

City Council Meeting Agenda

Date: Tuesday, August 8, 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
1. **ORDER OF BUSINESS**

2. **CALL TO ORDER** - Playing of the National Anthem

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**

4. **ADOPTION OF THE MINUTES**

5. **NOTICE OF PROCLAMATIONS**

Proclamations

“Childhood Cancer Awareness Month” – September 2023

Flag Raising Ceremony

“Go Gold Initiative – Childhood Cancer Awareness Month” – September 1, 2023

Illumination

“Childhood Cancer Awareness Month” – September 1 – September 7, 2023

6. **COMMITTEE OF THE WHOLE**

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

7.1. **CORRESPONDENCE**

- 7.2. Windsor Canada Utilities Ltd. 1st Quarter 2023 Financial Statements - City Wide
(C 113/2023)

8. **CONSENT AGENDA**

- 8.1. Performance Appraisal Report (for period of January - December 2022) - City Wide
(CM 6/2023)
- 8.2. Open Air Burning By-law - City Wide **(C 107/2023)**
- 8.3. RFP 81-23 Field Services Survey Equipment - City Wide **(C 108/2023)**
- 8.4. Avondale Avenue (West Grand to Norfolk), Beals Avenue (Dougall to Huntington) and Academy Drive (Northwood Street to North Service Road West) Traffic Calming - Wards 1, 9 & 10 **(C 118/2023)**
- 8.5. 2023 Second Quarter Operating Budget Variance - City Wide **(C 110/2023)**
- 8.6. 2022 City of Windsor Consolidated Financial Statements **(C 112/2023)**

CONSENT COMMITTEE REPORTS

- 8.7. 1148 Victoria Avenue, Kathleen Henderson House - Heritage Permit & Community Heritage Fund Request (Ward 3) **(SCM 187/2023) & (S 76/2023)**
- 8.8. 1982 Norman Road, St Jules School – Heritage Evaluation Report (Ward 8)
(SCM 188/2023) & (S 37/2023)
- 8.9. Draft Plan of Condominium with Exemption under Section 9(3) of the Condominium Act –CDM 005-23 [CDM-7029] 2481939 Ontario Inc. 3817 Howard Ave Ward 9
(SCM 189/2023) & (S 72/2023)
- 8.10. Zoning By-law Amendment Application for the property at the southwest corner of Tecumseh Road West and Mark Avenue; Applicant: 2832765 Ontario Inc.; File No. Z-036/2022, ZNG/6897; Ward 10 **(SCM 190/2023) & (S 73/2023)**
- 8.11. Z 015-22 [ZNG-6738] 2356976 Ontario Inc 0 & 845 Riverside E and 856 & 864 Chatham E **(SCM 191/2023) & (S 74/2023)**
- 8.12. Closure of east/west alley between Rockwell Avenue and Closed Woodland Avenue; east/west alley between Closed Woodland Avenue and Granada Avenue West, Ward 1
(SCM 192/2023) & (S 69/2023)
- 8.13. Main Street CIP/Ford City CIP Application, 1000 Drouillard Road, Owner: SPOTVIN INC. (C/O: Shane Potvin) **(SCM 193/2023) & (S 77/2023)**

- 8.14. Riverside Drive Streetscape Standards Manual, Spans Wards 2 through 7
(SCM 194/2023) & (S 67/2023)
- 8.15. Municipal Sewer Servicing Charges for Residential Properties - Septic System Changeover - City Wide **(SCM 195/2023) & (S 78/2023)**
- 8.16. Closure of east/west alley between closed Fifth Street R.O.W. and E. C. Row Expressway westbound onramp; Closure of Hudson Avenue R.O.W. between 4505 Fourth Street and E. C. Row Expressway westbound onramp; Amend Alley Closing By-law 10354, Ward 2 **(SCM 196/2023) & (S 66/2023)**
- 8.17. Minutes of the Property Standards Committee of its meeting held May 2, 2023
(SCM 197/2023) & (SCM 161/2023)
- 8.18. Minutes of the International Relations Committee of its meeting held May 10, 2023
(SCM 198/2023) & (SCM 169/2023)

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

10. **PRESENTATIONS AND DELEGATIONS**

11. **REGULAR BUSINESS ITEMS (Non-Consent Items)**

- 11.1. Snow Angels Volunteer Acknowledgements 2022-2023 Season - City Wide
(C 99/2023)
- 11.2. Declaration of a Vacant Parcel of Land Municipally Known as 0 Hudson Avenue Surplus and Authority to Offer Same for Sale – Ward 2 **(C 111/2023)**
- 11.3. North Neighbourhood Development, Phase 7 - 1027458 Ontario Ltd. - Cost Sharing for Sanitary Sewer Oversizing - Ward 7 **(C 114/2023)**
- 11.4. Maguire Subdivision Phase 3 - Extension of Oakridge and Farrow - Wonsch Construction - Cost Sharing - Ward 9 **(C 115/2023)**
- 11.5. Roseland Golf and Curling Club - Future of Curling - Ward 1 **(C 116/2023)**

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)
- 12.3. Report No. 118 of the Board of Directors Willistead Manor Inc. of its meeting held May 11, 2023 **(SCM 166/2023)**

- 12.4. Minutes of the meetings of the Executive Committee and Board of Directors, Willistead Manor Inc. held May 11, 2023 (**SCM 167/2023**)
- 12.5. Minutes of the Meetings of the Executive Committee and Board of Directors, Willistead Manor Inc., held June 8, 2023 (**SCM 202/2023**)
- 12.6. Minutes of the Windsor Accessibility Advisory Committee of its meeting held May 25, 2023 (**SCM 183/2023**)

13. **BY-LAWS** (First and Second Reading)

14. **MOVE BACK INTO FORMAL SESSION**

15. **NOTICES OF MOTION**

16. **THIRD AND FINAL READING OF THE BY-LAWS**

17. **PETITIONS**

18. **QUESTION PERIOD**

19. **STATEMENTS BY MEMBERS**

20. **UPCOMING MEETINGS**

International Relations Committee
Monday, July 31, 2023
3:30 p.m.; Room 522a - 350 City Hall Square West

Property Standards Committee
Tuesday, August 1, 2023
10:00 a.m.; Room 522b - 350 City Hall Square West

Development & Heritage Standing Committee
Tuesday, August 1, 2023
4:30 p.m., Council Chambers

Special Meeting of Council – Strategic Planning Session regarding Committees
Thursday, August 3, 2023
9:00 a.m. to 12:00 p.m., Room 204- 350 City Hall Square West

21. **ADJOURNMENT**

Subject: Windsor Canada Utilities Ltd. 1st Quarter 2023 Financial Statements - City Wide

Reference:

Date to Council: August 8, 2023

Author: Janice Guthrie

Commissioner, Corporate Services/CFO & City Treasurer

519-255-6100 Ext. 6271

jguthrie@citywindsor.ca

Taxation & Financial Projects

Report Date: July 23, 2023

Clerk's File #: MU2023

To: Mayor and Members of City Council

Recommendation:

THAT City Council **RECEIVE** for information, the Windsor Canada Utilities Lt. 1st Quarter 2023 Financial Statements.

Executive Summary:

N/A

Background:

The Shareholder direction for Windsor Canada Utilities Ltd. (WCU) requires that Quarterly Financial Statements be provided to the shareholder.

Discussion:

In compliance with this requirement, WCU has provided consolidated financial statements as at March 31, 2023 with comparatives as at March 31, 2022.

Risk Analysis:

N/A

Climate Change Risks

Climate Change Mitigation:

N/A

Climate Change Adaptation:

N/A

Financial Matters:

See attached Appendix A, which includes the following as at March 31, 2023:

- Covering letter from WCU’s Vice President and Chief Financial Officer and the President and Chief Executive Officer
- Consolidated Balance Sheet
- Consolidated Income Statement
- Consolidated Statement of Cash Flows

Consultations:

N/A

Conclusion:

Information is submitted to City Council in compliance with the requirements of the Shareholder Directions for WCU.

Planning Act Matters:

N/A

Approvals:

Name	Title
Janice Guthrie	Commissioner, Corporate Services & CFO/City Treasurer
Joe Mancina	Chief Administrative Officer

Notifications:

Name	Address	Email
Geoff Boose	4545 Rhodes Drive, Windsor, ON N9A 5T7	gboose@enwin.com

Appendices:

- 1 Appendix A - WCU - 2022 Q1 Financial Statements



To: Mayor and Members of City Council

2023 06 15

From: Matt Carlini

Re: Windsor Canada Utilities Ltd. March 2023 Quarterly Financial Statements

BACKGROUND AND BASIS OF REPORTING

Enclosed are the financial reports for Windsor Canada Utilities Ltd. ("WCU") as at March 31, 2023.

WCU's financial statements are presented in accordance with International Financial Reporting Standards ("IFRS") which is a requirement, as WCU is a publicly accountable entity. WCU is not eligible to use Public Sector Accounting Standards, which is what the Corporation of the City of Windsor uses for external reporting. Within the Windsor Canada Utilities Ltd., consolidated operations are the operations of the local distribution company (ENWIN Utilities Ltd.) and ENWIN Energy Ltd. The Ontario Energy Board ("OEB") regulates ENWIN Utilities Ltd. ("EWU"), and the regulator requires certain regulatory balances to be recognized and tracked for rate-setting purposes. These rate-setting accounts are considered for regulatory purposes as either regulatory assets or liabilities; however, those accounts are not recognized under IFRS.

In January 2021, the International Accounting Standards Board ("IASB") published the Exposure Draft *Regulatory Assets and Regulatory Liabilities*, which sets out proposals that aim to give investors better information about the financial performance of companies that are subject to rate regulation. The Exposure Draft is still in the consultation and review stages. It is anticipated that EWU will have the ability to recognize regulated assets and liabilities within the IFRS financial statements once this standard is published. The final standard is expected to be issued in 2025 with an effective date of January 1, 2028, however, early adoption may be an option for EWU. Until such time when this new standard is adopted, EWU will maintain

two sets of records to report regulated activities and to fulfil external financial reporting requirements.

DISCUSSION

The objective of this report is to provide quarterly consolidated financial performance updates to the Mayor and members of City Council. Further financial analysis and explanations can be found under the 'Financial Matters' section.

RISK ANALYSIS

The results reported to the City Council are for internal reporting purposes and are intended to provide an update of the company's financial performance relative to budget and prior year. The figures are not audited and do not contain all the note disclosure that would be present in a full audited financial statement.

FINANCIAL MATTERS

Financial Highlights

Overall, the performance of the group was slightly better than budget in the first quarter of the year and is projected to outperform the original budget when regulatory adjustments are excluded (MIFRS net income). Net Income however is highly sensitive to changes in electricity pricing as well as other regulatory rate adjustments and those are currently reducing reported earnings on an IFRS basis.

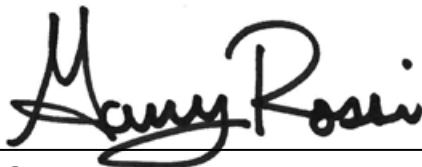
As of the quarter-ended March 31, 2023, WCU is reporting Total Revenue of \$13.3 million, Operating Income of \$5.1 million, and Net Income of negative \$0.4 million under IFRS. The 2023 forecast shows revenue favourability largely driven by favourability within EWU however that is offset with higher than anticipated regulatory adjustments which, at this time, are expected to put downward pressure on net income. These regulatory adjustments are often impacted by market conditions but management will continue to monitor financial performance and liquidity throughout the year.

Liquidity and Financial Strength

As at March 31, 2023, WCU is in a positive cash flow position despite having to settle some regulatory balances. Cash is expected to slowly decrease throughout 2023 – 2024 because over \$5 million per year is anticipated to be settled through rate riders, however WCU continues to experience a strong balance sheet and consistent credit profile.



Matt Carlini
Vice President, Corporate Services and CFO



Garry Rossi
President and CEO

encls Appendix A – WCU Q1 2023 Consolidated Financial Review Statements

Appendix A

Windsor Canada Utilities Ltd.

Board Financial Review Statements

March 31, 2023

Unaudited

	Page Reference
Consolidated Balance Sheet.....	i
Consolidated Income Statement.....	ii
Consolidated Statement of Cash Flows.....	iii

Windsor Canada Utilities Ltd.

Consolidated Balance Sheet
(In thousands of Canadian dollars)

March 31, 2023, with comparative information for 2022

	March 2023	March 2022	December 2022
Assets			
Current assets:			
Cash and cash equivalents	\$ 17,017	\$ 28,648	\$ 18,398
Investment	14,664	15,548	14,483
Accounts receivable	40,442	39,544	45,984
Due from related parties	3,724	3,753	3,650
Inventory	7,046	5,093	6,438
Other assets	3,347	2,577	2,251
	86,240	95,163	91,204
Non-current assets:			
Property, plant and equipment	253,294	246,649	252,912
Intangible assets	1,170	1,096	1,302
Investment, sinking fund	14,365	12,640	13,680
Investment in joint venture	147	171	158
Due from related parties - debentures and post-retirement	52,000	52,000	52,000
Deferred income taxes	2,841	8,274	2,841
	323,817	320,830	322,893
Total assets	\$ 410,057	\$ 415,993	\$ 414,097
Liabilities			
Current liabilities:			
Accounts payable and accruals	\$ 22,731	\$ 22,907	\$ 27,964
Payments in lieu of income taxes payable	1,919	851	1,213
Due to related parties	8,834	8,503	7,851
Current portion of customer deposits	1,247	1,109	1,053
Deferred revenue	4,088	5,282	4,089
	38,819	38,652	42,170
Non-current liabilities:			
Customer deposits	6,008	4,574	5,497
Deferred revenue - customer contributions	19,332	18,995	19,301
Long-term debt	102,530	102,515	102,526
Employee future benefits	43,944	66,439	43,729
	171,814	192,523	171,053
Total liabilities	210,633	231,175	213,223
Equity			
Common shares	81,842	81,842	81,842
Contributed surplus	516	516	516
Retained earnings	117,066	102,460	118,516
	199,424	184,818	200,874
Total liabilities and equity	\$ 410,057	\$ 415,993	\$ 414,097

Windsor Canada Utilities Ltd.

Consolidated Statement of Income
(In thousands of Canadian dollars)

March 31, 2023, with comparative information for 2022

	YTD - March 31, 2023			YTD - March 31, 2022		2023 Annual		2023
	Actuals	Budget	Variance	Actuals	Variance	Budget	Forecast	
Distribution revenue:								
Residential	\$ 6,984	\$ 6,938	\$ 46	\$ 6,702	\$ 282	\$ 27,752	\$ 27,938	
General service - small	4,404	4,357	47	4,314	90	17,912	18,051	
General service - large	962	992	(30)	920	42	3,949	3,935	
Street lighting	426	422	4	409	17	1,686	1,699	
	12,776	12,709	67	12,345	431	51,299	51,623	
Net service revenue								
Services provided to WUC	4,991	5,130	(139)	4,644	347	20,520	20,545	
Services provided to City	620	691	(71)	589	31	2,764	2,733	
	5,611	5,821	(210)	5,233	378	23,284	23,278	
Cost of services - MSA	(5,290)	(5,487)	197	(4,924)	(366)	(21,949)	(21,922)	
Cost of services - depreciation - MSA	(193)	(196)	3	(185)	(8)	(779)	(784)	
	128	138	(10)	124	4	556	572	
Other income	409	167	243	459	(50)	795	933	
Total revenue	13,313	13,014	299	12,928	385	52,650	53,128	
Operating expenses:								
Distribution operation and maintenance	3,693	2,962	(731)	3,009	(684)	12,279	13,359	
Billing and collection	843	786	(57)	758	(85)	3,157	3,243	
Community relations	58	56	(2)	60	2	246	268	
Administration and general	833	912	79	895	62	3,809	3,828	
Property and tools and maintenance	550	511	(39)	504	(46)	1,999	1,993	
Salaries and benefits	1,704	1,898	194	1,614	(90)	6,805	6,583	
Regulatory	110	131	21	110	-	524	518	
Employee future benefits	451	501	50	494	43	2,004	1,854	
Management service fees	-	-	-	-	-	-	-	
	8,242	7,757	(485)	7,444	(798)	30,823	31,646	
Operating income / EBITDA	5,071	5,257	(185)	5,484	(413)	21,827	21,482	
Other income/expenses:								
Share of joint venture's net loss (gain)	11	(3)	(14)	13	2	(11)	(12)	
Depreciation and amortization	1,942	1,800	(142)	1,838	(104)	7,160	7,140	
Net finance expense	(678)	275	953	770	1,448	1,111	131	
Loss (gain) on sale of PP&E	1	-	(1)	89	88	-	(3)	
	1,276	2,072	796	2,710	1,434	8,260	7,256	
Income before tax	3,795	3,185	611	2,774	1,021	13,567	14,226	
Provision for PILs of corporate taxes	1,239	914	(325)	708	(531)	3,866	4,267	
Deferred income taxes	-	4	4	-	-	17	20	
	1,239	918	(321)	708	(531)	3,883	4,287	
Net income - MIFRS	2,556	2,267	290	2,066	490	9,684	9,939	
Regulatory adjustment (IFRS)	(3,005)	(231)	(2,774)	(3,178)	173	(922)	(3,697)	
Net income (loss) - IFRS	(449)	2,036	(2,484)	(1,112)	663	8,762	6,242	

Windsor Canada Utilities Ltd.

Consolidated Statement of Cash Flows
(In thousands of Canadian dollars)

March 31, 2023, with comparative information for 2022

	March 2023	March 2022	December 2022	Forecast 2023
Cash flows from operating activities:				
Total IFRS net income (loss) for the year	\$ (449)	\$ (1,112)	\$ 17,943	\$ 6,350
Adjustments for:				
Depreciation and amortization	2,949	2,846	11,461	11,198
Amortization of deferred revenue customer contribution	(136)	(131)	(526)	(557)
Remeasurement of employee future benefits	-	-	(23,579)	-
Loss (gain) on investment	(867)	283	408	(1,410)
Loss (gain) on sale of property, plant and equipment	1	89	148	1
Amortization of debt issuance costs	4	4	15	16
Share in joint venture's net loss	11	13	27	(12)
Net finance expense	(614)	419	1,802	131
Income tax expense	1,239	708	1,515	4,267
	2,138	3,119	9,214	19,984
Changes in:				
Accounts receivable	5,541	3,653	(2,789)	(2,840)
Due from related parties	(74)	(1,483)	(1,791)	(460)
Inventory	(607)	(238)	(1,584)	49
Other assets	(1,095)	(1,090)	(781)	(516)
Deferred income taxes	-	-	5,432	-
Accounts payable and accruals	(5,233)	(6,434)	(1,374)	1,233
PIL of income taxes	-	(754)	354	(784)
Due to related parties	983	1,358	706	(44)
Deferred revenue	-	79	(1,114)	(4,089)
Customer deposits	704	259	1,127	704
Employee future benefits	215	313	1,181	2,884
	434	(4,337)	(633)	(3,863)
Interest paid	(1,111)	(1,069)	(4,832)	(4,460)
Interest received	1,725	655	3,045	4,329
Income taxes paid	(533)	(294)	(1,839)	(2,432)
	2,653	(1,926)	4,955	13,558
Cash flows from investing activities:				
Acquisition of PP&E and intangible assets	(3,277)	(3,533)	(19,274)	(25,396)
Acquisition of investments	-	-	(1,300)	(1,200)
Deferred revenue - customer contributions	181	-	701	2,823
Proceeds from investments	-	-	1,200	10,355
Proceeds on sale of PP&E	62	122	720	62
	(3,034)	(3,411)	(17,953)	(13,356)
Cash flows from financing activities:				
Decrease (Increase) in shareholder note Payable	-	-	-	(126)
Increase (decrease) in shareholder note receivable	-	-	-	126
Decrease in due from related parties	-	-	411	-
Dividends paid	(1,000)	(1,000)	(4,000)	(4,000)
	(1,000)	(1,000)	(3,589)	(4,000)
Net increase (decrease) in cash and cash equivalents	(1,381)	(6,337)	(16,587)	(3,798)
Cash and cash equivalents, beginning of period	18,398	34,985	34,985	18,398
Cash and cash equivalents, end of period	\$ 17,017	\$ 28,648	\$ 18,398	\$ 14,600

Subject: Performance Appraisal Report (for period of January - December 2022) - City Wide

Reference:

Date to Council: August 8, 2023

Author: Ted DeJong, Workforce Planning Specialist (A)

519-255-6515, ext. 6808; tdejong@citywindsor.ca

Vincenza Mihalo, Executive Director of Human Resources

519-255-6515, ext. 6259; vmihalo@citywindsor.ca

Human Resources

Report Date: June 22, 2023

Clerk's File #: AS2023

To: Mayor and Members of City Council

Recommendation:

That the report by the Executive Director of Human Resources regarding Performance Appraisals for the period January to December 2022 **BE RECEIVED FOR INFORMATION**, and;

That City Council **DELEGATE** to the CAO the Review and Approval of this report on an annual basis

Executive Summary:

N/A

Background:

Performance appraisals are an integral part of assisting managers in achieving departmental and corporate objectives. As an effective communication tool, the performance appraisal allows employees and their managers the opportunity to discuss employee's performance, career goals, and the overall objectives of the Corporation. Properly constructed performance appraisals encourage trust between employees and managers, which can lower the distracting factors that impact an employee's job performance.

The completion of performance appraisals is a top priority for the Chief Administrative Officer (CAO) and the Corporate Leadership Team (CLT) who understand that conducting an appraisal is a good opportunity for employees to ask questions and share

their concerns with Managers. Appraisals serve as a valuable opportunity for Managers to gain insight about their employees and in turn the Manager can discuss the Corporation's and departmental objectives. Since 2006, the completion rates of performance appraisals have been monitored and the results have been reported to Council on an annual basis since 2010. In an effort to improve the completion rate, many changes to the system have been made, such as the consolidation of forms, fine-tuning the appraisal forms, the development of a Performance Appraisal procedure and training for management staff on how to complete an effective performance appraisal.

The following completion rates were recorded for regular full-time, temporary full-time and regular part-time employees:

- 2006: 28%
- 2007: 57%
- 2008: N/A*
- 2009: 62%
- 2010: 54%
- 2011: 90.73%
- 2012: 89.1% **
- 2013: 84.9%
- 2014: 82.9%
- 2015: 89.85%
- 2016: 79.4%***
- 2017: 84.74%
- 2018: 86.86%
- 2019: 86.16%
- 2020: 93.15%
- 2021: 88.53%
- **2022: 90.91%**

** Performance appraisal report was not produced in 2008 as procedural modifications were being developed.*

**** Regular Part-Time employees were added to the completion rate set by CAO in 2012 and incorporated into the annual performance appraisal completion rate report.**

*****Performance appraisals for Transit Windsor were incorporated.**

Discussion:

The compliance period of January 2022 – December 2022, indicates a **90.91% completion rate** across the Corporation. Great effort has been made to educate supervisors and managers of the importance of conducting performance reviews with their staff, with the intended goal of managing organizational performance, managing people and managing financial resources. We consider these efforts to be required on an ongoing basis. It is understood that a 100% compliance rate is not achievable as at various times employees may be off work for various reasons and appraisal could not be completed, however, numbers at or exceeding 90% demonstrates an ongoing commitment to this process.

The Performance Management training program will continue to emphasize and support the importance of supervisors and managers connecting with their staff through both formal and casual performance discussions.

As the Corporation moves towards a fully integrated Succession Planning program, the performance appraisal becomes a key factor in its success by identifying potential career paths for employees. The updated performance appraisal system will also endeavour to recognize employees' strengths and opportunities, including those exceptional workers who are satisfied in their current positions but are not looking to advance. Employees maintaining their current position provides for consistency, helps stabilize the department and it is important for those individuals to feel understood and valued.

Completion of Performance Appraisals helps administration in various ways, including:

- Motivating employees
- Gaining insight into the strengths and competency of employees
- Helps the CAO and CLT develop and manage departmental goals and objectives
- Provides self assessment tools to employees to promote performance feedback discussion and help to ensure employee's contributions are not overlooked
- Provides for coaching feedback to develop and support training mechanisms.

Given the recent trend in high completion rates, Administration is requesting that going forward, review and approval of this report be completed by the CAO which are then presented thereafter to City Council on a regular cycle.

Risk Analysis:

There is a degree of risk for not completing performance appraisals for employees on an annual basis, which include:

The Performance Appraisal process provides the opportunity for employees and their supervisor's to participate in a discussion addressing short and long term goals and objectives, which often include employee career aspirations. Supervisors and Managers often times suggest training courses or modules to employees in an effort to reach departmental and/or career goals as a part of Corporate Succession Planning. These discussions are valuable to Human Resources and administration as it helps identify employees who have an aspiration and work ethic to progress through the Corporation while at the same time ensures that the proper training, supports, educational and skill set building activities are available to help employees become the future leaders of the Corporation.

Some Performance Appraisals are linked to staff step increases which may need to be paid retroactively and this becomes a liability for the Corporation. The liability is dependent on the number of outstanding Performance Appraisals for employees who fall within the initial steps of their pay band and do not receive incremental increases automatically per their respective Collective Agreement. While this risk is considered minor, it does impact employee relations and morale.

All hiring managers have the opportunity to review performance related information for internal candidates during the recruitment/succession planning process. A lack of available performance information may result in small operational inefficiencies as hiring managers may need to seek out this information from other managers within the Corporation or may not be able to access this information at all. This risk is considered minor given the completion rate noted in this report.

In addition to the above noted risks when Performance Appraisals are completed regularly it provides managers and supervisors an opportunity to formally identify and strengthen positive workplace behaviours and provide tools to correct inappropriate workplace behaviours which in turn impact the community through poor customer service. As managers and supervisors are encouraged to deal with negative workplace behaviours as they occur through coaching and progressive discipline measures it is unlikely that Performance Appraisals are the only means used to address negative workplace behaviours but rather another tool to improved customer service.

Climate Change Risks

Climate Change Mitigation:

N/A

Climate Change Adaptation:

N/A

Financial Matters:

There is no cost to the Performance Appraisal program and it is considered a regular an ongoing responsibility for both management and employee.

Consultations:

Dan Iatonna, Manager of Employment & Consulting Services

Ted DeJong, Workforce Planning Specialist

Conclusion:

This report provides the opportunity to highlight the Corporation's ongoing efforts in striving to reach performance appraisal targets. Continued emphasis will be placed on the importance of reaching these targets as a way of ensuring the continued success and improvement to the organization. Moving forward administration will report the performance appraisal completion rate to the CAO and CLT on an annual basis and provide support to departments to assist in increasing the completion rate every year.

Planning Act Matters:

N/A

Approvals:

Name	Title
Vincenza Mihalo	Executive Director, Human Resources
Shelby Askin Hager	Commissioner, Legal & Legislative Services
Chris Nepszy	Commissioner, Infrastructure Services
Janice Guthrie	Commissioner, Corporate Services
Jelena Payne	Commissioner, Economic Development & Innovation
Andrew Daher	Commissioner, Health & Human Services
Ray Mensour	Commissioner, Community Services
Joe Mancina	Chief Administrative Officer

Notifications:

Name	Address	Email

Appendices:

Subject: Open Air Burning By-law - City Wide

Reference:

Date to Council: August 8, 2023
Author: Jonathan Wilker
Deputy Fire Chief, Support Services
(519) 253-3016 ext. 3774
jwilker@citywindsor.ca
Fire and Rescue Services
Report Date: 2023-07-07
Clerk's File #: AB2023

To: Mayor and Members of City Council

Recommendation:

THAT Council **RECEIVE** the report of the Deputy Fire Chief – Support Services, dated July 7, 2023 entitled “Open Air Burning By-law”; and,

THAT Council **PASS** By-law xx-2023 being a By-law to regulate open air burning (Appendix A) within the City of Windsor; and,

THAT in the event By-law xx-2023 is passed, Council **PASS** By-law xx-xx being a By-law to Amend By-law 392-2022 “Fees and Charges Bylaw” (Appendix B) to provide for an open air burning permit application fee.

Executive Summary:

N/A

Background:

Section 7.1 of the *Fire Protection and Prevention Act, 1997* authorizes municipalities to pass by-laws regulating the setting of open air fires.

The Ontario *Fire Code* (O.Reg 213/07) contains a prohibition on open air burning unless approved by the municipality’s Chief Fire Official. As there is currently no City by-law governing the procedure for the Chief Fire Official to approve open air burning, citizens are unable to carry out any open air burning other than cooking fires explicitly authorized in the *Fire Code*. Accordingly, Administration has developed a draft by-law to regulate open air burning within the City which establishes which type of outdoor fires are allowed and a procedure for obtaining approval through an open air burning permit.

Discussion:

The draft Open Air Burning By-law attached as Appendix “A” reiterates the *Fire Code*’s general prohibition on open air burning and provides exceptions only for cooking fires, campfires, fires for which a permit has been issued by the City, and prescribed burns (prescribed agricultural and fire hazard abatement uses). For each type of fire, the draft By-law imposes additional conditions that must be met in order to comply with the By-law. These conditions are intended to minimize the risk of the fire spreading or otherwise affecting other residents or businesses.

For any open air burning other than those exceptions established within the By-law, persons wishing to carry out open air burning must apply and obtain a permit from Windsor Fire & Rescue Services. Open-air burning shall not be allowed for general backyard fires or burning of refuse (garbage, trash, construction materials etc.), lawn or garden waste. The purpose of the permit is to allow **necessary** agricultural or commercial burning and ceremonial burning. In reviewing applications Windsor Fire & Rescue Services may refuse to issue a permit if the application is incomplete, or if there are reasonable grounds to believe the open air burning may be adverse to public safety or would result in the violation of existing laws. A fee will be charged as part of the application to reflect the costs of evaluating the permit applications. A By-law to amend the Fees and Charges By-law to include this application fee is attached hereto as Appendix “B”.

The By-law sets out general conditions that will apply to all permits issued for open air burning unless waived by the Chief Fire Official in specified instances, and additional conditions may also be imposed based on the particulars of any given permit application. Special restrictions also apply to prohibit open air burning near “sensitive receptors” where smoke may be at greater risk of causing a nuisance or affecting the health of individuals.

Windsor Fire & Rescue Services will be primarily responsible for the administration and enforcement of this By-law, however, “officer” has been broadly defined in this By-law to include not just firefighters, but also By-law enforcement officers and members of the Windsor Police Service so that any such “officer” coming across a fire may request to see the relevant permit and may otherwise order the fire be immediately extinguished if it is found to be non-compliant.

Risk Analysis:

There is minimal risk involved in approving this report. While the proposed By-law creates a procedure for more outdoor fires to be permitted within the City than the current status quo, conditions will apply to all such fires which should mitigate the risk. Cooking fires, which are already permitted under the *Fire Code*, are subject to further conditions under the proposed By-law which are intended to increase the safety of those fires. Additionally, campfires, fires authorized by permit, and prescribed burns are also all subject to conditions intended to limit the risks they would otherwise pose.

Climate Change Risks

Climate Change Mitigation:

N/A

Climate Change Adaptation:

N/A

Financial Matters:

A Fire Prevention Officer will be called upon to review the permit application and either approve or deny the application. A Fire Prevention Officer will also have the ability to suggest changes to the applicant in order for the application to be updated to grant the approval and be in compliance with the rules. The fee applied is \$150 per application which is the average cost per hour of service performed by a Fire Prevention Officer. It is believed that the review and approval of the application will not exceed the one-hour time frame. A review of fees is performed regularly and an adjustment will be brought to Council for consideration if it is warranted as part of the annual budget process.

Windsor Fire & Rescue Services expects minimal revenue to be achieved initially and therefore does not recommend an adjustment to the budget line at this time. A burn fee chartfield will be set up to track the activity and allow for a budget creation at a later time. It is believed that this revenue stream will be very slow to start and it may grow over time as residents become familiar with the rules and the ability to have an open burn. Similarly, current staffing levels are considered to be sufficient to handle the anticipated volume of applications and enforcement.

Consultations:

Johnathan Wilker, Deputy Fire Chief – Support Services

Monika Schneider, Financial Planning Administrator

Aaron Farough, Senior Legal Counsel

Conclusion:

Passing the proposed Open Air Burning By-law would allow for residents and business within the City of Windsor to apply for permits to allow outdoor burning in circumstances considered appropriate by Windsor Fire & Rescue Services.

Planning Act Matters:

N/A

Approvals:

Name	Title
Stephen Laforet	Fire Chief

Name	Title
Tony Ardovini	On behalf of Commissioner, Corporate Services/Chief Financial Officer/City Treasurer
Shelby Askin Hager	Commissioner, Legal and Legislative Services
Joe Mancina	Chief Administrative Officer

Notifications:

Name	Address	Email

Appendices:

- 1 Appendix A - Open Burning By-law
- 2 Appendix B - By-law to Amend By-law 392-2002 - Open Air Burning Permit

B Y - L A W N U M B E R XX-2023

A BY-LAW TO REGULATE OPEN AIR
BURNING IN THE CITY OF WINDSOR

WHEREAS Council of The Corporation of the City of Windsor (“Council”) is empowered under section 7.1(1) of the *Fire Protection and Prevention Act, 1997*, S.O. 1997, c.4, as amended, (the “FPPA”) to pass by-laws regulating fire prevention, including the prevention of the spreading of fires;

AND WHEREAS Council is empowered under section 7.1(1) of the FPPA to pass by-laws regulating the setting of open air fires, including establishing the times during which open air fires may be set;

AND WHEREAS Council is empowered under section 7.1(4) of the FPPA to appoint an officer to enter upon land and into structures at any reasonable time to inspect the land and structures to determine whether by-laws enacted in accordance with this section are being complied with;

AND WHEREAS Council is empowered under section 11(2) of the *Municipal Act, 2001*, c.25 to pass by-laws respecting the environmental well-being of the municipality, the health, safety, and well-being of persons, and the protection of persons and property;

AND WHEREAS Council is empowered under section 128 of the *Municipal Act, 2001*, S.O. 2001, c.25, as amended, to pass by-laws to prohibit and regulate public nuisances, including matters that, in the opinion of Council, are, or could become or cause public nuisances;

AND WHEREAS Council considers excessive smoke, smell, airborne sparks or embers to be capable of causing or becoming public nuisances by creating negative health effects on neighbouring residents, increasing fire exposure hazards, infringing the enjoyment of the use of neighbouring properties and generating false fire alarms;

AND WHEREAS Council deems it advisable to enact a By-law to regulate open air burning within the City of Windsor;

NOW THEREFORE the Council of The Corporation of the City of Windsor enacts as follows:

Part 1- Definitions

1. In this By-law,

“Burning Ban” means an order issued at sole discretion of the Fire Chief prohibiting all Open Air Burning.

“Campfire” means an open air fire where the size of the material burned is contained by non-combustible material form and the flame is no larger than 60cm X 60cm X 60cm.

“Campground” means an area of land owned or operated by a person that contains camp sites for the purpose of providing accommodation for tents, trailers or cabins in exchange for monetary payment.

“City” means The Corporation of the City of Windsor, inclusive of its boundaries.

“Clean Wood” means wood that is dry and free of paint or attached plastics, and untreated wood.

“Cooking” means grilling or cooking using charcoal, wood, wood pellets, propane or natural gas in, or on, cooking or grilling appliances including barbeques.

“Fire Chief” means the person appointed by City Council to act as Fire Chief for the City as defined in the FPPA, or designate.

“FPPA” means the *Fire Protection and Prevention Act, 1997*, S.O.1997, c.4, as amended, and the regulations enacted thereunder as amended from time to time, or any act or regulation enacted as a substitution.

“Ground Cover” includes but is not limited to, leaves, grasses, weeds, tree needles or wood chips on the ground.

“Nuisance” means excessive smoke, smell, fumes, airborne sparks, ash, particulate matter, or embers that is likely to disturb others.

“Officer” means the Fire Chief, any firefighter of Windsor Fire & Rescue Services, City by-law enforcement officers, and any member of the Windsor Police Service.

“Open Air Burning” means any fire or burning practice that is conducted outside a building and includes but is not limited to, small confined fires and large confined fires, fires in burn barrels, in air curtain incinerators, outdoor recreational fireplaces, prescribed burning, and construction site and demolition site fires, campfires, fire pits, fire bowls, sky lanterns, and the use of various types of Outdoor Fireplaces.

“Outdoor Fireplace” means a manufactured, non-combustible enclosed container designed to hold a small fire for decorative purposes (known as a ‘Chimnea’).

“Owner” means the registered owner or any person, firm or corporation having control over, or possession, of any portion of the building or property under consideration and includes the persons in the building or property.

“Permit” means a permit issued by the Fire Chief to carry out Open Air Burning for a specified period of time.

“Permit Holder” means a person to whom a Permit has been issued; “Person” includes an individual or corporation.

“Prescribed Burning” means burning that is utilized as fire hazard abatement, forest management, agricultural soil conditioning, crop and pasture production, prevention or control of weeds and or control of insects or disease.

Part 2 – General Prohibition

- 2.1 Except as otherwise provided in this By-law, no person shall set, maintain or allow to be set or maintained, Open Air Burning within the City unless a Permit for the Open Air Burning has been issued by the Fire Chief

Part 3 – Cooking Fires and Campfires

Cooking Fires

- 3.1 The prohibition in section 2.1 does not apply to fires used for Cooking provided the following conditions are met:
- a) all fires for the purpose of Cooking shall be commensurate with the type and quantity of the food being cooked;
 - b) any appliance used is designed and manufactured for the solitary purpose of outdoor Cooking;

- c) any such appliance shall be assembled and utilized with strict adherence to the manufacturer's instructions and/or building permit specifications, as applicable;
- d) there is no combustible ground cover within five (5) metres of the Cooking fire;
- e) the Cooking fire shall not be set or maintained carried on any highway, public park, walkway, public land, or any other land owned by or operated under agreement with the City without written permission from the City;
- f) the Owner or person setting the Cooking fire shall maintain a constant watch and control over the Cooking fire from the time of the setting of the fire until all fire, hot coals, and smoldering material are completely extinguished;
- g) a suitable means of extinguishing the Cooking fire must be immediately available at all times;
- h) the Cooking fire complies with the FPPA; and
- i) the Cooking fire does not otherwise cause a Nuisance;

Campfires

3.2 The prohibition in section 2.1 does not apply to Campfires provided the following conditions are met:

- a) the Campfire takes place only in identified Campgrounds officially operating as Campground businesses and at the permission of the Campground owner or operator;
- b) there is a distance of at least 3m from any building, hedge, fence, overhead wiring, overhead vegetation, or a highway and at a distance greater than 10m from another open air burning;
- c) only Clean Wood/paper is utilized in the burning process and no refuse, plastics or treated wood shall be burned;
- d) no flammable liquids shall be utilized as a means to aid the ignition process for campfires;
- e) vegetation surrounding the individual campfire shall be maintained to a low height in a 30 cm circumference around the fire so as to prevent the spread of fire if it were to extend outside of the non-combustible form;
- f) a suitable means of extinguishing the campfire must be immediately available at all times;
- g) all Campfires shall be extinguished upon end of activity and in any event no later than 1:00 am;
- h) the person setting the Campfire shall maintain a constant watch and control over the Campfire from the time of the setting of the fire until all fire, hot coals, and smoldering material are completely extinguished;
- i) the Campfire complies with the FPPA; and
- j) the Campfire does not otherwise cause a Nuisance.

3.3 Any fire at a Campground site exceeding the size of a defined Campfire requires a Permit.

Part 4 – Open Air Burning With Permit

4.1 A person may conduct an Open Air Burning where a Permit has been obtained, subject to the conditions set out in this By-law, and any conditions of the Permit.

Permit Applications

- 4.2 An application for a Permit must be completed on the forms prescribed by Windsor Fire & Rescue Services.
- 4.3 Each completed application for a Permit must be submitted to Windsor Fire & Rescue Services and accompanied by the appropriate fees as set out in the City's Fees and Charges By-law.
- 4.4 An application for a Permit may only be submitted by an Owner of the property where the Open Air Burning is proposed to take place, who is at least 18 years of age.

Permit Conditions

- 4.5 Except as otherwise explicitly provided in the Permit issued under this Part, each Permit shall be deemed to include the following conditions:
 - a) The Open Air Burning shall only occur between sunrise and sunset and on the date(s) specified on the Permit;
 - b) The Open Air Burning is not permitted where the wind velocity is greater than 24 kilometers per hour;
 - c) The Permit Holder must maintain constant watch and control over the Open Air Burning from the time it is set until all fire, hot coals, and smolder material are totally extinguished;
 - d) The Open Air Burning is not permitted within five (5) metres of any combustible ground cover;
 - e) The Open Air Burning shall be at a distance of not less than twenty-five (25) meters from any building, structure, property line, tree, hedge, fence, roadway, overhead wire or other combustible article;
 - f) A suitable means of extinguishment commensurate with the size of the fire must be immediately available at all times during the Open Air Burning;
 - g) The Open Air Burning shall not exceed 1m x 1m in size and 1m in height;
 - h) The Open Air Burning shall not be allowed cause a Nuisance;
 - i) The Open Air Burning shall not contain any plastics, rubber, asphalt shingles, roofing tiles, hazardous substances, or treated wood;
 - j) The Permit Holder shall comply with the provisions of the FPPA and the *Environmental Protection Act*, R.S.O. 1990, c.E.19;
 - k) The Permit Holder shall keep the Permit immediately available during the Open Air Burning and produce the Permit on demand to any Officer conducting an inspection of the Open Air Burning; and
 - l) The Permit Holder shall indemnify and save harmless the City and its employees from any and all claims, demands, causes of action, costs or damages that the City may suffer, incur or be liable for resulting from the Open Air Burning as set out in this by-law, whether with or without negligence on the part of the Permit Holder, the Permit Holder's employees, directors, contractors and agents.
- 4.6 In issuing the Permit, the Fire Chief may impose such additional requirements, conditions, or exemptions as the Fire Chief considers necessary in the interest of public safety, or to minimize inconvenience to the general public, or advisable in the circumstances, or to give effect to the objects of this by-law.

Refusal of Permits

- 4.7 The Fire Chief may refuse to issue a Permit where:
 - a) the application is incomplete; or
 - b) there are reasonable grounds to believe that the Open Air Burning may be adverse to public safety; or

- c) there are reasonable grounds to believe that the Open Air Burning will result in a breach of this by-law, the FPPA, or any other provincial or federal law or statute.

Revocation of Permits

- 4.8 A Permit issued to a Permit Holder under this by-law may be revoked by the Fire Chief if:
- a) in the opinion of the Fire Chief, a dangerous condition exists in or near the site of the open air fire; or
 - b) the Open Air Burning does not comply with the requirements of the Permit or any other provisions of this by-law, the FPPA or any other provincial or federal statute.

Part 5 – Prescribed Burning

- 5.1 Prescribed Burning shall be permitted, subject to the conditions set out in this Part.
- 5.2 The person responsible for a Prescribed Burning, shall submit a ‘Prescribed Burn Plan’ to the Fire Chief for approval. Prescribed Burning may only be carried out in accordance with a Prescribed Burn Plan approved by the Fire Chief.
- 5.3 The ‘Prescribed Burn Plan’ shall consist of the following, to the satisfaction of the Fire Chief:
- a) the specific location and description of the area to be burned;
 - b) subject vegetation types;
 - c) an emergency telephone number;
 - d) name and approval of the property owner;
 - e) the agency/contractor conducting the burn;
 - f) the burn prescription
 - g) the number of hectares to be burned, the type of fuel, fuel loading estimates and the ignition technique to be used;
 - h) a list of agencies and private parties involved;
 - i) a map depicting prevailing winds and the potential impact of the smoke on occupied buildings and areas for up to one kilometer from the burn site;
 - j) a discussion of the public notification procedures
- 5.4 In approving the Prescribed Burn Plan, the Fire Chief may impose such other terms and conditions as the Fire Chief considers necessary in the interest of public safety, or to minimize inconvenience to the general public, or advisable in the circumstances, or to give effect to the objects of this by-law.

Part 6 – Further Restrictions

Sensitive Receptors

- 6.1 Notwithstanding any other provision of this By-law, save and except for Cooking Fires which comply with Section 3.1, Open-Air Burning shall not be undertaken within 100 metres from a sensitive receptor. Sensitive receptors include:
- a) a health care facility;
 - b) a senior citizens’ residence or long-term care facility;
 - c) a child care facility; and
 - d) an educational facility;

- 6.2 Notwithstanding any other provision of this By-law, Open Air Burning shall not be undertaken in a place where the Open Air Burning or discharges of smoke may cause a risk to human health.

Burning Ban

- 6.3 The Fire Chief may issue a Burning Ban applicable to all or part(s) of the City.
- 6.4 When a Burning Ban is in effect, notwithstanding any other provision of this By-law or any Permits issued, all Open Air Burning is prohibited within the parts of the City to which the Burning Ban applies, save and except Cooking fires conducted within an appliance designed and manufactured for the solitary purpose of outdoor Cooking which Cooking fire otherwise complies with section 3.1 of this By-law.

Part 7 - Enforcement

- 7.1 A person is guilty of an offence if the person:
- a) furnishes false information in an application for a Permit under this By-law;
 - b) sets, maintains or allows to be set or maintained, Open Air Burning without a Permit as required by this By-law;
 - c) fails to comply with the conditions of Permit;
 - d) fails to comply with a Burning Ban;
 - e) fails to comply with an order, direction, or other requirement made under this By-law; or
 - f) violates any provision of this By-law.
- 7.2 Every person who is convicted of an offence under this by-law is liable to a fine not exceeding the maximum fine from time to time prescribed by the *Provincial Offences Act*, R.S.O. 1990, c.P.33, as amended, or any legislation passed in succession thereto.
- 7.3 In accordance with Part II 7.1(4) of the FPPA, the municipality may direct an Officer to enter upon land and into structures at any reasonable time to inspect the land and structures to determine whether this by-law is being complied with.
- 7.4 For the purposes of an inspection an Officer may:
- a) require the production for inspection of documents or things relevant to the inspection;
 - b) inspect and remove documents or things relevant to the inspection for the purpose of making copies or extracts;
 - c) require information from any person concerning a matter related to the inspection; and
 - d) alone or in conjunction with a person possessing special or expert knowledge, make examinations or take tests, samples or photographs necessary for the purposes of the inspection.
- 7.5 An Officer may order an Open Air Burning to be extinguished immediately where:
- a) the Open Air Burning contravenes this By-law, the FPPA, or any other provincial or federal statute;
 - b) it is determined upon inspection by the Officer to constitute a safety hazard or concern;

Part 8 - Miscellaneous

Severability

8.1 Where a court of competent jurisdiction declares any section or part of a section of this by-law invalid, the remainder of this by-law shall continue in force unless the court makes an order to the contrary.

Short Title

8.2 This By-law may be referred to as the “Open Air Burning By-law.”

Effective Date

8.3 This By-law shall come into force and take effect on the day of the final passing thereof.

DREW DILKINS, MAYOR

CLERK

First Reading -
Second Reading -
Third Reading -

BY - LAW NUMBER -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 day of , 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;

NOW 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 adding the following to Page 12 of Schedule "A":

Ref #	Notes	Category/ Division	Sub- Category/ Sub-Division	Fee/Service	2021 Fee Excluding HST (Recommended)	
					Cost	Unit of Measure
32.1		Fire Prevention	Fire Prevention	Open Air Burning Permit Application	\$150.00	Per application

2. That this by-law shall come into force and take effect on the day of the final passing thereof.

DREW DILKENS, MAYOR

CLERK

First Reading - , 2023
 Second Reading - , 2023
 Third Reading - , 2023



Subject: RFP 81-23 Field Services Survey Equipment - City Wide

Reference:

Date to Council: August 8, 2023

Andrew Lewis

Coordinator, Right of Way and Field Services

519-255-6560 x4229

alewis@citywindsor.ca

Public Works - Operations

Report Date: July 5, 2023

Clerk's File #: SW/14630

To: Mayor and Members of City Council

Recommendation:

- I. THAT City Council **AWARD** RFP 81-23 Field Services Survey Equipment, to Cansel Survey Equipment Inc.; and
- II. THAT the Purchasing Manager **BE AUTHORIZED** to issue a Contract Purchase Order to Cansel Survey Equipment Inc. for the provision of Field Services Survey Equipment, in the amount of \$231,832.39 (excluding HST), satisfactory in financial content to the Commissioner, Corporate Services CFO/City Treasurer, and in technical content to the Commissioner, Infrastructure Services.

Executive Summary:

N/A

Background:

Proposal 81-23 is for the replacement of various electronic survey equipment including total stations, GPS survey units, data collectors and associated training. The equipment being purchased is primarily used for pre-engineering surveys, road layout, and as-built measuring for road projects, and as such is being funded from the road rehabilitation program.

RFP No. 81-23 was issued on May 15, 2023. Proposals were received and evaluated on June 14, 2023 with three Suppliers submitting proposals.

Discussion:

The various survey equipment utilized by Field Services is starting to become out of date as technology has advanced since the current equipment was purchased. This equipment is utilized on a daily basis by the Field Services staff and at times in inclement weather conditions. While care of the current equipment is taken, this electronic survey equipment can start to wear down from daily usage.

As the equipment is utilized for very accurate measuring for pre-engineering work and post-engineering work, having up to date equipment that is state of the art will greatly assist the Field Services staff with their assignments.

Risk Analysis:

As the existing equipment starts to fail, the costs of repairs and down time for delays in the completion of assigned work can lead to greater costs to the Corporation.

Not approving the purchase of the new equipment would result in lost production and well as potential errors to measurements that are used for payments to Contractors under contract with the Corporation to complete various road and sewer rehabilitation projects.

Climate Change Risks**Climate Change Mitigation:**

This RFP does not pose a risk to the climate change.

Climate Change Adaptation:

N/A

Financial Matters:

The total amount for the equipment and training under RFP No. 81-23 is \$231,832.39 excluding HST (\$235,912.64 including non-refundable HST).

The Contract Purchase Order will be funded from the 2023 Road Rehabilitation Project 7231000, which was approved by Council Resolution B5/2023. There are sufficient uncommitted funds remaining in the project to fund the equipment purchase under RFP No. 81-23.

Consultations:

Purchasing Department.

Conclusion:

Administration recommends that RFP 81-23 be awarded to Cansel Survey Equipment Inc. to supply Field Services with survey equipment including total stations, GPS survey units, data collectors and associated training.

Planning Act Matters:

N/A

Approvals:

Name	Title
Cindy Becker	Financial Planning Administrator – Public Works Operations
Phong Nguy	Manager, Contract, Field Services & Maintenance
Shawna Boakes	Executive Director of Operations
Chris Nepszy	Commissioner, Infrastructure Services
Michael Dennis	Financial Manager – Asset Planning
Alex Vucinic	Purchasing Manager
Janice Guthrie	Commissioner, Corporate Services CFO/City Treasurer
Joe Mancina	Chief Administrative Officer

Notifications:

N/A

Appendices:

N/A



Subject: Avondale Avenue (West Grand to Norfolk), Beals Avenue (Dougall to Huntington) and Academy Drive (Northwood Street to North Service Road West) Traffic Calming - Wards 1, 9 & 10

Reference:

Date to Council: August 8, 2023
Author: Shannon Deehan
Transportation Planning Coordinator
519-255-6100 ext 6188
sdeehan@citywindsor.ca

Public Works - Operations
Report Date: July 24, 2023
Clerk's File #: ST/13863

To: Mayor and Members of City Council

Recommendation:

1. THAT Administration **BE DIRECTED** to install speed humps on Avondale Avenue between West Grand Boulevard and Norfolk Street,
2. THAT Administration **BE DIRECTED** to install speed humps on Beals Street East and Beals Street West between Dougall Avenue and Huntington Avenue, AND
3. THAT Administration **BE DIRECTED** to install speed humps on Academy Drive between Northwood Street and North Service Road West.
4. THAT funding from each of the above noted installations come from Traffic Calming capital budget project 7069022 and further
5. THAT a budget issue with regards to annual maintenance of \$5,420 be presented as part of the 2024 operating budget development process and be considered a priority item based upon approval for the installations

Executive Summary:

N/A

Background:

Traffic Calming Policy and Local Road Speed Hump Procedure

The City of Windsor Traffic Calming Policy was first adopted in 2005. The Policy underwent major updates in 2015 and 2021.

When the 2021 Traffic Calming Policy was brought before Council at its April 19, 2021 meeting, in addition to adopting the proposed policy, Council directed that Administration report back with additional policy measures related to traffic calming (CR168/2021):

That administration BE DIRECTED to report back to Council with a policy, including a rollout plan, that would allow residents to request speed bumps if the majority in the subject block wish to see that happen.

The requested report back was brought before Council on May 9, 2022. The report provided a new Local Road Speed Hump Procedure as well as related minor amendments to the Traffic Calming Policy in order to implement the new procedure. Council adopted this new Procedure.

Upcoming Review

Report S 76/2022, "Local Road Speed Humps Program - Initial Set of Locations" came before Council at its September 6, 2022 meeting. In response to this report, Council resolved as follows:

Decision Number: CR374/2022 ETPS 907

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,

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,

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.

The speed hump installations directed by this resolution are planned for installation in the 2023 construction season. The requested review of the Local Road Speed Hump Procedure under the Traffic Calming Policy has not yet been brought forward to Council.

Accessibility Policy

The Accessibility Policy outlines general requirements for all goods and services provided by the Corporation:

The Corporation will make reasonable efforts to:

- *Provide its goods and services in a way that respects the dignity and independence of people with disabilities.*
- *Give people with disabilities the same opportunity to access our goods and services and allow them to benefit from the same*

services, in the same place and in a similar way as other customers.

- Communicate in a manner that takes into account the person’s disability.

Discussion:

Avondale Avenue

Eight resident requests for traffic calming on Avondale Avenue between West Grand Boulevard and Norfolk Street were received in May and June 2022. The street was reviewed and confirmed to be eligible for speed humps under the Local Road Speed Hump Program. A resident survey to determine neighbourhood support was carried out from September 2, 2022 to October 2, 2022. Residents were able to vote online or via 311. The results of the survey are summarized in Table 1.

Table 1: Traffic Calming Approval Survey Results – Avondale Avenue

Criteria	Required	Actual		Result
Level of Support	50% of households or commercial properties voting “yes” (24 of 48 households)	Yes	79% (38 households)	Pass
		No	4% (2 households)	
		Did Not Vote	17% (8 households)	

In addition to votes by residents in the study area, 5 responses were received from addresses outside the study area. Of these responses not counted toward the approval threshold, the breakdown is as follows:

- 40% (2 responses) supported speed humps on Avondale Avenue
- 60% (3 responses) opposed speed humps on Avondale Avenue

Beals Street

A resident request for traffic calming was received for Beals Street between Dougall Avenue and Huntington Avenue in April 2022. The street was reviewed and confirmed to be eligible for speed humps under the Local Road Speed Hump Program. A resident survey to determine neighbourhood support was carried out from July 7, 2022 to August 8, 2022. Residents were able to vote online or via 311. The results of the survey are summarized in Table 2.

Table 2: Traffic Calming Approval Survey Results – Beals Street

Criteria	Required	Actual		Result
Level of Support	50% of households or commercial properties voting “yes” (6 of 12 households)	Yes	50% (6 households)	Pass
		No	17% (2 households)	
		Did Not Vote	33% (4 households)	

In addition to votes by residents in the study area, 30 responses were received from addresses outside the study area and 3 responses were received that did not include the resident’s address. Of these responses not counted toward the approval threshold, the breakdown is as follows:

- 52% (17 responses) supported speed humps on Beals Street
- 42% (14 responses) opposed speed humps on Beals Street
- 6% (2 responses) did not indicate support or opposition to speed humps

Academy Drive

Two resident requests for traffic calming on Academy Drive between Northwood Street and North Service Road West were received in May and December 2022. The street was reviewed and confirmed to be eligible for speed humps under the Local Road Speed Hump Program. A resident survey to determine neighbourhood support was carried out from January 27, 2023 to February 26, 2023. Residents were able to vote online or via 311. The results of the survey are summarized in Table 3.

Table 3: Traffic Calming Approval Survey Results – Academy Avenue

Criteria	Required	Actual		Result
Level of Support	50% of households or commercial properties voting “yes” (19 of 37 households)	Yes	57% (21 households)	Pass
		No	11% (4 households)	
		Did Not Vote	32% (12 households)	

In addition to votes by residents in the study area, 2 responses were received from addresses outside the study area. Of these responses not counted toward the approval threshold, the breakdown is as follows:

- 100% (2 responses) opposed speed humps on Academy Drive

Accessibility Concerns

In the segments considered for traffic calming, neither Avondale Avenue, Beals Street nor Academy Drive have sidewalks on either side. Because of this, any pedestrians travelling along Avondale, Beals or Academy would use the roadway (as is permitted by Traffic By-law 9148 when sidewalks are not provided). In the case of Beals Street, for a pedestrian to avoid speed humps would likely involve significant out-of-way travel. In the case of Avondale Avenue and Academy Drive, no cross streets or alternative pedestrian routes are available.

During departmental review of both traffic calming projects, concerns were raised that the speed humps may negatively impact people with disabilities. Specific concerns identified include:

- The aisle between the curb and the hump is only 0.5 meters (19.6”) and is too narrow for most assistive devices to pass though unobstructed. A wheelchair or walker would likely have to have some wheels on the road and some on the hump and with a 27% slope on the tapered end of the hump there is potential for a motorized wheelchair or other mobility device to tip when riding over the tapered end of the speed hump. It would also be possible for a walker user to lose balance because walker is not providing adequate support. A power wheelchair could also potentially bottom out and be costly to repair. These risks would be further exacerbated if the surface of the very narrow aisle along the curb is not flat and without cracks, potholes, water, ice etc. Pedestrians with a disability may decide it is less of a risk to try to travel over the hump rather than in the very narrow aisle along the curb and this could also lead to tipping, tripping or other unsafe situations;
- Slope and cross slopes on the tapered ends may be too steep;

- Lack of consistency can increase the impacts of speed humps as a barrier; and
- Detectability of the speed hump edge for people with low vision or confusion about what it is. With a narrow 0.5 m aisle beside the curb a white cane user might be unsure about what they are encountering. If the pavement is uneven or there is a pothole, it could be unsafe. A white cane user could choose to veer further over on road to go over the hump rather than the along the side of the road and this could lead to other unsafe scenarios.

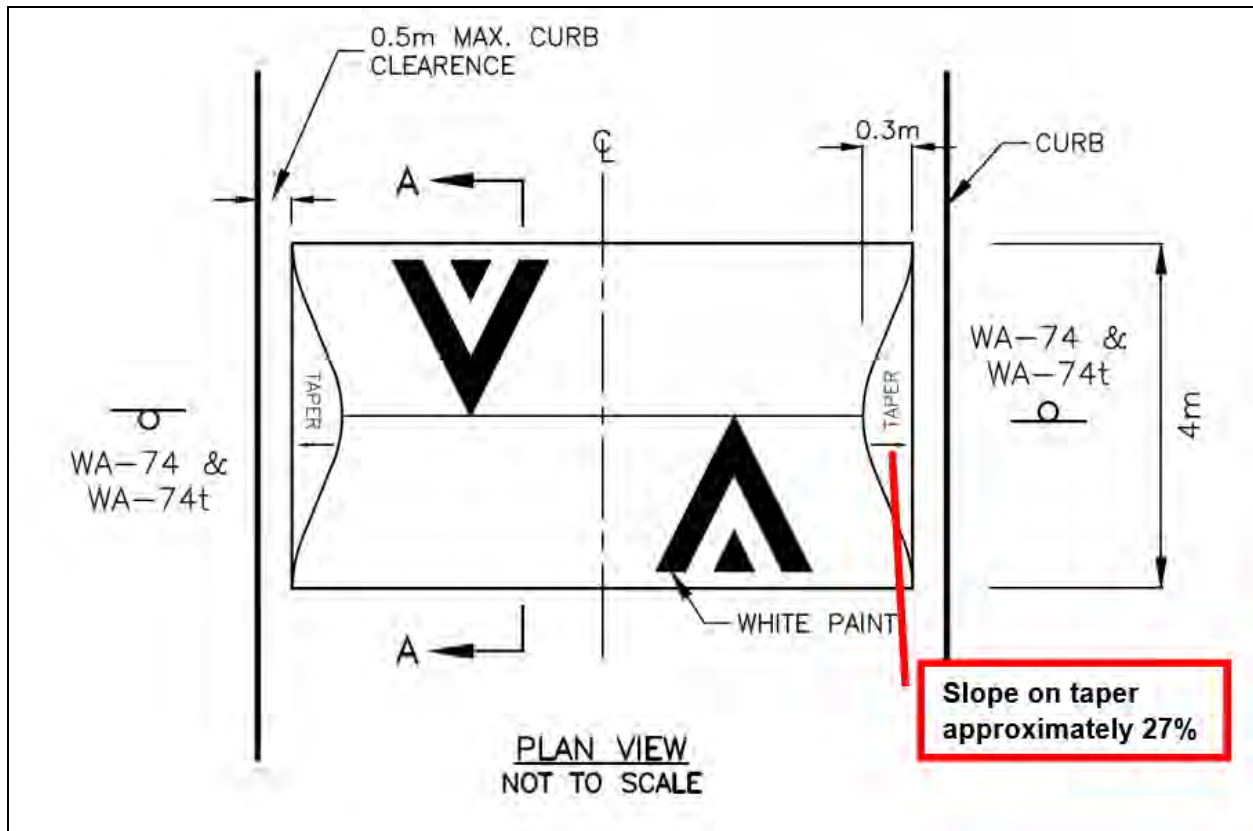


Figure 1: Standard Speed Hump, Showing the Taper Along the Curb for Drainage

Administration attempted to contact other Municipalities to determine what they were using on streets that did not have sidewalks. From the research performed, some made similar modifications, as is proposed in this report (i.e. increasing the width between the curb and the beginning of the slope) to the hump design and many continue to install a standard design.

To address the concerns raised, Administration developed a modified speed hump design that is proposed to be installed on streets that do not have sidewalk facilities. This design provides additional space on the edge of the hump prior to the beginning of the taper. The proposed gap is 0.8 m in width. Anything wider than this would be noticeable and encourage drivers to drive with one set of tires on the outside of the hump and therefore be able to continue to drive faster. The revised design is provided in Appendix D.

Administration presented the revised design to the Windsor Accessibility Advisory Committee (WAAC) and concerns were continued to be raised at that meeting. Concerns with regards to;

- Grade difference between the gutter and the asphalt road surface could be problematic and lead to instability and tipping or tripping;
- Speed humps are a barrier and may become a liability for someone with a white cane or power chair and this would be exacerbated if the 0.8m aisle has any cracks, potholes, water, ice or vegetation; and
- Ice build up on the edges in winter months.

The Committee received a verbal report and a copy of the proposed modified design from Administration at the meeting on May 25, 2023.

WAAC's technical standards sub-committee and the City's Accessibility Officer, have provided the following comments;

- The Committee does not recommend speed humps on roads without sidewalks as the wider aisle does not address all accessibility concerns noted previously. If Council chooses to proceed with speed humps on these suggested roads the following additional comments are noted.
- A traffic calming measure such as a speed hump is meant to impede high speeds by putting a slight obstacle on the road. The issue is to avoid this traffic obstacle from becoming an obstacle for pedestrians and from an accessibility perspective to avoid this traffic calming measure from becoming a significant barrier to the travel and independence of individuals with disabilities.
- The City of Ottawa's Traffic Calming Design Guidelines note that accessibility needs to be a key consideration when considering traffic calming measures. A wider aisle at the curb is one possible approach mentioned by Ottawa in their traffic calming design guidelines manual. The proposed aisles are still quite narrow and it is suggested that 0.9 m is a bit better spec to accommodate most wheelchairs, assistive devices, baby strollers, parents walking with kids on bikes etc.
- The proposed aisles must be provided on both sides of the street as parking is generally allowed on streets with speed humps. Having the aisles present on both sides allows an individual to proceed down the side of the street without parked vehicles.
- Speed humps should not be adjacent to gutter grates and it is essential for the aisle to be levelled flat, without impediments and kept in ongoing good repair.
- It is essential that these speed humps be kept in good repair and that fixes do not greatly change the slope and cross slope along the hump and at the tapered ends.
- Suggest signage be erected to advise drivers not to veer into pedestrian aisle.

Risk Analysis:

Installing speed humps on streets without sidewalks has an unknown level of risk of reducing the mobility of people with disabilities who access neighbourhood destinations or transit without using a car. The modified hump would provide the additional space on

either side of the hump to allow for passage but may also allow for vehicles to avoid the hump with one set of tires, rendering them not as useful as a traffic calming measure. Additionally, when drivers intentionally drive toward the side of the roadway, they are also coming into much closer proximity to a residential property’s front yard. In typical residential roadway driving conditions where there are no speed humps, the vast majority of drivers would not come too close to the edge of the roadway where it abuts the curb while traveling down the street.

Construction costs for speed humps are subject to normal price variability for materials and tender costs. These financial risks are mitigated by following the procedures in the Purchasing By-law and normal project management practices.

Climate Change Risks

Climate Change Mitigation:

N/A

Climate Change Adaptation:

N/A

Financial Matters:

Avondale Avenue

The estimated cost to install speed humps and related signage on Avondale Avenue between West Grand Boulevard and Norfolk Street is summarized in Table 4. There are sufficient unencumbered funds in Traffic Calming capital budget project 7069022 for initial installation.

Table 4: Cost Estimate – Avondale Avenue Traffic Calming

Item	Unit	Cost per Unit		Quantity	Total Cost	
		Initial Installation	Annual Maintenance		Initial Installation	Annual Maintenance
Speed humps and associated signs and pavement markings	Each	\$10,250	\$770	3	\$30,750	\$2,310
“Traffic Calmed Neighbourhood” Signs	Each	\$350	\$5	2	\$700	\$10
Grand Total – Avondale Avenue					\$31,450	\$2,320 per year

The ongoing annual maintenance cost is estimated as \$2,320 per year (speed hump maintenance: \$1,050 per year; signs and markings: \$1,270 per year). Maintenance

costs for initiatives such as this project have not been previously identified within operating budgets and therefore this cost may not be able to be accommodated in the existing Signs and Markings operating budget. Should Council approve the traffic calming plan, a budget increase will be brought forward as part of the 2024 operating budget submission.

Beals Street

The estimated cost to install speed humps and related signage on Beals Street between Dougall Avenue and Huntington Avenue is summarized in Table 5. There are sufficient unencumbered funds in Traffic Calming capital budget project 7069022 for initial installation.

Table 5: Cost Estimate – Beals Street Traffic Calming

Item	Unit	Cost per Unit		Quantity	Total Cost	
		Initial Installation	Annual Maintenance		Initial Installation	Annual Maintenance
Speed humps and associated signs and pavement markings	Each	\$10,250	\$770	2	\$20,500	\$1,540
“Traffic Calmed Neighbourhood” Signs	Each	\$350	\$5	2	\$700	\$10
Grand Total – Beals Street					\$21,200	\$1,550 per year

The ongoing annual maintenance cost is estimated as \$1,550 per year (speed hump maintenance: \$700 per year; signs and markings: \$850 per year). Maintenance costs for initiatives such as this project have not been previously identified within operating budgets and therefore this cost may not be able to be accommodated in the existing Signs and Markings operating budget. Should Council approve the traffic calming plan, a budget increase will be brought forward as part of the 2024 operating budget submission.

Academy Drive

The estimated cost to install speed humps and related signage on Academy Drive between Northwood Street and North Service Road West is summarized in Table 5. There are sufficient unencumbered funds in Traffic Calming capital budget project 7069022 for initial installation.

Table 5: Cost Estimate – Academy Drive Traffic Calming

Item	Unit	Cost per Unit		Quantity	Total Cost	
		Initial Installation	Annual Maintenance		Initial Installation	Annual Maintenance
Speed humps and associated signs and pavement markings	Each	\$10,250	\$770	2	\$20,500	\$1,540
“Traffic Calmed Neighbourhood” Signs	Each	\$350	\$5	2	\$700	\$10
Grand Total – Academy Drive					\$21,200	\$1,550 er year

The ongoing annual maintenance cost is estimated as \$1,550 per year (speed hump maintenance: \$700 per year; signs and markings: \$850 per year). Maintenance costs for initiatives such as this project have not been previously identified within operating budgets and therefore this cost may not be able to be accommodated in the existing Signs and Markings operating budget. Should Council approve the traffic calming plan, a budget increase will be brought forward as part of the 2024 operating budget submission.

The total cost of initial installation of speed humps and associated signs and pavement markings for all three proposed locations is \$73,850 funded from the Traffic Calming Capital Program Project. The total operating maintenance costs for these three initiatives is \$5,420 which will be brought forward as part of the 2024 operating budget submissions and will be considered a priority item based upon direction to install the noted speed humps.

Consultations:

Staff Consultation

- Operations: Phong Nguy, Manager of Contracts, Field Services and Maintenance
- Traffic Operations: Ian Day, (A) Senior Manager of Traffic Operations and Parking Services
- Human Resources: Gayle Jones, Diversity and Accessibility Officer
- Windsor Fire Rescue Services: Mike Coste, Chief Fire Prevention Officer
- Windsor Police Service: Barry Horrobin, Director of Planning and Physical Resources
- Transit Windsor: Jason Scott, Manager of Transit Planning
- Finance: Cindy Becker, Financial Planning Administrator – Public Works

Public Consultation – Avondale Avenue

The resident approval survey was carried out from September 2 to October 2, 2022. Methods used for resident notification and outreach were as follows:

- Mailout to all property owners and tenants in the project area, attached as Appendix A (August 31, 2022)
- A follow-up mailout to property owners and tenants that had not yet voted (September 21, 2022)
- Social media posts (September 2, 2022)
- Notification signs posted in the survey area

Public Consultation – Beals Street

The resident approval survey was carried out from July 7 to August 8, 2022. Methods used for resident notification and outreach were as follows:

- Mailout to all property owners and tenants in the project area, attached as Appendix B (July 6, 2022)
- A follow-up mailout to property owners and tenants that had not yet voted (July 27, 2022)
- Social media posts (July 8, 2022)
- Notification signs posted in the survey area

Public Consultation – Academy Drive

The resident approval survey was carried out from January 27 to February 26, 2023. Methods used for resident notification and outreach were as follows:

- Mailout to all property owners and tenants in the project area, attached as Appendix C (January 25, 2023)
- A follow-up mailout to property owners and tenants that had not yet voted (February 15, 2022)
- Social media posts (January 27, 2022)
- Notification signs posted in the survey area

Conclusion:

Having met the criteria for speed humps in the Local Road Speed Humps Procedure under the Traffic Calming Policy, Administration recommends installing the modified speed humps on Avondale Avenue between West Grand Boulevard and Norfolk Street, on Beals Street between Dougall Avenue and Huntington Avenue and on Academy Drive from Northwood Street to North Service Road West.

Administration will monitor the installation of these locations after installation to determine if there are any on-going concerns brought forward with respect to accessibility.

Planning Act Matters:

N/A

Approvals:

Name	Title
Cindy Becker	Financial Planning Administrator
Shawna Boakes	Executive Director, Operations & Deputy City Engineer
Chris Nepszy	Commissioner, Infrastructure Services and City Engineer
Janice Guthrie	Commissioner, Corporate Services and Chief Financial Officer
Joe Mancina	Chief Administrative Officer

Notifications:

Name	Address	Email
Councillor Fred Francis		
Councillor Kieran McKenzie		
Councillor Jim Morrison		
Windsor Accessibility Advisory Committee		
<i>Area residents and project notification list – Avondale Avenue (list provided to Clerks)</i>		
<i>Area residents and project notification list – Beals Street (list provided to Clerks)</i>		
<i>Area residents and project notification list – Academy Drive (list provided to Clerks)</i>		

Appendices:

- 1 Appendix A - August 31, 2022 Letter to Avondale Avenue Residents
- 2 Appendix B - July 6, 2022 Letter to Beals Street Residents
- 3 Appendix C – January 25, 2023 Letter to Academy Drive Residents
- 4 Appendix D – Modified Speed Hump Design

August 31, 2022

**RE: TRAFFIC CALMING SPEED HUMP REVIEW SURVEY
AVONDALE AVENUE (WEST GRAND BOULEVARD TO NORFOLK STREET)**

Dear Resident,

We are requesting your input on a potential traffic calming speed hump project in your area.

A request for traffic calming has been received for **Avondale Avenue**. Avondale Avenue currently qualifies for traffic calming speed humps. To determine whether traffic calming speed humps would be supported by neighbourhood residents, a survey is being carried out. We request that you submit your vote online or call 311 to indicate whether you would support traffic calming speed humps on Avondale Avenue. **Please place your vote before October 2, 2022 to ensure that your vote is counted.**



In order to place your vote, please fill out the survey: <https://tiny.one/avondalesurvey>

You may also call 311 and state that you are responding to the **traffic calming survey for Avondale Avenue**. You will be asked for your name, address, your vote on the traffic calming survey, and given an opportunity for any other comments. After the 30-day survey period, results will be posted to the City's website at <https://tinyurl.com/tcalming>.

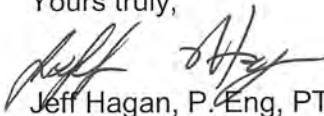
One vote per household or business will be considered.

The plan will be brought forward to Council for approval if the required level of residential support described below is reached:

- A minimum of 50% of the households and commercial properties in the survey area must indicate their support for the traffic calming speed humps.

For more information on traffic calming please go to <https://tinyurl.com/tcalming> or search for "traffic calming" on the City website (www.citywindsor.ca). If you have any questions and/or concerns, please do not hesitate to contact Awele Nwaesei, Transportation Planning Coordinator, at 519-255-6267, ext. 6831 at your convenience.

Yours truly,



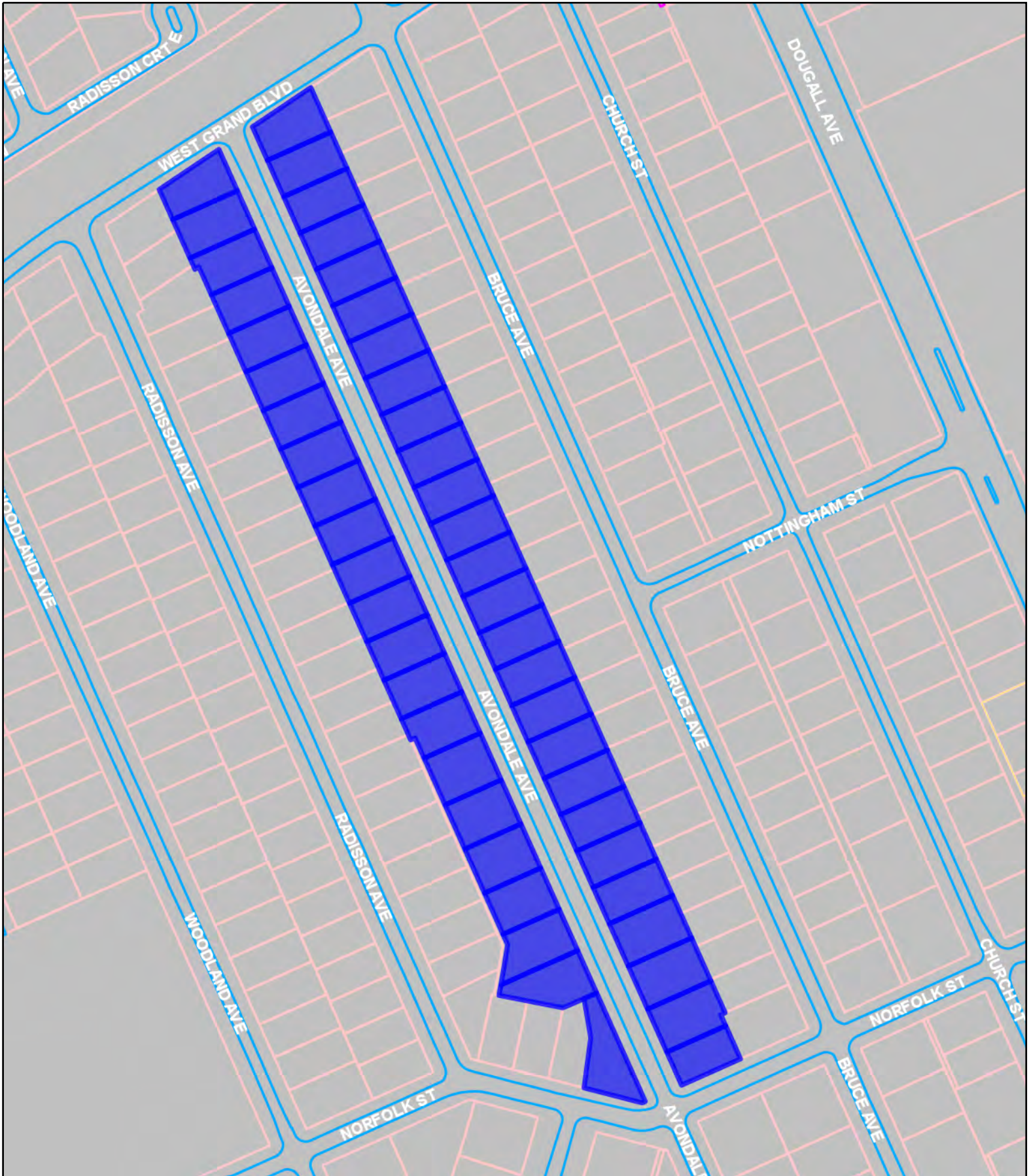
Jeff Hagan, P. Eng, PTOE
Transportation Planning Senior Engineer
JH/an

Attachment
C.c. Chief Building Official
Ward 1 Councillor

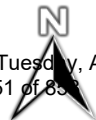
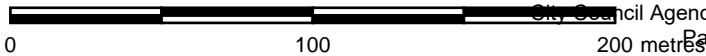
Survey Area

Avondale Avenue (West Grand Blvd to Norfolk St)

Aug 11, 2022



Scale 1: 2,500



July 6, 2022

**RE: TRAFFIC CALMING SPEED HUMP REVIEW SURVEY
BEALS STREET (DOUGALL AVENUE TO HUNTINGTON AVENUE)**

Dear Resident,

We are requesting your input on a potential traffic calming speed hump project in your area.

A request for traffic calming has been received for **Beals Street**. Beals Street currently qualifies for traffic calming speed humps. To determine whether traffic calming speed humps would be supported by neighbourhood residents, a survey is being carried out. We request that you submit your vote online or call 311 to indicate whether you would support traffic calming speed humps on Beals Street. Please call within 30 days of the date of this letter to ensure that your vote is counted.

In order to place your vote, please fill out the survey: <https://tiny.one/bealssurvey>



You may also call 311 and state that you are responding to the **traffic calming survey for Beals Street**. You will be asked for your name, address, your vote on the traffic calming survey, and given an opportunity for any other comments. After the 30-day survey period, results will be posted to the City's website at <https://tinyurl.com/tcalming>.

One vote per household or business will be considered.

The plan will be brought forward to Council for approval if the required level of residential support described below is reached:

- A minimum of 50% of the households and commercial properties in the survey area must indicate their support for the traffic calming speed humps.

For more information on traffic calming please go to <https://tinyurl.com/tcalming> or search for "traffic calming" on the City website (www.citywindsor.ca). If you have any questions and/or concerns, please do not hesitate to contact Awele Nwaesei, Transportation Planning Coordinator, at 519-255-6267, ext. 6831 at your convenience.

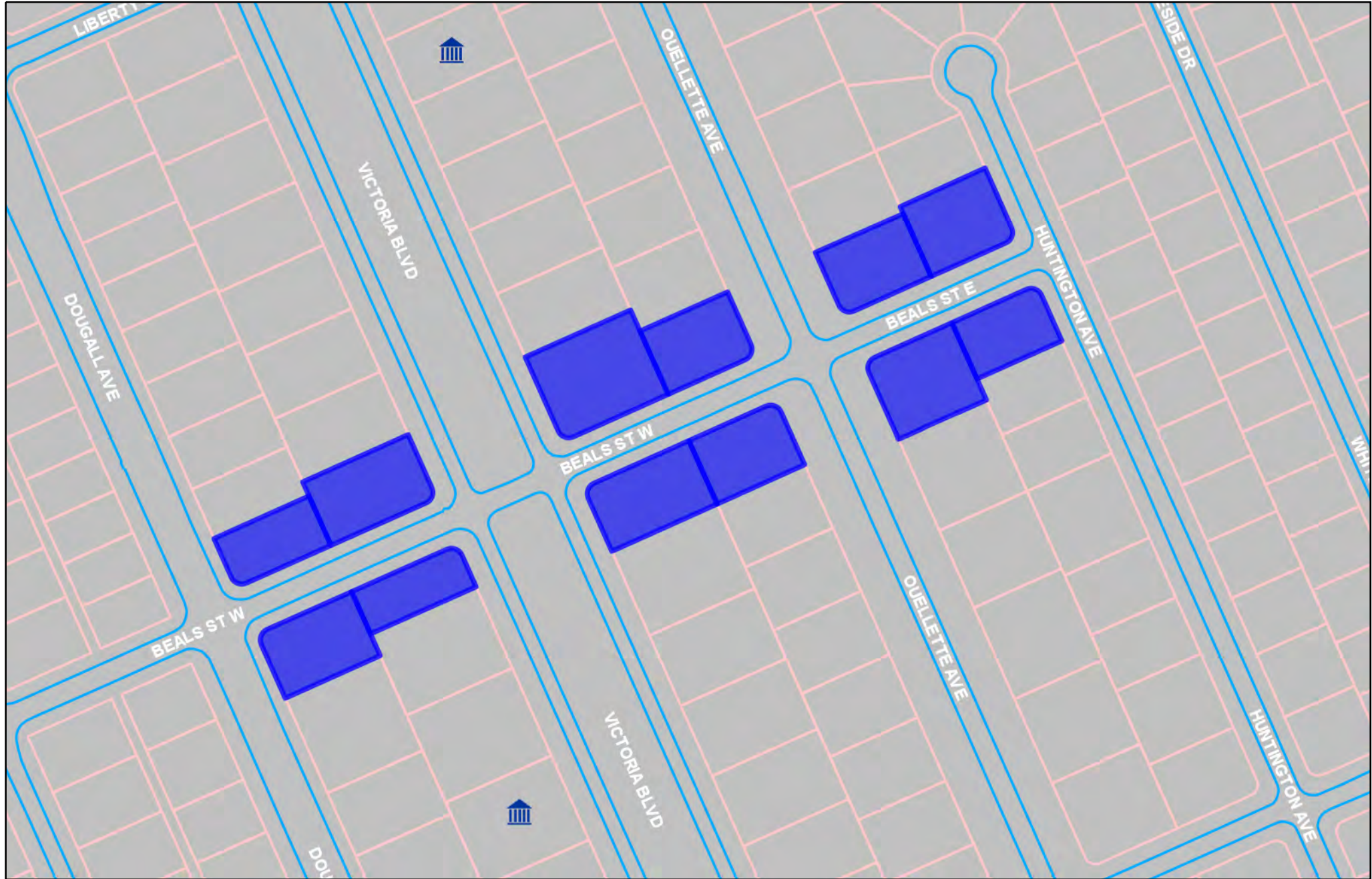
Yours truly,

Jeff Hagan, P. Eng, PTOE
Transportation Planning Senior Engineer
JH/an
Attachment
C.c. Chief Building Official
Ward 1 Councillor

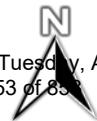
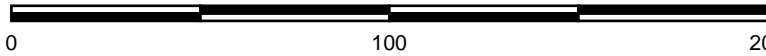
Survey Area

Beals Street (Dougall Ave to Huntington Ave)

Jul 5, 2022



Scale 1: 2,000



January 25, 2023

**RE: TRAFFIC CALMING SPEED HUMP REVIEW SURVEY
ACADEMY DRIVE (NORTHWOOD STREET TO NORTH SERVICE ROAD WEST)**

Dear Resident,

We are requesting your input on a potential traffic calming speed hump project in your area.

A request for traffic calming has been received for **Academy Drive**. Academy Drive currently qualifies for traffic calming speed humps. To determine whether traffic calming speed humps would be supported by neighbourhood residents, a survey is being carried out. We request that you submit your vote online or call 311 to indicate whether you would support traffic calming speed humps on Academy Drive. **Please place your vote before February 26, 2023 to ensure that your vote is counted.**



In order to place your vote, please fill out the survey: <https://tiny.one/academysurvey1>

You may also call 311 and state that you are responding to the **traffic calming survey for Academy Drive**. You will be asked for your name, address, your vote on the traffic calming survey, and given an opportunity for any other comments. After the 30-day survey period, results will be posted to the City's website at <https://tiny.one/speedhumpresults>.

One vote per household or business will be considered.

The plan will be brought forward to Council for approval if the required level of residential support described below is reached:

- A minimum of 50% of the households and commercial properties in the survey area must indicate their support for the traffic calming speed humps.

For more information on traffic calming please go to <https://tinyurl.com/tcalming> or search for "traffic calming" on the City website (www.citywindsor.ca). If you have any questions and/or concerns, please do not hesitate to contact Shannon Deehan, Transportation Planning Coordinator, at 519-255-6100, ext. 6188 at your convenience.

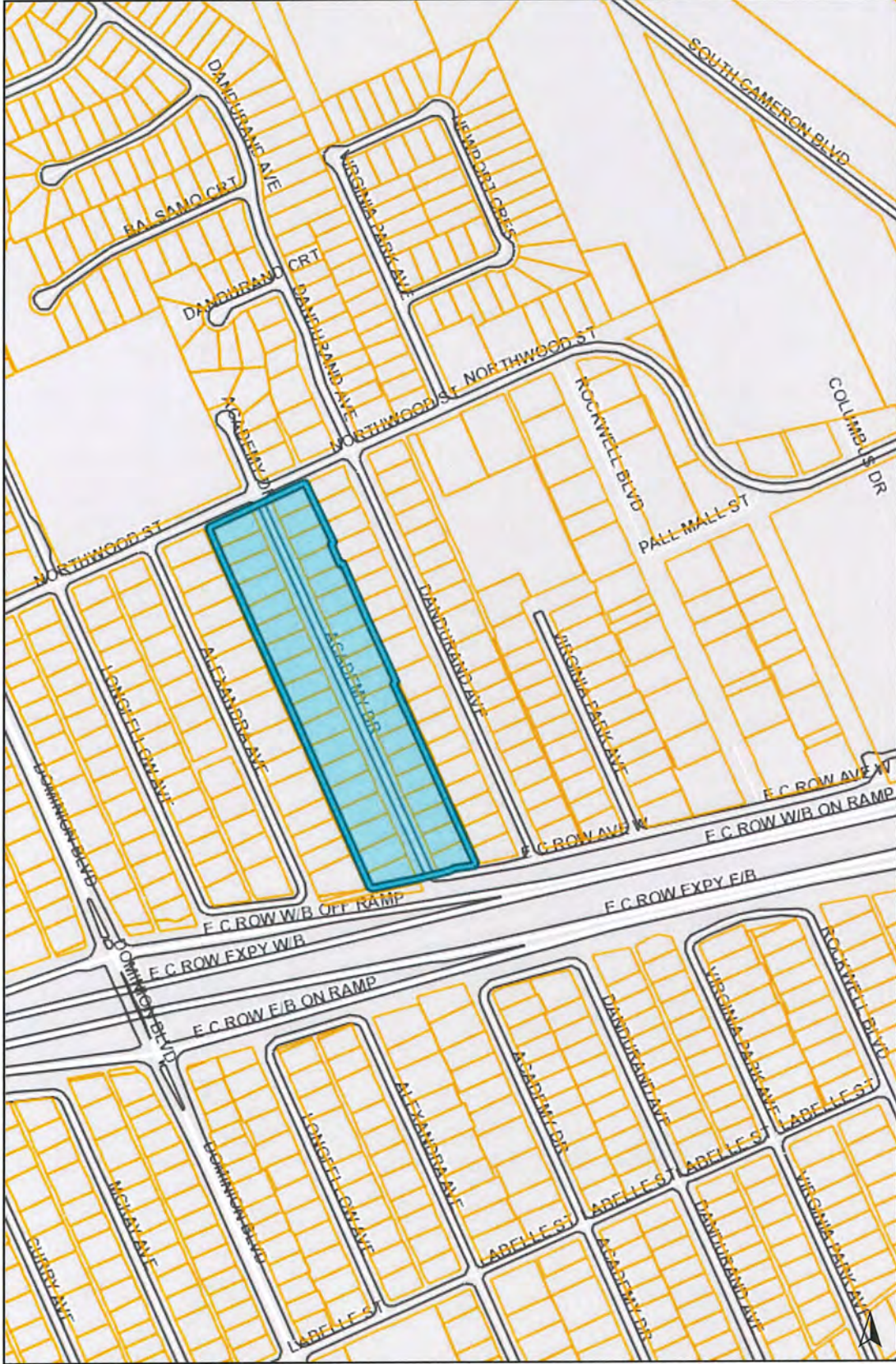
Yours truly,





Jeff Hagan, P. Eng, PTOE
Transportation Planning Senior Engineer
JH/sd
Attachment
C.c. Deputy City Engineer of Traffic Operations
Ward 10 Councillor



WINDSOR

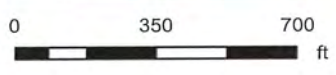


Legend

- Property
- Parcels 
- Transportation
- Edge of Pavement 

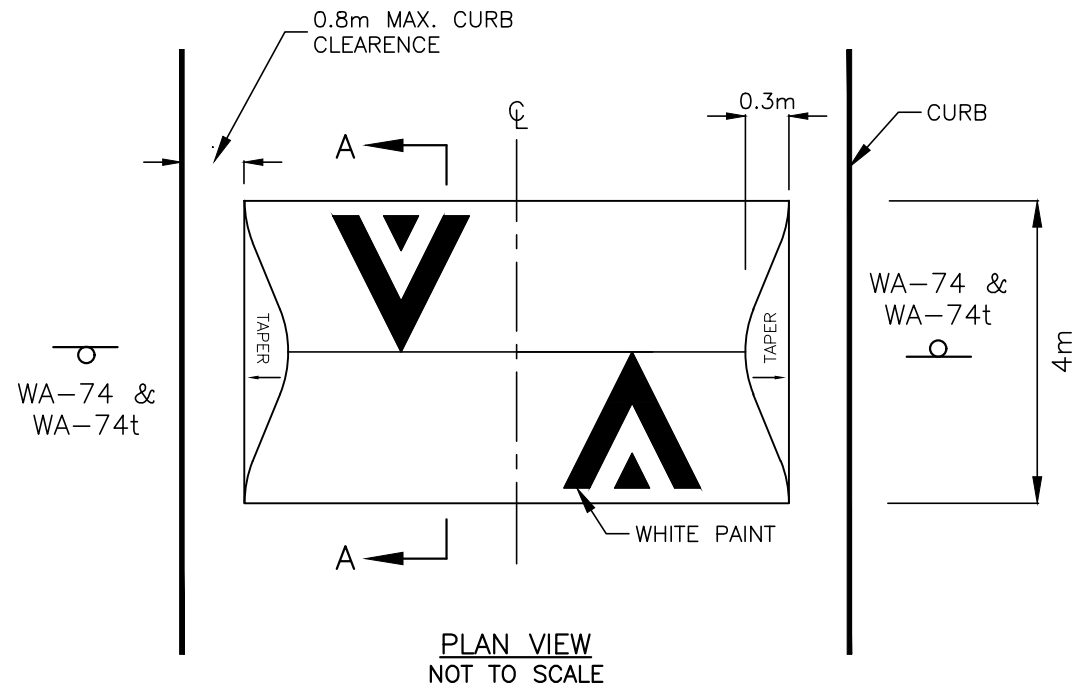
Notes

Survey Area of Academy Drive from Northwood Street to North Service Road West



This map is a user generated static output from an Internet mapping site and is for reference only. Data layers that appear on this map may or may not be accurate, current, or otherwise reliable.

THIS MAP IS NOT TO BE USED FOR NAVIGATION



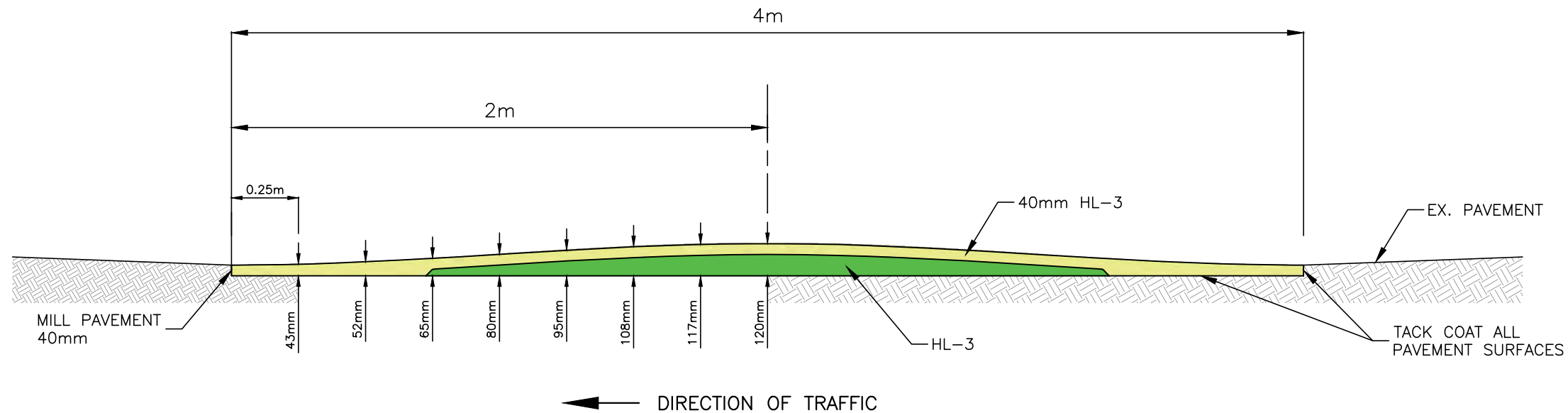
CONSTRUCTION NOTES:

1. THE EXACT LOCATION OF SPEED HUMPS WILL BE DETERMINED ON-SITE BY THE ENGINEER.
2. ASPHALT CONSTRUCTION OF THE SPEED HUMP SHALL BE PERFORMED IN TWO LIFTS AS PER SPECIFICATIONS TO MATCH SINUSOIDAL SPEED HUMP PROFILE.
3. THE CONTRACTOR SHALL USE A SINUSOIDAL SPEED HUMP PROFILE TEMPLATE IN ORDER TO ACHIEVE A CONSISTENT HEIGHT AND SHAPE.
4. TOLERANCES: THE FINISHED HEIGHT OF THE SPEED HUMP SHALL BE WITHIN 5mm OF THE DESIGN DIMENSIONS AS MEASURED WITH A PROFILE TEMPLATE PLACED ANYWHERE ON THE HUMP, PARALLEL TO THE CENTRELINE OF THE ROAD.
5. THE CONTRACTOR SHALL VERIFY THE EXISTENCE AND LOCATION OF ALL UNDERGROUND UTILITIES PRIOR TO COMMENCING CONSTRUCTION. IT IS THE CONTRACTOR'S SOLE RESPONSIBILITY TO COORDINATE AND OBTAIN FIELD LOCATES FOR ALL UTILITIES. THE CONTRACTOR SHALL BE RESPONSIBLE FOR ANY DAMAGES CAUSED TO EXISTING UTILITIES DURING CONSTRUCTION.
6. ALL DIMENSIONS ARE IN METERS, UNLESS OTHERWISE NOTED.

SINUSOIDAL SPEED HUMP DEVELOPMENT

DISTANCE (m)	0.000	0.125	0.250	0.375	0.500	0.625	0.750	0.875	1.000	1.125	1.250	1.375	1.500	1.625	1.750	1.875	2.000
FINISHED HEIGHT (mm)	0	1	3	7	12	18	25	32	40	48	55	62	68	73	77	79	80

**SECTION A - A
NOT TO SCALE**



PROJECT: TRAFFIC CALMING LOCAL ROADWAY SPEED HUMPS

TITLE: DRAFT- ASPHALT SPEED HUMP ACCESSIBILITY OPTIONS			SHEET No.: 1 OF 1
DESIGN BY: J.PARAMO	REVIEWED BY: J.HAGAN	SCALE: N/a	REVISION No.: C
DRAWN BY: J.PARAMO	APPROVED BY: J.HAGAN	DATE: 5/24/23	TENDER NO.:

Subject: 2023 Second Quarter Operating Budget Variance - City Wide

Reference:

Date to Council: August 8, 2023
Author: David Soave
Manager, Operating Budget Development & Control
519-255-6100 Ext. 1911
dsoave@citywindsor.ca
Financial Planning
Report Date: 2023-07-18
Clerk's File #: AF/14372 & AF/14508

To: Mayor and Members of City Council

Recommendation:

THAT City Council **RECEIVE FOR INFORMATION** the 2023 2nd Quarter Operating Budget Variance Report as presented by the Chief Financial Officer & City Treasurer; and,

THAT the Chief Administrative Officer and the Chief Financial Officer & City Treasurer **BE DIRECTED** to continue to monitor the 2023 Operating Budget's projected variance.

Executive Summary:

N/A

Background:

Annual operating budgets for all City Departments are set at the beginning of the calendar year based on Council direction. Professional estimates, the current legislative environment, macroeconomic trends (such as currency fluctuations, commodity prices, unemployment figures and business investment, etc.) and other local information available at the time are significant inputs to the operating budget recommended to City Council by administration. Larger than normal inflationary annual increases, currently at 4.6% (average for January to May), have placed significant pressures on many municipal service budgets. These variances are reflected in the departmental year-end variance projections within this report.

Discussion:

The financial position of the Corporation is directly impacted by uncontrollable factors such as weather conditions, unemployment rates, tax appeals, fuel and utility costs, interest rates, settlement of litigation brought against the City and general inflationary pressures. As a result, material fluctuations in the projected variances could still occur in the wake of significant unforeseen events.

Municipal Levy

As at Q2, Administration projects that the total overall net municipal year-end financial impact for 2023 will result in a deficit of approximately (\$2.6M). As part of the 2023 Budget, City Council approved a Budget Stabilization Contingency budget of \$2.7M. As in past practice, this contingency can be used to mitigate any budget variances at year-end, with any remaining balance transferred to the Budget Stabilization Reserve.

The table below provides a summary of the 2023 projected year-end variances as of the 2nd Quarter, from the largest dollar deficit to the largest surplus, for each of the City Departments and Agencies, Boards, and Committees.

Please note that detailed departmental variance write-ups for the individual departments can be found in Appendix A: Operating Budget Variance of this report.

	2023 Gross Budget	2023 Net Budget	Q1 Projected Variance	Q2 Projected Variance	Q3 Projected Variance	Year-End Final Variance	% of Gross Budget
Recreation & Culture	\$26,551,319	\$13,788,238	n/a	(\$1,400,000)	\$0	\$0	(5.3%)
Fire & Rescue	\$52,507,897	\$50,506,467	n/a	(\$1,255,000)	\$0	\$0	(2.4%)
Purchasing, Risk & POA	\$10,639,956	\$3,367,337	n/a	(\$1,135,000)	\$0	\$0	(10.7%)
Transit Windsor	\$42,357,601	\$17,581,466	n/a	(\$1,026,000)	\$0	\$0	(2.4%)
Council Services	\$6,646,823	\$3,681,446	n/a	(\$412,000)	\$0	\$0	(6.2%)
Building Services	\$8,633,939	\$1,313,075	n/a	(\$342,000)	\$0	\$0	(4.0%)
Parks & Facilities	\$39,883,357	\$30,070,610	n/a	(\$204,000)	\$0	\$0	(0.5%)
Engineering	\$9,443,767	\$2,845,960	n/a	(\$66,000)	\$0	\$0	(0.7%)
Legal Services	\$3,790,714	\$3,470,976	n/a	(\$22,000)	\$0	\$0	(0.6%)
Human Resources	\$7,543,216	\$6,700,452	n/a	\$0	\$0	\$0	0.0%
CAO's Office	\$1,070,193	\$1,070,193	n/a	\$0	\$0	\$0	0.0%
City Council	\$1,125,767	\$968,776	n/a	\$0	\$0	\$0	0.0%
Mayor's Office	\$504,338	\$504,338	n/a	\$0	\$0	\$0	0.0%
Economic Development	\$2,116,390	\$1,852,867	n/a	\$0	\$0	\$0	0.0%
Accounting	\$3,218,530	\$2,585,974	n/a	\$0	\$0	\$0	0.0%
Taxation	\$3,704,444	\$697,709	n/a	\$0	\$0	\$0	0.0%
Library Services	\$9,210,381	\$8,249,186	n/a	\$0	\$0	\$0	0.0%
Security & Special Activities	\$3,883,870	\$1,213,106	n/a	\$0	\$0	\$0	0.0%
Pollution Control	\$24,120,651	\$0	n/a	\$0	\$0	\$0	0.0%
Asset Planning	\$1,547,581	\$744,370	n/a	\$2,000	\$0	\$0	0.1%
Financial Planning	\$4,270,004	\$3,011,664	n/a	\$7,000	\$0	\$0	0.2%
Communications	\$4,264,283	\$3,545,355	n/a	\$39,000	\$0	\$0	0.9%
Planning & Development	\$5,178,686	\$3,328,256	n/a	\$59,000	\$0	\$0	1.1%
Information Technology	\$9,879,728	\$8,170,353	n/a	\$135,000	\$0	\$0	1.4%
Corporate Accounts	\$188,467,125	\$90,453,576	n/a	\$168,000	\$0	\$0	0.1%
Housing & Children Services *	\$166,764,770	\$29,268,555	n/a	\$301,000	\$0	\$0	0.2%
Employment & Social Services	\$123,194,263	\$8,006,689	n/a	\$351,000	\$0	\$0	0.3%
Huron Lodge	\$31,984,347	\$9,573,835	n/a	\$945,000	\$0	\$0	3.0%
Public Works	\$64,764,224	\$32,290,011	n/a	\$950,000	\$0	\$0	1.5%
Sub-Total: City Departments	\$857,268,164	\$338,860,840	n/a	(\$2,905,000)	\$0	\$0	(0.3%)
Agencies	\$22,634,432	\$22,533,834	n/a	\$346,000	\$0	\$0	1.5%
Police Services	\$117,868,133	\$99,005,478	n/a	\$0	\$0	\$0	0.0%
Sub-Total: ABC's	\$140,502,565	\$121,539,312	n/a	\$346,000	\$0	\$0	0.2%
Total: Municipal	\$997,770,729	\$460,400,152	n/a	(\$2,559,000)	\$0	\$0	(0.3%)

* Includes Windsor Essex County Housing Corporation (WECHC).

Other Non-Tax Levy Funding Sources

Other funding sources (summarized in the table below) include the following estimates; Building Permit Reserve \$6.9M surplus, On-Off Street Parking (\$335,000) deficit, and Sewer Surcharge (\$6,000) deficit. In total, the other funding sources are projected to end the year in a surplus position of approximately \$6.6M. It should be noted that any surplus or deficit within these other funding sources will be retained within the specified reserve.



2023 Operating Budget Variance (Q2)

	2023 Gross Budget	2023 Net Budget	Q1 Projected Variance	Q2 Projected Variance	Q3 Projected Variance	Year-End Final Variance	% of Gross Budget
Building Permit Reserve	\$1,100,244	\$0	n/a	\$6,923,000	\$0	\$0	629.2%
On-Off Street Parking Reserve	\$0	\$0	n/a	(\$335,000)	\$0	\$0	0.0%
Sewer Surcharge Reserve	\$96,922,179	\$0	n/a	(\$6,000)	\$0	\$0	(0.0%)
Total: Other Funding Sources	\$98,022,423	\$0	n/a	\$6,582,000	\$0	\$0	6.7%

Risk Analysis:

There are a number of potential risks that can impact the year-end financial results as follows:

1. Current macro and micro economic conditions such as fuel costs, changes to local unemployment rates, volatility of energy costs, commodity prices and interest rates, as well as supply and demand for products and services. Inflation increased significantly in 2022 to levels not seen in decades as the economy recovered from the pandemic. Although inflation rates have been decreasing in 2023, any long term increases will continue to materially impact City costs going forward.
2. Remaining financial impacts still contributing to budget variances from the pandemic recovery that are taking longer to return to pre COVID levels (i.e. Recreation participation and Tunnel & YQG Dividends)
3. Seasonal variability with respect to revenues (e.g. recreation fees) and expenses (e.g. winter control & storm damage).
4. Potential increase in staffing costs due to factors such as sick call replacement, modified duties (particularly in mandated or 24/7 operational areas), WSIB, joint job evaluation or other arbitration decisions, health benefit usage (Green Shield) and such other. Some of these costs may be covered by corporate provisions/reserves.

5. Potential increase to unavoidable expenditures such as emergency repairs and maintenance, related purchases of materials and supplies, legal expenses, streetlight maintenance, etc.
6. The significant use of estimates, historical knowledge and judgement in developing budget and projecting actual expenses for the year implies that actual year-end revenues and expenditures may differ significantly from quarterly projections. One way to mitigate this risk and help to offset any unexpected or one-time variances is by way of the annual corporate contingency budget.

Climate Change Risks:

Climate Change Mitigation

Climate Change Mitigation initiatives are budgeted throughout the corporation and any variances form part of the departmental and ABC variance descriptions.

Climate Change Adaptation

Climate Change Adaptation initiatives are budgeted throughout the corporation and any variances form part of the departmental and ABC variance descriptions.

Financial Matters:

Refer to **Appendix A** of this report for detailed descriptions of the projected year-end variances for each department along with any mitigating measures.

Refer to **Appendix B** of this report for additional statistical data. Included in Appendix B are a list of relevant operational and economic statistics (extracted from various sources) as background information and is depicted graphically for the current quarter, along with each of the preceding nine years for ease of reference and comparison purposes.

Consultations:

All departments and ABC's provided comments to augment and clarify the analysis performed by the Financial Planning Department.

Conclusion:

Administration is projecting a municipal levy net operating year-end deficit estimated to be (\$2.6 million). A surplus as it relates to other funding of approximately \$6.6M is projected however as noted any surplus or deficit within these other funding sources will be retained within the specified reserve. Administration will continue to monitor the year end projections inclusive of mitigation measures that may be required.

Planning Act Matters:

N/A

Approvals:

Name	Title
David Soave	Manager, Operating Budget Development & Control
Tony Ardovini	Deputy Treasurer - Financial Planning
Janice Guthrie	Chief Financial Officer & City Treasurer
Joe Mancina	Chief Administrative Officer

Notifications:

Name	Address	Email

Appendices:

- 1 Appendix A - 2023 Operating Budget Variance
- 2 Appendix B - 2023 Operational & Economic Statistics

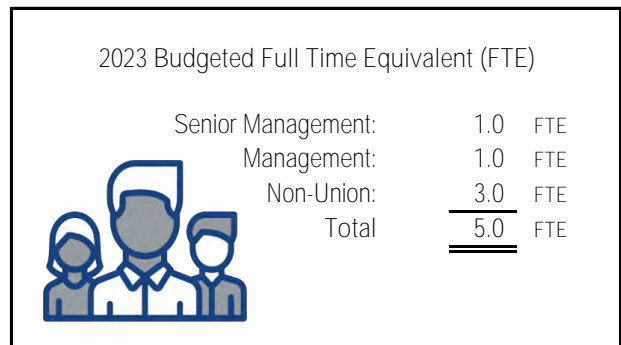
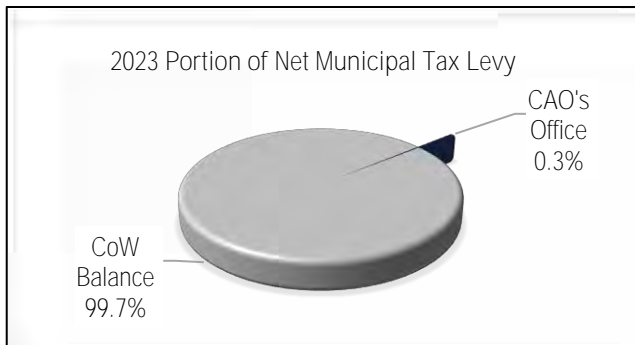
	2023 Gross Budget	2023 Net Budget	Q1 Projected Variance	Q2 Projected Variance	Q3 Projected Variance	Year-End Final Variance	% of Gross Budget
Recreation & Culture	\$26,551,319	\$13,788,238	n/a	(\$1,400,000)	\$0	\$0	(5.3%)
Fire & Rescue	\$52,507,897	\$50,506,467	n/a	(\$1,255,000)	\$0	\$0	(2.4%)
Purchasing, Risk & POA	\$10,639,956	\$3,367,337	n/a	(\$1,135,000)	\$0	\$0	(10.7%)
Transit Windsor	\$42,357,601	\$17,581,466	n/a	(\$1,026,000)	\$0	\$0	(2.4%)
Council Services	\$6,646,823	\$3,681,446	n/a	(\$412,000)	\$0	\$0	(6.2%)
Building Services	\$8,633,939	\$1,313,075	n/a	(\$342,000)	\$0	\$0	(4.0%)
Parks & Facilities	\$39,883,357	\$30,070,610	n/a	(\$204,000)	\$0	\$0	(0.5%)
Engineering	\$9,443,767	\$2,845,960	n/a	(\$66,000)	\$0	\$0	(0.7%)
Legal Services	\$3,790,714	\$3,470,976	n/a	(\$22,000)	\$0	\$0	(0.6%)
Human Resources	\$7,543,216	\$6,700,452	n/a	\$0	\$0	\$0	0.0%
CAO's Office	\$1,070,193	\$1,070,193	n/a	\$0	\$0	\$0	0.0%
City Council	\$1,125,767	\$968,776	n/a	\$0	\$0	\$0	0.0%
Mayor's Office	\$504,338	\$504,338	n/a	\$0	\$0	\$0	0.0%
Economic Development	\$2,116,390	\$1,852,867	n/a	\$0	\$0	\$0	0.0%
Accounting	\$3,218,530	\$2,585,974	n/a	\$0	\$0	\$0	0.0%
Taxation	\$3,704,444	\$697,709	n/a	\$0	\$0	\$0	0.0%
Library Services	\$9,210,381	\$8,249,186	n/a	\$0	\$0	\$0	0.0%
Security & Special Activities	\$3,883,870	\$1,213,106	n/a	\$0	\$0	\$0	0.0%
Pollution Control	\$24,120,651	\$0	n/a	\$0	\$0	\$0	0.0%
Asset Planning	\$1,547,581	\$744,370	n/a	\$2,000	\$0	\$0	0.1%
Financial Planning	\$4,270,004	\$3,011,664	n/a	\$7,000	\$0	\$0	0.2%
Communications	\$4,264,283	\$3,545,355	n/a	\$39,000	\$0	\$0	0.9%
Planning & Development	\$5,178,686	\$3,328,256	n/a	\$59,000	\$0	\$0	1.1%
Information Technology	\$9,879,728	\$8,170,353	n/a	\$135,000	\$0	\$0	1.4%
Corporate Accounts	\$188,467,125	\$90,453,576	n/a	\$168,000	\$0	\$0	0.1%
Housing & Children Services *	\$166,764,770	\$29,268,555	n/a	\$301,000	\$0	\$0	0.2%
Employment & Social Services	\$123,194,263	\$8,006,689	n/a	\$351,000	\$0	\$0	0.3%
Huron Lodge	\$31,984,347	\$9,573,835	n/a	\$945,000	\$0	\$0	3.0%
Public Works	\$64,764,224	\$32,290,011	n/a	\$950,000	\$0	\$0	1.5%
Sub-Total: City Departments	\$857,268,164	\$338,860,840	n/a	(\$2,905,000)	\$0	\$0	(0.3%)
Agencies	\$22,634,432	\$22,533,834	n/a	\$346,000	\$0	\$0	1.5%
Police Services	\$117,868,133	\$99,005,478	n/a	\$0	\$0	\$0	0.0%
Sub-Total: ABC's	\$140,502,565	\$121,539,312	n/a	\$346,000	\$0	\$0	0.2%
Total: Municipal	\$997,770,729	\$460,400,152	n/a	(\$2,559,000)	\$0	\$0	(0.3%)

CAO'S OFFICE

DEPARTMENTAL OVERVIEW

The Chief Administrative Officer (CAO) works closely with the Mayor and City Council, as well as City Administration through its senior leaders, to ensure Council's goals and objectives are achieved. This is realized through strategic leadership to the Corporation, managing the daily operations of service delivery, and leading ongoing improvements with a goal of greater efficiency.

Financial Summary	2020	2021	2022	2023
Annual Revenue Budget	\$0	\$0	\$0	\$0
Annual Expense Budget	\$1,336,637	\$1,106,545	\$1,103,044	\$1,070,193
Annual Net Budget	\$1,336,637	\$1,106,545	\$1,103,044	\$1,070,193
Annual Net Variance	\$114,810	\$3,656		\$0
Variance as a % of Gross Budget	8.6%	0.3%		0.0%



VARIANCE SUMMARY

Description	Q1 Projection	Q2 Projection	Q3 Projection	Year-End Variance
	n/a	\$0		
Net Total	n/a	\$0	\$0	\$0

VARIANCE DESCRIPTION

The total departmental year-end variance is projected to be: \$0

The CAO's Office budget contains provisional budgets for corporate matters and it is difficult to anticipate until very close to year end, what these budgets may be used for. Therefore, we are projecting that the CAO Office will have no significant variances at this time.

CITY COUNCIL

DEPARTMENTAL OVERVIEW

Ontario Municipalities are governed by municipal councils. The job of municipal councils is to pass resolutions and by-laws governing municipal services, finances and the various regulatory frameworks. These functions are performed based on the delegated authority contained within the Municipal Act and other legislation and regulations. In Windsor, City Council is composed of the Mayor (Head of Council) and 10 Councillors (1 for each of the 10 Wards).

Financial Summary	2020	2021	2022	2023
Annual Revenue Budget	(\$185,000)	(\$156,991)	(\$175,641)	(\$156,991)
Annual Expense Budget	\$1,031,469	\$1,029,184	\$1,050,834	\$1,125,767
Annual Net Budget	\$846,469	\$872,193	\$875,193	\$968,776
Annual Net Variance	\$48,836	\$57,963	\$164,560	\$0
Variance as a % of Gross Budget	4.7%	5.6%	15.7%	0.0%

VARIANCE DESCRIPTION

The total departmental year-end variance is projected to be: \$0

No significant variances projected at this time.

MAYOR'S OFFICE

DEPARTMENTAL OVERVIEW

The Mayor is the Head of City Council the Chief Executive Officer (CEO) of the Corporation of the City of Windsor. As Head of Council he presides over all meetings of Council. The Mayor ensures that the laws governing the Municipality are properly executed and enforced. The Mayor has primary responsibility for seeing that the policies of the Municipality are implemented, and he works closely with Council to ensure that this occurs.

As CEO, the Mayor has responsibility for all actions taken on behalf of the municipal corporation. Based on the approval of Council, the Mayor has responsibility for directing municipal spending priorities in accordance with local needs and preferences, and oversees the Municipality's administration to ensure that all actions taken by administration are consistent with Council policies.

The Mayor has a staff of contract employees hired directly by the Mayor to facilitate the operations of the Mayor's Office.

Financial Summary	2020	2021	2022	2023
Annual Revenue Budget	\$0	\$0	\$0	\$0
Annual Expense Budget	\$905,325	\$1,455,705	\$505,705	\$504,338
Annual Net Budget	\$905,325	\$1,455,705	\$505,705	\$504,338
Annual Net Variance	\$0	\$0	\$0	\$0
Variance as a % of Gross Budget	0.0%	0.0%	0.0%	0.0%

VARIANCE DESCRIPTION

The total departmental year-end variance is projected to be: \$0

No significant variances projected at this time.

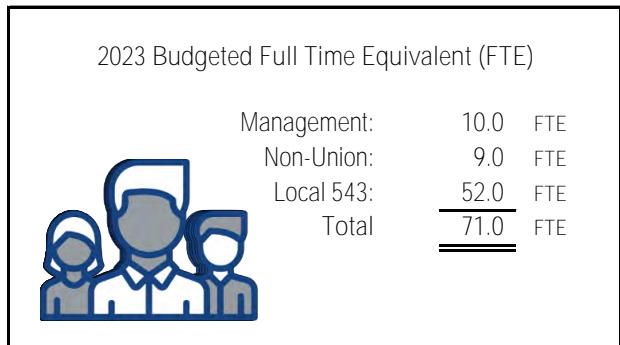
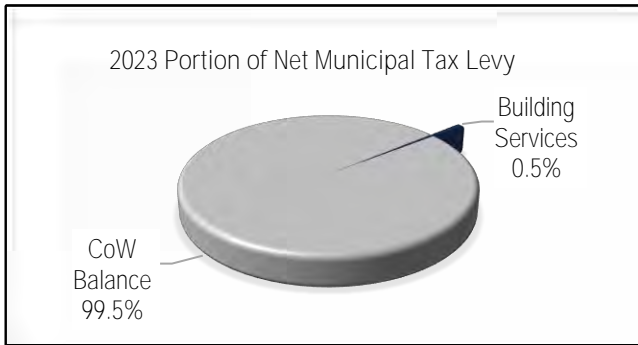
BUILDING SERVICES

DEPARTMENTAL OVERVIEW

Building Services is responsible for the application and enforcement of the Ontario Building Code and property related Municipal Bylaws. This includes issuing permits and performing inspections for all construction projects, and investigating and enforcing maintenance & land use Bylaws for all private properties.

Financial Summary	2020	2021	2022	2023
Annual Revenue Budget	n/a	(\$5,779,256)	(\$5,842,761)	(\$7,320,864)
Annual Expense Budget	n/a	\$7,752,491	\$7,871,886	\$8,633,939
Annual Net Budget	n/a	\$1,973,235	\$2,029,125	\$1,313,075
Annual Net Variance	n/a	\$61,833	(\$113,227)	(\$342,000)
Variance as a % of Gross Budget	n/a	0.8%	(1.4%)	(4.0%)

Historical amounts are not available due to realignment of departments.



VARIANCE SUMMARY

Description	Q1 Projection	Q2 Projection	Q3 Projection	Year-End Variance
Staff Gapping	n/a	\$108,000		
Revenue Shortfall	n/a	(\$406,000)		
Miscellaneous Expense Savings	n/a	(\$44,000)		
Net Total	n/a	(\$342,000)	\$0	\$0

BUILDING SERVICES

VARIANCE DESCRIPTION

The total departmental year-end variance is projected to be: (\$342,000) Deficit

Staff Gapping: \$108,000

The key reason for the delay in hiring of several positions in the Building Department is due to new positions being created following the department's major reorganization approved during 2023 Budget (BI 2023-0069).

Revenue Deficit: (\$406,000)

The Building By-Law Division is currently expecting a revenue shortfall by year-end totalling (\$406,000). Fees collected by By-law relates to the enforcement of property standards, residential rental property conditions and the upkeep of vacant buildings. During the 2023 Budget process user fees for Building By-Law were increased effective June 2023 to help mitigate the expected short fall.

Miscellaneous Expense Deficit: (\$44,000)

The Building Services Department is expecting an overall miscellaneous expense deficit of (\$44,000) which is made up primarily by the pilot project Residential Rental Licensing program, bank charges and legal fees. The Residential Rental Licensing program is expected to end the year with a deficit of (\$40,000) due to Buildings cost recovery fee being based on 3,000 applications as per C 54/2022 and only 600 have been received as of May 31.

MITIGATING STEPS

Administration has made concerted efforts to hold the line where possible on discretionary expenses within its control including delaying of staff recruitments while navigating the challenging situation of the past year and striving to maintain a respectable and safe level of service.

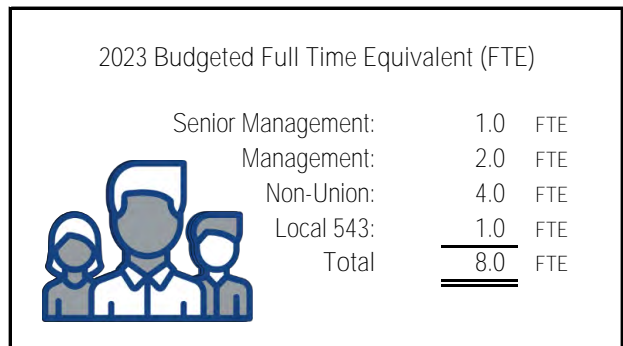
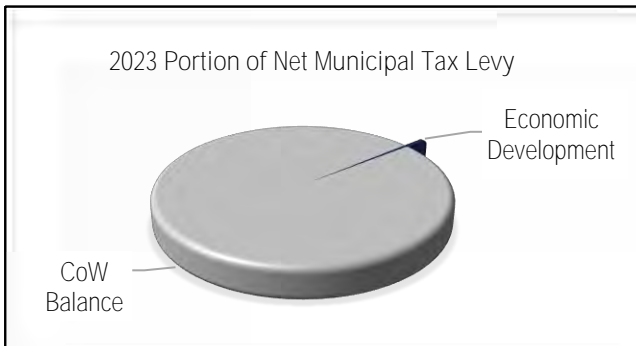
ECONOMIC DEVELOPMENT

DEPARTMENTAL OVERVIEW

Economic Development is responsible for attracting new business development to the region and helping retain existing businesses that foster a vibrant, economically diverse city.

Financial Summary	2020	2021	2022	2023
Annual Revenue Budget	n/a	n/a	\$0	(\$263,523)
Annual Expense Budget	n/a	n/a	\$1,364,556	\$2,116,390
Annual Net Budget	n/a	n/a	\$1,364,556	\$1,852,867
Annual Net Variance	n/a	n/a	\$0	\$0
Variance as a % of Gross Budget	n/a	n/a	n/a	0.0%

Historical amounts are not available due to creation of department in 2022.



VARIANCE DESCRIPTION

The total departmental year-end variance is projected to be: \$0

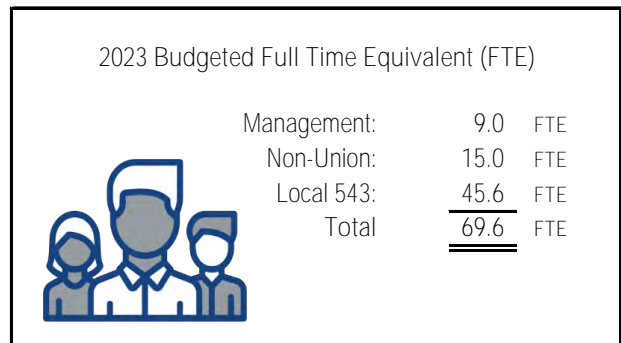
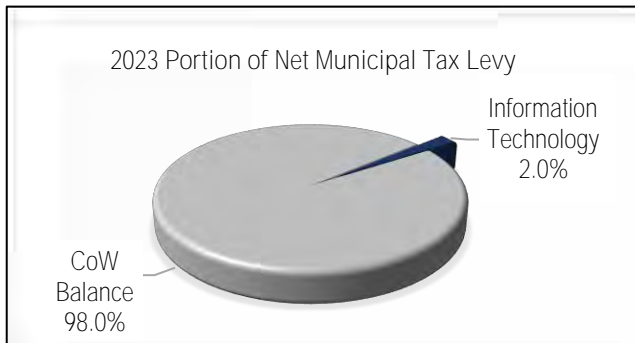
The Economic Development Office is a newly created department and therefore, while there are anticipated savings in 2023, the surplus realized at year end will be carried forward to the following year in an effort to assist in the department's start-up costs.

INFORMATION TECHNOLOGY

DEPARTMENTAL OVERVIEW

Provides technology planning, support and operations, which enables City services, and drives efficiencies. Committed to providing innovative, reliable, responsive and secure solutions that align business, process and technology. Provides and supports the systems, applications, computers, networks, data, internet access, security and policies that are critical to the delivery of City services.

Financial Summary	2020	2021	2022	2023
Annual Revenue Budget	(\$1,275,439)	(\$1,362,554)	(\$1,709,375)	(\$1,709,375)
Annual Expense Budget	\$8,224,564	\$8,702,573	\$9,076,667	\$9,879,728
Annual Net Budget	\$6,949,125	\$7,340,019	\$7,367,292	\$8,170,353
Annual Net Variance	\$32,736	\$179,778	(\$31,070)	\$135,000
Variance as a % of Gross Budget	0.4%	2.1%	(0.3%)	1.4%



VARIANCE SUMMARY

Description	Q1 Projection	Q2 Projection	Q3 Projection	Year-End Variance
Salary Related	n/a	\$75,000		
Connectivity Savings	n/a	\$20,000		
Various Miscellaneous	n/a	\$40,000		
Net Total	n/a	\$135,000	\$0	\$0

VARIANCE DESCRIPTION

The total departmental year-end variance is projected to be: \$135,000 Surplus

Salary Related: \$75,000

The current projected year-end surplus includes \$75,000 related to salary gapping. Recruitments are under way to fill numerous vacancies within the existing staff complement in an effort to bring the department up to full capacity. The IT dept is experiencing significant challenges in recruiting qualified candidates to fill these positions. It should be noted, there is a pending Joint Job Evaluation (JJE) submission that is awaiting a decision from the evaluation committee which could offset this surplus.

INFORMATION TECHNOLOGY

Connectivity Savings: \$20,000

The Information Technology department is continuing to see fluctuations related to connectivity costs, however, it is anticipated that there may be increases in the future related to inflationary pressures.

Various Miscellaneous: \$40,000

Various miscellaneous line items within the department are contributing to the year-end variance.

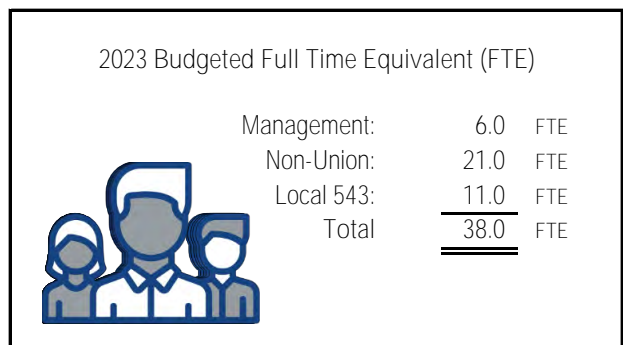
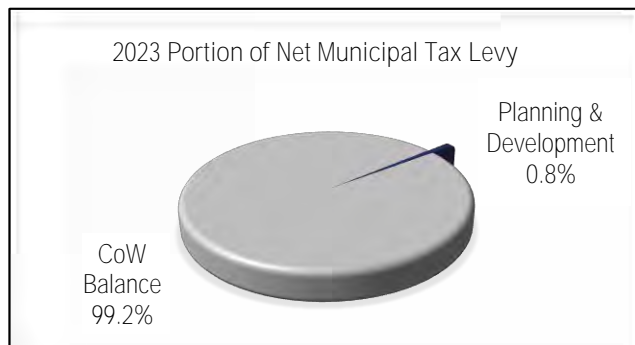
PLANNING DEVELOPMENT

DEPARTMENTAL OVERVIEW

Planning Services is responsible for the preparation and implementation of plans regarding land use and development including the Official Plan & Zoning By-law. The division reviews, processes and makes recommendations to Council on land development applications as set out in the Planning Act of Ontario.

Financial Summary	2020	2021	2022	2023
Annual Revenue Budget	n/a	(\$897,846)	(\$934,271)	(\$1,850,430)
Annual Expense Budget	n/a	\$4,059,564	\$4,109,297	\$5,178,686
Annual Net Budget	n/a	\$3,161,718	\$3,175,026	\$3,328,256
Annual Net Variance	n/a	\$793,151	\$622,677	\$59,000
Variance as a % of Gross Budget	n/a	19.5%	15.2%	1.1%

Historical amounts are not available due to realignment of departments.



VARIANCE SUMMARY

Description	Q1 Projection	Q2 Projection	Q3 Projection	Year-End Variance
Staff Gapping	n/a	\$701,000		
Revenue Deficit	n/a	(\$612,000)		
Miscellaneous Expense Savings	n/a	(\$30,000)		
Net Total	n/a	\$59,000	\$0	\$0

PLANNING DEVELOPMENT

VARIANCE DESCRIPTION

The total departmental year-end variance is projected to be: \$59,000 Surplus

Staff Gapping: \$701,000

Staff gapping is one of the current factors that is contributing to the overall surplus within the Planning Development Department. Over the course of the year, recruitments for several positions are required due to seven positions being approved during the 2023 Operating Budget process.

Revenue Deficit: (\$612,000)

The Planning area is expecting to end the year with a revenue deficit of (\$612,000) in the area of Development Applications. In the 2023 Budget several positions were approved to help with the application process and Bill 23 legislation. As the positions are filled in 2023 they will increase the processing of applications and create additional revenue.

Miscellaneous Expense Deficit: (\$30,000)

The Planning Development Department's is anticipating an overall deficit in miscellaneous expenses totalling (\$30,000) for the year. The majority of the deficit is (\$15,000) in Advertising as well as (\$15,000) for Other Professional Services External used for Surveyors.

MITIGATING STEPS

Administration has made concerted efforts to hold the line where possible on discretionary expenses within its control including delaying of staff recruitments while navigating the challenging situation of the past year and striving to maintain service levels.

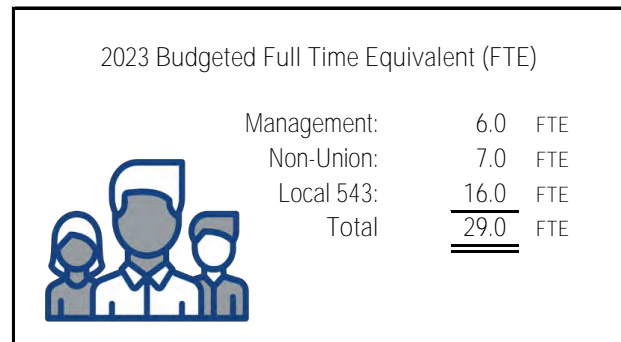
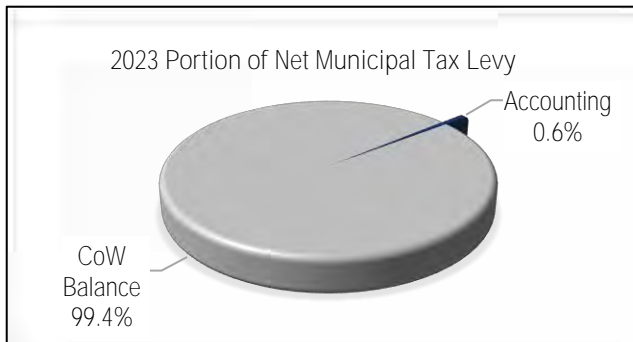
ACCOUNTING

DEPARTMENTAL OVERVIEW

The Accounting department provides accounts payable, accounts receivable, accounting and payroll services to the organization.

Financial Summary	2020	2021	2022	2023
Annual Revenue Budget	n/a	n/a	(\$833,103)	(\$632,556)
Annual Expense Budget	n/a	n/a	\$3,162,235	\$3,218,530
Annual Net Budget	n/a	n/a	\$2,329,132	\$2,585,974
Annual Net Variance	n/a	n/a	\$55,004	\$0
Variance as a % of Gross Budget	n/a	n/a	1.7%	0.0%

Historical amounts are not available due to realignment of departments.



VARIANCE SUMMARY

Description	Q1 Projection	Q2 Projection	Q3 Projection	Year-End Variance
Salaries	n/a	\$9,000		
Various Miscellaneous	n/a	(\$9,000)		
Net Total	n/a	\$0	\$0	\$0

VARIANCE DESCRIPTION

The total departmental year-end variance is projected to be: \$0

Salaries: \$9,000

A year-end surplus of \$9,000 in salaries is being projected in the Accounting department as a result of staff gapping.

Various Miscellaneous: (\$9,000)

A year-end deficit of (\$9,000) is being projected in the Accounting department as a result of various miscellaneous items.

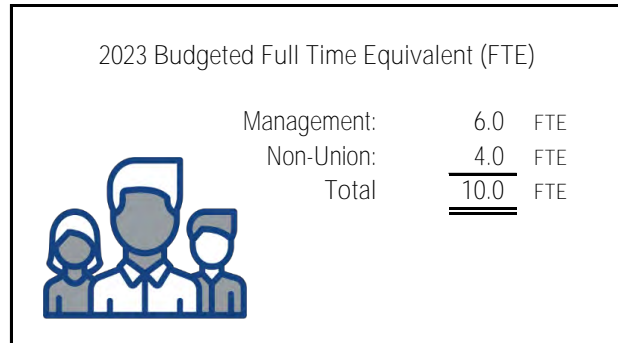
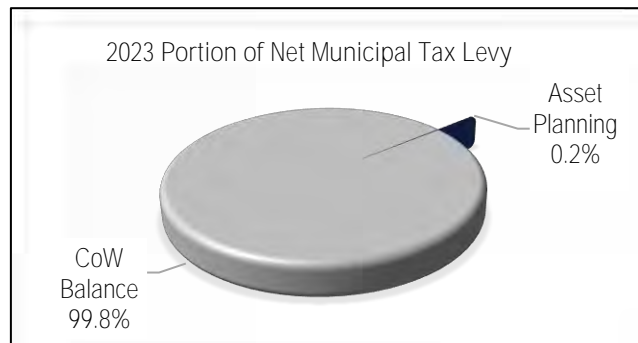
ASSET PLANNING

DEPARTMENTAL OVERVIEW

The Asset Planning department provides asset planning, capital budget development and monitoring, corporate energy management services and capital grant funding programs to the organization.

Financial Summary	2020	2021	2022	2023
Annual Revenue Budget	n/a	n/a	(\$1,010,920)	(\$803,211)
Annual Expense Budget	n/a	n/a	\$1,875,527	\$1,547,581
Annual Net Budget	n/a	n/a	\$864,607	\$744,370
Annual Net Variance	n/a	n/a	(\$35,651)	\$2,000
Variance as a % of Gross Budget	n/a	n/a	(1.9%)	0.1%

Historical amounts are not available due to realignment of departments.



VARIANCE SUMMARY

Description	Q1 Projection	Q2 Projection	Q3 Projection	Year-End Variance
Salaries	n/a	\$2,000		
Net Total	n/a	\$2,000	\$0	\$0

VARIANCE DESCRIPTION

The total departmental year-end variance is projected to be: \$2,000 Surplus

Salaries: \$2,000

A year-end surplus of \$2,000 in salaries is being projected in the Asset Planning department as a result of staff gapping.

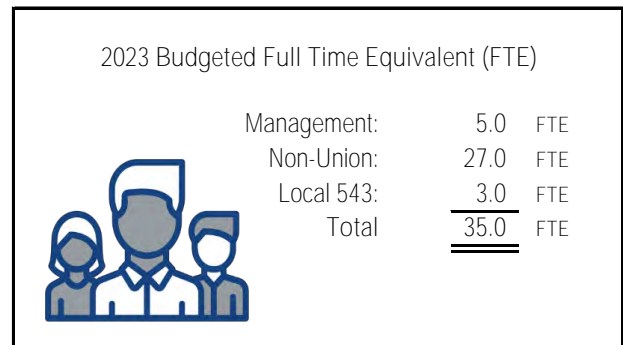
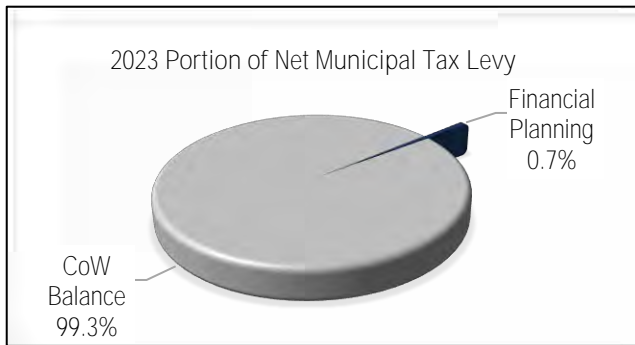
FINANCIAL PLANNING

DEPARTMENTAL OVERVIEW

The Financial Planning department provides operating budget development and monitoring services along with performance measurement and overall financial planning leadership for the Corporation and Council.

Financial Summary	2020	2021	2022	2023
Annual Revenue Budget	n/a	n/a	(\$1,125,237)	(\$1,258,340)
Annual Expense Budget	n/a	n/a	\$3,971,534	\$4,270,004
Annual Net Budget	n/a	n/a	\$2,846,297	\$3,011,664
Annual Net Variance	n/a	n/a	\$100,336	\$7,000
Variance as a % of Gross Budget	n/a	n/a	2.5%	0.2%

Historical amounts are not available due to realignment of departments.



VARIANCE SUMMARY

Description	Q1 Projection	Q2 Projection	Q3 Projection	Year-End Variance
Salaries	n/a	\$20,000		
Various Miscellaneous	n/a	(\$13,000)		
Net Total	n/a	\$7,000	\$0	\$0

VARIANCE DESCRIPTION

The total departmental year-end variance is projected to be: \$7,000 Surplus

Salaries: \$20,000

A year-end surplus of \$20,000 in salaries is being projected in the Financial Planning department as a result of staff gapping.

Various Miscellaneous: (\$13,000)

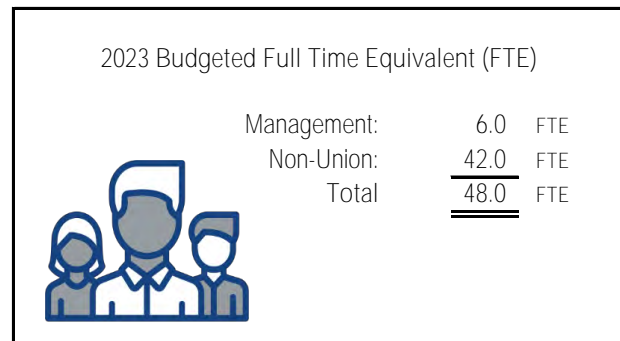
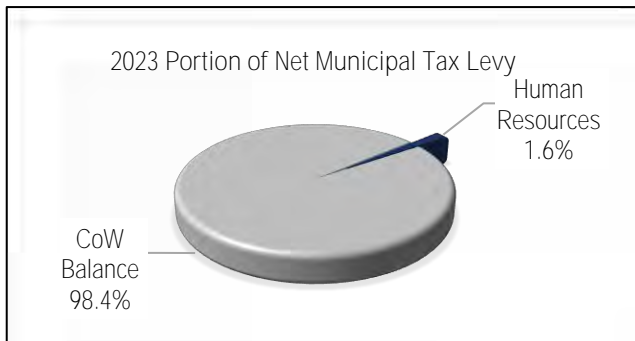
A year-end deficit of (\$13,000) is being projected in the Financial Planning department consisting of a (\$7,500) deficit relating to an increase in the MBNC annual membership and a (\$5,500) deficit as a result of various miscellaneous items.

HUMAN RESOURCES

DEPARTMENTAL OVERVIEW

The Human Resources Department provides various services such as recruitment, compensation management, benefit administration, health and safety initiatives, and employee relations. As an equal opportunity employer, the City's HR Department also endeavours to provide succession management, professional skills development, and mental health initiatives to our corporate employees and retirees.

Financial Summary	2020	2021	2022	2023
Annual Revenue Budget	(\$663,879)	(\$408,842)	(\$919,342)	(\$842,764)
Annual Expense Budget	\$6,296,537	\$6,556,998	\$7,252,526	\$7,543,216
Annual Net Budget	\$5,632,658	\$6,148,156	\$6,333,184	\$6,700,452
Annual Net Variance	\$36,310	\$6,783	\$4,009	\$0
Variance as a % of Gross Budget	0.6%	0.1%	0.1%	0.0%



VARIANCE SUMMARY

Description	Q1 Projection	Q2 Projection	Q3 Projection	Year-End Variance
Employment and Consulting Services	n/a	\$11,000		
Health and Safety, Bill 221 & WSIB	n/a	\$62,000		
Employment Service Centre	n/a	(\$6,000)		
Diversity and Inclusion	n/a	\$9,000		
HR Administration	n/a	(\$76,000)		
Net Total	n/a	\$0	\$0	\$0

HUMAN RESOURCES

VARIANCE DESCRIPTION

The total departmental projected year-end variance is: \$0

Employment and Consulting Services \$11,000

Employment and Consulting Services is projected to end the year in a surplus due to surpluses in supplies and services accounts. This will assist in offsetting the projected deficit in HR Administration.

Health and Safety, Bill 221 & WSIB \$62,000

Health and Safety, Bill 221 & WSIB is projected to end the year in a surplus due to staff gapping as well as a surplus in the Other Professional Services-External account. This will assist in offsetting the projected deficit in HR Administration.

Employment Service Centre (\$6,000)

The Employment Service Centre is projected to end the year in a deficit due to a heavy-workload position supporting the department.

Diversity and Inclusion \$9,000

Diversity and Inclusion is projected to end the year in a surplus due to surpluses in supplies and services accounts. This will assist in offsetting the projected deficit in HR Administration.

Human Resources Administration (\$76,000)

HR Administration is projected to end the year in a deficit largely due to a leave of absence and the need to fill this position, which resulted in a salary expense over and above the budgeted salary for this position. This deficit is projected to be offset by surpluses in Employment and Consulting Services, Health and Safety, Bill 221 & WSIB, Diversity and Inclusion.

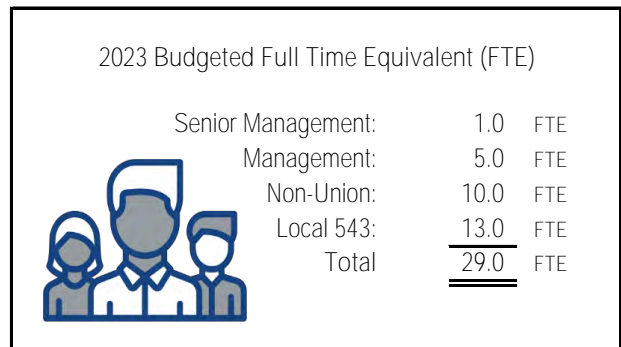
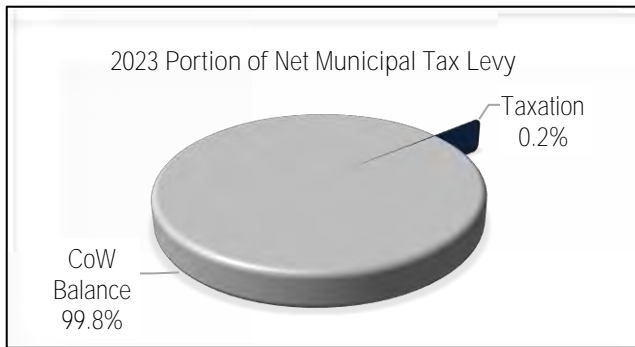
TAXATION

DEPARTMENTAL OVERVIEW

The Taxation department provides property billing and tax collection services, cash management and leadership on corporate financial projects.

Financial Summary	2020	2021	2022	2023
Annual Revenue Budget	n/a	n/a	(\$2,870,561)	(\$3,006,735)
Annual Expense Budget	n/a	n/a	\$3,475,392	\$3,704,444
Annual Net Budget	n/a	n/a	\$604,831	\$697,709
Annual Net Variance	n/a	n/a	(\$268,259)	\$0
Variance as a % of Gross Budget	n/a	n/a	(7.7%)	0.0%

Historical amounts are not available due to realignment of departments.



VARIANCE SUMMARY

Description	Q1 Projection	Q2 Projection	Q3 Projection	Year-End Variance
External Revenues	n/a	(\$236,000)		
Salaries	n/a	\$250,000		
Various Miscellaneous	n/a	(\$14,000)		
Net Total	n/a	\$0	\$0	\$0

VARIANCE DESCRIPTION

The total departmental year-end variance is projected to be: \$0

External Revenue: (\$236,000)

A year-end deficit of approximately (\$236,000) is projected for net external revenues within the Taxation Department. This projected deficit consists of (\$90,000) deficit in External User fees, (\$73,000) deficit in Dial-up Fees, (\$65,000) deficit in Letters of Default, (\$51,000) deficit in Ownership Changes, (\$50,000) deficit in Tax Lien Registrations, (\$10,000) deficit in Return Cheque Fees and a (\$1,000) deficit in Other External Revenue. These deficits are offset by a \$82,000 surplus in Collection Fees, \$17,000 surplus in Expedited Tax Certificates, and a \$5,000 surplus in Tax Information.

TAXATION

Salaries: \$250,000

A year-end surplus of \$250,000 in salaries is being projected in the Taxation department as a result of staff gapping.

Various Miscellaneous: (\$14,000)

A year-end deficit of (\$14,000) is being projected in the Taxation department as a result of various miscellaneous items.

COUNCIL SERVICES

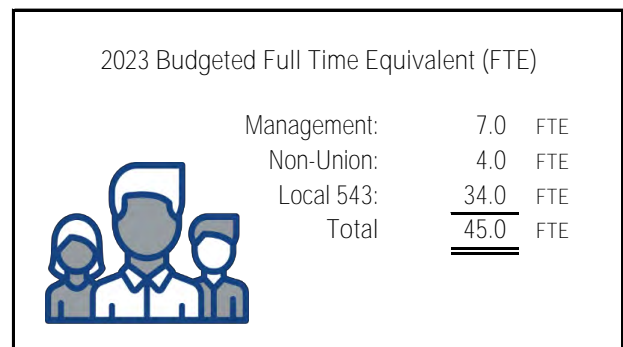
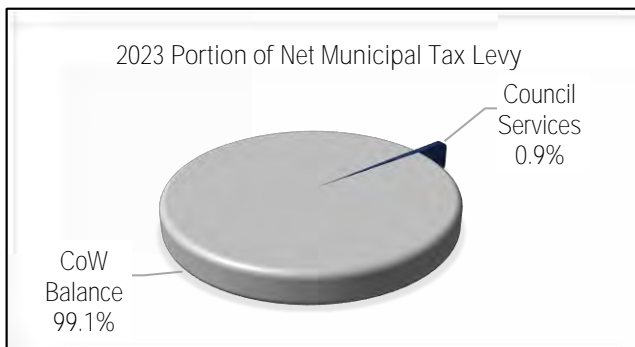
DEPARTMENTAL OVERVIEW

The City Clerk's Office administers the city's legislative process including Elections, Council and Committee meetings, and the maintenance of public records, as a service to City Council, Administration and the citizens of the City of Windsor.

Licensing & By-Law Enforcement oversees several categories of business licenses and enforcement of the licensing and various regulatory by-laws to ensure compliance and public health and safety. For example, public vehicles, hospitality, lodging, dirty yards etc. Coordinate licensing hearings for the Windsor Licensing Commission. Also acts as gaming regulator for the AGCO/OLG i.e. bingo, raffles.

Financial Summary	2020	2021	2022	2023
Annual Revenue Budget	n/a	(\$2,983,945)	(\$3,203,000)	(\$2,965,377)
Annual Expense Budget	n/a	\$6,732,357	\$6,585,297	\$6,646,823
Annual Net Budget	n/a	\$3,748,412	\$3,382,297	\$3,681,446
Annual Net Variance	n/a	(\$484,420)	(\$395,074)	(\$412,000)
Variance as a % of Gross Budget	n/a	(7.2%)	(6.0%)	(6.2%)

Historical amounts are not available due to realignment of departments.



VARIANCE SUMMARY

Description	Q1 Projection	Q2 Projection	Q3 Projection	Year-End Variance
Salary Allocations/Gapping	n/a	\$185,000		
Vital Stats Revenue	n/a	\$44,000		
Dog License Revenue	n/a	\$11,000		
Public Vehicle License Revenue	n/a	\$29,000		
Business License Revenue	n/a	(\$190,000)		
Repeat Offender Fee Revenue	n/a	(\$447,000)		
Lottery License Bingo Revenue	n/a	(\$198,000)		
Miscellaneous Expense	n/a	\$154,000		
Net Total	n/a	(\$412,000)	\$0	\$0

COUNCIL SERVICES

VARIANCE DESCRIPTION

The total departmental year-end variance is projected to be: (\$412,000) Deficit

Salary Allocations/Gapping: \$185,000

A surplus of \$185,000 is projected within the Council Services, By-Law, Licencing and Gaming and Information & Records Management departments related to salary gapping: \$29,000 in Information & Records Management, \$45,000 in By-Law Enforcement and \$152,000 in Licencing and Gaming. These surpluses are anticipated for a variety of reasons including the permanent incumbents taking temporary positions elsewhere and unfilled vacancies for a portion of the year. There is a projected deficit of (\$41,000) in Council/Community Services due to a heavy workload position.

Vital Stats Revenue: \$44,000

The revenues from marriage licenses and civil ceremonies have a projected surplus of \$8,000. The anticipated surplus can be attributed to marriages and wedding ceremonies returning to pre-COVID levels. A surplus in Death Registration revenue of \$36,000 is projected. Death Registration revenue is difficult to predict and therefore varies from year to year.

Dog License Revenue: \$11,000

The licencing division is projecting a surplus of \$11,000 in Dog Licences Revenue. Improved service delivery and compliance incentives have contributed to an increase in online applications and licences purchased.

Public Vehicle License Revenue: \$29,000

The licencing division is projecting a surplus of \$29,000 in Public Vehicle Licences Revenue due to an increase in trip fees collected from Transportation Network Company (UBER) licencing as public transportation services seem to be recovering from impacts caused directly by the COVID-19 pandemic.

Business License Revenue: (\$190,000)

The Licencing division is projecting a deficit of (\$190,000) in Business License Revenue likely due to the after affects caused by the COVID-19 Pandemic which attributed to an increase in business closures and a decrease in new business opening. Business owners were required and continue to pivot or become creative in how they conduct business, such as providing online services. These services likely fall out of the scope from traditional stationary business licencing (brick & mortar shops).

Repeat Offender Fee Revenue: (\$447,000)

The By-Law Enforcement department is projecting a deficit of (\$447,000) in revenue generated from the Division's Repeat Offender Fee for land maintenance matters. This fee was originally adopted by City Council in 2019 as a deterrent to repeat offenders and as such, the estimated revenue was a projection based on the previous year's issued invoices. Less invoices are projected to be issued than originally estimated as a result of better compliance, which coincides with the original intent of the fee.

Lottery License Bingo Revenue: (\$198,000)

The Licencing division is projecting a deficit of (\$198,000) related to bingo sites due to hall closures which were attributed directly to the COVID-19 pandemic however, trends are showing that the gaming industry is recovering as revenues are increasing.

Miscellaneous Expenses: \$154,000

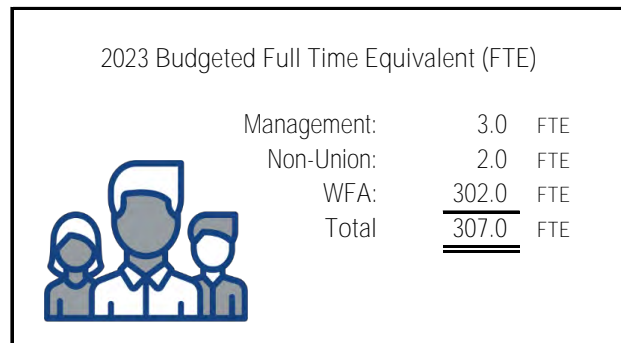
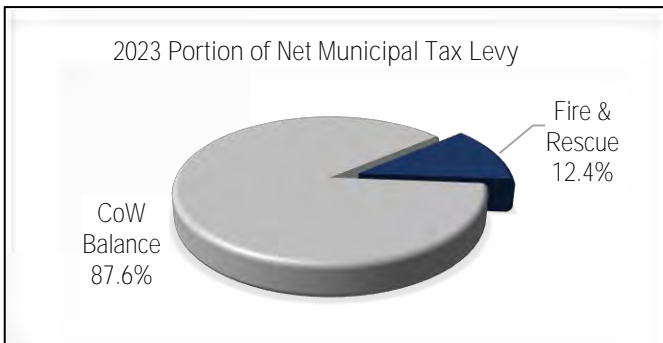
A projected savings of \$75,000 in the Information & Records Management Department is expected due largely to the decrease from 3 printers to 2 in the Printing Room, in addition to savings in several other miscellaneous accounts. A projected savings of \$60,000 in the Licencing & Gaming Department is expected due to the surplus in various accounts. A \$19,000 savings is projected in the remaining departments in various miscellaneous accounts.

FIRE & RESCUE

DEPARTMENTAL OVERVIEW

Services to the community include public education, code enforcement, fire plans examination, emergency dispatch, emergency response and fire cause determination. Along with structure fires, firefighters respond to a broad range of emergency incidents including vehicle fires, motor vehicle collisions, medical related emergencies, technical rescue incidents and hazardous materials incidents.

Financial Summary	2020	2021	2022	2023
Annual Revenue Budget	(\$1,481,166)	(\$1,518,324)	(\$1,952,731)	(\$2,001,430)
Annual Expense Budget	\$51,947,069	\$52,177,165	\$52,491,089	\$52,507,897
Annual Net Budget	\$50,465,903	\$50,658,841	\$50,538,358	\$50,506,467
Annual Net Variance	(\$553,373)	(\$812,297)	(\$3,464,816)	(\$1,255,000)
Variance as a % of Gross Budget	(1.1%)	(1.6%)	(6.6%)	(2.4%)



VARIANCE SUMMARY

Description	Q1 Projection	Q2 Projection	Q3 Projection	Year-End Variance
Net Salary Variance	n/a	(\$1,125,000)		
Fuel	n/a	(\$70,000)		
Apparatus Fleet Maintenance & Repair	n/a	(\$40,000)		
Fire Suppression Foam	n/a	(\$20,000)		
Net Total	n/a	(\$1,255,000)	\$0	\$0

FIRE & RESCUE

VARIANCE DESCRIPTION

The total departmental year-end variance is projected to be: (\$1,255,000) Deficit

Net Salary Variance: (\$1,125,000)

Net Salary variance for WFRS is projected to be in a deficit of (\$1,125,000). The amount is close to evenly split between overtime and regular salary, (\$525,000) and (\$600,000) respectively. Recent pressures in overtime experienced in 2022 are mitigated by 17 over complement firefighters, 13 approved by Council and 4 created by a sudden return of COVID terminated staff. Salary variance is due to current carrying of 17 over complement staff which are expected to be absorbed within the full time complement through planned retirements. The two amounts together are 190% less than 2022 year end salary deficit of (\$3.2M).

Fuel: (\$70,000)

A deficit of approximately (\$70,000) for fuel is anticipated for 2023 related to the fuel pricing experienced to date. The year to date average fuel pricing for January through May 2023 was 22% higher for all fuel types than the set budget. and at this time, prices are not expected to decrease. A 2024 budget issue will be prepared by Public Works Fleet Services for submission to Council for consideration to make necessary adjustments to the corporate fuel budgets as necessary.

Fleet Maintenance and Repair: (\$40,000)

Truck Unit #4033 was damaged in a no-fault accident however the City's self-insured policy requires the department to cover any cost under the deductible of \$100,000. The \$40,000 expense is an estimate at this time and will be mitigated as much as possible through in-house repairs where possible. A complete inspection and final non-destructive testing will determine the full cost.

Fire Suppression Foam: (\$20,000)

WFRS uses fire suppression foam in Fire related incidents that are at high risk for spreading or especially difficult to control. Foam usage in 2023 has exceeded prior years due to factors that cannot be anticipated. Each skid of suppression foam currently costs around \$13,000 while last year average cost was \$10,000. 2023 budget is set at \$22,500 which includes inflationary increase granted by Council though 2023 Operating budget.

MITIGATING STEPS

The Fire and Rescue Services division will continue to mitigate overtime variance through limited options at the department's disposal in order to maintain approved service levels.

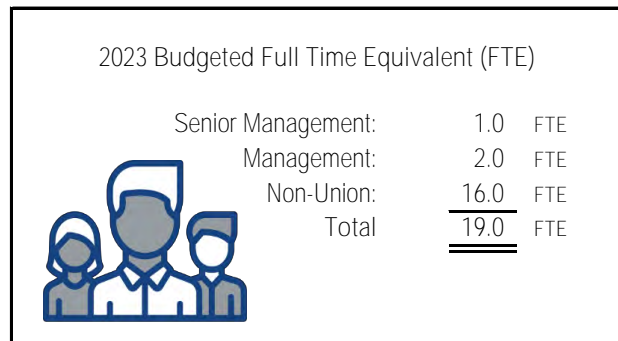
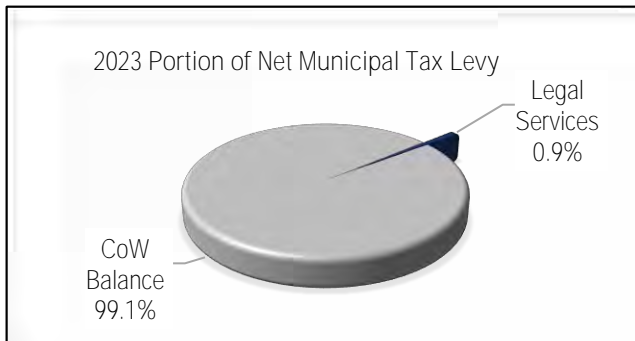
LEGAL SERVICES

DEPARTMENTAL OVERVIEW

The Legal Department provides legal services in connection with administrative tribunal/court litigation, contracts and agreements, expropriations, labour/employment matters, real estate transactions and leases.

Financial Summary	2020	2021	2022	2023
Annual Revenue Budget	n/a	n/a	(\$311,956)	(\$319,738)
Annual Expense Budget	n/a	n/a	\$3,672,157	\$3,790,714
Annual Net Budget	n/a	n/a	\$3,360,201	\$3,470,976
Annual Net Variance	n/a	n/a	\$398,605	(\$22,000)
Variance as a % of Gross Budget	n/a	n/a	10.9%	(0.6%)

Historical amounts are not available due to realignment of departments.



VARIANCE SUMMARY

Description	Q1 Projection	Q2 Projection	Q3 Projection	Year-End Variance
Legal Admin	n/a	(\$32,000)		
Real Estate Division	n/a	\$10,000		
Net Total	n/a	(\$22,000)	\$0	\$0

LEGAL SERVICES

VARIANCE DESCRIPTION

The total departmental year-end variance is projected to be: (\$22,000) *Deficit*

Legal Admin (\$32,000)

The \$32,000 projected deficit in Legal Admin is related to higher than budgeted litigation costs. These costs are hard to predict and fluctuate from year to year depending on both the number of claims and the cost of each claim.

Real Estate \$10,000

The \$10,000 projected surplus in Real Estate Services is due to salary gapping.

MITIGATING STEPS

The Legal Department will continue to monitor variances going forward and take any reasonable steps to reduce or eliminate variances while mitigating any negative impact on service levels.

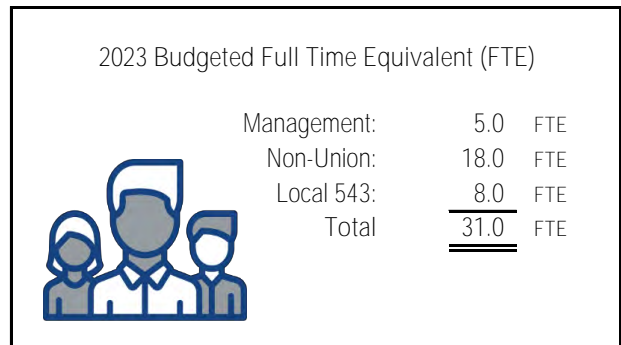
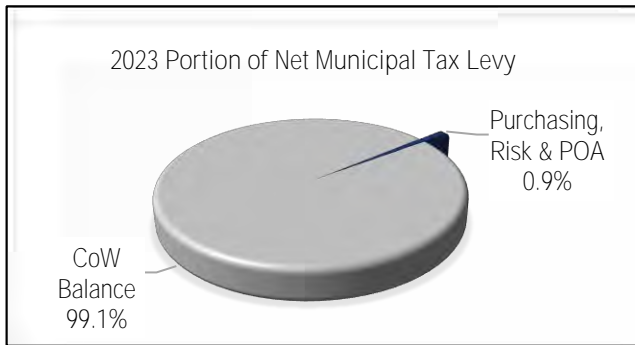
PURCHASING, RISK & POA

DEPARTMENTAL OVERVIEW

Purchasing procures goods and services. Risk Management manages personal injury, property loss claims, and insurance. The Provincial Offences administers POA Court and prosecutes offences.

Financial Summary	2020	2021	2022	2023
Annual Revenue Budget	n/a	n/a	(\$8,964,165)	(\$7,272,619)
Annual Expense Budget	n/a	n/a	\$12,422,984	\$10,639,956
Annual Net Budget	n/a	n/a	\$3,458,819	\$3,367,337
Annual Net Variance	n/a	n/a	(\$199,042)	(\$1,135,000)
Variance as a % of Gross Budget	n/a	n/a	(1.6%)	(10.7%)

Historical amounts are not available due to realignment of departments.



VARIANCE SUMMARY

Description	Q1 Projection	Q2 Projection	Q3 Projection	Year-End Variance
Provincial Offences Division	n/a	(\$890,000)		
Risk and Insurance	n/a	(\$245,000)		
Net Total	n/a	(\$1,135,000)	\$0	\$0

PURCHASING, RISK & POA

VARIANCE DESCRIPTION

The total departmental year-end variance is projected to be: (\$1,135,000) Deficit

Provincial Offences Division: (\$890,000)

The (\$890,000) projected deficit is due to a reduction in revenue in the department. A large portion of this projected reduction in revenue can be attributed to less court time due to dwindling Judicial resources. Over the last few years court time has significantly decreased due to a lack of Judicial resources to preside in court leading to a decrease in the volume of matters heard in a year. This causes delays in the conviction of offences and the payment of the fines. In 2023, Judicial Resources continue to decrease and court time has been reduced by 30% compared to 2019 levels.

The projected decrease in revenue can also be attributed to a significant decline over the last three years in offences filed in POA by ticketing agencies. Although our ticket volumes increased by 8.9% in 2022 this increase is largely due to Red Light Camera (RLC) Offences. In the first 3 months of 2023 enforcement agencies have brought up ticket volumes to pre pandemic levels and if this continues there should be a coinciding increase in revenue.

Risk and Insurance: (245,000)

The (\$245,000) projected deficit in Risk and Insurance is due to the Insurance Premium, as the budget is set prior to receiving an invoice, and the 2023 budget was underestimated. The budget variance in insurance costs can be attributed to two main factors. Firstly, the premium for property insurance saw a slight increase due to adjustments made for inflation and higher coverage limits. Additionally, properties with special exposures were separated from the blanket market, resulting in higher coverage costs. Secondly, the City incurred higher expenses than anticipated for Cyber insurance coverage. Although annual recoveries are completed to charge the departments, the Risk department absorbs the deficit if the insurance premium is higher than expected.

MITIGATING STEPS

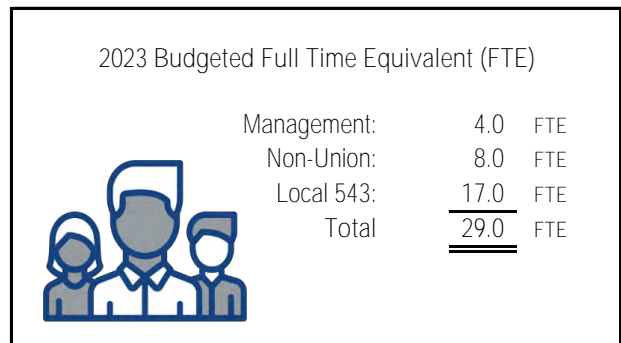
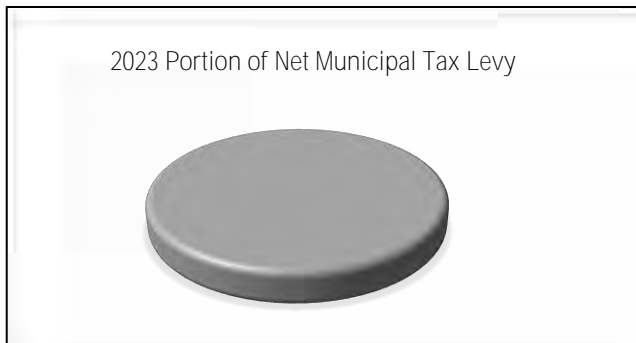
POA and Risk will continue to monitor variances going forward and take any reasonable steps to reduce or eliminate variances while mitigating any negative impact on service levels.

COMMUNICATIONS

DEPARTMENTAL OVERVIEW

The Communications Department is the primary point of contact for communication and customer service, internally and externally including the 211/311 Contact Centre, for the City of Windsor.

Financial Summary	2020	2021	2022	2023
Annual Revenue Budget	(\$722,783)	(\$722,465)	(\$715,502)	(\$718,928)
Annual Expense Budget	\$3,826,234	\$3,914,452	\$4,058,175	\$4,264,283
Annual Net Budget	\$3,103,451	\$3,191,987	\$3,342,673	\$3,545,355
Annual Net Variance		(\$68,774)	(\$112,141)	\$39,000
Variance as a % of Gross Budget			(2.9%)	0.9%



VARIANCE SUMMARY

Description	Q1 Projection	Q2 Projection	Q3 Projection	Year-End Variance
211 RSP Provincial Funding	n/a	\$15,000		
Salary	n/a	\$25,000		
Misc. Expenses	n/a	(\$1,000)		
Net Total	n/a	\$39,000	\$0	\$0

COMMUNICATIONS

VARIANCE DESCRIPTION

The total departmental year-end variance is projected to be: \$39,000 Surplus

Salary: \$25,000

An overall projected salary surplus of \$25,000 is attributed to vacancies in the Customer Contact Centre.

211 Regional Service Provider (RSP) Provincial Funding: \$15,000

A surplus of \$15,000 is projected from 211 variable RSP Funding.

Miscellaneous Expenses: (\$1,000)

A deficit of (\$1,000) is projected in the Communications Department. Expenses are attributed to various administrative accounts.

MITIGATING STEPS

Communications Department will continue to monitor variances going forward and take any reasonable steps to reduce or eliminate variances while mitigating any negative impact on service levels.

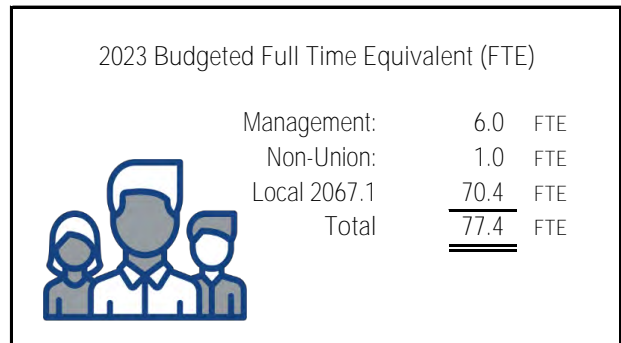
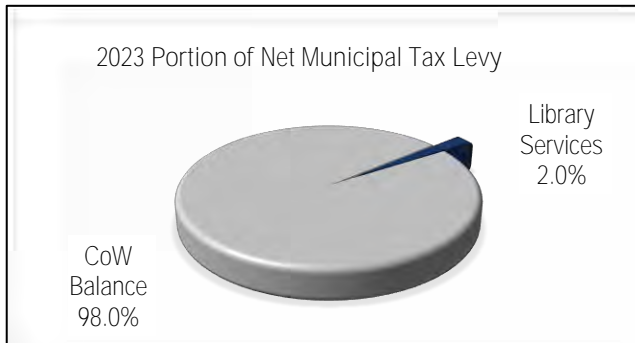
LIBRARY SERVICES

DEPARTMENTAL OVERVIEW

The Windsor Public Library consists of 10 library branches of varying sizes that provide a physical space where people can gather, attend programs, gain access to the internet and access the libraries' collections.

Financial Summary	2020	2021	2022	2023
Annual Revenue Budget	(\$1,071,621)	(\$1,032,621)	(\$964,895)	(\$961,195)
Annual Expense Budget	\$9,276,250	\$9,302,368	\$9,284,880	\$9,210,381
Annual Net Budget	\$8,204,629	\$8,269,747	\$8,319,985	\$8,249,186
* Annual Net Variance	\$658,270	\$799,040	\$461,895	\$510,000 *
Variance as a % of Gross Budget	7.1%	8.6%	5.0%	5.5%

* As per the Library Act, the Windsor Public Library's annual surplus is transferred to their reserve.



VARIANCE SUMMARY

Description	Q1 Projection	Q2 Projection	Q3 Projection	Year-End Variance
Salary & Benefits	n/a	\$560,000		
Miscellaneous Expenses	n/a	\$50,000		
Revenue	n/a	(\$100,000)		
Surplus Transfer to Reserve	n/a	(\$510,000)		
Net Total	n/a	\$0	\$0	\$0

LIBRARY SERVICES

VARIANCE DESCRIPTION

The total departmental year-end variance is projected to be: \$0

Salary Gapping: \$560,000

The Windsor Public Library is projecting a \$560,000 Salary and Benefits surplus for the year ending 2023. Similar to prior years, salary and wage costs for the employees of WPL are below budget due to the historical surplus from the move from 850 Ouellette to the Paul Martin Building. The Central location was able to operate with fewer staff however the budget was not adjusted in anticipation of a new Central branch being built and the requirement to call back additional staff. Vacancies in the permanent staff establishment, gapping and unpaid leaves of absences also contributed to the surplus. The timing of the new bookmobile delivery caused hiring of the driver positions to be delayed. Also, with the retirement of employees in various positions, recruitment has not yet been completed to fill the positions. Gapping in other roles within WPL are also a contributing factor to the overall Salary and Benefits Surplus.

Miscellaneous Expenses: \$50,000

A surplus of approximately \$50,000 of miscellaneous expenses is projected for year end 2023 for WPL. The majority of this surplus is contributed to reduced costs in the fees and services expense account which partially offsets the reduced revenue from the suspended late fees.

Revenue: (\$100,000)

WPL is anticipating a (\$100,000) deficit in lost revenue due to reduced revenue earned in the user fees and fees & service charges. Fees revenue sources include fines for books and other resources returned late, room rentals, public copier and personal computer usage, and other equipment and service fees. In 2020 late fees were waived for overdue due books and other resources and have not be reinstated which is a main contributor to the projected revenue deficit.

Surplus Transfer to Reserve: (\$510,000)

It should be noted that the WPL's financial position at the end of each fiscal year is not included with all other City departments to calculate the final City surplus/deficit. Although the WPL's financial statements are consolidated with the City's, the WPL, as per the Libraries Act, is a stand alone entity with its own audited financial statements, which include an accumulated surplus or deficit. Although the City provides the WPL with operational support consistent with other departments, the overall surplus or deficit is reported within the financial results of the WPL and is not reported in the overall position of the City at year end, however, it is being provided here for information purposes.

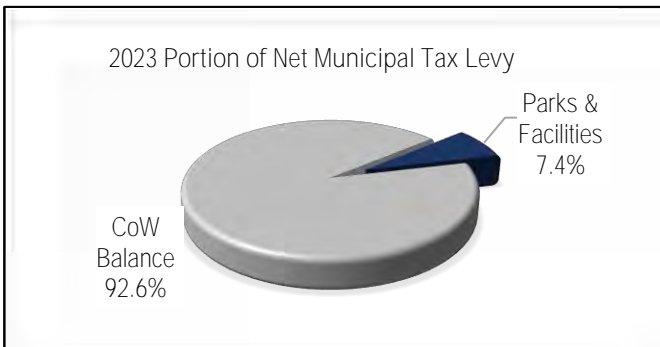
PARKS & FACILITIES

DEPARTMENTAL OVERVIEW


Parks is responsible for 205 parks, with over 2,500 acres of parkland, 175 km of hard surface trails, 300,000 sqft of horticultural beds, 2300 self watering planters, and 90,000 City owned trees within the urban forest, the Ojibway Nature Centre and the most species diverse parks in Canada. Also responsible for designing and creating unique park experiences and supporting numerous special events.

Facilities provides building maintenance and operations, caretaking, security, planning, building construction & renovations, project management, lease administration, and asset management. Committed to supporting the corporation and community by providing safe, clean, well-maintained facilities in a responsive and effective manner.

Financial Summary	2020	2021	2022	2023
Annual Revenue Budget	(\$13,513,046)	(\$11,523,724)	(\$9,267,862)	(\$9,812,747)
Annual Expense Budget	\$41,450,753	\$40,045,445	\$36,841,100	\$39,883,357
Annual Net Budget	\$27,937,707	\$28,521,721	\$27,573,238	\$30,070,610
Annual Net Variance	\$240,604	\$37,321	(\$326,853)	(\$204,000)
Variance as a % of Gross Budget	0.6%	0.1%	(0.9%)	(0.5%)



2023 Budgeted Full Time Equivalent (FTE)



Senior Management:	1.0	FTE
Management:	27.0	FTE
Non-Union:	8.0	FTE
Local 543:	54.1	FTE
Local 82:	108.4	FTE
Total	198.5	FTE

PARKS & FACILITIES

VARIANCE SUMMARY

Description	Q1 Projection	Q2 Projection	Q3 Projection	Year-End Variance
PARKS				
Storm Clean Up Costs	n/a	(\$73,000)		
Inflationary Cost Pressures	n/a	(\$95,000)		
Total Parks	n/a	(\$168,000)	\$0	\$0
FACILITIES				
Maintenance Services	n/a	(\$106,000)		
Maint. Material & Supplies	n/a	(\$50,000)		
Administrative	n/a	(\$11,000)		
Recoveries	n/a	\$27,000		
Salary Gapping	n/a	\$104,000		
Total Facilities	n/a	(\$36,000)	\$0	\$0
Net Total	n/a	(\$204,000)	\$0	\$0

VARIANCE DESCRIPTION

The total departmental year-end variance is projected to be: (\$204,000) Deficit

PARKS

Storm Cleanup Expenditures (\$73,000) Deficit

The costs related to the February 2023 ice storm include additional contracted services, rental expenses and overtime expenditures incurred by the Forestry and Parks Operations division. These storm costs were incremental to the core operating budget in the Parks and Facilities department.

Inflationary Cost Pressure (\$95,000) Deficit

As a result of current inflationary trends and market fluctuations in the costs of infrastructure and construction materials there is expected to be budget variance of (\$95,000) deficit. Parks administration will continue to monitor the continued escalation in prices of supplies and materials used in the parkland maintenance and attempt to mitigate costs in order to maintain current service levels and reduce the budget variances where possible for the remainder of the year.

MITIGATING STEPS

Parks will continue to monitor variances experienced within this fiscal year and take any reasonable steps to reduce or eliminate variances while mitigating any negative impact on service levels going forward.

PARKS & FACILITIES

FACILITIES

Maintenance Services (\$106,000) Deficit

Facilities is projecting a year end deficit variance of (\$106,000) in Maintenance Services at the end of 2023. In the first two quarters of the year, Facilities incurred contracted services expenses that were outside of the regular preventative maintenance Operating Budget. Facilities is anticipating a negative variance in HVAC maintenance costs in the third quarter of the year. Known HVAC issues were reported at several Fire Hall locations last year that will likely require repairs prior to the colder seasons. In addition, the year-to-date costs for vandalism repairs have already exceeded the approved budget. Based on the trend of increasing vandalism in the past year, the deficit is expected to grow through the remaining year.

Maintenance Material & Supplies (\$50,000) Deficit

Facilities is estimating a deficit of (\$50,000) in Maintenance Materials and Supplies as at December 31, 2023. Prior to the summer season, various outdoor pools had wallpaper replaced and the pools repainted. This is not a routine maintenance done annually and the costs were not budgeted. In addition, higher grade of HVAC filters have been used since the pandemic. The increased costs are likely to contribute to a deficit variance at the end of the year. "

Administrative (\$11,000) Deficit

Facilities Division is projecting a deficit of (\$11,000) for Administrative activities at the end of 2023. The recently settled L543 collective agreements prompted a large increase in the clothing/uniform allowance for the union staff. With a large number of L543 employees in the staff complement, Facilities is expecting a significant increase in the uniform spending over the approved 2023 operating budget. In addition, Facilities is anticipating the Workers Compensation expenditures going over budgeted amount based on the year-to-date trend. An increase in the Operating Budget for Administrative expenses will be brought forward in 2024 through a Budget Issue or Budget Adjustment.

Cost Recovery \$27,000 Surplus

Facilities Division is estimating a surplus of \$27,000 for cost recoveries at the end of 2023. Based on the actual trend year-to-date, the department has been providing more recoverable work to other departments, which allows Facilities to recoup the associated costs incurred.

Salary Gapping \$104,000 Surplus

A number of budgeted positions have been vacant since the beginning of the year, including Caretakers, Operating Engineer and Facility person due to retirement or transfer. The vacant positions are actively being recruited, however, the large backlog in HR department has led to delays in getting the positions filled. In addition, the department is not currently using any temporary employees at the moment to utilize the temporary salary budget. The savings from salary gapping are partially offset by the corporate permanent salary gapping allocation of \$61K.

MITIGATING STEPS

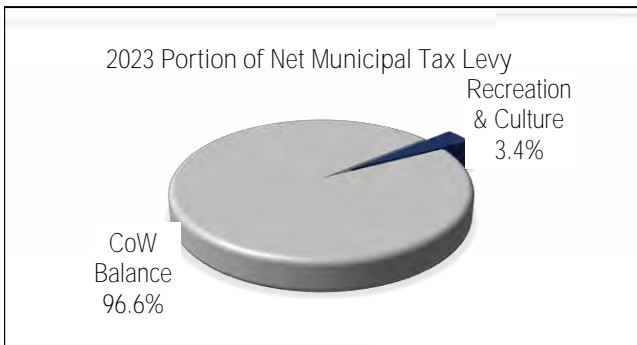
Facilities Operations Department will continue to monitor variances going forward and take any reasonable steps to reduce or eliminate variances while mitigating any negative impact on service levels.

RECREATION & CULTURE


DEPARTMENTAL OVERVIEW

Recreation services builds vibrant, healthy, active and connected communities by providing facilities (arenas, pools, community centres) and programs that allow residents to participate in recreational activities. The Culture division provides programs, events and services that express the City's cultural identity, celebrates traditions and improves the quality of life for Windsor residents.

Financial Summary	2020	2021	2022	2023
Annual Revenue Budget	(\$12,014,378)	(\$11,949,514)	(\$12,161,940)	(\$12,763,081)
Annual Expense Budget	\$25,364,844	\$24,992,464	\$25,738,985	\$26,551,319
Annual Net Budget	\$13,350,466	\$13,042,950	\$13,577,045	\$13,788,238
Annual Net Variance	(\$1,362,395)	(\$157,936)	\$3,133	(\$1,400,000)
Variance as a % of Gross Budget	(5.4%)	(0.6%)	0.0%	(5.3%)



2023 Budgeted Full Time Equivalent (FTE)



Management:	21.0	FTE
Non-Union:	10.0	FTE
Local 543:	35.7	FTE
Local 82:	20.5	FTE
Total	<u>87.2</u>	FTE

VARIANCE SUMMARY

Description	Q1 Projection	Q2 Projection	Q3 Projection	Year-End Variance
Salary and Wages	n/a	\$1,200,000		
Programming, User Fees & Other Revenue:	n/a	(\$2,400,000)		
Agreement Cost	n/a	(\$200,000)		
Net Total	n/a	(\$1,400,000)	\$0	\$0

RECREATION & CULTURE

VARIANCE DESCRIPTION

The total departmental year-end variance is projected to be: (\$1,400,000) Deficit

The Recreation & Culture Department is projecting a year-end deficit variance totalling approximately (\$1,400,000). The projected deficit is a result of continued revenue losses due to COVID-19 of \$2.375M in membership, programming, rental, concession sales, commissions, sales of goods & services, and advertising,

Recreation and Culture is projecting a surplus of \$1.2M in salary and wages caused by vacant positions and a reduction of hourly wages due to reduced operating hours. Recreation and Culture continues to face challenges from the impacts COVID-19, experiencing significant staff shortages which are a contributing factor in the delay of implementing full programming at all Recreation and Culture facilities along with reduced operating hours.

In April 2023, the City submitted a payment of \$200K to the University of Windsor for the new aquatic programming at the Lancer Centre. Given the uncertainty of the commencement of the programming at the Lancer Center due to lingering effects of COVID-19, a Budget Request was not brought forward for 2023. The 2024 Budget will include the relevant elements of the Business Case approved by Council as per CR274/2021.

MITIGATING STEPS

The department will monitor variances throughout 2023 and take any reasonable steps to reduce or eliminate variances while mitigating any negative impact on service levels.

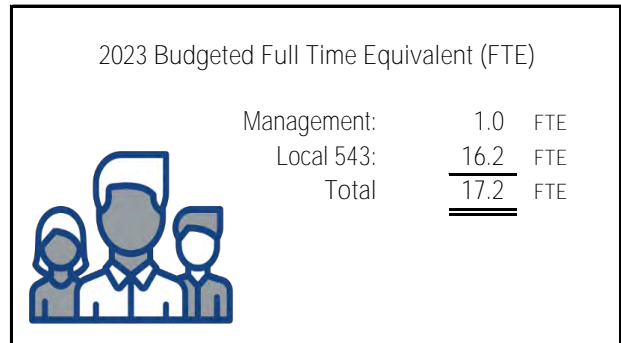
SECURITY & SPECIAL ACTIVITIES

DEPARTMENTAL OVERVIEW

The Security and Special Activities Unit exists to provide facilities management services to the City Hall Square campus and proactive and reactive security measures to the Corporation at large working synergistically with existing agencies, departments and tenants.

Financial Summary	2020	2021	2022	2023
Annual Revenue Budget	n/a	n/a	(\$2,515,286)	(\$2,670,764)
Annual Expense Budget	n/a	n/a	\$3,701,829	\$3,883,870
Annual Net Budget	n/a	n/a	\$1,186,543	\$1,213,106
Annual Net Variance	n/a	n/a	\$343,282	\$0
Variance as a % of Gross Budget	n/a	n/a	9.3%	0.0%

Historical amounts are not available due to creation of department in 2022.



VARIANCE SUMMARY

Description	Q1 Projection	Q2 Projection	Q3 Projection	Year-End Variance
Maint. Mtl & Housekeeping Supplies	n/a	(\$163,000)		
Contracted Services	n/a	(\$40,000)		
Salary Gapping	n/a	\$174,000		
Cost Recoveries	n/a	\$29,000		
Net Total	n/a	\$0	\$0	\$0

VARIANCE DESCRIPTION

The total departmental year-end variance is projected to be: \$0

SECURITY & SPECIAL ACTIVITIES

The Security, Special Activities, City Hall Campus (SAC) Department
The SAC Department is expecting to report \$0 variance as at December 31, 2023

Maintenance Services (\$163,000)

SAC Department is projecting a deficit of (\$163,000) in Maintenance Services. In the past quarter, the department has added new spaces to its maintenance portfolio that did not exist prior to this year. TWEPI has temporarily located in the City Hall headquarter until the new location on 98 Chatham office became available. Also two vacant spaces at 185 CHS S are currently under renovation for the new occupants, Employment and Social Services and Fire Prevention departments, to move into in 2023. While the renovations are funded by the lease revenue and capital funding, having new tenants will increase maintenance and caretaking responsibility of the department. Any incremental costs not recovered from these new occupants will be a variance at the end of the year. Furthermore, an emergency service agreement was established with Paladin following the bankruptcy proceeding of the existing security service provider, Neptune Security Services. The new agreement results a higher security service cost for SAC.

Maintenance Materials and Equipment (\$40,000)

SAC Department is estimating a deficit of \$40,000 at the end of 2023. Since establishment of SAC Division in 2022, the department added Security function to the scope of the department, in addition to the existing responsibility of facility management in the City Hall Square Campus. In the past year there are increasing incidences of street crimes and vandalism in the City Hall Campus and other City properties that call for a need of more security monitoring. Since the beginning of the year, SAC has installed new security cameras in various areas that require added monitoring, and replaced existing cameras that were no longer functioning.

Salary Gapping \$174,000

SAC Department has a number of vacant regular full time and regular part time positions that the department is actively trying to fill. The RFT Facility Person is taking an acting position in Facilities since March 2023, with the position covered by a temporary staff who also recently resigned. The two RPT Operating Engineers 4th Class positions and the two RPT Facility Person positions have been vacant for the majority of the year as the part time nature of these roles make it difficult to recruit and retain talent. It is the department's intention to convert the positions from RPT to RFT to increase the likelihood of filling the vacancy. Also a number of part time caretakers are vacant since the beginning of the year that are yet to be filled. The total salary gapping savings in the department is expected to be \$174,000.

Cost Recovery \$29,000

SAC Department is expecting a surplus of \$29,000 in cost recoveries at the end of 2023. Since the start of the pandemic, SAC been providing COVID enhanced cleaning for the Federal tenant at 400 CHS, and the monthly revenues received for the extra services provided. At this point, the tenant has not expressed the intent to discontinue the enhanced cleaning service, however, with COVID requirements being lifted in most areas, SAC is projecting the enhanced cleaning to be terminated in the coming months. In addition to the extra revenues received from enhanced cleaning service, SAC is receiving additional rental revenues that were not budgeted from the new tenants, TWEPI and ESS, however, most of the revenues will be used to offset increased maintenance costs and repay the capital costs incurred during renovations.

MITIGATING STEPS

SAC Department will continue to monitor variances going forward and take any reasonable steps to reduce or eliminate variances while mitigating any negative impact on service levels.

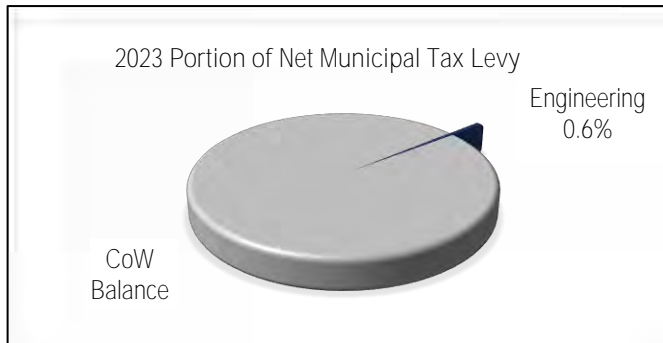
ENGINEERING

DEPARTMENTAL OVERVIEW


Engineering is responsible for; project management of municipal infrastructure projects, new buildings and non-building projects; development services; right-of-way permits; GIS system, and CAD services.

Financial Summary	2020	2021	2022	2023
Annual Revenue Budget	n/a	n/a	(\$5,338,928)	(\$6,597,807)
Annual Expense Budget	n/a	n/a	\$7,913,993	\$9,443,767
Annual Net Budget	n/a	n/a	\$2,575,065	\$2,845,960
Annual Net Variance	n/a	n/a	(\$243,858)	(\$66,000)
Variance as a % of Gross Budget	n/a	n/a	(3.1%)	(0.7%)

Historical amounts are not available due to realignment of departments.



2023 Budgeted Full Time Equivalent (FTE)



Senior Management:	1.0	FTE
Management:	10.0	FTE
Non-Union:	34.0	FTE
Local 543:	25.0	FTE
Total	70.0	FTE

VARIANCE SUMMARY

Description	Q1 Projection	Q2 Projection	Q3 Projection	Year-End Variance
Salaries & WA Recoveries	n/a	\$118,000		
Minor Capital	n/a	(\$1,000)		
Miscellaneous Line Items	n/a	(\$2,000)		
Bank Charges	n/a	(\$35,000)		
Licenses & Permits	n/a	(\$107,000)		
Other Gen. Rev./User Fees/GIS User Fees	n/a	(\$39,000)		
Net Total	n/a	(\$66,000)	\$0	\$0

ENGINEERING

VARIANCE DESCRIPTION

The total departmental year-end variance is projected to be: (\$66,000) Deficit

The Engineering department is reporting an anticipated year-end deficit of (\$66,000).

Salaries/ Work Auth Recoveries: \$118,000

The department is reporting an anticipated net surplus of \$118,000 in Salaries and Work Auth Recoveries, due to new employees at lower levels of pay grid as well as gapping that has occurred throughout the year, specifically in areas that do not have Work Auth Recoveries.

Minor Capital: (\$1,000)

The deficit is due to unanticipated costs for facility improvements related to staff complement.

Miscellaneous Line Items: (\$2,000)

Miscellaneous line item variances are contributing to a \$2,000 anticipated deficit.

Bank Charges: (\$35,000)

Further contributing is an anticipated deficit of (\$35,000) in bank charges. This item has traditionally been in a deficit as credit card payments are on the rise and these payment methods incur additional banking fees for the department.

Licenses & Permits: (\$107,000)

Based on the current levels, Licenses & Permits are expected to be in a deficit of (\$107,000). Some of this deficit is due Sidewalk Cafe permits being waived for 2023, which will be recovered from BSR at year-end. The remaining is based on current levels of licenses & permits issued. Based on previous history, It is anticipated that more permits (such as driveways and sewers) and licenses will be issued in the Summer and Fall season to help offset this deficit.

Other General Revenue / User Fees / GIS User Fees: (\$39,000)

Other General Revenue and User Fees are anticipated to be in a deficit of (\$39,000), This is based on current fees issued. While revenue is expected to pick up in the Summer/ Construction Season, there is uncertainty around the actual amount that will be received.

POLLUTION CONTROL

DEPARTMENTAL OVERVIEW

Pollution Control manages and oversees 49 pumping stations, 2 wastewater treatment plants (treatment of wastewater from Windsor and surrounding municipalities) & the biosolid processing facility.


Financial Summary	2020	2021	2022	2023
Annual Revenue Budget	n/a	n/a	(\$21,337,790)	(\$24,120,651)
Annual Expense Budget	n/a	n/a	\$21,337,790	\$24,120,651
Annual Net Budget	n/a	n/a	\$0	\$0
Annual Net Variance	n/a	n/a	n/a	n/a
Variance as a % of Gross Budget	n/a	n/a	n/a	n/a

Historical amounts are not available due to realignment of departments.

2023 Portion of Net Municipal Levy

n/a

2023 Budgeted Full Time Equivalent (FTE)



Management:	9.0	FTE
Non-Union:	3.0	FTE
Local 543:	8.7	FTE
Local 82:	45.0	FTE
Total	<u>65.7</u>	FTE

VARIANCE DESCRIPTION

The Pollution Control Department does not have a municipal levy component within their budget and therefore, no variance is projected for municipal levy purposes.

