The drain is 3,556 m in length and has an average grade of 0.07%. The watershed is mainly rectangular in shape and has an area of approximately 249 hectares (615 acres). The lands comprising the watershed are under intense agricultural production with cash crops. There are eleven (11) non-agricultural parcels within the watershed. The soils are predominantly Brookston Clay. This soil is poorly drained and requires subsurface drainage to be productive.

Drainage History

A history of recommended work completed on the 10th Concession Drain under previous Engineers' reports, is as follows:

- **12 September 1983 by Maurice Armstrong, P.Eng.:** The recommended work on the 10th Concession Drain was brushing and cleaning out the entire drain, as well as the lowering of one access culvert.
- **19 February 1968 by C.G.R. Armstrong, P.Eng.:** The recommended work on the 10th Concession Drain was cleaning and deepening of the entire drain.

Existing Conditions

Along the section of the 10th Concession Drain adjacent to Baseline Road, the top of the northerly bank of the drain is immediately adjacent to the travelled road surface of Baseline Road. The open drain has a depth ranging from 1.2 m to 2.0 m. Areas of significant erosion were observed along the roadside bank of the drain.

From Station 0+000 to Station 0+764, the depth, width, and location of the existing open drain does not permit the Town's Road Authority the opportunity to adequately maintain and protect the road shoulder and travelled surface of Baseline Road. The 10th Concession Drain poses a threat to the stability of the road bank, shoulder and road surface, as well as posing a hazard to traffic. Future maintenance of the drain may pose additional threats to the stability of the road bank, shoulder and road surface.

Currently there are four (4) access bridges in the 10th Concession Drain. Specific structure numbers have been designated for ease of reference between the specifications and the drawings. The location, dimension, condition and use of each structure are as follows:

Bridge No. 1: Station 1+450 – Town of Tecumseh (Unopened Road Allowance)

This is a proposed new culvert being used to re-align the drain where the unopened road allowance intersects with Baseline Road. The existing open drain forms a right angled turn as it travels downstream to Baseline Road. At the point of turning, significant erosion and sediment build up was observed creating obstructions and restrictions to flow as well as erosion creeping into the adjacent road allowance.

Bridge No. 2: Station 1+444 – Town of Tecumseh (Unopened Road Allowance)

A 6 m length of 1200 mm diameter corrugated steel pipe culvert with broken concrete end walls provides access to property Roll No. 520-03400. This culvert is significantly perched above the drain bottom and poses a hydraulic restriction within the drain. Also, in our considered opinion, it is a potential safety hazard for this culvert does not have adequate length to provide the standard minimum 6 meter top width for a residential entrance.

Bridge No. 3: Station 1+222 – Daniel and Nancy Ewing (Roll No. 520-03800)

A 5.5 m length of 1200 mm diameter corrugated steel pipe with sacked concrete end walls provides access to this property. This culvert was lowered under the 1983 report. The culvert is deficient in hydraulic capacity based on current rainfall intensity data.

Bridge No. 4: Station 0+769 – County Road 43 Crossing

An 8.4 m long rigid span concrete bridge with a span of 6.8 m and a depth of 2.2 m exists under the County Road 43. There are curbs at both ends and concrete wing walls at all four corners of the culvert. This bridge, from a visual inspection only, appears to be in acceptable condition.

On-Site Meeting

We conducted an on-site meeting on 20 February 2014. A second on-site meeting was held on 15 May 2014 to discuss the findings from the survey and recommend options for repair and improvement. Records of both meetings are provided in Schedule 'A-1' and 'A-2', which is appended hereto.

A pre-consideration meeting was subsequently held on 5 March 2015 at the Windsor Airport conference room to discuss the draft report for the 10th Concession Drain, where an invitation and a copy of the draft report was sent out to each affected landowner within both the Town of Tecumseh and City of Windsor. Following this meeting there were several minor amendments to the report and assessment, some pertaining to landowner comments, as follows:

1. Landowner of Roll No. 520-04500, located within the Town of Tecumseh, noted that the property drains both surface and sub-surface directly to Sullivan Creek which runs through the southeast corner of the property. This was confirmed by tile mapping provided by the landowner and therefore Schedules 'C', 'E-1' and 'E-3' have been revised.
2. Several landowners and the drainage superintendents for both the City of Windsor and Town of Tecumseh were questioning the location of the working corridors and side of the drain for levelling purposes. Clarification in the report was made and a description of the working areas has been added to the overall plan.
3. Several landowners expressed concerns of the future replacement of Bridge No. 2 (existing 1200 mm diameter CSP culvert). It was determined that a 600 mm diameter culvert was sufficient for future replacement but the landowners requested that a 1200 mm diameter culvert be put back when it comes time for replacement. At this time, the Town of Tecumseh has agreed to this and will conduct a meeting with the affected landowners at the time of replacement to agree upon a desired size.
4. Landowner of Roll No. 520-03901, located within the Town of Tecumseh, requested to be on record with the question to why Baseline Road can't be moved north to keep the drain in the same location from Station 0+000 to Station 0+764. An explanation was provided by the engineer with instructions to contact the engineer looking over the road improvements.

Survey

Our examination and survey of the 10th Concession Drain was carried out on 28 April 2014. The survey comprised the recording of topographic data and examining the channel for available depth necessary to provide sufficient drainage. There is a uniform build up of sediment averaging 200 mm to 500 mm above the design bottom. Erosion of the drain banks was observed at various locations along the course of the drain.

We commenced the survey of the drain at the outlet into Sullivan Creek on the south side of Baseline Road. The survey then proceeded westerly along the south side of Baseline Road to and across County Road 43 at Station 0+769 and then continuing upstream (westerly) to the blind line, which is a division line between Concessions, in Concession 10. The survey then turned southerly at Station 1+450 along the said blind line and continued to the end of the drain at a point approximately 60 metres north of the north limit of Highway No. 401.

Design Considerations

The Design and Construction Guidelines under the Drainage Act recommend that open drainage systems be designed to effectively contain and convey the peak runoff generated from a storm event having a frequency of occurrence of once in two years. This standard was applied to all open drain alternatives in this case.

The Design and Construction Guidelines also recommend that private drain crossings and enclosures installed in open drains be designed to freely pass the peak runoff generated from a storm event having a frequency of occurrence of once in two years. This standard was applied in the design of the private access bridges.

We believe that these design standards should provide a reasonable level of service, but it should be clearly understood that runoff generated from large storms or fast snow melts may sometimes exceed the capacity of the proposed systems and result in surface ponding for short periods of time.

Allowances

In accordance with Sections 29 and 30 of the Drainage Act, we have made a determination of the amount to be paid for damages to the lands and crops within the designated working corridors and for land taken in the improvements to the drain and the establishment of a permanent 1.0 m wide grass buffer strip along the entire length of the drain. The average land cost for the surrounding area used to calculate the value of land taken is \$22,000.00 per hectare (\$8,900.00 per acre). The allowances for damages within the working corridor including the 9.0 m wide topsoil storage area is based upon a rate of \$3,707.00 per hectare. Schedule 'B' shows the distribution of these allowances.

Part A - Drain Relocation Between Sullivan Creek and County Road 43 - A strip of land having a width from 10.0 m to 12.2 m would be required to shift the alignment of the drain away from the travelled portion of the road from Station 0+016 to Station 0+764. The area required is 0.82 ha (2.03 acres). The area required for the grass buffer strip is 0.075 ha (0.19 acres). The total area required is 0.895 hectares (2.21 acres). In accordance with Section 29, we recommend that a land allowance of \$19,690.00 be provided for these lands.

Excavated material would be used to fill the old course with all surplus material to be hauled off-site. No material would be placed and spread on the adjoining farmlands. In accordance with Section 30, we have made a determination, shown in Schedule 'B', of the amount to be paid for damages to the lands and crops (if any) occasioned by the operation of equipment within the designated working corridor across properties along the south side of the drain from the outlet to County Road 43.

Part B - Drain Clean Out Between County Road 43 and the Head of the Drain at Station 3+537 - A strip of land 1.0 m wide is required for the grass buffer strip along this section of drain. The area required is 0.25 hectares (0.61 acres). In accordance with Section 29, we recommend that a land allowance of \$5,540.00 be provided for these lands.

For the section of drain to be cleaned out only (from County Road 43 to the head of the drain) in accordance with Section 30 of the Drainage Act, we have made a determination of the amount to be paid for damages to the lands and crops (if any) occasioned by the operation of equipment and the disposal of material excavated from the drain within the designated working corridor across properties along the south side of the drain (from County Road 43 to Station 1+465) and along the east side of the drain from Station 1+465 to the head of the drain (Station 3+537). Throughout the length of the work, the excavated material is to be disposed of as set out in the Special Provisions in Schedule 'F' herein. The allowance for damages is calculated at a rate of \$3,707.00 per hectare (\$1,500.00 per acre). Schedule 'B' shows the distribution of these allowances for a corridor area designated to be 9.0 metres wide for the placement of fill during the excavation of the drain. The area exposed to damages represents approximately 2.22 hectares (5.49 acres).

Recommendations and Cost Estimate

Based on our review of the history, the information obtained during the site meetings, pre-consideration meeting, and our examination and analysis of the survey data, we recommend that the 10th Concession Drain be repaired and improved as follows:

The section of drain between Sullivan Creek and County Road 43 cannot be adequately maintained or improved in its present location along Baseline Road without having negative impacts on the road shoulder and road surface. We recommend that the section of open drain from Station 0+000 to Station 0+756 be relocated away from the road onto private property to protect the road and permit future drainage improvements. The new north top of bank from Sullivan Creek to County Road 43 (Station 0+000A to Station 0+748A) shall be located approximately 3.5 m south of the existing south top of bank to keep clear of the hydro line along the drain.

We also recommend that the bottom of the drain between County Road 43 and the head of the drain (Sta. 0+764 to Station 3+537) be cleaned out with repairs and/or improvements to access bridges as follows:

- Bridge No. 1: Station 1+450 – Town of Tecumseh (Unopened Road Allowance) - We recommend that a new 23 m long, 1780 mm x 1360 mm aluminized corrugated steel pipe arch (CSPA) with sloped stone end walls be installed upstream of the existing bridge (denoted as Bridge No. 2) and on a 45 degree angle to the laneway.

- Bridge No. 2: Station 1+444 – Town of Tecumseh (Unopened Road Allowance) - With the recommended diversion of the drain via Bridge No. 1 (which will convey the total volume of water flow in the drain), this 1200 mm pipe is sufficiently large enough as it will be required to accept only storm-water from the west City of Windsor residential properties and Baseline Road to the west limits of the watershed via the south road ditch. We further recommend that the original course of the 10th Concession Drain between Bridge No. 1 and Bridge No. 2 be abandoned in accordance with Section 19 of the Drainage Act. Bridge No. 2 and the abandoned drain portion will become the responsibility of the owner of the lands, being the Town of Tecumseh.
- Bridge No. 3: Station 1+222 – Daniel and Nancy Ewing (Roll No. 520-03800) - We recommend the culvert be replaced with a new 15.0 m long, 1600 mm diameter, aluminized corrugated steel pipe (CSP) with a wall thickness of 2.8 mm, 125 mm x 25 mm corrugations and with sloped stone end walls.
- Bridge No. 4: Station 0+769 – County Road 43 Crossing - When the Road Authority does replace this bridge we recommend that the bridge be located southerly to align with a future relocation of the next westerly section of the drain away from the travelled portion of Baseline Road. This will require a new engineer's report since the road will need to acquire private lands for working area to complete bridge work and land taken for the relocated drain.

We further recommend the 10th Concession Drain be repaired and improved as described below:

10 th CONCESSION DRAIN		
Item	Description	Amount
	<u>PART A - DRAIN RELOCATION</u> <u>(Sta. 0+000- Sta. 0+764)</u>	
1.	Tree and brush removal as follows:	
	a) Station 0+000 to Station 0+764 including the disposal by burning on-site or removal off-site. Clearing shall include the removal of all growth between the south edge of gravel of Baseline Road to 15 metres south of the south road limit excluding ornamental trees where possible (very light brushing).	\$3,000.00
2.	Strip and replace topsoil as follows:	

10 th CONCESSION DRAIN		
Item	Description	Amount
	a) From Station 0+000A to Station 0+748A strip topsoil over proposed open channel limits and stockpile. Load, haul and place stockpiled topsoil over fill materials on existing drain alignment from Station 0+000 to Station 0+756 upon completion of excavation and levelling (approximately 6,100 m ²).	\$4,000.00
3.	Excavation, hauling, filling and compaction of excavated materials, as follows:	
	a) Excavation of new channel on private property from Station 0+000A to Station 0+748A with 2 to 1 side slopes and 1 metre bottom width (approximately 7,050 m ³).	\$42,000.00
	b) Remove all vegetation, organic debris and topsoil from the existing drain slopes. Fill existing drain channel from Station 0+000 to Station 0+756 including hauling, filling and compaction of material in 250 mm lifts. Compaction to a minimum of 95% standard proctor density. Any excess materials to be hauled away off-site.	\$25,000.00
4.	Tile outlet repairs from Station 0+000A to Station 0+748A, as follows:	
	Tile outlet drains from the south shall be replaced using 320 kPa smooth wall, high density polyethylene pipes (HDPE). New outlet pipes shall be a minimum 3 metre length of non-perforated pipe complete with rodent grate as follows:	
	a) Replace all existing 100 mm diameter tile ends with 150 mm diameter HDPE pipe. Approximately 3 locations totalling 9 m of 150 mm diameter HDPE pipe.	\$300.00
	b) Replace all existing 150 mm diameter tile ends with 200 mm diameter HDPE pipe. Approximately 1 location totalling 3 m of 200 mm diameter HDPE pipe.	\$150.00
	c) Replace all existing 300 mm diameter tile ends with 375 mm diameter HDPE pipe. Approximately 2 locations totalling 6 m of 375 mm diameter HDPE pipe.	\$400.00

10 th CONCESSION DRAIN		
Item	Description	Amount
	d) Replace all existing 375 mm diameter tile ends with 450 mm diameter HDPE pipe. Approximately 1 location totalling 3 m of 450 mm diameter HDPE pipe.	\$250.00
	e) Replace all existing 400 mm diameter tile ends with 450 mm diameter HDPE pipe. Approximately 2 locations totalling 6 m of 450 mm diameter HDPE pipe.	\$700.00
5.	Seeding of drain banks, grass buffer strips and area over old drain, as follows:	
	a) Supply and placement of bonded fibre matrix hydro-seed on new drain banks from Station 0+000A to Station 0+748A (approximately 5,900 m ²).	\$29,500.00
	b) Establish 1.0 m wide grass buffer strip beyond the top of bank on the south side of the drain from Station 0+020A to Station 0+748A (approximately 723 m ²).	\$3,700.00
	c) Lands between the south edge of gravel of Baseline Road and the north top of bank of the new channel (i.e. over the existing drain from Station 0+000 to Station 0+756 plus the land between the new and existing drain) shall be drill-seeded as per specifications (approximately 7,000 m ²).	\$24,500.00
6.	Rock Flow Check Dam (temporary) (OPSD 219.211) – Station 0+012 Supply and install stone erosion protection (SEP) (approximately 30 m ²) including new filter fabric underlay beneath a small rock dam constructed across the drain for silt and sediment control measures during construction.	\$2,500.00
7.	Supply and install stone erosion protection on drain bank Station 0+730A to Station 0+747A complete with filter fabric underlay (minimum 300 mm thickness) (approximately 75 m ²)	\$5,000.00
8.	Supply and install stone erosion protection at outlet into Sullivan Creek complete with filter fabric underlay (minimum 300 mm thickness) (approximately 145 m ²)	\$9,500.00

10 th CONCESSION DRAIN		
Item	Description	Amount
9.	Excavation of a 300 mm deep and 1.0 m wide bottom, refuge stilling pool in the new channel below the design gradeline from Station 0+040A to Station 0+050A (10 m). Also included is a 200 mm thick stone rip-rap lining complete with filter fabric underlay.	<u>\$2,000.00</u>
	PART A - SUB-TOTAL	\$152,500.00
10.	Allowances for Part A only - Drain Relocation	\$22,235.00
11.	Engineering for Part A only (cost portion)	\$45,500.00
12.	Contract administration and full time inspection	\$20,000.00
13.	Expenses and incidentals	<u>\$1,000.00</u>
	TOTAL ESTIMATE PART A	\$241,235.00
	<u>PART B – DRAIN CLEAN OUT AND CULVERT REPLACEMENTS</u> from County Road 43 (Station 0+764) to head of drain (Station 3+537)	
1.	Tree and brush removal from Station 0+774 to Station 3+537 with trimming and/or removal of existing trees within the drain as required to accommodate the drainage works excluding ornamental trees where possible. The work shall include disposal of brush by means of stockpiling and burning where permitted or alternatively trucked off-site.	\$20,000.00
2.	Excavation, trucking and/or levelling of excavated materials, as follows:	
	a) Excavation of the drain bottom as follows:	
	Station 0+774 to Station 3+537, totalling 2,763 metres of drain and approximately 1,230 m ³ of material.	\$23,900.00
	b) Levelling of excavated materials at all agricultural properties (approximately 1,170 m ³ of material).	\$2,350.00
	c) Trucking of excavated materials to adjacent agricultural lands, at all residential properties, grassed lawns and unopened road allowance (Sta. 1+444 to Sta. 1+554), totalling approximately 60 m ³ of material.	\$1,000.00

10 th CONCESSION DRAIN		
Item	Description	Amount
3.	Seeding of 1.0 m wide grass buffer strip beyond the top of bank on the south side of the drain from Station 0+774 to Station 1+440 (with the exception of the residential lawns) and on the east side of the drain from Station 1+450 to Station 3+537 (approximately 2,750 m ²).	\$5,500.00
4.	Supply and install rip-rap for surface water inlets as shown on typical drawing (approximately 15 m ² each) in locations determined on-site by the Drainage Superintendent (approximately 11 locations in total). a) Sta. 0+850 (small drain – from south) b) Sta. 1+120 (small drain – from south) c) Sta. 1+558 (small drain – from west) d) Sta. 1+754 (small drain – from west) e) Sta. 1+882 (small drain – from west) f) Sta. 2+029 (small drain – from west) g) Sta. 2+180 (small drain – from west) h) Sta. 2+320 (small drain – from west) i) Sta. 2+623 (small drain – from west) j) Sta. 2+680 (surface runoff – west side) k) Sta. 3+413 (surface runoff – west side)	\$10,000.00
5.	Temporary silt control measures during construction at Station 0+776.	\$650.00
6.	Traffic Control, Plans and Signage in accordance with the current version of the Ontario Traffic Manual and the Occupational Health and Safety Act.	\$1,500.00

10 th CONCESSION DRAIN		
Item	Description	Amount
7.	<p><u>Bridge No. 1</u> – Station 1+450 (Unopened Road Allowance) Supply and installation of a new 23 m long, 1780 mm x 1360 mm aluminized corrugated steel pipe arch (CSPA) with clear stone bedding under pipe up to pipe spring line, filter fabric overlay (approximately 65 tonnes), Granular 'B' backfill up to underside of Granular 'A' at driveway (approximately 60 tonnes). Beyond driveway surface, clean native or imported clean backfill material from springline of pipe to the top of existing ground (approximately 40 m³). Restoration of granular driveway surface with compacted Granular 'A' (crushed limestone), minimum 200 mm thickness (approximately 20 tonnes). Restoration of all grassed areas including placement of 100 mm thick imported screened topsoil layer and seeding (approximately 35 m²). Sloping stone end walls (approximately 30 m²).</p>	\$16,750.00
8.	<p><u>Bridge No. 3</u> – Station 1+222 (Roll No. 520-03500) Remove and dispose of existing 1200 mm diameter, 5.5 m long pipe culvert including end walls off site. Supply and installation of a new 15.0 m long, 1600 mm diameter aluminized corrugated steel pipe (CSP) with clear stone bedding with filter fabric overlay (approximately 20 tonnes), full Granular 'B' backfill up to underside of Granular 'A' driveway surface material (approximately 110 tonnes). Beyond driveway surface, clean native or imported clean backfill material (approximately 20 m³). Restoration of granular driveway surface with compacted Granular 'A' (crushed limestone), minimum 200 mm thickness (approximately 25 tonnes). Restoration of all grassed areas including placement of 100 mm thick imported screened topsoil layer and seeding (approximately 35 m²). Sloping stone end walls (approximately 45 m²).</p>	\$14,450.00
	<p>PART B - SUB-TOTAL – EXCLUDING SECTION 26 COSTS</p>	\$96,100.00

10th CONCESSION DRAIN		
Item	Description	Amount
9.	Allowances for Part B only - under Sections 29 and 30	\$13,935.00
10.	Survey, Report, Assessment, Periodic Inspection and Final Inspection for Part B (cost portion)	\$24,500.00
11.	Expenses and Incidentals	<u>\$750.00</u>
	PART B - TOTAL – EXCLUDING SECTION 26 COSTS	\$135,285.00
	SECTION 26 NON PRO-RATABLE COSTS	
12.	Abandon existing 200 mm diameter CSP (Sta. 0+849) under Baseline Road. Fill with concrete grout.	\$800.00
13.	Remove and replace existing 11 m long, 450 mm diameter CSP (Sta. 0+780) under Baseline Road with a new 11 m long, 450 mm diameter HDPE pipe, clear stone bedding (approximately 5 tonnes), full Granular 'A' backfill under road and shoulders (approximately 45 tonnes), native backfill beyond road (approximately 10 m ³), HL3 asphalt surface (min. 120 mm thickness) (approximately 8 tonnes) and rip-rap end protection (approximately 15 m ²).	\$6,500.00
14.	Supply and install rip-rap on north drain bank at Station 1+431 (approximately 40 m ²)	\$2,500.00
15.	Supply and install rip-rap on north drain bank at Station 0+850 including concrete block toe support (4 blocks 600x600x1200mm) (approximately 15 m ²)	<u>\$1,500.00</u>
	PART B - SUB-TOTAL – SECTION 26 NON PRO-RATABLE COSTS	\$11,300.00
16.	Survey, Report, Assessment & Final Inspection (cost portion) Section 26 - Part B	\$2,800.00
17.	Expenses & Incidental (cost portion) Section 26 - Part B	<u>\$100.00</u>
	PART B - TOTAL – SECTION 26 NON PRO-RATABLE COSTS	\$14,200.00
	PART B TOTAL ESTIMATE	\$149,485.00
	OVERALL TOTAL ESTIMATE - 10TH CONCESSION DRAIN	\$390,720.00

The estimate provided in this report was prepared according to current materials and installation prices as of the date of this report. In the event of delays from the time of filing of the report by the Engineer to the time of tendering the work, it is understood that the estimate of cost is subject to inflation. The rate of inflation shall be calculated using the Consumer Price Index applied to the cost of construction from the date of the report to the date of tendering.

Assessment of Costs

The individual assessments are comprised of three (3) assessment components:

- i. Benefit (*advantages relating to the betterment of lands, roads, buildings, or other structures resulting from the improvement to the drain*).
- ii. Outlet Liability (*part of cost required to provide outlet for lands and roads*).
- iii. Special Benefit (*additional work or feature that may not affect function of the drain*).

We have assessed the estimated costs for the 10th Concession Drain against the affected lands and roads as listed in Schedule 'C' under "Value of Special Benefit," "Value of Benefit" and "Value of Outlet." Details of the Value of Special Benefit listed in Schedule 'C' are provided in Schedule 'D.'

Assessment Rationale

Part A: As the works are largely related to providing a higher level of public safety to Baseline Road, as well as increase the opportunity to improve and maintain Baseline Road, a large portion of the project costs will be assessed against the Town of Tecumseh Road Authority as owner of Baseline Road. In general terms, the majority of the costs would be assessed as a "Special Benefit" assessment against the Town of Tecumseh as the increase in cost for relocating the 10th Concession Drain away from the travelled portion of the road.

Special Benefit assessments shown in Schedule 'C' and detailed in Schedule 'D' were derived as follows:

1. The estimated increase in cost of the drainage works relating to the relocation of the open drain off of the road property from Station 0+010 to Station 0+756 including additional costs involved with earthworks, replacement of tile outlet pipes, additional seeding, rip-rap, rock check dam, refuge stilling pool and land allowances is assessed 100% as a Special Benefit against the Town of Tecumseh as owner of Baseline Road. Drainage improvements will also be carried out when the drain is relocated off of the road property. The portion of the project costs relating to the drainage improvements will be assessed as "Benefit" and "Outlet" assessments against the lands and roads in the 10th Concession Drain watershed. This portion of the earthworks cost would be assessed against the watershed in general as the new drain would be slightly deeper and wider than the existing drain, therefore property owners would be assessed only for the equivalent cost of a clean out of the existing drain. Brushing costs and some damage allowances would be included in the costs assessed against the watershed for drainage improvements. The cost items related to the drain relocation shall be assessed on a prorated basis.

2. Stone erosion protection for private surface swale inlet repairs and bank erosion protection is assessed 100% against the Town of Tecumseh as owner of Baseline Road, as part of the Special Benefit for the drain relocation.

Part B: For the section of drain being cleaned out, we have assessed the above estimated cost for the repair and improvements to this portion of the drain against the affected lands and roads listed in Schedule 'C' under "Special Benefit", "Benefit" and "Outlet Liability."

1. The above estimated costs have been assessed 50% as a Benefit assessment and 50% as an Outlet Liability assessment against the upstream lands and roads within the drainage area.
2. For main tile outlet repairs and stone erosion protection required at the location of the main tile outlets, the Drainage Superintendent and/or Engineer may direct the contractor to make these repairs at the expense of the landowner. Private tile repairs shall be assessed 100% against the property on which the said tile exists.
3. Stone erosion protection for private surface swale inlet repairs and bank erosion protection is assessed 100% against the adjacent landowner, as part of the Special Benefit for the drain relocation.
4. Bridge No. 1 is a drain realignment bridge crossing property Roll No. 520-03400 that requires installation to improve the flow of the drain from the south. We have assessed 30% of the cost against the residential property as a Special Benefit and 70% being assessed as Outlet Liability against the upstream lands.
5. Bridge No. 3 is an access bridge for property Roll No. 520-03800 that requires replacement. We have assessed 50% of the cost against the adjoining property as a Special Benefit and 50% being assessed as Outlet Liability against the upstream lands and road.
6. Private tile cutoff header tile and tile inlet end replacement and repairs associated with the drain relocation are assessed 100% against the Town of Tecumseh as owner of Baseline Road, as part of the Special Benefit for the drain relocation.

Special Benefit Assessments (Section 26)

The Special Benefit assessments to the Road Authority, as noted above, shall be assessed as non-proratable assessments and are in accordance with Section 26 of the Drainage Act. These assessments shall be based on the actual construction costs plus engineering cost apportionment for the preparation of this report including contract administration and inspection costs and should be kept separate when tendering out the entire drainage works. The Town of Tecumseh may elect to tender the drain relocation portion of the project (Part A) separate from the remainder of the drainage works upstream (Part B) to coincide with the proposed bridge and road works along Baseline Road. All other remaining Special Benefit, Benefit and Outlet assessments shall be assessed as proratable assessments.

A Special Benefit assessment has been made to Hydro One as owners of the hydro poles on private property south of the south bank of the existing open drain. In Part A, a portion of the land taken allowance under Section 29 has been assessed to Hydro One for the additional land required on the adjacent private property for the drain move off due to the proximity and location of the hydro poles. The new north top of bank from Station 0+000A to Station 0+723A will be located 1.5 meters south of the existing hydro poles on private property.

Should the Road Authority elect to undertake the drainage works across their road right-of-way (Baseline Road) with their own forces, as per Section 69 of the Drainage Act, the Road Authority shall remain responsible for their allotment of costs for the preparation of this report as outlined in Schedule 'D.' The allocated report costs for the work is as follows:

- Baseline Road (Increased cost of drain move off) to be assessed \$62,500.00 including contract administration and full time inspection for the drain relocation
- Baseline Road (abandon/filling existing 200 mm diameter CSP) to be assessed \$200.00
- Baseline Road (Replace existing 450mm diameter CSP with 11 m long, 450 mm diameter HDPE) to be assessed \$1,650.00
- Repair rip-rap on north drain bank at station 1+431 to be assessed \$650.00
- Supply and install rip-rap on north drain bank at Station 0+850 including concrete block toe support be assessed \$400.00

Utilities

In addition to the work provided for in the above estimate, it may be necessary to either temporarily or permanently adjust the location of existing utilities, so that they will be clear of the proposed drainage works and permit the work to be carried out. In accordance with Section 26 of the Drainage Act, we assess any relocation cost against the public utility having jurisdiction. Under Section 69 of the Drainage Act, the public utility is at liberty to do the work, but if it should not exercise its option within a reasonable length of time, the municipality may arrange to have this work completed and the cost will be charged to the appropriate public utility.

There is an existing overhead hydro line running parallel to the south edge of the existing drain from Sullivan Creek to County Road 43 and 2.0 m therefrom. Great care will be required around this hydro line while excavating the newly relocated drain and moving the excavated material to the existing drain.

Associate Drainage Superintendent (Town of Tecumseh)

The City of Windsor is responsible for seeing that all of the work provided for in this report is satisfactorily completed. The City of Windsor must let a contract for the work from Station 0+000 to the head of the drain at Station 3+537. The Drainage Superintendent for the City of Windsor can administer the contract and oversee, in general, that all of the work set out in this report is carried out, but has no authority to act, or rights of property access, within the Town of Tecumseh. The Drainage Superintendent appointed for the Town of Tecumseh shall act as an Associate

Drainage Superintendent and supervise and inspect the work carried out by the Contractor within the Town of Tecumseh.

Future Maintenance (Open Drain)

We recommend that future work of repair and maintenance on the 10th Concession Drain be carried out by each municipality for the part of the drain in their respective boundaries and the costs assessed against the affected lands and roads in the 10th Concession Drain watershed in accordance with the attached Schedules of Assessment labelled "Schedule E-1", "Schedule E-2" and "Schedule E-3." The Schedules of Assessment have been developed on the basis of an estimated cost.

The actual cost of maintenance works will be assessed against the lands and roads in the same relative proportions as shown herein, subject of course, to any variations that may be made under the authority of the Drainage Act. "Schedule E-1" is an assessment schedule for any future works of repair or maintenance on any of the bridge structures on the 10th Concession Drain only. All bridges are located within the Town of Tecumseh. "Schedule E-2" is an assessment schedule for any future works of repair or maintenance on the open portion of the 10th Concession Drain within the City of Windsor (Station 1+431 to Station 3+537). "Schedule E-3" is an assessment schedule for any future works of repair or maintenance on the open portion of the 10th Concession Drain within the Town of Tecumseh (Station 0+000 to Station 3+537).

Emergency maintenance works have been carried out by the Town of Tecumseh following the appointment of Dillon Consulting Limited to examine the 10th Concession Drain and provide a report under Section 78. The emergency maintenance works were performed in the existing open drain along the south side of Baseline Road and amounted to approximately \$7,850.00. This amount will be assessed out to the affected landowners in accordance with the future maintenance "Schedule E-2" and "Schedule E-3" in this report.

In addition, we also recommend that the costs of future works of repair and maintenance of the drain be as described below:

1. Tile inlet repairs and private tile cut-off headers installed under this report: 100% against the property on which the tile inlet or cut-off header is located.
2. Stone Erosion Protection: 100% against the property on which the tile or surface water inlet is located.
3. Trucking of excavated materials: 100% against the property on which the excavated material originated.
4. Other work: 100% against the lands listed in Schedule 'E-2' or Schedule 'E-3', depending on the location of the works, in the same relative proportions as the amounts listed under "Value of Benefit" and "Value of Outlet."

Future Maintenance (Private Access Bridges)

We recommend that future work of repair and maintenance of the private access bridges within the 10th Concession Drain be carried out by the Municipality as shown in Schedule 'E-1'. Part of the maintenance cost of each bridge will be assessed as a Special Benefit assessment against the property or properties served by the bridge. The remainder of the maintenance cost will be assessed as Outlet assessment only to the lands and roads upstream of each bridge prorated to the assessments shown in Schedule 'E-1'.

Schedule 'E-1' represents all the lands and roads upstream of Bridge No. 3. The assessment is based on an arbitrary \$10,000.00 of future drain maintenance costs.

The division between Special Benefit and Outlet assessment for each bridge shall be as follows:

1. Bridge No. 1 - We have assessed 30% of the cost against the adjoining property (Roll No. 520-03400) as a Special Benefit and 70% being assessed as Outlet Liability against the upstream lands.
2. Bridge No. 2 - Will be abandoned and will no longer be part of the 10th Concession Drain. The bridge and the existing drain will serve as a roadside ditch for the Town of Tecumseh in the future. Therefore, we recommend 100% of the costs of repair and/or maintenance be assessed against the Town of Tecumseh Road Authority.
3. Bridge No. 3 - We have assessed 50% of the respective costs to the bridge owner listed under "Value of Special Benefit" and 50% to upstream lands and road on an affected area basis in the same relative proportions listed under "Value of Outlet."

Drawings and Specifications

Attached to this report is "Schedule F," which contains specifications setting out the details of the recommended works, and "Schedule G," which represents the following drawings that are also attached to this report:

Page 1 of 8:	Overall Plan
Page 2 of 8:	Profile 1
Page 3 of 8:	Profile 2
Page 4 of 8:	Drain Realignment Detail
Page 5 of 8:	Drain Realignment Section
Page 6 of 8:	Drain Relocation Details
Page 7 of 8:	Bridge Details
Page 8 of 8:	Miscellaneous Details

Fisheries Issues

The 10th Concession Drain has been classified by the Department of Fisheries and Oceans (DFO) as a Type F drain. Type F drains have intermittent water flow and may provide habitat for bait fish. Standard practices shall be followed to minimize disruption.

At the time of construction or maintenance, the Drainage Superintendent shall contact the governing Conservation Authority (acting liaison for DFO) or equivalent regulatory agency to confirm any construction limitations including timing windows or limitations related to in-stream work etc. as required.

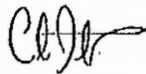
All disturbed areas should be stabilized immediately. Upon completion of the work, or as soon as conditions allow, all disturbed areas shall be returned to a pre-disturbed state or better.

Grants

In accordance with the provisions of Sections 85, 86 and 87 of the Drainage Act, a grant in the amount of 33-1/3 percent of the assessment eligible for a grant may be made in respect to the assessment made under this report upon privately owned lands used for agricultural purposes. This amount is not reflected in the attached assessment schedules. The assessments levied against privately owned agricultural land must also satisfy all other eligibility criteria set out in the Agricultural Drainage Infrastructure Program policies. Most of the privately owned lands are used for agricultural purposes and are eligible under the A.D.I.P. policies.

We recommend that application be made to the Ontario Ministry of Agriculture and Food in accordance with Section 88 of the Drainage Act, for this grant, as well as for all other grants for which this work may be eligible.

Respectfully submitted,



DILLON CONSULTING LIMITED

Christopher D. Thibert, P.Eng.

CDT:prc:wlb:ges



"SCHEDULE A-1"

**RECORD OF ENGINEERING ON-SITE MEETING
10TH CONCESSION DRAIN
CITY OF WINDSOR & TOWN OF TECUMSEH**

Thursday, February 20, 2014

In Attendance

Landowners: Connie Campeau, Murray MacKenzie, Cliff Campeau, Brenda Gagnon, Joe Gagnon, Norm Jobin

Engineer: Chris Thibert, P. Eng., Dillon Consulting Limited

Municipal Staff: Sam Paglia, Drainage Superintendent Town of Tecumseh and Paul Mourad, Engineer II City of Windsor

Introductions of Municipal Staff and Drainage Engineer were made and it was explained that this meeting was to address a request received from Joe Gagnon in the City of Windsor to investigate flooding and water back-up concerns for his property and the condition of the drain at the location where the drain turns from north/south to east/west along Baseline Road. It was identified that the last time any works of repair, improvement or maintenance was completed for this drain was from the previous engineers report dated 12 September, 1983. It was also discussed that this previous engineers report was very outdated and no longer valid due to changes in land uses/properties and municipal boundaries. Therefore, the entire drain would be examined with an updated assessment schedule for both the Town of Tecumseh and the City of Windsor to do maintenance and assess back costs effectively.

Chris Thibert outlined the process of submitting a report under Section 78 of the Drainage Act and explained that the next steps were to survey the entire drain to have a better understanding of the drain functionality and problem areas. Chris explained that there were flooding concerns from landowners occurring at a point where the drain turns from north/south to east/west forming a 90 degree bend in the drain. He explained that having a bend in the drain adjacent to the road could be a cause for future erosion and could negatively impact the road. Chris explained that the existing two structures on the drain, one at the 90 degree bend in the drain and one further downstream, were at the very least undersized and require further investigation. The bend in the drain followed immediately by an undersized culvert are possibly the main causes for the flooding. Chris concluded that the main focus of the survey will be to concentrate on this area to sufficiently address these concerns.

The landowners expressed concerns that the main area of flooding is always at the 90 degree bend in the drain affecting the properties immediately upstream. The landowners would like to see a more gradual transition in the drain at this location from north/south to east/west. Landowners also expressed concerns that the flooding and increase in water quantity in the drain did not start occurring until the expansions and improvements to Highway 401 were completed near the top end of the drain. Currently Highway 401 is not included in the watershed for the 10th Concession Drain and Chris ensured that the upstream end of drain, including Highway 401, would be properly surveyed along with obtaining design drawings for the highway and highway ditches. Chris explained that if the highway was draining into the 10th Concession Drain that any increase in costs caused by the highway would go back to the highway/MTO.

Landowners questioned working corridors, leveling of materials and allowances. Chris explained that the previous engineers report identified a side for leveling of materials and land/damage allowances would be properly granted to the affected landowners in accordance with Section 29 and 30 of the Drainage Act. Chris, Paul and Sam also explained the process of assessment for both the City of Windsor and Town of Tecumseh and that the City of Windsor is governed by the Windsor Act and all assessments to Windsor properties would go onto taxes.

On-site meeting questionnaires were sent out along with the meeting invite to all property owners. Two questionnaires were received, one from Joe Gagnon expressing his concerns for the flooding along his property and asking when any works can be performed to avoid any future problems. Chris explained that any maintenance works in advance of the report would be held until the report is submitted and assessed back to the drain in accordance with the new assessment schedules. The other questionnaire was from Cliff Campeau which identified his location on the drain.

Chris concluded the meeting explaining that in accordance with the instructions from the City of Windsor and Town of Tecumseh, a preliminary "draft report" meeting would be held with all affected landowners within the 10th Concession Drain watershed to go over the report and explain in detail the design and costs prior to submitting to council.

Minutes recorded by Chris Thibert

"SCHEDULE A-2"

**RECORD OF SECOND ENGINEERING ON-SITE MEETING
10TH CONCESSION DRAIN
CITY OF WINDSOR & TOWN OF TECUMSEH**

Thursday, May 15, 2014

In Attendance

Landowners: Gerald Lavin, Helene Battersby, Sue MacKenzie-Russel, Brenda Gagnon, Joe Gagnon, Laurie Knight, Leo Labbee, Herbert Henricks, Murray MacKenzie, Cliff Campeau

Engineer: Chris Thibert, P. Eng., Dillon Consulting Limited

Municipal Staff: Sam Paglia, Drainage Superintendent Town of Tecumseh, Paul Mourad, Engineer II City of Windsor, Anna Godo, Drainage Superintendent City of Windsor and Jennifer Scherer, Assistant Drainage Superintendent City of Windsor

Introductions of Municipal Staff and Drainage Engineer were made and it was explained that this second meeting was to discuss findings of the engineer's survey and additional works required for the 10th Concession Drain. It was noticed that a lot of landowners present at this meeting were not present at the last meeting so Chris Thibert went over the process of submitting a report under Section 78 of the Drainage Act again to everyone.

Chris explained that during the survey and examination of the drain, it was determined that none of the Highway 401 water/ditches outlet into the 10th Concession Drain for the upstream end of the drain is too shallow to accept any drainage from the highway. The existing highway ditches lead right to Sullivan Creek which is just east of the 10th Concession Drain. Chris also explained, with the aid of pictures and survey data, that the existing condition of Baseline Road from Sullivan Creek to County Road 43 was in very poor condition with the south edge of asphalt eroding into the drain in some locations causing the road to be very unsafe and unstable. The existing drain has insufficient bottom width and side slopes to perform any works of improvement or maintenance safely without causing further damage to the road. It was therefore recommended that the drain be relocated further south onto private property with recommendations for the works under this report. Chris explained to the landowners the process of relocating the drain and allowances under Section 29 of the Drainage Act for land taken. Chris also explained that the increase in costs for this relocation would be at the Town of Tecumseh's expense less what a typical drain cleanout would cost which is assessed to the upstream lands and roads.

Chris also provided a preliminary design concept to eliminate the 90 degree bend in the drain where the flooding is occurring and replace with a new adequately sized angled pipe to allow for an improved transition from north/south to east/west as identified at the previous on-site meeting. The landowners present agreed to the design option and expressed their concerns and opinions with the design which Chris took down to make the necessary adjustments.

On-site meeting questionnaires were again sent out along with the meeting invite for this second meeting to all property owners. Only one questionnaire was received from Murray MacKenzie expressing concerns of flooding on his property as well. Chris explained that the improvements being recommended to the drain under his report would address his concerns as well.

Chris concluded the meeting explaining that in accordance with the instructions from the City of Windsor and Town of Tecumseh, a preliminary "draft report" meeting would still be held with all affected landowners within the 10th Concession Drain watershed to go over the report and explain in detail the design and costs prior to submitting to council.

Minutes recorded by Chris Thibert

"SCHEDULE B"
SCHEDULE OF ALLOWANCES
10TH CONCESSION DRAIN
TOWN OF TECUMSEH & CITY OF WINDSOR

Roll No.	Con.	Description	Owner	Section 30 Damages	Section 29 Land	Total Allowances
Part A						
510-02100	11	Pt. Lot 16	Helene A. Battersby	\$2,545.00	\$19,690.00	\$22,235.00
Part B						
520-03900	10	Pt. Lot 16	Leonard Mackenzie & Connie Campeau	\$1,032.00	\$682.00	\$1,714.00
520-03500	10	Pt. Lot 16	Leonard Mackenzie & Connie Campeau	\$1,429.00	\$945.00	\$2,374.00
520-04000	10	Pt. Lot 15	Susanna Mackenzie	\$500.00	\$330.00	\$830.00
520-04100	10	Pt. Lot 15	Sanward Enterprises Inc.	\$510.00	\$335.00	\$845.00
520-04200	10	Pt. Lot 15	Edward J. Chittle	\$1,016.00	\$670.00	\$1,686.00
520-04400	10	Pt. Lot 14	Norman P. Jobin	\$1,998.00	\$1,320.00	\$3,318.00
520-04500	10	Pt. Lot 13	Sandwich South Farms Ltd.	\$1,910.00	\$1,258.00	\$3,168.00
TOTAL ALLOWANCES				\$10,940.00	\$25,230.00	\$36,170.00

"SCHEDULE C"
SCHEDULE OF ASSESSMENT
10TH CONCESSION DRAIN
TOWN OF TECUMSEH & CITY OF WINDSOR

CITY OF WINDSOR

MUNICIPAL LANDS:

Description	Area Affected (Acres) (Ha.)		Owner	Special Benefit	Benefit	Outlet	Total Assessment
Baseline Road	1.00	0.40	City of Windsor	\$0.00	\$295.00	\$915.00	\$1,210.00
Total on Municipal Lands				\$0.00	\$295.00	\$915.00	\$1,210.00

PRIVATELY-OWNED - NON-AGRICULTURAL LANDS:

Roll No.	Con.	Description	Area Affected (Acres) (Ha.)		Owner	Special Benefit	Benefit	Outlet	Total Assessment
090-030-06300	10	Pt. Lot 16	1.06	0.43	Robert R. Coupe & Judy-Ann Loeffen-Coupe	\$0.00	\$104.00	\$381.00	\$485.00
090-030-06400	Plan 1351	Lots 45 & 46	0.34	0.14	Thomas G. & Marie S. Creuchman	\$0.00	\$52.00	\$191.00	\$243.00
090-030-06500	Plan 1351	Lots 47, 86 - 88	0.59	0.24	Gregory Maxwell	\$0.00	\$93.00	\$306.00	\$389.00
090-030-06600	Plan 1351	Lots 4 - 41, 48 - 85, 89 - 173	22.06	8.93	Joseph A. & Brenda A. Gagnon	\$2,270.00	\$2,293.00	\$4,200.00	\$8,763.00
090-030-06700	10	Pt. Lot 16	0.37	0.15	Rouslan Rakhoutine & Lilia	\$0.00	\$235.00	\$204.00	\$439.00
Total on Privately-Owned - Non-Agricultural Lands						\$2,270.00	\$2,767.00	\$5,282.00	\$10,319.00

PRIVATELY-OWNED - AGRICULTURAL LANDS

Roll No.	Con.	Description	Area Affected (Acres) (Ha.)		Owner	Special Benefit	Benefit	Outlet	Total Assessment
090-030-06100	10	Pt. Lot 15	27.50	11.13	Raymond J. & Elaine J. Simard	\$2,270.00	\$2,643.00	\$5,364.00	\$10,277.00
090-030-06000	10	Pt. Lot 15	15.50	6.27	1741077 Ontario Inc.	\$1,138.00	\$1,432.00	\$3,074.00	\$5,644.00
090-030-05850	10	Pt. Lot 15	14.50	5.87	1433310 Ontario Ltd.	\$1,138.00	\$1,387.00	\$2,917.00	\$5,442.00
090-030-05600	10	Pt. Lot 14	29.00	11.74	Gerald F. & Agnes D. Lavin	\$1,138.00	\$2,647.00	\$5,990.00	\$9,975.00
090-030-05400	10	Pt. Lot 14	38.00	15.38	Norbert L. St. Louis	\$1,138.00	\$3,302.00	\$8,077.00	\$12,517.00
090-030-05200	10	Pt. Lot 13	19.00	7.69	John R. Wilson	\$0.00	\$1,667.00	\$4,090.00	\$5,757.00
090-030-05000	10	Pt. Lot 13	40.00	16.19	Norman P. & Rose M. Jobin	\$0.00	\$3,379.00	\$8,852.00	\$12,231.00
090-030-04800	10	Pt. Lots 12 & 13	18.60	7.53	882885 Ontario Limited	\$1,138.00	\$1,608.00	\$4,167.00	\$6,913.00
090-030-04700	10	Pt. Lot 12	5.40	2.19	Sandwich South Farms Ltd.	\$0.00	\$271.00	\$1,211.00	\$1,482.00
Total on Privately-Owned - Agricultural Lands						\$7,980.00	\$19,536.00	\$43,742.00	\$70,238.00

TOTAL ASSESSMENT (CITY OF WINDSOR) \$10,230.00 \$21,598.00 \$49,939.00 \$81,767.00

(Acres) (Ha.)
Total Area: 232.92 94.28

TOWN OF TECUMSEH

MUNICIPAL LANDS:

Description	Area Affected (Acres) (Ha.)		Owner	Special Benefit	Benefit	Outlet	Total Assessment
Baseline Road	4.00	1.62	Town of Tecumseh	\$0.00	\$7,653.00	\$2,138.00	\$9,791.00
Unopened Road Allowance	0.45	0.18	Town of Tecumseh	\$500.00	\$691.00	\$245.00	\$1,436.00
County Road No. 43 (11th Con. Rd)	4.20	1.70	County of Essex	\$0.00	\$1,144.00	\$1,751.00	\$2,895.00
Total on Municipal Lands.....				\$500.00	\$9,488.00	\$4,134.00	\$14,122.00

PRIVATELY-OWNED - NON-AGRICULTURAL LANDS:

Roll No.	Con.	Description	Area Affected (Acres) (Ha.)		Owner	Special Benefit	Benefit	Outlet	Total Assessment
520-04250	10	Pt. Lot 15 RP12R14826 Pt. 1	1.24	0.50	Edward T. & Melodie A. Valeur	\$0.00	\$110.00	\$183.00	\$293.00
520-03800	10	Pt. Lot 16 PLAN 1351 Lot 266 & 267	0.23	0.09	Daniel B. & Nancy K. Ewing	\$9,400.00	\$148.00	\$72.00	\$9,620.00
520-03400	10	Pt. Lot 16 PLAN 1351 Lot 184 & 185	0.22	0.09	Joseph & Helen Diesbourg	\$6,300.00	\$148.00	\$125.00	\$6,573.00
520-03901	10	Pt. Lot 16 RP12R5728 Pt. 1	1.00	0.40	Clifford L. & Connie L. Campeau	\$500.00	\$409.00	\$165.00	\$1,074.00
520-03920	10	Pt. Lot 15 RP12R9554 Pt. 1 RP12R14250 Pt. 1	0.67	0.27	Herbert Henricks	\$0.00	\$89.00	\$147.00	\$236.00
510-02010	11	Pt. Lot 16 RP12R4919 Pt. 1	1.01	0.41	Laurie L. Knight	\$0.00	\$101.00	\$169.00	\$270.00
510-02005	11	Pt. Lot 15 RP12R12189 Pt. 1	0.50	0.20	Ruth Battersby	\$0.00	\$79.00	\$223.00	\$302.00
560-03920	10	Pt. Lot 17	0.75	0.30	David J. & Gayle S. Clarke	\$0.00	\$93.00	\$154.00	\$247.00
560-00300	10	S. Pt. Lot 17	2.50	1.01	St. Clair Baptist Church	\$0.00	\$141.00	\$234.00	\$375.00
Total on Privately-Owned - Non-Agricultural Lands.....						\$16,200.00	\$1,318.00	\$1,472.00	\$18,990.00

PRIVATELY-OWNED - AGRICULTURAL LANDS

Roll No.	Con.	Description	Area Affected (Acres) (Ha.)		Owner	Special Benefit	Benefit	Outlet	Total Assessment
520-04500	10	Pt. Lot 13	20.00	8.09	* Sandwich South Farms Ltd.	\$0.00	\$1,459.00	\$1,340.00	\$2,799.00
520-04400	10	Pt. Lots 14	20.00	8.09	* Norman P. Jobin	\$0.00	\$1,459.00	\$1,340.00	\$2,799.00
520-04000	10	Pt. Lot 15	24.33	9.85	Susanna MacKenzie	\$0.00	\$1,907.00	\$3,413.00	\$5,320.00
520-04100	10	Pt. Lot 15	24.50	9.91	Senward Enterprises Inc.	\$0.00	\$1,272.00	\$2,041.00	\$3,313.00
520-04200	10	Pt. Lot 15	28.76	11.64	Edward J. Chittle	\$0.00	\$1,532.00	\$2,397.00	\$3,929.00
520-03500	10	Pt. Lot 16	21.00	8.50	Leonard Mackenzie & Connie Campeau	\$0.00	\$3,606.00	\$3,003.00	\$6,609.00
520-03900	10	Pt. Lot 16	27.20	11.01	Leonard Mackenzie & Connie Campeau	\$2,270.00	\$2,782.00	\$2,432.00	\$7,484.00
510-02100	11	Pt. Lot 16	59.00	23.88	Helene Ann Battersby	\$0.00	\$6,302.00	\$4,918.00	\$11,220.00
560-03900	10	Pt. Lot 17	7.00	2.83	Susanna MacKenzie	\$0.00	\$350.00	\$583.00	\$933.00
Total on Privately-Owned - Agricultural Lands.....						\$2,270.00	\$20,669.00	\$21,467.00	\$44,406.00

SECTION 26 INCREASED COSTS - NON PRO-RATABLE

Roll No.	Con.	Description	Owner	Special Benefit	Benefit	Outlet	Total Assessment
Baseline Road			Town of Tecumseh	\$225,935.00	\$0.00	\$0.00	\$225,935.00
	11	Pt. Lot 16	Hydro One	\$5,500.00	\$0.00	\$0.00	\$5,500.00
Total Section 26 Increased Costs (Non Pro-ratable).....				\$231,435.00	\$0.00	\$0.00	\$231,435.00
TOTAL ASSESSMENT (TOWN OF TECUMSEH)				\$250,405.00	\$31,475.00	\$27,073.00	\$308,953.00
		(Acres)	(Ha.)				
		Total Area:	248.56 100.57				
		* Denotes Cut-Off Benefit Only					
OVERALL TOTAL ASSESSMENT				\$260,635.00	\$53,073.00	\$77,012.00	\$390,720.00

"SCHEDULE D"
DETAILS OF SPECIAL BENEFIT
10TH CONCESSION DRAIN
TOWN OF TECUMSEH & CITY OF WINDSOR

SPECIAL BENEFIT ASSESSMENT
(GENERAL DESCRIPTION OF SPECIAL BENEFIT)

Roll No.	Owner	Item Description	Estimated Cost	Cost of Report	Special Benefit
520-03400	Joseph & Helen Diesbourg	Bridge No. 1 - Station 1+465 - Supply and install a new 23.0 m long, 1780x1360 mm CSPA culvert complete with sloping stone end walls. (30%)	\$5,000.00	\$1,300.00	\$6,300.00
Unopened Road Allowance	Town of Tecumseh	Portion of trucking cost for excavated material at unopened road allowance (100%)	\$400.00	\$100.00	\$500.00
520-03800	Daniel B. & Nancy E. Ewing	Bridge No. 3 - Station 1+222 - Remove existing 1200mm diameter culvert and supply and install new 15.0m long, 1600mm diameter CSP culvert complete with sloping stone endwalls (50%)	\$7,250.00	\$1,900.00	\$9,150.00
		Portion of trucking cost for excavated material at residential properties (100%)	\$200.00	\$50.00	\$250.00
Total for Property Roll No. 520-03800 =			\$7,450.00	\$1,950.00	\$9,400.00
520-03900	Leonard Mackenzie & Connie Campeau	Station 0+850 and Station 1+120 - Installation of rip-rap for private surface swale inlet (100%)	\$1,820.00	\$450.00	\$2,270.00
520-03901	Clifford L. & Connie L. Campeau	Portion of trucking cost for excavated material at residential properties (100%)	\$400.00	\$100.00	\$500.00
090-030-06600	Joseph A. & Brenda A. Gagnon	Station 1+558 and Station 1+754 - Installation of rip-rap for private surface swale inlet (100%)	\$1,820.00	\$450.00	\$2,270.00
090-030-06100	Raymond J. & Elaine J. Simard	Station 1+882 and Station 2+029 - Installation of rip-rap for private surface swale inlet (100%)	\$1,820.00	\$450.00	\$2,270.00
090-030-06000	1741077 Ontario Inc.	Station 2+180 - Installation of rip-rap for private surface swale inlet (100%)	\$908.00	\$230.00	\$1,138.00
090-030-05850	1433310 Ontario Ltd.	Station 2+320 - Installation of rip-rap for private surface swale inlet (100%)	\$908.00	\$230.00	\$1,138.00
090-030-05600	Gerald F. & Agnes D. Lavin	Station 2+623 - Installation of rip-rap for private surface swale inlet (100%)	\$908.00	\$230.00	\$1,138.00
090-030-05400	Norbert L. St. Louis	Station 2+680 - Installation of rip-rap for private surface swale inlet (100%)	\$908.00	\$230.00	\$1,138.00
090-030-04800	882885 Ontario Limited	Station 3+413 - Installation of rip-rap for private surface swale inlet (100%)	\$908.00	\$230.00	\$1,138.00
Total Special Benefit Assessment (Excl. Non Pro-Ratable Costs).....			\$23,250.00	\$5,950.00	\$29,200.00

SPECIAL BENEFIT ASSESSMENT
(SECTION 26 - NON PRO-RATABLE COSTS)

Roll No.	Owner	Item Description	Estimated Cost	Cost of Report	Special Benefit
	Hydro One	Portion of land taken allowance under Section 29 for additional land required on adjacent private property for drain move off from Station 0+000A to Station 0+748A due to location and proximity of hydro poles.	\$5,500.00	\$0.00	\$5,500.00
Baseline Road	Town of Tecumseh	Increased cost of drain move off from Station 0+000A to Station 0+748A including allowances under Section 29 & 30.	\$149,235.00	\$62,500.00	\$211,735.00
		Abandon existing 200 mm diameter CSP (Sta. 0+849) under Baseline Road. Fill with concrete grout. (100%)	\$800.00	\$200.00	\$1,000.00
		Remove and replace existing 11 m long, 450 mm diameter CSP (Sta. 0+780) under Baseline Road with a new 11 m long, 450 mm diameter HDPE pipe. (100%)	\$6,500.00	\$1,650.00	\$8,150.00
		Supply and install rip-rap on north drain bank at Station 1+431. (100%)	\$2,500.00	\$650.00	\$3,150.00
		Supply and install rip-rap on north drain bank at Station 0+850 including concrete block toe support. (100%)	\$1,500.00	\$400.00	\$1,900.00
Total for Town of Tecumseh =			\$160,535.00	\$65,400.00	\$225,935.00
Total Special Benefit Assessment (Non Pro-Ratable Costs).....			\$166,035.00	\$65,400.00	\$231,435.00
OVERALL TOTAL SPECIAL BENEFIT ASSESSMENT					\$260,635.00

"SCHEDULE E-1"
SCHEDULE OF ASSESSMENT FOR FUTURE MAINTENANCE (BRIDGES ONLY)
10TH CONCESSION DRAIN
TOWN OF TECUMSEH & CITY OF WINDSOR

CITY OF WINDSOR

MUNICIPAL LANDS:

Description	Area Affected (Acres) (Ha.)		Owner	Special Benefit	Benefit	Outlet	Total Assessment
Baseline Road	1.00	0.40	City of Windsor	\$0.00	\$0.00	\$176.00	\$176.00
Total on Municipal Lands.....				\$0.00	\$0.00	\$176.00	\$176.00

PRIVATELY-OWNED - NON-AGRICULTURAL LANDS:

Roll No.	Con.	Description	Area Affected (Acres) (Ha.)		Owner	Special Benefit	Benefit	Outlet	Total Assessment
090-030-06300	10	Pt. Lot 16	1.06	0.43	Robert R. Coupe & Judy-Ann Loeffen-Coupe	\$0.00	\$0.00	\$73.00	\$73.00
090-030-06400	Plan 1351	Lots 45 & 46	0.34	0.14	Thomas G. & Marie S. Crouchman	\$0.00	\$0.00	\$37.00	\$37.00
090-030-06500	Plan 1351	Lots 47, 86 - 88	0.59	0.24	Gregory Maxwell	\$0.00	\$0.00	\$59.00	\$59.00
090-030-06600	Plan 1351	Lots 4 - 41, 48 - 85, 89 - 173	22.06	8.93	Joseph A. & Brenda A. Gagnon	\$0.00	\$0.00	\$785.00	\$785.00
090-030-06700	10	Pt. Lot 16	0.37	0.15	Rouslan Rakhoutine & Lilia	\$0.00	\$0.00	\$40.00	\$40.00
Total on Privately-Owned - Non-Agricultural Lands.....						\$0.00	\$0.00	\$994.00	\$994.00

PRIVATELY-OWNED - AGRICULTURAL LANDS

Roll No.	Con.	Description	Area Affected (Acres) (Ha.)		Owner	Special Benefit	Benefit	Outlet	Total Assessment
090-030-06100	10	Pt. Lot 15	27.50	11.13	Raymond J. & Elaine J. Simard	\$0.00	\$0.00	\$978.00	\$978.00
090-030-06000	10	Pt. Lot 15	15.50	6.27	1741077 Ontario Inc.	\$0.00	\$0.00	\$551.00	\$551.00
090-030-05850	10	Pt. Lot 15	14.50	5.87	1433310 Ontario Ltd.	\$0.00	\$0.00	\$516.00	\$516.00
090-030-05600	10	Pt. Lot 14	29.00	11.74	Gerald F. & Agnes D. Lavin	\$0.00	\$0.00	\$1,032.00	\$1,032.00
090-030-05400	10	Pt. Lot 14	38.00	15.38	Norbert L. St. Louis	\$0.00	\$0.00	\$1,352.00	\$1,352.00
090-030-05200	10	Pt. Lot 13	19.00	7.69	John R. Wilson	\$0.00	\$0.00	\$676.00	\$676.00
090-030-05000	10	Pt. Lot 13	40.00	16.19	Norman P. & Rosa M. Jobin	\$0.00	\$0.00	\$1,423.00	\$1,423.00
090-030-04800	10	Pt. Lots 12 & 13	18.60	7.53	882885 Ontario Limited	\$0.00	\$0.00	\$662.00	\$662.00
090-030-04700	10	Pt. Lot 12	5.40	2.19	Sandwich South Farms Ltd.	\$0.00	\$0.00	\$193.00	\$193.00
Total on Privately-Owned - Agricultural Lands.....						\$0.00	\$0.00	\$7,383.00	\$7,383.00

TOTAL ASSESSMENT (CITY OF WINDSOR)						\$0.00	\$0.00	\$8,553.00	\$8,553.00
			(Acres)	(Ha.)					
Total Area:			232.92	94.28					

TOWN OF TECUMSEH

MUNICIPAL LANDS:

Description	Area Affected (Acres) (Ha.)		Owner	Special Benefit	Benefit	Outlet	Total Assessment
Baseline Road	4.00	1.62	Town of Tecumseh	\$0.00	\$0.00	\$264.00	\$264.00
Unopened Road Allowance	0.45	0.18	Town of Tecumseh	\$0.00	\$0.00	\$47.00	\$47.00
Total on Municipal Lands.....				\$0.00	\$0.00	\$311.00	\$311.00

PRIVATELY-OWNED - NON-AGRICULTURAL LANDS:

Roll No.	Con.	Description	Area Affected (Acres) (Ha.)		Owner	Special Benefit	Benefit	Outlet	Total Assessment
520-03000	10	Pt. Lot 16 PLAN 1351 Lot 266 & 267	0.23	0.09	Daniel B. & Nancy K. Ewing	\$0.00	\$0.00	\$13.00	\$13.00
520-03400	10	Pt. Lot 16 PLAN 1351 Lot 184 & 185	0.22	0.09	Joseph & Helen Diesbourg	\$0.00	\$0.00	\$24.00	\$24.00
Total on Privately-Owned - Non-Agricultural Lands.....						\$0.00	\$0.00	\$37.00	\$37.00

PRIVATELY-OWNED - AGRICULTURAL LANDS

Roll No.	Con.	Description	Area Affected (Acres) (Ha.)		Owner	Special Benefit	Benefit	Outlet	Total Assessment
520-04000	10	Pt. Lot 15	24.33	9.85	Susanna MacKenzie	\$0.00	\$0.00	\$440.00	\$440.00
520-03500	10	Pt. Lot 16	21.00	8.50	Leonard Mackenzie & Connie Campeau	\$0.00	\$0.00	\$659.00	\$659.00
Total on Privately-Owned - Agricultural Lands.....						\$0.00	\$0.00	\$1,099.00	\$1,099.00
TOTAL ASSESSMENT (TOWN OF TECUMSEH)						\$0.00	\$0.00	\$1,447.00	\$1,447.00
			(Acres)	(Ha.)					
Total Area:			50.23	20.33					
OVERALL TOTAL ASSESSMENT						\$0.00	\$0.00	\$10,000.00	\$10,000.00

"SCHEDULE E-2"
SCHEDULE OF ASSESSMENT FOR FUTURE MAINTENANCE (DRAIN ONLY)
WITHIN CITY OF WINDSOR FROM STATION 1+431 TO STATION 3+537
10TH CONCESSION DRAIN
TOWN OF TECUMSEH & CITY OF WINDSOR

MUNICIPAL LANDS:

Description	Area Affected (Acres) (Ha.)		Owner	Special Benefit	Benefit	Outlet	Total Assessment
Baseline Road	1.00	0.40	City of Windsor	\$0.00	\$64.00	\$83.00	\$147.00
Total on Municipal Lands.....				\$0.00	\$64.00	\$83.00	\$147.00

PRIVATELY-OWNED - NON-AGRICULTURAL LANDS:

Roll No.	Con.	Description	Area Affected (Acres) (Ha.)		Owner	Special Benefit	Benefit	Outlet	Total Assessment
090-030-06300	10	Pt. Lot 16	1.06	0.43	Robert R. Coupe & Judy-Ann Loeffen-Coupe	\$0.00	\$22.00	\$35.00	\$57.00
090-030-06400	Plan 1351	Lots 45 & 46	0.34	0.14	Thomas G. & Marie S. Crouchman	\$0.00	\$11.00	\$17.00	\$28.00
090-030-06500	Plan 1351	Lots 47, 88 - 88	0.59	0.24	Gregory Maxwell	\$0.00	\$17.00	\$28.00	\$45.00
090-030-06600	Plan 1351	Lots 4 - 41, 48 - 85, 89 - 173	22.06	8.93	Joseph A. & Brenda A. Gagnon	\$0.00	\$540.00	\$390.00	\$930.00
090-030-06700	10	Pt. Lot 16	0.37	0.15	Rouslan Hakhoutine & Lilla	\$0.00	\$58.00	\$19.00	\$77.00
Total on Privately-Owned - Non-Agricultural Lands.....						\$0.00	\$648.00	\$489.00	\$1,137.00

PRIVATELY-OWNED - AGRICULTURAL LANDS

Roll No.	Con.	Description	Area Affected (Acres) (Ha.)		Owner	Special Benefit	Benefit	Outlet	Total Assessment
090-030-06100	10	Pt. Lot 15	27.50	11.13	Raymond J. & Elaine J. Simard	\$0.00	\$617.00	\$511.00	\$1,128.00
090-030-06000	10	Pt. Lot 15	15.50	6.27	1741077 Ontario Inc.	\$0.00	\$333.00	\$297.00	\$630.00
090-030-05850	10	Pt. Lot 15	14.50	5.87	1433310 Ontario Ltd.	\$0.00	\$324.00	\$285.00	\$609.00
090-030-05600	10	Pt. Lot 14	29.00	11.74	Gerald F. & Agnes D. Lavin	\$0.00	\$666.00	\$597.00	\$1,263.00
090-030-05400	10	Pt. Lot 14	38.00	15.38	Norbert L. St. Louis	\$0.00	\$761.00	\$823.00	\$1,584.00
090-030-05200	10	Pt. Lot 13	19.00	7.69	John R. Wilson	\$0.00	\$385.00	\$420.00	\$805.00
090-030-05000	10	Pt. Lot 13	40.00	16.19	Norman P. & Rose M. Jobin	\$0.00	\$776.00	\$927.00	\$1,703.00
090-030-04800	10	Pt. Lots 12 & 13	18.60	7.53	882885 Ontario Limited	\$0.00	\$370.00	\$440.00	\$810.00
090-030-04700	10	Pt. Lot 12	5.40	2.19	Sandwich South Farms Ltd.	\$0.00	\$56.00	\$128.00	\$184.00
Total on Privately-Owned - Agricultural Lands.....						\$0.00	\$4,288.00	\$4,428.00	\$8,716.00

TOTAL ASSESSMENT (CITY OF WINDSOR)						\$0.00	\$5,000.00	\$5,000.00	\$10,000.00
			(Acres)	(Ha.)					
Total Area:			232.92	94.28					

"SCHEDULE E-3"
SCHEDULE OF ASSESSMENT FOR FUTURE MAINTENANCE (DRAIN ONLY)
WITHIN TOWN OF TECUMSEH FROM STATION 0+000 TO STATION 3+537
10TH CONCESSION DRAIN
TOWN OF TECUMSEH & CITY OF WINDSOR

MUNICIPAL LANDS:

Description	Area Affected (Acres) (Ha.)		Owner	Special Benefit	Benefit	Outlet	Total Assessment
Baseline Road	4.00	1.62	Town of Tecumseh	\$0.00	\$1,154.00	\$388.00	\$1,542.00
Unopened Road Allowance	0.45	0.18	Town of Tecumseh	\$0.00	\$103.00	\$26.00	\$129.00
County Road No. 43 (11th Con. Rd)	4.20	1.70	County of Essex	\$0.00	\$195.00	\$355.00	\$550.00
Total on Municipal Lands.....				\$0.00	\$1,452.00	\$769.00	\$2,221.00

PRIVATELY-OWNED - NON-AGRICULTURAL LANDS:

PRIVATELY OWNED - NON-AGRICULTURAL LANDS									
Roll No.	Con.	Description	Area Affected (Acres)	(Ha.)	Owner	Special Benefit	Benefit	Outlet	Total Assessment
520-04250	10	Pl. Lot 15 RP12R14826 Pl. 1	1.24	0.50	Edward T. & Melodie A. Valeur	\$0.00	\$19.00	\$37.00	\$56.00
520-03800	10	Pl. Lot 16 PLAN 1351 Lot 266 & 267	0.23	0.09	Daniel B. & Nancy K. Ewing	\$0.00	\$23.00	\$12.00	\$35.00
520-03400	10	Pl. Lot 16 PLAN 1351 Lot 184 & 185	0.22	0.09	Joseph & Helen Diesbourg	\$0.00	\$23.00	\$13.00	\$36.00
520-03901	10	Pl. Lot 16 RP12R572B Pl. 1	1.00	0.40	Clifford L. & Connie L. Campeau	\$0.00	\$63.00	\$33.00	\$96.00
520-03920	10	Pl. Lot 15 RP12R9554 Pl. 1 RP12R14250 Pl. 1	0.67	0.27	Herbert Henricks	\$0.00	\$15.00	\$30.00	\$45.00
510-02010	11	Pl. Lot 16 RP12R491B Pl. 1	1.01	0.41	Laurie L. Knight	\$0.00	\$17.00	\$34.00	\$51.00
510-02005	11	Pl. Lot 15 RP12R12199 Pl. 1	0.50	0.20	Ruth Battersby	\$0.00	\$13.00	\$45.00	\$58.00
560-03920	10	Pl. Lot 17	0.75	0.30	David J. & Gayle S. Clarke	\$0.00	\$16.00	\$31.00	\$47.00
560-00300	10	S. Pl. Lot 17	2.50	1.01	St. Clair Baptist Church	\$0.00	\$24.00	\$47.00	\$71.00
Total on Privately-Owned - Non-Agricultural Lands.....						\$0.00	\$213.00	\$282.00	\$495.00

PRIVATELY-OWNED - AGRICULTURAL LANDS

Roll No.	Con.	Description	Area Affected		Owner	Special	Benefit	Outlet	Total
			(Acres)	(Ha.)		Benefit			Assessment
520-04500	10	Pl. Lot 13	20.00	8.09	Sandwich South Farms Ltd.	\$0.00	\$240.00	\$272.00	\$512.00
520-04400	10	Pl. Lots 14	20.00	8.09	Norman P. Jobin	\$0.00	\$240.00	\$272.00	\$512.00
520-04000	10	Pl. Lot 15	24.33	9.85	Susanna MacKenzie	\$0.00	\$311.00	\$468.00	\$779.00
520-04100	10	Pl. Lot 15	24.50	9.91	Sanward Enterprises Inc.	\$0.00	\$218.00	\$414.00	\$632.00
520-04200	10	Pl. Lot 15	28.76	11.64	Edward J. Chittle	\$0.00	\$262.00	\$486.00	\$748.00
520-03500	10	Pl. Lot 16	21.00	8.50	Leonard Mackenzie & Connie Campeau	\$0.00	\$558.00	\$428.00	\$987.00
520-03900	10	Pl. Lot 16	27.20	11.01	Leonard Mackenzie & Connie Campeau	\$0.00	\$444.00	\$493.00	\$937.00
510-02100	11	Pl. Lot 16	59.00	23.88	Helene Ann Battersby	\$0.00	\$1,002.00	\$997.00	\$1,999.00
560-03900	10	Pl. Lot 17	7.00	2.83	Susanna MacKenzie	\$0.00	\$60.00	\$118.00	\$178.00
Total on Privately-Owned - Agricultural Lands.....						\$0.00	\$3,335.00	\$3,949.00	\$7,284.00

TOTAL ASSESSMENT (TOWN OF TECUMSEH)..... \$0.00 \$5,000.00 \$5,000.00 \$10,000.00

(Acres) (Ha.)

Total Area: 240.56 100.57
 * Denotes Cut-Off Benefit Only

SCHEDULE 'F'
RELOCATION, REPAIR AND IMPROVEMENT OF THE
10TH CONCESSION DRAIN
IN THE CITY OF WINDSOR & TOWN OF TECUMSEH

SPECIAL PROVISIONS

1.0 GENERAL SPECIFICATIONS

The General Specifications attached hereto is part of "Schedule F." It also forms part of this specification and is to be read with it, but where there is a difference between the requirements of the General Specifications and those of the Special Provisions which follow, refer to the sections in the Special Provisions.

2.0 DESCRIPTION OF WORK

The work to be carried out under this Contract includes, but is not limited to, the supply of all labour and materials to complete the following items:

PART A - DRAIN RELOCATION (Sta. 0+000 to Sta. 0+764)

- Tree and brush removal as follows:
 - Station 0+000 to Station 0+764 including the disposal by burning on-site or removal off-site. Clearing shall include the removal of all growth between the south edge of gravel of Baseline Road to 15 metres south of the property limit (very light brushing).
- Strip and replace topsoil as follows:
 - From Station 0+000A to Station 0+748A strip topsoil over proposed open channel limits and stockpile. Load, haul and place stockpiled topsoil over fill materials on existing drain alignment from Station 0+000 to Station 0+756 upon completion of excavation and levelling (approximately 6,100 m²).
- Excavation, hauling, filling and compaction of excavated materials, as follows:
 - Excavation of new channel on private property from Station 0+000A to Station 0+748A with 2 to 1 side slopes and 1 metre bottom width (approximately 7,050 m³)
 - Remove all vegetation, organic debris and topsoil from the existing drain slopes. Fill existing drain channel from Station 0+000 to Station 0+756 including hauling, filling and compaction of material in 250 mm lifts. Compaction to a minimum of 95% standard proctor density. Any excess materials to be hauled away off-site.
- Tile outlet repairs from Station 0+000A to Station 0+748A, as follows:

Tile outlet drains from the south shall be extended using 320 kPa smooth wall high density polyethylene pipe (HDPE). New outlet pipes shall be a minimum 3 metre length of non-perforated pipe complete with rodent grate as follows:

 - Replace all existing 100 mm diameter tile ends with 150 mm diameter HDPE pipe. Approximately 3 locations totalling 9 m of 150 mm diameter HDPE pipe.
 - Replace all existing 150 mm diameter tile ends with 200 mm HDPE pipe. Approximately 1 location totalling 3 m of 200 mm diameter HDPE pipe.
 - Replace all existing 300 mm diameter tile ends with 375 mm HDPE pipe. Approximately 2 locations totalling 6 m of 375 mm diameter HDPE pipe.

- Replace all existing 375 mm diameter tile ends with 450 mm diameter HDPE pipe. Approximately 1 location totalling 3 m of 350 mm diameter HDPE pipe.
- Replace all existing 400 mm diameter tile ends with 450 mm diameter HDPE pipe. Approximately 2 locations totalling 6 m of 450 mm diameter HDPE pipe.
- Seeding of drain banks, grass buffer strips and area over old drain, as follows:
 - Supply and placement of bonded fibre matrix hydro-seed on new drain banks from Station 0+000A to Station 0+748A (approximately 5,900 m²).
 - Establish 1.0 m wide grass buffer strip beyond the top of bank on the south side of the drain from Station 0+020A to Station 0+748A (approximately 723 m²).
 - Lands between the south edge of gravel of Baseline Road and the north top of bank of the new channel (i.e. over the existing drain from Station 0+000 to Station 0+756 plus the land between the new and existing drain) shall be drill-seeded as per specifications (approximately 7,000 m²).
- Rock Flow Check Dam (temporary) (OPSD 219.211) – Station 0+012– Supply and install stone erosion protection (SEP) (approximately 30 m²) including new filter fabric underlay beneath a small rock dam constructed across the drain for silt and sediment control measures during construction.
- Supply and install stone erosion protection on drain bank Station 0+722A to Station 0+747A complete with filter fabric underlay (minimum 300 mm thickness) (approximately 75 m²).
- Supply and install stone erosion protection at outlet into Sullivan Creek complete with filter fabric underlay (minimum 300 mm thickness) (approximately 145 m²).
- Excavation of a 300 mm deep and 1.0 m wide bottom, refuge stilling pool in the new channel below the design gradeline from Station 0+040A to Station 0+050A (10 m). Also included is a 200 mm thick stone rip-rap lining complete with filter fabric underlay.
- Temporary silt control measures during construction at Station 0+020.

PART B - DRAIN CLEAN OUT- from County Road 43 (Station 0+764) to upper end of drain (Station 3+537)

- Tree and brush removal from Station 0+774 to Station 3+537 with trimming and/or removal of existing trees within the drain as required to accommodate the drainage works excluding ornamental trees where possible. The work shall include disposal of brush by means of stockpiling and burning where permitted or alternatively trucked off-site (medium brush removal).
- Excavation, trucking and/or levelling of excavated materials, as follows:
 - Excavation of drain bottom, as follows:
 - Station 0+774 to Station 3+537, totalling 2,763 m of drain and approximately 1,230 m³ of material.
 - Levelling of excavated materials at all agricultural properties (approximately 1,170 m³ of material).
 - Trucking of excavated materials to adjacent agricultural lands, at all residential properties, grassed lawns and unopened road allowance (Sta. 1+444 to Sta. 1+554), totalling approximately 60 m³ of material.

- Seeding of 1.0 m wide grass buffer strip beyond the top of bank on the south side of the drain from Station 0+774 to Station 1+440 (with the exception of the residential lawns) and on the east side of the drain from Station 1+450 to Station 3+537 (approximately 2,750 m²).
- Install rip-rap surface water inlets as shown on typical drawing (approximately 15 m² each) in locations determined on-site by the Drainage Superintendent (approximately 11 locations in total).
 - Sta. 0+850 (small drain – from south)
 - Sta. 1+120 (small drain – from south)
 - Sta. 1+558 (small drain – from west)
 - Sta. 1+754 (small drain – from west)
 - Sta. 1+882 (small drain – from west)
 - Sta. 2+029 (small drain – from west)
 - Sta. 2+180 (small drain – from west)
 - Sta. 2+320 (small drain – from west)
 - Sta. 2+623 (small drain – from west)
 - Sta. 2+680 (surface runoff – west side)
 - Sta. 3+413 (surface runoff – west side)
- Temporary silt control measures during construction at Station 0+776.
- Traffic Control, Plans and Signage in accordance with the current version of the Ontario Traffic Manual and the Occupational Health and Safety Act.
- Bridge No. 1 – Station 1+450 (Roll No. 520-03400)-Supply and installation of a new 23 m long, 1780 mm x 1360 mm aluminized corrugated steel pipe arch (CSPA) with clear stone bedding under pipe up to pipe springline and filter fabric overlay (approximately 65 tonnes), Granular 'B' backfill up to underside of Granular 'A' at driveway (approximately 60 tonnes). Beyond driveway surface, clean native or imported clean backfill material from springline of pipe to the top of existing ground (approximately 40 m³). Restoration of granular driveway surface with compacted Granular 'A' (crushed limestone), minimum 200 mm thickness (approximately 20 tonnes). Restoration of all grassed areas including placement of 100 mm thick imported screened topsoil layer and seeding (approximately 35 m²). Sloping stone end walls (approximately 30 m²).
- Bridge No. 3 – Station 1+222 (Roll No. 520-03500) Remove and dispose of existing 1200 mm diameter, 5.5 m long pipe culvert including end walls off site. Supply and installation of a new 15.0 m long, 1600 mm diameter aluminized corrugated steel pipe (CSP) with clear stone bedding with filter fabric overlay (approximately 20 tonnes), full Granular 'B' backfill up to underside of Granular 'A' driveway surface material (approximately 110 tonnes). Beyond driveway surface, clean native or imported clean backfill material (approximately 20 m³). Restoration of granular driveway surface with compacted Granular 'A' (crushed limestone), minimum 200 mm thickness (approximately 25 tonnes). Restoration of all grassed areas including placement of 100 mm thick imported screened topsoil layer and seeding (approximately 35 m²). Sloping stone end walls (approximately 45 m²).

3.0 ACCESS TO THE WORK

Access to the 10th Concession Drain from Station 0+000 to Station 1+440 shall be from Baseline Road and County Road 43. Access to the 10th Concession Drain relocation (Station 0+000 to Station 0+764) shall be from an existing farm access culvert over the Battersby Drain just south of Baseline Road on the east side of County Road 43. Access to the 10th Concession Drain from Station 1+440 to 3+537 shall be across Bridge No. 2 and the unopened road allowance. The Contractor shall make his/her own arrangements for any additional access for his/her convenience. Any damages resulting from the Contractor's access to the drain shall be rectified to pre-existing conditions at his/her expense.

4.0 WORKING AREA

For all works between Station 0+000 and Station 0+764, the working area shall be the road allowance of Baseline Road to the south of the driving surface. On private lands south of the existing 10th Concession Drain, the working area shall include the area required to accommodate the proposed open channel, a 1 metre wide buffer strip on the south side of the new drain and a 9.0 m wide temporary working corridor south of the buffer strip will be provided for the temporary stockpiling of the topsoil stripped from the site and works on the drain. No excavated material will be left on this temporary working corridor. The width of the temporary topsoil stockpile corridor shall be 9.0 m wide.

The working area from Station 0+764 to Station 1+466 shall be the road allowance of Baseline Road to the south of the driving surface. On private lands south of the existing 10th Concession Drain, the working area shall include a 9.0 temporary working corridor south of the buffer strip.

The working area from Station 1+466 to Station 3+537 shall be on private lands east of the existing 10th Concession Drain and shall include a 9.0 temporary working corridor east of the buffer strip.

With the exception of the off-loading of equipment, trucking of excavated materials and construction materials, no other work shall commence from the driving surface of Baseline Road or County Road 43. The road must remain open at all times.

Any damages to lands and/or roads from the Contractor's work within the working areas shall be rectified to pre-existing conditions at his/her expense.

5.0 DRAIN RELOCATION/OPEN CHANNEL WORKS

5.1 Setting Out

Benchmarks are provided on the attached drawings (drawing 8 of 8). From these benchmarks, the contractor will do his own setting out. The setting out by the Contractor shall include but shall not be limited to the preparation of grade sheets, the installation of centreline stakes, grade stakes, offsets, and sight rails.

If, during the setting out, the contractor finds an error in the benchmarks provided by the Engineer in the attached drawings, or is uncertain as to the interpretation of the information provided or the work intended, he shall notify the Engineer immediately for additional verification or clarification before proceeding with construction.

The Contractor shall be responsible for the true and proper setting out of the works and for the correctness of the position, levels, dimensions and alignment of all parts of the work.

If, at any time during the progress of the works, an error shall appear or arise in the position, levels, dimensions or alignment of any part of the works, the Contractor shall, at his own expense, rectify such error to the satisfaction of the Engineer, unless such error is based on incorrect data supplied in writing by the Engineer.

5.2 Profile and Excavation of New Drain

Excavation shall be carried out in accordance with the profile shown on the drawings for the drain relocation. In all cases, the Contractor shall use the benchmarks to establish the proposed grade. However, for convenience, the drawings provide the approximate depth from the surface of the ground and from the existing drain bottom to the proposed grades. **The Contractor shall not excavate deeper than the gradelines shown on the drawings.**

Should over excavation of the drain bank occur, the Contractor will not be permitted to repair with native material packed into place by the excavator and re-shaped. Should over excavation occur, the Contractor will be required to have a bank repair detail engineered by a Professional Engineer (hired by the Contractor), to ensure long term stability of the bank is maintained. Such repairs shall be subject to approval by the Engineer and will be at no extra cost to the item.

The contractor shall complete the excavation of the new course of the drain from Station 0+000A to Station 0+748A. The subsoil is to be excavated from the new course, and placed directly in the existing drain as long as it is spread in uniform full width layers of not more than 250 mm depths to ensure proper compaction practices as described below.

All excavation work shall be done in such a manner as to not harm any vegetation or trees, not identified in this report or by the Drainage Superintendent for clearing. Any damages to trees or vegetation caused by the Contractors work shall be rectified to the satisfaction of the Drainage Superintendent.

The Contractor shall exercise caution around existing tile inlets and shall confirm with the property owners that all tiles have been located and tile ends repaired as specified.

5.3 Alignment and Dimensions

Alignment of the new open channel for the 10th Concession Drain from Station 0+000A to Station 0+723A shall be so that the north top of bank of the new open channel is 3.5 metres to the south of the south top of bank of the existing open channel.

The north and south banks shall be constructed at a slope of 1 vertical to 2 horizontal from the ground surface to the grade specified on the appropriate profile drawing. At the proper grade, a 1.0 metre wide drain bottom shall be constructed.

Layout of the working limits shall be determined by the area required to accommodate the specified dimensioning along with the specifications of the working corridor in Section 4.0 'Working Area.'

5.4 Obstructions

All brush, timber, logs, stumps, stones or other obstructions that interfere with the construction of the drain, encountered along the course of the drain are to be removed by the Contractor. Timber, logs and stumps are to be dealt with in the same manner as specified for brush and trees. Large stones and other similar material are to be piled near the limit of the working corridor and the disposal of this material will be the responsibility of the landowner.

Where the new drain alignment encounters private open drains it may be necessary to remove pipes which have been installed as erosion protection in the mouth of the open private drain. These pipes are to be removed with reasonable care and deposited on the adjacent land at the edge of the working corridor. The landowner shall remain responsible to replace the pipe in the private drain or dispose of it as they prefer.

5.5 Topsoil Strip and Replace

Topsoil shall be stripped for a minimum depth of 150 mm from the proposed open drain alignment including all trenches excavated across lawn areas. The topsoil shall be stockpiled south of the proposed open channel in a temporary 9.0 m wide corridor. Later, the topsoil will be spread on the existing abandoned drain alignment, the banks of the new drain and the disturbed lawn areas. A minimum depth of topsoil over the old course of the drain is 150 mm. A 50 mm layer of topsoil shall be placed and graded on the banks of the new drain. Disturbed lawn areas shall be top dressed with a minimum 100 mm of topsoil.

Excess topsoil shall not be removed from the site. Excess topsoil shall be used to repair settlements and increase the topsoil thickness over the filled alignment.

It is anticipated that the amount of topsoil stripped from proposed open channel alignments will be greater than the amount required to dress the entire surface of the filled alignment however, if needed, the Contractor shall import screened topsoil to complete the work at their expense.

5.6 Filling and Levelling of Existing Drain

Native soil materials removed from new alignment of the 10th Concession Drain shall be used to fill the existing open drain from Station 0+000 to Station 0+756. Excess excavated materials shall require trucking and hauling off-site and disposed of at the Contractor's expense. Prior to the infilling of the open drain, the contractor shall remove all vegetation, organic debris and topsoil from the existing drain slopes and haul off-site and dispose of at the Contractor's expense. The native materials used to fill the drain shall be placed in maximum 250 mm loose lifts, with the exception of within accesses and tile drain extensions as described herein, and compacted with sheepsfoot type compaction equipment capable of achieving 95% of the maximum standard proctor density or better. The contractor shall use benching when filling in the drain as per OPSD 208.010 with bench lifts not exceeding 0.6 metres. Fill shall be placed in the existing drain to the surface to match existing grade. **Furthermore, the contractor shall confirm with the Drainage Superintendent that all existing lateral and main tile outlets have been found and marked prior to infilling the drain.**

Each layer shall be compacted to a Standard Proctor Dry Density of 95% by repetitive passes over the fill area with standard levelling equipment or compaction equipment if necessary. Then, the excess excavated subsoil is to be placed and graded in the area of the existing drain and the areas where topsoil was stripped on both sides of the existing drain. These areas are to be levelled and graded to provide a uniform contour and slope.

Then, the stockpiled topsoil removed from this area is to be replaced and spread over the entire area. The grading and re-levelling of this area is to be carried out to the satisfaction of the Drainage Superintendent in charge. The finished work shall allow for drainage of surface runoff without ponding.

Alternative methods or procedures for completing the earthworks may be proposed by the Contractor for approval of the engineer prior to construction. All work must be acceptable to the Drainage Superintendent in charge.

It may be required to relocate excavated material on-site for use in other locations to reach the desired grade elevation and contours for the area where the existing drain is backfilled. On-site relocation shall be completed at the expense of the Contractor.

Materials in excess of that required to fill the drain shall be hauled off-site to an approved dumping location. Topsoil shall not be removed from the site but is to be used as the top layer of backfill for the abandoned open drain.

5.7 Outlet Pipes

Outlet drains shall be extended through the new south drain bank using 320 kPa smooth wall high density polyethylene pipe (HDPE). Each outlet pipe shall be a minimum 3 metre length of non-perforated pipe complete with rodent grate per Section 9.0 'Tile Outlet Repairs.'

6.0 STONE EROSION PROTECTION (SEP)

Erosion protection, as specified in the locations on the drawings, shall be constructed of quarry stone rip-rap consisting of 150 - 250 mm sized clear quarry angular limestone materials placed over a non-woven filter fabric Terrafix 270R or approved equivalent.

At locations where surface water run-off enters the drain, as determined on site by the Drainage Superintendent, the contractor shall install surface water inlets.

7.0 ROCK CHECK DAMS

Rock check dams shall be installed at the downstream end of the proposed works prior to commencing construction. The location and exact dimensions of the rock check dams will be confirmed with the Drainage Superintendent prior to their installation. Installation shall be in accordance with OPSD 219.211 with the modifications to size as discussed with the Drainage Superintendent.

The rock check dams will not be removed until vegetation is established in the new channel or as directed by the Drainage Superintendent.

8.0 REFUGE STILLING POOL

The Contractor shall construct a refuge stilling pool in the bottom of the new open drain from Station 0+040A to Station 0+050A. The contractor shall excavate the pool in the drain bottom to enhance fish habitat. The pool shall have a length of 10 metres, a bottom width of 1.0 metres with 1:1 side slopes and a depth below design grade of 300 mm. A stone rip-rap lining, countersunk and 200 mm thick with filter fabric underlay, shall be placed in the bottom. The pool shall be centred on the finished bottom width of the drain as specified herein. Material excavated from the pool shall be disposed of in the same manner as all other material excavated from the channel bottom.

9.0 TILE OUTLET REPAIRS

For tile outlets along the south drain bank of the relocated drain, the Contractor shall excavate a sufficient distance into the south drain bank of the new open channel to accommodate the proposed inlet pipe replacements and/or relocations from the north side of the drain. New high density polyethylene (HDPE) pipes shall have a smooth interior wall, a minimum 320 kPa pipe stiffness and conform to ASTM D3350, CAN/CSA B182.6-M92 and OPSS 1840.

New plastic drainage tubing if required shall be black (UV resistant) corrugated, high density, polyethylene tubing, made with high density polyethylene resin, meeting or exceeding Type III, Category 4 or 5, Grade P33 or P34, Class C per ASTM D1248 and shall have a minimum pipe stiffness of 170 kPa and 210 kPa at 5% deflection, when tested in accordance with ASTM D2412.

All connections to the existing tile shall be in a silt-tight manner, as approved by the Drainage Superintendent. When connecting two (2) pieces of plastic drainage tubing, the Contractor shall use factory manufactured snap, insert or split couplers that are silt-tight. The area of the bank disturbed by the repairs and/or relocation shall be backfilled with compacted native material and shaped to match the contour of the adjacent drain bank. The Contractor shall minimize disturbance of the very sensitive banks. As specified below, disturbed areas shall then be covered with filter fabric and 300 mm of graded rip-rap stone (125 - 250 mm clear quarried rock or OPSS 1001, with quantity of stone shown below). When cutting back the existing plastic drainage tubing exposes white tubing (non-UV resistant), the Contractor shall replace the last 3.0 m of drainage tubing, as specified above with black (UV resistant) tubing.

10.0 SEEDING OF FILLED OLD DRAIN ALIGNMENT

Prior to seeding, all areas to be seeded shall be fine graded, and loosened to a minimum depth of 25 mm and shall be rendered uniformly loose for that 25 mm depth. The surface shall be predominantly fine and free from weeds and other unwanted vegetation. All other loose surface litter shall be removed and disposed of.

Grass seed shall be Canada No. 1 residential lawn grass seed mixture, as follows:

Creeping Red Fescue	30%
Premium Kentucky Bluegrass	25%
Turf-Type Perennial Rye Grass	45%

Bags shall bear the label of the supplier indicating the content by species, grade and mass. Seed shall be applied at a rate of 200 kg per 10,000 m². Fertilizer shall be 8-32-16 applied at 350 kg per 10,000 m². It shall be in granular form, dry, free from lumps and in bags bearing the label of the manufacturer, indicating mass and analysis.

Seeding shall be carried out immediately following the drain construction and shall be drilled into the topsoil layer. The Contractor shall note that seeding will not be deemed complete, until the seed has established and formed a protective mat over the soil (taken). Accordingly, the Contractor will be required to continue seeding until the Engineer and the Drainage Superintendent are satisfied with the area seeded under this item.

11.0 HYDRAULIC SEEDING OF DRAIN BANKS ON NEW DRAIN CHANNEL & GRASS BUFFER STRIP ALONG NEW DRAIN CHANNEL

The newly established drain banks and all existing grassed areas disturbed by construction shall be hydraulic mulch seeded as specified herein. The surface shall be predominantly fine and free from weeds and other unwanted vegetation. All other loose surface litter shall be removed and disposed of.

Bonded Fibre Matrix shall consist of thermally refined wood fibers and 10% cross-linked hydro-colloidal tackifiers. It should be 100% biodegradable. The curing period shall be not more than 48 hours. Bonded Fibre Matrix shall be hydraulically applied and after application be capable of adhering to the soil. In a dry state, shall be comprised of not less than 70% by weight of long, stranded wood fibres held together by organic or mineral bonding agents or both.

Bonded Fibre Matrix shall be applied at a minimum rate of 3,700 kg of dry product per 10,000 m². It shall be thoroughly mixed with water in a hydraulic seeder and mulcher at a rate of 20-30 kg of dry product to 500-600 litres of water to form a homogeneous slurry. Refer to OPSS.PROV 804 for specifications.

Seeding and mulching shall be a one step process in which the seed, fertilizer and hydraulic mulch are applied simultaneously in a water slurry via the hydraulic seeder/mulcher. The materials shall be added to the supply tank while it is being loaded with water. The materials shall be thoroughly mixed into a homogeneous water slurry and shall be distributed uniform, cohesive mat over the prepared surface. The materials shall be measured by mass or by a mass-calibrated volume measurement, acceptable to the Drainage Superintendent.

The hydraulic seeder/mulcher shall be equipped with mechanical agitation equipment capable of mixing the materials into a homogenous state until applied. The discharge pumps and gun nozzles shall be capable of applying the material uniformly.

Grass seed shall be Canada No. 1 grass seed mixture meeting the requirements of a Waterway Slough Mixture as supplied by Growmark or approved equal, as follows:

<i>Creeping Red Fescue</i>	20%
<i>Meadow Fescue</i>	30%
<i>Tall Fescue</i>	30%
<i>Timothy</i>	10%
<i>White Clover</i>	10%

Bags shall bear the label of the supplier indicating the content by species, grade and mass. Seed shall be applied at a rate of 200 kg per 10,000 m².

Fertilizer shall be 8-32-16 applied at 350 kg per 10,000 m². It shall be in granular form, dry, free from lumps and in bags bearing the label of the manufacturer, indicating mass and analysis.

The hydraulic seeding shall be deemed "Completed by the Contractor" when the seed has established in all areas to the satisfaction of the Engineer. Re-seeding and/or other methods required to establish the grass will be given consideration to achieve the end result and the costs shall be incidental to the works.

PART B – DRAIN CLEAN OUT – Station 0+776 to Station 3+537

12.0 BRUSHING

Brushing shall be carried out on the entire drain within the above identified sections of the drain where required and as specified herein. All brush and trees located within the drain side slopes shall be cut parallel to the side slopes, as close to the ground as practicable. Tree branches that overhang the drain shall be trimmed. Small branches and limbs are to be disposed of by the Contractor along with the other brush. Tree stumps, where removed to facilitate the drain excavation and reshaping of the drain banks, may be burned by the Contractor where permitted; otherwise, they shall be disposed of, off the site. The Contractor shall make every effort to preserve mature trees which are beyond the drain side slopes, and the working corridors. If requested to do so by the Drainage Superintendent, the Contractor shall preserve certain mature trees within the designated working corridors (see Section 4.0).