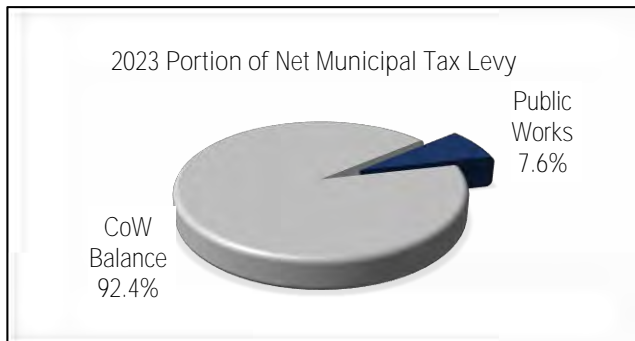
Please see the Sewer Surcharge submission for details related to the Pollution Control variance.

PUBLIC WORKS


DEPARTMENTAL OVERVIEW

The Roads and Infrastructure Services area provides a variety of services related to the planning, design, construction, operation and maintenance of roadways, sanitary and storm sewers, traffic control (signals & signs) and the City's fleet of vehicles. Services also include the City's street lighting, municipal parking and seasonal maintenance including snow clearing. Environmental Services ensures that all residential and municipal waste, recyclables and yard waste are collected in a manner consistent with current standards, Council approved service levels, and environmental requirements.

Financial Summary	2020	2021	2022	2023
Annual Revenue Budget	(\$30,629,406)	(\$27,330,228)	(\$29,641,435)	(\$32,474,213)
Annual Expense Budget	\$59,855,262	\$56,609,038	\$58,680,331	\$64,764,224
Annual Net Budget	\$29,225,856	\$29,278,810	\$29,038,896	\$32,290,011
Annual Net Variance	(\$1,407,608)	(\$2,606,219)	(\$2,935,920)	\$950,000
Variance as a % of Gross Budget	(2.4%)	(4.6%)	(5.0%)	1.5%



2023 Budgeted Full Time Equivalent (FTE)



Management:	31.0	FTE
Non-Union:	26.0	FTE
Local 543:	84.0	FTE
Local 82:	83.2	FTE
Total	224.2	FTE

VARIANCE SUMMARY

Description	Q1 Projection	Q2 Projection	Q3 Projection	Year-End Variance
Salary and Wage – All Staff and Students	n/a	\$1,050,000		
Winter Control	n/a	\$1,000,000		
Contracted Services	n/a	\$50,000		
Fuel	n/a	(\$250,000)		
Revenue - All Divisions	n/a	(\$900,000)		
Net Total	n/a	\$950,000	\$0	\$0

PUBLIC WORKS

VARIANCE DESCRIPTION

The total departmental year-end variance is projected to be: \$950,000 Surplus

Salary and Wage: \$1,050,000

A projected overall surplus of approximately \$1,050,000 is estimated for 2023 related to salary and wage for all staff in Public Works. The projected surplus is the net total of the surpluses and deficits expected related to salary and wage gapping due to a number of vacancies across the department resulting from retirements and staff appointments into new positions offset with the hiring of extra staff to accommodate heavy work load situations where required. Offsetting the overall salary and wage surplus is an expected deficit related to permanent gapping charges for the year.

Winter Control: \$1,000,000

A surplus of approximately \$1,000,000 is possible for 2023 related to the winter control service should Windsor experience average winter conditions in the latter part of the year. Based on statistics available for January through April, 2023, Windsor experienced a reduction of 38% in the number of days requiring salt, a reduction of 50% in the number of residential roll-outs, and a reduction of 40% in the number of winter control driving hours on main routes over the prior year, 2022, January through April. The final 2023 variance is dependent upon actual winter conditions and resulting service in the final quarter.

Contracted Services – Parking Enforcement: \$50,000

A surplus of approximately \$50,000 for the parking enforcement services is expected for 2023 based on service savings experienced the first 5-months of 2023 due to contractor staff vacancies.

Fuel: (\$250,000)

A deficit of approximately (\$250,000) is anticipated for 2023 related to fuel pricing. The year to date average fuel pricing for January through May 2023 is 22% higher for all fuel types than the set budget, and at this time, prices are not expected to decrease. One-time funding of \$200,000 was approved by Council in Operating Budget Issue 2023-0098 which will partially offset the expected deficit of (\$250,000) should Public Works experience an overall deficit for the year. A 2024 budget issue will be prepared for submission to Council for consideration to make necessary recommendations and adjustments to the fuel budgets.

Revenue: (\$900,000)

A total deficit of (\$900,000) is estimated for 2023 related to reduced parking ticket revenue and revenue related to staff recoveries due to vacancies in the Field Services Division.

MITIGATING STEPS

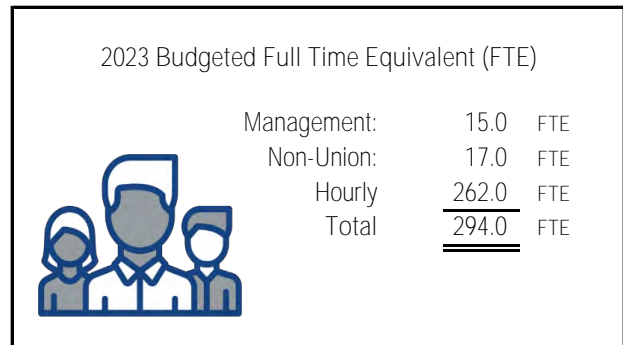
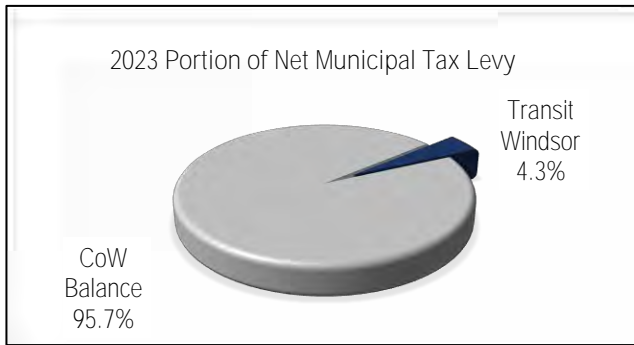
Public Works Administration monitors budgets closely and mitigates variances within the Department if feasible. Budget issue submissions will be prepared for the 2024 budget deliberations for variance items that are expected to continue beyond one-year/one-time where there is no available budget reduction to facilitate a reallocation of currently budgeted funds.

TRANSIT WINDSOR

DEPARTMENTAL OVERVIEW

Transit Services provides residents of and visitors to the City with a variety of transit options that allow for mobility throughout the City for various purposes (employment, school, health care, shopping, etc.).

Financial Summary	2020	2021	2022	2023
Annual Revenue Budget	(\$21,175,090)	(\$21,264,650)	(\$22,896,391)	(\$24,776,135)
Annual Expense Budget	\$36,294,433	\$36,851,094	\$39,317,934	\$42,357,601
Annual Net Budget	\$15,119,343	\$15,586,444	\$16,421,543	\$17,581,466
Annual Net Variance	\$658,202	\$792,839	(\$1,048,416)	(\$1,026,000)
Variance as a % of Gross Budget	1.8%	2.2%	(2.7%)	(2.4%)



VARIANCE SUMMARY

Description	Q1 Projection	Q2 Projection	Q3 Projection	Year-End Variance
Transit Windsor Revenue	n/a	(\$1,489,200)		
Salary and Wages and Overtime	n/a	\$257,400		
Motor Fuel and Oil and Lubricants	n/a	\$121,400		
Vehicle Maintenance and Parts	n/a	\$46,900		
Advertising Expenses	n/a	\$21,500		
Facility Operations- Labour Internal	n/a	\$16,000		
Net Total	n/a	(\$1,026,000)	\$0	\$0

TRANSIT WINDSOR

VARIANCE DESCRIPTION

The total departmental year-end variance is projected to be: (\$1,026,000) Deficit

As of May 31st, 2023 Transit Windsor is projecting a year end deficit of (\$1,026,000) for 2023

Transit Revenue: (\$1,489,200)

Transit Windsor is projecting a deficit of (\$1,489,200) for Transit Revenue. Transit has resumed full service operations, including Tunnel and Special Events. Although overall ridership numbers are exceeding pre-pandemic levels, Transit has continued to experience lower ridership rates in non-student categories, hence the fares collected are reduced from expected levels. Another factor contributing to this deficit is later than normal budget approval. As a result, Transit will be implementing the 2023 Transit Windsor Service Plan in phases. Route 418X (representing approx. 45% of the approved service hours and budget) will be launched on June 26, 2023. The remainder of the service changes, as approved in the 2023 Operating budget will not launch until late 2023 at the earliest, thereby impacting the projected revenue along with decreases to related expenditures. The projected revenue loss due to delayed implementation is estimated at (\$628,000). This revenue shortfall due to the service delay also results in expenditure savings of approximately \$1.2 million in accounts such as fuel, salary & maintenance, as identified in the respective explanations below. As a result, a draw from the gas tax reserve of \$465,769 will likely not occur in 2023. Another reason for the overall revenue shortfall is the approved User fee increase in the budget is effective July 1st and the fee increase approved in the **budget in an annual amount. As a result, the projected revenue shortfall for Jan –June 2023 due to fee implementation date is (\$130,000).**

Transit Windsor has continued to see an increase in student ridership, coinciding with the influx of international students, as well as the launch of the SaintsPass for St. Clair College in September, 2022. The increased student ridership rates are anticipated to continue for the remainder of the year. These increases have helped reduce the overall projected revenue deficit and is factored in the overall calculations.

Salaries and Wages: \$257,400

Transit Windsor is projecting a surplus of \$257,400 in overall Salaries and Wages for 2023. This surplus is attributable due to gapping for new positions approved in the 2023 operating budget. Due to a later than normal budget approval, Transit was not able to complete all new recruitments at the beginning of the year. This also includes salary gapping for a management position which was vacated earlier in the year. This position will soon be filled. The other reasons for these savings is attributable to other vacant position filled by new/temporary staff who are hired at lower steps than the budget. These savings are partially offset by increased overtime costs due to challenges in staffing permanent staff.

Motor Fuels: \$121,400:

A projected surplus of approximately \$121,400 related to fuel is expected for 2023. This surplus can be mainly attributed to lower than budgeted consumption in the 2023 operating budget. Due to a later than normal budget approval, Transit will not be able to implement the 2023 Transit Windsor Service Plan as approved in the 2023 Operating budget until mid- to late-2023, hence resulting in consumption savings. Offsetting these savings is higher than anticipated fuel pricing for the year to date.

If Transit Windsor is in an overall deficit position at year-end, there will be a transfer from the Budget Stabilization Reserve offsetting this motor fuel deficit, as approved by Council in budget issue 2023-0003. There is a risk associated with projecting to year-end in that fuel prices continue to be difficult to predict. As with any forecast of a commodity's price for an entire year, variances are likely.

Vehicle Maintenance and Parts: \$46,900:

The vehicle maintenance and parts accounts are projected to have a year-end surplus of \$46,900. This can be attributed mainly to the additional budget approved in 2023 Operating budget for the 2023 Transit Windsor Service Plan. Due to a later than normal budget approval, Transit will not be able to implement the new routes until later in the year hence resulting in savings in this account.

TRANSIT WINDSOR

Advertising Expenses: \$21,500:

The Advertising expense account is projected to have a year-end surplus of \$21,500. Due to the delayed resumption (May 26, 2023) of Special Events service, the advertising budget had not been used in the early part of 2023. It is expected that a return to historical levels of service will result in typical usage rates for the remainder of the year.

Facility Operations- Labor Internal: \$16,000

Due to lower than anticipated needs for caretaking and general facility maintenance charges in the first half of the year, the department is projecting a surplus of \$16,000. As new routes will be implemented later in the year this variance may be impacted as the year progresses.

MITIGATING STEPS

Transit Windsor has been working relentlessly to provide quality transit service to customers and increase ridership. Transit will continue to monitor accounts that are expected to incur deficits and mitigate through a decrease in spending in other accounts that will allow for fewer expenses to be incurred during the year.

EMPLOYMENT & SOCIAL SERVICES


DEPARTMENTAL OVERVIEW

Employment & Social Services provides basic financial, social and employment assistance for individuals who are in temporary financial need in Windsor, Essex County and Pelee Island.

Financial Summary	2020	2021	2022	2023
Annual Revenue Budget	(\$108,882,445)	(\$108,913,554)	(\$93,448,255)	(\$115,187,574)
Annual Expense Budget	\$116,969,007	\$116,559,418	\$101,037,567	\$123,194,263
Annual Net Budget	\$8,086,562	\$7,645,864	\$7,589,312	\$8,006,689
Annual Net Variance	\$1,673,697	\$1,568,805	\$1,267,504	\$351,000
Variance as a % of Gross Budget	1.4%	1.3%	1.3%	0.3%



2023 Budgeted Full Time Equivalent (FTE)



Senior Management:	1.0	FTE
Management:	20.0	FTE
Non-Union	6.0	FTE
Local 543	192.0	FTE
Total	219.0	FTE

VARIANCE SUMMARY

Description	Q1 Projection	Q2 Projection	Q3 Projection	Year-End Variance
CDHO & Social Policy & Planning	n/a	\$0		
Ontario Works (OW) Program Delivery:	n/a	\$351,000	\$0	\$0
Salary and Benefit (OW)	n/a	\$443,000		
Employment Related Costs (OW)	n/a	(\$220,000)		
Other Miscellaneous Expenses (OW)	n/a	\$128,000		
Other Employment Services	n/a	\$0		
100% Municipal Assistance	n/a	\$0		
Net Total	n/a	\$351,000	\$0	\$0

EMPLOYMENT & SOCIAL SERVICES

VARIANCE DESCRIPTION

The total departmental year-end variance is projected to be: \$351,000 Surplus

Human & Health Services Office - \$0

The Human & Health Services Office is projected to end the year on budget.

Ontario Works (OW) Program Delivery - \$351,000

Ontario Works Program Delivery is projected to end the year with a surplus of \$351,000 comprised of the following: Staffing costs are projected to be lower than budget by \$443,000 mainly as a result of gapping. OW caseload sizes levels have been increasing since the beginning of the year. This has lead to higher Employment Related Expenses (employment supports, bus passes, and related stability supports) and is expected to lead to a (\$220,000) net City deficit. The surplus of \$128,000 in other miscellaneous accounts, such as Office Supply and Contracted Services, is due to implementing more efficient, cost-saving business processes.

Other Employment Services - \$0

Other Employment Services, which include Employment Ontario Programs funded by Ministry of Labour, Immigration, Training and Skills Development, are projected to be on budget.

100% Municipal Assistance and OW Financial Assistance - \$0

100% Municipal Assistance and OW Financial Assistance programs are projected to be on budget.

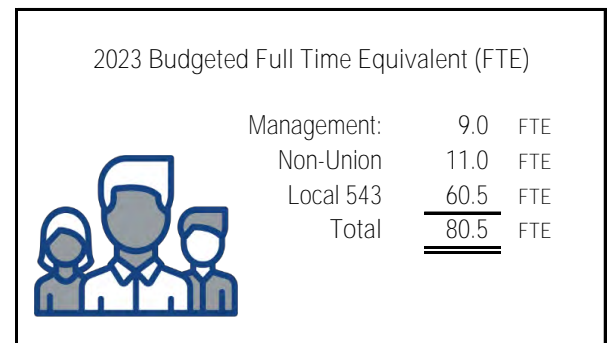
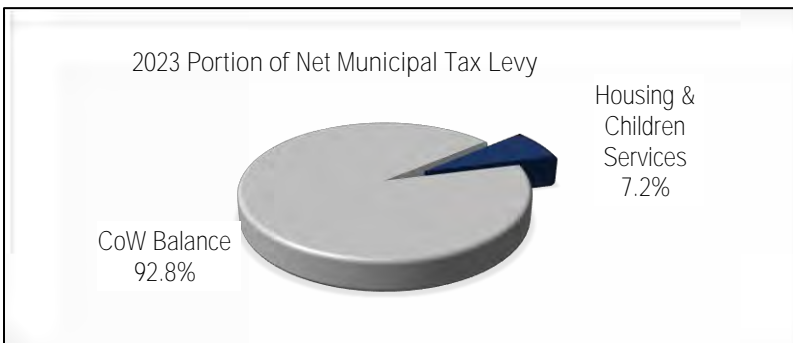
HOUSING & CHILDREN SERVICES

DEPARTMENTAL OVERVIEW

Social Housing administers program requirements and funding for 7,800 units including over 34 social housing providers in Windsor and Essex County. The division administers various programs related to homelessness and works with residents in Emergency Shelters and Housing with Supports Homes to ensure basic needs are met and provides assistance with transition back into the community.

The City of Windsor is the Consolidated Municipal Service Manager (CMSM) for Children's Services in Windsor and Essex County. CMSMs are the designated child care and early years service system managers responsible for planning and managing licensed child care services and EarlyON Child and Family Centres in their communities.

Financial Summary	2020	2021	2022	2023
Annual Revenue Budget	(\$97,404,344)	(\$91,607,808)	(\$101,618,222)	(\$137,496,215)
Annual Expense Budget	\$121,172,301	\$116,465,816	\$129,200,728	\$166,764,770
Annual Net Budget	\$23,767,957	\$24,858,008	\$27,582,506	\$29,268,555
Annual Net Variance	\$1,664,625	\$43,423	(\$1,406,961)	\$301,000
Variance as a % of Gross Budget	1.4%	0.0%	(1.1%)	0.2%



VARIANCE SUMMARY

Description	Q1 Projection	Q2 Projection	Q3 Projection	Year-End Variance
WEHC Additional Expenditures and Revenue Loss	n/a	(\$183,000)		
Non-Profit Lower Subsidy Payments	n/a	(\$274,000)		
River Park Non-Profit Loan Repayment	n/a	\$591,000		
Housing Serv. / WEHC County Rev. Increase	n/a	\$92,000		
Housing Services Administration	n/a	\$0		
Homelessness Prevention Plan (HPP)/Reaching Home	n/a	\$0		
Emergency Preparedness	n/a	\$0		
Children's Services	n/a	\$75,000		
Pathway to Potential Surplus	n/a	\$0		
Net Total	n/a	\$301,000	\$0	\$0

HOUSING & CHILDREN SERVICES

VARIANCE DESCRIPTION

The total departmental year-end variance is projected to be: \$301,000 Surplus

As detailed below, a combined year-end City surplus of \$301,000 is projected for Housing and Children's Services and Windsor Essex Community Housing Corporation (WECHC).

Housing Services and WECHC is projecting a net city surplus of \$226,000.

A projected net City deficit of (\$274,000) is expected due to increased Non-Profit Housing subsidy cost in 2023, as well as from the reconciliation of service provider fiscal year-end reports. Offsetting this deficit is a projected net city surplus of \$92,000 due to higher than budgeted County revenue.

WECHC is also projecting a net city subsidy deficit of (\$183,000). This deficit is a result of unit restoration costs and increased costs for insurance premiums and insurance loss events; offset by subsidy savings realized due to social housing mortgage maturities.

At Q2 these above deficits are expected to be offset by a one time \$591,000 Net City surplus (Gross \$921,000) from WECHC related to a prior year expenditure recovery. Should this surplus be available at year end and pending the status of the overall operating City budget variance, a request to transfer these funds to the Social Housing Reserve Fund (Fund 141), to be earmarked for future work required at River Park, will be **brought forward at year end for the Treasurer's consideration.**

The Homelessness Prevention Plan (HPP)/Reaching Home budgets is not projecting a variance.

Emergency Preparedness is not projecting a variance at this time.

Children's Services is projecting a \$75,000 City surplus. The Child Care program anticipates operating within the Province's Municipal contribution requirement. The EarlyON program is not projecting a variance at this time.

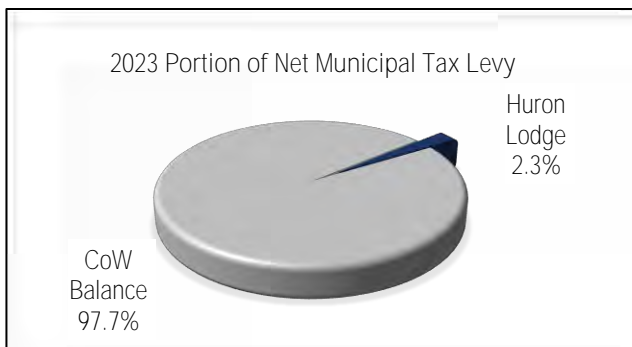
Pathway to Potential (P2P) is not projecting a variance at this time.

HURON LODGE


DEPARTMENTAL OVERVIEW

Huron Lodge is a long-term care facility committed to providing compassionate, quality care in a home-like setting for those who require 24-hour nursing and personal care.

Financial Summary	2020	2021	2022	2023
Annual Revenue Budget	(\$16,950,506)	(\$18,004,118)	(\$18,059,248)	(\$22,410,512)
Annual Expense Budget	\$24,747,809	\$26,132,683	\$26,521,327	\$31,984,347
Annual Net Budget	\$7,797,303	\$8,128,565	\$8,462,079	\$9,573,835
Annual Net Variance	\$1,033,330	\$522,202	\$1,060,768	\$945,000
Variance as a % of Gross Budget	4.2%	2.0%	4.0%	3.0%



2023 Budgeted Full Time Equivalent (FTE)



Management:	9.0	FTE
Non-Union	7.0	FTE
ONA:	26.0	FTE
Local 543	204.2	FTE
Total	246.2	FTE

VARIANCE SUMMARY

Description	Q1 Projection	Q2 Projection	Q3 Projection	Year-End Variance
Ministry of Long-Term Care Funding	n/a	780,000		
Salary & Wages	n/a	750,000		
Maintenance Building & Equipment	n/a	(\$95,000)		
Equipment	n/a	(\$90,000)		
Supplies & PPE	n/a	(\$180,000)		
Purchased Service	n/a	(\$220,000)		
Net Total	n/a	\$945,000	\$0	\$0

HURON LODGE

VARIANCE DESCRIPTION

The total departmental year-end variance is projected to be: \$945,000 Surplus

Ministry of Long-Term Care (MLTC) Funding: \$780,000

Huron Lodge is projecting to end the year with a estimated surplus in the Ministry of Long-Term Care (MLTC) funding account due to one-time provincial funding programs such as COVID-19 Funding for \$130,000, Minor Capital Funding, \$95,000, Medication Safety Funding, \$90,000, Infection Prevention and Control for Staff & Training, \$250,000. The corresponding deficits are explained below for Supplies & PPE, Purchased Services, and Building & Equipment Maintenance. Other per diem increases are expected to add \$215,000 to the surplus.

Salary Accounts: \$750,000

Huron Lodge is expecting a surplus in salary accounts in the amount of approximately \$750,000. The department is working with Human Resources and Finance departments to fill the positions necessary to meet the MLTC targets and adjust the budget accordingly as approved by S172/2021 CR35/2022 CAO297/2023.

Building & Equipment Maintenance : (\$95,000)

Through the use of the one-time provincial funding for building repairs, Huron Lodge is expected to have a deficit in this category for some much needed repairs to the humidifiers to extend their life until a full replacement will be completed.

Equipment Purchases : (\$90,000)

The MLTC is providing funding for medication safety technology to aide in the purchase of some equipment pieces in clinical documentation.

Supplies and Personal Protective Equipment (PPE): (\$180,000)

Additional spending for PPE and chemicals in the first quarter due to outbreak total approximately (\$20,000) which is offset by COVID-19 Funding. The remainder of the negative variance (\$160,000) is attributed to unstable prices in all areas of the operations including paper products in nursing dietary and administration areas. The additional per diem increases for inflation offset this negative variance.

Purchased Services: (\$220,000)

This projected deficit is due to additional caretaking services in the amount of (\$180,000) and security services (\$40,000) at Huron Lodge. The MLTC provided COVID-19 funding which offsets \$110,000 of the deficit for additional caretaking for sanitization and security services for screening.

The Facilities, Huron Lodge and Finance departments are working closely in developing a report to council to outline funding sources for immediate replacement of humidifiers, boilers, windows and some exterior siding. These replacements will likely deplete the Huron Lodge Maintenance Reserve Fund 184. As such, through the operating variance report it is requested that any surplus at the end of the year be transferred to this reserve, subject to approval from the City Treasurer and the corporate year-end position.

HURON LODGE

MITIGATING STEPS

The department is actively working with Human Resources to fill the positions that have been in added in order to use the new Staffing Supplement Funding and meet the targets set out by the province.

Huron Lodge continues to closely monitor expenses and identify, as much as possible, areas for savings and align budgets. The department uses employees who are on modified duties to the full extent of their capabilities.

At any time, the MLTC may increase requirements or impose directives which could result in negative variances in various expense categories. As the COVID-19 Funding has ended, Long-Term Care Homes are expected to manage within their existing funding and budgets.

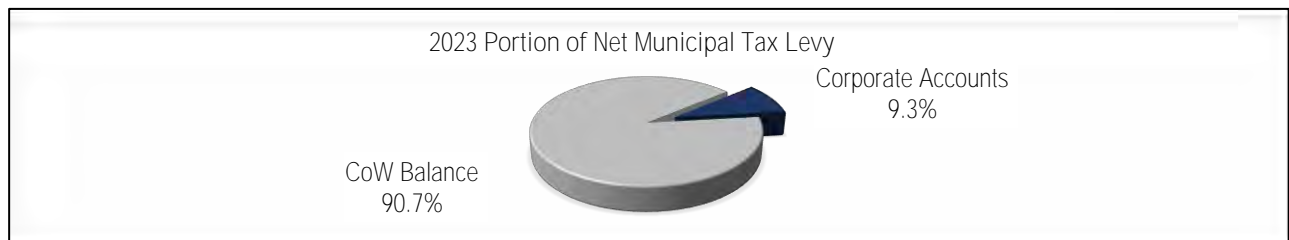
Huron Lodge is admitting residents who are frailer with conditions that are more severe. As such, admission assessments are multifaceted requiring more resources and time to mitigate risks associated with integrating new residents into the current home's population. In addition, the home is discharging residents more frequently. This means there are more empty bed days in the home influencing the occupancy rates and accommodation revenue received. Should occupancy rates fall below the required level to obtain 100% of the funding, Huron Lodge will be at risk of being clawed back funding.

CORPORATE ACCOUNTS

DEPARTMENTAL OVERVIEW

The Corporate Accounts encompass a number of financial revenue and expense accounts which are not directly attributable to specific departments of the Corporation. The budgets contained in this section relate to expenditures incurred or revenues generated that impact on the Corporation as a whole as opposed to a specific department.

Financial Summary	2020	2021	2022	2023
Annual Revenue Budget	(\$217,748,697)	(\$131,127,456)	(\$135,372,275)	(\$98,013,549)
Annual Expense Budget	\$242,097,940	\$162,129,721	\$219,926,715	\$188,467,125
Annual Net Budget	\$24,349,243	\$31,002,265	\$84,554,440	\$90,453,576
Annual Net Variance	\$3,648,165	\$2,491,934	\$5,297,210	\$168,000
Variance as a % of Gross Budget	1.5%	1.5%	2.4%	0.1%



VARIANCE SUMMARY

Description	Q1 Projection	Q2 Projection	Q3 Projection	Year-End Variance
Capital Interest Income	n/a	\$1,325,000		
Corporate Salary & Wage Provision	n/a	\$950,000		
Fringe Benefits	n/a	\$0		
Casino Revenue	n/a	\$0		
Other Miscellaneous	n/a	(\$7,000)		
Corporate Utilities	n/a	(\$100,000)		
YOG & Windsor-Detroit Tunnel Dividends	n/a	(\$2,000,000)		
Net Total	n/a	\$168,000	\$0	\$0

CORPORATE ACCOUNTS

VARIANCE DESCRIPTION

The total departmental year-end variance is projected to be: \$168,000 Surplus

Capital Interest Income: \$1,325,000

A year-end surplus of \$1,325,000 is being projected in Capital interest Income with the vast majority due to increasing interest rates **resulting from the Bank of Canada's rate increases in 2023 and a small portion due to advanced project spending and incurring additional interest charges.**

Corporate Salary & Wage Provision: \$950,000

The Corporate Provision account is projected to end the year with a surplus of approximately \$950,000. This budget contains provisions for JJE, unanticipated WSIB costs, an overtime provision for eligible non-union members, and a general contingency provision. This account contains provisions and accruals for various collective agreements that have been updated to reflect expected costs for the current year. It should be noted that the surplus in this account is offset by various deficits experienced across various line items in departmental budgets.

Fringe Benefits: \$0

Although a total deficit of (\$1,100,000) is being projected for all Fringe Benefit Departments, any deficits will be mitigated by a transfer from the Fringe Stabilization Reserve.

GreenShield (\$1,000,000): As communicated during the 2023 budget development process, an increase of \$3.2 million was estimated, however, due to the healthy balance in the Fringe Stabilization Reserve, Administration decided to assume some risk by increasing the budget by \$2 million. Based on current trends, the Green Shield account is estimated to be approximately \$1 million over budget as initially anticipated. Administration will continue to monitor this account closely throughout the balance of the year and will bring forward an appropriate budget recommendation for 2024.

OMERS (\$100,000): This variance represents less than a 1% surplus of the \$26,363,200 budget, which is not material.

Casino Revenue: \$0

Although a \$0 variance is being projected, some risks exist relating to the projection of a new revenue stream (ie Sports Betting) starting in 2023

Other Miscellaneous: (\$7,000)

A year-end deficit of (\$7,000) is being projected in various miscellaneous items within the Corporate Accounts budget.

Corporate Utilities: (\$100,000)

A year end deficit of (\$100,000) in being projected in Corporate Utilities.

Electricity: \$60,000

A year end surplus of \$60,000 is being projected in Electricity primarily driven by rate

Water: \$50,000

A year end surplus of \$50,000 is being projected in Domestic Water primarily driven by consumption

Natural Gas: \$90,000

A year end surplus of \$90,000 is being projected in Natural Gas primarily driven by consumption

District Energy: (\$300,000)

A year end deficit of (\$300,000) is being projected in District Energy primarily due to an increase in consumption

CORPORATE ACCOUNTS

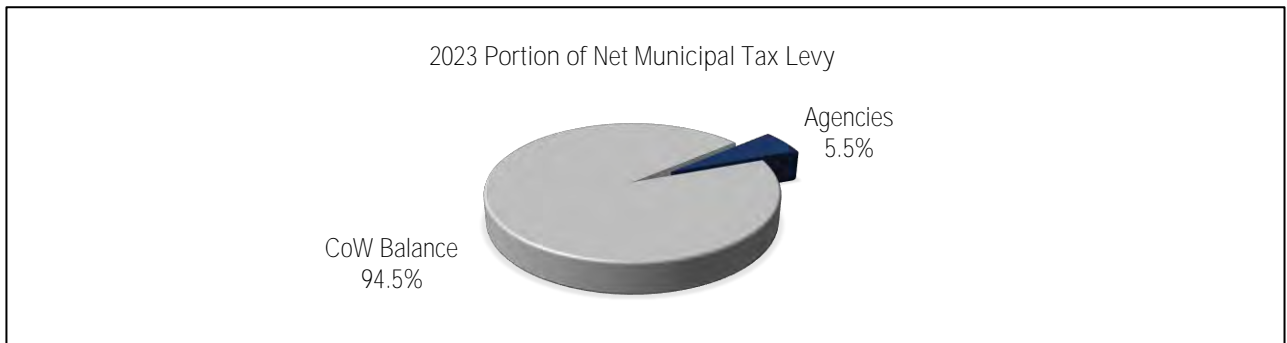
YOG & Windsor-Detroit Tunnel Dividends: (\$2,000,000)

Cross border and air travel have been severely restricted during the pandemic and its recovery stage, resulting in significant revenue losses for tunnel tolls and airport operations. As the recovery period is ongoing, it is anticipated that the \$2 Million in dividends received from these entities will not be realized in 2023.

AGENCIES

DEPARTMENTAL OVERVIEW

Financial Summary	2020	2021	2022	2023
Annual Revenue Budget	(\$100,598)	(\$100,598)	(\$100,598)	(\$100,598)
Annual Expense Budget	\$19,996,396	\$20,558,892	\$20,858,415	\$22,634,432
Annual Net Budget	\$19,895,798	\$20,458,294	\$20,757,817	\$22,533,834
Annual Net Variance	\$1,056,508	\$167,535	\$1,114,860	\$346,000
Variance as a % of Gross Budget	5.3%	0.8%	5.3%	1.5%



VARIANCE SUMMARY

Description	Q1 Projection	Q2 Projection	Q3 Projection	Year-End Variance
EMS / Land Ambulance	n/a	\$139,000		
Essex Region Conservation Authority	n/a	\$12,000		
Windsor Essex County Health Unit	n/a	\$195,000		
Net Total	n/a	\$346,000	\$0	\$0

VARIANCE DESCRIPTION

The total departmental year-end variance is projected to be: \$346,000 Surplus

EMS / Land Ambulance: \$139,000 Surplus

A projected year-end surplus of \$139,000 is anticipated as this represents the City's share of the 2022 adjustment resulting from an increase in Provincial funding.

Essex Region Conservation Authority (ERCA): \$12,000 Surplus

The Essex Region Conservation Authority's budget was approved subsequent to the City's budget being approved and has resulted in a \$12,000 surplus.

AGENCIES

Windsor Essex County Health Unit: \$195,000 Surplus

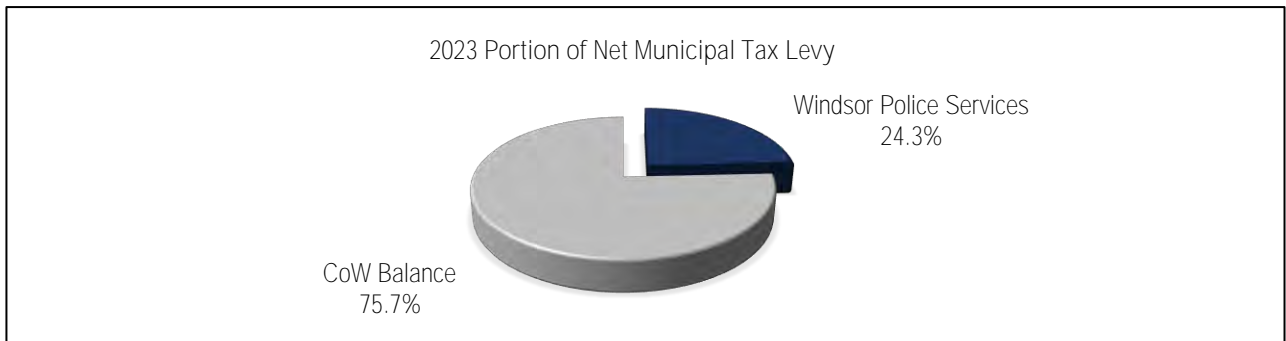
A projected year-end surplus of \$195,000 is anticipated as this represents the City's share of the 2022 Mitigation Funding adjustment approved by the Ministry of Health.

WINDSOR POLICE SERVICES

DEPARTMENTAL OVERVIEW

The Windsor Police Service (WPS) provides crime prevention, law enforcement, assistance to victims of crime, public order maintenance and emergency response. WPS operates in accordance with principles that ensure the safety and security of all persons and property, safeguarding the fundamental rights guaranteed by the Canadian Charter of Rights and Freedoms and the Human Rights Code.

Financial Summary	2020	2021	2022	2023
Annual Revenue Budget	(\$17,364,207)	(\$17,384,673)	(\$18,042,140)	(\$18,862,655)
Annual Expense Budget	\$109,490,813	\$111,317,082	\$115,019,577	\$117,868,133
Annual Net Budget	\$92,126,606	\$93,932,409	\$96,977,437	\$99,005,478
Annual Net Variance	\$571,091	\$1,530,708	\$620,859	\$0
Variance as a % of Gross Budget	0.5%	1.4%	0.5%	0.0%



VARIANCE SUMMARY

Description	Q1 Projection	Q2 Projection	Q3 Projection	Year-End Variance
	n/a	\$0		
	n/a	\$0		
Net Total	n/a	\$0	\$0	\$0

VARIANCE DESCRIPTION

The total departmental year-end variance is projected to be: \$0

At this time, all categories are trending on target. There are no material deviations to report and WPS projects to be on budget by the end of 2023.

BUILDING PERMIT RESERVE

VARIANCE SUMMARY

Description	Q1 Projection	Q2 Projection	Q3 Projection	Year-End Variance
Indirect Costs	n/a	(\$536,000)		
Staff Gapping	n/a	\$990,000		
Permit Revenue Surplus	n/a	\$6,500,000		
Miscellaneous Expenses Deficit	n/a	(\$31,000)		
Net Total	n/a	\$6,923,000	\$0	\$0

VARIANCE DESCRIPTION

The total departmental year-end variance is projected to be: \$6,923,000 Surplus

Indirect Costs: (\$536,000)

Administration of the Building Department is expecting an operating surplus of \$7,458,750 within the Building Services portion of the budget (direct costs). However, after the allocation of indirect costs (beyond Building Services control) expected for the year totalling \$536,000, the overall transfer to the building permit reserve is anticipated to be a net surplus of \$6,922,750. The surplus transfer will go towards the Building Reserve fund that had a beginning balance of \$2,613,049. After the transfer, the Building Reserve Fund's new balance should have a surplus of \$9,535,799.

Staff Gapping: \$990,000

Staff gapping dollars contributed significantly to the operating surplus portion of the variance due to the delayed hiring of several positions from the Building Reorganization approved during the 2023 Budget (BI 2023-0069).

Permit Revenue: \$6,500,000

Building permit revenue at year end is expected to be in a surplus position of \$6,500,000. The surplus in permit revenue is largely due to larger building construction projects such as the Nextstar Battery plant. The battery plant is expected to generate \$6,000,000 in revenue in 2023 and \$2,000,000 in 2024..

Miscellaneous Expenses: (\$31,000)

The deficit in Miscellaneous expenses was mainly due to the cost of Training and Travel and bank service processing fees due to the higher than budgeted Permit revenue.

MITIGATING STEPS

Administration will be making concerted efforts to hold the line where possible on discretionary spending within its control including

ON-OFF STREET PARKING RESERVE

VARIANCE SUMMARY

Description	Q1 Projection	Q2 Projection	Q3 Projection	Year-End Variance
Salary Gapping - Wages and Fringe	n/a	\$65,000		
Revenue - Daily, Monthly	n/a	(\$400,000)		
	n/a			
Net Total	n/a	(\$335,000)	\$0	\$0

VARIANCE DESCRIPTION

The total departmental year-end variance is projected to be: (\$335,000) Deficit

Budgeted Transfer to Reserve	Projected Transfer to Reserve	Projected Year- End Deficit
\$1,557,853	\$1,222,853	(\$335,000)

The On-Off Street Parking Division is expecting an overall net deficit of (\$335,000) for the year, which will result in a reduced transfer to the On-Off Street Parking reserve for the year. The current balance in the reserve is \$869,235 (net of encumbrances). The material causes of this expected variance are outlined below.

Salary and Wage: \$65,000

A projected overall surplus of approximately \$65,000 is estimated for 2023 related to salary and wage for all staff in the On-Off Street Parking Division of Public Works. The projected surplus is the net total of the surpluses and deficits expected related to salary and wage gapping due to a number of vacancies across the department resulting from retirements and staff appointments into new positions offset with the hiring of extra staff to accommodate heavy work load situations where required. Offsetting the overall salary and wage surplus is an expected deficit related to permanent gapping charges for the year.

Revenue: (\$400,000)

A total deficit of (\$400,000) is estimated for 2023 related to reduced hourly and monthly parking revenue. This estimate is based on year to date trends in 2023 as compared to previous years both pre and post pandemic.

MITIGATING STEPS

Public Works Administration monitors budgets closely and mitigates variances within the Department if feasible. Budget issue submissions will be prepared for the 2024 budget deliberations for variance items that are expected to continue beyond one-year/one-time where there is no available budget reduction to facilitate a reallocation of currently budgeted funds.

SEWER SURCHARGE RESERVE

VARIANCE SUMMARY

Description	Q1 Projection	Q2 Projection	Q3 Projection	Year-End Variance
PW Operations				
Salary, Wage, Fringe – All Staff and Students	n/a	\$194,000		
Sub-Total: PW Operations	n/a	\$194,000	\$0	\$0
Pollution Control				
Revenues	n/a	\$705,000		
Utilities	n/a	(\$883,000)		
Synagro Contract	n/a	(\$82,000)		
Chemicals, Fuel, Oils, and Lubricants	n/a	(\$68,000)		
Salaries & Wages	n/a	\$128,000		
Sub-Total: Pollution Control	n/a	(\$200,000)	\$0	\$0
Other Sewer Surcharge Related Items				
General Expenses	n/a	\$4,200,000		
Surcharge Revenues	n/a	(\$4,200,000)		
Sub-Total: Other	n/a	\$0	\$0	\$0
Net Total	n/a	(\$6,000)	\$0	\$0

VARIANCE DESCRIPTION

The total departmental year-end variance is projected to be: (\$6,000) Deficit

PW Operations

The Public Works Operations Department is expecting an overall surplus of approximately \$194,000 related to their sewer surcharge funded operations. The material causes of this expected variance are outlined below.

Salary and Wage: \$194,000

A projected overall surplus of approximately \$194,000 is estimated for 2023 related to salary and wage for all staff in Public Works. The projected surplus is the net total of the surpluses and deficits expected related to salary and wage gapping due to a number of vacancies across the department resulting from retirements and staff appointments into new positions offset with the hiring of extra staff to accommodate heavy work load situations where required. Offsetting the overall salary and wage surplus is an expected deficit related to permanent gapping charges for the year.

Pollution Control

Pollution Control is expecting an overall deficit of approximately \$200,000 mainly due to utilities. The material variances are noted below:

Revenues: \$705,000

The department is reporting a surplus of \$705,000 in Revenues. The majority of this surplus is from Sewage Treatment recoveries from 3rd parties. The budgets on Sewer Treatment Recoveries have not been updated for several years even though rates have been increasing. This appears to be a potential budget issue for a revenue increase in 2024.

SEWER SURCHARGE RESERVE

Synagro Contract: (\$82,000)

Contracted Services expenses paid to Synagro is projecting to a deficit of about (\$82,000). The budget was increased in 2023 for inflationary pressures. This deficit is about 4% over budget. Administration will monitor and consider issuing a budget item if needed.

Utilities: (\$883,000)

Utilities is projecting to a deficit of (\$883,000). This is mostly due to the Pelletizer Facility (projecting to a \$543k deficit). Utilities in Pollution Control is expected to be increased corporately in 2024.

Chemicals, Fuel, Oils, and Lubricants: (\$68,000)

A projected deficit of \$68,000 would be about 2% over budget. A budget issue increased chemicals, fuels, and oils in 2023. Administration will monitor and consider issuing a budget item if needed.

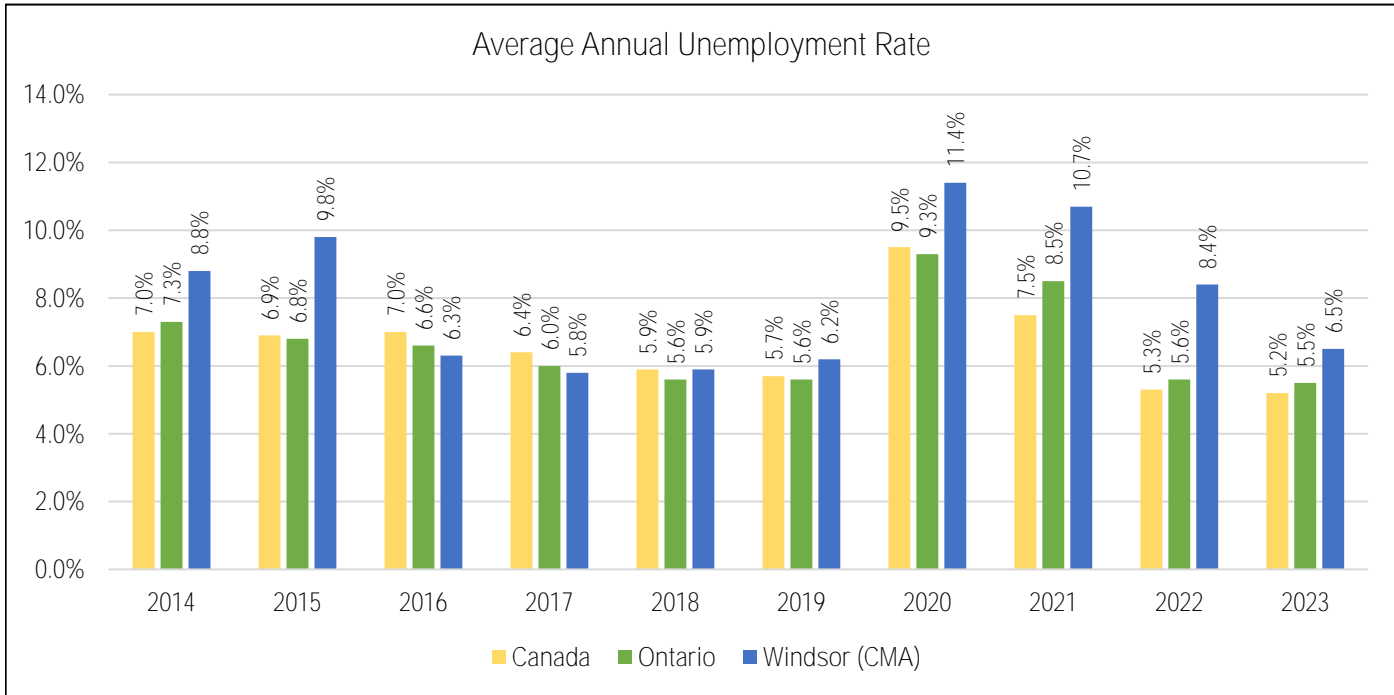
Salaries and Wages: \$128,000

There is an expected surplus of \$128,000 related to salary and wage for all staff due to gapping and vacancies across the department.

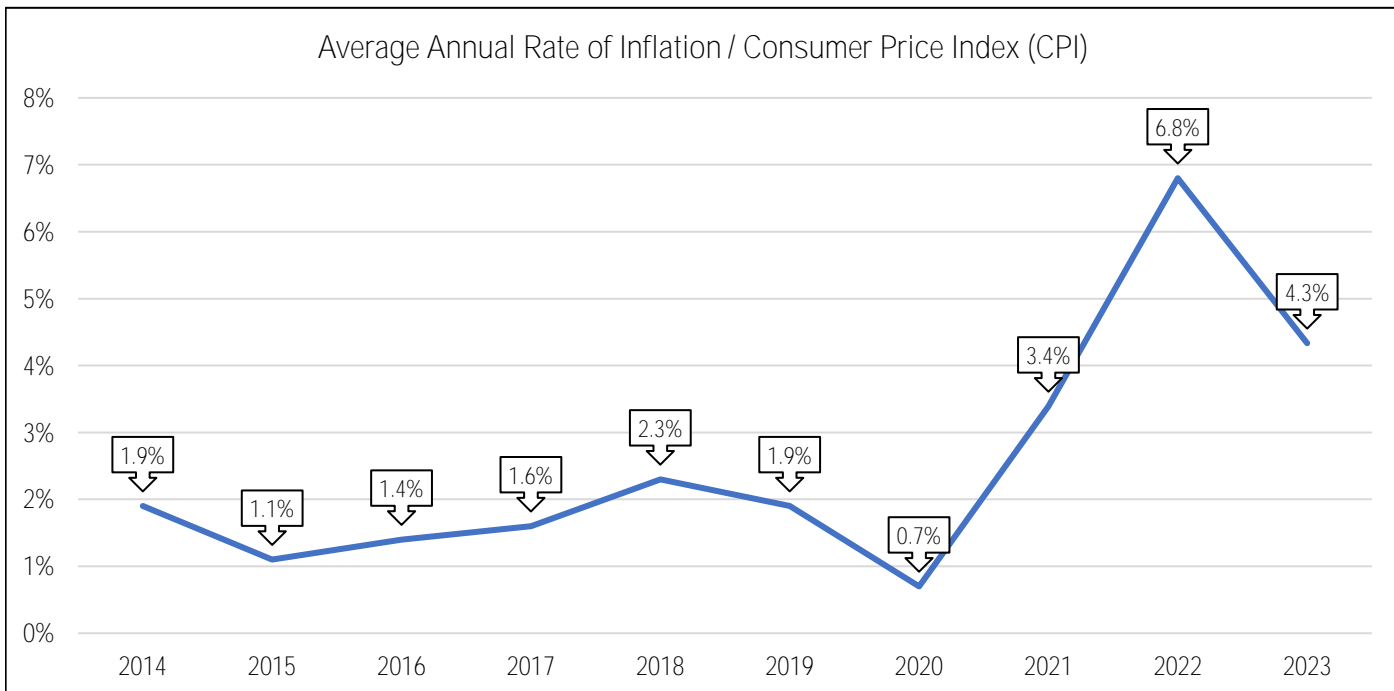
Other Sewer Surcharge Related Items

Other Sewer Surcharge-related revenue and expenses, at this time, are anticipated to be on budget for 2023. As it is very early in the billing cycle there is insufficient data to project out any potential revenue variances at this time. Due to the timing of the implementation of the 2023 rates, there is a potential that revenue will be slightly lower than budgeted. However, this is currently being offset by a holdback of approximately \$4.2M in capital transfers. Additionally, there is a risk that a change in consumption patterns could further impact revenue, but it is too early in the year to determine what this impact could be. Revenue and expenses will continue to be assessed and appropriate adjustments will continue to be made throughout the year.

ECONOMIC STATISTICS

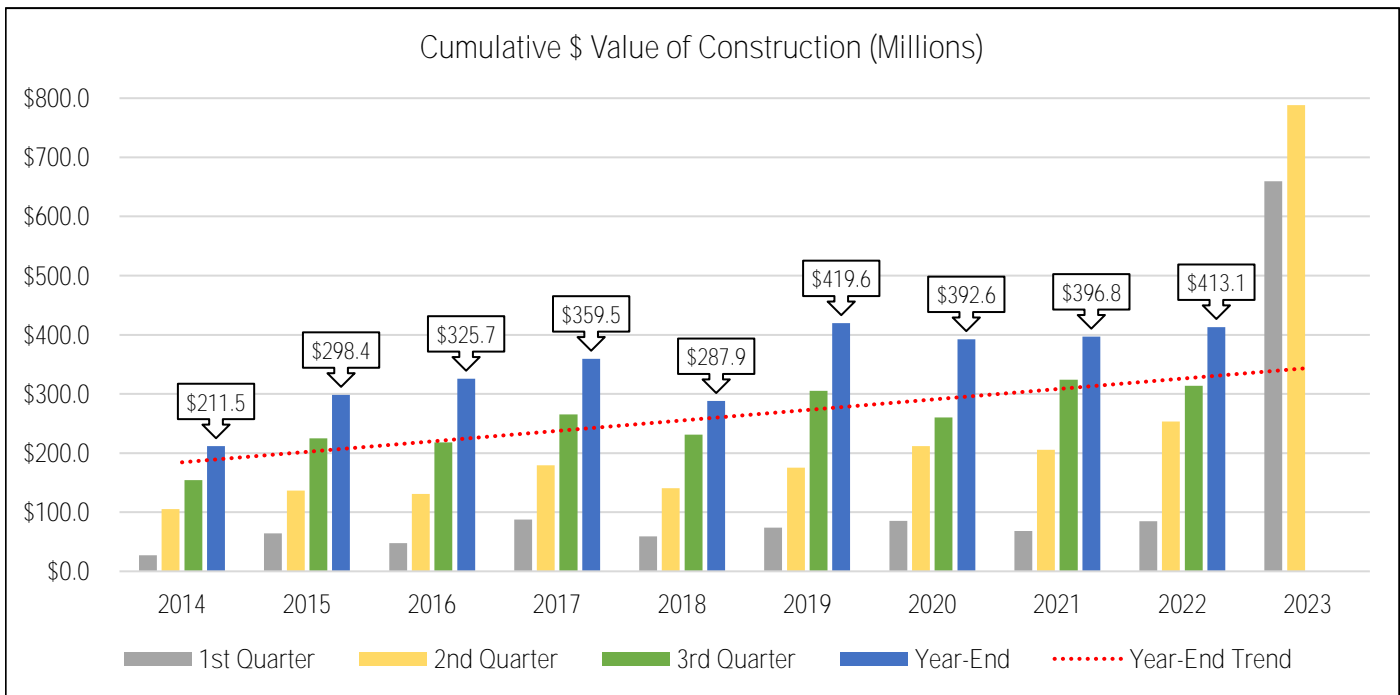
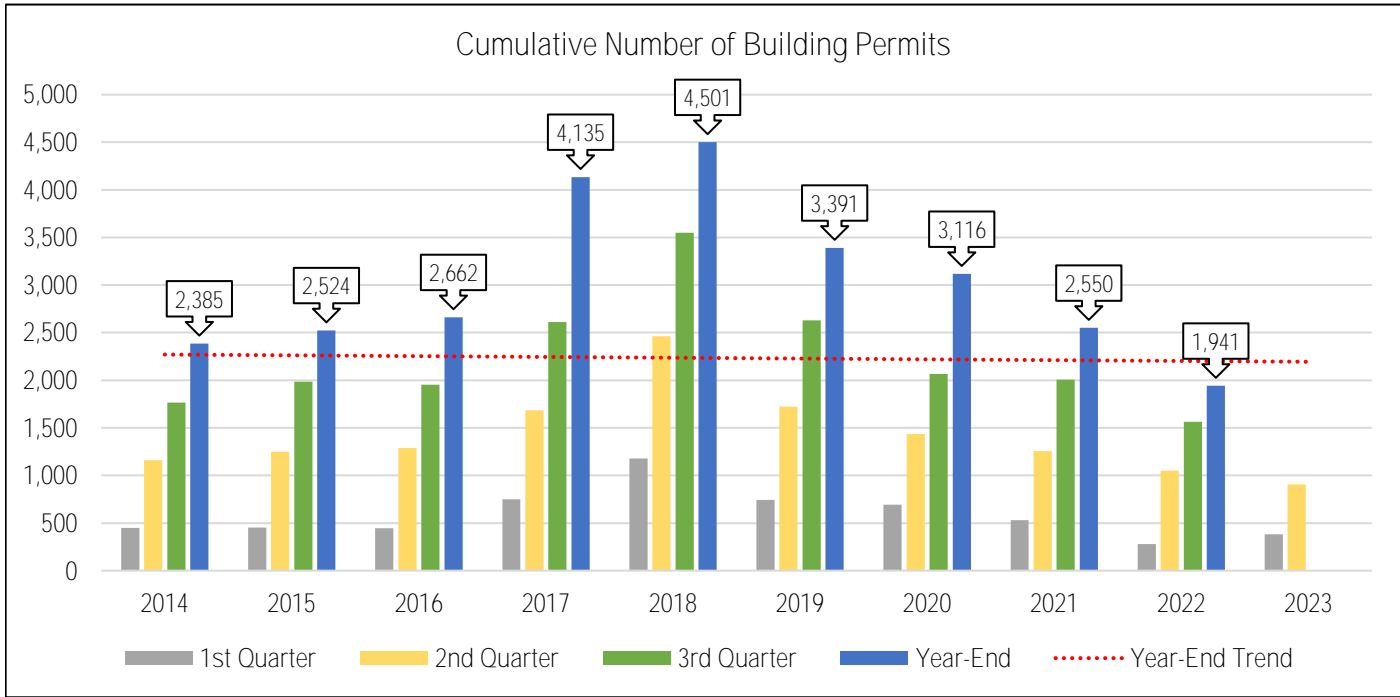


Source: Statistics Canada (3-Month Moving Average, Unadjusted)

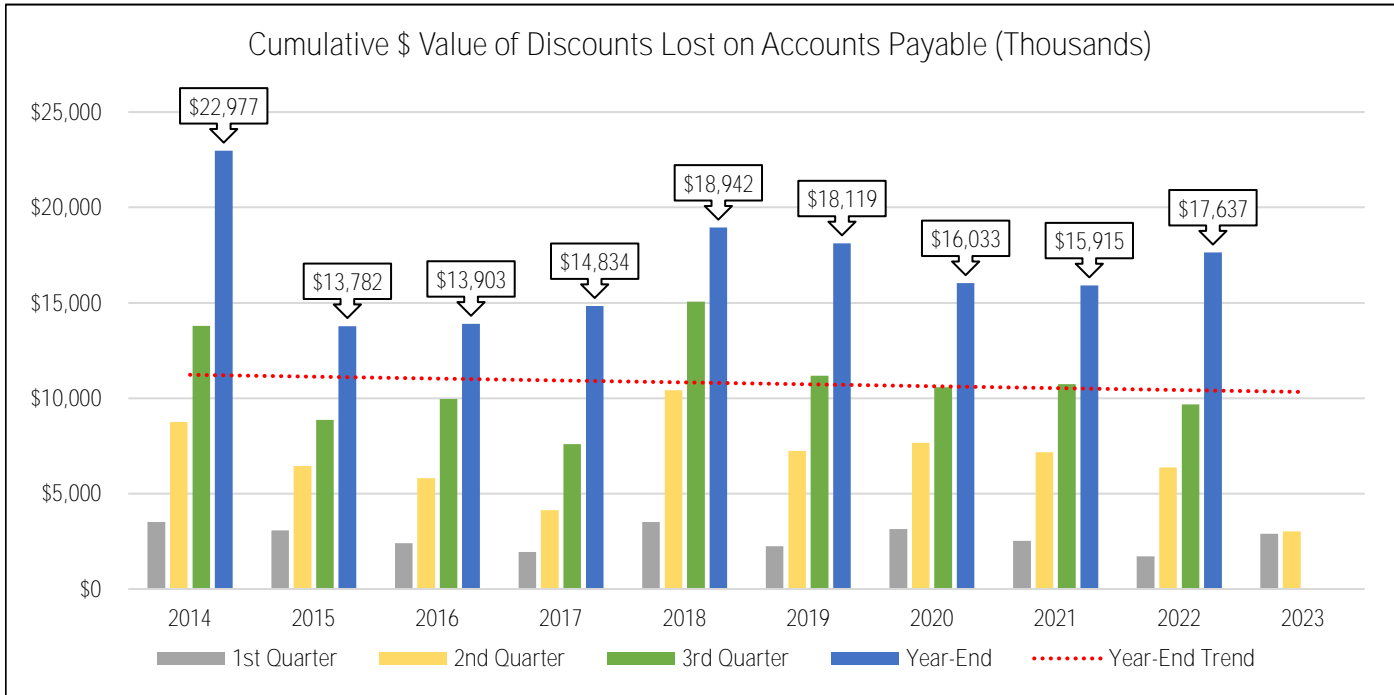


Source: Statistics Canada (All Items, Unadjusted)

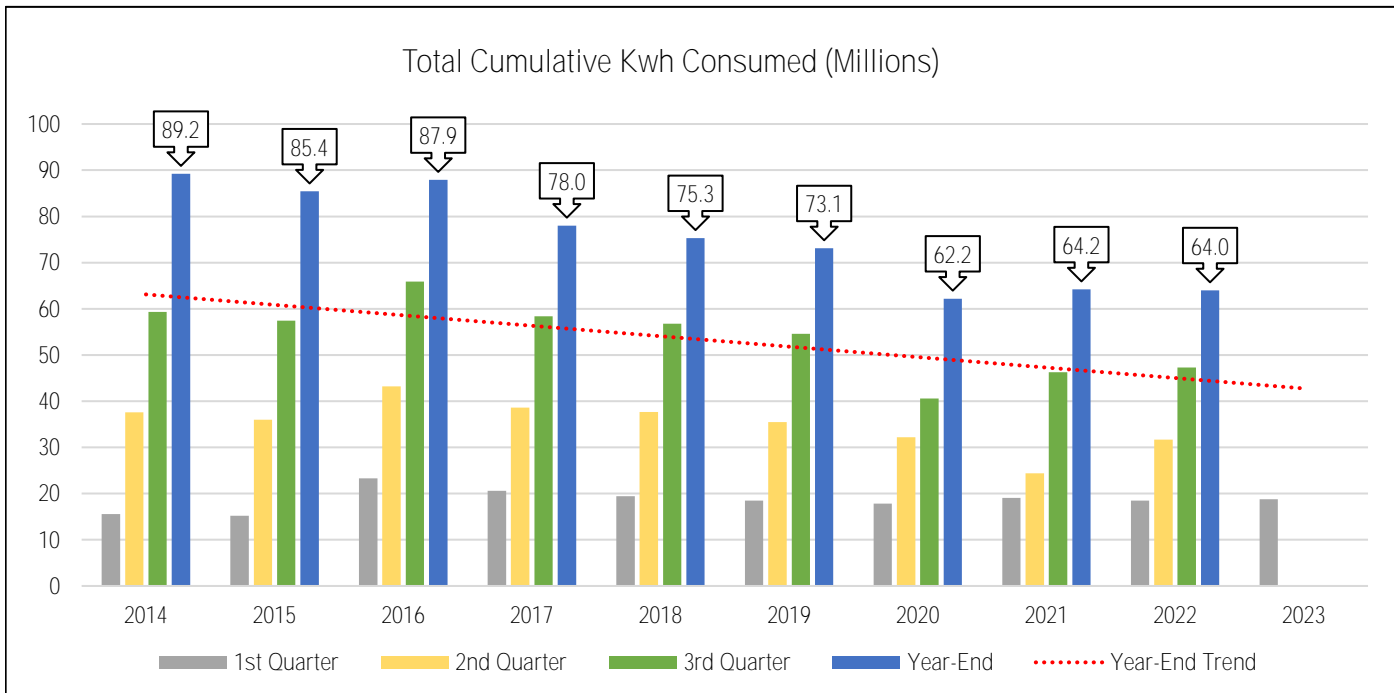
BUILDING SERVICES



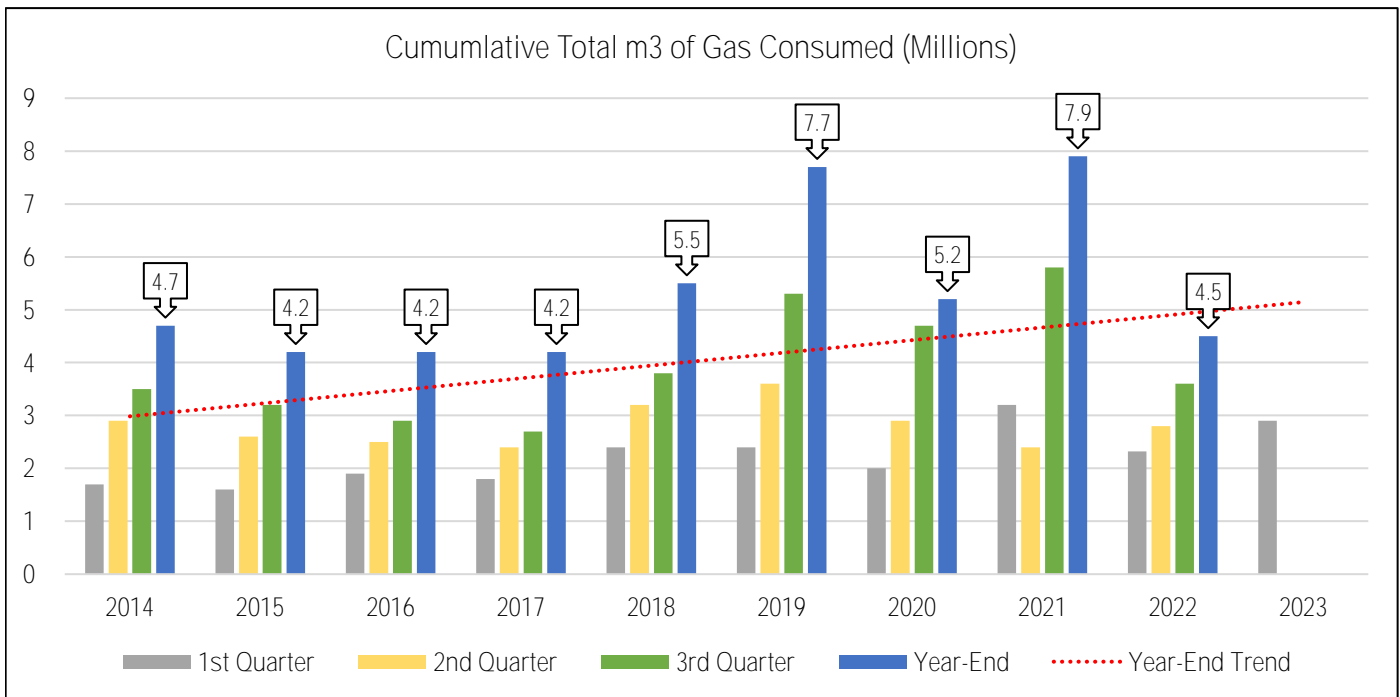
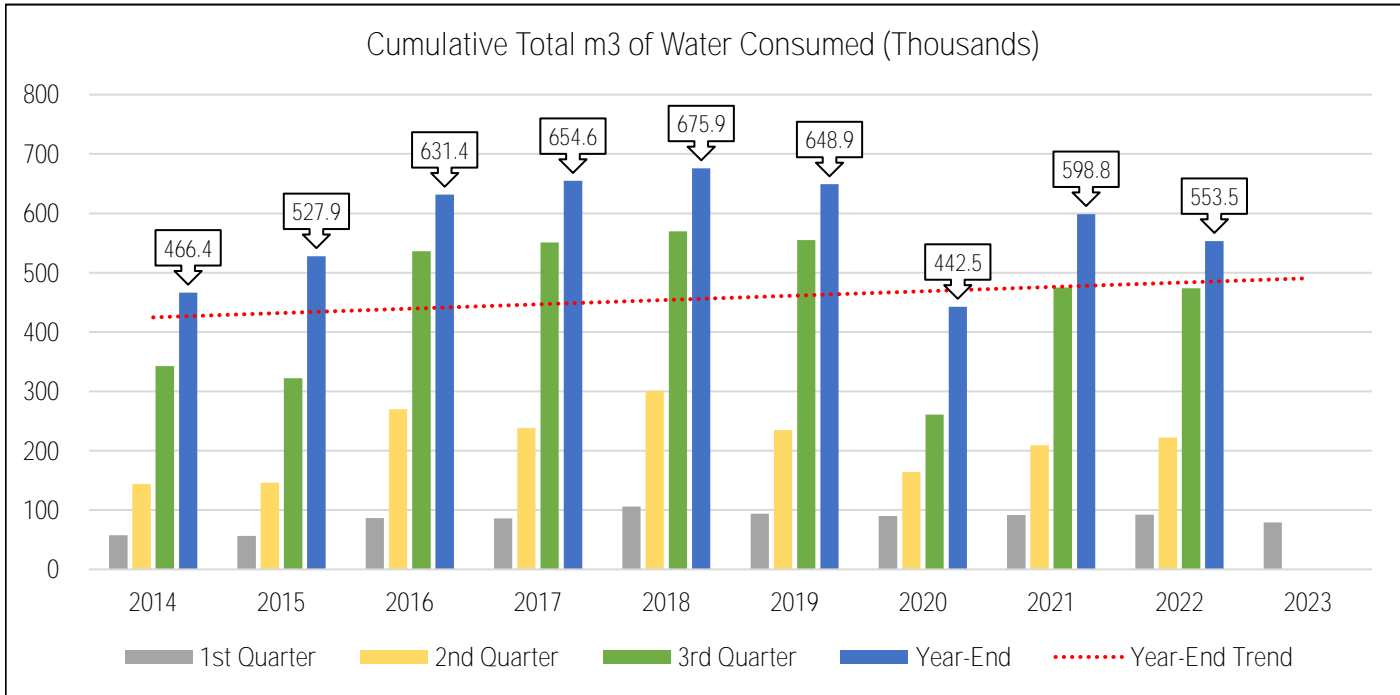
ACCOUNTING



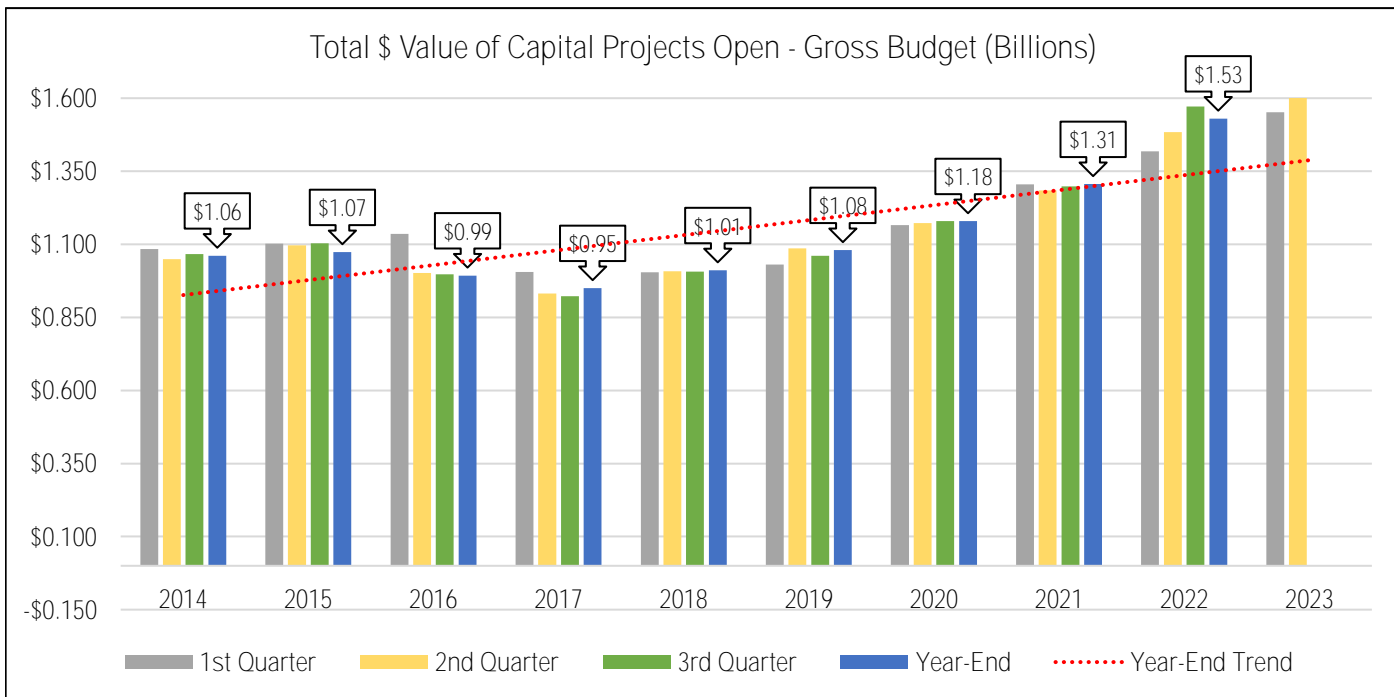
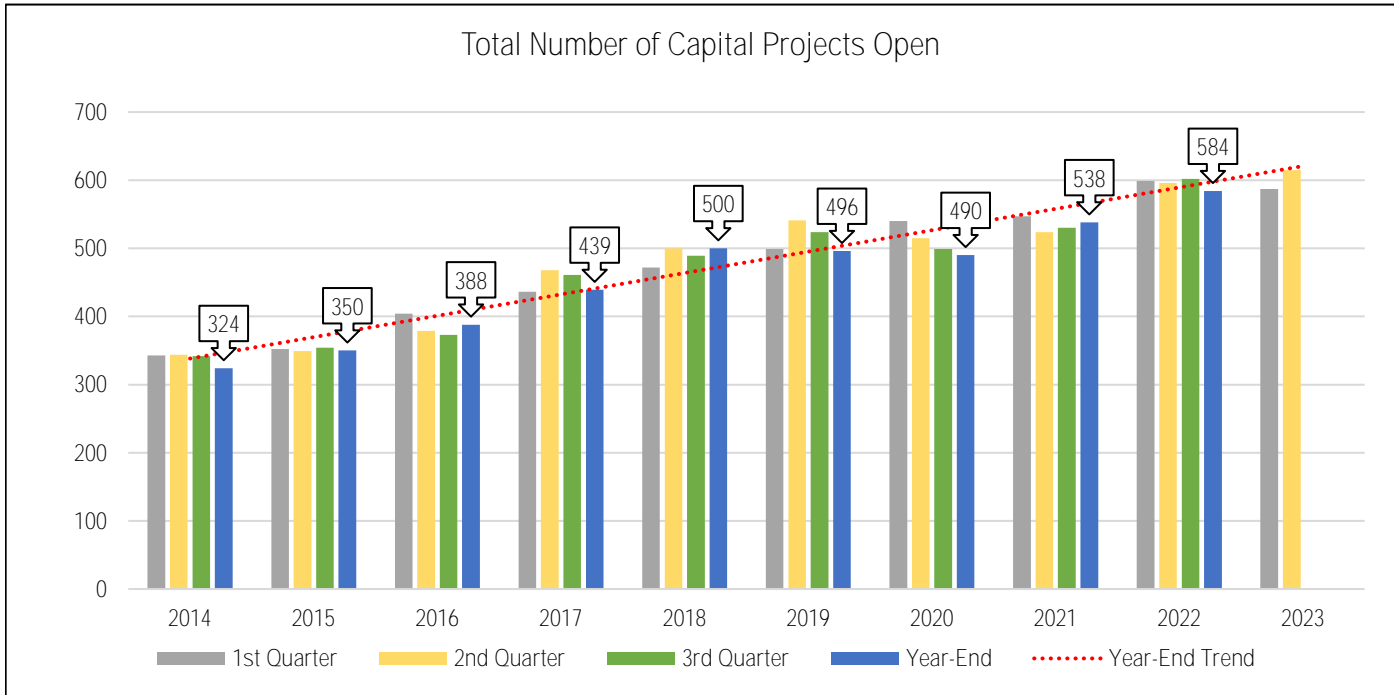
ASSET PLANNING



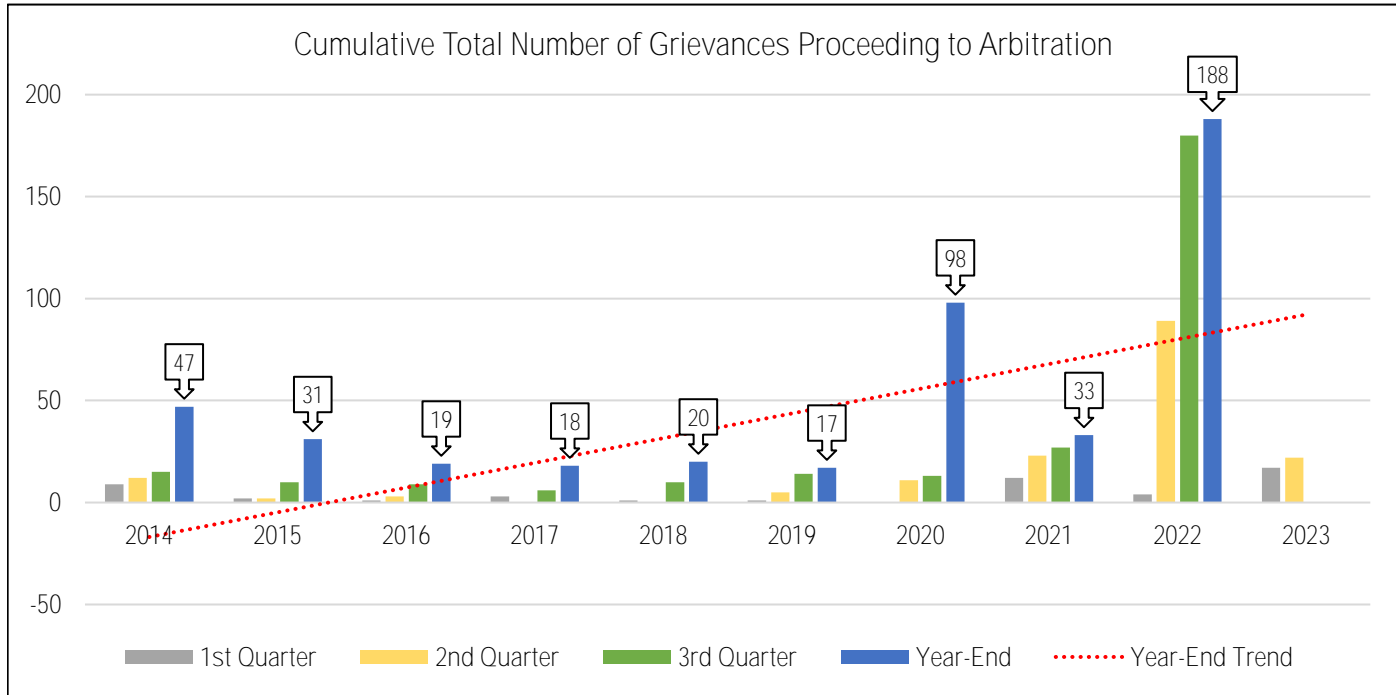
ASSET PLANNING



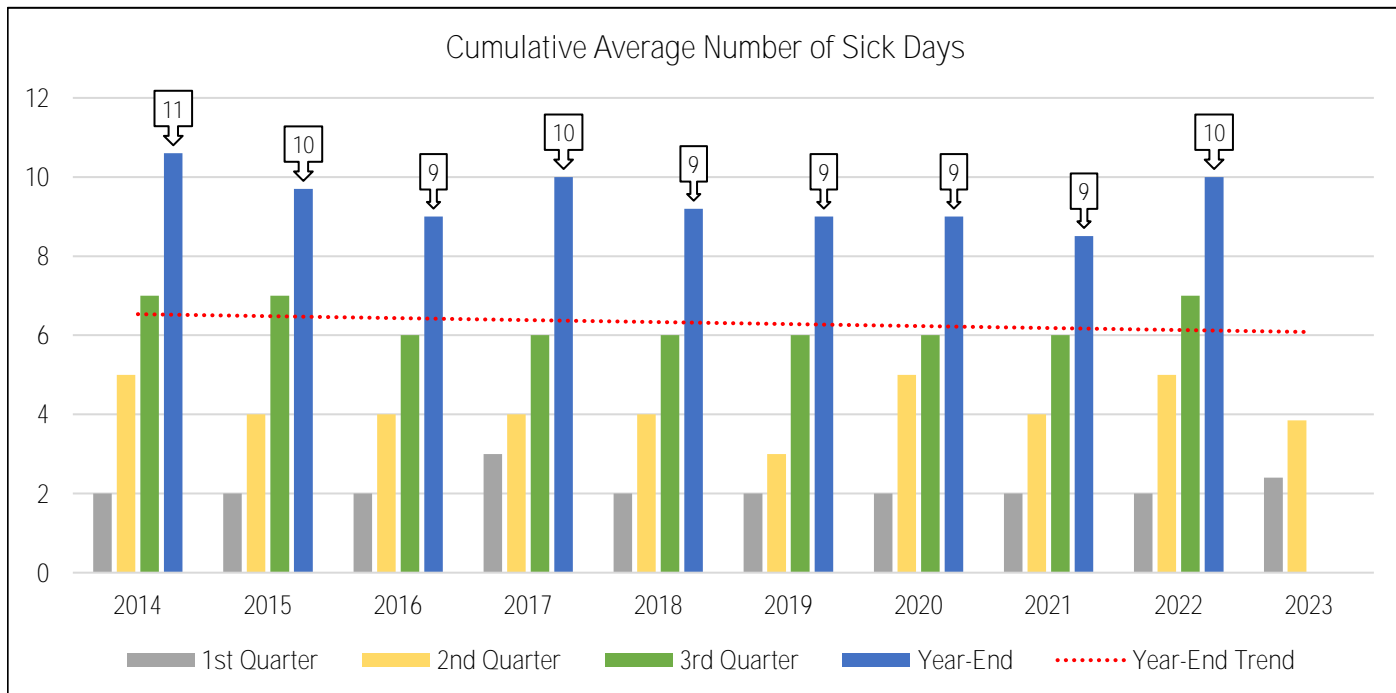
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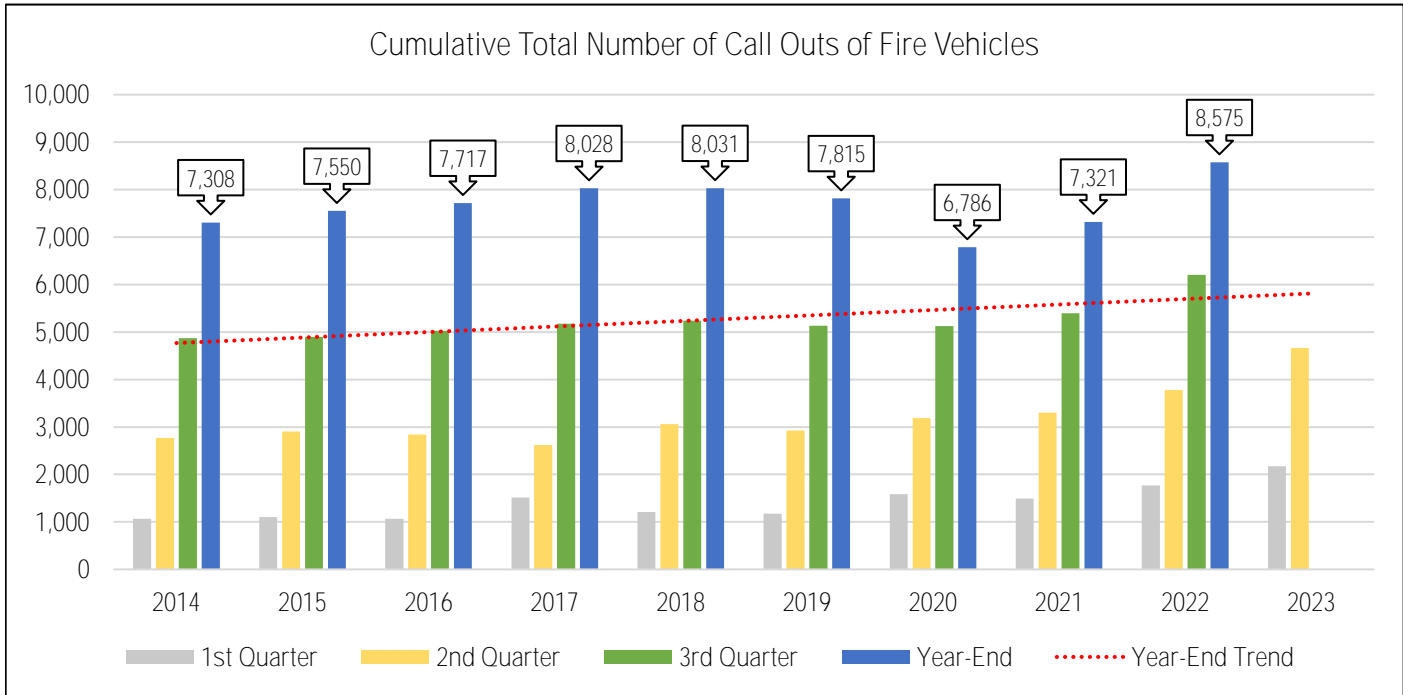
HUMAN RESOURCES



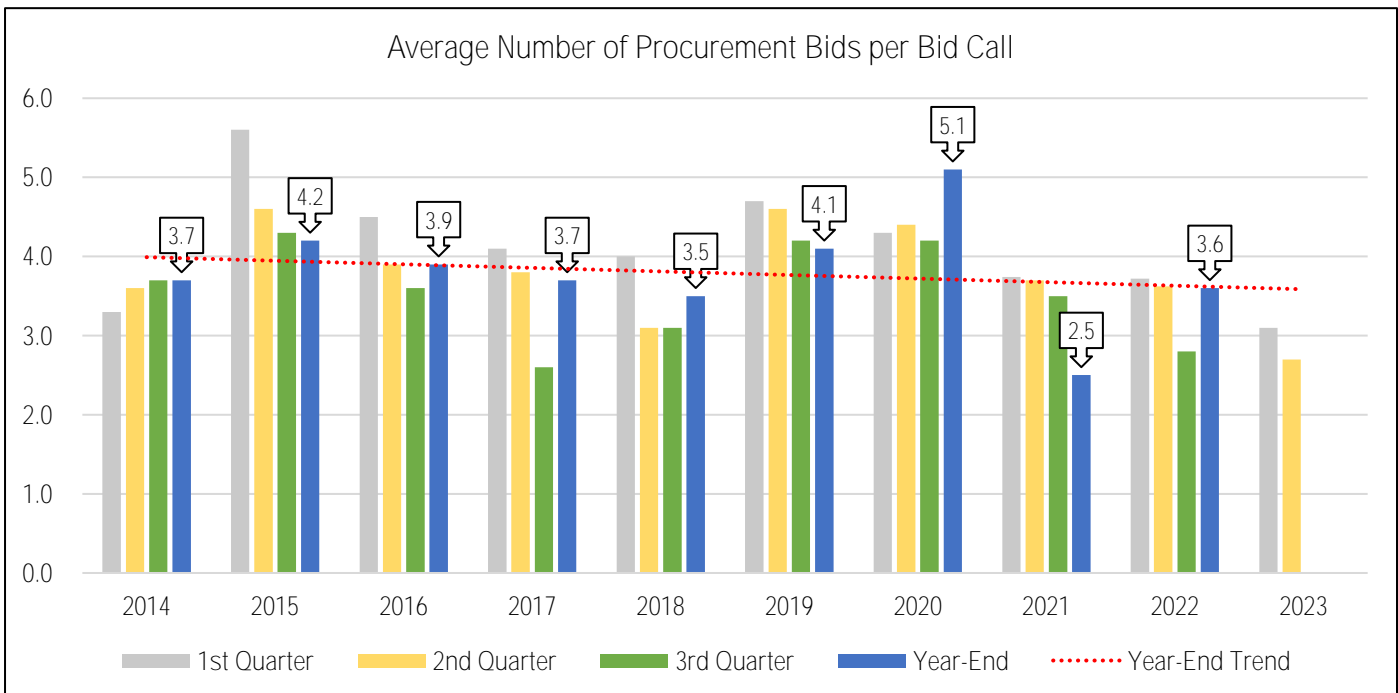
Note: In 2020, 64 of 98 grievances are attributed to Transit Windsor.



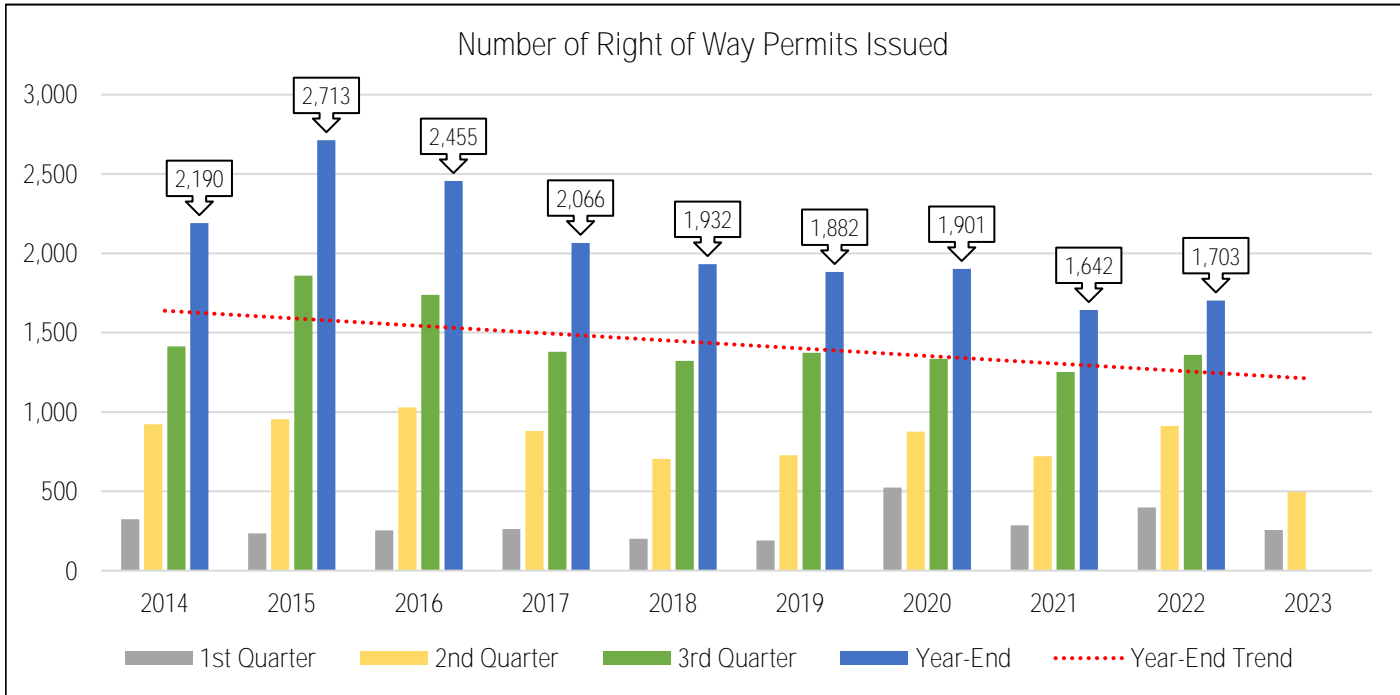
FIRE & RESCUE



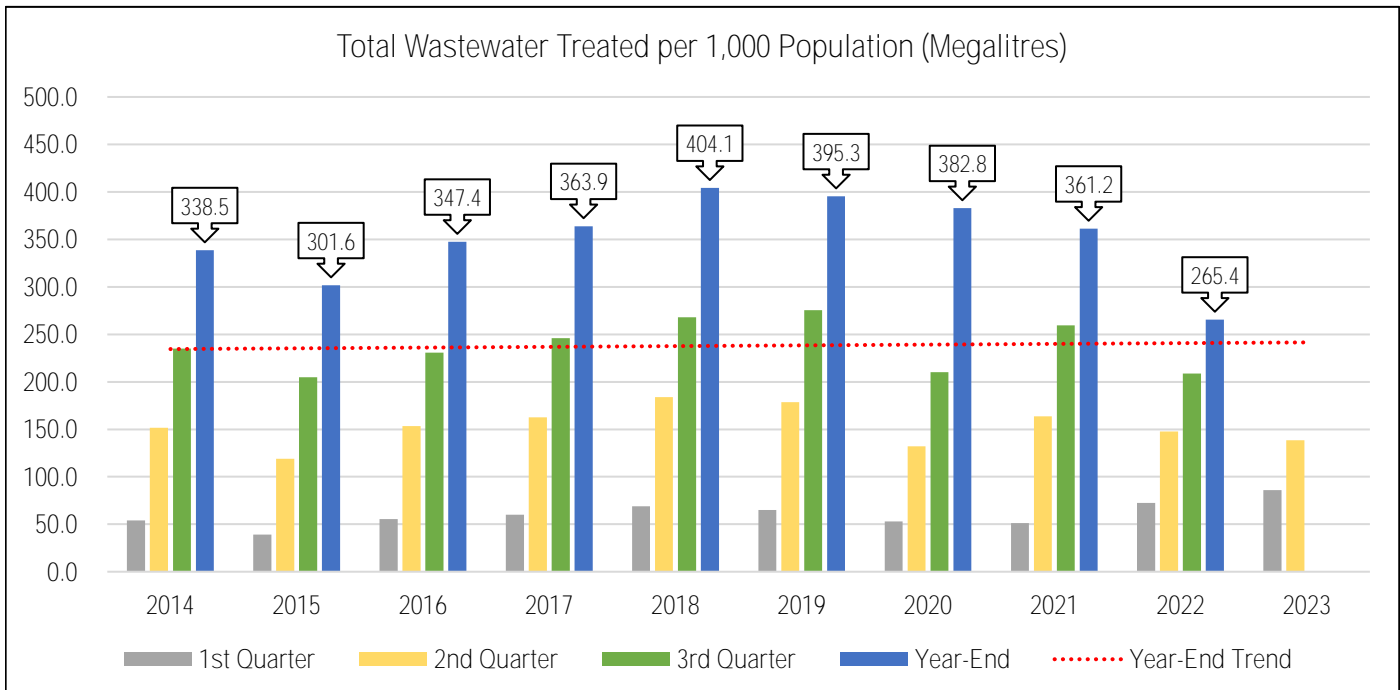
PURCHASING, RISK & POA



ENGINEERING

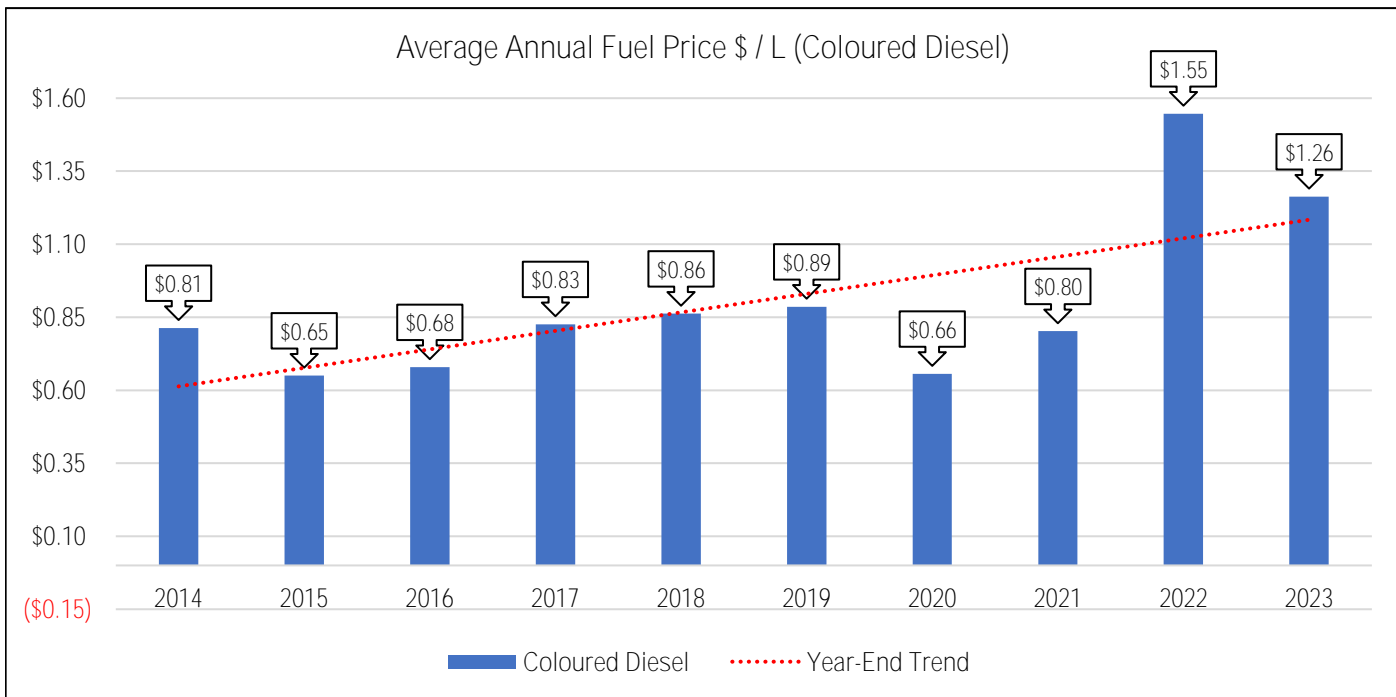
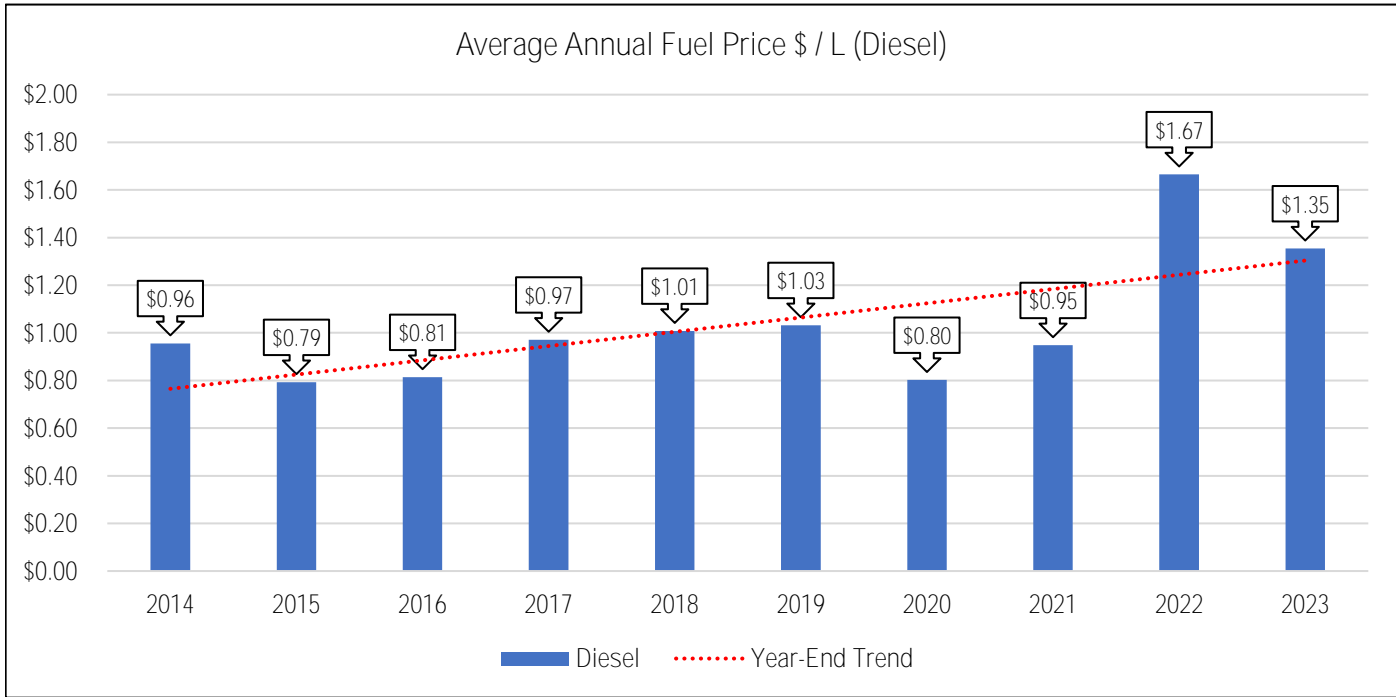


POLLUTION CONTROL

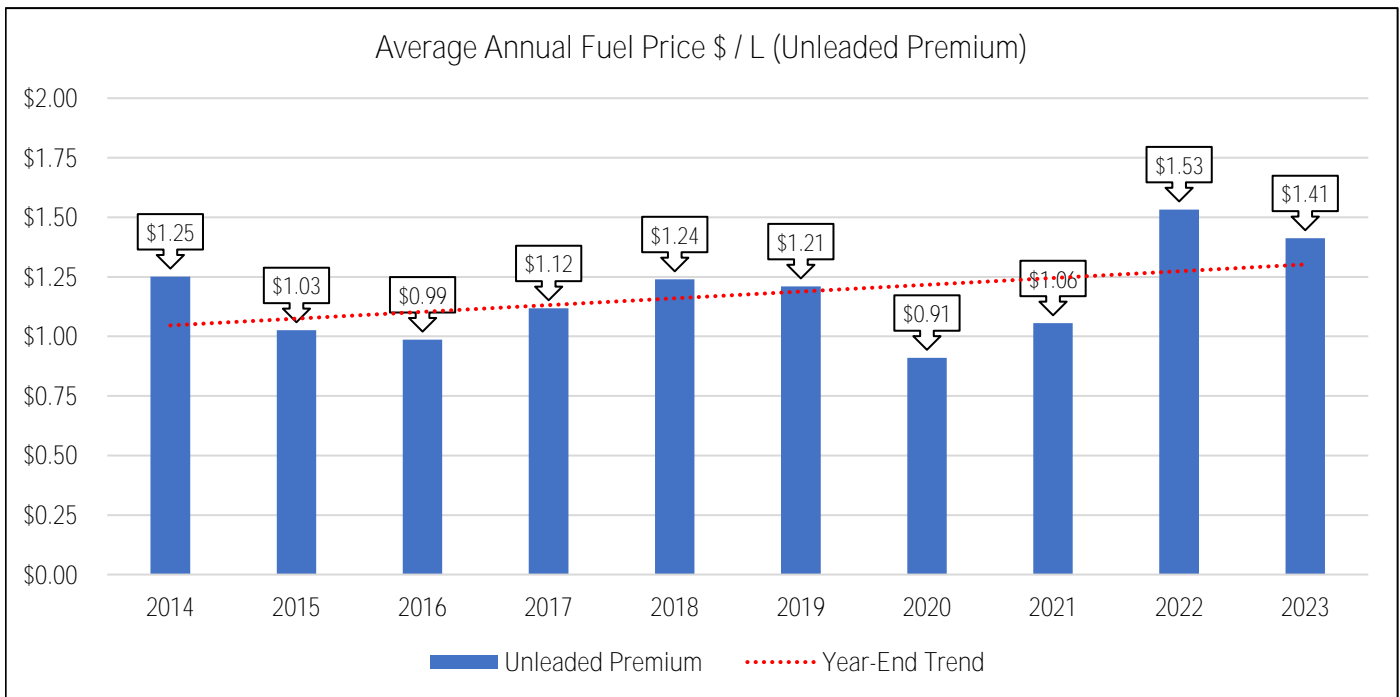
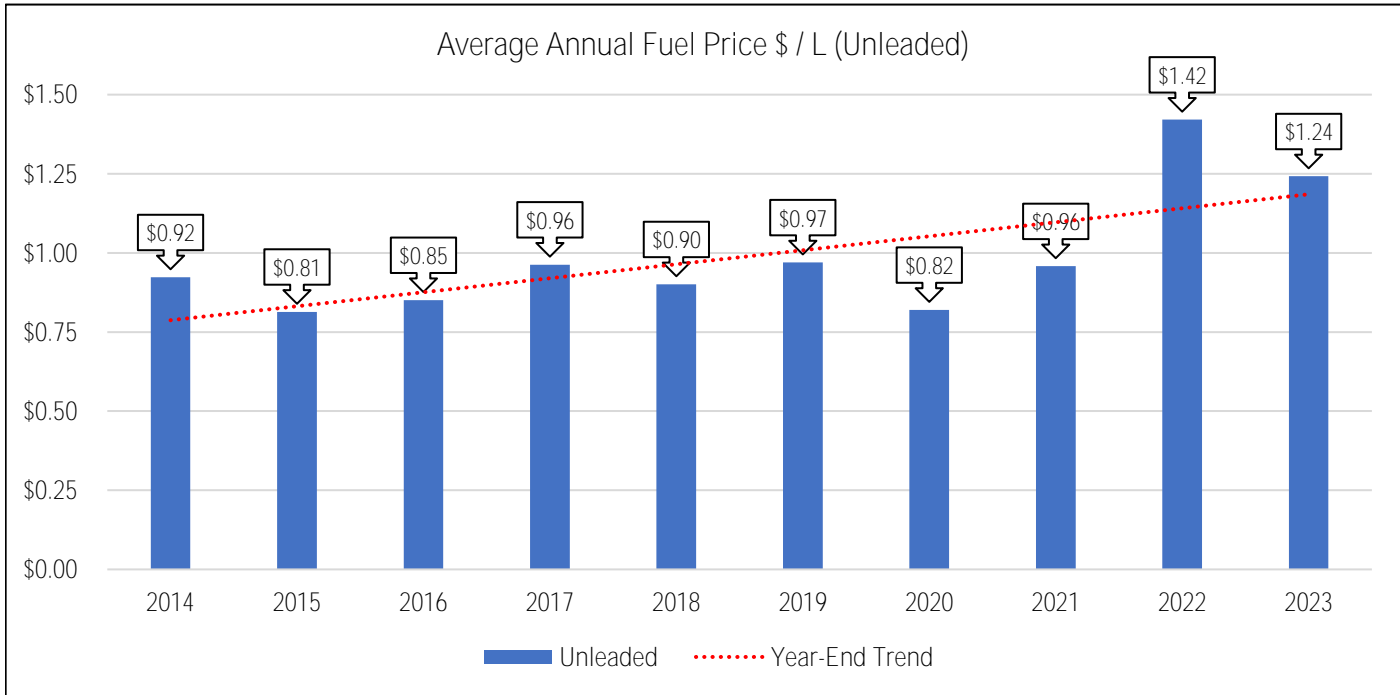


Fluctuations are partially due to changes in precipitation patterns as additional water is treated during heavy storms due to combined sewers.

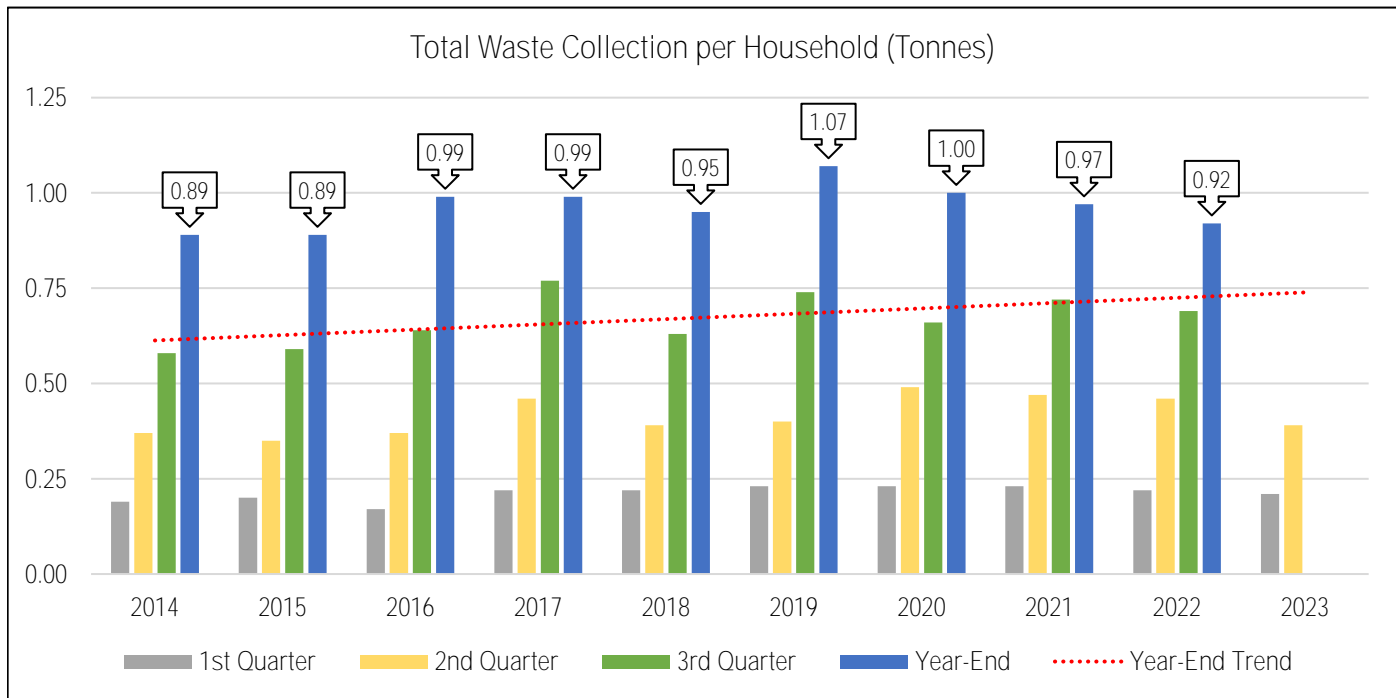
PUBLIC WORKS



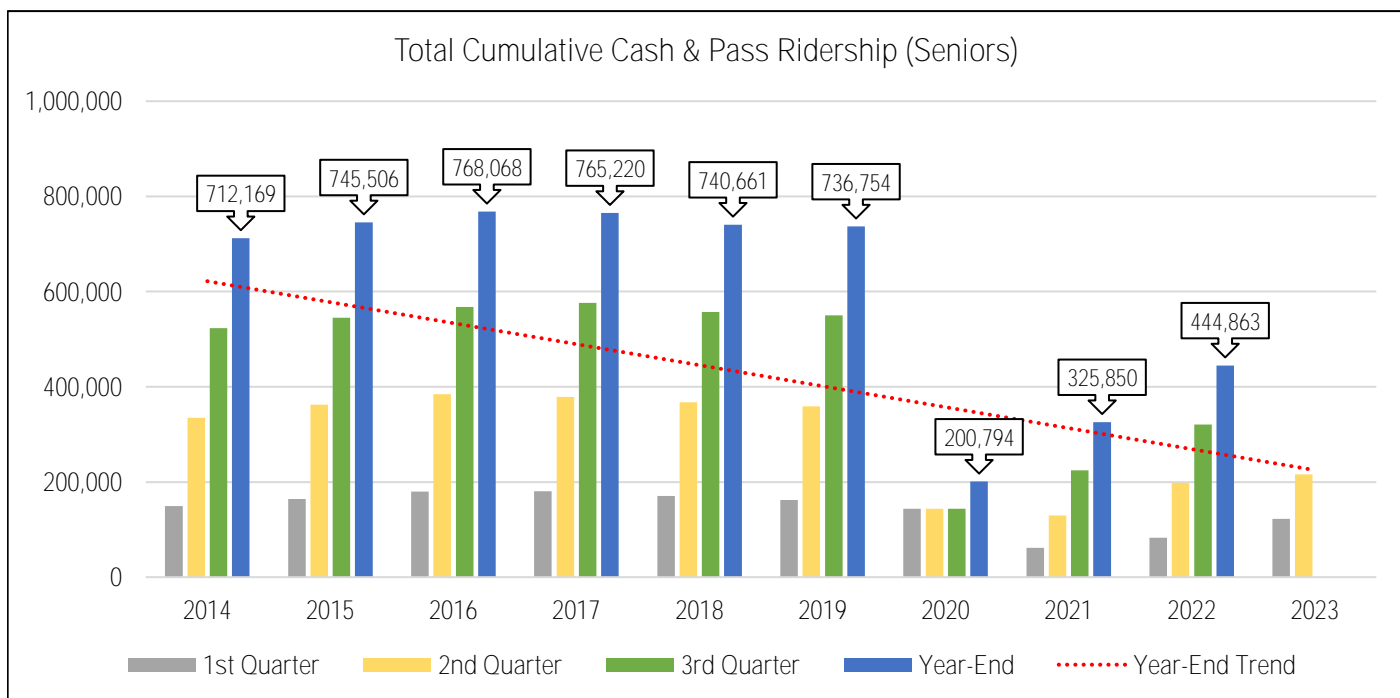
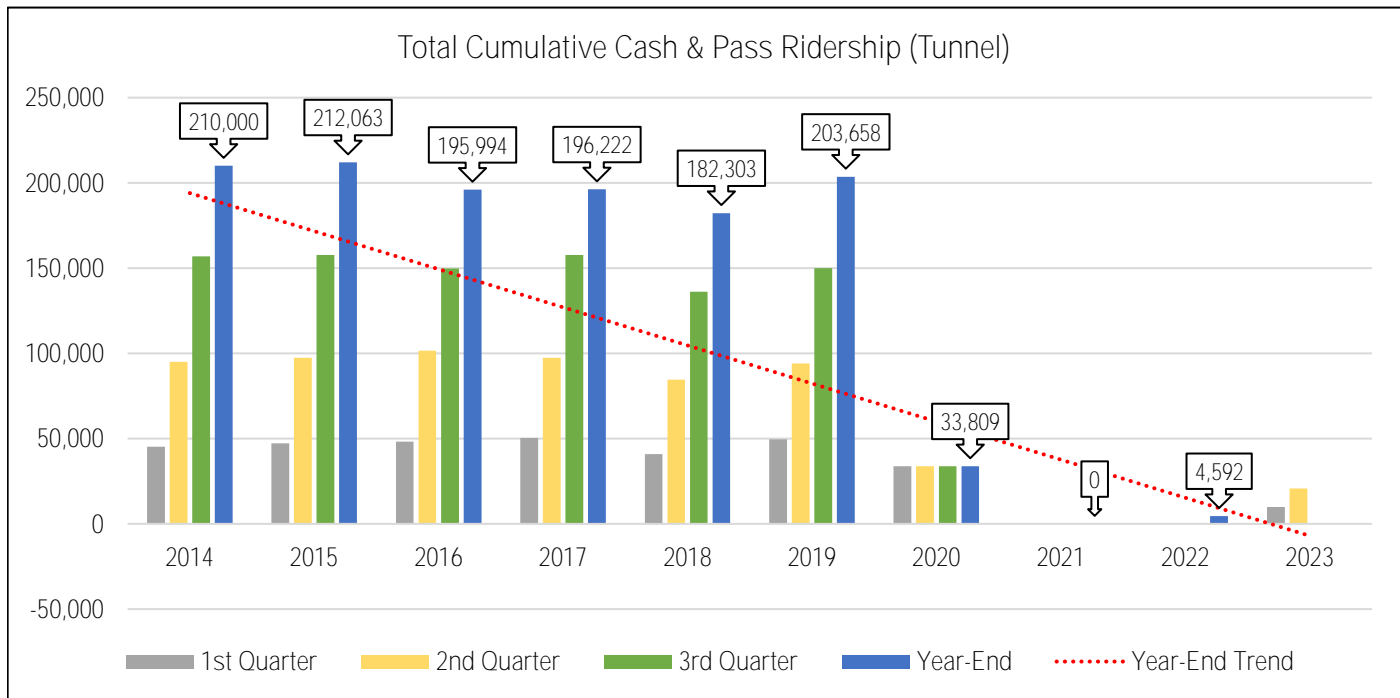
PUBLIC WORKS



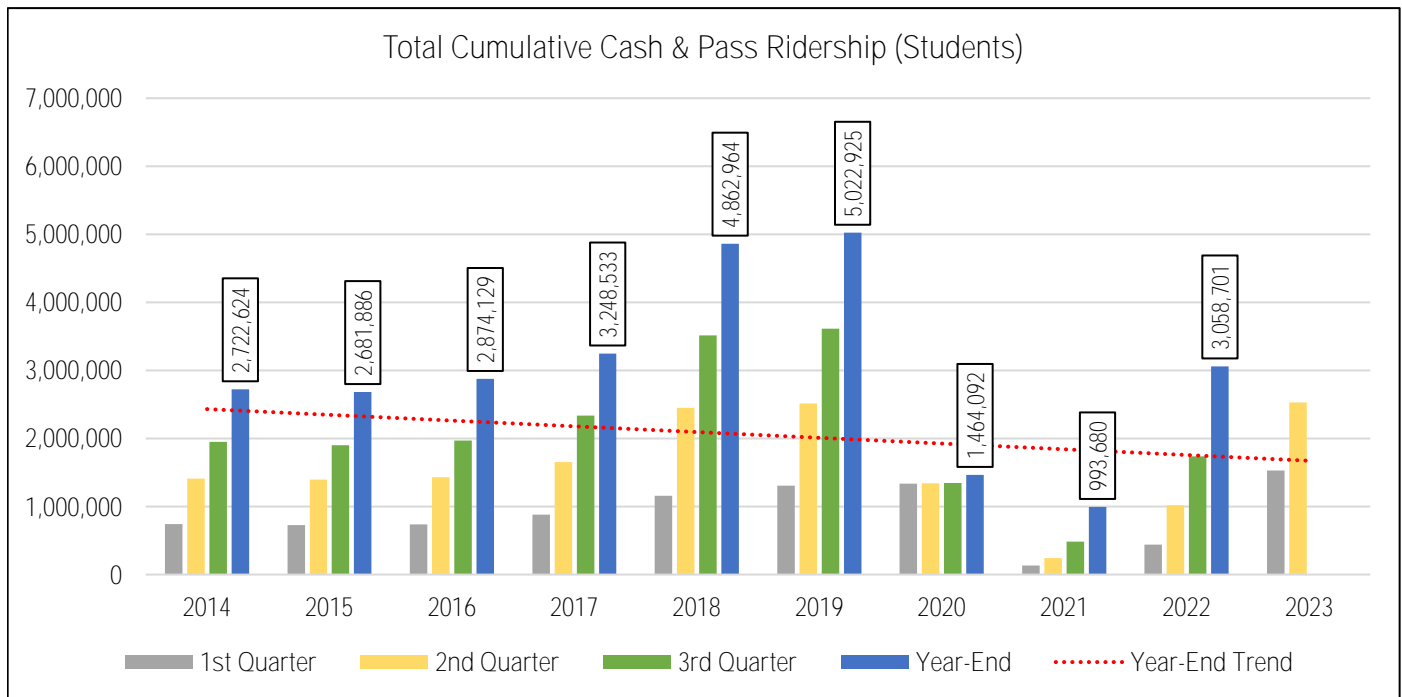
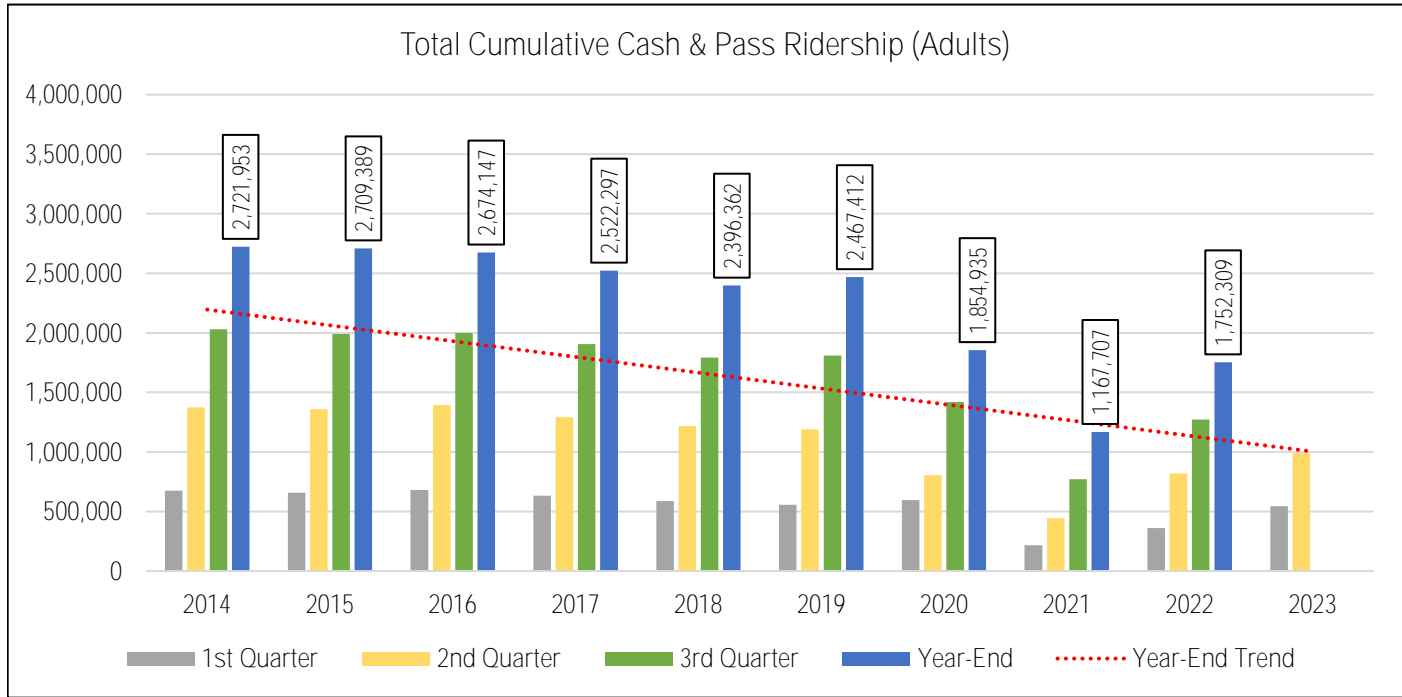
PUBLIC WORKS



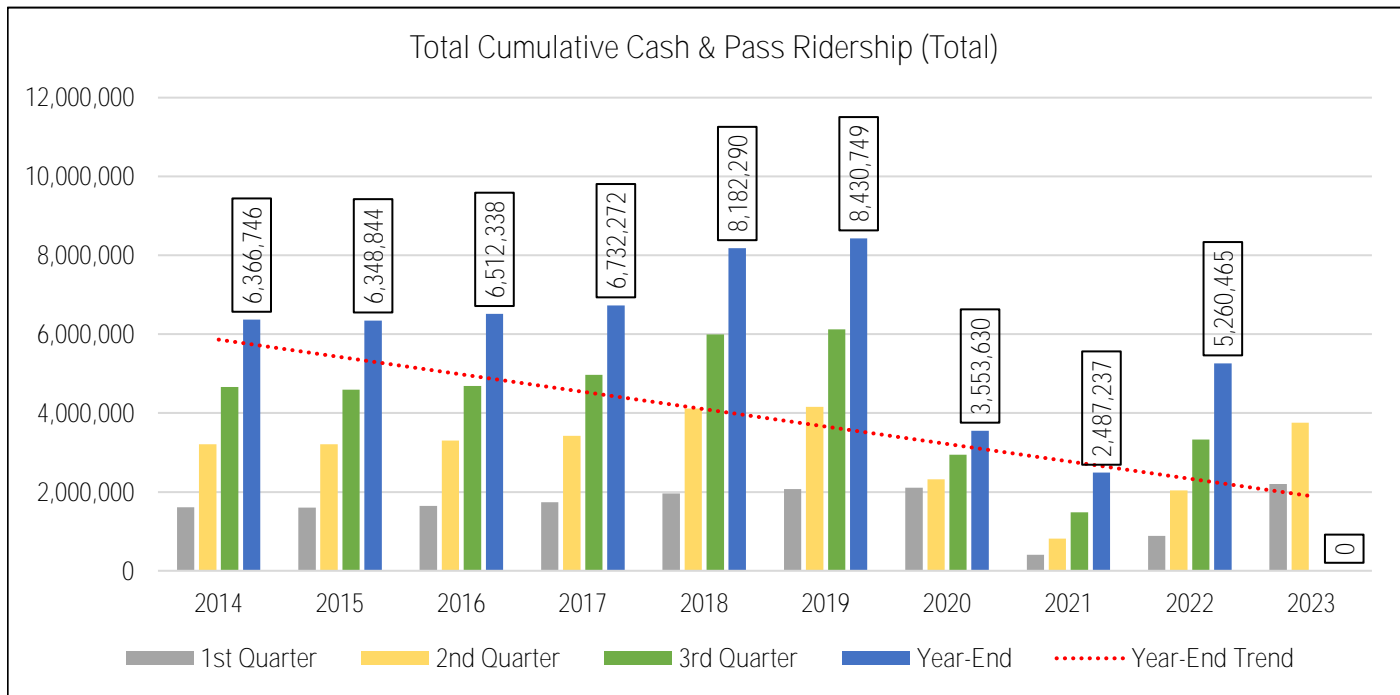
TRANSIT WINDSOR



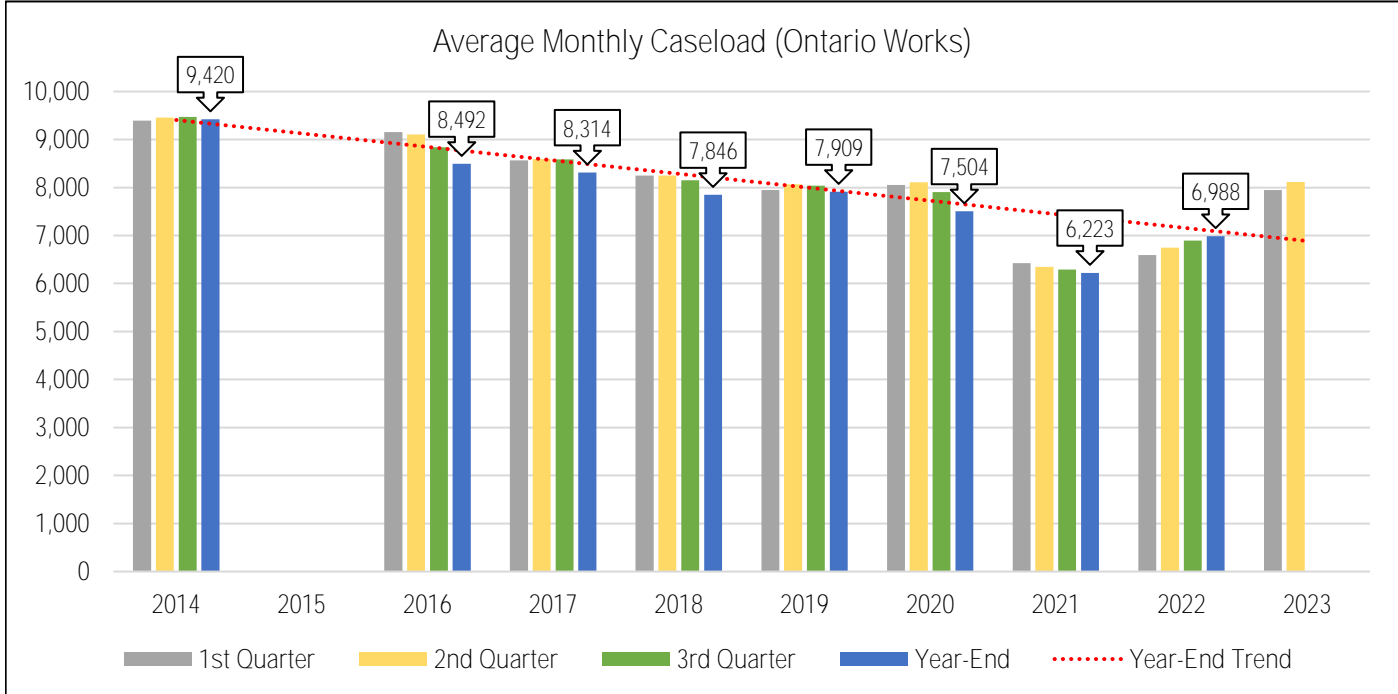
TRANSIT WINDSOR



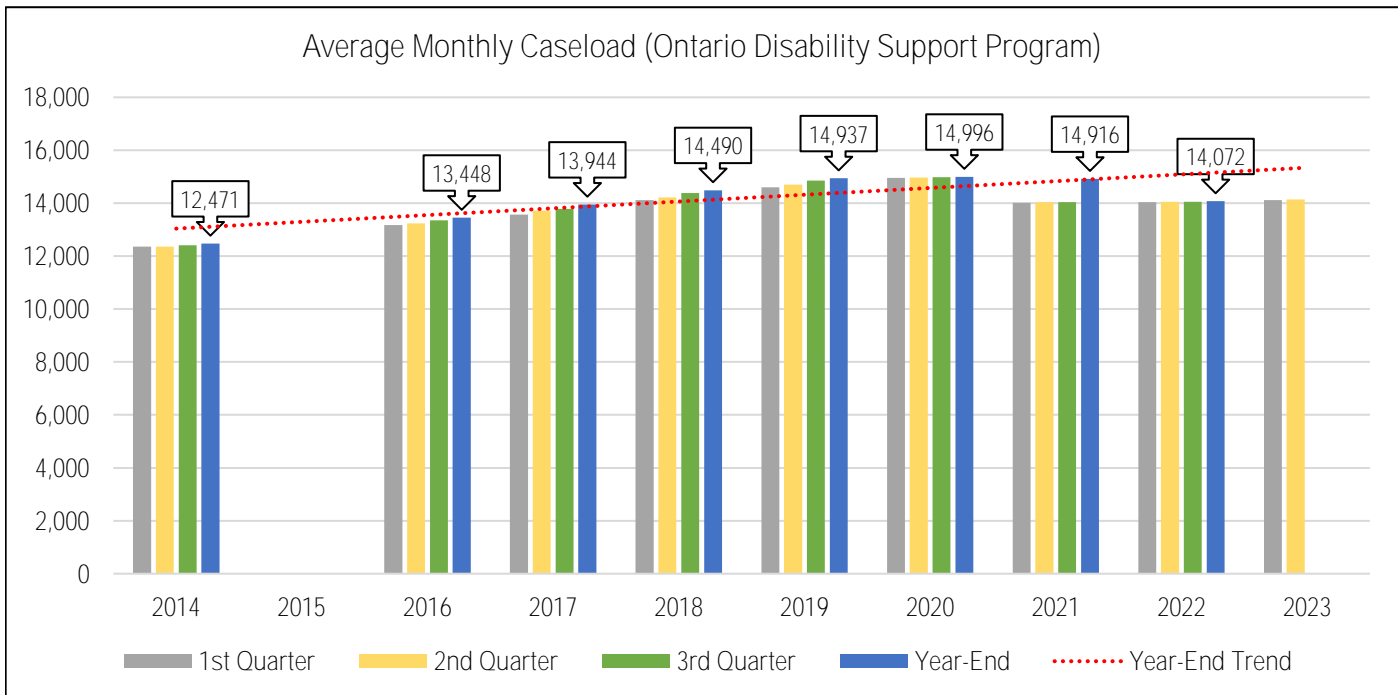
TRANSIT WINDSOR



EMPLOYMENT & SOCIAL SERVICES

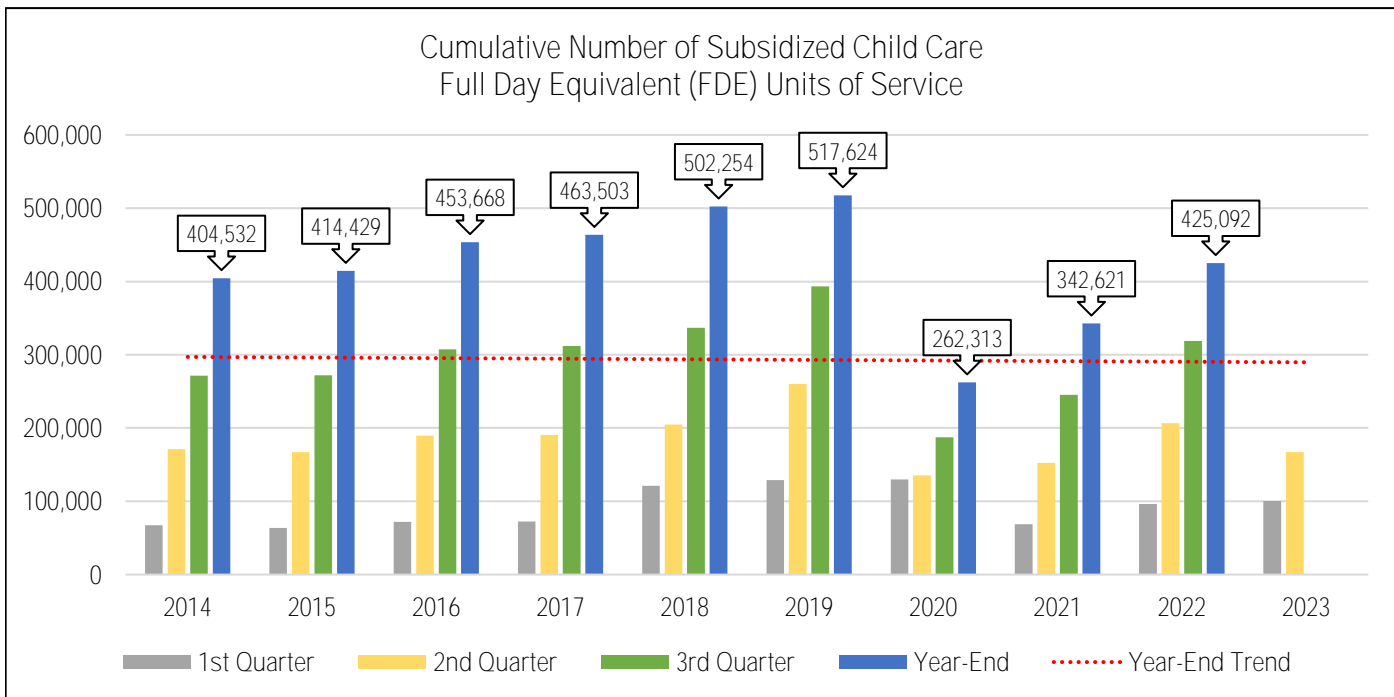
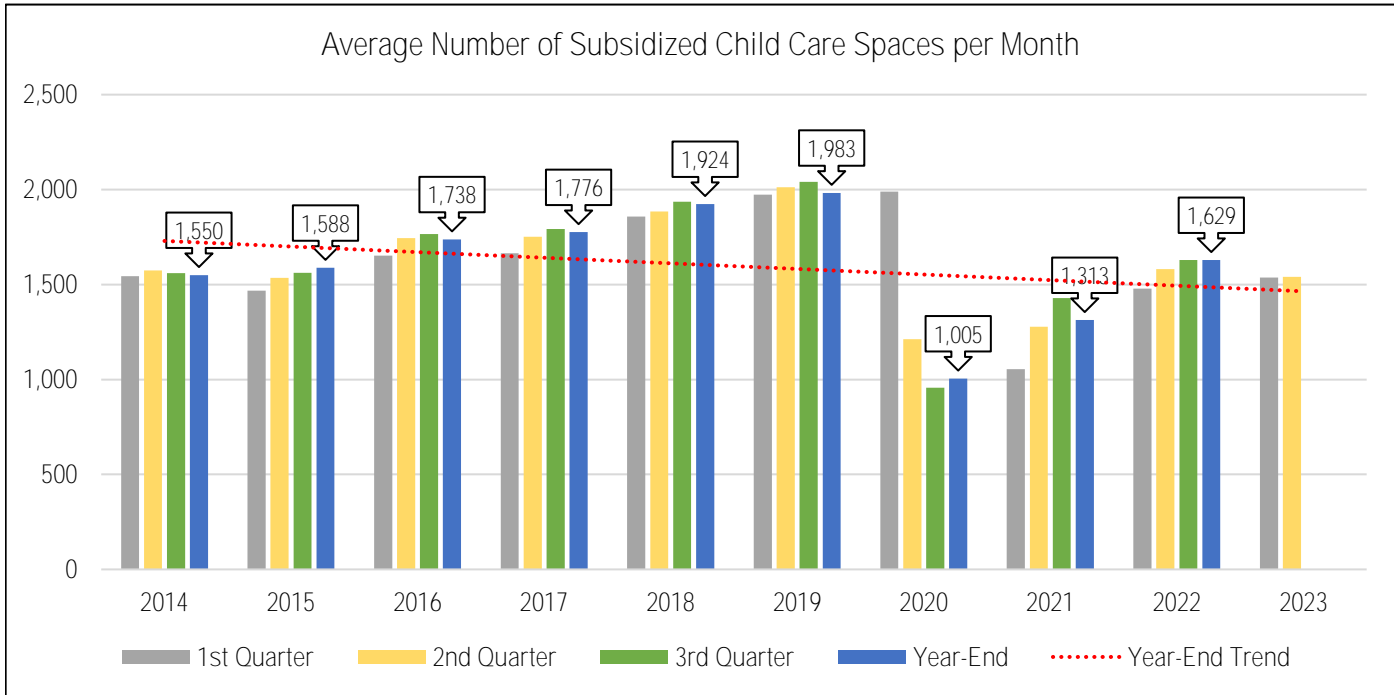


Please note that due to the Provincial OW database change in October 2014, 2015 OW caseload figures are not directly comparable to previous years as the methodology used to calculate the caseload has also changed.

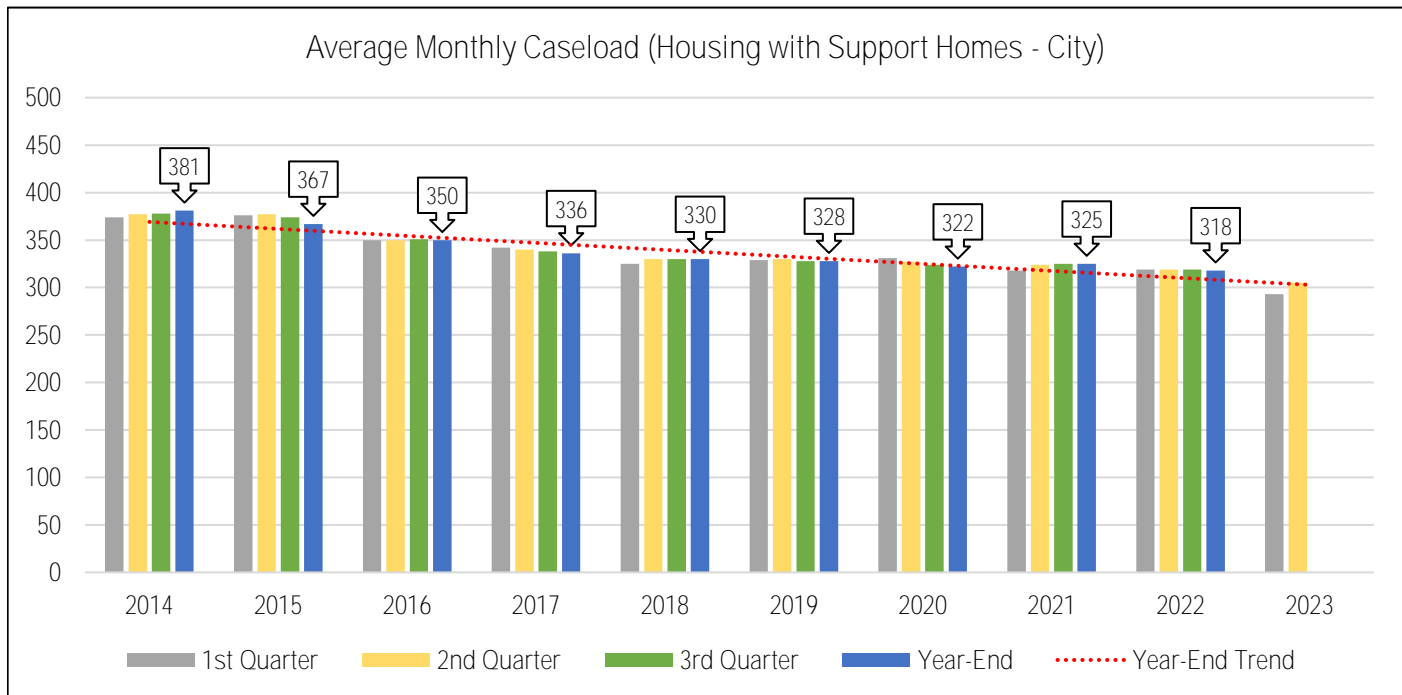


Please note that due to the Provincial ODSP database change in October 2014, 2015 ODSP caseload figures are not directly comparable to previous years as the methodology used to calculate the caseload has also changed.

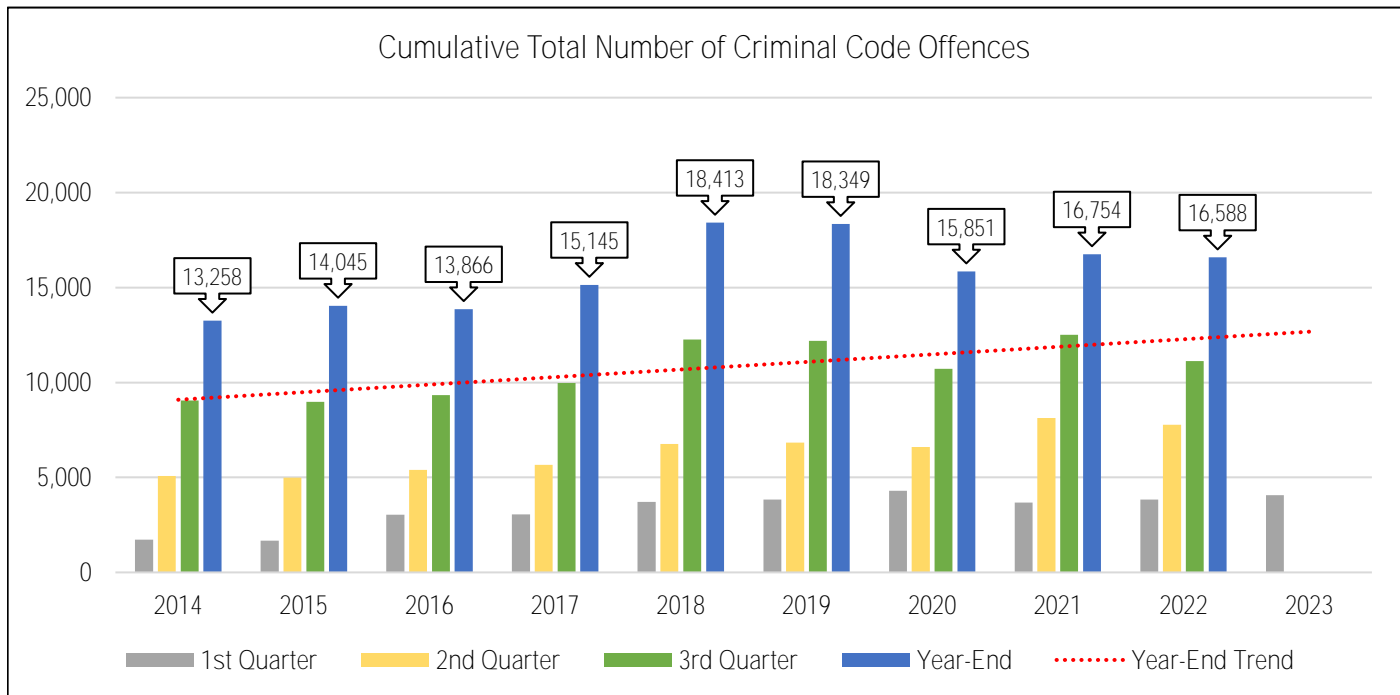
HOUSING & CHILDREN SERVICES



HOUSING & CHILDREN SERVICES



WINDSOR POLICE SERVICES



Subject: 2022 City of Windsor Consolidated Financial Statements

Reference:

Date to Council: August 8, 2023
Author: Stephen Cipkar
Manager of Financial Accounting
519-255-6100 ext. 6234
scipkar@citywindsor.ca
Financial Accounting
Report Date: 7/21/2023
Clerk's File #: AF/14508 & AF/14372

To: Mayor and Members of City Council

Recommendation:

THAT City Council **RECEIVE AND ACCEPT** the 2022 City of Windsor Annual Report, which contains the Audited Consolidated Financial Statements for the year ended December 31, 2022, including the City of Windsor Trust Fund Statements.

Executive Summary:

The Corporation of the City of Windsor's 2022 Annual Report which contains the Audited Consolidated Financial Statements and the City of Windsor Trust Fund Financial Statements for the year ended December 31, 2022 is attached as Appendix A. The Audit Findings Report of KPMG LLP is attached as Appendix B.

KPMG LLP has issued a clean audit report for the Corporation of the City of Windsor for the year ended December 31, 2022 with no significant findings noted.

The financial statements demonstrate the City's sound financial position. Liquidity has decreased slightly in 2022 with the value of cash and investments decreasing by approximately \$5 million due to the acquisition of capital assets. The City's long-term debt was stable and totalled \$54.8 million as of December 31, 2022. Of that debt, \$15.3 million was issued by the City, with the balance issued by the Essex Windsor Solid Waste Authority and the Windsor Essex Community Housing Corporation. Further, no portion of the \$54.8 million in long-term debt is repayable through general taxation, but rather through dedicated user fees and rent revenue subsidies.

Employee future benefit liabilities have increased by approximately \$27 million compared to 2021 based on an actuarial valuation, largely due to amortization of past actuarial net losses, actuarial service costs and interest. Currently the Corporation is funding this actuarial liability on a cash basis as actual payments are required. The total liability of approximately \$694 million represents the estimated present value of all future payments. Recent Council decisions aimed at controlling post retirement benefit

costs will gradually yield benefits and savings over the years and decades ahead, with the liability being reduced over the long term.

While the reserve levels of the City remain below that of its peers, improvements to the balance of the reserve funds continue via the City's Reserve Enhancement Plan.

Background:

The City of Windsor's 2022 Annual Report is attached as Appendix A. This report contains the City's 2022 Consolidated Financial Statements and the City of Windsor Trust Fund Financial Statements as at December 31, 2022.

Section 296 of the Municipal Act requires that all municipalities undertake an annual audit of their accounts and that the external auditor shall express an opinion on the consolidated financial statements based on the audit. The City's external auditor is the firm of KPMG LLP, Chartered Professional Accountants and their report is attached as Appendix B.

Discussion:

Included in the attached report are the Notes to the Consolidated Financial Statements, which form an integral part of the report. Also attached is the KPMG Audit Findings Report. KPMG will be present at the City Council meeting to address the report and any questions.

Risk Analysis:

There are no significant or critical risks associated with this report.

As well as the Municipal Act requirement discussed in Section 2, other individuals wishing to review the City's financial position and operations, such as rate payers, banks, and bond rating agencies, rely on audited consolidated financial statements. The risk of publishing a material misstatement is mitigated by the independent external audit and the City's internal control structure.

Climate Change Risks

Climate Change Mitigation:

N/A.

Climate Change Adaptation:

N/A.

Financial Matters:

Key financial highlights of the 2022 Consolidated Financial Statements include the following:

i) **Review of Consolidated Statement of Financial Position:**

In reviewing the Consolidated Statement of Financial Position the following highlights for 2022 are provided for City Council's consideration:

- Cash and temporary investments have decreased slightly as compared to 2021. The Statement of Cash Flows details the various activities that contributed to this decrease, primarily due to the acquisition of capital assets.
- Investment in Government Business Enterprises (GBE) increased in 2022 by approximately \$38.9 million due to the recognition of net surpluses of GBE's during the year.
- Taxes and payments-in-lieu receivable decreased by \$3.4 million in 2022 compared to 2021 primarily due to enhanced collection efforts which resumed in 2022.
- Trade and other receivables have increased by approximately \$27.8 million, primarily due to accruals at year-end for items related to recovery of capital expenditures, social services receivables, commodity tax rebate receivables, interest receivable and the recovery of police expenditures related to the border disruption.
- Accounts payable and accrued liabilities have increased by approximately \$18.8 million as compared to 2021. Payables were generally stable overall. The increase is attributable to an increase in accrued expenses of approximately \$21 million relating to the construction of affordable housing units.
- Long-term liabilities have increased slightly by approximately \$0.6 million. Of the total long-term debt of \$54.8 million, none is repayable from general taxation – the balance is repayable through dedicated user fees and rental revenue subsidies. Of the total long-term debt of \$54.8 million, \$15.3 million was issued by the Corporation of the City of Windsor. Approximately \$25.5 million is the City's share of the \$51 million in debt issued by the Essex Windsor Solid Waste Authority. The remaining \$14 million was issued by the Windsor Essex Community Housing Corporation in support of affordable housing.
- Employee future benefit liabilities have increased by approximately \$27 million compared to 2021 based on an actuarial valuation, largely due to amortization of past actuarial net losses, actuarial service costs and interest. The increase was partially mitigated by an increase in the discount rate used in the valuation which is directly linked to interest rate increases. The total liability includes an independent actuarial valuation of the City's WSIB liability, which comprises \$81.4 million of the \$694 million total for employee future benefits liabilities. The Corporation is funding this actuarial liability on a cash basis as actual payments are required. Note 5 (b) to the consolidated financial statements provides a breakdown of the various components.

- Deferred revenue has decreased by approximately \$0.6 million. Deferred revenue is primarily comprised of the unused balance of various legislated reserves as well as the contra-reserve that was established in 2012 to offset the building permit reserve fund deficit. Note 7 (b) provides a breakdown of the components of the deferred revenue.
- Inactive contaminated sites liabilities represent a very specific estimate for:
 - City responsibility for sites not in productive use (generally vacant land or unused buildings).
 - Sites that likely contain contamination that exceeds an environmental standard and would require the City to incur costs to remediate to that standard based on the current or intended use.

Like other unfunded liabilities, such as employee future benefit obligations, the City is not required to budget for or fund this liability. The liability has increased by approximately \$0.3 million in 2022 due to the City becoming responsible for a new site with contamination that will require eventual remediation, as well as inflationary increases.

- Prepaid expenses have decreased by \$0.25 million in 2022 due to the timing of payments.

Change in Accumulated Surplus on Consolidated Statement of Financial Position

The Consolidated Statement of Operations reflects an annual surplus of \$129.2 million for Public Sector Accounting Board (PSAB) financial reporting purposes.

The annual surplus results from the inclusion of various mandated PSAB expenses for financial reporting purposes and the removal of purchased tangible capital assets from expenditures. Some examples of included expenses include post retirement expenses, accrued interest on long-term debt, amortization of TCA, etc.

Note 7 a) of the consolidated financial statements details the components of the accumulated surplus which consists of the following (in \$ 000's):

	2022	2021
Invested in tangible capital assets	2,282,686	2,168,881
Invested in government business enterprises	694,728	655,745
Unfunded employee future benefit obligations	(694,431)	(667,398)
Unfunded landfill post closure liabilities	(15,442)	(17,745)
Unfunded inactive contaminated sites liabilities	(8,774)	(8,504)
Other	112,720	113,975
Reserves and reserve funds	294,325	291,641
Total accumulated surplus	2,665,812	2,536,586

The main components of 'Other' include timing differences of funding expenditures including the capital fund balance, and other unfunded accruals (such as interest on long-term debt).

The Capital fund balance, which is maintained in the City's books, reflects the cumulative fund balance position of the City of Windsor Consolidated Capital fund. The City annually approves a Capital Budget, which includes a number of Capital Projects for which the timing of the actual expenditures and their permanent financing may vary significantly. Due to this timing difference, it is normal to have an unexpended or unfinanced Capital fund position in any one year, which will impact the accumulated surplus 'Other' category.

Reserves and Reserve funds reflect the balance of a number of Reserve accounts and funds which have been set aside by City Council for specific purposes. Details of the various classes of reserves and their respective balances are identified in Note 7 (a) to the Consolidated Financial Statements. In some cases, certain reserves are in a temporary deficit position, which is essentially financed by internal borrowing from other reserves. Funding plans are in place to return these funds to a positive balance.

ii) Review of the Consolidated Statement of Operations:

The following provides a brief overview of the major components impacting the 2022 Consolidated Statement of Operations.

Budget Figures – Budget data presented in the consolidated financial statements is based on the 2022 Council approved operating budget. Certain adjustments were required to convert the budget from an essentially cash basis to an accrual basis consistent with PSAB financial reporting standards. Included in these adjustments were the elimination of budgeted internal charges and recoveries, budgeted transfers to and from reserves and budgeted transactions with consolidated entities. Since certain significant items are not included in the annual operating budget (e.g. amortization, the

changes in employee future benefits and landfill post-closure liabilities), the assumption of using the actual accrued amount as the budget amount was used. The budget figures included on the Consolidated Statement of Operations are for financial statement presentation only. For additional information on the budget figures presented on the Consolidated Statement of Operations and the adjustments required to the 2022 Council approved operating budget, please refer to Note 9 of the Consolidated Financial Statements.

Revenues - The following comments relate primarily to explanations of the year-over-year changes to actual revenues.

Revenue Category	2022 \$000's	2021 \$000's	Increase (Decrease) \$000's	Significant Factors (approximate \$)
Net municipal property taxes and payments-in-lieu of taxes	379,771	368,540	11,231	Impacts of approved 2022 budget, assessment growth and new development of \$9.1M as well as a \$2.1M decrease in tax appeals.
User charges	182,668	161,535	21,133	User fee revenues further recovered from the pandemic in 2022, including increased Transit fares (\$4.3M), recreation facilities and programs (\$7.3M), sewer surcharge and sewer repair cost recoveries (\$10M), parking (\$1.5M) and public housing (\$1.2M). Most other areas saw minor increases.
Provincial and federal transfers	298,797	269,469	29,328	Although general federal and provincial Covid relief (Safe Restart grants) fell from \$33.7M to \$9.7M, this was partially offset by increased federal and provincial grants for child care (\$15.5M) and housing (\$3.7). General Assistance saw increased federal grants of \$7.4M for ongoing migrant labourer assistance programs. Additional federal and provincial gas tax revenues totalling \$20M were realized for transit and road projects.
Revenue from other municipalities	30,840	28,172	2,668	Increased County contributions for public housing totalling \$2.4M was the primary driver in this area.
Other	70,170	57,484	12,686	The City's investments led to an increase of \$8.5M in investment income. Additionally, Caesars Windsor continued to recover from the pandemic, resulting in an increase of \$4.6M.
Change in equity in government business enterprises	38,983	35,395	3,588	As per note 3a) of Financial Statements.
Total Revenues	1,001,228	920,595		

Expenses - The following comments relate primarily to explanations of the year-over-year changes to actual expenses. There was an overall increase in the amount that employee future benefit obligations increased – referred to as “increased actuarial valuation.”

Expense Categories	2022 \$000's	2021 \$000's	Increase (Decrease) \$000's	Significant Factors (approximate \$)
General government	60,967	59,759	1,208	Generally consistent.
Protection to persons and property	202,075	194,857	7,217	Police experienced higher costs of over \$5M due to protests at the Ambassador Bridge in early 2022. Salary and wage increases across all areas, as well as Police IT capital projects that were operating in nature, made up the balance of the increase.
Transportation services	123,557	108,706	14,851	Transit returned to full services and also began the roll-out of certain enhancements, leading to increased expenses of \$6.5M. Roads and traffic operations had capital projects that were operating in nature for right of way maintenance and minor road and alley rehabilitation totalling \$5.3M. Salary and wage increases across all areas made up the balance of the increase.
Environmental services	81,970	78,313	3,657	Increase in wastewater collection and treatment costs of \$3.5M were partially offset by a decrease in the EWSWA landfill post-closure liability of \$1M due to an increase in the discount rate.
Health services	15,472	17,856	(2,384)	Land Ambulance costs generally consistent with reduction in Health Unit costs of \$1.1M. The City also wound down its operation of mass vaccination clinics in 2022, resulting in cost reductions of \$1.5M.
Social and family services	308,586	284,644	23,942	Increases of expenses in Child Care (\$13.5M) due to increased provincial transfers (see revenue section) due to expanded child care services. Social housing saw increased expenditures of \$5.5M, largely driven by repair and renewal of the WECHC's housing inventory.
Recreation and culture	70,924	62,609	8,315	Parks, recreation facilities & programs, Roseland, Lakeview Marina and the Windsor Public Library all resumed normal operations in 2022 with expenses returning to pre-pandemic levels as a result.

Planning and development	8,452	9,623	(1,171)	Decrease relates primarily to a decreased contaminated site liability being booked for 2022.
Total Expenses	872,002	816,367		
Annual Surplus	129,226	104,228		
Accumulated surplus, beginning of year	2,536,586	2,432,358		
Accumulated surplus, end of year	2,665,812	2,536,586		

Other Items

- The Consolidated Statement of Operations and Accumulated Surplus reflects an annual surplus of \$129.2 million in 2022 as compared to a surplus of \$104.2 million in 2021. This figure reflects the annual surplus or deficit for financial reporting purposes based on PSAB reporting requirements and is not reflective of the year-end City operating fund budgetary surplus/deficit, which is regularly reported to City Council throughout the year and at year-end.

iii) Other Issues

Trust Funds Financial Statements

Also submitted for the City Council's approval are the 2022 financial statements of the City of Windsor Trust Funds, which are self-explanatory (refer to pages 43 to 52 of the Annual Report attached as Appendix A).

Consultations:

N/A.

Conclusion:

It is recommended that the City of Windsor 2022 Annual Report containing the audited Consolidated and Trust Fund Financial Statements of the City for the year ending December 31, 2022 be received and approved

Approvals:

Name	Title
Stephen Cipkar	Manager of Financial Accounting
Dan Seguin	Deputy Treasurer, Financial Accounting & Corporate Controls

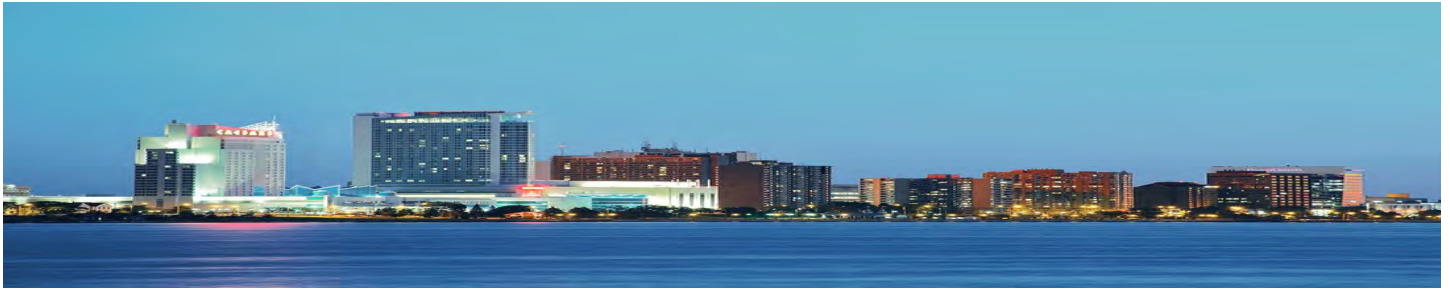
Name	Title
Janice Guthrie	Commissioner of Corporate Services & Chief Financial Officer/City Treasurer
Joe Mancina	Chief Administrative Officer

Notifications:

Name	Address	Email
Cynthia Swift	618-3200 Deziel Drive, Windsor, ON N8W 5A5	caswift@kpmg.ca

Appendices:

- 1 Appendix A - 2022 City of Windsor Consolidated Financial Statements
- 2 Appendix B - 2022 KPMG Audit Findings Report



2022 Annual Report

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THE CORPORATION OF THE CITY OF WINDSOR
2022 ANNUAL REPORT
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PART I: CONSOLIDATED FINANCIAL STATEMENTS

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INDEPENDENT AUDITOR'S REPORT

To the Mayor, Members of Council, Inhabitants and Ratepayers of the Corporation of the City of Windsor

Opinion

We have audited the financial statements of the Corporation of the City of Windsor (the City), which comprise:

- the consolidated statement of financial position as at December 31, 2022
- the consolidated statements of operations and accumulated surplus for the year then ended
- the consolidated statement of changes in net financial assets for the year then ended
- the consolidated statement of cash flows for the year then ended
- and the notes to the financial statements, including a summary of significant accounting policies

(Hereinafter referred to as the “financial statements”)

In our opinion, the accompanying financial statements present fairly, in all material respects, the financial position of the City as at December 31, 2022, and its results of operations and its changes in its net financial assets and its cash flows for the year then ended in accordance with Canadian public sector accounting standards.

Basis for Opinion

We conducted our audit in accordance with Canadian generally accepted auditing standards. Our responsibility under those standards are further described in the “**Auditor’s Responsibilities for the Audit of the Financial Statements**” section of our auditor’s report.

We are independent of the City in accordance with the ethical requirements that are relevant to our audit of the financial statements in Canada and we have fulfilled our other 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 opinion.

KPMG LLP, an Ontario limited liability partnership and member firm of the KPMG global organization of independent member firms affiliated with KPMG International Limited, a private English company limited by guarantee. KPMG Canada provides services to KPMG LLP.



Responsibility 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 public sector accounting standards, 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 City'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 City or to cease operations or has no realistic alternative but to do so.

Those charged with governance are responsible for overseeing the City'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 generally accepted auditing standards 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 the financial statements.

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

- Identify and assess the risk 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, internal 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 purposes of expressing an opinion on the effectiveness of the City's internal control.



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- 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 the events or conditions that may cast significant doubt on the City's ability to continue as a going concern. If we conclude that a material uncertainty exists, we are required to draw attention in our auditors' 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 auditors' report. However, future events or conditions may cause the City 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.
- 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.
- Obtain sufficient appropriate audit evidence regarding the financial information of the entities or business activities with the Group Entity to express an opinion on the financial statements. We are responsible for the direction, supervision and performance of the group audit. We remain solely responsible for our audit opinion.

Chartered Professional Accountants, Licensed Public Accountants
Windsor, Canada
Approval Date

THE CORPORATION OF THE CITY OF WINDSOR



Consolidated Statement of Financial Position

Year Ended December 31, 2022

(\$000's)

	2022	2021
	\$	\$
Financial Assets		
Cash and temporary investments	511,906	517,181
Investment in government business enterprises [note 3 (a)]	694,728	655,745
Taxes and payments-in-lieu of taxes receivable [note 1 (b) (iii)]	33,211	36,609
Trade and other receivables	89,604	61,767
	1,329,449	1,271,302
Financial Liabilities		
Accounts payable and accrued liabilities	181,274	162,497
Accrued interest on long-term liabilities	848	911
Net long-term liabilities [note 4 (a)]	54,807	54,201
Employee future benefit liabilities [note 5 (b)]	694,431	667,398
Deferred revenue [note 7 (b)]	64,168	64,781
Landfill post closure liability [note 6]	15,442	17,754
Inactive contaminated sites liability [note 1 (b) (vii)]	8,774	8,504
	1,019,744	976,046
Net Financial Assets	309,705	295,256
Non-Financial Assets		
Tangible capital assets [schedule 2]	2,337,493	2,223,082
Inventory and assets held for resale	3,664	3,049
Prepaid expenses	14,950	15,199
	2,356,107	2,241,330
Accumulated surplus [note 7 (a)]	2,665,812	2,536,586

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Commitments and contingencies [notes 2, 5 (a), 8, 10, 12, 13 and 14]

The accompanying notes and schedules are integral parts of these consolidated financial statements.

THE CORPORATION OF THE CITY OF WINDSOR



Consolidated Statement of Operations

Year Ended December 31, 2022

(\$000's)

	Budget	2022	2021
	\$	\$	\$
Revenues [note 9, schedule 1]			
Net municipal property taxes and payments-in-lieu of taxes	384,404	379,771	368,540
User charges	151,781	182,668	161,535
Provincial and federal transfers	215,270	298,797	269,469
Revenue from other municipalities	24,164	30,840	28,172
Other	78,309	70,170	57,484
Change in equity in gov't business enterprises [note 3(a)]	-	38,983	35,395
Total Revenues	853,928	1,001,229	920,595
Expenses [note 9, schedule 1]			
General government	60,946	60,967	59,759
Protection to persons and property	201,593	202,075	194,857
Transportation services	127,349	123,557	108,706
Environmental services	80,614	81,970	78,313
Health services	16,213	15,472	17,856
Social and family services	265,512	308,586	284,644
Recreation and culture	79,506	70,924	62,609
Planning and development	8,339	8,452	9,623
Total Expenses	840,072	872,003	816,367
Annual Surplus	13,856	129,226	104,228
Accumulated surplus, beginning of year	2,538,586	2,536,586	2,432,358
Accumulated surplus, end of year [note 7 (a)]	2,552,442	2,665,812	2,536,586

The accompanying notes and schedules are integral parts of these consolidated financial statements.

THE CORPORATION OF THE CITY OF WINDSOR

Consolidated Statement of Change in Net Financial Assets

Year Ended December 31, 2022

(\$000's)



	2022	2021
	\$	\$
Annual surplus	129,226	104,228
Acquisition of tangible capital assets (schedule 2)	(208,005)	(156,456)
Amortization of tangible capital assets (schedule 2)	90,582	87,973
Loss on disposal of tangible capital assets	2,428	1,744
Proceeds on sale of tangible capital assets	585	1,287
Net change in inventory and assets held for resale	(615)	(224)
Net consumption of prepaid expenses	248	(1,570)
Change in net financial assets	14,449	36,982
Net financial assets, beginning of year	295,256	258,274
Net financial assets, end of year	309,705	295,256

The accompanying notes and schedules are integral parts of these consolidated financial statements.

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THE CORPORATION OF THE CITY OF WINDSOR



Consolidated Statement of Cash Flows

Year Ended December 31, 2022

(\$000's)

	2022	2021
	\$	\$
Operating and other activities:		
Annual Surplus	129,226	104,228
Amortization of tangible capital assets	90,582	87,973
Loss on disposal of tangible capital assets	2,428	1,744
Decrease (increase) in taxes and payments-in-lieu receivable	3,398	(632)
Increase in trade and other receivables	(27,837)	(5,271)
Increase in inventory and assets held for resale	(615)	(224)
Decrease (increase) in prepaid expenses	248	(1,570)
Increase in accounts payable and accrued liabilities	18,777	24,725
Decrease in accrued interest on long term liabilities	(63)	(195)
Increase in employee future benefit liabilities	27,033	35,353
(Decrease) increase in deferred revenue	(613)	10,015
Increase in contaminated site liability	270	1,812
Decrease in landfill post closure liability	(2,312)	(1,321)
Net cash provided by operating and other activities	240,522	256,637
Capital activities:		
Proceeds on sale of tangible capital assets	585	1,287
Cash used to acquire tangible capital assets	(208,005)	(156,456)
Net cash used in capital activities	(207,420)	(155,169)
Financing activities:		
Net long term liabilities issued	606	(8,457)
Investing activities:		
Increase in investment in government business enterprises	(38,983)	(35,395)
(Decrease) increase in cash and temporary investments	(5,275)	57,616
Cash and temporary investments, beginning of year	517,181	459,565
Cash and temporary investments, end of year	511,906	517,181

The accompanying notes and schedules are integral parts of these consolidated financial statements.

THE CORPORATION OF THE CITY OF WINDSOR

Notes to Consolidated Financial Statements

Year Ended December 31, 2022

(\$000's)



1. Summary of significant accounting policies and reporting practices

(a) Reporting entity

These consolidated statements reflect the assets, liabilities, revenues and expenses of the reporting entity. The reporting entity is comprised of all organizations and enterprises accountable for the administration of their financial affairs and resources to City Council and which are owned or controlled by the City of Windsor (“the City”).

(i) Consolidated entities

In addition to the general City departments, the reporting entity includes the following where deemed material:

Windsor Police Service

Roseland Golf and Curling Club

Transit Windsor

Windsor Chartabus Limited

The Corporation of the City of Windsor Public Library Board

Windsor-Essex Community Housing Corporation

Downtown Windsor Business Improvement Association

Ford City Business District

Via Italia—Erie Street Business Improvement Area

Ottawa Street Business Improvement Area

Olde Riverside Town Centre Business Improvement Area

Walkerville Business Improvement Area

Wyandotte Town Centre Business Improvement Area

Olde Sandwich Towne Business Improvement Area

Pillette Village Business Improvement Area

The Essex Windsor Solid Waste Authority (“EWSWA”), a joint partnership with the County of Essex, is consolidated on the basis of one half of the total operations and financial position of the total entity.

All interfund assets, liabilities, revenues and expenses have been eliminated.

1. Summary of significant accounting policies and reporting practices (continued)

(ii) Entities included on a modified equity basis

Certain corporations are accounted for on a modified equity basis, consistent with the generally accepted accounting treatment for a Government Business Enterprise (“GBE”). Under the modified equity basis, the business enterprise’s accounting principles are not adjusted to conform with those of the City, and inter-organizational transactions and balances are not eliminated. Under the modified equity basis of accounting, the carrying value of the investment in the GBE is adjusted to reflect the City’s share of the net asset change of the investee.

The entities accounted for under this method are:

- Windsor-Canada Utilities Ltd. (“WCUL”)
- Windsor-Detroit Tunnel Corporation (“WDTC”)
- Windsor Detroit Borderlink Limited (“WDBL”)
- Windsor Utilities Commission (“WUC”)
- Your Quick Gateway (Windsor) Inc. (“YQG”)

(iii) Non-consolidated entity

The following joint local board and municipal enterprise is not consolidated:

- Windsor Essex County Health Unit.

(iv) Accounting for school board transactions

Although the Corporation collects taxation on behalf of the school boards, the assets, liabilities, revenues and expenses relating to the operations of the school boards are not reflected in these consolidated financial statements. During the year, \$50,966 of taxation was collected on behalf of and remitted to the school boards (2021—\$51,336).

1. **Summary of significant accounting policies and reporting practices (continued)**

(v) **Trust funds**

Trust funds and their related operations administered by the City are not consolidated, but are reported separately on the trust funds statement of continuity and statement of financial position.

(b) **Basis of accounting**

(i) **PSAB recommendations**

These consolidated financial statements have been prepared in accordance with Canadian public sector accounting standards.

(ii) **Accrual basis of accounting**

These consolidated financial statements have been prepared on an accrual basis except for Provincial Offences Administration. Under this basis, revenues are accounted for in the period in which the transactions or events occurred that gave rise to the revenues. Expenses are accounted for in the period that the goods and services are acquired.

(iii) **Taxes receivable and related revenues**

Property tax billings are prepared by the City based on assessment rolls issued by the Municipal Property Assessment Corporation ("MPAC"). Tax rates are established annually by City Council, incorporating amounts to be raised for local services and amounts the City is required to collect on behalf of the Province of Ontario in respect of education taxes. A normal part of the assessment process is the issuance of supplementary assessment rolls, which provide updated information with respect to changes in property assessment. Once a supplementary assessment roll is received, the City determines the taxes applicable and renders supplementary tax billings. Taxation revenues are recorded at the time tax billings are issued. Assessments and the related property taxes are subject to appeal. Tax adjustments as a result of appeals are recorded when the result of the appeal process is reasonably certain. The City has established a tax appeals reserve fund to provide funding to help offset the results of any future appeal decisions. The City is entitled to collect interest and penalties on overdue taxes. These revenues are recorded in the period the interest and penalties are levied. Tax revenue is recorded net of reductions. Taxes receivable are reported net of any expense or allowance for doubtful accounts.

1. Summary of significant accounting policies and reporting practices (continued)

(iv) Trade and other receivables

Trade and other receivables are reported net of any allowance for doubtful accounts.

(v) Tangible capital assets

Tangible capital assets are recorded at cost which includes amounts that are directly attributable to acquisition, construction, development or betterment of the asset. The cost, less residual value, of the tangible capital assets, excluding land and landfill sites, are amortized on a straight line basis over their estimated useful lives as follows:

Asset classification and amortization schedule

Classification	Useful Life (years)
Land	Infinite
Land improvements	10 - 75
Buildings and building improvements	10 - 60
Vehicles, machinery and equipment	3 - 35
Water and wastewater infrastructure	25 - 100
Roads infrastructure	25 - 100
Airport	6 - 40

The landfill has an estimated service capacity of 8,000,000 tonnes and is being amortized using the units of production method based on capacity used during the year.

Contributed Assets

Contributed assets are recognized at their fair market value as of the date of contribution to the City.

Works of art and historical treasures

The City owns both works of art and historical treasures. These items have cultural, aesthetic or historical value and are worth preserving perpetually. Works of art and historical treasures are not recognized as tangible capital assets pursuant to the guidelines of PSAB Section 3150 and PSAB 3210.

1. Summary of significant accounting policies and reporting practices (continued)

(vi) Employee future benefit liability

The City has adopted the accrual method of accounting for employee future benefits as required by PSAB. The cost of future benefits earned by employees is actuarially determined using the projected benefit method prorated on service and assumptions of mortality and termination rates, retirement age and expected inflation rate.

Past service costs from plan amendments, if any, are deferred and amortized on a straight-line basis over the average remaining service period of employees active at the date of amendment. Actuarial gains and losses on the accrued benefit liability arise from differences between actual and expected experience and from changes in the actuarial assumptions used to determine the accrued benefit liability. The excess of the net actuarial gains or losses are amortized over the average remaining service period of active employees, which is 14.0 years (2021 – 13.3 years).

(vii) Inactive contaminated sites liabilities

The City adopted Public Sector Accounting Board Standard *PS 3260 Liability for Contaminated Sites* in 2015. Under PS 3260, contaminated sites are defined as the result of contamination being introduced in air, soil, water or sediment of a chemical, organic, or radioactive material or live organism that exceeds an environmental standard. This Standard relates to sites that are not in productive use. The liability represents the estimated cost to remediate inactive sites to within the environmental standard.

(viii) Inter-entity Transactions

Inter-entity Transactions (PSAB 3420) specifically addresses the reporting of transactions between entities controlled by the City from both a provider and recipient perspective. Inter-entity transactions are classified by the following types:

- For inter-entity transactions that are undertaken similar to an arm's length transaction or allocating cost and recovery transactions, these are to be recognized at the exchange amount by both parties.
- For inter-entity transactions that involve transfer or exchange of assets and/or liabilities for no or nominal consideration, both parties record the transaction at the carrying amount.

1. Summary of significant accounting policies and reporting practices (continued)

- Any difference between the exchange amount and carrying amount for asset or liability transfers are recorded as a gain or loss in the statement of operations.
- Cost allocations and recoveries to/from commonly controlled entities are recorded on a gross basis in the statement of operations.

The City does not recognize any amount in the consolidated financial statements in respect to shared services received for which no costs are allocated. PSAB 3420 requires the City to assess inter-entity transactions for disclosure when there are inter-entity transfers of assets or liabilities, material transactions recorded that are not at the exchange amount or unallocated costs to determine whether or not the transaction is given accounting recognition. This standard has no impact on the consolidated financial statements, as all transactions with consolidated entities and government business enterprises have been recorded at the exchange amount.

(ix) Related party disclosure

Related Party Disclosure (PSAB 2200) defines a related party and identifies disclosures for related parties and related party transactions. Parties are considered related when one party has the ability to exercise control or shared control over the other. A related party could be an individual or an entity and includes key management personnel. Key management personnel include members of Council, Corporate Leadership Team (CLT) personnel and their close family members including spouses and dependents.

PSAB 2200 requires the City to assess related party transactions that have occurred at a value different from that which would have been arrived at if the parties were not related. Only those transactions that have or could have a material effect on the financial statements are disclosed. There are no material transactions for disclosure.

(x) Contingent Assets & Contractual Rights

For additional information on Contingent Assets (PSAB 3320) please see Note 13. For additional information on Contractual Rights (PSAB 3380), please see Note 14.

(xi) Government Grant Revenue Recognition

Grant revenue related to compensation for loss of revenue or operational expenses is recorded in the period in which the loss or expenses are recognized if there is reasonable assurance that it will be received and conditions for receiving the grant are met.



1. Summary of significant accounting policies and reporting practices (continued)

(c) Provincial Offences Act

The City, under the authority of Part X of the Provincial Offences Act (“POA”), provides for and administers the POA courts in the Windsor-Essex Court Service Area, arranges for court support, has carriage of Part 1 prosecutions and associated appeals, and is responsible for the collection of related fines and fees. In accordance with policies adopted by other Provincial Offences offices and as a result of the nature of business activities, revenue is recognized on a cash basis.

(d) Use of estimates

The preparation of the consolidated financial statements in conformity with Canadian public sector accounting standards requires management to make estimates and assumptions that affect the reported amounts of assets and liabilities and disclosure of contingent assets and liabilities at the dates of the consolidated financial statements and the reported amounts of revenues and expenses during the reporting periods. Significant items subject to such estimates and assumptions include valuation allowances for receivables, certain accrued liabilities and obligations related to employee future benefits and contaminated sites, the carrying value of tangible capital assets and the evaluation of contingencies. Actual results could differ from these estimates.

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2. Contributions to non-consolidated board

The following contribution was made by the City to this non-consolidated joint board:

	2022	2021
	\$	\$
Windsor-Essex County Health Unit	3,803	3,728

The City is contingently liable for its share, which is approximately 14%, of any deficits which may arise.

3. Government Business Enterprises (“GBE”)

The consolidated financial statements of the City include, on a modified equity basis, the following GBE:

Windsor Canada Utilities Ltd. (“WCUL”)

WCUL is a wholly owned subsidiary of the City. WCUL is a holding company which wholly owns two subsidiaries: Enwin Utilities Ltd. and Enwin Energy Ltd. Through these subsidiaries, WCUL is responsible for the transmission and distribution of electricity, maintenance of the area’s powerlines, as well as the marketing of retail and wholesale utility services and products.

Windsor Detroit Borderlink Limited (“WDBL”)

WDBL is a wholly owned subsidiary of the City. WDBL manages and operates the Tunnel while WDTC owns the assets.

Windsor-Detroit Tunnel Corporation (“WDTC”)

WDTC is a wholly owned subsidiary of the City. WDTC owns the portion of the Windsor-Detroit Tunnel situated in Canada, while WDBL manages and operates the Tunnel.

Windsor Utilities Commission (“WUC”)

WUC is a wholly owned subsidiary of the City engaged largely in the treatment and distribution of the area’s potable water.

Your Quick Gateway (Windsor) Inc. (“YQG”)

YQG is a wholly owned subsidiary of the City which provides management services for the Windsor airport.

THE CORPORATION OF THE CITY OF WINDSOR

Notes to Consolidated Financial Statements

Year Ended December 31, 2022

(\$000's)



3. Government Business Enterprises (continued)

(a) Investment in GBE

The City has investments in GBE totaling \$694,728 (2021—\$655,745), which is comprised of the following:

	2022	2021
	\$	\$
WCUL	200,874	186,931
WDTC	130,011	133,602
WDBL	6,306	(1,176)
WUC	350,035	328,615
YQG	7,502	7,773
	694,728	655,745

A continuity of the investment in GBE is as follows:

	WCUL	WDTC	WDBL	WUC	YQG	2022	2021
	\$	\$	\$	\$	\$	Total	Total
	\$	\$	\$	\$	\$	\$	\$
Opening investment	186,931	133,602	(1,176)	328,615	7,773	655,745	620,350
Dividends declared	(4,000)	-	-	-	-	(4,000)	(4,000)
Other comprehensive income/(loss)	17,331	-	4,829	1,537	-	23,697	5,504
Current income/(loss)	612	(3,591)	2,653	19,883	(271)	19,286	33,891
Current change in investment	13,943	(3,591)	7,482	21,420	(271)	38,983	35,395
Closing investment	200,874	130,011	6,306	350,035	7,502	694,728	655,745

THE CORPORATION OF THE CITY OF WINDSOR

Notes to Consolidated Financial Statements

Year Ended December 31, 2022

(\$000's)



3. Government Business Enterprises (continued)

(b) Supplementary information of GBE

(i) WCUL

	2022	2021
	\$	\$
Financial position		
Current assets	91,204	102,092
Property, plant and equipment	252,912	246,016
Other assets	69,981	74,882
Total assets	414,097	422,990
Current liabilities	42,170	43,878
Long-term liabilities	171,053	192,181
Total liabilities	213,223	236,059
Shareholder's equity	200,874	186,931
Total liabilities and equity	414,097	422,990
	2022	2021
	\$	\$
Results of operations		
Revenue from distribution of electricity	283,559	281,511
Services provided to Windsor Utilities Commission	18,719	18,569
Other revenue	6,040	6,322
Total revenue	308,318	306,402
Cost of electrical energy	244,530	239,336
Other net expenses	63,176	62,097
Total expenses	307,706	301,433
Net income	612	4,969

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3. Government Business Enterprises (continued)

Related Party Transactions

The following transactions are in the normal course of operations and are measured at the exchange amount, which is the cost of consideration established and agreed to by the related parties:

- On November 6, 2012 WCUL and WUC entered into a Water System Operating Agreement (“WSOA”), whereby WCUL agreed to provide services to WUC with respect to certain management, administrative services, construction operations, and maintenance services. Pursuant to the terms of the WSOA, WUC has transferred all employees of WUC to WCUL.
- WCUL provides sewer surcharge billing and collection and street lighting for the City. The total charged to the City and included in other revenue for the year ended, December 31, 2022 was \$3,826 (2021—\$4,003).
- WCUL collects and remits the sewer surcharge on behalf of the City. The total amount owing to the City at December 31, 2022 relating to sewer surcharge was \$8,165 (2021—\$7,145).
- The amounts due from related parties which are included in current assets consist of:

	2022	2021
	\$	\$
Due from Windsor Utilities Commission	3,317	1,834

- The amounts due from related parties which are included in other assets consist of:

	2022	2021
	\$	\$
Due from Windsor Utilities Commission	52,000	52,000

- The amounts due to related parties which are included in current liabilities consist of:

	2022	2021
	\$	\$
Due to the City of Windsor (net)	7,527	6,716

THE CORPORATION OF THE CITY OF WINDSOR

Notes to Consolidated Financial Statements

Year Ended December 31, 2022

(\$000's)



3. Government Business Enterprises (continued)

(ii) WDTC

	2022	2021
	\$	\$
Financial position		
Current assets	879	2,598
Property, plant and equipment	138,400	141,356
Total assets	139,279	143,954
Total liabilities	9,268	10,352
Shareholder's equity	130,011	133,602
Total liabilities and equity	139,279	143,954
Results of operations		
Total revenues	990	748
Operating expenses	4,581	6,473
Net loss	(3,591)	(5,725)

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Related Party Transactions

Windsor Detroit Borderlink (WDBL) is the sister company of WDTC. WDTC transferred the operations of the Tunnel to WDBL and only holds the assets of the Tunnel, commencing January 1, 2018. The following transactions are in the normal course of operations and are measured at the exchange amount, which is the cost of consideration established and agreed to by the related parties:

- The amounts due to related parties which are included in current liabilities consist of:

	2022	2021
	\$	\$
Due to WDBL	(845)	(1,851)

THE CORPORATION OF THE CITY OF WINDSOR

Notes to Consolidated Financial Statements

Year Ended December 31, 2022

(\$000's)



3. Government Business Enterprises (continued)

(iii) WDBL

	2022	2021
	\$	\$
Financial position		
Current assets	9,986	7,130
Property, plant and equipment	223	126
Total assets	10,209	7,256
Current and long-term liabilities	3,903	8,432
Shareholder's equity (deficit)	6,306	(1,176)
Total liabilities and deficit	10,209	7,256
	2022	2021
	\$	\$
Results of operations		
Tolls	8,152	2,570
Other revenues	658	311
Total revenues	8,810	2,881
Operating expenses	6,157	3,409
Net income (loss)	2,653	(528)

Related Party Transactions

Windsor Detroit Tunnel Corporation (WDTC) is the sister company of WDBL. WDTC transferred the operations of the Tunnel to WDBL and only holds the assets of the Tunnel, commencing January 1, 2018.

- The amounts due from related parties which are included in current assets consist of:

	2022	2021
	\$	\$
Due from WDTC	845	1,851

THE CORPORATION OF THE CITY OF WINDSOR

Notes to Consolidated Financial Statements

Year Ended December 31, 2022

(\$000's)



3. Government Business Enterprises (continued)

- The amounts due to related parties which are included in current liabilities consist of:

	2022	2021
	\$	\$
Due to the Corporation of the City of Windsor	142	135

(iv) WUC

	2022	2021
	\$	\$
Financial position		
Current assets	40,369	36,663
Property, plant and equipment and sinking fund	392,227	373,842
Total assets	432,596	410,505
Current liabilities	12,979	10,760
Long-term liabilities	69,582	71,130
Total liabilities	82,561	81,890
Shareholder's equity	350,035	328,615
Total liabilities and equity	432,596	410,505

THE CORPORATION OF THE CITY OF WINDSOR

Notes to Consolidated Financial Statements

Year Ended December 31, 2022

(\$000's)



3. Government Business Enterprises (continued)

	2022	2021
	\$	\$
Results of operations		
Retail water sales	59,792	56,277
Other revenue	1,035	15,767
Total revenue	60,827	72,044
Cost of production	20,445	18,320
Depreciation and amortization	10,074	10,100
Operating and other net expenses	10,425	8,021
Total expenses	40,944	36,441
Net income	19,883	35,603

Related party transactions

The following transactions are in the normal course of operations and are measured at the exchange amount, which is the cost of consideration established and agreed to by the related parties.

- The City provides support for capital water main projects and road repairs to WUC. The total amount charged to WUC for the year ending December 31, 2022 was \$8,907 (2021—\$10,092).
- The amounts due to related parties which are included in current liabilities consist of:

	2022	2021
	\$	\$
Due to Enwin Utilities Ltd.	3,317	1,834
Due to the Corporation of the City of Windsor	3,825	1,946
	7,142	3,780

- The amounts due to related parties which are included in long-term liabilities consist of:

	2022	2021
	\$	\$
Due to Enwin Utilities Ltd.	51,432	51,414

THE CORPORATION OF THE CITY OF WINDSOR

Notes to Consolidated Financial Statements

Year Ended December 31, 2022

(\$000's)



3. Government Business Enterprises (continued)

(v) YQG

	2022	2021
	\$	\$
Financial position		
Total assets	9,225	8,691
Total liabilities		
Total liabilities	1,723	918
Shareholder's equity	7,502	7,773
Total liabilities and equity		
	9,225	8,691
Results of operations		
Airport operating revenues	3,709	2,433
Management fees and other revenues	834	535
Total revenue	4,543	2,968
Operating and other expenses	4,814	3,396
Net loss	(271)	(428)

Related party transactions

The following transactions are in the normal course of operations and are measured at the exchange amount, which is the cost of consideration established and agreed to by the related parties.

- Amounts owing to the City relate mainly to capital purchases which are to be reimbursed and dividends payable. The amounts due to related parties which are included in total liabilities are non-interest bearing and consist of:

	2022	2021
	\$	\$
Due to the Corporation of the City of Windsor	44	279

THE CORPORATION OF THE CITY OF WINDSOR

Notes to Consolidated Financial Statements

Year Ended December 31, 2022

(\$000's)



4. Net long-term liabilities

- (a) The balance of the net long-term liabilities reported on the consolidated statement of financial position is made up of the following:

	2022	2021
	\$	\$
Total long term liabilities	54,807	54,201
Less amount repayable from user fees	(54,807)	(54,201)
Net amount repayable from general taxation	-	-

The amount repayable from user fees is comprised of:

	2022	2021
	\$	\$
Essex-Windsor Solid Waste Authority	25,486	27,062
Sewer Surcharge fund	14,457	16,591
Transit Windsor	857	961
Windsor Essex Community Housing Corporation	14,007	9,587
Long term liabilities repayable by user fees	54,807	54,201

At December 31, 2022, the net long-term liability as reported on the financial statements of EWSWA, which the City is responsible for 50%, consists of:

	2022	2021
	\$	\$
Debenture payable	50,971	54,125
Accrued interest	1,566	1,611
	52,537	55,736

The City has assumed no debt from other municipalities.

4. Net long-term liabilities (continued)

- (b) Of the long-term liabilities in (a) of this note, \$30,524 in principal payments are repayable from 2023 to 2027, \$16,865 from 2028 to 2032 and \$7,418 thereafter.

These amounts will require funding in those periods and are summarized as follows:

	2023-2027	2028-2032	Thereafter	Total
	\$	\$	\$	\$
From general taxation	-	-	-	-
From user fees	30,524	16,865	7,418	54,807
	30,524	16,865	7,418	54,807

- c) Approval of the Ontario Municipal Board or a Treasurer's Certificate relative to the Authorized Repayment Limit of the City has been obtained for the long-term liabilities in (a) issued in the name of the City.
- d) Total interest expenses for the year for net long-term liabilities which are reported on the consolidated statement of operations and accumulated surplus are as follows:

	2022	2021
	\$	\$
Interest funded from general property taxes	49	143
Interest funded from user fees	2,402	2,721
	2,451	2,864

5. Employee benefits

(a) Pension agreements

The City makes contributions to the Ontario Municipal Employees Retirement System ("OMERS"), on behalf of members of its staff. The plan is a multi-employer defined-benefit plan which specifies the amount of the retirement benefit to be received by the employees based on length of service and rates of pay. The multi-employer plan is valued on a current market basis for all plan assets.

5. Employee benefits (continued)

The City accounts for the OMERS plan by expensing contributions in the period in the consolidated statement of operations and accumulated surplus. Any surplus or deficit of the OMERS plan is accounted for by OMERS.

The amount contributed to OMERS for current service for 2022 was \$24,081 (2021—\$24,315). At December 31, 2021 the OMERS plan is in a deficit position, which is being addressed through managing contribution rates, benefit levels, and investment returns.

The Transit Windsor contributory pension plan, covering substantially all of its employees, was frozen effective December 31, 1999 with pension benefits for service on and after January 1, 2000 being covered by OMERS. As required by the Pension Benefits Standards Act, the City has issued a letter of credit to the pension plan regarding the plan funding balance. At December 31, 2022 the plan has, for accounting purposes and including the unfunded letter of credit, pension assets of \$9,665 (2021—\$8,699) and is in a funding surplus of \$7,915 (2021—\$3,454).

(b) Employee future benefits liabilities

Employee future benefit liabilities are future liabilities of the City to its employees and retirees for benefits earned but not taken as at December 31, 2022 and consist of the following:

	2022	2021
	\$	\$
Post-retirement benefits	593,229	571,034
Post-employment benefits	7,477	7,842
WSIB future benefits	81,434	79,794
Accrued vested sick leave	10,911	10,782
Vacation and banked overtime	3,130	3,191
Transit Windsor pension asset	(1,750)	(5,245)
	694,431	667,398

Post-retirement and post-employment benefits

The post-retirement and post-employment benefit liabilities are based on an actuarial valuation performed by the City's actuaries. Post-employment benefits include amounts accrued under the City's self-funded long-term disability policy. The significant actuarial assumptions adopted in estimating the City's liabilities are as follows:



5. Employee benefits (continued)

- Discount rate 4.75% (2021—2.75%)
- Health care discount rate 6.50% (2021—4.00%)

Information about the City's future obligations with respect to post-retirement benefits are as follows:

	2022	2021
	\$	\$
Accrued benefit liability at the beginning of the year	571,034	542,464
Current service cost	16,308	18,703
Interest	18,146	15,824
Amortization of actuarial net losses	1,064	6,948
Benefits paid	(13,323)	(12,905)
Accrued benefit liability at the end of the year	593,229	571,034
Unamortized net actuarial (gains) losses	(187,022)	78,953
Accrued benefit obligations at the end of the year	406,207	649,987

The measurement date of the employee future benefits obligation coincides with the City's fiscal year. An actuarial comprehensive valuation was completed as of August 1, 2022 and the next required valuation will be as of August 1, 2025.

(ii) Liability for Workplace Safety and Insurance

The post-retirement and post-employment benefit liabilities are based on an actuarial valuation performed by the City's actuaries. The estimated liability recorded at December 31, 2022 is \$81,434 (2021—\$79,794).

(iii) Accrued vested sick leave

Accrued vested sick leave refers to the balance of unused sick leave credits which is payable to eligible employees of the City upon their retirement. Under the sick leave plan, unused sick leave can accumulate and certain employees may become entitled to a cash payment upon leaving the City's employment. In 2022, an amount of \$737 (2021—\$381) has been paid and is reported as an expense on the consolidated statement of operations.

THE CORPORATION OF THE CITY OF WINDSOR



Notes to Consolidated Financial Statements

Year Ended December 31, 2022

(\$000's)

6. Landfill post-closure liabilities

The liability for landfill post-closure costs at December 31, 2022 is comprised of the City's proportion of the Regional Landfill closure and post-closure expenses of \$8,406 (2021—\$9,121) and post-closure expenses associated with the closed Essex County Landfill #3 of \$7,036 (2021—\$8,633).