Except as specified herein, all brush and trees shall be stockpiled adjacent to the drain within the working corridors. Stockpiles shall not be less than 100 m apart and shall be a minimum of 2.0 m from the edge of the drain bank. All brush, timber, logs, stumps, large stones or other obstructions and deleterious materials that interfere with the construction of the drain, as encountered along the course of the drain are to be removed from the drain by the Contractor. Large stones and other similar material shall be disposed of by the Contractor off the site.

Following completion of the work, the Contractor is to trim up any broken or damaged limbs on trees which remain standing, disposing of the branches cut off along with other brush and leaving the trees in a neat and tidy condition. Brush and trees removed from the working area are to be put into piles by the Contractor, in locations where they can be safely burned, and to be burned by the Contractor after obtaining the necessary permits, as required. If, in the opinion of the Drainage Superintendent, any of the piles are too wet or green to be burned, he shall so advise the Contractor to haul away the unburned materials to an approved dump site. Prior to, and during the course of burning operations, the Contractor shall comply with the current guidelines prepared by the Air Quality Branch of the Ontario Ministry of Environment and shall ensure that the Environmental Protection Act is not violated. Since the trees and brush that are cut off flush with the earth surface may sprout new growth later, it is strongly recommended that the Municipality make arrangements for spraying this new growth at the appropriate time so as to kill the trees and brush.

As part of this work, the Contractor shall remove any loose timber, logs, stumps, large stones or other debris from the drain bottom and from the side slopes. Timber, logs, stumps, large stones or other debris shall be disposed of off-site.

13.0 EXCAVATION AND LEVELLING OF EXCAVATED MATERIALS

13.1 Excavation of Existing Drain Channel

In all cases, the Contractor shall use the benchmarks to establish the proposed grade. However, for convenience, the drawings provide the approximate depth from the surface of the ground and from the existing drain bottom to the proposed grades. The Contractor shall not excavate deeper than the gradelines shown on the drawings. Should over-excavation of the drain bank occur, the Contractor will not be permitted to repair with native material packed into place by the excavator and reshaped. Should over-excavation occur, the Contractor will be required to have a bank repair detail engineered by a Professional Engineer (hired by the Contractor), to ensure long term stability of the bank is maintained. Such repairs shall be subject to approval by the Engineer and will be at no extra cost to the item.

All excavated material shall be handled as specified in Section 5.6. Materials deposited on the farmlands shall be within the working corridors, at least 1.0 m from the top of the drain bank, or as specified on the drawings. Upon allowing drying of excavated materials (if necessary) and as approved by the Drainage Superintendent, the Contractor shall level excavated materials in accordance with Section 5.6. Excavated material shall not be placed on dykes, in ditches, tiles or depressions intended to conduct water into the drain.

Seeding of the disturbed drain banks shall be completed immediately following drain construction and as specified in Section 11.0.

All excavation work shall be done in such a manner as to not harm any vegetation or trees, not identified in this report or by the Drainage Superintendent for clearing. Any damages to trees or vegetation caused by the Contractors work shall be rectified to the satisfaction of the Drainage Superintendent.

Where there are existing grass buffer strips, the excavated material shall be deposited beyond (east of) the buffer strip. The excavator, if possible, should not occupy the grass buffer strip. If it is found absolutely necessary to occupy the grass buffer strip, the contractor shall repair any damage and reseed the damaged area.

The Contractor shall exercise caution around existing tile inlets and shall confirm with the property owners that all tiles have been located and tile ends repaired as specified.

It is possible that some tile ends will have to be repaired as well as some surface drain outlets and bank failures. These repairs are to be at the expense of the landowner. See Assessment Rationale-Open Drain Improvements section of the report which covers these repairs.

13.2 Cleaning Of Private Access Culverts

The Contractor shall clean the existing pipes or culverts to their full capacity and cross section or width. The operation may be carried out by mechanical means or by flushing. Any damage resulting from the Contractor's operation shall be rectified at his expense. All material removed from the pipes or culverts shall be transported to a dump site arranged by the Contractor. The Contractor shall be solely responsible for acquiring all permits required for the dump site. The Contractor shall take precautions during the construction period to avoid re-sedimentation of the pipes and culverts. Any sediment deposited as a result of construction activities shall be removed at the Contractor's expense.

13.3 Levelling of Excavated Materials

Excavation of the drain bottom shall be completed as specified in Section 13.1, above and also as specified below and as shown on the drawings.

Excavated drain materials shall be spread to a depth not to exceed 150 mm, unless specified otherwise on the drawings. The material shall be sufficiently levelled to allow further working by agricultural implements. All stones and other debris removed from the drain, which may interfere with agricultural implements, shall be disposed of off-site. Excavated material shall not be placed on dykes, in ditches, tiles or depressions intended to conduct water into the drain.

13.4 Trucking of Excavated Materials

Excavated materials are the property of the Contractor and trucking of excavated materials to off-site disposal site to be arranged by Contractor for all residential properties.

The Contractor shall be solely responsible for acquiring any and all permits and approvals required prior to hauling and disposal of materials off-site. The Contractor shall restore any such areas which are damaged by his operations, to original or better condition. The Contractor will be held liable for damages to roads, sodded areas and gardens, resulting from his non-compliance with these Specifications.

14.0 GRASS BUFFER STRIPS

A 1.0 metre wide grass buffer shall be established and preserved immediately adjacent to the east bank of the open channel. Grass buffer strips are to be established as indicated in Section 2.0 'Description of Work'. Establishment of grass buffer strips shall be executed using the same seeding methods as described in Section 15.0 of the Special Provisions.

15.0 SEEDING OF GRASS BUFFER STRIPS

All existing grassed areas disturbed by construction or as identified as new or existing grass buffers shall be seeded as specified herein. The existing ground surface to be seeded shall be loosened to a depth of 25 mm and shall be rendered uniformly loose for that 25 mm depth. The surface shall be predominantly fine and free from weeds and other unwanted vegetation. All other loose surface litter shall be removed and disposed of. If mulching is required, it shall be carried out by the contractor as part of the item's tendered price.

Grass seed shall be Canada No. 1 grass seed mixture meeting the requirements of a Waterway Slough Mixture as supplied by Growmark or approved equal, as follows:

<i>Creeping Red Fescue</i>	20%
<i>Meadow Fescue</i>	30%
<i>Tall Fescue</i>	30%
<i>Timothy</i>	10%
<i>White Clover</i>	10%

Bags shall bear the label of the supplier indicating the content by species, grade and mass. Seed shall be applied at a rate of 200 kg per 10,000 m².

Fertilizer shall be 8-32-16 applied at 350 kg per 10,000 m². It shall be in granular form, dry, free from lumps and in bags bearing the label of the manufacturer, indicating mass and analysis.

The seeding shall be deemed "Completed by the Contractor" when the seed has established in all areas to the satisfaction of the Engineer. Re-seeding and/or other methods required to establish the grass will be given consideration to achieve the end result and the costs shall be incidental to the works.

16.0 ABANDON EXISTING PIPE UNDER BASELINE ROAD

The Contractor shall be required to prepare the existing pipe, where indicated on the drawings, to be abandoned.

This work shall include filling the existing 200 mm diameter corrugated steel pipe with a weak sand/cement grout, which has a minimum 28 day compressive strength of 0.40 MPa. The grout shall have a minimum slump of 150 mm at the point of discharge, and shall flow freely so that it is capable of filling all voids within the pipe. The Contractor shall implement whatever measure necessary to ensure all voids within the pipe are filled.

17.0 ACCESS BRIDGE WORK

17.1 Location of New Bridge

The bridge shall be located and installed as shown on the drawings.

17.2 Removal of Existing Bridges

All materials including existing piping and bridge end wall materials shall be removed from the existing drain alignments. The removed materials shall be hauled away to an approved dump site.

17.3 Materials for New Access Bridge

Materials should be as follows:

Bridge Pipe	<p><u>Bridge No. 1 – Station 1+450 (Unopened Road Allowance)</u> – New 23 m long, 1780 x 1380 mm aluminized corrugated steel pipe arch (CSPA) wall thickness of 2.8 mm and 125 mm x 25 mm corrugations.</p> <p><u>Bridge No. 3 – Station 1+222 (Roll No. 520-03800)</u> – New 15.0 m long, 1600 mm diameter aluminized corrugated steel pipe (CSP) wall thickness of 2.8 mm and 125 mm x 25 mm corrugations.</p>
Pipe Bedding	20-25 mm clear stone conforming to OPSS Division 10. Minimum 150 mm thickness.
Backfill	Granular 'B' conforming to OPSS Division 10.
Backfill- Driveway	Granular 'B' to underside of Granular 'A' driveway material conforming to OPSS Division 10.
Backfill- Beyond Driveway Surface	Dry native material free of topsoil, organic matter, broken concrete, steel, wood and deleterious substances. Alternatively, Granular 'A' or 'B' conforming to OPSS Division 10 at the contractor's expense.
Driveway Surface	Granular 'A' made from crushed limestone conforming to OPSS Division 10. Minimum 200 mm thickness.
Filter Fabric	"Non-Woven" geotextile filter fabric with a minimum strength equal to or greater than Terrafix 270R, Amoco 4546, Mirafi 140NC or approved equivalent.
Sloping Stone End Walls	All stone to be used for erosion protection shall be 125 - 250 mm clear quarried rock or OPSS.Muni 1001. Minimum 300 mm thickness.

17.4 Lateral Tile Drains

Should the Contractor encounter any lateral tiles within the proposed bridge limits, the Contractor shall re-route the outlet tile drain(s) in consultation with the Drainage Superintendent, as required, to accommodate the new bridge. **Tile drain outlets through the wall of the new bridge pipe will not be permitted.** All costs associated with re-routing lateral tile drains (if any) shall be at the Contractor's expense.

17.5 Access Bridge Installation

Bridge No. 1 shall be set to the invert elevations shown on Drawing 4 of 8. This provides for the 10% embedment of the invert below the design grade. Suitable dykes shall be constructed in the drain so that the installation can be accomplished in the dry. The drain bottom shall be cleaned, prepared, shaped and compacted to suit the bridge construction, as shown on the drawings. Granular materials shall be compacted to 98% of their maximum dry density. The Contractor shall exercise caution not to damage existing utility services that may cross the drain in the vicinity of the bridges. The Contractor shall arrange for field locates of all utilities to be completed prior to excavation. Any damage caused to any utility by the Contractor's actions shall be repaired to the satisfaction of the utility, at the Contractor's expense.

17.6 Sloping Stone End Walls

Sloping stone end walls shall be constructed of quarry stone rip-rap, as shown on the drawings and as specified herein. Each end wall shall extend from the invert of the new bridge to the top of the proposed lane. The end walls shall be sloped 1 vertical to 1.5 horizontal, with a filter fabric underlay surrounding the pipe and spanning across the entire width of the drain. The minimum thickness requirement of the erosion stone layer is 300 mm, with no portion of the filter fabric to be exposed.

17.7 Native Materials (Beyond Road Limits)

Native materials suitable for use as backfill beyond the limits of the road surface and shoulders, as defined under Section 12.2, shall be salvaged from the existing bridge sites as required to complete the work as shown on the drawings and/or from the drain widening between Station 0+061 to Station 1+046. Any surplus native materials (if any) not required in the bridge installation shall be disposed of in the working corridor between Station 0+061 and Station 1+046.

17.8 Site Cleanup and Restoration

As part of the work and upon completion, the Contractor shall remove and dispose of, off-site any loose timber, logs, stumps, large stones, rubber tires, cinder blocks or other debris from the drain bottom and from the side slopes. Where the construction works cross a lawn, the Contractor shall take extreme care to avoid damaging the lawn, shrubs and trees encountered. Upon completion of the work, the Contractor shall completely restore the area by the placement and fine grading of topsoil and seeding or sodding the area as specified by the Engineer or Drainage Superintendent.

GENERAL SPECIFICATIONS

1.0 AGREEMENT AND GENERAL CONDITIONS

The part of the Specifications headed "Special Provisions" which is attached hereto forms part of this Specification and is to be read with it. Where there is any difference between the requirements of this General Specification and those of the Special Provisions, the Special Provisions shall govern.

Where the word "Drainage Superintendent" is used in this specification, it shall mean the person or persons appointed by the Council of the Municipality having jurisdiction to superintend the work.

Tenders will be received and contracts awarded only in the form of a lump sum contract for the completion of the whole work or of specified sections thereof. The Tenderer agrees to enter into a formal contract with the Municipality upon acceptance of the tender. The General Conditions of the contract and Form of Agreement shall be those of the Stipulated Price Contract CCDC2-Engineers, 1994 or the most recent revision of this document.

2.0 EXAMINATION OF SITE, PLANS AND SPECIFICATIONS

Each tenderer must visit the site and review the plans and specifications before submitting his/her tender and must satisfy himself/herself as to the extent of the work and local conditions to be met during the construction. Claims made at any time after submission of his/her tender that there was any misunderstanding of the terms and conditions of the contract relating to site conditions, will not be allowed. The Contractor will be at liberty, before bidding to examine any data in the possession of the Municipality or of the Engineer.

The quantities shown or indicated on the drawings or in the report are estimates only and are for the sole purpose of indicating to the tenderers the general magnitude of the work. The tenderer is responsible for checking the quantities for accuracy prior to submitting his/her tender.

3.0 MAINTENANCE PERIOD

The successful Tenderer shall guarantee the work for a period of one (1) year from the date of acceptance thereof from deficiencies that, in the opinion of the Engineer, were caused by faulty workmanship or materials. The successful Tenderer shall, at his/her own expense, make good and repair deficiencies and every part thereof, all to the satisfaction of the Engineer. Should the successful Tenderer for any cause, fail to do so, then the Municipality may do so and employ such other person or persons as the Engineer may deem proper to make such repairs or do such work, and the whole costs, charges and expense so incurred may be deducted from any amount due to the Tenderer or may be collected otherwise by the Municipality from the Tenderer.

4.0 GENERAL CO-ORDINATION

The Contractor shall be responsible for the coordination between the working forces of other organizations and utility companies in connection with this work. The Contractor shall have no cause of action against the Municipality or the Engineer for delays based on the allegation that the site of the work was not made available to him by the Municipality or the Engineer by reason of the acts, omissions, misfeasance or non-feasance of other organizations or utility companies engaged in other work.

5.0 RESPONSIBILITY FOR DAMAGES TO UTILITIES

The Contractor shall note that overhead and underground utilities such as hydro, gas, telephone and water are not necessarily shown on the drawings. It is the Contractor's responsibility to contact utility companies for information regarding utilities, to exercise the necessary care in construction operations and to take other precautions to safeguard the utilities from damage. All work on or adjacent to any utility, pipeline, railway, etc., is to be carried out in accordance with the requirements of the utility, pipeline, railway, or other, as the case may be, and its specifications for such work are to be followed as if they were part of this specification. The Contractor will be liable for any damage to utilities.

6.0 CONTRACTOR'S LIABILITY

The Contractor, his/her agents and all workmen or persons under his/her control including sub-contractors, shall use due care that no person or property is injured and that no rights are infringed in the prosecution of the work. The Contractor shall be solely responsible for all damages, by whomsoever claimable, in respect to any injury to persons or property of whatever description and in respect of any infringement of any right, privilege or easement whatever, occasioned in the carrying on of the work, or by any neglect on the Contractor's part.

The Contractor, shall indemnify and hold harmless the Municipality and the Engineer, their agents and employees from and against claims, demands, losses, costs, damages, actions, suits, or proceedings arising out of or attributable to the Contractor's performance of the contract.

7.0 PROPERTY BARS AND SURVEY MONUMENTS

The Contractor shall be responsible for marking and protecting all property bars and survey monuments during construction. All missing, disturbed or damaged property bars and survey monuments shall be replaced at the Contractor's expense, by an Ontario Land Surveyor.

8.0 MAINTENANCE OF FLOW

The Contractor shall, at his/her own cost and expense, permanently provide for and maintain the flow of all drains, ditches and water courses that may be encountered during the progress of the work.

9.0 ONTARIO PROVINCIAL STANDARDS

Ontario Provincial Standard Specifications (OPSS) and Ontario Provincial Standard Drawings (OPSD) shall apply and govern at all times unless otherwise amended or extended in these Specifications or on the Drawing. Access to the electronic version of the Ontario Provincial Standards is available online through the MTO website, free of charge to all users. To access the electronic standards on the Web go to <http://www.mto.gov.on.ca/english/transrd/>. Under the title Technical Manuals is a link to the Ontario Provincial Standards. Users require Adobe Acrobat to view all pdf files.

10.0 APPROVALS, PERMITS AND NOTICES

The construction of the works and all operations connected therewith are subject to the approval, inspection, by-laws and regulations of all Municipal, Provincial, Federal and other authorities having jurisdiction in respect to any matters embraced in this Contract. The Contractor shall obtain all approvals and permits and notify the affected authorities when carrying out work in the vicinity of any public utility, power, underground cables, railways, etc.

11.0 SUBLETTING

The Contractor shall keep the work under his/her personal control, and shall not assign, transfer, or sublet any portion without first obtaining the written consent of the Municipality.

12.0 TIME OF COMPLETION

The Contractor shall complete all work on or before the date fixed at the time of tendering. The Contractor will be held liable for any damages or expenses occasioned by his/her failure to complete the work on time and for any expenses of inspection, superintending, re-tendering or re-surveying, due to their neglect or failure to carry out the work in a timely manner.

13.0 TRAFFIC CONTROL

The Contractor will be required to control vehicular and pedestrian traffic along roads at all times and shall, at his/her own expense, provide for placing and maintaining such barricades, signs, flags, lights and flag persons as may be required to ensure public safety. The Contractor will be solely responsible for controlling traffic and shall appoint a representative to maintain the signs and warning lights at night, on weekends and holidays and at all other times that work is not in progress. All traffic control during construction shall be strictly in accordance with the **Occupational Health and Safety Act** and the current version of the **Ontario Traffic Manuals**.

Access to the electronic version of the **Ontario Traffic Manual** is available online through the MTO website, free of charge to all users. To access the electronic standards on the Web go to <http://www.mto.gov.on.ca/english/transrd/>, click on "Library Catalogue," under the "Title," enter "Ontario Traffic Manual" as the search. Open the applicable "Manual(s)" by choosing the "Access Key," once open look for the "Attachment," click the pdf file. Users require Adobe Acrobat to view all pdf files.

Contractors are reminded of the requirements of the Occupational Health and Safety Act pertaining to Traffic Protection Plans for workers and Traffic Control Plan for Public Safety.

14.0 SITE CLEANUP AND RESTORATION

As part of the work and upon completion, the Contractor shall remove and dispose of, off-site any loose timber, logs, stumps, large stones, rubber tires, cinder blocks or other debris from the drain bottom and from the side slopes. Where the construction works cross a lawn, the Contractor shall take extreme care to avoid damaging the lawn, shrubs and trees encountered. Upon completion of the work, the Contractor shall completely restore the area by the placement and fine grading of topsoil and seeding or sodding the area as specified by the Engineer or Drainage Superintendent.

15.0 UTILITY RELOCATION WORKS

In accordance with Section 26 of the Drainage Act, if utilities are encountered during the installation of the drainage works that conflict with the placement of the new culvert, the operating utility company shall relocate the utility at their own costs. The Contractor however will be responsible to co-ordinate these required relocations (if any) and their co-ordination work shall be considered incidental to the drainage works.

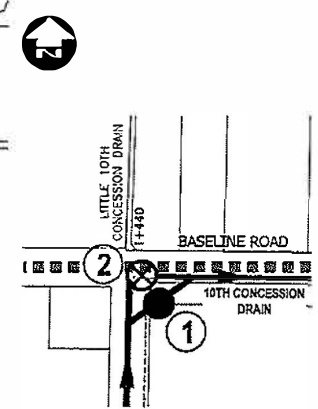
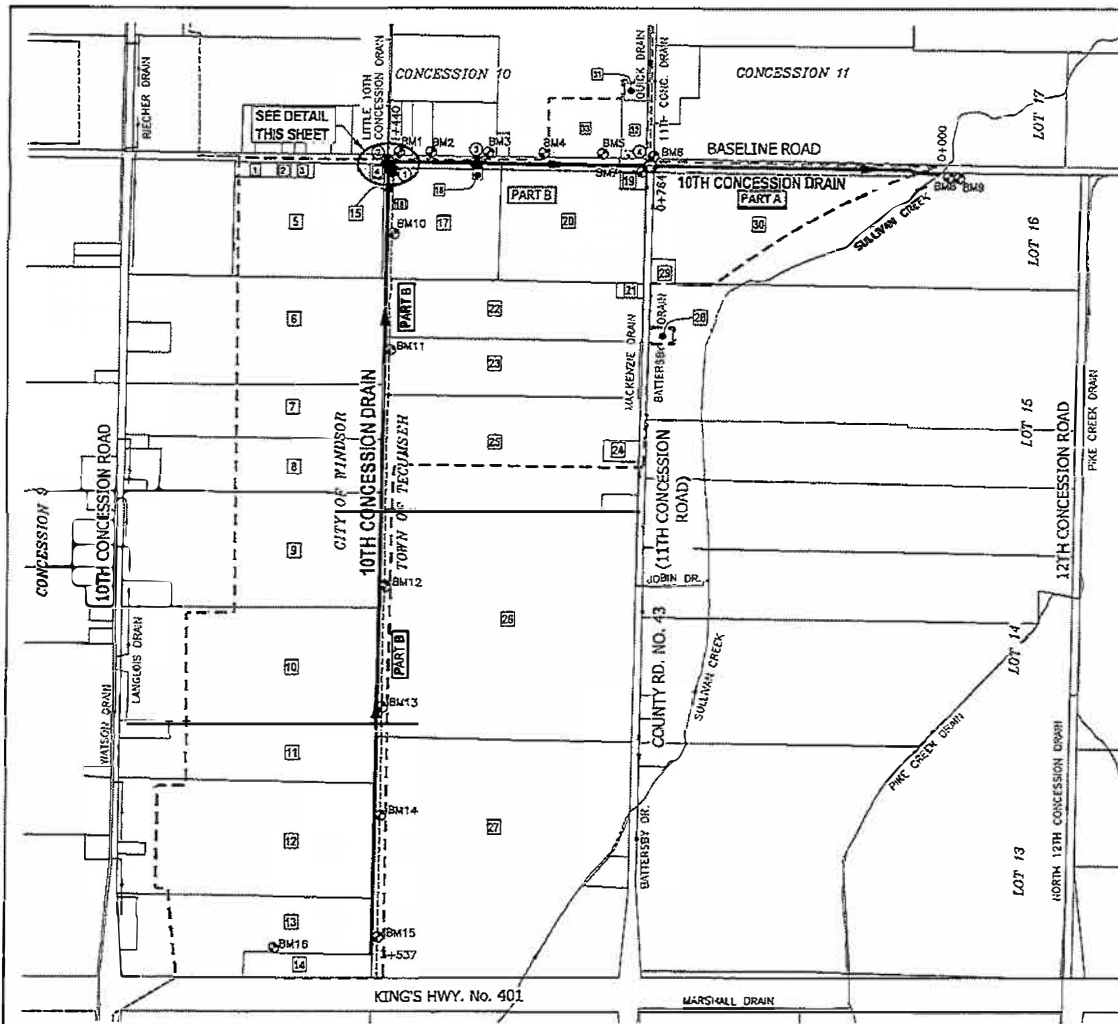
16.0 FINAL INSPECTION

All work shall be carried out to the satisfaction of the Drainage Superintendent for the Municipality, in compliance with the specifications, drawings and the Drainage Act. Upon completion of the project, the work will be inspected by the Engineer and the Drainage Superintendent. Any deficiencies noted during the final inspection shall be immediately rectified by the Contractor.

Final inspection will be made by the Engineer within 20 days after the Drainage Superintendent has received notice in writing from the Contractor that the work is completed, or as soon thereafter as weather conditions permit.

17.0 FISHERIES CONCERNS

Standard practices to be followed to minimize disruption to fish habitat include embedment of the culvert a minimum 10% below grade, constructing the work 'in the dry' and cutting only trees necessary to do the work (no clear-cutting). No in-water work is to occur during the timing window unless otherwise approved by the appropriate authorities.



DETAIL
NOT TO SCALE

WORKING AREAS

STATION 0+000 TO 0+764:
SOUTH SIDE OF BASELINE ROAD TO 9.0m SOUTH OF SOUTH BUFFER STRIP ON NEW OPEN DRAIN.

STATION 0+764 TO 1+466:
SOUTH SIDE OF BASELINE ROAD TO 9.0m SOUTH OF SOUTH BUFFER STRIP ON EXISTING OPEN DRAIN.

STATION 1+466 TO 3+537:
9.0m EAST OF EAST BUFFER STRIP ON EXISTING OPEN DRAIN.

PART A
DRAIN RELOCATION

PART B
DRAIN CLEANOUT & ACCESS BRIDGE REPLACEMENTS

NOTE:
SITE BENCHMARKS-SEE PAGE 8 OF 8

Windsor Parcel Ownership 10th CONCESSION DRAIN				
PARCEL NO.	ROLL NO.	LOT, CON.	OWNER	
1	090-030-08300	LOT 16, CON. 10	ROBERT R. & JUDY-ANN COUPE	
2	090-030-06400	LOT 15, CON. 10	THOMAS G. & MARIE S. CROUCHMAN	
3	090-030-06500	LOT 14, CON. 10	GREGORY MAXWELL	
4	090-030-06700	LOT 16, CON. 10	ROUSIAN RAGHOUTINE & LILIA DEMENEVA	
5	090-030-06800	LOT 15, CON. 10	JOSEPH A. & BRENDA A. GAGNON	
6	090-030-06100	LOT 15, CON. 10	RAYMOND J. & ELAINE J. SIMARD	
7	090-030-06000	LOT 15, CON. 10	1741077 ONTARIO INC.	
8	090-030-05850	LOT 15, CON. 10	1433310 ONTARIO LTD	
9	090-030-05800	LOT 14, CON. 10	GERALD F. & AGNES D. LAVIN	
10	090-030-05400	LOT 14, CON. 10	NORBERT L. ST. LOUIS	
11	090-030-05200	LOT 13, CON. 10	JOHN R. WILSON	
12	090-030-05000	LOT 13, CON. 10	NORMAN P. & ROSE M. JOBIN	
13	090-030-04800	LOT 12, CON. 10	1882885 ONTARIO LIMITED	
14	090-030-04700	LOT 12, CON. 10	SANDWICH SOUTH FARMS LTD.	

Tecumseh Parcel Ownership 10th CONCESSION DRAIN				
PARCEL NO.	ROLL NO.	LOT, CON.	OWNER	
15			TOWN OF TECUMSEH	
16	520-03800	LOT 16, CON. 10	DANIEL B. & NANCY K. EWING	
17	520-03500	LOT 16, CON. 10	LEONARD MACKENZIE & CONNIE CAMPEAU	
18	520-03400	LOT 16, CON. 10	JOSEPH & HELEN K. DIESBOURG	
19	520-03901	LOT 16, CON. 10	CLIFFORD L. & CONNIE L. CAMPEAU	
20	520-03900	LOT 16, CON. 10	LEONARD MACKENZIE & CONNIE CAMPEAU	
21	520-03920	LOT 15, CON. 10	HERBERT HENRICKS	
22	520-04000	LOT 15, CON. 10	SUSANNA MACKENZIE	
23	520-04100	LOT 15, CON. 10	SANWARD ENTERPRISES INC.	
24	520-04250	LOT 15, CON. 10	EDWARD T. & MELODIE A. VALEUR	
25	520-04200	LOT 15, CON. 10	EDWARD J. CHITTLE	
26	520-04400	LOT 14, CON. 10	NORMAN P. JOBIN	
27	520-04500	LOT 13, CON. 10	SANDWICH SOUTH FARMS LTD.	
28	510-02005	LOT 15, CON. 11	RUTH BATTERSBY	
29	510-02010	LOT 16, CON. 11	LAURIE L. KNIGHT	
30	510-02100	LOT 16, CON. 11	HELENE ANN BATTERSBY	
31	560-03920	LOT 17, CON. 10	DAVID J. & CAYLE S. CLARKE	
32	560-00300	LOT 17, CON. 10	ST. CLAIR BAPTIST CHURCH	
33	560-03900	LOT 17, CON. 10	SUSANNA MACKENZIE	

- LEGEND**
- 10TH CONCESSION DRAIN DRAINAGE AREA
 - 10TH CONCESSION DRAIN
 - OTHER DRAINS
 - 9 METRE WORKING CORRIDOR
 - BRIDGE REPLACEMENT
 - EXISTING BRIDGE
 - ⊗ FUTURE BRIDGE WORKS
 - LOCAL BENCHMARK

OVERALL PLAN
SCALE 1:12,500



Conditions of Use

Verify elevations and/or dimensions on drawing prior to use. Report any discrepancies to Dillon Consulting Limited.

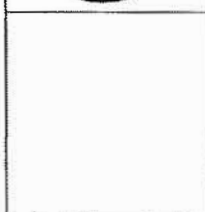
Do not scale dimensions from drawing.

Do not modify drawing, re-use it, or use it for purposes other than those intended at the time of its preparation without prior written permission from Dillon Consulting Limited.

DESIGN		APPROVED BY	
CDT		JTT	
DRAWN		CHECKED BY	
DH		TRO	
DATE		DATE	
March 16, 2015		March 16, 2015	
SCALE		SCALE	
AS SHOWN		AS SHOWN	



'SCHEDULE G'	
Drainage Report for the 10th CONCESSION DRAIN City of Windsor & Town of Tecumseh	
SHEET TITLE	OVERALL PLAN
PAGE NO.	1 of 8



Conditions of Use

Verify elevations and/or drawings as an elevating prior to use.
Report any discrepancies to Open Country Limited


The best results demonstrate those following:

Do not modify drawings, to allow it to work as for purposes other than those intended or the like use of preparation without prior written permission from Open Country Limited

3	FINAL REPORT
2	PRE-CONSIDERATION MEETING
1	CLIENT REVIEW
No.	50

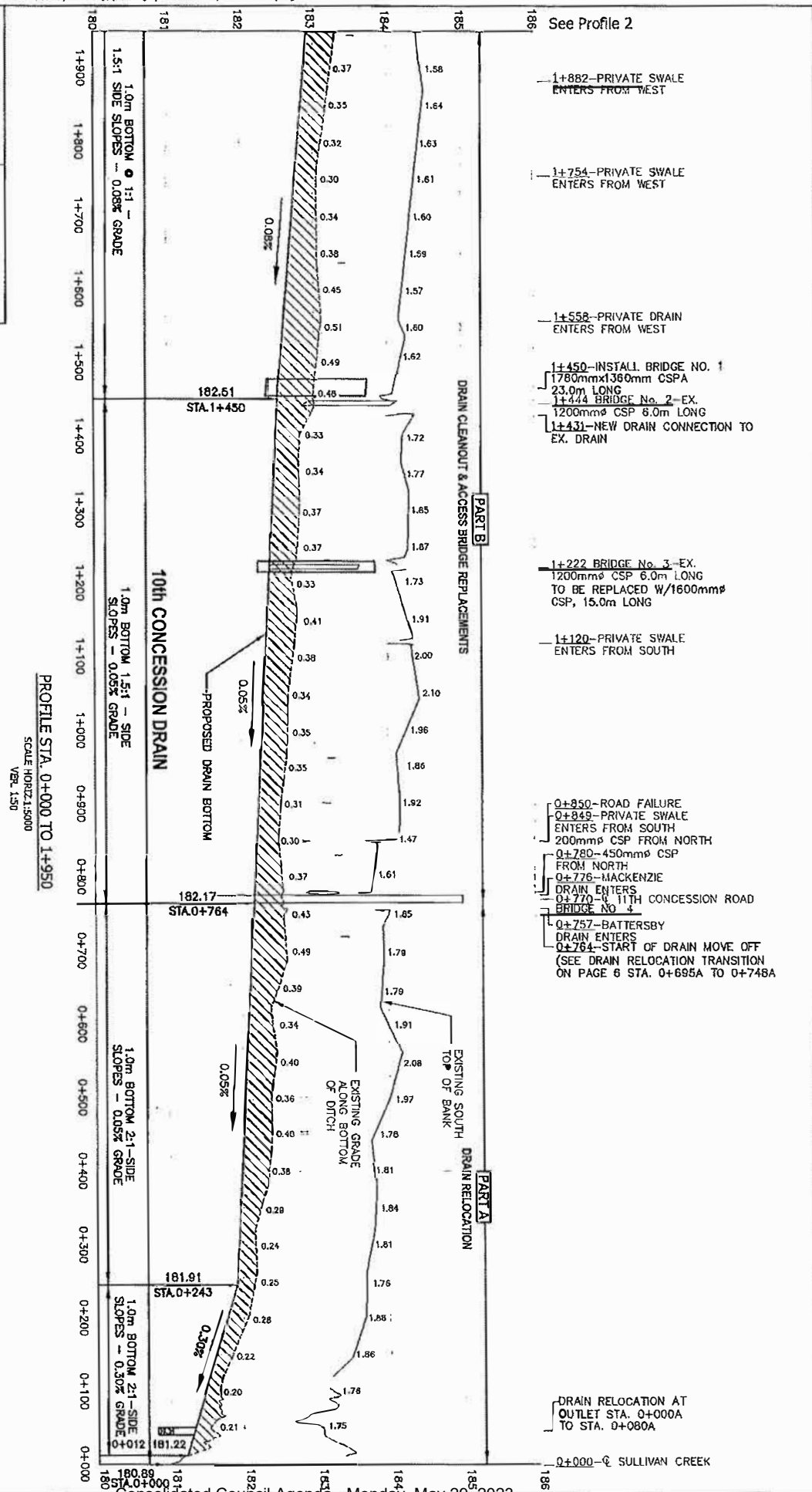
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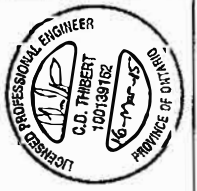
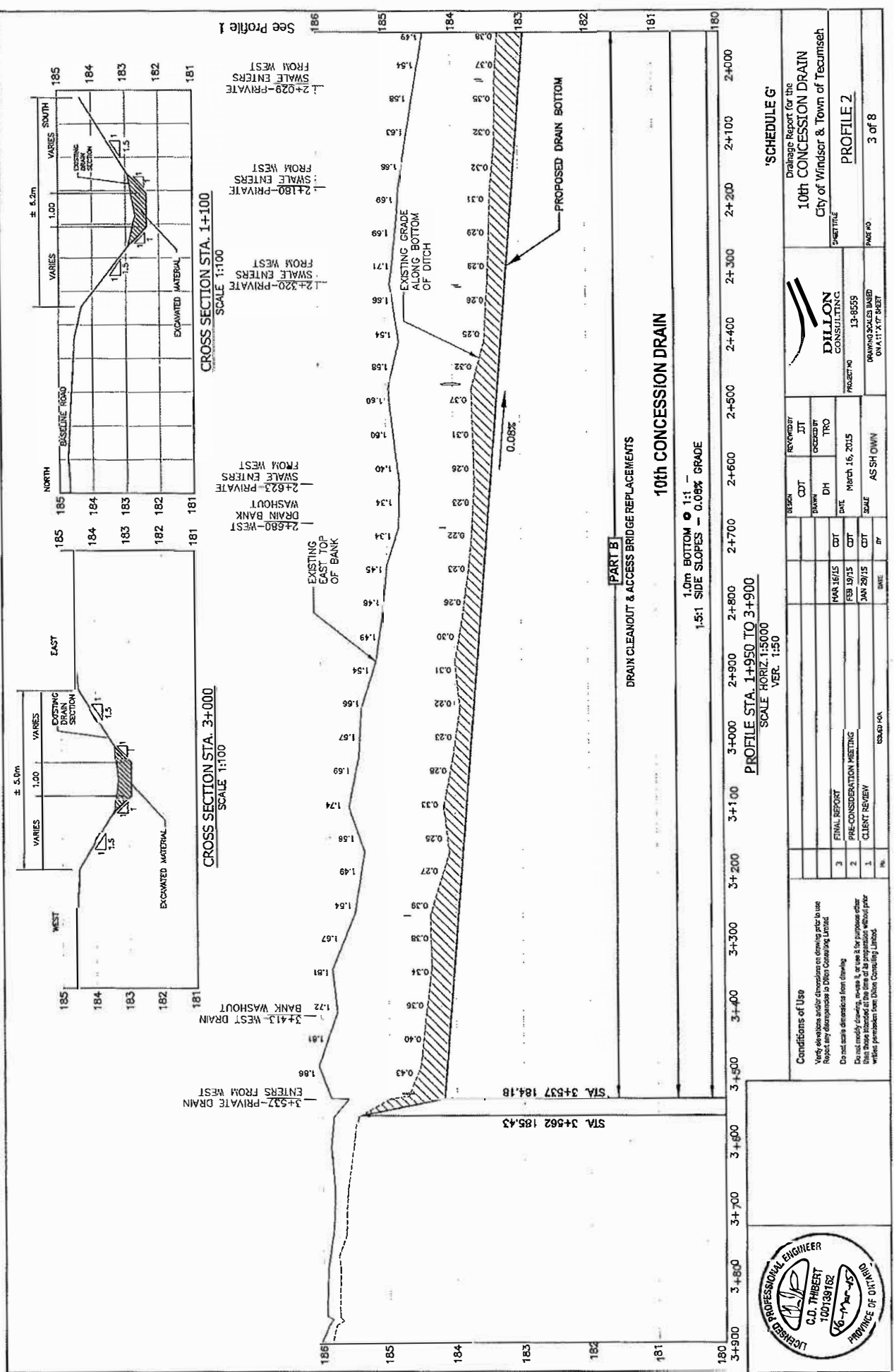
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DATE	19/15	CDT	DESIGNED	DH	DH
DATE	29/15	CDT	DRAWN		
BY			SHEET		
AS SHOWN			SHEET		

5	13-8559	 DILLON CONSULTING
4	DRAWING SCALES SAVED CNA IT X-IT SHEET	

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City of Windsor	
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PROJECT NO.	

EDULE G'
Report for the
SESSION DRAIN
& Town of Tecumseh
FILE 1
2 of 8



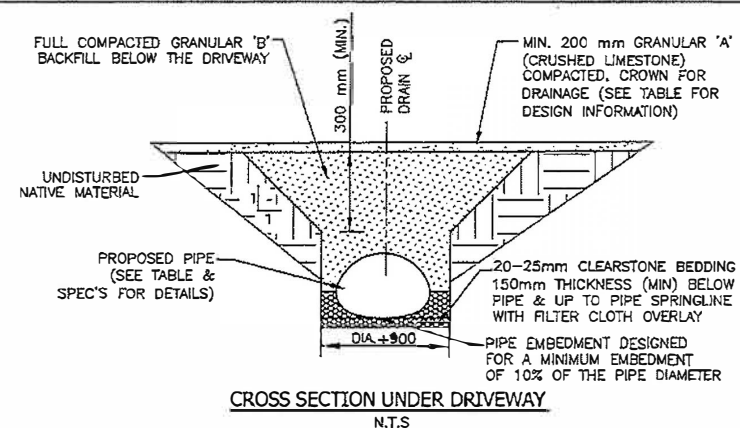
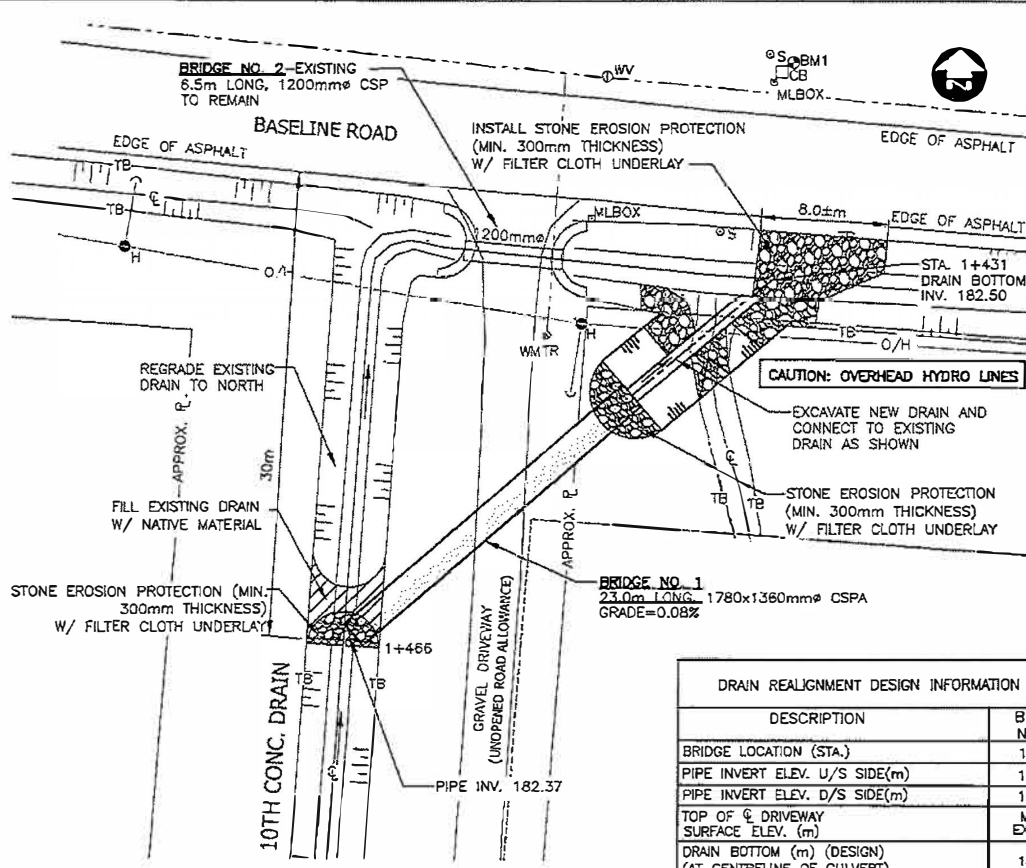



Conditions of Use
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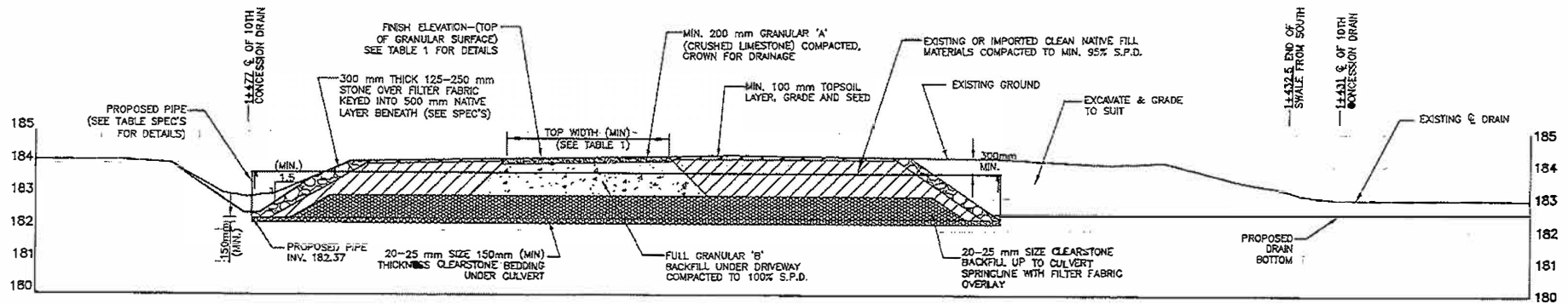
NO.	REVISION	DATE	BY	SCALE	AS SHOWN
1	CLIENT REVIEW	JAN 29/15	CTT	DATE	DATE
2	PRE-CONSIDERATION MEETING	FEB 19/15	CTT	DATE	DATE
3	FINAL REPORT	MAR 16/15	CTT	DATE	DATE

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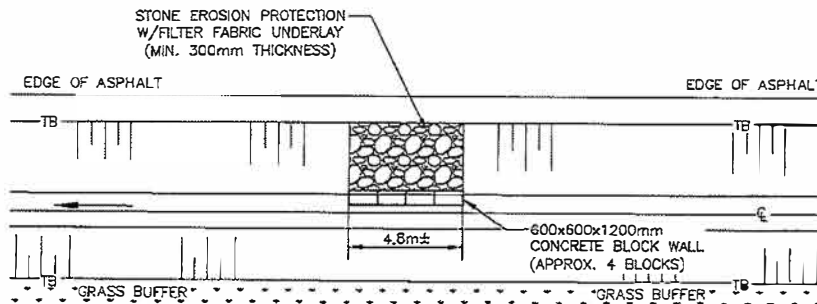
DILION CONSULTING
 13-8555
 PROJECT NO.
 10th CONCESSION DRAIN
 City of Windsor & Town of Tecumseh
 DRAINAGE REPORT FOR THE
 PROFILE 2
 3 of 8



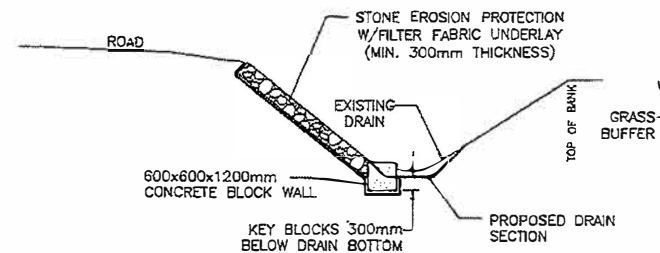
				DESIGN CDT	REVIEWED BY JTT	 DILLON CONSULTING	Drainage Report for the 10th CONCESSION DRAIN City of Windsor & Town of Tecumseh	
				DRAWN DJH	CHECKED BY TRQ			
3	FINAL REPORT	MAR 16/15	CDT	DATE	March 16, 2015		PROJECT NO	13-8559
	PRE-CONSIDERATION MEETING	FEB 19/15	CDT					SHEET TITLE DRAIN REALIGNMENT DETAIL
1	CLIENT REVIEW	JAN 28/15	CDT	SCALE	AS SHOWN	DRAWING SCALES (BASED ON A 11" X 17" SHEET)		PAGE NO 4 of 8
No	ISSUED FOR	DATE	BY					



DRAIN REALIGNMENT LONGITUDINAL SECTION (STA. 1+431 TO 1+467)
SCALE HORIZ. 1:125
VER. 1:125



BANK PROTECTION PLAN STA. 0+850
NOT TO SCALE



BANK PROTECTION CROSS SECTION STA. 0+850
NOT TO SCALE



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NO.	ISSUED FOR	DATE	BY
3	FINAL REPORT	MAR 16/15	CDT
2	PRE CONSIDERATION MEETING	FEB 19/15	CDT
1	CLIENT REVIEW	JAN 29/15	CDT

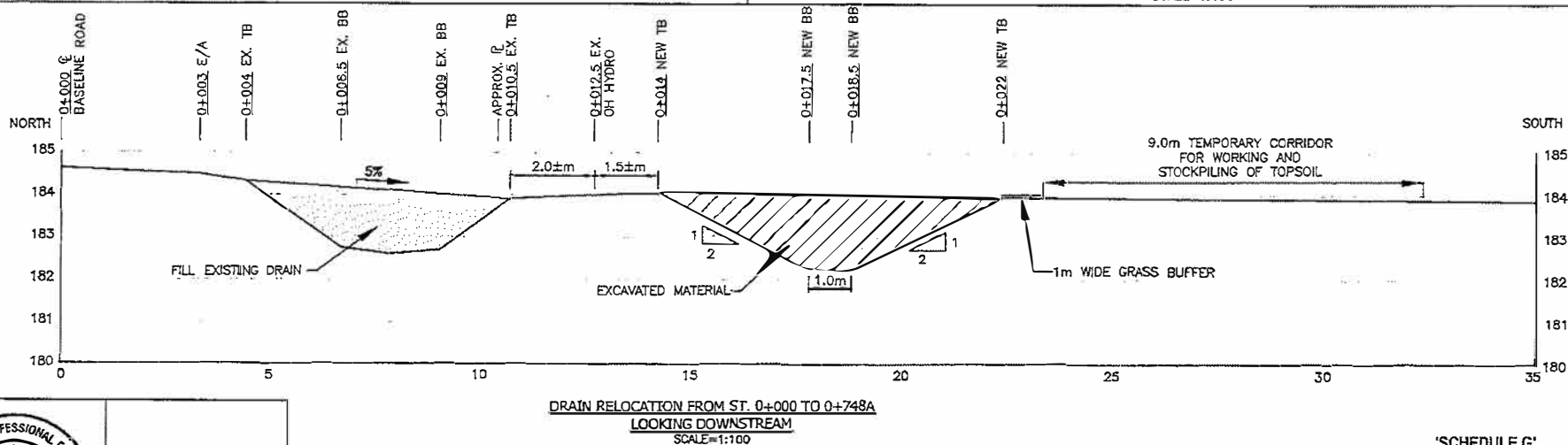
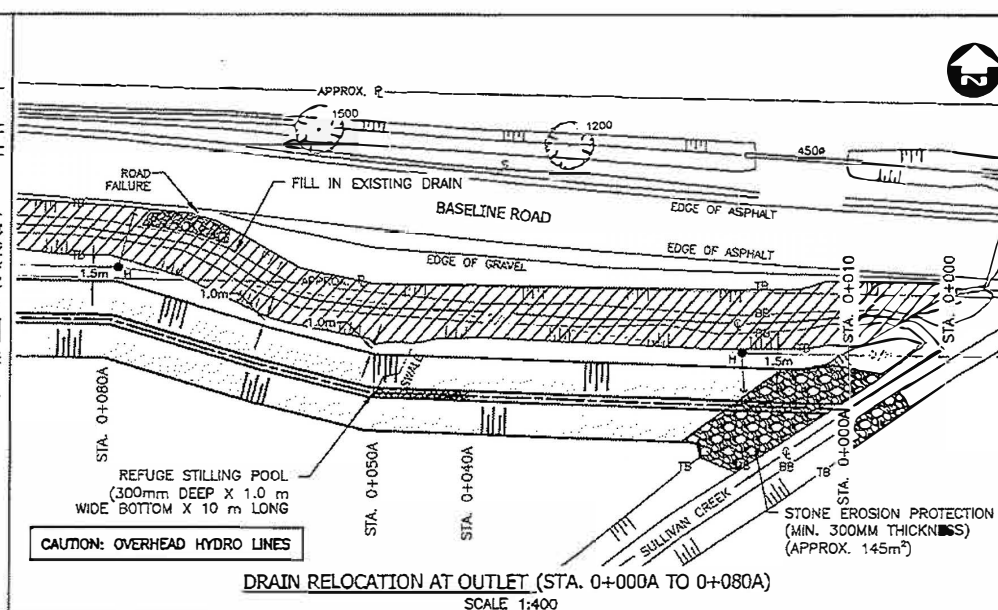
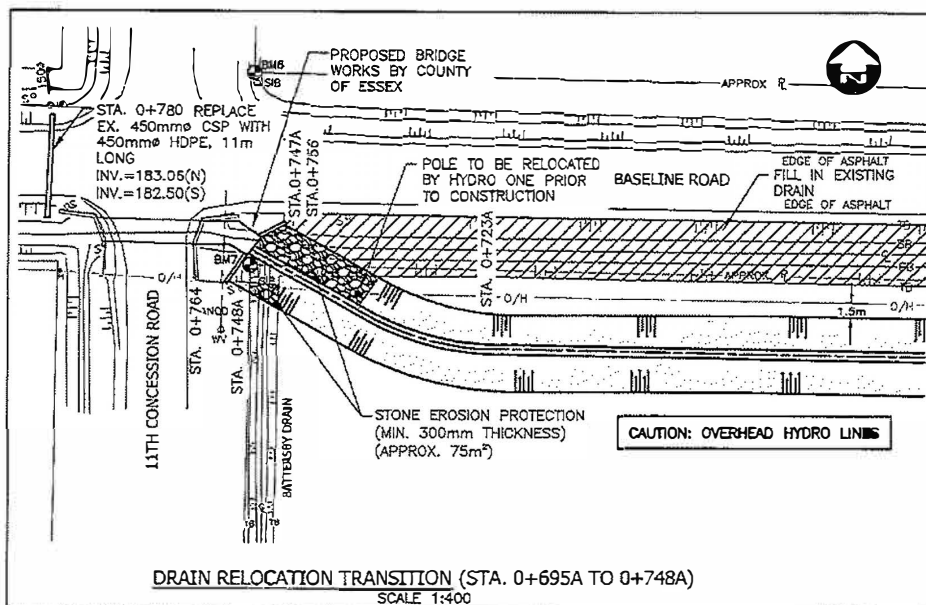
DESIGN	CDT	REVIEWED BY	JJT
DRAWN	DH	CHECKED BY	TRO
DATE	March 16, 2015		
SCALE	AS SHOWN		

DILLON CONSULTING	PROJECT NO.	13-8559
	DRAWING SCALES BASED ON	CNA 11" X 17" SHEET

'SCHEDULE G'

Drainage Report for the
10th CONCESSION DRAIN
City of Windsor & Town of Tecumseh

SHEET FILE	DRAIN REALIGNMENT SECTION
PAGE NO	5 of 8



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						DESIGN COT	REVIEWED BY JLT
						DRAWING DH	CHECKED BY TRO
3	FINAL REPORT		MAR 16/15	COT			
2	PRE-CONSIDERATION MEETINGS		FEB 19/15	COT			March 16, 2015
1	CLIENT REVIEW		JAN 29/15	COT			
No	ISSUED FOR		DATE	BY	SCALE	AS SHOWN	

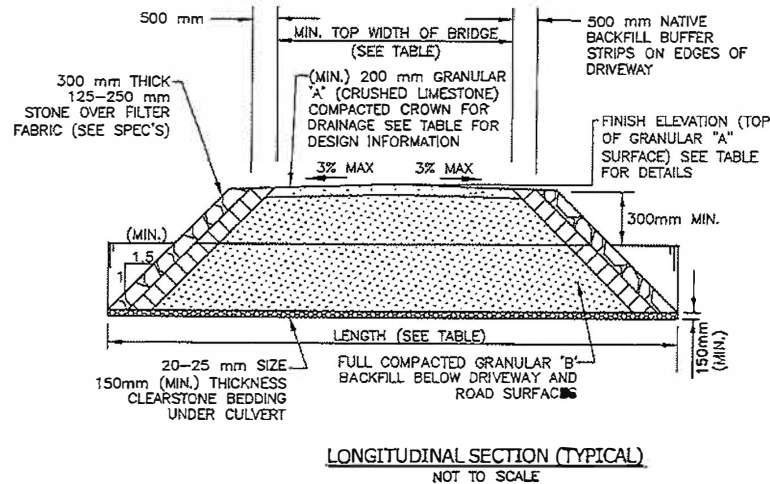
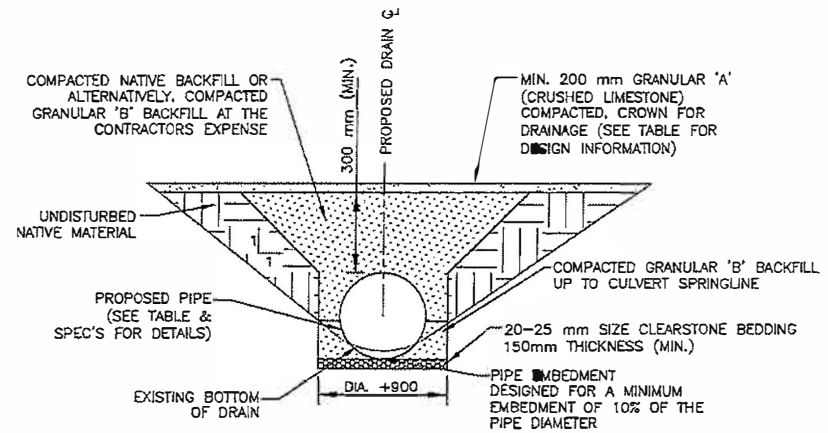
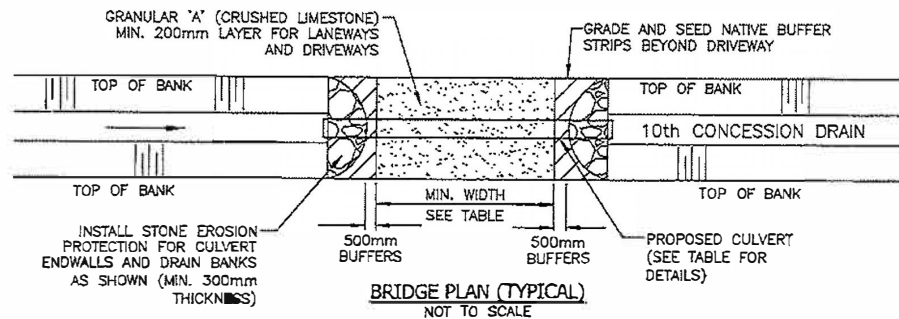


**DILLON
CONSULTING**

PROJECT NO. **13-8559**

DRAWING SCALES BASED
ON A 11" X 17" SHEET

<p align="center">'SCHEDULE G'</p> <p align="center">Drainage Report for the 10th CONCESSION DRAIN City of Windsor & Town of Tecumseh</p>	
<p><small>SHEET TITLE</small></p>	<p align="center"><u>DRAIN RELOCATION DETAILS</u></p>
<p><small>PAGE NO</small></p>	<p align="center">6 of 8</p>



DESCRIPTION	BRIDGE No.2 (FUTURE)	BRIDGE No.3
BRIDGE LOCATION (STA.)	1+444	1+222
PIPE INVERT ELEV. U/S SIDE(m)	182.46	182.27
PIPE INVERT ELEV. D/S SIDE(m)	182.44	182.25
TOP OF DRIVEWAY SURFACE ELEV. (m)	184.40	184.56
DRAIN BOTTOM (m) (DESIGN) (AT CENTRELINE OF CULVERT)	182.50	182.41
MIN. TOP WIDTH OF DRIVEWAY (m)	6.1	6.1
MIN. CULVERT GRADE (%)	0.10%	0.10%
CULVERT TYPE	CSP	CSP
CULVERT MATERIAL	ALUM.	ALUM.
CULVERT LENGTH (m)	14.0	15.0
CULVERT THICKNESS (mm)	2.8	2.8
CULVERT CORRUGATIONS (mm)	125x25	125x25
PIPE SIZE (mm)	1200	1600
CULVERT ENDWALL TYPE	SLOPING	SLOPING



Conditions of Use

Verify all conditions and/or dimensions on drawing prior to use. Report any discrepancies to Dillon Consulting Limited.

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No.	ISSUED FOR	DATE	BY
3	FINAL REPORT	MAR 16/15	CDT
2	PRE-CONSIDERATION MEETING	FEB 19/15	CDT
1	CLIENT REVIEW	JAN 29/15	CDT

DESIGN CDT	REVIEWED BY JJT
DRAWN DH	CHECKED BY TRO
DATE March 16, 2015	SCALE AS SHOWN

'SCHEDULE G'

Drainage Report for the
10th CONCESSION DRAIN
City of Windsor & Town of Tecumseh

PROJECT TITLE
BRIDGE DETAILS

PROJECT NO
13-8559

DRAWING SCALES BASED
ON A 11" X 17" SHEET

PAGE NO
7 of 8

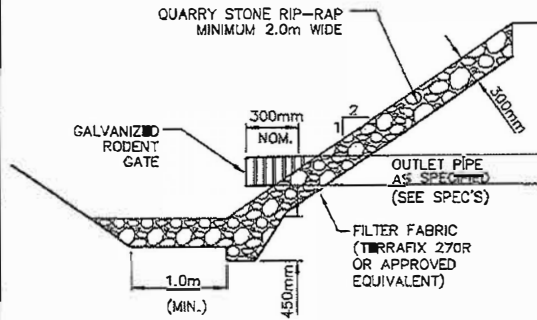
BENCHMARKS

BM1-TOP OF CB NORTH SIDE BASELINE ROAD 20.0m NORTHEAST OF EXISTING BRIDGE.
ELEVATION=184.27m
BM2-(STA. 1+344) TOP OF FIRE HYDRANT NORTH SIDE OF BASELINE ROAD.
ELEVATION=184.96m
BM3-(STA. 1+192) TOP OF FIRE HYDRANT NORTH SIDE OF BASELINE ROAD.
ELEVATION=185.03m
BM4-(STA. 1+044) TOP OF FIRE HYDRANT NORTH SIDE OF BASELINE ROAD.
ELEVATION=185.02m
BM5-(STA. 0+892) TOP OF FIRE HYDRANT NORTH SIDE OF BASELINE ROAD.
ELEVATION=185.04m
BM6-TOP OF SIB NE CORNER OF BASELINE ROAD AND 11th CONCESSION ROAD.
ELEVATION=184.00m
BM7-TOP OF SIB SE CORNER OF BASELINE ROAD AND 11th CONCESSION ROAD.
ELEVATION=183.64m
BM8-TOP OF IB ON THE SOUTH SIDE OF BASELINE ROAD, EAST OF SULLIVAN CREEK 7.5m EAST OF FIELD ENTRANCE.
ELEVATION=183.41m
BM9-NAIL IN NORTH FACE OF HYDRO POLE ON SOUTH SIDE BASELINE ROAD 19.0m SE OF FIELD ENTRANCE.
ELEVATION=184.36m
BM10-(STA. 1+638) TOP OF 10mmØ STEEL PIN ON EAST TOP OF BANK.
ELEVATION=184.54m
BM11-(STA. 1+945) TOP OF 10mmØ STEEL PIN ON EAST TOP OF BANK.
ELEVATION=184.20m

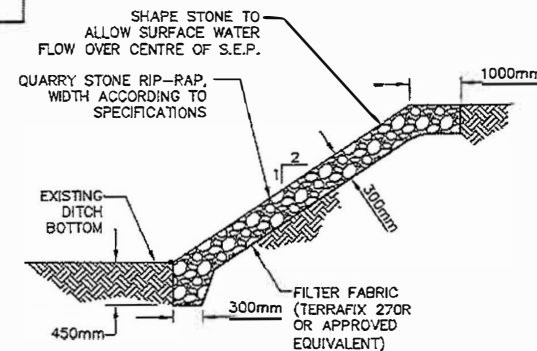
BENCHMARKS

BM12-(STA. 2+569) TOP OF 10mmØ STEEL PIN ON EAST TOP OF BANK.
ELEVATION=184.92m
BM13-(STA. 2+888) TOP OF 10mmØ STEEL PIN ON EAST TOP OF BANK.
ELEVATION=185.09m
BM14-(STA. 3+171) TOP OF 10mmØ STEEL PIN ON EAST TOP OF BANK.
ELEVATION=185.49m
BM15-(STA. 3+490) TOP OF 10mmØ STEEL PIN ON EAST TOP OF BANK.
ELEVATION=186.09m
BM16-(STA. 3+788) TOP OF IB NORTH SIDE OF PRIVATE DRAIN.
ELEVATION=186.13m

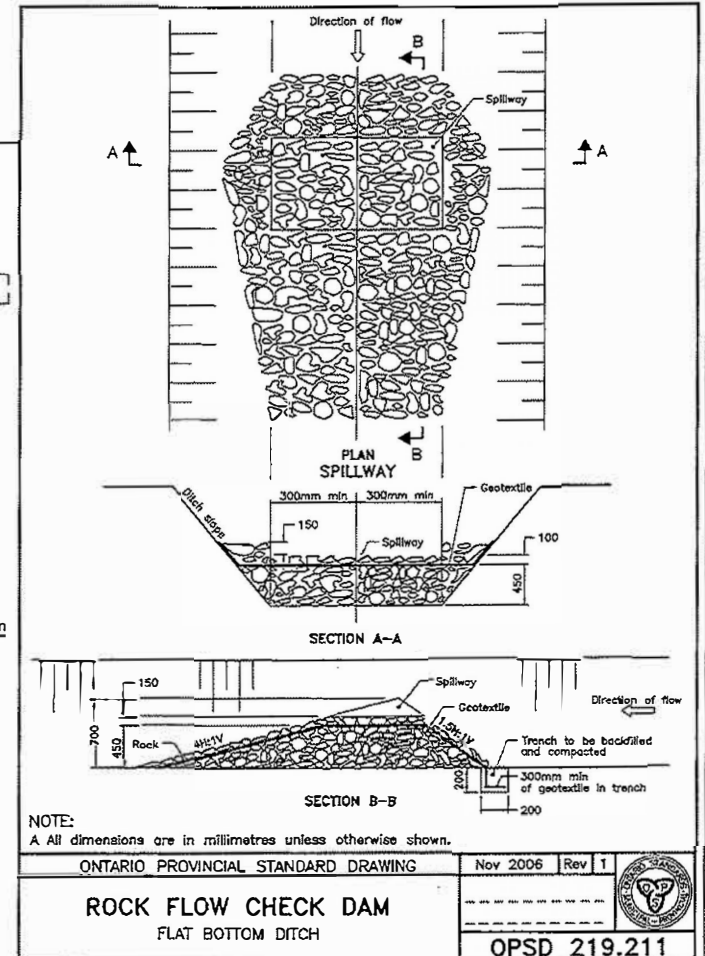
NOTE: CONTRACTOR TO VERIFY BENCHMARKS PRIOR TO CONSTRUCTION.



TYPICAL HDPE TILE OUTLET
NOT TO SCALE



TYPICAL DRAIN BANK SPILLWAY
DETAIL W/ RIP-RAP
NOT TO SCALE



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NO	ISSUED FOR	DATE	BY
3	FINAL REPORT	MAR 16/15	CDT
2	PRE-CONSIDERATION MEETING	FEB 19/15	CDT
1	CLIENT REVIEW	JAN 25/15	CDT

DESIGN	CDT	REVIEWED BY	JJT
DRAWN	DH	DRAWN BY	TRO
DATE	March 16, 2015	SCALE	AS SHOWN

PROJECT NO	13-8559
DRAWING SCALES BASED ON A 1" = 2' SHEET	

'SCHEDULE G'

Drainage Report for the
10th CONCESSION DRAIN
City of Windsor & Town of Tecumseh

SHEET TITLE
MISCELLANEOUS DETAILS

PAGE NO 8 of 8

2023

FORM 1

THE PLANNING ACT, R.S.O. 1990

MAY 19 2023

NOTICE OF THE PASSING OF A ZONING BY-LAW AMENDMENT BY
THE CORPORATION OF THE TOWN OF TECUMSEH

RECEIVED

TAKE NOTICE that the Council of the Town of Tecumseh has passed By-law 2023-055 on the 9th day of May, 2023 under Section 34 of the *Planning Act, R.S.O. 1990*;

AND TAKE NOTICE that only individuals, corporations and public bodies may appeal a zoning by-law to the Ontario Land Tribunal. A notice of appeal may not be filed by an unincorporated association or group. However, a notice of appeal may be filed in the name of an individual who is a member of the association or the group on its behalf;

AND TAKE NOTICE that no person or public body shall be added as a party to the hearing of the appeal unless, before the by-law was passed, the person or public body made oral submissions at a public meeting or written submissions to the council or, in the opinion of the Ontario Land Tribunal, there are reasonable grounds to add the person or public body as a party;

AND TAKE NOTICE that to file an appeal to the Ontario Land Tribunal, a notice of appeal setting out the objection to the by-law and the reasons in support of the objection must be filed with the Clerk of the Corporation of the Town of Tecumseh not later than the 5th day of June, 2023.

Any appeal must be accompanied by a fee of \$1,100 made payable to the Minister of Finance. The Ontario Land Tribunal requires that the payment be in the form of a certified cheque or money order and be accompanied by a completed *Zoning By-law Amendment Appellant Form (A1)* found on-line at:

<https://olt.gov.on.ca/appeals-process/forms/#head2>

or available through the Planning and Building Services Department at Tecumseh Town Hall, 917 Lesperance Road. An Appellant may request a reduction of the filing fee to \$400 if the Appellant is a private citizen or eligible community group. The request for a reduction in the fee must be made at the time of filing the appeal. The Appeal Fee Reduction Request Form can be found on-line at:

https://olt.gov.on.ca/wp-content/uploads/2021/06/OLT-Fee-Reduction-Request-Form-June-2021_EN.html

An explanation of the purpose and effect of the by-law, describing the lands to which the by-law applies, an explanation of the effect of any public input received, and a key map showing the location of the lands to which the by-law applies, are attached. The complete by-law and any associated information are available for inspection in my office during regular office hours.

DATED at the Town of Tecumseh this 16th day of May, 2023.

Robert Auger
Director Legislative Services & Clerk
Town of Tecumseh
917 Lesperance Road
Tecumseh, ON, N8N 1W9

EXPLANATORY NOTE

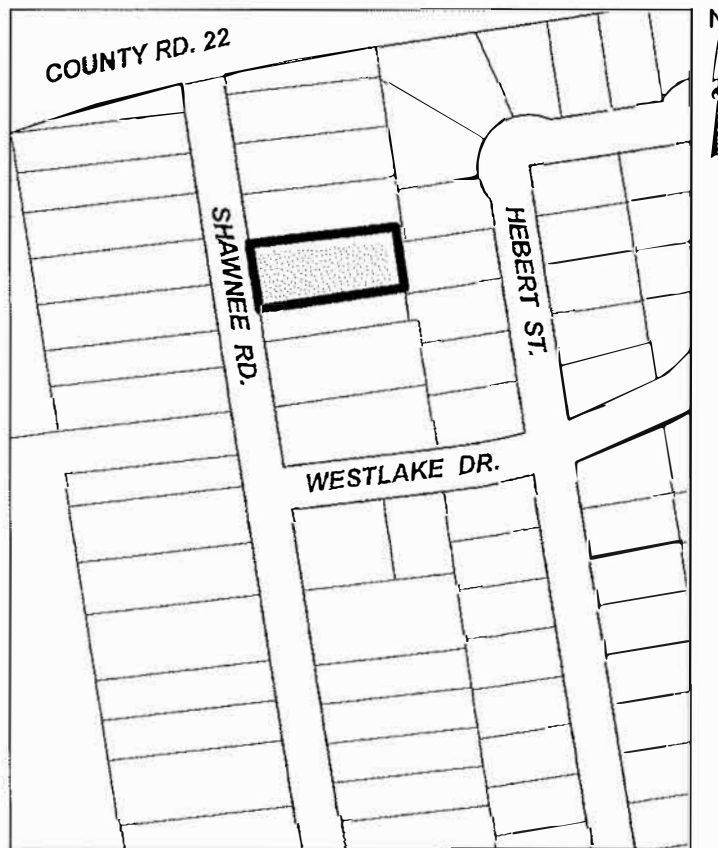
By-law No. 2023-055 is an amendment to Zoning By-law No. 85-18 pertaining to a 0.19 hectare (0.46 acre) parcel of land situated on the east side of Shawnee Road, approximately 80 metres (262 feet) north of its intersection with Westlake Drive (1650 Shawnee Road) (see Key Map below for location).

The by-law changes the zoning of the subject property from "Neighbourhood Commercial Zone (C2-2)" to a site-specific "Residential Zone 1 (R1-19)" in order to remove the currently permitted use of a "fish bait manufacturing facility" and to facilitate the construction of two single-unit detached dwellings, each on their own lot, and to establish site-specific provisions pertaining to minimum lot frontage and side yard width. This rezoning is a condition of Consent Application B-05-23 which was granted provisional consent by the Committee of Adjustment at its February 27, 2023 meeting and has the effect of severing one new lot from the subject property.

Effect of Public Input on Council's Decision

No comments/concerns were received at the associated Public Council Meeting held on April 25, 2023.

KEY MAP



0 15 30 60 90 120
Metres



Change from "C2-2" to "R1-19"



Windsor Police Service

ANNUAL REPORT

2022



VISION, MISSION & CORE VALUES

Our Vision

We are dedicated to excellence in service through the commitment of our people to teamwork, integrity and our core values. Together we work to be the safest community in Canada.

Our Mission

The Mission of the Windsor Police Service is to serve our community. Working together we prevent and investigate crime and provide support to those in need. We perform our duties with professionalism, accountability and integrity to ensure the safety of all the members of our diverse community.

Our Core Values

Integrity

We are committed to fair, ethical and respectful treatment of all persons within our organization and in our community.

Respect

We show respect and compassion, through deed and word, to every person.

Professionalism

We are dedicated to professionalism in appearance and conduct, and the continuing pursuit of excellence in all we do.

Accountability

We openly identify and address problems, and willingly accept responsibility for our actions.

Innovation

We are creative in developing effective policy and inventive practices; investing in our people and technologies to provide industry-leading service.

Teamwork

We all succeed by working together and in partnership with our diverse community.

Service

We are devoted to serving our community with honour, placing the needs of the community above those of our own.



WINDSOR POLICE SERVICES BOARD

Message from the Chair



Drew Dilkens

Windsor Police Services Board, Chair

As Chair of the Windsor Police Services Board, I am pleased to introduce the 2022 Annual Report of the Windsor Police Service.

2022 was a year of significant change for both the Windsor Police Service (WPS) and the Windsor Police Services Board (WPSB). The beginning of the year involved a fair amount of uncertainty following two years of obstacles and challenges brought about by the COVID-19 global pandemic. As restrictions began to lift and a sense of optimism emerged, we maintained a cautious and methodical approach to lessening our organization's pandemic protocols as we reestablished routines.

Despite those initial challenges and uncertainties, both the WPSB and WPS remained steady in our commitment to offering outstanding community support through effective policing and governance within our evolving and expanding city, and across areas of the surrounding region.

In February, the City of Windsor was the site of an illegal occupation at the foot of the Ambassador Bridge which disrupted trade and commerce between the United States and Canada. The Board and Service came together swiftly during this time to present a united front and end the blockade through a safe, measured and responsible response. Our joint efforts made Windsor a success story in terms of how the complex situation was navigated.

Last year also brought to a successful conclusion the 2020-2022 Strategic Plan and the development of a strong and effective new Strategic Plan for 2023-2026. As always, the WPSB remains dedicated to continuous improvement and innovation and we look forward to pushing for progress alongside the WPS as we move forward into 2023.

2022 was a year of evolution as Pamela Mizuno retired from her role as Chief of Police, and the WPSB saw the departures of three Board members including Vice Chair Aldo DiCarlo, Rino Bortolin and Denise Ghanam. At the end of the year, we warmly welcomed back Councillor Jo-Anne Gignac as Vice Chair for the Board.

As the year progressed, we launched a thorough recruitment process to select a new leader of the WPS. After a wide-ranging public consultation process and extensive international search, the Board was pleased to announce that they had selected Jason Bellaire to serve as the next Chief of the Windsor Police Service.

The Board wishes to express our deepest gratitude to, and pride in all members of the WPS; from front-line officers protecting community safety and well-being every day, to Administrative staff leading the way, to every civilian member whose behind-the-scenes work makes everything function smoothly and efficiently. The Board recognizes each of you for the important role you play within the organization and the broader community you serve.

This year brings an opportunity for the Board to deliver on the 2023-2026 Strategic Plan, and to move forward with the many impactful initiatives it maps out.

Meet the Board



1



2



3



4



5

1. Aldo DiCarlo, Vice-Chair WPSB

2. Rino Bortolin

3. Robert de Verteuil

4. Denise Ghanam

5. Joanne Gignac (effective December 6, 2022)

MESSAGE FROM THE CHIEF OF POLICE



Jason Bellaire
Chief of Police

On behalf of the Windsor Police Service, I am pleased to present our 2022 Annual Report. This report serves as an update on our progress, achievements and challenges over the past year, including completion of a number of the priorities noted in our 2020-2022 Strategic Plan.

I would like to highlight a few of our major achievements, including:

- WPS Equity, Diversity and Inclusion Plan and Wellness Plan both approved and adopted.
- Enhanced data analytics dashboards capabilities to track key performance metrics.
- Creation of Corporate Communications Unit for strategic communications and transparency.

I was pleased to be appointed as Chief of Police following Chief Pamela Mizuno's retirement in the early part of 2022. I look forward to leading our organization by embracing a community-focused, collaborative and data-driven strategy. This strategy will include modernizing our structure, service delivery and appearance. The diversity of our communities is a large part of what makes this area so attractive and vibrant. We will become a better organization by emphasizing a philosophy and practice that espouses equity, diversity and inclusion.

I would like to thank all of our Windsor Police Service members for their continued professionalism and dedication to duty. As always, we are grateful for the ongoing support of the Windsor Police Services Board, the Windsor and Amherstburg municipal councils and our communities who provide the resources and support needed to achieve our goals.

the Leadership Team



Frank Providenti
Deputy Chief
Operational Support



Jason Crowley
Acting Deputy Chief
Operations

Superintendents:

Tim Berthiaume (retired
October 2022)
Brendan Dodd
Dan Potvin
Karel Degraaf (Acting)

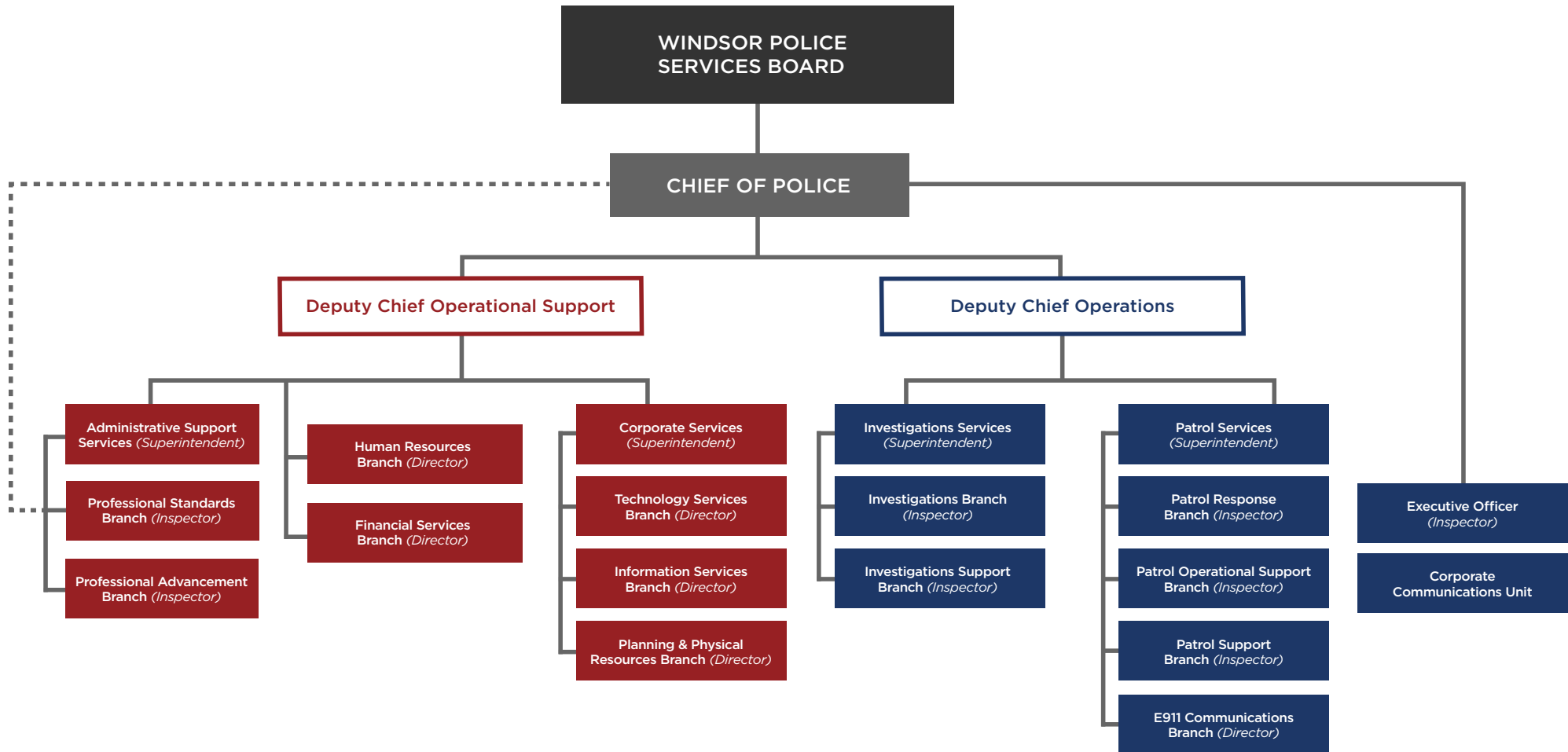
Inspectors:

Andrew Randall
Ken Cribley
Jill Lawrence
Dave Deluca
Marc Murphy
Jen Crosby
Ed Armstrong

Directors:

Melissa Brindley
Matt Caplin
Bryce Chandler
Gary Francoeur
Dawn Hill
Barry Horrobin
Laura Smith

2022 ORGANIZATIONAL STRUCTURE



OVERVIEW

The Windsor Police Service provides frontline response and investigative services to the residents and visitors of the City of Windsor and the Town of Amherstburg. Geographically, Windsor is the southernmost city in Canada and lies directly across from Detroit, Michigan separated by the Detroit River. Amherstburg is situated South of Windsor on the banks of the Detroit River at the mouth of Lake Erie.



The majority of our operational and administrative functions, including patrol deployment, investigative services, E911 communications, fleet management, prisoner detention, records management and administration are facilitated from Police Headquarters at 150 Goyeau Street in the downtown core of Windsor, Ontario, Canada. Additionally, the Windsor Police Service operates from four other facilities:

- WPS Amherstburg Detachment at 532 Sandwich Street South in Amherstburg, Ontario; WPS officers who are dedicated to policing the Town of Amherstburg are deployed from this location
- Jefferson Operational Support Services facility located at 2696 Jefferson Boulevard housing the Traffic Enforcement Unit and the Collision Reporting Centre
- Sandwich Community Station at 3312 Sandwich Street which accommodates the Community Services Branch
- Major F.A. Tilson, VC Armoury and Police Training Centre at 4007 Sandwich Street accommodating all training functions including classroom learning, firearms, tactical, physical and canine training

PATROL SERVICES

Patrol Services provides front-line policing to the citizens of Windsor and Amherstburg. Their core functions include crime prevention, law enforcement, assisting victims of crime, public order maintenance and emergency response.

TRAFFIC ENFORCEMENT UNIT

Total Motor Vehicle Collisions
2022: **4,358** | 2021: **4,374**

Total Provincial Offences Notices
2022: **10,025** | 2021: **13,371**

DETENTION UNIT

Provides temporary confinement of individuals involved in the judicial process

Total Prisoners Booked
2022: **5,150** | 2021: **4,982**

CITY CENTRE PATROL UNIT (CCP)

Dedicated to policing the downtown core of the City

Total Actions
2022: **9,964** | 2021: **10,329**

PROBLEM ORIENTED POLICING UNIT (POP)

Provides a rapid response to address issues based on crime trends

Total Actions
2022: **4,675** | 2021: **4,543**

PRIORITY 1 RESPONSE TIME

2022: **10 min. 54 sec.**
2021: **9 min. 15 sec.**

↑ 18% INCREASE (over 2021) **↑ 6% INCREASE** (over 5 year average)

5 year average (2017-2021) **10 min. 17 sec.**

MARINE UNIT

Vessel Stops
2022: **82** | 2021: **136**

Enforcement Actions
2022: **79** | 2021: **136**

POLICE DOG UNIT (PDU)

Total number of PDU calls
2022: **1,053** | 2021: **1,249**

COMMUNITY OUTREACH & SUPPORT TEAM (COAST)

Officers and crisis workers combine services to follow-up and assist with referrals for individuals affected by mental illness

Total Number of Follow-Ups
2022: **2,011** | 2021: **2,163**

MOBILE CRISIS RAPID RESPONSE TEAM (MCRRT)

Calls attended
(Dispatched, Patrol Request, Assist Patrol)
2022: **997** | 2021: **1,093**

Apprehensions
2022: **35** | 2021: **42**

COMMUNICATIONS CENTRE

TOTAL CALLS RECEIVED:

410,707

1125 PER DAY

↑ 7% INCREASE
(over 2021)

Non-emergency: 519-258-6111 | Emergency: 9-1-1

911 CALLS RECEIVED:

117,179

321 PER DAY

↑ 10% INCREASE
(over 2021)

TOTAL CALLS FOR SERVICE:

121,665

334 PER DAY

↓ 1.9% DECREASE
(over 2021)

21,603

Emergency Response:
Life-threatening situation

PRIORITY 1

7,081

Urgent Response:
Requires immediate intervention but no threat to life or bodily harm

PRIORITY 2

17,211

Regulatory Response
Events requiring police presence (follow-ups, traffic escort)

PRIORITY 4

68,039

Routine Response
Urgent or emergent response not required dispatched within 1 hour

PRIORITY 3

Dispatched
Police Response
TOTAL Citizen Initiated
111,630

Emergency 911 Centre

The Emergency 911 Centre is the Primary Public Safety Answering Point (P-PSAP) serving the City of Windsor and the Town of Amherstburg. All 911 calls are routed to our P-PSAP for police, fire and ambulance. If the call requires Police response, we maintain control. If the call requires Ambulance or Fire, the call is transferred to the appropriate agency. In addition to 911, our Centre answer all non-emergency calls for these jurisdictions.

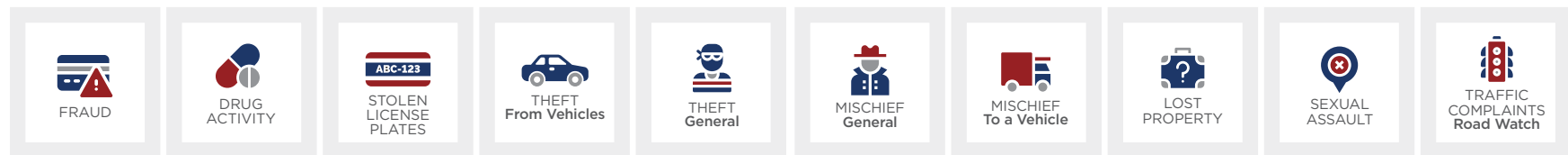
Celebrating 40 Years of 911 Service in Windsor

On September 7, 2022, we celebrated the 40th anniversary of our Emergency 911 Centre. It was on this date back in 1982 that the Windsor Police Service officially launched the three-digit emergency telephone service. Before the 911 number was created, people had to dial "0" for assistance or find the number of their nearest police station - options less than ideal for scenarios where every second counts. At the time, the team consisted of just 21 calltakers who handled requests by phone and inputting data on a card and sliding the card to the dispatcher.

ALTERNATIVE REPORTING OPTIONS

The Windsor Police Service offers various online reporting options from our website at www.windsorpolice.ca for a variety of offences that meet certain criteria. Our online reporting system and registries are a great tool for the public to report crimes and information in a timely and efficient manner. In addition, the data collected is also very useful for the Windsor Police Service to track and assess crime trends that can be useful in crime prevention.

Online Reporting Options



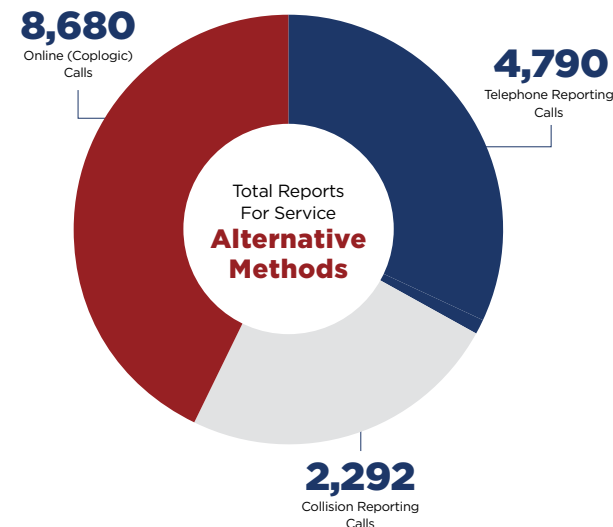
DID YOU KNOW?

Many calls are handled through an alternative method that does not require the dispatching of a Patrol Response unit. Calls may be handled by the call-taker who provides information/referrals for an alternative response such as telephone reporting and online reporting.



CONVENIENCE

Our online reporting system and registries are a great tool for the public to report crimes and information in a timely and efficient manner. In addition, the data collected is also very useful for the Windsor Police Service to track and assess crime trends that can be useful in crime prevention.



WPS AUXILIARY

The Windsor Police Auxiliary continues to be a well-regarded and supported program with a complement of officers providing service to both the City of Windsor and Town of Amherstburg. Officers are utilized to provide support at special events and park patrols. With the lifting of most COVID-19 restrictions our officers were able to return to regular in-person attendance at community events including the Ford Fireworks display, the Canada Day parade, Open Streets, Bright Lights and the Santa Claus Parade.

In February, the WPS Auxiliary was mobilized by the Chief of Police to assist with the Ambassador Bridge blockade. Auxiliary officers assisted in the logistics and coordination of support measures for WPS and outside agency members. The Windsor Police Auxiliary Unit continues to be a valuable resource to the Windsor Police Service and is relied upon to supplement service delivery in the Community.

90
MEMBERS

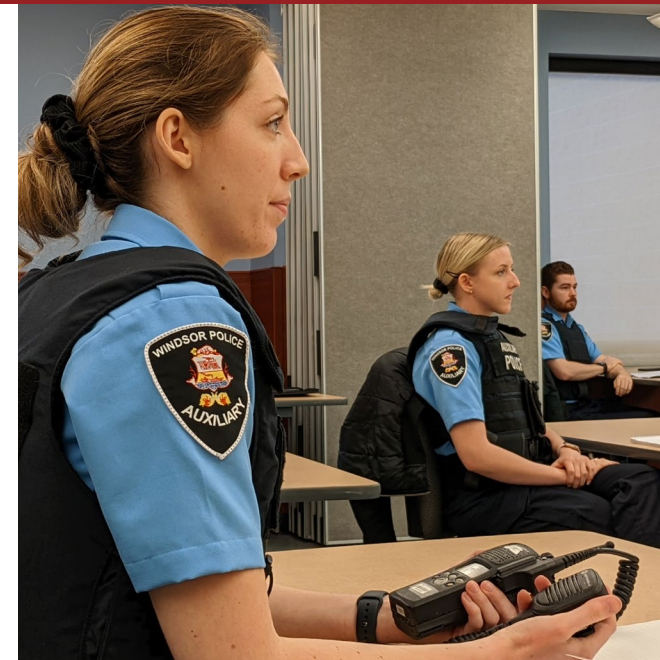
8074.25
PARK PATROL HOURS

870
OCCURRENCES
Legislation Enforcement
(Liquor offences, disorderly behavior,
graffiti, vandalism, smoking violations)

17
OFFICERS
Obtained full time employment
in law enforcement

2439
VOLUNTEER HOURS

52
SPECIAL EVENTS



INVESTIGATIONS DIVISION

VIOLENCE LEADING TO DEATH

	2022	2021
Homicide	2	7
Manslaughter	0	3
Violence causing death	1	1
Attempt Murder	10	5

CRIMES AGAINST PERSONS:

2,964
↑ 9.78%
 INCREASE (over 2021)

5 year average **2,706**

CRIMES AGAINST PROPERTY:

11,624
↑ 5.18%
 INCREASE (over 2021)

5 year average **11,796**

YOUTH RELATED CRIMES:

254
↑ 11.89%
 INCREASE (over 2021)

5 year average **295**

FIREARMS SEIZED:

477
↓ 9%
 DECREASE (over 2021)

5 year average **470**

CRIME GUNS:

128
↓ 18%
 DECREASE (over 2021)

2021: **157** | 2020: **126**

CRIME GUN DEFINITION

(according to Statistics Canada definition):

- A firearm (as defined under the Criminal Code) used, or suspected to be used in the commission of a criminal offence, regardless of whether or not it was possessed legally;
- or a firearm that has an obliterated, altered or removed serial number.

This includes replicas, toys, 3D printed firearms, pellet or BB guns/ air guns but ONLY when they are used in a threatening, intimidating or criminal manner. This definition allows police to include weapons they believe should be included (threats, intimidation, violence), while excluding toys used in routine play. Police will determine whether or not a firearm should be classified as a crime gun as a result of the investigation.

AMHERSTBURG DETACHMENT

On January 1, 2019, the Windsor Police Service began policing the Town of Amherstburg. Amherstburg operates as a Detachment and separate statistics are maintained. Thirty officers are dedicated to the Detachment and are responsible for policing the town, additionally the community benefits from enhancements available to them via specialty units of the Windsor Police Service.

POLICING ACTIVITIES AMHERSTBURG DETACHMENT

CALLS FOR SERVICE	2021	2022	CRIME STATISTICS	2021	2022
Dispatch Generated Incidents (CAD Calls)	5,813	5,906	Homicide/Attempted Murder	0	0
Self-Generated Walk-in Incidents	N/A	0	Robbery (All)	2	2
Reports	1,769	1,689	Break and Enter	41	40
Arrests	149	143	Theft Over \$5000	5	3
PROVINCIAL OFFENCES			Theft Under \$5000	62	72
Traffic Offences	1,996	2,161	Possession of Stolen Property	6	6
Part III Summons	78	97	Fraud	70	60
Liquor Offences	4	3	Mischief	50	61
Other Provincial Offences	25	48	Assaults (All)	50	71
COMMUNITY OUTREACH ACTIVITIES			Drugs	8	2
Community Service Calls	N/A	63	Firearms	9	1
Persons in Crisis	218	169	Arson	2	2
COAST Follow Ups	534	524	Impaired Operation	21	15
			Federal Statutes	0	2
			Other Criminal Code	141	56
			Total Criminal Offences	467	393

Community service officers were re-assigned to patrol due to the pandemic.

"In September 2022 the Amherstburg Detachment bid farewell to the Officer in Charge, Staff Sergeant Lisa Cheney as she retired from her 27 year career in policing. The River Book Shop graciously hosted a farewell open house in appreciation for her service and to welcome the Detachment's new OIC, Staff Sergeant Brian Caffarena.



COST OF POLICING

2022 BUDGET AT A GLANCE

Approved Net Budget	\$96,977,437
Actual Revenues	
Grants	\$8,266,455
Permits, Fees, Charges	\$784,001
Recovery of Expenses	\$15,567,268
Other Miscellaneous Revenue	\$339,773
Total Actual Revenues	\$24,957,497
Actual Expenditures	
Minor Capitol	\$6,784,761
Operating & Maintenance	\$2,987,666
Purchased Services	\$5,837,279
Salaries & Benefits	\$101,169,482
Transfers to Reserve Funds	\$3,293,448
Utilities, Insurance, Taxes	\$1,241,438
Total Actual Expenditures	\$121,314,074
Net Surplus	\$620,860

GRANTS RECEIVED IN 2022

Community Safety & Policing - Local	\$1,687,242
Community Safety & Policing - Provincial (Guns)	\$61,418
Community Safety & Policing - Provincial (SSNAPP)	\$118,823
Internet Child Exploitation	\$275,985
Intimate Partner Violence	\$65,925
Proceeds of Crime - Guns and Gangs	\$100,000
Proceeds of Crime - Technical Cooperative	\$82,547
Reduce Impaired Driving Enforcement	\$42,894
Federal Internet Child Exploitation	\$17,713
Ontario's Strategy to End Human Trafficking	\$17,400
Victim Support Program	\$100,000
Youth in Policing Initiative	\$15,879
Total Grants Received	\$2,585,826
Court Security and Prisoner Transportation Program	\$5,680,630
Total Grants and Uploads	\$8,266,456

2022 CAPITAL PROJECTS (BUDGET)

Police Fleet Replacement/Refurbishment	\$1,268,000
Corporate Radio Infrastructure	\$3,100,000
Other Capital Projects	\$1,765,000
Total Capital Budget	\$6,133,000

TOTAL ACTUAL
REVENUES
\$24,957,497

TOTAL ACTUAL
EXPENDITURES
\$121,314,074

TOTAL GRANTS
AND UPLOADS
\$8,266,456

PROFESSIONALISM IN POLICING

155

LETTERS OF
APPRECIATION FOR
OVER 200 OFFICERS
AND 16 CIVILIANS



11

COMMENDATIONS/
INTERNAL RECOGNITIONS
FOR 38 OFFICERS AND
7 CIVILIANS



A Job
Well Done

2022 NEW COMPLAINTS RECEIVED

Public Complaints	85
-------------------	----

2022 DISPOSITION OF PUBLIC COMPLAINTS

Customer Service Resolution	3
Screened Out	47
Screened In	35

Dispositions reflect the complaints dealt with over the course of the year. May be disseminated from previous years.