The Essex County Landfill #3 was closed in 1997 and requires care for estimated period of 40 years from the date of closure. The December 31, 2022 liability for post-closure expenditures is based on the annual payment to EWSWA of \$610 (2021—\$610) and inflation adjusted at 2% per annum (2021—2%) and discounted to December 31, 2022 using a discount rate of 4.75% (2021—2.75%).

7. Municipal position

(a) Accumulated surplus

Accumulated surplus consists of individual fund surplus and reserves and reserve funds as follows:

	2022	2021
	\$	\$
Surplus:		
Invested in tangible capital assets	2,282,686	2,168,881
Invested in government business enterprises	694,728	655,745
Unfunded employee future benefit liabilities	(694,431)	(667,398)
Unfunded landfill post closure liabilities	(15,442)	(17,754)
Unfunded inactive contaminated sites liabilities	(8,774)	(8,504)
Other	112,720	113,975
Total Surplus	2,371,487	2,244,945
Reserves set aside for a specific purpose by Council:		
Working funds	34,618	33,781
Encumbrances	6,493	6,990
Future planning	1,857	1,698
Post retirement death benefit	287	247
Recreation services	1,292	1,443
Fire services	1,530	1,579
Environmental services	24,582	24,155
Occupational illness	3,310	2,964
Others	3,979	4,231
Total reserves	77,948	77,088

THE CORPORATION OF THE CITY OF WINDSOR

Notes to Consolidated Financial Statements

Year Ended December 31, 2022

(\$000's)



7. Municipal position (continued)

Reserve funds set aside for a specific purpose by Council:

Replacement of equipment	59,275	54,886
Capital expenditures	99,319	87,748
Insurance	7,756	7,573
Health benefits rate stabilization	12,063	13,227
Sanitary sewer expenditures	4,183	4,442
Budget stabilization	12,918	20,624
Children's fund	752	735
Social housing	(30,889)	(16,592)
Recreation	377	244
Transit debt repayment	1,160	1,254
Public health	31,368	25,952
Tax appeals	18,095	14,460
Total reserve funds	216,377	214,553
Total accumulated surplus	2,665,812	2,536,586

(b) Deferred revenues

The following funds totalling \$64,168 (2021—\$64,781) relate to net inflows (outflows) which have statutory restrictions and as such are classified as deferred revenue on the consolidated statement of financial position:

	Beginning Balance 2022 \$	2022 Inflows \$	2022 Outflows \$	Ending Balance 2022 \$
Parkland Acquisition	3,751	1,196	(2,884)	2,063
Development charges fund	19,466	12,359	(2,593)	29,232
Building permit fund (net)	999	1,614	(1)	2,612
Provincial gas tax fund	3,196	4,637	(3,697)	4,136
Federal gas tax fund	37,314	15,413	(26,658)	26,069
Federal public transit fund	55	1	-	56
Total	64,781	35,220	(35,833)	64,168

7. Municipal position (continued)

The parkland acquisition fund is utilized to fund purchases of parkland and other recreation expenditures. The development charges fund is utilized to fund growth related capital works. The building permit fund is utilized to fund the building permit department. Surpluses or deficits of net building permit income (loss) are transferred to this fund. The Provincial gas tax fund is utilized to fund public transportation programs. The Federal gas tax fund is utilized to fund environmentally sustainable municipal infrastructure projects. The Federal public transit fund is utilized to fund transit infrastructure to increase ridership.

8. Commitments

As at December 31, 2022, the City is committed to making the following payments:

- (a) Contracts for various capital construction projects, at a cost of \$125,535 (2021—\$53,044) in the aggregate, to be financed generally by pay as you go funding from the operating fund.
- (b) Payments for various operating leases through 2027 of \$539 (2021—\$973).
- (c) The City has approved Community Improvement Plans (“CIP”) that contain financial incentive programs for Brownfield Redevelopment, Economic Revitalization, Olde Sandwich Towne, Ford City, University and Downtown Community Improvement.

The CIPs allow the City to provide grants to property owners/tenants, or to undertake other community improvement activities to further the objectives of each CIP, which would otherwise be prohibited by Ontario’s *Municipal Act*. At December 31, 2022, there were 29 approved grant applications under the Economic Revitalization CIP, 13 approved grant applications under the Brownfield Redevelopment CIP, 13 approved grant applications under the Olde Sandwich Towne CIP, 5 approved grant applications under the Ford City CIP and 16 grant applications under the Downtown CIP. The amount of grant funding is directly tied to the increase in municipal property taxes as a result of assessment growth so there will be no net financial cost to the City. The program will not reduce current revenue levels but forego incremental tax revenue. Grants are paid over a period not to exceed 10 years with the maximum amount of grant funding equal to eligible costs incurred by the applicant.

The estimated value of remaining approved grants is \$97,791 (2021—\$52,620)

- (d) In 2013, the City purchased the land and building which house the Art Gallery of Windsor (“AGW”) for \$2,500. The City is obligated to lease a portion of the building to AGW for 41 years at one dollar per year.

9. Budget figures

Budget data presented in these consolidated financial statements is based on the 2022 Council approved operating budget. Certain adjustments were required to convert the budget from a cash basis to an accrual basis consistent with PSAB financial reporting standards. Included in these adjustments were the elimination of budgeted internal charges and recoveries, budgeted transfers to and from reserve and budgeted transactions with consolidated entities. Since certain significant items are not included in the annual operating budget, the assumption of using the actual accrued amount as the budget amount was used. These full accrued budget estimates are for financial statement presentation only.

Adjustments to Approved Operating Budget for Financial Statement Presentation

	2022
Expenses	\$
Approved 2022 Operating Budget (all operating funds)	1,067,297
Less: Eliminate budgeted internal charges and recoveries	(156,174)
Less: Budgeted transfers to / from reserves and capital	(158,462)
Less: Education payments to school boards	(52,284)
Plus: PSAB adjustments (actual post-retirement benefit and WSIB liabilities)	16,367
Plus: Actual amortization and tangible capital asset adjustments	114,524
Plus: Consolidated entity budgeted expenses	70,195
Less: Eliminate budgeted transactions with consolidated entities	(61,391)
Adjusted budgeted expenses	840,072

	2022
Revenues	\$
Approved 2022 Operating Budget (all operating funds)	1,067,297
Less: Eliminate budgeted internal charges and recoveries	(156,174)
Less: Budgeted transfers to / from reserves and capital	(15,515)
Less: Education amounts collected on behalf of school boards	(52,284)
Plus: Consolidated entity budgeted revenues	71,995
Less: Eliminate budgeted transactions with consolidated entities	(61,391)
Adjusted budgeted revenues	853,928

Budgeted Surplus	13,856
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10. Public liability insurance

The City has an insurance deductible for general liability claims up to \$500 (2021—\$500) for any individual claim. Outside coverage is in place for claims in excess of this amount.

At December 31, 2022, the City has insured through Marsh Canada (formerly JLT), an insurance broker, and has been since 2017. Previously, the City was insured with the Ontario Municipal Insurance Exchange (“OMEX”), an insurance reciprocal whose members pool their insurance coverage. As a member of a reciprocal, the City agrees to assume a certain percentage of the entire group’s liabilities and losses for the period of time that the City was a member. In the event that an annual premium funding become insufficient to cover claims and claim reserves, the reciprocal has the ability to re-assess each member to appropriately fund the difference. Likewise, in the event of a surplus, the member is entitled to a refund. Although the City is no longer insured with OMEX, it still has exposure for the years in which the City was a member that have not yet been closed. The City paid \$ nil in retroactive assessments in 2022 (2021—\$ nil). The City has established a reserve fund for self-insurance, which at December 31, 2022 amounted to \$7,756 (2021—\$7,573).

The City budgets each year for premiums and claims. Any budget excess may be credited to the reserve fund. Payment of premiums and claims are shown as expenses on the consolidated statement of operations and accumulated surplus.

11. Segmented information

The City of Windsor is a diversified single tier municipality that provides a wide range of services to its citizens, including police, fire, ambulance, public transit, water and many others. These services are provided by departments and related entities of the City and their activities are reported by segment in these consolidated financial statements.

For each reported segment, revenues and expenses represent both amounts that are directly attributable to the segment and amounts that are allocated on a reasonable basis. Net municipal property taxes and payments-in-lieu of taxes are allocated to segments based on the net expenses of that segment. The accounting basis used in these segments is consistent with that followed in the preparation of the consolidated financial statements as discussed in Note 1. For additional information, please see the consolidated schedule of segmented net revenue (schedule 1). The City’s reportable operating segments and their associated activities are as follows:

THE CORPORATION OF THE CITY OF WINDSOR

Notes to Consolidated Financial Statements

Year Ended December 31, 2022

(\$000's)



11. Segmented information (continued)

General government is comprised of Finance, Administration, Governance, Legal, Human Resources and other activities to support the other segments of the City.

Protection to persons and property is comprised of Police, Fire, Conservation Authority, Provincial Offences and Protective Inspection activities.

Transportation services is comprised of Public Transportation, Roadway Maintenance, Winter Control, Central Garage and Airport.

Environmental services is comprised of Sanitary and Storm Sewers, Solid Waste Collection and Disposal, and Recycling.

Health Services is comprised of Ambulance and Public Health services.

Social and family services is comprised of Social Services, Social Housing, Child Care, Assistance to the Aged.

Recreation and culture is comprised of Parks, Recreation Facilities, and Libraries

Planning and development is comprised of Planning and Zoning, Commercial and Industrial, and Business Improvement Areas.

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12. Contingent liabilities

- (a) During the normal course of operations, the City is subject to various legal actions, including some of which can be substantial. The settlement of the actions that can be reasonably estimated is not expected to have a material effect on the consolidated financial statements of the City. Other legal actions may be at an early stage and therefore the likelihood and magnitude of impact cannot be reasonably determined.
- (b) Based on the outcome of legal proceedings regarding the expropriation of lands within the Spring Garden Area of Natural and Scientific Interest ("ANSI"), the City could be obligated to pay an additional amount. The City has recognized an estimate of this obligation within accounts payable and accrued liabilities, although the actual amount owed may differ.

12. Contingent liabilities (continued)

- (c) Construction of a new Huron Lodge Home for the Aged began in 2004. The project was substantially completed in March 2007 in compliance with Ministry of Health requirements. The contractor has registered a lien and claiming damages in the amount of \$4,677. Whether the contractor will recover all, some or none of that amount is undeterminable.
- (d) The City is the subject of a class action lawsuit relating to bingo/lottery licence fees. Depending on the outcome of the legal proceedings, the City could incur a liability of up to approximately \$70,000.
- (e) The City is the subject of several class action lawsuits relating to the Covid-19 pandemic. Depending on the outcome of the legal proceedings, the City could incur liabilities up to \$2,850.

13. Contingent assets

During the normal course of operations, the City may bring various legal actions, including some which can be substantial. The settlement of these actions may result in the City's favour and any favourable settlement amounts will be available for the City's use. Contingent assets are not recorded in the consolidated financial statements as they not meet the definition of an asset.

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14. Contractual rights

Contractual rights are rights to economic resources arising from contracts or agreements that will result in revenues and assets in the future. The City's contractual rights arise because of contracts entered into for various services, long-term leases, and rental contracts. Contractual rights arise from the normal course of operations and are not reflected in the consolidated financial statements until revenues or assets are received. The following table summarizes the contractual rights of the City for future assets:

	2023	2024	2025	2026	2027	2028+
	\$	\$	\$	\$	\$	\$
Service contracts	10,511	9,141	6,466	6,204	6,204	5,888
Long term leases	2,369	2,294	2,103	1,059	882	4,998
	12,880	11,435	8,569	7,263	7,086	10,886

THE CORPORATION OF THE CITY OF WINDSOR

Notes to Consolidated Financial Statements

Year Ended December 31, 2022

(\$000's)



15. Subsequent Event

In early 2023, the City issued \$45,000 in long term debt to fund the development of industrial land for the NextStar battery plant. This liability will appear in the 2023 consolidated financial statements.

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THE CORPORATION OF THE CITY OF WINDSOR



Schedule 1

Consolidated Statement of Segmented Net Revenue—2022

Year Ended December 31, 2022

(\$000's)

2022	General government	Protection to persons and property	Transportation services	Environmental services	Health services	Social and family services	Recreation and culture	Planning and development	Total
Expenses									
Salaries, wages and benefits	41,293	170,730	45,366	21,376	400	54,317	32,958	4,054	370,494
Interest	-	49	21	2,098	-	283	-	-	2,451
External transfers	2,948	1,754	1,199	-	3,803	192,368	485	1,383	203,940
Amortization	3,161	5,778	38,866	22,456	3	6,816	12,695	807	90,582
Goods and services	13,565	23,764	38,105	36,040	11,266	54,802	24,786	2,208	204,536
Total Expenses	60,967	202,075	123,557	81,970	15,472	308,586	70,924	8,452	872,003
Revenues excluding taxation									
User charges	13,982	13,801	20,206	84,891	-	32,761	15,460	1,567	182,668
Provincial and federal transfers	32,016	13,990	43,466	1,182	-	206,322	1,821	-	298,797
Revenue from other municipalities	12	6,936	818	3,484	-	19,590	-	-	30,840
Other	47,876	6,738	5,410	4,986	-	3,947	924	289	70,170
Change in equity in government business enterprises	38,983	-	-	-	-	-	-	-	38,983
Total revenues excluding taxation	132,869	41,465	69,900	94,543	-	262,620	18,205	1,856	621,458
Net municipal property taxes and payments-in-lieu of taxes									379,771
Annual surplus (deficit)	71,902	(160,610)	(53,657)	12,573	(15,472)	(45,965)	(52,719)	(6,596)	129,226

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Schedule 1 (continued)

Consolidated Statement of Segmented Net Revenue—2021

Year Ended December 31, 2022

(\$000's)

2021	General government	Protection to persons and property	Transportation services	Environmental services	Health services	Social and family services	Recreation and culture	Planning and development	Total
Expenses									
Salaries, wages and benefits	39,920	168,451	45,440	21,425	1,143	54,629	27,848	3,845	362,701
Interest	-	143	24	2,294	-	403	-	-	2,864
External transfers	1,570	1,725	1,199	-	3,729	142,800	439	1,383	152,845
Amortization	3,089	5,576	38,215	21,139	-	6,973	12,176	804	87,972
Goods and services	15,180	18,962	23,828	33,455	12,984	79,839	22,146	3,591	209,985
Total Expenses	59,759	194,857	108,706	78,313	17,856	284,644	62,609	9,623	816,367
Revenues excluding taxation									
User charges	13,950	14,621	12,846	78,240	-	32,445	8,122	1,311	161,535
Provincial and federal transfers	59,612	8,322	23,192	139	-	177,095	1,009	100	269,469
Revenue from other municipalities	-	6,675	608	3,256	-	17,633	-	-	28,172
Other	25,901	5,222	14,556	4,619	-	4,071	2,727	388	57,484
Change in equity in government business enterprises	35,395	-	-	-	-	-	-	-	35,395
Total revenues excluding taxation	134,858	34,840	51,202	86,254	-	231,244	11,858	1,799	552,055
Net municipal property taxes and payments-in-lieu of taxes									
									368,540
Annual surplus (deficit)	75,099	(160,017)	(57,504)	7,941	(17,856)	(53,400)	(50,751)	(7,824)	104,228

THE CORPORATION OF THE CITY OF WINDSOR



Schedule 2

Tangible Capital Assets—2022

Year Ended December 31, 2022

(\$000's)

2022				
Cost	Balance, beginning of year	Additions	Disposals	Balance, end of year
Land	297,944	2,292	(8)	300,228
Landfill and land improvements	212,585	1,213	(1,470)	212,328
Building and building improvements	759,705	22,217	(485)	781,437
Vehicles, machinery and equipment	306,410	31,669	(13,388)	324,691
Water and wastewater infrastructure	956,732	32,997	(4,427)	985,302
Roads infrastructure	1,023,454	10,433	(1,442)	1,032,445
Airport assets	98,355	277	-	98,632
Assets under construction	186,923	143,022	(36,799)	293,146
Total	3,842,108	244,804	(64,063)	4,028,209
Accumulated amortization				
Landfill and land improvements	67,716	5,861	(857)	72,720
Building and building improvements	365,675	19,230	(485)	384,420
Vehicles, machinery and equipment	162,522	19,398	(13,080)	168,840
Water and wastewater infrastructure	395,554	18,219	(3,133)	410,640
Roads infrastructure	590,019	24,881	(1,337)	613,563
Airport assets	37,540	2,993	-	40,533
Total	1,619,026	90,582	(18,892)	1,690,716
Net book value				
Land	297,944			300,228
Landfill and land improvements	144,869			139,608
Building and building improvements	394,030			397,017
Vehicles, machinery and equipment	143,888			155,851
Water and wastewater infrastructure	561,178			574,662
Roads infrastructure	433,435			418,882
Airport assets	60,815			58,099
Assets under construction	186,923			293,146
Total	2,223,082			2,337,493

THE CORPORATION OF THE CITY OF WINDSOR



Schedule 2

Tangible Capital Assets—2021

Year Ended December 31, 2022

(\$000's)

2021				
Cost	Balance, beginning of year	Additions	Disposals	Balance, end of year
Land	271,947	26,062	(65)	297,944
Landfill and land improvements	204,558	8,719	(692)	212,585
Building and building improvements	741,664	18,982	(941)	759,705
Vehicles, machinery and equipment	290,262	19,745	(3,597)	306,410
Water and wastewater infrastructure	938,449	19,445	(1,162)	956,732
Roads infrastructure	990,068	38,150	(4,764)	1,023,454
Airport assets	97,784	571	-	98,355
Assets under construction	162,141	102,739	(77,957)	186,923
Total	3,696,873	234,413	(89,178)	3,842,108
Accumulated amortization				
Landfill and land improvements	62,953	5,295	(532)	67,716
Building and building improvements	347,484	18,656	(465)	365,675
Vehicles, machinery and equipment	147,636	18,434	(3,548)	162,522
Water and wastewater infrastructure	378,696	17,693	(835)	395,554
Roads infrastructure	567,917	24,912	(2,810)	590,019
Airport assets	34,557	2,983	-	37,540
Total	1,539,243	87,973	(8,190)	1,619,026
Net book value				
Land	271,947			297,944
Landfill and land improvements	141,605			144,869
Building and building improvements	394,180			394,030
Vehicles, machinery and equipment	142,626			143,888
Water and wastewater infrastructure	559,753			561,178
Roads infrastructure	422,151			433,435
Airport assets	63,227			60,815
Assets under construction	162,141			186,923
Total	2,157,630			2,223,082

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**PART II:
TRUST FUNDS
FINANCIAL STATEMENTS**

DRAFT



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Canada
Tel 519-251-3500
Fax 519-251-3530

INDEPENDENT AUDITOR'S REPORT

To the Mayor, Members of Council, Inhabitants and Ratepayers of the Corporation of the City of Windsor

Opinion

We have audited the financial statements of the Trust Funds of the Corporation of the City of Windsor (the Trusts), which comprise:

- the statement of financial position as at December 31, 2022
- the statement of financial activities and continuity of fund balances for the year then ended
- and the notes to the financial statements, including a summary of significant accounting policies

(Hereinafter referred to as the “financial statements”)

In our opinion, the accompanying financial statements present fairly, in all material respects, the financial position of the Trusts as at December 31, 2022, and its financial activities for the year then ended in accordance with Canadian public sector accounting standards.

Basis for Opinion

We conducted our audit in accordance with Canadian generally accepted auditing standards. Our responsibility under those standards are further described in the “**Auditor’s Responsibilities for the Audit of the Financial Statements**” section of our auditor’s report.

We are independent of the Trusts in accordance with the ethical requirements that are relevant to our audit of the financial statements in Canada and we have fulfilled our other 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 opinion.



Responsibility 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 public sector accounting standards, 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 Trust'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 Trust or to cease operations or has no realistic alternative but to do so.

Those charged with governance are responsible for overseeing the Trust'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 generally accepted auditing standards 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 the financial statements.

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

- Identify and assess the risk 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, internal 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 purposes of expressing an opinion on the effectiveness of the Trust's internal control.



Page 3

- 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 the events or conditions that may cast significant doubt on the Trust'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 Trust 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.
- 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.

Chartered Professional Accountants, Licensed Public Accountants
Windsor, Canada
Approval Date

THE CORPORATION OF THE CITY OF WINDSOR

Trust Funds Statement of Financial Position

Year Ended December 31, 2022

(\$000's)



	Huron Lodge Residents' Comfort \$	Willistead Furnishings \$	Windsor Justice Facility Capital Maintenance \$	Heritage Endowment Fund \$	EWSWA Landfill Expansion Fund \$
Assets					
Current assets					
Cash and equivalents	58	16	3,729	500	-
Due from City of Windsor	-	-	14	2	-
Total current assets	58	16	3,743	502	-
Long term assets (note 2):					
Investments	-	-	2,052	-	5,014
Total assets	58	16	5,795	502	5,014
Liabilities					
Due to Current Fund City of Windsor	-	-	-	-	-
Due to Capital Fund City of Windsor	-	-	-	-	-
Accounts payable	3	-	-	-	-
Total liabilities	3	-	-	-	-
Fund balance	55	16	5,795	502	5,014
Total liabilities and fund balance	58	16	5,795	502	5,014

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

THE CORPORATION OF THE CITY OF WINDSOR

Trust Funds Statement of Financial Position

Year Ended December 31, 2022

(\$000's)



COAHP Revolving Homeownership \$	Windsor Medical Fund \$	MacDonald Trust \$	Willistead Endowment Fund \$	Fairbairn Cemetery Fund \$	Arts Endowment Trust Fund \$	WPL Bradley Trust Fund \$	Total 2022 \$	Total 2021 \$
2,567	37	32	29	12	-	4	6,984	6,342
49	-	-	-	-	-	-	65	56
2,616	37	32	29	12	-	4	7,049	6,398
-	-	-	-	-	2,964	-	10,030	9,785
2,616	37	32	29	12	2,964	4	17,079	16,183
47	-	-	-	-	-	-	47	-
-	-	-	-	-	-	-	-	47
2,467	-	-	-	-	-	-	2,470	2,273
2,514	-	-	-	-	-	-	2,517	2,320
102	37	32	29	12	2,964	4	14,562	13,863
2,616	37	32	29	12	2,964	4	17,079	16,183

THE CORPORATION OF THE CITY OF WINDSOR

Trust Funds Statement of Financial Activities

Year Ended December 31, 2022

(\$000's)



	Windsor				
	Huron Lodge Residents' Comfort \$	Willistead Furnishings \$	Justice Facility Capital Maintenance \$	Heritage Endowment Fund \$	EWSWA Landfill Expansion Fund \$
Balance at the beginning of the year	66	10	5,355	490	4,855
Revenues					
Residents' comfort	54	-	-	-	-
Interest earned	-	1	141	12	159
Contributions	-	10	490	-	-
Total revenues	54	11	631	12	159
Expenditures					
Payments to residents or estates	65	-	-	-	-
Purchases of furnishings and capital improvements	-	5	191	-	-
Contribution to City of Windsor Capital Fund	-	-	-	-	-
Other expenses	-	-	-	-	-
Total expenditures	65	5	191	-	-
Balance at the end of the year	55	16	5,795	502	5,014

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THE CORPORATION OF THE CITY OF WINDSOR



Trust Funds Statement of Financial Activities

Year Ended December 31, 2022

(\$000's)

COAHP Revolving Homeownership \$	Windsor Medical Fund \$	MacDonald Trust \$	Willistead Endowment Trust \$	Fairbairn Cemetery Trust \$	Arts Endowment Trust \$	WPL Bradley Trust \$	Total 2022 \$	Total 2021 \$
45	36	32	29	11	2,930	4	13,863	13,413
-	-	-	-	-	-	-	54	63
57	1	-	-	1	81	-	453	347
143	-	-	-	-	-	-	643	500
200	1	-	-	1	81	-	1,150	910
-	-	-	-	-	-	-	65	62
-	-	-	-	-	-	-	196	351
-	-	-	-	-	47	-	47	47
143	-	-	-	-	-	-	143	-
143	-	-	-	-	47	-	451	460
102	37	32	29	12	2,964	4	14,562	13,863

THE CORPORATION OF THE CITY OF WINDSOR

Notes to Trust Funds Financial Statements

Year Ended December 31, 2022

(\$000's)



1. ACCOUNTING POLICIES

Basis of accounting

Revenue and expenditures are reported on the accrual basis of accounting.

2. LONG TERM ASSETS

Long-term assets include total investments of \$10,030 (2021 - \$9,785) reported on the statement of financial position which reflects cost plus accrued interest to the end of the year.

3. TRUST FUNDS

The trust funds administered by the Corporation as of December 31, 2022 total \$14,562 (2021 - \$13,863) and are comprised of the following:

Huron Lodge Residents' Comfort Trust \$55 (2021 - \$66)

Administers the Home for the Aged residents' monthly spending allowance.

Willistead Furnishings Trust Fund \$16 (\$2021 - \$10)

Receives various donations, which are utilized to fund furnishings for the City-owned heritage facility.

Windsor Justice Facility Capital Maintenance Trust \$5,795 (2021 - \$5,355)

Administers joint contributions from the City of Windsor and Ontario Realty Corporation to be used for capital maintenance of the Joint Justice Facility.

Heritage Endowment Fund \$502 (2021 - \$490)

This is a fund which derives income for the purpose of capital funding costs associated with conserving eligible heritage properties.

Essex-Windsor Solid Waste Authority Landfill Expansion Fund \$5,014 (2022—\$4,855)

This trust fund was established to hold funds paid by MFP Financial Services Limited to the County of Essex and the City in accordance with the settlement dated July 29, 2005. These funds will be utilized for ongoing cell expansions of the EWSWA consistent with the original loan with required payments in 2016 and 2024. The fund balance of the trust fund relates specifically to an amount payable to the EWSWA regarding ongoing future cell expansions.

Canada-Ontario Affordable Housing Program (COAHP) Trust \$102 (2021 - \$45)

This trust fund was established for the purposes of the Canada-Ontario Affordable Housing Program Homeownership Component. Federal funding deposited into the trust account is subsequently transferred to successful recipients. The funding is considered a grant if the recipient maintains ownership of their home for the term of 20 years. If the home is sold prior to the 20 year period, the downpayment assistance (\$8 maximum) is repayable and deposited back into the trust fund to be redistributed to another recipient.

Windsor Medical Fund \$37 (2021 - \$36)

This fund was established in 2008 specifically for the acquisition of significant artifacts within the scope of the Windsor's Community Museum collection.

MacDonald Trust \$32 (2021 - \$32)

The transfer of the Museum function to the City of Windsor from the Windsor Public Library Board was finalized in 2008. The funds in the MacDonald Trust are to be expended on the collection, preservation and display of artifacts in the Francois Baby House.

Willistead Endowment Trust \$29 (2021 - \$29)

This fund was established in 2012 to be used for the benefit of Willistead Manor. The fund is to be used exclusively and in perpetuity for the preservation, restoration, and capital improvement of Willistead Manor and used for any means needed to achieve this purpose. It is intended that the fund be used for infrastructure projects. The minimum capital amount that must be preserved in the fund at all times is set at 50% of the receipted value of life to date contributions to the fund.

Fairbairn Cemetery Fund \$12 (2021 - \$11)

This fund was established when the City of Windsor became owner of Fairbairn Cemetery to be used for Parks Department management and third party contractor maintenance.

Arts Endowment Trust Fund \$2,964 (2021 - \$2,930)

This fund was established in 2017 to provide an ongoing funding source which will be available in perpetuity to support, in full or in part, public art related aspects of future City capital projects. The minimum annual distribution from the trust fund to be placed in the capital project has been established at 1.5% with any remaining yield to be retained in the fund.

Windsor Public Library – Bradley Trust \$4 (2021 - \$4)

This fund was established for the future building of a Sandwich Library.



The Corporation of the City of Windsor

**Audit Findings Report
for the year ended
December 31, 2022**

KPMG LLP

August 8, 2023

kpmg.ca/audit



KPMG contacts

Key contacts in connection with this engagement



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Digital use information

This Audit Findings Report is also available as a “hyper-linked” PDF document.

If you are reading in electronic form (e.g. In “Adobe Reader” or “Board Books”), clicking on the home symbol on the top right corner will bring you back to this slide.



Click on any item in the table of contents to navigate to that section.

4	Audit highlights	5	Technology highlights	6	Status of the audit	7	Audit risks and results
14	Misstatements	15	Control deficiencies	15	Additional matters		
17	Independence	18	Audit quality	19	Appendices		

The purpose of this report is to assist you in your review of the results of our audit of the consolidated financial statements as at and for the period ended December 31, 2022. This report builds on the Audit Plan we presented to Council. This report is intended solely for the information and use of Management and Council and should not be used for any other purpose or any other party. KPMG shall have no responsibility or liability for loss or damages or claims, if any, to or by any third party as this report has not been prepared for, and is not intended for, and should not be used by, any third party or for any other purpose.

Audit highlights

Status of the audit

We have completed the audit of the consolidated financial statements (“financial statements”), with the exception of certain remaining outstanding procedures, which are highlighted on slide 6 of this report.

Uncorrected audit misstatements

No matters to report.

Control deficiencies

We did not identify any control deficiencies that we determined to be significant deficiencies in internal control over financial reporting. See slide 15 for certain required communications regarding control deficiencies.

Significant changes to our audit plan

There were no significant changes to our audit plan which was originally communicated to you in the audit planning report.

Corrected audit misstatements

The management representation letter includes all misstatements identified as a result of the audit, communicated to management, and subsequently corrected in the audited financial statements. See slide 14 for a summary of individually significant corrected audit misstatements.

Accounting policies and practices

No matters to report.

Audit risks and results – significant risks

Findings related to significant risks are discussed on slides 7-13.

Significant unusual transactions

No matters to report.

Other financial reporting matters

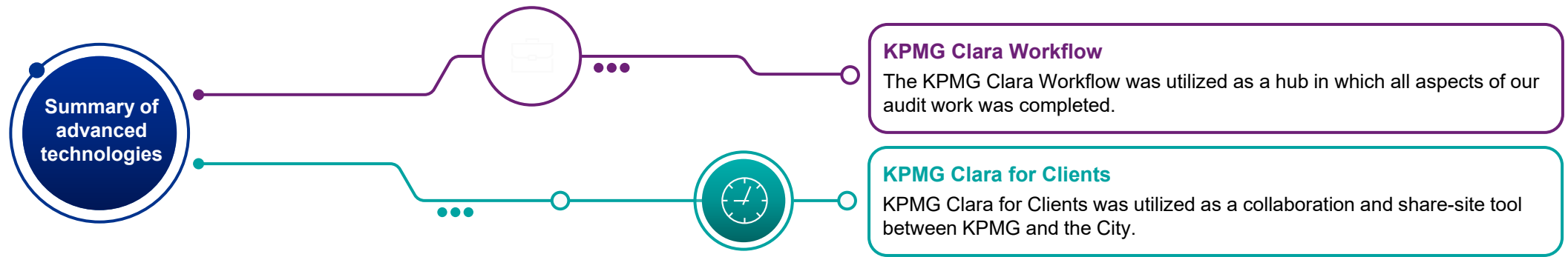
No matters to report.

Audit risks and results – going concern assessment

No matters to report.

Technology highlights

As previously communicated in our Audit Planning Report, we have utilized technology to enhance the quality and effectiveness of the audit.



Status of the audit

As of July 21, 2023, we have completed the audit of the consolidated financial statements, with the exception of certain remaining procedures, which include amongst others:

- Completing our discussions with Council
- Obtaining evidence of Council's approval of the financial statements
- Receipt of legal letter responses
- Receipt of signed management representation letter
- Receipt of certain bank/investment confirmations
- Final partner and manager review of audit file

We will update Council on significant matters, if any, arising from the completion of the audit, including the completion of the above procedures.

Our auditor's report, a draft of which is provided alongside the draft financial statements, will be dated upon the completion of any remaining procedures.

KPMG Clara for Clients (KCfc)



Real-time collaboration and transparency
 We leveraged **KCfc** to facilitate real-time collaboration with your team and provide visual insights into the status of the audit!

On your audit we used KCfc to coordinate requests from City of Windsor employees.

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Significant risks and results

We highlight our significant findings in respect of **significant risks** as identified in our discussion with you in the Audit Plan, as well as any additional significant risks identified.



Risk of material misstatement due to fraud resulting from management override of controls

Significant risk	Estimate?
<p>The risk of material misstatement due to fraud resulting from management override of controls is a presumed risk for all entities under Canadian Auditing Standards (“CAS”).</p> <p>We have not identified any specific areas which highlight this risk over the course of our audit.</p>	No

Our response


- The risk resides with management’s ability to perpetrate fraud because of its ability to manipulate accounting records and prepare fraudulent financial statements by overriding controls that otherwise appear to be operating effectively.
- As this risk is non-rebuttable, our audit methodology incorporates the required procedures in professional standards to address this risk. KPMG performed procedures as noted in our audit planning report, including testing of journal entries and other adjustments, performed a retrospective review of estimates and evaluated the business rationale of significant unusual transactions.
- KPMG reviewed a sample of expense reports for the Mayor, his staff, Council and the Corporate Leadership Team. We reviewed the policies of the Corporation and ensured that the expense reports adhered to the policies and were appropriately authorized and supported.

Significant findings

- No exceptions were noted in our testing.
- All expenses were appropriately authorized, supported and in compliance with the Corporation’s policies.

Other significant findings and results

We highlight **other significant findings** as follows:

 **Post-employment benefits**

Other significant finding	Estimate?
---------------------------	-----------

The liability for employee future benefits recognized on the consolidated statement of financial position at December 31, 2022 is comprised of accrued post-employment and post-retirement benefits, such as health, dental, life insurance and long-term disability, accrual for Workplace Safety and Insurance costs (“WSIB”) given that the Corporation is a schedule 2 employer and must finance its own costs, vacation and vested overtime liability and accrued vested sick leave (see note 5 to the consolidated financial statements for more details). Yes

Our response


- The most recent valuation of the Corporation’s post-retirement benefit and sick leave gratuity plans by the Corporation’s actuary, Actuarial Solutions Inc., was performed as at August 1, 2022. An extrapolation of the December 31, 2022 fiscal year benefit expense was performed by the actuaries.
- The accrued benefit obligation for post-retirement and post-employment benefits, representing the present value of the cost of these benefits earned and funded in future periods amounted to \$406 million (2022 - \$650 million). Unamortized net actuarial gains representing the difference between the accrued benefit obligation and the liability amounted to \$187 million (2021 – loss of \$79 million). These actuarial gains and losses represent changes in the value of the accrued benefit obligation due to differences in the Plan’s experience compared to expectation (i.e. changes in claims costs) and changes in actuarial assumptions (i.e. change in the discount rate) incorporated in the underlying calculations. These changes are amortized into the liability recognized on the consolidated statement of financial position over the estimated remaining service life of the respective employee groups or 13.3 years.
- The liability for employee future benefits is unfunded. Benefits are funded on a pay-as-you-go basis. As a result, the Accumulated Surplus, disclosed in detail in note 7(a) to the consolidated financial statements, includes disclosure of the amounts to be recovered in future years relating to the Corporation’s liability for future employee benefits.
- KPMG evaluated the reasonableness of the discount rate used in the current year calculation. The discount rate used by the Corporation was 4.75% at December 31, 2022 and 2.75% at December 31, 2021. The discount rates used are consistent with those used by other public sector entities.
- The most recent valuation of the Corporation’s WSIB Benefits by Nexus Actuarial Consultants was performed as at December 1, 2020. An extrapolation of the December 31, 2022 fiscal year benefit expense was performed by the actuary.
- The Actuary’s analysis determined a total obligation of \$81.4 million (2021 - \$79.8 million).
- The Corporation maintains \$3.0 million in reserves, including deposits at WSIB, to offset this obligation.
- KPMG performed audit procedures on the underlying data that was used as the basis for calculating the obligations, including employee data and assumptions.

Significant findings

- No issues noted, all Post Employment Benefit obligations were recorded correctly and the underlying data was found to be accurate and complete.

Other significant findings and results

We highlight **other significant findings** as follows:

 Liability for landfill post closure costs	
Other significant finding	Estimate?

The liability for landfill post closure costs as at December 31, 2022 is comprised of the Corporation's proportionate share of closure and post closure costs associated with the Regional Landfill of \$8.4 million (2021 - \$9.1 million) and the Corporation's share of post closure costs associated with Landfill #3 of \$7.0 million (2021 - \$8.6 million). Yes

Our response


- We have evaluated the assumptions in support of the liability for closure and post closure costs including the annual payment, discount rate and inflation rate.
- We have reviewed note 6 to the consolidated financial statements and ensured that the disclosure satisfies the requirements of PSAB, Section 3270, Solid Waste Landfill Closure and Post-Closure Liability.

Significant findings

- We did not identify any misstatements during the course of our audit procedures over the liability for landfill post closure costs.

Other significant findings and results

We highlight **other significant findings** as follows:

 Revenue recognition with respect to funding received from Federal and Provincial governments

Other significant finding	Estimate?
---------------------------	-----------

The City receives funding from the Federal and Provincial governments under a variety of programs, including programs with specific revenue recognition criteria. No

This can result in potential financial reporting issues with respect to the amount of revenue recognized and the treatment of unearned funds at year-end (deferral vs. payable)

Our response


- Reviewing management's calculation of revenues that are conditional in nature, including Safe Restart COVID-19 funding. For all significant conditional revenue sources, we reviewed the supporting documentation that demonstrated the revenues recognition criteria have been achieved.
- Assessing management's treatment of unearned revenues. For significant balances, we further inquired with management regarding their determination of whether these balances represented deferred revenues or payable balances.
- Reviewing the prior year's unearned revenue accounts, to ensure that amounts have been recognized to revenue where the appropriate criteria have been met.

Significant findings

- No issues noted, all revenue was recognized appropriately in accordance with Public Sector Accounting Standards.

Other significant findings and results

We highlight **other significant findings** as follows:

 Valuation of property taxes and outstanding property tax appeals

Other significant finding	Estimate?
<p>The total allowance for doubtful accounts is comprised of trade and other receivables (2022 - \$2.5 million; 2021- \$2.5 million) and property taxes and payments in lieu of taxes (2022- \$148 thousand; 2021 - \$2.2 million). The City removed its allowance for property taxes during 2022. Net property tax reductions resulting from settlement on certain property tax appeals and other adjustments during the year amounted to \$4.9 million (2021 – \$7.2 million).</p> <p>The Corporation’s tax appeals reserve of \$18.1 million (2021 - \$14.5 million) can be utilized if required, to mitigate risk associated with uncertainties that exist surrounding future property tax adjustments.</p> <p>Additionally, the Corporation has available certain reserve funds to further mitigate its credit risk. The working capital reserve fund has a balance available of \$34.6 million (2021 - \$33.8 million) and the budget stabilization reserve fund has a balance available of \$14.7 million (2021 - \$17.7 million) as at December 31, 2022.</p>	<p>Yes, where amounts are deemed uncollectible</p>

Our response


- Review of management's evaluation of properties with significant outstanding tax balances, including any environmentally sensitive properties, and assessing the reasonableness of the valuation allowance.
- Obtaining an understanding of the outstanding property tax appeals through review of Council reports and discussion with management and ensuring such appeals are recognized in the consolidated financial statements in accordance with the Corporation's accounting policies.
- Reviewing subsequent appeal settlements to ensure the Corporation's accounting at year-end is appropriate.

Significant findings

- No issues noted.

Other significant findings and results

We highlight **other significant findings** as follows:

 **Tangible capital assets**

Other significant finding	Estimate?
---------------------------	-----------

Capital expenditures represent a significant investment on the part of the City and in certain instances, may involve a degree of subjectivity and/or complexity in terms of whether they meet the criteria for capitalization.	No
---	----

Our response


- Performing substantive testing over recorded capital expenditures, where we reviewed source documentation for a sample of capital expenditures to determine if amounts were recorded at the correct amount and appropriately recognized as a capital expenditure.
- Performing substantive testing over repairs and maintenance expenditure accounts, which involved reviewing a sample of source documentation to determine any instances where an item should have been capitalized rather than expensed.
- Reviewing management’s presentation and disclosure of capital assets and deferred revenues.

Significant findings

- No issues noted, all capital transactions were appropriately recognized.

Other significant findings and results

We highlight **other significant findings** as follows:

 Contingent liabilities	
Other significant finding	Estimate?

The City has been named as a defendant in a number of legal actions. These actions are at various stages of their respective proceedings and the City may not be in a position to mitigate its' liability exposure through insurance. No

Our response

- Obtaining management's assessment of ongoing legal claims in order to understand ongoing cases.
- Discussing status of ongoing cases with internal legal counsel where required.
- Sending inquiry letters to external counsel to obtain their evaluation of ongoing cases.
- Review of Council minutes for the 2022 year and 2023 year, up to the date of our Auditor's Report.

Significant findings

- No issues noted within the recognition, disclosure and presentation of contingent liabilities.

Individually significant corrected audit misstatements

Corrected audit misstatements greater than \$460,000 individually:

Description of misstatement		
	Debit	Credit
<p>To record a prepaid asset in respect of the City's contribution to the University of Windsor for the construction of the Toldo Lancer Centre, in exchange for use of the pool for a term of 10 years.</p> <p>Prepaid expenses</p> <p style="padding-left: 20px;">Repairs and maintenance expense</p>	\$2,700,000	\$2,700,000

Control deficiencies

Consideration of internal control over financial reporting (ICFR)



In planning and performing our audit, we considered ICFR relevant to the Entity's preparation of the financial statements in order to design audit procedures that are appropriate in the circumstances for the purpose of expressing an opinion on the financial statements, but not for the purpose of expressing an opinion on ICFR.

Our understanding of internal control over financial reporting was for the limited purpose described above and was not designed to identify all control deficiencies that might be significant deficiencies. The matters being reported are limited to those deficiencies that we have identified during the audit that we have concluded are of sufficient importance to merit being reported to those charged with governance.

Our awareness of control deficiencies varies with each audit and is influenced by the nature, timing, and extent of audit procedures performed, as well as other factors. Had we performed more extensive procedures on internal control over financial reporting, we might have identified more significant deficiencies to be reported or concluded that some of the reported significant deficiencies need not, in fact, have been reported.

A deficiency in internal control over financial reporting



A deficiency exists when the design or operation of a control does not allow management or employees, in the normal course of performing their assigned functions, to prevent or detect misstatements on a timely basis. A deficiency in design exists when (a) a control necessary to meet the control objective is missing or (b) an existing control is not properly designed so that, even if the control operates as designed, the control objective would not be met. A deficiency in operation exists when a properly designed control does not operate as designed, or when the person performing the control does not possess the necessary authority or competence to perform the control effectively.

Significant deficiencies in internal control over financial reporting



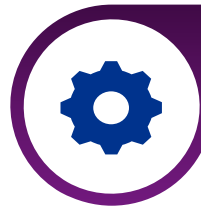
A significant deficiency in internal control over financial reporting is a deficiency, or combination of deficiencies, in internal control that, in the auditor's professional judgment, is of sufficient importance to merit the attention of those charged with governance.

Significant accounting policies and practices



Initial selections of significant accounting policies and practices

There were no new significant accounting policies and practices selected and applied during the period.



Description of new or revised significant accounting policies and practices

No matters to report.



Significant qualitative aspects of the Company's accounting policies and practices

No matters to report.

Other financial reporting matters


We also highlight the following:



Financial statement presentation - form, arrangement, and content



No matters to report.



Concerns regarding application of new accounting pronouncements



Asset Retirement obligations (ARO)

- The new standard *PS 3280 Asset retirement obligations* is effective for fiscal years beginning on or after April 1, 2022. This standard will require the public sector entity to record a liability related to future costs of any legal obligations to be incurred upon retirement of any controlled tangible capital assets. The amount of the initial liability will be added to the historical cost of the asset and amortized over its useful life if the asset is in productive use.

Financial Instruments and Foreign Currency Translation

- The new standards *PS 3450 Financial instruments*, *PS 2601 Foreign currency translation*, *PS 1201 Financial statement presentation* and *PS 3041 Portfolio investments* are effective for fiscal years beginning on or after April 1, 2022. Equity instruments quoted in an active market and free-standing derivatives are to be carried at fair value. All other financial instruments can be carried at cost or fair value depending on the entity's choice. This choice must be made on initial recognition of the financial instrument and is irrevocable.



Significant qualitative aspects of financial statement presentation and disclosure



No matters to report.

New IESBA requirements

The International Ethics Standards Board for Accountants (IESBA) is an independent standard-setting board that develops, in the public interest, independence and ethics standards for professional accountants worldwide. IESBA has issued revisions to the non-assurance services (NAS) provisions of the IESBA Code of Ethics for Professional Accountants.

Key changes to the IESBA code of ethics



The revisions create new requirements for public interest entities (PIEs), which include Canadian reporting issuer and US SEC issuer audit clients. As a reminder, before accepting a NAS for a PIE audit client, the auditor is required to:

- inform Those Charged with Governance (TCWG) (e.g. the Audit Committee) of the firm’s determination that the service is not prohibited and that the service will not create a threat to the firm’s independence; and
- provide information to enable the Audit Committee to make an informed assessment about the impact of the provision of each service on the firm’s independence and obtain their pre-approval (also referred to as “concurrence”).



This is effective for audits and reviews of financial statements for periods beginning **on or after December 15, 2022** and applies for NAS engagements provided to:

- a PIE audit client;
- an entity that controls the PIE directly or indirectly; or
- an entity controlled by the PIE directly or indirectly (regardless of consolidation).

Impact for reporting issuers



The IESBA NAS standard creates incremental pre-approval requirements for Canadian reporting issuer and US SEC issuer audit clients.

- pre-approval will be required to perform NAS for entities that are currently not in scope under existing Canadian and/or SEC/PCAOB pre-approval rules, specifically upstream controlling entities and downstream controlled entities that are not consolidated by the reporting issuer audit client.

Audit quality: How do we deliver audit quality?

Quality essentially means doing the right thing and remains our highest priority. Our **Global Quality Framework** outlines how we deliver quality and how every partner and staff member contributes to its delivery.

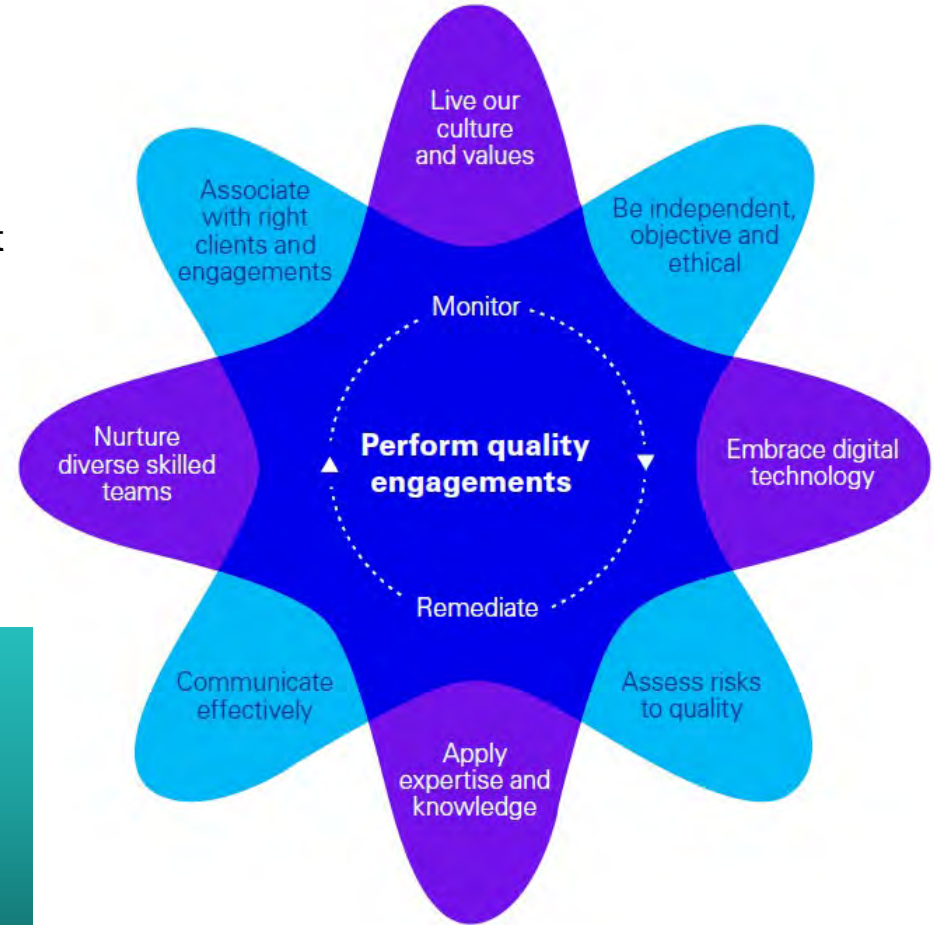
Perform quality engagement sits at the core along with our commitment to continually monitor and remediate to fulfil on our quality drivers.

Our **quality value drivers** are the cornerstones to our approach underpinned by the **supporting drivers** and give clear direction to encourage the right behaviours in delivering audit quality.

[!\[\]\(23d9fc146e83b5c3013cfa32c784f8d5_img.jpg\) KPMG 2022 Audit Quality and Transparency Report](#)

We define ‘audit quality’ as being the outcome when:

- audits are **executed consistently**, in line with the requirements and intent of **applicable professional standards** within a strong **system of quality controls**; and
- all of our related activities are undertaken in an environment of the utmost level of **objectivity, independence, ethics and integrity**.



Appendices

A

Draft auditor's report

B

Management representation letter

C

Independence letter

E

Insights to enhance your business

F

Technology

G

Environmental, social and governance (ESG)

Appendix A: Draft auditor's report

INDEPENDENT AUDITOR'S REPORT

To the Mayor, Members of Council, Inhabitants and Ratepayers of the Corporation of the City of Windsor

Opinion

We have audited the financial statements of the Corporation of the City of Windsor (the City), which comprise:

- the consolidated statement of financial position as at December 31, 2022
- the consolidated statements of operations and accumulated surplus for the year then ended
- the consolidated statement of changes in net financial assets for the year then ended
- the consolidated statement of cash flows for the year then ended
- and the notes to the financial statements, including a summary of significant accounting policies

(Hereinafter referred to as the “financial statements”)

In our opinion, the accompanying financial statements present fairly, in all material respects, the financial position of the City as at December 31, 2022, and its results of operations and its changes in its net financial assets and its cash flows for the year then ended in accordance with Canadian public sector accounting standards.

Basis for Opinion

We conducted our audit in accordance with Canadian generally accepted auditing standards. Our responsibility under those standards are further described in the “**Auditor’s Responsibilities for the Audit of the Financial Statements**” section of our auditor’s report.

We are independent of the City in accordance with the ethical requirements that are relevant to our audit of the financial statements in Canada and we have fulfilled our other 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 opinion.

Responsibility 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 public sector accounting standards, 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 City'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 City or to cease operations or has no realistic alternative but to do so.

Those charged with governance are responsible for overseeing the City'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 generally accepted auditing standards 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 the financial statements.

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

- Identify and assess the risk 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, internal 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 purposes of expressing an opinion on the effectiveness of the City'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 the events or conditions that may cast significant doubt on the City's ability to continue as a going concern. If we conclude that a material uncertainty exists, we are required to draw attention in our auditors' 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 auditors' report. However, future events or conditions may cause the City 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.
- 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.
- Obtain sufficient appropriate audit evidence regarding the financial information of the entities or business activities with the Group Entity to express an opinion on the financial statements. We are responsible for the direction, supervision and performance of the group audit. We remain solely responsible for our audit opinion.

Chartered Professional Accountants, Licensed Public Accountants
Windsor, Canada
Approval date

Appendix B: Management representation letter

KPMG LLP
618 Greenwood Centre
3200 Deziel Drive
Windsor, Ontario N8W 5K8
Canada

August 8, 2023

We are writing at your request to confirm our understanding that your audit was for the purpose of expressing an opinion on the consolidated financial statements (hereinafter referred to as "financial statements") of The Corporation of the City of Windsor ("the Entity") as at and for the period ended December 31, 2022.

GENERAL:

We confirm that the representations we make in this letter are in accordance with the definitions as set out in **Attachment I** to this letter.

We also confirm that, to the best of our knowledge and belief, having made such inquiries as we considered necessary for the purpose of appropriately informing ourselves:

RESPONSIBILITIES:

- 1) We have fulfilled our responsibilities, as set out in the terms of the engagement letter dated December 7, 2022, including for:
 - a) the preparation and fair presentation of the financial statements and believe that these financial statements have been prepared and present fairly in accordance with the relevant financial reporting framework.
 - b) providing you with all information of which we are aware that is relevant to the preparation of the financial statements ("relevant information"), such as financial records, documentation and other matters, including:
 - the names of all related parties and information regarding all relationships and transactions with related parties;
 - the complete minutes of meetings, or summaries of actions of recent meetings for which minutes have not yet been prepared, of shareholders, board of directors and committees of the board of directors that may affect the financial statements. All significant actions are included in such summaries.
 - c) providing you with unrestricted access to such relevant information.
 - d) providing you with complete responses to all enquiries made by you during the engagement.
 - e) providing you with additional information that you may request from us for the purpose of the engagement.
 - f) providing you with unrestricted access to persons within the Entity from whom you determined it

necessary to obtain audit evidence.

- g) such internal control as we determined is necessary to enable the preparation of financial statements that are free from material misstatement, whether due to fraud or error. We also acknowledge and understand that we are responsible for the design, implementation and maintenance of internal control to prevent and detect fraud.
- h) ensuring that all transactions have been recorded in the accounting records and are reflected in the financial statements.
- i) ensuring that internal auditors providing direct assistance to you, if any, were instructed to follow your instructions and that we, and others within the entity, did not intervene in the work the internal auditors performed for you.

INTERNAL CONTROL OVER FINANCIAL REPORTING:

- 2) We have communicated to you all deficiencies in the design and implementation or maintenance of internal control over financial reporting of which we are aware.

FRAUD & NON-COMPLIANCE WITH LAWS AND REGULATIONS:

- 3) We have disclosed to you:
 - a) the results of our assessment of the risk that the financial statements may be materially misstated as a result of fraud.
 - b) all information in relation to fraud or suspected fraud that we are aware of that involves:
 - management;
 - employees who have significant roles in internal control over financial reporting; or
 - otherswhere such fraud or suspected fraud could have a material effect on the financial statements.
 - c) all information in relation to allegations of fraud, or suspected fraud, affecting the financial statements, communicated by employees, former employees, analysts, regulators, or others.
 - d) all known instances of non-compliance or suspected non-compliance with laws and regulations, including all aspects of contractual agreements or illegal acts, whose effects should be considered when preparing financial statements.
 - e) all known actual or possible litigation and claims whose effects should be considered when preparing the financial statements.

SUBSEQUENT EVENTS:

- 4) All events subsequent to the date of the financial statements and for which the relevant financial reporting framework requires adjustment or disclosure in the financial statements have been adjusted or disclosed.

RELATED PARTIES:

- 5) We have disclosed to you the identity of the Entity's related parties.
- 6) We have disclosed to you all the related party relationships and transactions/balances of which we are aware.
- 7) All related party relationships and transactions/balances have been appropriately accounted for and

disclosed in accordance with the relevant financial reporting framework.

ESTIMATES:

- 8) The methods, the data and the significant assumptions used in making accounting estimates, and their related disclosures are appropriate to achieve recognition, measurement or disclosure that is reasonable in the context of the applicable financial reporting framework.

GOING CONCERN:

- 9) We have provided you with all information relevant to the use of the going concern assumption in the financial statements.

MISSTATEMENTS:

- 10) We approve the corrected misstatements identified by you during the audit described in Attachment II.

NON-SEC REGISTRANTS OR NON-REPORTING ISSUERS:

- 11) We confirm that the Entity is not a Canadian reporting issuer (as defined under any applicable Canadian securities act) and is not a United States Securities and Exchange Commission ("SEC") Issuer (as defined by the Sarbanes-Oxley Act of 2002).
- 12) We also confirm that the financial statements of the Entity will not be included in the group financial statements of a Canadian reporting issuer audited by KPMG or an SEC Issuer audited by any member of the KPMG organization.

Yours very truly,

By: Mr. Joe Mancina, Chief Administrative Officer

By: Ms. Janice Guthrie, Chief Financial Officer and City Treasurer

Attachment I – Definitions

MATERIALITY

Certain representations in this letter are described as being limited to matters that are material.

Information is material if omitting, misstating or obscuring it could reasonably be expected to influence the economic decisions of users taken on the basis of the financial statements.

Judgments about materiality are made in light of surrounding circumstances, and are affected by perception of the needs of, or the characteristics of, the users of the financial statements and, the size or nature of a misstatement, or a combination of both while also considering the entity's own circumstances.

FRAUD & ERROR

Fraudulent financial reporting involves intentional misstatements including omissions of amounts or disclosures in financial statements to deceive financial statement users.

Misappropriation of assets involves the theft of an entity's assets. It is often accompanied by false or misleading records or documents in order to conceal the fact that the assets are missing or have been pledged without proper authorization.

An error is an unintentional misstatement in financial statements, including the omission of an amount or a disclosure.

DRAFT

Attachment II

Summary of corrected misstatements

#	Account #	Account Name	Description/ Identified During	Error Type	Amount	Income Effect DR (CR)	Balance Sheet Effect					Cash Flow Effect			Statement of Comprehen sive Income - Debit (Credit)		
							DR (CR)	Income effect	Equity at period end	Current Assets	Non- Current Assets	Current Liabilities	Non- Current Liabilities	Operating Activities		Investing Activities	Financing Activities
							\$	\$	\$	\$	\$	\$	\$	\$		\$	\$
10	1800	Prepaid expenses	To record a prepaid asset in respect of the City's contribution to the University of Windsor for the construction of the Toldo Lancer Centre, in exchange for use of the pool for a term of 10 years.	N/A	2,700,000		-	-	2,700,000	-	-	(2,700,000)	-	-	-		
	10000	Repairs and maintenance			(2,700,000)	(2,700,000)	(2,700,000)					2,700,000	-	-	-		
Total effect of corrected misstatements						(2,700,000)	(2,700,000)	-	2,700,000	-	-	-	-	-	-		

DRAFT

Appendix C: Newly effective and upcoming changes to accounting standards

Standard	Summary and implications
Asset retirement obligations	<ul style="list-style-type: none"> • The new standard PS 3280 <i>Asset retirement obligations</i> is effective for fiscal years beginning on or after April 1, 2022. • The new standard addresses the recognition, measurement, presentation and disclosure of legal obligations associated with retirement of tangible capital assets. Retirement costs will be recognized as an integral cost of owning and operating tangible capital assets. • The asset retirement obligations (“ARO”) standard will require the public sector entity to record a liability related to future costs of any legal obligations to be incurred upon retirement of any controlled tangible capital assets (“TCA”). The amount of the initial liability will be added to the historical cost of the asset and amortized over its useful life if the asset is in productive use. • As a result of the new standard, the public sector entity will: <ul style="list-style-type: none"> • Consider how the additional liability will impact net debt, as a new liability will be recognized with no corresponding increase in a financial asset; • Carefully review legal agreements, senior government directives and legislation in relation to all controlled TCA to determine if any legal obligations exist with respect to asset retirements; • Begin considering the potential effects on the organization as soon as possible to coordinate with resources outside the finance department to identify ARO and obtain information to estimate the value of potential ARO to avoid unexpected issues. • We have varying levels of support to assist the City, led by Bailey Church who leads our ARO standard implementation services.

Appendix C: Newly effective and upcoming changes to accounting standards

Standard	Summary and implications
Financial instruments and foreign currency translation	<ul style="list-style-type: none"> The new standards PS 3450 <i>Financial instruments</i>, PS 2601 <i>Foreign currency translation</i>, PS 1201 <i>Financial statement presentation</i> and PS 3041 <i>Portfolio investments</i> are effective for fiscal years beginning on or after April 1, 2022. Equity instruments quoted in an active market and free-standing derivatives are to be carried at fair value. All other financial instruments, including bonds, can be carried at cost or fair value depending on the public sector entity's choice and this choice must be made on initial recognition of the financial instrument and is irrevocable. Hedge accounting is not permitted. A new statement, the Statement of Remeasurement Gains and Losses, will be included in the financial statements. Unrealized gains and losses incurred on fair value accounted financial instruments will be presented in this statement. Realized gains and losses will continue to be presented in the statement of operations. PS 3450 <i>Financial instruments</i> was amended subsequent to its initial release to include various federal government narrow-scope amendments.
Revenue	<ul style="list-style-type: none"> The new standard PS 3400 <i>Revenue</i> is effective for fiscal years beginning on or after April 1, 2023. The new standard establishes a single framework to categorize revenue to enhance the consistency of revenue recognition and its measurement. The standard notes that in the case of revenue arising from an exchange transaction, a public sector entity must ensure the recognition of revenue aligns with the satisfaction of related performance obligations. The standard notes that unilateral revenue arises when no performance obligations are present, and recognition occurs when there is authority to record the revenue and an event has happened that gives the public sector entity the right to the revenue.

Appendix C: Newly effective and upcoming changes to accounting standards

Standard	Summary and implications
Purchased Intangibles	<ul style="list-style-type: none"> The new Public Sector Guideline 8 <i>Purchased intangibles</i> is effective for fiscal years beginning on or after April 1, 2023 with earlier adoption permitted. The guideline allows public sector entities to recognize intangibles purchased through an exchange transaction. The definition of an asset, the general recognition criteria and GAAP hierarchy are used to account for purchased intangibles. Narrow scope amendments were made to PS 1000 <i>Financial statement concepts</i> to remove the prohibition to recognize purchased intangibles and to PS 1201 <i>Financial statement presentation</i> to remove the requirement to disclose purchased intangibles not recognized. The guideline can be applied retroactively or prospectively.
Public Private Partnerships	<ul style="list-style-type: none"> The new standard PS 3160 <i>Public private partnerships</i> is effective for fiscal years beginning on or after April 1, 2023. The standard includes new requirements for the recognition, measurement and classification of infrastructure procured through a public private partnership. The standard notes that recognition of infrastructure by the public sector entity would occur when it controls the purpose and use of the infrastructure, when it controls access and the price, if any, charged for use, and it controls any significant interest accumulated in the infrastructure when the public private partnership ends. The public sector entity recognizes a liability when it needs to pay cash or non-cash consideration to the private sector partner for the infrastructure. The infrastructure would be valued at cost, which represents fair value at the date of recognition with a liability of the same amount if one exists. Cost would be measured in reference to the public private partnership process and agreement, or by discounting the expected cash flows by a discount rate that reflects the time value of money and risks specific to the project. The standard can be applied retroactively or prospectively.

Appendix C: Newly effective and upcoming changes to accounting standards

Standard	Summary and implications
Concepts Underlying Financial Performance	<ul style="list-style-type: none"> The revised conceptual framework is effective for fiscal years beginning on or after April 1, 2026 with earlier adoption permitted. The framework provides the core concepts and objectives underlying Canadian public sector accounting standards. The ten chapter conceptual framework defines and elaborates on the characteristics of public sector entities and their financial reporting objectives. Additional information is provided about financial statement objectives, qualitative characteristics and elements. General recognition and measurement criteria, and presentation concepts are introduced.
Financial Statement Presentation	<ul style="list-style-type: none"> The proposed section PS 1202 <i>Financial statement presentation</i> will replace the current section PS 1201 <i>Financial statement presentation</i>. PS 1202 <i>Financial statement presentation</i> will apply to fiscal years beginning on or after April 1, 2026 to coincide with the adoption of the revised conceptual framework. Early adoption will be permitted. The proposed section includes the following: <ul style="list-style-type: none"> Relocation of the net debt indicator to its own statement called the statement of net financial assets/liabilities, with the calculation of net debt refined to ensure its original meaning is retained. Separating liabilities into financial liabilities and non-financial liabilities. Restructuring the statement of financial position to present total assets followed by total liabilities. Changes to common terminology used in the financial statements, including re-naming accumulated surplus (deficit) to net assets (liabilities). Removal of the statement of remeasurement gains (losses) with the information instead included on a new statement called the statement of changes in net assets (liabilities). This new statement would present the changes in each component of net assets (liabilities), including a new component called “accumulated other”. A new provision whereby an entity can use an amended budget in certain circumstances. Inclusion of disclosures related to risks and uncertainties that could affect the entity’s financial position. The Public Sector Accounting Board is currently deliberating on feedback received on exposure drafts related to the reporting model.

Appendix C: Newly effective and upcoming changes to accounting standards

Standard	Summary and implications
Employee benefits	<ul style="list-style-type: none"> • The Public Sector Accounting Board has initiated a review of sections PS 3250 <i>Retirement benefits</i> and PS 3255 <i>Post-employment benefits, compensated absences and termination benefits</i>. • The intention is to use principles from International Public Sector Accounting Standard 39 <i>Employee benefits</i> as a starting point to develop the Canadian standard. • Given the complexity of issues involved and potential implications of any changes that may arise from the review of the existing guidance, the new standards will be implemented in a multi-release strategy. The first standard will provide foundational guidance. Subsequent standards will provide additional guidance on current and emerging issues. • The proposed section PS 3251 <i>Employee benefits</i> will replace the current sections PS 3250 <i>Retirement benefits</i> and PS 3255 <i>Post-employment benefits, compensated absences and termination benefits</i>. It will apply to fiscal years beginning on or after April 1, 2026. Early adoption will be permitted and guidance applied retroactively. • This proposed section would result in public sector entities recognizing the impact of revaluations of the net defined benefit liability (asset) immediately on the statement of financial position. Organizations would also assess the funding status of their post-employment benefit plans to determine the appropriate rate for discounting post-employment benefit obligations. • The Public Sector Accounting Board is in the process of evaluating comments received from stakeholders on the exposure draft.

Appendix D: Audit and assurance insights

Our latest thinking on the issues that matter most to Audit Committees, board of directors and management.

KPMG Audit & Assurance Insights

Curated research and insights for audit committees and boards.

Board Leadership Centre

Leading insights to help board members maximize boardroom opportunities

Current Developments

Series of quarterly publications for Canadian businesses including Spotlight on IFRS, Canadian Securities & Auditing Matters and US Outlook reports.

Audit Committee Guide – Canadian Edition

A practical guide providing insight into current challenges and leading practices shaping audit committee effectiveness in Canada.



Accelerate 2023

The key issues driving the audit committee agenda in 2023.

Momentum

A quarterly newsletter with the latest thought-leadership from KPMG's subject matter leaders across Canada and valuable audit resources for clients.

KPMG Climate Change Financial Reporting Resource Centre

Our climate change resource centre provides insights to help you identify the potential financial statement impacts to your business.

Government and Public Sector

Resources related to the government and public sector industries.

Appendix E: Technology – Continuous improvement powered by transformation

Our investment: \$5B

We are in the midst of a five-year investment to develop our people, digital capabilities, and advanced technology.

Responsive delivery model

Tailored to you to drive impactful outcomes around the quality and effectiveness of our audits.

Result: A better experience

Enhanced quality, reduced disruption, increased focus on areas of higher risk, and deeper insights into your business.



Appendix F: Technology - KPMG Clara - Bringing the audit to one place



Streamlined client experience

And deeper insights into your business, translating to a better audit experience.



Secure

A secure client portal provides centralized, efficient coordination with your audit team.



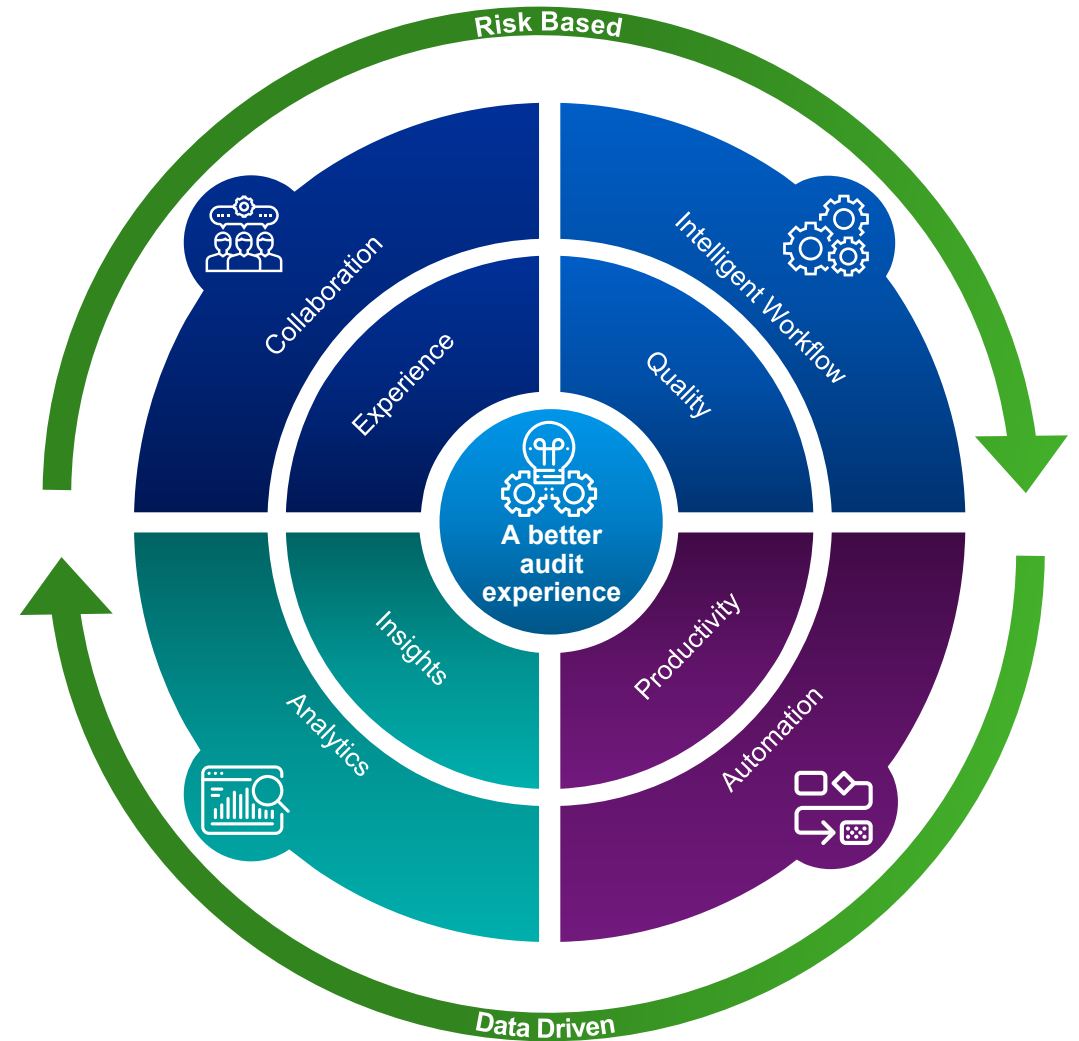
Intelligent workflow

An intelligent workflow guides audit teams through the audit.



Increased precision

Advanced data analytics and automation facilitate a risk-based audit approach, increasing precision and reducing your burden.



Appendix G: Environmental, Social and Governance (ESG)

The Importance of Sustainability Reporting



Sustainability Reporting – Who is impacted?

- **Lenders and underwriters** – increased focus on ESG considerations when making access to capital decisions
- **Investors** – ESG integration has become an investment norm
- **Employees** – ESG has become a key factor in attracting and retaining top talent
- **Consumers** – stakeholders increasingly scrutinize companies’ ESG performance and transparency affecting brand acceptance and consumer demand



Importance to the Audit Committee

- **Regulatory developments** – ESG-related compliance costs and disclosure requirements continue to evolve as rules are finalized
- **Material ESG issues** – Audit Committees should understand stakeholder priorities and the company’s material ESG risks and opportunities
- **Value creation** – developing a clear ESG strategy, along with a standardized reporting process can set a company apart from its competitors



Governance on ESG Data and Sustainability Reporting

- **Data collecting and reporting** – understand the ESG frameworks and reporting standards most commonly adopted in the industry and jurisdiction (benchmark to others in the industry)
- **ESG assurance** – Audit Committees are best positioned to understand which ESG metrics merit assurance. An assurance readiness assessment on Carbon is a common and often recommended first place to start



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KPMG member firms around the world have 227,000 professionals, in 145 countries.



Subject: 1148 Victoria Avenue, Kathleen Henderson House - Heritage Permit & Community Heritage Fund Request (Ward 3)

Moved by: Councillor Fred Francis
Seconded by: Councillor Mark McKenzie

Decision Number: **DHSC 522**

- I. That a Heritage Permit at 1148 Victoria Ave, Kathleen Henderson House, **BE GRANTED** for reconstruction of the front porch.
- II. That the City Planner or designate **BE DELEGATED** the authority to approve any further proposed changes associated with the restoration.
- III. That a total grant of an upset amount of \$5,000 from the Community Heritage Fund (Reserve Fund 157) for the cost of the reconstruction of the front porch, **BE GRANTED** to the Owner of the Kathleen Henderson House (Gail Hargreaves), at 1148 Victoria Ave, subject to:
 - a. Submission of drawings, conservation details, technical details and samples, to the satisfaction of the City Planner or designate prior to work start;
 - b. Determination by the City Planner that the work is completed to heritage conservation standards and the City Building Official for building code compliance;
 - c. Owner's submission of paid receipts for work completed;
 - d. That the Community Heritage Fund (Reserve Fund 157), grants approved shall lapse if the applicant has not completed the work and fulfilled the conditions within 2 years of the approval date.

Carried.

Report Number: S 76/2023
Clerk's File: MBA/4881

Clerk's Note:

1. The recommendation of the Development & Heritage Standing Committee and Administration are the same.

2. Please refer to Item 10.1 from the Development & Heritage Standing Committee held on July 4, 2023.
3. To view the stream of this Standing Committee meeting, please refer to:
<http://csg001-harmony.sliq.net/00310/Harmony/en/PowerBrowser/PowerBrowserV2/20230704/-1/9417>

Subject: 1148 Victoria Avenue, Kathleen Henderson House - Heritage Permit & Community Heritage Fund Request (Ward 3)

Reference:

Date to Council: July 4, 2023
Author: Kristina Tang, MCIP, RPP
Heritage Planner
ktang@citywindsor.ca
519-255-6543 X 6179
Planning & Building Services
Planning & Building Services
Report Date: June 14, 2023
Clerk's File #: MBA2023

To: Mayor and Members of City Council

Recommendation:

- I. THAT a Heritage Permit at 1148 Victoria Ave, Kathleen Henderson House, **BE GRANTED** for reconstruction of the front porch.

- II. THAT the City Planner or designate **BE DELEGATED** the authority to approve any further proposed changes associated with the restoration.

- III. THAT a total grant of an upset amount of \$5,000 from the Community Heritage Fund (Reserve Fund 157) for the cost of the reconstruction of the front porch, **BE GRANTED** to the Owner of the Kathleen Henderson House (Gail Hargreaves), at 1148 Victoria Ave, subject to:
 - a. Submission of drawings, conservation details, technical details and samples, to the satisfaction of the City Planner or designate prior to work start;

 - b. Determination by the City Planner that the work is completed to heritage conservation standards and the City Building Official for building code compliance;

 - c. Owner's submission of paid receipts for work completed;

 - d. That the Community Heritage Fund (Reserve Fund 157), grants approved shall lapse if the applicant has not completed the work and fulfilled the conditions within 2 years of the approval date.

Executive Summary: N/A

Background:

The property at 1148 Victoria Avenue is known as the Kathleen Henderson House, which was constructed in 1922 on the east side of Victoria, at the terminus of Grove Ave. The dwelling is a two storey detached brick house in Colonial/Georgian Revival style, and was designated by City of Windsor Council through By-law No. 340-2000 on October 30, 2000. The Reasons for Designation from the Designation By-law is included as Appendix 'A'.



Front view of the property.

There have been discussions with Gail Hargreaves, Owner of the property about conducting repairs to the front porch steps since last year. The Owner had concentrated on restoring the wooden side porch using original design and materials (specially milled tongue and groove Douglas fir floor boards), and restoring the double-hung wood windows (re-puttied/ reglazed, repaired and repainted wood windows and shutters) in the past few years, before now turning attention to repairing the front porch step.



Before and after photos of the wood side porch restoration



Owner conducting maintenance of painting on wood windows.

The Owner made a Heritage Permit application for the front porch step work (See Appendix 'B') on June 14, 2023, and a Community Heritage Fund Application for a total grant of \$5,000 and included a rationale for the request (See Appendix 'C'). Administration is recommending approval of this request.

Legal Provisions:

Part IV, 39 (1) of the *Ontario Heritage Act* (OHA) provides that “The council of a municipality may pass by-laws providing for the making of a grant or loan to the owner of a property designated under this Part for the purpose of paying for the whole or any part of the cost of alteration of such designated property on such terms and conditions as the council may prescribe.” The City’s Community Heritage Fund (Reserve Fund 157) exists to provide grants to heritage conservation works on designated heritage properties.

The Ontario Heritage Act (OHA) requires the owner of a heritage designated property to apply to Council to alter the property. The designation by-law includes heritage attributes (see Appendix 'A'). In accordance with the OHA, changes to a designated property that affect heritage attributes must be considered by City Council after consulting with its municipal Heritage Committee. Council has the option of granting consent with or without terms and conditions, or refusing the application within 90 days of notice of complete application. Council also has the option to further delegate the item to an employee or official of the municipality. The delegation of final details would be more expediently handled through staff review and approval.

Discussion:

Proposal:



1988 photo of the front porch



2022 photo of the front porch and visible center crack

The front porch consists of three coloured concrete steps and flanking brick walls topped by stone, as well as compatible thin-profiled iron railing. The porch shows evident cracking in the center of the front steps, which Building Department staff have suggested is a result of the lack of footings below the porch. The Owner has solicited to receive quotes from a long list of companies. Quotes received include work for footings to be installed under the porch, salvage and reinstallation of the side flanking masonry walls, and for reconstruction of the concrete steps to match as closely as possible in colour. Contractors have expressed that the now “pink” steps would have been closer to the colour of the red bricks, and that the specialty colour for the concrete is part of the reason for the higher cost for the work.

The railings are not part of the quotes. The existing iron railings are likely not original to the porch but are a compatible type. The Owner has expressed the desire to reuse the railings.

Building Department staff have indicated that a Building Permit application with drawings of the elevation and site plan would be necessary. The drawing submitted was a rough preliminary sketch. Further staff review of the drawings is required, and is a condition of the Heritage Approvals and part of the Building Permit Application requirements that will be coordinated between City Planning & Building staff.

Official Plan Policy:

The Windsor Official Plan includes (9.3.6.1.), “Council will manage heritage resources by: (e) providing support and encouragement to organizations and individuals who undertake the conservation of heritage resources by private means”.

The Plan includes protection (9.3.4.1). “Council will protect heritage resources by: (c) Requiring that, prior to approval of any alteration, partial demolition, removal or change in use of a designated heritage property, the applicant demonstrate that the proposal will not adversely impact the heritage significance of the property ...”

Risk Analysis:

The risk of taking no action for this property is the potential deterioration of a designated heritage property. No city funds will be expended until the project is determined by Planning Staff to be completed according to good heritage practices and Building Department determination of Building Code compliance. Conditions of this determination include provision of drawings, technical information through details within the quote, and request for provision of material samples or mock-up, to ensure that the conservation work is heritage appropriate, prior to disbursement of the funds.

Climate Change Risks

Climate Change Mitigation: N/A

Climate Change Adaptation: N/A

Financial Matters:

The Community Heritage Fund (CHF) guidelines includes the following:

“As a general principle, awards will be limited to a maximum of \$50,000 unless the DHSC (Development & Heritage Standing Committee) so recommends and Council approves.” The award from the Community Heritage Fund is generally given according to the following formula: Grant: 15 percent of the award in the form of a grant & Low Cost Loan: 85 percent of the award”.

In this particular case, the applicant is asking for around 35% grant approval with no loan component. As well, the Community Heritage Fund asks for a minimum of two cost estimates, based on specifications approved by the DHSC and the City Planner or

designate, to be obtained by the owner for all restoration work to be done. The estimates will then be reviewed to ensure that all work specified is covered. Usually, the lower bid is to be recommended for funding.

The Owners made significant efforts for several months to solicit bids and quotes from local companies, and contacted the following and more for the proposed porch repairs:

- North Construction
- trswaterproofing
- Yahweyren
- JoeJax Foundation Specialists
- Ingratta Cement
- Winmar Windsor
- Alpine Construction

Ultimately, only Bricetin and JK Construction returned quotes. JK Construction contractor cost is \$14,249 with footings added (\$10,610 plus the \$2,000 plus HST). Bricetin's contractor cost is \$14,125. Both contractors indicated potential availability to begin work end of August or September and would provide drawings. The Owner's preferred contractor is Bricetin.

The Owner would still need to pay additional to cover Building Permit costs, as well cost for a compatible railing if reuse of the existing does not work out.

The Owner is requesting for around 35% of cost of the repair work to be covered by the CHF due to the high cost of conserving special heritage features, especially in today's climate of increasingly expensive trades work. Unfortunately, inflation has further exacerbated costs as reflected in the collection of quotes by the Owner. Council has approved a higher CHF grant approval percentage in recent years to other heritage property owners (of around 30%-35% for work ranging from wood windows to clay tile and other specialty roof related repairs). The cost of the repair work is encouraged to be conducted soon and is a significant cost for a private property owner. The Owner has continually stewarded this designated heritage property, and has most recently also expended significant efforts and finances in restoring the wood side porch and wood windows in recent years. Therefore, administration recommends approval of the request by the Owners for CHF of around 35% for the work for the restoration of the front porch.

The heritage financial incentive through the Community Heritage Fund (CHF) would provide support to the continued conservation of the heritage features of this designated building. As of May 31, 2023, the Community Heritage Fund (Reserve Fund 157) has an uncommitted balance of \$125,412 available (including the safeguard of having the minimum balance of \$50,000 in the Committed funds). Therefore, there is sufficient funds in Fund 157 to cover the cost of the grant project. Administration recommends that the amounts of around 35% to an upset amount of \$5,000 be provided for the front porch repair.

Consultations:

City staff have been consulting with the Owner since last year. Building Department staff were consulted. Josie Gualtieri, Financial Planning Administrator, assisted with confirmation of fund balance.

Conclusion:

A total grant amount of up to \$5,000 from the Community Heritage Fund (Reserve Fund 157) for the cost of the front porch restoration at 1148 Victoria Avenue is being recommended for approval, subject to conditions. Further heritage alteration approvals necessitated for this scope of work are recommended to be delegated to the City Planner or designate to direct further conservation details.

Planning Act Matters: N/A

Approvals:

Name	Title
Kristina Tang	Heritage Planner
Josie Gualtieri	Financial Planning Administrator
Neil Robertson for Thom Hunt	City Planner / Executive Director Planning & Building
Wira Vendrasco	Deputy City Solicitor
Janice Guthrie	Chief Financial Officer
Jelena Payne	Commissioner of Economic Development & Innovation
Joe Mancina	Chief Administrative Officer

Notifications:

Name	Address	Email
Gail Hargreaves		

Appendices:

- 1 Appendix A- Reasons for Designation
- 2 Appendix B- Heritage Permit Application
- 3 Appendix C- Community Heritage Fund Application

1148 Victoria Ave.-Kathleen Henderson House. By-law 340-2000 passed by council on October 30, 2000.

REASONS FOR DESIGNATION:

HISTORICAL

- Built in 1922 for Mrs. Agnes Henderson, widow of Ernest G. Henderson, President and General Manager of the Canadian Salt Co . Ltd. and prominent Windsor citizen.
- Home to daughter Kathleen Henderson for over fifty years.
- Fine example of the quality housing that developed on Victoria Avenue during the early decades of the 20th century.

ARCHITECTURAL

- Two-storey Colonial/Georgian Revival Style home
- Red brick and stucco exterior.
- Central entrance with columned semi-circle bracketed hood and 5 paned side lights.
- Double-hung 6/1 windows with shutters.
- Wooden side porch with bracketed overhand and balustrade.



HERITAGE PERMIT APPLICATION

Revised 12/2021

CORPORATION OF THE CITY OF WINDSOR

Planning Dept., Suite 320-350 City Hall Sq W, Windsor ON N9A 6S1
519-255-6543 | 519-255-6544 (fax) | planningdept@citywindsor.ca

1. Applicant, Agent and Registered Owner 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.

APPLICANT

Contact Name(s) Gail D Hargreaves
Company or Organization _____
Mailing Address 1178 Victoria Ave.
Windsor, Ontario
Postal Code N9A 4N8
Email _____ Phone(s) _____

REGISTERED OWNER IF NOT APPLICANT

Contact Name(s) _____
Company or Organization _____
Mailing Address _____
Postal Code _____
Email _____ Phone(s) _____

AGENT AUTHORIZED BY REGISTERED OWNER TO FILE THE APPLICATION

Contact Name(s) _____
Company or Organization _____
Mailing Address _____
Postal Code _____
Email _____ Phone(s) _____

Who is the primary contact?

- Applicant Registered Owner Agent

2. SUBJECT PROPERTY

Municipal Address: 1148 Victoria Ave., Windsor, N9A 4N8

Legal Description (if known): Colonial Georgian Revival built 1922

Building/Structure Type:

- Residential Commercial Industrial Institutional

Heritage Designation:

- Part IV (Individual) Part V (Heritage Conservation District)

By-law #: 340-2000 District: City of Windsor

Is the property subject to a Heritage Easement or Agreement?

- Yes No

3. TYPE OF APPLICATION

Check all that apply:

- Demolition/Removal of heritage attributes Addition Erection Alteration*
 Demolition/Removal of building or structure Signage Lighting

*The Ontario Heritage Act's definition of "alter" means to change in any manner and includes to restore, renovate, repair or disturb.

4. HERITAGE DESCRIPTION OF BUILDING

Describe the existing design or appearance of buildings, structures, and heritage attributes where work is requested. Include site layout, history, architectural description, number of storeys, style, features, etc..

Two storey centre hall plan Georgian home.
First storey is Ohio red brick.
Second storey is a stone stucco called gunite
All windows are 6 over 1 double hung
There are two brick chimneys - one on the rear (east)
side and one on the north side.
It has a hip roof and a side porch (south side) off
the living room with original french doors.
There a high light windows on either side of the front
door.
Work is requested to repair the cracked front steps that
are currently original.

5. PROPOSED WORK

Provide a detailed written description of work to be done, including any conservation methods you plan to use. Provide details, drawings, and written specifications such as building materials, measurements, window sizes and configurations, decorative details, etc.. Attach site plans, elevations, product spec sheets, etc. to illustrate, if necessary.

The proposed work is to dismantle two brick retaining walls (saving and cleaning the bricks + top lentil of poured cement) Remove the original steps + landing. Properly replace any footings to allow new steps + landing, putting back the brick retaining walls as they were.

6. HERITAGE PERMIT RATIONALE

Explain the reasons for undertaking the proposed work and why it is necessary.

The work is necessary as the 100yr old original front steps are cracked from top to bottom (see photo) Water is seeping in underneath washing away the dirt and causing them to sink into the ground.

Describe the potential impacts to the heritage attributes of the property.

hopefully when these stairs are replaced the new ones will look exactly like the original steps did 100 years ago.

7. CHECKLIST OF MATERIALS SUBMITTED Check all that apply:

Required:

- Photographs (showing the current condition and context of existing buildings, structures, and heritage attributes that are affected by the application)
- Site plan/ Sketch (showing buildings on the property and location of proposed work) coming
- Drawings of proposed work (e.g. existing and proposed elevations, floor plans, roof plans, etc., as determined by Heritage Planning staff)
- Specifications of proposed work (e.g. construction specification details)

Potentially required (to be determined by Heritage Planning staff):

- Registered survey
- Material samples, brochures, product data sheets etc.
- Cultural Heritage Evaluation Report
- Heritage Impact Assessment (HIA)
- Heritage Conservation Plan
- Building Condition Assessment

8. NOTES FOR DECLARATION

The applicant hereby declares that the statements made herein and information provided are, to the best of their belief and knowledge, a true and complete representation of the purpose and intent of this application.

The applicant agrees that the proposed work shall be done in accordance with this application, including attachments, and understands that the issuance of the Heritage Alteration Permit under the Ontario Heritage Act shall not be a waiver of any of the provisions of any By-Law of the Corporation of the City of Windsor, or the requirements of the Building Code Act, RSO 1980, c51.

The applicant acknowledges that in the event a permit is issued, any departure from the conditions imposed by the Council of the Corporation of the City of Windsor, or plans and specifications approved is prohibited and could result in the permit being revoked. The applicant further agrees that if the Heritage Alteration Permit is revoked for any cause of irregularity, in the relation to non-conformance with the said agreements, By-Laws, acts or regulations that, in consideration of the issuance of the permit, all claims against the City for any resultant loss or damage are hereby expressly waived.

APPLICANT Signature(s) *Sail D. Hargreaves* Date *June 12, 2023*
Date _____

DO NOT COMPLETE BELOW – STAFF USE ONLY

Approval Record

Date Received by Heritage Planner: _____

Building Permit Application Date, if needed: _____

Application Approval (City Council):

Development & Heritage Standing Committee: _____

City Council: _____

Application Approval (City Planner):

Heritage Planner: _____

Staff Decision Appealed to City Council: _____

If so, Date to City Council: _____

Council Decision Appealed: _____

Additional Notes / Conditions:

DECISION

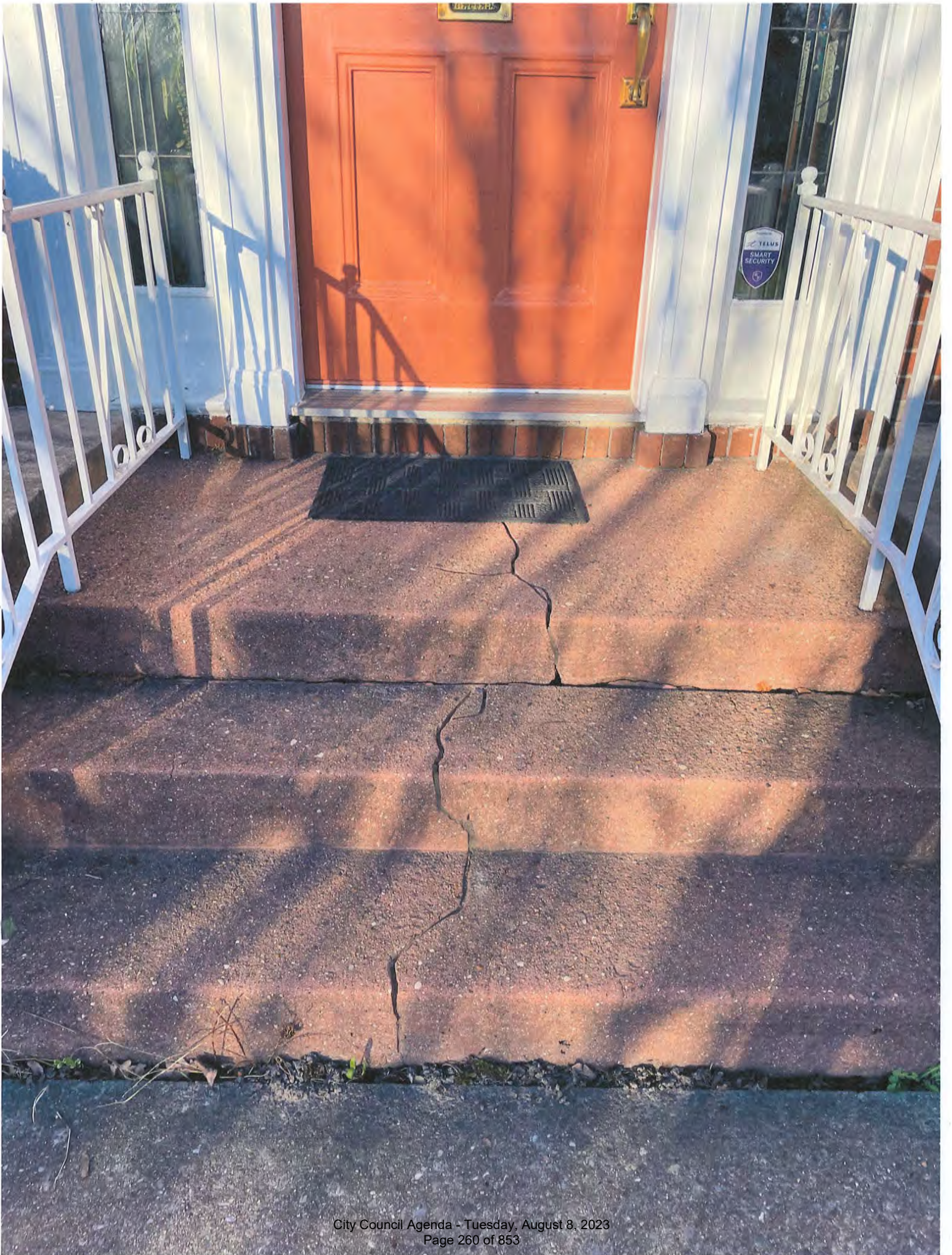
Heritage Permit No.: _____ Date: _____

Council Motion or City Planner's Signature: _____

Please contact Heritage Planning to request inspections at ktang@citywindsor.ca

CONTACT INFORMATION

Planning Department - Planning Policy
Corporation of the City of Windsor
Suite 320 - 350 City Hall Square West
Windsor ON N9A 6S1
planningdept@citywindsor.ca
519-255-6543 x 6179
519-255-6544 (fax)
http://www.citywindsor.ca



CITY OF WINDSOR
COMMUNITY HERITAGE FUND

APPLICATION FOR LOAN AND/OR GRANT
(To be completed in full)

APPLICANT/AGENT/OWNER INFORMATION

1. APPLICANT(S): Gail D. Hargreaves
Address, City: 1148 Victoria Ave. Postal Code: N9A 4N8
Email: [REDACTED] Telephone: [REDACTED]
2. AGENT/ARCHITECT/ENGINEER/SOLICITOR: _____
Address, City: _____ Postal Code: _____
Email: _____ Telephone: _____
3. REGISTERED OWNER(S): same as above
Address, City: _____ Postal Code: _____
Email: _____ Telephone: _____

PROPERTY FOR WHICH HERITAGE FUND ASSISTANCE IS REQUESTED

4. HERITAGE NAME OF PROPERTY Kathleen Henderson House
5. MUNICIPAL ADDRESS 1148 Victoria Ave.
6. LEGAL DESCRIPTION (Lot and Plan) Plan 581 Lot 172 PT LOT 171 LOT 173 P.T.
7. ASSESSMENT ROLL NUMBER(S) 373 904 037 002 6000000
8. EXISTING USE Private Residence
9. THIS PROPERTY IS DESIGNATED UNDER THE ONTARIO HERITAGE ACT
YES By-law No. 340-2000 Date October 30, 2000

REQUESTED HERITAGE FUND ASSISTANCE

10. AMOUNT AND TYPE OF FINANCIAL ASSISTANCE REQUESTED:
Loan \$ 0
Grant \$ 5,000 TOTAL \$ 5,000

NOTE: Details for loan/grant are set out in the attached pamphlet "Windsor's Community Heritage Fund".

11. If a loan is requested, please indicate your term of repayment: _____ years.
12. Are there any outstanding mortgages or liens against this property?
NO
YES Amount: _____ Institution: _____
13. If your application for a loan, grant or loan/grant combination is in an amount not to exceed \$15,000, you may be required to obtain a property appraisal from a real estate agent or certified appraiser. If your application is in an amount in excess of \$15,000, you may be required to obtain an appraisal from a certified appraiser.
14. Have you previously received assistance from the City for the property named above?
NO

YES Amount: _____ Date: _____

Source of funds: _____

REASONS FOR REQUESTING HERITAGE FUND ASSISTANCE

A. Rehabilitation of Owner's designated property:

15. Describe fully here (or on attached sheets) the proposed work to be undertaken:

Renovation of the original front landing and step area which is completely cracked down the centre.

16. The applicant is responsible for providing at least two written estimates from qualified contractors and/or qualified design consultants for the proposed restoration work. The estimates should contain sufficient detail to permit a review of individual components of the proposed work. Attach estimates to this form when filing. (Some specifications are available from the Heritage Planner – see contact information at the bottom of this page.)

It will involve removing the old steps including two brick retaining walls. Restoring + cleaning the bricks then putting everything back as it was.

17. Describe any new uses of the property, if different from the existing use.

0

18. The application shall include recent, dated photographs of the property, to clearly illustrate the areas of the property that are the subject of the proposed work. Any available architectural drawings should be included as well.

19. Early photographs or drawings showing the property's original appearance should be submitted, if available, to assist in the review of the application.

B. Purchase of designated property:

20. Indicate the full price of the property you wish to purchase: \$ _____ and include a copy of the "offer to purchase."

21. Indicate your other sources of funding, the amount you will receive, and any subsequent liens/mortgages.

C. Architectural/engineering study of Owner's designated property:

22. Indicate the full price of the architectural/engineering study by a restoration specialist: \$ _____ and include a copy of the estimate or invoice from the study.

SIGNATURES

APPLICANT OR AGENT _____ Date _____

REGISTERED OWNER(S) Gail D. Hargreaves Date June 14, 2023

CHECKED/RECEIVED BY _____ Date _____
HERITAGE PLANNER

This application should be completed and filed with the:
Planning Department
Suite 320 - 350 City Hall Square West
Windsor ON, N9A 6S1

For assistance and/or information on filing, please contact the Planning Department:
Telephone 519-255-6543 x 6179 Fax 519-255-6544

NOTICE WITH RESPECT TO COLLECTION OF PERSONAL INFORMATION:

I/We also acknowledge that the information requested on this form is required in order to process the application to the Development & Heritage Standing Committee. Please be advised that the information in this application form may be released to the public in an electronic form, i.e. web site and/or paper format, i.e. agenda or minutes.

Dated: June 14, 2023

Signed: Gail D. Hargreaves
Signature of Applicant

June 13, 2023

To whom it may concern;

My name is Gail Hargreaves and I have owned 1148 Victoria Ave. since February of 1988. The home was originally purchased by myself and my husband. In 1996 it became fully mine, as I was left to raise three young boys here, now all adults. In 2000 I was granted heritage status and it became the Kathleen Henderson home. (it actually has it's own Facebook page detailing all of my renovations)

It has been my life long goal to maintain this property in the era it was built. With a 30 year career in Family Studies at the High School level I was able to teach grade 11 students Housing and Interior Design. My passion has always been older homes and their decor. The Kathleen Henderson House has been on the Doors Open Windsor tour in the past and I have done walking tours of Victoria Ave. with my students.

Since retiring in 2006 I have spent many hours with a heat gun removing 100 years of paint from every window on the first floor and the basement. Almost every room has had plaster work redone instead of drywall and all lighting fixtures remain original and re-wired, including the maid's bell system. When an addition was added to the rear of the home a tool was made to cut baseboard trim in oak to match the trim in the rest of the home.

Being the sole owner of this home and trying to keep everything as original as possible has come at a great expense. I am actually quite shocked at the quotes to repair my front steps and landing, but realize to clean and reuse every brick will be time consuming.

At this point I am asking for as much help as I can get towards this latest project, something I am unable to do myself.

As a senior it is my hope to be able to stay in this home for many more years. Thank you for your consideration on this project.

Gail Hargreaves



Gail D. Hargreaves.

From: Bricetin <bricetinconcreterestoration@gmail.com>

Subject: quotation

Date: March 14, 2023 at 12:25:13 PM EDT

To: "Bluenotes ... Hargreaves" [REDACTED]



13300 Tecumseh Rd., E.

Unit #363

Tecumseh, Ontario

N8N 4R8

PH: (519) 979-5454

TOMORROW'S TECHNOLOGY... TODAY

TO: Gail Hargreaves

FROM: A. J. / Bricetin

March 14, 2023

RE: 1148 Victoria Ave. Windsor, On (Heritage House)

PHONE NUMBER: 519-981-4758

Upon inspection of the above address we are pleased to offer our quote for the following work:

Front Porch Steps

Scope of Work:

- Remove stone caps
- Remove bricks walls on right and left sides
 - Clean and salvage bricks and stone
 - Remove existing concrete steps
 - Excavate and truck away dirt
 - Pour footings
 - Install rebar cage
- Form and pour new steps using coloured concrete, match as close as possible
 - Rebuild brick walls to original size
 - Reinstall stone caps
 - Powerwash
 - Remove all waste
 - Supply all labour and materials

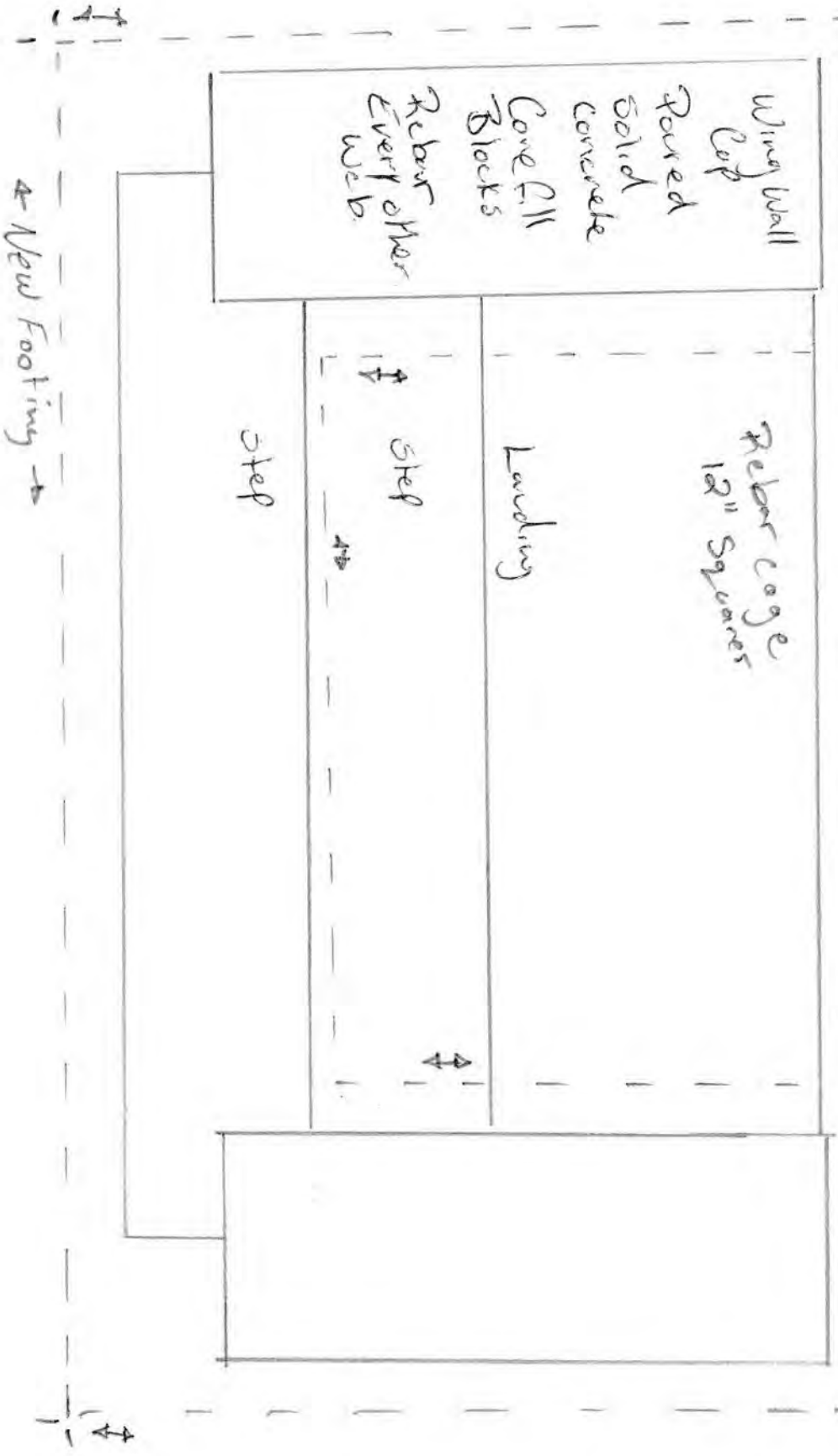
OUR PRICE \$12,500.00 +HST

Terms: Payment due upon completion. We accept Visa & Mastercard.

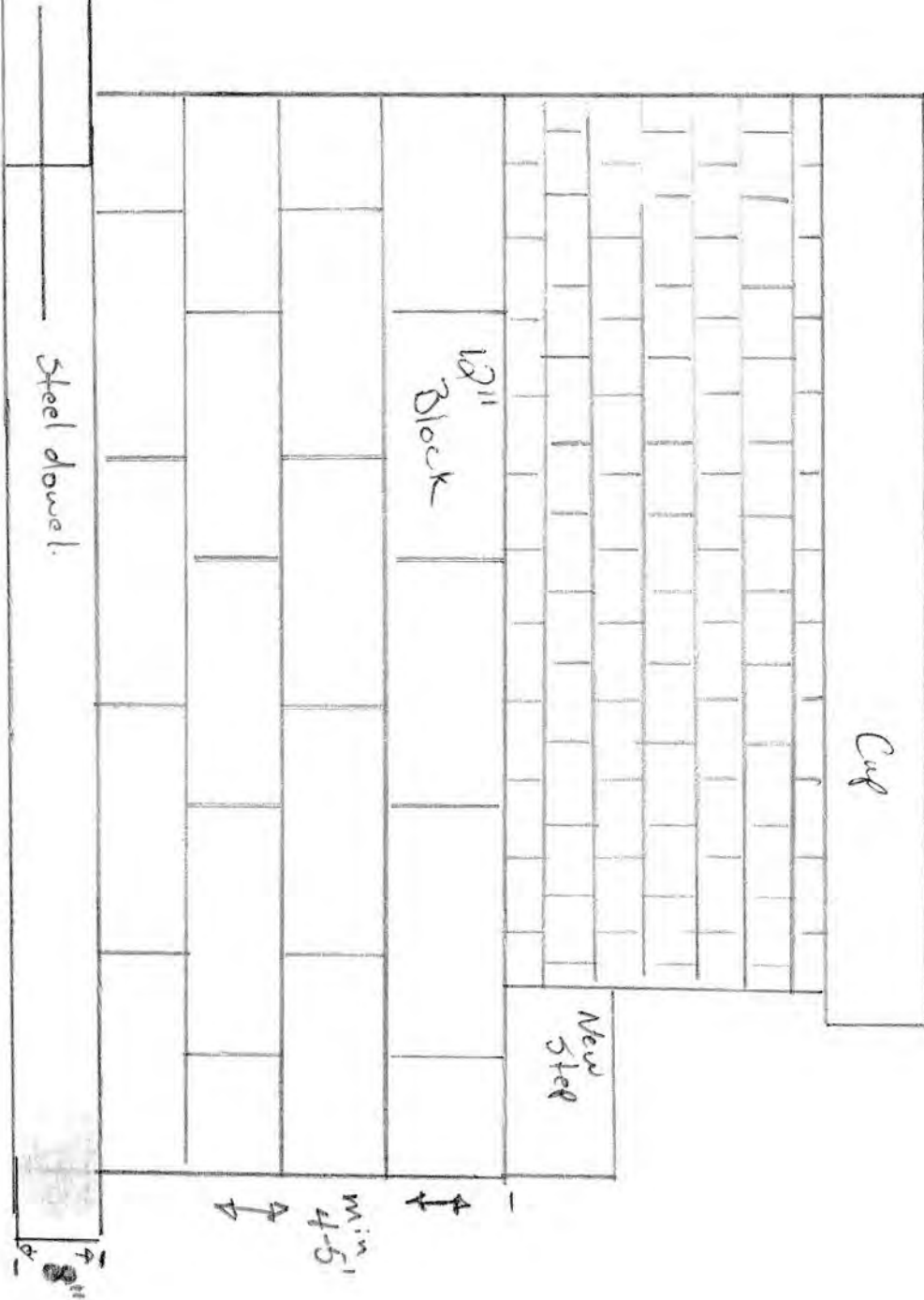
Note: Customer responsible for all permits and railings

Note: All excavation work needs a minimum 6 months for dirt to settle. Not responsible for any private gas, water or hydro lines.

Foundation Repairs - Brick, Block & Concrete Repairs
Leaky Basements - Waterproofing System
Epoxy/Polyurethane Injections
Brick Repointing - Decorative Cement Coatings & More...
www.bricetin.ca



House





ST# 766194518 RT0001

WS B reg stered

nfo@jkconstruct onrenovat on com

519-258-5098

2429 Douga Ave, W ndsor, On, N8X 1T3

fu y nsured for any project

BN 766194518

Estimate

JK Construction and Renovation Inc.

For

Ga unt ey

[REDACTED]

1148 V ctor a Ave, South Centra , W ndsor, N9A 4N8,
ON, Canada

[REDACTED]

Est mate No

1567

Date

05/01/2023

Description	Quantity	Rate	Amount
<p>D SCLA MERS</p> <p>- There may be some landscap ng damage wh e perform ng the tasks to proper y and safe y comp ete the job We w do our best to m t th s damage but we cannot guarantee t due to the nature of the work requ red for th s project</p> <p>- There may be some grass damage wh e perform ng the tasks to proper y and safe y comp ete the job We w do our best to m t th s damage but we cannot guarantee t due to the nature of the work requ red for th s project</p> <p>- f any br cks or stone are broken on the porch wa s dur ng the remova process we w rep ace them at an add t ona cost We don't th nk any shou d break but we cannot guarantee t as they are very o d n the event we have to rep ace any br cks or stone we w try to match them as c ose y as poss b e</p> <p>We w supp y a bour and mater a s for the fo ow ng un ess otherw se stated</p> <p>- Remove and d spose of the ex st ng front porch wh te ra ngs We d d not quote to add new ra ngs as per customer request</p> <p>- Temporar y remove the ex st ng front porch s de br ck wa w th stone tops We w do our best to sa vage these br cks and stone n order to re- nsta them after</p> <p>- Remove and d spose of the ex st ng front porch p nk exposed aggregate concrete</p> <p>- nsta new exposed aggregate concrete front porch the same s ze and sty e as the ex st ng porch We w try to match the co our as c ose y as poss b e but t may end up more brown than the ex st ng co our as that shade of p nk/red s a most mposs b e to find</p> <p>- nsta mortar to fi a coup e ho es above the front door entry</p> <p>- nsta some exter or cau k ng to sea 2 cracks above the front door entry</p> <p>- Re- nsta the removed br cks and stone for both porch s de wa s</p> <p>- C ean up of the job area upon comp et on of the job</p> <p>- B n and d sposal fees are nc uded n th s est mate</p> <p>** P ease note that we d d not nc ude the cost to nsta foot ngs/sono tubes beneath the front porch as we don't know f they are needed unt the porch has been removed n the event we have to nsta foot ng/sono tubes the cost w ncrease by \$2000+hst A so, we w try to remove the front porch concrete w thout hav ng to remove the br ck/stone s dewa s n order to reduce the cost f we can avo d hav ng to remove the br ck/stone s dewa s, the cost w decrease accord ng y **</p>	1	CA\$10,610 00	CA\$10,610 00
Subtota			CA\$10,610 00
ST 13% (CA\$10,610 00)			CA\$1,379 30
Tota			CA\$11,989 30
Total			CA\$11,989.30

Comments

P ease note that th s est mate s for the mater a s and bour for the job descr bed above Pr ce adjustments can be made f the job spec ficat ons and/or mater a s are changed due to unforeseen c rcumstances or c ent cho ce 50% of tota payment s requ red pr or to start date, an add t ona 25% w be requ red at the ha f way po nt The fina 25% w be due when the job has been comp eted

Late payments 3 5% per month (42% per annum) p us co ect on costs on overdue accounts Net 14

Date

Print Name

Signature

JK Construction and Renovation
Inc

Client's signature

Item No. 8.8



Committee Matters: SCM 188/2023

Subject: 1982 Norman Road, St Jules School – Heritage Evaluation Report (Ward 8)

Moved by: Councillor Fred Francis
Seconded by: Councillor Kieran McKenzie

Decision Number: **DHSC 523**

- I. That the City Clerk **BE AUTHORIZED** to publish a Notice of Intention to Designate the St Jules School, at 1982 Norman Road, in accordance with Part IV of the *Ontario Heritage Act* for the reasons attached in Appendix 'A'; and,
- II. That City Legal staff **PREPARE** the By-law for Council to designate the property.
Carried.
Member William Tape discloses an interest and abstains from voting on this matter.

Report Number: S 37/2023
Clerk's File: MBA/14604

Clerk's Note:

1. The recommendation of the Development & Heritage Standing Committee and Administration are the same.
2. Please refer to Item 10.2 from the Development & Heritage Standing Committee held on July 4, 2023.
3. To view the stream of this Standing Committee meeting, please refer to:
<http://csg001-harmony.sliq.net/00310/Harmony/en/PowerBrowser/PowerBrowserV2/20230704/-1/9417>

Subject: 1982 Norman Road, St Jules School – Heritage Evaluation Report (Ward 8)

Reference:

Date to Council: July 4, 2023
Author: Kristina Tang, MCIP, RPP
Heritage Planner
Email: ktang@citywindsor.ca
Phone: 519-255-6543 X 6179

Edwin Chiu
former Planning Assistant (Co-op)
Planning & Building Services
Report Date: May 23, 2023
Clerk's File #: MBA2023

To: Mayor and Members of City Council

Recommendation:

- I. THAT Council **BE INFORMED** that the former St Jules School, at 1982 Norman Road, meets the O. Reg. 9/06 Criteria for Determining Cultural Heritage Value or Interest for designation in accordance with Part IV of the Ontario Heritage Act; and,
- II. THAT the former St Jules School, at 1982 Norman Road **REMAIN** on the Windsor Municipal Heritage Register.

OR ALTERNATIVELY

- I. THAT the City Clerk **BE AUTHORIZED** to publish a Notice of Intention to Designate the St Jules School, at 1982 Norman Road, in accordance with Part IV of the Ontario Heritage Act for the reasons attached in Appendix 'A'; and,
- II. THAT City Legal staff **PREPARE** the By-law for Council to designate the property.

Executive Summary:

N/A

Background:

The former St Jules School, located at 1982 Norman Road, was listed on the Windsor Municipal Heritage Register on June 4, 2013.

The Windsor Essex Catholic School Board sold the property to the current Owner Olivia Construction Homes Inc. in 2019. The Owner contacted the Planning and Engineering Departments and a meeting was held on November 19, 2019 to discuss the redevelopment of the site with a plan to demolish the former school building to create a typical subdivision. The Owner was notified that the existing sewers were operating at or above capacity. Besides the storm water management requirements, the Owner was also informed that the property is on the Windsor Municipal Heritage Register and would require a Heritage Impact Study as part of the redevelopment considerations of the site.

The Owner has since been contemplating different redevelopment options that incorporate the retention of the heritage structure. No formal Planning Act application has been submitted to-date though the Owner has discussed plans periodically with City staff.

The former school remains vacant at this time and subject to on-going enforcement action by the Building Department for non-compliance with the Property Standards By-law. Additionally, concerns related to trespassing/entry to the vacant building has necessitated numerous responses from various City resources (Building Bylaw enforcement Officers and Windsor Police Services); the issues are on-going. Surrounding property owners have expressed their concerns related to these issues with the City and their local Ward 8 Councillor. City staff have therefore initiated the heritage evaluation of this property to provide Council with an opportunity to consider the heritage merits of the property.

The Owner, Olivia Construction Homes Inc. owns other properties in the City, including 1920 Grove Avenue vacant lands (former St John School demolished by 2019). That former school site has not been redeveloped to-date.



Google Streetview photo of the property in May 2014



Google Streetview photo of the property in Jan 2021

Discussion:

Legal Provisions:

Part IV, Section 29(1)(a) of the *Ontario Heritage Act* provides the authority to the Council of a municipality to designate a property that is of cultural heritage value or interest, where the property meets the prescribed criteria. Ontario Regulation 9/06 provides criteria for designation under the *Ontario Heritage Act*. A property may be designated under Section 29 of the Act if it meets two or more of the following criteria for determining whether it is of cultural heritage value or interest:

1. The property has design value or physical value because it is a rare, unique, representative or early example of a style, type, expression, material or construction method.
2. The property has design value or physical value because it displays a high degree of craftsmanship or artistic merit.
3. The property has design value or physical value because it demonstrates a high degree of technical or scientific achievement.
4. The property has historical value or associative value because it has direct associations with a theme, event, belief, person, activity, organization or institution that is significant to a community.
5. The property has historical value or associative value because it yields, or has the potential to yield, information that contributes to an understanding of a community or culture.
6. The property has historical value or associative value because it demonstrates or reflects the work or ideas of an architect, artist, builder, designer or theorist who is significant to a community.
7. The property has contextual value because it is important in defining, maintaining or supporting the character of an area.
8. The property has contextual value because it is physically, functionally, visually or historically linked to its surroundings.
9. The property has contextual value because it is a landmark

Designation requires “a statement explaining the cultural heritage value or interest of the property and a description of the heritage attributes of the property”. Also, there are provisions for a municipal heritage committee to be consulted about a designation before the council makes a decision on it.

Should Council decide to designate a property, the first step is to initiate a Notice of Intention to Designate, which provides direction for the City Clerk to give notice to the owner, the Ontario Heritage Trust, and through the newspaper. After thirty days, if there is no objection, the Council may pass a by-law to designate the property in accordance with the *Ontario Heritage Act*.

The St Jules School at 1982 Norman Road meets more than two of the criteria for designation listed above.

Heritage Evaluation according to Ontario Regulation 9/06

The heritage evaluation of the property can be considered in the three broad categories of design/physical value, historical/associative value, and contextual value.

Design/Physical value:

The former St Jules School does not fit exclusively with any distinctive architectural style but exhibits some elements of Edwardian architecture and Classical Revival Styles. Simple, classical and balanced in design ¹, some of these Edwardian design elements include the flat roof, articulated cornices with pronounced horizontal stone banding spanning across the entire building. Whereas some of the Classical Revival design elements are the formal symmetrical design (with center door), front and side entry portico, and rectangular double hung windows. ²

The red-brick, two-storey plus basement school constructed in 1924-1925, was designed by well-known and respected prolific partnership of Pennington & Boyde. ³ and constructed between 1924-1925. The reinforced concrete construction is clad with red-brick and stone accents. The front façade of building has a symmetrical design with pronounced horizontal stone banding at parapet and stone cornice, alternating between stone and brick. A variety of brickwork is used throughout the building, including: American bond brick on the main face of the wall; soldier course below the cornice and along the stone sills of the first floor windows; slightly recessed header brick pattern between the first and second floor windows. There are no pilasters on the building but the design of the stone accents and brick orientation create a visual illusion of some type of shallow pilaster between window bays.

¹ Heritage Resource Center. *Ontario Architectural Style Guide*. Retrieved from <https://www.therealtydeal.com/wp-content/uploads/2018/06/Heritage-Resource-Centre-Achitectural-Styles-Guide.pdf>

² Pennsylvania Historical & Museum Commission. “Classical Revival Style 1895-1950”. Pennsylvania Architectural Field Guide. Retrieved from <http://www.phmc.state.pa.us/portal/communities/architecture/styles/classical-revival.html>

³ Hill, Robert G. “Pennington, James Carlisle”. Biographical Dictionary of Architects in Canada 1800-1950, retrieved from <http://dictionaryofarchitectsincanada.org/node/1385>



Historical photo of the former St Jules Separate School ⁴

Prominent in the appearance of the building is the protruding centered front portico facing Norman Road. Originally topped with a stone cross pediment, the portico is accented with alternating stone and brick banding at top and bottom. The portico had rectangular stone tracery with decorative stone crest/emblem (lost feature), framed by header and stretcher bricks. At the base was a recessed arched entrance with a multipaned glass door with transom. The portico entrance was anchored by concentric rectangular steps, flanked with rectangular pillars.

At each side of the front portico are five window bays (in double and triple sets). The first and second floor windows were double sets of hung windows with transom, separated between floors by slightly recessed header brick pattern. The second floor had separated stone sills, while the first floor windows had adjoined sills between the double and triple set windows. Stone banding above basement windows level visually divided the above ground floors and basement level.

The other sides of the building have similar design, with simplified protruding portico on the north (assumed) and south side entrances (with stone cross design on the parapet). A large square brick chimney is located off center slightly to the north of the building. The building enjoys a generous landscape setback with unhindered views of the building from Norman Street.

⁴ City of East Windsor. "City of East Windsor 1929" (1929). SWODA: Windsor & Region Publications. 71. Retrieved from <https://scholar.uwindsor.ca/swoda-windsor-region/71>

A two storey six classroom addition was constructed in 1960 to the southeast portion of the original building. The south portico was retained with the new construction adjoining behind the portico, using matching red brick wall and mid-century glazing style. Later, the school property was expanded again in 1964 for a gymnasium, this time to the north of the property, disrupting the north side portico.



Google Streetview of property from the southwest corner of the property in May 2014.



Google Streetview photo of the property from the northwest corner in Jan 2021.

Various alterations such as changes to the glazing and parapet have taken place on the property over the past near hundred years. Appropriate glazing could be reintroduced in the future to return the property closer to its original appearance.

Historical/Associative Value

The St. Jules Separate School building was initially constructed on farmland originally owned by Jules Janisse.⁵ The land was part of the village of Ford City at that time (later in 1929 incorporated as the city of East Windsor, then amalgamated into City of Windsor in 1935). Ford City spanned from north at the River to south at Tecumseh Road, and east from Princess Avenue to west along the Chesapeake & Ohio Railway.⁶

The property has direct association to Windsor separate schools. The Windsor's Separate School System was founded in 1901 by Senator Charles E. Casgrain, Michael A. Brian, Gasper Pacaud, Thomas Kinsella, Joseph Neil Reaume, Peter J. Sweeney, J.J. Guitard and Jeremiah (Jerry) G. Gangnier to provide an education setting reflecting

⁵ "Homes Were Not Many 50 Years Back." *The Border Cities' Star*, 31 May 1929, pp. 55 ProQuest

⁶ City of Windsor, Planning Department. "History of Windsor". City of Windsor, retrieved from <https://www.citywindsor.ca/residents/historyofwindsor/pages/default.aspx>

Roman Catholic beliefs.⁷ The first Separate School was built in 1894 called Notre Dame School where it accommodated all the pupils until 1915 when the increase in population made it necessary to expand classes in the Parish-Hall (later Holy Rosary) which accommodated 50 students. Overtime, from September of 1916 it was expanded to a twelve-room structure by the Spring of 1922. Classes became more overcrowded with increased demand for pupils to be taught by the Sisters of St. Joseph. To provide relief, the Trustees of Sandwich East Separate School Board tasked Sisters of St. Joseph to run a two-room school near Pillette and Tecumseh Road in the Summer of 1922. To keep up with demands, the Separate School Board built a six room School named after Jules Janisse, the previous owner of the land.⁴



The building officially opened as St. Jules' Roman Catholic Elementary School with its opening ceremony lead by Father F.X Laurendeau, pastor of Our Lady of the Lake Church on March 30, 1925. The school accommodated 250 pupils in Ford City.⁸

However, in short time, St. Jules experienced overcrowding due to the rapid growth of the Ford City.⁹ It was reported that both public and separate school facilities could not keep up with the rapid pace of growth which resulted in schools boards continually making new plans for construction of new facilities and additions. On June 28, 1928, Contractor Cleveland Mousseau obtained a permit to construct an addition to the school.¹⁰ The addition was reported to be 41x24 feet with a height of 33 feet in dimension, to accommodate three classrooms. The \$28,000 construction value noted

⁷ "7127 Pupils Enrolled in Separate Schools Here" *The Border Cities' Star*, 31 Dec.1930, pp. 41 ProQuest

⁸ "Modern New Separate School to be Opened Sunday" *The Border Cities' Star* 27 Mar. 1925 pp. 3 ProQuest

⁹ "Growth in Population is Steady." *The Border Cities' Star*, 31 December 1926, pp 81 ProQuest

¹⁰ "Permit Taken Out For \$28,000 School" *The Border Cities Star*, 28, June 1928, pp 7 ProQuest

on the permit was not inclusive of the cost of plumbing and other work, amounting to a considerably higher total cost for the addition. The building was reported to be constructed of solid brick walls and brick foundation, with oak, pine, and maple trim and cement floors. In September of 1928, the three rooms were added to serve the 300 pupils enrolled. ⁴

Despite the increasing student population, financing of the school was still a challenge. In 1933, it was reported that two-thirds of the St Jules students were not from East Windsor but were from Sandwich East and unpaid for. Sandwich East Township had already failed to cover the tuition cost of the two years before and tuition payment for 1933. The East Windsor Control Board ruled that the expenses of East Windsor Separate School needed to be reduced from \$46,000 to \$27,990, whereas the 1933 payroll for teachers alone had already exceeded the limit at \$28,000. Closing St Jules School saved \$6000 from six teachers' salaries, and so was contemplated as one of the cost cutting measures. Other budget cuts considered measures such as postponing the reopening of schools by a month after the summer break, reducing teaching staff in other East Windsor schools and salary reduction, and elimination of health, dental and truant officer services.¹¹

The Board ultimately did not close St Jules, but disputes continued as population increased more so. ¹² By 1935, there were five separate schools in East Windsor enrolled with 2,200 children; St Josephs, Holy Rosary, St. Bernard, St Jules, St Francis. St Jules School was overcrowded and had to operate two classes in half-day shifts to accommodate the enrollment of students. As a temporary solution to alleviate overcrowding, the East Windsor Separate School Board rearranged boundary lines to shift students from St. Jules to St. Bernard. However, some parents of the students disagreed with the boundary change and cited that St Jules School was built jointly between the Sandwich East Separate School Board and the East Windsor Separate School Board to ensure accommodation of Sandwich East students. The School Board suggested that after 1935 amalgamation of the Border Cities and the pooling of assessment resources, there would be more financial ability to build new classrooms.¹³ However, it was not until the spring of 1960, that the construction of a two-storey addition began. The addition created six large classrooms to the rear of the building, and was the first major expansion at the school building since its opening in 1924. When completed, the \$137,000 addition was blessed by Very Rev. J. Z. Noel, Pastor of St Theresa parish opposite the School through the sprinkling of holy water in the new rooms and corridors. ¹⁴

The school continued its operation until 2017 when it closed, and students were transferred to the neighbouring St. Teresa School.

Throughout its history from construction in 1924-1925, St Jules School had long served the Ford City and Sandwich East community as a Separate school. It is the oldest remaining Catholic School Building in Ford City, and one of the oldest remaining

¹¹ "Closing of School Seen." *The Border Cities Star*, February 13, 1933, p 2.

¹² "Must Retain Boundaries: Duncan McArthur" *The Border Cities Star*, 15 June, 1935, p 6.

¹³ "11 Children Stay Home: Sandwich East Parents Refuse to Permit School Shift." *The Border Cities Star*, February 9, 1935, p 10.

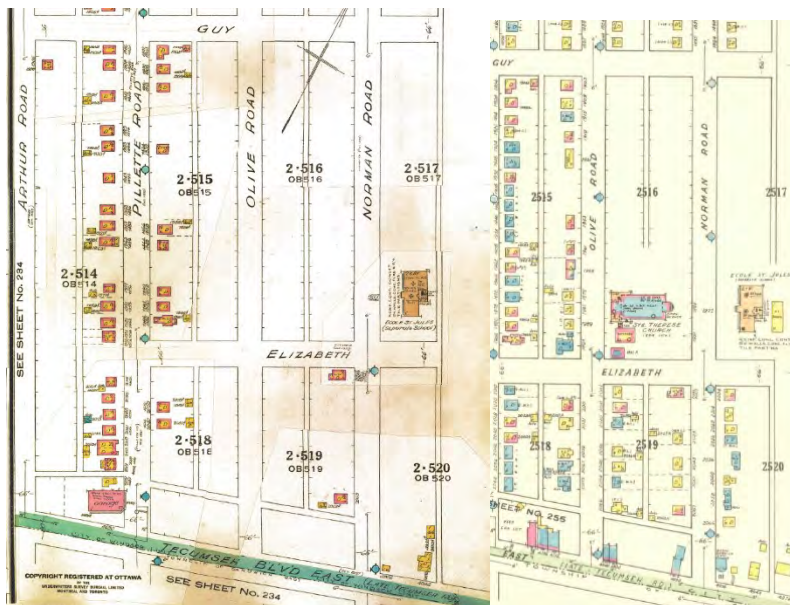
¹⁴ "Structure Blessed: Cleric Consecrates School Addition." *The Windsor Star*, February 15, 1961, p 5.

Separate School buildings in the City (other than the École élémentaire L'Envolée at 1799 Ottawa St, other older Separate School buildings have been demolished). St Jules school has direct association with the rapid growth of the Ford City area, and with the history of Separate Schools in the City. The property is a remnant of the early phases of the former town's development and the growing demands for educational catholic space.

The subject property was designed by locally significant architects John Robert Boyde and James Carlisle Pennington.³ The Pennington and Boyde partnership began from 1920 to 1935, and together, were responsible for many works that are listed and or designated on the Windsor Municipal Heritage Register. Some of their collaborated designated works include the Sacred Heart Church and Rectory, Knights of Columbus/Auditorium Building, and listed works including Pascoe Building, Jackson Park Gateway, David Maxwell School, Hôtel-Dieu five-storey hospital wing, and other residential properties. The majority of Pennington & Boyde's commissions were for public institutions or residential properties.

CONTEXTUAL VALUE

The subject property is located on the northeast corner of Norman Road and Empress Street, in proximity to the major arterial intersection of Tecumseh Road East and Pillette Road. When the school building was first constructed in 1925, the immediate surrounding area seemed to be largely undeveloped. This is reflected in the 1924 Fire Insurance Map, which although showed road alignments down Norman Road to Tecumseh, did not contain information about the development in that area. Lands from Alice Street to Tecumseh Road between Norman Road and Princess Avenue was subdivided only later in Registered Plan 1360, which was approved in 1929. The school site encompassed Lots 35 to 42, Lots 70 to 76, School Block, and parts of alley. Even in 1937, the Fire Insurance Map still only reflected a few houses developed around the area east of Pillette Road with the only buildings depicted being St Jules School and one other house on Norman Road.



St Jules School is historically linked to its surroundings, particularly with St Theresa Roman Catholic Church at 1991 Normand Road, constructed opposite St Jules School in 1948. The Church was designed by one of the same architect as the School building (J.C. Pennington). Ste. Therese Parish was originally established as a mission of Our Lady of the Rosary Church (which was at Riverside & Drouillard), and located for 23 years, right at the boundary of Ford City & Township of Sandwich East down the street on Tecumseh Road. ¹⁵ Based on the Parish history, it was that location that children in the neighbourhood attended school at a small frame school house, until St Jules School was built in 1924 on Norman Road. Later, the parish continued using the frame building until eventually also moving to Norman Road.

The School and the Church properties are surrounded by low profile residential land uses. The school building stands out visually on its own from its height and generous setback. The Church directly opposite visually corresponds to the school building with similar massing and setback. By 1952, although the surrounding neighbourhood had been developed, the block where the Church and School were located remained undeveloped. The lands on the west Church block was eventually constructed upon but the School block remained as open space to date.

The School property was the first development in the neighbourhood and is visually distinguished from the surroundings. The St. Jules School building is a long-standing and significant landmark in the neighbourhood.



Looking south on Norman Rd (Source: Google streetview April 2012)



¹⁵ St. Thérèse Parish. *St. Thérèse Parish, 1928-1978*. 1978. Retrieved from Windsor Public Library, Local History Center

Looking north on Norman Rd (Source: Google streetview May 2014)

Next Steps:

The heritage evaluation conducted provides Council with knowledge on the cultural heritage value and interest of the subject property and conclusion that the property meets the criteria under the *Ontario Heritage Act* for designation.

If Council chooses for the subject property to remain on the Heritage Register, the property Owner can still at any point choose to redevelop the property and at that time, Council can choose to issue a notice of intention to designate the property or not, within 90 days of the notice of complete *Planning Act* application.

Recent Bill 23 *More Homes Built Faster Act, 2022* has resulted in amendments to the *Ontario Heritage Act*. By January 1, 2025, if Council has not issued a notice of intention to designate any non-designated properties, then those properties will have to be removed from the Heritage Register (including the subject property at 1982 Norman Road). The Planning Department is going through an exercise to review the list of 884 non-designated properties on the Heritage Register to triage and recommend designation of some of the properties. Council may also choose to designate the subject property or not as part of the comprehensive designation review exercise.

Council may also choose to remove the subject property from the Windsor Municipal Heritage Register. This option would not be aligned with the Official Plan policies cited below, and is not recommended by Administration as it may create a precedent of irreversible loss of heritage resources in the City in spite of heritage merits.

Official Plan Policy:

The Windsor Official Plan Volume 1 includes (9.0) “A community’s identity and civic pride is rooted in physical and cultural links to its past. In order to celebrate Windsor’s rich history, Council is committed to recognizing, conserving and enhancing heritage resources.” Goals include (9.1.1) “The identification, recognition, protection, conservation, enhancement and proper management of heritage resources.” Objectives include (9.2.4) “To increase awareness and appreciation of Windsor’s heritage resources and encourage participation by individuals, organizations and other levels of government in heritage conservation.”

Also, (9.3.2.1) “Council will identify Windsor’s heritage resources by: ... (c) Researching and documenting the history and architectural and contextual merit of potential heritage resources on an individual property basis”. (9.3.3.1) “Council will recognize Windsor’s heritage resources by: ... (a) Designating individual buildings, structures, sites and landscapes as heritage properties under the Ontario Heritage Act;” (9.3.4.1) “Council will protect heritage resources by: (g) Encouraging the adaptive reuse of architectural and/or historically significant buildings and structures;”, (9.3.6.1) “Council will manage heritage resources by: ... (e) providing support and encouragement to organizations and individuals who undertake the conservation of heritage resources by private means”

Section 9.3.7.1 “Council will integrate heritage conservation into the development and infrastructure approval process by: (d) Utilizing the planning approval process

(subdivisions / condominiums, official plan amendments, zoning amendments, site plan control, consent, minor variance, demolition control) to facilitate the retention of heritage resources, and to ensure any proposed development is compatible with heritage resources; (e) Having regard to the following factors when assessing applications such as zoning amendments, site plan control applications, demolition control and payment-in-lieu, which may impact heritage resources: (i) Respecting the massing, profile and character of adjacent buildings; (ii) Approximating the width and established setback pattern of nearby heritage buildings; (iii) Respecting the yards, gardens, trees and landscaped grounds associated with the heritage properties and districts which contribute to their integrity, identity, and setting; (iv) Maintaining, enhancing or creating views and vistas of heritage resources; and (v) Minimizing the impact of shadowing on adjacent heritage properties, particularly on landscaped open spaces and outdoor amenity areas. (f) Utilizing the demolition control provisions of the Planning Act and the Heritage Act to assist in the protection of heritage buildings and structures”.

Examples of Adaptive Reuse of Schools in Windsor

The following are some examples of adaptive reuse of school buildings in Windsor.

The property at 5955 Ontario Street, formerly the Edith Cavell School, was constructed in 1919. The property was adaptively reused into its current use as a condominium development with 20 units in 2001. Council approved heritage designation of the property in 2009.



Former Edith Cavell School (Source: Google Streetview)

Ste. Genevieve School at 647 Irvine Avenue is listed on the Heritage Register. The Pennington & Boyde designed school was constructed in 1929, and converted to residential condominiums with 15 units.



Former Ste. Genevieve School (Source: Google Streetview)

Ivor Chandler school at 1095 Bartlet Drive, originally constructed in 1935 (with 1963 addition) was converted in 1994 to residential apartments.



Former Ivor Chandler School (Source: Google Streetview)

Risk Analysis:

If not designated, at status quo, the current issues facing the property may continue. Inappropriate changes could be made to the building and demolition may be more readily allowed. Nevertheless, if the property remains on the Heritage Register, the property Owner would likely still be required to provide a Heritage Impact Study as part of the redevelopment application.

If designated, alterations, modifications or additions that affect the property will require Heritage Permit application and approval by Council, after consultation of the municipal heritage committee. There are also additional Property Standards Bylaw requirements that applies to heritage designated properties, such as the maintenance of specific heritage attributes and maintenance of vacant heritage property.

If Council chooses to remove the property from the Municipal Heritage Register, it might create a precedent of Owners requesting for removals from the Heritage Register despite heritage merits of the property. The end result will be irreversible loss and demolition of heritage resources in the City.

Climate Change Risks

Climate Change Mitigation: N/A

Climate Change Adaptation: N/A

Financial Matters:

If Council chooses to designate the property, the City will pay the costs of legal notices and registering the by-law amendment with the Land Registry Office. The Committee's heritage operating budget will cover the cost of the designation plaque. Once designated, the owner could apply for grants from the City's Community Heritage Fund to repair features identified in the designation, and could request property tax reductions for the costs of eligible conservation works under the City's Heritage Tax Reduction Program.

Consultations:

The Heritage Planner visited the site and planning staff received assistance from Windsor Public Library, Archives, and Local History Centre, and Museum Windsor for research information. Building Department Staff provided input on Property Standards.

Conclusion:

The St. Jules School has sufficient merits to be designated. Council can choose to take no action at this time and allow the property to remain on the heritage register. Alternatively, Council can initiate the designation process for the property under Part IV of the *Ontario Heritage Act* to heighten the protections afforded to a designated heritage property.

Planning Act Matters: N/A

Approvals:

Name	Title
Kristina Tang	Heritage Planner
Neil Robertson for Thom Hunt	City Planner / Executive Director Planning & Building
Wira Vendrasco	Deputy City Solicitor
Jelena Payne	Commissioner of Economic Development & Innovation
Joe Mancina	Chief Administrative Officer

Notifications:

Name	Address	Email
Olivia Construction Homes Inc. Attn: Ashraf Botros		

Appendices:

- 1 Appendix A- Statement of Cultural Heritage Value or Interest
- 2 Appendix B- Photographs of the Property
- 3 Appendix C- Supporting Research Material

Appendix A – Draft Statement of Cultural Heritage Value and Interest

St. Jules School (former)

1982 Norman Road

Description of Historic Place

The former St Jules Catholic Elementary School is located at 1982 Norman Road, within the former boundary of Ford City, (East Windsor). The red-brick, two-storey plus basement school constructed in 1924-1925, was originally designed with a symmetrical facade and a protruding central entrance accented with a stone cross and gothic arch door. Prominent in the design is the horizontal stone banding at the parapet and cornice, and at the base of the center portico. The building is one of the oldest remaining Catholic School buildings. It is a significant neighbourhood landmark at the southeastern boundary of the former Town of Ford City, reflecting the early phases of the town's development and its demands for educational catholic facilities.

Design/Physical value:

The former St Jules School does not fit exclusively with any distinctive architectural style but exhibits some elements of Edwardian architecture and Classical Revival Styles. Simple, classical and balanced in design ¹, some of these Edwardian design elements include the flat roof, articulated cornices with pronounced horizontal stone banding spanning across the entire building. Whereas some of the Classical Revival design elements are the formal symmetrical design (with center door), front and side entry portico, and rectangular double hung windows. ²

The red-brick, two-storey plus basement school constructed in 1924-1925, was designed by well-known and respected prolific partnership of Pennington & Boyde. ³ and constructed between 1924-1925. The reinforced concrete construction is clad with red-brick and stone accents. The front façade of building has a symmetrical design with pronounced horizontal stone banding at parapet and stone cornice, alternating between stone and brick. A variety of brickwork is used throughout the building, including: American bond brick on the main face of the wall; soldier course below the cornice and along the stone sills of the first floor windows; slightly recessed header brick pattern between the first and second floor windows. There are no pilasters on the building but the design of the stone accents and brick orientation create a visual illusion of some type of shallow pilaster between window bays.

¹ Heritage Resource Center. *Ontario Architectural Style Guide*. Retrieved from <https://www.therealtydeal.com/wp-content/uploads/2018/06/Heritage-Resource-Centre-Achitectural-Styles-Guide.pdf>

² Pennsylvania Historical & Museum Commission. "Classical Revival Style 1895-1950". Pennsylvania Architectural Field Guide. Retrieved from <http://www.phmc.state.pa.us/portal/communities/architecture/styles/classical-revival.html>

³ Hill, Robert G. "Pennington, James Carlisle". Biographical Dictionary of Architects in Canada 1800-1950, retrieved from <http://dictionaryofarchitectsincanada.org/node/1385>



Historical photo of the former St Jules Separate School ⁴

Prominent in the appearance of the building is the protruding centered front portico facing Norman Road. Originally topped with a stone cross pediment, the portico is accented with alternating stone and brick banding at top and bottom. The portico had rectangular stone tracery with decorative stone crest/emblem (lost feature), framed by header and stretcher bricks. At the base was a recessed arched entrance with a multipaned glass door with transom. The portico entrance was anchored by concentric rectangular steps, flanked with rectangular pillars.

At each side of the front portico is five window bays (in double and triple sets). The first and second floor windows were double sets of hung windows with transom, separated between floors by slightly recessed header brick pattern. The second floor had separated stone sills, while the first floor windows had adjoined sills between the double and triple set windows. Stone banding above basement windows level visually divided the above ground floors and basement level.

The other sides of the building have similar design, with simplified protruding portico on the north (assumed) and south side entrances (with stone cross design on the parapet). A large square brick chimney is located off center slightly to the north of the building. The building enjoys a generous landscape setback with unhindered views of the building from Norman Street.

A two storey six classroom addition was constructed in 1960 to the southeast portion of the original building. The south portico was retained with the new construction adjoining

⁴ City of East Windsor. "City of East Windsor 1929" (1929). SWODA: Windsor & Region Publications. 71. Retrieved from <https://scholar.uwindsor.ca/swoda-windsor-region/71>

behind the portico, using matching red brick wall and mid-century glazing style. Later, the school property was expanded again in 1964 for a gymnasium, this time to the north of the property, disrupting the north side portico.

Various alterations such as changes to the glazing and parapet have taken place on the property over the past near hundred years. Appropriate glazing could be reintroduced in the future to return the property closer to its original appearance.

Historical/Associative Value

The St. Jules Separate School building was initially constructed on farmland originally owned by Jules Janisse.⁵ The land was part of the village of Ford City at that time (later in 1929 incorporated as the city of East Windsor, then amalgamated into City of Windsor in 1935). Ford City spanned from north at the River to south at Tecumseh Road, and east from Princess Avenue to west along the Chesapeake & Ohio Railway.⁶

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⁵ "Homes Were Not Many 50 Years Back." *The Border Cities' Star*, 31 May 1929, pp. 55 ProQuest

⁶ City of Windsor, Planning Department. "History of Windsor". City of Windsor, retrieved from <https://www.citywindsor.ca/residents/historyofwindsor/pages/default.aspx>

⁷ "7127 Pupils Enrolled in Separate Schools Here" *The Border Cities' Star*, 31 Dec.1930, pp. 41 ProQuest

Modern New Separate School to be Opened Sunday



THIS modern new separate school, to be known as St. Jules' School, will be opened at Ford City, Sunday, at a ceremony to which the public is invited. The opening ceremonies will be in charge of Rev. Father F. X. Laurendeau, pastor of

Our-Lady of the Lake Church. The school, which is on the corner of Norman and Elizabeth streets, has been built by Strain and Emery, contractors, and will accommodate 250 pupils. Pennington and Boyde, of this city, are the architects.

The building officially opened as St. Jules' Roman Catholic Elementary School with its opening ceremony lead by Father F.X Laurendeau, pastor of Our Lady of the Lake Church on March 30, 1925. The school accommodated 250 pupils in Ford City.⁸

However, in short time, St. Jules experienced overcrowding due to the rapid growth of the Ford City.⁹ It was reported that both public and separate school facilities could not keep up with the rapid pace of growth which resulted in schools boards continually making new plans for construction of new facilities and additions. On June 28, 1928, Contractor Cleveland Mousseau obtained a permit to construct an addition to the school.¹⁰ The addition was reported to be 41x24 feet with a height of 33 feet in dimension, to accommodate three classrooms. The \$28,000 construction value noted on the permit was not inclusive of the cost of plumbing and other work, amounting to a considerably higher total cost for the addition. The building was reported to be constructed of solid brick walls and brick foundation, with oak, pine, and maple trim and cement floors. In September of 1928, the three rooms were added to serve the 300 pupils enrolled.⁴

Despite the increasing student population, financing of the school was still a challenge. In 1933, it was reported that two-thirds of the St Jules students were not from East Windsor but were from Sandwich East and unpaid for. Sandwich East Township had already failed to cover the tuition cost of the two years before and tuition payment for 1933. The East Windsor Control Board ruled that the expenses of East Windsor Separate School needed to be reduced from \$46,000 to \$27,990, whereas the 1933 payroll for teachers alone had already exceeded the limit at \$28,000. Closing St Jules School saved \$6000 from six teachers' salaries, and so was contemplated as one of the cost cutting

⁸ "Modern New Separate School to be Opened Sunday" *The Border Cities' Star* 27 Mar. 1925 pp. 3 ProQuest

⁹ Growth in Population is Steady." *The Border Cities' Star*, 31 December 1926, pp 81 ProQuest

¹⁰ "Permit Taken Out For \$28,000 School" *The Border Cities Star*, 28, June 1928, pp 7 ProQuest

measures. Other budget cuts considered measures such as postponing the reopening of schools by a month after the summer break, reducing teaching staff in other East Windsor schools and salary reduction, and elimination of health, dental and truant officer services.¹¹

The Board ultimately did not close St Jules, but disputes continued as population increased more so.¹² By 1935, there were five separate schools in East Windsor enrolled with 2,200 children; St Josephs, Holy Rosary, St. Bernard, St Jules, St Francis. St Jules School was overcrowded and had to operate two classes in half-day shifts to accommodate the enrollment of students. As a temporary solution to alleviate overcrowding, the East Windsor Separate School Board rearranged boundary lines to shift students from St. Jules to St. Bernard. However, some parents of the students disagreed with the boundary change and cited that St Jules School was built jointly between the Sandwich East Separate School Board and the East Windsor Separate School Board to ensure accommodation of Sandwich East students. The School Board suggested that after 1935 amalgamation of the Border Cities and the pooling of assessment resources, there would be more financial ability to build new classrooms.¹³ However, it was only until spring of 1960, that the construction of a two-storey addition began. The addition created six large classrooms to the rear of the building, and was the first major expansion at the school building since its opening in 1924. When completed, the \$137,000 addition was blessed by Very Rev. J. Z . Noel, Pastor of St Theresa parish opposite the School through the sprinkling of holy water in the new rooms and corridors.¹⁴

The school continued its operation until 2017 when it closed, and students were transferred to the neighbouring St. Teresa School.

Throughout its history from construction in 1924-1925, St Jules School had long served the Ford City and Sandwich East community as a Separate school. It is the oldest remaining Catholic School Building in Ford City, and one of the oldest remaining Separate School buildings in the City (other than the École élémentaire L'Envolée at 1799 Ottawa St, other older Separate School buildings have been demolished). St Jules school has direct association with the rapid growth of the Ford City area, and with the history of Separate Schools in the City. The property is a remnant of the early phases of the former town's development and the growing demands for educational catholic space.

The subject property was designed by locally significant architects John Robert Boyde and James Carlisle Pennington.³ The Pennington and Boyde partnership began from 1920 to 1935, and together, were responsible for many works that are listed and or designated on the Windsor Municipal Heritage Register. Some of their collaborated designated works include the Sacred Heart Church and Rectory, Knights of Columbus/Auditorium Building, and listed works including Pascoe Building, Jackson Park Gateway, David Maxwell School, Hôtel-Dieu five-storey hospital wing, and other

¹¹ "Closing of School Seen." *The Border Cities Star*, February 13, 1933, p 2.

¹² "Must Retain Boundaries: Duncan McArthur" *The Border Cities Star*, 15 June, 1935, p 6.

¹³ "11 Children Stay Home: Sandwich East Parents Refuse to Permit School Shift." *The Border Cities Star*, February 9, 1935, p 10.

¹⁴ "Structure Blessed: Cleric Consecrates School Addition." *The Windsor Star*, February 15, 1961, p 5.

residential properties. The majority of Pennington & Boyde's commissions were for public institutions or residential properties.

CONTEXTUAL VALUE

The subject property is located on the northeast corner of Norman Road and Empress Street, in proximity to the major arterial intersection of Tecumseh Road East and Pillette Road. When the school building was first constructed in 1925, the immediate surrounding area seemed to be largely undeveloped. This is reflected in the 1924 Fire Insurance Map, which although showed road alignments down Norman Road to Tecumseh, did not contain information about the development in that area. Lands from Alice Street to Tecumseh Road between Norman Road and Princess Avenue was subdivided only later in Registered Plan 1360, which was approved in 1929. The school site encompassed Lots 35 to 42, Lots 70 to 76, School Block, and parts of alley. Even in 1937, the Fire Insurance Map still only reflected a few houses developed around the area east of Pillette Road with the only buildings depicted being St Jules School and one other house on Norman Road.

St Jules School is historically linked to its surroundings, particularly with St Theresa Roman Catholic Church at 1991 Normand Road, constructed opposite St Jules School in 1948. The Church was designed by one of the same architect as the School building (J.C. Pennington). Ste. Therese Parish was originally established as a mission of Our Lady of the Rosary Church (which was at Riverside & Drouillard), and located for 23 years, right at the boundary of Ford City & Township of Sandwich East down the street on Tecumseh Road.¹⁵ Based on the Parish history, it was that location that children in the neighbourhood attended school at a small frame school house, until St Jules School was built in 1924 on Norman Road. Later, the parish continued using the frame building until eventually also moving to Norman Road.

The School and the Church properties are surrounded by low profile residential land uses. The school building stands out visually on its own from its height and generous setback. The Church directly opposite visually corresponds to the school building with similar massing and setback. By 1952, although the surrounding neighbourhood had been developed, the block where the Church and School were located remained undeveloped. The lands on the west Church block was eventually constructed upon but the School block remained as open space to date.

The School property was the first development in the neighbourhood and is visually distinguished from the surroundings. The St. Jules School building is a long-standing and significant landmark in the neighbourhood.

¹⁵ St. Thérèse Parish. *St. Thérèse Parish, 1928-1978*. 1978. Retrieved from Windsor Public Library, Local History Center

Heritage Attributes:

Exterior attributes that contribute to the design/physical value of St Jules School:

- Original 1924-1925 construction with elements of Edwardian and Classical Revival architectural styles
- Two Story plus basement reinforced concrete construction clad with red-brick and stone accents
- Front façade of building with symmetrical design
- Pronounced horizontal stone banding at parapet and stone cornice alternating between stone and brick (soldier coursing)
- Variety of bond patterns (American bond of four stretches between every header; soldier and header coursings)
- Prominent protruding centered front portico facing Norman Road
 - o Originally topped with stone cross pediment
 - o Accented with alternating stone and brick banding at top and bottom
 - o Rectangular stone tracery with decorative stone crest/emblem (lost feature), framed by header and stretcher bricks
 - o Recessed arched entrance with multi-paned glass door with transom
 - o Concentric rectangular steps, flanked with rectangular pillars
- Five window bays on each side of center portico (in double and triple sets)
- Double sets of hung windows with transom, separated between floors by slightly recessed header brick pattern (lost feature)
- Separated stone window sills on second floor, and adjoined sills between the double and triple set windows on the first floor windows
- Stone banding above basement windows level
- Protruding portico on north and south side entrances, with stone cross design on parapet
- Large square brick chimney
- Generous landscape setback with unhindered views

Attributes that contribute to the historical or associative value of St Jules School:

- Early (1925) and long-time service to former Ford City (East Windsor) and Sandwich East community as a Separate school
- Oldest remaining former Catholic School building in Ford City and one of the oldest remaining separate school buildings in the City of Windsor
- Direct association with the rapid growth of the Ford City area
- Direct association with the history of Separate Schools in the City
- Remnant of the early phases of the former Ford City's development and the growing demands for educational catholic space
- Its design by locally significant architects Pennington & Boyde

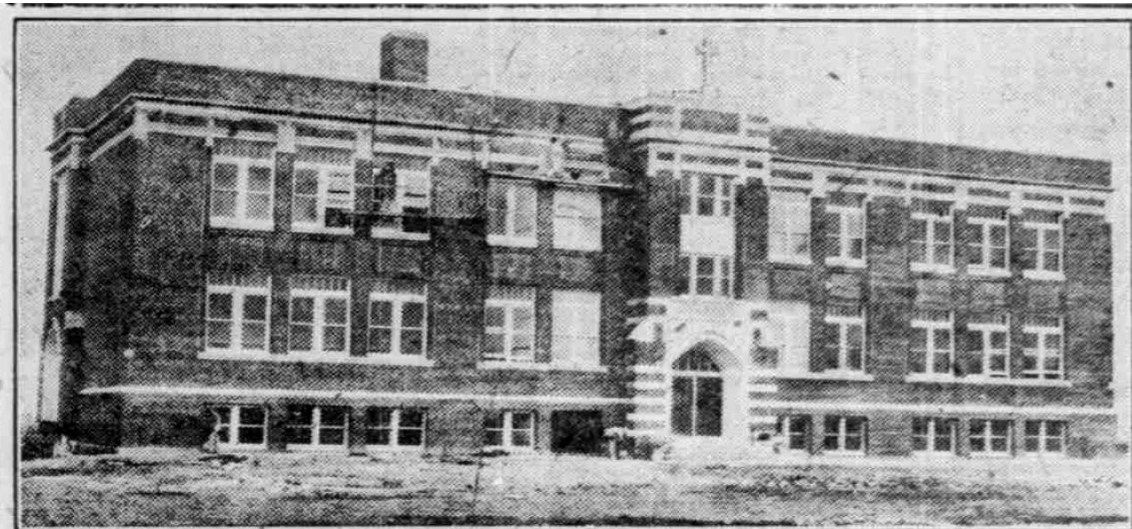
Attributes that contribute to the contextual value of St Jules School:

- Visually and historically linked to St Theresa's Church directly across the street.

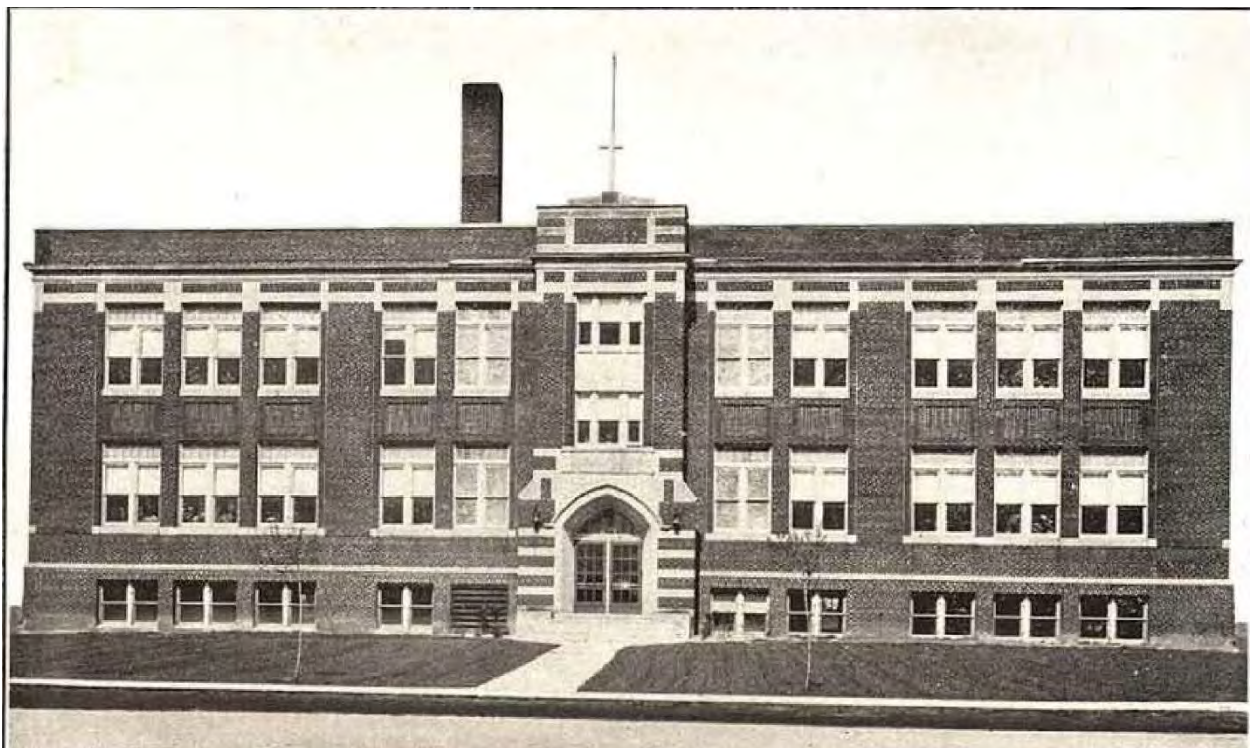
- Longstanding landmark in the neighbourhood of what was the former southeastern Ford City (Eastern Windsor), at the boundary with Township of Sandwich East

APPENDIX B- PHOTOGRAPHS OF THE PROPERTY

Historical photographs of the former St Jules Separate School



Source: "Modern New Separate School to be Opened Sunday" *The Border Cities' Star* 27 Mar. 1925 pp. 3 ProQuest



Source: City of East Windsor. "City of East Windsor 1929" (1929). SWODA: Windsor & Region Publications. 71. Retrieved from <https://scholar.uwindsor.ca/swoda-windsor-region/71>

Site Visit photos from 2021-07-21 (from Building Department)



Front elevation



South Side elevation with 1960 addition

Site Visit photos from 2021-11-19



Front entrance



Front Portico



Stone portion above front entrance



Northwest corner of property showing 1965 Gymnasium addition



Cornice/parapet



Rear of original construction



South side elevation



South side portico

Appendix C- Supporting Research Material

Pennington, James Carlisle

PENNINGTON, James Carlisle (1885-1963), the acknowledged dean of the architectural scene in Windsor and Essex County, and who was active for over fifty years in the following offices:

Crane & Pennington, with dual offices in Windsor, Ont. and Detroit, Mich.
(with **C. Howard Crane**)

J.C. Pennington, Windsor, Ont. 1913-1920

Pennington & Boyde, Windsor, Ont. 1921-1937 (with **John R. Boyde**)

J.C. Pennington, Windsor, Ont., 1937 to 1950 and after

FORD CITY, ONT., St. Jules Roman Catholic School, Elizabeth Road at Norman Road, 1924 (Border Cities Star [Windsor], 8 July 1924, 9, t.c.; 27 March 1925, 3, illus.)

Resource 3: Hill, Robert G. "Pennington, James Carlisle". Biographical Dictionary of Architects in Canada 1800-1950, retrieved from <http://dictionaryofarchitectsincanada.org/node/1385>



Resource 4: City of East Windsor. "City of East Windsor 1929" (1929). SWODA: Windsor & Region Publications. 71. Retrieved from <https://scholar.uwindsor.ca/swoda-windsor-region/71>

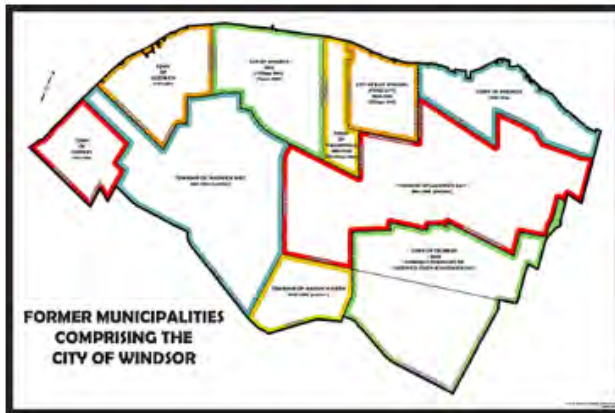


Resource 5: "Homes Were Not Many 50 Years Back." *The Border Cities' Star*, 31 May 1929, pp. 55 ProQuest

History of Windsor



Windsor as we know it today was created from once-separate villages and towns.



(Above: Map showing annexations and amalgamations of Windsor, 1935-2003. Click for [larger map](#).)

In 1935, Windsor, Sandwich, East Windsor and Walkerville united to form the City of Windsor. This amalgamation was intended to address the crushing debt and social demands brought by the Great Depression. In the 1960s, the City of Windsor looked to surrounding communities to expand its land and tax base. The city attempted to annex the towns of Tecumseh, Riverside, Ojibway, all or part of St. Clair Beach and parts of the townships of Sandwich East, Sandwich West, and Sandwich South. It was a topic of heated debate. In the end, it was decided that Riverside, Ojibway and parts of Sandwich townships would become part of Windsor.

Ford City

The rise of the auto industry created another community just outside of Windsor. Ford City was tied to the development of Windsor's Ford Plant. It became a village in 1913 and a town in 1915. As of 1928, its population totalled 16,000. Soon after, it was renamed East Windsor, and incorporated as a city. Learn more through the [Ford City Walking Tour Brochure](#).



(Photo: Looking south on Drouillard Rd. from Edna Street, ca. 1930. Credit: Windsor Community Archives, PC572)

Resource 6 City of Windsor, Planning Department. "History of Windsor". City of Windsor, retrieved from <https://www.citywindsor.ca/residents/historyofwindsor/pages/default.aspx>

THE BORDER CITIES STAR, WINDSOR, ONTARIO, WEDNESDAY, DECEMBER 31, 1930 PAGE NINE

7,127 PUPILS ENROLLED IN SEPARATE SCHOOLS HERE

East Windsor Has New Structure

One of the New Churches In 1930



Founded in 1901
Windsor's separate school system was founded in 1901, the first school being the old St. Alphonsus, since burned, and on the site of the present St. A. school, on the corner of the intersection of Ontario street. The earlier school, known as St. A. school, was burned in 1923. The new building, located at the corner of Ontario street and St. A. street, was occupied in January, 1931.

Members of the Windsor Separate School Board included Senator Charles E. Cavanagh, Michael A. Bryan, George F. Ryan, Thomas Kinsella, Joseph Neil, Raymond, Peter J. Roseberry, J. G. Gattard and Jeremiah (Jerry) G. Gattard. Of the eight founders, the first four mentioned are now dead.

The Windsor Board of the separate school system consists of the following: Senator Charles E. Cavanagh (first chairman) 1901-2; George Ryan, 1903-4, 1912-13 and 1914; Jerry G. Gattard, 1905-6 and 1910; Frank Roseberry, 1913-14; Leo Pag, 1919; J. J. Oulward, 1927; Harry J. March, 1928; P. J. Theoharist, 1921, latter half of 1922; J. G. Gattard, 1923; P. J. Theoharist, 1923; Alex. Latham, 1924; John Wall, 1925; A. J. Renaud, 1926; Wilbur D. Beach, 1927; and Thomas Child, 1930.

Resource 7 "7127 Pupils Enrolled in Separate Schools Here" The Border Cities' Star, 31 Dec.1930, pp. 41 ProQuest

THE STAR'S PHONES
Print 7 a.m. to 9 p.m. except 1930
Postoffice Closed on Saturdays
After 9 p.m. and Saturdays after 9 a.m.
Editorial—1930

The Third Page

WINDSOR, ONTARIO, FRIDAY, MARCH 27, 1925

HEALY DENIES RUMORS OF POLITICAL RETIREMENT

RUMORS NOT BASED ON FACT

M. P. DECLARES Denies California Purchase He a Significance

OTAWA, March 27.—"It is nothing more or less than plain propaganda," said A. F. Healy, M. P. for North Essex, when his statements were called today in newspaper columns that he would not seek reelection when the government goes to the people. He denied the purchase of a home in California and leaving of his home in Sandwich last. The significance attached to the news by dispatches appearing

Curts Boys Plead Guilty To Theft

KINGSTON, JUNE 22.—The two boys, who were charged with the theft of a bicycle from the home of their parents, were today pleaded guilty to the crime.

SALARY SLASH HIT BY MAYOR

Mitchell Points to Living Expenses on Border

Declares School Teachers Not Overpaid; Will Oppose Move

Opposition to any increase in salaries of civic employees, such as has been suggested in some quarters, was voiced today by Mayor Frank J. Mitchell of Windsor.

NEGOTIATIONS Proceed On Bridge

Modern New Separate School to be Opened Sunday

MAYOR SIGNS BALLOT PAPER

Third Deputy Reeve's Seat Held Vacant After Probe

Appeal Against Coughlin's Ruling Waived; Many Rumors Heard

Mayor Cleveland Monument of Ford City, this morning issued a warrant for the production, now necessary to fill the office of third deputy reeve, made vacant by the decision of Judge J. J. Coughlin, naming Alfred Mitchell, following the recent judicial inquiry into the golf irregularities at the last election. The date has been set for April 13. Nominations will be held on April 6. The appeal



THIS modern new separate school, to be opened at Ford City, Sunday, at a ceremony to which the public is invited. The opening ceremonies will be in charge of Rev. Father E. X. Laurendeau, pastor of Our-Lady-of-the-Lake Church. The school, which is on the corner of Norman and Elizabeth streets, has been built by Stearns and Emery, contractors, and will accommodate 200 pupils. Farnington and Boyd, of this city, are the architects.

Resource 8 "Modern New Separate School to be Opened Sunday" The Border Cities' Star 27 Mar. 1925 pp. 3 ProQuest

which, there reside today 97,275 people. If one takes in some of the outlying country which might quite properly be called part of the Border Cities, probably the number would reach 100,000, but the count given above is conservative.

This population is divided as follows: Riverside, 4,300; Ford City, 13,046; Walkerville, 9,852; Windsor, 62,000; Sandwich, 8,077. Each one of these municipalities shows an increase over last year, in at least one instance running almost to 20 percent.

The populations last year were as follows: Riverside, 3,612; Ford City, 11,300; Walkerville, 9,071; Windsor, 56,533; Sandwich, 7,448. The respective increases are: Riverside, 688; Ford City, 2,746; Walkerville, 781; Windsor, 5,467; Sandwich, 629.

Riverside shows the greatest percentage of growth, 19.04. Walkerville has the lowest percentage, 8.6, but this is only natural. Confined as it is between Ford City on the east and Windsor on the west, it can expand only toward the south, and even this southern section has practically all been built up and all the houses occupied. The other municipalities show the following percentages of growth within the year: Windsor, 9.85; Ford City, 15.45; Sandwich, 8.89.

A Record of Progress

	1926	1925	1921
Riverside...	4,300	3,612	1,155
Ford City...	13,046	11,300	5,800
Walkerville...	9,852	9,071	7,303
Windsor...	62,000	56,533	38,530
Sandwich...	8,077	7,448	4,153
Total...	97,275	87,964	56,941

Increase in last year, 9,311, or 9.8 percent.
Increase in last five years, 40,334, or 70.82 percent.

doubt that the British preferential tariff had much to do with it.

Due to the terms of this tariff, American industrial firms found it would be to their advantage to establish plants in Canada to care for their export business to Great Britain. Casting about for a suitable location, they found the Border Cities practically ideal. Situated directly on a great waterway, within half a mile of one of the greatest American industrial centres, and well served with rail transportation, the Border loomed up as a veritable "promised land" to the American industrialists.

Naturally, establishment of new industries here brought with it a flood of new residents, for the demand for labor was high. Unfortunately, but withal quite naturally, the Border

Resource 9 "Growth in Population is Steady." *The Border Cities' Star*, 31 December 1926, pp 81 ProQuest

PERMIT TAKEN OUT FOR \$28,000 SCHOOL

Addition For St. Jules to Be Built in Ford City

Ford City building permits were given another substantial boost today in the taking out of a permit by Cleveland Mousseau, contractor, for \$25,000 as part of the cost for an addition to the St. Jules separate school, on the east side of Norman road between Guy and Elizabeth streets.

Dimensions of the new school addition are given as 41x34 feet in the superstructure, a height of 23 feet, including two-story construction and a large basement under part of the building. The permit amount of \$25,000 does not include plumbing and other work, which will bring the total cost of the addition to a considerable higher figure. The building will have solid brick walls and brick foundation. Trim is to be of oak and pine with maple and cement floors. Pennington and Boyd are named as architects and Cleveland J. Mousseau, ex-mayor, general contractor in charge of construction.

This substantial addition to the St. Jules school is made necessary by the rapid growth of the motor town in its southern part, where the school is situated. Both separate and public school facilities have failed to keep pace in the past with the rapid expansion taking place school boards everywhere find constructing one school than they have immediately to start plans for the construction of another or large additions to existing educational institutions. The recent addition to the Gordon McGregor public school in east Windsor is a case in point. The 12-room school in north-east Ford City has been increased in less than two years, by the rapid growth of the town.

Resource 10 "Permit Taken Out For \$28,000 School" *The Border Cities Star*, 28, June 1928, pp 7 ProQuest

Closing Of School Seen

Appears Only Way To Meet Supervisors' Budget Figure

Most St. Jules Pupils Are From Sandwich East And Not Paid For

The closing of St. Jules School in East Windsor is being considered by the East Windsor Separate School Board as a result of the control board ruling that separate school estimates totalling \$46,000 for 1933 must be reduced to \$27,980. Two-thirds of the students at the St. Jules School come from Sandwich East.

NO FINAL DECISION

The school closing was discussed at a board meeting held yesterday, but no final decision was reached. The board is expected to meet with the Windsor City Council Board this afternoon and will hold another meeting before then. A decision by the board to close the school would mean the temporary closing of schools after the summer holidays, was also discussed.

It was pointed out at yesterday's meeting that the limit set by the commission for all school expenditures for the year is \$27,980. The board is in operation at present. Payment at the present rate would require the school, as estimated by the school board, amounts to \$46,000.

The school board passed a resolution that should be put up for tuition of township at the close of the year, 1932 and 1933, an amount of \$46,000. It was considered that the amount of \$46,000 would be paid for the school from the East Windsor separate school, a total of \$46,000 to the township. The board is in operation at the present time, but the township is in a position to reduce the number of teachers and the cost of their services. It was figured that the township could meet the entire board

Resource 11 "Closing of School Seen." *The Border Cities Star*, February 13, 1933, p 2.

Must Retain Boundaries

East Windsor Separate School Board Has No Jurisdiction In Sandwich East

Deputy Minister States Problem of Pupils Is Local One

The East Windsor Separate School Board has no right to change its school boundaries in the township of Sandwich East which is a rural district where the matter of school boundaries is under the control of the township council, Township Clerk Wilfrid Gravel informed the Sandwich East Council last night.

DUNCAN McARTHUR

The matter was brought before the council when a letter from Duncan McArthur, deputy minister of education, was read to the council. Apparently, a riding was sought on the school boundary dispute which has been raging between Sandwich East families and the East Windsor Separate School Board since the beginning of the year, causing 11 children to remain out of school during that time.

The difficulty arose when St. Jules school which is managed and operated by the East Windsor Separate School Board became over-crowded. Members of the board being unable to build an addition to St. Jules school decided to shift part of the pupils attending that school to St. Bernard school. Parents of Sandwich East pupils attending St. Jules school protested to the board that their children had to walk three-quarters of a mile further on Tecumseh road.

Resource 12 "Must Retain Boundaries: Duncan McArthur" The Border Cities Star, 15 June, 1935, p 6.

11 Children Stay Home

Sandwich East Parents Refuse to Permit School Shift

Agreement Is Cited Say E. Windsor Separate Board Cannot Change Boundaries

Eleven Sandwich East children are likely to remain out of school indefinitely because their parents refuse to approve a change of boundaries between St. Jules and St. Bernard schools in East Windsor. This was apparent at a meeting of the Separate School Board held in St. Joseph school last night.

AWAY FOR TWO WEEKS

The pupils affected have been out of school for the past two weeks and are likely to stay home unless conditions are changed for them, their parents indicated last night.

The controversy arose when the separate board, meeting in alternate evenings at St. Jules school, rearranged the boundary line so that 11 children could attend St. Bernard school.

The parents of the pupils wanted that they are four blocks from St. Jules school and that their children have to walk three-quarters of a mile to St. Bernard school on the roadway of Tecumseh road. In the midst of the winter season, the lack of sidewalks in that section.

OLD AGREEMENT CITED

In their argument they submitted that St. Jules school was built, strictly as a union separate school to provide school accommodation for pupils of their own school section in 1924 and that they have business attending to their own children in St. Jules school. They stated that the Separate School Board, which ceased to exist after 1924, and the East Windsor Separate School Board, would not be bound among the board's records and that the Sandwich East parents had no right to change the boundary line. The board would like to see the board and to ensure Sandwich East pupils school accommodation.

Resource 13 "11 Children Stay Home: Sandwich East Parents Refuse to Permit School Shift." The Border Cities Star, February 9, 1935, p 10.

Structure Blessed

Cleric Consecrates School Addition

A variation of the mall came into operation in London, Ont., where a building housing a promenade with banks of stores on either side was opened. Construction is to start this spring on a similar establishment in Halifax.

In Ottawa, sixteen Sparks St. are now under construction. The new buildings will be three blocks with potted trees and plants, a fountain and pool and gaily-colored benches and canopies. There were sidewalk cafes, band concerts and outdoor fashion shows. It cost \$30,000, and corridors, spreading holy water in each.

The two-story addition contains six large classrooms, and was made at the rear of the Norman school. The addition was the first made to the school at St. Jules since the building opened in 1924.

Construction began in the spring of 1940, and the addition was put into limited use in December. The recently opened addition has the whole addition been used.

Assisting in the blessing ceremonies was Patrick J. McManus, pastor of the Windsor Separate School. After the solemn administration of the holy water, Mr. Noel spoke to the gathering. He noted that the policy of religious instruction in schools was being attacked all over the world, and urged that religious programs in separate schools be strengthened.

Separate school inspectors R. J. Desmarais and J. F. Johnston also were in attendance.

★ ★ ★

See SHOPPING—Page 6

70 Years In District, Dies at 93

Nelson Stephens, 82, of 2088 Lepperson rd., whose survivors include five great-grandchildren, died today at Hotel Desin following a lengthy illness.

Mr. Stephens was born in the Windsor district for more than 70 years. He was a retired carpenter who for many years in district homes.

His wife, Mrs. Lottie Stephens, died in 1926.

Surviving are two sons, Roy Stephens of Sandwich East and George; two daughters, Mrs. George (Lilly) Haghighi, and Mrs. Wilfred (Dorothy) Trudell, both of Windsor; 21 grandchildren, 27 great-grandchildren and five great-grandchildren.

Funeral arrangements under the direction of Marquette Funeral Home, are incomplete.

Structure Blessed

Cleric Consecrates School Addition

A \$137,000 addition to St. Jules Separate School was blessed Tuesday night.

Very Rev. J. Z. Noel, pastor of St. Theresa parish, strolled slowly through the bright new rooms and corridors, sprinkling holy water in each.

The two-story addition contains six large classrooms, and was made at the rear of the Norman school. The addition was the first made to the school at St. Jules since the building opened in 1924.

Construction began in the spring of 1940, and the addition was put into limited use in December. The recently opened addition has the whole addition been used.

Assisting in the blessing ceremonies was Patrick J. McManus, pastor of the Windsor Separate School. After the solemn administration of the holy water, Mr. Noel spoke to the gathering. He noted that the policy of religious instruction in schools was being attacked all over the world, and urged that religious programs in separate schools be strengthened.

Separate school inspectors R. J. Desmarais and J. F. Johnston also were in attendance.

★ ★ ★

See SHOPPING—Page 6

BLESSES ADDITION—Very Rev. J. Z. Noel, pastor of St. Theresa parish, blessed a new six-classroom addition at St. Jules Separate School Tuesday night. From left, in Windsor Separate School Board, and Mrs. Mary Conness, principal, Ed Lacourriere, P.T.A. manager, Patrick L. McManus, chairman of the Board, and John Maitlous, P.T.A. president.

Resource 14 "Structure Blessed: Cleric Consecrates School Addition." The Windsor Star, February 15, 1961, p 5.

A BRIEF HISTORY OF STE THERESE PARISH

A MISSION
1925-1928

The parish of St. Thérèse of the Child Jesus was first established as a mission of Our Lady of the Rosary Church by the Rt. Rev. F.X. Laurendeau on May 27, 1925. There were then 133 families.

A PARISH
1928-1942

The Reverend Father J.I. Ducharme is appointed the first Pastor on December 2, 1928 by His Excellency Bishop Michael F. Fallon of the diocese. An old wooden school house, located on the corner of Westminster Blvd. and Empress St. (Sacred Heart School) was moved to Tecumseh Rd. on the property of the Ursuline Sisters and it served as the parish church for 23 years.

1942-1949

The Reverend Father Isidore J. Poisson is appointed the second pastor on December 18, 1942 by His Excellency Bishop J.T. Kidd of the Diocese. It was during his pastorship that the present Church and Rectory (Norman Rd.) were built.

1949-1969

The Reverend Father Jean Z. Noel becomes the third pastor on September 19, 1949 - appointed by His Excellency Bishop J.T. Kidd of the Diocese. During this period the Church debt is deleted and renovations according to Vatican II norms are implemented in the Church.

1969-

The Reverend Father C.W. Janisse becomes the fourth Pastor on June 11, 1969 - appointed by His Excellency Bishop G. Emmett Carter of the Diocese. Further implementations according to Vatican II norms are effected and a continued enhancing of the interior and exterior of the Church progresses, in preparation for our 50th Anniversary celebration. (1978)

OUR RELIGIOUS VOCATIONS

Over the years our spiritual family has produced a good number of young ladies and young men who have answered the call to the Religious Life.

The parish is justly proud of them and lives in the hope that many more young people will, in the years ahead, follow them to continue their Apostolate in the vineyard of the Lord.

...

OUR SCHOOLS

The first school of the parish was built in 1924 on the corner of Norman Rd. and Empress St. - the property of Mr. Jules Janisse whose Christian name was given to the school. Up to that time, children of the area had been using the little framed school house which was to become the first parish church on Tecumseh Rd.

Since then, two other schools were built within the present boundaries of the parish:

St. Thérèse in 1951
St. Joan of Arc in 1957

...

A Sincere Thank You

To all the ladies of the parish (St. Anne's Altar Society, C.W.L. - Sacristy Committee) who over the years have faithfully devoted themselves to the care of the sanctuaries of our Church and Chapel.

Resource 15: St. Thérèse Parish. St. Thérèse Parish, 1928-1978. Retrieved from Windsor Public Library, Local History Center.



Item No. 8.9

Committee Matters: SCM 189/2023

Subject: Draft Plan of Condominium with Exemption under Section 9(3) of the Condominium Act –CDM 005-23 [CDM-7029] 2481939 Ontario Inc. 3817 Howard Ave Ward 9

Moved by: Councillor Kieran McKenzie
Seconded by: Councillor Angelo Marignani

Decision Number: **DHSC 519**

That the application of 2481939 Ontario Inc. for an exemption under Section 9(3) of the *Condominium Act* for approval of a plan of condominium (Standard Condominium), comprised of a total of 78 dwelling units and 6 commercial unit and 14 parking units, as shown on the attached Map No. CDM-005/23-1 and CDM-005/23-2 on a parcel legally described as; Part of Lot 85, Concession 3, Lot 28 and Part of Lot 29, Plan 1431; Part 2, 12R-29025 located at 3817 Howard Ave **BE APPROVED** for a period of three (3) years. Carried.

Report Number: S 72/2023
Clerk's File: Z/14590

Clerk's Note:

1. The recommendation of the Development & Heritage Standing Committee and Administration are the same.
2. Please refer to Item 7.1 from the Development & Heritage Standing Committee held on July 4, 2023.
3. To view the stream of this Standing Committee meeting, please refer to: <http://csg001-harmony.sliq.net/00310/Harmony/en/PowerBrowser/PowerBrowserV2/20230704/-1/9417>

Subject: Draft Plan of Condominium with Exemption under Section 9(3) of the Condominium Act –CDM 005-23 [CDM-7029] 2481939 Ontario Inc. 3817 Howard Ave Ward 9

Reference:

Date to Council: July 4, 2023
Author: Jim Abbs
Senior Planner - Subdivisions
519 255 6543 x6317
jabbs@citywindsor.ca

Planning & Building Services
Report Date: June 8, 2023
Clerk's File #: Z/14590

To: Mayor and Members of City Council

Recommendation:

THAT the application of 2481939 Ontario Inc. for an exemption under Section 9(3) of the Condominium Act for approval of a plan of condominium (Standard Condominium), comprised of a total of 78 dwelling units and 6 commercial unit and 14 parking units, as shown on the attached Map No. CDM-005/23-1 and CDM-005/23-2 on a parcel legally described as; Part of Lot 85, Concession 3, Lot 28 and Part of Lot 29, Plan 1431; Part 2, 12R-29025 located at 3817 Howard Ave **BE APPROVED** for a period of three (3) years.

Executive Summary:

N/A

Background:

Application Information:

Location: 3817 Howard Ave

Ward: 9 **Planning District:** South Windsor **ZDM:** 09

Applicant: 2481939 Ontario Inc.

Proposal:

The applicant is applying for an exemption under Section 9(3) of *the Condominium Act* for approval of a plan of condominium for an existing Building to create 78 dwelling units and 6 commercial units in a mixed use building. 14 parking units are also included in the Plan of Condominium.

The subject site has received Site Plan Approval (File R006.20) registered as instrument CE1023406, on July 30, 2021 which permitted a total of 78 dwelling units and 6 commercial units in a mixed use building. The Site Plan agreement covers a range of municipal and agency requirements to be completed by the owner including items such as the provision of landscaping, parking, parkland conveyance, levies and lighting, all required prior to the issuance of a construction permit.



AERIAL MAP - CDM-005/23, CDM-7029

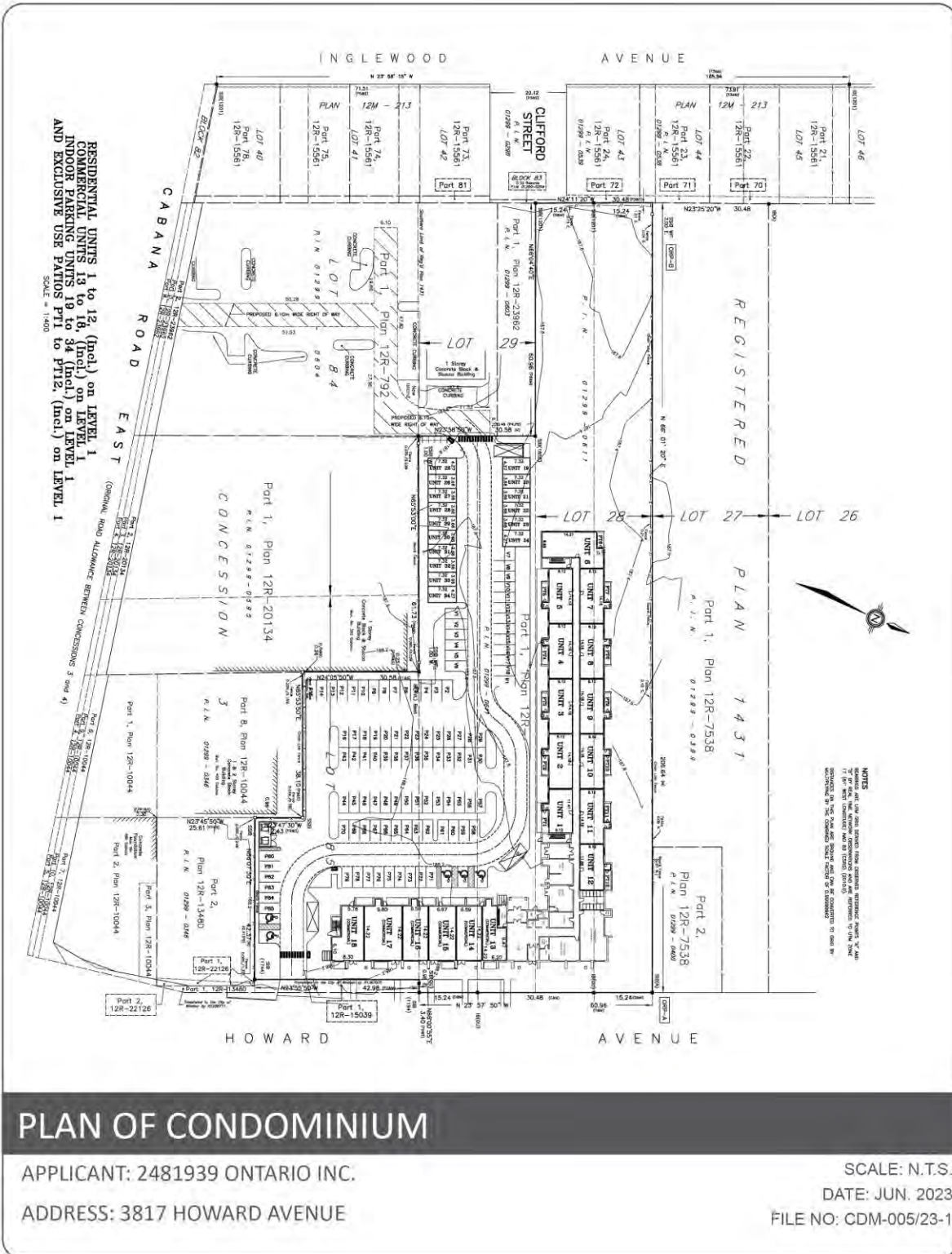


SUBJECT LANDS

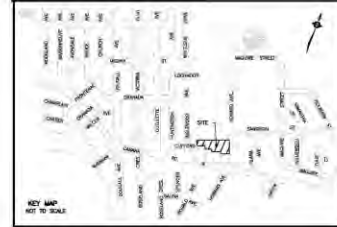
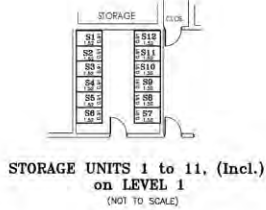
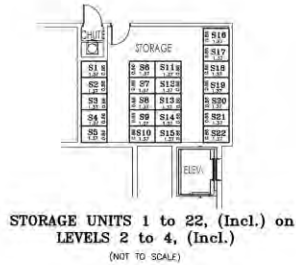
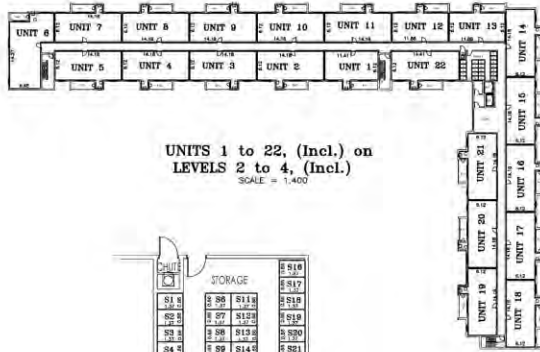


Figure 1: Location Map

Plan of Condominium:



CDM-005/23-1



DRAFT PLAN OF CONDOMINIUM OF PART OF LOTS 28 and 29, REGISTERED PLAN 1431 AND PART OF LOT 85, CONCESSION 3 GEOGRAPHIC TOWNSHIP OF SANDWICH WEST NOW IN THE CITY OF WINDSOR COUNTY OF ESSEX, ONTARIO VERHAEGEN LAND SURVEYORS SCALE = 1:400

"METRIC" DISTANCES AND COORDINATES SHOWN ON THIS PLAN. USE AN APPROPRIATE MAP SCALE TO CONVERT TO FEET BY DIVIDING BY 0.3048

LEGEND

ALL DIMENSIONS SHOWN, UNLESS OTHERWISE NOTED:
 S1 - DENOTES SECTION 1
 S2 - DENOTES SECTION 2
 S3 - DENOTES SECTION 3
 S4 - DENOTES SECTION 4
 S5 - DENOTES SECTION 5
 S6 - DENOTES SECTION 6
 S7 - DENOTES SECTION 7
 S8 - DENOTES SECTION 8
 S9 - DENOTES SECTION 9
 S10 - DENOTES SECTION 10
 S11 - DENOTES SECTION 11
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 S96 - DENOTES SECTION 96
 S97 - DENOTES SECTION 97
 S98 - DENOTES SECTION 98
 S99 - DENOTES SECTION 99
 S100 - DENOTES SECTION 100

ADDITIONAL INFORMATION REQUIRED UNDER THE CONDOMINIUM ACT, 1998 AND SECTION 31 (17) OF THE PLANNING ACT, 1990:

SITE INFORMATION

TYPE	SUBTYPE 'A'		SUBTYPE 'B'		SUBTYPE 'C'		SUBTYPE 'D'	
	AREA	VOLUME	AREA	VOLUME	AREA	VOLUME	AREA	VOLUME
CONCRETE	10	0	10	0	10	0	10	0
STEEL	10	0	10	0	10	0	10	0
METAL	10	0	10	0	10	0	10	0
GLASS	10	0	10	0	10	0	10	0
WOOD	10	0	10	0	10	0	10	0
OTHER	10	0	10	0	10	0	10	0
TOTAL	50	0	50	0	50	0	50	0

OWNER'S AUTHORIZATION

I HEREBY AUTHORIZE THE FILING OF THIS DRAFT PLAN FOR APPROVAL.
 2481939 ONTARIO INC.
 1105 BROADWAY, K1P 5R2
 DATE: JUNE 8, 2023
 I HAVE THE AUTHORITY TO SIGN THE CONDOMINIUM

SURVEYOR'S CERTIFICATE

THE DIMENSIONS OF THE LAND TO BE SURVEYED AND THEIR RELATIONSHIP TO THE ADJACENT LANDS HAVE BEEN ACCURATELY AND CORRECTLY SHOWN.
 DATE: JUNE 8, 2023
 ANDREW S. MATHIAS
 ONTARIO LAND SURVEYOR

VERHAEGEN LAND SURVEYORS INC. A PROFESSIONAL CORPORATION
 100 DUNDAS STREET WEST, SUITE 1200, TORONTO, ONTARIO M5G 1L7
 TEL: (416) 593-7777 FAX: (416) 593-7778
 www.verhaegen.com

DRAWN BY: HMC CHECKED BY: A.S.M. REFERENCE NO: 19-47-362-01A
 FILE: 12-143-2 100 DUNDAS STREET WEST, SUITE 1200, TORONTO, ONTARIO M5G 1L7

PLAN OF CONDOMINIUM
 APPLICANT: 2481939 ONTARIO INC. SCALE: N.T.S.
 ADDRESS: 3817 HOWARD AVENUE DATE: JUN. 2023
 FILE NO: CDM-005/23-2

Site Information:

OFFICIAL PLAN	ZONING	CURRENT USE	PREVIOUS USE
Special Policy Area 147	Commercial District 2.2 (CD2.2) & S 20(1)378	Combined Use Building (Under Construction)	Commercial/Vacant Parcel
LOT WIDTH	LOT DEPTH	AREA	SHAPE
103m	+/-120m	1.38ha	Irregular
All measurements are for the entire parcel and are approximate.			