"It's not every day that you come across someone who you feel truly cares about you as an individual but that is how we felt with the Windsor Police Officers. I would like to thank Windsor Police Service for their professionalism and understanding, we are very fortunate to be blessed with these officers and thanks again for your service."

"Thank you to everyone at Windsor Police for their diligence, compassion, and excellent service to the community."

- Citizens of Windsor



RECOGNITION, REMEMBRANCE, AND PROMOTIONS

2022 Retirees

Lisa Morse	Greg Chemello	Paul Smith	Roberto Diluca
Kathy Henry	Scott Lamont	Morgan Evans	Margaret O'Brien
Leigh-Anne Riberdy	Gary C Williams	Donald Brown	Lisa Cheney
Ann Forbes	Pamela Mizuno	Lee Ross	Anne Campeau
Jeremy Souchuk	Mary Ann Papineau	Antonio Garro	Kyle Hartley
Chris MacKenzie	Susan McCormick	Timothy Berthiaume	
Paul Gratton	Angus McKenzie	Jack Greenway	

Exemplary Service Medal 20 Years

Norman Armstrong	Heinrich Penner	Shannon Tennant
Jason Dejong	Kristina Stannard	Christopher Peltier
Ronald Grossett	Jon-Michael Woods	Gregory Seguin
Robert Hanna	Daniel McKee	Jeffery Tremblay
Jacqueline Khoury	Scott Roberts	

Civilian Service 20 Years

Lisa McKee
Monique Talbot

2022 Promotions

Sergeant

Robert Durling
Liyu Guan
Scott Roberts

Warren Levack
David Connor
Fady Feghali
Darius Goze

Staff Sergeant

Patti Pastorius
Kenneth Price

30 Years Sworn

Donald Brown
Margaret O'Brien

30 Years

Michele Papic



Members In Memoriam

Joseph Gibala
John "Jack" Shuttleworth
John "Frank" Garbutt
Michael Lenehan
David Stannard
David McGeouch
John Ajersch



STRATEGIC PLAN

Ontario regulations require every Police Services Board to prepare and adopt a Strategic Plan for the provision of policing for the communities for which it is responsible. This plan must layout the objectives, priorities and core functions of the police service. The purpose of this Strategic Plan is to identify how the Windsor Police Service will continue to provide adequate and effective policing in accordance with the needs of the diverse communities we serve in the City of Windsor and the Town of Amherstburg. Further, the Plan outlines a path forward for the Service to ensure responsiveness and continuous improvement in service delivery in order to adapt to changes in the policing environment. The Plan also serves as a guide to the members of the Windsor Police Service who work diligently towards the achievement of the organizational goals identified herein.

How does the Windsor Police Service Strategic Plan relate to our Vision, Mission and Values?

The Windsor Police Service is vision inspired, mission focused and values driven.

In addition to numerous internal and external consultations, the Vision, Mission and Values of the Service were foundational to the development of the Strategic Plan as well. The priorities and organizational goals detailed in the 2020-2022 Strategic Plan are intended to guide every member of the Windsor Police Service as we work in service of our community. Each of the nine goals contained in the Strategic Plan seeks to achieve a desired outcome directly related to the achievement of the overall mission of the Windsor Police Service. Resources and efforts will be focused on achieving the outcomes being sought from each goal. Performance indicators will gauge our progress as we work to achieve our vision for community safety. To summarize, the top priorities identified in our Strategic Plan directly align with and enable our Vision, Mission and Values: We are driven by our values and our principles. Our people are inspired by our vision for the future. We are focused on performance as we work to achieve our mission.

The following section details the progress made in the 2022 Annual Report period toward the Strategic Plan's goals and objectives in this, the final year of the 2020 - 2022 WPS Strategic Plan. At the start of 2023 after extensive internal and community consultations, the WPS Board approved a new WPS Strategic Plan for the 2023 to 2026 planning cycle.



STRATEGIC PLAN

OUR STRATEGIC PRIORITIES



Our Principles



Our People



Our Performance

Our Organizational Goals

GOAL 1.1

Promote Community
Trust & Support



GOAL 1.2

Strive for Equity, Diversity & Inclusion
in Delivery of Policing Services



GOAL 1.3

Pursue Community Partnerships
& Regional Collaboration

GOAL 2.1

Recruit & Develop an Effective
& Diverse Workforce



GOAL 2.2

Provide a Responsive, Fair
& Inclusive Workplace



GOAL 2.3

Foster Wellness
& Resilience

GOAL 3.1

Provide Responsive &
Effective Service Delivery



GOAL 3.2

Enhance Safety, and Reduce
Victimization & Loss



GOAL 3.3

Pursue Continuous
Improvement & Innovation

STRATEGIC PLAN PROGRESS

Strategic Priority: Our Principles

GOAL 1.1	GOAL 1.2	GOAL 1.3
Promote Community Trust and Support	Strive for Equity, Diversity and Inclusion in Delivery of Policing Services	Pursue Community Partnerships and Regional Collaboration
Desired Outcome:		
To increase trust and satisfaction levels as experienced and reported by community stakeholders.	To ensure that the policing services we provide are delivered in a fair and inclusive manner and are, to the maximum extent possible, free of prejudice and bias.	To improve community safety and maximize the efficiency of service delivery for the WPS and the agencies and communities with whom we partner.
Actions Taken & Goal Progress:		
<ul style="list-style-type: none"> • Inaugural Youth Community Consultative Committee Meeting held • Community outreach and youth engagement via annual Camp Brombal week • Formed and commenced meetings of Community Consultative Committee (five meetings in 2022) to provide recommendations to WPS leadership for evaluation / implementation; ongoing engagement related to recruitment, communications strategies, and equity, diversity and inclusion initiatives. • Continued implementation of enhanced information security policies and operational/ business continuity best practices, including increased reporting to WPS Board on IT Security safeguards 	<ul style="list-style-type: none"> • Enhanced delivery of "Project Unite" in which Community Services officers delivered presentations in the community and to WPS officers on the impact of racism and unconscious bias • WPS Equity, Diversity & Inclusion (EDI) Strategic Plan adopted and approved for action • WPS Equity, Diversity & Inclusion (EDI) Advisory Committee established with inaugural meetings held (Q1 2023) • Continued collection and reporting of race-based data in Use of Force Reports, as well as collection of race and identity based data for WPS hiring and recruiting efforts 	<ul style="list-style-type: none"> • In partnership with the Windsor-Essex County Health Unit (WECHU), secured Provincial Grant funding for the Substance Supports in Neighbourhoods Accessed through Police Partnerships (SSNAPP) Program • Shared Joint Backup NG911 Emergency Communications Centre (JBECC) substantially completed in 2021 with final interior outfitting and shared infrastructure procurements and installations made throughout 2022 (shared by WPS & Windsor Fire & Rescue Services) • Commenced feasibility and costing study to partner with the LaSalle Police Service & Town of LaSalle for WPS provision of Next Generation 9-1-1 (NG911) Public Safety Access Point (PSAP) and Dispatch services • Finalized renewal of Windsor Radio System Sharing Agreement with Canada Border Services Agency (CBSA) • Implemented numerous ongoing Joint Forces Operations agreements, including BEST (Border Enforcement Security Task Force), ROPE (Repeat Offender Parole Enforcement), Cannabis Enforcement and Provincial Weapons Enforcement Unit • Finalized costings and tri-partite agreement (Q1 2023) with City of Windsor and Town of Amherstburg for the expansion of Shared Public Safety Radio System Services to the Town of Amherstburg • Ongoing exploration of costing and feasibility studies with City of Windsor and Town of LaSalle for the expansion of Shared Public Safety Radio System Services to the Town of LaSalle & LaSalle Police Services

STRATEGIC PLAN PROGRESS

Strategic Priority: Our People

GOAL 2.1

Recruit and Develop an Effective and Diverse Workforce

Our organization is comprised of employees who are reflective of the community we serve, and our members have the skills and training needed to be responsive to the diverse needs of all citizens.

GOAL 2.2

Provide a Responsive, Fair and Inclusive Workplace

Our organization has open lines of communication, is responsive to the diverse needs of our employees, and treats every member with fairness, integrity and respect; our members act and feel like they are part of a team, and are engaged and committed to shared organizational values and goals.

GOAL 2.3

Foster Wellness and Resilience

Our members trust that they will be treated with compassion and integrity, and that their employer values and supports them by working together to mitigate the physical and mental demands of their work.

Desired Outcome:

Actions Taken & Goal Progress:

- Virtual and in-person Recruitment sessions were held at numerous locations, including the University of Windsor and St. Clair College; 519 Connect podcast was continued to connect with community members
- WPS Equity, Diversity, & Inclusion (EDI) Coordinator worked with EDI Consultant to draft the WPS EDI Strategic Plan which was approved for action in May 2022
- WPS EDI Advisory Committee formed to facilitate enact WPS EDI Strategic Plan initiatives
- Enhanced and expanded recruitment tracking and reporting processes, including race and identity based information collection
- Continued ongoing initiative to expand issued technology and communications equipment to all WPS members as required, sustainment provisions in place
- Work began on development of the 2023 WPS Census which will be delivered internally by Q4 of 2023

- A joint WPS and Windsor Police Association (WPA) working group conducted and delivered year over year results on the 2022 WPS Employee Consultation Survey
- Conducted numerous employee engagement and recognition sessions with Senior Leadership Team across the organization
- On boarded new Director of Corporate Communications to oversee an expanded unit dedicated to enhancing internal and external communications
- WPS Equity, Diversity, & Inclusion (EDI) Coordinator worked with EDI Consultant to draft the WPS EDI Strategic Plan which was approved for action in May 2022
- WPS EDI Advisory Committee formed to facilitate enact WPS EDI Strategic Plan initiatives
- A joint internal (WPS & WPA) committee worked with a 3rd party consultant to evaluate current promotional processes; in 2023 implementation will commence for a revised WPS Promotional Process at all ranks

- WPS Health and Wellness Coordinator developed a formalized WPS Wellness Strategy which was approved in 2022
- Expanded usage of PeerConnect Employee Wellness App
- Officer Critical Incident Reintegration Training curriculum was developed with the first course conducted in Q1 of 2023
- Provided enhanced online training for officers and new employees that includes mental health self-awareness for first responders training, police ethics and accountability training, cybersecurity training, customer service in the policing environment, human rights training, respectful workplace training, and Violence/Harassment/Sexual Harassment training
- Internal Wellness Committee reconvened in Q1 2023 to implement Wellness Strategic Plan initiatives

STRATEGIC PLAN PROGRESS

Strategic Priority: Our Performance

GOAL 3.1

Provide Responsive and Effective Service Delivery

The WPS effectively responds to the needs and expectations of the citizens we serve; as those needs and expectations change, our organization changes and adapts service delivery as required.

GOAL 3.2

Enhance Safety, Reduce Victimization and Loss

The WPS effectively responds to the needs and expectations of the citizens we serve; as those needs and expectations change, our organization changes and adapts service delivery as required.

GOAL 3.3

Pursue Continuous Improvement and Innovation

The WPS leverages technology and information systems to inform decision-making and optimize resource allocations and measure the impact of changes; new service delivery models are explored to adapt to changing environments.

Desired Outcome:

Actions Taken & Goal Progress:

- Board approvals obtained for staffing enhancements in WPS Emergency 9-1-1 Centre; personnel to be on boarded Q1 2023
- Continued deployment of Mobile Crisis Rapid Response Team (MCRRT) to supplement and enhance the existing COAST Program (an alternative mental health response strategy). These initiatives work toward the goal of reduced Person In Crisis (PIC) interactions and enhanced service provision that is safer and better optimizes resource allocation, as more officers will be able to resume general law enforcement duties and proactive patrol.
- Implemented enhanced data analytics reports to better track and manage key performance indicators for service delivery, including Priority One Response Time, and Officer Wait Times at hospital
- Installed and implemented Next Generation 9-1-1 (NG911) compliant call handling infrastructure (for WPS primary and backup E911 Centres) in advance of mandated transition to NG911 Systems
- Transition commenced to new a new third party operator for the WPS Collision Reporting Centre (CRC); Accident Support Services International (ASSI) to commence CRC Operations Q2 2023

- Active Transportation School Safety Initiative: A successful pilot study was completed in 2022 that involved the identification and comprehensive safety auditing of designated walking and bicycling routes to/from elementary schools by students; local school boards have committed to a continuance of the process that will include other schools outside of the pilot study locations
- Partnered with City of Windsor to win further grant funding to modernize the City's Traffic Camera Network to enhance community and traffic safety
- Enhanced Human Trafficking & Firearms Enforcement: Grant funding secured and funds expended in support of enforcement activities which have been actively on going throughout the grant period
- High Visibility Foot & Bike Patrol Deployments: Numerous specialty unit deployments were made to identified problem areas, which also included public awareness postings regarding enforcement and crime prevention actions carried out
- \$1.5M Grant secured for implementation of Automated License Plate Recognition (ALPR) equipment for WPS Patrol fleet (Q3 2023)

- Continued to implement recommendations from the WPS Patrol Continuous Improvement Working Group (PCIWG) whose mandate is to assess and implement a program of projects and initiatives designed to improve the efficiency and effectiveness of the Patrol Response services provided by the WPS; initiatives included analysis of District & Zone boundaries, and officer scheduling and deployment enhancements
- Continued to develop and enhance data analytics solutions to measure response times, referrals to social service agencies, opioid/overdose incident tracking, impact of mental health calls for service (including police/hospital transition times)
- Continued work to expand existing data analytics capacity by identifying highest impact organizational performance metrics and building automated reports and dashboards for those metrics;
- Instituted regular structured "Organizational Priorities" meetings with Patrol Division supervisors to review all key performance indicators via detailed analytic reports
- Implemented Community CCTV Camera Registry (online portal) to enhance investigative capacity to identify and retrieve evidentiary video
- Implemented Criminal E-Intake processes to modernize information submission to courts for the laying of charges
- Substantial completion of capital improvements to WPS Indoor Firing Range to modernize and enhance firearms training practices

2022 NOTABLE EVENTS AND HIGHLIGHTS



Ambassador Bridge Blockade

On Monday, February 7th, 2022, hundreds of citizens gathered at the Ambassador Bridge in protest of the federal and provincial Covid-19 mandates. This resulted in the block of all Canadian bound traffic and caused all bridge operations to come to a complete stop.

The Windsor Police Service oversaw this event for three days, until resources from various police agencies were deployed to Windsor and assisted with the clearing of the blockade. At the peak of the operation, approximately 530 officers from agencies across Ontario were called to assist. An integrated command team consisting of members of both the Windsor Police Service and Ontario Provincial Police oversaw the entire operation throughout the illegal occupation. The bridge was reopened on February 14, 2023.



Superbowl Shooting

WPS Case 22-28835

On Saturday April 9, 2022, a physical altercation between parties occurred inside the Superbowl Bowling Alley, located at 10000 Tecumseh Road East.

The altercation continued into the parking lot, and escalated into several gunshots being fired from a vehicle, towards parties who were congregating in front of the establishment. This resulted in five (5) victims receiving non-life threatening gunshot wounds. The suspect vehicle then fled the scene.

The investigation lead to five (5) parties being charged with Attempt Murder (X5), Reckless Discharge of Firearm, and Occupy Motor Vehicle with Firearm. Another party was charged with Accessory After the Fact - Attempt Murder. This was one of Windsor's largest mass shootings in recent years and attributes to the increase in Attempt Murder charges referenced in the Investigations Division statistics.



Criminal E-Intake

In February 2022, after months of collaboration with the Ministry of the Solicitor General the Windsor Police Service went live with Criminal e-Intake. This initiative was started in 2020 and required a cross sectional project team consisting of members of Information & Technology Services, Information Services and Investigations. This project modernized the way in which charge and warrant packages are sworn to before a Justice of the Peace. Criminal e-Intake is a courts application that fully integrates to the records management system and allows for the Windsor Police Service to send and receive charge packages digitally. The implementation of this program has significantly improved efficiency and has eliminated the need for a central informant to appear in person before the court every day.

2022 NOTABLE EVENTS AND HIGHLIGHTS



EDI Strategic Plan

In 2022, the Windsor Police Service approved and adopted an Equity, Diversity and Inclusion (EDI) Strategic Plan. This Plan provides a framework to guide the implementation of EDI best practices and principles. It considers the identified barriers and through an EDI Action plan how these can be addressed to ensure a more equitable and inclusive police service for all.

WPS Wellness Strategic Plan

The WPS has committed to promoting wellness in the workplace. The development of the Wellness Strategic Plan integrates wellness principles and priorities into policies and practices, thereby advancing organizational goals.

Despite the fact that employees in law enforcement are required to respond to highly stressful situations, stigma continues to be a significant barrier to care for members experiencing a mental health issue. The WPS recognizes that an overarching wellness program must not only be reactive, but also preventative and include initiatives designed to address concerns before they manifest into significant issues.

Plans are available on the WPS website:
www.windsorpolice.ca/about/publications



Windsor Police Service Employee Consultation Survey

From July 28th to August 21st, 2022 the '2022 WPS Employee Consultation Survey' was available for completion by interested members. WPS employees were invited to anonymously share their thoughts with organizational leadership via 10 questions covering several distinct areas. Our intent was to provide our members with an opportunity to candidly share their views, and to have the information gained via survey responses serve to guide us as we seek to improve how we deliver services both for our members, and for our community. The previous Employee Consultation Survey was conducted in 2020.

Comparison of reported Overall Workplace Satisfaction Level between the 2020 and 2022 WPS Employee Consultation Survey

2022: Weighted Average: 6.81 out of 10

2020: Weighted Average: 6.43 out of 10

Percentage Change from 2020 to 2022: 5.9% Increase in reported overall workplace satisfaction.



Community Satisfaction Survey

In late 2022, the Windsor Police Service contracted Forum Research Inc. to survey the communities of Windsor and Amherstburg. The focus of the survey was to determine priorities, needs and an assessment of service delivery. Residents of both communities were surveyed by phone (landline and mobile).

Highlights of the results:

- 74% of respondents are satisfied with the overall performance of the WPS.
- 56% of residents surveyed believe the police in Canada are doing a good or excellent job, 70% of Windsor respondents believe that the Windsor Police are doing a better job compared to the police in Canada in general.
- The top five types of services the public rated as most important were:
 1. Assistance to Victims of Crime (89%)
 2. Impaired operation of a conveyance (by alcohol/drug/cannabis) initiatives (89%)
 3. Crime prevention strategies (88%)
 4. Downtown policing (88%)
 5. Drug enforcement & education (87%)
- 88% of respondents feel the WPS is a very professional organization.

The complete survey results can be found on the WPS website:
www.windsorpolice.ca/about/publications

FIVE YEAR SUMMARY

	2018	2019	2020	2021	2022		2018	2019	2020	2021	2022
Motor Vehicle Accidents (MVA)	5246	6106	4454	4374	4358	Crimes Against Person Violations					
MVA Non - Reportable	72	156	317	224	95	Total	2,454	2,468	2,858	2,700	2,964
MVA - Injury	1264	1161	1025	1015	887	Crimes Against Property Violations					
MVA - Fatal	10	9	5	6	8	Total	12,930	12,641	10,480	11,052	11,624
Provincial Offence Notices Issued	17824	26748	19524	16502	12959	Total Other Criminal Code Violations					
Traffic Unit	11172	15654	11226	7173	7533	Total	3,029	3,240	2,513	2,628	2,000
Suspended Drivers	654	793	329	623	110	Total Criminal Code					
Prohibited Drivers	35	34	68	43	84	Total	18,413	18,349	15,851	16,380	16,588
Bus Watch Letters Sent	37	38	18	3	5	Youth Crime Related Stats					
Road Watch Letters Sent	133	26	8	23	5	Total Young Persons Committing Violent Crime	158	172	146	115	156
RIDE Statistics						Total Young Persons Committing Property Crime	131	114	76	43	62
Vehicles Stopped	8600	7837	4847	8433	4741	Total Young Persons Committing Other Crime	53	58	52	49	34
Suspensions Issued	14	44	13	12	8	Total Young Persons Committing Drug Crime	16	4	15	16	2
Impaired/80 mg or more	10	16	10	7	3	Total Youths in all Offence Category	358	348	289	223	254
Other Criminal Charges	2	0	10	8	7	Complement					
Roadside Tests	2	0	10	8	118	Police Officers (Sworn)	444	490	501	501	501
Liquor Licence and Control Act (LLCA)	0	3	1	8	3	Civilians	142	147	150	153	154
Workload						Cadets	18	21	14*	19*	30*
Calls for Service	110,272	125,019	116,217	124,114	121,665						
Calls to 9-1-1	31,289	33,647	32,504	35,926	41,097						

*Indicates the number of new cadets hired in the year.
Authorized complement for is 5

HONOUR IN SERVICE

WINDSOR POLICE SERVICE

P.O. Box 60
150 Goyeau St.
Windsor, ON N9A 6J5
(519) 255-6700
info@windsorpolice.ca

windsorpolice.ca

WPS Facebook: @Windsor.Police.Service

WPS Twitter: @WindsorPolice

WPS Instagram: @WindsorPolice

WPS Youtube: WindsorPolice

Amherstburg Facebook: @WPS.Amherstburg

Amherstburg Twitter: @WPS_Amherstburg



PLANNING DEPARTMENT – DEVELOPMENT DIVISION

Memo

To: City Clerk
From: City Planner/Executive Director
Date: May 8, 2023
Subject: TRANSMITTAL OF NEW FILE **Our File Number: Z-042/22 [ZNG/6937]**
RE: Application For: ☒ Zoning Amendment ☐ Official Plan Amendment
☐ Part Lot Control ☐ Draft Plan of Subdivision/Condominium

Applicant: MARKO AGBABA
Location: 1155 CALIFORNIA AVE.
Description: Application to amend Zoning By-law 8600 to allow for a semi-detached dwelling.

The ZONING AMENDMENT application submitted by MARKO AGBABA for 1155 CALIFORNIA AVE. has been deemed as complete on April 13, 2023.

Enclosures:

- ☒ 1 copy of Application Form
- ☐ 1 copy of Drawings
- ☐ 1 copy of Site Plan



Thom Hunt, MCIP, RPP
City Planner, Executive Director

/ap

April 28, 2023

Marko Agbaba
903-515 Riverside Dr. West
Windsor, ON N9A 7C3

Dear Marko Agbaba,

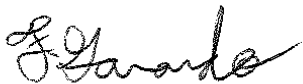
Re: REZONING APPLICATION
APPLICANT: MARKO AGBABA
LOCATION: 1155 CALIFORNIA AVE.
FILE NO.: Z-042/22 [ZNG/6937]

This is to acknowledge receipt of the application for rezoning, which has been assigned the above-referenced file number. In accordance with the delegation authority as prescribed by By-Law 139-2013, the information and material required has been provided; therefore, the application was deemed COMPLETE on April 13, 2023 and processing has begun.

You will be advised prior to the Development & Heritage Standing Committee and Council meetings of the position of the Planning Department on the application and the dates of the public meetings.

Please email me at fgarardo@citywindsor.ca, if you have any questions.

Yours truly,



Frank Garardo, MCIP, RPP
Planner III – Policy & Special Studies

FG/ap

ZONING BY-LAW AMENDMENT APPLICATION

INSTRUCTIONS

Verify that you are using the current application form.

- Section 1: Pre-Submission consultation with a staff Planner is mandatory per By-law 199-2007. If you do not have a valid Pre-Submission Letter, you must meet with a staff Planner who must sign and date this section.
- Section 2: During Pre-Submission consultation a staff Planner will indicate what supporting information must be submitted with the application.
- Section 3: Provide the full name, address, phone number, fax number and email address of the applicant, agent, and registered owner. If any of these are a corporation, provide the full corporate name. Include the full name of the contact person. If there is more than one person, corporation, or registered owner, use additional sheets.
- Section 4: Indicate if you are submitting other companion applications with this application.
- Section 5: Provide information about the subject land. This information is used to determine supporting information requirements and to assist in the review of the application.
- Section 6: Indicate the amendment, proposed uses and describe the nature and extent of the amendment being requested. Indicate why the amendment is being requested and how it is consistent with the Provincial Policy Statement and conforms to the City of Windsor Official Plan. If this information is in a Planning Rationale Report, check the box beside "See Planning Rationale Report".
- Section 7: If there are any existing buildings or structures on the subject land, provide the required information or submit a sketch, drawing or plan that shows this information.
- Section 8: If you propose to build any buildings or structures on the subject land, provide the required information or submit a sketch, drawing or plan that shows the information.
- Section 9: Indicate how the property is accessed. Check all boxes that apply.
- Section 10: Provide information about water service, sanitary sewage disposal, and storm drainage.
- Section 11: Provide a sketch of the subject land showing, in metric units, the items listed or indicate if this information is provided on an existing plan or a conceptual site plan.
- Section 12: Check the appropriate box based on a valid Pre-Submission Letter or pre-submission consultation.
- Section 13: Explain your proposed strategy for consulting with the public with respect to the application.
- Section 14: Complete and sign in the presence of a Commissioner of Taking Affidavits.
- Other: Read, complete in full, and sign Schedules A & E. Complete Credit Card Authorization if paying by credit card
- Submit application form, supporting information, and application fee / credit card authorization to Senior Steno Clerk at Planning Division, Suite 210, 350 City Hall Square West, Windsor ON N9A 6S1 or planningdept@citywindsor.ca

TYPE OF REZONING AMENDMENT

DATE RECEIVED STAMP

The type of amendment is determined by the City Planner or their designate.

Minor Zoning Amendment

- Site zoned commercial, institutional, or manufacturing
 - Addition to the list of permitted uses
- Site already zoned
 - Change to existing regulations or to zoning district boundary to match lot lines
- Site designated in the Official Plan for residential use
 - Rezoning to accommodate a maximum of six dwelling units
- Site designated in the Official Plan for the proposed use other than residential
 - Site-specific zoning for a site with a lot area of less than 1,000.0 m²

Major Zoning Amendment

- Any other amendment not listed as minor.

ZONING BY-LAW AMENDMENT APPLICATION

ZONING BY-LAW AMENDMENT PROCESS

The application will be terminated without notice after 60 days of inactivity. The following is for your information only. Review the Planning Act and relevant regulations for statutory requirements. The processing of the application is subject to change. Direct all questions to the assigned Planner. The process is generally as follows:

1. The application is reviewed to ensure all prescribed and required information and the fee have been submitted. Within 30 days of the receipt of the application, you will be notified in writing that the application is deemed incomplete or complete.
2. If deemed incomplete, the application and fee will be returned. If deemed complete, fees are not refundable, the application is circulated to departments and external agencies for review and comment, and all submitted documents are made available to the public.
3. Following circulation, a draft staff report containing a recommendation and any conditions is prepared. The City Planner and other staff review the draft staff report.
4. When the staff report is approved by appropriate municipal staff, it will be scheduled for a future meeting of the Development and Heritage Standing Committee (DHSC).
5. The DHSC meeting is the public meeting required by the Planning Act. Public notice of the DHSC meeting is advertised in the Windsor Star, a local newspaper, at least 20 days in advance of the DHSC meeting. A courtesy notice may be mailed to property owners and/or tenants within 120 metres or more of the subject land.
6. 10 days prior to the DHSC meeting, the staff report is circulated to the applicant and DHSC members and made available to the public. All supporting documentation submitted by the applicant is available for review.
7. At the DHSC meeting, a staff planner makes a presentation. The applicant and other parties have an opportunity to provide verbal and/or written submissions. The DHSC may ask questions of staff, the applicant, agent, and other parties. The DHSC may decide to defer or recommend approval or denial of the application.
8. If deferred, the application along with any additional information or a new staff report will be considered at a future DHSC meeting. If recommended for approval or denial, the staff report, the minutes of the DHSC meeting, and the amending by-law are forwarded to City of Windsor Council for consideration at a future date. The applicant, agent and all interested parties will be notified by the City Clerk of the date, time, and location of the Council meeting. Call 311 or contact the City Clerk at 519-255-6211 or clerks@citywindsor.ca.
9. The application may be placed on the Consent Agenda of the Council Meeting, a part of the meeting where Council approves several matters with a single motion. If the application is not on the Consent Agenda, the staff planner may introduce the application, review the staff recommendation and any additional information provided to Council, and advise Council of any differences between the staff and DHSC recommendations. The applicant and other interested parties have an opportunity to make verbal and/or written submissions. Council may decide to approve, deny, or defer the application. If Council approves the application, the amending by-law may be approved at the same Council meeting, otherwise it will be approved at a future Council meeting.
10. When the amending by-law is passed, the City Clerk will mail a notice of the passing of the amending by-law to property owners and various public agencies within 15 days. There is a 20-day appeal period commencing the day after this notice is given. The notice will include the last day to file an appeal. An appeal is made to the Ontario Land Tribunal (OLT) through the City Clerk. If no appeal is filed, the amending by-law is final and binding as of the date of Council's passing of the by-law. Contact the City Clerk at 519-255-6211 or clerks@citywindsor.ca.
11. If the rezoning is subject to a holding symbol, it is the responsibility of the property owner to satisfy the conditions to remove the holding symbol, to apply, and to pay the fee to remove the holding symbol.

CONTACT INFORMATION

Planning & Building Department – Planning Division
Suite 210
350 City Hall Square West
Windsor ON N9A 6S1

Telephone: 519-255-6543
Fax: 519-255-6544
Email: planningdept@citywindsor.ca
Web Site: www.citywindsor.ca

ZONING BY-LAW AMENDMENT APPLICATION

1. PRE-SUBMISSION CONSULTATION

By-law 199-2007 requires pre-submission consultation with a staff Planner to determine what supporting information is required, to verify fee payable, and to review the process. This application is incomplete unless you have a valid Pre-Submission Letter or a staff Planner signs below.

Valid Pre-Submission Letter? NO ☐ YES ☐ File Number: PS-_____

Staff Use Only

Signature of Staff Planner		Date of Consultation	
<input type="checkbox"/> Jim Abbs	<input type="checkbox"/> Kevin Alexander	<input type="checkbox"/> Greg Atkinson	<input type="checkbox"/> Laura Diotte
<input type="checkbox"/> Melissa Gasic	<input type="checkbox"/> Justina Nwaesei	<input type="checkbox"/> Simona Simion	<input type="checkbox"/> Adam Szymczak
<input type="checkbox"/> _____			

2. REQUIRED SUPPORTING INFORMATION *(To be completed by a staff Planner)*

Unless you have a valid Pre-Submission Letter, a staff Planner will indicate below what supporting information must be submitted with the application during pre-submission consultation. The City of Windsor reserves the right to require additional supporting information during the processing of the application. All supporting information submitted is made available for public review.

For each document, provide one paper copy, and where possible, one digital copy on a CD or USB flash drive. All drawings or plans shall be in letter size (8.5 x 11 inches) in JPG and PDF format. All other document shall be provided in Word and PDF format. **All PDF documents shall be flattened with no layers.**

If you are submitting a companion application submit only one set of documents.

<input checked="" type="checkbox"/> Deed or Offer to Purchase	<input type="checkbox"/> Corporation Profile Report	<input checked="" type="checkbox"/> Site Plan Conceptual <i>(see Section 8)</i>	<input checked="" type="checkbox"/> Sketch of Subject Land <i>(see Section 11)</i>
<input type="checkbox"/> Archaeological Assessment – Stage 1	<input type="checkbox"/> Built Heritage Impact Study	<input type="checkbox"/> Environmental Evaluation Report	<input type="checkbox"/> Environmental Site Assessment
<input type="checkbox"/> Floor Plan and Elevations	<input type="checkbox"/> Geotechnical Study	<input type="checkbox"/> Guideline Plan	<input type="checkbox"/> Lighting Study
<input type="checkbox"/> Market Impact Assessment	<input type="checkbox"/> Micro-Climate Study	<input type="checkbox"/> Noise Study	<input type="checkbox"/> Planning Rationale Report
<input type="checkbox"/> Record of Site Condition <i>(see Schedule E)</i>	<input type="checkbox"/> Sanitary Sewer Study	<input type="checkbox"/> Species at Risk Screening	<input type="checkbox"/> Storm Sewer Study
<input type="checkbox"/> Storm Water Retention Scheme	<input type="checkbox"/> Topographic Plan of Survey	<input type="checkbox"/> Transportation Impact Statement	<input type="checkbox"/> Transportation Impact Study
<input type="checkbox"/> Tree Preservation	<input type="checkbox"/> Tree Survey Study	<input type="checkbox"/> Urban Design Study	<input type="checkbox"/> Vibration Study
<input type="checkbox"/> Wetland Evaluation Study	Other Required Information: _____		

ZONING BY-LAW AMENDMENT APPLICATION

3. APPLICANT, REGISTERED OWNER, AND AGENT INFORMATION

Provide in full the name of the applicant, registered owner, and agent, the name of the contact person, and address, postal code, phone number, fax number and email address.

If the applicant or registered owner is a numbered company, provide the name of the principals of the company. If there is more than one applicant or registered owner, copy this page, complete in full and submit with this application.

All communication is with the Agent authorized by the Owner to file the application. If there is no Agent, all communication is with the Applicant.

Applicant

Name: Marko Agbaba Contact: _____
Name of Contact Person

Address: 903 - 515 Riverside Dr W, Windsor, ON

Address: _____ Postal Code: N9A 7C3

Phone: (519) 999-9425 Fax: _____

Email: agbabaholdings@gmail.com

Registered Owner ☐ Same as Applicant

Name: AGBABA HOLDINGS CORPORATION Contact: _____
Name of Contact Person

Address: 903 - 515 Riverside Dr W, Windsor, ON

Address: _____ Postal Code: N9A 7C3

Phone: (519) 999-9425 Fax: _____

Email: _____

Agent Authorized by the Owner to File the Application (Also complete Section A1 in Schedule A)

Name: _____ Contact: _____
Name of Contact Person

Address: _____

Address: _____ Postal Code: _____

Phone: _____ Fax: _____

Email: _____

4. COMPANION APPLICATIONS

Are you submitting a companion Official Plan Amendment application? NO ☒ YES ☐

Are you submitting a companion Plan of Subdivision/Condominium application? NO ☒ YES ☐

Are you submitting a companion Site Plan Control application? NO ☒ YES ☐

ZONING BY-LAW AMENDMENT APPLICATION

5. SUBJECT LAND INFORMATION

Municipal Address 1155 California Ave, Windsor, ON N9B 2Z8

Legal Description PT LOT 76 PLAN 1120 TOWN OF SANDWICH; PT LOT 77 PLAN 1120 TOWN OF SANDWICH AS IN R1375166 :
WINDSOR

Assessment Roll Number 3739-050-370-09500-0000

If known, the date the subject land was acquired by the current owner: _____

Frontage (m) 12.19 Depth (m) 32.69 Area (sq m) 398.49

Official Plan Designation Residential (Schedule D: Land Use)

Current Zoning Zoning By-law 8600 – Residential District 1.3 (RD1.3)

Existing Uses Single-Family Detached (Not on Water)

If known, the lengths of time that the existing uses have continued: N/A

Previous Uses Single-Family Detached (Not on Water)

List the names and addresses of the holders of any mortgages, charges, or other encumbrances in respect of the subject land:

No Mortgage

Are there any easements or restrictive covenants affecting the subject lands? NO ☒ YES ☐

If yes, describe the easement or restrictive covenant and its effect:

If known, has the subject land ever been subject of: *(leave blank if unknown)*

An application for a Plan of Subdivision or Consent: NO ☐ YES ☐ File: _____

An application for an amendment to a Zoning By-law: NO ☐ YES ☐ File: _____

An application for approval of a Site Plan: NO ☐ YES ☐ SPC- _____

A Minister's Zoning Order (Ontario Regulation): NO ☐ YES ☐ OR#: _____

ZONING BY-LAW AMENDMENT APPLICATION

6. DESCRIPTION OF AMENDMENT

Amendment to Zoning By-law from: Zoning By-law 8600 – Residential District 1.3 (RD1.3)

to: Zoning By-law 8600 – Residential District 2.2 (RD2.2)

Proposed uses of subject land: Construction of a Semi-Detached Dwelling with two parking spots at the front of the property.

Describe the nature and extent of the amendment(s) being requested:

I am requesting an amendment to Zoning By-law 8600 to change the zoning of the subject to permit the construction
of a Semi-Detached dwelling with two front yard parking spaces. and to allow a reduced minimum lot width from 15.0m to 12.19m
a reduced lot area from 450m² to 398.49m².

Why is this amendment or these amendments being requested?

The reduction in the minimum lot width is required to accommodate the proposed Semi-Detached dwelling on a slightly narrower lot of
12.19m (versus the required 18.0 m). The reduction in lot area is required to accommodate the proposed Semi-Detached Dwelling on
a slightly smaller lot of 398.49m² (versus the required 450m²).

Explain how the amendment to the Zoning By-law is consistent with the Provincial Policy Statement:

☐ See Planning Rationale Report The proposed Semi-Detached Dwelling development represents an efficient development
and land use pattern that will have no adverse impact on the financial well-being of the City of Windsor, land consumption, and servicing
costs, accommodates an appropriate range of residential uses, and optimizes investments in transit.

Explain how the application conforms to the City of Windsor Official Plan:

☐ See Planning Rationale Report The proposed Semi-Detached Dwelling represents a complementary and compact form
of housing, redevelopment, and intensification that is near sources of transportation that support the growing student population within
Windsor. The proposed Semi-Detached Dwelling is classified as a small-scale Low Profile housing development under Section 6.3.2.3 (a),
a permitted use in the Residential land use designation (Section 6.3.2.1).

If this application is to remove land from an area of employment, details of the official plan or official plan amendment that deals with this matter:

☐ See Planning Rationale Report ☐ See Official Plan Amendment

ZONING BY-LAW AMENDMENT APPLICATION

7. EXISTING BUILDINGS / STRUCTURES ON SUBJECT LAND

Are there any buildings or structures on the subject land?

- ☐ NO Continue to Section 8
- ☒ YES Indicate the type of building or structure, the date of construction (if known), and, in metric units, the setback from the front lot line, rear lot line and side lot lines, the height of the building or structure and its dimensions or floor area.
- ☒ See attached Existing Plan or Sketch of Subject Land

8. PROPOSED BUILDINGS / STRUCTURES ON SUBJECT LAND

Do you propose to build any buildings or structures on the subject land?

- ☐ NO Continue to Section 9
- ☒ YES Indicate the type of building or structure and, in metric units, the setback from the front lot line, rear lot line and side lot lines, the height of the building or structure, and its dimensions or floor area.
- ☒ See attached Site Plan Conceptual

ZONING BY-LAW AMENDMENT APPLICATION

9. ACCESS TO SUBJECT LAND

Indicate if access to subject land is by: (*check all that apply*)

- ☒ Municipal Road ☐ Provincial Highway ☒ Another public road or a right-of-way
- ☐ Water - If access to the subject land is by water only, describe the parking and docking facilities used or to be used and provide the approximate distance in metric of these facilities from the subject land and the nearest public road:

10. WATER, SANITARY SEWAGE AND STORM DRAINAGE

WATER – Indicate whether water will be provided to the subject land by:

- ☒ Publicly owned & operated piped water system
- ☐ Privately owned & operated individual well
- ☐ Privately owned & operated communal well
- ☐ Other _____

SANITARY - Indicate whether sewage disposal will be provided to the subject land by:

- ☒ Publicly owned & operated sanitary sewage system
- ☐ Privately owned & operated individual septic system - See Note below
- ☐ Privately owned & operated communal septic system - See Note below
- ☐ Other _____

Note: If the application would permit development on privately owned and operated individual or communal septic systems, and more than 4,500 litres of effluent would be produced per day as a result of the development being completed, you must submit a Servicing Options Report and a Hydrogeological Report.

STORM DRAINAGE - Indicate whether storm drainage will be provided by:

- ☒ Sewers ☐ Ditches ☐ Swales ☐ Other _____

ZONING BY-LAW AMENDMENT APPLICATION

11. SKETCH OF SUBJECT LAND

Provide a sketch showing, in metric units,

- a) the boundaries and dimensions of the subject land;
- b) the location, size, and type of all existing and proposed buildings and structures on the subject land, including their distance from the front lot line, rear lot line, and side lines;
- c) the approximate location of all natural and artificial features (for example, buildings, railways, roads, watercourses, drainage ditches, banks of rivers or streams, wetlands, wooded areas, wells and septic tanks) that are located on the subject land and on land that is adjacent to it, and in the applicant's opinion, may affect the application;
- d) the current uses of all land that is adjacent to the subject land;
- e) the location, width and name of any roads within or abutting the subject land, indicating whether it is an unopened road allowance, a public travelled road, a private road, or a right of way;
- f) if access to the subject land will be water only, the location of the parking and docking facilities to be used; and
- g) the location and nature of any easement affecting the subject land.

12. APPLICATION FEE & OTHER FEES

The amendment type is determined by the City Planner or their designate.

Verify fees before submitting the application. Fees are subject to change and are not refundable when the application is deemed complete. Method of payment: Cash, Mastercard or Visa (complete Credit Card Authorization on page 15), or by Certified Cheque or Personal Cheque payable to The Corporation of the City of Windsor.

APPLICATION FEE

Amendment Type	Code	<input checked="" type="checkbox"/> Minor Rezoning	<input type="checkbox"/> Major Rezoning
Base Fee	53001	\$4,347.00	\$5,837.40
GIS Fee	63024	+ \$50.00	+ \$50.00
Essex Region Conservation Authority Fee	53023	+ \$200.00	+ \$300.00
Total Application Fee		= \$4,597.00	= \$6,187.40

OTHER FEES

Re-Notification/Deferral Fee	Code 53016	\$2,258.40
Required when an applicant requests a deferral after notice of a public meeting has been given.		
Legal Fee - Servicing Agreement	Code 63002	\$597.64 plus \$50 per unit, lot, or block
Required when the preparation of a servicing agreement is a condition of approval.		
Removal of the Holding Symbol Application	Code 53001	\$1,536.00
It is the responsibility of the property owner to satisfy the conditions to remove the holding symbol and to apply and fee to remove the holding symbol.		
Ontario Land Tribunal (OLT) Appeal Fee		\$1,100.00
An appeal is made through the Office of the City Clerk (519-255-6211). Fees, forms, and processes are subject to change. Visit https://olt.gov.on.ca for additional information		

ZONING BY-LAW AMENDMENT APPLICATION

13. PROPOSED PUBLIC CONSULTATION STRATEGY

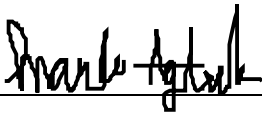
Select or describe your proposed strategy for consulting with the public with respect to the application:

- ☒ Required Public Consultation (Public Notice & Public Meeting as required per the Planning Act)
- ☐ Open House ☐ Website ☐ Other _____
- _____
- _____
- _____

14. SWORN DECLARATION OF APPLICANT

Complete in the presence of a Commissioner for Taking Affidavits. If the declaration is to be administered remotely, you must be able to see, hear and communicate with the Commissioner and show documentation that confirms your identity.

I, MARKO AGBABA, solemnly declare that the information required under Schedule 1 to Ontario Regulation 545/06 and provided by the applicant is accurate and that the information contained in the documents that accompany this application is accurate, that if this declaration was administered remotely that it was in accordance with Ontario Regulation 431/20, and I make this solemn declaration conscientiously believing it to be true, and knowing that it is of the same force and effect as if made under oath.



Signature of Applicant

*Sign in the presence of a Commissioner
For Taking Affidavits*

Location of Applicant at time of declaration

☐ This declaration was administered remotely in accordance with Ontario Regulation 431/20

Declared before me _____ at the _____

Signature of Commissioner

Location of Commissioner

this _____ day of _____, 20____

day month year

PLACE AN IMPRINT OF YOUR STAMP BELOW

READ & COMPLETE SCHEDULES A & E IN FULL & SIGN

ZONING BY-LAW AMENDMENT APPLICATION

SCHEDULE A – Authorizations & Acknowledgements

A1. Authorization of Registered Owner for Agent to Make the Application

If the applicant is not the registered owner of the land that is the subject of this application, the written authorization of the registered owner that the agent is authorized to make the application must be included with this application form or the authorization below must be completed.

I, _____, am the registered owner of the land that is

Name of Registered Owner

subject of this application for an amendment to the City of Windsor Zoning By-law and I authorize

_____ to make this application on my behalf.

Name of Agent

Signature of Registered Owner

Date

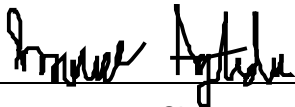
If Corporation - I have authority to bind the corporation

A2. Authorization to Enter Upon the Subject Lands and Premises

I, _____, MARKO AGBABA,

Name of Registered Owner

hereby authorize the Development and Heritage Standing Committee or their successor, City Council, and staff of The Corporation of the City of Windsor to enter upon the subject lands and premises described in Section 5 of the application form for the purpose of evaluating the merits of this application and subsequently to conduct any inspections on the subject lands that may be required as a condition of approval. This is their authority for doing so.



Signature of Registered Owner

October 12th, 2022

Date

If Corporation – I have authority to bind the corporation

SCHEDULE A CONTINUES ON NEXT PAGE

ZONING BY-LAW AMENDMENT APPLICATION

SCHEDULE A – Authorizations & Acknowledgements - *Continued*

A3. Acknowledgements

Receipt, Fees, Additional Information, Termination, and Freedom of Information

I acknowledge that receipt of this application by the City of Windsor does not guarantee it to be a complete application, that further review of the application will occur, and that I may be contacted to provide additional information and/or resolve any discrepancies or issues with the application as submitted.

I further acknowledge that after the application is deemed complete, fees are not refundable, additional information may be requested, and that after 60 days of inactivity the City of Windsor may terminate the application without notice.

I further acknowledge that pursuant to the provisions of the Planning Act and the Municipal Freedom of Information and Protection of Privacy Act, this application and all material and information provided with this application are made available to the public.

Species at Risk

Ontario's *Endangered Species Act* protects endangered and threatened species — animals and plants in decline and at risk of disappearing from the province by restricting activities that may affect these plants, animals or their habitats.

I acknowledge that it is my sole responsibility as the Applicant to comply with the provisions of the *Endangered Species Act, 2007, S. O. c.6*. This could require me to register an activity, get a permit or other authorization from the Ministry of the Environment, Conservation and Parks (MECP) prior to conducting an activity that could impact an endangered or threatened plant or animal or its habitat. I further acknowledge that any *Planning Act, R.S.O. 1990, c.P.13* approval given by the City of Windsor does not constitute an approval under the *Endangered Species Act*, nor does it absolve me from seeking the necessary authorization, approvals or permits from the MECP prior to conducting any activity that may affect endangered or threatened plant or animal or its habitat.

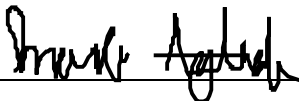
Additional information can be found at:

<https://www.ontario.ca/page/development-and-infrastructure-projects-and-endangered-or-threatened-species>

or by contacting MECP at SAROntario@ontario.ca

Acknowledgement

I acknowledge that I have read and understand the above statements:



Signature of Applicant or Agent

October 12th, 2022

Date

END OF SCHEDULE A
COMPLETE SCHEDULE E ON NEXT PAGE

ZONING BY-LAW AMENDMENT APPLICATION

SCHEDULE E – Environmental Site Screening Questionnaire

Previous Use of Property

- | | | | |
|---|-------------------------------------|-------------------------------------|--|
| <input checked="" type="checkbox"/> Residential | <input type="checkbox"/> Industrial | <input type="checkbox"/> Commercial | <input type="checkbox"/> Institutional |
| <input type="checkbox"/> Agricultural | <input type="checkbox"/> Parkland | <input type="checkbox"/> Vacant | <input type="checkbox"/> Other _____ |

a) If previous use of the property is Industrial or Commercial, specify use:

b) Has the grading of the subject land been changed by adding earth or material? Has filling occurred on the subject land?

- ☐ Yes ☐ No ☒ Unknown

c) Has a gasoline station and/or automobile service station been located on the subject land or adjacent lands at any time?

- ☐ Yes ☒ No ☐ Unknown

d) Has there been petroleum or other fuel stored on the subject land or adjacent lands?

- ☐ Yes ☒ No ☐ Unknown

e) Are there or have there ever been underground storage tanks or buried waste on the subject land or adjacent lands?

- ☐ Yes ☒ No ☐ Unknown

f) Have the lands or adjacent lands ever been used as an agricultural operation where cyanide products may have been applied as pesticides and/or sewage sludge applied to the lands?

- ☐ Yes ☒ No ☐ Unknown

g) Have the lands or adjacent lands ever been used as a weapons firing range?

- ☐ Yes ☒ No ☐ Unknown

h) Is the nearest boundary line of the application within 500 metres (1,640 feet) of the boundary line of an operational/non-operational public or private waste disposal site, landfill or dump?

- ☐ Yes ☒ No ☐ Unknown

i) If there are existing or previously existing buildings on the subject lands, are there any building materials remaining on site which are potentially hazardous to public health (e.g., asbestos, PCB's)?

- ☐ Yes ☒ No ☐ Unknown

j) Is there reason to believe the subject lands may have been contaminated by existing or former uses on the site or adjacent sites?*

- ☐ Yes ☒ No ☐ Unknown

** Possible uses that can cause contamination include but are not limited to: operation of electrical transformer stations, disposal of waste minerals, raw material storage, and residues left in containers, maintenance activities and spills. Some commercial properties such as gasoline stations, automotive repair garages, and dry cleaning plants have similar potential. The longer a property is under industrial or similar use, the greater the potential for site contamination. Also, a series of different industrial or similar uses upon a site could potentially increase the number of chemicals that are present.*

k) If current or previous use of the property is Industrial or Commercial, or if YES to any of a) to j) above, attach a previous use inventory showing all former uses of the subject land, or if applicable, the land(s) adjacent to the subject lands.

SCHEDULE E CONTINUES ON NEXT PAGE

ZONING BY-LAW AMENDMENT APPLICATION

SCHEDULE E - CONTINUED

Acknowledgement Clause

I hereby acknowledge that it is my responsibility to ensure that I am in compliance with all applicable laws, regulations, guidelines and the City's Official Plan policies pertaining to potentially contaminated sites, and to use all reasonable effort to identify the potential for contamination on the subject property.

I acknowledge that as a condition of approval of this application that the City may require me to file a Record of Site Condition signed by a qualified person in the provincial Environmental Site Registry, and provide verification to the City of Windsor of acknowledgement of this Record of Site Condition by the Ministry of Environment.

I acknowledge that the City may require the qualified person signing the Record of Site Condition to submit to the City a Declaration acknowledging that the City of Windsor may rely on the statements in the Record of Site Condition.

I acknowledge that the City of Windsor is not responsible for the identification and/or remediation of contaminated sites, and I agree, whether in, through, or as a result of any action or proceeding for environmental clean-up of any damage or otherwise, I will not sue or make claim whatsoever against the City of Windsor, its officers, officials, employees or agents for or in respect of any loss, damage, injury or costs.

MARKO AGBABA

Name of Applicant (print)



Signature of Applicant

October 12th, 2022

Date

Name of Agent (print)

Signature of Agent

Date

END OF SCHEDULE E

ZONING BY-LAW AMENDMENT APPLICATION

DO NOT COMPLETE BELOW – STAFF USE ONLY

Receipt and Assignment of Application

Date Received Stamp

This application has been assigned to:

- | | |
|---|---|
| <input type="checkbox"/> Adam Szymczak (AS) | <input type="checkbox"/> Greg Atkinson (GA) |
| <input type="checkbox"/> Pablo Golob (GL) | <input type="checkbox"/> Jim Abbs (JA) |
| <input type="checkbox"/> Justina Nwaesei (JN) | <input type="checkbox"/> Kevin Alexandar (KA) |
| <input type="checkbox"/> Laura Diotte (LD) | <input type="checkbox"/> Melissa Gasic (MG) |
| <input type="checkbox"/> Simona Simion (SS) | <input type="checkbox"/> _____ |

Complete Application

This application is deemed complete on _____
Date

Signature of Delegated Authority

- | | | |
|---|---|--|
| <input type="checkbox"/> Neil Robertson, MCIP, RPP
Manager of Urban Design | <input type="checkbox"/> Michael Cooke, MCIP, RPP
Manager of Planning Policy | <input type="checkbox"/> Thom Hunt, MCIP, RPP
City Planner & Executive Director |
|---|---|--|

Internal Information

Fee Paid: \$ _____ Receipt No: _____ Date: _____

Payment Type: ☐ Cash ☐ Certified Cheque ☐ Credit Card ☐ Personal Cheque

NEW Zoning File No. ZNG/ _____ Z- _____

Previous Zoning File No. ZNG/ _____ Z- _____

Related OPA File No. OPA/ _____ OPA _____

Other File Numbers: _____

Notes: _____

THIS IS THE LAST PAGE OF THE APPLICATION FORM

PLANNING DEPARTMENT – DEVELOPMENT DIVISION

Memo

To: City Clerk
From: City Planner/Executive Director
Date: May 8, 2023
Subject: TRANSMITTAL OF NEW FILE **Our File Number: Z-036/22 [ZNG/6897]**
RE: Application For: ☒ Zoning Amendment ☐ Official Plan Amendment
☐ Part Lot Control ☐ Draft Plan of Subdivision/Condominium

Applicant: 2832765 ONTARIO INC.
Location: 1609 TECUMSEH ROAD WEST
Description: Application to amend Zoning By-law 8600 to permit a residential apartment building.

The ZONING AMENDMENT application submitted by 2832765 ONTARIO INC. for 1609 TECUMSEH ROAD WEST has been deemed as complete on APRIL 24, 2023.

Enclosures:

- ☒ 1 copy of Application Form
- ☐ 1 copy of Drawings
- ☐ 1 copy of Site Plan



Thom Hunt, MCIP, RPP
City Planner, Executive Director

/ap

April 28, 2023

Lassaline Planning Consultants
ATTN: Jackie Lassaline
P.O. Box 52, County Road 31
St. Joachim ON N0R 1S0

Dear Agent,

Re: REZONING APPLICATION
APPLICANT: 2832765 ONTARIO INC.
LOCATION: 1609 TECUMSEH ROAD WEST
FILE NO.: Z-036/22 [ZNG/6897]

This is to acknowledge receipt of the application for rezoning, which has been assigned the above-referenced file number. In accordance with the delegation authority as prescribed by By-Law 139-2013, the information and material required has been provided; therefore, the application was deemed COMPLETE on April 24, 2023 and processing has begun.

You will be advised prior to the Development & Heritage Standing Committee and Council meetings of the position of the Planning Department on the application and the dates of the public meetings.

Please email me at jnwaesei@citywindsor.ca, if you have any questions.

Yours truly,



Justina Nwaesei, MCIP, RPP
Senior Planner - Subdivisions

JN/ap

ZONING BY-LAW AMENDMENT APPLICATION

1. PRE-SUBMISSION CONSULTATION

By-law 199-2007 requires pre-submission consultation with a staff Planner to determine what supporting information is required, to verify fee payable, and to review the process. This application is incomplete unless you have a valid Pre-Submission Letter or a staff Planner signs below.

Valid Pre-Submission Letter? NO ☐ YES ☐ File Number: PS-_____

Staff Use Only

Signature of Staff Planner		Date of Consultation	
<input type="checkbox"/> Jim Abbs	<input type="checkbox"/> Kevin Alexander	<input type="checkbox"/> Greg Atkinson	<input type="checkbox"/> Laura Diotte
<input type="checkbox"/> Melissa Gasic	<input type="checkbox"/> Justina Nwaesei	<input type="checkbox"/> Simona Simion	<input type="checkbox"/> Adam Szymczak
<input type="checkbox"/> _____			

2. REQUIRED SUPPORTING INFORMATION *(To be completed by a staff Planner)*

Unless you have a valid Pre-Submission Letter, a staff Planner will indicate below what supporting information must be submitted with the application during pre-submission consultation. The City of Windsor reserves the right to require additional supporting information during the processing of the application. All supporting information submitted is made available for public review.

For each document, provide one paper copy, and where possible, one digital copy on a CD or USB flash drive. All drawings or plans shall be in letter size (8.5 x 11 inches) in JPG and PDF format. All other document shall be provided in Word and PDF format. **All PDF documents shall be flattened with no layers.**

If you are submitting a companion application submit only one set of documents.

<input checked="" type="checkbox"/> Deed or Offer to Purchase	<input type="checkbox"/> Corporation Profile Report	<input checked="" type="checkbox"/> Site Plan Conceptual <i>(see Section 8)</i>	<input checked="" type="checkbox"/> Sketch of Subject Land <i>(see Section 11)</i>
<input type="checkbox"/> Archaeological Assessment – Stage 1	<input type="checkbox"/> Built Heritage Impact Study	<input type="checkbox"/> Environmental Evaluation Report	<input type="checkbox"/> Environmental Site Assessment
<input type="checkbox"/> Floor Plan and Elevations	<input type="checkbox"/> Geotechnical Study	<input type="checkbox"/> Guideline Plan	<input type="checkbox"/> Lighting Study
<input type="checkbox"/> Market Impact Assessment	<input type="checkbox"/> Micro-Climate Study	<input type="checkbox"/> Noise Study	<input type="checkbox"/> Planning Rationale Report
<input type="checkbox"/> Record of Site Condition <i>(see Schedule E)</i>	<input type="checkbox"/> Sanitary Sewer Study	<input type="checkbox"/> Species at Risk Screening	<input type="checkbox"/> Storm Sewer Study
<input type="checkbox"/> Storm Water Retention Scheme	<input type="checkbox"/> Topographic Plan of Survey	<input type="checkbox"/> Transportation Impact Statement	<input type="checkbox"/> Transportation Impact Study
<input type="checkbox"/> Tree Preservation	<input type="checkbox"/> Tree Survey Study	<input type="checkbox"/> Urban Design Study	<input type="checkbox"/> Vibration Study
<input type="checkbox"/> Wetland Evaluation Study	Other Required Information: _____		

ZONING BY-LAW AMENDMENT APPLICATION

3. APPLICANT, REGISTERED OWNER, AND AGENT INFORMATION

Provide in full the name of the applicant, registered owner, and agent, the name of the contact person, and address, postal code, phone number, fax number and email address.

If the applicant or registered owner is a numbered company, provide the name of the principals of the company. If there is more than one applicant or registered owner, copy this page, complete in full and submit with this application.

All communication is with the Agent authorized by the Owner to file the application. If there is no Agent, all communication is with the Applicant.

Applicant

Name: 2832765 Ontario Inc. - Giovanni and Rita Miceli Contact: Giovanni Miceli
Name of Contact Person

Address: 3332 Gundy Park Crescent, Windsor ON

Address: _____ Postal Code: N9E 4R5

Phone: 519-796-3544 Fax: _____

Email: micelirentals@gmail.com

Registered Owner ☒ Same as Applicant

Name: _____ Contact: _____
Name of Contact Person

Address: _____

Address: _____ Postal Code: _____

Phone: _____ Fax: _____

Email: _____

Agent Authorized by the Owner to File the Application (Also complete Section A1 in Schedule A)

Name: Lassaline Planning Consultants Contact: Jackie Lassaline
Name of Contact Person

Address: P.O. Box 52, 1632 County Road 31

Address: St. Joachim ON Postal Code: N0R 1S0

Phone: 519-563-8814 Fax: _____

Email: jackie@lassalineplan.ca

4. COMPANION APPLICATIONS

Are you submitting a companion Official Plan Amendment application? NO ☒ YES ☐

Are you submitting a companion Plan of Subdivision/Condominium application? NO ☒ YES ☐

Are you submitting a companion Site Plan Control application? NO ☐ YES ☒

ZONING BY-LAW AMENDMENT APPLICATION

5. SUBJECT LAND INFORMATION

Municipal Address 1609 Tecumseh Road West

Legal Description Lots 131 and 132, Registered Plan 1342, Windsor

Assessment Roll Number PIN: 01208-0145
37 39 0800 60017 600

If known, the date the subject land was acquired by the current owner: _____

Frontage (m) 24.38 m Depth (m) 31.52 m Area (sq m) 743 m2

Official Plan Designation Mixed - Use Corridor (South Cameron Planning Area)

Current Zoning Commercial Corridor (CD2.1)

Existing Uses vacant lands

If known, the lengths of time that the existing uses have continued: 100 yrs +

Previous Uses vacant lands

List the names and addresses of the holders of any mortgages, charges, or other encumbrances in respect of the subject land:

Are there any easements or restrictive covenants affecting the subject lands? NO ☒ YES ☐

If yes, describe the easement or restrictive covenant and its effect:

If known, has the subject land ever been subject of: *(leave blank if unknown)*

An application for a Plan of Subdivision or Consent: NO ☒ YES ☐ File: _____

An application for an amendment to a Zoning By-law: NO ☒ YES ☐ File: _____

An application for approval of a Site Plan: NO ☒ YES ☐ SPC- _____

A Minister's Zoning Order (Ontario Regulation): NO ☒ YES ☐ OR#: _____

ZONING BY-LAW AMENDMENT APPLICATION

6. DESCRIPTION OF AMENDMENT

Amendment to Zoning By-law from: 'Commercial District 2.1 (CD2.1)'

to: 'Commercial District 2.1 Exception # (CD2.1-#)'

Proposed uses of subject land: Residential apartment building

Describe the nature and extent of the amendment(s) being requested:

!) Inclusion of a Residential Apartment building as a permitted use in the (CD2.1-#) zone;

2) To create a street presence: 0 m front yard and a 0 m exterior side yard

3) To keep the building to 4 floors with 15 units, there is a front office and mail room but there is no space for interior amenity space such as a games room - 0 m2 amenity area in building

Why is this amendment or these amendments being requested?

to permit a rental apartment building with 15 residential rental apartments with 15 parking spaces to provide for residential use with site specific bylaw provisions

Explain how the amendment to the Zoning By-law is consistent with the Provincial Policy Statement:

☒ See Planning Rationale Report

Explain how the application conforms to the City of Windsor Official Plan:

☒ See Planning Rationale Report

If this application is to remove land from an area of employment, details of the official plan or official plan amendment that deals with this matter:

☒ See Planning Rationale Report

See Official Plan Amendment

ZONING BY-LAW AMENDMENT APPLICATION

7. EXISTING BUILDINGS / STRUCTURES ON SUBJECT LAND

Are there any buildings or structures on the subject land?

- ☒ NO Continue to Section 8
- ☐ YES Indicate the type of building or structure, the date of construction (if known), and, in metric units, the setback from the front lot line, rear lot line and side lot lines, the height of the building or structure and its dimensions or floor area.
- ☐ See attached Existing Plan or Sketch of Subject Land

8. PROPOSED BUILDINGS / STRUCTURES ON SUBJECT LAND

Do you propose to build any buildings or structures on the subject land?

- ☐ NO Continue to Section 9
- ☒ YES Indicate the type of building or structure and, in metric units, the setback from the front lot line, rear lot line and side lot lines, the height of the building or structure, and its dimensions or floor area.
- ☒ See attached Site Plan Conceptual

4 storey building with a total of 15 residential units: 8 units with 1 bedroom and 7 units with 2 bedrooms

Medium profile building

rental apartments

ZONING BY-LAW AMENDMENT APPLICATION

9. ACCESS TO SUBJECT LAND

Indicate if access to subject land is by: *(check all that apply)*

- ☒ Municipal Road ☐ Provincial Highway ☐ Another public road or a right-of-way
- ☐ Water - If access to the subject land is by water only, describe the parking and docking facilities used or to be used and provide the approximate distance in metric of these facilities from the subject land and the nearest public road:

Mark Avenue entrance for ingress/egress

10. WATER, SANITARY SEWAGE AND STORM DRAINAGE

WATER – Indicate whether water will be provided to the subject land by:

- ☒ Publicly owned & operated piped water system
- ☐ Privately owned & operated individual well
- ☐ Privately owned & operated communal well
- ☐ Other _____

SANITARY - Indicate whether sewage disposal will be provided to the subject land by:

- ☒ Publicly owned & operated sanitary sewage system
- ☐ Privately owned & operated individual septic system - See Note below
- ☐ Privately owned & operated communal septic system - See Note below
- ☐ Other _____

Note: If the application would permit development on privately owned and operated individual or communal septic systems, and more than 4,500 litres of effluent would be produced per day as a result of the development being completed, you must submit a Servicing Options Report and a Hydrogeological Report.

STORM DRAINAGE - Indicate whether storm drainage will be provided by:

- ☒ Sewers ☐ Ditches ☐ Swales ☐ Other _____

ZONING BY-LAW AMENDMENT APPLICATION

11. SKETCH OF SUBJECT LAND

Provide a sketch showing, in metric units,

- a) the boundaries and dimensions of the subject land;
- b) the location, size, and type of all existing and proposed buildings and structures on the subject land, including their distance from the front lot line, rear lot line, and side lines;
- c) the approximate location of all natural and artificial features (for example, buildings, railways, roads, watercourses, drainage ditches, banks of rivers or streams, wetlands, wooded areas, wells and septic tanks) that are located on the subject land and on land that is adjacent to it, and in the applicant's opinion, may affect the application;
- d) the current uses of all land that is adjacent to the subject land;
- e) the location, width and name of any roads within or abutting the subject land, indicating whether it is an unopened road allowance, a public travelled road, a private road, or a right of way;
- f) if access to the subject land will be water only, the location of the parking and docking facilities to be used; and
- g) the location and nature of any easement affecting the subject land.

12. APPLICATION FEE & OTHER FEES

The amendment type is determined by the City Planner or their designate.

Verify fees before submitting the application. Fees are subject to change and are not refundable when the application is deemed complete. Method of payment: Cash, Mastercard or Visa (complete Credit Card Authorization on page 15), or by Certified Cheque or Personal Cheque payable to The Corporation of the City of Windsor.

APPLICATION FEE

Amendment Type	Code	<input type="checkbox"/> Minor Rezoning	<input checked="" type="checkbox"/> Major Rezoning
Base Fee	53001	\$4,347.00	\$5,837.40
GIS Fee	63024	+ \$50.00	+ \$50.00
Essex Region Conservation Authority Fee	53023	+ \$200.00	+ \$300.00
Total Application Fee		= \$4,597.00	= \$6,187.40

OTHER FEES

Re-Notification/Deferral Fee	Code 53016	\$2,258.40
Required when an applicant requests a deferral after notice of a public meeting has been given.		
Legal Fee - Servicing Agreement	Code 63002	\$597.64 plus \$50 per unit, lot, or block
Required when the preparation of a servicing agreement is a condition of approval.		
Removal of the Holding Symbol Application	Code 53001	\$1,536.00
It is the responsibility of the property owner to satisfy the conditions to remove the holding symbol and to apply and fee to remove the holding symbol.		
Ontario Land Tribunal (OLT) Appeal Fee		\$1,100.00
An appeal is made through the Office of the City Clerk (519-255-6211). Fees, forms, and processes are subject to change. Visit https://olt.gov.on.ca for additional information		

ZONING BY-LAW AMENDMENT APPLICATION

13. PROPOSED PUBLIC CONSULTATION STRATEGY

Select or describe your proposed strategy for consulting with the public with respect to the application:

☒ Required Public Consultation (Public Notice & Public Meeting as required per the Planning Act)

☐ Open House

☐ Website

☐ Other _____

14. SWORN DECLARATION OF APPLICANT

Complete in the presence of a Commissioner for Taking Affidavits. If the declaration is to be administered remotely, you must be able to see, hear and communicate with the Commissioner and show documentation that confirms your identity.

I, Lassaline Planning Consultants, c/o Jackie Lassaline, solemnly declare that the information required under Schedule 1 to Ontario Regulation 545/06 and provided by the applicant is accurate and that the information contained in the documents that accompany this application is accurate, that if this declaration was administered remotely that it was in accordance with Ontario Regulation 431/20, and I make this solemn declaration conscientiously believing it to be true, and knowing that it is of the same force and effect as if made under oath.

J M Lassaline

Signature of Applicant

*Sign in the presence of a Commissioner
For Taking Affidavits*

Municipality of Lakeshore

Location of Applicant at time of declaration

☒ This declaration was administered remotely in accordance with Ontario Regulation 431/20

Declared before me

[Signature]

Signature of Commissioner

at the

Municipality of Lakeshore

Location of Commissioner

this

20th

day

day of

July

month

2022

year

PLACE AN IMPRINT OF YOUR STAMP BELOW

READ & COMPLETE SCHEDULES A & E IN FULL & SIGN

ZONING BY-LAW AMENDMENT APPLICATION

SCHEDULE A – Authorizations & Acknowledgements

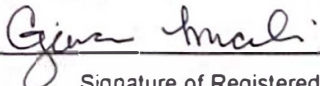
A1. Authorization of Registered Owner for Agent to Make the Application

If the applicant is not the registered owner of the land that is the subject of this application, the written authorization of the registered owner that the agent is authorized to make the application must be included with this application form or the authorization below must be completed.

I, 2832765 Ontario Inc. (c/o Giovanni Mceli) am the registered owner of the land that is
of Registered

subject of this application for an amendment to the City of Windsor Zoning By-law and I authorize

Lassaline Planning Consultants, c/o Jackie Lassaline to make this application on my behalf.
Name of Agent


Signature of Registered Owner

July 4th, 2022

Date

If Corporation - I have authority to bind the corporation

A2. Authorization to Enter Upon the Subject Lands and Premises

I, Lassaline Planning Consultants, c/o Jackie Lassaline
Name of Registered Owner

hereby authorize the Development and Heritage Standing Committee or their successor, City Council, and staff of The Corporation of the City of Windsor to enter upon the subject lands and premises described in Section 5 of the application form for the purpose of evaluating the merits of this application and subsequently to conduct any inspections on the subject lands that may be required as a condition of approval. This is their authority for doing so.


Signature of Registered Owner

July 4th, 2022

Date

If Corporation – I have authority to bind the corporation

SCHEDULE A CONTINUES ON NEXT PAGE

ZONING BY-LAW AMENDMENT APPLICATION

SCHEDULE A – Authorizations & Acknowledgements - *Continued*

A3. Acknowledgements

Receipt, Fees, Additional Information, Termination, and Freedom of Information

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I further acknowledge that pursuant to the provisions of the Planning Act and the Municipal Freedom of Information and Protection of Privacy Act, this application and all material and information provided with this application are made available to the public.

Species at Risk

Ontario's *Endangered Species Act* protects endangered and threatened species — animals and plants in decline and at risk of disappearing from the province by restricting activities that may affect these plants, animals or their habitats.

I acknowledge that it is my sole responsibility as the Applicant to comply with the provisions of the *Endangered Species Act, 2007, S. O. c.6*. This could require me to register an activity, get a permit or other authorization from the Ministry of the Environment, Conservation and Parks (MECP) prior to conducting an activity that could impact an endangered or threatened plant or animal or its habitat. I further acknowledge that any *Planning Act, R.S.O. 1990, c.P.13* approval given by the City of Windsor does not constitute an approval under the *Endangered Species Act*, nor does it absolve me from seeking the necessary authorization, approvals or permits from the MECP prior to conducting any activity that may affect endangered or threatened plant or animal or its habitat.

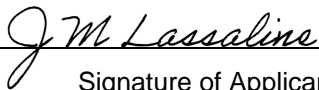
Additional information can be found at:

<https://www.ontario.ca/page/development-and-infrastructure-projects-and-endangered-or-threatened-species>

or by contacting MECP at SAROntario@ontario.ca

Acknowledgement

I acknowledge that I have read and understand the above statements:



Signature of Applicant or Agent

July 4, 2022

Date

END OF SCHEDULE A
COMPLETE SCHEDULE E ON NEXT PAGE

ZONING BY-LAW AMENDMENT APPLICATION

SCHEDULE E – Environmental Site Screening Questionnaire

Previous Use of Property

- | | | | |
|---------------------------------------|-------------------------------------|--|--|
| <input type="checkbox"/> Residential | <input type="checkbox"/> Industrial | <input type="checkbox"/> Commercial | <input type="checkbox"/> Institutional |
| <input type="checkbox"/> Agricultural | <input type="checkbox"/> Parkland | <input checked="" type="checkbox"/> Vacant | <input type="checkbox"/> Other _____ |

- a) If previous use of the property is Industrial or Commercial, specify use:

- b) Has the grading of the subject land been changed by adding earth or material? Has filling occurred on the subject land?
☐ Yes ☒ No ☐ Unknown
- c) Has a gasoline station and/or automobile service station been located on the subject land or adjacent lands at any time?
☐ Yes ☒ No ☐ Unknown
- d) Has there been petroleum or other fuel stored on the subject land or adjacent lands?
☐ Yes ☒ No ☐ Unknown
- e) Are there or have there ever been underground storage tanks or buried waste on the subject land or adjacent lands?
☐ Yes ☒ No ☐ Unknown
- f) Have the lands or adjacent lands ever been used as an agricultural operation where cyanide products may have been applied as pesticides and/or sewage sludge applied to the lands?
☐ Yes ☒ No ☐ Unknown
- g) Have the lands or adjacent lands ever been used as a weapons firing range?
☐ Yes ☒ No ☐ Unknown
- h) Is the nearest boundary line of the application within 500 metres (1,640 feet) of the boundary line of an operational/non-operational public or private waste disposal site, landfill or dump?
☐ Yes ☒ No ☐ Unknown
- i) If there are existing or previously existing buildings on the subject lands, are there any building materials remaining on site which are potentially hazardous to public health (e.g., asbestos, PCB's)?
☐ Yes ☒ No ☐ Unknown
- j) Is there reason to believe the subject lands may have been contaminated by existing or former uses on the site or adjacent sites?*
- ☐ Yes ☒ No ☐ Unknown

** Possible uses that can cause contamination include but are not limited to: operation of electrical transformer stations, disposal of waste minerals, raw material storage, and residues left in containers, maintenance activities and spills. Some commercial properties such as gasoline stations, automotive repair garages, and dry cleaning plants have similar potential. The longer a property is under industrial or similar use, the greater the potential for site contamination. Also, a series of different industrial or similar uses upon a site could potentially increase the number of chemicals that are present.*

- k) If current or previous use of the property is Industrial or Commercial, or if YES to any of a) to j) above, attach a previous use inventory showing all former uses of the subject land, or if applicable, the land(s) adjacent to the subject lands.

SCHEDULE E CONTINUES ON NEXT PAGE

ZONING BY-LAW AMENDMENT APPLICATION

SCHEDULE E - CONTINUED

Acknowledgement Clause

I hereby acknowledge that it is my responsibility to ensure that I am in compliance with all applicable laws, regulations, guidelines and the City's Official Plan policies pertaining to potentially contaminated sites, and to use all reasonable effort to identify the potential for contamination on the subject property.

I acknowledge that as a condition of approval of this application that the City may require me to file a Record of Site Condition signed by a qualified person in the provincial Environmental Site Registry, and provide verification to the City of Windsor of acknowledgement of this Record of Site Condition by the Ministry of Environment.

I acknowledge that the City may require the qualified person signing the Record of Site Condition to submit to the City a Declaration acknowledging that the City of Windsor may rely on the statements in the Record of Site Condition.

I acknowledge that the City of Windsor is not responsible for the identification and/or remediation of contaminated sites, and I agree, whether in, through, or as a result of any action or proceeding for environmental clean-up of any damage or otherwise, I will not sue or make claim whatsoever against the City of Windsor, its officers, officials, employees or agents for or in respect of any loss, damage, injury or costs.

2832765 Ontario Inc. c/o Giovanni Miceli

Name of Applicant (print)



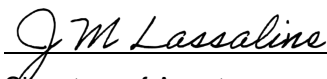
Signature of Applicant

July 4, 2022

Date

Lassaline Planning Consultants, c/o Jackie Lassaline

Name of Agent (print)



Signature of Agent

July 4, 2022

Date

END OF SCHEDULE E

ZONING BY-LAW AMENDMENT APPLICATION

DO NOT COMPLETE BELOW – STAFF USE ONLY

Receipt and Assignment of Application

Date Received Stamp

This application has been assigned to:

- | | |
|---|---|
| <input type="checkbox"/> Adam Szymczak (AS) | <input type="checkbox"/> Greg Atkinson (GA) |
| <input type="checkbox"/> Pablo Golob (GL) | <input type="checkbox"/> Jim Abbs (JA) |
| <input type="checkbox"/> Justina Nwaesei (JN) | <input type="checkbox"/> Kevin Alexandar (KA) |
| <input type="checkbox"/> Laura Diotte (LD) | <input type="checkbox"/> Melissa Gasic (MG) |
| <input type="checkbox"/> Simona Simion (SS) | <input type="checkbox"/> _____ |

Complete Application

This application is deemed complete on _____
Date

Signature of Delegated Authority

- | | | |
|---|---|--|
| <input type="checkbox"/> Neil Robertson, MCIP, RPP
Manager of Urban Design | <input type="checkbox"/> Michael Cooke, MCIP, RPP
Manager of Planning Policy | <input type="checkbox"/> Thom Hunt, MCIP, RPP
City Planner & Executive Director |
|---|---|--|

Internal Information

Fee Paid: \$ _____ Receipt No: _____ Date: _____

Payment Type: ☐ Cash ☐ Certified Cheque ☐ Credit Card ☐ Personal Cheque

NEW Zoning File No. ZNG/ _____ Z- _____

Previous Zoning File No. ZNG/ _____ Z- _____

Related OPA File No. OPA/ _____ OPA _____

Other File Numbers: _____

Notes: _____

THIS IS THE LAST PAGE OF THE APPLICATION FORM

PLANNING DEPARTMENT – DEVELOPMENT DIVISION

Memo

To: City Clerk
From: City Planner/Executive Director
Date: May 8, 2023
Subject: TRANSMITTAL OF NEW FILE **Our File Number: Z-040/22 [ZNG/6903]**
RE: Application For: ☒ Zoning Amendment ☐ Official Plan Amendment
☐ Part Lot Control ☐ Draft Plan of Subdivision/Condominium

Applicant: DIOR HOMES
Location: 3841-3847 HOWARD AVENUE
Description: Application to amend Zoning By-law 8600 to construct a business office with 18 dwelling units and a parking garage.

The ZONING AMENDMENT application submitted by DIOR HOMES for 3847-3847 HOWARD AVENUE has been deemed as complete on APRIL 26, 2023.

Enclosures:

- ☒ 1 copy of Application Form
- ☐ 1 copy of Drawings
- ☐ 1 copy of Site Plan



Thom Hunt, MCIP, RPP
City Planner, Executive Director

/ap

April 28, 2023

Architettura Inc. Architects
ATTN: Dan Soleski
180 Eugenie Street West
Windsor ON N8X 2X6

Dear Agent,

Re: REZONING APPLICATION
APPLICANT: DIOR HOMES
LOCATION: 3841-3847 HOWARD AVENUE
FILE NO.: Z-040/22 [ZNG/6903]

This is to acknowledge receipt of the application for rezoning, which has been assigned the above-referenced file number. In accordance with the delegation authority as prescribed by By-Law 139-2013, the information and material required has been provided; therefore, the application was deemed COMPLETE on April 26, 2023 and processing has begun.

You are advised to submit the Energy Strategy Report before May 31, 2023, to avoid any delays in the planning process for the subject application.

You will be advised prior to the Development & Heritage Standing Committee and Council meetings of the position of the Planning Department on the application and the dates of the public meetings.

Please email me at jnwaesei@citywindsor.ca, if you have any questions.

Yours truly,



Justina Nwaesei, MCIP, RPP
Planner III - Subdivisions

JN/ap

ZONING BY-LAW AMENDMENT APPLICATION

INSTRUCTIONS

Verify that you are using the most current application form.

- Section 1: Pre-Submission consultation with a staff Planner is mandatory per By-law 199-2007. If you do not have a valid Pre-Submission Letter, you must meet with a staff Planner who must sign and date this section.
- Section 2: During Pre-Submission consultation a staff Planner will indicate what supporting information must be submitted with the application.
- Section 3: Provide the full name, address, phone number, fax number and email address of the applicant, agent, and registered owner. If any of these are a corporation, provide the full corporate name. Include the full name of the contact person. If there is more than one person, corporation, or registered owner, use additional sheets.
- Section 4: Indicate if you are submitting other companion applications with this application.
- Section 5: Provide information about the subject land. This information is used to determine supporting information requirements and to assist in the review of the application.
- Section 6: Indicate the amendment, proposed uses and describe the nature and extent of the amendment being requested. Indicate why the amendment is being requested and how it is consistent with the Provincial Policy Statement and conforms to the City of Windsor Official Plan. If this information is in a Planning Rationale Report, check the box beside "See Planning Rationale Report".
- Section 7: If there are any existing buildings or structures on the subject land, provide the required information or submit a sketch, drawing or plan that shows this information.
- Section 8: If you propose to build any buildings or structures on the subject land, provide the required information or submit a sketch, drawing or plan that shows the information.
- Section 9: Indicate how the property is accessed. Check all boxes that apply.
- Section 10: Provide information about water service, sanitary sewage disposal, and storm drainage.
- Section 11: Provide a sketch of the subject land showing, in metric units, the items listed or indicate if this information is provided on an existing plan or a conceptual site plan.
- Section 12: Check the appropriate box based on a valid Pre-Submission Letter or pre-submission consultation.
- Section 13: Explain your proposed strategy for consulting with the public with respect to the application.
- Section 14: Complete and sign in the presence of a Commissioner of Taking Affidavits.
- Other: Read, complete in full, and sign Schedules A & E.

Submit application form, supporting information, and application fee to Senior Steno Clerk at Planning & Development Services, Suite 210, 350 City Hall Square West, Windsor ON N9A 6S1 or planningdept@citywindsor.ca

TYPE OF REZONING AMENDMENT

DATE RECEIVED STAMP

The type of amendment is determined by the City Planner or their designate.

Minor Zoning Amendment

- Site zoned commercial, institutional, or manufacturing
 - Addition to the list of permitted uses
- Site already zoned
 - Change to existing regulations or to zoning district boundary to match lot lines
- Site designated in the Official Plan for residential use
 - Rezoning to accommodate a maximum of six dwelling units
- Site designated in the Official Plan for the proposed use other than residential
 - Site-specific zoning for a site with a lot area of less than 1,000.0 m²

Major Zoning Amendment

- Any other amendment not listed as minor.

ZONING BY-LAW AMENDMENT APPLICATION

ZONING BY-LAW AMENDMENT PROCESS

The application will be terminated without notice after 60 days of inactivity. The following is for your information only. Review the Planning Act and relevant regulations for statutory requirements. The processing of the application is subject to change. Direct all questions to the assigned Planner. The process is generally as follows:

1. The application is reviewed to ensure all prescribed and required information and the fee have been submitted. Within 30 days of the receipt of the application, you will be notified in writing that the application is deemed incomplete or complete.
2. If deemed incomplete, the application and fee will be returned. If deemed complete, fees are not refundable, the application is circulated to departments and external agencies for review and comment, and all submitted documents are made available to the public.
3. Following circulation, a draft staff report containing a recommendation and any conditions is prepared. The City Planner and other staff review the draft staff report.
4. When the staff report is approved by appropriate municipal staff, it will be scheduled for a future meeting of the Development and Heritage Standing Committee (DHSC).
5. The DHSC meeting is the public meeting required by the Planning Act. Public notice of the DHSC meeting is advertised in the Windsor Star, a local newspaper, at least 20 days in advance of the DHSC meeting. A courtesy notice may be mailed to property owners and/or tenants within 120 metres or more of the subject land.
6. 10 days prior to the DHSC meeting, the staff report is circulated to the applicant and DHSC members and made available to the public. All supporting documentation submitted by the applicant is available for review.
7. At the DHSC meeting, a staff planner may make a presentation. The applicant and other parties have an opportunity to provide verbal and/or written submissions. The DHSC may ask questions of staff, the applicant, agent, and other parties. The DHSC may decide to defer or recommend approval or denial of the application.
8. If deferred, the application along with any additional information or a new staff report will be considered at a future DHSC meeting. If recommended for approval or denial, the staff report, the minutes of the DHSC meeting, and the amending by-law are forwarded to City of Windsor Council for consideration at a future date. The applicant, agent and all interested parties will be notified by Council Services of the date, time, and location of the Council meeting. Call 311 or contact Council Services at 519-255-6211 or clerks@citywindsor.ca.
9. The application may be placed on the Consent Agenda of the Council Meeting, a part of the meeting where Council approves several matters with a single motion. If the application is not on the Consent Agenda, the staff planner may introduce the application, review the staff recommendation and any additional information provided to Council, and advise Council of any differences between the staff and DHSC recommendations. The applicant and other interested parties have an opportunity to make verbal and/or written submissions. Council may decide to approve, deny, or defer the application. If Council approves the application, the amending by-law may be approved at the same Council meeting, otherwise it will be approved at a future Council meeting.
10. When the amending by-law is passed, Council Services will mail a notice of the passing of the amending by-law to property owners and various public agencies within 15 days. There is a 20-day appeal period commencing the day after this notice is given. The notice will include the last day to file an appeal. An appeal is made to the Ontario Land Tribunal (OLT) through Council Services. If no appeal is filed, the amending by-law is final and binding as of the date of Council's passing of the by-law. Contact Council Services at 519-255-6211 or clerks@citywindsor.ca.
11. If the rezoning is subject to a holding symbol, it is the responsibility of the property owner to satisfy the conditions to remove the holding symbol, to apply, and to pay the fee to remove the holding symbol.

CONTACT INFORMATION

Planning & Development Services
Suite 210
350 City Hall Square West
Windsor ON N9A 6S1

Telephone: 519-255-6543
Fax: 519-255-6544
Email: planningdept@citywindsor.ca
Web Site: www.citywindsor.ca

ZONING BY-LAW AMENDMENT APPLICATION

1. PRE-SUBMISSION CONSULTATION

By-law 199-2007 requires pre-submission consultation with a staff Planner to determine what supporting information is required, to verify fee payable, and to review the process. This application is incomplete unless you have a valid Pre-Submission Letter or a staff Planner signs below.

Valid Pre-Submission Letter? NO ☐ YES ☒ File Number: PS- 105/22

Staff Use Only

Signature of Staff Planner

Date of Consultation

- | | | | |
|--|--|--|--|
| <input type="checkbox"/> Jim Abbs | <input type="checkbox"/> Kevin Alexander | <input type="checkbox"/> Greg Atkinson | <input type="checkbox"/> Frank Garardo |
| <input type="checkbox"/> Brian Nagata | <input type="checkbox"/> Justina Nwaesei | <input type="checkbox"/> Simona Simion | <input type="checkbox"/> Laura Strahl |
| <input type="checkbox"/> Adam Szymczak | <input type="checkbox"/> _____ | | |

2. REQUIRED SUPPORTING INFORMATION *(To be completed by a staff Planner)*

Unless you have a valid Pre-Submission Letter, a staff Planner will indicate below what supporting information must be submitted with the application during pre-submission consultation. The City of Windsor reserves the right to require additional supporting information during the processing of the application. All supporting information submitted is made available for public review.

For each document, provide one paper copy, and where possible, one digital copy on a CD or USB flash drive. All drawings or plans shall be in letter size (8.5 x 11 inches) in JPG and PDF format. All other document shall be provided in Word and PDF format. **All PDF documents shall be flattened with no layers.**

If you are submitting a companion application submit only one set of documents.

- | | | | |
|---|--|---|--|
| <input checked="" type="checkbox"/> Deed or Offer to Purchase | <input type="checkbox"/> Corporation Profile Report | <input checked="" type="checkbox"/> Site Plan Conceptual <i>(see Section 8)</i> | <input checked="" type="checkbox"/> Sketch of Subject Land <i>(see Section 11)</i> |
| <input type="checkbox"/> Archaeological Assessment – Stage 1 | <input type="checkbox"/> Built Heritage Impact Study | <input type="checkbox"/> Environmental Evaluation Report | <input type="checkbox"/> Environmental Site Assessment |
| <input type="checkbox"/> Floor Plan and Elevations | <input type="checkbox"/> Geotechnical Study | <input type="checkbox"/> Guideline Plan | <input type="checkbox"/> Lighting Study |
| <input type="checkbox"/> Market Impact Assessment | <input type="checkbox"/> Micro-Climate Study | <input type="checkbox"/> Noise Study | <input checked="" type="checkbox"/> Planning Rationale Report |
| <input type="checkbox"/> Record of Site Condition <i>(see Schedule E)</i> | <input checked="" type="checkbox"/> Sanitary Sewer Study | <input type="checkbox"/> Species at Risk Screening | <input type="checkbox"/> Storm Sewer Study |
| <input checked="" type="checkbox"/> Storm Water Retention Scheme | <input type="checkbox"/> Topographic Plan of Survey | <input type="checkbox"/> Transportation Impact Statement | <input type="checkbox"/> Transportation Impact Study |
| <input type="checkbox"/> Tree Preservation | <input type="checkbox"/> Tree Survey Study | <input type="checkbox"/> Urban Design Study | <input type="checkbox"/> Vibration Study |
| <input type="checkbox"/> Wetland Evaluation Study | Other Required Information: <u>PARKING STUDY</u>
<u>SIGHT LINE REVIEW REPORT.</u> | | |

ZONING BY-LAW AMENDMENT APPLICATION

3. APPLICANT, REGISTERED OWNER, AND AGENT INFORMATION

Provide in full the name of the applicant, registered owner, and agent, the name of the contact person, and address, postal code, phone number, fax number and email address.

If the applicant or registered owner is a numbered company, provide the name of the principals of the company. If there is more than one applicant or registered owner, copy this page, complete in full and submit with this application.

All communication is with the Agent authorized by the Owner to file the application. If there is no Agent, all communication is with the Applicant.

Applicant

Name: DIOR HOMES Contact: RIO AIELLO
Name of Contact Person
Address: 201-380 PELISSIER STREET UNIT A
Address: WINDSOR, ONTARIO Postal Code: N9A 6W8
Phone: 519.250.5079 Fax: _____
Email: build@diorhomes.ca

Registered Owner ☐ Same as Applicant

Name: CAPITAL PLUS REAL ESTATE CORP Contact: DOREEN AIELLO
Name of Contact Person
Address: 201-380 PELISSIER STREET UNIT A
Address: WINDSOR, ONTARIO Postal Code: N9A 6W8
Phone: 519-971-9999 Fax: _____
Email: build@diorhomes.ca

Agent Authorized by the Owner to File the Application (Also complete Section A1 in Schedule A)

Name: ARCHITECTTURA INC ARCHITECTS Contact: DAN SOLESKI
Name of Contact Person
Address: 180 EUGENIE STREET WEST
Address: WINDSOR, ONTARIO Postal Code: N8X 2X6
Phone: 519.258.1390 Fax: _____
Email: dsoleski@architecttura.com

4. COMPANION APPLICATIONS

Are you submitting a companion Official Plan Amendment application? NO ☒ YES ☐
Are you submitting a companion Plan of Subdivision/Condominium application? NO ☒ YES ☐
Are you submitting a companion Site Plan Control application? NO ☒ YES ☐

ZONING BY-LAW AMENDMENT APPLICATION

5. SUBJECT LAND INFORMATION

Municipal Address 3841-3847 HOWARD AVE

Legal Description CON 4; PT LOT 6; RP 12R-22126; PARTS 22; 23 & PT OF PART 24

Assessment Roll Number 3739 - 080-060-06502-0000

If known, the date the subject land was acquired by the current owner: _____

Frontage (m) 39.8m / 130.58' Depth (m) 0 Area (sq m) 960.5SM / 10338.7sf

Official Plan Designation _____

Current Zoning CD2.1
15.1 COMMERCIAL DISTRICT 2.1

Existing Uses VACANT LOT

If known, the lengths of time that the existing uses have continued: FEBRUARY 01, 2005

Previous Uses CD2.1
MIXED USE - COMMERCIAL & RESIDENTIAL

List the names and addresses of the holders of any mortgages, charges, or other encumbrances in respect of the subject land:

N/A

Are there any easements or restrictive covenants affecting the subject lands? NO ☒ YES ☐

If yes, describe the easement or restrictive covenant and its effect:

N/A

If known, has the subject land ever been subject of: *(leave blank if unknown)*

An application for a Plan of Subdivision or Consent: NO ☒ YES ☐ File: _____

An application for an amendment to a Zoning By-law: NO ☒ YES ☐ File: _____

An application for approval of a Site Plan: NO ☒ YES ☐ SPC- _____

A Minister's Zoning Order (Ontario Regulation): NO ☒ YES ☐ OR#: _____

ZONING BY-LAW AMENDMENT APPLICATION

6. DESCRIPTION OF AMENDMENT

Amendment to Zoning By-law from: 15.1 COMMERCIAL DISTRICT 2.1 (CD2.1)

to: 15.2 COMMERCIAL DISTRICT 2.2 (CD2.2)

Proposed uses of subject land: BUSINESS OFFICE WITH DWELLING UNITS

Describe the nature and extent of the amendment(s) being requested:

CHANGE ZONING FROM COMMERCIAL DISTRICT 2.1 (CD2.1) TO 2.2 (CD2.2)

PROPOSED BUSINESS OFFICE WITH 18 DWELLING UNITS AND PARKING GARAGE
WITH 20 PARKING SPACES AND 1 LOADING BAY. BUILDING HEIGHT 13.8m (45ft 4in)

Why is this amendment or these amendments being requested?

IN COMPLIANCE TO THE AMENDMENT TO THE OFFICIAL PLAN AND DIRECTION OF THE CITY PLANNING
TO CREATE AND SUPPORT A HIGH DENSITY MIXED USE NODE AT THIS INTERSECTION.

PROPOSED COMBINED USE BUILDING. BUSINESS OFFICE AND DWELLING UNITS ON ZONED COMMERCIAL DISTRICT PROPERTY.

Explain how the amendment to the Zoning By-law is consistent with the Provincial Policy Statement:

☒ See Planning Rationale Report

Explain how the application conforms to the City of Windsor Official Plan:

☒ See Planning Rationale Report

PROPOSED NEW BUILDING WITH DWELLING UNITS ON ZONED COMMERCIAL DISTRICT
PROPERTY

If this application is to remove land from an area of employment, details of the official plan or official plan amendment that deals with this matter:

☐ See Planning Rationale Report

☐ See Official Plan Amendment

N/A

ZONING BY-LAW AMENDMENT APPLICATION

7. EXISTING BUILDINGS / STRUCTURES ON SUBJECT LAND

Are there any buildings or structures on the subject land?

- ☒ NO Continue to Section 8
- ☐ YES Indicate the type of building or structure, the date of construction (if known), and, in metric units, the setback from the front lot line, rear lot line and side lot lines, the height of the building or structure and its dimensions or floor area.
- ☐ See attached Existing Plan or Sketch of Subject Land

VACANT LOT / LAND

8. PROPOSED BUILDINGS / STRUCTURES ON SUBJECT LAND

Do you propose to build any buildings or structures on the subject land?

- ☐ NO Continue to Section 9
- ☒ YES Indicate the type of building or structure and, in metric units, the setback from the front lot line, rear lot line and side lot lines, the height of the building or structure, and its dimensions or floor area.
- ☒ See attached Site Plan Conceptual

CONSTRUCT NEW FOUR STOREY MIXED USE BUILDING - COMMERCIAL SPACE WITH 18 DWELLING UNITS

GROUND LEVEL - COMMERCIAL OFFICE SPACE AND 20 PARKING SPACE GARAGE

SECOND LEVEL - COMMERCIAL OFFICE SPACE SECOND FLOOR

- RESIDENTIAL 6-UNITS (5 - ONE BEDROOM, 1 - TWO BEDROOM)

THIRD LEVEL - RESIDENTIAL 6-UNITS (4 - ONE BEDROOM, 2 - TWO BEDROOM)

FOURTH LEVEL - RESIDENTIAL 6-UNITS (4 - ONE BEDROOM, 2 - TWO BEDROOM)

REFER TO ATTACHED DRAWINGS FOR CONCEPTUAL SITE PLAN, FLOOR PLANS AND RENDER

ZONING BY-LAW AMENDMENT APPLICATION

9. ACCESS TO SUBJECT LAND

Indicate if access to subject land is by: *(check all that apply)*

- ☒ Municipal Road ☐ Provincial Highway ☐ Another public road or a right-of-way
- ☐ Water - If access to the subject land is by water only, describe the parking and docking facilities used or to be used and provide the approximate distance in metric of these facilities from the subject land and the nearest public road:

VACANT LOT / LAND

10. WATER, SANITARY SEWAGE AND STORM DRAINAGE

WATER – Indicate whether water will be provided to the subject land by:

- ☒ Publicly owned & operated piped water system
- ☐ Privately owned & operated individual well
- ☐ Privately owned & operated communal well
- ☐ Other _____

SANITARY - Indicate whether sewage disposal will be provided to the subject land by:

- ☒ Publicly owned & operated sanitary sewage system
- ☐ Privately owned & operated individual septic system - See Note below
- ☐ Privately owned & operated communal septic system - See Note below
- ☐ Other _____

Note: If the application would permit development on privately owned and operated individual or communal septic systems, and more than 4,500 litres of effluent would be produced per day as a result of the development being completed, you must submit a Servicing Options Report and a Hydrogeological Report.