Neighbourhood Characteristics:

The site is located between a residential neighbourhood to the north, mainly occupied by single detached residential dwellings and vacant land zoned HRD1.1, commercial uses to the west and south, and commercial and residential across Howard Avenue to the east. Specifically, the following land uses are present:

North

Single Family Dwellings on deep lots. The rear portion of the properties is zoned HRD1.1. The 'H' symbol places a hold on the development of the subject lands until certain conditions are satisfied.

East (across Howard Avenue)

Single family dwellings, New condominium development under construction, commercial and institutional uses

South: Commercial Uses

West: Single Detached Dwellings and commercial uses

The closest existing transit route is Central 3. The closest existing bus stop is located on Erie at Louis SE Corner. This bus stop is approximately 40 metres from this property, falling well within 400 metre walking distance guideline to a bus stop. The bus stop will be maintained by Council approved Transit Master Plan.

Discussion:

Planning Analysis:

Statutory Regulations:

Under Section 9 of the Condominium Act, an owner may request approval of a plan of condominium subject to Section 51 of the Planning Act (subdivisions). As such, the usual approval process for plans of subdivision is invoked, i.e. review by municipal and provincial agencies, public notification, draft plan approval, a condominium agreement and final registration.

The Condominium Act also provides that owners can be exempted from the above mentioned Planning Act provision if the approval authority (i.e. the City of Windsor) is of the opinion that "such exemption is appropriate in the circumstances". The reasons for exemptions are not specified, but usually applicants can be exempted if the following conditions are satisfied:

- (i) that all municipal requirements and conditions have been addressed (for example by an approved application for rezoning and/or site plan control); and
- (ii) that the building(s) is suitable for a condominium by virtue of design and amenities.

The proposed condominium complies with the above conditions.

Official Plan:

The subject property is designated "Special Policy Area 147" on Schedule A of the City of Windsor Official Plan. The designation is intended to specifically permit this use. The proposed development conforms to this policy.

The City of Windsor has policies in the Official Plan for approval of a plan of condominium with exemption under Section 9 of the Condominium Act. Applications for exemptions may be considered by Council if:

- (a) a residential building is constructed or a building permit for its construction has been issued;
- (b) the development has received site plan control approval; and
- (c) the development (new proposed units) do not contain any occupied residential rental units.

The proposed condominium complies with the above conditions.

Zoning By-Law

The property is zoned Commercial District (CD) 2.2 with a site specific provision to provide specific regulations to permit ground floor dwelling units, a 10m building setback from the northerly lot line, restricting the location of non residential uses on the site, and requiring privacy fencing along the northerly lot line. Building permits have been issued and construction of the building is nearing completion.

Risk Analysis:

N/A

Climate Change Risks

Climate Change Mitigation:

N/A

Climate Change Adaptation:

N/A

Financial Matters:

N/A

Consultations:

Municipal and agency requirements have been addressed and implemented through the site plan control approval process, and the registration of a site plan agreement. (File R006.20) registered as instrument CE1023406, on July 30, 2021)

Public Notice:

No public notification is required where exemptions are requested and the development is properly zoned for the permitted use.

Conclusion:

The application has been processed and evaluated with regard to both the Planning Act and the Condominium Act, as well as the City of Windsor Official Plan. It conforms to the City of Windsor Official Plan and complies with the zoning regulations contained in Bylaw 8600. Municipal requirements regarding this development have been addressed in the site plan control agreement. The draft plan of condominium is consistent with the approved site plan (File R006.20) registered as CE1023406, on July 30, 2021)

It is recommended that this application for approval be exempted from Section 51 of the Planning Act (per Section 9(3) of the Condominium Act). This means that the owner can proceed directly to registration following submission of an approved final plan of condominium.

Planning Act Matters:

I concur with the above comments and opinion of the Registered Professional Planner.

Thom Hunt, City Planner

I am not a registered Planner and have reviewed as a Corporate Team Leader

JP JM

Approvals:

Name	Title
Neil Robertson for Thom Hunt	City Planner / Executive Director, Planning & Development Services

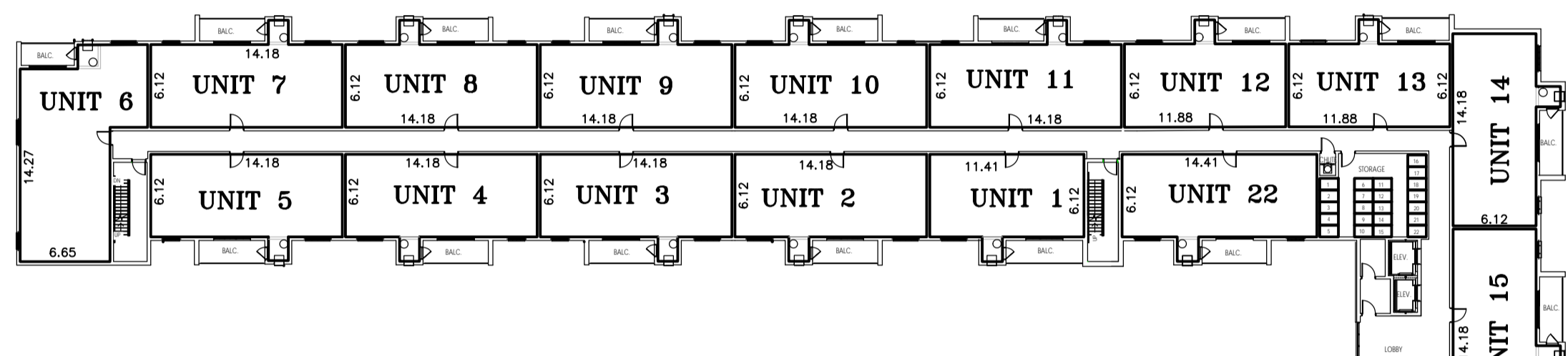
Wira Vendrasco	Deputy City Solicitor, Legal Services & Real Estate
Jelena Payne	Commissioner of Economic Development and Innovation
Joe Mancina	Chief Administrative Officer

Notifications:

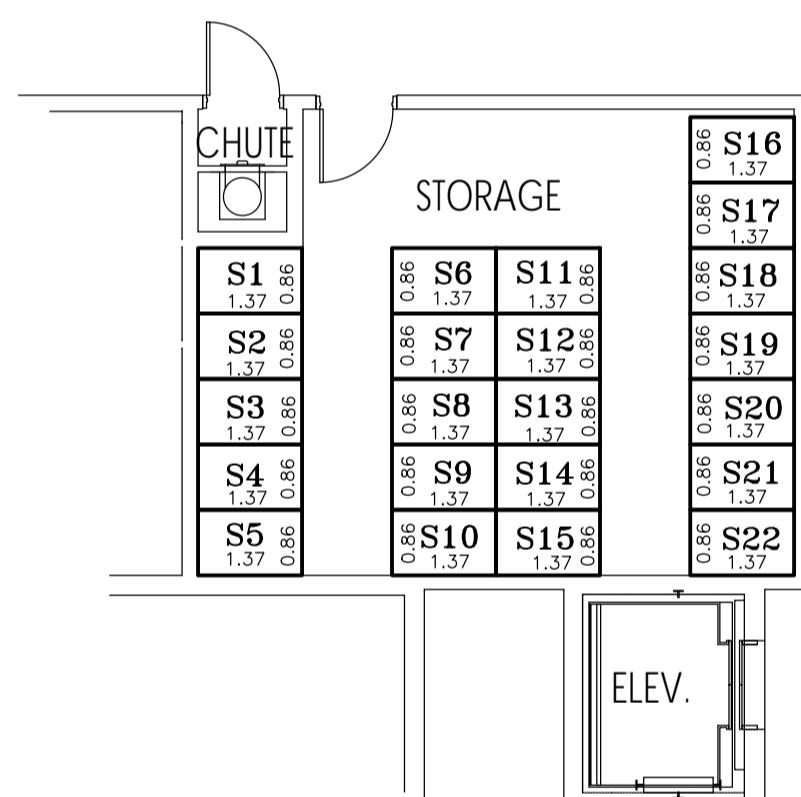
Name	Address	Email
2481939 Ontario Inc.	3070 Jefferson Boulevard, Windsor ON N8T 3G9	josh.burns@fortisgroup.ca
Mary-Ann Keefner	301-2510 Ouellette Avenue, Windsor ON N8X 1L4	mary-ann.keefner@shibleyrighton.com

Appendices:

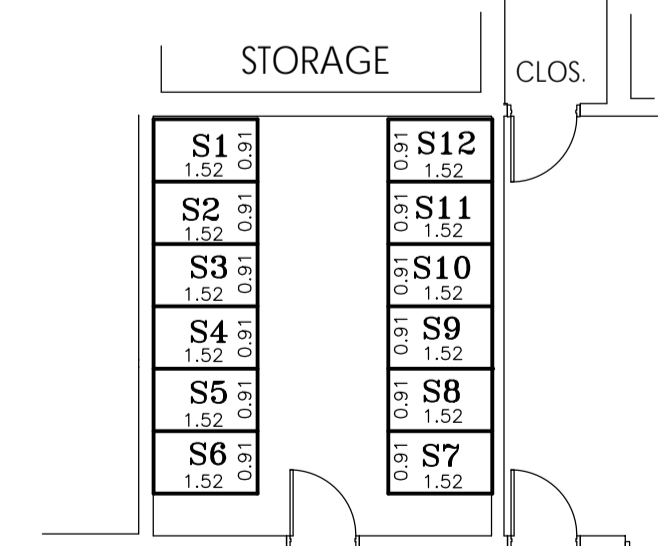
- 1 Proposed Draft Plan of Condominium



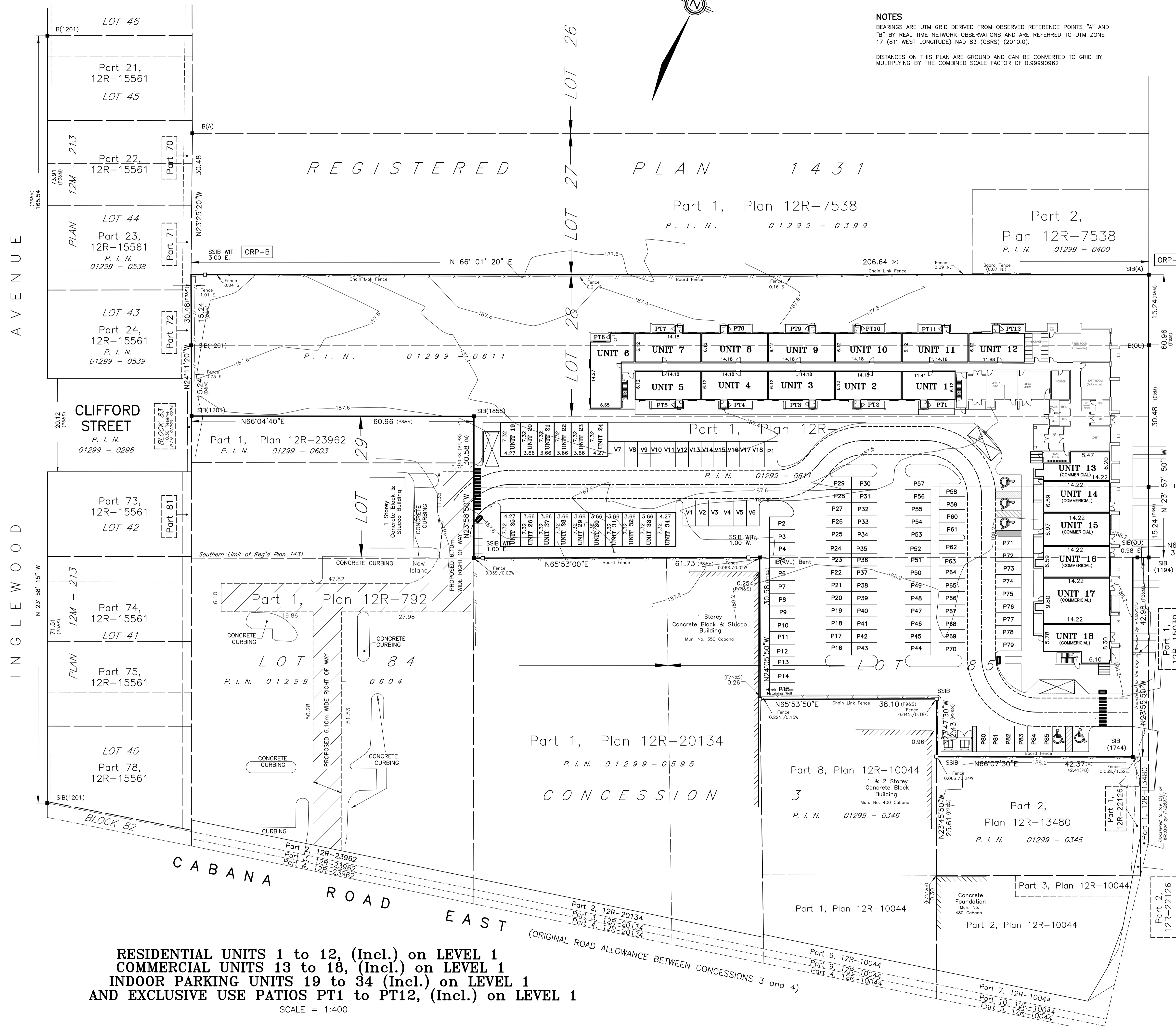
UNITS 1 to 22, (Incl.) on LEVELS 2 to 4, (Incl.)
SCALE = 1:400



STORAGE UNITS 1 to 22, (Incl.) on LEVELS 2 to 4, (Incl.)
(NOT TO SCALE)

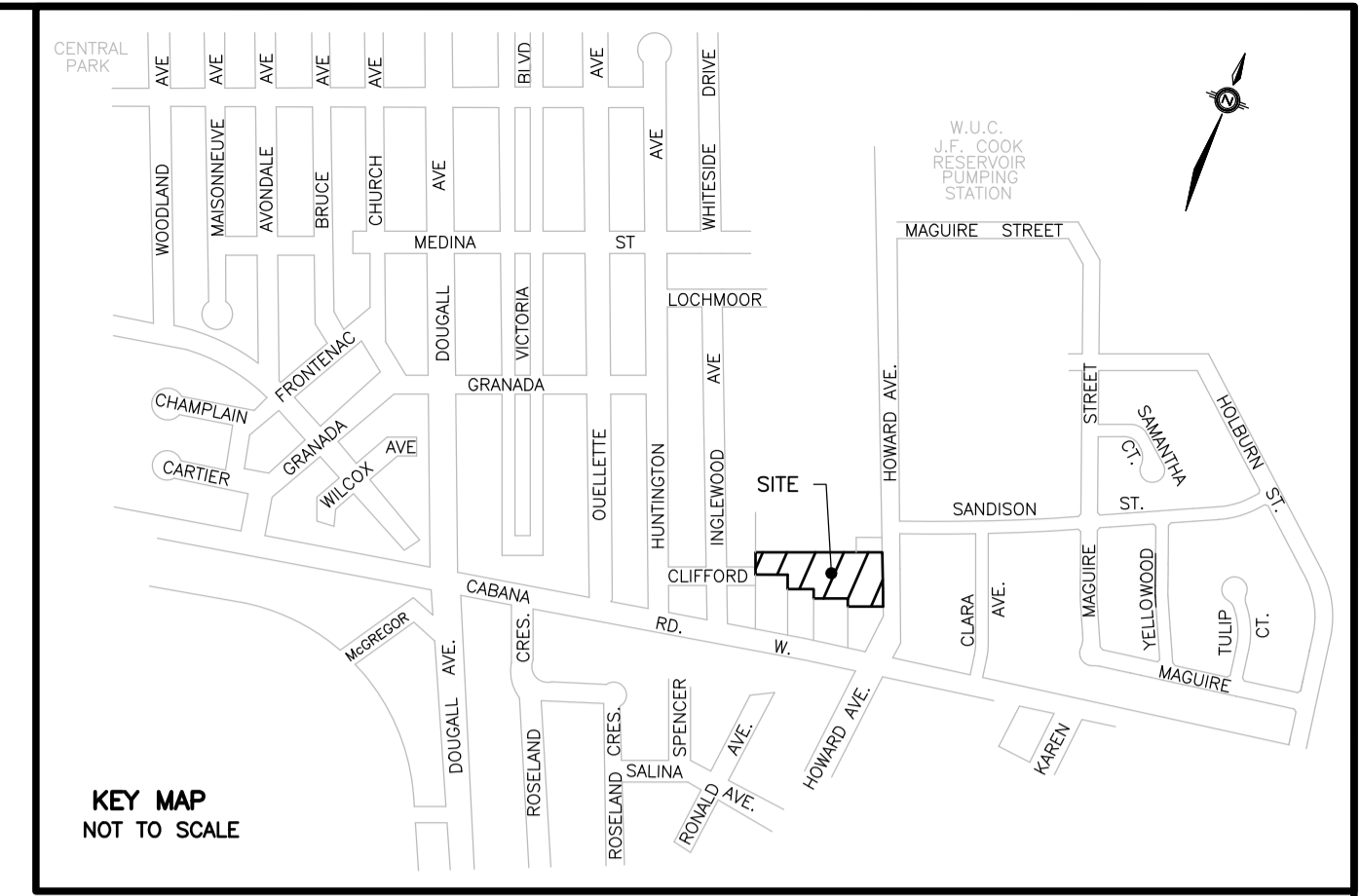


STORAGE UNITS 1 to 11, (Incl.) on LEVEL 1
(NOT TO SCALE)



RESIDENTIAL UNITS 1 to 12, (Incl.) on LEVEL 1
COMMERCIAL UNITS 13 to 18, (Incl.) on LEVEL 1
INDOOR PARKING UNITS 19 to 34 (Incl.) on LEVEL 1
AND EXCLUSIVE USE PATIOS PT1 to PT12, (Incl.) on LEVEL 1
SCALE = 1:400

NOTES
BEARINGS ARE UTM GRID DERIVED FROM OBSERVED REFERENCE POINTS "A" AND "B" BY REAL TIME NETWORK OBSERVATIONS AND ARE REFERRED TO UTM ZONE 17 (81° WEST LONGITUDE) NAD 83 (CSRS) (2010.0).
DISTANCES ON THIS PLAN ARE GROUND AND CAN BE CONVERTED TO GRID BY MULTIPLYING BY THE COMBINED SCALE FACTOR OF 0.99990962



DRAFT PLAN OF CONDOMINIUM OF PART OF LOTS 28 and 29, REGISTERED PLAN 1431 AND PART OF LOT 85, CONCESSION 3
GEOGRAPHIC TOWNSHIP OF SANDWICH WEST
NOW IN THE CITY OF WINDSOR
COUNTY OF ESSEX, ONTARIO
VERHAEGEN LAND SURVEYORS
SCALE = 1:400

"METRIC" DISTANCES AND COORDINATES SHOWN ON THIS PLAN ARE IN METRES AND CAN BE CONVERTED TO FEET BY DIVIDING BY 0.3048

- LEGEND**
- ALL MONUMENTS SHOWN THUSLY □ ARE IRON BARS (B) UNLESS OTHERWISE NOTED.
 - SB DENOTES 25mm X 25mm X 1.22m STANDARD IRON BAR
 - SSB DENOTES 25mm X 25mm X 0.61m SHORT STANDARD IRON BAR
 - SB DENOTES 16mm X 16mm X 0.61m IRON BAR
 - SB DENOTES 19mm DIAMETER X 0.61m ROUND IRON BAR
 - CP DENOTES CUT-CROSS
 - CP DENOTES 5mm X 50mm STEEL PIN
 - SM DENOTES SURVEY MONUMENT SET AND MARKED 1744
 - WT DENOTES WITNESS
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 - ORP DENOTES OBSERVED REFERENCE POINT
 - SSIB'S SHOWN ON THIS PLAN HAVE BEEN SET IN LIEU OF SIB'S WHERE THE POSSIBILITY THAT UNDERGROUND UTILITIES EXIST.
 - (S/P) DENOTES SET PROPORTIONALLY
 - (P) DENOTES REGISTERED PLAN 1431
 - (P2) DENOTES PLAN 12R-20134
 - (P3) DENOTES PLAN 12R-15039
 - (P4) DENOTES PLAN 12R-7538
 - (P5) DENOTES REGISTERED PLAN 12M-213
 - (P6) DENOTES PLAN 12R-23962
 - (P7) DENOTES PLAN 12R-13480
 - (P8) DENOTES PLAN OF SURVEY BY (1858) DATED NOVEMBER 28, 2019.
 - (P9) DENOTES PLAN 12R-10044
 - (P10) DENOTES FIELD NOTE BY (1744) DATED JUNE 9, 2003, (PROJECT: 4-21650)
 - (P11) DENOTES FIELD NOTE BY (1744) DATED MAY 6, 1994, (PROJECT: 4-11168)
 - (1744) DENOTES VERHAEGEN LAND SURVEYORS
 - (1201) DENOTES CLARKE SURVEYORS INC., O.L.S.
 - (A) DENOTES C.G.R. ARMSTRONG, O.L.S.
 - (1858) DENOTES TOTAL TECH SURVEYING INC., O.L.S.
 - (1858) DENOTES VERHAEGEN AND BEZARE LIMITED, O.L.S.
 - (O) DENOTES ORIGIN UNKNOWN
 - (P12) DENOTES PLAN 12R-20134
 - (P13) DENOTES REGISTERED PLAN 12M-213
 - (P14) DENOTES REGISTERED PLAN 12R-15039
 - (P15) DENOTES REGISTERED PLAN 12M-213
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 - (P86) DENOTES REGISTERED PLAN 12R-13480
 - (P87) DENOTES REGISTERED PLAN 12M-213
 - (P88) DENOTES REGISTERED PLAN 12R-13480
 - (P89) DENOTES REGISTERED PLAN 12M-213
 - (P90) DENOTES REGISTERED PLAN 12R-13480

ADDITIONAL INFORMATION REQUIRED UNDER THE CONDOMINIUM ACT, 1998 AND SECTION 51 (17) OF THE PLANNING ACT, 1990.

LEVEL	NUMBER OF UNITS PER LEVEL	NUMBER OF UNITS PER LEVEL	NUMBER OF UNITS PER LEVEL	NUMBER OF UNITS PER LEVEL	NUMBER OF UNITS PER LEVEL
LEVEL 1	6	12	16	85	5
LEVEL 2	-	22	-	-	-
LEVEL 3	-	22	-	-	-
LEVEL 4	-	22	-	-	-
TOTAL	6	76	16	85	5

OWNER'S AUTHORIZATION
I HEREBY AUTHORIZE THE FILING OF THIS DRAFT PLAN FOR APPROVAL.
2481839 ONTARIO INC.
TYLER BECKETT, VICE-PRESIDENT

DATE: JUNE 8, 2023
"I HAVE THE AUTHORITY TO BIND THE CORPORATION"

SURVEYOR'S CERTIFICATE
THE BOUNDARIES OF THE LANDS TO BE SUBDIVIDED AND THEIR RELATIONSHIP TO THE ADJACENT LANDS HAVE BEEN ACCURATELY AND CORRECTLY SHOWN.

DATE: JUNE 8, 2023
ANDREW S. MANTHA
ONTARIO LAND SURVEYOR

VERHAEGEN SURVEYING
LAND SURVEYORS MAPPING GIS
A Division of
J. D. Barnes Limited
944 OTTAWA STREET, WINDSOR, ON, N8X 2E1
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DRAWN BY: NMG CHECKED BY: A.S.M. REFERENCE NO.: 19-47-362-01A
FILE: E-1431-2 CAD Date: June 8, 2023 2:23 PM
CAD File: 19-47-362-01B Draft Plan.dwg

Subject: Zoning By-law Amendment Application for the property at the southwest corner of Tecumseh Road West and Mark Avenue; Applicant: 2832765 Ontario Inc.; File No. Z-036/2022, ZNG/6897; Ward 10

Moved by: Councillor Kieran McKenzie

Seconded by: Councillor Fred Francis

Decision Number: **DHSC 520**

- I. That Zoning By-law 8600 **BE AMENDED** by changing the zoning of the land located on the southwest corner of Tecumseh Road West and Mark Avenue, described as Lots 131 and 132, Registered Plan 1342 [PIN 01208-0145 LT], from CD2.1 to CD2.2, subject to the following site-specific zoning provisions:

474 SOUTHWEST CORNER OF TECUMSEH ROAD WEST AND MARK AVE

For the land comprising Lots 131 and 132, Registered Plan 1342 [PIN 01208-0145 LT], a *Multiple Dwelling with 11 or more dwelling units* shall be an additional permitted use and the following shall apply:

1. The provisions in section 15.2.5, save and except for sections 15.2.5.10 and 15.2.5.15
 2. Building setback from an exterior lot line abutting Tecumseh Road West – minimum 5.0 m
 3. Parking Area separation from the south lot line – minimum 1.2 m (to be maintained as a *landscaped open space*)
 4. Parking - per Dwelling Unit – minimum 1 parking space per unit
 5. Parking is prohibited in any front yard [ZDM 4; ZNG/6897]”
- II. That the Site Plan Approval Officer **BE DIRECTED** to incorporate the following, as required, in the Site Plan Approval and the Site Plan Agreement for the proposed development on the subject land:
 - a) Sanitary Sampling Manhole;
 - b) Corner Cut-Off - 4.6 m x 4.6 m (15' x 15') corner cut-off required at the intersection of Tecumseh Road West and Mark Avenue per City of Windsor Standard;
 - c) Land Conveyance – convey approximately 3.5 metres along the entire Tecumseh Road West frontage of the subject land for road widening;
 - d) Sanitary Servicing Study - retain a Consulting Engineer to provide a detailed servicing study report;
 - e) Curbs and Gutters – construct new concrete curb and gutter along the entire Mark Avenue frontage of the subject land;

- f) Parkland dedication of 5% (cash-in-lieu) of the subject vacant parcel;
- g) Tree Survey to determine appropriate tree preservation for the site
- h) Noise mitigation measures as recommended in a Noise Impact Study that will be submitted at the time of Site Plan Control application;
- i) Railway Warning clause (s. 4.7.1.9 (d), South Cameron Planning Area, OP Vol. II);
- j) Enbridge Gas minimum separation requirements;
- k) Adequate clearance from existing ENWIN's pole lines and power lines;
- l) Canada Post multi-unit policy; and
- m) Record of Site Condition.

Carried.

Report Number: S 73/2023

Clerk's File: Z/14571

Clerk's Note:

1. The recommendation of the Development & Heritage Standing Committee and Administration are the same.
2. Please refer to Item 7.2 from the Development & Heritage Standing Committee held on July 4, 2023.
3. To view the stream of this Standing Committee meeting, please refer to:
<http://csg001-harmony.sliq.net/00310/Harmony/en/PowerBrowser/PowerBrowserV2/20230704/-1/9417>

Subject: Zoning By-law Amendment Application for the property at the southwest corner of Tecumseh Road West and Mark Avenue; Applicant: 2832765 Ontario Inc.; File No. Z-036/2022, ZNG/6897; Ward 10.

Reference:

Date to Council: July 4, 2023
Author: Justina Nwaesei, MCIP, RPP
Senior Planner – Subdivisions
519-255-6543, ext. 6165
jnwaesei@citywindsor.ca

Planning & Building Services
Report Date: June 9, 2023
Clerk's File #: Z/14571

To: Mayor and Members of City Council

Recommendation:

- I. THAT Zoning By-law 8600 **BE AMENDED** by changing the zoning of the land located on the southwest corner of Tecumseh Road West and Mark Avenue, described as Lots 131 and 132, Registered Plan 1342 [PIN 01208-0145 LT], from CD2.1 to CD2.2, subject to the following site-specific zoning provisions:

“474 SOUTHWEST CORNER OF TECUMSEH ROAD WEST AND MARK AVENUE

For the land comprising Lots 131 and 132, Registered Plan 1342 [PIN 01208-0145 LT], a *Multiple Dwelling with 11 or more dwelling units* shall be an additional permitted use and the following shall apply:

1. The provisions in section 15.2.5, save and except for sections 15.2.5.10 and 15.2.5.15
2. Building setback from an exterior lot line
abutting Tecumseh Road West – minimum 5.0 m
3. Parking Area separation from the south lot line – minimum 1.2 m (to be
maintained as a *landscaped open space*)
4. Parking - per Dwelling Unit – minimum 1 parking space per unit
5. Parking is prohibited in any front yard
[ZDM 4; ZNG/6897]”

- II. THAT the Site Plan Approval Officer **BE DIRECTED** to incorporate the following, as required, in the Site Plan Approval and the Site Plan Agreement for the proposed development on the subject land:
 - a) Sanitary Sampling Manhole;
 - b) Corner Cut-Off - 4.6 m x 4.6 m (15' x 15') corner cut-off required at the intersection of Tecumseh Road West and Mark Avenue per City of Windsor Standard;

- c) Land Conveyance – convey approximately 3.5 metres along the entire Tecumseh Road West frontage of the subject land for road widening;
- d) Sanitary Servicing Study - retain a Consulting Engineer to provide a detailed servicing study report;
- e) Curbs and Gutters – construct new concrete curb and gutter along the entire Mark Avenue frontage of the subject land;
- f) Parkland dedication of 5% (cash-in-lieu) of the subject vacant parcel;
- g) Tree Survey to determine appropriate tree preservation for the site
- h) Noise mitigation measures as recommended in a Noise Impact Study that will be submitted at the time of Site Plan Control application;
- i) Railway Warning clause (s. 4.7.1.9 (d), South Cameron Planning Area, OP Vol. II);
- j) Enbridge Gas minimum separation requirements;
- k) Adequate clearance from existing ENWIN's pole lines and power lines;
- l) Canada Post multi-unit policy; and
- m) Record of Site Condition.

Executive Summary: N/A

Background:

1. KEY MAP



KEY MAP - Z-036/22, ZNG/6897



● SUBJECT LANDS

2. APPLICATION INFORMATION

LOCATION: 0 Tecumseh Road West (southwest corner of Tecumseh Road West and Mark Avenue)

APPLICANT: 2832765 ONTARIO INC. – GIOVANNI AND RITA MICELI (C/O GIOVANNI MICELI)

AGENT: LASSALINE PLANNING CONSULTANTS (C/O JACKIE LASSALINE)

REGISTERED OWNER: SAME AS APPLICANT

PROPOSAL: The applicant is requesting an amendment to Zoning By-law 8600 for the land located on the southwest corner of Tecumseh Rd. W. and Mark Avenue, described as Lots 131 and 132, Registered Plan 1342, [PIN 01208 0145 LT].

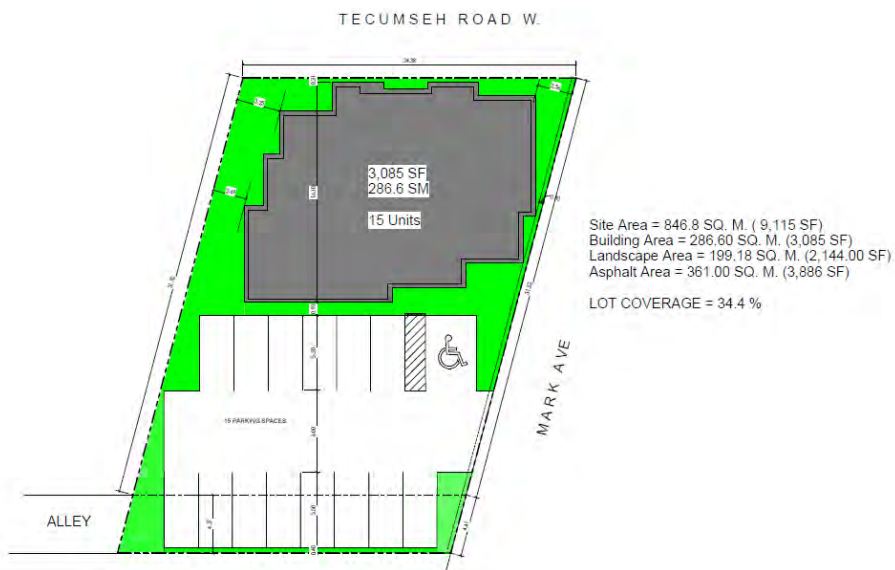
The subject land is designated Commercial Corridor on Schedule SC-1: Development Concept, South Cameron Planning Area, OP Vol. 2 and zoned Commercial District 2.1 (CD2.1) in Zoning By-law 8600. The applicant proposes to change the zoning of the property from CD2.1 to CD2.2 to facilitate the proposed development of a 4-storey apartment building with 15 dwelling units and a parking area with 14 regular parking spaces, one (1) Type A accessible parking space, and 10 bicycle parking spaces. The proposed parking area extends into the abutting east/west alley and access is proposed from Mark Avenue.

The subject amendment includes a request for the following site-specific zoning provisions:

1. To add Multiple dwelling as additional permitted use;
2. To reduce required minimum amenity area per dwelling unit from 12.0m² to 0m²; and
3. To reduce required minimum number of parking spaces from 19 spaces to 15 spaces.

Note: Section 4.7.7.2 of OP Vol 2 states that Commercial Corridors designated on Schedule SC-1 shall be subject to the policies contained within Volume 1 –The Primary Plan, and the special policy area provisions of Volume 2, where appropriate. OPA 159 changed the text “Commercial Corridor” in the Primary Plan (OP Vol.1) to “Mixed Use Corridor”; therefore, the proposed development shall be subject to the Mixed Use Corridor policies in OP Vol.1.

CONCEPT PLAN WITH LANDSCAPING DETAILS



The applicant submitted the following documents, which can be found on the city's website by copying this link: <https://www.citywindsor.ca/residents/planning/Land-Development/Development-Applications/current-development-applications/Pages/1609-Tecumseh-Road-West.aspx>

SUBMISSIONS BY APPLICANT:

- Zoning By-law Amendment Application Form
- Concept Development Plans (Site Plans and Floor Plans)
- Elevation Drawings
- Site Plan with proposed Landscaped Open Space
- Planning Rationale Report
- Parking Report
- Functional Servicing Report
- Civil Report – Site Removals & Erosion and Sediment Control Plan
- Energy Strategy
- PIN Sheet
- Topographic survey

3. SITE INFORMATION

3.1 Existing Site

OFFICIAL PLAN	ZONING & ZDM	CURRENT USE(S)	PREVIOUS USE(S)
COMMERCIAL CORRIDOR on Schedule SC-1: Development Concept, South Cameron Planning Area, OP Volume II.	COMMERCIAL DISTRICT 2.1 (CD2.1); ZDM 4	VACANT (<i>In 1980, a permit was issued to demolish existing old building known as 1609 Tecumseh Rd. W.</i>)	Unknown
FRONTAGE	DEPTH	AREA	SHAPE
24.38 m (along Tecumseh Rd W.)	31.52 (along Mark Avenue)	743 sq.m.	Parallelogram (4-sided)
Note: All measurements are in accordance with Topographic site survey dated April 5, 2022			

3.2 Additional Land (abutting rear alley) subject to closure and acquisition:

On November 9, 2022, City Council approved the closure of the abutting rear 4.27 m wide east/west alley and conveyance of the said alley to the owner of 0 Tecumseh Road W. (the subject property). See excerpts from council resolution (CR461/2022) below:

CR461/2022 DHSC 435

- I. That the 24.38 metre portion of the 4.27 metre wide east/west alley located immediately west of Mark Avenue and south of the property known municipally as 0 Tecumseh Road West (Roll No. 080-600-17600), and shown on Drawing No. CC-1814 attached hereto as Appendix "A", **BE ASSUMED** for subsequent closure;
- II. That the 24.38 metre portion of the 4.27 metre wide east/west alley located immediately west of Mark Avenue and south of the property known municipally as 0 Tecumseh Road West (Roll No. 080-600-17600), and shown on Drawing No. CC-1814 attached hereto as Appendix "A", **BE CLOSED AND CONVEYED** to the abutting property owner at 0 Tecumseh Road West (Roll No. 080-600-17600) and as necessary, in a manner deemed appropriate by the City Planner, subject to the following:
 - a. Easement, subject to there being accepted in the City's standard form and in accordance with the City's standard practice, be granted to:
 - i. Bell Canada to accommodate existing infrastructure;
 - ii. EnWin to accommodate existing overhead 16kV and 120/240 volt distribution, poles and down guy wires;
 - iii. MNSi to accommodate aerial plant on existing pole line; and
 - iv. The Corporation of the City of Windsor to accommodate existing circa 1955, 600.0 millimetre reinforced concrete storm sewer, to the satisfaction of the City Engineer.

Note: The subject alley is described as PART 1 on Reference Plan 12R-29399. Administration will prepare an alley closing by-law for Council's approval. Following Council's approval of the alley closing by-law, Administration will start the process of purchase and sale of the subject alley. If, and when, the applicant purchases the closed alley, the zoning boundary provision in section 1.20.40(c) of By-law 8600 will apply.

4. REZONING MAP



PART OF ZONING DISTRICT MAP 4

N.T.S.

REQUESTED ZONING AMENDMENT

Applicant: 2832765 Ontario Inc.



SUBJECT LANDS

PLANNING & BUILDING DEPARTMENT



DATE : MAY, 2023

FILE NO. : Z-036/22, ZNG/6897

SURROUNDING LAND USE

North: Public R.O.W (Tecumseh Rd. W.); Clothing Store, Place of Worship (Redeemed Christian Church); Windsor Medical Clinic & family Health Centre (Clinic, Pharmacy and Chiropractor's office); Single unit dwellings; and Automobile Sales lot.

South: Public lane (4.27m wide east/west alley, shown on the concept plan); Residential uses (low profile residential developments, predominantly, single unit dwellings).

East: Public R.O.W (Mark Avenue); *Commercial uses* (Reliance Automobile Sales lot, Printing Shop, Piruzza Commercial Plaza – Piruzza Woodcraft, Southwest Ontario Aboriginal Health Access Centre, Bulls Eye Pizza).

West: Commercial uses (Retail Store – Used Appliances for less; Personal Service shop – First Choice Haircutters and Zee Tailor, and Automobile Sales lot)

Nearby Amenities:

- Schools within 1.0 km distance from the subject land
 - West Gate Public School (approx. 500 m distance);
 - West View Freedom Academy (Approx. 900 m distance); and
 - Ecole Elementaire Catholique Saint Edmond (approx. 900 m distance).
- Other nearby Schools
 - Assumption College Catholic Middle School (approx. 1.5 km distance).
- Public Libraries within 1.0 km distance from the subject land
 - Bridgeview Public Library
- Municipal Parks and Trails within 1.0 km distance from the subject land
 - Bridgeview Park and Superior Park (approx. 500 m distance); and
 - Shipping Back Trails, Oak/Elm Park and Girardot Park (approx. 950 m distance).
- Nearby Community Centre to the subject land
 - College Avenue Community Centre, approximately 3km distance

Attached to this report as **Appendix A** are site photos taken on June 6, 2023. The site photos show some of the surrounding land uses and the character of the neighbourhood.

MUNICIPAL INFRASTRUCTURE

- The City's records show the following municipal sewers are available to service the subject land: (i) a 300 mm diameter concrete pipe combined sewer located on the north side of Tecumseh Road West within the R.O.W, and (ii) a 600 mm diameter RCP storm sewer within the abutting east/west alley.
- There is an existing 300 mm municipal watermain located on the south side of Tecumseh Road West, in front of the subject land, and a 150mm municipal watermain located on the east side of Mark Avenue across from the subject land.
- Municipal fire hydrants are available at the southeast corner of Tecumseh and Mark, and within the nearby streets.
- Overhead pole lines with streetlights are available within Tecumseh Road West right-of-way and in some areas of the subject neighbourhood, but not on Mark Avenue.
- Overhead pole lines are available on Mark Avenue.
- There are bike lanes on Campbell Avenue, west of the subject land.

- There are concrete sidewalks, curbs and gutters on both sides of the street along Tecumseh Road West, Mark Avenue, and Campbell Avenue. Everts Avenue has sidewalk on one side and no curbs & gutter.
- Transit Windsor Bus routes (Central 3, Dominion 5 and Massey School Route Extras) are available to service the subject land and neighbourhood. Central transit buses run east-west along Tecumseh Road West, while Dominion 5 and Massey School Route Extras run north-south along Campbell Road less than 100m from the subject land.
- The closest existing bus stop to the subject land is located on Tecumseh Road West, at the southeast corner of Tecumseh and Campbell. The bus stop is approximately 50 metres away from the subject land.

Tecumseh Road West is classified as Class II Arterial Road and Mark Avenue is classified as local road.

Discussion:

PLANNING ANALYSIS:

1. PLANNING ACT

Section 2 – “The Minister, the council of a municipality, a local board, a planning board and the Tribunal, in carrying out their responsibilities under this Act, shall have regard to, among other matters, matters of provincial interest such as,

- (h) the orderly development of safe and healthy communities;
- (j) the adequate provision of a full range of housing, including affordable housing;
- (l) the protection of the financial and economic well-being of the Province and its municipalities;
- (o) the protection of public health and safety;
- (p) the appropriate location of growth and development;
- (s) the mitigation of greenhouse gas emissions and adaptation to a changing climate.”

The above noted matters are incorporated in the Provincial Policy Statement 2020 (PPS 2020).

2. PROVINCIAL POLICY STATEMENT (PPS) 2020

Provincial Policy Statement 2020 was issued under section 3 of the Planning Act and came into effect May 1, 2020, and replaces the Provincial Policy Statement issued April 30, 2014.

PPS 2020 provides policy direction on matters of provincial interest related to land use planning and development and sets the policy foundation for regulating the development and use of land in Ontario. The Provincial Policy Statement 2020 applies to all decisions in respect of the exercise of any authority that affects a planning matter made on or after May 1, 2020.

The zoning by-law amendment under consideration promotes residential intensification and infill in an area surrounded by commercial, residential, and institutional uses. Therefore, in evaluating the subject Zoning By-law Amendment for consistency with PPS 2020, the following policies of the PPS 2020 are relevant for discussion:

1.0 Building Strong Healthy Communities:

Ontario's long-term prosperity, environmental health and social well-being depend on wisely managing change and promoting efficient land use and development patterns. Efficient land use and development patterns support sustainability by promoting strong, liveable, healthy and resilient communities, protecting the environment and public health and safety, and facilitating economic growth.

1.1 Managing and Directing Land Use to Achieve Efficient and Resilient Development and Land Use Patterns

The PPS points to the important role of land use planning in achieving (i) an orderly development of strong, sustainable, safe and healthy communities, (ii) a healthy environment, and (iii) economic growth.

Policy 1.1.1 states that *Healthy, liveable and safe communities are sustained by:*

- a) promoting efficient development and land use patterns which sustain the financial well-being of the Province and municipalities over the long term;*
- b) accommodating an appropriate affordable and market-based range and mix of residential types (including single-detached, additional residential units, multi-unit housing, affordable housing and housing for older persons), employment (including industrial and commercial), institutional (including places of worship, cemeteries and long-term care homes), recreation, park and open space, and other uses to meet long-term needs;*
- c) avoiding development and land use patterns which may cause environmental or public health and safety concerns;*
- d) avoiding development and land use patterns that would prevent the efficient expansion of settlement areas in those areas which are adjacent or close to settlement areas;*
- e) promoting the integration of land use planning, growth management, transit-supportive development, intensification and infrastructure planning to achieve cost-effective development patterns, optimization of transit investments, and standards to minimize land consumption and servicing costs;*
- f) improving accessibility for persons with disabilities and older persons by addressing land use barriers which restrict their full participation in society;*
- g) ensuring that necessary infrastructure and public service facilities are or will be available to meet current and projected needs;*
- h) promoting development and land use patterns that conserve biodiversity; and*
- i) preparing for the regional and local impacts of a changing climate*

With respect to 1.1.1(a) & (b) – This zoning by-law amendment facilitates infill residential development on the existing vacant subject land. The amendment will result in the construction of a 4-storey multiple dwelling on the vacant site; thereby, promoting efficient use of the existing infrastructure and land. The land within the immediate area accommodates a range and mix of commercial, residential, and institutional uses as noted already in the “Surrounding Land Uses” section of this report. The current residential zoning south of the subject land permits single detached dwellings, plus existing duplexes and semi-detached dwellings. Consequently, the existing residential developments south of the east/west alley are predominantly 2 or 1 storey single unit dwellings. This amendment will promote a mix in housing types and options without an Official Plan Amendment.

With respect to 1.1.1(c) –The existing overhead 27.6kV power lines on the northern limit of the subject property is a potential danger to public health and safety. To address such health and safety concern, the applicant is referred to the Building Code for (vertical and horizontal) clearance requirements for new building construction. Consultation with some City of Windsor Professional Engineers and ENWIN staff confirms that a 5m minimum horizontal clearance is required from conductors that are more than 750volts. Based on the proximity of the hydro pole lines to the north lot line of the subject property, this report recommends a minimum front yard depth of 5m, to help achieve compliance with minimum clearance requirement(s) from medium/high voltage overhead power lines.

There is no known environmental or public health and safety concern resulting from the recommended amendment. Railyard Noise is an existing environmental, health, and safety concern in the immediate area. Consequently, Railway Warning clause (s. 4.7.1.9 (d), South Cameron Planning Area, OP Vol. II shall apply to the subject development, and the proponent shall submit a Noise Study at the Site Plan Control application stage. The Noise Study will help

to address potential noise impact on the development. Any environment and/or public health and safety concern uncovered by the noise study will be addressed as part of the Site Plan review process.

With respect to 1.1.1 (d) - The subject land is surrounded by existing developments and is within a neighbourhood located away from City of Windsor's boundary with other settlement areas.

With respect to 1.1.1(e) – The subject amendment will promote intensification and a more compact development. The amendment will encourage the use of existing public transit and active transportation in area and help minimize land consumption and servicing costs.

With respect to 1.1.1 (f) – Sidewalks improve *accessibility for persons with disabilities and older persons*. As noted already in this report, there are existing concrete sidewalks on Tecumseh Road West, Mark Avenue, and other nearby rights-of-way. The Applicant's Planning Consultant indicates, in their May 8, 2023, PRR that an elevator is proposed within the building, which will also facilitate accessibility for persons with mobility challenges.

With respect to 1.1.1(g) – The subject land is in an area of the city that is serviced by necessary infrastructure (such as sanitary and storm sewers, watermains, electricity generation facilities and transmission and distribution systems) and public service facilities (such as public parks, police and fire protection).

With respect to 1.1.1(i) – This report contains zoning provisions, such as reduction in required number of parking spaces and increase in required landscape buffer at the south limit of the property, that will help to reduce the urban heat island effect created by extensive hard surface parking areas. In addition, Regional and local impacts of climate change will be further assessed at the Site Plan Control stage when lot-grading, stormwater management, servicing study, landscaping are carefully reviewed prior to Site Plan approval and agreement.

In summary, the subject amendment will facilitate an efficient development that will positively impact the financial well-being of the City of Windsor. This amendment will help minimize land consumption and servicing cost, and will increase the use of existing and planned public transit and active transportation services in the area. The recommended zoning by-law amendment is consistent with policy 1.1.1 of the PPS.

1.1.3.1 Settlement areas shall be the focus of growth and development.

1.1.3.2 Land use patterns within settlement areas shall be based on densities and a mix of land uses which:

- a) efficiently use land and resources;*
- b) are appropriate for, and efficiently use, the infrastructure and public service facilities which are planned or available, and avoid the need for their unjustified and/or uneconomical expansion;*
- c) minimize negative impacts to air quality and climate change, and promote energy efficiency;*
- d) prepare for the impacts of a changing climate;*
- e) support active transportation;*
- f) are transit-supportive, where transit is planned, exists or may be developed; and*
- g) are freight-supportive.*

Land use patterns within settlement areas shall also be based on a range of uses and opportunities for intensification and redevelopment in accordance with the criteria in policy 1.1.3.3, where this can be accommodated.

1.1.3.3 Planning authorities shall identify appropriate locations and promote opportunities for transit-supportive development, accommodating a significant supply and range of housing options through intensification and redevelopment where this can be accommodated taking into account existing building stock or areas, including brownfield sites, and the availability of suitable existing or planned infrastructure and public service facilities required to accommodate projected needs.

1.1.3.4 Appropriate development standards should be promoted which facilitate intensification, redevelopment and compact form, while avoiding or mitigating risks to public health and safety.

The subject land is located within a settlement area (the City of Windsor) and this amendment creates opportunity for growth and development in the City. The recommended amendment promotes a land use that will make efficient use of land, resources, and existing infrastructure. There are existing active transportation options (such as sidewalks) and transit services adjacent to, or near the subject land. The proposed development has a scale, size, and location that are complementary to the existing building stock and area. The subject land represents an appropriate location for intensification. The proposed amendment will result in a zoning category and site-specific provisions that will help promote intensification and compact form of development. The subject amendment is consistent with policies 1.1.3.1, 1.1.3.2, 1.1.3.3 and 1.1.3.4 of the PPS.

1.4 Housing

1.4.3 Planning authorities shall provide for an appropriate range and mix of housing options and densities to meet projected market-based and affordable housing needs of current and future residents of the regional market area by:

b) permitting and facilitating:

- 1. all housing options required to meet the social, health, economic and well-being requirements of current and future residents, ...; and*
- 2. all types of residential intensification, including additional residential units, and redevelopment in accordance with policy 1.1.3.3;*

c) directing the development of new housing towards locations where appropriate levels of infrastructure and public service facilities are or will be available to support current and projected needs;

d) promoting densities for new housing which efficiently use land, resources, infrastructure and public service facilities, and support the use of active transportation and transit in areas where it exists or is to be developed;

This amendment will

- promote a higher density residential development on the vacant subject land;
- create an opportunity for a more compact development in the border of an established residential area containing mostly low density developments;
- facilitate a net increase in residential units or accommodation within the subject area;
- result in intensification of the subject site and area;
- facilitate the City's ability to accommodate residential growth through intensification;
- provide a form of housing that is appropriate in terms of range and mix, and
- meet the social, health and well-being of current and future residents.

Appropriate level of infrastructure, active transportation and transit services are available or will be available in the subject area. This amendment is consistent with policy 1.4 of the PPS.

1.6 Infrastructure and Public Service Facilities

1.6.6.2 Municipal sewage services and municipal water services are the preferred form of servicing for settlement areas to support protection of the environment and minimize potential risks to human health and safety. Within settlement areas with existing municipal sewage services and municipal water services, intensification and redevelopment shall be promoted wherever feasible to optimize the use of the services.

The subject land is within an area that is serviced by municipal sewage services and municipal water services. This amendment will help optimize the use of existing municipal services and utilities in the area. The recommended amendment is consistent with policy 1.6.6.2 of the PPS.

1.6.6.7 Planning for stormwater management shall:

(e) maximize the extent and function of vegetative and pervious surfaces; and

f) promote stormwater management best practices, including stormwater attenuation and re-use, water conservation and efficiency, and low impact development.

With respect to 1.6.6.7(e) - The landscaped open space yard proposed by the applicant and the recommended 1.2m parking area separation from the south limit of the property will help to maximize the extent and function of vegetative and pervious surfaces on the subject site.

With respect to 1.6.6.7 (f) - The applicant submitted a Functional Servicing Report, dated Sep 15, 2022, prepared by D.C. McCloskey Engineering Ltd. The applicant's consulting Engineer states, "the stormwater management scheme for this property is designed in accordance with the Windsor/Essex Region Stormwater Management Standards Manual." According to the applicant's Engineer, the stormwater management design proposed for this development has adequate capacity for stormwater detention and treatment of stormwater runoff during the minor and major storm events. The applicant's consulting Engineer concludes that this development will not have a negative impact on municipal services.

The recommended amendment is deemed consistent with policies 1.6.6.7 (e) & (f) of the PPS.

In summary, the above planning analysis demonstrates that the recommended zoning by-law amendment is consistent with relevant Policies of PPS 2020.

It should also be noted that the applicant's professional Planner (Lassaline Planning Consultants Inc.) prepared a Planning Rationale Report dated May 8, 2023, to support, explain and justify the subject zoning by-law amendment. The applicant's Planning Rationale Report concludes that the proposed development will:

- Promote a compact structure and a compact neighbourhood along the Tecumseh Road West 'Mixed-Use Corridor' which will improve walkability;
- Promote walking, biking, and the use of public transit;
- Demonstrate a pedestrian friendly orientation and visually attractive, high quality of building design.

The applicant's Planning Rationale Report also concludes that the subject zoning by-law amendment is consistent with the relevant Policies of the PPS.

3. OFFICIAL PLAN:

LAND USE DESIGNATION: COMMERCIAL CORRIDOR on Schedule SC-1: Development Concept, South Cameron Planning Area, Official Plan Volume II. Take note of the following:

- a) The South Cameron Planning District is proposed to be a largely residential community per Development Concept, section 4.4, OP Vol. II.
- b) Section 4.7.7.2 of OP Vol. II states that Commercial Corridors designated on Schedule SC-1 **shall be subject to the policies contained within Volume I – The Primary Plan, and the special policy area provisions of Volume 2**, where appropriate.
- c) OPA 159 changed the text "Commercial Corridor" in the Primary Plan (OP Vol.1) to "Mixed Use Corridor".
- d) The Mixed Use Corridors are expected to provide people-oriented employment and to accommodate higher density/intensity development, while maintaining a broad mix of land uses that support investment in transit and the achievement of complete communities (*new s.6.5.3, OP Vol. I, approved by OPA159*).
- e) **Permitted Uses** (*new s. 6.5.3.1, OP Vol. I, approved by OPA 159*): Uses permitted in the Mixed Use Corridor land use designation are primarily retail, wholesale store and service oriented uses and, to a lesser extent, office uses. Medium and High Profile

residential uses either as stand-alone buildings or as part of a commercial-residential mixed-use building are also permitted throughout the Mixed Use Corridors.

- f) **Street Presence** (*new s. 6.5.3.3, OP Vol. I, approved by OPA 159*): Council will encourage Mixed Use Corridor development to provide a continuous street frontage and presence. Development along Mixed Use Corridor shall be
- no more than 4 storeys in height, except on lands at an intersection of any combination of Class I Arterial Rd, Class II Arterial Rd, Class I Collector, or Class II Collector Road. The height of buildings shall generally not exceed the width of the road R.O.W. abutting the development site; (*new s.6.5.3.3(a), OP Vol. I*); and
 - encouraged to locate the buildings at the street frontage lot line with parking accommodated at the rear of the site. (*new s.6.5.3.3(c), OP Vol. I*).

Note: The applicant's concept plan shows conformity with the above street presence policies. A four-storey building is proposed with rear parking lot and the proposed building to be located at the street frontage. However, the recommendation in this report is to maintain a 5 m minimum building setback from the lot line abutting Tecumseh Road West R.O.W. This 5m minimum setback recommendation is necessary to address ENWIN and Building Code clearance requirements from overhead power lines and conductors, and achieve a safer environment for future occupants of the building.

- g) **Design Guidelines** (*new s. 6.5.3.8, OP Vol. I, approved by OPA 159*) have been considered in this report.

Note: This report recommends a 1.2m minimum landscape buffer from south lot line, maximum building height of 14m, and rear yard parking. Those recommendations are consistent with the design guideline in s.6.5.3.8, OP Vol. I. The design of the proposed development will be further evaluated at the Site Plan stage for conformity with s.6.5.3.8, OP Vol. I.

- h) **Noise Control Areas** on schedule SC-3 of the South Cameron Planning Area, OP Vol. II, confirm that Residential Development on the subject land would require Noise Study.
- i) Section 4.7.10.2, OP Vol. II requires the proponent to identify all noise sources affecting the subject land, assess their impact, and recommend noise abatement measures for the proposed residential development.

Note: This noise study requirement shall be fulfilled at the site plan control stage when any required abatement measure would be discussed as part of the site plan review and approval process and, most likely incorporated in the site plan agreement.

- j) **Locational Criteria** (s.6.5.3.6, OP Vol. I) is satisfied. The recommended zoning amendment will promote the location of a Mixed Use Corridor development where there is a Class II Arterial Road (Tecumseh Rd. W.), full municipal physical services can be provided, and no commercial related traffic is proposed.
- k) **Evaluation Criteria** (s.6.5.3.7, OP Vol. I) is satisfied. The proponent has, in their Planning Rationale Report, Functional Servicing Report and Parking Study demonstrated that the proposed development meets the evaluation criteria in s.6.5.3.7.
- l) Zoning By-law Amendment Evaluation Criteria - s.11.6.3.3, OP Vol. I. is satisfied.

Note: As noted already in this report, this amendment is consistent with the relevant policies of the PPS. This amendment maintains conformity with the relevant policies and objectives of OP Volumes I & II as discussed in this report. The Planning department received required support studies for the requested zoning by-law amendment and considered those studies in the preparation of this report. The requirements, comments and recommendations from municipal departments and circularized agencies were considered. The recommended zoning by-law amendment promotes opportunity for residential infill and intensification, which creates a compact form of neighbourhood and ensures continuation of an orderly development pattern in

the subject area. The amendment will provide additional housing opportunities in the area with no negative impact on the adjacent properties. Therefore, the criteria in s.11.6.3.3, OP Vol. I.

4. ZONING

The subject land is zoned Commercial District 2.1 (CD2.1) by City of Windsor Zoning By-law 8600. The CD2.1 zoning district does not permit residential developments. The applicant requests a zoning change from CD2.1 to CD2.2. The CD2.2 zoning district permits residential development in a combined use building with commercial use(s) located below the dwelling units. However, the proposed development is a stand-alone multiple dwelling, so the applicant requests site-specific provisions to permit a multiple dwelling as additional permitted use on the subject land. This report supports the applicant's requests noted above in this paragraph.

It should be noted that multiple dwellings with a maximum of ten units are exempt from Site Plan Control. Furthermore, it is noted that the applicant's proposal is for a 15-unit multiple dwelling at the subject location. However, to ensure that the items recommended for consideration at site plan control are achieved, this report recommends that a *multiple dwelling with 11 or more dwelling units* be permitted on the subject land.

The proposed four-storey building meets the Street Presence policy (s.6.5.3.3 (a)) of the Mixed Use Corridor land use designation. The 14m maximum building height is recommended to ensure consistency with the maximum building height requirement found under the current (CD2.1) and proposed (CD2.2) zoning categories.

As noted already in this report, there are potential public health and safety concerns arising from the existing overhead hydro pole lines located in close proximity to the north property line of the subject land. In order to address the situation, this report contains recommendation for a minimum Building setback requirement of 5.0m from the exterior lot line abutting Tecumseh Road West.

Note that there is also a municipal requirement for 3.5m land conveyance along the Tecumseh Rd frontage. Therefore, section 5.6 of zoning by-law 8600 shall apply and all zoning provisions, including the site-specific provisions recommended in this report shall be calculated using the original lands in existence immediately prior to the 3.5m conveyance.

The applicant's request for reduction in required minimum amenity area from 12 m² per dwelling unit to 0m² per dwelling unit is not supported for the following reason(s):

- Zoning by-law 8600 defines *Amenity Area* as "a landscaped open space yard or a recreational facility as an *accessory use* to a *dwelling* or a *dwelling unit* located on the same *lot*." Landscaped open space yard will be provided on the subject site.
- *Amenity Area* or/and *Landscaped Open Space Yard* improve quality of life for residents.
- The proposed 15 units is required to provide a minimum of 180m² of *amenity area* (i.e. 12 m² x 15 units). The applicant will provide landscape open space on site.
- PPS 2020 requires that vegetative covers be maximized to help in stormwater management. The proponent has the option of using landscaped open space yard as amenity area on the subject site. By so doing, the development will help maximize the extent and function of vegetative and pervious surfaces on the subject site.

Parking requirement for the proposed development is as follows:

Multiple Dwelling

- o Containing a maximum of 4 dwelling units 1 parking space for each dwelling unit
- o Containing a minimum of 5 dwelling units 1.25 parking spaces for each dwelling unit

The proponent provided a Parking Study dated October 2022, prepared by R.C. Spencer Associates Inc. The engineers' opinion, in the Parking Study, is that the proposed on-site parking supply of 15 spaces will adequately accommodate the anticipated peak parking demand generated by the proposed 16-unit mid-rise residential development. Although the engineers' opinion was based on a 16-unit multiple dwelling for the subject site, the zoning amendment is for a 15-unit multiple dwelling, which is less by one dwelling unit.

Based on the engineer's professional opinion in the Parking Study, and the availability of public transit in the subject area, the applicant's request for parking reduction is supported, provided parking spaces are provided at a ratio of 1 space per dwelling unit.

Site-specific Parking Area Separation requirement: The Planning Department's Landscape Architect is recommending a 1.2m landscape buffer running the length of the southern boundary of the property, as opposed to 0.9m required by the zoning by-law. Reason for the 1.2m buffer is to facilitate the provision of a row of trees that would not only provide a visual buffer for the existing residence at 1431 Mark Avenue, but will also help to reduce the increased urban heat island effect that will be created by the extensive hard surface parking area being proposed. Consequently, this report includes the 1.2m minimum landscape buffer requirement.

Based on the above analysis in this report, I am of the opinion that the recommended zoning by-law amendment maintains conformity with the Official Plan.

DRAFT BY-LAW: A draft by-law is attached as **Appendix E** to this report. The Planning Act, in subsection 24(1) requires that no by-law shall be passed for any purpose that does not conform with the Official Plan. As noted already in this report, the recommended amendment maintains conformity with the OP; therefore, the draft by-law can be passed at the appropriate time.

5. SITE PLAN

The recommended amendment will facilitate a development proposal (multiple dwelling) that meets the definition of a "development" per the Planning Act and the City of Windsor Site Plan Control By-law 1-2004. Site Plan Approval and Execution of a Site Plan Agreement are required for the proposed development.

A separate pre-submission consultation may be required for the site plan control application. The following supporting studies shall be included, among others, in the list of required supporting studies and information for submission of the Site Plan Control Application package:

- ❖ Noise Study per schedule SC-3: Noise Control Areas, South Cameron Planning Area, OP Vol. II, and shall be prepared in accordance with s. 4.7.10.2, OP Vol. II & s.10.2.11, OP Vol. I

The following issues found in the Studies submitted by the applicant, along with comments received from municipal departments and external agencies, are best addressed at the time of Site Plan Approval. These requirements, along with other conditions, will more correctly be included in the Site Plan Agreement:

- a) Sanitary Sampling Manhole;
- b) Corner Cut-Off - 4.6 m x 4.6 m (15' x 15') corner cut-off required at the intersection of Tecumseh Road West and Mark Avenue per City of Windsor Standard;
- c) Land Conveyance – convey approximately 3.5 metres along the entire Tecumseh Road West frontage of the subject land for road widening;
- d) Sanitary Servicing Study - retain a Consulting Engineer to provide a detailed servicing study report;
- e) Curbs and Gutters – construct new concrete curb and gutter along the entire Mark Avenue frontage of the subject land;
- f) Parkland dedication of 5% (cash-in-lieu) of the subject vacant parcel;

- g) Tree Survey to determine appropriate tree preservation for the site
- h) Noise mitigation measures as recommended in a Noise Impact Study that will be submitted at the time of Site Plan Control application;
- i) Railway Warning clause (s. 4.7.1.9 (d), South Cameron Planning Area, OP Vol. II);
- j) Enbridge Gas minimum separation requirements;
- k) Adequate clearance from existing ENWIN's pole lines and power lines;
- l) Canada Post multi-unit policy; and
- m) Record of Site Condition.

Risk Analysis: See Climate Change risk analysis below

Climate Change Risks

Climate Change Mitigation:

Residential intensification minimizes the impact on the community greenhouse gas emissions. Development within existing communities and neighbourhoods use available infrastructure such as sewers, sidewalks, and public transit and, as such, help to mitigate development impact. The proposed residential intensification on the subject land will encourage the use of existing and planned transit and active transportation in the neighbourhood, which will help to minimize the City's carbon footprint.

Climate Change Adaptation:

The proposed construction of a new dwelling provides an opportunity to increase resiliency for the development and surrounding area. Implementation of approved landscape plan, stormwater management measures and lot-grading plan for this proposed development will enhance the city's preparedness for climate change impact in the subject area.

In addition to the above, the applicant's Planning Rationale Report states, *"the apartment building is proposed to be constructed with 2 electric vehicle charging stations in the parking lot, and to include solar photovoltaic units. These adaptations will allow the residents to use renewable energy and reduce fossil fuel emissions."*

Financial Matters: N/A

Consultations:

1. DEPARTMENT AND AGENCIES

Attached as **Appendix D**, to this report, are comments from the municipal departments and external agencies. There are no objections to the proposed amendment. However, there are conditions for approval of the rezoning as noted in the municipal and agency comments in Appendix D. Summarized below are **some** of the conditions of approval.

Corner Cut-Off – Prior to the issuance of a construction permit, the owner(s) agrees to gratuitously convey a 4.6 m x 4.6 m (15' x 15') corner cut-off at the intersection of Tecumseh Road West and Mark Avenue in accordance with City of Windsor Standard Drawing AS-230.

Land Conveyance – Prior to the issuance of a construction permit, the owner(s) agrees to gratuitously convey to the Corporation, land sufficient to create a 33-metre-wide right-of-way on Tecumseh Road West. This conveyance shall be approximately 3.5 metres along the entire Tecumseh Road West frontage of the subject land.

Sanitary Servicing Study - The owner agrees, at its own expense, to retain a Consulting Engineer to provide a detailed servicing study report on the impact of the increased flow to the

existing municipal sewer system, satisfactory in content to the City Engineer and prior to the issuance of a construction permit. The study shall analyze the sanitary flow from the proposed development and recommend mitigation measures and implementation of those measures.

Curbs and Gutters – The Owner further agrees, at the discretion of the City Engineer, to construct at their own expense and according to City of Windsor Standard Specifications, a concrete curb and gutter along the entire Mark Avenue frontage of the subject land. All work to be to the satisfaction of the Corporation's City Engineer; it will be to the discretion of the City Engineer whether a cash contribution will be allowed in lieu of curb and gutter construction by the Owner.

Alley Closing – Prior to the issuance of a Building Permit, the owner shall apply to the Street and Alley Closing Committee to close the existing alley adjacent to the subject property. *[This requirement has already been satisfied. As noted earlier in this report, CR461/2022 approved the applicant's request for closure of part of the east/west alley abutting the subject property. The portion to be closed is described as PART 1 on Reference Plan 12R-29399.]*

Sanitary Sampling Manhole – The owner agrees for all non-residential uses, to install a sanitary sampling manhole accessible at the property line of the subject land. The determination of the requirement or interpretation if a sampling manhole exists or exceptions to such, will be to the satisfaction of the City Engineer.

Buffer requirement - 1.2m minimum landscape buffer running the length of the southern boundary of the property.

Tree Preservation - As part of the Site Plan control application, a tree survey is required to identify species, location, and condition of all trees on the subject lands, to assess any replacement and/or compensation for removals.

Parkland dedication – This requirement will be addressed in details at the time a Site Plan application is received.

Utility Clearance requirements -

- Enbridge Gas has active infrastructure in the proposed area and requires minimum horizontal and vertical separations from all its plant vital pipelines. See Appendix D for details of their requirements.
- ENWIN Ltd. Requires adequate clearance from existing power lines north and south of subject property.

2. PUBLIC NOTICE

The City will advertise the official notice in the Windsor Star Newspaper as prescribed by the Planning Act. In addition, the City will mail courtesy notice to all properties within 120m (400 feet) of the subject parcel, prior to the Development & Heritage Standing Committee (DHSC) meeting.

Conclusion:

As noted in this report, the applicant's request is for a change in the zoning of the subject land from CD2.1 to CD2.2 with site-specific provisions to facilitate the proposed development of a medium profile residential building (4-storey, 15-unit multiple dwelling) on the subject land.

As shown in this report, the relevant policies/provisions of the Provincial Policy Statement 2020, the City of Windsor Official Plan and the Zoning By-law 8600, along with the comments received from municipal departments and external agencies, required supporting studies and the

Planning Rationale Report provided by Lassaline Planning Consultants Inc., were all considered in the review of the applicant's request for the subject amendment.

Based on the analysis provided in this report, it is my professional opinion that the recommended amendment is consistent with the relevant policies of PPS 2020 and conforms with the City of Windsor Official Plan. The amendment is good planning.

Planning Act Matters:

I concur with the above comments and opinion of the Registered Professional Planner.

Greg Atkinson
Acting Manager of Planning Policy/
Deputy City Planner

Thom Hunt, MCIP, RPP
City Planner

I am not a registered Planner and have reviewed as a Corporate Team Leader

JP

JM

Approvals:

Name	Title
Greg Atkinson	Acting Manager of Planning Policy/Deputy City Planner
Neil Robertson for Thom Hunt	City Planner
Wira Vendrasco	Deputy City Solicitor
Jelena Payne	Commissioner of Economic Development & Innovation
Jelena Payne for Joe Mancina	Chief Administrative Officer

Notifications:

Name	Address	Email
Abutting property owners, tenants/occupants within 120 meter (400 feet) radius of the subject land		
Applicant / Registered Owner: 2832765 Ontario Inc., c/o Giovanni Miceli	3332 Gundy Park Crescent, Windsor, ON N9E 4R5	micelirentals@gmail.com
Agent: Lassaline Planning Consultants c/o Jackie Lassaline	P. O. Box 52, 1632 County, Road 31, St. Joachim, ON N7L 1Z9	jackie@lassalineplan.ca
Councillor Jim Morrison	350 City Hall Square West - Suite 510, Windsor, ON, N9A 6S1	jmorrison@citywindsor.ca

Appendices:

- 1 Appendix A - Site Photos
- 2 Appendix B - Concept Plan and floor plans
- 3 Appendix C - Concept Elevations
- 4 Appendix D – Consultations (comments from municipal departments & external agencies)
- 5 Appendix E – Draft By-law Amendment



Photo No. 1 – View of Subject vacant land and abutting south and west buildings



Photo No. 2 – Tecumseh Road streetview, looking west from subject land



Photo No. 3 – Tecumseh Road streetview, looking east from subject land



Photo No. 4 – View of the nearest building & use (existing automobile sales lot) on east of the subject land, located at the southeast corner of Tecumseh Rd W. & McKay Avenue



Photo No. 5 – View of the abutting building (First Choice Haircutters) on the west side of the subject land



Photo No. 6 – View of the rear east/west alley and partial view of the south wall of the building abutting the west limit of the subject land



Photo No. 7 – View of the rear east/west alley and partial view of the SUD next south



Photo No. 8 – Street view of McKay Avenue, looking south from the subject property



Photo No. 9 – Street view of McKay Avenue, looking north from the curve in the R.O.W. further south of the subject property



Photo No. 10 – Partial view of the subject land and properties to the north



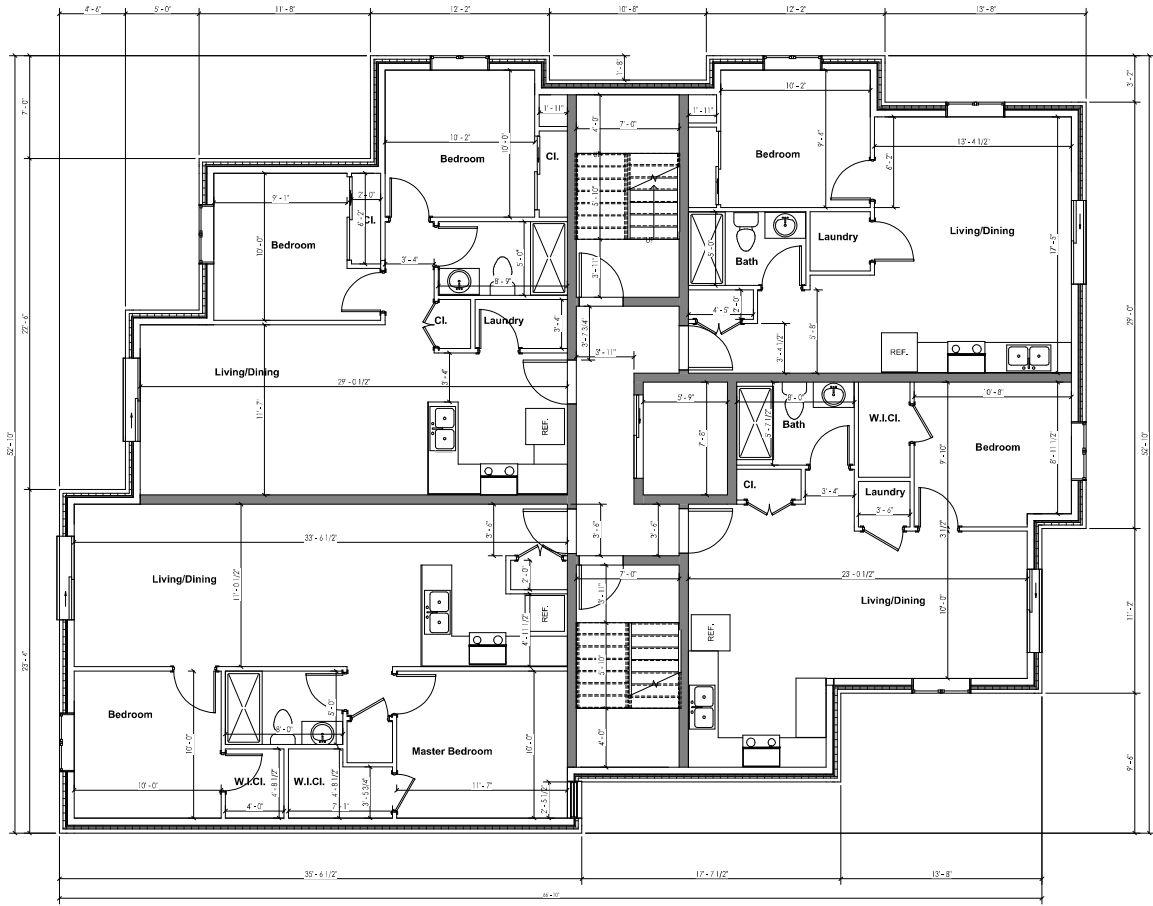
Photo No. 11 – Another partial view of the subject land and more properties to the north



Maged Basious Architect

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Windsor, Ontario N9Y 1R2
Phone: 519-956-9086
Fax: 519-956-9431
e-mail: mbasious@mbarchitect.ca



1 Typical Floor Plan
1/4" = 1'-0"

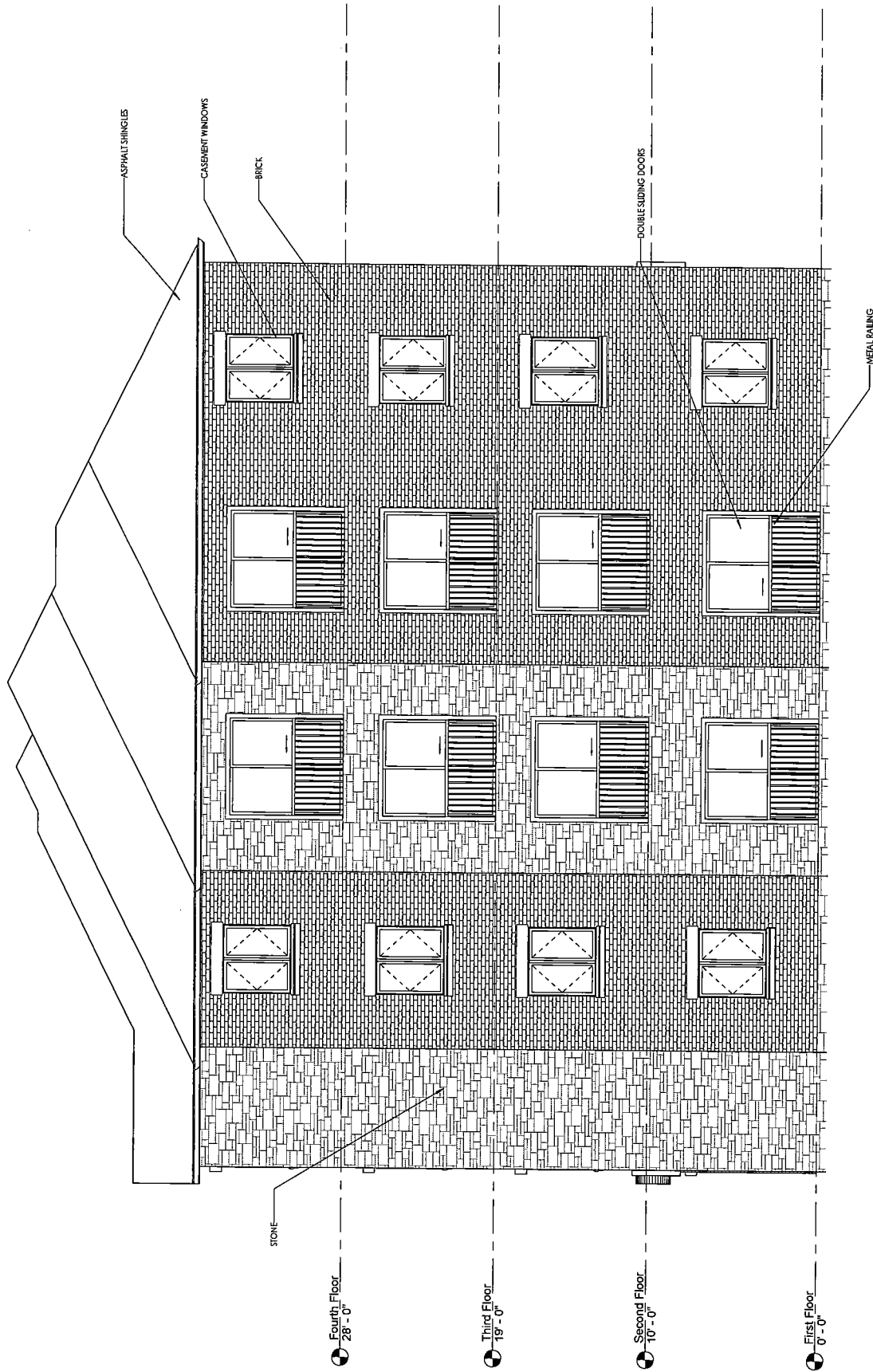
No.	Description	Date
1	IFC	2022/05/23

Apartment Building
1609 Tecumseh Rd
Windsor ON
Typical Floor Plan

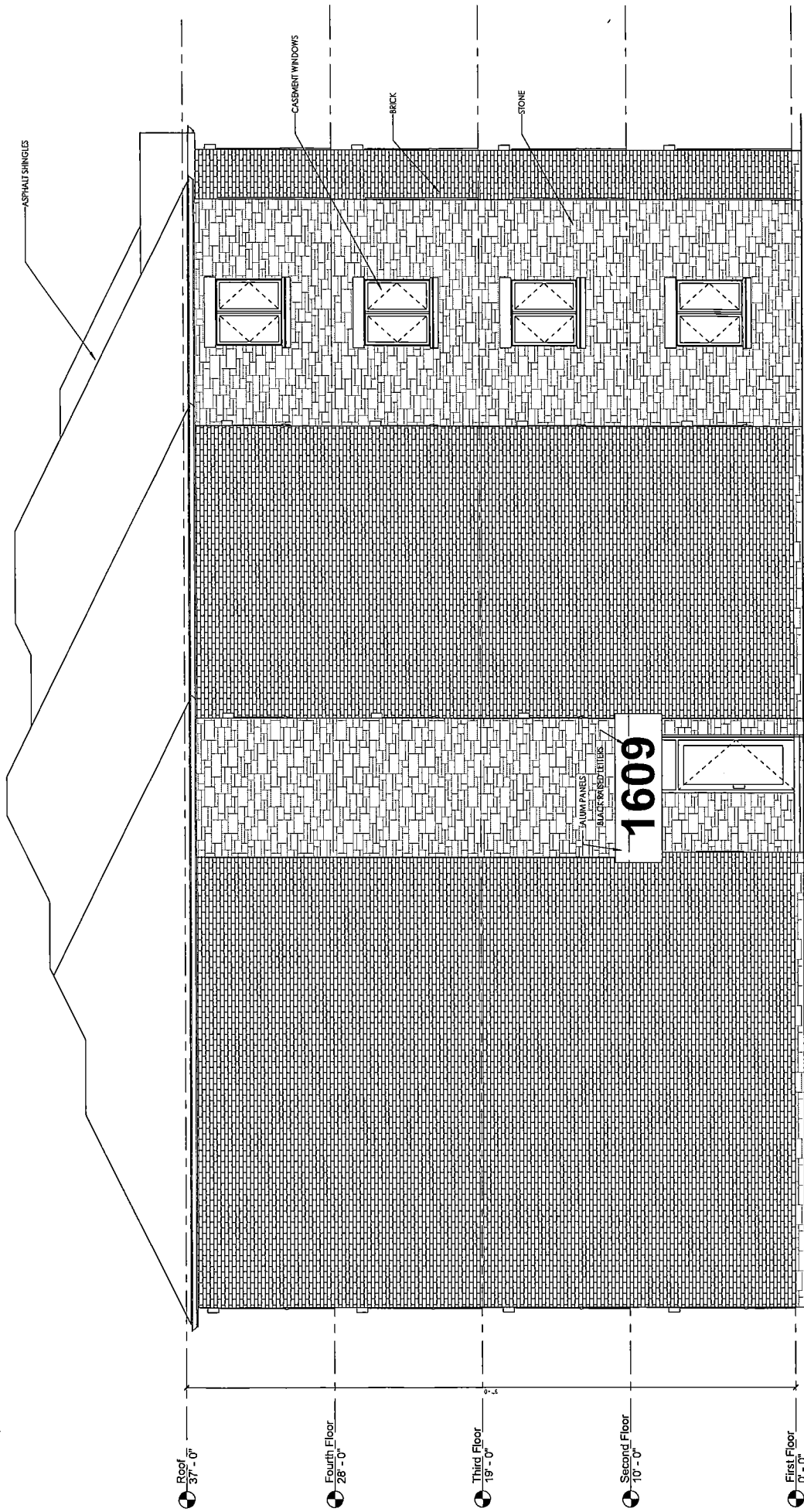
Project number 2236
Date May 2022
Drawn by M.B.
Checked by M.B.

A3

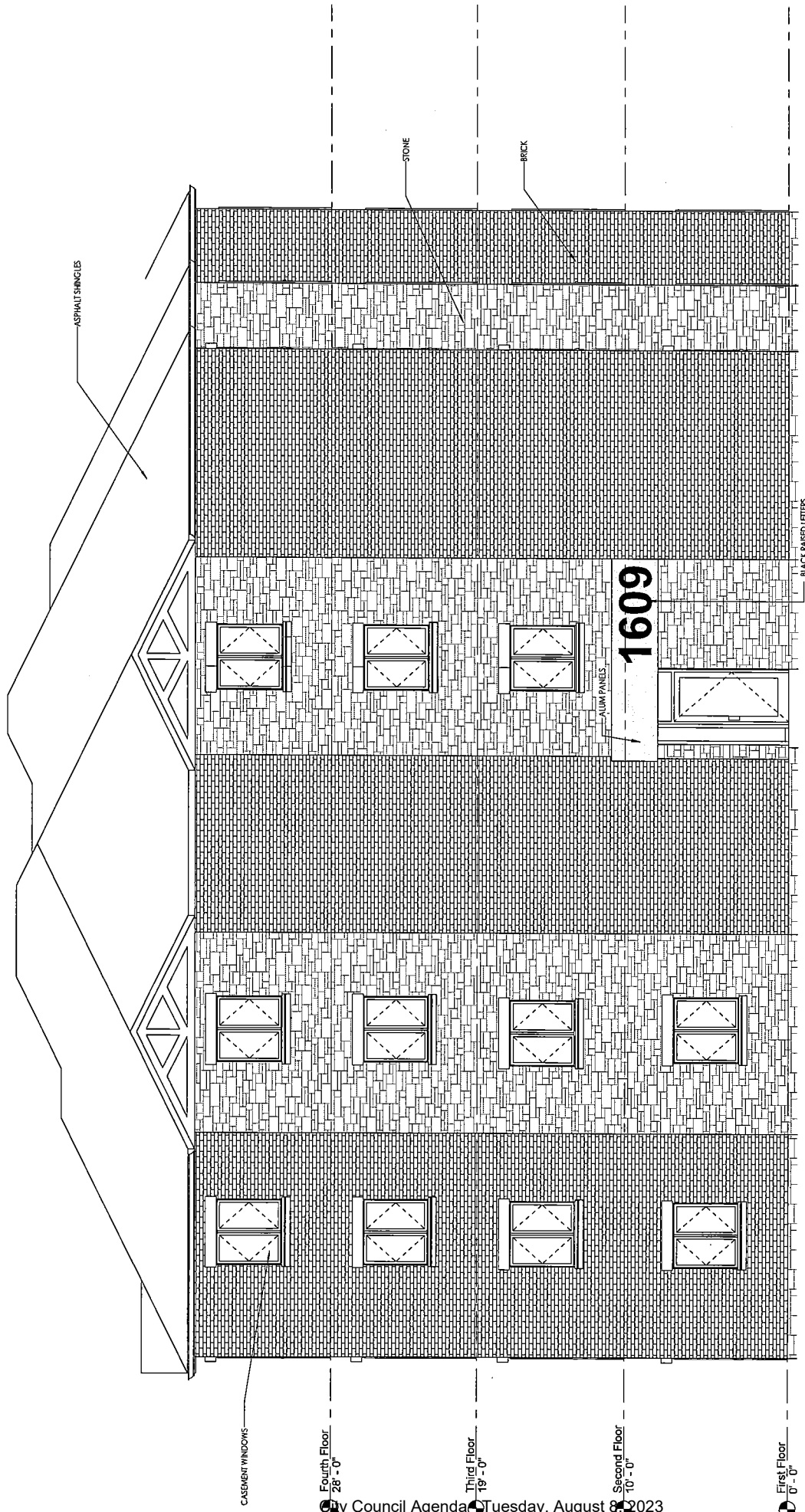
Scale 1/4" = 1'-0"

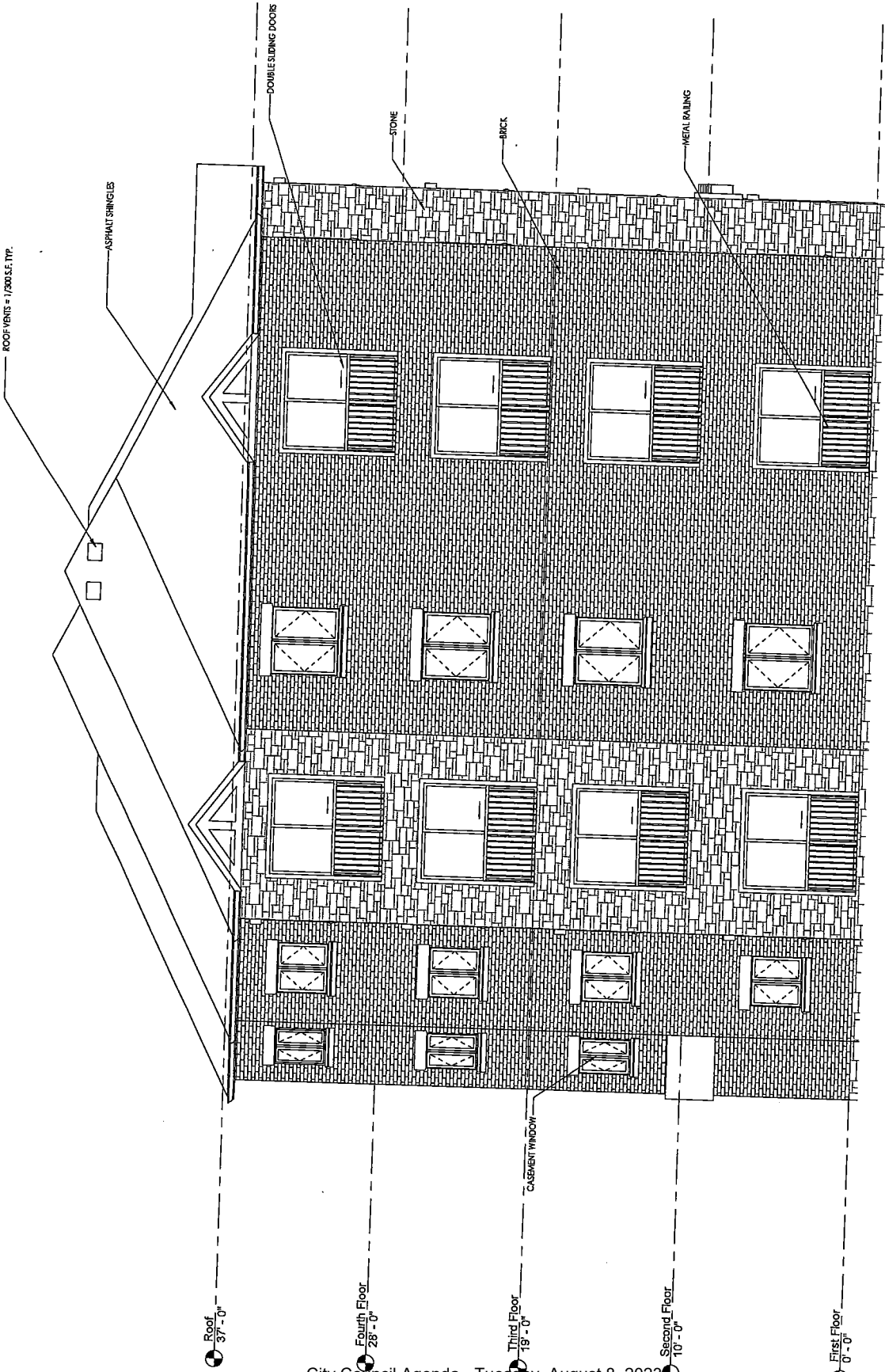


① East Elevation
1/4" = 1'-0"



① North Elevation
1/4" = 1'-0"





APPENDIX D- CONSULTATIONS

(Comments from Municipal Departments & External Agencies)

Enbridge – Kelly Buchanan

Enbridge Gas Inc, operating as Union Gas, does have service lines running within the area which may or may not be affected by the proposed Site Plan.

Should the proposed site plan impact these services, it may be necessary to terminate the gas service and relocate the line according to the new property boundaries. Any Service relocation required would be at the cost of the property owner.

If there is any work (i.e. underground infrastructure rebuild or grading changes...) at our easement and on/near any of our existing facilities, please contact us as early as possible (1 month in advance at least) so we can exercise engineering assessment of your work. The purpose is to ensure the integrity of our main is maintained and protected.

Confirmation of the location of our natural gas pipeline should be made through Ontario One Call 1-800-400-2255 for locates prior to any activity.

We trust the foregoing is satisfactory.

Enbridge – Gord Joynson

After reviewing the provided drawing at Tecumseh Rd W & Mark Ave. and consulting our mapping system, please note that Enbridge Gas has active infrastructure in the proposed area. A PDF drawing has been attached for reference.

Please Note:

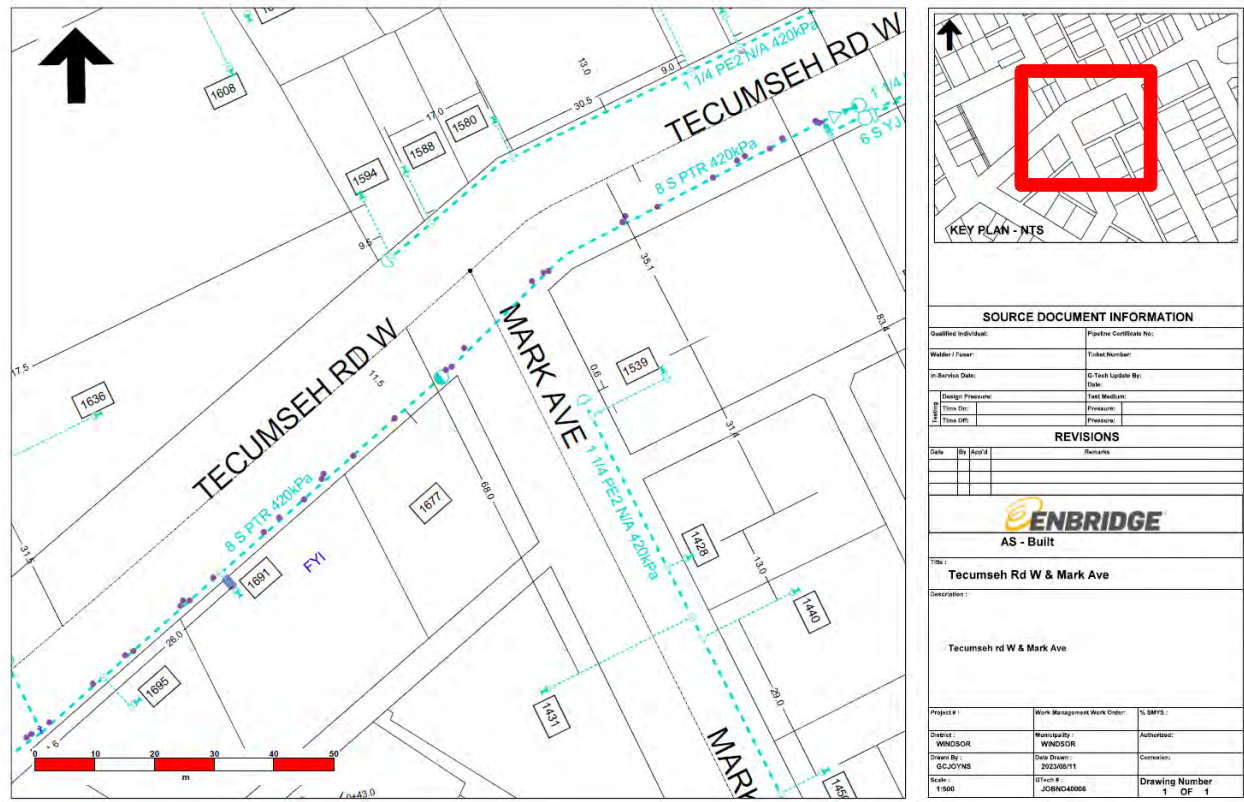
1. The shown piping locations are approximate and for information purposes only
2. The drawings are not to scale
3. This drawing does not replace field locates. Please contact Ontario One Call for onsite locates prior to excavating, digging, etc

Enbridge Gas requires a minimum separation of 0.6m horizontal and 0.3m vertical from all of our plant less than NPS 16 and a minimum separation 1.0m horizontal and 0.6m vertical between any CER-regulated and vital pipelines. For all pipelines (including vital pipelines), when drilling parallel to the pipeline, a minimum horizontal clearance measured from the edge of the pipeline to the edge of the final bore hole of 1 m (3.3 ft) is required. Please ensure that this minimum separation requirement is maintained, and that the contractor obtains locates prior to performing any work and utilizes safe excavation practices while performing any work in the vicinity.

Also, please note the following should you find any abandoned infrastructure in the area:

- Any pipe that is excavated, please assume that it is live
- If during the course of any job, any pipe is found that is not on the locate sheet and is in conflict with your work, please call our emergency number (1-877-969-0999), and one of our Union Gas representatives will respond to determine if that plant is in fact live or dead

- Please note that our Enbridge Gas representative will respond to the live or dead call within 1-4 hours, so please plan your work accordingly



Assessment Management Officer - Jose Mejalli

No objection to the zoning amendment from CD2.1 to CD2.2 to facilitate the proposed development of a 4-storey apartment building with 15 dwelling units and 15 parking spaces.

Transit Windsor - Jason Scott

Transit Windsor has no objections to this development. The closest existing bus routes to this property are with the Central 3 & Dominion 5. The closest existing bus stop to this property is located on Tecumseh at Campbell Southeast Corner. This bus stop is approximately 50 metres from this property falling well within our 400 metre walking distance guideline to a bus stop and providing direct transit access along Tecumseh Road West. This will be maintained with our City Council approved Transit Master Plan.

Canada Post – Bruno Desando

This development, as described, falls within our centralized mail policy.

I will specify the condition which I request to be added for Canada Post Corporation's purposes.

- a) Canada Post's multi-unit policy, which requires that the owner/developer provide the centralized mail facility (front loading lockbox assembly or rear-loading mailroom [mandatory for 100 units or more]), at their own expense, will be in effect for buildings and complexes with a common lobby, common indoor or sheltered space.

Should the description of the project change, I would appreciate an update in order to assess the impact of the change on mail service.

Lock-Box Assembly Requirements

The complete Canada Post Standards Manual for Builders & Developers can be downloaded at: https://www.canadapost.ca/cpo/mc/assets/pdf/business/standardsmanual_en.pdf

Compartments Size

- Horizontal lock-box models used in mailrooms must have the following minimums:
 - o Residential compartments must be at least 12.5 x 13.5 cm
 - o Commercial compartments at least 13.5 x 30.5 cm
 - o Parcel compartments at least 30.5 x 30.5 cm
- Vertical lock-box models must have min comp size of 25 x 12.5 cm. (Most models are 40 x 12.7 cm)

Heights

- All lock-box assemblies must be installed in a manner that will not require the delivery employee to reach higher than 170cm or lower than 45cm when delivering to the equipment. With respect to horizontal lock-boxes, the limits above will likely mean that maximum number of compartments that can be included in each column of residential compartments would be eight

Rear-loading Lock-boxes

- Projects with more than 100 units are required to be serviced via a rear-loading lock-box assembly.
- There must be a width of at least 100cm of working space from the back of the boxes to the wall.
- A ledge under the bottom row of boxes is also recommended in rear-loading designs. This ledge is to be directly under the bottom row of boxes (no space between ledge and bottom of boxes) and must stick out at least 20cm from the back of the boxes.
- Mailroom door is required to provide a minimum 81cm opening
- Lighting should be at least 100 lux (measured 75 cm from floor)

Access

- All buildings where the lock-boxes are required to be serviced from inside the building are required to install a Canada Post Crown lock in the building intercom. The intercom is pre-fabricated with an internal housing for the lock. The lock can be obtained from the local deliver supervisor.
- If the building has more than 100 units, a rear-loading lock-box assembly will be installed. The door to the Canada Post delivery area must be fitted with a specific model of deadbolt. This is because Canada Post will supply a key cylinder made specifically for the Canada Post key that will fit inside the deadbolt purchased by the developer.

Numbering

- Compartments should be numbered vertically and left to right on the delivery side of the boxes

Grade-level Components

- If the development includes grade level retail or residential units, please take note that door-to-door delivery will not be provided to these units. Canada Post is happy to install a Community Mailbox to provide service to these units. Please coordinate a location with the Canada Post Delivery Planner for the area. If there is no room on the property for the Community Mailbox, service can be provided via another Community Mailbox in the area. Options to service the units from the tower (lobby) lock-boxes or via a front-loading lock box erected on the outside of the building can also be discussed with the Delivery Planner.

ENWIN

HYDRO ENGINEERING:

No Objection.

Please be advised of the overhead 27.6kV power lines on the northern limit of the property

Please be advised of the overhead 120/240V secondary distribution conductor on the southern limit of the property

Prior to working in these areas, we suggest notifying your contractor and referring to the Occupational Health and Safety Act and Regulations for Construction Projects to confirm clearance requirements during construction. Also, we suggest referring to the Ontario Building Code for required clearances for New Building Construction.

WATER ENGINEERING:

Water Engineering has no objections.

Site Plan Control

The development proposal is subject to Site Plan Control pursuant to the Planning Act and City of Windsor By-law 1-2004. Where preceding development applications are required, inclusive of Official Plan and Zoning By-law Amendments, request for Site Plan Control Pre-Consultation may be made following completion of the requisite Development and Heritage Standing Committee meeting at <https://ca.cloudpermit.com/login>.

Building Department – Barbara Rusan

The Building Code Act, Section 8.(1) requires that a building permit be issued by the Chief Building Official for construction or demolition of a building.

The building permit review process occurs after a development application receives approval and once a building permit application has been submitted to the Building Department and deemed a complete application.

Due to the limited Ontario Building Code related information received, review of the proposed project for compliance to the Ontario Building Code has not yet been conducted.

It is strongly recommended that the owner and/or applicant contact the Building Department to determine building permit needs for the proposed project prior to building permit submission.

The City of Windsor Building Department can be reach by phoning 519-255-6267 or, through email at buildingdept@citywindsor.ca

Landscape Architect (Parks - Design & Development) - Sherif Barsom

No comments and no objections from Parks D&D.

Transportation Planning – Clare Amicarelli

- Tecumseh Rd W is classified as a Class II Arterial with a required right-of-way width of 33 meters per the Official Plan. The existing right-of-way along the frontage of the subject property is not sufficient; therefore, a conveyance of 3.5 metres is required.

- Mark Avenue is classified as a Local Road with a required right-of-way width of 20 meters per the Official Plan. The existing right-of-way along the frontage of the subject property is sufficient; therefore, a conveyance is not required.

- A corner cut-off of 4.6 meters x 4.6 metres is required at the corner of Tecumseh Rd W and Mark Ave for a non-signalized intersection.

- Transportation Planning has reviewed the Parking Study titled, “Mark Ave./Tecumseh Rd. W. Residential Development Windsor ON” conducted by RC Spencer Associates in October 2022. Transportation Planning has the following comments:
 - Report is satisfactory in its current form. Report states the proposed on-site parking supply of 15 spaces will adequately accommodate the anticipated peak parking demand generated by the proposed 16-unit mid-rise residential development.

- All accesses shall conform to the TAC Geometric Design Guide for Canadian Roads and the City of Windsor Standard Engineering Drawings.
 - Driveway proposed must be 7-9 metres total at the property line (minimum 3.5m/lane, maximum 4.5m/lane).

- All exterior paths of travel must meet the requirements of the Accessibility for Ontarians with Disabilities Act (AODA).

Engineering Department – Mark Schaffhauser

Sewers The site may be serviced by a 300mm concrete combined sewer located within the Tecumseh Road West right-of-way and a 600mm reinforced concrete pipe sewer located within rear alley. If possible existing connections should be utilized. Any redundant connections shall be abandoned in accordance with the City of Windsor Engineering Best Practice B.P 1.3.3.

A sanitary sampling manhole may be required on any new sanitary connection at the property line to the satisfaction of the City Engineer, if one does not already exist.

A functional servicing study is required to analyze the impact of the increased flow to the existing municipal combined sewer system.

The applicant will be required to submit site servicing drawings and storm detention calculations restricting storm water runoff to pre-development levels, as per the Windsor Essex Regional Stormwater Management Standards Manual:

<https://essexregionconservation.ca/wp-content/uploads/2018/12/WE-Region-SWM-Standards-Manual.pdf>.

Right of-Way

Tecumseh Road West is classified as Class II Arterial Road with a required right-of-way width of 33m according to the Official Plan. The current right-of-way width is 26m, therefore, a conveyance of 3.5 meters is required along the frontage of this property. Mark Avenue is classified as Local Road with a required right-of-way width of 20m according to the Official Plan. The current right-of-way width is sufficient, therefore, no conveyance is required. Furthermore, a 4.6m x 4.6m corner cut-off conveyance will be required at the corner of Tecumseh Road West and Mark Avenue intersection.

The alley at the rear of the property is unpaved and is not used by any of the adjacent properties for access. Owner shall apply to the Street and Alley Closing Committee to close the existing alley adjacent to the subject property as well as obtain any easements required due to the closure (storm sewer).

The curb and gutters along Mark Avenue do not meet current City of Windsor Standards. Owner to construct, at their own expense, new curb and gutters along entire Mark Avenue frontage as per AS-208.

In summary we have no objection to the proposed development, subject to the following requirements:

Corner Cut-Off – The owner(s) agrees, prior to the issuance of a construction permit, to gratuitously convey a 4.6 m x 4.6 m (15' x 15') corner cut-off at the intersection of Tecumseh Road West and Mark Avenue in accordance with City of Windsor Standard Drawing AS-230.

Land Conveyance – Prior to the issuance of a construction permit, the owner (s) shall agree to gratuitously convey to the Corporation, land sufficient to create a 33 metre wide right-of-way on Tecumseh Road West. This conveyance shall be approximately 3.5 metres along the entire Tecumseh Road West frontage of the subject lands.

Sanitary Servicing Study - The owner agrees, at its own expense, to retain a Consulting Engineer to provide a detailed servicing study report on the impact of the increased flow to the existing municipal sewer system, satisfactory in content to the City Engineer and prior to the issuance of a construction permit. The study shall analyze the sanitary flow from the proposed development and recommend mitigation measures and implementation of those measures.

Curbs and Gutters – The Owner further agrees, at the discretion of the City Engineer, to construct at their own expense and according to City of Windsor Standard Specifications, a concrete curb and gutter along the entire Mark Avenue frontage of the subject lands. All work to be to the satisfaction of the Corporation's City Engineer;

It will be up to the discretion of the City Engineer whether a cash contribution will be allowed in lieu of the **curb and gutter construction by the Owner**.

Alley Closing – Prior to the issuance of a Building Permit, the owner shall apply to the Street and Alley Closing Committee to close the existing alley adjacent to the subject property.

Sanitary Sampling Manhole – The owner agrees for all non-residential uses, to install a sanitary sampling manhole accessible at the property line of the subject lands to the City Engineer at all times. The determination of the requirement or interpretation if a sampling manhole exists or exceptions to such, will be to the satisfaction of the City Engineer

If you have any further questions or concerns, please contact Mark Schaffhauser, of this department at mschaffhauser@citywindsor.ca

Landscape Architect & Senior Urban Planner [A] (Planning Department)- Stefan Fediuk

Pursuant to the application for a zoning amendment (Z 036/22) to permit a 4-storey, 15 unit apartment building on the subject, please note no objections. Please also note the following comments:

Zoning Provisions for Parking Setback:

It is important to provide a buffer between the proposed development and the abutting residence immediately south at 1431 Mark Ave. The proposed site plan indicates a 200mm setback from the southern property line. Provision of a row of trees would not only provide a visual buffer for the existing residence at 1431 Mark Avenue, but will also help to reduce the increased urban heat island effect that will be created by the extensive hard surface parking area being proposed. It is therefore recommended that a site specific zoning provision be applied to the property for a 1.2m landscape buffer running the length of the southern boundary of the property.

Tree Preservation:

There is a remnant hedgerow of trees and scrub undergrowth running along the western boundary of the site. Require is a tree survey identifying species, location, and condition of all trees on the subject lands as part of the Site Plan control application to assess any replacement and/or compensation for removals.

Parkland Dedication:

Apart from Field of Dreams Park, 200m east of the proposed residential development, there are no accessible neighbourhood parks within a 0.8km (1/2mile) walking distance standard established by the Parks Master Plan, where children would not need to cross a Class 1 Collector (Campbell Avenue) or Class 2 Arterial (Tecumseh Road West) to access parkland. The reduction of amenity area to zero metres square per dwelling/development further increases the demand on Field of Dreams Park. Therefore, it is strongly recommended that as compensation, the owner provide additional cash-in-lieu to assist the Parks Department in improving the parkland resources to be found at Field of Dreams Park.

All detailed requirements will be determined at the time a Site Plan application is received.

APPENDIX E – DRAFT BY-LAW AMENDMENT

BY - LAW NUMBER -2023
 A BY-LAW TO FURTHER AMEND BY-LAW NUMBER 8600
 CITED AS THE "CITY OF WINDSOR ZONING BY-LAW"

Passed the day of , 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	4	Lots 131 and 132, Registered Plan 1342 [PIN 01208-0145 LT], located on the southwest corner of Tecumseh Road West and Mark Avenue	-	CD2.1	CD2.2

2. That subsection 1 of Section 20, of said by-law, is amended by adding the following paragraph:

“474 SOUTHWEST CORNER OF TECUMSEH ROAD WEST AND MARK AVENUE

For the land comprising Lots 131 and 132, Registered Plan 1342 [PIN 01208-0145 LT], a *Multiple Dwelling with 11 or more dwelling units* shall be an additional permitted use and the following shall apply:

1. The provisions in section 15.2.5, save and except for sections 15.2.5.10 and 15.2.5.15
2. Building setback from an exterior lot line abutting Tecumseh Road West – minimum 5.0 m
3. Parking Area separation from the south lot line – minimum 1.2 m (to be maintained as a *landscaped open space*)
4. Parking - per Dwelling Unit – minimum 1 parking space per unit
5. Parking is prohibited in any front yard
[ZDM 4; ZNG/6897]”

3. The said by-law is further amended by changing the Zoning District Maps or parts thereof referred to in Column 2, 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	4	Lots 131 and 132, Registered Plan 1342 [PIN 01208-0145 LT], located on the southwest corner of Tecumseh Road West and Mark Avenue.	-	S.20(1)474

DREW DILKENS, MAYOR

CLERK

First Reading - , 2023
Second Reading - , 2023
Third Reading - , 2023

SCHEDULE 2

1. By-law _____ has the following purpose and effect:

To amend the zoning of the land located on the southwest corner of Tecumseh Road West and Mark Avenue, described as Lots 131 and 132, Registered Plan 1342 [PIN 01208-0145 LT], so as to permit the development of a 4-storey multiple dwelling with 15 dwelling units on the subject land.

The current CD2.1 zoning of the subject land will change to CD2.2 with site-specific zoning provision permitting the proposed development of a stand-alone residential dwelling on the subject land. This amending by-law will facilitate the development of an underutilized parcel situated in a prominent location within the subject neighbourhood. This amending by-law will also enhance the use of public transit and existing active transportation in the subject area.

2. Key map showing the location of the lands to which By-law _____ applies.



PART OF ZONING DISTRICT MAP 4

N.T.S.

SCHEDULE 2

Applicant: 2832765 Ontario Inc.



SUBJECT LANDS

PLANNING & BUILDING DEPARTMENT



DATE : MAY, 2023
FILE NO. : Z-036/22, ZNG/6897

Subject: Z 015-22 [ZNG-6738] 2356976 Ontario Inc 0 & 845 Riverside E and 856 & 864 Chatham E

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

Decision Number: **DHSC 521**

- I. That Zoning By-law 8600 **BE AMENDED** by changing the zoning on the lands of Plan 140 W PT lot 7, Plan 143 E PT lot 1, Plan 140 W PT Lot 7, Plan 143 E PT lot 12 (Roll No: 3739-030-050-00200-0000, 3739-030-050-00100-0000, 3739-030-040-09400-0000, 3739-030-050-01400-0000, 3739-030-040-08800-0000), situated on the north side of Chatham Street east, west of Parent Avenue and known municipally as 0 & 845 Riverside Drive East, and 856, & 864 Chatham Street East by adding a site specific exception to Section 20(1) as follows:

X. SOUTH SIDE OF RIVERSIDE DRIVE EAST, NORTH OF CHATHAM STREET EAST, BETWEEN PARENT AVENUE AND MARENTETTE AVENUE

For the lands comprising of Plan 140 W PT lot 7, Plan 143 E PT lot 1, Plan 140 W PT Lot 7, Plan 143 E PT lot 12; a *multiple dwelling* shall be an additional permitted use subject to the following provisions apply:

- .1 Lot Area – minimum
 - a) for the first 19 dwelling units – 1825.0 square metres
 - b) for each additional dwelling unit- 45.0 square metres per unit
- .2 Lot Frontage – minimum- 45.0 m
- .3 Lot Coverage – maximum - 35.0 %
- .4 Landscape Open Space Yard – minimum - 35% of the *lot area*
- .5 Main Building Height – maximum – 20.0 m
- .6 Building Setback:
 - a) *front yard depth*- from most northerly front lot line – minimum - 6.0m
 - b) *rear yard depth* - north limit of Chatham Street east right of way- minimum- 7.5 m
 - c) *side yard width*: minimum - 4.5 m
7. Parking:
 - a) *Parking spaces* – minimum - 1.1 per unit

- b) A *parking space* is prohibited in any *front yard*
- c) *Parking spaces* shall be setback a minimum of 6.0 m from the most northerly front lot line abutting the Riverside Drive East right-of-way, and shall be screened from Riverside Drive East
- d) Vehicular *access* from Riverside Drive East is prohibited
- e) Indoor ground floor *amenity space* – minimum – 4.0 square metres per unit

II. That the Site Plan Approval Officer **BE DIRECTED** to incorporate the following, as required, in the site plan approval and site plan agreement:

- a) Provide an Energy Strategy as per the terms of reference from the Environmental and Sustainability Coordinator;
- b) Provide a Tree Preservation and Landscaping Plan as per the comments of the Landscape Architect;
- c) Noise warning clause(s) and other noise abatement measures identified in the Acoustical Study dated August 12, 2021;
- d) Provide a design brief in accordance with the urban design chapter of the City of Windsor Official Plan as part of site plan control (pedestrian connectivity, enclosure of front facade); and,
- e) The requirements and recommendations of municipal departments and agencies as noted in this report and detailed in Appendix F attached.

Carried.

Report Number: S 74/2023
Clerk's File: Z/14430

Clerk's Note:

1. The recommendation of the Development & Heritage Standing Committee and Administration are the same.
2. Please refer to Item 7.3 from the Development & Heritage Standing Committee held on July 4, 2023.
3. To view the stream of this Standing Committee meeting, please refer to: <http://csg001-harmony.sliq.net/00310/Harmony/en/PowerBrowser/PowerBrowserV2/20230704/-1/9417>

Subject: Z 015-22 [ZNG-6738] 2356976 Ontario Inc 0 & 845 Riverside E and 856 & 864 Chatham E

Reference:

Date to Council: July 4, 2023

Author: Frank Garardo, MCIP, RPP
Senior Planner
Corporation of the City of Windsor
Planning and Building Services
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Windsor, Ontario N9A 6S1
T. (519) 255-6543 x 6446
F. (519) 255-6544
E. fgarardo@citywindsor

Economic Development & Innovation
Report Date: June 9, 2023
Clerk's File #: Z/14430

To: Mayor and Members of City Council

Recommendation:

I. THAT Zoning By-law 8600 **BE AMENDED** by changing the zoning on the lands of Plan 140 W PT lot 7, Plan 143 E PT lot 1, Plan 140 W PT Lot 7, Plan 143 E PT lot 12 (Roll No: 3739-030-050-00200-0000, 3739-030-050-00100-0000, 3739-030-040-09400-0000, 3739-030-050-01400-0000, 3739-030-040-08800-0000), situated on the north side of Chatham Street east, west of Parent Avenue and known municipally as 0 & 845 Riverside Drive East, and 856, & 864 Chatham Street East by adding a site specific exception to Section 20(1) as follows:

X. SOUTH SIDE OF RIVERSIDE DRIVE EAST, NORTH OF CHATHAM STREET EAST, BETWEEN PARENT AVENUE AND MARENTETTE AVENUE

For the lands comprising of Plan 140 W PT lot 7, Plan 143 E PT lot 1, Plan 140 W PT Lot 7, Plan 143 E PT lot 12; a *multiple dwelling* shall be an additional permitted use subject to the following provisions apply:

.1 Lot Area – minimum

a) for the first 19 dwelling units – 1825.0 square metres

b) for each additional dwelling unit- 45.0 square metres per unit

.2 Lot Frontage – minimum- 45.0 m

.3 Lot Coverage – maximum - 35.0 %

.4 Landscape Open Space Yard – minimum - 35% of the *lot area*

.5 Main Building Height – maximum – 20.0 m

.6 Building Setback:

- a) *front yard depth*- from most northerly front lot line – minimum - 6.0m
- b) *rear yard depth* - north limit of Chatham Street east right of way- minimum- 7.5 m
- c) *side yard width*: minimum - 4.5 m

7. Parking:

- a) *Parking spaces* – minimum - 1.1 per unit
- b) A *parking space* is prohibited in any *front yard*
- c) *Parking spaces* shall be setback a minimum of 6.0 m from the most northerly front lot line abutting the Riverside Drive East right-of-way, and shall be screened from Riverside Drive East
- d) Vehicular *access* from Riverside Drive East is prohibited
- e) Indoor ground floor *amenity space* – minimum – 4.0 square metres per unit

II. That the Site Plan Approval Officer **BE DIRECTED** to incorporate the following, as required, in the site plan approval and site plan agreement:

- a) Provide an Energy Strategy as per the terms of reference from the Environmental and Sustainability Coordinator;
- b) Provide a Tree Preservation and Landscaping Plan as per the comments of the Landscape Architect;
- c) Noise warning clause(s) and other noise abatement measures identified in the Acoustical Study dated August 12, 2021;
- d) Provide a design brief in accordance with the urban design chapter of the City of Windsor Official Plan as part of site plan control (pedestrian connectivity, enclosure of front facade);and,
- e) The requirements and recommendations of municipal departments and agencies as noted in this report and detailed in Appendix F attached.

Executive Summary:

N/A

Background:

Application Information

Location: 0 & 845 Riverside Drive east; and 856 & 864 Chatham Street east

Ward: 4 **Planning District:** Walkerville **Zoning District Map:** 6

Applicant: 2356976 Ontario Inc., Garg Bhan

Owner: Same as Applicant

Agent: Pillon Abbs Inc.; c/o Tracey Pillon-Abbs, MCIP, RPP

Submitted Documents

Application Form, Conceptual Site Plan (attached as Appendix A), Conceptual Elevations (attached as Appendix B), Topographic Survey, Planning Rationale Report revised May 29, 2023 (attached as Appendix G), Stormwater Management Report (attached as Appendix H), Acoustical Report (attached as Appendix I), Stage 1 & Stage 2 Archaeological Assessment Report (attached as Appendix J).

Proposal:

The applicant is requesting an amendment to Zoning By-law 8600 by changing the zoning on the lands to facilitate construction of a multi-unit residential building with a total of 29 dwelling units. The proposed building would be a maximum of twenty (20) meters in height, approximately six (6) storeys, and include thirty-one (31) parking spaces on the ground floor. The dwelling units are located on the second through to the sixth floor.

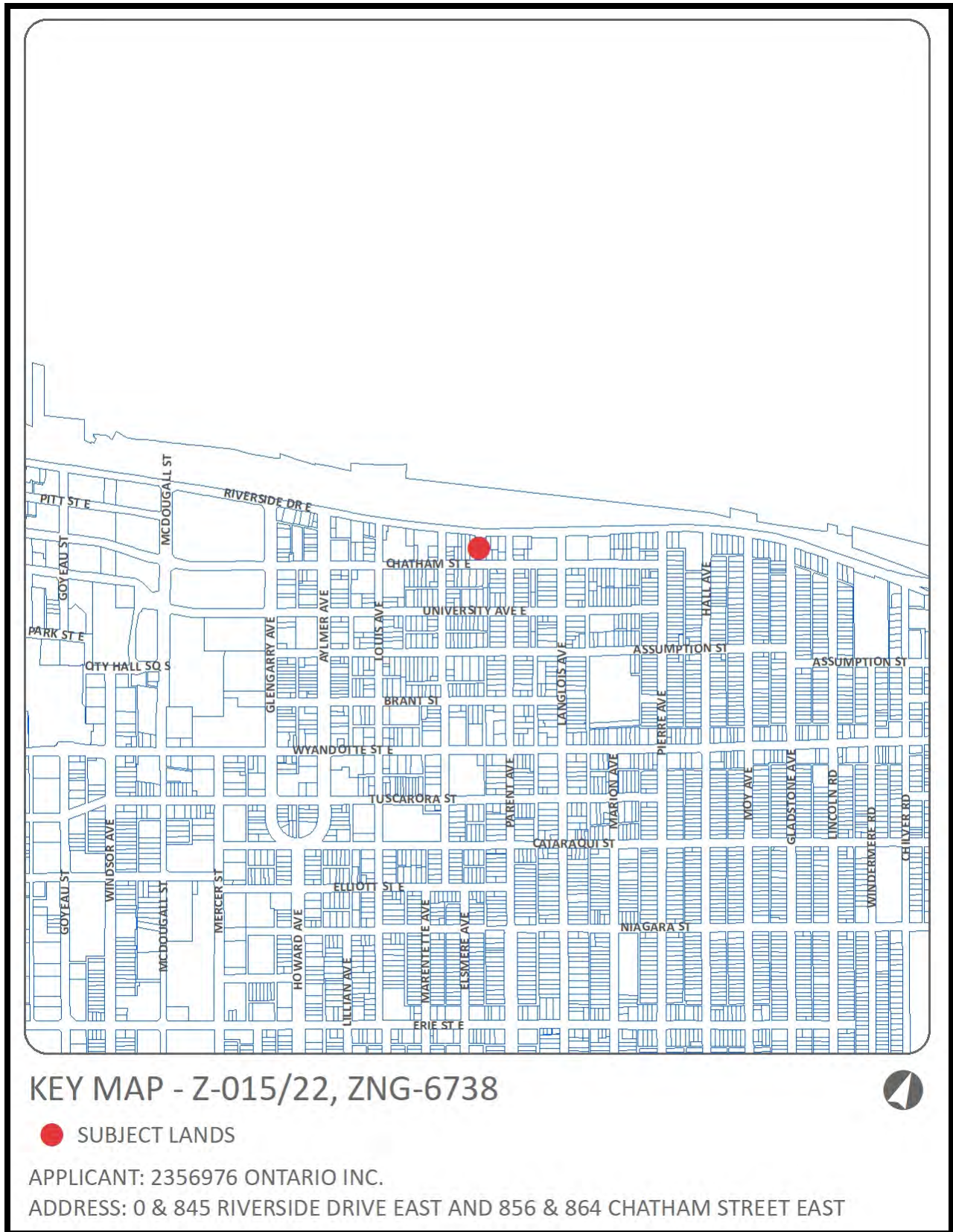
The subject lands are designated as Residential on Schedule D: Land Use in the Official Plan and currently Zoned as Residential District 2.2 (RD2.2) in the Zoning by-law 8600. The RD2.2 zoning permits one multiple dwelling containing a maximum of four dwelling units. The applicant proposed to change the zoning to Residential District (RD3.3) to permit a multi-unit dwelling with five or more units on the subject lands.

The proposed development is subject to site plan control.

Site Information

OFFICIAL PLAN	ZONING	CURRENT USE	PREVIOUS USE
Residential	Residential District 2.2 (RD2.2)	Vacant lands	Unknown
LOT FRONTAGE	LOT DEPTH	LOT AREA	LOT SHAPE
47.2 m	57.8 m	2285 m ²	Irregular
155 ft	189.6 ft	24595.5 sq. ft	
<i>All measurements are provided by the applicant and are approximate.</i>			

Figure 1: Key Map



Neighbourhood Description:

The subject parcel is located on the south side of Riverside Drive East; north of Chatham Street East, between Marentette Avenue and Parent Avenue. The subject lands are located in the Walkerville Planning Area and immediately to the east of the City Centre Planning Area.

Site images are provided in Appendix G. The Planning Rational Report (PRR) attached as Appendix G also contains site images.

SURROUNDING LAND USE:

North: Riverside Drive East, Riverfront Parks, Riverfront Trail, Bert Weeks Memorial Gardens, and further north, the Detroit River.

East: Residential uses – low profile multi-unit dwellings, small commercial development at the corner of Parent Ave and Riverside Dr, and two high profile residential buildings 10-storey apartment building known as Riverside Heights, at 1070 Chatham Street E. and a 12-storey apartment building known as Royal Towers, at 101 Langlois Ave).

West: Residential uses-low profile multi unit, vacant and under-utilized lands, Kinsmen Park, and further west, the City Centre planning district.

South, Southeast and Southwest: mostly low profile housing developments including duplexes, and multi-dwelling units, University Ave. Park, and an institutional use (Frank W. Begley Public School).

Riverside Drive in this neighbourhood serves as the dividing line between the Central Riverfront park system on the north side and the developed area to the south.

Riverside Drive East is a two-way four lane cross-section which travels east-west and has sidewalks on both sides of the street. There is no on-street parking on Riverside Drive East.

The City Centre planning area to the west of the subject lands consist of several vacant and under-utilized parcels. The area to the west of Marentette includes a policy framework in the Official Plan which supports the consolidation of parcels to facilitate high density development.

Downtown Windsor which includes facilities of the University of Windsor and St. Clair College, Caesars Windsor (500 m to the West) and various municipal, provincial and federal offices, is located 1 km (Ouellette Avenue) to the west.

An elementary school (Frank W. Begley Public School) is located 325 m to the southeast.

Public transit is currently available via the Walkerville 8 bus route located on Riverside Drive. The closest bus stop is located within less than 50m at the intersection of Riverside Drive at Parent Ave. The nearest bicycle network facilities are located on the Riverfront Trail System.

MUNICIPAL INFRASTRUCTURE:

- The City's records show that there are municipal storm and sanitary sewers within the abutting roadways, available to service the subject land.
- The closest fire hydrant is located at the southeast corner of Parent Avenue and Riverside Drive East.
- Street lights are located on the south side of Riverside Drive East.
- There are sidewalks on the south side of Riverside Drive East.
- The nearest bicycle network facilities are located on the Riverfront Trail System.
- There are multi-use trails along the north side of Riverside Dr. E. and within the waterfront parks.
- ENWIN has overhead power distribution wires in the subject area. ENWIN has provided further information on further requirements during site plan control and construction of the proposal, including potential easements and relocation of existing services.
- The closest existing transit route to this property is the Walkerville 8. Bus stop is located at the southwest corner of Riverside and Parent, within 50 metres of the subject property.
- Riverside Drive East is classified as a Scenic Drive in the Official Plan;
- Nearby Class II Collector Roads – Parent Ave. (approx. 50 m east of the subject land).

Figure 2: Subject Parcel - Rezoning



Figure 3: Neighbourhood Map



Discussion:

PROVINCIAL POLICY STATEMENT (PPS) 2020

The Provincial Policy Statement (PPS) provides direction on matters of provincial interest related to land use planning and development and sets the policy foundation for regulating the development and use of land in Ontario. The zoning bylaw amendment promotes residential intensification and infill and would result in a development on a site which is currently vacant and under-utilized. This is consistent with the Provincial Policy Statement in that the development promotes the efficient use of existing land, promotes cost-effective development patterns and standards to minimize land consumption and servicing costs. Related to this direction, the PPS states:

1.1 Managing and Directing Land Use to Achieve Efficient and Resilient Development and Land Use Patterns

1.1.1 Healthy, liveable and safe communities are sustained by:

a) promoting efficient development and land use patterns which sustain the financial well-being of the Province and municipalities over the long term;

b) accommodating an appropriate affordable and market-based range and mix of residential types (including single-detached, additional residential units, multi-unit housing, affordable housing and housing for older persons), employment (including industrial and commercial), institutional (including places of worship, cemeteries and long-term care homes), recreation, park and open space, and other uses to meet long-term needs;

c) avoiding development and land use patterns which may cause environmental or public health and safety concerns;

f) improving accessibility for persons with disabilities and older persons by addressing land use barriers which restrict their full participation in society;

g) ensuring that necessary infrastructure and public service facilities are or will be available to meet current and projected needs;

i) preparing for the regional and local impacts of a changing climate.

With respect to 1.1.1(a) – The requested multiple dwelling development promotes cost-effective development by redeveloping an under-utilized vacant site. The amendment will introduce a medium profile, higher density residential use on the subject land; thereby, resulting in an efficient use of land, municipal services and infrastructure. Furthermore, the amendment will promote efficient development and land use pattern that will positively impact the financial well-being of the City of Windsor.

With respect to 1.1.1(b) - There are medium and high profile residential developments located along Riverside Drive, east of the subject land. The City Centre is located west of the subject lands and includes policy framework to encourage high density and high

profile developments. The recommended amendment will bring about the accommodation of a new *multi-unit, multi-storey* housing type that will constitute an appropriate market-based range and mix of residential types.

With respect to 1.1.1(c) – There are no known environmental or public health & safety concerns.

With respect to 1.1.1(f) - Sidewalks improve *accessibility for persons with disabilities and older persons*. As noted already in this report, there are existing concrete sidewalks on Riverside Drive east. The concept plan shows proposed on-site sidewalks, which connect to City sidewalks.

With respect to 1.1.1(g) – The subject land is in an area of the City that is built-up and serviced by necessary infrastructure and public utilities.

With respect to 1.1.1(i) –The proposed development with 29 dwelling units will support the use of public transit and help to reduce carbon foot-print, causing a positive impact on climate change. The impacts of climate change can be further addressed at the time of site plan approval when the lot-grading provisions, stormwater management measures, servicing study, landscaping requirements and much more, can be discussed in details and incorporated in the site plan approval and site plan agreement.

In summary, the recommended zoning by-law amendment will facilitate an efficient development on the subject land and sustain a healthy, liveable and safe community. The recommended zoning by-law amendment is consistent with policy 1.1.1 of the PPS.

Policy 1.1.3.1 and Policy 1.1.3.2 state:

1.1.3.1 Settlement areas shall be the focus of growth and development.

1.1.3.2 Land use patterns within settlement areas shall be based on densities and a mix of land uses which:

- a) efficiently use land and resources;*
- b) are appropriate for, and efficiently use, the infrastructure and public service facilities which are planned or available, and avoid the need for their unjustified and/or uneconomical expansion;*
- c) minimize negative impacts to air quality and climate change, and promote energy efficiency;*
- d) prepare for the impacts of a changing climate;*
- e) support active transportation;*
- f) are transit-supportive, where transit is planned, exists or may be developed; and ...*

Land use patterns within settlement areas shall also be based on a range of uses and opportunities for intensification and redevelopment in accordance with the criteria in policy 1.1.3.3, where this can be accommodated.

1.1.3.3 Planning authorities shall identify appropriate locations and promote opportunities for transit-supportive development, accommodating a significant supply and range of housing options through intensification and redevelopment where this can be accommodated taking into account existing building stock or areas, including brownfield sites, and the availability of suitable existing or planned infrastructure and public service facilities required to accommodate projected needs.

This amendment creates opportunity for growth and development within the City of Windsor settlement area. This amendment will facilitate the development of a medium profile housing option, which is both an infill development and promotes residential intensification. The amendment will facilitate a transit-supportive multi-unit residential development that will efficiently use land, resources, and existing infrastructure, including existing and planned active transportation options such as sidewalks, multi-use trails, and transit. The subject amendment is consistent with policies 1.1.3.1 and 1.1.3.2 of the PPS.

Policy 1.4 Housing states:

1.4 Housing

1.4.3 Planning authorities shall provide for an appropriate range and mix of housing options and densities to meet projected market-based and affordable housing needs of current and future residents of the regional market area by:

b) permitting and facilitating:

1. all housing options required to meet the social, health, economic and well-being requirements of current and future residents, ...; and

2. all types of residential intensification, including additional residential units, and redevelopment in accordance with policy 1.1.3.3;

c) directing the development of new housing towards locations where appropriate levels of infrastructure and public service facilities are or will be available to support current and projected needs;

d) promoting densities for new housing which efficiently use land, resources, infrastructure and public service facilities, and support the use of active transportation and transit in areas where it exists or is to be developed;

The proposed zoning by-law amendment would facilitate a net increase in residential units and provide a form of housing that is appropriate in terms of range and mix. In terms of supporting active transportation and transit, the site of the proposed zoning amendment is directly served by Transit Windsor. The subject amendment is consistent with policies 1.4.3 of the PPS.

1.6 Infrastructure and Public Service Facilities

1.6.6.2 Municipal sewage services and municipal water services are the preferred form of servicing for settlement areas to support protection of the environment and minimize potential risks to human health and safety. Within settlement areas with existing municipal sewage services and municipal water services, intensification and redevelopment shall be promoted wherever feasible to optimize the use of the services.

The subject land is within an area that is serviced by municipal sewage services and municipal water services. The recommended zoning by-law amendment is consistent with policy 1.6.6.2 of the PPS.

1.6.6.7 Planning for stormwater management shall:

e) maximize the extent and function of vegetative and pervious surfaces; and

f) promote stormwater management best practices, including stormwater attenuation and re-use, water conservation and efficiency, and low impact development.

The applicant submitted an initial Storm Water Management (SWM) and Servicing Report dated December 3, 2021. The Site Plan Review process will further address storm water management and landscaping features. The recommended amendment is consistent with policy 1.6.6.7 (f) of the PPS.

1.7 Long-Term Economic Prosperity

1.7.1 Long-term economic prosperity should be supported by:

b) encouraging residential uses to respond to dynamic market-based needs and provide necessary housing supply and range of housing options for a diverse workforce;

c) optimizing the long-term availability and use of land, resources, infrastructure and public service facilities.

This amendment encourages residential intensification which provides additional housing supply to the City. This amendment, therefore, symbolizes an appropriate response to the housing needs in the City of Windsor. The proposed development of a 6-storey, 29-unit multiple dwelling will optimize the availability and use of land, infrastructure and public service facilities. The amendment is consistent with policy 1.7.1 of the PPS.

1.8 Energy Conservation, Air Quality and Climate Change

1.8.1 Planning authorities shall support energy conservation and efficiency, improved air quality, reduced greenhouse gas emissions, and preparing for the impacts of a changing climate through land use and development patterns which:

a) promote compact form and a structure of nodes and corridors;

b) promote the use of active transportation and transit in and between residential, employment (including commercial and industrial) and institutional uses and other areas; and

g) maximize vegetation within settlement areas, where feasible.

The amendment promotes a compact development, which is transit-supportive, in an area that promotes active transportation and connectivity through the existing and planned sidewalks and multi-use trails. The recommended amendment contains zoning provisions (building setbacks, lot coverage) that will help to maximize vegetation within the subject site and enhance air quality and positively impact storm management design for the site. The developer will be required to submit a landscaping plan and an energy study to consider energy efficiency in the building design during the Site Plan review process. This may include, but not be limited to increased insulation, energy efficient appliances and fixtures, high efficiency windows and doors.

OFFICIAL PLAN (OP)

A ***safe, caring and diverse community*** encourages a range of housing types to ensure that people have an opportunity to live in their neighbourhoods as they pass through the various stages of their lives. “As the city grows, more housing opportunities will mean less sprawl onto agricultural and natural lands.” S. 3.2.1.2 (Neighbourhood Housing variety), OP Vol. 1.

Land Use Designation: The site is designated “Residential” in Schedule D of City of Windsor Official Plan. The objectives and policies of the Residential land use designation establish the framework for development decisions in Residential areas within the City of Windsor.

Permitted Uses: s. 6.3.2.1, OP Vol. 1. “*Uses permitted in the Residential land use designation identified on Schedule D: Land Use include Low Profile and Medium Profile dwelling units.*” S. 6.2.1.2 of the Official Plan defines Medium profile developments as *6.2.1.2 (b) Medium Profile developments are buildings or structures generally no greater than six (6) storeys in height;* The proposed amendment conforms to the Residential land use designation.

Development Strategy (chapter 3, OP Vol): The subject property is located in an area designated as a “Growth Centre” on schedule J: Urban Structure Plan. S. 3.3.1.1 Growth Centres are the highest in the hierarchy of nodes in Windsor due to their scale, density, range of uses, function and current or future identity. A multi-unit residential dwelling unit would be an appropriate development to facilitate a compact built-form

development within a Growth Centre and near to the City Centre, places of employment, public transportation, cycling, and available nearby amenities.

Residential Land Use (chapter 6, OP Vol): The Official Plan's objectives are to support a complementary range of housing forms, promote compact residential form for new developments and promote selective residential redevelopment, infill and intensification initiatives in the City of Windsor. Objective 6.1.1 is to achieve safe, caring and diverse neighbourhoods. Objective 6.1.2 seeks environmentally sustainable urban development. Objective 6.1.3 promotes housing suited to the needs of Windsor's residents.

Objective 6.3.1.1 supports a complementary range of housing forms and tenures in all neighbourhoods. Objective 6.3.1.2 seeks to promote compact neighbourhoods and balanced transportation systems. Objective 6.3.1.3 seeks to promote residential redevelopment, infill and intensification initiatives in appropriate locations in the City.

The proposed development will help to support a diverse neighbourhood that represents a sustainable community and will provide housing that is in demand. The proposed development will help to encourage residential uses in vacant and under-utilized areas. The proposed residential development represents a complementary and compact form of housing and intensification that is near sources of transportation.

Objective 6.3.2.4 of the Official Plan outlines the locational criteria for residential development to be located in areas with access to collector or arterials roads, full municipal services can be provided, adequate community services and open spaces are available or are planned for, and public transportation service can be provided. The proposed location is fronting on a four-lane cross-section (Riverside Drive) with a signalized intersection at Parent Avenue (Collector Road) located within 50 metres of the subject lands. The subject lands can be serviced by full municipal physical services and existing community services, open spaces and public transportation are available or planned for in the neighbourhood. Administration is satisfied the proposed amendment meets the evaluation criteria of the Official Plan. 6.3.2.4.

Objective 6.3.2.5c of the Official Plan outlines the evaluation criteria for zoning amendments to be i) compatible with the surrounding area, (ii) provided with adequate off street parking; (iii) capable of being provided with full municipal physical services and emergency services; (iv) and facilitating a gradual transition from Low Profile residential development to Medium and/or High profile development and vice versa, where appropriate.

The subject site is located in an area of transition. The development pattern of the existing area includes several vacant and under-utilized lot patterns which can support medium density development. The Concept site plan shows adequate off-street parking for the proposed development; and as noted already in this report, the subject land is within an area adjacent to the City Centre Planning District, therefore, the proposed residential intensification is capable of being provided with full municipal physical services and access to public transit and emergency services per s.6.3.2.5c of the Official Plan.

In terms of scale, massing, orientation, landscaping, setbacks, parking and amenity areas, these compatibility elements are further assessed at the time of Site Plan Approval when detailed designs are available for review. However, it is my opinion that with the recommended zoning provisions the amendment can result in a design that is compatible with the surrounding area as required under s.6.3.2.5 above. The term “Compatible” means the proposed development needs to be able to coexist with existing land uses; it does not mean the proposed development needs to be identical or similar to existing development in an area. As noted already in this report, there is a mix of low, medium and high profile residential developments co-existing along Riverside Drive.

Energy Conservation, s.8.5.2.8 of OP Vol. 1: The proposed infill redevelopment is a compact, transit-oriented development with increased density, making transit service a viable investment for the City, per s.8.5.2.8(b), OP Vol. 1. Landscaping can further assist in reducing heating and cooling requirements. Hence the recommended amendment is structured to conform with s.8.5.2.8(c), OP Vol. 1.

Infill Development, s.8.7.2.3 of OP Vol. 1: The proposed infill residential development on the subject land is capable of being designed to function as an integral and complementary part of the existing residential development pattern. The requirements under s.8.7.2.3 can be more appropriately addressed at the time of Site Plan Approval. If Council approves the recommended zoning by-law amendment, the next step in the development process is for the proponent to submit an application for site plan review and approval, which will ensure that the proposed residential development is in keeping with the Official Plan built form policy for infill developments as in section 8.7.2.3, OP Vol. 1.

Civic Way (Chapter 8 OP Vol 1, The City of Windsor Official Plan designates Riverside Drive East as “Civic Way” on Schedule G- Civic Image. Chapter 8 of the City of Windsor Official Plan provides design goals and objectives for buildings located within the City of Windsor and defined “Civic Way” areas.

Section 8.7.2.2 outlines the redevelopment goals of providing design which complementary to adjacent development, provides links with pedestrian, cycle, public transportation and road networks. Section 8.7.2.8 outlines that main entrances to buildings are to be street oriented and clearly visible from principal pedestrian approaches. Section 8.5.2.5 provides direction for encouraging the use of landscaping to assist in energy conservation, and section 8.7.1.7 provides direction to “*achieve external building designs that reflect high stands or character, appearance, design and sustainable design features*”. Section 8.11.2.19 encourages the partial screening of surface parking lots through the use of low fences, walls, berms and other landscape elements, and through the location of lots away from street view, while still permitting views for orientation and safety. The recommended zoning amendment will include provisions prohibiting parking in the front yard and require partial enclosure of the ground floor parking area.

The proposed Zoning by-law amendment is consistent with the objectives of the City of Windsor Official Plan.

Amendments Must Conform, s. 11.6.3.1 of OP Vol. 1: “All amendments to the Zoning By-law(s) shall conform with this Plan”. Based on the analysis provided in this report, the recommended zoning by-law amendment maintains conformity with the Official Plan.

Zoning By-Law:

The subject site is currently zoned Residential (RD2.2) in the City of Windsor Zoning By-law 8600. The current zoning permits multi-dwellings up to a maximum of four dwelling units; as such the proposed development requires a Zoning By-law amendment to include “multiple dwelling” as an additional permitted use. In consultation with the applicant administration is recommending site specific provisions. Relevant excerpts from Zoning By-law 8600 are attached as Appendix E.

The applicant’s requests for a zoning change to a higher density residential (RD3.3) provisions in the revised PRR dated May 29, 2023 have all been considered and are supported in this report; through site specific recommendations to interior side yard setbacks, rear yard setbacks, maximum height, parking, and amenity spaces. The site specific recommendations include provisions for setbacks which are typical for medium density residential development. The proposed setbacks will assist with the transition from low profile buildings located on Chatham Street East. **DRAFT BY-LAW:** A draft by-law is attached as **Appendix K**.

The following items were taken into consideration in drafting of a recommended site specific zoning by-law provision.

Zoning Regulations:

Minimum Lot Area and Dwelling units: The current zoning practice for comparable medium density developments ties the dwelling unit counts with the lot area. The recommended zoning provision requires 1825 square meters for the first 19 dwellings units and 45 square meters for each additional unit.

Building Height: The applicant’s initial request for the RD3.3 zone category would permit a maximum height of 24 meters. In consultation with the applicants a maximum height of 20 meters will be sufficient for a medium density development with a maximum of six (6) storeys. The 20-metre maximum height would conform to the objectives of the Official Plan for medium density development.

Lot Coverage/Landscaped Open Space: The applicant’s proposal identifies the current permitted thirty-five percent (35%) maximum lot coverage and 35% minimum landscape open space yard would be sufficient. Administration is in favor of a maximum 35% lot coverage and minimum 35 % landscaped open space to ensure a good ratio for the building envelope and to assist with site plan control principles in regards to design and landscaping.

Lane Access: The applicant’s concept plan identifies no vehicular access from Riverside Drive East. Administration is recommending no vehicular access and no parking area shall be located in the front yard adjacent to Riverside Drive East. This will promote an aesthetically pleasing landscaping area fronting Riverside Drive East.

Parking Provisions: The development as a whole will provide 31 parking spaces, including 2 barrier free spaces for the proposed 29 residential units (1.1 spaces/unit), which is slightly below the required 1.25 spaces/unit in the current provisions of the Zoning by-law. The subject parcel is located in close proximity to the City Centre which permits parking at a ratio of 1.0 spaces/unit. It is worth mentioning that a Bus stop is located within 50m from the subject parcel, a multi-use trail is located in front of the subject parcel; and the site is located within a short walking distance to the City Centre which includes access to multiple bus routes and a variety of amenities. Bicycle parking spaces will also be a requirement of site plan control. Administration is in favour of recommending the 1.1 parking spaces per unit.

Amenity Areas: The City of Windsor Zoning by-law requires multi-unit dwellings to include amenity areas to provide opportunities for recreational facilities and/or common spaces. The development will provide some amenity area for the future residents of the building. Those residents will also have access to exceptional public space and facilities adjacent the subject site such as the series of riverfront parks. The recommended zoning amendment includes provisions for an indoor amenity space to be located on the ground floor. The amenity space would also provide partial screening of the parking area from Riverside Drive East.

Setbacks: The current zoning setbacks have minimal side yard, rear yard, or front yard setbacks. The City of Windsor Intensification Guidelines require a minimum 7.5 metre rear yard setback were Medium and High Profile development abuts lot profile properties. Accordingly, administration is recommending site specific side yard, front yard, and rear yard setbacks including a minimum 7.5 m setback for the main building to assist with the separation from the low profile development on the south side of Chatham Street East. Furthermore, to assist with landscaping, massing, building separations, and the context of any future buildings on the subject lands, administration is recommending the following additional site specific setbacks to be included in the zoning by-law amendment:

- minimum rear yard width setback - 7.5m
- minimum front yard width setback - 6.0 m
- minimum side yard width setback - 4.5m

Site Plan Control: The proposed development will be subject to site plan control. The requirements and concerns of municipal departments will be considered during the site plan control process. Recommendation II provides additional direction concerning the circulation of any SPC application, the enhancing of landscaping features, and pedestrian connectivity to nearby amenities.

Consultations:

Comments received from municipal departments and external agencies are attached as Appendix F. Municipal departments have noted no objection to the proposed amendment subject to some requirements, which could be addressed at the time of site plan approval.

Public Notice: Statutory notice was advertised in the Windsor Star, a local daily newspaper. A courtesy notice was mailed to property owners and tenants within 120m of the subject lands.

Risk Analysis:

N/A

Climate Change Risks

Climate Change Mitigation:

In general, residential intensification minimizes the impact on the Community greenhouse gas emissions as these developments create complete communities and neighbourhoods while using currently available infrastructure such as sewers, sidewalks, and public transit.

Climate Change Adaptation:

The development proposal incorporates landscaping and building design elements to improve energy efficiency and increase resiliency of the development and surrounding area.

Financial Matters:

N/A

Planner's Opinion:

The *Planning Act* requires that a decision of Council in respect of the exercise of any authority that affects a planning matter, “*shall be consistent with*” Provincial Policy Statement 2020. The requested zoning amendment has been evaluated for consistency with the Provincial Policy Statement 2020 and conformity with the policies of the City of Windsor Official Plan.

The proposed Multiple Dwelling represents a well positioned compact form of medium density development that meets the requirements of current and future residents. Furthermore, it represents a form of residential intensification, is set in a location with access to infrastructure, public service facilities, and is close to commercial land uses

Based on the information presented in this report, it is my opinion that the proposed zoning by-law amendment is consistent the PPS, conforms with the policy direction of the City of Windsor Official Plan, is compatible with existing and permitted uses in the surrounding neighbourhood and constitutes good planning.

Conclusion:

Staff recommend approval of an amendment to Zoning By-law 8600, changing the zoning on the lands to permit a multiple dwelling unit. Direction is also provided to the Site Plan Approval Officer in Recommendation II for matters raised from consultations with municipal departments and external agencies.

Planning Act Matters:

I concur with the above comments and opinion of the Registered Professional Planner.

Thom Hunt, MCIP, RPP

City Planner

I am not a registered Planner and have reviewed as a Corporate Team Leader

JP JM

Approvals:

Name	Title
Greg Atkinson	Manager, Policy Planning
Neil Robertson for Thom Hunt	City Planner
Wira Vendrasco	Deputy City Solicitor
Jelena Payne	Commissioner of Economic Development and Innovation
Joe Mancina	Chief Administrative Officer

Notifications:

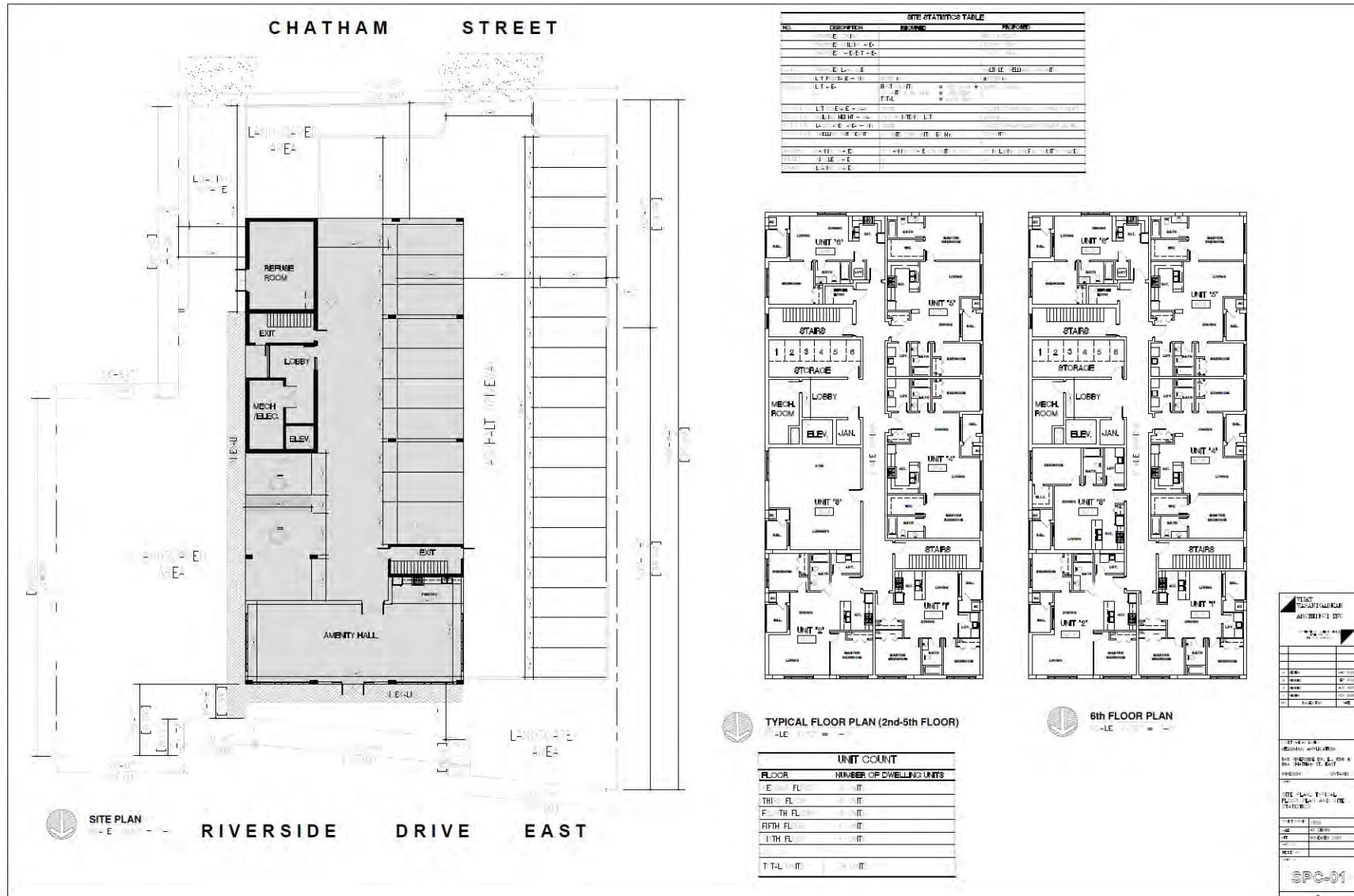
Name	Address	Email
Tracey Pillon-Abbs Pillon Abbs Inc.	23699 Prince Albert Road Chatham, ON N7M 5J7	tpillonabbs@gmail.com
Property owners and tenants within 120 m of the subject lands		

Appendices:

- 1 Appendix A - Concept Plan
- 2 Appendix B- Concept Elevations
- 3 Appendix C- Site Images
- 4 Appendix D- Excerpts from Official Plan
- 5 Appendix E- Excerpts from Zoning By-Law
- 6 Appendix F- Consultations
- 7 Appendix G- Planning Rationale Report
- 8 Appendix H- Stormwater Cover Letter
- 9 Appendix I- Acoustical Report
- 10 Appendix J- Archeological Report Stage II
- 11 Appendix K- Draft Amending By-Law

APPENDIX "A"

Concept Plan



APPENDIX "B" Concept Elevations



VIJAY VARSHANIGADGAR ARCHITECT INC.
 100A RIVERVIEW ROAD, SUITE 204
 WINDSOR, ONTARIO N9A 1Y1
 TEL: 519-253-8800

PROJECT:
 REZONING APPLICATION
 845 RIVERSIDE DR. E., 856 &
 864 CHATHAM ST. EAST
 WINDSOR, ONTARIO

DATE:

DESCRIPTION:
 ALL RIGHTS ARE RESERVED BY THE ARCHITECT.
 NO PART OF THIS DOCUMENT IS TO BE REPRODUCED OR TRANSMITTED IN ANY FORM OR BY ANY MEANS, ELECTRONIC OR MECHANICAL, INCLUDING PHOTOCOPYING, RECORDING, OR BY ANY INFORMATION STORAGE AND RETRIEVAL SYSTEM, WITHOUT THE WRITTEN PERMISSION OF THE ARCHITECT.

NO.:

DATE	REV

DATE	

PROJECT:
 Project No. 1866

NO.:
 ELEVATIONS

NO.:
A-1

**APPENDIX “C”
Site Images**



Image 1- Subject Parcel 0 & 845 Riverside Drive East; 856 & 864 Chatham Street East



Image 2- Subject Parcel (looking West on Riverside Drive East)



Image 3 – Subject Parcel (Front lot line - Riverside Drive East)



Image 4 - Subject parcel (Rear lot line fronting Chatham Street East)



Image 5 - Subject parcel (Rear lot line fronting on Chatham Street East- looking East)

APPENDIX “D”

Excerpts from Official Plan

3 Development Strategy

GROWTH CENTRE 3.3.3.1 Growth Centres are the highest in the hierarchy of nodes in Windsor due to their scale, density, range of uses, function and current or future identity.

6 Residential

The lands designated as “Residential” on Schedule D: Land Use provide the main locations for housing in Windsor . In order to develop safe, caring and diverse neighbourhoods, opportunities for a broad range of housing types and complementary services and amenities are provided.

PERMITTED USES 6.3.2.1 Uses permitted in the Residential land use designation identified on Schedule D: Land Use include Low Profile and Medium Profile dwelling units.

6.1 Goals

In keeping with the Strategic Directions, Council’s land use goals are to achieve:

- NEIGHBOURHOODS* 6.1.1 Safe, caring and diverse neighbourhoods.
- ENVIRONMENTALLY SUSTAINABLE* 6.1.2 Environmentally sustainable urban development.
- RESIDENTIAL* 6.1.3 Housing suited to the needs of Windsor’s residents.

6.3.1 Objectives

- RANGE OF FORMS & TENURES* 6.3.1.1 To support a complementary range of housing forms and tenures in all neighbourhoods.
- NEIGHBOURHOODS* 6.3.1.2 To promote compact neighbourhoods which encourage a balanced transportation system.
- ~~*INTENSIFICATION, INFILL & REDEVELOPMENT* 6.3.1.3 To promote selective residential redevelopment, infill and intensification initiatives. (Deleted by OPA #159 – APPROVED July 11, 2022, B/L #100-2022)~~
- INTENSIFICATION, INFILL & REDEVELOPMENT* 6.3.1.3 To promote residential redevelopment, infill and intensification initiatives in locations in accordance with this plan. (Added by OPA159 - APPROVED July 11, 2022, B/L#100-2022)
- MAINTENANCE & REHABILITATION* 6.3.1.4 To ensure that the existing housing stock is maintained and rehabilitated.
- SERVICE & AMENITIES* 6.3.1.5 To provide for complementary services and amenities which enhance the quality of residential areas.

HOME BASED OCCUPATIONS 6.3.1.6 To accommodate home based occupations.

SUFFICIENT LAND SUPPLY 6.3.1.7 To ensure that a sufficient land supply for residential and ancillary land uses is available to accommodate market demands over the 20 year period of this Plan.

LOCATIONAL CRITERIA 6.3.2.4 Residential development shall be located where:

- a) there is access to a collector or arterial road;
- b) full municipal physical services can be provided;
- c) adequate community services and open spaces are available or are planned; and
- d) public transportation service can be provided.

8.7 Built Form

8.7.1 Objectives

VARIED DEVELOPMENT PATTERN 8.7.1.1 To achieve a varied development pattern which supports and enhances the urban experience.

COMPLEMENTARY DESIGN 8.7.1.2 To achieve a complementary design relationship between new and existing development, while accommodating an evolution of urban design styles.

VISUAL INTEREST 8.7.1.3 To maximize the variety and visual appeal of building architecture.

ART AND LANDSCAPING 8.7.1.4 To integrate art and landscaping with the built form.

UNIQUE CHARACTER 8.7.1.5 To enhance the unique character of a district, neighbourhood, prominent building or grouping of buildings.

SIGNS 8.7.1.6 To ensure that signs respect and enhance the character of the area in which they are located.

8.7.1.7 To achieve external building designs that reflect high standards of character, appearance, design and sustainable design features.
(Added by OPA #66-11/05/07-B/L209-2007)

8.7.2 Policies

NEW DEVELOPMENT 8.7.2.1 ~~Council will ensure that the design of new development:~~
(Deleted by OPA #66-11/05/07-B/L209-2007)

NEW DEVELOPMENT 8.7.2.1 Council will ensure that the design of new development:
(Added by OPA #66-11/05/07-B/L209-2007)

- (a) ~~is complementary to adjacent development in terms of its overall massing, orientation and setback;~~
(Deleted by OPA #66-11/05/07-B/L209-2007)

- (a) is complementary to adjacent development in terms of its overall massing, orientation, setback and exterior design, particularly character, scale and appearance;
(Added by OPA #66–11/05/07-B/L209-2007)
- (b) provides links with pedestrian, cycle, public transportation and road networks; and
- (c) maintains and enhances valued heritage resources and natural area features and functions.
- (d) Encourages the creation of attractive residential streetscapes through architectural design that reduces the visual dominance of front drive garages, consideration of rear lanes where appropriate, planting of street trees and incorporation of pedestrian scale amenities. **(added by OPA #60–05/07/07-B/L85-2007–OMB Decision/Order No.2667, 10/05/2007)**

REDEVELOPMENT AREAS 8.7.2.2

Council will ensure that the design of extensive areas of redevelopment achieves the following:

- (a) provides a development pattern that support a range of uses and profiles;
- (b) defines the perimeter of such an area by a distinct edge which may be formed by roads, elements of the Greenway System or other linear elements;
- (c) contains activity centres or nodes which are designed to serve the area and which may be identified by one or more landmarks;
- (d) provides transportation links to adjacent areas; and
- (e) maintains and enhances valued historic development patterns or heritage resources.
- (f) is complementary to adjacent development in terms of overall massing, orientation, setback and exterior design, particularly character, scale and appearance.
(Added by OPA #66–11/05/07-B/L209-2007)

INFILL DEVELOPMENT 8.7.2.3

Council will ensure that proposed development within an established neighbourhood is designed to function as an integral and complementary part of that area’s existing development pattern by having regard for:

- (a) massing;
- (b) building height;
- (c) architectural proportion;
- (d) volumes of defined space;
- (e) lot size;

- (f) position relative to the road; and
- (g) building area to site area ratios.
- (h) the pattern, scale and character of existing development; and, **(Added by OPA #66–11/05/07-B/L209-2007)**
- (i) exterior building appearance **(Added by OPA #66–11/05/07-B/L209-2007)**
- (j) Council adopted Design Guidelines that will assist in the design and review of applications for development in accordance with the policies noted above

TRANSITION IN BUILDING HEIGHTS 8.7.2.4 Council will ensure a transition among Very High, High, Medium and Low Profile developments through the application of such urban design measures as incremental changes in building height, massing, space separation or landscape buffer.

CONTINUOUS BUILDING FACADES 8.7.2.5 Council will require new development to support the creation of continuous building facades along Mainstreets through the street level presence of:

- (a) community facilities, retail shops, and other frequently visited uses; and
- (b) architectural features and elements which can be experienced by pedestrians.

APPEALING STREET FACADES 8.7.2.6 Council will encourage the buildings facades to be visually interesting through extensive use of street level entrances and windows. Functions which do not directly serve the public, such as loading bays and blank walls, should not be located directly facing the street.

11.6.3 Zoning By-law Amendment Policies

AMENDMENTS MUST CONFORM 11.6.3.1 All amendments to the Zoning By-law(s) shall conform with this Plan. The Municipality will, on each occasion of approval of a change to the zoning by-law(s), specify that conformity with the Official Plan is maintained or that the change will be in conformity upon the coming into effect of an amendment to the Official Plan.

APPENDIX “E”
Excerpts from Zoning By-law 8600

11.2 RESIDENTIAL DISTRICT 2.2 (RD2.2)

11.2.1 PERMITTED USES

- One Double Duplex Dwelling
- One Duplex Dwelling
- One *Multiple Dwelling* containing a maximum of four *dwelling units*
- One *Semi-Detached Dwelling*
- One Single Unit Dwelling
- Townhome Dwelling*
- Any use accessory to any of the preceding uses

11.2.5 Provisions

.1 Duplex Dwelling

- .1 Lot Width – minimum 12.0 m
- .2 Lot Area – minimum 360.0 m²
- .3 Lot Coverage – maximum 45.0%
- .4 Main Building Height – maximum 9.0 m
- .5 Front Yard Depth – minimum 6.0 m
- .6 Rear Yard Depth – minimum 7.50 m
- .7 Side Yard Width – minimum 1.20 m
- .10 Gross Floor Area – Main Building – maximum 400 m²

.2 Semi-Detached Dwelling

- .1 Lot Width – minimum 15.0 m
- .2 Lot Area – minimum 450.0 m²
- .3 Lot Coverage – maximum 45.0%
- .4 Main Building Height – maximum 9.0 m
- .5 Front Yard Depth – minimum 6.0 m
- .6 Rear Yard Depth – minimum 7.50 m
- .7 Side Yard Width – minimum 1.20 m
- .10 Gross Floor Area – Main Building– maximum 400 m²

.3 Single Unit Dwelling

- .1 Lot Width – minimum 9.0 m
- .2 Lot Area – minimum 270.0 m²
- .3 Lot Coverage – maximum 45.0%
- .4 Main Building Height – maximum 9.0 m
- .5 Front Yard Depth – minimum 6.0 m
- .6 Rear Yard Depth – minimum 7.50 m
- .7 Side Yard Width – minimum 1.20 m
- .10 Gross Floor Area – Main Building– maximum 400 m²

.4 Double Duplex Dwelling or Multiple Dwelling

- .1 Lot Width – minimum 18.0 m
- .2 Lot Area – minimum 540.0 m²
- .3 Lot Coverage – maximum 45.0%
- .4 Main Building Height – maximum 9.0 m
- .5 Front Yard Depth – minimum 6.0 m

- .6 Rear Yard Depth – minimum 7.50 m
- .7 Side Yard Width – minimum 1.80 m

.5 Townhome Dwelling

- .1 Lot Width – minimum 20.0 m
- .2 Lot Area – per *dwelling unit* – minimum 200.0 m²
- .3 Lot Coverage – maximum 45.0%
- .4 Main Building Height – maximum 9.0 m
- .5 Front Yard Depth – minimum 6.0 m
- .6 Rear Yard Depth – minimum 7.50 m
- .7 Side Yard Width – minimum 1.50 m

(AMENDED by B/L 101-2022, July 11, 2022)

12.3 RESIDENTIAL DISTRICT 3.3 (RD3.3)

12.3.1 PERMITTED USES

Lodging House

Multiple Dwelling

Religious Residence

Residential Care Facility

Any of the following *existing* dwellings:

Double Duplex Dwelling

Duplex Dwelling

Semi-Detached Dwelling

Single Unit Dwelling

Any use accessory to any of the preceding uses

12.3.5 PROVISIONS

.1 Lot Frontage – minimum 45.0 m

.2 Lot Area – minimum

For a *corner lot* having a minimum *lot frontage* of 45.0 m on each of the *exterior lot lines*:

a) For the first 23 *dwelling units* 1,825.0 m²

b) For each additional *dwelling unit* 37.0 m² per unit

For any other lot:

c) For the first 19 *dwelling units* 1,825.0 m²

d) For each additional *dwelling unit* 45.0 m² per unit

.3 Lot Coverage – maximum 35.0%

.4 Main Building Height – maximum

Corner Lot 30.0 m

Interior Lot 24.0 m

.8 Landscaped Open Space Yard – minimum 35.0% of *lot area*

.13 Dwelling Unit Density – *dwelling units* per hectare – maximum

For a *corner lot* having a minimum *lot frontage* of 45.0 m on each of the *exterior lot lines* 225 units per ha

For any other *lot* 180 units per ha

.50 A *Lodging House* for the accommodation of 10 persons or less, and any use accessory thereto, shall comply with the *Single Unit Dwelling* provisions of Section 10.1.5 and further, the whole of the *building* shall be used for a *Lodging House*, including any *accessory use*.

[ZNG/5630]

(AMENDED by B/L 95-2019, Sept. 27/2019)

.55 An addition to an existing *Double Duplex Dwelling*, existing *Duplex Dwelling*, existing *Semi-Detached Dwelling* or an existing *Single Unit Dwelling* and any use accessory to the foregoing uses, shall comply with the provisions of Section 11.2.5.

APPENDIX “F” Consultations

Canada Post:

This development, as described, falls within our centralized mail policy. Canada Post's multi-unit policy, which requires that the owner/developer provide the centralized mail facility (front loading lockbox assembly or rear-loading mailroom [mandatory for 100 units or more]), at their own expense, will be in effect for buildings and complexes with a common lobby, common indoor or sheltered space.

ENWIN- Hydro engineering:

ENWIN has existing overhead pole lines with 27,600 volt primary, and 120/240 volt secondary hydro distribution along the South side of the property.

ENWIN has existing overhead 120/240 volt secondary service conductors to 835 & 839 Riverside Dr E along the West side of the development property from Chatham St E.

ENWIN has existing overhead 120/240 volt secondary service conductor to 889 Riverside Dr E along the East side of the zoning by-law amendment location, but through the planned parking lot development.

ENWIN has existing streetlight poles with overhead lines along the North limits with 120/240 volt streetlight distribution.

An easement named to Enwin Utilities Ltd may be required to accommodate the existing overhead 120/240 volt secondary service to the adjacent properties at 835 & 859 Riverside Dr E along the West side of the development property.

Additionally, the owner may be responsible to cover all costs associated with the relocation of the existing overhead 120/240 volt secondary service crossing the development property that services 889 Riverside Dr E.

Prior to working in these areas, we would suggest notifying your contractor and referring to the Occupational Health and Safety Act and Regulations for Construction Projects to confirm clearance requirements during construction.

Essex Region Conservation Authority (ERCA):

With the review of the background information provided and aerial photographs, the ERCA recommends that the stormwater management analysis be completed to the satisfaction of the City of Windsor at the time of Site Plan Control.

Landscape Architect:

please note no objections. Please also note the following comments:

Zoning Provisions for Parking Setback:

The applicant is reminded that the site has frontage on Riverside Drive and a Scenic Drive and Civic way it is also governed by the Riverside Drive Vista Project, which will have requirements for enhanced parking screening and setbacks in addition to those identified in the Zoning Bylaw. As the development will be subject to Site Plan Control, all detailed requirements and landscape comments will be made through that process.

Climate Change:

Applicant is to consider strongly that the need for shade and 'green infrastructure' are necessary to combat climate change. Opportunities will be identified through the Site Plan Control process.

Parkland Dedication:

All requirements will be determined at the time a Site Plan application is received.

Transportation Planning:

Riverside Dr E is classified as a Scenic Parkway according to the Official Plan with a required right-of-way width of 24 meters. The current right-of-way is insufficient, however, the Riverside Drive Vista Improvement Project EA does not require a land conveyance.

Chatham St E is classified as a Local Road according to the Official Plan with a required right-of-way width of 20 meters. The current right-of-way is sufficient, therefore, a land conveyance is not required.

The applicant will be responsible for removing any redundant curb cuts and accesses along the Chatham St E and Riverside Dr E frontage.

All parking should comply with zoning by-law 8600.

All accesses shall conform to the TAC Geometric Design Guide for Canadian Roads and the City of Windsor Standard Engineering Drawings.

- *Driveway width must comply with AS-203 and AS-204 with straight flares.*
- *Engineering Right-of-Way will need to be consulted on driveway compliance at the time of formal submission.*

All exterior paths of travel must meet the requirements of the Accessibility for Ontarians with Disabilities Act (AODA).

Engineering Department:

The site may be serviced by a 1675mmØ Reinforced concrete sanitary sewer on Riverside Dr E and a 525mmØ brick combined sewer on Riverside Dr E and a 300mmØ vitrified clay combined sewer on Chatham St E. A functional servicing study for full municipal services (sanitary, storm, water) is required. Existing connections should be utilized where possible to minimize work within the right-of-way, any redundant private drain connections are to be abandoned in accordance with the City of Windsor Engineering Best Practice B.P 1.3.3, to the satisfaction of the City Engineer. Storm water management completed in accordance with the Windsor/Essex Region Stormwater Standards Manual.

The Official Plan classifies Riverside Dr E as a Scenic Drive with a required right-of-way width of 24 meters. The current right-of-way width is 17.4 meters however, no conveyance is required at this time as per the Riverside Drive Vista Improvements Environmental Assessment.

A Right-of-Way permit is required for any work on the right of way. All driveways are to be constructed as per AS-221 or AS-222, complete with straight flares and no raised curbs within the right-of-way. Redundant curb cuts and sidewalks shall be removed and restored in accordance with City Standards to the satisfaction of the City Engineer.

In summary, we have no objections to this rezoning application, subject to the following: (Requirements can be imposed at the time of Site Plan Control):

Site Plan Control Agreement – The applicant enters into an agreement with the City of Windsor for all requirements under the General Provisions of the Site Plan Control Agreement for the Engineering Department.

Site Servicing Plans – The owner agrees to submit a site servicing plan for the subject lands to the satisfaction of the Chief Building Official, the City Engineer, and ERCA in regulated areas, prior to the issuance of any construction permits for the subject lands.

Servicing Study – The owner agrees, at its own expense, to retain a Consulting Engineer to provide a detailed servicing study report on the impact of the increased flow to the existing municipal sewer system, satisfactory in content to the City Engineer and prior to the issuance of a construction permit. The study shall review the proposed impact and recommend mitigating measures and implementation of those measures. The Study is required to be finalized to the satisfaction of the City Engineer prior to the issuance of construction permits.

Enbridge:

Enbridge Gas requires a minimum separation of 0.6m horizontal and 0.3m vertical from all of our plant less than NPS 16 and a minimum separation 1.0m horizontal and 0.6m vertical between any CER-regulated and vital pipelines. For all pipelines (including vital pipelines), when drilling parallel to the pipeline, a minimum horizontal clearance measured from the edge of the pipeline to the edge of the final bore hole of 1 m (3.3 ft) is required. Please ensure that this minimum separation requirement is maintained, and that the contractor obtains locates prior to performing any work and utilizes safe excavation practices while performing any work in the vicinity.

Transit Windsor:

Transit Windsor has no objections to this development. The closest existing transit route to this property is with the Walkerville 8. The closest existing bus stop to this property is located on Riverside at Parent Southwest Corner. This bus stop is approximately 50 metres from this property falling well within our 400 metre walking distance guideline to a bus stop. This will be maintained with our Council approved Transit Master Plan.

Environment and Sustainability:

The City of Windsor looks forward to reviewing the Energy Strategy that will be submitted as part of the SPC. The review panel hopes to see energy calculations toward zero emissions development using the three scenarios of baseline, higher performance and near zero emissions. These scenarios should include opportunities for efficient building envelopes and EV charging infrastructure.

Building Department:

The Building Code Act, Section 8.(1) requires that a building permit be issued by the Chief Building Official for construction or demolition of a building.

The building permit review process occurs after a development application receives approval and once a building permit application has been submitted to the Building Department and deemed a complete application.

Due to the limited Ontario Building Code related information received, review of the proposed project for compliance to the Ontario Building Code has not yet been conducted.

It is strongly recommended that the owner and/or applicant contact the Building Department to determine building permit needs for the proposed project prior to building permit submission.

PLANNING RATIONALE REPORT

ZONING BY-LAW AMENDMENT

For proposed

RESIDENTIAL DEVELOPMENT

0 Riverside Drive Drive East, 845 Riverside Drive East, 856 Chatham Street East, and 864 Chatham Street East

City of Windsor, Ontario

May 29, 2023

Prepared by:



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1.0 INTRODUCTION

I have been retained by 2356976 Ontario Inc. (c/o Bhan Garg), the applicant/owner, to provide a land use Planning Rationale Report (PRR) in support of a proposed residential development for property located at 0 Riverside Drive Drive East, 845 Riverside Drive East, 856 Chatham Street East and 864 Chatham Street East (herein the "Site") in the City of Windsor, Province of Ontario.

The Site is presently vacant.

The applicant is proposing to construct a six storey multiple dwelling with 29 residential (rental) dwelling units, as well as parking on-site for 31 vehicles, including 2 barrier free spaces, 3 visitor spaces, 1 loading space and 4 bicycle parking spaces.

The proposed development will provide for more housing.

A site specific Zoning By-law Amendment (ZBA) is required in support of the proposed development. Council for the City of Windsor is the approval authority.

The proposed development will also be subject to Site Plan Control (SPC) prior to the issuance of any building permits.

The purpose of this report is to review the relevant land use documents, including the Provincial Policy Statement (PPS) 2020, the City of Windsor Official Plan (OP) and the City of Windsor Zoning By-law (ZBL) as it pertains to the ZBA application.

Pre-submission was completed by the applicant/owner (City File #PS-111/21). Comments dated November 16, 2021, were received and have been incorporated into the proposed application.

This PRR will show that the proposed development represents good planning addressing the need for the City to provide residential infilling development in the form of a multiple dwelling, which contributes to affordability and intensification requirements.

2.0 SITE AND SURROUNDING LAND USES

2.1 Legal Description and Ownership

The Site has been owned by 2356976 Ontario Inc. (c/o Bhan Garg) since 2018 and has been vacant for over 8 years.

The Site is made up of five (5) parcels located in Ward 4 on the south side of Riverside Drive East and the north side of Chatham Street East, between Marentette Avenue and Parent Avenue (see pin located on Figure 1 – Air Photo).



Figure 1 – Air Photo (Google 2021)

The Site is legally described and locally known as follows:

Address	ARN	Legal
0 Riverside Drive East	030-050-00100	Plan 140; Pt Lot 7; Plan 143; Pt Lot 1
0 Riverside Drive East	030-040-09400	Plan 143; Pt Lot 1
845 Riverside Drive East	030-050-00200	Plan 140; Pt Lot 7
856 Chatham Street East	030-050-01400	Plan 140; Pt Lot 7
864 Chatham Street East	030-040-08800	Plan 140; Pt Lot 7; Plan 143; Pt Lot 12

It is the intent of the owner/applicant to merge the 5 parcels of land together as one in order to accommodate the proposed development (see Figure 2 – GIS).

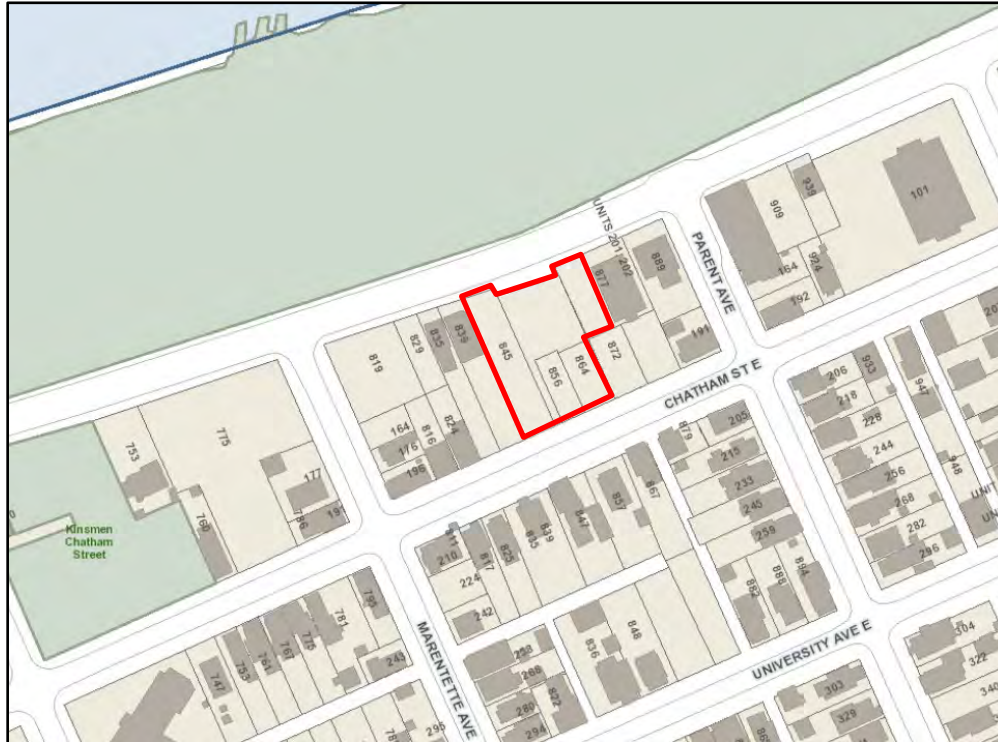


Figure 2 – GIS (City of Windsor Map My City)

2.2 Physical Features of the Site

2.2.1 Size and Site Dimension

The Site consists of a total area of approximately 2,285.14 square metres.

The Site is an irregularly shaped interior lot with an approximate depth of 51.86 m and an approximate width of 47.25 m along the south side of Riverside Drive East.

2.2.2 Vegetation and Soil

The Site currently has a maintained lawn with 2 mature trees.

The soil is made up Brookston Clay Loam (Bcl).

2.2.3 Topography

The Site is flat and is outside the regulated area of the Essex Region Conservation Authority (ERCA).

The Site is not impacted by the ERCA Source Water Protection area.

The Site is part of the Windsor Area Drainage subwatershed area.

2.2.4 Other Physical Features

There is currently fencing around the entire perimeter of the Site.

2.2.5 Municipal Services

The property has access to municipal water, storm and sanitary services.

The closest fire hydrant is located southeast corner of Parent Avenue and Riverside Drive East.

Streetlights are located on the south side of Riverside Drive East.

There are sidewalks on both sides of Riverside Drive East.

Riverside Drive East is a 2-way 4 lane roadway that travels east-west. There is no on-street parking along Riverside Drive East; however, there is a municipal parking lot on the north side of Riverside Drive East directly across the Site. There is on-street parking along Chatham Street East.

2.2.6 Nearby Amenities

There are several schools close to the Site, including Frank W. Begley Public School.

There are many parks and recreation opportunities in proximity of the Site, including Riverfront Trail, Bert Weeks Memorial Gardens and University Ave. Park.

There are nearby commercial uses, such as food service, personal service shops, and retail. There are also nearby employment lands, places of worship, and local/regional amenities.

The Site has access to transit, with the nearest bus stop located at the corner of Riverside Drive East and Parent Ave (Stop ID 1919) on the City of Windsor 8 bus line.

2.3 Surrounding Land Uses

Overall, the Site is located in an established residential area and waterfront area.

A site visit was conducted on December 19, 2021. Photos were taken by Pillon Abbs Inc.

North – The lands to the north of the Site are used waterfront recreation including trails and parks south of the Detroit River (see Photo 1 - North).



Photo 1 – North

East – The lands to the east of the Site are used for low, medium and high profile residential with frontage along Riverside Drive East (see Photo 2 – East).



Photo 2 – East

South – The lands to the south of the Site are used for low profile residential with frontage along Chatham Street East (see Photo 3 - South).



Photo 3 – South

West – The lands to the west of the Site are used for low, medium and high profile residential with frontage along Riverside Drive East (see Photo 4 – West).



Photo 4 – West

3.0 PROPOSAL AND CONSULTATION

.1 Development Proposal

The applicant is proposing to construct a multiple dwelling with 29 residential (rental) dwelling units.

A concept plan has been prepared by Vijay Vasantgadkar Architect Inc. dated May 2023, as revised (see Figure 3a – Site Plan).

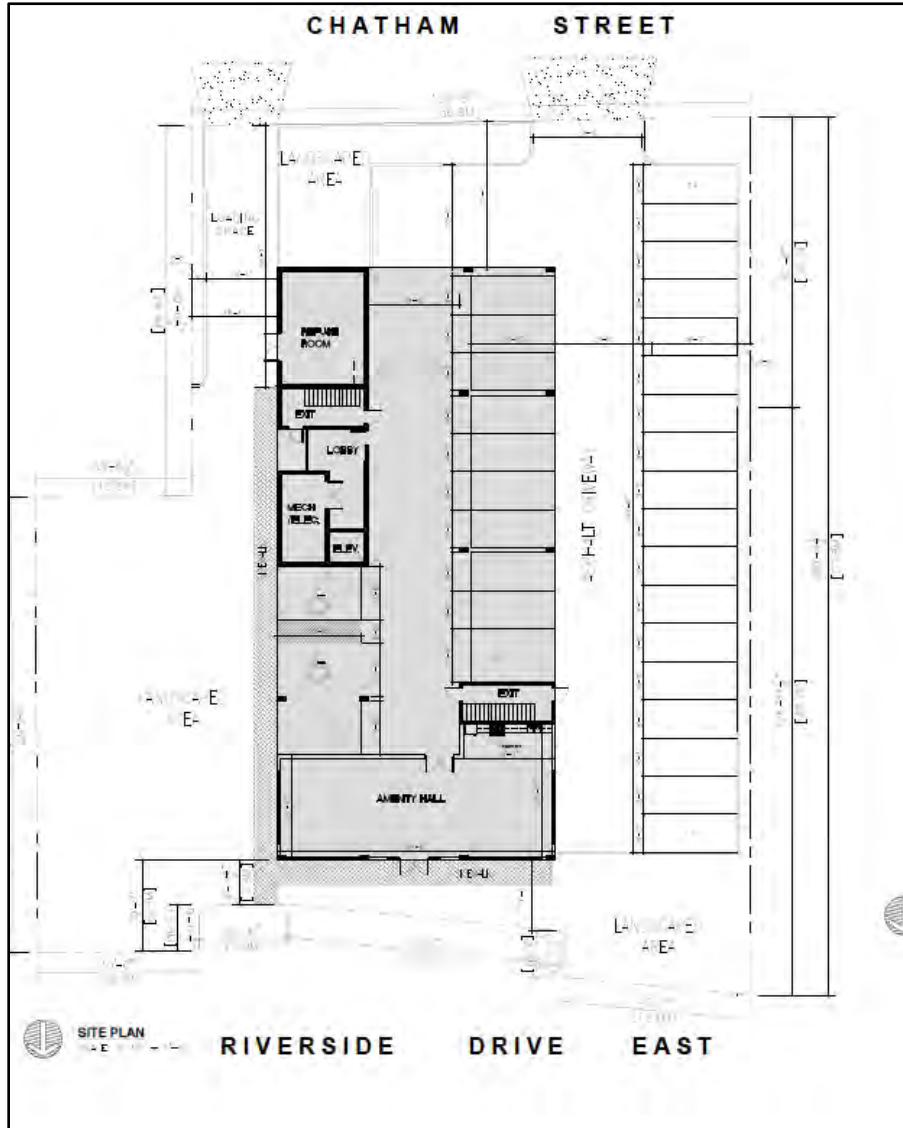


Figure 3a – Site Plan

The proposed building will be six storey in height.

The building will be facing Riverside Drive East. The main entrance into the building will be from the east into a lobby area (see Figure 3b – Floor Plans).

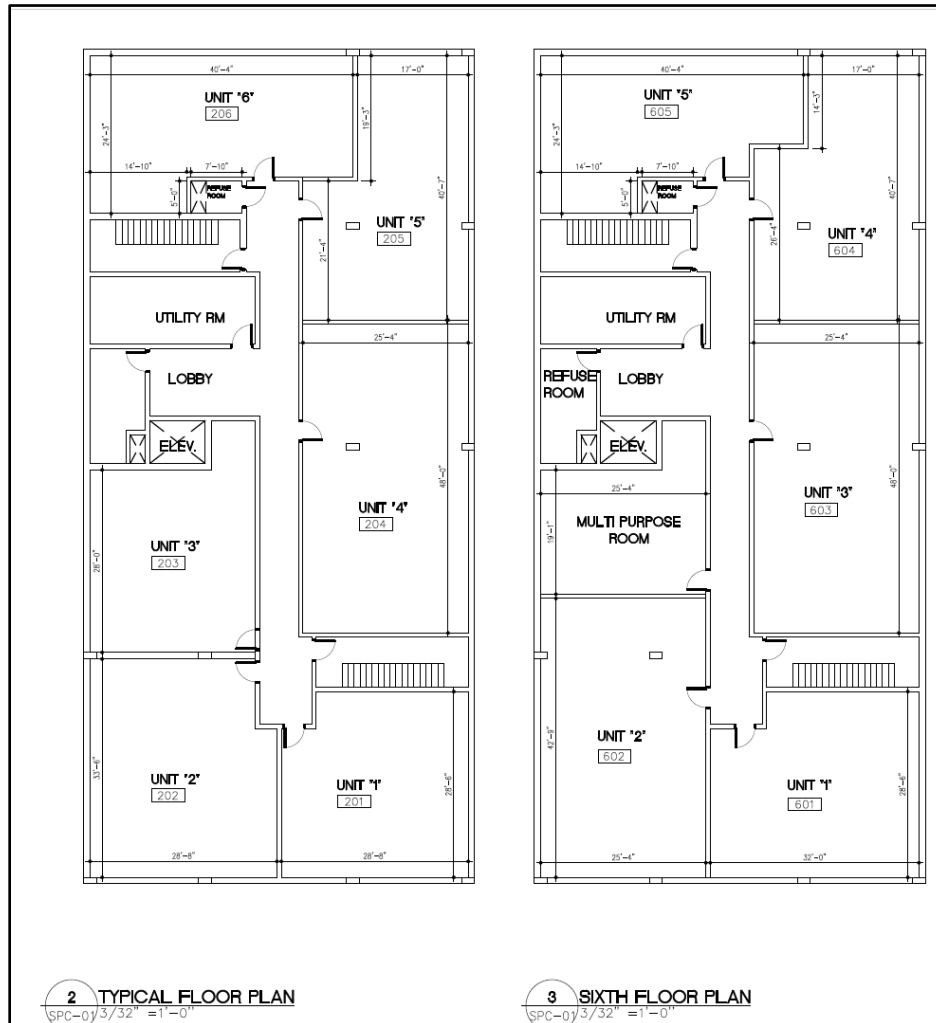


Figure 3b – Floor Plans

The first floor will include an elevator, refuse room and mechanical/electrical room.

The second and fifth floors each have 6 units, and the sixth floor will have 5 units for a total of 29 residential dwelling units.

The proposed building area will be 725.21 m² in size, which is a total lot coverage of 31.24 %.

The development will result in a net density of 127.193 units per hectare.

Sidewalks will connect pedestrians to the proposed building from Riverside Drive East and Chatham Street East.

Landscaped area is proposed.

Amenity spaces is provided include an interior amenity hall and multi purpose rooms.

Vehicle access to the parking area will be from 2 new entrances along Chatham Street East.

Parking will be located under the proposed building and on the east side of the proposed building.

Parking is provided on-site for 31 vehicles, including 2 barrier free spaces, 3 visitor, 1 loading space and 4 bicycle parking spaces.

3.2 Public Consultation Strategy

The Planning Act requires that the applicant submit a proposed strategy for public consultation with respect to an application as part of the complete application requirements.

As part of a public consultation strategy, the applicant proposes that the required public meeting will be sufficient as the size of the development is small scale.

At this time, no informal public open house is proposed to be held by the applicant.

4.0 APPLICATIONS AND STUDIES

4.1 Zoning By-Law Amendment (ZBA)

A site specific Zoning By-law Amendment (ZBA) is required to permit the proposed residential development.

The Site is currently zoned “Residential District 2.2 (RD2.2)” Zone on Map 6 of the City of Windsor Zoning By-Law 8600.

A site specific zoning is required for the Site to permit the proposed multiple dwelling with 5 or more dwelling units.

It is proposed to change the zoning of the Site to a site specific “Residential District 3.3 (RD3.3 – S.20(1) (XXX))” and to provide relief from zone provisions set out in Section 12.3.

Further analysis is provided in Section 5.1.3 of this PRR.

4.2 Other Application

Once the ZBA has been approved, the applicant will proceed with a Site Plan Control (SPC) Application prior to the issuance of a building permit.

The proposed development will be subject to a Development Agreement, which will include any required fees or securities, lighting, buffering, landscaping, signage, etc.

4.3 Supporting Studies

Pre-submission was completed by the applicant/owner (City File #PS-111/21). Comments dated November 16, 2021, were received and have been incorporated into the proposed application.

The following studies have been completed as part of this PRR in support of the application for the zoning amendment.

4.3.1 Archeological

A Stage 1 Archaeological assessment was prepared by AMICK Consultants Limited dated June 5, 2021, and a Stage 2 Archaeological assessment was prepared by AMICK Consultants Limited dated February 12, 2023.

The purpose of the assessments was to review any potentially affected lands by the proposed development.

It was concluded that the proposed undertaking is clear of any concerns and no further assessment of the study area is warranted.

The assessment for Stage 1 has been filed with the Ministry and entered into the Ontario Register. The assessment for Stage 2 has been filed with the Ministry and pending being entered into the Ontario Register.

4.3.2 Energy Study

An Energy Study is not available at this time and will be submitted as part of SPC. The details of the proposed development are not yet completed.

Construction will minimize negative impacts to air quality and climate change, and promote energy efficiency as set out in Section 1.1.3.2 of the City of Windsor Official Plan (OP).

Transportation systems are provided which are safe, energy efficient, facilitate the movement of people and goods, and are appropriate to address projected needs as set out in Section 1.6.7.1 of the OP.

The proposed development supports a compact form within an existing built-up area of the City, which supports Section 1.8 of the OP which requires planning authorities shall support energy conservation and efficiency, improved air quality, reduced greenhouse gas emissions, and preparation for the impacts of a changing climate through land use and development patterns.

The intensification can be accommodated for the proposed development as it is an infilling opportunity within an existing land use pattern.

4.3.3 Infrastructure

A Stormwater Management and Servicing Report was prepared by Haddad Morgan & Associates Ltd dated December 3, 2021.

The purpose of the report was to provide the requirements of infrastructure services in accordance with City guidelines for the proposed development.

It was concluded that there is sufficient services.

4.3.4 Noise

A Noise Assessment Report was prepared by akoustik engineering limited, dated August 12, 2021.

The assessment pertains to the noise impacts caused by the adjacent Riverside Drive roadway.

It was concluded that the proposed development is within manageable limits.

It was recommended that;

- Noise control measures are implemented; and
- A warning clause is included on the title of the property.

4.3.5 Parking

A Parking Study has not been completed as parking relief is minor.

The Site has access to transit, active transportation and a public parking area nearby.

4.3.6 Tree Inventory and Preservation

A Natural Site Features Inventory and Preservation Study has not been completed.

The Site is presently vacant with a manicured lawn.

A total of 2 mature trees are located on the Site.

New landscaping will be proposed as part of Site Plan Control (SPC) approval.

There are no natural heritage features on the Site as shown on Schedule 'D' of the OP.

5.0 PLANNING ANALYSIS

5.1 Policy and Regulatory Overview

5.1.1 Provincial Policy Statement

The Provincial Policy Statement, 2020 (PPS) provides policy direction on matters of provincial interest related to land use planning and development, providing for appropriate development while protecting resources of provincial interest, public health and safety, and the quality of the natural and built environments.

The PPS is issued under Section 3 of the Planning Act and came into effect on May 1, 2020. It applies to all land use planning matters considered after this date.

The PPS supports improved land use planning and management, which contributes to a more effective and efficient land use planning system.

The following provides a summary of the key policy considerations of the PPS as it relates to the proposed development.

PPS Policy #	Policy	Response
1.0Ontario's long-term prosperity, environmental health and social well-being depend on wisely managing change and promoting efficient land use and development patterns.....	The proposed development provides a new housing choice.
1.1.1	Healthy, liveable and safe communities are sustained by: a) promoting efficient development and land use patterns which sustain the financial well-being of the Province and municipalities over the long term; b) accommodating an appropriate affordable and market-based range and mix of residential types, employment, institutional, recreation, park and open space, and other uses to meet long-term needs;	The proposed development is consistent with the policy to build strong, healthy and livable communities as it provides for a new housing choice in the form of a multiple dwelling. There are no environmental or public health and safety concerns as the area is well established. The development pattern does not require expansion of the settlement area as it is

PPS Policy #	Policy	Response
	<p>c) avoiding development and land use patterns which may cause environmental or public health and safety concerns;</p> <p>d) avoiding development and land use patterns that would prevent the efficient expansion of settlement areas in those areas which are adjacent or close to settlement areas;</p> <p>e) promoting.....cost-effective development patterns and standards to minimize land consumption and servicing costs;</p> <p>f) improving accessibility for persons with disabilities and older persons by addressing land use barriers which restrict their full participation in society;</p> <p>h) promoting development and land use patterns that conserve biodiversity.</p>	<p>a use of an existing vacant parcel of land.</p> <p>The Site has access to full municipal services and is close to nearby local parks, places of worship and schools.</p> <p>Accessibility of units will be addressed at the time of the building permit application.</p> <p>Public service facilities are available, such as local schools.</p> <p>The development pattern is proposed to be an efficient use of the Site.</p>
1.1.2	<p>Sufficient land shall be made available to accommodate an appropriate range and mix of land uses to meet projected needs for a time horizon of up to 25 years.</p> <p>Within settlement areas, sufficient land shall be made available through intensification and redevelopment and, if necessary, designated growth areas.</p>	<p>The proposed development will help the City of Windsor meet the full range of current and future residential needs through intensification.</p> <p>The intensification can be accommodated for the proposed development as it is a development opportunity within an existing land use pattern.</p> <p>The Site will provide for residential infilling within an existing settlement area in the form of a multiple dwelling.</p>
1.1.3.1	Settlement areas shall be the focus of growth and development.	The proposal enhances the vitality of the Municipality, as

PPS Policy #	Policy	Response
		<p>the proposal is within the City's settlement area.</p> <p>The Site will provide for a range of housing choices consistent with developments in the area.</p>
1.1.3.2	<p>Land use patterns within settlement areas shall be based on densities and a mix of land uses which:</p> <ul style="list-style-type: none"> a) efficiently use land and resources; b) are appropriate for, and efficiently use, the infrastructure and public service facilities which are planned or available, and avoid the need for their unjustified and/or uneconomical expansion; c) minimize negative impacts to air quality and climate change, and promote energy efficiency; d) prepare for the impacts of a changing climate; e) support active transportation; f) are transit-supportive, where transit is planned, exists or may be developed; and g) are freight-supportive. 	<p>The total density of the proposed development is considered appropriate as most of the surrounding area is residential.</p> <p>The Site offers an opportunity for intensification by creating new residential units on an underutilized site.</p> <p>The intensification can be accommodated for the proposed development as it is an infilling opportunity within an existing land use pattern.</p> <p>The proposed design and style of the proposed multiple dwelling will blend with the residential uses in the area.</p> <p>Residents will have immediate access to shopping, employment, transit, active transportation, recreational areas and institutional uses.</p> <p>Transit is available for the area.</p>
1.1.3.3	<p>Planning authorities shall identify appropriate locations and promote opportunities for transit-supportive development, accommodating a significant supply and range</p>	<p>The intensification can be accommodated for the proposed residential development as it is an appropriate development of the vacant parcel of land.</p>

PPS Policy #	Policy	Response
	of housing options through intensification and redevelopment where this can be accommodated taking into account existing building stock or areas, including brownfield sites, and the availability of suitable existing or planned infrastructure and public service facilities required to accommodate projected needs.	
1.1.3.4	Appropriate development standards should be promoted which facilitate intensification, redevelopment and compact form, while avoiding or mitigating risks to public health and safety.	The intensification can be accommodated for the proposed development as it is a development opportunity within an existing land use pattern. There will be no risks to the public.
1.1.3.5	Planning authorities shall establish and implement minimum targets for intensification and redevelopment within built-up areas, based on local conditions.	The City has established targets for intensification and redevelopment. The proposed development will assist in meeting those targets as the Site is located in an existing built-up area and will add new residential units.
1.1.3.6	New development taking place in designated growth areas should occur adjacent to the existing built-up area and should have a compact form, mix of uses and densities that allow for the efficient use of land, infrastructure and public service facilities.	The proposed development does have a compact form. The medium profile density will allow for the efficient use of land, infrastructure and public services.
1.4.1	To provide for an appropriate range and mix of housing options and densities required to meet projected requirements of current and future residents of the regional	The proposed development will provide for a new housing choice and density in the existing built-up area.

PPS Policy #	Policy	Response
	<p>market area, planning authorities shall:</p> <p>a) maintain at all times the ability to accommodate residential growth for a minimum of 15 years through residential intensification and redevelopment and, if necessary, lands which are designated and available for residential development; and</p> <p>b) maintain at all times where new development is to occur, land with servicing capacity sufficient to provide at least a three-year supply of residential units available through lands suitably zoned to facilitate residential intensification and redevelopment, and land in draft approved and registered plans.</p>	<p>The intensification can be accommodated for the proposed development as it is a development opportunity within an existing land use pattern.</p> <p>The area is pedestrian-friendly, allowing people to access nearby amenities, such as public spaces, commercial nodes, and recreational activities. The proposed density offers an opportunity to efficiently use municipal infrastructure.</p> <p>Full municipal services are available.</p>
1.4.3	<p>Planning authorities shall provide for an appropriate range and mix of housing options and densities to meet projected market-based and affordable housing needs of current and future residents of the regional market area.</p>	<p>The proposed medium profile density is compatible with the surrounding area and will provide affordable intensification and infilling through the efficient use of the Site.</p> <p>The Site is close to nearby amenities.</p> <p>There is suitable and has access to full municipal infrastructure.</p>
1.6.1	<p>Infrastructure and public service facilities shall be provided in an efficient manner that prepares for the impacts of a changing climate while accommodating projected</p>	<p>The development is already on full municipal services.</p> <p>Access to public transit is available.</p>

PPS Policy #	Policy	Response
1.6.6.2	<p>needs.</p> <p>Municipal sewage services and municipal water services are the preferred form of servicing for settlement areas to support protection of the environment and minimize potential risks to human health and safety. Within settlement areas with existing municipal sewage services and municipal water services, intensification and redevelopment shall be promoted wherever feasible to optimize the use of the services.</p>	<p>The proposed development will be serviced by municipal sewer, water and storm, which is the preferred form of serving for settlement areas.</p> <p>There will be no anticipated impacts on the municipal system, and will not add to the capacity in a significant way.</p>
1.6.6.7	<p>Planning for stormwater management shall:</p> <ul style="list-style-type: none"> a) be integrated with planning for sewage and water services and ensure that systems are optimized, feasible and financially viable over the long term; b) minimize, or, where possible, prevent increases in contaminant loads; c) minimize erosion and changes in water balance, and prepare for the impacts of a changing climate through the effective management of stormwater, including the use of green infrastructure; d) mitigate risks to human health, safety, property and the environment; e) maximize the extent and function of vegetative and pervious surfaces; and 	<p>There will be no risk to health and safety.</p>

PPS Policy #	Policy	Response
	f) promote stormwater management best practices, including stormwater attenuation and re-use, water conservation and efficiency, and low impact development.	
1.6.7.1	Transportation systems should be provided which are safe, energy efficient, facilitate the movement of people and goods, and are appropriate to address projected needs.	The subject property is near major roadways and has access to transit.
1.6.7.2	Efficient use should be made of existing and planned infrastructure, including through the use of transportation demand management strategies, where feasible.	<p>The proposed development contributes to the City's requirements for development within a built-up area.</p> <p>The area is serviced by transit.</p>
1.6.7.4	A land use pattern, density and mix of uses should be promoted that minimize the length and number of vehicle trips and support current and future use of transit and active transportation.	<p>The proposed development contributes to the City's requirement for infilling within a built-up area.</p> <p>Parking is provided on-site. Minor relief is requested.</p> <p>The area is pedestrian-friendly, allowing people to access nearby amenities, such as public spaces, commercial nodes, and recreational activities.</p> <p>The proposed density offers an opportunity to efficiently use municipal infrastructure.</p>
1.8	Planning authorities shall support energy conservation and efficiency, improved air quality, reduced greenhouse gas emissions, and preparing	The proposed development supports a compact form within an existing built-up area of the City.

PPS Policy #	Policy	Response
	for the impacts of a changing climate through land use and development patterns.	The Site has access to transit and local amenities.
2.1.1	Natural features and areas shall be protected for the long term.	There are no natural features that apply to this Site. There are no trees on the Site.
2.2.1	Planning authorities shall protect, improve or restore the quality and quantity of water.	Full municipal services are available.
2.6.1	Significant built heritage resources and significant cultural heritage landscapes shall be conserved.	An assessment was completed.
3.0	Development shall be directed away from areas of natural or human-made hazards where there is an unacceptable risk to public health or safety or of property damage, and not create new or aggravate existing hazards.	There are no natural or human-made hazards that apply to this Site. The Site is outside of the ERCA regulated area.

Therefore, the proposed development is consistent with the PPS.

5.1.2 Official Plan

The City of Windsor Official Plan (OP) was adopted by Council on October 25, 1999, approved in part by the Ministry of Municipal Affairs and Housing (MMAH) on March 28, 2000 and the remainder approved by the Ontario Municipal Board (OMB) on November 1, 2002. Office consolidation version is dated September 7, 2012.

The OP implements the PPS and establishes a policy framework to guide land use planning decisions related to development and the provision of infrastructure and community services throughout the City.

The lands are designated “Residential” according to Schedule “D – “Land Use” attached to the OP for the City of Windsor (see Figure 4 – City of Windsor OP, Schedule “D”).

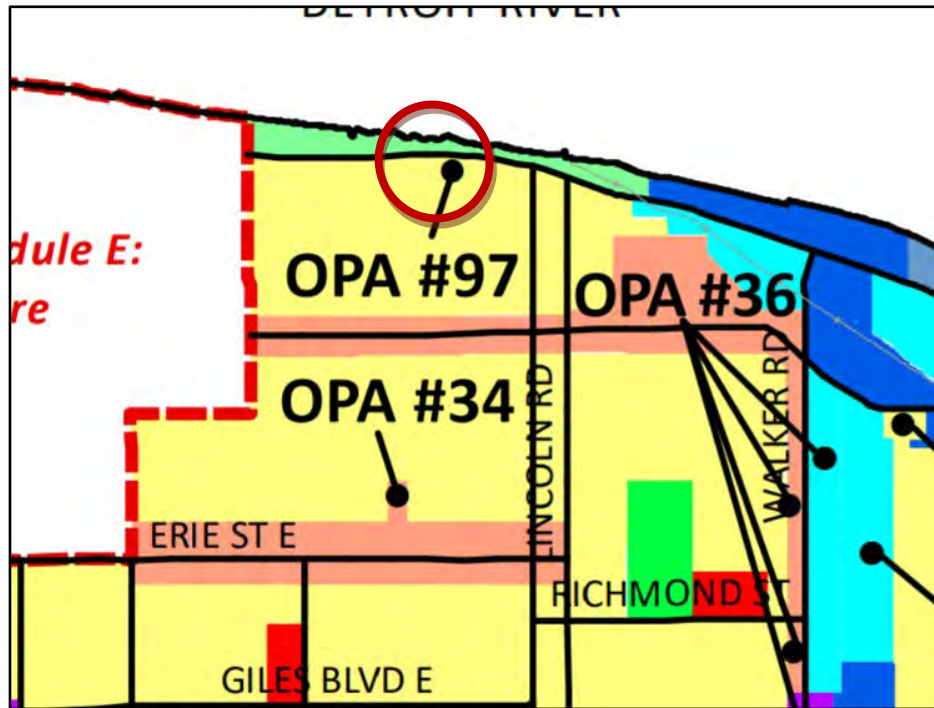


Figure 4 – City of Windsor OP, Schedule “D”

The following provides a summary of the key policy considerations of the OP as it relates to the proposed development.

OP Policy #	Policy	Response
3.2.1.2	Encouraging a range of housing types will ensure that people have an opportunity to live in their neighbourhoods as they pass through the various stages of their lives.	The proposed residential development supports one of the City’s overall development strategies of providing for a range of housing types. The proposed development will be rental units close to transit and local amenities.
3.3.3	Neighbourhoods are the most basic component of Windsor’s urban structure and occupy the greatest proportion of the City. Neighbourhoods are stable, low-to-medium-density residential areas and are	The proposed residential development is in an existing built-up area. The proposed building will blend with the surrounding built-up area.

OP Policy #	Policy	Response
	<p>comprised of local streets, parks, open spaces, schools, minor institutions and neighbourhood and convenience scale retail services.</p> <p>The three dominant types of dwellings in Windsor's neighbourhoods are single detached, semi-detached and townhouses.</p> <p>The density range for Windsor's neighbourhoods is between 20 to 35 units per net hectare.</p> <p>This density range provides for low and some medium-density intensification to occur in existing neighbourhoods. Multiple dwelling buildings with medium and high-densities are encouraged at nodes identified in the Urban Structure Plan.</p>	<p>The Site is not in a node; however, it offers appropriate infilling in the existing neighbourhood.</p> <p>The area is pedestrian-friendly, allowing people to access nearby amenities, such as public spaces, commercial nodes, and recreational activities.</p> <p>The proposed density offers an opportunity to efficiently use municipal infrastructure.</p> <p>The Site will provide for a range of housing options.</p>
4.0	<p>The implementing healthy community policies are interwoven throughout the remainder of the Plan, particularly within the Environment, Land Use, Infrastructure and Urban Design chapters, to ensure their consideration and application as a part of the planning process.</p>	<p>The proposed development will support the City's goal of promoting a healthy community (live, work and play).</p> <p>The proposed development is close to nearby transit, employment, shopping, local/regional amenities and parks.</p>
5.0	<p>A healthy and sustainable environment represents a balance between human activities and natural features and functions. In order to attain this balance, Council will enhance the quality of</p>	<p>The proposed development will support the City's goal of a healthy and sustainable environment.</p> <p>The Site is pedestrian-friendly, as there are sidewalks that will</p>

OP Policy #	Policy	Response
	Windsor's natural environment and manage development in a manner that recognizes the environment as the basis of a safe, caring and diverse community and a vibrant economy.	<p>link to the surrounding amenities.</p> <p>The Site is level, which is conducive to easy vehicular movements.</p> <p>There are no anticipated traffic concerns, no environmental concerns, and no expected hazards.</p>
6.0 - Preamble	A healthy and livable city is one in which people can enjoy a vibrant economy and a sustainable healthy environment in safe, caring and diverse neighbourhoods. In order to ensure that Windsor is such a city, Council will manage development through an approach which balances environmental, social and economic considerations.	<p>The proposed development supports the policy set out in the OP as it is suited for the residential needs of the City.</p> <p>The Site will provide for a new housing choice.</p>
6.1 - Goals	<p>In keeping with the Strategic Directions, Council's land use goals are to achieve:</p> <p>6.1.1 Safe, caring and diverse neighbourhoods.</p> <p>6.1.3 Housing suited to the needs of Windsor's residents.</p> <p>6.1.10 Pedestrian oriented clusters of residential, commercial, employment and institutional uses.</p>	The proposed development supports the goals set out in the OP as it provides for housing that is suited to residents in this area of Windsor, is pedestrian-oriented, and is close to employment and schooling opportunities.
6.1.14 (OPA 159)	i) To direct residential intensification to those areas of the City where transportation, municipal services, community facilities	The proposed development supports this policy.

OP Policy #	Policy	Response
	and goods and services are readily available.	
6.2.1.2 – General Policies	<p>For the purpose of this Plan, Development Profile refers to the height of a building or structure. Accordingly, the following Development Profiles apply to all land use designations on Schedule D: Land Use unless specifically provided elsewhere in this Plan:</p> <p>(a) Low Profile developments are buildings or structures generally no greater than three (3) storeys in height;</p> <p>(b) Medium Profile developments are buildings or structures generally no greater than six (6) storeys in height; and</p> <p>(c) High Profile developments are buildings or structures generally, no greater than fourteen (14) storeys in height.</p>	The structure is considered a medium profile building.
6.3.1.3 (OPA 159)	To promote residential redevelopment, infill and intensification initiatives in locations in accordance with this plan.	The proposed development supports this policy.
6.3.2.5	<p>At the time of submission, the proponent shall demonstrate to the satisfaction of the Municipality that a proposed residential development within an area having a Neighbourhood development pattern is:</p> <p>(a) feasible having regard to the other provisions of this Plan, provincial legislation,</p>	<p>This PRR has addressed these requirements.</p> <p>All RD3.3 zone provisions shall comply, except minor zoning relief is requested for parking.</p> <p>The proposed development is compatible with the surrounding area and pedestrian friendly.</p>

OP Policy #	Policy	Response
	<p>policies and appropriate guidelines and support studies for uses: (i) within or adjacent to any area identified on Schedule C: Development Constraint Areas and described in the Environment chapter of this Plan; (ii) adjacent to sources of nuisance, such as noise, odour, vibration and dust; (iii) within a site of potential or known contamination; (iv) where traffic generation and distribution is a provincial or municipal concern; and (v) adjacent to heritage resources. (b) in keeping with the goals, objectives and policies of any secondary plan or guideline plan affecting the surrounding area; In existing neighbourhoods, compatible with the surrounding area in terms of scale, massing, height, siting, orientation, setbacks, parking and amenity areas. In Mature Neighbourhoods as shown on Schedule A-1, compatible with the surrounding area, as noted above, and consistent with the streetscape, architectural style and materials, landscape character and setback between the buildings and streets; (d) provided with adequate off street parking; (e) capable of being provided with full municipal physical services and emergency services; and f) facilitating a gradual transition from Low Profile residential development to Medium</p>	<p>The proposed development provides for amenity space and is close to nearby community facilities and services.</p> <p>The Site is not in a mature neighbourhood.</p> <p>Support studies have been completed, including noise, servicing and archaeology.</p>

OP Policy #	Policy	Response
	and/or High Profile development and vice versa, where appropriate, in accordance with Design Guidelines approved by Council.	
6.3.1.1 (Residential)	To support a complementary range of housing forms and tenures in all neighbourhoods.	The proposed development provides for a new housing choice in an existing built-up area.
6.3.1.2	To promote compact neighbourhoods which encourage a balanced transportation system.	The design is compact. All RD3.3 zone provisions shall comply, except minor zoning relief is requested for parking reductions.
6.3.1.3	To promote selective residential redevelopment, infill and intensification initiatives.	The intensification can be accommodated for the proposed development as it is a development opportunity within an existing land use pattern.
6.3.2.3	For the purposes of this Plan, Low Profile housing development is further classified as follows: (a) small scale forms: single detached, semi-detached, duplex and row and multiplexes with up to 8 units; and (b) large scale forms: buildings with more than 8 units.	The proposed development is considered large scale medium profile with a total of 29 units proposed.
6.3.2.4	Residential development shall be located where: (a) there is access to a collector or arterial road; (b) full municipal physical services can be provided; (c) adequate community services and open spaces are	The Site has pedestrian access to Riverside Drive East and pedestrian and vehicle access to Chatham Street East. Full municipal services are available.

OP Policy #	Policy	Response
	available or are planned; and (d) public transportation service can be provided.	Access to transit is available.
6.3.2.5	Official Plan policy 6.3.2.5 outlines that PRR is required at the time of submission to outline land use compatibility.	<p>Section 5.1.2 of the PRR, provided a reference to how the justification for this policy was provided throughout the entire report.</p> <p>The profile of the building is considered a medium profile building. The proposed development does have a compact form and uses the Site as efficiently as possible.</p> <p>The proposed development is compatible with the surrounding area and will provide affordable intensification and infilling through the efficient use of the Site. It provides a transition from Riverside Drive East to the low profile density located to the south. There are other similar types of structures along Riverside Drive East.</p> <p>Appropriate buffering can be provided as part of SPC approval through fencing and landscaping.</p> <p>Urban design features are not available as the details of the proposed development are not yet completed.</p> <p>A concept plan was provided in section 3.1 of the PRR.</p>
7.0 - Infrastructure	The provision of proper infrastructure provides a safe, healthy and efficient living environment. In order to	The Site is close to nearby transit, off a major roadway and has access to full municipal services.

OP Policy #	Policy	Response
	<p>accommodate transportation and physical service needs in Windsor, Council is committed to ensuring that infrastructure is provided in a sustainable, orderly and coordinated fashion.</p>	<p>An assessment of services has been completed.</p> <p>An assessment of noise from the roadway has been completed, and mitigation measures are recommended.</p> <p>There will be no negative impacts on the municipal system as the proposed buildings will be limited to medium profile and will not add to the capacity in a significant way.</p>
8 – Urban Design	<p>A memorable, attractive and liveable city is one where people feel comfortable and are inspired by their surroundings. The physical systems and built form of the City are also designed to protect, maintain and improve the quality of life for present and future generations by integrating the principles of sustainability and place making. In order for Windsor to be such a city, Council is committed to urban design principles that enhance the enjoyment and image of Windsor and its people</p>	<p>The design of the proposed multiple dwelling will blend with the surrounding residential area.</p> <p>The proposed building will be limited to 6 storeys in the zoning by-law regulations, is pedestrian-friendly, has a clean façade and is a safe place for people to live.</p> <p>The Site is compatible with the surrounding area in terms of scale, massing, height and siting.</p> <p>The proposed building will integrate well with the surrounding area.</p>
8.11.12.12 and 8.11.12.13 – Civic Way	<p>Council will promote the development of Civic Ways at the locations identified on Schedule G: Civic Image. Such Civic Ways will be designed to : (a) promote and present an attractive and unifying image of Windsor; (b) maintain a sense of</p>	<p>The subject lands are designated as a Civic Way in the Official Plan (Schedule G), and adjacent to the Greenway System (Schedule 'B') of Central Riverfront Lands.</p> <p>Development along Riverside Drive is to be complementary</p>

OP Policy #	Policy	Response
	<p>welcome and arrival for travelers; (c) create a memorable impression of Windsor; and (d) complement and enhance the Municipality's capital investment in major infrastructure.</p> <p>Council will recognize the significance of roads designated as Civic Ways on Schedule G: Civic Image by:</p> <p>(a) enhancing the public rights-of-way along major entry points into Windsor consistent with a highly attractive and distinctive image using unifying elements such as landscaping, fixtures and boulevard and median treatments; and (b) protecting and enhancing significant views and vistas, public space and heritage resources along the Civic Way.</p>	<p>to those areas as identified in the Official Plan sections 8.11.12.12 and 8.11.12.13, which require the provision of enhanced landscape and urban design for the frontages of the development along Civic Ways.</p> <p>The details of the proposed development are not yet completed.</p> <p>Development is subject to SPC, and the design of the building can be assessed at that time.</p> <p>The Greenway System is across the street on the north side of Riverside Drive East and is not directly abutting. The proposed development will have no direct impact on the system.</p> <p>The Site is currently zoned "Residential District 2.2 (RD2.2)" Zone on Map 6 of the City of Windsor Zoning By-Law 8600. It is proposed to change the zoning of the Site to a site specific "Residential District 3.3 (RD3.3 – S.20(1) (XXX))" to permit the proposed multiple dwelling and to provide relief from zone provisions set out in Section 12.3.</p> <p>The requested zone change will complement the civic image along Riverside Drive East as it increases the density of the Site and</p>

OP Policy #	Policy	Response
		provides for the intensification of a vacant and underutilized parcel of land.

Therefore, the proposed development conforms to the City of Windsor OP, and no amendment is required.

5.1.3 Zoning By-law

The City of Windsor Zoning By-law (ZBL) #8600 was passed by Council on July 8, 2002, and then a further Ontario Municipal Board (OMB) decision was issued on January 14, 2003.

A ZBL implements the PPS and the City OP by regulating the specific use of the property and provides for its day-to-day administration.

The Site is currently zoned “Residential District 2.2 (RD2.2)” Zone on Map 6 of the City of Windsor Zoning By-Law 8600 (see Figure 5 – City of Windsor Zoning Map 6).

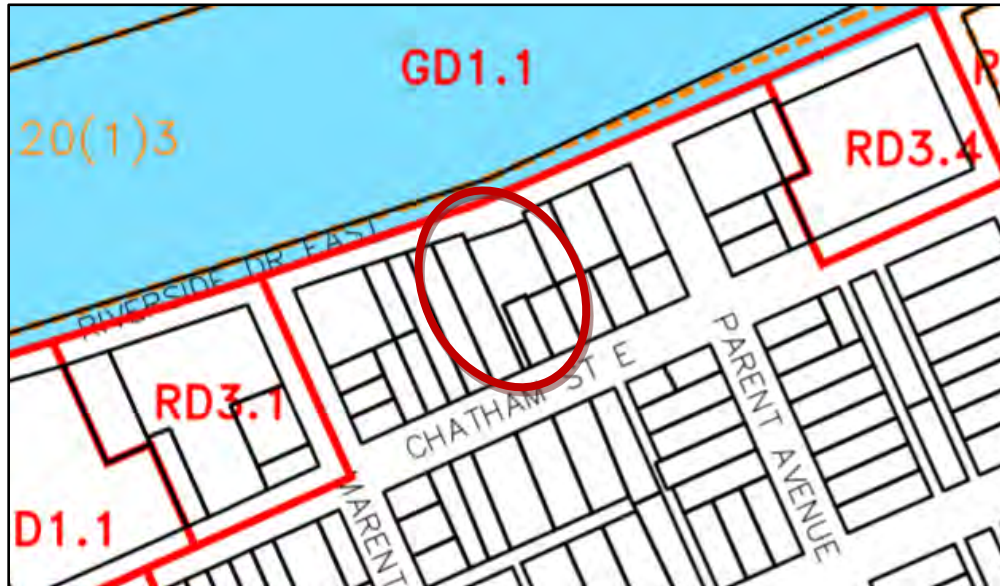


Figure 5 – City of Windsor Zoning Map 6

A site specific zoning is required for the Site in order to permit the proposed multiple dwelling with 5 or more dwelling units.

MULTIPLE DWELLING means one dwelling containing a minimum of three dwelling units. A double duplex dwelling, semi-detached dwelling, stacked dwelling, or townhome dwelling is not a multiple dwelling.

It is proposed to change the zoning of the Site to a site specific “Residential District 3.3 (RD3.3 – S.20(1) (XXX))” and to provide relief from zone provisions set out in Section 12.3.

A review of the RD3.3 zone provisions, as set out in Section 12.3 of the ZBL are as follows:

Zone Regulations Sec 12.3	Required RD2.5	Proposed	Compliance and/or Relief Requested Justification
Permitted Uses	Lodging House Multiple Dwelling Religious Residence Residential Care Facility	Multiple Dwelling (29 units)	Complies, subject to the ZBL application.

	Any of the following existing dwellings: Double Duplex Dwelling Duplex Dwelling Semi-Detached Dwelling Single Unit Dwelling Any use accessory to any of the preceding uses		
Minimum Lot Frontage	45.0 m	47.25 m	Complies
Minimum Lot Area	For any other lot: c) For the first 19 dwelling units 1,825.0 m ² d) For each additional dwelling unit 45.0 m ² per unit 1,825 m ² + 450 m ² = 2,275 m²	2,285.14 m ²	Complies
Maximum Lot Coverage	35 %	31.24 %	Complies
Maximum Building Height	Interior Lot 24.0 m	20.0 m	Complies
Landscaped Open Space Yard – minimum	35.0 % of lot area	37.02 %	Complies

Dwelling Unit Density – dwelling units per hectare – maximum	For any other lot 180 units per ha = 47 units	29 units	Complies
Minimum Parking Requirements 24.20.5.1	Multiple Dwelling containing a minimum of 5 Dwelling units - 1.25 for each dwelling unit 29 units x 1.25 = 36.25 (36 rounded down)	31	Relief request of 5 spaces. The Site has access to transit and active transportation. There is also a public parking area across the street.
Minimum Visitor Parking 24.22.1	a minimum of 15 percent of parking spaces shall be marked as visitor parking = 4.65 (4 rounded down)	3	Relief request of 1 space. The Site has access to transit and active transportation.
Minimum Accessible Parking Spaces 24.24.1	26 to 100 – 2 percent of parking spaces (Types A and B) = 2% of 31 parking spaces is 0.62 parking spaces	2	Complies
Minimum Bicycle Parking Spaces 24.30.1.1	20 or more - 2 for the first 19 spaces plus 1 for each additional 20 parking spaces 2 + 0.6 = 2.6 (2 rounded down)	4	Complies

Minimum Loading 24.20.1.5	GFA - 1,000 m ² or less = 0	1	Complies
Parking Area Separation 25.5.20.1	Any other street – 3.00 m	>3.00 m	Complies
25.5.20.3	An interior lot line or alley – 0.90 m	0.91 m	Complies
25.5.20.5	A building wall in which is located a main pedestrian entrance facing the parking area – 2.00 m	>2.00 m	Complies
25.5.20.6	A building wall containing a habitable room window or containing both a main pedestrian entrance and a habitable room window facing the parking area where the building is located on the same lot as the parking area – 4.50 m	>4.50 m	Complies

Therefore, the proposed development will require a site specific zoning RD3.3 - S.20(1)(XXX) in order to permit the proposed multiple dwelling with 5 or more dwelling units.

All other RD3.3 zone provisions shall comply with the exception of the following requested relief:

1. *decrease the required minimum parking requirement from 36 to 31 spaces, and*
2. *decrease the required minimum visitor parking requirement from 4 to 3.*

6.0 SUMMARY AND CONCLUSION

6.1 Context and Site Suitability Summary

6.1.1 Site Suitability

The Site is ideally suited for residential development for the following reasons:

- The land area is sufficient to accommodate the proposed development,
- The Site is generally level, which is conducive to easy vehicular movements,
- The Site already accommodates municipal water, storm and sewer systems,
- There are no anticipated traffic concerns,
- There are no environmental concerns,
- There are no hazards, and
- The location of the proposed development is appropriate in that it will blend well with the residential uses in the surrounding area.

6.1.2 Compatibility of Design

The proposed development provides efficient ease of access to the proposed parking area.

The Site is compatible with the surrounding area in terms of scale, massing, height and siting.

6.1.3 Good Planning

The proposal represents good planning as it addresses the need for the City to provide residential infilling development.

The additional units will contribute toward affordability and intensification requirements.

Residential use on the Site represents an efficient development pattern that optimizes the use of land in an existing built-up area which has residential uses surrounding the Site.

The additional residential units will not put any additional stress on municipal Infrastructure or the current Site.

6.1.4 Natural Environment Impacts

The proposal does not have any negative natural environmental impacts, as there are no natural heritage features on the Site.

6.1.5 Municipal Services Impacts

There will be no negative impacts on the municipal system as the residential development is limited to a medium profile and will not add to the capacity in a significant way.

6.1.6 Social and/or Economic Conditions

The proposed development does not negatively affect the social environment as the Site is in close proximity to major transportation corridors, transit, places of worship and community amenities.

Adding additional residential units on an underutilized site in an area with residential uses contributes toward the goal of 'live, work and play' where citizens share a strong sense of belonging and a collective pride of place.

The proposed development promotes efficient development and land use pattern, which sustains the financial well-being of the Municipality.

The proposal does not cause any public health and safety concerns. The proposal represents a cost-effective development pattern that minimizes land consumption and servicing costs.

There will be no urban sprawl as the proposed development is within the existing settlement area and is an ideal development opportunity.

6.2 Conclusion

The proposal to add a multiple dwelling on the Site is appropriate and should be approved by the City of Windsor.

This PRR has shown that the proposed development is suitable intensification of affordable residential use, is consistent with the PPS, conforms with the intent and purpose of the City of Windsor OP and represents good planning.

The report components for this PRR have set out the following, as required under the City of Windsor OP:

10.2.13.2 Where a Planning Rationale Report is required, such a study should:

- (a) Include a description of the proposal and the approvals required;*
- (b) Describe the Site's previous development approval history;*
- (c) Describe major physical features or attributes of the Site including current land uses(s) and surrounding land uses, built form and contextual considerations;*
- (d) Describe whether the proposal is consistent with the provincial policy statements issued under the Planning Act.*
- (e) Describe the way in which relevant Official Plan policies will be addressed, including both general policies and site-specific land use designations and policies;*
- (f) Describe whether the proposal addresses the Community Strategic Plan;*

(g) Describe the suitability of the Site and indicate reasons why the proposal is appropriate for this Site and will function well to meet the needs of the intended future users;

(h) Provide an analysis of the compatibility of the design and massing of the proposed developments and land use designations;

(i) Provide an analysis and opinion as to why the proposal represents good planning, including the details of any methods that are used to mitigate potential negative impacts;

(j) Describe the impact on the natural environment;

(k) Describe the impact on municipal services;

(l) Describe how the proposal will affect the social and/or economic conditions using demographic information and current trends; and,

(m) Describe areas of compliance and non-compliance with the Zoning By-law.

Planner's Certificate:

I hereby certify that this report was prepared by Tracey Pillon-Abbs, a Registered Professional Planner, within the meaning of the Ontario Professional Planners Institute Act, 1994.



**Tracey Pillon-Abbs, RPP
Principal Planner**



Stormwater Management
and Servicing Report
Proposed Residential Building
845 Riverside Drive East
Windsor, Ontario

Our Project No. 21-232

December 3, 2021

Catherine Girgis, P.Eng.
Project Engineer

SUBMITTED TO:
The City of Windsor

The principal objective of this report is to provide the proposed site servicing for a new residential building located at 845 Riverside Drive East. This shall include the stormwater storage requirement, in accordance with the storm water management guidelines.

Available Infrastructure

Based on the City of Windsor Sewer Atlas and the topographic survey, the current property is serviced by the following:

- 1650 mm diameter combined pipe sanitary sewer
- 525 x 700 mm diameter brick pipe combined sewer
- Existing watermain
- Existing private drain connections to the property shall be determined prior to construction

Current Conditions

The site has been vacant for a minimum of 8 years and is covered in dense well-maintained grass. The property covers an area of 2.521 square metres (27,140 square feet / 0.62 acres) with a runoff coefficient of 0.20.

Based on our analysis (attached) and applying an overland routing of 54 m at a 1.9% slope and using a Manning's "n" of 0.24, it was found that the time of concentration would be approximately 25 minutes, which translates to a release rate of 0.0092 cubic metres per second.

The existence of private drain connections to the site are not known. During construction, if the contractor becomes aware of an existing connection, the service will be videoed, reviewed by the City of Windsor, and re-used if feasible. City of Windsor service abandonment standards shall be followed for any redundant services.

STORM

Proposed Development

The proposed project includes the construction of a multi-storey residential building and curbed parking lots. In the developed condition, the surface condition breakdown will be as follows:

Building Area	831 square metres
Paved/Hardscape Area	708 square metres
Landscaped Area	982 square metres

The introduction of the new on-site storm network would change the overland flow distance, in addition to accounting for the flow on paved infrastructure. The expected time of concentration for both these values results is approximately 25 minutes. Based on the attached calculations, the anticipated runoff for the evaluated storm events would be:

5-year Event	0.0092 cubic metres per second
100-year Event	0.0152 cubic metres per second

Based on the calculated values, the pre-development run-off of 0.0092 cubic metres per second will govern; and will be the basis for determining the storage requirement.

Runoff Control

Based on the establishing of the 5-year and 100-year event flood storage levels and an anticipated elevation of the outlet, it was found that an equivalent of a 51 mm diameter opening is required. Assuming a minimum orifice size of 4" (100 mm) (City of Windsor standard), a Tempest ® Inlet Control Devices will be introduced to control the outflow to a maximum release rate of 9.2 l/s.

Storage Requirements

Based on the requirements already noted in this report, it was found that the site would require a minimum storage capacity of 46 cubic metres for the 1:5-year storm and 112 cubic metres for the 1:100-year storm.

The storage for the 5-year storm shall be accommodated in an ADS Stormtech stormwater chamber system, as well as underground in pipes, manhole and catch basin. The high-water level shall be no greater than 0.30 m below the parking lot catch basin elevation. For the 1:100-year storm event, the high-water level will be 182.15 m; with minimum underground storage capacity of 76 cubic metres.

SANITARY

The site shall be serviced with a single private drain connection, complete with sampling manhole located on the property line.

Closing

Should you have any questions or comments regarding this report, please feel free to contact our office.





HADDAD, MORGAN AND ASSOCIATES LTD.

Consulting Engineers

1316 Ouellette Avenue, Windsor, Ontario N8X 1J8

Phone: (519) 973-1177 Fax: (519) 253-2740 e-mail: hma@haddadmorgan.com

Stormwater Management Calculations

The following storm calculations have been provided for the proposed development in accordance with the Windsor/Essex Regional Stormwater Management Standards Manual.

Project : Proposed Residential Building

Project No. 21-232

Location: 845 Riverside Drive East, Windsor, Ontario

Date: December 3, 2021

Pre- Development Condition

		C value (5 yr)	AC value
Total Area	2,521 sq.m.		
Building Area	- sq.m.	0.95	0.00
Pavement Area	- sq.m.	0.90	0.00
Gravel Area	- sq.m.	0.70	0.00
Landscape	2,521 sq.m.	0.20	504.20

C pre-development 0.20
***C Undeveloped** 0.20

Developed Condition

		C value	AC value
Total Area	2,521 sq.m.		
Building Area	831 sq.m.	0.95	789.45
Pavement Area	708 sq.m.	0.95	672.60
Gravel Area	- sq.m.	0.70	-
Landscape	982 sq.m.	0.20	196.40

C developed 100 yr (see below) 0.85
C developed 5 yr 0.64

* Pre-development C value selected based on historical development standards

Sheet Flow Analysis

Runoff Distance (overland)	54	m
Surface Type	Grass - Dense	
Manning's n	0.24	
Slope	1.90%	
User input add. flow time	0	minutes
24 Hour rainfall event SCS Type II*	68.0	minutes
Sheet flow Overtop and Meadows	25.09	minutes
+ shallow time	0.00	minutes
Total time	25.09	minutes

Runoff Distance (overland)	26	
Surface Type	Grass - Dense	
Manning's n	0.24	
Slope	0.5%	
User input add. flow time	0	
24 Hour rainfall event SCS Type II*	68.0	
actual time per storm network design	24.45	minutes
+ pipe flow time	0.96	minutes
Total time	25.41	minutes

C 100 Year Calculation

Impervious %	61%		Hydraulic Soil Group	D
Impervious adjust	0	sq.m	Storage Depth (mm)	92.15
			C 100 year (eq. 3.3.2.2)	0.85
Zero release Storage Volume	232.3	CM		

Design Storage I values (a/(T+b)^c)

2 year	50.03	mm/hr	49.62	mm/hr
5 year	65.74	mm/hr	65.22	mm/hr
100 year	108.33	mm/hr	107.50	mm/hr

Rational Method Calculation

2 year Discharge rate	7.01	L/s	Restricted Flow Rate	22.39	L/s
5 year Discharge rate	9.21	L/s		29.43	L/s
100 Year Discharge rate	15.18	L/s		64.28	L/s

Orifice/Restrictor Calculation

Center of orifice	179.60	m	Cd	0.62	0.62 = sharp Orifice
Surface elevation	181.70	m			0.80 = tube
Calculated Orifice Size (5 year)	54.46	mm	Elevation difference	2.074	m
Orifice Diameter	51	mm			
Discharge Rate	8.08	L/s	Control Rate Required	9.21	L/s
					O.K.

An IPEX flow control device shall be installed to control the outflow to the restricted rate.

100 year release:					
Free surface Elevation	182.15	m	Elevation difference	2.52	m
Discharge Rate	8.91	L/s			0.45
					O.K.

5 year storage Calculation

**

td min.	Intensity mm/hr	Flow Rate L/s	Total Vol. L	Release L	Storage L
5	139.57	62.98	18,893	-	-
10	107.72	48.60	29,161	-	-
15	88.40	39.89	35,898	-	-
20	75.35	34.00	40,796	-	-
25	65.89	29.73	44,592	-	-
30	58.69	26.48	47,669	2,224	45,445
35	53.02	23.92	50,242	4,648	45,594
40	48.43	21.85	52,447	7,072	45,375
45	44.63	20.14	54,371	9,496	44,875
50	41.43	18.69	56,077	11,920	44,157
55	38.69	17.46	57,607	14,344	43,263
60	36.32	16.39	58,994	16,768	42,225
65	34.24	15.45	60,261	19,192	41,068
70	32.41	14.63	61,427	21,617	39,811
75	30.79	13.89	62,508	24,041	38,467
80	29.33	13.23	63,515	26,465	37,050
85	28.01	12.64	64,456	28,889	35,568
90	26.82	12.10	65,342	31,313	34,029
91	26.59	12.00	65,512	31,798	33,715

Developed Time of Concentration	25.41
Applied Runoff Coefficient	0.64

Storage Requirement	45,594 L
	45.59 c.m.

Drainage Structures			
underground			
			CM
	Total	0.00	c.m.
MH	1	1.41	
CB	2	0.86	
	Total	2.28	c.m.
Piping		1.87	
	Total	1.87	c.m.

Storage Provided	4.15 c.m.
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Volume Required in Chambers	41.45
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** release rate is based on time interval less time of concentration (no release considered prior to Tc)

100 year storage Calculation

**

td min.	Intensity mm/hr	Flow Rate L/s	Total Vol. L	Release L	Storage L
5	218.23	130.49	39,148	-	-
10	172.68	103.25	61,952	-	-
15	143.67	85.91	77,318	-	-
20	123.48	73.84	88,603	-	-
25	108.56	64.92	97,375	-	-
30	97.06	58.04	104,471	2,452	102,019
35	87.91	52.57	110,387	5,126	105,261
40	80.44	48.10	115,432	7,799	107,633
45	74.21	44.38	119,814	10,472	109,342
50	68.94	41.23	123,676	13,145	110,531
55	64.42	38.52	127,121	15,818	111,303
60	60.50	36.17	130,227	18,492	111,735
65	57.05	34.12	133,050	21,165	111,886
70	54.01	32.29	135,636	23,838	111,798
75	51.29	30.67	138,020	26,511	111,509
80	48.86	29.21	140,229	29,184	111,045
85	46.66	27.90	142,287	31,858	110,430
90	44.66	26.71	144,213	34,531	109,682
95	42.84	25.62	146022.07	37,204	108,818
100	41.18	24.62	147727.1	39,877	107,850
105	39.64	23.70	149339.34	42,550	106,789
110	38.23	22.86	150868.21	45,224	105,645
115	36.92	22.08	152321.79	47,897	104,425
120	35.70	21.35	153707.09	50,570	103,137

Developed Time of Concentration	25.41
Applied Runoff Coefficient	0.85

Storage Requirement	111,886 L
	111.89 c.m.

Surface Storage			
		31.75	c.m.
	Total	31.75	c.m.
MH	1	1.41	
CB	2	0.86	
	Total	2.28	c.m.
Piping		1.87	
	Total	1.87	c.m.

Surface Storage Provided	0.00	c.m.
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Storage Provided	4.15	c.m.
CB & Pipes		

Volume Required in Chambers	75.99
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August 12, 2021

Dr. Bhan Garg
Phone: (519)257-1774
Email: bcgarg@gmail.com

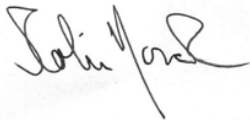
Re: Environmental Noise Assessment for the Proposed Highrise Residential Development at 845
Riverside Drive East, City of Windsor

Dear Dr. Garg,

Please find enclosed a noise assessment report for the proposed highrise residential development located at 845 Riverside Drive East, in the City of Windsor. This assessment pertains to the noise impacts caused by the adjacent Riverside Drive roadway which is near to the proposed site.

I trust that the enclosed information meets your requirements. Please do not hesitate to contact me if you have any questions.

Sincerely,



Colin Novak PhD, PEng

**Environmental Noise Assessment for the proposed
Highrise Residential Development at 845 Riverside
Drive East, City of Windsor**



akoustik
engineering limited

Dr. Bhan Garg
Phone: (519)257-1774
Email: bcgarg@gmail.com

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Statement of Liability

Akoustik Engineering Limited prepared this report for Dr. Bhan Garg. The material in it reflects Dr. Helen Ule and Dr. Colin Novak's judgement considering the information available to them and Akoustik Engineering Limited at the time of the measurements, under the stated test conditions. Any use that a Third Party makes of this report, or any reliance on decisions made based on it, is the responsibility of such Third Parties. Akoustik Engineering Limited accepts no responsibility for damages, if any, suffered by any Third Party resulting from decisions made or actions based on this report.

Introduction

This report is a noise assessment for the proposed highrise residential development to be located at 845 Riverside Drive East in the City of Windsor. The assessment pertains to the environmental noise impacts from nearby road traffic. An illustration of the geographical area with the proposed development area identified, as well as the proposed lot layout is given in Appendix A: Site Location. The expected noise impacts have been predicted using the Ministry of the Environment, Conservation and Parks (MECP) prediction software STAMSON and are based on available road traffic volumes, which have been projected 10 years forward. Given that the road and rail traffic occurs during all periods of a 24-hour day, as defined by the applicable MECP's Noise Pollution Control documents (NPC-300), the assessment has been carried out for the entire 24-hour period. Any recommended abatement to control the noise is included in this report.

Identification of Noise Sources

A zoning map of the area is provided in Appendix B: Land-use Zoning Map of Area. The proposed development is surrounded by park lands to the north and residential housing to the east, south and west of the property. The Ministry of the Environment, Conservation and Parks (MECP) specifications for the identification of existing or future major sources of noise impact on a development is whether they are within 500 metres of the site. The identified noise source which could possibly produce an impact on the proposed development is Riverside Drive East, located on the north property line of the development. There are no other significant sources of noise which are expected to have an impact on the proposed development.

Ministry of the Environment, Conservation and Parks Noise Criteria

In accordance to the MECP Guideline NPC-300, the following sound level limits for residential developments of Class 2 have been set for roadway noise and is shown in Table 1. Select pages from the NPC-300 guideline have been included in Appendix C: NPC-300 Reference Pages for reference. The proposed development is classified as a Class 2 area, given that the region exhibits features of both a Class 1 and a Class 3 area, based on the environmental noise characteristics. It is worth noting that when the sound level limits presented in Table 1 are exceeded, noise control abatement is required.

Error! Reference source not found.

From Table 1, daytime refers to the period from 07:00 to 23:00 and nighttime refers to the period from 23:00 to 07:00 hours. An outdoor living area (OLA) refers to a location such as a patio, yard or barbeque area.

The limits presented in Table 1 are the limits before noise control measures are required. The noise level limit in an OLA may be exceeded by up to 5 dBA if proper warning clauses are inserted in the titles, deeds, and any tenancy agreements relating to the property and only after barriers or other noise control measures have been found to be impractical or unfeasible. A noise attenuation barrier is required to protect and bring the sound level down to 55 dBA in the OLA if the noise level exceeds 60 dBA. Only in cases where the

required noise control measures are not feasible for technical, economic or administrative reasons would an excess above the limit (55 dBA) be acceptable with the appropriate warning clause; in this situation, any excess above the noise limit will not be deemed acceptable if it exceeds 5 dB.

The guideline also recommends the provision for the installation of central air conditioning when the noise level outside the plane of a window exceeds 55 dBA for the daytime or 50 dBA for the nighttime. If the noise level exceeds 65 dBA for the daytime or 60 dBA for the nighttime, the installation of central air conditioning should be implemented.

Noise Source Data

Prior to modelling the noise, road traffic volume data was obtained from the City of Windsor who provided average annual daily traffic (AADT) for a location near to the proposed development (Riverside East of Glengarry). The projected road traffic volumes along with the breakdown of vehicle types is given in Appendix D: Road Traffic Volume Data. Also, given in Appendix D are the distances between the representative receptor locations and the road noise source that are used in the noise propagation model.

The City of Windsor provided one year of historical traffic data for this location. For this information a growth rate of 2.5% per annum was assumed. Day and night traffic volumes were calculated using an assumed 90%-day and 10%-night split. A breakdown of cars, medium trucks and heavy trucks was assumed to be 95/3.0/2.0 %, based on previous experience.

Identification of the Representative Receptor Locations

Upon examination of the proposed high rise, the first residential floor (2nd storey) and top floor (7th storey) of each tower was evaluated at the north and west façades of the building facing Riverside Drive East. The ground floor will be parking and the lobby. The representative units were chosen as potential worst case for their proximity and orientation to the Riverside Drive roadway. The representative sensitive points of reception (PORs) are as follows:

- POR 2A on north façade, 4.5 m (second floor)
- POR 2B on west façade, 4.5 m (second floor)
- POR 7A on north façade, 19.5 m (seventh floor)
- POR 7B on west façade, 19.5 m (seventh floor)

The above representative units are identified on the proposed lot layout in Appendix A: Site Location.

Assessment Approach

The predicted sound levels from the nearby road traffic has been determined through the application of the prediction noise modelling software STAMSON 5.0. All input data pertaining to the points of reception was based on the building plan provided at the time of the study, as shown in Appendix A: Site Location.

The input data used to calculate the predicted sound level exposures for the selected points of reception impacted by the road traffic noise, and the resulting outputs, are given in Appendix E: Noise Model Printout.

The MECP noise software program STAMSON Version 5.0 was used to model the noise impact from the road traffic. A model of the predicted noise levels at the representative units was created to determine the extent of the noise control measures required (if any). The MECP requires the calculation of the noise impacts at the OLA and plane of window of the dwellings. Since the dimensions and orientation of the dwellings are not specified the layout for the units was assumed. The MECP requires the calculation of the noise impacts at the OLA and plane of window of the dwellings. Since the intended balconies are less than a minimum 4 metres in depth, they are not considered to be a dwelling OLA. The site plan does not have an outdoor communal OLA, therefore no noise impacts at an OLA is considered for this development; only the impacts at the plane of the residential windows is considered.

Results and Noise Control Requirements

The following is a summary and assessment of the predicted results at the representative PORs.

As specified by the MECP Environmental Noise Guideline NPC-300, the outdoor and indoor sound level limits (based on one-hour LA_{eq} values) at a residence for road traffic noise are categorized into three (3) limits, based on the type of space assessed. The document also specifies the recommended noise control measures, if required, that should be followed for the OLA, plane of a window (ventilation requirements) and the indoor living area (building components) noise assessments. Select pages from the NPC-300 guideline are given in Appendix C: NPC-300 Reference Pages, which includes the stated warning clauses and other requirements based on the predicted noise levels.

The predicted noise level impacts for the daytime and nighttime periods for the representative units with no control measures are given in Tables 2. From this table it is seen that the MECP noise limits are exceeded for all units. As such, noise control measures are required. Table 3 provides the required warning clauses given the values presented in Table 2.

Table 2: Predicted Noise Levels – Plane of Window- No Abatement

Unit #	Height (m)	Daytime Period LA _{eq} (dBA)	Nighttime Period LA _{eq} (dBA)
2A (Unit 201 north façade)	4.5	66.45	59.93
2B (Unit 201, west façade)	4.5	63.73	57.21
7A (Unit 701, north façade)	19.5	67.41	60.89
7B (Unit 701, west façade)	19.5	65.47	58.94

Table 3: Control Measures – Plane of Window

Unit #	Daytime Noise Control Measures (if Required)	Daytime Warning Clause (if required)	Nighttime Noise Control Measures (if Required)	Nighttime Warning Clause (if required)
2A (Unit 201 north façade)	See Note D	Type D	See Note C	Type C
2B (Unit 201, west façade)	See Note D	Type D	See Note C	Type C
7A (Unit 701, north façade)	See Note D	Type D	See Note C	Type C
7B (Unit 701, west façade)	See Note D	Type D	See Note C	Type C

Notes:

Note A: Noise control measures may be applied to reduce the sound level to 55 dBA. If measures are not provided, prospective purchasers or tenants should be informed of potential noise problems by a warning clause Type A.

Note B: Noise control measures should be implemented to reduce the level to 55 dBA. Only in cases where the required noise control measures are not feasible for technical, economic or administrative reasons would an excess above the limit (55 dBA) be acceptable with a warning clause Type B.

Note C: The dwelling should be designed with a provision for the installation of central air conditioning in the future, at the occupant’s discretion. Warning clause Type C is also recommended.

Note D: Installation of central air conditioning should be implemented with a warning clause Type D. In addition, building components including windows, walls and doors, where applicable, should be designed so that the indoor sound levels comply with the sound level limits in Table C-2.

Note E: Building components including windows, walls and doors, where applicable, need to be designed so that the indoor sound levels comply with the sound level limits in Table C-2. The acoustical performance of the building components (windows, doors and walls) needs to be specified. In addition, the exterior walls of the first row of dwellings next to railway tracks are to be built to a minimum of brick veneer or masonry equivalent construction, from the foundation to the rafters when the rail traffic Leq (24-hour), estimated at a location of a nighttime receptor, is greater than 60 dBA, and when the first row of dwellings is within 100 metres of the tracks.

It is required that the following warning clauses be implemented in all development agreements, offers to Purchase, and agreements of Purchase or Sale or Lease of each dwelling unit:

Warning Clause(s):

Type A: “Purchasers/tenants are advised that sound levels due to increasing road traffic (rail traffic) (air traffic) may occasionally interfere with some activities of the dwelling occupants as the sound levels exceed the sound level limits of the Municipality and the Ministry of the Environment.”

Type B: "Purchasers/tenants are advised that despite the inclusion of noise control features in the development and within the building units, sound levels due to increasing road traffic (rail traffic) (air traffic) may on occasions interfere with some activities of the dwelling occupants as the sound levels exceed the sound level limits of the Municipality and the Ministry of the Environment."

Type C: “This dwelling unit has been designed with the provision for adding central air conditioning at the occupant’s discretion. Installation of central air conditioning by the occupant in low and medium density developments will allow windows and exterior doors to remain closed, thereby ensuring that the indoor sound levels are within the sound level limits of the Municipality and the Ministry of the Environment.”

Type D: “This dwelling unit has been equipped with central air conditioning in order to allow windows and exterior doors to remain closed, thereby ensuring that the indoor sound levels are within the sound level limits of the Municipality and the Ministry of the Environment. Air conditioning units are to be installed in a noise insensitive area.”

STC Requirements

Given the excessive predicted noise levels at the plane of window for these units, the calculation of the minimum sound transmission class (STC) for the window and building wall components is required. Specifically, the STC building requirements are calculated for the north façade of unit 701 as this unit is most exposed to the roadway noise and is therefore considered worst-case. The sound level at the plane of window is taken as 67 dBA. The STC requirements are calculated for a 45 dBA daytime indoor sound level limit for the sleeping quarters with respect to the roadway noise. The windows are assumed to be operable thin double windows. As no specific building information was available, the bedroom was assumed to be a 10’ by 10’ bedroom with 8’ ceiling heights and a standard 36” by 36” window. The program inputs and results for the STC calculations and assumption are given in Appendix F: STC Output Results. The building component STC requirements are provided in Table 4. It is recommended that a qualified acoustical engineer inspect and approve any building plans to ensure compliance of the required STC rating prior to the issuing of a building permit.

Table 4: Building Component STC Requirements.

Unit #	Exterior Wall	Window, operable thin double
701	30	16

Results Summary



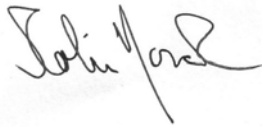
Table 5 summarizes the required warning clauses and building requirements, if any, for all units within the proposed development. It is required that any necessary warning clauses be implemented in all development agreements, offers to Purchase, and agreements of Purchase or Sale or Lease as identified in Table 5.

Table 5: Summary of Warning Clauses and Building Component Requirements

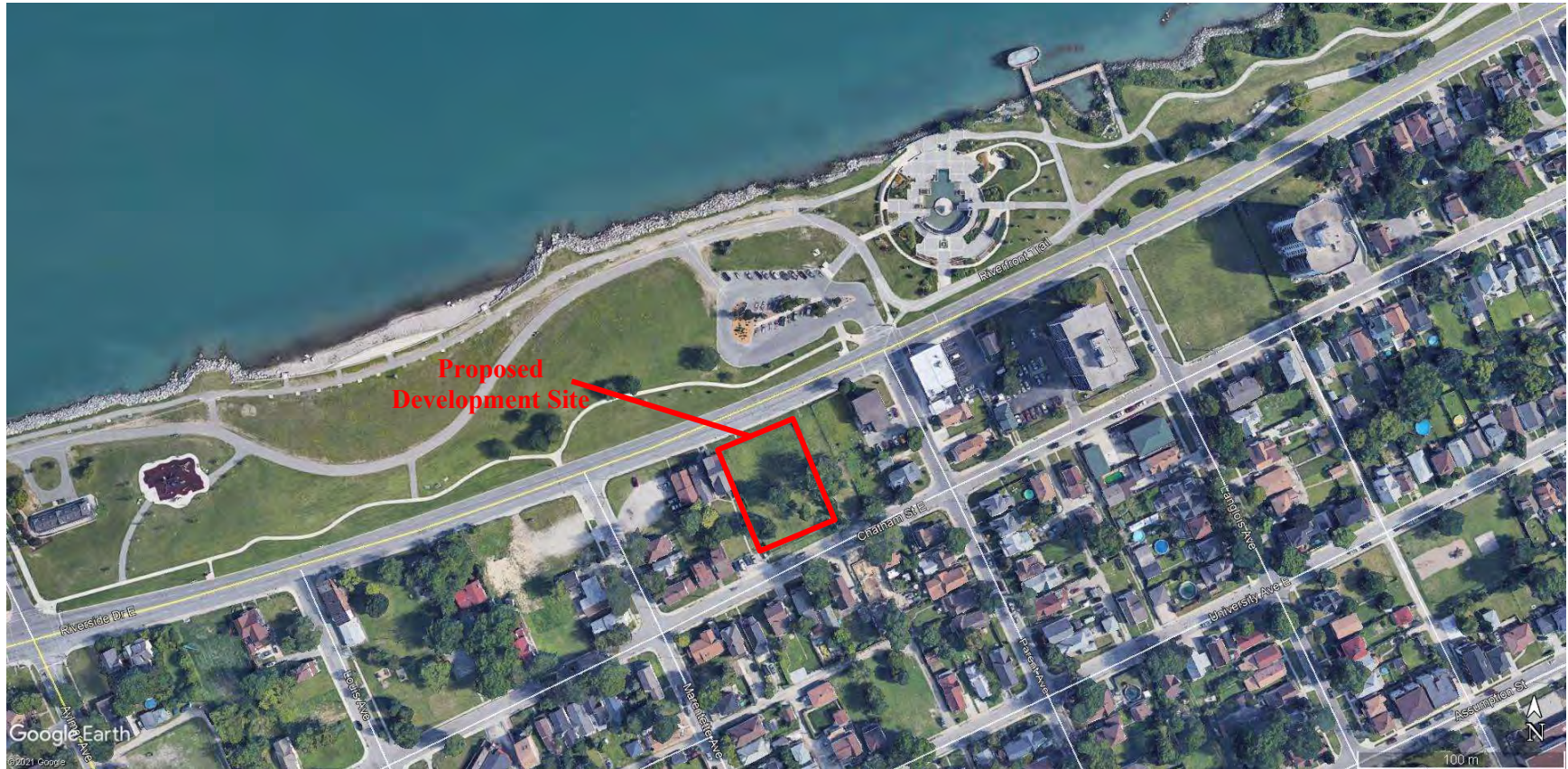
Units	Noise Barrier Requirement (Y/N)	Warning Clause(s)	Building Component Requirement(s)	Ventilation Requirement(s)
All units	N	Type D	Minimum STC Rating for the following Building Components: Exterior Wall – 30 Window (openable thin double) - 16	Supply of Central Air Conditioning System

Conclusion

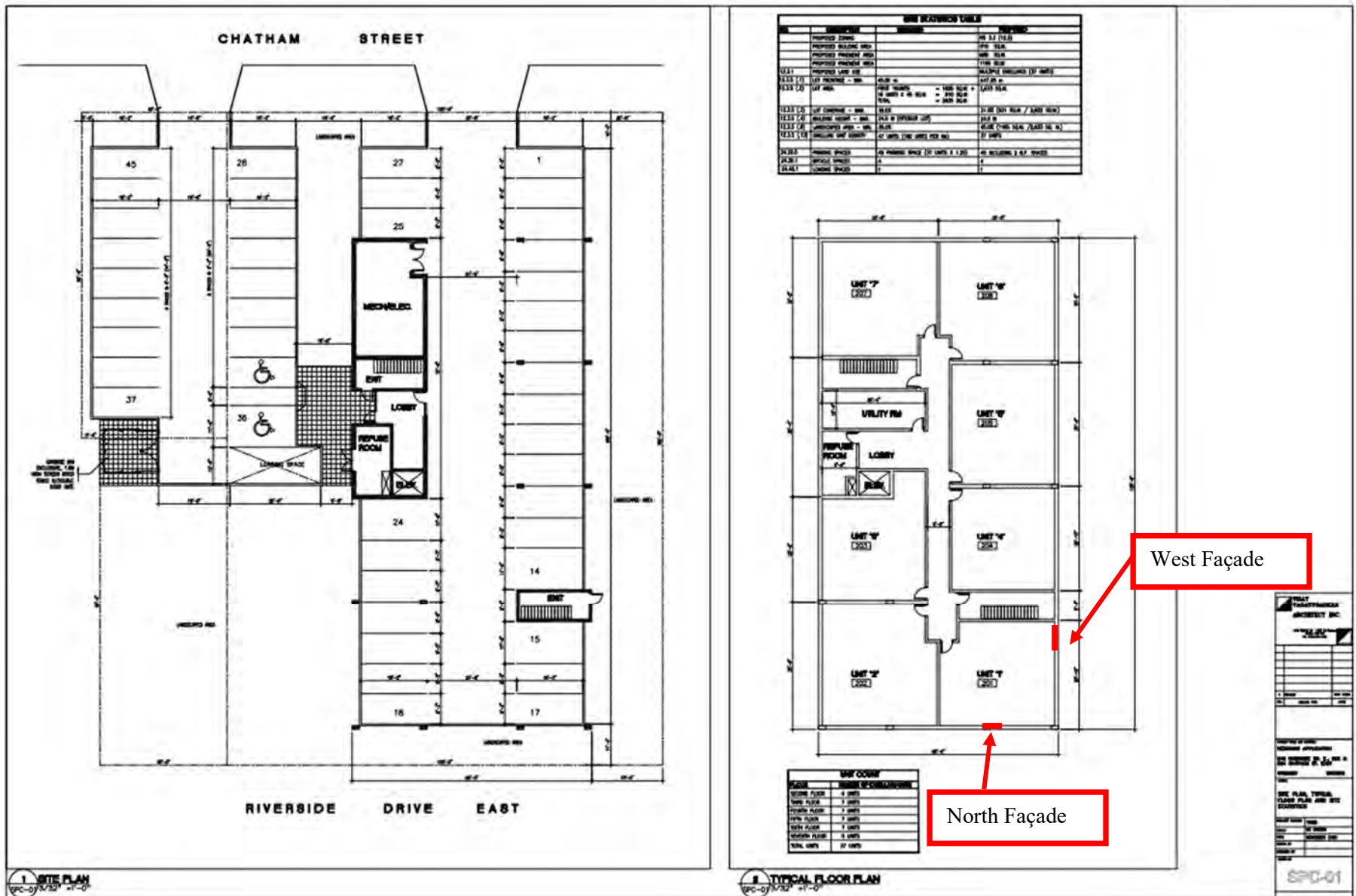
As the noise impact on the proposed development has been shown in this report to be within the manageable limits set by the Ontario Ministry of the Environment, Conservation and Parks, it is recommended that the development be given approval with the understanding that the stated noise control measures are implemented. These include the given ventilation and building requirements and the specified warning clauses.

<p>For</p> 		
	<p>Prepared by: Helen Ule, Ph.D., PEng</p>	<p>Reviewed by: Colin Novak, Ph.D., PEng</p>

Appendix A: Site Location



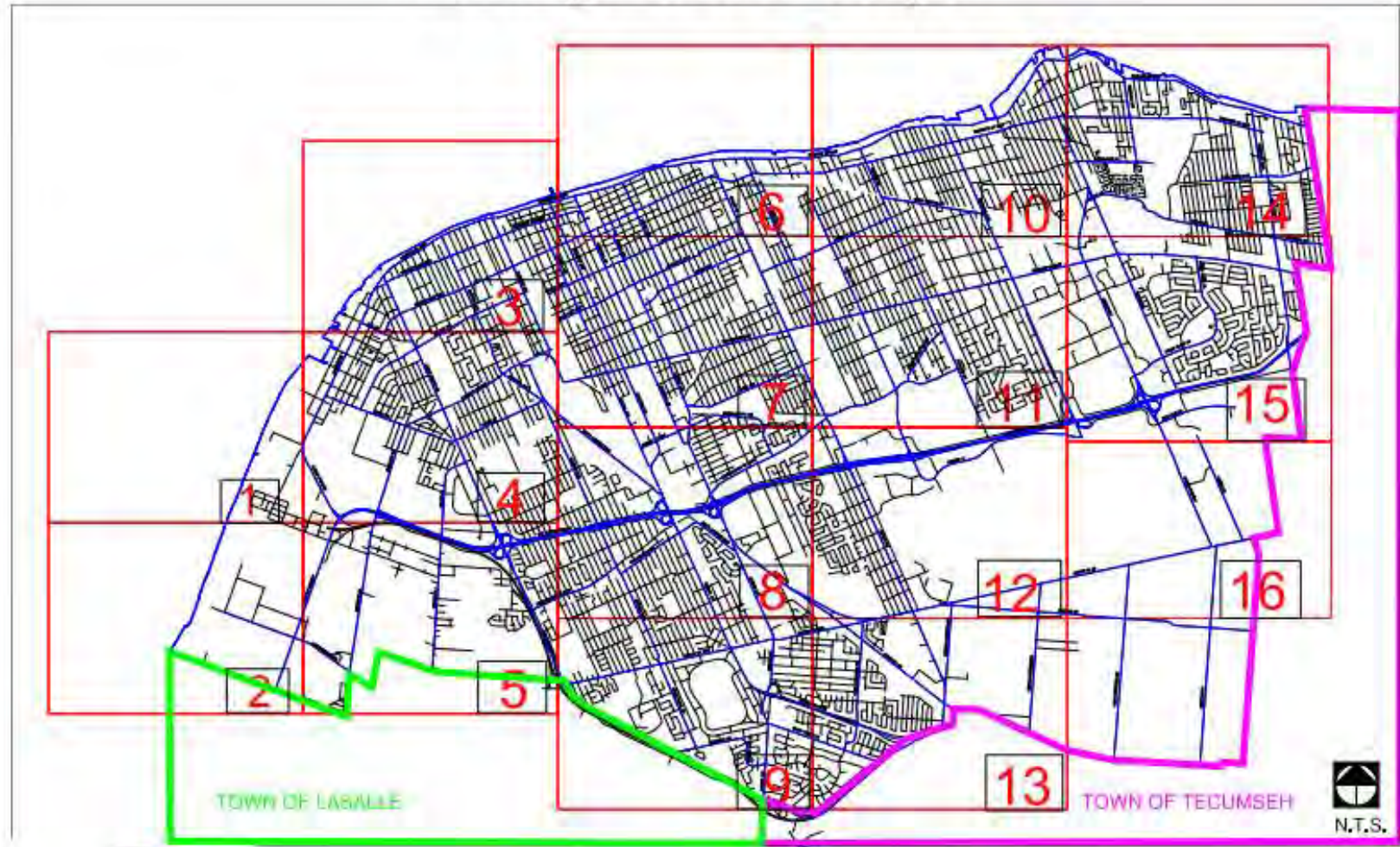
A 1: General Location of Proposed Development and Surrounding Area



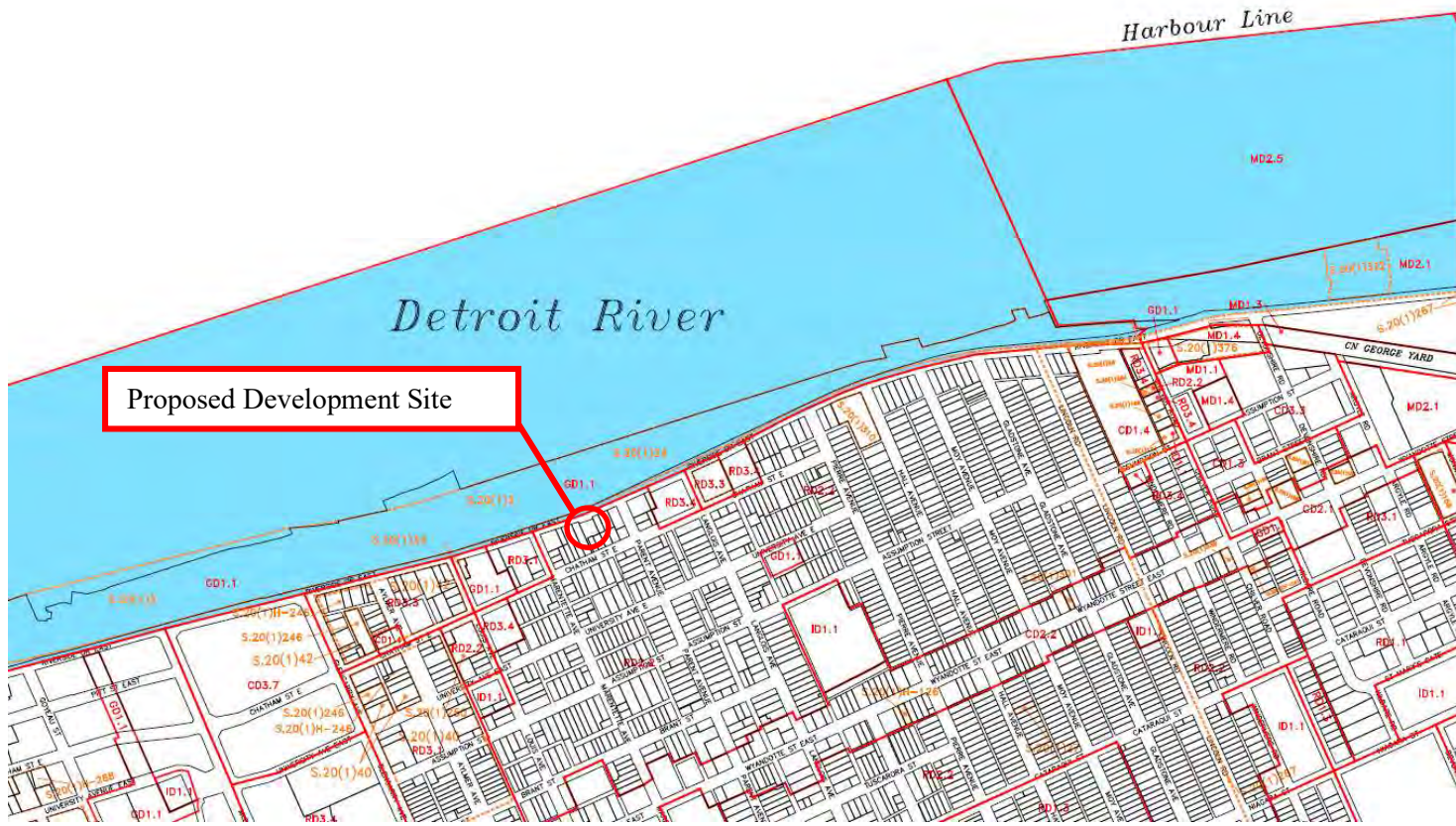
A 2: Proposed Development Layout

Appendix B: Land-use Zoning Map of Area

Zoning District Maps



B 1: The City of Windsor Zoning Map



B 2: Zone 6

Appendix C: NPC-300 Reference Pages

ENVIRONMENTAL NOISE GUIDELINE Stationary and Transportation Sources - Approval and Planning		NPC-300	
<p>L_{eq} (8). For complete description on assessing road traffic impacts, refer to ORNAMENT. Other traffic noise prediction models have been and are being developed by various authorities and may be adopted from time to time for use in Ontario by the MOE.</p> <p>In order to be consistent with MOE guidelines, the sound level should be assessed in an OLA, such as a rear yard or a patio, and in indoor living areas, such as bedrooms and living rooms. Where the noise impact exceeds the applicable sound level limits, mitigation measures such as site planning, architectural design, noise barriers, building envelope elements (windows, exterior walls, doors) with upgraded sound isolation performance and/or central air conditioning may be required. Noise control measures are not required if the sound level estimated in the OLA is 55 dBA or less during the daytime and 50 dBA or less in the plane of bedroom windows during either daytime or nighttime.</p>			
C3.2.2 Daytime Outdoor Sound Level Limit			
Table C-1 gives the equivalent sound level (L_{eq}) limit for designated OLAs. The limit applies to the entire daytime period from 07:00 to 23:00.			
Table C-1 Sound Level Limit for Outdoor Living Areas Road and Rail			
Time Period		L_{eq} (16) (dBA)	
16-hour, 07:00 – 23:00		55	
C3.2.3 Indoor Sound Level Limits			
Table C-2 gives the equivalent sound level (L_{eq}) limits and the applicable time periods for the indicated types of indoor spaces. The specified indoor sound level limits are maxima and apply to the indicated indoor spaces with windows and doors closed.			
Table C-2 Indoor Sound Level Limits Road and Rail			
Type of Space	Time Period	L_{eq} (dBA)	
		Road	Rail
Living/dining, den areas of residences, hospitals, nursing homes, schools, daycare centres, etc.	07:00 – 23:00	45	40
Living/dining, den areas of residences, hospitals, nursing homes, etc. (except schools or daycare centres)	23:00 – 07:00	45	40
Sleeping quarters	07:00 – 23:00	45	40
Ministry of the Environment, August 2013		38	

C 1: Daytime Outdoor and Daytime/Nighttime Indoor Sound Level Limits

Type of Space	Time Period	L _{eq} (dBA)	
	23:00 – 07:00	40	35

C3.3 Rail Traffic Noise

C3.3.1 Method

The assessment of rail traffic noise impact should be conducted using a prediction method entitled STEAM. Sound from Trains Environmental Analysis Method, published in 1990 by MOE, Reference [34]. The descriptors used in the assessment are the 16-hour daytime and the 8-hour nighttime equivalent sound levels, L_{eq} (16) and L_{eq} (8). Other traffic noise prediction models have been and are being developed by various authorities and may be adopted from time to time for use in Ontario by the MOE.

The impact of railway traffic noise and the requirement for noise control measures should be assessed similarly to road traffic noise. The sound level should be assessed in an OLA, such as a rear yard or a patio, and in indoor living areas, such as bedrooms and living rooms, and compared with MOE guidelines. Noise control measures are not required if the sound level estimated in the OLA is 55 dBA or less during the daytime and 50 dBA or less in the plane of bedroom windows during daytime or nighttime.

C3.3.2 Daytime Outdoor Sound Level Limit

The outdoor noise impact should be assessed in the OLA during daytime hours, 07:00 to 23:00, considering a combination of only two sources of rail traffic noise, namely the locomotive and the wheel-rail interaction. Whistle noise is not included in the outdoor noise impact assessment. Table C-1 gives the equivalent sound level (L_{eq}) limit for OLAs.

C3.3.3 Indoor Sound Level Limits

The indoor assessment should consider the combination of all three railway noise sources, i.e., locomotive, wheel-rail and whistle. Table C-2 gives the equivalent sound level (L_{eq}) limits for the indicated types of indoor space. The specified indoor sound level limits are maxima and apply to the indicated indoor spaces with windows and doors closed.

A major characteristic of railway noise is its high pass-by sound level for short periods and a major low frequency component produced by the operation of the diesel locomotive. This special character of the sound should be taken into account, particularly when assessing the indoor sound levels. Consequently, in order to account for the special character of railway sound, the indoor sound level limits for rail noise, Table C-2, are 5 dBA lower than the indoor sound level limits for road traffic noise.

C 2: Rail Traffic Noise

This difference results in a requirement for acoustically superior architectural components such as windows and walls, for railway noise.

C3.4 Air Traffic Noise

C3.4.1 Method

Aircraft noise impact assessment is based on Noise Exposure Forecast/Noise Exposure Projection (NEF/NEP) contours determined by methods approved by Transport Canada.

Where the noise impact exceeds the applicable limits, warning clauses and mitigation measures for indoor spaces such as architectural design, special building components and/or central air conditioning may be required. The indoor NEF/NEP values, specified in Table C-4 and Table C-10, are related to the outdoor values and the acoustical insulation provided by the building. The indoor NEF values can be calculated by converting the indoor sound levels, expressed as $L_{eq}(24)$ (dBA), using the expression $NEF = L_{eq}(24) - 31$ dBA.

Section 1.6.7.2 of the 2005 Provincial Policy Statement, Reference [26], establishes the applicable development criterion. With the exception of redevelopment or infilling, Section 1.6.7.2 of the 2005 Provincial Policy Statement, Reference [26], prohibits new residential development and other sensitive land uses in aircraft noise zones above the NEF/NEP 30 contour. The noise impact on the proposed noise sensitive land use is determined based on the location of the noise sensitive land use with respect to the official NEF/NEP contours. NEF/NEP contours are usually available for major civil aviation airports from the airport authority. The more restrictive of the NEF and NEP contours would apply.

C3.4.2 Outdoor Limit

Table C-3 gives the aircraft noise limit in terms of an NEF/NEP value in any outdoor area, including the OLA. The limit applies to the entire 24-hour period. The distance separation from the airport and, consequently, the location of the noise sensitive land use with respect to the NEF/NEP contours, is the only measure that controls the outdoor noise impact.

**Table C-3
 Outdoor Aircraft Noise Limit**

Time Period	NEF/NEP
24-hour	30

C 3: Rail Traffic Noise (Continued)

the emissions are not required to be included with the overall noise assessment of a stationary source facility.

In addition, sound level limits do not apply to emergency equipment operating in emergency situations.

C4.5.4 Sound Level Limits for Layover Sites

The sound level limit for noise from a layover site in any hour, expressed in terms of the One-Hour Equivalent Sound Level (L_{eq}) is the higher of either 55 dBA or the background sound level.

C5 Noise Impact Assessment – Multiple Sources

Impulse sources, non-impulse sources and emergency equipment are to be analyzed separately. Where there are multiple, non-impulse sources at a stationary source, the noise assessment should be based on the combined effect of all sources comprising the stationary source, added together on an energy basis.

C6 Noise Impact Assessment – Supplementary Noise Limits

Indoor limits for transportation sources applicable to noise sensitive land uses are specified in Table C-2 and Table C-4. Table C-9 and Table C-10 are expanded versions of Table C-2 and Table C-4, and present guidelines for acceptable indoor sound levels that are extended to land uses and developments which are not normally considered noise sensitive. The specified values are maximum sound levels and apply to the indicated indoor spaces with the windows and doors closed. The sound level limits in Table C-9 and Table C-10 are presented as information, for good-practice design objectives.

**Table C-9
Supplementary Indoor Sound Level Limits
Road and Rail**

Type of Space	Time Period	L_{eq} (Time Period) (dBA)	
		Road	Rail
General offices, reception areas, retail stores, etc.	16 hours between 07:00 – 23:00	50	45
Living/dining areas of residences, hospitals, schools, nursing/retirement homes, daycare centres, theatres, places of worship, libraries, individual or semi-private offices, conference rooms, reading rooms, etc.	16 hours between 07:00 – 23:00	45	40
Sleeping quarters of hotels/motels	8 hours between 23:00 – 07:00	45	40
Sleeping quarters of residences, hospitals, nursing/retirement homes, etc.	8 hours between 23:00 – 07:00	40	35

C 4: Noise Impact Assessment – Supplementary Noise Limits

**Table C-10
Supplementary Indoor Aircraft Noise Limits
(Applicable over 24-hour period)**

Type of Space	Indoor NEF/NEP*
General offices, reception areas, retail stores, etc.	15
Individual or semi-private offices, conference rooms, etc.	10
Living/dining areas of residences, sleeping quarters of hotels/motels, theatres, libraries, schools, daycare centres, places of worship, etc.	5
Sleeping quarters of residences, hospitals, nursing/retirement homes, etc.	0

* The indoor NEF/NEP values listed in Table C-10 are not obtained from NEF/NEP contour maps. The values are representative of the indoor sound levels and are used as assessment criteria for the evaluation of acoustical insulation requirements.

C7 Noise Control Measures

The following sections provide MOE guidance for appropriate noise control measures. These sections constitute requirements that are applied to MOE approvals for stationary sources. This information is also provided as guidance which land use planning authorities may consider adopting.

The definition in Part A describes the various types and application of noise control measures. All the noise control measures described in the definition are appropriate to address the impact of noise of transportation sources (road, rail and aircraft) on planned sensitive land uses. Only some of the noise control measures described in the definition are appropriate to address the noise impact of stationary sources on planned sensitive land uses.

C7.1 Road Noise Control Measures

C7.1.1 Outdoor Living Areas

If the 16-Hour Equivalent Sound Level, $L_{eq}(16)$ in the OLA is greater than 55 dBA and less than or equal to 60 dBA, noise control measures may be applied to reduce the sound level to 55 dBA. If measures are not provided, prospective purchasers or tenants should be informed of potential noise problems by a warning clause Type A.

If the 16-Hour Equivalent Sound Level, $L_{eq}(16)$ in the OLA is greater than 60 dBA, noise control measures should be implemented to reduce the level to 55 dBA. Only in cases where the required noise control measures are not feasible for technical, economic or administrative reasons would an excess above the limit (55 dBA) be acceptable with a warning clause Type B. In the above situations, any excess above the limit will not be acceptable if it exceeds 5 dBA.

C7.1.2 Plane of a Window – Ventilation Requirements

C7.1.2.1 Daytime Period, 07:00 – 23:00 Hours

Noise control measures may not be required if the L_{eq} (16) daytime sound level in the plane of a bedroom or living/dining room window is less than or equal to 55 dBA. If the sound level in the plane of a bedroom or living/dining room window is greater than 55 dBA and less than or equal to 65 dBA, the dwelling should be designed with a provision for the installation of central air conditioning in the future, at the occupant's discretion. Warning clause Type C is also recommended.

If the daytime sound level in the plane of a bedroom or living/dining room window is greater than 65 dBA, installation of central air conditioning should be implemented with a warning clause Type D. In addition, building components including windows, walls and doors, where applicable, should be designed so that the indoor sound levels comply with the sound level limits in Table C-2. The location and installation of the outdoor air conditioning device should comply with sound level limits of Publication NPC-216, Reference [32], and guidelines contained in Environmental Noise Guidelines for Installation of Residential Air Conditioning Devices, Reference [6], or should comply with other criteria specified by the municipality.

C7.1.2.2 Nighttime Period, 23:00 – 07:00 Hours

Noise control measures may not be required if the L_{eq} (8) nighttime sound level in the plane of a bedroom or living/dining room window is less than or equal to 50 dBA. If the sound level in the plane of a bedroom or living/dining room window is greater than 50 dBA and less than or equal to 60 dBA, the dwelling should be designed with a provision for the installation of central air conditioning in the future, at the occupant's discretion. Warning clause Type C is also recommended.

If the nighttime sound level in the plane of a bedroom or living/dining room window is greater than 60 dBA, installation of central air conditioning should be implemented, with a warning clause Type D. In addition, building components including windows, walls and doors, where applicable, should be designed so that the indoor sound levels comply with the sound level limits in Table C-2. The location and installation of the outdoor air conditioning device should comply with sound level limits of Publication NPC-216, Reference [32], and guidelines contained in Environmental Noise Guidelines for Installation of Residential Air Conditioning Devices, Reference [6], or should comply with other criteria specified by the municipality.

C7.1.3 Indoor Living Areas – Building Components

If the nighttime sound level outside the bedroom or living/dining room windows exceeds 60 dBA or the daytime sound level outside the bedroom or living/dining area windows exceeds 65 dBA, building components including windows, walls and doors, where applicable, should be designed so that the indoor sound levels comply with the

In Class 4 areas, where windows for noise sensitive spaces are assumed to be closed, the use of central air conditioning may be acceptable if it forms an essential part of the overall building designs.

C7.9 Verification of Noise Control Measures

It is recommended that the implementation of noise control measures be verified by qualified individuals with experience in environmental acoustics.

C8 Warning Clauses

The use of warning clauses or easements in respect of noise are recommended when circumstances warrant. Noise warning clauses may be used to warn of potential annoyance due to an existing source of noise and/or to warn of excesses above the sound level limits. Direction on the use of warning clauses should be included in agreements that are registered on title to the lands in question. The warning clauses would be included in agreements of Offers of Purchase and Sale, lease/rental agreements and condominium declarations. Alternatively, the use of easements in respect of noise may be appropriate in some circumstances. Additional guidance on the use of noise warning clauses is provided in Section C7.1.1, Section C7.1.2.1, Section C7.1.2.2, Section C7.3 and Section C7.4.

C8.1 Transportation Sources

The following warning clauses may be used individually or in combination:

TYPE A: (see Section C7.1.1)

“Purchasers/tenants are advised that sound levels due to increasing road traffic (rail traffic) (air traffic) may occasionally interfere with some activities of the dwelling occupants as the sound levels exceed the sound level limits of the Municipality and the Ministry of the Environment.”

TYPE B: (see Section C7.1.1 and Section C7.4)

“Purchasers/tenants are advised that despite the inclusion of noise control features in the development and within the building units, sound levels due to increasing road traffic (rail traffic) (air traffic) may on occasions interfere with some activities of the dwelling occupants as the sound levels exceed the sound level limits of the Municipality and the Ministry of the Environment.”

TYPE C: (see Section C7.1.2.1, Section C7.1.2.2 and Section C7.4)

“This dwelling unit has been designed with the provision for adding central air conditioning at the occupant’s discretion. Installation of

C 7: Noise Control Measures – Warning Clauses

central air conditioning by the occupant in low and medium density developments will allow windows and exterior doors to remain closed, thereby ensuring that the indoor sound levels are within the sound level limits of the Municipality and the Ministry of the Environment.”

TYPE D: (see Section C7.1.2.1, Section C7.1.2.2 and Section C7.4)

“This dwelling unit has been supplied with a central air conditioning system which will allow windows and exterior doors to remain closed, thereby ensuring that the indoor sound levels are within the sound level limits of the Municipality and the Ministry of the Environment.”

C8.2 Stationary Sources

It is not acceptable to use warning clauses in place of physical noise control measures to identify an excess over the MOE sound level limits. Warning clause (Type E) for stationary sources may identify a potential concern due to the proximity of the facility but it is not acceptable to justify exceeding the sound level limits.

TYPE E: (see Section C7.6)

“Purchasers/tenants are advised that due to the proximity of the adjacent industry (facility) (utility), noise from the industry (facility) (utility) may at times be audible.”

C8.3 Class 4 Area Notification

TYPE F: (see Section B9.2 and Section C4.4.2)

“Purchasers/tenants are advised that sound levels due to the adjacent industry (facility) (utility) are required to comply with sound level limits that are protective of indoor areas and are based on the assumption that windows and exterior doors are closed. This dwelling unit has been supplied with a ventilation/air conditioning system which will allow windows and exterior doors to remain closed.”

C 8: Noise Control Measures – Warning Clauses (Continued)

Appendix D: Road Traffic Volume Data

D 1: Predicted Riverside Drive East Traffic Volumes (2.5% growth rate per annum)

Year	Road	Location	ADT
2018	Riverside Drive East	East of Glengarry	18000
2031	Riverside Drive East	East of Glengarry	24813

D 2: Predicted Traffic Volumes per Period and Breakdown of Cars, Medium Trucks and Heavy Trucks

Period	Auto Traffic Volume (Vehicles/hr)	Medium Truck Traffic Volume (Vehicles/hr)	Heavy Truck Traffic Volume (Vehicles/hr)
Day (16 hours)	1326	42	28
Night (8 hours)	295	9	6

D 3: Distance from Riverside Drive East to Selected Representative Lots

Unit#	Distance to Roadway to Plane of Window North Facade (m)	Distance to Roadway to Plane of Window West Facade (m)
2	13.8	22.3
7	13.8	22.3

- Note: the minimum source to receiver distance allowed in STAMSON is 15 m. As such, the PORs listed above that have distances less than 15 m have been calculated with the source to receiver distance to be 15 m.

Appendix E: Noise Model Printouts

Unit 2A

STAMSON 5.0 NORMAL REPORT Date: 12-08-2021 11:53:29
 MINISTRY OF ENVIRONMENT AND ENERGY / NOISE ASSESSMENT

Filename: 2a.te Time Period: Day/Night 16/8 hours
 Description:

Road data, segment # 1: Riverside E (day/night)

```
-----
Car traffic volume : 21215/2357 veh/TimePeriod
Medium truck volume : 670/74 veh/TimePeriod
Heavy truck volume : 447/50 veh/TimePeriod
Posted speed limit : 50 km/h
Road gradient : 0 %
Road pavement : 1 (Typical asphalt or concrete)
```

Data for Segment # 1: Riverside E (day/night)

```
-----
Angle1 Angle2 : -90.00 deg 90.00 deg
Wood depth : 0 (No woods.)
No of house rows : 0 / 0
Surface : 1 (Absorptive ground surface)
Receiver source distance : 15.00 / 15.00 m
Receiver height : 4.50 / 4.50 m
Topography : 1 (Flat/gentle slope; no barrier)
Reference angle : 0.00
```

Results segment # 1: Riverside E (day)

Source height = 1.19 m

ROAD (0.00 + 66.45 + 0.00) = 66.45 dBA

Angle1	Angle2	Alpha	RefLeq	P.Adj	D.Adj	F.Adj	W.Adj	H.Adj	B.Adj
-90	90	0.58	67.77	0.00	0.00	-1.32	0.00	0.00	0.00

SubLeq

Segment Leq : 66.45 dBA

Total Leq All Segments: 66.45 dBA

Results segment # 1: Riverside E (night)

Source height = 1.19 m

ROAD (0.00 + 59.93 + 0.00) = 59.93 dBA

Angle1	Angle2	Alpha	RefLeq	P.Adj	D.Adj	F.Adj	W.Adj	H.Adj	B.Adj
--------	--------	-------	--------	-------	-------	-------	-------	-------	-------

SubLeq

-90	90	0.58	61.25	0.00	0.00	-1.32	0.00	0.00	0.00
-----	----	------	-------	------	------	-------	------	------	------

59.93

Segment Leq : 59.93 dBA

Total Leq All Segments: 59.93 dBA

TOTAL Leq FROM ALL SOURCES (DAY): 66.45
(NIGHT): 59.93

Appendix F: STC Output Results

```
Indoor sound level in dB(A) is 45
Room absorption category is: high absorption
Outdoor sound level is 67 dB(A) (plus 0 dB from Table 2)

Components:
      After      From Table 3   From Table 4   From Table 5   STC
      Step 2     (% energy)    (% floor area) (spectrum)
-----
1. Window, openable thin do 22   +3 dB ( 50 %)  -11 dB ( 9 %)   +2 dB          16
2. Exterior wall            22   +3 dB ( 50 %)  -2 dB ( 80 %)   +7 dB          30

Calculation is for: Bedroom

-----
OPTIONS : 1. Find/change required STC for components
          2. Calculate noise reduction by specified components
          3. Load or save result file
          4. STOP
          ..... Choose action [ 1]: _
```

F 1: STC Results Unit 7A



12 FEBRUARY 2023

STAGE 2 ARCHAEOLOGICAL ASSESSMENT

*845 Riverside Drive East, Part of Lot 88, Concession 1 Petite Cote
(Geographic Township of Sandwich, County of Essex), City of Windsor
(AMICK Corporate File #2022-031/MCM File #P038-1215-2022)*

SUBMITTED TO:

Ontario Ministry of Citizenship and Multiculturalism
(MCM)

SUBMITTED BY:

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LICENSEE:

Marilyn E. Cornies BA CAHP (P038)

MCM FILE NUMBER: P038-1215-2022

CORPORATE PROJECT NUMBER: 2022-031

12 FEBRUARY 2023

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Marilyn Cornies (MCM Professional Archaeologist Licence #P038)

EXECUTIVE SUMMARY

This report describes the results of the 2022 Stage 2 Archaeological Property Assessment of *845 Riverside Drive East, Part of Lot 88, Concession 1 Petite Cote (Geographic Township of Sandwich, County of Essex), City of Windsor*, conducted by AMICK Consultants Limited. This assessment was undertaken as a requirement under the Planning Act (RSO 1990) and was conducted under Professional Archaeologist License #P038 issued to Marilyn Cornies by the Minister of Citizenship and Multiculturalism (MCM) for the Province of Ontario. All work was conducted in conformity with Ontario Ministry of Tourism and Culture (MTC) Standards and Guidelines for Consultant Archaeologists (MTC 2011) and the Ontario Heritage Act (RSO 1990a).

The entirety of the study area is approximately 0.25 hectares (ha) in area and includes within it mostly grass lawn and a few trees. The study area is bounded on the north by Riverside Drive East, on the east by existing residential development, on the south by Chatham Street East and on the west by Tenth Line West. AMICK Consultants Limited was engaged by the proponent to undertake a Stage 2 Archaeological Property Assessment of lands potentially affected by the proposed undertaking and was granted permission to carry out archaeological fieldwork. Following the criteria outlined by MCM (2011) for determining archaeological potential, portions of the study area were determined as having archaeological potential for Pre-contact and Post-contact archaeological resources. Consequently, this report is being prepared in advance of the planning process for this property.

The entirety of the study area was subject to property inspection and photographic documentation concurrently with the Stage 2 Property Assessment which consisted of test pit survey at a ten-metre interval to confirm disturbance on 10 November 2022. All records, documentation, field notes, photographs, and artifacts (as applicable) related to the conduct and findings of these investigations are held at the Lakelands District corporate offices of AMICK Consultants Limited until such time that they can be transferred to an agency or institution approved by the MCM on behalf of the government and citizens of Ontario.

As a result of the Stage 2 Property Assessment of the study area, no archaeological resources were encountered. Consequently, the following recommendations are made:

- 1. No further archaeological assessment of the study area is warranted.*
- 2. The Provincial interest in archaeological resources with respect to the proposed undertaking has been addressed.*
- 3. The proposed undertaking is clear of any archaeological concern.*

1.0 PROJECT CONTEXT

1.1 DEVELOPMENT CONTEXT

This report describes the results of the 2022 Stage 2 Archaeological Property Assessment of 845 Riverside Drive East, Part of Lot 88, Concession 1 Petite Cote (Geographic Township of Sandwich, County of Essex), City of Windsor, conducted by AMICK Consultants Limited. This assessment was undertaken as a requirement under the Planning Act (RSO 1990) and was conducted under Professional Archaeologist License #P038 issued to Marilyn Cornies by the Minister of Citizenship and Multiculturalism (MCM) for the Province of Ontario. All work was conducted in conformity with Ontario Ministry of Tourism and Culture (MTC) Standards and Guidelines for Consultant Archaeologists (MTC 2011) and the Ontario Heritage Act (RSO 1990a).

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The proposed development of the study area includes an apartment building with asphalt driveway and parking areas with associated services and landscape modifications. A preliminary plan of the proposed development has been submitted together with this report to MCM for review and reproduced within this report as Map 4.

1.2 HISTORICAL CONTEXT

1.2.1 PRE-CONTACT LAND-USE OUTLINE

Table 1 illustrates the chronological development of cultures within southern Ontario prior to the arrival of European cultures to the area at the beginning of the 17th century. This general

cultural outline is based on archaeological data and represents a synthesis and summary of research over a long period of time. It is necessarily generalizing and is not necessarily representative of the point of view of all researchers or stakeholders. It is offered here as a rough guideline and as a very broad outline to illustrate the relationships of broad cultural groups and time periods.

TABLE 1 PRE-CONTACT CULTURAL CHRONOLOGY FOR SOUTHERN ONTARIO

Years ago	Period	Southern Ontario
250	Terminal Woodland	Ontario and St. Lawrence Iroquois Cultures
1000 2000	Initial Woodland	Princess Point, Saugeen, Point Peninsula, and Meadowood Cultures
3000 4000 5000 6000	Archaic	Laurentian Culture
7000 8000 9000 10000 11000	Palaeo-Indian	Plano and Clovis Cultures
		(Wright 1972)

What follows is an outline of Aboriginal occupation in the area during the Pre-Contact Era from the earliest known period, about 9000 B.C. up to approximately 1650 AD.

1.2.1.1 PALEO-INDIAN PERIOD (APPROXIMATELY 9000-7500 B.C.)

North of Lake Ontario, evidence suggests that early occupation began around 9000 B.C. People probably began to move into this area as the glaciers retreated and glacial lake levels began to recede. The early occupation of the area probably occurred in conjunction with environmental conditions that would be comparable to modern Sub-Arctic conditions. Due to the great antiquity of these sites, and the relatively small populations likely involved, evidence of these early inhabitants is sparse and generally limited to tools produced from stone or to by-products of the manufacture of these implements.

1.2.1.2 ARCHAIC PERIOD (APPROXIMATELY 8000-1000 B.C.)

By about 8000 B.C. the gradual transition from a post glacial tundra-like environment to an essentially modern environment was largely complete. Prior to European clearance of the landscape for timber and cultivation, the area was characterized by forest. The Archaic Period is the longest and the most apparently stable of the cultural periods identified through archaeology. The Archaic Period is divided into the Early, Middle and Late Sub-Periods, each represented by specific styles in projectile point manufacture. Many more sites of this period are found throughout Ontario, than of the Palaeo-Indian Period. This is probably a reflection of two factors: the longer period of time reflected in these sites, and a greater population density. The greater population was likely the result of a more diversified

subsistence strategy carried out in an environment offering a greater variety of abundant resources (Smith 2002:58-59).

Current interpretations suggest that the Archaic Period populations followed a seasonal cycle of resource exploitation. Although similar in concept to the practices speculated for the big game hunters of the Palaeo-Indian Period, the Archaic populations utilized a much broader range of resources, particularly with respect to plants. It is suggested that in the spring and early summer, bands would gather at the mouths of rivers and at rapids to take advantage of fish spawning runs. Later in the summer and into the fall season, smaller groups would move to areas of wetlands to harvest nuts and wild rice. During the winter, they would break into yet smaller groups probably based on the nuclear family and perhaps some additional relatives to move into the interior for hunting. The result of such practices would be to create a distribution of sites across much of the landscape (Smith 2002: 59-60).

The material culture of this period is much more extensive than that of the Palaeo-Indians. Stylistic changes between Sub-Periods and cultural groups are apparent, although the overall quality in production of chipped lithic tools seems to decline. This period sees the introduction of ground stone technology in the form of celts (axes and adzes), manos and metates for grinding nuts and fibres, and decorative items like gorgets, pendants, birdstones, and bannerstones. Bone tools are also evident from this time period. Their presence may be a result of better preservation from these more recent sites rather than a lack of such items in earlier occupations. In addition, copper and exotic chert types appear during the period and are indicative of extensive trading (Smith 2002: 58-59).

1.2.1.3 WOODLAND PERIOD (APPROXIMATELY 1000 B.C.-1650 A.D.)

The primary difference in archaeological assemblages that differentiates the beginning of the Woodland Period from the Archaic Period is the introduction of ceramics to Ontario populations. This division is probably not a reflection of any substantive cultural changes, as the earliest sites of this period seem to be in all other respects a continuation of the Archaic mode of life with ceramics added as a novel technology. The seasonally based system of resource exploitation and associated population mobility persists for at least 1500 years into the Woodland Period (Smith 2002: 61-62).

The Early Woodland Sub-Period dates from about 1000-400 B.C. Many of the artifacts from this time are similar to the late Archaic and suggest a direct cultural continuity between these two temporal divisions. The introduction of pottery represents an entirely new technology that was probably acquired through contact with more southerly populations from which it likely originates (Smith 2002:62).

The Middle Woodland Sub-Period dates from about 400 B.C.-800 A.D. Within the region including the study area, a complex emerged at this time termed "Point Peninsula." Point Peninsula pottery reflects a greater sophistication in pottery manufacture compared with the earlier industry. The paste and temper of the new pottery is finer and new decorative techniques such as dentate and pseudo-scallop stamping appear. There is a noted Hopewellian influence in southern Ontario populations at this time. Hopewell influences

from south of the Great Lakes include a widespread trade in exotic materials and the presence of distinct Hopewell style artifacts such as platform pipes, copper or silver panpipe covers and shark's teeth. The populations of the Middle Woodland participated in a trade network that extended well beyond the Great Lakes Region.

The Late Woodland Sub-Period dates from about 500-1650 A.D. The Late Woodland includes four separate phases: Princess Point, Early Ontario Iroquoian, Middle Ontario Iroquoian and Late Ontario Iroquoian.

The Princess Point phase dates to approximately 500-1000 A.D. Pottery of this phase is distinguished from earlier technology in that it is produced by the paddle method instead of coil and the decoration is characterized by the cord wrapped stick technique. Ceramic smoking pipes appear at this time in noticeable quantities. Princess Point sites cluster along major stream valleys and wetland areas. Maize cultivation is introduced by these people to Ontario. These people were not fully committed to horticulture and seemed to be experimenting with maize production. They generally adhere to the seasonal pattern of occupation practiced by earlier occupations, perhaps staying at certain locales repeatedly and for a larger portion of each year (Smith 2002: 65-66).

The Early Ontario Iroquoian stage dates to approximately 950-1050 A.D. This stage marks the beginning of a cultural development that led to the historically documented Ontario Iroquoian groups that were first contacted by Europeans during the early 1600s (Petun, Neutral, and Huron). At this stage formal semi-sedentary villages emerge. The Early stage of this cultural development is divided into two cultural groups in southern Ontario. The areas occupied by each being roughly divided by the Niagara Escarpment. To the west were located the Glen Meyer populations, and to the east were situated the Pickering people (Smith 2002: 67).

The Middle Ontario Iroquoian stage dates to approximately 1300-1400 A.D. This stage is divided into two sub-stages. The first is the Uren sub-stage lasting from approximately 1300-1350 A.D. The second of the two sub-stages is known as the Middleport sub-stage lasting from roughly 1350-1400 A.D. Villages tend to be larger throughout this stage than formerly (Smith 2002: 67).

The Late Ontario Iroquoian stage dates to approximately 1400-1650 A.D. During this time the cultural divisions identified by early European explorers are under development and the geographic distribution of these groups within southern Ontario begins to be defined.

1.2.2 POST-CONTACT LAND USE OUTLINE

Human occupation in Southern Ontario spans back to the Palaeo-Indian Period (9000-8500 BC). During this time, very small populations of hunter-gatherers would move across the land in search of food. Due to this way of life, archaeological resources are rare because of the lack of stationary living. The effect of the hunter-gatherer lifestyle of the Paleo-Indian Period greatly affected the large scatter of Archaic sites in Southern Ontario as people found fruitful places to acquire food. The archaeological resources from the Archaic period show an egalitarian based society with seasonal subsistence patterns of gathering, causing an increase

of population sizes especially during the spring and summer months. The archaeological resources from sites in Southern Ontario dated to the Woodland Period (1000 BC- AD 1650) show more complex societies, an introduction to pottery and distinctive complex lithic styles (Dieterman 2002).

Sandwich was one of the original towns in Essex County and grew up across the river from the fort on the Detroit side. Although settlement had begun earlier the town of Sandwich was established in 1796 when the British gave up Detroit in accordance with the Jay Treaty. Many of the early settlers were Loyalists who chose to remain loyal to the crown and settled therefore on the Canadian side of the river. In 1845 an act to better define counties and townships in Ontario defined the Boundaries of the Township of Sandwich (Connecting Windsor-Essex 2011).

Essex County was among the first areas of Ontario to be settled. The original settlers were primarily disbanded French soldiers or former fur traders. Permanent settlement began on what was to become the Canadian side of the Detroit River in 1747, at this time these lands were largely inhabited by native peoples, both the Huron and the Ottawas had villages in the area (Connecting Windsor-Essex 2011).

Areas along Lake St. Clair and the Puce, Belle, and Ruscom rivers were originally occupied by the Huron and Wyandot First Nations. Some French colonists associated with Fort Detroit and the fur trade settled in this area in the 18th century. Their descendants are known as Fort Detroit French. They also came from Sandwich, where colonists had developed farms at what was known as Petite Côte, a bend in the Detroit River (Wikipedia 2019).

Map 2 is a facsimile segment of The Historical County Map of Essex County (Tackabury 1877). Map 2 illustrates the location of the study area and environs as of 1877. The study area is not shown to belong to anyone and no structures are shown to be within the study area.

Map 3 is a facsimile segment from the Belden & Co. Essex supplement in Illustrated atlas of the Dominion of Canada (Belden & Co. 1881). Map 2 illustrates the location of the study area and environs as of 1881. The study area is not shown to belong to anyone and no structures are shown to be within the study area.

A plan of the study area is included within this report as Map 6. Current conditions encountered during the Stage 2 Property Assessment are illustrated in Maps 5 & 6.

1.2.3 SUMMARY OF HISTORICAL CONTEXT

The brief overview of readily available documentary evidence indicates that the study area is situated within an area that was close to historic transportation routes and in an area well populated during the nineteenth century and therefore has potential for sites relating to early Post-contact settlement in the region. Background research also indicates the property has potential for significant archaeological resources of Native origins based on proximity to a

natural source of potable water in the past. The study area is located approximately 110 metres from the Detroit River. The study areas proximity to this water body is depicted on the City of Windsor Archaeological Potential Map from The City of Windsor Archaeological Master Plan Study Report for the City of Windsor (CRM Group Limited et al. 2005).

1.3 ARCHAEOLOGICAL CONTEXT

The study area is located in present day Windsor and is bounded on the north by Riverside Drive East, on the east by existing residential development, on the south by Chatham Street East and on the west by existing residential development.

The present use of the study area is a vacant lot. The study area includes within it mostly grass lawn and a few trees.

1.3.1 PHYSIOGRAPHIC REGION

The study area is within the St. Clair Clay Plains. The St. Clair clay plains cover 2, 270 square miles including the Counties of Essex, Kent and Lambton. The region has little relief varying between 575 and 700 feet a.s.l. in most areas. The counties of Lambton and Essex are till plains which have been smoothed by deposits of lacustrine clay which has settled in depressions as a result of glacial lakes Whittlesey and Warren which covered the whole area. A deep cover of overburden lies on the bedrock creating good conditions for vegetation (Chapman and Putnam 1984: 147-151).

1.3.2 SURFACE WATER

Sources of potable water, access to waterborne transportation routes, and resources associated with watersheds are each considered, both individually and collectively to be the highest criteria for determination of the potential of any location to support extended human activity, land use, or occupation. Accordingly, proximity to water is regarded as the primary indicator of archaeological resource potential. The Standards and Guidelines for Consultant Archaeologists stipulates that undisturbed lands within 300 metres of a water source are considered to have archaeological potential (MTC 2011: 21).

The study area is located approximately 110 metres southeast of the Detroit River which is also shown on The Historical County Map of Essex County (Tackabury 1877) and the Belden & Co. Essex supplement in Illustrated atlas of the Dominion of Canada (Belden & Co. 1881).

1.3.3 REGISTERED ARCHAEOLOGICAL SITES

The Archaeological Sites Database administered by the MCM indicates that there are six (6) previously documented sites within 1 kilometre of the study area. However, it must be noted that this assumes the accuracy of information compiled from numerous researchers using different methodologies over many years. AMICK Consultants Limited assumes no

responsibility for the accuracy of site descriptions, interpretations such as cultural affiliation, or location information derived from the Archaeological Sites Database administered by MCM. In addition, it must also be noted that a lack of formerly documented sites does not indicate that there are no sites present as the documentation of any archaeological site is contingent upon prior research having been conducted within the study area.

1.3.4.1 PRE-CONTACT REGISTERED SITES

A summary of registered and/or known archaeological sites within a 1-kilometre radius of the study area was gathered from the Archaeological Sites Database, administered by MCM. As a result, it was determined that one (1) archaeological site relating directly to Pre-contact habitation/activity had been formally registered within the immediate vicinity of the study area. However, the lack of formally documented archaeological sites does not mean that Pre-contact people did not use the area; it more likely reflects a lack of systematic archaeological research in the immediate vicinity. Even in cases where one or more assessments may have been conducted in close proximity to a proposed landscape alteration, an extensive area of physical archaeological assessment coverage is required throughout the region to produce a representative sample of all potentially available archaeological data in order to provide any meaningful evidence to construct a pattern of land use and settlement in the past. One (1) of these sites (AbHs-11) is a multi-component site listed as both a Pre-contact and Post-contact site. All previously registered Pre-contact sites are briefly described below in Table 1:

TABLE 2 PRE-CONTACT SITES WITHIN 1KM

Borden #	Site Name	Time Period	Affinity	Site Type
AbHs-11	Great Western Park	Post-Contact, Woodland, Late	Aboriginal, Euro-Canadian	Burial

None of the above noted archaeological sites are situated within 300 metres of the study area. Therefore, they have no impact on determinations of archaeological potential for further archaeological resources related to Pre-contact activity and occupation with respect to the archaeological assessment of the proposed undertaking.

1.3.4.2 POST-CONTACT REGISTERED SITES

A summary of registered and/or known archaeological sites within a 1-kilometre radius of the study area was gathered from the Archaeological Sites Database, administered by MCM. As a result, it was determined that six (6) archaeological sites relating directly to Post-contact habitation/activity had been formally registered within the immediate vicinity of the study area. One (1) of these sites (AbHs-11) is a multi-component site listed as both a Pre-contact and Post-contact site. All previously registered Post-contact sites are briefly described below in Table 2:

TABLE 3 POST-CONTACT SITES WITHIN 1KM

Borden #	Site Name	Time Period	Affinity	Site Type
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AbHs-70	Walker Power Railroad Turntable	Post-Contact		Railway
AbHs-65		Post-Contact	Euro-Canadian	Homestead
AbHs-15	Senator David A.Croll Park	Post-Contact	Euro-Canadian	House, midden, settlement
AbHs-14	Francois Baby House	Post-Contact	Euro-Canadian, French	House, military
AbHs-13	Train Depot	Post-Contact	Euro-Canadian	Depot, railway
AbHs-11	Great Western Park	Post-Contact, Woodland, Late	Aboriginal, Euro-Canadian	Burial

One of the above noted archaeological sites (AbHs-65) is situated within 300 metres of the study area. Therefore, it demonstrates archaeological potential for further archaeological resources related to Post-contact activity and occupation with respect to the archaeological assessment of the proposed undertaking.

1.3.5 PREVIOUS ARCHAEOLOGICAL ASSESSMENTS

On the basis of information supplied by MCM, no archaeological assessments have been conducted within 50 metres of the study area. AMICK Consultants Limited assumes no responsibility for the accuracy of previous assessments, interpretations such as cultural affiliation, or location information derived from the Archaeological Sites Database administered by MCM. In addition, it must also be noted that the lack of formerly documented previous assessments does not indicate that no assessments have been conducted.

1.3.5.1 PREVIOUS REGIONAL ARCHAEOLOGICAL POTENTIAL MODELLING

The study area is situated within an area subject to an archaeological master plan or a similar regional overview study. *The City of Windsor Archaeological Master Plan* was adopted by Council on 19 October, 2005 (CRM Group Limited et al., 2005). According to the plan:

Due to differences in approach, separate models were developed for Precontact Native settlement and historic period settlement. The Native model is based primarily on environmental and geomorphological criteria which would have influenced Native peoples relationship to the landscape. Although social factors have also been taken into consideration, these are difficult to re-create or interpret given both the time and cultural differences that separate the researcher from the people who lived here in the more distant past. The Euro- Canadian model, which includes the post-contact Native occupation, is based on known settlement locations drawn from historic mapping and other archival sources. The archaeological potential map created through the combination of the two models was subsequently screened to identify areas for which the physical landscape had been extensively modified or disturbed as a result of development. Since land that has been extensively disturbed retains little

or no archaeological integrity, it was identified and excluded from the final archaeological potential map.

(CRM Group Limited et al., 2005: Executive Summary – 2)

Additionally, active archaeological sites were included in the modelling put forward by the plan (CRM Group Limited et al., 2005: Executive Summary – 2). The archaeological First Nations (“Native”) potential modelling considers soil type, glacial geomorphology, drainage and topography, proximity to water and aboriginal transportation networks (CRM Group Limited et al., 2005: Section 4.2). The Euro-Canadian site potential modelling considers historic maps and other historical documentation of settlement patterns, as well as the proximity to previously registered archaeological sites. The resulting potential map shows that the current study area is within an area of high/low composite archaeological potential.

1.3.6 HISTORIC PLAQUES

There are no relevant plaques associated with the study area, which would suggest an activity or occupation within, or near, the study area that may indicate potential for associated archaeological resources of significant CHVI.

1.3.7 SUMMARY OF ARCHAEOLOGICAL CONTEXT

The study area contains a mostly grass lawn area with a few trees.

Background research also indicates that the study area is situated in the St. Clair Clay Plains physiographic region, which is characterized by deposits of lacustrine clay which has settled in depressions.

A total of 6 previously registered archaeological sites have been documented within 1km of the study area. Of these, 1 is characterized as both Pre-contact and Post-contact, 5 are Post-contact and 0 are of unknown cultural affiliation. One of these sites (AbHs-65) is located within 300m of the study area and, therefore, do demonstrate archaeological potential for further archaeological resources of Pre-contact/Post-contact activity and occupation with respect to the archaeological assessment of the current study area.

The study area is situated within an area subject to an archaeological master plan or a similar regional overview study. There are no relevant plaques associated with the study area.

The study area has potential for archaeological resources of Native origins based on proximity to previously registered archaeological sites of Pre-contact origins and proximity to a source of potable water that was also used as a means of waterborne trade and communication. Background research also suggests potential for archaeological resources of Post-contact origins based on proximity to previously registered archaeological sites of Post-contact origins, proximity to a historic roadway, and proximity to areas of documented historic settlement.

2.0 FIELD WORK METHODS AND WEATHER CONDITIONS

2.1 INTRODUCTION

A property inspection was carried out in compliance with Standards and Guidelines for Consultant Archaeologists (MTC 2011) to document the existing conditions of the study area to facilitate the Stage 2 Property Assessment. All areas of the study area were visually inspected and select features were photographed as a representative sample of each area defined within Maps 5 and 6. Observations made of conditions within the study area at the time of the inspection were used to inform the requirement for Stage 2 Property Assessment for portions of the study area as well as to aid in the determination of appropriate Stage 2 Property Assessment strategies. The locations from which photographs were taken and the directions toward which the camera was aimed for each photograph are illustrated in Maps 5 & 6 of this report.

The Stage 2 Assessment of the study area was carried out on 10 November 2022 and consisted of test pit survey at a ten-metre interval to confirm disturbance, which was conducted in compliance with the Standards and Guidelines for Consultant Archaeologists, section 2.1.8: Property Survey to Confirm Previous Disturbance (MTC 2011). Weather conditions were appropriate for the necessary fieldwork required to complete the Stage 2 Property Assessment and to create the documentation appropriate to this study.

2.4 CONFIRMATION OF DISTURBANCE

Approximately 0.25 ha of the study area was subject to test pit survey at 10m intervals to confirm disturbance. The entirety of the study area is disturbed. AMICK Consultants Limited tested the suspected disturbed area at a 10-metre interval to confirm disturbance in a manner consistent with the objectives to ensure that the area is accurately delimited and properly identified. This procedure demonstrated that the entire disturbed portion of the study area consists of deep deposit of mixed topsoil fill overlying buried concrete. There is no archaeological potential within this area.

100% of the study area was disturbed grass lawn area test pit surveyed at 10 metre intervals to confirm disturbance. Maps 5& 6 of this report illustrate the Stage 2 Assessment methodology within the study area.

3.0 RECORD OF FINDS

3.1 INTRODUCTION

As a result of the Stage 2 Assessment of the study area, no archaeological resources of any description were encountered.

4.0 ANALYSIS AND CONCLUSIONS

4.1 STAGE 2 ANALYSIS AND CONCLUSIONS

No archaeological sites or resources were found during the Stage 2 survey of the study area.

In accordance with the definitions contained within the Standards and Guidelines for Consultant Archaeologists (MTC 2011), it has been concluded that no archaeological sites or resources were found during the Stage 2 survey of the study area.

5.0 RECOMMENDATIONS

5.1 STAGE 2 RECOMMENDATIONS

As a result of the Stage 2 Property Assessment of the study area, no archaeological resources were encountered. Consequently, the following recommendations are made:

1. *No further archaeological assessment of the study area is warranted;*
2. *The Provincial interest in archaeological resources with respect to the proposed undertaking has been addressed;*
3. *The proposed undertaking is clear of any archaeological concern.*

6.0 ADVICE ON COMPLIANCE WITH LEGISLATION

While not part of the archaeological record, this report must include the following standard advisory statements for the benefit of the proponent and the approval authority in the land use planning and development process:

- a. *This report is submitted to the Minister of Citizenship and Multiculturalism as a condition of licensing in accordance with Part VI of the Ontario Heritage Act, R.S.O. 1990, c. 0.18. The report is reviewed to ensure that it complies with the standards and guidelines issued by the Minister, and that the archaeological fieldwork and report recommendations ensure the conservation, protection and preservation of the cultural heritage of Ontario. When all matters relating to archaeological sites within the project area of a development proposal have been addressed to the satisfaction of the Ministry of Citizenship and Multiculturalism, a letter will be issued by the ministry stating that there are no further concerns with regard to alterations to archaeological sites by the proposed development.*
- b. *It is an offence under Sections 48 and 69 of the Ontario Heritage Act for any party other than a licensed archaeologist to make any alteration to a known archaeological site or to remove any artifact or other physical evidence of past human use or activity from the site, until such time as a licensed archaeologist has completed archaeological fieldwork on the site, submitted a report to the Minister stating that the site has no further cultural heritage value or interest, and the report has been filed in the Ontario Public Register of Archaeological Reports referred to in Section 65.1 of the Ontario Heritage Act.*

- c. *Should previously undocumented archaeological resources be discovered, they may be a new archaeological site and therefore subject to Section 48 (1) of the Ontario Heritage Act. The proponent or person discovering the archaeological resources must cease alteration of the site immediately and engage a licensed archaeologist to carry out archaeological fieldwork, in compliance with sec. 48 (1) of the Ontario Heritage Act.*

- d. *The Cemeteries Act, R.S.O. 1990, c. C.4 and the Funeral, Burial and Cremation Services Act, 2002, S.O. 2002, c.33 (when proclaimed in force) require that any person discovering human remains must notify the police or coroner and the Registrar of Cemeteries at the Ministry of Consumer Services.*

- e. *Archaeological sites recommended for further archaeological fieldwork or protection remain subject to Section 48 (1) of the Ontario Heritage Act and may not be altered, or have artifacts removed from them, except by a person holding an archaeological licence.*

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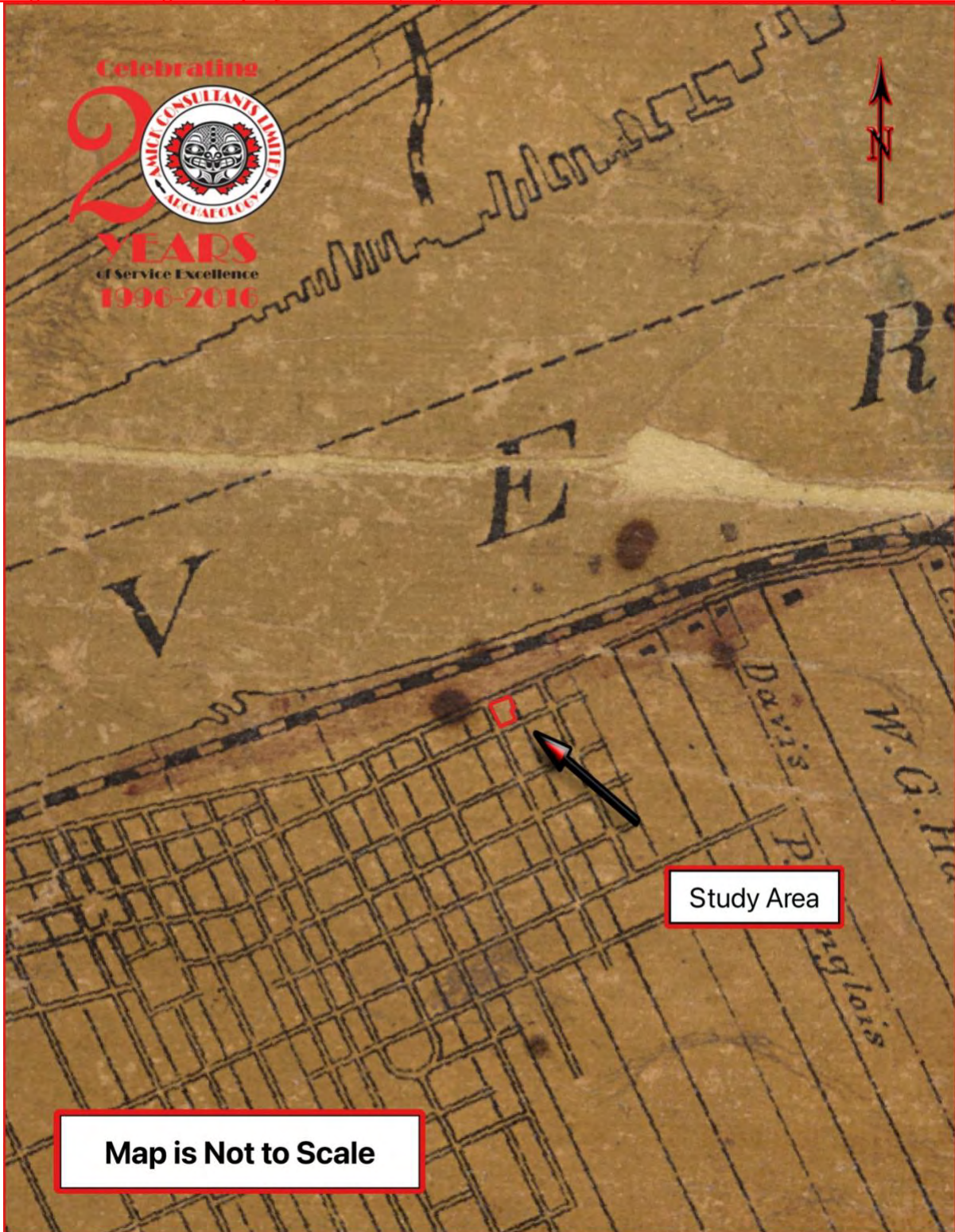
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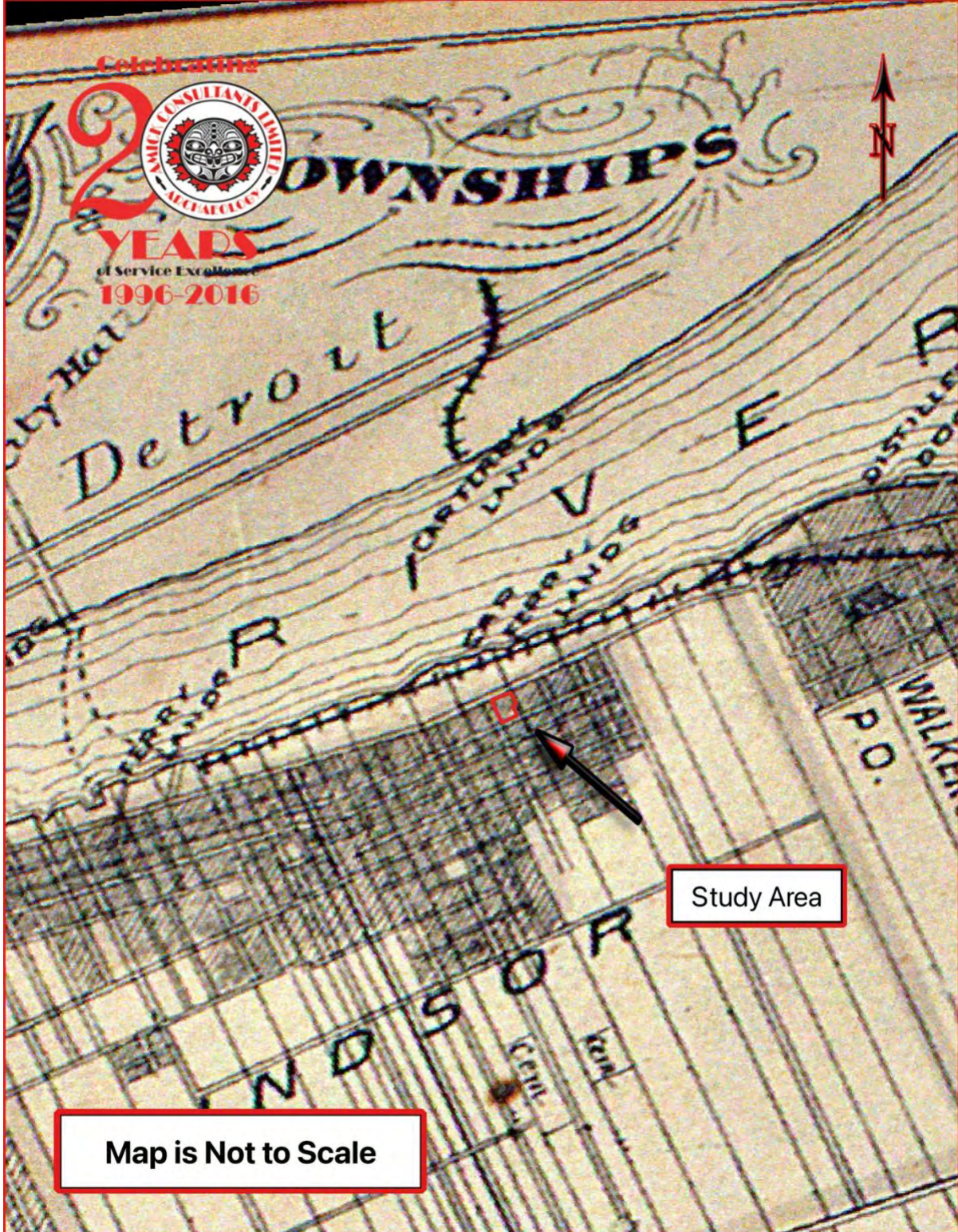
MAPS



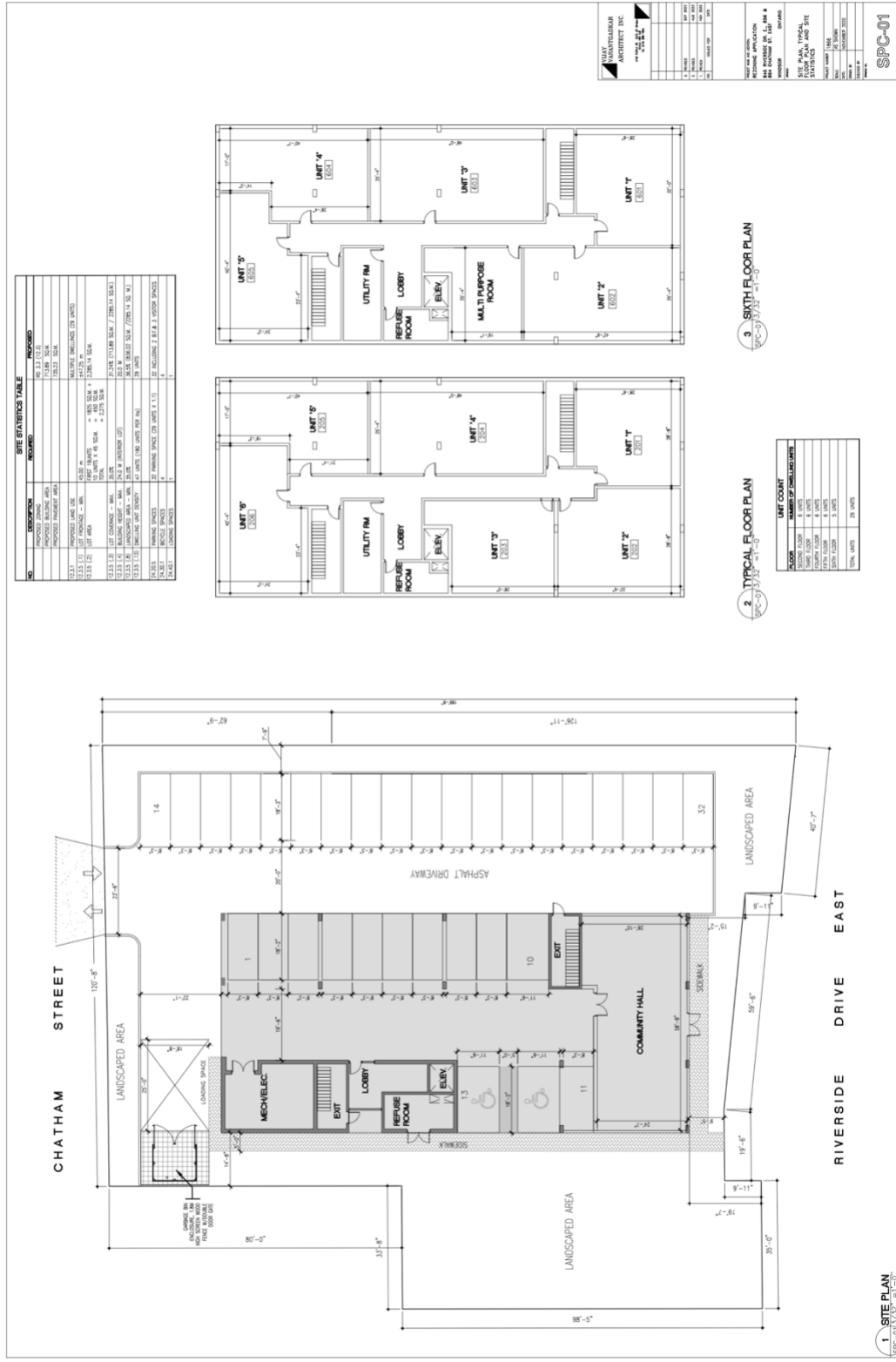
MAP 1 LOCATION OF THE STUDY AREA (ESRI 2019)



MAP 2 FACSIMILE SEGMENT OF TACKABURY'S MAP OF THE COUNTY OF ESSEX
(TACKABURY 1877)



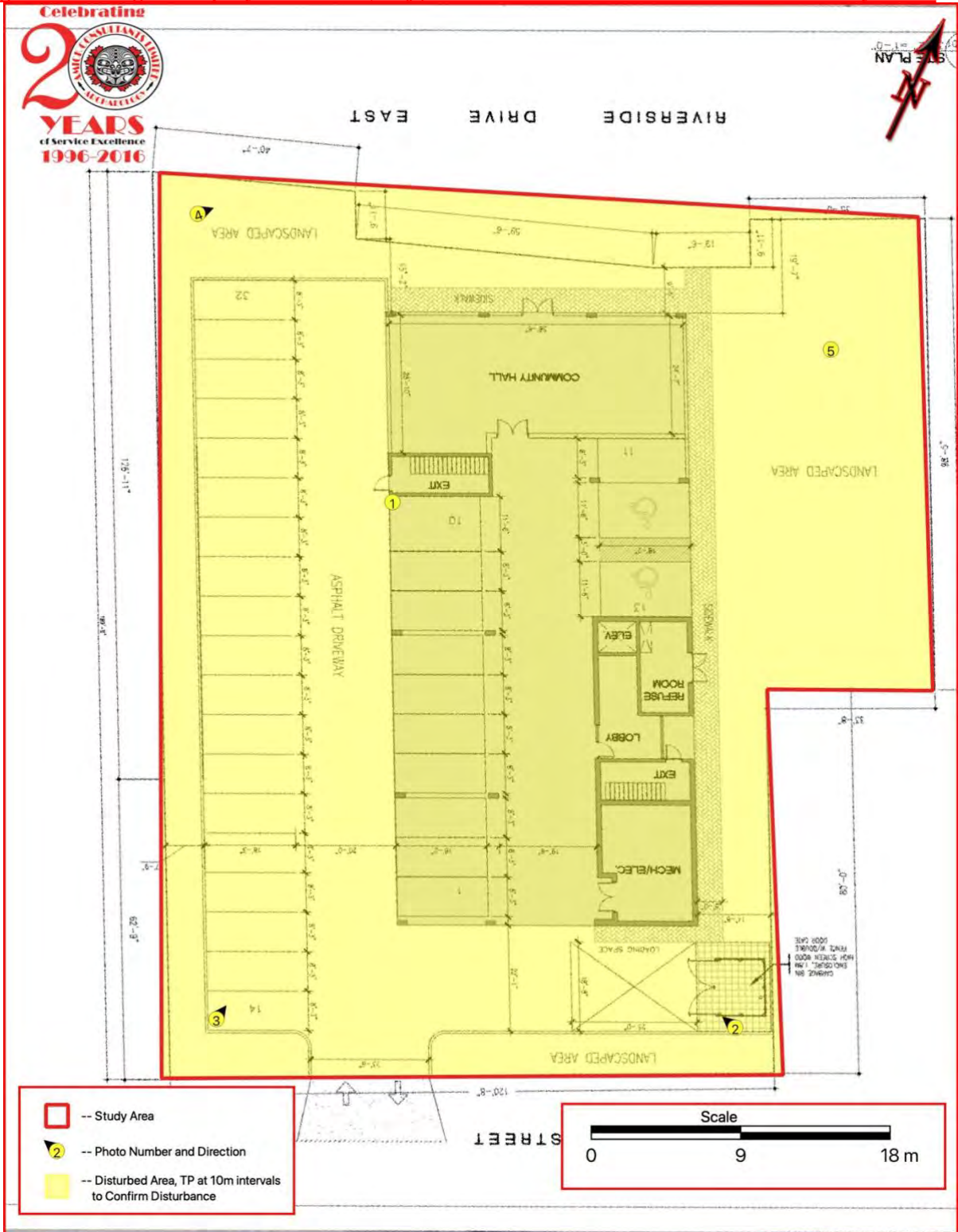
MAP 3 FACSIMILE SEGMENT OF THE BELDEN & CO. ESSEX SUPPLEMENT IN ILLUSTRATED ATLAS OF THE DOMINION OF CANADA (BELDEN & CO. 1881)



MAP 4 SITE PLAN (VIJAY VASANTGADKAR ARCHITECT INC. 2020)



MAP 5 AERIAL PHOTO OF THE STUDY AREA (GOOGLE EARTH 2016)



MAP 6 DETAILED PLAN OF THE STUDY AREA

IMAGES



IMAGE 1 COMPLETED TEST PIT



IMAGE 2 TEST SURVEY AREA



IMAGE 3 TEST SURVEY AREA



IMAGE 4 TEST SURVEY AREA



IMAGE 5 COMPLETED TEST PIT

APPENDIX “K”
Draft Amending By-law

B Y - L A W N U M B E R -2023

A BY-LAW TO FURTHER AMEND BY-LAW NUMBER 8600
CITED AS THE "CITY OF WINDSOR ZONING BY-LAW"

Passed the day of , 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 clause:

**X. SOUTH SIDE OF RIVERSIDE DRIVE EAST, NORTH OF CHATHAM STREET EAST,
 BETWEEN PARENT AVENUE AND MARENTETTE AVENUE**

For the lands comprising of Plan 140 W PT lot 7, Plan 143 E PT lot 1, Plan 140 W PT Lot 7, Plan 143 E PT lot 12; a *multiple dwelling* shall be an additional permitted use subject to the following provisions apply:

.1 Lot Area – minimum

- a) for the first 19 dwelling units – 1825.0 square metres
- b) for each additional dwelling unit- 45.0 square metres per unit

.2 Lot Frontage – minimum- 45.0 m

.3 Lot Coverage – maximum - 35.0 %

.4 Landscape Open Space Yard – minimum - 35% of the *lot area*

.5 Main Building Height – maximum – 20.0 m

.6 Building Setback:

- a) *front yard depth*- from most northerly front lot line - minimum - 6.0m
- b) *rear yard depth* - north limit of Chatham Street east right of way - minimum- 7.5 m
- c) *side yard width*: minimum - 4.5 m

.7 Parking:

- a) *Parking spaces* – minimum - 1.10 per unit
- b) A *parking space* is prohibited in any *front yard*
- c) *Parking spaces* shall be setback a minimum of 6.0 m from the most northerly front lot line abutting the Riverside Drive east right-of-way, and shall be screened from Riverside Drive East;
- d) Vehicular *access* from Riverside Drive East is prohibited
- e) Indoor ground floor amenity space – minimum – 4.0 square metres per unit

[ZDM 1xx; ZNG/xxx]

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	6	Plan 140 W PT lot 7, Plan 143 E PT lot 1, Plan 140 W PT Lot 7, Plan 143 E PT lot 12 (known municipally as 0 & 845 Riverside Drive East, and 856, & 864 Chatham Street East; (Roll No: 3739-030-050-00200-0000, 3739-030-050-00100-0000, 3739-030-040- 09400-0000, 3739-030-050-01400-0000, 3739-030-040-08800-0000)		S.20(1)x

DREW DILKENS, MAYOR

CLERK

First Reading - , 2023
 Second Reading - , 2023
 Third Reading - , 2023

SCHEDULE 2

1. By-law _____ has the following purpose and effect:
 - I. To amend the zoning on Plan 140 W PT lot 7, Plan 143 E PT lot 1, Plan 140 W PT Lot 7, Plan 143 E PT lot 12 (Roll No: 3739-030-050-00200-0000, 3739-030-050-00100-0000, 3739-030-040-09400-0000, 3739-030-050-01400-0000, 3739-030-040-08800-0000), situated on the south side of Chatham Street east, west of Parent Avenue and known municipally as 0 & 845 Riverside Drive East, and 856, & 864 Chatham Street East by adding a site specific exception to Section 20(1) as follows:
 - X. **SOUTH SIDE OF RIVERSIDE DRIVE EAST, NORTH OF CHATHAM STREET EAST, BETWEEN PARENT AVENUE AND MARENTETTE AVENUE**

For the lands comprising of Plan 140 W PT lot 7, Plan 143 E PT lot 1, Plan 140 W PT Lot 7, Plan 143 E PT lot 12; a *multiple dwelling* shall be an additional permitted use subject to the following provisions apply:

 - .1 Lot Area – minimum
 - a) for the first 19 dwelling units – 1825.0 square metres
 - b) for each additional dwelling unit- 45.0 square metres per unit
 - .2 Lot Frontage – minimum- 45.0 m
 - .3 Lot Coverage – maximum - 35.0 %
 - .4 Landscape Open Space Yard – minimum - 35% of the *lot area*
 - .5 Main Building Height – maximum – 20.0 m
 - .6 Building Setback:
 - d) *front yard depth*- from most northerly front lot line - minimum - 6.0m
 - e) *rear yard depth* - north limit of Chatham Street east right of way - minimum- 7.5 m
 - f) *side yard width*: minimum - 4.5 m
 - .7 Parking:
 - f) *Parking spaces* – minimum - 1.10 per unit
 - g) A *parking space* is prohibited in any *front yard*
 - h) *Parking spaces* shall be setback a minimum of 6.0 m from the most northerly front lot line abutting the Riverside Drive east right-of-way, and shall be screened from Riverside Drive East;
 - i) Vehicular *access* from Riverside Drive East is prohibited
 - j) Indoor ground floor amenity space – minimum – 4.0 square metres per unit
2. Key map showing the location of the lands to which By-law _____ applies.



Subject: Closure of east/west alley between Rockwell Avenue and Closed Woodland Avenue; east/west alley between Closed Woodland Avenue and Granada Avenue West, Ward 1

Moved by: Councillor Fred Francis
Seconded by: Councillor Mark McKenzie

Decision Number: **DHSC 526**

- I. That the 4.27-metre-wide east/west alley located between Rockwell Avenue and Closed Woodland Avenue, and shown on Drawing No. CC-1825 (*attached* hereto as Appendix "A"), and hereinafter referred to as the "subject west alley", **BE ASSUMED** for subsequent closure;

- II. That the subject west alley **BE CLOSED AND CONVEYED** to the abutting property owners and as necessary, in a manner deemed appropriate by the City Planner, subject to the following:
 - a. 3.0-metre-wide easement (measured 1.50 metres from either side of utility infrastructure), subject to there being accepted in the City's standard form and in accordance with the City's standard practice, be granted to:
 - i. Bell Canada to accommodate existing aerial facilities;
 - ii. ENWIN Utilities Ltd. to accommodate existing overhead 120/240V hydro pole distribution with guy and anchor; and
 - iii. MNSi to accommodate existing aerial facilities.

- III. That the 4.88-metre-wide east/west alley located between Closed Woodland Avenue and Granada Avenue West, and shown on Drawing No. CC-1825 (*attached* hereto as Appendix "A"), and hereinafter referred to as the "subject east alley", **BE ASSUMED** for subsequent closure;

- IV. That the subject east alley **BE CLOSED AND CONVEYED** to the abutting property owners and as necessary, in a manner deemed appropriate by the City Planner, subject to the following:
 - a. 3.0-metre-wide easement (measured 1.50 metres from either side of utility infrastructure), subject to there being accepted in the City's standard form and in accordance with the City's standard practice, be granted to:
 - i. Bell Canada to accommodate existing aerial facilities;
 - ii. ENWIN Utilities Ltd. to accommodate existing overhead 120/240V hydro pole distribution with guy and anchor; and
 - iii. MNSi to accommodate existing aerial facilities.

- b. Ontario Land Surveyor be directed to use existing encroachments for determining the boundaries of the lands to be conveyed to each abutting property owner.
 - V. That Conveyance Cost **BE SET** as follows:
 - a. For alley conveyed to abutting lands zoned RD1.4, \$1.00 plus HST (if applicable), 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.
 - VI. That The City Planner **BE REQUESTED** to supply the appropriate legal description, in accordance with Drawing No. CC-1825, *attached* hereto as Appendix "A".
 - VII. That The City Solicitor **BE REQUESTED** to prepare the necessary by-law(s).
 - VIII. That The Chief Administrative Officer and City Clerk **BE AUTHORIZED** to sign all necessary documents approved as to form and content satisfactory to the City Solicitor.
- Carried.

Report Number: S 69/2023
Clerk's File: SAA2023

Clerk's Note:

1. The recommendation of the Development & Heritage Standing Committee and Administration are the same.
2. Please refer to Item 11.3 from the Development & Heritage Standing Committee held on July 4, 2023.
3. To view the stream of this Standing Committee meeting, please refer to:
<http://csg001-harmony.sliq.net/00310/Harmony/en/PowerBrowser/PowerBrowserV2/20230704/-1/9417>

Subject: Closure of east/west alley between Rockwell Avenue and Closed Woodland Avenue; east/west alley between Closed Woodland Avenue and Granada Avenue West, Ward 1, SAA-6921

Reference:

Date to Council: July 4, 2023
Author: Brian Nagata, MCIP, RPP
Planner II - Development Review
(519) 255-6543 ext. 6181

Planning & Building Services
Report Date: May 25, 2023
Clerk's File #: SAA2023

To: Mayor and Members of City Council

Recommendation:

- I. THAT the 4.27-metre-wide east/west alley located between Rockwell Avenue and Closed Woodland Avenue, and shown on Drawing No. CC-1825 (*attached* hereto as Appendix "A"), and hereinafter referred to as the "subject west alley", **BE ASSUMED** for subsequent closure;
- II. THAT the subject west alley **BE CLOSED AND CONVEYED** to the abutting property owners and as necessary, in a manner deemed appropriate by the City Planner, subject to the following:
 - a. 3.0-metre-wide easement (measured 1.50 metres from either side of utility infrastructure), subject to there being accepted in the City's standard form and in accordance with the City's standard practice, be granted to:
 - i. Bell Canada to accommodate existing aerial facilities;
 - ii. ENWIN Utilities Ltd. to accommodate existing overhead 120/240V hydro pole distribution with guy and anchor; and
 - iii. MNSi to accommodate existing aerial facilities.
- III. THAT the 4.88-metre-wide east/west alley located between Closed Woodland Avenue and Granada Avenue West, and shown on Drawing No. CC-1825 (*attached* hereto as Appendix "A"), and hereinafter referred to as the "subject east alley", **BE ASSUMED** for subsequent closure;
- IV. THAT the subject east alley **BE CLOSED AND CONVEYED** to the abutting property owners and as necessary, in a manner deemed appropriate by the City Planner, subject to the following:

- a. 3.0-metre-wide easement (measured 1.50 metres from either side of utility infrastructure), subject to there being accepted in the City's standard form and in accordance with the City's standard practice, be granted to:
 - i. Bell Canada to accommodate existing aerial facilities;
 - ii. ENWIN Utilities Ltd. to accommodate existing overhead 120/240V hydro pole distribution with guy and anchor; and
 - iii. MNSi to accommodate existing aerial facilities.
 - b. Ontario Land Surveyor be directed to use existing encroachments for determining the boundaries of the lands to be conveyed to each abutting property owner.
- V. THAT Conveyance Cost **BE SET** as follows:
- c. For alley conveyed to abutting lands zoned RD1.4, \$1.00 plus HST (if applicable), 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.
- VI. THAT The City Planner **BE REQUESTED** to supply the appropriate legal description, in accordance with Drawing No. CC-1825, *attached* hereto as Appendix "A".
- VII. THAT The City Solicitor **BE REQUESTED** to prepare the necessary by-law(s).
- VIII. THAT The Chief Administrative Officer and City Clerk **BE AUTHORIZED** to sign all necessary documents approved as to form and content satisfactory to the City Solicitor.

Executive Summary:

N/A



STREET & ALLEY CLOSING (SAA/6921)

1:1,500

APPLICANT : MUNTADHER TUAMA & ABBAS TUAMA

 REQUESTED & TO BE RECOMMENDED FOR CLOSURE  TO BE RECOMMENDED FOR CLOSURE

PLANNING DEPARTMENT - PLANNING POLICY

DATE: NOVEMBER, 2022



Background:

The applicant, Muntadher Tuama, owner of the property known municipally as 760 Cabana Road West (the subject property), applied to close the portion of east/west alley located between Rockwell Avenue and Closed Woodland Avenue, abutting the subject property.

The Planning Department is recommending closure of the full east/west alley located between Rockwell Avenue and Closed Woodland Avenue (the west alley), as well as the east/west alley located between Closed Woodland Avenue and Granada Avenue West (the east alley), and shown on Drawing No. CC-1825 *attached* hereto as Appendix “A”, and also shown on the aerial photo *attached* hereto as Appendix “B”.

The east alley was established by Registered Plan of Subdivision 1305, registered on May 14, 1928, and used for agricultural purposes until approximately 1953 when the abutting lands began to be developed as single family dwelling lots. Over the years

abutting properties encroached into the alley with accessory buildings, structures and fences. Each lot roughly encroached into its abutting half of the alley. The alley also contains utility poles with guy wires and anchors, as well as several mature trees. There are no Encroachment Agreements on record for the use of the alley.

The west alley was established by Registered Plan of Subdivision 1345, registered on January 30, 1929, and used for agricultural purposes until approximately 1950 when the abutting lands began to be developed as single family dwelling lots. Over the years abutting properties encroached into the alley with structures and fences. The subject property encroached into the abutting portion of the alley, which nearly divides the lot into two separate parcels. 780 Cabana Road West encroached into almost all of the remainder of the alley, save and except a small strip encroached into by 3790 Rockwell Avenue. The alley also contains utility poles with guy wires and anchors, as well as some mature trees. There are no Encroachment Agreements on record for the use of the alley.

Woodland Avenue was established by Registered Plan of Subdivision 1305, registered on May 14, 1928, and used for agricultural purposes until approximately 1950 when the abutting lands began to be developed as single family dwelling lots. Woodland Avenue was officially closed by Judges Order on October 25, 1963.

The applicant wishes to close the abutting portion of the west alley for the purpose of rounding out the irregular shaped subject property, thereafter making it more functional for future development and/or use.

Discussion:

The decision to recommend closure of an alley is derived from the City's *Classification of Alleys and Suitability for Closure* guideline document (the document), *attached* hereto as Appendix "E". The document details four classifications of alleys based on their usefulness, and provides corresponding criteria for determining suitability for closure.

Classification of Public Right-of-Ways

The initial step is to determine if the alley is indispensable. This is achieved through the evaluation of the following criteria set forth in Section 1 of the document.

1. *Does the subject alley serve commercial properties?*
 - a. The east alley and west alley do not serve any commercial properties.
2. *Does the subject alley serve properties fronting on heavily traveled streets i.e. major arterial routes?*
 - a. The east alley and west alley do not serve properties on heavily traveled streets.
3. *Does the subject alley contain sewers, and must the alley remain accessible for servicing?*

- a. The east alley and west alley do not contain any sewers.
4. *Does the subject alley serve as the only vehicular means of access to rear parking areas and garages where the property has insufficient lot width for a side drive?*
 - a. The east alley and west alley do not serve as a means of vehicular access to any rear garages or parking areas.
5. *Does the subject alley contain Fire Department connections that are deemed to be necessary for firefighting access?*
 - a. The east alley and west alley do not contain any Fire Department connections.
6. *Does the subject alley lie within a Holding zone or other similar undeveloped areas where the right-of-way system is clearly obsolete and has never been developed, but where the City needs to keep its options open until new area plans are prepared and development is imminent?*
 - a. The east alley and west alley do not lie within a Holding zone or other similar undeveloped areas.

Based on the above, the Planning Department deems the east alley and west alley “dispensable”, and supports the requested closure.

It is our recommendation that, upon closure, the abutting property owners be given the chance to acquire the east alley and west alley in the manner described in the Recommendation section herein.

Hence the recommendation is to close and convey the east alley and west alley to the abutting property owners, which is the standard manner of conveyance. This includes 780 Cabana Road West in order to be as fair as possible in conveying the alley which no abutting property owners have permission to encroach upon. This also includes direction to the Ontario Land Surveyor to use existing encroachments for determining the boundaries of the lands to be conveyed to each abutting property owner.

Risk Analysis:

The recommended closure will divest the City of associated liability risks and maintenance costs. The recommended closure poses no known risk to City.

Climate Change Risks

Climate Change Mitigation:

N/A

Climate Change Adaptation:

N/A

Financial Matters:

The rate for an alley conveyed to abutting lands zoned RD1.4 is assessed at \$1.00 plus HST (if applicable), deed preparation fee and proportionate share of the survey costs as invoiced to the City by an Ontario Land Surveyor.

Consultations:

Consultations were held with Municipal Departments and Utility Companies, which resulted in the information found in *attached* hereto as Appendix “C”.

Notice of this application was issued to property owners abutting the east alley and west alley by regular mail, with no objections being received as of the date of writing this report.

Notice of Development & Heritage Standing Committee meeting and Council meeting are published in the Windsor Star prior to each of the meetings. In addition, notice of each of the public meetings will be mailed to the abutting/affected property owners prior to the meetings.

Conclusion:

The Planning Department recommends closure of the east alley and west alley shown on attached Appendix “A”, subject to easements in favour of Bell Canada, ENWIN Utilities Ltd. and MNSi as in Recommendations II and IV of this report respectively.

The closed east alley and west alley are to be conveyed to the abutting property owners as in Recommendations II and IV of this report, respectively.

Planning Act Matters:

I concur with the above comments and opinion of the Registered Professional Planner.

Greg Atkinson, MCIP, RPP *Thom Hunt, MCIP, RPP*
Acting Manager of Policy Planning *City Planner*

I am not a registered Planner and have reviewed as a Corporate Team Leader

JP *JM*

Approvals:

Name	Title
Greg Atkinson	Acting Manager of Planning Policy/Deputy City Planner
Neil Robertson for Thom Hunt	City Planner / Executive Director, Planning & Development Services
Stephanie Santos	Coordinator of Real Estate Services

Name	Title
Kate Tracey	Senior Legal Council, Legal Services & Real Estate
Jelena Payne	Commissioner, Economic Development & Innovation
Joe Mancina	Chief Administration Officer

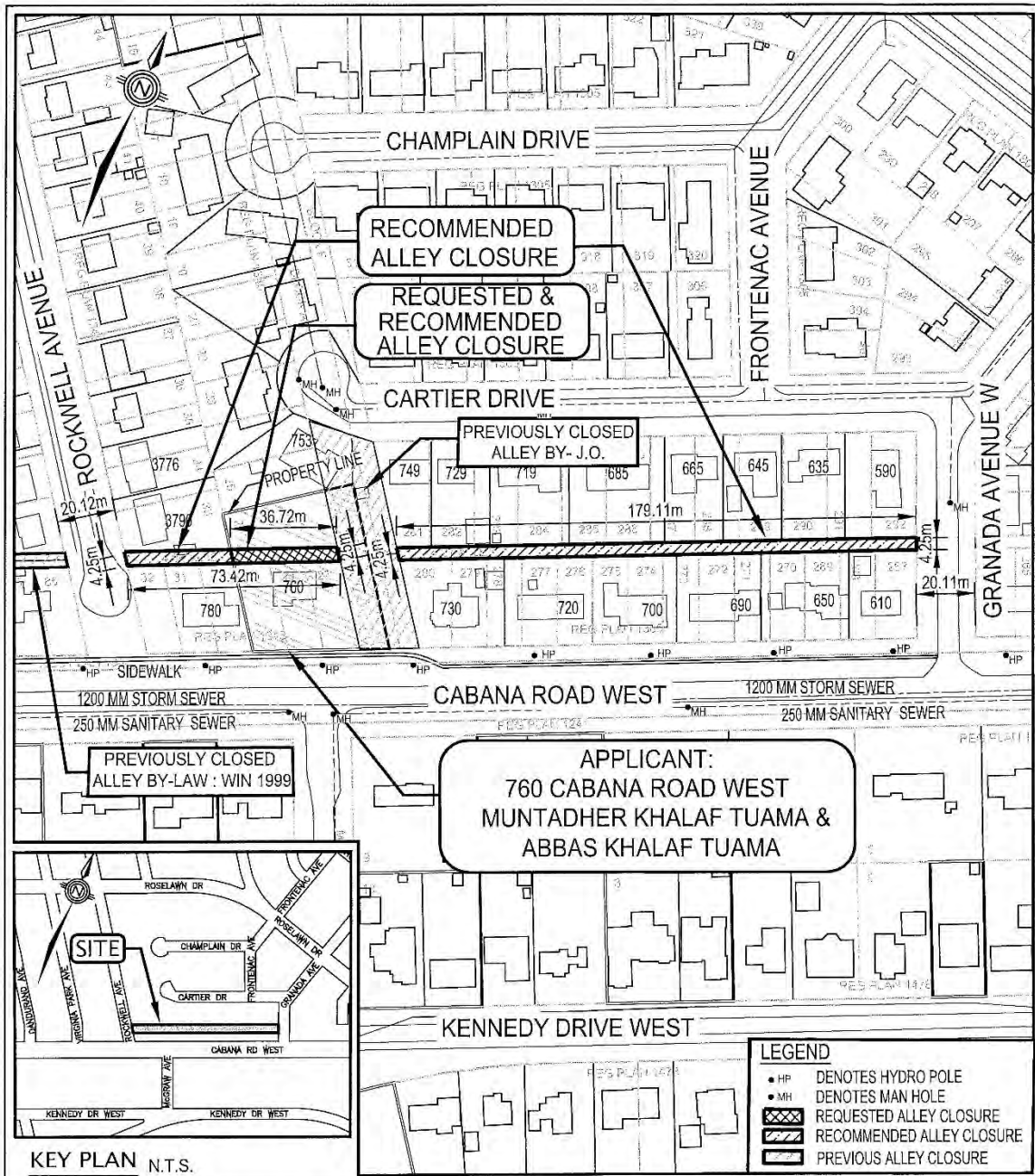
Notifications:

Name	Address	Email
Ward 1 Councillor Fred Francis	350 City Hall Square West, Suite 220 Windsor, Ontario N9A 6S1	ffrancis@citywindsor.ca
List of mailing labels for property owners abutting alley issued to Clerks office		

Appendices:

- 1 Appendix A - Drawing No. CC-1825
- 2 Appendix B - EIS Drawing - Aerial Photo
- 3 Appendix C - Consultations with Municipal Departments and Utility Companies
- 4 Appendix D - Site Photos
- 5 Appendix E - Classification of Alleys and Suitability for Closure

APPENDIX "A"
Drawing No. CC-1825

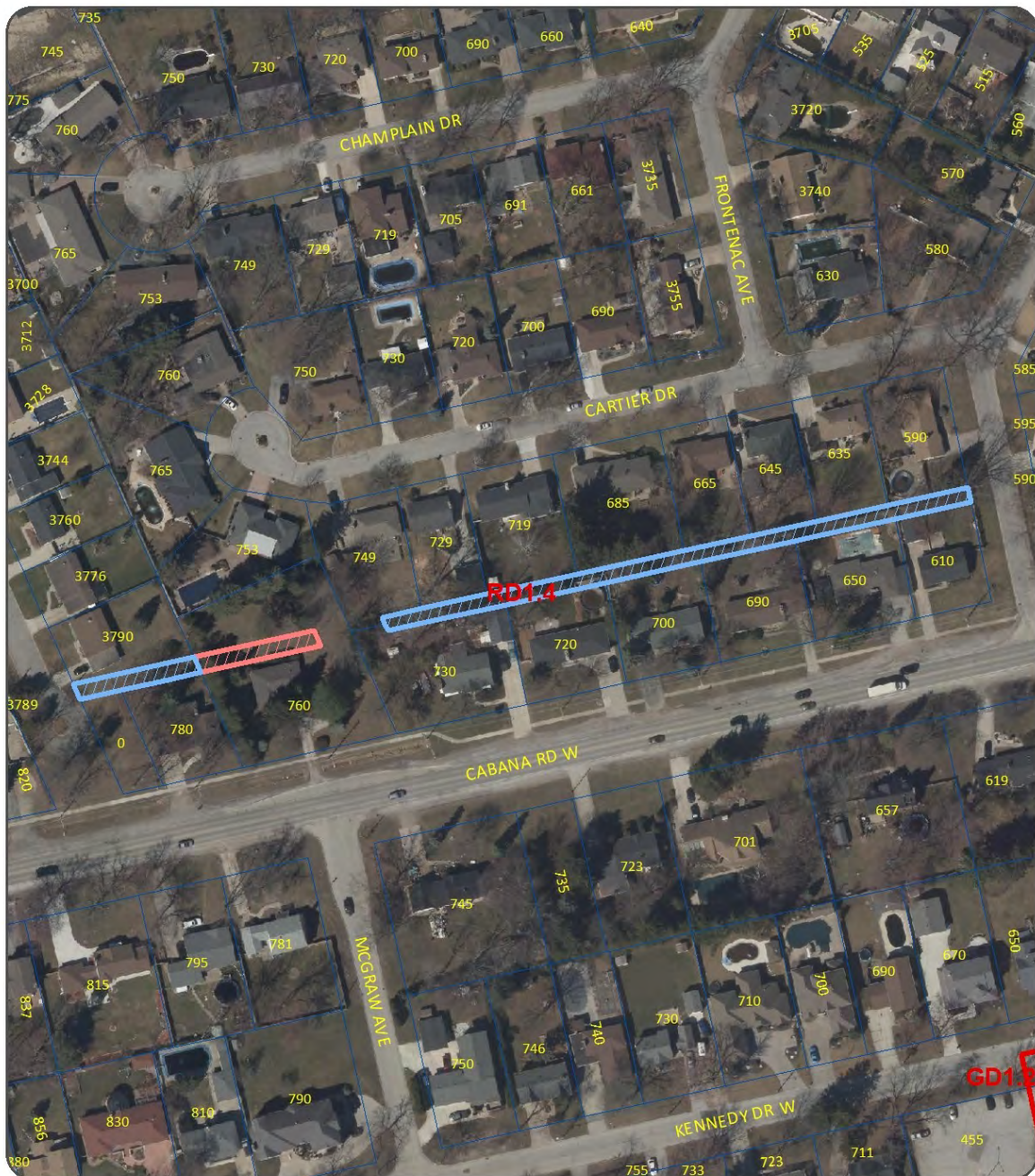


THE CORPORATION OF THE CITY OF WINDSOR - ENGINEERING DEPARTMENT
 Proposed East/West Alley closure in between Cabana Road West and Cartier Dr,
 from Granada Avenue West to Rockwell Avenue

Kirk Tamm
 Kirk Tamm, Manager of Geomatics

SCALE: 1:1750	DATE: DEC 2022	REVISED: —	DWG. NO. CC-1825
DWN BY: UT	CHKD BY: PJU / MM	REVISION NO.: —	

APPENDIX "B" EIS Drawing - Aerial Photo



STREET & ALLEY CLOSING (SAA/6921)

1:1,500

APPLICANT : MUNTADHER TUAMA & ABBAS TUAMA

 REQUESTED & TO BE RECOMMENDED FOR CLOSURE
  TO BE RECOMMENDED FOR CLOSURE



PLANNING DEPARTMENT - PLANNING POLICY

DATE: NOVEMBER, 2022

APPENDIX “C”
Consultations with Municipal Departments and Utility Companies

BELL CANADA WSP

Bell Canada requests a 3.0 m wide easement, 1.5 m on either side of the existing aerial facilities for the length of the proposed closure area. If the recommended area is also closed, we'd like to extend our request over that portion as well.

[Charleyne Hall - Bell Canada External Liaison, Right of Way & Indigenous Relation]

COGECO CABLE SYSTEMS INC.

No comments provided

ENBRIDGE GAS

After reviewing the provided drawing for the Alley closing north of Cabana Rd, and consulting our mapping system, please note that Enbridge Gas has active infrastructure outside the alleyway. A PDF drawing has been attached for reference.

Please Note:

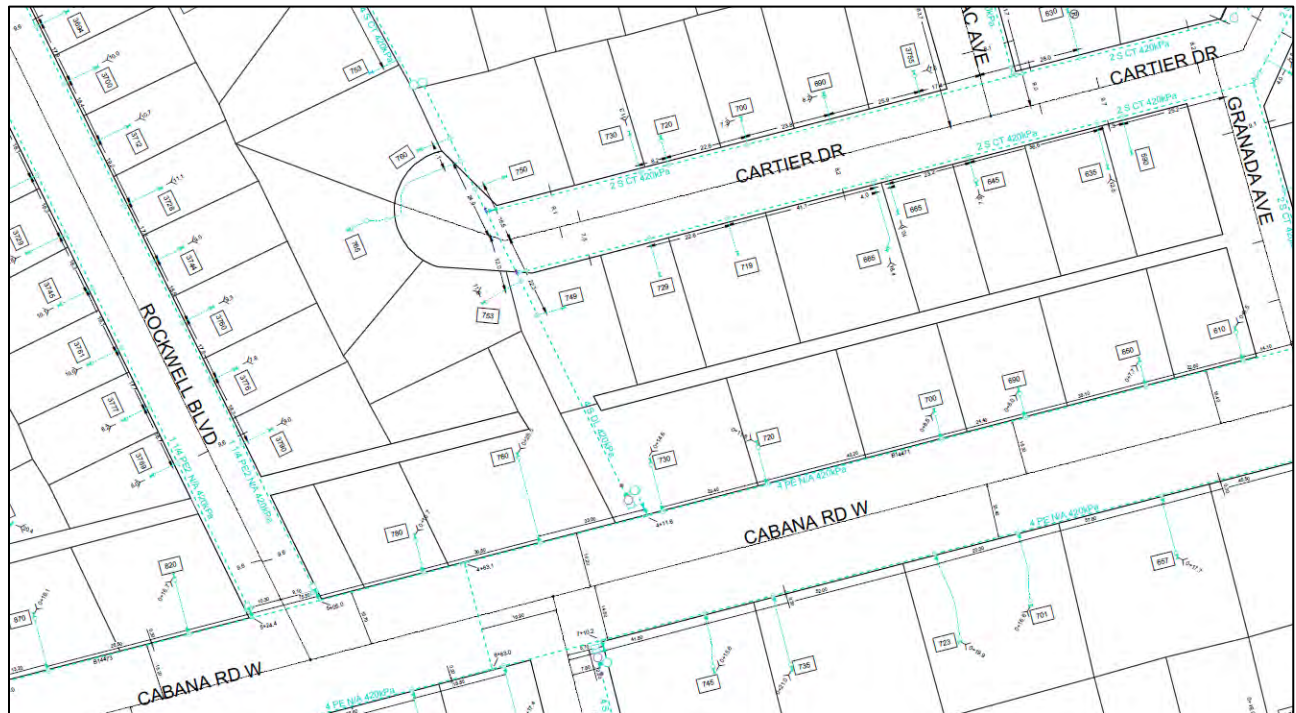
1. The shown piping locations are approximate and for information purposes only
2. The drawings are not to scale
3. This drawing does not replace field locates. Please contact Ontario One Call for onsite locates prior to excavating, digging, etc.

Enbridge Gas requires a minimum separation of 0.6 m horizontal and 0.3 m vertical from all of our plant less than NPS 16 and a minimum separation 1.0 m horizontal and 0.6 m vertical between any CER-regulated and vital pipelines. For all pipelines (including vital pipelines), when drilling parallel to the pipeline, a minimum horizontal clearance measured from the edge of the pipeline to the edge of the final bore hole of 1 m (3.3 ft.) is required. Please ensure that this minimum separation requirement is maintained, and that the contractor obtains locates prior to performing any work and utilizes safe excavation practices while performing any work in the vicinity.

Also, please note the following should you find any abandoned infrastructure in the area:

- Any pipe that is excavated, please assume that it is live
- If during the course of any job, any pipe is found that is not on the locate sheet and is in conflict with your work, please call our emergency number (1-877-969-0999), and one of our Union Gas representatives will respond to determine if that plant is in fact live or dead
- Please note that our Enbridge Gas representative will respond to the live or dead call within 1-4 hours, so please plan your work accordingly

[Sandro Aversa - Drafter / Estimator, Construction & Growth]



ENVIRONMENTAL SERVICES

No concerns from Environmental Services.

[Anne-Marie Albidone - Manager, Environmental Services]

ENWIN UTILITIES - HYDRO

No objection provided clearances are maintained from our distribution plant. However, an easement named to ENWIN Utilities Ltd., will be required for East to the West limit of the property to accommodate for the existing overhead 120/240V hydro pole distribution.

Please see attached for the highlighted area of easement needed.

Please note the following distribution and services:

- Overhead 120/240V triplex secondary distribution pole line and associated down guy wires/ anchors servicing multiple residential houses along the alleyway.
- Overhead 16kV primary distribution pole line adjacent to the west limit of the 730 Cabana Rd W. and 749 Cartier Dr.

Proposed buildings and/or building additions must have adequate clearance requirements from all hydro distribution and services.

We recommend referring to the Occupational Health and Safety Act for minimum safe limits of approach during construction and the Ontario Building Code for adequate clearance requirements for New Buildings and/or Building Additions.

ENWINs easement guidelines:

Overhead

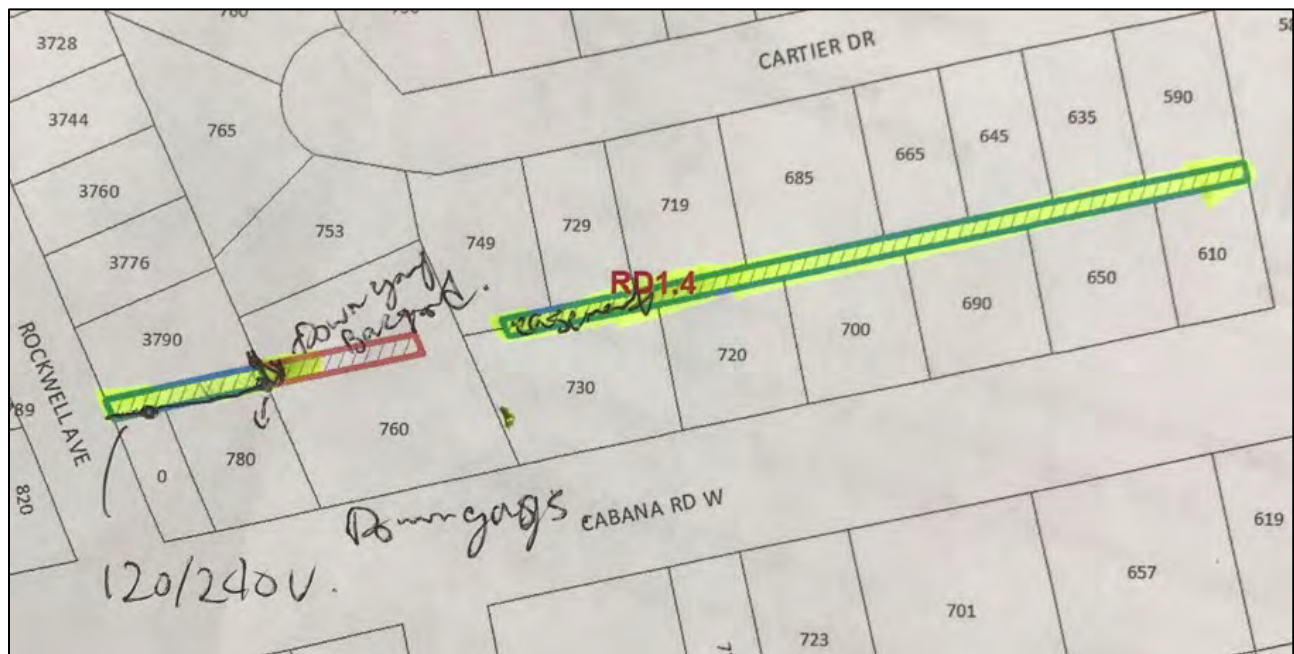
A 3 m (10 ft.) Easement is required for a straight pole line 1.5 m (5 ft.) (on each side). This takes into consideration a 0.3 m (1 ft.) pole diameter, 0.46 m (1.5 ft.) primary insulator, and 0.9 m (3 ft.) clearance from any nearby structure.

Guy and Anchor

The easement for the guy and anchor is 3 m (10 ft.) wide easement is required into private property. This easement should extend 1 m (3.3 ft.) into the property.

Underground Cable

A 0.6 m (2 ft.) easement on either side of a duct bank is required for underground installations.

[Tia McCloskey - Hydro Engineering Technologist]**ENWIN UTILITIES - WATER**

Water Engineering has no objections.

[Bruce Ogg - Water Project Review Officer]**LEGAL DEPARTMENT**

For lands abutting RD1.4, \$1.00 plus deed preparation fee and proportionate share of the survey cost as invoiced to The Corporation of the City of Windsor by an Ontario Land Surveyor.

[Stephanie Santos - Coordinator of Real Estate Services]

MNSi

MNSi will require an aerial easement through the proposed alley closing as we have existing aerial plant on the poles.

[Dave Hartleib - Outside Plant Manager]

PARKS & FACILITIES

Parks D&D has no objection pertaining this LIAISON

[Sherif Barsom - Landscape Architect]

PLANNING DEPARTMENT

No comments provided

[Jim Abbs - Senior Planner, Subdivisions]

PLANNING DEPARTMENT - LANDSCAPE ARCHITECT

No objections from a landscape architectural or urban design perspective.

[Stefan Fediuk - Landscape Architect]

PUBLIC WORKS - ENGINEERING

The subject alley closure is approximately 4.8 m (16.0 ft.) wide, appears to be untraveled and composed of grass. There are no municipal sewers or manholes located in the closure. There are hydro poles, guy wires and overhead wires. An easement will be required for the utilities. There are encroaching objects within the closure. This alley appears to serve no useful purpose by CR146/2005; therefore, we have no objections to the closure.

[Adam Pillon - Manager of Right-of-Way]

PUBLIC WORKS - TRAFFIC

The alleyway shown is not required for vehicles or pedestrian access. The alley system is cut off by a missing link in the center and would not be useful to the general public if left open. No objections with closing the entire alley system as shown.

[Mike Spagnuolo - Signal Systems Analyst]

ROGERS COMMUNICATIONS

No comments provided

TELUS COMMUNICATIONS

TELUS has no underground infrastructure in the area of your proposed work.

[Meghna Patel - Permit Coordinator]

TRANSPORTATION PLANNING

The alley does not seem to be used by pedestrians or vehicles. Transportation Planning has no objections to the proposed alley closure and no objections to the closure of the alley portions that are “to be recommended for closure.”

[Clare Amicarelli - Transportation Planner I]

TRANSIT WINDSOR

Transit Windsor has no objections.

[Jason Scott - Supervisor, Planning]

WINDSOR FIRE

No comments provided

[Mike Coste - Chief Fire Prevention Officer]

WINDSOR POLICE

The Windsor Police Service has no concerns or objections with the closure of this section opposite 760 Cabana Road West. Closure will not carry any negative impact to police response or service delivery capacity for the affected properties.

[Barry Horrobin - Director of Planning & Physical Resources]

APPENDIX "D"
Site Photos (December 5, 2022)



Figure 1 - Looking east towards alley from Rockwell Avenue (3790 Rockwell Avenue - left)



Figure 2 - Looking east towards alley from Rockwell Avenue (760 Cabana Road West - right)



Figure 3 - Looking west towards alley from Granada Avenue West (610 Cabana Road West - left)



Figure 4 - Looking west towards alley from Granada Avenue West (590 Granada Avenue West - right)

APPENDIX “E”

Classification of Alleys and Suitability for Closure

Classification of Public Rights-of-Ways:

Currently streets and alleys fall into four classifications on the basis of their usefulness:

- 1) Alleys that are **indispensable**. These would be alleys serving commercial properties and properties fronting on heavily traveled streets i.e. major arterial routes and alleys which contain sewers and must remain accessible for servicing; alleys or streets which serve as the only vehicular means of access to rear parking areas and garages where the property has insufficient lot width for a side drive; and, alleys which contain Fire Department connections that are deemed to be necessary for firefighting access.
- 2) Alleys that, **have some usefulness**, are nevertheless dispensable and may or may not be a complete liability.
- 3) Alleys that appear to serve **no useful purpose**, either now, or anticipated. Such alleys are in residential areas and locations where generally the lots are wide enough for side drives, or those alleys abutting parks and other parcels of land that do not require any servicing from the alley. Remnant or stub-end streets which are dead-ended and do not serve as access to other streets.
- 4) Alleys lying in Holding zones and other similar undeveloped areas where the alley system is **clearly obsolete** and has never been developed, but where the City needs to keep its options open until new area plans are prepared and development is imminent.

Suitability for Closing:

Following are the criteria and suitability for closing alleys in each of the above classifications:

- 1) Indispensable alleys should **not be closed**, conveyed, reduced or otherwise jeopardized through minority interests unless a suitable substitute alley is opened in lieu thereof. They are essential from the viewpoint of fire protection, police protection, emergency services (i.e. ambulance) and loading or unloading of goods, refuse collection, servicing of blocked sewers and utility services. Without such alleys, the above noted services would at least be more costly if not impossible to complete or adequately access; and would noticeably interfere with street traffic, thereby reducing the access capacity of the adjacent arterial, collector, or street for business.
- 2) Alleys having some usefulness should **be considered for closing** only upon request of abutting owners rather than by encouragement of the City.
- 3) Alleys that serve no useful purpose should **be closed** if at all possible, and in fact the owners abutting thereon should be encouraged to accept conveyance.
- 4) Alleys that are clearly obsolete should **not be closed** unless there is a municipal need or specific development proposals acceptable to the City are submitted.

Subject: Main Street CIP/Ford City CIP Application, 1000 Drouillard Road, Owner: SPOTVIN INC. (C/O: Shane Potvin)

Moved by: Councillor Fred Francis
Seconded by: Councillor Mark McKenzie

Decision Number: **DHSC 528**

- I. That the request for incentives through the *Main Streets Community Improvement Plan (CIP)*, *Building Facade Improvement Program* made by Spotvin Inc. (c/o: Shane Potvin), owner of the property located at 1000 Drouillard Road **BE APPROVED** for grants totalling +/- \$5,367.50 in principle for the supply and installation of a projecting wall sign (see Appendix 'B') subject to completion and review satisfactory to the City Planner, Chief Building Official, and Manager of Right-of-Way;
- II. That request for incentives under the *Ford City Community Improvement Plan (CIP)*, *Municipal Development Fees Grant Program* made by Spotvin Inc., (c/o Shane Potvin), owner of the property located at 1000 Drouillard Road **BE APPROVED**, for grants totalling +/- \$3,247.85 for costs related to the installation of the a projecting wall sign, subject to completion and review satisfactory to the City Planner, Chief Building Official, and Manager of Right-of-Way;
- III. That funds in the amount of +/- \$5,367.50 under the *Main Streets CIP* **BE TRANSFERRED** from the CIP Reserve Fund to the *Main Streets CIP* Fund (Project #7219018) upon completion of the work;
- IV. That funds in the amount of +/- \$3,247.85 for the *Municipal Development Fees Grant Program* **BE TRANSFERRED** from the CIP Reserve Fund to the *Ford City CIP* Fund (Project #7181046) upon completion of the work;
- V. That grants **BE PAID** to Spotvin Inc., (c/o Shane Potvin), upon completion and installation of a projecting sign located at 1000 Drouillard Road from the *Main Streets CIP* Fund (Project #7219018) and *Ford City CIP* Fund (Project #7181046) to the satisfaction of the City Planner, Chief Building Official and Manager of Right-of-Way;
- VI. That the annual Encroachment Fee of \$25.00 and Annual Inspection Fee of \$68.00 identified in Encroachment Policy M67-2015 **BE WAIVED** for the projecting wall sign located at the corner of 1000 Drouillard Road; and

- VII. That grants approved **SHALL LAPSE** and be **UNCOMMITTED** if the applicant has not completed the work and fulfilled the conditions within 2 years of the approval date. Extensions **SHALL BE** given at the discretion of the City Planner. Carried.

Report Number: S 77/2023
Clerk's File:Z/13002

Clerk's Note:

1. The recommendation of the Development & Heritage Standing Committee and Administration are the same.
2. Please refer to Item 11.5 from the Development & Heritage Standing Committee held on July 4, 2023.
3. To view the stream of this Standing Committee meeting, please refer to:
<http://csg001-harmony.sliq.net/00310/Harmony/en/PowerBrowser/PowerBrowserV2/20230704/-1/9417>

Subject: Main Street CIP/Ford City CIP Application, 1000 Drouillard Road, Owner: SPOTVIN INC. (c/o: Shane Potvin)

Reference:

Date to Council: July 4, 2023
Author: Kevin Alexander, MCIP RPP
Senior Planner-Special Projects
519-255-6543 x6732
kalexander@citywindsor.ca

Author: Cherilynne Chau
Planning Assistant
519-255-6543 x6438
cchau@citywindsor.ca

Planning & Building Services
Report Date: June 15, 2023
Clerk's File #: Z/13002

To: Mayor and Members of City Council

Recommendation:

- I. **THAT** the request for incentives through the *Main Streets Community Improvement Plan (CIP), Building Facade Improvement Program* made by Spotvin Inc. (c/o: Shane Potvin) , owner of the property located at 1000 Drouillard Road **BE APPROVED** for grants totalling +/- \$5,367.50 in principle for the supply and installation of a projecting wall sign (see Appendix 'B') subject to completion and review satisfactory to the City Planner, Chief Building Official, and Manager of Right-of-Way;
- II. **THAT** request for incentives under the *Ford City Community Improvement Plan (CIP), Municipal Development Fees Grant Program* made by Spotvin Inc., (c/o Shane Potvin), owner of the property located at 1000 Drouillard Road **BE APPROVED**, for grants totalling +/- \$3,247.85 for costs related to the installation of the a projecting wall sign, subject to completion and review satisfactory to the City Planner, Chief Building Official, and Manager of Right-of-Way;
- III. **THAT** funds in the amount of +/- \$5,367.50 under the *Main Streets CIP* **BE TRANSFERRED** from the CIP Reserve Fund to the *Main Streets CIP* Fund (Project #7219018) upon completion of the work;

- IV. **THAT** funds in the amount of +/- \$3,247.85 for the *Municipal Development Fees Grant Program* **BE TRANSFERRED** from the CIP Reserve Fund to the *Ford City CIP* Fund (Project #7181046) upon completion of the work;
- V. **THAT** grants **BE PAID** to Spotvin Inc., (c/o Shane Potvin), upon completion and installation of a projecting sign located at 1000 Drouillard Road from the *Main Streets CIP* Fund (Project #7219018) and *Ford City CIP* Fund (Project #7181046) to the satisfaction of the City Planner, Chief Building Official and Manager of Right-of-Way;
- VI. **THAT** the annual Encroachment Fee of \$25.00 and Annual Inspection Fee of \$68.00 identified in Encroachment Policy M67-2015 **BE WAIVED** for the projecting wall sign located at the corner of 1000 Drouillard Road; and
- VII. **THAT** grants approved **SHALL LAPSE** and be **UNCOMMITTED** if the applicant has not completed the work and fulfilled the conditions within 2 years of the approval date. Extensions **SHALL BE** given at the discretion of the City Planner.

Executive Summary:

N/A

Background:

On January 8th, 2018, City Council approved the Building Facade Improvement Program and Urban Design Guidelines for Main Streets Community Improvement Plan (CIP) (CR9/2018 PHED 533) adopted through By-law 26-2018.

On November 19, 2018, City Council approved the Ford City Community Improvement Area and Ford City Community Improvement Plan (CIP) (CR625/2018 PHED 603) adopted through by-laws 171-2018 and 172-2018. These By-laws came into effect in January of 2019. In addition, on November 19, 2018, City Council activated the following financial incentive programs from the Ford City CIP:

1. Municipal Development Fees Grant Program
2. Retail Investment Grant Program
3. Building/Property Improvement Tax Increment Grant Program

Through CR383/2022 DHSC 414 the *Building Facade Improvement Program and Urban Design Guidelines for Main Streets CIP* was amended and renamed *Main Streets CIP*. The new *Main Streets CIP* includes the following programs:

1. Building Facade Improvement Program
2. Building Property Improvement Tax Increment Grant Program
3. New Residential Development Grant Program (Creation of residential units)

On February 28th, 2023, Spotvin Inc., (c/o Shane Potvin), owner of the property located at 1000 Drouillard Road, submitted an application for grants under the *Main Streets CIP* and *Ford City CIP* Financial Incentive Programs. The property is located in the Ford City Business Improvement Area (BIA) and CIP Area.

Discussion:

Building Facade Improvement Grant Program (now *Main Streets CIP*)

The *Main Street CIP* offers financial incentives to encourage property owners and businesses to make investments to improve the exterior appearance of their buildings and storefronts along Main Streets. Such improvements provide a benefit to the community as a whole, by preserving heritage features, protecting Main Streets, and reconnecting storefronts with the public realm. The CIP is applicable to the Ford City BIA Main Street and all other BIAs in the City of Windsor, except for the Sandwich Town and Downtown Windsor BIAs, which are under separate CIPs. Funding for the Building

Facade Improvement Grant Program is broken down into three categories:



Category A (Beautification) —aesthetic and minor functional improvements aimed at making the building facade and storefront more attractive and welcoming to tenants and customers



Category B (Restoration)—aesthetic, functional, and restoration improvements made to restore key features of the building facade



Category C (Replacement)— encourage work that will replace or reinstate key features that have been lost or deteriorated beyond repair or are of a style that is no longer consistent with the building design.

Applicants can receive a grant for 50% of the costs for eligible building facade and storefront improvements up to a maximum of \$30,000 per project. The amount can be increased up to \$60,000 per project for larger buildings with multiple storefronts. The grant also applies to the side(s) and rear of buildings provided the building facade is visible from an adjacent street or public right-of-way or park, and as long as the storefront/facade facing the main street is improved at the same time.

The applicant proposes to install a four (4') feet by four (4') feet double-sided aluminium metal neon projecting sign as part of beautification improvements to the exterior of the building located at 1000 Drouillard Road. The owner suggests that the new sign will be similar to the signs once found along the Drouillard Road Main Street in the 1920's to circa 1950s.



Example of the projecting wall sign located at 1000 Drouillard Road in the 1930's



Example of projecting wall signs on Buildings at the intersection of Whelpton Street and Drouillard Road in the 1950s.

The applicant provided two quotes and selected the lowest estimate of \$10,735.00 to have the proposed projecting wall sign engineered, supplied, and installed. This quote was also selected because this this particular company is familiar and has a track record of restoring and supplying this type of projecting wall sign that were supplied between 1920 to 1950. The project is eligible for a grant of \$5,367.50 (50% of the costs) for the supply and installation of the proposed projecting wall sign.

Ford City CIP Financial Incentive Programs

The applicant is eligible for the *Municipal Development Fees Grant Program* under the Ford City CIP Financial Incentive Programs. The intent of the program is to encourage development within Ford City by providing an incentive to offset the costs associated with seeking the appropriate planning approvals and building permits for a project. Property owners will be eligible to receive a grant for 100% of the specified *Municipal Development Fees*, up to a maximum of \$50,000 per property.

A preliminary review of the information and drawings provided determined that the owner would have to apply for the following applications to be permitted to install the proposed projecting wall sign located on the north-west facing side of the building at 1000 Drouillard Road.

- A Sign Permit in compliance with the submission requirements of Sub-Sections 4.2.3 and 4.2.7.
- An Encroachment Agreement with the City of Windsor to allow for the sign to be suspended within the right-of-way,
- A Sign Bylaw Variance through Committee of Adjustment to allow for an encroachment into the ROW of 0.6m, which is greater than the allowed 0.3m (Ss4.7.1).

The applicant is eligible for +/- \$3,247.85 under this program for the following fees:

Encroachment Application Fee	\$229.25
Encroachment Agreement Fee	\$336.60
Public Works Permit Fee	\$212.00
COA Fee for Sign By-law Variance	\$2,395.00
Sign By-law Permit Application Fee	\$75.00
Total: \$3,247.85	

An annual Encroachment Agreement Fee of \$25.00 and Inspection Fee of \$68.00 is also required to be paid for an initial period of up to 20 years. Thereafter, continuation of the fees for another 20 year period is dependant upon whether the encroachment still remains. This type of projecting wall sign is supported by Administration through the CIP incentive programs for the purpose of enhancing the unique identity at this key intersection (Drouillard Road and Whelpton Street) that is identified as a Neighbourhood Gateway in the Ford City CIP. However, owners are reluctant to pay for the installation of this type of sign, which encroaches over the public Rights-of-way if they have to pay an annual fee. Therefore, Recommendation VI of the Report requests that Council waive the annual fees for this particular project.

In future, this type of waiver would only be supported on a case-by-case basis based on the neighbourhood context and history of the area.

Risk Analysis:

The approval of these grants does not carry significant risk, as there are sufficient funds within the new CIP reserve fund approved by Council on February 22, 2021. The applicant will not receive any grants until all work is completed and inspected to the satisfaction of the Planning and Building Department. As a requirement of Section 28 (7.3) of the Planning Act, Administration has confirmed that the grant amount does not exceed the total cost of the project.

The installation of the projecting wall sign encroaches onto the public Right-of-Way on Drouillard Road. As discussed above the applicant is required to apply for a number of applications including an Encroachment Agreement to be permitted to install the proposed projecting wall sign located on the north-west facing side of the building at 1000 Drouillard Road.

Climate Change Risks

Climate Change Mitigation:

The beautification of the existing building will have a low impact on how the project affects climate change, because improvements are largely contained to the existing building footprint while also limiting use to existing infrastructure.

The beautification of the existing building contributes to the revitalization of an existing Main Street that services the surrounding Ford City. The installation of a new projecting wall sign that is proposed to be similar to those found along the Drouillard Road Main Street between 1920 to 1950 will help to draw interest to the intersection of Whelpton Street and Drouillard Road which is identified as a Neighbourhood Gateway area in the Ford City CIP. The new sign will also draw attention to the new restaurant that will be located in the building.

Utilizing an existing building and infrastructure in an existing built-up area of the City also promotes energy efficiency on the existing infrastructure network by not promoting development on greenfield land.

Climate Change Adaptation:

N/A

Financial Matters:

On February 22, 2021, Council approved the 2021 budget, which included a new reserve fund for all active CIPs in the City. As CIP grant applications are approved, the *approved grant amount will be transferred to the capital project account to be kept as committed funds, until the grant is ready to be paid out.* The current uncommitted balance in the CIP reserve fund is \$741,710.01 however this balance does not account for other CIP grant requests that are currently being considered by the standing committee or have been endorsed by the standing committee and are not yet approved by City Council.

If approved, funds will be transferred from the CIP reserve fund to the *Main Street CIP Capital Project Fund (Project #7219018)* to disperse the maximum amount of +/- \$5,367.50 for the *Facade Improvement Grant Program* identified in this report when all work is completed.

Also, if approved funds will be transferred from the CIP reserve fund to the Ford City CIP Fund (Project #7181046) in the maximum amount of +/- \$3,247.85 for the *Municipal Development Fees Grant Program* when all work is completed.

If this report is approved the applicant will receive +/- \$8,615.35 in grants.

With regards to the waiver of ongoing encroachment fees, the impact on revenues over the first 20 years is \$1,860.