STORM DRAINAGE - Indicate whether storm drainage will be provided by:

- ☒ Sewers ☐ Ditches ☐ Swales ☐ Other _____

ZONING BY-LAW AMENDMENT APPLICATION

11. SKETCH OF SUBJECT LAND

Provide a sketch showing, in metric units,

- the boundaries and dimensions of the subject land;
- the location, size, and type of all existing and proposed buildings and structures on the subject land, including their distance from the front lot line, rear lot line, and side lines;
- the approximate location of all natural and artificial features (for example, buildings, railways, roads, watercourses, drainage ditches, banks of rivers or streams, wetlands, wooded areas, wells and septic tanks) that are located on the subject land and on land that is adjacent to it, and in the applicant's opinion, may affect the application;
- the current uses of all land that is adjacent to the subject land;
- the location, width and name of any roads within or abutting the subject land, indicating whether it is an unopened road allowance, a public travelled road, a private road, or a right of way;
- if access to the subject land will be water only, the location of the parking and docking facilities to be used; and
- the location and nature of any easement affecting the subject land.

12. APPLICATION FEE & OTHER FEES

The amendment type is determined by the City Planner or their designate.

Verify fees before submitting the application. Fees are subject to change and are not refundable when the application is deemed complete. Method of payment: Cash, Mastercard, Visa or Certified Cheque or Personal Cheque payable to The Corporation of the City of Windsor. If paying by Mastercard or Visa, contact the Senior Steno Clerk for further direction at planningdept@citywindsor.ca or 519-255-6543.

APPLICATION FEE

Amendment Type	Code	<input type="checkbox"/> Minor Rezoning	<input checked="" type="checkbox"/> Major Rezoning
Base Fee	53001	\$4,347.00	\$5,837.40
GIS Fee	63024	+ \$50.00	+ \$50.00
Essex Region Conservation Authority Fee	53023	+ \$200.00	+ \$300.00
Total Application Fee		= \$4,597.00	= \$6,187.40

OTHER FEES

Re-Notification/Deferral Fee	Code 53016	\$2,258.40
Required when an applicant requests a deferral after notice of a public meeting has been given.		
Legal Fee - Servicing Agreement	Code 63002	\$597.64 plus \$50 per unit, lot, or block
Required when the preparation of a servicing agreement is a condition of approval.		
Removal of the Holding Symbol Application	Code 53001	\$1,536.00
It is the responsibility of the property owner to satisfy the conditions to remove the holding symbol and to apply and fee to remove the holding symbol.		
Ontario Land Tribunal (OLT) Appeal Fee		\$1,100.00
An appeal is made through Council Services (519-255-6211 or clerks@citywindsor.ca). Fees, forms, and processes are subject to change. Visit https://olt.gov.on.ca for additional information		

ZONING BY-LAW AMENDMENT APPLICATION

13. PROPOSED PUBLIC CONSULTATION STRATEGY

Select or describe your proposed strategy for consulting with the public with respect to the application:

☒ Required Public Consultation (Public Notice & Public Meeting as required per the Planning Act)

☐ Open House

☐ Website


☐ Other _____

X

14. SWORN DECLARATION OF APPLICANT

Complete in the presence of a Commissioner for Taking Affidavits. If the declaration is to be administered remotely, you must be able to see, hear and communicate with the Commissioner and show documentation that confirms your identity.

I, DIOR HOMES / RIO AIELLO, solemnly declare that the information required under Schedule 1 to Ontario Regulation 545/06 and provided by the applicant is accurate and that the information contained in the documents that accompany this application is accurate, that if this declaration was administered remotely that it was in accordance with Ontario Regulation 431/20, and I make this solemn declaration conscientiously believing it to be true, and knowing that it is of the same force and effect as if made under oath.



Signature of Applicant

DIOR HOMES

Location of Applicant at time of declaration

Sign in the presence of a Commissioner
For Taking Affidavits

☐ This declaration was administered remotely in accordance with Ontario Regulation 431/20

Declared before me



Signature of Commissioner

at the

City of Windsor, County of Essex

Location of Commissioner

this

28th

day

day of

March

month

2023

year

PLACE AN IMPRINT OF YOUR STAMP BELOW

ANTHONY MALANDRUCCOLO
STIPIC WEISMAN LLP
BARRISTER & SOLICITOR
261 SHEPHERD STREET EAST
WINDSOR, ONTARIO N8X 2K6

READ & COMPLETE SCHEDULES A & E IN FULL & SIGN

ZONING BY-LAW AMENDMENT APPLICATION

SCHEDULE A – Authorizations & Acknowledgements

A1. Authorization of Registered Owner for Agent to Make the Application

If the applicant is not the registered owner of the land that is the subject of this application, the written authorization of the registered owner that the agent is authorized to make the application must be included with this application form or the authorization below must be completed.

I, CAPITAL PLUS REAL ESTATE CORP./ DOREEN AIELLO, am the registered owner of the land that is
Name of Registered Owner

subject of this application for an amendment to the City of Windsor Zoning By-law and I authorize

ARCHITECTTURA / DAN SOLESKI to make this application on my behalf.
Name of Agent



Signature of Registered Owner

MARCH 27, 2023

Date

If Corporation - I have authority to bind the corporation

A2. Authorization to Enter Upon the Subject Lands and Premises

I, CAPITAL PLUS REAL ESTATE CORP./ DOREEN AIELLO,
Name of Registered Owner

hereby authorize the Development and Heritage Standing Committee or their successor, City Council, and staff of The Corporation of the City of Windsor to enter upon the subject lands and premises described in Section 5 of the application form for the purpose of evaluating the merits of this application and subsequently to conduct any inspections on the subject lands that may be required as a condition of approval. This is their authority for doing so.



Signature of Registered Owner

MARCH 27, 2023

Date

If Corporation – I have authority to bind the corporation

SCHEDULE A CONTINUES ON NEXT PAGE

ZONING BY-LAW AMENDMENT APPLICATION

SCHEDULE A – Authorizations & Acknowledgements - *Continued*

A3. Acknowledgements

Receipt, Fees, Additional Information, Termination, and Freedom of Information

I acknowledge that receipt of this application by the City of Windsor does not guarantee it to be a complete application, that further review of the application will occur, and that I may be contacted to provide additional information and/or resolve any discrepancies or issues with the application as submitted.

I further acknowledge that after the application is deemed complete, fees are not refundable, additional information may be requested, and that after 60 days of inactivity the City of Windsor may terminate the application without notice.

I further acknowledge that pursuant to the provisions of the Planning Act and the Municipal Freedom of Information and Protection of Privacy Act, this application and all material and information provided with this application are made available to the public.

Species at Risk

Ontario's *Endangered Species Act* protects endangered and threatened species — animals and plants in decline and at risk of disappearing from the province by restricting activities that may affect these plants, animals or their habitats.

I acknowledge that it is my sole responsibility as the Applicant to comply with the provisions of the *Endangered Species Act, 2007, S. O. c.6*. This could require me to register an activity, get a permit or other authorization from the Ministry of the Environment, Conservation and Parks (MECP) prior to conducting an activity that could impact an endangered or threatened plant or animal or its habitat. I further acknowledge that any *Planning Act, R.S.O. 1990, c.P. 13* approval given by the City of Windsor does not constitute an approval under the *Endangered Species Act*, nor does it absolve me from seeking the necessary authorization, approvals or permits from the MECP prior to conducting any activity that may affect endangered or threatened plant or animal or its habitat.

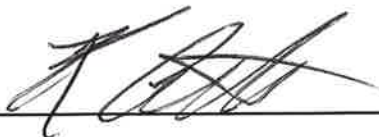
Additional information can be found at:

<https://www.ontario.ca/page/development-and-infrastructure-projects-and-endangered-or-threatened-species>

or by contacting MECP at SAROntario@ontario.ca

Acknowledgement

I acknowledge that I have read and understand the above statements:



Signature of Applicant or Agent

MARCH 27, 2023

Date

**END OF SCHEDULE A
COMPLETE SCHEDULE E ON NEXT PAGE**

ZONING BY-LAW AMENDMENT APPLICATION

SCHEDULE E – Environmental Site Screening Questionnaire

Previous Use of Property

- | | | | |
|---|-------------------------------------|--|--|
| <input checked="" type="checkbox"/> Residential | <input type="checkbox"/> Industrial | <input checked="" type="checkbox"/> Commercial | <input type="checkbox"/> Institutional |
| <input type="checkbox"/> Agricultural | <input type="checkbox"/> Parkland | <input checked="" type="checkbox"/> Vacant | <input type="checkbox"/> Other _____ |

- a) If previous use of the property is Industrial or Commercial, specify use:

- b) Has the grading of the subject land been changed by adding earth or material? Has filling occurred on the subject land?
☐ Yes ☒ No ☐ Unknown
- c) Has a gasoline station and/or automobile service station been located on the subject land or adjacent lands at any time?
☐ Yes ☒ No ☐ Unknown
- d) Has there been petroleum or other fuel stored on the subject land or adjacent lands?
☐ Yes ☒ No ☐ Unknown
- e) Are there or have there ever been underground storage tanks or buried waste on the subject land or adjacent lands?
☐ Yes ☒ No ☐ Unknown
- f) Have the lands or adjacent lands ever been used as an agricultural operation where cyanide products may have been applied as pesticides and/or sewage sludge applied to the lands?
☐ Yes ☒ No ☐ Unknown
- g) Have the lands or adjacent lands ever been used as a weapons firing range?
☐ Yes ☒ No ☐ Unknown
- h) Is the nearest boundary line of the application within 500 metres (1,640 feet) of the boundary line of an operational/non-operational public or private waste disposal site, landfill or dump?
☐ Yes ☒ No ☐ Unknown
- i) If there are existing or previously existing buildings on the subject lands, are there any building materials remaining on site which are potentially hazardous to public health (e.g., asbestos, PCB's)?
☐ Yes ☒ No ☐ Unknown
- j) Is there reason to believe the subject lands may have been contaminated by existing or former uses on the site or adjacent sites?*
- ☐ Yes ☒ No ☐ Unknown
- * Possible uses that can cause contamination include but are not limited to: operation of electrical transformer stations, disposal of waste minerals, raw material storage, and residues left in containers, maintenance activities and spills. Some commercial properties such as gasoline stations, automotive repair garages, and dry cleaning plants have similar potential. The longer a property is under industrial or similar use, the greater the potential for site contamination. Also, a series of different industrial or similar uses upon a site could potentially increase the number of chemicals that are present.*
- k) If current or previous use of the property is Industrial or Commercial, or if YES to any of a) to j) above, attach a previous use inventory showing all former uses of the subject land, or if applicable, the land(s) adjacent to the subject lands.

SCHEDULE E CONTINUES ON NEXT PAGE

ZONING BY-LAW AMENDMENT APPLICATION

SCHEDULE E - CONTINUED

Acknowledgement Clause

I hereby acknowledge that it is my responsibility to ensure that I am in compliance with all applicable laws, regulations, guidelines and the City's Official Plan policies pertaining to potentially contaminated sites, and to use all reasonable effort to identify the potential for contamination on the subject property.

I acknowledge that as a condition of approval of this application that the City may require me to file a Record of Site Condition signed by a qualified person in the provincial Environmental Site Registry, and provide verification to the City of Windsor of acknowledgement of this Record of Site Condition by the Ministry of Environment.

I acknowledge that the City may require the qualified person signing the Record of Site Condition to submit to the City a Declaration acknowledging that the City of Windsor may rely on the statements in the Record of Site Condition.

I acknowledge that the City of Windsor is not responsible for the identification and/or remediation of contaminated sites, and I agree, whether in, through, or as a result of any action or proceeding for environmental clean-up of any damage or otherwise, I will not sue or make claim whatsoever against the City of Windsor, its officers, officials, employees or agents for or in respect of any loss, damage, injury or costs.

DIOR HOMES / RIO AIELLO

Name of Applicant (print)


Signature of Applicant

MARCH 27, 2023

Date

ARCHITECTTURA / DAN SOLESKI

Name of Agent (print)


Signature of Agent

MARCH 27, 2023

Date

END OF SCHEDULE E

ZONING BY-LAW AMENDMENT APPLICATION

DO NOT COMPLETE BELOW – STAFF USE ONLY

Receipt and Assignment of Application

Date Received Stamp

This application has been assigned to:

- | | |
|---|---|
| <input type="checkbox"/> Adam Szymczak (AS) | <input type="checkbox"/> Brian Nagata (BN) |
| <input type="checkbox"/> Frank Garardo (FG) | <input type="checkbox"/> Greg Atkinson (GA) |
| <input type="checkbox"/> Jim Abbs (JA) | <input type="checkbox"/> Justina Nwaesei (JN) |
| <input type="checkbox"/> Kevin Alexander (KA) | <input type="checkbox"/> Laura Strahl (LS) |
| <input type="checkbox"/> Simona Simion (SS) | <input type="checkbox"/> _____ |

Complete Application

This application is deemed complete on _____
Date

Signature of Delegated Authority

- | | | |
|---|---|--|
| <input type="checkbox"/> Neil Robertson, MCIP, RPP
Manager of Urban Design | <input type="checkbox"/> Michael Cooke, MCIP, RPP
Manager of Planning Policy | <input type="checkbox"/> Thom Hunt, MCIP, RPP
City Planner & Executive Director |
|---|---|--|

Internal Information

Fee Paid: \$ _____ Receipt No: _____ Date: _____

Payment Type: ☐ Cash ☐ Certified Cheque ☐ Credit Card ☐ Personal Cheque

NEW Zoning File No. ZNG/ _____ Z- _____

Previous Zoning File No. ZNG/ _____ Z- _____

Related OPA File No. OPA/ _____ OPA _____

Other File Numbers: _____

Notes: _____

THIS IS THE LAST PAGE OF THE APPLICATION FORM

PLANNING DEPARTMENT – DEVELOPMENT DIVISION

Memo

To: City Clerk

From: City Planner/Executive Director

Date: May 8, 2023

Subject: TRANSMITTAL OF NEW FILE

Our File Number: CDM-002/23 [CDM/7014]

RE: Application For: ☐ Zoning Amendment ☐ Official Plan Amendment
☐ Part Lot Control ☒ Draft Plan of Subdivision/Condominium

Applicant: MCKENZIE LAKE LAWYERS LLP

Location: 1333 OUELLETTE AVENUE

Description: Application for an extension of draft approval.

The CONDOMINIUM EXTENSION application submitted by MCKENZIE LAKE LAWYERS LLP for 1333 OUELLETTE AVENUE has been deemed as complete on April 20, 2023.

Enclosures:

- (X) 1 copy of Application Form
- () 1 copy of Drawings
- () 1 copy of Site Plan



Thom Hunt, MCIP, RPP

City Planner, Executive Director

/ap

April 28, 2023

McKenzie Lake Lawyers LLP
ATTN: Beth E. Mullin
23669 Prince Albert Rd
Chatham ON N7M 5J7

Dear Agent/Applicant,

Re: CONDOMINIUM EXTENSION APPLICATION
APPLICANT: MCKENZIE LAKE LAWYERS LLP
LOCATION: 1333 OUELLETTE AVENUE
FILE NO.: CDM-002/23 [ZNG/7014]

This is to acknowledge receipt of the application for a condo extension, which has been assigned the above-referenced file number. In accordance with the delegation authority as prescribed by By-Law 139-2013, the information and material required has been provided; therefore, the application was deemed COMPLETE on April 20, 2023 and processing has begun.

You will be advised prior to the Development & Heritage Standing Committee and Council meetings of the position of the Planning Department on the application and the dates of the public meetings.

Please email me at jabbs@citywindsor.ca, if you have any questions.

Yours truly,



Jim Abbs, MCIP, RPP
Planner III - Subdivisions

JA/ap

SUBDIVISION/CONDOMINIUM APPLICATION

INSTRUCTIONS

Verify that you are using the most current application form.

This application is valid for: Plan of Subdivision, Plan of Condominium, Condominium Conversion, Extension of Draft Approval, Amendment to Draft Approval, Final Approval & Registration, Amendment to Agreement, or Amalgamation of Condominium Corporation. Discuss with a staff Planner to determine what must be completed for the application type.

- Section 1: Pre-Submission consultation with a staff Planner is mandatory per By-law 199-2007. If you do not have a valid Pre-Submission Letter, you must meet with a staff Planner who must sign and date this section.
- Section 2: During Pre-Submission consultation a staff Planner will indicate what supporting information must be submitted with the application. Read Pages 2 to 4 before submitting this application and other documents.
- Section 3: Provide the full name, address, phone number, fax number and email address of the applicant, registered owner, agent, and Ontario Land Surveyor. For a corporation, provide full corporate name. Include the full name of a contact person. For more than one person, corporation, or registered owner, use additional sheets.
- Section 4: Indicate if you are resubmitting a previous or earlier plan and if yes, provide the file number.
- Section 5: Provide information about the Subject Land. This information is used to determine supporting information requirements and to assist in the review of the application.
- Section 6: Indicate if the plan is consistent with the Provincial Policy Statement and conforms to the City of Windsor Official Plan and the appropriate Zoning By-law. If an Official Plan Amendment and/or Zoning By-law Amendment is required, you must have already submitted those applications, or must submit them with this application, otherwise this application will be returned.
- Section 7: Complete this section if you are applying for approval of a Plan of Condominium. New construction applies to buildings that were recently built, under construction, or not yet under construction. Conversion applies to existing buildings that contain residential rental units that are being converted to Condominium Status. To be considered for an exemption from Section 9(3) of the Condominium Act, you must formally request such exemption. Submit all the documents indicated in Section 7 with this application.
- Section 8: Provide the number of lots, blocks, units or dwellings, the number of hectares, the density measured as units per hectare and the number of parking spaces for the proposed land use for all applications. For Plan of Condominium applications also provide the date of construction and the floor coverage in square metres.
- Section 9: Indicate how the property is accessed. Check all boxes that apply.
- Section 10: Provide information about water service, sanitary sewage disposal and storm drainage. Submit all required documents indicated in Section 10 with this application.
- Section 11: Provide a description of the existing land use, buildings & infrastructure, vegetation, topography & drainage of the subject land or check the box beside "See Planning Rationale Report" if described in the report.
- Section 12: Provide a description of what measures have been or will be taken to mitigate adverse environmental effects from the proposed development on the surrounding areas and from the surrounding areas on the proposed development or check the box beside "See Planning Rationale Report" if described in the report.
- Section 13: Explain your proposed strategy for consulting with the public.
- Section 14: Check the appropriate application fee box based on the pre-submission consultation with the Planner.
- Section 15: Print your name in full and sign the sworn declaration in the presence of a Commissioner for Taking Affidavits.

Schedules: Read, complete in full, and sign Schedules A & E.

Submit application form, supporting information, & application fee to Senior Steno Clerk at Planning & Development Services, Suite 210, 350 City Hall Square West, Windsor ON N9A 6S1 or planningdept@citywindsor.ca

DATE RECEIVED STAMP

SUBDIVISION/CONDOMINIUM APPLICATION

PLAN REQUIREMENTS

A. NUMBER OF COPIES REQUIRED

The Planning Act, R.S.O. 1990, c. P.13, requires that copies of the draft plan as required by the Minister must accompany all applications.

A1. Submit six (6) full size paper copies of the draft plan; AND

A2. A digital copy of the CAD files of the draft plan in DWG, PDF, and JPG formats.

File names should be logical and clearly indicate the nature of the file and include either the SDN or CDM file number (SDN 000-00 or CDM 000-00) or the name of the applicant and site location.

For example, "SDN000-00 draft plan.dwg" or "Applicant Name-Site Location-Draft Plan.dwg".

If further copies are required, we will notify you. To submit drawings on an alternate device, please discuss with the assigned Planner.

B. DRAFT PLAN REQUIREMENTS

All plans and measurements must be in metric. Draft plans must be drawn to scale and indicate all items as required by Section 51(17) of the Planning Act and the City of Windsor as follows:

- B1. Boundaries of the land to be subdivided, certified by an Ontario Land Surveyor, and based on NAD83, Zone 17.
- B2. Locations, widths and names of proposed roads, streets, highways and rights-of-way within the proposed subdivision and existing roads, streets, highways, and rights-of-way abutting the proposed subdivision;
- B3. On a small key plan, with a scale of not less than one centimetre to 100 metres, all of the land adjacent to the proposed subdivision that is owned by the applicant or in which the applicant has an interest, every subdivision adjacent to the proposed subdivision and the relationship of the boundaries of the land to be subdivided to the boundaries of the township lot or other original grant of which such land forms the whole or part;
- B4. Purpose for which the proposed lots are to be used;
- B5. Existing uses of all adjoining lands;
- B6. Approximate dimensions and layout of the proposed lots and/or blocks;
- B7. If any affordable housing units are being proposed, the shape and dimensions of each proposed affordable housing unit and the approximate location of each proposed affordable housing unit in relation to other proposed residential units;
- B8. Natural and artificial features such as buildings or other structures or installations, railways and rail yards, highways, roads, streets and recreational trails, hydro lines and other public utilities, watercourses, drainage ditches, wetlands and wooded areas, archaeological or heritage features, and significant plant and wildlife habitat (including ESAs & ANSIs) within or adjacent to the land proposed to be subdivided;
- B9. Availability and nature of domestic water supplies;
- B10. Nature and porosity of the soil;
- B11. Existing contours or elevations as may be required to determine the grade of the streets, roads and highways and the drainage of the land proposed to be subdivided;
- B12. Municipal services available or are to be available to the land proposed to be subdivided;
- B13. Nature and extent of any restrictions affecting the land proposed to be subdivided including restrictive covenants, easements, or the Airport Operating Area; and
- B14. Floodplains, flood ways, flood prone areas, and flood elevations

C. CONDOMINIUM DRAFT PLAN REQUIREMENTS

In addition to the above requirements, draft plans proposing condominium ownership must include:

- C1. Proposed exclusive use areas of the common element such as backyards and parking;
- C2. Roadways and pedestrian access to proposed private units.

SUBDIVISION/CONDOMINIUM APPLICATION

APPLICATION PROCESSING

The applicant or their agent is responsible for researching and evaluating the site and the proposal to ensure that the development will conform to the interests of the health, safety, and welfare of existing and future residents, and for filling in the application and for supplying all documents necessary to constitute a complete application. Supporting studies must be conducted prior to the submission of the application. This information will be used to review and assess the application.

Section 51(24) of the Planning Act and Section 11.4.2.3 of the City of Windsor Official Plan list the criteria that are used in evaluating a draft plan. Where additional copies of the plan or supporting documents are subsequently requested by staff or review agencies, the applicant is responsible for supplying them at their cost.

Timelines in the Planning Act have been suspended during the State of Emergency. The following is for your information only. Review the Planning Act and relevant regulations for statutory requirements. The processing of the application is subject to change. The application will be terminated without notice after 60 days of inactivity. Direct all questions about the application to the assigned Planner. The procedure generally encompasses the following steps:

1. Within 30 days of receiving this application, the City Planner, or their designate, will review the application to determine if it is or is not complete. If deemed incomplete, the application, supporting documents, and fee may be returned for completion, correction, or clarification, or the applicant may be requested to submit additional or revised supporting information. Administration, the Development & Heritage Standing Committee (DHSC), and City of Windsor Council reserve the right to request additional information any time during the processing of the application.
2. If deemed complete, fees are not refundable, the application is circulated to departments and external agencies for review and comment, and all submitted documents are made available to the public.
3. Following circulation, a draft staff report containing a recommendation and any conditions is prepared. The City Planner and other staff review the draft staff report.
4. When the staff report is approved by appropriate municipal staff, it will be scheduled for a future meeting of the Development and Heritage Standing Committee (DHSC).
5. Mandatory public notice of the DHSC meeting is advertised in the Windsor Star at least 20 days in advance of the DHSC meeting. A courtesy notice may be mailed to all property owners and/or tenants within 120 metres of the subject land. The DHSC meeting is the public meeting required by the Planning Act. The staff report is provided to the applicant and DHSC members, and is made available to the public, 10 days before the DHSC meeting.
6. At the DHSC meeting, a staff planner may introduce the application and review the recommendation in the staff report. The applicant and other interested parties are given an opportunity to make verbal or written submissions. The DHSC may ask questions of the staff planner, the applicant and their representatives and any party that made verbal or written submissions. The DHSC may choose to recommend draft approval, denial or deferral of the application. It may also modify the recommendation of the Planning Department.
7. If recommended for draft approval or denial, the staff report and the minutes of the DHSC meeting are forwarded to City of Windsor Council for consideration at a future date. Planning staff have no control over the placement of an application on a Council Meeting agenda. Council Services will forward the date and time of the Council Meeting to the contacts in Section 3. Call 311 or contact Council Services at 519-255-6211 or clerks@citywindsor.ca
8. The City Council meeting, the applicant and the other parties may make verbal or written submissions. If the applicant concurs with the recommendation of DHSC, and there is no opposition to the application, Council may place the application on the Consent Agenda, a part of the Council meeting containing items that are grouped together and passed with one motion. Council may choose to draft approve, deny, or defer the application.
9. Applications may be referred, or the decision of Council may be appealed, to the Ontario Land Tribunal (OLT). Appeals are filed with Council Services. Contact Council Services at 519-255-6211 or clerks@citywindsor.ca
10. If City Council approves the draft plan and no appeals are received, an agreement is prepared for signature and registration on title.
11. The conditions of draft approval must be fulfilled prior to the expiry of draft approval. It is the responsibility of the property owner or applicant to obtain confirmation from agencies and departments that the conditions of draft approval have been fulfilled. Some agencies may require that a copy of the completed subdivision agreement be forwarded to them prior to notifying the City that the conditions have been fulfilled.

SUBDIVISION/CONDOMINIUM APPLICATION

FINAL APPROVAL & REGISTRATION REQUIREMENTS

When you are ready to obtain final approval and register the plan, the following must be submitted:

1. Fee for Final Approval & Registration – see Section 14 - Fees on page 13;
2. One (1) mylar copy of the plan to be registered;
3. Five (5) paper copies of the plan to be registered, one of which has the AOLS Plans Submission Form attached to it; and
4. One digital file transfer device containing geo-referenced CAD files of the plan to be registered.

OTHER INFORMATION

Read the staff report, draft approval, final approval, and agreements carefully and take note of all conditions and expiry dates in these documents.

Other municipal departments and external agencies may have their own requirements, fees and approvals in addition to the requirements, fees and approvals listed in this application form.

The City of Windsor does not send reminders regarding conditions and expiry dates. It is the responsibility of the property owner to complete all conditions or obtain approval from City Council or the delegated approval authority to extend draft approval, prior to the expiry date.

When submitting an extension to draft approval, you must allow for sufficient time to process the application and to obtain approval of the extension. Submission, or acceptance, of an application for an extension to draft approval does not automatically extend the expiry date. It is the responsibility of the property owner to be aware of all conditions and expiry dates.

Planning legislation, regulations, fees, and processes are subject to change.

CONTACT INFORMATION

Planning & Development Services
Suite 210
350 City Hall Square West
Windsor ON N9A 6S1

Telephone: 519-255-6543
Fax: 519-255-6544
Email: planningdept@citywindsor.ca
Web Site: www.citywindsor.ca

SUBDIVISION/CONDOMINIUM APPLICATION

1. PRE-SUBMISSION CONSULTATION

By-law 199-2007 requires pre-submission consultation with a staff Planner to determine what supporting information is required, to verify fee payable, and to review the process. This application is incomplete unless you have a valid Pre-Submission Letter or a staff Planner signs below.

Valid Pre-Submission Letter? NO ☐ YES ☐ File Number: PS-_____

Staff Use Only

Signature of Staff Planner

Date of Consultation

☐ Jim Abbs

☐ Justina Nwaesei

☐ _____

2. REQUIRED SUPPORTING INFORMATION *(To be completed by a staff Planner)*

If you do not have a valid Pre-submission Letter, a staff Planner will indicate below what supporting information must be submitted with the application. The City of Windsor reserves the right to require additional supporting information during the processing of the application. All documents submitted are made available for public review.

Unless otherwise indicated, for each document, provide one paper copy and one digital copy. Draft Plans shall be provided in DWG, PDF & JPG format. Other drawings shall be provided in letter size (8.5 by 11 inches) in JPG and PDF format. All other documents shall be provided in Word and PDF format. PDF documents shall be flattened with no layers.

If you are submitting a companion planning application (official plan or rezoning), you need only submit one set of the required supporting information. Include checked supporting information with this application:

- | | | | |
|---|--|---|--|
| <input checked="" type="checkbox"/> Deed and/or Offer to Purchase | <input checked="" type="checkbox"/> Topographic Plan of Survey | <input checked="" type="checkbox"/> Draft Plan (6 copies + digital Files) | <input type="checkbox"/> Conceptual Site Plan |
| <input type="checkbox"/> Structural Integrity Report | <input type="checkbox"/> Rent Roll | <input type="checkbox"/> Section 9(3) Exemption Request | <input type="checkbox"/> Approved Site Plan |
| <input type="checkbox"/> Planning Rationale Report | <input type="checkbox"/> Noise Study | <input type="checkbox"/> Vibration Study | <input type="checkbox"/> Site Plan Agreement |
| <input type="checkbox"/> Watershed/ Subwatershed Plan | <input type="checkbox"/> Master Drainage Plan | <input type="checkbox"/> Sanitary and/or Storm Sewer Study | <input type="checkbox"/> Building Permit |
| <input type="checkbox"/> Hydrogeological Report | <input type="checkbox"/> Servicing Option Report | <input type="checkbox"/> Stormwater Management Plan | <input type="checkbox"/> Micro-Climate Study |
| <input type="checkbox"/> Transportation Impact Study | <input type="checkbox"/> Transportation Impact Statement | <input type="checkbox"/> Environmental Evaluation Report | <input type="checkbox"/> Tree Inventory and Preservation Study |
| <input type="checkbox"/> Environmental Site Assessment | <input type="checkbox"/> Record of Site Condition (RSC) | <input type="checkbox"/> Lighting Study | <input type="checkbox"/> Market Impact Assessment |
| <input type="checkbox"/> Archaeological Assessment | <input type="checkbox"/> Built Heritage Impact Study | <input type="checkbox"/> Urban Design Study | <input type="checkbox"/> Guideline Plan |
| <input type="checkbox"/> Conservation Plan | Other Required Information: _____ | | |

SUBDIVISION/CONDOMINIUM APPLICATION

3. CONTACT INFORMATION

Provide in full the name of the applicant & contact person, registered owner, agent, & Ontario Land Surveyor and mailing address, phone & fax number and email address. If the case of a numbered company, provide the name of the principals of the company. If there is more than one applicant or registered owner, copy this page, complete in full and submit with this application. All communication regarding the application will be with the Agent authorized by the Owner to file the application. If there is no Agent, all communication will be with the Applicant.

Applicant

Name: McKenzie Lake Lawyers LLP Contact: Beth E. Mullin
Name of Contact Person

Address: 1800-140 Fullarton Street,

Address: London, ON Postal Code: N6A 5P2

Phone: 519-672-5666 Fax: 519-672-2674

Email: beth.mullin@mckenzielake.com

Registered Owner ☐ Same as Applicant

Name: 2057458 Ontario Inc. Contact: Tyler Pridham
Name of Contact Person

Address: c/o 1133 Yonge Street, 4th Floor

Address: Toronto, ON Postal Code: M4T 2Y7

Phone: 416-928-3732 Fax: _____

Email: tpridham@hazelview.com

Agent Authorized by the Owner to File the Application (If applicable, complete Section A1 in Schedule A)

Name: McKenzie Lake Lawyers LLP Contact: Beth E. Mullin
Name of Contact Person

Address: 1800-140 Fullarton Street

Address: London, ON Postal Code: N6A 5P2

Phone: 519-672-5666 Fax: 519-672-2674

Email: beth.mullin@mckenzielake.com

Ontario Land Surveyor

Name: VSHBB Inc. Contact: Andrew Mantha
Name of Contact Person

Address: 944 Ottawa Street

Address: Windsor, ON Postal Code: N8X 2E1

Phone: 519-258-1772 Fax: 519-258-1791

Email: amantha@vshbbsurveys.com

SUBDIVISION/CONDOMINIUM APPLICATION

4. RESUBMISSION OF A PREVIOUS PLAN?

No ☐ Yes ☒ Previous Plan/File No. CDM-006/16-1 Do Not Know ☐

5. SUBJECT LAND INFORMATION *(attach additional sheets as required)*

Municipal Address 1333 Ouellette Avenue, Windsor, ON

Legal Description Lots 12 to 15 in Block 8, PPlan 358, City of Windsor, County of Essex

Assessment Roll Number 37 39 040 490 04401

Frontage (m) 60.96 Depth (m) 54.90 Area (sq m) 3346

Official Plan Designation Mixed Use

Current Zoning CD3.5

Existing Uses Multi-unit residential - high rise apartment

Previous Uses _____

List the names & addresses of the holders of any mortgages, charges or encumbrances in respect of the subject land:

Computershare Trust Company of Canada, 100 University Avenue, South Tower,
8th Floor, Toronto, ON M5J 2Y1

Are there any easements or restrictive covenants affecting the subject land? No ☒ Yes ☐

If YES, describe the easement or restrictive covenant and its effect:

Is the subject land located in an area of high archaeological potential? No ☒ Yes ☐

Will the plan permit development on land that has high archaeological potential? No ☐ Yes ☐

If YES, submit: An Archaeological Assessment prepared by a person who holds a licence that is effective with respect to the subject land, issued under Part VI (Conservation of Resources of Archaeological Value) on the Ontario Heritage Act; and a Conservation Plan for any archaeological resources identified in the Archaeological Assessment.

Has the subject land ever been subject of: *(leave blank if unknown)*

An application for a plan of subdivision/condominium or consent? No ☐ Yes ☒ File: CDM-006/16-1

An application for a zoning by-law amendment or a minor variance? No ☒ Yes ☐ File: _____

An application for approval of a site plan? No ☒ Yes ☐ File: _____

A Minister's Zoning Order (Ontario Regulation)? No ☒ Yes ☐ OR#: _____

Ontario Regulation

SUBDIVISION/CONDOMINIUM APPLICATION

6. PLANNING CONFORMITY

If an Official Plan Amendment and/or a Zoning By-law Amendment is required, the Planning Division must have already received it or it must be submitted with this application, otherwise this application will be returned as incomplete.

Is the plan consistent with Provincial Policy Statement? No ☐ Yes ☒

Does the plan conform to the Official Plan? No ☐ Yes ☒

If No, you must submit a companion application for an Amendment to the Official Plan.

Does the plan conform to the Zoning By-law? No ☐ Yes ☒

If No, you must submit a companion application for an Amendment to the Zoning By-law.

7. PLAN OF CONDOMINIUM INFORMATION

New Construction

Has the City approved a Site Plan? No ☐ Yes ☐ If Yes, attach the approved Site Plan.

Site Plan Agreement registered? No ☐ Yes ☐ If Yes, attach the Site Plan Agreement.

Has a Building Permit been issued? No ☐ Yes ☐ If Yes, attach the Building Permit.

Status of Building: Not Under Construction ☐ Under Construction ☐ Completed ☐

Date Completed: _____

Are any units occupied? No ☐ Yes ☐ If Yes, number of units: _____

Conversion of a Building Containing Residential Rental Units (Condominium Conversion)

Is this an application to convert a building containing residential units to condominium status?

No ☐ Yes ☒ If Yes, submit a Structural Integrity Report

Does the building contain any residential rental units?

No ☐ Yes ☒ If Yes, attach a Rent Roll with the names of all tenants, the rent paid by each tenant and their apartment number.

How many rental units are to be converted: 96 units

Are tenants willing to purchase units if converted to condominium?

No ☐ Yes ☐ If Yes, attach documentation signed by tenants. Do Not Know ☐

Exemption from Section 9(3) of the Condominium Act

Are you applying for an exemption pursuant to Section 9(3) of the Condominium Act?

No ☐ Yes ☒ If Yes, attach a request for such exemption signed by the owner or agent.

SUBDIVISION/CONDOMINIUM APPLICATION

7. PROPOSED LAND USES

Indicate the intended uses of the land in the proposal. Complete this section in full.

All Applications						Condominium Only	
Proposed Use	Number of Lots or Blocks	Number of Units or Dwellings	Hectares (ha)	Density (units/ ha)	Number of Parking Spaces	Date of Construction	Floor Coverage
Detached Residential					Condo Only		
Semi-detached Residential					Condo Only		
Multiple Attached Residential							
Apartment Residential	4 LOTS IN 1 BLOCK	96	0.335	287/HA	103	July 1977	806.4 sq. m
Seasonal Residential							
Mobile Home							
Other Residential							
Commercial							
Industrial							
Institutional (specify)							
Park or Open Space							
Roads							
Other (specify)							
TOTAL	5	96	0.335	287/ha	103		806.4 sq m

SUBDIVISION/CONDOMINIUM APPLICATION

9. ACCESS TO SUBJECT LAND

Indicate if access to subject land is by: *(check all that apply)*

- ☐ Provincial Highway ☒ Municipal Road ☐ Another Public Road or a Right-Of-Way
- ☐ Water - If access to the subject land is by water only, describe the parking and docking facilities uses or to be used and provide the approximate distance of these facilities from the subject land and the nearest public road:
- _____
- _____

10. WATER, SANITARY SEWAGE AND STORM DRAINAGE

Water – Indicate whether water will be provided to the subject land by:

- ☒ Publicly owned & operated piped water system ☐ Other _____
- ☐ Privately owned & operated individual well ☐ Privately owned/operated communal well

Sanitary - Indicate whether sewage disposal will be provided to the subject land by:

- ☒ Publicly owned & operated sanitary sewage system ☐ Other _____
- ☐ Privately owned & operated individual septic system ☐ Privately owned & operated communal septic system

Submit a Servicing Options Report and a Hydrogeological Report if any of the following apply:

- More than five lots or units on privately owned & operated individual or communal wells;
- Five or more lots or units on privately owned & operated individual or communal septic systems; or
- Less than five lots or units on privately owned & operated individual or communal septic systems, and more than 4,500 litres of effluent would be produced per day as a result of the development being completed;

Submit a Hydrogeological Report if the plan would permit development of less than five lots or units on privately owned & operated individual or communal septic systems, and 4,500 litres of effluent or less would be produced per day as a result of the development being completed.

Storm Drainage - Indicate whether storm drainage will be provided by:

- ☒ Sewers ☐ Ditches ☐ Swales ☐ Other _____

SUBDIVISION/CONDOMINIUM APPLICATION

11. SITE APPRAISAL AND EVALUATION

Give a brief description of the existing land use, buildings and infrastructure, vegetation, topography and drainage of the subject land:

☐ See Planning Rationale Report _____

Land is currently used and will continue to be used as multi-unit residential high-rise apartment

Land is serviced and drainage is to municipal sewers

12. MITIGATION OF ENVIRONMENTAL EFFECTS

What measures (such as buffering, berms, setbacks, barriers, etc.) have been or will be taken to mitigate adverse environmental effects (such as traffic, noise, odours, pollution of nearby water bodies, etc.) from the proposed development on the surrounding areas and to mitigate adverse effects from the surrounding areas on the proposed development? In agricultural areas, refer to the Agricultural Code of Practice.

Where potential adverse environmental effects (species-at-risk, wetland protection, floodplains, etc.) are foreseen, consultation with the Ministry of Natural Resources and Forestry, the Ministry of Environment, Conservation and Parks, and/or the Essex Region Conservation Authority is recommended.

☐ See Planning Rationale Report The property is being converted from high-rise apartment to residential condominium.

All measures to reduce traffic, noise, odours and pollution are already in place and will continue in the future.

No new development or intensification of use proposed on the land.

13. PROPOSED PUBLIC CONSULTATION STRATEGY

Select or describe your proposed strategy for consulting with the public with respect to the application:

☐ Required Public Consultation (Public Notice & Public Meeting as required per the Planning Act)

☐ Open House ☐ Website ☐ Other _____

SUBDIVISION/CONDOMINIUM APPLICATION

14. FEES

Verify fees before submitting the application. Fees are subject to change and are not refundable when the application is deemed complete. Method of payment: Cash, Mastercard, Visa, or by Certified Cheque or Personal Cheque payable to The Corporation of the City of Windsor. If paying by Mastercard or Visa, contact the Senior Steno Clerk for further direction at planningdept@citywindsor.ca or 519-255-6543.

☐ Plan of Subdivision - Draft Approval

Code 53007	Base Fee: _____ lots/blocks at \$684.00 per lot/block	\$ _____
Code 63024	GIS Fee	+ \$ 50.00
Code 53023	Essex Region Conservation Authority Fee	+ \$ 300.00
Code 53010	Legal Fee - Agreement Preparation	+ \$ 2,184.78
Code 53010	Legal Variable Fee: _____ lots/blocks at \$50.00 per lot/block	+ \$ _____
Plan of Subdivision (Draft Approval) Total Fee		= \$ _____

☐ Plan of Condominium - Draft Approval - New Building

Code 53007	Base Fee: _____ lots/units at \$185.00 per lot/unit	\$ _____
Code 63024	GIS Fee	+ \$ 50.00
Code 53023	Essex Region Conservation Authority Fee	+ \$ 300.00
Code 53010	Legal Fee – Agreement Preparation	+ \$ 1,714.98
Code 53010	Legal Variable Fee: _____ lots/units at \$50.00 per lot/unit	+ \$ _____
Plan of Condominium (Draft Approval) Total Fee		= \$ _____

☐ Condominium Conversion - Draft Approval - Existing Building

Code 53000	Base Fee	\$ 7,575.00
Code 53007	Base Fee per Unit: _____ units at \$71.40 per unit	+ \$ _____
Code 63024	GIS Fee	+ \$ 50.00
Code 53023	Essex Region Conservation Authority Fee	+ \$ 300.00
Code 53010	Legal Fee – Agreement Preparation	+ \$ 1,714.98
Code 53010	Legal Variable Fee: _____ units at \$50.00 per unit	+ \$ _____
Condominium Conversion (Draft Approval) Total Fee		= \$ _____

A Building Services Inspection Fee for an inspection and report preparation will be invoiced separately. Contact Building Services at 519-255-6267 for additional information.

Fees Continued on Next Page

SUBDIVISION/CONDOMINIUM APPLICATION

14. FEES (continued)

☒ Plan of Subdivision/Condominium – Extension of Draft Approval

Code 53035 Total Fee = \$ 3,329.60

☐ Plan of Subdivision/Condominium – Amendment to Draft Approval

Code 53007 Base Fee \$ 3,646.30

Code 63024 GIS Fee + \$ 50.00

Amendment to Draft Approval Total Fee = \$ 3,696.30

☐ Plan of Subdivision/Condominium – Final Approval & Registration

Payment of this fee is per registration and is required prior to final approval and registration of every draft approved Plan of Subdivision, Plan of Condominium, and Condominium Conversion.

Code 71130 Per Registration = \$ 519.60

☐ Plan of Subdivision/Condominium – Amendment to Agreement

Code 71102 Base Fee \$ 3,048.00

Code 53010 Legal Fee - Agreement Preparation + \$ 857.49

Amendment to Agreement Total Fee = \$ 3,905.49

☐ Plan of Condominium – Amalgamation of Condominium Corporation

Code 53009 Total Fee = \$ 1,863.00

☐ Re-notification of Public Notice/Applicant Request for Deferral Fee

Required when an applicant requests a deferral after notice of a public meeting has been given.

Code 53016 Total Fee = \$ \$2,258.40

Ontario Land Tribunal (OLT) Appeal Fee - \$1,100.00

An appeal is made through Council Services (519-255-6211 or clerks@citywindsor.ca). Fees, forms, and processes are subject to change. Visit <https://olt.gov.on.ca> for additional information.

Engineering Review Fee – The Office of the City Engineer will collect a fee equal to 4% of total municipal infrastructure construction costs excluding water, hydro, telecommunication, and gas infrastructure. The fee is payable at the time construction drawings are submitted to the City Engineer for signature. The total value of construction will be confirmed based on an estimate provided by the developer's Consulting Engineer. Contact Patrick Winters, Development Engineer, at 519-255-6100 ext 6462 or pwinters@citywindsor.ca for additional information.

SUBDIVISION/CONDOMINIUM APPLICATION

15. SWORN DECLARATION OF APPLICANT

Complete in the presence of a Commissioner for Taking Affidavits. If the declaration is to be administered remotely, you must be able to see, hear and communicate with the Commissioner and show documentation that confirms your identity.

I, Beth E. Mullin

, solemnly declare that the information required under Schedule 1 to Ontario Regulation 544/06 and provided by the applicant is accurate and that the information contained in the documents that accompany this application is accurate, that if this declaration was administered remotely that it was in accordance with Ontario Regulation 431/20, and I make this solemn declaration conscientiously believing it to be true, and knowing that it is of the same force and effect as if made under oath.



Signature of Applicant

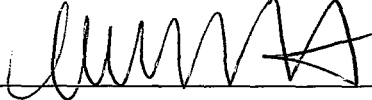
*Sign in the presence of a Commissioner
For Taking Affidavits*

London, ON

Location of Applicant at time of declaration

☐ This declaration was administered remotely in accordance with Ontario Regulation 431/20

Declared before me



Signature of Commissioner

at the

City of London, County of Middlesex

Location of Commissioner

this

14th

day

day of

April

month

2023

year

PLACE AN IMPRINT OF YOUR STAMP BELOW

Nicole Renee Willert, a Commissioner, etc.,
County of Middlesex, for McKenzieLake Lawyers LLP,
Barristers and Solicitors.
Expires December 8, 2023.

COMPLETE SCHEDULES A & E IN FULL & SIGN

SUBDIVISION/CONDOMINIUM APPLICATION

SCHEDULE A – Authorizations & Acknowledgement

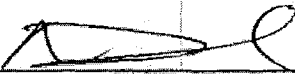
A1. Authorization of Registered Owner for Agent to Make the Application

If the applicant is not the registered owner of the land that is the subject of this application, the written authorization of the registered owner that the agent is authorized to make the application must be included with this application form or the authorization below must be completed.

I, Michael Tsourounis, ASO of 2057458 Ontario Inc.
name of registered owner

am the registered owner of the land that is subject of this application and I authorize

McKenzie Lake Lawyers LLP to make this application on my behalf.
name of agent



Signature of Registered Owner

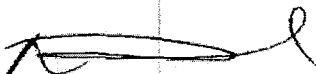
April 17, 2023.

Date

If Corporation - I have authority to bind the corporation

A2. Authorization to Enter Upon the Subject Lands and Premises

I, Michael Tsourounis, ASO of the Owner, hereby authorize the members of the Development and Heritage Standing Committee or their successor, City Council, and staff of The Corporation of the City of Windsor to enter upon the subject land and premises described in Section 5 of the application form for the purpose of evaluating the merits of this application and subsequently to conduct any inspections on the subject land that may be required as condition of approval. This is their authority for doing so.



Signature of Registered Owner

April 17, 2023

Date

If Corporation - I have authority to bind the corporation

SCHEDULE A CONTINUES ON NEXT PAGE

SUBDIVISION/CONDOMINIUM APPLICATION

SCHEDULE A – Authorizations & Acknowledgements - Continued

A3. Acknowledgements

Receipt & Review, Fees & Termination, Other Requirements & Expiry Dates, and Freedom of Information

I acknowledge that receipt of this application by the City of Windsor does not guarantee it to be a complete application and that further review of the application will occur and that I may be contacted to provide additional information and/or resolve any discrepancies or issues with the application as submitted.

I further acknowledge that after the application is deemed complete, fees are not refundable, additional information may be requested, and that after 60 days of inactivity the City of Windsor may terminate the application without notice.

I further acknowledge that other municipal departments and external agencies may have their own requirements, fees and approvals in addition to the requirements, fees and approvals described throughout this application form, in any staff reports, and in any agreements, and that it is my responsibility to read the staff report, draft approval, final approval and agreements and to note any expiry dates in any of these documents.

I further acknowledge that pursuant to the provisions of the Planning Act and the Municipal Freedom of Information and Protection of Privacy Act, this application and all material and information provided with this application are made available to the public.

Species at Risk

Ontario's *Endangered Species Act* protects endangered and threatened species — animals and plants in decline and at risk of disappearing from the province by restricting activities that may affect these plants, animals or their habitats.

I acknowledge that it is my sole responsibility as the Applicant to comply with the provisions of the *Endangered Species Act, 2007, S. O. c.6*. This could require me to register an activity, get a permit or other authorization from the Ministry of the Environment, Conservation and Parks (MECP) prior to conducting an activity that could impact an endangered or threatened plant or animal or its habitat. I further acknowledge that any *Planning Act, R.S.O. 1990, c.P.13* approval given by the City of Windsor does not constitute an approval under the *Endangered Species Act*, nor does it absolve me from seeking the necessary authorization, approvals or permits from the MECP prior to conducting any activity that may affect endangered or threatened plant or animal or its habitat.

Additional information can be found at:

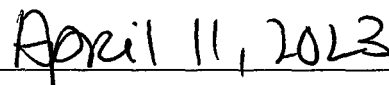
<https://www.ontario.ca/page/development-and-infrastructure-projects-and-endangered-or-threatened-species>
or by contacting MECP at SAROntario@ontario.ca

Acknowledgement

I acknowledge that I have read and understand the above statements:



Signature of Applicant or Agent



Date

END OF SCHEDULE A – COMPLETE SCHEDULE E ON NEXT PAGE

SUBDIVISION/CONDOMINIUM APPLICATION

SCHEDULE E – Environmental Site Screening Questionnaire

Previous Use of Property

- | | | | |
|---------------------------------------|-------------------------------------|-------------------------------------|--|
| <input type="checkbox"/> Residential | <input type="checkbox"/> Industrial | <input type="checkbox"/> Commercial | <input type="checkbox"/> Institutional |
| <input type="checkbox"/> Agricultural | <input type="checkbox"/> Parkland | <input type="checkbox"/> Vacant | <input type="checkbox"/> Other _____ |

a) If previous use of the property is Industrial or Commercial, specify use:

b) Has the grading of the subject land been changed by adding earth or material? Has filling occurred on the subject land?

- ☐ Yes ☐ No ☐ Unknown

c) Has a gasoline station and/or automobile service station been located on the subject land or adjacent lands at any time?

- ☐ Yes ☐ No ☐ Unknown

d) Has there been petroleum or other fuel stored on the subject land or adjacent lands?

- ☐ Yes ☐ No ☐ Unknown

e) Are there or have there ever been underground storage tanks or buried waste on the subject land or adjacent lands?

- ☐ Yes ☐ No ☐ Unknown

f) Have the lands or adjacent lands ever been used as an agricultural operation where cyanide products may have been applied as pesticides and/or sewage sludge applied to the lands?

- ☐ Yes ☐ No ☐ Unknown

g) Have the lands or adjacent lands ever been used as a weapons firing range?

- ☐ Yes ☐ No ☐ Unknown

h) Is the nearest boundary line of the application within 500 metres of the boundary line of an operational/non-operational public or private waste disposal site, landfill or dump?

- ☐ Yes ☐ No ☐ Unknown

i) If there are existing or previously existing buildings on the subject lands, are there any building materials remaining on site which are potentially hazardous to public health (e.g., asbestos, PCB's)?

- ☐ Yes ☐ No ☐ Unknown

j) Is there reason to believe the subject lands may have been contaminated by existing or former uses on the site or adjacent sites?*

- ☐ Yes ☐ No ☐ Unknown

** Possible uses that can cause contamination include but are not limited to: operation of electrical transformer stations, disposal of waste minerals, raw material storage, and residues left in containers, maintenance activities and spills. Some commercial properties such as gasoline stations, automotive repair garages, and dry cleaning plants have similar potential. The longer a property is under industrial or similar use, the greater the potential for site contamination. Also, a series of different industrial or similar uses upon a site could potentially increase the number of chemicals that are present.*

k) If current or previous use of the property is industrial or commercial, or if YES to any of a) to j) above, please attach a previous use inventory showing all former uses of the subject land, or if applicable, the land(s) adjacent to the subject lands.

SUBDIVISION/CONDOMINIUM APPLICATION

SCHEDULE E – Environmental Site Screening Questionnaire - Continued

Environmental Site Screening Questionnaire Acknowledgement Clause

I hereby acknowledge that it is my responsibility to ensure that I am in compliance with all applicable laws, regulations, guidelines and the City's Official Plan policies pertaining to potentially contaminated sites, and to use all reasonable effort to identify the potential for contamination on the subject property.

I acknowledge that as a condition of approval of this application that the City may require me to file a Record of Site Condition signed by a qualified person in the provincial Environmental Site Registry, and provide verification to the City of Windsor of acknowledgement of this Record of Site Condition by the Ministry of Environment.

I acknowledge that the City may require the qualified person signing the Record of Site Condition to submit to the City a Declaration acknowledging that the City of Windsor may rely on the statements in the Record of Site Condition.

I further acknowledge that the City of Windsor is not responsible for the identification and/or remediation of contaminated sites, and I agree, whether in, through, or as a result of any action or proceeding for environmental clean-up of any damage or otherwise, I will not sue or make claim whatsoever against the City of Windsor, its officers, officials, employees or agents for or in respect of any loss, damage, injury or costs.

McKenzie Lake Lawyers LLP

Name of Applicant (print)

J. Muller

Signature of Applicant

Apr. 11/23

Date

McKenzie Lake Lawyers LLP

Name of Agent (print)

J. Muller

Signature of Agent

Apr. 11/23

Date

END OF SCHEDULE E

SUBDIVISION/CONDOMINIUM APPLICATION

DO NOT COMPLETE BELOW – STAFF USE ONLY

Receipt and Assignment of Application

Date Received Stamp

This application has been assigned to:

☐ Jim Abbs (JA) ☐ Justina Nwaesei (JN)

☐ _____

Complete Application

This application is deemed complete on _____
Date

Signature of Delegated Authority

☐ Neil Robertson, MCIP, RPP
Manager of Urban Design

☐ Michael Cooke, MCIP, RPP
Manager of Planning Policy

☐ Thom Hunt, MCIP, RPP
City Planner & Executive Director

Internal Information

Fee Paid: \$ _____ Receipt No: _____ Date: _____

Payment Type: ☐ Cash ☐ Certified Cheque ☐ Credit Card ☐ Personal Cheque

NEW File No. SDN/ _____ Previous File No. SDN/ _____

NEW File No. CDM/ _____ Previous File No. CDM/ _____

Related ZNG File No. ZNG/ _____ Related OPA File No. OPA _____

Other File Numbers: _____

Notes: _____

THIS IS THE LAST PAGE OF THE APPLICATION FORM

PLANNING DEPARTMENT – DEVELOPMENT DIVISION

Memo

To: City Clerk

From: City Planner/Executive Director

Date: May 8, 2023

Subject: TRANSMITTAL OF NEW FILE

Our File Number: CDM-004/23 [CDM/7026]

RE: Application For: ☐ Zoning Amendment ☐ Official Plan Amendment
☐ Part Lot Control ☒ Draft Plan of Subdivision/Condominium

Applicant: MCKENZIE LAKE LAWYERS LLP

Location: 1145, 1175 ADAIR COURT & 1170 LAUZON ROAD

Description: Application for an extension of draft approval.

The CONDOMINIUM EXTENSION application submitted by MCKENZIE LAKE LAWYERS LLP for 1145, 1175 ADAIR COURT & 1170 LAUZON PARKWAY has been deemed as complete on May 3, 2023.

Enclosures:

- (X) 1 copy of Application Form
- () 1 copy of Drawings
- () 1 copy of Site Plan



Thom Hunt, MCIP, RPP

City Planner, Executive Director

/ap

May 3, 2023

McKenzie Lake Lawyers LLP
ATTN: Beth E. Mullin
23669 Prince Albert Rd
Chatham ON N7M 5J7

Dear Agent/Applicant,

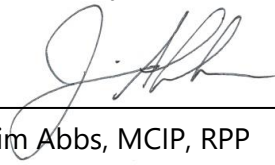
Re: CONDOMINIUM EXTENSION APPLICATION
APPLICANT: MCKENZIE LAKE LAWYERS LLP
LOCATION: 1145, 1175 ADAIR COURT & 1170 LAUZON ROAD
FILE NO.: CDM-004/23 [CDM/7026]

This is to acknowledge receipt of the application for a condo extension, which has been assigned the above-referenced file number. In accordance with the delegation authority as prescribed by By-Law 139-2013, the information and material required has been provided; therefore, the application was deemed COMPLETE on May 3, 2023 and processing has begun.

You will be advised prior to the Development & Heritage Standing Committee and Council meetings of the position of the Planning Department on the application and the dates of the public meetings.

Please email me at jabbs@citywindsor.ca, if you have any questions.

Yours truly,



Jim Abbs, MCIP, RPP
Planner III - Subdivisions

JA/ap

SUBDIVISION/CONDOMINIUM APPLICATION

INSTRUCTIONS

Verify that you are using the most current application form.

This application is valid for: Plan of Subdivision, Plan of Condominium, Condominium Conversion, Extension of Draft Approval, Amendment to Draft Approval, Final Approval & Registration, Amendment to Agreement, or Amalgamation of Condominium Corporation. Discuss with a staff Planner to determine what must be completed for the application type.

- Section 1: Pre-Submission consultation with a staff Planner is mandatory per By-law 199-2007. If you do not have a valid Pre-Submission Letter, you must meet with a staff Planner who must sign and date this section.
- Section 2: During Pre-Submission consultation a staff Planner will indicate what supporting information must be submitted with the application. Read Pages 2 to 4 before submitting this application and other documents.
- Section 3: Provide the full name, address, phone number, fax number and email address of the applicant, registered owner, agent, and Ontario Land Surveyor. For a corporation, provide full corporate name. Include the full name of a contact person. For more than one person, corporation, or registered owner, use additional sheets.
- Section 4: Indicate if you are resubmitting a previous or earlier plan and if yes, provide the file number.
- Section 5: Provide information about the Subject Land. This information is used to determine supporting information requirements and to assist in the review of the application.
- Section 6: Indicate if the plan is consistent with the Provincial Policy Statement and conforms to the City of Windsor Official Plan and the appropriate Zoning By-law. If an Official Plan Amendment and/or Zoning By-law Amendment is required, you must have already submitted those applications, or must submit them with this application, otherwise this application will be returned.
- Section 7: Complete this section if you are applying for approval of a Plan of Condominium. New construction applies to buildings that were recently built, under construction, or not yet under construction. Conversion applies to existing buildings that contain residential rental units that are being converted to Condominium Status. To be considered for an exemption from Section 9(3) of the Condominium Act, you must formally request such exemption. Submit all the documents indicated in Section 7 with this application.
- Section 8: Provide the number of lots, blocks, units or dwellings, the number of hectares, the density measured as units per hectare and the number of parking spaces for the proposed land use for all applications. For Plan of Condominium applications also provide the date of construction and the floor coverage in square metres.
- Section 9: Indicate how the property is accessed. Check all boxes that apply.
- Section 10: Provide information about water service, sanitary sewage disposal and storm drainage. Submit all required documents indicated in Section 10 with this application.
- Section 11: Provide a description of the existing land use, buildings & infrastructure, vegetation, topography & drainage of the subject land or check the box beside "See Planning Rationale Report" if described in the report.
- Section 12: Provide a description of what measures have been or will be taken to mitigate adverse environmental effects from the proposed development on the surrounding areas and from the surrounding areas on the proposed development or check the box beside "See Planning Rationale Report" if described in the report.
- Section 13: Explain your proposed strategy for consulting with the public.
- Section 14: Check the appropriate application fee box based on the pre-submission consultation with the Planner.
- Section 15: Print you name in full and sign the sworn declaration in the presence of a Commissioner for Taking Affidavits.

DATE RECEIVED STAMP

Schedules: Read, complete in full, and sign Schedules A & E.

Submit application form, supporting information, & application fee to Senior Steno Clerk at Planning & Development Services, Suite 210, 350 City Hall Square West, Windsor ON N9A 6S1 or planningdept@citywindsor.ca

SUBDIVISION/CONDOMINIUM APPLICATION

PLAN REQUIREMENTS

A. NUMBER OF COPIES REQUIRED

The Planning Act, R.S.O. 1990, c. P.13, requires that copies of the draft plan as required by the Minister must accompany all applications.

A1. Submit six (6) full size paper copies of the draft plan; AND

A2. A digital copy of the CAD files of the draft plan in DWG, PDF, and JPG formats.

File names should be logical and clearly indicate the nature of the file and include either the SDN or CDM file number (SDN 000-00 or CDM 000-00) or the name of the applicant and site location.

For example, "SDN000-00 draft plan.dwg" or "Applicant Name-Site Location-Draft Plan.dwg".

If further copies are required, we will notify you. To submit drawings on an alternate device, please discuss with the assigned Planner.

B. DRAFT PLAN REQUIREMENTS

All plans and measurements must be in metric. Draft plans must be drawn to scale and indicate all items as required by Section 51(17) of the Planning Act and the City of Windsor as follows:

- B1. Boundaries of the land to be subdivided, certified by an Ontario Land Surveyor, and based on NAD83, Zone 17.
- B2. Locations, widths and names of proposed roads, streets, highways and rights-of-way within the proposed subdivision and existing roads, streets, highways, and rights-of-way abutting the proposed subdivision;
- B3. On a small key plan, with a scale of not less than one centimetre to 100 metres, all of the land adjacent to the proposed subdivision that is owned by the applicant or in which the applicant has an interest, every subdivision adjacent to the proposed subdivision and the relationship of the boundaries of the land to be subdivided to the boundaries of the township lot or other original grant of which such land forms the whole or part;
- B4. Purpose for which the proposed lots are to be used;
- B5. Existing uses of all adjoining lands;
- B6. Approximate dimensions and layout of the proposed lots and/or blocks;
- B7. If any affordable housing units are being proposed, the shape and dimensions of each proposed affordable housing unit and the approximate location of each proposed affordable housing unit in relation to other proposed residential units;
- B8. Natural and artificial features such as buildings or other structures or installations, railways and rail yards, highways, roads, streets and recreational trails, hydro lines and other public utilities, watercourses, drainage ditches, wetlands and wooded areas, archaeological or heritage features, and significant plant and wildlife habitat (including ESAs & ANSIs) within or adjacent to the land proposed to be subdivided;
- B9. Availability and nature of domestic water supplies;
- B10. Nature and porosity of the soil;
- B11. Existing contours or elevations as may be required to determine the grade of the streets, roads and highways and the drainage of the land proposed to be subdivided;
- B12. Municipal services available or are to be available to the land proposed to be subdivided;
- B13. Nature and extent of any restrictions affecting the land proposed to be subdivided including restrictive covenants, easements, or the Airport Operating Area; and
- B14. Floodplains, flood ways, flood prone areas, and flood elevations

C. CONDOMINIUM DRAFT PLAN REQUIREMENTS

In addition to the above requirements, draft plans proposing condominium ownership must include:

- C1. Proposed exclusive use areas of the common element such as backyards and parking;
- C2. Roadways and pedestrian access to proposed private units.

SUBDIVISION/CONDOMINIUM APPLICATION

APPLICATION PROCESSING

The applicant or their agent is responsible for researching and evaluating the site and the proposal to ensure that the development will conform to the interests of the health, safety, and welfare of existing and future residents, and for filling in the application and for supplying all documents necessary to constitute a complete application. Supporting studies must be conducted prior to the submission of the application. This information will be used to review and assess the application.

Section 51(24) of the Planning Act and Section 11.4.2.3 of the City of Windsor Official Plan list the criteria that are used in evaluating a draft plan. Where additional copies of the plan or supporting documents are subsequently requested by staff or review agencies, the applicant is responsible for supplying them at their cost.

Timelines in the Planning Act have been suspended during the State of Emergency. The following is for your information only. Review the Planning Act and relevant regulations for statutory requirements. The processing of the application is subject to change. The application will be terminated without notice after 60 days of inactivity. Direct all questions about the application to the assigned Planner. The procedure generally encompasses the following steps:

1. Within 30 days of receiving this application, the City Planner, or their designate, will review the application to determine if it is or is not complete. If deemed incomplete, the application, supporting documents, and fee may be returned for completion, correction, or clarification, or the applicant may be requested to submit additional or revised supporting information. Administration, the Development & Heritage Standing Committee (DHSC), and City of Windsor Council reserve the right to request additional information any time during the processing of the application.
2. If deemed complete, fees are not refundable, the application is circulated to departments and external agencies for review and comment, and all submitted documents are made available to the public.
3. Following circulation, a draft staff report containing a recommendation and any conditions is prepared. The City Planner and other staff review the draft staff report.
4. When the staff report is approved by appropriate municipal staff, it will be scheduled for a future meeting of the Development and Heritage Standing Committee (DHSC).
5. Mandatory public notice of the DHSC meeting is advertised in the Windsor Star at least 20 days in advance of the DHSC meeting. A courtesy notice may be mailed to all property owners and/or tenants within 120 metres of the subject land. The DHSC meeting is the public meeting required by the Planning Act. The staff report is provided to the applicant and DHSC members, and is made available to the public, 10 days before the DHSC meeting.
6. At the DHSC meeting, a staff planner may introduce the application and review the recommendation in the staff report. The applicant and other interested parties are given an opportunity to make verbal or written submissions. The DHSC may ask questions of the staff planner, the applicant and their representatives and any party that made verbal or written submissions. The DHSC may choose to recommend draft approval, denial or deferral of the application. It may also modify the recommendation of the Planning Department.
7. If recommended for draft approval or denial, the staff report and the minutes of the DHSC meeting are forwarded to City of Windsor Council for consideration at a future date. Planning staff have no control over the placement of an application on a Council Meeting agenda. Council Services will forward the date and time of the Council Meeting to the contacts in Section 3. Call 311 or contact Council Services at 519-255-6211 or clerks@citywindsor.ca
8. The City Council meeting, the applicant and the other parties may make verbal or written submissions. If the applicant concurs with the recommendation of DHSC, and there is no opposition to the application, Council may place the application on the Consent Agenda, a part of the Council meeting containing items that are grouped together and passed with one motion. Council may choose to draft approve, deny, or defer the application.
9. Applications may be referred, or the decision of Council may be appealed, to the Ontario Land Tribunal (OLT). Appeals are filed with Council Services. Contact Council Services at 519-255-6211 or clerks@citywindsor.ca
10. If City Council approves the draft plan and no appeals are received, an agreement is prepared for signature and registration on title.
11. The conditions of draft approval must be fulfilled prior to the expiry of draft approval. It is the responsibility of the property owner or applicant to obtain confirmation from agencies and departments that the conditions of draft approval have been fulfilled. Some agencies may require that a copy of the completed subdivision agreement be forwarded to them prior to notifying the City that the conditions have been fulfilled.

SUBDIVISION/CONDOMINIUM APPLICATION

FINAL APPROVAL & REGISTRATION REQUIREMENTS

When you are ready to obtain final approval and register the plan, the following must be submitted:

1. Fee for Final Approval & Registration – see Section 14 - Fees on page 13;
2. One (1) mylar copy of the plan to be registered;
3. Five (5) paper copies of the plan to be registered, one of which has the AOLS Plans Submission Form attached to it; and
4. One digital file transfer device containing geo-referenced CAD files of the plan to be registered.

OTHER INFORMATION

Read the staff report, draft approval, final approval, and agreements carefully and take note of all conditions and expiry dates in these documents.

Other municipal departments and external agencies may have their own requirements, fees and approvals in addition to the requirements, fees and approvals listed in this application form.

The City of Windsor does not send reminders regarding conditions and expiry dates. It is the responsibility of the property owner to complete all conditions or obtain approval from City Council or the delegated approval authority to extend draft approval, prior to the expiry date.

When submitting an extension to draft approval, you must allow for sufficient time to process the application and to obtain approval of the extension. Submission, or acceptance, of an application for an extension to draft approval does not automatically extend the expiry date. It is the responsibility of the property owner to be aware of all conditions and expiry dates.

Planning legislation, regulations, fees, and processes are subject to change.

CONTACT INFORMATION

Planning & Development Services
Suite 210
350 City Hall Square West
Windsor ON N9A 6S1

Telephone: 519-255-6543
Fax: 519-255-6544
Email: planningdept@citywindsor.ca
Web Site: www.citywindsor.ca

SUBDIVISION/CONDOMINIUM APPLICATION

1. PRE-SUBMISSION CONSULTATION

By-law 199-2007 requires pre-submission consultation with a staff Planner to determine what supporting information is required, to verify fee payable, and to review the process. This application is incomplete unless you have a valid Pre-Submission Letter or a staff Planner signs below.

Valid Pre-Submission Letter? NO ☐ YES ☐ File Number: PS-_____

Staff Use Only

Signature of Staff Planner	Date of Consultation
<input type="checkbox"/> Jim Abbs	<input type="checkbox"/> Justina Nwaesei
<input type="checkbox"/> _____	

2. REQUIRED SUPPORTING INFORMATION *(To be completed by a staff Planner)*

If you do not have a valid Pre-submission Letter, a staff Planner will indicate below what supporting information must be submitted with the application. The City of Windsor reserves the right to require additional supporting information during the processing of the application. All documents submitted are made available for public review.

Unless otherwise indicated, for each document, provide one paper copy and one digital copy. Draft Plans shall be provided in DWG, PDF & JPG format. Other drawings shall be provided in letter size (8.5 by 11 inches) in JPG and PDF format. All other documents shall be provided in Word and PDF format. PDF documents shall be flattened with no layers.

If you are submitting a companion planning application (official plan or rezoning), you need only submit one set of the required supporting information. Include checked supporting information with this application:

- | | | | |
|---|--|---|--|
| <input checked="" type="checkbox"/> Deed and/or Offer to Purchase | <input checked="" type="checkbox"/> Topographic Plan of Survey | <input checked="" type="checkbox"/> Draft Plan (6 copies + digital Files) | <input type="checkbox"/> Conceptual Site Plan |
| <input type="checkbox"/> Structural Integrity Report | <input type="checkbox"/> Rent Roll | <input type="checkbox"/> Section 9(3) Exemption Request | <input type="checkbox"/> Approved Site Plan |
| <input type="checkbox"/> Planning Rationale Report | <input type="checkbox"/> Noise Study | <input type="checkbox"/> Vibration Study | <input type="checkbox"/> Site Plan Agreement |
| <input type="checkbox"/> Watershed/Subwatershed Plan | <input type="checkbox"/> Master Drainage Plan | <input type="checkbox"/> Sanitary and/or Storm Sewer Study | <input type="checkbox"/> Building Permit |
| <input type="checkbox"/> Hydrogeological Report | <input type="checkbox"/> Servicing Option Report | <input type="checkbox"/> Stormwater Management Plan | <input type="checkbox"/> Micro-Climate Study |
| <input type="checkbox"/> Transportation Impact Study | <input type="checkbox"/> Transportation Impact Statement | <input type="checkbox"/> Environmental Evaluation Report | <input type="checkbox"/> Tree Inventory and Preservation Study |
| <input type="checkbox"/> Environmental Site Assessment | <input type="checkbox"/> Record of Site Condition (RSC) | <input type="checkbox"/> Lighting Study | <input type="checkbox"/> Market Impact Assessment |
| <input type="checkbox"/> Archaeological Assessment | <input type="checkbox"/> Built Heritage Impact Study | <input type="checkbox"/> Urban Design Study | <input type="checkbox"/> Guideline Plan |
| <input type="checkbox"/> Conservation Plan | Other Required Information: _____ | | |

SUBDIVISION/CONDOMINIUM APPLICATION

3. CONTACT INFORMATION

Provide in full the name of the applicant & contact person, registered owner, agent, & Ontario Land Surveyor and mailing address, phone & fax number and email address. If the case of a numbered company, provide the name of the principals of the company. If there is more than one applicant or registered owner, copy this page, complete in full and submit with this application. All communication regarding the application will be with the Agent authorized by the Owner to file the application. If there is no Agent, all communication will be with the Applicant.

Applicant

Name: McKenzie Lake Lawyers LLP Contact: Beth E. Mullin
Name of Contact Person

Address: 1800-140 Fullarton Street

Address: _____ Postal Code: _____

Phone: _____ Fax: _____

Email: _____

Registered Owner ☐ Same as Applicant

Name: Timbercreek Adair Lauzon Inc. Contact: Tyler Pridham
Name of Contact Person

Address: c/o 1133 Yonge Street, 4th Floor

Address: Toronto, ON Postal Code: M4T 2Y7

Phone: 416-928-3732 Fax: _____

Email: tpridham@hazelview.com

Agent Authorized by the Owner to File the Application (If applicable, complete Section A1 in Schedule A)

Name: McKenzie Lake Lawyers LLP Contact: Beth E. Mullin
Name of Contact Person

Address: 1800-140 Fullarton Street, London, ON

Address: _____ Postal Code: N6A 5P2

Phone: 519-672-5666 Fax: _____

Email: beth.mullin@mckenzielake.com

Ontario Land Surveyor

Name: VSHBB Inc. Contact: Andrew Mantha
Name of Contact Person

Address: 944 Ottawa Street

Address: Windsor, ON Postal Code: N8X 2E1

Phone: 519-258-1772 Fax: _____

Email: amantha@vshbbsurveys.com

SUBDIVISION/CONDOMINIUM APPLICATION

4. RESUBMISSION OF A PREVIOUS PLAN?

No ☐ Yes ☒ Previous Plan/File No. CDM003-16 (CDM 4651) Do Not Know ☐

5. SUBJECT LAND INFORMATION *(attach additional sheets as required)*

Municipal Address	<u>1145, 1175 Adair Court, 1170 Lauzon Road, Windsor</u>				
Legal Description	<u>Part Lot 128, Concession 1, City of Windsor</u>				
Assessment Roll Number	<u>37-39-070-690-01450, 37-39-070-690-01420, 37-39-070-690-01000</u>				
Frontage (m)	<u>137.24</u>	Depth (m)	<u>121.12</u>	Area (sq m)	<u>13,880</u>
Official Plan Designation	<u>Residential</u>				
Current Zoning	<u>RD3.4</u>				
Existing Uses	<u>Multi-unit residential dwelling, high-rise apartment</u>				
Previous Uses	<u></u>				

List the names & addresses of the holders of any mortgages, charges or encumbrances in respect of the subject land:

Computershare Trust Company of Canada, 100 University Ave., Suite 700,
North Tower, Toronto, ON M5J 1V6 (CE945822)

Are there any easements or restrictive covenants affecting the subject land? No ☐ Yes ☒

If YES, describe the easement or restrictive covenant and its effect:

Union Gas Easement R813086, City of Windsor Easement R836557, Windsor
Utilities Commission Easements R1477468 and R1480349

Is the subject land located in an area of high archaeological potential? No ☒ Yes ☐

Will the plan permit development on land that has high archaeological potential? No ☐ Yes ☐

If YES, submit: An Archaeological Assessment prepared by a person who holds a licence that is effective with respect to the subject land, issued under Part VI (Conservation of Resources of Archaeological Value) on the Ontario Heritage Act; and a Conservation Plan for any archaeological resources identified in the Archaeological Assessment.

Has the subject land ever been subject of: *(leave blank if unknown)*

An application for a plan of subdivision/condominium or consent? No ☐ Yes ☒ File:

An application for a zoning by-law amendment or a minor variance? No ☐ Yes ☐ File:

An application for approval of a site plan? No ☐ Yes ☐ File:

A Minister's Zoning Order (Ontario Regulation)? No ☐ Yes ☐ OR#:

Ontario Regulation

SUBDIVISION/CONDOMINIUM APPLICATION

6. PLANNING CONFORMITY

If an Official Plan Amendment and/or a Zoning By-law Amendment is required, the Planning Division must have already received it or it must be submitted with this application, otherwise this application will be returned as incomplete.

Is the plan consistent with Provincial Policy Statement? No ☐ Yes ☒

Does the plan conform to the Official Plan? No ☐ Yes ☒

If No, you must submit a companion application for an Amendment to the Official Plan.

Does the plan conform to the Zoning By-law? No ☐ Yes ☒

If No, you must submit a companion application for an Amendment to the Zoning By-law.

7. PLAN OF CONDOMINIUM INFORMATION

New Construction

Has the City approved a Site Plan? No ☐ Yes ☐ If Yes, attach the approved Site Plan.

Site Plan Agreement registered? No ☐ Yes ☐ If Yes, attach the Site Plan Agreement.

Has a Building Permit been issued? No ☐ Yes ☐ If Yes, attach the Building Permit.

Status of Building: Not Under Construction ☐ Under Construction ☐ Completed ☐

Date Completed: _____

Are any units occupied? No ☐ Yes ☐ If Yes, number of units: _____

Conversion of a Building Containing Residential Rental Units (Condominium Conversion)

Is this an application to convert a building containing residential units to condominium status?

No ☐ Yes ☒ If Yes, submit a Structural Integrity Report

Does the building contain any residential rental units?

No ☐ Yes ☒ If Yes, attach a Rent Roll with the names of all tenants, the rent paid by each tenant and their apartment number.

How many rental units are to be converted: _____ units

Are tenants willing to purchase units if converted to condominium?

No ☐ Yes ☐ If Yes, attach documentation signed by tenants. Do Not Know ☐

Exemption from Section 9(3) of the Condominium Act

Are you applying for an exemption pursuant to Section 9(3) of the Condominium Act?

No ☐ Yes ☐ If Yes, attach a request for such exemption signed by the owner or agent.

SUBDIVISION/CONDOMINIUM APPLICATION

7. PROPOSED LAND USES

Indicate the intended uses of the land in the proposal. Complete this section in full.

All Applications						Condominium Only	
Proposed Use	Number of Lots or Blocks	Number of Units or Dwellings	Hectares (ha)	Density (units/ ha)	Number of Parking Spaces	Date of Construction	Floor Coverage
Detached Residential					<i>Condo Only</i>		
Semi-detached Residential					<i>Condo Only</i>		
Multiple Attached Residential							
Apartment Residential	1	132	1.388	95.1	173	Nov. 1978	2047 sq m
Seasonal Residential							
Mobile Home							
Other Residential							
Commercial							
Industrial							
Institutional (specify)							
Park or Open Space							
Roads							
Other (specify)							
TOTAL	1	132	1.388	95.1	173		2047 SQ M

SUBDIVISION/CONDOMINIUM APPLICATION

9. ACCESS TO SUBJECT LAND

Indicate if access to subject land is by: (check all that apply)

- ☐ Provincial Highway ☒ Municipal Road ☐ Another Public Road or a Right-Of-Way
- ☐ Water - If access to the subject land is by water only, describe the parking and docking facilities uses or to be used and provide the approximate distance of these facilities from the subject land and the nearest public road:

10. WATER, SANITARY SEWAGE AND STORM DRAINAGE

Water – Indicate whether water will be provided to the subject land by:

- ☒ Publicly owned & operated piped water system ☐ Other _____
- ☐ Privately owned & operated individual well ☐ Privately owned/operated communal well

Sanitary - Indicate whether sewage disposal will be provided to the subject land by:

- ☒ Publicly owned & operated sanitary sewage system ☐ Other _____
- ☐ Privately owned & operated individual septic system ☐ Privately owned & operated communal septic system

Submit a Servicing Options Report and a Hydrogeological Report if any of the following apply:

- More than five lots or units on privately owned & operated individual or communal wells;
- Five or more lots or units on privately owned & operated individual or communal septic systems; or
- Less than five lots or units on privately owned & operated individual or communal septic systems, and more than 4,500 litres of effluent would be produced per day as a result of the development being completed;

Submit a Hydrogeological Report if the plan would permit development of less than five lots or units on privately owned & operated individual or communal septic systems, and 4,500 litres of effluent or less would be produced per day as a result of the development being completed.

Storm Drainage - Indicate whether storm drainage will be provided by:

- ☒ Sewers ☐ Ditches ☐ Swales ☐ Other _____

SUBDIVISION/CONDOMINIUM APPLICATION

11. SITE APPRAISAL AND EVALUATION

Give a brief description of the existing land use, buildings and infrastructure, vegetation, topography and drainage of the subject land:

☐ See Planning Rationale Report _____

Land is currently used and will continue to be used as multi-unit residential high-rise apartment.

Land is serviced and drainage is to municipal sewers

12. MITIGATION OF ENVIRONMENTAL EFFECTS

What measures (such as buffering, berms, setbacks, barriers, etc.) have been or will be taken to mitigate adverse environmental effects (such as traffic, noise, odours, pollution of nearby water bodies, etc.) from the proposed development on the surrounding areas and to mitigate adverse effects from the surrounding areas on the proposed development? In agricultural areas, refer to the Agricultural Code of Practice.

Where potential adverse environmental effects (species-at-risk, wetland protection, floodplains, etc.) are foreseen, consultation with the Ministry of Natural Resources and Forestry, the Ministry of Environment, Conservation and Parks, and/or the Essex Region Conservation Authority is recommended.

☐ See Planning Rationale Report The property is being converted from high-rise apartment to residential condominium.

All measure to reduce traffic, noise, odours and pollution are already in place and will continue in the future.

No new development or intensification of use is proposed on the land.

13. PROPOSED PUBLIC CONSULTATION STRATEGY

Select or describe your proposed strategy for consulting with the public with respect to the application:

☐ Required Public Consultation (Public Notice & Public Meeting as required per the Planning Act)

☐ Open House

☐ Website

☐ Other _____

SUBDIVISION/CONDOMINIUM APPLICATION

14. FEES

Verify fees before submitting the application. Fees are subject to change and are not refundable when the application is deemed complete. Method of payment: Cash, Mastercard, Visa, or by Certified Cheque or Personal Cheque payable to The Corporation of the City of Windsor. If paying by Mastercard or Visa, contact the Senior Steno Clerk for further direction at planningdept@citywindsor.ca or 519-255-6543.

☐ Plan of Subdivision - Draft Approval

Code 53007	Base Fee: _____ lots/blocks at \$684.00 per lot/block	\$ _____
Code 63024	GIS Fee	+ \$ 50.00
Code 53023	Essex Region Conservation Authority Fee	+ \$ 300.00
Code 53010	Legal Fee - Agreement Preparation	+ \$ 2,184.78
Code 53010	Legal Variable Fee: _____ lots/blocks at \$50.00 per lot/block	+ \$ _____
Plan of Subdivision (Draft Approval) Total Fee		= \$ _____

☐ Plan of Condominium - Draft Approval - New Building

Code 53007	Base Fee: _____ lots/units at \$185.00 per lot/unit	\$ _____
Code 63024	GIS Fee	+ \$ 50.00
Code 53023	Essex Region Conservation Authority Fee	+ \$ 300.00
Code 53010	Legal Fee – Agreement Preparation	+ \$ 1,714.98
Code 53010	Legal Variable Fee: _____ lots/units at \$50.00 per lot/unit	+ \$ _____
Plan of Condominium (Draft Approval) Total Fee		= \$ _____

☐ Condominium Conversion - Draft Approval - Existing Building

Code 53000	Base Fee	\$ 7,575.00
Code 53007	Base Fee per Unit: _____ units at \$71.40 per unit	+ \$ _____
Code 63024	GIS Fee	+ \$ 50.00
Code 53023	Essex Region Conservation Authority Fee	+ \$ 300.00
Code 53010	Legal Fee – Agreement Preparation	+ \$ 1,714.98
Code 53010	Legal Variable Fee: _____ units at \$50.00 per unit	+ \$ _____
Condominium Conversion (Draft Approval) Total Fee		= \$ _____

A Building Services Inspection Fee for an inspection and report preparation will be invoiced separately. Contact Building Services at 519-255-6267 for additional information.

Fees Continued on Next Page

SUBDIVISION/CONDOMINIUM APPLICATION

14. FEES (continued)

☒ Plan of Subdivision/Condominium – Extension of Draft Approval

Code 53035 Total Fee = \$ 3,329.60

☐ Plan of Subdivision/Condominium – Amendment to Draft Approval

Code 53007 Base Fee \$ 3,646.30

Code 63024 GIS Fee + \$ 50.00

Amendment to Draft Approval Total Fee = \$ 3,696.30

☐ Plan of Subdivision/Condominium – Final Approval & Registration

Payment of this fee is per registration and is required prior to final approval and registration of every draft approved Plan of Subdivision, Plan of Condominium, and Condominium Conversion.

Code 71130 Per Registration = \$ 519.60

☐ Plan of Subdivision/Condominium – Amendment to Agreement

Code 71102 Base Fee \$ 3,048.00

Code 53010 Legal Fee - Agreement Preparation + \$ 857.49

Amendment to Agreement Total Fee = \$ 3,905.49

☐ Plan of Condominium – Amalgamation of Condominium Corporation

Code 53009 Total Fee = \$ 1,863.00

☐ Re-notification of Public Notice/Applicant Request for Deferral Fee

Required when an applicant requests a deferral after notice of a public meeting has been given.

Code 53016 Total Fee = \$ 2,258.40

Ontario Land Tribunal (OLT) Appeal Fee - \$1,100.00

An appeal is made through Council Services (519-255-6211 or clerks@citywindsor.ca). Fees, forms, and processes are subject to change. Visit <https://olt.gov.on.ca> for additional information.

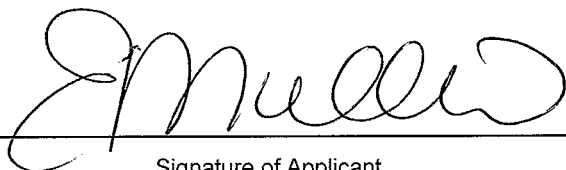
Engineering Review Fee – The Office of the City Engineer will collect a fee equal to 4% of total municipal infrastructure construction costs excluding water, hydro, telecommunication, and gas infrastructure. The fee is payable at the time construction drawings are submitted to the City Engineer for signature. The total value of construction will be confirmed based on an estimate provided by the developer's Consulting Engineer. Contact Patrick Winters, Development Engineer, at 519-255-6100 ext 6462 or pwinters@citywindsor.ca for additional information.

SUBDIVISION/CONDOMINIUM APPLICATION

15. SWORN DECLARATION OF APPLICANT

Complete in the presence of a Commissioner for Taking Affidavits. If the declaration is to be administered remotely, you must be able to see, hear and communicate with the Commissioner and show documentation that confirms your identity.

I, Beth Mullin, McKenzie Lake Lawyers LLP, solemnly declare that the information required under Schedule 1 to Ontario Regulation 544/06 and provided by the applicant is accurate and that the information contained in the documents that accompany this application is accurate, that if this declaration was administered remotely that it was in accordance with Ontario Regulation 431/20, and I make this solemn declaration conscientiously believing it to be true, and knowing that it is of the same force and effect as if made under oath.



Signature of Applicant

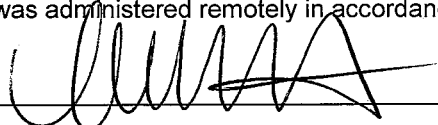
*Sign in the presence of a Commissioner
For Taking Affidavits*

London, ON

Location of Applicant at time of declaration

☐ This declaration was administered remotely in accordance with Ontario Regulation 431/20

Declared before me



Signature of Commissioner

at the

City of London, ON

Location of Commissioner

this 27 day of April, 2023
day month year

PLACE AN IMPRINT OF YOUR STAMP BELOW

Nicole Renee Willert, a Commissioner, etc.,
County of Essex, for McKenzieLake Lawyers LLP,
Barristers and Solicitors.
Expires December 8, 2023.

COMPLETE SCHEDULES A & E IN FULL & SIGN

SUBDIVISION/CONDOMINIUM APPLICATION

SCHEDULE A – Authorizations & Acknowledgement

A1. Authorization of Registered Owner for Agent to Make the Application

If the applicant is not the registered owner of the land that is the subject of this application, the written authorization of the registered owner that the agent is authorized to make the application must be included with this application form or the authorization below must be completed.

Michael Tsourounis, ASO of Timbercreek Adair Lauzon Inc.

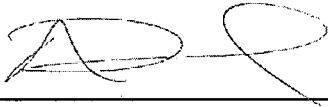
I, _____,
name of registered owner

am the registered owner of the land that is subject of this application and I authorize

McKenzie Lake Lawyers LLP

name of agent

to make this application on my behalf.



Signature of Registered Owner

April 27, 2023.

Date

If Corporation - I have authority to bind the corporation

A2. Authorization to Enter Upon the Subject Lands and Premises

Michael Tsourounis, ASO of the Owner

I, _____, hereby authorize the members of the Development and Heritage Standing Committee or their successor, City Council, and staff of The Corporation of the City of Windsor to enter upon the subject land and premises described in Section 5 of the application form for the purpose of evaluating the merits of this application and subsequently to conduct any inspections on the subject land that may be required as condition of approval. This is their authority for doing so.



Signature of Registered Owner

April 27, 2023

Date

If Corporation – I have authority to bind the corporation

SCHEDULE A CONTINUES ON NEXT PAGE

SUBDIVISION/CONDOMINIUM APPLICATION

SCHEDULE A – Authorizations & Acknowledgements - Continued

A3. Acknowledgements

Receipt & Review, Fees & Termination, Other Requirements & Expiry Dates, and Freedom of Information

I acknowledge that receipt of this application by the City of Windsor does not guarantee it to be a complete application and that further review of the application will occur and that I may be contacted to provide additional information and/or resolve any discrepancies or issues with the application as submitted.

I further acknowledge that after the application is deemed complete, fees are not refundable, additional information may be requested, and that after 60 days of inactivity the City of Windsor may terminate the application without notice.

I further acknowledge that other municipal departments and external agencies may have their own requirements, fees and approvals in addition to the requirements, fees and approvals described throughout this application form, in any staff reports, and in any agreements, and that it is my responsibility to read the staff report, draft approval, final approval and agreements and to note any expiry dates in any of these documents.

I further acknowledge that pursuant to the provisions of the Planning Act and the Municipal Freedom of Information and Protection of Privacy Act, this application and all material and information provided with this application are made available to the public.

Species at Risk

Ontario's *Endangered Species Act* protects endangered and threatened species — animals and plants in decline and at risk of disappearing from the province by restricting activities that may affect these plants, animals or their habitats.

I acknowledge that it is my sole responsibility as the Applicant to comply with the provisions of the *Endangered Species Act, 2007, S. O. c.6*. This could require me to register an activity, get a permit or other authorization from the Ministry of the Environment, Conservation and Parks (MECP) prior to conducting an activity that could impact an endangered or threatened plant or animal or its habitat. I further acknowledge that any *Planning Act, R.S.O. 1990, c.P.13* approval given by the City of Windsor does not constitute an approval under the *Endangered Species Act*, nor does it absolve me from seeking the necessary authorization, approvals or permits from the MECP prior to conducting any activity that may affect endangered or threatened plant or animal or its habitat.

Additional information can be found at:

<https://www.ontario.ca/page/development-and-infrastructure-projects-and-endangered-or-threatened-species>


or by contacting MECP at SAROntario@ontario.ca

Acknowledgement

I acknowledge that I have read and understand the above statements:



Signature of Applicant or Agent



Date

END OF SCHEDULE A – COMPLETE SCHEDULE E ON NEXT PAGE

SUBDIVISION/CONDOMINIUM APPLICATION

SCHEDULE E – Environmental Site Screening Questionnaire

Previous Use of Property

- | | | | |
|---------------------------------------|-------------------------------------|-------------------------------------|--|
| <input type="checkbox"/> Residential | <input type="checkbox"/> Industrial | <input type="checkbox"/> Commercial | <input type="checkbox"/> Institutional |
| <input type="checkbox"/> Agricultural | <input type="checkbox"/> Parkland | <input type="checkbox"/> Vacant | <input type="checkbox"/> Other _____ |

a) If previous use of the property is Industrial or Commercial, specify use:

b) Has the grading of the subject land been changed by adding earth or material? Has filling occurred on the subject land?

- ☐ Yes ☐ No ☐ Unknown

c) Has a gasoline station and/or automobile service station been located on the subject land or adjacent lands at any time?

- ☐ Yes ☐ No ☐ Unknown

d) Has there been petroleum or other fuel stored on the subject land or adjacent lands?

- ☐ Yes ☐ No ☐ Unknown

e) Are there or have there ever been underground storage tanks or buried waste on the subject land or adjacent lands?

- ☐ Yes ☐ No ☐ Unknown

f) Have the lands or adjacent lands ever been used as an agricultural operation where cyanide products may have been applied as pesticides and/or sewage sludge applied to the lands?

- ☐ Yes ☐ No ☐ Unknown

g) Have the lands or adjacent lands ever been used as a weapons firing range?

- ☐ Yes ☐ No ☐ Unknown

h) Is the nearest boundary line of the application within 500 metres of the boundary line of an operational/non-operational public or private waste disposal site, landfill or dump?

- ☐ Yes ☐ No ☐ Unknown

i) If there are existing or previously existing buildings on the subject lands, are there any building materials remaining on site which are potentially hazardous to public health (e.g., asbestos, PCB's)?

- ☐ Yes ☐ No ☐ Unknown

j) Is there reason to believe the subject lands may have been contaminated by existing or former uses on the site or adjacent sites?*

- ☐ Yes ☐ No ☐ Unknown

** Possible uses that can cause contamination include but are not limited to: operation of electrical transformer stations, disposal of waste minerals, raw material storage, and residues left in containers, maintenance activities and spills. Some commercial properties such as gasoline stations, automotive repair garages, and dry cleaning plants have similar potential. The longer a property is under industrial or similar use, the greater the potential for site contamination. Also, a series of different industrial or similar uses upon a site could potentially increase the number of chemicals that are present.*

k) If current or previous use of the property is industrial or commercial, or if YES to any of a) to j) above, please attach a previous use inventory showing all former uses of the subject land, or if applicable, the land(s) adjacent to the subject lands.

SUBDIVISION/CONDOMINIUM APPLICATION

SCHEDULE E – Environmental Site Screening Questionnaire - Continued

Environmental Site Screening Questionnaire Acknowledgement Clause

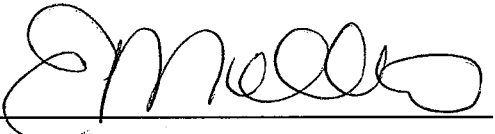
I hereby acknowledge that it is my responsibility to ensure that I am in compliance with all applicable laws, regulations, guidelines and the City's Official Plan policies pertaining to potentially contaminated sites, and to use all reasonable effort to identify the potential for contamination on the subject property.

I acknowledge that as a condition of approval of this application that the City may require me to file a Record of Site Condition signed by a qualified person in the provincial Environmental Site Registry, and provide verification to the City of Windsor of acknowledgement of this Record of Site Condition by the Ministry of Environment.

I acknowledge that the City may require the qualified person signing the Record of Site Condition to submit to the City a Declaration acknowledging that the City of Windsor may rely on the statements in the Record of Site Condition.

I further acknowledge that the City of Windsor is not responsible for the identification and/or remediation of contaminated sites, and I agree, whether in, through, or as a result of any action or proceeding for environmental clean-up of any damage or otherwise, I will not sue or make claim whatsoever against the City of Windsor, its officers, officials, employees or agents for or in respect of any loss, damage, injury or costs.