The applicant had previously received grants for the property through the City's Brownfield CIP for a Phase II Environmental Site Assessment (ESA) in the amount of \$6,550.

Consultations:

The owner for the property located at 1000 Drouillard Road has been consulted regarding grants and application fees related to the improvements outlined in this report.

The following members of Administration have also been consulted regarding this Report:

- Josie Gualtieri, Financial Planning Administrator regarding the *Main Streets CIP* and *Ford City CIP* grants, and related capital project/reserve fund balances.
- Stefan Fediuk, Landscape Architect regarding the compliance of the Permanent Projecting Wall Sign according to regulations in the Sign By-law 250-2004; and
- Sandy Mio, Technologist II, Engineering regarding Encroachment Agreements costs and requirements.

Conclusion:

The improvements to 1000 Drouillard Road meet all eligibility criteria identified in this report, concerning signage as part of the *Building Facade Improvement Program* through the *Main Streets CIP*, and the *Municipal Development Fees Grant Program* through the *Ford City CIP*. The suspension of the projecting wall sign will encroach approximately 0.6 metres into the ROW on Drouillard Road. A Sign By-law Permit, Encroachment Agreement and a Sign Bylaw Variance through the Committee of Adjustment will be required.

The improvement will contribute to the Revitalization of Ford City and a vibrant main street through the installation of the projecting wall sign to enhance the unique identity of the intersection of Whelpton Street and Drouillard Road, which is identified as a Neighbourhood Gateway area in the Ford City CIP.

There are sufficient funds in the CIP reserve fund to provide grants for the proposed improvements. Administration recommends approval of the grants identified in this report.

Planning Act Matters:

N/A

Approvals:

Name	Title
Kevin Alexander	Senior Planner-Special Projects
Josie Gualtieri	Financial Planning Administrator

Neil Robertson	Manager of Urban Design/ Deputy City Planner
John Revell	Chief Building Official
Neil Robertson for Thom Hunt	City Planner/Executive Director of Planning & Development
Wira Vendrasco	Deputy City Solicitor, Legal Services & Real Estate
Adam Pillon	Manager of Right-of-Way
Jelena Payne	Commissioner, Economic Development & Innovation
Janice Guthrie	Commissioner, Corporate Services Chief Financial Officer / City Treasurer
Joe Mancina	Chief Administrative Officer

Notifications:

Name	Address	Email
Spotvin Inc. (c/o Shane Potvin)	2141 Niagara Street, Windsor, ON, N8Y 1K4	shane@spotvin.com

Appendices:

- 1 Appendix 'A' - Location and Existing Condition
- 2 Appendix 'B' - Proposed Projecting Wall Sign

APPENDIX 'A'

1000 DROUILLARD ROAD – LOCATION MAP



LOCATION MAP

4



SUBJECT PROPERTY : 1000 DROUILLARD RD

APPENDIX 'A'

1000 DROUILLARD ROAD – EXISTING CONDITION



Image from Google Maps, taken November 2020



Image from Google Maps, taken November 2020

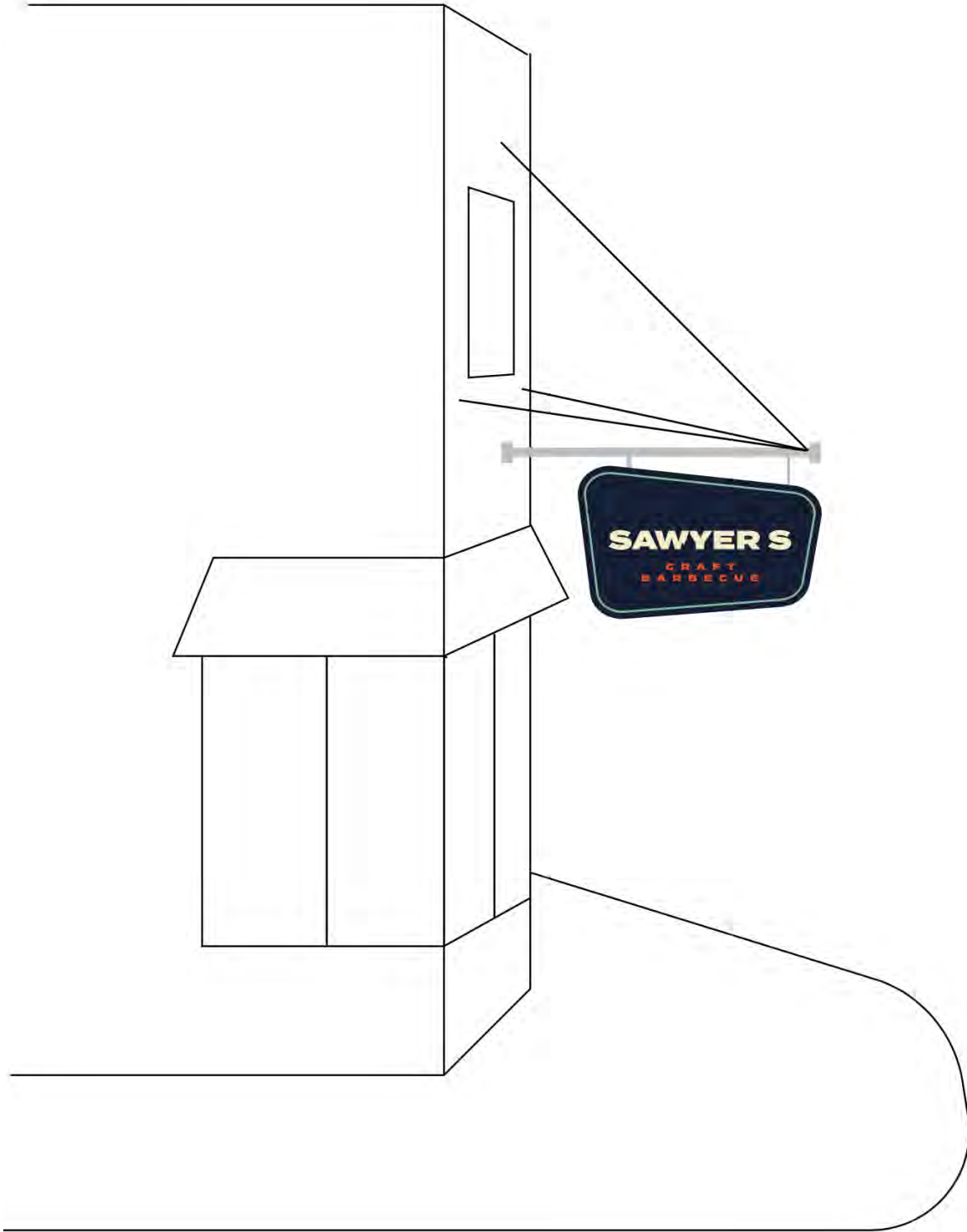
APPENDIX 'B'

1000 DROUILLARD ROAD – PROPOSED PROJECTING WALL SIGN



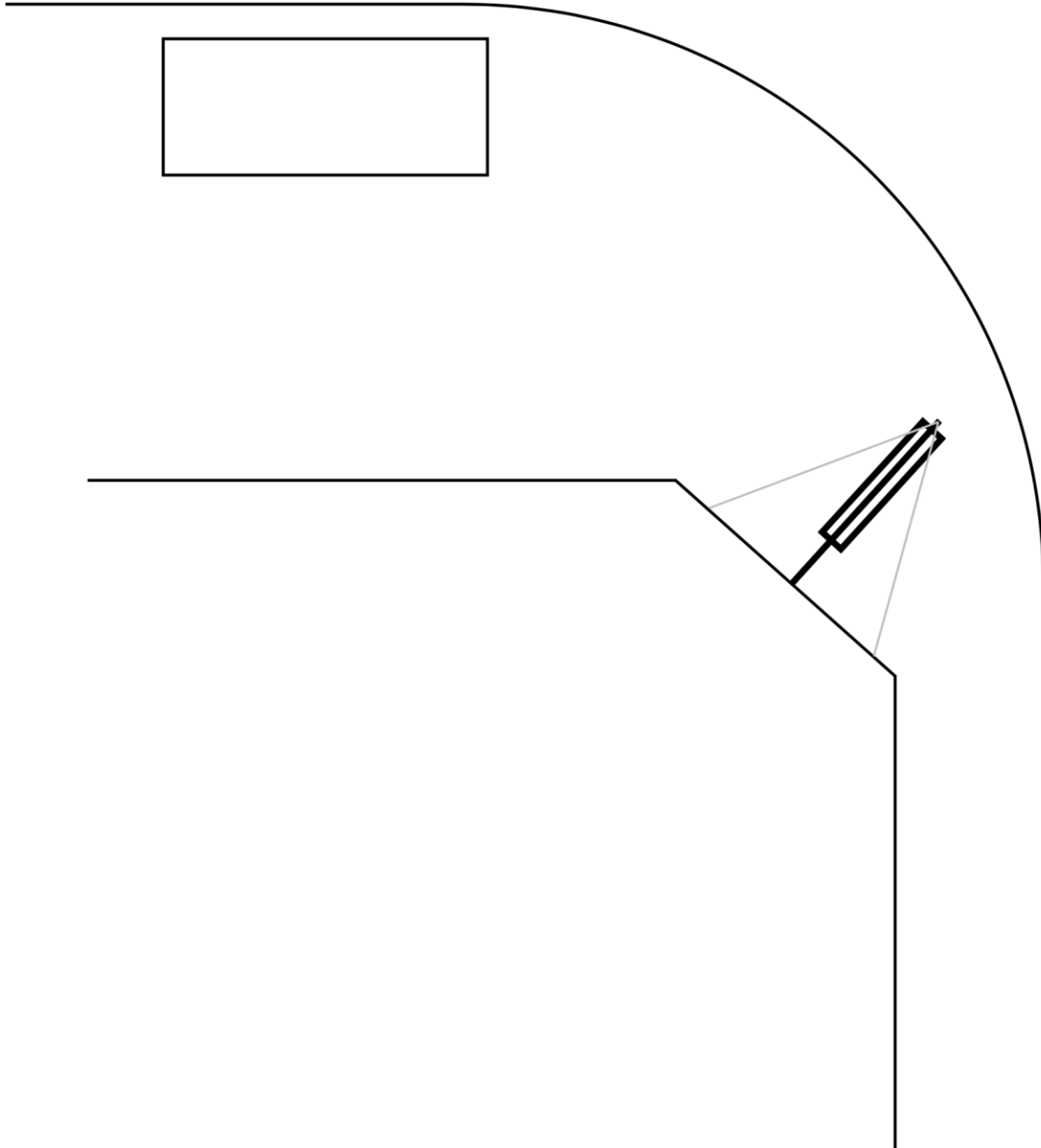
APPENDIX 'B'

1000 DROUILLARD ROAD – PROPOSED PROJECTING WALL SIGN



APPENDIX 'B'

1000 DROUILLARD ROAD – PROPOSED PROJECTING WALL SIGN



APPENDIX 'B'

1000 DROUILLARD ROAD – PROPOSED PROJECTING WALL SIGN



APPENDIX 'B'

1000 DROUILLARD ROAD – PROPOSED PROJECTING WALL SIGN

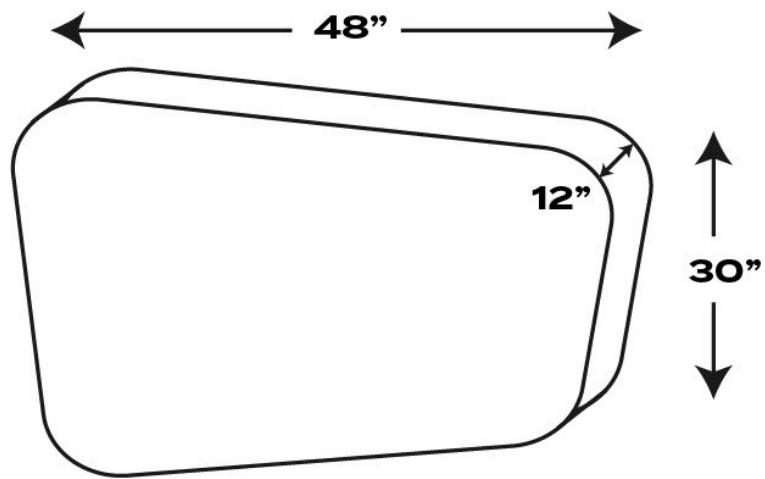
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APPENDIX 'B'

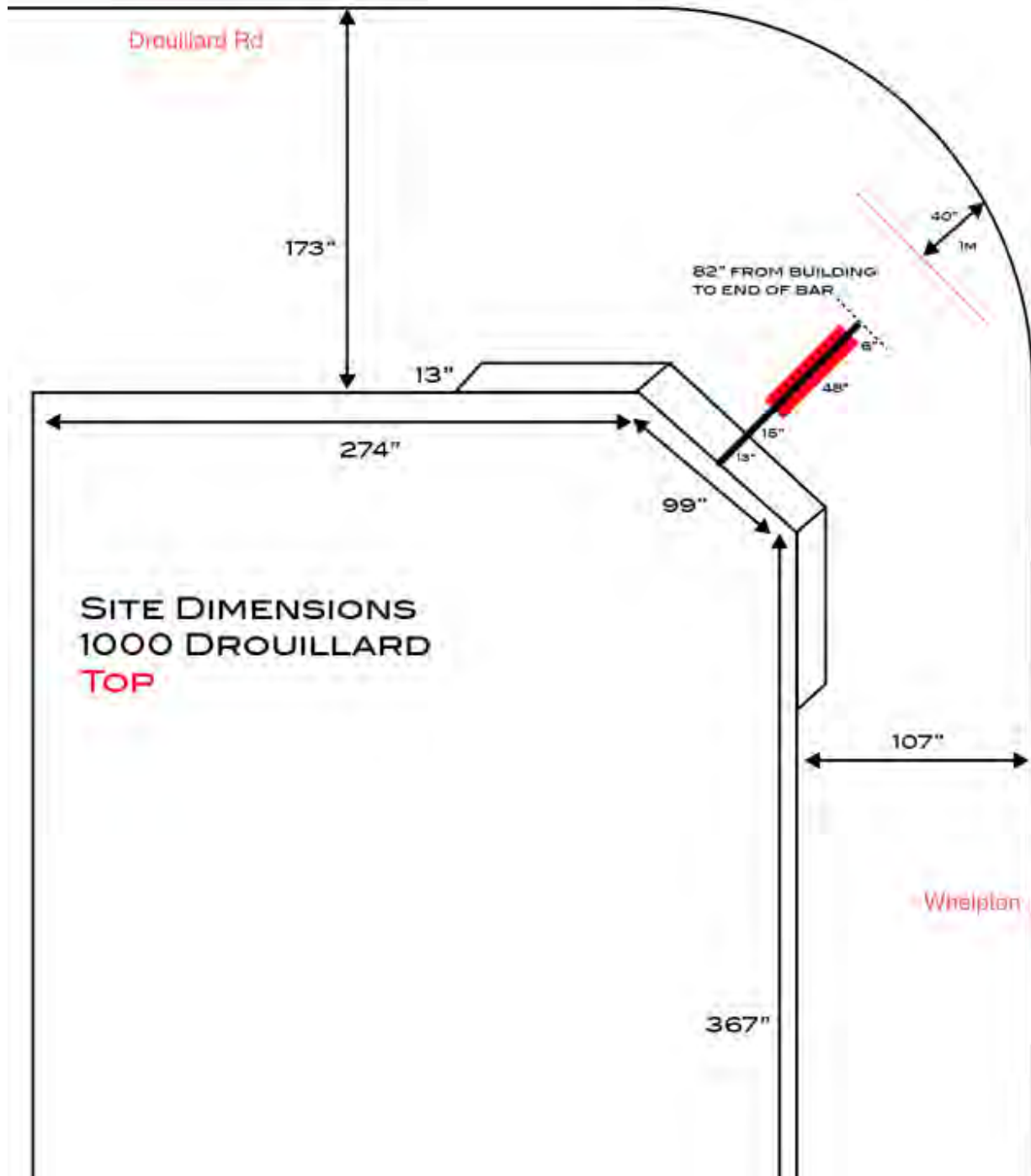
1000 DROUILLARD ROAD – PROPOSED PROJECTING WALL SIGN

DIMENSIONS



APPENDIX 'B'

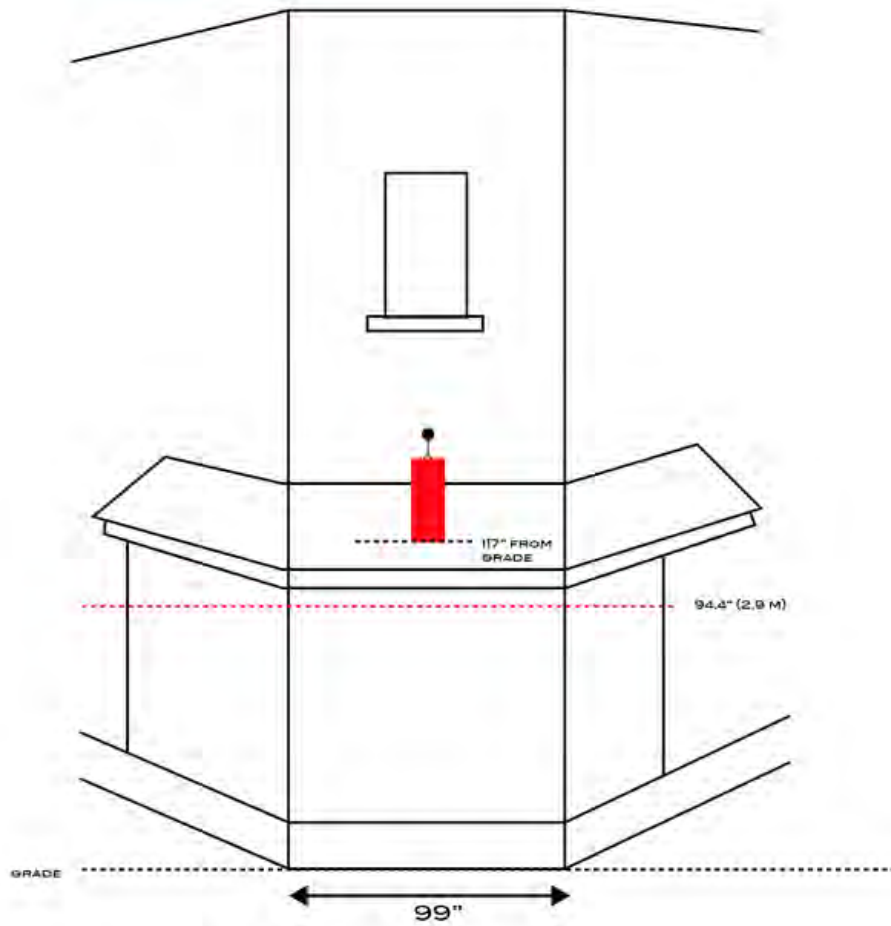
1000 DROUILLARD ROAD – PROPOSED PROJECTING WALL SIGN



APPENDIX 'B'

1000 DROUILLARD ROAD – PROPOSED PROJECTING WALL SIGN

SITE DIMENSIONS
1000 DROUILLARD
NORTH WEST SIDE





Item No. 8.14

Committee Matters: SCM 194/2023

Subject: Riverside Drive Streetscape Standards Manual, Spans Ward 2 through Ward 7

Moved by: Councillor Kieran McKenzie

Seconded by: Councillor Angelo Marignani

Decision Number: **DHSC 527**

- I. That the Riverside Drive Streetscape Standards Manual identified in Appendix 'A' **BE ADOPTED** as the minimum design standard to consistently implement the *Riverside Drive Vista Improvement Streetscape Guidelines* identified through the Riverside Drive Vista Improvement Project Environmental Assessment (E.A.) and future phases of the Riverside Drive Vista Improvements.

Carried.

Report Number: S 67/2023

Clerk's File: SR2023

Clerk's Note:

1. The recommendation of the Development & Heritage Standing Committee and Administration are the same.
2. Please refer to Item 11.4 from the Development & Heritage Standing Committee held on July 4, 2023.
3. To view the stream of this Standing Committee meeting, please refer to: <http://csg001-harmony.sliq.net/00310/Harmony/en/PowerBrowser/PowerBrowserV2/20230704/-1/9417>

Subject: Riverside Drive Streetscape Standards Manual, Spans Wards 2 through 7.

Reference:

Date to Council: July 4, 2023

Author: Kevin Alexander, MCIP RPP
Senior Planner - Special Projects
519-255-6543 ext. 6732
kalexander@citywindsor.ca
Planning & Building Services
Report Date: May 18, 2023
Clerk's File #: SR2023

To: Mayor and Members of City Council

Recommendation:

- I. **THAT** the Riverside Drive Streetscape Standards Manual identified in Appendix 'A' **BE ADOPTED** as the minimum design standard to consistently implement the *Riverside Drive Vista Improvement Streetscape Guidelines* identified through the Riverside Drive Vista Improvement Project Environmental Assessment (E.A.) and future phases of the Riverside Drive Vista Improvements.

Executive Summary:

N/A

Background:

Historically known as the St. Clair Trail by early settlers to this region, Riverside Drive spans the entire city from east to west and connects with the Towns of Tecumseh and LaSalle. Within the city it links with Windsor's City Centre and former Border City towns such as Sandwich, Walkerville, and Riverside. There are also several important parks including Windsor's Central Riverfront Park and several residential properties along Riverside Drive where north to south running streets and trails intersect, linking neighbourhoods to the south of Riverside Drive.

Windsor City Council recognized Riverside Drive's importance by designating Riverside Drive a Scenic Drive and Civic Way in Windsor's Official Plan. Special polices aimed at enhancing the public right-of-way, creating both an attractive and distinctive image by using unifying elements such as landscaping, fixtures, boulevard/median treatment,

protecting and enhancing views and vistas, public spaces and heritage resources along Riverside Drive are also identified in the Official Plan.

In December 2006, Windsor City Council approved the Riverside Drive Vista Improvement Project Environmental Assessment (E.A.). Through extensive public consultation, the following objectives were identified:

1. Reduce Traffic Speed
2. Reduce Traffic Volume
3. Make Riverside Drive Safer for all users; and
4. Make Riverside Drive look like a Scenic Drive

An important element of the E.A. was the development of Streetscape Guidelines. The Guidelines provide a general guide to the types of streetscape elements that can be used along Riverside Drive and within the five Special Streetscape Improvement Areas (SSIA) identified in the E.A., to “make Riverside Drive look like a Scenic Drive”. The document also provides design guidance for the many different nodes identified through the E.A. process aimed at reducing traffic speeds and volumes and to “make Riverside Drive safer for all users.”

Realizing that the Streetscape Guidelines only provide a guide to what the streetscape elements should look like along Riverside Drive, Windsor City Council passed the following resolution (CR364/2009) in 2009:

“.....That Administration BE DIRECTED to report back on developing the Standards Manual required to consistently implement the Riverside Drive Vista Improvement Streetscape Guidelines”

In addition, through CR59/2017 Council directed Administration to prepare a report for Council consideration that institutes a by-law standard for decorative fencing and parking areas along Riverside Drive. Fence design is currently addressed by the Fence By-law and Site Plan Review. Site Plan Review also provides guidelines and requirements that bring parking areas above four (4) spaces to compliance with municipal standards for public parking areas. However, section 7.12 of the Riverside Streetscape Standards Manual also provides guidelines for screening devices such as low walls, fences and landscape elements.

Past Phases and Timing:

Over the last few years, the Riverside Drive Vista Improvement Project E.A. Streetscape Guidelines were used to guide the implementation of the following phases of the Riverside Drive Vista Improvement Project:

Phase 1 (Stage 1) -- Riverside Drive East from Solidarity Towers east to the Little River Bridge.

Phase 1 (Stage 2) -- Riverside Drive East from Solidarity Towers west to Lauzon Road.

There were also intersection improvements at the locations of Riverside Drive West at Crawford Avenue, and Riverside Drive East at Devonshire Road as part of the Walkerville Theming and Districting Plan.

The Riverside Drive Vista Improvement Project E.A. Streetscape Guidelines, Phase 1 (Stage 1 and 2), and intersection improvements were used to inform the development of the Riverside Drive Streetscape Standards Manual included in Appendix 'A'.

The timing of the adoption of the Riverside Drive Streetscape Standards Manual coincides with the planning and implementation, and construction of Phase 2 (Riverside Drive East, from Ford Boulevard to St. Rose Avenue) and (Riverside Drive East, from Strabane Avenue to Ford Boulevard) and future phases of the Riverside Drive Vista Improvements.

The purpose of this report is to highlight some of the design elements in the Standards Manual and recommend the adoption of the Riverside Drive Streetscape Standards Manual identified in Appendix 'A' as the minimum design standard for Riverside Drive.

Discussion:

The Riverside Streetscape Standards Manual is divided into 13 sections and provides guidelines for the location and design of new streetscape elements that address the objectives of the *Riverside Drive Vista Improvement Project E.A.* and *Riverside Drive Vista Improvement Streetscape Guidelines*. In a general sense, the guidelines and standards are provided for the following areas:

Special Streetscape Improvement Areas (SSIA) and Nodes

Through the Riverside Drive Vista Improvement Project E.A., five Special Streetscape Improvement Areas emerged with unique characteristics based on existing conditions, building styles, land uses, and relationship to surrounding context. These areas of interest provide opportunities to incorporate and celebrate local character and create variety within the streetscape treatment while still creating a rhythm and distinct aesthetic that is identifiable to Riverside Drive.

The five Special Streetscape Improvement Areas (SSIA) include:



SSIA.1 West End

The Western gateway to both Riverside Drive and downtown that includes the Canada / US Ambassador Bridge with an established open space network and formal parks with views and access to the Detroit River.



SSIA.2 Downtown

An established high profile shopping and tourist area that contains the Casino and two specific areas of interest. The first, Ouellette Avenue, has a north/ south visual access from the Detroit River to the Chrysler Building and second, the Civic Esplanade that has a north/ south visual access from the Detroit River to City Hall



SSIA.3 Walker Road

Also known as Walkerville, is an historic area that was the original home to Hiram Walker & Sons Distillery, that produced Canadian Club Whiskey. The distillery remains today through new ownership and produces J.P. Wisers Whiskey ad also supplies other brands.



SSIA.4 Lakeview Park Marina

An established marina and residential area with existing multi-use recreational trails and views, but limited access to the Detroit River.



SSIA.5 East End

The Eastern gateway to Riverside Drive and established residential district adjacent to the neighbouring Town of Tecumseh.

The Riverside Drive Streetscape Standards Manual articulates the desired character within the five Special Streetscape Improvement Areas and along the entire stretch of Riverside Drive through the following streetscape elements:

Pavement Standards - through the use of materials, textures, colour, and patterns the paving elements proposed help to unify Riverside Drive as a continuous and cohesive corridor. As a cohesive design, these paving elements also reinforce public safety, accessibility and articulate the character established at the different nodes and Special Streetscape Improvement Areas identified along the “Scenic Drive”. Section 4.0 identifies the criteria and placement of materials, textures, colour, and patterns at each node and along each Special Streetscape Improvement Areas providing unifying elements that furthers helps to articulate Riverside Drive as a “Scenic Drive”

Lighting Standards - Section 5.0 identifies proposed light standards that serve to unify the Riverside Drive Corridor and play an important role in creating a vertical element that establishes Riverside Drive's significance as a "Scenic Drive." The Riverside Drive Streetscape Standards Manual proposes a new light standard based off the City Centre-"Windsor Style" light standard found in Windsor's Downtown identified as "Windsor Vista". In areas along Riverside Drive where it is cost prohibitive to bury utilities and utility poles remain, a decorative sidewalk-oriented arm is proposed that is consistent with the new "Windsor Vista" standard.

Landscape Standards - the establishment of a continuous tree canopy of diverse, drought resistant and climate appropriate trees is integral to the redevelopment along the Riverside Drive Scenic Vista, and is fundamental to the image of a quality liveable city. Section 6.0 identifies the criteria and placement of not only street trees, but also other plantings such as shrubs, perennials and ornamental grasses. Section 6.0 also identifies the criteria and placement of plantings in subsurface pits or in elevated planters, movable planters and hanging baskets for seasonal displays. The combined impact of a large tree canopy and others plantings help to establish Riverside Drives unique character as a "Scenic Drive".

Street Furniture - identified in Section 7.0 include benches, bicycle parking, bollards, trash receptacles, transit shelters, sidewalk cafe enclosures, screening/fencing, banners, and other street element provide important functional amenities that contribute to creating a liveable pedestrian environment along Riverside Drive.

Orientation Signage - this section identifies the types of signage that can be used along Riverside Drive providing an organized signage system that fits within the streetscape, is compatible with other streetscape elements, and minimizes visual clutter contributing to one's wayfinding ability and experience while walking, biking, or driving along the Riverside Drive "Scenic Drive". Section 8.0 provides criteria and placement guidelines for signage, regarding orientation and wayfinding, parking, active transportation, street signs, gateway markers, and heritage interpretation.

Other Streetscape Features - other streetscape elements may include Open Space, Public Art, Water Features, Gateway Markers, Riverfront Beacons, Landscape Elements (as described in Section 6 of this document) and should connect with the multi-use recreational trails that run the full length of the riverfront, depending on the land use types surrounding that node.

To emphasize the function and role of Riverside Drive as a "Scenic Drive", improvements can be viewed as a string of gateways (into SSIA and neighbourhoods) at key nodes along the waterfront connecting and interfacing with the many trails, parks and open space, and land uses along Riverside Drive.

Risk Analysis:

Approval of the attached Riverside Drive Streetscape Standards Manual will have no immediate financial risk given that the budget for each phase of construction for the implementation of the Riverside Drive Vista Improvements is sent to City Council for approval.

There is no real risk in approving the document from a public perception viewpoint. However, when implementing the Riverside Drive Vista Improvements there could be some negative public feed back as a result of construction and road closures.

Climate Change Risks

Climate Change Mitigation:

Approval of the Riverside Drive Streetscape Standards Manual will have no direct impact on climate change. However, materials used and construction required to implement design standards identified in the manual will have an indirect impact on Carbon dioxide emissions (CO2).

Climate Change Adaptation:

As part of the implementation of the Riverside Drive Vista Improvements, there could be an increase in the use of concrete and asphalt, which can contribute to the Urban Heat Island effect for the City of Windsor. However, improvements also include bike lanes and improved sidewalk areas and pedestrian crossings, which promotes walkability and safety making it easier for residents to access parks located along Riverside Drive.

Financial Matters:

There are no financial considerations with regards to the adoption of the Manual. The Implementation of the Riverside Drive Vista Improvements are presented to City Council for approval in phases and includes a budget request for road improvements and other elements including the streetscape elements identified in the Riverside Drive Streetscape Standards Manual.

Below are general costs related to some of the elements identified in the manual identified in Appendix 'A' and in this report which will be factored into the overall project budget request.

Streetscape Elements	Costs (per unit)
Windsor Vista Streetlight Assembly with pedestrian light	\$12,970
Windsor Vista Streetlight Assembly (no pedestrian light)	\$10,045
Windsor Vista Pedestrian Streetlight Assembly	\$8,270
Windsor Vista Pedestrian Fixture and clamp on Pipe arm	\$3,197
Standard Downtown Streetlight Assembly	\$14,020

Black Texture coated Traffic Intersection Pole, Arms, signal lights (MTO Standard) (3.7m Arm, 4 light signal, 23 foot pole)	\$4,217
Benches	\$1,960
Backless Wall Mount Bench	\$1,475
Trash Receptacle	\$1,590
Trash/Recycle Side Opening	\$4,025
Side Ash Receptacle	\$325
Post and Ring Bike Rack	\$445
4 Ring Bike Rack	\$1,260
Table/Game Board	\$3,605
Bollard	\$675
Bollard Swing Gate (per standard 28" swing gate)	\$1,110
Street Trees in pits with Modular Suspended Pavement System (per tree)	\$5,000
Street Trees in Large Planters	\$2,000 to \$5,000
Stamped concrete (per metre square)	\$257

All price estimates are subject to change
Street lights prices are based on a quantity of 10

Maintenance:

Given the improved design standard recommended for Riverside Drive for upgraded surface treatments, landscaping, and maintain and supply amenities (e.g. decorative light standards, benches, planters) there may be the need to establish an ongoing maintenance budget. Any ongoing maintenance budget would also be presented as part of each new phase of implementation for the Riverside Drive Vista Improvement to maintain and supply the upgraded streetscape elements recommended.

Consultations:

The following Departments and staff have been consulted regarding the development of the Riverside Drive Streetscape Standards Manual:

Public Works:

Shawna Boakes, Executive Director, Operations/Deputy City Engineer
Ian Day, Manager Traffic Operations
Roberta Harrison, Coordinator Maintenance Operations
Jeff Hagen, Transportation Planner-Senior Engineer
Anne Marie Albidone, Manager Environmental Services

Adam Mourad, Engineer II, Infrastructure Services

Transit Windsor:

Jason Scott, Supervisor, Planning

Parks & Facilities:

Yemi Adeyeye, City Forester/Manager Forest & Natural Areas

James Scott, Manager Parks Operations

Recreation & Culture:

Michelle Staaedegaard, Manager Culture & Events

ENWIN Utilities Ltd.:

Marvio Vinhaes, Director Engineering (Hydro)

Human Resources:

Gayle Jones, Diversity/Access Officer

Planning & Building:

Stefan Fediuk, Senior Urban Designer/Landscape Architect

Kristina Tang, Senior Planner-Heritage Planner

Conclusion:

Historically Riverside Drive has always played an important role as a road linking Windsor and its former Border City's (Sandwich Town, Downtown, Walkerville, Ford City, Olde Riverside) to the Towns of LaSalle to the west and Tecumseh to the east. It also plays an important role linking and interfacing with several important parks and trails including Windsor's Central Riverfront and several residential properties and neighbourhoods south of Riverside Drive. Windsor City Council recognized Riverside Drive's importance by designating it a Scenic Drive and Civic Way in Windsor's Official Plan.

Approval of the attached Riverside Drive Streetscape Standards Manual is consistent with the policies developed in the City's Official Plan regarding Riverside Drives importance as a "Scenic Drive" and "Civic Way". The attached Standards Manual also provides the minimum design standard "*....required to consistently implement the Riverside Drive Vista Improvement Streetscape Guidelines*" as directed through CR364/2009.

The timing of the adoption of the Riverside Drive Streetscape Standards Manual coincides with the planning and implementation, and construction of Phase 2 (Riverside Drive East, from Ford Boulevard to St. Rose Avenue) and (Riverside Drive East, from Strabane Avenue to Ford Boulevard) and future phases of the Riverside Drive Vista Improvements.

Administration supports the adoption of the Riverside Drive Streetscape Standards Manual as the minimum design standard to appropriately address Riverside Drives function and role as Windsor's only "Scenic Drive".

Planning Act Matters:

N/A

Approvals:

Name	Title
Kevin Alexander	Planner III – Special Projects
Neil Robertson	Manager of Urban Design / Deputy City Planner
Neil Robertson for Thom Hunt	City Planner / Executive Director, Planning & Development Services
Wira Vendrasco	Deputy City Solicitor, Legal Services & Real Estate
Shelby Askin Hager	Commissioner, Legal & Legislative Services
Jelena Payne	Commissioner, Economic Development & Innovation
Chris Nepszy	Commissioner, Infrastructure Services
Janice Guthrie	Commissioner, Corporate Services Chief Financial Officer / City Treasurer
Joe Mancina	Chief Administrative Officer

Notifications:

Name	Address	Email

Appendices:

Appendix 'A' -Riverside Drive Streetscape Standards Manual

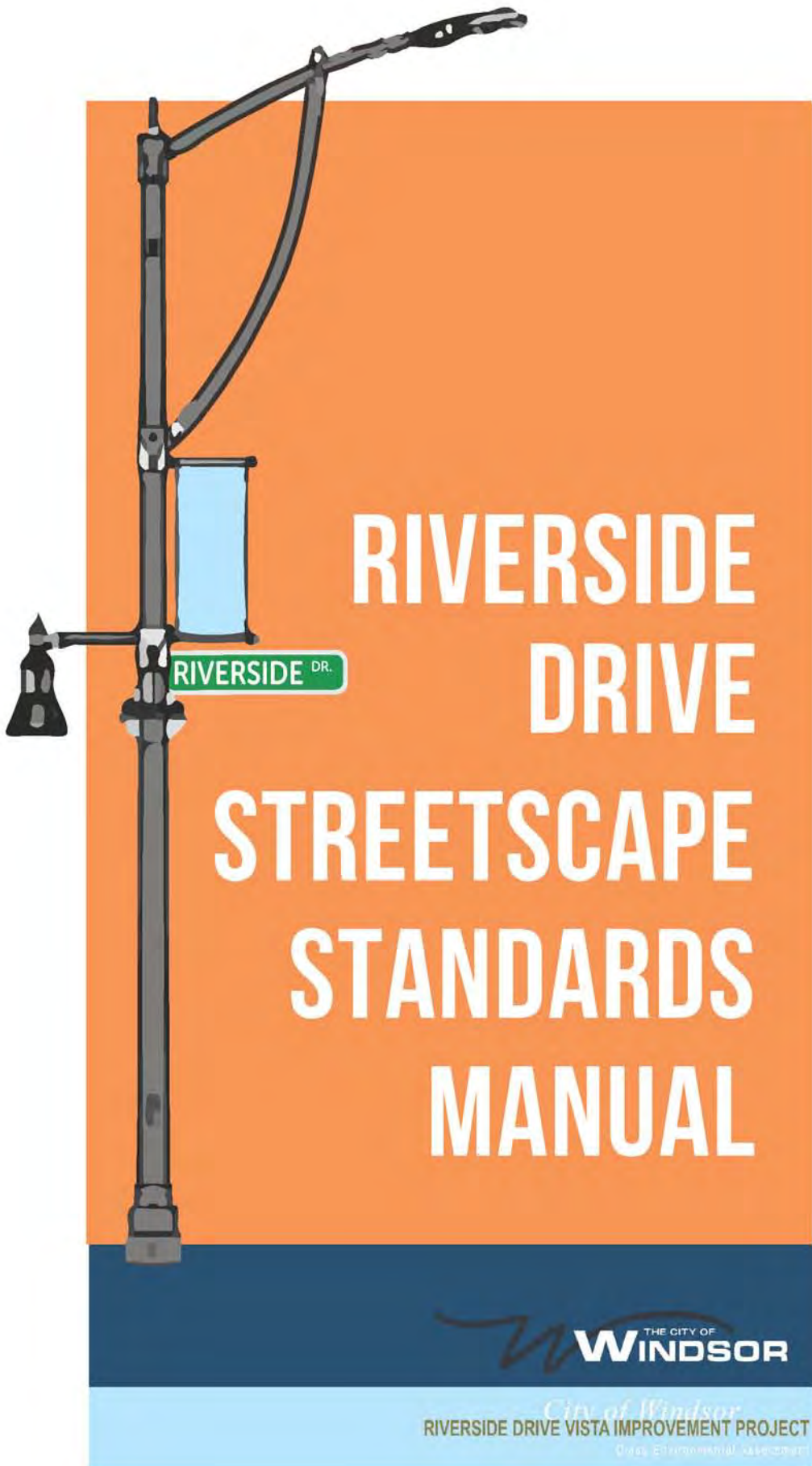


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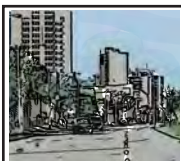
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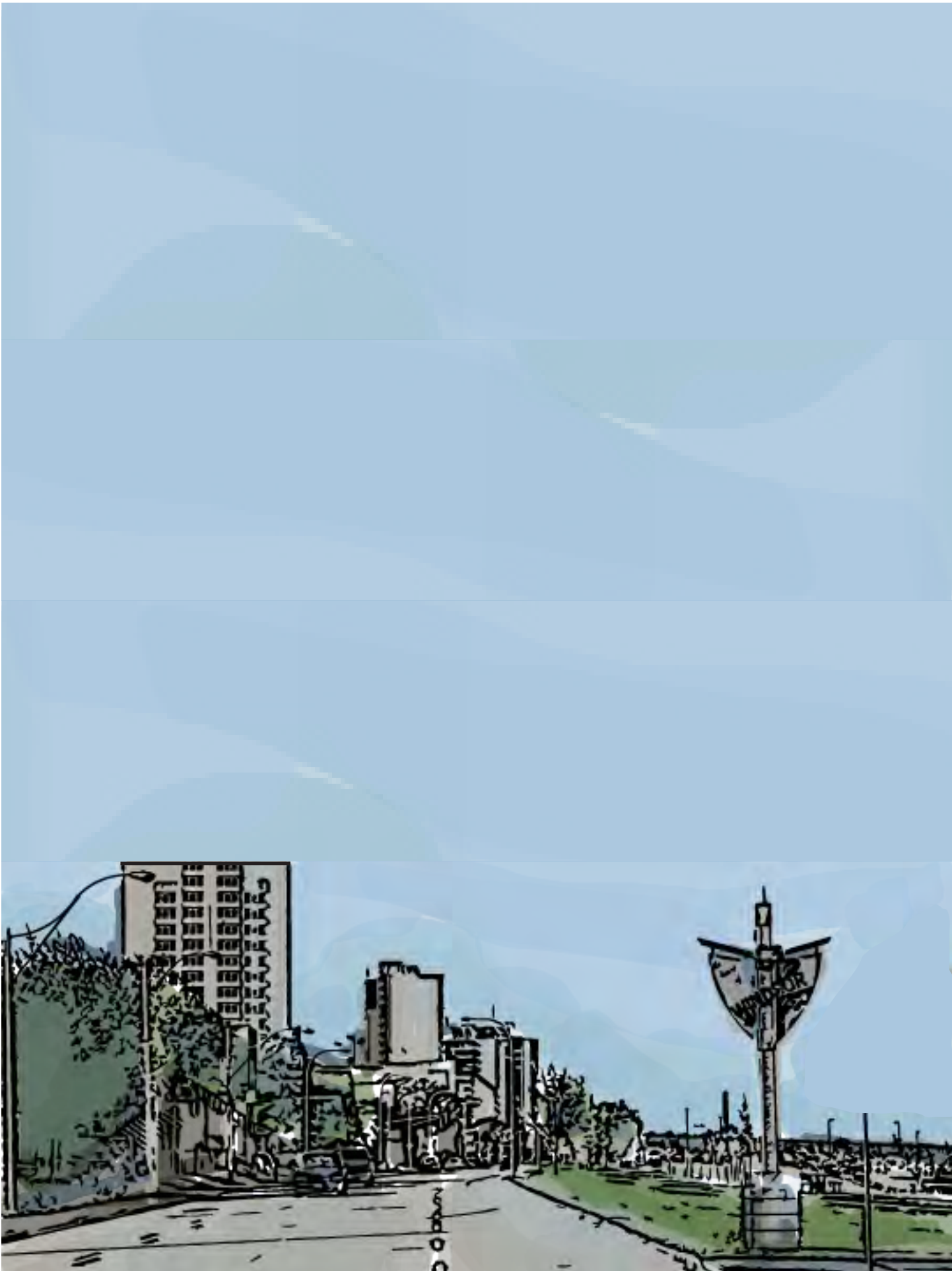
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RIVERSIDE DRIVE STREETSCAPE
STANDARDS MANUAL
CITY OF WINDSOR



1.0 Purpose of Riverside Drive Streetscape Improvements

1.0 Purpose of Riverside Drive Streetscape Improvements

Historically known as the St. Clair Trail by early settlers to this region, Riverside Drive spans east to west and connects with the Town of Tecumseh and LaSalle. Within the City it links with Windsor’s City Centre and former Border City towns such as Sandwich, Walkerville, and Riverside. There are also several important parks including Windsor’s Central River-front and several residential properties along Riverside Drive where north to south running streets intersect linking neighbourhoods to the south.

Windsor City Council recognized Riverside Drive’s importance by designating Riverside Drive a Scenic Drive and Civic Way in Windsor’s Official Plan. Special polices aimed at enhancing the public right-of-way and creating a highly attractive and distinctive image by using unifying elements such as landscaping, fixtures, boulevard and median treatment, and protecting and enhancing views and vistas, public spaces and heritage resources along Riverside Drive are also identified in the Official Plan.

In December 2006 Windsor City Council approved the Riverside Drive Vista Improvement Project E.A. Through extensive public consultation the following objectives were identified:

1. Reduce Traffic Speed
2. Reduce Traffic Volume
3. Make Riverside Drive Safer for all users; and
4. Make Riverside Drive look like a Scenic Drive

What is a Scenic Drive?

Merriam-Websters dictionary identifies “scenic drive” with “scenic route” and as “ a way that is not the fastest way but that has beautiful scenery”. Other sources such as Collins dictionary provide adjectives such as having to do with natural and beautiful scenery or affording beautiful or pleasing views. A scenic route is often described as a road or path designed to take one past a pleasant view or nice scenery, the long way round; and a deliberately slow path (source: Wikipedia). Scenic Drives in Ontario often pass through wild life corridors with views of lakes, rivers, and streams and connect with historic towns and places. Riverside Drive is no different and provides views of the Detroit River and skyline, parks and also connects with historic neighbourhoods such as Sandwich Town, Walkerville and Riverside.



An important element of the E.A. was the development of Streetscape Guidelines, which provide a general guide to the types of streetscape elements that can be used along Riverside Drive and within the five Special Streetscape Improvement Areas (SSIA), to “Make Riverside Drive look like a Scenic Drive”. However, the document also provides guidelines for the many different nodes identified through the E.A. process aimed at reducing traffic speeds and volumes and to “Make Riverside Drive safer for all users.” Realizing that the Streetscape Guidelines only provided a guide to what the streetscape elements should look like along Riverside Drive, in 2009 Windsor City Council passed the following resolution (CR364/2009):

“.....That Administration BE DIRECTED to report back on developing the Standards Manual required to consistently implement the Riverside Drive Vista Improvement Streetscape Guidelines”

For this purpose, the Riverside Drive Standards Manual was developed to provide a consistent approach to the selection of materials and streetscape elements such as decorative street lights, crosswalks, benches, trash receptacles, etc., that will be consistently applied along Riverside as each Phase of the E.A. is implemented.



1.1 Defining the Scope of Streetscape Improvements



1.1 - Defining the Scope of the Streetscape Improvements

Streetscaping improvements will include:

- Roadway crosswalks;
- Corners of intersections;
- Sidewalks and curbs- pedestrian access and driveway curb cuts;
- Pedestrian paths;
- Decorative roadway and pedestrian lighting;
- Pathway lighting;
- Landscape standards for streets trees, standards for trees in subsurface pits, trees in grates, trees in fixed planter beds;
- Landscape standards for vegetation in moveable planters and seasonal decorations and hanging baskets;
- Street furniture, such as benches, trash and recycling receptacles, bicycle parking, bollards, transit shelters, telephone booths, newspaper vending racks, mail collection and storage boxes, banner poles and decorative banners, kiosks, and screening devices;
- Signage standards for trailblazing, way finding, parking, orientation, street names, gateway markers, and heritage interpretation;
- Special streetscaping features such as monuments, sculptures, fountains, parks, plazas, and water related features;
- Fence/screening and low wall standards;
- Street Nodes and Special Streetscape Improvement Areas (SSIA);
- Building side standards;
- Parking and loading standards for on-street personal and commercial vehicles; and
- Parking and loading standards for on-street passengers and bus passengers.



Standards for these streetscape elements will help to satisfy the objectives of the E.A. and define the Streetscape Guidelines by creating an attractive and consistent approach when implementing these improvements throughout each phase in consideration of the different contexts identified along Riverside Drive.

1.2 Recommendations for Streetscape Improvements

Section 8.3 of the E.A. identifies these streetscape improvements as an integral part of the improvement program for Riverside Drive. The E.A. describes these improvements as having both a functional transportation and visual quality in helping to improve Riverside Drive as a Scenic Drive and Civic Way. The EA identifies the 38 nodes along the corridor as providing an opportunity for urban design enhancements in the form of visual treatments, streetscaping with vegetation, signage, public art, vista enhancements, and through the built form of development and redevelopment projects along the Drive. Section 7 of the Riverside Drive Vista Improvement Project Class EA includes a list of node locations along Riverside Drive. However some of the locations can change based on detailed design of Riverside Drive when considering the implementation of each phase. See Schedule B for Nodes identified along Riverside Drive. Council Resolution 364/2009 also directs Administration to report back on developing the Standards Manual required to consistently implement the Riverside Drive Vista Improvement Streetscape Guidelines.

1.3 Where Streetscape Improvements Will Occur

The streetscape improvements will occur generally within the Riverside Drive right-of-way from the City limits, bordering the Town of Tecumseh just past Lakeview Drive on the east to the intersection of Rosedale Avenue and Sandwich Street on the west. However, improvements may also take place at the entrances of parks and plaza areas as well as on private property. Along the Riverside Drive right-of-way both functional and urban design improvements will occur within each node and at the five SSIA's where a higher level of design detail and standards will be implemented. Additional information regarding the location of these improvements can be found in Section 2.0.



1.4 Need for Streetscape Improvements

The Streetscape Improvements identified in the E.A. are an integral part of the functional and visual elements required to implement the E.A. objectives. These improvements include the necessary design elements required to meet the following identified E.A. objectives:

1. Reduce Traffic Speed;
2. Reduce traffic Volume;
3. Make Riverside Drive safer for all users; and
4. Make Riverside Drive look like a Scenic Drive.

1.5 How The Streetscape Standards Manual Will Be Used

This manual establishes the minimum expectations and design performances for all development and streetscape improvement initiatives proposed within the Riverside Drive right-of-way and adjacent lands.

In some cases, due to the fact that privately owned land may be within (what appears to be) the public right-of-way or within a publicly owned park, the privately owned land within these areas will also be required to conform to the standards of this manual.

The Riverside Drive Streetscaping Standards Manual will be used by:

- The City of Windsor and their contractors;
- developers;
- designers;
- business owners;
- property owners; and
- Others involved in the rehabilitation and reconstruction of Riverside Drive as a Scenic Way as identified in The City of Windsor Official Plan.



Before any reconstruction activity can be undertaken on the public rights-of-way of Riverside Drive all work must be reviewed and approved by City of Windsor Administration to ensure consistency with the Council approved Riverside Drive Vista Improvement Project E.A., Streetscape Guidelines and this Streetscape Standards Manual. The following Departments are responsible for reviewing and recommending to Council Capital Works and plans of redevelopment regarding Riverside Drive:

- Public Works Department (Infrastructure Services);
- Transportation Planning;
- Traffic Operations ;
- Planning and Building Department (Urban Design Section and Policy Section);
- Parks Department (Parks Development, Parks and Facilities);
- Recreation and Culture (Cultural and Events);
- Transit Windsor; and
- Utility Companies

All works and redevelopment will be reviewed by City Administration through Capital Works proposals on and adjacent to Riverside Drive, such as for the direct implementation of the Riverside Drive Vista Improvement E.A. or any Parks redevelopment or master plans, and through the development review process (Zoning, Site Plan Control, plans of subdivision, plans of condominium, Committee of Adjustment, etc.).

The Manual outlines the following:

- Function and Application of Streetscaping Standards for the City Centre;
- Identification of Individual Streetscape Elements for Installation on Theme Streets;
- Standards for Individual Streetscape Elements;
 - Design Criteria – “How it Functions”
 - Placement – “Where it Goes”
- Specifications and Details for selected Streetscape Elements; and
- Installation and Maintenance for each Streetscape Element.



1.6 Criteria Used in the Selection of Streetscape Elements

The following criteria were considered when selecting and designing the various streetscaping elements to be implemented as public improvements on Theme Streets in the City Centre:

Appearance:

- What does the element look like?
- Does the design of the element have an enduring appeal?
- Does the overall character of the element reinforce the district's image?
- Is the element in scale with its surroundings?

Function and Placement:

- Will the element be located in the right place?
- Can this element do its job?
- Are trash containers large enough, easily emptied and conveniently placed?
- Are benches comfortable for sitting or will the material be too hot in the summer or too cold in the winter?
- Is the lighting adequate to give a sense of security at night without creating excessive glare or light pollution?
- Is the element compatible with the function of the facility for all intended users and modes, including drivers, pedestrians, cyclists, and transit?
- Does the element allow safety-related requirements (e.g. visibility, clear zone) to be met?

Durability and Maintenance:

- Is the element designed to last a long time?
- Will the materials of the element withstand changing seasons in this climate?
- What are the maintenance needs of the element?



Cost:

- What will the improvements cost be?
- Is the improvement worth the price?
- Is it better to select a less expensive element?
- How much will it cost to maintain the element?

Although it may be tempting to select an item or material because of its low initial cost, often this is a false economy as elements of a lesser quality are more prone to show signs of wear and tear, be vulnerable to vandalism or in need of constant repair. It is generally better to purchase a few elements of good quality rather than a large number of lesser quality elements.

Maintenance:

Given the need to maintain upgraded surface treatments, landscaping, and maintain and supply amenities (e.g. decorative light standards, benches, planters) identified in this Standards Manual there will be the need for an ongoing maintenance budget that should be identified through each phase of the Riverside Drive Vista Improvement Project.



2.0 Locations for Streetscaping on Riverside Drive

The Riverside Drive Vista Improvement Project (Class Environmental Assessment) identified Special Streetscape Implementation Areas (SSIAs) and Nodes at key intersections to prioritize important design areas and to help articulate the Riverside Corridor as a Scenic Drive. The figures below identify these SSIAs and Nodes from Rosedale Avenue on the west to the boundary of the City of Windsor on the east side.

2.1 Special Streetscape Improvement Areas (SSIA)



Riverside Dr. looking West- SSIA.1



Ouellette & Riverside - SSIA.2



Walker & Riverside - SSIA.3



Riverdale & Riverside - SSIA.4



East Boundary of Riverside - SSIA.5

Within the Riverside Drive Corridor, five Special Streetscape Improvement Areas have emerged, each with its own unique characteristics based on existing conditions, building styles, land uses, and relationship to surrounding context.

By identifying areas of interest within the Riverside Drive corridor, it provides opportunities to incorporate and celebrate local character and create variety within the streetscape treatment while still creating a rhythm and distinct aesthetic that is identifiable as Riverside Drive.

The five Special Streetscape Improvement Areas (SSIA) include:

SSIA.1 West End – The Western gateway to both Riverside Drive and downtown that includes the Canada / US Ambassador Bridge with an established open space network and formal parks with views and access to the Detroit River.

SSIA.2 Downtown - An established high profile shopping and tourist area that contains the Casino and two specific areas of interest. The first, Ouellette Avenue, has a north/south visual access from the Detroit River to the Chrysler Building and second, the Civic Esplanade that has a north/south visual access from the Detroit River to City Hall.

SSIA.3 Walker Road – Also forms part of the area designated through CR 330/2022 as the Walkerville Theming and Districting Plan.

SSIA.4 Lakeview Park Marina - An established marina and residential area with existing multi-use recreational trails and views, but limited access to the Detroit River.

SSIA.5 East End – The Eastern gateway to Riverside Drive and established residential district adjacent to the neighbouring Town of Tecumseh.

(See Schedule B where SSIAs have been identified)

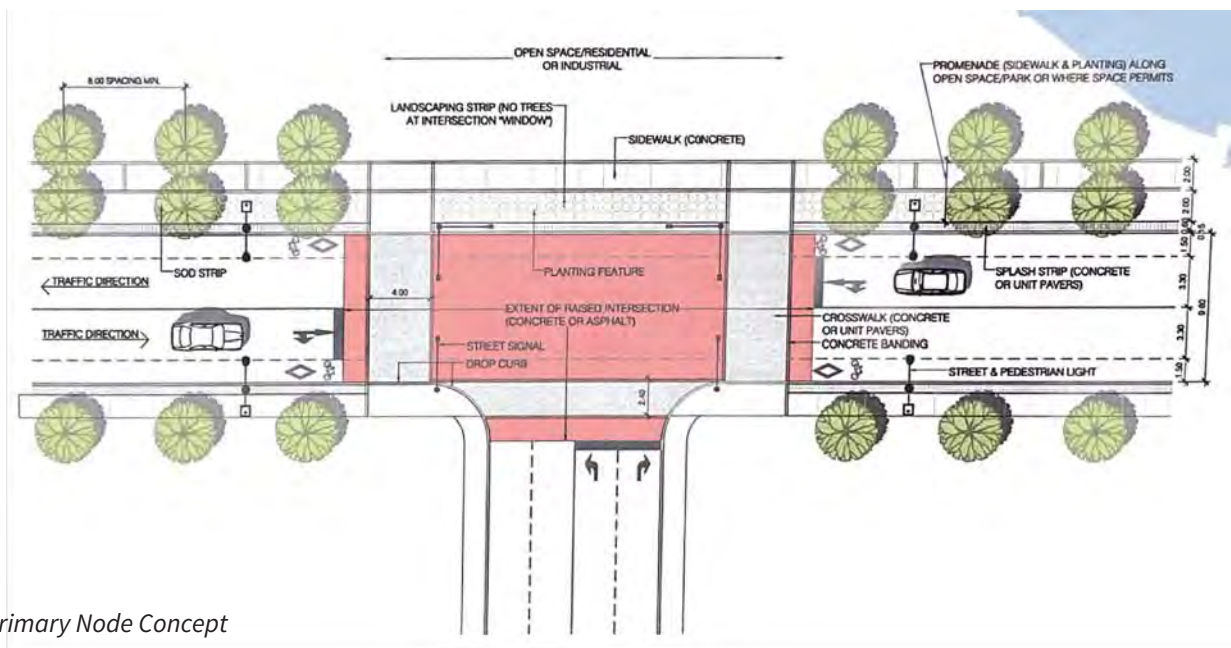


RIVERSIDE DRIVE STREETSCAPE
STANDARDS MANUAL
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2.2 Nodes (Primary/Secondary/Tertiary)

A node is identified as a point along Riverside Drive where there is a significant opportunity for activity and some form of special design treatment. These have been categorized as being primary, secondary, or tertiary as outlined in the Riverside Drive Vista Improvement Project-Streetscape Improvement Guidelines.

N1 Primary Node: Are located at major signalized intersections or mid-block connections that have direct waterfront access and no physical or visual barriers separating Riverside Drive from the water's edge. Pedestrian crossings are defined with a combination of raised surfaces where traffic calming is required and improved material selections such as impressed colour concrete or unit pavers.



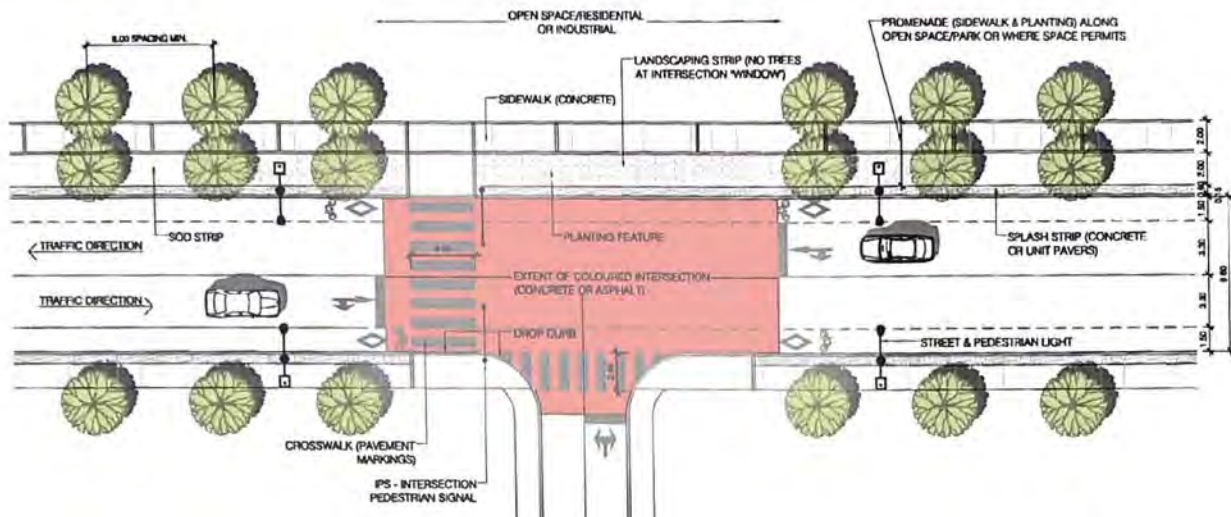
N1 Primary Node Concept

Note: Node design to comply with current OTM and AODA standards.

Source: Riverside Dr. Vista Improvement ESR- IBI Group

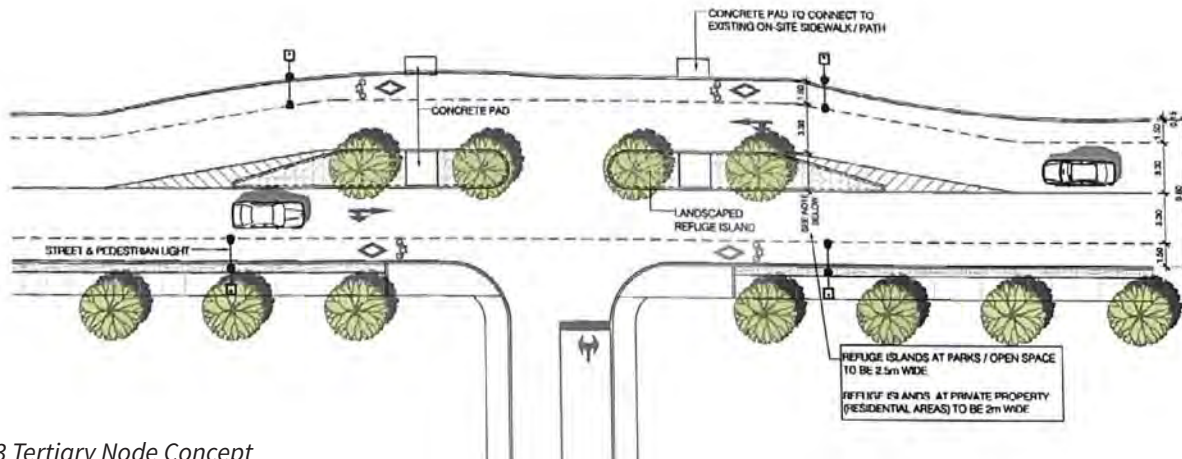


N2 Secondary Node: Provide pedestrian crossings at key locations along Riverside Drive, predominantly at locations associated with riverfront parkland or locations that mark the boundary or change from one character district to the next. These are sometimes referred to as edge conditions since there is a transition from one type of land use or character to another. The nodes are marked by a colour surface treatment and marked cross walk with an intersection pedestrian signal (IPS) that can be activated by the pedestrian. Planting along the north side of the node adjacent to the parkland are low in height to maintain the visual connection to the river.



N2 Secondary Node Concept

N3 Tertiary Node: Are designed to function as a visual and physical traffic-calming feature with a centre median refuge island and pavement markings to facilitate safer crossing and increase accessibility versus a typical stop control. Tertiary nodes are primarily located adjacent to residential neighbourhoods to service local demand and access to riverfront parkland.



N3 Tertiary Node Concept

Note: Node design to comply with current OTM and AODA standards.



3.0 Streetscaping Implementation Priorities

3.1 Implementation Priorities for Locations on Riverside Drive

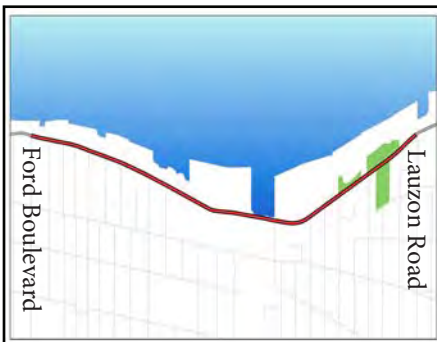
Generally Streetscaping improvements will coincide with the approved Improvement Program Staging identified in Section 7.0 of the Riverside Drive Vista Improvement Project E.A. and the Streetscape Guidelines. The E.A. identifies the following stages:

Stage 1: Riverdale Avenue to Lauzon Road



Streetscape improvements will coincide with improving poor roadway surface conditions, reducing high collision incidents, and making the roadway safer for pedestrians. Pedestrian safety will be improved with pedestrian crossings and the enhancement of nodes via the implementation of the Lakeview Park Marina SSIA. New bike lanes will make the roadway safer for cyclists and will also link with the existing Ganachio Trail, extending the bikeway to Lauzon Road.

Stage 2: Lauzon Road to Coventry Gardens at Ford Boulevard



Streetscape improvements will coincide with improving roadway surface conditions, improve pedestrian crossing safety through the development of nodes and crosswalks, and the introduction of north side sidewalks and extend the Riverside bikeway further west to the attractions along the riverfront.

Stage 3: Ford Boulevard to Lincoln Road



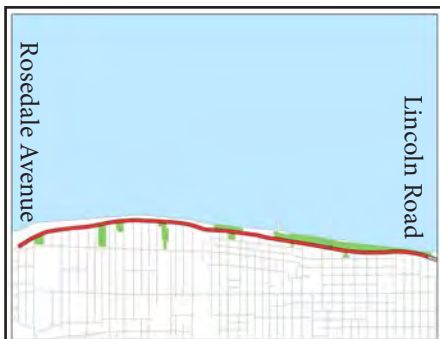
Streetscape improvements will coincide with improving roadway surface conditions and intersection improvements to encourage traffic diversion off of Riverside Drive to Wyandotte Street. Pedestrian safety will be improved through the development of nodes and the Walker Road SSIA. Cyclist safety will be improved by extending bicycle lanes to link with the Central Riverfront parkland recreationway.





Stage 4: Riverdale Avenue to the eastern City limit

Streetscape improvements will coincide with improving roadway surface conditions and intersection improvements through the development of nodes which will also promote pedestrian safety. Cyclist safety will be improved with the introduction of bike lanes.



Stage 5: Lincoln Road to Rosedale Avenue

Streetscape improvements will coincide with improving roadway surface conditions and intersection improvements through the development of nodes and a new pedestrian promenade adjacent the north side of Riverside Drive along the Central Riverfront Parkland which will also promote pedestrian safety. Pedestrian safety will also be improved with the introduction of three SSIs spanning along the roadway. Cyclist safety will be enhanced with the establishment of bike lanes leading into Sandwich Town.



3.2 Implementation Priorities for Individual Streetscape Elements



The following primary elements will be prioritized within each stage of implementation as identified in Section 3.1 of the Riverside Drive Streetscape Standards Manual.

1. PRIMARY ELEMENTS – Streetscape Infrastructure

a) Hardscaping

- All Pavement Elements for raised Nodes, crosswalks, sidewalks pathways and splash strips;
- All Parking and Loading Elements;
- All conduits for Roadway, Pedestrian, Bollard and Pathway Lighting; and
- Light Standards.
 - All Combined Roadway and Pedestrian Lighting
 - Supplemental Pedestrian-only Lighting
 - Special Area Lighting

b) Landscaping

- Street Trees; and
- Fixed Planter Beds.

2. SECONDARY ELEMENTS – Amenities

a) Furnishings

- Benches;
- Waste Receptacles;
- Bicycle Parking;
- Other furnishings as needed and as resources allow; and
- Elements placed by others.

b) Landscaping

- Moveable Planters.

c) Orientation Signage

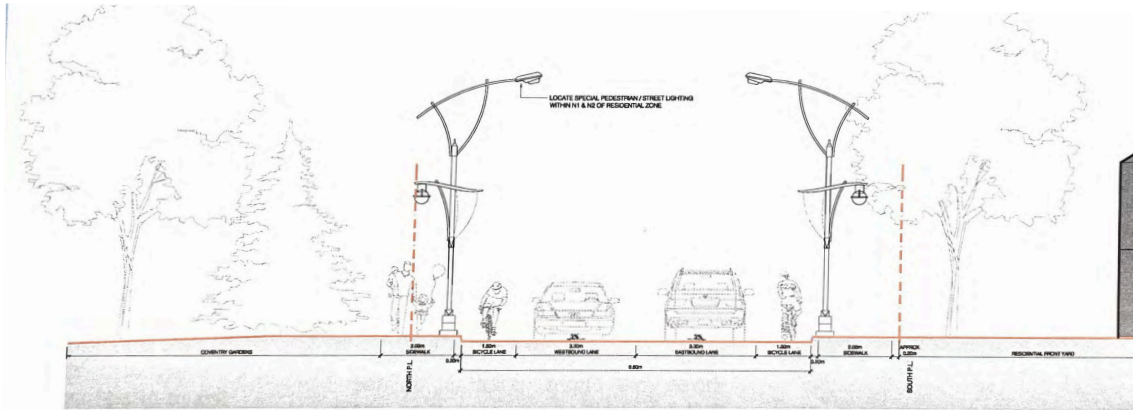
- Street Name Signs;
- Decorative Banners;
- Gateway Markers;
- Heritage Interpretive Signs; and
- Other Orientation Signage as needed.

Note: An ongoing maintenance budget will need to be established through each new phase of the Riverside Drive Vista Improvement Project for the ongoing maintenance of upgraded surface treatments, landscaping, and to maintain and supply the new amenities (e.g. decorative light standards benches, and planters).



4.0 Pavement Standards

Paving is a significant unifying element in streetscape design. The materials, textures, colours, and patterns that are utilized should unify Riverside Drive as a continuous and well thought out “Scenic Drive.” Aside from helping to create a unified appearance, the paving elements can also help reinforce: Public Safety, Accessibility Standards, Sustainable Design Practices and Planning Objectives.



The objectives that are to be achieved include:

- Paving patterns, colours and textures should create a “rhythm and distinct aesthetic that are identifiable as Riverside Drive”;
- In the “Special Streetscape Improvement Areas” continue this “rhythm and distinct aesthetic” while “incorporating and celebrating local characteristics”;
- Establish consistency in pavement materials and treatments so an obvious and unobstructed pedestrian route is clearly distinguished;
- Establish paving patterns that provide the organizational framework for the placement of fixtures, furnishings, decorations and vegetation within the streetscape design;
- Establish and clearly differentiate between the three zones that form the “Boulevard”. Consisting of the: Curb Side, Pedestrian Path and the Building Side; and
- All work will meet Accessibility for Ontarians with Disabilities Act (AODA) Standards.

References

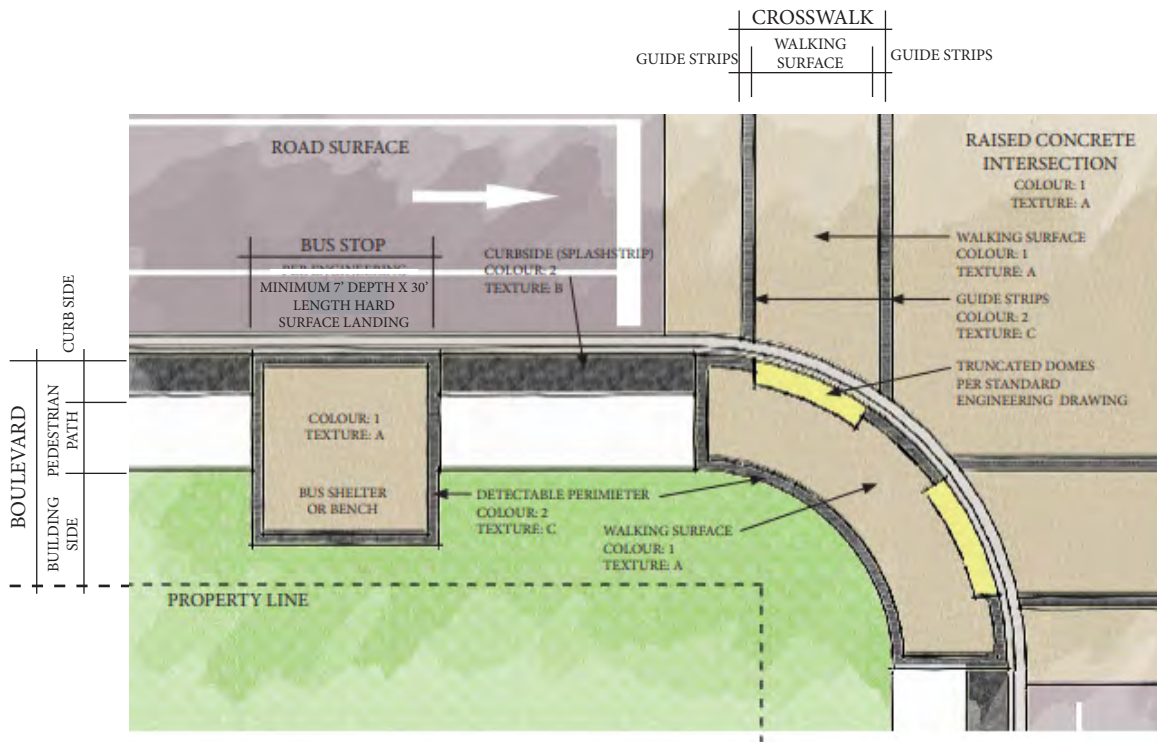
Riverside Drive Vista Improvement Project – Environmental Study Report
Riverside Drive Vista Improvement Project – Streetscape Guidelines
 “FADS” – Facility Accessible Design Standards - City of Windsor
 City of Windsor – Development Manual

These standards are to be applied in conjunction with the Riverside Drive Vista Improvement Project – Streetscape Guidelines Section 4.1.1 – Surface Materials.



RIVERSIDE DRIVE STREETScape
 STANDARDS MANUAL
 CITY OF WINDSOR

Pavement Design Framework - N1 Node (Figure 4.0-A)



LEGEND

Colour 1: “Adobe” (61078)
 Colour 2: “Dark Grey” (860)

Texture A: Broom Finish
 Texture B: “Riverstone” Seamless
 Texture C: “Cobblestone Running Bond”

Note:

The concrete colours that have been selected are from “Davis Colors” Inc. (1.800.356.4848, www.daviscolors.com) Davis Colors was only selected as a guide. Colours from other manufacturers may be used and are subject to approval.

The stamping patterns have been selected from “Scofield Inc.” (1.800.800.9900, www.scofield.com) These patterns have been selected as a guide and similar patterns from other manufacturers may be used and are subject to approval.

N2 Nodes

- At N2 intersections painted markings delineate the crosswalk in lieu of coloured concrete walking surface and guide strips.

N3 Nodes

- At N3 intersections there is no coloured or textured concrete within the traffic lanes; and
- Traffic islands will be treated the same as the corner of the intersection

Downtown Riverside Drive SSIA - Downtown

- Refer to City Centre Design Manual (located at the planning department) for the Downtown Special Streetscape Improvement Area.



4.1 Crosswalks

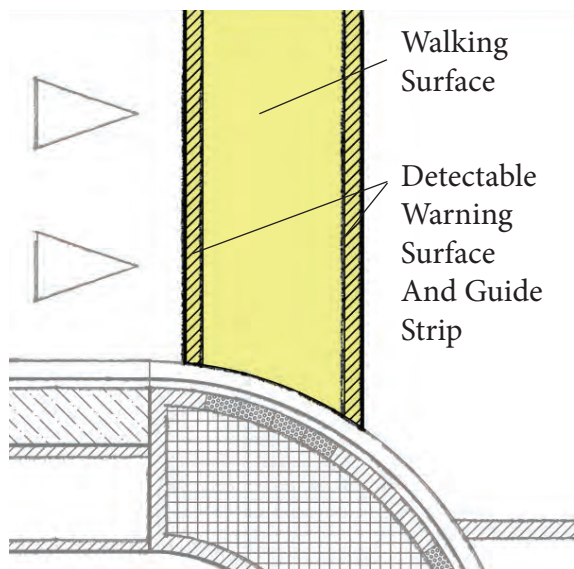
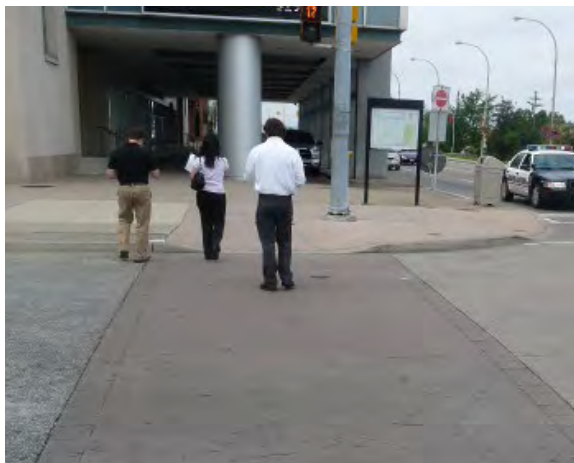


Figure 4.1-A, Crosswalk



A Crosswalk that Continues the Pedestrian Route

Placement

- The concrete crosswalk stretches across the roadway portion of the public right-of-way and is in alignment between the pedestrian access curb cuts of the corners of intersections.

Crosswalks are considered a continuation of the pedestrian route. A crosswalk provides for the safe movement and integration of pedestrians within the traveled right-of-way.

Design Criteria

- The crosswalk pavement must contrast with the adjacent surface to indicate where the pedestrians can cross safely;
- The material shall be concrete or asphalt depending on the type of “Node” the intersection is classified as. Refer to Section 2.0 “Locations for Streetscaping on Riverside Drive” ;
- The “N1 Node” crosswalk is made up of two distinct parts;
 - (See Figure 4.1-A, Crosswalk)
 - Part 1 – The “Walking Surface”
 - Part 2 – The “Detectable Warning Surface and Guide Strip”
 - The “Walking Surface” of the crosswalk will be a slip-resistant surface with a broom finish and not constructed with large paving joints, corrugated textures, or loose gravel.
 - The “Detectable Warning Surface and Guide Strip” within the crosswalk will reinforce the separation of vehicle and pedestrian paths of travel through the use of coloured and textured concrete.
- Coloured and textured concrete will act as visual and tactile cues for motorist and pedestrians;
- The “N2 Node” crosswalk consists of painted markings that delineate the crosswalk in lieu of the coloured concrete “Walking Surface” and “Guide Strips”; and
- The “N3 Node” does not have delineated crosswalks.
- All work will meet Accessibility for Ontarians with Disabilities Act (AODA) Standards.



4.2 Corners of Intersections

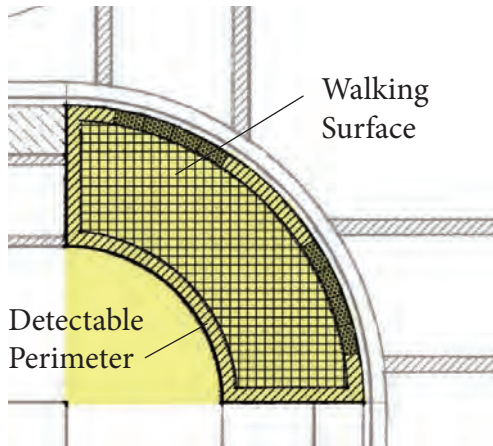


Figure 4.2-A, Corners of Intersections



Intersection Corner

The corners of intersections are an integral part of the pedestrian route. They should reinforce a unified appearance along Riverside Drive. In the “Special Streetscape Improvement Areas” the corners of intersections should continue this “rhythm and distinct aesthetic” while “incorporating and celebrating local characteristics.” The corners of intersections define the area of transition for the pedestrian between the sidewalk and the crosswalk.

Design Criteria

- The corners of intersections will be defined by two distinct Parts:
 - Part 1 – The “Walking Surface”
 - Part 2 – The “Detectable Perimeter”
- The “Walking Surface” at the corners of intersections will not be constructed with large paving joints, corrugated textures, or loose gravel;
- The “Walking Surface” shall be coloured concrete (or Unit Pavers at N1 nodes);
- The “Detectable Perimeter” will be coloured concrete with a stamped pattern. This will act as a visual and tactile cue to inform pedestrians;
- The width, colour and texture of the “Detectable Perimeter” will be consistent within a “Special Streetscape Implementation Area”; and
- The corners of intersections may contain a blend of grade transitions; the “Walking Surface” and the “Detectable Perimeter” will slope together as to not create a tripping hazard.
- All work will meet Accessibility for Ontarians with Disabilities Act (AODA) Standards.

Placement

- The shape of corners of intersections represent a $\frac{1}{4}$ circle with the radius in alignment with a line projecting out from the property line between public and private properties, with the arc of the circle following the curb between the two streets. The width of the “radius” should be consistent with the width of the pedestrian path and the curb side areas combined.



4.3 Curb Side

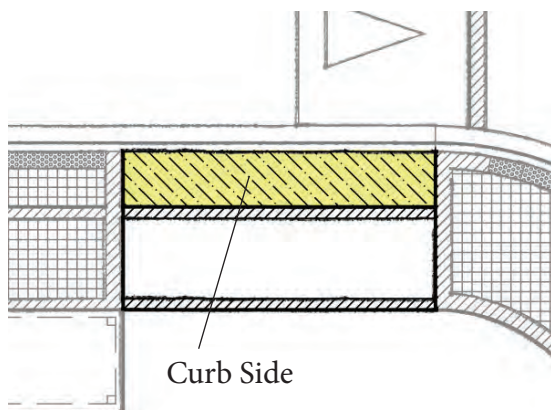


Figure 4.3-A, Curb Side



Curb Side Splash Strip

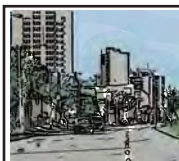
The curb side zone is the area of pavement or vegetation located directly along the back of the curb and serves as a location for the installation of lighting fixtures, utilities, furnishings, parking meters, trash receptacles and street trees.

Design Criteria

- The curb side width in residential areas should be a minimum of 1.0m from the back of curb to the pedestrian path. per (City of Windsor – Development Manual - Section 7.1.1);
- Some areas along Riverside Drive have a limited R.O.W width. Where space is limited, the width of the curbside zone may be reduced;
- The curb side width in commercial areas should be a minimum of 1.5m from the back of curb to the pedestrian path. per (City of Windsor – Development Manual - Section 7.1.1); and
- The curb side zone may consist of vegetation, textured and coloured concrete, or unit pavers depending where it is located along Riverside Drive.
- The curb side will have a considerable contrast, through colour and texture compared with the adjacent pedestrian path and roadway curbing.
- If unit pavers are utilized in a SSIA, then they will compliment the concrete colour and texture.
- In non-SSIA, the curbside zone shall have a consistent design.
- Vegetation & tree plans to be consistent with Section 6.0 of this document
- All work will meet Accessibility for Ontarians with Disabilities Act (AODA) Standards.

Placement

- The curb side paving pattern is ‘paused’ where the curb is cut by mid-block pedestrian access points, at corners of intersections, driveway access cuts, and bus stop loading areas.



4.4 Pedestrian Path

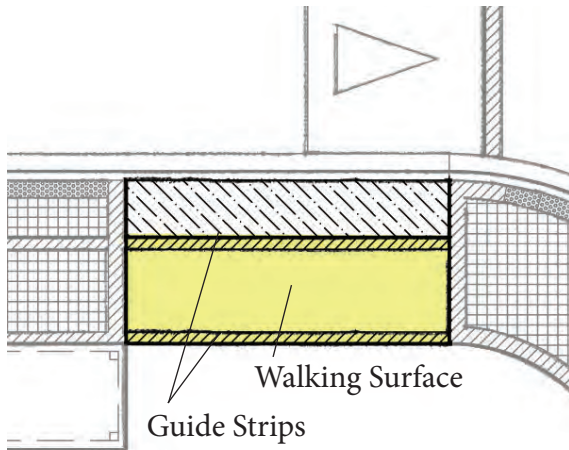


Figure 4.4-A, Pedestrian Path



Pedestrian Path

The pedestrian path zone is the pavement area located between the curb side and the building side zones and is the clear route designated for pedestrian circulation. (See Figure 4.0-A, Pavement Design Framework)

Design Criteria

- The Pedestrian Path should be designed to reflect the amount of pedestrian traffic that is expected;
 - The minimum width of the Pedestrian Path is 1.5m.
 - The preferred minimum width is 1.83m
- It is important to ensure that the Pedestrian Path is not reduced by obstacles, such as garbage receptacles, mail boxes, planters, lighting standards, grates and other street furniture;
 - This includes a minimum vertical clearance of 2.1m from the ground to any overhanging objects.
- The “Walking Surface” of the pedestrian path will be a slip-resistant concrete surfaces should have broom finish or an integral abrasive grain;
- When applicable, “Sidewalks should have linear detectable strips that define the edges of the walkway as a warning and orientation system.” (FADS – 6.6.1); and
- Sidewalks will be constructed per City of Windsor Standards:
 - Residential Concrete Sidewalks AS-401
 - Commercial Concrete Sidewalks AS-403

Placement

- The pedestrian path is the pavement located between the Curb Side zone and the Building Side zone on the Boulevard.



4.5 Building Side

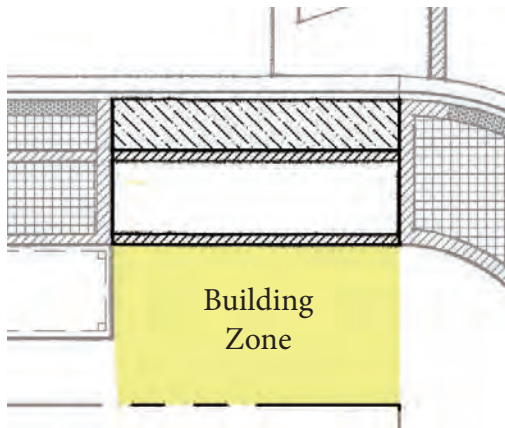


Figure 4.5-A, Building Side



Pedestrian Path and Building Zone



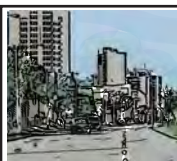
The Building Side zone is the area located between the Pedestrian Path and the property line. In commercial areas this is the “encroachment zone” on the boulevard for sidewalk cafes, merchandise displays, public art, public open space and sidewalk signs in order to keep the pedestrian path unobstructed.

Design Criteria

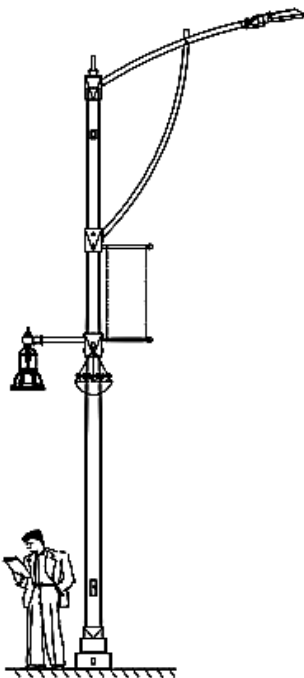
- The width of the building side zone will vary as it is comprised of the remaining space of the boulevard after the curb side and pedestrian path have been established. The width may vary from no space available to several metres – dependent on the setback of the private property line;
- The Building Side zone along Riverside Drive will largely consist of landscaping and vegetation opportunities; and
- In commercial areas along Riverside Drive, where buildings are at the property line, the Building Side zone may be comprised of hard scape
- The Building Side zone is the appropriate location for individual businesses to accommodate limited outdoor uses (sidewalk cafes and merchandise displays/outdoor plazas with public art)

Placement

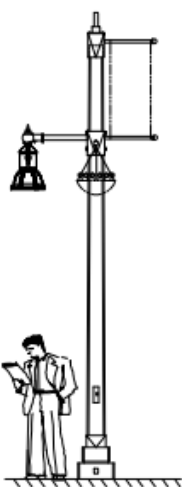
- The building side zone is the area located between the pedestrian path and the property line.



5.0 Lighting Standards



Street and Pedestrian Combined
Lighting Standard



Pedestrian Lighting Standard

One of the purposes of the Riverside Drive Vista Improvement E.A. was to showcase the importance of the scenic drive to both the residents who live in Windsor and people who visit the area. Street lighting plays an important role in establishing Riverside Drive’s significance as a Scenic Drive. It also helps to establish the character, function, quality and security of a streetscape, especially at night. The scale, style, lighting effect, existing infrastructure and contexts, cost and maintenance of lighting standards are criteria that have influenced the selection of the standard posts, armatures and luminaires.

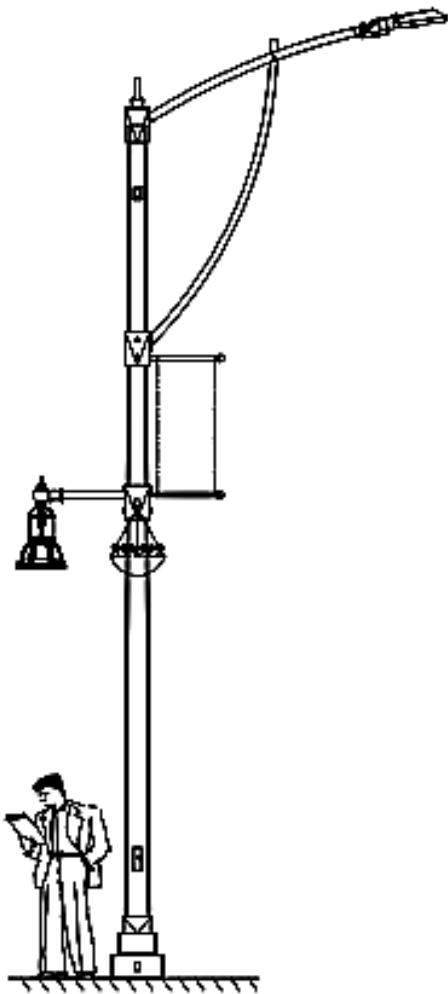
To be consistent with the “Windsor Style” light standard which will remain the standard for the stretch of the Downtown along Riverside Drive, the City worked with King Luminaire to design the new “Windsor Vista” family of street light standards based on the “Windsor Style”. Ensure all light standards are full-cut off as per CR 228/2005. The following section identifies the type of standard that will be used when considering the different contexts along the drive.

Lighting Standards

- 5.1 “Windsor Vista”--Street and Pedestrian Combined Lighting Standards
- 5.2 “Windsor Vista”--Pedestrian Lighting standards
- 5.3 Street Lights for Utility Poles
- 5.4 City Centre-“Windsor Style”



5.1 “Windsor Vista” - Street and Pedestrian Combined Lighting Standards



Street and Pedestrian Lighting Standard

The Street and Pedestrian Combined Lighting Standard provides direct and adequate illumination to the roadway for enhanced vehicular circulation and to the sidewalk for pedestrian activities. The street light standard selected for this area is the King Luminaire in black concrete with an acrylic finish (see appendix for details).

Ensure all light standards are full-cut off as per CR 228/2005.

DESIGN CRITERIA

The lighting standard is designed with:

- Two luminaires:
- ‘cobra-head’ (high-pressure sodium-vapour) fixture suspended over the roadway.
- pendent (metal halide) fixture suspended over the boulevard.
- the luminaires and components will be an aluminum metal in a textured black finish
- Two mounting arms:
- roadway-oriented arm suspending a luminaire over the roadway and attached to the decorative concrete pole mounted approximately 7.62m (17.6’) above grade.
- sidewalk-oriented arm suspending a pendent luminaire over the pedestrian path and suspending a banner over the curb side, and attached to the decorative concrete pole approximately 4.27m (14’) above grade.



PLACEMENT

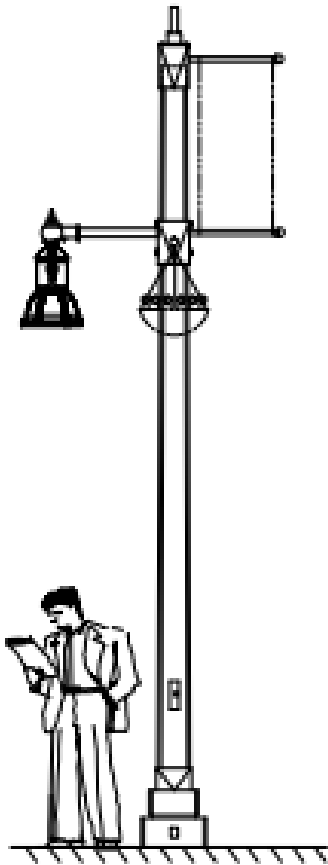
The street/pedestrian combined lighting standards are installed within the curb side service zone which conforms to the overall streetscape organizational system.

- The spacing of street/pedestrian combined lighting standards along the streetscape is dependent on: the physical attributes of the corridor (width of overall public right-of-way from building wall to building wall, the width of the boulevard and the adjacent land uses);
- to meet the requirements as per the City of Windsor Street Lighting Design and Installation Guidelines
- The street/pedestrian combined lighting standards are typically spaced at 15m (49') apart.
- Ensure all light standards are full-cut off as per CR 228/2005.



5.2 “Windsor Vista” - Pedestrian Lighting Standards

The Pedestrian Lighting Standards provides direct illumination to enhance sidewalk and walkway areas for pedestrian activities.



Pedestrian Lighting Standard

DESIGN CRITERIA

The lighting standard is designed with one mounting arm containing a decorative pendant luminaire (LED) suspended over the sidewalk and attached to a decorative concrete pole approximately 4.27m (14') above grade. The lighting standard will be full cut-off to comply with CR 228/2005.

The pedestrian light standard selected for this area will be black concrete with an acrylic finish.

The luminaire and components, banner arms, capping and base are aluminum with a textured black finish.

PLACEMENT

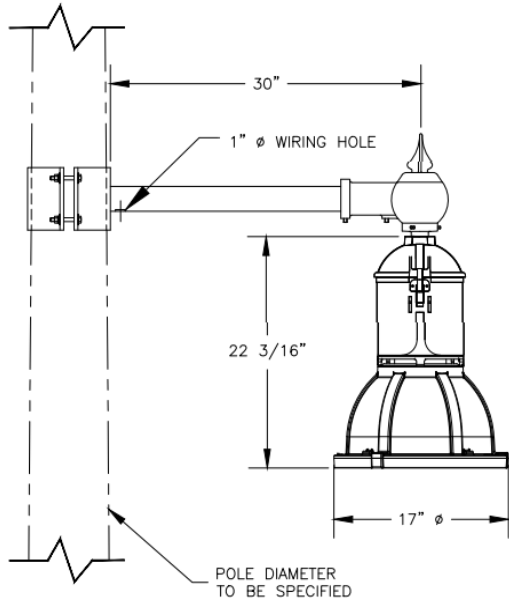
The pedestrian lighting standards are installed within the curb side service zone which conforms to the overall streetscape organizational system as the location for fixed and moveable fixtures.

The placement and spacing of pedestrian lighting standards along the streetscape is dependent on:

- Increasing or supplementing illumination levels greater than the illumination output from the street/pedestrian combined lighting standard;
- providing greater illuminations levels in areas of intense pedestrian traffic;
- providing illumination in areas where the combined lighting standard is not deemed to be appropriate;
- providing a greater sense of security at night through enhanced illumination; and
- enhancing the unique pedestrian-oriented character of the downtown.



5.3 Street Lights for Utility Poles



Pedestrian Light

There are several utility lines than span along Riverside Drive that provide hydro, telephone, cable, and other important services. These lines are supplied through a standard concrete utility pole that often includes a cobra light arm and has the dual function of acting as a street light. The preferred solution is to bury these services to reduce their negative visual impact and improve safety and maintenance associated with servicing these lines. However, often, because of cost, they cannot be buried. Where these hydro lines still exist, the existing cobra arm will be replaced, in textured black. The elliptical arm is available in 4', 6' or 8' lengths. See Schedule A specifications for details.

If utility poles cannot be buried and they are being replaced, the "black" composite poles supplied through ENWIN should be used.



5.4 City Centre - “Windsor Style”



Street and Pedestrian
Lighting Standard



Pedestrian Lighting Standard

Riverside Drive spans through a number of different contexts including Downtown Windsor. In 2005 Windsor City Council adopted the City Centre Planning District City Centre Streetscape Standards Manual (CR48/2005). However by 1996, prior to City Centre Planning District City Centre Streetscape Standards Manual adoption the existing “shoe box” light standards were being decommissioned in favour of a new “Windsor Style” light standard specially designed for Windsor’s Downtown through King Luminaire.

The “Windsor Style” light standard will remain the standard for the stretch of the Downtown along Riverside Drive between Salter Avenue on the West (As if Salter Avenue continued north to intersect with Riverside Drive) and Marentette Avenue on the East. The “Windsor Style” includes a combined street and pedestrian light standard and a pole designed just for pedestrian lighting . Refer to the City Centre Planning District: City Centre Streetscape Standards Manual for specifications. Ensure all light standards are full-cut off as per CR 228/2005.



5.5 Traffic Signal Lights



For the purpose of being consistent with other streetscape elements such as the new street lights selected for Riverside Drive (see Section 5.1) all traffic signal light poles, traffic signal light arms and standard elliptical arms and cobra heads will be textured black.

5.5 Signal Light Boxes



All traffic signal boxes and utility boxes should be wrapped with print designs that further illustrate the cities history and brings some colour and art to Riverside Drive.



6.0 Landscape Standards

Plantings will consist of boulevard trees in either subsurface pits or in elevated planters, as well as moveable planters and hanging baskets for seasonal display, planted with a colourful range of plant materials. Permanent plantings along Riverside Drive to give priority to indigenous plant material where appropriate natural settings are desired. Plant material should also be chosen for its ability to withstand urban conditions and the climate of Windsor, for its visual interest throughout the year, and for ease of maintenance.

A continuous tree canopy of diverse, drought resistant and climate appropriate trees is integral to the redevelopment along the Riverside Drive Scenic Vista, and is fundamental to the image of a quality liveable city. While trees provide positive modification to our climate, help to diminish water and air pollution, calm traffic and to some extent mitigate sound, it is fundamental that the tree canopy should be high-branching in order maintain vistas from the street level to the Detroit Skyline while fundamentally establishing a friendlier and healthier environment desirable for a pedestrian streetscape.

The following standards are to be read in conjunction with section 4.1.4 Street Trees and Horticultural Plantings of the Class Environmental Assessment for Riverside Drive Vista Improvement Project of the City of Windsor.

DESIGN CRITERIA

- Existing mature trees and woodlots should be preserved and made features of the community/neighbourhood;
- Street trees should be planted throughout the roadway, especially along both edges of the Riverside Drive Scenic Vista to encourage pedestrian activity;
- Tree pits (where required) should be constructed using a connected trench method to provide optimal growing conditions, ensuring regulation of moisture levels, and maximum room for root growth;
- Only non-invasive and preferably native species that are tolerant of urban conditions, salt, poor soil, vehicle pollutants and uneven irrigation, with high branching characteristics should be planted (See recommended Tree Species List);
- Riparian area along the Detroit River is to be planted with native species only;
- It is highly encouraged that “no mow” areas are installed with native plants and grasses within the Riparian areas along the rivers edge.
- To ensure that trees do not suffer from soil compaction that restricts water and air around their roots, the bases of trees should be planted with groundcover or shrubs and mulch. Metal tree grates should only be used in intensely used areas such as pedestrian plazas and combined vehicle/pedestrian accesses;
- Consider the proximity to hydro lines and the height of tree growth when selecting trees in open areas. Refer to recommended street tree list for small trees or height restrictions under Section 6.3.



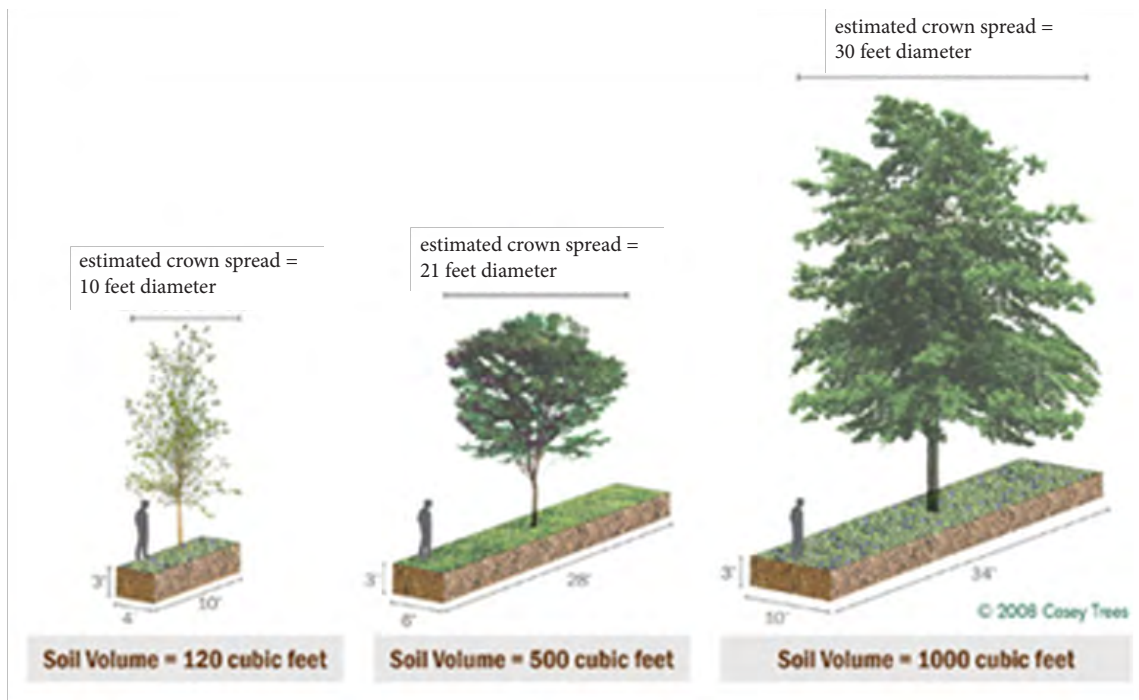
- Where medians are proposed, raised planted areas with trees are encouraged, but with a simplified planting pattern that eliminates the need for constant maintenance; and
- It is desirable to use local native species to provide the most benefit to local wildlife, and climate change adaptation, and reduce the spread by local wildlife of aggressive species, which may cause harm to natural heritage.

6.1 Soil Volumes for Trees

Planting trees with proper soil volumes is imperative to the longevity of the planting. Using correct soil volumes ensures that a tree is more than an amenity but a vibrant component in the urban environment to assist in; air filtration, storm water run-off, heat island effect reduction, and cooling.

DESIGN CRITERIA

- Recommendations ranges for soil volume are:
 - 11.3 cm (400 cu.ft.) min. for a tree with a crown of 6m (20ft) wide; to
 - 28cm (1000 cu.ft.) for a tree with a crown spread of 9m (30 ft) wide.



6.2 Trees in Subsurface Pits

Subsurface pits are only to be used where there is a need or desire for trees when there is no place but to incorporate tree planting with paved areas. Often these areas may experience high pedestrian volumes which require modest landscape engineering.

DESIGN CRITERIA

- The installation method consists of a large subsurface pit for the establishment of good roots systems;
- A support, consisting of either a prefabricated metal grate (i.e. DURA-Plate) or a Modular Suspended Pavement System (i.e. Strata Cell or Silva Cell) designed for planting trees in suspended pavement with a minimum 90% soil capacity;
- Size of trees in subsurface pits to be a minimum of 70mm (3in) caliper ABH to provide immediate impact and more resistance to vandalism; and
- Surfaces over the planting pit may consist of solid or permeable paving that allows water to penetrate in to the roots.

PLACEMENT

- Trees planted in subsurface pits to be between 8 m to 12 m (26 to 40ft) apart, depending on the species to achieve proper root volumes;
- Where placement of trees are closer than what an appropriate root volume would dictate for a particular tree species, then continuous interconnection of subsurface pits, such as vaults, will be utilized;



- Where prefabricated metal grates are necessary, they should only cover the soil not immediately adjacent to tree stem; and
- Adjustable tree grates that allow for growth of the tree should be used. Gravel should be filled under the tree grate to prevent debris from accumulating between it and the finished planted grade.



6.3 Trees in Open Areas or Fixed Planters

Trees planted in open areas or provide the most ideal condition for growing when proper soil volumes are respected. Areas of open tree planting provide a park-like setting and offer greater pedestrian aesthetics.



DESIGN CRITERIA

- The installation method consists of a large subsurface pit for the establishment of good roots systems but open to allow for a vegetative porous surface treatment at grade level;
- Turf grass may be used where modest pedestrian activity may be encountered over the root zone;
- Vegetative plantings of low shrubs and herbaceous perennial plants or low profile ornamental fencing not exceeding 70mm (27in) may be used to restrict pedestrian access over root zones;
- Walls of planter beds should be raised to a height between 40cm and 50cm (16in and 20in) so that enclosure does not create a trip hazard, while offering an opportunity for pedestrians to sit; and
- Selected plant material to be tolerant of salt sprays and snow loading.

PLACEMENT

- Predominantly to be located along residential properties and passive park settings along Riverside Drive where traffic volumes are low and speed is below 50km/hr;
- These types of planting areas are not suitable for high pedestrian areas unless there is a desire to control the pedestrian flow to areas (i.e. mid-block street crossings or unprotected grade changes);
- Raised planters may be desired where salt spray might become an issue to the health of the plantings or pedestrian control is required; Where existing trees have already been established and require maintaining the current growing conditions;
- These types of planting areas are not suitable for high pedestrian areas unless there is a desire to control the pedestrian flow to areas (i.e. mid-block street crossings or unprotected grade changes);



- Raised planters may be desired where salt spray might become an issue to the health of the plantings or pedestrian control is required; and
- Where existing trees have already been established and require maintaining the current growing conditions.
- The full list of trees and more details can be found on the City of Windsor Parks Department for the Common Tree Species Planting List: [<https://www.citywindsor.ca/residents/parksandforestry/Urban-Forest/Pages/Tree-Guide.aspx>]

The following are recommended street trees:

Acceptable Native Trees of Windsor/Essex	
NAME	COMMON NAME
Acer x freemanii	Autumn Blaze Maple
Acer saccharinum	Silver Maple
Acer saccharum	Sugar Maple
Acer rubrum	Red Maple
Amelanchier spp.	Serviceberry (Downy, Canadian, Smooth)
Betula nigra	River Birch
Celtis occidentalis	Hackberry
Gleditsia triacanthos	Honey locust (thorn-less varieties only)
Gymnocladus dioicus	Kentucky Coffee Tree
Liriodendron tulipifera	Tulip Tree (Liriodendron tulipifera)
Liquidambar styraciflua	Sweetgum (Liquidambar styraciflua)
Platanus occidentalis	Sycamore – Spring only
Quercus alba	White Oak – Spring only
Quercus rubra	Red Oak – Spring only
Quercus macrocarpa	Burr Oak – Spring only
Quercus bicolor	Swamp White Oak – Spring only
Quercus palustris	Pin Oak – Spring only
Tilia americana	American Basswood
Ulmus americana	American Elm (DED Resistant varieties)
Acceptable Non-Native Trees for Windsor	
Tillia cordata	Little Leaf Linden
Platanus acerifolia	London Plane Tree 1 – Spring only
Syringa reticulata	Japanese Tree Lilac
Ginkgo biloba	Ginkgo (Maidenhair) Tree (Male Plants Only)
Cercidiphyllum japonicum	Katsura Tree^ 1
Small Trees for Height Restricted Areas or Confined Spaces. (Acceptable as Small trees & Tree-form Shrubs)	
Serviceberry	Serviceberry
Japanese Lilac Tree *	Japanese Lilac Tree *
Flowering Pear	Flowering Pear
Ironwood	Ironwood
Redbud +	Redbud +
Mountain Ash +	Mountain Ash +
Mimosa Silk Tree *1	Mimosa Silk Tree *1
Blue Beech	Blue Beech
Magnolia*^ 1	Magnolia*^ 1
Columnar English Oak 1	Columnar English Oak 1



Recommended street trees continued:

SMALL CANOPY TREES (Under 7.6m (25ft) high) (Ideal for raised planters)	
NAME	COMMON NAME
Large	
Abies concolor	Columnar Fir
Chamaecyparis nootkatensis	False Cypress
Metasequoia glyptostroboides	Dawn Redwood
Picea gloucu	White Spruce
Picea pcengens	Columnar Spruce
Tsuya canadensis	Easton Hemlock
Small/Narrow	
Juniperus virginiana	Easton Red Cedar
Thuja occidentalis	Easton White Cedar

NOTES:

* Non-native

+ Both Native & non-native species/varieties are available

^ Special soil considerations required

1 Limited to small numbers and use for special projects

1. Acceptable ‘varieties’ or ‘cultivars’ of the above listed trees may be available from local nurseries. i.e. Honey Locust “Bloodgood”. Availability of specific varieties may change from year to year.
2. Other suitable species or varieties may be available. Please contact City of Windsor, Forestry, to confirm acceptable selections and for possible special requirements or planting conditions.
3. In general, we wish to limit the use of exotic species in street tree plantings across Windsor and focus on locally native and North American native species with a select few naturalized or commonly used exotics. Anything with the potential to become invasive should be avoided. Anything with disease, insect pest or structural issues should be avoided or in limited use only.



6.4 Shrub, Perennials and Ornamental Grass Plantings

The preferred method is simplicity. Massed plantings with a diversity of colours will create a unified composition, appropriately scaled to the width and proposed character of the street.

DESIGN CRITERIA

- All plant material should be chosen for its ability to withstand Windsor's climate and the vehicular environment along Riverside Drive;
- Simple planting patterns should be employed for ease of maintenance and visual impact. Strong consideration for the use of blue flowering or blue foliage plant material to connect the plantings with the river side location is recommended;
- Plant material used should be chosen for its low maintenance requirements, year round durability, and seasonal colours;
- Irrigation of planting areas should be used where necessary to ensure plant health and attractiveness; and
- Irrigation of any median plantings including trees is required.

PLACEMENT

- Use masses of low-maintenance plants placed at key locations to direct pedestrian traffic, screen parking lots and provide visual interest;
- Low maintenance planters and planting areas should be used at the street edge to soften hard surfaces, i.e. parking lots. Plantings should be used to announce entrances, accent open space areas and define walkways; and
- These elements should not cause vehicular or pedestrian siteline issues.



6.5 Vegetation in Moveable Planters

Vegetation in moveable planters provides an added dimension and additional colour to the overall landscaping scheme for the streetscape. Planters should contain ornamental grasses, evergreen shrubs, seasonal plant materials, annual flowers and various groundcover plants.

DESIGN CRITERIA

- All plant material for moveable planters should be chosen for its ability to withstand Windsor's climate especially during the summer months;
- Simple planting patterns should be employed for ease of maintenance and visual impact;
- Plant material used should be chosen for its low maintenance requirements, and seasonal colours including fall colour. Alternately, vegetation should be replaced in September for a seasonal effect lasting through the autumn months;
- Moveable planters are to be of a high quality, light weight materials (i.e. Metal (with polyvinyl liner), Fibreglass or Glass Fibre Reinforced Concrete) easy to be relocated when required;
- Good planter design incorporates the following:
 - The container size and design reflects the type of greenery to be planted (root growth and spread) and weighted to prevent easy movement;
 - The materials are coordinated with other elements of street furniture and/or adjacent buildings;
 - Provides adequate watering and drainage, with consideration for reducing instances of staining on the nearby paving surface from planter drains.
- Colour ranges of moveable planters material will be black, to maintain a complementary and unified character with other street furnishings along Riverside Drive, however other colour ranges may be selected for SSIA, and important nodes based on administration's approval;
- Depth of planters to be adequate enough to accommodate the root systems of plant material being supported for that growing season;
- Moveable planters should occupy a surface area of at least 0.37m² (4 square feet); and
- Where planters are to be used as additional seating areas, they should be between 0.4m and 0.5m (16 in. and 20 in.) in height with a rim of at least 0.4m (16 in.) in width.



PLACEMENT

- Moveable planters should be restricted to areas of higher importance along Riverside Drive (i.e. Primary Nodes) where larger numbers of public may be found;
- Moveable planters can be located to direct pedestrian traffic, create focal points and provide resting areas; and
- Moveable planters must not block other streetscaping elements and pedestrian mobility. Moveable planters are restricted to the curb side zone and or building side zone – not within the pedestrian path and corners of intersections.



6.6 Seasonal/Festival Displays and Hanging Baskets

Vegetation for seasonal displays such as hanging baskets and holiday/festival decoration, can provide a sense of place as well vibrancy to the experience of travelling along the drive or by attending functions at the various nodes. Such displays should contain non-permanent plant material such as ornamental grasses, seasonal plant materials, annual flowers and cuttings (i.e twigs and fresh cut holiday evergreens).



DESIGN CRITERIA

- Simple planting patterns should be employed for ease of maintenance and visual impact;
- Plant material used should be chosen for its low maintenance requirements, and coordinated with seasonal colours themes for lights and special events;
- Vegetation in hanging baskets should last into the cooler autumn months, or alternately replaced in September for a seasonal effect lasting through the season; and
- Hanging basket design incorporates the following:
 - The container size and design reflects the character of the space in which it is being installed;
 - The materials are coordinated with the of other elements of street furniture and/or adjacent buildings;
 - Provides adequate watering and drainage, with consideration for reducing instances of staining on the nearby paving surface from planter drains;
 - Seasonal/Festival Displays should be complementary to Riverside Drive Scenic Vista and not overpower the views to the Detroit Skyline; and
 - Illumination of/within seasonal displays to add to the positive character of Riverside Drive. Use of LED lights is highly recommended (Required).

PLACEMENT

- Hanging baskets can be associated with any street lamp or specifically designated pole for such installations; and
- Seasonal display such as holiday decoration or temporary festival plantings should be associated with areas where larger public gatherings may occur during the time that they are installed. Such displays may not be appropriate along the areas of Riverside Drive where the primary use is residential.



7.0 Street Furnishing Standards



Bench



Waste Receptacle



Café Enclosure

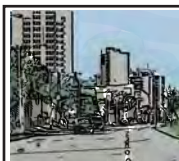
Street furnishings such as benches, bicycle parking, and trash receptacles are important functional amenities along the streetscape that create a liveable pedestrian environment.

All furnishings placed within the boulevard should be of high quality, designed for outdoor use and require minimum maintenance. To be consistent with the street furnishings in the downtown, refer to the *City Centre Streetscape Standards Manual* (CR 48/2005) for street furnishings standards for the stretch of the downtown along Riverside Drive between Salter Avenue on the west and Marentette Avenue on the east. To be consistent with design elements within the Central Riverfront Parkland area, street furnishings will be those selected as the standard for the Central Riverfront Parkland area.

- **Comfort:** Furnishings are designed for ease of use and are easily accessible from the pedestrian path;
- **Safety:** The consistency of the placement of street furniture adjacent to the pedestrian path establishes a sense of predictability. Consider any moving parts on the furniture that can make the streetscaping element unsafe or hazardous
- **Maintenance:** Street furniture should be designed to be durable, easy to maintain with standardized parts and easy to remove for maintenance or replacement; and
- **Crime Prevention:** Street furniture should be constructed with materials and finishes that resist and discourage vandalism and do not attract excessive loitering.

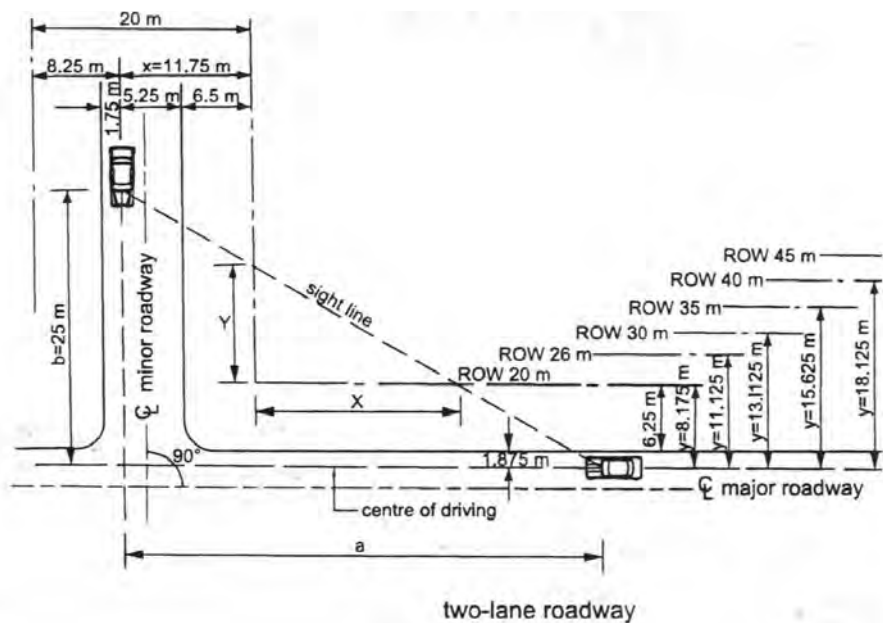
Street Furnishings

7.1	Benches	7.8	Newspaper Vending Racks
7.2	Waste Receptacles	7.9	Sidewalk Cafe Enclosures
7.3	Bicycle Parking	7.10	Sidewalk Signs
7.4	Dog Waste System	7.11	Information Kiosks
7.5	Bollards	7.12	Banner Poles
7.6	Transit Shelters	7.13	Decorative Banners
7.7	Telephone Booths	7.14	Screening Devices



Visibility Triangles

- Within the visibility triangle at intersections, all street furniture, pedestrian orientation signs, plantings, etc. that could create a view obstruction (other than official signs at regulation height) should be avoided in a zone from 1.0 m to 2.4 m above the road surface;
- The dimensions of the visibility triangle should be determined based on TAC Geometric Design Guide requirements (see attached scan - dimension “a” is 50 m for a 60 km/h design speed:
 - For 90 degree intersections, the dimensions for the visibility triangle are as follows:
 - Along the minor street: 23 m from the curb line of Riverside Drive
 - Left along Riverside Drive (relative to an approaching car on the minor street): 45 m from the curb line of the minor street
 - Right along Riverside Drive: 48 m from the curb line of the minor street
 - For skewed intersections or locations on curves, a site-specific review is needed to determine visibility triangle requirements
 - Ideally, these requirements should be met at driveways



7.1 Benches



Regular Bench with Back
Maglin MBE-0870-00025 in Black/Onyx Colour



Backless Bench
MBE-09700008 in Black/Onyx Colour



Backless Legless Bench
MBE-0720-0005 in Black/Onyx Colour



Table Set with Chess Board
Maglin MTB-1100-00002 in Black/Onyx Colour

BENCHES provide opportunities for seating along the streetscape. The bench selected for the area of Riverside Drive outside of the Downtown and Central Riverfront Parkland is the Maglin MLB870W (bench with back) and the MLB970W (backless bench) in the Black/Onyx Colour.

DESIGN CRITERIA “How It Functions”

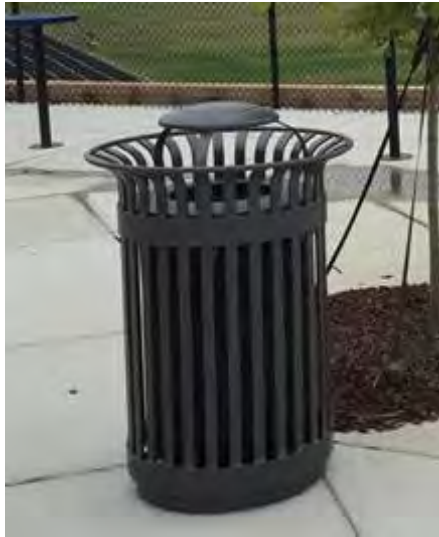
- The benches selected are:
 - Designed to be durable and comfortable;
 - Complementary to the style of the surroundings and other selected street furnishings; and
 - Permanently secured to the ground (paving) for stabilized sitting and to avoid theft and/or vandalism.

PLACEMENT “Where It Goes”

- Benches will be provided along the streetscape in the curb side zone and the building side zone where space allows and that the clear pedestrian path remains unobstructed by providing a separate area for seating.



7.2 Waste and Recycle Receptacles



Maglin Waste Receptacle With Bonnet
MTR-0200-00020 , in Black/Onyx



Maglin Waste Receptacle
MRR-0200-00005 , in Black/Onyx



Side-Open Recycle Unit
Maglin- MAR-0100-00001 Black/Onyx Colour

WASTE RECEPTACLES are designed and positioned so they are unobtrusive and easily accessible for use by pedestrians and for trash collection.

The waste receptacle to be used along Riverside Drive except in the Downtown or Central Riverfront Parkland area will be the Maglin side-open waste receptacle, product number MLW200S-32 with top-shield side mounted ash receptacle. Product number MTR-0200-00020. If recycling is required use the side-open unit from Maglin, product number MTR-0200-00020. All Receptacles will be black/onyx in colour.

DESIGN CRITERIA – “How It Functions”

- Waste receptacles are designed with the following features:
 - Two separate pieces – an inner container to contain the trash and ensure easy removal and an outer shell that blends aesthetically with other streetscape elements;
 - Covered tops and sealed bottom to keep the contents dry, contained and out of sight at all times; and
 - Firmly attached to the paving surface to avoid vandalism.

PLACEMENT – “Where It Goes”

- Waste receptacles will be positioned within the curb side zone of the boulevard where they are easily accessible for use and collection. Receptacles will be strategically arranged with other streetscape elements into functional clusters.
- Waste receptacles will be placed where trash originates or is likely to be deposited. Typical locations include bus stops, parking lots, major pedestrian street crossings, restaurants and places where people lunch outdoors.



7.3 Bicycle Parking



Single Bicycle Parking Maglin MBR-0200-00005 (double sided)



Multi Bicycle Parking Maglin MBR-0350-00001

Bicycle Parking are provided as on-street parking spaces for bicycles to encourage bicycle transportation use to and through the district. The installation of all bicycle parking must comply with the Policy for Bicycle Parking on Public Parking (CR724/2004). The standard bicycle rack to be used along Riverside Drive will be the Maglin MBR200 (double sided) with lettering that states “City of Windsor Riverside Drive” in black/onyx colour and lock to the post. In some locations, such as the entrances of parks, a multiple-use bicycle rack may be required. The selected model is the Maglin CMBR 91270 in black/onyx colour (see schedule A for details).

DESIGN CRITERIA – “How It Functions”

- The bicycle rack selected consists of a single post and ring design;
- Key features in the bicycle rack design include:
 - Simplicity in the style;
 - Slim design to prevent intrusions onto the pedestrian path; and
 - Ease of use in providing a temporary place to securely lock the frame and at least one wheel of a bicycle.
- The bicycle rack can be ‘personalized’ for the district though raised lettering on the ring and various finish colours to complement the other streetscape elements and urban surroundings; and
- All bicycle parking will be black/onyx colour.

PLACEMENT – “Where It Goes”

- Bicycle parking will be placed in the curb side of the boulevard where they will not present a tripping hazard on the pedestrian path; and
- Bicycle parking will be distributed in small numbers widely throughout the City Centre district where parked bicycles will be visible and can be easily monitored, and in the following general locations:
 - Near public building entrances;
 - Near formal and informal gathering places;
 - Designated and protected spaces within a vehicle surface parking lot and/or adjacent to a parking garage.



7.4 Bollards



650 Bollard from Maglin (or similar) Fixed or Removable Black/Onyx



650 Bollard from Maglin (or similar) Removable swing gate

BOLLARDS create low, semi-transparent barriers where it is desirable to separate vehicular and pedestrian traffic and to direct circulation patterns. The bollard to be used along Riverside Drive except in the downtown and Central Riverfront Parkland will be the Maglin Fixed or removable 650 Bollard in black/onyx colour. Consideration may be given to other bollard types based on use and context.

DESIGN CRITERIA – “How It Functions”

- The bollard style selected is of the same material and finishes as the decorative pre-cast concrete lighting standards and complements the other streetscaping elements.
- Depending on the location and the desired effect, a bollard can contain a luminaire to provide low-level illumination to highlight or limit access to a special feature, such as a pathway or monument.

PLACEMENT – “Where It Goes”

- Bollards are permanently installed elements. Bollards will not be installed within the pedestrian path;
- Removable bollards will be used in locations where service and emergency vehicles require periodic access;
- Clearances between bollards, or between a bollard and any other structure or pole, must be 1.0m (39”) at a minimum, but not wide enough to permit the passage of a motorized vehicle; and
- Clearances to permit pedestrians to pass between bollards or a bollard and a structure must be 1.5m (60”) at a minimum.



7.5 Transit Shelters



Example of a proposed Daytech Avanti bus shelter

TRANSIT SHELTERS are provided for transit riders at major transfer points along Riverside Drive. Shelter structures may be provided at transit stops where extended waiting times are experienced or where the stop is not adequately shielded from prevailing weather conditions.

DESIGN CRITERIA “How It Functions”

- The size of the transit shelter installed should reflect the number of boarding passengers expected for that stop and the space available on the boulevard;
- Transit shelters are enclosed in a transparent material (usually glass) so transit riders can clearly see arriving busses and the sightlines of drivers are not obstructed;
- Transit shelters are oriented so that the doorways’ are facing away from the roadway to prevent waiting patrons from being trapped;
- Must comply with Transit Windsor Standards;
- Transit shelters will be powder coated in black/onyx to match other streetscape elements.

SIGNAGE

- Signage required for transit stops consists of:
 - “No Stopping” signs at “Bus Stop” clearly printed, which are visible to oncoming vehicular traffic.
 - Transit Route information displayed on or within the shelter structure detailing the bus departure times and contact information for schedules.

PLACEMENT “Where It Goes”

- Transit shelters are positioned between the sidewalk and abutting the property line;
- Transit shelters are positioned so they do not interfere with the surrounding pedestrian path; and
- Where possible, position transit shelters so access to underground utilities can be easily achieved.



7.6 EMERGENCY CALL STATIONS



Emergency Pylon

DESCRIPTION

Emergency voice communication call box or phone stations provide dedicated instant one-button, hands-free contact with a 911 operator to offer assistance in situations such as fire, accidents, criminal activity and injury or medical emergencies.

DESIGN CRITERIA

- Tower/Pylon/column styles are ideal as they are readily visible from a distance when necessary.
- Units are to be equipped with a blue emergency light as the wavelength is longer than any other colour in the visible spectrum, so as to be readily seen further even in inclement weather. The emergency light is to be able to flash/pulse when in use to help attract and identify to emergency services the exact location of the caller.
- Single One-Button operation, or optional easy connection to a personal cellphone should the incident requiring assistance be out of arm's reach.
- Provision of video cameras for 911 operator to monitor situations when in use.

- Two-way, hands-free speaker phone to allow for user to offer emergency medical assistance to injured person under direction of the emergency professional on the other end of the call.
- Ideally, solar powered or hybrid electrical/solar powered especially in remote locations where electrical services cannot be provided.
- All housing and equipment to be weatherproof, capable of withstanding extreme weather condition experienced in Windsor including but limited to; precipitation, humidity, heat and cold.
- Ideally coloured blue and contain clear lettering indicating EMERGENCY visible from all directions and compliant with AODA standards.
- Tower to include the City of Windsor logo and an emergency call number as an alternate means of contact for users.
- Tower to be numbered or provide an address should the Blue Light malfunction so that the user can provide information to the 911 operator

PLACEMENT “Where they go”

- Primary locations in visible areas such as parking lots or plazas.
- At trail entrance or crossing points.
- Playgrounds.
- Near built structures where no telephone services are available.
- Unit to be visible from Riverside Drive to allow for emergency services to locate the flashing blue light of an active/in-use system.
- Placement to be non-intrusive of popular vistas and views of the Detroit skyline, or popular tourist views along the riverfront trails system.



7.7 Sidewalk Cafe Enclosure



Example of Sidewalk Café Enclosure

The extent of a **SIDEWALK CAFÉ ENCLOSURES** should be defined by enclosures that clearly distinguish the private use from the pedestrian path

DESIGN CRITERIA – “How It Functions”

- All sidewalk cafes must have perimeter enclosure, which should appear ‘open’ to give the impression that it is part of the streetscape and contributes to the overall image of the area.
- Sidewalk café enclosures must be consistent with the *Sidewalk Café Handbook (2004)*

- The width of any access opening in the enclosure shall be no less than 1.5m (5’) and no greater than 2.0m (6.5’)
- Enclosures are constructed a sturdy material and are easily removed during the off-season.
- Dark painted, ornamental iron or aluminum enclosures are preferred. Wood enclosures are not permitted.
- Enclosures shall not penetrate the surface of the sidewalk (footings), although bolt attachments are acceptable.

PLACEMENT “Where It Goes”

- Sidewalks are first and foremost the public’s space and cafes cannot interfere with their use. Sidewalk cafes are located within the building side ‘encroachment’ zone of the boulevard and must not block or obstruct the free flow of pedestrian traffic.
- Additional sidewalk clearance width (greater than 2.4m or 8’) may be required near intersections to allow ample space for pedestrians to congregate.



7.8 Sidewalk Signs



Example of Sidewalk Signs



SIDEWALK SIGNS are temporary signs placed directly in front of commercial premises to identify the business and advertise the goods and services available inside. Sidewalk signs are also commonly known as “A-Frame Signs” and “Sandwich Board Signs”.

DESIGN CRITERIA – “How It Functions”

- Sidewalk signs cannot be permanently anchored to the ground and must be constructed in a manner and of materials to permit easy repositioning and/or removal;
- The regulations to display sidewalk signs on private and public property are outlined in Section 7.2 and Section 8.3.3 of By-Law 250-2004; and
- Regulations for sidewalk signs on the public right-of-way include:
 - illumination, animation and rotation of the sign are not permitted;
 - 1 sign is permitted per occupancy with a maximum sign face area of 1.0m² (10.7 square feet) and a maximum sign height of 1.2m (4.0’);
 - sign can only be displayed during hours of business operation and removed at all other times;
 - sign cannot be attached to any fence, tree or street furniture; and
 - sign must be displayed according to the provisions of the required Encroachment Agreement.

PLACEMENT “Where It Goes”

- Sidewalk signs will be permitted where there is adequate space within the building side encroachment zone of the boulevard to accommodate the sign and maintain a clear, unobstructed pedestrian path.
- The provisions for locating and placing each sidewalk sign on the public right-of-way will be outlined and enforced through the Encroachment Agreement for that sign.



7.9 Information Kiosks



Existing Information Kiosk with
Proposed Signage and Decoration

INFORMATION KIOSKS are intended to serve as collection and reference points for information on upcoming events, to direct and orient pedestrian traffic and to organize the outdoor space along the streetscape. They may only be used at key gateway areas, nodes and parks.

DESIGN CRITERIA – “How It Functions”

- The information kiosks are designed and positioned within the streetscape environment to meet the following criteria:
 - compatible with and complementary to the surrounding architecture and other streetscape furnishings;
 - become the focal point in an open area and may be combined with other streetscape elements;
 - facilitate the posting and easy removal of notices;
 - easily accessible from all sides; and
 - adequately illuminated.

PLACEMENT “Where It Goes”

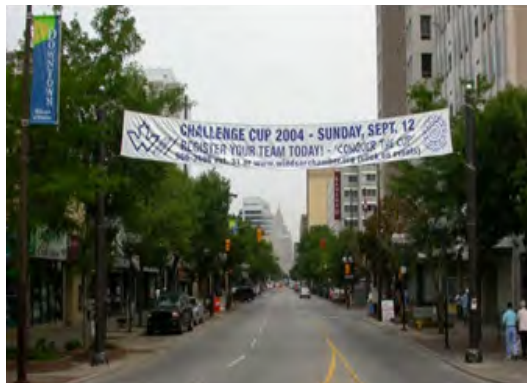
- Information kiosks will be used sparingly where they are needed at specific locations to impart community information.
- Locating information kiosks is dependent on available spaces in the streetscape and at natural places of gathering.



7.10 Banner Poles



Example of existing Banner Poles



BANNER POLES are used as a mounting mechanism to display community and special event banner signs and other streetscape decorations that are suspended for a temporary period of time across the public right of way.

DESIGN CRITERIA “How It Functions”

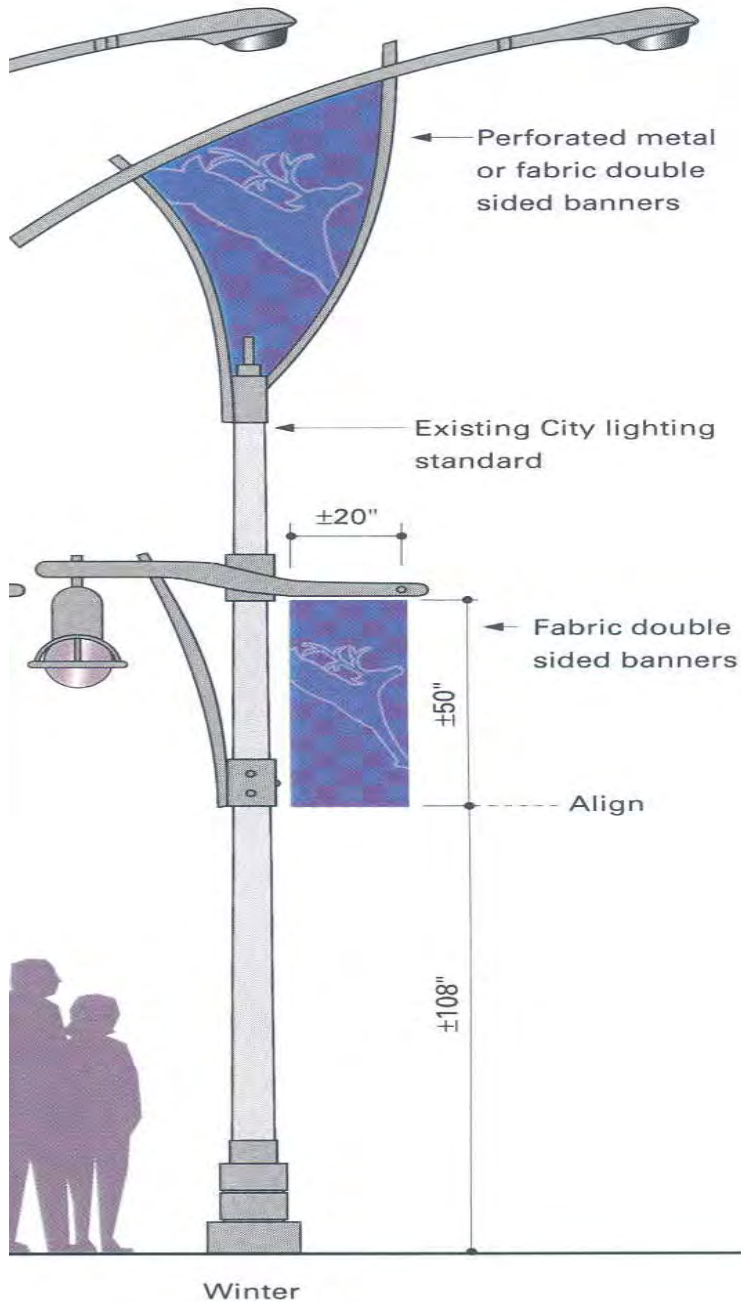
- Two existing banner poles within the district will be painted to match the other streetscaping elements until they are replaced;
- All new banner pole will be constructed of the same material and finishes as the decorative pre-cast concrete lighting standards and will complement the other streetscaping elements;
- Banner poles are engineered to support the live loading of the banner sign (and other attached decorative elements) at its maximum allowable size and through various environmental conditions;
- Banner poles are designed to be functional and attractive streetscape elements, which can also display various permanent and temporary decorative and artistic attachments to reflect the character of the district; and
- The new banner poles can contain electrical outlets to allow for the display of illuminated decorations.

PLACEMENT “Where It Goes”

- Banner poles are installed within the curb side zone of the boulevard in parallel positions to each other on opposite sides of the roadway and at the same setback from the curb as the lighting standards.
- Banner poles are typically placed at gateway areas into the City Centre to signify special areas or corridors within the larger district.



7.11 Decorative Banners



Example of Proposed Decorative Banners on Lighting Standards

DECORATIVE BANNERS provide colour, character and impact throughout the streetscape on a programmed or seasonal basis.

DESIGN CRITERIA “How It Functions”

- The installation of decorative banners can be used to:
 - Define the edges, roadways and pedestrian routes within the district;
 - Advertise or promote the district using the Business Association’s colours and logos;
 - Illustrate themes for current or upcoming events and civic programs; and
 - Provide historical information or references through logos and images.
- Decorative banners should be positioned to prevent the reduction of illumination output from the lighting standard to which it is attached or cast an undue degree of shadow.
- Banners to adhere to current Banner Policy

PLACEMENT “Where It Goes”

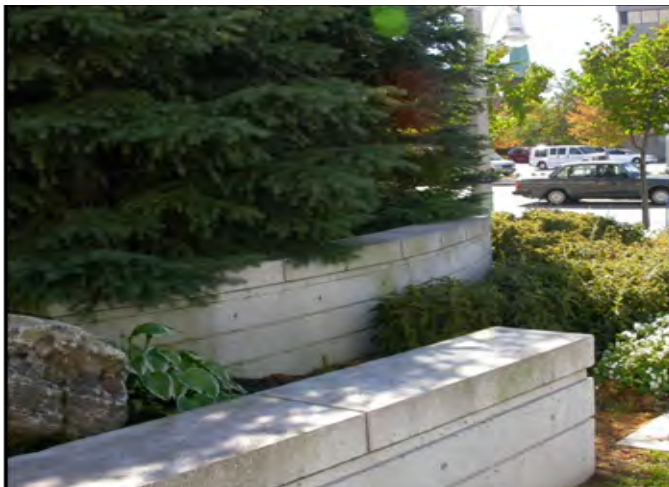
- Decorative banners are attached to the lighting standards in two (2) possible locations:
 - Displayed on the pedestrian lighting fixture’s mounting arm and suspended over the roadway;
 - Displayed within the open space created by the structure of the roadway lighting fixture’s mounting arm.



7.12 Screening Devices



Example of Existing Screening Device



Example of Proposed Screening Device

SCREENING DEVICES are used to shield an undesirable view, such as a surface parking lot, and to create a continuous building edge along the sidewalk that defines and unifies the streetscape.

DESIGN CRITERIA “How It Functions”

- Screening devices can be low walls, fences and landscaping elements. The use of solid screening devices should be discouraged as they generally restrict visibility for security purposes.
- Screening devices are designed based on the following criteria:
 - Screening devices should have an ornamental character as well as utilitarian function.
 - The materials selected for screening devices must relate to the surrounding building architecture through the use of same or similar design details and reinforce the character of the overall district.
 - The height of screening devices should be 0.8m to 1.1m (2.7’ to 3.5’) to allow for viewing into the adjacent space as a security measure without creating an area of entrapment
 - Where necessary, the screening device should have openings measuring 1.5m to 2.0m (5.0’ to 6.5’) in width to provide for pedestrian access to the sidewalk and that is barrier free.

PLACEMENT “Where It Goes”

- Screening devices are located on the property line between the public right-of-way and the abutting private property containing a use that must be screened (typically a surface parking lot). Corner cuts-offs at intersections may be required to enhance driver and pedestrian visibility.



8.0 Orientation Signage Standards



Proposed Street Name Signs

Orientation can be accomplished with an organized signage system that fits within the streetscape, minimizes visual clutter and provides understandable guidance that contributes to one's wayfinding ability. Signage shall conform to the Ontario Traffic manual(s) where applicable.

'Efficiency of information' is the ultimate goal in the establishment of the following design attributes for developing orientation signage:

- Strength of Identity – consistency + uniformity [public space with a strong identity – know where you are]
- Consideration of Environment and Land Use [install signs only where necessary]
- Sign Hierarchy [distinction between signs geared to different users]
- Consistent Appearance [signs easy to find and reduces search time]
- Contrast with the Environment [signs stand out from their surroundings – yet unobtrusive]
- Consistent Placement Standards [reduce frustration in searching for sign and information]
- Differentiate between User Groups [geared to pedestrians versus drivers]
- Attain Maximum Legibility [a great amount of information easily understood]

Orientation Signage Standards

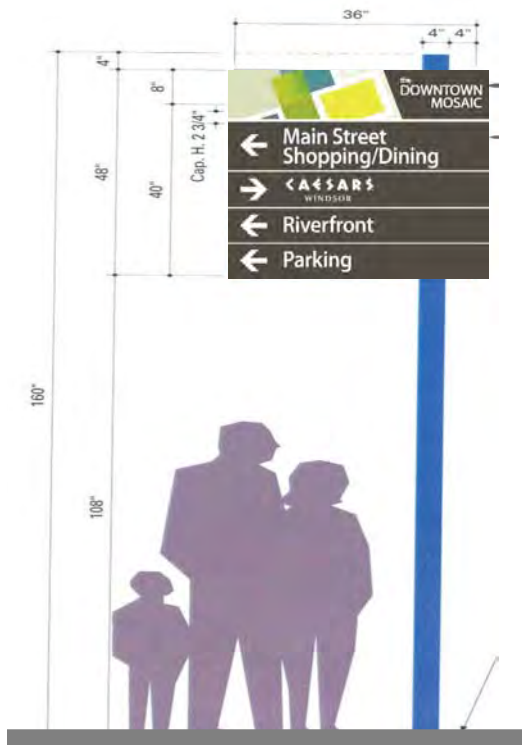
- 8.1 Trailblazing and Wayfinding Signs
- 8.2 Parking Area Identification Signs
- 8.3 Active Transportation Facilities Orientation Signs
- 8.4 Street Name Signs
- 8.5 Gateway Markers
- 8.6 Heritage Interpretation Signs



8.1 Trailblazing and Wayfinding Signs



Proposed Trailblazing and Wayfinding Signs



TRAILBLAZING SIGNS are intended to direct vehicular traffic towards major destinations inside and outside of the Windsor area.

WAYFINDING SIGNS are the basic type of orientation sign for directing users to significant visitor/tourist attractions, services and destinations within the core area.

DESIGN CRITERIA “How It Functions”

- Trailblazing and Wayfinding Signs contain a highly readable font and are characterized by an attractive, distinctive and readily discerned colour palette based on the Riverside Drive District logo.
- All signs must meet Accessibility for Ontarians with Disabilities Act (AODA) Standards.
- A range of Wayfinding sign sizes will be utilized, determined by the number of messages required at each location to a maximum of four (4) destinations identified per sign.
- Must utilize a UV resistance colour palette
- Refer to Trailblazing Policy

PLACEMENT “Where It Goes”

- Trailblazing and Wayfinding signs will be located at significant decision-making points within the Riverside Drive corridor, where they will be mounted as stand-alone elements;
- Trailblazing and Wayfinding signs are not to be attached to light standards
- The highest visibility for the pedestrian and cyclists is essential in positioning Wayfinding signs;
- Wayfinding signs may be placed on building walls at certain locations with the owner’s approval; and
- Should not block driver, pedestrian, or cyclist sightlines.
- Refer to Trailblazing Policy



8.2 Parking Area Identification Signs



Proposed Parking Area Identification Sign

PARKING AREA IDENTIFICATION SIGNS clearly identify and provide directions to parking lots and parking garages within the commercial district.

DESIGN CRITERIA “How It Functions”

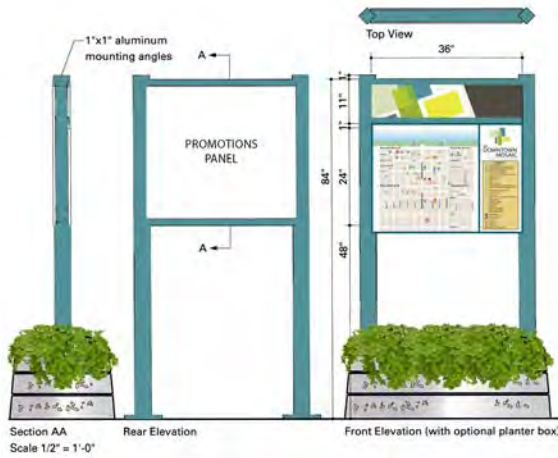
- The circular-shape containing the “P” is a distinguishable and easily understood symbol. The sign must be distinctive and stand out in the urban environment with colours consistent with the orientation signage program.
- The sign is mounted on a black aluminium pole with white lettering spelling out “parking”.

PLACEMENT “Where It Goes”

- To be positioned as stand-alone markers to attract the attention of oncoming vehicular traffic or to be placed at or near parking area entries to attract oncoming vehicles.



8.3 Active Transportation Facilities Orientation Signs



Proposed Active Transportation Facilities Orientation Sign



Example of Active Transportation Facilities Orientation Sign

ACTIVE TRANSPORTATION FACILITIES ORIENTATION SIGNS

are designed to assist in directing pedestrian movement to major public and tourist-type destinations along the Riverside Drive district. These signs form a critical component in the comprehensive wayfinding system as they visually display the key pedestrian and bicycle routes.

DESIGN CRITERIA “How It Functions”

- The primary face of the sign will display a map graphic that is designed to be user-friendly with highest visibility and visually appealing;
- The graphic panel must be easily edited, removed or replaced as new features and facilities are introduced in the district; and
- The secondary face of the sign could contain a directory of destinations (attractions, shopping, eating, entertainment facilities, etc.) or serve as promotional space for events within the district.

PLACEMENT “Where It Goes”

- Orientation signs should be placed along key pedestrian routes and in gathering places throughout the Riverside Drive area;
- Orientation signs can be placed on the back of wayfinding signs at appropriate locations (for example, the Festival Plaza on Riverside Drive).;
- Pedestrian Orientation Signs can be incorporated into the leaning rail’s panel.



8.4 Street Name Signs



Proposed Street Name Signs



Example of Themed Street Name Signs

STREET NAME SIGNS identify the streets and public right-of-way of the Riverside Drive district.

DESIGN CRITERIA – “How It Functions”

- Street Name Signs, incorporating the colours and logo of the City of Windsor or Riverside Drive, will assist in highlighting the unique character and reinforce the boundaries of the area.

PLACEMENT “Where It Goes”

- Street Name Signs will be mounted in locations that are visible to both drivers and pedestrians.
- Street Name Signs have three (3) mounting possibilities depending on the sign location and signage situation:
 - as a stand-alone element on matching specifically designed poles.
 - incorporated onto street and pedestrian combined lighting fixtures, which will also take advantage of the existing illumination levels for the signs.
 - on upgraded City traffic signalization standards at intersection within and along the boundary of the Riverside Drive district. (Note, the background colour used on these signs is green).



8.5 Gateway Markers



Proposed Gateway Markers

PLACEMENT “Where It Goes”

Type B: To be located in dense urban areas where limited space is available.

Type A: To be located at major/prominent nodes and prominent nodes where open space is available, along viewing distances and at significant areas of attraction or areas consisting of a theme.

GATEWAY MARKERS are landmark elements located at the entry points that introduce visitors to the Riverside Drive area. Markers must be attractive and interesting from both the street and the sidewalk to be effective at both the pedestrian and vehicular scales. Downtown Windsor already includes gateway markers letting people know that they are in the downtown. See the *City Centre Streetscape Standards Manual* for details of this gateway marker.

DESIGN CRITERIA “How It Functions”

- Gateway markers will be implemented on an individual basis where site conditions are deemed feasible or appropriate, and under the following design criteria:
 - the scale and proportion of the gateway markers should relate to the width of the street, nearby buildings, the significance of the location and any additional physical constraints or opportunities.
 - the materials and detailing of gateway markers should be coordinated with the other streetscape elements within the district and embody the characteristics that identify the area.
 - the site and surrounding elements of gateway markers should be carefully designed to reinforce the gateway and role in the wayfinding system, enhanced through the appropriate use of landscaping, lighting and signage.
 - there is great potential for creative illumination techniques to enhance the uniqueness, impact and visibility of gateway markers during the night.



8.6 Heritage Interpretation Features



Existing Heritage Interpretation Sign Structure



Existing Heritage Feature

HERITAGE INTERPRETATION SIGNS are installed adjacent to or on sites of historic and cultural value and contain information that provides interpretation by “telling the story” of the former and/or existing property and associated events, by emphasizing their contribution and role in the development of the City Centre.

DESIGN CRITERIA “How It Functions”

- The existing heritage interpretation signs are designed with the single-sided sign face contained in a plexi-glass frame supported by a two-post system.

PLACEMENT “Where It Goes”

- Heritage interpretative features (ie. interpretive signs, walls from demolished historic buildings, landscapes and land forms) will be installed adjacent to or on sites of historic and cultural value;
- Heritage interpretative signs will be placed in highly visible locations to discourage vandalism; and
- Locating heritage interpretative signs is dependent on the availability of space on the streetscape for gathering around the sign and visibility – but not located within the pedestrian path.



RIVERSIDE DRIVE STREETSCAPE
STANDARDS MANUAL
CITY OF WINDSOR

9.0 Streetscape Features



In order to emphasize the function and role of Riverside Drive as a Scenic Drive, the improvements can be viewed as a string of gateways (into SSIA and neighbourhoods) at key nodes along the waterfront as established in the Design Framework (Section 3.0) of the Class Environmental Assessment for Riverside Drive Vista Improvement Project. Streetscape elements and features are required to establish a unique sense of place that is desirable for pedestrians and vehicles travelling along the drive.

Elements of the streetscape at these various nodes may include Open Space, Public Art or Water related features, Gateway Markers, Riverfront Beacons, Landscape Elements (as described in Section 6 of this document) and should all connect with the multi-use recreational trails that run the full length of the riverfront, depending on the land uses types surrounding that node.

DESIGN CRITERIA

- Each type of Node defined by the Design Framework has a particular character related to the importance of that node:
 - N1 Primary Nodes – Unique Civic/Ceremonial Node;
 - N2 Secondary Nodes – Transitional Use Nodes; and
 - N3 Tertiary Nodes – Residential Traffic Calming Nodes
- A variety of possible design themes may be adopted for right-of-way installations at the various nodes. Themes can be integral to the gateway, incorporating both fixed and changeable displays that welcome and celebrate entrance and arrival. The following design themes have been considered in the creation of the Master Plan:
 - Awareness of Environmental Sustainability
 - Canadian Identity/History and Culture
 - Public Art
 - Local Industry especially the cross-border trade relationship between Windsor & Detroit
 - Technology and Innovation including green energies
 - Tourism
 - Education



9.1 Open Spaces



With an abundance of open space areas and the already existing parks on the north side of Riverside Drive, the foundation to implement extraordinary and memorable landscapes and vistas already exists. Continuation of the greenway along with continuous multi-use recreational trails to connect these spaces is fundamental to creating a sustainable and liveable community. The enhancement of green open spaces at key nodes is especially important in residential areas to facilitate connections that are contextually related to urban residential life along Riverside Drive, while providing strategic vantage points from which to observe the Detroit Skyline and Belle Isle Park.

Open spaces in the downtown may take on a more urban plaza environment. An effort to provide greenery in these plazas is important to mitigate the extreme environmental and climatic conditions that result from hard surface paving and proximity to the river.

9.1.1 Urban Plaza Open Spaces

Urban open spaces such as plazas and large congregation areas including: amphitheatres, fountains, festival plazas and outdoor cafés, provide people places and generate vitality for the urban environment. Several spaces have been established in the downtown along the riverfront, especially near the casino, Dieppe Park and the Art Gallery. A variety of urban spaces is necessary along Riverside Drive to help generate the pedestrian activity that fosters popular urban places throughout the world. Primary and Secondary nodes identified in the Class Environmental Assessment for Riverside Drive Vista Improvement Project may provide the opportunity to develop such people generating places.

DESIGN CRITERIA

- Hard surfaces to be of high-quality materials with visually pleasing patterns, and colours that complement the surrounding built environment;
- Paved areas and primary nodes (N1) will be complementary to the paving patterns found along the sidewalks and intersection treatments on Riverside Drive, but different enough to convey the notion of a Unique Civic/Ceremonial Node;
- Provide shade through the use of tree canopies or landscape architectural elements such as pergolas, trellises, or high quality UV-resistant material shade structures;
- Preserve views from the street level by allowing visually permeable views to the Detroit Skyline. Any structure erected on the north side of Riverside Drive should be open enough to allow for views from the street level.



RIVERSIDE DRIVE STREETScape
STANDARDS MANUAL
CITY OF WINDSOR

- Shade structures will provide a relationship to the riverfront and contribute to the character of the site as a focal point;
- Provide suitable site furnishings, seating, landscaping, lighting and gateway signage as detailed in other sections of this document;
- Site furnishings associated with public open spaces on the north side of Riverside Drive will be black in colour except in the downtown which has an established palette;
- Site furnishings associated with urban open spaces on the south side of Riverside Drive are to be dark coloured or metallic and complementary to the architectural details of the buildings with which the plaza is associated; and
- Transition from the surrounding areas to an Urban Plaza Open Space, should be easily identifiable with traditional procession of arrival as found in successful urban open spaces through-out the world (*example, pedestrian collection area -> transition-> rest area -> transition -> primary open space*).

PLACEMENT

- Though not intended to straddle the intersection, urban plazas along Riverside Drive may be on either side of the road with visual connections for pedestrians crossing Riverside Drive;
- Areas for congregation of larger groups of people can be built as part of other structures, such as: edifice office towers, higher density residential properties, larger collection of commercial properties, art gallery, hotels, casino, or historic building or spaces;
- Urban Plazas will be located at, but not limited to, all N1 Primary Nodes – Unique Civic/ Ceremonial Nodes as identified in Class Environmental Assessment for Riverside Drive Vista Improvement Project:
 - Church Street - Art Gallery/Aquatic Centre/Riverfront Hotels. This location has been redefined with the new aquatic centre and it may be effective to extend this node to include the Bruce Avenue intersection as this area may become more of an urban plaza for large gatherings.
 - Ouellette Avenue – Dieppe Gardens. A small urban plaza exists with #1 Riverside Drive on the southwest corner, as well as two plazas in Dieppe Gardens which includes the Peace Beacon on the northwest corner and Udine Fountain on the northeast corner.
 - Mid-block between Goyeau and McDougall – Civic Esplanade. A small plaza exists on the south side of the drive, however it has no formal visual or physical connection to the north side.



- Glengarry Avenue - Casino. Extensive work has been completed on both the north and south sides of this node; though it still operates as a vehicular crossing point. The recent addition of the civic stage has provided an urban plaza further into the northwest at the McDougall Avenue intersection, but no physical or visual connectivity to the south side of Riverside Drive. A small urban plaza with a pergola has also been established on the north side of Riverside Drive at Aylmer Avenue, but there is currently no continuity to the development on the south side of Riverside Drive. Should the lands on the south side of Riverside Drive be developed as proposed by the Glengarry Marentette C.I.P., then an urban plaza with a commercial connection is strongly recommended to connect the plazas on the north side.
- Walker Rd – Hiram Walker Distillery and Train Station. Predominantly historic built environment with the distillery building on both sides of the drive leaving little to no space for an urban plaza of any significance. The recent relocation of the train station further east to Montreuil Avenue and the potential for future development along the north and south sides of Riverside Drive at Drouillard Road, may provide better opportunity for establishing an Urban Plaza related to this historic district in that vicinity. The foot of Drouillard Road also offers the best vantage point of the James Scott Memorial Fountain on Belle Isle (Detroit) from Windsor.
- Pillette N1 – Reaume Park, Coventry Gardens and Riverside Drive Residential Towers. Both the north and south sides of this node primarily operate as a vehicular crossing point. The recent improvements around the Coventry Park Peace Fountain has improved the urban plaza in that area, but the N1 intersection is significantly removed from the plaza. It may be effective to re-evaluate the location with that of the proposed N2 node associated with the Fountain Plaza.
- Riverdale – Lakeview Marina and Riverside Drive Residential Towers. Currently under construction, but no designated plaza or festival space has been proposed.
- Urban Plazas may suitable for N2 Secondary Nodes – Transitional Use Nodes located in the Downtown between Crawford Avenue and Drouillard Road as identified in Class Environmental Assessment for Riverside Drive Vista Improvement Project:
 - Crawford Avenue – CBC and the eastern end of the Odette Sculpture Garden
 - Caron Avenue – Downtown Residential Towers
 - Ferry Street – St. Clair Centre for the Arts and Dieppe Park Pedestrian Entrance
 - Parent Avenue – Bert Weeks Memorial Fountain (north side only)
 - Pierre Avenue – Great Western Park (north side only)
 - Lincoln Road – Eastern limit of the downtown riverfront parkway system
- The intersections of Goyeau Avenue, McDougall Avenue, and Aylmer Avenue have the components of both N1 and N2 nodes including traffic signals and pedestrian crossings, established pedestrian generators are not yet identified as significant nodes in the Class Environmental Assessment for Riverside Drive Vista Improvement Project. Further





consideration should be given before development of these areas, as the potential for an urban plaza at these locations may be suitable.

9.1.2 Urban Green (passive) Open spaces

Passive green spaces along the north side of Riverside Drive are treasured resources of the City’s green infrastructure. Such spaces enhance the City’s sustainability as well as the health and well being of residents and visitors. Currently, the City boasts over 8 km of public open space along Riverside Drive including Ambassador Park, Centennial Park, Dieppe Gardens, Great Western Park, Alexander Park, Goose Bay, Coventry Gardens (Reaume Park), Bridges Bay Park, and Sandpoint Beach. These riverside green spaces are also complemented by community and neighbourhood oriented parks on the south side of Riverside Drive. Connectivity to and between these parks through a multi-use recreational trails provide passive recreation and informal places for people and urban oases from the traditional hardscaping found in the urban environment.



Studies also show that the establishment or preservation of Urban Green Open Spaces can provide for sustainable, healthier environments and contribute to traffic calming and lower vehicular accidents. Secondary and some Tertiary nodes identified in the *Class Environmental Assessment for Riverside Drive Vista Improvement Project* may provide opportunity to further develop such urban green oases along the waterfront.



PLACEMENT

- Development of additional Urban Green Open Spaces may be suitable at N2 Secondary Nodes
- Transitional Use Nodes that do not offer a suitable location for an Urban Plaza Open Space;
- Development of additional Urban Green Open Spaces may be suitable at some N3; and
- Tertiary Nodes – Residential Traffic Calming Nodes, as identified in *Class Environmental Assessment for Riverside Drive Vista Improvement Project*, which have yet to be developed other than at a pedestrian crossing point to provide a central focus for the residential neighbourhood or community around that pedestrian crossing point.

DESIGN CRITERIA

- Each urban green open space is to have its own individual character to establish a strong “sense of place”;
- All new landscaping is encouraged to utilize the planting palette or suggest equivalent to maintain consistency with the streetscape design, especially at the interface of the open space and the right-of-way;
- Separation of the park from the right-of-way should be in the form of soft landscaping with vertical elements to act as an implied wall to deter pedestrian crossings at inappropriate locations;
- Street furnishings should be included as part of any outdoor hardscape area to provide rest areas for users especially those with limited mobility and where children’s playspaces may be located;
- Re-naturalized landscapes along the north side of Riverside drive are encouraged but should be of a low to medium grassed prairie or riparian environment to avoid disruption of views to the Detroit Skyline;
- With the exception of benches, and trash receptacles, green open spaces established on the south side of Riverside Drive should provide passive park amenities for the neighbourhood or community which are not already provided within an 800m distance;
- N3 Tertiary nodes might provide simple pocket park-type settings with minimal maintenance to establish a focal point for that crossing point; and
- Provision of suitable site furnishings, seating, landscaping, lighting and gateway signage as detailed in other sections of this document are required as appropriate.



9.2 Multi-Use Recreational Trails



Urban Green Open spaces may also exist simply as part of a linear Multi-use Recreational Trails. Pedestrian friendly areas with pathways lined with trees are integral to the success of establishing a walkable urban environment. In these situations, effort must be taken to ensure that the experience of travelling either by foot, cycle, skate or other (non-motorized) recreational means of travel, is enjoyable and physically separated and protected from the vehicular traffic along Riverside Drive to the greatest distance possible.



A continuous multi-use recreational trail is proposed for the entire length of Riverside Drive, connecting McKee Park in Sandwich Town, west of the Ambassador Bridge to the existing Ganatcho Trail, located on the east end of Riverside Drive. There are multi-use recreational trails along the central riverfront parks however, connection to the eastern and western limits of the City along Riverside require a better connection, especially in primarily residential areas.

DESIGN CRITERIA

- Continuous multi-use recreational trails to be constructed of smooth asphalt with appropriate markings;
- Where sidewalks adjacent to buildings (i.e. commercial, institutional, and medium to high density residential, etc.) are used as multi-use recreational trails an increased width to 2m minimum (plus any splash strip) should be considered, except in the downtown area where development is a more urban cross section and development will be implemented through the City Centre Streetscape Standards manual;
- Trail markers and trail heads to be consistent with those erected along the Roy A. Battagello River Walk Bike Trail;
- Pathways are to be buffered from vehicular lanes by a 3m soft landscape separation where possible;
- Pathways and sidewalks should be continuous across driveways. Where crossings over driveways and intersections occur, sidewalks should be marked through a material other than the driveway or roadbed paving;



- Any separation should be in the form of soft landscaping with vertical elements in the landscape to act as implied walls as well as to deter pedestrian crossings at inappropriate locations. Planting of trees between pedestrian paths and vehicular traffic provides pedestrians with an added sense of security without the use of fencing;
- Provide rest areas at approximately 100m apart for person with reduced mobility along the length of the multi-use recreational trails. Rest areas should be situated to not create conflicts with residential properties; and
- Rest areas to be clearly defined with visually appealing and textured hardscaping, bench/benches and trash/recycle receptacle.

PLACEMENT

- Multi-use recreational trails are proposed for the entire length of Riverside Drive with priority to be given to open spaces on the north side of the right-of-way; and
- Where space is not provided, the multi-use recreational trails shall incorporate with the municipal sidewalk with a minimum 0.6m splash strip from the edge of the curb as per section 4.0 (Pavement Standards); and
- Trailhead markers to be established at key locations, especially where the multi-use recreational trail intersects Primary (N1) and Secondary (N2) Nodes.



9.3 Public Art

Pedestrian improvements create a unique opportunity where people can interact with and be positively impacted by public art as part of their everyday activities; they also help create more walkable communities. Public art enhances the quality and ambiance of the municipality's built environment. Public art not only invests a space with "place making" qualities and culture, it has the capacity to interpret the historic, social, cultural and narrative nuances that distinguish our neighbourhoods. Successful public art programs help communities develop and express their unique sense of place and character, which in turn, draws tourism and investment activity to the region.

Public art refers to original works of art in any medium for temporary or permanent placement in outdoor or indoor settings that are accessible to the public for their enjoyment. Public art can take a variety of forms including traditional permanent installations such as statues, murals on building facades, ornamental parks, pathway and plaza treatments at special locations and special site furnishing, as well as temporary art installations such annual art pieces, performances and festivals. Encouraging the use of streets for festivals, parades, and other cultural events that promote pride helps to further reinforce a sense of place at given areas along the Riverfront and Riverside Drive. When appropriate, consideration should be given to commissioning artists to create art pieces at specific locations along Riverside Drive, if considered appropriate.

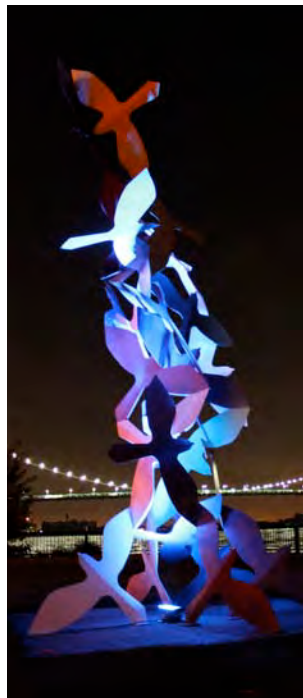
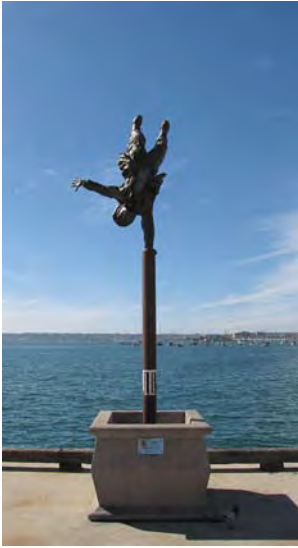
Public art has the ability to unify the special areas with a theme, and at a pedestrian/street level it can provide visual interest for the passerby. Public art is an effective means of creating a sense of place through presence of a monumental icon in the public realm and ideally should reflect the character and/or history of the space in which it is installed.

DESIGN CRITERIA

All Public Art installations, including temporary installations must go to the Public Art Advisory Committee (PAAC), then to the Standing Committee, and finally to Council for approval if the piece is to be installed on public property.

- **Artistic Excellence:** Public Art of the highest standards, that is deemed relevant to the City/ neighbourhood, and that allows the public to be inspired, make connections and understand relationships among the works in the collection and the community. All permanent and temporary Public art must meet the following artistic criteria:
 - The work of art shall merit placement in a City public place.
 - The artist demonstrates the ability and potential to execute the proposed piece, based on previous artistic achievement and experience.
 - In the case of a donation of an existing work of art, the quality of the work(s) must be supported by documentation from an independent professional evaluator.





- The artwork must enhance the City’s public art collection.
 - Each art installation is to be unique to reflect a wide variety of creative expression, art practice and art work.
 - Intention of all public art installations is to reflect a community’s diversity, values, and history so as to foster a sense of belonging, identity, and place.
 - Presents a positive image to visitors and potential investors.
 - Increases public understanding, awareness and enjoyment of the arts in everyday life.
- **Theme:** A stated theme of the artwork, which is consistent with the goals, objectives and mandate of the City and/or Riverside Drive, must be identified.
 - **Relevance:** Works of art must be appropriate for the proposed site and its surroundings by complementing nearby architecture, topography, history and the social dynamic of the particular community in which the art will be placed. Public art responds to and enhances the natural, social and built environment of Windsor and/or Riverside Drive and/or the neighbourhood in which it is being installed.
 - **Physical Durability:** Consideration of the artwork's long-term durability against theft, vandalism, and weather must be addressed.
 - **Public Safety:** All proposals must address public safety concerns.
 - **Environmental Sustainability:** Consideration will be given to the environmental impact and sustainability of the proposed artwork.
 - **Costs:** A work of art must have a sponsor or co-sponsors, who will present the proposal and, when necessary, be responsible for raising or providing the necessary funds in accordance with the budget that they present to the City.
 - The City will consider the following types of proposals for works of art intended for placement along Riverside drive in the public realm:
 - A sponsor's offer of an already completed work of art.
 - A sponsor's offer to commission an artwork by a specific artist or artists.
 - A sponsor's offer to commission an artwork by means of a public competition as described in the Public Art Program.
 - The City will consider gifts of works of art for placement at City owned sites along Riverside Drive with the understanding that no City funds will be required for production, siting, installation or ongoing maintenance of the work without prior approval of City Council.
 - The City will accept no gift of an artwork until all funds for its development and siting have been secured.

PLACEMENT

- Permanent public art installations and potential water elements (such as fountains or decorative irrigation) shall be interspersed along the pathway creating visual points of interests and destination. Public Art sites that can be viewed by both pedestrians and vehicles should be strategically situated along the roadway;



- Artwork must be located in areas offering the public a free and unobstructed experience of the work, with preference given to areas providing the greatest opportunities for interaction and accessibility;
- Locations designated for the installation (current or future) of public art projects should meet the following criteria:
 - Visibility for pedestrians and/or motorists (including public transit);
 - Proximity to recognized pedestrian routes and high pedestrian activity areas (e.g. active retail areas), transit stops (especially those serving high ridership routes), places of public gathering, public open spaces;
 - Opportunities to expand on existing or future public artworks as part of an existing or proposed multi-artwork concept; and
 - Public art should be located so as to be a pedestrian amenity without compromising safety.
- Places of special heritage, community or environmental significance may be considered for locating public art;
- The designation of public art siting locations (as required for current and/or future installations) should be indicated on the appropriate document (e.g., Development Permit and Building Permit drawings) to the satisfaction of City staff, with regard to urban design and technical considerations (e.g., utilities, pedestrian and vehicle safety, maintenance access);
- Temporary public art locations are recommended in the Downtown along the Riverside Drive Promenade to provide an ever-changing, original, and engaging landscape of interest for local residents and visitors; and
- Public Art on municipal property shall be chosen and sited in conjunction with the Windsor Public Art Advisory Committee.



9.4 Water Related Features

Water related features are a form of public art that can express the special association and natural connection between Windsor's Riverfront and Riverside Drive. Incorporation of water in any public feature presents an opportunity to highlight riverfront heritage including Aboriginal culture, natural ecosystems, early European settlement, international trade, and Windsor's close relationship with Detroit.

DESIGN CRITERIA

- Water related features may be used in place of permanent public art installations and would be subject to the same conditions of design criteria.
- The use of water as a feature in public art or as a landscape element requires serious consideration and for site location, visibility, and long-term maintenance.



10.0 Utilities

10.0 Utilities along Riverside Drive

Given the importance of Riverside Drive as a “Scenic Drive” in the City’s Official Plan it is important to reduce visual clutter. Although the many overhead utilities and transformer boxes on both the north and south sides of Riverside Drive provide important services to businesses and residents, they have also become a sources of visual clutter. In Windsor’s Downtown utilities are buried or often hidden within alleys behind development and transformers are often located within developments or screened to reduce their visual impact. Section 20 (1) 3 of Zoning By-law 8600 already includes a provision limiting the height of buildings, structures, and utilities on the north side of Riverside Drive to not exceed the crown of the pavement.

Although costly, given Riverside Drive’s designation as a “Scenic Drive”, it is important to reduce visual clutter created by overhead utilities whenever possible. Therefore any new utilities or those being replaced will be located underground on both the north and south side of the entire length of Riverside Drive, when it is feasible.



11.0 Low Impact Development

11.0 Low Impact Development Considerations

Low Impact Development (LID) is an approach to development that works with nature to manage stormwater as close to the source as possible. LID uses stormwater as a resource rather than a waste product through recreated natural landscape features and reduced impervious surfaces to form site drainage features that are functional and aesthetically pleasing¹. Examples of LID features include, but are not limited to:

- Bioretention facilities;
- Bioswales;
- Perforated stormwater pipes;
- Prefabricated modules; and
- Permeable pavers².

Incorporation of Low Impact Development features into Riverside Drive's streetscape, plantings, and plazas should be considered as a way to mitigate stormwater flooding and improve the Detroit River's water quality while also providing attractive elements that can be used to educate the public about hydrology and the ecological integrity of the River and the larger Great Lakes basin.

Consideration of implementing LID must take into account the costs and staff time required for regular maintenance associated with some LID facilities. Without proper maintenance, benefits from LID facilities can decrease substantially².

¹ Environmental Protection Agency. "Low Impact Development (LID)." October 3, 2014. Web.

² Credit Valley Conservation. "Grey to Green Road Retrofits: Optimizing your Infrastructure Assets through Low Impact Development." 2013. Web.



12.0 Streetscape Element Maintenance Standards

With the following and not exclusive to these streetscape elements there must be maintenance for and associated budget funding established for:

12.1 Street Furniture (Benched, Bollards, Trash Recptacles, etc)

- Paint peeling and welding issues
- Replacement
- Tamperproof fasteners
- Commercial grade metal
- UV-proof colour selection
- Powder coating thickness and warranty
- Graffiti proof material and/or cleaners

12.2 Concrete Issues

- Upheaval and spalling
- UV-proof colour selection
- Colour matching for replacement

12.3 Street Light Pole

- Paint deterioration issues and replacement
- Banner fasteners

12.4 Tree Replacement

- Appropriate species for soil volumes and location with respect to use
- Size to be large enough to not be damaged through vandalism



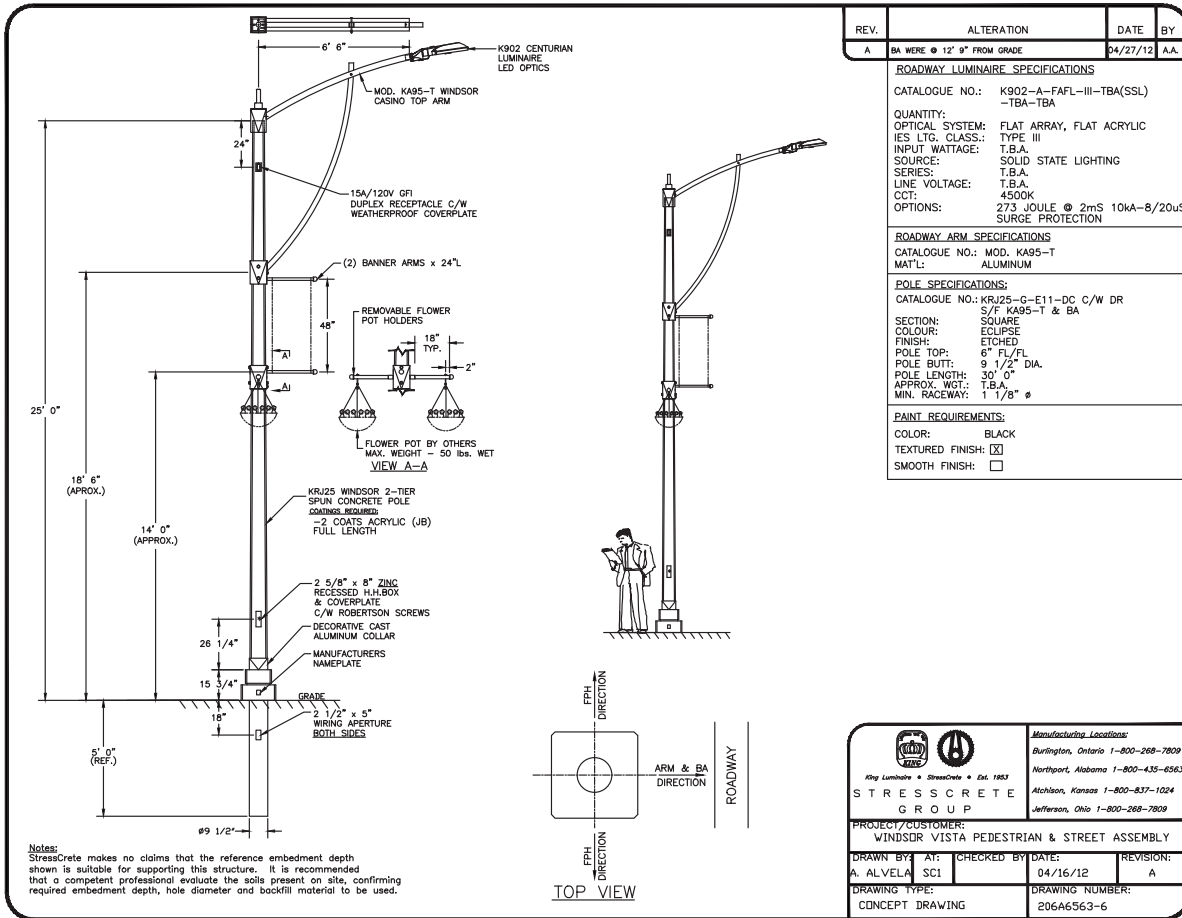
13.0 Recommended Streetscape Design and Specifications



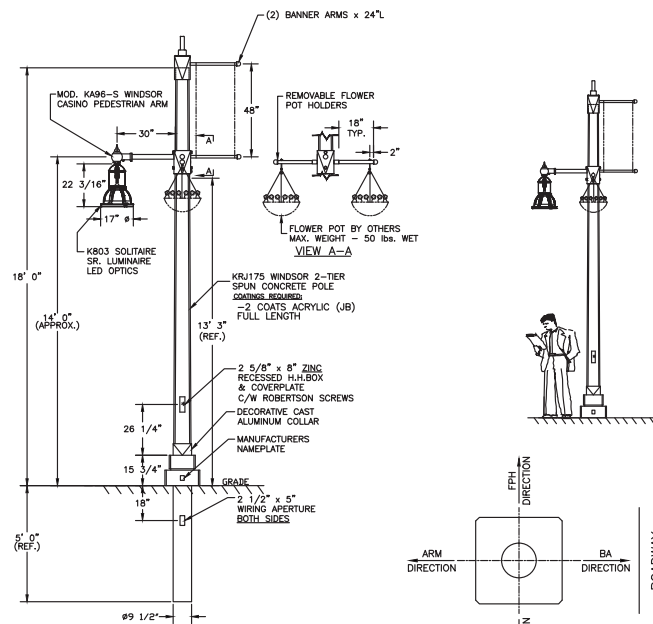
RIVERSIDE DRIVE STREETScape
STANDARDS MANUAL
CITY OF WINDSOR

A Schedule A: Specifications

Note: The following specifications are examples of streetscape elements for the Riverside Drive Vista Improvement Project. The selection of these elements will adhere to the City's Purchasing By-Law Number 93-2012



REV.	ALTERATION	DATE	BY
A	BA WERE @ 12' 9" FROM GRADE; POLE WAS KRJ175	04/27/12	AA



Notes:
 StressCrete makes no claims that the reference embedment depth shown is suitable for supporting this structure. It is recommended that a competent professional evaluate the soils present on site, confirming required embedment depth, hole diameter and backfill material to be used.

PEDESTRIAN LUMINAIRE SPECIFICATIONS	
CATALOGUE NO.:	K803-FAFL-III-TBA(SSL) -TBA-TBA S/F KPL-20
QUANTITY:	
OPTICAL SYSTEM:	FLAT ARRAY
IES LIG. CLASS:	TYPE III
INPUT WATTAGE:	T.B.A.
SOURCE:	SOLID STATE LIGHTING
SERIES:	T.B.A.
CCT:	4500K
LINE VOLTAGE:	T.B.A.
OPTIONS:	273 JOULE @ 2ms 10kA-8/20us SURGE PROTECTION
PEDESTRIAN ARM SPECIFICATIONS	
CATALOGUE NO.:	MOD. KA96-S-KPL-20
MAT'L:	ALUMINUM
OPTIONS:	KPL-20 LEVELING DEVICE
POLE SPECIFICATIONS:	
CATALOGUE NO.:	KRJ18-G-E11-DC S/F KA96-S & KA96-S & BA
SECTION:	SQUARE
COLOR:	ECLIPSE
FINISH:	ETCHED
POLE TOP:	6 7/8" FL/FL
POLE BUTT:	9 1/2" DIA.
POLE LENGTH:	23' 0"
APPROX. WGT.:	T.B.A.
MIN. RACEWAY:	1 1/8" ø
PAINT REQUIREMENTS:	
COLOR:	BLACK
TEXTURED FINISH:	<input checked="" type="checkbox"/>
SMOOTH FINISH:	<input type="checkbox"/>

<p>STRESSCRETE GROUP</p>	<p><i>Manufacturing Locations:</i> Burlington, Ontario 1-800-268-7809 Northport, Alabama 1-800-435-6563 Alhambra, Kansas 1-800-837-1024 Jefferson, Ohio 1-800-268-7809</p>																			
	<p>PROJECT/CUSTOMER: WINDSOR VISTA PEDESTRIAN & STREET ASSEMBLY</p>																			
	<table border="1"> <tr> <td>DRAWN BY:</td> <td>AI:</td> <td>CHECKED BY:</td> <td>DATE:</td> <td>REVISION:</td> </tr> <tr> <td>A. ALVELA</td> <td>SCI</td> <td></td> <td>04/16/12</td> <td>A</td> </tr> <tr> <td colspan="2">DRAWING TYPE:</td> <td colspan="3">DRAWING NUMBER:</td> </tr> <tr> <td colspan="2">CONCEPT DRAWING</td> <td colspan="3">206A6563-7</td> </tr> </table>	DRAWN BY:	AI:	CHECKED BY:	DATE:	REVISION:	A. ALVELA	SCI		04/16/12	A	DRAWING TYPE:		DRAWING NUMBER:			CONCEPT DRAWING		206A6563-7	
DRAWN BY:	AI:	CHECKED BY:	DATE:	REVISION:																
A. ALVELA	SCI		04/16/12	A																
DRAWING TYPE:		DRAWING NUMBER:																		
CONCEPT DRAWING		206A6563-7																		



RIVERSIDE DRIVE STREETSCAPE STANDARDS MANUAL
 CITY OF WINDSOR

720 SERIES

MBE-0720-00005

Legacy # *MLB720BL-W*



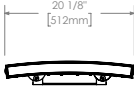
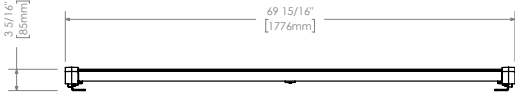
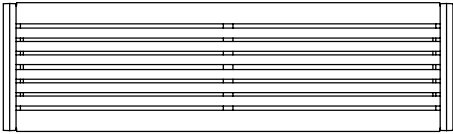
MATERIALS: The legs are aluminum castings. The boards are made from Ipe wood. All brackets are made of steel.

FINISH: All aluminum castings are powder coated. The wood boards are treated with penetrating sealers. The steel brackets are e-coated and powder coated.

INSTALLATION: The bench comes pre-assembled. The legs have 1/2" holes for anchoring.

TO SPECIFY: Select MBE-0720-00005
Choose: Powdercoat Color

HEIGHT: 3 5/16" (85mm) **LENGTH:** 69 15/16" (1776mm) **DEPTH:** 20 1/8" (512mm) **WEIGHT:** 66.8lbs (30.31kg)



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REV-01
SCALE (A) 1:20



800 SERIES

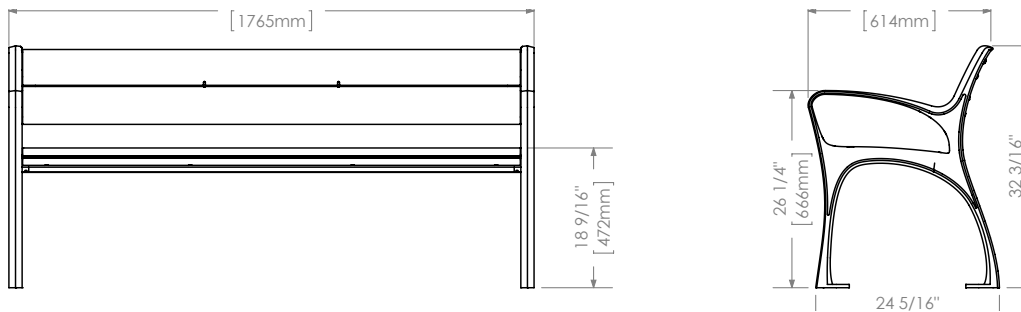
MBE-0870-00025

Legacy # MLB870-W



- MATERIALS:** Bench ends are made from solid cast aluminum. The seat employs Ipe wood slats.
- FINISH:** All steel components are protected with E-Coat rust proofing. The Maglin Powdercoat System provides a durable finish on all metal surfaces.
- INSTALLATION:** The bench is delivered pre-assembled. Holes (0.5") are provided in each foot for securing to base.
- TO SPECIFY:** Select MBE-0870-00025
Choose:
- Powdercoat Color

HEIGHT: 32.2" (81.7cm) LENGTH: 69.5" (176.5cm) DEPTH: 24.2" (61.4cm) WEIGHT: 121.62lbs (55.1kg)



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STANDARDS MANUAL
CITY OF WINDSOR

900 SERIES

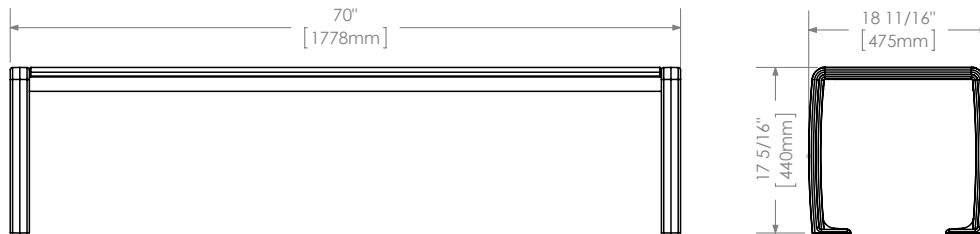
MBE-0970-00008

Legacy # MLB970B-W



- MATERIALS:** Bench ends are made from solid cast aluminum. The seat employs 5.5" x 1" (actual) Ipe slats.
- FINISH:** The Maglin Powdercoat System provides a durable finish on all metal surfaces. Wood slats are treated with penetrating sealers.
- INSTALLATION:** The bench is delivered pre-assembled. Holes (0.5") are provided in each foot for securing to base.
- TO SPECIFY:** Select MBE-0970-00008
Choose:
- Powdercoat Color

HEIGHT: 17.31" (44.0cm) LENGTH: 70" (177.8cm) DEPTH: 18.69" (47.5cm) WEIGHT: 72.1lbs (32.7kg)



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600 SERIES

MBO-0650-00001

Legacy # MTB650-B1



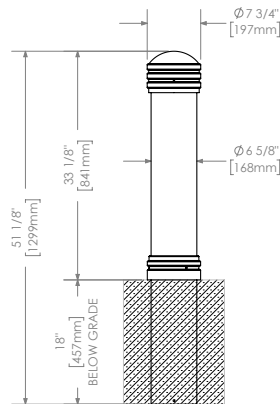
MATERIALS: The bollard post is constructed of H.S. steel tube. The top and bottom are capped with cast aluminum parts.

FINISH: All steel components are protected with E-Coat rust proofing. The Maglin Powdercoat System provides a durable finish on all metal surfaces.

INSTALLATION: Base Type - B1 bollard is supplied with additional 18" of tubing to be set in concrete. Bollard is permanently fixed in place.

TO SPECIFY: Select MBO-0650-00001
Choose:
- Powdercoat Color

HEIGHT: 33.13" (84.1cm) DIAMETER: 6.625" (16.8cm) WEIGHT: 85lbs (38.6kg)



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RIVERSIDE DRIVE STREETScape
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CITY OF WINDSOR

200 SERIES

MBR-0200-00005

Legacy # MBR200-S



Sustainability Facts

Unit Size	One (1) 200 Bike Rack	
	MIN.	MAX.
Carbon footprint (GWP)	113	147
<i>Measured in kilograms of carbon dioxide equivalent</i>		
Total energy use (TPE)	1900	2470
<i>Measured in megajoules of energy equivalent</i>		
Water use (WDP)	1.27	1.52
<i>Measured in cubic metres of water</i>		
Material recyclability	100%	
LEED v4.1 Credits		
Type III Environmental Product Declaration	<input checked="" type="checkbox"/>	
Material Inventory	<input checked="" type="checkbox"/>	
Low VOC finishes	<input checked="" type="checkbox"/>	
Free of Red List substances	<input checked="" type="checkbox"/>	
<small>*Full EPD can be referenced for more information: https://www.epdregistration.com/maglin/</small>		

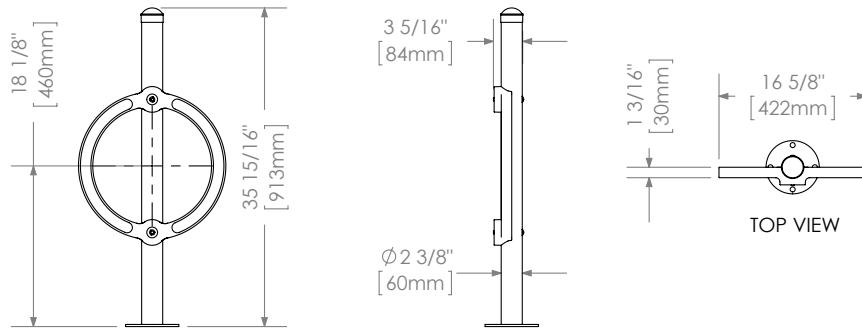
DESCRIPTION: 200 Series - 200 Bike Rack: H.S. Steel Tube, Aluminum Top Casting, Surface Mount, 2 Bike Configuration

FINISH: All steel components are protected with E-Coat Rust Proofing. The Maglin Powdercoat System provides a durable finish on all metal surfaces.

INSTALLATION: The bike rack is delivered pre-assembled.

TO SPECIFY: Select MBE-0200-00005
Choose:
- Powdercoat Color

HEIGHT: 35.94" (91.3cm) DIAMETER: 16.63" (42.2cm) WEIGHT: 18.45lbs (8.37kg)



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300 SERIES

MBR-0350-00001

Legacy # MBR350-4-S



Sustainability Facts

Unit Size	One (1) MBR-0350-00001 Bike Rack
Carbon footprint (GWP) <i>Measured in kilograms of carbon dioxide equivalent</i>	178 kg CO ₂ -Eq
Total energy use (TPE) <i>Measured in megajoules of energy equivalent</i>	3050 Mj-Eq
Water use (WDP) <i>Measured in cubic metres of water</i>	1.4 m ³ water
Material recyclability	100%
LEED v4.1 Credits	
Type III Environmental Product Declaration	<input checked="" type="checkbox"/>
Material Inventory	<input checked="" type="checkbox"/>
Low VOC finishes	<input checked="" type="checkbox"/>
Free of Red List substances	<input checked="" type="checkbox"/>
<small>*Full EPD can be referenced for more information: https://www.epdregistration.com/maglin/</small>	

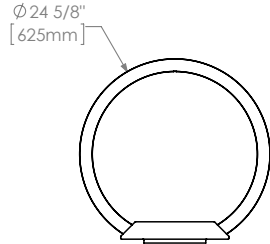
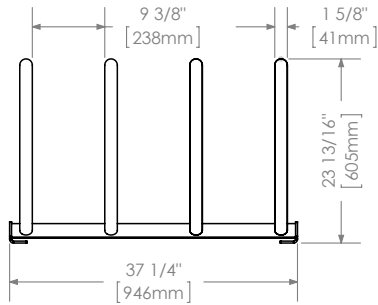
DESCRIPTION: 300 Series - 350 Bike Rack: H.S. Steel Tube, Formed Steel and Solid Steel Angle, Surface Mount, 4 Loops, 3 Bike Configuration

FINISH: All steel components are protected with E-Coat rust proofing. The Maglin Powdercoat System provides a durable finish on all metal surfaces.

INSTALLATION: The bike rack is delivered pre-assembled. It is available with a surface mount installation.

TO SPECIFY: Select MBR-0350-00001
Choose:
- Powdercoat Color

HEIGHT: 23.81" (60.48cm) LENGTH: 37.25" (94.62cm) DIAMETER: 24.63" (62.56cm) WEIGHT: 79.4 lbs (36kg)



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CITY OF WINDSOR

200 SERIES

MRR-0200-00005

Legacy # MRC202-ST



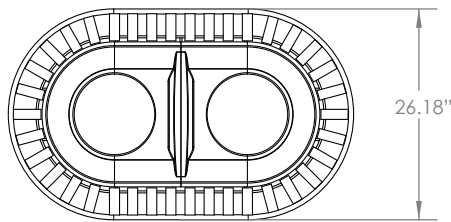
DESCRIPTION: 200 Series - 200 Recycle Receptacle: Heavy Duty Steel Flat Bar Frame, Black ABS Plastic Lid, 2 Stream, 2 x 20 Gallon Polyethylene Liners, Lamacoid Labels

FINISH: All steel components are protected with E-Coat rust proofing. The Maglin Powdercoat System provides a durable finish on all metal surfaces.

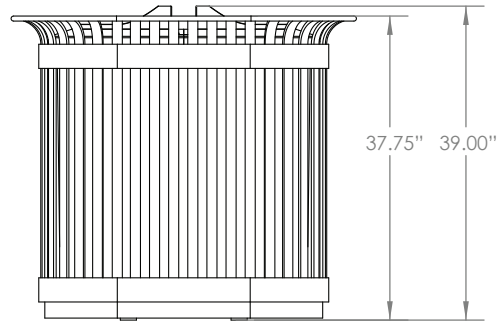
INSTALLATION: The recycling station is delivered pre-assembled. Holes (0.5") are provided in each mounting foot for securing to base.

TO SPECIFY: Select MRR-0200-00005
Choose:
- Powdercoat Color
- Lamacoid Labels

HEIGHT: 37.75" (96cm) WIDTH: 42.88" (109cm) DEPTH: 26.18" (66.5cm) WEIGHT: 250lbs (113kg)



TOP VIEW



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1100 SERIES

MTB-1100-00002

Legacy # *MLPT1100B-M-GB*



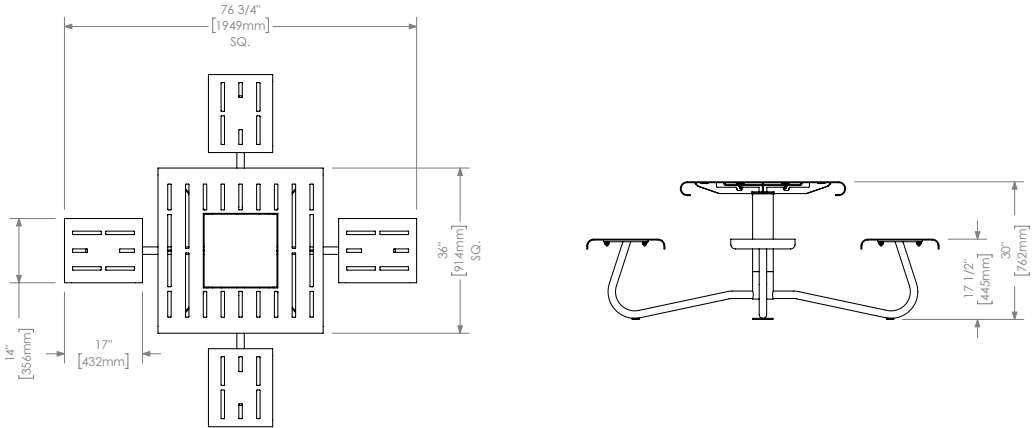
MATERIALS: Table top and Seats are manufactured using lasered steel panels. The frame is HSS steel tube and is available as surface mount only.

FINISH: The Maglin Powdercoat System provides a durable finish on all metal surfaces.

INSTALLATION: The table is delivered pre-assembled. The legs have 1/2" holes for anchoring.

TO SPECIFY: Select MTB-1100-00002
Choose: Powdercoat Color

HEIGHT: 30" (762.0mm)	LENGTH: 76 3/4" (1949.4mm)	DEPTH: 76 3/4" (1949.4mm)	WEIGHT: 199.81lbs (90.63kg)
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REV-01
SCALE (A) 1:32



**RIVERSIDE DRIVE STREETSCAPE
STANDARDS MANUAL**
CITY OF WINDSOR

200 SERIES

MTR-0200-00020

Legacy # MLWR200S-32-ST



DESCRIPTION: 200 Series - 200 Trash Receptacle: Heavy Duty Steel Flat Bar Frame, Metal Lid, Side Opening, 1 x 32 Gallon Polyethylene Liner

FINISH: All steel components are protected with E-Coat rust proofing. The Maglin Powdercoat System provides a durable finish on all metal surfaces.

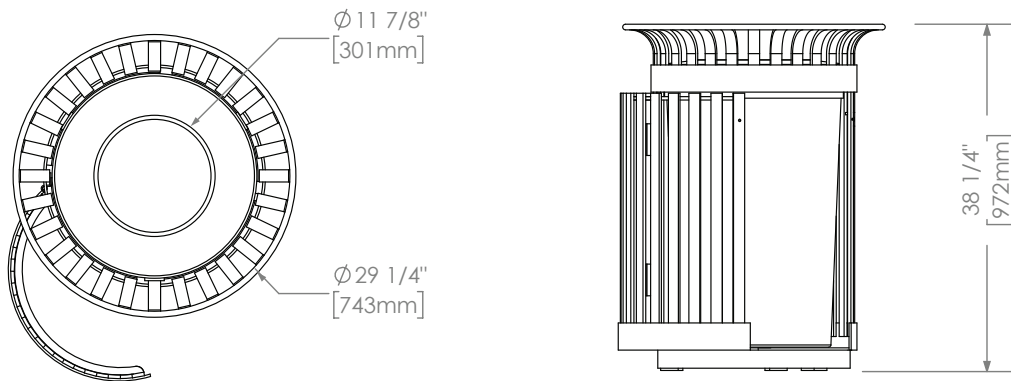
INSTALLATION: The trash container is delivered pre-assembled. Holes (0.5") are provided in each foot for securing to base.

TO SPECIFY: Select MTR-0200-00020
Choose:
- Powdercoat Color

HEIGHT: 38 1/4" (97.2cm)

DIAMETER: 29 1/4" (74.3cm)

WEIGHT: 201lbs (91.2kg)



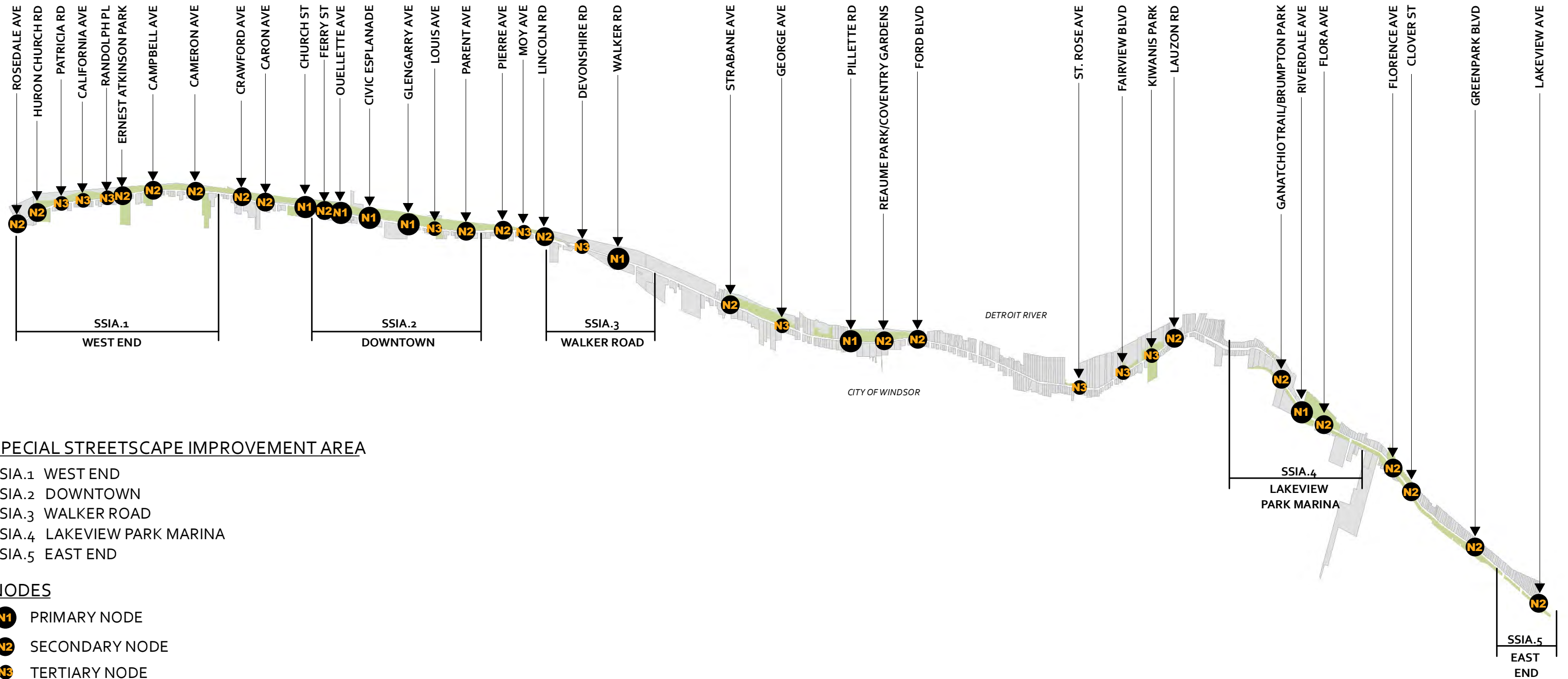
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SCHEDULE B: SPECIAL STREETScape IMPROVEMENT AREAS AND NODES

The Riverside Drive Vista Improvement Project (Class Environmental Assessment) identified Special Streetscape Implementation Areas (S.S.I.A) and Nodes at key intersections to prioritize important design and to help articulate the Riverside Drive Corridor as a Scenic Drive. The figure below identifies these S.S.I.A and Nodes from Rosedale Avenue (in the west) to the east boundary of the City of Windsor.



SPECIAL STREETScape IMPROVEMENT AREA

- SSIA.1 WEST END
- SSIA.2 DOWNTOWN
- SSIA.3 WALKER ROAD
- SSIA.4 LAKEVIEW PARK MARINA
- SSIA.5 EAST END

NODES

- N1** PRIMARY NODE
- N2** SECONDARY NODE
- N3** TERTIARY NODE

Subject: Municipal Sewer Servicing Charges for Residential Properties - Septic System Changeover - City Wide

Moved by: Councillor Kieran McKenzie

Seconded by: Councillor Fred Francis

Decision Number: **DHSC 524**

- I. That Council **APPROVE** the extension of the local improvement charges flat rate, private drain connection flat rate and local improvement payment terms for the construction of sanitary sewers and private drain connections to those properties that:
 - A. Are zoned residential for single unit, duplex or semi-detached dwellings only; and,
 - B. Contain an existing dwelling currently on private septic system and not connected to a municipal sanitary sewer; and,
 - C. Have a municipal mainline sanitary sewer within 30m of any property abutting a municipal right-of-way; and,
- II. That Council **APPROVE** the extension of local improvement charges flat rate, private drain connection flat rate and local improvement payment terms for the construction of storm sewers and private drain connections for those properties that qualify under Recommendation I above, when the property owner connects to the municipal storm sewer if one is available plus interest at a rate deemed appropriate by administration applied from the date the storm mainline sewer was substantially completed; and,
- III. That property owners qualifying under Recommendation I above with permits issued by the City for septic systems less than 10 years old **BE GRANTED** either three (3) years to connect to the available sanitary sewer system once it is made available or the difference between the age of their septic system and ten (10) years, whichever is greater; and,
- IV. That Council **APPROVE** the use of the private local improvement process in Part III of O. Reg. 586/06 under the *Municipal Act*, for property owners qualifying under Recommendation I above for the cost of the work related to the decommissioning of septic systems and construction of sanitary private drain connections on private property, and that the Chief Administrative Officer and City Clerk **BE AUTHORIZED** to sign agreements, with property owners that consent to their lots being specially charged to raise which agreement shall be satisfactory in form to the City Solicitor, in technical content to the City Engineer and in financial content to the City Treasurer; and,

- V. That for property owners qualifying under Recommendation I above, Council **PASS** by-laws as required for the decommissioning of septic systems and construction of sanitary private drain connections on private property as a local improvement in accordance with Part III of O. Reg. 586/06 under the *Municipal Act*, for a period of up to 20 years and at an interest rate deemed appropriate by Administration; and,
- VI. That Administration **BE DIRECTED** to prepare the appropriate by-laws and policies to effect the recommendations above.
- Carried.

Report Number: S 78/2023
Clerk's File: SL2023

Clerk's Note:

1. The recommendation of the Development & Heritage Standing Committee and Administration are the same.
2. Please refer to Item 11.1 from the Development & Heritage Standing Committee held on July 4, 2023.
3. To view the stream of this Standing Committee meeting, please refer to: <http://csg001-harmony.sliq.net/00310/Harmony/en/PowerBrowser/PowerBrowserV2/20230704/-1/9417>

Subject: Municipal Sewer Servicing Charges for Residential Properties - Septic System Changeover - City Wide

Reference:

Date to Council: July 4, 2023

Author: Stacey McGuire

Manager of Development

(519) 255-6100 Ext. 1726

smcguire@citywindsor.ca

Development – Engineering

Report Date: 2023-06-19

Clerk's File #: SL2023

To: Mayor and Members of City Council

Recommendation:

- I. That Council **APPROVE** the extension of the local improvement charges flat rate, private drain connection flat rate and local improvement payment terms for the construction of sanitary sewers and private drain connections to those properties that:
 - A. Are zoned residential for single unit, duplex or semi-detached dwellings only; and,
 - B. Contain an existing dwelling currently on private septic system and not connected to a municipal sanitary sewer; and,
 - C. Have a municipal mainline sanitary sewer within 30m of any property abutting a municipal right-of-way; and,
- II. That Council **APPROVE** the extension of local improvement charges flat rate, private drain connection flat rate and local improvement payment terms for the construction of storm sewers and private drain connections for those properties that qualify under Recommendation I above, when the property owner connects to the municipal storm sewer if one is available plus interest at a rate deemed appropriate by administration applied from the date the storm mainline sewer was substantially completed; and,
- III. That property owners qualifying under Recommendation I above with permits issued by the City for septic systems less than 10 years old **BE GRANTED** either

three (3) years to connect to the available sanitary sewer system once it is made available or the difference between the age of their septic system and ten (10) years, whichever is greater; and,

- IV. That Council **APPROVE** the use of the private local improvement process in Part III of O. Reg. 586/06 under the Municipal Act, for property owners qualifying under Recommendation I above for the cost of the work related to the decommissioning of septic systems and construction of sanitary private drain connections on private property, and that the Chief Administrative Officer and City Clerk **BE AUTHORIZED** to sign agreements, with property owners that consent to their lots being specially charged to raise which agreement shall be satisfactory in form to the City Solicitor, in technical content to the City Engineer and in financial content to the City Treasurer; and,
- V. That for property owners qualifying under Recommendation I above, Council **PASS** by-laws as required for the decommissioning of septic systems and construction of sanitary private drain connections on private property as a local improvement in accordance with Part III of O. Reg. 586/06 under the Municipal Act, for a period of up to 20 years and at an interest rate deemed appropriate by Administration; and,
- VI. That Administration **BE DIRECTED** to prepare the appropriate by-laws and policies to effect the recommendations above.

Executive Summary:

N/A

Background:

At the meeting September 26, 2022 Council received a report on cost sharing and services extension by a developer related to 1500 Northway. Council passed resolution CR424/2022 recommendation III as follows:

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.

At the meeting June 5, 2023 the Development and Heritage Standing Committee received report S 56/2023 being a zoning by-law amendment application for 0 & 1466 St. Patrick's Avenue. This report included, as a condition of approval, a requirement to extend a sanitary sewer along St. Patrick's Avenue to service the subject lands. Under existing by-laws and policies, any property that would be serviced by the resulting sewer extension ("Benefitting Properties") would be required to connect to that sewer and pay

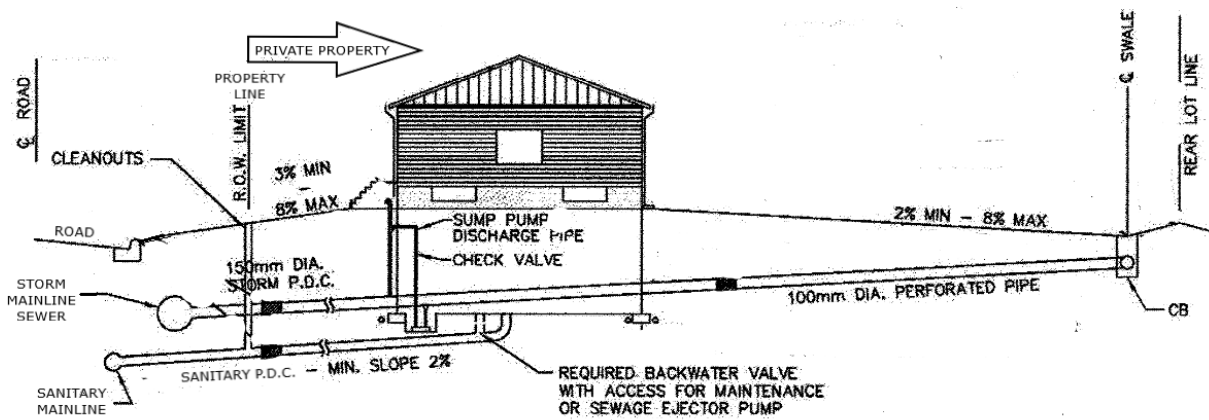
their proportionate share of the actual costs of the mainline sewer and private drain connections in the right-of-way. A number of resident delegations opposed the development due to the costs that they would be required to incur to connect to the sewer and decommission their septic system when this was not their development proposal.

This report provides Administration’s recommendations to extend local improvement rates and payment terms to Benefitting Properties in situations similar to the two recent cases above.

Discussion:

When a municipal sanitary sewer is extended to within 30m of a property, the City of Windsor’s Property Standards By-law 9-2019 requires said property owner to connect to the available sewer within one (1) year or such other time frame as approved by Council. This allows Council to make exceptions to the connection time frame through a site specific Council Resolution. No such requirement is in place for existing dwellings to connect to a storm sewer when it becomes available, however all new dwellings must connect their rear yard drainage system to the storm sewer if one exists.

For illustrative purposes, the figure below shows a typical lot layout including private drain connections (PDCs) for a new single family dwelling. The mainline sewer is the sewer in the municipal right-of-way that collects sanitary sewage or stormwater runoff from the homes on the block and conveys it downstream to a wastewater treatment facility for processing (sanitary) or to a receiving body of water (storm). The PDC is the individual service connection that conveys sewage or stormwater from the private dwelling to the mainline sewer. Although a portion of the PDC crosses the municipal right-of-way, the entire PDC is the responsibility of the private property owner.



TYPICAL PRIVATE DRAIN CONNECTION (P.D.C.) LAYOUT

When a new mainline sewer is constructed, typically a PDC is extended from the mainline sewer to the property line to avoid the Benefitting Properties having to excavate the roadway at a later date to install a new connection.

To connect to the sewer, the Benefitting Properties must:

- Pay servicing charges equal to the proportionate cost of the mainline sewer based on property frontage – for sanitary and storm as applicable
- Pay the full cost of the PDC within the public right-of-way, including cleanout – for sanitary and storm as applicable
- Pay for the decommissioning of their private septic system in accordance with City standards and install a PDC to connect the house’s plumbing to the PDC at the property line – for sanitary only
- Obtain permits from the City to connect to the PDC for sanitary and storm as applicable – for sanitary, this also includes modifying plumbing and decommissioning the septic system

Construction of sanitary sewers on roadways where residents and businesses are utilizing septic tanks has been a long-standing goal of the province and the City. Aging and substandard septic tanks and failed leaching beds cause environmental contamination to watercourses by delivering health-endangering contaminants, including bacteria, viruses, parasites and nitrate, through overflows to storm systems.

On August 24, 2020, Council approved a report regarding the Baseline Road Local Improvement (Baseline LIP) by Council Resolution CR432/2020 which allowed property owners with septic systems less than ten (10) years old to be given either three (3) years to connect to the available sewer system once it is made available or the difference between the age of their septic system and ten (10) years, whichever is greater. This acknowledges the costs incurred by the home owner for a new septic system and weighs it against the lesser risk of contamination afforded by newer septic systems.

Administration recommends the same extension be granted to property owners with septic systems less than ten (10) years old as was established for the Baseline LIP, as long as the property owner obtained a permit from the City for the septic system. This will provide assurance to the City that proper installation and inspection practices were followed. No such extension is necessary for storm sewers as there is no existing mechanism to require the existing dwelling to connect to a new storm sewer when it becomes available.

Septic System Changeover

Decommissioning of the private septic system to connect to the newly available sanitary sewer (“Septic Changeover”) is work that occurs on private property and the cost is the full responsibility of the property owner. Septic Changeover involves the removal and/or backfilling of the existing septic tank system, plumbing modifications in the home if required and construction of a PDC from the home to the property line.

Acknowledging the cost of a Septic Changeover, for the Baseline LIP, Council approved through CR476/2020 an option for a private local improvement under the provisions of Part III of O. Reg. 586/06 related to the decommissioning of the septic systems. This council resolution allows property owners in the Baseline LIP assessment area to pay 100% of the cost of undertaking the septic system changeover on private property

through assessment of special charges on the lots with the costs to be paid over a repayment period of up to twenty (20) years.

This is essentially a loan option where 100% of the cost of the Septic Changeover is placed on the property owner's taxes for the loan period with applicable interest at a rate deemed appropriate by administration. The loan balance can be paid by lump sum at any point during the loan.

Although it is recommended that this loan option be extended to property owners qualifying under recommendation I of this report, it should be noted that it is not mandatory for property owners to take advantage of this loan option. This process would be at the sole request of the property owner. Alternately, the property owner can hire a contractor and pay directly for the work on private property.

Local Improvement

The local improvement process allows properties (typically residential) to receive new services (e.g. sanitary or storm sewer, curb & gutter, streetlighting, sidewalks) where those services don't currently exist. The local improvement policy is administered in accordance with O. Reg. 586/06 and can be initiated in one of two ways:

1. By the Benefiting Properties through a sufficiently signed petition
2. By the City through notice to the Benefiting Properties

For sewer local improvements, following construction of the sewer, the Benefiting Properties are charged a flat rate per meter of frontage of their property for the cost of the mainline sewer plus a flat rate cost per PDC. For the purposes of this section, the mainline sewer and PDC flat rates refer to the sewers located on the public right-of-way only. Any work on the private property is completed and paid for directly by the property owner at their entire cost.

Local improvement flat rates are generally less than the actual full costs of construction of mainline sewers and private drain connections to encourage existing neighbourhoods to upgrade their services to municipal standards, including the elimination of septic systems where sanitary sewers don't exist. The local improvement rates represent a savings for a number of reasons:

- The rate excludes a portion of the cost related to hard surface restoration, roadway drainage and City owned frontage,
- The rates are based on competitive bids and savings based on magnitudes of scale, and
- The rates are based on installation costs for the minimum size sewer used by the City and avoids overcharging residents at the downstream end of a system where sewers must be larger to accept flows from upstream of the property in question.

Payment for local improvement charges may be submitted in one lump sum or through annual payments applied to the property tax bill. On April 27, 2020, Council received a

report from the City Engineer in response to CQ3-2020 “Extended Payment Terms for Drainage/Local Improvement Assessments”. As a result, Council passed CR136/2020 that states, “That a 20-year payment option for property owners to repay special charges for drainage and local improvements be implemented at interest rates deemed appropriate by administration.”

Administration recommends that the local improvement rates (sanitary, storm and PDC) and payment options noted above be extended to the properties that meet the criteria in Recommendations I & II of this report. The local improvement rates are established annually by Council during budget sessions when reviewing the Fees and Charges By-law.

Should the recommendations of this report be approved, Administration will make the necessary housekeeping amendments.

The private local improvement process under the provisions of Part III of O. Reg. 586/06 relating to Septic Changeover is less onerous in part due to the voluntary nature of the process. As noted in the Risk Analysis section below, local improvement charges administered under O. Reg. 586/06 have priority lien status which reduce risk to the Corporation. As such, recommendations IV & V of this report recommend administering this optional private Septic Changeover loan program under the provisions of Part III of O. Reg. 586/06.

Risk Analysis:

There are financial risks associated with the application of the local improvement flat rates. The portion of the cost not recoverable from the property owner would have to be funded through the general tax levy.

The local improvement process set out in O. Reg. 586/06 provides that local improvement charges can be added to taxes and these charges have priority lien status. This means that such charges are treated exactly the same way as property taxes. The resulting risk to the municipality of not collecting these funds is low. The process outlined in this report relating to the payment of servicing charges for the mainline sewer and PDC on public right-of-way can be collected using the property tax system. However, these charges do not have priority lien status and additional effort will be needed to collect defaulting payments. The overall risk is lower as the private Septic Changeover work is proposed to be administered under Part III of O. Reg. 586/06 and would have priority lien status.

Any extension of timelines to connect beyond the one (1) year requirement under By-law 9-2019 carries an increased risk that the owners of Benefitting Properties may change prior to the servicing fees being paid in full. The City is not involved in purchase and sale transactions during the sale of a property. If the seller does not notify the buyer that Septic Changeover is required and that sanitary servicing charges are pending, the buyer may not be aware of the significant costs they must incur. This risk should be considered when granting exceptions to By-law 9-2019.

Climate Change Risks

Climate Change Mitigation:

The recommendations of this report do not directly contribute to Greenhouse gas (GHG) emissions, however, extending local improvement charge rates and payment options to property owners may increase the likelihood of Septic Changeover in areas of the City currently on septic systems, thus reducing trucking of septic waste for wastewater treatment. Private septic systems are also a known minor source of fugitive GHG emissions including methane, carbon dioxide, and nitrous oxide which have not been estimated nor included in the Community GHG inventory.

Climate Change Adaptation:

In order for septic systems to properly filter wastewater, there must be enough unsaturated soil between the leachfield and the groundwater table. Changes in rainfall volumes and higher ground water levels can impact the effectiveness of leachfields increasing the risk of contamination of surface water.

Financial Matters:

As noted in the Risk Analysis section, the portion of the mainline sewer and private drain connection cost not recoverable from the property owner would have to be funded through the general tax levy. This would be accounted for as part of the Capital budget process on an annual basis.

Recommendations IV & V of this report is essentially the creation of a long-term loan program for Septic Changeovers and depending upon the economic conditions, largely interest rates at the time of changeover, may or may not be attractive to property owners. The property owner pays 100% of these costs. If the property owner chooses to receive financial assistance from the City by entering into this program, at the time the homeowner completes the required works the City would undertake to pay the contractor and a corresponding long-term loan would be set up from the property owner, which would decline each year until such time as the full cost, inclusive of interest is repaid. As indicated in the report, the interest rate to be applied is one that is deemed reasonable by Administration and is currently tied to municipal borrowing rates for capital projects plus 2 to 4% for Administrative costs incurred to manage and monitor the program.

Consultations:

Legal - Wira Vendrasco

Finance - Tony Ardochini, Linda Mancina

Building - Rob Vani

Right-of-Way - Adam Pillon, Amy Olsen

Engineering – Robert Perissinotti

Planning – Greg Atkinson, Neil Robertson

Conclusion:

The extension of local improvement rates for servicing of properties in the cases noted in this report provide a fair and equitable assessment of costs to the Benefiting Properties. Additionally, Administration recommends extending the private local improvement process in Part III of O.Reg. 586/06 for the decommissioning and changeover of septic systems when a sanitary sewer becomes available. This is consistent with the precedent set for the Baseline Road sanitary local improvement project. This means that residents paying for the construction of sanitary sewers by way of local improvement charges or as outlined in this report will be essentially paying the same costs. If approved, Administration will prepare the appropriate by-law and policies as necessary to effect these recommendations.

PLANNING ACT MATTERS:

N/A

Approvals:

Name	Title
Stacey McGuire	Manager of Development
France Isabelle-Tunks	Executive Director, Engineering / Deputy City Engineer
Chris Nepszy	Commissioner, Infrastructure Services
Shelby Askin Hager	Commissioner, Legal and Legislative Services
Janice Guthrie	Commissioner, Corporate Services CFO/City Treasurer
Joe Mancina	Chief Administrative Officer

Notification:

Name	Address	Email

Name	Address	Email

Appendices:



Subject: Closure of east/west alley between closed Fifth Street R.O.W. and E. C. Row Expressway westbound onramp; Closure of Hudson Avenue R.O.W. between 4505 Fourth Street and E. C. Row Expressway westbound onramp; Amend Alley Closing By-law 10354, Ward 2

Moved by: Councillor Mark McKenzie

Seconded by: Councillor Angelo Marignani

Decision Number: **DHSC 525**

- I. That the 4.57-metre-wide east/west alley located between the closed Fifth Street right-of-way and E. C. Row Expressway westbound onramp at Huron Church Road, shown on Drawing No. CC-1831 (*attached* hereto as Appendix "A"), and hereinafter referred to as the "subject alley", **BE ASSUMED** for subsequent closure;
- II. That the subject alley **BE CLOSED AND CONVEYED** to the owner of the property known municipally as 0 Hudson Avenue (legally described as Lots 94 & 95, Plan 1154) and as necessary, in a manner deemed appropriate by the City Planner, subject to the following:
 - a. Location survey to determine if existing City of Windsor underground street light conductor is situated within the subject alley; and
 - b. Relocation of City of Windsor underground street light conductor from the subject alley if deemed necessary by EnWin Utilities Ltd.
- III. That the 20.12-metre-wide Hudson Avenue right-of-way located between the property known municipally as 4505 Fourth Street (P.I.N. No. 01262-1533) and E. C. Row Expressway westbound onramp at Huron Church Road, shown on Drawing No. CC-1831 (*attached* hereto as Appendix "A"), and hereinafter referred to as the "subject right-of-way", **BE ASSUMED** for subsequent closure;
- IV. That the subject right-of-way **BE CLOSED AND CONVEYED** to the owner of the property known municipally as 0 Hudson Avenue (legally described as Lots 94 & 95, Plan 1154) and as necessary, in a manner deemed appropriate by the City Planner;
- V. That Conveyance Cost **BE SET** as follows:
 - a. For right-of-way and alley abutting lands zoned MD1.4, \$7.00 per square foot without easements plus HST (if applicable), and \$3.50 per square foot with easements plus HST (if applicable). Survey cost and deed preparation cost included.

VI. That Alley Closing By-law 10354, adopted on July 16, 1990, and registered on title on July 24, 1990 as Registration No. R1135300 **BE AMENDED** as follows:

By **DELETING** the following wording under section 2. to the By-law:

That each of the owners whose lands abut upon lands described herein shall have the right to purchase, at a price of \$1.00 per square foot, that part thereof upon which his land abuts to the middle line of such closed up and stopped up part; provided, however, that any such owner shall notify the Clerk of The Corporation of the City of Windsor, in writing, of his intention to exercise his right to purchase by not later than July 27, 1990, provided that, if such owner does not exercise his right to purchase on or before such date, the Council may sell the part that he has the right to purchase to any other person at the same or a greater price, as the Council shall see fit.

And **INSERTING**:

That Conveyance Cost **BE SET** as follows:

- a. For alley abutting lands zoned MD1.4, \$7.00 per square foot without easements plus HST (if applicable), and \$3.50 per square foot with easements plus HST (if applicable). Survey cost and deed preparation cost included.

VII. That The City Planner **BE REQUESTED** to supply the appropriate legal description, in accordance with Drawing No. CC-1831, *attached* hereto as Appendix "A".

VIII. That The City Solicitor **BE REQUESTED** to prepare the necessary by-law(s).

IX. That The Chief Administrative Officer and City Clerk **BE AUTHORIZED** to sign all necessary documents approved as to form and content satisfactory to the City Solicitor. Carried.

Report Number: S 66/2023
Clerk's File: SAA2023

Clerk's Note:

1. The recommendation of the Development & Heritage Standing Committee and Administration are the same.
2. Please refer to Item 11.2 from the Development & Heritage Standing Committee held on July 4, 2023.
3. To view the stream of this Standing Committee meeting, please refer to: <http://csg001-harmony.sliq.net/00310/Harmony/en/PowerBrowser/PowerBrowserV2/20230704/-1/9417>

Subject: Closure of east/west alley between closed Fifth Street R.O.W. and E. C. Row Expressway westbound onramp; Closure of Hudson Avenue R.O.W. between 4505 Fourth Street and E. C. Row Expressway westbound onramp; Amend Alley Closing By-law 10354, Ward 2, SAA-6688

Reference:

Date to Council: July 4, 2023
Author: Brian Nagata, MCIP, RPP
Planner II - Development Review
(519) 255-6543 ext. 6181

Planning & Building Services
Report Date: May 18, 2023
Clerk's File #: SAA2023

To: Mayor and Members of City Council

Recommendation:

- I. THAT the 4.57-metre-wide east/west alley located between the closed Fifth Street right-of-way and E. C. Row Expressway westbound onramp at Huron Church Road, shown on Drawing No. CC-1831 (*attached* hereto as Appendix "A"), and hereinafter referred to as the "subject alley", **BE ASSUMED** for subsequent closure;
- II. THAT the subject alley **BE CLOSED AND CONVEYED** to the owner of the property known municipally as 0 Hudson Avenue (legally described as Lots 94 & 95, Plan 1154) and as necessary, in a manner deemed appropriate by the City Planner, subject to the following;
 - a. Location survey to determine if existing City of Windsor underground street light conductor is situated within the subject alley; and
 - b. Relocation of City of Windsor underground street light conductor from the subject alley if deemed necessary by EnWin Utilities Ltd.
- III. THAT the 20.12-metre-wide Hudson Avenue right-of-way located between the property known municipally as 4505 Fourth Street (P.I.N. No. 01262-1533) and E. C. Row Expressway westbound onramp at Huron Church Road, shown on Drawing No. CC-1831 (*attached* hereto as Appendix "A"), and hereinafter referred to as the "subject right-of-way", **BE ASSUMED** for subsequent closure;

- IV. THAT the subject right-of-way **BE CLOSED AND CONVEYED** to the owner of the property known municipally as 0 Hudson Avenue (legally described as Lots 94 & 95, Plan 1154) and as necessary, in a manner deemed appropriate by the City Planner;
- V. THAT Conveyance Cost **BE SET** as follows:
- a. For right-of-way and alley abutting lands zoned MD1.4, \$7.00 per square foot without easements plus HST (if applicable), and \$3.50 per square foot with easements plus HST (if applicable). Survey cost and deed preparation cost included.

- VI. THAT Alley Closing By-law 10354, adopted on July 16, 1990, and registered on title on July 24, 1990 as Registration No. R1135300 **BE AMENDED** as follows:

By **DELETING** the following wording under section 2. to the By-law:

That each of the owners whose lands abut upon lands described herein shall have the right to purchase, at a price of \$1.00 per square foot, that part thereof upon which his land abuts to the middle line of such closed up and stopped up part; provided, however, that any such owner shall notify the Clerk of The Corporation of the City of Windsor, in writing, of his intention to exercise his right to purchase by not later than July 27, 1990, provided that, if such owner does not exercise his right to purchase on or before such date, the Council may sell the part that he has the right to purchase to any other person at the same or a greater price, as the Council shall see fit.

And **INSERTING**:

THAT Conveyance Cost **BE SET** as follows:

- a. For alley abutting lands zoned MD1.4, \$7.00 per square foot without easements plus HST (if applicable), and \$3.50 per square foot with easements plus HST (if applicable). Survey cost and deed preparation cost included.
- VII. THAT The City Planner **BE REQUESTED** to supply the appropriate legal description, in accordance with Drawing No. CC-1831, *attached* hereto as Appendix "A".
- VIII. THAT The City Solicitor **BE REQUESTED** to prepare the necessary by-law(s).
- IX. THAT The Chief Administrative Officer and City Clerk **BE AUTHORIZED** to sign all necessary documents approved as to form and content satisfactory to the City Solicitor.

Executive Summary:

N/A



STREET & ALLEY CLOSING (SAA/6688)

1:750

APPLICANT : HALLER ENTERPRISES INC.

 SUBJECT LANDS

PLANNING DEPARTMENT - DEVELOPMENT DIVISION

DATE: DECEMBER, 2022



Background:

The applicant, Haller Enterprises Inc. (Richard Haller), owner of the properties known municipally as 0 Continental Avenue (Roll No. 080-660-09900), 0 Hudson Avenue (Roll No. 080-680-01300) and 0 Hudson Avenue (Roll No. 080-680-02200) (the subject property) (Refer to Figure 4 below), applied to close the 4.57-metre-wide east/west alley located between the closed Fifth Street right-of-way and E. C. Row Expressway westbound onramp at Huron Church Road (the alley), and the 20.12-metre-wide Hudson Avenue right-of-way located between 4505 Fourth Street and E. C. Row Expressway westbound onramp at Huron Church Road (the right-of-way), and shown on Drawing No. CC-1831 *attached* hereto as Appendix “A”, and also shown on the aerial photo *attached* hereto as Appendix “B”.

The subject property, the alley and the right-of-way, together with the City owned properties known municipally as 0 Coney Street (Roll No. 080-680-04600), 0 Continental Avenue (Roll No. 080-660-09800) and 0 Hudson Avenue (Roll No. 080-680-02100) (Refer to Figure 5 below) have been used as one contiguous parcel since at least 1996 (Refer to Figure 3 below). 0 Continental Avenue (Roll No. 080-660-09800) is part of the alley closed by By-law 10354 on July 16, 1990.



Figure 1 - 1978 Aerial Photo



Figure 2 - 1996 Aerial Photo



Figure 4 - Subject Property



Figure 5 - City Owned Properties

The alley is unmaintained and composed of heavy vegetation in a natural state. The alley was established by Registered Plan of Subdivision 1154, registered on December 2, 1924, and used for agricultural purposes until being allowed to naturalize. There are no encroachment agreements in place for use of the alley.

The right-of-way is unmaintained and composed primarily of landscaped open space yard (grass), save and except for a concrete driveway and gravel area at its westerly

end. The concrete driveway and gravel area have been in place since at least 1978 (Refer to Figure 2 above). The concrete driveway extends north to Continental Avenue. The gravel area is part of a linear outdoor storage yard that borders the concrete driveway to the west. The right-of-way was established by Registered Plan of Subdivision 1154, registered on December 2, 1924, and used for agricultural purposes until the concrete driveway and gravel area were established. There are no encroachment agreements in place for use of the right-of-way.

The applicant wishes to close the alley and right-of-way, and purchase the City owned lands for the purpose of consolidating them with the subject property to create one large contiguous parcel of land.

Discussion:

The decision to recommend closure of an alley or right-of-way is derived from the City's *Classification of Alleys and Suitability for Closure* guideline document (the document), **attached** hereto as **Appendix "E"**. The document details four classifications of alleys/right-of-ways based on their usefulness, and provides corresponding criteria for determining suitability for closure.

Classification of Public Right-of-Ways

The initial step is to determine if the alley is indispensable. This is achieved through the evaluation of the following criteria set forth in Section 1 of the document.

1. *Does the subject alley and right-of-way serve commercial properties?*
 - a. The alley and right-of-way do not serve any commercial properties.
2. *Does the subject alley and right-of-way serve properties fronting on heavily traveled streets i.e. major arterial routes?*
 - a. The alley and right-of-way do not serve properties fronting on heavily travelled streets.
3. *Does the subject alley and right-of-way contain sewers, and must the alley remain accessible for servicing?*
 - a. The alley and right-of-way do not contain any sewers.
4. *Does the subject alley and right-of-way serve as the only vehicular means of access to rear parking areas and garages where the property has insufficient lot width for a side drive?*
 - a. The alley and right-of-way do not serve as the only vehicular means of access to any rear parking areas and garages.

5. *Does the subject alley and right-of-way contain Fire Department connections that are deemed to be necessary for firefighting access?*
 - a. The alley and right-of-way do not contain any Fire Department connections.

6. *Does the subject alley and right-of-way lie within a Holding zone or other similar undeveloped areas where the right-of-way system is clearly obsolete and has never been developed, but where the City needs to keep its options open until new area plans are prepared and development is imminent?*
 - a. The alley and right-of-way do not lie within a Holding zone or other similar undeveloped area.

Based on the above, the Planning Department deems the alley and right-of-way “dispensable” and supports the requested closure.

It is our recommendation that, upon closure, the owner of the subject property be given a chance to acquire the alley and right-of-way. Hence the recommendation is to close and convey the alley to the owner of the subject property.

This recommendation is contrary to the standard manner of conveyance offering abutting property owners first right to purchase their half of the alley or right-of-way. The rationale for this recommendation is as follows:

1. Alley
 - a. The other two properties abutting the alley are City owned
 - b. The City has no use for the alley

2. Right-of-Way
 - a. One of the two other properties abutting the right-of-way is City owned
 - b. The City has no use for the right-of-way
 - c. The owner of the other property abutting the right-of-way (4505 Fourth Street) has expressed no interest in purchasing it
 - d. The right-of-way has been encroached on by the subject property since at least 1978 (Refer to Figure 2 above)

Risk Analysis:

The recommended closures will divest the City of associated liability risks and maintenance costs. The recommended closure poses no known risk to City.

Climate Change Risks

Climate Change Mitigation:

N/A

Climate Change Adaptation:

N/A

Financial Matters:

The conveyance price for a closed alley and right-of-way abutting lands zoned MD1.4 is assessed at \$7.00 per square foot without easements plus HST (if applicable), and \$3.50 per square foot with easements plus HST (if applicable). This includes the survey cost and deed preparation costs. This conveyance price also applies to the part of the alley closed by By-law 10354. This consequently means that By-law 10354 must be amended in order to update the conveyance price from the original rate assessed at \$1.00 per square foot, based on current market values in 1990.

Consultations:

Consultations were held with Municipal Departments and Utility Companies, which resulted in the information found in *attached* hereto as Appendix "C".

Notice of this application was issued to property owners abutting the alley and right-of-way by regular mail, with no objections being received as of the date of writing this report.

Notice of Development & Heritage Standing Committee meeting and Council meeting are published in the Windsor Star prior to each of the meetings. In addition, notice of each of the public meetings will be mailed to the abutting/affected property owners prior to the meetings.

Conclusion:

The Planning Department recommends closure of the alley and right-of-way shown on attached Appendix "A".

The closed alley and right-of-way are to be conveyed to the owner of the subject property as in Recommendations II and IV of this report respectively.

The Planning Department recommends that By-law 10354 be amended to allow for 0 Continental Avenue (P.I.N. No. 01262-1548) to be conveyed to the owner of the subject property as in Recommendation VI of this report.

Planning Act Matters:

I concur with the above comments and opinion of the Registered Professional Planner.

Greg Atkinson, MCIP, RPP
Acting Manager of Policy Planning

Thom Hunt, MCIP, RPP
City Planner

I am not a registered Planner and have reviewed as a Corporate Team Leader

JP

JM

Approvals:

Name	Title
Greg Atkinson	Acting Manager of Planning Policy/Deputy City Planner
Neil Robertson for Thom Hunt	City Planner / Executive Director, Planning & Development Services
Stephanie Santos	Coordinator of Real Estate Services
Kate Tracey	Senior Legal Council, Legal Services & Real Estate
Jelena Payne	Commissioner, Economic Development & Innovation
Joe Mancina	Chief Administration Officer

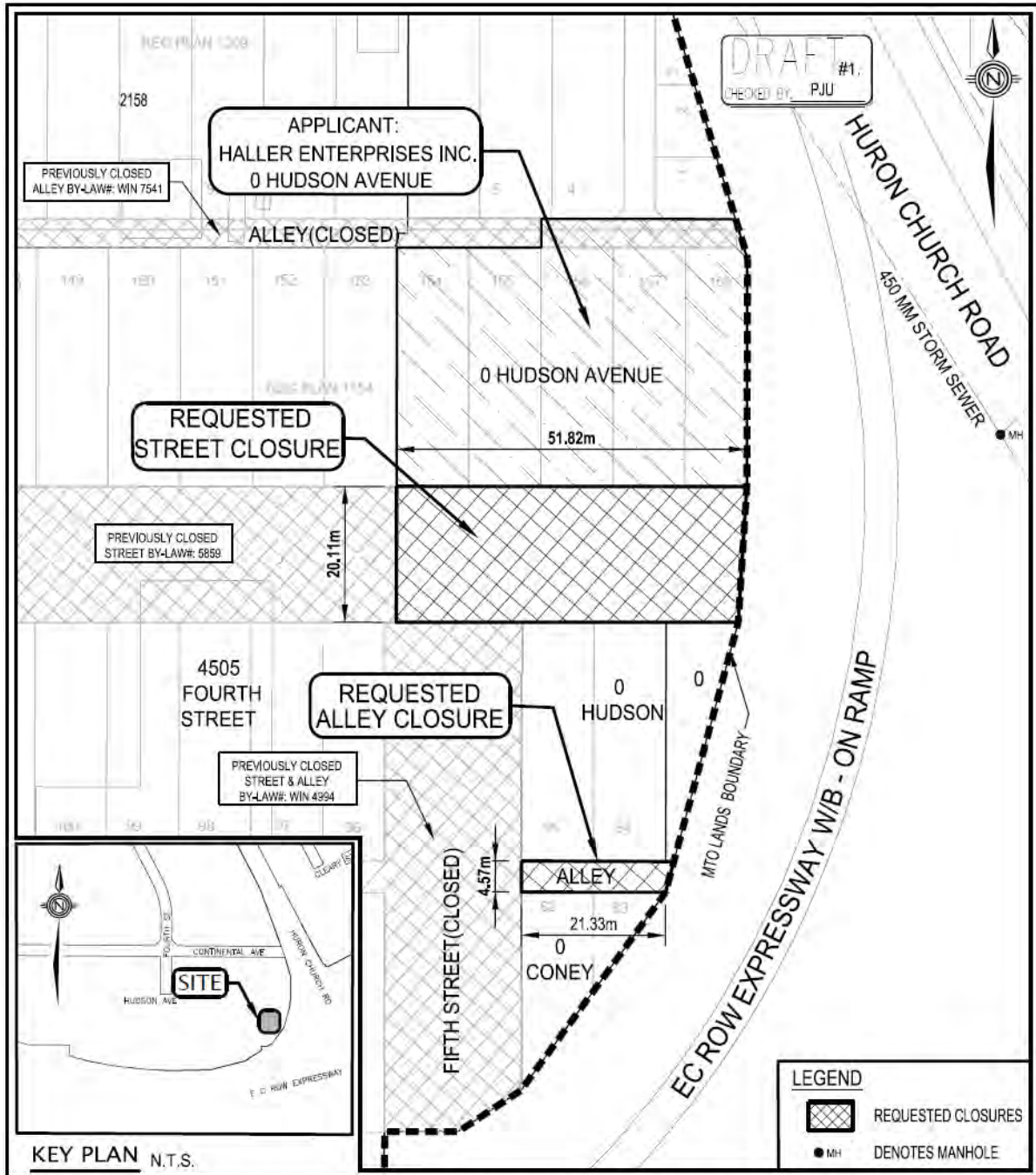
Notifications:

Name	Address	Email
Ward 2 Councillor Fabio Costante	350 City Hall Square West, Suite 220 Windsor, ON N9A 6S1	fcostante@citywindsor.ca
List of mailing labels for property owners abutting alley issued to Clerks office		

Appendices:

- 1 Appendix A - Drawing No. CC-1831
- 2 Appendix B - EIS Drawing - Aerial Photo
- 3 Appendix C - Consultations with Municipal Departments and Utility Companies
- 4 Appendix D - Site Photos
- 5 Appendix E - Classification of Alleys and Suitability for Closure

APPENDIX "A"
Drawing No. CC-1831



THE CORPORATION OF THE CITY OF WINDSOR - ENGINEERING DEPARTMENT Proposed Closure of East/West Street & Alley Abutting 0 Hudson Avenue, Between E.C. Row Expressway Westbound On Ramp and Fourth Street			
SCALE: 1:750 DWN BY: UT	DATE: FEB 2023 CHKD BY: PJU / MM	REVISED: - REVISION NO.: -	DWG. NO. CC-1831
Kirk Tamm, Manager of Geomatics			


APPENDIX "B" EIS Drawing - Aerial Photo



STREET & ALLEY CLOSING (SAA/6688)

1:750

APPLICANT : HALLER ENTERPRISES INC.

 SUBJECT LANDS

PLANNING DEPARTMENT - DEVELOPMENT DIVISION

DATE: DECEMBER, 2022



APPENDIX “C”

Consultations with Municipal Departments and Utility Companies

BELL CANADA WSP

March 7, 2022 (Alley)

Bell has no concerns with the proposed lane closure.

January 10, 2023 (Right-of-Way)

Bell has no requirements

[Charleyne Hall, Bell Canada External Liaison - Right-of-Way]

COGECO CABLE SYSTEMS INC.

No comments provided

ENBRIDGE GAS

April 1, 2022 (Alley)

After reviewing the provided drawing and consulting our mapping system, please note that Enbridge Gas has no active infrastructure in the proposed area. A PDF drawing has been attached for reference.

Also, please note the following should you find any abandoned infrastructure in the area:

- Any pipe that is excavated, please assume that it is live
- If during the course of any job, any pipe is found that is not on the locate sheet and is in conflict with your work, please call our emergency number (1-877-969-0999), and one of our Union Gas representatives will respond to determine if that plant is in fact live or dead
- Please note that our Enbridge Gas representative will respond to the live or dead call within 1-4 hours, so please plan your work accordingly

[Jose Delloso, Drafter Estimator]

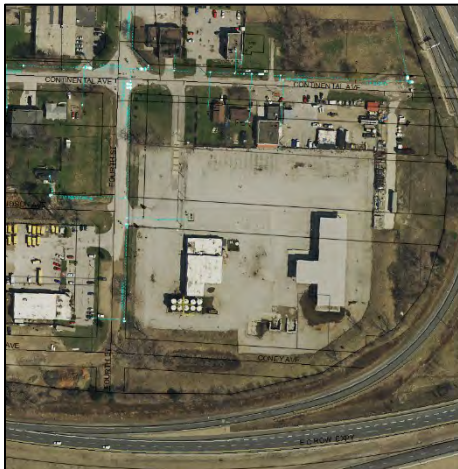


January 16, 2023 (Right-of-Way)

After reviewing the provided drawing for 0 Hudson and consulting our mapping system, please note that Enbridge Gas has no active infrastructure in the proposed area. A PDF drawing has been attached for reference.

Also, please note the following should you find any abandoned infrastructure in the area:

- Any pipe that is excavated, please assume that it is live
- If during the course of any job, any pipe is found that is not on the locate sheet and is in conflict with your work, please call our emergency number (1-877-969-0999), and one of our Union Gas representatives will respond to determine if that plant is in fact live or dead
- Please note that our Enbridge Gas representative will respond to the live or dead call within 1-4 hours, so please plan your work accordingly



[Gord Joynson, Drafter Estimator]

ENVIRONMENTAL SERVICES

No concerns from Environmental Services.

[Anne-Marie Albidone, Manager, Environmental Services]

ENWIN UTILITIES - HYDRO

April 4, 2022 (Alley)

No objection to alley closing.

[Anwar Nagar, Senior Hydro Engineering Technologist]

January 18, 2023 (Right-of-Way)

No objection, however, it appears that existing City of Windsor street light conductor may be present underground beneath the southernmost section of land to be closed. Location

surveys will be required to determine the location of the underground conductor, which may require relocation to accommodate the proposed alley closing.



[Jeremy Allossery, Hydro Engineering Technologist]

ENWIN UTILITIES - WATER

Water Engineering has no objections.

[Bruce Ogg, Water Project Review Officer]

LEGAL DEPARTMENT

For right-of-way and alley lands abutting lands zoned MD 1.4, \$7.00/square foot without easements and \$3.50/square foot with easements. Survey cost and deed preparation cost included.

For alley lands abutting City of Windsor owned lands, retain ½ of alley for municipal purposes. No charge.

[Stephanie Santos, Coordinator of Real Estate Services]

MNSi

MNSi does not require an easement through the subject properties.

[Dave Hartleib, Outside Plant Manager]

MTO

MTO has no concerns with the proposed closing.

[Ryan Mentley, Corridor Management Planner]

PARKS & FACILITIES

Please note that the Parks Design & Development has no comments pertaining this SAA/6688 LIAISON.

[Sherif Barsom, Landscape Architect]

PLANNING DEPARTMENT

No comments provided

PLANNING DEPARTMENT - LANDSCAPE ARCHITECT

As per Park Design and Development comments, there are no objections to the proposed closure from a landscape architectural perspective.

[Stefan Fediuk - Landscape Architect]

PUBLIC WORKS - ENGINEERING

The subject alley closure is approximately 24 meters long by 5.5 meters wide, and composed of grass and trees. There are no hydro poles, overhead wires, municipal sewers or manholes located in the alley. This alley appears to serve no useful purpose by CR146/2005; therefore, we have no objections to the closure.

[Adam Pillon - Manager Right-of-Way]

PUBLIC WORKS - TRAFFIC

March 10, 2022

The alley shown is located between private property and MTO owned ROW. They are not required for vehicular or pedestrian access. They alley may be closed as proposed.

Also suggest closing the adjacent City owned parcels to the south and to the north.

January 5, 2023

The alley shown is located between private property and MTO owned ROW. They are not required for vehicular or pedestrian access. They alley may be closed as proposed.

Recommend closing the adjacent City owned parcels to the south and to the north to reduce maintenance.

[Mike Spagnuolo, Signal Systems Analyst]

ROGERS COMMUNICATIONS

No comments provided

TELUS COMMUNICATIONS

March 7, 2022 (Alley)

TELUS has no underground infrastructure in the area of your proposed work.

[Meghna Patel, Permit Coordinator]

January 6, 2023 (Right-of-Way)

TELUS has no underground infrastructure in the area of your proposed work.

[Derek Dukhu, CAD Technician]

TRANSPORTATION PLANNING

No concerns with the proposed closure.

[Rania Toufelli, Policy Analyst]

TRANSIT WINDSOR

No comments provided

WINDSOR FIRE

No objections

[Michael Coste, Chief Fire Prevention Officer]

WINDSOR POLICE

March 16, 2022

The Windsor Police Service has no concerns or objections with the closure of this section of alley. Its location carries no impact to police service delivery capability in any way.

January 18, 2023

The Windsor Police Service has no concerns or objections with the closure of these sections of alley and road rights-of-way. The end result from this will not carry any negative impact to police incident response or service delivery capacity for the affected properties.

[Barry Horrobin, Director of Planning & Physical Resources]

APPENDIX "D"
Site Photos (June 28, 2022)



Figure 1 - Looking east towards alley from outdoor storage yard at Penske Truck Rental



Figure 2 - Looking east towards alley from edge of outdoor storage yard at Penske Truck Rental



Figure 3 - Outdoor storage yard at Penske Truck Rental

APPENDIX “E”

Classification of Alleys and Suitability for Closure

Classification of Public Rights-of-Ways:

Currently streets and alleys fall into four classifications on the basis of their usefulness:

- 1) Alleys that are **indispensable**. These would be alleys serving commercial properties and properties fronting on heavily traveled streets i.e. major arterial routes and alleys which contain sewers and must remain accessible for servicing; alleys or streets which serve as the only vehicular means of access to rear parking areas and garages where the property has insufficient lot width for a side drive; and, alleys which contain Fire Department connections that are deemed to be necessary for firefighting access.
- 2) Alleys that, **have some usefulness**, are nevertheless dispensable and may or may not be a complete liability.
- 3) Alleys that appear to serve **no useful purpose**, either now, or anticipated. Such alleys are in residential areas and locations where generally the lots are wide enough for side drives, or those alleys abutting parks and other parcels of land that do not require any servicing from the alley. Remnant or stub-end streets which are dead-ended and do not serve as access to other streets.
- 4) Alleys lying in Holding zones and other similar undeveloped areas where the alley system is **clearly obsolete** and has never been developed, but where the City needs to keep its options open until new area plans are prepared and development is imminent.

Suitability for Closing:

Following are the criteria and suitability for closing alleys in each of the above classifications.

- 1) Indispensable alleys should **not be closed**, conveyed, reduced or otherwise jeopardized through minority interests unless a suitable substitute alley is opened in lieu thereof. They are essential from the viewpoint of fire protection, police protection, emergency services (i.e. ambulance) and loading or unloading of goods, refuse collection, servicing of blocked sewers and utility services. Without such alleys, the above noted services would at least be more costly if not impossible to complete or adequately access; and would noticeably interfere with street traffic, thereby reducing the access capacity of the adjacent arterial, collector, or street for business.
- 2) Alleys having some usefulness should **be considered for closing** only upon request of abutting owners rather than by encouragement of the City.
- 3) Alleys that serve no useful purpose should **be closed** if at all possible, and in fact the owners abutting thereon should be encouraged to accept conveyance.
- 4) Alleys that are clearly obsolete should **not be closed** unless there is a municipal need or specific development proposals acceptable to the City are submitted.



Item No. 8.17

Committee Matters: SCM 197/2023

Subject: Minutes of the Property Standards Committee of its meeting held May 2, 2023

Moved by: Councillor Fred Francis
Seconded by: Councillor Mark McKenzie I

Decision Number: **DHSC 529**

That the minutes of the Property Standards Committee of its meeting held May 2, 2023 **BE RECEIVED** as presented.
Carried.

Report Number: SCM 161/2023

Clerk's Note:

1. The recommendation of the Development & Heritage Standing Committee and the Advisory Committee are the same.
2. Please refer to Item 12.1 from the Development & Heritage Standing Committee held on July 4, 2023.
3. To view the stream of this Standing Committee meeting, please refer to:
<http://csg001-harmony.sliq.net/00310/Harmony/en/PowerBrowser/PowerBrowserV2/20230704/-1/9417>



Committee Matters: SCM 161/2023

**Subject: Minutes of the Property Standards Committee of its meeting held May 2,
2023**

Property Standards Committee

Meeting held May 2, 2023

A meeting of the Property Standards Committee is held this day commencing at 10:00 o'clock a.m. in Room 140, 350 City Hall Square West, there being present the following members:

Councillor Ed Sleiman, Chair
Councillor Fabio Costante
Councillor Mark McKenzie
Michael George
Dan Lunardi

Delegate in attendance:

Louis Vaupotic, regarding *Item 6.2*

Also present are the following resource personnel:

Rob Vani, Manager of Inspections, Deputy Chief Building Official
Wira Vendrasco, Deputy City Solicitor
Kevin Alexander, Planner III
Brandon Calleja, Manager Permits, Deputy Chief Building Official
Armando Cala, Building By-law Enforcement Officer
Jay McGuire, Manager, Inspections
Peter Quaglia, Building By-law Enforcement Officer
Karen Kadour, Committee Coordinator

1. Call to Order

The Committee Coordinator calls the meeting to order at 10:02 o'clock a.m. and the Committee considers the Agenda being Schedule A attached hereto, matters which are dealt with as follows:

2. Election of Chair

The Committee Coordinator calls for nominations from the floor for the position of Chair. Councillor Mark McKenzie nominates Councillor Ed Sleiman, seconded by Councillor Fabio Costante. The Committee Coordinator asks if there are further nominations from the floor. Seeing none, the Committee Coordinator asks Councillor Ed Sleiman if he accepts. Councillor Ed Sleiman accepts and assumes the Chair.

Moved by Councillor Mark McKenzie, seconded by Councillor Fabio Costante,
That Councillor Sleiman **BE ELECTED** Chair of the Property Standards
Committee.

Carried.

3. Disclosure of Interest

None disclosed.

4. Adoption of the Minutes

Moved by Councillor Fabio Costante, seconded by Councillor Mark McKenzie,
That the minutes of the Property Standards Committee of its meeting held June
14, 2022 **BE ADOPTED** as presented.

Carried.

5. Request for Deferral, Referral or Withdrawal

None.

Opening Remarks

Rob Vani, Manager of Inspectors and Deputy Chief Building Official welcomes the
members to the Property Standards Committee. He provides an overview of the Property
Standards Committee as follows:

- The Property Standards Committee is a quasi-judicial body and not an advisory committee of Council. Decisions are made by this Committee and is somewhat governed by the *Ontario Building Code Act*.
- The Property Standards By-law in the City of Windsor derives its authority under the *Ontario Building Code Act* which mandates a property standards committee to hear any appeals.
- In rendering its decision, the Committee may:
 - Confirm the Order as issued.
 - Modify the terms of the Order
 - Quash the Order
 - Extend the time limit for compliance
- When discussing deadlines, it helps from an enforcement perspective to choose a date to comply with the decision of the Committee.
- The decision of the Committee may not be final. There is an opportunity under the legislation to appeal this decision to the Superior Court of Ontario.

6. Appeal

Louis Vaupotic appears before the Property Standards Committee against an Order to Repair VY 23-5067 issued January 17, 2023 regarding property at 575 Riverside Drive East, Plan 129, Lot 2 Blk 2. The Notice of Appeal dated February 6, 2023 was received within the 14 day time frame.

Peter Quaglia, Building By-law Officer provides a presentation entitled "575 Riverside Drive East – OTR 23-5067", **attached** as Appendix "A", that includes the Summary of Events – site inspection held on January 17, 2023, various photos of the building and the current compliance status. He advises to date there is no significant compliance on any of the defects outlined in the Order to Repair.

The Chair asks if the Property Standards By-law applies to this residence whether it is inhabited or not. Rob Vani responds that the Property Standards By-law applies to all property whether it is vacant or not. The building still needs to be maintained, protected for repurpose, renovated and reused as residential stock in our municipality. He adds that most of the items identified in the presentation would be violations under the By-law.

Louis Vaupotic, appellant provides a summary of events regarding the property at 575 Riverside Drive East including legal issues.

Councillor Fabio Costante asks for a primer on the history of this file. Rob Vani responds that enforcement dates back two years (original Orders were issued to the previous owner). Once the title on the property was resolved, the Building Department reissued new Orders to the current owners of the property.

Councillor Fabio Costante states that the appellant has been aware of the Property Standards Orders for two years. He asks the appellant if there are any plans to remediate the defects outlined in the Order to Repair.

Dan Lunardi asks the appellant if there are any elements of the Order that are not valid and inquires if he is seeking more time. Louis Vaupotic responds the Order is valid.

Peter Quaglia, remarks that the deadline to comply with the Order was February 16, 2023.

Moved by Councillor Fabio Costante, seconded by Councillor Mark McKenzie, **UPON THE APPLICATION** of the Appellant by way of Appeal from the Order to Repair VY 23-5067 issued by the Building By-law Enforcement Officer on the **17th of January 2023** respecting the property at 575 Riverside Drive East, and upon reading of the said Order:

IT IS ORDERED that the said Order to Repair **BE APPROVED** as follows:

That the Order to Repair VY 23-5067 regarding property at 575 Riverside Drive East **BE CONFIRMED.**

Carried.

7. Adjournment

There being no further business, the meeting is adjourned at 10:30 o'clock a.m.



575 RIVERSIDE DR E – OTR 23-5067

Building By-law Officer: Peter Quaglia

Inspection Completed: January 17, 2023

OTR Issued: January 17, 2023

Property Standards Committee Meeting: May 2, 2023

SUMMARY OF EVENTS

January 17, 2023 – Site inspection at 9:00 AM.

Attended property to complete follow up inspection in continued effort to gain compliance at historically problematic property. Observed the multi-unit residential building continues to present as vacant and derelict / neglected for a period of more than 120 days.

I observed the following property standard defects pursuant to By-Law 9-2019:

Sections 1.6 & 1.7

1. Defective concrete block / missing mortar at foundations walls of main building and exterior walls of accessory structure.
2. Defective / missing siding at main building and accessory structure

Sections 1.8 & 3.4

1. Several windows and exterior doors beyond life span and in need of repair / replacement.
2. Defective overhead door to accessory structure.

Sections 1.9, 1.10, 1.11, 1.12

1. Missing handrail at front and rear doors
2. Missing rear exterior stairs; rear 2nd floor deck / balcony / canopy poorly repaired containing defective / deteriorated materials. Permit with engineer's report / scope of work required for required repairs / replacement.

Section 1.14

1. Defective asphalt roof, soffits and fascia.

Sections 1.15 & 1.32

1. Missing / defective / deteriorated eaves troughs and down spouts throughout.

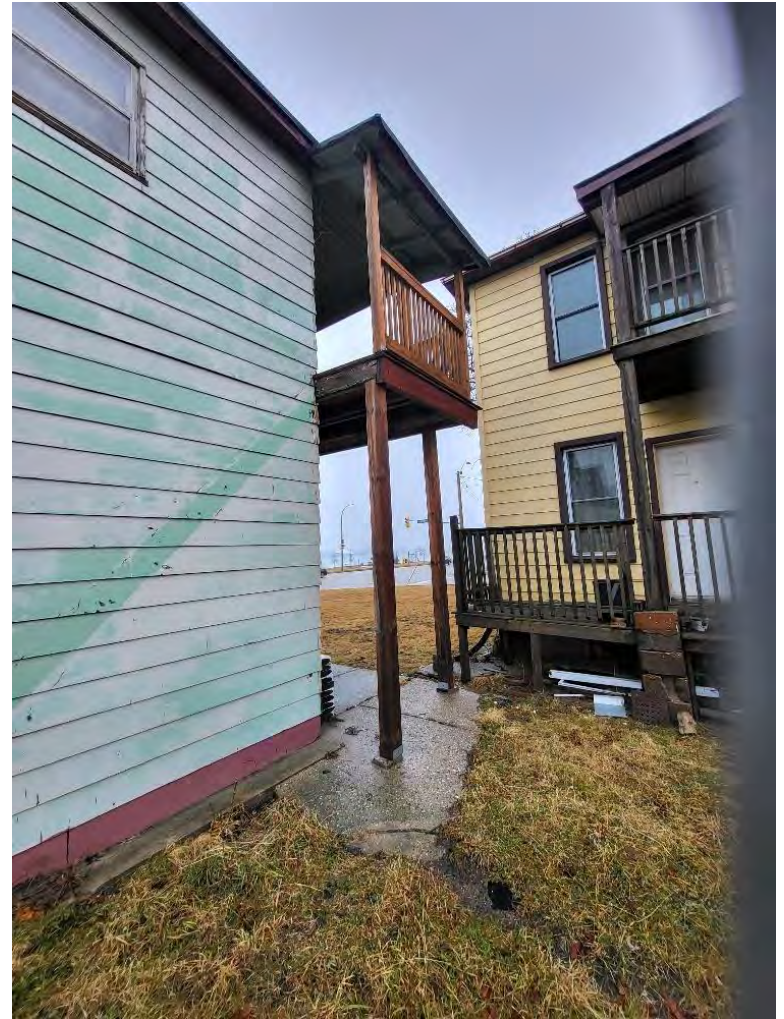
Order to Repair issued and sent registered mail same day as inspection with compliance date of **February 16, 2023.**



1. Rear accessory structure.



2. Front of building (North elevation).



3. Rear of building (South elevation).



4. Side of building (East elevation).



5. Side of building (West elevation).



6. Roof line close up at side of building (West elevation).



7. Side of building (West elevation).



8. Foundation wall close up at side of building (West elevation).

CURRENT COMPLIANCE STATUS

Status of defects:

Sections 1.6 & 1.7

1. Defective concrete block / missing mortar at foundations walls of main building and exterior walls of accessory structure. **NO ACTION TAKEN – NOT IN COMPLIANCE.**
2. Defective missing siding at main building and accessory structure. **NO ACTION TAKEN – NOT IN COMPLIANCE.**

Sections 1.8 & 3.4

1. Several windows and exterior doors beyond life span and in need of repair / replacement. **NO ACTION TAKEN – NOT IN COMPLIANCE.**
2. Defective overhead door to accessory structure. **NO ACTION TAKEN – NOT IN COMPLIANCE.**

Sections 1.9, 1.10, 1.11, 1.12

1. Missing handrail at front and rear doors. **NO ACTION TAKEN – NOT IN COMPLIANCE.**
2. Missing rear exterior stairs; rear 2nd floor deck / balcony / canopy poorly repaired containing defective / deteriorated materials. Permit with engineer's report / scope of work required for required repairs / replacement. **NO ACTION TAKEN; NO RECORD OF PERMIT APPLICATION IN CLOUDPERMIT OR AMANDA – NOT IN COMPLIANCE.**

Section 1.14

1. Defective asphalt roof, soffits and fascia. **NO ACTION TAKEN – NOT IN COMPLIANCE.**

Sections 1.15 & 1.32

1. Missing / defective / deteriorated eaves troughs and down spouts throughout. **NO ACTION TAKEN – NOT IN COMPLIANCE.**



Item No. 8.18

Committee Matters: SCM 198/2023

Subject: Minutes of the International Relations Committee of its meeting held May 10, 2023

Moved by: Councillor Fred Francis
Seconded by: Councillor Mark McKenzie

Decision Number: **DHSC 530**

That the minutes of the International Relations Committee of its meeting held May 10, 2023 **BE RECEIVED** as presented.

Carried.

Report Number: SCM 169/2023

Clerk's Note:

1. The recommendation of the Development & Heritage Standing Committee and the Advisory Committee are the same.
2. Please refer to Item 12.2 from the Development & Heritage Standing Committee held on July 4, 2023.
3. To view the stream of this Standing Committee meeting, please refer to:
<http://csg001-harmony.sliq.net/00310/Harmony/en/PowerBrowser/PowerBrowserV2/20230704/-1/94171>



Committee Matters: SCM 169/2023

**Subject: Minutes of the International Relations Committee of its meeting held
May 10, 2023**

International Relations Committee

Meeting held May 10, 2023

A meeting of the International Relations Committee is held this day commencing at 3:30 o'clock p.m. in Room 522a, there being present the following members:

Councillor Angelo Marignani, Chair
Councillor Renaldo Agostino
Councillor Fred Francis
Councillor Ed Sleiman
Jerry Barycki
Ronnie Haidar
William Ma

Absent:

Lubna Barakat
Saiful Bhuiyan
L.T. Zhao

Also present are the following resource personnel:

Milan Vujanovic, Senior Economic Development Officer
Sandra Gebauer, Council Assistant
Karen Kadour, Committee Coordinator

1. Call to Order

The Chair calls the meeting to order at 3:30 o'clock p.m. and the Committee considers the Agenda being Schedule A attached hereto, matters which are dealt with as follows:

2. Declaration of Conflict

None disclosed.

3. Adoption of the Minutes

Moved by Councillor Fred Francis, seconded by Councillor Renaldo Agostino,
That the minutes of the International Relations Committee of its meeting held
March 8, 2023 **BE ADOPTED** as presented.
Carried.

4. Presentation – Request for a Sister City Agreement with the City of Arlington, Texas

Sheri Capehart, Program Director for Arlington, Texas Sister Cities, Bruce Payne, Manager of Economic Development for Arlington, Texas and Michael Jacobson, President and CEO of the Greater Arlington, Chamber of Commerce are present via Zoom video conference. The Committee members view two videos highlighting the educational and medical institutions, arts, entertainment, businesses, GM Plant, sports facilities and attractions in Arlington, Texas. Ms. Capehart refers to the many synergies with the City of Windsor.

In response to a question asked by the Chair regarding the main industries in Arlington, Michael Jacobson responds the main industries are automotive and aerospace.

Councillor Francis refers to the GM Plant in Arlington, and asks how many employees work at the Plant. The delegations respond there are 4,600 employees working at the Plant (three shifts a day, 6 days a week).

In terms of diversity and the demographics in Arlington, Sheri Capehart responds that there are a large number of folks that are Hispanic, African American, Vietnamese and Asian. She adds that they have one Sister City in Bad Konigshofen, Germany and advises they celebrated their 70th Anniversary in 2021.

Ronnie Haidar refers to the EV Battery Plant happening in Windsor and asks about the Wallbox EV Charging Plant in Arlington and what the response has been.

Bruce Payne states the Wallbox EV Charging Plant is designed so everything happens in one area (130,000 square foot factory) and is integrated with computer software. The plant is designed to produce over one million units by 2030 and will serve multiple segments of EV charging.

Councillor Ed Sleiman asks the delegations to expand on the reasons for twinning with the City of Windsor. Sheri Capehart responds because they have only one sister city which was born out of humanitarian relief, the City of Arlington is interested in twinning with a city with like interests, such as educational components, economic development, and to allow for student exchanges to experience cultural differences outside of their country.

The Chair invites the delegation to ask questions of the Committee.

Bruce Payne asks for an overview of the International Relations Committee including the role of the committee and information relating to the number of Sister Cities.

Councillor Fred Francis responds that the City of Windsor has 12 Sister Cities and the Committee consists of City Councillors and members of the public. The relationship with the Sister Cities has always been “people to people” and because Windsor is so

ethnically diverse, an ethnic community would reach back home to their families, resulting in relationships with China, Japan, Poland, England, France, Italy, Macedonia, El Salvador, Mexico, Germany and South Korea. The relationship with our Sister Cities is based on aspects such as “people to people”, humanitarian, cultural, sports, educational, economic and adds that once the people are bonded together, the relationship tends to last decades.

Bruce Payne asks why the City of Windsor does not have a Sister City in the United States.

Councillor Fred Francis states there was never a need to formalize that relationship as there is an interconnectedness between Canadians and Americans, i.e. crossing the Bridge and the Tunnel on a daily basis. Councillor Renaldo Agostino adds that the City of Detroit is like our next door neighbours.

Ronnie Haidar remarks that the City of Windsor is somewhat linked with Detroit as we watch their television programs, follow their sports teams, and go shopping. What is good about having a border community is that there are many educational transnational opportunities.

The Chair thanks the delegation from Arlington, Texas for their presentation.

Councillor Fred Francis expresses concern that there is no “people to people connection”. He suggests starting with a “friendship city”, build a relationship and then consider a Sister City connection. He adds exchanges with Arlington could include culture, sports, tourism, business, music and education.

Sandra Gebauer remarks that Arlington does have an alliance with the City of Toronto for music. She suggests reaching out to Toronto to determine if there is an agreement with Arlington.

Councillor Renaldo Agostino asks if discussions on homelessness or other topics take place between the Sister Cities and if ideas are shared. The Chair responds that oftentimes, we can learn by seeing the methods of other Sister Cities.

Councillor Fred Francis responds that the relationship with the City of Detroit is about the people; the relationship between government to government is not as close as one would think. He adds there is no relationship with Detroit City Council.

Milan Vujanovic remarks that the Economic Development Office has been in touch with the Consulate General in Detroit and is working on a bi-national project between Windsor and Detroit basically trying to communicate what is the value proposition of this region collectively.

Councillor Fred Francis requests that the City of Arlington, Texas provide a formal proposal.

Sandra Gebauer advises that as per the City of Windsor's Twin City Policy, the City of Arlington, Texas must submit a formal proposal and adds that it is the IRC Committee who will make a recommendation to the Mayor's Office. The Mayor in turn will bring the recommendation to Council for a decision.

5. Business Items

5.1 Letter of Invitation from Changchun, China for a delegation from the City of Windsor to visit

Moved by Councillor Fred Francis, seconded by Councillor Renaldo Agostino,
That the invitation from Changchun, China for a delegation from the City of Windsor to visit Changchun, China **BE RECEIVED** and further, that correspondence will be sent acknowledging when and if a delegation from the City of Windsor will visit in 2023.
Carried.

5.2 Children's Art Exhibition

Sandra Gebauer reports that since 2017, the IRC determines every year if there is interest in participating in the Children's Art Exhibition and if so, when and where.

Councillor Fred Francis suggests status quo, i.e. holding the Children's Art Exhibition in City Hall.

Councillor Renaldo Agostino proposes holding the Children's Art Exhibition at the Aquatic Centre or taking the Children's Art Exhibition on tour to different venues.

Councillor Fred Francis suggests reaching out to Devonshire Mall as a venue as there is more foot traffic.

It is generally agreed that the Children's Art Exhibition will be held in November 2023. Sandra Gebauer will research to determine if the venues at the Aquatic Centre and Devonshire Mall are available. She will report back at the next meeting.

6. Business Arising from the Minutes

International Conference of Twin Cities & Ceremonial Opening of the Garden of the Twin Cities in Mannheim, Germany

The Chair provides the highlights of the International Conference of Twin Cities and ceremonial opening of the Garden of the Twin Cities in Mannheim, Germany as follows:

- The delegation to Mannheim, Germany consisted of the Chair, William Ma and Wanda Letourneau, Horticulturalist
- Upon arrival, there was a casual meet and greet
- Provided gifts to the dignitaries that were present
- The event included a three kilometer gondola ride
- Environmental concerns and options were discussed at the conference.
- Attended a dinner with Dr. Peter Kurz, Mayor of Mannheim
- Toured the Garden of the Twin Cities
- The display by Wanda Letourneau was outstanding.

William Ma adds upon arrival in Mannheim, there was an information exchange and a discussion regarding best practices relating to the twin cities and suggests incorporating best practices into the IRC Mandate.

Sandra Gebauer reports that approval was given at the IRC meeting held March 8, 2023 to an expenditure in the amount of \$10,000 for the Mannheim, Germany delegation to attend the Ceremonial Opening of the Garden of Twin Cities and the International Conference of Twin Cities. The actual amount spent was approximately \$4,707.

Ronnie Haidar asks when delegations from the IRC visit various Sister Cities, do they wear anything that is representative of the City of Windsor. The Chair responded that the delegations to Mannheim wore the City of Windsor Pin at every event.

7. Communications

7.1 Nicolaus Copernicus Pictorial Report

Jerry Barycki provides an update of the Pictorial Report – The National Inauguration of the Copernicus Jubilee held on February 17, 2023 in Windsor. He adds that The Copernicus Jubilee was also held in Poland from February – March 2023.

Business Arising from the Minutes

Jerry Barycki suggests a brainstorming discussion be held regarding “where does the IRC want to be in two to five years”.

Jerry Barycki inquires about the status of the City Post. Sandra Gebauer responds that the location near the parking lot in the City Esplanade is no longer feasible. She

suggests inviting the Manager, Parks Development to the next meeting to discuss an alternate location.

8. Date of Next Meeting

The next meeting will be held at the call of the Chair.

9. Adjournment

There being no further business, the meeting is adjourned at 5:10 o'clock p.m.



**Subject: Snow Angels Volunteer Acknowledgements 2022-2023
Season - City Wide**

Reference:

Date to Council: August 8, 2023

Author: Vincenza Mihalo, Executive Director of Human Resources

(519) 255-6515, ext. 6259, vmihalo@citywindsor.ca

Ted DeJong, Workforce Planning Specialist (A)

(519) 255-6515, ext. 6808, tdejong@citywindsor.ca

Human Resources

Report Date: June 12, 2023

Clerk's File #: SW/12756

To: Mayor and Members of City Council

Recommendation:

- I) THAT the Report entitled Snow Angels Volunteer Acknowledgements **BE RECEIVED** for information.
- II) THAT City Council **RECOGNIZE** the Volunteers and winners of prizes for the Snow Angels Program;
- III) THAT City Council **DIRECTS** staff to explore opportunities to refresh this program to help meet the unmet need and take advantage of other opportunities that may have arisen since its inception

Executive Summary:

N/A

Background:

The Snow Angel Program continues to be supported and appreciated by the community. This program has been in place since 1999 with a view to sustaining Windsor's image as a diverse, inclusive and accessible community. The Snow Angel Program continues to promote responsive municipal services while developing and creating new partnerships in order to assist with emerging community needs.

The purpose of the program is to assist seniors and persons with physical disabilities. Further, the program aids in fulfilling the requirements under Municipal Code 617, By-Law #8544 that notes owners and/or tenants must remove snow or ice in front of, alongside and at the rear of their property within twelve (12) hours following the snowfall or formation of ice.

The Corporation of the City of Windsor (hereinafter referred to as "The Corporation") receives inquiries from citizens with physical disabilities and from seniors who are unable to comply with the City By-law. In order to assist seniors and persons with physical disabilities who historically have felt isolated in their own homes, the Corporation coordinated a volunteer snow removal program as an innovative community partnership to promote a safe, caring and diverse community.

Given the personal requirements (such as health & safety reviews and police clearances) to staff these volunteer positions, the responsibility to administer, promote, review and implement the program moved from Public Works Operations Department to the Human Resources Department in the 2013/2014 Winter Season. This move has proven successful to abide by our Corporate Policies and Procedures and is expected to continue moving forward.

The Snow Angel Program received an annual budget allotment for the 2022/2023 season of \$26,295.

Discussion:

The total accumulation of snowfall in Windsor Essex for the months of November 2022 to March 2023 was 76.8 cm. In comparison, the total accumulation of snowfall for the months of November 2021 to March 2022 was 51.8 cm. This year the need from residents continued, especially given the cold climates and winds during the winter season.

The City of Windsor was able to successfully recruit 34 volunteers for the Snow Angel 2022/2023 season. In comparison, 30 volunteers were recruited for the 2021/2022 season.

The demand for a Snow Angel during the 2022/2023 season was 400 residents. We are pleased that we were able to match 69 residents to 34 volunteers, as volunteers agreed to assist more than one resident.

Program Constraints

The program requires all volunteers acquire a Police Clearance as this is an important requirement when working with potentially vulnerable populations. Obstacles to obtain in a timely manner have been acknowledged however have somewhat been mitigated by the Windsor Police offering the completion of a Police Clearance online through their website.

The reliability of some volunteers was indeterminate. Although a 12-hour timeframe is given as a guideline for volunteers to clear their assigned addresses, not all were able to fully comply. This issue can be mitigated by reinforcing protocol by the Program

Coordinator with the volunteer upon incident however is subject to the individuals commitment and dedication to the program as well as prevailing weather conditions.

The expectation of some residents was to have snow shovelled on their property beyond the scope of the City sidewalk. The Program Coordinator reinforced protocol upon inquiry.

There were some constraints as well from having volunteers agree to participate as COVID remained front of mind for some in the Fall of 2022 when we were ramping up this program.

Program Successes

Many community groups were involved with the recruitment and procurement of volunteers, all of which expressed their interest in assisting with recruitment efforts in coming seasons.

Recognitions were received by a couple of appreciative residents of their “Snow Angels” and their ongoing efforts to assist with their snow removal needs.

We advertised as an incentive to assist with volunteer recruitment the entry of each registered volunteer into a draw to potentially win the top prize of a TABLET or 1 of 2 \$50 Rec Express Cards. The winner of the TABLET this year is Robert Tonello and the winners of the \$50 Rec Express cards are Phillip Dutka and Beverly Pattenau.

To recognize the volunteers for their commitment to the Snow Angel Program, the volunteer winners have provided their consent for their names to be released in the News Release for this program since they’re unable to attend the scheduled Council Meeting on August 8, 2023.

For the 2022/2023 season all volunteers received a \$50 gift card to Devonshire Mall, due to a generous donation from the Seniors Advisory Committee, as honorarium for being a registered volunteer.

Program Facilitation

The Corporation’s 311 service gathered and processed all initial requests for both resident and volunteer registration into the Snow Angel Program and forwarded this information to the Program Coordinator.

This Coordinator was able to:

- maintain the Snow Angel Database including the processing and orientation of new volunteers into the program and the administration of inbound requests of need from the city residents.
- liaise with Corporate Communications to create media releases, advertising signage, and other methods of information dissemination.
- update all program materials prior to distribution to volunteers.

- use mapping technology to match resident with volunteer based on demographic proximity

The Coordinator was able to secure the involvement of many community groups and organizations to help with recruitment efforts such as:

- University of Windsor
- St. Clair College
- Greater Essex County District School Board
- Windsor Essex Catholic District School Board
- Windsor Spitfires
- Transit Windsor

Our goal for the 2023/2024 Snow Angel program, should this program continue, would be to increase the number of volunteers. Given that the concern over COVID has decreased, the Program Coordinator in the upcoming season will be able to go back out to the community to draw interest via information booths available at schools, during public functions at our Community Centres and at various Malls/Shopping Centres. Further we have reached out to several City's and Municipalities to explore options on how they are currently assisting senior residents or residents with disabilities with the shoveling of their sidewalks.

Risk Analysis:

There are 3 major risk areas to take into consideration with this program;

Risk to Residents

Safety

Although each volunteer is required to obtain a valid Vulnerable Sector Police Clearance, these clearances are only current up to the day they are completed. They also only account for the known history of the volunteer.

This risk is mitigated by the program discouraging contact between homeowners and volunteers, however this cannot be guaranteed as the volunteers complete the service when they are available following a snowfall. The lack of a set time makes it more likely for chance encounters between the residents and volunteer.

The Corporation has taken steps to mitigate the risk to residents enrolled in the program by promoting a no contact discussion with the residents and asking the resident to contact us should there be any concerns. Should issues arise a new volunteer is assigned to the resident, however, the possible outcomes, should an incident occur between the volunteer and the resident, makes this a **moderate risk** factor going forward.

Enforcement

Although By-Law #8544 places the onus of the responsibility on the resident in these matters, if a resident were to be registered and matched with a volunteer and the volunteer fails to provide services in a timely fashion, the resident remains responsible for a compliance violation.

This risk has been mitigated through ensuring that residents are aware that; although they do have a volunteer, they are ultimately responsible for by-law compliance This may be seen a **low risk** factor moving forward.

Risk to Volunteers

Safety

While volunteers are required to obtain police clearances, the residents registering for the program are not. This risk is partially mitigated through the 'no contact' clause in the 'Volunteer Agreement' signed and dated by the volunteer. However, there is no way to guarantee that this clause is being followed as the volunteers complete the service as they are able following a snowfall and may run the risk of encountering the homeowner. The possible outcomes, should an incident occur between the volunteer and the resident, make this **moderate risk** factor moving forward.

The volunteers are performing sometimes strenuous physical activity in the course of their involvement in the program and are also working on snow covered, possibly icy sidewalks. This gives rise to a potential risk of injury. This risk to the volunteer is mitigated by providing a comprehensive health and safety training package specifically designed for this program. Volunteers are required to sign their acknowledgement of receipt and understanding of the health and safety training program as well as their guarantee that they will abide by the information given.

Once again, there is no way to guarantee that volunteers are truly abiding by this information, and ultimately, choosing to volunteer is a risk willingly assumed by the volunteers.

Risk to the Corporation

Many of the corporate risks assumed have been outlined in the previous sections. The risk of harm to a resident can also translate into a liability risk to the Corporation. The City's insurance will defend and indemnify the City and its volunteers in cases of liability where the volunteer was acting under the direction of, was answerable to and performing duties on behalf of the Corporation. As is the case with any allegations that fall within the City's general liability policy, this is subject to the City's \$250,000 deductible.

The risk that a volunteer is injured and seeks compensation from the Corporation is mitigated by the signing of a Waiver Form releasing the Corporation of liability if injury were to occur. Although the waiver form is in place, this still constitutes a **moderate risk** going forward.

There are also risks associated with not continuing the program from a corporate standpoint. The Corporation, in attempting to market itself as a retirement friendly community, uses programs such as this to attract potential residents as well as allow residents to stay in their homes longer.

A number of residents have expressed their belief as to the importance of Snow Angels and the public may not be amenable to ending the program. Due to the contentious nature of this issue, it should be seen as a **moderate risk** going forward, with the need to look into potential consequences and remedies if necessary.

Some of the above risks are the reasons that Volunteer organizations we have discussed the program with do not want to lead or take over running this program.

Climate Change Risks

Climate Change Mitigation:

N/A

Climate Change Adaptation:

N/A

Financial Matters:

The 2022/2023 Snow Angels Program had a total budget of \$27,995. The allotment was comprised of \$26,295 from the City of Windsor operating budget and a \$1,700 contribution from the Seniors Advisory Committee. Expenses for the 2022/2023 Program totalled \$27,995, resulting in the entire budget being spent. Program costs included printing of advertisement material, reimbursement for volunteer police clearances, Coordinator salaries and fringe benefits and items for the volunteer prize draw.

Consultations:

Jill Braido, Corporate Marketing and Communications Officer

Kristen Karam, Financial Planning Administrator

Conclusion:

Administration will attempt to generate additional interest, building upon the existing volunteer base and thus allowing for more residents to be helped.

We wish to thank and acknowledge the volunteers who participate in the Snow Angel Program and assist those in need.

Planning Act Matters:

N/A

Approvals:

Name	Title
Vincenza Mihalo	Executive Director, Human Resources
Kristen Karam	Financial Planning Administrator
Janice Guthrie	Commissioner, Corporate Services – Chief Financial Officer/City Treasurer
Joe Mancina	Chief Administrative Officer

Notifications:

Name	Address	Email

Appendices:



Subject: Declaration of a Vacant Parcel of Land Municipally Known as 0 Hudson Avenue Surplus and Authority to Offer Same for Sale – Ward 2

Reference:

Date to Council: August 8, 2023
Author: Stephanie Allen Santos
Coordinator of Real Estate Services
519-255-6100 ext. 6420
ssantos@citywindsor.ca
Department: Legal - Real Estate Services
Report Date: July 19, 2023
Clerk's File #: APM2023

To: Mayor and Members of City Council

Recommendation:

- I. THAT the following City of Windsor (the “City”) vacant parcel of land **BE DECLARED** surplus:
 - Municipal address: **0 Hudson Avenue** – vacant land situate on the south side of Continental Avenue and west side of Second Street.
 - Legal Description: Part of Lots 275 to 286, inclusive, on Registered Plan 972 Sandwich West, being Part 12 on Plan 12R-4051, Windsor
 - Approximate Lot size: 116.37 feet (35.5 m) x 412.13 feet (125.62 m) x 410.71 feet (125.18 m)
 - Approximate Lot area: 24,756.97 sq ft (2,300 m²) (the “**Subject Parcel**”); and

- II. THAT the Manager of Real Estate Services **BE AUTHORIZED** to offer the Subject Parcel for sale to the abutting property owner to the north at 0 Malden Road at a price to be determined by the Manager of Real Estate Services commensurate with an independent appraisal.

EXECUTIVE SUMMARY:

N/A

Background:

The City owns the Subject Parcel, as shown on the aerial diagrams attached as Appendices A and B.

The Subject Parcel was conveyed to the City in 1969. The zoning for the Subject Parcel is MD2.1 which allows for light industrial which can include manufacturing facility, warehouse, retail store for equipment and supplies, repair shop (light or heavy) and contractor's offices. In addition, MD2.1 also allows for existing transport terminal and/or existing inspection facility and existing business offices. Although large enough to develop, the Subject Parcel's only access is Second Street, closed by R1123663. Also, Transportation Planning advises that no direct access to E.C. Row Expressway is permitted from the Subject Parcel. The Subject Parcel abuts only one other property known as 0 Malden Road to the north. As such, the Subject Parcel is non-viable and can only be sold to the abutting property owner to the north.

By-Law 52-2014 establishes a policy for the disposal of Land. Section 5.1.2 of Schedule "A" attached to By-Law 52-2014 requires that City-owned lands be declared surplus and that Administration seek authority to sell the lands:

5.1.2 Notification of the intention to declare Land surplus and the authority to offer the Surplus Land for sale will be printed in the "Civic Corner" of the Windsor Star.

Discussion:

Administration was contacted by the abutting property owner to the north who expressed their interest in acquiring the Subject Parcel. At the same time, the abutting property owner will be applying to close and purchase Second Street, as they would be the sole owners of the property east and west of the street. The only likely buyer for the Subject Parcel is the abutting property owner of 0 Malden Road to the north of the Subject Parcel.

The Subject Parcel was circulated to determine whether there is a municipal use for same. No municipal use was identified. As Transportation Planning advises that no access to E.C. Row Expressway is permitted from the Subject Parcel, there is no identifiable use for affordable housing due to zoning and location.

Planning also advises that the Subject Parcel is adjacent the MTO Buffer/Control Area. Any proposed development that is within an MTO Buffer/Control Area may require a permit from MTO.

The portion of E.C. Row adjacent the subject property is designated a Provincial Highway on Schedule F: Roads and Bikeways and subject to the following policies identified in Section 7.2.6.2 of the City's Official Plan, Vol. I:

**PROVINCIAL
HIGHWAYS**

7.2.6.2 Council recognizes Provincial Highways as follows:

- (a) Provincial Highways shall be designated on Schedule F: Roads and Bikeways and in secondary plans, where appropriate; and
- (b) The **Ministry of Transportation** exercises its mandate adjacent to Provincial Highway corridors; as such land abutting Provincial Highways are subject to permit control process of the Ministry of Transportation.

Trees and plant life appear to exist on the property. Any proposed redevelopment of the site may require a Natural Features Inventory including a Species at Risk Survey (SARS).

The City's Land Disposal Policy ("LDP") outlines the process for the sale of land which is not viable. Section 5.3.1.3 of the LDP states:

5.3.1.3 Land, which is not Viable Land and which cannot be rendered Viable Land by means of consent under the Planning Act may be sold directly to the abutting property owner(s) for lot consolidation purposes at the value established by City Real Estate Staff taking into consideration all relevant factors, but in any event for no less than on a cost-recovery basis. If more than one abutting property owner wishes to acquire the Land City Real Estate Staff will contact the abutting owners to determine whether a consensus can be arrived at in splitting the Land amongst interested abutting owners.

Should Recommendations I and II be approved, Real Estate Services staff will contact the abutting property owner to negotiate a purchase price. Should Administration successfully negotiate an acceptable price, a report will be brought to Council or under Delegation of Authority, as appropriate, seeking authority to sell the Subject Parcel.

Risk Analysis:

There are potential liability issues should someone be injured on the land. Additionally, maintenance of the land drains scarce municipal resources. Selling the Subject Parcel will remove any associated liability issues and maintenance costs for the City.

Climate Change Risks

Climate Change Mitigation:

Declaring the Subject Parcel surplus does not pose a climate change risk.

Climate Change Adaptation:

Redevelopment of the Subject Parcel will include climate change considerations during re-zoning or site plan review.

Financial Matters:

N/A

Consultations:

Fire Department: Michael Coste, Fire Prevention Officer
Housing and Children Services: Tina Moore, Coordinator Housing Admin & Development (no longer in this Department)
Public Works: Clare Amicarelli, Transportation Planning Coordinator
Parks & Facilities: James Chacko, Executive Director Parks & Facilities
Planning Department: Kevin Alexander, Planner III
Windsor Police Services: Barry Horrobin, Director of Planning & Physical Resources
Legal – Real Estate Services: Kate Tracey, Senior Legal Counsel

Conclusion:

Declaring the Subject Parcel surplus, and authorizing the Manager of Real Estate Services to offer the property for sale to the abutting property owner, will allow for the orderly sale of the land that is not required for any municipal purpose.

Approvals

Name	Title
Stephanie Allen Santos	Coordinator of Real Estate Services
Denise Wright	Manager of Real Estate Services
Shelby Askin Hager	Commissioner, Legal & Legislative Services
Joe Mancina	Chief Administrative Officer

Notifications:

Name	Address	Email

Appendices:

- 1 Aerial Image
- 2 Location of subject parcel

Appendix A



Appendix B





Subject: North Neighbourhood Development, Phase 7 - 1027458 Ontario Inc. - Cost Sharing for Sanitary Sewer Oversizing - Ward 7

Reference:

Date to Council: August 8, 2023

Author: Robert Perissinotti

Development Engineer

(519) 255-6100 ext. 6615

rperissinotti@citywindsor.ca

Development - Engineering

Report Date: July 24, 2023

Clerk's File #: SW/14627

To: Mayor and Members of City Council

Recommendation:

- I. THAT Council **APPROVE** a cost sharing payment to 1027458 Ontario Inc. estimated at \$73,438, excluding HST (final payment to be based on actual construction costs), for sidewalk construction costs on the west side of Florence Ave from Jerome Street to Beverly Glen Street to satisfy the need for a sidewalk on both sides of a collector road, shown on Appendix 'A' (C-3742) as part of the North Neighbourhood Development, Phase 7-3, to be funded from Project ID #7035119 – New Infrastructure Development and payable upon acceptance of the sidewalk onto maintenance by the City; and further,
- II. THAT Council **APPROVE** a cost sharing payment to 1027458 Ontario Inc. estimated at \$25,335, excluding HST (final payment to be based on actual construction costs), for the extension of Elinor Street south of the existing paved road, shown on Appendix 'A' (C-3742) as part of the North Neighbourhood Development, Phase 7-5, to be funded from Project ID #7035119 – New Infrastructure Development and payable upon acceptance of the works onto maintenance by the City; and further,
- III. THAT Council **APPROVE** a cost sharing payment to 1027458 Ontario Inc. estimated at \$129,000, excluding HST (final payment to be based on actual construction costs), for sanitary sewer oversizing to service the undeveloped land along Florence Ave, south of Wyandotte St E, shown on Appendix 'A' (C-3742) as part of the North Neighbourhood Development, Phase 7-5, to be funded from Project ID #7035119 – New Infrastructure Development and payable upon acceptance of the sanitary sewer onto maintenance by the City; and further,
- IV. That the application of section 78 of Bylaw 93-2012 (the Purchasing Bylaw) **BE WAIVED** with respect to the cost sharing related to the above recommendations, for the North Neighbourhood Development, Phases 7-3 & 7-5, to be funded from

Project ID #7035119 – New Infrastructure Development, to allow a cost sharing agreement value greater than \$100,000.00 without the issuance of an RFT; and further,

- V. THAT Administration **BE DIRECTED** to recover the costs noted in III above from the lands identified as Future Developable Lands on Appendix 'A' (C-3742) prior to the issuance of building permits for those lands, plus an annual interest rate applied from the date the services constructed are deemed substantially complete and accepted onto maintenance by the Corporation based on the Infrastructure Ontario Construction Loan rate at the time that payment is made (currently 6.26%), plus 1%; and further,
- VI. That CR140/2023 which approved the subdivisions at east of Florence Avenue and north of Beverly Glen Street be amended by adding Recommendations I, II and III thereto.

Background:

The North Neighbourhood Development Phases 7-3 and 7-5 in East Riverside were approved by Council Resolution CR140/2023. This subdivision includes lands owned by 1027458 Ontario Inc. (Coco Developments – Jenny and Rocky Coco) bounded by Wyandotte Street East to the north, Beverly Glen to the south, Clover Avenue to the east and Florence Avenue to the west.

Florence Ave is designated as a collector road which will provide north/south traffic flow between McHugh St and Wyandotte St E. As per the Official Plan and the East Riverside Secondary Plan, sidewalks are required on both sides of all collector roads. In accordance with the City of Windsor Development Manual, the Developer shall be required to bear the total cost of the pavement on local roads, minor collector roads or roads that are directly attributable to the individual development. Road widths, including pedestrian paths of travel, greater than the minimum which provide a community benefit shall be considered under a cost sharing or a development charge credit by the Commissioner of Infrastructure Services. This would be the case for the Florence Avenue as there is no development planned on the west side of the roadway and the sidewalks on that side would provide linkages between the development and other area subdivisions and amenities.

Additionally, the proposed development will include the extension of Elinor Street south of Wyandotte Street East to Jerome Street. Currently, Elinor Street dead ends with an unpaved section of road. The Developer proposes to extend the road pavement 18 meters beyond the development area to connect to the existing pavement. This will include a storm sewer extension for road drainage, however, curb and gutters will not be constructed. The existing Elinor Street has a rural cross section without curb and gutters. There are no immediate plans to upgrade Elinor Street by adding curbs and gutter, however the existing residents could petition for curbs and gutter under the provisions of O. Reg. 586/06.

The proposed sanitary sewer on Florence Ave (shown on C-3742), between the 1500mm trunk outlet sewer and the north limit of the proposed development, is sized to service the proposed development as well as the undeveloped lands to the north, south of Wyandotte St E (Benefiting Properties). The City will compensate the developer for the sewer oversizing and collect the oversizing costs plus interest from the Benefiting Properties at such time as they develop. The developer will extend a sanitary sewer stub on Florence Avenue, north of the development to avoid excavation in the roadway in the future to extend the sewer.

The works above are hereinafter referred to as the Cost Shared Works.

The Developer's Consulting Engineer has completed detailed servicing plans for the North Neighbourhood development Phases 7-3 and 7-5 and the Developer has selected Green Infrastructure Partners Inc. (formerly Coco Paving Inc.) to construct the subdivision infrastructure, including the Cost Shared Works. The standard Request for Tender (RFT) process was not used for this selection and the Developer has requested the City accept the Cost Shared Works amount despite section 78 of Purchasing By-law 93-2012 which states:

If a cost sharing agreement is in place for a Construction Project of which the City is not the owner, an RFT must be issued if the amount of the City's share exceeds the greater of 10% of the cost-sharing agreement value or \$100,000.

Discussion:

The request from the Developer for the City to enter into a cost sharing arrangement for the Cost Shared Works is reasonable and consistent with similar developments in recent years. The price provided for the Cost Shared Works is estimated at \$227,773 plus HST based on a letter from Dillon Consulting on behalf of the Developer dated July 21, 2023. These costs include:

- The sidewalk on the west side of the Florence Avenue right-of-way, abutting the development (\$73,438)
- Extension of Elinor Street to the north limit of the proposed development, including road paving and drainage (\$25,335)
- The difference in cost to extend and oversize the sanitary sewers from 250mm diameter to 450mm diameter pipe sizes required to provide sanitary servicing to the Benefiting Properties (\$129,000)

The entire phase 7 development area is roughly 23 hectares, which will be built out over 7 sub phases. Since the price for the Cost Shared Works being requested is a relatively small sum in comparison with the overall development, requiring the developer to publicly tender the Cost Shared Works would be less cost effective and may result in unnecessary delays.

The Engineering Department has reviewed the pricing submitted and compared the same against unit prices received through a competitive process on recent City sewer projects. It is Administration's opinion that the estimated value of the Cost Shared Works represents a fair and competitive cost. For this reason, Administration is requesting to waive Purchasing By-law 93-2012, specifically section 78, and to approve

payment to the Developer, based on actual costs following construction, using the unit prices submitted.

Risk Analysis:

There is a risk that servicing costs from the Benefiting Properties will never be recovered by the City should the property owner(s) choose not to develop. This risk is low due to the current economy and buoyant real estate prices. Property owners will be required to pay their proportionate share of the sanitary oversizing costs prior to the issuance of a building permit. Furthermore, annual interest based on the Infrastructure Ontario Construction Loan rate will be applied on each property based on the outstanding amount owed.

Financial Matters:

The City is responsible for compensating the Developer for the Cost Shared Works. The table below outlines the estimated costs the City is to pay the Developer.

Description	Estimate	Recoveries from Property Owners	Total City Cost
Sanitary Sewer Oversizing on Florence Avenue	\$129,000.00	\$129,000.00	\$0
Florence Avenue Sidewalk	\$73,438.00	\$0	\$73,438.00
Elinor Street Extension	\$25,335.00	\$0	\$25,335.00
HST (13%)	\$29,610.49	\$16,770.00	\$12,840.49
Total (including taxes)	\$257,383.49	\$145,770.00	\$111,613.49

The final payment will be based on actual costs following construction. Payment will be made to the Developer once the project is deemed substantially performed and accepted onto maintenance.

The New Infrastructure Development project (ID#7035119) has previously earmarked funds within its budget for this development.

The City will continue to carry a long term receivable for the \$129,000.00 plus applicable HST until such time as the Benefiting Properties choose to develop their lands. The City will recover the costs from the Benefiting Properties at the time of issuance of building permits for each lot. As standard practice, Administration is recommending that annual interest be applied to the outstanding receivable based on

the Infrastructure Ontario Construction Loan rate + 1% while the amounts remain outstanding from the property owners. The indicative rate as at the time of writing this report is 6.26% which includes 1% for administrative resources required to administer this long-term receivable. The actual rate applied will be determined at the time that payment is made and the project is deemed substantially performed and accepted onto maintenance.

Consultations:

- Linda Mancina – Financial Planning Administrator
- Michael Dennis – Financial Manager – Asset Planning
- Wira Vendrasco – Deputy City Solicitor, Legal & Real Estate
- Alex Vucinic – Purchasing Manager

Conclusion:

Administration is recommending approval for a cost sharing payment to 1027458 Ontario Inc., waiving of section 78 of the Purchasing By-law 93-2012 related to the oversizing/servicing costs for the North Neighbourhood Development phases 7-3 and 7-5, and recovery from the benefiting properties.

Planning Act Matters:

N/A

Approvals:

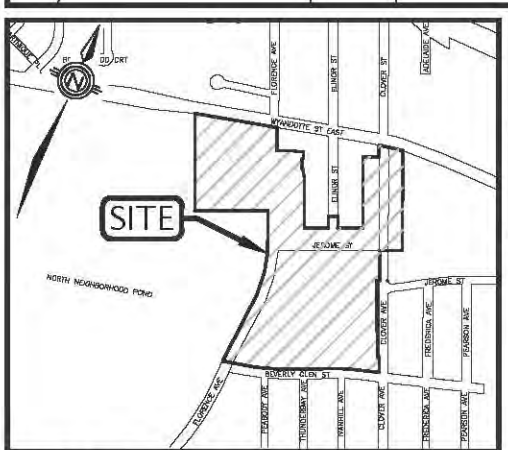
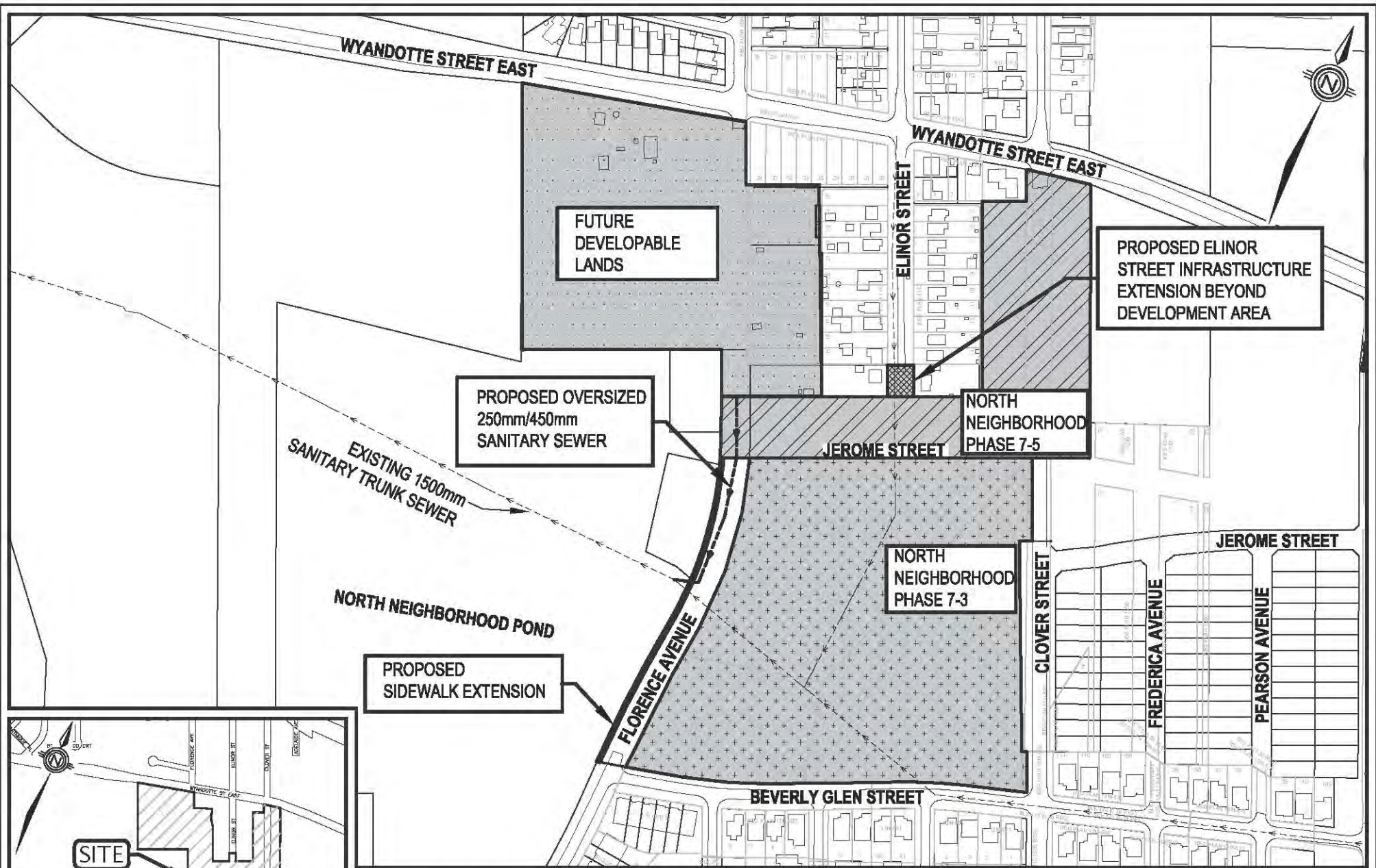
Name	Title
Stacey McGuire	Executive Director Engineering/ Deputy City Engineer
Chris Nepszy	Commissioner, Infrastructure Services, City Engineer
Shelby Askin Hager	Commissioner, Legal and Legislative Services/City Solicitor
Janice Guthrie	Commissioner, Corporate Services CFO/City Treasurer
Joe Mancina	Chief Administrative Officer

Notifications:

Name	Address	Postal Code
Jenny Coco	949 Wilson Ave. Toronto, ON	M3K 1G2
Horizon's Group	4510 Rhodes Dr #520, Windsor, ON	N8W 5K5
Joseph Nehme	1217 County Rd 2 St Joachim ON	N0R 1S0
Malgorzata Waryszak	628 Caruso Dr Windsor ON	N9G 2M6
Marcello Ciri	815 Clover St Windsor ON	N8P 1C5
Christopher Norman Jolicoeur	851 Elinor St Windsor ON	N8P 1E3
Joseph Robert Lauzon	1098 Lakeshore Rd Maidstone ON	N0R 1K0
John Chiarotti	867 Elinor St Windsor ON	N8P 1E3
Lucy Rose Ciri	815 Clover St Windsor ON	N8P 1C5
Vga Investment Inc.	3290 Northway Ave Windsor ON	N9E 4T7
Gina Marcelloni Estate	C/O Franco Marcelloni 459 John M St Windsor ON	N8P 1C1
Nella Nicodemo	877 Elinor St Windsor ON	N8P 1E3

Appendices:

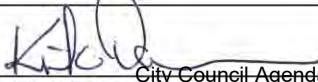
- 1 C-3742
- 2 Dillon Consulting Cost Estimate



KEY PLAN N.T.S.

THE CORPORATION OF THE CITY OF WINDSOR - ENGINEERING DEPARTMENT

Proposed Elinor Street Extension and Oversizing on Florence Avenue

 Kirk Tamm, Manager of Geomatics	SCALE: 1:4000	DATE: JULY 2023	REVISED: JULY 2023	DWG. NO.
	CHKD BY: PJU / RP	REVISION NO.: 1	C-3742	



Our File: 23-5441

July 25, 2023

Corporation of the City of Windsor
Engineering Department – Development Division
350 City Hall Square West, 2nd Floor Suite 210
Windsor, ON N9A 6S1

Attention: Rob Perissinotti, P.Eng.
Development Engineer

3200 Deziel Drive
Suite 608
Windsor, Ontario
Canada
N8W 5K8
Telephone
519.948.5000
Fax
519.948.5054

**North Neighbourhood Development Phases 3 & 5
Cost Sharing of External Services**

Dear Sir:

Further to our discussions, we have estimated the costs of shared services between the City, 1027458 Ontario Inc. (Developer) and Ganatchio Gardens Inc. (Ganatchio Gardens Development) and provide the following calculation for inclusion in the North Neighbourhood Development Phases 3 & 5 Development Agreement.

Phase 3

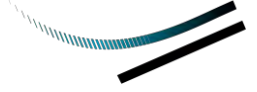
Through the Phase 3 portion of the development, the sanitary sewer provides outlet for Elinor Street (City) and the Ganatchio Gardens Development. We have established cost sharing based on the calculated sanitary sewage flows as follows:

City of Windsor	\$ 42,840
1027458 Ontario Inc.	\$ 39,540
Ganatchio Gardens Inc.	\$ 46,620
	<hr/>
	\$ 129,000

An additional sidewalk is required along Florence Avenue within the western boulevard from Beverly Glen Street to the northern development limit, north of Jerome Street. The sidewalk would be adjacent to the Little River Corridor Park and is 100% allocated to the City as **\$ 73,438**.

Phase 5

A portion of Elinor Street will be reconstructed from the northern limit of Phase 5 northerly approximately 15m. The cost to complete this is 100% allocated to the City as **\$ 25,335**.



Details of the estimates and cost sharing calculation are attached to this letter.

We trust the above to be satisfactory. Should you have any questions or comments please do not hesitate to contact the undersigned at (519) 948-4243 Ext 3215.

Yours sincerely,

DILLON CONSULTING LIMITED

Robert Filipov, P.Eng.
Project Manager

Encl.

cc + Encl.: Jenny Coco – 1027458 Ontario Inc.
RF:rf

SHARED SERVICES COST ESTIMATES

ITEM NO.	DESCRIPTION	UNIT	EST. QTY.	UNIT PRICE	AMOUNT
ELINOR STREET (PHASE 5)					
1	Pre-Grading and Final Grading	L.S.	1	\$ 5,000.00	\$ 5,000.00
2	Mill Asphalt Headers (40 mm depth)	m ²	4.0	\$ 90.00	\$ 360.00
3	Earth Excavation and Grading for Roads	m ³	50.0	\$ 35.00	\$ 1,750.00
4	Granular Base (450mm thick)	Tonnes	150.0	\$ 35.00	\$ 5,250.00
5	Granular Shoulder (600mm wide)	Tonnes	15.0	\$ 25.00	\$ 375.00
6	Supply and Install Boulevard Catchbasin with 5m Lead	Each	2.0	\$ 2,500.00	\$ 5,000.00
7	Surface Course - HL3 - (40 mm thick)	Tonnes	15.0	\$ 150.00	\$ 2,250.00
8	Base Course - HL4 - (60 mm thick)	Tonnes	20.0	\$ 155.00	\$ 3,100.00
9	Relocate Service Pole	L.S.	1.0	\$ 1,000.00	\$ 1,000.00
10	Materials Testing	L.S.	0.5	\$ 1,000.00	\$ 500.00
11	Construction Administration	L.S.	0.5	\$ 500.00	\$ 250.00
12	Construction Observation	L.S.	0.5	\$ 1,000.00	\$ 500.00
TOTAL					\$ 25,335.00

ITEM NO.	DESCRIPTION	UNIT	EST. QTY.	UNIT PRICE	AMOUNT
FLORENCE SANITARY SEWER (PHASE 3)					
1	Supply and Install Sanitary Sewers				
2	Stub to 6S4815 (250 mm)	m	46.7	\$ 420.00	\$ 19,615.00
3	6S4815 to 6S4814 (450 mm, 6m+ depth)	m	34.1	\$ 600.00	\$ 20,460.00
4	6S4814 to 6S4813 (450 mm, 6m+ depth)	m	49.3	\$ 600.00	\$ 29,580.00
5	6S4813 to 6S2036 (450 mm, 6m+ depth)	m	32.7	\$ 600.00	\$ 19,620.00
6	Supply and Install Sanitary Manholes				
7	6S4815 (1200 mm)	Each	1.0	\$ 10,000.00	\$ 10,000.00
8	6S4814 (1200 mm)	Each	1.0	\$ 10,000.00	\$ 10,000.00
9	6S4813 (1200 mm)	Each	1.0	\$ 10,000.00	\$ 10,000.00
10	Connect to Existing Manhole 6S2036	L.S.	1	\$ 5,000.00	\$ 5,000.00
11	Construction Administration	L.S.	0.5	\$ 3,200.00	\$ 1,600.00
12	Construction Observation	L.S.	0.5	\$ 6,250.00	\$ 3,125.00
TOTAL					\$ 129,000.00

ITEM NO.	DESCRIPTION	UNIT	EST. QTY.	UNIT PRICE	AMOUNT
FLORENCE SIDEWALK (PHASE 3)					
1	Boulevard Topsoil Stripping and Stockpiling	L.S.	1	\$ 5,000.00	\$ 5,000.00
2	Concrete Sidewalk (incl. granular base)	m ²	565.0	\$ 95.00	\$ 53,675.00
3	Wheelchair Ramps (incl. granular base and tactile plates)	m ²	25.0	\$ 500.00	\$ 12,500.00
4	Materials Testing	L.S.	0.5	\$ 1,000.00	\$ 500.00
5	Construction Administration	L.S.	0.5	\$ 1,000.00	\$ 500.00
6	Construction Observation	L.S.	0.5	\$ 2,525.00	\$ 1,262.50
TOTAL					\$ 73,437.50

All estimates exclude taxes.



Subject: Maguire Subdivision Phase 3 - Extension of Oakridge and Farrow - Wonsch Construction - Cost Sharing - Ward 9

Reference:

Date to Council: August 8, 2023

Author: Shannon Mills

Technologist III

(519) 255-6100 ext. 6635

smills@citywindsor.ca

Development - Engineering

Report Date: July 24, 2023

Clerk's File #: Z/14266

To: Mayor and Members of City Council

Recommendation:

- I. THAT Council **APPROVE** a cost sharing payment to 1903269 Ontario Ltd. (Wonsch Construction Company Limited) payment estimated at \$343,523 excluding HST (final payment to be based on actual construction costs), representing the proportionate share (83.2%) of infrastructure improvements relating to the extension of Oakridge and Farrow Avenues north of Maguire Street attributable to the future privately owned development lands to the north shown on Appendix A (Benefiting Properties), to be paid upon substantial completion of said infrastructure improvements, to be funded from Project ID #7035119 – New Infrastructure Development; and further,
- II. THAT Administration **BE DIRECTED** to recover the costs noted in I. above from the Benefiting Properties prior to the issuance of building permits for those lands, plus an annual interest rate applied from the date the services constructed are accepted onto maintenance by the Corporation based on the Infrastructure Ontario Construction Loan rate at the time that payment is made and the project is deemed substantially performed and accepted onto maintenance (currently 6.26%), plus 1%; and,
- III. THAT the CAO and City Clerk **BE AUTHORIZED** to amend the Subdivision Agreement approved by CR236/2022, satisfactory in form to the Commissioner of Legal & Legislative Services and in content to the Commissioner of Infrastructure Services to add the following terms:
 - a. The Owners agree to obtain a permit from Infrastructure Services to extend full municipal services on Oakwood Avenue and Farrow Avenue northerly

from Maguire Street to the satisfaction of the City Engineer including all of the general servicing requirements as detailed by CR233/98.

- b. Cost Sharing - The Corporation agrees to pay to the Owner THREE HUNDRED FORTY THREE THOUSAND FIVE HUNDRED TWENTY THREE DOLLARS (\$343,523) excluding HST, based on estimated construction costs, final payment to be based on actual progress certificate payment, representing the proportionate share (83.2%) of infrastructure improvements relating to the extension of Oakridge and Farrow Avenues north of Maguire Street attributable to the future privately owned development lands to the north, to be paid upon substantial completion of said infrastructure improvements.

Background:

A draft plan of subdivision application submitted by Wonsch Construction Company Limited (Wonsch), for lands east of 3550 Howard Avenue – 12R-28366 Part 2, was approved by CR236/2022 for the creation of a 4 lot subdivision through an extension to the existing Oakridge Avenue and Farrow Avenue north of Maguire Street (the Wonsch Development). The roadways are proposed to temporarily terminate 22.34m from the end of the existing Oakridge and Farrow Avenue Rights-of-Way. Wonsch retained Dillon Consulting to act as their agent for the design and construction of full municipal services for the Wonsch Development.

Discussion:

Under the plan of subdivision, the developer is proposing to create 4 new residential lots, 2 fronting Oakridge Avenue and 2 fronting Farrow Avenue.

It is anticipated that further development may take place to the north of the Wonsch Development once property consolidation takes place. Dillon Consulting on behalf of Wonsch requested cost sharing for the extension of Oakridge and Farrow Avenue north of Maguire Street to be shared proportionally between the lands owned by Wonsch Construction and the future development lands to the north (Benefitting Properties) as shown on Appendix A.

Recognizing a mutual benefit to the extension of the roadways the cost sharing is recommended to be based on a proportionate share of land area of the eventual buildout. The total estimated remaining development area north of Maguire Street is 3.792Ha of which Wonsch owns 0.636Ha. As such Wonsch has agreed to pay 16.8% of the costs associated with the extension of full municipal services along Oakridge and Farrow Avenues, with the City paying oversizing for the balance of the work (83.2%) which is estimated at \$343,523 (Excluding HST), such costs to be recovered from the Benefitting Properties at the time they develop, including interest.

Administration is in agreement with the proposed cost sharing as it is consistent with other recent cost sharing arrangements for similar types of development.

Risk Analysis:

There is a risk that infrastructure improvement costs payable by the Benefiting Properties will never be recovered by the City should the property owner(s) choose not to develop. This risk is low due to the current economy and buoyant real estate prices. In addition, the approved plan of subdivision for the Wonsch Development requires a one-foot reserve at the north ends of the Oakridge and Farrow Avenue rights-of-way which prevents the Benefiting Properties from accessing the infrastructure. These one-foot reserves will not be removed until the cost of these services have been paid in full.

Financial Matters:

The following table provides a summary of the cost sharing amounts for the Wonsch Development.

Description	Amount (HST included)
Total Cost of the Infrastructure Improvements	\$412,800
Wonsch share of the cost (16.8%)	\$69,277
Total Costs to service Benefiting Properties (83.2%)	\$343,523
Amount Payable to 1903269 Ontario Ltd.	\$343,523

The New Infrastructure Development project (ID#7035119) has previously earmarked funds within its budget for this development.

The City will continue to carry a long term receivable for the \$343,523 until such time as the Benefiting Properties choose to develop their lands. The City will recover the costs from the Benefiting Properties prior to the issuance of building permits for each lot. As previously noted, there is a risk that these lots will not develop immediately and the City will not be able to recover that portion of the costs in the short term. Administration is recommending that annual interest be applied to the outstanding receivable based on the Infrastructure Ontario 5-year borrowing rate + 1% (currently 6.26%) while the amounts remain outstanding from the property owners.

Consultations:

Robert Perissinotti – Development Engineer

Linda Mancina – Financial Planning Administrator – Engineering

Wira Vendrasco – Deputy City Solicitor – Legal & Real Estate

Conclusion:

Administration is recommending approval for cost sharing payment to Wonsch for the extension of full municipal services on Oakridge Avenue and Farrow Avenue north of Maguire Street and approval to recover the costs from the Benefiting Properties to the north at the time that they develop, plus interest.

Planning Act Matters:

N/A

Approvals:

Name	Title
Stacey McGuire	Executive Director Engineering/ Deputy City Engineer
Chris Nepszy	Commissioner, Infrastructure Services
Shelby Askin Hager	Commissioner, Legal and Legislative Services
Janice Guthrie	Commissioner, Corporate Services CFO/City Treasurer
Joe Mancina	Chief Administrative Officer

Notifications:

Name	Address	Email
Wonsch Construction Company Limited (Gordon Wonsch)	2870 Normandy Street, LaSalle ON N9H 2P3	Winmar.ny@gmail.com
Dillon Consulting Limited (Stefano Forest)	3200 Deziel Drive, Suite 608, Windsor ON N8W 5K8	sforest@dillon.ca
Mario Staccone, Maria Staccone	3488 Howard Avenue, Windsor ON N9G 3N5	
Mladen Pijnjac	3492 Howard Avenue, Windsor ON N9G 3N5	
Archie Glajch, Irena Glajch	3496 Howard Avenue, Windsor ON N9G 3N5	
Antonio Idone, Maria Idone	3508 Howard Avenue, Windsor ON N9G 3N5	

Name	Address	Email
Antonio Idone	3514 Howard Avenue, Windsor ON N9G 3N5	
Dominic Politi, Frank Politi	3533 Howard Avenue, Windsor ON N9G 3N5	
Aynish Korkmaz, Reem Al-Faris	3532 Howard Avenue, Windsor ON N9G 3N5	
1298567 Ontario Inc. C/O Ali Fayaz	967 Lake Shore Drive, Windsor ON N9G 2R2	

Appendices:

1 Appendix 'A'



NORTH OF MAGUIRE DEVELOPMENT
OAKRIDGE AVE AND FARROW AVE, WINDSOR, ON

FIGURE 1
LAND AREAS FOR PROPOSE
COST SHARING AGREEMENT



Parcel Fabric



Future Consolidation Area - North
of Maguire Street - Not owned by
1906239 Ontario Ltd.
TOTAL AREA = 3.011 Ha



Current development area - North
of Maguire Street - Owned by
1906239 Ontario Ltd.
TOTAL AREA = 0.636 Ha



Cost sharing area - Oakridge Ave
and Farrow Ave Extensions - North
of Maguire Street - Not owned by
1906239 Ontario Ltd.
TOTAL AREA = 0.145 Ha

SOURCE: ESSEX REGION CONSERVATION AUTHORITY
PUBLIC INTERACTIVE MAPPING (2023)

MAP/DRAWING INFORMATION
THIS DRAWING IS FOR INFORMATION PURPOSES ONLY. ALL
DIMENSIONS AND BOUNDARY INFORMATION SHOULD BE
VERIFIED BY AN O.L.S PRIOR TO CONSTRUCTION.
CREATED BY: SEF
CHECKED BY: JWE
DESIGNED BY: SEF

City Council Agenda - Tuesday, August 8, 2023
Page 720 of 853

SCALE: N.T.S.



PROJECT: 21-1390
STATUS: DRAFT
DATE: 05/17/2023

**Subject: Roseland Golf and Curling Club - Future of Curling - Ward 1****Reference:**

Date to Council: August 8, 2023
Author: Josie Liburdi
Project Coordinator, Corporate Projects
(519) 255-6100 Ext. 6145
jliburdi@citywindsor.ca

and,

Cory Elliott
Manager of Arenas & Rec Facilities, Recreation & Culture
(519) 253-2300 Ext. 4610
celliot@citywindsor.ca

Report Date: 2023-07-24
Clerk's File #: SR/14629

To: Mayor and Members of City Council

Recommendation:

- I. THAT City Council **RECEIVE** the results of the public consultation regarding curling amenities in our community (attached as Appendix A); and further,
- II. THAT City Council **DIRECT** Administration to **MOVE FORWARD** with Option 3 to permanently relocate curling from Roseland Golf & Curling Club ("Roseland") to the Grenon Rink at the Windsor Family Credit Union ("WFCU") Centre, complete with a licensed lounge area, at an estimated project cost of \$525,000 to be funded from project 7184003 Roseland/Little River Golf Courses Asset Replacement/Improvements; and further,
- III. THAT City Council **APPROVE** a budget of up to \$20,000 to be funded from 7184003 Roseland/Little River Golf Courses Asset Replacement/Improvements; and **DIRECT** Administration to undertake the development of conceptual drawings with public consultation and report back with options for Council's consideration regarding the redevelopment of the Roseland clubhouse and site; and further,

- IV. THAT City Council **PRE-APPROVE** and **AWARD** any procurement(s) necessary that are related to the above noted project, provided that the procurement(s) are within approved budget amounts, pursuant to the Purchasing By-Law 93-2012 and amendments thereto; satisfactory in legal content to the Commissioner of Legal & Legislative Services, in financial content to the Chief Financial Officer/City Treasurer, and in technical content to the Executive Director of Recreation and Culture and the Commissioner of Infrastructure Services; and further,

- V. THAT the Purchasing Manager **BE AUTHORIZED** to issue Purchase Orders as may be required to effect the recommendations noted above, pursuant to the Purchasing By-Law 93-2012 and amendments thereto, subject to all specifications being satisfactory in financial content to the Chief Financial Officer/City Treasurer, and in technical content to the Executive Director of Recreation and Culture and the Commissioner of Infrastructure Services, and further;

- VI. THAT Administration **BE AUTHORIZED** to take any other steps as may be required to bring effect to these resolutions, and that the Chief Administrative Officer and City Clerk **BE AUTHORIZED** to execute any required documentation/agreement(s) for that purpose, subject to legal approval by the Commissioner of Legal & Legislative Services, financial approval by the Chief Financial Officer/City Treasurer, and technical approval by the Executive Director of Recreation and Culture and the Commissioner of Infrastructure Services, and further;

- VII. THAT Administration **BE AUTHORIZED** to use available funds within the project budget for any amendment(s) or change requirement(s)/directive(s) and additional documents relating to executed agreement(s), pursuant to the Purchasing By-Law 93-2012 and amendments thereto, satisfactory in legal form to the Commissioner, Legal & Legislative Services, in financial content to the Commissioner of Corporate Services Chief Financial Officer/City Treasurer, and in technical content to the Executive Director of Recreation and Culture and the Commissioner of Infrastructure Services.

Executive Summary:

N/A

Background:

Based on an internal audit recommendation, Roseland retained a consultant to develop a Strategic Business Plan (2020) and a Feasibility Study (2021). As part of the Feasibility Study, a community survey was facilitated for public feedback to determine the current satisfaction level as well as wishes for services provided by Roseland Golf

and Curling Club. This survey provided insights into the usage and perception of Roseland Golf and Curling Club but with a focus mainly on golf and the clubhouse. The results of the 2021 community survey are available on the City's website ([Roseland Survey \(citywindsor.ca\)](https://citywindsor.ca)). In order to gain a better understanding of the community's vision for curling a new survey was developed, as further detailed in the Discussion section below.

At the April 3, 2023 City Council meeting (B14/2023), Administration was directed to bring back options for Council's consideration regarding the redevelopment of the Roseland parking lot, clubhouse and the future of curling, and directed Administration to begin public consultation.

The results of the public consultation related specifically to curling amenities, along with various options for curling in the community, are detailed within this report. Based on the curling option endorsed by Council as a result of this report, Administration intends to undertake further public engagement regarding the redevelopment of the clubhouse and parking lot site in the fall 2023, and the results of this engagement will be brought back to Council for future deliberations.

Discussion:

A public consultation process was conducted from May 11- 25, 2023. An online survey was prepared which asked respondents a series of questions related to the programming and amenities to allow for a better understanding of the community's vision of curling.

Additionally, a Public Information Centre (PIC) was held on Thursday May 18, 2023 at the Roseland facility. This provided the community with an opportunity to provide in-person feedback on the future of curling.

Notification of the PIC was posted on the City's website and social media accounts, a media release was issued on Thursday May 11, 2023, notifications were posted at the City's ice rink facilities, and invitations were sent via email to the curling community. Invitations were also delivered to the property owners in the area surrounding the Roseland site.

It is estimated that approximately 60 community members attended the open house. Attendees were encouraged to complete the online survey, and hard copies of the survey were available for those interested in providing hand written submissions.

The survey received 793 formal responses (attached as Appendix A). Obscene or non-responsive comments, which do not affect the survey results, have been redacted.

In general, the results indicated the community would like the City to continue to offer curling. The majority of responses were Windsor residents, 39% of which are actively part of a curling league at Roseland which has a total of 342 curlers, who curl at least once a week. The survey asked respondents to rank the curling amenities that were

most important to them (dedicated ice rink, quality of ice, bar service, lounge space, locker/change rooms, accessibility, viewing area, parking, pro-shop and scoreboard). The highest ranked items were the importance of a dedicated ice rink, curling lounge space, and quality of ice surface.

The survey also asked respondents to rank which city facility they would prefer curling be relocated to should continuing at Roseland not be feasible: Adie Knox Herman Arena, Capri Pizzeria Complex, Forest Glade Arena, or WFCU Centre. The Capri Pizzeria Complex ranked the highest, followed by the WFCU Centre, Forest Glade Arena and Adie Knox in that order.

Following the public consultation period, City Administration, along with staff from Roseland, considered the various options available for curling in the community.

The options reviewed are outlined below, in no particular order.

Option 1A – Renovate Existing Roseland Facility Clubhouse and Curling Area (\$12.5M-\$15M)

This option is to maintain the clubhouse building shell as-is and undertake renovations/upgrades to the entire facility (50,000 SF).

The aging clubhouse and curling facility require significant upgrades and major capital expenditures. Based on a preliminary review, the required upgrades include, but are not limited to: HVAC system (boiler) replacement, new lighting, roof replacement, dehumidification upgrades, new insulation, window replacement, plumbing, structural repairs (including beams, purlins, etc., in curling rink) to name a few. The lifecycle of many of these items are at their end and it is becoming increasingly difficult to find suitable replacement parts in North America.

During the pandemic the clubhouse and curling facility were closed, and limited maintenance/repairs were undertaken during this time.

The extent of renovations and capital maintenance improvements required to upgrade the existing facility are substantial. A detailed Building Condition Assessment (BCA), by a consultant, is required to review the building envelope, structural, mechanical, and electrical systems and accurately assess the magnitude of repairs and upgrades needed to make the facility fully functional. Furthermore, extensive aesthetic renovations (flooring, ceilings, painting, etc.) are needed throughout the facility to modernize the space.

The costs for Option 1A could vary greatly depending on the outcome of the BCA and extent of modernization required. For the entire Roseland facility, both clubhouse and curling rink, at 50,000 SF, this cost could range between \$12.5M - \$15.0M.

Should there be a desire to pursue this option further, Administration recommends retaining an engineering consultant to undertake a comprehensive

BCA, to identify the full extent of renovations and capital maintenance improvements required.

Option 1B – Demolish Existing Clubhouse Only & Renovate Existing Curling Area at Roseland (\$8.5M-\$9.3M)

This option is to maintain the building shell for the curling rink area only, fully demolish the adjacent clubhouse, renovate the existing curling area (15,000 SF), and construct a small building addition to house washrooms/lockers, a utility room, kiosk/lounge area, viewing area, and office space. Furthermore, a new main entrance would need to be constructed, facade upgrades would be required, options for accessibility (i.e. elevator) would need to be considered (the curling rink is below grade), and the site servicing connections would need to be reworked.

The full extent of renovations and capital maintenance improvements required to upgrade the existing curling rink are not fully known at this time but is anticipated to include HVAC system replacement, new lighting, roof replacement, dehumidification upgrades, new insulation, structural repairs, refrigeration system replacement etc. Similar to Option 1A, a detailed BCA, by a consultant, is required to fully understand the magnitude of upgrades needed for the curling rink to be fully operational. Aesthetic renovations (flooring, ceilings, painting, etc.) are anticipated in this scenario as well, to modernize the space.

There are a number of variables to consider in this option, and the cost could fluctuate drastically depending on the required scope and site conditions. Renovations to the existing curling rink could cost in the range of \$3.75M – \$4.5M. Demolition of the 35,000 SF clubhouse is estimated at approximately \$1.8M, and the new construction works could cost upwards of \$3.0M. In total Option 1B could cost between \$8.5M and \$9.3M. Note that there will be additional costs to build a new clubhouse not included in this estimate.

Should there be a desire to pursue this option further, Administration recommends retaining an engineering consultant to undertake a comprehensive BCA, review the feasibility of demolishing a portion of the building and the practicality of retaining the rink only, and also to provide recommendations, preliminary construction/concept plans, and cost estimates.

Option 2 – Build a New Stand-Alone Curling Rink Facility at Roseland (\$9M-\$12M)

This option is to construct a new stand-alone curling rink facility on the Roseland grounds.

This option includes the following features: 20,000SF facility to house a new 5-sheet curling rink, complete with washrooms/locker rooms, a utility room, a kiosk/lounge area, office space and the purchase of new curling rink equipment (i.e. hacks, bumpers, brooms, scoreboards, ice maintenance equipment, etc.).

The high-level cost estimate for Option 2 could be between \$9.0M - \$12.0M. This does not include the cost to demolish and build a new Roseland clubhouse.

Option 3 - Relocate Curling to an Existing City Recreation Facility (\$525,000)

This option is to relocate curling to an existing City-owned arena. In this scenario, an existing ice pad would be permanently converted into a dedicated 5 sheet rink for curling.

The City's Recreation Master Plan (December 2019) identifies that the current utilization and participation data related to ice pads provides rationale for removing one ice pad from the City's supply. Most arena ice pads can easily accommodate a 5 sheet curling rink, using the existing refrigeration plant. Based on the usage of the existing 6 sheet facility at Roseland (see Appendix B), it is anticipated that 5 sheets is sufficient to maintain the same level of service while still providing opportunity for growth, if there is interest.

Four of the City's arena facilities were considered in the evaluation for a curling rink conversion, namely: Adie Knox Herman Arena, Capri Pizzeria Complex, Forest Glade Arena, and WFCU Centre. Based on the responses from the public survey, the amount of available open prime time ice, as well as the existing or potential amenities that could be offered (e.g. food, beverage, rooms for rentals etc.), Administration is recommending the WFCU Centre as the preferred location should curling be relocated to a City arena. The WFCU Centre has the most modern ice-making equipment and currently has the most available prime ice capacity. The facility is able to easily accommodate a lounge with provision of food and beverage, offers the opportunity for room rentals for bonspiels or gatherings, has ample parking, and would result in the least impact relating to ice user group relocation. The facility is also accessible, has changing facilities and can be reached by public transit.

This option involves minor renovations to the Grenon ice pad at the WFCU Centre. Included in this option is a cover for the existing boards and glass, ice damming, rink decals, floor decking, painting upgrades, wayfinding signage, upgrades to lockers/washrooms, security cameras etc., as well as the purchase of new curling rink equipment such as hacks, bumpers, brooms, scoreboards, ice maintenance equipment, provisions for renovations to accommodate a licensed bar, seating or lounge area complete with furniture and fit-up, and potentially a storage shed to store curling equipment on the off-season (if necessary). Roseland's curling stones and any other viable curling equipment will be utilized. This option does not include any major renovations or aesthetic upgrades to the existing facility.

It is expected that the works required to convert the ice rink for curling could be completed in time for the 2024/2025 curling season providing the conversion

work and procurement of necessary materials commences in the fall 2023. Curling will continue at the Roseland Facility for the 2023/2024 season.

The total high-level cost estimate for this option with a dedicated food/beverage service or amenities area such as a licensed bar, seating or lounge area, including furniture and fit-up, is \$525,000. This assumes the lounge would either be located on the curling rink itself or on the 2nd floor overlooking the Grenon rink. Should this option be endorsed by Council, City Administration will consult with both the curlers, and the existing food & beverage vendor for the WFCU Centre main bowl, regarding lounge location and amenities.

Administration will then undertake the development of conceptual drawings for the redevelopment of the Roseland parking lot which will include public consultation and will report back with options for Council's consideration regarding the redevelopment of the Roseland clubhouse and site.

Risk Analysis:

Based on available information and the condition of the existing facility at Roseland there is a strong likelihood for large emergency capital repairs in both the existing clubhouse and the aging curling rink within the next few years, or sooner.

Finally, removing one ice pad from the City's arena supply will result in the displacement of some existing user groups to new time slots at another City owned rink. The prioritization of the redistribution of ice will be first offered to displace users based on the guidelines in the Ice Allocation Policy. It is anticipated that all prime time and weekend open ice will then be near capacity across City owned Arenas. As a result, City of Windsor programs such as public skates may no longer be offered at the same time and/or location.

Climate Change Risks

Climate Change Mitigation:

In consultation with our Environmental Sustainability & Climate Change division, administration will identify opportunities to reduce energy use and greenhouse gas emissions for the selected option. If required a procurement process would be initiated which would include requirements that the successful proponent further identify options to mitigate energy use and emissions and include an assessment of such options through life cycle costing and triple bottom line analysis to assist administration in determining the best alternative.

Administration is currently conducting net-zero transition feasibility studies for a number of the City's Community Centres. If Option 3 is selected, it is recommended that the appropriate studies (Net- Zero Transition Study) be reviewed to determine opportunities to reduce energy and emissions.

Climate Change Adaptation:

With any construction project, environmental impact should be minimized to the greatest extent possible. Prior to issuing of the RFP, Administration will review the selected option against the City's identified climate change impact risks (e.g. flooding, extreme heat). Any identified risks will be included in the RFP process to ensure that the climate risks are addressed. Further, the successful proponent will identify further opportunities to reduce environmental and climate impacts during construction and over the life of the building.

Financial Matters:

A. Capital Budget Estimate

The budget estimate for the recommended Option 3 - Relocate Curling to WFCU Centre, with a licensed lounge area, is as follows:

Item	Estimate (incl NRT)
Rink Conversion/Renovation Costs (including curling equipment)	\$375,000.00
Professional fees (including internal costs)	\$25,000.00
Miscellaneous (including permit fees, signage, security, training, furniture, fit-up, etc.)	\$125,000.00
GROSS ESTIMATED PROJECT COSTS	\$525,000.00

Following the decision on provision of curling services, Administration will need to make recommendations regarding further Roseland development. It is estimated that \$20,000 will be required to undertake the development of conceptual drawings for the Roseland parking lot. Administration will then conduct public consultation regarding the redevelopment of the Roseland parking lot and report back with options for Council's consideration.

There are sufficient unallocated funds in project 7184003 Roseland/Little River Golf Courses Asset Replacement/Improvements to accommodate the \$545,000 in estimated costs.

Should there be a desire to further pursue Options 1A, 1B or 2, Administration would need to retain a consultant to undertake a BCA to determine costs to renovate the existing facility, and/or develop more detailed costs surrounding a new build. Administration would also have to investigate potential funding options for any capital costs under these scenarios as the current 10-year Capital Budget only has funding of \$5.9M earmarked for Roseland at this time.

Operating Impacts

The options considered contain different models to provide curling services to the community. The impacts to Operating Costs of curling are considered below:

- Options 1A, 1B and 2 are expected to have minimal impact on the existing Roseland or City operating budgets as they follow the existing curling operating model. During any closures in the construction period, there may be a loss of revenue, which would be offset by a reduction in operating costs. Any net losses due to construction may be able to be absorbed in Roseland's operating activities, available reserves, or through future project funding sources.
- Option 3 – Continue charging similar rates plus any annual percentage rate increases that Council approves. Administration anticipates that Option 3 will have minimal impact on the municipal levy. However, should the revenues generated by the new curling offering at the WFCU not be sufficient to cover related operating expenses, Administration will submit a request to adjust User Fee and Pricing policy to Council during the 2025 Budget Development.

Consultations:

David Deluzio, Roseland Golf & Curling Club

Dan Seguin, Financial Accounting & Corporate Controls

Natasha Gabbana, Asset Planning

Mike Dennis, Asset Planning

Emilie Dunnigan, Financial Planning
 Carrie McCrindle, Financial Planning
 Alex Vucinic, Purchasing
 Karina Richters, Asset Planning

Conclusion:

Based on the feedback from the public survey and acknowledging the history of curling in the community, Administration is recommending that curling continue to be offered by the City and be permanently relocated to a dedicated rink at the WFCU Centre, as it is not financially feasible to continue curling at Roseland beyond the 2023/2024 season. The Roseland facility requires significant upgrades and major capital expenditures and extensive aesthetic renovations are needed to modernize the space.

The WFCU Centre has the capacity to accommodate a dedicated 5 sheet curling rink with some minor renovations to one of the existing ice pads. The programming model for the dedicated ice pad would continue to include leagues, curling instruction, bonspiel, team building and rental opportunities similar to those historically offered at Roseland.

Planning Act Matters:

N/A

Approvals:

Name	Title
Colleen Middaugh	Manager of Corporate Projects
France Isabelle-Tunks	Executive Director of Engineering / Deputy City Engineer
Jen Knights	Executive Director of Recreation & Culture
Chris Nepszy	Commissioner of Infrastructure Services
Ray Mensour	Commissioner of Community Services
Shelby Askin Hager	Commissioner, Legal & Legislative Services
Janice Guthrie	Commissioner, Corporate Services CFO/City Treasurer
Joe Mancina	Chief Administrative Officer

Notifications:

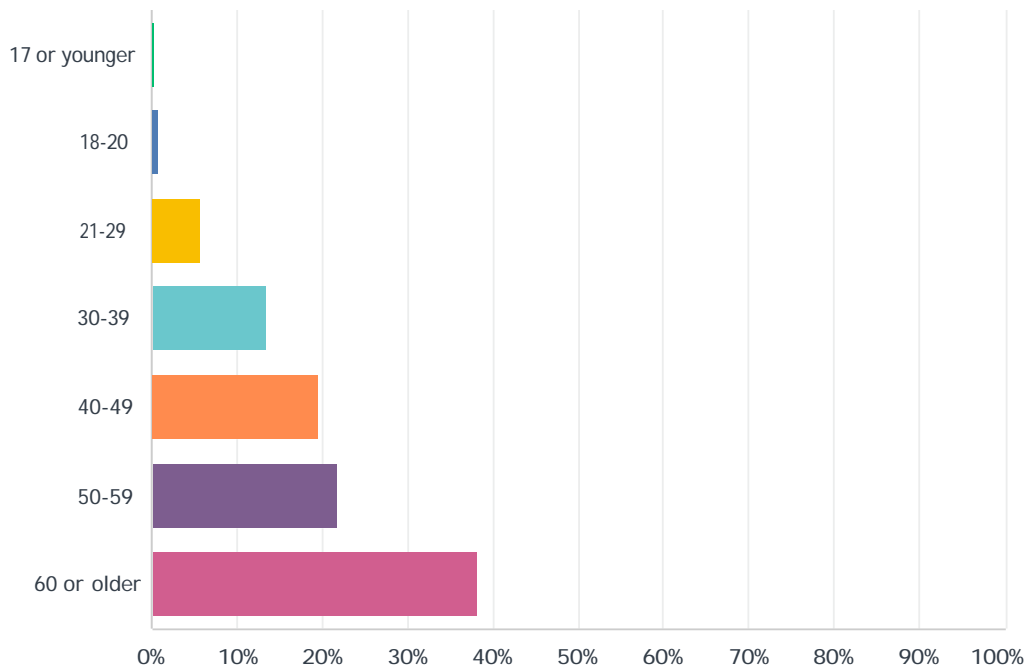
Name	Address	Email
Roseland Board of Directors		

Appendices:

- 1 Appendix A - 2023 Roseland Golf and Curling Club Community Survey Results (51 pages)
- 2 Appendix B – Curling Usage at Roseland 2022-2023 Season (1Page)

Q1 Which category below includes your age?

Answered: 792 Skipped: 1



ANSWER CHOICES	RESPONSES	
17 or younger	0.51%	4
18-20	0.76%	6
21-29	5.81%	46
30-39	13.38%	106
40-49	19.57%	155
50-59	21.84%	173
60 or older	38.13%	302
TOTAL		792

Q2 What is your postal code?

Answered: 773 Skipped: 20

#	RESPONSES	DATE
1	N0R 1J0	5/26/2023 10:15 AM
2	N9G 2S7	5/26/2023 10:11 AM
3	N8S 1E9	5/26/2023 8:39 AM
4	N8w5p2	5/25/2023 9:09 PM
5	N9E 1K3	5/25/2023 3:53 PM
6	N9A 4V4	5/25/2023 3:36 PM
7	N8X 5A1	5/25/2023 3:35 PM
8	N8N0C9	5/25/2023 3:29 PM
9	N9B 2X2	5/25/2023 3:26 PM
10	N9G 2P5	5/25/2023 3:15 PM
11	N9H 2L8	5/25/2023 3:10 PM
12	N9V 3V4	5/25/2023 3:00 PM
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14	N85 2C8	5/25/2023 2:53 PM
15	N9V1S1	5/25/2023 2:48 PM
16	N9H 1R1	5/25/2023 2:41 PM
17	W9E 1W8	5/25/2023 2:38 PM
18	N8S3C5	5/25/2023 11:13 AM
19	N8W3A5	5/24/2023 10:19 PM
20	N8s3z3	5/24/2023 10:16 PM
21	N9E2P9	5/24/2023 8:02 PM
22	N9E4M8	5/24/2023 6:20 PM
23	N8s1g2	5/24/2023 3:34 PM
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27	N9e3j1	5/23/2023 5:25 PM
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33	N8Y4J1	5/23/2023 3:23 PM
34	N9G 1Z9	5/23/2023 3:17 PM
35	N9A4L8	5/23/2023 9:07 AM
36	N9C-3W9	5/23/2023 8:35 AM
37	N9E 2K1	5/22/2023 10:20 PM
38	N9G 1S9	5/22/2023 7:09 PM
39	N0R1A0	5/22/2023 3:50 PM
40	N9G1Y6	5/22/2023 2:07 PM
41	N8p1c4	5/21/2023 8:54 PM
42	N9g 2e8	5/21/2023 7:12 PM
43	N9G2A3	5/21/2023 3:10 PM
44	N8p1j5	5/21/2023 2:56 PM

Roseland Golf and Curling Club Community Survey

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49	N9G1G6	5/20/2023 2:13 PM
50	N9E 2Y9	5/20/2023 1:34 PM
51	N8S0A4	5/20/2023 1:07 PM
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Roseland Golf and Curling Club Community Survey

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Roseland Golf and Curling Club Community Survey

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301	N9J3R2	5/13/2023 7:30 AM
302	N8S 3X3	5/13/2023 7:21 AM
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329	N0R 1A0	5/12/2023 9:08 PM
330	N9j1z1	5/12/2023 8:58 PM
331	N8R2E6	5/12/2023 8:58 PM
332	N0R1A0	5/12/2023 8:54 PM
333	N9E2S2	5/12/2023 8:54 PM
334	N9V4B3	5/12/2023 8:54 PM
335	N8W2V6	5/12/2023 8:53 PM
336	N9H 1J9	5/12/2023 8:52 PM
337	N8s1n5	5/12/2023 8:41 PM
338	N9E2Y7	5/12/2023 8:35 PM
339	N9G 2P4	5/12/2023 8:25 PM
340	N8S1H2	5/12/2023 8:22 PM
341	N9B	5/12/2023 8:22 PM
342	N9Y1M2	5/12/2023 8:12 PM
343	N8R 2K5	5/12/2023 8:09 PM
344	N8R 1K7	5/12/2023 8:05 PM

Roseland Golf and Curling Club Community Survey

345	N9G2P4	5/12/2023 7:58 PM
346	N8H 2H9	5/12/2023 7:53 PM
347	N9C 2W3	5/12/2023 7:45 PM
348	N8x1s2	5/12/2023 7:31 PM
349	48335 US	5/12/2023 7:24 PM
350	N9J 1R8	5/12/2023 7:20 PM
351	N9J3H4	5/12/2023 7:18 PM
352	N0R 1A0	5/12/2023 6:59 PM
353	N9G 2T6	5/12/2023 6:51 PM
354	N9E4W4	5/12/2023 6:50 PM
355	N9G 1T1	5/12/2023 6:49 PM
356	N9H2R7	5/12/2023 6:43 PM
357	n8w2p1	5/12/2023 6:42 PM
358	N9A5E4	5/12/2023 6:40 PM
359	N9E 3K7	5/12/2023 6:39 PM
360	n9e4y8	5/12/2023 6:35 PM
361	N9E2W5	5/12/2023 6:34 PM
362	N8W 3Z3	5/12/2023 6:34 PM
363	N8S1E9	5/12/2023 6:30 PM
364	n8y4w6	5/12/2023 6:28 PM
365	N9B 2S6	5/12/2023 6:24 PM
366	N8N2K2	5/12/2023 6:24 PM
367	N8S 3E2	5/12/2023 6:23 PM
368	N9E2J2	5/12/2023 6:21 PM
369	N9G 1Z8	5/12/2023 6:21 PM
370	n9b3v5	5/12/2023 6:20 PM
371	N8W 2K6	5/12/2023 6:19 PM
372	N8P0B8	5/12/2023 6:19 PM
373	N8w2r7	5/12/2023 6:18 PM
374	N9g 2y1	5/12/2023 6:17 PM
375	N9g2t6	5/12/2023 6:16 PM
376	N9H 2C2	5/12/2023 5:55 PM
377	N9j3c7	5/12/2023 5:51 PM
378	N8X1P8	5/12/2023 5:50 PM
379	N9A5H2	5/12/2023 5:42 PM
380	n8w 4j7	5/12/2023 5:39 PM
381	N8S3C3	5/12/2023 5:26 PM
382	N8W 5N6	5/12/2023 5:22 PM
383	n9g 1m5	5/12/2023 5:21 PM
384	N9g 2k1	5/12/2023 4:56 PM
385	n8y 1j3	5/12/2023 4:29 PM
386	N9y1a9	5/12/2023 4:29 PM
387	N9h1y7	5/12/2023 4:24 PM
388	N8Y 3G1	5/12/2023 4:19 PM
389	N9V 3R3	5/12/2023 4:15 PM
390	N0R1A0	5/12/2023 4:12 PM
391	N8W5x4	5/12/2023 4:07 PM
392	N8T0C2	5/12/2023 4:06 PM
393	N9H 1m8	5/12/2023 4:05 PM
394	N9g2j7	5/12/2023 3:58 PM

Roseland Golf and Curling Club Community Survey

395	N8W 3E8	5/12/2023 3:52 PM
396	N9E 1N5	5/12/2023 3:49 PM
397	N9E2C6	5/12/2023 3:42 PM
398	N0R1A0	5/12/2023 3:40 PM
399	N7I 5c6	5/12/2023 3:32 PM
400	N8Y4Y3	5/12/2023 3:30 PM
401	N9A 2J3	5/12/2023 3:23 PM
402	N9G1S8	5/12/2023 3:14 PM
403	N8W 1S1	5/12/2023 3:12 PM
404	Ward 1 - Fred Francis	5/12/2023 3:11 PM
405	N9V0G8	5/12/2023 3:09 PM
406	N9G2B9	5/12/2023 3:09 PM
407	N9e2e6	5/12/2023 3:07 PM
408	N8Y3Z9	5/12/2023 2:51 PM
409	N9H2B4	5/12/2023 2:48 PM
410	n9b 2c4	5/12/2023 2:36 PM
411	49083	5/12/2023 2:34 PM
412	N9E3B4	5/12/2023 2:31 PM
413	N9G 1H7	5/12/2023 2:31 PM
414	48225	5/12/2023 2:27 PM
415	N9h 0a5	5/12/2023 2:18 PM
416	N9J3S1	5/12/2023 2:17 PM
417	N9K1C3	5/12/2023 2:14 PM
418	N9V 3R3	5/12/2023 2:11 PM
419	N9J 3J3	5/12/2023 2:06 PM
420	N9E 1J9	5/12/2023 2:03 PM
421	N8H5J8	5/12/2023 1:53 PM
422	N9E4K2	5/12/2023 1:52 PM
423	N8S 3r7	5/12/2023 1:51 PM
424	N8N 5B2	5/12/2023 1:49 PM
425	N9E 1C3	5/12/2023 1:49 PM
426	N9A2A5	5/12/2023 1:47 PM
427	N9G 2Y3	5/12/2023 1:40 PM
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431	N8S1J9	5/12/2023 1:28 PM
432	N9E4N8	5/12/2023 1:23 PM
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434	N9G 2W9	5/12/2023 1:23 PM
435	N0R1V0	5/12/2023 1:20 PM
436	N0p1x0	5/12/2023 1:18 PM
437	N9e 3g6	5/12/2023 1:10 PM
438	N0R1V0	5/12/2023 1:10 PM
439	N0R1A0	5/12/2023 1:08 PM
440	N9G 1N8	5/12/2023 1:06 PM
441	N8S 3C5	5/12/2023 1:05 PM
442	N9J 2W2	5/12/2023 1:05 PM
443	N8T 2C9	5/12/2023 1:04 PM
444	N9C	5/12/2023 1:03 PM

Roseland Golf and Curling Club Community Survey

445	N8s1e7	5/12/2023 1:00 PM
446	N8S 3G6	5/12/2023 12:59 PM
447	N9h2p9	5/12/2023 12:57 PM
448	N8s1e7	5/12/2023 12:56 PM
449	N9j1b4	5/12/2023 12:46 PM
450	N9V0G4	5/12/2023 12:40 PM
451	N9A2M4	5/12/2023 12:39 PM
452	N9A 7K6	5/12/2023 12:38 PM
453	N8X 1S8	5/12/2023 12:38 PM
454	N9J 3M3	5/12/2023 12:33 PM
455	N9A 6J5	5/12/2023 12:29 PM
456	N8P 1G3	5/12/2023 12:28 PM
457	N9E 2R9	5/12/2023 12:25 PM
458	N8Y2G5	5/12/2023 12:11 PM
459	N9E1Z2	5/12/2023 12:07 PM
460	N9e4s1	5/12/2023 12:04 PM
461	N0R 1A0	5/12/2023 11:59 AM
462	N9B 2B6	5/12/2023 11:49 AM
463	N9J 3Y7	5/12/2023 11:48 AM
464	N8x1z3	5/12/2023 11:44 AM
465	n8w 4v6	5/12/2023 11:44 AM
466	M6c2r7	5/12/2023 11:43 AM
467	N9e3e7	5/12/2023 11:42 AM
468	N9E2G4	5/12/2023 11:35 AM
469	48168	5/12/2023 11:34 AM
470	N9g1w7	5/12/2023 11:32 AM
471	L8K4P3	5/12/2023 11:29 AM
472	N9V4C9	5/12/2023 11:25 AM
473	48375 (US)	5/12/2023 11:23 AM
474	n8w2w5	5/12/2023 11:21 AM
475	N8s2w6	5/12/2023 11:15 AM
476	N0R1V0	5/12/2023 11:13 AM
477	N0R1A0	5/12/2023 11:13 AM
478	N8y3l2	5/12/2023 11:12 AM
479	N9Y3M6	5/12/2023 11:08 AM
480	N9B 2T6	5/12/2023 11:08 AM
481	N8Y 5A6	5/12/2023 11:07 AM
482	N9G1T1	5/12/2023 11:03 AM
483	N9A6C4	5/12/2023 11:01 AM
484	N8R2C1	5/12/2023 10:59 AM
485	N0R1J0	5/12/2023 10:58 AM
486	N9b2t6	5/12/2023 10:53 AM
487	N9e4a1	5/12/2023 10:50 AM
488	N8N 2M1	5/12/2023 10:45 AM
489	N8R 1K1	5/12/2023 10:41 AM
490	N9B 0a1	5/12/2023 10:38 AM
491	N9K 1B3	5/12/2023 10:36 AM
492	N0R1V0	5/12/2023 10:27 AM
493	N0R 1A0	5/12/2023 10:17 AM
494	N9J 0B9	5/12/2023 10:15 AM

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495	N8P1W4	5/12/2023 10:09 AM
496	N8P1Z1	5/12/2023 10:08 AM
497	N9e3c4	5/12/2023 10:08 AM
498	N8M0A4	5/12/2023 10:06 AM
499	N8S 2P2	5/12/2023 10:06 AM
500	N9A 6C4	5/12/2023 10:05 AM
501	N9E3H8	5/12/2023 10:04 AM
502	N9G 2V7	5/12/2023 10:03 AM
503	N0R 1V0	5/12/2023 10:01 AM
504	N8X4T4	5/12/2023 9:52 AM
505	N9G 2A6	5/12/2023 9:51 AM
506	N8N2M7	5/12/2023 9:47 AM
507	N8S2M2	5/12/2023 9:43 AM
508	N9g2t4	5/12/2023 9:41 AM
509	N8Y5B9	5/12/2023 9:40 AM
510	n9g1z8	5/12/2023 9:38 AM
511	N9G1X7	5/12/2023 9:37 AM
512	N8N 4P3	5/12/2023 9:37 AM
513	N0R1A0	5/12/2023 9:34 AM
514	N8R1G2	5/12/2023 9:32 AM
515	n8s3w2	5/12/2023 9:30 AM
516	N0R 1A0	5/12/2023 9:24 AM
517	N9E2W5	5/12/2023 9:23 AM
518	N9E1X6	5/12/2023 9:22 AM
519	N0R 1A0	5/12/2023 9:21 AM
520	N8y3b7	5/12/2023 9:17 AM
521	48176	5/12/2023 9:12 AM
522	N9g 2a4	5/12/2023 9:12 AM
523	N8W 5V3	5/12/2023 9:09 AM
524	N9G 2S8	5/12/2023 9:08 AM
525	n0r1a0	5/12/2023 9:08 AM
526	N9C1P9	5/12/2023 9:07 AM
527	N9B3W4	5/12/2023 9:05 AM
528	N0R1A0	5/12/2023 9:05 AM
529	N8s2k2	5/12/2023 9:04 AM
530	N0R1K0	5/12/2023 9:04 AM
531	N9V3V4	5/12/2023 9:04 AM
532	N9g2w3	5/12/2023 9:02 AM
533	N0R1A0	5/12/2023 9:02 AM
534	N9H2K4	5/12/2023 9:01 AM
535	N9j0b9	5/12/2023 9:01 AM
536	N8Y 2N3	5/12/2023 9:01 AM
537	n9a5h1	5/12/2023 9:00 AM
538	N8M 3E3	5/12/2023 9:00 AM
539	N8w3e5	5/12/2023 8:57 AM
540	N8X 4T4	5/12/2023 8:54 AM
541	N8w5h4	5/12/2023 8:53 AM
542	N8W 5X4	5/12/2023 8:50 AM
543	N9G 1G6	5/12/2023 8:50 AM
544	N9E2Z6	5/12/2023 8:49 AM

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545	N8Y 4Y2	5/12/2023 8:48 AM
546	N9J3S1	5/12/2023 8:48 AM
547	N9V4B6	5/12/2023 8:47 AM
548	N9J3S1	5/12/2023 8:47 AM
549	N8w5v1	5/12/2023 8:46 AM
550	N9J3H4	5/12/2023 8:45 AM
551	N8P 1G1	5/12/2023 8:42 AM
552	n9h 1y1	5/12/2023 8:42 AM
553	N0R1G0	5/12/2023 8:42 AM
554	N8W 2M5	5/12/2023 8:41 AM
555	N0R 1N0	5/12/2023 8:40 AM
556	N9V 3R3	5/12/2023 8:40 AM
557	n9v-4b3	5/12/2023 8:40 AM
558	N9Y1E3	5/12/2023 8:39 AM
559	N8y3e6	5/12/2023 8:39 AM
560	N9e1v4	5/12/2023 8:39 AM
561	N9H0E7	5/12/2023 8:39 AM
562	N9g1j6	5/12/2023 8:38 AM
563	N9E 3C1	5/12/2023 8:35 AM
564	N8X 4P7	5/12/2023 8:34 AM
565	N9G 2T3	5/12/2023 8:28 AM
566	N8M X6	5/12/2023 8:28 AM
567	n9g2m6	5/12/2023 8:28 AM
568	N8N 2K2	5/12/2023 8:27 AM
569	N8s2j9	5/12/2023 8:26 AM
570	N8M0A3	5/12/2023 8:25 AM
571	N9G 2N5	5/12/2023 8:23 AM
572	N9E 2V9	5/12/2023 8:23 AM
573	N9E 2V7	5/12/2023 8:22 AM
574	N8Y1P9	5/12/2023 8:22 AM
575	n0g2m6	5/12/2023 8:21 AM
576	N9H1N7	5/12/2023 8:17 AM
577	N8S 4C1	5/12/2023 8:16 AM
578	N9E 2C6	5/12/2023 8:15 AM
579	n9b3p4	5/12/2023 8:15 AM
580	N0R1A0	5/12/2023 8:15 AM
581	N9H0A3	5/12/2023 8:09 AM
582	N8P1Y3	5/12/2023 8:03 AM
583	N9G1Z7	5/12/2023 8:02 AM
584	n8r 2k3	5/12/2023 8:00 AM
585	N8P 1Y3	5/12/2023 7:59 AM
586	N9J 3N6	5/12/2023 7:55 AM
587	N8s2g3	5/12/2023 7:50 AM
588	N8s1h2	5/12/2023 7:47 AM
589	N9G 2A7	5/12/2023 7:46 AM
590	N8n 3c7	5/12/2023 7:42 AM
591	N9E1L6	5/12/2023 7:41 AM
592	N8W 2T5	5/12/2023 7:39 AM
593	N8w5v1	5/12/2023 7:37 AM
594	N0P1N0	5/12/2023 7:37 AM

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595	N8H0E3	5/12/2023 7:33 AM
596	N8W 4L5	5/12/2023 7:33 AM
597	N8G 1V4	5/12/2023 7:32 AM
598	N9c2c5	5/12/2023 7:32 AM
599	N8N3J9	5/12/2023 7:26 AM
600	N0r 1 k0	5/12/2023 7:25 AM
601	N9g1j2	5/12/2023 7:23 AM
602	N8P1G5	5/12/2023 7:23 AM
603	N9G3E3	5/12/2023 7:20 AM
604	N8N 2L9	5/12/2023 7:18 AM
605	48428	5/12/2023 7:12 AM
606	N9h2n2	5/12/2023 7:09 AM
607	N8N 2L9	5/12/2023 7:06 AM
608	N8w2s8	5/12/2023 7:05 AM
609	n8n3j9	5/12/2023 6:49 AM
610	N9v0a1	5/12/2023 6:24 AM
611	N0R 1A0	5/12/2023 6:11 AM
612	N9G2A4	5/12/2023 5:54 AM
613	N9Y2E2	5/12/2023 5:40 AM
614	n8w2h8	5/12/2023 5:38 AM
615	N9H2L4	5/12/2023 5:22 AM
616	N8S3E6	5/12/2023 4:33 AM
617	N8T1C1	5/12/2023 4:27 AM
618	N9B 1Z9	5/12/2023 3:25 AM
619	N8n 1s5	5/12/2023 1:33 AM
620	N9e2t4	5/12/2023 1:09 AM
621	N8Y 3B7	5/12/2023 12:21 AM
622	N8s2g3	5/12/2023 12:12 AM
623	N9A5A1	5/12/2023 12:02 AM
624	N9G2W9	5/12/2023 12:01 AM
625	N8P 1X5	5/11/2023 11:56 PM
626	N8Y3E6	5/11/2023 11:53 PM
627	N9G1W4	5/11/2023 11:53 PM
628	N8W 2Z7	5/11/2023 11:50 PM
629	N8s2c8	5/11/2023 11:37 PM
630	N9g 2s6	5/11/2023 11:36 PM
631	N9Y0B6	5/11/2023 11:34 PM
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634	N9e4n8	5/11/2023 11:30 PM
635	N9V 2Y7	5/11/2023 11:06 PM
636	N8N4Y8	5/11/2023 11:01 PM
637	48301	5/11/2023 10:54 PM
638	N9J 2C5	5/11/2023 10:54 PM
639	n9e1p5	5/11/2023 10:50 PM
640	N9E 2M8	5/11/2023 10:43 PM
641	N8S 2M4	5/11/2023 10:38 PM
642	N8n 1A7	5/11/2023 10:32 PM
643	N8S3N1	5/11/2023 10:31 PM
644	N7S4R9	5/11/2023 10:29 PM

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645	N0P1A0	5/11/2023 10:29 PM
646	N9G	5/11/2023 10:22 PM
647	N9G1Y4	5/11/2023 10:21 PM
648	N9J 0B1	5/11/2023 10:21 PM
649	N9g2p4	5/11/2023 10:18 PM
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651	N9E1X8	5/11/2023 10:13 PM
652	N8N 4B2	5/11/2023 10:13 PM
653	N8W5R1	5/11/2023 10:09 PM
654	N9e1y7	5/11/2023 10:05 PM
655	N0R 1K0	5/11/2023 10:00 PM
656	N9G 2H9	5/11/2023 9:56 PM
657	N9G2P5	5/11/2023 9:53 PM
658	N9j2m9	5/11/2023 9:51 PM
659	N9e4r7	5/11/2023 9:50 PM
660	N0R 1L0	5/11/2023 9:45 PM
661	N9e2r9	5/11/2023 9:43 PM
662	N9E 2T4	5/11/2023 9:36 PM
663	N8M1Y1	5/11/2023 9:36 PM
664	N9g1y7	5/11/2023 9:36 PM
665	N9B3B7	5/11/2023 9:33 PM
666	N8P1E4	5/11/2023 9:32 PM
667	N0r1b0	5/11/2023 9:28 PM
668	N9g2p4	5/11/2023 9:27 PM
669	N8S 3C5	5/11/2023 9:26 PM
670	N9g1n2	5/11/2023 9:24 PM
671	N8S3B9	5/11/2023 9:13 PM
672	N8S 2G3	5/11/2023 9:13 PM
673	N8S4P8	5/11/2023 9:11 PM
674	N9J 3L6	5/11/2023 9:05 PM
675	N9Y2Y6	5/11/2023 9:04 PM
676	N9e1y1	5/11/2023 9:02 PM
677	N9G1X8	5/11/2023 9:02 PM
678	N9G2P9	5/11/2023 9:00 PM
679	N8y3l4	5/11/2023 8:56 PM
680	N9j1h4	5/11/2023 8:55 PM
681	N8W2R3	5/11/2023 8:53 PM
682	N9G 2S7	5/11/2023 8:52 PM
683	N9g2a7	5/11/2023 8:52 PM
684	N9H 1E6	5/11/2023 8:49 PM
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686	N8X 1Y7	5/11/2023 8:40 PM
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688	N9H2K4	5/11/2023 8:33 PM
689	N9V4A6	5/11/2023 8:25 PM
690	N0p2p0	5/11/2023 8:23 PM
691	N8N 4P1	5/11/2023 8:22 PM
692	N9G2S7	5/11/2023 8:17 PM
693	N9Y1A9	5/11/2023 8:15 PM
694	N8p1j5	5/11/2023 8:10 PM

Roseland Golf and Curling Club Community Survey

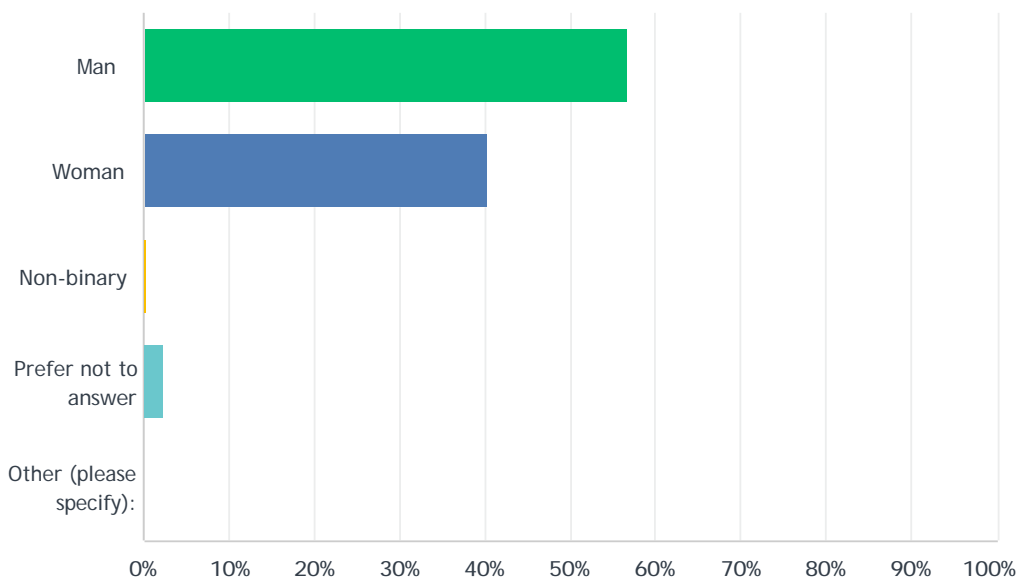
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696	N8n 3p5	5/11/2023 8:03 PM
697	N8N2L9	5/11/2023 8:01 PM
698	N9A 5H2	5/11/2023 8:00 PM
699	N8y2k1	5/11/2023 7:57 PM
700	N8N4B2	5/11/2023 7:53 PM
701	N0P2P0	5/11/2023 7:52 PM
702	N9E3H2	5/11/2023 7:50 PM
703	N9B1Y5	5/11/2023 7:47 PM
704	N8N2L9	5/11/2023 7:44 PM
705	N9E1X3	5/11/2023 7:41 PM
706	N8N4L5	5/11/2023 7:39 PM
707	N0R 1A0	5/11/2023 7:35 PM
708	N9B2K5	5/11/2023 7:34 PM
709	N8P1J9	5/11/2023 7:27 PM
710	N8t1s1	5/11/2023 7:18 PM
711	N9C	5/11/2023 7:09 PM
712	N9Y2E5	5/11/2023 7:08 PM
713	N8s3w2	5/11/2023 6:56 PM
714	N9v1a3	5/11/2023 6:55 PM
715	N8t2p7	5/11/2023 6:53 PM
716	N9E 4T1	5/11/2023 6:52 PM
717	N9E3J5	5/11/2023 6:43 PM
718	N9g1y4	5/11/2023 6:41 PM
719	N9G1X7	5/11/2023 6:35 PM
720	N0R 1K0	5/11/2023 6:33 PM
721	N8N 0A4	5/11/2023 6:32 PM
722	n8s2m5	5/11/2023 6:31 PM
723	N9H1S4	5/11/2023 6:30 PM
724	N8m3e5	5/11/2023 6:30 PM
725	N9E 2E8	5/11/2023 6:28 PM
726	N9j3r9	5/11/2023 6:26 PM
727	N9E 2X9	5/11/2023 6:26 PM
728	N8N2M1	5/11/2023 6:25 PM
729	N9j3s1	5/11/2023 6:21 PM
730	N9G 1Y6	5/11/2023 6:15 PM
731	N8s2c8	5/11/2023 6:14 PM
732	N9j3y7	5/11/2023 6:10 PM
733	N8y2y3	5/11/2023 6:05 PM
734	N9J 0B1	5/11/2023 6:01 PM
735	N9g2w3	5/11/2023 6:00 PM
736	N9E 4K5	5/11/2023 5:54 PM
737	N9B3M7	5/11/2023 5:53 PM
738	N9j3t2	5/11/2023 5:51 PM
739	N8W5R1	5/11/2023 5:47 PM
740	N8X4Z9	5/11/2023 5:47 PM
741	N8x1n9	5/11/2023 5:46 PM
742	N9h2a4	5/11/2023 5:34 PM
743	N9e2k1	5/11/2023 5:33 PM
744	N8W 4L5	5/11/2023 5:31 PM

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745	N9V 0A7	5/11/2023 5:30 PM
746	n9e1x5	5/11/2023 5:24 PM
747	N0R 1A0	5/11/2023 5:24 PM
748	N9E2T4	5/11/2023 5:23 PM
749	N0R 1AO	5/11/2023 5:21 PM
750	N8S3A2	5/11/2023 5:17 PM
751	N8P 2R7	5/11/2023 5:13 PM
752	N9J 3Y7	5/11/2023 5:13 PM
753	N9j2t8	5/11/2023 5:11 PM
754	N9A 4E6	5/11/2023 5:06 PM
755	N9J 3T2	5/11/2023 5:05 PM
756	N9g 1n8	5/11/2023 5:01 PM
757	n8x1s7	5/11/2023 4:57 PM
758	N8P 1T1	5/11/2023 4:56 PM
759	N8W 3E3	5/11/2023 4:51 PM
760	N9H2G3	5/11/2023 4:49 PM
761	n9e 4k5	5/11/2023 4:49 PM
762	N8n 2g3	5/11/2023 4:48 PM
763	n9e2x6	5/11/2023 4:46 PM
764	N9e2p6	5/11/2023 4:38 PM
765	N8n0e1	5/11/2023 4:36 PM
766	N9C3P9	5/11/2023 4:33 PM
767	N9g2b5	5/11/2023 4:33 PM
768	N9e4s1	5/11/2023 4:32 PM
769	N8W4R3	5/11/2023 4:22 PM
770	N9h2e2	5/11/2023 4:16 PM
771	N9V3V3	5/11/2023 4:12 PM
772	n9a6s1	5/11/2023 4:11 PM
773	N8N 5B4	5/11/2023 4:10 PM

Q3 Please indicate your gender:

Answered: 793 Skipped: 0

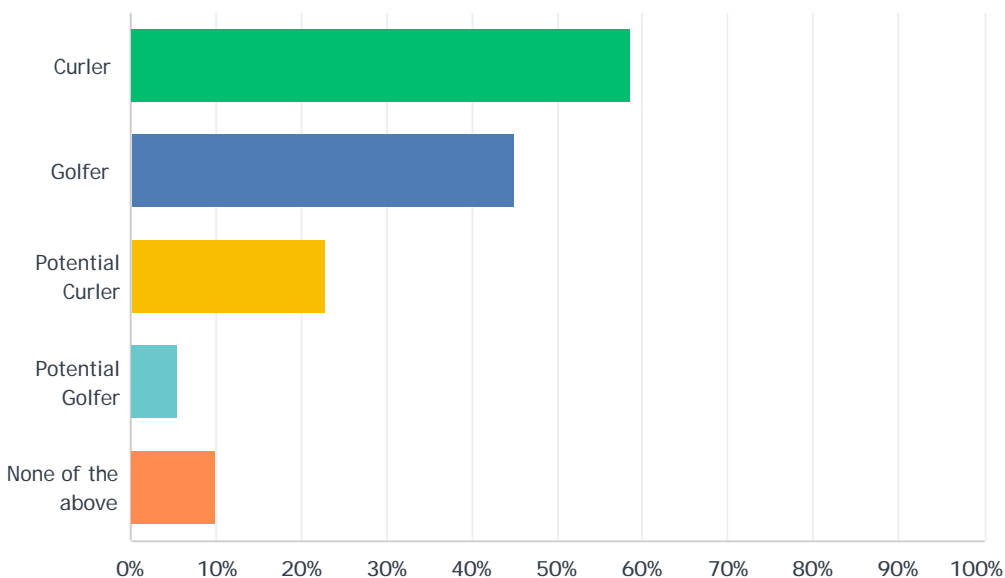


ANSWER CHOICES	RESPONSES	
Man	56.75%	450
Woman	40.35%	320
Non-binary	0.38%	3
Prefer not to answer	2.27%	18
Other (please specify):	0.25%	2
TOTAL		793

#	OTHER (PLEASE SPECIFY):	DATE
1	2 people, husband and wife	5/17/2023 12:01 PM
2	[REDACTED]	5/12/2023 11:23 AM

Q4 Which of the following best describes you (Select all that apply):

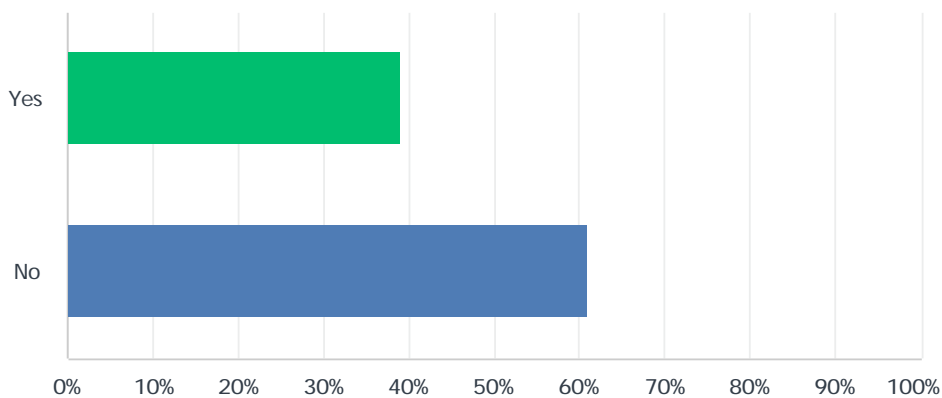
Answered: 790 Skipped: 3



ANSWER CHOICES	RESPONSES	
Curler	58.73%	464
Golfer	45.06%	356
Potential Curler	22.91%	181
Potential Golfer	5.44%	43
None of the above	10.13%	80
Total Respondents: 790		

Q5 Are you in a curling league at Roseland? (Select one)

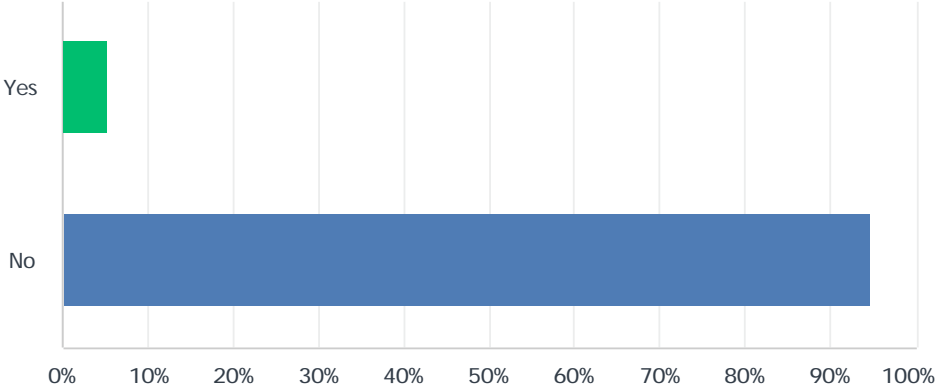
Answered: 790 Skipped: 3



ANSWER CHOICES	RESPONSES	
Yes	39.11%	309
No	60.89%	481
TOTAL		790

Q6 Are you in a golf league at Roseland? (Select one)

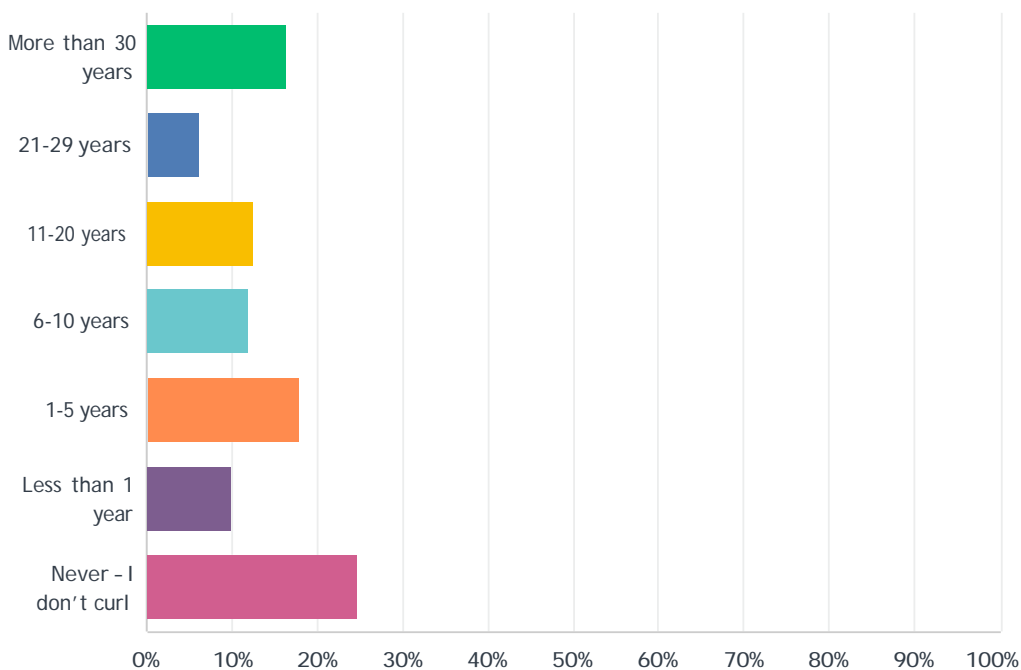
Answered: 783 Skipped: 10



ANSWER CHOICES	RESPONSES	
Yes	5.36%	42
No	94.64%	741
TOTAL		783

Q7 How many years have you been curling?

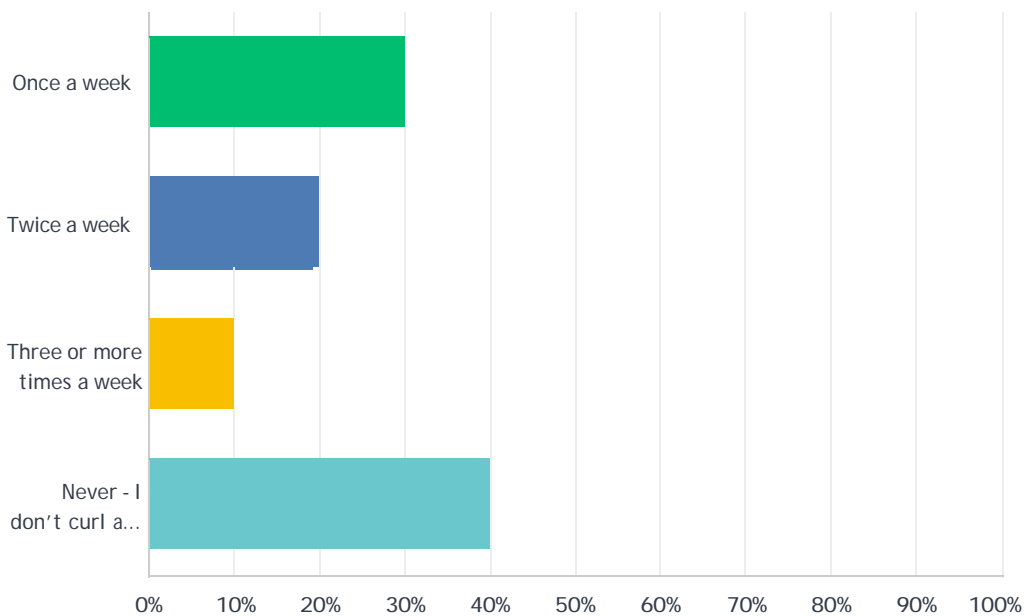
Answered: 782 Skipped: 11



ANSWER CHOICES	RESPONSES	
More than 30 years	16.50%	129
21-29 years	6.14%	48
11-20 years	12.66%	99
6-10 years	12.02%	94
1-5 years	17.90%	140
Less than 1 year	10.10%	79
Never – I don't curl	24.68%	193
TOTAL		782

Q8 How often do you curl?