Beth Mullin / McKenzie Lake Lawyers
Name of Applicant (print)


Signature of Applicant

April 27, 2023
Date

Beth Mullin / McKenzie Lake Lawyers.
Name of Agent (print)


Signature of Agent

April 27, 2023
Date

END OF SCHEDULE E

SUBDIVISION/CONDOMINIUM APPLICATION

DO NOT COMPLETE BELOW – STAFF USE ONLY

Receipt and Assignment of Application

Date Received Stamp

This application has been assigned to:

☐ Jim Abbs (JA)

☐ Justina Nwaesei (JN)

☐ _____

Complete Application

This application is deemed complete on _____
Date

Signature of Delegated Authority

☐ Neil Robertson, MCIP, RPP
Manager of Urban Design

☐ Michael Cooke, MCIP, RPP
Manager of Planning Policy

☐ Thom Hunt, MCIP, RPP
City Planner & Executive Director

Internal Information

Fee Paid: \$ _____ Receipt No: _____ Date: _____

Payment Type: ☐ Cash ☐ Certified Cheque ☐ Credit Card ☐ Personal Cheque

NEW File No. SDN/ _____ Previous File No. SDN/ _____

NEW File No. CDM/ _____ Previous File No. CDM/ _____

Related ZNG File No. ZNG/ _____ Related OPA File No. OPA _____

Other File Numbers: _____

Notes: _____

THIS IS THE LAST PAGE OF THE APPLICATION FORM

PLANNING DEPARTMENT – DEVELOPMENT DIVISION

Memo

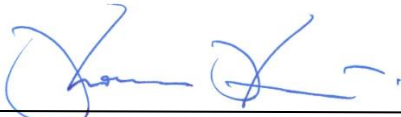
To: City Clerk
From: City Planner/Executive Director
Date: May 8, 2023
Subject: TRANSMITTAL OF NEW FILE **Our File Number: Z-013/23 [ZNG/7000]**
RE: Application For: ☒ Zoning Amendment ☐ Official Plan Amendment
☐ Part Lot Control ☐ Draft Plan of Subdivision/Condominium

Applicant: 1027458 ONTARIO INC.
Location: BETWEEN CLOVER AVENUE & FLORENCE AVENUE
Description: Application to amend Zoning By-law 8600 to allow for 30 townhome dwellings.

The ZONING AMENDMENT application submitted by 1027458 ONTARIO INC. for BETWEEN CLOVER AVENUE & FLORENCE AVENUE has been deemed as complete on April 14, 2023.

Enclosures:

- ☒ 1 copy of Application Form
- ☐ 1 copy of Drawings
- ☐ 1 copy of Site Plan



Thom Hunt, MCIP, RPP
City Planner, Executive Director

/ap

April 28, 2023

Dillon Consulting Limited
ATTN: Theresa O'Neil
3200 Deziel Drive, Suite 608
Windsor ON N8W 5K8

Dear Theresa O'Neil,

Re: REZONING APPLICATION

APPLICANT: 1027458 ONTARIO INC.

LOCATION: BETWEEN CLOVER AVENUE & FLORENCE AVENUE

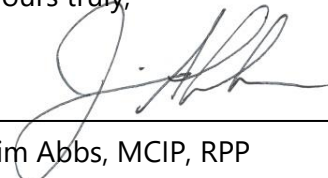
FILE NO.: Z-013/23 [ZNG/7000]

This is to acknowledge receipt of the application for rezoning, which has been assigned the above-referenced file number. In accordance with the delegation authority as prescribed by By-Law 139-2013, the information and material required has been provided; therefore, the application was deemed COMPLETE on April 14, 2023 and processing has begun.

You will be advised prior to the Development & Heritage Standing Committee and Council meetings of the position of the Planning Department on the application and the dates of the public meetings.

Please email me at jabbs@citywindsor.ca, if you have any questions.

Yours truly,



Jim Abbs, MCIP, RPP
Planner III – Subdivisions

JA/ap

ZONING BY-LAW AMENDMENT APPLICATION

INSTRUCTIONS

Verify that you are using the current application form.

- Section 1: Pre-Submission consultation with a staff Planner is mandatory per By-law 199-2007. If you do not have a valid Pre-Submission Letter, you must meet with a staff Planner who must sign and date this section.
- Section 2: During Pre-Submission consultation a staff Planner will indicate what supporting information must be submitted with the application.
- Section 3: Provide the full name, address, phone number, fax number and email address of the applicant, agent, and registered owner. If any of these are a corporation, provide the full corporate name. Include the full name of the contact person. If there is more than one person, corporation, or registered owner, use additional sheets.
- Section 4: Indicate if you are submitting other companion applications with this application.
- Section 5: Provide information about the subject land. This information is used to determine supporting information requirements and to assist in the review of the application.
- Section 6: Indicate the amendment, proposed uses and describe the nature and extent of the amendment being requested. Indicate why the amendment is being requested and how it is consistent with the Provincial Policy Statement and conforms to the City of Windsor Official Plan. If this information is in a Planning Rationale Report, check the box beside "See Planning Rationale Report".
- Section 7: If there are any existing buildings or structures on the subject land, provide the required information or submit a sketch, drawing or plan that shows this information.
- Section 8: If you propose to build any buildings or structures on the subject land, provide the required information or submit a sketch, drawing or plan that shows the information.
- Section 9: Indicate how the property is accessed. Check all boxes that apply.
- Section 10: Provide information about water service, sanitary sewage disposal, and storm drainage.
- Section 11: Provide a sketch of the subject land showing, in metric units, the items listed or indicate if this information is provided on an existing plan or a conceptual site plan.
- Section 12: Check the appropriate box based on a valid Pre-Submission Letter or pre-submission consultation.
- Section 13: Explain your proposed strategy for consulting with the public with respect to the application.
- Section 14: Complete and sign in the presence of a Commissioner of Taking Affidavits.

Other: Read, complete in full, and sign Schedules A & E. Complete Credit Card Authorization if paying by credit card

Submit application form, supporting information, and application fee / credit card authorization to Senior Steno Clerk at Planning Division, Suite 210, 350 City Hall Square West, Windsor ON N9A 6S1 or planningdept@citywindsor.ca

TYPE OF REZONING AMENDMENT

DATE RECEIVED STAMP

The type of amendment is determined by the City Planner or their designate.

Minor Zoning Amendment

- Site zoned commercial, institutional, or manufacturing
 - Addition to the list of permitted uses
- Site already zoned
 - Change to existing regulations or to zoning district boundary to match lot lines
- Site designated in the Official Plan for residential use
 - Rezoning to accommodate a maximum of six dwelling units
- Site designated in the Official Plan for the proposed use other than residential
 - Site-specific zoning for a site with a lot area of less than 1,000.0 m²

Major Zoning Amendment

- Any other amendment not listed as minor.

ZONING BY-LAW AMENDMENT APPLICATION

ZONING BY-LAW AMENDMENT PROCESS

The application will be terminated without notice after 60 days of inactivity. The following is for your information only. Review the Planning Act and relevant regulations for statutory requirements. The processing of the application is subject to change. Direct all questions to the assigned Planner. The process is generally as follows:

1. The application is reviewed to ensure all prescribed and required information and the fee have been submitted. Within 30 days of the receipt of the application, you will be notified in writing that the application is deemed incomplete or complete.
2. If deemed incomplete, the application and fee will be returned. If deemed complete, fees are not refundable, the application is circulated to departments and external agencies for review and comment, and all submitted documents are made available to the public.
3. Following circulation, a draft staff report containing a recommendation and any conditions is prepared. The City Planner and other staff review the draft staff report.
4. When the staff report is approved by appropriate municipal staff, it will be scheduled for a future meeting of the Development and Heritage Standing Committee (DHSC).
5. The DHSC meeting is the public meeting required by the Planning Act. Public notice of the DHSC meeting is advertised in the Windsor Star, a local newspaper, at least 20 days in advance of the DHSC meeting. A courtesy notice may be mailed to property owners and/or tenants within 120 metres or more of the subject land.
6. 10 days prior to the DHSC meeting, the staff report is circulated to the applicant and DHSC members and made available to the public. All supporting documentation submitted by the applicant is available for review.
7. At the DHSC meeting, a staff planner makes a presentation. The applicant and other parties have an opportunity to provide verbal and/or written submissions. The DHSC may ask questions of staff, the applicant, agent, and other parties. The DHSC may decide to defer or recommend approval or denial of the application.
8. If deferred, the application along with any additional information or a new staff report will be considered at a future DHSC meeting. If recommended for approval or denial, the staff report, the minutes of the DHSC meeting, and the amending by-law are forwarded to City of Windsor Council for consideration at a future date. The applicant, agent and all interested parties will be notified by the City Clerk of the date, time, and location of the Council meeting. Call 311 or contact the City Clerk at 519-255-6211 or clerks@citywindsor.ca.
9. The application may be placed on the Consent Agenda of the Council Meeting, a part of the meeting where Council approves several matters with a single motion. If the application is not on the Consent Agenda, the staff planner may introduce the application, review the staff recommendation and any additional information provided to Council, and advise Council of any differences between the staff and DHSC recommendations. The applicant and other interested parties have an opportunity to make verbal and/or written submissions. Council may decide to approve, deny, or defer the application. If Council approves the application, the amending by-law may be approved at the same Council meeting, otherwise it will be approved at a future Council meeting.
10. When the amending by-law is passed, the City Clerk will mail a notice of the passing of the amending by-law to property owners and various public agencies within 15 days. There is a 20-day appeal period commencing the day after this notice is given. The notice will include the last day to file an appeal. An appeal is made to the Ontario Land Tribunal (OLT) through the City Clerk. If no appeal is filed, the amending by-law is final and binding as of the date of Council's passing of the by-law. Contact the City Clerk at 519-255-6211 or clerks@citywindsor.ca.
11. If the rezoning is subject to a holding symbol, it is the responsibility of the property owner to satisfy the conditions to remove the holding symbol, to apply, and to pay the fee to remove the holding symbol.

CONTACT INFORMATION

Planning & Building Department – Planning Division
Suite 210
350 City Hall Square West
Windsor ON N9A 6S1

Telephone: 519-255-6543
Fax: 519-255-6544
Email: planningdept@citywindsor.ca
Web Site: www.citywindsor.ca

ZONING BY-LAW AMENDMENT APPLICATION

1. PRE-SUBMISSION CONSULTATION

By-law 199-2007 requires pre-submission consultation with a staff Planner to determine what supporting information is required, to verify fee payable, and to review the process. This application is incomplete unless you have a valid Pre-Submission Letter or a staff Planner signs below.

Valid Pre-Submission Letter? NO ☐ YES ☐ File Number: PS- PS-034/22

Staff Use Only

Signature of Staff Planner

Date of Consultation

- | | | | |
|--|--|--|--|
| <input type="checkbox"/> Jim Abbs | <input type="checkbox"/> Kevin Alexander | <input type="checkbox"/> Greg Atkinson | <input type="checkbox"/> Laura Diotte |
| <input type="checkbox"/> Melissa Gasic | <input type="checkbox"/> Justina Nwaesei | <input type="checkbox"/> Simona Simion | <input type="checkbox"/> Adam Szymczak |
| <input type="checkbox"/> _____ | | | |

2. REQUIRED SUPPORTING INFORMATION *(To be completed by a staff Planner)*

Unless you have a valid Pre-Submission Letter, a staff Planner will indicate below what supporting information must be submitted with the application during pre-submission consultation. The City of Windsor reserves the right to require additional supporting information during the processing of the application. All supporting information submitted is made available for public review.

For each document, provide one paper copy, and where possible, one digital copy on a CD or USB flash drive. All drawings or plans shall be in letter size (8.5 x 11 inches) in JPG and PDF format. All other document shall be provided in Word and PDF format. **All PDF documents shall be flattened with no layers.**

If you are submitting a companion application submit only one set of documents.

- | | | | |
|---|--|---|--|
| <input checked="" type="checkbox"/> Deed or Offer to Purchase | <input type="checkbox"/> Corporation Profile Report | <input checked="" type="checkbox"/> Site Plan Conceptual <i>(see Section 8)</i> | <input checked="" type="checkbox"/> Sketch of Subject Land <i>(see Section 11)</i> |
| <input type="checkbox"/> Archaeological Assessment – Stage 1 | <input type="checkbox"/> Built Heritage Impact Study | <input type="checkbox"/> Environmental Evaluation Report | <input type="checkbox"/> Environmental Site Assessment |
| <input type="checkbox"/> Floor Plan and Elevations | <input type="checkbox"/> Geotechnical Study | <input type="checkbox"/> Guideline Plan | <input type="checkbox"/> Lighting Study |
| <input type="checkbox"/> Market Impact Assessment | <input type="checkbox"/> Micro-Climate Study | <input type="checkbox"/> Noise Study | <input type="checkbox"/> Planning Rationale Report |
| <input type="checkbox"/> Record of Site Condition <i>(see Schedule E)</i> | <input type="checkbox"/> Sanitary Sewer Study | <input type="checkbox"/> Species at Risk Screening | <input type="checkbox"/> Storm Sewer Study |
| <input type="checkbox"/> Storm Water Retention Scheme | <input type="checkbox"/> Topographic Plan of Survey | <input type="checkbox"/> Transportation Impact Statement | <input type="checkbox"/> Transportation Impact Study |
| <input type="checkbox"/> Tree Preservation | <input type="checkbox"/> Tree Survey Study | <input type="checkbox"/> Urban Design Study | <input type="checkbox"/> Vibration Study |
| <input type="checkbox"/> Wetland Evaluation Study | Other Required Information: _____ | | |

ZONING BY-LAW AMENDMENT APPLICATION

3. APPLICANT, REGISTERED OWNER, AND AGENT INFORMATION

Provide in full the name of the applicant, registered owner, and agent, the name of the contact person, and address, postal code, phone number, fax number and email address.

If the applicant or registered owner is a numbered company, provide the name of the principals of the company. If there is more than one applicant or registered owner, copy this page, complete in full and submit with this application.

All communication is with the Agent authorized by the Owner to file the application. If there is no Agent, all communication is with the Applicant.

Applicant

Name: 1027458 Ontario Inc. Contact: Jenny Coco
Name of Contact Person

Address: 949 Wilson Avenue

Address: Toronto, Ontario Postal Code: M3K 1G2

Phone: 416-633-9670 ext. 1063 Fax: 416-633-6765

Email: JCoco@cocogroup.com

Registered Owner ☒ Same as Applicant

Name: _____ Contact: _____
Name of Contact Person

Address: _____

Address: _____ Postal Code: _____

Phone: _____ Fax: _____

Email: _____

Agent Authorized by the Owner to File the Application (Also complete Section A1 in Schedule A)

Name: Dillon Consulting Limited Contact: Theresa O'Neill
Name of Contact Person

Address: 3200 Deziel Drive, Suite 608

Address: Windsor, Ontario Postal Code: N8W 5K8

Phone: 519-438-1288 ext. 1286 / 519-671-5807 Fax: N/A

Email: toneill@dillon.ca

4. COMPANION APPLICATIONS

Are you submitting a companion Official Plan Amendment application? NO ☒ YES ☐

Are you submitting a companion Plan of Subdivision/Condominium application? NO ☒ YES ☐

Are you submitting a companion Site Plan Control application? NO ☒ YES ☐

ZONING BY-LAW AMENDMENT APPLICATION

5. SUBJECT LAND INFORMATION

Municipal Address	Lands North of Street "A" (Jerome/Copernicus Street) Between Clover Avenue and Florence Avenue PIN 015961899
Legal Description	Part of Blocks 63 and 64, 12M-581, Part of Clover Avenue on RP 1230, Part of Lots 139 and 140 Concession 1 (McNiff's Survey)
Assessment Roll Number	060-460-21644
If known, the date the subject land was acquired by the current owner: <u>N/A</u> 28.4m (93.2 ft.)	
Frontage (m) <u>on Wyandotte Street East</u> Depth (m) <u>Irregular</u> Area (sq m) <u>Approx. 2.81ha (6.94ac)</u>	
Official Plan Designation	Residential on Schedule D: Land Use, City of Windsor Official Plan Residential Neighbourhood and Open Space on Schedule ER1-2: Land Use Plan, Secondary Plan for the East Riverside Planning Area
Current Zoning	Residential District 1.1 (RD1.1), Development Reserve District (DRD1.1), and Residential District 1.2 (RD1.2)
Existing Uses	<u>Vacant</u>
If known, the lengths of time that the existing uses have continued: <u>25+ years</u>	
Previous Uses	<u>Vacant/Agricultural</u>
List the names and addresses of the holders of any mortgages, charges, or other encumbrances in respect of the subject land: <u>N/A</u>	

Are there any easements or restrictive covenants affecting the subject lands? NO ☐ YES ☒

If yes, describe the easement or restrictive covenant and its effect:

Subject to an easement (Instrument Number 1285381 of Plan 12R- 15252) containing a 350mm sanitary sewer.
This sewer is proposed to be rerouted along the proposed rights-of-way as part of the larger North Neighbourhood development.

If known, has the subject land ever been subject of: (leave blank if unknown)

An application for a Plan of Subdivision or Consent: NO ☐ YES ☒ File: CR291/2001 - approved in 2001

An application for an amendment to a Zoning By-law: NO ☐ YES ☐ File: _____

An application for approval of a Site Plan: NO ☐ YES ☐ SPC- _____

A Minister's Zoning Order (Ontario Regulation): NO ☐ YES ☐ OR#: _____

ZONING BY-LAW AMENDMENT APPLICATION

6. DESCRIPTION OF AMENDMENT

Amendment to Zoning By-law from: Residential District 1.1 (RD1.1), Development Reserve District (DRD1.1), and Residential District 1.2 (RD1.2)

to: Site-specific Residential District 2.3 and Green District 1.1 (GD1.1)

Proposed uses of subject land: Residential and Parkland

Describe the nature and extent of the amendment(s) being requested:

The portion of the subject site with Residential District 1.1 (RD1.1) zoning is requested for rezoning to a site specific Residential District 2.3 (RD2.3) zone with a site specific provision to increase the maximum lot coverage to 50% and to increase the maximum hard surface coverage of the required front yard to 60%.

The portion of the subject site with Development Reserve District (DRD1.1) and Residential District 1.2 (RD1.2) zoning is requested for rezoning to Green District 1.1 (GD1.1)

Why is this amendment or these amendments being requested?

The Zoning By-law amendment is being requested to permit the construction of 30, one (1)-storey townhome dwellings and to prepare the 0.51ha (1.26ac) area of proposed parkland to be conveyed to the City of Windsor. The proposed parkland will be incorporated into the existing East End Park.

Explain how the amendment to the Zoning By-law is consistent with the Provincial Policy Statement:

☒ See Planning Rationale Report

Explain how the application conforms to the City of Windsor Official Plan:

☒ See Planning Rationale Report

If this application is to remove land from an area of employment, details of the official plan or official plan amendment that deals with this matter:

☐ See Planning Rationale Report

☐ See Official Plan Amendment

N/A

ZONING BY-LAW AMENDMENT APPLICATION

7. EXISTING BUILDINGS / STRUCTURES ON SUBJECT LAND

Are there any buildings or structures on the subject land?

- ☒ NO Continue to Section 8
- ☐ YES Indicate the type of building or structure, the date of construction (if known), and, in metric units, the setback from the front lot line, rear lot line and side lot lines, the height of the building or structure and its dimensions or floor area.
- ☐ See attached Existing Plan or Sketch of Subject Land

8. PROPOSED BUILDINGS / STRUCTURES ON SUBJECT LAND

Do you propose to build any buildings or structures on the subject land?

- ☐ NO Continue to Section 9
- ☒ YES Indicate the type of building or structure and, in metric units, the setback from the front lot line, rear lot line and side lot lines, the height of the building or structure, and its dimensions or floor area.
- ☒ See attached Site Plan Conceptual

The proposed development includes the construction of 30 townhome dwellings, each with one (1) storey, and three (3) new rights-of-way, including the extensions of Clover Avenue and Elinor Street and the construction of Jerome Street.

The proposed development also includes a 0.51ha (1.26ac) area of proposed parkland east of Clover Avenue that is to be conveyed to the City of Windsor.

ZONING BY-LAW AMENDMENT APPLICATION

9. ACCESS TO SUBJECT LAND

Indicate if access to subject land is by: *(check all that apply)*

- ☒ Municipal Road ☐ Provincial Highway ☐ Another public road or a right-of-way
- ☐ Water - If access to the subject land is by water only, describe the parking and docking facilities used or to be used and provide the approximate distance in metric of these facilities from the subject land and the nearest public road:

N/A

10. WATER, SANITARY SEWAGE AND STORM DRAINAGE

WATER – Indicate whether water will be provided to the subject land by:

- ☒ Publicly owned & operated piped water system
- ☐ Privately owned & operated individual well
- ☐ Privately owned & operated communal well
- ☐ Other _____

SANITARY - Indicate whether sewage disposal will be provided to the subject land by:

- ☒ Publicly owned & operated sanitary sewage system
- ☐ Privately owned & operated individual septic system - See Note below
- ☐ Privately owned & operated communal septic system - See Note below
- ☐ Other _____

Note: If the application would permit development on privately owned and operated individual or communal septic systems, and more than 4,500 litres of effluent would be produced per day as a result of the development being completed, you must submit a Servicing Options Report and a Hydrogeological Report.

STORM DRAINAGE - Indicate whether storm drainage will be provided by:

- ☒ Sewers ☐ Ditches ☐ Swales ☐ Other _____

ZONING BY-LAW AMENDMENT APPLICATION

11. SKETCH OF SUBJECT LAND

Provide a sketch showing, in metric units,

- the boundaries and dimensions of the subject land;
- the location, size, and type of all existing and proposed buildings and structures on the subject land, including their distance from the front lot line, rear lot line, and side lines;
- the approximate location of all natural and artificial features (for example, buildings, railways, roads, watercourses, drainage ditches, banks of rivers or streams, wetlands, wooded areas, wells and septic tanks) that are located on the subject land and on land that is adjacent to it, and in the applicant's opinion, may affect the application;
- the current uses of all land that is adjacent to the subject land;
- the location, width and name of any roads within or abutting the subject land, indicating whether it is an unopened road allowance, a public travelled road, a private road, or a right of way;
- if access to the subject land will be water only, the location of the parking and docking facilities to be used; and
- the location and nature of any easement affecting the subject land.

12. APPLICATION FEE & OTHER FEES

The amendment type is determined by the City Planner or their designate.

Verify fees before submitting the application. Fees are subject to change and are not refundable when the application is deemed complete. Method of payment: Cash, Mastercard or Visa (complete Credit Card Authorization on page 15), or by Certified Cheque or Personal Cheque payable to The Corporation of the City of Windsor.

APPLICATION FEE

Amendment Type	Code	<input type="checkbox"/> Minor Rezoning	<input checked="" type="checkbox"/> Major Rezoning
Base Fee	53001	\$4,347.00	\$5,837.40
GIS Fee	63024	+ \$50.00	+ \$50.00
Essex Region Conservation Authority Fee	53023	+ <u>\$200.00</u>	+ <u>\$300.00</u>
Total Application Fee		= \$4,597.00	= \$6,187.40

OTHER FEES

Re-Notification/Deferral Fee Code 53016 \$2,258.40
Required when an applicant requests a deferral after notice of a public meeting has been given.

Legal Fee - Servicing Agreement Code 63002 \$597.64 plus \$50 per unit, lot, or block
Required when the preparation of a servicing agreement is a condition of approval.

Removal of the Holding Symbol Application Code 53001 \$1,536.00
It is the responsibility of the property owner to satisfy the conditions to remove the holding symbol and to apply and fee to remove the holding symbol.

Ontario Land Tribunal (OLT) Appeal Fee \$1,100.00
An appeal is made through the Office of the City Clerk (519-255-6211). Fees, forms, and processes are subject to change. Visit <https://olt.gov.on.ca> for additional information

ZONING BY-LAW AMENDMENT APPLICATION

13. PROPOSED PUBLIC CONSULTATION STRATEGY

Select or describe your proposed strategy for consulting with the public with respect to the application:

☒ Required Public Consultation (Public Notice & Public Meeting as required per the Planning Act)

☐ Open House

☐ Website

☐ Other _____

14. SWORN DECLARATION OF APPLICANT

Complete in the presence of a Commissioner for Taking Affidavits. If the declaration is to be administered remotely, you must be able to see, hear and communicate with the Commissioner and show documentation that confirms your identity.

I, 1027458 Ontario Inc., solemnly declare that the information required under Schedule 1 to Ontario Regulation 545/06 and provided by the applicant is accurate and that the information contained in the documents that accompany this application is accurate, that if this declaration was administered remotely that it was in accordance with Ontario Regulation 431/20, and I make this solemn declaration conscientiously believing it to be true, and knowing that it is of the same force and effect as if made under oath.




Signature of Applicant

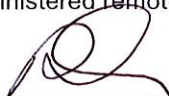
Sign in the presence of a Commissioner
For Taking Affidavits

TORONTO, ONTARIO

Location of Applicant at time of declaration

☐ This declaration was administered remotely in accordance with Ontario Regulation 431/20

Declared before me



at the

TORONTO

Signature of Commissioner

Location of Commissioner

this 16th day of DECEMBER, 2022
day month year

PLACE AN IMPRINT OF YOUR STAMP BELOW

ROCK-ANTHONY COCO,
a Commissioner, etc., Province of Ontario,
for Coco International Inc.,
and its subsidiaries, associated companies,
and affiliates.
Expires May 18, 2025.

READ & COMPLETE SCHEDULES A & E IN FULL & SIGN

ZONING BY-LAW AMENDMENT APPLICATION

SCHEDULE A – Authorizations & Acknowledgements

A1. Authorization of Registered Owner for Agent to Make the Application

If the applicant is not the registered owner of the land that is the subject of this application, the written authorization of the registered owner that the agent is authorized to make the application must be included with this application form or the authorization below must be completed.

I, 1027458 Ontario Inc., am the registered owner of the land that is
Name of Registered Owner

subject of this application for an amendment to the City of Windsor Zoning By-law and I authorize

Dillon Consulting Limited to make this application on my behalf.
Name of Agent

Signature of Registered Owner

12-16-22

Date

If Corporation - I have authority to bind the corporation

A2. Authorization to Enter Upon the Subject Lands and Premises

I, 1027458 Ontario Inc.,
Name of Registered Owner

hereby authorize the Development and Heritage Standing Committee or their successor, City Council, and staff of The Corporation of the City of Windsor to enter upon the subject lands and premises described in Section 5 of the application form for the purpose of evaluating the merits of this application and subsequently to conduct any inspections on the subject lands that may be required as a condition of approval. This is their authority for doing so.

Signature of Registered Owner

12-16-22

Date

If Corporation – I have authority to bind the corporation

SCHEDULE A CONTINUES ON NEXT PAGE

ZONING BY-LAW AMENDMENT APPLICATION

SCHEDULE A – Authorizations & Acknowledgements - *Continued*

A3. Acknowledgements

Receipt, Fees, Additional Information, Termination, and Freedom of Information

I acknowledge that receipt of this application by the City of Windsor does not guarantee it to be a complete application, that further review of the application will occur, and that I may be contacted to provide additional information and/or resolve any discrepancies or issues with the application as submitted.

I further acknowledge that after the application is deemed complete, fees are not refundable, additional information may be requested, and that after 60 days of inactivity the City of Windsor may terminate the application without notice.

I further acknowledge that pursuant to the provisions of the Planning Act and the Municipal Freedom of Information and Protection of Privacy Act, this application and all material and information provided with this application are made available to the public.

Species at Risk

Ontario's *Endangered Species Act* protects endangered and threatened species — animals and plants in decline and at risk of disappearing from the province by restricting activities that may affect these plants, animals or their habitats.

I acknowledge that it is my sole responsibility as the Applicant to comply with the provisions of the *Endangered Species Act, 2007, S. O. c.6*. This could require me to register an activity, get a permit or other authorization from the Ministry of the Environment, Conservation and Parks (MECP) prior to conducting an activity that could impact an endangered or threatened plant or animal or its habitat. I further acknowledge that any *Planning Act, R.S.O. 1990, c.P.13* approval given by the City of Windsor does not constitute an approval under the *Endangered Species Act*, nor does it absolve me from seeking the necessary authorization, approvals or permits from the MECP prior to conducting any activity that may affect endangered or threatened plant or animal or its habitat.

Additional information can be found at:

<https://www.ontario.ca/page/development-and-infrastructure-projects-and-endangered-or-threatened-species>

or by contacting MECP at SAROntario@ontario.ca

Acknowledgement

I acknowledge that I have read and understand the above statements:




Signature of Applicant or Agent

12-16-22

Date

END OF SCHEDULE A
COMPLETE SCHEDULE E ON NEXT PAGE

ZONING BY-LAW AMENDMENT APPLICATION

SCHEDULE E – Environmental Site Screening Questionnaire

Previous Use of Property

- | | | | |
|--|-------------------------------------|--|--|
| <input type="checkbox"/> Residential | <input type="checkbox"/> Industrial | <input type="checkbox"/> Commercial | <input type="checkbox"/> Institutional |
| <input checked="" type="checkbox"/> Agricultural | <input type="checkbox"/> Parkland | <input checked="" type="checkbox"/> Vacant | <input type="checkbox"/> Other _____ |

- a) If previous use of the property is Industrial or Commercial, specify use:
N/A
- b) Has the grading of the subject land been changed by adding earth or material? Has filling occurred on the subject land?
☐ Yes ☒ No ☐ Unknown
- c) Has a gasoline station and/or automobile service station been located on the subject land or adjacent lands at any time?
☐ Yes ☒ No ☐ Unknown
- d) Has there been petroleum or other fuel stored on the subject land or adjacent lands?
☐ Yes ☒ No ☐ Unknown
- e) Are there or have there ever been underground storage tanks or buried waste on the subject land or adjacent lands?
☐ Yes ☒ No ☐ Unknown
- f) Have the lands or adjacent lands ever been used as an agricultural operation where cyanide products may have been applied as pesticides and/or sewage sludge applied to the lands?
☐ Yes ☐ No ☒ Unknown
- g) Have the lands or adjacent lands ever been used as a weapons firing range?
☐ Yes ☒ No ☐ Unknown
- h) Is the nearest boundary line of the application within 500 metres (1,640 feet) of the boundary line of an operational/non-operational public or private waste disposal site, landfill or dump?
☐ Yes ☒ No ☐ Unknown
- i) If there are existing or previously existing buildings on the subject lands, are there any building materials remaining on site which are potentially hazardous to public health (e.g., asbestos, PCB's)?
☐ Yes ☒ No ☐ Unknown
- j) Is there reason to believe the subject lands may have been contaminated by existing or former uses on the site or adjacent sites?*
- ☐ Yes ☒ No ☐ Unknown

** Possible uses that can cause contamination include but are not limited to: operation of electrical transformer stations, disposal of waste minerals, raw material storage, and residues left in containers, maintenance activities and spills. Some commercial properties such as gasoline stations, automotive repair garages, and dry cleaning plants have similar potential. The longer a property is under industrial or similar use, the greater the potential for site contamination. Also, a series of different industrial or similar uses upon a site could potentially increase the number of chemicals that are present.*

- k) If current or previous use of the property is Industrial or Commercial, or if YES to any of a) to j) above, attach a previous use inventory showing all former uses of the subject land, or if applicable, the land(s) adjacent to the subject lands.

SCHEDULE E CONTINUES ON NEXT PAGE

ZONING BY-LAW AMENDMENT APPLICATION

SCHEDULE E - CONTINUED

Acknowledgement Clause

I hereby acknowledge that it is my responsibility to ensure that I am in compliance with all applicable laws, regulations, guidelines and the City's Official Plan policies pertaining to potentially contaminated sites, and to use all reasonable effort to identify the potential for contamination on the subject property.

I acknowledge that as a condition of approval of this application that the City may require me to file a Record of Site Condition signed by a qualified person in the provincial Environmental Site Registry, and provide verification to the City of Windsor of acknowledgement of this Record of Site Condition by the Ministry of Environment.

I acknowledge that the City may require the qualified person signing the Record of Site Condition to submit to the City a Declaration acknowledging that the City of Windsor may rely on the statements in the Record of Site Condition.

I acknowledge that the City of Windsor is not responsible for the identification and/or remediation of contaminated sites, and I agree, whether in, through, or as a result of any action or proceeding for environmental clean-up of any damage or otherwise, I will not sue or make claim whatsoever against the City of Windsor, its officers, officials, employees or agents for or in respect of any loss, damage, injury or costs.

1027458 Ontario Inc.

Name of Applicant (print)


Signature of Applicant

12-16-22

Date

Dillon Consulting Limited c/o Theresa O'Neill

Name of Agent (print)

Theresa O'Neill

Signature of Agent

December 23, 2022

Date

END OF SCHEDULE E

ZONING BY-LAW AMENDMENT APPLICATION

DO NOT COMPLETE BELOW – STAFF USE ONLY

Receipt and Assignment of Application

Date Received Stamp

This application has been assigned to:

- | | |
|---|---|
| <input type="checkbox"/> Adam Szymczak (AS) | <input type="checkbox"/> Greg Atkinson (GA) |
| <input type="checkbox"/> Pablo Golob (GL) | <input type="checkbox"/> Jim Abbs (JA) |
| <input type="checkbox"/> Justina Nwaesei (JN) | <input type="checkbox"/> Kevin Alexandar (KA) |
| <input type="checkbox"/> Laura Diotte (LD) | <input type="checkbox"/> Melissa Gasic (MG) |
| <input type="checkbox"/> Simona Simion (SS) | <input type="checkbox"/> _____ |

Complete Application

This application is deemed complete on _____
Date

Signature of Delegated Authority

- | | | |
|---|---|--|
| <input type="checkbox"/> Neil Robertson, MCIP, RPP
Manager of Urban Design | <input type="checkbox"/> Michael Cooke, MCIP, RPP
Manager of Planning Policy | <input type="checkbox"/> Thom Hunt, MCIP, RPP
City Planner & Executive Director |
|---|---|--|

Internal Information

Fee Paid: \$ _____ Receipt No: _____ Date: _____

Payment Type: ☐ Cash ☐ Certified Cheque ☐ Credit Card ☐ Personal Cheque

NEW Zoning File No. ZNG/ _____ Z- _____

Previous Zoning File No. ZNG/ _____ Z- _____

Related OPA File No. OPA/ _____ OPA _____

Other File Numbers: _____

Notes: _____

THIS IS THE LAST PAGE OF THE APPLICATION FORM

COMMITTEE OF ADJUSTMENT/CONSENT AUTHORITY AGENDA RECORD

The following applications are scheduled to be heard by the Committee of Adjustment/Consent Authority in the afternoon of Thursday, May 25, 2023 at the following location and in the order stated below. LOCATION: Via Electronic Participation

ITEM	TIME	ROLL #	FILE #	APPLICANT	LOCATION	REQUEST	RESULT
1	3:30 PM	3739010160027000000	B-011/23	PAZNER SCRAP METALS CORP	1276 DROUILLARD RD	CONSENT: Validation of Title	
2	3:30 PM	3739080700052000000	B-012/23	ZORICA RIVOLTA, CARMEN RIVOLTA	1906 SPRING GARDEN RD	CONSENT: Lot addition (severance of alley)	
3	3:30 PM	3739060450005000000	A-027/23	2031759 ONTARIO INC	10650 RIVERSIDE DR E	RELIEF: Creation of a new Single Unit Dwelling (SUD) exceeding minimum lot width, maximum garage width and front yard paving.	
4	3:30 PM	3739060050099000000	B-013/23	JAMES BRESCHUK, SHARON SZYMANSKI BRESCHUK	5485 RIVERSIDE DR E	CONSENT: Create an Easement.	
5	3:30 PM	3739080590154000000	A-028/23	BEHNAM KEYAN, NU MAI LOAN TON	1725 DOMINION BLVD	RELIEF: Creation of a new lot with reduced minimum lot width for severed and retained lots.	
6	3:30 PM	3739080590154000000	B-014/23	BEHNAM KEYAN, NU MAI LOAN TON	1725 DOMINION BLVD	CONSENT: Create a new Lot	
7	3:30 PM	3739080200002000000	A-029/23	SHAN XUE PERSONAL REAL ESTATE CORPORATION	2080 WEST GRAND BLVD	RELIEF: Creation a Single Unit Dwelling with reduced minimum front yard depth	
8	3:30 PM	3739080200002000000	B-015/23	SHAN XUE PERSONAL REAL ESTATE CORPORATION	2080 WEST GRAND BLVD	CONSENT: Create a new Lot	
9	3:30 PM	3739040200032000000	A-030/23	2814088 ONTARIO INC	1342 WYANDOTTE ST W	RELIEF: Change of use for a legal non-conforming use (14-unit to 17-unit multiple dwelling) with reduced minimum parking rate.	

If a person or public body that files an appeal of a decision of the Committee of Adjustment in respect of the proposed consent does not make written submissions to the Committee of Adjustment before it gives or refuses to give a provisional consent, the Local Planning Appeal Tribunal may dismiss the appeal. In addition, if you wish to be notified of the decision of the Committee of Adjustment in respect of the proposed applications, you must make a written request to the Committee of Adjustment at the address shown below.

Note: To access the Agenda Record and Comments for the upcoming meeting, as well as the Minutes from the previous meeting, please visit our website at: www.citywindsor.ca . Choose the Residents tab, then select Planning and click on Committee of Adjustment.



Additional Information: AI 9/2023

Subject: Additional Information to report C 75/2023 2023 Business Improvement Area Budget & Levy Approval - Wards 2, 3, 4, 5 & 6

Reference:

Date to Council: May 29, 2023

Author: Cristina Stanis

Senior Tax Analyst

519 255-6100 Ext. 6929

Taxation & Financial Projects

Report Date: 2023-05-15

Clerk's File #: MI/14538

To: Mayor and Members of City Council

Recommendation:

THAT City Council **APPROVE** the 2023 Budget submission for the Downtown Business Improvement Area as indicated below and as included in Appendix I.

Business Improvement Area	2023 Recommended Budget	2023 Recommended Levy	2023 Rate
Downtown Windsor Business Improvement Area	\$825,650	\$667,550	0.00318474

Additional Information:

Further to Council Report C 75/2023, the DWBIA provided their full budget submission which is being presented to City Council through this additional information report.

Downtown Windsor Business Improvement Area (DWBIA) – Appendix I

The requested 2023 budget submission is \$825,650 a decrease of \$169,400 from the previous year. The requested levy due from BIA members is \$667,550, which remains

the same as in 2022. The BIA is expecting less revenue from Federal and Provincial grants that are estimated at \$50,000 for this year. A decrease is also anticipated in the revenue received from sponsorships and the Farmer's Market events.

The DWBIA is the largest of the nine BIA's. As such, an analysis of significant changes (+/- \$10,000) in expenditures is as follows:

Administrative Expenses

- Administrative expenses are expected to decrease mainly due to the fact that the BIA is not planning to spend any funds on external consultants in 2023. The 2022 budget included Consulting expenses of \$40,000.
- Grant Writing expenses are also expected to decrease from \$15,000 to \$5,000.

Capital Expenses

- Capital Expenses are expected to increase as the BIA has realigned its priorities for the current year.
- The expenses related to the Art Alley project that was completed in 2022 will decrease significantly from \$100,000 to \$5,000.
- The BIA is planning to use significantly more funds this year for decorative lightning, with a total of \$57,000 being allocated to this item. The increase is partially offset by the decrease in Seasonal Decoration expenses.
- Additional funds will be allocated for Street Cleaning that will cost the BIA an estimated \$62,400, an increase of \$24,400 from the previous year.
- The BIA is preparing to undertake a series of safety and security initiatives for a total cost of \$108,550.

Advertising, Promotion and Events

- Advertising and Marketing expenses are expected to decrease as substantial reductions are planned for the Recruitment, Programming & Support area and also for Advertising, Website & Branding expenses.
- \$10,000 has been allocated for Canada Day related events.
- The DWBIA is planning to hold its signature events: The Ouellette Car Cruise and Winter Fest.
- Decreases in the budget are estimated for several events. The Open Street event will see a reduction in its budget from \$50,000 to \$20,000 and the budget for the Winter Fest has been reduced from \$70,000 to \$8,500.

- The BIA will no longer be hosting the Night Market events and the Farmer's Market Incubator.
- An additional \$16,050 has been allocated to the Farmer's Market events.

As at the end of 2021, the DWBIA had an accumulated surplus (reserve balance) of \$505,344 (2020 - \$343,996).

Approvals:

Name	Title
Angela Lonsbery	Manager Revenue & Collections
Tony Ardovini	Acting Commissioner Corporate Services, Chief Financial Officer & City Treasurer
Joe Mancina	CAO

Appendices:

Appendix I – Downtown Windsor (DWBIA) 2023 Budget

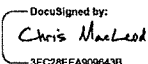
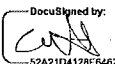
APPENDIX I**DOWNTOWN WINDSOR (DWBIA)**

	2022		2022		2023	
	Approved Budget		Projected Actual		Proposed Budget	
REVENUE						
BIA Levy	\$	667,550	\$	667,550	\$	667,550
Government Grants						
Federal or Provincial	\$	187,000	\$	62,339	\$	50,000
Municipal			\$	30,000		
Other Revenue						
Donations						
Sponsorships	\$	66,000	\$	60,000	\$	46,500
Promotions & Events Revenue	\$	4,000	\$	9,714	\$	5,800
Farmer's Market	\$	70,000	\$	76,000	\$	50,800
Miscellaneous	\$	500	\$	5,000	\$	5,000
TOTAL REVENUE	\$	995,050	\$	910,603	\$	825,650
EXPENDITURES (includes non-recoverable HST)						
Total Administrative	\$	352,300		324,966	\$	292,950
Total Capital	\$	247,000		188,494	\$	283,950
Total Marketing	\$	395,750		397,143	\$	248,750
TOTAL EXPENDITURES	\$	995,050		910,603	\$	825,650
Surplus/Deficit	\$	-		-	\$	-

**ACCUMULATED
SURPLUS/(DEFICIT)**

Beginning Balance		\$	505,344	\$	505,344
Use of Reserve				\$	-
Addition to Reserve					
Ending Balance		\$	505,344	\$	505,344

BUDGET DECLARATION TO BE SIGNED AFTER AGM

Board of Management Approval			General Membership Approval		
18/05/2023					
Date	Month	Year	Date	Month	Year
 DocuSigned by: Chris MacLeod 3EC28EEA909043B...			 DocuSigned by: Chris MacLeod 57A21D4128E6462		
Signature of Chair		Date	Signature of Treasurer		Date
If budget is prepared by someone other than the Treasurer, please provide the name of the contact person below.:					
Name: Debi Croucher Phone Number: 519-252-5723 Email Address: debi@downtownwindsor.ca					

APPENDIX I (CONT'D)

DOWNTOWN WINDSOR (DWBIA)		2022	2022	2023
Administrative Expenses		Approved Budget	Projected Actual	Proposed Budget
Staff	Salaries/Wages/Benefits	187,500	204,662	187,500
Other Admin.	Accounting			
	AGM Expenses			
	Audit	10,000	14,205	12,000
	Bank Charges	2,000	2,046	1,200
	Business Meeting Expenses (non AGM)	800	884	500
	Conferences/Seminars			
	Consultants	40,000	-	-
	Donations			
	Insurance	8,000	10,748	11,000
	IT Support	2,000	4,100	3,000
	Legal	20,000	18,630	25,000
	Memberships			
	Office Equipment/Furniture/Maintenance	10,000	13,918	6,000
	Office Supplies	4,000	4,000	3,250
	Other: Grant Writing	15,000	3,545	5,000
	Other: Property Standards Incentive	10,000	10,149	-
	Postage & Courier	500	327	500
	Printing			
	Rent/Lease	35,000	35,265	35,000
	Storage/Maintenance	5,000	2,156	2,500
	Strategic Plan	500	-	-
	Subscriptions			
	Telephone	2,000	331	500
	Transportation & Travel			
	Utilities			
Total Administrative Expenses		352,300	324,966	292,950

APPENDIX I (CONT'D)

DOWNTOWN WINDSOR (DWBIA)		2022	2022	2023
Capital Expenses		Approved Budget	Projected Actual	Proposed Budget
Capital				
(Only include BIA portion of any cost-share initiatives)	City of Windsor Loan Repayment			
	Alley Enhancements	3,000	339	1,500
	Art Alley	100,000	16,909	5,000
	Banners	10,000	10,000	0
	Benches			
	Decorations-Other			
	Decorations-Seasonal	30,000	27,938	0
	Decorative Lighting	7,500	6,141	57,000
	Hanging Baskets			
	Murals			
	Planters			
	Security Cameras & Safety Measures			108,550
	Signage			
	St Clair College/Univ. of Windsor	5,000	0	5,000
	Street Furniture			
	Technical/Professional Services			
General Maintenance				
	Broken Windows	2,500	3,651	4,000
	Cleanup - Other (please specify)	2,000	2,000	0
	Decorations			
	Festival Tent Storage			
	Flowers/Plants/Trees	9,000	15,194	11,000
	Garage sweeper	5,000	5,000	0
	Graffiti Removal			
	Hydro			
	Miscellaneous Repairs			
	Needle Collection	5,000	3,795	4,500
	Permit Fees			
	Power Washing	10,000	8,325	10,000
	Security			
	Snow Removal	20,000	16,250	15,000
	Street Cleaning	38,000	72,952	62,400
Total Capital Expenses		247,000	\$ 188,494	283,950

APPENDIX I (CONT'D)

DOWNTOWN WINDSOR (DWBIA)		2022	2022	2023
Communications/Marketing/Promotions & Events		Approved Budget	Projected Actual	Proposed Budget
Communications				
	2022 DWBIA Election	2,500	10,594	0
	Board/Committee Meeting Expense	3,000	6,564	6,000
	Budget Meeting Expense	500	710	500
	Conference Expense	3,000	3,106	500
	Downtown Safety Association			1,500
	DWBIA e-Commerce Platform	10,000	12,152	1,500
	DWBRA	2,000	850	1,000
	General Meeting Expense	1,500	1,500	500
	Internet/Website	1,500	1,290	1,500
	Member Services (Parking Tokens)	500	3,500	800
	Memberships	6,000	8,288	6,500
	Professional Development			
	Public Relations/Liaison & Advocacy	3,500	1,849	3,000
	Subscriptions			
	Travel	500	227	250
Advertising and Marketing				
	Advertising & Promotional Items	10,000	9,596	12,000
	Recruitment, Programming & Support	30,000	47,153	12,200
	Digital/ Print Advertising/Website/Brand	40,000	31,202	25,000
	Marketing/ Graphic Design	3,000	2,009	2,000
	Newsletter			
	Printing – (Flyers, Brochures, etc...)			
	Signage/ Rebranding/ Districting			
	Social Media			
	Sponsorships			
	Strategic Plan			
	Website Development/Maintenance/CRM	2,000	2,000	4,500
	Welcome Kits	1,500	0	1,500
	Wi-Fi	10,000	5,573	6,500
Promotions & Events				
	2022 CanAm Games	10,000	0	0
	Air Fair/ WIFF	21,000	18,168	26,000
	Canada Day		2,500	10,000
	Christmas			
	CONTACT The Show		15,673	
	Easter			
	Fall Event (Please specify)			
	Farmers Market	60,750	100,181	76,800
	Farmers Market e-Commerce Platform			0
	Farmer's Market Incubator	10,000	7,098	0
	Night Market	21,000	11,989	200
	Spring Event (Plant Days)	2,000		0
	Summer Event (Open Streets; Street Closures)	50,000	31,589	20,000
	Winter Event			
	Signature Event 1 (complete tab)	20,000	25,198	20,000
	Signature Event 2 (complete tab)	70,000	36,584	8,500
Total		395,759	397,143	248,750

APPENDIX I (CONT'D)

DOWNTOWN WINDSOR (DWBIA)		2022	2022	2023
Signature Event 1 - Supporting Information		Approved Budget	Projected Actual	Proposed Budget
Event Name: Ouellette Car Cruise				
Event Dates:				
Revenues				
Must be shown on Cover Page	BIA Contribution			6,000.00
	Federal/Provincial Grant			
	Municipal Grant			
	Donations			
	Sponsorships			10,000.00
	Festival Revenue			4,000.00
Total Revenues		0.00	0.00	20,000.00
Expenditures				
	Consultants			
	Entertainers			
	Fees - EMS			
	Fees - Police	3,400.00		3,400.00
	Permits	3,300.00		3,300.00
	Signage	1,500.00		1,500.00
	Barricades			
	Advertising/Promotion	4,500.00		4,500.00
	Waste Handling/Removal			
	Porto-potties			
	Staging/ Equipment Rentals	1,800.00		1,800.00
	Volunteers & Staffing	2,000.00		2,000.00
	Graphic Design, Photography, Video & Website	3,500.00		3,500.00
	Dash Palques			
Total Expenditures		20,000.00	0.00	20,000.00
NOTES:				
In 2023, the DWBIA will present the 8th annual Ouellette Car Cruise at Riverfront Festival Plaza. The event draws approximately 1,200 participants and thousands of spectators to the city centre.				

APPENDIX I (CONT'D)

DOWNTOWN WINDSOR (DWBIA)		2022	2022	2023
Signature Event 2 - Supporting Information		Approved Budget	Projected Actual	Proposed Budget
Event Name: Winter Fest				
Event Dates:				
Revenues				
Must be shown on Cover Page	BIA Contribution	20,000.00		6,000.00
	Federal/Provincial Grant			
	Municipal Grant			
	Donations			
	Sponsorships	50,000.00		2,500.00
	Festival Revenue			
Total Revenues		70,000.00	0.00	8,500.00
Expenditures				
	Consultants			
	Programming	24,000.00		5,250.00
	Fees - EMS			
	Fees - Police			
	Permits			
	Signage			
	Barricades			
	Advertising/Promotion	12,000.00		850.00
	Waste Handling/Removal			
	Porto-potties			
	Staging			
	Lighting	34,000.00		2,400.00
Total Expenditures		70,000.00	0.00	8,500.00
NOTES:				
In 2023, the DWBIA will reduce its Winter Fest programming, advertising/promotion and lighting.				

APPENDIX I (CONT'D)
DOWNTOWN WINDSOR (DWBIA)
Commentary - 2022 Actual Expenditures

Explanation of Significant Variances (2022 Projected Actual vs. 2022 Approved Budget):

SUMMARY

(Include 2022 accomplishments; also indicate what was not accomplished in 2022 and why)

1. 2022 Accomplishments

See 2022 Year in Review attached.

Mandatory

REVENUES

*Provide explanations for significant variances only, i.e. **plus or minus 10%** variance for each section below*

2. Grants, Donations & Sponsorships

Certain grants and donations were awarded to the DWBRA. For example, My Main Streets Community Activator (\$125,000) and Celebrate Canada (\$10,500).

Variance
-29%

3. Promotions, Events & Other Revenues

Revenues generated through Night Markets and the Arts Fair were greater than projected, as were member contributions for the cooperative seasonal advertising and floral beautification programs.

Variance
227%

EXPENDITURES

*Provide explanations for significant variances only, i.e. **plus or minus 10%** variance for each category below*

4. Administration

Variance less than 10%.

Variance
-8%

5. Capital & General Maintenance

In 2022, the majority of Art Alley expenses were incurred by the Downtown Windsor Business Revitalization Association (DWBRA). Street cleaning efforts were greatly enhanced, and included cleaning of alleyways in the business district. Flowers/plants and trees included both the spring and fall floral beautification subsidy programs as well as the parklet and sidewalk cafe programs, and saw an increase in membership participation in 2022, as did the broken window subsidy program. However, fewer repairs and maintenance were needed on alley lighting and enhancements.

Variance
-24%

7. Communications, Marketing, Promotions & Events

Variance less than 10%.

Variance
0%

8. Harmonized Sales Tax (HST) Rebates

No significant variance.

Mandatory

APPENDIX 1 (CONT'D)
DOWNTOWN WINDSOR (DWBIA)
Commentary - 2023 Proposed Budget

Explanation of Significant Variances (2023 Proposed Budget vs. 2022 Approved Budget):

SUMMARY

(Include any other pertinent information)

1. 2023 Goals and Objectives

The DWBIA Board's goals and objectives for 2023 centre primarily on safety and security and maintaining cleanliness of the business district.

Mandatory

REVENUES

*Provide explanations for significant variances only, i.e. **plus or minus 10%** variance for each section below*

2. Grants, Donations & Sponsorships

In 2023, the DWBIA's Board has reduced Winter Fest, which previously generated significant revenues through grants and sponsorships. The DWBIA has also completed its Art Alley project which drew significant revenues through sponsorships, grants and donations in 2022.

Variance
-62%

3. Promotions, Events & Other Revenues

In 2023, the DWBIA expects to generate revenue through cooperative season advertising and floral beautification programs.

Variance
140%

EXPENDITURES

*Provide explanations for significant variances only, i.e. **plus or minus 10%** variance for each category below*

4. Administration

In 2023, the DWBIA Board has eliminated the budget for external consultants and brought various line items (e.g. telephones; audit; legal, insurance; grant writing; office/furniture/maintenance) in line with anticipated expenses.

Variance
-17%

5. Capital & General Maintenance

In 2023, the DWBIA has realigned its strategic priorities and increased its capital and general maintenance budget by \$36,900. 2023 priorities include security cameras and safety measures, and decorative lighting and decorations.

Variance
15%

7. Communications, Marketing, Promotions & Events

In 2023, the DWBIA has realigned its priorities and reduced its budget for Communications by \$10,950; its Advertising & Marketing budget by \$32,800; and its Promotions & Events budget by \$103,250.

Variance
-37%



Council Report: C 71/2023

Subject: 2022 Annual Report - Building Permit Fee Reserve Fund - City Wide

Reference:

Date to Council: May 29, 2023
Author: Josie Gualtieri
Financial Planning Administrator
519-255-6267 ext. 6444
jgualtieri@citywindsor.ca
Planning & Building Services
Report Date: 2023-05-08
Clerk's File #: SB2023

To: Mayor and Members of City Council

Recommendation:

That the 2022 Annual Report on Building Permit Fees **BE ACCEPTED**.

Executive Summary:

N/A

Background:

Attached (Appendix A) is a copy of the 2022 Annual Financial Report on Building Permit Fees to be received for information purposes. This Annual Report is issued pursuant to the requirements of Section 7(4) of the Ontario Building Code Act, as amended. Section 7(4) requires municipalities to report annually as stated below:

“Every 12 months, each principal authority shall prepare a report that contains such information as may be prescribed about any fees authorized under clause (1) (c) and costs of the principal authority to administer and enforce this Act in its area of jurisdiction.”

Municipalities are mandated to report annually the amount of building permit fees collected, and all costs related to the administration and enforcement of the Ontario Building Code Act, together with a statement of financial position of any established Building Permit Fee Reserve Fund. Municipalities are not permitted to include costs associated with enforcement of property standards or other by-laws, nor can building permit fees be used to fund the costs of such work.

In July 2005, the City of Windsor established a Cost Stabilization Fund as permitted under the Building Code Act. The purpose of this fund is to record any cumulative operating surpluses to help offset any potential permit revenue declines inherent with the economic cycles of the building

industry. A deficit in the Building Permit Fee Reserve can be addressed by increasing permit fees, reducing expenditures, subsidization from the general tax levy, or a combination of all three.

Costs reported on the statement include both Building Services direct costs as well as Corporate indirect costs. Financing charges earned on any balances in the reserve are also itemized.

Section 7 of the Building Code Act does allow the municipality to levy fees to offset the anticipated costs of providing service. There is no provision supporting retroactive recouping of losses. This means that fees cannot be adjusted to recover past revenue shortfalls thereby penalizing future permit applicants.

Discussion:

Any surplus in the Building Permit Fee Reserve Fund is limited to use for Building Code enforcement related activities. The Fund may be used to offset costs where revenues in any given year do not cover actual operating costs, or where there are anticipated new costs (i.e., new staff or capital expenditures), which are projected in future years. There is no limit specified in the Building Code Act with respect to the magnitude of the balance in the Fund (either positive or negative).

Approximately 70% percent of the Building Services budget is utilized directly in carrying out the enforcement of the Ontario Building Code. The remainder of the Building Services budget is funded from the tax levy and provides for the enforcement of regulatory by-laws, property standards and the delivery of housing rehabilitation programs inspections, storm and sanitary sewer inspections and liquor license inspections.

Considerations To Address The Budgeted Draw On Reserve

A reduction in the draw on the Reserve can be achieved either through increasing revenue, or decreasing expenditures.

To enhance revenue, Administration has recommended increases (mostly inflationary) in permit fees in most budget years. The 2022 budgeted draw to the Reserve was set at \$169,408. The budgeted draw on Reserve is the estimated additional amount needed over and above anticipated revenue in order to pay the total forecasted direct and indirect costs of Building Code Enforcement for the year. In other words, for every permit revenue dollar earned, there is a corresponding reduced need to draw against the Reserve Fund in order to pay for the total operating costs.

To reduce expenditures, a reduction of staff complement and/or operating expenses would be required. It should also be noted that many factors can come into play that impact the service being provided. For example, Ontario Building Code Legislation is revised annually by the Provincial Government. Numerous changes can and do occur which translate into more tasks being required of Building Code Enforcement Staff and consequently more staff time needed on projects. The volume of permits issued in 2022 (1,941) was less than 2021 (2,550) however the total construction value was 4.1% higher in 2022 than that of 2021.

Additional Points of Information

Building Services has no control over the local economy nor a precise forecast of how the economy will trend during this pandemic. There does exist however, signs of a positive trend and general

optimism among the local community. Planning projections suggest that current economic growth will continue for some time with hopefully much of the development activity being represented by infilling as opposed to only perimeter expansion.

The department has completed the implementation of the EVOLTA digital permit application system. This has helped streamline service delivery to the development community and add efficiencies.

Risk Analysis:

There are no legal/risk management impediments to approving the recommendation in this report. Subsection 7(4) of the *Building Code Act* requires the municipality to prepare an annual report respecting building permit related fees. Factors affecting and options for remedying the Reserve balance are noted throughout the report.

Climate Change Risks

Climate Change Mitigation:

N/A

Climate Change Adaptation:

N/A

Financial Matters:

While the budgeted operating draw to the Reserve for 2022 was set at \$169,408. Given the economic environment, the department was able to make a contribution to the Reserve in the amount of \$1,588,877. This amount includes one time recoveries totalling \$20,188 for staff working on the EVOLTA project and staff gapping that occurred during the year. The table below shows historical operating (draws)/ contributions against the Reserve since 2013.

History of Building Permit Fee Reserve Operating (Draws)/Contributions

2013	2014	2015	2016	2017	2018	2019	2020	2021	2022
(\$964,907)	(\$512,509)	\$145,774	\$79,266	\$430,259	(\$127,148)	\$805,485	\$223,919	\$2,741,191	\$1,588,877

The balance in the Building Permit Fee Reserve at December 31, 2022 was approximately a surplus of \$2.6 million.

Construction Statistics

Appendix B (Historical Construction Values for Permits Issued 2014 – 2022) provides some construction statistics from the past decade recorded by Building Services. During that time,

institutional construction represented the largest contributor to permit revenues collected. In contrast, the previous decade was when we saw much of the revenue coming from residential construction type projects.

Consultations:

Copies of the Annual Report are made available to the public; i.e. posted on the Corporate website. The City of Windsor will also post the report by letter to the construction industry via the Greater Windsor Home Builders Association, Windsor Construction Association and the Ministry of Municipal Affairs and Housing.

Conclusion:

Building Services continually strives to be fiscally prudent and make every effort to address and control any annual deficit made to the Building Permit Fee Reserve.

Planning Act Matters:

N/A

Approvals:

Name	Title
Josie Gualtieri	Financial Planning Administrator
John Revell	Chief Building Official
Tony Ardovini	CFO & City Treasurer, Corporate Leader Finance and Technology (A)
Jelena Payne	Commissioner Economic Development & Innovation
Joe Mancina	Chief Administrative Officer

Notifications: N/A

Name	Address	Email

Appendices:

Appendix A - Annual Financial Report of Building Permit Fee Reserve

Appendix B - Historical Construction Values for Permits Issued

APPENDIX A

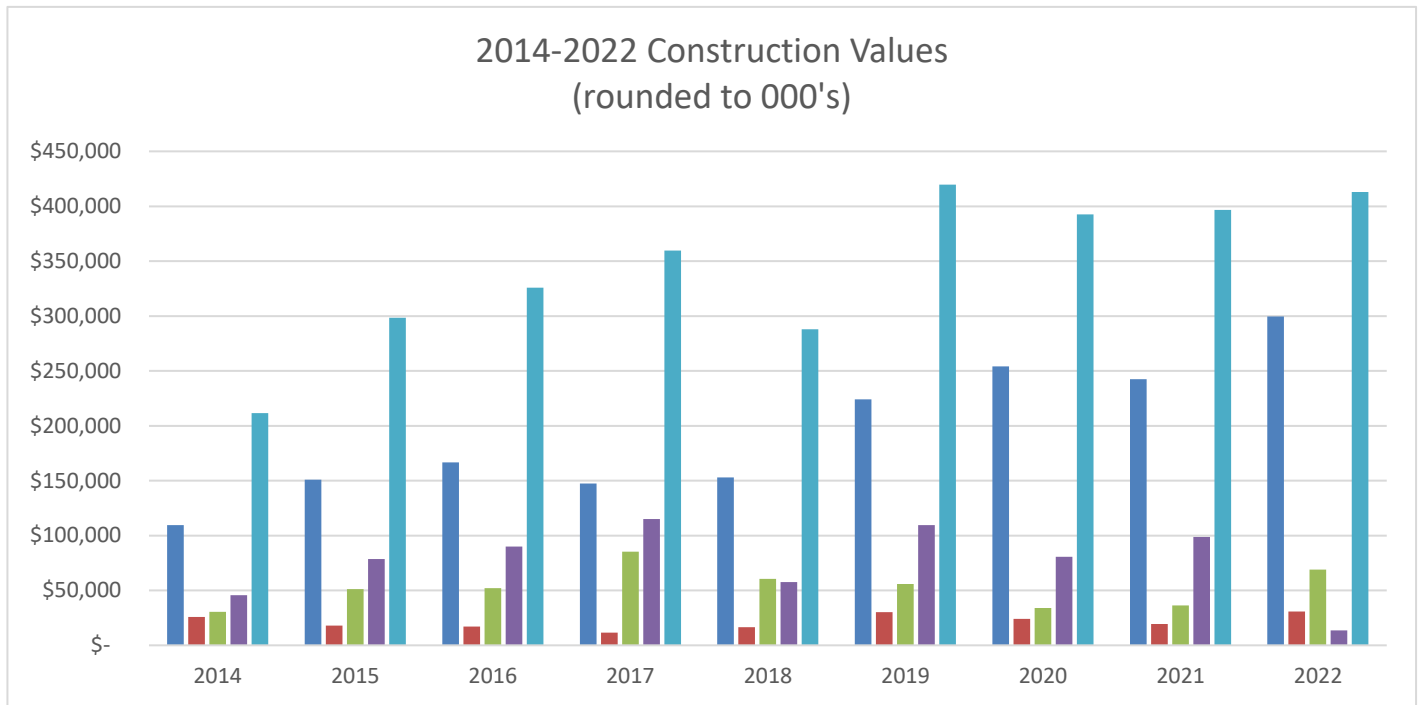
CORPORATION OF THE CITY OF WINDSOR ANNUAL REPORT OF BUILDING PERMIT FEE RESERVE For the year ending December 31st, 2022

		<u>2021</u>	<u>2022</u>
BUILDING PERMIT RELATED FEES COLLECTED	(A)	<u>\$7,512,024</u>	<u>\$6,613,342</u>
 <u>DIRECT COSTS</u>			
Permit Services Salary & Benefits		\$1,889,495	\$1,930,272
Permit Services Other Costs		\$225,075	\$295,335
Inspection Services Salary & Benefits		\$1,555,505	\$1,493,064
Inspection Services Other Costs		\$180,579	\$189,955
Building Admin.		\$241,628	\$244,914
Geomatics		\$273,401	\$383,452
Total Direct Costs		<u>\$4,365,684</u>	<u>\$4,536,993</u>
 <u>INDIRECT COSTS</u>			
(Municipal Benchmarking Network Canada method utilized to allocate program support costs)			
Facility Management		\$78,695	\$48,393
Technology Services		\$162,771	\$276,044
Accounting & Finance		\$62,220	\$68,700
Human Resources		\$95,753	\$88,106
Corporate Services Admin.		\$5,710	\$6,232
Total Indirect Costs		<u>\$405,149</u>	<u>\$487,473</u>
 TOTAL: DIRECT & INDIRECT COSTS	 (B)	 <u>\$4,770,833</u>	 <u>\$5,024,466</u>
 Calculated Legislated Permits Operating (Deficit)/Surplus	 (A) - (B)	 <u>\$2,741,191</u>	 <u>\$1,588,877</u>

STATEMENT OF BUILDING PERMIT FEE RESERVES: fund 180

Building Permit Fee Reserve Fund (Deficit)/Surplus Opening Balance January 1st	(\$9,562,885)	\$999,254
Interest Charges/Earned and Finance Fee	(\$129,323)	\$24,918
Building Permit Fee (Deficit)/Surplus For The Year	\$2,741,191	\$1,588,877
One Time Funding From Reserve For Approved Budget Reduction	\$7,950,270	\$0
Cumulative Building Permit Fee Reserve Fund (Deficit)/Surplus at December 31st	<u>\$999,254</u>	<u>\$2,613,049</u>

	2014	2015	2016	2017	2018	2019	2020	2021	2022
Residential	\$ 109,428	\$ 150,851	\$ 166,517	\$ 147,306	\$ 153,011	\$ 224,014	\$ 253,994	\$ 242,348	\$ 299,585
Industrial	\$ 25,932	\$ 17,976	\$ 17,049	\$ 11,642	\$ 16,533	\$ 30,183	\$ 23,981	\$ 19,402	\$ 30,917
Commercial	\$ 30,509	\$ 51,076	\$ 52,116	\$ 85,368	\$ 60,666	\$ 55,884	\$ 34,024	\$ 36,423	\$ 68,904
Institutional	\$ 45,594	\$ 78,509	\$ 90,033	\$ 115,176	\$ 57,717	\$ 109,551	\$ 80,636	\$ 98,612	\$ 13,707
Total	\$ 211,463	\$ 298,412	\$ 325,715	\$ 359,492	\$ 287,927	\$ 419,632	\$ 392,635	\$ 396,785	\$ 413,113



Item No. 13.1

BY-LAW NUMBER 51-2023

**A BY-LAW TO ADOPT AMENDMENT NO. 163
TO THE OFFICIAL PLAN OF THE CITY OF WINDSOR**

Passed the 29th day of May, 2023.

WHEREAS pursuant to the provisions of Section 17(1) of the *Planning Act*, R.S.O. 1990, c. P.13 as amended, the Minister of Municipal Affairs and Housing (Minister) is the approval authority in respect of the approval of a plan as an official plan.

AND WHEREAS Section 17(9) of the said *Planning Act* provides that the Minister may by order exempt a proposed official plan amendment from his approval under Section 17(1) of the said Act.

AND WHEREAS pursuant to the provisions of Ontario Regulation 525/97 most amendments to the official plan of the City of Windsor commenced after January 19, 1998 are exempt from the approval of the said Minister.

THEREFORE the Council of The Corporation of the City of Windsor in accordance with the provisions of the said *Planning Act* hereby enacts as follows:

1. That Amendment No. **163** to the Official Plan of the City of Windsor, attached hereto, is hereby adopted.

DREW DILKENS, MAYOR

CITY CLERK

First Reading - May 29, 2023
Second Reading - May 29, 2023
Third Reading - May 29, 2023

AMENDMENT NO. 163

TO THE

OFFICIAL PLAN

CITY OF WINDSOR

Part D (Details of the Amendment) of the following text, and attached map of the City of Windsor Official Plan constitute Amendment No. 163.

Also included, but not constituting part of the Amendment, are explanations of Purpose, Location, Background and Implementation of the Amendment, Appendix I (Results of Public Involvement)

A. PURPOSE:

The purpose of this amendment is to permit residential use on the 6.22 hectares land on the north east corner of Florence Avenue and Beverley Glen Street, described as Blocks 63-65 inclusive, Plan 12M-581, by changing the land use designation of Block 65, Plan 12M-581, City of Windsor from 'Open Space' to 'Residential Neighbourhood' and by changing the land use designation of Blocks 63 and 64, Plan 12M-581, City of Windsor from 'School Site' to 'Residential Neighbourhood' all as found on Schedule ER-2: Land Use Plan of the East Riverside Secondary Plan within Volume II of the City of Windsor Official Plan.

B. LOCATION:

North east corner of Florence Avenue and Beverley Glen Street, described as Blocks 63-65, Plan 12M-581.

Ward: 7

Planning District: East Riverside

ZDM: 14

C. BACKGROUND:

On March 19, 2001, City Council approved an application for a plan of subdivision made by 1027458 Ontario Incorporated (J. Coco, principal) for an 87 ha parcel of land in East Riverside Secondary Plan area. The lands were generally located within the boundary of Little River Boulevard, Florence Avenue, Wyandotte Street East and Chateau Avenue (see Map Z-101/97-1). Through subsequent incremental registrations, the area south of Beverly Glen Street, and the land immediately adjacent to the North Side of Beverly Glen Street have been built out with both single and townhome dwelling units. Approximately 18 ha of the lands contained in that original draft plan remain undeveloped. The lands that are subject to these development applications were originally included in the Draft Plan of subdivision as 2 blocks for school sites and a park area.

Lands Formerly Identified for School Sites:

As part of the East Riverside Secondary Plan and the original Draft Plan of Subdivision two parcels were identified for possible use for school purposes. The subdivision agreement required that the parcels reserved for school purposes be held for 5 years after a plan of subdivision was registered creating the parcel for the school reserves. The 5 year time frame was put in place to provide the school boards an opportunity to acquire the lands for school construction. The plan (12M-581) was registered on February 14, 2013. Therefore, the five year time frame ended February 14, 2018, without the school boards acquiring the lands. This made the lands that were reserved for school use available for development.

Lands Formerly Identified for Park purposes:

Since the original draft Plan of Subdivision approval, land transfers have taken place between the City and the Developer with the aim of consolidating parkland and storm water management facilities on the west of Florence Ave to provide a larger contiguous

area for recreational opportunities within the Little River Corridor and connecting to the Ganatchio Trail. Those transfers and conveyances resulted in the parkland dedication requirement for the original plan of subdivision being fulfilled, without requiring the transfer of the 1.1ha of land on the N/E corner of Florence Avenue and Beverley Glen Street. Because of this, the lands currently identified as parkland in the original draft plan of subdivision were not required to be, and had never been conveyed to the City of Windsor for park purposes. Through this application the Developer is requesting to change the official plan designation and the zoning bylaw provisions to permit construction of additional residential dwellings.

Discussion

The subject site is designated “Residential” on Schedule D of the City of Windsor Official Plan. The site is also subject to the East Riverside Secondary Plan which shows the site designated both Open Space and School Site (Schedule ER-2).

While Schedule ER-2 shows both the Open Space and School Site designations, Council Resolution 291/2001 modified the East Riverside Secondary Plan to remove the School Site designation and replaced it with the “Residential” Designation

CR291/2001

I That the application of 1027458 Ontario Ltd., Mr. J. Slopen, solicitor, for amendments to the City of Windsor Official Plan, Volume II, East Riverside Secondary Plan **BE APPROVED** as follows (see Map No. Z-101/97-2 (Revised)), attached hereto:

- (i) Blocks 19 and 20 on the west side of Clover, south of Jerome from ‘Open Space’ and ‘School Site’ to ‘Residential’;

Therefore, Blocks 19 and 20 (blocks 63 and 64 12M-581) on the North Neighbourhood Draft Plan of Subdivision do not require an amendment to the Official Plan, however, Schedule ER-2 should be updated to reflect the direction contained in CR291/2001.

Open Space block (Block 21, original Draft Plan, aka Block 65, 12M-581)

As a result of consolidation of parkland on the West Side of Florence Avenue, Block 21 on the original Draft Plan of Subdivision (Block 65, Plan 12M-581) was never conveyed to the City for park purposes. As this parcel is no longer required to fulfill the parkland dedication requirements for the original draft plan of subdivision, it is ideally situated to provide an opportunity for residential intensification.

The appropriate designation for the subject lands is Residential in the City of Windsor Official Plan. This designation permits the low profile townhome residential development proposed. The City of Windsor Official Plan also contains policies that encourage the efficient use of existing infrastructure, promotes residential redevelopment as well as residential intensification.

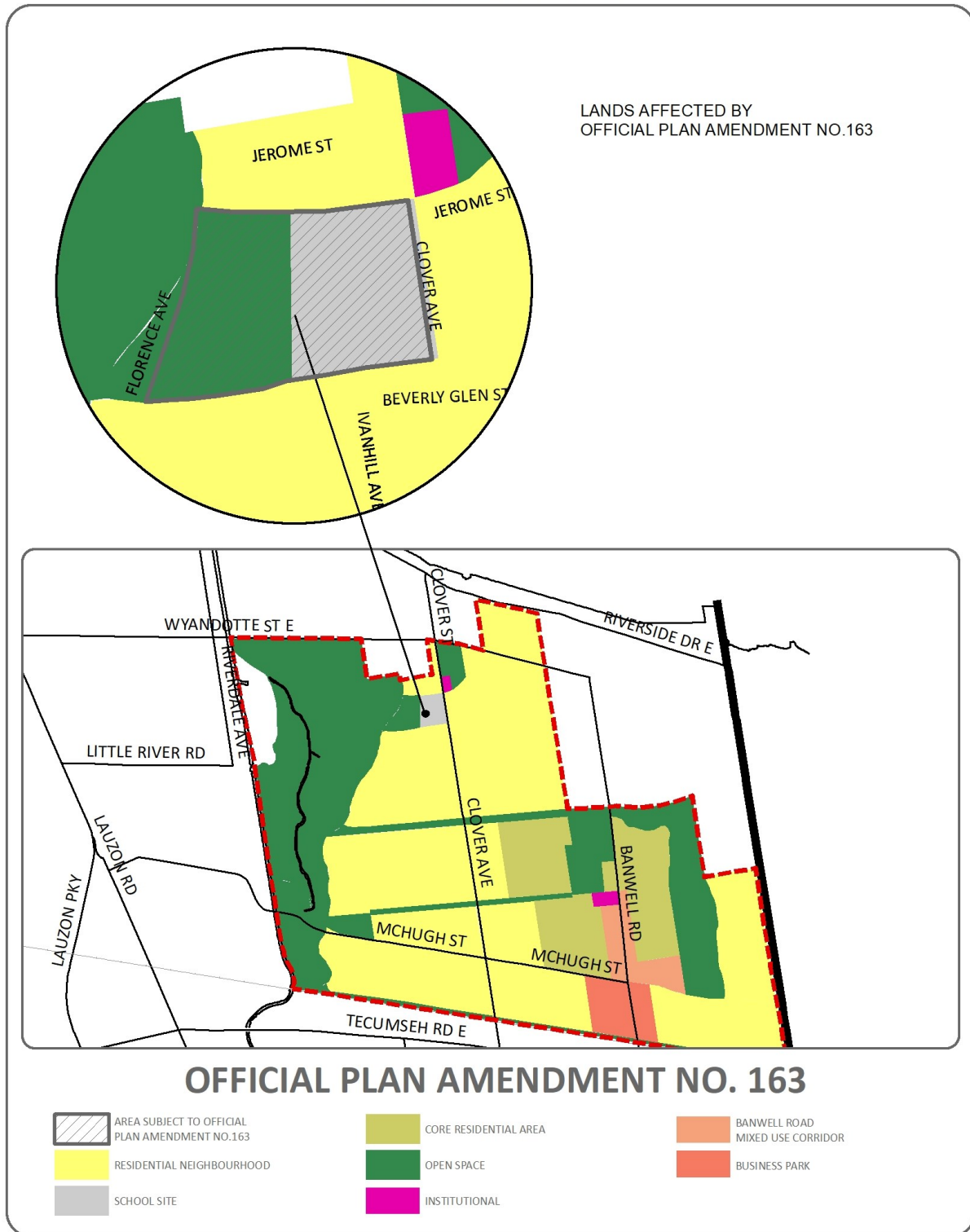
D. DETAILS OF THE AMENDMENT:

- I. **THAT** the City of Windsor Official Plan Volume II – East Riverside Secondary Plan Schedule ER-2 **BE AMENDED** by changing the land use designation of Block 65, Plan 12M-581, City of Windsor from ‘Open Space’ to ‘Neighbourhood Residential’;
- II. **THAT** the City of Windsor Official Plan Volume II – East Riverside Secondary Plan Schedule ER-2 **BE AMENDED** by changing the land use designation of Blocks 63 and 64, Plan 12M-581, City of Windsor from ‘School Site’ to ‘Neighbourhood Residential’;

E. IMPLEMENTATION:

- i. Amend Schedule D: Land Use, in Volume 1: The Primary Plan to add OPA #163.
- ii. This amendment shall be implemented through amendment to the Zoning By-law 8600 as recommended in CR140/2023. (Report Number S 24/2023) (Z-027/22; ZNG-6832).

SCHEDULE ER-2



APPENDIX I

The following are the results of public notification of the amendments and the outcome of public meetings. Comments relate to the Official Plan amendment and the associated rezoning.

A public meeting of the Development & Heritage Standing Committee (DHSC), the statutory meeting, was held on March 6, 2023. Below is an extract from the minutes of the DHSC meeting.

Following the March 6, 2023 DHSC meeting, another public meeting (Council meeting) was held on March 20, 2023 as noted below.

DEVELOPMENT & HERITAGE STANDING COMMITTEE MEETING: March 6, 2023
Extract from the minutes of the DHSC meeting

7.3 Official Plan & Zoning Bylaw Amendments, Draft Plan of Subdivision Applications - Z 027-22 [ZNG-6832], OPA 163 [OPA6833], SDN001/22 [SDN6834] - 1027458 Ontario Inc. - 0 Clover Avenue - NE Corner Florence & Beverly Glen - Ward 7

Jim Abbs (author) – Planner III – presents item.

Karl Tanner, Dillon Consulting Limited- available for questions

Councillor McKenzie asks Administration who would be responsible for maintaining the green space. Mr. Abbs answers that it is yet to be determined and that the lands will be identified as Infrastructure or Parkland. In any case, the City of Windsor will be responsible for maintaining the proposed greenway.

Councillor McKenzie asks Mr. Tanner if there was any consideration given to have another laneway (north/south) that can connect people to the waterfront. Mr. Tanner answers that they did look at a connection but it was since removed. Mr. Tanner adds that Jerome St. connects to Eleanor which could connect people to the waterfront.

Moved by: Councillor Angelo Marignani

Seconded by: Councillor Mark McKenzie

Decision Number: **DHSC 483**

- I That the City of Windsor Official Plan Volume II – East Riverside Secondary Plan Schedule ER-2 **BE AMENDED** by changing the land use designation of Block 65, Plan 12M-581, City of Windsor from Open Space to Neighbourhood Residential;
- II That the City of Windsor Official Plan Volume II – East Riverside Secondary Plan Schedule ER-2 **BE AMENDED** by changing the land use designation of Blocks 63 and 64, Plan 12M-581, City of Windsor from School Site to Neighbourhood Residential;
- III That an amendment to City of Windsor Zoning By-law 8600 **BE APPROVED**, changing the zoning of Block 65, Plan 12M-581 from Green District 1.1 (GD1.1) to Residential District (HRD) 2.3;
- IV That a Hold provision **BE APPLIED** to Blocks 63-65 inclusive, Plan 12M-581 and that it be removed when the conditions contained in Section 5.4 HOLDING ZONE PROVISIONS of City of Windsor Zoning By-law 8600 have been met;
- V That subsection 1 of Section 20 of the City of Windsor Zoning By-law 8600 **BE AMENDED** for the lands described as Block 63-65 inclusive, Plan 12M-581 by adding site specific regulations as follow:

466. **NORTH EAST CORNER OF FLORENCE AVENUE AND BEVERLEY GLEN STREET**

For the lands described as Blocks 63-65 inclusive, Plan 12M-581, the total area of the *required front yard* occupied by a hard surface for the purpose of a walkway, driveway, *access area*, *parking space*, or any combination thereof, exceeding 60% of the *required front yard* shall be prohibited, and,

Lot Coverage – Maximum 50%

(ZDM 14; ZNG/6832)

- VI That the application of 1027458 Ontario Inc. for Draft Plan of Subdivision approval of Blocks 63-65 (incl.), Plan 12M-581, City of Windsor; **BE APPROVED** on the following basis:
 - A. That this approval applies to the draft plan of subdivision, as shown on the attached Drawing SDN001/22-1, which will facilitate the construction of 117 townhome dwellings and 2 blocks for a greenway/utility corridor.
 - B. That the Draft Plan Approval shall lapse on (5 years from the date of approval).

- C. That the Owner Shall submit for approval of the City Planner, a final draft M-Plan, which shall include the names of all road allowances within the plan, as approved by the Corporation.
- D. That the Owner undertakes to provide the following matters prior to the registration of the final Plan of Subdivision:
 - a. The Owner will include all items as set out in the results of circularization and other relevant matters set out in CR 233/98 (Standard Subdivision Agreement).
 - b. The Owner will create, prior to the issuance of a building permit, the following rights-of-way, in accordance with the approved Plan of Subdivision:
 - 1. 20m right of way for the new Streets “Thunderbay Avenue” and “Ivanhill Avenue”
 - 2. A right of way for the Court as shown on the Draft Plan of Subdivision west of Thunderbay Avenue, South of Block 28.
 - c. The Owner shall agree to fully construct all future municipal right-of-ways, including, but not limited to: pavements, curbs and gutters, utilities and the necessary drainage facilities, according to City of Windsor standard specification for the following road designations:
 - 1. Local Residential Roads: complete with 20 metre right-of-ways. Pavements to be twenty-eight (28) feet (8.6 metres) in width.
 - 2. Collector Roads:
Class 2 Collector - Florence Ave is to be constructed as per the requirements of the Environmental Assessment.
 - d. The Owner will provide the following corner cut-offs on the approved Final Plan of Subdivision:
 - 4.6m x 4.6m – Intersection of Thunderbay Avenue and Beverly Glen Street;
 - Intersection of Ivanhill Avenue and Beverly Glen Street;
 - Intersection of Thunderbay Avenue and Ivanhill Avenue;
 - Intersection of Thunderbay Avenue and Clover Avenue;
 - Intersection of Beverly Glen Street and Clover Avenue;
 - Intersection of Jerome St and Florence Avenue;

Intersection of Beverly Glen Street and Florence Avenue,

to the satisfaction of the City Planner and the City Engineer.

- e. The Owner will comply with all the following requirements relating to sidewalks:

Sidewalks will be constructed:

On the East Side of Thunderbay Avenue and Ivanhill Avenue;

On the South side of Thunderbay Avenue;

On Florence Avenue as per the Environmental Assessment,

All to the satisfaction of the City Engineer and the City Planner.

- f. The Owner shall agree to retain a Consulting Engineer at its own expense to provide a detailed servicing study report on the impact of the increased flow to the existing municipal sewer systems, satisfactory in content to the City Engineer and prior to the issuance of a construction permit.
- g. The Owner shall agree to:
 - 1. Undertake an engineering analysis to identify stormwater quality and quantity measures as necessary to control any increases in flows in downstream watercourses, up to and including the 1:100 year design storm, to the satisfaction of the Municipality and the Essex Region Conservation Authority.
 - 2. Install stormwater management measures identified above, as part of the development of the site, to the satisfaction of the City Engineer and the Essex Region Conservation Authority.
 - 3. Obtain the necessary permit or clearance from the Essex Region Conservation Authority prior to undertaking site alterations and/or construction activities.
- h. The Owner shall agree to be responsible for the costs associated with the relocation of the sanitary sewer which presently extends south of Elinor Street and through Block 64, Plan 12M-581. All work to be done to the satisfaction of the City Engineer.
- i. The Owner shall agree to convey any easement(s) as deemed necessary by Bell Canada to service this new development. The Owner further

agrees and acknowledges to convey such easements at no cost to Bell Canada.

- j. The Owner shall agree that should any conflict arise with existing Bell Canada facilities where a current and valid easement exists within the subject area, the Owner shall be responsible for the relocation of any such facilities or easements at their own cost.
- k. The Owner shall agree to convey gratuitously to the Corporation Blocks 27 and 28 on the draft Plan of Subdivision (SDN 001/22-1) for the purposes of municipal infrastructure (existing sanitary sewer) to the satisfaction of the City Engineer and the City Planner prior to the issuance of a construction permits.
- l. The Owner shall agree that a Stage 1 Archaeological Assessment and any further recommended assessments are required to be entered into the Ontario Public Register of Archaeological Reports to the satisfaction of the City Planner and the Ontario Ministry of Heritage, Sport, Tourism, and Culture Industries, prior to the issuance of a construction permits.
- m. The Owner shall agree that a final copy of the archaeological reports will be submitted to the City of Windsor.
- n. The Owner shall agree to complete an MECP species at risk screening and comply with all requirements, including any required remediation measures, resulting from any study or report submitted to the MECP/MNRF regarding SAR assessment, all at its entire expense, to the satisfaction of the City Planner.

NOTES TO DRAFT APPROVAL (File: SDN-001/22)

- 1. The applicant is directed to Section 51(39) of *The Planning Act 1990* regarding appeal of any imposed conditions to the Ontario Land Tribunal. Appeals are to be directed to the City Clerk of the City of Windsor.
- 2. It is the applicant's responsibility to fulfil the conditions of draft approval and to ensure that the required clearance letters are forwarded by the appropriate agencies to the City of Windsor, to the attention of the Executive Director/City Planner, quoting the above-noted file number.
- 3. The applicant should consult with an Ontario Land Surveyor for this proposed plan concerning registration requirements relative to the *Certification of Titles Act*.

4. The final plan approved by the Corporation of the City of Windsor must be registered within thirty (30) days or the Corporation may withdraw its approval under Section 51(59) of *The Planning Act 1990*.
 5. All plans of subdivision/condominium are to be prepared and presented in metric units and certified by the Ontario Land Surveyor that the final plan is in conformity to the approved zoning requirements.
- VII That the City Clerk and Licence Commissioner **BE AUTHORIZED** to issue the required notice respecting approval of the draft plan of subdivision under Section 51(37) of *The Planning Act*; and,
- VIII That prior to the final approval of the plan of subdivision by the Corporation of the City of Windsor, the Executive Director/City Planner shall **BE ADVISED**, in writing, by the appropriate agencies that conditions have been satisfied; and,
- IX That the Chief Administrative Officer and City Clerk **BE AUTHORIZED** to sign all necessary agreements and documents approved as to form and content satisfactory to the City Solicitor; and,
- X That the proponent **BE REQUESTED** to consider the feasibility of a North/South option off of Thunderbay Avenue.

Report Number: S 24/2023

Clerk's File: Z/14458

COUNCIL MEETING: March 20, 2023

A meeting of City Council was held on March 20, 2023 at which time the Official Plan Amendment application (File # OPA 163; OPA/6833) was considered along with the accompanying Zoning By-law Amendment application (File No. Z-027/22; ZNG/6832). The recommended OPA #163 was Approved by CR140/2023, and the recommended amendment to the zoning by-law was Approved, by the same CR140/2023.

Item No. 13.2

BY-LAW NUMBER 52-2023

A BY-LAW TO FURTHER AMEND BY-LAW NUMBER 8600 CITED AS THE "CITY OF WINDSOR ZONING BY-LAW"

Passed the 29th day of May, 2023.

WHEREAS it is deemed expedient to further amend By-law Number 8600 of the Council of The Corporation of the City of Windsor, cited as the "City of Windsor Zoning By-law" passed the 31st day of March, 1986, as heretofore amended:

THEREFORE the Council of the Corporation of the City of Windsor enacts as follows:

1. By-law Number 8600 is further amended by changing the Zoning District Maps or parts thereof referred to in Section 1, of the by-law and made part thereof, so that the zoning district symbol of the lands described in Column 3 shall be changed from that shown in Column 5 to that shown in Column 6:

1. Item Number	2. Zoning District Map Part	3. Lands Affected	4. Official Plan Amendment Number	5. Zoning Symbol	6. New Zoning Symbol
1	14	Block 65, Plan 12M-581	163	GD1.1	HRD2.3

2. That subsection 1 of Section 20, of said by-law, is amended by adding the following paragraph:

466. **NORTH EAST CORNER OF FLORENCE AVENUE AND BEVERLEY GLEN STREET**

For the lands described as Blocks 63-65 inclusive, Plan 12M-581, the total area of the *required front yard* occupied by a hard surface for the purpose of a walkway, driveway, *access area*, *parking space*, or any combination thereof, exceeding 60% of the *required front yard* shall be prohibited, and,

Lot Coverage – Maximum 50%

(ZDM 14; ZNG/6832)

3. The said by-law is further amended by changing the Zoning District Maps or parts thereof referred to in Section 1, of said by-law and made part thereof, so that the lands described in Column 3 are delineated by a broken line and further identified by the zoning symbol shown in Column 5:

1. Item Number	2. Zoning District Map Part	3. Lands Affected	4. Official Plan Amendment Number	5. Zoning Symbol
1	14	Block 63-65 inclusive, Plan 12M-581	163	S.20(1)466

DREW DILKENS, MAYOR

CITY CLERK

First Reading - May 29, 2023
Second Reading - May 29, 2023
Third Reading - May 29, 2023

Item No. 13.3

BY-LAW NUMBER 53-2023

A BY-LAW TO AMEND BY-LAW 131-2019, BEING A BY-LAW FOR THE USE,
REGULATION, AND PROTECTION OF PARKS

Passed the 29th day of May, 2023.

WHEREAS By-law Number 131-2019, being a by-law for the use, regulation and protection of parks, was passed on the 16th day of December, 2019;

AND WHEREAS it is deemed expedient to amend By-law Number 131-2019.

THEREFORE the Council of The Corporation of the City of Windsor enacts as follows:

1. That **BY-LAW NUMBER 131-2019** be amended as follows:
 - a) by inserting the following definition as Section 2.1(g):
 - (f) **ELECTRIC KICK-SCOOTER** means an electric kick-scooter within the meaning of the Highway Traffic Act, R.S.O. 1990, c.H-8 or its Regulations, as may be amended from time to time;, and by renumbering all subsequent definitions under Section 2.1 accordingly.
 - b) by deleting Section 7.1(1)(d) in its entirety, and replacing it with the following:
 - d. A Motorized Vehicle that is not an Electric Kick-Scooter except on a Park Roadway or by Permit.
 - c) by inserting the following as Section 7.1(1)(e):
 - e. A Motorized Vehicle that is not an Electric Kick-Scooter except on a Park Roadway or by Permit.
 - d) by inserting the following as Section 7.3:

7.3 Electric Kick-Scooters

While in any Park, no person shall:

- (1) Ride, operate, or be in the possession of any Electric Kick-Scooter where posted to prohibit Bicycles or Electric Kick-Scooters;
- (2) Ride, operate, or be in the possession of any Electric Kick-Scooter on an unpaved trail; or
- (3) obstruct, inconvenience or endanger other users of the Park while riding or operating an Electric Kick-Scooter.

, and by renumbering all subsequent subsections under Section 7 accordingly.

2. This by-law shall come into force and take effect on the day of the final passing thereof.

DREW DILKENS, MAYOR

CITY CLERK

First Reading - May 29, 2023
Second Reading - May 29, 2023
Third Reading - May 29, 2023

Item No. 13.4

BY-LAW NUMBER 54-2023

**A BY-LAW TO ESTABLISH LANDS AS A PUBLIC HIGHWAY KNOWN AS
HOWARD AVENUE IN THE CITY OF WINDSOR**

Passed the 29th day of May, 2023.

WHEREAS the lands described in Schedule "A" annexed hereto and forming part of this by-law are vested in The Corporation of the City of Windsor.

AND WHEREAS it is deemed expedient to establish the said lands hereinafter described as a public highway.

THEREFORE the Council of The Corporation of the City of Windsor enacts as follows:

1. That the lands described in said Schedule "A" annexed hereto are established as a public highway known as **HOWARD AVENUE**.
2. That this by-law shall come into force and take effect after the final passing thereof on the day on which it is electronically registered in the Land Registry Office of Essex (12).

DREW DILKENS, MAYOR

CITY CLERK

First Reading - May 29, 2023
Second Reading - May 29, 2023
Third Reading - May 29, 2023

SCHEDULE "A" to By-law 54-2023

PT LTS 8, 9 & 10 ON PL 1264, SANDWICH WEST, BEING PT 2 ON 12R13337;
WINDSOR

All of PIN 01340-1904 (LT)

Howard Avenue, Windsor

Item No. 13.5

BY-LAW NUMBER 55-2023

A BY-LAW TO FURTHER AMEND BY-LAW NUMBER 8600 CITED AS THE "CITY OF WINDSOR ZONING BY-LAW"

Passed the 29th day of May, 2023.

WHEREAS it is deemed expedient to further amend By-law Number 8600 of the Council of The Corporation of the City of Windsor, cited as the "City of Windsor Zoning By-law" passed the 31st day of March, 1986, as heretofore amended:

THEREFORE the Council of The Corporation of the City of Windsor enacts as follows:

1. That By-law 8600 be amended by deleting Section 11.3.5.8 and substituting the following therefore:

.8	Gross Floor Area – <i>main building</i> – maximum	400 m ²	400 m ²	N/A
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DREW DILKENS, MAYOR

CITY CLERK

First Reading - May 29, 2023
Second Reading - May 29, 2023
Third Reading - May 29, 2023

Item No. 13.6

BY-LAW NUMBER 56-2023

A BY-LAW TO AMEND BY-LAW NUMBER 392-2002, BEING A BY-LAW TO
ESTABLISH AND REQUIRE PAYMENT OF FEES AND CHARGES

Passed the 29th day of May, 2023.

WHEREAS By-law Number 392-2002 was passed by the Council of The Corporation of the City of Windsor on December 16, 2002;

AND WHEREAS By-law Number 392-2002 has previously been amended;

AND WHEREAS it is deemed expedient to further amend said By-law Number 392-2002 of The Corporation of the City of Windsor;

THEREFORE the Council of The Corporation of the City of Windsor enacts as follows:

1. That By-law Number 392-2002 be further amended by deleting Schedule “A” attached thereto and substituting Schedule “A” attached hereto.
2. That this by-law shall come into force and take effect on the day of the final passing thereof.

DREW DILKENS, MAYOR

CITY CLERK

First Reading - May 29, 2023
Second Reading - May 29, 2023
Third Reading - May 29, 2023

SCHEDULE "A" TO BY-LAW 56-2023

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City of Windsor User Fee Schedule

Economic Development & Innovation - Building Services						
Ref#	Notes	Category / Division	Sub-Category / Sub-Division	Fee / Service	2023 Fee Excluding HST (Recommended)	
					Cost	Unit of Measure
1		Building	Building Enforcement	Building Inspection Fee for license	\$100.00	per license
2		Building	Building Enforcement	Inspection Associated with Private Subsidized Housing (if < 32 units)	\$87.00	per premise
3		Building	Building Enforcement	Inspection Associated with Private Subsidized Housing (if > 32 < 62 units)	\$145.00	per premise
4		Building	Building Enforcement	Inspection Associated with Private Subsidized Housing (if 62 + units)	\$203.50	per premise
		Building	Building Enforcement	Proposed Cumulative Staged Inspection Fees for Building Conditions & Property Standards (by-law 9-2019), Zoning (by-law 8600) and Pools (160-2010)/Fence (170-2012) Enforcement files:		
5		Building	Building Enforcement	Stage 1 - Investigation with resulting Order	\$325.00	per file
6		Building	Building Enforcement	Stage 2 - Not in compliance - Final Warning Letter (FWL)	\$150.00	per file
7		Building	Building Enforcement	Stage 3 - Not in compliance - Court Charge	\$300.00	per file
8		Building	Building Enforcement	Stage 4 - Court follow-up inspections until complete resolution	\$180.00	per file
		Building	Building Enforcement	Proposed Cumulative Staged Inspection Fees for Site Plan Control, Vital Services, By Law orders and Sign orders		
9		Building	Building Enforcement	Stage 1 - Investigation with resulting Order	\$325.00	per file
10		Building	Building Enforcement	Stage 2 - Not in compliance - Final Warning Letter (FWL)	\$150.00	per file
11		Building	Building Enforcement	Stage 3 - Not in compliance - Court Charge	\$300.00	per file
12		Building	Building Enforcement	Stage 4 - Court follow-up inspections until complete resolution	\$180.00	per file
		Building	Building Enforcement	Proposed Cumulative Staged Inspection Fees for Vacant Buildings, Building Conditions & Property Standards (by-law 9-2019)		
13		Building	Building Enforcement	Stage 1 - Investigation with resulting Order	\$700.00	per file
14		Building	Building Enforcement	Stage 2 - Not in compliance - Final Warning Letter (FWL)	\$150.00	per file
15		Building	Building Enforcement	Stage 3 - Not in compliance - Court Charge	\$300.00	per file
16		Building	Building Enforcement	Stage 4 - Court follow-up inspections until complete resolution	\$180.00	per file
17		Building	Interest Charges	By-Law 1/2021 - Deferred Rates Interest Payable without a Letter of Credit	0.00%	Annual Interest Rate Applied to Development Charges
18		Building	Interest Charges	By-Law 1/2021 - "Deferred" Development Charge Interest. Due to Bill 23 the interest rate is determined on a quarterly basis using Prime +1% as of January 15th, April 15th, July 15th and October 15th	Prime + 1%	Interest Rate Applied to Development Charges Determined on a Quarterly Basis
19		Building	Interest Charges	By-Law 1/2021 - "Frozen" Development Charge Interest Payable. Due to Bill 23 the interest rate is determined on a quarterly basis using Prime +1% as of January 15th, April 15th, July 15th and October 15th	Prime + 1%	Interest Rate Applied to Development Charges Determined on a Quarterly Basis
20		Building	Permit/Policy & Regulatory Services	Building Permit Indemnity Fee (Refundable)	\$50.00	per metre of property frontage
21		Building	Permit/Policy & Regulatory Services	Fill Permit Fee	\$55.00	minimum fee
22		Building	Permit/Policy & Regulatory Services	Fill Permit Fee	\$55.00	plus \$0.05/sq. meter from 500 sq. metres to 1000 sq. metres

City of Windsor
User Fee Schedule

Economic Development & Innovation - Building Services							
Ref #	Notes	Category / Division	Sub-Category / Sub-Division	Fee / Service	2023 Fee Excluding HST (Recommended)		
					Cost	Unit of Measure	
23		Building	Permit/Policy & Regulatory Services	Fill Permit Fee	\$55.00	plus \$0.03/sq. meter greater than 1000 sq. metres	
24		Building	Permit/Policy & Regulatory Services	Liquor Clearance Letter Fee (existing fee but omitted from Building fee schedule previously)	\$55.00	per application	
25		Building	Permit/Policy & Regulatory Services	Liquor Clearance Letter Inspection Fee - no open permit (existing fee but omitted from Building fee schedule previously)	\$100.00	per application	
26		Building	Permit/Policy & Regulatory Services	Plumbing fixture (new or replacement) - Non-Residential	\$35.00	per fixture unit (application to all non residential permit types)	
27		Building	Permit/Policy & Regulatory Services	Plumbing fixture (new or replacement) - Residential	\$35.00	per fixture unit (applicable on residential alteration permits)	
28		Building	Permit/Policy & Regulatory Services	Portable Sign Fee (A-Frame Sign)	\$40.00	per sign	
29		Building	Permit/Policy & Regulatory Services	Portable Sign Fee (Banner Flag Sign)	\$20.00	per sign	
30		Building	Permit/Policy & Regulatory Services	Portable Sign Fee (Banner Sign)	\$20.00	per sign	
31		Building	Permit/Policy & Regulatory Services	Portable Sign Fee (Community Event Sign - A-Frame, Banner, Ground)	\$10.00	per sign	
32		Building	Permit/Policy & Regulatory Services	Portable Sign Fee (Community Event Sign - Inflatable, Mobile)	\$20.00	per sign	
33		Building	Permit/Policy & Regulatory Services	Portable Sign Fee (Congratulatory Sign)	not required when displayed for less than 72 hours	per sign	
34		Building	Permit/Policy & Regulatory Services	Portable Sign Fee (Construction Site Sign)	\$4.00	per sq. metre of the total sign area (minimum \$75.00)	
35		Building	Permit/Policy & Regulatory Services	Portable Sign Fee (Development Project Sign - renewal)	\$50.00	per sign for an additional 2 years	
36		Building	Permit/Policy & Regulatory Services	Portable Sign Fee (Development Project Sign)	\$4.00	per sq. metre of the total sign area (minimum \$75.00)	
37		Building	Permit/Policy & Regulatory Services	Portable Sign Fee (Election Sign)	not required	per sign	
38		Building	Permit/Policy & Regulatory Services	Portable Sign Fee (Inflatable sign - Group 1 & 2 Residential Uses)	not required when displayed for less than 72 hours	per sign	
39		Building	Permit/Policy & Regulatory Services	Portable Sign Fee (Inflatable sign - Group 3 & 4 Residential Uses)	\$50.00	per sign	

City of Windsor
User Fee Schedule

Economic Development & Innovation - Building Services							
Ref #	Notes	Category / Division	Sub-Category / Sub-Division	Fee / Service	2023 Fee Excluding HST (Recommended)		
					Cost	Unit of Measure	
40		Building	Permit/Policy & Regulatory Services	Portable Sign Fee (Mobile Sign)	\$55.00	\$2 per calendar day for the first 10 days minimum \$20. \$1 per calendar day for subsequent day up to a maximum of 45 days	
41		Building	Permit/Policy & Regulatory Services	Portable Sign Fee (Real Estate Sign)	\$20.00	for each sign with face area of 1 sq. metre or greater	
42		Building	Permit/Policy & Regulatory Services	Sign Permit - (permits for signs encroaching on public property)	Double the standard fee	per sign	
43		Building	Permit/Policy & Regulatory Services	Sign Permit - (permits for signs erected or displayed prior to obtaining a sign permit)	Triple the standard fee	per permit	
44		Building	Permit/Policy & Regulatory Services	Sign Permit - Maintenance Fee	\$75.00	per reconstruction of an existing permanent sign	
45		Building	Permit/Policy & Regulatory Services	Sign Permit Fee (awning, billboard, canopy, fascia wall, ground, projecting wall)	\$4.00	per sq. metre of the total sign area (minimum \$75.00)	
46		Building	Permit/Policy & Regulatory Services	Sign Permit Fee (light standard sign)	\$20.00	per light standard sign	
47		Building	Permit/Policy & Regulatory Services	Sign Permit Fee (renewal for additional 6 months)	\$50.00	per renewal	
48		Building	Permit/Policy & Regulatory Services	Sign Permit Fee (window sign - illuminated)	\$20.00	per illuminated sign	
49		Building	Permit/Policy & Regulatory Services	Signs - Disposal Charge for Unlawful Permanent Sign	Actual disposal cost	per disposal	
50		Building	Permit/Policy & Regulatory Services	Signs - Disposal Charge for Unlawful Temporary Sign	Actual disposal cost	per disposal	
51		Building	Permit/Policy & Regulatory Services	Signs - Removal of Unlawful Permanent Sign	\$200.00	per sign or actual cost of removal (whichever is greater)	
52		Building	Permit/Policy & Regulatory Services	Signs - Removal of Unlawful Temporary Sign	\$50.00	per sign or actual cost of removal (whichever is greater)	
53		Building	Permit/Policy & Regulatory Services	Signs - Storage Charge for Unlawful Permanent Sign	\$20.00	per day or \$2.00/sq. metre of face area per day, whichever is greater	
54		Building	Permit/Policy & Regulatory Services	Signs - Storage Charge for Unlawful Temporary Sign	\$5.00	per day or \$0.50/sq. metre of face area per day, whichever is greater	
55		Transportation Planning	Traffic Studies	Motor Vehicle Collision Summary Report	\$30.00	each	
56		Transportation Planning	Traffic Studies	Volumetric Flow Charts	\$20.00	each	

City of Windsor
User Fee Schedule

Economic Development & Innovation - Building Services						
Ref #	Notes	Category / Division	Sub-Category / Sub-Division	Fee / Service	2023 Fee Excluding HST (Recommended)	
					Cost	Unit of Measure
1	GIS surcharge Applicable per application					
	There is a \$3.00 service fee for on-line transactions.					

City of Windsor
User Fee Schedule

Economic Development & Innovation - Information Technology					
Ref #	Notes	Category / Division	Sub-Category / Sub-Division	Fee / Service	2023 Fee Excluding HST (Recommended)
					Cost Unit of Measure
1		Project Management & Applications		Business Licenses (Animal) On-Line Transaction Fee	\$0.00 On-Line Transaction
2		Project Management & Applications		Construction Heating Permit On-Line Transaction Fee	\$0.00 On-Line Transaction
3		Project Management & Applications		Construction Plumbing Permit On-Line Transaction Fee	\$0.00 On-Line Transaction
4		Project Management & Applications		Construction Sewer Permit On-Line Transaction Fee	\$0.00 On-Line Transaction
5		Project Management & Applications		External Tax Inquiry (ETI) On-Line Transaction Fee	\$10.00 On-Line Transaction
		There is a \$2.00 service fee for any of the above on-line transactions and a \$3.00 service fee for any over-the-counter transactions including fax and mail-in options exclusive of Business, Lottery and Dog Licenses. (2016 - Moved to Planning & Building Department)			
		There is a \$3.00 (per Public Works Permit) service fee for any over-the-counter transactions including fax and mail-in options. (2016 - Moved to Public Works Department)			

City of Windsor
User Fee Schedule

Economic Development & Innovation - Planning & Development						
Ref#	Notes	Category / Division	Sub-Category / Sub-Division	Fee / Service	2023 Fee Excluding HST (Recommended)	
					Cost	Unit of Measure
1		Admin. - Planning	Copies	11" x 17"	\$1.05	each additional page
2		Admin. - Planning	Copies	high toner coverage	\$0.50	each additional page
3		Admin. - Planning	Copies	Light toner coverage	\$0.30	each additional page
4		Admin. - Planning	Copies	medium toner coverage	\$0.40	each additional page
5		Admin. - Planning	Copies	Xeroxing - per page black & white copies	\$2.35	1st page
6		Admin. - Planning	Copies	Xeroxing - per page colour copies	\$2.35	1st page
7		Admin. - Planning	Maps	Residential Activity Map - full set (16)	\$245.00	per set
8		Admin. - Planning	Maps	Residential Activity Map - single	\$11.50	per map
9		Admin. - Planning	Publications	City Centre West CIP (colour)	\$50.00	per plan
10		Admin. - Planning	Publications	Windsor SEEN	NO CHARGE	per publication
11		Development	Committee of Adjustment	Committee of Adjustment Decision Letter	\$9.30	each
12		Development	Committee of Adjustment	ERCA Consents & Minor Variance Processed Together	\$250.00	each
13		Development	Committee of Adjustment	ERCA Development Review Fees for Consents	\$200.00	each
14		Development	Committee of Adjustment	ERCA Development Review Fees for Minor Variances	\$115.00	each
15		Development	Development Review Services	Any New Street Address to Existing Street	\$360.00	per address
16		Development	Development Review Services	Any New Street Name & Address (Subdivision)	\$778.00	per name & address
17		Development	Development Review Services	Deed preparation (Deeds - Registry or Land Titles)	\$217.50	per deed
18		Development	Development Review Services	ERCA Subdivisions/Condos/Major Official Plan Amendments	\$310.00	each
19		Development	Development Review Services	Legal Department Approval on Preparation of Deeds	\$58.00	per deed
20		Development	Development Review Services	Sign By-law Amendment	\$914.00	per amendment
21		Development	Development Review Services	Street Name Change	\$11,965.00	per name change
22		Development	Development Review Services	Zoning Compliance Letter (legal non-conforming)	\$152.00	per letter plus \$47.00/hr.
23		Development	Development Review Services	Zoning Compliance Letter (standard)	\$107.50	per letter
24		Development	Development Review Services	Zoning Compliance Letter (with drawings)	\$152.00	per letter
25		Development	Development Review Services	Zoning verification fee for business license/Zoning Inquiry	\$56.00	per license/request
26		Development	Street & Alley Closings, Deeds, Encroachments & Misc. Fees	Alley Search	\$59.00	per hour
27		Development	Street & Alley Closings, Deeds, Encroachments & Misc. Fees	Owners share of 12R plan	% share of actual cost	
28		Development	Street & Alley Closings, Deeds, Encroachments & Misc. Fees	Property Standards Appeal	\$425.00	per appeal
29		Development	Street & Alley Closings, Deeds, Encroachments & Misc. Fees	Records Search	\$50.00	per hour
30		Development	Street & Alley Closings, Deeds, Encroachments & Misc. Fees	Registration of Deed	\$76.00	per deed
31		Development	Street & Alley Closings, Deeds, Encroachments & Misc. Fees	Street & Alley Closing Application	\$1,505.00	per application

City of Windsor
User Fee Schedule

Economic Development & Innovation - Planning & Development						
Ref #	Notes	Category / Division	Sub-Category / Sub-Division	Fee / Service	2023 Fee Excluding HST (Recommended)	
					Cost	Unit of Measure
32		Development	Street & Alley Closings, Deeds, Encroachments & Misc. Fees	Teranet Fees	\$43.00	per deed
33		Transportation Planning	Traffic Studies	Motor Vehicle Collision Summary Report	\$30.00	each
34		Transportation Planning	Traffic Studies	Volumetric Flow Charis	\$20.00	each
	Notes:					
	1	GIS surcharge Applicable per application				
		There is a \$2.00 service fee for any of the above on-line transactions and a \$3.00 service fee for any over-the-counter transactions including fax and mail-in options.				
		When the online EVOLTA digital application program becomes fully released for application processing, a flat one time \$40 fee				
		The EVOLTA fee was included in the entered agreement approved by City Council CR366/2018.				

City of Windsor
User Fee Schedule

Corporate Services - Accounting					
Ref #	Notes	Category / Division	Sub-Category / Sub-Division	Fee / Service	2023 Fee Excluding HST (Recommended)
					Cost Unit of Measure
1		Accounting	Accounts Receivable	Administrative Fee (NSF Cheques - A/R)	\$50.00 per nsf cheque/returned item
2		Accounting	Payroll	Processing of Wage Assignments	\$10.00 per remittance where allowed by court on certain files

City of Windsor
User Fee Schedule

Corporate Services - Human Resources					
Ref#	Notes	Category / Division	Sub-Category / Sub-Division	Fee / Service	2023 Fee Excluding HST (Recommended)
					Cost Unit of Measure
1		Human Resources	Human Resources Administration	Corporate ID Badges	\$10.00 per badge
2		Human Resources	Human Resources Administration	Photocopy Fee	\$2.00 1st page
3		Human Resources	Human Resources Administration	Photocopy Fee	\$0.30 per additional page
4	2	Human Resources	Recruitment	Firefighter Recruitment - Administrative Fee	\$41.33 per applicant
5	1	Human Resources	Recruitment	Firefighter Recruitment - Miscellaneous Fees may be applicable (police clearance, educational documents and fitness certificate).	\$0.00 per applicant
6		Human Resources	Employee Relations	Photocopy Fee	\$2.00 1st page
7		Human Resources	Employee Relations	Photocopy Fee	\$0.30 per additional page
Notes:					
1	The Miscellaneous fees are not collected by the Corporation of the City of Windsor.				
2	Per Council Resolution CR107/2011 Human Resources can alter the Firefighter recruitment process and change the Fee Structure.				

City of Windsor User Fee Schedule

Corporate Services - Taxation						
Ref #	Notes	Category / Division	Sub-Category / Sub-Division	Fee / Service	2023 Fee Excluding HST (Recommended)	
					Cost	Unit of Measure
1		Taxation	Collections, Invest Banking	Interest on trade receivables more than 30 days past due	2.00%	per month, compounded
2		Taxation	Property Valuations	Expedited Tax Certificates	\$120.00	per certificate
3		Taxation	Property Valuations	External Tax Inquiry (ETI) On Line Transaction Fee	\$75.00	per roll number
4		Taxation	Property Valuations	New Property Account Fee	\$75.00	per roll
5		Taxation	Property Valuations	Ownership Changes	\$75.00	per roll
6		Taxation	Property Valuations	Statement of Account Fee	\$30.00	per statement
7		Taxation	Property Valuations	Tax Certificates	\$75.00	per certificate
8		Taxation	Property Valuations	Tax Receipts	\$30.00	per roll number
9		Taxation	Revenue & Collections	Additional Interested Party Notification	\$50.00	per letter
10		Taxation	Revenue & Collections	Corporate Search	\$15.00	per property plus disbursements
11		Taxation	Revenue & Collections	Current & Prior Year's Tax Information (Printed or Written)	\$10.00	per roll year
12		Taxation	Revenue & Collections	Electronic lien cancellation fee	\$15.00	per certificate plus disbursements
13		Taxation	Revenue & Collections	Electronic lien certificate fee	\$30.00	per certificate plus disbursements
14		Taxation	Revenue & Collections	Letters of Default	\$50.00	2nd Notice
15		Taxation	Revenue & Collections	Letters of Default	\$250.00	Final Letter
16		Taxation	Revenue & Collections	Local Improvements, Sewer Replacements	\$100.00	per roll
17		Taxation	Revenue & Collections	Mortgage Account Administration Fee	\$30.00	per account
18		Taxation	Revenue & Collections	Other Charges Levied Against The Tax Roll	\$50.00	per account
19		Taxation	Revenue & Collections	Registered Interested Party (up to 2 parties)	\$225.00	per letter
20		Taxation	Revenue & Collections	Registration Cost Recovery	various	
21		Taxation	Revenue & Collections	Research - Current & Prior Year's Tax Information (Printed or Written)	\$52.00	per hour
22		Taxation	Revenue & Collections	Returned Service Item (includes NSF cheques)	\$50.00	per nsf cheque/returned item
23		Taxation	Revenue & Collections	Tax Registrations	\$1,450.00	per property
24		Taxation	Revenue & Collections	Tax Sale Tender Pick-up/Drop-off	\$25.00	per tender package
25		Taxation	Revenue & Collections	Title Search	\$35.00	per property plus disbursements

City of Windsor User Fee Schedule

Legal & Legislative Services - Council Services						
Ref#	Notes	Category / Division	Sub-Category / Sub-Division	Fee / Service	2023 Fee Excluding HST (Recommended)	
					Cost	Unit of Measure
1		Records and Elections	Elections	Nomination Fee - Councillors/School Board Trustee	\$100.00	per nomination
2		Records and Elections	Elections	Nomination Fee - Mayor	\$200.00	per nomination
3		Records and Elections	Freedom of Information	Freedom of Information Request Application (mandatory and non-refundable)	\$5.00	per request
4	1	Records and Elections	Freedom of Information	Information Disk	\$10.00	per disk
5	1	Records and Elections	Freedom of Information	Photocopying	\$0.20	per page
6	1	Records and Elections	Freedom of Information	Preparing a Record	\$30.00	per hour
7	1	Records and Elections	Freedom of Information	Search a Record	\$30.00	per hour
8		Records and Elections	Printing	Photocopying (Additional Pages After the First Page)	\$0.30	per page
9		Records and Elections	Printing	Photocopying (First Page)	\$2.00	per first page
10		Records and Elections	Records	Certified Copy of Assessment Roll Pages	\$25.00	per assessment
11		Records and Elections	Records	Certified Copy of By-law or Council Resolution	\$25.00	per by-law or
12		Records and Elections	Records	Declaration of Residency Letter	\$25.00	per letter
13		Records and Elections	Records	Ownership List from Assessment Roll	\$26.00	per hour + cost of
14		Records and Elections	Records	Permanent Resident Card verification	\$10.00	per card
15		Records and Elections	Records	Records Search	\$26.00	per hour + cost of photocopying
16		Records and Elections	Vital Statistics	Civil Ceremony (During the Day)	\$250.00	per ceremony
17		Records and Elections	Vital Statistics	Death Registrations	\$50.00	per certificate
18		Records and Elections	Vital Statistics	Marriage Licence	\$135.00	per licence
19		Records and Elections	Vital Statistics	Signing Affidavits for name change and other applications	\$10.00	per affidavit
20		Records and Elections	Vital Statistics	Witness Fee (for civil ceremony)	\$25.00	per request
21	3	Policy, Gaming, Licensing	Business Licence Fees	Adult Entertainment Parlours - Owner	\$590.00	initial
22	3	Policy, Gaming, Licensing	Business Licence Fees	Adult Entertainment Parlours - Owner	\$491.00	per year
23	3	Policy, Gaming, Licensing	Business Licence Fees	Adult Entertainment Parlours - Operator	\$191.00	per year
24	3	Policy, Gaming, Licensing	Business Licence Fees	Auctioneer	\$232.00	per occurrence
25	3	Policy, Gaming, Licensing	Business Licence Fees	Auctioneer	\$191.00	per year
26	3	Policy, Gaming, Licensing	Business Licence Fees	Auto Service Stations - Car Wash	\$290.00	initial
27	3	Policy, Gaming, Licensing	Business Licence Fees	Auto Service Stations - Car Wash	\$249.00	per year
28	3	Policy, Gaming, Licensing	Business Licence Fees	Auto Service Stations - For each building or place where gasoline and oils are kept for sale	\$232.00	initial
29	3	Policy, Gaming, Licensing	Business Licence Fees	Auto Service Stations - For each building or place where gasoline and oils are kept for sale	\$191.00	per year
30	3	Policy, Gaming, Licensing	Business Licence Fees	Auto Service Stations - Motor Vehicles kept for hire or used for hire	\$232.00	initial
31	3	Policy, Gaming, Licensing	Business Licence Fees	Auto Service Stations - Motor Vehicles kept for hire or used for hire	\$191.00	per year
32	3	Policy, Gaming, Licensing	Business Licence Fees	Auto Service Stations - Motor Vehicles Storage/Sales	\$232.00	initial
33	3	Policy, Gaming, Licensing	Business Licence Fees	Auto Service Stations - Motor Vehicles Storage/Sales	\$191.00	per year
34	3	Policy, Gaming, Licensing	Business Licence Fees	Auto Service Stations - Repair, Paint or Upholstery	\$290.00	initial
35	3	Policy, Gaming, Licensing	Business Licence Fees	Auto Service Stations - Repair, Paint or Upholstery	\$249.00	per year
36	3	Policy, Gaming, Licensing	Business Licence Fees	Bed & Breakfast	\$616.00	initial
37	3	Policy, Gaming, Licensing	Business Licence Fees	Bed & Breakfast	\$191.00	per year
38	3	Policy, Gaming, Licensing	Business Licence Fees	Bill Distributor	\$191.00	per year
39	3	Policy, Gaming, Licensing	Business Licence Fees	Body Modification	\$382.00	initial
40	3	Policy, Gaming, Licensing	Business Licence Fees	Body Modification	\$191.00	per year
41	3	Policy, Gaming, Licensing	Business Licence Fees	Body Rub Parlour Owner/Operator	\$503.00	initial
42	3	Policy, Gaming, Licensing	Business Licence Fees	Body Rub Parlour Owner/Operator	\$191.00	per year
43		Policy, Gaming, Licensing	Business Licence Fees	Body Rub Parlour Attendant	\$191.00	per year
44	3	Policy, Gaming, Licensing	Business Licence Fees	Business Licence Plate Replacement	\$60.00	per plate

City of Windsor
User Fee Schedule

Legal & Legislative Services - Council Services						
Ref #	Notes	Category / Division	Sub-Category / Sub-Division	Fee / Service	2023 Fee Excluding HST (Recommended)	
					Cost	Unit of Measure
45	3	Policy, Gaming, Licensing	Business Licence Fees	Business Licence Replacement	\$25.00	per licence
46	3	Policy, Gaming, Licensing	Business Licence Fees	Carnival or Circus	\$191.00	per occurrence
47		Policy, Gaming, Licensing	Business Licence Fees	Donation Bin- For Profit Business	\$232.00	initial
48		Policy, Gaming, Licensing	Business Licence Fees	Donation Bin- For Profit Business	\$191.00	per year
49		Policy, Gaming, Licensing	Business Licence Fees	Donation Bin- Not-for-Profit Business	\$116.00	initial
50		Policy, Gaming, Licensing	Business Licence Fees	Donation Bin- Not-for-Profit Business	\$96.00	per year
51	3	Policy, Gaming, Licensing	Business Licence Fees	Entertainment Lounge	\$590.00	initial
52	3	Policy, Gaming, Licensing	Business Licence Fees	Entertainment Lounge	\$491.00	per year
53	3	Policy, Gaming, Licensing	Business Licence Fees	Escorts	\$191.00	per year
54	3	Policy, Gaming, Licensing	Business Licence Fees	Food Store	\$290.00	initial
55	3	Policy, Gaming, Licensing	Business Licence Fees	Food Store	\$191.00	per year
56	3	Policy, Gaming, Licensing	Business Licence Fees	Hawkers and Peddlers (Classes 1 and 2)	\$232.00	initial
57	3	Policy, Gaming, Licensing	Business Licence Fees	Hawkers and Peddlers (Classes 1 and 2)	\$191.00	per year
58	3	Policy, Gaming, Licensing	Business Licence Fees	Hawkers and Peddlers (Classes 3, 4 and 5)	\$191.00	per year
59	3	Policy, Gaming, Licensing	Business Licence Fees	Heating Work - Contractor	\$232.00	initial
60	3	Policy, Gaming, Licensing	Business Licence Fees	Heating Work - Contractor	\$191.00	per year
61	3	Policy, Gaming, Licensing	Business Licence Fees	Heating Work - Master	\$191.00	per year
62	3	Policy, Gaming, Licensing	Business Licence Fees	Holistic Centres	\$232.00	initial
63	3	Policy, Gaming, Licensing	Business Licence Fees	Holistic Centres	\$191.00	per year
64	3	Policy, Gaming, Licensing	Business Licence Fees	Holistic Practitioner	\$191.00	per year
65	3	Policy, Gaming, Licensing	Business Licence Fees	Hospitality - Food	\$440.00	initial
66	3	Policy, Gaming, Licensing	Business Licence Fees	Hospitality - Food	\$341.00	per year
67	3	Policy, Gaming, Licensing	Business Licence Fees	Hospitality - Food / Liquor	\$590.00	initial
68	3	Policy, Gaming, Licensing	Business Licence Fees	Hospitality - Food / Liquor	\$491.00	per year
69	3	Policy, Gaming, Licensing	Business Licence Fees	Hospitality - Liquor / Food	\$590.00	initial
70	3	Policy, Gaming, Licensing	Business Licence Fees	Hospitality - Liquor / Food	\$491.00	per year
71	3	Policy, Gaming, Licensing	Business Licence Fees	Hospitality - Lunch Counter	\$440.00	initial
72	3	Policy, Gaming, Licensing	Business Licence Fees	Hospitality - Lunch Counter	\$341.00	per year
73	3	Policy, Gaming, Licensing	Business Licence Fees	Licence Administrative Charge	\$25.00	per licence
74	3	Policy, Gaming, Licensing	Business Licence Fees	Lodging House	\$616.00	initial
75	3	Policy, Gaming, Licensing	Business Licence Fees	Lodging House	\$575.00	per year
76	3	Policy, Gaming, Licensing	Business Licence Fees	Mobile Food Vendor Class 1	\$191.00	per year
77	3	Policy, Gaming, Licensing	Business Licence Fees	Mobile Food Vendor Class 2	\$191.00	per year
78	3	Policy, Gaming, Licensing	Business Licence Fees	Mobile Food Vendor Class 3	\$191.00	per year
79		Policy, Gaming, Licensing	Business Licence Fees	Mobile Food Vendor Class 3 (Kitchen)	\$341.00	per year
80	3	Policy, Gaming, Licensing	Business Licence Fees	Mobile Sign Lessor	\$232.00	initial
81	3	Policy, Gaming, Licensing	Business Licence Fees	Mobile Sign Lessor	\$191.00	per year
82	3	Policy, Gaming, Licensing	Business Licence Fees	Mobile Vendor Agreements (all other areas)	\$675.00	per location
83	3	Policy, Gaming, Licensing	Business Licence Fees	Mobile Vendor Agreements (Downtown Windsor Business Improvement Area)	\$1,000.00	per location
84	3	Policy, Gaming, Licensing	Business Licence Fees	Old Gold Dealer	\$232.00	initial
85	3	Policy, Gaming, Licensing	Business Licence Fees	Old Gold Dealer	\$191.00	per year
86	3	Policy, Gaming, Licensing	Business Licence Fees	Personal Service	\$191.00	per year
87	3	Policy, Gaming, Licensing	Business Licence Fees	Pet Shops	\$232.00	initial
88	3	Policy, Gaming, Licensing	Business Licence Fees	Pet Shops	\$191.00	per year
89	3	Policy, Gaming, Licensing	Business Licence Fees	Plumbing work - Contractor	\$232.00	initial
90	3	Policy, Gaming, Licensing	Business Licence Fees	Plumbing work - Contractor	\$191.00	per year
91	3	Policy, Gaming, Licensing	Business Licence Fees	Plumbing work - Master	\$191.00	per year
92	3	Policy, Gaming, Licensing	Business Licence Fees	Public Hall	\$616.00	initial
93	3	Policy, Gaming, Licensing	Business Licence Fees	Public Hall	\$575.00	per year

City of Windsor User Fee Schedule

Legal & Legislative Services - Council Services						
Ref#	Notes	Category / Division	Sub-Category / Sub-Division	Fee / Service	2023 Fee Excluding HST (Recommended)	
					Cost	Unit of Measure
94	3	Policy, Gaming, Licensing	Business Licence Fees	Public Parking Lot	\$191.00	per year
95	3	Policy, Gaming, Licensing	Business Licence Fees	Public Parking Lot	\$232.00	initial
96	3	Policy, Gaming, Licensing	Business Licence Fees	Retail / Resale	\$232.00	initial
97	3	Policy, Gaming, Licensing	Business Licence Fees	Retail / Resale	\$191.00	per year
98		Policy, Gaming, Licensing	Business Licence Fees	Residential Rental	\$466.00	initial
99		Policy, Gaming, Licensing	Business Licence Fees	Residential Rental	\$275.00	per year
100	3	Policy, Gaming, Licensing	Business Licence Fees	Salvage Yards	\$290.00	initial
101	3	Policy, Gaming, Licensing	Business Licence Fees	Salvage Yards	\$249.00	per year
102	3	Policy, Gaming, Licensing	Business Licence Fees	Special Sales	\$191.00	per year
103	3	Policy, Gaming, Licensing	Business Licence Fees	Standard Letter	\$25.00	per letter
104	3	Policy, Gaming, Licensing	Business Licence Fees	Tobacconist	\$232.00	initial
105	3	Policy, Gaming, Licensing	Business Licence Fees	Tobacconist	\$191.00	per year
106		Policy, Gaming, Licensing	Bylaw Enforcement	Dirty Yard Administrative Fee	\$215.00	per hour
107		Policy, Gaming, Licensing	Bylaw Enforcement	Dirty Yard Work Order	\$215.00	per request
108		Policy, Gaming, Licensing	Bylaw Enforcement	Reinspection Related to Regulatory Bylaws and City Issued Licenses	\$215.00	per site visit
109		Policy, Gaming, Licensing	Council Services	Zoning By-Law 3072 Text	\$50.00	per copy
110		Policy, Gaming, Licensing	Council Services	Zoning By-Law 85-15	\$50.00	per copy
111		Policy, Gaming, Licensing	Council Services	Zoning By-Law 8600 Text	\$50.00	per copy
112		Policy, Gaming, Licensing	Council Services	Zoning By-Law Subscription Plan	\$100.00	per year
113		Policy, Gaming, Licensing	Dog Licence	1st, 2nd and 3rd Dog - Spayed/Neutered (Purchase prior to Feb 1)	\$17.00	per tag
114		Policy, Gaming, Licensing	Dog Licence	1st Restricted Dog (Purchase Feb - June)	\$112.00	per tag
115		Policy, Gaming, Licensing	Dog Licence	1st Restricted Dog (Purchase July to Dec)	\$139.00	per tag
116		Policy, Gaming, Licensing	Dog Licence	1st Restricted Dog (Purchase prior to Feb 1)	\$102.00	per tag
117		Policy, Gaming, Licensing	Dog Licence	1st, 2nd and 3rd Dog - Spayed/Neutered (Purchase Feb - June)	\$32.00	per tag
118		Policy, Gaming, Licensing	Dog Licence	1st, 2nd and 3rd Dog - Spayed/Neutered (Purchase July to Dec)	\$47.00	per tag
119		Policy, Gaming, Licensing	Dog Licence	1st, 2nd and 3rd Dog - Unaltered (Purchase Feb - June)	\$66.00	per tag
120		Policy, Gaming, Licensing	Dog Licence	1st, 2nd and 3rd Dog - Unaltered (Purchase July to Dec)	\$98.00	per tag
121		Policy, Gaming, Licensing	Dog Licence	1st, 2nd and 3rd Dog - Unaltered (Purchase prior to Feb 1)	\$34.00	per tag
122		Policy, Gaming, Licensing	Dog Licence	2nd Restricted Dog (Purchase Feb - June)	\$139.50	per tag
123		Policy, Gaming, Licensing	Dog Licence	2nd Restricted Dog (Purchase July to Dec)	\$167.00	per tag
124		Policy, Gaming, Licensing	Dog Licence	2nd Restricted Dog (Purchase prior to Feb 1)	\$127.00	per tag
125		Policy, Gaming, Licensing	Lottery Licences	Lottery Licensing- Break Open Tickets and Raffles	3% of prizeboard	per licence
126	4	Policy, Gaming, Licensing	Lottery Licences	Lottery Licensing- Traditional Bingo Hall	\$165.00	per event
127	2	Policy, Gaming, Licensing	Public Vehicle Licensing Fees: Livery Vehicle	Driver License	\$110.00	per year
128	2	Policy, Gaming, Licensing	Public Vehicle Licensing Fees: Livery Vehicle	Photo ID card	\$15.00	per year
129	2	Policy, Gaming, Licensing	Public Vehicle Licensing Fees: Livery Vehicle	Plate Holder Licence - Motorized	\$180.00	per year
130	2	Policy, Gaming, Licensing	Public Vehicle Licensing Fees: Livery Vehicle	Plate Holder Licence - Muscular	\$70.00	per year

City of Windsor
User Fee Schedule

Legal & Legislative Services - Council Services						
Ref #	Notes	Category / Division	Sub-Category / Sub-Division	Fee / Service	2023 Fee Excluding HST (Recommended)	
					Cost	Unit of Measure
131	2	Policy, Gaming, Licensing	Public Vehicle Licensing Fees: Livery Vehicle	Replacement Photo ID card	\$25.00	per occurrence
132	2	Policy, Gaming, Licensing	Public Vehicle Licensing Fees: Livery Vehicle	Transfer from Vehicle to Vehicle	\$70.00	per occurrence
133	2	Policy, Gaming, Licensing	Public Vehicle Licensing Fees: Livery Vehicle	Vehicle Re-Inspection	\$60.00	per occurrence
134		Policy, Gaming, Licensing	Public Vehicle Licensing Fees: Taxicab	Broker	\$60.00	per vehicle
135		Policy, Gaming, Licensing	Public Vehicle Licensing Fees: Taxicab	Driver Licence	\$110.00	per year
136		Policy, Gaming, Licensing	Public Vehicle Licensing Fees: Taxicab	Driver's List	\$30.00	per year
137		Policy, Gaming, Licensing	Public Vehicle Licensing Fees: Taxicab	Filing of leases	\$30.00	per occurrence
138		Policy, Gaming, Licensing	Public Vehicle Licensing Fees: Taxicab	Photo ID card	\$15.00	per issuance
139		Policy, Gaming, Licensing	Public Vehicle Licensing Fees: Taxicab	Plate Holder Licence	\$400.00	per year
140		Policy, Gaming, Licensing	Public Vehicle Licensing Fees: Taxicab	Replacement Photo ID card	\$25.00	per occurrence
141		Policy, Gaming, Licensing	Public Vehicle Licensing Fees: Taxicab	Transfer from Plate Holder to Plate Holder	\$400.00	per occurrence
142		Policy, Gaming, Licensing	Public Vehicle Licensing Fees: Taxicab	Transfer from Vehicle to Vehicle	\$70.00	per occurrence
143		Policy, Gaming, Licensing	Public Vehicle Licensing Fees: Taxicab	Uber Annual Licensing Fee - 1-100 Transportation Network Company Vehicles	\$5,000.00	per year
144		Policy, Gaming, Licensing	Public Vehicle Licensing Fees: Taxicab	Uber Annual Licensing Fee - 101-250 Transportation Network Company Vehicles	\$7,500.00	per year
145		Policy, Gaming, Licensing	Public Vehicle Licensing Fees: Taxicab	Uber Annual Licensing Fee - 251-500 Transportation Network Company Vehicles	\$15,000.00	per year
146		Policy, Gaming, Licensing	Public Vehicle Licensing Fees: Taxicab	Uber Annual Licensing Fee - 501-750 Transportation Network Company Vehicles	\$20,000.00	per year
147		Policy, Gaming, Licensing	Public Vehicle Licensing Fees: Taxicab	Uber Annual Licensing Fee - 751-1000 Transportation Network Company Vehicles	\$25,000.00	per year
148		Policy, Gaming, Licensing	Public Vehicle Licensing Fees: Taxicab	Uber Annual Licensing Fee - 1001 plus Transportation Network Company Vehicles	\$30,000.00	per year
149		Policy, Gaming, Licensing	Public Vehicle Licensing Fees: Taxicab	Uber Trip Fees	\$0.11	per trip
150		Policy, Gaming, Licensing	Public Vehicle Licensing Fees: Taxicab	Vehicle Re-Inspection	\$60.00	per occurrence
151		Policy, Gaming, Licensing	Public Vehicle Licensing Fees: Towing	Each Driver	\$20.00	per year
152		Policy, Gaming, Licensing	Public Vehicle Licensing Fees: Towing	Each Vehicle	\$52.00	per year

City of Windsor
User Fee Schedule

Legal & Legislative Services - Council Services							
Ref#	Notes	Category / Division	Sub-Category / Sub-Division	Fee / Service	2023 Fee Excluding HST (Recommended)		
					Cost	Unit of Measure	
153		Policy, Gaming, Licensing	Public Vehicle Licensing Fees: Towing	Owner	\$105.00	per year	
154		Policy, Gaming, Licensing	Public Vehicle Licensing Fees: Towing	Photo ID card	\$15.00	per year	
155		Policy, Gaming, Licensing	Public Vehicle Licensing Fees: Towing	Replacement Photo ID card	\$25.00	per occurrence	
Notes:							
1	Fees are established through regulation 832 of the Municipal Freedom of Information Protection and Privacy Act. Note other fees may apply as per MFIPPA.						
2	By-Law 137-2007 Schedule 2 approved by Council in 2007.						
3	The entire Business Licence Fee Schedule was last approved by Council in 2005. The Fire Inspection Fee increase was approved during the 2015 Operating Budget Process.						
4	E-bingo will yield 3.0% of Net Gaming Win each quarter as per the Standard Agreement between the City of Windsor and the Ontario Lottery and Gaming Corporation.						
	There is a \$2.00 service fee for any of the above on-line transactions and a \$3.00 service fee for any over-the-counter transactions including fax and mail-in options exclusive of Business, Lottery and Dog Licenses.						
HST Notes:							
1	Unless incidental to exempt supply.						

City of Windsor
User Fee Schedule

Legal & Legislative Services - Fire & Rescue						
Ref #	Notes	Category / Division	Sub-Category / Sub-Division	Fee / Service	2023 Fee Excluding HST (Recommended)	
					Cost	Unit of Measure
		Fire Apparatus	Fire Apparatus	MTO Inspection as per WFR sheet:		
1		Fire Apparatus	Fire Apparatus	Light Truck	\$120.00	per hour
2		Fire Apparatus	Fire Apparatus	2-axle Pumper or Heavy Rescue	\$120.00	per hour
3		Fire Apparatus	Fire Apparatus	3-axle Pumper, Aerial or Heavy Rescue	\$120.00	per hour
		Fire Apparatus	Fire Apparatus	Ladder Testing:		
4		Fire Apparatus	Fire Apparatus	Attic	\$120.00	per hour
5		Fire Apparatus	Fire Apparatus	Roof or Ground	\$120.00	per hour
6		Fire Apparatus	Fire Apparatus	Extension (10 ft. extension -\$10 Pull; \$10 Load)	\$120.00	per hour
7		Fire Apparatus	Fire Apparatus	Bangor	\$120.00	per hour
8		Fire Apparatus	Fire Apparatus	NFPA Pump Service as per WFR Sheet	\$120.00	per hour
9		Fire Apparatus	Fire Apparatus	adjust pump packing	\$120.00	per hour
10		Fire Apparatus	Fire Apparatus	NFPA Pump Test with tank to pump flow	\$120.00	per hour
11		Fire Apparatus	Fire Apparatus	with 2 side hard suction add:	\$120.00	per hour
12		Fire Apparatus	Fire Apparatus	Standard Foam System Calibration	\$120.00	per hour
13		Fire Apparatus	Fire Apparatus	Flow meter adjust during pump test	\$120.00	per hour
14		Fire Apparatus	Fire Apparatus	Complete set-up and adjust flowmeter at hydrant	\$120.00	per hour
		Fire Apparatus	Fire Apparatus	Fit Test:		
15		Fire Apparatus	Fire Apparatus	First person 1/2 hr(each additional 1/3 hr)	\$120.00	per hour
16		Fire Apparatus	Fire Apparatus	1 day use	\$88.75	per day
17		Fire Apparatus	Fire Apparatus	1 week use	\$188.75	per use
18		Fire Apparatus	Fire Apparatus	2 weeks	\$310.75	per use
19		Fire Apparatus	Fire Apparatus	1 month	\$577.00	per use
20		Fire Apparatus	Fire Apparatus	SCBA Testing	\$120.00	per hour
21		Fire Apparatus	Fire Apparatus	SCBA Repair	\$120.00	per hour
22		Fire Apparatus	Fire Apparatus	General repair and services	\$120.00	per hour
23		Fire Communications	Dispatch	Central Dispatch	\$1.94	per capita
24		Fire Communications	Dispatch	Central Dispatch Records	\$40.00	per hour
25		Fire Prevention	Fire Prevention	Building Manager Fire Safety Training	\$40.00	per participant
26		Fire Prevention	Fire Prevention	Business Licence Reinspections	\$150.00	per hour
27		Fire Prevention	Fire Prevention	Fire Investigation Report - Not Attended	\$150.00	per hour
28		Fire Prevention	Fire Prevention	Fire Extinguisher Training	\$375.00	per session
29		Fire Prevention	Fire Prevention	Fire Safety Plan Review	\$150.00	per hour
30		Fire Prevention	Fire Prevention	Firework Pyro Application & Review	\$300.00	per application
31		Fire Prevention	Fire Prevention	General Inspections & Applications	\$150.00	per hour
32	1	Fire Prevention	Fire Prevention	Fire Department Realtor Letter	\$100.00	per letter
33	1	Fire Prevention	Fire Prevention	Fire Department Realtor Letter-Expedited Services (within 48hrs)	\$150.00	per letter
34		Fire Prevention	Fire Prevention	Lockbox Program	\$75.00	each
35		Fire Prevention	Fire Prevention	Re-Inspections with Fire Code deficiencies	\$150.00	per hour
36		Fire Prevention	Fire Prevention	Fire Investigation Report - Attended	\$300.00	each
37		Fire Prevention	Fire Prevention	Site Plan Control Review	\$300.00	each
38		Fire Prevention	Fire Prevention	Special Events Application & Review - Major	\$300.00	per application
39		Fire Prevention	Fire Prevention	Special Events Application & Review - Minor	\$175.00	per application

City of Windsor
User Fee Schedule

Legal & Legislative Services - Fire & Rescue					
Ref #	Notes	Category / Division	Sub-Category / Sub-Division	Fee / Service	2023 Fee Excluding HST (Recommended)
					Cost Unit of Measure
40		Fire Rescue	Fire Rescue	Emergency Assistance for Emergencies beyond normal fire protection. Rate subject to change based on MTO updates.	\$543.03 /hour per piece of apparatus + consumable inventory + 10% admin charge
41		Fire Rescue	Fire Rescue	Failure to Locate Utilities/Gas Lines Strike. Rate subject to change based on MTO updates.	\$543.03 per hour/piece of apparatus
42		Fire Rescue	Fire Rescue	Malicious Fire Alarm Activation	\$1,350.00 per event
43		Fire Rescue	Fire Rescue	Multiple Responses due to unmaintained equipment	\$1,350.00 per event
44		Fire Rescue	Fire Rescue	MTO Rate for Fire Services on Provincially owned portions of roads and highways. Rate subject to change based on MTO updates.	\$543.03 /hour per piece of apparatus + consumable inventory + 10% admin charge
45		Fire Rescue	Fire Rescue	MVA Responses to Non-Resident Vehicles and vehicles over 5 ton. (Out of Country vehicles HST not applicable) Rate subject to change based on MTO updates.	\$543.03 /hour per piece of apparatus + consumable inventory + 10% admin charge
46		Fire Training	Training	Burn Tower Rental	\$200.00 per day
Notes:					
1	Includes 7% GIS surcharge				

City of Windsor
User Fee Schedule

Legal & Legislative Services - Legal Services						
Ref #	Notes	Category / Division	Sub-Category / Sub-Division	Fee / Service	2023 Fee Excluding HST (Recommended)	
					Cost	Unit of Measure
1		Legal Services & Real Estate	Legal Services	Amending Subdivision/Condominium	\$956.80	per agreement
2		Legal Services & Real Estate	Legal Services	By-law deleting Part Lot Control from lands with registered plans of subdivision	\$1,159.76	per plan plus \$50.00 per unit
3		Legal Services & Real Estate	Legal Services	Committee of Adjustment - Agreements, Deeds, Easements	\$382.72	per document
4		Legal Services & Real Estate	Legal Services	Connect to Sewer Agreements	\$510.29	per agreement
5		Legal Services & Real Estate	Legal Services	Copies of Documents (each additional page after first page)	\$0.54	per page
6		Legal Services & Real Estate	Legal Services	Copies of Documents (first page of each document)	\$2.15	per page
7		Legal Services & Real Estate	Legal Services	Deeds, Quit Claim Deeds, Easements	\$255.14	per document plus \$50.00 a unit
8		Legal Services & Real Estate	Legal Services	Demolition Agreements	\$382.72	per agreement
9		Legal Services & Real Estate	Legal Services	Discharge of Mortgage	\$289.94	per discharge
10		Legal Services & Real Estate	Legal Services	Encroachment Agreements	\$382.72	per agreement
11		Legal Services & Real Estate	Legal Services	Mortgages (preparation)	\$382.72	per mortgage
12		Legal Services & Real Estate	Legal Services	Release of Agreements, Easements, Deeds	\$255.14	per agreement plus \$50.00 per unit
13		Legal Services & Real Estate	Legal Services	Release of Encroachment Agreement	\$255.14	per agreement
14		Legal Services & Real Estate	Legal Services	Servicing Agreements	\$666.85	per agreement plus \$50.00 per unit
15		Legal Services & Real Estate	Legal Services	Site Plan Control Agreement	\$956.80	per agreement
16		Legal Services & Real Estate	Legal Services	Condominium Agreements	\$1,913.59	per plan plus \$50.00 per unit
17		Legal Services & Real Estate	Legal Services	Subdivision Agreements	\$2,437.81	per plan plus \$50.00 per unit

City of Windsor
User Fee Schedule

Legal & Legislative Services - Purchasing, Risk & POA							
Ref #	Notes	Category / Division	Sub-Category / Sub-Division	Fee / Service	2023 Fee Excluding HST (Recommended)		
					Cost	Unit of Measure	
1		Provincial Offences	Provincial Offences	Copies of documents - not requiring certification	\$5.00	per document	
2		Provincial Offences	Provincial Offences	Copies of documents - requiring certification	\$10.00	per certification	
3	2	Provincial Offences	Provincial Offences	minimum charge per transcript ordered	\$50.00	per transcript	
4	2	Provincial Offences	Provincial Offences	non-appeal transcripts - first copy, per page	\$5.00	per page	
5	2	Provincial Offences	Provincial Offences	non-appeal transcripts - additional copies, per page	\$1.00	per page	
6	2	Provincial Offences	Provincial Offences	other appeal transcripts - additional copies, per page	\$0.55	per page	
7	2	Provincial Offences	Provincial Offences	other appeal transcripts - first copy, per page	\$3.20	per page	
8		Provincial Offences	Provincial Offences	Record of Conviction	\$25.00	per record	
9		Provincial Offences	Provincial Offences	Retrieval from storage of Court file	\$50.00	per file	
10		Provincial Offences	Provincial Offences	Search Request	\$50.00	per search	
11		Provincial Offences	Provincial Offences	Sign Default Certificate	\$25.00	per certificate	
12	2	Provincial Offences	Provincial Offences	single copy for purpose of reproduction in appeal to Court of Appeal	\$3.75	per page	
13		Provincial Offences	Provincial Offences	Collection Fee for fines/cases that have gone into default	\$35.00	per case	
14	2	Provincial Offences	Provincial Offences	Transcripts:			
15		Purchasing	Purchasing	Deposit Fee for Tender/Proposal - Electronic Documents	\$25.00	per deposit	
16	1	Purchasing	Purchasing	Deposit Fee for Tender/Proposal over \$5,000,000	\$100.00	per deposit	
17	1	Purchasing	Purchasing	Deposit Fee for Tender/Proposal valued b/t \$1,000,000 and \$5,000,000	\$75.00	per deposit	
18	1	Purchasing	Purchasing	Deposit Fee for Tender/Proposal valued b/t \$100,000 and \$1,000,000	\$50.00	per deposit	
19	1	Purchasing	Purchasing	Deposit Fee for Tender/Proposal valued b/t \$50,000 and \$100,000	\$25.00	per deposit	
Notes:							
1		The deposit fee amounts are not policy, but rather guidelines used to charge vendors. As each tender has different requirements					
2		All transcript orders are subject to prepayment in full based on Court Monitor's estimate					

City of Windsor
User Fee Schedule

Community Services - Communications						
Ref #	Notes	Category / Division	Sub-Category / Sub-Division	Fee / Service	2023 Fee Excluding HST (Recommended)	
					Cost	Unit of Measure
1		Call Centre	211 Call Centre	E-Blast	\$88.50	per document

City of Windsor User Fee Schedule

Community Services - Parks & Facilities						
Ref #	Notes	Category / Division	Sub-Category / Sub-Division	Fee / Service	2023 Fee Excluding HST (Recommended)	
					Cost	Unit of Measure
1	2	Parks	Forestry	Commemorative Tree Program	\$600.00	tree
2	2	Parks	Forestry	Commemorative Tree Program	\$800.00	plaque
3		Parks	Forestry	House Moving Route Clearance	\$60.00	inspection letter
4		Parks	Forestry	Street Trees	\$520.00	tree
5		Parks	Horticulture	Horticultural Logo	\$675.00	logo
6	2	Parks	Horticulture	Large Displays	\$1,605.00	display
7	2	Parks	Horticulture	Medium Displays	\$855.00	display
8	2	Parks	Horticulture	Small Displays	\$284.00	display
9	2	Parks	Horticulture	Small Displays with set up	\$385.00	display
10		Parks	Residential Development or Re-Development	All other row dwellings	\$936.36	dwelling unit
11		Parks	Residential Development or Re-Development	Duplex dwelling units	\$57.22	frontage ft of lot
12		Parks	Residential Development or Re-Development	Multiple dwellings	\$936.36	dwelling unit
13		Parks	Residential Development or Re-Development	Row dwellings fronting public streets	\$57.22	frontage ft of lot
14		Parks	Residential Development or Re-Development	Semi-Detached dwelling units	\$57.22	frontage ft of lot
15		Parks	Residential Development or Re-Development	Single Detached dwelling units	\$57.22	frontage ft of lot
16		Parks	Ojibway Nature Center	JK - Grade 8 Customized Program	\$2.25	per hour per student
17		Parks	Ojibway Nature Center	High School & Post Secondary Program	\$2.46	per hour per student
18		Parks	Ojibway Nature Center	Group Activity Program (less than 14 people)	\$41.00	per hour
19		Parks	Ojibway Nature Center	Group Activity Program (14 people or more)	\$3.08	per hour per person
20	1	Parks	Ojibway Nature Centre	- Advanced - Adults (Physical activity)	\$6.92	hour
21	1	Parks	Ojibway Nature Centre	- Introductory - Adults (Physical activity)	\$5.13	hour
22		Parks	Ojibway Nature Centre	- Introductory Children	\$4.19	per hour
23		Parks	Ojibway Nature Centre	- Advanced - Children	\$5.81	per hour
24	1	Parks	Ojibway Nature Centre	Audio Visual Equipment	\$30.75	Day
25	1	Parks	Ojibway Nature Centre	After Hours Extra Booking Fee	\$20.50	per hour
26	1	Parks	Ojibway Nature Centre	Entire Centre	\$205.02	hour
27	1	Parks	Ojibway Nature Centre	Natural History Consulting Fee	\$92.26	hour
28	1	Parks	Ojibway Nature Centre	Prairie Room	\$43.05	hour
29	1	Parks	Ojibway Nature Centre	Woodland Room	\$28.70	Hour
30	2	Parks	Operations	City of Windsor lots Weed Cutting (>0.50 acre)	\$471.00	per cut
31	2	Parks	Operations	City of Windsor Lots Weed Cutting per hour	\$138.00	per hour
32		Parks	Operations	Commemorative Wood Bench	\$2,600.00	per bench
33		Parks	Operations	Commemorative Metal Bench	\$4,200.00	per bench
34	1	Parks	Operations	Parks Development Fees	\$57,940.19	acre
35	2	Parks	Operations	Private Lots Weed Cutting per hour	\$0.00	per hour
36		Parks	Operations	Vacant Lots Cleaning	\$105.00	per hour
37		Parks	Operations	Vacant Lots Snow Removal	\$135.00	per hour
				FAIRBAIRN CEMETERY		
				INTERMENT RIGHTS (LOTS)		
				At Need Lots (graves cannot be selected/purchased in advance)		
38		Parks	Operations	Adult/Youth	\$962.00	each
39		Parks	Operations	Child	\$420.00	each
40		Parks	Operations	Cremation	\$372.00	each

City of Windsor
User Fee Schedule

Community Services - Parks & Facilities						
Ref #	Notes	Category / Division	Sub-Category / Sub-Division	Fee / Service	2023 Fee Excluding HST (Recommended)	
					Cost	Unit of Measure
41		Parks	Operations	Veteran	\$263.00	each
				<u>Preferred Lots (graves may be selected/purchased in advance)</u>		
42		Parks	Operations	Single	\$1,923.00	each
43		Parks	Operations	Single Grave with Foundation	\$2,296.00	each
44		Parks	Operations	Child	\$384.00	each
45		Parks	Operations	2-Graves	\$2,884.00	each
46		Parks	Operations	2-Grave Adult Plot Shared Monument	\$7,224.00	each
47		Parks	Operations	3-Graves	\$4,080.00	each
48		Parks	Operations	4-Graves	\$5,763.00	each
49		Parks	Operations	6-Graves	\$7,629.00	each
50		Parks	Operations	Cremation	\$454.00	each
51		Parks	Operations	2-Grave Cremation	\$2,026.00	each
52		Parks	Operations	Veteran (Single)	\$1,807.00	each
				INTERMENT SERVICES (BURIAL)		
				<u>Adult</u>		
53		Parks	Operations	Monday-Friday	\$929.00	each
54		Parks	Operations	Saturday/Sunday	\$1,418.00	each
55		Parks	Operations	Statutory Holiday	\$1,654.00	each
				<u>Child</u>		
56		Parks	Operations	Monday-Friday	\$462.00	each
57		Parks	Operations	Saturday/Sunday	\$867.00	each
58		Parks	Operations	Statutory Holiday	\$1,020.00	each
				<u>Infant</u>		
59		Parks	Operations	Monday-Friday	\$347.00	each
60		Parks	Operations	Saturday/Sunday	\$551.00	each
61		Parks	Operations	Statutory Holiday	\$657.00	each
				<u>Cremated Remains</u>		
62		Parks	Operations	Monday-Friday	\$362.00	each
63		Parks	Operations	Saturday/Sunday	\$614.00	each
64		Parks	Operations	Statutory Holiday	\$719.00	each
				<u>Scattering of Cremated Remains</u>		
65		Parks	Operations	Monday-Friday	\$294.00	each
66		Parks	Operations	Saturday/Sunday	\$625.00	each
67		Parks	Operations	Statutory Holiday	\$1,392.00	each
68		Parks	Operations	Veteran	\$525.00	each
				<u>Additional Fees</u>		
69		Parks	Operations	Late Arrival Fee (arrival at cemetery after 3/4 pm)	\$204.00	each
70		Parks	Operations	Less Than 24 hours Notice	\$184.00	each
71		Parks	Operations	Winter Burial Fee	\$115.00	each
72		Parks	Operations	Use of Lowering Device	\$142.00	each
73		Parks	Operations	Cement Burial Vault	\$704.00	each
74		Parks	Operations	Extra Deep to Permit Second Burial in Same Grave	\$552.00	each
75		Parks	Operations	Use of Marquee (tent)	\$63.00	each
76		Parks	Operations	Grave Liners-Adult	\$368.00	each
77		Parks	Operations	Grave Liners-Child	\$158.00	each
78		Parks	Operations	Granite Slab Grave Cover-Extra	\$704.00	each
				DISINTERMENT		

City of Windsor
User Fee Schedule

Community Services - Parks & Facilities						
Ref #	Notes	Category / Division	Sub-Category / Sub-Division	Fee / Service	2023 Fee Excluding HST (Recommended)	
					Cost	Unit of Measure
				<u>Removal and Re-interment in same Cemetery</u>		
79		Parks	Operations	Adult	\$2,138.00	each
80		Parks	Operations	Child	\$1,801.00	each
81		Parks	Operations	Infant	\$1,801.00	each
82		Parks	Operations	Cremated Remains	\$547.00	each
				<u>Removal and Re-interment in another Cemetery</u>		
83		Parks	Operations	Adult	\$2,222.00	each
84		Parks	Operations	Child	\$2,128.00	each
85		Parks	Operations	Infant	\$1,865.00	each
86		Parks	Operations	Cremated Remains	\$546.00	each
				<u>Additional Fees</u>		
87		Parks	Operations	Additional Charges when vault truck is required (PLUS: Mileage)	\$372.00	each
88		Parks	Operations	Disinterment of extra deep interment	\$320.00	each
89		Parks	Operations	Disinterment with wooden cremation vault	\$56.00	each
90		Parks	Operations	Disinterment of a cremation vault	\$56.00	each
91		Parks	Operations	Disinterment of wooden casket without container	\$662.00	each
				MISCELLANEOUS CHARGES		
92		Parks	Operations	Transfer of Certificate-Registration of transfer (when a grave is purchased a Deed is issued in name of the interment rights owner)	\$22.00	each
93		Parks	Operations	Transfer of Certificate-Preparation of transfer	\$75.00	each
94		Parks	Operations	Replacement Certificate of Interment Rights	\$115.00	each
95		Parks	Operations	Genealogical Research	\$11.00	each
96		Parks	Operations	Duplication Certificate	\$27.00	each
97		Parks	Operations	Transfer Fees, Administration and Title Search	\$69.00	each
98		Facilities	Facility Operations	Caretaking Fees (external clients)	\$56.80	hour
99		Facilities	Facility Operations	Caretaking Fees (internal clients)	\$56.80	hour
100		Facilities	Facility Operations	Maintenance Fees (external clients)	\$71.61	hour
101		Facilities	Facility Operations	Maintenance Fees (internal clients)	\$71.61	hour
102		Facilities	Facility Operations	Maintenance Vehicle Rental Fees (external clients)	\$9.00	hour
103		Facilities	Facility Operations	Maintenance Vehicle Rental Fees (internal clients)	\$9.00	hour
104		Facilities	Facility Operations	Power Cart	\$60.00	Day
105		Facilities	Facility Operations	Project Management Admin. Fee for Minor Capital Projects	10%	Project Expense
106		Facilities	Facility Operations	Skilled Trades Fees	\$78.94	hour
	Notes:					
	1	These fees include HST.				
	2	Updated based on cost recovery Increases to materials and salary rate increases				

City of Windsor User Fee Schedule

Community Services - Recreation & Culture						
Ref.#	Notes	Category / Division	Sub-Category / Sub-Division	Fee / Service	2023 Fee Excluding HST (Recommended)	
					Cost	Unit of Measure
* Note: All Recreation User Fees include HST except Programs for children 14 and under. Implementation date may be January 1st, April 1st or June 1st depending on program.						
1		Recreation	Administration	Program Refunds	\$10.00	Each
2				Photocopying Fee (.30 each additional page)	\$2.00	1st Page
3				Permit Amendment Fee	\$5.30	Each
4				Customer Care Centre Recoveries (Including Mackenzie Hall) - External	5% of Sales + \$1.13 per ticket	
5				Customer Care Centre Recoveries - Internal	4% Gross Sales	
6				Administration Fee (NSF cheques, closed accounts, etc.)	\$50.00	Each
7		Recreation	Discounts	Senior Citizens	10%	
8				Family Registration	10%	
9				Financial Assistance for Persons on Ontario Works (OW) or Ontario Disability Support Program (ODSP)	15% Client Payment	
					85% Financial Assistance	
10		Community Programming	Aquatics: Admissions Windsor Residents WIATC/AB	Water Park - Full Day - 42 Inches Tall and Over	\$20.25	Day
11				Water Park - Full Day - UNDER 42 Inches Tall	\$15.00	Day
12				Water Park - Star Light - 42 Inches Tall & Over	\$14.00	Day
13				Water Park - Star Light - 42 Inches Tall & Over	\$10.25	Day
14				Water Park Children - 2 Years and Under (Not Yet 3 - You Are Free)	Free	2 yrs & Under
15				Group Rate - Full Day (15+)	\$13.25	Day
16				Group Rate - Star Light (15+)	\$10.00	Day
17				Cannon Cove Dry Play Place	\$5.00	Day
18				Cannon Cove Dry Play Place with Water Park Admission	\$2.50	Day
19				Family Aquatic Complex - Land Lover Admission - Full Day	\$5.00	Day
20				Family Aquatic Complex - Land Lover Admission - Star Light	\$2.50	Day

City of Windsor User Fee Schedule

Community Services - Recreation & Culture						
Ref #	Notes	Category / Division	Sub-Category / Sub-Division	Fee / Service	2023 Fee Excluding HST (Recommended)	
					Cost	Unit of Measure
* Note: All Recreation User Fees include HST except Programs for children 14 and under. Implementation date may be January 1st, April 1st or June 1st depending on program.						
21		Community Programming	Aquatics: Admissions General Admission WIATC/AB	Water Park - Full Day - 42 Inches Tall and Over	\$26.25	Day
22				Water Park - Full Day - UNDER 42 Inches Tall	\$20.25	Day
23				Water Park - Star Light - 42 Inches Tall and Over	\$16.50	Day
24				Water Park - Star Light - UNDER 42 Inches Tall	\$13.00	Day
25				Water Park Children - 2 Years and Under (Not Yet 3 - You Are Free)	Free	2 yrs & Under
26				Cannon Cove Dry Play Place	\$5.00	Day
27				Cannon Cove Dry Play Place with Water Park Admission	\$2.50	Day
28				Family Aquatic Complex - Land Lover Admission - Full Day	\$5.00	Day
29				Family Aquatic Complex - Land Lover Admission - Star Light	\$2.50	Day
30		Community Programming	Aquatics: Memberships	Adult Aquatic and Fitness Memberships - Gino and Liz Marcus, Adle Knox, WFCU and WIATC. Natatorium and outdoor pools offering Fit Lanes or drop in Aqua Fit during summer season.	\$346.50	Year
31				\$197.20	6 Months	
32				\$109.75	3 Months	
33				\$38.30	1 Month	
34				Includes access to the Fitness Centre, Fit Lanes and Drop In	\$6.00	Visit
35		Community Programming	Teen Aquatic Membership OR Fitness Centre Only Memberships: Weight Room Only	Adult Fitness Memberships - Windsor Water World and Gino and Liz Marcus. Includes access to the Fitness Centre during regularly scheduled hours.	\$229.30	Year
36				\$129.75	6 Months	
37				\$72.40	3 Months	
38				\$25.65	1 Month	
39				Teen Aquatic Membership - fitness lengths only (no fitness centre) at GAM, AKH, WIATC or WFCU	\$3.00	Visit
40		Community Programming	Aquatics Adventure Bay Memberships	Family Aquatic Complex - Water Park - 42 Inches Tall and Over - Annual	\$162.00	Year
41				Family Aquatic Complex - Water Park - 42 Inches Tall and Over - Academic Year (Sept - End of June)	\$108.70	10 Months
42				Family Aquatic Complex - Water Park - 42 Inches Tall and Over - Holiday/March Break Season (1 Week March or 2 Weeks Dec/Jan)	\$31.80	1 Week March or 2 Weeks Dec/Jan
43				Family Aquatic Complex - Water Park - 42 Inches Tall and Over - Summer Season (July 1 - Labour Day)	\$55.40	2 Months
44				Family Aquatic Complex - Water Park & Cannon Cove - 42 Inches Tall and Over	\$191.80	Year
45				Family Aquatic Complex - Water Park - UNDER 42 Inches Tall	\$117.25	Year
46				Family Aquatic Complex - Water Park - UNDER 42 Inches Tall - Academic Year (Sept - End of June)	\$77.60	10 Months
47				Family Aquatic Complex - Water Park - UNDER 42 Inches Tall - Holiday/March Break Season (1 Week March or 2 Weeks Dec/Jan)	\$21.20	1 Week March or 2 Weeks Dec/Jan
48				Family Aquatic Complex - Water Park - UNDER 42 Inches Tall - Summer Season (July 1 - Labour Day)	\$42.40	2 Months
49				Family Aquatic Complex - Water Park & Cannon Cove - Under Height Requirement	\$146.00	Year
50				Family Aquatic Complex - Dry Play Place (Cannon Cove) - Children Under 12	\$55.40	Year
51		Community Programming	Aquatics: INDOOR AND OUTDOOR PER PERSON Recreational Swims	Family and Recreational Swims (Indoor Pools): 2 yrs old & Under (with paid Adult)	Free	2 yrs & Under
52				Family and Recreational Swims (Indoor Pools): Child/Youth (3-18)	\$3.00	Child/Youth
53				Family and Recreational Swims (Indoor Pools): Adult (19+)	\$4.00	Adult/Senior

City of Windsor User Fee Schedule

Community Services - Recreation & Culture						
Ref #	Notes	Category / Division	Sub-Category / Sub-Division	Fee / Service	2023 Fee Excluding HST (Recommended)	
					Cost	Unit of Measure
* Note: All Recreation User Fees Include HST except Programs for children 14 and under. Implementation date may be January 1st, April 1st or June 1st depending on program.						
54		Community Programming	Aquatics:	Family and Recreational Swims (Indoor Pools): Family	\$12.00	Family
55			Swim Passes	Family and Recreational Swims (Indoor Pools): Pre-school Swim 5 & Under With Parent or Caregiver	\$2.25	Per Person (No Matter What Age)
56			Windsor International Aquatic	Swim Pass: Individual Summer Swim Pass - Child	\$53.30	Child
57				Swim Pass: Individual Summer Swim Pass - Adult	\$58.50	Adult
58		Community Programming	Aquatics:	Swim Pass: Family Summer Swim Pass	\$170.50	Family
59			Learn to Swim: Parent & Tot 1,2,3	\$8.00	30 min. class	
60			Learn to Swim: Preschool Levels 1 to 5	\$8.00	30 min. class	
61			Learn to Swim: Swimmer 1 & 2	\$8.00	30 min. class	
62			Learn to Swim: Swimmer 3, 4, 5, 6	\$8.00	45 min. class	
63			Learn to Swim: Rookie, Ranger, Star	\$8.00	45 min. class	
64			Learn to Swim: Adult 1 and 2	\$9.00	45 min. class	
65			Learn to Swim: Learn to Swim Program (1:4 ratio)	\$11.25	30 min. class	
66			Learn to Swim: Learn to Swim Program (1:6 ratio)	\$14.50	45 min. class	
67			Aquatics:	Aquatic Leadership Training: Bronze Star	\$66.75	12 hours
68			Leadership Training	Aquatic Leadership Training: Bronze Medallion/Emerg First Aid Includes All Exam Time	\$195.00	24 Hours
69				Aquatic Leadership Training: Bronze Cross/Standard First Aid Includes All Exam Time	\$226.00	28 Hours
70			Aquatic Leadership Training: LSS Assistant Instructor	\$149.00	18 hours	
71			Aquatic Leadership Training: National Lifeguard Pool Option Includes All Exam Time	\$226.00	40 Hours	
72			Aquatic Leadership Training: LSS Swim and LS Instructor Course	\$396.50	40 Hours	
73			Aquatic Leadership Training: National Lifeguard Recertification	\$56.50	4 hours	
74			Aquatic Leadership Training: Standard First Aid	\$123.25	16 hours	
75			Aquatic Leadership: CPRC	\$46.25	6 Hours	
76			Aquatic Leadership: Standard First Aid/CPR C Recert	\$66.75	8 Hours	
77		Community Programming	Aquatics:	Private Lesson - Swimming	\$29.75	1 person/30 min.
78			PRIVATE	Seml Private (2+ Participants) - Swimming	\$19.25	Each/30 Min
79			Learn to Swim			
80			Aquatics:	50 Metre - Lane Only (Lifeguard Costs Extra)	\$23.25	Hour
81			Rentals	25 Metre - Lane Only (Lifeguard Costs Extra)	\$11.50	Hour
				25 Metre - Lane Only - WIATC Middle Tank ONLY (Lifeguard Costs Extra)	\$12.50	Hour
82				Therapy Pool OR Splash Pad Rental - WFCU Centre (Lifeguard Costs Extra)	\$23.50	Hour
83				Lap Pool, Splash Pad and Therapy Pool Rental - WFCU Centre (Lifeguard Costs Extra)	\$117.00	Hour
84				WIATC Natatorium Facility Rental - Space Use ONLY	\$319.75	Hour
85				Water Park - Flow Rider Rental (Includes 2 Lifeguards)	\$255.50	Per Hour
86			Aquatics:	Extra Lifeguard Fee	\$25.75	Hour
87			Other Fees	Timing System Operator	\$51.75	Hour
88		Community Programming	WIATC Atrium Rental Rates	Entire Lower Lobby (Atrium) - 4 Hours	\$716.25	4 hours
89				Entire Lower Lobby (Atrium) - 8 Hours	\$1,043.25	8 hours
90				Entire Lower Lobby (Atrium) - 12 Hours	\$1,391.25	12 Hours
91				West Lobby between Natatorium and WECSHOF	\$66.50	Per Hour
92				West Lobby between Natatorium and WECSHOF - 4 Hours	\$260.75	4 hours

City of Windsor User Fee Schedule

Community Services - Recreation & Culture						
Ref #	Notes	Category / Division	Sub-Category / Sub-Division	Fee / Service	2023 Fee Excluding HST (Recommended)	
					Cost	Unit of Measure
* Note: All Recreation User Fees include HST except Programs for children 14 and under. Implementation date may be January 1st, April 1st or June 1st depending on program.						
93				West Lobby between Natatorium and WECSHOF - 8 Hours	\$391.25	8 hours
94				West Lobby between Natatorium and WECSHOF - 12 Hours	\$521.75	12 Hours
95				East Lobby (along north windows) OR North Lobby (window corner)	\$89.50	Per Hour
96				East Lobby OR North Lobby - 4 Hours	\$347.75	4 hours
97				East Lobby OR North Lobby - 8 Hours	\$521.75	8 hours
98				East Lobby OR North Lobby - 12 Hours	\$695.50	12 Hours
99				South Lobby A (by fireplace) or South Lobby B (nearest to stairs)	\$44.75	Per Hour
100				South Lobby A or South Lobby B - 4 Hours	\$173.75	4 hours
101				South Lobby A or South Lobby B - 8 Hours	\$260.75	8 hours
102				South Lobby A or South Lobby B - 12 Hours	\$347.75	12 Hours
103				Vendor Table in any public space location	\$24.00	Per Hour
104				Booth/display on site overnight	Based on space used	
105		Community Programming	WIATC Meets/Events (Excludes Quantum System/Electronic Board Operator or Lifeguard)	Single Ended Mini Meet - No Electronics	\$190.00	Per Hour
106				Single Ended Short Course (25m) Meet - 1 Day	\$370.00	Per Hour
107				Single Ended Short Course (25m) Meet - 2 or More Days	\$309.00	Per Hour
108				Single Ended Long Course (50m) Meet - 1 Day	\$463.00	Per Hour
109				Single Ended Long Course (50m) Meet - 2 or More Days	\$386.00	Per Hour
110				Double Ended Short and Long Course - 1 Day	\$535.00	Per Hour
111				Double Ended Short and Long Course - 2 or More Days	\$386.00	Per Hour
112				Aquatic Event Late Information Submission (<2 wks prior to event start)	\$50.00	Per Day Past Due
113		Community Programming	A La Carte Water Park Rates - Based on 2 Hour Minimum	Lazy River including 4 Lifeguards	\$223.50	Per hour
114				Play Structure and Tot Loch including 9 Lifeguards	\$426.50	Per hour
115				Play Structure, Tot Loch, Wave Pool and Activity Pool including 12 Lifeguards	\$692.50	Per hour
116				Activity Pool including 1 Lifeguard	\$63.75	Per hour
117				Whizzard, Python, Master Blaster, Wave Pool and FlowRider including 13 Lifeguards	\$858.00	Per hour
118				Wave Pool including 4 Lifeguards	\$223.50	Per hour
119		Community Programming	Community Centre: Seasonal Activities & School Programs	Introductory Youth (Physical & Non Physical)	\$4.05	Hour
120				Workshop - Youth (3 or less classes) (Physical & Non Physical)	\$6.05	Hour
121				Introductory - Adults (Non physical)	\$5.70	Hour
122				Workshop - Adults (3 or less classes) (Non physical)	\$7.75	Hour
123				Introductory - Adults (Physical Activity)	\$5.45	Hour
124				Advanced - Adults (Physical Activity)	\$7.25	Hour
125				Introductory - Adults (Physical Activity) (Drop in)	\$7.50	Hour
126				Advanced - Adults (Physical Activity) (Drop in)	\$9.55	Hour
127				1:4 Youth Program Fee	\$15.00	Hour
128				1:6 Youth Program Fee	\$7.50	Hour
129				Super Saturdays Activity Fee (Youth) (Plus Program Fee)	\$92.50	10 Saturdays
130				Extra Staffing Fee	\$24.75	Hour
131				Private Lessons (Piano, Guitar, Vocal)	\$18.35	Half Hour
132				Weekly Gym Recreation Program Adults- Unsupervised/Unstructured (2 Hours/week) Prime Time	\$3.90	Hour
133				Drop in Sports (Unsupervised, Unstructured, Come and Go as please (Max 2.5 Hours) Youth	\$1.50	Youth

City of Windsor
User Fee Schedule

Community Services - Recreation & Culture						
Ref #	Notes	Category / Division	Sub-Category / Sub-Division	Fee / Service	2023 Fee Excluding HST (Recommended)	
					Cost	Unit of Measure
* Note: All Recreation User Fees include HST except Programs for children 14 and under. Implementation date may be January 1st, April 1st or June 1st depending on program.						
134				Drop In Sports (Supervised, Unstructured, Come and Go as please (Max 2.5 Hours) Youth	\$2.50	Youth
135				Drop In Sports (Unsupervised, Unstructured, Come and Go as please (Max 2.5 Hours) Adult	\$4.50 \$5.50	Adult Non-Prime Adult Prime

City of Windsor User Fee Schedule

Community Services - Recreation & Culture						
Ref#	Notes	Category / Division	Sub-Category / Sub-Division	Fee / Service	2023 Fee Excluding HST (Recommended)	
					Cost	Unit of Measure
* Note: All Recreation User Fees include HST except Programs for children 14 and under. Implementation date may be January 1st, April 1st or June 1st depending on program.						
136		Community Programming	Community Centre: Day Camp	Weekly Day Camp Fees	\$132.00	Week/50Hr Wk
137				Daily Day Camp Fees	\$33.00	Day
138				Specialty Day Camp Fees	\$171.00	Week/50Hr Wk
139		Community Programming and Sports Services	Community Centres, WFCU & Arena Auditoriums Rental Fees Applicable to Community Centres and Arena Auditoriums except for Willistead and Mackenzie Hall	Kitchen Only	\$28.25	Hour
140				Single Meeting Room - Tournaments	\$228.25	Day/Per Room
141				Single Meeting Room - NON PRIME	\$26.75	Hour/Per Room
142				Single Meeting Room - PRIME	\$43.25	Hour/Per Room
143				Double Room (formerly AB) - NON PRIME	\$40.50	Hour/Per Room
144				Double Room (formerly AB) - PRIME	\$58.00	Hour/Per Room
145				Triple Room (Formerly ABC Room) - NON PRIME (Only WFCU / FGA/CPRC 1/2 Auditorium)	\$56.00	Hour/Rm
146				Triple Room (Formerly ABC Room) - PRIME (Only WFCU / FGA/CPRC 1/2 Auditorium)	\$71.75	Hour/Rm
147				Reception Hall (Only WFCU & CPRC) - NON PRIME	\$71.75	Hour/Rm
148				Reception Hall (Only WFCU & CPRC) - PRIME	\$99.25	Hour/Rm
149				Leisure Gym for Sporting Event (WFCU & C.C.) - NON PRIME	\$29.75	Hour/Per Room
150				Leisure Gym for Sporting Event (WFCU & C.C.) - PRIME	\$49.50	Hour/Per Room
151				Leisure Gym for Non-Sporting Events - NON PRIME (WFCU & C.C.)	\$44.00	Hour/Per Room
152				Leisure Gym for Non-Sporting Events - PRIME (WFCU & C.C.)	\$64.00	Hour/Per Room
153				Large Sports Gym for Sporting Event - NON PRIME (WFCU, AMC & CPRC)	\$41.00	Hour/Rm
154				Large Sports Gym for Sporting Event - PRIME (WFCU, AMC & CPRC)	\$58.00	Hour/Rm
155				Large Sports Gym for Non-Sporting Events - NON PRIME (WFCU ,AMC & CPRC)	\$47.25	Hour/Rm
156				Large Sports Gym for Non-Sporting Events - PRIME (WFCU, AMC & CPRC)	\$70.25	Hour/Rm
157				Mon-Friday Daytime Only Full Day Max. 8 Hrs Excludes Reception Hall & Triple Room - one room only	\$201.75	Day
158				Mon-Friday Daytime Only Half Day Max. 4 Hrs Excludes Reception Hall & Triple Room - one room only	\$107.00	Half Day
159				Weekend - Daily Alcohol & Non Alcohol - Full Day (Only C.C. & Forest Glade Arena, CPRC 1/2 auditorium)	\$506.00	Day
160				Weekend - Daily Alcohol & Non Alcohol - Half Day (Only C.C., Forest Glade Arena & CPRC 1/2 Auditorium)	\$268.00	Half Day
161				Reception Hall / Leisure Gym - Daily Alcohol & Non Alcohol (Only WFCU)	\$1,056.00	Day
162				Setup and Take Down Staff Fee (Room Rentals)	\$40.00	Rental
163				Reception Hall - Daily Alcohol & Non Alcohol (WFCU & CPRC)	\$770.00	18 hours
164				Reception Hall - Daily Alcohol & Non Alcohol (WFCU & CPRC)	\$627.00	10 hours
165				Reception Hall - Daily Alcohol & Non Alcohol - (WFCU & CPRC)	\$400.00	4 hours
166		Setup and Take Down Fee (Arenas only)	\$90.75	1-100 chairs		
167		Setup and Take Down Fee (Arenas only)	\$136.50	101-150 chairs		
168		Setup and Take Down Fee (Arenas only)	\$181.75	151 or more chairs		

City of Windsor User Fee Schedule

Community Services - Recreation & Culture						
Ref.#	Notes	Category / Division	Sub-Category / Sub-Division	Fee / Service	2023 Fee Excluding HST (Recommended)	
					Cost	Unit of Measure
* Note: All Recreation User Fees include HST except Programs for children 14 and under. Implementation date may be January 1st, April 1st or June 1st depending on program.						
169		Community Programming	BIRTHDAY PARTIES: Excludes Food and Supplies	Partial WFCU main bowl concourse area for fitness	\$31.50	Hour
170				Projector, Sound System; Aquatic Starter Rental; Start Block Removal or Relocation per set	\$53.25	Each
171				Electrician	\$46.00	Hour
172				Forklift	\$43.00	Hour
173				Room Rental Refundable Deposit (Includes Birthday Parties)	\$100.00	Deposit
174				Reception Hall Refundable Deposit	\$200.00	Deposit
175				1-15 Children (Community Centres only) - Ages 6+	\$159.25	2 Hours
176				16-30 Children (Community Centres only) - Ages 6+	\$268.25	2 Hours
177				1-16 Children (Gymnastic Party)	\$262.75	2 Hours
178				16-24 Children (Gymnastic Party)	\$317.75	2 Hours
179				1-15 Children (Family Birthday Party)	\$206.00	2 Hours
180				16-30 Children (Family Birthday Party)	\$312.00	2 Hours
181				1-15 Children (Nerf Party)	\$185.00	2 Hours
182				16-30 Children (Nerf Party)	\$288.00	2 Hours
183		1-20 Children (Aquatic Party)	\$255.00	2 Hours		
184		21-30 Children (Aquatic Party)	\$340.00	2 Hours		
185		31-40 Children (Aquatic Party)	\$394.00	2 Hours		
186		Community Programming	Malden Park Visitor Centre: Rentals	Non Alcohol Rental - Hourly (Includes Patio)	\$66.75	Hourly
187				Non Alcohol Rental - Daily (Includes Patio)	\$504.00	12 Hours
188				Alcohol Rental - Hourly (Includes Patio)	\$100.00	Hourly
189				Alcohol Rental - Daily (Includes Patio)	\$762.75	12 Hours
190				Rental - Non-Profit (Includes Patio)	\$41.75	Hour
191				Rental - Non-Profit - Kitchen	\$50.00	Flat Rate
192				Patio Rental Only (Under 4 Hours)	\$30.00	Hourly
193				Patio Rental - (4 Hours and Over)	\$97.00	Flat Rate
194				Patio Rental - Non-Profit Only (Under 4 Hours)	\$18.75	Hourly
195				Patio Rental - Non-Profit (4 Hours and Over)	\$62.00	Flat Rate
196				Malden Park Visitor Centre Sound System	\$25.00	Flat Rate
197		Sports Services	Stadia Rental and Light Usage	Baseball Stadium: Lit - Adult	\$63.50	Hourly
198				Baseball Stadium: Unlit - Adult	\$40.75	Hourly
199				Baseball Stadium: Lit - Youth	\$60.00	Hourly
200				Baseball Stadium: Unlit - Youth	\$38.25	Hourly
201				Soccer Stadium: Lit - Adult	\$57.25	Hourly
202				Soccer Stadium: Unlit - Adult	\$31.75	Hourly
203				Soccer Stadium: Lit - Youth	\$54.25	Hourly
204				Soccer Stadium: Unlit - Youth	\$30.00	Hourly
205				John Ivan: Adult Diamonds 1 & 2	\$38.00	Hourly
206				John Ivan: Youth Diamonds 1 & 2	\$30.25	Hourly
207				John Ivan: Adult Diamonds 3 to 6 (Unlit)	\$31.00	Hourly
208		John Ivan: Youth Diamonds 3 to 6 (Unlit)	\$22.50	Hourly		
209		Sports Services	Sports Fields: Other Fees	Additional Dragging and Lining (first daily groom, no charge)	\$45.00	Per Diamond
210				Fee for Reconfiguring Diamonds	\$85.00	\$220 Max/Day
211				Unauthorized Use of Recreation Facilities	\$500.00	Infraction per Field
212		Sports Services	Sports Fields: Other Bookings/Casual Bookings	Open Field Lit - Adult	\$23.75	Hourly
213				Open Field Unlit - Adult	\$14.50	Hourly
214				Open Field Lit - Youth	\$21.00	Hourly
215				Open Field Unlit - Youth	\$13.00	Hourly
216				Cross Country	\$95.25	4 Hr Time Slot
217				Sports Court Rental - Tournaments, private lessons, for profit	\$5.00	Court/Hr
218		Special Events	Special Events:	Park Rentals: Major Events (Entire Park)	\$567.75	Day

City of Windsor
User Fee Schedule

Community Services - Recreation & Culture						
Ref#	Notes	Category / Division	Sub-Category / Sub-Division	Fee / Service	2023 Fee Excluding HST (Recommended)	
					Cost	Unit of Measure
* Note: All Recreation User Fees Include HST except Programs for children 14 and under. Implementation date may be January 1st, April 1st or June 1st depending on program.						
219			Parks	Park Rentals: Minor Events	\$131.75	Day
220				Community Permit	\$62.00	Day
221				Commercial Park Permit (Fitness Classes, Yoga, etc.)	\$10.00	Hour
222				Lanspeary (Non Ice) Rental - Minimum 2 Day Rental May - October	\$586.00	Day/Minimum 2 Day Rental
223				Charles Clark Square (Non Ice), Civic Terrace	\$586.00	Day
224				Weddings & Ceremonies	\$128.75	Day
225		Special Events: Riverfront Festival Plaza		For Festival Plaza Rental Events (Prime - June - October) Minimum 2 Day Rental	\$1,956.00	Day/ Minimum 2 Day Rental Weekly Max \$9,520
226				For Festival Plaza Rental Events (Non Prime - January - May & November - December) No Minimum	\$1,956.00	Day/Weekly Max \$9,410
227				Festival Plaza - Added Fee - Riverfront Access	\$231.50	Event
228				Other Fees	TBD	Use
229		Special Events: Vessel Docking (Dieppe Gardens)		Non Private Charter	\$180.25	24 Hrs
230				Private Charter	\$1,274.25	24 Hrs
231				Water Service	\$376.00	Flat Rate

City of Windsor User Fee Schedule

Community Services - Recreation & Culture						
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					Cost	Unit of Measure
* Note: All Recreation User Fees include HST except Programs for children 14 and under. Implementation date may be January 1st, April 1st or June 1st depending on program.						
232		Special Events	Special Events: Permits	Picnic Permits	\$74.00	Day
233				Picnic Permits With Shelter - 100 Capacity	\$93.00	Day
234				Picnic Permits With Shelter - Over 100 Capacity	\$173.25	Day
235				Farmers Market - Seasonal Rates - With Amenities	\$2,317.00	Seasonally
236				Farmers Market - Seasonal Rates - Without Amenities	\$231.50	Seasonally
237		Special Events	Special Events: Equipment Rentals	Bleachers + Transportation Costs - Limited Use	\$163.50	Unit Plus Transportation Costs
238				Barricades	\$10.50	Per/Day
239				Garbage Cans	\$10.50	Per/Day
240				Power Cart < 10 Vendors	\$100.75	Per/Day
241				Power Cart > 10 Vendors	\$165.00	Per/Day
242				Fold & Go Bleachers	\$747.75	1st Day
243				Fold & Go Bleachers	\$302.50	After 1st day
244				Hydration Station (Includes Towing Fee)	\$450.00	Day
245				Community Event Banner Poles (Ouellette Ave.): \$50 for removal, reinstallation	\$377.00	2-3 WK
246				Community Event Banner Poles (Ouellette Ave.): \$50 for removal, reinstallation	\$196.00	1 Week
247		Special Events	Special Events: Showmobile	Showmobile: Use within City Limits: Includes Labour and Transportation	\$938.00	Day or part thereof
248				Showmobile: Use outside of City Limits: Includes Labour and Transportation	\$1,250.00	Day or part thereof
249				Showmobile: Use outside of County Limits:	TBD	Day or part thereof
250		Mobile Stage		Use within City Limits Includes Labour and Transportation	\$671.75	Day or part thereof
251				Use outside of City Limits Includes Labour and Transportation	\$893.00	Day or part thereof
252				Use outside of City Limits (Non Charitable Groups): Plus Transportation and labour, costs to be recovered	TBD	Day or part thereof

City of Windsor User Fee Schedule

Community Services - Recreation & Culture						
Ref #	Notes	Category / Division	Sub-Category / Sub-Division	Fee / Service	2023 Fee Excluding HST (Recommended)	
					Cost	Unit of Measure
* Note: All Recreation User Fees include HST except Programs for children 14 and under. Implementation date may be January 1st, April 1st or June 1st depending on program.						
253			Special Events: Administrative Fees	Noise By-Law Waiver	\$106.50	Each
254				Temporary Road Closure (Special Events) (Minor)	\$106.50	Each
255				Temporary Road Closure (Special Events) (Major)	\$159.75	Each
256				Letter Of Non-Objection	\$80.00	Each
257				Special Event Revisions After Approvals	\$160.00	Event
258				Riverfront Festival Plaza Deposit Fee	\$1,035.00	Event
259		Sports Services	Arena Rate Schedule: Ice Rates, Minor Hockey & Figure Skating Arena Rentals	Prime Ice Rates (All Hrs Except Non-Prime)	\$210.00	Hour
260				Non Prime Ice Rates: Weekday Hours between 8am - 3pm	\$192.50	Hour
261				Youth Prime Ice Rate	\$192.50	Hour
262				Seniors & Schools Rate (Weekday hours between 8 am - 3pm; except holidays)	\$104.50	Hour
263		Sports Services	Rinks: Miscellaneous Fees	Youth - Arena Floor Rental (Non-Ice)	\$81.50	Hour
264				Adult - Arena Floor Rental (Non-Ice)	\$102.50	Hour
265				Youth - Arena Floor Rental (Non-Ice)	\$831.25	Day
266				Adult - Arena Floor Rental (Non-Ice)	\$1,022.75	Day
267				Nets (for rentals - more than two)	\$5.50	Net
268				Vendor Lobby Room space with table	\$24.00	Hour
269				Vendor Lobby Room space with table (Non-Profit)	\$11.25	Hour
270				Public Skating Sponsorship Fee - Indoor	\$296.00	2 Hours
271				Public Skating Sponsorship Fee - Outdoor	\$125.00	2 Hours
272				WFCU Staging Pieces	\$56.50	Price Per 4'x8'
273				WFCU Parking Lot Fee (commercial/Exclusive Use)	\$68.00	HOURL
274				Overnight Dressing Room	\$77.50	Night
275				Dedicated Storage Space	\$2.60	Per Sq. Ft.
276				Dedicated Office Space	\$5.70	Per Sq. Ft.
277				Dedicated Dressing Room Space	\$8.80	Per Sq. Ft.
278		Sports Services	Rinks: Public Ice Skating Admssion	Public Skating Admission: Indoor Arenas: 18 and Under & Seniors (60+)	\$3.25	Person
279				Public Skating Admission: Indoor Arenas Adults - 19 & Over	\$3.50	Person
280				Public Skating Admission: Indoor Arenas: Family	\$11.75	Family
281				Figure Skate/Hockey Skills Per Person	\$12.00	Person
282		Sports Services	Outdoor Rinks: Skating Rink Rentals	Rentals - Lanspeary Outdoor Rink: Ice Rentals- Youth, Senior, Minor Associations, Family Skates, Sponsorship Public Skates	\$115.50	Hour
283				Rentals - Lanspeary Outdoor Rink: Ice Rentals - Adult or For Profit	\$126.00	Hour
284				School Rates (weekdays between 8 am - 3 pm)	\$60.75	Hour
285				Staff Overtime (Remain in dressing room beyond 1/2 hour)	100%	Cost Recovery
286		Sports Services	Lakeview Park Marina: Seasonal Mooring Wells (May 1 to Oct 31)	Seasonal Mooring May 1 to Oct 31: - Hydro/Water (Greater of Slip or Boat Size)	\$64.00	Per Foot
287				Seasonal Mooring May 1 to Oct 31 Commercial: - Hydro/Water (Greater of Slip or Boat Size)	\$81.50	Per Foot
288			Lakeview Park Marina: Other Fees	Seasonal Mooring - Transient Mooring (Daily)	\$2.00	Per Foot
289				Seasonal Mooring - Transient Mooring (Monthly)	25% of Seasonal Rate	Month
290				Pavilion at Lakeview Park Marina (conditions apply)	\$92.00	Booking
291				Mid-Week 3 Day Special (Sunday to Thursday): Excludes Holidays	\$121.50	3 Nights
292				Peche Island Tours	\$7.75	Person

City of Windsor User Fee Schedule

Community Services - Recreation & Culture								
Ref #	Notes	Category / Division	Sub-Category / Sub-Division	Fee / Service	2023 Fee Excluding HST (Recommended)			
					Cost	Unit of Measure		
* Note: All Recreation User Fees include HST except Programs for children 14 and under. Implementation date may be January 1st, April 1st or June 1st depending on program.								
293				Peché Island Tours - 2 Years and Under (Not Yet 3 - You Are Free)	Free	2 yrs & Under		
294				Jet Ski/ Dinghy Fee (Designated Area)	\$230.00	Season		
295				Jet Ski Dock Unit	\$500.00	Unit/Season		
296				Additional Parking Pass (1st 2 are free)	\$11.50	Day		
297				Overnight Trailer and Vehicle Parking	\$11.50	Night		
298				Weekend Trailer and Vehicle Parking (2 night max)	\$20.25	Weekend		
299				2nd Slip (smallest slip registered to boater)	50% of Seasonal Rate	Season		
300				Service Fees: Subleasing and-cancellation	\$171.00	Each/Season		
301				Boat Launching Ramps: Daily	\$15.00	Daily		
302				Boat Launching Ramps: Seasonal	\$187.25	Seasonal		
303				Boat Launching Ramps: Seniors (60 yrs & up) - Seasonal	\$130.75	Seasonal		
304				Boat Launching Ramps: Commercial	\$503.50	Seasonal		
305				Boat Launching Ramps: Sanitary Pumpout (Free with \$75 Fuel Purchase Monday-Friday)	\$15.00	Each		
306				Kayak Racks - 1 Rack	\$85.00	Per Kayak/Season		
307				Kayak Racks - 2 Racks	\$150.00	Per 2 Kayaks/Season		
308				Community and Heritage Facilities	Mackenzie Hall Rentals (without admission)	Court Auditoriums: Arts\Culture Use	\$70.25	Hour
309						Macdonald Room/Court Annex/Main Gallery: Arts\Culture Use	\$37.00	Hour
310						Court Auditoriums: General Use (Non-Prime Time days and evenings)	\$96.50	Hour
311						Court Auditoriums: General Use - Prime	\$104.50	Hour
312						Macdonald Room/Court Annex/Main Gallery: Arts\Culture uses (Non-Prime time days and evenings)	\$34.25	Hour
313						Macdonald Room/Court Annex/Main Gallery: General Use - Prime	\$43.00	Hour
314				Mackenzie Hall Rentals (With admission)		Court Auditoriums: Arts\Culture Use	\$85.25	Hour
315						Macdonald Room/Court Annex/Main Gallery: Arts\Culture Use	\$39.75	Hour
316						Court Auditoriums: All other uses (Non-Prime Time days and evenings)	\$108.50	Hour
317		Court Auditoriums: All other uses	\$125.25			Hour		
318		Macdonald Room/Court Annex/Main Gallery: All other uses (Non-Prime Time days and evenings)	\$43.00			Hour		
319		Macdonald Room/Court Annex/Main Gallery: All other uses	\$53.50			Hour		
320		Mackenzie Hall Misc		Ontario Tribunals	\$180.00	Hour		
321				Group Tours: Adults (19+)	\$4.25	Adults		
322				Group Tours: Seniors (60+)	\$3.75	Seniors		
323				Group Tours: Children (18 & below)	\$2.75	Children		
324				Group Tours: School/Student/Community Group	\$2.75	School/Student		
325				Special Tour	\$80.00	Hour		
326				Mackenzie Hall Park: Gazebo for Weddings	\$226.00	Event		
327				Service Fees: Technician Fee	\$60.25	Hour		
328				Extra Staffing Fee	\$24.25	Hour		
329				Screen, TV, VCR, DVD	\$10.50	Each		
330				Microphone, Microphone Stand, CD Player, Coffee/Tea Urn	\$5.20	Each		
331				Mixer, Stage Set-Up	\$21.25	Each		

City of Windsor User Fee Schedule

Community Services - Recreation & Culture						
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					Cost	Unit of Measure
* Note: All Recreation User Fees include HST except Programs for children 14 and under. Implementation date may be January 1st, April 1st or June 1st depending on program.						
332		Community and Heritage Facilities	Mackenzie Hall Linen	Speakers (Pair), Amplifier	\$26.50	Each
333				Art Exhibitions	\$35.50	Day
334				Photo Session	\$119.50	Hour
335				Security Deposit	\$200.00	Event
336				Napkins - White	\$0.25	Each
337				72"x72" (Round and 5') - White	\$2.00	Each
338				90"x90" (Skirt Long Tables) - White	\$3.50	Each
339				54"x120" (8' Banquet Tables) - White	\$3.50	Each
340				Napkins - Colour	\$0.50	Each
341				72"x72" (Round and 5') - Colour	\$2.25	Each
342		90"x90" (Skirt Long Tables) - Colour	\$4.50	Each		
343		54"x120" (8' Banquet Tables) - Colour	\$4.00	Each		
344		Community and Heritage Facilities	Willistead	Morning/Billiard/Library; Reception w/ dance only (54ppl) - Prime	\$922.25	Event
345				Morning/Billiard/Library; Reception w/ dance only (54ppt) - Non Prime	\$574.00	Event
346				Morning/Billiard/Library Room; Inside Ceremony (80 ppl); Reception (54 ppl) - Prime	\$1,473.00	Event
347				Morning/Billiard/Library Room; Inside Ceremony (80 ppl); Reception (54 ppl) - Non-Prime	\$917.00	Event
348				Morning/Billiard/Library; Outside Ceremony (100 ppl); Reception (54 ppl) - Prime	\$1,849.00	Event
349				Morning/Billiard/Library; Outside Ceremony (100 ppl); Reception (54 ppl) - Non-Prime	\$1,377.00	Event
350				Morning/Billiard/Library 4 Hours Rental - Prime	\$913.00	4 Hours
351				Morning/Billiard/Library 4 Hours Rental - Non-Prime Monday - Thursday	\$401.00	4 Hours
352				Morning/Billiard/Library + Dining Room 4 Hours Rental - Non-Prime Mon-Thursday - Meetings/Performances (Arts/Culture)	\$443.00	4 Hours
353				Dining Room Ceremony (52 ppl); reception/Dinner (32 ppl) - Prime	\$413.00	Event
354				Dining Room Ceremony (52 ppl); reception/Dinner (32 ppl) - Non-Prime	\$228.00	Event
355				North/East Gallery Reception w/ dance only (100 -120 ppl) - Prime	\$1,315.00	Event
356				North/East Gallery Reception w/ dance only (100 -120 ppl) - Non-Prime	\$1,032.00	Event
357				North/East Gallery Ceremony Inside (52 - 80 ppl); Reception (100 - 120 ppl) - Prime	\$2,012.00	Event
358				North/East Gallery Ceremony Inside (52 - 80 ppl); Reception (100 - 120 ppl) - Non-Prime	\$1,376.00	Event
359				North/East Gallery Ceremony Outside (100 ppl); Reception (100 - 120 ppl) - Prime	\$2,215.00	Event
360		North/East Gallery Ceremony Outside (100 ppl); Reception (100 - 120 ppl) - Non-Prime	\$1,605.00	Event		
361		North/East 4 Hour Rental - Prime	\$1,302.00	4 Hours		
362		North/East 4 Hour Rental - (Arts/Culture/Heritage) Non-Prime Monday - Thursday	\$445.00	4 Hours		
363			Great Hall Photos and/or Ceremony Inside	\$235.00	Event	
364			Paul Martin Garden Photos (no manor access)	\$153.00	Event	

City of Windsor User Fee Schedule

Community Services - Recreation & Culture						
Ref#	Notes	Category / Division	Sub-Category / Sub-Division	Fee / Service	2023 Fee Excluding HST (Recommended)	
					Cost	Unit of Measure
* Note: All Recreation User Fees include HST except Programs for children 14 and under. Implementation date may be January 1st, April 1st or June 1st depending on program.						
365				Bridal Room (Walker bedroom, subject to availability)	\$149.00	Event
366				Coach House Meeting Room	\$304.00	Event
367				Coach House Meeting Room (Arts/Culture/Heritage)	\$166.00	Event
368				Dining Room Ceremony Inside - Prime	\$787.00	Event
369				Dining Room Ceremony Inside - Non-Prime (Monday-Thursday)	\$573.00	Event
370				Outside Ceremony only; Paul Martin Gardens (100 ppl) - Prime	\$991.00	Event
371				Outside Ceremony only; Paul Martin Gardens (100 ppl) - Non-Prime	\$802.00	Event
372				Drawing Room - Small Ceremony (20 ppl) - Prime	\$418.00	Event
373				Drawing Room - Small Ceremony (20 ppl) - Non-Prime	\$304.00	Event
374				Willstead Manor Full Manor - 120 seated/225 cocktail - Prime	\$4,276.00	Event
375				Willstead Manor Full Manor - 120 seated/225 cocktail - Non-Prime	\$2,294.00	Event
376				Space Discount	Negotiable	Event
377				Public Tours-Adults	\$6.25	Event
378				Public Tours-Children	\$2.75	Event
379				Public Tours-Seniors	\$5.25	Event
380				Scheduled Tours	\$5.25	Event
381				Baby Grand Piano	\$112.50	Each
382			Duff Baby	Tour of Duff Baby	\$67.50	Tour
383			Art Cart Tour	Regularly Scheduled Art Cart Tours	FREE	
384				Booked Art Cart Tour (non-public hours) 1 Hour	\$67.50	Flat Rate
385				Booked Art Cart Tour (non-public hours) 1.5 Hour	\$101.00	Flat Rate
386			Windsor Community Museum	Book wrapping - 1 book	\$8.50	Each
387				Book wrapping - 3 books or more	\$5.70	Each
388				Commercial User of Museum Windsor Images	\$35.00	Each
389				Encapsulation - 1 item	\$11.40	Each
390				Encapsulation - 2 or more items	\$8.55	Each
391				Encapsulation - items larger than 4"x4"	\$22.55	Each
392				Photocopying (per page legal and letter)	\$0.25	Each
393				Photocopying (per Ledger page 11 x 17)	\$0.50	Each
394				Research (first 15 minutes)	FREE	
395				Research (each additional 15 minutes)	\$17.00	Flat Rate
396				Map Service Fees (1-5 sheets)	\$22.50	Flat Rate
397				Map Service Fees (6-10 sheets)	\$28.00	Flat Rate
398				Map Service Fees (11-15 sheets)	\$34.00	Flat Rate
399				Map Service Fees (16-20 sheets)	\$40.25	Flat Rate
400				Scanning/Printing of Images	\$8.00	Image
401				Microfiche/Film Reproduction (8 1/2 x 11 output)	\$2.25	Page
402				Microfiche/Film Reproduction emailed or mailing of CD	\$2.25	Page
403				Outreach Lecture (Performed by Willstead, Sculpture Park or Museum Windsor)	\$50.00	Each
404				Specialty Walking Tour	\$5.50	Person
405				School/Group Programs	\$5.50	Student
406				After hours Booking Fee	\$67.50	Flat Rate
407		Community and Heritage Facilities	Chimczuk Museum	Adults	\$5.50	Per Person
408			Admission/Program and	Students 3 - 24 age with student card	\$4.50	Per person
409			Membership Fees	Seniors	\$4.50	Per person

City of Windsor
User Fee Schedule

Community Services - Recreation & Culture						
Ref #	Notes	Category / Division	Sub-Category / Sub-Division	Fee / Service	2023 Fee Excluding HST (Recommended)	
					Cost	Unit of Measure
* Note: All Recreation User Fees include HST except Programs for children 14 and under. Implementation date may be January 1st, April 1st or June 1st depending on program.						
410				Adult/Senior - Joint Admission - Chlmczuk Museum & Art Gallery of Windsor (\$8 AGW + \$5.50 Chlmczuk Museum)	\$13.25	Per person
411				Family - using existing Family definition in fee schedule	\$17.00	Family
412				School Children with pre-booked visit	\$3.40	Per person
413				School Children with pre-booked program min. 15 students required per booking	\$5.50	Per person
414				School Children pre-booked double program min. 15 students required per booking	\$8.50	Per person
415				Adult pre-booked group min 15 adults required per booking	\$4.70	Per person
416				Adult pre-booked group program min 15 adults required per booking	\$6.75	Per person
417				Family membership to include a companion pass that can be used with visiting grandparent/cousin/friend	\$56.40	Per person
418				Individual membership	\$17.10	Per person
419				Museum Members & Museum Volunteer Group - Gift Shop Purchase Discount	10%	Discount
420				Museum Members & Museum Volunteer Group - Supplementary Program Fee Discount	10%	Discount
HST Notes:						
1 Only if this is a program of events and is provided primarily to children under 15.						
2 Unless this is a program of events and is provided primarily to children under 15.						
3 Unless sponsorship is by way of advertising in the media.						

City of Windsor
User Fee Schedule

Community Services -Security & Special Activities						
Ref #	Notes	Category / Division	Sub-Category / Sub-Division	Fee / Service	2023 Fee Excluding HST (Recommended)	
					Cost	Unit of Measure
1		SAC	SAC Operations	Event Set-Up Fees (External)	\$34.49	hour
2		SAC	SAC Operations	Chairs (External)	\$1.50	Each
3		SAC	SAC Operations	Tables (External)	\$11.00	Each
4		SAC	SAC Operations	Podium (External)	\$30.00	Each
5		SAC	SAC Operations	Sound System: Microphone, Speakers & Mixing Board (External)	\$100.00	Lump Sum
6		SAC	SAC Operations	Caretaking Fees (external clients)	\$56.80	hour
7		SAC	SAC Operations	Caretaking Fees (internal clients)	\$56.80	hour
8		SAC	SAC Operations	Maintenance Fees (external clients)	\$71.61	hour
9		SAC	SAC Operations	Maintenance Fees (internal clients)	\$71.61	hour

City of Windsor User Fee Schedule

Infrastructure Services - Engineering						
Ref#	Notes	Category / Division	Sub-Category / Sub-Division	Fee / Service	2023 Fee Excluding HST (Recommended)	
					Cost	Unit of Measure
Note: All Development and Geomatics products include a 7% GIS Surcharge Fee						
1		Development	Development	Annual Encroachment Inspection Fee	\$68.00	per inspection
2		Development	Development	Annual Encroachment Permit Fee - Commercial	\$12.00	per sq. ft.
3		Development	Development	Annual Encroachment Permit Fee - Downtown	\$25.00	per sq. ft.
4		Development	Development	Annual Encroachment Permit Fee - Industrial	\$2.30	per sq. ft.
5		Development	Development	Annual Encroachment Permit Fee - Institutional	\$5.00	per sq. ft.
6		Development	Development	Annual Encroachment Permit Fee - Parking	\$350.00	per space
7		Development	Development	Annual Encroachment Permit Fee - Residential	\$10.00	per sq. ft.
8	1	Development	Development	Annual Moving/Oversized Load Permit	\$2,460.75	Vehicle/Year
9	2	Development	Development	City Share of Private Drain Connection Replacement Cost Rebate (Max) (CR189-2014)	\$2,000.00	Per replacement
10	2	Development	Development	City Share of Private Drain Connection Replacement Cost rebate at 50% of the cost of replacement subject to meeting eligibility criteria (CR189/2014)	50.00%	Per replacement
11	5	Development	Development	City Share of Private Drain Connection Replacement Cost Rebate in established Downspout Disconnection Areas subject to meeting eligibility criteria	\$4,000.00	Per replacement
12		Development	Development	Encroachment Application Fee (includes G.I.S. fee)	\$229.25	per application
13		Development	Development	Encroachment Surcharge (Refundable Indemnity deposit)	\$102.00	per application
14		Development	Development	Engineering/Development Review Fee	4%	Total Construction Cost
15		Development	Development	Environmental Compliance Approval Review Process Non-refundable Administration Fees	\$1,019.00	per application & Re-application ** for 1-50 lots/Units
16		Development	Development	Environmental Compliance Approval Review Process Non-refundable Administration Fees	\$1,630.50	per application & Re-application ** for 51-100 lots/Units
17		Development	Development	Environmental Compliance Approval Review Process Non-refundable Administration Fees	\$2,853.25	per application & Re-application ** for 101-200 lots/Units
18		Development	Development	Environmental Compliance Approval Review Process Non-refundable Administration Fees	\$3,668.50	per application & Re-application ** for greater than 200 Lots/Units
19		Development	Development	Environmental Protection Act, s. 179.1, Administrative Processing Fee	\$200.00	per application
20		Development	Development	Environmental Site Audit Letter	\$68.25	Per Letter
21		Development	Development	Hard Surface Restoration - Administration Fee	\$210.00	Per Project
22		Development	Development	Hard Surface Restoration - Asphalt (up to 4 inches)	\$2,020.00	Per 10x12 Ft pit
23		Development	Development	Hard Surface Restoration - Asphalt (over 4 inches)	\$2,100.00	Per 10x12 Ft pit
24		Development	Development	Hard Surface Restoration - Asphalt on Concrete	\$2,844.00	Per 10x12 Ft pit
25		Development	Development	Hard Surface Restoration - Concrete (up to 6 inches)	\$2,508.00	Per 10x12 Ft pit
26		Development	Development	Hoarding Monthly Inspection Fee	\$62.00	Per inspection

City of Windsor User Fee Schedule

Infrastructure Services - Engineering						
Ref#	Notes	Category / Division	Sub-Category / Sub-Division	Fee / Service	2023 Fee Excluding HST (Recommended)	
					Cost	Unit of Measure
27		Development	Development	Hoarding on Right-of-way (minimum \$65) - Untravelled area - Travelled area	\$0.75	Per Linear Ft. Per Square Ft.
28		Development	Development	Lawyer's Letter-Any written request to a lawyer's request such as site plan, subdivision, consent to amend, encroachments, release of rights, etc.	\$121.25	Per Letter
29		Development	Development	Minimum One-Time Fee Residential Type Encroachments	\$102.00	per encroachment
30	1	Development	Development	Moving/Oversized Load Permit (minimum) up to first 10 moves	\$259.50	Per Move for First ten (10) moves
31	1	Development	Development	Moving/Oversized Load Project Permit: First ten (10) moves	\$259.50	For First Ten (10) moves
				11th and subsequent move	\$122.25	Per 11th & subsequent move
32		Development	Development	Off-Site Improvements - Sidewalk Contribution	\$115.00	per linear meter
33		Development	Development	Off-Site Improvements - Curb and Gutter Contribution	\$60.00	per linear metre
34		Development	Development	Off-Site Improvements - Gravel Alley Contribution	\$100.00	per linear metre
35		Development	Development	Off-Site Improvements - Asphalt Alley Contribution	\$250.00	per linear metre
36		Development	Development	Outdoor Café located on Public Right of Way	\$3.00	per sq. ft.
37		Development	Development	Resubmission fee for Stormwater Reviews – 3 rd and subsequent submission	\$200.00	Per submission
38		Development	Development	Right-of-way Permit for: -Sewer work, driveways, utility work, water service, other (day closure, signs, structure or object on ROW, temporary construction access, etc.)	\$224.00	Per Permit
39		Development	Development	Schedule 6 MOE Schedule of Fees for Environmental Compliance Approval Review of storm and sanitary pump stations, force mains, and sanitary sewage detention chambers or oversized sewers, including the expansion of an existing facility that involves an increase in the related capacity of the facility.	\$1,800.00	per review item
40		Development	Development	Schedule 6 MOE Schedule of Fees for Environmental Compliance Approval Review of storm and sanitary sewers and appurtenances, including expansion of existing sewers	\$900.00	per sewer
41		Development	Development	Schedule 6 MOE Schedule of Fees for Environmental Compliance Approval Review of a facility for attenuating stormwater runoff peak flow rate or volume or for managing stormwater runoff quality, such as detention or retention pools, underground chambers, oversized sewers, rooftop storage, parking lot storage, oil, grit and silt separators, flow control outlet structures, infiltration wells, perforated sewers, and trenches or outfalls, including the expansion of an existing facility that involves an increase in the rated capacity of the facility	\$2,000.00	per application
42		Development	Development	Sewer Information Sheet	\$26.55	Per Sheet
43		Development	Development	Sewer Permit Letter/Public Right-of-Way	\$98.75	Per Letter
44		Development	Development	Sewer Work - Tap Inspection Fee	\$209.00	Per Inspection
45		Development	Development	Sidewalk Café Application Fee	\$0.00	per application
46		Development	Development	Sidewalk Café Permit	\$224.00	Per Permit
47		Development	Development	Stormwater Review Fee for sites less than 2Ha in size	\$490.00	Per application
48		Development	Development	Stormwater Review Fee for sites greater than 2Ha in size	\$820.00	Per application

City of Windsor User Fee Schedule

Infrastructure Services - Engineering							
Ref #	Notes	Category / Division	Sub-Category / Sub-Division	Fee / Service	2023 Fee Excluding HST (Recommended)		
					Cost	Unit of Measure	
49		Development	Development	Stormwater Review Fee related to SPC Amendment (AMT) Type applications (all sizes of site)	\$430.00	Per application	
50		Development	Development	Traffic Control Plan Review Fee	\$25.00	Per review	
51		Development	Development	Utility Review Fee	\$69.15	per review	
52		Engineering	Engineering	Local Improvement Flat Rate – Sanitary Sewer	\$300.00	Per linear metre property frontage	
53		Engineering	Engineering	Local Improvement Flat Rate – Storm Sewer	\$270.00	Per linear metre property frontage	
54		Engineering	Engineering	Private Drain Connection Installation Flat Rate	\$3,453.00	Per Connection	
55		Geomatics	Geomatics	1:15,000 Street Map - Double Line Map - 36" x 56" Plot	\$14.50	Per plot	
56		Geomatics	Geomatics	1:15,000 Street Map - Double Line Map - 36" x 56" Plot FULL COLOUR	\$24.25	Per plot	
57		Geomatics	Geomatics	1:20,000 Street Map - Double Line Map - 28" x 42" Plot	\$11.25	Per plot	
58		Geomatics	Geomatics	1:30,000 Street Map - Single Line Map - 20" x 28" Plot	\$8.25	Per plot	
59		Geomatics	Geomatics	11" x 17" Street Map - Single Line Map - Print	\$5.75	Per print	
60		Geomatics	Geomatics	Aerial Contact Photo - 9" x 9" laser print - multiples of same photo	\$3.75	Per copy	
61		Geomatics	Geomatics	Aerial Contact Print - 9" x 9" laser photo scanned to PDF (600-1200 DPI), copied to CD - includes research, validation and printing or file transfer	\$28.25	Per Photo	
62		Geomatics	Geomatics	Aerial Contact Print - 9" x 9" laser print from scanned product - includes research, validation and printing	\$9.25	Per Photo	
63		Geomatics	Geomatics	Autocad Street Map - Digital Autocad File on CD	\$267.50	per CD	
64		Geomatics	Geomatics	Benchmark Book - Bound Book Format & Map	\$16.00	Per file	
65		Geomatics	Geomatics	Contract Specifications Book 2 binder/hard copy	\$128.50	Per file	
66		Geomatics	Geomatics	Contract Specifications Book 2 Drawings only	\$42.75	Per file	
67		Geomatics	Geomatics	Custom Map - 24"x36" and larger - Photo as base with parcels, street names, addresses, pavement	\$102.00	minimum plus per hour rate	
68		Geomatics	Geomatics	Custom Service - Per hour rate	\$51.00	Per hour	
69	3	Geomatics	Geomatics	Digital Address Map Book on CD	\$27.00	Per CD	
70		Geomatics	Geomatics	Digital Aerial, geo-referenced, exported to low resolution, custom request - Cut from MrSid - lower resolution - size negotiable, as requested	\$51.00	minimum plus per hour rate	
71		Geomatics	Geomatics	Digital Building Outlines with heights, 1000m x 1000m Tile - DWG Format, Rooftops	\$53.50	Per file	
72		Geomatics	Geomatics	Digital Building Outlines with heights, Entire City - DWG Format - copied to CD - Rooftops	\$1,070.00	Per file	
73		Geomatics	Geomatics	Digital Ortho Low Level 10cm - MrSid format on DVD (includes free Viewer) - Entire City	\$5,350.00	Per file	
74		Geomatics	Geomatics	Digital Ortho Low Level 10cm resolution - Geotif Format, 1000m x 1000m tile	\$114.75	Per tile	
75		Geomatics	Geomatics	EIS Image - CD or email, image in Word format, as many features and layers as requested	\$27.00		
76		Geomatics	Geomatics	EIS Image Capture - 11" x 17" - Photo, Parcel Outline, Addresses, Street Names - Screen Print on paper	\$14.50	Per print	
77		Geomatics	Geomatics	EIS Image Capture 8 1/2" x 11" - Photo, Parcel Outline, Addresses, Street Names - Screen Print on paper	\$11.25	Per print	
78		Geomatics	Geomatics	LIDAR - LAS or XYZ Format, Entire City, obtained in 2017	\$10,045.00	Per file	
79		Geomatics	Geomatics	LIDAR - 1000m x 1000m - LAS or XYZ Format, obtained in 2017	\$215.00	Per tile	
80		Geomatics	Geomatics	Misc. City Maps - 1:15,000 9 Wards, Elections, Garbage/Recycling and other maps. Updated regularly	\$17.00	Per map	
81		Geomatics	Geomatics	OCE - Special Printing 24" x 36"	\$3.50	Per file	

City of Windsor User Fee Schedule

Infrastructure Services - Engineering						
Ref #	Notes	Category / Division	Sub-Category / Sub-Division	Fee / Service	2023 Fee Excluding HST (Recommended)	
					Cost	Unit of Measure
82		Geomatics	Geomatics	Postal Codes - 6 Digit - Points - Entire City - DWG or Shapfile Format - georeferenced	\$2,140.00	Per file
83		Geomatics	Geomatics	Sewer Atlas - Autocad File, All Layers from Atlas File (Per km2)	\$107.00	Per file
84		Geomatics	Geomatics	Sewer Atlas Map Book - Colour, 24" x 36" plot	\$5.75	Per plot
85		Geomatics	Geomatics	Sewer Atlas Map Book, FAX - Desired area of Atlas captured for fax size	\$5.75	Per print
86		Geomatics	Geomatics	Street Index Book - Alphabetical Street Name Index Book - 8 1/2"x11"	\$5.75	Per book
87		Geomatics	Geomatics	Topo Large Scale - Entire City, Autocad Format, all Layers from Recent Photo Year	\$2,140.00	Per file
88		Geomatics	Geomatics	Topo Large Scale Mapping - Autocad Format, 1000m x 1000m Tile	\$32.00	Per tile
89		Geomatics	Geomatics	Topo Map Digital NAD83 - Autocad Format, 500m x 500m Tile	Market Price	Per tile
					</	

City of Windsor
User Fee Schedule

Infrastructure Services - Pollution Control							
Ref#	Notes	Category / Division	Sub-Category / Sub-Division	Fee / Service	2023 Fee Excluding HST (Recommended)		
					Cost	Unit of Measure	
1	1	Little River Pollution Control	Over Strength Sewage Treatment	- Overstrength Surcharge - Carriere Foods & Little River Pollution Control Plant	based on 2022 actuals	per kg.	
2	1	Little River Pollution Control	Sewage Treatment	- Sewage Treatment - Town of Tecumseh	based on 2022 actuals	per m3	
3	1	Lou Romano Water Recl Plant	Over Strength Sewage Treatment	- Overstrength Surcharge – Lou Romano Water Reclamation Plant	based on 2022 actuals	per kg.	
4	1	Lou Romano Water Recl Plant	Sewage Treatment	- Sewage Treatment - Town of LaSalle	based on 2022 actuals	per m3	
5	1	Lou Romano Water Recl Plant	Sewage Treatment	All Septic Tank and Holding Tank Waste Disposal - LRWRP	based on 2022 actuals	per gallon	
6		Lou Romano Water Recl Plant	Lou Romano Water Recl Plant	Environmental Inspection Fee	\$58.65	per inspection	
Notes:							
1	New rates are calculated based on previous year's actual cost to treat sewage.						

City of Windsor User Fee Schedule

Infrastructure Services - Public Works						
Ref#	Notes	Category / Division	Sub-Category / Sub-Division	Fee / Service	2023 Fee Excluding HST (Recommended)	
					Cost	Unit of Measure
1		Administration - Public Works		Card Key Replacement	\$30.00	additional replacements
2		Administration - Public Works		Xeroxing	\$2.00	first page
3		Administration - Public Works		Xeroxing	\$0.30	each additional page (plus GST&PST)
4		Contracts, Field Services, and Maintenance	Field Services - Enforcement	Inspection Fee By-Law 25-2010	\$68.50	Per Inspection
5		Contracts, Field Services, and Maintenance	Field Services - Enforcement	Order to Comply - Final Notice	\$100.00	Per Letter
6		Contracts, Field Services, and Maintenance	Field Services - Enforcement	ROW Order - Non-compliance Fee	\$315.00	Per Order
7		Contracts, Field Services, and Maintenance	ROW Maintenance	Pavement Degradation Fee - 2 year old or less	\$35.00	per square meter
8		Contracts, Field Services, and Maintenance	ROW Maintenance	Pavement Degradation Fee - 2 to 4 years old	\$30.00	per square meter
9		Contracts, Field Services, and Maintenance	ROW Maintenance	Pavement Degradation Fee - 4 to 7 years old	\$25.00	per square meter
10		Contracts, Field Services, and Maintenance	ROW Maintenance	Pavement Degradation Fee - 7 to 10 years old	\$15.00	per square meter
11		Contracts, Field Services, and Maintenance	ROW Maintenance	Pavement Degradation Fee - 10 to 15 years old	\$5.00	per square meter
12		Contracts, Field Services, and Maintenance	ROW Maintenance	Restoration Administration Fee	\$210.00	per agreement
13		Contracts, Field Services, and Maintenance	Sewer Maintenance	Eeling Service, Weekdays, By-Law 49-21	\$190.00	weekday per service rate
14		Contracts, Field Services, and Maintenance	Sewer Maintenance	Eeling Service, Weekends, By-Law 49-21	\$270.00	weekend per service rate
15		Environmental Services	Barricades	Delivery and Pick up of Barricades	\$65.00	per hour
16		Environmental Services	Barricades	Rental Charge for Barricades	\$5.00	per barricade
17		Environmental Services	Barricades	Barricade Replacement Cost	\$100.00	per barricade
18		Environmental Services	Containerized Refuse Collection	Waste Bin Rental Fee - Condominiums	\$50.00	per month per bin
19		Environmental Services	Containerized Refuse Collection	Waste Collection and Disposal Charges	\$29.00	per lift
20		Environmental Services	Containerized Refuse Collection	Waste Collection and Disposal Charges at Condominiums	\$29.00	per lift, beyond one lift per week
21		Environmental Services	Lights	Rental Charge for Lights	\$10.00	per light
22	2	Environmental Services	Rodent Control	Rodent Control Service Call	\$20.00	Per Service
23		Traffic Operations & Parking	On-Off Street Parking	Card Key Replacement	\$15.00	first replacement
24		Traffic Operations & Parking	On-Off Street Parking	Meter Bags	\$5.00	per bag per day, non-refundable
25		Traffic Operations & Parking	On-Off Street Parking	Meter Bags for Contractors Only in Construction Areas	\$10.00	per bag per day, non-refundable
26		Traffic Operations & Parking	Parking Enforcement	Failing to attend a scheduled review before a hearing officer	\$100.00	penalty
27		Traffic Operations & Parking	Parking Enforcement	Failing to attend a scheduled review before a screening officer	\$50.00	penalty
28		Traffic Operations & Parking	Parking Enforcement	Late Payment Fee	\$40.00	penalty
29		Traffic Operations & Parking	Parking Enforcement	MTO Plate Denial Fee	\$25.00	penalty
30		Traffic Operations & Parking	Parking Enforcement	Sale of Residential Permit	\$35.00	per permit
31	1	Traffic Operations & Parking	Parking Enforcement	Sale of tokens for meters (to businesses)	\$25.00	per roll
32		Traffic Operations & Parking	Parking Enforcement	Searching Ministry of Transportation (MTO) and out of province and out of state records	\$10.00	per search

City of Windsor
User Fee Schedule

Infrastructure Services - Public Works						
Ref #	Notes	Category / Division	Sub-Category / Sub-Division	Fee / Service	2023 Fee Excluding HST (Recommended)	
					Cost	Unit of Measure
33		Traffic Operations & Parking	Traffic Operations	Signs & Markings Plan Inspection	\$146.00	per application
34		Traffic Operations & Parking	Traffic Operations	Alley Lighting - Maintenance & Utility Costs	\$150.00	per light fixture
35		Traffic Operations & Parking	Traffic Operations	Average Annual Daily Traffic Counts	\$30.00	each
36		Traffic Operations & Parking	Traffic Operations	Average Daily Traffic Volume Report	\$30.00	per book
37		Traffic Operations & Parking	Traffic Operations	Signal Timing Plan	\$50.00	each
38		Traffic Operations & Parking	Traffic Operations	Traffic Control Signal Drawings	\$50.00	each
39		Traffic Operations & Parking	Traffic Operations	Truck Route Maps	\$50.00	each
40		Traffic Operations & Parking	Traffic Operations	Turning Movement Counts	\$50.00	per count
	Notes:					
	1	A 50% discount is available to various business associations in the Windsor area.				
	2	Fee comes into effect in 2024				

City of Windsor User Fee Schedule

Infrastructure Services - Transit Windsor						
Ref #	Notes	Category / Division	Sub-Category / Sub-Division	Fee / Service	2023 Fee Excluding HST (Recommended)	
					Cost	Unit of Measure
1		Transportation	City Service	Adult Cash Fare	\$3.25	per fare
2		Transportation	City Service	Adult One-Way Ride	\$13.65	5 Rides
3	10	Transportation	City Service	Adult 30 Day Pass	\$104.90	30 Days
4	10	Transportation	City Service	Adult 15 Day Pass	\$52.45	15 Days
5	1&2	Transportation	City Service	Adult 30 Day Affordable Pass Program (APP)	\$52.45	30 Days
6		Transportation	City Service	Children	Children 12 years of age and under are free on City service with a full paying passenger (if riding alone, qualifies as Youth)	
7	2	Transportation	City Service	Corporate ValuPass	\$88.00	30 Days
8	2&5	Transportation	City Service	Day Pass	\$10.00	per day
9	7 & 8	Transportation	City Service	Class Pass (formerly Full Time Student Semester Pass geared to students over the age of 19 years.)	\$71.40	per month
10		Transportation	City Service	Photo ID	\$5.40	first time purchase or as needed
11	3	Transportation	City Service	Senlor Cash Fare	\$3.25	per fare
12	2&3	Transportation	City Service	Senlor One-Way Ride	\$10.70	5 Rides
13	2&3	Transportation	City Service	Senlor 30 Day Pass	\$52.45	30 Days
14	2&3	Transportation	City Service	Senlor 15 Day Pass	\$26.20	15 Days
15	11	Transportation	City Service	Shuttle Service To Windsor Spitfire Games	\$3.50	round trip
16	11	Transportation	City Service	Shuttle Service To Windsor Spitfire Games	\$1.75	one way
17	8	Transportation	City Service	Smart Card Fee	\$1.00	Per Smart Card
18	4	Transportation	City Service	Youth Cash Fare	\$3.25	per fare
19	2&4	Transportation	City Service	Youth One-Way Ride	\$10.70	5 Rides
20	2&4	Transportation	City Service	Youth 30 Day Pass (Age 13-19)	\$71.40	30 Days
21	2&4	Transportation	City Service	Youth 15 Day Pass (Age 13-19)	\$35.70	15 Days
22	1,2&4	Transportation	City Service	Youth 30 Day Affordable Pass Program (APP)	\$52.45	30 Days
23	2&4	Transportation	City Service	Youth Summer Saver Pass	\$114.20	2 months (July & Aug)
24	4	Transportation	City and Tunnel Service	City and Tunnel Combo Pass	\$169.95	30 Days
25	6	Transportation	Tunnel Services	Tunnel Cash Fare	\$10.00	per fare
26	2	Transportation	Tunnel Services	Tunnel 30 Day Pass	\$103.60	30 Days

City of Windsor User Fee Schedule

Infrastructure Services - Transit Windsor						
Ref #	Notes	Category / Division	Sub-Category / Sub-Division	Fee / Service	2023 Fee Excluding HST (Recommended)	
					Cost	Unit of Measure
27	2	Transportation	Tunnel Services	Tunnel 15 Day Pass	\$51.80	15 Days
28	6	Transportation	Tunnel Services	Tunnel Single Ride Ticket	\$10.00	per ticket
29	9	Transportation	Regional - Zone 2	Adult Cash Fare	\$4.75	per fare
30	9	Transportation	Regional - Zone 2	Adult 30 Day Pass	\$152.00	30 Days
31	9	Transportation	Regional - Zone 2	Adult 15 Day Pass	\$77.00	15 Days
32	9	Transportation	Regional - Zone 2	Adult One-Way Rides (10 Rides)	\$40.00	10 Rides
33	9	Transportation	Regional - Zone 2	Adult One-Way Rides (5 Rides)	\$20.00	5 Rides
34	9	Transportation	Regional - Zone 2	Senior Cash Fare	\$4.75	per fare
35	2,3,9	Transportation	Regional - Zone 2	Senior 30 Day Pass	\$77.00	30 Days
36	2,3,9	Transportation	Regional - Zone 2	Senior 15 Day Pass	\$39.00	15 Days
37	2,3,9	Transportation	Regional - Zone 2	Senior One-Way Rides (10 Rides)	\$32.00	10 Rides
38	2,3,9	Transportation	Regional - Zone 2	Senior One-Way Rides (5 Rides)	\$16.00	5 Rides
39	9	Transportation	Regional - Zone 2	Youth Cash Fare	\$4.75	per fare
40	2,4,9	Transportation	Regional - Zone 2	Youth 30 Day Pass (Age 13-19)	\$77.00	30 Days
41	2,4,9	Transportation	Regional - Zone 2	Youth 15 Day Pass (Age 13-19)	\$39.00	15 Days
42	2,4,9	Transportation	Regional - Zone 2	Youth One-Way Rides (10 Rides)	\$32.00	10 Rides
43	2,4,9	Transportation	Regional - Zone 2	Youth One-Way Rides (5 Rides)	\$16.00	5 Rides
44	12	Transportation	Charter	Charter Hourly Rate (2 hour minimum)	\$187.00	per hour
45	12	Transportation	Charter	Bridge/Tunnel Tolls (round trip)	\$20.00	round trip
46	12	Transportation	Charter	Destination Sign Custom Programming (per bus)	\$50.00	per bus
47	12	Transportation	Charter	Late Cancellation Fee (after 9:00 am on day prior to charter)	\$125.00	per charter
48	12	Transportation	Charter	Late Return Fee (per hour)	\$500.00	per hour
	Notes:					
	1	Based on approved application.				
	2	Reduced fare product.				
	3	Condition: Passenger must be 60+ years old. Valid identification is required for all reduced fares.				
	4	Refer to the City of Windsor's website or Transit Windsor offices for the Acceptable ID Details.				
	5	Unlimited use for a single day.				
	6	Including service to Comerica Park or Ford Field				
	7	Must provide proof of attendance in an elementary, high school or post-secondary institution				
	8	Class Pass (formerly Full-Time Student Semester Pass) has been changed to align with high school semesters. Students can purchase passes for 2 to 5 months in length based on number of months left in semester at time of purchase. 2023 fares translate to a 2% monthly increase over 2022 fares.				
	9	Amherstburg Fares - Zone 2 - at a 50% premium over Windsor's base rate.				
	10	Adult 30 and 15 day passes re-aligned with Adult & Youth APP Passes and Senior Passes				
	11	Shuttles to Spitfires games are still well below regular adult rates.				
	12	Charter Rates are effective April 1, 2023				
		Fare increases take effect July 1, 2023 (with the exception of charter rates)				
		Cash fare increases are rounded to \$0.25 increments				

City of Windsor
User Fee Schedule

Human & Health Services - Huron Lodge						
Ref #	Notes	Category / Division	Sub-Category / Sub-Division	Fee / Service	2023 Fee Excluding HST (Recommended)	
					Cost	Unit of Measure
1	1	Resident Services		Auditorium Rental - 1-20 people (Non-Huron Lodge Resident)	\$40.00	per use
2	1	Resident Services		Auditorium Rental - 21-75 people (Non-Huron Lodge Resident)	\$70.00	per use
3		Resident Services		Chapel (Non-Huron Lodge Residents)	\$25.00	per use
4	1	Resident Services		The Family Celebration Room (Non-Huron Lodge Resident - maximum 8 people)	\$30.00	per use
5		Resident Services		Unit Activity Areas - maximum 16 people (Non-Huron Lodge Resident)	\$30.00	per use (with meal purchase)
6	1	Resident Services		Unit Activity Areas - maximum 16 people (Non-Huron Lodge Resident)	\$35.00	per use (without meal purchase)
Notes:						
1	1	Other fees may be applied where meals are not purchased.				

Item No. 13.7

BY-LAW NUMBER 57-2023

A BY-LAW TO PRESCRIBE A TARIFF OF FEES FOR THE PROCESSING OF PLANNING APPLICATIONS

Passed the 29th day of May, 2023.

WHEREAS Section 69 of the Planning Act, RSO 1990 as amended authorizes the council of a municipality to prescribe by by-law a tariff of fees for the processing of applications made in respect of planning matters;

AND WHEREAS it is deemed expedient to prescribe a tariff of fees for the processing of applications made in respect of planning matters;

THEREFORE the Council of the Corporation of the City of Windsor enacts as follows:

1. Every person who applies to The Corporation of the City of Windsor for the processing of applications in respect of the planning matters referred to in Column 1 of Schedule "A" attached hereto shall pay to the said Corporation, at the time of making such application unless otherwise specified, the fee as shown in Column 2 opposite of Schedule "A" attached hereto.
2. The fees listed in COLUMN 2 of Schedule "A" of this By-law will be subject to H.S.T. where applicable.
3. By-law Number 23-2022 is hereby repealed.
4. This by-law shall come into force and take effect on the day of the final passing thereof.

DREW DILKENS, MAYOR

CITY CLERK

First Reading - May 29, 2023
Second Reading - May 29, 2023
Third Reading - May 29, 2023

SCHEDULE "A" TO BY-LAW 57-2023

COLUMN 1

COLUMN 2

DEVELOPMENT REVIEW SERVICES FEES

Pre-Submission Fee/Pre-Consultation Stage 1 Fee \$ 313.60

Condominium Conversion Application

i) Base Fee \$ 7,575.00

ii) Additional Fee - per unit \$ 71.40

iii) Building Department Inspection Fee \$ 317.75

After 4 hours-at time of request by applicant
Or when invoiced by Building Department \$ 100.00 per hour

Official Plan Amendments (Minor)

i) Base Fee \$ 1,129.20

ii) Pre-Consultation Stage 2 Fee \$1,129.20

Official Plan Amendments (Major)

i) Base Fee \$ 4,056.17

ii) Pre-Consultation Stage 2 Fee \$4,056.18

Part Lot Control Applications

i) Development Review Fee
Per Application \$ 1,196.50

Plan of Subdivision/Condominium

i) Base Fee Subdivision \$ 684.00 / per lot or block

ii) Base Fee Condominium \$ 185.00 / per lot / per unit

**Amendment To Draft Approval of
Plan of Subdivision/Condominium** \$ 3,646.30

**Amendment To Agreement Of
Plan of Subdivision/ Condominium** \$ 3,048.00

Plan of Subdivision/Condominium Extension \$ 3,329.60

Amalgamation of Condominium Corporations \$ 1,863.00

**Subdivision & Condominium Final Approval
Registration Fee** \$ 519.60

Rezoning Applications (Minor)

i) Base Fee \$ 2,173.50

ii) Pre-Consultation Stage 2 Fee \$2,173.50

SCHEDULE "A" TO BY-LAW

-2023

COLUMN 1

COLUMN 2

Rezoning Applications (Major)

i) Base Fee	\$ 2,918.70
ii) Pre-Consultation Stage 2 Fee	\$2,918.70

**Renotification Fee of Public Notice of Application
for an Amendment/Applicant Request for Deferral-
at time of request by applicant**

\$ 2,258.40

Removal of Holding "H" Symbol

\$ 1,536.00

Pre Holding/Servicing Removal

\$ 2,371.20

SITE PLAN CONTROL

Pre-Consultation Stage 2 Fee

\$500.00

Minor Development Application

\$ 3,895.00

Standard Development Application

\$ 6,661.00

Major Development Application

\$ 9,370.90

Amendment/Modification

i) Base Fee	\$ 3,395.00
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Minor Change

\$ 209.10

**Minor Change Requiring Review of
Three or More Departments**

\$ 739.00

Re-review of Site Plan Application (Minor or Standard)

\$ 1,552.50

Re-review of Site Plan Application (Major)

\$ 3,240.60

Inspections (Landscaping)

\$ 485.40

Inspections (Lighting)

\$ 135.60

Inspections (Building Department)

Fee for Initial Performance Bond Inspections	\$ 253.60
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After 3 hours-at time of request by applicant or when invoiced by Building Department	\$ 75.00 per hour
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Small Scale Low Profile Residential Development	\$ 214.25
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SCHEDULE "A" TO BY-LAW

-2023

COLUMN 1

COLUMN 2

COMMITTEE OF ADJUSTMENT FEES

Minor Variance

a) Residential	\$ 2,449.00
b) Non Residential	\$ 2,449.00
c) Signs	\$ 2,345.00
d) Fences	\$ 2,345.00

Legal Non-Conforming Uses

a) All Application Changes	\$ 2,534.75
b) Enlargement or extension of a building	\$ 2,534.75

Consent Applications

a) Each New Building Lot	\$ 2,657.90
b) Validation of title or foreclosure or exercise of power of sale	\$ 2,297.70
c) All Other Consent Applications (Sections 53)	\$ 2,657.90
d) Requests for change to conditions (Minor)	\$ 384.00
e) Requests for change to conditions (Major)	\$ 756.00
f) Issuance of additional Certificates of the Official	\$ 248.50

Consent with Minor Variance:

a) Residential	\$ 3,888.50
b) Non-Residential	\$ 3,888.50

Miscellaneous Committee Of Adjustment Fees:

a) Notification fee when deferred at request of the applicant-at time of request by applicant	\$ 508.20
b) Special hearings by request of applicant Cost recovery-at time of request by applicant	\$ 480.25

Item No. 13.8

BY-LAW NUMBER 58-2023

A BY-LAW TO AMEND BY-LAW 13-2014, BEING A BY-LAW TO PROVIDE FOR THE IMPOSITION AND COLLECTION OF SEWAGE SYSTEM CHARGES

Passed the 29th day of May, 2023.

WHEREAS the *Municipal Act, 2001*, S.O. 2001, c.25, as amended, enables municipalities to pass By-laws imposing fees or charges for services or activities provided or done by or on behalf of it and for adding fees and charges to the tax roll and collecting them in the same manner as municipal taxes;

AND WHEREAS Ontario Regulation 581/06 made under the *Municipal Act, 2001*, S.O. 2001, c.25, as amended, provides that where fees or charges imposed for the use of a sewage system are added to the tax roll, such fees and charges have priority lien status;

AND WHEREAS By-law 13-2014 was passed on the 20th day of January, 2014;

AND WHEREAS the Council of The Corporation of the City of Windsor has deemed it expedient to amend said by-law;

THEREFORE the Council of The Corporation of the City of Windsor enacts as follows:

1. THAT By-law 13-2014 be amended by deleting Schedule “A” thereto, and substituting therefore Schedule “A” attached hereto.
2. THAT By-law 13-2014 be amended by deleting Schedule “B” thereto, and substituting therefore Schedule “B” attached hereto,
3. This by-law shall come into force and take effect on the day of the final passing thereof.

DREW DILKENS, MAYOR

CITY CLERK

First Reading - May 29, 2023
Second Reading - May 29, 2023
Third Reading - May 29, 2023

SCHEDULE “A” TO BY-LAW 58-2023

2023 FIXED SEWER SURCHARGE RATES BY METER SIZE

Residential Accounts

Stand Alone Fixed Sewer Surcharge
\$20.17

Commercial Accounts

Meter Size		Stand Alone Fixed Sewer Surcharge
Less than 1”	Less than 25mm	\$20.17
1”	25mm	\$189.31
1 ½ ”	40mm	\$443.49
2”	51mm	\$740.31
3”	75mm	\$1,330.51
4”	100mm	\$2,356.06
6”	150mm	\$4,301.99
8”	200mm	\$7,167.95
10”	250mm	\$11,808.25

SCHEDULE “B” TO BY-LAW 58-2023

<u>2023 VARIABLE SEWER SURCHARGE RATES</u>	
<u>Residential</u> Sewer Service Rate	\$3.11 per cubic meter of water used
<u>Commercial</u> Sewer Service Rate	\$3.04 per cubic meter of water used

Item No. 13.9

BY-LAW NUMBER 59-2023

A BY-LAW TO FURTHER AMEND BY-LAW NUMBER 8600 CITED AS THE "CITY OF WINDSOR ZONING BY-LAW"

Passed the 29th day of May, 2023.

WHEREAS it is deemed expedient to further amend By-law Number 8600 of the Council of The Corporation of the City of Windsor, cited as the "City of Windsor Zoning By-law" passed the 31st day of March, 1986, as heretofore amended:

THEREFORE the Council of the Corporation of the City of Windsor enacts as follows:

1. By-law Number 8600 is further amended by changing the Zoning District Maps or parts thereof referred to in Section 1, of the by-law and made part thereof, so that the zoning district symbol of the lands described in Column 3 shall be changed from that shown in Column 5 to that shown in Column 6:

1. Item Number	2. Zoning District Map Part	3. Lands Affected	4. Official Plan Amendment Number	5. Zoning Symbol	6. New Zoning Symbol
1	14	Lots 32 to 34, Registered Plan 1142, PIN 01596-0081 (known municipally as 0 Wyandotte Street East)	N/A	DRD1.1	HRD2.5

2. That subsection 1 of Section 20, of said by-law, is amended by adding the following paragraph:

463. SOUTH SIDE OF WYANDOTTE STREET EAST, EAST OF FLORENCE AVENUE

For the lands comprising Lots 32 to 34, Registered Plan 1142, the Minimum Front Yard Depth shall be 4.0 m.

[ZDM14; ZNG/6789]

3. That a hold prefix BE PLACED on the RD2.5 zone to be removed when the following conditions are met:

- a) An application is made to remove the Hold;
- b) Access to the future Florence Avenue right of way is available to the site.

4. The said by-law is further amended by changing the Zoning District Maps or parts thereof referred to in Section 1, of said by-law and made part thereof, so that the lands described in Column 3 are delineated by a broken line and further identified by the zoning symbol shown in Column 5:

1. Item Number	2. Zoning District Map Part	3. Lands Affected	4. Official Plan Amendment Number	5. Zoning Symbol
1	14	Lots 32 to 34, Registered Plan 1142, PIN 01596-0081 (known municipally as 0 Wyandotte Street East)	N/A	S.20(1)463

DREW DILKENS, MAYOR

CITY CLERK

First Reading - May 29, 2023
Second Reading - May 29, 2023
Third Reading - May 29, 2023

Item No. 13.10

BY-LAW NUMBER 60-2023

A BY-LAW TO FURTHER AMEND BY-LAW NUMBER 8600 CITED AS THE
"CITY OF WINDSOR ZONING BY-LAW"

Passed the 29th day of May, 2023.

WHEREAS it is deemed expedient to further amend By-law Number 8600 of the Council of The Corporation of the City of Windsor, cited as the "City of Windsor Zoning By-law" passed the 31st day of March, 1986, as heretofore amended:

THEREFORE the Council of the Corporation of the City of Windsor enacts as follows:

1. That Section 20 of said by-law, is amended by deleting subsection (1) 448. and substituting the following therefor:

(1) 448. EAST SIDE OF ENTERPRISE WAY, NORTH OF HAWTHORNE DRIVE

For the lands comprising Part of Block A, Registered Plan 1644, designated as Part 3 and Part 4 on Reference Plan 12R27242, the following additional provisions shall apply:

1. For a *multiple dwelling*, Section 20(1)97(i) shall not apply to a *multiple dwelling*; and the minimum front yard depth shall be 6.0 m.
2. A *townhome dwelling* shall be an additional permitted use and the following additional provisions shall apply to a *townhome dwelling*:
 - a) Sections 12.2.5.8, 12.2.5.13, and 20(1)97 shall not apply
 - b) Lot Frontage – minimum 20.0 m
 - c) Lot Area – per dwelling unit – minimum 200.0 m²
 - d) Lot Coverage – maximum 45.0%
 - e) Main Building Height – maximum 18.0 m
 - f) Building Setback from any *lot line* - minimum 6.0 m

[ZDM 15; ZNG/6660; ZNG/6993]

DREW DILKENS, MAYOR

CITY CLERK

First Reading - May 29, 2023
Second Reading - May 29, 2023
Third Reading - May 29, 2023

Item No. 13.11

BY-LAW NUMBER 61-2023

A BY-LAW TO FURTHER AMEND BY-LAW NUMBER 8600 CITED AS THE
"CITY OF WINDSOR ZONING BY-LAW"

Passed the 29th day of May, 2023.

WHEREAS it is deemed expedient to further amend By-law Number 8600 of the Council of The Corporation of the City of Windsor, cited as the "City of Windsor Zoning By-law" passed the 31st day of March, 1986, as heretofore amended:

THEREFORE the Council of the Corporation of the City of Windsor enacts as follows:

1. That subsection 1 of Section 20, of said by-law, is amended by adding the following paragraph:

458. WEST SIDE OF ELLROSE AVENUE, SOUTH OF ONTARIO STREET

For the lands comprising of Lot 64, Registered Plan 531, one *duplex dwelling* shall be an additional permitted use and a *duplex dwelling* or a *single unit dwelling* shall be subject to the appropriate provisions in Section 10.2.5 and the following additional provisions:

- a) Lot Width – minimum 9.0 m
- b) Lot Area – minimum 270.0 m²
- c) Parking Spaces – minimum 1

[ZDM 10; ZNG/6900]

2. The said by-law is further amended by changing the Zoning District Maps or parts thereof referred to in Section 1, of said by-law and made part thereof, so that the lands described in Column 3 are delineated by a broken line and further identified by the zoning symbol shown in Column 5:

1. Item Number	2. Zoning District Map Part	3. Lands Affected	4. Official Plan Amendment Number	5. Zoning Symbol
1	10	Lot 64, Registered Plan 531 (west side of Ellrose Avenue, south of Ontario Street; known municipally as 921 Ellrose Avenue; Roll No. 010-030-02400)	--	S.20(1)458

DREW DILKENS, MAYOR

CITY CLERK

First Reading - May 29, 2023
Second Reading - May 29, 2023
Third Reading - May 29, 2023

Item No. 13.12

BY-LAW NUMBER 62-2023

A BY-LAW TO AMEND BY-LAW 49-2018, BEING A BY-LAW RESPECTING
THE ISSUANCE OF VARIOUS PERMITS AND THE SCHEDULING OF
INSPECTIONS

Passed the 29th day of May, 2023.

WHEREAS original By-law Number 49-2018 was passed on the 26th day of March, 2018;

AND WHEREAS it is deemed expedient to further amend By-law Number 49-2018.

THEREFORE the Council of the Corporation of the City of Windsor enacts as follows:

1. That By-law Number 49-2018 be amended by deleting Schedule “3” relating to Construction/Demolition Permit Fees attached thereto and substituting therefore Schedule “3” Fees – 2023 attached hereto.
2. This By-law shall come into force and take effect on the day of the final passing thereof.

DREW DILKENS, MAYOR

CITY CLERK

First Reading - May 29, 2023
Second Reading - May 29, 2023
Third Reading - May 29, 2023

MINIMUM PERMIT FEE

A minimum permit fee of **\$235.00** will be assessed for the processing and issuance of permits, except where otherwise noted in this By-law. (Please note a \$3.00 service fee is added to all on-line transactions)

GENERAL APPLICATION FEES

1	Zoning Certificate Fee - Small Residential Permits (alterations***, decks, pools, backwater valves, etc.), Tent Permits and, non-structural Mechanical Roof Top Unit Replacement Permits	\$55.00 per permit (non-refundable)
2	Zoning Certificate Fee – New Home Construction	\$110.00 per permit (non-refundable)
3	Zoning Certificate Fee– All other Permits not listed in 1 and 2 above	\$215.00 per permit (non-refundable)
4	Permit Holdback Fee	\$1000.00 per permit
5	Permit Deposit – Applicable to any residential permit that creates a new dwelling unit	\$500.00 per dwelling unit (non-refundable)
6	Permit Deposit – All other permit types - All permit deposits are non-refundable	Minimum \$80.00 to a maximum of \$5000.00 per permit (deposit amount is based on the permit application type) (non-refundable)

BASE PERMIT FEES

Residential		\$ / Sq-Ft [\$ / Sq-M]* unless otherwise indicated
1	House (OBC**: Part 9, Group C) (New, Alteration***, and Additional Dwelling Units) (Fee calculation to include the sum of all roofed areas ⁽²⁾ i.e. attached garages, carports, covered porches, supported roofs over attached decks or landings, etc.)	\$1.65 [\$17.76]* ⁽²⁾ -Plus \$500.00 Mechanical Fee per dwelling unit -Plus applicable extras: attached Deck/Porch without a Roof, Basement Floor Area Fee ⁽³⁾ , Plumbing Fees, Finished Basement Floor Area Fee ⁽⁴⁾ and any other applicable fees indicated in this By-law/Schedule
2	All Other Group C occupancies as set out in the OBC** (New, Alteration***) (Fee calculation to include the sum of all floor areas ⁽²⁾ , including floors below grade)	\$2.25 [\$24.22]* ⁽²⁾ -Plus \$465.00 Mechanical Fee per dwelling unit -Plus Plumbing Fees and any other applicable fees as indicated in this By-law/Schedule

Industrial / Commercial / Institutional (ICI)		\$ / Sq-Ft [\$ / Sq-M]* unless otherwise indicated
3	Industrial / Commercial / Institutional (OBC**: Group A, B, D, E, F) (New, Alteration***) (Fee calculation to include the sum of all floor areas ⁽²⁾ , including floors below grade)	\$2.65 [\$28.52]* ⁽²⁾ ⁽⁷⁾ ⁽⁸⁾ -Plus Plumbing Fees and any other applicable fees indicated in this By-law/Schedule

Post Disaster Buildings		\$ / Sq-Ft [\$ / Sq-M]* unless otherwise indicated
4	Post Disaster Buildings (as defined in Division A, Article 1.4.1.2 of the OBC**) (New, Alteration***) (Fee calculation to include the sum of all floor areas ⁽²⁾ , including floors below grade)	\$3.85 [\$41.44]* ⁽²⁾ -Plus Plumbing Fees and any other applicable fees indicated in this By-law/Schedule

ADDITIONAL PERMIT FEES

Note: Any fees listed below may be applicable individually or in addition to “General Application Fees”, “Base Permit Fees”, and “Miscellaneous Permit Fees and Charges”. The proposed scope of work determines the applicability of “Additional Permit Fees”.

Heating, Ventilating and Air Conditioning Systems (HVAC) Fees (Existing Buildings Only)

1	House (OBC**: Part 9, Group C)	\$500.00 per unit / system
2	All Other Group C occupancies as listed in the OBC**	\$500.00 per unit / system
3	Furnace Replacement Only (located in an individual residential unit)	\$280.00 per furnace unit
4	Industrial / Commercial / Institutional (OBC**: Groups A, B, D, E, F)	\$16.60 per \$1000 construction value (Min. \$500.00)
5	Post Disaster Buildings (as defined in Division A, Article 1.4.1.2. of the OBC**)	\$16.60 per \$1000 construction value (Min. \$500.00)

ADDITIONAL PERMIT FEES - CONTINUED

Life Safety and ‘Other’ Mechanical System Fees

1	Mechanical Roof Top Unit Replacement	\$280.00 per roof top unit
2	Chiller / Boiler Installation (All Building types) (New, Alteration***)	\$16.60 per \$1000 construction value (Min. \$500.00)
3	Cooling Tower Installation (All Building types) (New, Alteration***)	\$16.60 per \$1000 construction value (Min. \$500.00)
4	Sprinkler System (All Building types) (New, Alteration***)	\$16.60 per \$1000 construction value (Min. \$500.00)
5	Fire Alarm System (All Building types) (New, Alteration***)	\$16.60 per \$1000 construction value (Min. \$500.00)
6	Stand Pipe System (All Building types) (New, Alteration***)	\$16.60 per \$1000 construction value (Min. \$500.00)
7	Fire Suppression System (All Building types) (New, Alteration***)	\$16.60 per \$1000 construction value (Min. \$500.00)
8	Spray Booth (New, Alteration***)	\$500.00 per unit / system
9	Dust Collector (New, Alteration***)	\$500.00 per unit / system
10	Laboratory Hood	\$16.60 per \$1000 construction value (Min. \$500.00)
11	Kitchen Hood	\$500.00 per unit / system
12	Solar Panel System	\$16.60 per \$1000 construction value (Min. \$500.00)

Plumbing Fees		Residential	Non-Residential
1	Any Bathroom	\$105.00 per bathroom (Applicable on all new House construction)	N/A
2	Any Bathroom - Rough-In (R/I) Plumbing	\$105.00 per R/I bathroom (Applicable on all new House construction) ⁽⁵⁾	N/A
3	Rough-In (R/I) Plumbing	\$35.00 per R/I fixture (applicable on all residential alteration*** permits)	\$35.00 per R/I fixture
4	Plumbing Fixture (Applicable on new or replacement fixtures)	\$35.00 per fixture (applicable on all residential alteration*** permits)	\$35.00 per fixture (applicable on all types of non-residential permits)
5	Domestic Hot Water Tank Replacement	\$180.00 per tank	\$180.00 per tank
6	Backwater Valve / Sump Pit / Sewage Ejector Pump Installations	\$16.60 per \$1000.00 of the estimated cost of the work (Min. \$280.00)	\$16.60 per \$1000.00 of the estimated cost of the work (Min. \$280.00)

Lot Grading

1	Lot Grading Review - Not applicable on House (OBC** Part 9, Group C) permit types	\$500.00
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Sewage System Fees

1	Class 4 – (All Types – New or Repair)	\$1105.00
2	Class 5 – Holding Tank	\$1105.00

ADDITIONAL PERMIT FEES - CONTINUED

Sewer & Water Permits		Fee as indicated			
		House (OBC**: Part 9, Group C) (New, Alteration***, and Additional Dwelling Units)	All Other Group C occupancies as listed in the OBC** (New, Alteration***)	Industrial / Commercial / Institutional (OBC**: Groups A, B, D, E, F) (New, Alteration***)	Post Disaster Buildings (as defined in Div. A, Article 1.4.1.2. of the OBC** (New, Alteration***)
1	Sanitary Drainage Piping Servicing	\$255.00 per dwelling unit	\$3.65 / Ft [\$11.97 / M]* (Min. \$255.00)	\$3.65 / Ft [\$11.97 / M]* (Min. \$255.00)	\$3.65 / Ft [\$11.97 / M]* (Min. \$255.00)
2	Storm Drainage Piping Servicing	\$255.00 per dwelling unit			
3	Water Service Permit	\$90.00 per dwelling unit			
4	Storm Drainage Not Connected To A Building	\$3.65 / Ft [\$11.97 / M]* plus \$60.00 for each additional catch basin after the first catch basin (Min. \$255.00)	\$3.65 / Ft [\$11.97/ M]* plus \$60.00 for each additional catch basin after the first catch basin (Min. \$255.00)	\$3.65 / Ft [\$11.97/ M]* plus \$60.00 for each additional catch basin after the first catch basin (Min. \$255.00)	\$3.65 / Ft [\$11.97/ M]* plus \$60.00 for each additional catch basin after the first catch basin (Min. \$255.00)
5	Piping Service Agreement	\$1105.00 per agreement			

Other Permit Types		\$ / Sq-Ft [\$ / Sq-M]* unless otherwise indicated
1	Basement Floor Area (House – OBC**: Part 9, Group C) (New Construction and Basement Additions)	\$1.10 [\$11.84]* ⁽³⁾ of the total basement floor area
2	Finished Basement Floor Area (House – OBC**: Part 9, Group C; not including Additional Dwelling Units) (New and Existing Construction)	\$0.55 [\$5.92]* ⁽⁴⁾ -Plus applicable Mechanical and Plumbing Fees
3	Deck/Porch without a Roof (OBC**: Part 9, Group C)	\$0.85 [\$9.15]* ⁽²⁾ (Min. \$265.00)
4	Accessory Buildings (OBC**: Part 9, Group C) (New Shed, Detached Garage, Pool House, etc.; not including Additional Dwelling Units)	\$0.85 [\$9.15]* ⁽²⁾ (Min. \$265.00) -Plus applicable Mechanical and Plumbing Fees
5	Mezzanine (All Types)	Fee charged is equal to the “Base Permit Fee” for the associated occupancy type -Plus applicable Mechanical and Plumbing Fees
6	Shell Permit for OBC**: Group A, B, D, E, F Occupancies	\$1.85 [\$19.91]* ⁽²⁾ -Plus applicable Mechanical and Plumbing Fees
7	Interior Finishing (where only a Shell Permit was previously issued)	\$0.80 [\$8.61]* ⁽²⁾ (Min. \$235.00) -Plus applicable Mechanical and Plumbing Fees
8	Simple Group F (Industrial) Building ⁽⁸⁾ Occupancies	\$1.90 [\$20.45]* ⁽²⁾ -Plus applicable Mechanical and Plumbing Fees
9	Interior Alteration**** Permit Only for OBC**: Group A, B, D, E, F Occupancies (Fee calculation to include the sum of all floor areas, including underground)	\$0.80 [\$8.61]* ⁽²⁾ (Min. \$235.00) -Plus Mechanical Fees, Plumbing Fees and any other applicable fees indicated in this By-law/Schedule
10	Projects and items not specifically listed in this Schedule for OBC**: Groups A, B, C, D, E, F Occupancies	\$16.60 per \$1000.00 of the estimated cost of the work ^{(1) (6)} (Min. \$235.00)

MISCELLANEOUS PERMIT FEES AND CHARGES

Note: Any fees listed below may be applicable individually or in addition to “General Application Fees”, “Base Permit Fees”, and “Additional Permit Fees”. The proposed scope of work determines the applicability of “Miscellaneous Permit Fees and Charges”.		
Demolition Permit Fee		\$ / Sq-Ft [\$ / Sq-M]*
1	Demolition Permit Fee (All Building Types)	\$0.16 [\$1.72]* ⁽²⁾ (Min. \$350.00)

Miscellaneous Permit Fees and Charges - Continued		
Temporary Structures		\$ / Sq-Ft [\$ / Sq-M]*
Temporary Building or Structure: Shall mean a seasonal building or structure designed, constructed and placed on the land in a manner that allows its removal after a period not to exceed 120 consecutive days. These structures do not meet the snow load requirements as set out in the Ontario Building Code.		
1	Tents	\$180.00 per permit
2	Other Temporary Buildings or Structures (Applicable Fee same as “Other Permit Types, Fee Item No.10”)	\$16.60 per \$1000.00 of the estimated cost of the work ⁽¹⁾ (Min. \$235.00)
Permit Resubmission Fee ⁽⁹⁾		
1	Permit Resubmission – BEFORE permit is issued	\$235.00 per resubmission
2	Permit Resubmission – AFTER permit is issued	\$235.00 per resubmission -Plus additional applicable permit fees (No refund will be issued on original permit)
3	Permit Resubmission – due to application found to be incomplete	25% of application fee per permit resubmission (Min \$235.00)
Change of Use Permit		
1	Change of Use Permit Fee (no construction required)	\$235.00 -Plus additional applicable permit fees
Partial Occupancy Permit		\$ / Sq-Ft [\$ / Sq-M]*
1	Partial Occupancy Permit Fee	\$0.05 [\$0.54]* for the area ⁽²⁾ to be occupied (Min. \$350.00)
Conditional Permit		
1	Conditional Permit Fee	Regular fee for complete building -Plus \$1105.00 flat fee
Partial Permit		
1	Partial Permit Fee	Regular fee for complete building -Plus \$550.00 flat fee per permit
Alternative Solution Application & Special / Supplementary Review Fee		
1	Alternative Solution Application Fee (per application)	\$330.00 minimum for up to 4 hours of review time plus \$105.00 per hour beyond the first 4 hours
2	Special Research Request Fee	
3	Supplementary Plans Review Fee	
Inspection Fee		
1	Inspection requested but the work is incomplete	\$100.00 per inspection
2	Special inspection request (after-hours inspection)	\$500.00 minimum per inspection call
3	Inspection calls over the maximum two (2) inspections allowed for each stage of construction	\$100.00 per additional inspection call
Work Without a Permit Penalty Fee		
1	Work without a permit – for projects commenced prior to permit issuance	1.5 times the applicable maximum building permit fee (Min. \$500.00 - Max. \$5000.00)

Miscellaneous Permit Fees and Charges - Continued		
Administrative Fees (non-refundable)		
1	Transfer of “Permit and/or Application” Fee	\$115.00
2	Search Fee	\$43.00
3	Property Information Letter	\$80.00
4	Permit Finalization Letter	\$28.00
5	Copying/Scanning/Printing	\$9.10 per ¼ hour of labour \$3.21 for the 1 st page copied \$0.53 per additional page copied
6	Re-Opening a Dormant Permit	\$75.00

Notes to Schedule 3

- (1) **Estimated Cost of the work** shall mean the estimated value of the project as determined by the Chief Building Official.
- (2) **Floor Area** shall be measured to the outer face of the exterior walls or structure and, to the structural support at a roofed area. For interior alteration*** permits, except where the wall is part of the proposed construction, measurements will be taken to the inner face of walls. No deductions shall be made for openings within floor areas, i.e. stairs, elevators, ducts, etc.
- (3) **Basement Floor Area** measurements shall be taken to the inner face of the foundation walls. No deductions shall be made for openings within floor areas, i.e. stairs, elevators, ducts, etc.
- (4) **Finished Basement Floor Area** measurements shall be taken to the inner face of the foundation walls. No deductions shall be made for openings within floor areas, i.e. stairs, elevators, ducts, etc.
- (5) **Rough-in Plumbing** is an automatic charge for all new house construction with basements.
- (6) **Additional Cost** equal to the "Base Permit Fee" per occupancy type may be charged if the scope of work is determined to be greater than the scope of work described on the permit application submission.
- (7) **Complex Group F (Industrial) Building**
For the purpose of building permit fees, a building will be considered a "Complex Group F (Industrial) Building" where:
a) The building occupancy meets the defined term in the Ontario Building Code, Div. A, Part 1, Section 1.4.1.2 "High Hazard Industrial Occupancy" (Group F, Division 1) and /or;
b) The building is non-compliant with the exemptions listed in Ontario Building Code, Div. B, Part 3, Section 3.2.8, Articles 3.2.8.1. and 3.2.8.2.
NOTE: Buildings classified as described above will be subject to fees as indicated in Schedule 3, "Base Permit Fees", Industrial / Commercial / Institutional (ICI), Fee Item No. 3, plus any additional fees for that permit type.
- (8) **Simple Group F (Industrial) Building**
For the purpose of building permit fees, a building will be considered a "Simple Group F (Industrial) Building" where:
a) The Building Occupancy does not meet the "Complex Group F (Industrial) Building" as defined in this document.
NOTE: Buildings classified as described in (8) a) above will be subject to Schedule 3, "Additional Permit Fees", Other Permit Types, Fee Item No. 8. Any building or portion of a building that is classified other than a "Simple Group F (Industrial) Building" or, that includes hazardous areas as noted in Ontario Building Code, Div. B, Part 3, Section 3.3.6 will be subject to, for the affected floor area(s), permit fees as indicated in Schedule 3, "Base Permit Fees", Industrial / Commercial / Institutional (ICI), Fee Item No. 3, plus any additional fees for that permit type.
- (9) **Permit Resubmission Fee**
For the purpose of assessing building permit fees, permit resubmissions will be subject to:
a) The Permit Resubmission Fee as indicated in Schedule 3, "Miscellaneous Permit Fees and Charges", Permit Resubmission Fee, Fee Item No. 1, 2, or 3 and,
b) Any other additional fees listed in Schedule 3 applicable to the new/altered scope of work proposed in the permit resubmission including:
i. changes to the Zoning Certificate as listed in "General Application Fees"; and/or
ii. additional square footage not part of the original submitted permit application as listed in "Base Permit Fees"; and/or
iii. any other item as listed in "Additional Permit Fees"; and/or
iv. any other chargeable fee listed in Schedule 3 applicable to the scope of work and review of the permit.

*In all cases fees are calculated using the Imperial Unit cost noted in the tables. Fees noted in Metric Units are approximate values.

**OBC means Ontario Building Code (current edition)

*****Alteration** refers to an existing building, structure or system where the proposed construction includes (but is not limited to) renovations, repairs, modifications, extensions, installations, removals, additions or reductions to the existing building, structure or system.

******Interior Alteration** refers to an existing building where the proposed construction is limited to interior renovations, repairs, or modifications to the existing building interior only and does not effect exterior walls or existing fire separations.

Item No. 13.13

BY-LAW NUMBER 63-2023

A BY-LAW TO AUTHORIZE THE ENTERING INTO OF AN AGREEMENT
WITH WELCOME CENTRE FOR WOMEN FOR THE PROVISION OF A
MUNICIPAL CAPITAL FACILITY AT THE 500 TUSCARORA STREET
WINDSOR, ONTARIO

Passed the 29th day of May, 2023.

WHEREAS Section 110(1) of the *Municipal Act, 2001* provides that the Council of a municipality may enter into agreements for the provision of municipal capital facilities by any person and may pass by-laws exempting from property taxation for municipal and school purposes land, or a portion of it, on which municipal capital facilities are located;

AND WHEREAS Paragraph 10 of Section 2(1) of Ontario Regulation 603/06, as amended, prescribes municipal facilities related to the provision of social and health services as eligible municipal capital facilities;

AND WHEREAS the Welcome Centre Shelter for Women (the “Welcome Centre”) will be occupying the premises located at 500 Tuscarora Street, Windsor, (the “Premises”), owned by The Corporation of the City of Windsor, for purposes related to the provision of social and health services;

THEREFORE the Council of the Corporation of the City of Windsor enacts as follows:

1. The Corporation of the City of Windsor is authorized to enter into an agreement pursuant to section 110 of the *Municipal Act, 2001* as amended, with the Welcome Centre for the provision of a municipal capital facility for social and health services at the Premises, in accordance with Ontario Regulation 603/06, as amended (the “Agreement”).
2. The Premises are exempt from taxation for municipal and school purposes.
3. This by-law shall be deemed repealed if:
 - a. the Welcome Centre or any approved successor ceases to use the Premises for the provision of social and health services; or,
 - b. if the Agreement is terminated for any reason.
4. (1) Sections 1 and 3 of this by-law shall come into force on the day that the by-law is enacted.

(2) Section 2 of this by-law shall come into force on the day that the Agreement is entered into between The Corporation of the City of Windsor and the Welcome Centre.

DREW DILKENS, MAYOR

CITY CLERK

First Reading - May 29, 2023

Second Reading - May 29, 2023

Third Reading - May 29, 2023

Item No. 13.14

BY-LAW NUMBER 64-2023

A BY-LAW TO APPOINT JOSEPH MANCINA AS THE CHIEF ADMINISTRATIVE OFFICER FOR THE CORPORATION OF THE CITY OF WINDSOR, AND TO RESCIND THE APPOINTMENT OF ONORIO COLUCCI AS THE ACTING CHIEF ADMINISTRATIVE OFFICER OF THE CORPORATION OF THE CITY OF WINDSOR

Passed the 29th day of May, 2023.

WHEREAS Onorio Colucci was appointed to the position of Acting Chief Administrative Officer for The Corporation of the City of Windsor on May 30, 2022 by by-law number 82-2022; and,

WHEREAS Joseph Mancina has accepted the position of Chief Administrative Officer for The Corporation of the City of Windsor, effective as of 12:00:00 on May 1, 2023;

THEREFORE the Council of The Corporation of the City of Windsor enacts as follows:

1. Joseph Mancina is hereby appointed the Chief Administrative Officer for The Corporation of the City of Windsor, effective as of 12:00:00 on May 1, 2023.
2. Onorio Colucci's appointment as the Acting Chief Administrative Officer for The Corporation of the City of Windsor is hereby rescinded, effective as of 11:59:59 on April 30, 2023.
3. This by-law shall come into force and take effect on the day of the final passing thereof.

DREW DILKENS, MAYOR

CITY CLERK

First Reading - May 29, 2023
Second Reading - May 29, 2023
Third Reading - May 29, 2023

Item No. 13.15

BY-LAW NUMBER 65-2023

A BY-LAW TO FURTHER AMEND BY-LAW 9023 BEING A BY-LAW TO REGULATE VEHICULAR PARKING WITHIN THE LIMITS OF THE CITY OF WINDSOR ON MUNICIPAL STREETS, MUNICIPAL PARKING LOTS AND PRIVATE PROPERTIES

Passed the 29th day of May, 2023.

WHEREAS By-law Number 9023, being a by-law to regulate vehicular parking within the limits of the City of Windsor on municipal streets, municipal parking lots and private properties, was passed on the 8th day of June, 1987.

WHEREAS it is deemed expedient to amend By-law 9023.

THEREFORE the Council of the Corporation of the City of Windsor enacts as follows:

1. That **BY-LAW NUMBER 9023** be and the same is hereby amended as follows:

Item #	Regulation	Short Form Wording	Offence Creating Provision	Set Fine
2	Schedule “W” DELETE	Park Within 3 Metres of a Fire Hydrant	s.10(1)(b)	\$45.00
18	Schedule “W” DELETE	Park, Stop Or Stand In a School Bus Zone	s.18(2)	\$45.00
19	Schedule “W” DELETE	Park OR Stop in a No Stopping Zone	s.19	\$50.00
22	Schedule “W” DELETE	Park Or Stop in a Fire Route	s.31	\$108.00

Item #	Regulation	Short Form Wording	Offence Creating Provision	Set Fine
2	Schedule “W” ADD	Park Within 3 Metres of a Fire Hydrant	s.10(1)(b)	\$80.00
18	Schedule “W” ADD	Park, Stop Or Stand In a School Bus Zone	s.18(2)	\$80.00
19	Schedule “W” ADD	Park OR Stop in a No Stopping Zone	s.19	\$80.00
22	Schedule “W” ADD	Park Or Stop in a Fire Route	s.31	\$150.00

2. This by-law shall come into force and take effect on the day of the final passing thereof.

DREW DILKENS, MAYOR

CITY CLERK

First Reading - May 29, 2023
Second Reading - May 29, 2023
Third Reading - May 29, 2023

Item No. 13.16

BY-LAW NUMBER 66-2022

A BY-LAW TO AMEND BY-LAW
14-2023, BEING A BY-LAW TO ESTABLISH A LICENSING PROGRAM FOR
THE REGULATION OF RESIDENTIAL RENTAL HOUSING IN THE CITY OF
WINDSOR

Passed the 29th day of May, 2023.

WHEREAS By-law Number 14-2023, being a by-law to establish a licensing program for the regulation of residential rental housing in the City of Windsor, was passed on the 13th day of February, 2023;

AND WHEREAS it is deemed expedient to amend By-law Number 14-2023.

THEREFORE the Council of The Corporation of the City of Windsor enacts as follows:

1. That **BY-LAW NUMBER 14-2023** be and the same is hereby amended as follows:

ITEM	SECTION	DETAILS
1	2.1 “Local Contact” DELETE	“ Local Contact ” means an Individual Person, whether an Owner or an Operator, who is responsible for the care and control of the Rental Housing Unit and who resides within the City of Windsor;
2	2.1 “Local Contact” ADD	“ Local Contact ” means an Individual Person, whether an Owner or an Operator, who is responsible for the Rental Housing Unit and who resides within the City of Windsor or the County of Essex;
3	2.1 “Market”, “Marketed”, or “Marketing” DELETE	“ Market ”, “ Marketed ” or “ Marketing ” means offering, facilitating, or causing or permitting to offer or facilitate, directly or indirectly, the sale, promotion, canvassing, solicitation, advertising, or marketing of part or all of a Rental Housing Unit, and includes placing, posting or erecting advertisements physically or online;
4	2.1 “Market”, “Marketed”, or “Marketing” ADD	“ Market ”, “ Marketed ”, or “ Marketing ” means...directly or indirectly, the promotion, canvassing, solicitation, or advertising of part or all of a Rental Housing Unit, and includes placing, posting or erecting advertisements physically or online;
5	3.5(e)(iii) DELETE	the <i>Long-Term Care Homes Act, 2010</i> , S.O. 2010, c. 11, as amended;
6	3.5(e)(iii) ADD	The <i>Fixing Long-Term Care Act, 2021</i> , S.O. 2021, c. 39, Sched. 1, as amended;
7	3.5(e)(v) DELETE	The <i>Social Housing Reform Act, 2000</i> , S.O. 200, c. 27, as amended; and
8	3.5(e)(v) ADD	The <i>Housing Services Act, 2011</i> , S.O. 2011, c. 6, Sched. 1, as amended; and
9	4.2 DELETE	4.2 No person shall do any of the following, other than at a location for which a Licence has been issued under this by-law: (a) Operate a Rental Housing Unit; (b) Permit a person to operate a Rental Housing Unit; (c) Collect Rent, or permit Rent to be collected, for a

		Rental Housing Unit; (d) Market, or permit to be Marketed, a Rental Housing Unit; or (e) Hold a Rental Housing Unit out as being licensed.
10	Appendix “A” ADD	Appendix “A” attached hereto is attached to By-law 14-2023
11	Schedule 2, S2.1(g)(iii) DELETE	Requires that the Licence Commissioner be notified of any intended cancellation by the insurer no fewer than fourteen (14) days prior to such cancellation;

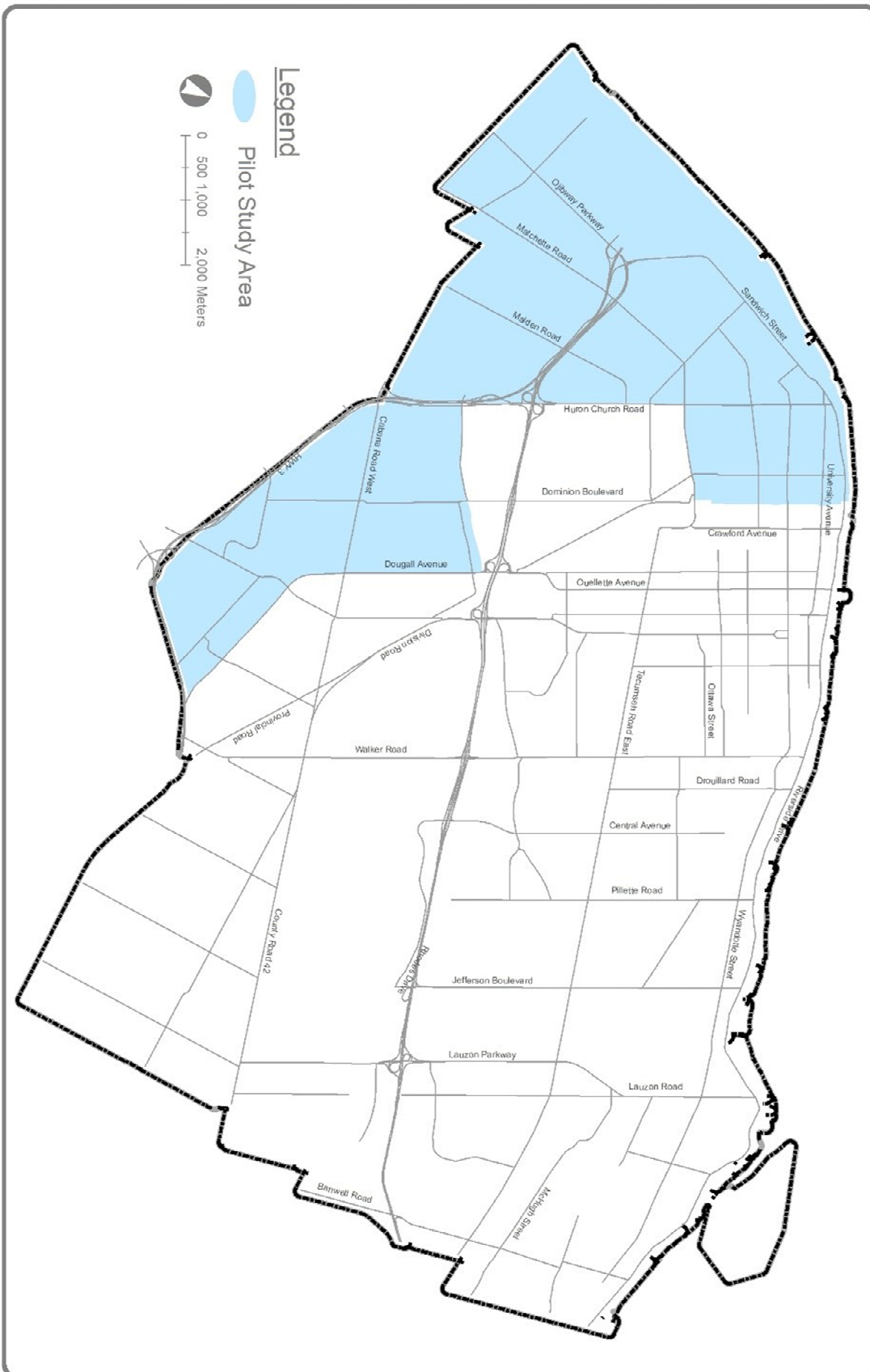
This by-law shall come into force and take effect on the day of the final passing thereof.

DREW DILKENS, MAYOR

CITY CLERK

First Reading - May 29, 2023
Second Reading - May 29, 2023
Third Reading - May 29, 2023

Appendix “A” – Pilot Study Area



Item No. 13.17

BY-LAW NUMBER 67-2023

A BY-LAW TO CONFIRM PROCEEDINGS OF THE COUNCIL OF THE CORPORATION OF THE CITY OF WINDSOR AT ITS MEETING HELD ON THE 29th DAY OF May, 2023

Passed the 29th day of May, 2023.

WHEREAS it is deemed expedient that the proceedings of the Council of The Corporation of the City of Windsor at this meeting be confirmed and adopted by by-law;

THEREFORE the Council of the Corporation of the City of Windsor enacts as follows:

1. The action of the Council of The Corporation of the City of Windsor in respect to each recommendation contained in the Report/Reports of the Committees and the local Boards and Commissions and each motion and resolution passed and other action taken by the Council of The Corporation of The City of Windsor at this special meeting is hereby adopted and confirmed as if all such proceedings were expressly in this by-law.
2. The Mayor and the proper officials of The Corporation of the City of Windsor are hereby authorized and directed to do all things necessary to give effect to the action of the Council of The Corporation of the City of Windsor referred to in the preceding section hereof.
3. The Mayor and the City Clerk are authorized and directed to execute all documents necessary in that behalf and to affix thereto the seal of The Corporation of the City of Windsor.

DREW DILKENS, MAYOR

CITY CLERK

First Reading - May 29, 2023
Second Reading - May 29, 2023
Third Reading - May 29, 2023

Item No. 18.1



Council Directives: SCM 152/2023

Subject: Outstanding Council Directives as of May 29, 2023

Outstanding Council Directives Tracking Log

Updated:2023-05-23

Meeting Date	Motion/ Resolution	Report Number	CLT Member/ Executive Director	Action	Status
December 17, 2012	CR293/2012	16287	City Planner	That the report of the City Planner dated November 21, 2012 entitled "Exemption from Sandwich Demolition Control By-law 20-2007 — 508, 520, 540, 556, 570, 590, 604, 612, 615, 622, 623, 631, 639, 646, 663, 670, 673, 686, 704, 710, 718, 724, 730, 738, 744, 750, 753, 758-760, 759, 765, 764, 769, 772, 777, 778, 781, 784, and 790 Indian Road, 812 and 862 Mill Street, and 764, 770, 780 and 788 Rosedale Avenue" BE DEFERRED as requested by the Canadian Transit Company, to allow for further discussions with administration on this matter.	Report remains deferred by Council, as per the Commissioner, Legal & Legislative Services.
August 24. 2015	CR159/2015 Clause XI	17893		"Corporate Payroll Business Process Review UPDATE": That the final FTE staffing changes reductions and resultant project savings and completions, BE REPORTED to City Council as part of or prior to the 2018 budget process	Q1 2021
May 16, 2016	CR334/2016	S 76/2016	Commissioner, Corporate Services Chief Financial Officer & City Treasurer	THAT City Council AUTHORIZE the CFO/Commissioner, Corporate Services Chief Financial Officer & City Treasurer(or delegate) to sign Minutes of Settlement as it relates to the Centralized Property Appeals. THAT the CFO/Commissioner, Corporate Services Chief Financial Officer & City Treasurer(or delegate) BE REQUIRED to report the results of the Minutes of Settlement to City Council once all appeals have been finalized.	Ongoing as required

Meeting Date	Motion/ Resolution	Report Number	CLT Member/ Executive Director	Action	Status
September 19, 2016	CR594/2016	C 176/2016	Chief Administrative Officer	<p>THAT City Council APPROVE the allocation of \$400,000 for the design, creation, installation and unveiling of a commemorative statue to honour the life and work of Hiram Walker; and,</p> <p>THAT City Council APPROVE that \$390,000 BE FUNDED from the 2014 Enhanced Capital Budget Contingency Placeholder for this project with the remaining \$10,000 to BE FUNDED from Councillor Holt's 2016 ward funds; and,</p> <p>THAT City Council APPROVE the sole source retention of artist Mark Williams for the creation, fabrication and installation of a statue/sculpture depicting Hiram Walker and DIRECT administration to prepare an agreement to retain the services of Mr. Williams accordingly; and,</p> <p>THAT the CAO and Commissioner, Legal & Legislative Services BE AUTHORIZED to take any other steps as may be required to bring effect to these resolutions, satisfactory in form to the Commissioner, Legal & Legislative Services, in financial content to the Commissioner, Corporate Services Chief Financial Officer & City Treasurer, and in technical content to the Commissioner, Infrastructure Services; and,</p> <p>THAT the CAO and Commissioner, Legal & Legislative Services BE AUTHORIZED to sign any required documentation as it relates to this project, satisfactory in legal form to the Commissioner, Legal & Legislative Services, in technical content to the Commissioner, Infrastructure Services, and in financial content to the Commissioner, Corporate Services Chief Financial Officer & City Treasurer; and further,</p> <p>THAT administration REPORT BACK on fundraising efforts towards this project within six months.</p>	CAO 4032 - To be completed 2020

Outstanding Council Directives Tracking Log

Updated:2023-05-23

Meeting Date	Motion/ Resolution	Report Number	CLT Member/ Executive Director	Action	Status
February 6, 2017	CR59/2017	CM 59/2016	City Planner	<p>THAT the report of the City Planner dated October 26, 2016 entitled “Response to CQ34-2016: Design Guidelines for fencing along Riverside Drive” BE RECEIVED for information; and further,</p> <p>THAT Administration BE DIRECTED to prepare a report for Council’s consideration that would:</p> <ul style="list-style-type: none">- Institute a by-law standard for decorative fencing and parking areas along Riverside Drive (both the north and south sides of Riverside Drive); and- Include options for incentivizing existing commercial and industrial property owners to be able to upgrade their existing fencing along the waterfront side of Riverside Drive; and <p>Include costing for decorative fencing from just east of Hiram Walker’s all the way to Strabane.</p>	

Meeting Date	Motion/ Resolution	Report Number	CLT Member/ Executive Director	Action	Status
October 16, 2017	CR648/2017	C 180/2017	Chief Administrative Officer	<p>...</p> <p>That pending the restoration of the Street Car #351, City Council APPROVE IN PRINCIPLE the installation of Street Car #351 into a Riverfront Park location with a future report to City Council for site location approval and funding request to install at said location and to develop a maintenance fund for future requirements; and further,</p> <p>That administration BE DIRECTED to undertake a public consultation process on this project, and that following this process, that an administrative report BE PREPARED for Council's consideration no later than 6 months after the Trolley is accepted from the current owner, to provide options as to usage if it is for some kind of vending (e.g., food and/or drink) or anything of that nature, including costs for transportation, placement, and potential sites; and further,</p> <p>That the CAO and Commissioner, Legal & Legislative Services BE AUTHORIZED to sign any other documents required to bring effect to these resolutions, in form satisfactory to the Commissioner, Legal & Legislative Services, in financial content satisfactory to the Commissioner, Corporate Services Chief Financial Officer & City Treasurer/Commissioner, Corporate Services Chief Financial Officer & City Treasurer, and in technical content to the Corporate Leader of Parks, Recreation, Culture and Facilities and Executive Director of Recreation and Culture; and further,</p>	CR297/2018 Fundraising Ongoing

Outstanding Council Directives Tracking Log

Updated:2023-05-23

Meeting Date	Motion/ Resolution	Report Number	CLT Member/ Executive Director	Action	Status
January 15, 2018	B32/2018	S 184/2017	City Forester	<p>THAT the report from the City Forester regarding an update on the progress of a City-wide Tree Inventory Project, a Preventative Tree Maintenance Program and a Urban Forest Management Plan BE RECEIVED; and further,</p> <p>THAT funding for the Preventative Tree Maintenance Program in the estimated annual amount of \$2,080,000 beginning in 2019 BE REFERRED to future Capital budget deliberations; and,</p> <p>That Administration PROVIDE information on any available subsidized programs which may exist by investigating best practices used in other municipalities; and that this information BE PROVIDED during the 2019 Budget deliberation process.</p>	Will be included in Capital Variance Report 2021
March 26, 2018	CR155/2018	C 52/2018	Commissioner, Infrastructure Services	<p>...That the Purchasing Department BE AUTHORIZED to issue a Purchase Order to Haddad, Morgan and Associates Ltd. to provide engineering services related to the redevelopment of 6700 Raymond Ave (former Concord School site) for an upset limit of \$75,500 plus taxes; and further,</p> <p>That the Commissioner, Infrastructure Services or designate BE AUTHORIZED to issue the requisite tender for the construction works required for the redevelopment and FURTHER that once the tender results are known that a report be submitted to City Council relative to the award of the contract and identifying a funding source for any projected funding shortfalls that may arise.</p>	On hold pending Planning's review of tiny houses as asked by Councillor Gignac Now that the SMP is complete we need to review the impact of this development however the concepts are still being developed by Planning - update towards end of Dec. 2020
May 7, 2018	CR245/2018	CMC 9/2018	Chief Administrative Officer	That the correspondence from the Ministry of Education dated April 27, 2018 regarding an update to Ontario's commitment to revise the Pupil Accommodation Review Guideline (PARG) BE RECEIVED , and further, that Administration BE DIRECTED to prepare a report for Council's consideration in terms of the possibility for applying on the City of Windsor's behalf for the Call of Proposals being issued this summer to participate in the Voluntary Integrated Planning and Partnerships Initiative (VIPPI), to provide flexible support to local partners that wish to enhance their collective capacity for integrated capital and community planning.	

Meeting Date	Motion/ Resolution	Report Number	CLT Member/ Executive Director	Action	Status
May 7, 2018	CR275/2018	C 77/2018	Commissioner, Community Services	<p>That Council PROVIDE Riverwest with the City's copyright permission to use banners with the likeness of public artwork owned by the City on condition that Riverwest agrees that the banners contain an acknowledgement of the artists who produced the original artwork; and further,</p> <p>That Council APPROVE the requested \$5000 indemnity and that this BE CHARGED to the Budget Stabilization Reserve Fund (BSR) and that Administration BE DIRECTED to prepare a draft policy for Council's consideration regarding banners (how they can be requested, all costs associated, etc.) outlining what would be expected.</p>	
June 4, 2018	CR333/2018 Clause VII	S 235/2017 & SCM 75/2018	Commissioner of Economic Development and Innovation	VII. That Administration REPORT BACK to City Council regarding the catalyst project designation under the Building/Property Tax Increment Grant Program.	
August 27, 2018	CR472/2018	C 148/2018	City Planner	<p>That the Walkerville area BE SELECTED as a pilot project area for the Districting Initiative and generally bounded on the north by the Detroit River, on the south by Niagara Street, on the east by Walker Road, and to the west by Gladstone Avenue.</p> <p>That a design and costing consultant at a cost not to exceed \$100,000.00 (plus HST) BE RETAINED for purposes of performing a higher level design analysis/value engineering and market costing so that the most accurate budget estimates can be obtained and further approved by Council prior to project selection/execution; and further,</p> <p>That the cost of the design and costing consultant BE FUNDED from the 2018 Enhanced Budget for District Theming previously approved for spending by Council via CR123/2018; and,</p> <p>That a future Council Report BE PREPARED by the City Planner recommending and describing the specific Walkerville Districting projects to be completed with estimated budgets and timelines for completion.</p>	

Outstanding Council Directives Tracking Log

Updated:2023-05-23

Meeting Date	Motion/ Resolution	Report Number	CLT Member/ Executive Director	Action	Status
September 17, 2018	CR503/2018 ETPS 630	SCM 332/2018 & C 122/2018	Commissioner, Community Services	<p>That the report of the Manager Parks Development, dated July 20, 2018, responding to CQ27-2017 regarding first responders signage for parks, BE RECEIVED for information; and,</p> <p>That City Council BE ADVISED that Administration will return to Council in January 2019 to request the approval to proceed with this project and release the 2023 funding allocated as part of the 2018 Enhanced Budget, and further,</p> <p>That Administration BE DIRECTED to develop a wayfinding standards policy based on the results of the Little River Corridor wayfinding signage and markers, as a pilot project, to be brought to City Council for approval.</p>	Wayfinding signage at Little River Corridor install Spring 2020 as Pilot. Report to follow on year after review of pilot (summer/fall 2021)

Meeting Date	Motion/ Resolution	Report Number	CLT Member/ Executive Director	Action	Status
October 1, 2018	CR550/2018	S 165/2018	Commissioner, Community Services	<p>That the report from Glos Associates Inc. titled “Proposed Relocation/Construction of Lanspeary Park Greenhouse Feasibility Study” and dated September 10, 2018 BE RECEIVED; and further,</p> <p>That Council APPROVE OPTION #2 – Construct a new greenhouse complex at Jackson Park- as the preferred solution; and further,</p> <p>That Council REFER consideration of the associated funding for the chosen option to the 2019 budget deliberations; and further,</p> <p>That subject to funding being approved in the Capital Budget, Administration BE DIRECTED to construct a new greenhouse complex at Jackson Park inclusive of the expansion space for in-house plant production and thereafter proceed to demolish the existing Lanspeary Park Greenhouse Complex, taking into consideration any heritage features or buildings contained thereon, and restore the subject area to parkland; and further,</p> <p>That Administration BE DIRECTED to offer options for the expansion of the demonstration house on the site within the re-development plans for Lanspeary Park (options showcasing the low impact re-development); and further,</p> <p>That Administration BE DIRECTED to provide information on production numbers for having this in-house versus externally for this service (how much does the taxpayer benefit from having this in-house).</p>	<p>Info on production numbers will be included in the report for approving the precommitment of remaining funds required anticipated in early January 2021. Lanspeary redevelopment plans/report will follow public open house, late 2021 early 2022.</p>

Outstanding Council Directives Tracking Log

Updated:2023-05-23

Meeting Date	Motion/ Resolution	Report Number	CLT Member/ Executive Director	Action	Status
January 7, 2019	CR4/2019	C 217/2018	Chief Administrative Officer	<p>1. That City Council AUTHORIZE Administration to proceed with, and PRE-COMMIT funding for, the additional 2018 Enhanced Capital Projects identified in Appendix A for the 2019 calendar year; and,</p> <p>2. That the award of tenders or RFP's for the identified works BE PRE-APPROVED, subject to being within the allocated budget and in accordance with Purchasing by-law 93-2012, and that the Chief Administrative Officer and Commissioner, Legal & Legislative Services BE AUTHORIZED to sign all relevant agreements, in form satisfactory to the Commissioner, Legal & Legislative Services, in financial content satisfactory to the Commissioner, Corporate Services Chief Financial Officer & City Treasurer and in technical content satisfactory to the Commissioner, Infrastructure Services, City Planner or Corporate Leader of Parks, Recreation, Culture and Facilities; and,</p> <p>3. That Administration REPORT BACK to City Council through a Communication Report(s) the results of all tenders that were awarded and approved, with any that require additional funding to be reported to Council separately.</p>	
February 4, 2019	CR35/2019	C 11/2019	Commissioner, Corporate Services Chief Financial Officer & City Treasurer	<p>That City Council APPROVE, as per the requirements of the Leadership Asset Management Program (LAMP), the use of the tools and guidelines for Triple bottom line plus (TBL+), Whole life-cycle (WLC) and Business Case Evaluation (BCE) as developed through the LAMP grant and approved by the Asset Planning Steering Committee; and,</p> <p>That City Council DELEGATE authority to the Asset Planning Steering Committee to provide oversight to the implementation of this framework and to amend the guidelines and tools as may be deemed necessary as such guidelines and tools are integrated within the Corporation; and further,</p> <p>That Administration BE DIRECTED to prepare a report for Council's consideration on methods that could be used to accelerate the process for implementation</p>	Under review

Meeting Date	Motion/ Resolution	Report Number	CLT Member/ Executive Director	Action	Status
March 25, 2019	CR120/2019	C 43/2019	Commissioner, Legal & Legislative Services	That the report of the Commissioner, Corporate Services Chief Financial Officer & City Treasurer regarding the Mayor, Councillors and Appointees 2018 Statement of Remuneration and Expenses BE RECEIVED for information; and further, That in a municipal election year, NO COUNCILLOR SHALL BE PERMITTED to commit to any conferences after the date of an election in a municipal election year; and further, That Administration BE DIRECTED to prepare a report for Council's consideration on a process that would allow all members of Council to access conference materials and summary notes for information purposes, from those Councillors that attend conferences.	
April 1, 2019	B8/2019	C 226/2018	Commissioner, Corporate Services Chief Financial Officer & City Treasurer	That City Council RECEIVE the 2019 Capital Budget 7-Year Plan documents reflective of approx. \$845.104 M in total funding; and... That Administration BE DIRECTED to REPORT BACK to Council regarding the infrastructure deficit and a high-level plan to address it; and, As amended a total of \$240,000 from the 2019 Grant Matching and Inflationary Pressures project (FIN-001-19) be reallocated to: Capitol Theatre Capital Improvements (ENG-010-17) in the amount of \$40,000 for the new Marquee sign and Pedestrian Crossing (OPS-001-19) in the amount of \$200,000 for priority pedestrian crossings as identified in agenda Item 11.14.	
April 1, 2019	B14/2019	C 188/2018	Commissioner, Infrastructure Services	That Council FORMALLY REQUEST the Lieutenant Governor of Ontario for permission to divest of the City-owned shore wall along Lake St. Clair; and, That Administration FURTHER REPORT BACK with respect to the question regarding possible transfer ownership of shore walls and associated land; and...	Letter sent to ERCA Richard Wyma on November 2019. Letter sent by CAO to MNRF January 16, 2020 c/o Mitch Wilson. Cannot be responded to until a response is received. It will likely be a year or more. September 9, 2020 - Lt Gov. has not yet responded

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Meeting Date	Motion/ Resolution	Report Number	CLT Member/ Executive Director	Action	Status
April 1, 2019	B61/2019	Reference #C118	Chief Executive Officer Windsor Library	That the recommended “Addition of Friday Branch Hours” (Budget Issue #2019-0358) in the amount of \$98,412 BE NOT APPROVED , and that it BE FUNDED through one-time dollars and that Administration REPORT BACK in 2020.	
May 6, 2019	CR210/2019	C 78/2019	Community Development and Health Services Commissioner – Corporate Leader Social Development and Health	<p>That the report from the Commissioner of Community Development and Health Services and the Administrator/Executive Director of Huron Lodge Long-Term Care Home BE RECEIVED for information; and further...</p> <p>That the Chief Administrative Officer and Commissioner, Legal & Legislative Services BE AUTHORIZED to execute any documents required to establish and participate in the Ontario Health Team, such that any funding does not create an additional annualized cost without the prior approval of City Council, and subject to legal approval by the Commissioner, Legal & Legislative Services, financial approval by the Commissioner, Corporate Services Chief Financial Officer & City Treasurer, and technical approval by the Community Development and Health Commissioner and Executive Director of Huron Lodge; and further,</p> <p>That Administration BE DIRECTED to provide appropriate reports to City Council as the Ontario Health Team is established in Windsor and Essex County.</p>	

Meeting Date	Motion/ Resolution	Report Number	CLT Member/ Executive Director	Action	Status
July 8, 2019	CR322/2019	C 68/2019	Chief Building Official	<p>That a vacant building registry NOT BE IMPLEMENTED at this time and the vacant building initiative (VBD) BE EXTENDED to July 2020; and,</p> <p>That Building Administration CONTINUE TO REVIEW the effectiveness of the VBI program and PROVIDE City Council costing options to maintain permanent pro-active vacant building enforcement as part of the 2020 Building Inspections budget submission; and,</p> <p>That a sixth goal BE ADDED to the 5 program goals listed in the report, specifically “To mitigate visible blight for the affected neighbourhood”; and,</p> <p>That administration BE DIRECTED to report back in 2020 for a more fulsome breakdown of statistics including types of orders issued, which were successful, which were complied with, and that the report ALSO INCLUDE options for a vacant building registry that expressly includes the topic of access, cost recovery, identification, highest fees possible under the law and the shortest timelines.</p>	
July 8, 2019	CR334/2019	SCM 205/2019 & S 102/2019	City Planner	<p>That this Council Report responding to CQ 1-2019 on the benefits and process to designating Walkerville a Heritage Conservation District under the Ontario Heritage Act BE RECEIVED FOR INFORMATION; and,</p> <p>That Administration BE DIRECTED to proceed with the implementation of the Walkerville Heritage Conservation District Study; and,</p> <p>That administration PROVIDE a fulsome report to the Development and Heritage Standing Committee outlining the process, timelines and next steps.</p>	

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Meeting Date	Motion/ Resolution	Report Number	CLT Member/ Executive Director	Action	Status
July 8, 2019	CR340/2019	SCM 183/2019 & S 97/2019	Commissioner, Human & Health Services	<p>...That Administration BE DIRECTED to bring the Community Safety and Well-being Plan to City Council and the Windsor Police Services Board in sufficient time to be adopted prior to the Provincial government's deadline of January 1, 2021; and further,</p> <p>That the Commissioner of Community Development and Health Services or her designate BE REQUESTED to provide regular updates to the Community Services and Parks Standing Committee over the process of development and implementation of the Community Safety and Well-being Plan.</p>	CR337/2020 Extended deadline
July 8, 2019	CR347/2019	SCM 190/2019 & S 79/2019	Commissioner, Human & Health Services	<p>...That the Chief Administrative Officer and Commissioner, Legal & Legislative Services BE AUTHORIZED to execute any agreements, documents and forms required to establish and participate as a Prototype, Service System Manager and/or Direct Delivery Agent, such that any funding does not create an additional annualized City cost without the prior approval of City Council. Authorization would be subject to approval as to legal content by the Commissioner, Legal & Legislative Services, as to financial content by the Commissioner, Corporate Services Chief Financial Officer & Commissioner, Corporate Services Chief Financial Officer & City Treasurerand Commissioner, Corporate Services Chief Financial Officer & City Treasureror designate, and as to technical content by the Community Development and Health Services Commissioner and the Commissioner, Human & Health Services; and further,</p> <p>That Administration BE DIRECTED to provide appropriate reports and updates to City Council regarding the Ontario Works – Employment Ontario Transformation as information becomes available.</p>	

Meeting Date	Motion/ Resolution	Report Number	CLT Member/ Executive Director	Action	Status
October 7, 2019	CR495/2019 Clause 6	C 162/2019	Sokol- Asset Planning	1 – That Council AUTHORIZE administration to negotiate a Municipal Sewer Access Agreement between the City of Windsor and Noventa Energy Partners Ltd. for the purpose of connecting to the City's sanitary sewer trunk line at a designated location along Riverside Drive, satisfactory in form to the Commissioner, Legal & Legislative Services, in technical content to the Commissioner, Infrastructure Services, and in financial content to the Commissioner, Corporate Services Chief Financial Officer & Commissioner, Corporate Services Chief Financial Officer & City Treasurer and Commissioner, Corporate Services Chief Financial Officer & City Treasurer; and... 6 – That Council DIRECT administration to report back detailing the outcome of the negotiated agreements and other related matters contained in this report.	Ongoing- Negotiations are continuing and once finalized a report will be prepared
November 18, 2019	CR543/2019	S 198/2019	Commissioner, Human & Health Services	...That Administration BE DIRECTED to bring the regional Community Safety and Well-Being Plan to City Council and Essex County Council in sufficient time to be considered prior to the Provincial government's deadline of January 1, 2021.	CR337/2020 Extended deadline
November 18, 2019	CR564/2019	SCM 388/2019 & SCM 329/2019	Windsor Police Services	That Report No. 21 of the Windsor BIA Advisory Committee – Increasing enforcement on Wyandotte St. East from Devonshire to Lauzon indicating: That Administration from Windsor Police Services BE REQUESTED to report back on the feasibility of increasing enforcement on Wyandotte Street East from Devonshire to Lauzon Road due to excessive speeding along this corridor.	
December 2, 2019	CR601/2019	SCM 417/2019 & SCM 365/2019		That Report No. 2 of the Committee of Management for Huron Lodge indicating: That Administration BE REQUESTED to report back on the history of per diem funding in long term care homes and the comparators relating to the allocation of food per diems in other institutions	

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Meeting Date	Motion/ Resolution	Report Number	CLT Member/ Executive Director	Action	Status
December 2, 2019	CR608/2019	SCM 412/2019 & S 200/2019	Commissioner, Human & Health Services	<p>That this report from the Executive Director of Housing and Children's Services regarding the Windsor Essex Child Care and Early Years Service System Plan 2020-2025 BE ACCEPTED; and,</p> <p>That the Executive Director of Housing and Children's Services BE AUTHORIZED to submit The Windsor Essex Child Care and Early Years Service System Plan 2020-2025 to the Province of Ontario's Ministry of Education on or before December 31, 2019 as required under the Child Care and Early Years Act; 2014 (CCEYA); and,</p> <p>That the Executive Director of Housing and Children's Services REPORT BACK to Council should the Ministry of Education have substantial changes and/or recommendations that are directed by the Minister to be incorporated into The Windsor Essex Child Care and Early Years Service System Plan 2020-2025; and,</p> <p>That the Executive Director of Housing and Children's Services BE AUTHORIZED to submit subsequent reports/updates on The Windsor Essex Child Care and Early Years Service System Plan 2020-2025 to the Ministry of Education if required; and further,</p> <p>That Administration REPORT BACK to the Community Services and Parks Standing Committee once further analysis is completed regarding the causal data related increase in vulnerability as reported in the Early Development Instrument (EDI) and further analysis in terms of breakdowns of EarlyON programs and usage.</p>	
January 27, 2020	B9/2020	SCM 299/2019 & S 167/2019	Commissioner, Infrastructure Services	That Administration BE DIRECTED to prepare a report for Council's consideration related to options for curbside garbage collection instead of alley collection citywide wherever possible.	Report written as C 151/2020. Will be updated with new financial information and is expected to go to December 16 ETPS
January 27, 2020	B58/2020	AFB/13467	Chief Administrative Officer	That Administration BE DIRECTED to implement a Zero Based Participatory Full Council Budget model for the 2021 Budget deliberations and further that a report BE PROVIDED in the Spring of 2020 outlining the parameters and options for a Zero Based Budget model for Council's consideration and decision.	

Meeting Date	Motion/ Resolution	Report Number	CLT Member/ Executive Director	Action	Status
February 24, 2020	CR99/2020 CR605/2019 CSPS79	SCM 58/2020 & C 160/2019	Commissioner, Community Services	<p>...That the International Relations Committee BE REQUESTED to review the \$25,000 commitment for the You + Me sculpture project due to the updated information regarding the \$50,000 financial commitment to this project by the Rotary Club of Windsor-Roseland;</p> <p>That the International Relations Committee RECONSIDER committing \$25,000 in the You + Me sculpture project; and further,</p> <p>That, in the absence of the International Relations Committee reconsidering a \$25,000 financial commitment, the International Relations Committee REPORT BACK to Council with their plan for the \$25,000 that was previously committed to the You + Me sculpture project.</p>	Completed - a small portion (\$5,000) was allocated to the You +Me sculpture project and of the remaining \$20,000 the IRC has approved \$14,000 for the Sister Cities Pole
April 27, 2020	CR149/2020	C 76/2020	Commissioner, Corporate Services Chief Financial Officer & City Treasurer	<p>That the results of the email poll conducted by the Deputy Commissioner, Legal & Legislative Services on April 8, 2020 approving the following recommendation BE CONFIRMED AND RATIFIED:</p> <p>That, consistent with CR 127/2020 which provided all taxpayers property tax relief in the form of an extension for payment of the third interim tax instalment, City Council EXTEND the due date for the 2020 1st quarter remittance of the Municipal Accommodation Tax (MAT) from April 30, 2020 to June 30, 2020; and further,</p> <p>That there WILL BE NO late payment charges in either form, penalty and/or interest through the period June 30, 2020; and further,</p> <p>That the Commissioner, Legal & Legislative Services AMEND By-law 133-2018;</p> <p>and further,</p> <p>That administration BE DIRECTED to prepare a report for Council's consideration, as soon as possible, on options available for the City of Windsor to use the Municipal Accommodation Tax (MAT) to help the local hospitality industry as a result of the ongoing COVID-19 pandemic.</p>	Deferred due to ongoing COVID closures

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Meeting Date	Motion/ Resolution	Report Number	CLT Member/ Executive Director	Action	Status
July 27, 2020	CR380/2020	C 145/2020	Community Development and Health Commissioner & Corporate Leader – Social Development and Health	<p>That the Review of Emergency Shelter Services in Windsor Essex Report by Vink Consulting Inc. BE RECEIVED for information; and,</p> <p>That the Executive Director of Housing and Children's Services BE DIRECTED to bring forward reports to City Council addressing the recommendations for the future state of the emergency shelter system, including implementation plans with associated costs; and,</p> <p>That the Executive Director of Housing and Children's Services BE AUTHORIZED to pursue funding options to support any required operational and capital investments and further, should such funding options be in the forms of grants and/or loans; and,</p> <p>That the Chief Administrative Officer and Commissioner, Legal & Legislative Services, or their designates, BE AUTHORIZED to sign any applications and take any such actions as required to secure funding provided such documents are in a form satisfactory to the Commissioner, Legal & Legislative Services, satisfactory in financial content to the Commissioner, Corporate Services Chief Financial Officer & City Treasurer, and technical content to the Executive Director of Housing and Children's Services; and further,</p> <p>That Administration BE DIRECTED to report back to the Community Services and Parks Standing Committee on a quarterly basis on timelines and progress of the report.</p>	
November 7, 2020	CR553/2020 DHSC 207 Clause III	SCM 311/2020 & S 53/2020	City Planner	<p>...</p> <p>III. That Administration REPORT BACK to Council regarding initiation of a Heritage Conservation District Area Study for this area; and, that the report include suggestions related to potential boundaries, optional designation of a Heritage Conservation District Study Area Bylaw, timing of the study and funding considerations.</p>	
November 23, 2020	CR585/2020	C 220/2020	Commissioner, Community Services	<p>That the report of the Senior Manager – Facilities dated November 6, 2020 entitled "Corporate Security Plan and Risk Assessment" BE DEFERRED to allow for additional information from administration.</p>	

Meeting Date	Motion/ Resolution	Report Number	CLT Member/ Executive Director	Action	Status
December 7, 2020	CR616/2020 Clause 6	C 54/2020	Commissioner, Corporate Services Chief Financial Officer & City Treasurer	6. That administration BE DIRECTED to report back at a high level on the economic impact and any perceived impacts on development if Council were to revisit eliminating the industrial exemption.	Ongoing
December 21, 2020	CR655/2020	SCM 374/2020 & S 164/2020	Commissioner of Parks, Recreation, Culture and Corporate Facilities	That Administration BE REQUESTED to report back to Council outlining the costs associated with undertaking an invasive species management strategy citywide.	
January 18, 2021	CR40/2021 ETPS 802	SCM 16/2021 & S 155/2020	Commissioner, Infrastructure Services	That the report of the Environment, Transportation and Public Safety Standing Committee of its meeting held December 16, 2020 regarding “Wyandotte Street East Corridor Review” BE REFERRED back to Administration to narrow the focus as soon as possible, and to satisfy the Active Transportation Master Plan by providing cycling infrastructure along Wyandotte Street East and further, that in-person public meetings BE HELD once permitted, as part of a consultation process that would include residents and businesses in the subject area.	
February 8, 2021	CR69/2021	SCM 44/2021	Commissioner, Corporate Services Chief Financial Officer & City Treasurer	That Council RECEIVE the external advisory report and ENDORSE IN PRINCIPLE the recommendations enclosed in Windsor Works: An Economic Development Strategy for the City's Future Growth; and further, That Council DIRECT Administration to undertake the work required in order to prepare a detailed implementation plan as soon as practical and provide quarterly updates to Council on progress.	
February 22, 2021	B26/2021		Commissioner, Infrastructure Services	That the Street Extension and Trunk Sewer Project on Jarvis (ECP-010-07) BE DEFERRED for a period of 1 year to allow for the completion of the Environmental Assessment and public consultation to be conducted.	
March 29, 2021	CR110/2021	Clerk’s File: SP2021		That the report of the Windsor Police Service entitled “Strategic Plan: 2020-2022” BE REFERRED to a future meeting of Council to allow for representatives from the Windsor Police Service to be in attendance and available for questions	

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Meeting Date	Motion/ Resolution	Report Number	CLT Member/ Executive Director	Action	Status
March 29, 2021	CR111/2021	Clerk's File: MU2021		That the "Windsor Utilities Commission 2020 Summary Report: Water + Imagination = Quality of Life" BE REFERRED to a future meeting of Council to allow for representatives from Windsor Utilities Commission to be in attendance and available for questions	
April 19, 2021	CR161/2021	SCM 108/2021 & S 9/2021	Commissioner, Infrastructure Services	<p>1. That the Community Safety Zone Policy, attached as Appendix 1 of this report, BE ADOPTED.</p> <p>2. That Traffic By-law 9148 BE AMENDED as listed and attached in Appendix 2 of this report.</p> <p>3. That the Commissioner, Legal & Legislative Services BE DIRECTED to prepare the necessary documents to amend the by-law.</p> <p>4. That Administration BE REQUESTED to provide a report back on the cost of adding the nine Business Improvement Areas as Community Safety Zones.</p>	
May 3, 2021	CR179/2021	C 51/2021	Commissioner, Legal & Legislative Services	That the report of the Senior Legal Counsel and Student-at-Law dated April 9, 2021 entitled "Response to CR591/2020 – Cannabis Odour" BE DEFERRED to allow for a further report once the enforceability of the Town of Leamington's Cannabis Regulation By-law is considered by the Superior Court of Justice and the Normal Farm Practices Protection Board, and that the report also include possible enforcement options that would be available for Council's consideration.	
May 17, 2021	CR213/2021	MBA/3183 MBA/2988	& City Planner	That the correspondence from Paul Mullins on behalf of Assumption Parish dated April 23, 2021 requesting support from the City of Windsor to be recognized by Parks Canada as a Nationally Significant Historic Site, BE REFERRED to administration for review and a report back to Council for consideration, specifically as it would pertain to the ramifications designation would have on city property.	

Meeting Date	Motion/ Resolution	Report Number	CLT Member/ Executive Director	Action	Status
June 21, 2021	CR285/2021	C 87/2021	Chief Administrative Officer	<p>That Council RECEIVES the report from the Chief Administrative Officer on June 7, 2021, which provides a preliminary organizational review of The Corporation of the City of Windsor; and,</p> <p>That Council DIRECTS Administration to report back to Council with a Corporate Strategic Plan that will provide strategic and tactical objectives that will continue to create an organization that is innovative, agile, collaborative, solution-oriented, efficient, and effective; and,</p> <p>That Council DIRECTS Administration to create an Implementation Playbook for the 20-Year Strategic Vision to ensure the continued rapid realization of its goals; and,</p> <p>That Council DIRECTS Administration to report back to Council with amendments to the Delegated Authority By-law No. 208-2008 to remove “red tape” and enable rapid execution of Council’s vision and direction; and,</p> <p>That Council AMENDS CAO By-law No. 218-2002 to reflect the current organizational structure, i.e. clarifying that the CAO shall recommend to Council the appointment and dismissal of Corporate Leadership Team members and statutory officers but not Department Heads; and,</p> <p>That Council DIRECTS Administration to retain an expert in effective board governance and facilitation, and schedule a closed Council Workshop for education purposes.</p>	

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Meeting Date	Motion/ Resolution	Report Number	CLT Member/ Executive Director	Action	Status
July 19, 2021	CR331/2021 CSPS 155	SCM 223/2021 & S 80/2021	Commissioner, Community Services	<p>That the report from the Cultural Development Coordinator regarding the expansion of the City of Windsor's Poet Laureate program BE RECEIVED; and further,</p> <p>That the Poet Laureate program, established as an ongoing program, BE REBRANDED as the 'Poet Laureate and Storytellers' program; and further,</p> <p>That the program BE UPDATED to include two new positions – Indigenous Storyteller and Multicultural Community Storyteller; and further,</p> <p>That the additional funding required for the expanded program honorariums and programming initiatives in 2021 in the amount of \$9,500 BE CHARGED to the Culture and Events operating budget; and further,</p> <p>That Council PRE-COMMIT a \$9,500 increase to the Culture and Events 2022 operating budget; and further,</p> <p>That Administration BE DIRECTED to seek nominations for recognized Windsor literary and spoken word artists for the position of Indigenous Storyteller and Multicultural Community Storyteller, to be appointed for two-year terms; and further,</p> <p>That the administrative report BE REFERRED to the Diversity Committee for review and comment; and,</p> <p>That additional consultations BE CONDUCTED as appropriate.</p>	
July 26, 2021	CR360/2021 DHSC 310	SCM 243/2021 & S 87/2021	Commissioner, Economic Development & Innovation	<p>1. That Report No. S 87/2021 entitled "Updates to the 2021 Ontario Heritage Act Amendments" BE RECEIVED for information; and,</p> <p>2. That the City Planner BE DIRECTED to prepare amendments to City of Windsor Official Plan, Delegation By-law, and create new Heritage Procedures/By-law, or utilize other policies or tools as required, to address the legislative changes and for Council's consideration.</p>	Following Ontario Bill 23 City waiting on the regulations to determine if there will be any changes/impacts on the amendments proposed.

Meeting Date	Motion/ Resolution	Report Number	CLT Member/ Executive Director	Action	Status
July 26, 2021	CR363/2021 DHSC 313	SCM 246/2021 & S 71/2021	Commissioner, Economic Development & Innovation	<p>1. That Report No. S 71/2021 updating City Council on the use and implementation of the Brownfield Redevelopment Community Improvement Plan (CIP) and tabling issues to be addressed as part of the CIP update BE RECEIVED for information; and,</p> <p>2. That the City Planner BE DIRECTED to consult with stakeholders regarding potential changes to the Brownfield Redevelopment CIP outlined in Report No. S 71/2021 and prepare any necessary CIP amendments for Council's consideration.</p>	
July 26, 2021	CR365/2021 CR333/2021	C 98/2021	Commissioner, Human & Health Services	<p>...That the Executive Director of Housing and Children's Services BE DIRECTED to develop a proposed model for the Housing Hub project and bring back recommendations to City Council for consideration; and further,</p> <p>That Administration PREPARE an official letter on behalf of City Council to help advocate other levels of government to address funding gaps with respect to mental health and addictions to ensure the new housing hub is a success.</p>	
September 27, 2021	CR387/2021	C 116/2021	Commissioner, Corporate Services Chief Financial Officer & City Treasurer	<p>That the 2020 Annual Investment Compliance Report for the year ending December 31, 2020 BE RECEIVED for information; and further,</p> <p>That City Council SUPPORT the following actions with regards to the development and implementation of an enhanced investment strategy:</p> <p>That Administration BE AUTHORIZED to prepare a Request for Proposal (RFP) for Investment Advisory services; and further,</p> <p>That Administration BE DIRECTED to explore alternative options to traditional financial instruments to maximize overall investment returns for the City; and further,</p> <p>That Administration BE AUTHORIZED to prepare an Expression of Interest (EOI) to seek interest in the development of an in-house solution for managing current and projected cash flows more efficiently through the use of technology; and further,</p> <p>That Administration BE DIRECTED to report back to City Council the results of the above noted actions.</p>	

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Meeting Date	Motion/ Resolution	Report Number	CLT Member/ Executive Director	Action	Status
September 27, 2021	CR402/2021 ETPS 841	SCM 263/2021 & S 69/2021	Commissioner, Infrastructure Services	<p>That the report of the Engineer I dated June 4, 2021 entitled “Alley Standards Development – City Wide” BE RECEIVED for information; and,</p> <p>That Administration BE DIRECTED to develop an Alley Standards Development Committee as outlined in the report; and,</p> <p>That the Alley Standards Development Committee REPORT BACK to Council with a fulsome report regarding alleys across the City, including but not limited to the following:</p> <ul style="list-style-type: none"> • Capital and Annual Costs associated with developing, maintaining and enforcing a set of standards for all of the City’s alleys • Clear Alley Standards • Different Kinds of Alleys • Alley Closure Process • Additional Dwelling Units accessing alleys and required maintenance • Collection of Garbage and Refuse at Curbside in a consistent manner • Data and Statistics related to resources spent on 311 calls in alleyways regarding clean up/rodent or other issues 	
October 4, 2021	CR429/2021 DHSC 326	SCM 296/2021, S 41/2020, AI 7/2021, & AI 10/2021	Commissioner, Economic Development & Innovation	<p>That the report of the Senior Planner – Policy and Special Studies dated February 27, 2021 entitled “Closure of Part of Dodsworth Street, Between Kay Street and Malden Road, Between 5168 and 5180 Malden Road - Applicant: T. Fasan - SAS/5917 - Ward 1” BE REFERRED back to administration to allow administration the opportunity to work with the Applicant to come to an amenable resolution for everyone involved</p>	In progress. Applicant given 3 options at meeting March 7, 2023.

Meeting Date	Motion/ Resolution	Report Number	CLT Member/ Executive Director	Action	Status
October 4, 2021	CR448/2021 ETPS 858	SCM 313/2021 & S 110/2021	Commissioner, Infrastructure Services	<p>That the report of the Manager of Contracts, Maintenance & Field Services dated August 19, 2021 entitled “Response to CQ 5-2021 Pedestrian Walkways – City Wide” BE RECEIVED for information; and,</p> <p>That the addition of signage at pedestrian inter-block walkways in the wintertime BE APPROVED; and,</p> <p>That administration BE DIRECTED to monitor the effectiveness for a period of 2 years; and,</p> <p>That funding in the amount of \$18,600 BE APPROVED; and,</p> <p>That the amount BE FUNDED from the Budget Stabilization Reserve Fund (BSR)</p>	
October 4, 2021	CR452/2021	C 123/2021 & C 129/2021	Commissioner, Infrastructure Services	<p>That the report of the Senior Manager of Engineering dated September 17, 2021 entitled “Festival Plaza Improvement – Final Design – Ward 3” and the report of the Manager of Parks Development dated August 23, 2021 entitled “Waterfront Beacon – Street Car # 351” BE REFERRED back to Administration to allow for a comprehensive report related to how the Festival Plaza and Waterfront Beacon can be linked to the new City Hall Esplanade moving forward; including but not limited to information related to bathroom facilities, food services, and other options, for Council's consideration.</p>	

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Meeting Date	Motion/ Resolution	Report Number	CLT Member/ Executive Director	Action	Status
October 25, 2021	CR466/2021 ETPS 845	SCM 300/2021, SCM 224/2021, C 152/2021 & SCM 350/2021	Commissioner, Infrastructure Services	<p>That Report No. 110 of the Windsor Essex County Environment Committee (WECEC) of its meeting held June 24, 2021 indicating: That the proposal from the Windsor-Essex Youth Climate Council for a pop-up temporary separated bike lane on University Avenue BE ENDORSED. BE APPROVED; and,</p> <p>That City Council ENDORSE the creation of a pilot project for temporary separated bike lanes along University Ave. in 2022; and,</p> <p>That Administration CONSULT with external stakeholders including the University of Windsor, the DWBIA, Bike Windsor-Essex and other organizations or groups as appropriate to develop a pilot project for separated bike lanes along University Ave.; and,</p> <p>That Administration BE REQUESTED to report back to Council with a more detailed outline of the pilot project related to consistency including but not limited to financial implications and the following:</p> <ul style="list-style-type: none">• Administration would engage with the University of Windsor to identify any potential funding or cost-sharing;• Administration, working collaboratively across departments, would develop design alternatives for the University Avenue corridor;• These alternatives would be presented to stakeholders in a public consultation program; and,• Administration would report back to Council with a recommended alternative, results of public consultation, and cost estimates to seek Council's approval for construction as well as for funding approval of associated capital and operating costs.	

Meeting Date	Motion/ Resolution	Report Number	CLT Member/ Executive Director	Action	Status
October 25, 2021	CR475/2021 CR452/2021	C 123/2021	Commissioner, Community Services	<p>I. That City Council DIRECT Administration to work with the consultant to develop different costing options for the final detailed design of the Festival Plaza that vary in price, and once completed, undertake public and stakeholder consultations on those designs. This will give Council the opportunity to determine the level of investment that should be made at Festival Plaza; and,</p> <p>II. That City Council DIRECT the Manager of Parks Development to apply for a site-specific amendment to the Official Plan and Zoning By-law 8600 to allow the necessary buildings and structures within Festival Plaza to extend above the crown of the pavement of Riverside Drive as all potential options will require an amendment; and,</p> <p>III. That City Council DIRECT Administration to create a detailed connectivity plan, including public consultation, between the riverfront and the adjacent areas along the CRIP footprint with special consideration for downtown areas. The plan should not include tunnels underneath Riverside Drive but rather should have multiple access points to link the northside of Riverside Drive to the southside of Riverside Drive focusing on pedestrian safety and include options for physical design changes to Riverside Drive; and further,</p> <p>IV. That City Council DIRECT Administration to prepare a comprehensive Council report that incorporates all of the above recommendations.</p>	

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Meeting Date	Motion/ Resolution	Report Number	CLT Member/ Executive Director	Action	Status
October 25, 2021	CR476/2021 CR452/2021	C 129/2021	Commissioner, Community Services	<p>That City Council APPROVE the design of the building and the terraces for the Legacy Beacon as the new home for Streetcar No. 351, located on the waterfront North of Riverside Drive at the foot of Caron Avenue in Legacy Park (Appendix A); and,</p> <p>That the City Planner BE DELEGATED the authority to approve the Site Plan Control Application and BE AUTHORIZED to approve minor changes to the design to allow for the construction for a permanent building (Legacy Beacon) to house Streetcar No. 351; and,</p> <p>That City Council APPROVE and pre-commit \$1,000,000 in 2023 from the Central Riverfront Festival Plaza (PFO-003-15) for the incremental construction costs needed at the Legacy Beacon; and further,</p> <p>That Administration REPORT BACK to Council with a business case for the concession/terrace area prior to the 2022 budget deliberation meetings or as soon as possible thereafter.</p>	

Meeting Date	Motion/ Resolution	Report Number	CLT Member/ Executive Director	Action	Status
November 1, 2021	CR496/2021 CSPS 163	SCM 329/2021 & S 51/2021	Commissioner, Community Services	<p>That the report of the Senior Manager of Facilities dated May 13, 2021 entitled “CQ 4-2021 - Proposal for Council consideration to provide menstrual hygiene products in select municipal buildings free of charge” BE RECEIVED for information; and,</p> <p>That Council APPROVE a 1-year pilot program-Option C as outlined in the administrative report, to provide free menstrual products in public women’s, men’s, universal and family washrooms at the locations listed below:</p> <ul style="list-style-type: none"> • WFCU Centre • Windsor Water World • Windsor International Aquatic and Training Centre • Capri Pizzeria Recreation Complex • 350 City Hall Square W. • 400 City Hall Square E; and, <p>That the estimated cost of \$19,000 plus HST BE FUNDED from the City’s Budget Stabilization Reserve (BSR) Fund; and further,</p> <p>That the City’s Advisory Committees, Boards and Commissions (ABC’s) BE MADE AWARE of the pilot program and BE REQUESTED to adopt a similar program at their facilities where applicable; and,</p> <p>That Administration REPORT BACK to Council with a six month interim report to provide a status update, and after one year with the results of the pilot program to request annual operating funds through the 2023 budget process.</p>	

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Meeting Date	Motion/ Resolution	Report Number	CLT Member/ Executive Director	Action	Status
November 1, 2021	CR497/2021 CSPS 164	SCM 333/2021 & S 132/2021	Commissioner, Community Services	<p>That the report of the Cultural Development Coordinator and Manager of Culture & Events dated September 16, 2021 entitled “Update of Round 2 of the Arts, Culture and Heritage Fund 2021 – City Wide” BE RECEIVED for information; and,</p> <p>That Administration REPORT BACK during the 2022 budget deliberations with potential increases to the Arts, Culture and Heritage Fund Grant Program funding envelope that matches and keeps pace with growth in the community; and,</p> <p>That Administration BE DIRECTED to investigate the possibility of private sector partnerships to augment the funding envelope that this program delivers to the community.</p>	
November 15, 2021	CR520/2021 ETPS 867	SCM 363/2021 & S 136/2021	Commissioner, Infrastructure Services	<p>That the report of Transportation Planning Senior Engineer dated September 27, 2021 entitled “2019 Road Safety Report – City-Wide” BE RECEIVED for information; and further,</p> <p>That the data in this report BE REVIEWED and BROUGHT FORWARD when decisions related to development patterns and other investment in infrastructure are being considered including but not limited to opportunities for development or planning.</p>	
December 13, 2021	B34/2021 CR419/2021	C 113/2021	Commissioner, Community Services	<p>That the report of the Project Administrator dated August 27, 2021 entitled “Proposed Artificial Turf Sports Field - Ward 6 & 7” BE REFERRED back to Administration to continue to explore artificial turf options with stakeholders for Council’s consideration.</p>	

Meeting Date	Motion/ Resolution	Report Number	CLT Member/ Executive Director	Action	Status
December 13, 2021	B38/2021	C 171/2021	Commissioner, Corporate Services / Chief Financial Officer / City Treasurer	<p>That this report with regards to the Power to Impose a Tax on Vacant Residential Units BE RECEIVED for information; and further,</p> <p>That City Council APPROVE the development of a Vacant Residential Unit Tax program for the City of Windsor; and further,</p> <p>That Administration BE DIRECTED to conduct further research in terms of designing and implementing a Vacant Residential Unit Tax program inclusive of community consultation and that a fully developed program be brought back to City Council for approval prior to implementation; and further,</p> <p>That City Council APPROVE the use of funding from the Budget Stabilization Reserve to offset any shortfall in the projected revenue up to the \$100,000 that has been included in the 2022 Operating Budget in the event that the implementation of a Vacant Residential Unit Tax program be delayed.</p>	
December 13, 2021	B47/2021	Clerk's File: GH/14271	Commissioner, Human & Health Services	That the Executive Director Housing and Children's Services BE REQUESTED to report back to the Community Services and Parks Standing Committee related to pressures specific to the Rent Assistance Program in 2022	

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Meeting Date	Motion/ Resolution	Report Number	CLT Member/ Executive Director	Action	Status
December 20, 2021	CR555/2021 ETPS 864	SCM 361/2021, C 154/2021 & AI 19/2021	Commissioner, Corporate Services Chief Financial Officer & City Treasurer	<p>1) That City Council RECEIVE the report of the Supervisor of Environmental Sustainability & Climate Change dated October 7, 2021, entitled "Response to Council directive regarding applying a climate lens to the City's purchasing practices – City Wide"; and,</p> <p>2) That City Council APPROVE Administration proceeding with identified strategies for 2021/2022 including:</p> <ul style="list-style-type: none"> • Form an internal Sustainable Purchasing Team; • Update current purchasing procedures/documents to ensure environmental sustainability and climate change is being considered; • Update the City's Sustainable Purchasing Guide (2015) to reflect updates for climate change considerations; and • Join the Canadian Collaboration for Sustainable Procurement for 2021/2022; and, <p>3) That Administration REPORT BACK to City Council by the third quarter (Q3) 2022 with a report on achievements and possible next steps.</p>	
January 17, 2022	CR19/2022 CR543/2021 Clause 7, 8 & 9	C 141/2021 & AI 1/2022	Commissioner, Infrastructure Services	<p>...7. That the annual operating cost requirements BE REFERRED to the 2023 budget.</p> <p>8. That Administration BE DIRECTED to report back to Council with a by-law and policy amendment for Council consideration that provides for options to add signalized traffic management tools at school crossing checkpoints on arterial roadways where they do not currently exist and are not likely to meet the full scope of warrant criterion as is currently applied and that this information BE BROUGHT FORWARD to Council by the 2nd quarter of 2022.</p> <p>9. That Administration BE DIRECTED to report back specifically related to the school crossing at the Cabana and Caron/Clara intersection with potential funding options to install a pedestrian activated traffic light at that location.</p>	

Meeting Date	Motion/ Resolution	Report Number	CLT Member/ Executive Director	Action	Status
January 17, 2022	CR20/2022	C 6/2022	Chief Administrative Officer	<p>That City Council APPROVE waiving the fees associated with the BIA Parklet, Curbside and Sidewalk Cafes for 2022; and,</p> <p>That City Council APPROVE increasing the current 15 minutes free parking via the City of Windsor Parking App to 60 minutes, and also include surface parking lots; and...</p> <p>That the financial impacts from these recommendations BE REPORTED to City Council as part of the 2022 Quarterly Variance reports as COVID 19 pandemic costs; and,</p> <p>That the following recommendation BE DEFERRED to the January 31, 2022 Council Meeting to allow for administration to provide additional information related to the financial impacts of waiving licence fees, and deferring the business licence deadline beyond June 30, 2022, to the next calendar year, including waiving penalties/interest charges:</p>	

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Meeting Date	Motion/ Resolution	Report Number	CLT Member/ Executive Director	Action	Status
January 31, 2022	CR36/2022 CSPS 175	SCM 9/2022 & S 144/2021	Commissioner, Human & Health Services	<p>That the report of the Coordinator of Housing Administration & Policy dated October 28, 2021 entitled "Rent Supplement Program Expiries and Mitigation Strategy – City Wide" BE RECEIVED for information; and,</p> <p>That the Corporation of the City of Windsor REQUEST the Province of Ontario and Government of Canada to provide further financial support to extend funding for rent supplement/housing allowance programs and include reference to impacts of the sunseting of rent supplement and housing allowance programs including specific data points; and,</p> <p>That the Association of Municipalities of Ontario (AMO) BE REQUESTED to quantify these impacts province-wide; and,</p> <p>That the resolution BE FORWARDED to Windsor and Essex County Members of Parliament (MPs), Windsor and Essex County Members of Provincial Parliament (MPPs), the Federation of Canadian Municipalities (FCM), the Association of Municipalities of Ontario (AMO), the Ontario Municipal Social Services Association (OMSSA), the Ministry of Municipal Affairs and Housing, and the Premier of Ontario; and further,</p> <p>That, should the sunseting of rent supplement and housing allowance programs proceed, the impacts BE REPORTED to Council prior to the March 31, 2022 deadline along with options to mitigate those impacts.</p>	

Meeting Date	Motion/ Resolution	Report Number	CLT Member/ Executive Director	Action	Status
February 14, 2022	CR57/2022	C 18/2022	Commissioner, Infrastructure Services	<p>That the report of the Commissioner of Legal & Legislative Services dated January 31, 2022 entitled "Response to CQ 24-2021 - By-law to Require All Property Owners to Maintain Their Properties Free from Rodents and Further Researching Best Practices from Other Municipalities - City Wide" BE RECEIVED for information; and further,</p> <p>That administration BE DIRECTED to report back at a future date on the data collected and potential strategies to target the issue of rodents in our community; and further,</p> <p>That Administration BE DIRECTED to initiate an education and awareness campaign so residents are more aware of the existing Rodent Extermination Program.</p>	
February 14, 2022	CR70/2022 CR47/2022 CR542/2021	C 169/2021 & AI 2/2022	Chief Administrative Officer	That the report of the (Acting) Executive Initiatives Coordinator dated October 29, 2021 entitled "Streamlining Approvals to Enable Rapid Execution of Council's Vision and Direction" BE REFERRED to a Strategic Planning Session of Council.	
February 28, 2022	CR82/2022	C 28/2022	Commissioner, Infrastructure Services	<p>That the Street Lighting Policy, attached as Appendix B of this report, BE ADOPTED;</p> <p>That the Local Improvement Policy, attached as Appendix A of this report, BE ADOPTED; and,</p> <p>That the annual operating cost requirements BE REFERRED to the 2023 budget process.</p>	
March 21, 2022	CR98/2022	Clerk's File: SW2022	Commissioner, Infrastructure Services	<p>That the correspondence from the Friends of the Court dated February 14, 2022 regarding the condition of Brock Street between Sandwich Street and Peter Street BE RECEIVED for information; and further,</p> <p>That Administration REPORT BACK outlining the cost differential between repaving Brock Street between Sandwich Street and Peter Street during the reconstruction phase of Sandwich Street instead of a stand alone project after the reconstruction, when a response to CQ 3-2022 asked on February 14, 2022 requesting a report outlining how deficient residential roads not in the 10 year capital budget will be addressed is brought forward to Council.</p>	

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March 21, 2022	CR102/2022 CR538/2020	C 187/2020 & AI 21/2021	Commissioner, Human & Health Services	<p>That the report of the Senior Legal Counsel dated September 18, 2020 entitled "Council Question CQ23-2019 - Payday Loan Establishments - City Wide" BE RECEIVED for information; and further,</p> <p>That Administration PROCEED with establishing a cross-sectoral committee with the appropriate partners and representatives to acquire local information and develop a strategy to distribute education materials regarding alternative financial options and supports; and,</p> <p>That Administration REPORT BACK to the Community Services Standing Committee after one year with a summary of work completed to date.</p>	
April 11, 2022	CR139/2022	C 20/2022	Commissioner, Infrastructure Services	<p>1. That the report of the Policy Analyst dated February 1, 2022 entitled "Cost of Adding the BIAs as Community Safety Zones" BE RECEIVED for information; and,</p> <p>2. That Traffic By-law 9148 BE AMENDED to implement Community Safety Zones in all of the Business Improvement Areas (BIAs); and, that the City Solicitor BE DIRECTED to prepare the necessary documents to amend the by-law; and further,</p> <p>3. That the required ongoing annual maintenance costs associated with the signs installed for Community Safety Zones in the BIAs BE REFERRED to the 2023 Operating Budget, and that the \$48,000 in capital costs BE FUNDED in the manner detailed in the Financial Matters section of the report.</p>	
April 11, 2022	CR150/2022 ETPS 887	SCM 85/2022 & S 29/2022	Commissioner, Infrastructure Services	<p>That Administration BE AUTHORIZED to initiate a Home Flood Protection Program on a pilot basis; and further,</p> <p>That Administration REPORT BACK to City Council on completion of the pilot program.</p>	

Meeting Date	Motion/ Resolution	Report Number	CLT Member/ Executive Director	Action	Status
April 25, 2022	CR171/2022	C 54/2022	Commissioner, Legal & Legislative Services	<p>That the report of the (Acting) Licence Commissioner and the Executive Initiatives Coordinator dated March 25, 2022 entitled “Residential Rental Licensing By-law—Wards 1 & 2” and draft by-law, “A By-law Respecting the Licensing of Residential Rental Housing Units,” attached as Appendix A, BE RECEIVED for information; and,</p> <p>That Council APPROVE the proposed residential rental licensing framework described in this report; and,</p> <p>That Council APPROVE the attached draft by-law, to be brought into effect upon the final implementation of the approved framework; and further,</p> <p>That Administration REPORT BACK TO COUNCIL on the results of the two-year pilot study within Wards 1 and 2.</p>	
April 25, 2022	CR184/2022 CSPS 181	SCM 112/2022 & S 39/2022	Commissioner, Community Services	<p>That the report of the Manager of Culture & Events dated March 15, 2022 entitled “City of Windsor Lancaster Bomber FM 212 Progress Report 2019-2021 – Ward 3” BE RECEIVED for information; and further,</p> <p>That Administration BE DIRECTED to report to City Council regarding a fundraising strategy, a plan for assembly of the aircraft, and options to display the aircraft to the public once the assembly portion has been completed.</p>	
May 9, 2022	CR195/2022	C 1/2022	Commissioner, Infrastructure Services	<p>That the report of the Engineer II dated January 5, 2022 entitled “Response to CQ13-2021 – Basement Flood Risk Reduction Update – Ward 7” BE RECEIVED for information; and further,</p> <p>That administration BE DIRECTED to report back to Council on what effective monitoring program can be put in place to give early warning in order to mitigate future flooding events and make proper adjustments to the system as needed.</p>	

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Meeting Date	Motion/ Resolution	Report Number	CLT Member/ Executive Director	Action	Status
May 9, 2022	CR202/2022	C 69/2022	Commissioner, Corporate Services	<p>That City Council RECEIVE the information contained in the 2022 Tax Policy Report; and,</p> <p>That City Council APPROVE the following Tax Policy Principles which will be used to calculate the 2022 Final Property Tax Rates:</p> <p>1. That the Optional Tax Classes of office building, shopping center, parking lot/vacant commercial land, and large industrial CONTINUE to be used in the establishment of annual property tax rates.</p> <p>2. That Administration CONTINUE TO MONITOR the application of a Small Business Class and REPORT BACK to City Council for further direction as part of the 2023 Tax Policy report.</p> <p>3. That tax reductions for the first sub-classes of farmland awaiting development (FAD 1) BE REDUCED ANNUALLY by the allowed 10% starting in taxation year 2022 through to taxation year 2025.</p> <p>4. That tax reductions for the second sub-classes of farmland awaiting development (FAD 2) BE ELIMINATED.</p> <p>5. That the Municipality CONFIRM the threshold on the tax level for eligible new construction at 100%...</p>	
May 9, 2022	CR203/2022	C 72/2022	Commissioner, Corporate Services	<p>...That Council APPROVE the Operating & Capital Budget timelines for the development of the 2023 Operating & Capital budgets as outlined in Table A (Operating & Capital Budget Timeline) of this report; and,</p> <p>That Administration BE DIRECTED to bring forward a 2023 Operating Budget that provides options to meet Council's fiscal targets status quo from the 2022 Budget Deliberation process with a 0% tax increase option along with 5% departmental reduction targets being brought forward for each department and that this also apply to all City Agencies, Boards, and Commissions (ABCs); and,...</p>	

Meeting Date	Motion/ Resolution	Report Number	CLT Member/ Executive Director	Action	Status
May 9, 2022	CR209/2022	SCM 121/2022 & S 42/2022	Commissioner, Corporate Services	<p>That the report of the Community Energy Plan Administrator dated April 8, 2022 entitled “Science Based Targets for GHG Reduction – City Wide” BE RECEIVED for information; and,</p> <p>That City Council APPROVE IN PRINCIPLE Windsor’s Science Based Targets of a 68% reduction in city-wide emissions (scope 1 and 2) and a 55% reduction in corporate-wide emissions (scope 1 and 2) below 2005 baseline by 2030; and,</p> <p>That City Council APPROVE IN PRINCIPLE a NET ZERO Target for 2050; and.</p> <p>That Administration BE DIRECTED to report back with an updated strategy to reach these targets by November 2023 that considers implementation timelines, resourcing and financial impacts of meeting science-based targets; and further,</p> <p>That Administration BE DIRECTED to send a letter to the County of Essex and City of Detroit requesting their support of Windsor’s Science Based Targets for GHG Reduction.</p>	
May 9, 2022	CR 222/2022	SW2022 15	Commissioner, Corporate Services	<p>That Administration BE DIRECTED to bring back a report before the next winter season, on possible ways that we can address the large gap between the demand for Snow Angels and the number of residents that are assisted. Options should include, but not be limited to improving our recruiting efforts of volunteers and/or providing the service with a set fee or no fee.</p>	

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Meeting Date	Motion/ Resolution	Report Number	CLT Member/ Executive Director	Action	Status
May 30, 2022	CR228/2022	C 82/2022	Commissioner, Community Services	<p>That the report of the Executive Initiatives Coordinator dated May 4, 2022 entitled “CQ 7-2022 - Response to CQ 7-2022 - Expansion of Dog Parks within the City - City Wide” BE RECEIVED for information; and,</p> <p>That Administration BE DIRECTED to begin the process of adding two additional dog parks at Oakwood Park and Elizabeth Kishkon Park after the community has BEEN CONSULTED as outlined in the Dog Park Policy; and,</p> <p>That these additional dog parks BE FUNDED as follows: reallocation of \$750,000 in 2022 PAYG funds and the reallocation and pre-commitment of \$130,000 in 2023 PAYG funds from capital project PFO-009-12 – Parks Bridges/Shelters/Buildings/Capital Rehabilitation Program to capital project PFO-010-17 – Dog Park Development, to be replaced with the transfer of \$880,000 from Fund 151 – Parkland Acquisition Reserve back to capital project PFO-009-12; and further,</p> <p>That Administration REPORT BACK to Council with potential edits to the Dog Park Policy to allow smaller, urban parks to be used as dog parks as well.</p>	

Meeting Date	Motion/ Resolution	Report Number	CLT Member/ Executive Director	Action	Status
May 30, 2022	CR246/2022	SCM 145/2022	Commissioner, Corporate Services	<p>That the attached Internal Audit Summary report provided by PricewaterhouseCoopers LLP (PwC) for the period December 1, 2021 to April 30, 2022 comprised of the following:</p> <p>a) Summary of use of unallocated effort b) Complaints and Investigations c) Road Infrastructure Maintenance Processes VFM Internal Audit Report d) Smart City Cyber Risk Mitigation Internal Audit Report e) Management Action Plan Validation Report f) Annual Performance Report</p> <p>BE RECEIVED for information; and,</p> <p>That City Council AUTHORIZE administration to proceed to implement the Management Action Plans as prescribed in the internal audit reports; and further,</p> <p>That City Council DIRECT administration to report on the progress of the implementation of the Management Action Plans and that such reports should coincide with the Auditor General's internal audit updates to City Council.</p>	
May 30, 2022	CR250/2022 Clause II	C 95/2022	Commissioner, Infrastructure Services	<p>I. That the report of the Project Administrator, Corporate Projects, dated May 18, 2022 entitled "Peace Fountain Replacement – Ward 6" and its appendices (attached) BE RECEIVED for information; and,</p> <p>II. That Council DIRECT Administration to MOVE FORWARD with Option 1: Floating Fountain design concept, and that Administration PERFORM public consultation and BRING FORWARD final design, costing and funding options for presentation to Council for the 2023 Capital Budget; and...</p>	
June 13, 2022	CR262/2022 Clause 5	C 91/2022	Commissioner, Corporate Services	<p>5. That Administration BE DIRECTED to further investigate and consider appropriate strategies in order to address the increasing impacts of inflationary pressures on the capital budget and report back on how to manage and address these pressures as part of the 2023 budget process.</p>	

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Meeting Date	Motion/ Resolution	Report Number	CLT Member/ Executive Director	Action	Status
June 13, 2022	CR 272/2022	C 98/2022	Commissioner, Community Services	<p>...That the results of the Consultant's report for a new outdoor ice rink at City Hall BE REFERRED to the 2023 budget for funding required; and further,</p> <p>That Administration BE DIRECTED to work with representatives from All Saints Church for alternatives/options for the next skating season.</p>	
June 13, 2022	CR273/2022 CR208/2022 ETPS892	SCM 120/2022 & S 14/2022	Commissioner, Infrastructure Services	<p>That Local Improvement works for storm sewers, curb and gutter for those street segments not yet constructed to the municipal standard within the area bounded by E.C. Row Avenue to the north, Woodward Boulevard to the west, Division Road to the south, and Riberdy Road to the east, as shown on drawing 4M-206 BE RECOMMENDED to future Capital Budgets and prioritized relative to their technical scoring, subject to cost-sharing for such works as established by CR554/2019; and,</p> <p>That WSP Canada Inc. firm BE APPOINTED as the Drainage Engineer to make an examination of, and prepare a Drainage Report for the repair and improvement to, the Dawson Drain between Division Road and the O'Neil Drain and to the O'Neil Drain from south of Hallee Crescent to Division Road under section 78 of the Drainage Act; and further,</p> <p>That Administration BE DIRECTED to report back to Council once the Drainage report for the repair and improvement of the Dawson Drain is complete.</p>	

Meeting Date	Motion/ Resolution	Report Number	CLT Member/ Executive Director	Action	Status
July 11, 2022	CR284/2022	C 105/2022	Commissioner, Corporate Services	<p>...That the Clerk and CFO/City Treasurer BE AUTHORIZED to UNDERTAKE and EXECUTE any and all documents and agreements as necessary to complete the long-term borrowing, satisfactory in legal form to the City Solicitor and financial/technical form to the City Treasurer; and further,</p> <p>That the CFO/City Treasurer BE INSTRUCTED to report back to City Council the results of the long-term borrowing at the earliest opportunity following completion; and further,</p> <p>That in the event Council is determined to be "Lame Duck" during the period commencing August 19, 2022 and ending November 14, 2022 the outgoing Council is AUTHORIZED to pass any by-laws deemed to be necessary or appropriate in connection with the issuance of one or more debentures; and,</p> <p>That the City Solicitor BE AUTHORIZED to prepare all necessary by-laws.</p>	
July 11, 2022	CR304/2022 Clause IV	C 107/2022	Commissioner, Community Services	IV. That Administration BE DIRECTED to conduct a second round of public consultations regarding Lanspeary Park overall redevelopment in conjunction with the public pool consultation; and...	
July 25, 2022	CR311/2022	C 118/2022	Commissioner, Corporate Services	<p>That the 2021 Annual Investment Compliance Report for the year ending December 31, 2021 BE RECEIVED for information; and further,</p> <p>That Administration REPORT BACK on ways to broaden the City of Windsor's portfolio and access other Joint Investment Boards (JIBs) that are endorsed by the Association of Municipalities of Ontario (AMO) and the Municipal Finance Officers' Association of Ontario (MFOA), including the benefits and drawbacks of investing in these other financial vehicles.</p>	

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Meeting Date	Motion/ Resolution	Report Number	CLT Member/ Executive Director	Action	Status
July 25, 2022	CR327/2022 CSPS 188	SCM 201/2022 & C 85/2022	Commissioner, Human & Health Services	<p>That the report of the Coordinator of Housing Administration & Policy dated May 9, 2022 entitled "Rent Supplement Program Expiries and Mitigation Update - City Wide" BE RECEIVED for information; and,</p> <p>That Administration BE DIRECTED to send correspondence to the Premier of Ontario, the Minister of Municipal Affairs and Housing, local Members of Provincial Parliament (MPPs), and the Association of Municipalities of Ontario (AMO), outlining the challenges of the sunseting of the rent supplement and housing allowance programs and urging the government to provide funding to address the shortfalls outlined in the report; and further,</p> <p>That Administration REPORT BACK to Council with options on how to address those funding shortfalls.</p>	
July 25, 2022	CR333/2022 Clause 1f	C 111/2022	Commissioner, Corporate Services	<p>1. That City Council DELEGATE authority to the Chief Administrative Officer to approve the following, for the sole purpose of submitting grant applications:</p> <p>f. That City Council DIRECT Administration to provide a report on projects being submitted for grants which are over \$1,000,000 in potential grant funding for approval of the projects being recommended.</p>	
July 25, 2022	CR334/2022	C 123/2022	Commissioner, Corporate Services	<p>That the report of the Executive Director of Human Resources dated July 11, 2022 entitled "Salary Market Review 2019 - 2020 - Non-Union and CAO/CLT - City Wide" BE REFERRED back to administration to allow for the 2019/2020 and the 2021/2022 salary market review to be conducted by a new consultant.</p>	

Meeting Date	Motion/ Resolution	Report Number	CLT Member/ Executive Director	Action	Status
August 8, 2022	CR352/2022	C 140/2022	Commissioner, Infrastructure Services	<p>That City Council APPROVE the \$743,500.00 for the project recommended in this report for submission to Intake 3 for the Investing in Canada Infrastructure Program (ICIP) – Public Transit; and,</p> <p>That City Council SUPPORT the use of \$90,000 in funding previously approved in the 2022 Capital Budget for use in this project and PRE-COMMIT the use of 2024 funds, previously approved in principle in project TRN-003-22 for immediate use; and,</p> <p>That City Council AUTHORIZE the Chief Administrative Officer to sign and submit applications to Intake 3 for the Investing in Canada Infrastructure Program (ICIP) – Public Transit, subject to the documents being satisfactory in technical content to the Commissioner of Infrastructure Services, or designate, in financial content to the City Treasurer or designate, and in legal form to the Commissioner of Legal & Legislative Services; and,</p> <p>That in the event the City receives written confirmation, of the Grant funding being awarded to the City, the grant funding awarded is no less than the Project's costs outlined in the Financial Matters section herein, implementation of the Project does not result in a need for additional city funding to be approved by City Council and where the Grant provider confirms that expenditures as of that date are eligible, then City Council APPROVES the following recommendations:...</p> <p>That should the City not be successful in this grant submission, a communication report BE PROVIDED to inform City Council.</p>	

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Meeting Date	Motion/ Resolution	Report Number	CLT Member/ Executive Director	Action	Status
September 6, 2022	CR374/2022 ETPS 907	SCM 217/2022 & S 76/2022	Commissioner, Infrastructure Services	<p>That Administration BE DIRECTED to install speed humps and associated signs and pavement markings on Dandurand Avenue between Piazza Street and Northwood Street, and Partington Ave. between College Avenue to Tecumseh Road; and,</p> <p>That Administration BE DIRECTED to include the seven additional signatures that were provided in the addendum (attached) to approve speed humps for Partington Avenue; and further,</p> <p>That Administration BE REQUESTED to report back to a future meeting of Council to provide a review of the Speed Hump Policy and options to approve the same.</p>	
September 6, 2022	CR390/2022 CSPS 191 Clause h	SCM 235/2022 & C 112/2022	Commissioner, Human & Health Services	<p>a) That the report of the Coordinators of Housing Administration and Development dated June 27, 2022 entitled "Housing Hub Consultation and Architectural Feasibility Study Update" BE RECEIVED for information; and...</p> <p>h) That the Executive Director, Housing & Children's Services REPORT BACK on:</p> <ul style="list-style-type: none"> • potential sites for the Housing Hub • the findings of the preliminary work completed to support a recommendation to enter into negotiations to acquire and/or build and/or renovate a property • the outcome of applications made related to capital and/or operating funding • any capital funding required for the acquisition, renovation or construction of the proposed Hub, as well as for any ongoing operating funding required to maintain the asset and deliver the services; and further... 	

Meeting Date	Motion/ Resolution	Report Number	CLT Member/ Executive Director	Action	Status
September 6, 2022	CR393/2022 CSPS 194	SCM 238/2022 & SCM 172/2022	Commissioner, Human & Health Services	<p>That the additional information memo of the Executive Director of Housing & Children's Services dated August 3, 2022 regarding the motion from the Housing & Homelessness Advisory Committee of their meeting held June 21, 2022 and Report No. 14 of the Housing & Homelessness Advisory Committee entitled "Barriers faced by the 2SLGBTQIA+ community in finding appropriate housing and housing services" from their meeting held June 21, 2022 BE RECEIVED; and,</p> <p>That Administration BE DIRECTED to provide a report in 2023 outlining the next steps regarding the proposed training initiative; and further,</p> <p>That Council BE ADVISED that the administrative memo will be included in the upcoming Housing & Homelessness Advisory Committee meeting agenda for their September 20, 2022 meeting.</p>	
September 6, 2022	CR399/2022 Clause 8	C 150/2022	Commissioner, Human & Health Services	8. That the Executive Director of Housing and Children's Services or their designate REPORT to City Council on the outcome of the capital developments; and further,	
September 26, 2022	CR422/2022 Clauses IX & XI	C 161/2022	Commissioner, Economic Development & Innovation	<p>...IX. That City Council DIRECT Administration to facilitate a presentation by Power Advisory to Essex County Council at their earliest opportunity; and further, pursuant to approval of the Recommendations noted above; and,</p> <p>...</p> <p>XI. That Administration CONTINUE TO REPORT BACK regularly on the progress of council-approved initiatives to address energy supply issues in our community.</p>	
September 26, 2022	CR424/2022 Clause III	C 157/2022	Commissioner, Infrastructure Services	...III. That Administration REPORT BACK to Council on proposed options to collect costs from the benefiting properties related to servicing charges for municipal services (mainline sewers and private drain connections) that would offer options for payment terms similar to local improvement payments.	

Outstanding Council Directives Tracking Log

Updated:2023-05-23

Meeting Date	Motion/ Resolution	Report Number	CLT Member/ Executive Director	Action	Status
November 28, 2022	CR501/2022 Clause VIII	C 191/2022	Commissioner, Infrastructure Services	I. That City Council RECEIVE the Investing in Canada Infrastructure Plan (ICIP) Grant Application report dated November 17, 2022, along with the report from IBI Group titled “Transit Windsor Garage Feasibility Study” dated October 28, 2021 provided in Schedule A; and further, II. That City Council ENDORSE the Transit Support Projects outlined in the body of this report for inclusion in the ICIP Grant Application; and further... VIII. That given the dramatically higher cost estimate for the Transit Garage emanating from the detailed study recently completed by the IBI Group, City Council DIRECT Administration to re-evaluate the Transit Windsor Master Plan to determine how to best achieve the goals of the Master Plan and report back to Council as part of the Transit Master Plan Implementation Project update.	
December 12, 2022	CR506/2022	CM 13/2022	Commissioner of Economic Development & Innovation	That the report of the Senior Economic Development Officer dated November 28, 2022 entitled “International Comparators Project – Oxford University Blavatnik School of Government Research – City Wide” BE RECIEVED for information; and further, That administration BE DIRECTED to report to Council with the results of the study after its completion, for information purposes.	

Meeting Date	Motion/ Resolution	Report Number	CLT Member/ Executive Director	Action	Status
January 16, 2023	CR8/2023	C 222/2022	Commissioner of Economic Development and Innovation	<p>1) That the report from the Community Energy Plan Administrator dated December 16, 2022 BE RECEIVED for information; and,</p> <p>2) That City Council ENDORSE a Municipal Support Resolution to Capital Power for the addition of two peaking fired units (100 MW) at the East Windsor Cogeneration facility; and,</p> <p>3) That City Council DELEGATE the issuance of a Municipal Support Confirmation Letter for Capital Power's IESO proposal for the addition of two peaking fired units (100 MW) at the East Windsor Cogeneration facility (project specific) to the Chief Administrative Officer, satisfactory in technical content to the Commissioner of Economic Development and Innovation; and,</p> <p>4) That City Council DIRECT Administration to collaborate with IESO, the Ontario Ministry of Energy, Northern Development and Mines, Enbridge Gas Inc., and local stakeholders as appropriate to support initiatives and actions that align with Pathways to Net-Zero; and,</p> <p>5) That Administration REPORT BACK with a supplemental report providing details on emerging technologies and strategies related to decarbonization of the electrical grid; and,</p> <p>6) That administration REQUEST IESO to consider developing policy initiatives that would facilitate the transition to green hydrogen.</p>	

Outstanding Council Directives Tracking Log

Updated:2023-05-23

Meeting Date	Motion/ Resolution	Report Number	CLT Member/ Executive Director	Action	Status
January 16, 2023	CR30/2023	Item 15	Commissioner, Infrastructure Services	<p>Whereas there has been an increase in train whistle noise in the South Walkerville area of the City of Windsor, and;</p> <p>Whereas the Essex Terminal Railway Company lines located east of Howard Avenue and west of Walker Road, are located in heavily populated residential areas, and;</p> <p>Whereas residents regularly call with complaints regarding trains blowing whistles late at night, affecting those who live near these train tracks and crossings, and ask that train whistling be stopped between the hours of 21:00 and 07:00 hours unless absolutely necessary, and;</p> <p>Whereas the process per Transport Canada to apply to stop train whistling begins with a Citizen or group expressing interest followed by the municipality consulting with the railway company;</p> <p>THEREFORE BE IT RESOLVED that Council DIRECT Administration to follow the procedures of Transport Canada and engage with the railway company to initiate the process to request train whistling be limited and used only if absolutely necessary on the Essex Terminal Railway Company lines located east of Howard Avenue and west of Walker Road.</p>	
January 30, 2023	CR42/2023 DHSC 454	SCM 13/2023 & S 124/2022	Commissioner of Economic Development and Innovation	That the report of the Development and Heritage Standing Committee of it's meeting held January 9, 2023 regarding, "Zoning Bylaw Amendment –Z 022-22 [ZNG-6787] & OPA 161 [OPA-6788] Passa Assoc 3821 King St - Ward 2" BE DEFERRED as requested by the applicant to the February 13, 2023 meeting of Council to allow for further consultation with administration	

Meeting Date	Motion/ Resolution	Report Number	CLT Member/ Executive Director	Action	Status
January 30, 2023	CR48/2023 DHSC 460 Clause V&X	SCM 17/2023 & S 135/2022	Commissioner, Economic Development & Innovation & Commissioner, Legal & Legislative Services	...V. Type That Conveyance Cost BE SET as follows: a. For alley conveyed to abutting lands zoned RD1.2, \$1.00 plus deed preparation fee and proportionate share of the survey costs as invoiced to The Corporation of the City of Windsor by an Ontario Land Surveyor. b. For alley conveyed to abutting lands zoned ID1.1, \$5.00 per square foot without easements and \$2.50 per square foot with easements. ... X. That this information BE BROUGHT FORWARD when this report proceeds to Council	
January 30, 2023	CR51/2023	C 204/2022	Commissioner, Infrastructure Services	That the report of the Technologist III dated November 23, 2022, entitled "Streamlining Right-of-Way Division Approvals to Enable Rapid Execution of Council's Vision and Incorporating Heritage Features into the Encroachment Policy - City Wide" BE REFERRED back to administration to provide further information on best practices from other municipalities.	
February 27, 2023	CR103/2023 DHSC 477	SCM 54/2023 & C 255/2022	Commissioner, Legal and Legislative Services & Commissioner of Economic Development & Innovation	I. That City Council DIRECT the Planning Division to undertake a comprehensive review and update of the Sign By-law 250-2004, related to Paper Copy Billboard and Electronic Change Copy Billboard Ground and Wall Signs on private property; and, II. That City Council APPROVE a one-year moratorium on permits for the installation of New Billboards and retrofitting of existing Paper Copy Billboards to Electronic Change Copy Billboards to allow for the Planning Division to complete its review; and, III. That the Planning Division PROVIDE Council with recommendations for Amendments to the Sign By-law related to Paper Copy Billboard and Electronic Change Copy Billboard Ground and Wall Signs, for a decision by Council prior to the expiry date of the moratorium. IV. That Administration PROVIDE a status update of the review being undertaken at the August 23rd, 2023 meeting of the Development & Heritage Standing Committee meeting.	

Outstanding Council Directives Tracking Log

Updated:2023-05-23

Meeting Date	Motion/ Resolution	Report Number	CLT Member/ Executive Director	Action	Status
February 27, 2023	CR106/2023	C 18/2023	Commissioner, Economic Development & Innovation	<p>That the report of the Executive Initiatives Coordinator, Office of the CAO and the Manager of Urban Design, Deputy City Planner, dated February 9, 2023, entitled “Impacts of Bill 108 and 109, More Homes for Everyone Act, 2022—Subsequent Challenges to the Development Application Process—City Wide” BE RECEIVED FOR INFORMATION; and further,</p> <p>...</p> <p>That City Council DIRECT the Executive Director of Planning and the Commissioner of Economic Development and Innovation to pursue restructuring the Planning department to meet legislated obligations and growing development demands, improve cross-departmental collaboration, attract and retain qualified staff, and offer exceptional services that are flexible and responsive to business needs; and further,</p> <p>That City Council DIRECT the Chief Administrative Officer, as authorized through CAO By-law 218-2022, to hire any new positions in the Planning Department and approve any further actions required to operationalize the details of the restructuring as outlined in report C 18/2023; and further,</p> <p>That City Council DIRECT Administration to monitor operations subsequent to the changes implemented as a result of Bill 109, and provide reports on any cross-departmental impacts with recommendations to address those impacts; and further,</p> <p>That City Council DIRECT Administration to provide ongoing feedback to the Province through their respective associations in the best interests of the City of Windsor as the impacts of Bill 109 arise; and further,</p> <p>That Administration BE DIRECTED to track all variances and local costs that are required to put the legislation into effect, and that the information BE FORWARDED to a future meeting of Council.</p>	

Meeting Date	Motion/ Resolution	Report Number	CLT Member/ Executive Director	Action	Status
February 27, 2023	CR107/2023	C 19/2023	Commissioner, Economic Development & Innovation	<p>That report C 19/2023 regarding the More Homes Built Faster Act – Bill 23 BE RECEIVED for information; and further,</p> <p>That City Council DIRECT Administration to provide ongoing feedback to the Province through their respective associations to convey the interests of the City of Windsor as the impacts of Bill 23 are realized; and further,</p> <p>That Administration BE DIRECTED to track all variances and local costs that are required to put the legislation into effect, and that the information BE FORWARDED to a future meeting of Council.</p>	
March 20, 2023	CR133/2023 ETPS 930	C 2/2023	Commissioner, Infrastructure Services	<p>That the report of the Right of Way & Field Services Coordinator dated January 4, 2023 regarding the Response to CQ 9-22 – Driveway Culvert Rehabilitation & Backyard Drainage Implementation Programs BE RECEIVED by Council for information; and</p> <p>That Administration BE REQUESTED to create a program for Private Culvert rehabilitation for Council's consideration.</p>	
April 3, 2023	B2/2023	C 39/2023	Commissioner, Infrastructure Services	<p>That Council APPROVE the implementation of an annual AMP levy increase of 0.25% to achieve the desired service level improvements for Local Residential roads for each of the next four years, beginning in 2023 and ending in 2026; and,</p> <p>That Council DIRECT Administration to prepare a report for the Environment, Transportation & Public Safety Committee outlining specific strategies and rationale for local road rehabilitation selection and prioritization.</p>	
April 3, 2023	B29/2023		Commissioner, Infrastructure Services	<p>That Administration BE DIRECTED to report back with regards to the University Avenue West Project # (ECP-14-07) road reconstruction, with information related to Potential Funding or other options that can be utilized to complete the entire road reconstruction, without affecting the current Capital Budget allocations; and,</p> <p>That the temporary construction of pop-up bike lanes along University Avenue West BE NOT APPROVED until such time as the road re-construction is completed.</p>	

Outstanding Council Directives Tracking Log

Updated:2023-05-23

Meeting Date	Motion/ Resolution	Report Number	CLT Member/ Executive Director	Action	Status
April 3, 2023	B10/2023 Clause IV	C 41/2023	Commissioner, Infrastructure Services	<p>I. That Council AUTHORIZE the addition of four (4) Full time Equivalent (FTE) positions within the Engineering Department as follows:</p> <ul style="list-style-type: none"> a. Development Engineer in the Development Division; and, b. Engineer II in the Development Division; and, c. Technologist II in the Right-of-Way Division, and, d. Technologist III in the Right-of-Way Division. <p>to address the anticipated increase workload resulting from Bills 23, 108 and 109 and increased development pressures related to the Electric Vehicle Battery Plant, Regional Hospital and development activities within the Sandwich South lands and that the positions report directly to the Manager of Development and Manager of Right-of-way in the Engineering Department...</p> <p>IV. That Administration BE DIRECTED to correspond with the Provincial Government to request support with resources to comply with new legislation.</p>	
April 3, 2023	B13/2023	C 45/2023	Commissioner, Human & Health Services	<p>That the report from the Manager of Homelessness and Housing Support dated March 9, 2023 regarding the per diem increase for the Residential Services Homes program BE RECEIVED; and,</p> <p>That the Commissioner of Health and Human Services BE AUTHORIZED to increase the per diem rate to \$60.00 effective April 1, 2023 for the Residential Services Homes program in Windsor and Essex County, which will require an increase in the annual municipal funding up to \$600,000 from the City of Windsor and up to \$400,000 from the County of Essex that will be prorated in 2023 for nine months (\$450,000 City, \$300,000 County); and further,</p> <p>...</p> <p>That the Manager of Homelessness and Housing Support be DIRECTED to review the Residential Services Homes program per diem rate and/or funding model every three years and provide recommendations to City Council; and further,</p> <p>That Council Resolution CR235/2018 SDHC 565 which established the previous Residential Services Homes program per diem rate BE RESCINDED.</p>	

Meeting Date	Motion/ Resolution	Report Number	CLT Member/ Executive Director	Action	Status
April 3, 2023	B14/2023	C 44/2023	Commissioner of Community Services	<p>That City Council DIRECT Administration to bring back options for Council's consideration regarding the redevelopment of the Roseland parking lot, clubhouse and the future of Curling; and,</p> <p>That City Council DIRECT Administration to begin public consultation and the results be included in the report back to Council regarding the various options.</p>	
April 3, 2023	B18/2023	SR2023 10	Commissioner of Community Services	<p>That a priority wait list for City residents BE ESTABLISHED for Lakeview Marina; and,</p> <p>That Administration BE DIRECTED to report back to Council to provide information regarding charging different fees for non-City of Windsor residents using the Lakeview Marina facility; and,</p> <p>That Administration BE DIRECTED to provide information outlining options for establishing a priority wait list at other City owned facilities for Councils consideration.</p>	
April 3, 2023	B30/2023	S 19/2023	Commissioner, Infrastructure Services	<p>That the Environment, Transportation and Public Safety Standing Committee, sitting at the Transit Windsor Board of Directors RECOMMEND Transit Windsor's 2023 Operating Budget reflective of a Property Tax Levy Contribution of \$17,831,080 which is \$1,409,537 (or 8.58%) greater than the 2022 Property Tax Levy contribution; and,</p> <p>That Transit Windsor's 2023 Operating Budget BE REFERRED to City Council for consideration as part of the City's 2023 Operating Budget deliberations.</p>	

Outstanding Council Directives Tracking Log

Updated:2023-05-23

Meeting Date	Motion/ Resolution	Report Number	CLT Member/ Executive Director	Action	Status
April 11, 2023	CR162/2023	C 49/2023	Commissioner, Economic Development & Innovation	<p>That the report from the Executive Initiatives Coordinator dated March 24, 2023 regarding 2023 Temporary Patios on Private Property BE RECEIVED for information; and further,</p> <p>That City Council APPROVE Administration's recommendation for an interim process to allow temporary patios on private properties in 2023 through the existing Liquor License Clearance Letter process; and further,</p> <p>That City Council APPROVE the administrative fee for processing temporary patio approvals on private property, which is equal to the administrative fee for Liquor License Clearance Letters; and further,</p> <p>That City Council AUTHORIZE the Chief Building Official, or his designates, to approve compliant applications for temporary patios on private properties for the 2023 season through Liquor License Clearance Letter process; and further,</p> <p>That City Council DIRECT Administration to develop a process and fee structure to allow temporary patios on private property in the future to ensure compliance with legislation and regulations, and mitigate any risks to the Corporation of the City of Windsor; and further,</p> <p>That Administration SUBMIT a process to approve temporary patios on private property for City Council's consideration by the end of 2023.</p>	
April 24, 2023	CR176/2023 ETPS941	S 27/2023	Commissioner of Infrastructure Services	<p>That the report of the Transportation Planning Senior Engineer dated March 1, 2023 entitled "South National Street (Pilette to Jefferson) Traffic Calming," BE RECEIVED for information; and,</p> <p>That Administration BE DIRECTED to report back to Council with costs, and feasibility of adding traffic calming measures including physical separators with barriers along South National Street, enhancing the cyclist crossing at South National Street and Balfour Avenue and explore a pedestrian crossover at West Minster Avenue and South National Street into the Riverside area.</p>	

Meeting Date	Motion/ Resolution	Report Number	CLT Member/ Executive Director	Action	Status
April 24, 2023	CR172/2023 ETPS940	S 17/2023	Commissioner of Infrastructure Services	<p>That Administration BE DIRECTED to continue discussions with Transport Canada, The Transportation Minister, the Member of Parliament and the Federal Government to continue to look into grant funding that is available to fund warning system upgrades at the affected crossings, and fund safety measures in and around these crossings; and,</p> <p>That the Essex Terminal Railway (ETR) BE REQUESTED to have an independent organization conduct a study on decibel levels in the subject area; and,</p> <p>That the information BE PROVIDED to Council at a future meeting for their consideration.</p>	

Clerk's Note: The listing of items prior to January 1, 2011 should not be considered complete at this point in time.

Clerk's Note: This summary chart is not intended to replace the actual minutes of all proceedings.

Item No. 18.2



Council Questions: SCM 153/2023

Subject: Summary of Outstanding Council Questions as of May 25, 2023

OUTSTANDING COUNCIL QUESTIONS

Just a reminder that this is quoted from the 2004 Council report:

“overdue Council Questions (i.e., outstanding for 30 days or more) be responded to immediately.”

Outstanding:

2016 – 1
2017 – 1
2019 – 2
2020 – 6
2021 – 4
2022 – 9
2023 – 11

2016

Total Outstanding: 1

COUNCIL MEMBER		QUESTION – ISSUES RAISED	
Irek Kusmierczyk	Comm. Infrastructure Services	CQ10-2016 Asks that administration report back on best practices from other cities regarding metered on-street accessible parking AND to provide feasibility and cost of implementing free metered parking for residents with Accessible Parking Permits. ST2016 (February 22, 2016)	Type of Response Required -Written Report CR414/2019 ETPS691 Referred back to Accessibility Committee and New City Hall Project Steering Committee for consideration. (Aug 26, 2019)

2017

Total Outstanding: 1

COUNCIL MEMBER		QUESTION – ISSUES RAISED	
Irek Kusmierczyk	Chief Administrative Officer	CQ36-2017 Asks that Administration report back on the 100 resilient cities program which is funding the position of a Chief Resiliency Officer in 4 Canadian cities – and report back on cost and benefits of establishing the position of a Chief Resiliency Officer both in Windsor and regionally. AS/8286 (September 5, 2017)	Type of Response Required -Written Report

2019

Total Outstanding: 2

COUNCIL MEMBER		QUESTION – ISSUES RAISED	
Kieran McKenzie	Chief Administrative Officer	<p>CQ 7-2019</p> <p>Asks that in light of the recent announcement from FCA to eliminate the third shift at the Windsor Assembly Plant and understanding the gravity of the economic impact to our community where as many as 10,000 jobs may be lost or affected, that Administration develop a proposal for Council's review that could incent FCA to consider the possibility of introducing a new product into the Windsor Assembly Plant Facility. In doing so Administration should consider how existing City of Windsor economic development programs could be applied or amended to create a proposal that can help to protect the jobs now at risk both at the Windsor Assembly Plant and across the community generally.</p> <p>SPL/10759 (April 15, 2019)</p>	<p>Type of Response Required</p> <p>-Written Report</p>
Jo-Anne Gignac	Comm. Community Services	<p>CQ 16-2019</p> <p>Asks that Administration prepare a maintenance plan for East Bank of Little River where resident delegations identified a noxious, invasive plant (weed) issue.</p> <p>SR2019 (July 8, 2019)</p>	<p>Type of Response Required</p> <p>-Written Report</p> <p>CR655/2020 Additional info requested.</p>

Total Outstanding: 6

COUNCIL MEMBER		QUESTION – ISSUES RAISED	
Kieran McKenzie	Comm. Human Health & Services and Comm. Economic Development & Innovation	<p>CQ 4-2020</p> <p>That Administration prepare a comparative analysis of the Affordable Housing frameworks and incentives that are in place in comparable municipalities. To the extent that the data is available the analysis should consider all forms of affordable housing and the composition of the affordable housing marketplace in the communities analyzed.</p> <p>SS2020 (February 3, 2020)</p>	<p>Type of Response Required</p> <p>-Written Report</p>
Gary Kaschak	Comm. Infrastructure Services	<p>CQ 7-2020</p> <p>Asks that if Council decides to move forward with reducing the speed limit to 40 km/h on all city residential streets, that administration advise of the timelines and cost to implement this across the city.</p> <p>ST2020 (March 2, 2020)</p>	<p>Type of Response Required</p> <p>-Written Report</p> <p>CR169/2021 Referred to Admin.</p>
Fred Francis	Chief Administrative Officer	<p>CQ8-2020</p> <p>Asks Administration to prepare a report for Council's consideration regarding new initiatives, put in place to battle Covid19, that can remain in place to increase safety measures, efficiencies, environmental measures and cost savings moving forward. These measures might include paperless agendas and digital participation in meetings of council, among others.</p> <p>MH/13786 (April 27, 2020)</p>	<p>Type of Response Required</p> <p>-Written Report</p>
Fabio Costante	Executive Director Human Resources	<p>CQ17-2020</p> <p>It is important that we recognize and acknowledge the historic and systemic nature of racism and discrimination in our country and our City. We understand that to move forward and promote equity and eliminate anti-racism requires reaching out to and hearing from the voices of those in our community and Corporation most impacted by discrimination and racism.</p> <p>In this pursuit, it is also essential that we work towards having a Corporation that is representative of the people it serves and that everyone is treated with respect. As such, I am seeking the input and recommendations of</p>	<p>Type of Response Required</p> <p>-Written Report</p>

		<p>Administration and our Diversity Advisory Committee on the viability of:</p> <p>1.Including community-led consultations on systemic racism, under Phase 2 of the City of Windsor Diversity and Inclusion Initiative.</p> <p>2.Seeking the input of those in our Corporation and related entities and our community most affected by racism and discrimination, regarding barriers to hiring and advancement in our Corporation and related entities as part of the Diversity and Inclusion Initiative.</p> <p>3.Including recommendations and input regarding providing historical information and educational materials for City owned statues, buildings and streets named with racist histories as part of the Diversity and Inclusion Initiative, and further developing a plan for inclusive street and property naming practices in the future.</p> <p>APM2020 (July 13, 2020)</p>	
Kieran McKenzie	Comm. Infrastructure Services	<p>CQ21-2020</p> <p>That given the significant cluster of developments through the Howard Avenue corridor between Cabana and South Cameron and increasing concerns among current residents around the capability of the municipal infrastructure directly impacted to support these developments, that Administration prepare a report evaluating those capacities and what if any appropriate investments should proceed in order to accommodate the new developments. The analysis should include a consolidated traffic impact study, an analysis of the condition of the roadway, the need for traffic management infrastructure and/or traffic calming as well as active transportation capacities or deficiencies.</p> <p>ST2020 (July 27, 2020)</p>	<p>Type of Response Required -Written Report</p>
McKenzie	Comm. Economic Development & Innovation	<p>CQ32-2020</p> <p>That Administration review and report back to Council on tree protection and replacement policies as it relates to the City of Windsor's land development bylaws. The review should include information pertaining to replacement ratios and the mechanisms by which trees are protected and required to be protected through the development process as well as the extent to which development is impacting the total tree</p>	<p>Type of Response Required -Written Report</p>

		<p>count under our current framework along with options for Council to consider in terms of protecting trees and increasing tree cover through land development policy.</p> <p>SRT2020 (December 7, 2020)</p>	
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Total Outstanding: 4

COUNCIL MEMBER		QUESTION – ISSUES RAISED	
Jo-Anne Gignac	Executive Director of Human Resources	<p>CQ 7-2021</p> <p>Asking Administration to provide a report to Council outlining the policy that regulates procedures after an accident involving City vehicles and any amendments they might propose to update it.</p> <p>ACD2021 & AL2021 18.2 (March 29, 2021)</p>	<p>Type of Response Required</p> <p>-Written Report</p>
Kieran McKenzie	Comm. Legal & Legislative Services	<p>CQ 17-2021</p> <p>Asks that, to promote greater public safety for all people, that Administration work to develop a by-law for Council consideration to provide the City of Windsor with additional tools within the licensing framework for enforcement agencies to address unsafe and illicit activity in hotels and motels across the community that create dangerous and undesirable situations for motel guests, neighbours, and community members alike. The bylaw development process should include consultation process with industry stakeholders and social service providers, social agencies and health providers from both within and external to the City of Windsor as well as any other stakeholder group deemed appropriate by Administration.</p> <p>AB2021 & MH2021 18.1 (July 26, 2021)</p>	<p>Type of Response Required</p> <p>-Written Report</p>
Jo-Anne Gignac	Comm. Economic Development & Innovation	<p>CQ 26-2021</p> <p>Asks that Administration research what municipal zoning bylaws may be in place in other municipalities in Ontario or across Canada that regulate Cannabis retail outlets/consumption areas.</p> <p>GP/13047 18.3 (November 1, 2021)</p>	<p>Type of Response Required</p> <p>-Written Report</p>
Fabio Costante	Comm. Infrastructure Services	<p>CQ 27-2021</p> <p>Asks that Administration report back on opportunities to amend the warrant matrix and incorporate additional factors when determining the installation of 4-way stops in our residential neighbourhoods. This may include certain factors in the warrant threshold be lowered or amended, and may also include other factors such as petitions and school zones to be incorporated in the overall matrix.</p> <p>ST2021 (November 15, 2021)</p>	<p>Type of Response Required</p> <p>-Written Report</p>

Total Outstanding: 9

COUNCIL MEMBER		QUESTION – ISSUES RAISED	
Jo-Anne Gignac	Comm. Infrastructure Services	<p>CQ 1-2022</p> <p>Asks Public Works if adjustment to snow incident response would be more effective if salting of residential streets at least once to prevent ice forming. Intention is not to increase budget to include additional salting but perhaps redirecting multiple salting of arterials to direct 1 to residential streets.</p> <p>SW2022 18.3 (January 17, 2022)</p>	<p>Type of Response Required</p> <p>-Written Report</p>
Jo-Anne Gignac	Comm. Infrastructure Services	<p>CQ8-2022</p> <p>Asks Administration to review and report to Council if there is a current policy to prioritize "half width streets" to bring them up to current standard width. Also if there are Provincial regulations as to required standard widths for residential roads.</p> <p>ACOQ2022 & ST2022 18.3 (May 9, 2022)</p>	<p>Type of Response Required</p> <p>-Written Report</p>
Kieran McKenzie	Comm. Community Services	<p>CQ12-2022</p> <p>Asks that Administration report back on the impact and feasibility of adding solar lights to park trails across the City when trail remediation occurs and where appropriate, and further, to report back on the impact of adding solar lights to any new park trail system as a standard practice moving forward.</p> <p>ACOQ2022/ST2022 (July 25, 2022)</p>	<p>Type of Response Required</p> <p>-Written Report</p>
Fabio Costante	Comm. Community Services	<p>CQ 14-2022</p> <p>Asks that, as part of the Urban Forest Management Plan, Administration should include information about the following: How a tree is determined to be either public or privately owned. Reason(s) for potential change in ownership status. The impacts of change in ownership status for the municipality and the private property owner with respect to liability, maintenance and replacement costs.</p> <p>ACOQ2022 & SRT2022 (August 8, 2022)</p>	<p>Type of Response Required</p> <p>-Written Report</p>

Kieran McKenzie	Comm. Infrastructure Services	CQ 17-2022 Asks that Administration report back to Council on traffic noise along the EC Row corridor where sound mitigation measures are not in place close to sensitive land uses. ACOQ2022 & ST2022 (September 6, 2022)	Type of Response Required -Written Report
Kieran McKenzie	Comm. Community Services	CQ 18-2022 Asks that Administration provide an update on the current status and condition of the Jackson Park Band shell and further comment on the viability of a Feasibility Study outlining the scope of work necessary to bring the band shell back into community access and usage within the Parks Department inventory of assets. ACOQ2022 & SR2022 (September 6, 2022)	Type of Response Required -Written Report
Kieran McKenzie	Comm. Infrastructure Services	CQ 19-2022 Asks that Administration undertake a review of the use of artificial turf on the public right-of-way with a view to assess the impacts as it relates to climate change and bio diversity and to assess the on-going use of the material in terms of all potentially affected departments at the City of Windsor. ACOQ2022 & APM2022 (September 26, 2022)	Type of Response Required -Written Report
Jim Morrison	Comm. Community Services	CQ 22-2022 Asks that Administration develop a plan for Council consideration to install solar lights where feasible and appropriate on all existing parkland trails. The analysis should include full costing of a variety of phasing options as well as cost projections for the initial installation, full life cycle maintenance and replacement of the lights. ACOQ2022 & SR2022 (October 11, 2022)	Type of Response Required -Written Report
Kieran McKenzie	Comm. Economic Development & Innovation	CQ 23-2022 Asks that Administration report back to Council on ways in which the City of Windsor may regulate overnight RV Parking in private lots, particularly in instances where this specific and problematic land use impacts and creates nuisance for adjacent property owners. A review of how other municipalities in Ontario have handled this issue should be included. ACOQ2022 & ST2022 (November 9, 2022)	Type of Response Required -Written Report

Total Outstanding: 11

COUNCIL MEMBER		QUESTION – ISSUES RAISED	
Kieran McKenzie	Comm. Economic Development & Innovation	<p>CQ 1-2023</p> <p>Asks that given Council's declaration of a Climate Change Emergency informing the need to address climate change through municipal policy frameworks;</p> <p>And further, given the energy capacity challenges and opportunities faced by our community over the short, medium and long term;</p> <p>That Administration report back to Council with proposals for Council consideration to create a Green Energy Community Energy Plan (CIP) with the goal of creating a favourable energy investment climate for sustainable energy proposals.</p> <p>ACOQ2023 (January 16, 2023)</p>	<p>Type of Response Required</p> <p>-Written Report</p>
Gary Kaschak	Comm. Community Services	<p>CQ2-2023</p> <p>Asks if this City Council wanted to potentially re-locate in 2024 or 2025 the Bright Lights event from Jackson Park to a Downtown location starting at an Intersection like University Ave and Ouellette Ave and then work its way East to the City Hall open lands and then proceed North along the open lands/esplanade towards Riverside Drive. I ask Administration to provide a report in regards to the infrastructure, logistics and safety requirements required and obviously the cost of potentially relocating this event for the December 2024 Holiday season or no later than the December 2025 Holiday season.</p> <p>ACOQ2023 (January 16, 2023)</p>	<p>Type of Response Required</p> <p>-Written Report</p>
Angelo Marignani	Comm. Infrastructure Services	<p>CQ3-2023</p> <p>Asks that administration report back on best practices from other cities regarding snow removal and to provide feasibilities and cost to implementing and implementing the bylaw looking into localized streets snow removal due to drifts and blowing winds.</p> <p>ACOQ2023(January 30, 2023)</p>	<p>Type of Response Required</p> <p>-Written Report</p>

Mark McKenzie	Comm. Infrastructure Services	<p>CQ 4-2023</p> <p>That Administration develop a report and policy for Council on the feasibility of Electric Vehicle Charging Stations be installed to all current and future municipally owned parking lots and garages.</p> <p>ST2023 (February 13, 2023)</p>	<p>Type of Response Required</p> <p>-Written Report</p>
Kieran McKenzie	Comm. Economic Development & Innovation/City Planner	<p>CQ 5-2023</p> <p>Given the significant housing crisis challenging municipalities across Canada, including the City of Windsor</p> <p>And noting, the objective stated by the Government of Ontario to add 1.5 Million home across the province over the next 10 years, including 13,000 in our Community.</p> <p>And Whereas, the City of Windsor has already recognized the benefits of adding housing capacity through Additional Dwelling Units (ADUs) by enacting Planning Act amendments thereby eliminating some barriers to investment.</p> <p>That Administration report back with further options for Council to consider that would include a range of financial tools including (but not necessarily limited to) a targeted Community Improvement Plan or Grant program that would address industry challenges to help promote greater uptake of the opportunity to augment housing stock through investments in ADUs.</p> <p>SS2023 (February 13, 2023)</p>	<p>Type of Response Required</p> <p>-Written Report</p>
Kieran McKenzie	Comm. Legal & Legislative Services/City Clerk	<p>CQ 6-2023</p> <p>That, given the City of Windsor's stated objective in Council's approved Diversity and Inclusion Initiative to: continually take steps to learn and grow as a community and to recognize that "diversity adds to our strength and creates an important opportunity for fostering understanding, acceptance and innovation", and,</p> <p>The City's publicly articulated commitment to an Agency, Board and Committee (ABC) appointments process that is transparent, fair and consistent;</p> <p>That Administration undertake a review of the city's appointment policy, including a comparison to processes and policies adopted in peer municipalities such as (but not limited to)</p>	<p>Type of Response Required</p> <p>-Written Report</p>

		<p>London, Kitchener and Cambridge and report back with options for Council consideration in terms of best practices or improvements that can be made in the context of Equity, Diversity, Inclusion, Transparency and Accountability.</p> <p>ACO2023 (February 13, 2023)</p>	
Fred Francis	Comm. Community Services	<p>CQ 7-2023</p> <p>That administration report back on possible tourism and event options in Windsor for city council to review related to WWE's Summer Slam being at Ford Field in the City of Detroit on August 5, 2023.</p> <p>SR2023 (February 13, 2023)</p>	<p>Type of Response Required</p> <p>-Written Report</p>
Renaldo Agostino	Comm. Health & Human Services	<p>CQ 8-2023</p> <p>That Administration to report back to City Council and provide more information regarding QR codes on city property to encourage digital donations in an effort to help those in need. Donation signs/programs similar to those found in the City of Greenville, South Carolina or Daytona Beach. Specifically, is there an opportunity to work with our homelessness/housing service provider partners to place QR coded signs in areas where aggressive behaviour currently could take place in our city so that people can become better educated to the services and supports in our community and can contribute to these organizations digitally? We are entering a cashless era. Could an idea such as this one work for everyone in our community.</p> <p>APR2023 (February 13, 2023)</p>	<p>Type of Response Required</p> <p>-Written Report</p>
Jo-Anne Gignac	Comm. Infrastructure Services	<p>CQ 9-2023:</p> <p>Asks that Administration report back on feasibility of a crosswalk at Sunrise Assisted Living to Coventry/Reaume Park.</p> <p>SR2023 (February 27, 2023)</p>	<p>Type of Response Required</p> <p>-Written Report</p>
Angelo Marignani	Comm. Community Services	<p>CQ 10-2023</p> <p>That Administration report back to City Council on a collaboration with Detroit City Council in creating a new International Freedom Festival. This world class civic event will promote international investment while improving the quality of life in our city. It will showcase our rich heritage and shared identity of our two cities. The focal point of this new annual festival will be the new Gordie Howe International Bridge, opening in 2024. There is more than a bridge</p>	<p>Type of Response Required</p> <p>-Written Report</p>

		that connects us and it is in our advantage to strengthen these connections. SR2023 (February 27, 2023)	
Renaldo Agostino	Comm. Community Services	CQ 11-2023 There has been ongoing trouble in some of our parks Downtown specifically Mitchell Park. I would like to ask James and his team to look into other parks specifically ones where I grew up at in Toronto about having a staff member who keeps regular hours at Mitchell Park. Is there the opportunity through the Canada Summer Jobs program to have a staff member working set hours in the park. I have seen it before and as I understand we already do it in some other areas of the city. Can we try something new at Mitchell Park. ACOQ2023 (March 20, 2023)	Type of Response Required -Written Report

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as of May 25, 2023