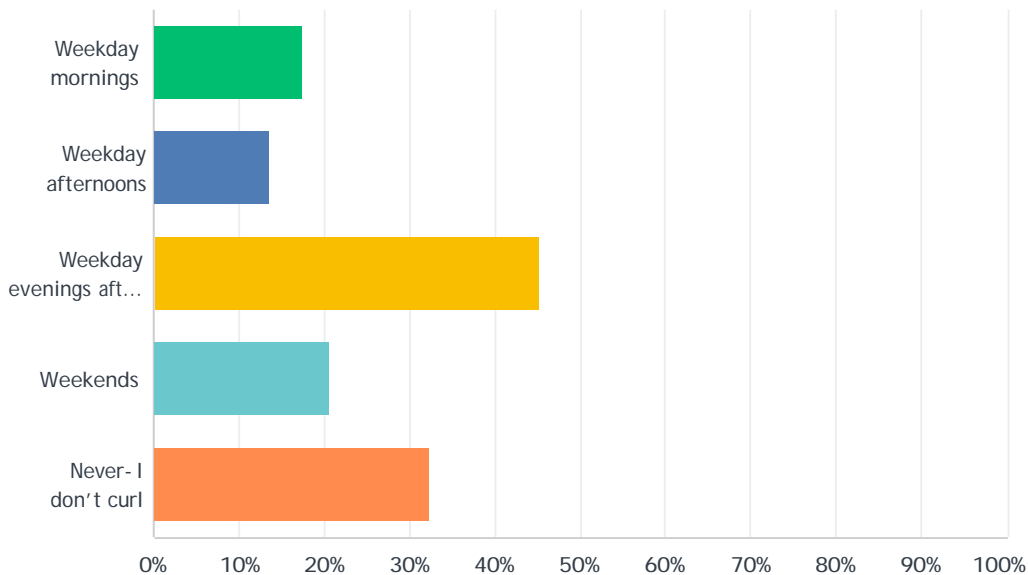
Answered: 761 Skipped: 32



ANSWER CHOICES	RESPONSES	
Once a week	30.75%	234
Twice a week	19.19%	146
Three or more times a week	10.38%	79
Never - I don't curl at Roseland	39.68%	302
TOTAL		761

Q9 What time of the day do you use the curling facility (Select all that apply):

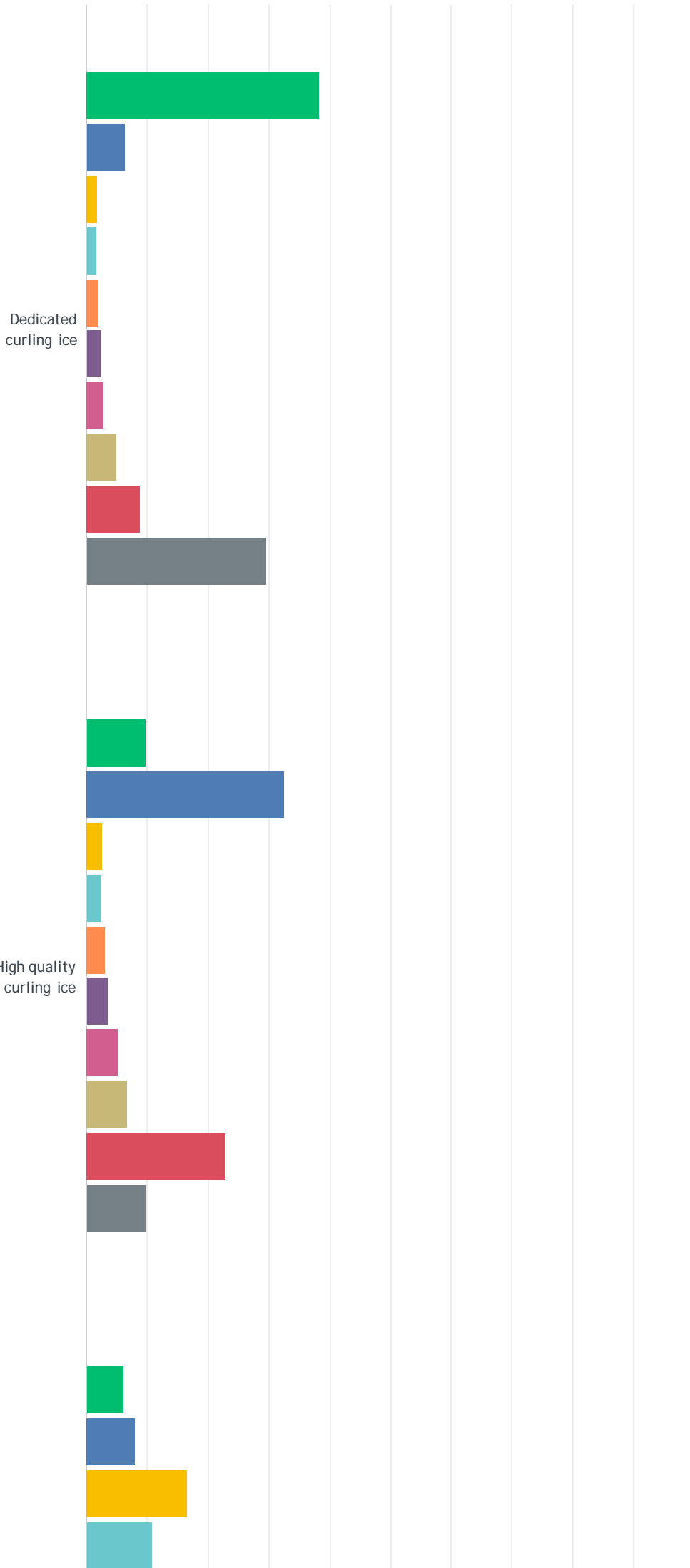
Answered: 769 Skipped: 24



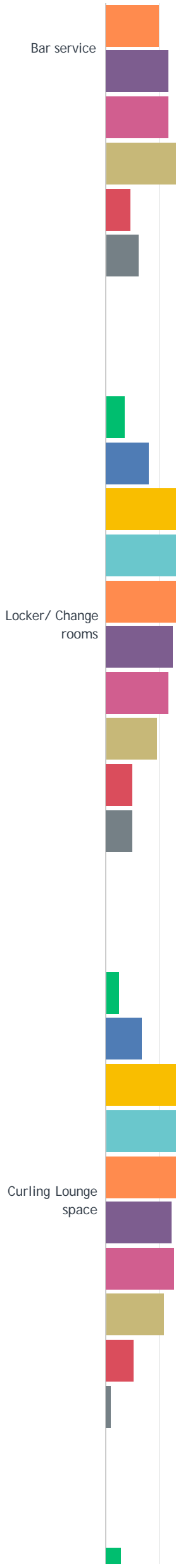
ANSWER CHOICES	RESPONSES	
Weekday mornings	17.56%	135
Weekday afternoons	13.65%	105
Weekday evenings after 5 p.m.	45.12%	347
Weekends	20.68%	159
Never- I don't curl	32.38%	249
Total Respondents: 769		

Q10 Rank the following amenities in order of what is most important to you in a new curling location (1=most important and 10=least Important):

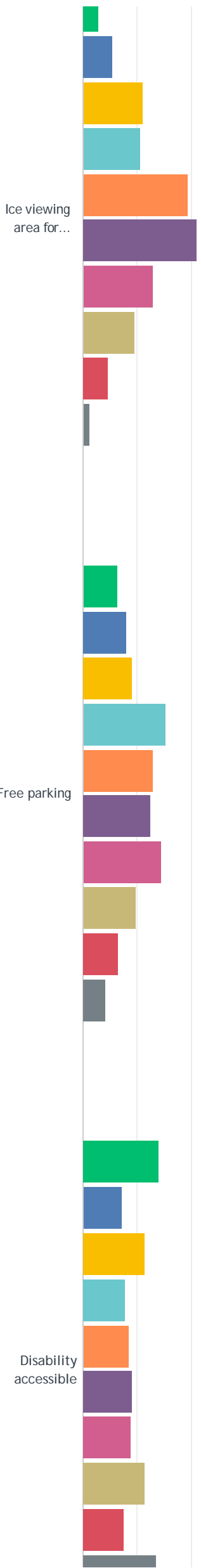
Answered: 752 Skipped: 41



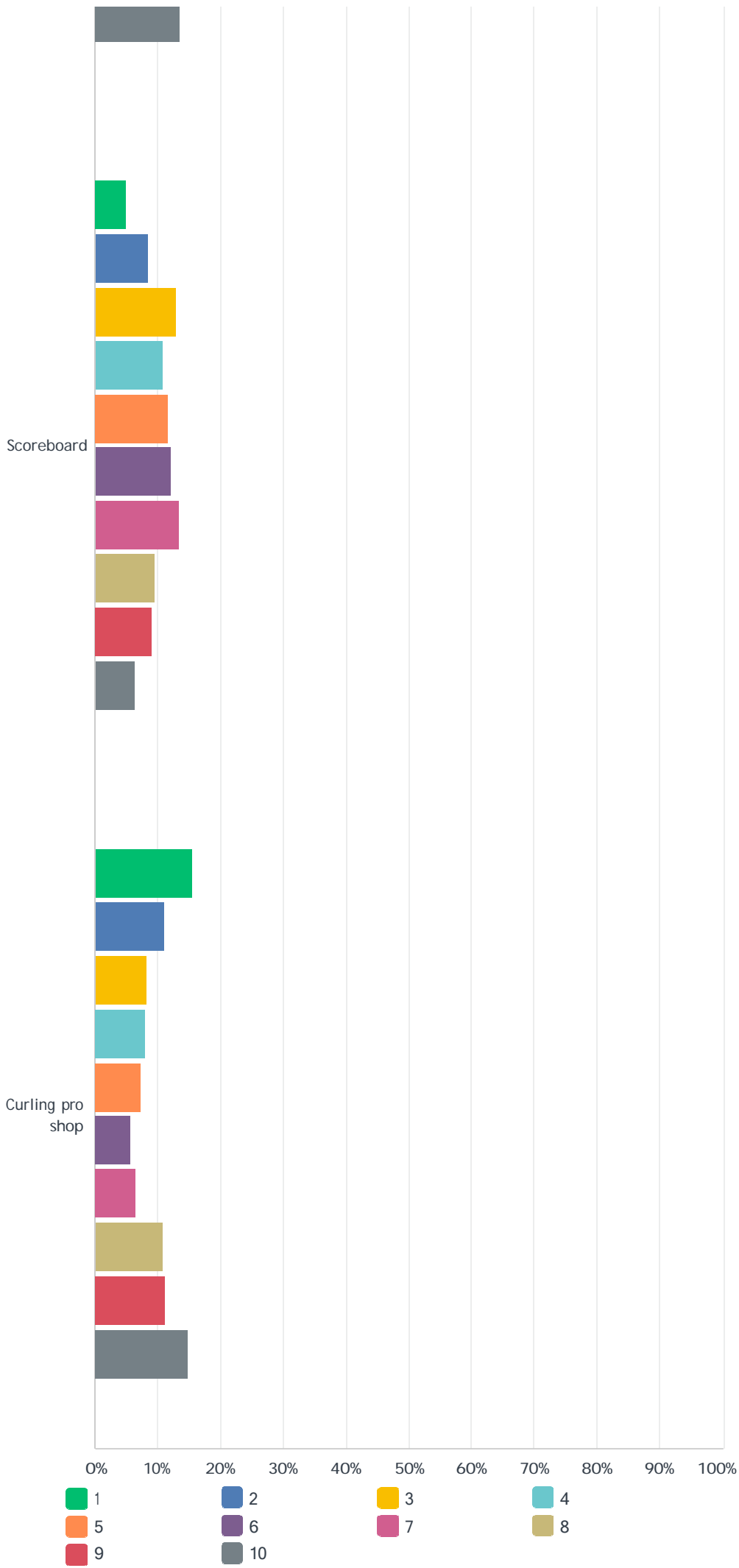
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	1	2	3	4	5	6	7	8	9	10	TOTAL
Dedicated curling ice	38.47% 237	6.49% 40	1.95% 12	1.62% 10	2.11% 13	2.60% 16	2.92% 18	5.19% 32	8.93% 55	29.71% 183	616
High quality curling ice	9.90% 60	32.67% 198	2.81% 17	2.64% 16	3.30% 20	3.63% 22	5.28% 32	6.77% 41	23.10% 140	9.90% 60	606
Bar service	6.24% 37	8.09% 48	16.53% 98	10.96% 65	10.12% 60	11.80% 70	11.80% 70	13.49% 80	4.72% 28	6.24% 37	593
Locker/Change rooms	3.65% 21	8.17% 47	15.13% 87	14.78% 85	14.09% 81	12.52% 72	11.83% 68	9.57% 55	5.22% 30	5.04% 29	575
Curling Lounge space	2.62% 16	6.89% 42	13.93% 85	19.51% 119	14.92% 91	12.30% 75	12.79% 78	10.82% 66	5.25% 32	0.98% 6	610
Ice viewing area for spectators	3.05% 18	5.59% 33	11.19% 66	10.68% 63	19.49% 115	21.19% 125	13.05% 77	9.66% 57	4.75% 28	1.36% 8	590
Free parking	6.32% 37	8.03% 47	9.23% 54	15.38% 90	12.99% 76	12.65% 74	14.53% 85	9.91% 58	6.67% 39	4.27% 25	585
Disability accessible	13.97% 77	7.26% 40	11.43% 63	7.99% 44	8.53% 47	9.07% 50	8.89% 49	11.62% 64	7.62% 42	13.61% 75	551
Scoreboard	5.10% 30	8.50% 50	13.10% 77	10.88% 64	11.73% 69	12.07% 71	13.44% 79	9.69% 57	9.18% 54	6.29% 37	588
Curling pro shop	15.60% 93	11.07% 66	8.22% 49	8.05% 48	7.55% 45	5.70% 34	6.71% 40	10.91% 65	11.24% 67	14.93% 89	596

#	OTHER (PLEASE SPECIFY ADDITIONAL AMENITIES NOT INDICATED ABOVE THAT ARE IMPORTANT TO YOU):	DATE
1	Also Rated: #5 - Pro Shop #10 - Ice quality, lounge, spectator viewing, free parking, and accessible	5/26/2023 10:15 AM
2	Also Rated: #3 - Lounge and spectator viewing #1 - All the rest	5/26/2023 8:39 AM
3	Also rated: #2 - Pro Shop #1 - All the rest	5/25/2023 3:53 PM
4	Also Rated: #9 - Scoreboard #10 - all the rest	5/25/2023 3:36 PM
5	Dedicated curling ice, high quality curling ice and lounge space all rank as #1.	5/25/2023 3:35 PM
6	Also rated: #1 - Bar, Pro Shop #2 - Disability accessibility	5/25/2023 3:32 PM
7	All #1	5/25/2023 3:26 PM
8	#1 - Everything above except: #2 - Bar Service, Lockers, Free Parking I was unable to complete this online as it would not allow me to associate the vitale importance of all of the above to have a successful curling club.	5/25/2023 3:15 PM
9	REAMIN AT ROSELAND Ranked: #4 Bar and Locker rooms #6 Lounge and spectator #10 Everything else	5/25/2023 2:56 PM
10	Also rated: #2 - Bar Service, Viewing area, Scoreboard #3 - Accessibility #5 - Pro Shop	5/25/2023 2:48 PM
11	All in this list are rated #1 with the exception of locker rooms(10), viewing areas (3), Scoreboard and Pro Shop (5)	5/25/2023 2:38 PM
12	Some of these amenities are of equal value to me	5/24/2023 10:19 PM
13	My mom and dad curled there. I enjoyed going g to watch. My dad golfed on one side and curled on the other	5/24/2023 3:34 PM
14	Provide a ranking scale that allows a more accurate picture of what are the most important amenities. Allow each of the amenities to have their importance ranked from 1 to 10. The present setup gives only a very biased ranking.	5/24/2023 3:25 PM
15	It is extremely important to have dedicated & quality ice to play on. It is also important to have a facility that has dedicated scoreboards, locker/change room facilities, an area for socialization with light food & beverage service. I work in the City but live in the county. There are many people in the same situation as I am where we work until 5pm & have to curl at 630. Change room facilities are important as we do not have the luxury of driving home to grab gear and go curling. For the club, having the availability to host curling bonspeils (tournaments) is important. Its a great way to show off our club & teams as well as to meet new curlers and play against other teams. To host such events, a bar, lounge, food and especially locker room facilities are needed. With this said I wish Roseland curling to remain where it is currently. Should the city decide to re-locate to a hockey rink facility this would be unfortunate. If this was the case, i would sure hope the location of the facility is taken in to consideration, and just not thrown into a rink because it is available to use. Roseland is centrally located for everyone whether they are from within the City or County. It is easily accessible from EC Row, 401, Huron Church (Bridge from USA for some curlers) and easy to access to the county via Howard Ave, Hwy 20 (Iasale/aburg). Since, the club is currently not offering food/beverage	5/22/2023 3:50 PM

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services, there are places available close by for use. If we do get relocated, I would hope that these issues are taken into consideration.

16	I think it is generally important for a city to offer appealing places for leisure activities such as curling. Why wouldn't they share a clubhouse with golf as they do now?	5/21/2023 2:56 PM
17	Privatize it. Put curling at an arena, use the ice machine used for hockey. Stop wasting money.	5/20/2023 2:13 PM
18	All important factors - #1 for all	5/19/2023 7:56 PM
19	These are all important. I do not feel comfortable ranking these from 1-10... also how is disability accessible even an option? Doesn't that go without saying? Is the city of Windsor actually going to build a facility that is not accessible. Roseland has all of these options and any other facility should have all of these as well.	5/19/2023 6:16 PM
20	I curled every season in multiple leagues at Roseland since it opened...until Covid. Curling is still important to me but I cannot continue.	5/19/2023 4:28 PM
21	Good curling ice, bar service, locker rooms, lounge space, free parking, scoreboard, pro shop	5/18/2023 4:51 PM
22	**** I am on my Ipad and couldn't check off the items above. It only allowed me to rank one line!!! Most important items: dedicated curling ice, High quality CURLING ice, free and ACCESSIBLE parking, bar service	5/18/2023 4:51 PM
23	All of these are 10's Least Important.	5/18/2023 4:39 PM
24	League information boards Kitchen hospitality options for weekly use and hosting bonspiels	5/17/2023 9:26 PM
25	Unable to answer all questions. The program cancels previously answered questions.	5/17/2023 3:30 PM
26	All of the above are important!	5/17/2023 3:23 PM
27	Ensure that Windsor could have bonspiels in the city, to show off our great city.	5/17/2023 2:00 PM
28	Restaurant to serve curling, golf, and the COMMUNITY. Outsource the restaurant for family dining - not fast food.. Roseland has the most picturesque dining view in the city.. Curling ice is not compatible with hockey ice because of the constant re-surfacing problems. .Parks and Recreation should offer curling for high school. This is a great alternative to kids who don't want to play or can't afford to play hockey. Our grandson graduated from St. Clair and stayed in school because of curling. He said "I would have dropped out of high school without curling. It motivated me to pass my subjects so I could curl." He chose to further his education , at Fleming Collège. Their curling team was influential in that decision. Promoted properly, curling is a great family sport. It should be part of the offering to the public in the list of sports in the city..	5/17/2023 12:01 PM
29	I may not curl as often as I would like, but am interested in signing up for leagues next fall/winter. I've curled at Roseland at least once a year (an option you should have included in this survey).	5/16/2023 6:51 PM
30	While the original survey went to great lengths regarding eating, there are no similar questions related to eating in this survey. Any curling facility should at least have a dedicated area to allow for catering when you host a Bonspiel.	5/16/2023 6:06 PM
31	Available ice to play	5/16/2023 3:47 PM
32	I don't curl. I don't care. Rather see more parks.	5/16/2023 3:31 PM
33	I don't curl	5/16/2023 9:48 AM
34	I am a teacher and my students use this facility to participate in the curling team through our school.	5/16/2023 9:33 AM
35	It will only allow me to pick on number once above	5/16/2023 8:37 AM
36	Bar, dedicated curling ice	5/15/2023 7:22 PM
37	Curl once a year with friends. Food and bar service is important	5/15/2023 3:20 PM
38	Your tally is not working. I picked my response and then it will remove a response from above	5/15/2023 9:37 AM
39	Unfortunately, I can only pick one row of the many you have listed. Dedicated curling ice is (1); High quality curling ice is (1); Bar Service (3); Locker/Change Rooms (3); Curling Lounge Space (3); Ice viewing area for spectators (3); Free parking (5); Disability accessible (3); Scoreboard (2); Curling Pro Shop (3).	5/15/2023 7:54 AM
40	All of the above should be in a curling rink	5/15/2023 6:50 AM
41	small restaurant for food	5/14/2023 5:24 PM
42	A scoreboard should be there without even saying or ranking. The facility should also simply be required to be disability accessible without question. Food service is missing from this questionnaire. Bar/Food Service should be combined.	5/14/2023 1:44 PM
43	TV at the end of ice surface. Display cases for trophies& awards etc. Food service available. Security in locker rooms.	5/14/2023 1:29 PM
44	NA	5/14/2023 11:52 AM
45	Food services	5/14/2023 11:09 AM
46	A place to have food catered in abd served satellite kitchen and eating area	5/14/2023 11:07 AM
47	It must be a space that not only offers a high quality curling rink, but also a place for gathering.	5/14/2023 10:08 AM

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This is not only important for leagues, but also for bonspiels.

48	Using volunteers for Ice maintenance. Assistance in putting Ice in and taking out, cleaning ice, mid season flooding, sweeping ice after games, etc. There would be a full-time Ice Technician. I realize that there are probably union issues . Discussions with the curling committees, Operations managers and council must continue.	5/13/2023 7:22 PM
49	Central location	5/13/2023 6:49 PM
50	Pizza available for purchase	5/13/2023 5:57 PM
51	I have been a spectator at Roseland for more than 25 years. Every week - to enjoy a meal or snack at the restaurant but more importantly, to enjoy watching curlers in a dedicated facility that has so much heritage and hosted many amazing curlers over the years. Roseland curling has a unique charm and familiarity. That will be difficult to replace in an arena. Question 12 is obviously aiming in a different direction.	5/13/2023 3:48 PM
52	all of the above are important in a curling location	5/13/2023 1:18 PM
53	Dining	5/13/2023 1:11 PM
54	Food	5/13/2023 12:29 PM
55	Ventilation and humidity control are crucial for maintaining a proper playing surface. Just reassigning an existing hockey/skating facility for curling may not be enough. Retrofitting the air circulation must be part of the plan. For high-school curling, 6 sheets is very convenient to allow teams from many more schools to learn the game and to compete, considering that Windsor homes a large number of high-schools.	5/13/2023 12:07 PM
56	Dedicated and good ice is a must! Scoreboard should be mandatory. What's a hockey rink without a scoreboard? That shouldn't even be a question	5/13/2023 11:41 AM
57	I do not feel that our tax dollars should subsidize the curling rink	5/13/2023 9:24 AM
58	Of course you need a scoreboard, it should be included in high quality or dedicated ice.	5/13/2023 8:32 AM
59	Teaching	5/13/2023 8:13 AM
60	Was not able to answer all questions. Program didn't allow some answers.	5/13/2023 7:55 AM
61	This survey isn't working. It will not let me choose two items in the same column without deleting the previous one	5/13/2023 7:45 AM
62	Why when I click on one of these boxes the one before it disappears	5/13/2023 7:21 AM
63	Hard to use item 10. When one, for example when ranking a 8 other 8's eliminated. Same for all rankings. Cannot rank all items with a similar ranking	5/13/2023 6:29 AM
64	This ranking is silly. You need a full service rink with a restaurant/bar, obviously change facilities, viewing area/lounge to bring in tourneys (\$\$), obviously a scoreboard & a shop	5/13/2023 1:57 AM
65	Bar area with seating for 32 curlers plus 32 Guests ;locker rooms are a must. Pro shop can be a couple of drawers and small closet. We order most things from online sources	5/12/2023 8:58 PM
66	The view's of the golf course and the ability to watch curling while at the restaurant was always a crowd pleaser and educated people to the sport of both curling and golf.	5/12/2023 8:58 PM
67	Food services	5/12/2023 8:25 PM
68	Why is disability accessible on this survey as an amenity? I thought all buildings now had to be disability accessible.	5/12/2023 8:05 PM
69	Accessible and free parking	5/12/2023 7:53 PM
70	Curl 1/year	5/12/2023 7:24 PM
71	Food Service (short order style) is required in conjunction with the bar service. This is not only needed for the curling leagues. but is a must have when hosting bonspiel tournaments. Currently, Roseland does not offer this food service. Dedicated Washrooms in the locker/change area. Ice viewing in the bar/food service area.	5/12/2023 7:20 PM
72	Disability accessible is not an amenity. It is a building code requirement.	5/12/2023 6:23 PM
73	Restaurant or banquet hall.	5/12/2023 6:19 PM
74	Our family has curled at roseland for years & we do not want it moved	5/12/2023 6:18 PM
75	six sheets of ice	5/12/2023 4:29 PM
76	Most important is dedicated ice. Good ice consistent ice. Bar and lounge	5/12/2023 4:29 PM
77	This amenities are not properly set! If you place the same circle as the one above it clears the other one. To mention , this is mostly your fault, you never kept up the maintenance , even everyday maintenance. The eyesore for outside building isn't our problem either. Your more focussed on the golf course. We paid our dues, fees, ate there when we could, and had an enjoyable time. Pandemic happened, and you blame the curlers, monies coming in on either facility (curling, or golf) should be split. Since the golf course was revamped, the curling facilities went down hill. Now we are fighting a battle for our seniors, who have been supporting the this city , most of our lives. Just like the Government, screw the seniors.	5/12/2023 3:30 PM
78	Meeting Rooms	5/12/2023 3:09 PM
79	All the items you have listed are most important there is no ranking them. You need them all to make a successful curling facility	5/12/2023 2:51 PM

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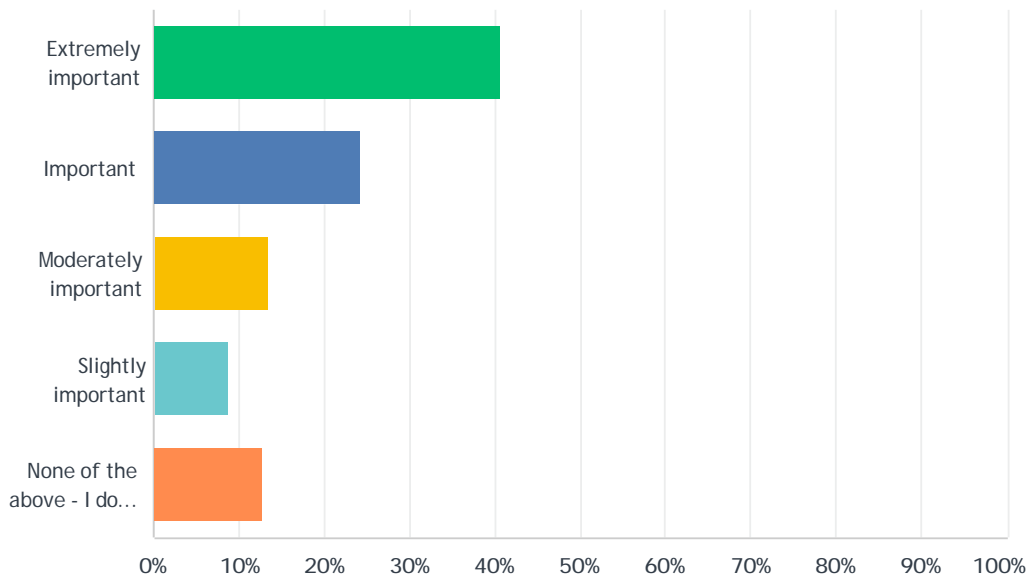
80	Food amenities would be nice.	5/12/2023 2:14 PM
81	Parking should be sufficient for both curlers and people attending other functions at the selected facility.	5/12/2023 1:52 PM
82	Ranking these from 1 to 10 provides misleading results. They are all equally important for a first-class facility that will attract and retain curlers. A lounge and viewing area are essential for attracting bonspiels.	5/12/2023 1:33 PM
83	Unionized facilities would be optimal so not to limit things like bonspiels.	5/12/2023 12:40 PM
84	Could not use voting correctly as all inputs would invalidate previous options. Ranking as follows 1 7 2 7 3 4 4 1 5 4 6 4 7 3 8 3 9 5 10 5	5/12/2023 12:04 PM
85	Is 1 or 7 most important ?	5/12/2023 11:43 AM
86	question 8 needs another category or two on frequency. I take a group to Roseland once or twice a year.	5/12/2023 11:23 AM
87	A food space would be great for bonspiel. The ability to have dinner with teams from other clubs who have come to play is essential	5/12/2023 11:12 AM
88	Restaurant ... attracts locals too and encourages spending more money which increases profits.	5/12/2023 10:50 AM
89	This question is flawed . It won't let you pick the same number twice . If I want a 10 for dedicated curling the high quality ice has to be less than 10 and is in a descending order form there . You can't rate them as equally important	5/12/2023 10:17 AM
90	Why can't I choose my preferred amenities ? I keep being rerouted to a lower rank .	5/12/2023 9:47 AM
91	Curling ice should not be shared with hockey. Dedicated curling ice is important to ensuring the maximum quality curling experience. Dedicated ice and a visitor-friendly lounge and social area is also important to attract curlers from other clubs and other cities to "tournaments" held at various times during the curling season.	5/12/2023 9:37 AM
92	I am interested in starting to curl but don't know how to get into it or what leagues exist.	5/12/2023 9:23 AM
93	The above doesn't allow for more than one ten. So, consider the things marked all as tens.	5/12/2023 9:21 AM
94	Fully functional washrooms.	5/12/2023 9:12 AM
95	The above ranking is rather difficult as there are amenities that have equal value. I don't think this is a fair ranking questionnaire.	5/12/2023 9:11 AM
96	That is a complicated choice!? Ten choices but can only rank eight?all of these items are important to curling and can be provided in existing facilities...	5/12/2023 9:05 AM
97	This is such a dumb way to ask this question. A scoreboard?	5/12/2023 9:05 AM
98	Instructional clinics,encouragement, and promotion for new participants	5/12/2023 9:04 AM
99	Food service	5/12/2023 9:04 AM
100	Curling is not a huge deal to most people in this city. A bare bones facility for people to learn the sport is more than enough, and should be attached to an arena that already has the equipment to maintain the space.	5/12/2023 8:50 AM
101	Assuming that 1 = most important.	5/12/2023 8:47 AM
102	Lessons	5/12/2023 8:47 AM
103	The only other club is located in leamington and lakeshore. County residents would prefer a club at rose land as it is only a 25 min drive. Having a scoreboard as a question is ridiculous. You can not host a scored game without a scoreboard. The would be like having an ice rink without a score board	5/12/2023 8:42 AM
104	This ranking exercise is misleading. Asking anyone to rank disability access against other amenities is, frankly, offensive. Further multiple amenities can be and often are of equal importance.	5/12/2023 8:40 AM
105	This question is simply ridiculous. All these amenities are important to have a proper curling facility and that's what curlers deserve.	5/12/2023 8:39 AM
106	Food service - either a restaurant or a kitchen that can be run by curling members.	5/12/2023 8:23 AM
107	I dont curl	5/12/2023 8:16 AM
108	Scoreboards need to be just a part of the facility. It's not an option.	5/12/2023 7:59 AM
109	Food services	5/12/2023 7:37 AM
110	Non alcohol options and food	5/12/2023 5:54 AM
111	Curling Fan, Why is it that there is no question about the History of Curling and the sport of watching the leagues play. This survey is very one sided and the disrepair is on the City. Shame on all of you for discriminating because these leagues love this Location. Fix the problems.My Uncle Frank Robinet loved this place and was in the Leagues.	5/12/2023 3:25 AM
112	These questions are not all relevant! By law you have to provide handicap services!	5/12/2023 12:21 AM
113	Several sheets of ice	5/11/2023 11:56 PM
114	This is a foolish ranking system. Things are not ranked 1-10. Some items are just as important as others.	5/11/2023 11:32 PM

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115	We need to keep a good dedicated curling ice available for those who want to play and/or have spectator viewing to keep this Canadian sport alive in our backyard and in the Olympics.	5/11/2023 11:01 PM
116	curled a little in the 80's	5/11/2023 10:50 PM
117	Keep Roseland curling	5/11/2023 10:32 PM
118	Dedicated facility not a converted arena in south Windsor	5/11/2023 10:21 PM
119	Rankings were not possible for all ten items but the most important is having dedicated curling ice with spectator viewing for coaches for events and youth training.	5/11/2023 10:14 PM
120	Rating priorities is difficult . It requires a lounge to have a bar and what good is high quality ice if it is not a dedicated space. If people are going to view , you have to have access under the disabilities act.	5/11/2023 10:09 PM
121	The first 5 rated above are essential to a great curling facility and not really a fair way to survey.	5/11/2023 9:53 PM
122	Online booking	5/11/2023 9:51 PM
123	Prepayment for ice rentals	5/11/2023 9:50 PM
124	Kitchen	5/11/2023 9:05 PM
125	Something that is missing now... quality service. Ability to watch tv curling without being kicked out in the last end. Feeling like we are actually wanted by the staff.	5/11/2023 9:00 PM
126	Youth curling, highSchool tournaments,	5/11/2023 8:52 PM
127	A general manager that is knowledgeable about curling	5/11/2023 7:53 PM
128	Location, I feel the curling at Roseland should stay at Roseland. Curling is a great sport and should be recognized better!	5/11/2023 7:50 PM
129	I'm not crippled and I don't have people watching me	5/11/2023 7:47 PM
130	Roseland is the best location renovating would be the best option if possible.	5/11/2023 7:41 PM
131	Don't like the ranking many are equally important and integral to curling. A scoreboard is needed but it's a simple number cards on a peg not electronic or anything fancy. A social space is very important to curlinore than golf	5/11/2023 7:39 PM
132	None. Waste of money Have a private company run it. Get out of the curling business	5/11/2023 7:09 PM
133	Location. South Windsor.	5/11/2023 6:41 PM
134	Restaurant	5/11/2023 6:30 PM
135	Our curling rink is fantastic. Please leave Roseland open. We do not want to curl in a hockey rink	5/11/2023 6:26 PM
136	Food and lounge area	5/11/2023 6:00 PM
137	***All of the above amenities are a 10 but your questionnaire will not allow me to answer that way***	5/11/2023 5:17 PM
138	If it is not in west/ south west Windsor I cannot curl as I take the bus.	5/11/2023 5:13 PM
139	Practice ice and opportunities to practice.	5/11/2023 5:05 PM
140	These should not be rated separately. There are essentials and good to have. Essentials should be rated #1 for all and not need to choose one over the other.	5/11/2023 5:01 PM
141	6 sheets of ice	5/11/2023 4:51 PM
142	Ideally It would be nice to keep curling at the roseland site even if that means as standalone structure apart from the club house to preserve the rich heritage of curling at roseland. Even better if it where part of the new clubhouse. sharing the same lounge and viewing area. golf clubhouse lounge and banquet area in the spring and summer . Lounge and the banquet area becomes a curling rink in the winter.	5/11/2023 4:16 PM
143	don't care, whatever curlers want	5/11/2023 4:11 PM

Q11 How important is curling to you?

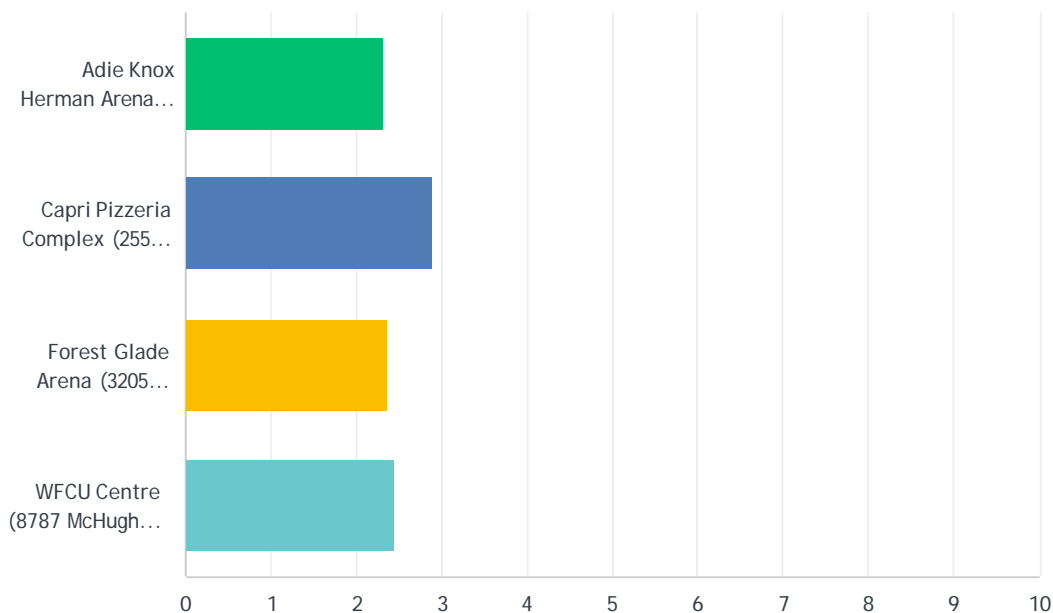
Answered: 783 Skipped: 10



ANSWER CHOICES	RESPONSES	
Extremely important	40.74%	319
Important	24.27%	190
Moderately important	13.41%	105
Slightly important	8.81%	69
None of the above - I don't curl	12.77%	100
TOTAL		783

Q12 In the event it is determined that it is not financially feasible to continue Curling at Roseland, rank the following locations in order of preference for a reimagined curling rink to be located:

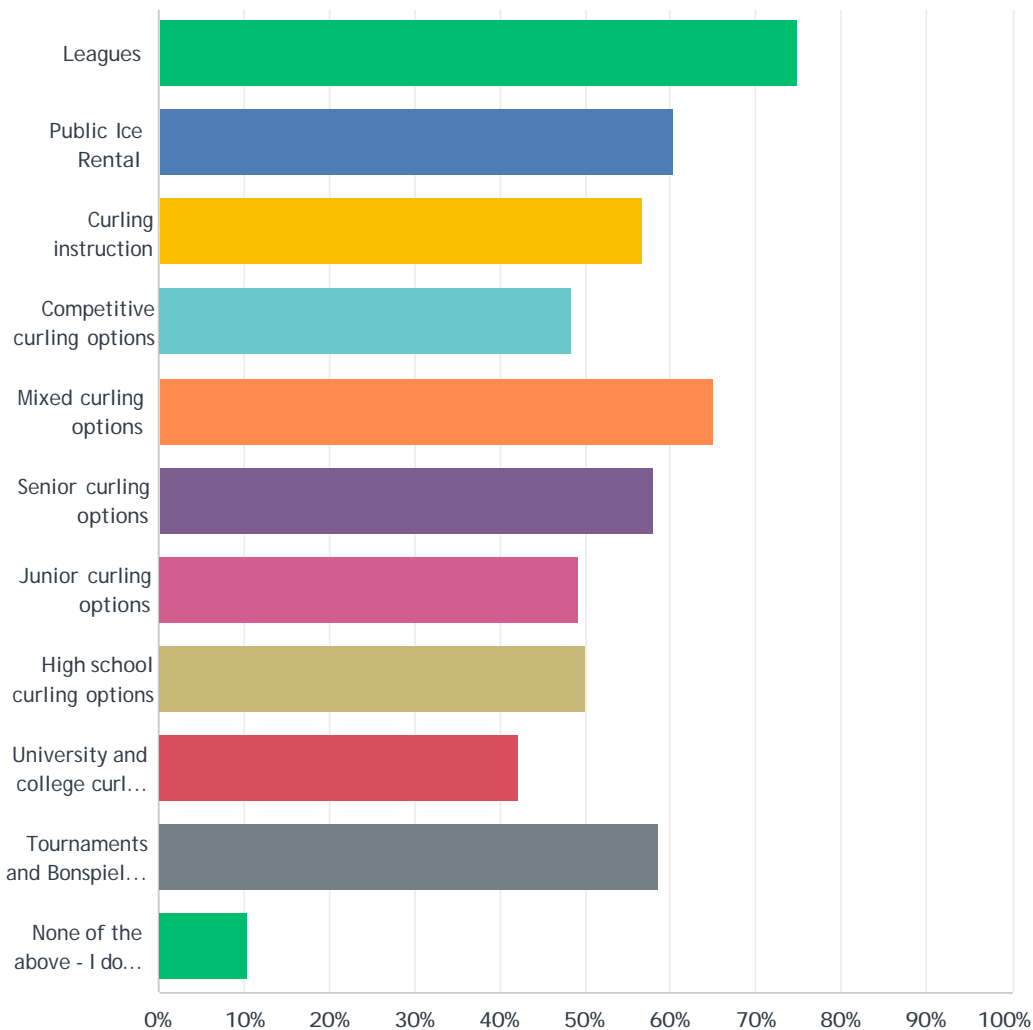
Answered: 736 Skipped: 57



	1	2	3	4	TOTAL	SCORE
Adie Knox Herman Arena (1551 Wyandotte Street West)	20.56% 147	24.48% 175	21.12% 151	33.85% 242	715	2.32
Capri Pizzeria Complex (2555 Pulford Street)	42.48% 305	20.06% 144	23.40% 168	14.07% 101	718	2.91
Forest Glade Arena (3205 Forest Glade Drive)	10.94% 78	33.38% 238	36.33% 259	19.35% 138	713	2.36
WFCU Centre (8787 McHugh Street)	27.97% 200	21.40% 153	18.32% 131	32.31% 231	715	2.45

Q13 What programming is important to you at a curling facility (Select all that apply):

Answered: 780 Skipped: 13



ANSWER CHOICES	RESPONSES	
Leagues	74.74%	583
Public Ice Rental	60.26%	470
Curling instruction	56.67%	442
Competitive curling options	48.33%	377
Mixed curling options	65.13%	508
Senior curling options	58.08%	453
Junior curling options	49.36%	385
High school curling options	50.13%	391
University and college curling options	42.18%	329
Tournaments and Bonspiel options	58.72%	458
None of the above - I don't curl	10.51%	82
Total Respondents: 780		

Q14 Is there anything you can think of that could improve our efforts to make a new curling location a success?

Answered: 397 Skipped: 396

#	RESPONSES	DATE
1	Hand-written letter submitted May 23,2023: To: City of Windsor's Curling Committee, The City of Windsor built a seventy-one million dollar hockey facility. The City built a state-of-the-art aquatics facility. The City owns an Ontario Heritage Site, the Douglass Ross golf course. The City spent three million on a light festival displayed yearly in Jackson Park. All great projects! Now, it's time to pour the dollars into Roseland Curling facility. Purchase the very best equipment and make Roseland the very best curling rink in Ontario! Add Roseland curling to our other great projects! Elaine Thomson	5/26/2023 10:19 AM
2	Dedicated curling ice; not a shared facility.	5/26/2023 10:15 AM
3	A place to gather and mingle, majority of curling is the community	5/26/2023 10:11 AM
4	This survey isn't fair, you have to pick one of each number for importance? Makes no sense Save curling at Roseland	5/25/2023 9:09 PM
5	Just continue curling in Windsor	5/25/2023 3:53 PM
6	I am not ranking an ice rink because regardless of the arena it needs to be done properly and turned into a dedicated for curling only and fit for curling facility with all the things that make curling successful as a sport. - dedicated curling ice - high quality curling ice - social area for curlers to gather before and after with food and bar service If the investment is not put into making an arena a fit for curling facility it doesn't matter what arena it is in, the sport will die in Windsor because people will stop attending.	5/25/2023 3:35 PM
7	Just continue curling in Windsor	5/25/2023 3:32 PM
8	No other options - Curling at Roseland	5/25/2023 3:29 PM
9	Release all reports - Make things public!	5/25/2023 3:26 PM
10	Hockey arenas are less suitable for curling. The environment is not suitable for high quality curling ice which is needed for both social and competitive curlers alike. Numerous national and provincial champion curlers use the Roseland facility to prepare for competitive playdowns(?) All the above are key for a successful for curling club and growth of the sport.	5/25/2023 3:15 PM
11	Hire the staff who understand, appreciate the sport of curling and it's members. Consider that this is a valuable, international sport that can benefit all persons of all ages. This sport is getting increasingly popular and a respectable facility could definitely be a viable asset to our area/community.	5/25/2023 3:10 PM
12	Re Programming: Even if this does not apply to me it's important to keep the sport alive in Windsor. Just really listen to the feedback and take it seriously!!!	5/25/2023 3:00 PM
13	REMAIN AT ROSELAND	5/25/2023 2:56 PM
14	The city should be ashamed! This entire process is filled with bias! Look no further than the consulting company that was hired! What does CGA stand for! This is all about saving golf. You made the decision before consulting. I am a young home owner who pays taxes for schools and parks and this is no different! Roseland Curling Club Established 1979 [REDACTED]	5/25/2023 2:53 PM
15	Any space with adequate parking and central location for many community groups/schools to attend. Prefer a smaller footprint than Roseland. Need a community social hub for families. Allow input of the curling leagues to assist on design , plan, funding opportunities that can support revitalize curling for our community.	5/25/2023 2:48 PM
16	A restaurant not run by the city!	5/25/2023 2:41 PM
17	Input Manually Concented promotion (?)	5/25/2023 2:38 PM
18	Arena ice is not curling ice. They are very different. If you are looking at another location, the ice has to be dedicated curling ice, that is not used for skating.	5/25/2023 11:13 AM
19	I don't curl, but I believe we need this amenity in the City. Preferably at Roseland - sharing lands with the Golf Course	5/24/2023 10:19 PM
20	Promote/advertise the social aspect regardless of location. Rock and curl used to be so much fun. The right marketing strategy to different demographics will help.	5/24/2023 10:16 PM
21	Keep at Roseland	5/24/2023 8:02 PM
22	Present a selection for the importance of curling which does not restrict the importance of amenities related to curling. Take the time to reevaluate the importance that Roseland Golf and CURLING Club has as a PUBLIC facility for all of Windsor/Windsor-Essex, currently and into the future.	5/24/2023 3:25 PM
23	Offer drop ins for people who are interested but don't know how to play	5/23/2023 5:25 PM
24	More junior programs.	5/23/2023 4:16 PM

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25	Like a golf pro makes a golf course and facility successful, having a knowledgeable, dedicated curling orientated individual to help facilitate those running specific leagues and events to organize and promote their specific curling leagues and special events is essential to making curling programs work. The concentration and focus of this survey questionnaire should not just be on a NEW curling location - I would strongly suggest that the existing curling facility be viewed as a viable option for where curling should be in the City. Refurbishing and properly maintaining the existing facility going forward should be the least disruptive option for all current and future curlers in the City. The country has done many things in the past decade or so to grow and support curling - the City should not fall behind the rest of the country in providing its citizens with access to this growing and thriving international sport.	5/23/2023 3:56 PM
26	Just close the thing and build houses on it like the city wants to do	5/23/2023 3:23 PM
27	I curl once or twice a year, there was no option for that. I assume others are similar to me.	5/23/2023 9:07 AM
28	In addition to my thoughts above about location of the facility, ideal spot is currently where Roseland located. It is centrally located for everyone and easy to access and it does have space in which we could hold bonspiels, lounge and it has a great spot for spectator viewing. Most nights there is always people in the lounge watching the matches going on. Further to question 12 ranking of facilities, should curling be forced to relocate to a hockey arena, the WFCU, Capri & Forest Glade arenas are all good options based on location & amenities for socialization afterwards. I feel Adie Knox is an unacceptable solution as the location is out of the way, there are no amenities around for large group gatherings especially since we want to host large bonspiels through out the season, and Christmas/year end parties. Also, as a person who works in West End Windsor, I feel that it isn't the safest place when compared to the other 3 locations.	5/22/2023 3:50 PM
29	Roseland hockey rink, public skating.	5/22/2023 2:07 PM
30	Better restaurant management ! Your Taking everything away from South Windsor !!	5/21/2023 3:10 PM
31	Consider the social aspect of the sport. It is more than simply a sheet of ice to play on.	5/21/2023 2:56 PM
32	Good bar/restaurant, would provide a reason to stay before/after.	5/21/2023 8:43 AM
33	Leave it at Roseland. Advertisement for single players to join. Not everyone has a team or friends that curl. "Drop in" nights to try curling before having to commit to a league. Or weekly "open" fun nights to play without committing to a league.	5/21/2023 1:25 AM
34	Get it away from a golf course and wealthy neighborhood, and put it somewhere kids can go. I live close by, I wish the City would sell the entire place.	5/20/2023 2:13 PM
35	Yes. Leave it where it is. Roseland is perfect. Arena ice is not suited to curling! It needs to have its own distinct facility.	5/20/2023 1:34 PM
36	Investing in advertising	5/20/2023 1:07 PM
37	Staying at Roseland, a world class facility worthy of Windsor reputation for broadly serving community locally and beyond.	5/19/2023 10:26 PM
38	Since the city of Windsor has a proven track record of sound decision making and putting facilities in the proper location (aka the WFCU center and the Aquatics centre).... Just kidding we all know how horrible that choice was.... I would suggest doing the opposite of what the city of Windsor is planning to do. Leave Roseland alone. Put your resources towards building roads and making sure the city doesn't lose the battery factory.	5/19/2023 7:56 PM
39	Leave it where it is, We have a beautiful & exclusive area, We should be rebuilding in its existing location	5/19/2023 6:55 PM
40	leave it where it is. It is the only facility in the city, and it is unfair of you to have done this to the curlers. I thought you and your administration wanted good amenities for the residents. Am I mistaken.	5/19/2023 6:42 PM
41	The current location is acceptable	5/19/2023 6:33 PM
42	This process has been a disaster. Release the financials. The city is acting like the entire reason that Roseland can't stay open is because it's bleeding money... prove it! The curling community is rational, make your business case but I find it hard to believe that completely retrofitting an arena is a more cost effective option than fixing a facility that is already there. Not to mention do any of the above arenas have under utilized facilities? How will the hockey leagues and skating feel about giving up an entire ice service. This leads me to believe that the city wants to move curling to Adie Knox which is an older facility than Roseland itself! How does it make sense then to invest all this money into fixing Adie Knox than just fixing Roseland. Remove the convention centre part of the building because it was an absolute fail, but leave curling. Also the city of Windsor should be ashamed of the governance structure at Roseland. The board of directors has not been acting in the best interest of all stakeholders of Roseland and only cares about golfers. I believe that the entire board of directors that is trying to eliminate curling from Roseland should be removed due to a demonstrated lack of "duty of care". The fact that the city allows a city own facility to be run with these directors shows poor governance. Also explain to me how tax payer money can fund a facility but the financials of the facility are not publicly available. In closing this entire process lead by the city has been a process rigged with bias and mismanagement. The way the questions were written in this survey shows that the city has already made up its mind. The city has wanted to move curling since day 1. Roseland needs to stay exactly where it is.	5/19/2023 6:16 PM
43	make it a priority to provide curling opportunities for seniors and young people alike.	5/19/2023 4:28 PM
44	Although I am no longer able to curl I curled for several years at Roseland and fully support ongoing curling in the city of Windsor. The congeniality of the sport is top notch and it is good	5/19/2023 12:49 PM

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exercise for seniors. I still love to watch curling and would hate to see it discontinued in Windsor.

45	A dedicated location that has easy travel access that's bright and welcoming to many different user groups from high skilled to beginners.	5/18/2023 11:21 PM
46	Rebuild at the current site and leave the arena facilities for skating and hockey. The arena facilities are currently completely booked and there is no available ice time to give to curling.	5/18/2023 9:26 PM
47	Listen to the curlers	5/18/2023 4:51 PM
48	1. Create a survey that is easier to follow and without leading questions. 2. Create a survey that can be filled out on all devices (it is 2023) 3. Be fair and balanced on social media in covering golf AND curling 4. Have a balance on Roseland committee of both golfer and curlers 5. Release all reports on Roseland - and have an independent third party prepare a report with input from golfers and curlers and someone with experience in older facilities 6. This survey is confusing the #1 to #10 weighting is confusing = usually 10 would be most important-; and again, what expertise did the person who prepared this survey have? Survey and polls require a careful analysis of content, positioning of questions, uses of non-biased or leading questions AND appropriate background/ information and guidance for a general public . To ask about what hockey rink seems both leading and confusing - to people who may not understand curling. (Even for those who are new to the sport may not understand) There are many people interested in curling but most say they knew Roseland had golf but never hear about curling or even how to join a league. The «perception » is that the City has already made a decision to remove curling from Roseland and this likely is part of a longer term plan. All marketing seems to have mostly been stopped AND no curler representative is on the board The optics right now is not too great for the City Of Windsor or the Roseland Board- all publicly funded entities . And finally survey is not compatible with an Ipad - was testing done to allow for accessibility as well?	5/18/2023 4:51 PM
49	Don't have a new curling location.	5/18/2023 4:39 PM
50	Outreach to youth and their families. My children would have loved/would love to learn how to curl. I think you would find that there are many families like mine that would jump at a chance to learn and join a league. A dedicated curling space will allow for this. Partnership with high schools, etc.	5/18/2023 12:04 PM
51	Curling should remain at Roseland. Windsor needs dedicate curling space. Not shared space with hockey.	5/18/2023 11:32 AM
52	Changing to an arena will not work. You can only fit 4 curling sheets and most leagues use 5-6 sheets.	5/18/2023 7:11 AM
53	Prefer the location to remain at Roseland - very central to most of us and big parking not used all Winter once golf season is over.	5/17/2023 10:02 PM
54	Meaningful discussion with the curling community with regards to location of amenities AND policy of operating the facility in the interests of all the users	5/17/2023 9:26 PM
55	As a nationally ranked and successful curler it is crucial that the quality of ice is kept in mind to ensure that people from this area and the rest of the province wants to come	5/17/2023 6:17 PM
56	No, I feel it should be part of the existing facility.	5/17/2023 5:04 PM
57	Minimum 4 sheet rink.	5/17/2023 3:30 PM
58	By far the best solution is to keep the curling facility right where it is at Roseland G&CC. It is imperative that adequate funds be made available for ongoing maintenance and upkeep.	5/17/2023 3:23 PM
59	To make this city livable, provide winter activities such as curling, especially since we live in Canada. Look at increasing the curling capacity to ensure those who are interested in curling can participate.	5/17/2023 2:00 PM
60	Leave the location where it is and update the building, keeping the restaurant. Include the list from #13above.	5/17/2023 12:01 PM
61	Keep public curling available in Windsor via a separate and maintained facility beyond private club that is at Beachgrove.	5/17/2023 10:17 AM
62	4 of our kids have taken curling lessons at Roseland. We do not curl but are open to learning. Hopeful that curling remains an option in our area	5/17/2023 7:09 AM
63	Keep in mind that this facility we want to keep going isn't just for residents of Windsor. This is to accommodate all/most of Essex County residents.	5/16/2023 8:47 PM
64	NO to a "new" location	5/16/2023 6:51 PM
65	With this questionnaire I think you put the cart before the horse when it comes to alternate locations other than Roseland. It has been years since I have been in any of the four locations suggested so other than ease of getting there from where I live I have no idea how conducive to curling any of the alternatives could be as opposed to Roseland. While you asked if I was in a golf league at Roseland, to which I answered no, there was no follow up question if I golf at Roseland (which I do). I do not eat or drink after a golf round at Roseland. I hope there is more to the consultation process than just the survey.	5/16/2023 6:06 PM
66	A curling rink with locker rooms and a social area are required.	5/16/2023 5:46 PM
67	Dedicated space and ice. The ice surface is very different than hockey ice.	5/16/2023 4:30 PM
68	I curled at rose land for 2 nights a week for 10 years, had to leave due to family commitments, will be able to resume again soon.	5/16/2023 3:47 PM

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69		5/16/2023 3:44 PM
70	Be sure that it is financially feasible. If not than it should left to private company interest. I would rather see a facility/activity(s) that is more publicly inclusive if city owned. Create a facility that incorporate multiple uses rather than just single interest use.	5/16/2023 3:31 PM
71		5/16/2023 1:27 PM
72	The facility should be able to attract a higher level of curling tournaments to build the local interest and population of curlers.	5/16/2023 12:14 PM
73	ACCESSIBLE LOCATION- NOT OUT OF THE WAY	5/16/2023 10:20 AM
74	see above	5/16/2023 9:33 AM
75	Make the restaurant and bar a destination that will draw people! Invite the elementary schools for instruction in curling - make it a league sport for schools.	5/16/2023 8:42 AM
76	Stay at Roseland.	5/15/2023 11:28 PM
77	Need space for socializing after with the team you played	5/15/2023 8:58 PM
78	Talk to curlers	5/15/2023 7:57 PM
79	More marketing! The social media presence is abysmal. It is difficult to find any information about curling online at all. Including info about different leagues, ability to book online, would help.	5/15/2023 7:27 PM
80		5/15/2023 6:23 PM
81	Leave it where it is.	5/15/2023 5:37 PM
82	Invest in what you already have Don't put the curling rink at WFCU - is practically in Tecumseh	5/15/2023 5:26 PM
83	Continue encouraging youth curling. It will become a life long passion!	5/15/2023 5:07 PM
84	A dedicated curling rink is important. I don't think losing an ice rink to curling is the way to go	5/15/2023 3:20 PM
85	Being that curling already exists in South Windsor, it should be maintained to some degree, however moving it to where disadvantaged youth have more realistic access is an argument in favour of Adie Know or FGlade.	5/15/2023 3:17 PM
86	Yes-Keep it at Roseland although it seems that you have already made the decision to removed it from there by the inclusion of Question #12	5/15/2023 12:49 PM
87	Cost	5/15/2023 12:30 PM
88	Leave it where it is now	5/15/2023 11:39 AM
89	I do not curl so I hope the decision is made with an educated decision based on how many people actually use the facilities, and how usage has either gone up or down over time.	5/15/2023 10:23 AM
90	It would be great if a curling facility would be available at Roseland. rather than at an arena complex.	5/15/2023 10:20 AM
91	N/A.	5/15/2023 10:16 AM
92	Keep it at ROSELAND!!!!!!!	5/15/2023 10:09 AM
93	High school students are getting more and more interested in curling, if this facility cannot offer them ice time, there will be no curling high school teams in the city of Windsor	5/15/2023 9:39 AM
94	This is a Canadian sport. We need to keep it here in Windsor	5/15/2023 9:37 AM
95	Meet with actual curlers when making decisions on curling. This could include the Ontario curling, Federation, Curl Canada, and curlers from this area.	5/15/2023 8:53 AM
96	Stop looking at tearing down a 50 year old building. I'm not sure where this thinking comes from but when you visit Europe and especially England, they are constantly renovating old buildings by updating the interior. You don't need to tear some thing down to improve on it.	5/15/2023 8:43 AM
97	Windsor is in desperate need for indoor Pickleball courts. Pickleball is the fastest growing sport in North America and probably the world. A pickleball court is 44' X 20' with at least 8' around. If laid properly the cost to maintain is minimal with the only cost then being hydro (LED lighting). Windsor Pickleball Club is has 220 members and growing looking for a home and we can offer daily programs for age groups from 16 to 90 year olds.	5/15/2023 8:38 AM
98	Create a committee of curlers to advise the city of success requirements for a new location. Hockey arenas will not suffice without a complete changeover to curling ice with proper equipment to maintain it.	5/15/2023 8:17 AM
99	Work closely with the curling leagues and make this a priority as you do other sports like swimming	5/15/2023 8:15 AM
100	Be also nice to see the history of curling from Windsor-Essex with pictures, banners including the trophies from the many leagues which can all be part of the curling lounge..	5/15/2023 7:54 AM
101	Merge with private operators.	5/15/2023 7:11 AM
102	Advertising to the community	5/15/2023 6:52 AM
103	Find more money from provincial and federal sources.	5/15/2023 6:50 AM

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104	Offer more programming for children and youth. It is so expensive for children to play so parents turn to other sports (soccer, gymnastics, etc). It also took expensive for families to rent. We would love to go more often but it is too pricey.	5/14/2023 9:13 PM
105	You could spend your time maintaining Roseland and less time and energy trying to move.	5/14/2023 9:02 PM
106		5/14/2023 5:42 PM
107	make sure it is curling ice not hockey ice	5/14/2023 5:24 PM
108	Don't move it from Roseland. Make it cheaper ♡ ♡	5/14/2023 4:27 PM
109	Multi use facility for off season use like hosting tournament banquets during summer.	5/14/2023 3:13 PM
110	Yes. Make it as much of a priority as a recreational activity as is attached to hockey, golf, baseball, soccer, tennis, pickleball, and swimming. And, just maybe, it should be under the auspices of the Department of Parks and Recreation as are most all other recreational facilities and programs.	5/14/2023 1:44 PM
111	Great curling ice surface in a user friendly building with secure locker rooms.	5/14/2023 1:29 PM
112	Unless you plan to close completely Roseland Golf Course during the winter months, this should remain a viable option because it would keep the facility in use throughout the year. What is the most disappointing city counsellors seem to pay lip service only to surveys	5/14/2023 11:52 AM
113	Make better surveys.	5/14/2023 11:28 AM
114	Think the present location is perfect as a multi use facility. Just needs updating and provide better food services. This was always a favourite for mothers day	5/14/2023 11:09 AM
115	Keep Roseland and hire out the kitchen to make it viable.	5/14/2023 10:36 AM
116	#8 question is a bad question and will alter results.....poorly designed. Is this a survey about curling at Roseland or community need for a curling rink in a Windsor operated by the city?I want the curling rink to remain open so younger generations can take up an incredible sport and seniors can enjoy an active form of recreation. And there should be a ruling representation on the Board of Directors like Golfers are represented....poor governance structure!	5/14/2023 10:32 AM
117	The curling rink at Roseland is in good condition and I believe the best option would be to renovate that space with new washrooms and a right-sized banquet facility for curling and golf that keeps the curling rink. It would be a shame and possibly the demise of curling in Windsor, if curling was moved to an ice rink that was not dedicated to curling or one without a proper gathering space.	5/14/2023 10:08 AM
118	food service	5/14/2023 9:08 AM
119	Model similar to bowling as a social event. On weekend evenings maybe have music playing in background.	5/14/2023 7:57 AM
120	Keep a curling facility in Windsor	5/14/2023 12:54 AM
121	Not moving the location would be the best thing for it period.	5/13/2023 10:51 PM
122	Don't treat curling ice the same as hockey ice. A comfortable atmosphere to conjugate after a match is as important as the match.	5/13/2023 9:45 PM
123	Regular maintenance & upkeep on current facility should have been done thru the years!!!	5/13/2023 9:44 PM
124	it needs to be a dedicated ice - not shared with hockey, or figure skating or free skating.	5/13/2023 9:13 PM
125	Remodel the existing curling rink/clubhouse add food/restaurant, more advertising, promoting, grow the membership make it as successful as it should and could be	5/13/2023 8:52 PM
126	Present location is ideal. I refuse to consider an alternate location. Financial feasibility is an already manufactured excuse to do away with the existing facility which should be be major money-making operation combined with an updated clubhouse with at least an updated state of the art kitchen and bar service open to the public. A well run facility, with a customer service orientation would be a resounding success if properly managed and advertised.	5/13/2023 7:32 PM
127	I wouldn't want to see any other arena from the list of the four provided that would take away ice time from our youth groups (hockey, figure skating, broomball etc.) That is why I didn't rate the choices from 1-4. Maybe look at having 4 sheets of ice rather than the six. I did curl in the leagues and I'm hoping to return.	5/13/2023 7:22 PM
128	Give the curlers resources to make the decisions.	5/13/2023 6:53 PM
129	Minimum 6 sheets of ice	5/13/2023 6:49 PM
130	This is a joke of an unbiased survey.... Update Roseland's 6 sheets current location!!	5/13/2023 5:57 PM
131	Just a note- parks, pools and other community services are not profitable but add to the community. Why does curling have a higher financial expectation? Roseland curling is a great set up. If feel that decisions were made to make it a planned failure. It has 6 ice pads that could be a bonspiel destination. For continued success: -Introduction to new curlers with lessons, -Ease of new curlers to join league -Light food options/ability to bring in catering -After curling social time	5/13/2023 4:58 PM
132	Invest in the existing building. The City disregarded an asset management plan to keep the structure and mechanical component functional. Planned obsolescence that is not becoming of the City of Windsor. .	5/13/2023 3:48 PM

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133	NOT A HOCKEY RINK	5/13/2023 3:44 PM
134	South Windsor's dedication to curling should be enhanced with a dedicated facility.	5/13/2023 3:25 PM
135	I d9nt see the curling rink belongs at the golf course. This activity is much better suited to one of our arena complexes. A cost versus benefit approach should be considered in any event. How many individuals currently use the facility, are there leagues, can more interest in the sport be created to justify the expense ie; if we build it will they come?	5/13/2023 2:27 PM
136	Nothing, let the people that curl pay for the club. There's probably less than 45% of Windsorites that curl.	5/13/2023 1:49 PM
137	Build a new one at Roseland!	5/13/2023 1:35 PM
138	I cannot imagine a Canadian City of this size without a public curling rink. There are hundreds of small hamlets across the country that are sensible enough to provide such facilities.	5/13/2023 1:10 PM
139	I don't curl but I have friends who do and they enjoy it!	5/13/2023 12:49 PM
140	Accessible. Roseland is in a great location. In addition to league curling 4-5 times per year I bring a large group (30-50) people to Roseland to curl, who otherwise wouldn't know the sport, or care to try but we enjoy the facility.	5/13/2023 12:30 PM
141	I coach high-school curling and without a proper facility, there is no sport. A couple of years before the pandemic, we had teams playing in all 4 rinks (Roseland, Beach Grove, Sunparlour and Kingsville). As we are coming out of this situation, the number of teams is growing again. The trend will continue if we, as a society, support it. The city supports other winter sports such as hockey and figure skating, so there should be no difference with curling. And if parents can witness their children enjoying the sport, they may be interested in taking part. We should keep in mind that curling can be played basically all your life. So, the sport is an activity that benefits the whole community. Finally, there should be an option for open curling, just like any skating arena or bowling lanes. If people know that they can go play for fun on a Sunday afternoon (or any other day), it would be an excellent option. You could have lanes open for experienced players (who don't need instruction) and some lanes with an instructor, to help people try the sport.	5/13/2023 12:07 PM
142	Please consult the curlers. This affects a number of people in the city. The next closest and most reasonably priced rink is in Leamington. Sorry not all of us can afford BeachGrove	5/13/2023 11:41 AM
143	Refurbish the current curling facility by creating a year-round restaurant/bar facility for both golf and curling and create a facility that the city can be proud of and respect a Canadian iconic sport just like what has been done in almost every other Canadian city.	5/13/2023 11:38 AM
144	Build a dedicated curling facility.	5/13/2023 11:36 AM
145	Leave it where it is and spend the money to upgrade it. It will only go into a smaller space if it is moved.	5/13/2023 10:36 AM
146	I am more concerned about the right location for a dedicated curling facility and what could replace the curling facility at Roseland if it moves.	5/13/2023 9:57 AM
147	More "learn to curl" sessions, promotion of leagues for beginners	5/13/2023 9:32 AM
148	Although I do not curl, I think it is a very Canadian sport and should be available to anyone. It is something all ages can participate in and creates a family activity either by playing or watching.	5/13/2023 9:32 AM
149	Continue curling with golfing at Roseland, replace not rebuild.	5/13/2023 9:30 AM
150	Drop in hours. Basic instruction/lead. Paired with social activity	5/13/2023 9:29 AM
151	Allow the private sector to fill the community need for curling	5/13/2023 9:24 AM
152	A lounge with bar service is a must. The social part of the game is integral to the game itself, and that includes the unique culture of sitting down with your competition after the game and sharing stories and a beverage. It's not just about the ice facilities.	5/13/2023 9:12 AM
153	Curling is a big sport in Canada. Although not as important in Windsor. With more people migrating to Windsor, I expect that this sport will increase. It is a sport where "non hockey, non-soccer/non-baseball" can be a part of and they are on a team. It is not an expensive sport. I think that the number of curlers in Windsor would increase if there was more awareness of the sport.	5/13/2023 9:00 AM
154	It should be a dollar and sense decision!	5/13/2023 8:59 AM
155	No, leave the curling at Roseland!	5/13/2023 8:55 AM
156	Curling deserves a proper spot in the community	5/13/2023 8:37 AM
157	Roseland needs a renovated clubhouse that makes money, not a curling rink. People can curl on an ice pad at one of the 4 arenas.	5/13/2023 8:34 AM
158	It needs to be accessible (for spectators and players alike) Won't it cost more money to relocate it??? Don't get it!	5/13/2023 8:32 AM
159	Keep it at the current location.	5/13/2023 8:25 AM
160	Not to sure how many people curl. As a tax payer, I think we should see what is feasible. I do believe Roseland can do better with that space. Put in a nice restaurant and patio. Thank you	5/13/2023 8:24 AM
161	no	5/13/2023 8:18 AM
162	Keep public access to curling.	5/13/2023 8:13 AM

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163	No! ...KEEP ROSELAND!!!	5/13/2023 7:45 AM
164	I have curled for social events and found it extremely fun. I think promotions to get more involved would increase amount of curlers.	5/13/2023 7:44 AM
165	I find it interesting you are asking for input on something you have clearly already decided. It is clear you are closing the facility and it also very clear that the club didn't align itself with cities wishes during COVID. It's very transparent. So seeing as you don't care I guess I will answer this for myself for a city to have culture, history and foundation it need for investment to continue past temporary forever changing emotions and goal lines. We have a city without roots or identity BC the second things require grit we walk away..... Please just pick one direction and have it been the foundation so we can accomplish a legacy.	5/13/2023 7:21 AM
166	Don't be shortsighted and realize the potential of a great neighborhood location	5/13/2023 6:37 AM
167	Promote it for events. Birthday parties, work group events, etc.	5/13/2023 6:29 AM
168	Review successful locations regionally like Sarnia, Chatham, Forest to get best ideas	5/13/2023 6:29 AM
169	Use the current ice	5/13/2023 6:10 AM
170	Better building.	5/13/2023 5:33 AM
171	Schools bring classes there. I don't curl but we have brought classes & they loved it. Important Canadian activity for our youth.	5/13/2023 1:57 AM
172	Don't need a NEW location!	5/13/2023 1:46 AM
173	It's about building a community. Coaches, officials, organizers, leagues, fun, competitions, etc. It won't ever be perfect, but support those who champion the sport and the building they play in wherever it's at will be supported.	5/12/2023 11:41 PM
174	6 or more sheets. Anything less will kill curling. Find a city iin Ontarii with an approximate size of Windsor and see how sheets they have to serve the community. The city could partner with Lasalle, techumseh, essex and amherstburg for a county curling rink.	5/12/2023 11:20 PM
175	Save money by using a different facility already Capable. For roseland location, tennis& pickle ball w/ playground for kids or picnic benches would be better used	5/12/2023 10:43 PM
176	Keep curling at Roseland, as a single use facility, there is no other option, in my opinion. I have been to Bowling Green Ohio and a shared ice surface is wrong and disastrous in so many ways. I understand that certain politicians would rather see curling go away, actions spoke louder than words, from past Roseland Committees. (who made Mark Masanovich feel unwelcomed and chased him away? ... he was the heart and soul of the curling community in Windsor and volumes grew because of him) Bloody politics... Curing remaining at Roseland would allow for winter revenue once golf shuts down for the season. Since it is quite obvious plan has been decided to get rid of the kitchen/restaurant, there would be no other revenue once the facility goes dark until golf starts a new season. Then the 'fiscal conservative' politicians will cry that Roseland is a complete money loser..... which would be an excellent set up by them for the facility to fail. How much money will be spent on a cricket field and what ongoing revenue will be realized from that ? ... someone is going to have to maintain it... Curling is a Fun Sport, allows for a good cardio workout and Great Recreation for literally all ages.....Don't Kill it for Windsor.	5/12/2023 10:03 PM
177	Not using a former hockey ice rink. Dedicated building specific to curling will make curling a success.	5/12/2023 9:44 PM
178	You have a facility . Improve It at the same time as you improve the golf course and clubhouse . Question 12 is a bit ludicrous and almost a self fulfilling answer . When you get responses will you use the answers to question #12 to say, "the public overwhelmingly chose that *Capri Pizza* is a suitable location for curling " ? Why not a " none of the above " ? The city has been critiqued for having these "community surveys" that the public think are self serving to a pre determined city wanted answer . The adie Knox pool decision is a perfect example . Second year sociology students are taught the red flags that come about when questions are asked in such a way as question 12. Spend the money to update roseland clubhouse , spend the money to deliver high quality curling at the current location.	5/12/2023 9:25 PM
179	The Doetroit CC is hugely successful and we can learn from them. I curled at Roseland 5years but left because too expensive for multiple leagues. It needs to be more of total club membership with smaller fees for leagues. Curling instruction can be down through volunteers as is down in other clubs or part of iceman job description	5/12/2023 8:58 PM
180	I think the combination of curling and golf was ideal. At its best it incorporated the best of both seasonal sports and was augmented by the beautiful scenery. No other options available compare. Rebuild on sight with new design. Other locations will never achieve supplementing each other with the same services offered like Roseland.	5/12/2023 8:58 PM
181	Publish/advertise what the new facility offers and encourage everyone to come out to see it and to play.	5/12/2023 8:54 PM
182	A new curling location seems like it would be throwing good money after bad. Better to update existing in my opinion.	5/12/2023 8:54 PM
183	Keep the Roseland curling ice rink open	5/12/2023 8:52 PM
184	It's already successful and enjoyed so why are we taking it away? Another bad mistake for our city.	5/12/2023 8:41 PM
185	Don't be shortsighted and realize the potential of a great neighborhood location	5/12/2023 8:35 PM
186	Utilize the property you own at Roseland to build a curling/restaurant sports bar/golf proshop	5/12/2023 8:25 PM

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facility. Not rocket science.

187	No new location - Keep Roseland!!!	5/12/2023 8:22 PM
188	You need to consider offering other options for rink space. Arena ice is NOT THE SAME as true curling ice. I realize buildings age and machinery gets old, but right now Roseland is the best space to offer this sport. It is a shame that Curling is not given the respect it should be given.	5/12/2023 8:12 PM
189	I am a senior. I have curled for nearly 50 years. At 78 years of age I enjoy the opportunity to get together with a broad range of people who enjoy the sport as much as I do. I am still competitive but I just enjoy the game with or without opponents that are not as skilled as I am. Curling is a social sport that allows people to get together and have a good time. It is a sport that has to be played on a specific ice surface that is not conducive to sharing hockey or figure skating ice. The existing ice surface at Roseland is a prime example of a good ice surface and everything possible should be tried to keep the existing facility where it is with renovation upgrades.	5/12/2023 8:05 PM
190	Keeping the facility open (renovated) at Roseland would be most beneficial for the neighbourhood.	5/12/2023 7:58 PM
191	Please build a new curling specific facility in Windsor!	5/12/2023 7:45 PM
192	Curling/Curling Facilities needs to be viewed as a "Community Service" like Hockey arenas, swimming pools, etc. and not as a "make or break" money making operation. Too often, with the Roseland Facility, I heard comments that the Golf makes money and the Curling does not. This is the wrong attitude. Canada and Canadians are the best in the world in this popular winter sport and it would be a shame to see this deminished in the Windsor Area.	5/12/2023 7:20 PM
193	The city of Windsor needs a Curling facility for Mixed, Seniors, High School and College. Being a retired educator and worked with High School Special needs students, I had the pleasure of accompanying my student to participate with his peers. This was in Leamington. I presume the Windsor Schools take advantage of this facility and sport. A superb winter sport for all.	5/12/2023 6:59 PM
194	Don't put it at an existing area. The quality of ice is different (figure skaters gouge the ice, men's hockey teams chew up ice). Curlers should have their own dedicated ice.	5/12/2023 6:50 PM
195	You should advertise for youth camps and get a youth league going!! I would love to have my daughter learn curling! Yet i hear nothing about it in schools or anywhere! There is a big market for youth sports and i would of loved my son to play but he did everything but! Its time to get youth involved so it stays prevalent in the community	5/12/2023 6:43 PM
196	low cost to seniors	5/12/2023 6:40 PM
197	Keep it @ Roseland	5/12/2023 6:39 PM
198	A dedicated facility is required and can be used for indoor pickleball during the summer with social amenities. Question #12 is misleading, that a decision to move it to a hockey arena is a fait accompli.	5/12/2023 6:35 PM
199	I think it should stay at Roseland. If not there, there should be a place here in Windsor. We could be competitive, particularly juniors & seniors. We need more for families to do, not less.	5/12/2023 6:34 PM
200	An affordable place to curl	5/12/2023 6:24 PM
201	Actually demonstrating an open mind towards the future of curling in Windsor would go a long way. Your questionnaire demonstrates bias towards using an arena instead of taking an open minded approach.	5/12/2023 6:23 PM
202	Too few curlers locally to warrant a stand alone facility. Using an existing ice surface is best option since curling is a seasonal sport	5/12/2023 6:21 PM
203	Come up with a few feasible options and let the public vote which one to go with rather than council deciding.	5/12/2023 6:21 PM
204	tear down existing building go somewhere else. do not raise our taxes for any reno.	5/12/2023 6:20 PM
205	No just do the right thing and keep Roseland where it has been for decades BUT renovate it the correct way. Please don't tKe shortcuts, do it right.	5/12/2023 6:19 PM
206	#10 is not formatted properly so that accurate responses can be determined	5/12/2023 6:16 PM
207	I was interested before, and it seemed if I missed one cut off, I had to wait for the next year.	5/12/2023 5:51 PM
208	Letting the public know about the facility and availability for use	5/12/2023 5:42 PM
209	Please don't close down Roseland. Curling is a huge part of the Windsor community. Would definitely be a mistake in the long run	5/12/2023 5:26 PM
210	Accessible facility, which includes an accessible lounge area. Advertise and support the sport of curling as something that is affordable and welcoming. Also a place that promotes health wellbeing and community development, which is especially important for seniors who don't have many options to be active in sports settings.	5/12/2023 5:22 PM
211	The City of Windsor needs to repair and maintain the current Roseland Golf and Curling Club. To say that it has outlived its lifecycle when it was only built in the 1970s is a farce. To demolish the facility is a slap in the face of Windsor residents as it shows a lack of respect for recreational facilities and tax dollars. Curling, like many other sports in Windsor, has a dedicated group of regular participants. We want the sport to grow in this city, not vanish. I encourage the Roseland Board and City Councilors to visit Roseland and other curling clubs to learn about the sport. You will find that jamming the sport into a hockey arena will not suffice. It is vitally important that this City's officials do their job and that means providing services to	5/12/2023 4:29 PM

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its constituents, not taking them away. Make a proper maintenance plan for Roseland and all other city facilities. Stop letting everything fall into disrepair before you do something about it.

212	No. Roseland is in the perfect spot for out of town teams. They have a great ice maker. Used to be the best meals put on from any club.	5/12/2023 4:29 PM
213	All of the proposed locations are at the fringes of the city or in a neighbourhood that some people might not feel comfortable in (I used to live near Adie Knox).	5/12/2023 4:19 PM
214	Emphasize curling is Canada's number 2 sport that we dominate globally and removing an avenue of growth from a major Canadian city is not supportive. It simply would never happen for hockey so shouldn't for curling either.	5/12/2023 4:12 PM
215	Roseland is a beautiful old building built in the 70's that shouldn't be closed and demolished. Having a place for people to go curl is an important part of Canadian history and it's unfortunate the city allowed Roseland to fall into such disrepair. Perhaps the city should try to maintain older building instead of demolishing them. We have lost too many historical buildings already. Why would you retrofit a different building when Roseland is the original curling club?	5/12/2023 4:07 PM
216	social area	5/12/2023 4:06 PM
217	Realize that seniors need something to do in the winter & curling is a great source of community & friendship that is necessary.	5/12/2023 4:05 PM
218	Stop forgetting about seniors, and curling altogether.	5/12/2023 3:30 PM
219	Central location. Historically curling has been west of Walker Rd. so that is probably where the most curlers are. Curling has been a long time Canadian sport so curlers deserve a space they want as compared to something like pickleball which may just be a fad.	5/12/2023 3:23 PM
220	Dedicated curling rinks at ALL facilities!	5/12/2023 3:14 PM
221	Don't spend \$20M on a new curling rink for a couple of hundred curlers. They can use an existing ice pad at WFCU Centre as one is always available.	5/12/2023 3:11 PM
222	Meeting Rooms	5/12/2023 3:09 PM
223	Listen to the people that use the facility	5/12/2023 3:06 PM
224	It would be a huge stain on the city of Windsor's reputation if they do not keep a designated curling location. Curling is a sport you can play from youth to senior. It is a get social sport. It is good for the communities physical and mental health.	5/12/2023 2:51 PM
225	Food and beverage availability	5/12/2023 2:48 PM
226	Do not believe a new location is needed. Sound like it has been determined that it will be moved. Keep up on the up keep of what we have it is a shame what has not been done to the current building in the last few years.	5/12/2023 2:36 PM
227	Don't spent too many resources on curling. Use Adie Knox, it is a great option to draw people to the West end and put some good hours into that facility.	5/12/2023 2:31 PM
228	Keeping Roseland is the best and the most cost effective. It is the only city owned ice that actually makes money.	5/12/2023 2:31 PM
229	Keep Roseland as both a golf and curling club. These sports go hand in hand.	5/12/2023 2:14 PM
230	Having ran a curling club, I can say that Roseland should do away with it. Curling is viewed as a cheap sport and curlers aren't willing to pay the proper annual dues that are required. Running it as a loss makes zero sense. Roseland will be much further ahead fiscally if curling is gone	5/12/2023 1:53 PM
231	Promote the social and physical benefits of curling	5/12/2023 1:51 PM
232	It is vital to have input from the curling community. If moving to a new location is necessary, construction must begin prior to the demolition of Roseland. Curling should not be set up in a temporary location as the new curling site is repurposed.	5/12/2023 1:49 PM
233	Keep it at Roseland	5/12/2023 1:49 PM
234	I haven't curled in a while. It got too expensive. I changed jobs and couldn't afford it any more. If we could make it more affordable I would love to curl again. As for golf, I would love to learn but I am not competitive. I want to have fun and enjoy learning. Maybe with a women's group with the same ideals.	5/12/2023 1:47 PM
235	If not enough curlers , I would recommend turning the curling rink to pickleball courts.	5/12/2023 1:40 PM
236	Curling is an extremely social sport. 1/3 of the time during a league game is spent socializing in the club house. A social place where we can buy drinks is important.	5/12/2023 1:34 PM
237	Keep it where it is and make appropriate improvements. The 35M the city is contemplating for the esplanade to the river would be better spent here.	5/12/2023 1:33 PM
238	I don't curl, but I believe the sport is a valuable part of Canadian culture and needs to be protected. It has historically been at Roseland/SouthWindsor and should remain in this location. It is an integral part of the community. The City of Windsor will be more apt to continue to support the golf course and culinary pad if both are in the same location. As soon as you split it them, they both become more vulnerable. With both sports, you have a larger target population for a longer sustainability.	5/12/2023 1:23 PM
239	Roseland is the best facility at this time and trying to move curling to another location is a "non-starter".	5/12/2023 1:23 PM

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240	Acknowledge the long-standing tradition of curling in our area	5/12/2023 1:20 PM
241	No	5/12/2023 1:18 PM
242	You need to make the facility user friendly and easily accessible to everyone. Proximity to the present location is very important!	5/12/2023 1:10 PM
243	Curling should be hosted in a fit-for-curling facility rather than a surplus hockey arena. Please consider working with the curling community towards this goal. A facility lease agreement would be much more beneficial to all parties.	5/12/2023 1:08 PM
244	Streamline the evaluation process by taking the arena options off the table. Focus only on upgrading the Roseland facility even if it means upgrading in stages.	5/12/2023 1:06 PM
245	Think of curling as yet another key aspect of a World Class City. Most cities in Canada have curling. Having a quality curling facility helps draw quality people to the City.	5/12/2023 1:05 PM
246	The ice and structure must be Curtailed for curling	5/12/2023 1:00 PM
247	Advertise!	5/12/2023 12:59 PM
248	No union employees	5/12/2023 12:40 PM
249	No NEW location !!! The present location is ideal and already has the infrature. I don't believe that it costs less to build in a new location than to renovate what we already have.	5/12/2023 12:38 PM
250	Make sure there is a dedicated traditional curling rink, as mixed-use spaces are difficult to maintain good quality ice. Poor ice quality contributes to lower membership rates. I've curled at Roseland many times, and don't particularly think of it as having high quality ice. In order to foster healthy membership numbers, it is important that there be a space to congregate after the game, as it is customary to buy each other drinks and chat.	5/12/2023 12:33 PM
251	Keep it open at it's current location	5/12/2023 12:25 PM
252	Dedicated space with programming available outside of windows of availability	5/12/2023 12:04 PM
253	Keep it on Roseland property	5/12/2023 11:48 AM
254	Good curling Ice Lounge for social gathering after curling free parking bar to order drinks small kitchen to host banquets and bonspiels	5/12/2023 11:35 AM
255	Would have to put in some money to retrofit the facility. It can work I believe just need to spend some money and bring in someone who understands a flip to that to oversee the changeover	5/12/2023 11:32 AM
256	It must be a dedicated curling rink a hockey rink does not work and would be more expensive to operate as it must be constantly changed from one to the other.	5/12/2023 11:25 AM
257	if it's in conjunction with a hockey arena, you might have parents do it while they wait for their kids or something like that. seems like there is a lot of people going to hockey arenas with little else to do. Might work.	5/12/2023 11:23 AM
258	Subsidize the sport like every other sport. Curling is a community, it's not something you piece together on an old hockey rink and knock the dust off your hands.	5/12/2023 11:21 AM
259	Keep it around. Driving to tilbury would stop us from curling all together	5/12/2023 11:13 AM
260	I have been a player andhighschool coach for almost 18years, I recognize things don't always work out but it would a detriment to lose	5/12/2023 11:12 AM
261	Must have dedicated curling ice with qualified ice maker. A lounge/bar with viewing area would greatly help with creating a club atmosphere. A small kitchen area would greatly assist in hosting bonspiels.	5/12/2023 11:08 AM
262	I do not curl, but I think that it is essential for the community. It keeps people active and involved in an activity in the winter months. It is a perfect spot for the curling rink. Easy access, plenty of parking. Why does everything have to be moved to the east side? We pay more than our share of taxes in Roseland and south Windsor and the citizens should be able to curl at Roseland.	5/12/2023 11:03 AM
263	A restaurant!	5/12/2023 10:50 AM
264	Even though I don't curl it is important the city ensure facilities for recreational activities for all ages.	5/12/2023 10:45 AM
265	Renovate the existing 6 sheet facility into an inviting place to grow the sport locally.	5/12/2023 9:41 AM
266	It would be good to be accessible by public transit.	5/12/2023 9:40 AM
267	Based on this survey it appears evident that the current curling facility is closing with no attempt to keep the curling facility open. More time and study should be devoted to exploring the option of keeping and maintaining the current facility as a year-round facility (pickleball, work-out area, indoor golf simulators for golf lessons and/ or practice, as examples for summertime use), which will be more cost efficient. Curling at the Roseland facility has been a success over the years, evidenced by near-full capacity usage during both days and evenings - promoting health and socialization for seniors; expanding options for sports participation and learning spotsmanship and related skills to junior and high school aged youth.This continued use of the facility should be encouraged and supported, not abandoned.	5/12/2023 9:37 AM
268	encourage the Schools in the Windsor-Essex County to include curling as an option sport	5/12/2023 9:32 AM
269	I would love to learn how to curl, I didn't realize there were public facilities	5/12/2023 9:30 AM

Roseland Golf and Curling Club Community Survey

270	A nice restaurant	5/12/2023 9:22 AM
271	Work in conjunction with the curlers and curling associations before making a final decision. Listen, and then accommodate them.	5/12/2023 9:21 AM
272	Proximity to major thoroughfares. New rocks (the current ones a very old). OCA membership. Unify all the leagues into one club. More tournaments, to bring more curlers in from other locales.	5/12/2023 9:12 AM
273	Reviewing the priorities indicated - access is also vey imp. Parking is vey imp also.	5/12/2023 9:11 AM
274	Please consider the cost of this facility. Our taxes don't cover the real needs for the City.	5/12/2023 9:09 AM
275	More modern updates better equipment LEARN TO CURL CLASSES FOR ADULTS	5/12/2023 9:08 AM
276	Golf is not available all year round and there are lots of choices locally. There are few choices for curling which has a strong Canadian tradition where we lead other countries on international sporting stage. It is, in my opinion, an absolute disgrace that you are considering closing-down a facility which only needs some attention and repair(not even light-bulbs replaced recently in some areas!?) Then reportedly looking at spending millions of taxpayer (including my \$) on upgrading golf-facility which will have to compete with others in area for customers!?	5/12/2023 9:05 AM
277	Present management does nothing to encourage participation and promotion. Also does nothing to maintain facility. Let a committee from curling members run and promote the club. Keep high paid city employees out, they mostly do nothing	5/12/2023 9:04 AM
278	Curling is still a very popular sport gaining momentum throughout the US. Let's not close down curling	5/12/2023 9:04 AM
279	Corporations are always looking for team building opportunities. Curling is a lot of fun in this atmosphere. Market the product and people will come.	5/12/2023 9:01 AM
280	[REDACTED]	5/12/2023 9:00 AM
281	It is important to understand that curling is a very social sport so having an area where curlers can gathering before/after/during the game is very important.	5/12/2023 8:54 AM
282	I truly believe keeping the same location at Roseland will be the best decision. It is located in the heart of the city where is about the same drive distance accessible for anyone (lasalle, tecumseh, windsor). It's very shameful that a city like Windsor that is ultimately growing at a fast rate has to debut about having a different location for the existing ice. For somebody that wants the best for the city the conversation should be where to built the SECOND ice and not where to relocate the existing one because it's not profitable...very disappointing. A new location can easily drive people away from this beautiful sport that anyone can play at any age.	5/12/2023 8:53 AM
283	It makes no sense to have the curling club next to a golf course that is also not centrally located within the city. If we must have a curling location, it should be within an arena that already has the equipment to maintain it.	5/12/2023 8:50 AM
284	Stop listening to all these whiny babies who want you to spend way too much money on a new curling facility at Rseland. People don't care where they curl if it's in the city and dedicated space.	5/12/2023 8:49 AM
285	Actually spending some money on upkeep and maintenance of the current facility. Current mentality of the City appears to be to just let it rot away then complain that nobody likes to go there.	5/12/2023 8:47 AM
286	Keep it at Roseland	5/12/2023 8:47 AM
287	accessibility to ice time, a meeting area, and access to food and refreshments (ie: a lounge). the social aspect of curling is an integral part of the experience. and access not only to when but who can get on the ice would be key to providing equity and equality to this sport in Windsor. so that means having sufficient enough ice surfaces so as to not have to start at 11pm at night to be able to play.	5/12/2023 8:45 AM
288	have a focus on providing quality customer service. This can help overcome any deficiencies in the facility and provide a better overall experience.	5/12/2023 8:42 AM
289	Curling is best suited to an add on to a new or updated arena with similar infrastructure.	5/12/2023 8:42 AM
290	Strongly consider a dedicated facility that does NOT share hockey ice. If available, consider allowing curlers to be a part of the management/maintenance of the facility.	5/12/2023 8:41 AM
291	While curling is a sport for all ages, it is definitely a sport that seniors and retirees enjoy. Thst said, the future of all curling rests with well developed junior / high school curling programs, without which curling will simply die in our region. Ensuring access and support mechanisms for young people to learn the sport is the lifeblood for all age groups within the sport.	5/12/2023 8:40 AM
292	The space needs to have a social area with a bar. A lot of curling is about the social aspect. Curling is an opportunity for people to connect in the winter which is the most depressing time of the year having this space makes the winter a little more bearable!	5/12/2023 8:39 AM
293	Listen to the curlers. Work collaboratively with the folks in the city that curl and understand the importance curling holds in their life. Curling is more than just a retrofitted hockey rink - it is a community.	5/12/2023 8:39 AM
294	I did not answer question #12 because converting an existing arena will NOT provide an good ice surface unless the infrastructure is Re-done along with proper compressors air flow etc. There are many factors involved in being able to make good ice and current ice hockey ice will not provide us the opportunity to do that.	5/12/2023 8:39 AM

Roseland Golf and Curling Club Community Survey

295	I joined curling in high school and loved the sport, I have continued to play even after graduating and working full time and having a family. I would love to be able to bring my young children to learn the sport and the camaraderie that it brings. I hope curling remains a sport available for everyone to learn and enjoy.	5/12/2023 8:38 AM
296	I am not a curling participant but I just feel that the city should ensure that there is a facility available for this type of sport.	5/12/2023 8:35 AM
297	Must be a dedicated curling facility and not in an arena.	5/12/2023 8:28 AM
298	Keeping it where historically is, reinforces importance of curling in this community! There is so much opportunity to increase the curling here with commitment, all you have to do is look at our very own Olympic champion! , look at the audiences that attend the tournament of hearts, the Briar. Look at how London has embraced the/any tournaments and promotion of youth curling in high schools.	5/12/2023 8:27 AM
299	Bring back the Friday Niners league if you haven't already. Discount a night to get more people involved. I curled 2 seasons at Roseland and absolutely loved it.	5/12/2023 8:25 AM
300	atmosphere is important - food and bar service is necessary - curling is a social game and curlers like to socialize afterwards.	5/12/2023 8:23 AM
301	Give opportunities to non-curlers to try the sport before committing to a membership.	5/12/2023 8:17 AM
302	KEEP ROSELAND OPEN	5/12/2023 8:09 AM
303	Continue consulting with stakeholders. Set up Learn To Curl options to provide a steady stream of new curlers.	5/12/2023 8:03 AM
304	Somewhat off topic but start taking cash again	5/12/2023 8:00 AM
305	Curling ice is one of the most critical aspects of curling, so it will be important to have an experienced ice maker in charge of the ice.	5/12/2023 7:55 AM
306	The survey is slightly skewed. It does not offer responses that would suit someone who might be interested but is not an active player. Better marketing might promote increased use.	5/12/2023 7:50 AM
307	A dedicated curling rink would enable the city to bring provincial and area bonspiels to the area and would encourage tourists in the winter months. Curling is a major event in many Canadian cities and a huge tourist draw.	5/12/2023 7:47 AM
308	Curling is a success! Make it grow by providing a class facility accessible to all age groups	5/12/2023 7:42 AM
309	I do not curl. My family members do and Roseland has and will be a place to curl for bonspiels etc. please keep it open	5/12/2023 7:37 AM
310	Upgrades to the facility	5/12/2023 7:32 AM
311	Do not take shortcuts. We need a sit class facility	5/12/2023 7:32 AM
312	Instead of trying to find a new home for curling, why not invest in the Roseland curling rink and bring it up to operating standards? You already have a facility dedicated to curling that you've let fall into disrepair due to negligence and lack of proper funding. To move Roseland curling would be to provide a downgraded service to the residents of Windsor. We didn't need to lose more recreational services. It's the city's job to provide those to its residents. Fix Roseland, and come up with a long term plan for regular maintenance. Do your job and act like a municipality that actually cares about the needs of its residents.	5/12/2023 7:26 AM
313	Public information, marketing efforts. Curling is a low intensity, social sport that makes a great occasional activity for a group of people. I suspect more people would enjoy it and even join a league if it were generally known how accessible it is to the public. Roseland staff do a wonderful job of teaching and assisting curlers. More people need to know this, regardless of location.	5/12/2023 7:25 AM
314	Lose the rink get friendlier pro shop staff	5/12/2023 7:23 AM
315	If this is done right, there is no reason it shouldn't be successful (https://worldcurling.org/2023/04/ottawa-and-curling/) Roseland's existing problem is that they let the facility fall apart, so people aren't as interested in going. Then they point to people not being interested as a reason to not invest. It's a self fulfilling prophecy at that point. Do it right, and promote it, and it will work really well. While I'm not a senior, not in high school or college/university it is really important to attract these groups and cater to them for two reasons - it keeps the facility being used during the day, and for the kids in school it helps develop future curlers. Again a self fulfilling prophecy (but done right).	5/12/2023 7:23 AM
316	We don't need curling in Roseland	5/12/2023 7:20 AM
317	Recreational activities are extremely important during the winter months. Upgrading Roseland makes more sense than trying to rework another location. I was around in the early days when the bar in the basement was thriving as well as the restaurant. The golfers really miss the restaurant.	5/12/2023 7:18 AM
318	Keep recreation at Roseland since it was designed for this. It is so important for the mind and sole to keep active especially during the winter.	5/12/2023 7:06 AM
319	Encourage youth curling. Mixed doubles wasn't mentioned. It is the fastest growing event. It needs to be developed to remain consistent with other cities	5/12/2023 4:33 AM
320	I live in Windsor I always thought I would take up curling when I retire, which is a short time away. Do to the shifts that change every week I have never been able to commit to any team style activities. I want Roseland to be there in mine and others future.	5/12/2023 4:27 AM

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321	No, instead of the City and Council using Roseland and the Curling Club as Tax write offs, they should have put the money back into these Facilities and not let them go in disrepair.	5/12/2023 3:25 AM
322	For curling to be successful it needs to be a curling facility not an arena that is multi purpose in the winter. As a competitor player with provincial success and experience you need a dedicated curling facility to be successful. Look at St Mary's Ontario the town owns the building it is leased to the curlers and they use the facility in the off season (town) for community events and sports. Use could use the cement pad under curling rink for shuffle board, pickle ball private events in the off season. Seek input from CurlOn, look to Ontario Trillium Foundation for funding and support. Keep curling in the community	5/12/2023 1:09 AM
323	You really don't want curling at all so why pretend you do!? My husband and children have curled at Roseland for over 50 years/30 years and I have been ice side for most of them too. Get a real manager in at Roseland and don't let non curling city council members dictate terms. The current council has decided that curling doesn't matter and they are so wrong! Smarten up Windsor and actually use my tax dollars to good advantage to make curling vibrant again! Going to a new venue will only mean higher costs for curlers and council can wash their hands of it and pat themselves on the back thinking they've done a good thing. Nope!	5/12/2023 12:21 AM
324	You could have proper restaurant and bar in the building to bring in more revenue from curlers and golfers.	5/12/2023 12:02 AM
325	Not really. Roseland is the best facility for curling.	5/12/2023 12:01 AM
326	Advertising	5/11/2023 11:56 PM
327	More input from the community as a whole. This cannot be done in a silo, any plans to build/renovate a facility need to be discussed with the public, especially the curling community	5/11/2023 11:53 PM
328	Keep it in a South Windsor please. We need a facility that is easy to get to by seniors without having to travel across town.	5/11/2023 11:36 PM
329	Stop trying to create surveys to meet your criteria. Ask curlers what they think! This is another poorly set up survey to dilute the opinions of curlers Just like the golf one you put out earlier	5/11/2023 11:32 PM
330	Get it done.	5/11/2023 11:06 PM
331	Keep Curling alive!	5/11/2023 11:01 PM
332	Embracing the curling community to which I drive over from the US 2x weekly. Build something dedicated and better, and you'll make a friend for life.	5/11/2023 10:54 PM
333	Your rank system in question 10 is not only broken but it's fixed. How can you put locker rooms over disability access? Or scoreboards over viewing areas? Bar service and a place to watch are both important. All the choices are important if you want to grow a sport and get people involved. What also makes a curling club successful is quality food. You don't need to relocate curling somewhere else. You have a facility that functions all year round. What you need is quality food and renovated infrastructure. Why is Beach Grove successful? It's a quality club people want to go to. Curlers, golfers and non-curlers and non-golfers. You need a place where people want to be.	5/11/2023 10:43 PM
334	No ,please keep Roseland alive, it's an awesome place	5/11/2023 10:32 PM
335	It is important that our city supports curling whether it is at Roseland or somewhere else.	5/11/2023 10:31 PM
336	Oca membership, improved ice conditions, bonspiels to attract out of town teams	5/11/2023 10:29 PM
337	Curling is one of the key social activities to get me through the winter. It drastically improves both my physical and mental health as I get to be active with friends and families in the community. A dedicated curling facility is vital to this as high quality ice makes a difference and encourages people to come out. If the ice isn't real curling ice it's not the same and impacts the game and social experience as people will choose to curl elsewhere. Unfortunately there really wouldn't be much else for curling in Windsor if this is removed. And that's a terrible story for the community. I really hope roseland stays. I've had so many wonderful memories there and look forward to continuing bringing family and friends there.	5/11/2023 10:29 PM
338	Dedicated facility not a converted arena in South Windsor	5/11/2023 10:21 PM
339	Get some good managers who can run the facility properly. Invest in the building properly. Great spot for food and drinks. The board has made many poor decisions over the past ten years. What a waste of tax payer money.	5/11/2023 10:18 PM
340	A dedicated curling ice surface in proper conditions is the most important element of developing a new curling club. It will be detrimental to the sport in Windsor if we use hockey or multisport surface as competitive play will not be possible. The closest comparison would be having soccer players compete or kids learn to play in knee high grass.	5/11/2023 10:14 PM
341	Keep Roseland as is at all costs.	5/11/2023 10:13 PM
342	A membership drive similar to the one Kingsville did a number of years ago where necessary equipment is given as an incentive.	5/11/2023 10:09 PM
343	Keep it out of an arena unless there is dedicated ice pads next to existing hockey rinks in a controlled environment for optimal curling ice with a dedicated lounge that could help host bonspiels.	5/11/2023 10:00 PM
344	Curling at Roseland can still be successful (with a new building/compressor system that isn't 50+ years old), but it would take more investment from the City than simply relocating to a dedicated ice source. Building a new rink where the current rink is (including the small segment of the building facing the golf course), would be the best alternative for the curlers and golfers,	5/11/2023 9:56 PM

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	since it would suit the needs for both with a small lounge (like the one there currently), plus a bar.	
345	Curling ice and the environment in which good curling ice is needed cannot be sustained in a hockey arena setting. Considering hockey arenas as an option will be detrimental to the sport.	5/11/2023 9:53 PM
346	Don't move it and promote this activity within he high schools and schools.	5/11/2023 9:50 PM
347	Keep a curling club in south Windsor. If golfers at Roseland don't want be part of or support a new curling facility close the golf coarse too.	5/11/2023 9:36 PM
348	Bring in the big tournaments!	5/11/2023 9:36 PM
349	Keep curling at Roseland!!!	5/11/2023 9:27 PM
350	Teach curling in gym class	5/11/2023 9:13 PM
351	Privatize the curling as a sport and put out a bar/food service for annual tender. Curling makes money across the province. Branding, sponsors and new blood will help.	5/11/2023 9:13 PM
352	Dedicated ice	5/11/2023 9:04 PM
353	With respect to #12... If Windsor cannot provide a public venue, I will curl at Beach Grove, Leamington or Chatham. Not a recycled hickey rink. Imagine... a city that is home to a world champion curler (Phil Daniel), with essentially third world curling facilities for our youth to learn upon!	5/11/2023 9:00 PM
354	Good spectator area. Bar/beverage for adult curlers to socialize after curling!	5/11/2023 8:52 PM
355	Trying to make a hockey rink into a curling rink is a ridiculous idea. A dedicated rink, like Roseland makes sense. And it's not like it isn't being used.	5/11/2023 8:49 PM
356	Give free ice time to High schools	5/11/2023 8:40 PM
357	Curling ice HAS TO BE DEDICATED	5/11/2023 8:34 PM
358	Promote / highlight the long history of curling in this country / city. Support / Encourage youth leagues by reducing cost at that level / provide new curling clinics at low / no cost	5/11/2023 8:33 PM
359	Replace the recreational amenity that serves the region, as the City and Essex County has 400,000 people, with 1/2 in the City. A City of this size, should be providing recreational amenities for a broad range of user groups. The curling club continues to thrive with well sustained membership numbers, while providing a much needed facility within the region, coupled with the other two facilities within the County of Essex. Any changes to the facility for the golf and curling sports should be done methodically, so that the sport seasons don't experience a gap and are not impacted, with transitioning into new facilities, if that is the result of a building condition assessment. I look forward for additional public engagement opportunities on this.	5/11/2023 8:23 PM
360	Encourage city staff to engage in curling rather than focus solely on golf. Had staff at Roseland engaged at all with the curlers a survey like this may not have been necessary.	5/11/2023 8:22 PM
361	Having a lounge area in which ever facility for people to stay and congregate after our curling games	5/11/2023 8:17 PM
362	Affordability	5/11/2023 8:15 PM
363	Make sure that the new property has all of the amenities of other curling clubs. You don't need to reinvent the wheel, look at all the other curling clubs in Canada and go with middle of the road. Ie. a lounge area, change rooms, food service, dedicated ice pads, a viewing area and an ability to hold a bonspiel!	5/11/2023 8:10 PM
364	The city of Windsor was given grant money back in the 70's to promote senior curling....they drove Windsor Curling Club out of business. In my opinion the city needs to find a place to keep us curling....we could have still been at The Windsor Curling club. So Roseland is my first choice of where it should be maintained	5/11/2023 8:04 PM
365	It needs to be in a safe location with lighted parking. A quality Curling ice surface is important.	5/11/2023 8:01 PM
366	It is the city's obligation to continue to provide the residents of this community a curling facility. The city was directly responsible for demise of the Windsor Curling Club, and taking government money to do it. Do this for the youth of our community.	5/11/2023 7:53 PM
367	Keep it at Roseland. I know the city was given the Roseland property with the intention of keeping in a golf course as it's a heritage site so with the curling there I think the curling should stay at Roseland a lot of those guys that have been playing there for years deserve that. And the Roseland curling should promote better to get more younger people involved.	5/11/2023 7:50 PM
368	Keep it at Roseland	5/11/2023 7:47 PM
369	The survey is a great start, more input from curlers I think is important. Building a new curling facility would be fantastic for the city if roseland can't be renovated.	5/11/2023 7:41 PM
370	Curling is a growing sport check out the US which is building curling facility all over the country. Windsor will have only Beach Grove a private country club or Leamington for curling. Very short sighted to get rid of it not everyone is a hockey player as far as winter sports. Curling needs a quality dedicated facility!	5/11/2023 7:39 PM
371	We don't need a new curling location	5/11/2023 7:09 PM
372	Move it out-of Roseland and use a city rink as a dedicated curling facility & see if it does well	5/11/2023 6:53 PM
373	Avoid repurposing a hockey rink. Make a new dedicated faculty built for curling. You wouldnt	5/11/2023 6:41 PM

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try and put golf at a local park. Or keep curling at Roseland please.

374	The City should not be involved in running a Curling rink.	5/11/2023 6:31 PM
375	Restaurant with lounge for golfers and curlers	5/11/2023 6:30 PM
376	I hope you actually act on community feedback	5/11/2023 6:26 PM
377	Keep it at Roseland.	5/11/2023 6:15 PM
378	Spend some money on rose land you like it when Canada wins gold in the world championship but are to cheap to buy that success!!!!	5/11/2023 6:10 PM
379	Why were curlers not consulted before decisions were made? Curlers have a lot of ideas for growing leagues. Shame on the city for not investing in curling which is synonymous with Canada	5/11/2023 6:01 PM
380	Ensure there is an open meeting to discuss the options	5/11/2023 6:00 PM
381	A modern facility centrally located if Roseland location is not feasible to keep that provides a lounge area with a small menu for food & bar service. As of now most TV's and sound system was not working. Would like to see that available in the renovated facility.	5/11/2023 5:47 PM
382	Try putting a real effort into creating a atmosphere people will want to attend. In the past the attitude of city council and the board of directors seems to be that they are against curling in this area. They might want to remember that curling is a true Canadian sport that can attract business to this city. The location of Roseland Golf and Curling Club is perfect you need to improve on that site.	5/11/2023 5:34 PM
383	Public awareness of the sport in Windsor and better promotion of league availability/registration. Have an open house before the start of the season with instructors to give people a chance to try curling for the first time. Offer curling clinics of all levels.	5/11/2023 5:30 PM
384	Please remember public sports facilities are not nor should be a profit centre. Like tennis, pickleball, lawn bowling etc	5/11/2023 5:24 PM
385	The location needs to be a dedicated curling facility. You can't have shared ice for another sport.	5/11/2023 5:23 PM
386	Without curling for highschool, you are killing curling in this community. You MUST understand the importance of curling if you are going to make a decision this big. We are not hockey, (or hockey's ugly step cousin) but we are as culturally important in Canada as hockey.	5/11/2023 5:13 PM
387	Making it a destination like it used to be with a quality restaurant. It used to be one of the only places to accommodate a large family	5/11/2023 5:06 PM
388	Proper marketing of the curling leagues to ensure success. Located near where the majority of curlers live (NOT in the East End) Excellent, dedicated curling ice that would attract bonspiels from BOTH sides of the border. A dedicated manager for the curling facility with an understanding of curling and curling culture. In a SAFE, well-lit area so women and seniors feel safe leaving the club at all hours. Food service. An understanding of the social determinants of health and how curling serves the community as a whole as one of the only accessible, all-ages winter sports available in this community.	5/11/2023 5:05 PM
389	Since there are so few options in Essex county it should be located where there is easy driving and free parking access.	5/11/2023 5:01 PM
390	Simply put money into the existing Roseland Golf and Curling Club. The building needs updates, and Council should invest in this as a community space rather than waste tax dollars and tear it down. Council needs to stop looking at recreation facilities in terms of profit. They are meant to serve the community, not make money for the City. Stop being wasteful and taking amenities away from Windsorites.	5/11/2023 4:51 PM
391	installing cameras over the curling button and tv monitors.	5/11/2023 4:49 PM
392	Curlers need decided ice that is not used for other things and quality ice that is maintained to a specific needs of the game. Anything less than that and there is no need to bother saying you provide curling in the city because no one will participate.	5/11/2023 4:36 PM
393	I'm very interested in beginning to learn	5/11/2023 4:33 PM
394	While I do not curl, I believe that it's important to keep and maintain sporting venues of all sports.	5/11/2023 4:33 PM
395	There needs to be at least 4 dedicated sheets.	5/11/2023 4:32 PM
396	Yes... gather Input from the current icemaker at Roseland on what it would take to convert and proposed existing arena of building	5/11/2023 4:16 PM
397	Nope, just nice that you're continuing to offer it somewhere	5/11/2023 4:11 PM

Appendix B – Curling Usage at Roseland 2022-2023 Season

Evening League times & number of players

4-5 sheets Monday- 6:30 -8:30 p.m. – 2 hours – 40 players

5-6 sheets Tuesday -6:30- 8:30 p.m. – 2 hours – 47 players

4-5 sheets Wednesday 6:30- 8:30 p.m. – 2 hours- 41 players

4-5 sheets Thursday 6:30 – 8:30 p.m. 9 p.m. – 11 p.m. - 4 hours– 55 players

5-6 sheets Friday – 6:30 – 8:30 p.m. – 2 hours- 52 players

Total Evening league ice time hours – 12 Hours

Daytime League times & number of players

4-5 sheets Monday & Friday Senior A.M League—10 a.m.-12 p.m. (noon)

12:30-2:30 –8 hours total- 72 players play both Monday & Friday

4-5 sheets Thursday- 10 a.m. – 12 noon – 2 hours—35 players

Total daytime league ice time hours – 10 hours

2 sheets High Schools – first sessions – November to December – 3 p.m. – 5 p.m. - 8 hours per total per week- 30 students approximately – 8 weeks total in first session

2 sheets High School- second session – January – March – 3 p.m. – 5 p.m. – 8 hours total per week – 30 students approximately – 5 weeks total in second session.

- Reduced rate for students to play

Open Ice – Saturdays – Available for 24 weeks- 6 sheets available each time slot. \$155 per sheet tax included

Overall the public ice rental is utilized approximately 60% of the time over the 24 weeks.

1 sheet Special Olympics- 9 students for 20 weeks

Item No. 12.3



Committee Matters: SCM 166/2023

Subject: Report No. 118 of the Board of Directors Willistead Manor Inc. of its meeting held May 11, 2023

REPORT NO. 118
of the
BOARD OF DIRECTORS,
WILLISTEAD MANOR INC.
of its meeting held May 11, 2023

Present: D. Sanborn -- Chair
A. Abu-Zahra
MJ. Dettinger
J. Evans
C. Gaudette
R. Gauthier
A. Jahns
D. Langstone
C. Pitman

Your Board submits the following recommendations:

Moved by D. Langstone, seconded by J. Evans,
That the Annual Report and Financial Statements on the affairs and
operations of Willistead Manor Inc. for the year 2022, attached as *Appendix A*, **BE
ACCEPTED** as presented.
Carried.

Moved by R. Gauthier, seconded by C. Gaudette,
That upon acceptance of the Willistead Manor Inc. 2022 Annual Report by
City Council, copies **BE FORWARDED** to a list of appropriate parties as approved by
the Willistead Board.
Carried.

Moved by J. Evans, seconded by MJ Dettinger,
That in accordance with Sections 6 (c) of *the City of Windsor Act, 1981*, an
amount of \$ 38,291. **BE PAID OVER** to the City of Windsor Willistead Capital
Restoration Reserve Fund.
Carried

Chair

Executive Secretary

NOTIFY:

Name	Address	City/Prov/Pstcd	Telephone	FAX
Board of Directors Willistead Manor Inc.				

Willistead Manor Inc.



Photograph courtesy of Norman Rheame, Windsor Camera Club

Annual Report ***2022***

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THE CITY OF WINDSOR

OFFICE OF THE MAYOR

DREW DILKENS, DBA
MAYOR

**“It was her home, this mansion of many rooms,
She planned every detail – decorations, furnishings, colours,
paintings... It was her gift to us.”**

- Mary Ann Mulhern, *Mary Walker at Willistead*



Willistead Manor will always be one of the most important buildings in our community, and it was fantastic to see it open its doors to the public – to events and programs – once again in 2022. The City of Windsor and City Council remain committed to heritage conservation and preservation projects at this incredible facility. Our long-term capital plan included about \$1.6 million towards the facility’s Capital Rehabilitation Program in 2022 and into 2023. Work has occurred, is underway, or is planned for foundation waterproofing, resurfacing of the terrace in the Paul Martin Gardens, and restoration of capstone and grate work; replacement of the building’s cooling system; restoration of the perimeter fence; refurbishment of the main entrance and courtyard; restoration of the basement and associated infrastructure; repaving of the parking lot; and much more. This work is all about continuing to invest to keep the manor house, surrounding buildings, and park site vibrant, thriving and brimming with heritage, culture and art all year long.

And what a year it was for Willistead Manor in 2022. Last summer, we celebrated Hiram Walker’s 206th birthday with the unveiling of the new bronze statue at the new Hiram Walker Parkette by the riverfront. That parkette serves as a gateway into historic Walkerville, and has already become one of the most visited public art sites in the city. As part of that event, we hosted a *Roaring 20s at the Manor* fundraiser, bringing in \$15,000 to support ongoing restoration work at Willistead. The unforgettable evening saw guests dress in their finest 20s-inspired attire, included singers and dancers, a jazz band and a psychic. There was a silent auction, whisky tastings, and a delicious meal from Thyme To-go. Most importantly, folks from all across the community came together to celebrate and support Willistead.

That same day, we held a special memorial service for Edward and Mary Walker at St. Mary’s Anglican Church Cemetery, and the grand opening of the new and permanent Coach House Historical Exhibition, where guests are able to learn about the history of Hiram Walker, the formation of Walkerville, Edward and Mary Walker, the construction of Willistead Manor, and much more. The exhibit was designed by HCA Mindbox, and supported by the Charleigh Charitable Trust, the Walker descendants, Willistead Manor Inc., the Friends of Willistead, Suede Productions, and the City of Windsor. During two public tour seasons since the unveiling, the exhibition has proven popular and drawn thousands of visitors.

Also last year, the Windsor International Film Festival selected the documentary about Willistead Manor to premiere as the opening night film of WIFF 2022. The sold-out screening led to the film being named a 'Festival Favourite' for WIFF, with organizers bringing it back for exclusive screenings. We look forward to the film's online release sometime in 2023. While all of the returning *At the Manor* events had sold-out crowds, our Holiday Tours returned with a big splash, generating lots of media coverage and welcoming over 3,000 guests in December alone, raising about \$15,000 for ongoing restoration work. It is fair to say that our community greatly missed Willistead Manor while it was closed, and that we are all happy to see it open and filled with life once again.

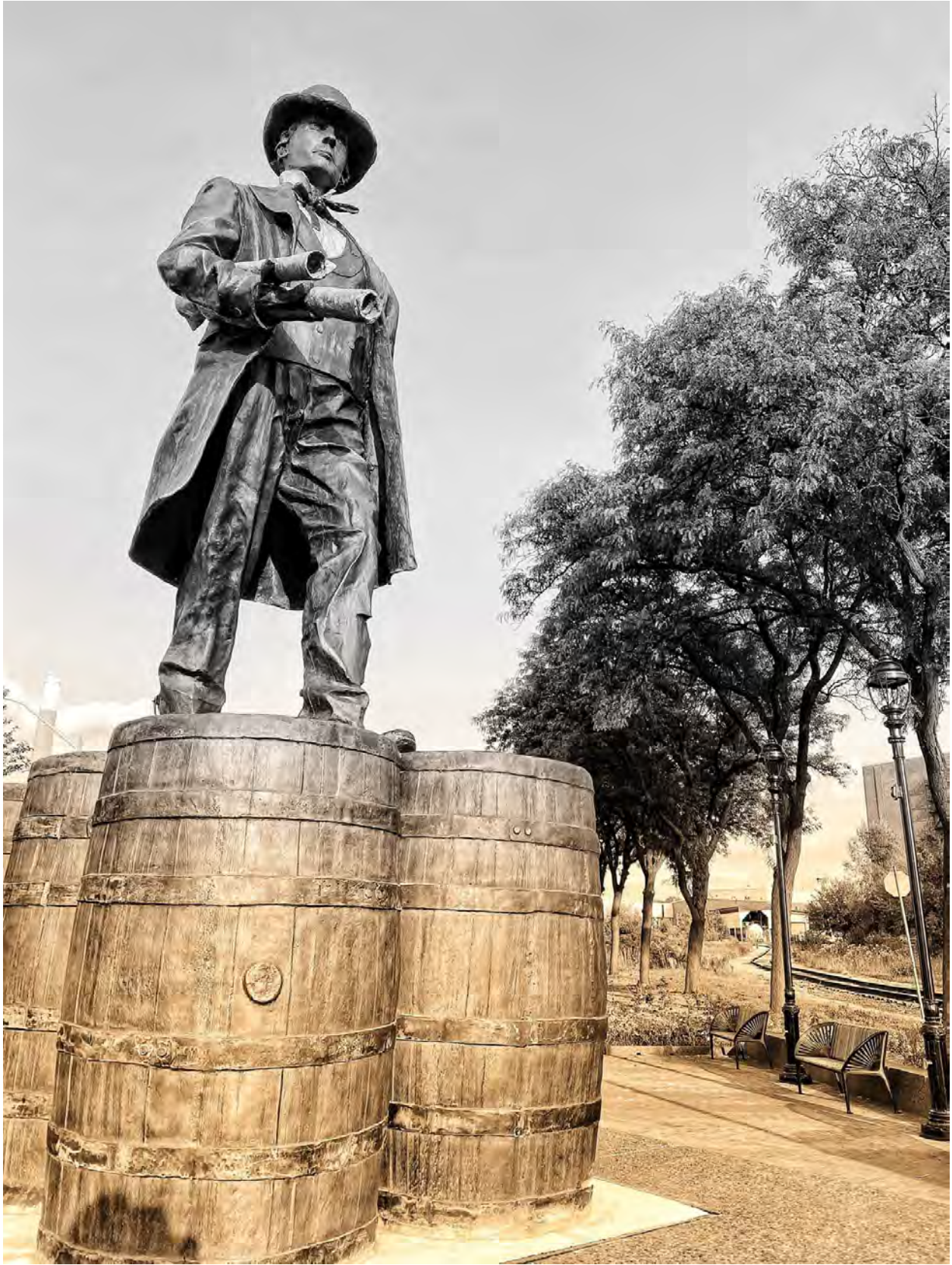
Art in the Park also returned in 2022, celebrating its 42nd festival, breaking annual attendance records, and raising over \$85,000 for restoration work at Willistead. Thanks go out to Rotary Club of Windsor (1918) and the City of Windsor for bringing this major tourism driver to our community year after year. While the official announcement happened in 2023, we were also thrilled last year to learn that Leigh and Charles Merinoff, through the Charleigh Charitable Trust, would donate \$100,000 to Willistead Manor on behalf of the Walker Family, with the donation spread out across four years. That donation comes on the heels of a year of solid and engaging celebration of Willistead Manor and the Walker Family here in the City of Windsor. And it comes from the incredible bond myself and Willistead Board members Robert, Doug and Colleen have forged with Pam and Tony Morse and the Walker descendants including Leigh and Charles Merinoff, Leslie Merinoff and Brian, Andrew Merinoff and Lauren. Thank you to all of them for helping us maintain the important link between our city and the Walker family.

I offer sincere thanks, on behalf of myself, and City Council, to the Board of Directors and the Friends of Willistead for their ongoing commitment to preserving and sharing the story of Willistead. Thanks also to the donors and partners, including Rotary Club of Windsor (1918), Tourism Windsor Essex, McTague Law Firm, ENWIN, and all those who were involved as supporters or participants in 2022's multiple initiatives at Willistead. Finally, my thanks to the City staff who work to preserve and program this space year-round. I have said it before – we are certainly seeing a renewed sense of pride and interest in Willistead Manor in our community, and I expect to see that continue to grow. Windsor's story is tied to the history of Walkerville and of the Walker family, and to the many contributions made during the formation of our community. Walkerville's Willistead Manor truly is the *home that shaped a community*. Thank you for being part of the Manor's successes yesterday, today and tomorrow.

Sincerely,



Drew Dilken
Mayor, City of Windsor



Photograph courtesy of Christopher Lawrence Menard



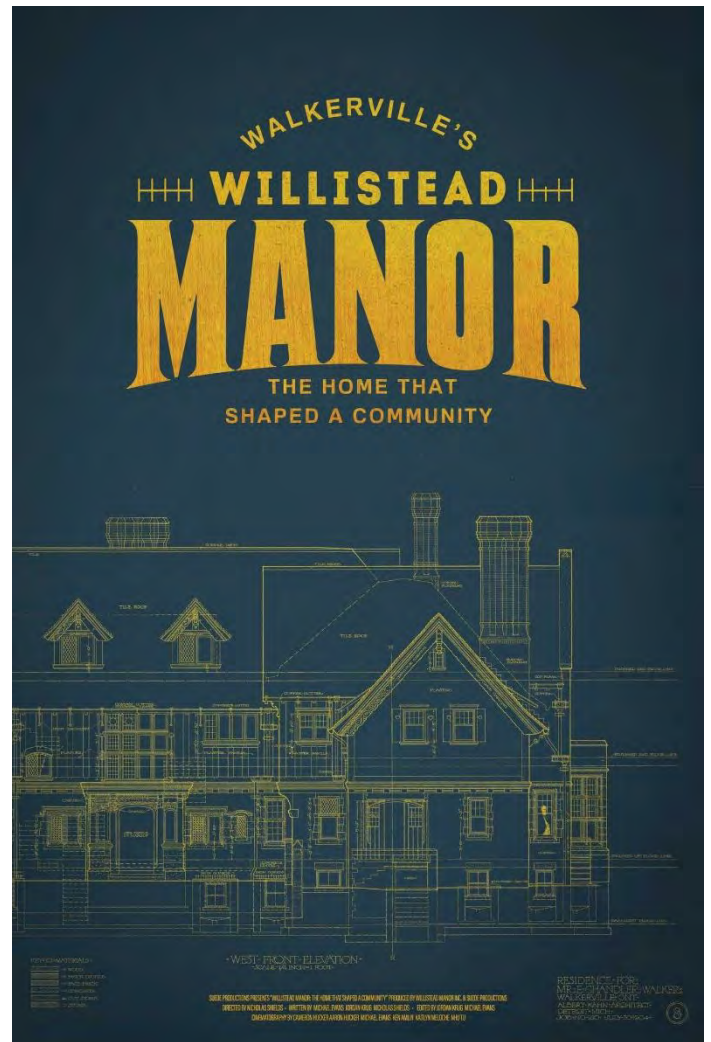
Photograph courtesy of Ted Kloske



Photograph courtesy of Ted Kloske



Photograph courtesy of Walkerville Brewery



Poster from Suede Productions

2022 Annual Report



The Corporation of the City of Windsor and the Board of Directors Willistead Manor Inc.

www.willistead.ca
www.citywindsor.ca

Prepared by the Council Services Department, May 2023

Photographs courtesy of "City of Windsor Culture Collection" unless otherwise noted

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To His Worship the Mayor and Members of Council:

This is the Willistead Manor Inc. Annual Report to City Council on the affairs and operations of the Corporation for the calendar year 2022.

The Willistead Manor Inc. Board of Directors act in a policy advisory capacity to City Council on the operation of Willistead Manor Inc.; however, the ongoing management of the facility is under the direction of the Office of the Commissioner of Community Services. A full report of the activities in the facility may be obtained from that Service Area.

Introduction and Background

The *City of Windsor Act, 1981* established a Corporation without share capital under the name of Willistead Manor Inc., with the objective to receive, maintain, manage, control and use donations for charitable purposes for the rehabilitation of Willistead Manor Inc. For the purpose of attaining its objective, the Corporation "Willistead Manor Inc." has the power to accept and hold any real or personal property granted, donated, devised, bequeathed or otherwise conveyed to it and to convert any such property into money and further to advise City Council respecting the following:

1. The operation of Willistead Manor Inc.;
2. The development and maintenance of the grounds of "Willistead Park";
3. The promotion and development of Willistead Manor Inc. as a centre for amusement, entertainment and exhibitions;
4. The promotion of meetings, receptions and displays in Willistead Manor;
5. The promotion of educational or cultural activities in Willistead Manor;
6. The promotion of the performing arts, including musical and artistic work, in Willistead Manor.

Pursuant to Section 12 of By-law Number 1 of the Corporation, enacted October 29, 1981, the Board of Directors shall, once annually, hold a meeting at which will be approved for submission to City Council, a review of the affairs and operations of the Corporation for the year immediately preceding and a financial statement which contains a profit and loss statement and a balance sheet for the year. This report is submitted in accordance with By-law Number 1.

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Directorate

<u>Term Expiring August 17, 2023</u>	<u>Term Expiring August 17, 2024</u>
Mary Jane Dettinger Colleen Gaudette Art Jahns Robert Jasey David Langstone	Andalieb Abu-Zahra James Evans Robert Gauthier Douglas Sanborn
Councillor Mark McKenzie	
Connie Pitman, President, Friends of Willistead	

Officers

In accordance with Section 6 of By-law Number 1, of the Corporation, the Board at its first meeting following City Council’s appointment of Directors, elected the following Officers:

2022/2023

Chairperson—Douglas Sanborn
 Vice-Chair—Vacant
 Treasurer—Robert Gauthier
 Secretary—Colleen Gaudette
 Past Chairperson—James Evans

Honourary Chairs—Stephen Marshall (Deceased) and Louise Brown

Committee Structure

The Board functions with an active Committee structure comprising the following sub-committees that report through the Board:

- Acquisitions Committee
- Community Relations & Promotions Committee
- Education Committee
- Event Planning Committee
- Fundraising Committee
- Historical Committee

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Manor Club



Photograph courtesy of Doug Myers, Windsor Camera Club

The Manor Club Fundraising program was approved by City Council in 1982, and revised in 1983, as an effective vehicle for persons and corporations to donate money for the continuing restoration and refurbishing of Willistead Manor Inc.

In 2022 the Manor Club received donations totalling \$ 37,195.00.

The following classifications of membership were established:

- Charter Life Members:** original members whose donations exceeded \$1,000.00 prior to December 31, 1982
- Charter Corporate Members:** original corporations whose donations exceeded \$1,000.00 prior to December 31, 1982
- Life Members:** donors who have completed their \$1,000.00 donations since December 31, 1982
- Corporate Members:** corporations who have completed their \$1,000.00 donations since December 31, 1982
- Sustaining Members:** donors of less than \$1,000.00 whose donations, when they reach \$1,000.00 will make them life members
- Sustaining Corporate Members:** corporate donors of less than \$1,000.00 whose donations, when they reach \$1,000.00 will make them corporate members



Photograph courtesy of Tourism Windsor Essex Pelee Island

Report of the Board Chair

Willistead Manor is the crown jewel of Olde Walkerville. The Manor offers gracious facilities and grounds for weddings, receptions, meetings and other special events.

The Willistead Manor Inc. Board of Directors is an active participant with the management resources of the City of Windsor's Office of the Commissioner of Community Services, which oversees the Parks and Facilities and Recreation and Culture Departments that, maintain Willistead's grounds, gardens, buildings and furnishings.

In sharp contrast to the two years of the facility being shuttered due to Covid restrictions, 2022 was a dynamic year for Willistead Manor.

The annual Rotary Club of Windsor (1918) Art in the Park event on June 4th and 5th, 2022 broke attendance records which resulted in a record \$85,737 donation to the Willistead Capital Restoration Reserve Fund. Donations to Willistead Manor from the Rotary Club (1918) began in 1978 and the Willistead Manor Board of Directors is extremely thankful for their 44 years of continuous support towards the upkeep of this historic gem for all to appreciate.

The Friends of Willistead are a vibrant group of approximately sixty volunteers, who continue year-after-year to support the Manor with docent services and community events, promoting and fund raising for the Manor. This year the Manor was once again decorated and presented in the true holiday tradition, which was enjoyed by almost 3,000 guests. We are eternally grateful for all that the Friends do for the Manor and for this year's donation of \$2,500 to Willistead Manor Inc. and \$2,500 to the Willistead Endowment Fund.

Additionally, the Board is sincerely thankful for the continued support over the years from the Manor Club patrons and to everyone who contributes to support the Manor for the ongoing enjoyment of the residents and visitors to Essex County.

Finally, to the Acquisitions Committee, whose hard work and dedication allows the Manor to maintain the high-level historical quality and community value that Willistead Manor Inc. strives for: thank you.

The much-anticipated opening of the historical exhibit in the Coach House, made possible from the generous Merinoff family donations and the support of numerous Walker family descendants, opened July 2nd 2022 in conjunction with the 206th Hiram Walker birthday celebration weekend. This celebration over two days saw the wonderful sculpture of Hiram Walker created by Mark and Laura Williams unveiled, the opening of the Permanent Historical Exhibition, and a Roaring 20's at the Manor Gala hosted by Mayor Drew Dilkens and Jane Dilkens along with the Willistead Manor Inc. Board of Directors, which raised \$15,000 to support ongoing restoration work. We sure enjoyed being able to once again gather with friends, colleagues and patrons to continue our work promoting the Manor.

We also thank the Windsor International Film Festival for selecting the documentary produced by Suede Productions Inc. and Nicholas Shields called “Walkerville’s Willistead Manor: The Home that Shaped a Community” to premiere at the 2022 festival. Not only was the evening a sold-out show, the film was voted a ‘Festival Favourite’ and was screened 3 more times in December. The movie is currently available for viewing in the Coach House Historical Exhibition.

Thank you to the descendants of Hiram Walker who have rallied behind the efforts of Pam and Tony Morse in nurturing and exploring the special relationships between the Walker Family, Willistead Manor and the City of Windsor. Your donations and the historical items entrusted to us are so very much appreciated. A special thank you to Leigh and Charles Merinoff who through the Charleigh Charitable Trust made a \$100,000 commitment to Willistead Manor on behalf of their parents Pamela and Tony Morse and their children Leslie Merinoff and Brian Kwasnieski, Andrew Merinoff and Lauren Pikovski.

As your Chair, I would like to thank the entire Board of Directors for your continued support and tireless effort. Working together we can achieve our vision of creating “An interactive world-class cultural site that promotes personal and community experiences connecting the past to the future.”

On behalf of the Board: thank you Mayor Dilkens and City Council for your support and ongoing investments honouring the Manor’s history and present-day relevance.

In closing, we also wish to extend thanks to the following people from the City of Windsor for their interest and support:

Ray Mensour – Commissioner, Community Services
James Chacko, Executive Director, Parks and Facilities
Jen Knights, Executive Director, Recreation & Culture
Michelle Staadegaard, Manager, Culture & Events
Christopher Menard – Supervisor, Community Programming – Cultural Affairs &
Willistead Manor Coordinator
Kim Manzerolle – Recreation Centre Clerk, Willistead Manor
Dan Seguin – Deputy Treasurer - Financial Accounting
Felix Qiu – Financial Analyst, Financial Accounting
Steve Vlachodimos –City Clerk/Licence Commissioner
Sandra Gebauer – Council Assistant and Executive Secretary to the Board of Directors,
Willistead Manor Inc.
Bonnie Reid – Resident Custodian

Respectfully submitted,

Douglas Sanborn

Douglas Sanborn, Chair
Willistead Manor Inc.



Photograph courtesy of Ted Kloske



Photograph courtesy of Windsor International Film Festival



Photograph Courtesy of Christopher Lawrence Menard

Acquisitions Committee

The Acquisitions Committee is very proud to report that several years of preparation resulted in a prolific 2022 for Willistead Manor.

Our completed documentary showcasing the Walkers and their contribution to our City was selected to be shown at the Windsor International Film Festival and was a sold out viewing. We have received numerous compliments on its quality and it will be available through a streaming network sometime in 2023. We are grateful to have been able to work with Nick Shields, Mike Evans, and the rest of the team at Suede Productions, resulting in an amazing cinematic work of art.

We are also very proud to report our historical presentation is installed in the Coach House. We thank Chris Renaud and his team at HCA Mindbox for their stellar job in creating a rich pictorial of the Walker Dynasty, it was a delight to work with such talented people. The permanent exhibition has greatly enhanced the Manor experience and we will continue refurbishing the Coach House to that end.

We are grateful to Hiram Walker's great-great-granddaughter, Pam Morse; her husband Tony Morse along with daughter Leigh and husband Charles Merinoff; their daughter Leslie and husband Brian, along with their son Andrew, and his fiancé Lauren for their moral and financial support.

We are also grateful for a number of donations of furniture and accessories, most notably from the Walker descendants, Betty White, Sue Maloney & Susan Prust. Their donated items will be displayed in the coach house.

Additionally, we received furniture and accessories donated from, Cindy Zimmer, May Court, Eleanor Renaud, Barry Jones, and Mary-Ann Shymanski. Some of their pieces will be placed in the Manor and other things will be included in a future sale to generate funds. Some works of art done by Ken Saltmarche were received from Walter Taylor. We thank him for his donation. They are hanging in the small vestibule leading to the Saltmarche Gallery

The committee replaced the area carpet on the second floor landing with a Persian design made of wool adding a beautiful element to that area.

On behalf of the Acquisitions Committee, we are overwhelmed with joy, for the support received by so many that will help ensure the Manor's sustainability.

Respectfully Submitted;

Robert Gauthier

Robert Gauthier ARIDO IDC

Executive Member of the Board of Directors, Willistead Manor Inc., Chair of Acquisitions



Photograph courtesy of Ted Kloske



Photograph courtesy of Christopher Lawrence Menard



Photograph courtesy of Ted Kloske



Photograph courtesy of Ted Kloske

YOU ARE CORDIALLY INVITED TO A
Reception & Film Screening

Saturday, October 29th, 2022

4:00 p.m. - Guided Tour of Willistead Manor
 Willistead Manor - 1899 Niagara Street
 Join Board Members & Guests for a Tour Guided by The Friends of Willistead

5:00 p.m. - Coach House Exhibition Tour & Reception
 Coach House 1899 Niagara Street
 Join Board Members & Guests for a Reception with complimentary d'oeuvres & refreshments and tour of the NEW Coach House Historical Exhibition

6:30 p.m. - Depart for the Film Screening
 Leave Willistead Manor and travel to The Capitol Theatre at 121 University Avenue West

7:15 p.m. - Documentary Film Screening at WIFF
 Premiere of "Walkerville's Willistead Manor: The Home That Shaped A Community", with a post-screening Q & A at WIFF - Windsor International Film Festival 2022.
 Tickets available at www.WindsorFilmFestival.com

PLEASE RSVP TO ROBERT GAUTHIER AT ROBGAU@COGECO.CA BY OCTOBER 24TH

Event Planning Committee

2022 was an exceptional year for the Willistead Manor Inc. Board of Directors and for the Event Planning Committee. On July 2nd 2022, the City celebrated Hiram Walker's 206th birthday, which included the unveiling of a commemorative statue celebrating Walker and his contributions to the community. This statue is now showcased at the new Hiram Walker Parkette, located at the corner of Riverside Drive and Devonshire Road.

On this same day the Event Planning Committee hosted the grand opening of the new permanent Coach House Historical Exhibition. We were honoured to welcome Walker family descendants Pam and Tony Morse to this event, which was also attended by Mayor Dilkens, members of Windsor City Council and members of the Willistead Manor Inc. Board of Directors. The Exhibition showcases the history of Hiram Walker, Walkerville, Edward and Mary Walker and Willistead Manor with old photographs and historical information beautifully displayed on the walls. Antique gowns belonging to Walker family members are showcased in museum display cases in the foyer.

Later that evening our Committee assisted in planning the Roaring 20s at the Manor Fundraising Dinner, which was hosted by Mayor Drew Dilkens & Jane Dilkens and the Willistead Manor Inc. Board of Directors. Guests, including many dressed in Roaring 20s themed attire, enjoyed the wonderful menu, signature drinks, live music, special performances, tarot and psychic readings, complimentary caricatures and classic cars.

On October 29th, 2022 the long anticipated documentary "Walkerville's Willistead Manor: The Home That Shaped A Community" premiered at the Windsor International Film Festival. Prior to the screening that was held at the Capitol Theatre, the Willistead Manor Inc. Board of Directors hosted a private pre-screening event at the Manor for the Walker Family descendants, including Pam and Tony Morse, granddaughter Leslie Merinoff and husband Brian; Betty White and Susan Prust, granddaughters of Elizabeth Talman Walker and many other Walker family descendants.

The guests enjoyed a wonderful reception, they had the opportunity to tour the Manor and visit the Coach House Historical Exhibition. It was great to watch them mingle as many were meeting for the first time. Following the reception, the group proceeded to the red carpet event at the Capital Theatre to enjoy the screening of the film.

It was a memorable year at Willistead Manor and the Event Planning Committee is looking forward to planning and hosting more wonderful events.

Respectfully submitted,

Colleen Gaudette

Colleen Gaudette BA, ARIDO
Executive Member of the Board of Directors, Willistead Manor Inc., Chair of the Event Planning Committee, Willistead Manor Inc.



Photograph courtesy of Christopher Lawrence Menard



Photograph courtesy of Palmer Johnson, Windsor Camera Club

Friends of Willistead

After the lengthy shutdown due to the Covid-19 pandemic, the Friends of Willistead were thrilled to return to Willistead Manor. We quickly got ready for Art in the Park, setting up our tents and partnering with Willistead caterer, Julie, from Thyme to Go. It was wonderful to welcome people back into the Manor, to share information and stories. Special thanks to the Rotary Club of Windsor (1918) and the City of Windsor for continuing to support our presence at Art in the Park.

July 2nd was a red-letter day as we attended the unveiling of the impressive sculpture of Hiram Walker, organized a memorial gathering in St. Mary's Church Cemetery to honour Edward Chandler and Mary Walker, witnessed the grand opening of the Coach House Historical Exhibition, and served as docents in the Manor. There was great excitement and enthusiasm in the air.

The month of July saw unprecedented numbers visiting the Manor and Coach House during our annual open houses on Wednesday evenings and Sunday afternoons. The interest continued with excellent turnout at Doors Open this year. We welcomed 384 visitors to the Coach House Historical Exhibition over the two-day period.

In September the Friends of Willistead attended their first general meeting since March of 2020. We felt renewed in our dedication to the preservation, restoration and interpretation of Willistead Manor. We celebrated our past president, Kathie Renaud, for her many years of service and unwavering dedication to Willistead. In the twelve years that she led the organization, it is impossible to calculate the number of volunteer hours she has given. In her new role, Kathie will continue to share her knowledge and anecdotes with us for years to come.

The fall was a busy time as we were recruiting new members and re-establishing our mission. We were pleased to resume tours with Académie Ste. Cécile and provide other private tours as well. Planning for Christmas was underway.

With the overall theme, "Welcome Back to Willistead," the Friends of Willistead were eager to show off the Manor in all its splendor and glory. Thank you to the forty FOW members, four Willistead Manor Inc. Board members, six St. Clair design students and approximately twelve others who met the decorating challenge. Almost 3000 visitors came through Willistead during the Christmas Open Houses and we received very positive feedback. It was our pleasure to see the return of this magical annual tradition.

Moving forward, we are building and strengthening our membership by offering more docent training. We continue to look for more opportunities to collaborate with the City and the Board in support of Willistead. The best is yet to come.

Respectfully submitted,

Connie Pitman

Connie Pitman, President
Friends of Willistead

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2022
***Financial Reports
and Statements***

***Board of Directors
Willistead Manor Inc.***

WILLISTEAD MANOR INC.
FINANCIAL REPORT
For the year ending December 31, 2022

Manor Club

The fiscal year ending December 31, 2022 concluded with Willistead Manor Inc. continuing its “Manor Club” fund raising campaign. Operating on a budget of \$4,500 all of which is dedicated to the Manor Club campaign, various fundraising efforts were undertaken to promote the Willistead Manor Club this year and in the future. A positive operating fund balance from 2021 was included in the 2022 budget, which, combined with normal operating expenses, resulted in a cumulative surplus for 2022 of \$19,581.

Twenty-four contributions to the Manor Club were received, amounting to \$37,195. Nine of the Manor Club contributions exceeded the \$100 annual membership established by the Board of Directors. Since its inception in 1982, contributions to the Manor Club total \$430,419.

As the Board is empowered under Section 6 (c) of its governing legislation

“to pay over from time to time monies received by the Corporation to the City Treasurer and the City shall use any monies so received only for the purposes of operating, renovating and furnishing Willistead Manor”.

We will be presenting a cheque to the City Treasurer in the amount of \$38,291 to be applied toward the continued restoration of Willistead.

WILLISTEAD MANOR INC.
BALANCE SHEET
As at December 31, 2022

	2022	2021
<i>Assets:</i>		
<i>Cash in Bank</i>	\$ 57,772	\$ 39,940
<i>Liabilities:</i>		
<i>City Treasurer - Willistead Capital Restoration Fund</i>	38,291	8,794
<i>Equity</i>	19,481	31,145
<i>Total Liabilities & Equity</i>	\$ 57,772	\$ 39,940

Note: Does not reflect values of fundraising inventory

WILLISTEAD MANOR INC.
STATEMENT OF REVENUE, EXPENDITURE AND FUND BALANCE
As at December 31, 2022
with comparative figures for 2021

	2022	2021
<i>Revenues:</i>		
<i>Manor Club Contributions</i>	37,195	8,769
<i>Fundraising Event</i>	1,020	-
<i>Bank Interest - Savings</i>	76	25
<i>Total Fundraising Revenue</i>	38,291	8,794
<i>Operating Grant</i>	4,500	4,500
<i>Bank Interest - Operations</i>	466	209
<i>Total Revenues</i>	43,257	13,503
 <i>Expenditures:</i>		
<i>Fundraising</i>	5,225	-
<i>Other</i>	11,305	-
<i>Transfer to Willistead Capital Restoration Fund</i>	38,291	8,794
<i>Total Expenditures</i>	54,821	8,794
 <i>(Shortfall) Excess of Revenues over Expenditures</i>	(11,564)	4,709
 <i>Fund Balance, Beginning of Year</i>	31,145	26,437
 <i>Fund Balance, End of Year</i>	19,581	31,145

2022
FINANCIAL REPORTS
AND STATEMENTS



CORPORATION OF THE CITY OF WINDSOR
WILLISTEAD MANOR - Furniture and Furnishings Trust Fund
WILLISTEAD MANOR - Capital Restoration Reserve Fund
WILLISTEAD MANOR – Endowment Fund



**CORPORATION OF THE CITY OF WINDSOR
WILLISTEAD MANOR FINANCIAL REPORT
For the year ending December 31, 2022**

Art-in-the-Park

Art-in-the-Park, co-sponsored by the City of Windsor and the Rotary Club of Windsor (1918), contributed \$85,738 to the Willistead Restoration Fund for 2022. This joint effort, which commenced in 1978, has generated \$1,471,019 towards Willistead Restoration projects.

Willistead Classic Car Show

The Willistead Classic Car Show event was not held in 2022. This show, which began in 1987, has generated a total of \$209,153 toward Willistead restoration projects.

Friends of Willistead

The Friends of Willistead have generated 'contributions' totalling \$127,506 since their inception in 1982. They have also volunteered countless hours of labour, particularly decorating for Christmas and assisting in furnishings acquisitions.

Furniture and Furnishings

Furniture and furnishings valued at approximately \$521,170 have been donated to Willistead over the years by many generous members of the community.

Willistead Capital Restoration

The Willistead Capital Restoration Fund has a balance of \$413,227 as at December 31, 2022 year-end.

Willistead Endowment Fund

In 2012, City Council approved the establishment of the Willistead Manor Endowment Fund. The fund is to be used exclusively, and in perpetuity, for the preservation, restoration, and capital improvement of Willistead Manor, and used for any means needed to achieve this purpose. It is intended that the fund be used for infrastructure projects. The minimum capital amount that must be preserved in the fund at all times is set at 50% of the receipted value of life to date contributions to the fund. As at December 31, 2022 the Willistead Endowment Fund has a fund balance of \$29,472. The minimum capital balance that must be preserved in the fund as at December 31, 2022 is \$13,478.



WILLISTEAD FURNISHINGS - TRUST FUND
STATEMENT OF REVENUE, EXPENDITURE AND FUND BALANCE
As at December 31, 2022
with comparative figures for 2021

	2022	2021
<i>Revenues:</i>		
<i>Interest Income</i>	\$ 405	\$ 64
<i>Transfer from Willistead Restoration Reserve Fund</i>	10,000	10,000
<i>Total Revenues</i>	10,405	10,064
 <i>Expenditures:</i>		
<i>Furnishings and Upgrades</i>	5,236	3,793
<i>Total Expenditures</i>	5,236	3,793
<i>Excess of Revenues over Expenditures</i>	5,169	6,271
<i>Fund Balance, Beginning of Year</i>	10,482	4,211
<i>Fund Balance, End of Year</i>	\$ 15,651	\$ 10,482



CORPORATION OF THE CITY OF WINDSOR
WILLISTEAD MANOR - CAPITAL RESTORATION RESERVE FUND
STATEMENT OF REVENUE, EXPENDITURE AND FUND BALANCE
As at December 31, 2022
with comparative figures for 2021

	2022	2021
<i>Revenues:</i>		
<i>Willistead Manor Inc.</i>	\$ 8,794	\$ 2,535
<i>Art-in-the-Park</i>	85,738	-
<i>Interest Income</i>	7,909	4,311
<i>Total Revenues</i>	102,441	6,847
 <i>Expenditures:</i>		
<i>Transfer to Willistead Furnishings Trust Fund</i>	10,000	10,000
<i>Total Expenditures</i>	10,000	10,000
<i>Excess (Deficiency) of Revenues over Expenditures</i>	92,441	(3,153)
<i>Fund Balance, Beginning of Year</i>	320,786	323,939
<i>Fund Balance, End of Year</i>	\$ 413,227	\$ 320,786



CORPORATION OF THE CITY OF WINDSOR
WILLISTEAD MANOR - ENDOWMENT FUND
STATEMENT OF REVENUE, EXPENDITURE AND FUND BALANCE
As at December 31, 2022
with comparative figures for 2021

	2022	2021
<i>Revenues:</i>		
<i>Donations</i>	\$ 100	\$ 300
<i>Interest Income</i>	689	199
<i>Total Revenues</i>	789	499
 <i>Expenditures:</i>		
<i>Total Expenditures</i>	-	-
<i>Excess of Revenues over Expenditures</i>	789	499
<i>Fund Balance, Beginning of Year</i>	28,683	28,184
<i>Fund Balance, End of Year</i>	\$ 29,472	\$ 28,683



CORPORATION OF THE CITY OF WINDSOR
WILLISTEAD CAPITAL RESTORATION PROJECT ACCOUNTS
As at December 31, 2022

	<i>Life to Date</i>
<i>Revenues:</i>	
<i>City Contribution</i>	\$ 1,500,000
<i>Canada 150 Grant (1)</i>	\$ 450,000
<i>Heritage Funding - Trust</i>	\$ 25,000
<i>- Reserve</i>	\$ 158,100
<i>Donations - The Morris & Beverly Baker Foundation</i>	\$ 54,500
<i>- The Chandisherry Foundation</i>	\$ 25,000
<i>- Friends of Willistead</i>	\$ 12,000
<i>- Other</i>	\$ 50
<i>Transferred Balance from Previous Capital Project</i>	\$ 174,707
<i>Total Revenues</i>	\$ 2,399,357
 <i>Expenditures:</i>	
<i>Total Expenditures to Date</i>	\$ 2,403,187
<i>Balance Available at December 31, 2022</i>	\$ (3,830)

(1) \$450,000 grant awarded in 2017 through the Canada 150 Community Infrastructure Program together with the \$1,500,000 from the City of Windsor was spent by March 31, 2018 as per the terms of the grant.



Thank You

Item No. 12.4



Committee Matters: SCM 167/2023

Subject: Minutes of the meetings of the Executive Committee and Board of Directors, Willistead Manor Inc. held May 11, 2023

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

D. Sanborn, Chair
J. Evans
C. Gaudette
R. Gauthier

Also in attendance are the following Resource Personnel:

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

1. CALL TO ORDER

The Chairperson calls the meeting to order at 4:00 o'clock p.m. and the Executive Committee considers the Agenda being Schedule "A" ***attached*** hereto, matters, which are dealt with as follows:

2. ADOPTION OF THE MINUTES

Moved by C. Gaudette, seconded by J. Evans,
That the minutes of the Executive Committee Board of Directors
Willistead Manor Inc. meeting held March 9, 2023 **BE ADOPTED** as presented.

Carried.

3. BUSINESS ARISING FROM THE MINUTES

None.

4. REPORTS

4.1 Chairperson

D. Sanborn informs the Committee members that he and C. Gaudette met with a potential Board member. After a brief discussion the Committee members unanimously agree that the applicant would be an asset to the Board of Directors, Willistead Manor Inc.

4.2 Administration

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

Facilities:

- Work on the Paul Martin Gardens and the Courtyard has begun. Contractors are on site, coordinating with Facilities and Willistead staff and working around bookings. The Paul Martin Gardens and North Terrace is estimated to be complete by May 28th, 2023. Terrace work is mostly done, except for the grate covers. Next will be the window well covers. At this time all work is on track.
- The existing flooring in the Coach House is still scheduled to be removed in June at which time the next steps for this project will be determined based on the condition of the floor.
- Options are being investigated for the Coach House ceiling in consultation with the City of Windsor's Building Department.
- The cabinet lighting in the Coach House will be assessed when the chandeliers are installed in the Manor.
- The HVAC installation is now complete and the new system testing is complete.
- C. Menard will coordinate the inspection of the new Walker Bedroom Chandelier. Once the inspection has been completed the new chandelier will be hung in the Walker Bedroom, the existing Walker Bedroom chandelier will be moved to the Edward Walker Dressing Room, the existing Edward Walker Dressing Room chandelier will be moved to basement storage. The new Conservatory chandelier will also be hung and the existing Conservatory chandelier will be moved to basement storage.
- The Draft RFP relating to the position of Resident Custodian has been written, in collaboration with C. Menard, B. Reid and Facilities and will likely go out in June or July.

Parks:

- Work is underway on the installation of the new playground in Willistead Park. Media coverage has been positive and residents are very excited.

Culture & Events:

- The Mother's Day Brunch Buffet is sold out. There are four seatings and the entire Manor is being used.

- At the Manor 2023-2024 event dates have been selected. C. Menard is preparing the promo graphic.
- C. Menard is currently working on updating the Room Guide for tours to include the Coach House.
- Willistead Manor is prominently featured throughout the TWEPI Visitor Guide as well as in Blogs.

4.3 Treasurer

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

- Operating Account -- \$18,344.
- Savings Account -- \$54,837.
- Furnishings Trust Fund -- \$15,854.

5. NEW BUSINESS

None.

6. DATE OF NEXT MEETING

The next meeting of the Executive Committee Board of Directors, Willistead Manor Inc. will be held on Thursday, June 8, 2023, at 4:00 o'clock p.m.

7. ADJOURNMENT

There being no further business, the meeting is adjourned at 4:22 o'clock p.m.

CHAIRPERSON

EXECUTIVE SECRETARY

SG
May 11, 2023

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

D. Sanborn – Chair
A. Abu-Zahra
MJ. Dettinger
J. Evans
R. Gauthier
C. Gaudette
A. Jahns
D. Langstone
C. Pitman

Regrets from Board Members:

R. Jasey
M. McKenzie

Also in attendance are the following resource personnel:

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

1. CALL TO ORDER

The Chairperson calls the meeting to order at 4:30 o'clock p.m. and the Board considers the Agenda being Schedule "A" **attached** hereto, matters, which are dealt with as follows:

2. ADOPTION OF THE MINUTES

Moved by A. Jahns, seconded by MJ. Dettinger,
That the minutes of the Board of Directors, Willistead Manor Inc. meeting held April 13, 2023 **BE ADOPTED** as presented.

Carried.

3. BUSINESS ARISING FROM THE MINUTES

None.

4. CHAIRPERSON'S REPORT

D. Sanborn informs the Committee members that the Executive Committee has received an application from an individual interested in joining the Board and that he and C. Gaudette have met with this individual. After a brief discussion the Committee members unanimously agree that the applicant would be an asset to the Board of Directors, Willistead Manor Inc.

Moved by C. Gaudette, seconded by J. Evans,
That the following person **BE APPOINTED** to the Board of Directors, Willistead Manor Inc. for the term ending August 17, 2025:

Erica Morasset

Carried.

D. Sanborn asks the Board members to consider some events or initiatives that could help raise awareness and interest in Willistead Manor and the Coach House Historical Exhibition. C. Menard refers to Art Windsor-Essex Look Again! Outside displays and suggests that a temporary exhibition in Willistead Park of paintings that once hung in the Manor could be a good idea. A. Abu-Zahra suggests projections of paintings.

The Board members also discuss commissioning an artist to create a portrait of Mary Walker, which could be a great community story and could include an unveiling event.

5. REPORTS

5.1 Management

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

Facilities:

- Work on the Paul Martin Gardens and the Courtyard has begun. Contractors are on site, coordinating with Facilities and Willistead staff and working around bookings. The Paul Martin Gardens and North Terrace is estimated to be complete by May 28th, 2023. Terrace work is mostly done, except for the grate covers. Next will be the window well covers. At this time all work is on track.

- The existing flooring in the Coach House is still scheduled to be removed in June at which time the next steps for this project will be determined based on the condition of the floor.
- Options are being investigated for the Coach House ceiling in consultation with the City of Windsor's Building Department.
- The cabinet lighting in the Coach House will be assessed when the chandeliers are installed in the Manor.
- The HVAC installation is now complete and the new system testing is complete.
- C. Menard will coordinate the inspection of the new Walker Bedroom Chandelier. Once the inspection has been completed the new chandelier will be hung in the Walker Bedroom, the existing Walker Bedroom chandelier will be moved to the Edward Walker Dressing Room, the existing Edward Walker Dressing Room chandelier will be moved to basement storage. The new Conservatory chandelier will also be hung and the existing Conservatory chandelier will be moved to basement storage.
- The Draft RFP relating to the position of Resident Custodian has been written, in collaboration with C. Menard, B. Reid and Facilities and will likely go out in June or July.

Parks:

- Work is underway on the installation of the new playground in Willistead Park. Media coverage has been positive and residents are very excited.

Culture & Events:

- The Mother's Day Brunch Buffet is sold out. There are four seatings and the entire Manor is being used.
- At the Manor 2023-2024 event dates have been selected. C. Menard is preparing the promo graphic.
- Because of the work being done in the Courtyard, it is possible that there will not be any events from January through May 2024.
- Summer tours are being expanded into the month of August and some selected tour dated may include a screening of the documentary.
- A Questers group has had a screening of the documentary and a Rotary group will be booking one.
- C. Menard is currently working on updating the Room Guide for tours to include the Coach House.
- Willistead Manor is prominently featured throughout the TWEPI Visitor Guide as well as in Blogs.

D. Langstone inquires about erecting signage at Art in the Park, calling attention to Willistead Manor but C. Menard cautions that it is Rotary's event and that there is programming taking place in the Manor during this time. C. Menard will however inform Rotary that the Board has inquired about signage.

5.2 Treasurer

D. Seguin, Deputy Treasurer – Financial Accounting provides an overview of the Annual Report Financial Documents.

Moved by D. Langstone, seconded by J. Evans,
That the Annual Report and Financial Statements on the affairs and operations of Willistead Manor Inc. for the year 2022, attached as *Appendix A*, **BE ACCEPTED** as presented.

Carried.

Moved by R. Gauthier, seconded by C. Gaudette,
That upon acceptance of the Willistead Manor Inc. 2022 Annual Report by City Council, copies **BE FORWARDED** to a list of appropriate parties as approved by the Willistead Board.

Carried.

Moved by J. Evans, seconded by MJ Dettinger,
That in accordance with Sections 6 (c) of *the City of Windsor Act, 1981*, an amount of \$ 38,291. **BE PAID OVER** to the City of Windsor Willistead Capital Restoration Reserve Fund.

Carried

Following a discussion about the Endowment Fund, D. Seguin indicates that he will look at alternate investments in order to maximize returns.

The Board members discuss grant applications and C. Menard informs that the City of Windsor's Asset Planning team would apply for any grants that Willistead Manor qualifies for.

6. COMMITTEES

6.1 Fundraising

None.

6.2 Community Relations and Promotion

None.

6.3 Acquisitions

R. Gauthier informs the Board members that the three quotes required for the staircase carpeting in the Manor will be available before the next meeting of the Board of Directors. He also indicates that the Acquisitions Committee will look at the items that were donated to determine if and where they can be placed in the Manor.

Finally, R. Gauthier informs that the inspection of the chandelier, purchased at DuMouchelles in Detroit, intended for use in the Walker Bedroom, will be coordinated by C. Menard and that the inspection fee of CAD \$750. will be paid for through the Furnishings Trust account.

6.4 Friends of Willistead (FOW)

C. Pitman, provides the following updates:

- Five tours have been booked for the month of May.
- Members are shadowing experienced members during tours.
- Preparations are being made for Art in the Park, FOW is partnering with Thyme TO-GO and will be providing beverages during the event. Their location will include items on display for sale such as, Willistead branded flasks, coasters, ornaments etc. Some FOW members will be positioned in the Manor between 1pm and 4pm to answer any questions that guests may have.
- The Christmas Decorating Steering Committee met and came up with some guidelines. An action plan has been developed and will be shared with the Acquisitions Committee. The next step is to finalize the dates for decorating.
- Elections for the executive positions were held on May 8, 2023. Connie Pitman, President and Jacquelyn Capaldi, Vice-President, have both been re-elected.

6.5 Education

On behalf of R. Jasey, C. Menard informs the Board members that a tour has been coordinated with four high school classes at the end of May, which includes a tour of the Manor in the morning, lunch in the Coach House, a screening of "Walkerville's Willistead Manor: The Home that Shaped a Community" as well as an activity for the students to take part in. If the tour is successful, the itinerary could be used as a template for future educational tours.

6.6 Historical

None.

6.7 Event Planning

None.

9. DATE OF NEXT MEETING

The next meeting of the Board of Directors, Willistead Manor Inc. will be held Thursday June 8, 2023 at 4:30 o'clock pm.

10. ADJOURNMENT

There being no further business, the meeting is adjourned at 5:37 o'clock p.m.

CHAIRPERSON

EXECUTIVE SECRETARY

Item No. 12.5



Committee Matters: SCM 202/2023

Subject: Minutes of the Meetings of the Executive Committee and Board of Directors, Willistead Manor Inc., held June 8, 2023

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

D. Sanborn, Chair
J. Evans
C. Gaudette
R. Gauthier

Also in attendance are the following Resource Personnel:

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

1. CALL TO ORDER

The Chairperson calls the meeting to order at 4:00 o'clock p.m. and the Executive Committee considers the Agenda being Schedule "A" ***attached*** hereto, matters, which are dealt with as follows:

2. ADOPTION OF THE MINUTES

Moved by R. Gauthier, seconded by J. Evans,
That the minutes of the Executive Committee Board of Directors
Willistead Manor Inc. meeting held May 11, 2023 **BE ADOPTED** as presented.

Carried.

3. BUSINESS ARISING FROM THE MINUTES

None.

4. REPORTS

4.1 Chairperson

D. Sanborn informs the Committee members that the annual Art in the Park event was very well attended.

4.2 Administration

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

Facilities:

- Work on the Paul Martin Gardens Terrace is complete as is the work on the North Terrace, with the exception of changing of the drain covers, which is in progress. Window well grates are undergoing repairs to damaged or missing elements and the sidewalk replacement from the Conservatory to the Sunken Garden is complete. Work in the Main Courtyard, which will include a new ramp, planting beds surrounding the perimeter and approximately 2,000 square feet of hardscape is slated for Spring 2024.
- The floor removal in the Coach House is still scheduled to begin on June 12th. Once the vinyl flooring is up a decision will be made on Option 1 – grind and seal the terrazzo, or Option 2 – install new non-wax luxury vinyl flooring wood planks.
- Options are still being investigated for the Coach House ceiling at this time, in consultation with the City of Windsor's Building Department.
- The cabinet lighting in the Coach House will be handled soon, as this entire project envelope moves forward.
- The HVAC installation is now complete. There are 13 new heat pumps, 2 new energy recovery ventilators and a new cooling tower. Seasonal temperature switchover to cooling went smoothly.
- The paperwork has been completed for the inspection of the new Walker Bedroom Chandelier. Facilities will schedule the inspection date and time and will work with the inspectors directly. Once the inspection has been completed the new chandelier will be hung in the Walker Bedroom, the existing Walker Bedroom chandelier will be moved to the Edward Walker Dressing Room, the existing Edward Walker Dressing Room chandelier will be moved to basement storage. The new Conservatory chandelier will also be hung and the existing Conservatory chandelier will be moved to basement storage.

Custodian RFP Update:

- The Draft RFP relating to the position of Resident Custodian has been written and is being reviewed. An update will be provided at the next meeting of the Executive Committee.

Willistead Park, Parking Lot, Exterior Areas Updates:

- The new playground in Willistead Park is complete and open to the public. The response from the public has been great.
- Funding for the fence repair/refinish will be available in 2029/2030.
- Funding for the replacement of the parking lot will be available in 2029.

Culture & Events:

- **At the Manor 2023-2024:** Promo cards have been printed and are being distributed.
- **Art in the Park 2023:** The event was very successful with an estimated attendance of about 20,000.
- **Room Guide for Tours:** C. Menard is currently working on updating the guides to include the Coach House.
- **Willistead Manor Brochure:** C. Menard is currently working on an update for 2024.

Documentary Updates:

- There are no new updates at this time. Suede Productions is still planning its own distribution/release and details are not available at this time.

C. Menard informs the Committee members that repairs to the glass in the cabinet located in the Morning Room will be done by Sophie's Studio. The repair will likely be done at the end of Summer.

4.3 Treasurer

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

- Operating Account -- \$22,920.
- Savings Account -- \$16,768.
- Furnishings Trust Fund -- \$25,797.

D. Seguin informs the Committee members that the annual transfer of funds to the Willistead Furnishings Trust has been completed.

D. Seguin further informs that the funds are still forthcoming from the Roaring 20s event as the City project is still open. Once received funds will go into the Willistead Manor Capital Restoration Reserve Fund

5. NEW BUSINESS

R. Gauthier informs the Committee members that he has acquired the three quotes necessary for the staircase carpeting and that he will make a motion at the Board of Directors meeting to approve the expenditure.

6. DATE OF NEXT MEETING

The next meeting of the Executive Committee Board of Directors, Willistead Manor Inc. will be held on Thursday, September 14, 2023, at 4:00 o'clock p.m.

7. ADJOURNMENT

There being no further business, the meeting is adjourned at 4:27 o'clock p.m.

CHAIRPERSON

EXECUTIVE SECRETARY

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

D. Sanborn – Chair
A. Abu-Zahra
MJ. Dettinger
J. Evans
R. Gauthier
C. Gaudette
R. Jasey
D. Langstone
C. Pitman

Also in attendance:

E. Morasset

Regrets from Board Members:

A. Jahns
M. McKenzie

Also in attendance are the following resource personnel:

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

1. CALL TO ORDER

The Chairperson calls the meeting to order at 4:30 o'clock p.m. and the Board considers the Agenda being Schedule "A" ***attached*** hereto, matters, which are dealt with as follows:

2. ADOPTION OF THE MINUTES

Moved by C. Gaudette, seconded by MJ. Dettinger,
That the minutes of the Board of Directors, Willistead Manor Inc. meeting held May 11, 2023 **BE ADOPTED** as presented.

Carried.

3. BUSINESS ARISING FROM THE MINUTES

None.

4. CHAIRPERSON'S REPORT

None.

5. REPORTS

5.1 Management

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

Facilities:

- Work on the Paul Martin Gardens Terrace is complete as is the work on the North Terrace, with the exception of changing of the drain covers, which is in progress. Window well grates are undergoing repairs to damaged or missing elements and the sidewalk replacement from the Conservatory to the Sunken Garden is complete. Work in the Main Courtyard, which will include a new ramp, planting beds surrounding the perimeter and approximately 2,000 square feet of hardscape is slated for Spring 2024.
- The floor removal in the Coach House is still scheduled to begin on June 12th. Once the vinyl flooring is up a decision will be made on Option 1 – grind and seal the terrazzo, or Option 2 – install new non-wax luxury vinyl flooring wood planks.
- Options are still being investigated for the Coach House ceiling at this time, in consultation with the City of Windsor's Building Department.
- The cabinet lighting in the Coach House will be handled soon, as this entire project envelope moves forward.
- The HVAC installation is now complete. There are 13 new heat pumps, 2 new energy recovery ventilators and a new cooling tower. Seasonal temperature switchover to cooling went smoothly.
- The paperwork has been completed for the inspection of the new Walker Bedroom Chandelier. Facilities will schedule the inspection date and time and

will work with the inspectors directly. Once the inspection has been completed the new chandelier will be hung in the Walker Bedroom, the existing Walker Bedroom chandelier will be moved to the Edward Walker Dressing Room, the existing Edward Walker Dressing Room chandelier will be moved to basement storage. The new Conservatory chandelier will also be hung and the existing Conservatory chandelier will be moved to basement storage.

Custodian RFP Update:

- The Draft RFP relating to the position of Resident Custodian has been written and is being reviewed. An update will be provided at the next meeting of the Board of Directors.

Willistead Park, Parking Lot, Exterior Areas Updates:

- The new playground in Willistead Park is complete and open to the public. The response from the public has been great.
- Funding for the fence repair/refinish will be available in 2029/2030.
- Funding for the replacement of the parking lot will be available in 2029.

Culture & Events:

- **At the Manor 2023-2024:** Promo cards have been printed and are being distributed.
- **Art in the Park 2023:** The event was very successful with an estimated attendance of about 20,000.
- **Room Guide for Tours:** C. Menard is currently working on updating the guides to include the Coach House.
- **Willistead Manor Brochure:** C. Menard is currently working on an update for 2024.

Documentary Updates:

- There are no new updates at this time. Suede Productions is still planning its own distribution/release and details are not available at this time.

A. Abu-Zahra inquires about the possibility of an outdoor screening of "Walkerville's Willistead Manor: The Home that Shaped a Community" at Willistead park this year. C. Menard indicates that it is unlikely that this would be possible this year but perhaps in the future.

5.2 Treasurer

D. Seguin, Deputy Treasurer – Financial Accounting informs the Board members that the funds from the Roaring 20s event that took place during the 206th Hiram Walker birthday celebration weekend are still forthcoming as the City project is still open. These funds should be received in the coming weeks, at which time they will go into the Willistead Manor Capital Restoration Reserve Fund.

A discussion ensues with regards to the Willistead Endowment Fund and higher interest investments.

Moved by R. Jasey, seconded by D. Langstone,
That the Board of Directors, Willistead Manor Inc. **ADOPT** a plan to invest \$20,000 from the Willistead Endowment Fund in a long term investment and \$10,000 from the Willistead Endowment Fund in a shorter term investment in order to maximize returns.

Carried.

D. Seguin provides the current account balances as follows and confirms that the annual transfer of funds to the Willistead Furnishings Trust has been completed:

- Operating Account -- \$22,920.
- Savings Account -- \$16,768.
- Furnishings Trust Fund -- \$25,797.

6. COMMITTEES

6.1 Fundraising

None.

6.2 Community Relations and Promotion

None.

6.3 Acquisitions

R. Gauthier informs the Board members that he has obtained the three quotes required for the staircase carpeting in the Manor and that the lowest quote includes removal and disposal of the existing carpeting as well as installation of the new one.

Moved by R. Gauthier, seconded by C. Gaudette,
THAT the Board of Directors, Willistead Manor Inc. **AUTHORIZE** and expenditure in the amount of \$14,967.10 plus HST for the purchase and installation of the staircase carpeting in the Manor; and,

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

Carried.

6.4 Friends of Willistead (FOW)

C. Pitman, provides the following updates:

- Four student tours were conducted during the month of May.
- Some of the attendees from the Walkerville Reunion Group took part in tours as well.
- The annual Art in the Park was very successful, fortunately the weather was beautiful on both days of the event. A minimum of 500 volunteer hours were put in by the Friends who were serving as ambassadors for the Manor and providing beverages during the event in partnership with Thyme TO-GO. Sponsors, including Champion Paper, Windsor Regional Society of Architects and Cunningham Steel donated all of the paper products, soft drinks and water.
- Tours will take place on Tuesdays and Sundays starting in July.
- The Friends will now focus on organizing the third floor of the Manor and organizing archived materials.
- Planning has begun for Christmas decorating.

D. Sanborn inquires about the sale of Willistead themed items that were for sale during Art in the Park. C. Pitman displays some of the items for the Board members and indicates that they sold several items during the event.

R. Gauthier informs the Board that he will send a few Willistead themed items, donated by the Friends of Willistead, to Elizabeth Cooney, who currently lives in Toronto but at one time owned the Walker home in St. Andrews by the Sea.

6.5 Education

R. Jasey informs the Board members that at the end of May, students from four high school classes participated in a field trip to Willistead Manor. Their day included a tour of the Manor, lunch in the Coach House, where they had the opportunity to watch most of "Walkerville's Willistead Manor: The Home that Shaped a Community" and an activity that placed the students in groups where they were asked to bring forward some ideas of things that could be done at the Manor. Some of the ideas that the students thought of include: a Murder Mystery, a Halloween event, themed dinners, a laser light show outdoors and a tour of different sites with Willistead Manor being one of the main stops, where dinner would take place.

C. Menard indicates that the Rum Runner's group does have a similar program where the participants attend various sites in the city and suggests partnering with a group to create a scaled down version of a tour that is youth friendly. He indicates that if such a tour works as a small pilot perhaps partnering with other attractions such as the Francois Bobby House, Duff Bobby House and Museum Windsor could be

considered. C. Menard indicates that there is a full time staff at Museum Windsor that is able to give a French language tour.

R. Jasey indicates that various ideas can be explored, for example a Marketing class can design a t-shirt or something that can be sold or perhaps a competition can be held. R. Jasey explains that there are many different programs and certification programs, such as Business and Customer Service Certification programs at the high school level that the Committee can reach out to and indicates that the tour program can also be made appropriate for students at the elementary level. The next steps would be to get in contact with the Program Coordinators at the School Board level.

R. Jasey indicates that bussing is not an issue for high school groups however it is a problem for elementary level groups. M. Staadegaard, Manager, Culture & Events suggests that sponsors be considered to cover the cost of buses, indicating that Vets Cab sponsored a bus for Art in the Park.

A conversation ensues with regards to selling Willistead Manor themed items and the possibility of adding a gift shop. C. Menard indicates that this is something that can be explored and discussed further with the Friends of Willistead.

C. Menard asks that a package be submitted by the Education Committee for his review in order to determine the impact on staff at the Manor and indicates that any tour packages would not begin until Spring 2024.

6.6 Historical

None.

6.7 Event Planning

None.

9. DATE OF NEXT MEETING

The next meeting of the Board of Directors, Willistead Manor Inc. will be held Thursday September 14, 2023 at 4:30 o'clock pm.

10. ADJOURNMENT

There being no further business, the meeting is adjourned at 5:39 o'clock p.m.

CHAIRPERSON

EXECUTIVE SECRETARY



Committee Matters: SCM 183/2023

Subject: Minutes of the Windsor Accessibility Advisory Committee of its meeting held May 25, 2023

Windsor Accessibility Advisory Committee

Meeting held May 25, 2023

A meeting of the Windsor Accessibility Advisory Committee is held this day commencing at 10:00 o'clock a.m. via Zoom video conference, there being present the following members:

Sally Bennett Olczak, Co-Chair
Peter Best, Co-Chair
Councillor Fred Francis
Surendra Bagga
Danica McPhee
Riccardo Pappini
Nicholas Petro
Caleb Ray

Guest in attendance:

Crystle Butler (as an observer)

Also present are the following resource personnel:

Gayle Jones, Accessibility, Diversity Officer
Wadah Al-Yassiri, Manager Parks Development
Laura Ash, Supervisor Parks Projects
Shawna Boakes, Executive Director Operations
Ian Day, Traffic Operations
Jeff Hagan, Transportation Planning Senior Engineer
Jen Knights, Executive Director Recreation and Culture
Prem Patel, Manager Traffic Operations
Juan Paramo, Transportation Planning Engineer
Shannon Deehan, Transportation Planning Coordinator
Mark Keeler, Human Resources Assistant
Karen Kadour, Committee Coordinator

1. Call to Order

The Committee Coordinator calls the meeting to order at 10:05 o'clock a.m. and the Committee considers the Agenda attached hereto, matters which are dealt with as follows:

2. Election of Chair

The Committee Coordinator calls for nominations from the floor for the position of Chair. Surendra Bagga nominates Sally Bennett Olczak and Peter Best as Co-Chairs, seconded by Councillor Francis. The Committee Coordinator asks if there are further nominations from the floor for Chair. Seeing none, the Committee Coordinator asks Sally Bennett Olczak and Peter Best if they accept. Sally Bennett Olczak and Peter Best accept the position of Co-Chairs.

Moved by Surendra Bagga, seconded by Councillor Fred Francis,
That Sally Bennett Olczak and Peter Best **BE ELECTED** Co-Chairs of the Windsor Accessibility Advisory Committee.
Carried.

Addition to the Agenda

Moved by Caleb Ray, seconded by Councillor Fred Francis,
That Rule 3.3 (c) of the Procedure By-law 98-2011 be waived to add the following addition to the Agenda:
Item 5.5 Concerns with speed humps on streets with no sidewalks.
Carried.

3. Declaration of Conflict

None disclosed.

4. Adoption of the Minutes

Moved by Peter Best, seconded by Nicholas Petro,
That the minutes of the Windsor Accessibility Advisory of its meeting held November 1, 2022 **BE ADOPTED** as presented.
Carried.

5. Business Items

5.1 Facility Accessibility Design Standards (FADS)

Gayle Jones and Mark Keeler provide the following information and update relating to the Facility Accessibility Design Standards for the City of Windsor:

- FADS is all about the “accessible built environment” and relates to adopting specifications that the City of Windsor will use going forward with new buildings, new sidewalks and so on.
- The City of London has been the leader in developing the FADS standards and the document that the City of Windsor’s original FADS was based upon. The City of London adopted their new FADS in 2022.
- The WAAC Committee upon detailed review of the new City of the London FADS and numerous updated FADS from other municipalities in 2022, chose the City of London as their preferred choice as the basis for Windsor’s FADS. The City of London authorizes communities to use their FADS in whole or part as long as proper acknowledgements are provided in the document.
- The City of London FADS will be broken down into individual sections and will be reviewed chapter by chapter by a WAAC subcommittee by noting what has changed since 2006 and what has not. These changes will be reviewed and recommendations made by a WAAC subcommittee and then appropriate members of administration.
- The City of Windsor will be one of the only municipalities with an accessible version of FADS (approximately 300 pages.)

Gayle Jones notes they are looking for a subcommittee to review the FADS document, i.e. Windsor’s old FADS and what improvements have been made. She adds the municipalities of Oakville, Markham and Kingston are 3 communities that have also revised their FADS and best practices can be reviewed in those documents as well. Also included in the review will be appropriate members of administration from a variety of areas. She indicates that Riccardo Pappini, and Surendra Bagga have volunteered to sit on this Subcommittee. Peter Best, Danika McPhee, Caleb Ray and Nicholas Petro also volunteer.

5.2 Accessible Pedestrian Signals

Gayle Jones advises that Shauna Boghean, Orientation & Mobility, Vision Loss Rehab Ontario is unable to attend today’s meeting but has provided the following concerns via e-mail:

1. The volume levels of the initial APS beacons must be louder in order for the traveler to find it initially, and then to “aim” towards the target beacon on the opposite side while crossing the street
2. Asks if there is any way to add the name of the street when the APS signal is saying ‘safe to cross’ – is the technology available with the present APS systems the City is now using?

Gayle Jones indicates that there are approximately 27 audible accessible pedestrian signals and adds that Shauna Boghean along with Peter Best have visited the 27 audible pedestrian signals sites.

Shawna Boakes advises that there are two aspects to the pedestrian signals - the push button settings (there are no specific requirements) which will be discussed. A summary will be presented regarding what the settings are; the capabilities of the push buttons along with Administration's recommendations as to what the settings should be. She remarks that Administration is working on the development of the physical layout standard and adds that the City of Windsor's standards will be based on the City of London's standards.

Ian Day indicates the two manufacturers for the pushbuttons are the POLARA Pushbutton and the Campbell Pushbutton. He indicates he has had discussions with Shauna Boghean regarding issues at some of the intersections. He notes there is no standard or consistency across Ontario other than the Canadian melody for the east/west crossing and the cuckoo for the north/south crossing.

Prem Patal, Manager Traffic Operations provides an overview of the document entitled "City of Windsor Traffic Signals" – Proposed Field Settings for POLARA Pushbuttons and for Campbell Pushbuttons, **attached** as Appendix "A".

Gayle Jones states that WAAC members know what they need from a physical perspective, as persons with lived experience, and asks if a Campbell Pushbutton and a POLARA Pushbutton could be set up at two busy intersections at some point so WAAC can see if there are any issues.

Ian Day agrees to set up two intersections of choice by WAAC; one with POLARA and one with Campbell. He adds that a site visit by the subcommittee would be appropriate in order to come to a consensus on site and what changes are required.

Danika McPhee asks for a document that outlines the various settings identified in the "City of Windsor Traffic Signals" as some of the terms require clarification, i.e. "volume over ambient".

Ian Day explains that volume over ambient means that the louder the intersection the more traffic is in the intersection, the device is able to detect that level and then increase the volume by a percentage over it. So, as the intersection gets noisier, the beacons and locator sounds get louder.

Riccardo Pappini remarks that POLARA and Campbell have quite a few different models and asks if there is a particular model that you are looking for from each manufacturer so that we can review on our own.

Ian Day states moving forward, they will be using the POLARA. As the Campbell's fail, they will be replaced with POLARA and adds that their new installations are all POLARA as the POLARA is the superior system.

Surendra Bagga indicates that there are concerns regarding when the person locates the pushbutton does it go straight through or does it need a corridor so they do

not go astray. He asks when the person is walking is the vibration loud enough for that person to hear in the instance that an individual is hearing and vision impaired.

Ian Day indicates that is why they are looking to develop their own design standards for the intersection to help guide people across the intersection. The placement of the devices need to be standardized for the city.

Peter Best states that the presentation by Traffic Operations acknowledges the need for the blind and visually impaired individuals to be able to cross streets. He states that there are only 27 out of the 293 corners with traffic signals. He invites WAAC members to join himself and Shauna Boghean to visit an intersection (will provide special glasses that takes away total sight) and will help the members cross the street.

Ian Day indicates that 11 intersections will be done and brought up to the new standard between this construction season and the next construction season. He adds that many intersections in the City of Windsor do not have the geometrical alignment or the actual real estate to try to make things fit into the new standard.

Gayle Jones thanks Prem Patal, Ian Day and Shawna Boakes for their input and to Peter Best and Shauna Boghean for their review of the intersections.

Moved by Nicholas Petro, seconded by Peter Best,

That the verbal report provided by Shawna Boakes, Executive Director Operations, Ian Day, Traffic Operations and Prem Patal, Manager Traffic Operations regarding the Accessible Pedestrians Signals **BE RECEIVED.**

Carried.

5.5 Concerns with Speed Humps on Streets with no Sidewalks

Jeff Hagan, Transportation Planning Senior Engineer advises they are making great strides with traffic calming in the city and adds perhaps members have received petitions regarding speed humps on their streets. The issue of accessibility arises with successful petitions especially on streets with no sidewalks and they do not want to create a barrier to people who are depending on moving along the roadway to get where they need to go. The standard speed hump layout is approximately 85 millimeters tall and the speed hump has to taper on the side. They recognize that may be an issue for some people with mobility devices trying to navigate over that space. The other potential concern that has been flagged is the detectability of a speed hump for people with low vision. In order to address those concerns, they are proposing a few changes to their standard speed hump layout. The first would be increasing the width of the gap, and asks WAAC to comment on how best to address the detectability for people with low vision. They are hoping to put together a modified speed hump design for these streets without sidewalks (including the committee's input); trial that at a handful of locations that they can put in this year and then report back to WAAC as well as to the Environment and Transportation and Public Safety Standing Committee with the results (as a one year pilot

project). He notes that Juan Paramo will be showing a diagram that provides a wider gap at the speed hump to allow a level walking surface for people to use.

Juan Paramo, Transportation Planning Engineer provides a drawing entitled “Draft Speed Hump Accessibility Option”, which shows the treatment for streets without a sidewalk, **attached** as Appendix “B”.

Gayle Jones indicates that her initial comments prior to the new speed hump design are as follows:

“Upon visiting a few speed humps, it was observed that the slope is not consistent between different speed humps and the cross slope at the end can be a bit too extreme. If there are no sidewalks, then persons will have to navigate these with assistive devices and also with their white canes for low vision and blind. If they are not designed thoughtfully with gradual slopes and cross slopes that are consistent with the exact specs, then they can potentially become significant barriers to the travel and independence of individuals with certain types of disabilities. Going forward there should be an alternate way for persons to get to their destination and avoid the speed hump as some individuals with certain disabilities can find these extremely painful and are debilitating to cross. If accessibility concerns are noted during the consultation phase, it is suggested that another traffic calming measure be used.”

Gayle Jones states she believes what Transportation Planning is attempting to do is to make a larger gutter area to create better space for individuals to be able to get over the hump successfully.

Jeff Hagan responds that accessibility concerns raised in their speed hump surveys are taken seriously but also realize these are permanent measures (the life of the pavement is 20 years).

Danika McPhee advises as a manual wheelchair user, she finds the humps to be a minor annoyance but imagines that a power wheelchair would potentially bottom out and be costly to repair.

Riccardo Pappini remarks that many of the residential roads in the city have curb and gutter and the gutter does not come out .08 meters so if someone is going through this space, there may be potential for one wheel on the concrete gutter and then the other wheel on asphalt which could be uneven. He suggests that in the .08 meter space, that a consistent material face the curb to the edge of that hump, i.e. concrete.

Jeff Hagan responds there is opportunity as these speed humps are being put in to address any issues where there is a lip between the curb and the pavement.

Shawna responds that it is not possible when they do the bottom of the gutter to extend that concrete out in that section. That being said, when those speed humps are put in, the contractor and maintenance can work together to ensure that it is a consistent

level.

Peter Best agrees that traffic calming is essential, however, putting in a speed hump is a barrier and becomes a liability for someone with a white cane or power chair as the speed hump ages. There is a need to extend through the curb with a passage that is safe and consistent.

Nicholas Petro adds his concern relates to the elevation changes and asks how ice buildup (for those with low vision) is handled during the winter months.

Moved by Riccardo Pappini, seconded by Peter Best,
That the information provided by Transportation Operations regarding concerns with speed humps on streets with no sidewalks **BE RECEIVED**.
Carried.

5.3 WAAC Operating Budget

Gayle Jones advises that the balance of the WAAC 2023 Operating Budget is \$12,476.39.

5.4 ODA Capital Fund

Gayle Jones reports that the balance of the ODA Capital Fund was at \$535,000 on the most recent report she received .

Discussion ensues regarding potential projects and use of the WAAC 2023 Operating Budget.

The Chair suggests that a discussion regarding the WAAC 2023 Operating Budget be added to the next Agenda.

6 Date of Next Meeting

The next meeting will be held at the call of the Chair.

7. Adjournment

There being no further business, the meeting is adjourned at 12:02 o'clock p.m.

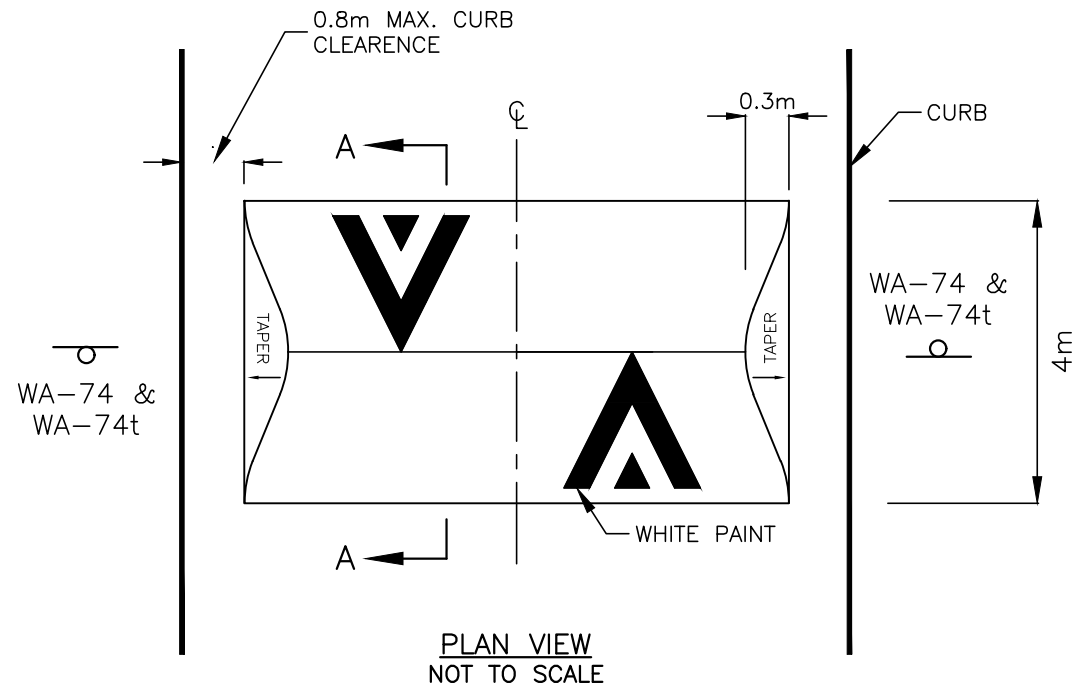
CITY OF WINDSOR
Traffic Signals

Proposed Field Settings for POLARA Pushbuttons

		<u>Field Settings</u>	
1	LOCATE VOLUME MINIMUM	0%	
2	LOCATE VOLUME MAXIMUM	50%	
3	PUSH CONFIRMATION MSG VOLUME MINIMUM	65%	
4	PUSH CONFIRMATION MSG VOLUME MAXIMUM	100%	
5	INFO MESSAGE VOLUME MINIMUM	65%	
6	INFO MESSAGE VOLUME MAXIMUM	100%	
7	STANDARD WALK VOLUME MINIMUM	30%	
8	STANDARD WALK VOLUME MAXIMUM	60%	
9	EXTENDED WALK VOLUME MINIMUM	60%	
10	EXTENDED WALK VOLUME MAXIMUM	80%	
11	VOLUME OVER AMBIENT	5.0dB	
12	LOCATE VOLUME OVER AMBIENT	5.0dB	
13	WALK MODE SOUND	"Walk sign is active on XXXXX Street" OR Cuckoo (N/S) Canadian Melody (E/W)	
14	WALK SOUND PAUSE	0.5s	
15	WALK SOUND TRIGGER	Extendend Push	
16	MAXIMUM WALK TIME	45s	
17	SOUND/VIBRATE TIMER	20s	
18	SOUND/VIBRATE RE-TRIGGER	New Walk	
19	CANCEL ON CLEARANCE	Yes	
20	CLEARANCE MODE SOUND	Tone 1	
21	CLEARANCE TONE PAUSE	1s	
22	LOCATE SOUND	Tone 1	
23	LOCATE TONE TIME	2s	
24	WAIT MESSAGE	Extended Push 4s	
25	DIRECTION MESSAGE	*Varies Based on Direction	
26	INFORMATION MESSAGE	Tick (no pulse)	
27	PUSH CONFIRM MESSAGE	Wait	
28	BUTTON PUSH FORCE	Medium	
29	CANCEL ON WALK	Yes	
30	EXTENDED PUSH TIME	3s	
31	SECOND LANGUAGE	No	
32	EXTENDED PUSH PRIORITY	Yes	
33	PING PONG	Walk:Disabled/Clearance:Disabled	
34	External Speaker Option	N/A	
35	DOUBLE WALK	No	
36	LIMIT PUSH RECALL	No	

Proposed Field Settings for Campbell Pushbuttons

		<u>Field Settings</u>	
1	APS MODE	EP APS	
2	VIB CALL PULSE	YES	
3	AUTO RECALL	NO	
4	Day Locator	15	
5	Day Speech	300	
6	Night Locator	-25	
7	Night Speech	80	
8	LOCATOR AGC	YES	
9	AGC RESPONSIVENESS	10	
10	WALK TIMEOUT	21	
11	CLEARANCE MODE SOUND	AUDIBLE COUNTDOWN	
12	APB PROTOCOL	BSIN V1 (2.2.0-3.0.0)	
13	INTERSECTION NTERFACE	120V I/O	
14	ENTENDED PRESS TIME	3	
15	EXTRA PRESS	Yes	
16	REPEATED ACKNOWLEDGEMENT	0	
17	NIGHT MODE ENABLED	YES	
18	NIGHT MODE START HOUR	19	
19	NIGHT MODE START MINUTE	0	
20	NIGHT MODE END HOUR	7	
21	NIGHT MODE MINUTE	0	
22	PED CLOSURE DWELL (ms)	200	
23	APS CLOSURE DWELL (ms)	500	
24	CID SCAN RATE (ms)	100	
25	APB UPDATE RATE (ms)	250	
26	DISPLAY UPDATE RATE (ms)	1000	
27	DISPLAY TIMEOUT (ms)	60000	
28	MAX COUNTDOWN COUNT	30	
29	APB TIMEOUT TUNING PARAMETERPVP RHT	0	
30	PVPRHT	750	
31	VIB PULSE TIME (ms)	100	



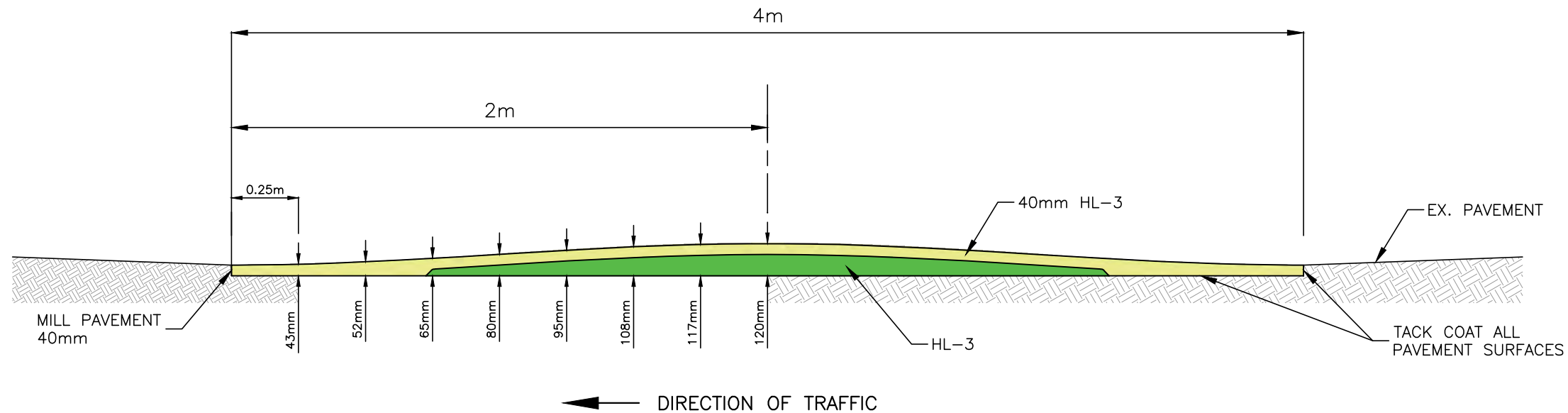
CONSTRUCTION NOTES:

1. THE EXACT LOCATION OF SPEED HUMPS WILL BE DETERMINED ON-SITE BY THE ENGINEER.
2. ASPHALT CONSTRUCTION OF THE SPEED HUMP SHALL BE PERFORMED IN TWO LIFTS AS PER SPECIFICATIONS TO MATCH SINUSOIDAL SPEED HUMP PROFILE.
3. THE CONTRACTOR SHALL USE A SINUSOIDAL SPEED HUMP PROFILE TEMPLATE IN ORDER TO ACHIEVE A CONSISTENT HEIGHT AND SHAPE.
4. TOLERANCES: THE FINISHED HEIGHT OF THE SPEED HUMP SHALL BE WITHIN 5mm OF THE DESIGN DIMENSIONS AS MEASURED WITH A PROFILE TEMPLATE PLACED ANYWHERE ON THE HUMP, PARALLEL TO THE CENTRELINE OF THE ROAD.
5. THE CONTRACTOR SHALL VERIFY THE EXISTENCE AND LOCATION OF ALL UNDERGROUND UTILITIES PRIOR TO COMMENCING CONSTRUCTION. IT IS THE CONTRACTOR'S SOLE RESPONSIBILITY TO COORDINATE AND OBTAIN FIELD LOCATES FOR ALL UTILITIES. THE CONTRACTOR SHALL BE RESPONSIBLE FOR ANY DAMAGES CAUSED TO EXISTING UTILITIES DURING CONSTRUCTION.
6. ALL DIMENSIONS ARE IN METERS, UNLESS OTHERWISE NOTED.

SINUSOIDAL SPEED HUMP DEVELOPMENT

DISTANCE (m)	0.000	0.125	0.250	0.375	0.500	0.625	0.750	0.875	1.000	1.125	1.250	1.375	1.500	1.625	1.750	1.875	2.000
FINISHED HEIGHT (mm)	0	1	3	7	12	18	25	32	40	48	55	62	68	73	77	79	80

**SECTION A - A
NOT TO SCALE**



PROJECT: TRAFFIC CALMING LOCAL ROADWAY SPEED HUMPS

TITLE: DRAFT- ASPHALT SPEED HUMP ACCESSIBILITY OPTIONS			SHEET No.: 1 OF 1
DESIGN BY: J.PARAMO	REVIEWED BY: J.HAGAN	SCALE: N/a	REVISION No.: C
DRAWN BY: J.PARAMO	APPROVED BY: J.HAGAN	DATE: 5/24/23	TENDER NO.: