

City Council Meeting

Date: Monday, January 15, 2024

Time: 10:00 o'clock a.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 [] 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. |
| 3. | DISCLOSURE OF PECUNIARY INTEREST AND THE GENERAL NATURE THEREOF |
| 4. | ADOPTION OF THE MINUTES |
| 4.1. | Adoption of the Windsor City Council minutes of its meeting held December 11, 2023. (SCM 2/2024) |
| 4.2. | Adoption of the Windsor City Council minutes of its Special meeting held December 13, 2023. (SCM 1/2024) |
| 5. | NOTICE OF PROCLAMATIONS |
| 6. | COMMITTEE OF THE WHOLE |
| 7. | COMMUNICATIONS INFORMATION PACKAGE (This includes both Correspondence and Communication Reports) |
| 7.1. | Correspondence - Monday, January 15, 2024 (CMC 1/2024) |
| 7.2. | 2023 Audit Planning Report - City Wide (C 181/2023) |
| 7.3. | Council report providing updated financial statements for the period ending September 30, 2023 for Windsor Canada Utilities Ltd. - City Wide (C 1/2024) |

8. CONSENT AGENDA

- 8.1. Confirm and Ratify Report-Municipal Capital Facility at 185 Ouellette Avenue Windsor – Ward 3 **(C 2/2024)**
- 8.2. Confirm and Ratify - Downtown Windsor Enhancement Strategy and Community Improvement Plan Grant Applications made by RJM Holdings Limited for 185 Ouellette Avenue, Ward 3 **(C 3/2024)**
- 8.3. Approval to Create a By-Law for the Nuclear Emergency Management Program Agreement - City Wide **(C 144/2023)**
- 8.4. Purchase of Three (3), Electric Ice Resurfacing Machines and Accessories for the Recreation Department to be utilized City Wide **(C 184/2023)**

CONSENT COMMITTEE REPORTS

- 8.5. Vision Zero Action Plan Final Report - City-wide **(SCM 326/2023) & (S 33/2023) & (SCM 212/2023) & (S 70/2023) & (SCM 109/2021) & (S 13/2021)**
- 8.6. CQ 13-2023 - Front Yard Parking Best Practice 2.2.2 **(SCM 327/2023) & (S 150/2023)**
- 8.7. Class Environmental Assessment for the Wyandotte Street East Extension and Jarvis Avenue - Ward 7 **(SCM 328/2023) & (S 149/2023)**
- 8.8. Minutes of the Windsor Licensing Commission of its meeting held October 5, 2023 **(SCM 329/2023) & (SCM 280/2023)**
- 8.9. Minutes of the Vision Zero Stakeholder Group of its meeting held March 22, 2023 **(SCM 330/2023) & (SCM 129/2023)**
- 8.10. Essex Windsor Solid Waste Authority (EWSWA) Board Meeting Minutes from September 13, 2023 **(SCM 331/2023) & (SCM 311/2023)**
- 8.11. Feasibility of Crosswalk at Sunrise Assisted Living to Coventry/Reaume Park – Ward 6 **(SCM 332/2023) & (S 120/2023)**
- 8.12. CQ 17-2023 – Intelligent Transportation Systems Solutions **(SCM 333/2023) & (S 142/2023)**
- 8.13. Truck Route Study Update Report **(SCM 334/2023) & (S 144/2023)**
- 8.14. Selection Criteria for Candidate Roads under the Local Residential Road Repair Program - City Wide **(SCM 335/2023) & (S 147/2023)**
- 8.15. Howard Avenue / South Cameron Intersection Project, Abandonment of Gravel Road Drain - Ward 9 **(SCM 336/2023) & (S 154/2023)**

- 8.16. Zoning By-law amendment for lands known as 2500 Central Avenue; Applicant - CARBOHYDRATE LTD.; File No. Z-015/23 (ZNG/7013); Ward 5 **(SCM 342/2023) & (S 157/2023)**
- 8.17. Walkerville Heritage Conservation District Study Presentation & Updates **(SCM 343/2023)**
- 8.18. Ford City CIP Application for 677 St. Luke Street. Owner: Vito Maggio Holdings Inc. (Bill Maggio) (c/o Dillon Consulting Limited; Amy Farkas) – Ward 5 **(SCM 344/2023) & (S 151/2023)**
- 8.19. Closure of part of north/south alley located between College Avenue and Grove Avenue, Ward 2, SAA-6923 **(SCM 345/2023) & (S 141/2023)**
- 8.20. Sandwich CIP/Demolition Control By-law Exemption Report-731 Mill St; Owners: Ravindranath and Usha Thayyil (c/o Roshan Thayyil) **(SCM 346/2023) & (S 143/2023)**
- 8.21. Closure of east/west alley located between Elsmere Avenue and 888 Hanna Street East, and north/south alley located immediately north of east/west alley, Ward 4, SAA-6925 **(SCM 347/2023) & (S 140/2023)**
- 8.22. Conveyance of north/south alley located south of Closed Manitoba Street R.O.W., Ward 10, Closed by Judge's Order No. 2970/87 **(SCM 349/2023) & (S 148/2023)**
- 8.23. University Avenue West and Wyandotte Street West Community Improvement Plan Grant Applications made by 1229 University (Windsor) Inc. (Brigitte Ebner Dia) for 1223 University Ave West (Ward 3) **(SCM 350/2023) & (S 139/2023)**
- 8.24. Brownfield Redevelopment Community Improvement Plan (CIP) application submitted by Baird AE Inc. on behalf of Bullet Investments Inc. for 285 and 0 Giles Boulevard East (Ward 3) **(SCM 351/2023) & (S 152/2023)**
- 8.25. Brownfield Redevelopment Community Improvement Plan (CIP) application submitted by 1362279 Ontario Ltd. for 555 University Avenue East and 304 & 314, 322, 0, and 390 Glengarry Avenue (Ward 3) **(SCM 352/2023) & (S 153/2023)**
- 8.26. Amendment to the Sandwich Demolition Control By-law 20-2007 **(SCM 353/2023) & (S 162/2023)**
- 8.27. Les Amis Duff Baby Annual Report - Ward 2 **(SCM 356/2023) & (SCM 314/2023) & (AI 1/2024)**
- 8.28. Pathway to Potential Renewal Strategy – StrategyCorp **(SCM 357/2023)**
- 8.29. Minutes of the Meetings of the Executive Committee and Board of Directors, Willistead Manor Inc., held October 12, 2023 **(SCM 358/2023) & (SCM 281/2023)**
- 8.30. Minutes of the Windsor Accessibility Advisory Committee of its meeting held October 19, 2023 **(SCM 359/2023) & (SCM 312/2023)**

- 8.31. Report No. 131 of the Windsor Accessibility Advisory Committee - Funding for the installation of a hearing loop system at the Windsor International Airport **(SCM 360/2023) & (SCM 313/2023)**
- 8.32. Minutes of the Committee of Management for Huron Lodge of its meeting held November 20, 2023 **(SCM 361/2023) & (SCM 315/2023)**
- 8.33. CQ 4-2021 – Report on Pilot Project to Offer Menstrual Hygiene Products in Select Municipal Buildings Free of Charge - City Wide **(SCM 362/2023) & (S 158/2023)**
- 8.34. Response to CQ 7-2022 Regarding the Dog Park Policy - City Wide **(SCM 363/2023) & (S 159/2023)**
- 8.35. Windsor Joint Justice Facility Operating Agreement - City Wide **(SCM 364/2023) & (S 160/2023)**

9. REQUEST FOR DEFERRALS, REFERRALS AND/OR WITHDRAWALS

10. PRESENTATIONS AND DELEGATIONS

11. REGULAR BUSINESS ITEMS (Non-Consent Items)

- 11.1. Declaration of a Vacant Parcel of Land Municipally Known as 0 Partington Avenue Surplus and Authority to Offer Same for Sale – Ward 10 **(C 186/2023)**
- 11.2. The Next Generation 911 2022-2023 Funding Program - Update - City Wide **(C 180/2023)**
- 11.3. Festival Plaza Improvement - Update - Ward 3 **(C 182/2023)**
- 11.4. Jackson Park Bandshell Feasibility Study Update - Ward 3 **(C 189/2023)**
- 11.5. Lanspeary Park – Approval of the Masterplan - Ward 4 **(C 190/2023)**
- 11.6. Proposed Expropriation of lands for the Cabana/Division Corridor Improvements Project, Phase 5 - Ward 9 **(C 4/2024)**

12. CONSIDERATION OF COMMITTEE REPORTS

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

- 12.2. Report of the Special Meeting of Council – In-Camera of its meeting held December 11, 2023 **(SCM 3/2024)**
- 12.3. Report of the Striking Committee – In-camera of its meeting held December 11, 2023 **(SCM 4/2024)**
- 12.4. Report of the Striking Committee of its meeting held December 11, 2023 **(SCM 5/2024)**

- 13. BY-LAWS (First and Second Reading)**
 - 13.1 **By-law 1-2024** A BY-LAW TO FURTHER AMEND BY-LAW 9023 BEING A BY-LAW TO REGULATE VEHICULAR PARKING WITHIN THE LIMITS OF THE CITY OF WINDSOR ON MUNICIPAL STREETS, MUNICIPAL PARKING LOTS AND PRIVATE PROPERTIES. Authorized by CAO 313/2023 dated December 8, 2023.
 - 13.2 **By-law 2-2024** A BY-LAW TO FURTHER AMEND BY-LAW NUMBER 8600 CITED AS THE "CITY OF WINDSOR ZONING BY-LAW". Authorized by CR484/2023 dated November 27, 2023.
 - 13.3 **By-law 3-2024** A BY-LAW TO FURTHER AMEND BY-LAW NUMBER 8600 CITED AS THE "CITY OF WINDSOR ZONING BY-LAW". Authorized by CR483/2023 dated November 27, 2023.
 - 13.4 **By-law 4-2024** A BY-LAW TO ADOPT AMENDMENT NO. 166 TO THE OFFICIAL PLAN OF THE CITY OF WINDSOR. Authorized by CR482/2023 dated November 27, 2023.
 - 13.5 **By-law 5-2024** A BY-LAW TO FURTHER AMEND BY-LAW NUMBER 8600 CITED AS THE "CITY OF WINDSOR ZONING BY-LAW". Authorized by CR482/2023 dated November 27, 2023.
 - 13.6 **By-law 6-2024** A BY-LAW TO ADOPT AMENDMENT NO. 171 TO THE OFFICIAL PLAN OF THE CITY OF WINDSOR. Authorized by CR439/2023 dated October 30, 2023.
 - 13.7 **By-law 7-2024** A BY-LAW TO FURTHER AMEND BY-LAW NUMBER 8600 CITED AS THE "CITY OF WINDSOR ZONING BY-LAW". Authorized by CR439/2023 dated October 30, 2023.
 - 13.8 **By-law 8-2024** A BY-LAW TO AUTHORIZE THE EXECUTION OF THE TRANSFER PAYMENT AGREEMENT FOR THE NUCLEAR EMERGENCY MANAGEMENT PROGRAM (NUCLEAR) BETWEEN THE CORPORATION OF THE CITY OF WINDSOR AND HIS MAJESTY THE KING IN RIGHT OF ONTARIO, REPRESENTED BY THE PRESIDENT OF THE TREASURY BOARD. See Item 8.3 (C 144/2023).

- 13.9 **By-law 9-2024** A BY-LAW TO ASSUME FOR SUBSEQUENT CLOSURE THE 6.10 METRE NORTH/SOUTH ALLEY LOCATED EAST OF WOODWARD BOULEVARD, NORTH OF FOSTER AVENUE, WEST OF BLISS ROAD AND SOUTH OF SEYMOUR BOULEVARD, CITY OF WINDSOR. Authorized by CR150/2021 dated April 19, 2021.
- 13.10 **By-law 10-2024** A BY-LAW TO CLOSE, STOP UP AND CONVEY THE 6.10 METRE NORTH/SOUTH ALLEY, LOCATED EAST OF WOODWARD BOULEVARD, NORTH OF FOSTER AVENUE, WEST OF BLISS ROAD AND SOUTH OF SEYMOUR BOULEVARD, CITY OF WINDSOR. Authorized by CR150/2021 dated April 19, 2021.
- 13.11 **By-law 11-2024** A BY-LAW TO FURTHER AMEND BY-LAW NUMBER 8600 CITED AS THE "CITY OF WINDSOR ZONING BY-LAW". Authorized by CR247/2004 dated March 22, 2004.
- 13.12 **By-law 12-2024** A BY-LAW TO AUTHORIZE THE TEMPORARY BORROWING OF MONEY FOR CURRENT EXPENDITURES FOR 2024. Authorized by CR508/2023 dated December 11, 2023.
- 13.13 **By-law 13-2024** A BY-LAW TO PROVIDE FOR INTERIM TAX LEVIES FOR 2024. Authorized by CR507/2023 dated December 11, 2023.
- 13.14 **By-law 14-2024** A BY-LAW TO CONFIRM PROCEEDINGS OF THE COUNCIL OF THE CORPORATION OF THE CITY OF WINDSOR AT ITS MEETING HELD ON THE 15TH day of JANUARY, 2024.
14. **MOVE BACK INTO FORMAL SESSION**
15. **NOTICES OF MOTION**
16. **THIRD AND FINAL READING OF THE BY-LAWS**
By-law 1-2024 through 14-2024 inclusive
17. **PETITIONS**
18. **QUESTION PERIOD**
- 18.1. Summary of Outstanding Council Questions as of December 29, 2023 (**SCM 6/2024**)
19. **STATEMENTS BY MEMBERS**

20. UPCOMING MEETINGS

International Relations Committee
Wednesday, January 17, 2024
3:30 p.m., 350 City Hall Square, Room 140

21. ADJOURNMENT

Item No. 4.1



Committee Matters: SCM 2/2024

Subject: Adoption of the Windsor City Council minutes of its meeting held December 11, 2023.



CITY OF WINDSOR MINUTES 12/11/2023

City Council Meeting

Date: Monday, December 11, 2023

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

Members Present:

Mayor

Mayor Drew Dilkens

Councillors

Ward 1 – Councillor Fred Francis

Ward 2 – Councillor Fabio Costante

Ward 3 – Councillor Renaldo Agostino

Ward 4 – Councillor Mark McKenzie

Ward 5 – Councillor Ed Sleiman

Ward 6 – Councillor Jo-Anne Gignac

Ward 7 – Councillor Angelo Marignani

Ward 8 – Councillor Gary Kaschak

Ward 9 – Councillor Kieran McKenzie

Ward 10 - Councillor Jim Morrison

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1. ORDER OF BUSINESS

2. CALL TO ORDER

Following the playing of the Canadian National Anthem and reading of the Land Acknowledgement, the Mayor calls the meeting to order at 5:00 o'clock p.m.

3. DISCLOSURE OF PECUNIARY INTEREST AND THE GENERAL NATURE THEREOF

Councillor Fred Francis discloses an interest and abstains from voting on Item 11.3 being the report of the Manager of Arenas & Recreation Facilities, dated November 10, 2023 entitled "Future of Curling – City Wide," as his wife is an employee of the University of Windsor.

4. ADOPTION OF THE MINUTES

4.1. Adoption of the Windsor City Council minutes of its meeting held November 27, 2023.

Moved by: Councillor Mark McKenzie

Seconded by: Councillor Jim Morrison

That the minutes of the Meeting of Council held November 27, 2023 **BE ADOPTED** as amended to include a correction to item 8.8 being the report of the City Clerk / Licence Commissioner dated October 11, 2023 entitled "2024 Schedule of Council and Standing Committee Meetings - City Wide" to indicate:

That the report of the City Clerk / Licence Commissioner dated October 11, 2023 entitled "2024 Schedule of Council and Standing Committee Meetings - City Wide" **BE DEFERRED** to the December 11, 2023 City Council meeting to allow for further discussion.

Carried.

Report Number: SCM 323/2023

5. NOTICE OF PROCLAMATIONS

Proclamations

"Crime Stoppers Month" – January 2024

Flag Raising Ceremony

"Celebration of Victory Day of Bangladesh" – December 16, 2023

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Illumination

“Crime Stoppers Month” – January 1 – 7, 2024

6. COMMITTEE OF THE WHOLE

Moved by: Councillor Ed Sleiman

Seconded by: Councillor Renaldo Agostino

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

(a) communication items;

(b) consent agenda;

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

(d) hearing presentations and delegations;

(e) consideration of business items;

(f) consideration of Committee reports:

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

(h) consideration of by-laws 144-2023 and 152-2023 through 155-2023 and 161-2023 through 168-2023 (inclusive)

Carried.

7. COMMUNICATIONS INFORMATION PACKAGE

7.1. Correspondence - Monday, December 11, 2023

Moved by: Councillor Fabio Costante

Seconded by: Councillor Fred Francis

Decision Number: CR501/2023

That the following Communication Items 7.1.1 and 7.1.5 through 7.1.8 as set forth in the Council Agenda **BE REFERRED** as noted; and that Item 7.1.2 through 7.1.4 be dealt with as follows:

7.1.2 Letter to Manager, Homelessness & Housing Support regarding the extension of the Reaching Home agreement (April 1, 2024 to March 31, 2028) and details regarding funding allocation.

Moved by: Councillor Gary Kaschak

Seconded by: Councillor Fred Francis

Decision Number: CR502/2023

That the letter to the Manager, Homelessness & Housing Support dated November 28, 2023 regarding the extension of the Reaching Home agreement (April 1, 2024 to March 31, 2028) and details regarding funding allocation **BE RECEIVED**; and,

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That administration **BE DIRECTED** to send a letter to the Engagement & Program Officer to request full funding allocation.

Carried.

7.1.3 Additional Information Memo to Letter from Minister for Convoy Funding

Moved by: Councillor Gary Kaschak

Seconded by: Councillor Fred Francis

Decision Number: CR503/2023

That the additional information memo of the Commissioner, Economic Development dated November 28, 2023 entitled “Additional Information Memo to Letter from Minister for Convoy Funding”, the letter from the Minister of Public Safety Democratic Institutions regarding ex gratia payment on behalf of the Government of Canada to the City of Windsor and the letter from the Member of Parliament Windsor West dated November 21, 2023 regarding federal reimbursement to the City of Windsor for the costs incurred due to the Ambassador Bridge blockade in 2022 **BE RECEIVED**; and further,

That administration **BE DIRECTED** to advocate the Federal Government for full funding reimbursement related to the Ambassador Bridge convoy costs; and,

That the Federal Government **BE REQUESTED** to initiate a study related to the movement of traffic across the border.

Carried.

7.1.4 Communication to provide additional information regarding the Provincial Building Faster Fund (BFF)

Moved by: Councillor Jo-Anne Gignac

Seconded by: Councillor Angelo Marignani

Decision Number: CR504/2023

That the memo of the Commissioner, Economic Development dated November 24, 2023 entitled “Provincial Building Faster Fund (BFF)” and the letter of the Minister of Municipal Affairs and Housing dated October 23, 2023 regarding the Provincial Building Faster Fund (BFF) **BE RECEIVED**; and further,

That Windsor City Council **ENDORSE** the following:

WHEREAS the Building Faster Fund (BFF) was announced on August 21, 2023, to commit \$1.2 billion over three years to support housing-enabling infrastructure and other related costs that support community growth to municipalities that reach at least 80 per cent of their annual housing targets; and,

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WHEREAS Ontario's Big City Mayors (OBCM) sees the Building Faster Fund as a housing accelerator incentive program and not a resolution to the discussion of being made whole for any municipal costs or shortfalls associated with other provincial government legislation/regulations; and,

WHEREAS the Ministry of Municipal Affairs and Housing (MMAH) has indicated that they will not count a housing start toward the target until a developer pulls the permit; and,

WHEREAS municipalities can fast track approvals, but do not build homes; and,

WHEREAS due to issues beyond the control of municipalities (high interest rates, mounting material costs, labour shortages, utilities etc.), the pulling of permits by developers may be stalled; and,

WHEREAS the ministry's method of counting housing starts will directly impact municipalities' ability to reach the housing targets required to access much needed funding; and,

WHEREAS Ontario's Big City Mayors (OBCM) have advocated for a collaborative approach to building homes; and

NOW THEREFORE BE IT RESOLVED THAT OBCM send the attached letter (ATT-1) to the Minister of Municipal Affairs and Housing, the Honourable Paul Calandra, outlining concerns about the BFF eligibility criteria and requests municipal participation in the creation of new eligibility criteria; and that a copy of this motion be sent to the Association of Municipalities of Ontario and all OBCM members.

Carried.

No.	Sender	Subject
7.1.1	Ontario Land Tribunal	<p>Notice of Proceeding Commenced under subsection 34(19) of the <i>Planning Act</i> and decision delivered. Antonio Buttice et al. By-law 67-2022 1913, 1925 & 1949 Devonshire Court, OLT Case No. OLT-22-003819</p> <p style="text-align: right;">Commissioner, Corporate Services (Interim) Acting City Planner Chief Building Official Deputy City Solicitor Development Applications Clerk GP2023 Note & File</p>
7.1.2	Infrastructure Canada Community Policy and	Letter to Manager, Homelessness & Housing Support regarding the extension of the Reaching

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No.	Sender	Subject
	Programs Branch	<p>Home agreement (April 1, 2024 to March 31, 2028) and details regarding funding allocation.</p> <p style="text-align: right;">Commissioner, Human & Health Services Executive Director, Housing & Children’s Services Commissioner, Finance & City Treasurer Manager, Homelessness & Housing Support GP2023 Note & File</p>
7.1.3	<p>Administrative Memo from the Deputy Treasurer, Financial Planning</p> <p>and</p> <p>Minister of Public Safety, Democratic Institutions and Intergovernmental Affairs</p> <p>and</p> <p>Member of Parliament (Windsor West) Brian Masse</p>	<p>Communication to provide background information & letter regarding ex gratia payment on behalf of the Government of Canada to the City of Windsor to help cover extraordinary expenses related to ending the illegal blockade of the Ambassador Bridge.</p> <p style="text-align: right;">Commissioner, Finance & City Treasurer Deputy Treasurer, Financial Planning MD/14403 & GF2023 Note & File</p>
7.1.4	<p>Commissioner, Economic Development</p> <p>and</p> <p>Ministry of Municipal Affairs and Housing</p> <p>and</p> <p>Ontario’s Big City Mayors</p>	<p>Communication to provide additional information regarding the Provincial Building Homes Faster Fund (BFF)</p> <p style="text-align: right;">Commissioner, Economic Development Commissioner, Infrastructure Services & City Engineer (Interim) Commissioner, Finance & City Treasurer GP2023 Note & File</p>
7.1.5	Ministry of Natural Resources and Forestry	Posted decision notice finalizing the “Technical bulletin – Flooding hazards: data survey and mapping specifications”

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No.	Sender	Subject
		Commissioner, Economic Development Commissioner, Infrastructure Services & City Engineer (Interim) GP2023 Note & File
7.1.6	Dillon Consulting Limited	Notice of Public Information Centre – Tecumseh Hamlet Infrastructure Improvements Municipal Class Environmental Assessment & Functional Designs Commissioner, Infrastructure Services & City Engineer (Interim) Commissioner, Economic Development Manager, Environmental Quality GM2023 Note & File
7.1.7	Acting City Planner / Executive Director	Application for Zoning Amendment, Homes by Artisan 3842 Woodward Boulevard, to allow 2 semi- detached dwellings with on-site parking. Z/14699 Note & File
7.1.8	Committee of Adjustment Agenda	Applications scheduled to be heard by the Committee of Adjustment/Consent Authority, Thursday, December 21, 2023. Z2023 Note & File

Carried.

Report Number: CMC 16/2023

7.2. 2022 Municipal Benchmarking Network of Canada (MBNCanada) Performance Report - City Wide

Moved by: Councillor Kieran McKenzie
Seconded by: Councillor Fabio Costante

Decision Number: CR505/2023

That the 2022 Municipal Benchmarking Network of Canada (MBNCanada) Performance Measurement Report **BE RECEIVED** for information; and,

That administration **BE REQUESTED** to report back with details related to significant gaps that are identified in the City of Windsor results with comparator municipalities.

Carried.

Report Number: CM 10/2023
Clerk's File: GP/13566

8. CONSENT AGENDA

8.3. 2024 Interim Tax Bills - City Wide

Moved by: Councillor Jo-Anne Gignac
Seconded by: Councillor Gary Kaschak

Decision Number: CR507/2023

That City Council **DIRECT** Administration to prepare 2024 interim property tax bills based upon 50% of the 2023 total levy inclusive of education tax; and,

That City Council **ESTABLISH** the collection of the 2024 interim property taxes over three instalment dates being February 14, March 13, and April 17, 2024; and,

That City Council **APPROVE** a rate of 1 ¼ % to be imposed as a penalty for non- payment of property taxes on the first day of default and a further rate of 1 ¼ % per month as interest on taxes due but unpaid; and,

That the City Solicitor **BE AUTHORIZED** to prepare the necessary by-law to enact the 2024 interim property tax bills.
Carried.

Report Number: C 172/2023
Clerk's File: AF2023

8.4. Approval of Annual Temporary Borrowing By-Law for 2024 - City Wide

Moved by: Councillor Jo-Anne Gignac
Seconded by: Councillor Gary Kaschak

Decision Number: CR508/2023

That City Council **AUTHORIZE** the temporary borrowing of money for current expenditures for the year 2024, if and when required, as provided for under the provisions of Section 407 of the *Municipal Act, 2001*; and,

That City Council **AUTHORIZE** the CAO and City Clerk to execute the related banking agreements including any line of credit commitment letters as deemed necessary to establish/maintain the line of credit facility approved as to form by the City Solicitor and as to technical and financial content to the City Treasurer; and,

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That City Council **AUTHORIZE** the CAO and City Treasurer to borrow on a temporary basis, such sums, if any, as considered necessary to meet the current expenditures of the Corporation for the year until the taxes are collected and other revenues are received; and to **EXECUTE** any such related banking agreements including but not limited to the Bank's Acceptance Agreement and Overdraft Lending Agreement approved as to form by the City Solicitor and as to technical and financial content to the City Treasurer; and,

That City Council **AUTHORIZE** the CAO and City Treasurer to sign the "Security Agreement - Municipalities and School Boards" banking document subject to approval as to form by the City Solicitor and as to technical and financial content to the City Treasurer; and,

That the City Solicitor **BE DIRECTED** to prepare the necessary by-law.
Carried.

Report Number: C 173/2023
Clerk's File: AF2023

8.5. By-Law for the Repair and Improvement of the Gouin Drain - Ward 9

Moved by: Councillor Jo-Anne Gignac
Seconded by: Councillor Gary Kaschak

Decision Number: CR509/2023

- I. That Council **GIVE 3rd READING** to Provisional By-law 144-2023 which adopted the Engineer's Drainage Report completed by Dillon Consulting Ltd. dated September 14th, 2023, for the Repair and Improvement of the Gouin Drain in accordance with Section 58 of the *Drainage Act*, R.S.O 1990, and that the By-law **BE PASSED**.

Carried.

Report Number: C 175/2023
Clerk's File: SW2023

8.6. 2023 Third Quarter Operating Budget Variance - City Wide

Moved by: Councillor Jo-Anne Gignac
Seconded by: Councillor Gary Kaschak

Decision Number: CR510/2023 CR466/2023

That City Council **RECEIVE FOR INFORMATION** the 2023 3rd 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 and to continue to seek further means for offsetting any potential variances that may arise.
Carried.

Report Number: C 154/2023
Clerk's File: AF/14372

8.7. Emergency Management Program and Emergency Response Plan By-law

Moved by: Councillor Jo-Anne Gignac
Seconded by: Councillor Gary Kaschak

Decision Number: CR511/2023 ETPS 967

That Council **RECEIVE** the report of the Emergency Planning Officer, dated November 15, 2023 entitled "Emergency Management Program and Emergency Response Plan By-law"; and,

That Council **APPROVE** By-law 167-2023 to adopt the City's Emergency Management Program and Emergency Response Plan (the "By-Law").

Carried.

Report Number: SCM 318/2023 & C 171/2023
Clerk's File: SWE/3069

11.4. Adoption of the Corporate Technology Strategic Plan - City Wide

Moved by: Councillor Jo-Anne Gignac
Seconded by: Councillor Gary Kaschak

Decision Number: CR517/2023

That City Council **RECEIVE FOR INFORMATION** the Report from the Chief Information Officer/ Executive Director of Information Technology presenting the Corporate Technology Strategic Plan; and further,

That City Council **ENDORSE IN PRINCIPLE** the Corporate Technology Strategic Plan and companion Workplan, a summary of which is attached as Appendix A, to guide future direction and investment in information technology, digital transformation and service delivery modernization; and further,

That City Council **DIRECT** that any additional operational or capital funding required to implement the Corporate Technology Strategic Plan and Workplan be brought forward by the Chief Information Officer/Executive Director of Information Technology as part of the department's annual operating and capital budget submission; and further, subject to sufficient funding being approved; and,

That City Council **AUTHORIZE** the Chief Information Officer/Executive Director of Information Technology to take steps to operationalize the recommendations outlined in the Corporate

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Technology Strategic Plan and companion Workplan and bring future recommendations related to implementation back to Council as necessary; and further,

That City Council **PRE-APPROVE** and **AWARD** any procurement(s) necessary to bring the Corporate Technology Strategic Plan to fruition, provided that the procurement(s) are within approved budget amounts, pursuant to the Purchasing By-Law 93-2012 and amendments thereto; satisfactory in financial content to the City Treasurer and in technical content to the Chief Information Officer/Executive Director of Information Technology or designates; and further,

That the Chief Administrative Officer and City Clerk or their designates **BE AUTHORIZED** to take any such action and sign/execute any documentation required to implement the above recommendations, provided such agreements and documents are satisfactory in form to the City Solicitor, satisfactory in financial content to the City Treasurer, and in technical content to the Commissioner of Economic Development and/or Commissioner, Corporate Services and the Chief Information Officer/Executive Director of Information Technology; and further,

That the Chief Administrative Officer and City Clerk **BE AUTHORIZED** to execute any amendment(s) as may be required, provided that the amendment(s) are within approved budget amounts, satisfactory in financial content to City Treasurer, in legal form to the City Solicitor; and in technical content to the Commissioner of Economic Development and/or Commissioner, Corporate Services and the Chief Information Officer/Executive Director of Information Technology; and further,

That Administration **BE AUTHORIZED** to issue any change order(s) for any amendment(s) as may be required, provided that the amendment(s) are within approved budget amounts, satisfactory in financial content to City Treasurer, and in technical content to the Chief Information Officer/Executive Director of Information Technology.

Carried.

Report Number: C 176/2023
Clerk's File: SI/14415

11.5. Nursing and Incontinence Supplies for Huron Lodge - RFP #94-23 – Ward 1

Moved by: Councillor Jo-Anne Gignac
Seconded by: Councillor Gary Kaschak

Decision Number: CR518/2023

That City Council **APPROVE** the selection of Cardinal Health Canada as the successful proponent for the provision of nursing and incontinence supplies, in accordance with their submission in response to RFP #94-23 for a three (3) year term with an option to extend the contract for an additional two (2) year term based on mutual agreement of both parties; and,

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That the Purchasing Manager **BE AUTHORIZED** to issue a Contract Purchase Order to Cardinal Health Canada for the provision of nursing and incontinence supplies, satisfactory in financial content to the City Treasurer, and in technical content to the Executive Director of Long-Term Care/Administration.

Carried.

Report Number: C 178/2023

Clerk's File: AH/14401

9. REQUEST FOR DEFERRALS, REFERRALS AND/OR WITHDRAWALS

8.2. Temporary Patios on Private Property – Application and Approval Process – City Wide

Moved by: Councillor Kieran McKenzie

Seconded by: Councillor Ed Sleiman

Decision Number: CR506/2023 CR458/2023

That the report of the Executive Initiatives Coordinator, Office of the CAO, dated October 5, 2023 entitled "Temporary Patios on Private Property – Application and Approval Process – City Wide" **BE DEFERRED** to a future City Council meeting to allow for a further review regarding possible options for Council's consideration.

Carried.

Report Number: C 146/2023

Clerk's File: ACLB2023

10. PRESENTATIONS AND DELEGATIONS

10.1. EMG Presentation Windsor Fire Master Plan

Lyle Quan, Vice President of Operations, Emergency Management Group

Lyle Quan, Vice President of Operations, Emergency Management Group appears before City Council to present the "EMG Presentation Windsor Fire Master Plan" and provides an overview of data, contributing factors, recommendations and inspection findings as they relate to influencing changes to the Master Fire Plan and details related to the Fire Protection Model – Three Lines of Defence; Standards and Data Review; Call Types and Locations; Station Responses; Recommendations Basis; Overview of Recommendations; Fire Stations; Fire Station Locations and Options; Fire Stations and Response Data; Strategic Long-Term Recommendations; and Next Steps.

Moved by: Councillor Jo-Anne Gignac

Seconded by: Councillor Ed Sleiman

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Decision Number: CR512/2023

That the presentation by Lyle Quan, Vice Preseident of Operations to Council on December 11, 2023 regarding the “Windsor Fire Master Plan” **BE RECEIVED** for information.
Carried.

Clerk’s File: SF2023

10.2. University Medical Centre Presentation - Ward 3

Mr. Dennis Koren, Pharmacist/Owner, University Medical Centre, Dr. Bryce Leontowicz, ER Physician, Erie Shores Healthcare, Jeanine Parete-Nakhle, Pharmacist and UMC/Healthfirst Pharmacy Group and Medical Centre owner, George El-Turk, Pharmacist and UMC/Healthfirst Pharmacy Group and Medical Centre owner and Arms Bumanlag, Content Consultant, littleheart social

Mr. Dennis Koren, Pharmacist/Owner, University Medical Centre, Dr. Bryce Leontowicz, ER Physician, Erie Shores Healthcare, Jeanine Parete-Nakhle, Pharmacist and UMC/Healthfirst Pharmacy Group and Medical Centre owner, George El-Turk, Pharmacist and UMC/Healthfirst Pharmacy Group and Medical Centre owner and Arms Bumanlag, Content Consultant, littleheart social, appear before City Council to present the “Univerity Medical Centre Urgent Care Medical Walk-In Clinic Proposal” and provide an overview of the goals, services and budget proposed and details related to facts; services; layout; what they are requesting; budget information; and implementation.

Moved by: Councillor Fabio Costante

Seconded by: Councillor Angelo Marignani

Decision Number: CR513/2023

That the presentation by Mr. Dennis Koren, Pharmacist/Owner, University Medical Centre, Dr. Bryce Leontowicz, ER Physician, Erie Shores Healthcare, Jeanine Parete-Nakhle, UMC/Healthfirst Pharmacy group and Medical Centre Owner, and George El-Turk, Pharmacist and UMC/Healthfirst Pharmacy Group and Medical Centre Owner and Arms Bumanlag, Content Consultant, Littleheart Social regarding “University Medical Centre Urgent Care Medical Walk-In Clinic Proposal” **BE RECIEVED** for information; and,

That administration **BE DIRECTED** to send a letter of endorsement supporting a request to the Ministry of Health and Long Term Care designating this facility as an Independent Health Facility so that the H billing codes become available for physician use, such that patients who are in patient capitation models do not trigger negation of payments or their family physicians for H-Code status which would properly compensate Physicians and would not disincentive other Physicians from sending their patients to the UMC.

Carried.

Councillor Kieran McKenzie voting nay.

Report Number: SCM 319/2023

11.1. Auditor General Status Update Report

Christopher O'Connor, Managing Director, Risk Savvy Ltd.

Christopher O'Connor, Managing Director, Risk Savvy Ltd., appears before Council regarding the "Auditor General Work Plan Progress Report" and is available for questions.

Howard Weeks, Ward 4 resident

Howard Weeks, Ward 4 resident appears before City Council and expresses concern regarding the "Auditor General Status Update Report" specifically related to the content of the report, which he indicates lacks specificity and completeness and concludes by recommending that the auditor general undergo a robust administrative review and report back with details to allow for greater transparency for the residents.

Moved by: Councillor Fred Francis
Seconded by: Councillor Gary Kaschak

Decision Number: CR514/2023

That the report from the Office of the Municipal Auditor General dated November 24, 2023 entitled "2023 Auditor General Work Plan Progress Report" **BE RECEIVED** for information.

Carried.

Report Number: SCM 317/2023
Clerk's File: AF/14508

8.1. 2024 Schedule of Council and Standing Committee Meetings - City Wide

Kerry Ippolito, Ward 5 resident

Kerry Ippolito, Ward 5 resident appears before City Council and expresses concern with the recommendation in the administrative report "2024 Schedule of Council and Standing Committee Meetings - City Wide" specifically related to the proposed meeting start time change as it hinders the ability for residents to participate in the meetings, requesting them to possibly miss work and limits the residents ability to provide their input.

Moved by: Councillor Fabio Costante
Seconded by: Councillor Fred Francis

That the report of the City Clerk / Licence Commissioner dated October 11, 2023 entitled "2024 Schedule of Council and Standing Committee Meetings - City Wide" **BE REFERRED** back to administration to allow for a public consultation on the proposed recommendation.

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The motion is **put** and **lost**.

At the request of Councillor Fred Francis, a recorded vote is taken on this matter.

Aye votes: Councillors Fabio Costante, Kieran McKenzie, Fred Francis and Gary Kashack.

Nay votes: Councillors Renaldo Agostino, Mark McKenzie, Ed Sleiman, Jo-Anne Gignac, Angelo Marignani, Jim Morrison and Mayor Drew Dilkins.

Abstain: None.

Absent: None.

Moved by: Councillor Mark McKenzie

Seconded by: Councillor Jo-Anne Gignac

Decision Number: CR500/2023 CR465/2023

That the "Schedule of City Council and Standing Committee meetings for 2024" attached as Appendix A, along with the "Deadlines for Submission of Reports Scheduled for Consideration at City Council Meetings" attached as Appendix B, and "Deadlines for Submission of Reports Scheduled for Consideration at Standing Committee Meetings" attached as Appendix C for January 1, 2024 to December 31, 2024 **BE APPROVED**; and further,

That the City Clerk **BE AUTHORIZED** to amend Procedure By-law 98-2011 to reflect "that all regular meetings of Council shall commence at 10:00 o'clock a.m., or as approved by Council" as opposed to the 4:00 o'clock p.m. start time currently in place; and,

That the In-Camera meetings **BE SCHEDULED** to take place following the end of the public meetings.

Carried.

At the request of Councillor Fred Francis, a recorded vote is taken on this matter.

Aye votes: Councillors Jo-Anne Gignac, Renaldo Agostino, Jim Morrison, Ed Sleiman, Mark McKenzie and Mayor Drew Dilkins

Nay votes: Councillors Angelo Marignani, Fabio Costante, Kieran McKenzie, Fred Francis and Gary Kaschak.

Abstain: None.

Absent: None.

Report Number: C 150/2023

Clerk's File: ACO2023

11.2. Hazardous Materials Crossing Ambassador Bridge - Proposed Restriction Changes - City Wide

Terry Kennedy, Ward 2 resident

Terry Kennedy, Ward 2 resident appears before City Council regarding the administrative report “Hazardous Materials Crossing Ambassador Bridge - Proposed Restriction Changes - City Wide” and expresses support of the administrative recommendation as it poses a great safety concern for the residents of the City.

Mayor Drew Dilkens leaves the meeting at 7:41 o’clock p.m. and Councillor Mark McKenzie assumes the chair.

Moved by: Councillor Fabio Costante
Seconded by: Councillor Angelo Marignani

Decision Number: CR515/2023

That the report dated November 23, 2023 entitled “Hazardous Materials Crossing the Ambassador Bridge – Proposed Restriction Changes” **BE RECEIVED** for information; and further,

That the draft letter shown in Appendix 3 **BE SUBMITTED** to the Michigan Department of Transportation to indicate the City’s opposition to lifting restrictions on Class 3 and Class 8 materials crossing the Ambassador Bridge, and that the letter be sent to the local members of Parliament.

Carried.

Councillor Ed Sleiman and Mayor Drew Dilkens were absent from the meeting when the vote was taken on this matter.

Report Number: C 174/2023
Clerk’s File: MT2023

Mayor Drew Dilkens returns to the meeting at 7:51 o’clock p.m. and Councillor Mark McKenzie returns to his seat at the Council Table.

11.3. Future of Curling – City Wide

Terry Fink & Benjamin Iannetta, on behalf of the Future of Curling in Windsor Committee

Terry Fink & Benjamin Iannetta, on behalf of the Future of Curling in Windsor Committee, appear before City Council regarding the administrative report entitled “Future of Curling – City Wide” and express concern with the administrative recommendation as it relates to the lack of available ice time and the reduction of amenities in the City of Windsor; and conclude by suggesting a deferral to allow for further community consultation.

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Robert Cunningham, Curler

Robert Cunningham, Curler appears before City Council regarding the administrative report “Future of Curling – City Wide” and expresses concern with the administrative recommendation as it relates to moving curling from Roseland.

Rob Modestino, Ice Scheduler, Sun Parlour Female Hockey Association

Rob Modestino, Ice Scheduler, Sun Parlour Female Hockey Association appears before City Council regarding the administrative report “Future of Curling – City Wide” and expresses concern with the administrative recommendation as it relates to the relocation of curling; the current lack of available prime-time ice and consistency of programming for youth sports at the WFCU Centre.

Paul Van Heugten, President, South Windsor Skating Club

Paul Van Heugten, President, South Windsor Skating Club appears before City Council regarding the administrative report “Future of Curling – City Wide”, and expresses opposition to the administrative recommendation as it relates to the relocation of curling and the current lack of available prime-time ice; and highlights the consistency of programming for youth skating programs at the Capri Centre.

Gail Robertson, Ward 10 resident

Gail Robertson, Ward 10 resident appears before City Council regarding the administrative report “Future of Curling – City Wide” and expresses concern with the administrative recommendation as it relates to the relocation of curling and the reduction of available ice time for all activities within the community; and concludes by requesting a deferral of this item to allow for further community consultation.

Paula Gignac, Roseland Curling League Member

Paula Gignac, Roseland Curling League Member appears before City Council regarding the administrative report “Future of Curling – City Wide” and expresses concern with the administrative recommendation as it relates to the relocation of curling and the demolition of Roseland Curling Club facilities; and concludes by suggesting a deferral to allow for further community consultation and transparency surrounding the decision to close the facility.

Angela Barraco, President, Windsor Figure Skating Club

Angela Barraco, President, Windsor Figure Skating Club appears before City Council regarding the administrative report “Future of Curling – City Wide” and expresses concern as it relates to the relocation of curling; the future of programming for youth skating programs as the City of Windsor sees growth; and concludes by requesting a deferral to allow for further community consultation.

Moved by: Councillor Jo-Anne Gignac
Seconded by: Councillor Jim Morrison

Decision Number: CR516/2023

- I. That City Council **RECEIVE** the Future of Curling report dated November 27, 2023; and further,
- II. That City Council **APPROVE** the preferred arena location for the future home of curling in Windsor to be at the Capri Pizzeria Recreation Complex; and further,
- III. That City Council **SUPPORT** an expenditure of up to \$525,000.00 to permanently relocate curling from Roseland Golf & Curling Club ("Roseland") to the Capri Pizzeria Recreation Complex, to be funded from funds available within the existing Project 7184003 Roseland/Little River Golf Courses Asset Replacement/Improvements; 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 City Solicitor, in financial content to the City Treasurer, and in technical content to the Executive Director of Recreation and Culture; 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 City Treasurer, and in technical content to the Executive Director of Recreation and Culture, and further;
- VI. That the Chief Administrative Officer and City Clerk **BE AUTHORIZED** to take any such action required to effect the recommendation noted above and execute any required documentation/agreement(s) for that purpose, subject to legal approval by the City Solicitor, financial approval by the City Treasurer, and technical approval by the Executive Director of Recreation and Culture; and further;
- VII. That Council **AUTHORIZE** Administration to use available funds within the project budget for any amendment(s) or change requirement(s)/directive(s), to ensure complete implementation and execution of the above noted project; and,
- VIII. That the Chief Administrative Officer and City Clerk **BE AUTHORIZED** to execute any amendment(s) as may be required, provided that the amendment(s) are within approved budget amounts, satisfactory in financial content to Chief Financial Officer, in legal form to the City Solicitor; and in technical content to the Executive Director of Recreation and Culture; and,

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- IX. That Administration **BE AUTHORIZED** to issue any change order(s) for any amendment(s) as may be required, provided that the amendment(s) are within approved budget amounts, satisfactory in financial content to Chief Financial Officer, and in technical content to the Executive Director of Recreation and Culture.

Carried.

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

Councillors Mark McKenzie and Fabio Costante voting nay.

Report Number: C 166/2023

Clerk's File: SR/14629

11. REGULAR BUSINESS ITEMS (Non-Consent Items)

None.

12. CONSIDERATION OF COMMITTEE REPORTS

12.2. Adoption of the Special Windsor City Council In Camera minutes of its meeting held December 1, 2023.

Moved by: Councillor Mark McKenzie

Seconded by: Councillor Jim Morrison

Decision Number: CR499/2023

That the report of the Special In-Camera meeting held December 1, 2023 **BE ADOPTED** as presented.

Carried.

Councillor Fred Francis was absent from the meeting when the vote was taken on this matter.

Report Number: SCM 324/2023

Clerk's File: ACO2023

12.3. Report of the Striking Committee of its meeting held November 27, 2023

Moved by: Councillor Mark McKenzie

Seconded by: Councillor Jim Morrison

Decision Number: CR520/2023

That the report of the Striking Committee of its meeting held November 27, 2023 **BE ADOPTED** as presented.

Carried.

Councillor Fred Francis was absent from the meeting when the vote was taken on this matter.

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Report Number: SCM 325/2023

Clerk's File: ACOS2023

13. BY-LAWS (First and Second Reading)

Moved by: Councillor Ed Sleiman

Seconded by: Councillor Renaldo Agostino

That the following By-laws No. 152-2023 through 155-2023 and 161-2023 through 168-2023 (inclusive) be introduced and read a first and second time:

152-2023 A BY-LAW TO ASSUME CLEARY STREET FROM ROXBOROUGH BOULEVARD TO PARTINGTON AVENUE, BEING A STREET SHOWN ON PLAN OF SUBDIVISION 1196 KNOWN AS CLEARY STREET, IN THE CITY OF WINDSOR Authorized by M98-2012 dated February 21, 2012.

153-2023 A BY-LAW TO ASSUME ST. PATRICK'S AVENUE FROM OJIBWAY STREET TO CLEARY STREET and ASKIN AVENUE FROM OJIBWAY STREET TO CLEARY STREET BEING STREETS SHOWN ON PLAN 12R-21561 KNOWN AS ST. PATRICK'S AVENUE and ASKIN AVENUE, IN THE CITY OF WINDSOR Authorized by M98-2012 dated February 21, 2012.

154-2023 A BY-LAW TO ASSUME ROXBOROUGH BOULEVARD FROM OJIBWAY STREET TO CLEARY STREET, BEING A STREET SHOWN ON PLAN OF SUBDIVISION 12M-555 KNOWN AS ROXBOROUGH BOULEVARD, IN THE CITY OF WINDSOR Authorized by M98-2012 dated February 21, 2012.

155-2023 A BY-LAW TO ASSUME OJIBWAY STREET FROM ROXBOROUGH BOULEVARD TO CALIFORNIA AVENUE, BEING A STREET SHOWN ON PLAN 1110, 1268, 973, 883 AND 989 KNOWN AS OJIBWAY STREET, IN THE CITY OF WINDSOR Authorized by M98-2012 dated February 21, 2012.

161-2023 A BY-LAW TO ASSUME FOR SUBSEQUENT CLOSURE THE 4.57 METRE EAST/WEST ALLEY SOUTH OF CONTINENTAL AND WEST OF THE E.C. ROW EXPRESSWAY WESTBOUND ONRAMP AT HURON CHURCH ROAD AND THE 20.12 METRE HUDSON AVENUE RIGHT-OF-WAY, EAST OF FOURTH STREET AND WEST OF THE E.C. ROW EXPRESSWAY WESTBOUND ONRAMP AT HURON CHURCH ROAD, CITY OF WINDSOR. Authorized by CR 330/2023 dated August 8, 2023.

162-2023 A BY-LAW TO CLOSE, STOP UP AND CONVEY THE 4.57 METRE EAST/WEST ALLEY SOUTH OF CONTINENTAL AND WEST OF THE E.C. ROW EXPRESSWAY WESTBOUND ONRAMP AT HURON CHURCH ROAD AND THE 20.12 METRE HUDSON AVENUE RIGHT-OF-WAY, EAST OF FOURTH STREET AND WEST OF THE E.C. ROW EXPRESSWAY WESTBOUND ONRAMP AT HURON CHURCH ROAD, CITY OF WINDSOR. Authorized by CR 330/2023 dated August 8, 2023.

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163-2023 A BY-LAW TO AMEND BY-LAW 10354, BEING A BY-LAW TO CLOSE, STOP UP AND CONVEY NORTH-SOUTH AND EAST-WEST ALLEYS WEST OF HURON CHURCH ROAD SOUTH OF CONTINENTAL. Authorized by CR 330/2023 dated August 8, 2023.

164-2023 A BY-LAW TO FURTHER AMEND BY-LAW 9023 BEING A BY-LAW TO REGULATE VEHICULAR PARKING WITHIN THE LIMITS OF THE CITY OF WINDSOR ON MUNICIPAL STREETS, MUNICIPAL PARKING LOTS AND PRIVATE PROPERTIES. Authorized by CAO 283/2023 dated November 8, 2023.

165-2023 A BY-LAW TO FURTHER AMEND BY-LAW NUMBER 9148 BEING A BY-LAW TO REGULATE TRAFFIC WITHIN THE LIMITS OF THE CITY OF WINDSOR. Authorized by CAO 248/2023 dated September 21, 2023.

166-2023 A BY-LAW TO FURTHER AMEND BY-LAW 9023 BEING A BY-LAW TO REGULATE VEHICULAR PARKING WITHIN THE LIMITS OF THE CITY OF WINDSOR ON MUNICIPAL STREETS, MUNICIPAL PARKING LOTS AND PRIVATE PROPERTIES. Authorized by CAO 284/2023 dated November 8, 2023.

167-2023 A BY-LAW TO ADOPT THE EMERGENCY MANAGEMENT PROGRAM AND THE EMERGENCY PLAN UNDER THE *EMERGENCY MANAGEMENT AND CIVIL PROTECTION ACT*. (See Item No. 8.7, Report C171/2023)

168-2023 A BY-LAW TO CONFIRM PROCEEDINGS OF THE COUNCIL OF THE CORPORATION OF THE CITY OF WINDSOR AT ITS MEETING HELD ON THE 11th day of December, 2023.

Carried.

Councillor Fred Francis was absent from the meeting when the vote was taken on this matter.

14. MOVE BACK INTO FORMAL SESSION

Moved by: Councillor Fabio Costante

Seconded by: Councillor Mark McKenzie

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

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

Carried.

Councillor Fred Francis was absent from the meeting when the vote was taken on this matter.

15. NOTICES OF MOTION

None presented.

16. THIRD AND FINAL READING OF THE BY-LAWS

Moved by: Councillor Jo-Anne Gignac
Seconded by: Councillor Gary Kaschak

That the By-laws No. 144-2023 and 152-2023 through 155-2023 and 161-2023 through 168-2023 having been read a first and second time be now read a third time and finally passed and that the Mayor and Clerk **BE AUTHORIZED** to sign and seal the same notwithstanding any contrary provision of the Council.

Carried.

Councillor Fred Francis was absent from the meeting when the vote was taken on this matter.

17. PETITIONS

None presented.

18. QUESTION PERIOD

18.1 CQ 37-2023

Moved by: Councillor Mark McKenzie
Seconded by: Councillor Jim Morrison

Decision Number: CR521/2023

That the following Council Question by Councillor Renaldo Agostino **BE APPROVED**, and that Administration **BE DIRECTED** to proceed with the necessary actions to respond to the Council Question in the form of a written report, consistent with Council's instructions, and in accordance with Section 17.1 of the Procedure By-law 98-2011:

CQ 37-2023:

Assigned to: Commissioner, Infrastructure Services & City Engineer (Interim)

Asks that Administration report back on EV charging - How will cars in our neighbourhoods, especially those who don't have driveways or garages, charge their electric vehicles? If you park on the street how do you charge your car?

Carried.

Clerk's File: ACO2023

21. ADJOURNMENT

Moved by: Councillor Ed Sleiman
Seconded by: Councillor Renaldo Agostino

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

Accordingly, the meeting is adjourned at 9:19 o'clock p.m.

Mayor

City Clerk

Item No. 4.2



Committee Matters: SCM 1/2024

Subject: Adoption of the Special Windsor City Council minutes of its meeting held December 13, 2023.

Special Meeting of Council Meeting

Date: Wednesday, December 13, 2023

Time: 2:00 o'clock p.m.

Members Present:

Mayor

Mayor Drew Dilkens

Councillors

Ward 1 – Councillor Fred Francis (arrives at 2:16 o'clock p.m.)

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

Councillor Regrets

Ward 2 – Councillor Fabio Costante

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1. ORDER OF BUSINESS

2. CALL TO ORDER

The Mayor calls the meeting to order at 2:01 o'clock p.m.

3. DISCLOSURE OF PECUNIARY INTEREST AND THE GENERAL NATURE THEREOF

None disclosed.

6. COMMITTEE OF THE WHOLE

Moved by: Councillor Jim Morrison

Seconded by: Councillor Ed Sleiman

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

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

(b) consideration of business items;

(c) consideration of by-law 169-2023

Carried.

Councillor Fred Francis was absent from the meeting when the vote was taken on this matter.

9. REQUESTS FOR DEFERRALS, REFERRALS OR WITHDRAWALS

None requested.

11. REGULAR BUSINESS ITEMS

11.1. Update - Housing Accelerator Fund Grant Application - City Wide

Moved by: Councillor Fred Francis

Seconded by: Councillor Mark McKenzie

Decision Number: CR522/2023

That the report from the Senior Economic Development Officer dated December 13, 2023 providing a status update on the Housing Accelerator Fund Grant Application **BE RECEIVED**; and further,

That City Council **APPROVE** Option #1 being that City Council **DIRECT** Administration to proceed with the initiatives as proposed in the Housing Accelerator Fund Action Plan approved by Council through CR289/2023.

Carried.

At the request of Mayor Drew Dilkins, a recorded vote is taken on this matter.

Aye votes: Councillors Angelo Marignani, Jo-Anne Gignac, Jim Morrison, Ed Sleiman, Fred Francis, Mark McKenzie, Gary Kaschak, and Mayor Drew Dilkins.

Nay votes: Councillors Renaldo Agostino and Kieran McKenzie.

Abstain: None.

Absent: Councillors Fabio Costante

Report Number: C 179/2023

Clerk's File: GH/14271

13. BY-LAWS (First and Second Readings)

Moved by: Councillor Jo-Anne Gignac

Seconded by: Councillor Gary Kaschak

That the following By-law No. 169-2023 be introduced and read a first and second time:

169-2023 BY-LAW TO CONFIRM PROCEEDINGS OF THE COUNCIL OF THE CORPORATION OF THE CITY OF WINDSOR AT ITS SPECIAL MEETING HELD ON THE 13th day of December, 2023.

Carried.

14. MOVE BACK INTO FORMAL SESSION

Moved by: Councillor Angelo Marignani

Seconded by: Councillor Kieran McKenzie

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

- 1) Items Deferred Items Referred
- 2) Consideration of the Balance of Business Items (as amended)
- 3) By-laws given first and second readings as presented

Carried.

16. THIRD AND FINAL READING OF THE BY-LAWS

Moved by: Councillor Mark McKenzie

Seconded by: Councillor Jim Morrison

That the By-law No. 169-2023 having been read a first and second time be now read a third time and finally passed and that the Mayor and Clerk **BE AUTHORIZED** to sign and seal the same notwithstanding any contrary provision of the Council.

Carried.

Minutes

Special Meeting of Council
Wednesday, December 13, 2023

21. ADJOURNMENT

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

Carried.

Accordingly, the meeting is adjourned at 3:44 o'clock p.m.

Mayor

City Clerk



Correspondence Report: CMC 1/2024

ATTACHMENTS

Subject: Correspondence - Monday, January 15, 2024

No.	Sender	Subject
7.1.1	Ministry of the Environment, Conservation and Parks	Update on amendments to the Public Work Class Environmental Assessment Commissioner, Infrastructure Services and City Engineer (Interim) GP2024 Note & File
7.1.2	Essex Region Conservation Authority	2024 Draft Budget – 30 Day Notice to Member Municipalities Commissioner, Infrastructure Services and City Engineer (Interim) Commissioner, Economic Development Commissioner, Finance & City Treasurer GCE2024 Note & File
7.1.3	Town of Tecumseh	Oldcastle Hamlet Special Planning Study Notice of Public Open House Commissioner, Infrastructure Services and City Engineer (Interim) Commissioner, Economic Development Acting City Solicitor Chief Building Official SPL2024 Note & File

Subject: FW: Update on amendments to the Public Work Class EA

From: EA Modernization (MECP) <EAModernization.MECP@ontario.ca>

Sent: Monday, December 18, 2023 5:11 PM

To: EA Modernization (MECP) <EAModernization.MECP@ontario.ca>

Subject: Update on amendments to the Public Work Class EA

Greetings:

I want to thank you for your interest and involvement to date in actions the government is taking to modernize Ontario's environmental assessment program. Today, I am writing to provide you with an update on decisions made by the province on the proposed amendments to the Public Work Class Environmental Assessment (Public Work Class EA).

Ministers Decision

Following consultation with Indigenous communities, proponents, stakeholders and government agencies, the Minister has made changes to the Public Work Class EA to better align assessment requirements with potential environmental impact.

The amendments include:

- Changing the name from the "Class EA for Public Work" to the "Government Property Class EA".
- Exempting low-risk projects to allow for a better fit of EA effort to potential environmental risks, based on implementation experience and/or changes to address public interest by allowing for more efficient implementation of projects for communities (e.g. operation and maintenance, emergencies, administrative undertakings with no physical works, small structures, etc.)
- Clarifying the roles of the applicant and proponents.
- Replacing the Category Listing Matrix and changing the screening process to allow proponents to screen (exempt) projects subject to the Class EA process or to elevate a project to a Category C project based on a series of screening questions.
- Including provisions for the proponent to consider and address any potential impacts related to source water protection, as well as to assess climate change impacts and consider cumulative effects, in Category B and C projects.
- General amendments to simplify the assessment process, provide information on the duty to consult and consultation with Indigenous communities, improve notification and identification of stakeholders, and update the Class EA, where appropriate, to align with other Class EAs and consequential amendments.

Note: the amended Class EA does not include any changes related to the [Moving to a project list approach under the Environmental Assessment Act](#). At the time of this decision to amend the Class EA, the review of input received on that proposal remains underway.

These amendments will better align the assessment requirements for projects in respect of government property with their anticipated environmental impacts; clarify process requirements; and increase the efficiency of the class environmental assessment process, while maintaining strong environmental oversight and protection.

The amendments to the Public Work Class EA came into effect on December 18, 2023, which is the day the notice of the amendment was posted on the ERO. Detailed information on the amendments can be found at:

<https://ero.ontario.ca/notice/019-7877>.

Background

In 2019, the Ministry of the Environment, Conservation and Parks sent a request to all provincial Class EA holders to propose changes that would better align requirements for projects with their potential for environmental impacts, eliminate duplication

and find efficiencies in the Class EA assessment process. In response, the Ministry of Infrastructure (MOI) submitted a proposal that recommended several amendments to the Public Work Class EA.

On July 8, 2020, the proposed amendments to the Public Work Class EAs were posted to the Environmental Registry of Ontario (ERO) for a 45-day public comment period.

On behalf of the ministry, I would like to thank you for providing comments on the proposed amendments to the Public Work Class EA. All comments received on the proposed amendments have been considered by the Minister when making the decision about the amendments.

If you have any questions or concerns, please contact the ministry's EA Modernization Team:
EAModernization.MECP@ontario.ca.

Sincerely,

Annamaria Cross
Director, Environmental Assessment Modernization Branch
Ministry of the Environment, Conservation and Parks



admin@erca.org

P.519.776.5209

F.519.776.8688

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

December 19, 2023

Town of Amherstburg

Town of Essex

Town of Kingsville

Town of LaSalle

Municipality of Leamington

Municipality of Lakeshore

Township of Pelee

Town of Tecumseh

City of Windsor

Attention: Municipal Council Clerks (for distribution)

**RE: ESSEX REGION CONSERVATION AUTHORITY 2024 DRAFT BUDGET
30 DAY NOTICE TO MEMBER MUNICIPALITIES**

Please find attached the 2024 Draft Budget for the Essex Region Conservation Authority (ERCA). We do not anticipate that there will be changes to this document and the draft Budget was approved for circulation by the ERCA Board of Directors at the regular meeting on December 14, 2023. Should Administration receive further direction from the Board, revised materials will be circulated at the earliest opportunity.

Ontario Regulation 402/22 requires that participating municipalities receive a minimum a 30-day notice for which a meeting where a weighted and recorded vote will be taken, respecting non-matching levies. The weighted vote will take place on Thursday, February 15, 2024, at a meeting of the ERCA Board of Directors.

Should you have any questions regarding this 2024 Draft Budget, please feel free to contact Mr. Tim Byrne, tbyrne@erca.org or by phone 519-776-5209 ext. 350.

Thank you,

Tim Byrne
CAO/Secretary-Treasurer

Shelley McMullen
CFO/Director, Finance and Corporate Services

Attachments: ERCA 2024 Draft Budget, Discussion & Analysis



Essex Region Conservation Authority

Board of Directors

BD48/23

From: Shelley McMullen, CFO/Director of Finance & Corporate Services

Date: Tuesday, December 5, 2023

Subject: 2024 Draft Budget and Municipal Cost Apportionment

Compliance Action: [Conservation Authorities Act, R.S.O. 1990, c. C.27](#)
[O. Reg. 686/21 Mandatory Programs and Services](#)
[O. Reg. 687/21 Transition Plans and Agreements for Programs and Services](#)
[O. Reg. 402/22 Budget and Apportionment](#)

Recommendation 1: THAT the 2024 Draft Budget including the Budget Discussion & Analysis companion document, be received for Members' review and approval; and further,

THAT the Board of Directors support the municipal cost apportionment of \$2,971,088, for mandatory programs and services (+2.6%,\$75,965) as supported by the Finance and Audit Advisory Board (Resolution FAAB 09/23); and further,

THAT the Board of Directors support the reduced municipal cost apportionment of \$317,262, restricted to the seven unanimously supported Category 3 programs and services (-63.7%,-\$555,850), and reflecting the outcome of municipal discussions and Resolutions of Councils, regarding the Cost Apportioning Agreement for Category 3 (non-mandatory) programs and services; and further,

THAT Administration circulate the 2024 Draft Budget, Discussion & Analysis companion document, as attached herein, to member municipalities for consultation in accordance with Ontario Regulation 402/22.

Recommendation 2: THAT the Board of Directors continue to endorse the full suite of Category 3 non-mandatory services, as described in the funding envelope, and included in the draft municipal Cost Apportioning Agreements; and further,

THAT the Board of Directors support the temporary pausing of the watershed stewardship & agricultural outreach program for 2024 and exclude it from non-mandatory cost apportionment, due to insufficient funding; and further,

THAT Administration continue to engage interested member municipalities in the support of agreed-to contributions for land acquisition and protection; and further,

THAT the Board of Directors accept discretionary municipal contributions to a new and separate land acquisition and protection fund, if directed by any member municipality and included in its Cost Apportioning Agreement, or a revised Agreement with the Authority.

Background:

Administration has prepared a comprehensive companion budget document, which forms an integral part of this report, and includes the detailed 2024 draft budget, management's discussion, and extensive analysis. As required by *Ontario Regulation 402/22*, the budget is segmented by category of program and service, primarily Category 1, the mandatory programs of conservation authorities, as listed in *Ontario Regulation 686/21* and Category 3, the beneficial but non-mandatory programs and services of the Authority, as endorsed by the Board of Directors (BD 09/22). Category 2 services are the municipal services, provided by the Authority at the request of one or more municipalities and operated in accordance with an agreement. Category 2 services are included for a nominal amount in this budget and reflect the *Part IV Clean Water Act* municipal risk management services.

As of January 1st, 2024, the Authority is required to have municipal Cost Apportioning Agreements in place, to cost apportion (levy) for non-mandatory programs and services, that require any amount of municipal financial assistance. Administration is pleased to report that agreements have been signed or will be signed shortly, to allow the Authority to cost apportion for up to seven programs and services, over the term of the agreement, as seven programs of the proposed nine non-mandatory programs were unanimously approved and fully supported across the region. It should be noted that although seven programs have unanimous support in the funding envelope, availability of other funding sources from year to year, may result in any one program not requiring cost apportionment in the current budget cycle.

While the City of Windsor proposed nominal support for the watershed stewardship/agricultural outreach program, that impact, combined with other funding challenges, make the program unsustainable in its current form and the program will be paused for 2024. As the City of Windsor will not directly contribute to the Authority's existing land acquisition fund, negating the historical approach of levying for this program, but recognizing the sustained and expressed interest from other member municipalities, Administration recommends that the Board of Directors accept discretionary municipal contributions. Administration proposes that the agreed-to contributions be made to a new and separate land acquisition and protection fund, if directed by any member municipality, and included in its Cost Apportioning Agreement, or a revised Agreement, with the Authority.

The non-mandatory programs, requiring municipal financial support in 2024, are shown in Appendix F along with the proposed 2024 cost apportionment.

The Authority delivers its programs through five main service delivery areas: Watershed Management Services; Conservation Services; Water Quality/Research; Communications/Community Outreach; General/Administration; and details regarding program highlights and budgets, are included in the document, 2024 Draft Budget, Discussion & Analysis (Attachment 1).

Administration continues to support the Province's mandate to improve consistency and comparability across all conservation authorities and to promote transparency of the specific programs and services that ERCA delivers, including the mechanisms of funding for both the mandatory and non-mandatory programs and services. This budget and the companion document respond to that objective.

Highlights From Discussion & Analysis Document:

- Building on the 2023 Budget content and presentation, Administration has further refined its 2024 budget document and presentation of 2024 projected financial activities, to fully reflect the construct for the disclosure of mandatory and non-mandatory programs and services, including funding sources, as required by [Ontario Regulation 402/22: Budget and Apportionment](#).
- As previously reported, the Authority was required to engage its municipal funders in consultations during 2023, with respect to its inventory of programs and services, and additionally to execute cost apportioning (funding) agreements no later than January 1, 2024. Cost apportioning agreements are required when municipal funding is necessary in order for the Authority to provide a Category 3 non-mandatory program or service.
- Administration, in consultation with the Finance and Audit Advisory Board on October 30th, December 1st, and 4th, has revised the 2024 budget to reflect the City of Windsor's council resolution of November 27th, 2023. The 2024 budget was initially prepared with a recommended total increase of \$96,115 (2.6%) to cost apportionment (levies), but as a result of the City's reduction in funding for land acquisition and watershed stewardship/agricultural outreach, the budget has been adjusted to **reflect a \$479,885 (-12.7%) decrease in the total cost apportionment. While municipal cost apportionment of \$2,971,088, is required for mandatory programs and services (2.6%,\$75,965), the municipal non-mandatory cost apportionment of \$317,262, has been significantly reduced (-63.7%,-\$555,850) from 2023, and is allocated solely to the remaining seven, and unanimously supported, Category 3 programs and services.**
- With the limited funding approved by the City of Windsor for the watershed stewardship & agricultural outreach program, and few government grants expected in the near term for water quality initiatives, Administration recommends the temporary pausing of the program for 2024 and it has been excluded from non-mandatory cost apportionment for 2024. Administration will undertake a review of the program in 2024, to determine which program elements are considered mandatory under the Source Protection program and plan accordingly for 2025.
- The Authority's budget includes mandatory program expenses of \$6.27 million, including capital projects, plus an additional \$254,000 in transfers to reserve funds, for a total of \$6.5million. Non-mandatory operating expenses of ~\$2.33million are included, plus a transfer to the JRPH preservation reserve fund of \$15,000, and a transfer to the HBCA maintenance reserve of \$13,000

for a **total adjusted budget of \$8,888,090**. Total revenues of \$7,880,090, plus reserve fund transfers of \$1,008,000, are expected to provide the required funds of \$8,888,090 for operations and construction/purchase of assets.

- Municipal cost apportionment of \$2,971,088 is required to fulfil the Authority's mandated obligations in 2024. Non-mandatory cost apportionment of \$302k is required to maintain other core watershed programs, which operate on a recurrent annual basis and \$15,000 is allocated to the JRPH preservation fund. The total municipal cost apportionment required to fund all categories of services is reduced to \$3,288,350 from \$3,768,235.
- While the overwhelming majority of cost apportionment (90%) supports delivery of mandatory programs, mandatory programs are also financed by provincial transfer payments, permit revenues, user fees and internal chargebacks, with total offsetting revenue sources expected to exceed \$1.8million in 2024.
- Between 2017 and 2023, local municipal investment has attracted \$1.18 for every \$1 of municipal investment, for all non-mandatory programs, special and capital projects combined. Between 2017 and 2023, the Authority received municipal funds of \$ 12,717,242, representing municipal and special-project funds, for programs and projects, that are categorized as non-mandatory under the Act. During that time, grant funds of \$ 14,944,590 were received, supporting those very same initiatives. The non-mandatory work relating to the water quality program attracted \$3.38 from outside funding sources for every municipal dollar, followed by the tree planting/restoration program which attracted \$3.55 for every municipal dollar of investment.
- This budget reflects anticipated changes to 2024 wages and benefits, as well as grid increases for applicable staff members, as service hours are completed. While no additional permanent staffing positions are included, enhanced seasonal staff capacity is required to support the operational demands of conservation areas and greenways.
- Year over year budget pressures, for mandatory programs and services total \$527,400 but offsetting items included in the budget total \$451,435, for a net increase in mandatory cost apportionment of \$75,965. Non-mandatory budget pressures amounted to \$95,400 but offset by the reduction in land acquisition funding and pausing of the agricultural stewardship/outreach program, resulting in an estimated non-mandatory cost apportionment decrease of \$555,850. Details are included in Tables 1 and 2 of the attached 2024 Draft Budget Discussion and Analysis document (on pages 8 & 10).
- The greatest threats to the Authority's financial condition and future sustainability primarily relate to the risk of infrastructure and facilities obsolescence and deterioration at two sites (John R Park Homestead, and Greenways), specifically the challenges associated with heritage asset preservation at JRPH and the magnitude of required repairs/replacements of bridges, culverts and crossings for three greenways. An asset condition report (including cost estimates) has revealed an infrastructure deficit that exceeds \$1million at John R Park Homestead and a draft report suggests a further requirement of \$1.8million for replacement of Greenway bridges/crossings, over the next five (5) years. The Authority does not own the infrastructure at Holiday Beach and is engaged in discussions with the Ministry of Natural Resources and Forestry, regarding asset management for this property.

- The 2024 draft budget continues with prioritizing ongoing repair and replacement of infrastructure, in response to asset condition reports, noted above. The capital budgets include mandatory and non-mandatory project expenses of ~\$1.6million and include the shoreline remediation project at Hillman Marsh Conservation Area, funded by the Provincial government.

Recommendations:

Administration recommends a municipal cost apportionment of \$2,971,088, (Appendix B) to fund the Authority's mandatory programs and services (increase of 2.6%, \$75,965), supported by the Finance and Audit Advisory Board (Resolution FAAB 09/23). Administration also recommends a reduced municipal cost apportionment of \$317,262, to support the seven unanimously supported Category 3 programs and services (decrease of 63.7%, -\$555,850), as shown in Appendix F.

Due to ongoing funding challenges, Administration recommends the temporary pausing of the watershed stewardship/agricultural outreach program for 2024 and with the City of Windsor's decision, to not fund (directly) the Authority's existing land acquisition fund, Administration recommends that the Board of Directors accept discretionary municipal contributions to a new and separate land acquisition and protection fund, if directed by any member municipality and included in its Cost Apportioning Agreement, or a revised Agreement, with the Authority.

Approved By:



Tim Byrne
CAO/Secretary Treasurer

Attachments:

- Attachment 1 – 2024 Budget, Discussion & Analysis

Appendices (included in the attachment above):

- Appendix A – 2024 Draft Detailed and Summary Budgets
- Appendix B - 2024 Draft Municipal Cost Apportionment Schedule
- Appendix F – Category 3 Funding Envelope and Cost Apportionment for Non-Mandatory Programs & Services

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CONSERVATION AUTHORITIES AND LEGISLATIVE BACKGROUND

In Ontario, conservation authorities develop and deliver local, watershed-based resource management programs on behalf of the province and municipalities. Conservation authorities are public sector organizations established by the Province and governed by the Conservation Authorities Act (Act), which is administered by the Ministry of Natural Resources and Forestry. Some legislative provisions, including those related to Source Water Protection, are the responsibility of the Ministry of the Environment, Conservation and Parks.

Conservation authorities carry out mandatory programs that serve provincial and municipal interests, including:

- natural hazard management / risk mitigation and protection
- flood and erosion control
- management of conservation authority owned land
- drinking water source protection (under the *Clean Water Act*)
- surface water and groundwater monitoring programs

They also provide advice to municipalities on natural hazard management, planning matters and regulate impacts of development and activities in hazardous lands (such as floodplains, shorelines or wetlands), and ensure public safety through a permitting process.

Since its establishment by the Province in 1973, the Essex Region Conservation Authority (ERCA) has been serving its local participating municipalities by providing programs, leadership, the coordination across municipal boundaries, and the management of local natural resources. The recent changes to the Act allow municipalities to continue to work with local conservation authorities to: develop and deliver additional local natural resource programs and services; and have more control over funding of non-mandatory programs and services. ERCA is committed to delivering the non-mandatory local natural resource programs and services, in consultation with its municipal funders.

In accordance with the legislative requirement, Administration is presenting 2024 budget information based on the segregation of its activities into mandatory and non-mandatory programs and services. While the Authority delivers its programs through five service delivery areas, they are also further refined into sub-units, as presented in the Programs & Services charts below.

PRIMARY SERVICE DELIVERY AREAS

- 1. Watershed Management Services** is identified as mandatory and ensures that development in the region progresses in a sustainable manner. Within this business unit, Development Services, Watershed/Water Resources Engineering, Flood Management/Flood Forecasting and Warning, and Watershed Planning are all identified as mandatory services.
- 2. Conservation Services** protects, restores, and manages natural heritage systems within ERCA's watersheds. Conservation lands management, passive recreation at conservation areas, and tree planting and restoration on conservation lands, are identified as mandatory services. Conservation Services identified as non-mandatory in the Act include tree planting and restoration on private or municipal lands, and Holiday Beach Conservation Area operations.
- 3. Water Quality Services** endeavors to improve the health of local watercourses. Source Water Protection is identified as a mandatory service and ensures local sources of drinking water are protected through the implementation of policies in the Source Protection Plan. Water quality monitoring to support the Provincial Water Quality Monitoring Network is also identified as mandatory, while other watershed science programs such as the more extensive and informative water quality monitoring and agricultural Best Management Practices fall under the non-mandatory category.
- 4. Communications & Outreach Services** supports all business units of the Authority, through design and provision of all communications collateral including videos, signage, brochures and website content. Corporate communications, supporting mandatory activities, are identified as mandatory, while curriculum-based outdoor education, museum operations at the John R. Park Homestead and most outreach activities are non-mandatory. Communications & Outreach Services provide an essential link to external stakeholders.
- 5. General / Corporate Services** provides leadership and management in the delivery of all programs and services. Administration and oversight are central to the successful functioning of the entire organization, through the office of the CAO, and services are categorized as mandatory due to legislative requirements pertaining to the corporation. Corporate Services is organized into four program areas: Governance & Risk; Financial Services; Human Resources; and Information Management/Technology. Team members work collectively to ensure corporate compliance with multiple pieces of legislation and also provide support to the Foundation.

The following table presents the detailed categorization of the Authority’s portfolio of programs and services:

Conservation Authorities Act 21.1 - Mandatory Programs & Services			
Risks of Natural Hazards	Conservation and Management of Lands Owned /Controlled	Water Quality/DWSP	Administration & Corporate Services
<p>S.28 Regulations/ Permits</p> <p>Protection of new development and maintenance, upgrades and repairs to existing development</p> <p>S.39 Flood/Erosion Program</p> <p>Maintaining a regional flood forecasting contingency plan</p> <p>Watershed Engineering</p> <p>Stormwater Management reviews, hazards modelling and mapping, project management services to municipalities</p> <p>Planning – Risk of Hazards</p> <p>Review and input on long-range planning instruments (OPs, OPAs), coordination of watershed-scale studies</p>	<p>CA Lands & Infrastructure Management (Forest Mgmt, Biodiversity, Long Range Plans & Land Strategies)</p> <p>CA Lands & Infrastructure Maintenance (Operational day to day)</p> <p>CA Lands - Restoration of Natural Areas (Tree replacement, wetlands, etc.)</p>	<p>Drinking Water Source Protection Authority under the Clean Water Act (2006)</p> <p>Provincial surface and ground water monitoring program</p>	<p>Corporate Governance, Board of Directors, CAO</p> <p>Risk Management & Legislative Compliance</p> <p>Finance, Budgets, Financial Statements</p> <p>Human Resources</p> <p>Information Systems / Records / Technology</p>
	<p>Climate Change – Risk of Hazards</p> <p>Consider impacts with respect to regulatory, engineering, and planning related decisions with respect to natural hazards. This program is integrated into daily work activities</p>	<p>Municipal Water & Erosion Control (WECI) Projects</p> <p>(50% Municipal / 50% Province)</p> <p>Other municipal technical studies or infrastructure projects</p> <p>(100% municipally funded)</p>	<p>Corporate Communications</p>
TRANSFERS TO INFRASTRUCTURE RESERVES – CONSERVATION AREAS ASSET REPLACEMENT			
TRANSFERS TO CORPORATE (ADMINISTRATIVE) RESERVES – LEGAL, HR, IT, ETC.			

Conservation Authorities Act 21.1 - Non-Mandatory Programs & Services

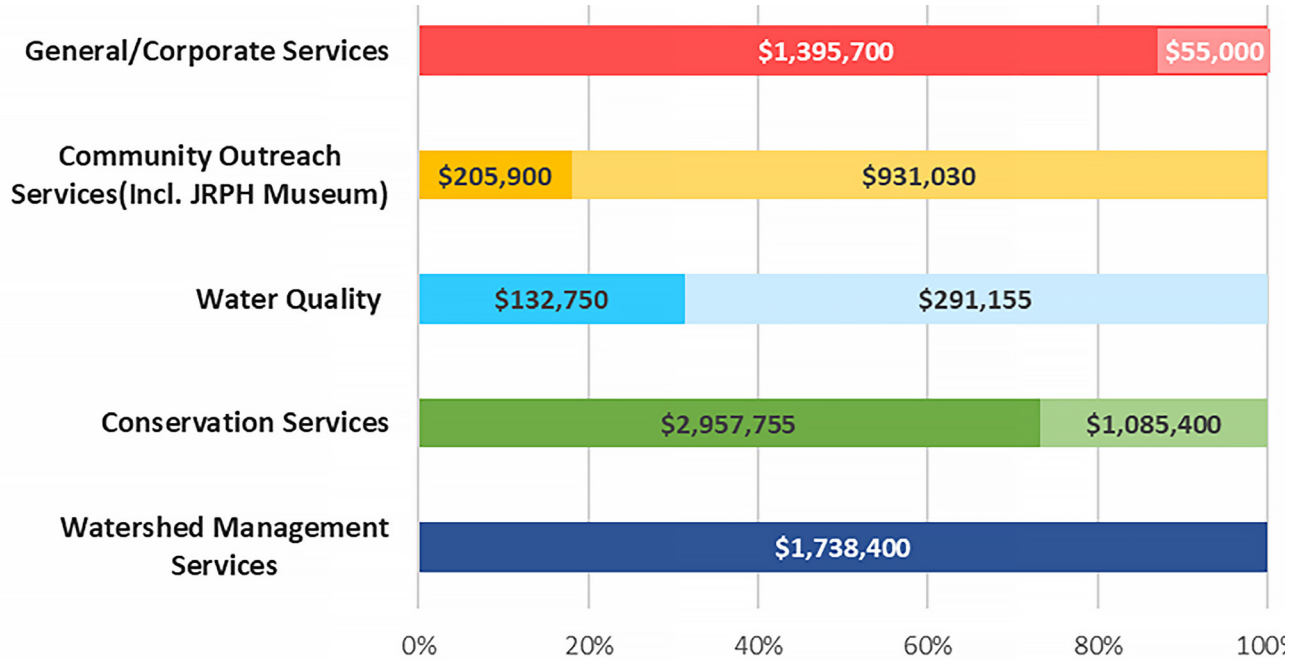
Watershed Management Services	Conservation Services	Water Quality	Education & Outreach Services
	<p style="text-align: center;">Land Securement & Acquisition</p> <p style="text-align: center;">Restoration - Non ERCA lands (fee for service or grant subsidized)</p> <p style="text-align: center;">Holiday Beach Management - Agreement 2001-2031</p>	<p style="text-align: center;">Water Quality & Monitoring</p> <p style="text-align: center;">Special grant/term-limited research projects & studies</p> <p style="text-align: center;">Municipal Services provided through agreement (Risk Management Services Part IV CWA) Conservation Authorities Act 21.1.1</p>	<p style="text-align: center;">Educational programming - various CA locations</p> <p style="text-align: center;">General outreach, events and partnership engagement</p> <p style="text-align: center;">Other externally - funded community engagement projects</p> <p style="text-align: center;">John R. Park Homestead museum and Education Programs and Preservation of Heritage Buildings</p>
			<p>Essex Region Conservation Foundation</p>

To enhance the reader’s understanding of the Authority’s programs and current funding mechanisms, and to respond to the Province’s demand for funding transparency, ERCA Administration has provided additional analysis, relating to non-mandatory programming through the identification of activities which require a degree of Municipal funding support and those that are specific to term-limited special projects or fee-for-service activities and are not municipally funded.



The budget for the five business units/service-delivery areas, allocated between mandatory (in bold) and non-mandatory functions is highlighted below:

2024 Budget by Service Delivery Area by Mandatory / Non-Mandatory Functions - \$8.8M



Darker colours represent mandatory services, and lighter colours represent non-mandatory services

2024 Overview and Analysis

- Administration, in consultation with the Finance and Audit Advisory Board on October 30th and on December 1st, has revised the 2024 budget to reflect the City of Windsor’s council resolution of November 27th, 2023. The 2024 budget was initially prepared with a recommended increase of \$96,115 (2.6%) to levies (cost apportionment), but as a result of the City’s reduction in funding for land acquisition and watershed stewardship/agricultural outreach, the budget has been adjusted to reflect a \$479,885 (-12.7%) decrease in total levies.
- As in 2023, the 2024 draft budget prioritizes ongoing repair and replacement of infrastructure in response to asset condition reports for greenway infrastructure (bridges/culverts) and JRPB museum/heritage buildings. An asset condition report (including cost estimates) has revealed an infrastructure deficit that exceeds \$1million at John R Park Homestead and a draft report suggests a further requirement of \$1.8million for replacement of Greenway bridges/crossings, over the next five (5) years. The capital budgets include mandatory and non-mandatory project expenses of ~\$1.6million and includes the shoreline remediation project at Hillman Marsh Conservation Area.

- The Authority's budget includes mandatory program expenses of \$6.27 million, including capital projects, plus an additional \$254,000 in transfers to reserve funds, for a total of \$6.5million. Non-mandatory operating expenses of ~\$2.33million are included, plus a transfer to the JRPH preservation reserve fund of \$15,000, and a transfer to the HBCA maintenance reserve of \$13,000 for a total adjusted budget of \$8,888,090. Total revenues of \$7,880,090, plus reserve fund transfers of \$1,008,000, are expected to provide the required funds of \$8,888,090 for operations and construction/purchase of assets.
- Municipal cost apportionment of \$2,971,088 is required to fulfil the Authority's mandated obligations in 2024. Non-mandatory cost apportionment of \$302k is required to maintain other core watershed programs, which operate on a recurrent annual basis and \$15,000 is allocated to the JRPH preservation fund. The total municipal cost apportionment required to fund all categories of services is reduced to \$3,288,350.
- While the overwhelming majority of cost apportionment (90%) supports delivery of mandatory programs, mandatory programs are also financed by provincial transfer payments, permit revenues, user fees and internal chargebacks, with total offsetting revenue sources expected to exceed \$1.8million in 2024.
- Between 2017 and 2023, local municipal investment has attracted \$1.18 for every \$1 of municipal investment, for all non-mandatory programs, special and capital projects. Between 2017 and 2023, the Authority received municipal funds of \$ 12,717,242, representing municipal and special-project funds, for programs and projects, that are categorized as non-mandatory under the Act. During that time, grant funds of \$ 14,944,590 were received, supporting those very same initiatives. The non-mandatory work relating to the water quality program attracted \$3.38 from outside funding sources for every municipal dollar, followed by the tree planting/restoration program which attracted \$3.55 for every municipal dollar of investment.
- This budget reflects anticipated changes to 2024 wages and benefits, as well as grid increases for applicable staff members, as service hours are completed. While no additional permanent staffing positions are included, enhanced seasonal staff capacity is required to support the operational demands of conservation areas and greenways.
- Year over year budget pressures, for mandatory programs and services total \$527,400 but offsetting items included in the budget total \$451,435, for a net increase in mandatory cost apportionment of \$75,965. Non-mandatory budget pressures amounted to \$95,400 but offset by the reduction in land acquisition funding and pausing of the agricultural stewardship/outreach program, resulting in an estimated non-mandatory cost apportionment decrease of \$555,850. Details are included in Tables 1 and 2.
- The greatest threats to the Authority's financial condition and future sustainability primarily relate to the risk of infrastructure and facilities obsolescence and deterioration at two sites (John R Park Homestead, and Greenways), specifically the challenges associated with heritage asset preservation at JRPH and the magnitude of required repairs/replacements of bridges, culverts and crossings for three greenways. The Authority does not own the infrastructure at Holiday Beach and is engaged in discussions with the Ministry of Natural Resources and Forestry, regarding asset management for this property.

YEAR OVER YEAR BUDGET PRESSURES AND MITIGATING MEASURES

Financial Pressures and Cost Drivers Mandatory Programs and Services

- Consultants are expected to be engaged during 2024, to assist with the development of the mandatory Watershed Resources Strategy.
- Two WMS positions will be returned to full-time status to address permit volumes and address departmental capacity while certain staff are directed to fulfilling mandatory policy work.
- Additional capacity is proposed to be added to Conservation Services to address winter repair projects and additional seasonal maintenance demands due to CASO and Collavino properties.
- Includes anticipated COLA increases and grid/pay equity increases for all affected and potentially affected staff.
- A shifting of certain staff to support the mandatory policies, from non-mandatory projects.
- Includes return to work of staff members on legislated/authorized leaves in 2023.
- Includes IT costs related to accounting system migration to Microsoft Dynamics and WMS PIMS application.

Mitigating Measures

- High interest rates continue to mitigate budget increases with additional interest revenues of \$106k included, over the 2023 budgeted amount.
- The transfer to the infrastructure fund is reduced to planned \$200k level from 2023 one-time increase to \$325k, however interest of \$44,000 is expected to increment the fund.
- Fee for service levels are increased to reflect 2023 volumes, which are higher than the 2023 conservative budget for fees.
- Staff positions, vacant or expected to be vacant in 2024 due to attrition, and which were supporting municipal natural heritage (Planning) requirements, will not be refilled.

Table 1- Budget Pressures and Mitigating Items - Mandatory and General (Administrative/Corporate) Programs & Services

2024 BUDGET PRESSURES/SAVINGS MANDATORY AND GENERAL (ADMINISTRATIVE) PROGRAMS & SERVICES

Item	Impacts	Year over Year Budget Impact
Consulting - mandatory policies under CAA due 12/31/2024	WMS	105,000
Reduction in special project grants (watershed modelling, Hillman)	WMS/Cons Svcs	54,300
COLA/Pay Equity/staffing assignment adjustments	WMS	51,550
COLA/Pay Equity/staffing assignment adjustments	Corp Svcs	49,000
Reduction in transfers from reserves/def revenues	Corp Svcs	47,250
COLA/ grid movements/staffing reassignments from NMS	Cons Svcs	46,000
Conservation areas maintenance staff-retain staff during winter + increased seasonal capacity for CASO/Collavino	Cons Svcs	45,500
Consulting/training - Business Central migration & implementation	Corp Svcs	44,400
Staffing reassignments to 2024 Transition Plan deliverables	Cons Svcs	35,000
Increase provision for legal & insurance	WMS	23,200
Cloud computing/website	Corp Svcs	11,700
Campbell Scientific-flood data services	WMS	8,500
Increase provision for pay equity consulting	Corp Svcs	6,000
Total of budget items increasing mandatory cost apportionment		\$527,400

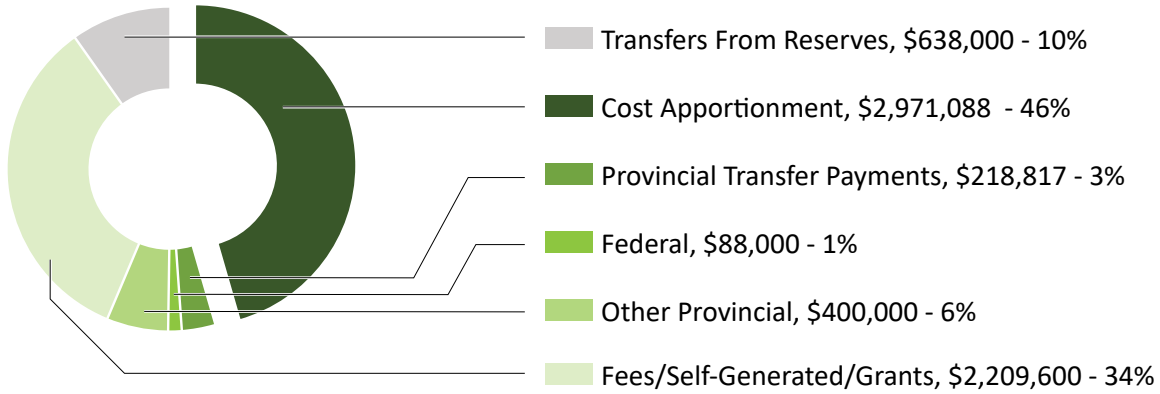
MITIGATING/OFFSETTING ITEMS- MANDATORY & GENERAL PROGRAMS & SERVICES

Item	Impacts	Year over Year Budget Impact
Reduction in transfer to Infrastructure Reserve to customary level of \$200k	Corp Svcs/Cons Svcs	125,000
Increase estimated fee for service revenues	WMS/Cons Svcs	124,200
Interest revenues/Other	Corp Svcs	106,400
Position attrition/redundancy	Cons Svcs	61,200
Increased corporate service chargebacks	Corp Svcs	16,635
Anticipated lower conservation area restoration expenses	Cons Svcs	18,000
Total offsetting items		\$451,435

Net Increase - Mandatory Cost Apportionment **\$75,965**

Sources of funds for mandatory programs and services are depicted as follows:

2024 Projected Sources of Funds- Mandatory Programs & Services



Financial Pressures and Cost Drivers Non-Mandatory Programs and Services

- Reduced government grants are anticipated after several budget cycles of robust grants, however staff continue to aggressively pursue grant opportunities.
- Accounts for reduced availability of previous year revenue transfers that were available in 2023.

Mitigating Pressures

- Primary contributor to the significant reduction in non-mandatory cost apportionment is the elimination of the transfer to the land acquisition fund and the pausing of the watershed stewardship/agricultural outreach program due to funding challenges.



Table 2- Budget Pressures and Mitigating Items – Non-Mandatory Programs & Services

2024 BUDGET PRESSURES/SAVINGS NON-MANDATORY PROGRAMS & SERVICES

Item	Impacts	Year over Year Budget Impact
WQ program expenses previously covered by WQ term-limited grants	Water Quality	25,000
Redeployment of staff from 2023 special projects/COLA and Grid increases/.8FTE increase	JRPH/FCCC	34,000
Net increase in supplies, taxes, + additional corporate service allocation	JRPH/FCCC	5,400
Reduced prior year revenue transfers	Outreach	20,000
Redeployment of staff from 2023 special projects+additional corporate service allocations	Outreach	11,000
Total of budget items increasing non-mandatory cost apportionment		\$95,400

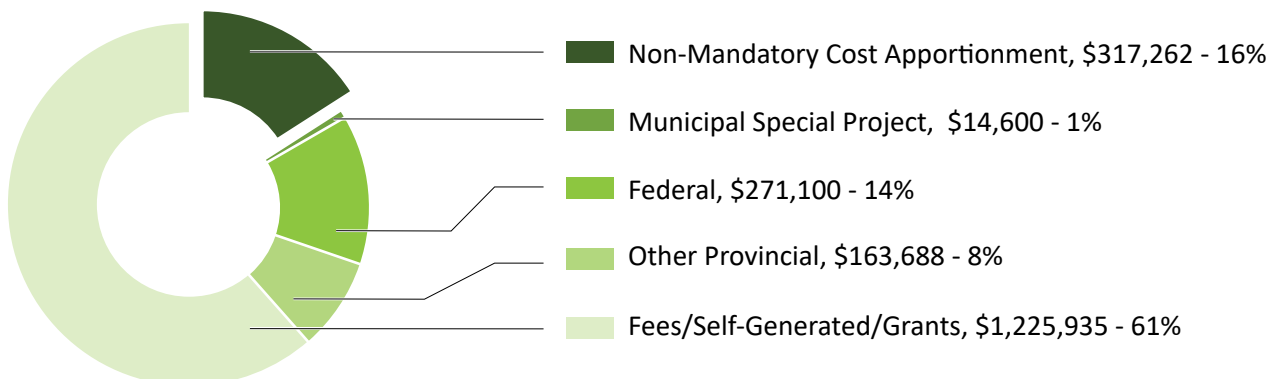
MITIGATING/OFFSETTING ITEMS - NON-MANDATORY & GENERAL PROGRAMS & SERVICES

Item	Impacts	Year over Year Budget Impact
Eliminate transfer to land acquisition	Conservation Services	540,000
Pausing of watershed stewardship/Ag outreach program	Water Quality	73,000
Increase in fees and grants	JRPH	30,250
Increase in ERCF grants	Outreach	8,000
Total offsetting items		\$651,250

Net Decrease - Non-Mandatory Cost Apportionment -\$555,850

After consideration of mitigating items described above, the required additional cost apportionment contribution, to sustain mandatory programs and services is \$75,965, but a savings of \$555,850 is anticipated as highlighted above, resulting in a net decrease in cost apportionment of \$479,885 (-12.7%).

Sources of funds for non-mandatory programs and services are depicted as follows:



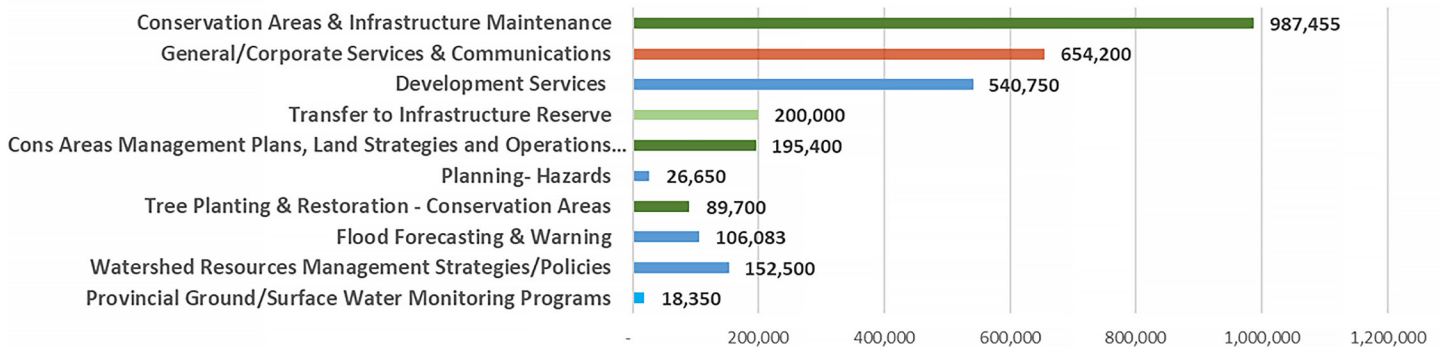
COST APPORTIONMENT ANALYSIS AND DRAFT ALLOCATION

After determining operating costs and infrastructure requirements, Administration has calculated required cost apportionment funding of \$2,971,088 to fulfil the Authority’s mandated obligations, as shown below. Municipal funding of \$317,262 is required in 2024, to support the ongoing non-mandatory services and the Authority has executed Cost Apportioning Agreements, effective for January 1, 2024. The 2024 budget aligns the previous categories of ‘General’ and ‘Clean Water~Green Spaces’ levies with mandatory and non-mandatory cost apportionment, respectively.

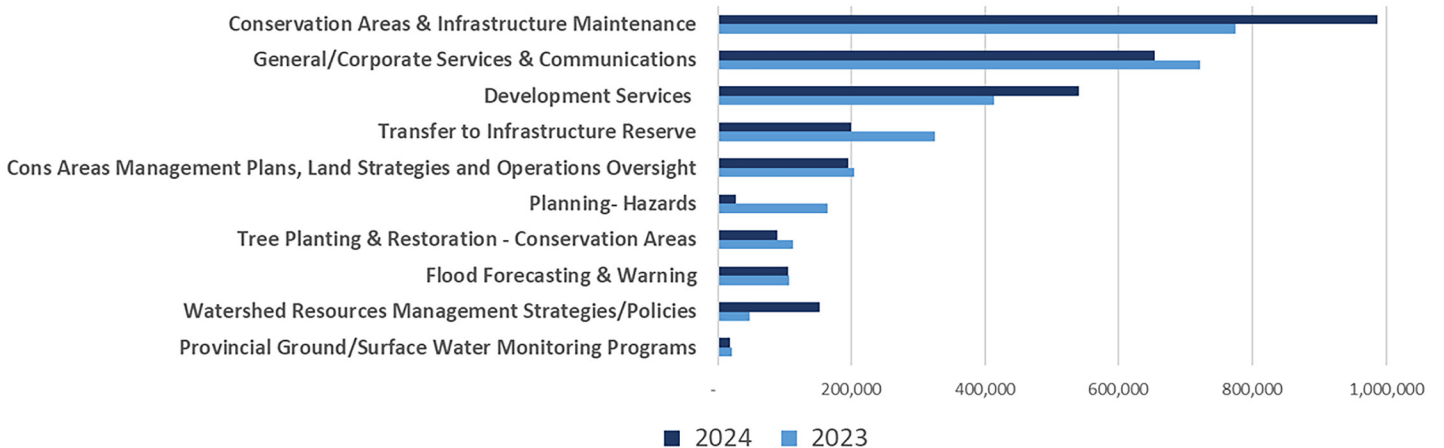
Mandatory Cost Apportionment

The Conservation Authorities Act and O. Regulation 402/22 Budget and Apportionment also make reference to General Programs and Services, defined as operating or capital costs that are not related to the provision of a program or service that an Authority provides. These costs are specific to the administrative, governance, finance, HR, communications, and IS/IT requirements of the Authority and are to be allocated to its participating municipalities using the modified current value assessment method (MVCA)

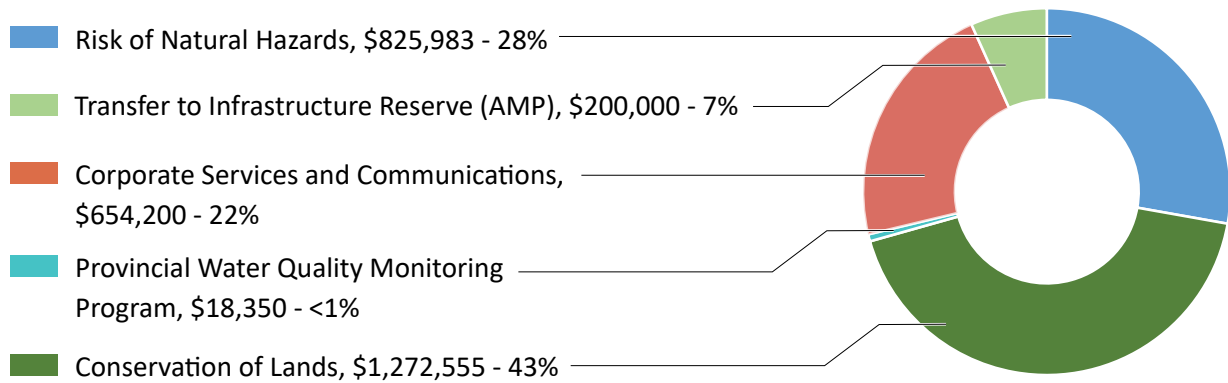
2024 Required Cost Apportionment Supporting Mandatory Programs & General Services - \$2,971,088



Cost Apportionment Supporting Mandatory Programs Services - Year Over Year Comparison



2024 Cost Apportionment Allocation \$2,971,088 - Mandatory Programs & Services

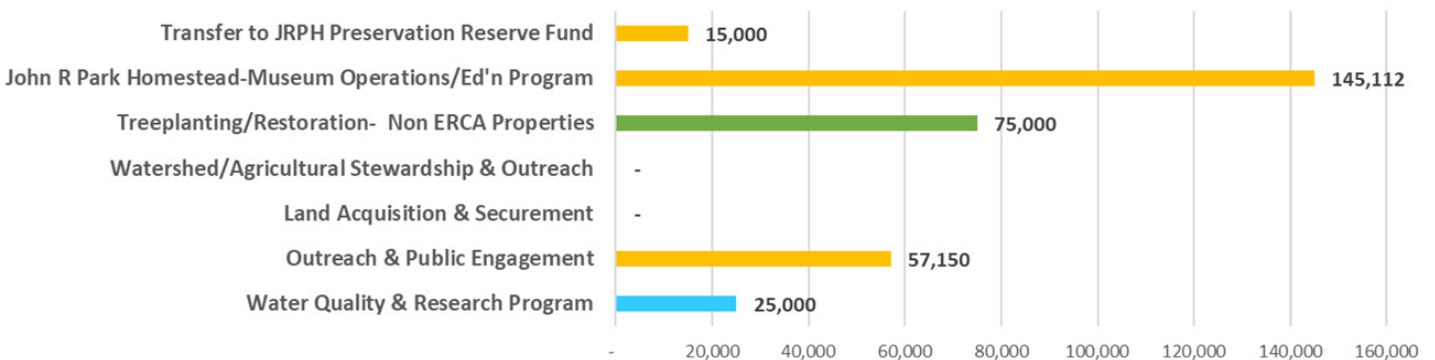


Non-Mandatory Cost Apportionment

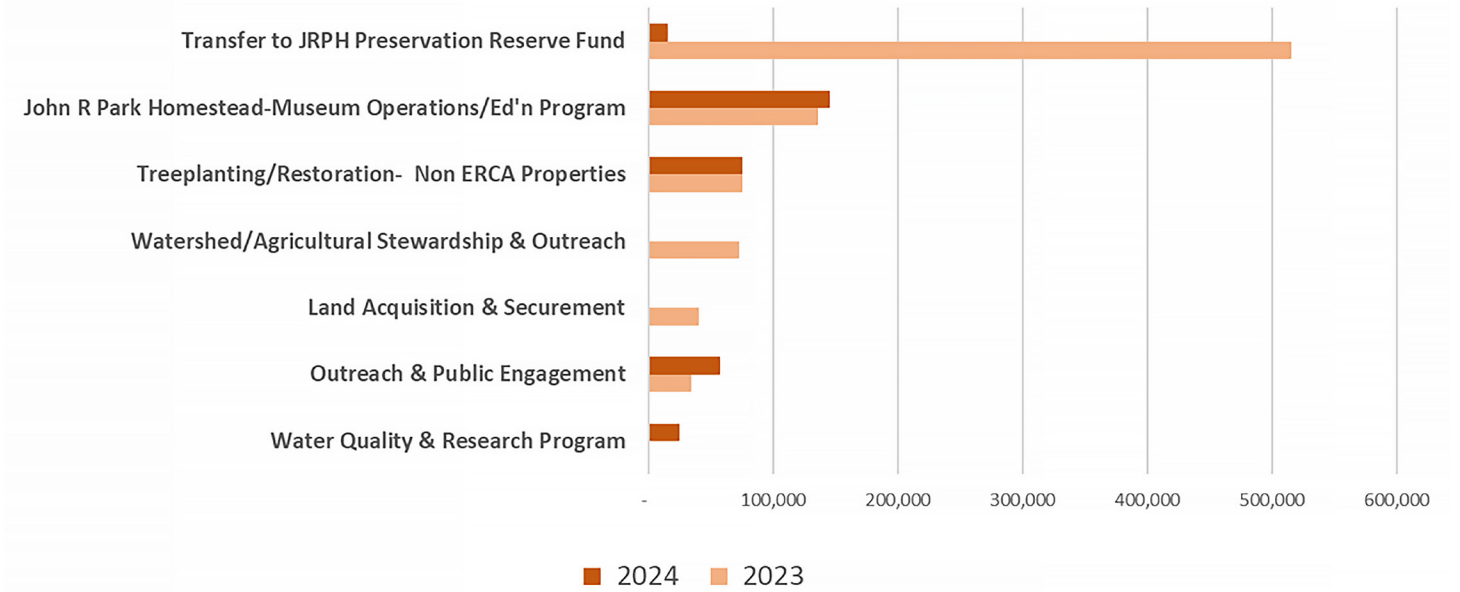
Cost Apportionment associated with non-mandatory services totals \$317,262, representing only 27% of the cost to deliver the ongoing non-mandatory programs and services. While the non-mandatory cost apportionment supports a variety of programs including tree-planting, water quality monitoring, community outreach, approximately 50% is directed to operational support of the John R Park Homestead.

Note that approximately \$330k is included in the 2024 budget, for term-limited projects financed by a third party, or government funding, or fee-for-service contracts. These projects do not require municipal funding nor do they require municipal cost-apportioning agreements.

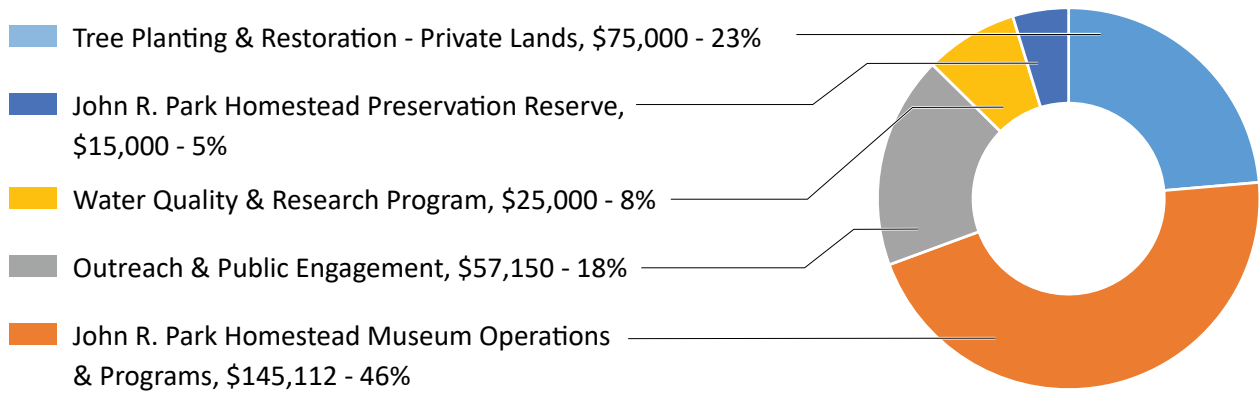
2024 Proposed Cost Apportionment (Draft) Supporting Non Mandatory Programs & Services - \$317,262



Cost Apportionment Supporting Non-Mandatory Programs & Services - Year Over Year Comparison



2024 Cost Apportionment Allocation \$317,262 - Non-Mandatory Programs & Services



INFRASTRUCTURE RISK AND REQUIRED FUNDING FOR REPAIRS / REPLACEMENT / PRESERVATION OF ASSETS

The threats to the Authority's financial condition and future sustainability primarily relate to risk of infrastructure and facilities obsolescence and deterioration at two sites (John R Park Homestead CA and Greenways). The Greenways infrastructure represents the lowest financial risk due to the fact that the infrastructure is associated with passive recreation and maintenance of same, and is eligible for mandatory cost apportionment. Conversely the JRPH museum and other heritage buildings are associated with the provision of non-mandatory services and the Authority is precluded from cost apportioning for preservation of these heritage assets, without a municipal agreement in place. This is despite the fact that the transfer of the property from the Province in 2008, contained a number of restrictive covenants and obligations, regarding operations and preservation/maintenance of the assets.

While the risk of infrastructure and facilities failure and obsolescence is an on-going concern at Holiday Beach, the Authority does not have ownership nor an easement over the property and is operating the property by way of a management agreement that expires in 2031. Significant investments have been made at this conservation area over the past 10 years, utilizing the infrastructure reserve, however operations there are fully non-mandatory and the Authority is not responsible for asset replacement. Administration is currently in discussions with MNRF (Ministry of Natural Resources and Forestry) regarding this property and the management agreement. This budget includes a small provision (\$13,000) to seed a maintenance reserve for this site, but funded with the projected HBCA operating surplus as no cost apportionment has been allocated to site operations.

As a result of the bi-furcation of programs and services into mandatory and non-mandatory and the consequential categorization of those respective assets which support the two-stream service delivery model, Administration engaged consultants in 2022, to undertake asset condition reports for both the JRPH museum and heritage buildings and the infrastructure located within Greenways, such as bridges and culverts. Being aware of the costs to maintain and replace assets is essential to the municipal discussions regarding the funding of non-mandatory services, specifically the costs to preserve the John R. Park homestead museum and buildings in perpetuity. The budget includes JRPH-related capital projects (non-mandatory) of \$370,000, but funded with the JRPH restricted reserve.

During 2022, the Authority also engaged a consultant to undertake an assessment of its Greenways bridges and crossings. The preliminary report, received in December 2022, identified projected costs for infrastructure replacements and repairs, for end of lifespan bridges/crossings, in the order of \$1.8million, recommended to be completed between 2023 and 2027. An additional \$1.2million is estimated as the cost to replace end of lifespan assets in 2032.

Upon receipt and review of final asset condition reports, Administration will initiate the update to the asset management plan.

RESERVE FUNDS (Appendix C)

The Authority maintains several reserve funds and this budget includes transfers of \$244,000 to the general infrastructure reserve fund, \$15,000 to the JRPH preservation fund, \$13,000 to the Holiday Beach maintenance reserve and \$10,000 to the Kingsville train station preservation reserve. Accounting for the transfers from reserves, of \$1,008,000,000, results in a net transfer from reserves, of \$726,000. No other transfers to reserves are contemplated in this budget. Of the \$292,000 transfer to reserves, \$200,000 is financed through mandatory cost apportionment (asset management plan), and \$15,000 is financed through non-mandatory cost apportionment (JRPH preservation). The remaining transfers to reserves are financed through user fees or with interest revenues. Capital projects include the following:

Table 3 - Capital Projects 2024 - Mandatory and Non-Mandatory Programs & Services

Mandatory Projects	Total Cost	Infrastructure/ Other Reserve
Hillman Marsh coastal erosion rehabilitation	510,000	-
Central Workshop (Civic Center) recladding/repairs	258,000	258,000
Greenways culvert/bridge remediation	140,000	140,000
Parking lot(s) resurfacing	100,000	100,000
Contingency for emergency infrastructure repairs	25,000	25,000
Conservation Areas signage	25,000	25,000
Maidstone restoration	12,000	-
Collavino development + generator (pump operation)	185,000	15,000
	\$ 1,255,000	\$ 563,000
Non-Mandatory Projects	Total Cost	Maintenance/ Other Reserve
JRPH museum preservation and maintenance	307,500	307,500
JRPH outbuilding repairs	25,000	25,000
JRPH /FCCC communications connectivity	37,500	37,500
	\$ 370,000	\$ 370,000

HUMAN RESOURCES ANALYSIS

Compensation, including payroll taxes and benefits is the Authority's largest category of expense, comprising 46% of the budget and 76% of the compensation expense is associated with mandatory services. Overall, total FTEs of 47 are slightly lower than the 48 budgeted 2023 FTEs, due to a contraction in Water Quality, as term grant funding ended in March 2023. This reduction does not impact cost apportionment, as the positions were funded with term-limited special grants.

The primary driver for the increase in FTEs related to mandatory programs is the reflection of additional human resources that are required, in order to maintain (in good condition), and operate (with acceptable risk) the many public conservation areas and greenways of the Authority. Recently, the Authority acquired the Collavino conservation area as well as CASO trail, which require active management and maintenance, resulting in additional budget pressure.

Recruitment and retention remain an on-going challenge with demand for many positions, outpacing the available supply of talent. The Authority shares positions of a similar nature, with municipalities and the public sector, which often have higher pay scales, which contributes to the recruitment challenge.

Table 4 – 2024 Compensation Analysis

	2024 BUDGETED WAGES	2023 BUDGETED WAGES	2023 PROJECTED WAGES
Total Wages & Benefits Mandatory/General Programs & Services	\$3,107,710	\$ 3,004,150	\$2,864,859
Total Wages & Benefits Non-Mandatory Programs & Services-Annual Recurring	778,695	791,350	876,290
Total Wages & Benefits Non-Mandatory Term-Limited Special Projects + Category 2 Municipal Services	208,100	334,284	348,270
Total Wages & Benefits	\$ 4,094,505	\$ 4,129,784	\$4,089,419

Table 5- Summary of Employee Full Time Equivalents

Service Delivery Area	2024 Mandatory	2024 Non-Mandatory Ongoing	2024 Non-Mandatory Term Project	2023 Mandatory	2023 Non-Mandatory Ongoing	2023 Non-Mandatory Term Project
Watershed Management Services	12.3			12		
Conservation Services	11.2	5.8	.2	9	6	1.4
Water Quality	1.2	.5	.4	1	.7	2
Comm’ns/ Outreach/ Heritage programs	1.7	5.3	.1	1.7	5	1
General/ Corporate Services	8	.4		7.7	.4	
Total FTEs	34.4	12	.7	31.4	12.1	4.4

RETURN ON LOCAL INVESTMENT

Historically, the local municipal investment and municipal special project funding directed to the Authority has been matched dollar for dollar, if not exceeded. Between 2017 and 2023, the Authority received municipal funds of \$ 12,717,242, representing municipal funds, for programs and projects, that are categorized as non-mandatory under the Act, but during that time, non- municipal funds of \$ 14,944,590 were received, supporting those very same initiatives.

A recent report to Board noted that since 2021, ERCA has received or received confirmation of \$8.6 million dollars in external funding, primarily from the Federal and Provincial Governments along with grants from non-governmental agencies (NGOs) and the Essex Region Conservation Foundation and more than \$4.9 million in grant funding was received to support non-mandatory services.

Table 6 - Leverage Analysis-External Grant Funds (excludes self-generated revenues e.g. fees)

2017-2023 Sources of Funds - On going/Core Programs & Services	Mandatory	Non-Mandatory
Cost Apportionment / Levies+ Municipal Special Project \$	\$15,903,911	\$7,697,904
Federal & Provincial Grants	2,120,834	3,229,500
Essex Region Conservation Foundation Grants	140,193	731,534
Other Non-Government Grants & Donations	41,650	981,209
Total available funds	18,206,588	12,640,157
Municipal Funding to External Grants	\$1:\$0.14	\$1:\$0.64

2017-2023 Sources of Funds - Non-Mandatory Term Limited Special	Mandatory	Non-Mandatory
Cost Apportionment / Levies+ Municipal Special Project \$		\$3,217,870
Federal & Provincial Grants		6,961,350
Essex Region Conservation Foundation Grants		451,775
Other Non-Government Grants & Donations		350,054
Total available funds		\$10,981,049
Municipal Funding to External Grants		\$1:\$2.41

For mandatory capital projects, which support passive recreation, ERCA has attracted \$1.49, for every \$1 of local taxpayer investment, primarily supported by the Foundation. Non-mandatory capital projects, have been supported with significant government grants, as shown below:

2017-2023 Sources of Funds - Capital Projects	Mandatory	Non-Mandatory
Cost Apportionment / Levies + Municipal Special Project \$	\$ 941,205	\$ 1,802,267
Federal & Provincial Grants	370,200	1,092,249
Essex Region Conservation Foundation Grants	1,029,740	905,855
Other Non-Government Grants & Donations	2,945	231,065
Total available funds	\$2,344,090	\$4,031,436
Municipal Funding to External Grants	\$1:\$1.49	\$1:\$1.24

It should be noted that the Essex Region Conservation Foundation provided funds of almost \$2.0 million, towards capital projects, between 2017 and 2023, with substantial investment directed to the Cypher Systems Greenway, the Fox Creek Conservation Centre and recently, to the JRP house repairs.

LEVERAGED INVESTMENT HIGHLIGHTS

- Since 2016, the Watershed Management Service department has successfully secured over \$1.2 million in grant funds to support flood and erosion hazard programs and projects across the Essex Region, including over \$400,000 through funding programs only available to Conservation Authorities, which have enabled significant repair and improvement projects as well as condition assessments for flood and erosion control infrastructure.
- An initial investment of approximately \$46,000 into the development of a Floodplain Prioritization assessment resulted in securing a total of \$422,000 from the federal and provincial governments to undertake updates to hydrologic and hydraulic modelling and subsequent flood mapping updates.
- Over the past 5 years, approximately 70% of secured grant funding obtained through Watershed Management Services has benefitted the City of Windsor, with the remaining 30% largely focused on maintaining critical flood control infrastructure throughout the region.
- ERCA has restored over 400 acres and planted over 400,000 trees over the past five years with \$740,000 support from CW~GS municipal funding, attracting \$2,623,500 in government grants, and non-government grants and donations, including \$163,000 from the Foundation (ERCF).
- Between 2017 and 2023, \$623,039 in CW~GS municipal funding was used to support watershed research and water quality sampling at approximately 62 sampling locations throughout the region, and 275 water quality improvement projects were implemented, while corporate, federal and provincial contributions towards these initiatives, to enhance our understanding of impacts on our local water sources, was \$2,796,337.
- From 2017 – 2023, a total of \$659,900 of municipal funding was used to support outreach and education programs, while \$300,578 in external funding was contributed through grants and donations. During that period, a total of 69 Community Outreach Events were undertaken across the region, resulting in 8,196 volunteers planting 17,647 trees, 2,660 native plant plugs and removing 3 metric tonnes of garbage across the region – even though stewardship events were severely curtailed though 2020 and 2021.
- From 2021 to current, Administration has actively solicited private funding as part of a focused fundraising campaign through the Essex Region Conservation Foundation, which has eliminated the need for municipal funding for curriculum-based Outdoor Education programs until 2025.

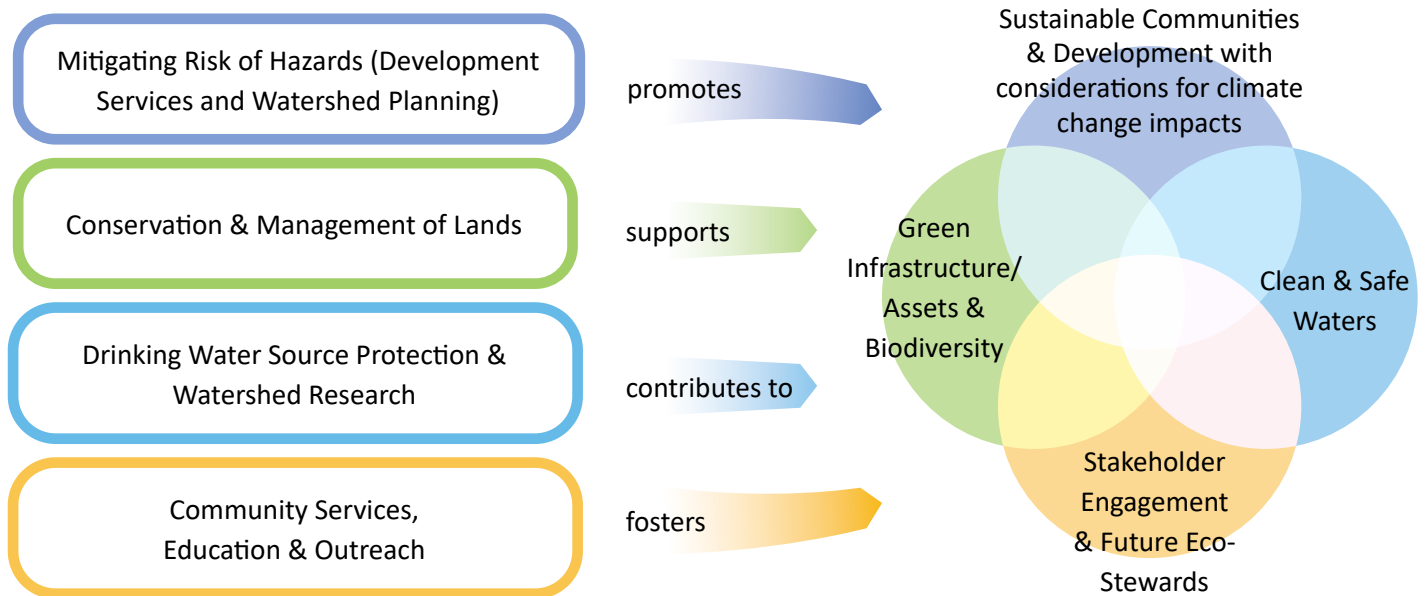
Integrated Watershed Management

As an integrated watershed management agency, ERCA’s five service delivery areas have developed over decades, and include beneficial programs and services that support our collective shared objectives and goals, related to ecological, social, and economic health.

These programs were developed by and are implemented by recognized experts in civil/environmental engineering, environmental studies, watershed planning, forestry, biology, ecology, agronomy, water quality science, restoration, and natural resource management. ERCA works across all sectors and levels of government, to secure mission support and sustainable funding, in order to achieve the community’s vision for our region.

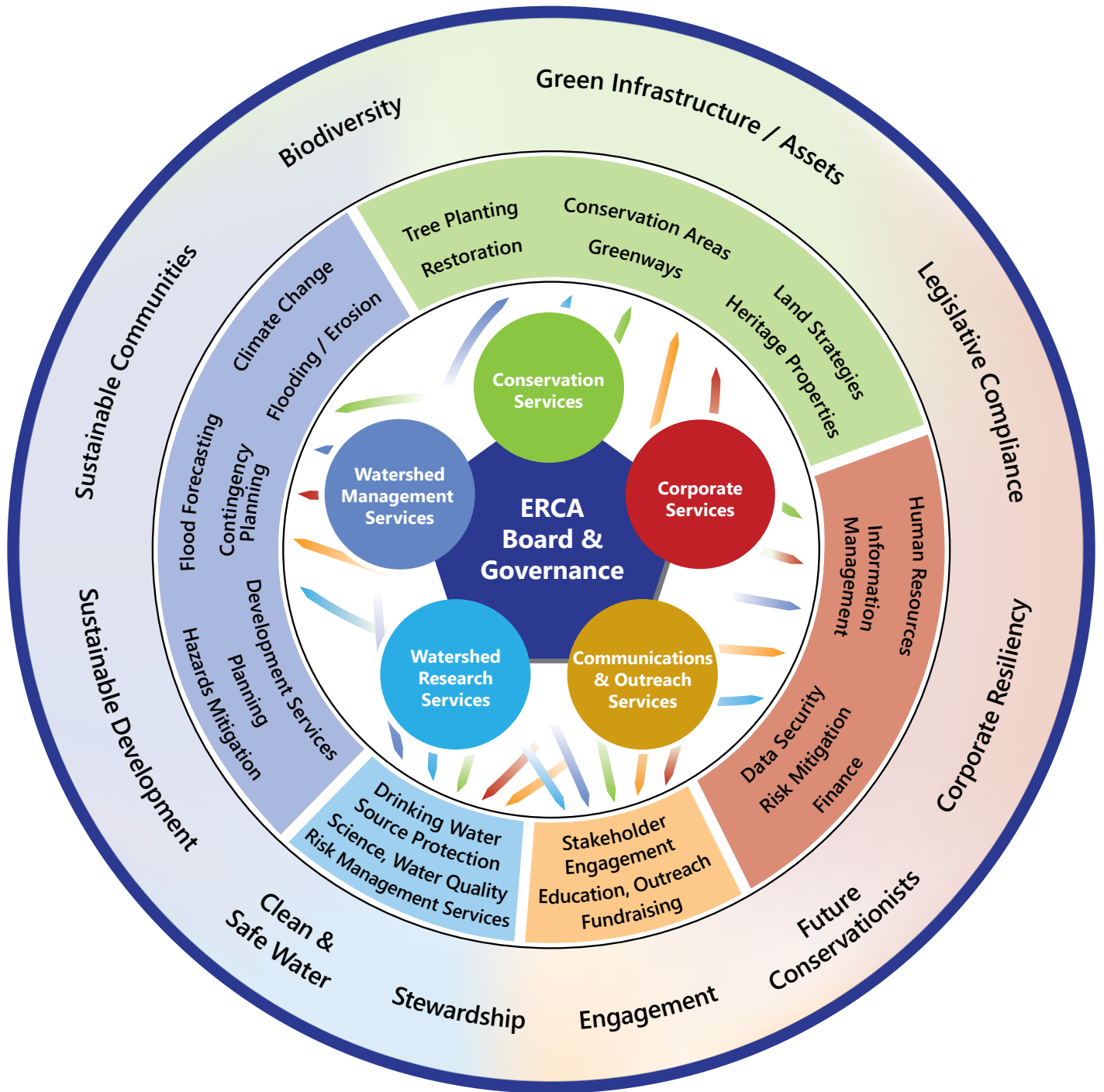
Recent changes to the Conservation Authorities Act confirmed core and the mandatory functions of conservation authorities including: mitigating risks of natural hazards; conserving and managing lands, for heritage and hazards; drinking water source protection; and surface water and groundwater monitoring. To continue to be relevant and to serve the residents of this region, ERCA should be delivering, and can continue to deliver the ancillary programs **and services that impact the overall well-being, health and safety of the region and its citizens. As noted above, the programs, which are now categorized as non-mandatory, have attracted government and other grants of \$1.18 for every local taxpayer dollar since 2017.**

While it is convenient to organize business functions by service delivery areas and additionally, they align with Provincial categories, each of ERCA’s programs support environmental objectives, embraced by all:



ERCA delivers programs consistent with the objects of Conservation Authorities, as defined in the Conservation Authorities Act and is committed to delivering the non-mandatory local natural resource programs and services, in consultation with its participating municipalities and with their valued financial support, though the negotiated cost apportioning agreements.

PROGRAM INTEGRATION MODEL



The Integrated Watershed Management approach requires an understanding of the interactions between our environment, the economy, and society. At the core of everything that ERCA does to better understand, preserve, and enhance our region, is ERCA’s Board of Directors and our five key service areas. Through the Board’s sound governance and oversight, along with Administration’s efforts in delivering the various interconnected programs within these service areas, ERCA continues to gain a better understanding of our watershed. It is through this approach that ERCA will continue to protect our region’s resources, people, and property, and address the escalating environmental challenges we face now and in the future. The Program Integration Model above demonstrates the linkages between each of the various programs and services, both Mandatory and Non-Mandatory, which are all crucial to achieving our region’s objectives of a healthy, sustainable future for the residents of Windsor-Essex.

Service Delivery Area

Operating Plan Highlights



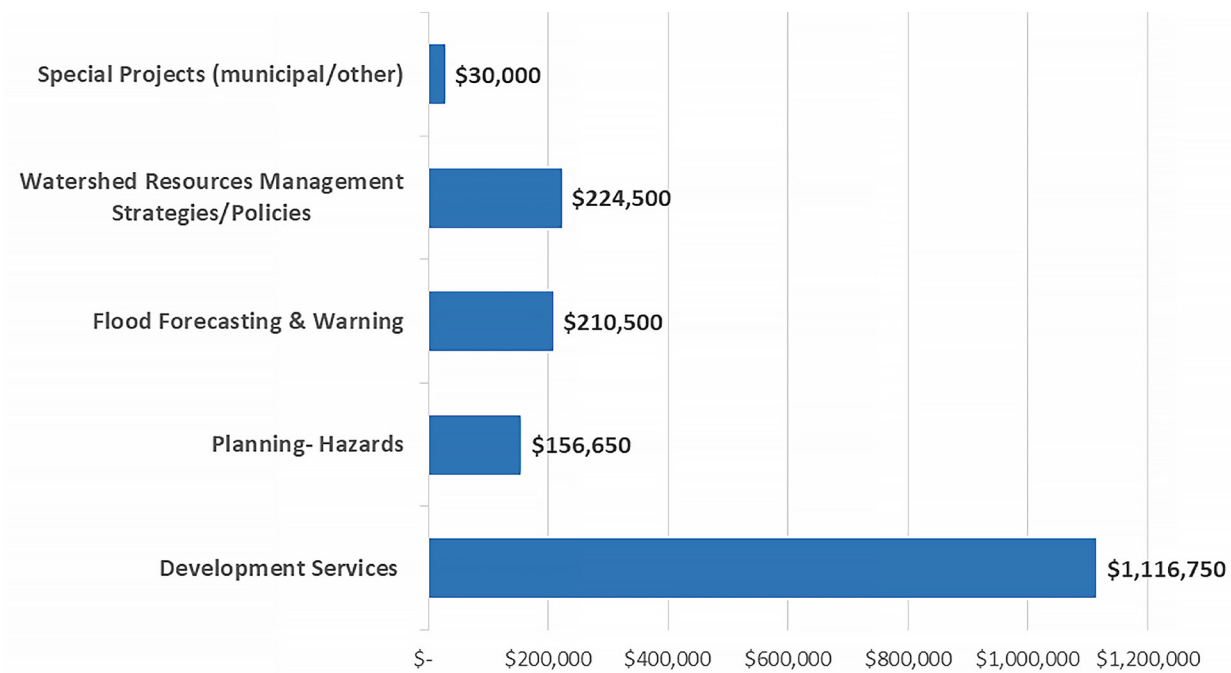
Watershed Management Services

Watershed Management Services are identified as mandatory services and ensures that development in the region progresses in a sustainable manner, is directed away from natural hazards, while protecting existing development, water resources, and natural features that contribute to flood and erosion attenuation.

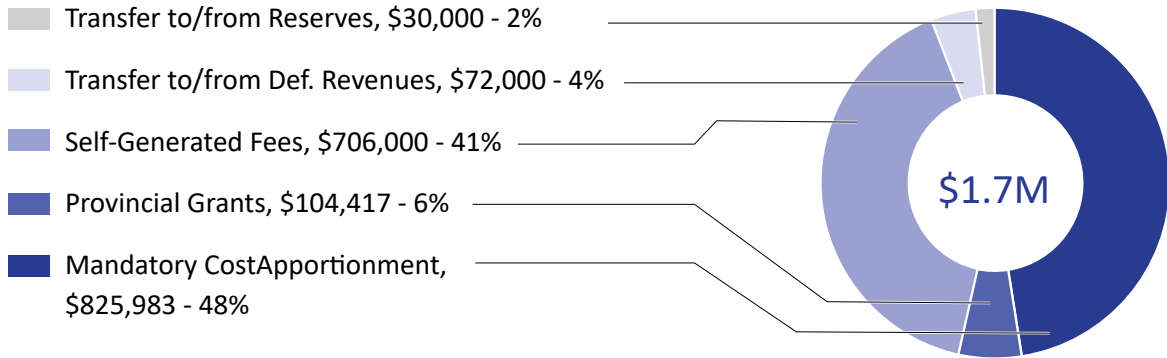
Watershed Management Services are delivered through four programs:

- Development Services (mandatory services)
- Watershed/Water Resources Engineering (mandatory services)
- Flood Management/Flood Forecasting and Warning (mandatory services)
- Watershed Planning (mandatory)
- Approximately 12 FTEs deliver these services

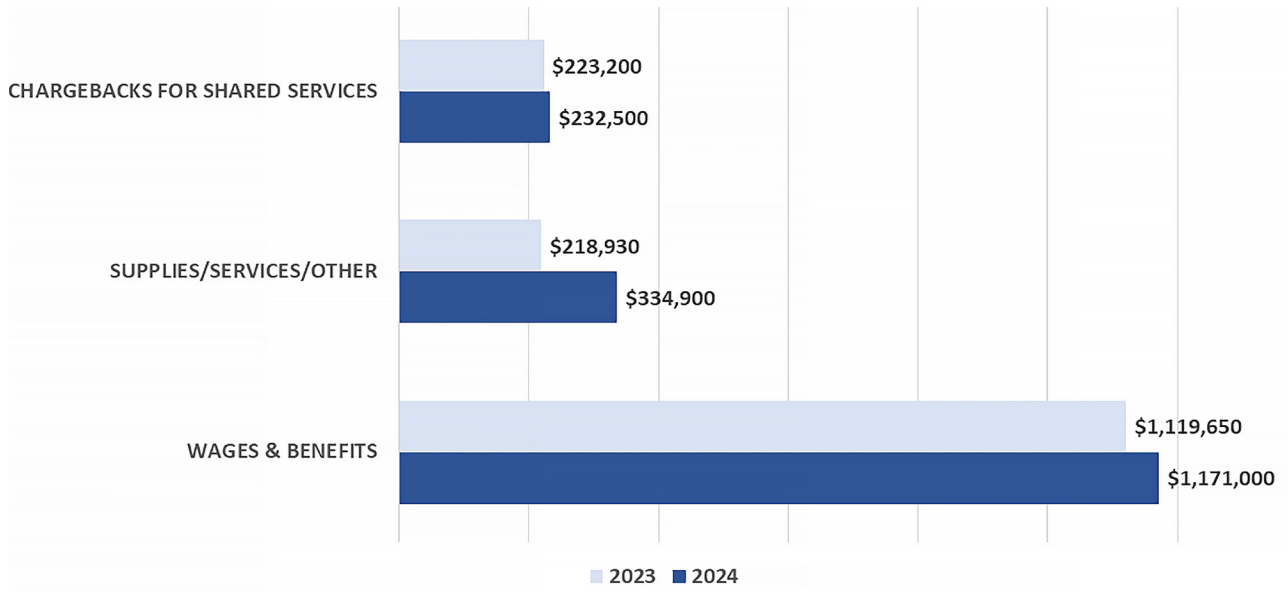
Mandatory Watershed Management Programs & Services - \$1.7M



Watershed Management Services Sources of Revenues for MANDATORY Programs



MANDATORY Watershed Management Program Expenses by Category



DEVELOPMENT SERVICES

ERCA administers the Development, Interference with Wetlands and Alteration to Shorelines and Watercourses Regulation, approved by the Minister of Natural Resources and Forestry and known as Ontario Regulation 158/06, as amended. The Regulation allows ERCA to regulate development within hazardous lands through a permitting process. These lands could be unsafe for development because of naturally occurring processes associated with flooding, erosion, unstable soils, dynamic beaches, unstable slopes or in areas where conservation of lands could be impacted by development. The priority is to reduce risk to life, damage to property, and social disruptions resulting from natural hazards.

2024 Program Highlights

- Administration will review the Authority's development policies from 1987 and 2006 and complete an update to comply with current development practices and legislative requirements.
- In an effort to continue with modernizing development review processes, Watershed Management Services is working closely with Information Technology to migrate the permitting and Property Information Management System to a cloud-based service to reduce potential points of failure (i.e., Civic Centre power failures) that disrupt service delivery. This modernization includes a phased approach to build the necessary cloud-based software for staff use and a government-client portal to expand online services.
- Staff will continue to participate on various Conservation Ontario committees, such as the Regulatory and Compliance Committee, which continues to enhance staff knowledge, build new and support existing relationships with other conservation authorities, and maintain awareness of ongoing and future legislative changes.

WATERSHED / WATER RESOURCES ENGINEERING

Managing the risks associated with the natural hazards of flooding and erosion is one of the primary roles of conservation authorities under the Conservation Authorities Act. This role is fulfilled through the delivery of multiple natural resource management programs and services, including flood plain management and mapping, water and erosion control infrastructure planning, and stormwater management. Many projects delivered through the engineering program are considered "special projects" or "ancillary services" that support core responsibilities of the authority within the context of natural hazards management. The program is currently wrapping up several complex flood mapping projects and beginning new undertakings to update the coastal hazard mapping completed in 1976.

2024 Program Highlights

- Complete a Watershed-Based Resource Management Strategy by December 31, 2024, as required by Ontario Regulation 686/21: Mandatory Programs and Services.
- New shoreline flood and erosion hazard mapping is anticipated to be completed by the end of Q1 of 2024. This mapping will replace the original shoreline mapping completed in 1976. The total project is valued at approximately \$480,000 and includes \$240,000 in federal grant dollars obtained through the Flood Hazard Identification and Mapping Program.
- An update to the Windsor-Essex Region Stormwater Manual (2018) was initiated in 2023. This project includes participation and funding from all municipalities in the region, including local and upper tier municipalities and the City of Windsor. The updated manual is anticipated to be completed within Q1 of 2024.
- The Engineering Technologist position has been vacant since Q2 of 2023. This vacancy is anticipated to be filled in Q1 of 2024 and will provide technical support to all facets of Watershed Management Services.
- Administration will continue to explore partnership and funding opportunities to update flood and erosion hazard mapping.

FLOOD MANAGEMENT

Recognizing that protection of life and property from flooding and erosion hazards is dependent on natural system protection, restoration and remediation; and that development and redevelopment should contribute to the prevention, elimination, and reduction in risk from flooding, erosion, and slope instability. The five pillars of flood management: prevention, mitigation, preparedness, response and recovery, are applied.

2024 Program Highlights

- Update ERCA's Flood Contingency Plan.
- Finalize an Operating and Maintenance Manual for ERCA owned and managed climate stations.
- ERCA's climate stations will be upgraded to keep pace with changing technology. Data loggers are approximately 30 years old and are anticipated to be obsolete by the year 2025. Additionally, station telemetry will be converted from historic landline to cellular service, which is expected to provide more reliable and cost-effective service.
- Explore opportunities for increasing flood forecasting operational capacity, including grant funds support field data collection and telemetry.
- Explore grant opportunities through Water and Erosion Control Infrastructure (WECl) mandatory flood management activities across member municipalities.
- Monitor lake levels and a network of 30 climate stations to provide advanced warning of flooding and accelerated erosion.

WATERSHED PLANNING

ERCA continues to work towards a 'Planning-first principle', which ensures that appropriate planning permissions are in place before any consideration is made for approvals under the Conservation Authorities Act. The planning program area delivers services that fall under the mandatory service category. ERCA's service delivery through Watershed Planning includes all mandatory-related reviews and comments on various Planning Act instruments, as mandated through the amended [Conservation Authorities Act](#) and [Ontario Regulations 686/21: Mandatory Programs and Services](#). It is through this service that Administration provides the necessary comments related to natural hazards, source water protection, and conservation authority owned lands, ensuring the continued "planning-first approach" to protecting the watershed.

2024 Program Highlights

- Watershed Planning currently delivers hazard reviews and comments on circulated Planning Act instruments, as required through Ontario Regulation 686/21: Mandatory Programs and Services, ensuring consistency with the current Provincial Policy Statement and local natural hazard development policy. Source Water Protection, more specifically, the Risk Management Services related to Part IV of the Clean Water Act and comments related to lands owned by ERCA, are also delivered through Watershed Planning. The program is funded through a combination of General cost apportionment and supplemented by program user fees, consistent with the "user pay principle".
- Development of new documentation, such as flow charts for the various planning processes, to enhance clarity for applicants and enhance client service.
- Modify payment processes in consultation with member municipalities, changing from 3 different processes to one consistent approach.
- The decentralization of climate change considerations continues to be implemented. Such considerations are delivered through Watershed Planning and Engineering services as potential impacts are often multi-faceted and require input from various professionals within WMS.

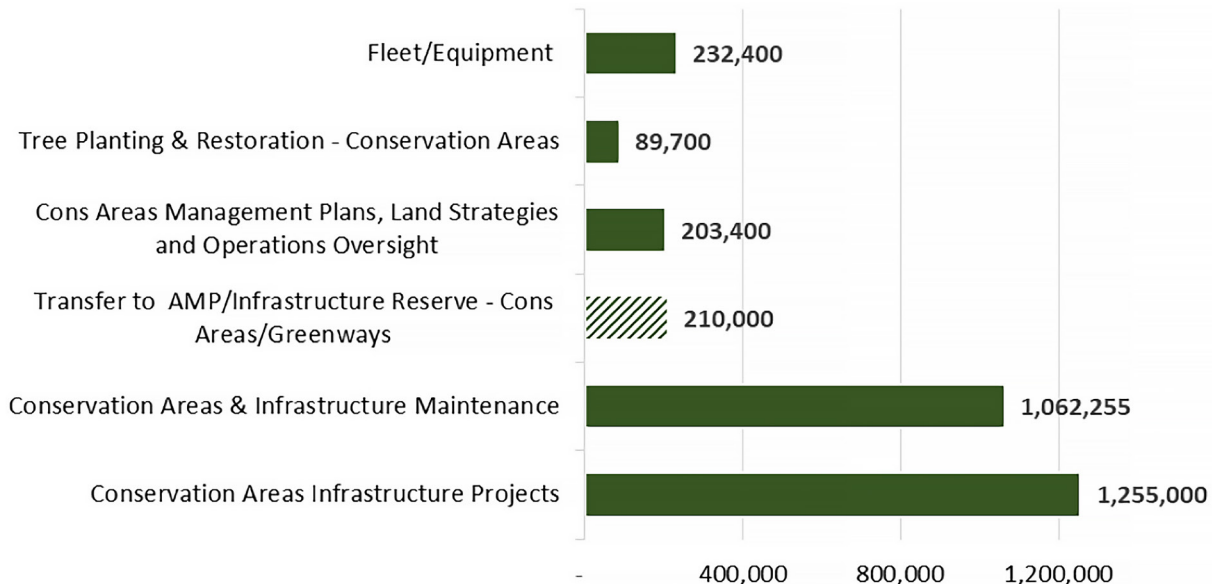
Conservation Services

ERCA’s Conservation Services programs protect, restore, and manage natural heritage areas and systems within ERCA’s watersheds. This is accomplished through a system of conservation lands, strategic and leveraged investment in land securement, and by identifying and implementing priority restoration projects. All Conservation Areas within the ERCA watershed are impacted on by natural hazards. Fundamental to the management of sites is the access to hazard areas for flood observation, and in the case of trails, physical access to reaches that would otherwise be inaccessible. Further, some of our properties are designed/engineered to receive flood waters to reduce upstream impacts of flood waters should they occur. Conservation Services are delivered through multiple programs, in a mix of mandatory and non-mandatory services:

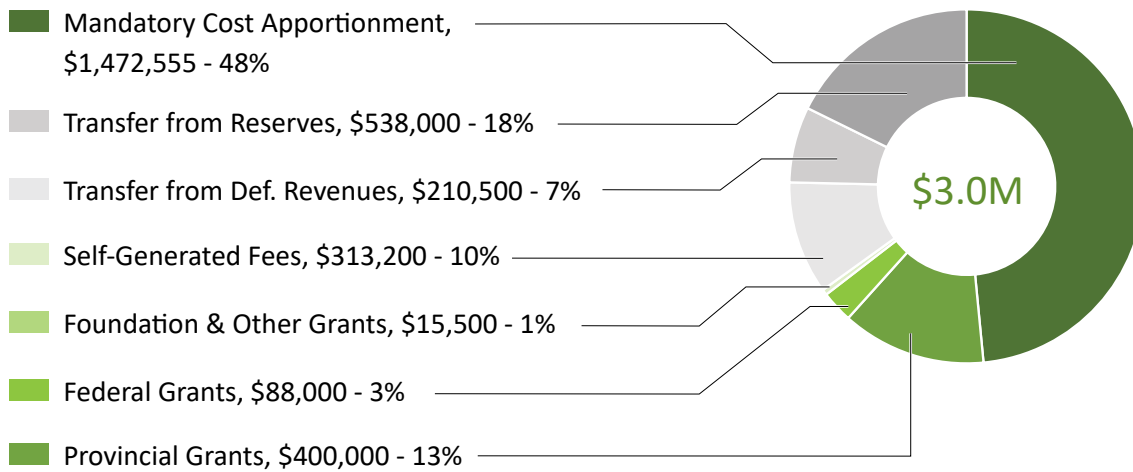
Mandatory Services	Non-Mandatory Services
Conservation Land Management	Tree Planting and Habitat Restoration on Private and Municipal lands
Public Conservation Areas	Land Securement & Acquisition
Tree Planting & Restoration-Conservation Lands	Holiday Beach Conservation Area
Capital Projects	

Approximately 15 FTEs deliver the services and includes seasonal restoration workers, tree planters, conservation areas technicians and support staff. Included in the 2024 budget are costs associated with expanded staff capacity during the winter months to undertake maintenance along the greenways, including the new CASO property and implement hazard tree removals to ensure public safety.

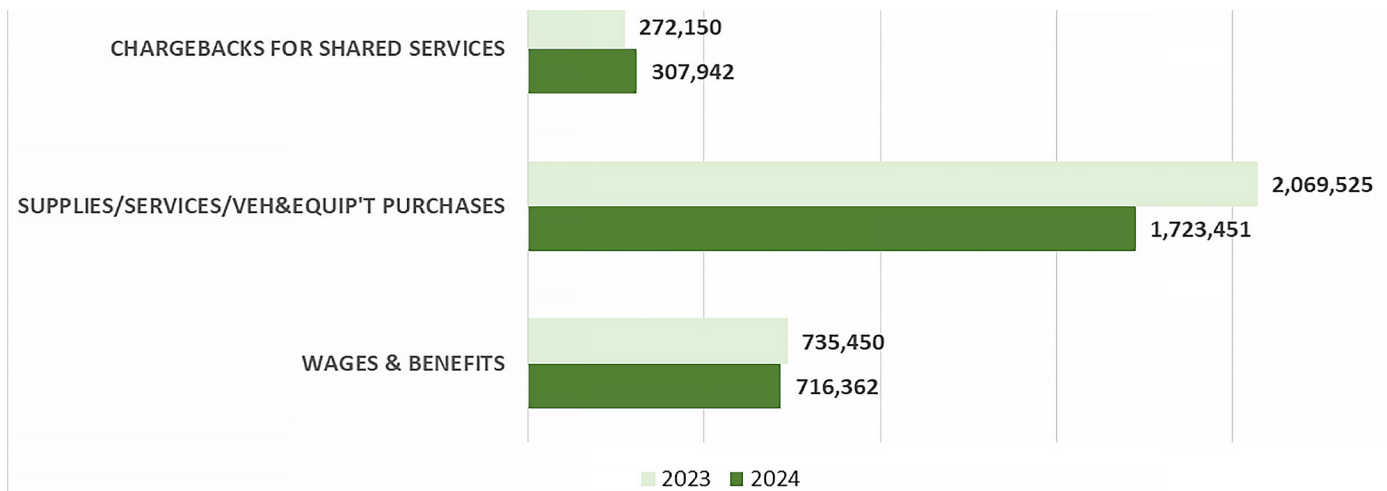
Mandatory Conservation Programs & Services - \$3M



Conservation Services Sources of Revenues for MANDATORY Programs



MANDATORY Conservation Programs & Services Expenses by Category



CONSERVATION LAND MANAGEMENT

The Essex Region supports a higher diversity of plant and animal species than any other region in Canada and sustains one of the highest concentrations of globally rare species in an area with some of the lowest percentage of natural cover in Canada. Conservation Areas are managed to protect this natural heritage, preserve human and cultural heritage, and support active and healthy living.

ERCA will continue to manage the natural resources of our region as outlined in the updated Conservation Authorities Act and undertake management of Conservation Areas to improve the biodiversity of the region while also improving the resiliency of species at risk that are vulnerable to climate change.

2024 Program Highlights

- ERCA’s Forester will undertake and update forest inventories in many conservation areas to inform management planning documents.
- Invasive species management will be undertaken along the greenway properties and in Conservation Lands that have wetlands.

- In collaboration with the Town of Kingsville, ERCA is working through the Drainage Act to permanently protect a wetland adjacent to Cedar Creek.
- In keeping with revisions to the Conservation Authority Act, staff have initiated the creation of a new Conservation Areas Land Management Strategy.
- ERCA has initiated a restoration and climate adaptation planning process at Hillman Marsh to restore habitat lost in this wetland and to stabilize the eroding shoreline.
- Restore 3 acres of mowed grass to natural habitat in Maidstone Conservation Area.

PUBLIC CONSERVATION AREAS

Since 1974, ERCA has been acquiring lands to ensure the protection and conservation of their significant natural and cultural heritage features. Conservation Areas ensure that valuable greenspace is protected while allowing for recreational opportunities in safe, well maintained natural settings which are critical to maintaining physical and mental health. Conservation Areas and trails are also identified as key economic drivers and of critical importance to creating an environmentally and economically sustainable region, where people want to live and where companies want to invest.

2024 Program Highlights

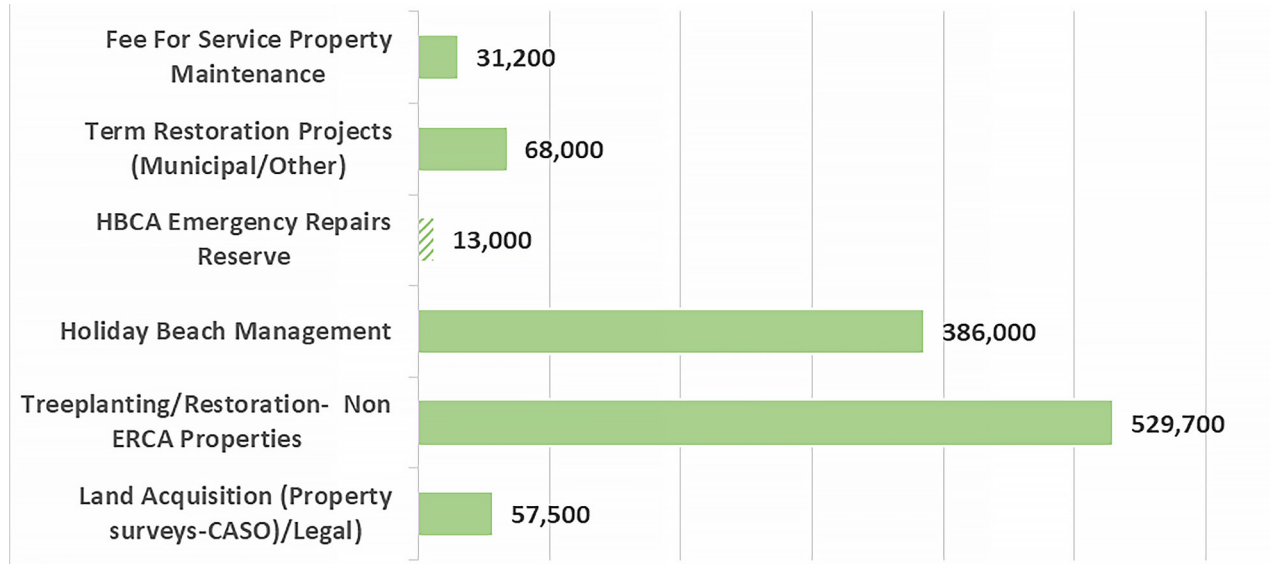
- Operate and maintain 17 conservation areas welcoming thousands of visitors each year.
- Ongoing replacement of fleet and equipment assets.
- Expansion of the Maidstone Conservation Area parking facilities along with tar and chipping surfacing to manage ongoing demand that far exceeds availability of parking.
- Continue to contribute to the update of ERCA’s Asset Management Plan to accurately reflect future capital funding requirements.
- Continue restoration works of the main house at the John R. Park Homestead.
- Initiate wetland and shoreline restoration works at Hillman Marsh Conservation Area.
- Insulate and clad the exterior of ERCA’s main operations workshop along with replacing large garage doors.
- Remove vegetation from trail edges and remove hazardous trees, primarily along the Greenway multi-use paths.
- Continue making public infrastructure investments in the Collavino Conservation Area with the goal of making the site publicly accessible within two years.
- Ongoing Tree Planting and Restoration in Conservation Areas.

ERCA continues to expand natural habitat in this region by increasing wetland, prairie and tree cover on properties it owns. Through partnerships, lands will continue to be strategically acquired through purchase or donation to create a more sustainable region. In 2024, a new wetland on ERCA’s Cedar Creek landholdings will prevent ongoing erosion of our field and provide multiple co-benefits such as flood attenuation, water quality improvements and habitat for wildlife.

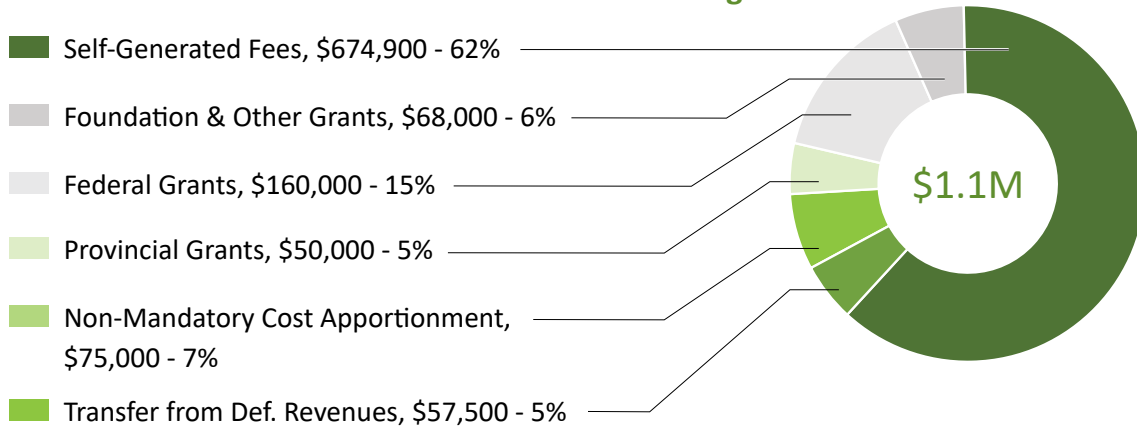


CONSERVATION SERVICES - NON-MANDATORY

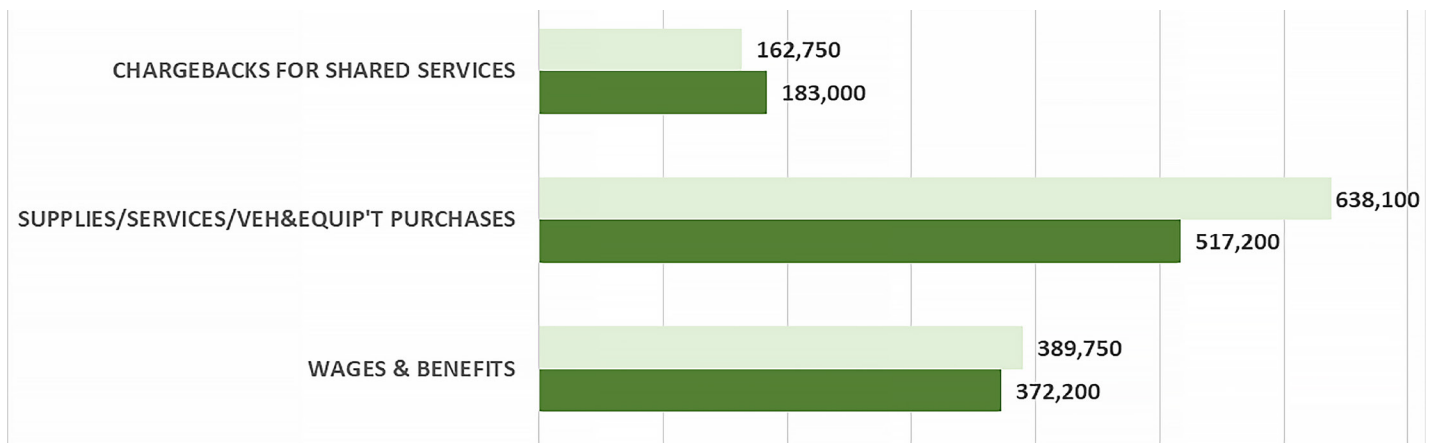
Non-Mandatory Conservation Services by Function - \$1M



Conservation Services Sources of Revenues for NON-MANDATORY Programs



NON MANDATORY Conservation Programs & Services Expenses by Category



TREE PLANTING AND HABITAT RESTORATION ON PRIVATE AND MUNICIPAL LANDS

To achieve a sustainable future, mitigate climate impacts, expand tree canopy cover, improve water quality and keep endangered species from extinction in Canada, partnerships must continue with private landowners to grow the amount of habitat restored in the region. To assist with the costs of restoration that takes place on private lands and provide the biological professionals needed to undertake this work, ERCA obtains grants and donations to provide incentives and keeps cost reasonable. Non-mandatory municipal funding to assist with private lands restoration accounts for approximately 15% of this activity, which does not include the value of land. ERCA has restored over 430 acres of land on private property since 2017. These privately owned restoration sites are an invaluable contribution from our community as they further the rehabilitation of our region.

2024 Program Highlights

- Plant 50,000 trees throughout the region on ERCA property as well as privately owned lands leading to the creation of at least 70 acres of new habitat.
- Build a minimum of two new wetlands in the region to reduce erosion and simultaneously create habitat.
- Continue a multi-year large scale restoration project on Caldwell First Nation property involving 10 acres of tree planting of Phase 2 in 2024.

LAND SECUREMENT

Each year ERCA works towards the strategic purchase of lands that have the highest biological value, as indicated by the Land Securement Strategy, and will have the greatest impact on improving the biological health of the region. Specifics of new land acquisitions are managed in Committee of the Whole and once purchased, restoration and management of these lands would be categorized as mandatory.

The budgeted expenses for land acquisition relate to ongoing legacy costs of the CASO acquisition, including property surveys and legal expenses.

As of December 31, 2023, the land acquisition fund has nearly \$1.9million in available funds.

HOLIDAY BEACH CONSERVATION AREA

The Province of Ontario with the Ministry of Natural Resources and Forestry as its representative, is the legal owner of Holiday Beach Conservation Area but the site is operated by the Authority via a thirty-year management agreement with the Province, which expires in 2031. The operational costs associated with this site are covered by user fees related to camping, hunting and cottage rentals, however, revenue generation is not sufficient to fund future capital replacement and major renovation costs. Recent trail and amenities improvements have been funded through government grants and contributions from the Foundation.

CAPITAL PROJECTS

An overview of major mandatory and non-mandatory capital projects included in the 2024 budget is summarized below. These projects will improve accessibility and overall visitor experiences in our Conservation Areas.

Capital Project	Reserve Fund Transfers	ERCF / Other	Fed Grant	Prov Grant	Total	Category
Greenway / Bridge replacement	\$140,000				\$140,000	Mandatory
Hillman coastal erosion and wetland works	\$10,000			\$500,000	\$500,000	Mandatory
JRPH telecommunications tower	\$37,500				\$37,500	Non-Mandatory
Parking lot resurfacing	\$100,000				\$100,000	Mandatory
JRPH historic buildings condition assessment & repairs (Phase 1)	\$297,500				\$297,500	Non-Mandatory
JRPH Curatorial Building upgrades	\$25,000				\$25,000	Non-Mandatory
Replacing / updating Conservation Areas Signs	\$25,000				\$25,000	Mandatory
Collavino Conservation Area Improvements / Generator		\$105,000	\$80,000		\$185,000	Mandatory
Main Workshop insulation and cladding	\$258,000				\$258,000	Mandatory
Various minor capital items	\$35,000	\$12,000			\$47,000	Mandatory
Totals	\$928,000	\$117,000	\$80,000	\$500,000	\$1,625,000	

*Pending contribution agreements



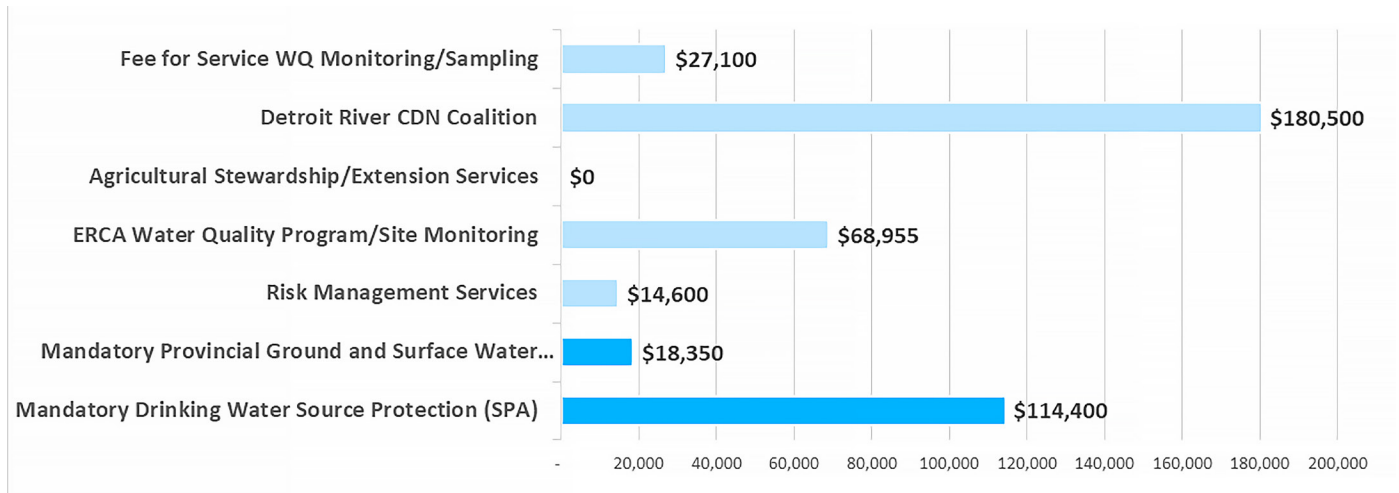
Watershed Research

Watershed Research endeavors to improve the health of local watercourses through agricultural Best Management Practices, monitoring at the watershed and collection of landscape information through Geographic Information Services. Enhanced water quality monitoring is undertaken only when external sources of funding are available. Strengthened relationships with academic and government scientists and active participation in several ongoing research programs allows solutions to be developed that are best suited to the region’s unique ecosystem. Local sources of drinking water are protected through the implementation of policies in the Source Protection Plan and its amendments.

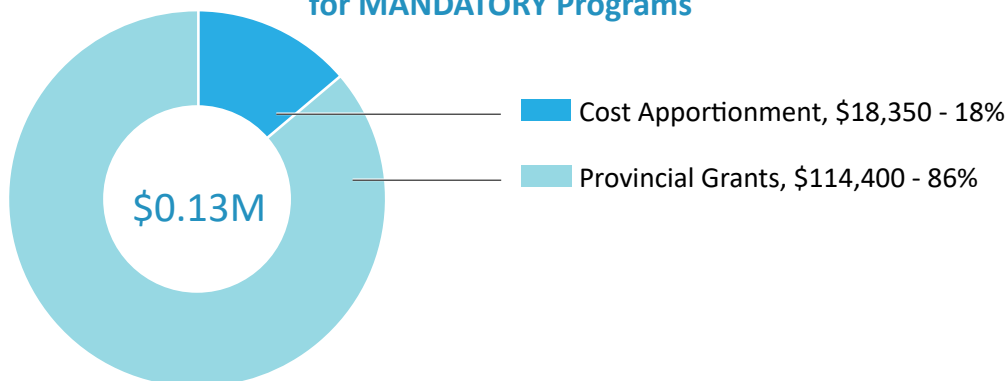
Water Quality Services are delivered through three programs:

- Source Water Protection (mandatory)
- Watershed Science (mandatory and non-mandatory)
- Water Quality Improvements (non-mandatory)
- ~2.1 FTEs deliver the combination of mandatory and non-mandatory programs

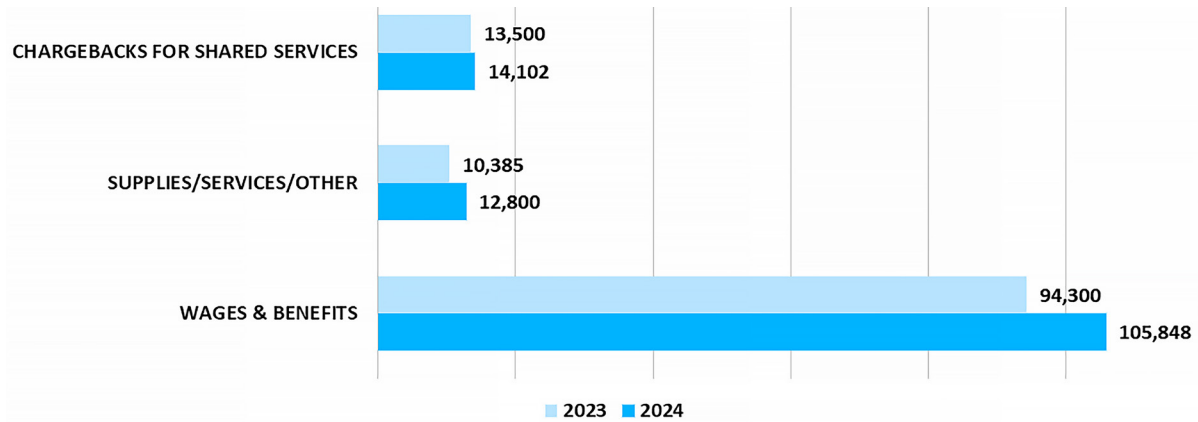
Mandatory & Non Mandatory Water Quality Programs & Services - \$0.4M



Water Quality Sources of Revenues for MANDATORY Programs



MANDATORY Water Quality Programs & Services Expenses by Category



SOURCE WATER PROTECTION

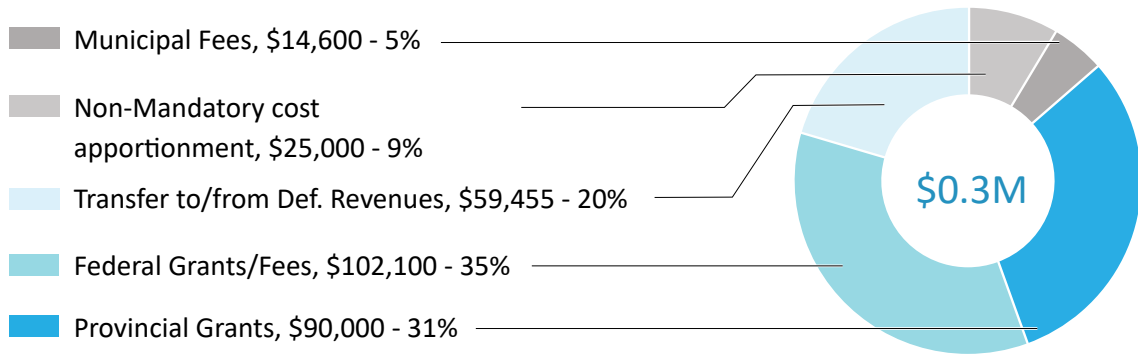
Administered under the Clean Water Act, the watershed-based mandatory Source Protection Program is the first step in a multi-barrier approach to protect drinking water. It complements municipal water treatment and supports sound land use planning decisions. ERCA, and other conservation authorities, have designated responsibilities under the Clean Water Act to work closely with stakeholders to ensure that sources of municipal drinking water are safe and abundant. ERCA’s Risk Management Services implements a specific subset of policies on behalf of municipalities.

- Source Water Protection (Clean Water Act) is identified as a mandatory program and service in the Conservation Authorities Act, and the Province remains committed to providing funding for this program; ERCA received a slight increase for the current two-year funding cycle (2023-2024) to accommodate expanded workload while the Source Protection Plan is being amended. This is the first time that the Province has provided multi-year funding for this program and their commitment provides greater stability for this mandatory work.
- Risk Management Services are offered on behalf of all municipalities in the Essex Region as a direct service cost through an agreement originally established in 2015. This agreement was renewed January 1, 2022, for another three-year term ending December 31, 2024. Risk Management Officials undertake work to implement Source Protection Policies for which municipalities are the Implementing Body. This does not fall under a mandatory program or service in the Conservation Authorities Act, but rather is a Category 2 activity as it is a municipal responsibility.

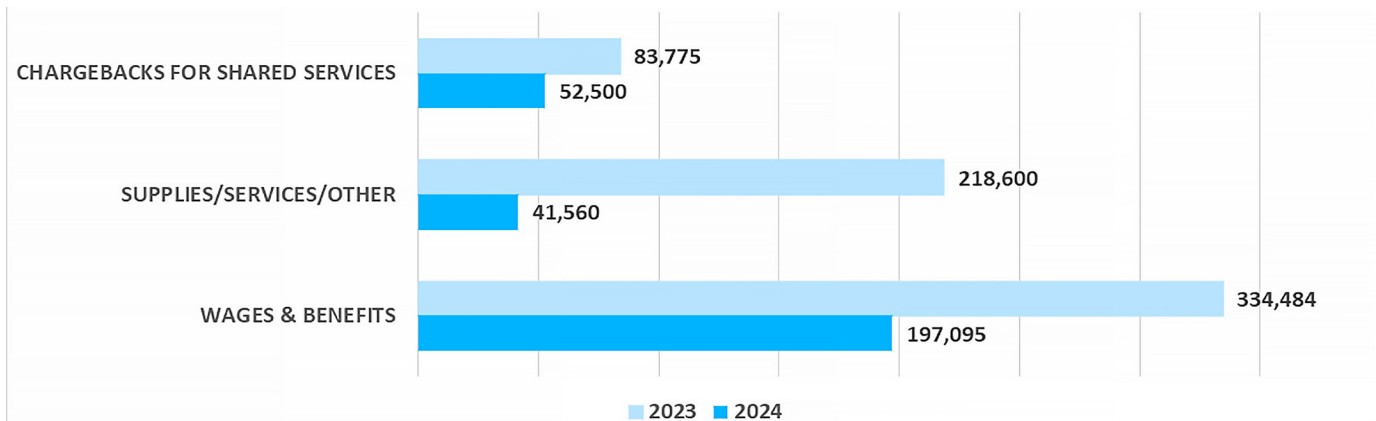
2024 Program Highlights

- Provide annual reporting to the Province and Municipalities.
- Continue technical work to update the Source Protection Plan and Assessment Report to align with changes to the Director Technical Rules and the Section 36 Assessment Report. Begin the formal consultation process on the comprehensive updates to the Source Protection Plan, policies and Assessment Report.
- Update policies to address new types of Significant Drinking Water Threats and/or changes to applicable vulnerable areas.
- Conduct compliance monitoring to ensure properties with Risk Management Plans continue to adhere to Risk Management Measures.
- Continue reviewing s.59 applications for potential new significant drinking water threats.
- A number of staff support this program and deliver DWSP services which accounts for approximately one full-time person when combined.

Water Quality Sources of Revenues for NON-MANDATORY Programs



NON-MANDATORY Water Quality Programs & Services Expenses by Category



WATERSHED SCIENCE

Healthy rivers, headwaters, and species in our watershed are key elements of a sustainable and healthy environment that we all rely on for our sources of drinking water, our economy and for recreation. The ability to track and report on changes to these indicators of healthy watersheds and share that knowledge helps assess and understand current health and emerging trends as a basis for setting environmental management priorities, identify research gaps to work with academic and other research partners to address, and manage, protect or enhance watershed resources. ERCA undertakes its watershed science programs through partnerships with the Provincial Water Quality Monitoring Network (PWQMN), and the Provincial Groundwater Monitoring Network (PGMN) and works in partnership with Provincial and Federal programs and with universities including the Great Lakes Institute for Environmental Research at the University of Windsor.

- Participation in the PWQMN and PGMN are a mandatory program in the Conservation Authorities Act, however, the majority of our water quality science work falls outside mandatory services yet is critical to providing the residents of this region and partners with information. In 2024, ERCA will continue to monitor ground and surface water quality stations and provide this information to the Province, consistent with most Conservation Authorities. Beyond this fundamental monitoring, ERCA will also undertake the following water quality work, which is supported by Provincial and Federal grants

2024 Program Highlights

- Collect water samples, funded by various external partners as funding is available, to provide samples for research projects that could not otherwise be collected due to travel restrictions or other logistical challenges.
- Continue with ERCA's non mandatory water quality monitoring program to inform the public about our regional watershed health.
- Seek out funding to maintain the important ongoing monitoring of greenhouse influenced streams. This sampling was supported by the MECP from 2012 to December 31, 2021. The MECP did not support this monitoring program in Fiscal Year 2023, but administration is seeking funding for 2024.

Communications & Outreach Services

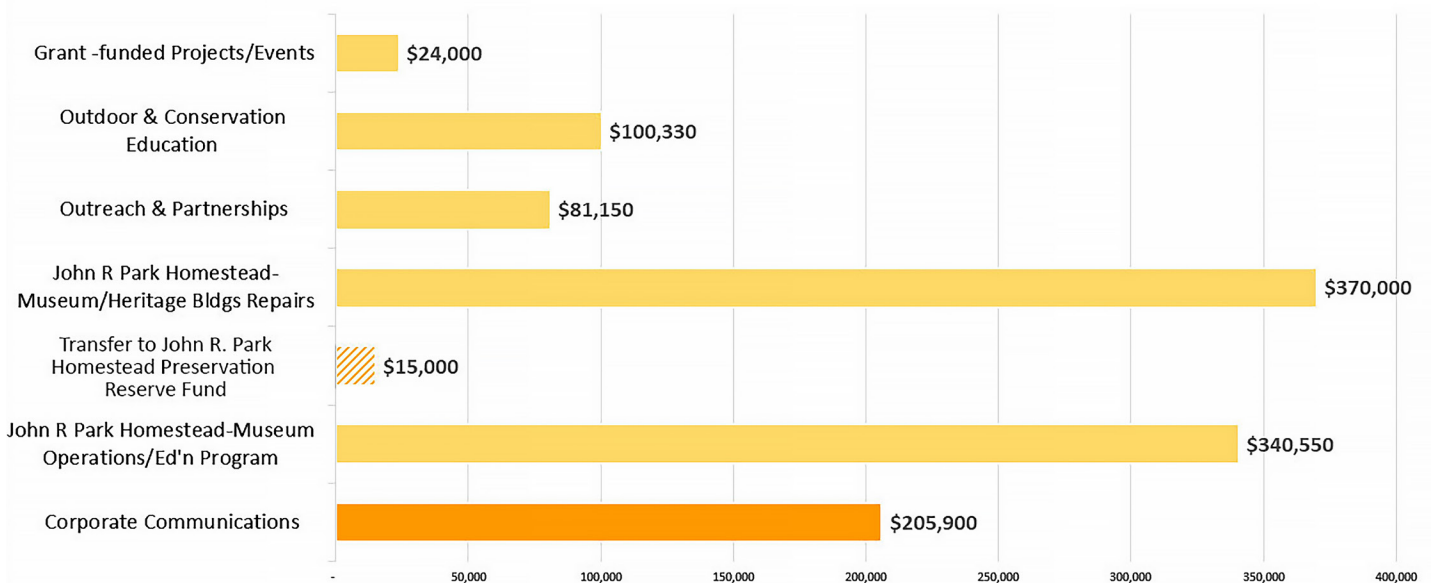
Communications and outreach services support all business units of the Authority. This includes supporting flood messaging, disseminating natural hazard information, engaging landowners in conservation practices and climate action, educating students of all ages about environmental sustainability, promotion of and engagement in tree planting and restoration, connecting people to nature through a variety of programs and events, identifying the value of natural connections to our health, and communicating broadly with stakeholder groups and watershed residents. Communications efforts also support revenue-generating activities for conservation areas and other programs.

Providing stewardship and educational opportunities to residents living within our watersheds is important and critical to conservation success across the region. Providing hands on opportunities for people to connect with nature and take action for the environment will raise awareness about broader local environmental needs, including expanding natural areas coverage, protecting mature forests, and reducing energy use to mitigate climate change impacts such as frequent and more intense flood events.

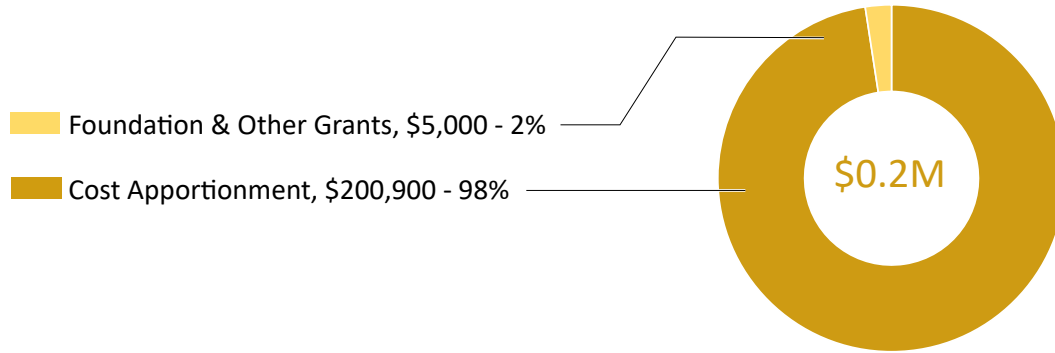
Communications & Outreach Services are delivered through four programs:

- Communications (mandatory)
- Outdoor Education (non-mandatory)
- Outreach and Engagement (non-mandatory)
- JRPH Museum Operations & Programming
- ~7 FTEs will deliver the mandatory and non-mandatory programs

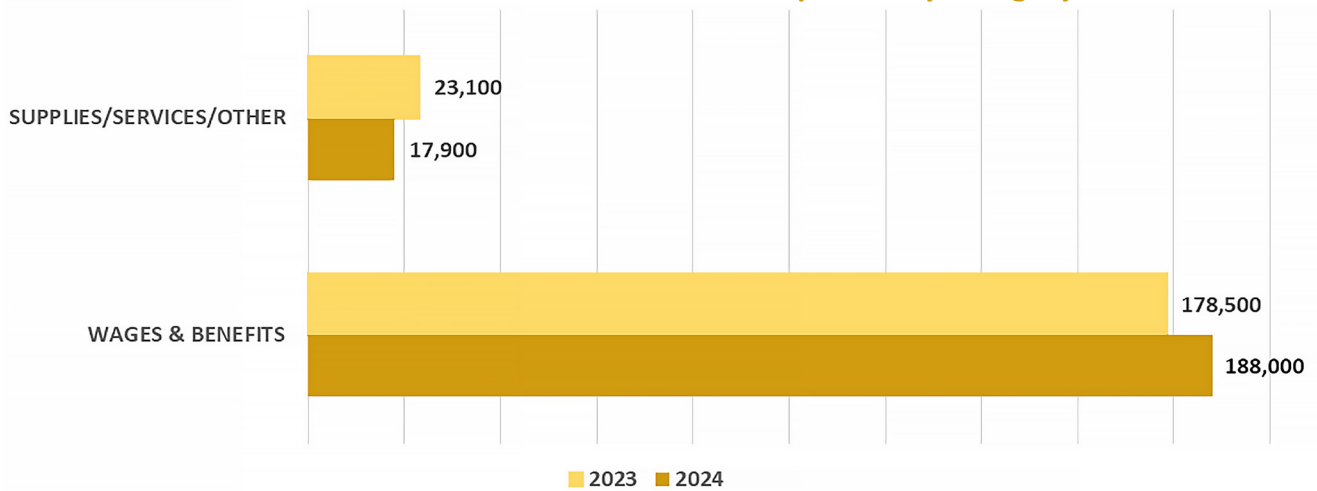
Communications & Outreach Services Mandatory and Non Mandatory Programs & Services + John R Park Homestead -\$1.1M



Communications Program Sources of Revenues for MANDATORY Programs



MANDATORY Communications Expenses by Category



COMMUNICATIONS

Corporate communication is included as a mandatory service as it supports the communication needs of the Authority’s mandatory functions, including critical flood messaging, to various audiences across multiple platforms. This includes Annual Reporting, stakeholder relations, engagement through traditional and social media, media relations and other communications priorities.

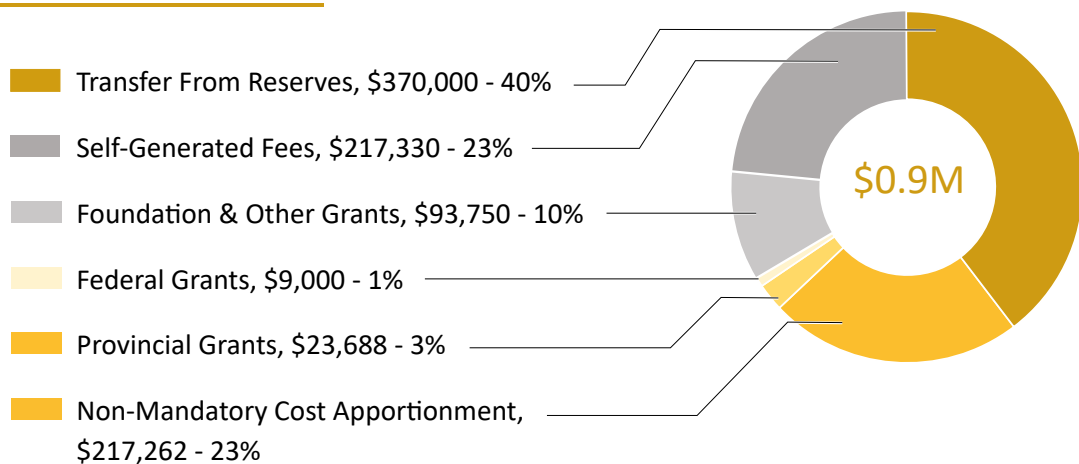
- Continue to support revenue generation through enhanced marketing of conservation programs.
- Add functionality to the new AODA compliant website launched in late 2023.
- Continue to support the Essex Region Conservation Foundation in fundraising to support conservation projects and program areas.

2024 Program Highlights

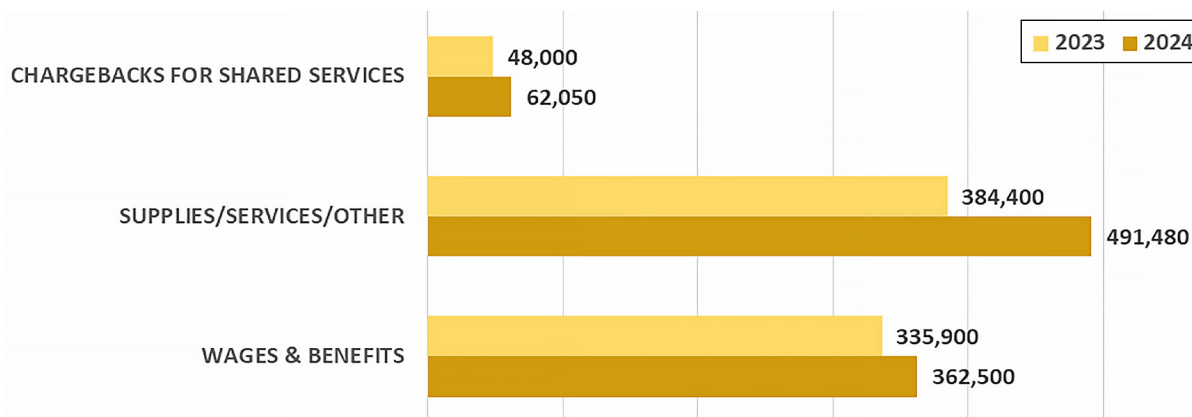
- Continue to engage and inform stakeholders and watershed residents to engage in conservation practices and programs across a variety of platforms; and communicate broadly as ERCA implements its Transition Plan.

NON-MANDATORY PROGRAMS

Education & Outreach Services Sources of Revenues for NON MANDATORY Programs



NON MANDATORY Education, Outreach & Heritage Expenses by Category



OUTDOOR EDUCATION

There is a significant body of research-based evidence surrounding the value of outdoor learning experiences. There is also increasing demand within the education sector for programs and services that focus on environmental issues that are important today. ERCA’s Outdoor Education programs provide experiential environmental programs and services for kindergarten to grade 12 students and teachers, meeting the objectives of the provincial curriculum. Busing costs and availability continue to impact student field trips. However, enhanced partnerships and relationships with all major school boards continue to position ERCA’s outdoor education and Specialist High Skills Major programs as a preferred service delivery partner. Nature-Near-You programs continue to be popular when bussing is not available. While outdoor education is identified as non-mandatory, significant fundraising through the Essex Region Conservation Foundation has eliminated the reliance on cost apportionment to continue to deliver these vital conservation education programs.

2024 Program Highlights

- Continue to deliver Specialist High Skills Major certification programs as a preferred service delivery provider to ensure students across the province can receive training modules required to graduate with the SHSM designation.
- Continue to deliver both curriculum-based field trips at conservation areas and through Nature Near You programs to engage students in environmental learning.
- Implement a new Nature Near You program on Indigenous education for Grade 3 students.
- Continue to enhance relationships with teachers and all school boards within the region.

OUTREACH AND ENGAGEMENT

There continues to be significant demand to provide opportunities for the community to engage in environmental restoration activities. Tree planting events for 2024 include Earth Day in east Windsor, as well as plantings in Sandwich Town and along the Greenway trail system. Administration continues to pursue grants and partner funding to implement far-reaching stewardship and outreach programs. The Community Outreach Coordinator position continues to be a shared position also supporting the Detroit River Remedial Action Plan on a cost-recovery basis.

2024 Program Highlights

- Tree planting and citizen science programs include Earth Day Tree Planting in Windsor, as well as planting activities in Sandwich Town, Amherstburg, at various locations along the Greenway trail system and others, with support from a variety of community partners.
- Grow the Adopt-A-Greenway program with various community partners to undertake annual cleanups of the 80km multi-use trail system.
- Enhance the Corporate Engagement program to generate revenue while improving the local environment.
- Continue to engage the local community in delisting the Detroit River as an Area of Concern.

JOHN R. PARK HOMESTEAD - MUSEUM OPERATIONS

While passive recreation and related maintenance costs are eligible within the mandatory cost apportionment category, the John R. Park Homestead (JRPH) Museum and other heritage buildings are associated with the provision of non-mandatory services and the Authority is precluded from applying mandatory cost apportionment for preservation of these heritage assets. This is despite the fact that the transfer of the property from the Province in 2008 contained a number of restrictive covenants and obligations, regarding operations and the maintenance of assets, including that it be operated in accordance with the Community Museum Standards, as defined in the Ontario Heritage Act.

2024 Program Highlights

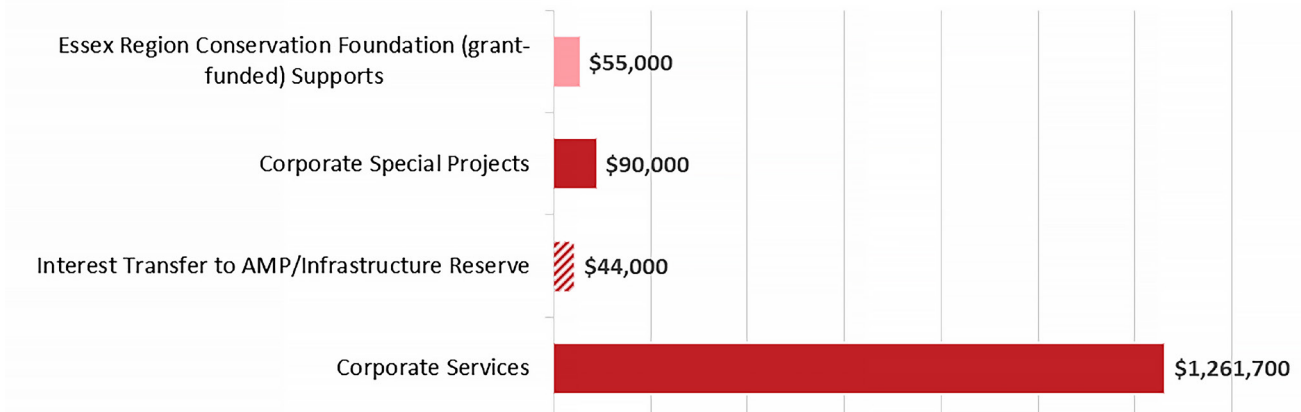
- Continue the urgent structure repairs and restoration work on the historic home.
- Build on the success of the expanded Maple Syrup Festival with an enhanced festival at the John R. Park Homestead.
- Continue to grow self-generated revenues through streamlined program options, marketing efforts and rental income opportunities.
- Enhance marketing of rental opportunities for the Conservation Centre and rustic event space.

General & Corporate Services

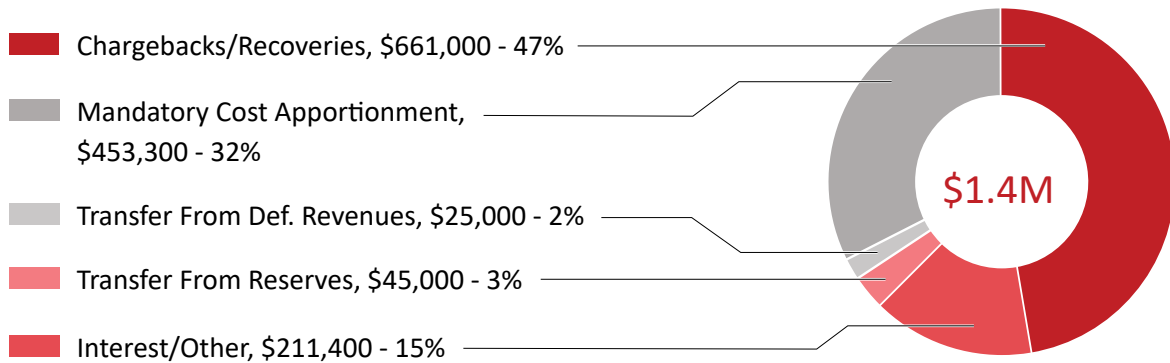
Corporate Services oversees and manages the following functions:

- Administration/Governance
- Compliance/Risk Management
- Finance
- Human Resources
- Information Management/Records/GIS/Systems/Network
- All services are provided to the Essex Region Conservation Foundation
- ~8 FTEs will deliver and support the diverse functions of Corporate Services

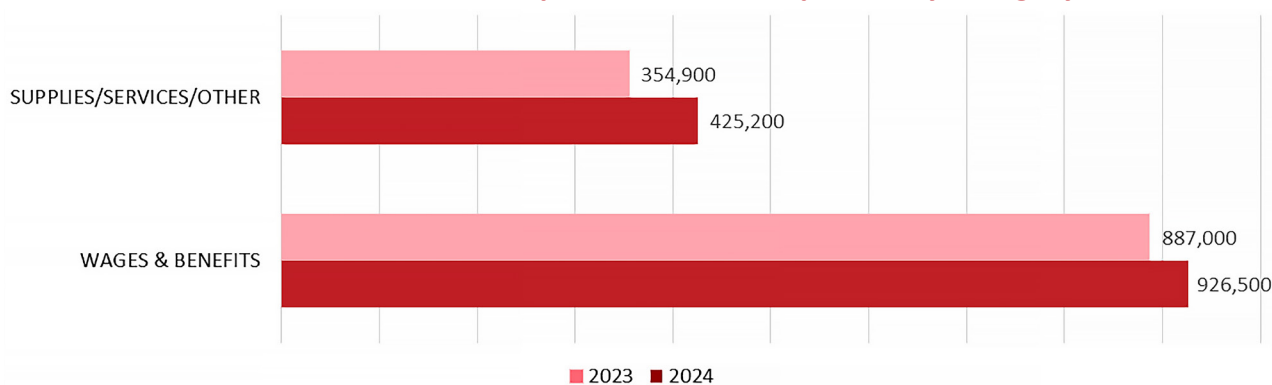
General/Corporate Services - \$1.4M



Corporate Services Sources of Revenues for MANDATORY Programs



MANDATORY Corporate Services Expenses by Category



ADMINISTRATION / GOVERNANCE

2024 Program Highlights

- Update the Authority's Administrative Bylaw and Terms of Reference for Board committees.
- Explore potential transfer of ownership of Holiday Beach and/or asset management planning, with the Ministry of Natural Resources and Forestry.
- The Province is being reengaged regarding the John R Park Homestead, vis a vis the non-mandatory categorization, as the transfer agreement is with the Ontario Realty Corporation and the original transfer agreement was with the MNRF. (Ministry of Natural Resources and Forestry).

HUMAN RESOURCES

2024 Program Highlights

- Undertake pay equity review and compliance with Pay Equity Act and engage consultants as necessary. Implement a new Terms of Reference for the Joint Job Evaluation Committee and modernize ERCA's Pay Equity compliance program.
- Support Collective Bargaining negotiations with CUPE Local 3784 for a new agreement commencing January 1, 2024.

FINANCE

2024 Program Highlights

- Implement Sage migration to a modern cloud-based platform and engage consultant to assist with systems design, data migration and user training/implementation.
- Work in collaboration with watershed management (engineering) and conservation services to update the asset management plan, including segregation of non-mandatory assets.

- Continue to review and update policy, procedures and guidelines to ensure ERCA's Health & Safety program remains robust and compliant with all legislation.
- Identify and create corporate policy initiatives to support the Authority's human resources requirements.

INFORMATION MANAGEMENT / RECORDS / SYSTEMS / NETWORK

2024 Program Highlights

In response to recommendations from the 2020 consultant’s report on the status and readiness of Information Technology at ERCA, a focus on IT modernization, sustainability, and security has been adopted to address various technology deficits and security needs. Included in this program are diverse projects that will provide the security and platforms needed to meet our mandated services.

The projects are broken down into several key areas of investment and practice, each representing a component of the Board approved plan. These include:

- **Permit Application and Property Information System (PIMS):** Completion of a modernized system based on current internet facing technologies, professional-built database, and modular, transaction-focused architecture, that will replace the legacy on-premise MS Access database. This new system will also incorporate a customer self-service portal to streamline applicant requests and payments while reducing the need for administrative resources.
- **Corporate records management:** Progress continues to be made on the cataloging of HR-related records, scanning of governance records and the disposition of expired records.
- **Infrastructure as a Service Migration:** The migration of our legacy, unsupported infrastructure (servers, storage, backup) to cloud hosted solutions that improve security and continuity. This implementation includes enhanced security, threat reduction, increased manageability, and redundancy. Secondary and stretch goals outlined in the approved modernization plan will be targeted for implementation this year. These will include the upgrade of multifactor authentication, automated software deployment, new security policies, end user security patching automation and automated security updates.
- **Information as a Service:** ERCA ITS will begin to build and integrate new systems to replace legacy offerings. In doing so, IT will begin to provide data integration, advanced reporting, business intelligence & decision support services to respond to the decision-making challenges faced by ERCA as well provide potential revenue streams via the creation of advanced, value-added service offerings. Other aspects to be addressed in these initiatives are: streamlining and facilitating a new web presence; enhancing the online identity; and incorporating financial transactional services to ERCA’s online portfolio.
- **Website Rebuild:** ERCA will undertake a full rebuild and reinvestment in the website to better reflect changes to ERCA services and offerings. The overall goal is to better serve customers and to delineate the mandatory and non-mandatory services, while still maintaining a consistent identity and brand. The new site will be tied to the new permitting portal for development services and will include self-service and online payment options to reduce workflow and increase efficiency.



Summary

This 2024 Draft Budget, including appendices, once approved by the Essex Region Conservation Authority Board of Directors, will be posted publicly on the Authority's website at www.essexregionconservation.ca and circulated to Municipalities in accordance with Ontario Regulation 402/22. It is expected that the vote on the budget, including the weighted vote will proceed on February 15, 2024.

As budgets are a snapshot in time and represent management's best estimates at the time the budget is prepared, actual results can vary, and projects may proceed in a slightly altered fashion than contemplated in this budget. At any time, the Authority may experience employee attrition, turnover or short-term vacancies in positions, which may result in realized savings for the year but may be utilized to buffer against unanticipated/unbudgeted expenses or declines in revenues.

Administration endeavors to respond to the expectations and wishes of the community it serves, including its member municipalities, by delivering programs and services, as consistent with the objects of the Conservation Authorities Act, and by utilizing public funds efficiently, effectively, responsibly and transparently.

APPENDICES

- **Appendix A:** 2024 Draft Detailed and Summary Budgets for Mandatory and Non-Mandatory Programs & Services
- **Appendix B:** 2024 Draft Municipal Cost Apportionment Schedule (-12.7%)
- **Appendix C:** 2024 Draft Reserves Continuity Schedule
- **Appendix D:** 2024 Funding Sources by Service Delivery Program
- **Appendix E:** Where Does Your Household Levy Go?
- **Appendix F:** Category 3 Funding Envelope and Cost Apportionment for Non Mandatory Programs & Services



ERCA Board

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Sue Desjarlais, Town of Lasalle – Vice-Chair
Molly Allaire, Town of Amherstburg
Peter Courtney, Town of Amherstburg
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Kieran McKenzie, City of Windsor

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Editor/Reviewer

Tim Byrne, CAO/Secretary-Treasurer

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Appendix A: 2024 Draft Detailed and Summary Budgets for Mandatory and Non-Mandatory Programs & Services



DRAFT DETAILED & SUMMARY BUDGETS FOR MANDATORY AND NON-MANDATORY PROGRAMS & SERVICES

	2023 BUDGET	2023 PROJECTION	2024 DRAFT BUDGET
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WATERSHED MANAGEMENT SERVICES

CATEGORY 1 MANDATORY SERVICES - RISKS OF NATURAL HAZARDS

DEVELOPMENT SERVICES			
MANDATORY/GENERAL LEVY	413,800	393,800	540,750
SELF-GENERATED FEES	519,000	545,000	576,000
	932,800	938,800	1,116,750

WAGES	691,500	662,100	856,000
CONSULTING	-	-	-
SUPPLIES/OFFICE/JANITORIAL	30,700	24,950	29,250
VEHICLE/TRAVEL/EQUIP'T USAGE	26,600	18,500	18,500
CORP SUPPORT/SHARED SVCS	120,000	113,000	143,000
RENT/INS/TAXES/UTILITIES	58,000	64,000	64,000
DUES/MEMBERSHIPS	1,000	1,000	1,000
AUDIT AND LEGAL	5,000	25,000	5,000
SMALL MISC	-	-	-
	932,800	908,550	1,116,750

PLANNING RELATED TO HAZARDS

MANDATORY/GENERAL LEVY	164,850	111,716	26,650
SELF GENERATED FEES	80,000	127,800	130,000
	244,850	239,516	156,650

WAGES	200,200	143,000	118,500
SUPPLIES/OFFICE/JANITORIAL	1,550	1,650	2,150
VEHICLE/TRAVEL/EQUIP'T USAGE	1,500	500	500
CORP SUPPORT/SHARED SVCS	26,600	24,000	20,500
RENT/INS/TAXES/UTILITIES	15,000	15,000	15,000
	244,850	184,150	156,650

FLOOD /EROSION PROGRAM (\$39 PROV \$)

MANDATORY/GENERAL LEVY	106,663	125,140	106,083
PROVINCIAL GRANTS	104,417	104,417	104,417
	211,080	229,557	210,500

WAGES	128,900	122,100	111,000
CONSULTING/INFO'N/DATA SVCS	35,500	45,000	50,000
SUPPLIES/OFFICE/JANITORIAL	5,180	4,980	4,000
VEHICLE/TRAVEL/EQUIP'T USAGE	7,000	6,000	6,000
CORP SUPPORT/SHARED SVCS	26,500	26,500	30,500
RENT/INS/TAXES/UTILITIES	8,000	9,000	9,000
CAP MAINT/LOW VALUE ASSETS	-	16,000	-
	211,080	229,580	210,500

OTHER WMS TERM PROJECTS

MANDATORY/GENERAL LEVY	48,500	100,134	152,500
OTHER GRANTS/USER FEES/RECOVERIES	46,000	-	30,000
TRANSFERS (TO)/FROM DEFERRED REVENUES	24,500	(24,000)	42,000
	119,000	76,134	224,500

DIRECT WAGES	52,000	16,134	60,000
CONSULTING/OUTSIDE ENGINEERING	58,000	58,000	155,000
TRAVEL/VEHICLE/ADMINISTRATION/OVERHEAD	9,000	2,000	9,500
	119,000	76,134	224,500

	2023 BUDGET	2023 PROJECTION	2024 DRAFT BUDGET
SUMMARY - CATEGORY 1 WMS MANDATORY SERVICES, RISKS OF NATURAL HAZARDS			
MANDATORY/GENERAL LEVY	733,813	730,790	825,983
PROVINCIAL GRANTS	104,417	104,417	104,417
SELF-GENERATED FEES	599,000	672,800	706,000
TRANSFER TO/FROM DEF REVENUES	24,500	(24,000)	42,000
TRANSFER TO/FROM RESERVES	46,000	-	30,000
	1,507,730	1,484,007	1,708,400
WAGES & BENEFITS	1,072,600	943,334	1,145,500
SUPPLIES/SERVICES/OTHER	218,930	265,080	334,900
INTERNAL RECOVERIES FOR SHARED SVCS/FLEET	216,200	190,000	228,000
	1,507,730	1,398,414	1,708,400
SURPLUS/(DEFICIT)	-	85,593	-
MUNICIPAL WATER & EROSION CONTROL PROJECTS (50% PROV \$)			
MUNICIPAL	-	9,773	-
	-	9,773	-
WAGES	-	462	-
CONSULTING/OUTSIDE ENGINEERING	-	6,764	-
TRAVEL/VEHICLE/ADMINISTRATION/OVERHEAD	-	2,547	-
	-	9,773	-
OTHER MUNICIPAL TERM STUDIES/PROJECTS			
MUNICIPAL	(163,200)	(53,695)	-
PROVINCIAL GRANTS	182,000	182,000	-
TRANSFERS (TO)/FROM DEFERRED REVENUES	35,250	-	30,000
	54,050	128,305	30,000
WAGES	47,050	19,055	25,500
CONSULTING/OUTSIDE ENGINEERING	-	108,000	-
TRAVEL/VEHICLE/ADMINISTRATION/OVERHEAD	7,000	3,250	4,500
	54,050	130,305	30,000
SUMMARY CATEGORY 1 MANDATORY SERVICES -WECI PROJECTS AND MUNICIPAL SPECIAL STUDIES			
MUNICIPAL	(163,200)	(43,922)	-
PROVINCIAL GRANTS	182,000	182,000	-
TRANSFER TO/FROM DEF REVENUES	35,250	-	30,000
	54,050	138,078	30,000
WAGES & BENEFITS	47,050	19,517	25,500
CONSTRUCTION/ENGINEERING/SUPPLIES	-	116,311	-
INTERNAL RECOVERIES FOR SHARED SVCS/FLEET	7,000	4,250	4,500
	54,050	140,078	30,000
SURPLUS/(DEFICIT)	-	(2,000)	-

CONSERVATION SERVICES

CATEGORY 1 MANDATORY SERVICES - CONSERVATION LANDS MANAGEMENT

GENERAL PROGRAM OPERATIONS, MANAGEMENT PLANS & LAND STRATEGIES			
MANDATORY/GENERAL LEVY	204,715	234,945	195,400
MUNICIPAL	-	-	-
FEDERAL GRANTS	92,000	92,000	8,000
SELF-GENERATED FEES	-	-	-
	296,715	326,945	203,400
WAGES	256,300	243,220	169,540
ENGINEERING/CONSULTING	-	36,000	-
SUPPLIES/OFFICE/JANITORIAL	5,515	7,260	950
VEHICLE/TRAVEL/EQUIP'T USAGE	3,500	3,900	910
CORP SUPPORT/SHARED SVCS	31,400	35,810	32,000
	296,715	326,190	203,400

	2023 BUDGET	2023 PROJECTION	2024 DRAFT BUDGET
CONSERVATION AREAS/GREEWAYS/OWNED PROPERTIES MAINTENANCE			
MANDATORY/GENERAL LEVY	775,110	775,110	954,255
FEDERAL GRANTS	-	2,000	-
FOUNDATION & OTHER GRANTS	-	22,500	15,500
SELF-GENERATED USER FEES	81,800	85,997	94,000
TRANSFERS (TO)/FROM DEFERRED REVENUES	-	-	8,500
TRANSFERS TO/FROM RESERVES	20,000	15,000	(10,000)
	876,910	900,607	1,062,255
WAGES	371,500	397,872	493,822
CONSTRUCTION	-	18,500	10,000
ENGINEERING/CONSULTING	17,000	26,500	10,000
SUPPLIES/OFFICE/JANITORIAL	58,110	62,629	58,742
VEHICLE/TRAVEL/EQUIP'T USAGE	90,000	118,440	108,999
PLANT MAT/LANDOWNER GRANTS	5,500	3,366	15,000
CORP SUPPORT/SHARED SVCS	107,600	96,033	139,442
RENT/INS/TAXES/UTILITIES	155,700	182,128	177,901
AUDIT AND LEGAL	-	1,980	15,000
CAP MAINT/LOW VALUE ASSETS	68,000	14,532	29,349
SMALL MISC	3,500	4,208	4,000
	876,910	926,188	1,062,255
CAPITAL OR MAJOR MAINTENANCE/IMPROVEMENT PROJECTS-Mandatory			
MANDATORY/GENERAL LEVY	-	-	10,000
PROVINCIAL GRANTS	-	104,000	400,000
FEDERAL GRANTS	550,000	95,000	80,000
FOUNDATION & OTHER GRANTS	-	-	-
TRANSFERS TO/FROM DEFERRED REVENUES	123,700	3,700	202,000
TRANSFERS TO/FROM RESERVES	397,500	394,750	563,000
	1,071,200	597,450	1,255,000
WAGES	14,250	10,250	13,000
CONSTRUCTION	907,000	418,000	1,025,000
ENGINEERING/CONSULTING/SUB CONTRACTING	93,000	133,000	61,000
CONSTRUCTION SUPPLIES	9,200	4,200	10,000
VEHICLE/TRAVEL/EQUIP'T USAGE	2,000	-	2,000
PLANT MAT/LANDOWNER GRANTS	5,000	-	5,000
CORP SUPPORT/SHARED SVCS	16,750	10,000	19,000
CAP MAINT/LOW VALUE ASSETS	22,000	22,000	118,000
	1,071,200	597,450	1,255,000
TREE PLANTING AND RESTORATION - ERCA LANDS			
MANDATORY/GENERAL LEVY	113,100	82,870	89,700
PROVINCIAL GRANTS	30,000	30,000	-
FEDERAL GRANTS	-	11,775	-
FOUNDATION & OTHER GRANTS	5,000	4,700	-
SELF GENERATED FEES	10,000	18,750	-
	158,100	148,095	89,700
WAGES	72,500	51,000	33,000
CONSTRUCTION	40,000	40,000	-
ENGINEERING/CONSULTING/SUB CONTRACTING	-	17,000	2,000
SUPPLIES/OFFICE/JANITORIAL	4,250	7,100	6,850
VEHICLE/TRAVEL/EQUIP'T USAGE	12,850	4,350	4,350
PLANT MAT/LANDOWNER GRANTS	11,500	12,500	30,500
CORP SUPPORT/SHARED SVCS	17,000	12,000	13,000
	158,100	143,950	89,700

	2023 BUDGET	2023 PROJECTION	2024 DRAFT BUDGET
FLEET & FIELD EQUIPMENT			
MANDATORY/GENERAL LEVY	-	-	23,200
RECOVERIES/CHARGEBACKS	199,700	216,058	209,200
TRANSFERS TO/FROM RESERVES	153,000	98,000	-
	<u>352,700</u>	<u>314,058</u>	<u>232,400</u>
MAINTENANCE/REPAIRS	65,900	65,900	62,000
FUEL	57,500	57,500	57,500
LICENCES/MISC/SMALL TOOLS	19,300	20,900	20,900
AMORTIZATION	89,000	103,000	103,000
	<u>231,700</u>	<u>247,300</u>	<u>243,400</u>

SUMMARY CATEGORY 1 MANDATORY SERVICES -LAND MGMT, (OWNED) CA OPERATIONS, MAINTENANCE & CAPITAL			
MANDATORY/GENERAL LEVY	1,092,925	1,092,925	1,272,555
MUNICIPAL	-	-	-
PROVINCIAL GRANTS	30,000	134,000	400,000
FEDERAL GRANTS	642,000	200,775	88,000
FOUNDATION & OTHER GRANTS	5,000	27,200	15,500
SELF-GENERATED FEES	291,500	320,805	303,200
TRANSFER TO/FROM DEF REVENUES	123,700	3,700	210,500
TRANSFER TO/FROM RESERVES	570,500	507,750	553,000
	<u>2,755,625</u>	<u>2,287,155</u>	<u>2,842,755</u>
WAGES & BENEFITS	725,450	713,242	716,362
CONSTRUCTION/ENGINEERING/SUPPLIES	1,644,025	1,261,693	1,829,451
INTERNAL RECOVERIES FOR SHARED SVCS/FLEET	265,150	266,143	307,942
	<u>2,634,625</u>	<u>2,241,078</u>	<u>2,853,755</u>
SURPLUS/(DEFICIT)	121,000	46,077	(11,000)

CATEGORY 3 NON MANDATORY SERVICES - ONGOING ERCA CORE CONSERVATION-RELATED PROGRAMS			
LAND SECUREMENT			
NON-MANDATORY LEVY	40,000	40,000	-
TRANSFERS (TO)/FROM LAND ACQ FUND	-	17,500	57,500
	<u>40,000</u>	<u>57,500</u>	<u>57,500</u>
WAGES	5,000	2,500	2,500
PROPERTY	-	-	-
LEGAL, SURVEYING,CONSULTNG	30,000	50,000	50,000
CORP SUPPORT/SHARED SVCS	5,000	5,000	5,000
	<u>40,000</u>	<u>57,500</u>	<u>57,500</u>

RESTORATION/TREE PLANTING PROGRAM - NON ERCA PROPERTIES			
NON-MANDATORY LEVY	75,000	75,000	75,000
PROVINCIAL GRANTS	150,000	50,000	50,000
FEDERAL GRANTS	40,000	160,000	160,000
FOUNDATION & OTHER GRANTS	-	64,000	-
SELF-GENERATED FEES	225,000	202,000	205,000
IN-KIND	10,000	15,000	10,000
TRANSFERS (TO)/FROM DEFERRED REVENUES	107,000	57,800	29,700
	<u>607,000</u>	<u>623,800</u>	<u>529,700</u>
WAGES	207,400	207,400	160,500
CONSTRUCTION	40,000	40,000	-
ENGINEERING/CONSULTING/SUB-CONTRACTING	-	-	-
SUPPLIES/OFFICE/JANITORIAL	18,200	14,200	18,200
VEHICLE/TRAVEL/EQUIP'T USAGE	41,400	58,600	49,000
PLANT MAT/LANDOWNER GRANTS	215,500	214,500	207,500
CORP SUPPORT/SHARED SVCS	65,000	65,000	75,000
RENT/INS/TAXES/UTILITIES	9,000	9,000	9,000
IN KIND SVCS SUPPLIES	10,000	15,000	10,000
CAP MAINT/LOW VALUE ASSETS	500	500	500
	<u>607,000</u>	<u>624,200</u>	<u>529,700</u>

	2023 BUDGET	2023 PROJECTION	2024 DRAFT BUDGET
HOLIDAY BEACH (OPERATED UNDER MGMT AGREEMENT)			
NON-MANDATORY LEVY	-	-	-
SELF GENERATED	352,600	373,700	399,000
TRANSFERS TO/FROM RESERVES	-	5,500	(13,000)
	<u>352,600</u>	<u>381,200</u>	<u>386,000</u>
WAGES	161,000	197,896	188,700
ENGINEERING/CONSULTING/SUB CONTRACTING	8,500	14,000	3,500
SUPPLIES/OFFICE/JANITORIAL	61,600	62,000	64,800
VEHICLE/TRAVEL/EQUIP'T USAGE	19,000	22,000	25,500
CORP SUPPORT/SHARED SVCS	35,500	35,500	40,500
RENT/INS/TAXES/UTILITIES	44,000	40,000	45,000
MAJOR MAINT/ROADS/VEGETATION	20,500	8,350	17,500
	<u>352,600</u>	<u>380,246</u>	<u>386,000</u>

SUMMARY CATEGORY 3 NON MANDATORY SERVICES - ERCA ONGOING CORE CONSERVATION & HERITAGE PROGRAMS			
NON-MANDATORY LEVY	115,000	115,000	75,000
PROVINCIAL GRANTS	150,000	50,000	50,000
FEDERAL GRANTS	40,000	162,000	160,000
FOUNDATION & OTHER GRANTS	-	64,000	-
SELF-GENERATED FEES	577,600	575,700	604,000
IN-KIND	10,000	15,000	10,000
TRANSFER TO/FROM DEF REVENUES	107,000	75,300	87,200
TRANSFER TO/FROM RESERVES	-	5,500	(13,000)
	<u>999,600</u>	<u>1,062,500</u>	<u>973,200</u>
WAGES & BENEFITS	373,400	407,796	351,700
OTHER OPERATING/SITE SUPPLIES/PROF SERVICES	478,200	500,650	453,000
INTERNAL RECOVERIES FOR SHARED SVCS/FLEET	148,000	153,500	168,500
	<u>999,600</u>	<u>1,061,946</u>	<u>973,200</u>
SURPLUS/(DEFICIT)	-	554	-

CATEGORY 3 NON MANDATORY SERVICES - FEE FOR SERVICE TERM-LIMITED PROJECTS/CONTRACTS			
FEE FOR SERVICE RESTORATION PROJECTS & HABITAT STUDIES			
MUNICIPAL	-	-	-
PROVINCIAL GRANTS	24,000	24,000	-
FEDERAL GRANTS	75,000	75,000	-
FOUNDATION & OTHER GRANTS	68,000	68,000	68,000
TRANSFERS (TO)/FROM DEFERRED REVENUES	(5,000)	(5,000)	-
	<u>162,000</u>	<u>162,000</u>	<u>68,000</u>
WAGES	9,000	9,000	8,000
CONSTRUCTION	70,000	70,000	33,000
ENGINEERING/CONSULTING/SUB-CONTRACTING	57,000	57,000	7,000
SUPPLIES/OFFICE/JANITORIAL	2,000	2,000	2,000
VEHICLE/TRAVEL/EQUIP'T USAGE	500	500	500
PLANT MAT/LANDOWNER GRANTS	15,000	15,000	14,000
CORP SUPPORT/SHARED SVCS	8,500	8,500	3,500
RENT/INS/TAXES/UTILITIES	-	-	-
	<u>162,000</u>	<u>162,000</u>	<u>68,000</u>

FEE FOR SERVICE PROPERTY MAINTENANCE/MANAGEMENT			
SELF-GENERATED FEES	12,000	13,500	31,200
	<u>12,000</u>	<u>13,500</u>	<u>31,200</u>
WAGES	6,600	6,600	12,500
VEHICLE/TRAVEL/EQUIP'T USAGE	2,700	2,700	5,800
CORP SUPPORT/SHARED SVCS	2,300	2,000	4,700
RENT/INS/TAXES/UTILITIES	400	400	6,400
SMALL MISC	-	1,800	1,800
	<u>12,000</u>	<u>13,500</u>	<u>31,200</u>

	2023 BUDGET	2023 PROJECTION	2024 DRAFT BUDGET
SUMMARY CATEGORY 3 NON MANDATORY SERVICES - FEE FOR SERVICE CONTRACTS/TERM LIMITED PROJECTS			
MUNICIPAL	-	-	-
PROVINCIAL GRANTS	24,000	24,000	-
FEDERAL GRANTS	75,000	75,000	-
FOUNDATION & OTHER GRANTS	68,000	68,000	68,000
SELF-GENERATED FEES	12,000	13,500	31,200
TRANSFER TO/FROM DEF REVENUES	(5,000)	(5,000)	-
	174,000	175,500	99,200
WAGES & BENEFITS	15,600	15,600	20,500
CONSTRUCTION/SUPPLIES/OTHER	144,400	146,200	64,200
INTERNAL RECOVERIES FOR SHARED SVCS/FLEET	14,000	13,700	14,500
	174,000	175,500	99,200
SURPLUS/(DEFICIT)	-	-	-

WATERSHED RESEARCH

CATEGORY 1 MANDATORY SERVICE - DRINKING WATER SOURCE PROTECTION AND PROV SURFACE/GROUND WATER MONITORING

MANDATORY/GENERAL LEVY	21,285	21,285	18,350
PROVINCIAL GRANTS	96,900	96,900	114,400
TRANSFERS (TO)/FROM DEFERRED REVENUES	-	8,000	-
	118,185	126,185	132,750
WAGES	94,300	98,150	105,848
SUPPLIES/OFFICE/JANITORIAL	785	500	700
VEHICLE/TRAVEL/EQUIP'T USAGE	1,500	4,000	4,000
CORP SUPPORT/SHARED SVCS	13,500	14,550	14,102
RENT/INS/TAXES/UTILITIES	3,500	3,500	3,500
CAP MAINT/LOW VALUE ASSETS	-	760	-
TOTAL EXPENSES	118,185	126,060	132,750
PER DIEMS/MISC	4,600	4,600	4,600
	118,185	126,060	132,750

CATEGORY 2 MUNICIPAL SERVICES - RISK MANAGEMENT SERVICES (PART IV CWA, 2006)

MUNICIPAL	17,100	14,600	14,600
	17,100	14,600	14,600
WAGES	11,600	9,100	9,100
SUPPLIES/OFFICE/JANITORIAL	500	500	500
VEHICLE/TRAVEL/EQUIP'T USAGE	1,500	1,500	1,500
CORP SUPPORT/SHARED SVCS	1,500	1,500	1,500
RENT/INS/TAXES/UTILITIES	2,000	2,000	2,000
	17,100	14,600	14,600

CATEGORY 3 NON MANDATORY SERVICE - ONGOING ERCA CORE WATER QUALITY/RESEARCH PROGRAM

WATERSHED WATER QUALITY PROGRAM

NON-MANDATORY LEVY	-	-	25,000
TRANSFERS (TO)/FROM DEFERRED REVENUES	35,200	40,000	43,955
	35,200	40,000	68,955
WAGES	16,500	18,650	30,995
CONSULTING/SUB CONTRACTING	5,500	12,000	13,000
SUPPLIES/OFFICE/JANITORIAL	1,700	2,750	2,400
VEHICLE/TRAVEL/EQUIP'T USAGE	4,000	8,100	8,060
CORP SUPPORT/SHARED SVCS	4,500	-	10,000
RENT/INS/TAXES/UTILITIES	2,500	2,500	2,000
TECHNICAL EQUIPMENT	500	-	2,500
	35,200	44,000	68,955

	2023 BUDGET	2023 PROJECTION	2024 DRAFT BUDGET
DEMONSTRATION/CROP RESEARCH FARM			
NON-MANDATORY LEVY	-	-	-
PROVINCIAL GRANTS	30,000	30,000	-
SELF-GENERATED	23,000	9,800	-
	<u>53,000</u>	<u>39,800</u>	<u>-</u>
WAGES	32,500	35,744	-
SUPPLIES/OFFICE/JANITORIAL	4,250	3,200	-
VEHICLE/TRAVEL/EQUIP'T USAGE	4,000	4,000	-
CORP SUPPORT/SHARED SVCS	6,000	5,556	-
RENT/INS/TAXES/UTILITIES	750	1,000	-
DUES/MEMBERSHIPS	500	-	-
	<u>53,000</u>	<u>49,500</u>	<u>-</u>
LANDOWNER STEWARDSHIP PROGRAM			
NON-MANDATORY LEVY	73,000	73,000	-
IN-KIND	20,000	3,500	-
	<u>93,000</u>	<u>76,500</u>	<u>-</u>
WAGES	38,000	54,000	-
SUPPLIES/OFFICE/JANITORIAL	-	300	-
VEHICLE/TRAVEL/EQUIP'T USAGE	-	2,400	-
PLANT MAT/LANDOWNER GRANTS	30,000	12,000	-
CORP SUPPORT/SHARED SVCS	4,000	5,000	-
RENT/INS/TAXES/UTILITIES	1,000	1,000	-
IN KIND SVCS SUPPLIES	20,000	3,500	-
	<u>93,000</u>	<u>78,200</u>	<u>-</u>
SUMMARY CATEGORY 3 NON MANDATORY SERVICES - ERCA ONGOING WATER QUALITY/ RESEARCH PROGRAMS			
NON-MANDATORY LEVY	73,000	73,000	25,000
PROVINCIAL GRANTS	30,000	30,000	-
SELF-GENERATED	23,000	9,800	-
IN-KIND	20,000	3,500	-
TRANSFER TO/FROM DEF REVENUES	35,200	40,000	43,955
	<u>181,200</u>	<u>156,300</u>	<u>68,955</u>
WAGES & BENEFITS	87,000	108,394	30,995
SUPPLIES/TECH SERVICES/EQUIP'T	71,700	38,350	19,960
INTERNAL RECOVERIES FOR SHARED SVCS/FLEET	22,500	24,956	18,000
	<u>181,200</u>	<u>171,700</u>	<u>68,955</u>
SURPLUS/(DEFICIT)	-	(15,400)	-
CATEGORY 3 NON MANDATORY SERVICES - TERM LIMITED GRANT-FUNDED/FEE-FOR-SERVICE PROJECTS/STUDIES			
DETROIT RIVER CANADIAN CLEANUP			
PROVINCIAL GRANTS	73,500	73,500	90,000
FEDERAL GRANTS	70,000	70,000	75,000
TRANSFERS (TO)/FROM DEFERRED REVENUES	25,800	32,800	15,500
	<u>169,300</u>	<u>176,300</u>	<u>180,500</u>
WAGES	131,200	138,200	137,500
ENGINEERING/CONSULTING	-	-	-
SUPPLIES/OFFICE/JANITORIAL	4,400	4,400	2,600
VEHICLE/TRAVEL/EQUIP'T USAGE	300	300	1,000
PLANT MAT/LANDOWNER GRANTS	10,000	10,000	10,000
CORP SUPPORT/SHARED SVCS	21,000	21,000	27,000
RENT/INS/TAXES/UTILITIES	2,400	2,400	2,400
CAP MAINT/LOW VALUE ASSETS	-	-	-
	<u>169,300</u>	<u>176,300</u>	<u>180,500</u>
OTHER WATER QUALITY STUDIES (FED\$ & PROV\$)			
PROVINCIAL GRANTS	23,484	24,889	-
FEDERAL GRANTS	145,000	145,000	-
OTHER	(10,000)	(10,000)	-
IN-KIND	-	462	-
TRANSFERS (TO)/FROM DEFERRED REVENUES	55,800	50,439	-
	<u>214,284</u>	<u>210,790</u>	<u>-</u>

	2023 BUDGET	2023 PROJECTION	2024 DRAFT BUDGET
WAGES	72,784	65,996	-
CONSULTING/SUB CONTRACTING	46,800	48,241	-
SUPPLIES/OFFICE/JANITORIAL	8,000	5,211	-
VEHICLE/TRAVEL/EQUIP'T USAGE	4,200	847	-
PLANT MAT/LANDOWNER GRANTS	70,000	70,822	-
CORP SUPPORT/SHARED SVCS	12,500	14,418	-
IN KIND SVCS SUPPLIES	-	462	-
TECHNICAL EQUIPMENT	-	4,793	-
	214,284	210,790	-

OTHER WATER QUALITY FEE FOR SERVICE (SAMPLING/DATA/ANALYSIS)			
FEDERAL GRANTS	42,975	43,670	27,100
SELF-GENERATED	-	-	-
TRANSFERS (TO)/FROM DEFERRED REVENUES	-	1,500	-
	42,975	45,170	27,100

WAGES	31,900	32,959	19,500
CONSULTING/SUB CONTRACTING	500	1,900	-
SUPPLIES/OFFICE/JANITORIAL	1,500	1,500	1,500
VEHICLE/TRAVEL/EQUIP'T USAGE	2,675	3,093	2,600
CORP SUPPORT/SHARED SVCS	5,700	5,218	3,000
RENT/INS/TAXES/UTILITIES	700	500	500
	42,975	45,170	27,100

SUMMARY CATEGORY 3 NON MANDATORY SERVICES - TERM LIMITED GRANT-FUNDED/FEE-FOR-SERVICE PROJECTS/STUDIES			
PROVINCIAL GRANTS	96,984	98,389	90,000
FEDERAL GRANTS	257,975	258,670	102,100
SELF-GENERATED	(10,000)	(10,000)	-
IN-KIND	-	462	-
TRANSFER TO/FROM DEF REVENUES	81,600	84,739	15,500
	426,559	432,260	207,600
WAGES & BENEFITS	235,884	237,155	157,000
SUBSIDIES/MATERIALS/TECH SVCS/EQUIP'T	144,400	150,411	17,600
INTERNAL RECOVERIES FOR SHARED SVCS/FLEET	46,275	44,694	33,000
	426,559	432,260	207,600
SURPLUS/(DEFICIT)	-	-	-

COMMUNITY SERVICES

GENERAL SERVICES

CORPORATE COMMUNICATIONS			
MANDATORY/GENERAL LEVY	181,600	184,623	200,900
FOUNDATION & OTHER GRANTS	5,000	(13,000)	5,000
TRANSFERS (TO)/FROM DEFERRED REVENUES	15,000	15,000	-
	201,600	186,623	205,900
WAGES	178,500	162,500	188,000
CONSULTING	10,000	10,000	5,000
SUPPLIES/OFFICE/JANITORIAL	12,400	12,400	12,200
VEHICLE/TRAVEL/EQUIP'T USAGE	250	250	250
CAP MAINT/LOW VALUE ASSETS	450	450	450
	201,600	185,600	205,900

CATEGORY 3 NON MANDATORY SERVICES - ONGOING ERCA STAKEHOLDER ENGAGEMENT, OUTREACH & EDUCATION

OUTDOOR & CONSERVATION EDUCATION			
NON-MANDATORY LEVY	-	-	-
FOUNDATION & OTHER GRANTS	40,000	44,500	45,000
SELF-GENERATED	24,000	17,000	25,000
TRANSFERS (TO)/FROM DEFERRED REVENUES	-	10,000	30,330
	64,000	71,500	100,330

	2023 BUDGET	2023 PROJECTION	2024 DRAFT BUDGET
WAGES	51,350	57,000	73,500
SUPPLIES/OFFICE/JANITORIAL	1,970	1,970	2,750
VEHICLE/TRAVEL/EQUIP'T USAGE	1,080	2,480	2,480
CORP SUPPORT/SHARED SVCS	8,000	8,000	13,000
RENT/INS/TAXES/UTILITIES	1,600	1,600	1,600
CAP MAINT/LOW VALUE ASSETS	-	-	7,000
	64,000	71,050	100,330

OUTREACH & ENGAGEMENT

NON-MANDATORY LEVY	34,150	34,150	57,150
FOUNDATION & OTHER GRANTS	10,000	21,300	24,000
TRANSFERS (TO)/FROM DEFERRED REVENUES	20,000	20,000	-
	64,150	75,450	81,150

WAGES	35,100	48,700	44,500
SUPPLIES/OFFICE/JANITORIAL	3,350	4,163	3,000
VEHICLE/TRAVEL/EQUIP'T USAGE	4,200	3,200	4,000
PARTNER GRANTS/PLANT MATERIAL	9,000	9,000	15,000
CORP SUPPORT/SHARED SVCS	10,000	10,000	12,000
RENT/INS/TAXES/UTILITIES	2,000	2,400	2,400
CAP MAINT/LOW VALUE ASSETS	500	500	250
	64,150	77,963	81,150

JOHN R PARK HOMESTEAD MUSEUM OPERATIONS AND EDUCATIONAL PROGRAMMING

MANDATORY/GENERAL LEVY	-	-	-
CW~GS LEVY	150,962	150,962	160,112
PROVINCIAL GRANTS	23,688	23,688	23,688
FEDERAL GRANTS	6,000	14,000	9,000
FOUNDATION & OTHER GRANTS	26,500	24,750	28,750
SELF-GENERATED FEES	109,000	118,300	134,000
TRANSFERS (TO)/FROM RESERVES	(15,000)	(15,000)	(15,000)
	301,150	316,700	340,550

WAGES	189,000	190,550	223,000
SUPPLIES/OFFICE/JANITORIAL	43,850	52,950	50,750
VEHICLE/TRAVEL/EQUIP'T USAGE	3,300	700	1,450
CORP SUPPORT/SHARED SVCS	25,000	30,000	30,250
RENT/INS/TAXES/UTILITIES	38,500	38,500	34,200
CAP MAINT/LOW VALUE ASSETS	1,000	600	600
	301,150	314,100	340,550

SUMMARY CATEGORY 3 NON MANDATORY SERVICES - COMMUNITY OUTREACH, EDUCATION & JRPB MUSEUM OPERATIONS

MANDATORY/GENERAL LEVY	-	-	-
NON-MANDATORY LEVY	185,112	185,112	217,262
PROVINCIAL GRANTS	23,688	23,688	23,688
FEDERAL GRANTS	6,000	14,000	9,000
FOUNDATION & OTHER GRANTS	76,500	84,750	93,750
SELF-GENERATED FEES	133,000	141,100	163,000
TRANSFER TO/FROM DEF REVENUES	20,000	30,000	30,330
TRANSFER TO/FROM RESERVES	(15,000)	(15,000)	(15,000)
	429,300	463,650	522,030
WAGES & BENEFITS	275,450	296,250	341,000
OTHER OPERATING/SITE SUPPLIES/PROF SERVICES	105,850	113,063	118,980
INTERNAL RECOVERIES FOR SHARED SVCS/FLEET	48,000	53,800	62,050
	429,300	463,113	522,030
SURPLUS/(DEFICIT)	-	537	-

CATEGORY 3 NON MANDATORY SERVICES - FUNDRAISING/COMMUNITY EVENTS & GRANT FUNDED TERM PROJECTS

FEDERAL GRANTS	329,000	329,476	-
FOUNDATION & OTHER GRANTS	30,000	49,000	-
SELF-GENERATED	-	18,000	-
TRANSFERS (TO)/FROM DEFERRED REVENUES	(20,000)	(24,000)	24,000
	339,000	372,476	24,000
WAGES	60,450	75,666	9,000
TREES/SUPPLIES	278,550	298,903	15,000
	339,000	374,569	24,000

CORPORATE SERVICES (GENERAL SERVICES)

GENERAL SERVICES- CORPORATE & SUPPORT FUNCTIONS

ADMINISTRATION, GOVERNANCE, RISK, COMPLIANCE, HR, FINANCE & IM/IT

MANDATORY/GENERAL LEVY	540,500	540,500	433,300
RECOVERIES/CHARGEBACKS	596,400	590,000	661,000
INTEREST & INVESTMENT INCOME	105,000	255,000	210,000
OTHER	-	1,500	1,400
TRANSFERS (TO)/FROM DEFERRED REVENUES	-	(25,000)	-
TRANSFERS (TO)/FROM RESERVES	-	(50,000)	(44,000)
	1,241,900	1,312,000	1,261,700

WAGES	865,000	848,000	900,500
MEMBER EXPENSES/CO DUES	55,500	60,500	58,500
AUDIT/LEGAL/CONSULTING	54,000	29,000	30,000
SUPPLIES/EQUIPT/NETWORK	93,400	97,300	112,700
OCCUPANCY/PHONE	150,000	148,000	138,500
TRAVEL & BD/STAFF MEETINGS	2,000	4,500	5,500
RETIREE BENEFITS	22,000	20,000	16,000
	1,241,900	1,207,300	1,261,700

CORPORATE SPECIAL PROJECTS (RECORDS/IS/IT)

MANDATORY/GENERAL LEVY	-	-	20,000
TRANSFERS FROM DEF REVENUES	-	-	25,000
TRANSFERS FROM RESERVES	-	-	45,000
	-	-	90,000

WAGES	-	-	10,000
CONSULTING/OTHER	-	-	80,000
	-	-	90,000

RESERVES- MANDATORY PROGRAMS

MANDATORY/GENERAL LEVY	325,000	325,000	200,000
TRANSFER TO/FROM RESERVES	(325,000)	(325,000)	(200,000)
	-	-	-

SUMMARY CORPORATE SERVICES

MANDATORY/GENERAL LEVY	865,500	865,500	653,300
RECOVERIES/CHARGEBACKS	596,400	590,000	661,000
INTEREST	105,000	255,000	210,000
OTHER	-	1,500	1,400
TRANSFER TO/FROM DEF REVENUES	-	(25,000)	25,000
TRANSFER TO/FROM RESERVES	(325,000)	(375,000)	(199,000)
	1,241,900	1,312,000	1,351,700

WAGES & BENEFITS	865,000	848,000	910,500
OTHER OPERATING/SUPPLIES/PROF SERVICES	376,900	359,300	441,200
	1,241,900	1,207,300	1,351,700
SURPLUS/(DEFICIT)	-	104,700	-

NON MANDATORY SERVICES- ESSEX REGION CONSERVATION GOVERNANCE & FINANCE SUPPORTS

FOUNDATION SUPPORT GRANT	55,000	55,000	55,000
ERCF-RELATED WAGE SUPPORTS	55,000	55,000	55,000
NET FINANCIAL SUPPORT OF/(PROVIDED BY) ERCF	-	-	-

RESERVES- NON-MANDATORY PROGRAMS

NON-MANDATORY LEVY	500,000	500,000	-
TRANSFER TO/FROM RESERVES	(500,000)	(500,000)	-
	-	-	-

	2023 BUDGET	2023 PROJECTION	2024 DRAFT BUDGET
BUDGET SUMMARY OF PROGRAMS & SERVICES BY CATEGORY			
General Services (Administration, Finance, Human Resources, IT, & Communications)			
Municipal Levies/Cost Apportionment	722,100	725,123	654,200
Self-generated/Other grants	110,000	243,500	216,400
Shared and corporate services recoveries	596,400	590,000	661,000
Deferred Revenue Transfers	15,000	(10,000)	25,000
Reserve transfers	-	(50,000)	1,000
Total revenues - general/administrative programs & services	1,443,500	1,498,623	1,557,600
Wages & benefits	1,065,500	1,030,500	1,114,500
Office supplies & expenses - other ERCA programs	15,400	17,400	19,900
Occupancy, taxes & utilities	151,000	148,500	139,500
Equipment, software/hardware & website	73,050	71,950	79,750
Technical & sub-contracted services/consulting	35,000	13,000	89,000
Insurance	9,000	9,000	9,000
Audit & Legal	29,000	29,000	29,000
Dues & memberships	43,800	44,300	43,800
Travel, training & professional development	4,750	8,250	13,750
Board ,committee & meeting expenses	16,000	19,000	17,500
Bank, credit card charges and interest	1,000	2,000	1,900
Total operational expenses -general/administrative	1,443,500	1,392,900	1,557,600
Total Surplus/(Deficit)-General/Administrative Programs & Services	-	105,723	-
Category 1 Mandatory Programs & Services associated with Risks of Hazards, Lands & DWSP			
Total municipal cost apportionment associated with mandatory programs & services	2,173,023	2,170,000	2,306,888
Municipal special project	(163,200)	(43,922)	-
Other Government \$	505,317	519,092	226,817
Self-generated/Other grants	695,800	804,747	815,500
Shared services recoveries - Non-Mandatory Programs	73,700	75,258	78,200
Deferred Revenue Transfers	59,750	(16,000)	80,500
Reserve transfers	(106,000)	(212,000)	(180,000)
Total revenues associated with mandatory programs & services	3,238,390	3,297,175	3,327,905
Operational Expenses associated with mandatory services			
Wages & benefits	1,925,150	1,763,993	1,980,210
Construction	40,000	58,500	10,000
Plant material	17,000	15,866	45,500
Site & operational supplies/services - Conservation Areas	60,550	94,709	51,911
Office supplies & expenses - other ERCA programs	10,465	13,577	10,000
Occupancy, taxes, utilities & waste removal	150,010	170,291	166,321
Maintenance, repairs & security-sites	70,750	18,485	36,994
Maintenance, repairs & supplies-fleet/equipment	119,400	121,000	121,000
Equipment, software/hardware & website	18,365	26,410	14,620
Technical & sub-contracted services/consulting	97,000	259,264	210,500
Insurance	129,700	137,767	137,967
Audit & Legal	5,000	26,980	20,000
Dues & memberships	1,500	1,750	1,500
Travel, training & professional development	6,500	11,005	6,198
Board ,committee & meeting expenses	4,600	4,600	4,600
Bank, credit card charges and interest	13,800	12,040	12,040
Fleet/Equipment replacement	210,000	185,000	92,000
Allocated corporate recoveries	358,600	328,143	406,544
Total operational expenses -mandatory programs	3,238,390	3,249,380	3,327,905
Operating surplus/(Deficit) - mandatory programs/services	-	47,795	-
Capital projects associated with Category 1 Programs & Services			
Total municipal cost apportionment associated with capital projects/infrastructure	-	-	10,000
Transfers from Infrastructure Reserve	397,500	394,750	563,000
Grants from ERCF/Other funders	656,700	185,700	682,000
Total revenues associated with capital projects/infrastructure	1,054,200	580,450	1,255,000
Construction/engineering-ERCA capital projects (transferred to TCA at y/e)	1,040,700	570,950	1,242,000
Wages	13,500	9,500	13,000
Capitalized Infrastructure replacement			
Total ERCA infrastructure investment	1,054,200	580,450	1,255,000
Surplus/(Deficit) - Capital Projects	-	-	-

	2023 BUDGET	2023 PROJECTION	2024 DRAFT BUDGET
Category 3 Non-Mandatory Programs & Services			
On-going recurring core watershed programs & services			
Municipal cost apportionment	873,112	873,112	317,262
Other Government \$	249,688	279,688	242,688
Self-generated/Other grants	895,100	948,850	925,750
Deferred Revenue Transfers	162,200	145,300	161,485
Reserve Transfers	(515,000)	(509,500)	(28,000)
Total revenues-ongoing non-mandatory programs & services	1,665,100	1,737,450	1,619,185
Expenses associated with ERCA ongoing non-mandatory programs & services			
Wages & benefits	791,350	867,940	778,695
Construction& consulting engineering	65,000	85,000	45,000
Plants, removals and landowner subsidies	254,500	235,500	222,500
Supplies	96,807	101,870	100,450
Maintenance, repairs & security	32,200	34,800	28,150
Occupancy, taxes, utilities & waste removal	75,053	68,003	65,400
Equipment, software/hardware & website	16,400	12,450	37,800
Lab, data, technical & sub-contracted services	19,000	26,000	16,500
Insurance	42,350	43,800	41,300
Audit & legal	5,000	5,000	5,000
Dues & memberships	4,650	4,150	4,150
Travel, training & professional development	2,590	2,690	2,390
Board ,committee & meeting expenses	-	300	300
Bank, credit card charges and interest	11,700	13,500	13,000
In-kind supplies & services	30,000	18,500	10,000
Land acquisition & acquisition assistance	-	-	-
Land acquisition	-	-	-
Shared services allocations	218,500	232,256	248,550
Other misc. supplies	-	-	-
	1,665,100	1,751,759	1,619,185
svcs	-	(14,309)	-
Category 3 Non-Mandatory Programs & Services			
Term-limited projects with special grants and fixed terms			
Municipal Special Project/Fee For Service	-	-	-
Other Government \$	782,959	785,535	192,100
Self-generated/Other grants	100,000	138,962	99,200
Deferred Revenue Transfer	56,600	55,739	39,500
Total Revenues associated with term limited 3rd-party funded projects & services	939,559	980,236	330,800
Expenses associated with term limited 3rd-party funded projects & services			
Wages & benefits	311,934	328,420	186,500
Construction& consulting engineering	330,300	299,480	40,000
Plants, removals and landowner subsidies	99,500	97,322	34,000
Program supplies-	45,500	77,954	5,000
Occupancy, taxes, utilities & waste removal	600	600	5,000
Equipment, software/hardware & website	58,400	86,028	1,800
Lab, data, technical & sub-contracted services	14,800	17,075	1,800
Insurance, audit & legal	3,500	3,300	4,300
Travel, training & professional development	500	182	900
Bank, credit card charges and interest	-	-	-
In-kind supplies & services	-	462	-
Shared services allocations	74,525	71,505	51,500
Other supplies	-	-	-
	939,559	982,329	330,800
Surplus/(Deficit) assoc. with term limited 3rd party funded projects & services	-	(2,093)	-
Capital projects associated with Category 3 Non-Mandatory Programs & Services			
Transfers from Infrastructure Reserve	179,000	316,000	370,000
Grants from ERCF/Other funders	159,500	159,500	-
Total revenues - Cat 3 capital projects/infrastructure	338,500	475,500	370,000
Construction/engineering-ERCA capital projects (transferred to TCA at y/e)	327,750	464,750	357,500
Wages	10,750	10,750	12,500
Capitalized Infrastructure replacement	-	-	-
Total expenses- Cat 3 capital projects/infrastructure	338,500	475,500	370,000
Surplus/(Deficit) - Cat 3 capital projects	-	-	-

	2023 BUDGET	2023 PROJECTION	2024 DRAFT BUDGET
Category 2 Programs & Services (provided on behalf of one or more municipalities through agreement)			
Municipal special project	17,100	14,600	14,600
Total operating revenues - municipal programs & services	17,100	14,600	14,600
Wages & benefits	11,600	9,100	9,100
Office supplies & expenses	500	500	500
Equipment, software/hardware & website	-	-	-
Insurance	2,000	2,000	2,000
Travel, training & professional development	1,500	1,500	1,500
Shared/corporate services	1,500	1,500	1,500
Other	-	-	-
total expenses	17,100	14,600	14,600
Total operating expenses -municipal programs & services	17,100	14,600	14,600
Total Surplus/(Deficit)-Cat 2 Municipal Programs/Services	-	-	-
Cost Apportionment for Mandatory Programs	2,895,123	2,895,123	2,971,088
Cost Apportionment for Non-Mandatory Programs	873,112	873,112	317,262
Total Municipal Cost Apportionment	3,768,235	3,768,235	3,288,350

CONSOLIDATED STATEMENT OF FINANCIAL ACTIVITIES-ALL CATEGORIES

Mandatory cost apportionment	\$ 2,895,123	\$ 2,895,123	\$ 2,971,088
Non-mandatory cost apportionment	873,112	873,112	317,262
Total Municipal Levy	3,768,235	3,768,235	3,288,350
Water & erosion control infrastructure and special projects	(163,200)	(43,922)	-
Risk management services	17,100	14,600	14,600
	3,622,135	3,738,913	3,302,950
Provincial			
Section 39 Flood/Erosion Program	104,417	104,417	104,417
Drinking Water Source Protection	96,900	96,900	114,400
Other (CMOG, SEO etc)	536,672	542,077	563,688
	737,989	743,394	782,505
Federal			
	1,372,975	1,062,921	359,100
Total Government Transfer Payments & Fees-For-Services	5,733,099	5,545,228	4,444,555
Other revenues			
Permit and applicant fees - mandatory services	599,000	672,800	706,000
Admissions, program fees & other services	744,300	752,347	799,600
Leases & property rentals	83,100	84,000	94,000
Donations and other grants			
General	51,500	126,500	15,000
Essex Region Conservation Foundation grants	218,000	256,450	222,250
In-kind contributions	30,000	18,962	10,000
Interest income	105,000	255,000	210,000
Total other revenues	1,830,900	2,166,059	2,056,850
Transfers from/(to) deferred revenues	506,750	268,239	508,485
Interdepartmental recoveries	796,100	806,058	870,200
TOTAL REVENUES	\$ 8,866,849	\$ 8,785,584	\$ 7,880,090
EXPENSES BY CLASSIFICATION			
Wages & benefits	4,129,784	4,020,204	4,094,505
Construction-municipal projects	58,000	172,764	155,000
Construction-special grant projects	357,800	321,993	42,000
Construction-ERCA capital projects	1,328,300	1,090,800	1,491,000
Plant material, removals and landowner subsidies-special grant projects	352,000	334,822	262,000
Plant material, removals and landowner subsidies - ERCA operations	24,000	13,866	45,000
Program supplies- special grant projects	48,485	54,162	41,850
Site & operational supplies - Conservation Areas	133,450	137,209	136,761
Office supplies & expenses - other ERCA operations	63,487	99,339	34,150
Occupancy, taxes, utilities & waste removal	375,663	386,894	375,221
Maintenance, repairs & security-sites	103,950	53,785	66,144
Maintenance, repairs & supplies-fleet/equipment	119,400	121,000	121,000
Equipment, software/hardware & website - special grant projects	59,900	87,538	5,300

	2023 BUDGET	2023 PROJECTION	2024 DRAFT BUDGET
Equipment, software/hardware & website - ERCA operations	107,515	110,500	223,670
Lab, data, technical & sub-contracted services - special grant	57,800	77,141	13,000
Lab, data, technical & sub-contracted services - ERCA operations	74,500	96,478	68,800
Insurance	186,550	195,867	194,567
Audit, legal & consulting services	84,000	92,923	143,000
Dues & memberships	49,950	50,200	49,450
Travel, training & professional development	14,340	22,127	23,238
Board ,committee & meeting expenses	20,600	23,900	22,400
Bank, credit card charges and interest	26,500	27,540	26,940
In-kind supplies & services	30,000	18,962	10,000
Land acquisition & acquisition assistance	-	-	-
Amortization	375,500	389,500	393,500
Internal recoveries included in revenues	806,375	792,704	869,094
TOTAL EXPENSES	\$ 8,987,849	\$ 8,792,218	\$ 8,907,590
Total Revenues	8,866,849	8,785,584	7,880,090
Total Expenses	8,987,849	8,792,218	8,907,590
SURPLUS/(DEFICIT) (ACCRUAL BASIS)	(121,000)	(6,634)	(1,027,500)
ADD/SUBTRACT: NON CASH ITEMS			
Donation of land to ERCA	-	-	-
Gain/loss on asset disposal	-	-	-
Amortization	375,500	389,500	393,500
Transfers from Reserves (Per Schedule)	-	-	-
DEDUCT: CAPITAL ITEMS			
Land acquisition	-	-	-
Purchased fleet/equipment	(210,000)	(185,000)	(92,000)
Infrastructure additions	-	-	-
(DECREASE)/INCREASE IN NET SURPLUS (prior to reserve transfers)	44,500	197,866	(726,000)
TRANSFER (TO)/FROM RESERVES (Per Schedule)	(44,500)	(60,750)	726,000
INCREASE/(DECREASE) IN UNRESTRICTED ACCUMULATED OPERATING FUND SURPLUS			
	\$ -	\$ 137,116	\$ -

Appendix B: 2024 Draft Municipal Cost Apportionment Schedule (-12.7%)

2024 BUDGET PRESSURES/SAVINGS MANDATORY AND GENERAL (ADMINISTRATIVE) PROGRAMS & SERVICES

MUNICIPALITY	CVA %	CVA %	Cat 1 Mandatory	General	Cat 1 Mandatory Apportionment % Change	Cat 3 Non-Mandatory*	CW~GS LEVY	Cat 3 Non-Mandatory Apportionment % Change	Total Apportionment		2024-2023 (479,885)	% Chg -12.7%
	2024	2023	2024 DRAFT \$2,971,088	2023 APPROVED \$2,895,123	\$ Change 2.6%	2024 DRAFT \$317,262	2023 APPROVED \$873,112	\$ Change -63.7%	2024 DRAFT \$3,288,350	2023 APPROVED \$3,768,235		
TOWN OF AMHERSTBURG	6.14%	6.07%	\$182,495	\$175,773	\$6,722	\$19,487	\$53,010	\$(33,522)	\$201,982	\$228,783	\$(26,800)	-11.7%
TOWN OF ESSEX	4.86%	4.86%	144,517	140,591	3,926	15,432	42,400	(26,968)	159,949	182,991	(23,042)	-12.6%
TOWN OF KINGSVILLE	6.57%	6.44%	195,230	186,474	8,756	20,847	56,237	(35,390)	216,078	242,711	(26,634)	-11.0%
TOWN OF LAKESHORE	9.88%	9.77%	293,519	282,974	10,546	31,343	85,339	(53,996)	324,862	368,313	(43,451)	-11.8%
TOWN OF LASALLE	9.04%	9.03%	268,552	261,314	7,238	28,677	78,807	(50,130)	297,229	340,121	(42,892)	-12.6%
MUNICIPALITY LEAMINGTON	6.34%	6.21%	188,358	179,796	8,561	20,113	54,223	(34,110)	208,471	234,019	(25,548)	-10.9%
TOWNSHIP OF PELEE	0.28%	0.27%	8,187	7,910	277	874	2,385	(1,511)	9,061	10,295	(1,234)	-12.0%
TOWN OF TECUMSEH	8.16%	8.22%	242,555	238,054	4,502	25,901	71,792	(45,891)	268,456	309,846	(41,390)	-13.4%
CITY OF WINDSOR	48.73%	49.13%	1,447,675	1,422,238	25,437	154,587	428,919	(274,332)	1,602,262	1,851,156	(248,895)	-13.4%
TOTALS	100%	100%	\$2,971,088	\$2,895,123	\$75,965	\$317,262	\$873,112	\$(555,850)	\$3,288,350	\$3,768,235	\$(479,885)	-12.7%

Appendix C: 2024 Draft Reserves Continuity Schedule

ESSEX REGION CONSERVATION AUTHORITY		INFRASTRUCTURE/ MAJOR MAINTENANCE	REVENUE STABILIZATION	GRANT MATCHING	VEHICLE/CA EQUIPT	SUITE/F&F/IT/IS	HUMAN RESOURCES/ ADMIN	LEGAL/ INSURANCE	KINGSVILLE TRAIN STATION	JRPH PRESERVATION	HBCA MAINTENANCE	TREE WARRANTY & SELF-INSURANCE	OTHER WATERSHED	TOTAL RESERVES
2024 PROJECTED RESERVES														
PROJECTED OPENING BALANCE - 01/01/2024	\$ 867,980	\$ 148,342	\$ 100,000	\$ 91,287	\$ 274,508	\$ 139,685	\$ 50,000	\$ 80,595	\$ 330,624	\$ -	\$ 90,000	\$ 47,857	\$ 2,220,877	
Transfers to reserves	200,000	-	-	-	-	-	-	10,000	15,000	13,000	-	-	238,000	
Interest	44,000								44,000					
Repayments	-	-												
AVAILABLE BALANCE	\$ 1,111,980	\$ 148,342	\$ 100,000	\$ 91,287	\$ 274,508	\$ 139,685	\$ 50,000	\$ 90,595	\$ 345,624	\$ 13,000	\$ 90,000	\$ 47,857	\$ 2,502,877	
RESERVE FUND EXPENSES/TRANSFERS														
JRPH Museum/outbuilding repairs	-				-	332,500				332,500				
JRPH Connectivity (additional buildings)	37,500							-					37,500	
Greenways culvert/bridge remediation	140,000												140,000	
Parking lot(s) resurfacing	100,000												100,000	
Emergency infrastructure repair contingency	25,000												25,000	
Conservation Areas signage	25,000												25,000	
Main workshop exterior repairs/recladding	258,000							-					258,000	
Asset management plans	30,000				-								30,000	
High capacity generator - Collavino CA				15,000									15,000	
Sage300/Business Central migration					45,000								45,000	
TOTAL EXPENSES	615,500	-	-	15,000	45,000	-	-	-	332,500	-	-	-	1,008,000	
PROJECTED CLOSING BALANCE 12/31/2024	\$ 496,480	\$ 148,342	\$ 100,000	\$ 76,287	\$ 229,508	\$ 139,685	\$ 50,000	\$ 90,595	\$ 13,124	\$ 13,000	\$ 90,000	\$ 47,857	\$ 1,494,877	
													\$ 726,000	

Appendix D: 2024 Funding Sources by Service Delivery Program Area



2024
CVA in the watershed 47,167,643,995
Population in the watershed 317,761

Dept/Category of Program	Program Sub-Unit	Budgeted Expenses/Transfers	Mandatory Levy	Non-Mandatory Levy	Municipal Special	Provincial Transfer Payments	Other Provincial	Federal	Fees/NGO Grants/ Def Rev	(To)/From Reserves	Total	Levy %	Levy Per Household (\$300k)
2024 FUNDING SOURCES BY SERVICE DELIVERY AREA													
Watershed Management Programs & Services													
Cat 1 -Risks of Natural Hazards	Development Services	\$ 1,116,750	\$ 540,750	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 576,000	\$ -	\$ 1,116,750	48%	\$ 3.44
Cat 1 -Risks of Natural Hazards	Planning- Hazards	156,650	26,650	-	-	-	-	-	130,000	-	156,650	17%	\$ 0.17
Cat 1 -Risks of Natural Hazards	Flood Forecasting & Warning	210,500	106,083	-	-	104,417	-	-	-	-	210,500	50%	\$ 0.67
Cat 1 -Risks of Natural Hazards	Watershed Resources Management Strategies/Policies	224,500	152,500	-	-	-	-	-	42,000	30,000	224,500	68%	\$ 0.97
Cat 1 -Risks of Natural Hazards	Special Projects (municipal/other)	30,000	-	-	-	-	-	-	30,000	-	30,000	0%	\$ -
Watershed Management Summary		1,738,400	825,983	-	-	104,417	-	-	778,000	30,000	1,738,400	48%	\$ 5.25
Conservation Programs & Services													
Cat 1 - Conservation of Lands	Conservation Areas Infrastructure Projects	1,255,000	10,000	-	-	-	400,000	80,000	202,000	563,000	1,255,000	1%	\$ 0.06
Cat 1 - Conservation of Lands	Conservation Areas & Infrastructure Maintenance	1,062,255	954,255	-	-	-	-	-	108,000	-	1,062,255	90%	\$ 6.07
Cat 1 - Conservation of Lands	Transfer to AMP/Infrastructure Reserve - Cons Areas/Greenways	210,000	200,000	-	-	-	-	-	10,000	-	210,000	95%	\$ 1.27
Cat 1 - Conservation of Lands	Cons Areas Management Plans, Land Strategies and Operations Oversight	203,400	195,400	-	-	-	-	8,000	-	-	203,400	96%	\$ 1.24
Cat 1 - Conservation of Lands	Tree Planting & Restoration - Conservation Areas	89,700	89,700	-	-	-	-	-	-	-	89,700	100%	\$ 0.57
Cat 1 - Conservation of Lands	Fleet/Equipment	232,400	23,200	-	-	-	-	-	209,200	-	232,400	10%	\$ 0.15
Cat 3 -Non Mandatory Services	Land Acquisition (Property surveys-CASO)/Legal	57,500	-	-	-	-	-	-	57,500	-	57,500	0%	\$ -
Cat 3 -Non Mandatory Services	Treepanting/Restoration- Non ERCA Properties	529,700	-	75,000	-	-	50,000	160,000	244,700	-	529,700	14%	\$ 0.48
Cat 3 -Non Mandatory Services	Holiday Beach Management	386,000	-	-	-	-	-	-	386,000	-	386,000	0%	\$ -
Cat 3 -Non Mandatory Services	HBCA Emergency Repairs Reserve	13,000	-	-	-	13,000	-	-	-	-	13,000	0%	\$ -
Cat 3 -Fee for Service/Contracts	Term Restoration Projects (Municipal/Other)	68,000	-	-	-	-	-	-	68,000	-	68,000	0%	\$ -
Cat 3 -Fee for Service/Contracts	Fee For Service Property Maintenance	31,200	-	-	-	-	-	-	31,200	-	31,200	0%	\$ -
Conservation/Lands Summary		4,138,155	1,472,555	75,000	-	-	450,000	248,000	1,329,600	563,000	4,138,155	37%	\$ 9.84
Water Quality Programs & Services													
Cat 1 - Drinking Water Source Protection	Mandatory Drinking Water Source Protection (SPA)	114,400	-	-	-	114,400	-	-	-	-	114,400	0%	\$ -
Ground and Source Water Monitoring	Mandatory Provincial Ground and Surface Water Monitoring PGM	18,350	18,350	-	-	-	-	-	-	-	18,350	100%	\$ 0.12
Cat 2 Municipal Services	Risk Management Services	14,600	-	-	14,600	-	-	-	-	-	14,600	0%	\$ -
Cat 3 -Non Mandatory Services	ERCA Water Quality Program/Site Monitoring	68,955	-	25,000	-	-	-	-	43,955	-	68,955	36%	\$ 0.16
Cat 3 -Non Mandatory Services	Agricultural Stewardship/Extension Services	-	-	-	-	-	-	-	-	-	-	0%	\$ -
Cat 3 -Special/Term Projects	Detroit River CDN Coalition	180,500	-	-	-	-	90,000	75,000	15,500	-	180,500	0%	\$ -
Cat 3 -Special/Term Projects	Fee for Service WQ Monitoring/Sampling	27,100	-	-	-	-	-	27,100	-	-	27,100	0%	\$ -
Watershed Research Summary		423,905	18,350	25,000	14,600	114,400	90,000	102,100	59,455	-	423,905	10%	\$ 0.28
Community Outreach/Heritage Programs & Services													
General Programs -													
Mandatory	Corporate Communications	205,900	200,900	-	-	-	-	-	5,000	-	205,900	98%	\$ 1.28

Appendix D: 2024 Funding Sources by Service Delivery Program Area (continued)

2024 FUNDING SOURCES BY SERVICE DELIVERY AREA													
Dept/Category of Program	Program Sub-Unit	Budgeted			Municipal Special	Provincial Transfer Payments	Other Provincial	Federal	Fees/NGO Grants/ Def Rev	(To)/From Reserves	Total	Levy %	Levy Per Household (\$300k)
		Expenses/Transfers	Mandatory Levy	Non-Mandatory Levy									
Cat 3 -Non Mandatory Services	John R Park Homestead-Museum Operations/Ed'n Program	340,550	-	145,112	-	-	23,688	9,000	162,750	-	340,550	43%	\$ 0.92
Cat 3 -Non Mandatory Services	Transfer to John R Park Homestead Preservation Reserve Fund	15,000	-	15,000	-	-	-	-	-	-	15,000	100%	\$ 0.10
Cat 3 -Non Mandatory Services	John R Park Homestead-Museum/Heritage Bldgs Repairs	370,000	-	-	-	-	-	-	-	370,000	370,000	0%	\$ -
Cat 3 -Non Mandatory Services	Outreach & Partnerships	81,150	-	57,150	-	-	-	-	24,000	-	81,150	70%	\$ 0.36
Cat 3 -Non Mandatory Services	Outdoor & Conservation Education	100,330	-	-	-	-	-	-	100,330	-	100,330	0%	\$ -
Cat 3 -Non Mandatory Projects	Grant -funded Projects/Events	24,000	-	-	-	-	-	-	24,000	-	24,000	0%	\$ -
Community Outreach Summary		1,136,930	200,900	217,262	-	-	23,688	9,000	316,080	370,000	1,136,930	37%	\$ 2.66
General & Corporate Services													
Mandatory	Corporate Services Interest Transfer to AMP/Infrastructure	1,261,700	433,300	-	-	-	-	-	828,400	-	1,261,700	34%	\$ 2.76
Mandatory	Reserve	44,000	-	-	-	-	-	-	44,000	-	44,000	0%	\$ -
Mandatory	Corporate Special Projects	90,000	20,000	-	-	-	-	-	25,000	45,000	90,000	22%	\$ 0.13
Non Mandatory Services	Essex Region Conservation Foundation (grant-funded) Supports	55,000	-	-	-	-	-	-	55,000	-	55,000	0%	\$ -
General & Corporate Services Summary		1,450,700	453,300	-	-	-	-	-	952,400	45,000	1,450,700	31%	2.88
Mandatory Services (BOLDED)		\$ 8,888,090	\$ 2,971,088	\$ 317,262	\$ 14,600	\$ 218,817	\$ 563,688	\$ 359,100	\$ 3,435,535	\$ 1,008,000	\$ 8,888,090	37%	\$ 20.91
Non Mandatory Services		\$ 2,362,585	\$ -	\$ 317,262	\$ 14,600	\$ -	\$ 163,688	\$ 271,100	\$ 1,225,935	\$ 370,000	\$ 2,496,585	13%	\$ 2.02

Appendix E: Where Does Your Household Levy Go?



Appendix F: Category 3 Funding Envelope and Cost Apportionment for Non Mandatory Programs & Services

Category 3 Funding Envelope and Cost Apportionment for Non Mandatory Programs & Services																				
Participating Municipality	Amherstburg		Essex		Kingsville		Lakeshore		Lasalle		Leamington		Pelee		Tecumseh		Windsor		Total Avg Levy	Total 2024 Draft Cost Apportionment
2024 MCVA	6.14%		4.86%		6.57%		9.88%		9.04%		6.34%		0.28%		8.16%		48.73%			
Non-Mandatory Programs and Services allocated on an MCVA basis	Avg Levy	2024	Avg Levy	2024	Avg Levy	2024	Avg Levy	2024	Avg Levy	2024	Avg Levy	2024	Avg Levy	2024	Avg Levy	2024	Avg Levy	2024	Total Avg Levy	Total 2024 Draft Cost Apportionment
Conservation Services																				
Land Acquisition	\$ 31,483	\$ 0	\$ 24,931	\$ 0	\$ 33,680	\$ 0	\$ 50,636	\$ 0	\$ 46,329	\$ 0	\$ 32,494	\$ 0	\$ 1,412	\$ 0	\$ 41,844	\$ 0	\$ 249,742	\$ 0	\$ 512,550	\$ 0
Tree planting/Wetland construction	4,300	4,605	3,405	3,645	4,600	4,928	6,915	7,410	6,327	6,780	4,438	4,755	193	210	5,715	6,120	34,108	36,548	70,000	75,000
Holiday Beach Infrastructure Maintenance	614	-	486	-	657	-	988	-	904	-	634	-	28	-	816	-	4,873	-	10,000	-
Water Quality																				
Watershed Stewardship and Outreach (Rural & Agricultural)	2,185	-	1,730	-	2,337	-	3,514	-	3,215	-	2,255	-	98	-	2,904	-	17,330	-	35,567	-
Water Quality Program	1,396	1,535	1,106	1,215	1,494	1,643	2,246	2,470	2,054	2,260	1,441	1,585	63	70	1,856	2,040	11,075	12,183	22,730	25,000
Outreach, Engagement & Education																				
Curriculum-based outdoor education	847	-	670	-	906	-	1,362	-	1,246	-	874	-	38	-	1,125	-	6,716	-	13,783	-
Outreach/Community partnerships	2,974	3,509	2,355	2,777	3,181	3,755	4,783	5,646	4,376	5,166	3,069	3,623	133	160	3,953	4,663	23,591	27,849	48,417	57,150
John R Park Homestead Museum																				
JRPH Museum Operations	8,376	8,910	6,633	7,052	8,960	9,534	13,472	14,337	12,326	13,118	8,645	9,200	376	406	11,133	11,841	66,444	70,713	136,364	145,112
JRPH Museum & Heritage Bldgs Preservation	3,215	921	2,546	729	3,439	986	5,170	1,482	4,730	1,356	3,318	951	144	42	4,272	1,224	25,500	7,310	52,333	15,000
Cost Apportionment MCBA Basis	\$ 55,388	\$ 19,480	\$ 43,862	\$ 15,419	\$ 59,254	\$ 20,844	\$ 89,085	\$ 31,345	\$ 81,507	\$ 28,680	\$ 57,168	\$ 20,114	\$ 2,485	\$ 888	\$ 73,617	\$ 25,889	\$ 439,378	\$ 154,602	\$ 901,743	\$ 317,262
Allocation as agreed to by participating municipalities	2024		2024		2024		2024		2024		2024		2024		2024		2024		Avg Levy	Total 2024 Levy
Conservation Services																				
Land Acquisition	\$ 30,700		\$ 24,300		\$ 32,850		\$ 49,400		\$ 45,200		\$ 31,700		\$ 1,400		\$ 40,800		\$ 0		\$ 0	256,350
Water Quality																				
Watershed Stewardship and Outreach (Rural & Agricultural)	NA		NA		NA		NA		NA		NA		NA		NA		NA		\$ 0	\$ 0
Cost Apportionment as agreed to by participating municipalities	\$ 0	\$ 30,700	\$ 0	\$ 24,300	\$ 0	\$ 32,850	\$ 0	\$ 49,400	\$ 0	\$ 45,200	\$ 0	\$ 31,700	\$ 0	\$ 1,400	\$ 0	\$ 40,800	\$ 0	\$ 0	\$ 0	\$ 256,350
Total Cost Apportionment for Category 3 Non Mandatory Programs & Services	\$ 55,388	\$ 50,180	\$ 43,862	\$ 39,719	\$ 59,254	\$ 53,694	\$ 89,085	\$ 80,745	\$ 81,507	\$ 73,880	\$ 57,168	\$ 51,814	\$ 2,485	\$ 2,288	\$ 73,617	\$ 66,689	\$ 439,378	\$ 154,602	\$ 901,743	\$ 573,612
Total Cost Apportionment (without land acquisition allocation)	\$ 55,388	\$ 19,480	\$ 43,862	\$ 15,419	\$ 59,254	\$ 20,844	\$ 89,085	\$ 31,345	\$ 81,507	\$ 28,680	\$ 57,168	\$ 20,114	\$ 2,485	\$ 888	\$ 73,617	\$ 25,889	\$ 439,378	\$ 154,602	\$ 901,743	\$ 317,262

Oldcastle Hamlet Special Planning Study

Notice of Public Open House

The Town of Tecumseh has commenced a Special Planning Study (the “Study”) for lands currently designated “Future Development” in Town’s Official Plan, within the Oldcastle Hamlet Settlement Area (see Figure 1 below).

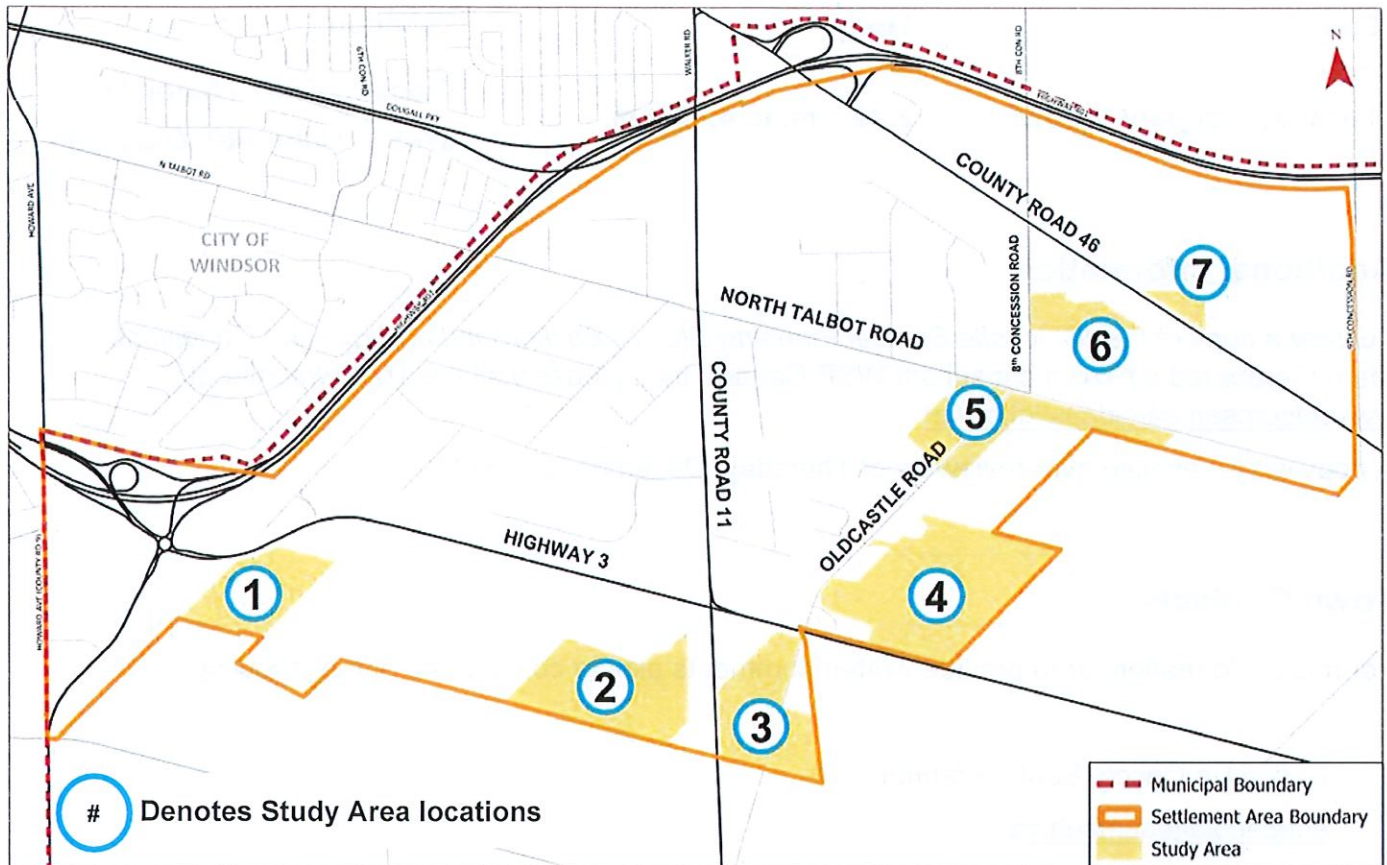


Figure 1 – Oldcastle Special Planning Study Areas

The Study will include engagement with members of the public and interested stakeholders to shape the vision, determine priorities, and inform policy updates within the Study Area that guide development and infrastructure. The Study will establish a land use plan for the Study Area that integrates future uses into the community and strengthens community identity.

You are invited to attend an in-person Public Open House to provide your input. This is the first Public Open House of the Study and will be an opportunity to learn about the Study, examine existing conditions within the Study Area, and contribute to early ideas and guiding principles that will help inform preliminary land use scenarios. Future public consultation will be held to present these preliminary land use scenarios and hear feedback from the community later in 2024.

Why undertake the Study?

In 2021, the Town approved a new Official Plan to guide growth and development across Tecumseh. Within Oldcastle, the Official Plan requires that the Town complete a planning study to determine the preferred and appropriate mix of land uses for 104 hectares of land in the Hamlet designated as “Future Development”. The “Future Development” designation limits future uses in

these seven locations until a planning study is completed and the Official Plan is amended to implement its recommendations.

When and where is the Public Open House?

The in-person public open house will be a drop-in event. No registration is required.

Date	Time	Location
Tuesday, January 9, 2024	2:30 p.m. to 4:00 p.m.	Ciociaro Club – Salon “D” 3745 N Talbot Rd, Oldcastle

Additional Information

To view a copy of the “*Oldcastle Special Planning Study - Background and Existing Conditions Memo*” prepared by Town consultant WSP Canada Inc., please visit the Town website at www.tecumseh.ca/oldcastlehamlet .

A copy will be available for review as of Thursday, December 21, 2023.

Town Contacts

For more information, or to provide written comments please contact one of the following:

Enrico De Cecco, Senior Planner

edececo@tecumseh.ca

Chad Jeffery, Manager Planning Services & Local Economic Development

cjeffery@tecumseh.ca

Subject: 2023 Audit Planning Report – City Wide

Reference:

Date to Council: January 15, 2024
Author: Stephen Cipkar
Manager of Financial Accounting
519-255-6100 ext. 6234
scipkar@citywindsor.ca

Financial Accounting
Report Date: December 19, 2023
Clerk's File #: AF/14508

To: Mayor and Members of City Council

Recommendation:

THAT City Council **RECEIVE FOR INFORMATION** the 2023 KPMG Audit Planning Report for the year ending December 31, 2023.

Executive Summary:

N/A.

Background:

Section 296 of the *Municipal Act* requires that all municipalities in Ontario undertake an annual audit of their accounts and that the external auditor is responsible for expressing an opinion on the financial statements based on that audit. The City's external auditor is KPMG LLP (KPMG) and their audit plan for the year ended December 31, 2023 is attached as Appendix A.

Discussion:

City Council renewed its approval of the appointment of KPMG as the City's external auditor for 2022-2026 via CR 346/2022. The proposed plan for 2023 is similar in most respects to the approved 2022 audit plan and is reflective of generally accepted auditing standards. The audit activity outlined in the audit planning report covers all departments of the Corporation including Windsor Police Services and Roseland. The main audit fieldwork will take place in April and May 2024, although some preliminary audit work has already taken place in December 2023.

Additionally, simultaneous audit work will be conducted in the late winter and early spring of 2024 at four consolidated entities (Windsor Public Library, Windsor Essex Community Housing Corporation, Essex-Windsor Solid Waste Authority and the

Downtown Windsor Business Improvement Association) and five Government Business Enterprises (Enwin, Windsor Utilities Commission, Your Quick Gateway, Windsor Detroit Tunnel Corporation and Windsor Detroit Border Link). The financial statements for these entities will be incorporated into the City of Windsor's consolidated financial statements in May-June 2024, with KPMG conducting audit testing of the consolidation at that time. The current target date to bring the consolidated financial statements to Council for review and approval is late July 2024.

Appendix A provides details on several new accounting standards coming into effect for 2023. The most significant is PSAB 3280 – Asset Retirement Obligations, which requires the City to evaluate its assets, determine or estimate the cost to retire assets deemed to be in scope of the standard, and to report that liability on its financial statements. Financial Accounting is working with specialists at KPMG, retained via CAOP 62-2023, to meet the requirements of PSAB 3280. The various other accounting standards coming into effect in 2023 are not expected to result in significant changes to the Corporation's financial statements.

Risk Analysis:

The risks associated with new required accounting standards have been incorporated into KPMG's Audit Planning Report.

Climate Change Risks

Climate Change Mitigation:

N/A.

Climate Change Adaptation:

N/A.

Financial Matters:

As outlined in KPMG's Audit Planning Report, the base fee for the 2023 audit of the City of Windsor Consolidated Financial Statements and Trust Funds statements is \$102,000. This fee has increased by \$4,200 as per the pricing schedule submitted by KPMG during the contract extension process and as approved by CR 346/2022. This cost is part of Financial Accounting's approved operating budget.

As indicated above, Financial Accounting has retained KPMG LLP to assist with the implementation of PSAB 3280 – Asset Retirement Obligations. These consulting costs, not to exceed \$60,000, will be charged to capital project 7161003 (New Accounting Standards Implementation).

Consultations:

KPMG LLP

Conclusion:

It is recommended that the KPMG Audit Planning Report for the year ending December 31, 2023 be received and accepted.

Approvals:

Name	Title
Stephen Cipkar	Manager of Financial Accounting
Dan Seguin	Deputy Treasurer – Financial Accounting & Corporate Controls
Janice Guthrie	Commissioner, Finance & City Treasurer
Joe Mancina	Chief Administrative Officer

Notifications:

Name	Email
Cynthia Swift, KPMG	caswift@kpmg.ca

Appendices:

Appendix A - 2023 KPMG Audit Planning Report



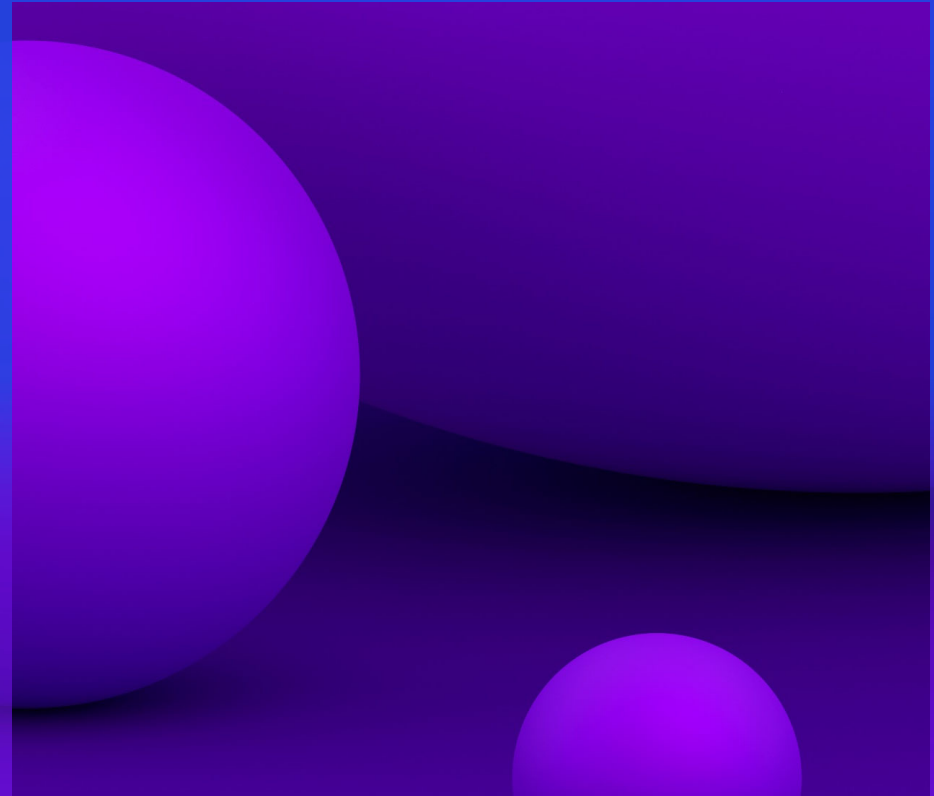
The Corporation of the City of Windsor

Audit Planning Report
for the year ending
December 31, 2023



Prepared as of December 5, 2023 for presentation to City Council on
January 15, 2024

kpmg.ca/audit



KPMG contacts

Key contacts in connection with this engagement



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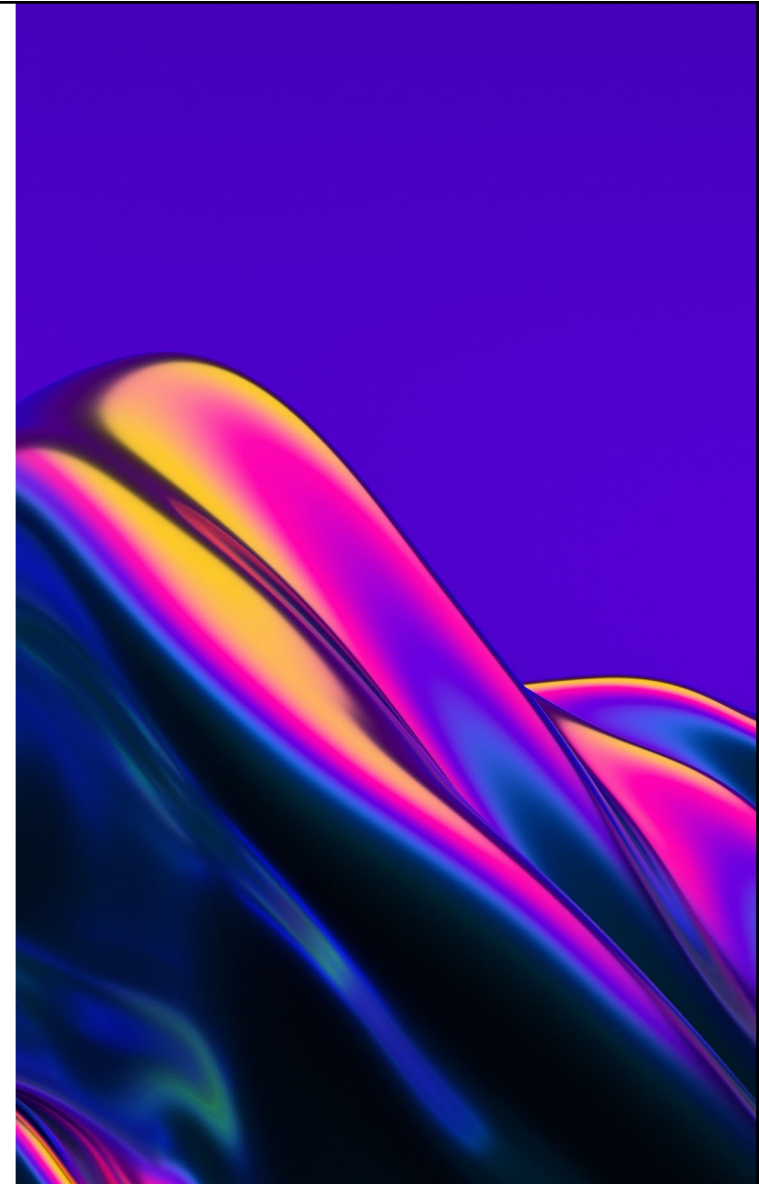


Table of contents

Digital use information

This Audit Planning 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	Highlights	6	Audit strategy	13	Risk assessment
19	Key milestones and deliverables	20	Independence	21	Appendices

The purpose of this report is to assist you, as a member of City Council, in your review of the plan for our audit of the financial statements. This report is intended solely for the information and use of Management, the Corporate Services Standing Committee and City 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 to the City Council 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



No matters to report



Matters to report – see link for details

Scope

Our audit of the consolidated financial statements (“financial statements”) of The Corporation of the City of Windsor (“the City”) as of and for the year ending December 31, 2023, will be performed in accordance with Canadian generally accepted auditing standards.

Audit strategy

Materiality (\$10,000,000)



Involvement of others



Updates to our prior year audit plan



- New significant risks
- Newly effective accounting standards
- Newly effective auditing standards

Risk assessment



Risk of management override of controls



Other significant risks



- Contingent liabilities
- Asset retirement obligations



Presumed risk of fraudulent revenue recognition

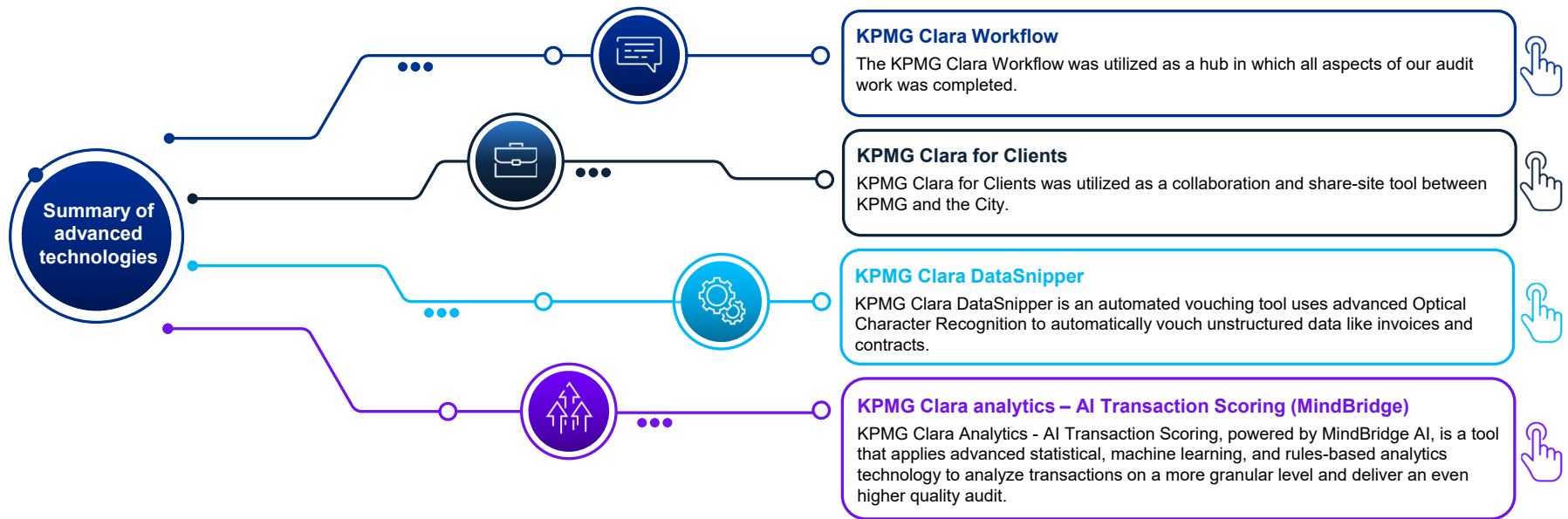




Technology highlights

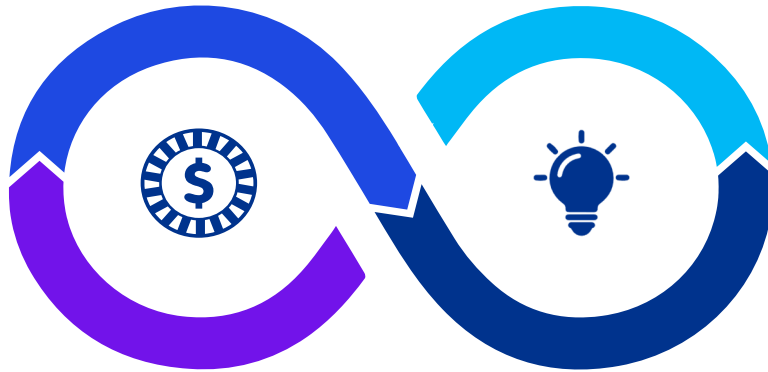


We plan to utilize technology to enhance the quality and effectiveness of the audit.





Materiality



We **initially determine materiality** at a level at which we consider that misstatements could reasonably be expected to influence the economic decisions of users. Determining materiality is a matter of **professional judgement**, considering both quantitative and qualitative factors, and is affected by our perception of the common financial information needs of users of the financial statements as a group. We do not consider the possible effect of misstatements on specific individual users, whose needs may vary widely.

We **reassess materiality** throughout the audit and revise materiality if we become aware of information that would have caused us to determine a different materiality level initially.



Plan and perform the audit

We **initially determine materiality** to provide a basis for:

- Determining the nature, timing and extent of risk assessment procedures;
- Identifying and assessing the risks of material misstatement; and
- Determining the nature, timing, and extent of further audit procedures.

We design our procedures to detect misstatements at a level less than materiality in individual accounts and disclosures, to reduce to an appropriately low level the probability that the aggregate of uncorrected and undetected misstatements exceeds materiality for the financial statements as a whole.

Evaluate the effect of misstatements

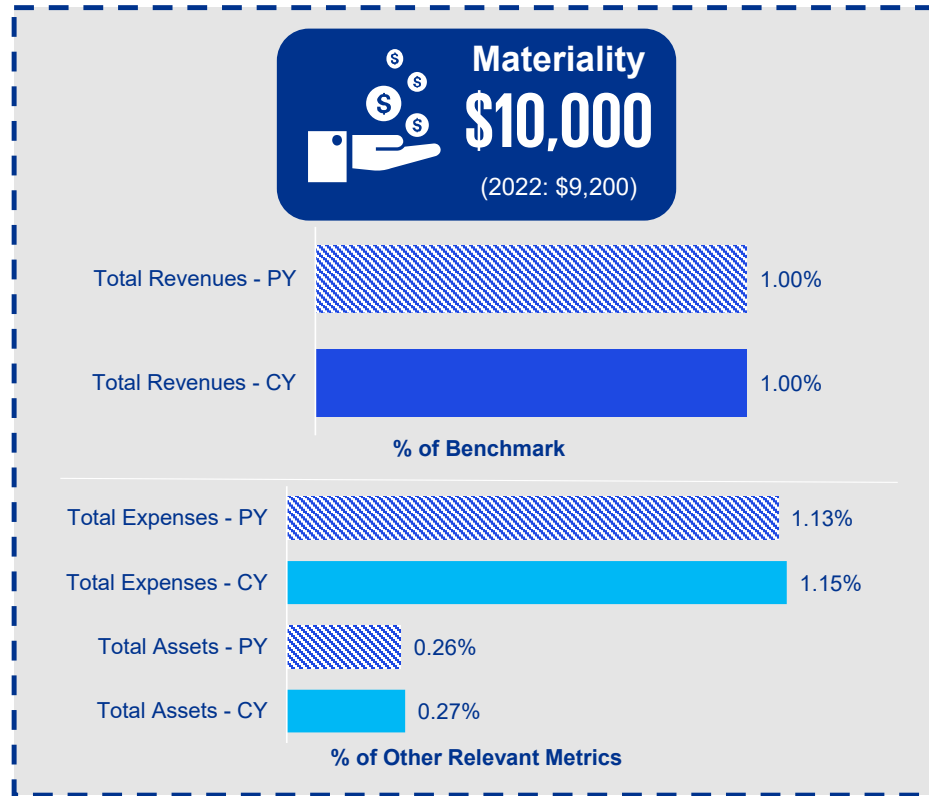
We also **use materiality** to evaluate the effect of:

- Identified misstatements on our audit; and
- Uncorrected misstatements, if any, on the financial statements and in forming our opinion.



Initial materiality – City of Windsor

(Presented in 000's)



Total Revenues
\$1,001,229
(2022: \$920,595)

Total Expenses
\$872,003
(2022: \$816,367)

Total Assets
\$3,685,556
(2022: \$3,512,632)

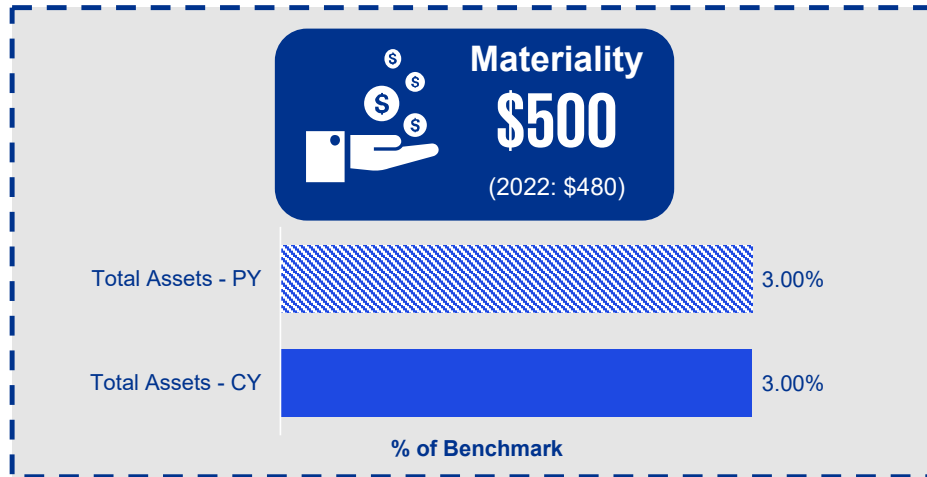
Note: In setting materiality, KPMG utilizes actual amounts from the prior year's audited financial statements as our benchmark.





Initial materiality – Trust Funds

(Presented in 000's)



Total Assets
\$17,079
(2022: \$16,183)

Note: In setting materiality, KPMG utilizes actual amounts from the prior year's audited financial statements as our benchmark.





Involvement of others

The following parties are involved in the audit of the financial statements:

Involved party	Nature and extent of planned involvement
Actuarial specialists	<p>KPMG plans to rely on the work of the following specialists utilized by Management: Actuarial Solutions Inc, Nexus Actuarial Consultants Ltd., and Mercer (Canada) Ltd.</p> <p>These specialists assist in the calculation of the City's employee future benefit liabilities in accordance with Sections 3250 and 3255 of the Chartered Professional Accountants of Canada Public Sector Accounting Handbook. KPMG will assess the competence and capabilities of these experts, along with the assumptions used in their reports.</p>
Asset retirement obligation specialists	<p>To comply with the newly effective standard PS 3280 – Asset Retirement Obligations, we expect that Management will engage subject matter experts to prepare a survey of the City's obligations, including remediation of asbestos, landfills, underground storage tanks, and other in-scope assets. This process would include measurements of hazardous materials present in City assets, as well as an estimate of potential remediation costs into the future.</p> <p>KPMG will assess the competence and capabilities of the expert, along with any significant assumptions used in their reporting.</p>



Updates to our prior year audit plan

New significant risks



Asset Retirement Obligations



A new significant risk was identified in the current year related to the City's implementation of the new accounting standard, PS 3280, Asset Retirement Obligations ("ARO"). The ARO standard requires the City to record a liability related to the future costs of any legal obligations to be incurred upon retirement of any controlled tangible assets.

Other significant changes



Newly effective accounting standards



PS 3280, Asset Retirement Obligations (ARO), becomes effective for this year end (fiscal years beginning on or after April 1, 2022).

This new standard will require the City 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.

PS 3450, Financial instruments, PS 2601, Foreign currency translation, PS 1201, Financial statement presentation and PS 3041, Portfolio investments become effective for this year-end (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. 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.

Other accounting standards that are effective for future fiscal years have been outlined in the Appendices.

Newly effective
accounting standards



Updates to our prior year audit plan (continued)

Other significant changes (continued)



Newly effective auditing standards



In January 2021, the AASB approved the issuance of one new and two revised standards to strengthen and modernize the approach to quality management. These standards address an evolving and increasingly complex environment, including a need for quality management systems that are proactive and adaptable. These changes have come into effect for financial statement audits for periods beginning on or after December 15, 2022.

CSQM-1, Quality Management for Firms that Perform Audits or Reviews of Financial Statements, or Other Assurance or related Services Engagements -

CSQM-2, Engagement Quality Reviews

CAS 220, Quality Management for an Audit of Financial Statements

Our adoption of these standards will not have a significant impact on our audit of the City.

Newly effective auditing standards





Audit scoping

Type of work performed	Type of Work Performed
The Corporation of the City of Windsor	
The Corporation of the City of Windsor	<i>Full-scope audit</i>
The Corporation of the City of Windsor – Trust Funds	<i>Full-scope audit</i>
Government Business Enterprises (GBE's)	
Windsor Canada Utilities Ltd.	<i>Stand-alone (statutory) audit</i>
Windsor Utilities Commission	<i>Stand-alone (statutory) audit</i>
Windsor-Detroit Tunnel Corporation	<i>Stand-alone (statutory) audit</i>
Windsor-Detroit Borderlink Limited	<i>Stand-alone (statutory) audit</i>
Your Quick Gateway (Windsor) Inc.	<i>Stand-alone (statutory) audit</i>
Related Entities	
Downtown Windsor Business Improvement Association	<i>Stand-alone (statutory) audit</i>
Windsor Essex Community Housing Corporation	<i>Stand-alone (statutory) audit</i>
Essex-Windsor Solid Waste Authority	<i>Stand-alone (statutory) audit</i>
The Corporation Of The City Of Windsor Public Library Board	<i>Stand-alone (statutory) audit</i>

Note:

In a stand-alone (statutory) audit, our materiality levels are set based on that entity's individual financial results rather than allocated as a proportion of our group materiality for the City of Windsor financial statements. This enables KPMG to issue a stand-alone audit opinion over each entity's financial results for the year-ended December 31, 2023.





Risk assessment summary

Our planning begins with an assessment of risks of material misstatement in your financial statements.

We draw upon our understanding of the City and its environment (e.g. the industry, the wider economic environment in which the City operates, etc.), our understanding of the City's components of its system of internal control, including our business process understanding.

	Risk of fraud	Risk of error	PY risk rating
● Management Override of Controls	✓		Significant
● Contingent Liabilities		✓	Significant
● Asset Retirement Obligations		✓	N/A – New Risk
● Property Taxes and Appeals		✓	Base
● Tangible Capital Assets		✓	Base
● Government Funding		✓	Base
● Other Newly Effective Accounting Standards		✓	N/A – New Risk

● SIGNIFICANT RISK ● PRESUMED RISK OF MATERIAL MISSTATEMENT ● OTHER RISK OF MATERIAL MISSTATEMENT





Significant risks



Management Override of Controls (non-rebuttable significant risk of material misstatement)

RISK OF



FRAUD

Why is it significant?

Presumption of the risk of fraud resulting from management override of controls

Management is in a unique position 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. Although the level of risk of management override of controls will vary from entity to entity, the risk nevertheless is present in all entities.

Our planned response

As this presumed risk of material misstatement due to fraud is not rebuttable, our audit methodology incorporates the required procedures in professional standards to address this risk. These procedures include:

- testing of journal entries and other adjustments,
- performing a retrospective review of estimates
- evaluating the business rationale of significant unusual transactions.





Audit risks



Contingent Liabilities

RISK OF

ERROR

Significant risk

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. The determination of a potential liability, both in likelihood and monetarily, requires significant judgement on Management's behalf.

Estimate?

Yes – Specifically, the estimation of the outcome of potential lawsuits against the City.

New or changed?

No

Our audit approach

- Evaluation of Management's understanding of legal claims including their assessment of liability exposure to the City;
- Legal inquiry letters to both internal and external counsel and evaluation of their response;
- Review of Council minutes for the 2023 year and the period subsequent to year-end up to the date of our independent auditors' report;
- Review Management's basis for estimating the outcome of contingencies and ensure the accruals are reasonable and based on reasonable assumptions





Audit risks (continued)



Asset Retirement Obligations

RISK OF



ERROR

Significant risk

Estimate?

New or changed?

The City has adopted Public Accounting Standard PS 3280 – Asset Retirement Obligations. The new accounting standard addresses the reporting of legal obligations associated with the retirement of certain tangible capital assets owned by the City, such as asbestos removal in buildings, remediation of underground storage tanks, and post closure costs associated with landfills. ARO's are an estimate which are derived from available information and required the City to make significant judgements and assumptions leveraging available data. The wide-reaching scope of the standard and complexity behind certain components of the liability calculation has created a risk which requires a significant audit response.

Yes

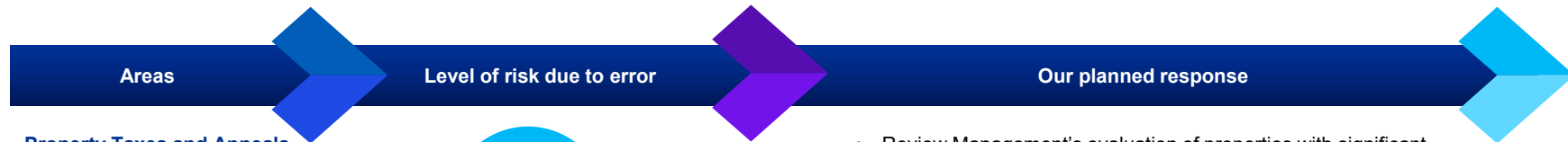
New

Our audit approach

- Obtain an understanding of the approach taken by Management to identify and measure in-scope ARO, including:
 - Management specialists consulted
 - List of agreements and other significant documents reviewed to identify potential ARO
- Evaluate the design and implementation of controls surrounding the implementation of the new standard including the process of identifying assets that may contain an ARO.
- Obtain an understanding of the data sources used to measure in-scope ARO, including significant measurement assumptions and decisions, as well as the rationale and significant judgments applied.
- Perform substantive testing over a selection of in-scope ARO and evaluate the reasonability of data and assumptions used on initial implementation. Assess and perform substantive testing over any significant changes during the year.
- Obtain an understanding of transitional provisions applied upon initial implementation and inspect the entries made by Management.
- Review financial statement note disclosure in accordance with PSAS.

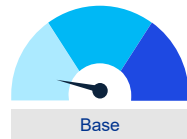


Other risks of material misstatement



Property Taxes and Appeals

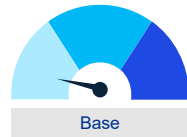
The City's municipal tax base includes manufacturing and industrial properties with significant outstanding balances coupled with environmental sensitivities. In recent years, the City was required to pay settlements resulting from property tax appeals on significant properties.



- Review Management's evaluation of properties with significant outstanding tax balances including any environmentally sensitive properties and assess the reasonableness of the valuation allowance with audit procedures as required by the standard for Management estimates;
- Obtain an understanding of outstanding property tax appeals through review of Council reports and inquires with Management and ensure that such appeals are recognized in the consolidated financial statements in accordance with City's significant accounting policies;
- Review subsequent appeal settlements to ensure the City's accounting at year-end is appropriate.

Tangible Capital Assets

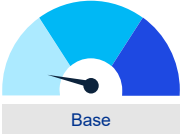

Capital expenditures represent a significant investment on the part of the City and in certain instances, may involve a degree of subjectivity and/or complexity in terms of whether they meet the criteria for capitalization.



- We will perform substantive testing over recorded capital expenditures, including reviewing source documentation for a sample of capital expenditures, to determine the appropriate classification of costs (capitalization vs. expense).
- We will perform substantive testing over repairs and maintenance expenditures, including reviewing source documentation for a sample of capital expenditures, to identify any instances where items should be capitalized as opposed to expensed.
- We will review financial statement presentation and note disclosure of capital assets and deferred revenues.



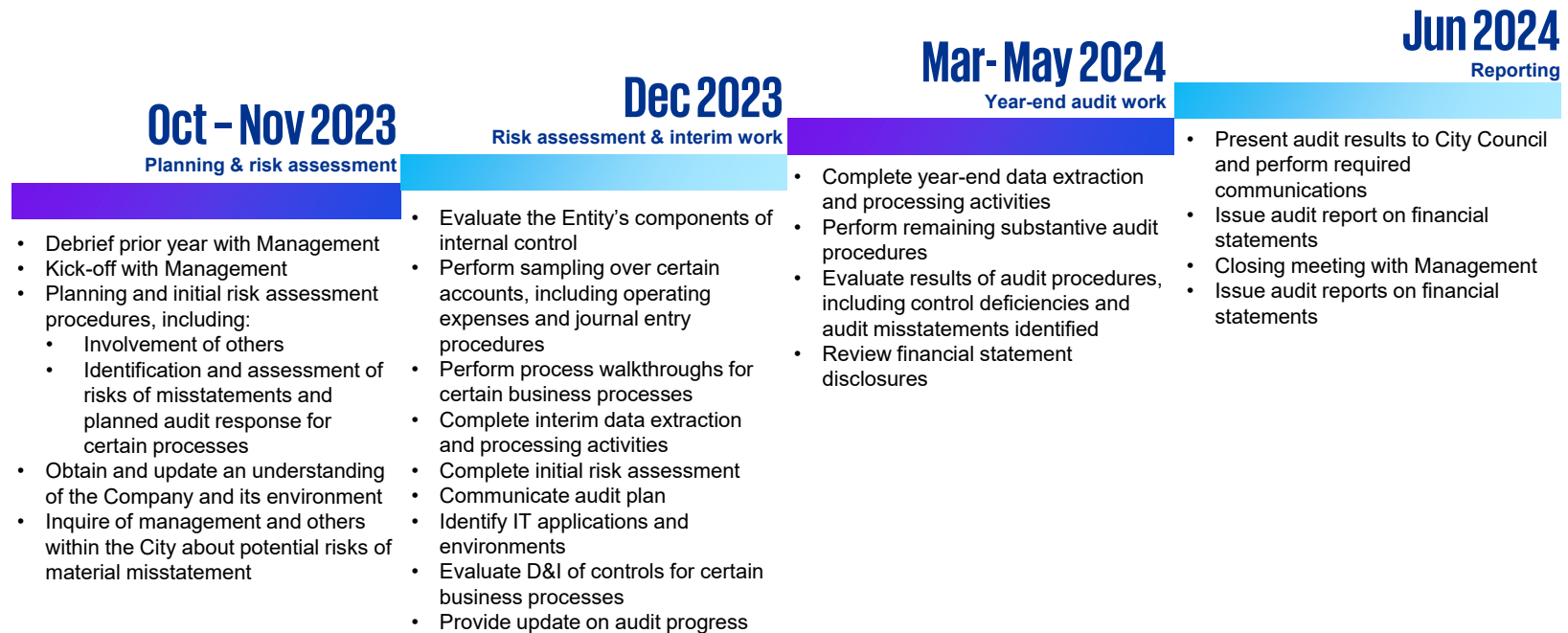
Other risks of material misstatement (continued)

Areas	Level of risk due to error	Our planned response
<p>Government Funding</p> <p>The City receives funding from the Federal and Provincial governments under a variety of programs, including programs with specific revenue recognition criteria. 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).</p>	 <p>Base</p>	<ul style="list-style-type: none"> • We will review Management’s calculation of revenues and identified revenues that are conditional in nature. • For significant conditional revenue sources, we will review and test supporting documentation demonstrating that the revenue recognition criteria have been achieved. • We will review Management’s treatment of unearned revenues. For significant unearned revenue balances, we will test Management’s determination as to whether these represent deferred revenue or payable balances. • We will review Management’s treatment of prior year unearned revenue accounts (deferred revenues, accounts payable) that are recognized as revenue in the current year. For significant income inclusions from prior year amounts, we will review supporting documentation to ensure that revenue recognition criteria have been met.
<p>Other Newly Effective Accounting Standards</p> <p>PS 3450, Financial instruments, PS 2601, Foreign currency translation, PS 1201, Financial statement presentation and PS 3041 Portfolio investments become effective for this year-end.</p>	 <p>Base</p>	<ul style="list-style-type: none"> • We will review Management’s documentation prepared regarding the applicability of these new standards. • We will review the disclosure in the financial statements pertaining to these standards to ensure they are compliant with the requirements as set out.





Key milestones and deliverables





Request for pre-approval of services



We are presenting the following services for pre-approval by City Council. We will inform Council on a timely basis of any services performed pursuant to pre-approval previously granted under the policies and procedures approach.

Audit services	Fee	Fee structure
Audit of the fiscal 2023 consolidated financial statements	\$97,000	Fixed, as communicated in our audit proposal
Audit of the fiscal 2023 trust fund financial statements	\$5,000	Fixed, as communicated in our audit proposal
Incremental time for the audit of the new accounting standards	TBD	To be determined based on actual hours incurred

Appendices



Required communications



Use of technology



Audit quality



New accounting standards



New auditing standards



Insights



Environmental, social and governance (ESG)



Continuous evolution





Appendix A: Other required communications



CPAB communication protocol

The reports available through the following links were published by the Canadian Public Accountability Board to inform Audit Committees and other stakeholders about the results of quality inspections conducted over the past year:

- [CPAB Audit Quality Insights Report: 2021 Annual Inspections Results](#)
- [CPAB Audit Quality Insights Report: 2022 Interim Inspections Results](#)
- [CPAB Audit Quality Insights Report: 2022 Annual Inspections Results](#)
- [CPAB Audit Quality Insights Report: 2023 Interim Inspections Results](#)



Appendix B: Use of Technology - KPMG Clara



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.



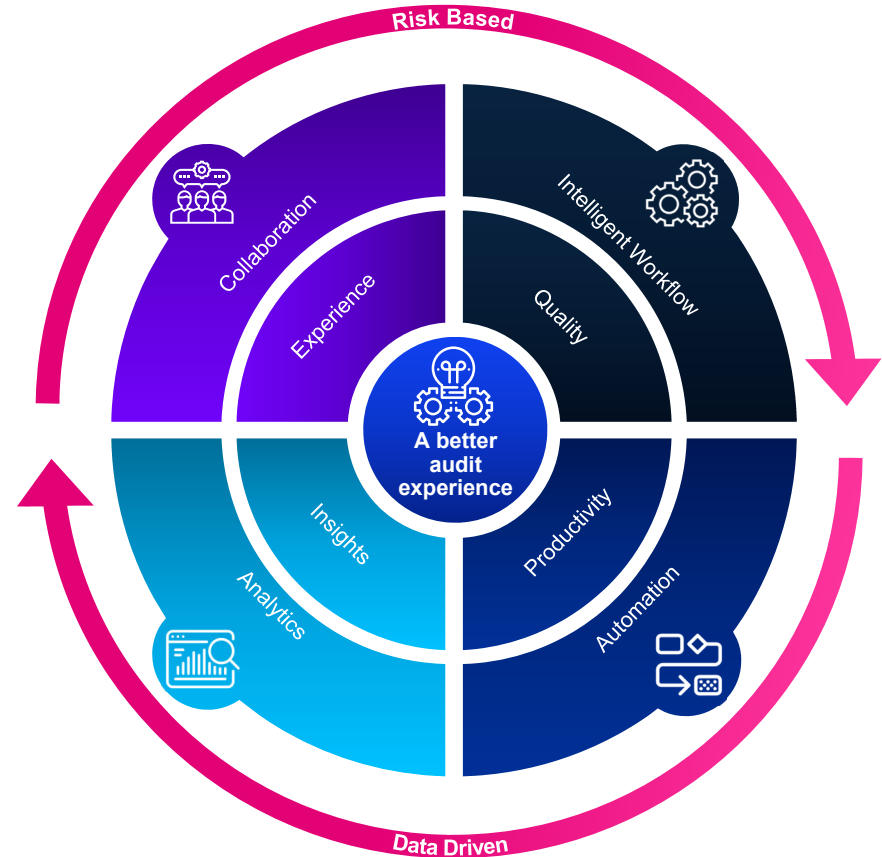
Intelligent workflow

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 C: Audit quality: How do we deliver audit quality?

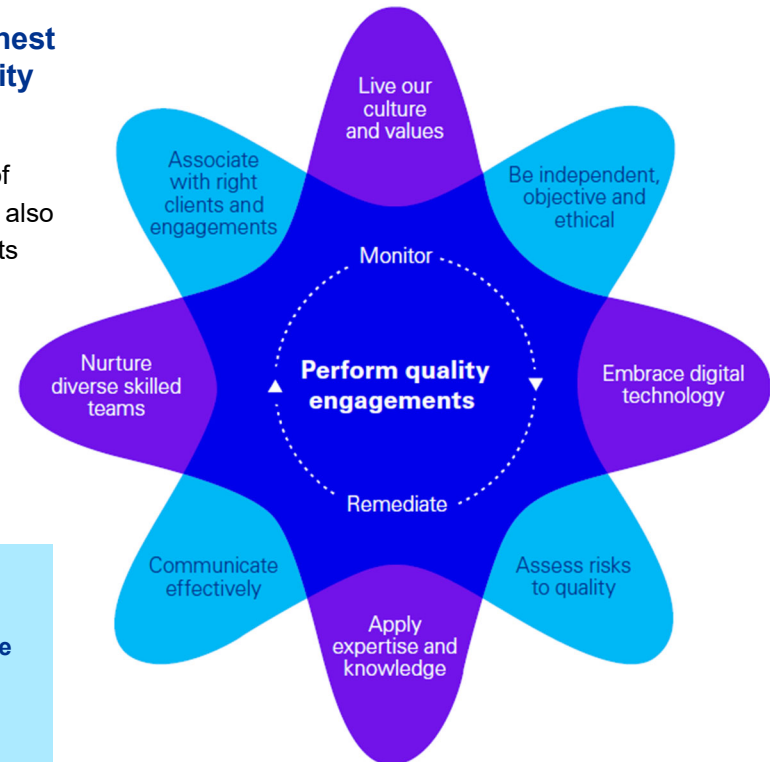
Quality essentially means doing the right thing and remains our highest priority. Our Global Quality Framework outlines how we deliver quality and how every partner and staff member contributes to its delivery.

The drivers outlined in the framework are the ten components of the KPMG System of Quality Management (SoQM). Aligned with ISQM 1/CSQM 1, our SoQM components also meet the requirements of the International Code of Ethics for Professional Accountants (including International Independence Standards) issued by the International Ethics Standards Board for Accountants (IESBA) and the relevant rules of professional conduct / code of ethics applicable to the practice of public accounting in Canada, which apply to professional services firms that perform audits of financial statements.

 [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 management**; and
- all of our related activities are undertaken in an environment of the utmost level of **objectivity, independence, ethics and integrity**.



Doing the right thing. Always.



Appendix D: 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 D: Newly effective and upcoming changes to accounting standards (continued)

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 D: Newly effective and upcoming changes to accounting standards (continued)

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 D: Newly effective and upcoming changes to accounting standards (continued)

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 D: Newly effective and upcoming changes to accounting standards (continued)

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 E: Newly effective and upcoming changes to auditing standards

For more information on newly effective and upcoming changes to auditing standards - see Current Developments 

Effective for periods beginning on or after December 15, 2022

ISA/CAS 220

.....
(Revised) Quality management for an audit of financial statements

ISQM1/CSQM1

.....
Quality management for firms that perform audits or reviews of financial statements or other assurance or related services engagements

ISQM2/CSQM2

.....
Engagement quality reviews

Effective for periods beginning on or after December 15, 2023

ISA 600/CAS 600

.....
Revised special considerations – Audits of group financial statements





Appendix F: Insights to enhance your business

We have the unique opportunity as your auditors to perform a deeper dive to better understand your business processes that are relevant to financial reporting.

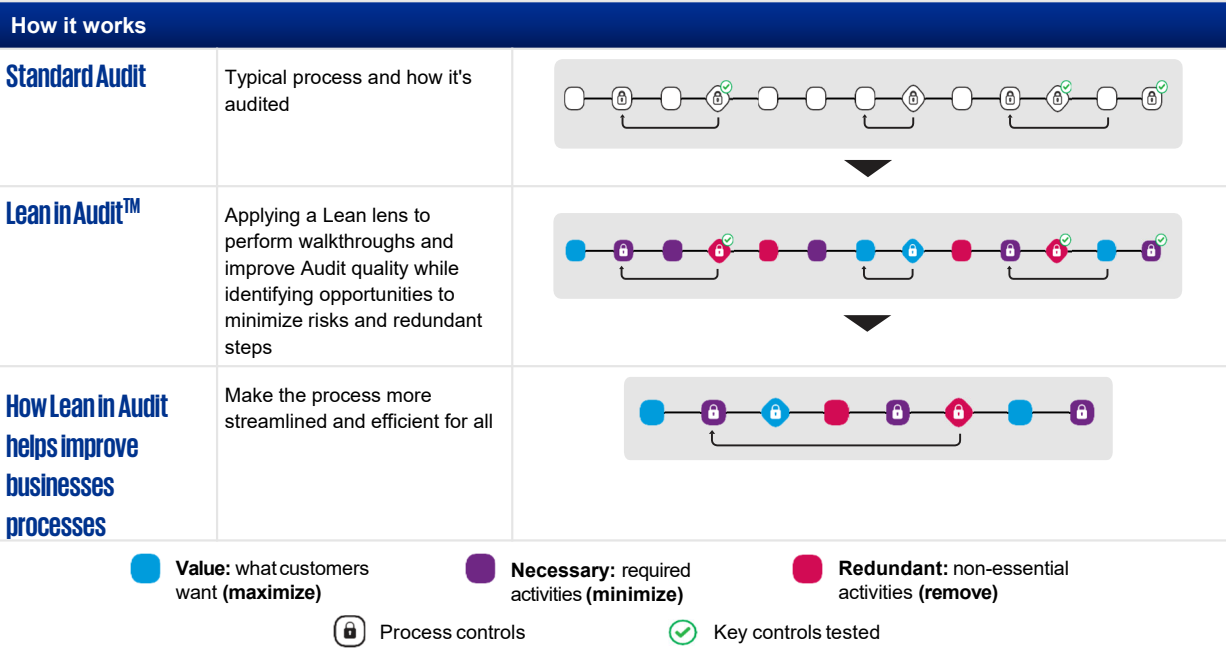
Lean in Audit

Lean in Audit™ is KPMG's award-winning methodology that offers a new way of looking at processes and engaging people within your finance function and organization through the audit.

By incorporating Lean process analysis techniques into our audit procedures, we can enhance our understanding of your business processes that are relevant to financial reporting and provide you with new and pragmatic insights to improve your processes and controls.

Clients like you have seen immediate benefits such as improved quality, reduced rework, shorter processing times and increased employee engagement.

We look forward to working with you to incorporate this approach in your audit.





Appendix F: Audit and assurance insights

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 center provides insights to help you identify the potential financial statement impacts to your business.

IFRS Breaking News

A monthly Canadian newsletter that provides the latest insights on international financial reporting standards and IASB activities.





Appendix G: Thought leadership insights

Thought leadership – Environmental, social and governance (“ESG”)

Unleashing the Positive in Net Zero

CoP26 in Glasgow made some progress to tackling climate change but there is much more to do. At KPMG, we're committed to accelerating the changes required to fight climate change. Our Global portal provides links to further thought leadership to help drive real change.

[Click here](#) to access KPMG's portal.

You Can't Go Green Without Blue – The Blue Economy is Critical to all Companies' ESG Ambitions

In this report, KPMG considers how leading corporates and investors can take action to capture the value that can be found in a healthy, sustainable ocean economy.

[Click here](#) to access KPMG's portal.

ESG, Strategy and the Long View

This paper presents a five-part framework to help organizations understand and shape the total impact of their strategy and operations on their performance externally – on the environment, consumers, employees, the communities in which it operates, and other stakeholders – and internally.

[Click here](#) to access KPMG's portal.

KPMG's Climate Change Financial Reporting Resource Centre

KPMG's climate change resource centre provides FAQs to help you identify the potential financial statement impacts for your business.

[Click here](#) to access KPMG's portal.



Appendix G: Thought leadership insights (continued)

Thought leadership – Environmental, social and governance (“ESG”) (continued)

The Numbers that are Changing the World: Revealing the Growing Appetite for Responsible Investing

We are seeing a global trend towards responsible investing. Increasingly, institutional investors are recognizing the potential for ESG factors to affect the valuation and financial performance of the companies they invest in. At the same time, consumer demand for responsible investments is surging, especially from the younger generation.

This booklet presents the proof to address the issues around responsible investment implementation: statistics from across investment markets that show how significant this shift is.

[Click here](#) to access the report.



Gender Lens Investing

Gender Lens Investing is an impact investment strategy which deliberately integrates gender analysis into investment analysis and decision-making. It has garnered increased global attention in recent years, as investors seek to bring new dimensions to the nature of their investments.

[Click here](#) to access KPMG's portal.

Climate Change, Human Rights and Institutional Investors

Disruptive and destructive weather events over the past few years have demonstrated the severity of climate change impacts. As climate impacts and public pressure to take action increase, institutional investors have begun integrating climate risks into their asset allocation models and investment decisions. Climate change impacts are also profoundly human in nature. Beyond the personal challenges and tragedies people face due to climate change, the impacts on people will result in socio-economic disruptions due to the risk and fall of climate impacted sectors and projects.

[Click here](#) to access KPMG's portal.

Inclusion and Diversity Practices

In 2021 societal changes brought more attention to inclusion and diversity. In this age of transparency, businesses must act proactively to implement strategic inclusion and diversity (“I&D”) practices. It has become increasingly important for organizations to adopt I&D initiatives in order to foster an enjoyable work environment for their employees. Learn how to consider your own organizations' unique context, meet with the stakeholders you want to include, understand where they are at, and guide them along their own individual transformation journey.

[Click here](#) to access KPMG's portal.



Appendix G: Thought leadership insights (continued)

Thought leadership – Audit quality

Audit Quality and Transparency Report

Learn about KPMG's ongoing commitment to continuous audit quality improvement. We are investing in new innovative technologies and building strategic alliances with leading technology companies that will have a transformative impact on the auditing process and profession. How do we seek to make an impact on society through the work that we do?

[Click here](#) to access KPMG's portal.

Audit and Assurance Insights

KPMG provides curated research and insights on audit and assurance matters for audit committees and boards.

[Click here](#) to access KPMG's portal.

Thought leadership – Digital and technology

Going Digital, Faster in Canada

Pre-COVID-19, private and public organizations were moving towards a digital business model, travelling at varying speeds. But the pandemic forced a dramatic acceleration, both in the speed of change and the required investment to digitally transform. According to Canadian insights from KPMG's recent global survey, organizations are investing heavily in technology to address immediate concerns, ranging from falling revenue and interrupted supply chains to building longer-term competitiveness and operational resilience.

[Click here](#) to access KPMG's portal.

Five Questions Boards Should Ask About Digital Transformation Projects

Boards and management committees alike have increasingly expressed interest in technology investments that improve operations, enable customer relationships, and support virtual workforces. Based on our experience working with organizations across many industries, five questions have been identified to help a Board understand and 'sponsor' a project successfully.

[Click here](#) to access KPMG's portal.



Appendix G: Thought leadership insights (continued)

Thought leadership – Boards, Audit Committees and C-Suite

2022 CEO Outlook – Canadian Insights

With a potential recession on the horizon, Canadian CEOs are preparing for some rocky roads ahead. However, they remain optimistic about the growth of their businesses and believe any turbulence will be mild and short lived.

These are among the core themes in the latest KPMG CEO Outlook survey and small and medium-sized business poll.

[Click here](#) to access KPMG's portal.

Audit Committee Guide – Canadian Edition

The Audit Committee Guide – Canadian Edition from our Board Leadership Centre provides timely, relevant and trusted guidance to help both new and seasoned audit committee members stay informed.

[Click here](#) to access KPMG's portal.

Board Leadership Centre

KPMG in Canada Board Leadership Centre engages with directors, board members and business leaders to discuss timely and relevant boardroom challenges and deliver practical thought leadership on risk and strategy, talent and technology, globalization and regulatory issues, financial reporting and more.

[Click here](#) to access KPMG's portal.

Momentum

Offering curated insights for management, boards and audit committees, our quarterly newsletter provides the latest thought leadership from KPMG's subject matter leaders across Canada and valuable audit resources for clients.

[Click here](#) to access KPMG's portal.



Appendix H: Continuous evolution

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

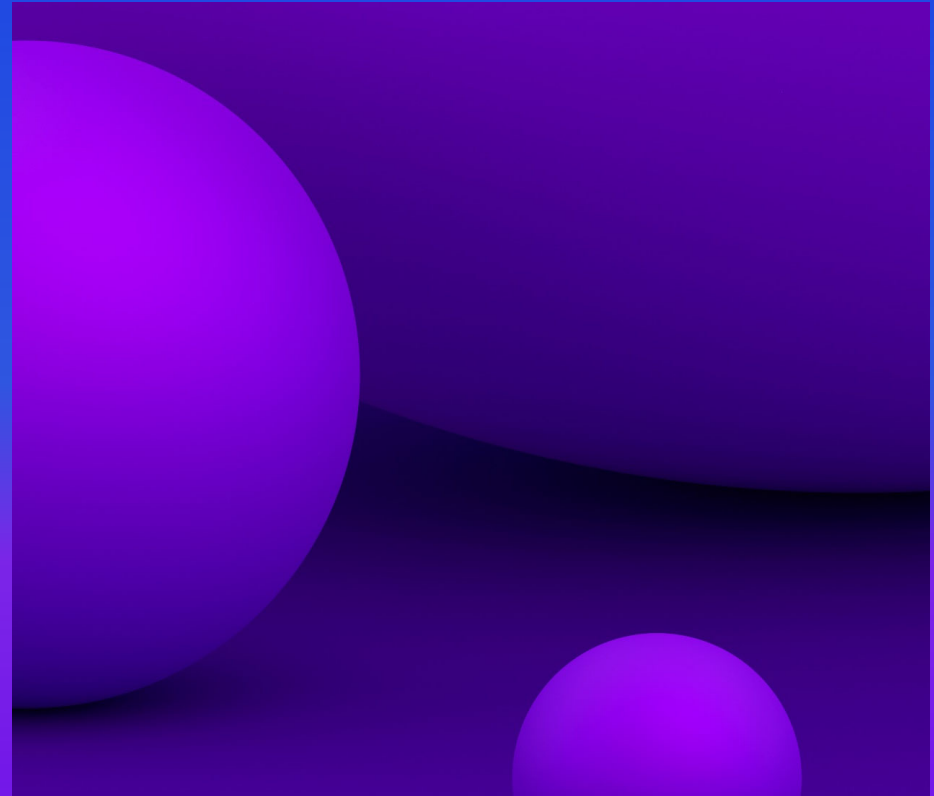
Enhanced quality, reduced disruption, increased focus on areas of higher risk, and deeper insights into your business.





[kpmg.ca](https://www.kpmg.ca)

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Subject: Council report providing updated financial statements for the period ending September 30, 2023 for Windsor Canada Utilities Ltd. – City Wide

Reference:

Date to Council: January 15, 2024
Author: Lorie Gregg
Deputy Treasurer – Taxation, Treasury & Financial Projects
519-255-6100 Ext. 6522
lgregg@citywindsor.ca
Taxation & Financial Projects
Report Date: December 14, 2023
Clerk's File #: MU2024

To: Mayor and Members of City Council

Recommendation:

THAT City Council **RECEIVE** for information, the Windsor Canada Utilities Lt. 3rd 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 September 30, 2023, with comparatives as at September 30, 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 September 30, 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
Lorie Gregg	Deputy Treasurer – Taxation, Treasury & Financial Projects
Tony Ardovini	On behalf of Commissioner, Finance & 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 - 2023 3rd Quarter Financial Statements



To: Mayor and Members of City Council

2023 12 06

From: Matt Carlini

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

BACKGROUND AND BASIS OF REPORTING

Enclosed are the financial reports for Windsor Canada Utilities Ltd. ("WCU") as at September 30, 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 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 September 30, 2023, WCU is reporting Total Revenue of \$40.6 million, Operating Income of \$16.3 million, and Net Income of \$2.3 million under IFRS. The 2023 forecast shows revenue favourability largely driven by favourability within EWU however that is partially 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 September 30, 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 Q3 2023 Consolidated Financial Review Statements

Windsor Canada Utilities Ltd.

Board Financial Review Statements

September 30, 2023

Unaudited

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Consolidated Statement of Cash Flows.....	iii

Windsor Canada Utilities Ltd.

Consolidated Balance Sheet
(In thousands of Canadian dollars)

September 30, 2023, with comparative information for 2022

	September 2023	September 2022	December 2022
Assets			
Current assets:			
Cash and cash equivalents	\$ 8,341	\$ 15,519	\$ 18,398
Investment	15,032	15,640	14,483
Accounts receivable	47,713	49,619	45,984
Due from related parties	3,629	4,013	3,650
Inventory	8,323	5,960	6,438
Other assets	1,739	1,607	2,251
	84,777	92,358	91,204
Non-current assets:			
Property, plant and equipment	256,816	250,054	252,912
Intangible assets	1,041	917	1,302
Investment, sinking fund	15,068	12,760	13,680
Investment in joint venture	147	161	158
Due from related parties - debentures and post-retirement	52,000	52,000	52,000
Deferred income taxes	3,100	8,274	2,841
	328,172	324,166	322,893
Total assets	\$ 412,949	\$ 416,524	\$ 414,097
Liabilities			
Current liabilities:			
Accounts payable and accruals	\$ 23,110	\$ 23,443	\$ 27,964
Payments in lieu of income taxes payable	3,562	3,015	1,213
Due to related parties	7,926	7,519	7,851
Current portion of customer deposits	1,423	1,204	1,053
Deferred revenue	4,088	5,282	4,089
	40,109	40,463	42,170
Non-current liabilities:			
Customer deposits	6,258	5,514	5,497
Deferred revenue - customer contributions	19,493	18,738	19,301
Long-term debt	102,538	102,523	102,526
Employee future benefits	44,330	67,029	43,729
	172,619	193,804	171,053
Total liabilities	212,728	234,267	213,223
Equity			
Common shares	81,842	81,842	81,842
Contributed surplus	516	516	516
Retained earnings	117,863	99,899	118,516
	200,221	182,257	200,874
Total liabilities and equity	\$ 412,949	\$ 416,524	\$ 414,097

Windsor Canada Utilities Ltd.

Consolidated Statement of Income
(In thousands of Canadian dollars)

September 30, 2023, with comparative information for 2022

	YTD - September 30, 2023			YTD - September 30, 2022		2023 Annual	2023
	Actuals	Budget	Variance	Actuals	Variance	Budget	Forecast
Distribution revenue:							
Residential	\$ 20,972	\$ 20,814	\$ 158	\$ 20,139	\$ 833	\$ 27,752	\$ 27,957
General service - small	13,972	13,532	440	13,681	291	17,912	18,382
General service - large	3,132	2,976	156	2,998	134	3,949	4,084
Street lighting	1,281	1,265	16	1,229	52	1,686	1,706
	39,357	38,587	770	38,047	1,310	51,299	52,129
Net service revenue							
Services provided to WUC	14,791	15,390	(599)	14,169	622	20,520	20,082
Services provided to City	1,852	2,073	(221)	1,808	44	2,764	2,572
	16,643	17,463	(820)	15,977	666	23,284	22,654
Cost of services - MSA	(15,711)	(16,462)	751	(15,091)	(620)	(21,949)	(21,386)
Cost of services - depreciation - MSA	(566)	(590)	24	(536)	(30)	(779)	(749)
	366	411	(45)	350	16	556	519
Other income	861	538	323	839	22	795	829
Total revenue	40,584	39,536	1,048	39,236	1,348	52,650	53,477
Operating expenses:							
Distribution operation and maintenance	10,568	9,420	(1,148)	9,277	(1,291)	12,279	13,389
Billing and collection	2,657	2,342	(315)	2,512	(145)	3,157	3,475
Community relations	242	204	(38)	172	(70)	246	300
Administration and general	2,478	2,788	310	2,156	(322)	3,809	3,759
Property and tools and maintenance	1,499	1,482	(17)	1,349	(150)	1,999	1,975
Salaries and benefits	5,098	5,475	377	4,639	(459)	6,805	6,447
Regulatory	366	393	27	347	(19)	524	498
Employee future benefits	1,356	1,503	147	1,477	121	2,004	1,796
Management service fees	-	-	-	-	-	-	-
	24,264	23,607	(657)	21,929	(2,335)	30,823	31,639
Operating income / EBITDA	16,320	15,929	391	17,307	(987)	21,827	21,838
Other income/expenses:							
Share of joint venture's net loss (gain)	11	(8)	(19)	24	13	(11)	19
Depreciation and amortization	5,329	5,335	6	4,901	(428)	7,160	7,164
Net finance expense	(448)	830	1,278	1,143	1,591	1,111	(225)
Loss (gain) on sale of PP&E	(142)	-	142	(47)	95	-	(142)
	4,750	6,157	1,407	6,021	1,271	8,260	6,816
Income before tax	11,570	9,772	1,798	11,286	284	13,567	15,022
Provision for PILs of corporate taxes	3,477	2,794	(683)	2,775	(702)	3,866	4,482
Deferred income taxes	-	13	13	-	-	17	17
	3,477	2,807	(670)	2,775	(702)	3,883	4,499
Net income - MIFRS	8,093	6,965	1,128	8,511	(418)	9,684	10,523
Regulatory adjustment (IFRS)	(5,744)	(691)	(5,053)	(10,184)	4,440	(922)	(5,975)
Net income (loss) - IFRS	2,349	6,274	(3,925)	(1,673)	4,022	8,762	4,548

Windsor Canada Utilities Ltd.

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

September 30, 2023, with comparative information for 2022

	September 2023	September 2022	December 2022	Forecast 2023
Cash flows from operating activities:				
Total IFRS net income (loss) for the year	\$ 2,349	\$ (1,673)	\$ 17,943	\$ 4,548
Adjustments for:				
Depreciation and amortization	8,864	8,495	11,461	11,170
Amortization of deferred revenue customer contribution	(410)	(393)	(526)	(540)
Remeasurement of employee future benefits	-	-	(23,579)	-
Loss (gain) on investment	(1,337)	671	408	(1,586)
Loss (gain) on sale of property, plant and equipment	(151)	(92)	148	(142)
Amortization of debt issuance costs	12	11	15	16
Share in joint venture's net loss	11	24	27	19
Net finance expense	(229)	1,098	1,802	(225)
Income tax expense	3,477	2,775	1,515	4,577
	12,586	10,916	9,214	17,837
Changes in:				
Accounts receivable	(1,731)	(6,423)	(2,789)	(2,813)
Due from related parties	21	(1,743)	(1,791)	(118)
Inventory	(1,884)	(1,106)	(1,584)	49
Other assets	513	(120)	(781)	(484)
Investment in joint venture	-	-	-	(100)
Deferred income taxes	(259)	-	5,432	17
Accounts payable and accruals	(4,854)	(5,895)	(1,374)	(1,511)
PIL of income taxes	(982)	(803)	354	4,327
Due to related parties	75	374	706	(565)
Deferred revenue	(1)	79	(1,114)	(1)
Customer deposits	1,131	1,293	1,127	855
Employee future benefits	602	903	1,181	2,884
	(7,369)	(13,441)	(633)	2,540
Interest paid	(3,605)	(3,241)	(4,832)	(5,063)
Interest received	3,834	2,154	3,045	5,288
Income taxes paid	(148)	(154)	(1,839)	(2,785)
	5,298	(3,766)	4,955	17,817
Cash flows from investing activities:				
Acquisition of PP&E and intangible assets	(12,830)	(12,745)	(19,274)	(21,825)
Acquisition of investments	(600)	(600)	(1,300)	(1,200)
Deferred revenue - customer contributions	621	5	701	1,798
Proceeds from investments	-	-	1,200	-
Proceeds on sale of PP&E	454	640	720	444
	(12,355)	(12,700)	(17,953)	(20,783)
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	(3,000)	(3,000)	(4,000)	(4,000)
	(3,000)	(3,000)	(3,589)	(4,000)
Net increase (decrease) in cash and cash equivalents	(10,057)	(19,466)	(16,587)	(6,966)
Cash and cash equivalents, beginning of period	18,398	34,985	34,985	18,398
Cash and cash equivalents, end of period	\$ 8,341	\$ 15,519	\$ 18,398	\$ 11,432

Subject: Confirm and Ratify Report-Municipal Capital Facility at 185 Ouellette Avenue Windsor – Ward 3

Reference:

Date to Council: January 15, 2024
Author: Steve Vlachodimos--City Clerk/Licence Commissioner
svlachodimos@citywindsor.ca
(519) 255-6100 ext 6488
Council Services
Report Date: December 28, 2023
Clerk's File #: APM/14704

To: Mayor and Members of City Council

Recommendation:

That the results of the email poll conducted by the City Clerk on December 21, 2023 approving the following recommendation **BE CONFIRMED AND RATIFIED**:

- I. THAT City Council **DECLARE** the Leased Premises at 185 Ouellette Avenue Windsor a Municipal Capital Facility (“**MCF**”) for the purposes of the municipality and for public use, to take effect upon the commencement of the lease between the City and RJM Holdings Limited; and,
- II. THAT the Chief Administrative Officer and City Clerk **BE AUTHORIZED** to execute a MCF agreement with RJM Holdings Inc. for the portion of 185 Ouellette Avenue to be leased by the City, to be satisfactory in form to the City Solicitor and satisfactory in financial content to the City Treasurer; and,
- III. THAT the City Solicitor **BE DIRECTED** to prepare the necessary By-Law.

Executive Summary:

n/a.

Background:

Section 3.7 of Procedure By-law 98-2011 provides the following:

“Telephone and/or email polls of Members of Council shall be permitted only upon authorization by the Mayor or CAO, in emergency situations requiring Council direction where time does not permit holding a special meeting of Council and/or quorum of Council cannot physically convene to consider a matter. The results of a poll must be confirmed and ratified at the next public meeting of Council”.

Discussion:

Given the tight timelines, Mayor Dilkens authorized the City Clerk to conduct an email poll pursuant to Section 3.7 of the Procedure By-law 98-2011. As a result of the poll, the recommended resolution to declare the Leased Premises at 185 Ouellette Avenue Windsor a Municipal Capital Facility (“**MCF**”) for the purposes of the municipality and for public use, was passed by all members of Council, save and except Councillor Fred Francis, who voted in opposition to the declaration.

Risk Analysis:

n/a.

Climate Change Risks**Climate Change Mitigation:**

n/a.

Climate Change Adaptation:

n/a.

Financial Matters:

n/a.

Consultations:

See administrative report C 183/2023 attached as appendix A.

Conclusion:

It is recommended that the results of the email poll conducted by the City Clerk on December 21, 2023, be confirmed and ratified.

Planning Act Matters:

n/a.

Approvals:

Name	Title
Steve Vlachodimos	City Clerk and Licence Commissioner
Dana Paladino	Acting Commissioner, Corporate Services
Joe Mancina	Chief Administrative Officer

Notifications:

Name	Address	Email

Appendices:

- 1 Appendix A--Report C 183/2023



Subject: Municipal Capital Facility at 185 Ouellette Avenue Windsor – Ward 3

Reference:

Date to Council: December 21, 2023
Author: Aaron Farough
Senior Legal Counsel
519-255-6100 ext 6850
afarough@citywindsor.ca

Legal Services, Real Estate & Risk Management
Report Date: 12/20/2023
Clerk's File #: APM/14704

To: Mayor and Members of City Council

Recommendation:

- I. THAT City Council **DECLARE** the Leased Premises at 185 Ouellette Avenue Windsor a Municipal Capital Facility (“**MCF**”) for the purposes of the municipality and for public use, to take effect upon the commencement of the lease between the City and RJM Holdings Limited; and,
- II. THAT the Chief Administrative Officer and City Clerk **BE AUTHORIZED** to execute a MCF agreement with RJM Holdings Inc. for the portion of 185 Ouellette Avenue to be leased by the City, to be satisfactory in form to the City Solicitor and satisfactory in financial content to the City Treasurer; and,
- III. THAT the City Solicitor **BE DIRECTED** to prepare the necessary By-Law.

Executive Summary:

N/A

Background:

At the December 1, 2023 in-camera meeting, Council approved the sale and a lease back from RJM Holdings Limited (“**RJM**”) for approximately 29,000 square feet of the Paul Martin Building known municipally as 185 Ouellette Avenue, (the “**Leased Premises**”). In accordance with such approval, RJM as owner is to be responsible for property taxes. The report noted administration was looking into whether the premises would be eligible as a Municipal Capital Facility to exempt the municipally used portion from those property taxes.

Discussion:

Under section 110 of the *Municipal Act, 2001*, municipalities are able to enter into an agreement to designate certain classes of facilities as municipal capital facilities where the facilities are used for a service or function that may be provided by a municipality. The agreement may provide various financial incentives, including an exemption from taxes levied for municipal and school purposes on the qualifying portion of the lands

Under section 2.1(11) of *Ontario Regulation 603/06*, municipal facilities for public libraries are eligible for designation as a municipal capital facility and may be subject to an agreement to exempt lands used for those purposes from taxes.

Should the recommendations herein be approved, the City will pass a new by-law designating the Leased Premises as a municipal capital facility and enter into an agreement with the RJM which will exempt the Leased Premises from taxation for municipal and school purposes, as a municipal facility for a public library (*O.Reg 603/06, S.2(1)(11)*). This exemption will only apply to the Leased Premises portion of the property. The remaining portion of the property will remain taxable subject to any applicable financial incentives under the Downtown Windsor Community Improvement Plan approved by council.

Risk Analysis:

Having the Leased Premises being declared a Municipal Capital Facility by passing a City by-law, and by subsequently entering into a Municipal Capital Facility agreement with RJM relative to the exempt taxes provides the owner with certainty regarding the carrying costs of the property during the term of the City's lease.

Climate Change Mitigation:

N/A

Climate Change Adaptation:

N/A

Financial Matters:

Should Council approve the recommendations, subject to the lease coming into effect, then the City and RJM will enter into a Municipal Capital Facility Agreement, as a municipal facility related to the provision of municipal facilities for public libraries (*O.Reg 603/06, S.2(1)(11)*), which will exempt the Leased Premises (being a portion of 185 Ouellette Avenue) from property taxes. Upon the sale of 185 Ouellette by the City, the entire property would normally become subject to property taxes. Declaring the Leased Premises portion a municipal capital facility would result in a reduction in property taxes by approximately \$105,000 annually. Upon termination of the Lease, the Leased Premises portion of 185 Ouellette will become subject to property taxes again.

Consultations:

Lorie Gregg, Deputy Treasurer, Taxation, Treasury & Financial Projects
Denise Wright, Manager of Real Estate Services

Conclusion:

Should the recommendations set out above be approved, subject to the City completed its sale and lease back of 185 Ouellette Avenue, the City will pass a by-law declaring the Leased Premises as a Municipal Capital Facility, following which the City will enter into a Municipal Capital Facility Agreement with RJM.

Approvals:

Name	Title
Aaron Farough	Senior Legal Counsel
Wira Vendrasco	Acting City Solicitor
Dana Paladino	Acting Commissioner, Corporate Services
Tony Ardovini	On behalf of Commissioner, Finance and City Treasurer
Joe Mancina	Chief Administrative Officer

Notifications:

Name	Address	Email

Subject: Confirm and Ratify - Downtown Windsor Enhancement Strategy and Community Improvement Plan Grant Applications made by RJM Holdings Limited for 185 Ouellette Avenue, Ward 3

Reference:

Date to Council: January 15, 2024

Author: Steve Vlachodimos--City Clerk/Licence Commissioner

svlachodimos@citywindsor.ca

(519) 255-6100 ext 6488

Council Services

Report Date: December 28, 2023

Clerk's File #: APM/14704

To: Mayor and Members of City Council

Recommendation:

That the results of the email poll conducted by the City Clerk on December 21, 2023 approving the following recommendation **BE CONFIRMED AND RATIFIED:**

- I. **THAT** the request made by RJM Holdings Limited for the proposed redevelopment at 185 Ouellette Avenue to participate in:
 - a. the Building/Property Improvement Tax Increment Grant Program **BE APPROVED** for 100% of the municipal portion of the tax increment resulting from the proposed development for up to five (5) years plus an additional five (5) years as a catalyst project or until 100% of the eligible costs are repaid for Phase I of the proposal pursuant to the Downtown Windsor Enhancement Strategy and Community Improvement Plan;
 - b. the Building/Property Improvement Tax Increment Grant Program **BE APPROVED** for 100% of the municipal portion of the tax increment resulting from the proposed development for up to five (5) years plus an additional five (5) years as a catalyst project or until 100% of the eligible costs are repaid for Phase II of the proposal pursuant to the Downtown Windsor Enhancement Strategy and Community Improvement Plan;
 - c. the Commercial/Mixed Use Building Facade Improvement Grant Program **BE APPROVED** for \$30,000 towards eligible costs subject to the applicant submitting building elevations detailing the facade improvements subject

to satisfaction of the City Planner and pursuant to the Downtown Windsor Enhancement Strategy and Community Improvement Plan.

- II. THAT Administration **BE DIRECTED** to prepare the agreements between the City and RJM Holdings Limited to implement the Building/Property Improvement Tax Increment Grant Programs for both Phase I and Phase II at 185 Ouellette Avenue in accordance with all applicable policies, requirements, and provisions contained within the Downtown Windsor Enhancement Strategy and Community Improvement Plan.
- III. THAT the CAO and City Clerk **BE AUTHORIZED** to sign the Building/Property Improvement Tax Increment Grant Program agreements for both Phase I and Phase II at 185 Ouellette Avenue to the satisfaction of the City Planner as to content, the City Solicitor as to legal form, and the City Treasurer as to financial implications.
- IV. THAT the City Treasurer **BE AUTHORIZED** to issue payment of \$30,000 for grants under the Commercial/Mixed Use Building Facade Grant Program for 185 Ouellette Avenue to RJM Holdings Limited upon completion of the facade improvements subject to the satisfaction of the City Planner and Chief Building Official.
- V. Grant funds in the amount of \$30,000 under the Commercial/Mixed Use Building Facade Grant Program **BE TRANSFERRED** from the CIP Reserve Fund 226 to the City Centre Community Development Planning Fund (Project #7011022) when work is completed.
- VI. THAT the approval to participate in the Building/Property Improvement Tax Increment Grant Program **EXPIRE** if the grant agreement is not signed by applicant within one year following Council approval. The City Planner may extend the deadline for up to one year upon request from the applicant.
- VII. THAT should the facade improvements not be completed in five (5) years, City Council **AUTHORIZE** that the funds under the Commercial/Mixed Use Building Facade Improvement Grant Program be uncommitted and made available for other applications.

Executive Summary:

n/a.

Background:

Section 3.7 of Procedure By-law 98-2011 provides the following:

“Telephone and/or email polls of Members of Council shall be permitted only upon authorization by the Mayor or CAO, in emergency situations requiring Council direction where time does not permit holding a special meeting of Council and/or quorum of Council cannot physically convene to consider a matter. The results of a poll must be confirmed and ratified at the next public meeting of Council”.

Discussion:

Given the tight timelines, Mayor Dilkens authorized the City Clerk to conduct an email poll pursuant to Section 3.7 of the Procedure By-law 98-2011. As a result of the poll, the recommended resolution to support the Downtown Windsor Enhancement Strategy and the Community Improvement Grant application was passed by all members of Council, save and except Councillor Fred Francis, who voted in opposition to the application.

Risk Analysis:

n/a.

Climate Change Risks

Climate Change Mitigation:

n/a.

Climate Change Adaptation:

n/a.

Financial Matters:

See details in attached administrative report S 161/2023-Appendix A.

Consultations:

n/a.

Conclusion:

It is recommended that the results of the email poll conducted on December 21, 2023, be confirmed and ratified.

Planning Act Matters:

n/a.

Approvals:

Name	Title
Steve Vlachodimos	City Clerk/Licence Commissioner
Dana Paladino	Acting Commissioner, Corporate Services
Joe Mancina	Chief Administrative Officer

Notifications:

Name	Address	Email

Appendices:

- 1 Appendix A--Administrative Report S 161/2023



Subject: Downtown Windsor Enhancement Strategy and Community Improvement Plan Grant Applications made by RJM Holdings Limited for 185 Ouellette Avenue, Ward 3

Reference:

Date to Council: 2023-12-04
Author: Laura Strahl
Planner III - Special Projects
519-255-6543 ext. 6396
lstrahl@citywindsor.ca

Planning & Building Services
Report Date: 2023-11-20
Clerk's File #: SPL2023

To: Mayor and Members of City Council

Recommendation:

- I. **THAT** the request made by RJM Holdings Limited for the proposed redevelopment at 185 Ouellette Avenue to participate in:
 - a. the Building/Property Improvement Tax Increment Grant Program **BE APPROVED** for 100% of the municipal portion of the tax increment resulting from the proposed development for up to five (5) years plus an additional five (5) years as a catalyst project or until 100% of the eligible costs are repaid for Phase I of the proposal pursuant to the Downtown Windsor Enhancement Strategy and Community Improvement Plan;
 - b. the Building/Property Improvement Tax Increment Grant Program **BE APPROVED** for 100% of the municipal portion of the tax increment resulting from the proposed development for up to five (5) years plus an additional five (5) years as a catalyst project or until 100% of the eligible costs are repaid for Phase II of the proposal pursuant to the Downtown Windsor Enhancement Strategy and Community Improvement Plan;
 - c. the Commercial/Mixed Use Building Facade Improvement Grant Program **BE APPROVED** for \$30,000 towards eligible costs subject to the applicant submitting building elevations detailing the facade improvements subject to satisfaction of the City Planner and pursuant to the Downtown Windsor Enhancement Strategy and Community Improvement Plan.

- II. THAT Administration **BE DIRECTED** to prepare the agreements between the City and RJM Holdings Limited to implement the Building/Property Improvement Tax Increment Grant Programs for both Phase I and Phase II at 185 Ouellette Avenue in accordance with all applicable policies, requirements, and provisions contained within the Downtown Windsor Enhancement Strategy and Community Improvement Plan.
- III. THAT the CAO and City Clerk **BE AUTHORIZED** to sign the Building/Property Improvement Tax Increment Grant Program agreements for both Phase I and Phase II at 185 Ouellette Avenue to the satisfaction of the City Planner as to content, the City Solicitor as to legal form, and the City Treasurer as to financial implications.
- IV. THAT the City Treasurer **BE AUTHORIZED** to issue payment of \$30,000 for grants under the Commercial/Mixed Use Building Facade Grant Program for 185 Ouellette Avenue to RJM Holdings Limited upon completion of the facade improvements subject to the satisfaction of the City Planner and Chief Building Official.
- V. Grant funds in the amount of \$30,000 under the Commercial/Mixed Use Building Facade Grant Program **BE TRANSFERRED** from the CIP Reserve Fund 226 to the City Centre Community Development Planning Fund (Project #7011022) when work is completed.
- VI. THAT the approval to participate in the Building/Property Improvement Tax Increment Grant Program **EXPIRE** if the grant agreement is not signed by applicant within one year following Council approval. The City Planner may extend the deadline for up to one year upon request from the applicant.
- VII. THAT should the facade improvements not be completed in five (5) years, City Council **AUTHORIZE** that the funds under the Commercial/Mixed Use Building Facade Improvement Grant Program be uncommitted and made available for other applications.

Executive Summary:

N/A

Background:

Applicant Information:

Principal Owner of RJM Holdings Limited: Robert Myers

Agent: Jessica Myers

The Downtown Windsor Enhancement Strategy and Community Improvement Plan (Downtown CIP) was adopted by City Council on September 29, 2017 and an adopting by-law was passed by City Council on October 16, 2017.

The Downtown CIP provides financial incentives to encourage new residential development, retail investment, facade improvements, and building/property improvements.

The Paul Martin Building was built in 1934 and was designated under Part IV of the Ontario Heritage Act in 2013. The building housed federal services until it was acquired by the City of Windsor in 2019.

In early 2020, the City issued an Expression of Interest for development concepts for the Paul Martin Building looking for a future catalyst downtown economic development. The City engaged in discussions with RJM Holdings Limited for their proposal to redevelop the Paul Martin Building into a boutique hotel. The proponent will begin developing the Ouellette-fronting portion of the building into a boutique hotel (Phase I), and will lease the space currently occupied by the Central Public Library to the City of Windsor. Once the Central Library moves out of the Paul Martin Building and into its new permanent home, which is currently being investigated, the proponent will undertake development of the portion of the building currently occupied by the library into a hotel/event space (Phase II).

RJM Holdings Limited has applied for the Building/Property Improvement Tax Increment Grant Program and the Commercial/Mixed Use Building Facade Improvement Grant Program under the Downtown CIP for the property located at 185 Ouellette Avenue (as shown on Appendix A). The applicant proposes the conversion of the building to a boutique hotel with a ground floor cafe and restaurant (as shown in Appendix B).

Discussion:

Building/Property Improvement Tax Increment Grant Program:

This program is intended to provide economic incentive for the development, rehabilitation and redevelopment of properties in Downtown Windsor. The program provides an annual grant equal to 100% of the increase in municipal property taxes for five years, after the project is completed and reassessed to help offset the costs of rehabilitating and redeveloping properties, as long as such development results in an increase in assessment and therefore an increase in property taxes. Grants are only paid after completion of a development and subject to meeting all the requirements within the Downtown Windsor Enhancement Strategy and Community Improvement Plan.

The proposed redevelopment on the property will increase the assessed value and therefore increase municipal taxes. This project qualifies for the Building/Property Improvement Tax Increment Grant and the Financial Matters section of this report discusses the estimated grant amount.

Commercial/Mixed Use Building Facade Improvement Grant Program:

This program aims to increase the visual attractiveness of downtown through the redesign, renovation or restoration of commercial and mixed-use building facades within the CIP area. The program will cover 50% of the eligible costs of the facade improvements up to \$20,000 per property. In addition, the grant can be increased up to a limit of \$30,000 at the discretion of Council for:

- Buildings located on corner properties that require improvement and restoration works to two facades that are highly visible from an adjacent street or public right-of-way or park;
- Façade improvements that will have a significant impact on improving the appearance of the corridors and will have a significant investment of \$100,000 or more on the facades; or
- Designated under the Ontario Heritage Act, or on the Municipal Heritage Register.

The subject building is located on a corner and is designated under the Ontario Heritage Act therefore a maximum grant of \$30,000 towards eligible costs of the facade can be awarded.

Risk Analysis:

There is low risk associated with the approval of the subject Downtown CIP grant applications. An agreement between the City and applicant will be prepared to ensure the program requirements and provisions of the Downtown Windsor Enhancement Strategy and Community Improvement are met. The Grants will only be paid after the work is complete to the satisfaction of the City Planner.

Climate Change Mitigation:

The subject development mitigates GHG emissions by reusing an existing building located on the property, which reduces material usage and construction time.

Climate Change Adaptation:

N/A

Financial Matters:

The grants that are the subject of this report will only be awarded subject to these agreements being finalized and the proponent completing the development to receive any grants outlined in this report.

Commercial/Mixed Use Building Facade Improvement Grant Program:

As mentioned in the discussion section of the report the proposed redevelopment is eligible for \$30,000 under the Commercial/Mixed Use Building Facade Improvement Grant Program.

CIP Reserve Fund 226 holds the funds for all active CIPs in the City. As CIP grant applications are approved, the approved grant amount is transferred to the capital project account (City Centre Community Development Planning Fund (Project #7011022) 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 \$693,692.89 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 City Centre Community Development Planning Fund (Project #7011022) to disperse the maximum amount of \$30,000 for the Commercial/Mixed Use Building Facade Improvement Grant Program identified in this report when all work is completed.

Building/Property Improvement Tax Increment Grant Program

The program provides an annual grant equal to 100% of the increase in municipal property taxes for five (5) years, with the possibility of a five (5) year extension, up to a total of ten (10) years if the project is considered a Catalyst Project; a designated heritage property, projects where at least 20% of the residential units are considered affordable or the project is certified LEED bronze. The property is a designated heritage and meets the definition of a catalyst project.

It is estimated that Phase 1 and Phase II of the redevelopment (the conversion of the building to a boutique hotel) will result in municipal taxes of \$368,582 a year. It should also be noted that the estimates used for purposes of this report are very preliminary and subject to further refinement of the design plans and ultimately subject to MPAC's assessment. Due to the nature of the proposed redevelopment, Administration has tried to utilize comparable information which are all subject to final drawings, materials and construction timelines.

The proponent has requested that the Building/Property Improvement Grant for the Phase I and Phase II of the projects be approved separately. This will have the effect of year 1 starting the year that Phase I is complete, and a separate year 1 commencing

when Phase II is complete. This request would essentially provide a tax increment grant for a period of time that could extend up to 20 years if the development is completed consecutively (Phase I 10 years, Phase II 10 years). Ultimately, however the total value of the tax increment to be paid would equate to the total tax increment calculated over a 10 year period. In other words, Phase I would start and run for a period of 10 years. Phase 2 would then start upon completion and only reflect the increment portion of increased assessment and property taxes for a period of 10 years. During the initial construction there will be property taxes realized on the current assessment value (as is condition). In addition, there will be property taxes realized on the site once the Phase I 10 year grant period has expired. The table below provides estimates for Phase I and Phase II combined.

The proponent indicates the estimate costs for the projects \$8.4 million. The Planning Act stipulates that the grants under a CIP cannot be more than the eligible costs. The total estimated grant amount of \$3,720,000 (including the \$30,000 under the Commercial/Mixed Use Building Facade Improvement Grant Program) is 44% of the estimate eligible costs.

Estimate Property/Building Improvement Tax Increment Grant Calculation			
185 Ouellette Ave			
Annual Pre Development Municipal Taxes	Annual Estimate Post Development Municipal Taxes	Annual Estimate Value of Grant	Total Estimate Grant over ten (10) years
\$0	\$368,582	\$369,000	\$3,690,000

Because the Grant Program does not cancel taxes, the applicant must pay the full amount of property taxes annually and will subsequently receive a grant for the difference between the pre and post-development municipal taxes.

Consultations:

The Downtown CIP was subject to stakeholder and public consultation as part of the approval process, including public meets, a statutory public meeting and circulation among internal City staff and the Province.

Planning staff have consulted with the applicant prior to accepting the application. Staff from Planning, Legal and Corporate Projects were consulted in the preparation of this report.

Conclusion:

Staff recommends that the application for the Commercial/Mixed Use Building Facade Improvement Grant Program and Building/Property Improvement Tax Increment Grant for five (5) years, plus an additional five (5) years as a catalyst for Phase I and Phase II be approved.

Planning Act Matters:

N/A

Approvals:

Name	Title
Josie Gualtieri	Financial Planning Administrator
Neil Robertson	City Planner (Acting)
Wira Vendrasco	City Solicitor (Acting)
Lorie Gregg	Deputy Treasurer of Taxation, Treasury and Financial Planning
Janice Guthrie	Commissioner, Finance/City Treasurer
Ray Mensour	Commissioner, Community Services
Jelena Payne	Commissioner, Economic Development
Joe Mancina	Chief Administrative Officer

Notifications:

Name	Address	Email
Rob Myers (Applicant)		
Jessica Myers (Agent)		
Heather Clark		

Appendices:

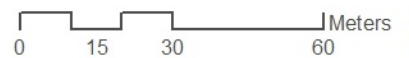
- 1 Appendix A - Location Map
- 2 Appendix B - Proposed Plans



LOCATION MAP : 185 OUELLETTE AVENUE



SUBJECT PROPERTY





- BUILDING AREAS
- RESTAURANT/CAFE
 - HOTEL COMMON AREAS
 - LIBRARY
 - PUBLIC COMMON AREAS

1ST FLOOR OF PAUL MARTIN SR. BUILDING

SCALE: 3/32" = 1'-0"



- BUILDING AREAS**
- HOTEL SUITES
 - HOTEL COMMON AREAS
 - CAR MUSEUM, LIBRARY ADMIN OFFICE AND LIBRARY EXPANSION
 - PUBLIC COMMON AREAS

2ND FLOOR OF PAUL MARTIN SR. BUILDING

SCALE: 3/32" = 1'-0"



3RD FLOOR OF PAUL MARTIN SR. BUILDING

SCALE: 3/32" = 1'-0"



- BUILDING AREAS**
- HOTEL SUITES
 - HOTEL COMMON AREAS
 - CAR MUSEUM AND CONFERENCE ROOMS
 - PUBLIC COMMON AREAS

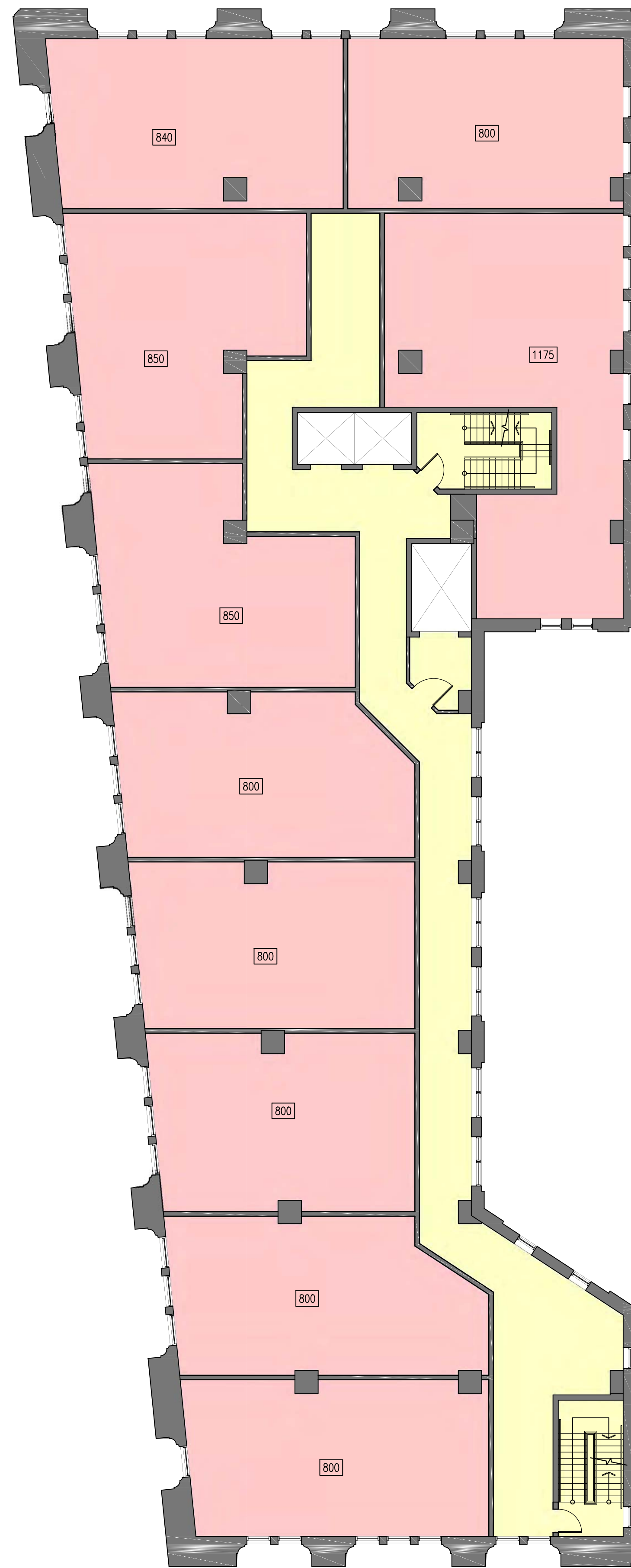
4TH FLOOR OF PAUL MARTIN SR. BUILDING

SCALE: 3/32" = 1'-0"



5TH FLOOR OF PAUL MARTIN SR. BUILDING

SCALE: 3/32" = 1'-0"



- BUILDING AREAS**
- LONG TERM HOTEL SUITES
 - HOTEL COMMON AREAS

6TH FLOOR OF PAUL MARTIN SR. BUILDING

SCALE: 3/32" = 1'-0"



PROPOSED MIXED USE HOTEL & RESIDENCES

185 OUELLETTE AVENUE, WINDSOR, ONTARIO

A architectural | 1670 Mercer St.
Windsor | Ontario
N8X 3P7
D design
Tel 519-254-3430
A associates
Fax 519-254-3642
inc. architect
www.ada-architect.ca



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inc. architect
www.ada-architect.ca



Subject: Approval to Create a By-Law for the Nuclear Emergency Management Program Agreement - City Wide

Reference:

Date to Council: January 15, 2024
Author: Averil Parent
Asset Coordinator
519-255-6100 ext.6126
aparent@citywindsor.ca
Asset Planning
Report Date: December 19, 2023
Clerk's File #: GM/14664

To: Mayor and Members of City Council

Recommendation:

THAT City Council **PASS** a by-law authorizing the execution of the Transfer Payment Agreement for the Nuclear Emergency Management Program required by His Majesty the King in Right of Ontario represented by the President of the Treasury Board; and further,

THAT three readings of the respective by-law **BE CONSIDERED** and **APPROVED** at the January 15th, 2024 meeting of Council.

Executive Summary:

N/A

Background:

The Ontario Nuclear Emergency Management Program (NEMP) Transfer Fund provides funding for nuclear emergency management programmatic requirements. The Program provides annual funding to better support capacity among communities with nuclear roles and responsibilities, and enhance their ability to protect the health, safety, and welfare of the people of Ontario in the event of a nuclear incident.

As per CAO 256/2023 The Corporation of the City of Windsor ("City") submitted an application for the NEMP on September 25th, 2023 to receive funding to enhance our host municipality responsibilities as identified in the Provincial Nuclear Emergency Response Plan (PNERP). On October 26th 2023 the City received notification that we were successful in obtaining funding however, when we received the Transfer Payment

Agreement (the “Agreement”) we became aware of a new requirement outlining the need for a by-law to allow the City to enter into and execute the Agreement.

Discussion:

As noted above, through the award of funding, the City was made aware of a new requirement per His Majesty the King in Right of Ontario represented by the President of the Treasury Board that a municipal by-law is required to enter into and execute the Agreement. An email received October 26th from the funding provider stated: **“the Recipient must provide evidence satisfactory to the Province that the Recipient’s council has authorized the execution of this Agreement by the Recipient by municipal by-law”**. Additionally, Section 2.2(b) of the Agreement provides that the City represents and warrants that it has taken all necessary actions to authorize the execution of the agreement, including passing a municipal by-law authorizing the City to enter into the Agreement.

To accommodate this request, a by-law is being brought forward for the confirmation of authority of Administration to execute the Agreement. The by-law is being considered for Council approval at this time to ensure we can accommodate aggressive timelines that are inherent when executing this Agreement.

Risk Analysis:

If this by-law is not passed the City risks not being able to execute the Agreement and therefore risks not receiving funding provided by the funding provider.

Climate Change Risks

Climate Change Mitigation:

There is no climate change mitigation risk associated with this funding opportunity.

Climate Change Adaptation:

There is no climate change adaptation risk associated with this funding opportunity.

Financial Matters:

Funding of \$64,039.85 has been approved through the NEMP to support the following:

- Windsor Fire & Rescue - \$33,000 in funding to support the Everbridge Mass Notification System which is an integral part in communication and safety of citizens in case a nuclear emergency arises.
- Human and Health Services - \$31,039.85 in funding for the acquisition of supplies in the event of a nuclear or radiological event requiring mobilization and set up of an evacuation/reception centre.

As stated, a by-law allowing Administration to execute the Agreement is required to receive funding under the NEMP.

Consultations:

Joshua Meloche – Senior Legal Counsel

Emily Bertram – Emergency Planning Officer (WFRS)

Jasey Sumar – Emergency Planning Officer (Human & Health Services)

Monika Schneider, Financial Planning Administrator (WFRS)

Conclusion:

Administration recommends this report and subsequent by-law are approved in order to receive funding from the NEMP through the Agreement.

Approvals:

Name	Title
Natasha Gabbana	Senior Manager, Asset Planning
Wira Vendrasco	City Solicitor
Dana Paladino	Commissioner, Corporate Services (A)
Janice Guthrie	Commissioner, Finance and City Treasurer
Joe Mancina	Chief Administrative Officer

Notifications:

Name	Address	Email

Appendices:

Subject: Purchase of Three (3), Electric Ice Resurfacing Machines and Accessories for the Recreation Department to be utilized City Wide

Reference:

Date to Council: January 15, 2024
Author: Chad Goebel
Fleet Coordinator
519-255-6560 x4235
cgoebel@citywindsor.ca

Public Works – Operations
Report Date: December 21, 2023
Clerk's File #: SR2024

To: Mayor and Members of City Council

Recommendation:

THAT City Council **APPROVE** the purchase of three (3), Electric Ice Resurfacing Machines and optional accessories with the option to renew at the City's absolute sole discretion for three (3) further periods of one (1) year each; and,

THAT City Council **PRE-APPROVE** the purchases in the optional renewal years for future Electric Ice Resurfacing Machines and optional accessories provided that the purchase cost is within the approved capital budget; and,

THAT the Purchasing Manager **BE AUTHORIZED** to issue a purchase order to Engo Equipment Sales Inc. in the amount of \$477,000.00 (excluding HST) for the purchase of three (3) Electric Ice Resurfacing Machines identified in the request for proposal process, including the additional optional items as recommended, subject to approval as to technical content by the City Engineer and in financial content to the Chief Financial Officer and City Treasurer; and,

THAT the Purchasing Manager **BE AUTHORIZED** to issue purchase orders to Engo Equipment Sales Inc. including the additional optional items in the optional renewal years provided that the purchase cost is within the approved capital budget, subject to approval as to technical content by the City Engineer and in financial content to the Chief Financial Officer and City Treasurer.

Executive Summary:

N/A

Background:

The existing units are at the end of their useful life. This purchase is to replace three (3), Ice Resurfacing Machines in our Recreation Department, from the Parks Off Road fleet.

Discussion:

The Purchasing Department issued RFP # 116-23 for three (3) electric ice resurfacing machines and optional accessories with the option to renew at the City's absolute sole discretion for three (3) further periods of one (1) year each which closed on September 8, 2023. The City's decision to award the additional years to the successful proponent would be subject to mutual acceptance of price and availability, as well as the service quality, warranty support and satisfactory performance of the equipment.

Three submissions were received and evaluated. Technical specifications and cost were the two criteria rated, which were combined to give a final overall score. Engo Equipment Sales Inc. submitted the proposal that had the lowest cost while achieving the highest technical score, which resulted in the highest overall score.

Risk Analysis:

The existing units are at the end of their useful life. Any delay in replacement may result in costly repairs to the units and the Recreation Department risk not being able to provide the expected level of service.

Climate Change Risks

Climate Change Mitigation:

Integration of alternative fuel vehicles will have a positive impact on decreasing emissions and reducing the cost of fuel.

Climate Change Adaptation:

N/A

Financial Matters:

Replacement of three (3) Ice Resurfacing units including upgrading to electric and additional greening the fleet costs were approved by City Council during the 2022 and 2023 capital budget approval process, B28/2021 and B5/2023. Additional one-time funding for these replacement units was also approved by City Council per CR394/2023.

The price for the three (3) Electric Ice Resurfacing Machines is \$435,000.00 excluding HST, or \$442,656.00 including non-refundable HST.

Optional Items recommended for purchase are as follows:

- One (1) Level Ice System for trial purposes. \$19,000.00 excluding HST
- One (1) Fast Ice System for trial purposes. \$14,000.00 excluding HST
- One (1) Additional Charging Station for Parks Operations Maintenance Facility \$ 9,000.00 excluding HST

The price for recommended optional accessory items is \$42,000.00 excluding HST, or \$42,739.20 including non-refundable HST.

The total cost of the three (3) Electric Ice Resurfacing Machines and optional accessories identified is \$477,000.00 excluding HST, or \$485,395.20 including non-refundable HST.

All costs for the purchase of the units will be charged to the 2022 Parks Off-Road Fleet Replacement Project 7221002 and 2023 Parks Off Road Fleet Replacement Project 7231002. Optional items will be charged to the 2023 Fleet Additions and Upgrades Project 7231024 and the Greening the Fleet Project 7229000. There are sufficient uncommitted funds remaining in all projects.

Consultations:

Cindy Becker – Financial Planning Administrator – Public Works Operations

Natasha Gabbana – Senior Manager, Asset Planning

Conclusion:

Administration recommends the purchase of these three (3), new, unused, current production model year, Engo Ice Wolf Smart Electric Ice Resurfacing Machines with optional accessories as identified and included as per RFP 116-23 from Engo Equipment Sales Inc.

Planning Act Matters:

N/A

Approvals:

Name	Title
Cindy Becker	Financial Planning Administrator – Public Works Operations
Angela Marazita	Fleet Manager

Name	Title
Shawna Boakes	Executive Director of Operations
Mark Winterton	Commissioner of Infrastructure Services, City Engineer
Alex Vucinic	Purchasing Manager
Janice Guthrie	Commissioner, Finance and City Treasurer
Joe Mancina	Chief Administrative Officer

Notifications:

Name	Phone	Email
Engo Equipment Sales Inc. David Stewart	(604) 202-7655	david.stewart@engo-ice.com

Appendices:

1. Appendix A – RFP 116-23 Appendix C – Optional Accessory Items/Pricing

Ice Resurfacers

APPENDIX "C" – COST PROPOSAL

**TO: The Corporation of the City of Windsor
Attention: Purchasing Department
Legal Services Department
400 City Hall Square
Suite 403
Windsor, ON N9A 7K6**

Name of Proponent:

Engo Equipment Sales Inc.

Business Address:

Suite 486, Unit 14-30 Eglinton Avenue West

Mississauga, Ontario, L5R 0C1

Phone: 866 549-3646 **Fax:** _____

Contact name for future correspondence and inquiries:

Name David Stewart **Title:** CEO

Phone: 604 202-7655 **Fax:** _____

E-mail: david.stewart@engo-ice.com

We have read and we fully understand the requirements of the RFP, including the scope and nature of the services, the applicable timelines, the Contract, and any addenda issued by the City. We acknowledge that the opening of the Cost Proposal constitutes an offer from the City to enter the Evaluation Contract described in the RFP. We also acknowledge that, by submitting a Submission which substantially complies with the material requirements of the RFP, we accept that offer.

Having carefully examined the RFP, including all of the Appendices and including addendum numbers _____, having fully investigated and ascertained existing conditions, circumstances and limitations affecting the services required under the Contract:

Ice Resurfacers

1. We offer to enter into the Contract with the City to provide the services required under the Contract for the fixed, All-Inclusive lump-sum price of:

CANADIAN DOLLARS (\$ 435,000.00).

The above fixed All-Inclusive lump-sum price:

- (a) excludes the harmonized sales tax, but includes all other taxes and duties;
- (b) is a fixed, All-Inclusive lump sum price for the provision of the services contemplated by the Contract.

Optional Items Pricing:

OPTIONAL ITEMS – (not to be included in base bid price)
Option cost to include Level Ice System per unit. Cost is: \$ <u>19,000.00</u>
Option cost to include Fast Ice System per unit. Cost is: \$ <u>14,000.00</u>
Option cost to include Zamboni Connect System or equivalent per unit. Cost is: \$ <u>included in base price</u>
Option cost for one (1) additional charging unit for Parks Operations Maintenance Facility. Cost is: \$ <u>9,000.00</u>
Option cost for multi-year purchase plan of proposed resurfacing machine. Year 2 cost is: \$ <u>145,000.00</u> Year 3 cost is: \$ <u>152,250.00</u> Year 4 cost is: \$ <u>159,862.50</u>

Ice Resurfacers

OPTIONAL ITEMS – Cont'd (not to be included in base bid price)

Provide option cost and estimated delivery dates for the City's consideration for other electric model types available from your organization (larger or smaller)

Model: Ice Wolf Classic Price: \$155,000 Estimated delivery date A.R.O. 120 days

Model: Ice Puma XLE Price: \$140,000 Estimated delivery date A.R.O. 120 days

Model: _____ Price: _____ Estimated delivery date A.R.O. _____ days

DECLARATIONS

- A. We declare that our Submission is free of Qualification(s).
- B. We declare that our Submission is not made in connection with any other Proponent and is, in all respects, fair and made without collusion or fraud.
- C. We declare that our Submission applies and complies with any applicable fair wage practices.
- D. We acknowledge and agree that our Submission is irrevocable and open for acceptance by the City for a period of one hundred and twenty (120) days starting from the day after the Submission Deadline.
- E. We hereby acknowledge that the City is soliciting pricing for the initial contract period. In the event that we are unable to uphold the prices as specified in this Cost Proposal, the City shall retain the right to engage in negotiations to evaluate and either accept or reject any proposed price increases. In the event that the City deems any price increases to be unacceptable, they shall be entitled to exercise their right to terminate the Contract with a written notice of thirty (30) days. Such termination shall be without incurring any penalty, irrespective of the stage of the deliverable in the supply chain.
- F. We acknowledge and agree that, if awarded the Contract, we will:
 - (a) execute the Contract and deliver the executed original to the City within seven (7) business days of our receipt of the same;
 - (b) deliver to the City, within seven (7) business days of our receipt of notice of selection:
 - (i) proof of all insurance required by the Contract; and,
 - (ii) a current WSIB clearance certificate if applicable;

We acknowledge and agree that we will be in breach of the Evaluation Contract if we fail to comply with any of the above.

Ice Resurfacers

Signed, sealed and submitted for and on behalf of:

PROPONENT **Engo Equipment Sales Inc.**

DATE **September 1, 2023**

SIGNATURE 

Name and Title **David Stewart, CEO**

I have authority to bind the Proponent named above

-END OF APPENDIX "C"-



Subject: Vision Zero Action Plan Final Report - City-wide

Moved by: Councillor Gary Kaschak

Seconded by: Councillor Renaldo Agostino

Decision Number: **ETPS 974** CR360/2023 ETPS 950 CR169/2021 ETPS 822

1. THAT the Vision Zero Action Plan provided as Appendix A and the Supplemental Action Plan provided as Appendix B to report S 33/2023 “Vision Zero Action Plan Final Report” **BE ADOPTED**; and,
2. THAT City Council **APPROVE** a transfer of funding in the amount of \$40,000 from the Budget Stabilization Reserve, Fund 139, to a new capital project for salary and fringe costs for three Co-Op students for three school terms in 2024; and,
3. THAT City Council **APPROVE** a transfer of funding in the amount of \$15,000 from the Budget Stabilization Reserve, Fund 139, to a new capital project for salary and fringe costs for a Co-Op Student for the first school term of 2025; and,
4. THAT City Council **APPROVE** a transfer of funding in the amount of \$23,404.85 from the Budget Stabilization Reserve, Fund 139, to a new capital project to purchase and set up Traffic Engineering Software (TES) provided by True North Safety Group (TNS Group); and,
5. THAT the CFO/City Treasurer **BE DIRECTED** to include a new capital project in the 2024 10-year capital plan with funding as outlined above in order to action the Vision Zero Action Plan; and,
6. THAT Administration **BE DIRECTED** to bring forward initiatives in the Vision Zero Action Plan forward for funding consideration for future budgets in accordance with the Action Plan’s implementation plan; and,
7. THAT Administration **BE DIRECTED** to report back to Council annually with details of progress toward the Vision Zero Action Plan’s goals; and,
8. THAT Administration **BE DIRECTED** to carry out reviews of the Vision Zero Action Plan at the intervals specified in the Action Plan; and,
9. THAT Administration **BE DIRECTED** to report back on costing and implementation details to change residential speed limits to 40 km/hr city wide

and that this report **BE PROVIDED** to a future Environment, Transportation & Public Safety Standing Committee meeting; and,

10. THAT the existing Always Stop Policy **REMAIN** status quo.
Carried.

Report Number: S 33/2023 & SCM 109/2021 & S 13/2021 & SCM 212/2023 & S 70/2023
Clerk's File: ST/13714 & ST2021 & SW2023 & ACOQ2023

Clerk's Note:

1. The recommendation of the Environment, Transportation & Public Safety Standing Committee and Administration are **NOT** the same.
2. Please refer to Item 8.4 from the Environment, Transportation & Public Safety Standing Committee held on November 29, 2023.
3. To view the stream of this Standing Committee meeting, please refer to:
<https://csg001-harmony.sliq.net/00310/Harmony/en/PowerBrowser/PowerBrowserV2/20231129/-1/9448>

Subject: Vision Zero Action Plan Final Report - City-wide

Reference:

Date to Council: November 29, 2023
Author: Chris Gerardi
Policy Analyst, Transportation Planning
519-255-6100 ext 6830
cgerardi@citywindsor.ca
Public Works – Operations
Report Date: November 4, 2023
Clerk's File #: ST/13714

To: Mayor and Members of City Council

Recommendation:

1. THAT the Vision Zero Action Plan provided as Appendix A and the Supplemental Action Plan provided as Appendix B to report S 33/2023 "Vision Zero Action Plan Final Report" **BE ADOPTED**; and,
2. THAT City Council **APPROVE** a transfer of funding in the amount of \$40,000 from the Budget Stabilization Reserve, Fund 139, to a new capital project for salary and fringe costs for three Co-Op students for three school terms in 2024; and,
3. THAT City Council **APPROVE** a transfer of funding in the amount of \$15,000 from the Budget Stabilization Reserve, Fund 139, to a new capital project for salary and fringe costs for a Co-Op Student for the first school term of 2025; and,
4. THAT City Council **APPROVE** a transfer of funding in the amount of \$23,404.85 from the Budget Stabilization Reserve, Fund 139, to a new capital project to purchase and set up Traffic Engineering Software (TES) provided by True North Safety Group (TNS Group); and,
5. THAT the CFO/City Treasurer **BE DIRECTED** to include a new capital project in the 2024 10-year capital plan with funding as outlined above in order to action the Vision Zero Action Plan; and,
6. THAT Administration **BE DIRECTED** to bring forward initiatives in the Vision Zero Action Plan forward for funding consideration for future budgets in accordance with the Action Plan's implementation plan; and,
7. THAT Administration **BE DIRECTED** to report back to Council annually with details of progress toward the Vision Zero Action Plan's goals; and,

8. THAT Administration **BE DIRECTED** to carry out reviews of the Vision Zero Action Plan at the intervals specified in the Action Plan; and,
9. THAT report S 13/2021 “Follow-up –CQ 7-2020, 40 km/h Residential Speed Limits-City Wide” **BE RECEIVED** for information; and,
10. THAT Council **APPROVE** the updated All-Way Stop Policy as listed in Appendix B of report S 70/2023.

Executive Summary:

N/A

Background:

The City of Windsor’s Vision Zero Policy was adopted by Council on February 20, 2020 by Council Resolution CR82/2020, including the overall statement of endorsement of Vision Zero:

The Corporation of the City of Windsor endorses the Vision Zero goal of zero traffic deaths or serious injuries on roadways under its jurisdiction and commits to collaborating with all stakeholders in working to realize this goal.

Additionally, the Vision Zero – and the accompanying Vision Zero Procedure and Vision Zero Stakeholder Group Terms of Reference:

- Directed Administration to develop a Vision Zero Action Plan;
- Established a Vision Zero Task Force and a Vision Zero Stakeholder Group (Table 1);
- Outlined the process for development of the Vision Zero Action Plan, including:
 - Points of consultation with the Vision Zero Task Force and Vision Zero Stakeholder Group, and
 - Points in the process where progress reports would be provided to the Environment, Transportation & Public Safety Standing Committee.

Table 1: Task Force and Stakeholder Group Roles

	Vision Zero Task Force	Vision Zero Stakeholder Group
Members	City & emergency services departments responsible for implementing road safety actions	Members of public and stakeholder organizations impacted by road safety issues
Role	<ul style="list-style-type: none"> • Approves Vision Zero Action Plan elements • Leads implementation of the Vision Zero Action Plan 	<ul style="list-style-type: none"> • Provides input and feedback to inform and shape the Vision Zero Action Plan

Progress reports were prepared at key points in the development of the Vision Zero Action Plan, as specified in the Vision Zero Policy. Both reports were received by Council for information. Details on the progress reports are provided in Table 2.

Table 2: Progress Reports

Report Number & Title	Report Focus	Meeting Date	
		Environment, Transportation & Public Safety Standing Committee	City Council
S 92/2021 Vision Zero Action Plan Development - Progress Report #1	Proposed Strategic Priorities	Oct. 27, 2021	Nov. 15, 2021
S 87/2022 Vision Zero Action Plan Development - Progress Report #2 - City-Wide	Proposed Recommended Initiatives	Jul. 27, 2022	Sep. 6, 2022

CQ 7-2020 – 40 km/h Residential Speed Limits

At the March 2, 2020 meeting of Council, Councillor Kaschak asked CQ 7-2020 as follows:

“Asks that if Council decides to move forward with reducing the speed limit to 40 km/h on all city residential streets, that administration advise of the timelines and cost to implement this across the city.”

A subsequent report S 13/2021 was brought forward to Council at the April 19, 2021 meeting, and was referred back to administration for consideration with the Vision Zero Policy.

CQ 27-2021 – All-Way Stop Warrant

At the meeting of City Council on November 15, 2022, Councillor Costante asked CQ27-2021 as follows:

“Asks that Administration report back on opportunities to amend the warrant matrix and incorporate additional factors when determining the installation of 4-way stops in our residential neighbourhoods. This may include certain factors in the warrant threshold be lowered or amended, and may also include other factors such as petitions and school zones to be incorporated in the overall matrix.”

This report was subsequently deferred and requested to be returned to Council with the Vision Zero Action Plan.

Discussion:

The proposed Vision Zero Action Plan is attached as Appendix A. Key elements of the Action Plan include:

- Strategic priorities

- Recommended initiatives
- Interim goals (including an implementation plan)

Each of these elements is summarized below.

Strategic Priorities

Strategic priorities were developed based on the trends and patterns noted in the City’s collision history and Vision Zero principles. The proposed strategic priorities are grouped into themes as summarized in Table 3.

Table 3: Themes and Strategic Priorities

Theme	Strategic Priority
1: Driver Behaviours	1A: Vehicle Speeds
	1B: Drug and Alcohol Impairment
	1C: Inattentive Driving
	1D: Failing to Yield at Intersections
2: Road User Types	2A: Vulnerable Road Users (Pedestrians, Cyclists, and Motorcyclists)
	2B: Data Gaps – People
3: Locations and Infrastructure	3A: High Injury Corridors
	3B: Signalized Intersections
4: Process Improvements	4A: Improved Data Sources and Information Sharing
	4B: Design Standards and Best Practices

Recommended Initiatives

Recommended initiatives are grouped into two categories:

- Existing initiatives that are already being carried out; for City activities, the Action Plan recommends that these activities continue.
- New initiatives; the Action Plan recommends that these new City activities be adopted in accordance with the implementation plan.
 - These initiatives are divided further into two sub-groups:
 - Future initiatives already planned;
 - Future Initiatives Recommended, not already planned.

The recommended initiatives are summarized in Table 4 through Table 6 below.

Table 4: Existing Road Safety Initiatives

Existing Initiative	Lead Agency or City Department
<i>Enforcement and Emergency Response</i>	
Traditional Enforcement	Windsor Police Service
High Visibility Enforcement (HVE)	Windsor Police Service
Selective Traffic Enforcement Program (STEP)	Windsor Police Service
Road Watch	Windsor Police Service
Report Impaired Driving (RID) program	MADD Windsor Essex County Windsor Police Service
Emergency response to collisions	Essex Windsor EMS Windsor Fire & Rescue Services Windsor Police Service Windsor Regional Hospital
<i>City Programs and Policies</i>	
Traffic Calming Policy	City – Transportation Planning
Community Safety Zone Policy	City – Transportation Planning
Radar Trailer Program	City – Traffic Operations
School Neighbourhood Policy	City – Transportation Planning
Bikeways Development Project	City – Transportation Planning
Pedestrian Generator Sidewalk Program	City – Operations
Pedestrian Safety Improvement Program	City – Engineering
Intersection Improvements Program	City – Engineering
Audible/ accessible pedestrian signal program	City – Traffic Operations
Pedestrian crossover program	City – Transportation Planning
Winter maintenance program	City – Operations
Pavement marking maintenance program	City – Traffic Operations
Sign maintenance program	City – Traffic Operations
Sight line clearing at intersections	City – Traffic Operations
Before-after analysis of road safety countermeasures	City – Transportation Planning
Red light cameras	City – Traffic Operations
Vehicle operator training	City – Human Resources Transit Windsor
Periodic driver's abstract review	City – Human Resources Transit Windsor
Collision Review Group (for collisions involving City vehicles)	City – Fleet Review Committee
Fleet vehicle standard development	City – Fleet Review Committee
<i>Education Programs</i>	
Children's Road Safety Programs	Safety Village Bike Windsor Essex
PARTY (Prevent Alcohol and Risk-related Trauma in Youth) Program	Windsor Regional Hospital

Table 5: Future Road Safety Initiatives – Already Planned

Number	Planned Initiative	Lead Agency or City Department
1	Develop and Implement a Complete Streets Policy	City – Transportation Planning
2	Construct Roadway Capital Projects (for certain corridors)	City – Engineering City – Transportation Planning
3	Obtain Collision Data through Provincial ARIS System	City – Transportation Planning
4	Continue to Implement the Transit Master Plan	Transit Windsor
5	Review Yellow and All-Red Intervals for Traffic Signals	City – Traffic Operations

Number	Planned Initiative	Lead Agency or City Department
6	Install Retroreflective Backboards for Traffic Signals	City – Traffic Operations
7	Increase Winter Roadway Maintenance	City – Operations
8	Driver Simulation Training for Commercial Motor Vehicle Operators	City – Human Resources
9	Commercial Motor Vehicle Driver Evaluation by Independent Party	City – Human Resources

Table 6: Future Road Safety Initiatives – Recommended

Number	Recommended Initiative <i>(highlighting indicates initiatives identified by members of the Stakeholder Group as high priority)</i>	Lead Agency or City Department
10	Conduct Road Safety Audits of Identified High Injury Corridors	City – Transportation Planning
11	Carry out a Value Engineering & Road Safety Review of Existing Approved Preliminary Designs for Roadway Projects	City – Transportation Planning City – Engineering
12	Establish a Fatal Collision Response Team	To be determined
13	Explore Data-Sharing Arrangements Between Agencies	City – Transportation Planning
14	Carry out a Resident Survey	City – Transportation Planning
15	Implement Target Speed Requirements for New Construction and Major Roadway Projects	City – Transportation Planning
16	Implement Speed Limit Reductions – Neighbourhoods	City – Transportation Planning
17	Implement Speed Limit Reductions – Major Streets	City – Transportation Planning
18	Implement Speed Limit Reductions and Increased Fines – Construction Zones	City – Traffic Operations
19	Reduce Progression Speed for Traffic Signal Coordination	City – Traffic Operations
20	Carry out Education Campaigns	City – Transportation Planning
21	Adjust Project Prioritization Criteria in the Active Transportation Master Plan to Place a Greater Emphasis on Safety and Collisions	City – Transportation Planning
22	Include Collision History as a Factor in Prioritizing Capital Projects	City – Engineering City – Operations
23	Review Official Plan and Zoning By-laws for Vision Zero Opportunities	City – Planning City – Transportation Planning
24	Review Design Standards and Development Manual for Vision Zero Opportunities	City – Engineering City – Transportation Planning
25	Require Transportation Impact Studies for New Developments to Include a Full Multimodal Review	City – Transportation Planning
26	Develop Safety Performance Functions	City – Transportation Planning
27	Implement Automated Speed Enforcement	City – Traffic Operations
28	Install Transverse Rumble Strips at Select Locations	City – Transportation Planning
29	Implement a Parking Ticket Forgiveness Program to Target Impaired Driving	City – Transportation Planning
30	Provide Free (or Cost-Included) Transit Service for Alcohol-Oriented Special Events	Transit Windsor City – Special Event Resource Team
31	Support the Development of a “Safe Ride Home” Service	To be determined
32	Provide Stop Bars and Crosswalk Markings at Unsignalized Intersections	City – Traffic Operations

Number	Recommended Initiative <i>(highlighting indicates initiatives identified by members of the Stakeholder Group as high priority)</i>	Lead Agency or City Department
33	Provide Ladder Crosswalk Markings at Signalized Intersections	City – Traffic Operations
34	Implement Fully Protected Intersections	City – Transportation Planning City – Engineering
35	Implement Leading Pedestrian Intervals	City – Traffic Operations
36	Install Pedestrian Countdown Signals	City – Traffic Operations
37	Implement Hardened Centrelines at Intersections with High Speed Left Turns	City – Transportation Planning
38	Adopt a “Roundabouts First” Policy or Best Practice for New Intersections and Major Roadway Projects	City – Engineering
39	Adopt a “No Right Turn Channels” Policy or Best Practice for New Intersections and Major Roadway Projects	City – Engineering
40	Implement a Road Diet Program	City – Engineering City – Transportation Planning
41	Develop a Comprehensive GIS-based Collision Information System	City – Transportation Planning
42	Develop Safety-Related Vehicle Design Criteria for Future City Vehicle Fleet Purchases & Leases	City – Fleet Review Committee

Highlighting indicates initiatives that were identified by the Vision Zero Stakeholder Group as especially high priority.

Overall and Interim Goals

All initiatives included in the Vision Zero Action Plan have an associated activity, impact and outcome, as summarized in Figure 1.

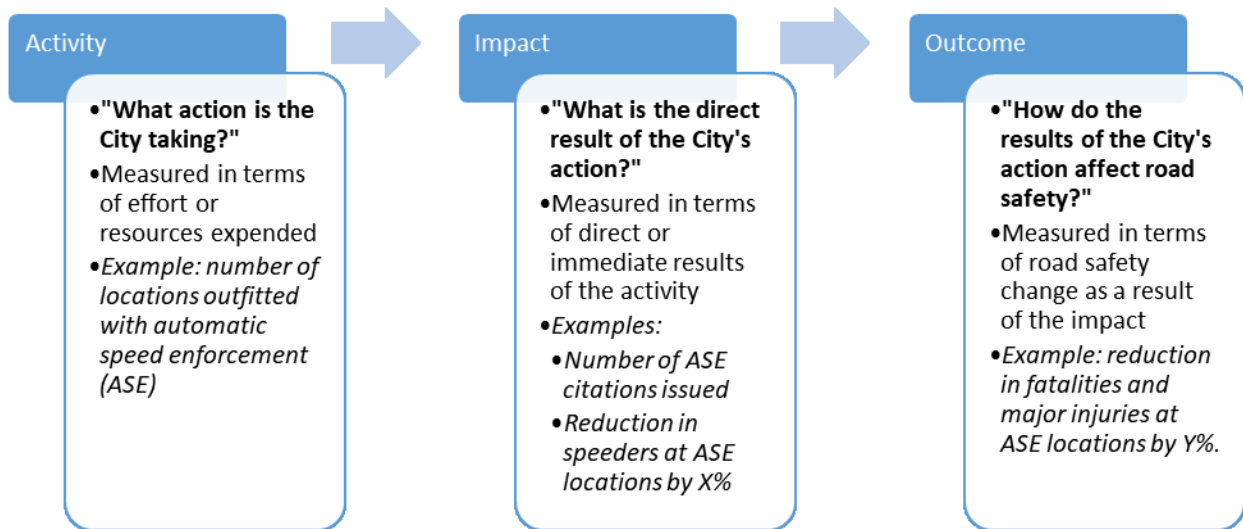


Figure 1: Activity, Impact and Outcome Goals

Identified goals in the Vision Zero Action Plan goals can relate to an activity, impact or outcome. Each has advantages and disadvantages, as noted in Table 7.

Table 7: Activity, Impact and Outcome Goals

Goal Type	Activity Goals	Impact Goals	Outcome Goals
<i>Examples</i>	<ul style="list-style-type: none"> • <i>Number of countermeasures installed</i> • <i>Lane-kilometers of street with reduced speed limit</i> 	<ul style="list-style-type: none"> • <i>Change in operating speed for a treated roadway</i> • <i>Number of red light camera citations issued</i> 	<ul style="list-style-type: none"> • <i>City-wide reduction in severe collisions</i> • <i>Reduction in severe collisions at a treated location</i>
Strengths	<ul style="list-style-type: none"> • City can exert direct control to achieve goal • Future performance can be predicted with high levels of certainty 	<ul style="list-style-type: none"> • Provides timely feedback on the performance of road safety interventions 	<ul style="list-style-type: none"> • Direct measurement of the focus of concern
Weaknesses	<ul style="list-style-type: none"> • Proxy measure for safety; relationship between activity and impact/outcome is subject to uncertainty 	<ul style="list-style-type: none"> • Proxy measure for safety; relationship between impact and outcome is subject to uncertainty 	<ul style="list-style-type: none"> • Significant lag in results (on the order of years) from when action is taken until outcome can be measured
Approach Used for Vision Zero Action Plan	<ul style="list-style-type: none"> • Activity goals are reflected in the Implementation Plan 	<ul style="list-style-type: none"> • Impact goals are identified where indicators are available 	<ul style="list-style-type: none"> • Outcome goals are identified for all strategic priorities

Overall Goal

For all Vision Zero programs, the overall goal is zero fatalities and major injuries due to road crashes, ideally within an identified timeline.

The recommended overall goal of the Vision Zero Action Plan is zero fatal and major injury collisions **within 15 years** of adopting the Vision Zero Action Plan.

Interim Goals – Road Safety Outcomes

For all indicators that are given in terms of fatalities and major injuries, interim goals are as follows:

- 5 years after Vision Zero Action Plan adoption: 33% reduction from 2015-2019 baseline levels
- 10 years after Vision Zero Action Plan adoption: 67% reduction from 2015-2019 baseline levels
- 15 years after Vision Zero Action Plan adoption: 100% reduction from 2015-2019 baseline levels

Interim goals for each strategic priority are provided in Table 8.

Table 8: Interim Goals by Strategic Priority

Strategic Priority	Indicator	2015-2019 Baseline	Goals		
			5 years	10 years	15 years
Overall	Fatalities and major injuries (all causes and victim categories)	37.2 per year	24.8 per year	12.4 per year	0 per year
1A: Vehicle Speeds	Fatalities and major injuries involving the following driver actions: <ul style="list-style-type: none"> Exceeding speed limit Speed too fast for conditions Lost control 	11.0 per year	7.3 per year	3.7 per year	0 per year
	Fatalities and major injuries involving either: <ul style="list-style-type: none"> Traffic control type identified as “traffic controller” or Road condition identified as “under construction” 	0.8 per year	0.5 per year	0.3 per year	0 per year
1B: Drug and Alcohol Impairment	Fatalities and major injuries involving the following driver conditions: <ul style="list-style-type: none"> Had been drinking Ability impaired, alcohol Ability impaired, alcohol (over 0.08) Ability impaired, drugs 	4.8 per year	3.2 per year	1.6 per year	0 per year
1C: Inattentive Driving	Fatalities and major injuries involving the driver condition “inattentive”	3.8 per year	2.5 per year	1.3 per year	0 per year
1D: Failing to Yield at Intersections	Fatalities and major injuries at intersections involving the following driver actions: <ul style="list-style-type: none"> Failed to yield right-of-way Disobeyed traffic control Improper turn 	12.2 per year	8.1 per year	4.1 per year	0 per year
2A: Vulnerable Road Users (Pedestrians, Cyclists, and Motorcyclists)	Pedestrian fatalities and major injuries	8.4 per year	5.6 per year	2.8 per year	0 per year
	Cyclist fatalities and major injuries	3.2 per year	2.1 per year	1.1 per year	0 per year
	Motorcyclist fatalities and major injuries	6.0 per year	4.0 per year	2.0 per year	0 per year
3A: High Injury Corridors	Pedestrian fatalities and major injuries – Tecumseh Road East (Jefferson to Forest Glade Drive)	0.8 per year	0.5 per year	0.3 per year	0 per year
	Pedestrian fatalities and major injuries – Wyandotte Street (Ouellette to Chilver)	0.8 per year	0.5 per year	0.3 per year	0 per year

Strategic Priority	Indicator	2015-2019 Baseline	Goals		
			5 years	10 years	15 years
	Cyclist fatalities and major injuries – Wyandotte Street (Pelissier to Parent)	0.6 per year	0.4 per year	0.2 per year	0 per year
	Motor vehicle driver and passenger fatalities and major injuries – EC Row Expressway (Howard to Banwell)	1.8 per year	1.2 per year	0.6 per year	0 per year
	Motor vehicle driver and passenger fatalities and major injuries – Wyandotte Street (Pelissier to Gladstone)	1.0 per year	0.7 per year	0.3 per year	0 per year
3B: Signalized Intersections	Fatalities and major injuries at signalized intersections	11.6 per year	7.7 per year	3.9 per year	0 per year
4A: Improved Data Sources and Information Sharing	N/A				
4B: Design Standards and Best Practices	N/A				

Interim Goals – Impacts

Strategic Priority	Indicator	2015-2019 Baseline	Goals		Notes
			Target	Timeframe	
1A: Vehicle Speeds	% of treated locations with operating speed within 5 km/h of target speed	N/A	80%	Immediate after treatment	This indicator should be summarized by category (e.g. speed limit reduction, radar speed feedback sign, permanent traffic calming, Complete Street installation)
	# of automated speed enforcement citations issued	N/A	Downward trend in citations issued at each treated intersection	1 year after treatment	
1B: Drug and Alcohol Impairment	# of riders per year using “Safe Ride Home” service	0	To be determined	To be determined	Goals to be identified as part of service development
1C: Inattentive Driving	N/A				
1D: Failing to Yield at Intersections / 3B: Signalized Intersections	# of red light camera citations issued	N/A	Downward trend in citations issued at each treated intersection	1 year after treatment	

Strategic Priority	Indicator	2015-2019 Baseline	Goals		Notes
			Target	Timeframe	
2A: Vulnerable Road Users (Pedestrians, Cyclists, and Motorcyclists)	N/A				
3A: High Injury Corridors	See note	N/A	To be determined	To be determined	As part of each road safety audit, impact goals will be developed based on the audit's conclusions and recommendations
4A: Improved Data Sources and Information Sharing	Mean days from crash date to date crash report is entered into City database	477 days	60 days	Immediate after implementation of ARIS-based collision data system	
	Percentage of crash reports entered into the database within 90 days after the crash	0%	90%	Immediate after implementation of ARIS-based collision data system	
	% of fatal collisions where Fatal Collision Response Team was activated	N/A	100%	Immediate after establishment of the Fatal Collision Response Team	
4B: Design Standards and Best Practices	N/A				
Multiple	Education campaign reach	N/A	To be determined	To be determined	Campaign goals will be developed individually for each educational campaign

Implementation Plan

The Vision Zero Action Plan includes an implementation plan with short term (0-5 years), medium term (5-10 years) and long term (10-15 years) targets. The implementation plan is included in Appendix A.

A number of measures can proceed immediately; these measures are summarized in Table 9 below. In cases where these measures require Council approval, they have been included in the report recommendations.

Table 9: Recommended Initiatives for Immediate Action

Number	Recommended Initiative
1	Develop and Implement a Complete Streets Policy (development portion)
3	Obtain Collision Data through Provincial ARIS System
5	Review Yellow and All-Red Intervals for Traffic Signals
6	Install Retroreflective Backboards for Traffic Signals
12	Establish a Fatal Collision Response Team
13	Explore Data-Sharing Arrangements Between Agencies
18	Implement Speed Limit Reductions and Increased Fines – Construction Zones
19	Reduce Progression Speed for Traffic Signal Coordination
20	Carry out Education Campaigns
28	Install Transverse Rumble Strips at Select Locations
38	Adopt a “Roundabouts First” Policy or Best Practice for New Intersections and Major Roadway Projects
39	Adopt a “No Right Turn Channels” Policy or Best Practice for New Intersections and Major Roadway Projects
41	Develop a Comprehensive GIS-based Collision Information System

Recommendation #41, Develop a Comprehensive GIS-based Collision Information System, requires the purchase of a subscription of TES Software, setup costs and additional co-op students to assist existing city staff in building the City’s collision database.

This GIS based software, as noted in the financials below, has been identified in the Supplemental Vision Zero Implementation plan as an important first step to roll out and support the implementation of 14 other data driven initiatives.

The City of Windsor uses GIS extensively and has a significant amount of data in GIS form. Currently, the Windsor Collision Database is a standalone database, not connected to other data sources. This initiative would entail translating data from the collision database into a GIS, which would allow more efficient analysis of collision data to identify collision “hot spots” and City-wide trends.

Having a GIS-based collision information system would also allow for comparisons with other mapped data, which would enable analyses that City staff have not been able to do to date, such as identifying correlations between road safety outcome and neighbourhood characteristics (e.g. social determinants of health), which could inform future road safety policies or outreach programs.

TNS Group (formerly TES Information Technology) has provided software development and consulting engineering services to the public and private sectors since the year 2000. The company focuses entirely on the field of traffic engineering and road safety and consists of multiple branches within this field including software development (custom and off-the-shelf), consulting, as well as collision data entry and management.

TES Software is the TNS Group flagship product which is used by more than 70 agencies across North America. TES Software consists of several modules; the City is interested in the following modules:

- Infrastructure/GIS Module,

- Traffic Count & Study Module,
- Collision Module,
- Collision Mapping and Geocoding Module, and
- Safety Module.

TES software has been evaluated as being the only available software on the market that will provide the required functionality. The software is an industry standard throughout the province and country.

Although an implementation plan is provided in the Vision Zero Action Plan, it only categorizes the initiatives into three timeframes, Short (0-5 years), Medium (5-10 years) and Long (10-15 years). The Supplemental implementation plan helps illustrate the relationship between related initiatives. Some initiatives depend on the results of others before it is possible to implement, while others can be implemented independently.

CQ 7-2020 – 40 km/h Residential Speed Limits

Report S 111/2020 and S 13/2021 previously provided Council with three (3) potential options for reduction of speed limits:

1. Sign 40 km/h residential streets individually.
2. Reduce the City-wide default speed limit to 40 km/h
3. Implement speed areas in residential neighbourhoods.

Each option is detailed in the attached report along with pricing from 2020. It should be noted that costs have increased since this report was developed in the range of 40%.

The Vision Zero Action Plan has two (2) initiatives that relate to speed limit reductions;

#16 – Implement Speed Limit Reductions – Neighbourhoods

#17 – Implement Speed Limit Reductions – Major Streets

Initiative #16 aligns with option 3 from report S 111-2020 while initiative #17 does not directly align with any option. However, indirectly it could be considered to be aligned with options 1 or 2.

Major (Arterial) road speed limits in the City are between 50 km/h and 70 km/h depending on the cross section of the roadway. A City-wide reduction of the default speed to 40 km/h would not affect many of the major roads that are already 50 km/h as many of these roads would have very little compliance for a speed limit lower than this. However, lowering some of the higher speed roads to 50 km/h may have more impact.

Neither initiative #16 nor #17 were identified as immediate action items, however they are listed as potentially being implemented within the 0-5 year time frame. As noted in the Supplemental Implementation Plan, Administration recommends the implementation of both of these initiatives be driven by data. With the purchase of the TES software above, speeds throughout the City can be compiled graphically and analysed. The software will identify specific neighbourhoods that could be targeted for speed reductions, it will also allow Administration the opportunity to analyse the areas and

propose other traffic calming tools that can be implemented along with the speed reductions that may assist in increasing compliance. As noted in previous reports, speed reductions typically do not have an impact when implemented alone. Additionally, the software will assist in determining appropriate speed reductions for major roadways.

Assuming the purchase of the software is complete early 2024, there will be time required to upload all the City's existing data. Based on these timelines, initial recommendations for implementation of initiatives #16 and #17 are estimated to be presented as part of the 2025 and/or 2026 budget process.

CQ 27-2021 – All-Way Stop Warrant

While fundamentally, stop control devices are installed with the intention to make roadways safer and hence may be considered an initiative related to the vision zero mandate, they are a regulatory element of the Highway Traffic Act and therefore not an item specifically discussed within a Vision Zero framework. Vision Zero looks at initiatives that can be done outside of and in addition to the regulatory safety devices. Of the items in the Action Plan, the only item that could potentially be tied to the All-Way stop warrant process would be initiative #38 – Adopt a “Roundabouts First” Policy or Best Practice for New Intersections and Major Roadway Projects. Some Municipalities have implemented a policy that would allow for some intersections to be converted into roundabouts or smaller traffic circles where all-way stops are not warranted. This could be considered in the development and adoption of Windsor's Roundabout First Policy of Best Practice. However, this consideration would not change the proposed warrant criteria proposed in report S 70-2023.

Risk Analysis:

Overall, the Vision Zero Action Plan is a mitigation strategy for life safety risk to road users in Windsor.

Construction costs – and the impact of policy and best practice decisions on construction costs – are subject to variability due to market forces. These risks are mitigated by following the Purchasing By-law and standard project management practices.

Risks that the interim and overall goals of the Vision Zero Action Plan may not be met are mitigated by ongoing monitoring, reporting, and periodic updates to the Action Plan.

This GIS based software has been identified in the Supplemental Vision Zero Implementation plan as an important first step to roll out and support the implementation of 14 other initiatives. Any delay in the purchase of TES Cloud Software and hiring co-op student to assist in building the database will delay the future implementation of those data driven 14 initiatives

Initiatives that require additional funding will be brought forward for consideration in future budget items. If additional budget allotments are not approved, the overall goals of the Vision Zero Action Plan may not be met.

Climate Change Risks

Climate Change Mitigation:

N/A

Climate Change Adaptation:

N/A

Financial Matters:

Funding would be required to purchase the TES Cloud Software to translate data from the collision database into a GIS, which would allow more efficient analysis of collision data to identify collision “hot spots” and City-wide trends. TES Cloud Software will also allow for comparisons with other mapped data, informing future road safety policies and outreach programs at a cost of approximately \$23,404.85 inclusive of non-refundable HST for year 1 and \$13,737.63 (inclusive of non-refundable HST) for the second and third years ongoing subscription costs. The year 1 cost includes the monthly subscription fee, a one-time set up and training fee, and a one-time import of historical collision data. The monthly subscription fee would remain the same for the first three years with adjustments after the three years based on the annual inflation rates reported by the Bank of Canada.

Transportation Planning currently does not have an operating budget sufficient to fund the initial year 1 cost of the software set up and subscription, therefore, Administration recommends funding year 1 with funding from the Budget Stabilization Reserve, Fund 139, to be transferred into and tracked in a new capital project. Subsequent year costs will be absorbed in the annual operating budget for Public Works.

In addition to the software requirements for the TES software implementation, Administration would recommend hiring a co-op student for each school term in 2024 and the first school term in 2025 to assist existing city staff in building the City’s collision database. The estimated cost of three (3) students in 2024 is \$40,000, and one (1) student in 2025 is \$15,000. Transportation Planning does not have an approved operating budget allotment for students currently, and as such, Administration recommends funding the cost of four (4) students with a transfer of funding from the Budget Stabilization Reserve, Fund 139, to be transferred into and tracked in a new capital project. Students will not be required ongoing once implementation is complete.

A summary of these costs, and funding sources, is provided in the table below.

Expense	2024	2025	2026	Total
TES Software	23,404.85	13,737.63	13,737.63	50,880.11
Co-op Students	40,000.00	15,000.00	-	55,000.00
Total Expenses	63,404.85	28,737.63	13,737.63	105,880.11
Funding Source	2024	2025	2026	Total
Budget Stabilization Reserve (Fund 139)	63,404.85	15,000.00	-	78,404.85
Operating	-	13,737.63	13,737.63	27,475.25
Total Funding	63,404.85	28,737.63	13,737.63	105,880.11

While 18 of the 42 initiatives are zero-cost initiatives or are expected to result in net cost savings to the Corporation, many of the remaining initiatives have not been allocated any funding in the current Capital or Operating Budgets. Administration will make requests for necessary funding as part of future Capital or Operating Budget submissions; however, these initiatives cannot be completed unless sufficient funding is available and allocated to these works through the annual budgetary process.

Consultations:

Consultations were carried out with the Vision Zero Task Force and the Vision Zero Stakeholder Group at the following points:

- Project initiation
- After development of strategic priorities
- After development of recommended initiatives
- After development of interim goals and implementation plan

Conclusion:

The recommended Vision Zero Action Plan and the Supplemental Action Plan has been brought forward as directed by the Vision Zero Policy. The Vision Zero Action Plan provides recommendations aimed at eliminating fatal and major injury collisions on streets under the jurisdiction of the City of Windsor within 15 years of adoption of the Plan.

Planning Act Matters:

N/A

Approvals:

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

Notifications:

Name	Address	Email
Vision Zero Stakeholder Group		
Diane Bradford and Sean Wraight, Co-Chairs Windsor Essex Road Safety Working Group		Diane.bradford@wrh.on.ca sean.wraight@ontario.ca

Appendices:

- 1 Appendix A - Vision Zero Action Plan
- 2 Appendix B - Supplemental Vision Zero Implementation Plan
- 3 Appendix C - Quotation for Purchase and Configuration of TES Software

Vision Zero Action Plan

APRIL 4, 2023

Transportation Planning Services
Public Works

Office of the Commissioner of Infrastructure



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Executive Summary

The Vision Zero Action Plan follows a Safe System Approach to achieve the goal of zero fatal and major injury collisions on Windsor streets. The Action Plan was developed based on three core components:

- Strategic Priorities
- Recommended Initiatives
- Interim Goals (including Implementation Plan)

Strategic priorities were developed based on a review of trends and patterns in fatal and major injury collisions. The priorities, grouped into four themes, are listed in Table 1.

Table 1: Themes and Strategic Priorities

Theme	Strategic Priority
1: Driver Behaviours	1A: Vehicle Speeds
	1B: Drug and Alcohol Impairment
	1C: Inattentive Driving
	1D: Failing to Yield at Intersections
2: Road User Types	2A: Vulnerable Road Users (Pedestrians, Cyclists, and Motorcyclists)
	2B: Data Gaps – People
3: Locations and Infrastructure	3A: High Injury Corridors
	3B: Signalized Intersections
4: Process Improvements	4A: Improved Data Sources and Information Sharing
	4B: Design Standards and Best Practices

Building on these themes, a set of 42 recommended initiatives was identified. These initiatives and their proposed implementation timelines are summarized in Table 2. Items where new funding is required will be presented as part of future annual budget submissions.

Table 2: Recommended Initiatives and Implementation Plan

Number	Recommended Initiative	Responsibility	Timeframe		
			Short 0-5 years	Medium 5-10 years	Long 10-15 years
1	Develop and Implement a Complete Streets Policy	<i>Development:</i> Transportation Planning	X		
		<i>Implementation:</i> Engineering Operations Planning	X	X	X
2	Construct Roadway Capital Projects (for certain corridors)	Engineering		X	X
3	Obtain Collision Data through Provincial ARIS System	Transportation Planning	X		
4	Continue to Implement the Transit Master Plan	Transit	X	X	X
5	Review Yellow and All-Red Intervals for Traffic Signals	Traffic Operations	X		
6	Install Retroreflective Backboards for Traffic Signals	Traffic Operations	X	X	
7	Increase Winter Roadway Maintenance	Operations	X		
8	Driver Simulation Training for Commercial Motor Vehicle Operators	Human Resources	X		
9	Commercial Motor Vehicle Driver Evaluation by Independent Party	Human Resources	X		
10	Conduct Road Safety Audits of Identified High Injury Corridors	Transportation Planning	X		
11	Carry out a Value Engineering & Road Safety Review of Existing Approved Preliminary Designs for Roadway Projects	Engineering	X	X	
12	Establish a Fatal Collision Response Team	Traffic Operations WPS Engineering Risk Management Coroner's Office	X		
13	Explore Data-Sharing Arrangements Between Agencies	Transportation Planning	X		
14	Carry out a Resident Survey	Transportation Planning	X		
15	Implement Target Speed Requirements for New Construction and Major Roadway Projects	Engineering Operations	X		
16	Implement Speed Limit Reductions – Neighbourhoods	Traffic Operations	X		
17	Implement Speed Limit Reductions – Major Streets	Traffic Operations	X		
18	Implement Speed Limit Reductions and Increased Fines – Construction Zones	Traffic Operations Operations	X		
19	Reduce Progression Speed for Traffic Signal Coordination	Traffic Operations	X		
20	Carry out Education Campaigns	Transportation Planning	X	X	X
21	Adjust Project Prioritization Criteria in the Active Transportation Master Plan to Place a Greater Emphasis on Safety and Collisions	Asset Planning Engineering Operations	X		
22	Include Collision History as a Factor in Prioritizing Capital Projects	Asset Planning Engineering	X		
23	Review Official Plan and Zoning By-laws for Vision Zero Opportunities	Planning	X	X	
24	Review Design Standards and Development Manual for Vision Zero Opportunities	Engineering	X	X	

Number	Recommended Initiative	Responsibility	Timeframe		
			Short 0-5 years	Medium 5-10 years	Long 10-15 years
25	Require Transportation Impact Studies for New Developments to Include a Full Multimodal Review	Transportation Planning Planning	X		
26	Develop Safety Performance Functions	Transportation Planning	X		
27	Implement Automated Speed Enforcement	Traffic Operations	X		
28	Install Transverse Rumble Strips at Select Locations	Transportation Planning	X		
29	Implement a Parking Ticket Forgiveness Program to Target Impaired Driving	Parking Enforcement	Pilot		
30	Provide Free (or Cost-Included) Transit Service for Alcohol-Oriented Special Events	Transit Windsor Special Event Resource Team	X		
31	Support the Development of a “Safe Ride Home” Service	Transportation Planning	X		
32	Provide Stop Bars and Crosswalk Markings at Unsignalized Intersections	Traffic Operations	Pilot		
33	Provide Ladder Crosswalk Markings at Signalized Intersections	Traffic Operations	Pilot		
34	Implement Fully Protected Intersections	Traffic Operations Operations Engineering		X	
35	Implement Leading Pedestrian Intervals	Traffic Operations	Pilot		
36	Install Pedestrian Countdown Signals	Traffic Operations	Pilot		
37	Implement Hardened Centrelines at Intersections with High Speed Left Turns	Traffic Operations Operations Engineering	X	X	
38	Adopt a “Roundabouts First” Policy or Best Practice for New Intersections and Major Roadway Projects	Engineering Transportation Planning	X		
39	Adopt a “No Right Turn Channels” Policy or Best Practice for New Intersections and Major Roadway Projects	Engineering Transportation Planning	X		
40	Implement a Road Diet Program	Engineering Transportation Planning	X	X	
41	Develop a Comprehensive GIS-based Collision Information System	Geomatics Asset Planning	X		
42	Develop Safety-Related Vehicle Design Criteria for Future City Vehicle Fleet Purchases	Fleet Review Committee	X		

The overall goal of the Vision Zero Action Plan is the elimination of fatal and major injury collisions on streets under the jurisdiction of the City of Windsor within 15 years of adoption of the Vision Zero Action Plan. For each strategic priority, interim goals are identified in Table 3 and impact goals are identified in Table 4.

Table 3: Interim Goals by Strategic Priority

Strategic Priority	Indicator	2015-2019 Baseline	Goals		
			5 years	10 years	15 years
Overall	Fatalities and major injuries (all causes and victim categories)	37.2 per year	24.8 per year	12.4 per year	0 per year
1A: Vehicle Speeds	Fatalities and major injuries involving the following driver actions: <ul style="list-style-type: none"> Exceeding speed limit Speed too fast for conditions Lost control 	11.0 per year	7.3 per year	3.7 per year	0 per year
	Fatalities and major injuries involving either: <ul style="list-style-type: none"> Traffic control type identified as “traffic controller” or Road condition identified as “under construction” 	0.8 per year	0.5 per year	0.3 per year	0 per year
1B: Drug and Alcohol Impairment	Fatalities and major injuries involving the following driver conditions: <ul style="list-style-type: none"> Had been drinking Ability impaired, alcohol Ability impaired, alcohol (over 0.08) Ability impaired, drugs 	4.8 per year	3.2 per year	1.6 per year	0 per year
1C: Inattentive Driving	Fatalities and major injuries involving the driver condition “inattentive”	3.8 per year	2.5 per year	1.3 per year	0 per year
1D: Failing to Yield at Intersections	Fatalities and major injuries at intersections involving the following driver actions: <ul style="list-style-type: none"> Failed to yield right-of-way Disobeyed traffic control Improper turn 	12.2 per year	8.1 per year	4.1 per year	0 per year
2A: Vulnerable Road Users (Pedestrians, Cyclists, and Motorcyclists)	Pedestrian fatalities and major injuries	8.4 per year	5.6 per year	2.8 per year	0 per year
	Cyclist fatalities and major injuries	3.2 per year	2.1 per year	1.1 per year	0 per year
	Motorcyclist fatalities and major injuries	6.0 per year	4.0 per year	2.0 per year	0 per year
3A: High Injury Corridors	Pedestrian fatalities and major injuries – Tecumseh Road East (Jefferson to Forest Glade Drive)	0.8 per year	0.5 per year	0.3 per year	0 per year
	Pedestrian fatalities and major injuries – Wyandotte Street (Ouellette to Chilver)	0.8 per year	0.5 per year	0.3 per year	0 per year

Strategic Priority	Indicator	2015-2019 Baseline	Goals		
			5 years	10 years	15 years
	Cyclist fatalities and major injuries – Wyandotte Street (Pelissier to Parent)	0.6 per year	0.4 per year	0.2 per year	0 per year
	Motor vehicle driver and passenger fatalities and major injuries – EC Row Expressway (Howard to Banwell)	1.8 per year	1.2 per year	0.6 per year	0 per year
	Motor vehicle driver and passenger fatalities and major injuries – Wyandotte Street (Pelissier to Gladstone)	1.0 per year	0.7 per year	0.3 per year	0 per year
3B: Signalized Intersections	Fatalities and major injuries at signalized intersections	11.6 per year	7.7 per year	3.9 per year	0 per year
4A: Improved Data Sources and Information Sharing	N/A				
4B: Design Standards and Best Practices	N/A				

Table 4: Impact Goals by Strategic Priority

Strategic Priority	Indicator	2015-2019 Baseline	Goals		Notes
			Target	Timeframe	
1A: Vehicle Speeds	% of treated locations with operating speed within 5 km/h of target speed	N/A	80%	Immediate after treatment	This indicator should be summarized by category (e.g. speed limit reduction, radar speed feedback sign, permanent traffic calming, Complete Street installation)
	# of automated speed enforcement citations issued	0	Downward trend in citations issued at each treated intersection	1 year after treatment	
1B: Drug and Alcohol Impairment	# of riders per year using “Safe Ride Home” service	0	To be determined	To be determined	Goals to be identified as part of service development
1C: Inattentive Driving	N/A				
1D: Failing to Yield at Intersections / 3B: Signalized Intersections	# of red light camera citations issued	0	Downward trend in citations issued at each treated intersection	1 year after treatment	

Strategic Priority	Indicator	2015-2019 Baseline	Goals		Notes
			Target	Timeframe	
2A: Vulnerable Road Users (Pedestrians, Cyclists, and Motorcyclists)	N/A				
3A: High Injury Corridors	See note	N/A	To be determined	To be determined	As part of each road safety audit, impact goals will be developed based on the audit's conclusions and recommendations
4A: Improved Data Sources and Information Sharing	Mean days from crash date to date crash report is entered into City database	477 days	60 days	Immediate after implementation of ARIS-based collision data system	
	Percentage of crash reports entered into the database within 90 days after the crash	0%	90%	Immediate after implementation of ARIS-based collision data system	
	% of fatal collisions where Fatal Collision Response Team was activated	N/A	100%	Immediate after establishment of the Fatal Collision Response Team	
4B: Design Standards and Best Practices	N/A				
Multiple	Education campaign reach	N/A	To be determined	To be determined	Campaign goals will be developed individually for each educational campaign

Ongoing reporting and review is recommended as follows:

- **Annual reporting:** revise the format of the annual Road Safety Report to include details on each of the identified Vision Zero Action Plan goals and indicators.
- **Ongoing review:** review the Vision Zero Action Plan to identify recommended revisions, if any, that will be needed to better achieve the Action Plan's goals. Recommended intervals for these ongoing reviews, measured in terms of time from adoption of the Vision Zero Action Plan:
 - 2.5 to 3 years
 - 5 years
 - 10 years
 - 15 years

Additional updates to the Vision Zero Action Plan may be proposed to Standing Committee and/or Council by way of Administration report at any time if the need arises.

1. Introduction and Background

What is Vision Zero?

Vision Zero was first launched in Sweden in 1995 and adopted as policy by the Swedish government in 1997. Since then, it has been implemented by many jurisdictions around the world.

In Canada, as of the date of this report, Parachute Canada identifies that 18 cities, 2 regional municipalities, and 2 provinces have implemented Vision Zero programs and an additional 10 cities and 3 regional municipalities have Vision Zero programs under development.

Vision Zero's overall goal is zero fatalities and severe injuries due to road crashes. Key principles of Vision Zero are:

- **Humans are fragile:** the human body has a finite capacity for injury; beyond a certain limit, severe injury or death will occur. Road safety systems – including roadway design, vehicle design, and policies – should respect these limits.
- **Humans are fallible:** road users are human beings, and as such, will not behave perfectly at all times. Roadways should be designed so that foreseeable human mistakes and misbehaviours do not have fatal consequences. Policies should – as much as possible, endeavour to create a *safe system* approach where a single point of failure or misjudgement would not result in a fatality or severe injury.

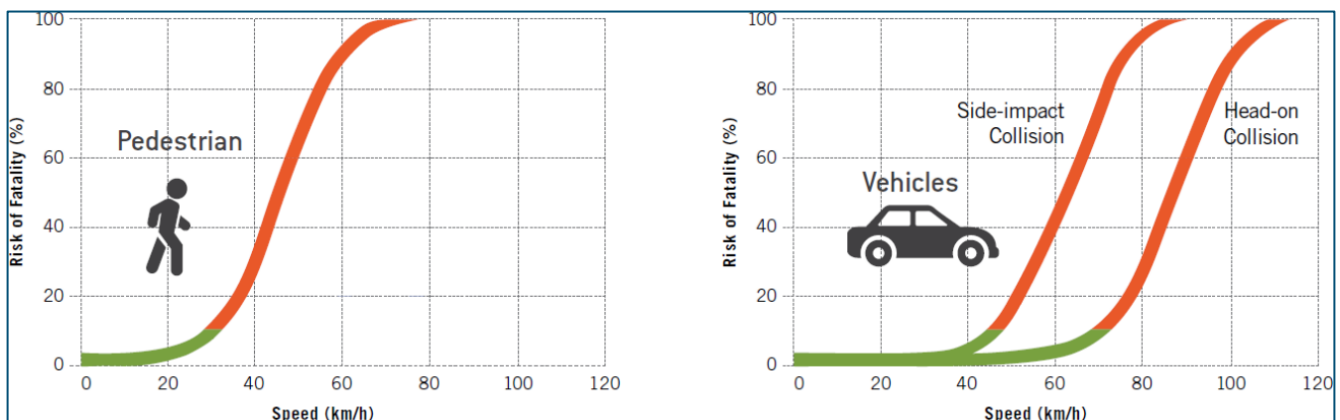


Figure 1: Risk of Fatality as a Function of Impact Speed (source: Waikato District Council)

Table 5: Differences Between a Traditional Road Safety Approach and Vision Zero (source: Vision Zero Network)

Traditional Approach	Vision Zero
Traffic deaths are <u>inevitable</u>	Traffic deaths are <u>preventable</u>
<u>Perfect</u> human behaviour	Integrate <u>human failing</u> in approach
Prevent <u>collisions</u>	Prevent <u>fatalities and severe injuries</u>
<u>Individual</u> responsibility	<u>Systems</u> approach
Saving lives is <u>expensive</u>	Saving lives is <u>not expensive</u>

To support these principles, the Vision Zero approach also includes a number of foundational elements:

- A robust data framework
- Measurable goals
- Clear timeline for implementation
- Accountability
- Transparency

Safe System Approach

The Safe System approach is not synonymous with Vision Zero, but Safe System principles are incorporated into the Vision Zero approach.

Table 6: Traditional Approaches Versus the Safe System Approach (source: Transportation Association of Canada)

Traditional Approach	Safe System Approach
Focuses on crashes	Focuses on injuries
Aims to reduce risk of crashes	Aims to eliminate death and serious injury
Road user has primary responsibility	System designer has primary responsibility
Change individual road user behaviour	Change the environment (safe roads, safe vehicles, safe speeds) to enable road users to tolerate crash forces

Traditional Approach	Safe System Approach
Safety is “optimized” once mobility and accessibility objectives have been achieved	Safety is a fixed parameter with threshold levels that cannot be exceeded – mobility and accessibility are variables in this framework
Roads are made as safe as reasonably practical	Roads are self-explaining and forgiving of mistakes so that road users are protected from crash forces that exceed human biomechanical injury thresholds

Key aspects of the Safe System Approach not already addressed above include (source: Transportation Association of Canada):

- **Safety is proactive.** Proactive tools can be used to identify and mitigate latent risks in the transportation system, rather than waiting for crashes to occur and reacting afterwards.
- **Overlapping measures are crucial.** Reducing risks requires that all parts of the transportation system are strengthened, so that if one part fails the others continue to protect people.

Elements of the Safe System Approach identified by the Transportation Association of Canada’s “Vision Zero and the Safe System Approach: A Primer for Canada” (2023) are as follows:

- **Safe land use planning** – To achieve a truly safe system, road safety policy should be integrated into broader community planning that influences travel patterns and the attractiveness of different modes.
- **Safe speeds** – In the Safe System Approach, speed management is critical for aiding crash avoidance and respecting the human body’s limit for physical trauma. It seeks to:
 - Establish appropriate speed limits
 - Engineer roads for the appropriate speed limit
 - Enforce speed limits
 - Educate road users
- **Safe road users** – Designing and building safe roads to minimize human error is insufficient if road users fail to comply with the rules of the road.
- **Safe vehicles** – Vehicles should be regulated, designed and built to minimize the occurrence and consequences of crashes, with an emphasis on crash survivability.
- **Safe road design** – In the Safe System Approach, roads are designed, operated and maintained to reduce the risk of crashes occurring and the severity of an injury in case of a crash. Road infrastructure can promote safety by:
 - Separating different modes

- Separating traffic streams
- Designing for safe speed limits
- Designing self-explaining roads
- **Post-crash care** – While most injury control strategies focus on primary prevention (i.e. preventing the occurrence of injuries or minimizing their severity), secondary prevention (i.e. providing adequate emergency medical response to enhance treatment) can minimize the harm that follows an injury (e.g. disability or premature death).

These principles and elements have been incorporated into the Vision Zero Action Plan.

Nominal and Substantive Safety

The Vision Zero approach recognizes the distinction between nominal safety and substantive safety.

Traditional approaches to roadway design and policy often rely on nominal safety without explicitly considering substantive safety:

- **Nominal safety** refers to compliance with relevant design codes and standards.
- **Substantive safety** refers to the measurable safety performance – either actual or forecast – in terms of collision frequency, collision rate, or injury rate.

Figure 2 provides a graphical comparison of nominal versus substantive safety.

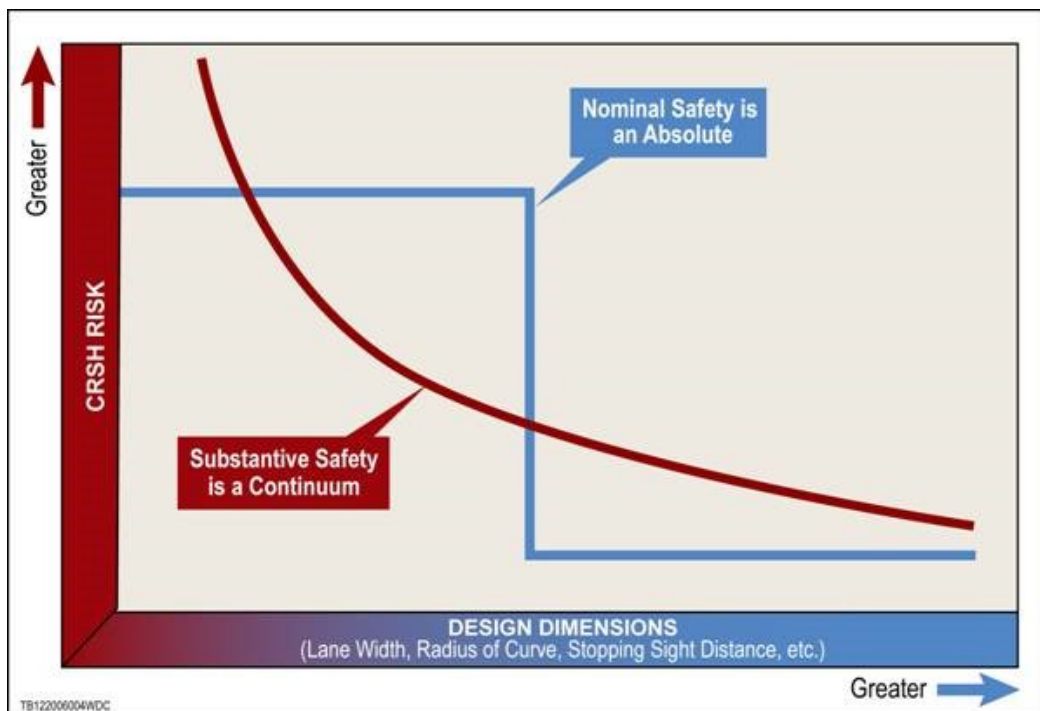


Figure 2: Nominal vs. Substantive Safety (source: US Federal Highway Administration)

In the Vision Zero approach, key goals and metrics are based on substantive safety: the number or rate of severe injuries.

While the use of design standards, codes and guidelines as the basis for roadway infrastructure design is an important part of the approach to minimize crash risk generally, in a Vision Zero context, it is also important to recognize that:

- All else being equal, the risk of crashes or injuries (i.e. the level of substantive safety) can be nearly identical if a design standard is *almost* met versus *barely* met, even though one case is “nominally unsafe” while the other is “nominally safe.”
- It is possible for a piece of infrastructure to be nominally safe (i.e. meets relevant design standards) but also substantively unsafe (i.e. has a high rate of crashes or injuries).
- Adhering to design guidelines can produce low crash or injury risk in most situations; however, when a location experiences a high frequency of severe injuries, consideration should be given that the location may be one of the minority where design standards are not producing the intended level of substantive safety.
 - At these locations, deviations from normal design standards may be justified based on engineering judgment and a careful review of the location, its collision pattern, and other relevant factors.

Injury Terminology

Vision Zero is focused on eliminating severe injuries due to road crashes. Since Vision Zero is a worldwide program, no specific definition of “severe injury” is mandated as part of the Vision Zero approach; individual jurisdictions are able to decide the level of injury to be addressed by their Vision Zero policies and action plans based on available data and local priorities.

The main source of collision data for Windsor is information obtained from MVA reports prepared by police. Descriptions of injury severity in these reports use the province-wide standard for MVA reports:

- **Fatal:** victim died of their injuries within 30 days of the collision
- **Major:** victim was admitted to hospital for treatment of their injuries (and was not classified as fatal)
- **Minor:** victim was treated in a hospital emergency department for their injuries (and was not classified as fatal or major injury)

- **Minimal:** victim received any other injuries not included in the above categories, including first aid on scene, treatment by family doctor or walk-in clinic, complaints of pain, etc.

Windsor’s Vision Zero Action Plan builds on this classification by identifying fatalities and major injuries – as described above – as the severe injuries that are the focus of this plan.

Action Plan Development

Vision Zero Policy

The City of Windsor’s Vision Zero Policy was adopted by Council on February 20, 2020 by Council Resolution CR82/2020, including the overall statement of endorsement of Vision Zero:

The Corporation of the City of Windsor endorses the Vision Zero goal of zero traffic deaths or serious injuries on roadways under its jurisdiction and commits to collaborating with all stakeholders in working to realize this goal.

Additionally, the Vision Zero – and the accompanying Vision Zero Procedure and Vision Zero Stakeholder Group Terms of Reference:

- Directed Administration to develop a Vision Zero Action Plan;
- Established a Vision Zero Task Force and a Vision Zero Stakeholder Group (see Table 7);
- Outlined the process for development of the Vision Zero Action Plan, including:
 - Points of consultation with the Vision Zero Task Force and Vision Zero Stakeholder Group, and
 - Points in the process where progress reports would be provided to the Environment, Transportation & Public Safety Standing Committee.

Table 7: Task Force and Stakeholder Group Roles

	Vision Zero Task Force	Vision Zero Stakeholder Group
Members	City & emergency services departments responsible for implementing road safety actions	Members of public and stakeholder organizations impacted by road safety issues
Role	<ul style="list-style-type: none"> • Approves Vision Zero Action Plan elements • Leads implementation of the Vision Zero Action Plan 	<ul style="list-style-type: none"> • Provides input and feedback to inform and shape the Vision Zero Action Plan

Vision Zero Task Force

The Vision Zero Task Force was made up of representatives of City departments and external agencies that are responsible for road safety-related initiatives and will be taking part in the implementation of Vision Zero Action Plan recommendations. Staff who participated on the Task Force are listed in Table 8.

Table 8: Vision Zero Task Force Members

Member	Department / Agency
Chris Nepszy	City of Windsor – Infrastructure Services
Jeff Hagan Laura Ash Awele Italiano Allaina Lucier Seun Daniel Oluwajana Kathleen Quenneville Rania Toufeili	City of Windsor – Transportation Planning Services
Jason Moore Jill Braido	City of Windsor – Communications
John Revell Sherry Ducedre	City of Windsor – Building
Adam Mourad	City of Windsor – Engineering
Shawna Boakes Dwayne Dawson Phong Nguy	City of Windsor – Public Works Operations
Ian Day	City of Windsor – Traffic Operations
Ryan Lemay Stacey Shepley Larry Trpkovski	Essex Windsor EMS
Kelsey Amlin Jason Scott	Transit Windsor
Insp. Jennifer Crosby Sgt. Morgan Evans Sgt. Craig Judson	Windsor Police Services

Vision Zero Stakeholder Group

The Vision Zero Stakeholder Group was made up of representatives of external agencies, vulnerable road user groups, and other road safety stakeholder groups. The committee membership is given in Table 9.

Table 9: Vision Zero Stakeholder Group Members

Member	Organization
Councillor Chris Holt <i>Stakeholder Group Chair to October 2022</i> Councillor Gary Kaschak <i>Stakeholder Group Chair from March 2023</i>	Windsor City Council
Kenneth Acton	Windsor Bicycling Committee
Todd Awender	Greater Essex County District School Board
Diane Bradford	Windsor Regional Hospital
Julie Di Domenico	Windsor-Essex Catholic District School Board
Nathanael Hope	Downtown Windsor Community Collaborative
Wes Hicks	
Kevin Morse	Windsor Essex County Health Unit
Abdul Naboulsi	
Tom Schnekenburger	University of Windsor
James Summerdyk	
Const. Colin Wemyss	Windsor Police Services

Progress Reports

Progress reports were prepared at key points in the development of the Vision Zero Action Plan, as specified in the Vision Zero Policy.

Table 10: Progress Reports

Report Number & Title	Report Focus	Meeting Date	
		Environment, Transportation & Public Safety Standing Committee	City Council
S 92/2021 Vision Zero Action Plan Development - Progress Report #1	Proposed Strategic Priorities	Oct. 27, 2021	Nov. 15, 2021
S 87/2022 Vision Zero Action Plan Development - Progress Report #2 - City-Wide	Proposed Recommended Initiatives	Jul. 27, 2022	Sep. 6, 2022

2. Strategic Priorities

Strategic priorities were developed based on the trends and patterns noted in Section 2 and Vision Zero principles. The proposed strategic priorities are grouped into themes as summarized in Table 1.

Table 11: Themes and Strategic Priorities

Theme	Strategic Priority
1: Driver Behaviours	1A: Vehicle Speeds
	1B: Drug and Alcohol Impairment
	1C: Inattentive Driving
	1D: Failing to Yield at Intersections
2: Road User Types	2A: Vulnerable Road Users (Pedestrians, Cyclists, and Motorcyclists)
	2B: Data Gaps – People
3: Locations and Infrastructure	3A: High Injury Corridors
	3B: Signalized Intersections
4: Process Improvements	4A: Improved Data Sources and Information Sharing
	4B: Design Standards and Best Practices

Each strategic priority is discussed in further detail below.

Theme 1: Driver Behaviours

Priority 1A: Vehicle Speeds

For 2015-2019, the driver actions “exceeding speed limit,” “speed too fast for conditions,” or “lost control” were identified in 29% of fatal and major injury collisions. Additionally, impact speed plays a major role in collision severity regardless of the driver action(s) that contributed to the collision. For these reasons, vehicle speed is identified as a key strategic priority for the Vision Zero Action Plan.

Priority 1B: Drug and Alcohol Impairment

For 2015-2019, alcohol-related driver conditions (had been drinking, ability impaired – alcohol, ability impaired – alcohol over 0.08) were identified in 12% of fatal and major injury collisions. Alcohol-related driver conditions were the most common non-normal driver condition in fatal

and major injury collisions. They are also markedly over-represented in fatal and major injury collisions: alcohol-related driver conditions were present in only 1.8% of collisions overall. During consultation with the Vision Zero Stakeholder Group, the representatives of both Windsor Regional Hospital and the Windsor Police Service both noted that a significant number of the severe collisions that both organizations respond to involve impairment by drugs (either individual drugs or combinations of drugs) or drugs combined with alcohol. For this reason, this strategic priority was expanded from addressing only alcohol impairment to include also drug impairment.

Priority 1C: Inattentive Driving

For 2015-2019, the driver condition “inattentive” was identified in 10% of fatal and major injury collisions.

Priority 1D: Failing to Yield at Intersections

Motor vehicles failing to properly yield right-of-way at intersections or disobeying traffic controls (especially red light running) was identified as an issue of concern in both the overall review of fatal and major injury trends as well as the systematic collision reviews for all three vulnerable road user groups (pedestrians, motorcyclists, and cyclists).

For 2015-2019, “improper turn,” “failed to yield right-of-way,” and “disobeyed traffic control” were identified in 35% of fatal and major injury collisions.

Theme 2: Road User Types

Priority 2A: Vulnerable Road Users (Pedestrians, Cyclists, and Motorcyclists)

Typically, pedestrians, cyclists and motorcyclists are identified as vulnerable road users. For 2015-2019, these groups are involved in 5% of collisions, but represent 46% of fatalities and major injuries, as shown in Table 2. As a strategic priority, focusing on these vulnerable road users is recommended.

Table 12: Fatalities, Major Injuries and Total Collisions by Road User Category (2015-2019) [Note 1]

Road User Category	Fatalities and Major Injuries		Collisions (All Severities)		Collisions per Fatality or Major Injury <i>On average, how many collisions would we have to prevent to prevent 1 fatality or major injury?</i>
	Number	Percentage	Number	Percentage	Ratio
Pedestrians	38	20%	435	2%	11.4
Motorcyclists [Note 2]	30	16%	202	1%	6.7
Cyclists [Note 3]	17	9%	412	2%	24.2
Hangers-On [Note 4]	1	1%	3	0%	3.0
All Other Categories	100	54%	21,032	95%	210.3
Total	186		22,084		118.7

Notes:

-
1. Values in this table reflect corrections resulting from the detailed review carried out for the 2019 Road Safety Report. As a result, some values vary slightly from the version of this table presented to the Vision Zero Stakeholder Group.
 2. Includes motorcycle passengers and moped riders/passengers
 3. Includes bicycle passengers and e-bike riders/passengers
 4. “Hangers-on”: persons riding on the outside of a vehicle or being pulled by a vehicle.

Priority 2B: Data Gaps – People

To ensure compliance with applicable privacy laws, personally identifying information is redacted from the MVA reports used for the analysis to date. Because of this, there is limited information currently available to help understand key questions related to road safety in Windsor:

- Are there patterns or trends based on where people involved in fatal and major injury collisions work or live (as opposed to where the collision occurred) that should inform the Vision Zero Action Plan?
- How are social determinants of health related to road safety outcomes in Windsor?
- How much of a role do repeat high-risk offenders play in Windsor’s fatal and major injury collisions?
 - Certain other jurisdictions have found that a small number of high-risk drivers are disproportionately involved in high-risk driving behaviour (e.g. impaired driving or driving under suspension) and severe collisions.
- What proportion of the people involved in fatal and major injury collisions had previous interactions with police, social services, or the health care system?
 - Certain other jurisdictions have identified these interactions as opportunities for interventions to address ongoing behaviours that may lead to severe collisions (e.g. impaired driving).

Addressing these data gaps is identified as a priority. However, further dialogue with other agencies and departments, including WPS, Social Services, and Windsor Regional Hospital, will be needed to determine how these data gaps can be addressed while still complying with applicable law.

During consultation with the Vision Zero Stakeholder Group, the potential for data-sharing agreements between agencies responsible for responding to collisions (e.g. emergency services and Windsor Regional Hospital) and agencies responsible for road safety interventions (e.g. the Corporation and Windsor Police Service) was suggested. Administration will consult with these agencies to determine whether any new data-sharing programs can be included as recommended initiatives in the Vision Zero Action Plan. In addition, 2022 budget submission will include recommendations to advance the City’s data analytics capacity and capability.

Theme 3: Locations and Infrastructure

Priority 3A: High Injury Corridors

The following locations were identified as high injury corridors and should be considered higher priority when implementing the Vision Zero Action Plan:

- Pedestrian collisions:
 - Tecumseh Road East (Jefferson to Forest Glade Drive)
 - Wyandotte Street (Ouellette to Chilver)
- Cyclist collisions:
 - Wyandotte Street (Pelissier to Parent)
- Motor vehicle-only collisions:
 - E.C. Row Expressway (Howard to Banwell)
 - Wyandotte Street (Pelissier to Gladstone)

Priority 3B: Signalized Intersections

For 2015-2019, signalized intersections were the location type with the largest proportion of fatal and major injury collisions for all road user groups except motorcyclists:

- Motor vehicles (excluding motorcycles): 38%
- Pedestrians: 33%
- Cyclists: 29%
- Motorcyclists: 28%
 - Note: for motorcyclists, the location type with the largest proportion of fatal and major injury collisions was unsignalized intersections (34%)

For this reason, signalized intersections are recommended to be priority locations for implementing the Vision Zero Action Plan.

Priority 3C: Pedestrians Crossing Mid-block

For 2015-2019, 28% of pedestrian fatalities and major injuries occurred at midblock locations where the pedestrian was crossing the roadway. This represents the largest group of pedestrian collisions apart from signalized intersections (addressed with Priority 3A, above).

Theme 4: Process Improvements

Priority 4A: Improved Data Sources and Information Sharing

Improving and speeding up the exchange of road safety data between departments and agencies is identified as a strategic priority, particularly with regard to two initiatives that have already been discussed or have recently been launched:

- **Fatal collision review team:** initial discussions have occurred about creating a fatal collision review team that would be activated in the event of a fatal collision. This multi-

disciplinary team would review available information quickly after a fatal collision with the aim of identifying improvements that could be made in response.

- **Ford Safety Insights (see note below):** this tool maps out anonymized safety-related data from Ford connected vehicles (e.g. harsh braking events, lane departure warnings, ABS activations) to identify hot spots. This system has the potential to provide rapid feedback on the effectiveness of road safety countermeasures.

Note: after the Vision Zero strategic priorities were identified in Progress Report 1, Ford announced that they would be discontinuing their Safety Insights product. City Administration is currently seeking other products that accomplish similar goals – i.e. providing quick feedback on the effectiveness of safety improvements.

Priority 4B: Design Standards and Best Practices

To ensure that future infrastructure is aligned with Vision Zero goals, reviewing and updating design standards and best practices is recommended as a strategic priority.

One action related to this priority – development of a Complete Streets Policy – was identified and committed to through *Walk Wheel Windsor*, Windsor’s Active Transportation Master Plan. Further to this, it will be important to provide a process that allows the City’s standards to be updated to reflect road safety “lessons learned” on an ongoing basis.

3. Recommended Initiatives

Recommended initiatives build on the strategic priorities and fall into two categories:

1. **Inventory of Existing Road Safety Initiatives:** this component involved cataloguing existing programs – regardless of agency or organization – that address the Vision Zero strategic priorities. This inventory serves as a foundation for new initiatives to build upon, and also provides insight into gaps between current road safety programs and a Vision Zero approach focused on all of the Vision Zero strategic priorities.
2. **New Initiatives:** this component involved identifying additional initiatives that could be undertaken to address the Vision Zero strategic priorities. Except as noted, new initiatives were focused specifically on areas of City responsibility.

Inventory of Existing Road Safety Initiatives

Table 13: Existing Road Safety Initiatives

Existing Initiative	Lead Agency or City Department
<i>Enforcement and Emergency Response</i>	
Traditional Enforcement	Windsor Police Service
High Visibility Enforcement (HVE)	Windsor Police Service
Selective Traffic Enforcement Program (STEP)	Windsor Police Service
Road Watch	Windsor Police Service
Report Impaired Driving (RID) program	MADD Windsor Essex County Windsor Police Service
Emergency response to collisions	Essex Windsor EMS Windsor Fire & Rescue Services Windsor Police Service Windsor Regional Hospital
<i>City Programs and Policies</i>	
Traffic Calming Policy	City – Transportation Planning
Community Safety Zone Policy	City – Transportation Planning
Radar Trailer Program	City – Traffic Operations
School Neighbourhood Policy	City – Transportation Planning
Bikeways Development Project	City – Transportation Planning
Pedestrian Generator Sidewalk Program	City – Operations
Pedestrian Safety Improvement Program	City – Engineering
Intersection Improvements Program	City – Engineering
Audible/ accessible pedestrian signal program	City – Traffic Operations
Pedestrian crossover program	City – Transportation Planning

Existing Initiative	Lead Agency or City Department
Winter maintenance program	City – Operations
Pavement marking maintenance program	City – Traffic Operations
Sign maintenance program	City – Traffic Operations
Sight line clearing at intersections	City – Traffic Operations
Before-after analysis of road safety countermeasures	City – Transportation Planning
Red light cameras	City – Traffic Operations
Vehicle operator training	City – Human Resources Transit Windsor
Periodic driver’s abstract review	City – Human Resources Transit Windsor
Collision Review Group (for collisions involving City vehicles)	City – Fleet Review Committee
Fleet vehicle standard development	City – Fleet Review Committee
<i>Education Programs</i>	
Children’s Road Safety Programs	Safety Village Bike Windsor Essex
PARTY (Prevent Alcohol and Risk-related Trauma in Youth) Program	Windsor Regional Hospital

Table 14 provides a summary of existing initiatives that address the Vision Zero Strategic Priorities. Abbreviations used in the table are as follows:

- EWEMS: Essex Windsor EMS
- WFRS: Windsor Fire and Rescue Services
- WPS: Windsor Police Service
- WRH: Windsor Regional Hospital

Table 14: Summary of Existing Initiatives

Existing Initiative	Lead Agency or City Dept.	Theme 1: Driver Behaviours				Theme 2: Road User Types		Theme 3: Locations and Infrastructure			Theme 4: Process Improvements	
		1A: Vehicle Speeds	1B: Drug and Alcohol Impairment	1C: Inattentive Driving	1D: Failing to Yield at Intersections	2A: Vulnerable Road Users	2B: Data Gaps – People	3A: High Injury Corridors	3B: Signalized Intersections	3C: Pedestrians Crossing Mid-block	4A: Improved Data Sources and Information Sharing	4B: Design Standards and Best Practices
Enforcement and Emergency Response												
Traditional Enforcement	WPS	X	X	X	X	X		X	X			
High Visibility Enforcement (HVE)	WPS	X	X	X	X	X		X	X			
Selective Traffic Enforcement Program (STEP)	WPS	X	X	X	X	X		X	X			
Road Watch	WPS	X	X	X	X	X						
Report Impaired Driving (RID) program	MADD Windsor Essex County WPS		X									
Emergency response to collisions	EWEMS WFRS WRH WPS	<i>Mitigation measure for all collision types</i>										
City Programs and Policies												
Traffic Calming Policy	City – Transportation Planning	X				X				X		

Existing Initiative	Lead Agency or City Dept.	Theme 1: Driver Behaviours				Theme 2: Road User Types		Theme 3: Locations and Infrastructure			Theme 4: Process Improvements	
		1A: Vehicle Speeds	1B: Drug and Alcohol Impairment	1C: Inattentive Driving	1D: Failing to Yield at Intersections	2A: Vulnerable Road Users	2B: Data Gaps – People	3A: High Injury Corridors	3B: Signalized Intersections	3C: Pedestrians Crossing Mid-block	4A: Improved Data Sources and Information Sharing	4B: Design Standards and Best Practices
Community Safety Zone Policy	City – Transportation Planning	X			X	X		X	X			X
Radar Trailer Program	City – Traffic Operations	X										
School Neighbourhood Policy	City – Transportation Planning					X						X
Bikeways Development Project	City – Transportation Planning					X		X	X			
Pedestrian Generator Sidewalk Program	City – Operations					X		X	X	X		
Pedestrian Safety Improvement Program	City – Engineering					X						
Intersection Improvements Program	City – Engineering	X			X	X		X	X			

Existing Initiative	Lead Agency or City Dept.	Theme 1: Driver Behaviours				Theme 2: Road User Types		Theme 3: Locations and Infrastructure			Theme 4: Process Improvements	
		1A: Vehicle Speeds	1B: Drug and Alcohol Impairment	1C: Inattentive Driving	1D: Failing to Yield at Intersections	2A: Vulnerable Road Users	2B: Data Gaps – People	3A: High Injury Corridors	3B: Signalized Intersections	3C: Pedestrians Crossing Mid-block	4A: Improved Data Sources and Information Sharing	4B: Design Standards and Best Practices
Audible/ accessible pedestrian signal program	City – Traffic Operations					X		X	X			
Pedestrian crossover program	City – Transportation Planning					X		X		X		
Winter maintenance program	City – Operations				X							
Pavement marking maintenance program	City – Traffic Operations				X	X			X			
Sign maintenance program	City – Traffic Operations	X			X	X						
Sight line clearing at intersections	City – Traffic Operations				X	X						
Before-after analysis of road safety countermeasures	City – Transportation Planning										X	X
Red light cameras	City – Traffic Operations				X			X	X			

Existing Initiative	Lead Agency or City Dept.	Theme 1: Driver Behaviours				Theme 2: Road User Types		Theme 3: Locations and Infrastructure			Theme 4: Process Improvements	
		1A: Vehicle Speeds	1B: Drug and Alcohol Impairment	1C: Inattentive Driving	1D: Failing to Yield at Intersections	2A: Vulnerable Road Users	2B: Data Gaps – People	3A: High Injury Corridors	3B: Signalized Intersections	3C: Pedestrians Crossing Mid-block	4A: Improved Data Sources and Information Sharing	4B: Design Standards and Best Practices
Vehicle operator training	City – HR Transit Windsor	X		X	X	X						
Periodic driver's abstract review	City – HR Transit Windsor	X	X	X	X	X						
Collision Review Group (for collisions involving City vehicles)	City – Fleet Review Committee	X		X	X	X						
Fleet vehicle standard development	City – Fleet Review Committee											X
Educational Programs												
Children's Road Safety Programs	Safety Village Bike Windsor Essex					X						
PARTY (Prevent Alcohol and Risk-related Trauma in Youth) Program	WRH		X									

Future Road Safety Initiatives

A number of new City road safety initiatives are already planned, as summarized in Table 3. These initiatives have been incorporated into the overall list of recommended initiatives for the Vision Zero Action Plan.

Table 15: Future Road Safety Initiatives – Already Planned

Number	Planned Initiative	Lead Agency or City Department
1	Develop and Implement a Complete Streets Policy	City – Transportation Planning
2	Construct Roadway Capital Projects (for certain corridors)	City – Engineering City – Transportation Planning
3	Obtain Collision Data through Provincial ARIS System	City – Transportation Planning
4	Continue to Implement the Transit Master Plan	Transit Windsor
5	Review Yellow and All-Red Intervals for Traffic Signals	City – Traffic Operations
6	Install Retroreflective Backboards for Traffic Signals	City – Traffic Operations
7	Increase Winter Roadway Maintenance	City – Operations
8	Driver Simulation Training for Commercial Motor Vehicle Operators	City – Human Resources
9	Commercial Motor Vehicle Driver Evaluation by Independent Party	City – Human Resources

A list of potential new Vision Zero initiatives was presented to the Vision Zero Task Force and Vision Zero Stakeholder Group, then revised based on feedback received. The initiatives considered not only the City’s role as a road authority, but also its role as a fleet operator, land development authority, provider of social services, and its other functions and responsibilities.

These varied roles provide a wide range of ways in which the City of Windsor can exert influence to encourage a culture of road safety throughout the region and beyond.

New recommended initiatives are summarized in Table 4; initiatives identified by the Stakeholder Group as especially high priority are highlighted.

Table 16: Future Road Safety Initiatives – Recommended

Number	Recommended Initiative <i>(highlighting indicates initiatives identified by members of the Stakeholder Group as high priority)</i>	Lead Agency or City Department
10	Conduct Road Safety Audits of Identified High Injury Corridors	City – Transportation Planning
11	Carry out a Value Engineering & Road Safety Review of Existing Approved Preliminary Designs for Roadway Projects	City – Transportation Planning City – Engineering
12	Establish a Fatal Collision Response Team	To be determined
13	Explore Data-Sharing Arrangements Between Agencies	City – Transportation Planning
14	Carry out a Resident Survey	City – Transportation Planning
15	Implement Target Speed Requirements for New Construction and Major Roadway Projects	City – Transportation Planning
16	Implement Speed Limit Reductions – Neighbourhoods	City – Transportation Planning
17	Implement Speed Limit Reductions – Major Streets	City – Transportation Planning
18	Implement Speed Limit Reductions and Increased Fines – Construction Zones	City – Traffic Operations
19	Reduce Progression Speed for Traffic Signal Coordination	City – Traffic Operations
20	Carry out Education Campaigns	City – Transportation Planning
21	Adjust Project Prioritization Criteria in the Active Transportation Master Plan to Place a Greater Emphasis on Safety and Collisions	City – Transportation Planning
22	Include Collision History as a Factor in Prioritizing Capital Projects	City – Engineering City – Operations
23	Review Official Plan and Zoning By-laws for Vision Zero Opportunities	City – Planning City – Transportation Planning
24	Review Design Standards and Development Manual for Vision Zero Opportunities	City – Engineering City – Transportation Planning
25	Require Transportation Impact Studies for New Developments to Include a Full Multimodal Review	City – Transportation Planning
26	Develop Safety Performance Functions	City – Transportation Planning
27	Implement Automated Speed Enforcement	City – Traffic Operations
28	Install Transverse Rumble Strips at Select Locations	City – Transportation Planning

Number	Recommended Initiative <i>(highlighting indicates initiatives identified by members of the Stakeholder Group as high priority)</i>	Lead Agency or City Department
29	Implement a Parking Ticket Forgiveness Program to Target Impaired Driving	City – Transportation Planning
30	Provide Free (or Cost-Included) Transit Service for Alcohol-Oriented Special Events	Transit Windsor City – Special Event Resource Team
31	Support the Development of a “Safe Ride Home” Service	To be determined
32	Provide Stop Bars and Crosswalk Markings at Unsignalized Intersections	City – Traffic Operations
33	Provide Ladder Crosswalk Markings at Signalized Intersections	City – Traffic Operations
34	Implement Fully Protected Intersections	City – Transportation Planning City – Engineering
35	Implement Leading Pedestrian Intervals	City – Traffic Operations
36	Install Pedestrian Countdown Signals	City – Traffic Operations
37	Implement Hardened Centrelines at Intersections with High Speed Left Turns	City – Transportation Planning
38	Adopt a “Roundabouts First” Policy or Best Practice for New Intersections and Major Roadway Projects	City – Engineering
39	Adopt a “No Right Turn Channels” Policy or Best Practice for New Intersections and Major Roadway Projects	City – Engineering
40	Implement a Road Diet Program	City – Engineering City – Transportation Planning
41	Develop a Comprehensive GIS-based Collision Information System	City – Transportation Planning
42	Develop Safety-Related Vehicle Design Criteria for Future City Vehicle Fleet Purchases & Leases	City – Fleet Review Committee

Initiative 1: Develop and Implement a Complete Streets Policy

Lead Agency/Department	Transportation Planning
Strategic Priorities Addressed	1A: Vehicle Speeds 1D: Failing to Yield at Intersections 2A: Vulnerable Road Users 3A: High Injury Corridors 3B: Signalized Intersections 3C: Pedestrians Crossing Mid-block 4B: Design Standards and Best Practices

“Complete Streets are streets that are safe for all users, regardless of age, ability, income, race, ethnicity, or mode of travel. By using a Complete Streets approach to designing road networks, we can create spaces that allow all users to thrive — not only motorists.”

- Complete Streets for Canada

The following strategy and actions from the Active Transportation Master Plan, *Walk Wheel Windsor*, relate to Complete Streets:

- Strategy 2A: Develop Complete Streets
 - Action 2A.1: Develop And Adopt A Complete Streets Policy And Design Guidelines
 - Action 2A.2: Follow Complete Street Design Principles In All New Development And Road Projects

A Windsor Complete Streets Policy is currently under development.

Developing and implementing a Complete Streets Policy will support Vision Zero goals by:

- Identifying target speeds for all street types and implementing features that discourage drivers from travelling faster than the target speed.
- Ensuring that all users are accommodated in the right-of-way appropriately, comfortably and safely.

The Complete Streets Policy is intended as a City-wide policy, but high injury corridors could be prioritized for implementation.

Initiative 2: Construct Roadway Capital Projects (for certain corridors)

Lead Agency/Department	Transportation Planning
Strategic Priorities Addressed	1A: Vehicle Speeds 1D: Failing to Yield at Intersections 2A: Vulnerable Road Users 3A: High Injury Corridors 3B: Signalized Intersections 3C: Pedestrians Crossing Mid-block

For some high injury corridors, there are capital projects in the current capital budget that will address the current collision patterns:

Table 17: Current Capital Projects for High Injury Corridors

High Injury Corridor	Capital Project
Tecumseh Road East (Jefferson to Forest Glade)	Tecumseh Road East Infrastructure Improvements (ECP-005-07)
EC Row Expressway (Howard to Banwell)	EC Row Expressway Environmental Assessment (Transportation Planning Environmental Study Reports – OPS-009-07)

Initiative 3: Obtain Collision Data through Provincial ARIS System

Lead Agency/Department	Transportation Planning
Strategic Priorities Addressed	4A: Improved Data Sources and Information Sharing

Currently, City staff obtain collision data from the Windsor Police Service’s Collision Reporting Centre contractor. There are issues with this current approach:

- Police resources involved in manually redacting collision reports to remove personally identifying information are considerable. Because of this, the lag between when the collision occurs and when the collision data is provided to City staff is significant: the process typically takes at least several months and often takes more than a year.
- Collision reports prepared by other police agencies are not reflect in the collision data received by City staff. Collisions where another police force responds, even if they occur on Windsor streets, are not reflected in the collision data currently received. This has led to concerns that the collision database may not provide a full picture of the collisions occurring on City streets, particularly at intersections along the City boundary, where OPP or LaSalle Police may be the first police force to respond to some collisions.

All police forces in Ontario are required to transmit all collision reports to the Province. The Ontario Ministry of Transportation has recently made collision data available to municipalities

through its ARIS (Authorized Requestor Information Service) system. City staff are actively pursuing access to collision data through the ARIS system. Anticipated benefits of this new approach:

- Much quicker access to collision data after a collision: the ARIS service standard is to make the collision report available within four weeks of the collision.
- Collision data from all police forces will be available, ensuring that City staff have a full picture of the collisions occurring on City streets.

Initiative 4: Continue to Implement the Transit Master Plan

Lead Agency/Department	Transit Windsor
Strategic Priorities Addressed	1B: Drug and Alcohol Impairment 1C: Inattentive Driving

The 2019 Transit Master Plan, *More than Transit*, provides a long-term vision to grow and improve transit service in Windsor. Increasing the convenience and appeal of transit as a travel mode is complementary to Vision Zero goals in many ways; in particular, providing an alternative to driving a motor vehicle will help to directly address the safety issues caused by driver impairment and inattentive driving by providing these road users with another travel mode besides driving.

Initiative 5: Review Yellow and All-Red Intervals for Traffic Signals

Lead Agency/Department	Traffic Operations
Strategic Priorities Addressed	1D: Failing to Yield at Intersections 3A: High Injury Corridors 3B: Signalized Intersections

Increasing the length of yellow and all-red intervals at signals can be an effective collision countermeasure, particularly for right angle collisions. In the short term, Traffic Operations will be carrying out a review of their yellow and all-red interval lengths against Ontario Traffic Manual guidelines to determine if adjustments are needed.

Initiative 6: Install Retroreflective Backboards for Traffic Signals

Lead Agency/Department	Traffic Operations
Strategic Priorities Addressed	1D: Failing to Yield at Intersections 3B: Signalized Intersections

Retroreflective backboards are included in the US Federal Highway Administration’s (FHWA) list of “Proven Safety Countermeasures;” the FHWA notes that they can reduce total collisions at a signalized intersection by up to 15%. Retroreflective backboards help to improve driver compliance with traffic signals by making them more conspicuous in both daytime and nighttime conditions, as can be seen in Figure 3.

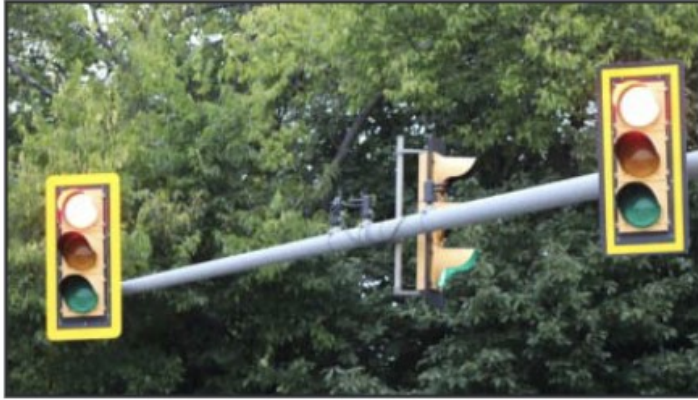


Figure 3: Retroreflective Backboards (source: Virginia DOT / FHWA)

Traffic Operations has installed retroreflective backboards at some intersections as a pilot measure, and will be implementing them City-wide at all traffic signals over time. Currently, the plan is to install retroreflective backboards at new and reconstructed signals.

Initiative 7: Increase Winter Roadway Maintenance

Lead Agency/Department	Operations
Strategic Priorities Addressed	1D: Failing to Yield at Intersections 2A: Vulnerable Road Users

Operations is currently planning to bring forward a budget issue to the 2023 budget recommending increased levels of winter roadway maintenance (e.g. salting and plowing). This measure will help to address collisions involving failing to yield at intersections by improving pavement friction under existing conditions, and vulnerable road user collisions by ensuring that painted and buffered bicycle lanes are kept clear during winter conditions.

Initiative 8: Driver Simulation Training for Commercial Motor Vehicle Operators

Lead Agency/Department	Human Resources
Strategic Priorities Addressed	1A: Vehicle Speeds 1C: Inattentive Driving 1D: Failing to Yield at Intersections 2A: Vulnerable Road Users

This measure, aimed at improving the City’s Commercial Vehicle Operator Registration rating, will involve training the City’s commercial motor vehicle drivers in a simulator. The training will focus on spatial awareness, with the goal of reduced collision rates for City vehicles.

Initiative 9: Commercial Motor Vehicle Driver Evaluation by Independent Party

Lead Agency/Department	Human Resources
Strategic Priorities Addressed	1A: Vehicle Speeds 1C: Inattentive Driving 1D: Failing to Yield at Intersections 2A: Vulnerable Road Users

This measure, aimed at improving the City's Commercial Vehicle Operator Registration rating, will involve contracting with an outside, independent service provider to carry out driver evaluation of the City's commercial motor vehicle drivers.

Initiative 10: Conduct Road Safety Audits of Identified High Injury Corridors

Lead Agency/Department	Transportation Planning
Strategic Priorities Addressed	2A: Vulnerable Road Users 3A: High Injury Corridors 3B: Signalized Intersections

Road safety audits for each of the identified high injury corridors will identify road safety issues that are specific to these areas. The key deliverable for each road safety audit will be a report including recommended countermeasures.

The identified high injury corridors are as follows:

- Motor vehicle collisions:
 - E.C. Row Expressway (Howard to Banwell)
 - Wyandotte Street (Pelissier to Gladstone)
- Pedestrian collisions:
 - Tecumseh Road East (Jefferson to Forest Glade Drive)
 - Wyandotte Street (Ouellette to Chilver)
- Cyclist collisions:
 - Wyandotte Street (Pelissier to Parent)

Initiative 11: Carry out a Value Engineering & Road Safety Review of Existing Approved Preliminary Designs for Roadway Projects

Lead Agency/Department	Transportation Planning Engineering
Strategic Priorities Addressed	1A: Vehicle Speeds 1D: Failing to Yield at Intersections 2A: Vulnerable Road Users 3A: High Injury Corridors 3B: Signalized Intersections 3C: Pedestrians Crossing Mid-block

For major roadway projects, such as widenings and new streets, a preliminary design is selected and developed through the environmental assessment process. These preliminary designs are used as the basis for detailed design and construction.

These preliminary designs are often prepared well in advance of construction, and detailed design and construction of the preliminary design from a single environmental assessment can take multiple phases over several years. Windsor has a number of preliminary designs that have not yet proceeded to detailed design, or with phases that have not proceeded to detailed design.

Aspects of the designs that are expected to be of particular importance to this review:

- Lane widths
- Horizontal and vertical alignment
- Curb radii
- Cycling facilities
- Pedestrian crossings
- Intersection control

Initiative 12: Establish a Fatal Collision Response Team

Lead Agency/Department	To Be Determined
Strategic Priorities Addressed	4A: Improved Data Sources and Information Sharing

Certain other municipalities have successfully implemented fatal collision response teams to allow for rapid response to fatal collisions. These teams are typically made up of members from:

- Emergency response agencies (e.g. Police, Fire, EMS)
- Medical trauma care providers (e.g. hospitals)
- Agencies responsible for investigating collisions (typically Police)
- Agencies and departments responsible for carrying out road safety audits (typically the municipal Transportation Planning Department)

- Agencies and departments responsible for designing and maintaining transportation infrastructure and implementing transportation policy (e.g. Operations, Engineering, Traffic Operations, Transportation Planning)

In the Council resolution adopting the Vision Zero Policy (CR82/2020), Council requested that Administration provide information related to developing a fatal collision response team.

This initiative would entail setting up a multi-disciplinary, multi-agency fatal collision response team that would be activated as soon as possible after a fatal collision. The purpose of the committee would be to allow (within the limits of applicable legislation) a quick and free exchange of information in order to rapidly identify and address factors that could help to prevent or reduce the severity of future severe collisions.

Initiative 13: Explore Data-Sharing Arrangements Between Agencies

Lead Agency/Department	To be determined
Strategic Priorities Addressed	2B: Data Gaps – People 4A: Improved Data Sources and Information Sharing

Currently, information related to collisions and road safety is compartmentalized across several agencies:

- Emergency services agencies (Police, Fire, EMS) prepare their own records related to their response to collisions;
- EMS and hospital staff have records on injuries sustained by victims and the treatment they receive;
- Police have primary responsibility for investigating collisions, and carry out detailed investigations and collision reconstructions following severe collisions;
- Police, social services agencies, and medical providers may have records related to prior points of contact and interventions involving the people who were later in fatal and major injury collisions; and
- City departments have traffic data and information about road infrastructure design, as well as information on detailed road safety audits (when carried out).

In most cases, this information is not shared beyond the originating agency; notable exceptions include:

- Windsor Police Services provides the City of Windsor with redacted MVA reports to use as the data source for the City’s collision database, and

- City staff provide speed data to Windsor Police Services as it is collected, and consult with Windsor Police Services when road safety audits identify issues that can be addressed by enforcement.

While some of this lack of sharing of information is due to legal requirements for privacy and confidentiality, there may be some opportunities to share information – particularly anonymized or aggregated data – to inform road safety-related decisions of these agencies while still complying with relevant laws.

This initiative would entail reaching out to the departments and agencies that collect data related to road safety issues and determining information sharing arrangements that would be:

- Compliant with relevant law,
- Useful for informing road safety decisions, and
- Are within the scope of what the agency who is the custodian of the data is willing and able to provide.

Initiative 14: Carry out a Resident Survey

Lead Agency/Department	Transportation Planning
Strategic Priorities Addressed	2B: Data Gaps – People

While collision data provides a wealth of information that can be used to inform road safety decisions, certain key details are not reflected in collision data, including:

- Locations that road users – particularly vulnerable road users – avoid because of perceived safety issues;
- The *reasons behind* behaviours that lead to increased likelihood or increased severity of collisions, including:
 - Speeding;
 - Inattentive driving;
 - Impaired driving; and
 - Failure to use safety equipment (or failure to use it properly) such as helmets, seat belts, and infant car seats.
- Details that are relevant for policy responses to road safety issues, but either are not collected in MVA reports or, due to privacy laws, cannot be obtained without the consent of the involved parties. Including:
 - How do social determinants of health correlate with road safety outcomes in Windsor?

- What opportunities exist *before* the collision (e.g. previous interactions with law enforcement or social services) to intervene to address risk-taking behaviours that can result in fatal or major injury collisions?

This initiative would entail developing one or more surveys for residents and – to the extent that these individuals can be identified – persons involved in fatal and major injury collisions.

Initiative 15: Implement Target Speed Requirements for New Construction and Major Roadway Projects

Lead Agency/Department	Transportation Planning
Strategic Priorities Addressed	1A: Vehicle Speeds 2A: Vulnerable Road Users 3A: High Injury Corridors 3B: Signalized Intersections 3C: Pedestrians Crossing Mid-block 4B: Design Standards and Best Practices

Traditionally, streets and highway designs have been based on the concept of **design speed**: all aspects of the design – e.g. sight lines, curve radii, or roadside clear zones – accommodate a vehicle travelling at a speed equal to or greater than the design speed.

Recently, the concept of target speed is coming into broader use as well, though it is not yet incorporated formally into any City of Windsor design standards or best practices. A roadway’s **target speed** is the intended speed for traffic; features of the street – lane widths, “optical width,” curve radii, etc. – are chosen to encourage vehicles to travel no faster than the target speed.

Implementing this recommendation will involve identifying target speeds for each roadway type. This work is planned to be carried out as part of the development of the Complete Streets Policy, but could be accelerated to produce standalone target speed recommendations, which would then be incorporated into the Complete Streets Policy once the policy is completed.

Initiative 16: Implement Speed Limit Reductions - Neighbourhoods

Lead Agency/Department	Transportation Planning
Strategic Priorities Addressed	1A: Vehicle Speeds 2A: Vulnerable Road Users

Vehicle speed is a key factor in the severity of a collision. At the same time, the effect of speed limit reductions alone on vehicle speeds is usually minor without physical measures (e.g. traffic calming).

This initiative would entail reducing speed limits in neighbourhoods as follows:

Table 18: Interim and Ultimate Speed Limits – Neighbourhoods

Street Type	Interim Speed Limit (Without Physical Changes to Roadway)	Ultimate Speed Limit (After Physical Changes to Roadway to Reduce Vehicle Speeds)
Local Residential	40 km/h	Target speed [Note 1]
Class 2 Collector in residential areas	40 km/h	Target speed [Note 1]
Class 1 Collector in residential areas	Review case by case	Target speed [Note 1]

Notes:

- Under the initiative “Implement Target Speed Requirements for New Construction and Major Roadway Projects,” above, target speeds by road type would be determined. Once physical measures are installed on a street to encourage the target speed, the speed limit would be reduced to the target speed for the particular street.

There may be certain cases (e.g. school zones or local street bikeways) where a lower interim speed limit may be appropriate; this recommendation is not intended to prohibit enacting lower speed limits than those given in Table 18 where warranted. Streets with existing speed limits lower than the proposed interim speed limit would not have their speed limit increased.

Initiative 17: Implement Speed Limit Reductions – Major Streets

Lead Agency/Department	Transportation Planning
Strategic Priorities Addressed	1A: Vehicle Speeds 2A: Vulnerable Road Users 3A: High Injury Corridors 3B: Signalized Intersections 3C: Pedestrians Crossing Mid-block

Most fatal and major injury collisions involving vehicle speed occur on higher-order streets and highways, such as arterials and expressways.

This initiative would entail reducing speed limits on major streets as follows:

Table 19: Interim and Ultimate Speed Limits – Major Streets

Street Type	Interim Speed Limit (Without Physical Changes to Roadway)	Ultimate Speed Limit (After Physical Changes to Roadway to Reduce Vehicle Speeds)
Scenic Parkway	40 km/h	Target speed [Note 1]
Local Commercial Industrial	Review case by case	Target speed [Note 1]
Class 1 Collector in non-residential areas	Review case by case	Target speed [Note 1]
Urban Class 2 Arterial	50 km/h	Target speed [Note 1]

Street Type	Interim Speed Limit (Without Physical Changes to Roadway)	Ultimate Speed Limit (After Physical Changes to Roadway to Reduce Vehicle Speeds)
Rural Class 2 Arterial	Review case by case	Target speed [Note 1]
Class 1 Arterial	60 km/h	Target speed [Note 1]
Expressway	No change	Target speed [Note 1]

Notes:

- Under the initiative “Implement Target Speed Requirements for New Construction and Major Roadway Projects,” above, target speeds by road type would be determined. Once physical measures are installed on a street to encourage the target speed, the speed limit would be reduced to the target speed for the particular street.

There may be certain cases (e.g. school zones or local street bikeways) where a lower interim speed limit may be appropriate; this recommendation is not intended to prohibit enacting lower speed limits than those give in Table 19 where warranted. Streets with existing speed limits lower than the proposed interim speed limit would not have their speed limit increased.

Initiative 18: Implement Speed Limit Reductions and Increased Fines – Construction Zones

Lead Agency/Department	Traffic Operations
Strategic Priorities Addressed	1A: Vehicle Speeds 2A: Vulnerable Road Users

The Highway Traffic Act and Traffic By-law 9148 allow for temporary reduced speed limits in construction zones, as well as doubling of speeding fines in construction zones. To date, the City of Windsor has only rarely implemented doubled speeding fines or reduced speed limits in construction zones.

This initiative would consist of:

- Installing “fines doubled when workers present” signage for all construction zones as standard practice; and
- Implementing temporary speed limit reductions in construction zones in cases where:
 - The normal design speed of the roadway cannot be maintained during construction,
 - There is the potential for conflicts between traffic and construction vehicles, or
 - A speed limit reduction would provide benefit for worker safety.

Initiative 19: Reduce Progression Speed for Traffic Signal Coordination

Lead Agency/Department	Traffic Operations
Strategic Priorities Addressed	1A: Vehicle Speeds 3B: Signalized Intersections

Traffic signals are coordinated along signalized corridors to provide a “green band” to allow vehicles to proceed along a corridor with a minimal amount of stopping.

Currently, the coordination is done to minimize delay based on current traffic behaviour. In the case of some corridors with high operating speeds, this practice can mean that the progression speed for the green band is higher than the speed limit.

This initiative would involve setting the progression speed used for signal coordination at the speed limit or lower. The effect of this change would be that drivers travelling significantly faster than the speed limit would tend to encounter more red lights, and drivers travelling at the speed limit would stay in the green band and encounter fewer red lights.

Initiative 20: Carry out Education Campaigns

Lead Agency/Department	To be determined
Strategic Priorities Addressed	1A: Vehicle Speeds 1B: Drug and Alcohol Impairment 1C: Inattentive Driving 1D: Failing to Yield at Intersections 2A: Vulnerable Road Users

This initiative would entail education and outreach activities as follows:

Target Group	Campaign Content
Drivers	<ul style="list-style-type: none"> • Messaging aimed at risky driver behaviours, including: <ul style="list-style-type: none"> • Speeding • Drug and alcohol impairment • Inattentive driving and cell phone use • Respecting and watching for vulnerable road users • Establishing positive driver behaviours and attitudes among new drivers (e.g. National Teen Safe Driver Week events).

Target Group	Campaign Content
Vulnerable road users	<ul style="list-style-type: none"> • Encouragement of helmet use for cyclists, motorcyclists, and scooter riders. • Cycling skills training. • Informing cyclists as new all ages and abilities routes are built out. • Commemoration of vulnerable road user crash fatalities, such as the Ride of Silence (third Wednesday in May each year).
Bar and restaurant owners and servers	<ul style="list-style-type: none"> • Messaging aimed at reducing impaired driving. • Information on initiatives aimed at reducing impaired driving (e.g. a safe ride home program, if provided).
General	<ul style="list-style-type: none"> • Commemoration of road crash fatalities generally, such as an event for the National Day of Remembrance for Road Crash Victims (third Sunday in November each year). • Information to the public to build awareness of the Vision Zero Action Plan, its contents, and the reasons behind Vision Zero initiatives.

Initiative 21: Adjust Project Prioritization Criteria in the Active Transportation Master Plan to Place a Greater Emphasis on Safety and Collisions

Lead Agency/Department	Transportation Planning
Strategic Priorities Addressed	2A: Vulnerable Road Users 3A: High Injury Corridors

The prioritization criteria used in *Walk Wheel Windsor*, the Active Transportation Master Plan, are as follows. All criteria are weighted equally:

Table 20: Pedestrian and Cycling Network Prioritization Criteria – Active Transportation Master Plan

	Pedestrian Network	Cycling Network
1	Destination Density	Destination Density
2	Pedestrian Mode Share	Cycling Mode Share
3	Pedestrian Potential	Cycling Potential
4	Equity	Equity
5	Pedestrian Generators – Commercial Areas	Cycling Generators – Commercial Areas
6	Pedestrian Generators – Community Facilities	Cycling Generators – Community Facilities
7	Transit	Transit
8	Road Classification	Bicycle Network Classification

	Pedestrian Network	Cycling Network
9	Network Contribution	Level of Protection
10	Network Need	Network Need
11	Pedestrian Collisions	Cyclist Collisions
12	Traffic Volumes	Traffic Volumes
13	Road Rehabilitation	Road Rehabilitation

Currently, the collision criteria are based on total pedestrian or cyclist collisions only. Collisions are not weighted based on severity.

This initiative would entail:

- Increasing the weighting of pedestrian and cyclist collisions relative to other criteria, and
- Increasing the weighting of fatal and major injury collisions within the collision criteria.

Initiative 22: Include Collision History as a Factor in Prioritizing Capital Projects

Lead Agency/Department	Engineering Operations
Strategic Priorities Addressed	2A: Vulnerable Road Users 3A: High Injury Corridors 3B: Signalized Intersections

While road safety concerns are considered implicitly to some degree in the prioritization process for capital projects, the City of Windsor has no formal process to give collision history a specific weighting when prioritizing capital projects.

This initiative would entail:

- Determining weightings for safety improvement versus other prioritization factors;
- Determining the history of fatal and major injury collisions in the area of each roadway capital project;
- Identifying the likely safety improvement or collision reduction associated with the capital project.
- Applying this safety improvement – along with other factors – to prioritize capital projects for roadway works.

Initiative 23: Review Official Plan and Zoning By-laws for Vision Zero Opportunities

Lead Agency/Department	Transportation Planning Planning
Strategic Priorities Addressed	4B: Design Standards and Best Practices

A key element of achieving the Vision Zero goal of zero fatal and major injury collisions is speed reduction. Many elements that are addressed by the Official Plan and Zoning By-laws have an impact on vehicle speeds, including:

- “Optical width” of the street between fixed features (e.g. building face, substantial landscaping, fencing) on either side of the street influences the speed at which drivers feel comfortable driving.
- On-street parking: where on-street parking is allowed and actually used, it creates visual “side friction” that helps to encourage drivers to slow down.
- The number of institutional or commercial buildings/driveways along a street segment can suggest to drivers that they are in a pedestrian-oriented zone and cause them to lower their speed.

This initiative would entail developing a set of recommended amendments to the Official Plan and Zoning By-laws intended to encourage lower vehicle speeds. These recommended amendments would be brought forward to Council for approval.

Initiative 24: Review Design Standards and Development Manual for Vision Zero Opportunities

Lead Agency/Department	Transportation Planning Engineering
Strategic Priorities Addressed	4B: Design Standards and Best Practices

New streets and modifications to existing streets are governed by City design standards, Standard Engineering Drawings, Best Practices, and the Development Manual. This initiative would entail reviewing these existing governing documents to ensure that:

- The required characteristics for each road classification (e.g. curve radii and pavement widths) are in accordance with the street’s target speed.
 - Note: developing target speeds by road classification is recommended as a separate initiative.
- The Complete Streets Policy is reflected in City standards and guidelines affecting City streets, and
- Street design aspects that impact the potential for fatal and major injury collisions (e.g. curb radii at intersections) are in compliance with Vision Zero principles.

This review would also consider whether additional standard drawings, best practices, etc., are required for other Vision Zero Action Plan initiatives.

Portions of this initiative would need to follow other work – for instance, a review for compliance with the Complete Streets Policy could not happen until the Complete Streets Policy is prepared and approved – but some aspects of the initiative may be able to proceed immediately.

Initiative 25: Require Transportation Impact Studies for New Developments to Include a Full Multimodal Review

Lead Agency/Department	Transportation Planning Engineering
Strategic Priorities Addressed	2A: Vulnerable Road Users

Currently, transportation impact studies (TISes) are required for development applications (e.g. site plans, rezonings, and Official Plan amendments) if they:

- Are large enough to generate 100 peak hour site trips,
- Include a new connection to an arterial road,
- Have the potential to increase collisions at an existing collision “hot spot,” or
- Have the potential to adversely impact an intersection already experiencing capacity issues.

The standard scope for a TIS includes a discussion of impacts and issues for non-auto modes, but does not require a quantitative review for non-auto modes.

When a TIS is required for a development application, this recommendation would entail requiring the applicant’s consultant to carry out a full multimodal transportation review to ensure that:

- The development will not adversely impact non-auto modes, such as walking, biking, and transit; and
- Appropriate infrastructure to support walking, biking and transit needed to support the development is provided as off-site improvements.

Procedures and criteria for this multimodal review would be identified as part of the Complete Streets Policy.

Initiative 26: Develop Safety Performance Functions

Lead Agency/Department	Transportation Planning
Strategic Priorities Addressed	4A: Improved Data Sources and Information Sharing 4B: Design Standards and Best Practices

A safety performance function is a regression model used to predict the collision frequency for a particular facility type (e.g. signalized intersections) based on a set of variables. They can be

developed for total collisions or particular collision categories (e.g. cyclist collisions). Safety performance functions can be used in network screening to identify locations that experience a higher-than-expected number of collisions based on their characteristics. They can also be used to predict the safety impact of future changes (e.g. changes in road network due to infrastructure capital projects, or changes in traffic volumes due to land development) in order to identify and prevent potential safety concerns before construction.

Currently, the City of Windsor does not use safety performance functions; all network screening is carried out based on collision rate.

This initiative would entail:

- Identifying a range of safety performance functions to develop;
- Carry out the statistical analysis needed to generate and calibrate the safety performance functions; and
- On an ongoing basis, use these safety performance functions for safety reviews and network screening.

Initiative 27: Implement Automated Speed Enforcement

Lead Agency/Department	Traffic Operations
Strategic Priorities Addressed	1A: Vehicle Speeds 2A: Vulnerable Road Users 3A: High Injury Corridors 3C: Pedestrians Crossing Mid-block

The Ontario government recently introduced legislative changes to allow municipalities to implement automated speed enforcement (“photo radar”) in community safety zones and school zones. Council has directed City staff to investigate the feasibility of an automated speed enforcement (ASE) program for Windsor (CR258/2020).

This program would directly address vehicle speeds, which would indirectly address a number of other strategic priorities, particularly vulnerable road users, including pedestrians crossing mid-block.

Most of the high injury corridors meet the criteria in the City’s Community Safety Zone Policy for community safety zones and could be considered for automated speed enforcement. However, technical considerations might make installing speed cameras in some of these areas difficult (e.g. a lack of roadside space to install a pole and camera, or streetscaping obstructing the camera’s field of view).

Key issues to be considered when deciding whether to include this initiative in the Vision Zero Action Plan:

- The experience of other jurisdictions that have implemented automated speed enforcement
- Whether the provincially-mandated processing centre would have capacity to take on a Windsor ASE program, or, alternately, whether it would be feasible for Windsor to set up its own processing centre.

Initiative 28: Install Transverse Rumble Strips at Select Locations

Lead Agency/Department	Transportation Planning
Strategic Priorities Addressed	1A: Vehicle Speeds 1D: Failing to Yield at Intersections

Transverse rumble strips are grooves cut across the road surface that encourage speed reduction by generating an uncomfortable noise and vibration when vehicles drive over them at high speed. They are typically used in rural contexts for alerting drivers to the need to reduce their speed, typically for a stop-controlled intersection or sharp curve ahead. An example installation is shown in Figure 4.



Figure 4: Transverse Rumble Strip Example (Source: Neal Hawkins/Iowa DOT)

Transverse rumble strips are effective at reducing vehicle speeds, but they can create a number of issues:

- Associated noise can create a disturbance for nearby residents.
- They can be difficult for cyclists to traverse.
- Water and ice can pond in the grooves.
- Cutting rumble strips into the road surface can reduce pavement life.

This initiative would entail identifying locations to install transverse rumble strips as a pilot program. The top candidates for this program would be the approaches to rural intersections that have a history of stop sign non-compliance or a collision pattern that suggests that stop sign non-compliance may be occurring.

Initiative 29: Implement a Parking Ticket Forgiveness Program to Target Impaired Driving

Lead Agency/Department	Transportation Planning
Strategic Priorities Addressed	1B: Drug and Alcohol Impairment

This initiative would entail creating a framework that would allow for a parking ticket to be forgiven if an intoxicated person chose not to drive because they were impaired and instead used another way to get home.

Details of the program that would need to be resolved before implementation:

- How would it be determined that the person was intoxicated and got a safe way home?
- Where and when would the program be offered? What would the limits on the program be?

Initiative 30: Provide Free (or Cost-Included) Transit Service for Alcohol-Oriented Special Events

Lead Agency/Department	Transit Windsor Special Event Resource Team
Strategic Priorities Addressed	1B: Drug and Alcohol Impairment

Under this initiative, attendees of special events oriented around drinking alcohol would be provided with a ticket or voucher (e.g. their event ticket) which they could use for a transit ride to and from the event at no additional charge to the attendee.

Options for funding this initiative:

- Fees collected from event organizers as a condition of their special event permit, or
- City funding (in whole or in part) as a budget item.

In the case of events that take place in areas not served by Transit Windsor or taking place outside Transit Windsor service hours, the event organizer would be required to make alternate arrangements to ensure that event attendees have travel options other than personal cars, such as:

- Taxi fares included in the event admission charge, or
- Chartered buses or vans to provide shuttle service to and from a transit terminal.

Initiative 31: Support the Development of a “Safe Ride Home” Service

Lead Agency/Department	To be determined
Strategic Priorities Addressed	1B: Drug and Alcohol Impairment

In certain other municipalities, “safe ride home” services such as Operation Red Nose/Opération Nez rouge help to deter impaired driving by providing a way for people to get themselves and their vehicles home.

Key questions that would need to be addressed before such a program could be offered in Windsor:

- Who would be responsible for operating the program?
 - In most other jurisdictions, these programs are run by not-for-profit organizations and not by municipal governments directly.
- How would the program be funded?
 - In the case of Operation Red Nose/Opération Nez rouge, the program is funded by a combination of corporate sponsorships, government grants, community donations and user donations. No user fee is charged, but service users have the option of making a voluntary donation.
- When and where should the program operate?
 - Operation Red Nose/Opération Nez rouge operates only in the month of December.

This initiative could entail:

- Canvassing existing not-for-profit organizations to determine interest in operating a safe ride home service
- Encouraging new or existing not-for-profit organizations to launch a safe ride home service by establishing a City grant program for this purpose.

Initiative 32: Provide Stop Bars and Crosswalk Markings at Unsignalized Intersections

Lead Agency/Department	Traffic Operations
Strategic Priorities Addressed	1D: Failing to Yield at Intersections 2A: Vulnerable Road Users 3A: High Injury Corridors

Currently, the City of Windsor does not typically paint stop bars or crosswalks at unsignalized intersections. Previously, four options for stop bars at unsignalized intersections have been identified; to date, none of these options have been selected for implementation:

Table 21: Options and Costs for Stop Bars and Crosswalks at Unsignalized Crossings

Option	Annual Cost Increase
1 – All Stop Bars and Crosswalks	\$2,250,000
2 – Collectors and Arterials	\$955,000
3 – Arterials, Scenic Parkway and Multi-Use Trail Crossings Only	\$300,000
4 – Top 30 High Collision Unsignalized Intersections (from 2019 Road Safety Report)	\$25,000

If this initiative is carried forward, it could entail some sort of stop bar and crosswalk pavement marking program; either one of the four options previously identified or an alternate option to implement the pavement markings at a limited number of intersections.

Initiative 33: Provide Ladder Crosswalk Markings at Signalized Intersections

Lead Agency/Department	Traffic Operations
Strategic Priorities Addressed	1D: Failing to Yield at Intersections 2A: Vulnerable Road Users 3A: High Injury Corridors 3B: Signalized Intersections

High-visibility crosswalk treatments such as ladder crosswalks can help emphasize the potential to drivers of pedestrians at an intersection; this tends to increase driver compliance when yielding to pedestrians.

The Ontario Traffic Manual identifies ladder crosswalks as an optional feature at signalized intersections.

This initiative would entail installing ladder crosswalk markings at a set of signalized intersections to be determined. Pedestrian high injury corridors could be prioritized for ladder crosswalks.



Figure 5: Ladder Crosswalks (Source: City of Hamilton)

Initiative 34: Implement Fully Protected Intersections

Lead Agency/Department	Transportation Planning
Strategic Priorities Addressed	1D: Failing to Yield at Intersections 2A: Vulnerable Road Users 3A: High Injury Corridors 3B: Signalized Intersections

Protected intersections have been implemented across North America as cities have expanded their protected bikeway networks. Also known as setback or offset intersections, this design keeps bicycles physically separate from motor vehicles up until the intersection, providing a high degree of comfort and safety for people of all ages and abilities. This design can reduce the likelihood of high-speed vehicle turns, improve sightlines, and dramatically reduce the distance and time during which people on bikes are exposed to conflicts. For example, in San Francisco, a protected intersection design resulted in 98% of drivers yielding to people on bikes, and 100% yielding to people walking. A study in New York found that protected intersections had fewer vehicle-bike conflicts than even a dedicated turn lane with a dedicated bike signal phase.

(Source: NACTO)

An example of a protected intersection is provided in Figure 6.

This initiative would entail considering protected intersections in future environmental assessments for roadway projects as appropriate, with the aim of implementing protected intersections at a set of locations.

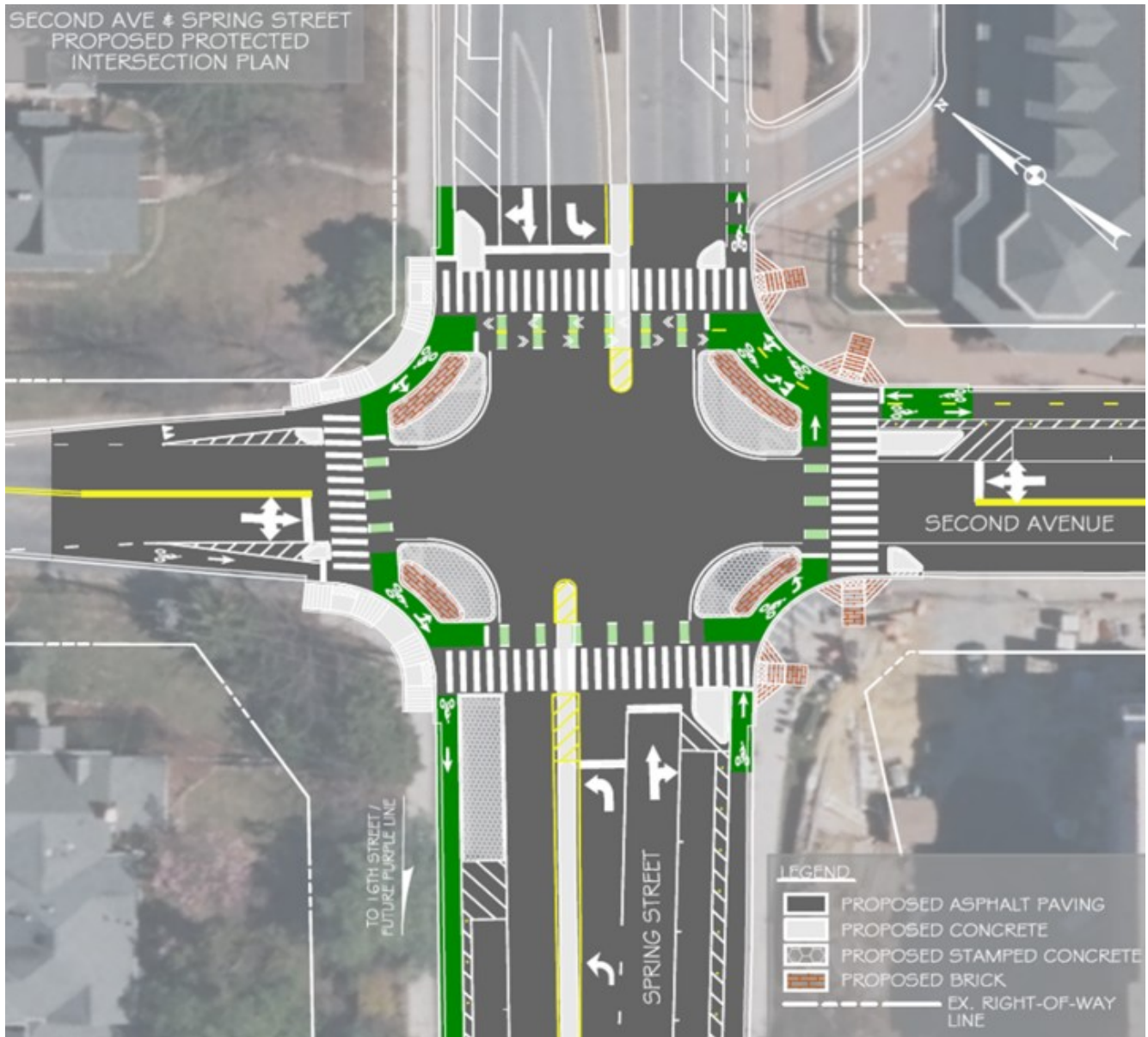


Figure 6: Protected Intersection (Source: Montgomery County Division of Transportation Engineering / Kittelson Associates)

Initiative 35: Implement Leading Pedestrian Intervals

Lead Agency/Department	Traffic Operations
Strategic Priorities Addressed	1D: Failing to Yield at Intersections 2A: Vulnerable Road Users 3A: High Injury Corridors 3B: Signalized Intersections

With a leading pedestrian interval, the walk signal is activated while the intersection remains in “all red” for vehicles, typically for 3 to 7 seconds. This allows the pedestrians to have a head start on vehicles, putting the pedestrians in a more visible position in the crosswalk before vehicles are released.

In other jurisdictions, leading pedestrian intervals have been found to reduce pedestrian collisions at treated intersections by up to 60%. Nevertheless, there are potential issues related to leading pedestrian intervals:

- Driver unfamiliarity with leading pedestrian intervals – particularly the long “all red” period for vehicles – may lead to misunderstandings of the purpose for the change as well as problems with driver compliance.
- At some intersections, holding vehicles for an additional 3 to 7 seconds per phase would create significant capacity issues, which could result in safety issues in some circumstances (e.g. increased queue spillback leading to increased rear end collisions).

This initiative would entail:

- Identifying candidate intersections,
- Implementing leading pedestrian intervals, and
- An education and outreach program to ensure that drivers and pedestrians are aware of the reasons for the change.

Initiative 36: Install Pedestrian Countdown Signals

Lead Agency/Department	Traffic Operations
Strategic Priorities Addressed	2A: Vulnerable Road Users 3B: Signalized Intersections

Pedestrian countdown displays have been found to provide a safety benefit, particularly in reducing pedestrian collisions. Pedestrian countdown displays are recognized by the Ontario Traffic Manual as optional.

There are issues with their use in some situations, however: most pedestrian countdown displays currently on the market do not communicate with the traffic signal controller, and instead base the countdown time shown on the length of the green interval from the *previous* cycle. Because of this, pedestrian countdown displays work best in cases where phase lengths are steady from cycle to cycle. In cases when phase lengths change significantly from one cycle to the next, the countdown display can show an incorrect time remaining, potentially creating confusion and discomfort for pedestrians.

This initiative would entail identifying intersections where pedestrian countdown displays could be installed, either:

- Locations that already operate with steady phase lengths from cycle to cycle, or

- Locations where the traffic signal timings and phasings could be adapted to suit the limitations of pedestrian countdown displays currently on the market.

Initiative 37: Implement Hardened Centrelines at Intersections with High Speed Left Turns

Lead Agency/Department	Transportation Planning
Strategic Priorities Addressed	1D: Failing to Yield at Intersections 2A: Vulnerable Road Users 3A: High Injury Corridors 3B: Signalized Intersections

Centreline hardening involves using features – typically rubber humps or bollards – at major intersections to discourage taking left turns at high speed. These measures improve pedestrian safety by:

- Reducing collision severity by forcing left turning vehicles to travel at lower speeds, and
- Improving pedestrian visibility to drivers by forcing vehicles to approach the crosswalk at a right angle.

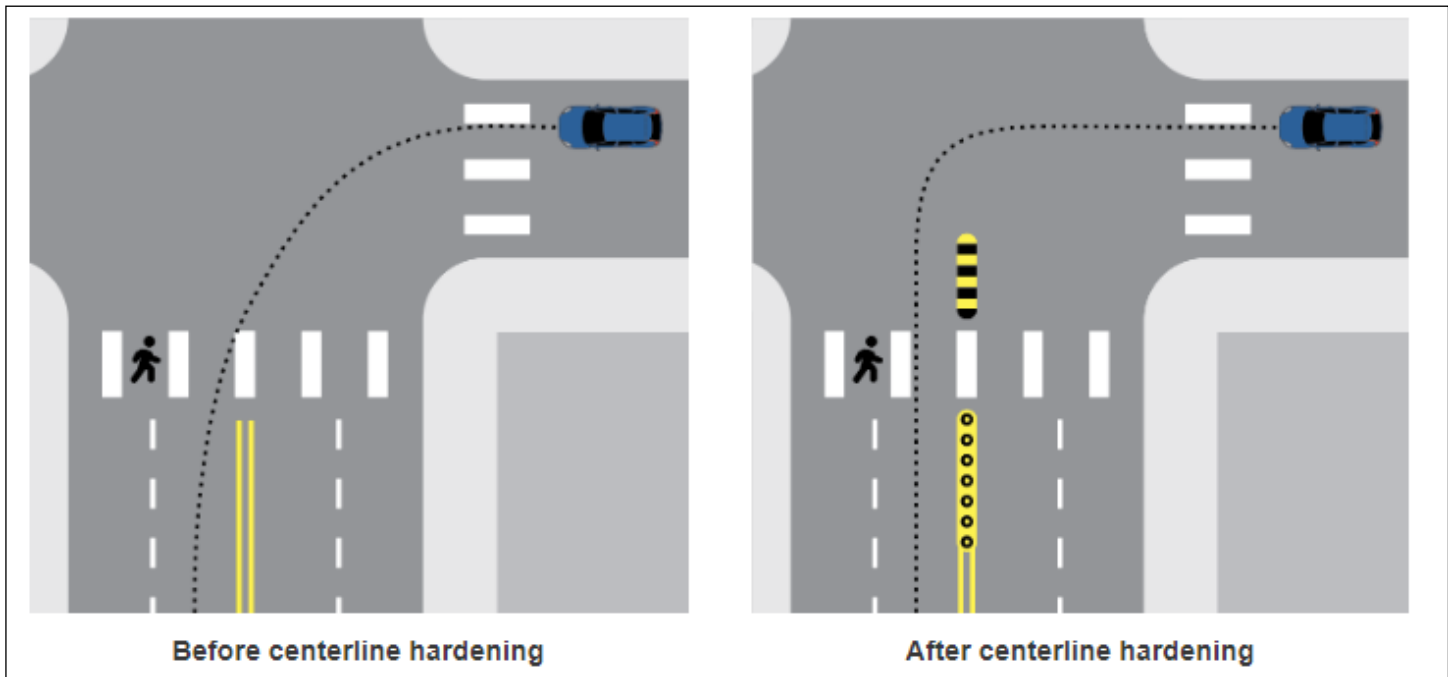


Figure 7: Centreline Hardening Example (source: Insurance Institute for Highway Safety)

Initiative 38: Adopt a “Roundabouts First” Policy or Best Practice for New Intersections and Major Roadway Projects

Lead Agency/Department	Engineering
Strategic Priorities Addressed	1D: Failing to Yield at Intersections 3A: High Injury Corridors 3B: Signalized Intersections 4B: Design Standards and Best Practices

Roundabouts are effective at reducing the severity of intersection collisions, since they virtually eliminate right angle (“T-bone”) and turning collisions, two types of collisions with high injury potential.

Other jurisdictions, particularly the Region of Waterloo, have adopted policies that identify roundabouts as the preferred intersection control type. In that jurisdiction, before other intersection control types are considered, a screening is carried out to confirm that a roundabout is not appropriate.

This initiative would entail adopting a similar policy for Windsor.

Potential issues with this initiative:

- Navigating a roundabout, particularly a multi-lane roundabout, can be uncomfortable for pedestrians and cyclists.
- Visually impaired pedestrians can have more difficulty judging gaps in traffic at a roundabout than at a traffic signal.
- Roundabouts can have negative impacts on their surroundings:
 - Typically, roundabouts need more right-of-way space at the intersection than is needed for a similar signalized intersection.
 - Typically, access controls (e.g. restrictions on driveways) are needed for a longer distance from the intersection for a roundabout than for a signalized intersection.

Initiative 39: Adopt a “No Right Turn Channels” Policy or Best Practice for New Intersections and Major Roadway Projects

Lead Agency/Department	Engineering
Strategic Priorities Addressed	1A: Vehicle Speeds 1D: Failing to Yield at Intersections 2A: Vulnerable Road Users 3B: Signalized Intersections 4B: Design Standards and Best Practices

Conventional right turn channels can contribute to high vehicle turning speeds and poor visibility of pedestrians, creating the potential for severe collisions.

This initiative would entail adopting a policy or best practice against right turn channels for new construction. For road reconstructions and other major roadway projects, the preference would be to remove existing right turn channels where possible.

In situations where the right turn channel island is required (e.g. when there would be no suitable place for traffic signal poles without the island), a “smart” right turn channel would be acceptable, as shown in Figure 8.

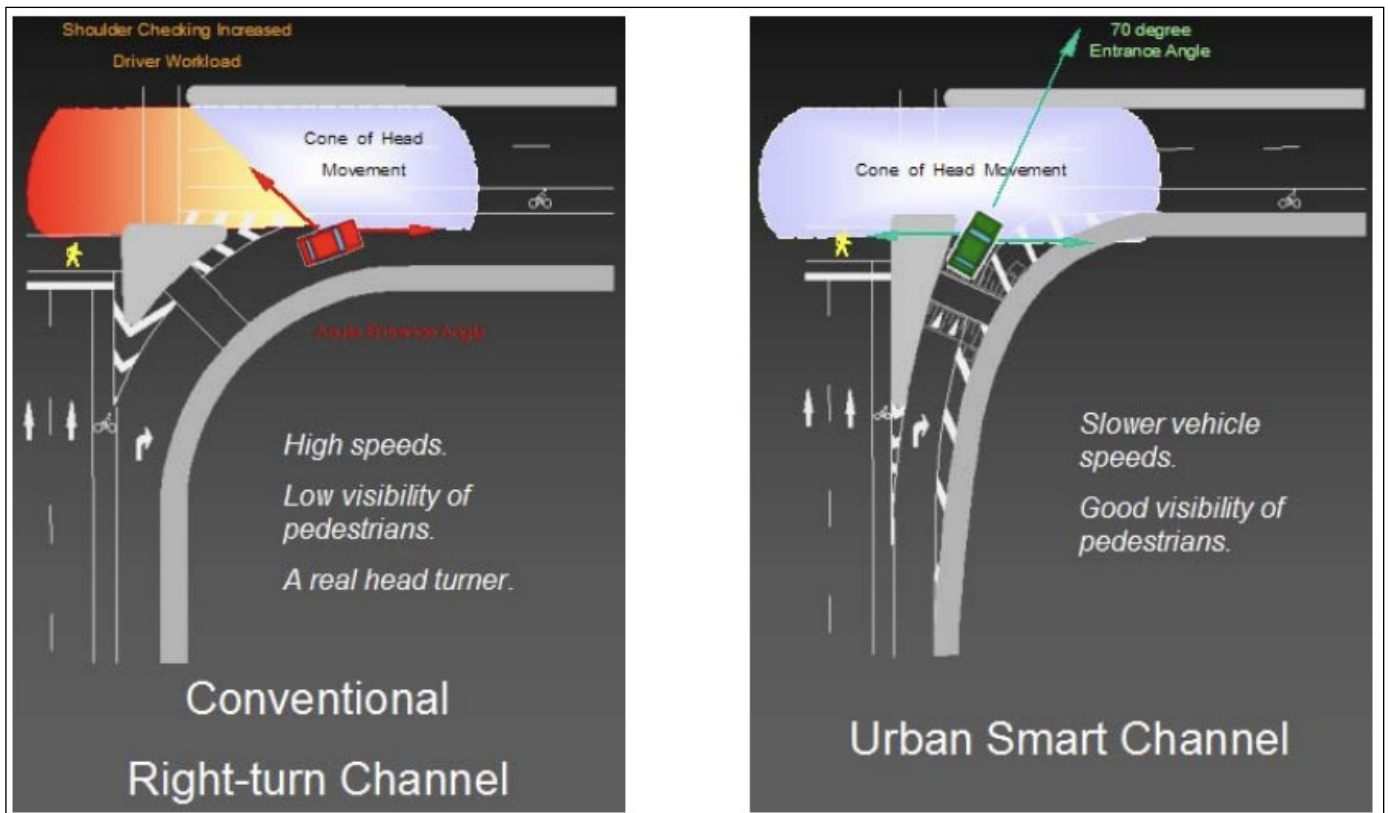


Figure 8: Conventional Right Turn Channel vs. "Smart" Right Turn Channel (source: City of Ottawa)

Initiative 40: Implement a Road Diet Program

Lead Agency/Department	Engineering Transportation Planning
Strategic Priorities Addressed	1A: Vehicle Speeds 2A: Vulnerable Road Users 3A: High Injury Corridors 3B: Signalized Intersections 3C: Pedestrians Crossing Mid-block

A road diet is the reallocation of roadway space to better serve road users, particularly for roads that have significant amounts of excess capacity.

A typical road diet is a “4 to 3” conversion, where a 4-lane undivided street (with 2 lanes in each direction and turns from shared lanes) is restriped so that there is a single lane in each direction and a two-way left turn lane. A recent example of a “4 to 3” conversion in Windsor is Eugenie Street; the layout before and after the road diet can be seen in Figure 9. Depending on turning volumes, a “4 to 3” road diet can often result in negligible decrease in capacity, since providing a two-way left turn lane allows through traffic to flow unimpeded by vehicles stopped waiting for a gap to turn.



Figure 9: Road Diet Example: Eugenie Street

Road diets may also involve reducing the number of excess lanes on a street by physically reducing the pavement width. In these types of road diets, other benefits (e.g. a reduction in paved area resulting in lower flooding risk) can be achieved.

Road diets are effective at reducing speeding, which in turn tends to decrease collision severity, especially for vulnerable road users. The reallocation of roadway width can provide space for measures to improve conditions for vulnerable users, such as bikeway infrastructure or bump-outs or pedestrian refuges to reduce crossing widths. Some road diet types are effective at improving sight lines at signalized intersections.

This initiative would entail identifying candidate locations and then implementing road diets.

Initiative 41: Develop a Comprehensive GIS-based Collision Information System

Lead Agency/Department	Geomatics Transportation Planning
Strategic Priorities Addressed	4A: Improved Data Sources and Information Sharing

*A geographic information system (GIS) is a system that creates, manages, analyzes, and maps all types of data. GIS connects data to a map, integrating location data (where things are) with all types of descriptive information (what things are like there). This provides a foundation for mapping and analysis that is used in science and almost every industry. GIS helps users understand patterns, relationships, and geographic context. The benefits include improved communication and efficiency as well as better management and decision making.
(Source: ESRI.com)*

The City of Windsor uses GIS extensively and has a significant amount of data in GIS form. Currently, the Windsor Collision Database is a standalone database, not connected to other data sources. This initiative would entail translating data from the collision database into a GIS, which would allow more efficient analysis of collision data to identify collision “hot spots” and City-wide trends.

Having a GIS-based collision information system would also allow for comparisons with other mapped data, which would enable analyses that City staff have not been able to do to date, such as identifying correlations between road safety outcome and neighbourhood characteristics (e.g. social determinants of health), which could inform future road safety policies or outreach programs.

Initiative 42: Develop Safety-Related Vehicle Design Criteria for Future City Vehicle Fleet Purchases

Lead Agency/Department	Fleet Transit Windsor Windsor Fire Rescue Service Purchasing
Strategic Priorities Addressed	1D: Failing to Yield at Intersections 2A: Vulnerable Road Users

As the operator of a significant fleet of vehicles, the City of Windsor has the opportunity to directly reduce the likelihood of its own vehicles being involved in a fatal or major injury collision by developing and implementing safety-related criteria for use when purchasing vehicles. In doing so, Windsor may be able to indirectly influence other fleet operators – e.g. other major Windsor employers or other municipalities – to adopt similar measures and provide an indirect safety benefit beyond its own vehicle fleet.

The Fleet Review Committee (a staff committee chaired by the Executive Director of Operations, with representatives from several City departments) reviews and approves standard vehicle features for various vehicle categories in the City fleet, from compact cars to large trucks.

The current list of vehicle standard features includes some safety-related items (e.g. ABS brakes), but does not include measures such as:

- Air bags
- Vehicle features that reduce the likelihood of severe injury in a pedestrian collision
- Collision warning or lane departure warning systems
- Back-up cameras (all vehicles) or 360 degree camera systems (large trucks)

This initiative would entail recommending that the Fleet Review Committee:

- Explore additional safety-related features that could be added to the current list of vehicle standard features, and
- Consider the development of lists of additional safety-related features that could be used, as appropriate, in requests for proposals. This would allow vendors to receive preferential consideration for bids that would provide greater than the minimum level of safety.

Special considerations with this initiative:

- By Council-approved charter, vehicle standard features must be approved by the Fleet Review Committee, which has the authority to approve or deny new standard features.
- Requiring additional safety features has the potential to increase the cost of vehicle purchases. This increase in cost may be in excess of the value of the desired safety feature itself, since vehicle options are often bundled in option packages.

4. Action Plan Goals

Goal Types

All initiatives included in the Vision Zero Action Plan have an associated activity, impact and outcome, as summarized in Figure 10.

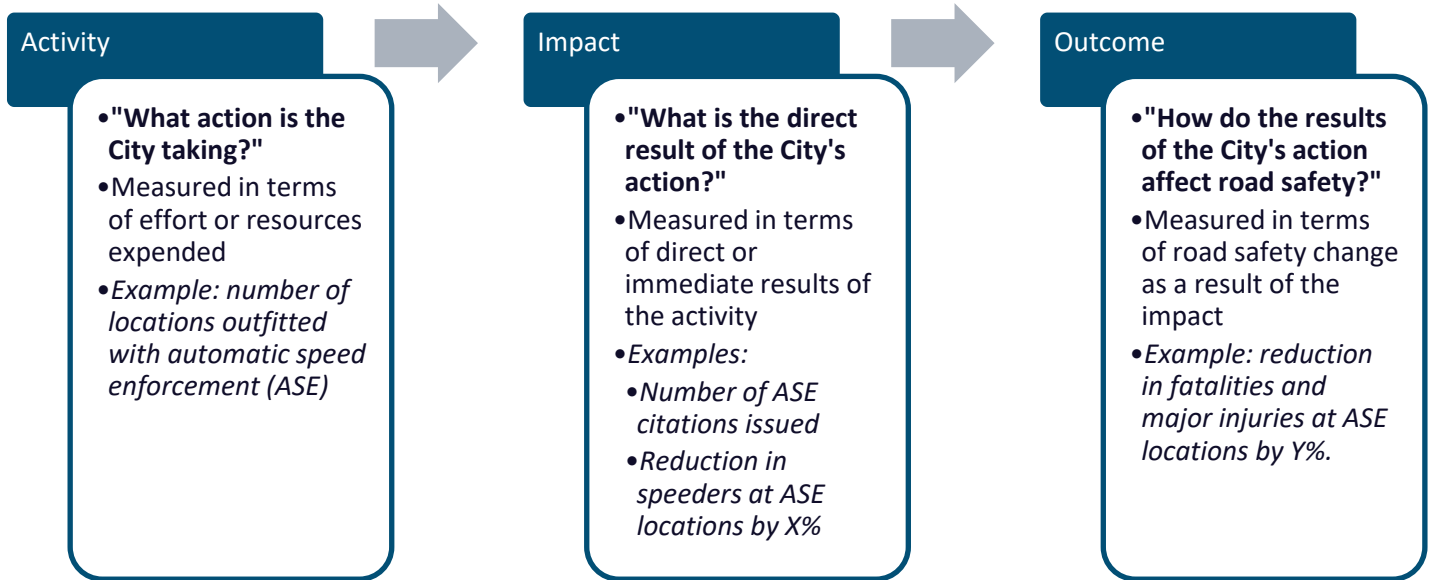


Figure 10: Activity, Impact and Outcome Goals

Identified goals in the Vision Zero Action Plan goals can relate to an activity, impact or outcome. Each has advantages and disadvantages, as noted in Table 22.

Table 22: Activity, Impact and Outcome Goals

Goal Type	Activity Goals	Impact Goals	Outcome Goals
Examples	<ul style="list-style-type: none"> • Number of countermeasures installed • Lane-kilometers of street with reduced speed limit 	<ul style="list-style-type: none"> • Change in operating speed for a treated roadway • Number of red light camera citations issued 	<ul style="list-style-type: none"> • City-wide reduction in severe collisions • Reduction in severe collisions at a treated location

Goal Type	Activity Goals	Impact Goals	Outcome Goals
Strengths	<ul style="list-style-type: none"> City can exert direct control to achieve goal Future performance can be predicted with high levels of certainty 	<ul style="list-style-type: none"> Provides timely feedback on the performance of road safety interventions 	<ul style="list-style-type: none"> Direct measurement of the focus of concern
Weaknesses	<ul style="list-style-type: none"> Proxy measure for safety; relationship between activity and impact/outcome is subject to uncertainty 	<ul style="list-style-type: none"> Proxy measure for safety; relationship between impact and outcome is subject to uncertainty 	<ul style="list-style-type: none"> Significant lag in results (on the order of years) from when action is taken until outcome can be measured
Approach Used for Vision Zero Action Plan	<ul style="list-style-type: none"> Activity goals are reflected in the Implementation Plan 	<ul style="list-style-type: none"> Impact goals are identified where indicators are available 	<ul style="list-style-type: none"> Outcome goals are identified for all strategic priorities

Activity goals are addressed in **Section 5 – Implementation Plan**. Impact and outcome goals are addressed in **Interim Goals – Road Safety Outcomes** and Error! Reference source not found. below.

Overall Goal

For all Vision Zero programs, the overall goal is zero fatalities and major injuries due to road crashes, ideally within an identified timeline.

The recommended overall goal of the Vision Zero Action Plan is zero fatal and major injury collisions **within 15 years** of adopting the Vision Zero Action Plan.

Interim Goals – Road Safety Outcomes

For all indicators that are given in terms of fatalities and major injuries, interim goals are as follows:

- 5 years after Vision Zero Action Plan adoption: 33% reduction from 2015-2019 baseline levels

- 10 years after Vision Zero Action Plan adoption: 67% reduction from 2015-2019 baseline levels
- 15 years after Vision Zero Action Plan adoption: 100% reduction from 2015-2019 baseline levels

Interim collision goals for each strategic priority are provided in Table 23. Impact goals are provided in Table 24.

Table 23: Interim Goals by Strategic Priority

Strategic Priority	Indicator	2015-2019 Baseline	Goals		
			5 years	10 years	15 years
Overall	Fatalities and major injuries (all causes and victim categories)	37.2 per year	24.8 per year	12.4 per year	0 per year
1A: Vehicle Speeds	Fatalities and major injuries involving the following driver actions: <ul style="list-style-type: none"> • Exceeding speed limit • Speed too fast for conditions • Lost control 	11.0 per year	7.3 per year	3.7 per year	0 per year
	Fatalities and major injuries involving either: <ul style="list-style-type: none"> • Traffic control type identified as “traffic controller” or • Road condition identified as “under construction” 	0.8 per year	0.5 per year	0.3 per year	0 per year
1B: Drug and Alcohol Impairment	Fatalities and major injuries involving the following driver conditions: <ul style="list-style-type: none"> • Had been drinking • Ability impaired, alcohol • Ability impaired, alcohol (over 0.08) • Ability impaired, drugs 	4.8 per year	3.2 per year	1.6 per year	0 per year
1C: Inattentive Driving	Fatalities and major injuries involving the driver condition “inattentive”	3.8 per year	2.5 per year	1.3 per year	0 per year
1D: Failing to Yield at Intersections	Fatalities and major injuries at intersections involving the following driver actions: <ul style="list-style-type: none"> • Failed to yield right-of-way • Disobeyed traffic control • Improper turn 	12.2 per year	8.1 per year	4.1 per year	0 per year
2A: Vulnerable Road Users	Pedestrian fatalities and major injuries	8.4 per year	5.6 per year	2.8 per year	0 per year

Strategic Priority	Indicator	2015-2019 Baseline	Goals		
			5 years	10 years	15 years
(Pedestrians, Cyclists, and Motorcyclists)	Cyclist fatalities and major injuries	3.2 per year	2.1 per year	1.1 per year	0 per year
	Motorcyclist fatalities and major injuries	6.0 per year	4.0 per year	2.0 per year	0 per year
3A: High Injury Corridors	Pedestrian fatalities and major injuries – Tecumseh Road East (Jefferson to Forest Glade Drive)	0.8 per year	0.5 per year	0.3 per year	0 per year
	Pedestrian fatalities and major injuries – Wyandotte Street (Ouellette to Chilver)	0.8 per year	0.5 per year	0.3 per year	0 per year
	Cyclist fatalities and major injuries – Wyandotte Street (Pelissier to Parent)	0.6 per year	0.4 per year	0.2 per year	0 per year
	Motor vehicle driver and passenger fatalities and major injuries – EC Row Expressway (Howard to Banwell)	1.8 per year	1.2 per year	0.6 per year	0 per year
	Motor vehicle driver and passenger fatalities and major injuries – Wyandotte Street (Pelissier to Gladstone)	1.0 per year	0.7 per year	0.3 per year	0 per year
3B: Signalized Intersections	Fatalities and major injuries at signalized intersections	11.6 per year	7.7 per year	3.9 per year	0 per year
4A: Improved Data Sources and Information Sharing	N/A				
4B: Design Standards and Best Practices	N/A				

Table 24: Impact Goals by Strategic Priority

Strategic Priority	Indicator	2015-2019 Baseline	Goals		Notes
			Target	Timeframe	
1A: Vehicle Speeds	% of treated locations with operating speed within 5 km/h of target speed	N/A	80%	Immediate after treatment	This indicator should be summarized by category (e.g. speed limit reduction, radar speed feedback sign, permanent traffic calming, Complete Street installation)
	# of automated speed enforcement citations issued	0	Downward trend in citations issued at each treated intersection	1 year after treatment	
1B: Drug and Alcohol Impairment	# of riders per year using “Safe Ride Home” service	0	To be determined	To be determined	Goals to be identified as part of service development

Strategic Priority	Indicator	2015-2019 Baseline	Goals		Notes
			Target	Timeframe	
1C: Inattentive Driving	N/A				
1D: Failing to Yield at Intersections / 3B: Signalized Intersections	# of red light camera citations issued	0	Downward trend in citations issued at each treated intersection	1 year after treatment	
2A: Vulnerable Road Users (Pedestrians, Cyclists, and Motorcyclists)	N/A				
3A: High Injury Corridors	See note	N/A	To be determined	To be determined	As part of each road safety audit, impact goals will be developed based on the audit's conclusions and recommendations
4A: Improved Data Sources and Information Sharing	Mean days from crash date to date crash report is entered into City database	477 days	60 days	Immediate after implementation of ARIS-based collision data system	
	Percentage of crash reports entered into the database within 90 days after the crash	0%	90%	Immediate after implementation of ARIS-based collision data system	
	% of fatal collisions where Fatal Collision Response Team was activated	N/A	100%	Immediate after establishment of the Fatal Collision Response Team	
4B: Design Standards and Best Practices	N/A				
Multiple	Education campaign reach	N/A	To be determined	To be determined	Campaign goals will be developed individually for each educational campaign

5. Implementation Plan

The implementation plan is provided in Table 25.

Table 25: Implementation Plan

Number	Recommended Initiative	Responsibility	Timeframe			Phasing Considerations
			Short 0-5 years	Medium 5-10 years	Long 10-15 years	
1	Develop and Implement a Complete Streets Policy	<i>Development:</i> Transportation Planning	X			
		<i>Implementation:</i> Engineering Operations Planning	X	X	X	
2	Construct Roadway Capital Projects (for certain corridors)	Engineering		X	X	Tecumseh Rd E: section of concern is "2032+" in current capital budget. EC Row Ave EA: should proceed after City-wide Transportation Master Plan (scheduled to start Fall/Winter 2022)
3	Obtain Collision Data through Provincial ARIS System	Transportation Planning	X			
4	Continue to Implement the Transit Master Plan	Transit	X	X	X	Has its own implementation plan
5	Review Yellow and All-Red Intervals for Traffic Signals	Traffic Operations	X			
6	Install Retroreflective Backboards for Traffic Signals	Traffic Operations	X	X		
7	Increase Winter Roadway Maintenance	Operations	X			
8	Driver Simulation Training for Commercial Motor Vehicle Operators	Human Resources	X			
9	Commercial Motor Vehicle Driver Evaluation by Independent Party	Human Resources	X			
10	Conduct Road Safety Audits of Identified High Injury Corridors	Transportation Planning	X			
11	Carry out a Value Engineering & Road Safety Review of Existing Approved Preliminary Designs for Roadway Projects	Engineering	X	X		Will proceed project-by-project prior to detailed design.
12	Establish a Fatal Collision Response Team	Traffic Operations WPS Engineering Risk Management Coroner's Office	X			
13	Explore Data-Sharing Arrangements Between Agencies	Transportation Planning	X			
14	Carry out a Resident Survey	Transportation Planning	X			
15	Implement Target Speed Requirements for New Construction and Major Roadway Projects	Engineering Operations	X			Can proceed as a standalone item or as part of Initiative #1.

Number	Recommended Initiative	Responsibility	Timeframe			Phasing Considerations
			Short 0-5 years	Medium 5-10 years	Long 10-15 years	
16	Implement Speed Limit Reductions – Neighbourhoods	Traffic Operations	X			
17	Implement Speed Limit Reductions – Major Streets	Traffic Operations	X			
18	Implement Speed Limit Reductions and Increased Fines – Construction Zones	Traffic Operations Operations	X			
19	Reduce Progression Speed for Traffic Signal Coordination	Traffic Operations	X			
20	Carry out Education Campaigns	Transportation Planning	X	X	X	
21	Adjust Project Prioritization Criteria in the Active Transportation Master Plan to Place a Greater Emphasis on Safety and Collisions	Asset Planning Engineering Operations	X			
22	Include Collision History as a Factor in Prioritizing Capital Projects	Asset Planning Engineering	X			
23	Review Official Plan and Zoning By-laws for Vision Zero Opportunities	Planning	X	X		Official Plan update can proceed in 2023, Zoning would follow.
24	Review Design Standards and Development Manual for Vision Zero Opportunities	Engineering	X	X		Some items will require the Complete Streets Policy (Initiative #1) to be approved first.
25	Require Transportation Impact Studies for New Developments to Include a Full Multimodal Review	Transportation Planning Planning	X			Cannot proceed until multimodal level of service guidelines are developed (part of initiative #1).
26	Develop Safety Performance Functions	Transportation Planning	X			
27	Implement Automated Speed Enforcement	Traffic Operations	X			
28	Install Transverse Rumble Strips at Select Locations	Transportation Planning	X			
29	Implement a Parking Ticket Forgiveness Program to Target Impaired Driving	Parking Enforcement	Pilot			Start with short-duration pilot project (e.g. over holidays for one year) Follow-up report from pilot program with recommendations going forward.
30	Provide Free (or Cost-Included) Transit Service for Alcohol-Oriented Special Events	Transit Windsor Special Event Resource Team	X			
31	Support the Development of a “Safe Ride Home” Service	Transportation Planning	X			
32	Provide Stop Bars and Crosswalk Markings at Unsignalized Intersections	Traffic Operations	Pilot			Start with a limited pilot program. Develop recommendations for future implementation based on the results of the pilot.

Number	Recommended Initiative	Responsibility	Timeframe			Phasing Considerations
			Short 0-5 years	Medium 5-10 years	Long 10-15 years	
33	Provide Ladder Crosswalk Markings at Signalized Intersections	Traffic Operations	Pilot			Start with a limited pilot program. Develop recommendations for future implementation based on the results of the pilot.
34	Implement Fully Protected Intersections	Traffic Operations Operations Engineering		X		For projects where the environmental assessment or preliminary design has already taken place, consideration of fully protected intersections can be considered as part of initiative #11.
35	Implement Leading Pedestrian Intervals	Traffic Operations	Pilot			Start with a limited pilot program. Develop recommendations for future implementation based on the results of the pilot.
36	Install Pedestrian Countdown Signals	Traffic Operations	Pilot			Start with a limited pilot program. Develop recommendations for future implementation based on the results of the pilot.
37	Implement Hardened Centrelines at Intersections with High Speed Left Turns	Traffic Operations Operations Engineering	X	X		Start with a limited pilot program. Identify locations as part of audit of high injury corridors. Develop recommendations for future implementation based on the results of the pilot.
38	Adopt a “Roundabouts First” Policy or Best Practice for New Intersections and Major Roadway Projects	Engineering Transportation Planning	X			
39	Adopt a “No Right Turn Channels” Policy or Best Practice for New Intersections and Major Roadway Projects	Engineering Transportation Planning	X			
40	Implement a Road Diet Program	Engineering Transportation Planning	X	X		
41	Develop a Comprehensive GIS-based Collision Information System	Geomatics Asset Planning	X			
42	Develop Safety-Related Vehicle Design Criteria for Future City Vehicle Fleet Purchases	Fleet Review Committee	X			

Cost Implications

Initiatives that can be implemented without a cost increase or that will result in a net cost savings are summarized in Table 26.

Table 26: Initiatives with No Cost Increase or Net Cost Savings

Number	Recommended Initiative	Notes
1	Develop and Implement a Complete Streets Policy (Development portion)	Policy development can be accommodated in existing budgets.
3	Obtain Collision Data through Provincial ARIS System	Application fees have already been paid. No ongoing fees for continued use of system.
5	Review Yellow and All-Red Intervals for Traffic Signals	No cost increase – this initiative involves adjusting the criteria for work that already occurs.
11	Carry out a Value Engineering & Road Safety Review of Existing Approved Preliminary Designs for Roadway Projects	The cost of the value engineering and road safety review is expected to be offset by savings in construction costs, particularly due to narrower proposed lane widths leading to reduced material quantities.
12	Establish a Fatal Collision Response Team	Can be accommodated in existing budgets.
13	Explore Data-Sharing Arrangements Between Agencies	Can be accommodated in existing budgets.
15	Implement Target Speed Requirements for New Construction and Major Roadway Projects	Zero cost to the City for this initiative. Ongoing, this initiative is expected to reduce construction costs for roadway projects, particularly due to narrower proposed lane widths leading to reduced material quantities.
18	Implement Speed Limit Reductions and Increased Fines – Construction Zones	Zero cost to the City for this initiative.
19	Reduce Progression Speed for Traffic Signal Coordination	No cost increase – this initiative involves adjusting the criteria for work that already occurs.
21	Adjust Project Prioritization Criteria in the Active Transportation Master Plan to Place a Greater Emphasis on Safety and Collisions	No cost increase – this initiative involves adjusting the criteria for work that already occurs.
22	Include Collision History as a Factor in Prioritizing Capital Projects	No cost increase – this initiative involves adjusting the criteria for work that already occurs.
23	Review Official Plan and Zoning By-laws for Vision Zero Opportunities	Can be accommodated in existing budgets.
24	Review Design Standards and Development Manual for Vision Zero Opportunities	No cost increase – this initiative involves adjusting the criteria for work that already occurs.
25	Require Transportation Impact Studies for New Developments to Include a Full Multimodal Review	Zero cost to the City for this initiative.
26	Develop Safety Performance Functions	Can be accommodated in existing budgets.
27	Implement Automated Speed Enforcement	Ongoing revenue is expected to offset the costs to set up and operate the program.
38	Adopt a “Roundabouts First” Policy or Best Practice for New Intersections and Major Roadway Projects	Zero cost to the City to implement the policy/best practice.

		Capital and operating cost of a roundabout is comparable to that of a signalized intersection designed for the same traffic volumes.
39	Adopt a “No Right Turn Channels” Policy or Best Practice for New Intersections and Major Roadway Projects	<p>Zero cost to the City to implement the policy/best practice.</p> <p>Eliminating right turn channels – or using urban smart channels for retrofits – can create a cost increase or savings, depending on the project specifics. Overall, a net cost savings is expected.</p>

Initiatives other than those listed in Table 26 will require funding allocation. In most cases, funding requests will be presented to Council for approval through the annual capital and operating budget process.

6. Monitoring and Reporting

Reports for the Vision Zero Action Plan will be prepared by Transportation Planning Services and presented to the Environment, Transportation & Public Safety Standing Committee.

Annual Reporting

The format of the annual Road Safety Report will be revised to include details on each of the identified Vision Zero Action Plan goals and indicators, including the difference between interim targets and actuals.

Accompanying the Road Safety Report will be a report summarizing Vision Zero Action Plan activities undertaken over the previous year.

Ongoing Review

At regular intervals for the life of the Vision Zero Action Plan, a review of the Vision Zero Action Plan will be carried out by City staff. Recommended revisions, if any, will normally be presented to the Environment, Transportation & Public Safety Standing Committee and subsequently to Council for approval.

Recommended intervals for these ongoing reviews, measured in terms of time from adoption of the Vision Zero Action Plan:

- 2.5 to 3 years
- 5 years
- 10 years
- 15 years

Additional updates to the Vision Zero Action Plan may be proposed to Standing Committee and/or Council by way of Administration report at any time if the need arises.

Supplemental Vision Zero Implementation Plan

The supplemental Vision Zero Implementation Plan is to illustrate the current plan for the implementation of each of the 42 recommended Initiatives. Some initiatives cannot be started until the completion of previous initiatives. Other initiatives perhaps could be started with the previous steps mentioned, the outcome would be less effective. The supplemental plan is intended to illustrate the most efficient way to implement the 42 initiatives.

Some of the initiatives could very well fall into multiple process trains, some of the initiatives will fall under policy driven and single step processes at later time. The goal is to illustrate the starting point of the initiatives.

Table 1: Supplemental Vision Zero Implementation Plan

Category	Initiatives
Data Collection and Analysis Driven	<ul style="list-style-type: none"> (1) #3 Obtain Collision Data through Provincial ARIS System (1) #41 Develop a Comprehensive GIS-based Collision Information System (2) #21 Adjust Project Prioritization Criteria in the Active Transportation Master Plan to Place a Greater Emphasis on Safety and Collisions (2) #26 Develop Safety Performance Functions (2) #10 Conduct Road Safety Audits of Identified High Injury Corridors (3) #16 Implement Speed Limit Reductions – Neighbourhoods (3) #17 Implement Speed Limit Reductions – Major Streets (3) #22 Include Collision History as a Factor in Prioritizing Capital Projects (3) #27 Implement Automated Speed Enforcement (3) #32 Provide Stop Bars and Crosswalk Markings at Unsignalized Intersections (3) #33 Provide Ladder Crosswalk Markings at Signalized Intersections (3) #34 Implement Fully Protected Intersections (3) #35 Implement Leading Pedestrian Intervals (3) #36 Install Pedestrian Countdown Signals (3) #37 Implement Hardened Centrelines at Intersections with High Speed Left Turns (3) #40 Implement a Road Diet Program

Category	Initiatives
Complete Streets Policy Driven	<ul style="list-style-type: none"> (1) #1a Develop and Implement a Complete Streets Policy (Develop) (2) #1b Develop and Implement a Complete Streets Policy (Implement) (3) #15 Implement Target Speed Requirements for New Construction and Major Roadway Projects (3) #23 Review Official Plan and Zoning By-laws for Vision Zero Opportunities (3) #25 Require Transportation Impact Studies for New Developments to Include a Full Multimodal Review (2) #24 Review Design Standards and Development Manual for Vision Zero Opportunities (3) #11 Carry out a Value Engineering & Road Safety Review of Existing Approved Preliminary Designs for Roadway Projects
Single Step	<ul style="list-style-type: none"> (1) #2 Construct Roadway Capital Projects (for certain corridors) (1) #4 Continue to Implement the Transit Master Plan (1) #5 Review Yellow and All-Red Intervals for Traffic Signals (1) #6 Install Retroreflective Backboards for Traffic Signals (1) #7 Increase Winter Roadway Maintenance (1) #8 Driver Simulation Training for Commercial Motor Vehicle Operators (1) #9 Commercial Motor Vehicle Driver Evaluation by Independent Party (1) #12 Establish a Fatal Collision Response Team (1) #13 Explore Data-Sharing Arrangements Between Agencies (1) #14 Carry out a Resident Survey (1) #18 Implement Speed Limit Reductions and Increased Fines – Construction Zones (1) #19 Reduce Progression Speed for Traffic Signal Coordination (1) #20 Carry out Education Campaigns (1) #28 Install Transverse Rumble Strips at Select Locations (1) #29 Implement a Parking Ticket Forgiveness Program to Target Impaired Driving (1) #30 Provide Free (or Cost-Included) Transit Service for Alcohol-Oriented Special Events (1) #31 Support the Development of a “Safe Ride Home” Service (1) #38 Adopt a “Roundabouts First” Policy or Best Practice for New Intersections and Major Roadway Projects (1) #39 Adopt a “No Right Turn Channels” Policy or Best Practice for New Intersections and Major Roadway Projects (1) #42 Develop Safety-Related Vehicle Design Criteria for Future City Vehicle Fleet Purchases & Leases



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Windsor, ON N9A 7K6
Phone: (519)-255-6100 ext. 6003
Email: hagan@citywindsor.ca

March 21, 2023

Dear Jeff:

**RE: Request for Quotation for Purchase and Configuration of TES Software
Software as a Service (SaaS)**

In response to your request, the TNS Group is pleased to present this quotation. TNS Group is the owner and vendor of Traffic Engineering Software (TES). This letter provides the configuration and set up of the TES Software as a Service (SaaS). In this delivery model, the City of Windsor does not pay any upfront license fee except for data migration, configuration, and training. The City is charged on a monthly or annual basis in advance for the use of the software. In this model, the City owns the data and the database in which the data is stored but not the software.

1 INTRODUCTION

TNS Group (formerly TES Information Technology) has provided software development and consulting engineering services to the public and private sectors since the year 2000. The company focuses entirely on the field of traffic engineering and road safety and consists of multiple branches within this field including software development (custom and off-the-shelf), consulting, as well as collision data entry and management.

TES Software is the TNS Group flagship product which is used by more than 70 agencies across North America. TES Software consists of several modules:

- Infrastructure and GIS (Required),

- Collision,
- Traffic Count and Study,
- Safety,
- Collision Mapping and Geocoding,
- Sign,
- Signal, and
- Road Maintenance.

Appendix A provides a description of the above noted modules.

We have developed the TES software flexible and modular. Based on our conversations, the City is interested in the following modules:

- Infrastructure/GIS Module,
- Traffic Count & Study Module,
- Collision Module,
- Collision Mapping and Geocoding Module, and
- Safety Module.

It is imperative that the City can add or remove any module.

2 SUBSCRIPTION, SETUP, AND DATA IMPORT COSTS

2.1 Subscription, Setup, and Training Costs

- **Subscription Fee:** The monthly subscription fee for the use of the TES Software will be \$1,125 per month for 1-3 users. The modules included in this price are shown in Table 1. All services included in the Basic Maintenance Level shown in Appendix B are included in this monthly fee.
- **Setup and Training Fee:** The cost to set up the software for the City of Windsor and provide a full day in-person training is a one time fee of \$9,000 assuming 1 to 10 users.

Table 1: Modules for the City of Windsor in the Subscription Plan

Modules
Infrastructure/GIS Module (Required)
Traffic Count & Study Module
Collision Module
Collision Mapping and Geocoding Module
Safety Module

Appendix A provides details of all modules. But, the main purpose of each module is provided below:

- Infrastructure and GIS (Required)
 - Maintain all attributes of all intersections and midblocks
 - Query locations and getting all historical data associated with each location
 - Ability to show all the data elements on the map
- Traffic Counts and Study Module
 - Import turning movement and ATR counts directly from the devices
 - Calculate volume, speed, and class statistics
 - Traffic signal warrant
 - All-way stop control warrant
 - Estimate AADT for counted location
 - Predict AADT for non-counted location
 - Produce turning movement diagrams for various time periods (AM, PM, Mid-day peak periods)
- Collision Module
 - Maintain all collision data
 - Ability to query the collision data
 - Plot collision diagrams
 - Produce annual safety reports including more than 40 pages of graphs and charts
- Collision Mapping and Geocoding
 - Import collisions in the xml format from MTO ARIS system
 - Verify longitude and latitude of each collision provided in the police report
 - Validate and conduct the logical check of the collision data fields
 - Assign the collision to an intersection or midblock in the network
- Safety Module
 - Maintain Safety Performance Functions (SPFs)
 - Run network screening using different methods including the Empirical Bayes (EB) method
 - Run over-representation analysis
 - Run diagnosis, countermeasure selection, and economic appraisal
 - Select signalized intersections for Red Light Cameras (RLC)
 - Report collision statistics to MTO for RLCs
- Sign Module
 - Inventory of all signs and sign posts
 - Retroreflectivity of signs
 - Condition assessment of signs
- Signal Module
 - Inventory of all traffic signal equipment
 - Record of all maintenance activities on traffic signals
 - Keep track of all traffic signal related maintenance costs

2.2 Data Import Costs

We offer the service of importing historical collision, turning movement counts (TMC), ATR volumes, and speed data. The cost for the historical data import will be \$5,000-\$10,000, depending on the data formats and the amount of data.

2.3 Data Backup and Server Uptime

TNS will back up the City's databases on a daily basis. The backups are kept on a separate secure storage sever. TNS will transfer a copy of the database on the first day of each month to the City via our secure file transfer system.

2.4 Summary of Fees

A summary of the fees presented in Section 2.1 and Section 2.2 are shown below. All costs are exclusive of the applicable sales taxes.

- Monthly Subscription Fee: \$1,125 per month for 1-3 users
- One Time Set up and Training: \$9,000
- One Time importing of the historical collision, ATR, and TMC data: \$5,000-\$10,000
- The monthly subscription will stay unchanged for three years. After the three years, TNS will increase the rate based on the annual inflation rate reported by the Bank of Canada.

Thank you for the opportunity to respond to this request and we look forward to working with you on this exciting project. Should you have any questions, please do not hesitate to contact the undersigned, Mr. Pedram Izadpanah at 519-208-4161 ext 702, or via email at pizadpanah@tnsgroup.ca.

Sincerely,

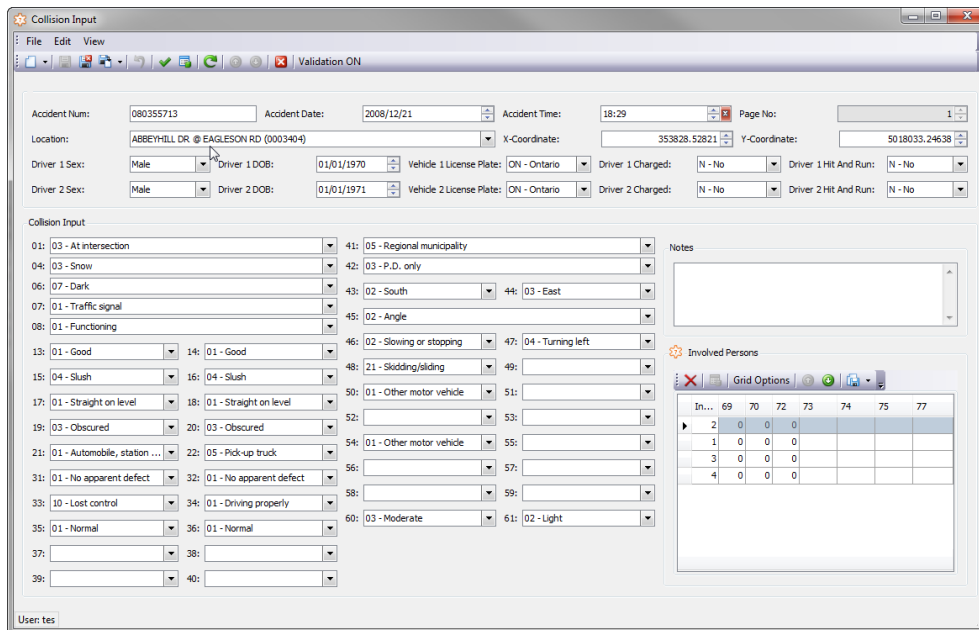


Pedram Izadpanah, Ph.D., P.Eng.
Director of Transportation Engineering
Office : 519-208-4161x702
Mobile : 416-918-5008
Email : pizadpanah@tnsgroup.ca

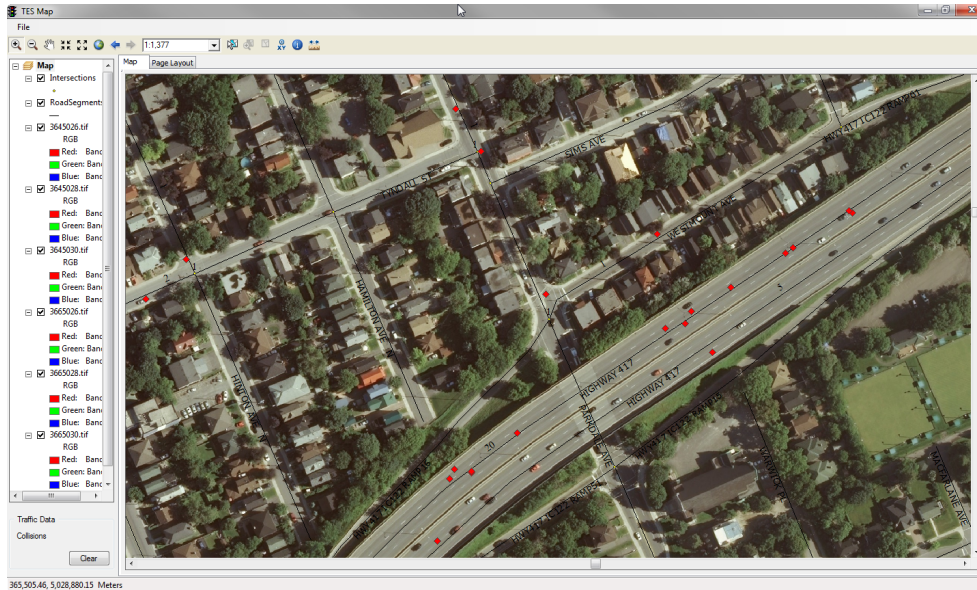
Appendix A: An Overview of TES Software Modules

1 COLLISION MODULE

This module allows for the easy input, review, and modification of individual collision information. Collision codes are validated when inputted into the system and the exact collision locations can be captured with map co-ordinates. Any additional information such as a scanned collision report, pictures, diagrams etc. can be stored together with each collision record and viewed with the click of a button.



Once collision records are inputted or imported, users can specify any collision criteria that they wish to see and display those collisions along with their exact location right on a GIS map.

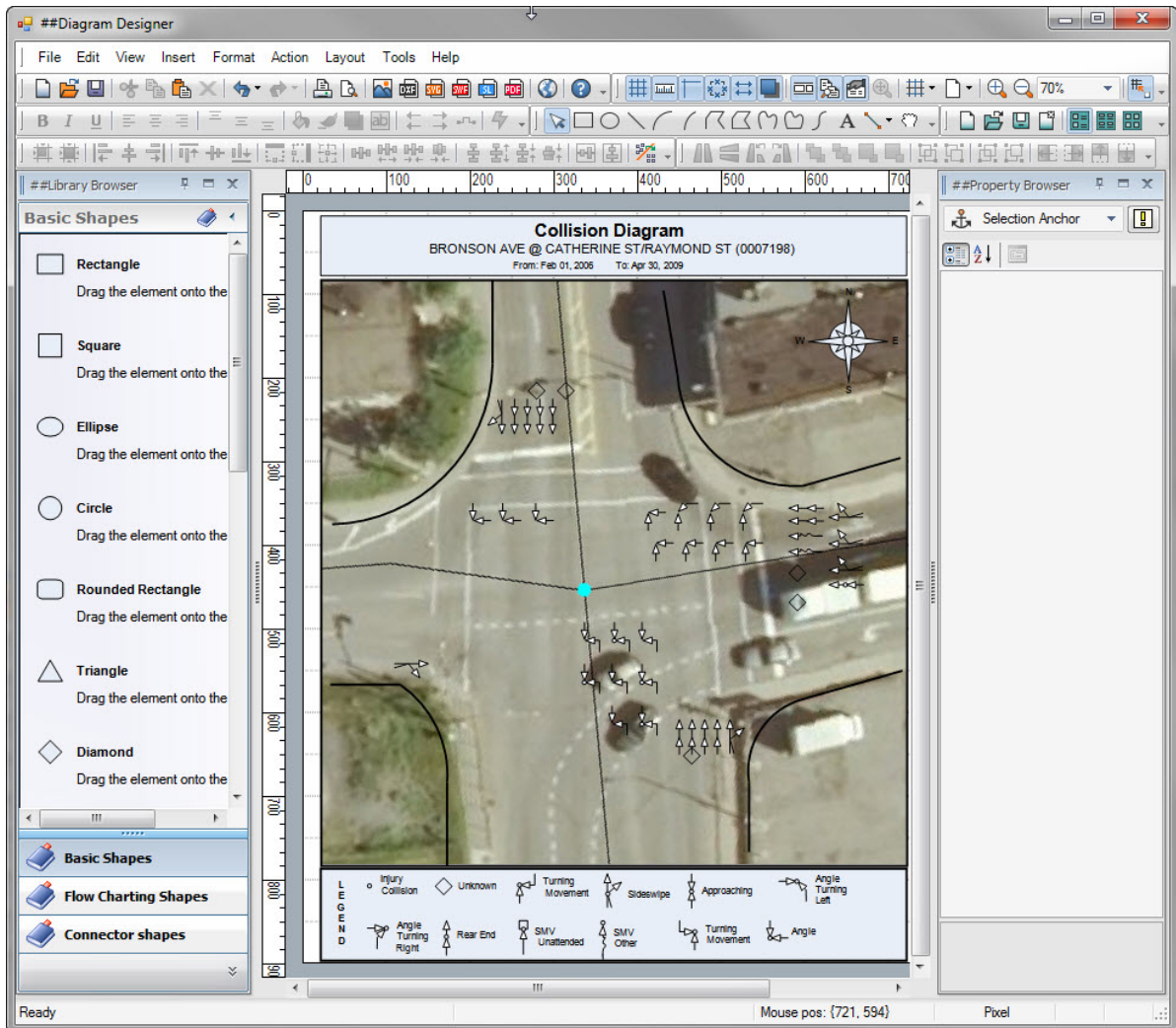


The advanced search functionality within TES lets users find any collision, or collision statistics they need in seconds. Any collision information for a particular location can be displayed by simply selecting that location on the GIS map.

Collision diagrams can be automatically generated for a location in seconds, and you have the ability to specify the collision conditions that must be met before a collision is drawn on the diagram.

Collision diagrams can also be heavily modified by the user, allowing the user to easily adjust the appearance of the diagram by for example:

- Adding satellite imagery of the location right within the collision diagram
- Adding highlights and notes to the diagram allowing the user to easily point-out areas of interest and explain the analysis
- Export to common formats like PDF or Excel and easily distribute the diagram to the stakeholder
- Customize collision impact types



Significant time savings can also be achieved by letting TES automatically calculate the collision rates for the entire roadwork. Once complete, users can instantly see the top locations with the highest collision rates and investigate them immediately.

Intersection Collision Rate - TES - Traffic Engineering Software

File Edit View Tools Window Help

View Filters Grid Options Show on Map Value Collision Frequency All

Navigation

- Collisions
 - Vehicles
 - Drivers
 - Roads
 - Pedestrians
 - People Involved
 - Collision Rates
 - Midblocks
 - Intersections
- Infrastructure
- Traffic Studies
- Safety Module
- Maintenance
- Signals
- Sign
- Collision
- Annual Statistics
- Security
- Reports

Location	Year	Frequency	Rate	Equivalent Property Damage Only	Volume
PRINCE OF WALES DR @ MEADOWLANDS DR/HOG'S BACK (0001629)	2009	1	17.231	3.3074	159
PARKDALE AVE @ TYNDALL ST (0006515)	2009	1	0.9447	1.	2,900
NEPEAN ST @ O'CONNOR ST (0006942)	2009	2	0.749	2.	7,316
SMYTH RD @ GENERAL HOSPITAL E (0008855)	2009	1	0.2043	1.	13,413
LEES AVE @ MAIN ST/GRAHAM AVE (0002252)	2009	1	0.2003	1.	13,676
CONROY RD @ JOHNSTON RD (0011908)	2009	1	0.1699	3.3074	16,124
EAGLESON RD @ MICHAEL COWPLAND DR/STONEHAVEN D (0003544)	2009	1	0.1537	1.	17,825
BOYCE AVE @ CARLING AVE (0002774)	2008	1	0.	1.	0
ERINDALE DR @ BASELINE RD (0003209)	2009	1	0.	1.	0
HUNT CLUB RD @ PAUL ANKA DR (0008224)	2009	2	0.	2.	0
SOMERSET ST @ EMPRESS AVE (0006352)	2008	1	0.	3.3074	0
EAGLESON RD @ PALOMINO DR S/ROTHESAY DR (0003134)	2008	3	0.	5.3074	0
ALBION RD @ BANK ST (0012409)	2008	1	0.	1.	0
CARLING AVE @ PARKDALE AVE (0008792)	2009	1	0.	1.	0
BLACKBURN BYPASS @ NAVAN RD (0004201)	2008	1	0.	3.3074	0
DONALD ST @ VANER PKWY (0007644)	2009	1	0.	3.3074	0
PRINCE OF WALES DR @ MERVILLE RD (0000564)	2008	1	0.	1.	0
BANK ST @ NOTTING HILL AVE (0011312)	2008	1	0.	1.	0
HAWTHORNE RD @ RUSSELL RD (0006430)	2008	4	0.	6.3074	0
HARDING RD @ WALKLEY RD (0007652)	2008	2	0.	2.	0
KLONDIKE RD E @ MALAKOFF RD E (0003570)	2009	1	0.	1.	0
HAWTHORNE RD/RUSSELL RD @ WALKLEY RD (0002618)	2009	4	0.	4.	0
MATLAND AVE @ 30 S OF AGINCOURT RD/TRINITY LN (0008628)	2008	1	0.	1.	0

User: tes

The reporting functionality is also nearly endless. TES' report builder tool lets users run a handful of canned reports and create any custom reports they want. Users can create a report, and share that template with the rest of the team. The team can then run the report as-is, or modify it further to tailor it to their needs. Everything from the formatting to the type and structure of the data displayed can be modified by the user.


Report Designer

File Edit View Format Window

Times New Roman 9.75 B I U

Collision Details Report

reportHeaderBand1 [one band per report]

 **CITY OPERATIONS - PUBLIC WORKS**
Collision Details Report From: [Rpt Start Date] To: [Rpt End Date]

GroupHeader1

Location [Location Description] Municipality..... [Location Municipality Des
 Traffic Control.... [Traffic Control.Display] Total Collisions.... Count [Accident Num]

Collision ID	Date/Day/Time	Environment	Impact Type	Classification	Direction	Surface Cond	Vehicle Manoeuv	Vehicle type	First Event	Driver Action	No. Ped
[Accident No]	[Accident Date]	[Environment]	[Initial Impact]	[Classifactor]	[Vehicle]	[Road 1 Surface]	[Vehicle 1 Manoeuv]	[Vehicle 1 Type]	[Vehicle 1 First]	[Apparent Driver 1 Act]	[Pedes
Comments [Notes]											

pageFooterBand1 [one band per page]

March 22 12 Page 1 of 1

Designer Preview HTML View Scripts xafReport1 [PaperKind: Letter] 100%

Group and Sort

Add a Group Add a Sort Delete Move Up Move Down

Field Name	Sort Order	Show Header	Show Footer
Location.Description	Ascending	<input checked="" type="checkbox"/>	<input type="checkbox"/>

Field List

- Collision
- Accident Location
- Apparent Driver 1 Action
- Apparent Driver 2 Action
- Classification Of Accident
- Collision Files
- Company
- Driver 1 Age Group
- Driver 1 Charged
- Driver 1 Condition
- Driver 1 Ht And Run
- Driver 2 Age Group
- Driver 2 Charged

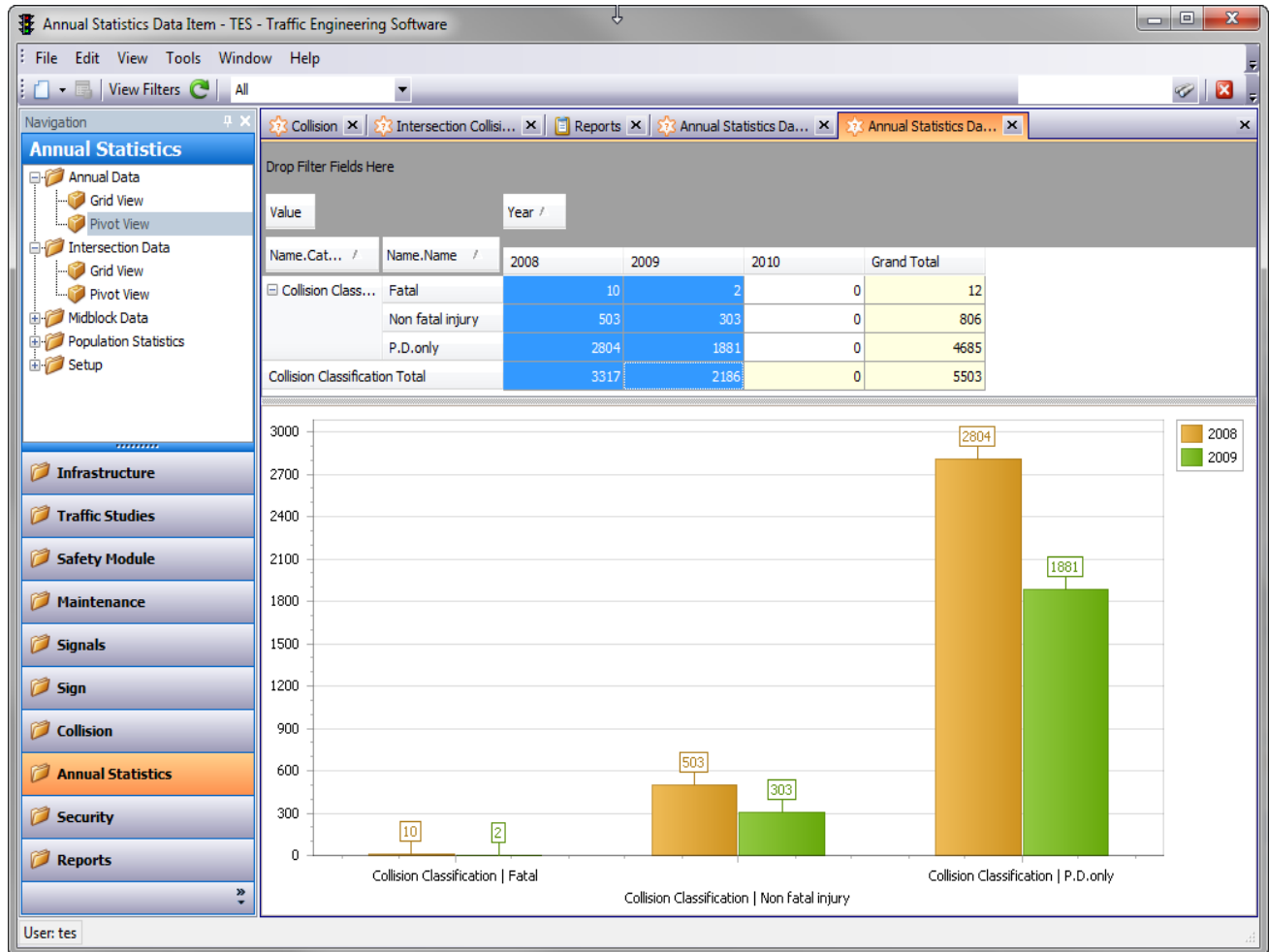
Property Grid

xafReport1 Report

Appearance

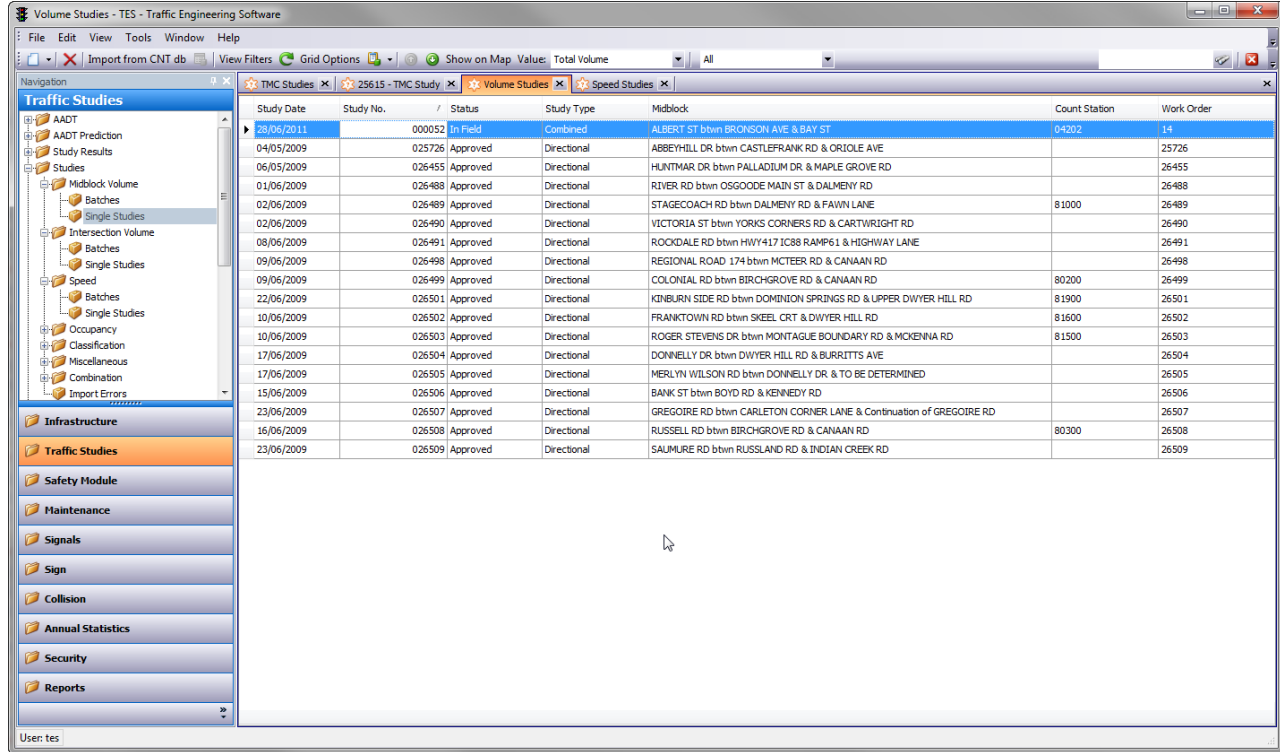
- Background C: Transparent
- Border Color: Black
- Border Dash: Solid
- Border Width: 1
- Borders: None
- Font: Times New Rom...
- Foreground C: Black
- Formatting R: (Collection)
- Formatting R: (Collection)
- Padding: 0, 0, 0, 0
- Page Color: White
- Style Sheet: (Collection)

The annual statistics can be created on the fly. The user just selects the years to view and selects the collision attributes and a summary table with a graphical representation is created dynamically.



2 TRAFFIC STUDIES MODULE

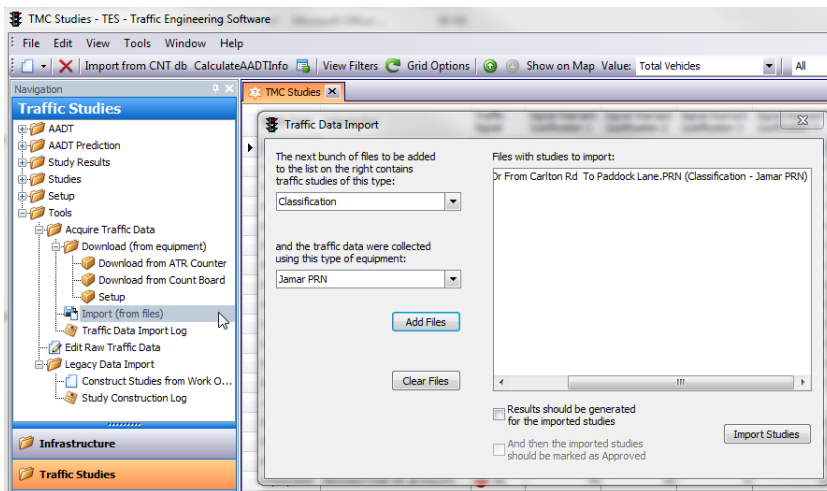
This essential module transfers traffic counts, speed, and vehicle classification data from any automatic (ATR) and manual intersection traffic counters (TMC) and stores it in a corporate database whether it is an Oracle or SQL Server. From the data that is stored a number of valuable map, reports and graphs can be generated. Each report or graph can be exported to other applications or sent directly through e-mail in PDF or Excel format. As soon as traffic count data is stored in the TES database there is no need to keep the data files. From now on all traffic count data is in digital format and it can be analyzed, exported or linked/integrated with other transportation solutions.



Study Date	Study No.	Status	Study Type	Midblock	Count Station	Work Order
28/06/2011	000052	In Field	Combined	ALBERT ST btwn BRONSON AVE & BAY ST	04202	14
04/05/2009	025726	Approved	Directional	ABBEYHILL DR btwn CASTLEFRANK RD & ORIOLE AVE		25726
06/05/2009	026455	Approved	Directional	HUNTMAR DR btwn PALLADIUM DR & MAPLE GROVE RD		26455
01/06/2009	026488	Approved	Directional	RIVER RD btwn OSGOOD MAIN ST & DALMENY RD		26488
02/06/2009	026489	Approved	Directional	STAGECOACH RD btwn DALMENY RD & FAWN LANE	81000	26489
02/06/2009	026490	Approved	Directional	VICTORIA ST btwn YORKS CORNERS RD & CARTWRIGHT RD		26490
08/06/2009	026491	Approved	Directional	ROCKDALE RD btwn HWY417 IC88 RAMP#1 & HIGHWAY LANE		26491
09/06/2009	026498	Approved	Directional	REGIONAL ROAD 174 btwn MCTEER RD & CANAAN RD		26498
09/06/2009	026499	Approved	Directional	COLONIAL RD btwn BIRCHGROVE RD & CANAAN RD	80200	26499
22/06/2009	026501	Approved	Directional	KINBURN SIDE RD btwn DOMINION SPRINGS RD & UPPER DWYER HILL RD	81900	26501
10/06/2009	026502	Approved	Directional	FRANKTOWN RD btwn SKEEL CRT & DWYER HILL RD	81600	26502
10/06/2009	026503	Approved	Directional	ROGER STEVENS DR btwn MONTAGUE BOUNDARY RD & MCKENNA RD	81500	26503
17/06/2009	026504	Approved	Directional	DONNELLY DR btwn DWYER HILL RD & BURRITTS AVE		26504
17/06/2009	026505	Approved	Directional	MERLYN WILSON RD btwn DONNELLY DR & TO BE DETERMINED		26505
15/06/2009	026506	Approved	Directional	BANK ST btwn BOYD RD & KENNEDY RD		26506
23/06/2009	026507	Approved	Directional	GREGOIRE RD btwn CARLETON CORNER LANE & Continuation of GREGOIRE RD		26507
16/06/2009	026508	Approved	Directional	RUSSELL RD btwn BIRCHGROVE RD & CANAAN RD	80300	26508
23/06/2009	026509	Approved	Directional	SAUMURE RD btwn RUSSLAND RD & INDIAN CREEK RD		26509

2.1 DATA TRANSFER

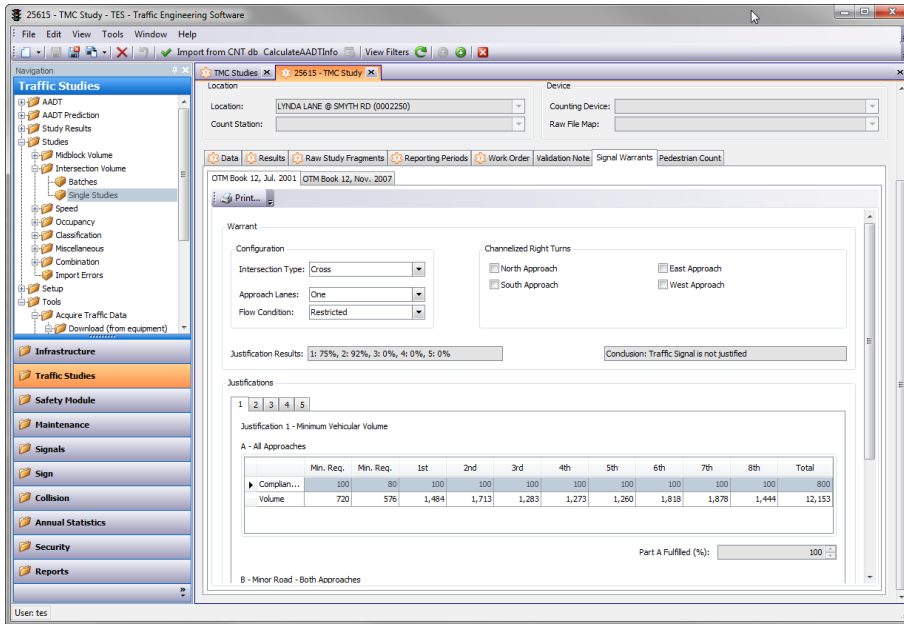
TES provides a built in transfer data function from every automatic traffic recorder on the market and from manual traffic counters. The data from a file is always being validated before it is stored in the database.



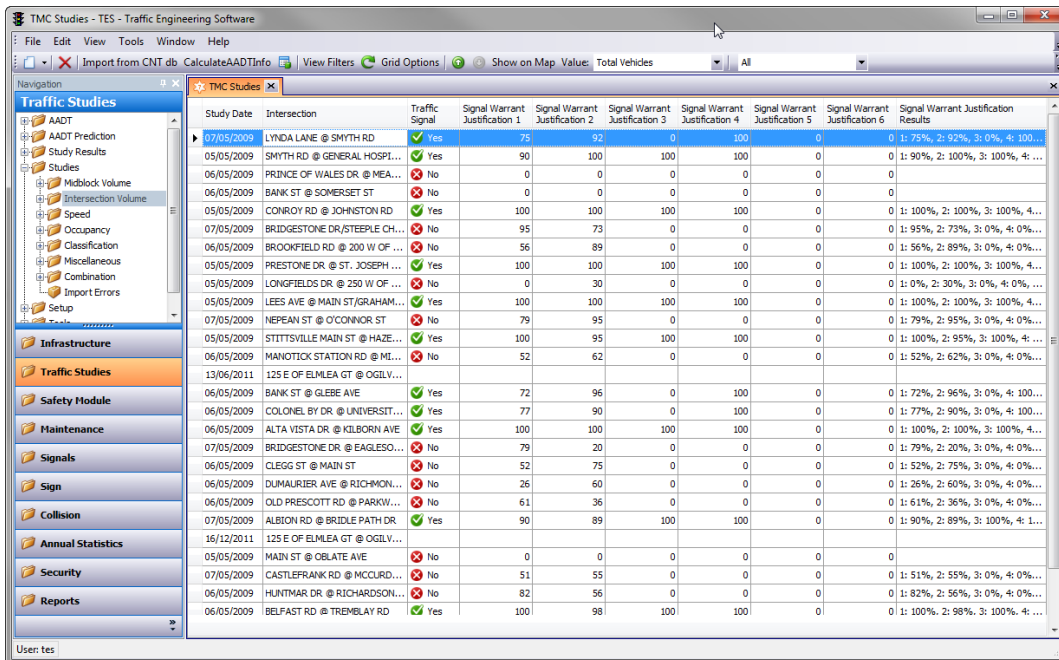
2.2 TRAFFIC SIGNAL WARRANTS

TES can automatically calculate Traffic Signal Warrants based on the OTM Book 12. Criteria within the calculation can be changed based on the user or location requirements. Therefore, users can run what-if analysis to examine in more detail under what conditions a location would become warranted.

The Collision Module is integrated with the Traffic Count Module. Therefore, an accident experience warrant is calculated automatically based on the number of preventable collisions.



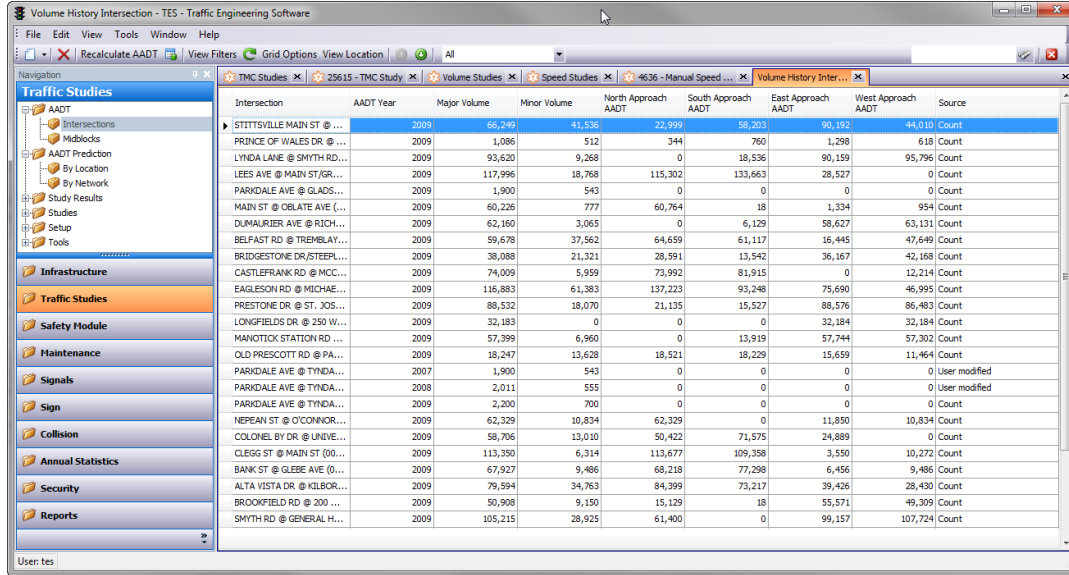
The results of signal warrants for each counted intersection are displayed and ready for a quick review.



As like with any traffic data in TES the results (i.e. Warranted un-signalized intersections) can be displayed on a map (see GIS Module).

2.3 Average Annual Daily Traffic (AADT)

TES automatically estimates AADT for each count using DOW (Day of Week), MOY (Month of Year) and 24 hours factors.



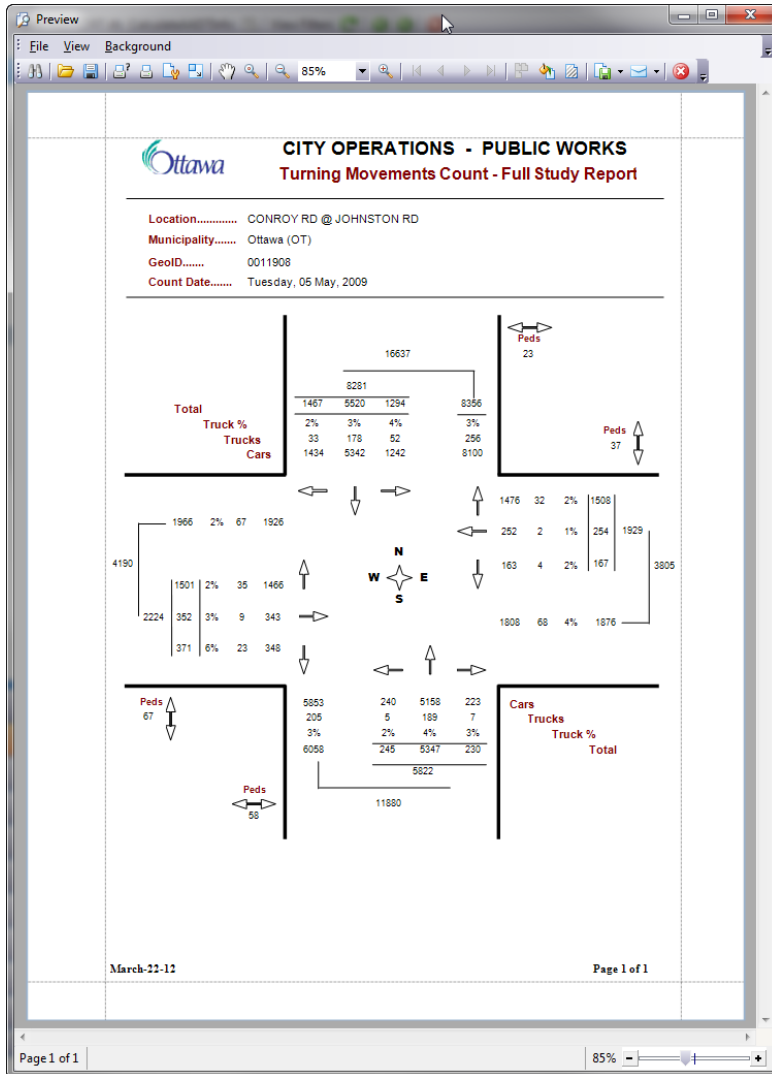
Intersection	AADT Year	Major Volume	Minor Volume	North Approach AADT	South Approach AADT	East Approach AADT	West Approach AADT	Source
STITTSVILLE MAIN ST @ ...	2009	66,292	41,536	22,999	58,203	90,192	44,010	Count
PRINCE OF WALES DR @ ...	2009	1,086	512	344	760	1,298	618	Count
LYNDA LANE @ SMYTH RD...	2009	93,620	9,268	0	18,536	90,159	95,796	Count
LEES AVE @ MAIN ST/CR...	2009	117,996	18,768	115,302	133,663	28,527	0	Count
PARKDALE AVE @ GLADS...	2009	1,900	543	0	0	0	0	Count
MAIN ST @ OBLATE AVE (...)	2009	60,226	777	60,764	18	1,334	954	Count
DUMAURIER AVE @ RICH...	2009	62,160	3,065	0	6,129	58,627	63,131	Count
BELFAST RD @ TREMBLAY...	2009	59,678	37,562	64,659	61,117	16,445	47,649	Count
BRIDGESTONE DR/STEEPL...	2009	38,088	21,321	28,591	13,542	36,167	42,168	Count
CASTLEFRANK RD @ MCC...	2009	74,009	5,959	73,992	81,915	0	12,214	Count
EAGLESON RD @ MICHA...	2009	116,883	61,383	137,223	93,248	75,690	46,995	Count
PRESTONE DR @ ST. JOS...	2009	88,532	18,070	21,135	15,527	88,576	86,483	Count
LONGFIELDS DR @ 250 W...	2009	32,183	0	0	0	32,184	32,184	Count
MANOTICK STATION RD ...	2009	57,399	6,960	0	13,919	57,744	57,302	Count
OLD PRESCOTT RD @ PA...	2009	18,247	13,628	18,521	18,229	15,659	11,464	Count
PARKDALE AVE @ TYNDA...	2007	1,900	543	0	0	0	0	User modified
PARKDALE AVE @ TYNDA...	2008	2,011	555	0	0	0	0	User modified
PARKDALE AVE @ TYNDA...	2009	2,200	700	0	0	0	0	Count
NEPEAN ST @ O'CONNOR...	2009	62,329	10,834	62,329	0	11,850	10,834	Count
COLONEL BY DR @ UNEVE...	2009	58,706	13,010	50,422	71,575	24,889	0	Count
CLEGG ST @ MAIN ST (00...	2009	113,350	6,314	113,677	109,358	3,550	10,272	Count
BANK ST @ GLEBE AVE (0...	2009	67,927	9,486	68,218	77,298	6,456	9,486	Count
ALTA VISTA DR @ KILBOR...	2009	79,594	34,763	84,399	73,217	39,426	28,430	Count
BROOKFIELD RD @ 200 ...	2009	50,908	9,150	15,129	18	55,571	49,309	Count
SMYTH RD @ GENERAL H...	2009	105,215	28,925	61,400	0	99,157	107,724	Count

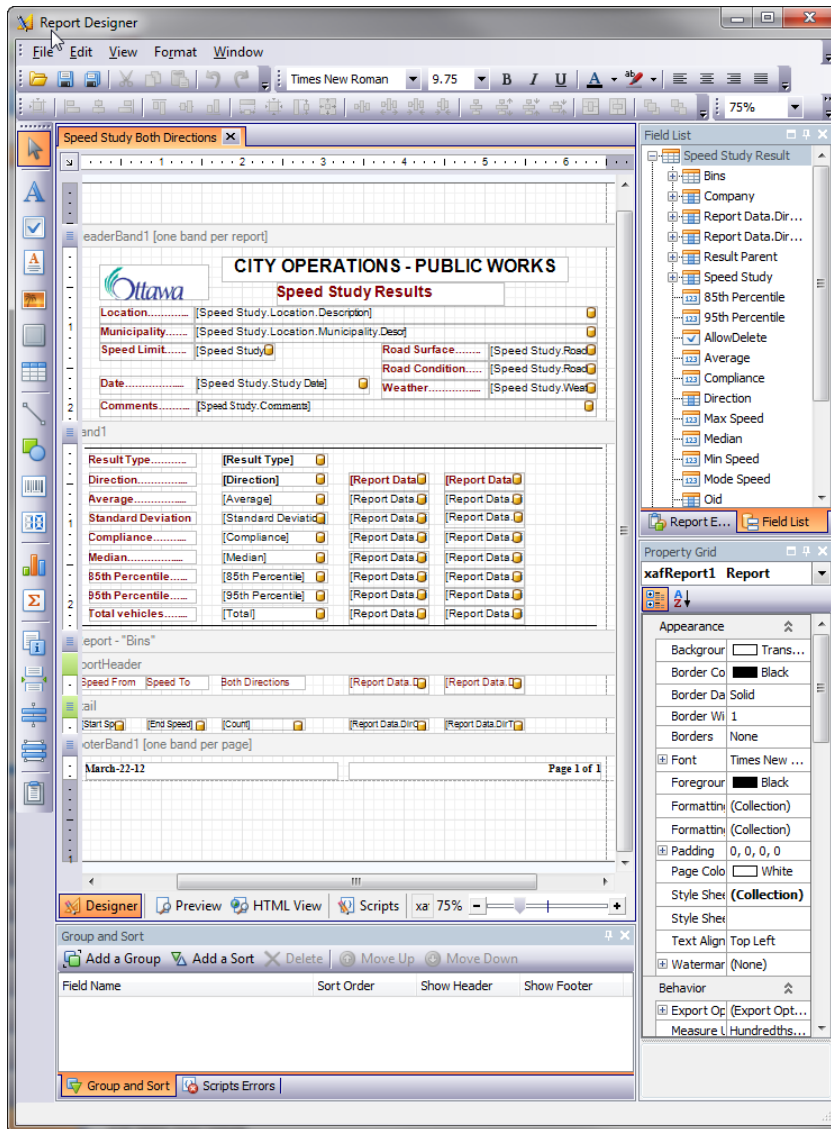
Also, TES has built in the AADT prediction functions by location and by network. The ‘predication by location’ generates the AADT for missing years based on existing data. The ‘predication by network’ generates missing AADT for each location along corridors based on the existing data and road network setup.

As like with any traffic data in TES, the AADT volume can be displayed on a map (see GIS Module).

2.4 REPORTING

TES’ report builder tool lets users run a handful of canned reports and create any custom reports they want. Users can create a report, and share that template with the rest of the team. The team can then run the report as-is, or modify it further to tailor it to their needs. Everything from the formatting to the type and structure of the data displayed can be modified by the user. Also, all data can be exported into other formats (Excel, html, txt, pdf, rtf) with just one click.





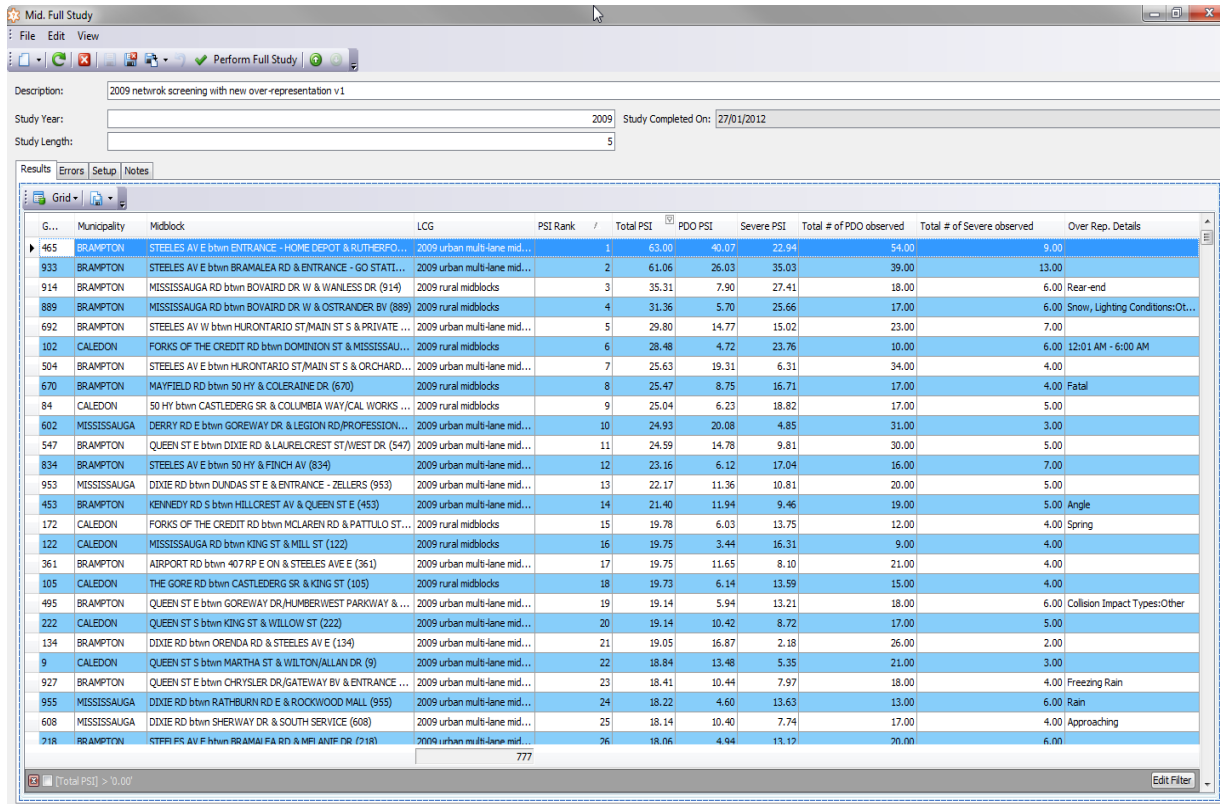
3 SAFETY MODULE

TES Safety Module provides state-of-the-art safety analysis based on the Highway Safety Manual which can quickly determine the most high risk intersections and road segments within the entire road network.

TES uses statistical modeling (SPF – Safety Performance Functions) to determine relationships between traffic volume, collisions, and road geometry for different types of locations within the municipality’s road network. Using this information, TES can evaluate all sites quickly and accurately to determine their ‘Potential for Safety Improvements’ (PSI) and Over-representation.

The safety module is used for network screening for intersections and midblocks using Empirical Bayes (EB) method and for diagnostics analysis of locations with potential for safety improvements. This module assists municipalities to allocate their resources to locations which have potential for safety improvements and improve safety of their municipality. Annual network screening using TES

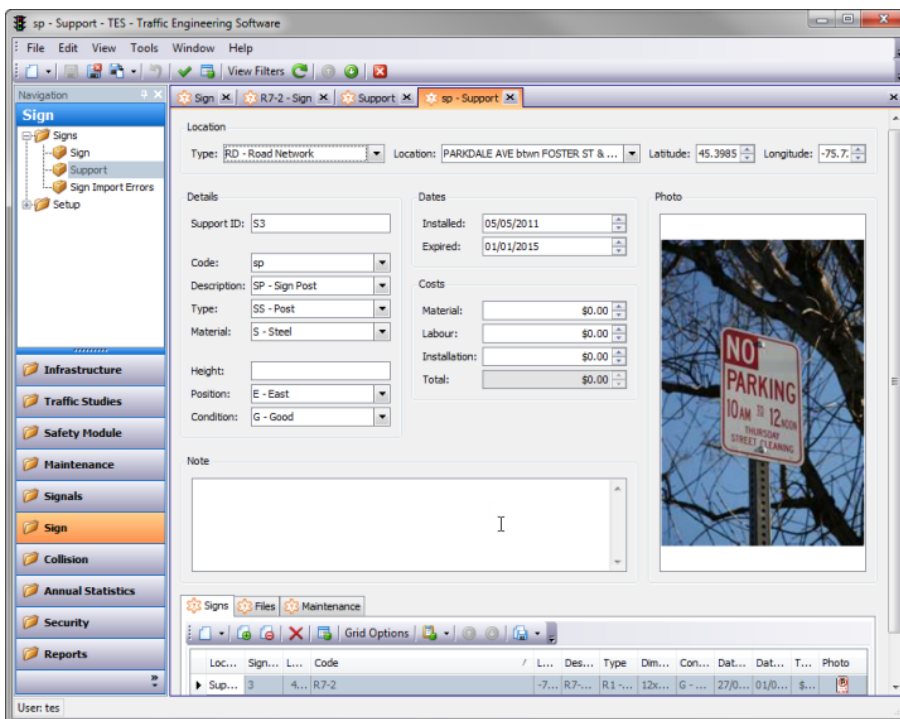
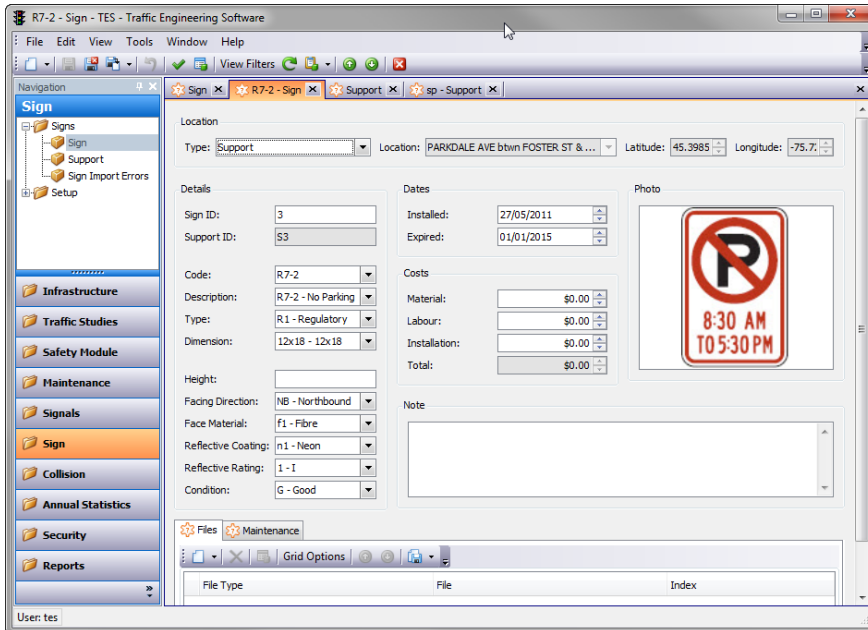
allows to identify safety issues proactively and reduce municipal liability and potentially mitigate thousands of dollars in damages and law suites.



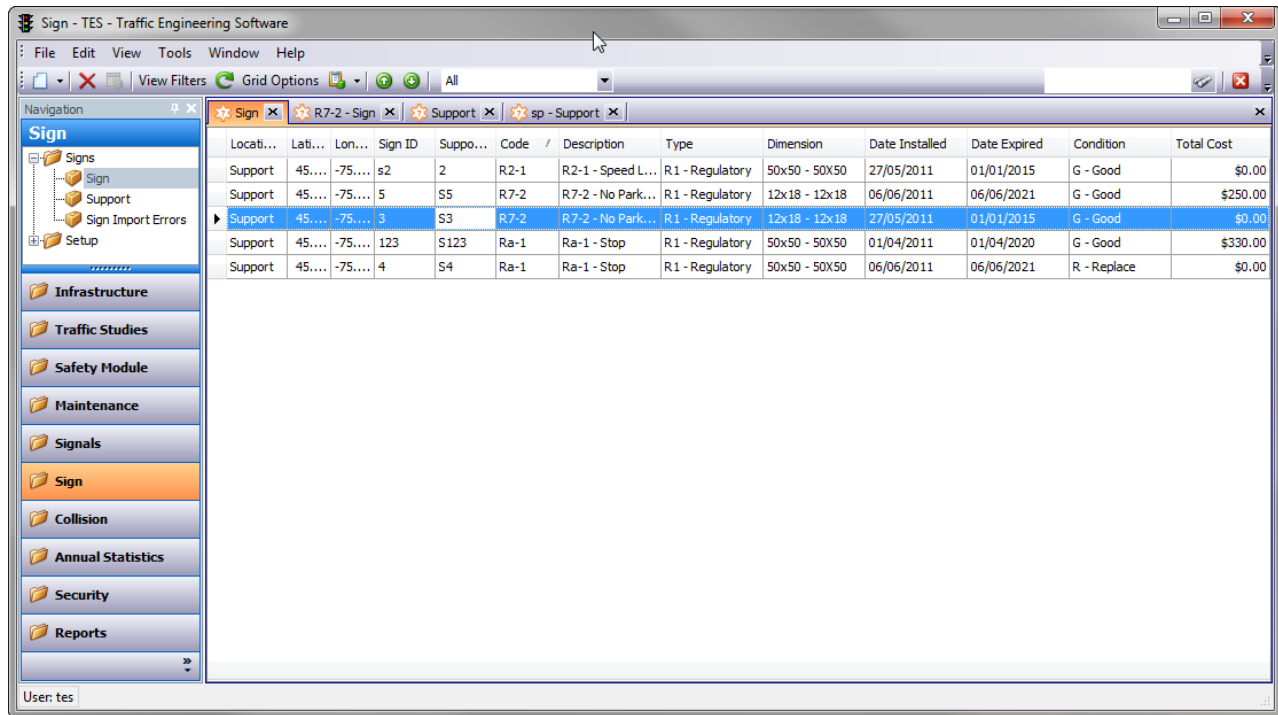
G...	Municipality	Midblock	LCG	PSI Rank	Total PSI	PDO PSI	Severe PSI	Total # of PDO observed	Total # of Severe observed	Over Rep. Details	
465	BRAMPTON	STEELES AV E btwn ENTRANCE - HOME DEPOT & RUTHERFO...	2009 urban multi-lane mid...	1	63.00	40.07	22.94	54.00	9.00		
933	BRAMPTON	STEELES AV E btwn BRAMALEA RD & ENTRANCE - GO STATI...	2009 urban multi-lane mid...	2	61.06	26.03	35.03	39.00	13.00		
914	BRAMPTON	MISSISSAUGA RD btwn BOVAIRD DR W & WANLESS DR (914)	2009 rural midblocks	3	35.31	7.90	27.41	18.00	6.00	Rear-end	
889	BRAMPTON	MISSISSAUGA RD btwn BOVAIRD DR W & OSTRANDER BV (889)	2009 rural midblocks	4	31.36	5.70	25.66	17.00	6.00	Snow, Lighting Conditions:Ot...	
692	BRAMPTON	STEELES AV W btwn HURONTARIO ST/MAIN ST S & PRIVATE ...	2009 urban multi-lane mid...	5	29.80	14.77	15.02	23.00	7.00		
102	CALEDON	FORKS OF THE CREDIT RD btwn DOMINION ST & MISSISSAU...	2009 rural midblocks	6	28.48	4.72	23.76	10.00	6.00	12:01 AM - 6:00 AM	
504	BRAMPTON	STEELES AV E btwn HURONTARIO ST/MAIN ST S & ORCHARD...	2009 urban multi-lane mid...	7	25.63	19.31	6.31	34.00	4.00		
670	BRAMPTON	MAYFIELD RD btwn 50 HY & COLERAINE DR (670)	2009 rural midblocks	8	25.47	8.75	16.71	17.00	4.00	Fatal	
84	CALEDON	50 HY btwn CASTLEDERG SR & COLUMBIA WAY/CAL WORKS ...	2009 rural midblocks	9	25.04	6.23	18.82	17.00	5.00		
602	MISSISSAUGA	DEFRY RD E btwn GOREWAY DR & LEGION RD/PROFESSION...	2009 urban multi-lane mid...	10	24.93	20.08	4.85	31.00	3.00		
547	BRAMPTON	QUEEN ST E btwn DIXIE RD & LAURELCREST ST/WEST DR (547)	2009 urban multi-lane mid...	11	24.59	14.78	9.81	30.00	5.00		
834	BRAMPTON	STEELES AV E btwn 50 HY & FINCH AV (834)	2009 urban multi-lane mid...	12	23.16	6.12	17.04	16.00	7.00		
953	MISSISSAUGA	DIXIE RD btwn DUNDAS ST E & ENTRANCE - ZELLERS (953)	2009 urban multi-lane mid...	13	22.17	11.36	10.81	20.00	5.00		
453	BRAMPTON	KENNEDY RD S btwn HILLCREST AV & QUEEN ST E (453)	2009 urban multi-lane mid...	14	21.40	11.94	9.46	19.00	5.00	Angle	
172	CALEDON	FORKS OF THE CREDIT RD btwn MCLAREN RD & PATTULO ST...	2009 rural midblocks	15	19.78	6.03	13.75	12.00	4.00	Spring	
122	CALEDON	MISSISSAUGA RD btwn KING ST & MILL ST (122)	2009 rural midblocks	16	19.75	3.44	16.31	9.00	4.00		
361	BRAMPTON	AIRPORT RD btwn 407 RP E ON & STEELES AVE E (361)	2009 urban multi-lane mid...	17	19.75	11.65	8.10	21.00	4.00		
105	CALEDON	THE GORE RD btwn CASTLEDERG SR & KING ST (105)	2009 rural midblocks	18	19.73	6.14	13.59	15.00	4.00		
495	BRAMPTON	QUEEN ST E btwn GOREWAY DR/HUMBERWEST PARKWAY & ...	2009 urban multi-lane mid...	19	19.14	5.94	13.21	18.00	6.00	Collision Impact Types:Other	
222	CALEDON	QUEEN ST S btwn KING ST & WILLOW ST (222)	2009 urban multi-lane mid...	20	19.14	10.42	8.72	17.00	5.00		
134	BRAMPTON	DIXIE RD btwn ORENDA RD & STEELES AV E (134)	2009 urban multi-lane mid...	21	19.05	16.87	2.18	26.00	2.00		
9	CALEDON	QUEEN ST S btwn MARTHA ST & WILTON/ALLAN DR (9)	2009 urban multi-lane mid...	22	18.84	13.48	5.35	21.00	3.00		
927	BRAMPTON	QUEEN ST E btwn CHRYSLER DR/GATEWAY BV & ENTRANCE ...	2009 urban multi-lane mid...	23	18.41	10.44	7.97	18.00	4.00	Freezing Rain	
955	MISSISSAUGA	DIXIE RD btwn RATHBURN RD E & ROCKWOOD MALL (955)	2009 urban multi-lane mid...	24	18.22	4.60	13.63	13.00	6.00	Rain	
608	MISSISSAUGA	DIXIE RD btwn SHERWAY DR & SOUTH SERVICE (608)	2009 urban multi-lane mid...	25	18.14	10.40	7.74	17.00	4.00	Approaching	
718	BRAMPTON	STEELES AV E btwn BRAMAJ FA RD & MFL ANIF DR (718)	2009 urban multi-lane mid...	26	18.06	4.94	13.12	20.00	6.00		
				777							

4 SIGN MODULE

TES' Sign Inventory Module allows users to easily manage sign and support inventory data with their maintenance log. The sign library based on the Canadian, USA or European OTM, MUTCD standards together with a municipality's own custom designed signs can be easily used in TES. The sign data collected in the field is flawlessly imported into database.



The type of sign, condition, retro-reflectivity, maintenance, and cost can be easily filtered, reported and exported to many formats (ie. PDF, Excel, RTF, etc.).



The screenshot shows the TES Traffic Engineering Software interface. On the left is a navigation pane with categories like Infrastructure, Traffic Studies, Safety Module, Maintenance, Signals, Sign, Collision, Annual Statistics, Security, and Reports. The main window displays a table with the following data:

Locati...	Lati...	Lon...	Sign ID	Suppo...	Code /	Description	Type	Dimension	Date Installed	Date Expired	Condition	Total Cost
Support	45....	-75....	s2	2	R2-1	R2-1 - Speed L...	R1 - Regulatory	50x50 - 50X50	27/05/2011	01/01/2015	G - Good	\$0.00
Support	45....	-75....	5	S5	R7-2	R7-2 - No Park...	R1 - Regulatory	12x18 - 12x18	06/06/2011	06/06/2021	G - Good	\$250.00
Support	45....	-75....	3	S3	R7-2	R7-2 - No Park...	R1 - Regulatory	12x18 - 12x18	27/05/2011	01/01/2015	G - Good	\$0.00
Support	45....	-75....	123	S123	Ra-1	Ra-1 - Stop	R1 - Regulatory	50x50 - 50X50	01/04/2011	01/04/2020	G - Good	\$330.00
Support	45....	-75....	4	S4	Ra-1	Ra-1 - Stop	R1 - Regulatory	50x50 - 50X50	06/06/2011	06/06/2021	R - Replace	\$0.00

As like with any traffic data in TES the signs can be displayed on a map together with a label representing a selected sign attribute (see GIS Module).

5 SIGNAL MODULE

The TES Software signal module can assist municipalities to inventory all components of traffic signals and log maintenance activities on traffic signals. The traffic signal module is integrated with the GIS module and allows municipalities to display traffic signals sharing the same attributes with similar icons and different from others on the map (i.e. show pre-emption traffic signal with a different icon than other traffic signals).

The following figures show sample screenshots of the TES Software traffic signal module.

The signal module is able to inventory the components of the controllers of traffic signals including type of the controller, phasing, type of actuation, etc.

Controller - TES - Traffic Engineering Software

File Edit View Tools Window Help

View Filters Grid Options Show on Map Value: None All

Navigation Controller 00701511 - Contro...

Controller No	Default Location	Install Date	No Phases	Type	Make	Model	Actuation	Hydro Authority	System No	Avg Load	Failure Mode	Communic...	Hyd Ac
00714579	AIRPORT RD @ STONECREST DR/BRAYDON BV (...)		4	8 Phase	Eagle	EPAC 380	Semi	Hydro One...		160.	Red red	Bell	
00706974	AIRPORT RD @ STEELES AV E (INT_3995)		8	8 Phase	Eagle	EPAC 380	Full	Hydro One...	9056	199.	Red red	Bell	
00705243	AIRPORT RD @ SLOUGH ST (INT_4768)		3	4 Phase	T.C.T	LMD 8400	Semi	Enersource	0620	176.	Red red	Bell	
00713976	AIRPORT RD @ SANDALWOOD PY E/HUMBER WE...		4	4 Phase	Eagle	EPAC 340	Semi	Hydro One...	9458	178.	Red red	Bell	
00704265	AIRPORT RD @ RIPON ST/PRIVATE DR (INT_5170)		2	4 Phase	Eagle	EPAC 340	Semi	Enersource	0625	175.	Red red	Bell	
00710022	AIRPORT RD @ QUEEN ST E/7HY (INT_2798)		8	8 Phase	Eagle	EPAC 380	Full	Hydro One...	9287	220.	Red red	Bell	
00702513	AIRPORT RD @ ORLANDO DR/SILVER DART DR/...		3	4 Phase	Eagle	EPAC 340	Semi	Enersource	0431	161.	Amber red	Bell	
00727873	AIRPORT RD @ OLDE BASE LINE RD/MONO RD (I...		2	4 Phase	Eagle	EPAC 340	Semi		9926	0.	Red red		
00703134	AIRPORT RD @ NORTHWEST DR/MCDONNELL D...		6	8 Phase	Eagle	EPAC 380	Semi	Enersource	0432	169.	Amber red	Bell	
00712379	AIRPORT RD @ NORTH PARK DR/COTTRELL BV ...		2	4 Phase	Eagle	EPAC 340	Semi	Hydro One...	9450	174.	Amber red	Bell	
00704806	AIRPORT RD @ MORNING STAR DR (INT_4977)		5	8 Phase	Eagle	EPAC 380	Semi	Enersource	0483	176.	Red red	Bell	
00717433	AIRPORT RD @ MAYFIELD RD (INT_1383)		2	2 Phase	Eagle	EPAC 340	None		9653	0.	Amber red	Bell	
00716782	AIRPORT RD @ LACOSTE BV (INT_1449)	03/09/2007	4	8 Phase	Eagle	EPAC 380	Semi		9658	0.	Red red		
00723569	AIRPORT RD @ KING ST (INT_1170)	11/28/1980	2	2 Phase	T.C.T	LMD 8200	None		9900	0.	Red red		
00703317	AIRPORT RD @ INTERNATIONAL CENTRE ENTRA...	02/04/1981	4	8 Phase	Eagle	EPAC 380	Semi	Enersource	0463	179.	Red red	Bell	
00703961	AIRPORT RD @ HULL ST (INT_5255)		3	4 Phase	Eagle	EPAC 380	None	Enersource	0464	181.	Amber red	Bell	
00701234	AIRPORT RD @ GTAA ENTRANCE (INT_9941)		3	4 Phase	Eagle	EPAC 340	Semi	Enersource	0434	140.	Red red	Bell	
00710629	AIRPORT RD @ ENTRANCE - HOPEWELL (PRIVAT...		5	8 Phase	Eagle	EPAC 380	Semi	Hydro One...	9464	174.	Red red	Bell	
00705756	AIRPORT RD @ ENTRANCE - ALPA LUMBER (INT_...	03/11/2002	2	4 Phase	Eagle	EPAC 340	Semi	Enersource	0626	139.	Red red	Bell	27
00709621	AIRPORT RD @ COVENTRY RD/NEVETS RD (INT_...		3	4 Phase	Eagle	EPAC 340	Semi	Hydro One...	9457	177.	Red red	Bell	
00716155	AIRPORT RD @ COUNTRYSIDE DR S (INT_1515)		0	8 Phase	Eagle	EPAC 380	None	Hydro One...	9650	173.	Red red		
00708851	AIRPORT RD @ CLARK BV (INT_3142)		3	4 Phase	LFE (C)	LMD 8400 (T)	Semi	Hydro One...	9256	177.	Amber red	Bell	
00736694	AIRPORT RD @ CHARLESTON SR (INT_267)		2	4 Phase	Eagle	EPAC 340	Full		9922	0.	Red red		
00700304	AIRPORT RD @ BRESLER DR/JETLINER RD (INT_...		8	8 Phase	Eagle	EPAC 380	Semi	Enersource		203.	Red red	Bell	
00713083	AIRPORT RD @ BOVAIRD DR E/CASTLEMORE RD ...		6	8 Phase	Eagle	EPAC 380	Full	Hydro One...		207.	Red red	Bell	
00704471	AIRPORT RD @ BEVERLEY ST/VICTORY CR (INT_...	09/06/1974	2	2 Phase	Eagle	EPAC 320	Semi	Enersource	0484	175.	Red red	Bell	27
00701511	AIRPORT RD @ AMERICAN DR/SILVER DART DR ...	02/14/1975	7	8 Phase	T.C.T	LC 8800	Semi	Enersource	0405	183.	Red red	Bell	27
10713393	10 HY/HURONTARIO ST/MAIN ST N @ BOVAIRD ...		8	8 Phase	Eagle	EPAC 380	Semi	Hydro One...	9585	232.	Red red	Bell	

DB Connection: TES / peelpd / User: tes

For each controller, the signal module incorporates the signal timing plan coded in each controller:

00701511 - Controller - TES - Traffic Engineering Software

File Edit View Tools Window Help

View Filters Grid Options

Navigation Controller 00701511 - Contro...

Controller

Default Location: AIRPORT RD @ AMERICAN DR/SILVER D... System: Zone:

Controller No: 00701511 System No: 0405 Signal Type: Intersection Signal

Model: LC 8800 Sys Equip: Install Date: 02/14/1975

Make: T.C.T Communication: Bell Authority:

Type: 8 Phase Circuit No: CCFDC37050 Hydro Authority: Enersource

No Phases Used: 7 Group No: 400 Hydro Account No: 2742336

Actuation: Semi Failure Mode: Red red Invoice Sent To:

Serial No: 123456789 MMU: Avg Load (KW): 183.

Master: Date RCCU TBC Dwid:

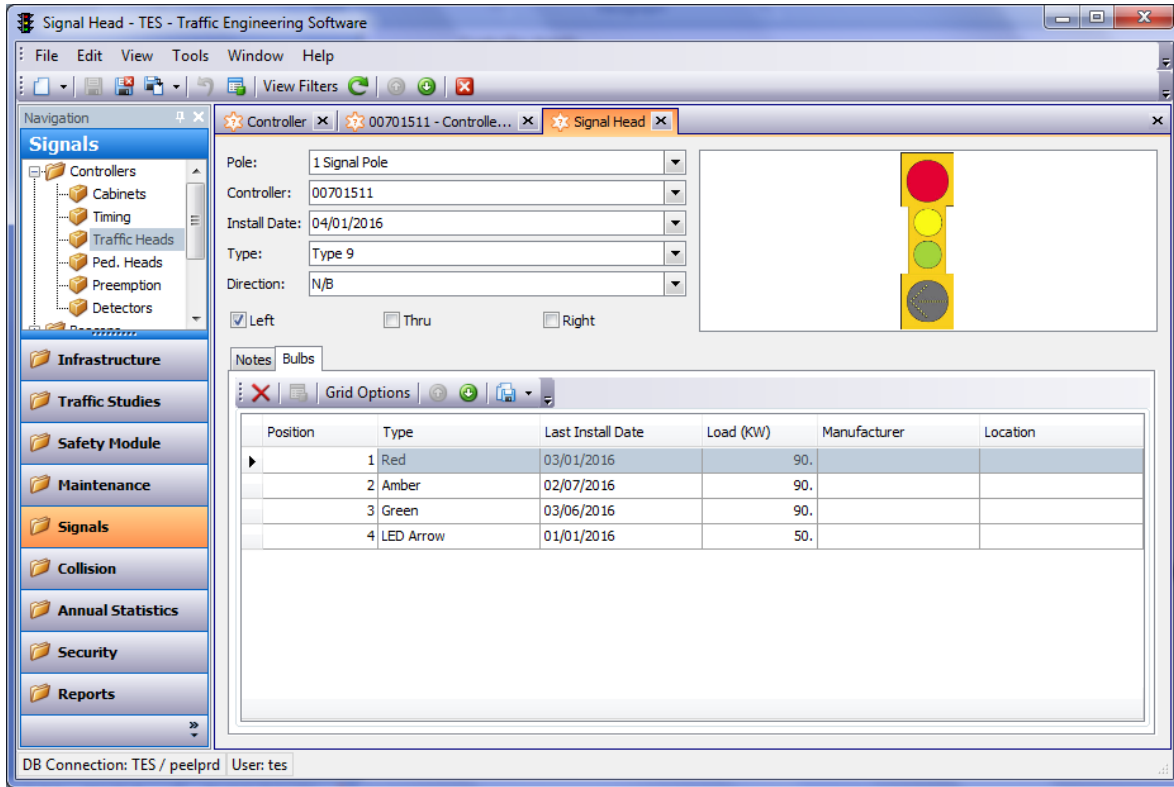
Cabinet: 1

Timings Traffic Signals Pedestrian Signals Preemptions Special Functions Detectors Slaves Intersections Midblocks Maintenance Files

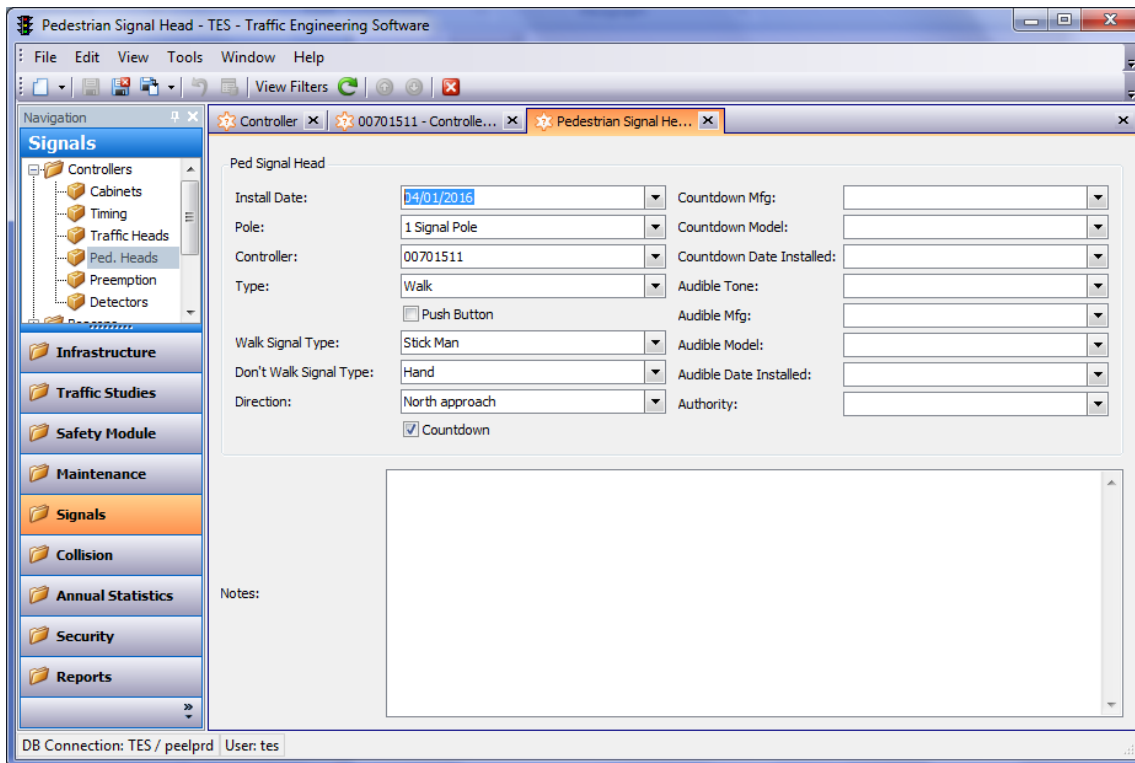
Name	Cycle	Offset	Start Time	End Time	Start Month	End Month	Start Day	End Day	Implemented Date
AM	90.	0.	06:00:00 AM	11:00:00 AM	January	January	Monday	Monday	
PM	90.	0.	05:00:00 PM	06:00:00 AM	January	January	Monday	Monday	

DB Connection: TES / peelpd / User: tes

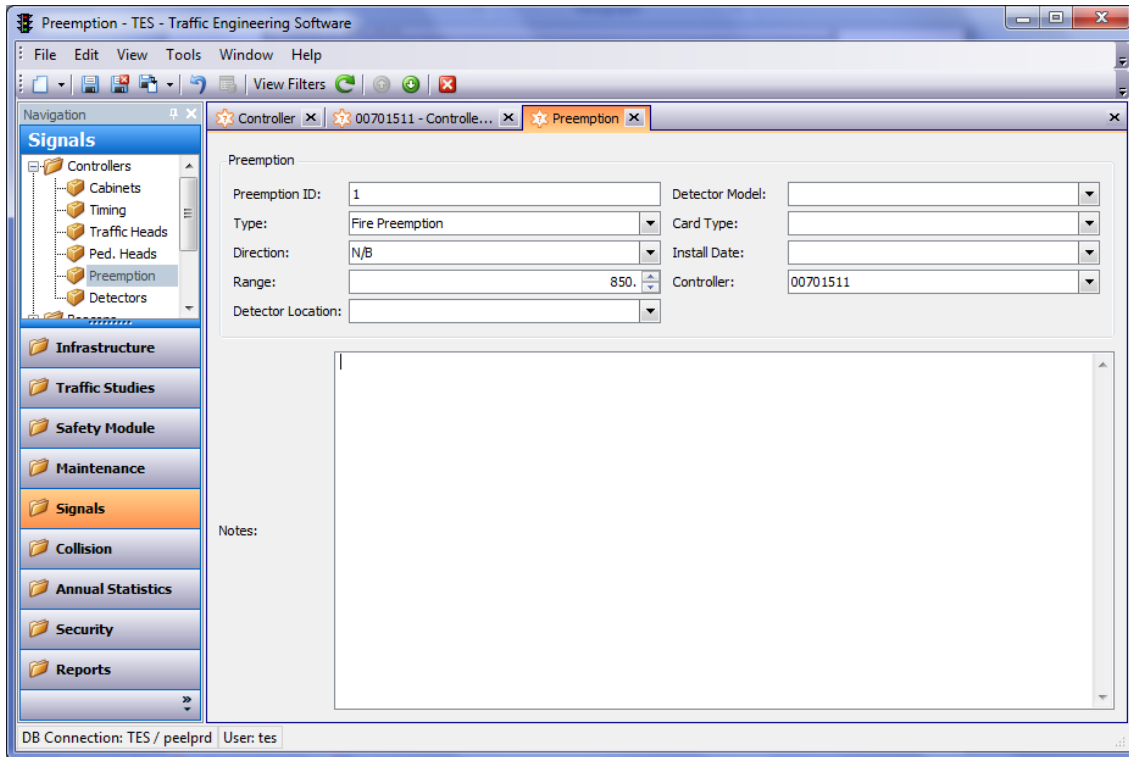
Details of each traffic signal head can be inventories in the TES traffic signal module including the type of the pole and signal head bulbs.



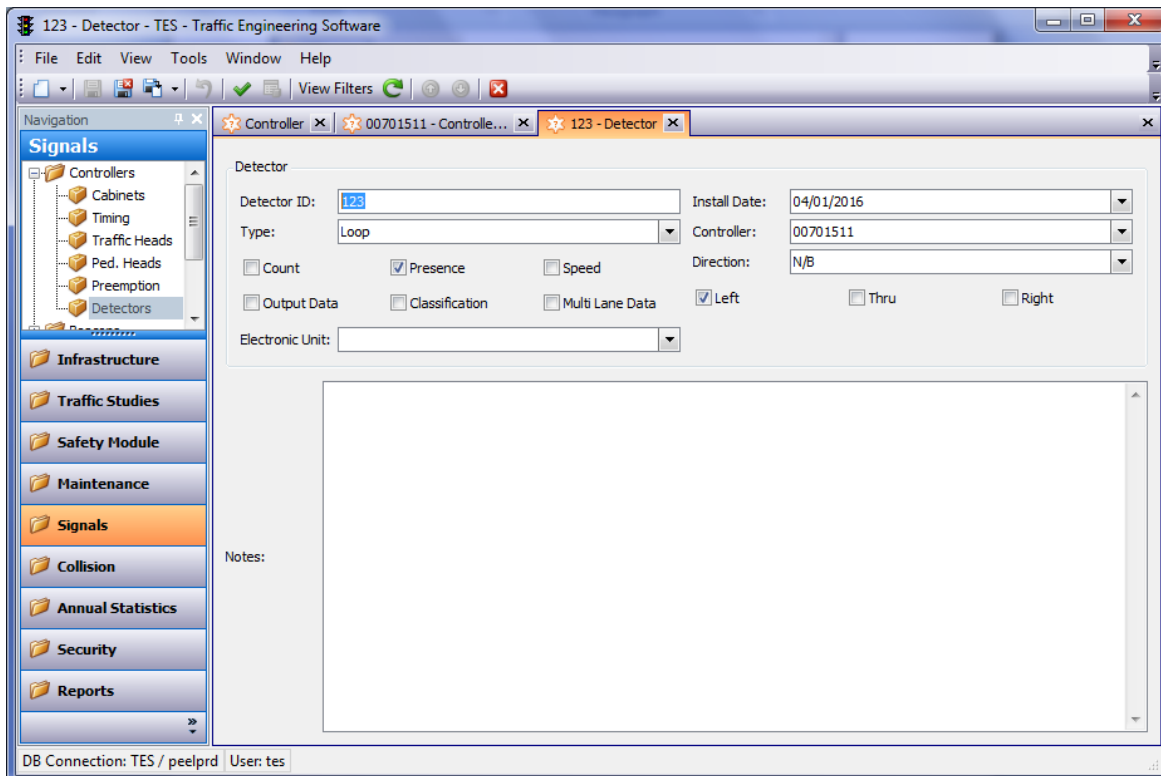
All components of pedestrian signal heads can be inventoried.



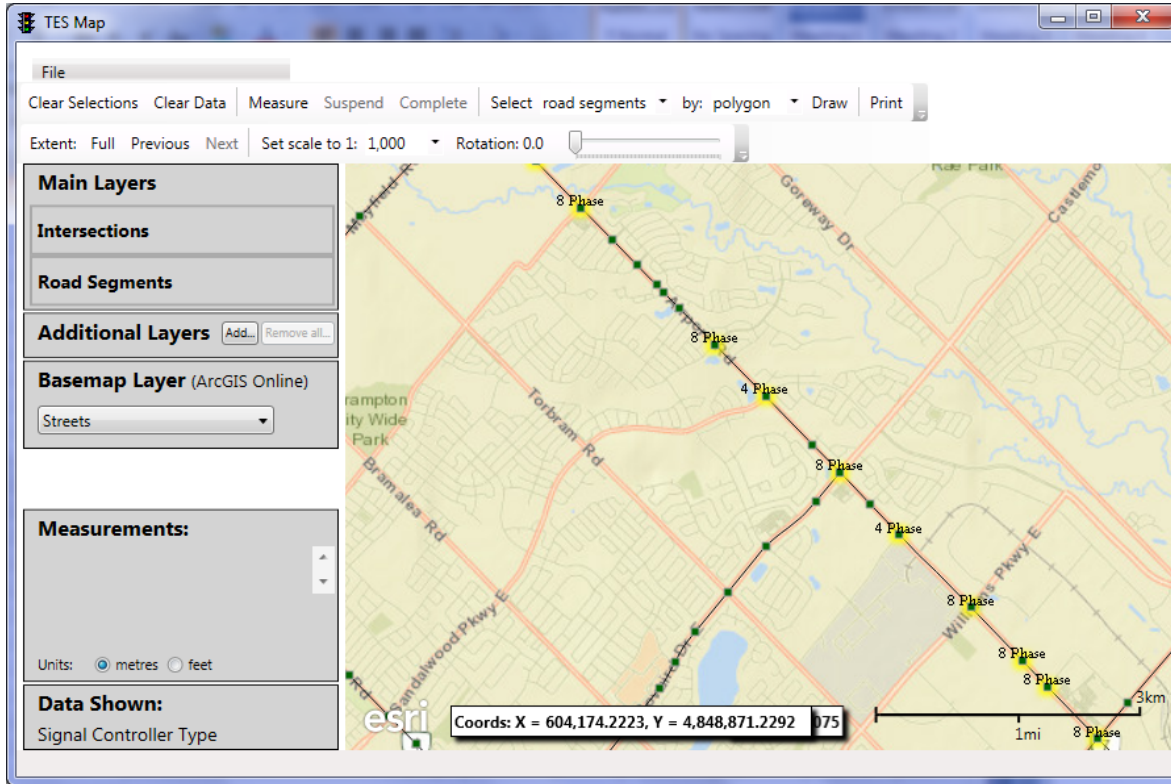
Details of traffic signals equipped with pre-emption are incorporated into the traffic signal module.



Details of traffic signal detectors are inventoried including type (loop, camera, etc), function (presence, count, etc), lane on which the detector is located, among other attributes.



Traffic signals can be displayed on GIS based on the criteria defined by the user.



The signal module also can inventory flashing beacons installed at stopped controlled intersections or any other types of beacons (e.g. traffic signal ahead, watch end of the queue).

Beacon - TES - Traffic Engineering Software

Controller	Default Location	Colour	Load (...)	Size (...)	Mounted	Install Date	Authority	Direction	Position	Bulb Type	Bulb Manu...	Solar Power
8001	ERIN MILLS PY btwn DUNDAS ST & SOUTH MILLW...	Amber	7.	0.			Erindale Se...	S/B		L.E.D.	Gelcore	<input type="checkbox"/>
8002	ERIN MILLS PY btwn DUNDAS ST & SHERIDAN PAR...	Amber	7.	0.	Pole			N/B		L.E.D.	Gelcore	<input type="checkbox"/>
8003	DIXIE RD btwn CORMACK CR & SOUTH SERVICE (...)	Amber	14.	0.	Pole					L.E.D.	Gelcore	<input type="checkbox"/>
8003	DIXIE RD btwn CORMACK CR & SOUTH SERVICE (...)	Amber	14.	0.	Pole					L.E.D.	Gelcore	<input type="checkbox"/>
8004	DIXIE RD btwn COUNTRYSIDE DR & FATHER TOBI...	Amber	7.	0.	Pole			S/B		L.E.D.	Gelcore	<input type="checkbox"/>
8005	DERRY RD E btwn ENTRANCE - GO STATION & HJ...	Amber	28.	0.	Pole			W/B	Primary Rig...	L.E.D.	Gelcore	<input type="checkbox"/>
8005	DERRY RD E btwn ENTRANCE - GO STATION & HJ...	Amber	14.	0.	Pole			W/B	Primary Lef...	L.E.D.	Gelcore	<input type="checkbox"/>
8005	DERRY RD E btwn ENTRANCE - GO STATION & HJ...	Amber	14.	0.	Pole	01/02/2004		W/B	Secondary ...	L.E.D.	Gelcore	<input type="checkbox"/>
8005	DERRY RD E btwn ENTRANCE - GO STATION & HJ...	Amber	14.	0.	Pole			W/B	Secondary ...	L.E.D.	Gelcore	<input type="checkbox"/>
8006	QUEEN ST E btwn AUCTION LN & MARITIME ONTA...	Amber	7.	0.	Pole			E/B		L.E.D.	Gelcore	<input type="checkbox"/>
8007	QUEEN ST E btwn AUCTION LN & GOREWAY DR/H...	Amber	7.	0.	Pole			W/B		L.E.D.	Gelcore	<input type="checkbox"/>
8008	EMBLETON RD btwn CLIFFSIDE DR & HERITAGE R...	Amber	14.	0.	Pole		Huttonville ...	W/B	Primary Rig...	L.E.D.	Gelcore	<input type="checkbox"/>
8008	EMBLETON RD btwn CLIFFSIDE DR & HERITAGE R...	Amber	14.	0.	Pole		Huttonville ...	W/B	Primary Lef...	L.E.D.	Gelcore	<input type="checkbox"/>
8009	EMBLETON RD btwn CLIFFSIDE DR & HERITAGE R...	Amber	14.	0.	Pole		Huttonville ...	E/B	Primary Rig...	L.E.D.	Gelcore	<input type="checkbox"/>
8009	EMBLETON RD btwn CLIFFSIDE DR & HERITAGE R...	Amber	14.	0.	Pole		Huttonville ...	E/B	Primary Lef...	L.E.D.	Gelcore	<input type="checkbox"/>
8010	AIRPORT RD btwn HULL ST & IRONSTONE CT (630)	Amber	14.	0.	Pole			S/B	Primary Rig...	L.E.D.	Gelcore	<input type="checkbox"/>
8010	AIRPORT RD btwn HULL ST & IRONSTONE CT (630)	Amber	14.	0.	Pole			S/B	Primary Lef...	L.E.D.	Gelcore	<input type="checkbox"/>
8010	AIRPORT RD btwn HULL ST & IRONSTONE CT (630)	Amber	14.	0.	Pole			S/B	Secondary ...	L.E.D.	Gelcore	<input type="checkbox"/>

DB Connection: TES / peelpd User: tes

Beacon - TES - Traffic Engineering Software

File Edit View Tools Window Help

View Filters

Navigation

- Controllers
- Beacons
 - Controllers
 - Beacons
- Equipment
- Contacts
- Setup

Infrastructure

Traffic Studies

Safety Module

Maintenance

Signals

Collision

Annual Statistics

Security

Reports

Controller: 8005 Authority:

Default Location: DERRY RD E btwn ENTRANCE - GO STATION ... Direction: W/B

Type: Position: Secondary Right Side

Colour: Amber Bulb Type: L.E.D.

Load (KW): 14 Bulb Manufacturer: Gelcore

Size (mm): 0 Serial No:

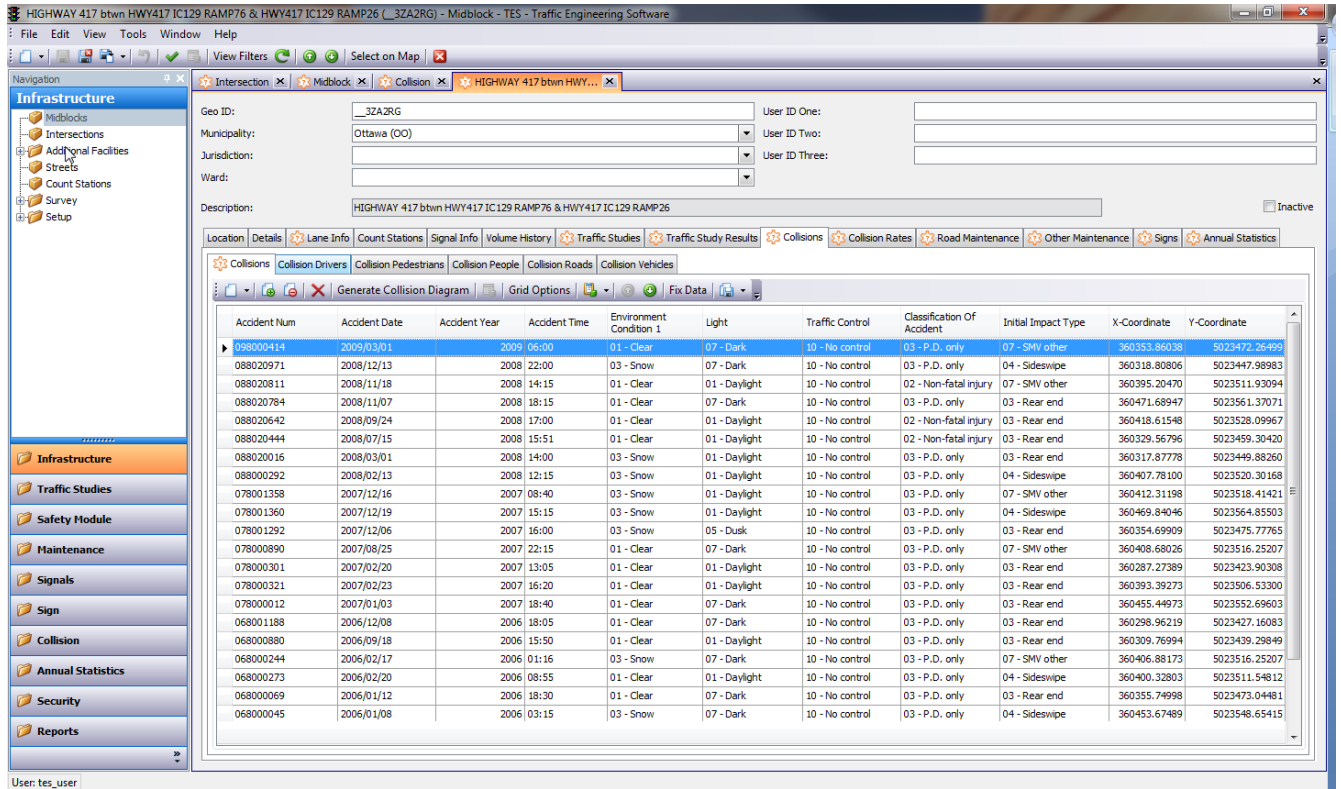
Mounted: Pole Solar Power

Install Date: 01/02/2004

DB Connection: TES / peelpd User: tes

6 ROAD NETWORK MODULE

The Road Network Module provides an intersections and midblocks model for managing traffic engineering data. All traffic engineering data is tied to the Municipal Road Network.



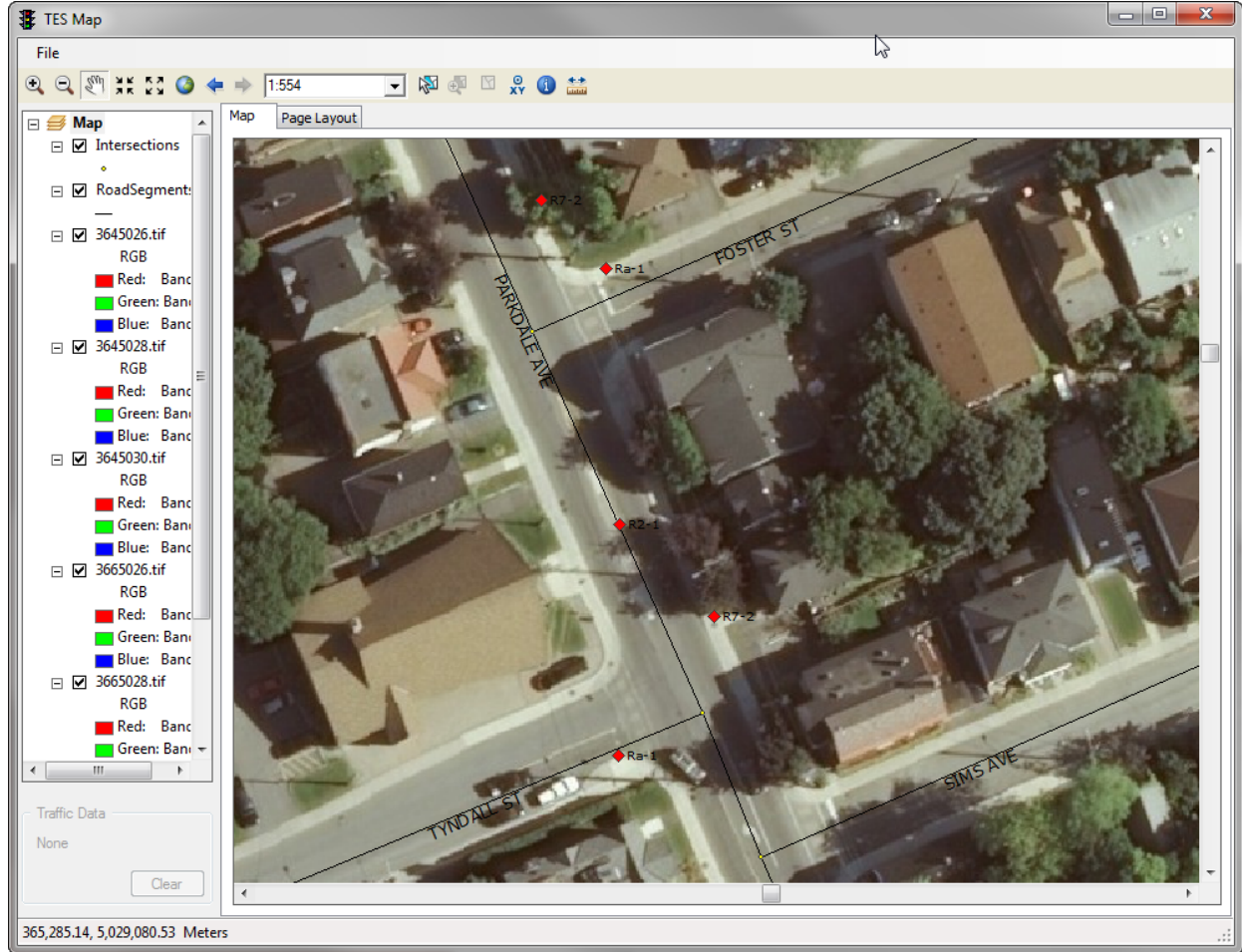
The screenshot displays the TES Traffic Engineering Software interface. The main window shows a list of collision data for a selected location. The data is organized into columns: Accident Num, Accident Date, Accident Year, Accident Time, Environment Condition 1, Light, Traffic Control, Classification Of Accident, Initial Impact Type, X-Coordinate, and Y-Coordinate. The interface includes a navigation pane on the left with categories like Infrastructure, Traffic Studies, Safety Module, Maintenance, Signals, Sign, Collision, Annual Statistics, Security, and Reports. The top menu bar includes File, Edit, View, Tools, Window, and Help. The bottom status bar shows the user as 'tes_user'.

Accident Num	Accident Date	Accident Year	Accident Time	Environment Condition 1	Light	Traffic Control	Classification Of Accident	Initial Impact Type	X-Coordinate	Y-Coordinate
098000414	2009/03/01	2009	06:00	01 - Clear	07 - Dark	10 - No control	03 - P.D. only	07 - SMV other	360353.86038	5023472.26499
088020971	2008/12/13	2008	22:00	03 - Snow	07 - Dark	10 - No control	03 - P.D. only	04 - Sideswipe	360318.80806	5023447.98983
088020811	2008/11/18	2008	14:15	01 - Clear	01 - Daylight	10 - No control	02 - Non-fatal injury	07 - SMV other	360395.20470	5023511.93094
088020784	2008/11/07	2008	18:15	01 - Clear	07 - Dark	10 - No control	03 - P.D. only	03 - Rear end	360471.68947	5023561.37071
088020642	2008/09/24	2008	17:00	01 - Clear	01 - Daylight	10 - No control	02 - Non-fatal injury	03 - Rear end	360418.61548	5023528.09967
088020444	2008/07/15	2008	15:51	01 - Clear	01 - Daylight	10 - No control	02 - Non-fatal injury	03 - Rear end	360329.56796	5023459.30420
088020016	2008/03/01	2008	14:00	03 - Snow	01 - Daylight	10 - No control	03 - P.D. only	03 - Rear end	360317.87778	5023449.88260
08800292	2008/02/13	2008	12:15	03 - Snow	01 - Daylight	10 - No control	03 - P.D. only	04 - Sideswipe	360407.78100	5023520.30168
078001358	2007/12/16	2007	08:40	03 - Snow	01 - Daylight	10 - No control	03 - P.D. only	07 - SMV other	360412.31198	5023518.41421
078001360	2007/12/19	2007	15:15	03 - Snow	01 - Daylight	10 - No control	03 - P.D. only	04 - Sideswipe	360469.84046	5023564.85503
078001292	2007/12/06	2007	16:00	03 - Snow	05 - Dusk	10 - No control	03 - P.D. only	03 - Rear end	360354.69909	5023475.77765
078000990	2007/08/25	2007	22:15	01 - Clear	07 - Dark	10 - No control	03 - P.D. only	07 - SMV other	360408.68026	5023516.25207
078000301	2007/02/20	2007	13:05	01 - Clear	01 - Daylight	10 - No control	03 - P.D. only	03 - Rear end	360287.27289	5023423.90308
078000321	2007/02/23	2007	16:20	01 - Clear	01 - Daylight	10 - No control	03 - P.D. only	03 - Rear end	360393.39273	5023506.53300
078000012	2007/01/03	2007	18:40	01 - Clear	07 - Dark	10 - No control	03 - P.D. only	03 - Rear end	360455.44973	5023552.69603
068001188	2006/12/08	2006	18:05	01 - Clear	07 - Dark	10 - No control	03 - P.D. only	03 - Rear end	360298.96219	5023427.16083
068000880	2006/09/18	2006	15:50	01 - Clear	01 - Daylight	10 - No control	03 - P.D. only	03 - Rear end	360309.76994	5023439.29849
068000244	2006/02/17	2006	01:16	03 - Snow	07 - Dark	10 - No control	03 - P.D. only	07 - SMV other	360406.88173	5023516.25207
068000273	2006/02/20	2006	08:55	01 - Clear	01 - Daylight	10 - No control	03 - P.D. only	04 - Sideswipe	360400.32803	5023511.54812
068000069	2006/01/12	2006	18:30	01 - Clear	07 - Dark	10 - No control	03 - P.D. only	03 - Rear end	360355.74998	5023473.04481
068000045	2006/01/08	2006	03:15	03 - Snow	07 - Dark	10 - No control	03 - P.D. only	04 - Sideswipe	360453.67489	5023548.65415

Each location's attributes and traffic engineering data associated with the selected location can be easily filtered, reported and displayed on a map (see GIS Module). TES' open database concept allows the integration of TES' data with other infrastructure solutions or GIS systems.

7 GIS MODULE

TES incorporates ESRI's ArcEngine (an industry standard GIS format) to produce traffic engineering maps within the TES application. With the custom built function the user can easily locate intersection or midblocks on a map and preview any traffic engineering data for the selected locations. Also, the user is able to filter any traffic engineering data stored in TES and display it on a map whether it is collisions, volume, speed, warrants, sign, signals or any other data.



Each user can add additional layers including the aerial photo and change each layer attribute. Maps with displayed data can be printed directly from TES or exported into PDF file format.

Appendix B: Annual Maintenance and Support

TES Software Maintenance Plans

● Basic *(A maximum of 20hr/year)*

- Phone, email, and remote support for any technical issues related to the TES Software
- Phone, and email support for any traffic engineering/operations related issues that are impacted or influenced by the TES Software
- Assistance with GIS and road additions and changes that impact GIS and TES
- Minor customization and updating of reports in TES as required
- Software bug fixes
- Provision of support for IT staff in any issue related to TES (TES Software, Database, or GIS)
- Software installation support for any new installations (installation of the software on a new computer)
- Software/updates installation support for any new updates
- Unlimited access to the ESRI GIS functionality within the TES software (i.e. no need to purchase ESRI ArcGIS licenses for each user to have the GIS mapping functionality)
- Provision of the TES Software updates within the same version of the Software

● Premium

- All items included in the basic maintenance plan plus:
- An additional 10 hr/year of the services provided under the basic maintenance plan
- Annual Safety Performance Function (SPF) calibration
- TES software safety module set up
- Conduct annual network screening for mid-blocks and intersections
- Conduct over representation analysis
- Add new traffic counters to the TES Software
- Traffic count data import services up to 10 hrs per year
- Customization up to 10 hrs per year
- Report customization
- Configuring and running the red light camera site selection tool
- Review of traffic volume data (temporal, spatial, and quality) to identify locations for annual traffic volume data collection
- Additional support is charged at a lower rate

● Ultimate

- This is a full service plan. All updates, changes, queries, and reports are performed by TES staff.
- Additionally, all items described in the premium maintenance plan are included in the ultimate plan. The customization is increased to 20 hrs per year

Subject: Response to CQ27-2021 - All-Way Stop Warrant - City Wide

Moved by: Councillor Kieran McKenzie
Seconded by: Councillor Gary Kaschak

Decision Number: **ETPS 950**

THAT the All-Way Stop policy **REMAIN** status quo for the time being; and,

THAT the report of the Senior Manager, Traffic Operations dated June 5, 2023, entitled “Response to CQ27-2021—All Way Stop Warrant-City Wide” as well as any changes to the All-Way Stop Policy **BE DEFERRED** to a future meeting of the Environment, Transportation & Public Safety Standing Committee to be considered in conjunction with the Vision Zero Report.

Carried.

Report Number: S 70/2023
Clerk’s File: SW2023 & ACOQ2023

Clerk’s Note:

1. The recommendation of the Environment, Transportation & Public Safety Standing Committee and Administration are **not** the same.
2. Please refer to Item 8.1 from the Environment, Transportation & Public Safety Standing Committee held on July 26, 2023.
3. To view the stream of this Standing Committee meeting, please refer to:
<http://csg001-harmony.sliq.net/00310/Harmony/en/PowerBrowser/PowerBrowserV2/20230726/-1/9420>

Subject: Response to CQ27-2021 - All-Way Stop Warrant - City Wide

Reference:

Date to Council: July 26, 2023

Author: Ian Day

Senior Manager, Traffic Operations & Parking (A)

519-255-6247 x6053

Public Works - Operations

Report Date: June 5, 2023

Clerk's File #: SW2023 & ACOQ2023

To: Mayor and Members of City Council

Recommendation:

THAT Council **APPROVE** the updated All-way Stop Policy as listed in Appendix B.

Executive Summary:

N/A

Background:

At the meeting of City Council on November 15, 2022, Councillor Costante asked CQ27-2021 as follows:

“Asks that Administration report back on opportunities to amend the warrant matrix and incorporate additional factors when determining the installation of 4-way stops in our residential neighbourhoods. This may include certain factors in the warrant threshold be lowered or amended, and may also include other factors such as petitions and school zones to be incorporated in the overall matrix.”

This report is provided in response to the Councillor's question.

During the preparation of this report, Administration conducted a review the current All-way Stop Policy. (Coincidentally, the current All-way Stop policy, approved in 2005, was identified by the Corporate Policy Coordinator as being among several policies in need of review).

The current policy approved by Council in 2005 (**Appendix A**) directed:

*That Council **APPROVE** the recommended updated All-way Stop warrants and policy as listed in Appendix A.*

*That Council **REFER** all requests for All-way Stops relating to speeding to the upcoming Traffic Calming Policy for evaluation and investigation of traffic calming alternatives.*

*That Council **APPROVE** Option B in Appendix B for hearing and reviewing All-way Stop Requests, commencing in late October 2005. (Option B does not include an All-way Stop Committee and all-way stop requests are brought directly to a special meeting of Council in either May or October for final decision)..*

Discussion:

The City's current All-way Stop policy does not reflect the latest criteria for all-way stops as outlined in the Ministry of Transportation's *Ontario Traffic Manual - Book 5, Regulatory Signs* which was (updated) in December 2021. For reasons which will be explained further in this report, Administration is recommending the city's current warrant matrix be amended to mirror the warrants identified in the *Ontario Traffic Manual – Book 5, Regulatory Signs* and that Council approve the attached updated All-way Stop Policy (**Appendix B**).

In the past, installing all-way stops were seen as the solution to many traffic problems.

However, *unwarranted* all-way stop controls often result in the following:

- **Reduced effectiveness.** The overuse and misuse of stop control devices lowers the effectiveness of other traffic control devices.
- **Poor stop sign compliance.** Motorists familiar with the intersection will not come to a complete stop, instead, reduce their travel speed, and accelerate through the intersection when no opposing traffic is observed.
- **False sense of security.** Disregard for the “Stop” signs may decrease safety. Pedestrians may be lured in to the false sense of security by the presence of a “Stop” sign by assuming motorists will stop.
- **Collisions** – an all-way stop can increase the number of rear-end and fixed object collisions, especially if there is a high volume of traffic being required to stop unnecessarily. (A quick analysis of all-way versus 2 way stop controls in the City of Windsor indicates that there is a higher ratio of incidents at all-way stops. An in-depth analysis would be required to determine the root cause, however a high level review was done for three areas in the City and in 2 of those areas, there was a higher ratio of incidents at the all-way stops).
- **Speeding** - the unnecessary delay from a stop sign results in motorists increasing their travel speed between intersections to make up for the perceived time lost. Average speeds actually increase between intersections with stop signs. Residents in the middle of the block could experience higher than previous speeds as studies indicate an increase in speeds mid-blocs on either side of the stop control.
- **Emergency Response** - response time for emergency services vehicles is negatively impacted because they are required to come to a complete stop at all

stop signs as per the Highway Traffic Act. Therefore, adding stop signs to residential areas in particular will increase the response of both Fire and Ambulance services to residential calls.

- **Noise and Air Pollution** – residents living nearest to the intersection experience an increase in traffic noise from vehicles stopping and accelerating (braking noise and engine noise). Stopping and accelerating also increases environmental emissions and fuel consumption.

In 2005, a review at that time of the City’s All-way Stop policy found that, by and large, the City of Windsor’s policy had the most generous warrants for meeting the requirements for an All-Way Stop in Ontario. (At that time, it was estimated that there were 135 unwarranted all-way stops in the City). Further, it noted that *“the policy was inconsistent with the trends and focus of other municipality’s policies and was deficient in many of the more progressive aspects of other policies relating to environmental responsibility, driver and pedestrian safety and maintaining sustainable and efficient transit services”*.

Based on the significant volume of all-way stops that were being installed in the City and calls from residents that drivers were not stopping on stop signs, Council approved a policy and warrant procedure with regard to all-way stops that was inline with other municipalities, industry standards and guideline recommendations at that time.

However, since then, other significant tools and practices to deal with speeding or pedestrian safety have been developed and effectively implemented. Such measures are outlined in various policies including the School Neighbourhood Policy, the Traffic Calming Policy, etc., and include:

• Speed humps or tables	• Lane narrowing
• Textured crosswalks	• Traffic circles
• Raised crosswalks	• Directional closures
• Raised intersections	• Speed feedback signs
• Raised median islands	• Lower speed limits
• Curb radius reductions	• Movement restrictions
• Curb or sidewalk extensions	

The items noted above, while addressing speeding and/or pedestrian safety, importantly also eliminate the installation of an otherwise unwarranted all-way stop.

In order to reduce the installation of additional unwarranted all-way stops, Administration recommends adopting the updated All-way Stop Policy as listed in Appendix B, which mirrors *Ontario Traffic Manual - Book 5, Regulatory Signs* as it pertains to all-way stops. The Ontario Traffic Manuals are developed using the Transportation Association of Canada’s, Manual on Uniform Traffic Control Devices Canada document, which is the Canadian version of the Manual on Uniform Traffic Control Devices as developed by the US Federal Highway Administration.

The purpose of the Ministry of Transportation's (MTO) Ontario Traffic Manual (OTM) is "to provide information and guidance to transportation practitioners and to promote uniformity of treatment in the design, application and operation of traffic control devices and systems across Ontario. The objective is safe driving behaviour, achieved by a predictable roadway environment through the consistent, appropriate application of traffic control devices."

By adopting *Ontario Traffic Manual - Book 5, Regulatory Signs* regarding All-way stop controls, a predictable roadway environment for drivers and pedestrians alike is supported.

It is in this context as well as the earlier identified concerns regarding unwarranted all-way stops that Administration does not recommend amending the warrant matrix to incorporate other factors such as petitions or school zones or lowering warrant threshold. As noted earlier in the report, there are now additional effective tools and practices to deal with speeding or pedestrian safety.

Ontario Traffic Manual - Book 5, Regulatory Signs – All-way Stops

Regarding the installation of all-way stops, the *Ontario Traffic Manual - Book 5, Regulatory Signs* states all way stops **MUST NOT** be used:

- As a speed control device.

With respect to all-way stops, the *Ontario Traffic Manual - Book 5, Regulatory Signs* states that all-way stop controls **should be considered only under the following situations:**

- As an interim measure, where traffic control signals are warranted but cannot be implemented immediately;
- At locations having a high collision frequency where less restrictive measures have been tried and found inadequate; or
- As a means of providing a transition period to accustom drivers to a change in intersection right-of-way control from one direction to another.

With respect to all-way stops, the *Ontario Traffic Manual - Book 5, Regulatory Signs* states that all-way stop controls **should not** be used under the following conditions:

- Where the protection of pedestrians, school children in particular, is a prime concern. This concern can usually be addressed by other means;
- On roads where progressive signal timing exists;
- On roads within urban areas having a posted speed limit in excess of 60 km/h;
- At intersections that are not roundabouts having less than three, or more than four, approaches;

- At intersections that are offset, poorly defined or geometrically substandard;
- On truck or bus routes, except in an industrial area or where two such routes cross;
- On multi-lane approaches where a parked or stopped vehicle on the right will obscure the STOP sign;
- Where traffic would be required to stop on grades;
- As a means of deterring the movement of through traffic in a residential area;
- Where visibility of the sign is hampered by curves or grades, and insufficient safe stopping distance exists; or
- Where any other traffic device controlling right-of-way is permanently in place within 250m, with the exception of a YIELD sign.

Under the *Ontario Traffic Manual - Book 5, Regulatory Signs*, the criteria for an all-way stop are as follows:

All-way Stop Minimum Volume Warrant (Arterial and Major Roads)

All-way stop control may be considered on major roads where the following conditions are met:

- *The total vehicle volume on all intersection approaches exceeds 500 vehicles per hour for each of any eight hours of the day;*
- *The combined vehicular and pedestrian volume on the minor street exceeds 200 units per hour (all vehicles plus pedestrians wishing to enter the intersection) for each of the same eight hours, with an average delay to traffic on the minor street (either vehicles or pedestrians wishing to enter the intersection) of greater than 30 seconds; and*
- *The volume split does not exceed 70/30. Volume on the major street is defined as vehicles only. Volume on the minor street includes all vehicles plus any pedestrians wishing to cross the major roadway.*

All-way Stop Minimum Volume Warrant (Minor Roads)

All-way stop control may be considered on minor roads where the following conditions are met:

- *Total vehicle volume on all intersection approaches exceeds 350 for the highest hour recorded; and*

- *Volume split does not exceed 75/25 for three-way control or 65/35 for four-way control. Volume is defined as vehicles only.*

All-way Stop Collision Warrant

For the purposes of this warrant, a high accident frequency is an average of four collisions per year over a three-year period. Only those accidents susceptible to relief through multi-way stop control must be considered (i.e., right angle and turning type collisions).

Included in this warrant are those locations where visibility problems exist which limit the safe approach speed to less than 15 km/h, thereby creating an unreasonable accident potential. Special advance warning or overhead flashing lights may be necessary to augment the control if vertical or horizontal alignment is a factor.

Appendix B contains the proposed All-way Stop policy.

Risk Analysis:

Unwarranted all-way stops often result in reduced effectiveness of other traffic control devices, result in overall poor stop sign compliance, create a false sense of security for pedestrians, increase the number of rear-end and fixed object collisions, increase instances of mid-block speeding, delay emergency vehicle response times and increase noise and air pollution

Climate Change Risks

Climate Change Mitigation:

All-way stops increase greenhouse emissions. As noted in Council Report 11541, the greenhouse gas emissions related to one all-way stop is;

657 kg of hydro carbons

8,760 kg of carbon monoxide

675 kg of nitrogen oxide

65,700 kg of carbon dioxide

(Source: Ministry of Municipal Affairs and Housing)

There are currently 230 all-way stops in the City, totalling the emissions at 17,432,160 kg (17,432.16 metric tonnes).

The addition of even one unwarranted all-way stop has a significant effect on green house gas emissions in the City

Climate Change Adaptation:

N/A

Financial Matters:

There are no immediate financial implications with adopting the proposed All-way Stop policy (Appendix B) which will eliminate the installation of additional unwarranted all-way stops.

With respect to all-way stops, the cost per sign for installation can cost between \$250 and \$1,000 depending on the underground conflicts. Therefore, to upgrade a typical 2-way or 1-way stop to an all-way stop costs the City in the range of \$2,000 per location. On-going maintenance for the additional signs is \$500 per sign/year.

Stop signs are considered regulatory signs and under the Minimum Maintenance Standards, they require immediate attention when damaged. This means that after hour emergency call outs to staff will increase, hence further increasing overtime/maintenance costs. These costs are difficult to predict and are non-recoverable.

Ongoing sign maintenance is included in the Traffic Operations annual operating budget. Should there be a need for additional funding as a result of the implementation of this policy, a budget issue will be brought forward. At this time, the annual amount is considered reasonable and appropriate.

Consultations:

Jeff Hagan, Senior Transportation Planning Engineer

Cindy Becker, Financial Planning Administrator – Public Works

Barry Horrobin, Director of Planning & Physical Resources

Dana Paladino, Deputy City Solicitor – Purchasing, Risk Management and POA

Rob Slater, Executive Initiatives Coordinator

Conclusion:

Administration recommends adopting an updated All-way Stop Policy as listed in Appendix B, which mirrors the *Ontario Traffic Manual - Book 5, Regulatory Signs*. By adopting this policy, a predictable roadway environment for drivers and pedestrians is supported.

Amending the warrant matrix to incorporate other factors such as petitions or school zones or lowering the warrant threshold is not recommended as other effective tools and practices are available to deal with speeding or pedestrian safety

Planning Act Matters:

N/A

Approvals:

Name	Title
Cindy Becker	Financial Planning Administrator – Public Works - Operations
Shawna Boakes	Executive Director of Operations
Chris Nepskzy	Commissioner, Infrastructure Services, City Engineer
Janice Guthrie	Commissioner, Corporate Services, City CFO/ Treasurer
Joe Mancina	Chief Administrative Officer

Notifications:

Name	Address	Email

Appendices:

- Appendix A – Previous All-Way Stop Warrant Policy/Report
- Appendix B – Proposed New All-Way Stop Policy & Warrant Checklist

Appendix A

Previous All-Way Stop Warrant Policy/Report

Proposed All Way Stop Warrants (2005)2
Additional Notes to be included with Policy3
Option 1: New All Way Stop Committee – Procedure4
Option 2: Special Meeting of Council Twice Per Year – Procedure5

Proposed All Way Stop Warrants

Warrant Group	Minimum Warrants	Information	Warrant Compliance Yes / No
Warrant Group 1	If location satisfies either a or b, then an all way stop is warranted.		
	a) Traffic Signals are warranted, all way stop used as a temporary measure.		
	b) Average of three accidents per year over a three year period of a type susceptible to correction by such an installation.		
Warrant Group 2	If location does not satisfy either c, d, and e then all way stop is not permitted.		
	c) If the proposed location is on a Transit Route (Proposed or Existing) or Truck Route, then no all way stop will be permitted.		
	d) If proposed location is within 250 metres of another right of way control measure (Traffic Signal, Other All Way Stop etc) than no additional all way stop will be permitted.		
	e) If the proposed location is not between two "like" classifications of roads, then an All Way Stop will not be permitted. (Example: Intersections between Arterial Roads and Collector Roads or Local Roads will not be permitted to have an All Way Stop.)		
Warrant Group 3	Proposed location must meet the following combination of Traffic Volume criteria to warrant an all way stop.		
	f) Total vehicular volume from all directions is 250 vehicles per hour or more. and satisfies either "i" or "ii"		
	i) Combined vehicular and pedestrian volume crossing the main street (direction with majority of traffic) is 150 units per hour or more.		
	Or		
	ii) The pedestrian volume crossing the main street exceeds 200 units over an 8 hour period.		
	and satisfies condition g		
	g) The volume of traffic on all directions represents a direction split less than or equal to 65% on main road and 35% on the minor road.		

Explanation:

- a) If the proposed location meets the warrants in group 1, then the all way stop will be granted regardless of the remaining warrants.
- b) If the proposed location does not meet the warrants in group 1, and does not satisfy the conditions in group 2 then an all way stop will not be permitted regardless of the outcome of the remaining warrants.
- c) If the proposed location does satisfy the conditions in group 2, and does not meet the warrants in group 3, then an all way stop will not be permitted.
- d) If the proposed location does satisfy the conditions in group 2, and does meet the combination warrants in group 3, then an all way stop will be permitted.
- e) If the proposed location doesn't satisfy the conditions in group 2, and does not meet the combination warrants in group 3, but there are inadequate sight lines/visibility or poor road geometry, special consideration may be given for stop installation.

Additional Notes to be included with Policy:

a) All Way Stops are not be used as a method of speed control. All Way Stops have been proven to increase mid block speeds, and have been known to reduce overall compliance of All Way Stops. All Way Stop requests pertaining to speed control will be directed for potential evaluation for Traffic Calming following the Traffic Calming Policy.

b) All Way Stops will result in an increase in noise and air pollution in the general vicinity of the location and in the neighbourhood at large.

c) At a typical four way stop, the following emissions are released collectively, from all vehicles traveling through a stop each year:

657 kg of hydro carbons

8,760 kg of carbon monoxide

675 kg of nitrogen oxide

65,700 kg of carbon dioxide

(Data Provided by the Ministry of Municipal Affairs and Housing)

Option 1: New All Way Stop Committee – Procedure

A new committee of Council is created to hear All Way Stop requests. The proposed committee would be made up of 5 Council members, one from each ward and the remaining 5 Council members would trade every six months. The Committee would hear requests twice per year, once in May and once in October. The Committee can vote and make a decision but decisions not favorable to the resident may still be brought to Council as a whole.

- a) Resident makes formal request to administration to study the need for an all way stop.
- b) Resident obtains necessary petition signatures within prescribed area.
- c) Administration performs warrant study based on the warrants attached.
- d) Administration reports back to resident regarding results.
 - IF All Way Stop is warranted then report is brought to committee for approval of new all way stop.
 - IF All Way Stop is not warranted then requester is notified that the requested All Way Stop does not meet the prescribed warrants.
- e) Resident then has two choices:
 - i. Resident appears at All Way Stop Committee meeting noting the special circumstances why an All Way Stop should be approved. (Special circumstances cannot include speeding issues or short cutting traffic. Concerns such as those should be brought forward as a request for a review for traffic calming.)
 - ii. End pursuance of All Way Stop because the location did not meet the warrants.
- f) All Way Stop committee will convene to vote on All Way Stop requests
 - If Committee decides to approve the All Way Stop, a minor by-law amendment will be drafted for CAO Approval (Delegated Authority).
 - IF Committee decides not to approve All Way Stop resident has two choices:
 - i. Resident may request that the All Way Stop request be brought to Council for further consideration.
 - ii. Resident may end pursuance of an All Way Stop because committee did not approve of the All Way Stop.
- g) Resident brings All Way Stop request to Council.
- h) Council makes final decision.
 - i. IF Council approves the All Way Stop, a minor by-law amendment will be drafted for CAO Approval (Delegated Authority).
 - ii. IF Council does not approve All Way Stop, no all way stop will be erected.

Option 2: Special Meeting of Council Twice Per Year – Procedure

At a special meeting of Council or prior to a regular Council meeting all way stops will be heard twice per year. These special meetings would occur once in May and once in October.

- a) Resident makes formal request to administration to study the need for an all way stop.
- b) Resident obtains necessary petition signatures within prescribed area.
- c) Administration performs warrant study based on warrants attached.
- d) Administration reports back to resident regarding results.
 - i. IF All Way Stop is warranted then report is brought to Council for approval of new all way stop.
 - ii. IF All Way Stop is not warranted then requester is notified that the requested All Way Stop does not meet the prescribed warrants.
- e) Resident then has two choices:
 - i. Bring request to Council noting special circumstances why All Way Stop should be approved (Special circumstances cannot include speeding issues or short cutting traffic. Concerns such as those should be brought forward as a request for a review for traffic calming.)
 - ii. End pursuance of All Way Stop because the location did not meet the warrants.
- f) Resident brings All Way Stop request to special meeting of council either in the Spring or the Fall.
- g) Council makes final decision.
 - i. IF Council approves the All Way Stop, a minor by-law amendment will be drafted for CAO Approval (Delegated Authority).
 - ii. IF Council does not approve All Way Stop, no all way stop will be erected.

Appendix B

Proposed New Policy & Warrant Checklist

All-Way Stop Policy 2-4
Warrant Checklist 5-6

THE CORPORATION OF THE CITY OF WINDSOR POLICY

Service Area:	Public Works	Policy No.:	
Department:	Traffic Operations	Approval Date:	
Division:	Operations	Approved By:	
		Effective Date:	
Subject:	All Way Stop Policy	Procedure Ref.:	
Review Date:		Pages:	Replaces:
Prepared By:	Ian Day		Date:

1. POLICY

1.1. This policy establishes the all way stop review and approval or denial procedure.

2. PURPOSE

2.1. To define the process for the review, and approval or denial of an all way stop control in the City of Windsor.

2.2. To ensure public safety as it pertains to the use of stop controls.

2.3. To ensure adherence to Provincial and National standards and guidelines as it pertains to the use of stop controls.

3. SCOPE

3.1. This policy applies to any City of Windsor Department reviewing, approving and/or installing stop controls within the public right-of-way.

4. RESPONSIBILITY

4.1. City Council is responsible for:

4.1.1. The final approval and any amendments of the All Way Stop Policy.

4.1.2. To approve funding to install and maintain all ways stops.

4.2. Standing Committees are responsible for:

4.2.1. Reviewing and approving the All Way Stop Policy and any amendments and forwarding committee reports with recommendations to City Council for final approval.

4.3. The Chief Administrative Officer (CAO) is responsible for:

4.3.1. Providing approval of the Street Lighting Policy and any amendments to the Standing Committee Level.

4.3.2. Approving by-law amendments (Delegated Authority) to the Traffic By-Law after the installation of an all way stop.

4.4. Corporate Leadership Team (CLT) is responsible for:

- 4.4.1. Providing approval of the development of the All Way Stop Policy and any amendments prior to the CAO for their authorization.

4.5. Department Head, Senior Manager or Manager is responsible for:

- 4.5.1. Reviewing the All Way Stop Policy to determine whether updates are required.
- 4.5.2. Determine the need of the policy.
- 4.5.3. Consult with other relevant stakeholders.
- 4.5.4. Forward the proposed policy and accompanying report to the CLT for approval.
- 4.5.5. Oversee the all way stop reviews and warrant results.
- 4.5.6. Approving the installation of a new all way stop, removal of an existing all way stop and / or reversal of an existing two way stop when the location meets warrant.

4.6. Traffic Technician is responsible for:

- 4.6.1. Receiving resident request for new all way stop.
- 4.6.2. Completing necessary efforts to collect data for a warrant review and completing the warrant checklist.
- 4.6.3. Make recommendation to Department Head, Senior Manager or Manager with regards to the results of a warrant.
- 4.6.4. Reviewing existing stop controls on an on-going basis to assess the continued need for all way stops or to determine what changes are necessary for increased public safety (i.e. reversal of stop control).

4.7. Transportation Technologist I is responsible for:

- 4.7.1. Preparing report with required by-law amendments for new all way stop, or removal or reversal of an existing all way stop based on the warrant and All Way Stop Policy.

5. GOVERNING RULES AND REGULATIONS**5.1. NEW ALL WAY STOP REQUEST**

- 5.1.1. A resident makes a formal request to administration to study the need for an all way stop. OR Administration identifies the need for an all way stop review due to an internally driven safety review.
- 5.1.2. Administration collects data required and completes a warrant for the location requested. Traffic volumes within the past 3 years are acceptable for the review of this warrant, where existing data is older than 3 years, new data is to be collected.
- 5.1.3. Administration reports back to the resident through the 311 Service Request, with the results of the review
- 5.1.4. If the all way stop is warranted, a by-law update and associated report will be brought to the CAO and the all way stop is installed.

5.1.5. If the all way stop is unwarranted, end pursuance of the all way stop because the location does not meet the warrant.

5.2. ALL WAY STOP REMOVAL

5.2.1. A resident makes a formal request to administration to study to need to remove an all way stop. OR Administration performs a review of an all way stop and determines that significant changes have been made in the area to change the need for an all way stop.

5.2.2. If the all way stop is unwarranted, a by-law update and associated report will be brought to the CAO and the all way stop is removed, leaving the stop control on the lower volume roadway. Administration shall review all other safety factors at the intersection to ensure proper sightlines and parking removal is appropriate and make changes as needed prior to removal.

5.2.3. If the all way stop is warranted, end pursuance of the all way stop removal and the all way stop shall remain in place.

5.3. REVERSAL OF A STOP CONTROL

5.3.1. The reversal of a stop shall be reviewed using the All Way Stop Control Warrant Checklist, specifically reviewing the roadway traffic volumes and classifications.

5.3.2. A resident makes a formal request to administration to study to need to reverse a stop control. OR Administration performs a review of an all way stop and determines that significant changes have been made in the area to change the need for the direction of the stop control.

5.3.3. If the reversal of the two way stop is warranted, a by-law update and associated report will be brought to the CAO and the two way stop is reversed. Administration shall review all other safety factors at the intersection to ensure proper sightlines and parking removal is appropriate and make changes as needed prior to reversal.

5.3.4. If the all way stop is warranted, end pursuance of the all way stop removal and the all way stop shall remain in place.

6. RECORDS, FORMS AND ATTACHMENTS

6.1. All Way Stop Warrant Checklist attached.

Warrant Group	Minimum Warrants	Notes	Warrant Compliance Yes / No
Warrant Group 1	If location satisfies either a or b, then an all way stop is warranted.		
	a) Traffic Signals are warranted, all way stop used as a temporary measure.		
	b) Collision Ratio of either (highest classification of roadway applies): One approach is a local OR collector road – average of 3 accidents per year over a 3 year period of a type susceptible to correction by such an installation (9 in 36 months). One approach is an arterial road – average of 4 collisions per year over a 3 year period of a type susceptible to correction by such an installation (12 in 36 months). Note 1.		
Warrant Group 2	If location satisfies all conditions c, d, and e, then an all way stop is warranted.		
	c) If the proposed location is on a Transit Route (proposed or existing), has on-street bikeways (proposed or existing) on the currently uncontrolled road or Truck Route, then no all way stop should be permitted *Note 2.		
	d) If proposed location of the new traffic control device is within 250 metres of another right of way control measure (Traffic Signal, Other All Way Stop, etc.) than no additional all way stop should be permitted. *Note 2.		
Warrant Group 3	Proposed location must meet the following combination of Traffic Volume criteria to warrant an all way stop.		
	e) Total vehicular volume from all directions is either (highest classification of roadway applies): One approach is an Arterial Road - 500 (vehicles per hour, highest 8 hours) One approach is a Collector Road - 375 (vehicles per hour, highest 8 hours) Both approaches are Local Roads – 200 (vehicles per hour, highest 4 hours)		
	And		
	f) Combined vehicular and pedestrian volume crossing the main street (direction with majority of traffic) is either: One approach is an Arterial Road – 200 per hour OR 150 per hour with an average delay of >30 seconds, for the highest 8 hours One approach is a Collector Road – 150 per hour OR 120 per hour with an average delay of >30 seconds, for the highest 8 hours		

Both approaches are Local Roads – 75 per hour, for the highest 8 hours		
And		
g) The volume of traffic on all directions represents a direction split less than or equal to 70% on main road and 30% on the minor road. I.e. the minor street must not be less than 30% of the total volume entering the intersection.		

Notes:

1. Stop controls shall not be allowed on expressways and scenic parkways.
2. A supporting traffic operations study may be required to be assessed, along with sound engineering judgement and approval of the Commissionaire of Infrastructure Services.

Explanation:

- a) If the proposed location meets the warrants in group 1, then the all way stop will be permitted regardless of the remaining warrants.
- b) If the proposed location does not meet the warrants in group 1, and does not satisfy all the conditions in group 2 then an all way stop will not be permitted regardless of the outcome of the remaining warrants.
- c) If the proposed location does satisfy the conditions in group 2, and does not meet the warrants in group 3, then an all way stop will not be permitted.
- d) If the proposed location does satisfy the conditions in group 2, and does meet the combination of warrants in group 3, then an all way stop will be permitted.
- e) If the proposed location doesn't satisfy the conditions in group 2, and does not meet the combination warrants in group 3, but there are inadequate sight lines/visibility or poor road geometry, special consideration may be given for stop installation. Other sight line / visibility methods shall be exhausted prior to allowance of stop control devices (i.e. removing additional parking, removing objects in the ROW, obtaining larger easements, etc.).

Additional Notes to be included with Policy:

- a) All Way Stops are not be used as a method of speed control. All Way Stops have been proven to increase mid block speeds, and have been known to reduce overall compliance of All Way Stops. All Way Stop requests pertaining to speed control will be directed for potential evaluation for Traffic Calming following the Traffic Calming Policy.
- b) All Way Stops will result in an increase in noise and air pollution in the general vicinity of the location and in the neighbourhood at large.
- c) At a typical four way stop, the following emissions are released collectively, from all vehicles traveling through a stop each year:
 657 kg of hydro carbons 8,760 kg of carbon monoxide 675 kg of nitrogen oxide 65,700 kg of carbon dioxide
 (Data Provided by the Ministry of Municipal Affairs and Housing)

Subject: Follow-up - CQ7-2020 40 km/h Residential Speed Limits - City-wide

Moved by: Councillor McKenzie
Seconded by: Councillor Kaschak

Decision Number: **ETPS 822**

THAT the City of Windsor **IMPLEMENT** a blanket Option 2 from report S 111/2020 to be funded through the Budget Stabilization Reserve Fund, (BSR); and,

THAT Administration **BE DIRECTED** to use a target speed of 40 km/h or lower for the design of all traffic calming plans on local roads; and,

THAT in the upcoming Complete Streets Policy, Administration **BE DIRECTED** to use a target speed of 40 km/h or lower for residential local roads and to incorporate this into the policy; and,

THAT Traffic By-law 9148 **BE AMENDED** as listed and attached in Appendix 1; and,

THAT the City Solicitor **BE DIRECTED** to prepare the necessary documents to amend the by law; and,

THAT Administration **REPORT BACK** to the Environment, Transportation and Public Safety Standing Committee within 12 months of implementation of the speed limit changes listed in Appendix 1 with the results of the speed reduction pilot program; and,

THAT an Additional Information Memo **BE PROVIDED** when this report proceeds to Council that outlines the cost implications and the details related to the changes to Bylaw 9143 as it relates to Option 2 – To Reduce the City-wide default speed limit to 40 km/h.

Carried.

Councillors Francis and Costante voting nay.

Report Number: S 13/2021
Clerk's File: ST2021

Clerk's Note:

- a) The recommendation of the Standing Committee and Administration are **not** the same.

- b) Please refer to Item 8.2 from the Environment, Transportation & Public Safety Standing Committee Meeting held March 24, 2021.
- c) To view the stream of this Standing Committee meeting, please refer to:
<http://csg001-harmony.sliq.net/00310/Harmony/en/PowerBrowser/PowerBrowserV2/20210406/-1/5227>

Subject: Follow-up - CQ7-2020 40 km/h Residential Speed Limits - City-wide

Reference:

Date to Council: March 24, 2021
Author: Jeff Hagan
Transportation Planning Senior Engineer
519-255-6267 ext 6003
jhagan@citywindsor.ca
Planning & Building Services
Report Date: February 10, 2021
Clerk's File #: ST2021

To: Mayor and Members of City Council

Recommendation:

1. THAT Administration **BE DIRECTED** to use a target speed of 40 km/h or lower for the design of all traffic calming plans on local roads.
2. THAT in the upcoming Complete Streets Policy, Administration **BE DIRECTED** to use a target speed of 40 km/h or lower for residential local roads and to incorporate this into the policy.
3. THAT Traffic By-law 9148 **BE AMENDED** as listed and attached in Appendix 1.
4. THAT the City Solicitor **BE DIRECTED** to prepare the necessary documents to amend the by law.
5. THAT Administration **REPORT BACK** to the Environment, Transportation and Public Safety Standing Committee within 12 months of implementation of the speed limit changes listed in Appendix 1 with the results of the speed reduction pilot program.
6. THAT Administration **REPORT BACK** with a list of streets for the implementation of a 40 km/h speed limit for consideration for the 2022 capital and operating budgets.

Executive Summary:

As directed by Council, a strategy has been prepared to address traffic calming as well as speed limit reductions as an alternative to traffic calming in a comprehensive way. The strategy is made up of the following components:

- Speed humps and any alternative traffic calming measures: an update to the Traffic Calming Policy is provided in a separate accompanying report (report S 24/2021 Traffic Calming Policy Update 2021).
- Speed limit reductions as an alternative to traffic calming: as outlined in the table below.

Case	Proposed Approach
Physical changes are being made to the street (e.g. traffic calming, road reconstruction) or newly constructed streets	<ul style="list-style-type: none"> • Traffic calming plans: use a target speed of 40 km/h for local residential streets. • Other projects: incorporate a target speed of 40 km/h for local residential streets into the upcoming Complete Streets Policy.
No physical changes to the street – low existing average speeds	<ul style="list-style-type: none"> • Identify local residential streets where average speeds already support a 40 km/h speed limit. • Bring forward a list of 40 km/h candidate streets for Council to consider for inclusion in the 2022 capital and operating budget.
No physical changes to the street – higher existing average speeds	<ul style="list-style-type: none"> • Implement lowered speed limits in select locations as a pilot program. • Report back in 12 months on the results of the pilot program, including: <ul style="list-style-type: none"> ○ Change in speeds before/after ○ Speed comparison against neighbourhoods that remained at 50 km/h ○ Police enforcement experience ○ Resident attitudes to the change • Develop recommendations for phasing based on the outcome of the pilot study.

The proposed 40 km/h pilot program includes two speed areas and four individual streets. Initial cost is \$12,000; ongoing maintenance cost is \$800 per year.

Background:

At the March 2, 2020 meeting of Council, Councillor Kaschak asked the following Council Question:

CQ7-2020

Asks that if Council decides to move forward with reducing the speed limit to 40 km/h on all city residential streets, that administration advise of the timelines and cost to implement this across the city.

A response to this Council Question was provided in report S 111/2020 CQ7-2020 40 km/h Residential Speed Limits (Attached as Appendix 2 for reference). This report was brought before the Environment, Transportation and Public Safety Standing Committee on October 21, 2020 and then came before Council on November 9, 2020. The report outlined high-level costs, advantages, disadvantages and risks of three options to implement the speed reduction:

1. Keep the default City-wide speed limit at 50 km/h and place 40 km/h speed limit signs on residential streets,
2. Decrease the default City-wide speed limit to 40 km/h and place 50 km/h speed limit signs on major roads that would remain at 50 km/h, and
3. Keep the default City-wide speed limit at 50 km/h and implement 40 km/h speed areas in residential neighbourhoods.

In response to report S 111/2020, Council made the following resolution:

CR559/2020

That the report of the Transportation Planning Senior Engineer dated October 5, 2020 entitled "CQ7-2020 40 km/h Residential Speed Limits" BE REFERRED to Administration to allow for a report within 120 days on a comprehensive strategy, looking at speed limits as an alternative, in addition to speed bumps and any alternative traffic calming measure that makes sense, for Council's consideration in a fulsome manner; and that administration ALSO INCLUDE any outstanding CQ's on traffic calming at the same time

The requested strategy is provided to Council as follows:

- Speed humps and any alternative traffic calming measures: report S 24/2021 Traffic Calming Policy Update 2021
- Consideration of speed limit reductions as an alternative to traffic calming: report S 13/2021 (this report)

The outstanding Council Questions relating to traffic calming are addressed in Table 1.

Table 1: Traffic Calming Council Questions

Council Question	Addressed by	Notes
<p>CQ14-2018 Asks for a report soon on the feasibility of installing a school crosswalk on Cabana Road East in the vicinity of Roseland Public School for the safety of children crossing in light of the recent widening of the street to four lanes.</p>	<p>Report S 156/2018 (deferred by Resolution B5/2020, attached as Appendix 3)</p> <p>Report S 29/2019 (deferred by Resolution B5/2020, attached as Appendix 4)</p> <p>Report C 45/2019 (deferred by Resolution B5/2020, attached as Appendix 5)</p>	<p>This Council Question does not address traffic calming. However, Council has directed (B5/2020) that the report come forward at the same time as the Traffic Calming Policy update.</p>
<p>CQ14-2019 Asks that Council receive an administrative report outlining how residents can have traffic calming components introduced in their neighbourhoods if they don't meet warrant benchmarks?</p>	<p>Report S 58/2020 (referred to 2021 budget)</p> <p>Report S 24/2021 (Traffic Calming Policy Update 2021)</p>	
<p>CQ 15-2019 Asks that administration report back to council regarding traffic calming methods for local streets that do not meet warrants for stop signs. My focus is specifically regarding the installation of speed humps being installed on some potential residential streets like in many other Ontario cities specifically Ottawa and Toronto. For proven traffic calming results.</p>		

Council Question	Addressed by	Notes
<p>CQ21-2020 That given the significant cluster of developments through the Howard Avenue corridor between Cabana and South Cameron and increasing concerns among current residents around the capability of the municipal infrastructure directly impacted to support these developments, that Administration prepare a report evaluating those capacities and what if any appropriate investments should proceed in order to accommodate the new developments. The analysis should include a consolidated traffic impact study, an analysis of the condition of the roadway, the need for traffic management infrastructure and/or traffic calming as well as active transportation capacities or deficiencies.</p>	<p>N/A</p>	<p>Report S 24/2021 (Traffic Calming Policy Update 2021) provides recommendations for traffic calming on arterial roads (e.g. Howard Avenue) in a general sense.</p> <p>The requested traffic analysis is being done as part of the Howard Avenue detailed design project, currently in progress.</p> <p>Based on the project schedule, this report is anticipated to be brought to the April 2021 Environment, Transportation and Public Safety Standing Committee meeting.</p>

At its January 19, 2021 meeting, the Windsor Bicycling Committee moved to endorse Option 2 from report S 111/2020 (i.e. reducing the default speed limit to 40 km/h City-wide and signing streets that would remain at 50 km/h).

Methods of Setting Speed Limits

There is no single standard legislative framework or engineering best practice for setting of speed limits. Most jurisdictions in North America use the engineering approach to set speed limits. In this approach, speed limits are based primarily on the 85th percentile speed or design speed of the roadway, or on a scoring system where the roadway characteristics are each assigned scores as a measure of risk.

In Ontario – as well as other jurisdictions across North America – the injury minimization approach is gaining popularity, particularly in jurisdictions that have adopted Vision Zero. In this approach, speed limits are set based on the crash types that are likely to occur, along with the human body’s tolerance to withstand these forces.

For the injury minimization approach, areas where motor vehicles are likely to share space with pedestrians and cyclists are typically posted with 40 km/h speed limits, either by signing streets individually or by implementing speed areas, depending on the specifics of the neighbourhood road layout.

Effects of Speed Limit Changes

Methods and Practices for Setting Speed Limits: An Informational Report (FHWA 2012) provides additional information on the effects of speed limit changes on operating speeds:

A change in the speed limit almost always changes the mean speed of traffic. However, the changes are not always proportional. For the most part, the change in the mean speed of traffic created by a change in speed limit is around 25 percent of the change in the speed limit. In other words, a speed limit increase or reduction of 6 mph (10 km/h) yields about a 1.5 mph (2.5 km/h) raising or lowering of the mean speed, respectively.

This reduction in speed is typically associated with a reduction in both crash risk and crash severity. However, the report provides the following cautions with regard to reducing speed limits to minimize injuries:

[S]peed limits need to be credible—they must generally reflect driver expectancies regarding travel speed. So while obtaining safe travel speeds is the prime objective of the injury minimization approach (as well as the major challenge), it should be noted that many jurisdictions need to understand they are starting from a point where driver expectancies result in operating speeds that are higher than the target speeds of an injury minimization approach.

In order to achieve safe speeds and make the associated speed limits credible for the driving population, road authorities need to:

- Make the road and its environment more “self-explaining” through traffic control devices, publicity and education campaigns, and reconstruction where required; and*
- Build a case over time for a new paradigm as to what is regarded and legislated as a safe speed limit for the street network.*

Target Speed vs. Design Speed

The term “target speed” is used throughout this report and in the quoted material. The concept of target speed differs from the more widely known concept of design speed:

- **Design speed:** all roadway features are designed to allow vehicles under normal driving conditions to travel at a speed no lower than the design speed under normal driving conditions.
- **Target speed:** the features of the roadway are designed to discourage vehicles from travelling faster than the target speed.

The target speed approach can consider factors that are not normally considered in the design speed approach (e.g. the “optical width” of the street, or the presence of on-street parking).

Discussion:

To develop a proposed strategy for speed limit reductions in residential neighbourhoods, the following questions were considered:

- What are the issues that the speed limit reduction is intended to address? What other tools are available to address these issues?
- What are the likely effects of the speed limit reduction?

Issues to be Addressed

The issue that speed limit reductions are intended to address was inferred to be excessive vehicle speed, along with related impacts such as:

- Increased collision risk or increased collision severity,
- Pedestrian and cyclist comfort, and
- Noise and neighbourhood enjoyment.

Report S 24/2021 Traffic Calming Policy Update 2021 provides a proposed range of traffic calming measures that directly address speeding concerns, as well as processes that address resident speeding concerns. However, regardless of how streamlined the process is for approving or prioritizing neighbourhood speeding concerns received from residents, it would be impractical and cost-prohibitive to place physical traffic calming measures on all neighbourhood streets where speeding occurs.

Proposed Strategy

The proposed strategy for implementing 40 km/h speed limits in residential neighbourhoods is broken down into three components, as summarized in Table 2.

Table 2: Neighbourhood Speed Limit Reduction Strategy

Case	Proposed Approach
Physical changes are being made to the street (e.g. traffic calming, road reconstruction) or newly constructed streets	<ul style="list-style-type: none"> • Traffic calming plans: use a target speed of 40 km/h for local residential streets. • Other projects: incorporate a target speed of 40 km/h for local residential streets into the upcoming Complete Streets Policy.
No physical changes to the street – low existing average speeds	<ul style="list-style-type: none"> • Identify local residential streets where average speeds already support a 40 km/h speed limit. • Bring forward a list of 40 km/h candidate streets for Council to consider for inclusion in the 2022 capital and operating budget.
No physical changes to the street – higher existing average speeds	<ul style="list-style-type: none"> • Implement lowered speed limits in select locations as a pilot program. • Report back in 12 months on the results of the pilot program, including: <ul style="list-style-type: none"> ○ Change in speeds before/after ○ Speed comparison against neighbourhoods that remained at 50 km/h ○ Police enforcement experience ○ Resident attitudes to the change • Develop recommendations for phasing based on the outcome of the pilot study.

Immediately implementing a speed limit reduction in residential neighbourhoods City-wide is not recommended for the following reasons:

- **Uncertain outcomes:** based on the available Windsor data and studies from other jurisdictions, it is uncertain whether the speed limit reduction will provide benefit in terms of either vehicle speed reduction or reduced collision frequency or severity. A pilot study in a limited area would allow for this issue to be examined more thoroughly.
- **Resources and staffing:** implementing the speed limit reduction in a single phase will create significant resource demands. In order to install all of the required signage in a short timeframe, additional temporary staff may be required. In contrast, a phased approach over several years would allow for implementation at existing staffing levels.
- **Competing priorities:** the upcoming Vision Zero Action Plan will make recommendations regarding road safety initiatives. Committing resources to a speed limit reduction program now will reduce the Corporation's flexibility in responding to the Vision Zero Action Plan's recommendations when they come forward. The Vision Zero Action Plan is expected to be brought forward for approval in approximately 1 year.

Further details on each component of the proposed strategy are provided below:

Physical Changes or New Construction

Projects involving significant physical changes to the street or the construction of new streets provide opportunities to incorporate design features into the roadway to encourage compliance with a 40 km/h speed limit.

The Traffic Calming Policy provides one process where physical features can be added to a residential street can be added to a street to encourage lower speeds. Should Council so direct, Administration would be able to use 40 km/h as the target speed for traffic calming plans on local streets and for the design of traffic calming features in new subdivisions.

For streets where significant physical changes are being made to a street but no traffic calming request has been received (e.g. roadway reconstructions for sewer or watermain projects), the opportunity also exists to design the reconstructed roadway to encourage a 40 km/h vehicle speed.

The recommendations of the Active Transportation Master Plan, *Walk Wheel Windsor*, include a recommendation to develop a Complete Streets Policy and design guidelines. *Walk Wheel Windsor* identified the following goals for Complete Streets:

- Enhance safety for all travel modes
- Expand transportation choice
- Support universal accessibility
- Enhance connection to community
- Develop a sense of place

The Complete Streets design guidelines would address the following:

- Existing road improvements to entire sections or localized changes to intersections;
- Road and sidewalk rehabilitation projects, providing opportunities to reallocate street space; and
- Street operations and maintenance programs to better support specific travel modes, as well as mobility needs for all ages and abilities throughout the year and across the network.

Should Council so direct, a target speed of 40 km/h for residential local streets could be identified in the Complete Streets Policy and incorporated into the Complete Streets design guidelines. This target speed would be in keeping with Complete Streets principles as they apply to low-speed, low-volume neighbourhood streets.

No Physical Changes to the Street

As noted in *Background*, above, speed limit reductions will generally cause moderate reductions in average driver speeds along with a significant decrease in speed limit compliance. A phased approach over several years to the speed limit reduction rollout is recommended for the following reasons:

- A phased approach would allow the installation of the required signage without the need to hire additional staff; and
- A phased approach would allow targeted speed enforcement neighbourhood-by-neighbourhood as speed limits are lowered to help reinforce compliance with the new 40 km/h speed limit.

It is recommended that the first phase of the rollout on local residential streets with higher speeds be done as a 12-month pilot program. At the end of the 12-month pilot program, the results of the pilot program would be reported back to the Environment, Transportation and Public Safety Standing Committee, along with recommendations for implementation of the remainder of the roll-out.

A review of existing available speed data indicates that a significant proportion of Windsor's local residential streets already experience speeds low enough that they would already generally comply with a 40 km/h speed limit. For these streets, targeted enforcement would not be required, but phasing of the installation would still be needed in order to manage staff workloads against other work.

Should Council so direct, a more detailed review could be carried out in order to develop a submission for the 2022 capital and operating budgets that would identify implementation phasing for these streets that already experience lower speeds.

Pilot Program

Candidate locations for the pilot program are shown in Figures 1 through 6. These locations were chosen based on the following factors:

- The street (or all streets in the speed area) is a local residential road with an existing speed limit of 50 km/h;
- The street (or, for speed areas, streets in the area where speed data is available) experiences higher speeds, as confirmed with recent speed data;
- There are similar nearby streets or areas that can be used for comparisons;
- For speed areas: there are a limited number of "gateway" streets into and out of the area.



Figure 1: Pilot Program 40 km/h Speed Area 1 (Bounded by Forest Glade Drive, Tecumseh Road East, Robinet Road & Mulberry Drive)



Figure 2: Pilot Program 40 km/h Speed Area 2 (Bounded by Howard Avenue, Cabana Road East, Holburn Street & Scofield Avenue)

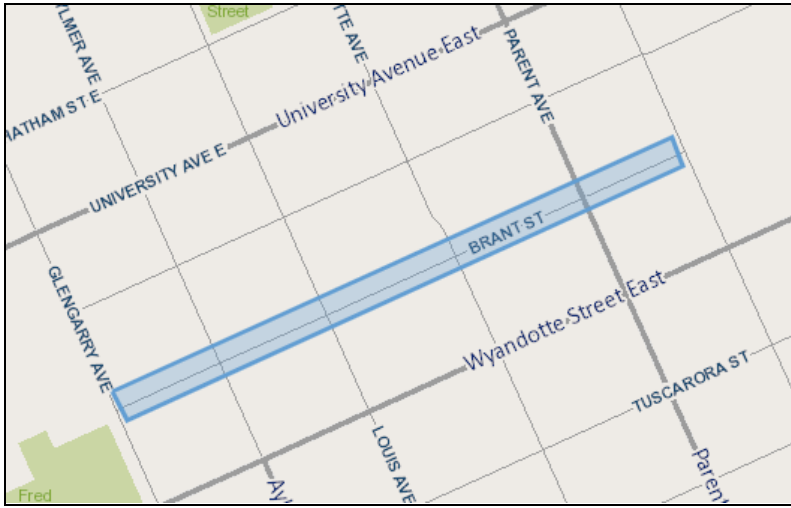


Figure 3: Brant Street 40 km/h Zone (Glengarry to Langlois)

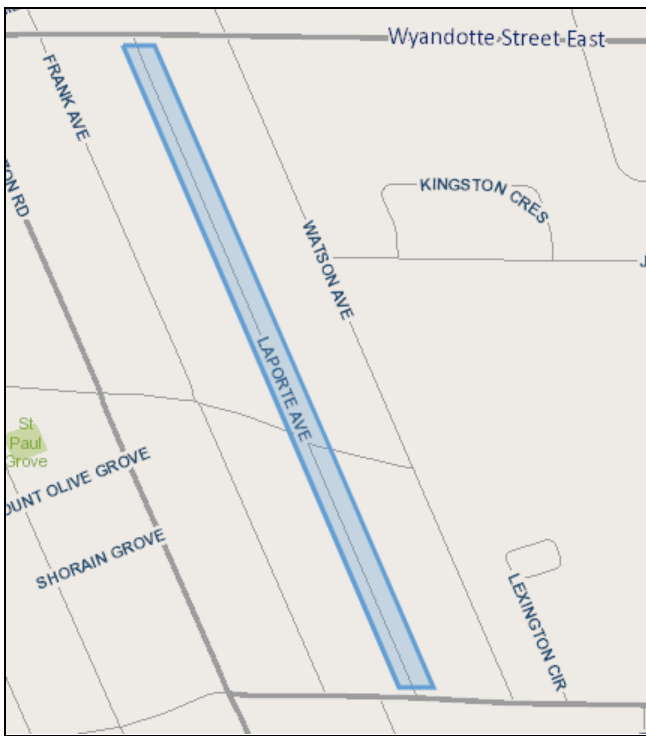


Figure 4: Laporte Avenue 40 km/h Zone (Wyandotte to Little River)

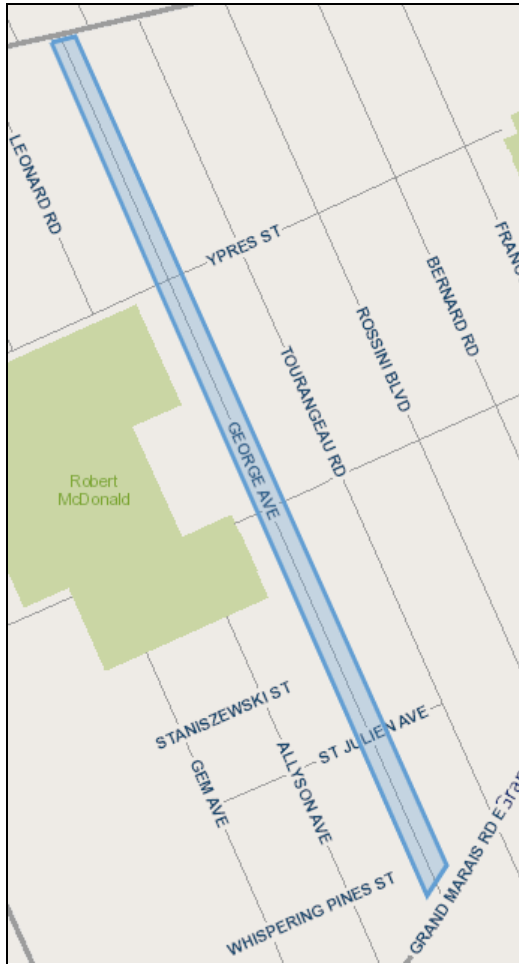


Figure 5: George Avenue 40 km/h Zone (Tecumseh to Grand Marais)

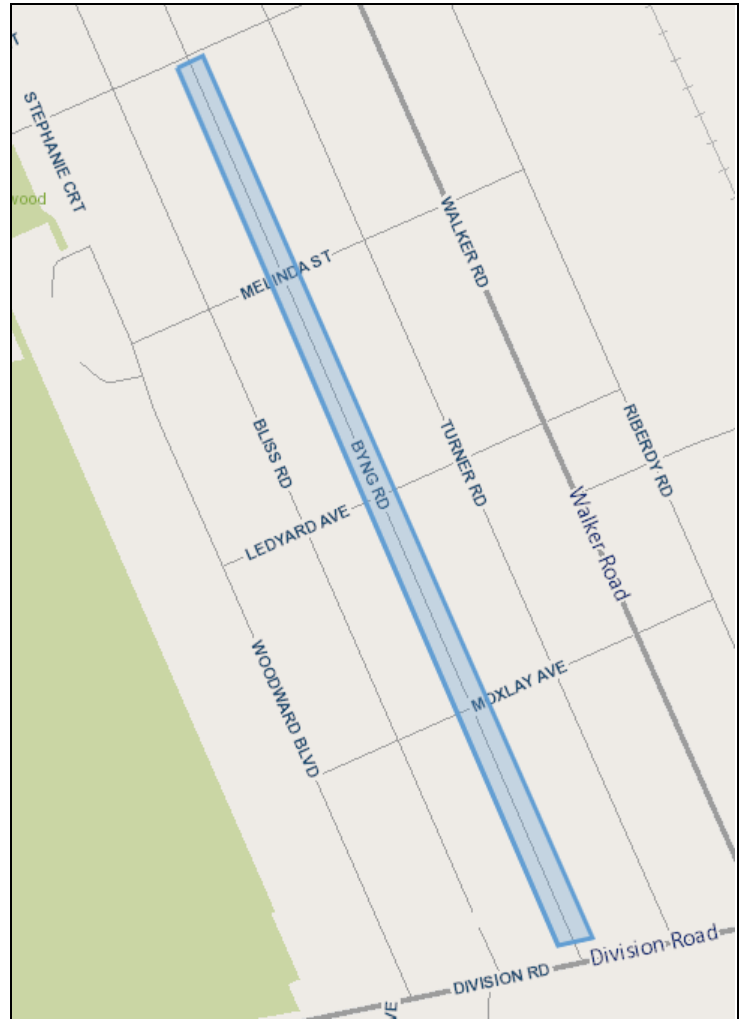


Figure 6: Byng Road 40 km/h Zone (Calderwood to Division)

Pedestrian Crossing – Cabana Road East at Karen/Clara

In previous reports about the school crossing on Cabana Road East at Karen/Clara (listed in Table 1 and attached as Appendices 3 through 5), the following conclusions were noted:

- The existing school crossing met the guidelines and warrant criteria for a school crossing;
- Traffic volumes on Cabana Road East exceeded the recommended maximum for a pedestrian crossover; and
- The warrant for a pedestrian signal was not met.

Based on these factors, no changes to existing conditions (school crossing staffed with two crossing guards) were recommended.

There are no changes to these conclusions or recommendations.

Risk Analysis:

Risks were described in report S 111/2020. No additional critical or significant risks have been identified.

Climate Change Risks

Climate Change Mitigation:

Speed limit reductions would not result in a significant direct change in greenhouse gas emissions.

In the longer term, speed limit reductions may indirectly reduce greenhouse gas emissions by allowing design standards that better encourage walking and cycling.

Climate Change Adaptation:

Speed limit reductions would not result in a significant change to climate change risks.

In the longer term, speed limit reductions may indirectly reduce climate change risks by allowing design standards that incrementally reduce the amount of hard surface in the right-of-way (and thereby reducing the impacts of severe rainfall events) or provide additional opportunities for tree plantings in the right-of-way (and thereby reducing urban heat island effects).

Financial Matters:

The estimated total cost to implement the speed reduction pilot program as recommended in the report is \$12,000 for materials and installation of the required signage and \$800 per year for ongoing maintenance. Costs are broken down by location in Table 3.

Table 3: Pilot Program Costs by Location

Location	Estimated Cost	
	Initial Installation	Ongoing Maintenance (cost per year)
Speed Area 1	\$3,600	\$240
Speed Area 2	\$4,800	\$320
Brant Street (Glengarry to Langlois)	\$600	\$20
Laporte (Wyandotte to Little River)	\$600	\$20
George (Tecumseh to Grand Marais)	\$1,200	\$40
Byng (Calderwood to Division)	\$1,200	\$40
Total	\$12,000	\$800

Initial costs can be accommodated by the Traffic Calming capital project (7069022). Annual maintenance for the 12-month pilot project can be accommodated in the current Traffic Operations operating budget. Annual maintenance beyond this 12-month period

will require an increase to the Traffic Operations operating budget, unless another source of funds is identified.

Recommendations for additional phases, including capital and operating budget impacts, will be provided in the follow-up report at the end of the pilot period.

Report S 111/2020 presented costs for three options to implement a 40 km/h speed limit in residential neighbourhoods City-wide, as summarized in Table 4.

Table 4: Cost Comparison - Speed Limit Reduction Options

Option	Estimated Cost	
	Initial Installation	Ongoing Maintenance (cost per year)
1 – Sign 40 km/h residential streets individually	\$1,043,000	\$69,000
2 – Reduce the City-wide default speed limit to 40 km/h	\$734,000	\$39,000
3 – Implement speed areas in residential neighbourhoods	\$1,088,000	\$60,000

It is anticipated that a mix of speed areas and conventionally signed 40 km/h speed limit zones, selected case-by-case based on the neighbourhood street layout, will result in an overall lower cost than either Option 1 or Option 3.

Consultations:

Dwayne Dawson, Operations

Shawna Boakes and Mike Spagnuolo, Traffic Operations

Insp. Jill Lawrence, Sgt. Morgan Evans & Barry Horrobin, Windsor Police Service

Conclusion:

A comprehensive strategy for speed limit reductions in residential neighbourhoods has been brought forward as directed.

For residential local streets where significant physical changes are proposed or for streets in new subdivisions, it is recommended that the new or reconstructed street be designed to encourage drivers to drive at 40 km/h or lower, and that design guidance to achieve these speeds be incorporated into the upcoming Complete Streets Policy.

For residential local streets where no physical changes are proposed, it is recommended that 40 km/h speed limits be rolled out in phases, with the first phase being conducted as a pilot program to gauge the effectiveness of the change, resident attitudes, and operational impacts.

Planning Act Matters:

N/A

Approvals:

Name	Title
John Revell	Chief Building Official
Josie Gualtieri	Financial Planning Administrator
Mark Winterton	City Engineer
Shelby Askin Hager	City Solicitor
Joe Mancina	City Treasurer
Onorio Colucci	Chief Administrative Officer

Notifications:

Name	Address	Email
Councillor Kaschak		
Councillor McKenzie		
Ian Bawden Constituency Assistant Brian Masse, M.P. Windsor West		masseb1a@parl.gc.ca
Shelley Armstrong Superintendent of Business Greater Essex County District School Board		Shelley.Armstrong@publicboard.ca
John Wayvon, Principal Annemarie Symchyshyn, Vice Principal Roseland Public School	620 Cabana Road East Windsor ON N9G 1A4	
Alicia Higgison Trustee & Chairperson of the Board Greater Essex County District School Board		alicia.higgison@publicboard.ca
Linda Qin Trustee Greater Essex County District School Board		linda.qin@publicboard.ca
Signatories to Cabana/Karen/Clara petition (Appendix to report S 90/2018) <i>(list provided to Clerks)</i>		

Appendices:

- 1 By-law Amendments
- 2 Report S 111/2020 CQ7-2020 40km Residential Speed Limits
- 3 Report S 156/2018 CQ14-2018 Cabana Road East / Roseland Public School Pedestrians
- 4 Report S 29/2019 Additional Information - CQ14-2018 Cabana Road East Roseland Public School Pedestrians
- 5 Report C 45/2019 Second Additional Information - S 156/2018 CQ14-2018 Cabana Road East Pedestrians

AMENDMENTS TO TRAFFIC BY-LAW 9148

ITEM	REGULATION	SECTION	DESCRIPTION	REASON
1	Text ADD	35.8	After (7), add the following: or (8)	Speed reduction pilot program
2	Text ADD	35	Add the following as subsection (8) and renumber the subsequent subsections accordingly: Forty (40) kilometres per hour on all streets and portions of streets in designated areas set out in Schedule “U” hereof pursuant to the powers granted to Council by Section 128(2.1) and (2.2) of the Highway Traffic Act, R.S.O. 1990, Chapter H.8. , excluding any streets or portions of streets within the designated area that has a different rate of speed as set out in accordance with the provisions of subsections (1), (2), (3), (4), (5), (6) or (7).	Speed reduction pilot program
3	Schedule “U” – 40 km/h Speed Areas ADD	Entire schedule	Add new Schedule “U”, attached.	Speed reduction pilot program

SCHEDULE "U"

40 KM/H SPEED AREAS

AREA NUMBER	AREA DESCRIPTION
1	The area bounded by, but not including, Forest Glade Drive, Tecumseh Road East, Robinet Road & Mulberry Drive.
2	The area bounded by, but not including, Howard Avenue, Cabana Road East, Holburn Street & Scofield Avenue

AMENDMENTS TO TRAFFIC BY-LAW 9148

ITEM	SCHEDULE	STREET	FROM	TO	REASON
4	Schedule "J" – FORTY (40) KILOMETERS PER HOUR SPEED LIMIT ADD	Brant St	Glengarry Ave	Langlois St	Speed reduction pilot program
5	Schedule "J" – FORTY (40) KILOMETERS PER HOUR SPEED LIMIT ADD	Laporte Ave	Wyandotte St E	Little River Rd	Speed reduction pilot program
6	Schedule "J" – FORTY (40) KILOMETERS PER HOUR SPEED LIMIT ADD	George Ave	Tecumseh Rd E	Grand Marais Rd E	Speed reduction pilot program
7	Schedule "J" – FORTY (40) KILOMETERS PER HOUR SPEED LIMIT ADD	Byng Rd	Calderwood Ave	Division Rd	Speed reduction pilot program

Subject: CQ7-2020 40 km/h Residential Speed Limits - City-wide

Reference:

Date to Council: October 21, 2020
Author: Jeff Hagan
Transportation Planning Senior Engineer
519-255-6267 ext 6003
jhagan@citywindsor.ca
Planning & Building Services
Report Date: October 5, 2020
Clerk's File #:

To: Mayor and Members of City Council

Recommendation:

THAT report S 111/2020, "CQ7-2020 40 km/h Residential Speed Limits," **BE RECEIVED** for information.

Executive Summary:

N/A

Background:

At the March 2, 2020 meeting of Council, Councillor Kaschak asked the following Council Question:

CQ7-2020

Asks that if Council decides to move forward with reducing the speed limit to 40 km/h on all city residential streets, that administration advise of the timelines and cost to implement this across the city.

This report provides the requested response.

Highway Traffic Act

In urban areas, the normal default speed limit set by the Highway Traffic Act is 50 km/h. In the City of Windsor, this default speed limit applies to all streets except those where a different speed limit has been set out in Traffic By-law 9148 and posted with appropriate speed limit signs.

A 2017 amendment to the Highway Traffic Act allows municipalities to establish, through their by-laws, a different prevailing speed limit for either a portion of the municipality or for all roads under its jurisdiction. Certain other municipalities have used this power to either:

- Establish 40 km/h as the default speed limit for the entire municipality, or
- Establish 40 km/h “speed areas” for specific neighbourhoods.

An example of speed area signage from Hamilton, Ontario is provided as Figure 1.



Figure 1: Speed Area Signage Example (source: Urbanicity.com)

Vision Zero Policy

The Vision Zero Policy was adopted by Council on February 24, 2020. The Vision Zero Policy identifies the goal of zero fatal and serious injury collisions on City of Windsor streets.

As of the 5-year collision review done for the 2017 Road Safety Report, collisions on local roads and Class 2 Collector roads (i.e. the road classifications addressed in this report) represented 14% of fatal and serious injury collisions at intersections and 24% of fatal and serious injury collisions occurring mid-block between intersections.

Discussion:

Three options were considered to implement 40 km/h speed limits on residential streets. Diagrams of each option are provided in Appendix 1:

1. Keep the default City-wide speed limit at 50 km/h and place 40 km/h speed limit signs on residential streets,
2. Decrease the default City-wide speed limit to 40 km/h and place 50 km/h speed limit signs on major roads that would remain at 50 km/h, or

- Keep the default City-wide speed limit at 50 km/h and implement 40 km/h speed areas in residential neighbourhoods.

The Council Question referred to “residential streets.” This has been interpreted to refer to streets in residential neighbourhoods that are intended for lower speeds, lower volumes of traffic, and with an emphasis on property access over mobility (i.e. local roads and Class 2 Collector roads in residential areas).

Residential properties can also be found on other, higher-order road classifications, such as Class 1 Collectors, and Class 1 and Class 2 Arterial Roads; however, since these streets are intended for higher vehicle volumes and speeds, they have not been assumed to be included in the 40 km/h speed reduction.

Advantages and disadvantages of each option are summarized in Table 1. Costs given are high-level estimates and should be confirmed with detailed cost estimates, should Council choose to move forward with any of these options.

Table 1: Comparison of Speed Limit Reduction Options

Issue for Consideration	Option		
	1 – Sign 40 km/h residential streets individually	2 – Reduce the City-wide default speed limit to 40 km/h	3 – Implement speed areas in residential neighbourhoods
Initial cost (approximate)	\$1,043,000	\$734,000	\$1,088,000
Ongoing annual maintenance cost (approximate)	\$69,000	\$39,000	\$60,000
Phasing	Implementation can be phased neighbourhood by neighbourhood (or street by street)	Cannot be phased	Implementation can be phased neighbourhood by neighbourhood
Scalability	Can be implemented only in selected neighbourhoods, if desired	Cannot be implemented in selected neighbourhoods – must be implemented City-wide	Can be implemented only in selected neighbourhoods, if desired
Driver Awareness & Understanding	Highest: all 40 km/h streets would have signage identifying the speed limit to drivers.	Lowest: no signs – except at the City boundary – would identify 40 km/h streets. An education campaign and/or educational signage may be needed to foster driver awareness of the new speed limits.	Intermediate: drivers would see signs identifying the speed limit as they enter 40 km/h zones, but the speed limit would not be communicated to drivers as often as under Option 1.

In general, the total cost to implement a 40 km/h speed limit is lowest for Option 2; however, Option 2 cannot be phased and cannot be implemented only in selected neighbourhoods.

Should Council wish to implement the speed limit reduction in phases with the cost and effort spread out over multiple years, or to implement a speed reduction only in specific areas (e.g. neighbourhoods where resident support is highest), Option 2 would not be suitable.

Feedback was received from Windsor Police Service and the Provincial Offenses Office; both indicated that, of the three options, Option 1 would be preferable from an enforcement perspective. Windsor Police Service indicated that without additional measures to encourage compliance, the increased enforcement demand associated with any of the three options would increase police effort and cost associated with speed enforcement.

The capital costs for Option 1 and Option 3 are within 4% of each other. The high-level cost estimates provided in this report do not provide enough precision to confirm which of these two options has the lower cost.

Time Required for Implementation

Option 1 & Option 3

For Option 1 and Option 3, the minimum time to begin implementing 40 km/h speed limit reductions is on the order of 6 months. This time period would allow for the required amendments to Traffic By-law 9148, utility locates, and production and installation of an initial set of signs.

The total time to implement Option 1 or Option 3 for residential neighbourhoods City-wide would depend on several factors. If carried out entirely by City staff at current staffing levels, this work would likely need to be phased over several years. Implementing either Option 1 or Option 3 City-wide in a single year would likely require hiring temporary staff at additional cost.

Option 2

For Option 2, the minimum time to implement a 40 km/h speed limit in residential neighbourhoods is approximately two years. Implementing this option in a single year would likely require hiring temporary staff at additional cost.

The City-wide default speed limit could not be changed until all major roads that would remain at 50 km/h have speed limit signs installed. This work could likely be carried out by City staff at current staffing levels over two years' construction seasons; once these new 50 km/h signs are installed, Traffic By-law 9148 would be amended to reduce the City-wide default speed limit to 40 km/h.

Option 2 cannot be phased. It would be implemented City-wide as soon as the default speed limit is changed.

Impacts of Speed Limit Changes

Speed Limit Changes in Isolation

In general, most research has found that reducing speed limits, in and of itself, does not cause significant changes in operating speeds. This conclusion was identified in the best practices review that was carried out for the 2015 Traffic Calming Policy update and was reflected in the Policy: the Policy does not support reducing speed limits as a traffic calming measure unless the speed limit change is accompanied by physical changes to the street to encourage lower speeds.

In terms of safety and collisions, research about the effectiveness of speed limit reductions has produced mixed conclusions, with some studies indicating slight reductions in collision rates and others indicating no change or slight increases. Overall, it is unlikely that there would be a measurable safety benefit from lowering speed limits from 50 km/h to 40 km/h without other measures to encourage lower speeds.

Speed Limit Changes as Part of an Overall Strategy

Reductions in operating speeds have a clearly demonstrated safety benefit, both in terms of reducing the likelihood of collisions as well as the severity of collisions that do occur.

Reduced speed limits would be an important aspect of an overall speed reduction strategy, since lower speed limits would allow lower design speeds and target speeds, which would in turn allow changes in City design standards that would encourage lower speeds.

Impacts on the School Neighbourhood Policy

The School Neighbourhood Policy was adopted by Council in 2016 (CR645/2016). At the time, the total capital cost to implement the Policy was identified as \$1.8 million; due to price increases, the current estimated cost to implement the Policy is \$2.3 million. The majority of this cost is for “40 km/h when flashing” signs in school zones.

The School Neighbourhood Policy does not require “40 km/h when flashing” signs on streets where the prevailing speed limit is 40 km/h. Because of this, reducing the speed limit to 40 km/h in residential neighbourhoods has the potential to reduce the cost to implement the School Neighbourhood Policy significantly. With a 40 km/h speed limit on all local residential and Class 2 Collector roads, the estimated cost to implement the School Neighbourhood Policy would be \$320,000 (i.e. a reduction of \$1,986,000 from the current estimate of \$2,306,000).

If the School Neighbourhood Policy is modified, the impact of a 40 km/h speed limit reduction may vary. The School Neighbourhood Policy is due for its 5-year review in 2021; this review has not yet begun.

Next Steps

Should Council wish to implement 40 km/h speed limits on residential streets, the following next steps would be recommended:

- Develop specific criteria to identify which streets should be signed at 40 km/h.
- Identify a preferred option to implement the 40 km/h speed limit.
- Develop a speed reduction strategy, either as an element of the Vision Zero Action Plan or separately.
- Develop refined cost estimates and bring forward a proposal to Council for consideration as part of budget deliberations, including the recommendation to establish a reserve for sign maintenance.
- At key points in the above steps, carry out public consultation with affected residents.

Risk Analysis:

No critical or significant risks are associated with this informational report.

The following risks have been identified with the options presented:

- **Timing risks:** all three options, but especially Option 2, require careful coordination of several activities, including some that would be carried out by outside organizations (e.g. utility locates for the installation of new signage). Delays in any of these activities could make this coordination difficult or impossible. This risk is likely minimal for Option 1 & 3 and moderate for Option 2, and can be mitigated by the City's normal project management practices.
- **Community impact risks:** reducing the speed limit in residential neighbourhoods may not be supported by all residents. Speed limit reductions without other measures to encourage lower speeds may also cause an increase in speeding complaints and traffic calming requests. These impacts can be mitigated by:
 - Carrying out public consultation before implementing the speed limit reduction (available for all three options),
 - Implementing the speed limit reduction as part of an overall speed reduction strategy (available for all three options),
 - Implementing the speed limit reduction as a pilot program in a limited area before implementing it City-wide (not available for Option 2), or
 - Only implementing the speed limit reduction in neighbourhoods where resident support has been established (not available for Option 2).

The Windsor Police Service notes that any of the options identified in the report carry with them financial and operational risks associated with increased enforcement demand. The magnitude of these risks has not yet been identified. Should Council choose to move forward with any of the options presented, additional consultation with police to identify the magnitude of these risks as well as mitigating strategies is recommended.

Financial Matters:

The estimated cost to implement a 40 km/h speed limit in residential neighbourhoods is summarized in Table 3. Costs given are high-level estimates and should be confirmed with detailed cost estimates, should Council choose to move forward with any of these options.

Table 2: Cost Estimates (all amounts approximate)

Item	Option		
	1 – Sign 40 km/h residential streets individually	2 – Reduce the City-wide default speed limit to 40 km/h	3 – Implement speed areas in residential neighbourhoods
Initial cost	\$1,043,000	\$734,000	\$1,088,000
Ongoing annual maintenance cost	\$69,000	\$39,000	\$60,000

The Signs & Markings operational budget does not have sufficient funds for this expenditure. Should Council direct that a speed limit reduction in residential neighbourhoods be implemented, a submission to budget will be required to provide Council with an opportunity to approve the allocation of the required funding.

For the “phaseable” options (Options 1 & 3), costs could be spread out over multiple years to reduce the budget required in any given year.

Options 1 & 3 would also allow costs to be reduced by implementing the speed limit reduction only in portions of the City (e.g. where resident support is greatest) rather than City-wide, should Council so choose.

Impacts on School Neighbourhood Policy Implementation

A widespread speed limit reduction to 40 km/h would reduce the total capital cost to implement the School Neighbourhood Policy by \$1,986,000. If the speed limit reduction were applied to only certain portions of the City, the cost savings would be reduced.

In the 2020 Capital Budget, a total of \$797,800 is included in the forecast for the School Neighbourhood Implementation project (OPS-001-18), with \$307,800 forecast for 2028+ and the remainder forecast for 2022-2027.

The School Neighbourhood Policy is due for review in 2021. If this review results in significant changes to the Policy, then the cost reduction due to the speed limit reduction may vary.

Impacts on Police

Windsor Police Service notes that any of the options presented has the potential to increase their operating costs. The magnitude of these impacts is not currently known; should Council choose to move forward with any of these options, it is recommended that impacts on Windsor Police Service operations and budget be identified when a more refined proposal is brought forward for Council's consideration.

Consultations:

Dwayne Dawson, Operations

Shawna Boakes & Roberto Peticca, Traffic Operations

Terry Pearce, Provincial Offenses Office

Insp. Jill Lawrence, Sgt. Morgan Evans, Sgt. Craig Judson & Barry Horrobin, Windsor Police Service

Conclusion:

There are several methods available to reduce speed limits to 40 km/h in residential areas. The costs and minimum time to implement this speed limit reduction would depend on the method chosen; some options allow a phased approach so that the effort and budgetary impact could be spread out over multiple years, should Council so choose.

In and of itself, a speed limit reduction is not likely to have significant impacts on either overall operating speeds or safety. However, a speed limit reduction would be an important component of an overall speed reduction strategy that incorporates other measures to reduce vehicle speeds.

Planning Act Matters:

N/A

Approvals:

Name	Title
John Revell	Chief Building Official
Don Nantais	Financial Planning Administrator
Mark Winterton	City Engineer
Shelby Askin-Hager	City Solicitor
Joe Mancina	City Treasurer
Onorio Colucci	Chief Administrative Officer

Notifications:

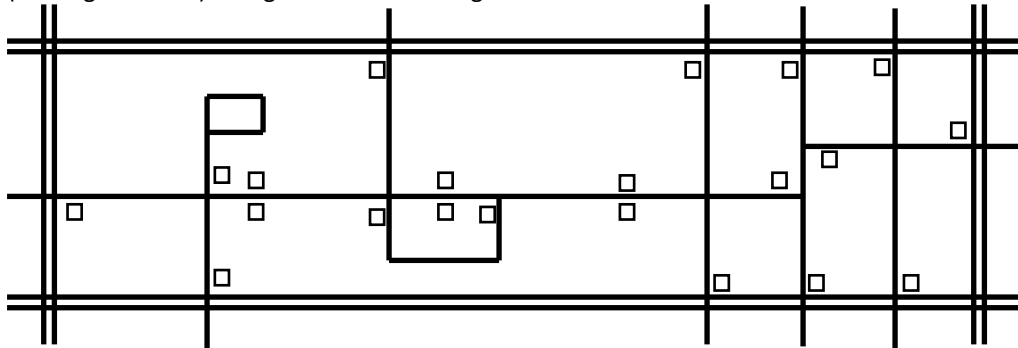
Name	Address	Email
Councillor Kaschak		

Appendices:

- 1 Options for Implementing a 40 km/h Speed Limit

Option 1: Sign residential streets at 40 km/h individually

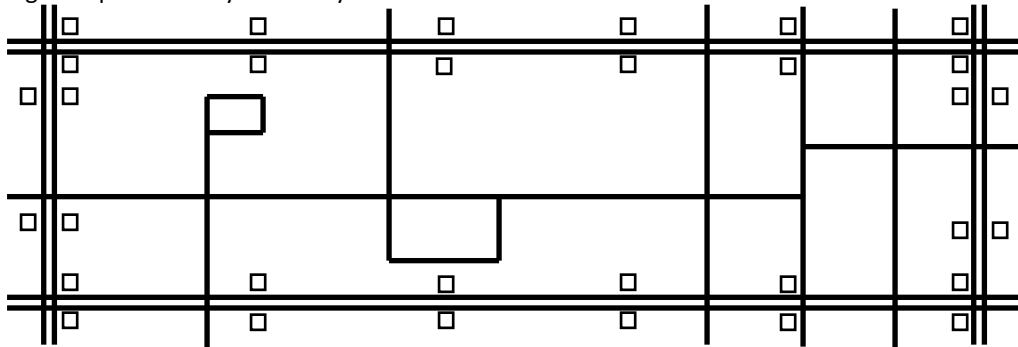
- All residential streets are signed 40 km/h at the turn off of the major street, the start of the street, and (on longer streets) at regular intervals along the street



Major Street (50 km/h)	====	Speed Limit Sign (40 km/h)	□
Residential Street (40 km/h)	——		

Option 2: Reduce the City-wide default speed limit to 40 km/h

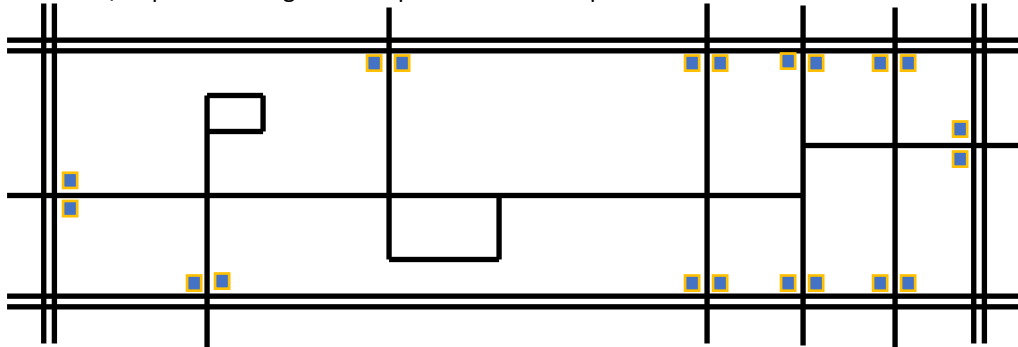
- 50 km/h major roads are signed
- No signs required on 40 km/h roads
- Signs required at City boundary



Major Street (50 km/h)	====	Speed Limit Sign (50 km/h)	□
Residential Street (40 km/h)	——		

Option 3: Implement speed areas in residential neighbourhoods

- 40 km/h "speed area" signs required at the boundary of the speed area
- No 40 km/h speed limit signs are required inside the speed area



Major Street (50 km/h)	====	Speed Area Sign (40 km/h)	■
Residential Street (40 km/h)	——		

**Subject: CQ14-2018 Cabana Road East / Roseland Public School
Pedestrians - WARD 9**

Reference:

Date to Council: April 15, 2019

Author: Jeff Hagan

Policy Analyst

519-255-6247 ext 6003

jhagan@citywindsor.ca

Report Date: 9/12/2018

Clerk's File #: ST2018

To: Mayor and Members of City Council

Recommendation:

That report of the Policy Analyst dated September 12, 2018 entitled CQ14-2018 Cabana Road East / Roseland Public School Pedestrians **BE RECEIVED** for information.

Executive Summary:

N/A

Background:

At the August 27, 2018 meeting of Council, Councillor Payne asked the following Council Question:

CQ 14-2018

Asks for a report soon on the feasibility of installing a school crosswalk on Cabana Road East in the vicinity of Roseland Public School for the safety of children crossing in light of the recent widening of the street to four lanes.

This report provides the requested response.

Related Reports

Report *S 90/2018 Pedestrian Crossovers* was brought before the Environment, Transportation and Public Safety Standing Committee at its August 29, 2018 meeting. This report addressed a number of locations where pedestrian crossovers have been

requested, including Cabana Road in the vicinity of Roseland Public School. At the August 29, 2018 meeting, the Standing Committee deferred the report in order to allow consideration of it along with the response to CQ 14-2018 (addressed in this report) and CQ 17-2018 (addressed in a separate report), which also concerned pedestrian crossovers.

Discussion:

Existing Conditions

As shown in Figure 1, a school crossing is provided on Cabana Road East at Karen Street / Clara Avenue immediately east of Roseland Public School. In accordance with normal practice and the City of Windsor *Crossing Guard Procedure*, school crossing guards are provided for 30 minutes in the morning before the school's arrival bell time and for 30 minutes in the afternoon following the school's dismissal bell time. Beginning with the start of the 2018-2019 school year, two crossing guards are provided at this crossing.

This portion of Cabana Road East was recently reconstructed in accordance with the Cabana Road Environmental Assessment preferred design. As part of this reconstruction, the roadway was widened to provide 4 general purpose lanes and bicycle lanes.



Figure 1: Area Map (2017 Aerial Photo)

Pedestrian Crossing Evaluation

Based on service requests received, Administration reviewed the existing school crossing to determine whether converting the crossing to a pedestrian crossover would be warranted according to Ontario Traffic Manual guidelines. As noted previously in report S 90/2018, this location does not meet the requirements for a pedestrian crossover. The results of the review are summarized as follows:

- The width of Cabana Road East at the crossing location exceeds the maximum crossing width for a pedestrian crossover recommended by the Ontario Traffic Manual (for two-way roads: 4 lanes).
- Most pedestrians crossing at this location are children who are crossing at times when crossing guards are present.
- The number of pedestrians crossing at this location is too low to warrant a pedestrian crossover except for a location on a “pedestrian desire line” (i.e. the path that pedestrians would naturally choose, taking into account the locations of pedestrian attractors and generators, distance to nearby controlled crossings, and connections to the wider pedestrian network). However, the crossing is a pedestrian desire line primarily because a school crossing has been provided.

Where the protection of schoolchildren walking to and from school is the primary concern for a pedestrian crossing, the Ontario Traffic Manual generally recommends a school crossing rather than other controlled crossing types. Since a school crossing is currently provided, Administration does not recommend any changes to the pedestrian crossing type.

Administration received a resident petition (provided as an appendix to report S 90/2018) that raised concerns about pedestrians other than students crossing Cabana Road East at the school crossing at times when a guard was not present. In response, Administration carried out an additional pedestrian count while school was not in session (Friday, August 31, 2018). This additional count found that 11 pedestrians crossed Cabana Road at or near the school crossing in an 8-hour period (8:30 a.m. to 2:00 p.m. and 2:30 p.m. to 4:30 p.m.).

During the Cabana Road reconstruction, underground conduit was installed to facilitate pedestrian signals, should they become warranted. Currently, Cabana Road at Karen Street / Clara Avenue does not meet the warrant for traffic signals; Administration will continue to monitor the intersection periodically. If the warrant for traffic signals is met, Administration will bring forward a recommendation at that time.

Risk Analysis:

Risks were identified in report S 90/2018. No additional risks have been identified.

Financial Matters:

No financial expenditures are associated with the report recommendations.

Consultations:

John Wolf, Traffic Operations

Conclusion:

Administration has reviewed Cabana Road East at Karen Street / Clara Avenue. This review found that the existing school crossing continues to be the appropriate type of pedestrian crossing for this location. A pedestrian crossover is not recommended.

Planning Act Matters:

N/A

Approvals:

Name	Title
Josette Eugeni	Manager of Transportation Planning
Wira Vendrasco	Deputy City Solicitor
Shelby Askin-Hager	City Solicitor and Corporate Leader, Economic Development and Public Safety
Onorio Colucci	Chief Administrative Officer

Notifications:

Name	Address	Email
Councillor Payne		

Appendices:

N/A

**Subject: Additional Information - CQ14-2018 Cabana Road East
Roseland Public School Pedestrians - WARD 9**

Reference:

Date to Council: April 15, 2019
Author: Jeff Hagan
Policy Analyst
519-255-6247 ext 6003
jhagan@citywindsor.ca

Report Date: January 24, 2019
Clerk's File #: ST2019

To: Mayor and Members of City Council

Recommendation:

THAT report S 29/2019 "Additional Information - CQ14-2018 Cabana Road East Roseland Public School Pedestrians" **BE RECEIVED** for information.

Executive Summary:

N/A

Background:

At the August 27, 2018 meeting of Council, former Councillor Payne asked the following Council Question:

CQ 14-2018

Asks for a report soon on the feasibility of installing a school crosswalk on Cabana Road East in the vicinity of Roseland Public School for the safety of children crossing in light of the recent widening of the street to four lanes.

Report S 156/2018 CQ14-2018 Cabana Road East / Roseland Public School Pedestrians was brought before the Environment, Transportation and Public Safety Standing Committee at its October 17, 2018 meeting. That report, as well as related report S 90/2018 Pedestrian Crossovers, were deferred at that meeting to allow the opportunity for comment from the Windsor Police Service.

Report S 156/2018 noted the following key conclusions:

- The existing school crossing is consistent with provincial guidance and normal practice.
- The crossing was reviewed for conversion to a pedestrian crossover. The review found that this location does not meet the normal requirements for a pedestrian crossover.
- The crossing was reviewed for potential installation of traffic signals (either a full signal or a pedestrian signal). The warrants for a signal are not met currently. Administration will continue to periodically evaluate the intersection to assess whether the signal is warranted in the future.

Discussion:

In the time since report *S 156/2018 CQ14-2018 Cabana Road East / Roseland Public School Pedestrians* was prepared, the following activities have occurred in the vicinity of the school crossing on Cabana Road East at Karen/Clara:

- Additional signs and pavement markings were installed
- Speeds on Cabana Road East have been measured
- Additional observations of traffic behaviour at the school crossing have been carried out

These activities do not alter Administration's recommendations from what was recommended in reports S 90/2018 and S 156/2018. Additional details on each of these activities is given below.

Signs and Pavement Markings

The Ontario Traffic Manual identifies standard signs and pavement markings for school crossings. The remainder of these signs and markings were installed on November 19, 2018:

- **Additional crosswalk warning signs:** these signs make the crossing more conspicuous to approaching drivers and help to alert drivers to the potential need to stop.
- **"No passing here to crossing" signs:** these signs deter vehicles from pulling around vehicles that may be stopped to allow children to cross.
- **Solid line lane markings:** these lane markings reinforce the "no passing" signage and emphasize that changing lanes near the school crossing is not allowed.

Cabana Road East Speeds

Speed data was collected on Cabana Road East:

- Before the widening to 4 lanes plus bicycle lanes
- After the widening
- After the additional signage and pavement marking upgrades noted above.

The results of the speed surveys are summarized in Table 1. The speed limit on Cabana Road East is 50 km/h.

Date	Overall (24 hours)		During Crossing Guard Times	
	Average Speed	85 th Percentile Speed	Average Speed	85 th Percentile Speed
September 2016 (before widening)	55 km/h	65 km/h	54 km/h	65 km/h
September 2018 (after widening)	58 km/h	66 km/h	62 km/h	66 km/h
January 2019 (after upgrades)	61 km/h	69 km/h	60 km/h	67 km/h

The results from these speed surveys have been shared with Windsor Police Services for their action as they deem appropriate.

Additional Observations

Administration conducted additional field reviews in October, November, and December to observe traffic behaviour and operations at the school crossing. During these field reviews, drivers' compliance with the crossing guards' direction was generally good. The following feedback was received from the crossing guards:

- When a single guard was placed at the school crossing, visibility of the guard could be an issue if a large vehicle was stopped for the crossing. However, the placement of a second guard at the crossing has addressed this issue.
- Driver behaviour has improved with the installation of the additional signs and pavement markings.

Sightline reviews at the intersection of Karen Street and Cabana Road East were also conducted in consideration of the new private fence construction at 3809 Karen Street. This review did not find that this fence obstructed required sight triangles for vehicles turning onto Cabana Road East from Karen Street.

Risk Analysis:

Risks were identified in report S 90/2018. No additional risks have been identified.

Financial Matters:

This report does not recommend any financial expenditures.

Consultations:

Traffic Operations

Building By-law Enforcement

Risk Management

Windsor Police Service

Compliance and Enforcement

Conclusion:

Since the previous report (S 156/2018), Administration has installed additional signage and pavement markings at the school crossing on Cabana Road East at Karen Street / Clara Avenue. Field reviews and reports from the crossing guards indicate that these changes have caused driver behaviour to improve.

Recent speed data on Cabana Road East has been collected and shared with Windsor Police Services.

Planning Act Matters:

N/A

Approvals:

Name	Title
Josette Eugeni	Manager of Transportation Planning
Wira Vendrasco	Deputy City Solicitor
Shelby Askin-Hager	City Solicitor and Corporate Leader, Economic Development and Public Safety
Onorio Colucci	Chief Administrative Officer

Notifications:

Name	Address	Email
Councillor McKenzie		

Appendices:

N/A

Subject: Second Additional Information - S 156/2018 CQ14-2018 Cabana Road East Pedestrians - WARD 9

Reference:

Date to Council: April 15, 2019
Author: Jeff Hagan
Transportation Planning Engineer
519-255-6247 ext 6003
jhagan@citywindsor.ca

Report Date: March 7, 2019
Clerk's File #: ST2019

To: Mayor and Members of City Council

Recommendation:

That report C 45/2019 **BE RECEIVED** for information.

Executive Summary:

N/A

Background:

At its February 20, 2019 meeting, the Environment, Transportation and Public Safety Standing Committee adopted the following recommendation:

THAT the report of the Policy Analyst dated September 12, 2018 entitled "CQ14-2018 Cabana Road East/Roseland Public School Pedestrians" and the report of the Policy Analyst dated January 24, 2019 entitled "Additional Information - CQ14-2018 Cabana Road East Roseland Public School Pedestrians" BE RECEIVED for information; and further,

THAT the installation of a crosswalk on Cabana Road East on the west side of Karen Avenue BE APPROVED; and further,

THAT the funding for this initiative BE DERIVED from the allocated Ward 9 funds.

This report provides additional information and costs for options to implement the Committee's recommendation to provide a crosswalk at this location on Cabana Road East.

Related Reports

Other related reports are as follows:

- **S 90/2018 Pedestrian Crossovers** provided a list of locations City-wide where pedestrian crossovers had been requested and referred the list of warranted locations to 2019 budget deliberations. This report noted that a pedestrian crossover is not recommended for Cabana Road East at Karen Street/Clara Avenue.
- **S 156/2018 CQ14-2018 Cabana Road East / Roseland Public School Pedestrians** responded to a Council Question regarding pedestrians at this location. The report:
 - Confirmed that a pedestrian crossover is not recommended for Cabana Road East at Karen Street/Clara Avenue,
 - Confirmed that the existing school crossing meets provincial guidelines, and
 - Addressed resident concerns about pedestrians crossing Cabana Road East outside of the times when a crossing guard is on duty.
- **S 29/2019 Additional Information - CQ14-2018 Cabana Road East Roseland Public School Pedestrians** provided additional information on:
 - Performance of the school crossing after sign and pavement marking upgrades, and
 - Speeds on Cabana Road East before widening, after widening, and after the sign and pavement marking upgrades.

Discussion:

If Council elects to replace the existing school crossing on Cabana Road East with a different form of controlled pedestrian crossing, the following options are available:

1. Pedestrian Crossover
2. Intersection Pedestrian Signal (“half signal”)

Each of these options is discussed below.

Pedestrian Crossover

At a pedestrian crossover, vehicles are required to yield to pedestrians waiting to cross. For all but the lowest level of crossover, pushbutton-actuated flashing beacons are provided to alert drivers to pedestrians crossing or about to cross.

For locations that meet the warrant for a pedestrian crossover, the Ontario Traffic Manual gives guidelines for the appropriate level and type of pedestrian crossover based on:

- Roadway width
- Vehicle volume
- Roadway speed limit

Pedestrian crossover levels and types are summarized in Appendix 1.

For a 4-lane road without a raised refuge, normally a Level 2 Type B or a Level 1 Type A pedestrian crossover would be considered, depending on vehicle volume.

The existing width on Cabana Road East at Karen Street/Clara Avenue (4 lanes plus buffered bicycle lanes, for a total width of 16.4 m) exceeds the maximum recommended width for a pedestrian crossover (4 basic lanes, for a total maximum width of 15 m). For this reason, the Ontario Traffic Manual does not recommend any type of pedestrian crossover for this situation; however, volumes for the closest case (4 lanes without raised refuge) are provided in Table 2.

Table 1: Recommended Maximum Traffic Volumes for Pedestrian Crossovers

Pedestrian Crossover Type	Recommended Maximum 8-Hour Vehicle Volume [Note]
Level 2 Type B	6,000 vehicles
Level 1 Type A	7,500 vehicles
Observed 8-hour Volume Cabana Road East (Howard Avenue to Holburn Street)	8,506 vehicles

Note: Maximum volumes given are for 4 lanes without raised refuge, 50 km/h speed limit. Source: Ontario Traffic Manual

Research cited in the Ontario Traffic Manual found that when a pedestrian crossover is provided at locations where the vehicle volume is higher than the recommended maximum volume, poor compliance by drivers typically results, and that driver compliance decreases as vehicle volume increases.

For cases where the vehicle volume is higher than the recommended maximum for a pedestrian crossover, the Ontario Traffic Manual recommends considering a traffic signal.

Intersection Pedestrian Signal (“Half Signal”)

At an intersection pedestrian signal, a signal-protected crosswalk is provided across the major street. Traffic on the major street is controlled by signal heads and traffic on the minor street is controlled by stop signs.



Figure 1: Intersection Pedestrian Signal (source: MTO)

The Ontario Traffic Manual provides a warrant system to identify where traffic signals should and should not be provided. For pedestrian signals, the warrant has two parts; both parts of the warrant must be met for the warrant to be met overall. The warrant review results are summarized in Table 3.

Table 2: Pedestrian Signal Warrant Review Summary

Warrant Part	Result
1 – Minimum Pedestrian Crossing Volume	Not met
2 – Delay to Pedestrians	Not met
Overall	Warrant not met

Highway Traffic Act

While the Ontario Traffic Manual guidelines suggest that neither a pedestrian crossover nor a pedestrian signal be provided at this location, neither option would contravene the Highway Traffic Act.

Risk Analysis:

For Cabana Road East at Karen Street/Clara Avenue, neither a pedestrian crossover nor a pedestrian signal would be in keeping with provincial guidelines set out in the Ontario Traffic Manual.

Administration uses established guidelines as a risk management tool, since following these guidelines can help limit risk to the Corporation and to others. Departing from

established guidelines may result in higher safety risks to road users and higher risks of claims against the Corporation.

Financial Matters:

The estimated cost to replace the existing school crossing on Cabana Road East at Karen Street/Clara Avenue with a different type of controlled pedestrian crossing are summarized in Table 3. These costs include all signs, equipment, and pavement markings, as well as removing school crossing signs and pavement markings that would no longer be appropriate.

Table 3: Estimated Capital Costs

Option	Estimated Capital Cost (including non-recoverable HST)
Option 1: Level 1 Type A pedestrian crossover	\$60,000
Option 2: Intersection pedestrian signal	\$75,000

The Committee recommendation identifies Ward 9 ward funds as a source of funds for the capital cost. While the 2019 Capital Budget has not been approved as of the date of this report, the proposed amount of ward funds of \$50,000 per ward is not sufficient to complete this work.

Estimated annual maintenance and operating costs for both options are given in Table 4; actual amounts will vary based on fluctuations in power costs and actual maintenance experience.

Table 4: Estimated Operating Costs

Option	Estimated Annual Costs		
	Power	Maintenance	Total
Option 1: Level 1 Type A pedestrian crossover	\$480	\$2,000	\$2,480
Option 2: Intersection pedestrian signal	\$600	\$2,000	\$2,600

These ongoing costs are for electrical power and maintenance only. They do not include repairs or future replacement costs.

Cost Savings

Typically, school crossing guards are only provided at pedestrian crossovers or signalized pedestrian crossings in special circumstances. The existing school crossing is staffed by two guards for one hour per day (30 minutes in the morning, 30 minutes in the afternoon). Elimination of the school crossing will result in an annual savings in wages and fringe benefits. The amount of savings from the Crossing Guard Operating Budget item will be \$6,250 per year at current rates.

These savings will be reduced to \$3,125 per year if the crossing is staffed with a single guard after a pedestrian crossover or pedestrian signal is installed.

Consultations:

Dana Paladino, Risk Management

Shawna Boakes, Traffic Operations

Conclusion:

Information, including information on costs, has been provided for options to implement the Committee’s recommendation of a pedestrian crosswalk on Cabana Road East at Karen Street.

Planning Act Matters:

N/A

Approvals:

Name	Title
Josette Eugeni	Manager of Transportation Planning
Don Nantais	Financial Planning Administrator
Shelby Askin Hager	City Solicitor and Corporate Leader, Public Safety and Economic Development
Joe Mancina	City Treasurer
Onorio Colucci	Chief Administrative Officer

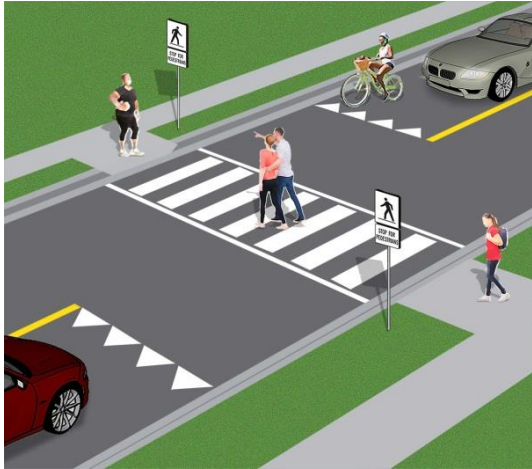
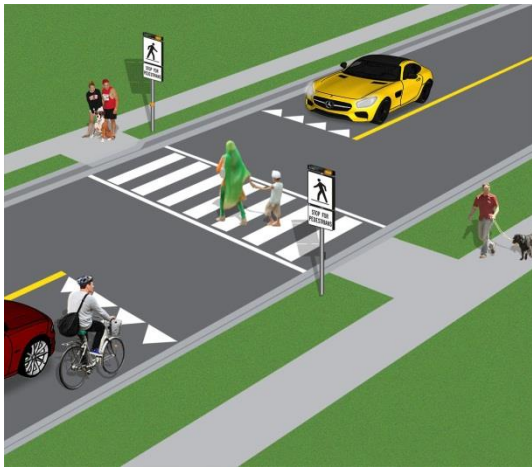
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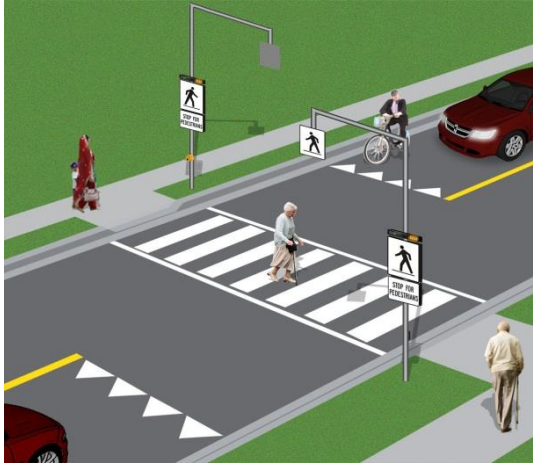

Name	Address	Email
Councillor McKenzie		
Ian Bawden Constituency Assistant Brian Masse, M.P. Windsor West		masseb1a@parl.gc.ca
Shelley Armstrong Superintendent of Business Greater Essex County District School Board		Shelley.Armstrong@publicboard.ca
Shawn Dufour, Principal Wendy Iatzko, Vice Principal Roseland Public School	620 Cabana Road East Windsor ON N9G 1A4	
Jessica Sartori Trustee & Chairperson of the Board Greater Essex County District School Board		jessica.sartori@publicboard.ca
Linda Qin Trustee Greater Essex County District School Board		linda.qin@publicboard.ca
Signatories to Cabana/Karen/Clara petition (Appendix to report S 90/2018) <i>(list provided to Clerks)</i>		

Appendices:

- 1 Pedestrian Crossover Levels and Types

Pedestrian Crossover Levels and Types

Level and Type	Description / Illustration (Illustration source: MTO)	Typical Use
Level 2 Type D	<p>Static roadside signs, no flashing beacons</p> 	<p>Low-volume 1- and 2-lane roads</p>
Level 2 Type C	<p>Roadside signs with flashing beacons</p> 	<p>Low-volume 3-lane roads or higher volume roads 4-lane with a refuge median</p>

Level and Type	Description / Illustration (Illustration source: MTO)	Typical Use
Level 2 Type B	<p>Overhead and roadside signs with roadside flashing beacons</p> 	Higher-volume 2- and 3- lane roads, or moderate-volume 4-lane roads
Level 1 Type A	<p>Overhead flashing beacons and illuminated signs with roadside signs</p> 	Higher-volume 4-lane roads



Committee Matters: SCM 327/2023

Subject: CQ 13-2023 - Front Yard Parking Best Practice 2.2.2

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

THAT the report of the Technologist II, dated November 9, 2023, entitled "CQ 13-2023 - Front Yard Parking Best Practice 2.2.2" BE RECEIVED for information; and,

THAT the City of Windsor Bylaw 9023 which regulates vehicular parking within the limits of the City of Windsor on municipal streets, municipal parking lots, and private property BE AMENDED to allow for residents to apply for a minor variance to permit front yard parking in a residential district.

The motion is **put** and **lost**.

Aye votes: Councillors Renaldo Agostino and Mark McKenzie.
Nay votes: Councillors Kieran McKenzie, Fabio Costante, and Gary Kaschak.
Absent: None.
Abstain: None.

Moved by: Councillor Kieran McKenzie
Seconded by: Councillor Gary Kashack

Decision Number: **ETPS 972**

THAT the report of the Technologist II, dated November 9, 2023, entitled "CQ 13-2023 - Front Yard Parking Best Practice 2.2.2" **BE RECEIVED** for information.

Carried.

Councillors Mark McKenzie and Renaldo Agostino voting nay.

Report Number: S 150/2023
Clerk's File: ST2023

Clerk's Note:

1. The recommendation of the Environment, Transportation & Public Safety Standing Committee and Administration are the same.
2. Please refer to Item 8.2 from the Environment, Transportation & Public Safety Standing Committee held on November 29, 2023.
3. To view the stream of this Standing Committee meeting, please refer to:
<https://csg001-harmony.sliq.net/00310/Harmony/en/PowerBrowser/PowerBrowserV2/20231129/-1/9448>

Subject: CQ 13-2023 - Front Yard Parking Best Practice 2.2.2

Reference:

Date to Council: November 29, 2023

Author: Amy Kurek

Technologist II

(519) 255-6257 Ext. 6216

akurek@citywindsor.ca

Right-of-Way – Engineering

Report Date: November 9, 2023

Clerk's File #: ST2023

To: Mayor and Members of City Council

Recommendation:

THAT the response to CQ 13-2023 **BE RECEIVED** for information.

Background:

On May 29, 2023, Councillor Mark McKenzie asked the following Council Question:

CQ 13-2023, "Asks Administration re-examine the Driveway Requirement Policy regarding BP2.2.2 which deals with not allowing front parking, as well as the Official Plan to allow front driveways with report back to Council."

This report is in response to CQ 13-2023.

Discussion:

By-law 9023

City of Windsor Bylaw 9023 regulates vehicular parking within the limits of the City of Windsor on municipal streets, municipal parking lots and private property. Front yard parking is governed through Part V – Private Property, item 42 (3);

Notwithstanding Section 42(1) no personal shall park, stand or stop a motor vehicle on a front yard in a residential district except on a driveway or as authorized by statute, regulation, by law or otherwise by the Corporation. (ADDED B/L 182-2016 DEC 12/16)

Further policy support for restrictions on front yard parking is included later in this report.

Comparison to other Municipalities:

Administration investigated policies in place in municipalities of similar size to Windsor and the responses received to date are provided below:

City of London: Currently does not permit front yard parking. If a property owner would like to seek permission for front yard parking, they are required to apply for a minor variance.

City of Hamilton: Currently does not have any restrictions in place for front yard parking.

City of Oshawa: Currently does not permit front yard parking.

City of Richmond Hill: Currently does not permit front yard parking.

City of Kitchener: Does not have a specific restriction for front yard parking however ensures that the addition of a driveway does not result in the loss of on street parking.

Impacts of Front Yard Parking on the Neighbourhood:

1. On street parking:

The majority of properties where front yard parking would be permitted are in areas where lot sizes would only allow for the addition of one (1) parking space to the front yard to avoid exceeding the maximum hard surface coverage of 50% of the required front yard. With the addition of the one (1) space to the front yard, up to three (3) spaces may be eliminated from the road depending on where the driveway can be located and the distance between the new driveway and the driveways of adjacent properties. This results in a sole benefit to the property owner and a loss to the neighbourhood.

2. Urban Tree Canopy:

A substantial amount of the 70,000 city trees exist in locations where individuals might request driveways. As such, limiting the number of driveways, especially in those areas where trees are mature, will provide a benefit for the Urban Canopy Cover.

The Urban Tree Canopy Assessment Report 2020 indicates that the City needs to continue to plant, at a minimum, 2200 trees per year. This planting requires substantial planting spaces, part of which is attained by planting on City rights-of-way. One of the objectives of the City is to improve our Canopy Cover which is currently at 19%. This requires optimising the use of available potential planting areas (PPAs). Any act that will further fragment and/or reduce our PPAs should be avoided.

3. City's Capital and Maintenance projects:

The cost to replace a driveway approach can be as much as seven (7) times the cost of reinstating seed or sod. This could have a measurable financial impact on budgeting for City Capital and maintenance projects such as road and sewer rehabilitation and local improvement projects in areas where front yard parking is not currently permitted.

4. Public safety:

Multiple driveways in close proximity result in added safety concerns for pedestrians and bicycles, especially where vehicles are parked between the front face of the building and the road/sidewalk; more conflict points related to backing out of driveways results in a higher risk.

A vehicle parked between the road and the front face of a home, especially where the homes are close to the road such as in the downtown core, may cause sight line issues for pedestrians or other motorized vehicles using the right-of-way. As a result, accidents, near misses and security concerns may increase; making the use of streets for active transportation less appealing.

Maintaining the current practice of not allowing front yard parking when there is suitable paved alley access available for the property owner supports two key crime prevention through environmental design (CPTED) principles:

- Sustained, random, positive activity generation within the less observable and less travelled (compared to a roadway access) alley space by lawful users
- Enhanced natural surveillance of the alley because there are more property users regularly using the alley space, thus adding more regular periods of “eyes-on-the-alley”

Vehicles parked in a home’s front yard when a designated driveway is in place, versus the rear yard space off a paved alley, are more openly visible at all times, due to the frequency of the travelled (and thus observed) roadway environment. As a result, criminal activity such as vandalism and vehicle theft, as well as theft from vehicle is reduced. This benefit would not apply to allowing vehicles to park on grass/landscaped areas of a property’s front yard however, as that could result in cluttering the area, blocking sight lines, etc.

On-street parking provides a natural traffic calming impact. By reducing the number of cars parked on the road, there is a possibility that speeds will increase, as the perceived width of the road increases in the gaps.

5. Neighbourhood Characteristics

The introduction of front yard parking is counterintuitive to the neighbourhood design, which favours front porches, open sight lines, traditional front door approaches and access through the alleys. Additionally, the benefit of front yard parking is limited to individual property owners and not to the community and City as a whole.

Impact on Additional Dwelling Units (ADUs)

Section 5.99.80 of Zoning By-law 8600 permits Additional Dwelling Units (ADUs) throughout the City where a *single unit dwelling*, *semi-detached dwelling*, or *townhome dwelling* is permitted. The City is seeing an increase in construction of ADU's with a resulting increase in requests for front yard parking.

Currently, there are various areas within the City (Appendix C – Secondary Residential Units: Exempt Areas) that are exempt from requiring a parking space when adding an ADU. Some of these areas also have paved alleys available for access to parking at the rear.

If the restriction of front yard parking is removed from properties having paved alleys access, they would now qualify for parking off the front and rear yard, which would substantially increase hard surface and decrease greenspace. It should be noted, that the 50% minimum greenspace requirement for residentially zoned properties only applies to front yards. There is currently no obligation for greenspace within rear yards.

Encouraging parking in the rear yard from the alley (where available) for ADUs limits the impact to the boulevard/landscape area and helps reduce the conflict between vehicular and pedestrian movement.

Stormwater Financing Project

Council received the most recent update on the Stormwater Financing Project on June 12, 2023, which estimates that the new stormwater finance program would be underway by January 1, 2025. This program confirms the amount of hard surface located within individual private properties and charges a fee based on that percentage. There will be no fees associated with privately owned objects within the city right-of-way, such as the driveways, landscaping, or lead walkways.

A vast majority of front yard parking spaces are located within the municipal rights-of-way, as these properties do not have sufficient side yard widths or a garage to park within, which minimizes the amount of driveway (hard surface) on private property. For this reason, many of these driveways would not be accounted for in the program and the respective properties would not be responsible for paying for that impermeable surface causing added stormwater runoff to the municipal sewer. Conversely, properties with side yard parking, would be assessed at a higher stormwater financing fee, as their driveways must extend eighteen feet (18'-0") past the home's front wall as per the current standards and would increase their impermeable percentage on private property.

The City of Windsor Official Plan

The following sections of the Official Plan speak to front yard parking restrictions:

Chapter 8, Volume 1 - Urban Design, Section 8.11.2.22: Council will limit the construction of parking spaces in the required front yards of dwellings, in order to protect the aesthetic character of older residential neighbourhoods, ensure the

availability of on-street public parking, ensure unhampered pedestrian movement within the public right-of-way and prevent harm to boulevard trees.

Chapter 7, Volume 1 - Infrastructure: identifies protecting roadways from driveway proliferation as an objective of a safe, sustainable, effective and efficient transportation system;

Section 7.2; A safe, sustainable, effective and efficient transportation system is one which meets the needs of all users in a manner consistent with a healthy environment and vibrant economy. In order to achieve this balance, Council will manage Windsor's transportation system to enhance physical mobility and ensure that the economic, social and environmental needs of the community are met.

Section 7.2.1.12; To restrict driveway access based on road classification and minimize the number of driveway access points.

Chapter 2, Volume II: also identifies not permitting parking in the Prado Place and Sandwich Heritage Conservation Districts and within the vicinity of Traditional Commercial Streets;

Sections 1.22.17 & 1.26.18; No front yard parking as defined in the City's zoning by-law shall be permitted.

Section 1.39: Prohibits parking areas abutting the street including encroaching within the public right-of-way.

On-Street Accessible Parking Spaces-Residential Policy

Section 4.3.2 Eligibility Requirements – Applicants for on-street accessible parking permits must meet the following criteria:

4.3.2.1 No off-street parking is provided for the property including:

4.3.2.1.1 A front yard, side yard, or rear yard parking area, including parking accessible by a paved alley.

Zoning Bylaw 8600

Zoning Bylaw 8600 also restricts front yard parking in the following designations:

- Heritage Conservation Districts (Sandwich Town and Prado Place) and Areas (Walkerville)
- Sandwich Town, Target Area 3
- Within the Vicinity of Traditional Commercial Streets

The intent of the traditional commercial street-off-street parking provisions was also to discourage demolition of buildings for front yard parking areas and to preserve a building edge along the streets.

Urban Design Guidelines associated with Community Improvements Plans (CIPs) such as Sandwich, Ford City, Main Streets, and the recently adopted City of Windsor Intensification Guidelines for Mixed-Use, Corridors, Centres, nodes, and Mature Neighbourhoods encourage parking at the rear or side yard of dwellings. Front yard parking is restricted or discouraged given the impact to the neighbourhood.

Engineering Best Practices 2.2.1 & 2.2.2

Further to the above mentioned Bylaws, sections of the City's Official Plan, and Design Guidelines, Administration adopted and follows the Engineering Best Practices to ensure consistency in applying policies for work in the City right-of-way. Additionally, Best Practices BP2.2.1 (Appendix A) & BP2.2.2 (Appendix B) provide standards, such as size and material specifications for front yard parking; which govern the issuance of permits. Per section 4.6 of BP2.2.2, front yard parking is permitted where no other parking is or may be made available on site (for example from a paved alley).

Risk Analysis:

Waiving of the requirements of Engineering Best Practice BP2.2.2 to allow the construction of front yard parking access where other parking options exist will require the By-Laws and City Official Plan sections noted in the Discussion Section to be amended accordingly.

Additionally, allowing front yard driveways in these limited areas would also negatively impact:

- neighbourhood character/appearance, by interrupting the continuity established by the boulevard;
- the safety of residents/pedestrians by creating increased conflict with vehicles and restricting pedestrian movement along municipal sidewalks;
- the City's Tree Canopy initiative by reducing greenspace, the opportunity to plant trees and by encouraging the removal of existing trees;
- the availability of on-street parking spaces;
- the costs related to the City's capital and maintenance projects;
- increased risk of claims;
- the City's Climate Change Adaptation Plan; and,
- the Windsor Environment Master Plan.

Climate Change Risks:

Climate Change Mitigation Risks:

N/A

Climate Change Adaptation Risks:

The addition of front yard parking would increase the amount of impermeable surfaces, in some cases pushing the impermeable area to close to 50%, as mentioned above. This would increase storm water run off volumes that could increase the risk of flooding depending on the number of front yard parking spaces permitted in a neighbourhood.

In addition, a reduction in front yard green space will directly affect the viability of tree plantings. Urban trees provide many climate change adaptation benefits including storm water retention, reduction of the urban heat island and biodiversity enhancements.

Financial Matters:

N/A

Consultations:

Planning – Neil Robertson

Operations (Right of Way & Field Services) – Andrew Lewis, Marc Ladouceur

Operations (Transportation Planning) – Shawna Boakes

Heritage Planner – Kristina Tang

Forestry – Yemi Adeyeye

Operations (Maintenance) – Roberta Harrison

Manager of Right-of-Way – Adam Pillon

Windsor Police Service – Barry Horrobin

Manager Design Engineering – Fahd Mikhael

Planner III Special Projects – Kevin Alexander

Supervisor of Sustainability and Climate Change – Karina Richters

Manager Purchasing – Alex Vucinic

Conclusion:

The above report provided information regarding the CQ 13-2023 for information.

It is Administration's belief that the existing restriction of Front Yard Parking in areas with paved alleys available for access and areas with preservation initiatives should be maintained.

Planning Act Matters:

N/A

Approvals:

Name	Title
Adam Pillon	Manager of Right-of-Way
Fahd Mikhael	Acting Executive Director of Engineering / Deputy City Engineer
Shawna Boakes	Executive Director of Operations/Deputy City Engineer
Mark Nazarewich	For City Solicitor
Joe Mancina	Chief Administrative Officer

Notifications: N/A

Name	Address	Email

Appendices:

- 1 Appendix A - Engineering Best Practice BP2.2.1
- 2 Appendix B - Engineering Best Practice BP2.2.2
- 3 Appendix C - Secondary Residential Units: Exempt Areas

1. SUBJECT DRIVEWAY REQUIREMENT POLICIES – RESIDENTIAL**2. DEFINITIONS**

Driveway – Paved area that provides access from a roadway to private property.

Frontage – Exterior lot line abutting a public right-of-way, not including an alley.

Single Car Garage– A garage having a front exterior door width of less than 5m (16ft). For this best practice, a one and a half garage is considered a single car garage.

Two Car Garage – A garage having a front exterior door width of 5m (16ft) or greater.

Shared Driveway – A single driveway constructed on or near a common property line between two or more properties which provides access to all such properties.

3. DRAWINGS

AS-542-A – Maximum Curb Cut for Residential Driveways with No Garage, Single & Double or More Car Garages

AS-542-B – Maximum Curb Cut for Residential Driveways on Corner Lots

AS-542-D – Maximum Curb Cut for Residential Driveways - Exceptions

4. BEST PRACTICE

One driveway approach will be permitted per lot frontage. A property may be accessed from an open, paved municipal alley.

The following residential driveway permit options are available:

4.1. Proposed Residential Driveway with an Existing or Proposed Single Car Garage or Carport

4.1.1 A driveway to a residence with a single car garage or carport shall not exceed a maximum curb cut or edge of pavement width of 4.5m (15ft) but no greater than 50% of the frontage width (AS-542-A).

4.1.2 A driveway to a residence on a cul-de-sac shall not protrude beyond the projected side yard property lines to said cul-de-sac.

4.2. Proposed Residential Driveway with an Attached Garage or Carport (two car or greater)

4.2.1 A driveway to a residence with a two car garage shall not exceed a maximum curb cut or edge of pavement width of 7.0m (23ft) but no greater than 50% of the frontage width (AS-542-A).

4.2.2 A driveway to a residence with a 3 or more car garage shall not exceed a maximum curb cut or edge of pavement width of 9.0m (30ft) but no greater than 50% of the frontage

4.2.3 A driveway to a residence on a cul-de-sac shall not protrude beyond the projected side yard property lines to a said cul-de-sac.

4.3. Proposed Residential Driveway on Corner Lot, see drawing AS-542-B

4.3.1 New driveways for homes on corner lots shall be constructed on the side of the house furthest from or opposite the intersection (AS-542-B). The new driveway shall be a minimum 11m (36ft) from the face of curb or edge of pavement of the intersecting street and be located on the lowest classified road.

4.3.2 A second driveway approach from a side street may be permitted only at the rear of the house and where a 5.5m (18ft) minimum clearance from property line on to private property is available, subject

to the approval of the City Engineer (AS-542). Driveway curb cut widths shall be determined as follows:

4.3.2.1 No Garage – maximum 4.5m (15ft)

4.3.2.2 One Car Garage – maximum 4.5m (15ft)

4.3.2.3 Two or Greater Car Garage – maximum 7m (23ft)

4.4. Proposed Residential Driveway with an Existing or Proposed Shared Driveway

4.4.1 Proposed New Shared Driveway – Construction of a new shared driveway for adjoining residential properties will not be permitted subject to reciprocal access agreement in form satisfactory to City Engineer/City Solicitor.

4.4.2 Reconstruction of an Existing Shared Driveway – An existing shared driveway serving two or more properties may be reconstructed as per its current dimensions provided a permit is issued for each property individually. The permit shall correspond to each property owner’s portion of the common approach. If the driveway is reconstructed in concrete, a saw-cut is required along the extension of the property line, from back of curb or edge of pavement to property line.

4.4.3 Proposed New Driveway Location for Properties with an Existing Shared Driveway – A property with an existing shared driveway is permitted to construct a new driveway approach, in an alternative location, provided the following is satisfied:

- a) Sufficient proof is provided indicating adjoining properties do not have access rights over the portion of the existing shared driveway fronting the subject property.
- b) The new driveway shall comply with the current requirements of this Best Practice [BP2.2.1].
- c) Their portion of the existing shared driveway must be removed as only one driveway approach is permitted per property frontage.

4.5. Existing Driveways to be Re-Constructed

4.5.1 An existing driveway to be re-constructed requires a permit and shall comply with the current driveway requirement policy BP 2.2.1. An existing curb cut width may be maintained where the existing curb cut is deemed to be proper, at the discretion of the City Engineer. A proper curb cut may include, but is not limited to, one of the following situations:

- there is a permit for the existing driveway;
- the driveway approach or curb cut was constructed by the City of Windsor; or
- the curb cut is existing and there is no evidence, based on the review of the City’s 2010 aerial map records that the curb cut has been altered in any way without the permission of the City.

4.6. Leadwalks Adjacent to Driveways

4.6.1 A maximum 1.2m (4ft) wide concrete leadwalk may be permitted in addition to, and may be constructed adjacent to a driveway, provided a curb cut is not provided for the leadwalk and the total width of the driveway and leadwalk does not exceed 50% of the frontage width.

4.6.2 Addition of concrete leadwalk adjacent to existing driveway to be permitted provided the following is satisfied:

- Leadwalk to be installed integral from the curb/edge of pavement or from back of sidewalk to the front face of the house, porch, or gate to rear yard.
- Existing driveway approach to be cut and full-depth isolation joint to be completed as per S-6 section 6.04.07.
- If an existing flare is present the flare must be removed to allow for the leadwalk.
- Leadwalk is not to be constructed for the intent of parking
- Width of leadwalk to be consistent from back of curb/sidewalk to a porch or side yard.’

4.7. Exceptions, see drawing AS-542-D

- 4.7.1 Subject to the approval of the City Engineer, where unique circumstances require, a variance in these standards may be provided.
- 4.7.2 Where a driveway leads to a front yard parking space Best Practice BP2.2.2 shall apply.
- 4.7.3 Where a two car garage consists of two independent doors a driveway curb cut may be permitted equal to the width of the garage doors (including the door separation) plus 0.3m (1ft) on either side but no greater than 50% of the frontage width. (AS-542-D)
- 4.7.4 Where an alley is not maintained and the applicant does not wish to pave the alley at their own expense, access to the property for the use of parking will not be permitted from the alley.
- 4.7.5 On arterial roads, at the discretion of the City Engineer, flares may be added to an approach to a maximum of 1m per side as per AS-221 and AS-222. Driveway width cannot be widened in the future to match the curb cut size.

5. RELATED BEST PRACTICES

Front Yard Parking – BP2.2.2.

6. RELATED CITY SPECIFICATIONS

S-4 – Selected Granular Base Courses

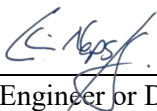
S-6 – Concrete Sidewalk and Driveway Approaches

S-9 – Concrete

S-10 – Hot Mix, Hot Laid Asphaltic Concrete

S-14 – Sodding and Topsoil

S-15 – Seeding Roadway Areas by Hydraulic Seeding and Mulch Cover Method

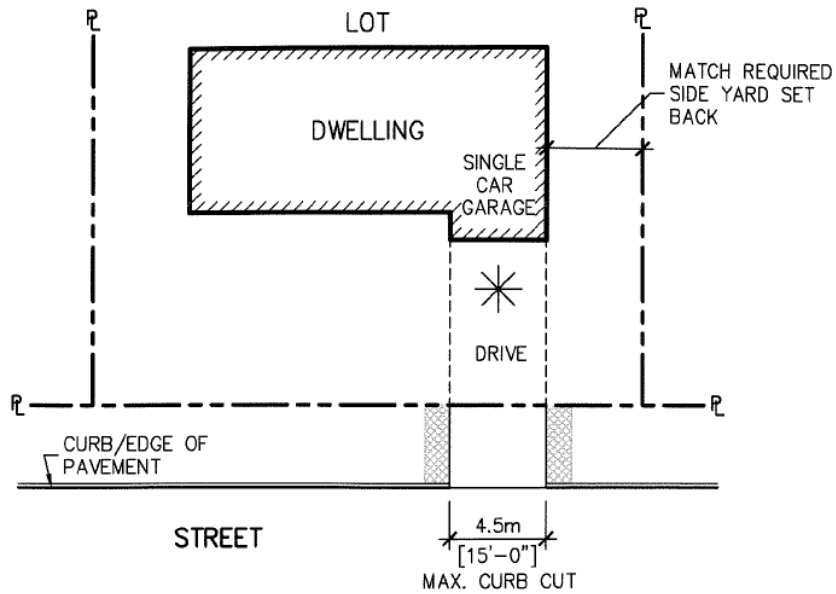


City Engineer or Designate

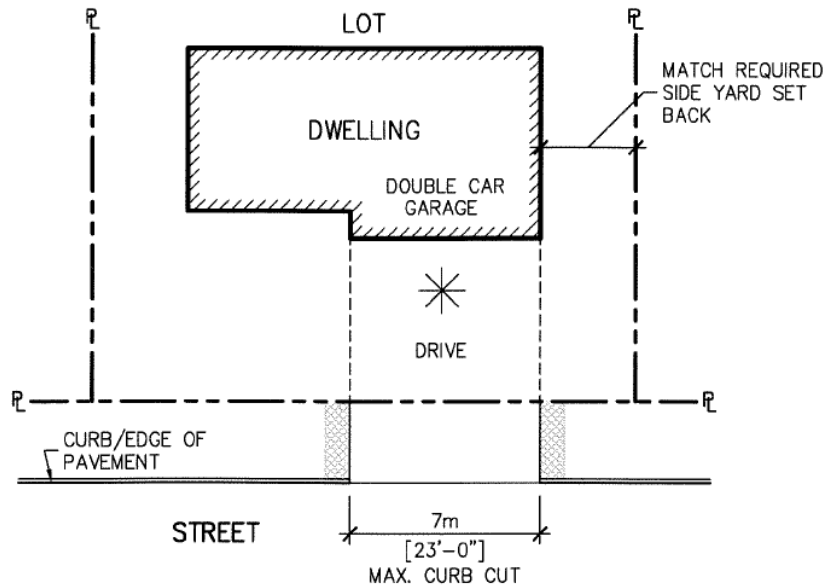
Attachments – AS-542-A; AS-542-B; AS-542-D

September 9/2022

Date




PROPOSED RESIDENTIAL DRIVEWAY WITH SINGLE CAR GARAGE OR CARPORT





PROPOSED RESIDENTIAL DRIVEWAY WITH GARAGE (TWO CARS OR GREATER)

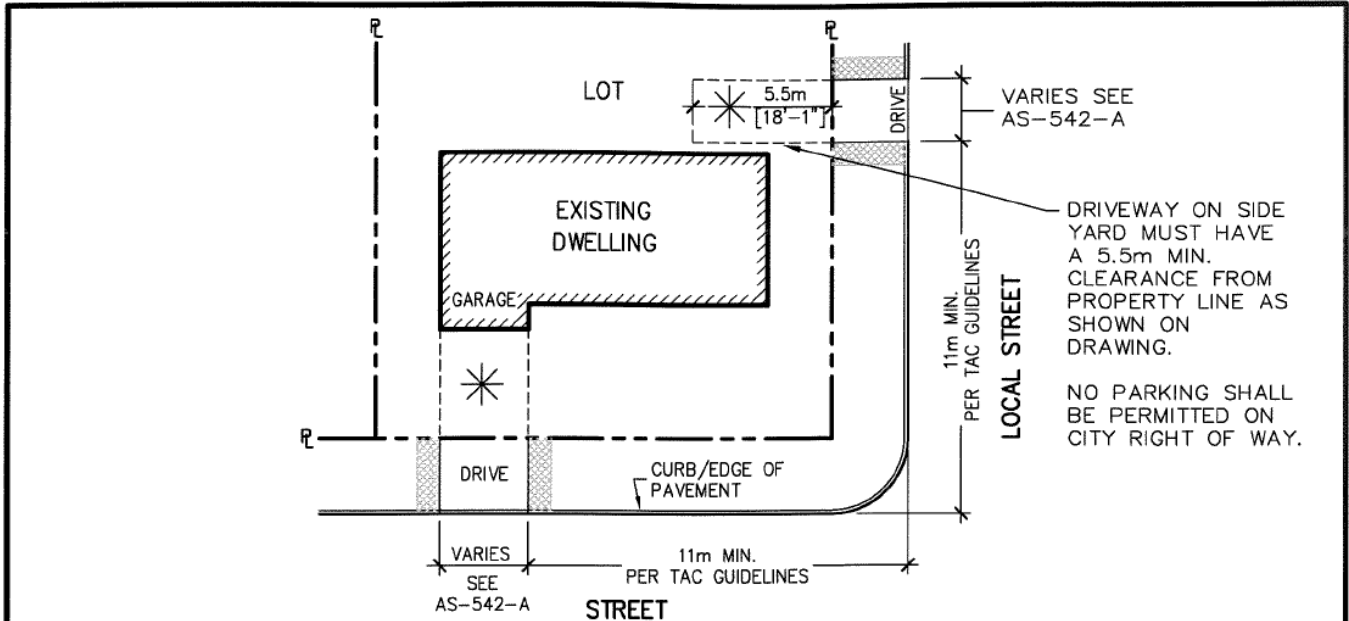
NOTES:

1. NO RADIUS OR RAISED CURBS ON CITY RIGHT OF WAY. STRAIGHT FLARES ONLY.
2. NOTWITHSTANDING THIS DRAWING CURB CUT WIDTH SHALL NOT EXCEED 50% OF FRONTAGE WIDTH.

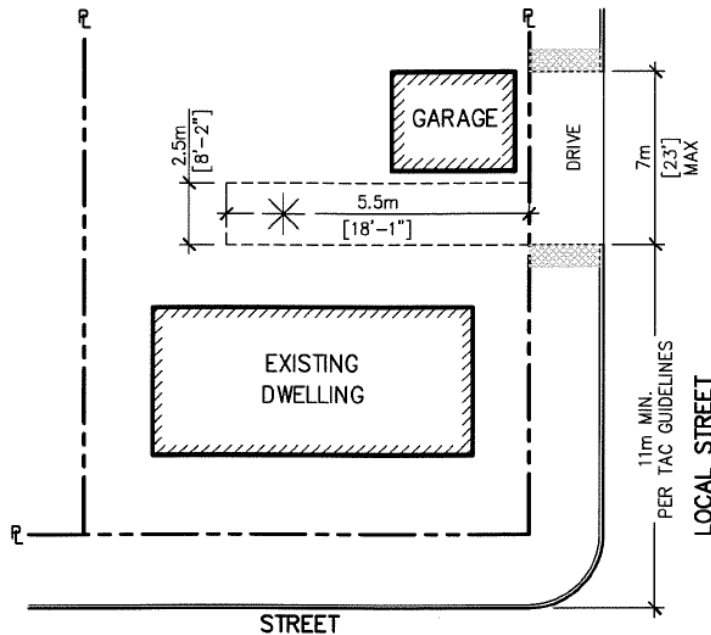
 DRIVEWAY PORTION ON PRIVATE PROPERTY IS TO COMPLY WITH AND BE APPROVED BY THE BUILDING DEPARTMENT AT THE CITY OF WINDSOR.

 DRIVEWAY MUST HAVE A MINIMUM SEPARATION OF 0.9m (3') OF ANY VERTICAL OBSTRUCTION. ie. HYDRO POLE, FIRE HYDRANT, CABLE BOX, TREE, ETC.

CITY OF WINDSOR	
ENGINEERING DEPARTMENT	
Maximum Curb Cut For Residential Driveways with a Garage	
DR'N BY: AJC, JL	DATE: JANUARY, 2011
REVISION: NOV, 2013	CH'KD BY: P. UBENE
CH'KD BY: SS	PASSED BY:
 CITY ENGINEER	AS-542-A



PROPOSED RESIDENTIAL DRIVEWAY ON CORNER LOT WITH SIDE YARD

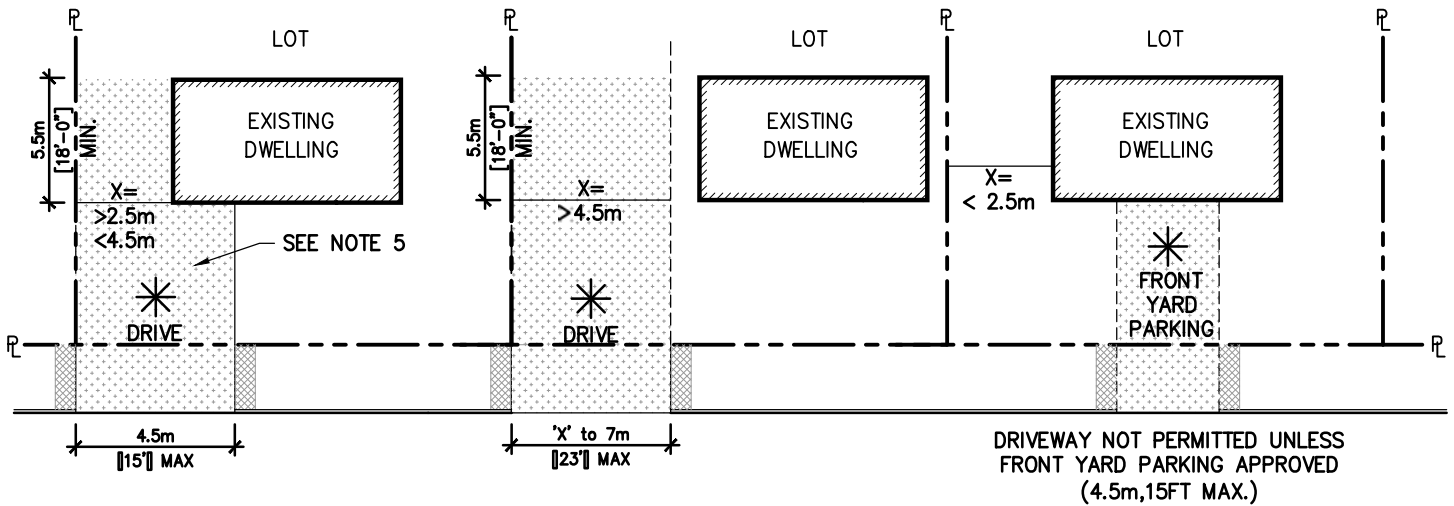


PROPOSED RESIDENTIAL DRIVEWAY ON CORNER LOT WITH SIDE YARD GARAGE

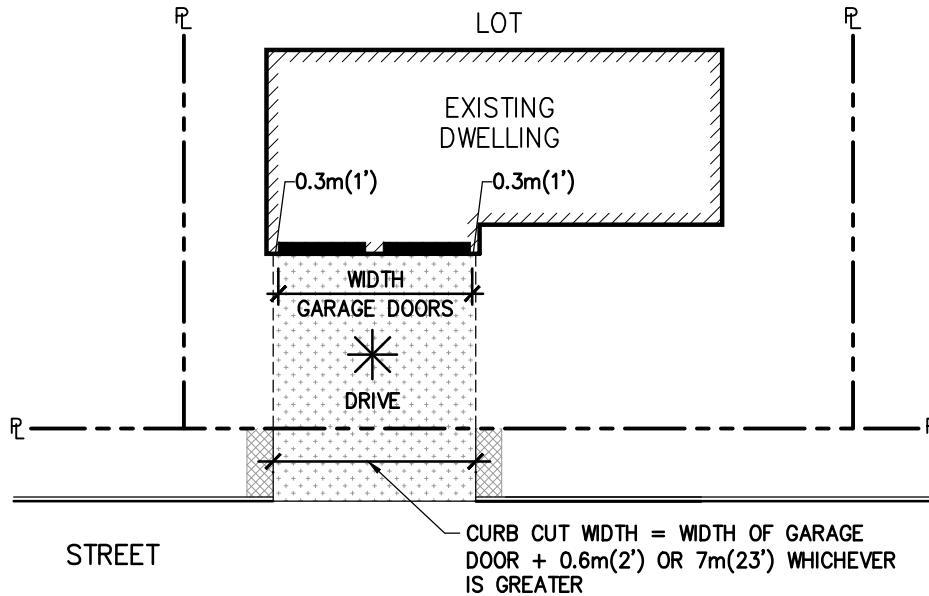
NOTES:

1. NO RADIUS OR RAISED CURBS ON CITY RIGHT OF WAY. STRAIGHT FLARES ONLY.
 2. NOTWITHSTANDING THIS DRAWING, CURB CUT WIDTH SHALL NOT EXCEED 50% OF FRONTAGE WIDTH.
 3. NEW DRIVEWAYS FOR HOMES ON CORNER LOTS SHALL BE CONSTRUCTED ON THE SIDE OF THE HOUSE OPPOSITE OF THE INTERSECTION.
- DRIVEWAY PORTION ON PRIVATE PROPERTY IS TO COMPLY WITH AND BE APPROVED BY THE BUILDING DEPARTMENT AT THE CITY OF WINDSOR.
- DRIVEWAY MUST HAVE A MINIMUM SEPARATION OF 0.9m (3') OF ANY VERTICAL OBSTRUCTION. ie. HYDRO POLE, FIRE HYDRANT, CABLE BOX, TREE, ETC.

CITY OF WINDSOR	
ENGINEERING DEPARTMENT	
Maximum Curb Cut For Residential Driveways on Corner Lots	
DR'N BY: AJC, JL	DATE: JANUARY, 2011
REVISION: NOV, 2013	CH'KD BY: P. UBENE
CH'KD BY: SS	PASSED BY:
 CITY ENGINEER	AS-542-B



DRIVEWAY TO SIDE YARD / GARAGE IN REAR



SEPARATE GARAGE DOORS

NOTES:

1. NO RADIUS OR RAISED CURBS ON CITY RIGHT OF WAY. STRAIGHT FLARES ONLY.
2. NOTWITHSTANDING THIS DRAWING, CURB CUT WIDTH SHALL NOT EXCEED 50% OF FRONTAGE WIDTH.
3. ONE ACCESS IS PERMITTED PER LOT FRONTAGE. A PROPERTY MAY BE ACCESSED FROM AN OPEN, PAVED MUNICIPAL ALLEY.
4. NEW DRIVEWAYS FOR HOMES ON CORNER LOTS SHALL BE CONSTRUCTED ON THE SIDE OF THE HOUSE OPPOSITE OF THE INTERSECTION.
5. ANY PORTION OF DRIVEWAY THAT DOES NOT EXTEND 18FT INTO SIDE YARD IS TO COMPLY WITH FRONT YARD PARKING REQUIREMENTS.

DRIVEWAY PORTION ON PRIVATE PROPERTY IS TO COMPLY WITH AND BE APPROVED BY THE BUILDING DEPARTMENT AT THE CITY OF WINDSOR.

DRIVEWAY MUST HAVE A MINIMUM SEPARATION OF 0.9m (3') OF ANY VERTICAL OBSTRUCTION. ie. HYDRO POLE, FIRE HYDRANT, CABLE BOX, TREE, ETC.

CITY OF WINDSOR	
ENGINEERING DEPARTMENT	
EXCEPTIONS	
DR'N BY: AJC, JL, BC, AC, SS	DATE: JANUARY, 2011
REVISION: AUG, 2022	CH'KD BY: P. UBENE
CH'KD BY: AK	PASSED BY:
 CITY ENGINEER	
AS-542-D	

1. SUBJECT FRONT YARD PARKING**2. DEFINITIONS**

Front yard parking – Paved area that provides a single parking space located in the front yard of an existing dwelling.

3. DRAWINGS

AS-542-C – Front Yard Parking

AS-542-A – Maximum Curb Cut for Residential Driveways with No Garage, Single & Double or More Car Garages

AS-542-B – Maximum Curb Cut for Residential Driveways on Corner Lots

AS-221 – Residential Drive – Asphalt

AS-222 – Residential Drive – Concrete

4. BEST PRACTICE

The following residential driveway options are available:

1. A driveway for a front yard parking space shall not exceed a maximum curb cut or edge of pavement width of 4.5m (15') (in accordance with AS-542-C).
2. A front yard parking space and driveway is required to be hard surfaced within twelve (12) months from the issuance of a driveway permit.
3. A minimum distance of 5.5m (18') in length and 2.5m (8') in width is required to create one parking space. Where insufficient area is available for the parking space to be entirely on private property, this space may extend into the right-of-way, however, shall commence at the front face of dwelling without any obstruction of the sidewalk.
4. Approval by the Building Department and compliance with the zoning by-law are required for front yard parking to be permitted.
5. Front yard parking is permitted where existing side yard widths are less than 2.5m (8').
6. Front yard parking is permitted where no other parking is or may be made available on site. (for example from a paved alley)

5. RELATED BEST PRACTICES

Driveway Requirement Policies – BP2.2.1

Alley Access – BP2.3.2

6. RELATED CITY SPECIFICATIONS

S-4 - Selected Granular Base Courses

S-6 – Concrete Sidewalk and Driveway Approaches

S-9 – Concrete

S-10 – Hot Mix, Hot Laid Asphaltic Concrete

S-14 – Sodding and Topsoil

S-15 – Seeding Roadway Areas by Hydraulic Seeding and Mulch Cover Method

Mario Sonogo
City Engineer or Designate

January 2, 2014
Date

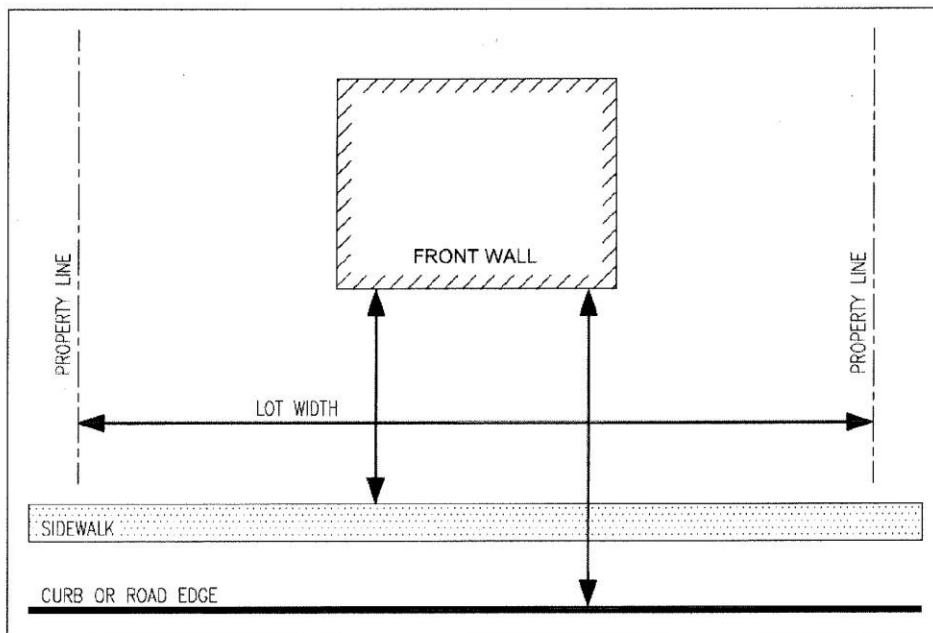
Attachments – By-law 92-2003 information, AS-542-C



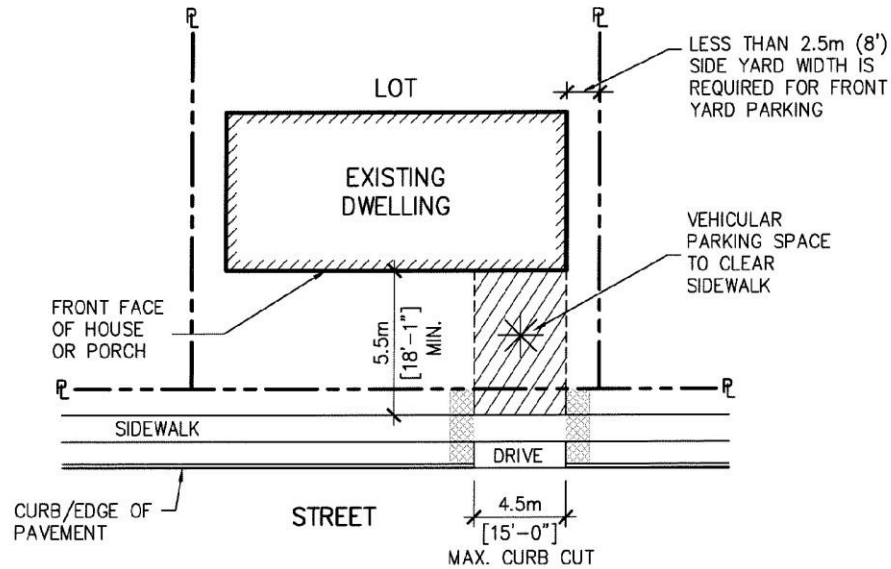
**THE CORPORATION OF THE CITY OF WINDSOR
ENGINEERING – DEVELOPMENT & GEOMATICS
DRIVEWAY APPROACHES – FRONT YARD PAVING**

According to By-law 92-2003, the following conditions will apply to front yard paving where the purpose is other than the standard side yard driveway and garage access:

- The pavement must be one (1) metre from any above ground utilities structure (i.e. fire hydrants, pedestals, light poles, etc)
- Must pave your driveway AND approach within 12 months – extensions to be considered separately
- Interlocking brick must have a 12” (30.5 cm) base of stone
- Full depth black expansion joints apply at the curb/sidewalk
- Corner lot properties cannot be paved at radius of curb on road
- If pavement is within one (1) metre of the base of a tree, you must contact Parks and Forestry at 253-2300 for approval
- Any deviation from the permit requirements must be made with an approved dimensioned site plan and brought to the Building Department (4th Floor). See diagram below for example of site plan information
- Inspection required – 255-6257
 - Must call for base inspection **BEFORE** pouring or paving
 - Please allow one (1) day notice for inspection
 - Call for final inspection when complete – forms removed, saw-cuts complete, backfill levelled.
- All concrete within the right-of-way must have a broomed or non-slip finish
- When cleanout is located in driveway, City recommends a cast iron cleanout cap be used
- Subject to re-inspection fee
- 45 days after final inspection is approved, indemnity deposit refunded by mail



Updated November 25, 2013



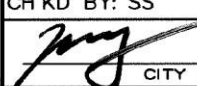
PROPOSED FRONT YARD PARKING FOR RESIDENTIAL DRIVEWAY

NOTES:

1. NO RADIUS OR RAISED CURBS ON CITY RIGHT OF WAY. STRAIGHT FLARES ONLY.
2. NOTWITHSTANDING THIS DRAWING CURB CUT WIDTH SHALL NOT EXCEED 50% OF FRONTAGE WIDTH.


* DRIVEWAY PORTION ON PRIVATE PROPERTY IS TO COMPLY WITH AND BE APPROVED BY THE BUILDING DEPARTMENT AT THE CITY OF WINDSOR.

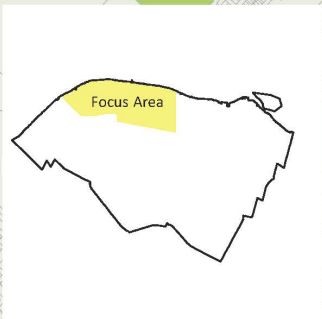
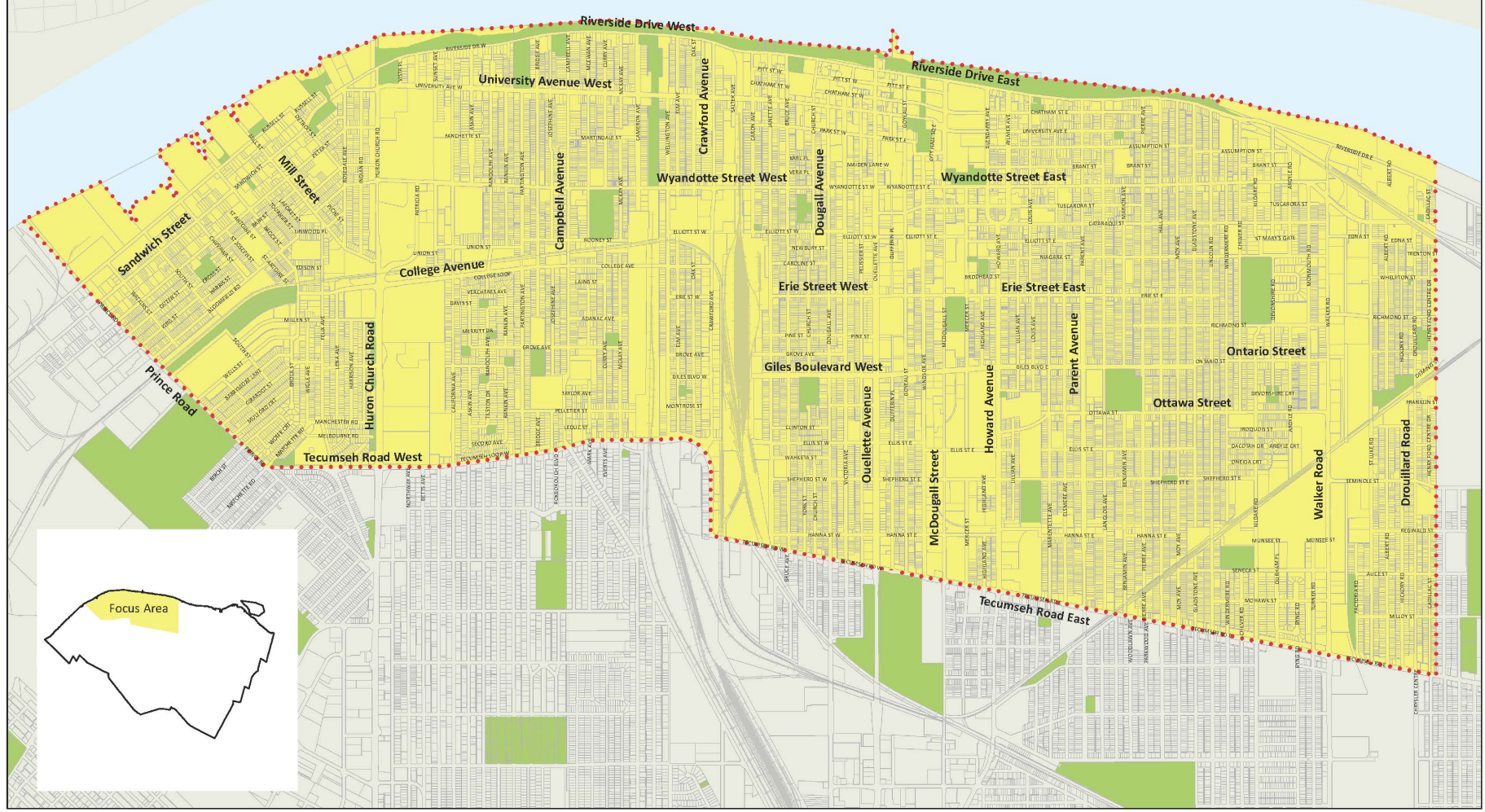
DRIVEWAY MUST HAVE A MINIMUM SEPARATION OF 0.9m (3') OF ANY VERTICAL OBSTRUCTION. ie. HYDRO POLE, FIRE HYDRANT, CABLE BOX, TREE, ETC.

CITY OF WINDSOR	
ENGINEERING DEPARTMENT	
Front Yard Parking For Residential Driveways	
DR'N BY: AJC, JL	DATE: JANUARY, 2011
REVISION: DEC, 2013	CH'KD BY: P. UBENE
CH'KD BY: SS	PASSED BY:
 CITY ENGINEER	
AS-542-C	

Secondary Residential Units: Exempt Areas

Legend

-  Area Where Additional Parking Space is Not Required to Create a Second Residential Unit





Subject: Class Environmental Assessment for the Wyandotte Street East

Extension and Jarvis Avenue - Ward 7

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

Decision Number: **ETPS 976**

- I. THAT Council **ENDORSE** the Project File Report for the Wyandotte Street East Extension and Jarvis Avenue Schedule 'B' Municipal Class Environmental Assessment as a planning document with recommendations supporting the Preferred Solution and Preferred Design as identified and prepared by the Engineering Department, City of Windsor, dated November 3, 2023; and,
- II. THAT Administration **BE DIRECTED** to finalize the Project File Report for the Wyandotte Street East Extension and Jarvis Avenue Municipal Class Environmental Assessment and issue the Notice of Study Completion in accordance with the Municipal Class Environmental Assessment planning process to commence the minimum of 30-day review period immediately following finalizing the Environmental Assessment.

Carried.

Report Number: S 149/2023
Clerk's File: SW/14693

Clerk's Note:

1. The recommendation of the Environment, Transportation & Public Safety Standing Committee and Administration are the same.
2. Please refer to Item 8.6 from the Environment, Transportation & Public Safety Standing Committee held on November 29, 2023.
3. To view the stream of this Standing Committee meeting, please refer to:
<https://csg001-harmony.sliq.net/00310/Harmony/en/PowerBrowser/PowerBrowserV2/20231129/-1/9448>

Subject: Class Environmental Assessment for the Wyandotte Street East Extension and Jarvis Avenue - Ward 7

Reference:

Date to Council: November 29, 2023

Author: Paul Mourad

Engineer III

(519) 255-6100 Ext. 6119

pmourad@citywindsor.ca

Design - Engineering

Report Date: November 9, 2023

Clerk's File #: SW/14693

To: Mayor and Members of City Council

Recommendation:

- I. THAT Council **ENDORSE** the Project File Report for the Wyandotte Street East Extension and Jarvis Avenue Schedule 'B' Municipal Class Environmental Assessment as a planning document with recommendations supporting the Preferred Solution and Preferred Design as identified and prepared by the Engineering Department, City of Windsor, dated November 3, 2023; and,
- II. THAT Administration **BE DIRECTED** to finalize the Project File Report for the Wyandotte Street East Extension and Jarvis Avenue Municipal Class Environmental Assessment and issue the Notice of Study Completion in accordance with the Municipal Class Environmental Assessment planning process to commence the minimum of 30-day review period immediately following finalizing the Environmental Assessment.

Executive Summary:

N/A

Background:

The City of Windsor initiated a Schedule 'B', Municipal Class Environmental Assessment Study (MCEA) to evaluate the extension of Wyandotte Street East to Jarvis Avenue to serve neighbourhood transportation and infrastructure needs for a 20-year period. The Project was first identified as a funding priority by City Council in the 2011 Capital Budget.

The study area includes the area bounded by Riverside Drive East to the north, Jarvis Avenue to the east, Little River Road to the south and Banwell Road to the west. Jarvis Avenue was developed prior to construction of the surrounding neighbourhoods. It has remained isolated with reduced connectivity and public service access points relative to other areas.

The study considers the Wyandotte Street East extension for vehicular, pedestrian, transit, and bikeway connections, traffic calming, drainage, and sanitary sewage. In addition, the study evaluates the servicing needs required to improve neighbourhood infrastructure to current municipal standards on Jarvis Avenue.

A MCEA is a standardized approach that sets out a planning process for classes or groups of activities. It applies to projects that are carried out routinely and have predictable environmental impacts that can be readily managed. Projects defined within a MCEA require no further environmental approval under Section 5 of the *Environmental Assessment Act*, conditional upon being planned according to the procedures set out in the document. The draft Project File Report completed for this project identifies any impacts, both positive and negative, as a result of the proposed project, high level costing, conceptual drawings and identification of a preferred design.

Discussion:

The MCEA for the Wyandotte Street East Extension and Jarvis Avenue was carried out in accordance with the Schedule 'B' requirements as outlined under the MCEA. The MCEA study considered the potential transportation, social, natural and economic impacts of various methods of improving the connection between Banwell Road and Jarvis Avenue, including improvements to Jarvis Avenue.

Under the Schedule 'B' process for MCEAs, there are three (3) phases to be completed during the study as noted in **Figure 1**. Phases 1 through 3 were completed as part of the Wyandotte Street East Extension and Jarvis Avenue MCEA and presented to the public via two public Information Centres (PICs). The Study Team has completed a Project File Report, which documents the planning, decision making and consultation process completed to date.

Figure 1: Schedule 'B' Process for Class EAs

	PHASE 1	PHASE 2	PHASE 3	PHASE 4	PHASE 5
<u>Basic Process</u>	Problem OR Opportunity	Alternative Solutions	Alternative Design Concepts For Preferred Solution	Environmental Study Report	Implementation
<u>Consultation Requirements</u>	Optional	Mandatory	Mandatory	Mandatory	Optional
SCHEDULE 'A/A+' PROJECTS	✓				✓
SCHEDULE 'B' PROJECTS	✓	✓	✓		✓
SCHEDULE 'C' PROJECTS	✓	✓	✓	✓	✓
MASTER PLANS (See Section A.2.7)	✓	✓	✓	✓	✓

Public consultation is an important part of the MCEA process. Project related information and updates have been maintained on the Project Website (www.WindsorEAs.ca) throughout the study under the heading, "Wyandotte Street East Extension and Jarvis Avenue Environmental Assessment". Two (2) PICs were conducted for this study.

I. PIC #1

PIC #1 was held on October 24, 2019, between 4:00pm and 7:00pm at the Riverside Sportsmen's Club, with display information available on the City's website (www.WindsorEAs.ca). A Notice of this PIC was prepared and distributed to the Study's contact list and placed in the local newspaper. The purpose of the PIC #1 was to:

- Provide a summary of study background and the MCEA process;
- Provide an overview of technical studies completed and planned;
- Present the Problem and Opportunity Statements;
- Identify the alternative solutions;
- Present the evaluation criteria;
- Present the evaluation of alternative solutions and the preliminary preferred solution;
- Allow the public to provide input;
- Enable the use of public feedback in the next stage of developing and evaluating potential alternative designs; and,

- Identifying the next stage of the process.

Members of public were encouraged to provide feedback on the Study by submitting comment sheets in-person or via email or mail. During PIC #1 there were several comments received related to key aspects of the proposed alternative solutions. Specifically, the public expressed interest in the following items which were further considered during the development of the alternative designs (Phase 2 of the MCEA process):

- Concern for bringing cut-through traffic into the neighbourhood possibly destined for Tecumseh Road East, and resulting public safety impacts from increased motor vehicle use;
- Concern that updating the road to the municipal design standard will encourage speeding and higher traffic volumes;
- Concern that additional flood and sewer system capacity risk may be created due to new runoff created by new Wyandotte Street East and expanded Jarvis Avenue pavement;
- Natural environment protection.

II. PIC #2

PIC #2 was held on August 26, 2021, in a virtual format, with a 3:00pm to 4:30pm session and a 6:00pm to 7:30pm session, in order to discuss the proposed design considerations following the earlier stakeholder engagement. The purpose of the PIC #2 was to:

- Provide an overview of the study;
- Outline the study process (MCEA);
- Share feedback received at PIC #1;
- Discuss alternative design concepts;
- Present the evaluation criteria and the evaluation of alternative designs;
- Propose the preliminary preferred design;
- Review additional design considerations;
- Allow attendees to ask questions;
- Identify Next Steps;
- Request feedback.

The public expressed interest in the following items, which were further considered during the finalization of the alternative designs (Phase 3 of the MCEA process):

- Concern of when the section of Jarvis Avenue south of Castle Hill would be completed;
- Drainage concerns and how the swale would be connected to the storm sewer on Wyandotte;
- Impacts to trees on Jarvis Avenue due to road widening.

Preferred Solutions

The original intent of this MCEA study was to consider the extension of Wyandotte Street East between Banwell Road and Jarvis Avenue to address the limited access to Jarvis Avenue that limits the provision of emergency and municipal services. This MCEA also provides the opportunity to provide an upgraded cross-section on Jarvis Avenue, enhance limited drainage and provide better connectivity for all modes of transportation.

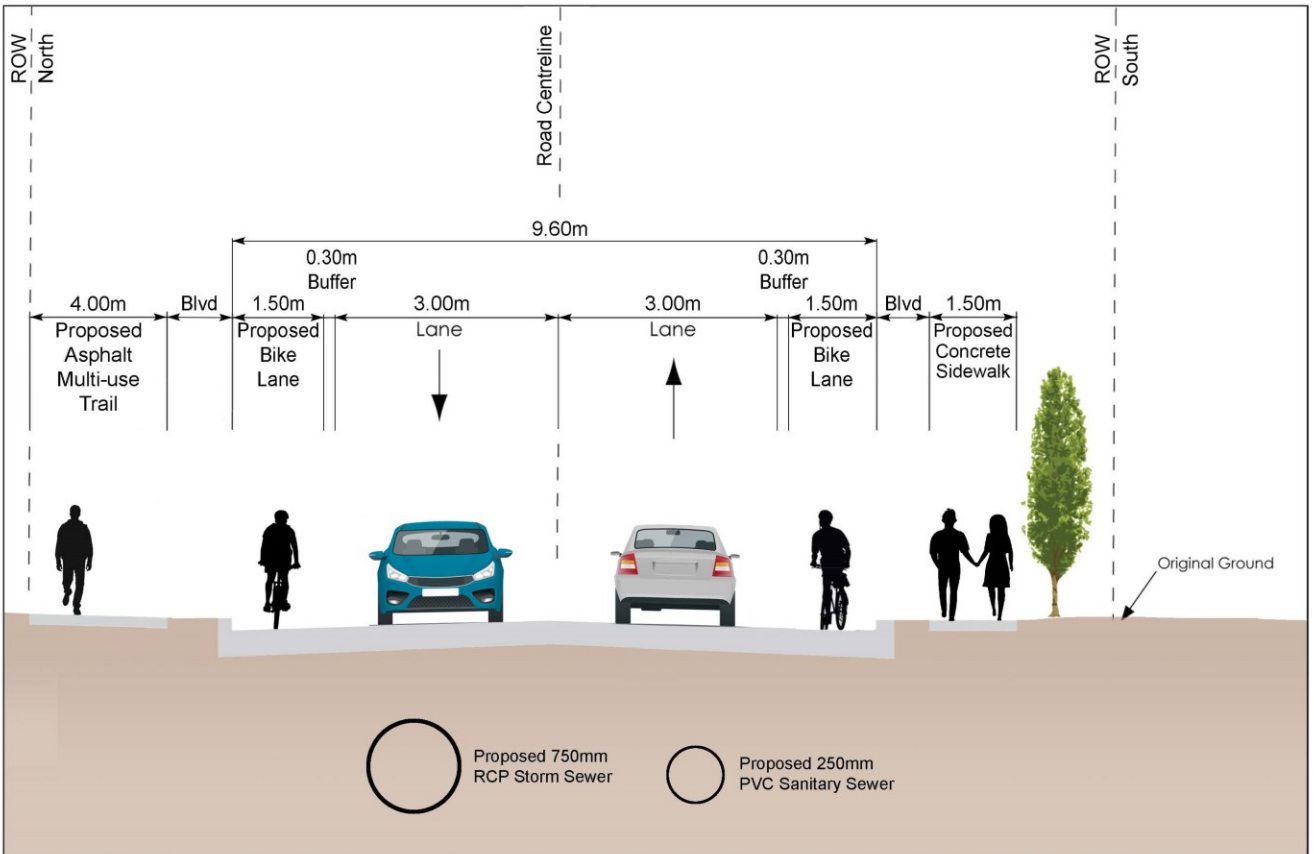
Preferred (recommended) solutions were formalized for both Wyandotte Street East and Jarvis Avenue.

I. Wyandotte Street West Extension

The preferred solution for Wyandotte Street East (**see Figure 2**) includes:

- Construct the Wyandotte Street East extension to a 9.6 m wide cross-section with full curb and gutter, including 1.50 m wide on-street bicycle lanes;
- a 1.50 m wide concrete sidewalk on the south side of the road;
- a 4.0 m wide asphalt multi-use trail on the north side of the road;
- Construct a traffic island on Wyandotte Street East at Jarvis Avenue;
- Construct a trunk storm sewer to service all neighbourhood drainage, including Wyandotte Street.

Figure 2: Preferred Design - Wyandotte Street East Extension

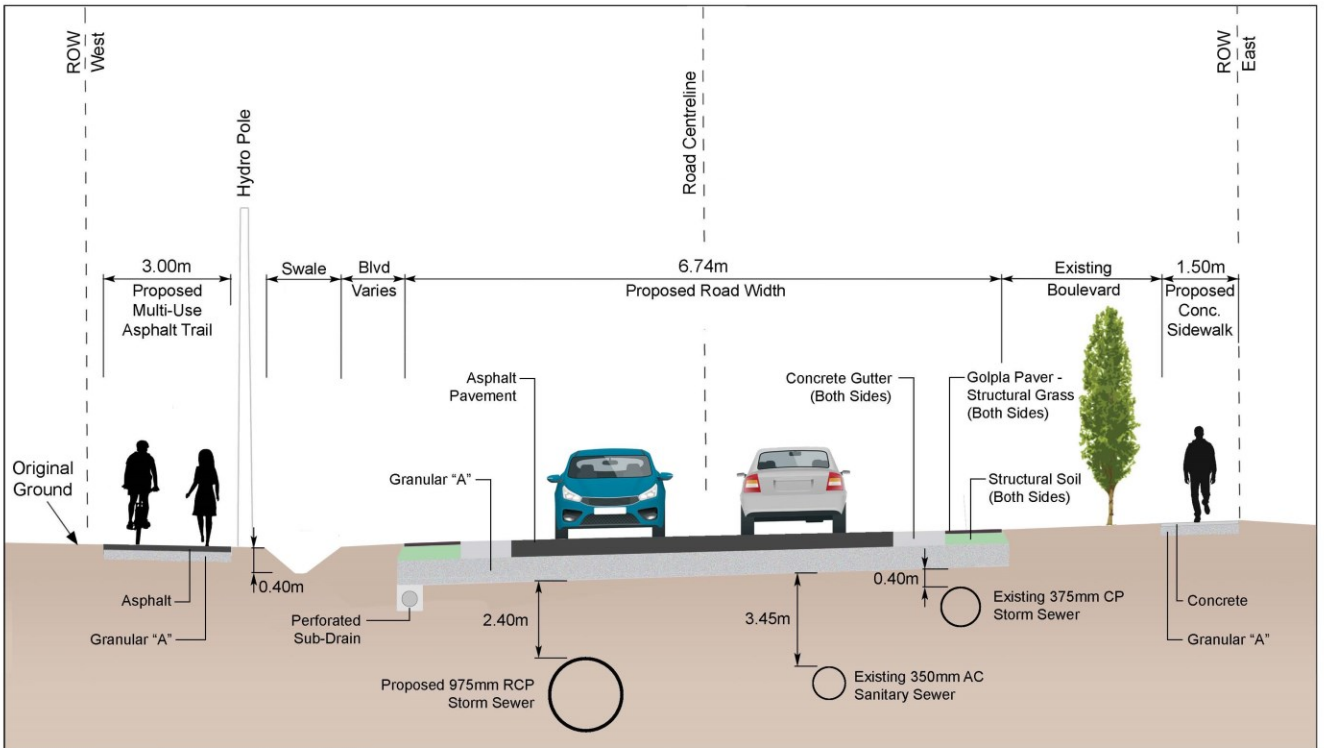


II. Jarvis Avenue from Wyandotte Street East to Dillon Drive

The preferred solution for this section of Jarvis Avenue (see Figure 3) includes:

- Reconstruct Jarvis Avenue to a 6.74 m wide cross-section with concrete gutters and no curbs to maintain a rural feel;
- a 1.50 m wide concrete sidewalk on the east side of the road;
- a 3.0 m wide multi-use asphalt trail on the west side of the road;
- Construct a traffic island on Dillon Drive at Jarvis Avenue.

Figure 3: Preferred Design - Jarvis Avenue from Wyandotte Street East to Dillon Drive



II. Jarvis Avenue from Riverside Drive East to Wyandotte Street East and from Dillon Drive to Little River Boulevard

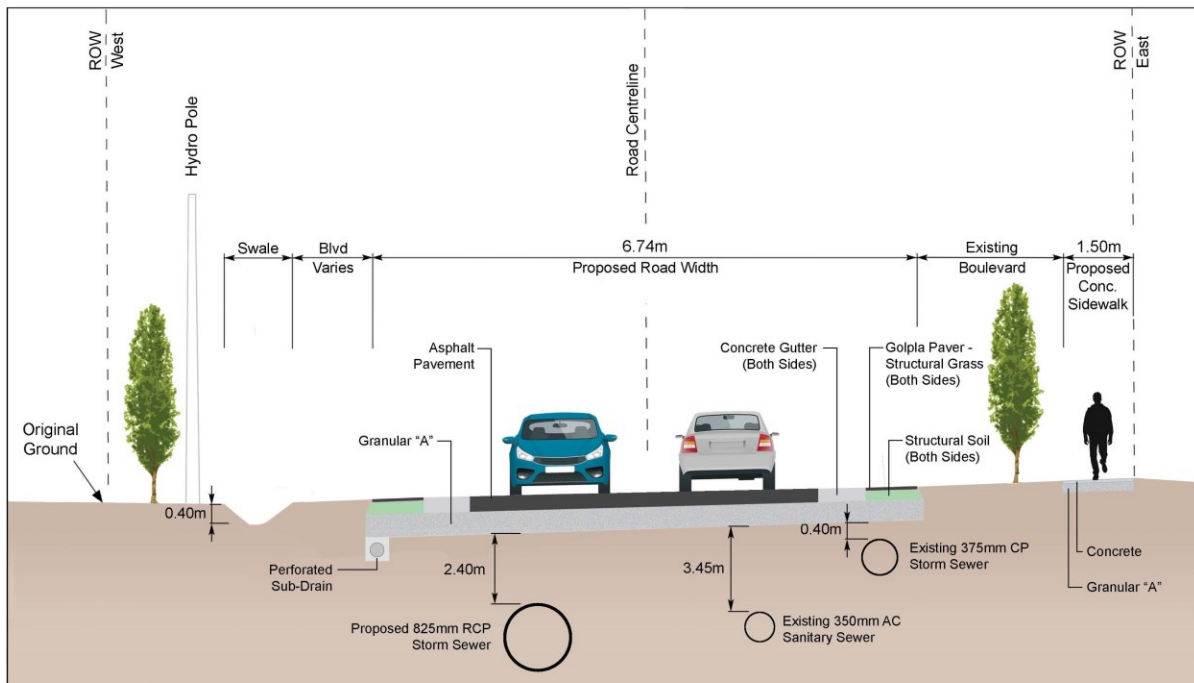
The preferred solution for this section of Jarvis Avenue (see Figure 4) includes:

- Reconstruct Jarvis Avenue to a 6.74 m wide cross-section with concrete gutters and no curbs to maintain a rural feel;
- a 1.50 m wide concrete sidewalk on the east side of the road;
- Rebuild the cul-de-sac on Jarvis Avenue to municipal standards at Little River Boulevard and remove the driveway approach.

Parking on Road and Boulevard (Jarvis Ave)

It is important to note that the current parking by-law (No. 9023) does not allow parking on Jarvis Avenue. Boulevard parking is also prohibited. The intention with the updated design is to maintain no parking on Jarvis Avenue. City Council would have to approve any amendment to the current no parking by-law to allow parking on Jarvis Avenue.

Figure 4: Preferred Design - Jarvis Ave from Riverside Drive East to Wyandotte Street East and from Dillon Drive to Little River Boulevard



Preliminary Cost Estimates

- The section of works including the Wyandotte Street East extension from Banwell Road to Jarvis Avenue and on Jarvis Avenue from Wyandotte Street to Beverly Glen is estimated at \$6,644,400;
- The works on Jarvis Avenue from Riverside Drive East to Wyandotte Street East and from Beverly Glen to Little River Boulevard is estimated at \$8,783,600.

The total costs of both phases is \$15,428,000 and includes a 20% contingency allowance and 20% for engineering and other internal costs.

The Executive Summary from the draft Project File Report for Wyandotte Street East Extension and Jarvis Avenue is provided in **Appendix A**.

Next Steps

Pending Council endorsement of the Project File Report as a planning document, the Notice of Study Completion will be published in the Windsor Star and on the Project Website (www.WindsorEAs.ca). The Notice will be provided by direct mail-out and email (as applicable) to those whom have requested to be included on the project contact list for the MCEA Study, and to Agencies and Stakeholders. A copy of the Notice of Study Completion will also be provided to the Mayor and Members of Council and included as a Communication Item at the next regularly scheduled meeting of

Council following publication. The Project File Report will be available for review on the Project Website (www.WindsorEAs.ca) during the 30-calendar day public review period.

Risk Analysis:

There are no significant or critical risks in endorsing this Project File Report. The recommendation will require, pursuant to the Environmental Assessment Act, a mandatory minimum of 30-day review period. Only First Nations groups can submit a Part II Order request on the grounds that the requested order may prevent, mitigate or remedy adverse impacts on constitutionally protected Aboriginal and treaty rights. The Ministry of the Environment, Conservation and Parks will not consider requests on other grounds.

Climate Change Risks

Climate Change Mitigation:

The preferred solution for both Wyandotte Street East and Jarvis Avenue includes improved access to walking and cycling infrastructure. Enhanced access to active transportation infrastructure supports the implementation of the Active Transportation Master Plan, which is key strategy to the City's Community Energy Plan to reduce greenhouse gas emissions.

Climate Change Adaptation:

The detailed design of the Wyandotte Street East Extension and Jarvis Avenue will be completed following the latest municipal design standards and guidelines including considerations for low impact development, active transportation and climate resiliency. The detailed design will also consider coastal flooding solutions and mitigation.

Any loss of trees due to construction shall be replaced and where possible the number of trees improved. Trees provide many climate change resiliency benefits including: stormwater retention, reduction in urban heat island and protection of biodiversity

Financial Matters:

There are no direct financial implications with this information report. Detailed design and construction related to infrastructure works on Wyandotte Street East and Jarvis Avenue will be contingent upon future Capital Budget funding.

Operational funding needs relating to general infrastructure maintenance including, maintenance and monitoring will be identified and included for consideration in future budgets as the new works are designed and constructed and brought into operation.

Consultations:

Kathy Buis, Financial Planning Administrator
Karina Richters, Supervisor Environmental Sustainability & Climate Change
Kathleen Quenneville, Active Transportation Coordinator
Patrick Winters, Manager of Development

Conclusion:

Several criteria and factors were utilized in the assessment of the design alternatives including natural environment, socio-economic environment, cultural environment, transportation, costs and technical considerations.

Pending Council endorsement of the Project File Report as a planning document, Administration recommends that the Notice of Study Completion be published in the Windsor Star and on the Project Website (www.WindsorEAs.ca) and provided by direct mail-out to those whom have requested to be included on the project contact list for the Class EA report, and to Agencies and Stakeholders. A copy of the Notice of Study Completion will also be provided to the Mayor and Members of Council and included as a Communication Item at the next regularly scheduled meeting of Council following publication. The full MCEA report will be available for review on the Project Website (www.WindsorEAs.ca) during the 30-calendar day public review period.

Approvals:

Name	Title
Fahd Mikhael	Manager, Engineering Design
Fahd Mikhael	Acting Executive Director Engineering / Deputy City Engineer
Mark Nazarewich	Senior Legal Council
Janice Guthrie	Commissioner, Corporate Services CFO/City Treasurer
Joe Mancina	Chief Administrative Officer

Notifications:

Name	Address	Email
Angelo Marignani, Ward 7 Councillor	c/o 350 City Hall Square West, Suite 530 Windsor, ON N9A 6S1	amarignani@citywindsor.ca
Project Notification List <i>(List provided to Clerks)</i>		

Appendices:

- 1 Appendix A - Executive Summary of the draft Project File Report for Wyandotte Street East Extension and Jarvis Avenue



PROJECT FILE REPORT

**Wyandotte Street East Extension and Jarvis Avenue
Schedule 'B' Municipal Class Environmental Assessment
(Phases 1-3)
Windsor, Ontario**

**Corporation of the City of Windsor
350 City Hall Square West Windsor, Ontario, N9A 6S1**

November 2023

EXECUTIVE SUMMARY

Introduction

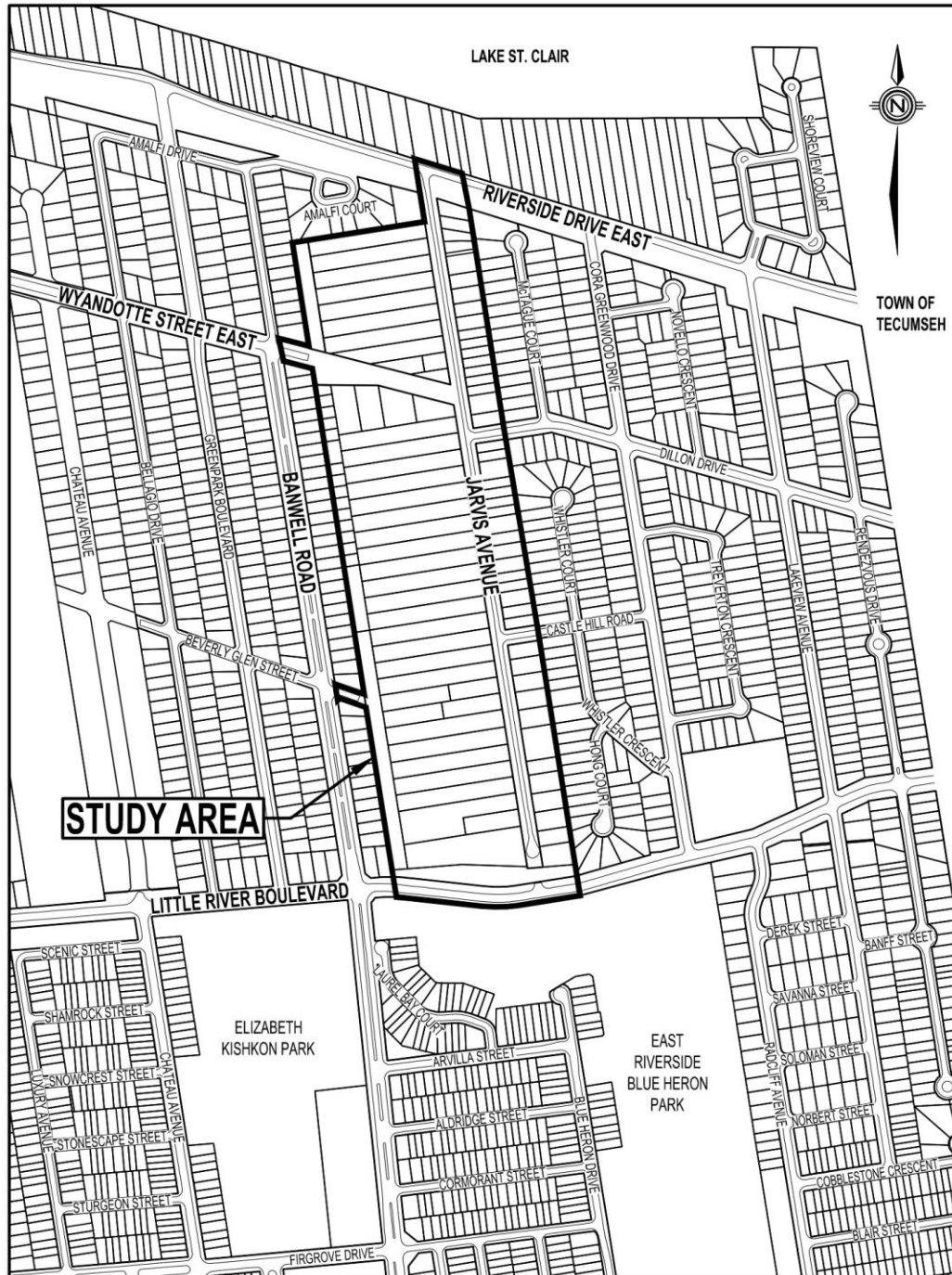
The City of Windsor initiated a Schedule 'B', Municipal Class Environmental Assessment Study (Class EA) to evaluate the extension of Wyandotte Street East to Jarvis Avenue to serve neighbourhood transportation and infrastructure needs for a 20-year period.

The study area included the area bounded by Riverside Drive East to the north, Jarvis Avenue to the east, Little River Road to the south and Banwell Road to the west, as shown in **Figure E-1** on the following page. Jarvis Avenue was developed prior to construction of the surrounding neighbourhoods. It has remained isolated with reduced connectivity and public service access points relative to other areas.

The study considers the Wyandotte Street East extension for vehicular, pedestrian, transit, and bikeway connections, traffic calming, drainage, and sanitary sewage. In addition, the study evaluates the servicing needs required to improve neighbourhood infrastructure to current municipal standards on Jarvis Avenue.

This Class EA study was undertaken in accordance with the planning and design process for Schedule 'B' projects outlined in the Municipal Engineering Association's document titled "Municipal Class Environmental Assessment" (October 2000, as amended in 2007, 2011 and 2015) under the Ontario Environmental Assessment Act.

Figure E-1: Study Area



Environmental Assessment Process

The Municipal Class EA process is an approved process under the EA Act. All municipalities in Ontario are required to follow this approved process for the planning of infrastructure projects. This project is classified as being subject to the Class EA process.

A description of the Class EA planning phases is provided below:

Phase 1 – Identify the problem (deficiency) and/or opportunities.

Phase 2 – Identify and evaluate alternative solutions to address the problem or opportunity by taking into consideration the existing environment, and establish the preferred solution considering public and review agency input.

Phase 3 – Identify Alternative Design Concepts for the preferred solution implementation by taking into consideration the existing environment and establish the preferred design concept by considering public and review agency input.

Phase 4 – Document the Environmental Assessment including the design and consultation process in an ESR for public review.

Phase 5 – Complete contract drawings and documents and proceed to construction and operation. Monitor construction for adherence to environmental provisions and commitments. Where special conditions dictate, also monitor the operation of the completed facility.

Since this project is proceeding as a “Schedule B” activity under the Municipal Class Environmental Assessment, the City of Windsor is required to maintain an official Project File that will be made available to the public for review and comment. This Class EA addressed Phases 1 through 3 of the Class EA process.

Existing Conditions

In order to understand the existing conditions and to identify potential constraints, and opportunities within the study area, the following assessments were completed:

- Traffic Impacts of Potential Road Network Changes
- Socio-economic Review
- Stage 1 Archeological Assessment
- Cultural Heritage Review
- Natural Environment Assessment
- Stormwater Management Assessment
- Geotechnical Review
- Review of Existing Utilities

Problems and Opportunities

Problems

Based on the planned easterly connection of Wyandotte Street East from Banwell Road to Jarvis Avenue, the problems for the Study Area include:

- A need to address limited access to Jarvis Avenue that limits the provision of emergency and municipal services. The extension of Wyandotte Street East from Banwell Road to Jarvis Avenue is proposed to be funded by the City through the capital budget process.
- There is a need to define any infrastructure, operational and safety improvements required in association with the project as part of this study.
- This study will need to identify how to complete Wyandotte Street East to meet safety and operational needs within a 20 year planning horizon, including for emergency services, transportation needs and land use planning. During the last 5 inter-census

periods, this district has experienced a positive population growth and an increased number of occupied dwellings.

Issues Identified for Wyandotte Street East

- The Official Plan designated Wyandotte Street East as a Class II Arterial, which requires sidewalks on both sides of the road. The City's Official Plan, Schedule "X", recommends a Class II Arterial designation with a right-of-way width of 30.0 metres. Currently, Wyandotte Street East, east of Banwell Road, is designated as a Collector Road in the City of Windsor's Official Plan with a 24.0 metre right-of-way road allowance.
- Wyandotte Street East was proposed to be constructed to the current municipal standard road width for collector roads of 10.4 metres, with sidewalks on both sides of the road.
- The City's Active Transportation Master Plan (ATMP), Walk Wheel Windsor, dated May 2019, (available on the City website) recommends an active transportation facility for Wyandotte Street East.. The Plan indicates that Wyandotte Street should have an off-street, multi-use trail along its north side which would take the place of the north sidewalk.
- Several mature trees exist within the municipal right-of-way.
- There is noted Species at Risk habitat on the site and known occurrences of Species at Risk on adjacent property.

Issues Identified for Jarvis Avenue

- Jarvis Avenue is a local residential road that has been constructed below current municipal standards of the standard 8.60 metre pavement width.

- As a local road, improvements to Jarvis Avenue are subject to the City's Local Improvement policies. Funding to update Jarvis Avenue would be a cost-share between the property owners and the municipality.
- Storm sewer service in the area is of insufficient design and capacity.
- The cul-de-sac of Jarvis Avenue at Little River Road requires an upgrade to meet municipal standards.
- The pavement structure of Jarvis Avenue is rated as "Now Deficient" under the City of Windsor's asset rating system. The current roadway is subject to poor drainage and deteriorated conditions.

Issues Identified for Remaining Areas

- Beverly Glen Street has not been completed, however most of the required property to complete the street is owned by the City with some acquisitions required.
- Operational deficiencies at Banwell Road and Little River Boulevard would be expected within the 10-year and 20-year horizons. A signalized intersection or a roundabout can be considered to improve the intersection operations in the future.

Opportunities

The full connection of Wyandotte Street West will present the following opportunities for the Study Area:

Opportunities for Wyandotte Street East

- There is an opportunity to employ the Complete Streets approach for Wyandotte Street East in order to accommodate the existing and future traffic

demand (including active transportation) and provide better connectivity to adjacent neighbourhoods.

- The proposed Wyandotte Street East Extension would complete the final portion of the road that was planned to be constructed since the right-of-way was established by the former Town of Riverside, terminating at Jarvis Avenue. The Project was first identified as a funding priority by City Council in the 2011 Capital Budget.
- The proposed connection will provide a link between the East Riverside and Lakeview Planning Areas.

Opportunities for Jarvis Avenue

- There is an opportunity to provide an upgraded road cross-section with new pavement and storm sewers to provide enhanced drainage on Jarvis Avenue.
- An opportunity to enhance access to Jarvis Avenue for the provision of emergency and municipal services.
- Provide better connectivity for all modes of transportation.

Opportunities for Beverly Glen Avenue

- Consideration of this road corridor provides a means to facilitate infill development, as well as enhance access for public service delivery.

Consultation

In accordance with the Class EA process, consultation with various stakeholders, including the public, agencies, utilities and First Nations, was undertaken during the study.

Public Information Centre (PIC) #1 was held on October 24, 2019, between 4:00pm and 7:00pm at the Riverside Sportsmen's Club, with display information available on the City's website (www.WindsorEAs.ca). A Notice of this PIC was prepared and distributed to the Study's contact list and placed in the local newspaper.

Listed below is key feedback that was gathered from residents since PIC #1:

- Concern for bringing cut-through traffic into the neighbourhood possibly destined for Tecumseh Road East, and resulting public safety impacts from increased motor vehicle use.
- Concern that updating the road to the municipal design standard will encourage speeding and higher traffic volumes.
- Concern that additional flood and sewer system capacity risk may be created due to new runoff created by new Wyandotte Street East and expanded Jarvis Avenue pavement.
- Natural environment protection.

Public Information Centre (PIC) #2 was held on August 26, 2021, in a virtual format, with a 3:00pm to 4:30pm session and a 6:00pm to 7:30pm session, in order to discuss the proposed design considerations following the earlier stakeholder engagement.

Listed below is key feedback that was gathered from residents since PIC #2:

1. Concern of when the section of Jarvis Avenue south of Castle Hill would be completed.
2. Drainage concerns and how the swale would be connected to the storm sewer on Wyandotte.

3. Impacts to trees on Jarvis Avenue due to road widening.

Alternative Solutions

Phase 2 of the Municipal Class EA process consists of taking into consideration the existing environment in order to evaluate alternative solutions to address the problems/opportunities identified during Phase 1. The potential alternative solutions are evaluated against natural environment, social environment, economic environment and technical factors.

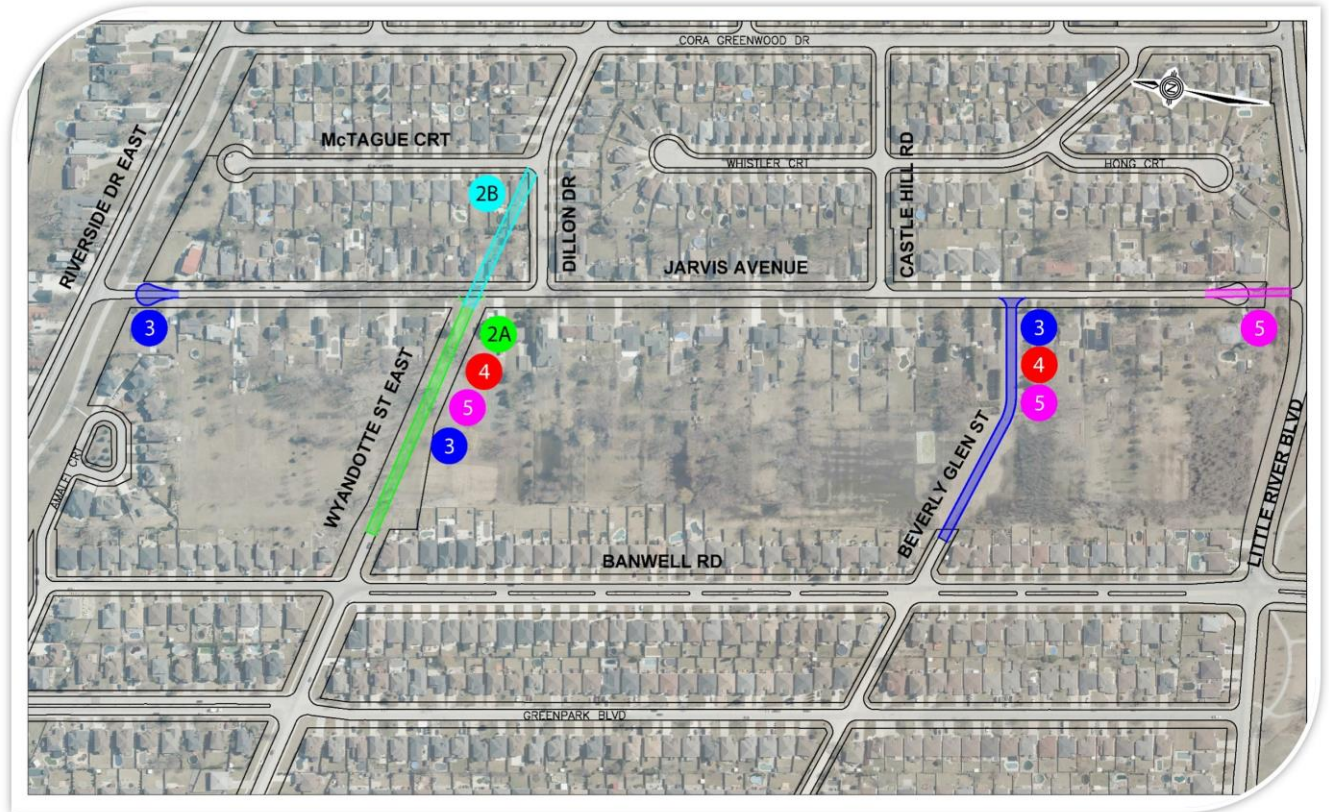
To determine the best approach for the Study Area, the following alternative solutions were evaluated. For all scenarios except for #1, the improvement of Jarvis Avenue to current municipal standards is proposed as part of a cost-shared Local Improvement.

- SCENARIO 1: Base scenario, do-nothing;
- SCENARIO 2A: Extension of Wyandotte Street East as an offset intersection at Jarvis Avenue;
- SCENARIO 2B: Extension of Wyandotte Street East as a continuous alignment connecting to Dillon Drive;
- SCENARIO 3: Extension of Wyandotte Street East with an offset intersection at Jarvis Avenue, extension of Beverly Glen Street to Jarvis Avenue, and closure of Jarvis Avenue at Riverside Drive East;
- SCENARIO 4: Extension of Wyandotte Street East with an offset intersection at Jarvis Avenue, and extension of Beverly Glen Street to Jarvis Avenue; and

- SCENARIO 5: Extension of Wyandotte Street East with an offset intersection at Jarvis Avenue, extension of Beverly Glen Street to Jarvis Avenue, and extension of Jarvis Avenue to Little River Boulevard.

The assessment of alternative solutions for Wyandotte Street East Extension and Jarvis Avenue is summarized in **Section 3.0** of this Report. Figure E-2 shows the alternative solution scenarios.

Figure E-2: Alternative Solution Scenarios



Preferred Design Alternative

The preferred design for Wyandotte Street East Extension and Jarvis Avenue comprises the following and is discussed in detail in **Section 4.0** of this Report:

1. Construct Wyandotte Street East to a 9.6m cross-section including bicycle lanes.
2. Reconstruct Jarvis Avenue to a 6.74m cross-section.
3. Implement traffic islands at Wyandotte Street East and Dillon Drive intersections with Jarvis Avenue.
4. Construct a trunk storm sewer to service all neighbourhood drainage.

5. Rebuild the south cul-de-sac on Jarvis Avenue at Little River Boulevard and remove the driveway approach.
6. Construction of Beverly Glen Avenue will no longer be carried forward for consideration.
7. Closure of Riverside Drive East intersection with Jarvis Avenue will no longer be carried forward for consideration.

Figure E-3: Preferred Design - Wyandotte Street East Extension

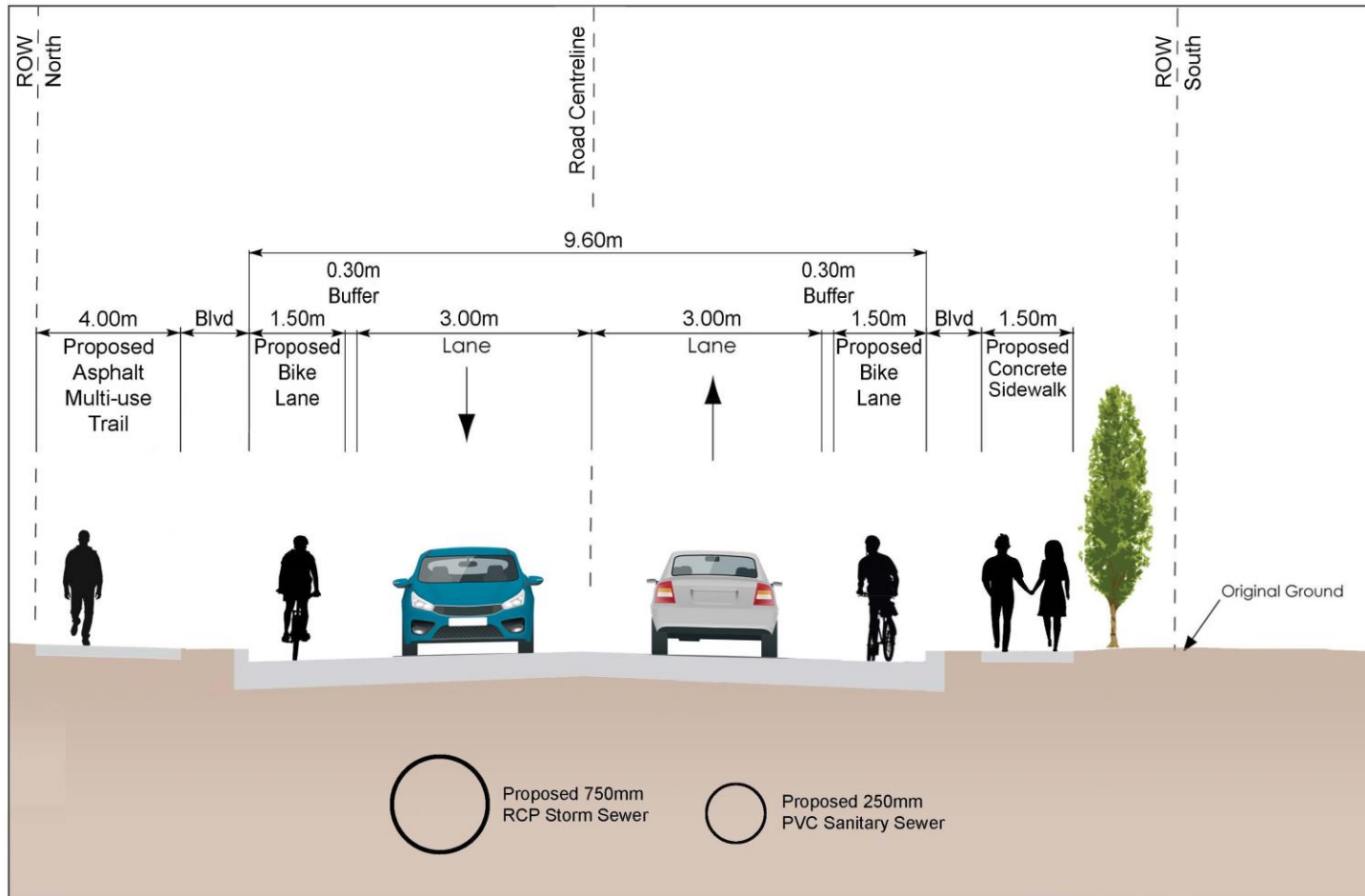


Figure E-4: Preferred Design - Jarvis Avenue from Wyandotte Street East to Dillon Drive

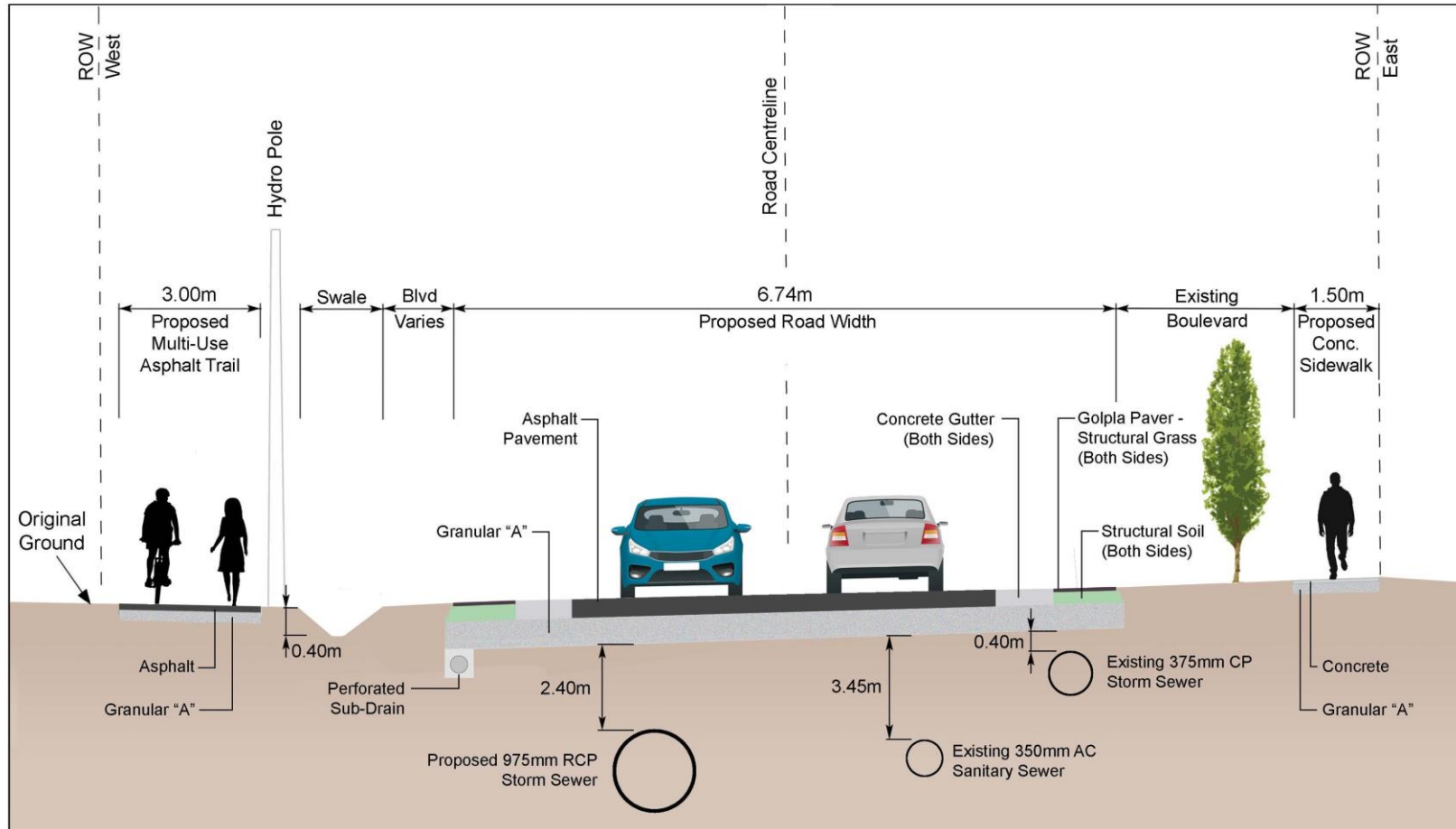
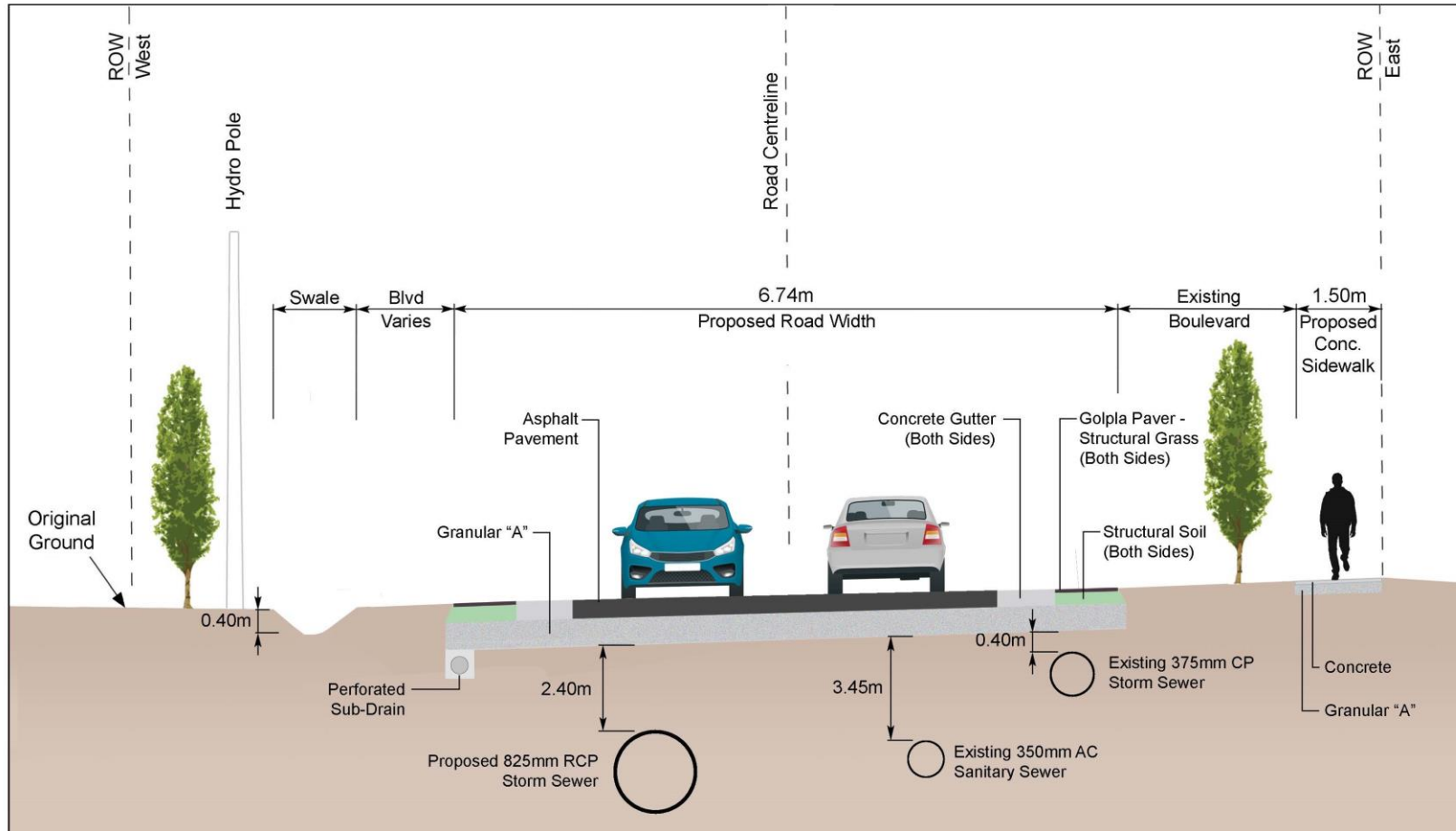


Figure E-5: Preferred Design - Jarvis Avenue from Riverside Drive East to Wyandotte Street East and from Dillon Drive to Little River Boulevard



Preliminary Cost Estimate for Preferred Design

Based on preliminary cost estimates,

- The section of works from the Wyandotte Street East extension from Banwell Road to Jarvis Avenue and on Jarvis Avenue from Wyandotte Street to Beverly Glen is estimated at \$6,644,400;
- The works on Jarvis Avenue from Riverside Drive East to Wyandotte Street East and from Beverly Glen to Little River Boulevard is estimated at \$8,783,600.

The total costs of both phases is \$15,428,000 and includes a 20% contingency allowance and 20% for engineering and other internal costs. A detailed cost estimate is included in Section 4.5.8 – Preliminary Construction Cost Estimate.



Committee Matters: SCM 329/2023

Subject: Minutes of the Windsor Licensing Commission of its meeting held

October 5, 2023

Moved by: Councillor Gary Kaschak
Seconded by: Councillor Renaldo Agostino

Decision Number: **ETPS 968**

THAT the minutes of the Windsor Licensing Commission meeting held October 5, 2023
BE ADOPTED as presented.
Carried.

Report Number: SCM 280/2023

Clerk's Note:

1. Please refer to Item 7.1 from the Environment, Transportation & Public Safety Standing Committee held on November 29, 2023.
2. To view the stream of this Standing Committee meeting, please refer to:
<https://csg001-harmony.sliq.net/00310/Harmony/en/PowerBrowser/PowerBrowserV2/20231129/-1/9448>



Committee Matters: SCM 280/2023

Subject: Minutes of the Windsor Licensing Commission of its meeting held

October 5, 2023

Windsor Licensing Commission

Meeting held October 5, 2023

A meeting of the Windsor Licensing Commission is held this day commencing at 9:00 o'clock a.m. in Room 204, 350 City Hall Square West, there being present the following members:

Councillor Ed Sleiman, Chair
Councillor Angelo Marignani
Harbinder Gill

Regrets received from:

Councillor Renaldo Agostino
Jayme Lesperance

Delegations in Attendance:

Manal Al Hasan c/o The Estate of the late Youssef Farhat, Amin Abdo Ahmed Al-Goby and Mohammed Farhat regarding ***Item 6(a)***
Abdelaziz Hassan regarding ***Item 7(a)***

Also present are the following resource personnel:

Steve Vlachodimos, City Clerk and Licence Commissioner
Craig Robertson, Deputy Licence Commissioner
Sandy Hansen, Senior Licence Issuer
Karen Kadour, Committee Coordinator

1. Call to Order

The Chair calls the meeting to order at 9:07 o'clock a.m. and the Windsor Licensing Commission considers the Agenda being Schedule A attached hereto, matters which are dealt with as follows:

2. Disclosure of Interest

None disclosed.

3. Adoption of the Minutes

Moved by Councillor Angelo Marignani, seconded by Harbinder Gill,
That the minutes of the Windsor Licensing Commission of its meeting held June
1, 2023 **BE ADOPTED** as presented.
Carried.

4. Request for Deferrals, Referrals or Withdrawals

None.

5. Communications

None.

6. Licence Transfers

6(a) Transfer of Taxicab Plate #123

Mrs. Manal Al Hasan c/o The Estate of the late Youssef Farhat, Amin Abdo Ahmed Al-Goby and Mohammed Farhat appear before the Windsor Licensing Commission regarding the transfer of Taxicab Plate #123.

Craig Robertson, Deputy Licence Commissioner advises on February 22, 2023, the Licensing Division received an e-mail notification of the death of plate holder Youssef Farhat. Mr. Farhat had been the plate holder of taxicab plate #123 since 2012. Administration is recommending that Taxicab Plate #123 be transferred to Amin Abdo Al-Goly.

Moved by Councillor Angelo Marignani, seconded by Harbinder Gill,
WLC 11/2023 That the transfer of Taxicab Plate #123 from The Estate of the late Youssef Farhat to Amin Abdo Ahmed Al-Goly **BE APPROVED** with the following conditions:

- i. Amin Abdo Ahmed Al-Goly be given thirty (30) days from the date of the approval to submit a vehicle for inspection that complies with Schedule 5 to By-law 150-2018 including a valid safety standards certificate.
- ii. Amin Abdo Ahmed Al-Goly be given thirty (30) days from the date of the approval to submit a Taxicab Plate Holder application and pay the associated fee.
- iii. Amin Abdo Ahmed Al-Goly be given thirty (30) days from the date of the approval to provide verification that full compensation has been made to Mrs. Manal Al Hasan on behalf of The Estate of the late Youssef Farhat in consideration of the transfer of Taxicab plate #123.

- iv. Amin Abdo Ahmed Al-Goly shall not lease Taxicab plate #123 for a one-year period as stated in Schedule 5, Section 21.3 of Licensing By-law 150-2018.

Carried.

7. Applications/Hearings

Livery Vehicle, Class D – Van

Abdelaziz Hassen, Easy Lyft Inc. appears before the Windsor Licensing Commission. He advises that the Class D Livery Vehicle licence will allow him to transfer seniors and people in wheelchairs to their destinations.

Craig Robertson, Deputy Licence Commissioner states that a new application for a Class “D” Livery Vehicle licence was submitted on July 14, 2023 by Abdelaziz Hassen of Eazy Lyft Inc.. He adds that there are currently 3 Class “D” Livery Vehicles licensed in the City of Windsor.

In response to a question asked by Harbinder Gill regarding how many people can be accommodated in the van, Abdelaziz Hassen responds that the van can accommodate one wheelchair and three passengers.

Moved by Councillor Angelo Marignani, seconded by Harbinder Gill,
WLC 12/2023 That the livery vehicle plate holder application, submitted by Abdelaziz Hassen on behalf of Easy Lyft Inc., 457 Windermere Road, Windsor, Ontario N8^A 3C9, to operate one (1) Class “D” – Livery Vehicle, namely a 2016 Dodge Caravan **BE APPROVED** with the following conditions:

- Abdelaziz Hassen be given sixty (60) days from the date of this decision to submit proof of an ownership of a vehicle and valid certificate of insurance that is satisfactory to Sections 4.2 and 9.1 of Schedule 3 to By-law 150-2018.
- The vehicle must submit to and pass an inspection by the By-law Enforcement Unit.

Carried.

8. Reports and Administrative Matters

None.

(a) Expired Application(s) for Business Licence

Moved by Councillor Angelo Marignani, seconded by Harbinder Gill,
That the report of the Deputy Licence Commissioner dated August 24, 2023
entitled “Expired Application(s) for Business Licence” **BE RECEIVED**, and further, that
the reason for expiration of the business licence be included in the report of the Deputy
Licence Commissioner.

Carried.

9. In Camera

No In Camera session is held.

10. Date of Next Meeting

The next meeting will be held at the call of the Chair.

11. Adjournment

There being no further business, the meeting is adjourned at 9:25 o'clock a.m.



Committee Matters: SCM 330/2023

Subject: Minutes of the Vision Zero Stakeholder Group of its meeting held March 22, 2023

Moved by: Councillor Gary Kaschak
Seconded by: Councillor Mark McKenzie

Decision Number: **ETPS 969**

THAT the minutes of the Vision Zero Stakeholder Group meeting held March 22, 2023 **BE ADOPTED** as presented.

Carried.

Report Number: SCM 129/2023

Clerk's Note:

1. Please refer to Item 7.2 from the Environment, Transportation & Public Safety Standing Committee held on November 29, 2023.
2. To view the stream of this Standing Committee meeting, please refer to:
<https://csg001-harmony.sliq.net/00310/Harmony/en/PowerBrowser/PowerBrowserV2/2023129/-1/9448>



Committee Matters: SCM 129/2023

Subject: Minutes of the Vision Zero Stakeholder Group of its meeting held March 22, 2023

Vision Zero Stakeholder Group
Meeting held March 22, 2023

A meeting of the Vision Zero Stakeholder Group is held this day commencing at 2:00 o'clock p.m. via Zoom video conference, there being present the following members:

Councillor Gary Kaschak, Chair
Ken Acton
Diane Bradford
Julie Di Domenico
Nathanael Hope
Abdul Naboulsi
Jim Sommerdyk

Regrets received from:

Wes Hicks
Kevin Morse

Also present are the following resource personnel:

Jeff Hagan, Transportation Planning, Senior Engineer
Shawna Boakes, Executive Director Operations, Deputy City Engineer
Kathleen Quenneville, Active Transportation Coordinator
Karen Kadour, Committee Coordinator

1. Call to Order

The Chair calls the meeting to order at 2:07 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 Nathanael Hope, seconded by Ken Acton,
That the minutes of the Vision Zero Stakeholder Group of its meeting held June 29, 2022 **BE ADOPTED** as presented.
Carried.

4. Business Items

4.1 Vision Zero Action Plan – Interim Goals & Implementation Plan

Jeff Hagan provides an overview of the Vision Action Plan – Interim Goals and Implementation Plan as follows:

The identified strategic priorities are grouped into four themes:

1. Driver behaviors
2. Road user types
3. Locations and infrastructure
4. Process improvements

The goals were divided into three categories – *Activity Goals*, (What action is the City taking?), *Impact Goals*, (What is the direct result of the City's action?) and the *Outcome* (How do the results of the City's action affect road safety?).

The overall goal for all Vision Zero programs is zero fatalities and major injuries due to road crashes, ideally within an identified timeline.

The recommended overall goal of the Vision Zero Action Plan is zero fatal and major injury collisions **within 15 years** of adopting the Vision Zero Action Plan.

Interim Goals – Road Safety Outcomes

- 5 years after Vision Zero Action Plan adoption: 33% reduction from 2015-2019 baseline levels
- 10 years after Vision Zero Action Plan adoption: 67% reduction from 2015-2019 baseline levels
- 15 years after Vision Zero Action Plan adoption: 100% reduction from 2015-2019 baseline levels.

Conclusion – The overall goal of the Vision Zero Action Plan has been identified as zero road crash fatalities or major injuries within 15 years of the adoption of the Plan. To support this plan, the following items have been provided:

- Interim goals, both overall and by strategic priority.
- An implementation plan addressing each recommended initiative, and
- Recommendations for ongoing monitoring, reporting and periodic review of the Action Plan.
- Some of the ***Recommended Initiatives*** outlined in the Vision Zero Action Plan – Implementation Plan are as follows:
 - Develop and Implement a Complete Streets Policy
 - Continue to implement the Transit Windsor Master Plan
 - Increase winter roadway maintenance
 - Conduct road safety Audits of identified high injury corridors
 - Establish a Fatal Collision Response Team
 - Implement speed limit reductions – Neighbourhoods
 - Implement speed limit reductions – Major Streets
 - Carry out education campaigns
 - Review Official Plan and Zoning By-laws for Vision Zero opportunities

- Implement a Parking Ticket Forgiveness Program to target Impaired Driving
- Support the development of a Safe Ride Home Service
- Install Pedestrian Countdown Signals
- Implement a Road Diet Program
- Develop a comprehensive GIS-based Collision Information System

Diane Bradford suggests that the recommendation for the establishment of a Fatal Collision Response Team be prioritized and refers to the City of Ottawa who have had groundbreaking results and tangible outcomes with their Fatal Collision Review Committee.

Ken Acton asks if there will be an opportunity to review the Plan midterm throughout the 5, 10 and 15 year timelines in terms of density growth patterns, and land use transportation patterns as these will change drastically over a 5 year timeline and it would be prudent to do a review every 2.5 years to 3 years.

Jeff Hagan responds there is a flexibility to bring forward additional updates if the need arises.

The Chair concurs with a midterm review over the timelines.

Abdul Naboulsi asks if the traffic calming initiatives that were done in parts of the city are based on surveys that are part of Vision Zero.

Jeff Hagan responds that the surveys are separate from Vision Zero.

In response to a question asked by Jim Sommerdyk regarding what are the next steps, Jeff Hagan responds that once the Committee has provided feedback, the Action Plan will be updated, finalized and will proceed to the Environment, Transportation and Public Safety Standing Committee and then on to City Council for adoption of the Plan.

Diane Bradford refers to the traffic calming measures put in place and asks that any future measures be partnered with the Vision Zero concepts.

The Chair asks Administration if there are any current vision zero projects in North America and asks to share best practices.

Jeff Hagan responds that there are a wide range of municipalities that have a Vision Zero plan underway and they have been monitoring their best practices,

Diane Bradford suggests by “painting a picture” of what Vision Zero is for the community, it would provide tangible understandings when this initiative is launched for the public. She refers to New York City and indicates that a very busy intersection was restructured to add numerous traffic calming measures which included delaying the car traffic lights 30 seconds after the pedestrian walk sign which resulted in decreased fatalities. She adds that the City of Toronto adopted this as well.

The Chair advises that in 2019, he proposed the reduction of all residential speed limits in Windsor to 40 km/h which was defeated by the Council of the day. The caveat was the formation of a Vision Zero Committee to review various aspects to see if reducing residential speeds would be part of the plan.

Ken Acton states in terms of public education and consultation, he indicates that he sits on the Windsor Region of Society Architects as an Executive and on the Michigan State Board for Congress for the New Urbanism. He offers to facilitate that connection (if there is interest from the City of Windsor) and to provide links to studies to help create safer streets.

Jeff Hagan responds that they will start with an update to the Official Plan and once approved by the Ministry, a Zoning Bylaw update will be undertaken.

Abdul Naboulsi expresses concern that public input was not solicited for most of the items in Vision Zero. He asks is there anything that we can do with respect to Vision Zero where public input is not required, i.e. high traffic zones, new subdivision builds. He advises in a recent work assignment in California, new homes were being built, and rumble strips shaped like cobblestones were being placed at the ends of intersections for four-way stops. He adds motorists would stop due to the sound of the rumble strips under the car.

Diane Bradford asks as it relates to the Fatal Response Team if the Coroner's Office could be added to the membership list.

Shawna Boakes advises in response to the remarks made by Abdul Naboulsi regarding implementation, she indicates that the more the standards can be developed and updated, the easier it will be to implement those standards.

Diane Bradford adds that if there are any education plans to target schooling or road safety initiatives in the community, to bring in the Windsor Essex County Health Unit.

The Chair invites the Vision Zero Committee to attend the Environment, Transportation & Public Safety Standing Committee meeting to be available to answer questions.

Julie Di Domenico indicates she is willing to share any communication or education to the school community.

Nathanael Hope expresses concern with the lack of public consultation with the neighbourhoods.

J. Hagan responds for a local road speed hump, two rounds of notices (traffic calming survey) are sent to the properties. The first round goes out to every household and the second round goes out halfway through the process where they have not received a reply. Also, signs are posted in the survey area along with social media posts.

Ken Acton suggests that the AODA be factored into the Plan to assist those who are vision impaired, or mobility impaired and if there is an opportunity when those consultations take place, to reach out to organizations such as the CNIB and special user groups.

Shawna Boakes adds Administration is working with the Windsor Accessibility Advisory Committee with respect to finalizing the standards for the accessible pedestrian signals.

Diane Bradford reports that the OPP had a 130% increase in fatalities related to speed over the past year and last fiscal year. Our region is also struggling with huge rates of serious speeding. It is important to adapt these initiatives and their priorities according to what kind of injuries and related incidents that we are seeing on our roads. As the traffic patterns and injury and fatalities are changing, she requests that these be incorporated into the Plan.

The Chair asks for 2022 collision data (which currently is not available) as there is an epidemic with speeding.

Jeff Hagan thanks the Committee members for their feedback and work involved in this process.

Moved by Ken Acton, seconded by Julie Di Domenico,
That the Vision Zero Action Plan – Interim Goals and Implementation Plan **BE APPROVED.**
Carried.

5. Adjournment

There being no further business, the meeting is adjourned at 3:05 o'clock p.m.

CHAIR

COMMITTEE COORDINATOR



Committee Matters: SCM 331/2023

Subject: Essex Windsor Solid Waste Authority (EWSWA) Board Meeting Minutes from September 13, 2023

Moved by: Councillor Mark McKenzie
Seconded by: Councillor Gary Kaschak

Decision Number: **ETPS 970**

THAT the minutes of the Essex Windsor Solid Waste Authority (EWSWA) meeting held September 13, 2023 **BE ADOPTED** as presented.

Carried.

Report Number: SCM 311/2023

Clerk's Note:

1. Please refer to Item 7.3 from the Environment, Transportation & Public Safety Standing Committee held on November 29, 2023.
2. To view the stream of this Standing Committee meeting, please refer to:
<https://csg001-harmony.sliq.net/00310/Harmony/en/PowerBrowser/PowerBrowserV2/2023129/-1/9448>



Committee Matters: SCM 311/2023

**Subject: Essex Windsor Solid Waste Authority (EWSWA) Board Meeting Minutes
from September 13, 2023**



Essex-Windsor Solid Waste Authority Regular Board Meeting MINUTES

Meeting Date: Wednesday, September 13, 2023

Time: 3:00 PM

Location: Essex County Civic Centre
Council Chambers, 2nd Floor
360 Fairview Avenue West
Essex, Ontario N8M 1Y6

Attendance

Board Members:

Gary McNamara - Chair	County of Essex
Hilda MacDonald	County of Essex
Rob Shepley	County of Essex
Michael Akpata	County of Essex
Kirk Walstedt	County of Essex
Gary Kaschak – Vice Chair	City of Windsor
Jim Morrison	City of Windsor
Kieran McKenzie	City of Windsor
Mark McKenzie	City of Windsor

EWSWA Staff:

Michelle Bishop	General Manager
Steffan Brisebois	Manager of Finance & Administration
Cathy Copot-Nepszy	Manager of Waste Diversion
Tom Marentette	Manager of Waste Disposal
Teresa Policella	Executive Assistant

City of Windsor Staff:

Anne Marie Albidone	Manager of Environmental Services
Tony Ardovini	Deputy Treasurer Financial Planning
Shawna Boakes	Executive Director of Operations
Mark Spizzirri	Manager of Performance Management and Business Case Development

County of Essex Staff:

Mary Birch	Director of Council & Community Services/Clerk
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Absent:

Drew Dilkens	City of Windsor (Ex-Officio)
Sandra Zwiers	County CAO

1. Call to Order

Chair McNamara called the meeting to order at 3:00 PM.

2. Declaration of Pecuniary Interest

The Chair called for any declarations of pecuniary interest and none were noted. He further expressed that should a conflict of a pecuniary nature or other arise at any time during the course of the meeting that it would be noted at that time.

3. Approval of the Minutes

Moved by Michael Akpata

Seconded by Kieran McKenzie

THAT the minutes from the Essex-Windsor Solid Waste Authority Regular Meeting, dated August 9, 2023, be approved and adopted.

**55-2023
Carried**

4. Business Arising from the Minutes

There were no items raised for discussion.

5. Waste Diversion

A. EWSWA Material Recovery Facilities (MRFs) Lease Update

The Manager of Waste Diversion provided an update on the status of the Materials Recovery Facilities (MRFs) Lease Request for Proposals (RFP).

In March 2023, the Authority Board approved Administration's recommendation to issue an RFP to lease one or both MRFs as this could support the region's transition to Extended Producer Responsibility (EPR) as well as generate revenue for the Authority.

The RFP closed on May 5, 2023. Although there were six plan takers, only one submission was received. The submission was evaluated by a committee established by the Authority which determined that the Proponent met all the requirements of the RFP. The award of the RFP was not issued to the Proponent as it was contingent upon them securing a Post-collection services contract with a Producer Responsibility Organization (PRO) that aligned with the Authority's transition date.

Unfortunately, the successful Proponent was not awarded a Post-collection services contract with a PRO. On June 27, 2023, the Authority received notification that GFL Environmental Inc. was awarded the receiving facility

contract to receive Blue Box materials post transition from the Essex-Windsor catchment area.

A meeting was held on July 7, 2023, with CM and Authority and City of Windsor (City) Administration. CM indicated that they still had not contracted for the processing of Blue Box materials and were in the process of reviewing submissions. The Authority questioned why the collection and processing services were not linked as there may have been financial, logistical and environmental efficiencies in doing so. The Authority advised CM that it needed a decision if CM required the MRFs beyond August 2024. CM indicated that they would advise the Authority by the end of the month if they were interested in the use of our facility.

At the beginning of August, the Authority reached out to CM's VP, National Supply Chain Operations, Sherry Acaro, as no further updates had been provided by them since the July 7th meeting. Ms. Acaro explained that CM was reviewing submissions. She did note that they would be going to the CM Board in September on how they will proceed. The Authority should know more details by October.

The Manager of Waste Diversion further explained that it was important that a response be received by CM promptly because of the new organics program. The EXP report that was received by the Board at the July meeting recommended that a receiving site for organics be located in Windsor at the site. This decision from CM would impact the decision on how to proceed.

There are no financial implications at this time.

The Manager of Waste Diversion asked if there were any questions.

Mr. Kieran McKenzie questioned the CM decision making process and stated that the October date sounds a little loose.

The General Manager stated that the Authority needs a decision in short order to determine the best use of the facility and we have a successful Proponent. It is also important for the rollout of the organics program. Per the EXP report, Source Separated Organics (SSO) will be delivered somewhere in the vicinity of Windsor and procurement documents need to be issued. All of this will come together quickly but the Authority must stay on top of CM for a decision.

Mr. Kaschak asked if any information was provided at the recent Association of Municipalities of Ontario (AMO) conference.

The General Manager stated that she attended the Circular Economy workshop. Presentations were given by two municipalities that have already transitioned. One opted in with CM and the other opted out. They both had a good experience with transition stating that it was fairly seamless. Both of these municipalities stayed with the same collector. As for the County, there will be a

new collector because the City will no longer be the collector. As it relates to the MRFs, of these two municipalities that have transitioned, one leased out their MRF and the other did not have one. She noted that this is a good opportunity for the Authority to watch as other municipalities transition before us.

Moved by Kieran McKenzie
Seconded by Gary Kaschak

THAT the Board receive the report as information.

**56-2023
Carried**

6. Waste Disposal

A. Hydro Service Upgrades at the Regional Landfill

The Manager of Waste Disposal stated that the purpose of the report is to recommend the award for Hydro Service Upgrades at the Regional Landfill (RL) to Sterling Motors Technology Inc. at the submitted price of \$139,900 plus HST. As presented at the previous Board meeting, the RL does not have the appropriate electrical services to support the new Reverse Osmosis (RO) system. At this same meeting, the Board approved a one-time contribution from the Rate Stabilization Reserve to fund the hydro service upgrades.

Initial estimates for the completion of the upgrades were approximately \$90,000. After discussions with Hydro One and the electrical contractors, it was identified that modifications to the scope of work were required to accommodate the power demand, the requirements of Hydro One and the Electrical Safety Authority. Due to these modifications, the cost of the work exceeded \$100,000 which requires approval by the Board per the Authority's Procurement Policy (EW-008).

A Request for Quote (RFQ) was issued for the upgrades and two bid submissions were received. Both Proponents passed the Compliance Stage and proceeded to the Pricing Stage. The resulting bids are outlined on page 11 of the agenda package. Sterling Motor Technology Inc. was the successful Proponent.

The cost of the Hydro Service Upgrades will be funded by a one-time contribution from the Rate Stabilization Reserve.

The Manager of Waste Disposal asked if there were any questions.

Mr. Morrison commented that there was a vast difference in the quotes submitted.

Mrs. MacDonald noted that the increase is not a surprise as costs have gone up.

Mr. Kieran McKenzie asked if there had been any thought on how the methane gas that the RL generates could be captured.

The Manager of Waste Disposal stated that the Authority is in the process of issuing an Expression of Interest to companies that handle gas management

Mr. Kieran McKenzie noted that it will be interesting to see the results when it comes forward.

No further questions were asked.

Moved by Jim Morrison

Seconded by Hilda MacDonald

1. **THAT** the Board award the Request for Quote to Sterling Motor Technology Inc. for the Hydro Service Upgrades at the Regional Landfill in the amount of \$139,900 plus HST
2. **THAT** the Board approve the increase in the one-time contribution from the Rate Stabilization Reserve to fund the Hydro Service Upgrades at the Regional Landfill from \$90,000 to \$139,900 plus HST.

**57-2023
Carried**

B. Design, Engineering and Construction of a New Scale House Building –
Result and Award

The Manager of Waste Disposal stated that the purpose of the report is to recommend the award of the RFP for the Design, Engineering and Construction of a new scale house building at Transfer Station #2, located in the Town of Kingsville to Greenlight General Contracting Inc. who has been identified as the Preferred Proponent and submitted a total bid price of \$224,000, excluding taxes. He explained that the new scale house will replace the original 18-year-old pre-fabricated scale house building which no longer suits this very busy site.

The Authority issued an RFP on May 16, 2023, and three (3) submissions were received. The evaluations of the submissions consisted of a four-stage process. All proposals achieved the minimum Technical Score and proceeded to the Financial Stage. Greenlight General Contracting Inc. achieved the highest overall score and was identified as the Preferred Proponent.

The cost of the new scale house was included in the 2023 capital budget. The budget of \$130,000 for this project was based on an estimate received at the time the budget was formed. After completing the competitive procurement

process, the cost of this project exceeded the 2023 budget. The project will be financed through the Equipment Replacement Reserve.

The Manager of Waste Disposal asked if there were any questions. No questions were asked.

Moved by Gary Kaschak

Seconded by Michael Akpata

THAT the Board award the Request for Proposal (RFP) to Greenlight General Contracting Inc. for the Design, Engineering and Construction of a new scale house building at Transfer Station #2 in the amount of \$224,000 plus HST.

**58-2023
Carried**

7. Finance & Administration

A. January to June 2023 – Six Month Operations Financial Review

The Manager of Finance and Administration stated that the purpose of the report is to present the six-month financial review of the operating costs and revenue comparing estimated results to the 2023 Operational Plan and Budget figures. The tables on pages 16 and 17 of the agenda package summarized the estimated operating revenues and expenditures for the period of January 1 to June 30, 2023 and compares them to the budget figures.

The estimated January to June 2023 revenue is approximately \$442,800 more than the budget. This favourable revenue variance is primarily attributed to the following:

- An increase in waste tonnages from Institutional/Industrial/Commercial (ICI) customers;
- An increase in the amount of contaminated soil received at the RL;
- An increase in non-landfilled ICI material which primarily consists of daily cover material such as auto shredder fluff and organic material;
- An increase in revenues from the sale of recyclable goods. This increase is attributable to the commodity prices remaining higher on average than budget in the first six months of 2023. The actual commodity prices versus the 2023 budgeted prices are illustrated in the tables on pages 19 and 20 of the agenda package.

There has been an unfavourable variance in revenues related to Municipal refuse for the first six months of 2023. This unfavourable variance is expected to decrease due to the recent influx of refuse material which resulted from the recent flooding event in the Essex-Windsor region.

The Manager of Finance stated that expenditures for the six months of 2023 are approximately \$280,000 less than budget. This favourable variance is primarily attributed to the decrease in the amount of leachate hauled from the Regional Landfill to the Lou Romano Water Reclamation Plant (LRWRP). This favourable variance is expected to decrease in the last six months of 2023 due to the costs of launching the RO treatment plant and the expected increase of leachate loads hauled and treated.

He also noted that the following impacted the expenditure variance:

- An increase in costs associated with operating the County Blue Box recycling collection which is operated by the City;
- An increase in the Host Compensation due to the higher than budgeted tonnes of landfilled material received at the RL. The overall landfilled tonnes were 5,391 tonnes higher than budgeted.

In regards to the Operating Summary, the approved 2023 budget included a deficit of (\$3,757,380) of which (\$1,570,200) was expected to be incurred in the first six months of 2023 and the remaining from July to December 2023. The first six-month financial review indicates an estimated deficit of (\$847,200) for the January to June 2023 period which results in an estimated favourable variance of \$723,000.

The full 2023 fiscal year will form part of the 2024 Operating Plan and Budget document that will be presented at the November 2023 Board meeting.

The Manager of Finance asked if there were any questions. No questions were asked.

Moved by Rob Shepley

Seconded by Gary Kaschak

THAT the Board receive the report as information.

**59-2023
Carried**

B. Update – County of Essex Council Motion Re: Regional Waste Collection

The General Manager provided an update related to the Motions passed by the last term of Essex County Council with regard to exploring regional waste collection services within the seven (7) County municipalities.

On April 19, 2023, Essex County Council reconfirmed its commitment to a regional approach to waste management. At this meeting, they also directed County of Essex Administration to report back with further feedback from the local municipalities and the necessary By-Law to upload the collection of waste to the County.

The Authority General Manager, Authority and County Solicitor, David Sundin and County CAO/Director of Finance/Treasurer, Sandra Zwiers, have attended all seven (7) County municipalities to provide a presentation regarding the resolutions passed at County Council. They also attended County Council meetings on July 19, 2023, and August 16, 2023, to present reports that included the recommendations in the EXP document that was presented to the Authority Board on July 12, 2023. At the August 16, 2023 meeting, County Council passed the By-law to upload the collection and delivery of waste from the local municipalities to the County.

The General Manager noted that although County Council has passed the By-Law, each local municipality will have to vote at each of their respective Council meetings. A triple majority from the local municipalities will be required. This means that it will be up to at least four (4) of the Councils of the local municipalities, comprising of at least 50% of the available electors within the County, to pass the County's By-law. The General Manager noted that as of last night, the Town of Kingsville voted against the motion, whereas, the Municipality of Leamington and the Town of Tecumseh voted in favour of the motion. Any final resolution will be brought forward to the Board.

The General Manager asked if there were any questions.

Mr. Morrison asked what would happen if some of the municipalities did not approve.

The General Manager stated that if this does not move forward, the Authority still has the motion to proceed with an organics program that was approved by County Council and garbage collection would remain at the municipal level. The Authority will issue an RFP in the fall of 2023 for the collection of the organics program. Seacliff Energy has been awarded the RFP to process organics. If the By-Law does pass, the Authority will work with the Municipal Working Group on how to proceed with both organics and garbage collection.

Mr. Kieran McKenzie asked if the General Manager could share some of the arguments of the municipalities opting out or expressing concerns.

The General Manager stated that each municipality has their reasons for opting in or opting out. All the municipalities have listened to the presentation given by the Authority and County of Essex staff explaining the advantages of regionalization. Some municipalities have entered into new contracts at higher costs. Regionalizing would provide economies of scale. Per the EXP document, there is an opportunity to get economies of scale and allows contractors to optimize routes. Also, as noted in the EXP document, there is an opportunity to standardize services. The EXP document recommends rolling out a program that is consistent throughout the entire community, the environmental impacts of the landfill, utilizing the organics program and Blue Box program and achieving waste diversion. A concern with the municipalities is the unknown cost. She noted that we do not know what the cost will be for a regional

program until an RFP is issued. This applies to the organics program as well. Another concern is that municipalities want to maintain their level of service. The General Manager stated that from an Authority and County perspective, we want to be open and transparent about what the minimum service levels will be. As presented at County Council, the minimum service levels will be weekly organics collection, Every Other Week (EOW) garbage collection, weekly yard waste collection from April through November and monthly bulk items collection.

Mr. Kieran McKenzie asked if the Authority has other tools to encourage a broader perspective for diversion assuming that there isn't a complete regional buy-in.

The General Manager stated that the EXP document was very clear about having standardized promotion and education (P&E) and outreach. It will be difficult to reach all residents and educate them about how the programs are utilized if there are municipalities with different levels of service. For example, P&E in schools with students who live in different boundaries. She noted that when you have varying service levels, residents become confused and will not participate in the programs. This also causes cross contamination. The Authority will continue with P&E. The best practice is to move to EOW garbage collection and weekly organics collection. It will be challenge if there are different service levels but the Authority will develop P&E as appropriate.

Mr. Kieran McKenzie noted that he appreciates the outreach and reports and the work done by Authority administration.

The Chair asked if there were any further questions. There were no further questions.

Moved by Kieran McKenzie
Seconded by Kirk Walstedt
THAT the Board receive the report as information.

60-2023
Carried

8. Other Items

No other items were raised for discussion.

9. By-Laws

A. By-Law 9-2023

Moved by Hilda MacDonald
Seconded by Rob Shepley

THAT By-Law 9-2023, being a By-law to Authorize the execution of an agreement between the Essex-Windsor Solid Waste Authority and Sterling Motor Technology Inc. for the Hydro Service Upgrades at the Regional Landfill.

**61-2023
Carried**

B. By-Law 10-2023

Moved by Hilda MacDonald
Seconded by Rob Shepley

THAT By-Law 10-2023, being a By-law to Authorize the execution of an agreement between the Essex-Windsor Solid Waste Authority and Greenlight General Contracting Inc. for the Design, Engineering and Construction of a New Scale House Building at Transfer Station #2, located in the Town of Kingsville.

**62-2023
Carried**

C. By-Law 11-2023

Moved by Hilda MacDonald
Seconded by Rob Shepley

THAT By-Law 11-2023, being a By-law to Confirm the Proceedings of the Board of the Essex-Windsor Solid Waste Authority be given three readings and be adopted this 13th day of September, 2023.

**63-2023
Carried**

10. Next Meeting Dates

Thursday, October 5, 2023
Tuesday, November 7, 2023 – 2024 Budget Deliberation
Tuesday, December 5, 2023

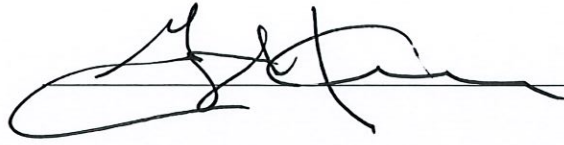
11. Adjournment

Moved by Mark McKenzie
Seconded by Jim Morrison

THAT the Board stand adjourned at 3:48PM.

**64-2023
Carried**

All of which is respectfully submitted.



Gary McNamara
Chair



Michelle Bishop
General Manager



Committee Matters: SCM 332/2023

Subject: Feasibility of Crosswalk at Sunrise Assisted Living to Coventry/Reaume Park – Ward 6

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

Decision Number: **ETPS 971**

THAT the report of the Engineer II dated September 13, 2023 entitled “Feasibility of Crosswalk at Sunrise Assisted Living to Coventry/Reaume Park – Response to CQ 9-2023, Ward 6” **BE RECEIVED.**

Carried.

Report Number: S 120/2023
Clerk’s File: SW2023

Clerk’s Note:

1. The recommendation of the Environment, Transportation & Public Safety Standing Committee and Administration are the same.
2. Please refer to Item 8.1 from the Environment, Transportation & Public Safety Standing Committee held on November 29, 2023.
3. To view the stream of this Standing Committee meeting, please refer to:
<https://csg001-harmony.sliq.net/00310/Harmony/en/PowerBrowser/PowerBrowserV2/2023129/-1/9448>

Subject: Feasibility of Crosswalk at Sunrise Assisted Living to Coventry/Reaume Park – Response to CQ 9-2023, Ward 6

Reference:

Date to Council: November 29, 2023

Authors: Adam Mourad

Engineer II

amourad@citywindsor.ca

(519) 255-6257 ext. 6614

Clare Amicarelli

Transportation Planning Coordinator

camicarelli@citywindsor.ca

(519) 255-6100 ext. 6463

Public Works - Operations

Report Date: September 13, 2023

Clerk's File #: SW2023

To: Mayor and Members of City Council

Recommendation:

That Council **RECEIVE** this report in response to CQ 9-2023 regarding the feasibility of a crosswalk at Sunrise Assisted Living to Coventry/Reaume Park.

Executive Summary:

N/A

Background:

At its February 9, 2023 meeting of Council, Councillor Gignac asked the following question:

CQ 9-2023

“Asks that Administration report back on feasibility of a crosswalk at Sunrise Assisted Living to Coventry/Reaume Park”.

Discussion:

Pedestrian Crossovers (PXOs) are designated areas that ensure safe pedestrian crossings, requiring vehicles to yield to pedestrians. Identified by specific signs and pavement markings, PXOs are suitable for roads with low to moderate traffic (less than 35,000 annual average daily traffic) and speeds of 60 kilometers per hour or less. To enhance safety, PXOs should not be installed within 200 meters of other signal-

protected pedestrian crossings or in areas with more than four lanes of two-way traffic or three lanes of one-way traffic. Parking and other sight obstructions must be prohibited within at least 30 meters of the PXO.

Regulation 615 of the Highway Traffic Act (HTA) covers most aspects of PXO traffic control devices and their placement.

The location in front of Sunrise Assisted Living to Coventry/Reaume Park meets warrant criteria for installing a Pedestrian Crossover (PXO) with installation of a PXO at this location identified in the Riverside Drive Vista Improvement Class Environmental Assessment (EA).

The cost to install the PXO at Sunrise Assisted Living to Coventry/Reaume Park is estimated to be \$40,000. In addition to the installation of the PXO, there are annual maintenance costs associated with PXO's. They include:

- battery checks
- cleaning of solar panels
- functionality checks of pushbuttons and flashing LED boards
- reviews of approach visibility in case of physical changes (i.e. tree growth)
- replacement of defective parts
- checking of marking visibility
- reflectivity testing of signage
- replacement of defective or damaged signage
- responding to 311 calls

Construction of this PXO has been planned for Phase 3A of the Riverside Vista works (from Ford Blvd to Strabane Ave); however, based on available funding, Phase 3A of the project is not scheduled for construction until approximately 2030.

Funding for the installation of PXO's can also be provided through the Pedestrian Crossover Project (project ID 7191010). A total of 128 requests for PXO's have been submitted to date. Among the requests that have undergone review, 54 of them meet the warrant criteria. Out of those 54, 29 are both warranted and ranked based on priority, while 25 are warranted but not yet ranked in terms of priority.

The request for the PXO from Sunrise Assisted Living to Coventry/Reaume Park is currently ranked 11th out of the 54 total requests for PXO's – noted above. The current ranking may change as new requests come in and are added into the priority list. Based on its rank, current funding available in the Pedestrian Crossover Project ID 7191010, and the 2023 approved Capital-funding plan (Project OPS-001-19), as further discussed in the Financial matters, it is not anticipated that this PXO could be constructed in the 10-year timeframe the is covered by the current Capital budget.

Risk Analysis:

The request for a PXO from Sunrise Assisted Living to Coventry/Reaume Park currently holds the 11th position among the 54 total requests for PXOs (with 25 locations yet to be ranked). Installing a PXO at this location in advance of others that are ranked higher using PXO funding could be viewed as setting a precedent for bypassing an unbiased ranking system.

Climate Change Risks

Climate Change Mitigation:

N/A

Climate Change Adaptation:

N/A

Financial Matters:

The Pedestrian Crossover capital project, ID 7191010 has a current balance of \$283,000. Additional funding has been allocated within the 2023 approved 10-year capital funding plan in 2028. The value of the projects currently ranked higher in priority are in the range of \$450,000 and therefore with current funding in the project, the PXO at Sunrise Assisted Living to Coventry/Reaume Park would not be able to be built within the current 10-year budget cycle.

Given that the Riverside Vista EA already identifies a PXO in the preferred solution design at this location, Council has the option to consider pre-committing funding from the Riverside Vista project (ECP-016-07) to install the PXO earlier than currently scheduled (2030). This project does have \$500,000 in 2028 Canada Community-Building Funds that could be pre-committed for this purpose. Pre-committing a portion of these funds would provide for work to commence in 2024.

Administration acknowledges that installation of the PXO in the existing cross section would result in a certain amount of sunk costs related to infrastructure that will need to be replaced once Phase 3A of the Riverside Vista project moves ahead. These costs will include the replacement of the concrete pads, tactile plates, pole bases and pavement markings. Efforts would be made to salvage the poles, signs and flasher equipment so that it may be re-installed at the ultimate location identified in the final roadway design. Costs related to the re-installation of the PXO would need to be funded as part of the Phase 3A work.

Alternatively, ward funds are available and may be used for the benefit of capital assets owned by the City. As such, ward funds are an optional source of funding for this project.

Annual maintenance costs are estimated to be approximately \$2,000. Should this PXO be installed, a funding request for the required annual maintenance budget would be submitted for consideration as the current operating budget for Public Works does not include funding for maintenance of new PXO's.

Consultations:

Cindy Becker, Financial Planning Administrator – Operations

Kathy Buis, Financial Planning Administrator – Engineering

Rob Slater, Executive Initiatives Coordinator

Mike Dennis, Manager, Strategic Capital Budget Development and Control

Natasha Gabbana, Senior Manager of Asset Planning

Conclusion:

The area in front of Sunrise Assisted Living leading to Coventry/Reaume Park meets the criteria for the installation of a Pedestrian Crossover (PXO). The installation of a PXO is included in the finalized Environmental Assessment of the Riverside Vista project. However, Phase 3A of the project is not planned for construction until approximately 2030 based on current funding. Should Council wish to proceed with the installation of the PXO earlier than planned as part of the Riverside Vista project, Administration has presented various funding options for Council’s consideration.

Planning Act Matters:

N/A

Approvals:

Name	Title
Mark Spizzirri	Manager of Performance Measurement & Business Case Development
Natasha Gabbana	Senior Manager of Asset Planning
Stacey McGuire	Executive Director, Engineering/Deputy City Engineer
Shawna Boakes	Executive Director of Operations
Shawna Boakes for	Commissioner, Infrastructure Services
Janice Guthrie	Commissioner, Corporate Services, Chief Financial Officer
Joe Mancina	Chief Administrative Officer

Notifications:

Name	Address	Email

Appendices:



Committee Matters: SCM 333/2023

Subject: CQ 17-2023 – Intelligent Transportation Systems Solutions

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

Decision Number: **ETPS 973**

THAT Council **APPROVE** the installation of Intelligent Transportation Systems Solutions on Tecumseh Road West East of Crawford as outlined in the Discussion section of the report; and,

THAT administration **BE REQUESTED** to implement the necessary legal agreements that may be required; and,

THAT funding in the amount of up to \$90,000 excluding HST **BE APPROVED** and that the amount **BE FUNDED** through project ID 7709000 using existing approved capital funding.

Carried.

Report Number: S 142/2023

Clerk's File: MTR2023

Clerk's Note:

1. The recommendation of the Environment, Transportation & Public Safety Standing Committee and Administration are **NOT** the same.
2. Please refer to Item 8.3 from the Environment, Transportation & Public Safety Standing Committee held on November 29, 2023.
3. To view the stream of this Standing Committee meeting, please refer to:
<https://csg001-harmony.sliq.net/00310/Harmony/en/PowerBrowser/PowerBrowserV2/20231129/-1/9448>

Subject: CQ 17-2023 – Intelligent Transportation Systems Solutions – City Wide

Reference:

Date to Council: November 29, 2023
Author: Ian Day
Senior Manager of Traffic and Parking (A)
519-255-6247 x6053
iday@citywindsor.ca

Public Works - Operations
Report Date: November 3, 2023
Clerk's File #: MTR2023

To: Mayor and Members of City Council

Recommendation:

THAT the report in response to CQ 17-2023 – “Intelligent Transportation Systems Solutions” **BE RECEIVED** by Council for information.

Executive Summary:

N/A

Background:

At the City Council meeting of May 29, 2023, Councillor Costante asked the following question CQ 17-2023:

Asks Administration to investigate a method to implement Intelligent Transportation applications to improve transportation and traffic flow throughout the City. Including but not limited to, an advanced warning system for trains for eastbound travel on Tecumseh Road West east of Crawford.

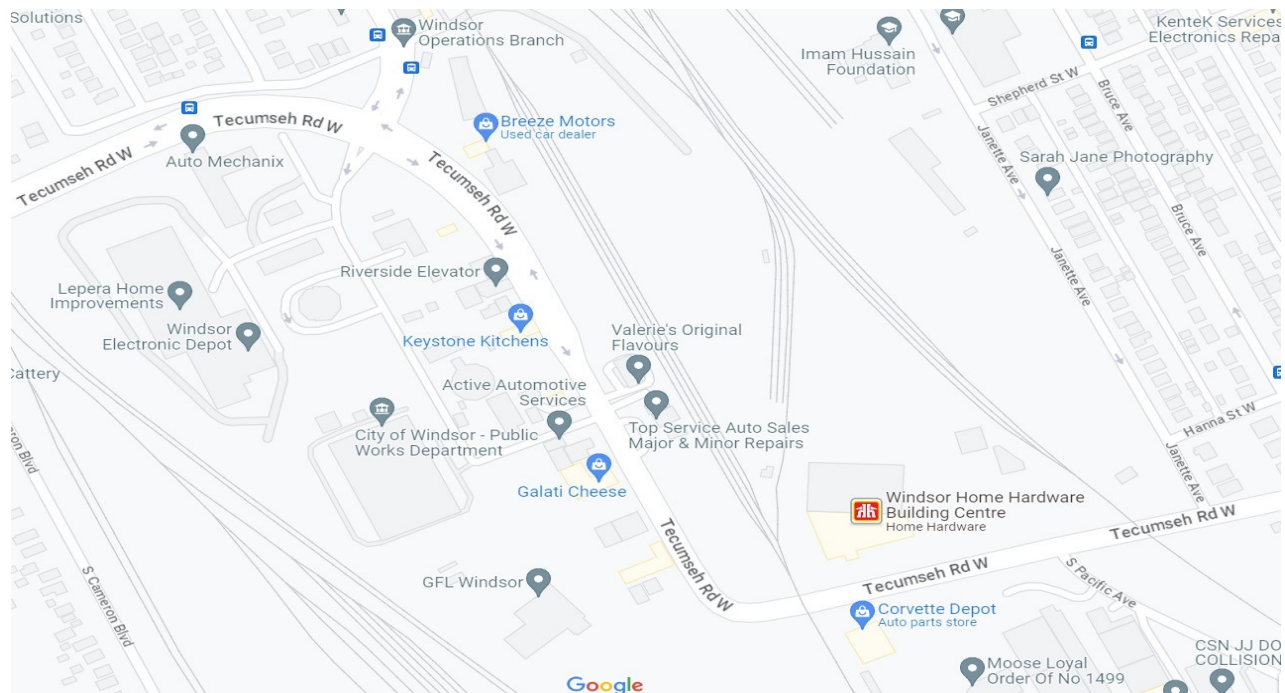
Discussion:

Currently there are 61 level railway crossings throughout the City of Windsor. Two of these crossings, Huron Church at College and Walker at Provincial, are equipped with an interconnect system as per Transport Canada Grade Crossing Regulation 19.1 which states that: “interconnection is to be provided at grade crossings where the railway design speed is 25 km/h (15 mph) or more and where there is less than 30 m between the nearest rail of a grade crossing and the travelled way of an intersection

with traffic signals.” Further to the above, Regulation 19.3 states that the interconnection of traffic signals with a warning system must:

- a. provide sufficient time for vehicles to clear the grade crossing before the arrival of railway equipment at the crossing surface.
- b. prevent movement of road traffic from the intersection towards the grade crossing.

The grade crossings for Tecumseh Road West, east of Crawford (Essex Terminal Railway and Canadian Pacific), are not subject to these regulations due to their distance from signalized intersections. Geometric design of the roadway to eastbound travellers from Crawford Avenue to Janette Avenue prevents drivers from having a clear line of sight to the grade crossings until well after they have cleared the Tecumseh Road and Crawford Avenue intersection.



Activity at either the Essex Terminal Railway crossing or The Canadian Pacific crossing to the east will bring eastbound traffic to a standstill in this section of Tecumseh Road West. Traffic will continue to travel eastbound on Tecumseh Road West until the congestion reaches the intersection at Crawford Avenue as drivers have no visual indication of the delay ahead. Transport Canada regulations for grade crossings states that “Trains can't block a public grade crossing for more than five minutes when a road user needs to pass, unless the train is moving.” The daily shunting operations that occur at these crossing do not violate this regulation.

After a review of the situation and with improved traffic flow as the end goal, Administration proposes the following Intelligent Transportation application:

- Sensors can be placed in both Essex Terminal Railway and Canadian Pacific Railway controller cabinets that would trigger a signal being sent to the City's traffic infrastructure notifying of upcoming railway traffic.
- These signals would be sent to a new traffic cabinet on the north side of Tecumseh Road West which will convert the electric signal to a fibre optic pulse and use existing traffic fibre cable to convey the signal to the existing traffic controller at the Tecumseh Road West and Curry Avenue intersection.
- The traffic controller at the above intersection would use this pulse to activate either a Variable Message Blackout Sign or a static sign with flasher to advise traffic that there is a train ahead, allowing drivers to select an alternative route rather than idling on Tecumseh Road W. while they wait for the train to pass.

Essex Terminal Railway has been contacted about an agreement to access their controller and have agreed in principle to allow the connection to their equipment. Canadian Pacific Railway has yet to respond to communications. Legal agreements may be needed in both instances.

Risk Analysis:

For this application, a signed detour route would not be provided to traffic selecting to detour. There is a risk that trucks may choose to detour north on Crawford to Wyandotte Street West, which would be allowable based on the City's current truck route. The closest return route to Tecumseh Road on the City's truck network would be Ouellette Ave (between 8 am and 6 pm) or Howard Ave. Therefore, increasing truck traffic on Wyandotte Road in the downtown area.

Implementing this solution would reduce risk of illegal movements and safety infractions that drivers are making due to frustration during long waits. Drivers are performing U-turns on Tecumseh Road, 3 point turns, and often conflicting with other traffic. Allowing drivers the opportunity to take another route prior to Crawford Ave would reduce this behaviour.

Climate Change Risks

Climate Change Mitigation:

While the implementation of Intelligent Transportation Solutions may not directly impact the levels of Greenhouse Gas (GHG) emissions, there may be an indirect decrease of GHGs due to the potential reduction of idling vehicles versus the slightly longer travel route of the detour.

Climate Change Adaptation:

N/A

Financial Matters:

The estimated capital investment required for the initial installation of the ITS for the Tecumseh West rail crossings is in the range of \$80,000 to \$90,000 excluding HST based on current 2023 cost estimates for labour, equipment and ENWIN services. Funding for the Tecumseh West rail crossings initial installation could be funded from the Traffic Signal Upgrade and Replacement Project, ID 7209000, using existing approved capital funding. The signal upgrade and replacement program is assessed on an ongoing basis, which results in the realignment of funding based on new information and / or priorities as presented. Realignment of funding can impact prioritization of other projects completed under the program. Administration will include a 10-year capital-funding plan for consideration in the 2025 capital budget development process to provide ongoing annual funding for the implementation of non-safety, non-regulatory ITS works.

In addition to the required capital investment for the project, an annual operating budget of approximately \$800 would be required for the ongoing sign maintenance and winterizing / de-winterizing of the controller cabinets. The operating cost would be added to the annual asset addition maintenance request brought forward by Public Works for the next available budget development year, currently 2025.

Consultations:

Cindy Becker – Financial Planning Administrator – Public Works
Mike Dennis – Manager of Strategic Budget Development and Control

Conclusion:

Administration feels that an ITS solution for an advanced warning system for trains for eastbound travel on Tecumseh Road West east of Crawford is feasible and would provide improved traffic flow for residents.

Should Council choose to proceed, Administration recommends the funding option as proposed in the financial section of the report.

Administration also recommends consideration of an ongoing capital project for the funding and implementation of non-safety, non-regulatory ITS works to improve transportation and traffic flow throughout the City

Planning Act Matters:

N/A

Approvals:

Name	Title
Cindy Becker	Financial Planning Administrator – Public Works - Operations
Shawna Boakes	Executive Director of Operations

Chris Nepszy	Commissioner, Infrastructure Services, City Engineer
Janice Guthrie	Commissioner, Corporate Services, City CFO/ Treasurer
Joe Mancina	Chief Administrative Officer

Notifications:

Name	Address	Email

Appendices:



Committee Matters: SCM 334/2023

Subject: Truck Route Study Update Report

Moved by: Councillor Gary Kaschak
Seconded by: Councillor Mark McKenzie

Decision Number: **ETPS 975**

THAT the report by the Policy Analyst dated November 7, 2023 entitled, "Truck Route Study Update Report" **BE RECEIVED** for information.

Carried.

Report Number: S 144/2023
Clerk's File: SW/14579

Clerk's Note:

1. The recommendation of the Environment, Transportation & Public Safety Standing Committee and Administration are the same.
2. Please refer to Item 8.5 from the Environment, Transportation & Public Safety Standing Committee held on November 29, 2023.
3. To view the stream of this Standing Committee meeting, please refer to:
<https://csg001-harmony.sliq.net/00310/Harmony/en/PowerBrowser/PowerBrowserV2/20231129/-1/9448>

Subject: Truck Route Study Update Report

Reference:

Date to Council: November 29, 2023

Author: Chris Gerardi

Policy Analyst

cgerardi@citywindsor.ca

(519) 255-6100 ext. 6830

Public Works - Operations

Report Date: November 7, 2023

Clerk's File #: SW/14579

To: Mayor and Members of City Council

Recommendation:

THAT the report by the Policy Analyst on the current status and next steps of the City's Truck Route study **BE RECEIVED** for information.

Executive Summary:

N/A

Background:

The City of Windsor is conducting a Truck Route Study to modernize its truck route network to adapt to changing city requirements. (The City's current truck route network is governed by Traffic By-law 9148, last updated in January 2018.)

The Truck Route Study's main goals are to recommend an improved truck route network that serves residents, stakeholders, and the goods movement industry more effectively. The study aims to reduce the adverse effects of truck traffic on the community's quality of life and ensure that the network aligns with current and future conditions, considering recent changes and anticipated growth.

This update report provides Council with more information on the progress of the City's Truck Route Study as well as outlines the study's next steps.

Discussion:

The City of Windsor's Truck Route Study, led by Arcadis, an experienced company in goods movement and truck route studies in Ontario. The project commenced in July 2023 and is projected to conclude by Spring 2024.

The Truck Route Study is being undertaken across three phases. The three phases of the project are as follows:

1. **Phase 1 (Current Phase):** Identifying study needs and opportunities.
2. **Phase 2:** Drafting the development of the truck route network.
3. **Phase 3:** Recommending the final truck route network.

Truck Route Study Timeline:



Phase 1 is currently wrapping up. During **Phase 1**, Arcadis conducted a thorough review of existing policies, planning, and transportation plans at the city, provincial, and regional levels. The study encompassed an examination of various truck treatments used in Windsor and other Canadian municipalities. Key documents and policies from the City of Windsor, provincial, and regional entities were reviewed including:

City of Windsor Plans and Policies

- 20-Year Strategic Vision (2016)
- Official Plan (2012)
- Active Transportation Master Plan (2019)
- Vision Zero (2023)
- South Sandwich South Master Servicing Plan (2023)
- Banwell Road EA (2016)
- Central Box Study Area EA (2016)
- Provincial/Division Road EA (2007)

- Windsor Annexed Lands Master Planning Study (2006)

Provincial Plans and Policies

- Provincial Policy Statement (2020)
- Connecting the Southwest (2020)
- Long Combination Vehicle Program (2022)
- Province-Wide Cycling Network

Regional Plans and Policies

- Essex-Windsor Regional Transportation Master Plan (2005)
- Windsor Area Long Range Transportation Study (1999)
- Lauzon Parkway Improvements EA (2014)
- County Road 42 EA (2022)

Draft Study Principles

Draft study principles were also formulated to guide the development of the truck route network, emphasizing safety, connectivity, reliability, and environmental considerations, among other factors. These principles will guide the development of the truck route network and serve as the foundation of the Truck Route Study.

All truck route network outcomes will aim to follow these principles.

- Support Safety Outcomes
- Provide A Connected Truck
- Route Network
- Design for Reliability and Redundancy
- Simplify Enforcement Requirements
- Support Environmental and Public Health
- Plan for Consistency and Adaptability

Objectives and Criteria

In addition, the Objectives and related Criteria that will be used to assess candidate roadways for potential inclusion in the new truck route network during **Phase 2** of the study. They Objectives and Criteria are:

Objective 1: Optimize Goods Movement Efficiency and Connectivity

- Prioritize higher functional road classes – e.g. arterial vs. local roads
- Prioritize higher-capacity roads – roads with wider widths and more lanes
- Prioritize roads with higher current and forecasted truck volumes
- Provide connectivity between major truck origins and destinations
- Prioritize routes without load restrictions

Objective 2: Maintain Community Livability and Integrity

- Prioritize routes that run alongside appropriate adjacent land uses
- Prioritize routes with lower pedestrian and cyclist volumes
- Prioritize routes without dedicated cycling infrastructure

Furthermore, a Background and Technical Review was conducted, which examined functional road classes, total truck volumes, heavy truck volumes, cyclist volumes, pedestrian volumes, the trails network, number of lanes, speed limits, multi-modal freight, and land Use. This review also identified major employers and trucking activity generators.

Public Engagement

Multiple meetings and online engagement sessions gathered input from the public, business areas, adjacent municipalities, and other relevant parties during **Phase 1**. Stakeholders were asked to comment and give feedback on the information above and to share any other key contextual information that they would that they believe needs to inform the Truck Route Study. They were also asked to share any areas of concern, issues or opportunities with the current truck network.

The Round 1 Engagements have included the following:

- Public Information Centres (East side October 11th, West side October 12th)
- Goods Movement Meeting on October 12th. This was well attended by truck companies, construction companies, South west sales, Stellantis, the battery plant.
- Business Improvement Areas - BIAs meeting on October 27th. Contacts on the BIA advisory committee were invited.
- Adjacent Municipalities and Governments - Municipal/Governmental Information Sharing Meeting October 30th with Tecumseh, Essex Country and MTO. Windsor police and LaSalle were invited but did not attend
- Online engagement on letstalk.citywindsor.ca (from October 11 to November 9)

Next Steps in Developing the Truck Route Network

Upon completion of **Phase 1** of the study, the project team will have developed an understanding of truck route-related needs and opportunities based on public

and stakeholder input. **Phases 2 and 3** of the study will involve the following steps:

1. Select candidate road segments for assessment
2. Evaluate road segments
3. Create a draft truck route network
4. Address network issues and identify mitigations
5. Finalize recommended truck route network.

Risk Analysis:

No risks are associated with providing this update report to Council

Climate Change Risks

Climate Change Mitigation:

N/A

Climate Change Adaptation:

N/A

Financial Matters:

N/A

Consultations:

N/A

Conclusion:

The City of Windsor's Truck Route Study has made significant progress in **Phase 1**, involving a comprehensive review of existing policies and transportation plans. This phase has laid the foundation for developing the truck route network by establishing guiding principles, objectives, and criteria.

Public engagement has played an important role in this study, gathering input from a diverse range of stakeholders, including the public, business sectors, adjacent municipalities, and other relevant parties. This feedback has yielded valuable insights into truck route-related needs and opportunities.

Looking forward, **Phases 2 and 3** will center on the selection of candidate road segments, their evaluation, the drafting of the truck route network, addressing network issues, and finalizing the recommended truck route network. The study's focus remains

on optimizing goods movement efficiency, preserving community livability, and prioritizing safety and environmental considerations in the decision-making process. The project remains on track for completion by Spring 2024.

Planning Act Matters:

N/A

Approvals:

Name	Title
Shawna Boakes	Executive Director of Operations
Chris Nepszy	Commissioner, Infrastructure Services
Joe Mancina	Chief Administrative Officer

Notifications:

Name	Address	Email

Appendices:



Subject: Selection Criteria for Candidate Roads under the Local Residential Road Repair Program - City Wide

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

Decision Number: **ETPS 977**

THAT Council **RECEIVE** this report as directed by C39/2023; and further,

THAT Council **APPROVE** the strategies and rationale for selecting and prioritizing local residential road rehabilitation under the Local Residential Road Rehabilitation Program, as outlined in this report.

Carried.

Report Number: S 147/2023
Clerk's File: SW2023

Clerk's Note:

1. The recommendation of the Environment, Transportation & Public Safety Standing Committee and Administration are the same.
2. Please refer to Item 8.7 from the Environment, Transportation & Public Safety Standing Committee held on November 29, 2023.
3. To view the stream of this Standing Committee meeting, please refer to:
<https://csg001-harmony.sliq.net/00310/Harmony/en/PowerBrowser/PowerBrowserV2/20231129/-1/9448>

Subject: Selection Criteria for Candidate Roads under the Local Residential Road Repair Program - City Wide

Reference:

Date to Council: November 29, 2023
Author: Chris Nepszy
Commissioner, Infrastructure Services
(519) 255-6247 ext. 6356
cnepszy@citywindsor.ca

Public Works - Operations
Report Date: November 9, 2023
Clerk's File #: SW2023

To: Mayor and Members of City Council

Recommendation:

That Council **RECEIVE** this report as directed by C39/2023 and **FURTHER** that Council **APPROVE** the strategies and rationale for selecting and prioritizing local residential road rehabilitation under the Local Residential Road Rehabilitation Program, as outlined in this report.

Executive Summary:

N/A

Background:

At its February 14, 2022 meeting of Council, Councillor Gignac asked the following question:

CQ 3-2022

"Asks Administration for a report outlining how deficient residential roads not in the 10 year Capital Budget will be addressed".

At its March 21, 2022 meeting of Council, Councillor Costante asked that the cost differential between repaving both Brock Street and Watkins Street, between Sandwich and Peter Street during the reconstruction phase of Sandwich Street instead of a stand alone project after the reconstruction be included in the response to CQ 3-2022.

In response, report C 39/2023 was prepared and presented to Council for consideration as part of the 2023 City Budget. Council approved the following recommendations:

*That Council **APPROVE** the implementation of an annual AMP levy increase of 0.25% to achieve the desired service level improvements for Local Residential Roads for each of the next four years, beginning in 2023 and ending in 2026; and*

*That Council **DIRECT** Administration to prepare a report for the Environment, Transportation & Public Safety Committee outlining specific strategies and rationale for local road rehabilitation selection and prioritization*

This report outlines specific strategies and rationale for local road rehabilitation selection and prioritization.

Discussion:

The City's Infrastructure Maintenance System (IMS) has used common road rating categories of NOW, 1-5, 6-10, Deficient, and Adequate. The first 3 categories have varying levels of deficiency/time frames. Deficient Local Residential roads continue to perform notwithstanding that they are rated as being deficient.

The proposed Local Road Rehabilitation Program will target roads currently rated 6-10 and 1-5, as they are typically suitable for mill and pave work, which can extend their lifespan. Roads falling within these categories that are also part of planned engineering, operations, or utilities projects will not be considered for improvement under this program.

The City Engineer will meet one-on-one with Councillors, typically in the Fall, to select candidates from the remaining roads in the 6-10 and 1-5 categories. Estimates of the work achievable with the available funding will be provided when the Councillor selects the road(s). It is not advisable to defer annual funding to perform more work in subsequent years, as this approach risks causing candidate roads to slip into lower rating categories, which this program aims to prevent.

The selection of the most suitable candidate roads will be streamlined thanks to the joint efforts and coordination between the Geomatics and IMS department. Through coordination with the IMS department, the Geomatics department was able to intake important information on the City of Windsor's road network in regards to the condition ratings of each road in the City. After working with the IMS department to obtain road condition data, the Geomatics department was able to produce a data driven GIS application, utilizing this data from the City. The creation of this application introduced the ability to geographically visualize and analyze the road information. The value-added combination of visualization and analysis that is achieved through this GIS application will allow the City's road information to be leveraged in the decision-making process to identify candidate roads that meet the program's requirements.

With respect to determining which roads are rehabilitated or reconstructed under the Local Road Rehabilitation Program, the following strategies and rationale will be used for local road rehabilitation selection and prioritization.

1. Road Condition Rating:

The first criteria for selecting residential roads for repair is their current condition. Roads that are in poor condition and likely to deteriorate (1-5 Deficient Roads) further should be given priority for repair. The City assigns a ranking to its roads based on visual inspection of the pavement. These inspections are performed each year from spring to mid-summer on a scheduled basis.

2. Planned Sewer or Water Work:

The second criteria consideration for selecting roads for repair is whether they have sewer or water work planned. Roads which already have sewer or water work scheduled to be completed within the next 5 years will be excluded from consideration under the residential road repair program.

3. Local Improvement:

The third recommended consideration for selecting residential roads for repair is whether they are part of a local improvement project. Local improvement projects typically involve upgrades to infrastructure, such as adding curbs, sidewalks or street lighting. Repairing the road as part of a larger project can help to ensure that all aspects of the infrastructure are upgraded and that the road is in good condition for the long-term. Road work as part of a Local Improvement Project may be considered under the residential road repair program.

4. Other Considerations:

Additionally, there are other considerations for roadways that will be taken into account. Such considerations include roads impacted by legislation, regulations, environmental studies, transportation policies or traffic studies.

Additionally, mill and pave work will only be done on roads where it will yield 10-15 years of added life.

Risk Analysis:

The implementation of an annual AMP levy increase of 0.25% for Local Residential Roads for each of the next four years (2023 – 2026) is dedicated to the maintenance and rehabilitation of Local Residential Roads. The increased funding dedicated for Local Residential Road maintenance and repair will improve the City's over all road network.

Climate Change Risks

Climate Change Mitigation:

N/A

Climate Change Adaptation:

Roads, as with other City infrastructure, are expected to be negatively impacted by climate change. Increasing temperatures, precipitation, incoming percent of sunshine,

humidity, and ground water levels are climate factors that may alter pavement performance, design and service life. The Canadian Journal of Civil Engineering, July 2022 report “*Climate Change impact and adaptation for highway asphalt pavements: a literature review*” acknowledges that Canada’s changing climate will trigger early maintenance of pavements.

In addition, the region's frequent freeze/thaw cycles have a significant negative impact on the City's road infrastructure.

Financial Matters:

As part of the 2023 10-year Capital Plan, Council approved the implementation of an annual AMP levy increase of 0.25% to achieve the desired service level improvements for Local Residential Roads for each of the next four years, beginning in 2023 and ending in 2026.

The levy will generate incremental funds of approximately \$1.1 million in the first year and grow to approximately \$4.4 million annually after 4 years. Once fully implemented, this will generate in excess of \$44 million in funding over a 10-year capital planning cycle, with these funds being devoted solely to residential road rehabilitation.

These funds are administered separately from the City’s existing Road Rehabilitation programs.

Consultations:

Eric Bailey, Manager Technical Support

Cindy Becker, Financial Planning Administrator – Public Works

Mike Dennis, Manager, Strategic Capital Budget Development and Control

Natasha Gabbana, Senior Manager of Asset Planning

Phong Nguy, Manager, Contracts, Field Services & Maintenance

Rob Slater, Executive Initiatives Coordinator

Conclusion:

Over time, the incremental 0.25% annual AMP levy for 4 years dedicated to the maintenance and rehabilitation of Local Residential Roads, utilizing the Asset Management Plan, and applying strategies outlined in this report will result in lower costs for the life of the assets, which in turn should generate expanded funding to address other assets.

Planning Act Matters:

N/A

Approvals:

Name	Title
Mark Spizzirri	Manager, Performance Measurement & Business Case Development
Cindy Becker	Financial Planning Administrator – Public Works
Shawna Boakes	Executive Director, Operations
Chris Nepszy	Commissioner, Infrastructure Services
Janice Guthrie	Commissioner, Corporate Services, Chief Financial Officer
Joe Mancina	Chief Administrative Officer

Notifications:

N/A

Appendices:



Subject: Howard Avenue / South Cameron Intersection Project, Abandonment of Gravel Road Drain - Ward 9

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

Decision Number: **ETPS 978**

- I. THAT Council **ACCEPT** the recommendation of the City Engineer to abandon the Gravel Road Drain, as shown on attached Drawing C-3767 to be addressed under Section 84 of the *Drainage Act*; and further,
- II. THAT Council **DIRECT** Administration to send a notice to all owners of land assessed for the drainage works stating intention to abandon the Gravel Road Drain; and further,
- III. THAT Council **DIRECT** the City Solicitor to prepare a By-law to abandon the Gravel Road Drain under Section 84 of The *Drainage Act*, provided that no owner of land assessed for drainage works submits a notice requesting that the report of an engineer be made on the proposed abandonment.

Carried.

Report Number: S 154/2023
Clerk's File: SW/13959

Clerk's Note:

1. The recommendation of the Environment, Transportation & Public Safety Standing Committee and Administration are the same.
2. Please refer to Item 8.8 from the Environment, Transportation & Public Safety Standing Committee held on November 29, 2023.
3. To view the stream of this Standing Committee meeting, please refer to:
<https://csg001-harmony.sliq.net/00310/Harmony/en/PowerBrowser/PowerBrowserV2/20231129/-1/9448>

**Subject: Howard Avenue / South Cameron Intersection Project,
Abandonment of Gravel Road Drain - Ward 9**

Reference:

Date to Council: November 29, 2023

Author: Patrick Muzyka

Engineer II

(519) 255-6257 Ext. 6472

pmuzyka@citywindsor.ca

Design - Engineering

Report Date: November 9, 2023

Clerk's File #: SW/13959

To: Mayor and Members of City Council

Recommendation:

- I. THAT Council **ACCEPT** the recommendation of the City Engineer to abandon the Gravel Road Drain, as shown on attached Drawing C-3767 to be addressed under Section 84 of the Drainage Act; and further,
- II. THAT Council **DIRECT** Administration to send a notice to all owners of land assessed for the drainage works stating intention to abandon the Gravel Road Drain; and further,
- III. THAT Council **DIRECT** the City Solicitor to prepare a By-law to abandon the Gravel Road Drain under Section 84 of The Drainage Act, provided that no owner of land assessed for drainage works submits a notice requesting that the report of an engineer be made on the proposed abandonment.

Executive Summary:

N/A

Background:

The Gravel Road Drain is a municipal drain and is located along the northeast side of Howard Avenue from Cabana Road East to South Cameron Boulevard and along the southwest side of South Cameron Boulevard from Howard Avenue to the Grand Marais Drain where it outlets.

Over the years, a majority of the Gravel Road Drain has been enclosed. The entire length of the Gravel Road Drain which runs along Howard Avenue was enclosed in the 1960's when the present-day storm sewer was constructed. The last approximate 200 meters along South Cameron Boulevard at the downstream end from Kenilworth Drive to the Grand Marais Drain was enclosed in 1986 when the present-day storm sewer was constructed.

Section 84(1) of the Drainage Act allows the abandonment of all or part of drainage works if the owners of land assessed for benefit in respect of a drainage works send a request for the abandonment. Section 84(2) allows the council of a municipality to initiate the abandonment of a municipal drain. The Council of the municipality may send a notice to all of the owners of the land assessed for the drainage works stating its intention to abandon the drainage works specified in the notice, even if a request has not been submitted to the municipality as per Section 84 subsection (1) of the Drainage Act. If no owner submits a notice to the municipality, requesting that the report of an engineer be made on the proposed abandonment, within ten days of the notice being sent, the council may by by-law abandon the drainage works, as per Section 84(5) of the Drainage Act.

Council has committed, in the Capital Budget under ECP-003-08, to long-term infrastructure upgrades on Howard Avenue from South Cameron Boulevard to Herb Gray Parkway.

The following two related Class Environmental Assessment Studies were completed:

- Howard Avenue Environmental Study Report (ESR) was adopted by City Council in 2003. The limits of the study are from South Cameron Boulevard to Herb Gray Parkway.
- Central Box Study Area Environmental Study Report (EST) was adopted by City Council in 2017. The study area contained within the Central Box ESR was bound by Eugenie Street to the north, Howard Avenue to the east, West Grand Boulevard/South Cameron Boulevard to the south and Dominion Boulevard to the west.

More recently, under CR542/2020, Council approved the award of RFP 88-20 to Dillon Consulting Limited for the Howard Avenue/South Cameron Intersection Project detailed engineering design, preparation and issuance of contract documents, as well as contract administration and construction inspection.

Discussion:

As per the recommendations identified in the Central Box ESR, Howard Avenue ESR, and subsequently the consultant's design, it was determined that improvements would be required to the existing drainage works along Howard Avenue between Cabana Road East and South Cameron Boulevard to meet current storm sewer design standards and to accommodate the ongoing and future development on the east and west sides of Howard Avenue.

Furthermore, the open portion of the Gravel Road Drain along South Cameron Boulevard is becoming increasingly more difficult to maintain as there are privacy fences along the top of bank which have receded due to erosion of the banks of the drain. Additionally, there is interest and desire to enclose the open portion of the drain in order to provide a sidewalk or paved multi-use pathway along the southwest side of South Cameron Boulevard to connect existing and future active transportation infrastructure recommended in previously completed Environmental Assessments and the Active Transportation Master Plan.

Once the Gravel Road Drain is abandoned, it will no longer be regulated under the Drainage Act. The municipality will continue to maintain and repair the drainage system, however the process for managing the drain will be streamlined and permits from the conservation authority or other agencies may not be required.

Risk Analysis:

Abandoning the Gravel Road Drain relieves the City of the obligation to maintain it as a municipal drain.

Since the majority of the drain has previously been enclosed and maintained as sewer infrastructure, and there are no private properties fronting the open portion of the drain, the abandonment of the Gravel Road Drains poses minimal risks to the Corporation.

There are no significant or critical risks associated with the recommendations of this report. Delays in the overall project timelines may be realized should the abandonment of the Gravel Road Municipal Drain be delayed.

At this time, it is anticipated that sufficient funds will be made available under the existing Howard Avenue / South Cameron Corridor Infrastructure project (ECP-003-08) budget, in order to complete the Gravel Road Drain abandonment, as well as tender and construct the Howard Avenue and South Cameron Intersection Improvement project. Inflationary risks continue to be of concern across all facets of the economy, including the heavy civil construction sector. During engineering design, detailed construction cost estimates will be developed & refined and Administration will report back if there are any budgetary shortfalls identified.

Climate Change Risks

Climate Change Mitigation:

N/A

Climate Change Adaptation:

N/A

Financial Matters:

In accordance with the City of Windsor Act, 1968, the City of Windsor has used the general tax levy or the sewer surcharge levy, depending on location, for drain maintenance costs when drains are blocked and no longer functioning correctly. Abandoning the Gravel Road Drain will relieve the City of the financial obligation to respond to maintenance of a municipal drain under the Drainage Act. Any financial savings is expected to be minimal as the majority of the Gravel Road Drain is enclosed and has been maintained as storm sewer. The portion which remains open drain will continue to be maintained to minimize risk of adversely affecting the capacity and conveyance of storm water and against property damage.

Consultations:

Tom Graziano – Engineer III - Drainage Superintendent – Engineering Development

Roberta Harrison – Maintenance Coordinator – Operations

Phong Nguy – Manager of Contracts, Field Services and Maintenance – Operations

Kathy Buis – Financial Planning Administrator – Engineering

Michael Dennis – Financial Manager – Asset Planning

Aaron Farough – Senior Legal Counsel

Conclusion:

Administration recommends that City Council approve Administration to proceed with sending notice to all owners of land assessed for the drainage works stating intention to abandon the Gravel Road Drain and subsequently prepare a By-law, for Council's consideration, to abandon the Gravel Road Drain provided that no owner submits a notice requesting that the report of an engineer be made on the proposed abandonment, in accordance with Section 84 of the Ontario Drainage Act.

Section 84 of the Drainage Act allows for the abandonment of all or part of drainage works. The majority of the drain has previously been enclosed and is treated as municipal storm sewer which will be replaced with new sewer as portions of the Howard Avenue right-of-way are reconstructed. Administration recommends that the Gravel Road Drain, as shown on attached drawing C-3767, be abandoned.

Planning Act Matters:

N/A

Approvals:

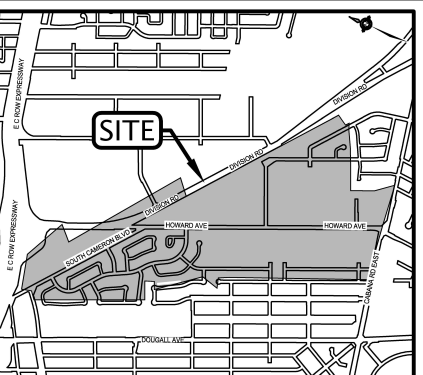
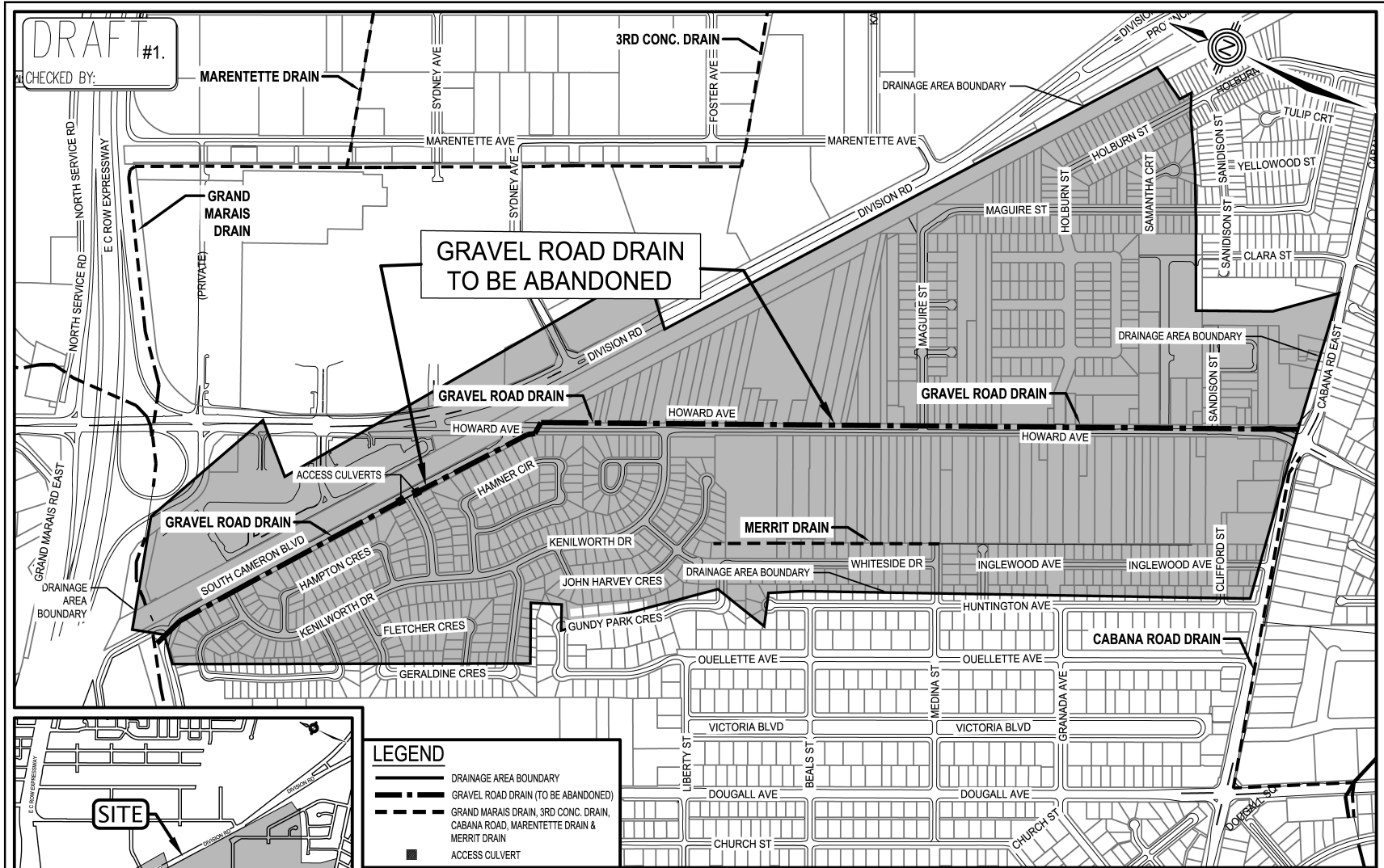
Name	Title
Fahd Mikhael	Manager of Design – Engineering
Fahd Mikhael	Acting Executive Director of Engineering / Deputy City Engineer
Chris Nepszy	Commissioner, Infrastructure Services
Mark Nazarewich for	Commissioner, Legal and Legislative Services
Janice Guthrie	Commissioner, Corporate Services CFO, City Treasurer
Joe Mancina	Chief Administrative Officer

Notifications:

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Appendices:

- 1 Drawing C-3767



LEGEND

- DRAINAGE AREA BOUNDARY
- GRAVEL ROAD DRAIN (TO BE ABANDONED)
- GRAND MARAIS DRAIN, 3RD CONC. DRAIN, CABANA ROAD, MARENTETTE DRAIN & MERRIT DRAIN
- ACCESS CULVERT

THE CORPORATION OF THE CITY OF WINDSOR - ENGINEERING DEPARTMENT
Gravel Drain to be Abandoned from South of Grand Marais Road West Along South Cameron Boulevard and Howard Avenue to Cabana Road East

	SCALE: 1:10000	DATE: OCT 2023	REVISED: ---	DWG. NO. C-3767
Kirk Tamm, Manager of Geomatics	DWN BY: UT	CHKD BY: PJU / PM	REVISION NO.: ---	



**Subject: Zoning By-law amendment for lands known as 2500 Central Avenue;
Applicant - CARBOHYDRATE LTD.; File No. Z-015/23 (ZNG/7013); Ward 5**

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

Decision Number: **DHSC 571**

- I. THAT the request by Carbohydrate Ltd. for amendment to Zoning By-law 8600 **BE APPROVED** to change the zoning for the property described as East Part of Lot 103, Concession 2, [PIN 01359-0297 (LT)], located on the southeast corner of Central Avenue and Somme Avenue, by adding the following site-specific zoning provision with a holding symbol (H) to permit *Automobile Detailing Service* and *Automobile Repair Garage* as additional permitted uses on the subject land:

“494. SOUTHEAST CORNER OF CENTRAL AVENUE AND SOMME AVENUE

For the lands comprising East Part of Lot 103, Concession 2, [PIN 01359-0297 (LT)], *Automobile Detailing Service* and *Automobile Repair Garage* shall be permitted within the existing building subject to the following:

- a. An *Automobile Detailing Service* or *Automobile Repair Garage* operation that generates dust, fumes, noise, odour, or vibration that is evident outside the existing building, is prohibited.
- b. Notwithstanding section 5.99.7 of Zoning By-law 8600, the storage or display of four or less automobiles for sale, lease or rental purposes within the existing building shall be permitted as an accessory use to an *Automobile Repair Garage*.
- c. Section 18.4.3 shall apply.

[ZDM 11; ZNG-7013]”

- II. THAT the holding (H) symbol **BE REMOVED** when the applicant/owner submits an application to remove the holding (H) symbol and the following conditions are satisfied:
 - a) *Land Conveyance* - The owner(s) shall gratuitously convey to the Corporation, a 7-meter strip of land along the entire Central Avenue frontage of the subject lands.

- b) *Corner Cut-off* – The owner(s) shall gratuitously convey a 4.6m x 4.6m corner cut-off at the intersection of Central Ave and Somme Ave in accordance with the City of Windsor Standard Drawing AS-230
- c) *Encroachment Agreement*- The owner shall execute an agreement with the Corporation for the proposed encroachments into the right-of-way.

III. THAT the request of Carbohydrate Ltd. to amend the Zoning By-law 8600 by adding a *Motor Vehicle Dealership* or *Automobile Sales Lot* as additional permitted use on the subject land **BE DENIED** for reasons noted in this report.

Carried.

Report Number: S 157/2023
Clerk's File: Z/14698

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 December 4, 2023.
3. To view the stream of this Standing Committee meeting, please refer to:
<https://csg001-harmony.sliq.net/00310/Harmony/en/PowerBrowser/PowerBrowserV2/20231204/-1/9451>

Subject: Zoning By-Law Amendment for lands known as 2500 Central Avenue; Applicant - CARBOHYDRATE LTD.; File No. Z-015/23 (ZNG/7013); Ward 5

Reference:

Date to Council: December 4, 2023
Author: Justina Nwaesei, MCIP, RPP
Senior Planner - Subdivisions
519-255-6543, ext. 6165
jnwaesei@citywindsor.ca

Planning & Building Services
Report Date: November 16, 2023
Clerk's File #: Z/14698

To: Mayor and Members of City Council

Recommendation:

- I. THAT the request by Carbohydrate Ltd. for amendment to Zoning By-law 8600 **BE APPROVED** to change the zoning for the property described as East Part of Lot 103, Concession 2, [PIN 01359-0297 (LT)], located on the southeast corner of Central Avenue and Somme Avenue, by adding the following site-specific zoning provision with a holding symbol (H) to permit *Automobile Detailing Service* and *Automobile Repair Garage* as additional permitted uses on the subject land:

“494. SOUTHEAST CORNER OF CENTRAL AVENUE AND SOMME AVENUE

For the lands comprising East Part of Lot 103, Concession 2, [PIN 01359-0297 (LT)], *Automobile Detailing Service* and *Automobile Repair Garage* shall be permitted within the existing building subject to the following:

- a. An *Automobile Detailing Service* or *Automobile Repair Garage* operation that generates dust, fumes, noise, odour, or vibration that is evident outside the existing building, is prohibited.
- b. Notwithstanding section 5.99.7 of Zoning By-law 8600, the storage or display of four or less automobiles for sale, lease or rental purposes within the existing building shall be permitted as an accessory use to an *Automobile Repair Garage*.
- c. Section 18.4.3 shall apply.

[ZDM 11; ZNG-7013]”

- II. THAT the holding (H) symbol **BE REMOVED** when the applicant/owner submits an application to remove the holding (H) symbol and the following conditions are satisfied:
 - a) *Land Conveyance* - The owner(s) shall gratuitously convey to the Corporation, a 7-meter strip of land along the entire Central Avenue frontage of the subject lands.
 - b) *Corner Cut-off* – The owner(s) shall gratuitously convey a 4.6m x 4.6m corner cut-off at the intersection of Central Ave and Somme Ave in accordance with the City of Windsor Standard Drawing AS-230
 - c) *Encroachment Agreement*- The owner shall execute an agreement with the Corporation for the proposed encroachments into the right-of-way.

- III. THAT the request of Carbohydrate Ltd. to amend the Zoning By-law 8600 by adding a *Motor Vehicle Dealership* or *Automobile Sales Lot* as additional permitted use on the subject land **BE DENIED** for reasons noted in this report.

Executive Summary: N/A

Background:

- 1. KEY MAP



KEY MAP - Z-015/23, ZNG/7013



● SUBJECT LANDS

2. APPLICATION INFORMATION

LOCATION: Southeast corner of Central Avenue and Somme Avenue; municipally known as 2500 Central Avenue.

APPLICANT: CARBOHYDRATE LTD. (C/O MARY K. DUROCHER)

AGENT: FOX D CONSULTING INC. (C/O MARY K. DUROCHER)

REGISTERED OWNER: CARBOHYDRATE LTD (C/O JERRY LEV.)

PROPOSAL: The applicant is requesting a site-specific amendment to Zoning By-law 8600 to add Motor Vehicle Dealership and Automotive Service Centre (Automobile Detailing Service, Automobile Repair Garage, Automobile Sales Lot) as additional permitted uses. No changes to the site or exterior of the existing building are proposed. The parcel is designated Business Park in the City of Windsor Official Plan and zoned Manufacturing District 1.4 (MD1.4) by Zoning By-law 8600.

The subject land is occupied by an industrial building with parking areas and loading spaces. Existing vehicular access is from Central Avenue & Somme Avenue.

Note: There is an existing Site Plan Agreement registered as CE825513 on April 23, 2018 on title of the subject land.

ADDITIONAL INFORMATION PROVIDED BY THE APPLICANT’S AGENT:

The requested uses are proposed to be located within the existing building. *(The applicant’s agent confirmed this in a telephone discussion with planning staff on October 31, 2023).*

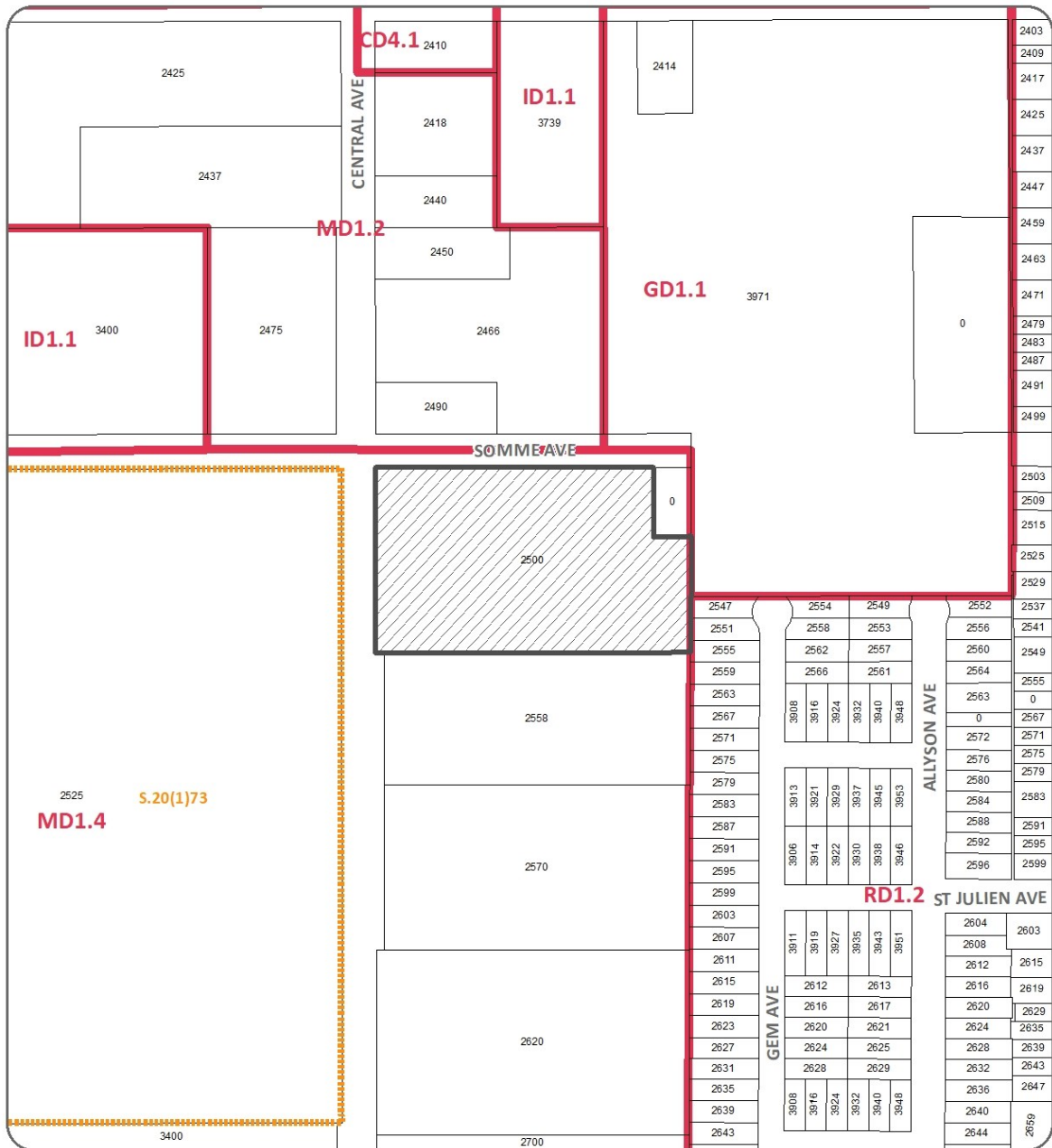
SUBMISSIONS BY APPLICANT:

- Zoning By-law Application form
- Existing Floor Plan
- Deed (Parcel Register Information)

3. SITE INFORMATION

OFFICIAL PLAN	ZONING & ZDM	CURRENT USE(S)	PREVIOUS USE(S)
Primary Plan Designation: Business Park – Schedule D: Land Use	Manufacturing District 1.4 (MD1.4) ZDM 11	Manufacturing, Logistics, Storage	Manufacturing
FRONTAGE	DEPTH	AREA	SHAPE
110m along Central Avenue	164.6m along Somme Ave. 186m (along south lot line)	19,550.71m ² (4.83ac, 1.955ha)	Irregular
Note: All measurements are approximate			

4. REZONING MAP

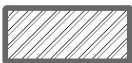


PART OF ZONING DISTRICT MAPS 11

N.T.S.

REQUESTED ZONING AMENDMENT

Applicant: Carbohydrate Ltd.



SUBJECT LANDS

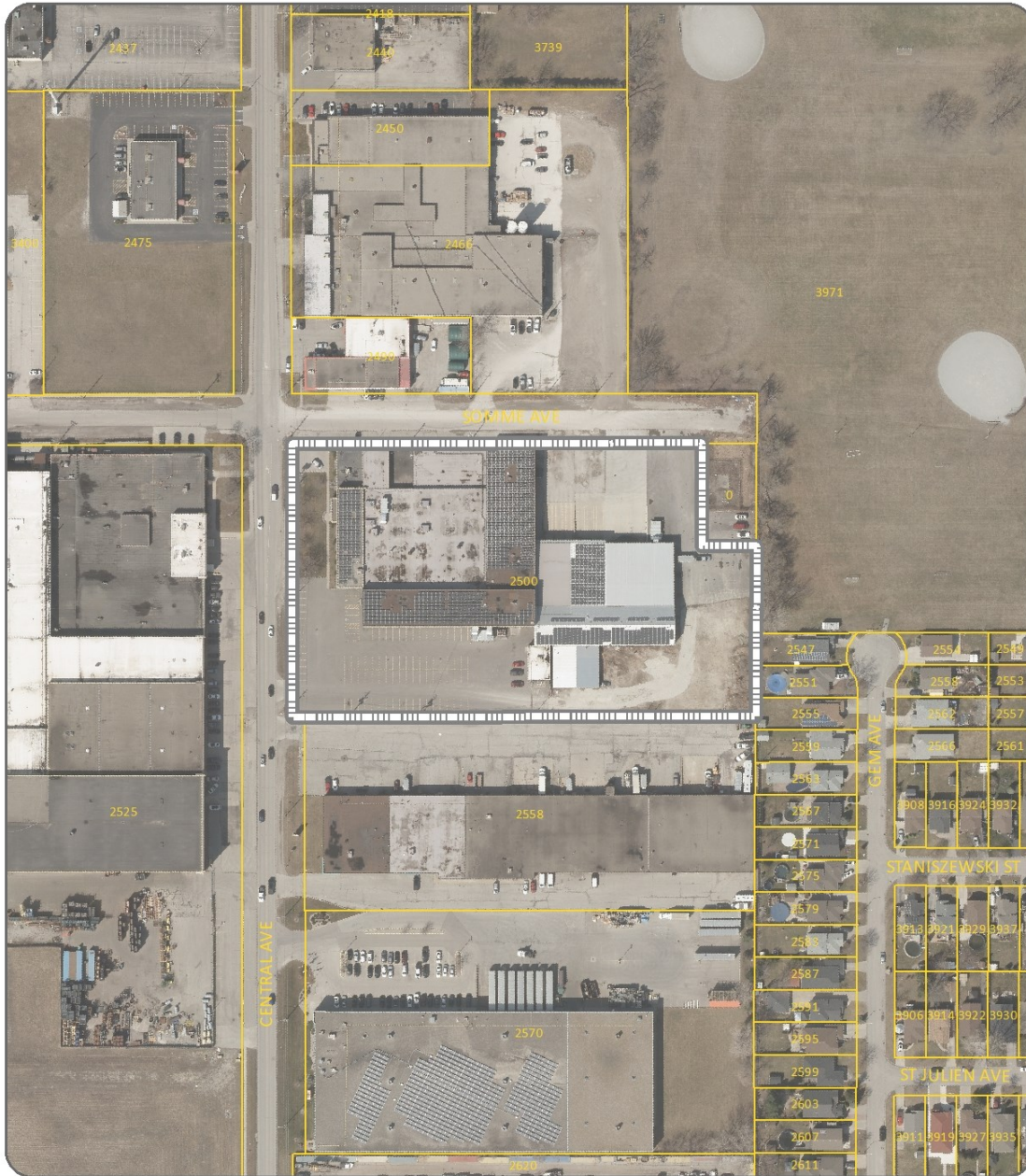
PLANNING & BUILDING DEPARTMENT



DATE : OCTOBER, 2023
FILE NO. : Z-015/23, ZNG/7013

5. NEIGHBOURHOOD CHARACTERISTICS

NEIGHBOURHOOD MAP



NEIGHBOURHOOD MAP - Z-015/23, ZNG/7013



SUBJECT LANDS

SURROUNDING LAND USE

On the north, west, and south sides of the subject land there are mostly Industrial and Business Park uses. On the east side, there are residential uses, mostly of the single detached type. Central Avenue and Somme Avenue abut the subject land on the west and north sides, respectively.

North of the subject land, on the north side of Somme Avenue -

- EuroFix Car Care and
- DigiPrint
- TJ Land Development o/a TS Watson Motor Cars

East of the subject land –

- Vacant parcel belonging to the applicant
- MacDonald Park
- Single detached residential developments

West of the subject land, on the west side of Central Avenue –

- Central Stampings Limited

South of the subject land –

A variety of industrial and Business Park ancillary uses; at 2556-2562 Central the following tenants are advertised, among others:

- Welcome Home Kitchen and Bath
- Canadian Bearings
- Cornerstone Courier
- Coast-Coast Property Maintenance
- Continental Contitech
- NTN
- Sew Eurodrive

MUNICIPAL INFRASTRUCTURE

The subject land and surrounding lands are serviced by existing municipal infrastructure.

- There is a 300mm diameter PVC sanitary sewer and a 750mm diameter VIT storm sewer within Central Avenue.
- Led street lights, hydro poles and overhead conductors, Fire hydrants and watermain exist within the subject area.
- There are concrete sidewalks along the west side of Central Avenue R.O.W. from Somme Avenue heading southerly towards Plymouth Road, and on both sides of Central Avenue R.O.W from Somme Avenue going northerly towards Tecumseh Rd. E.
- Concrete curbs and gutters exist along both sides of Central Avenue.
- Public Transit is available in the subject area. Transway 1C, and Central 3, are Transit Windsor bus routes providing service to the subject area.
- Closest Transit Windsor Bus stops are at Tecumseh Road near Central Avenue intersection.
- Central Avenue is classified as Class 2 Arterial Road and Somme Avenue is classified as a local Road.

Discussion:

1. PROVINCIAL POLICY STATEMENT (PPS) 2020

The recommended amendment to Zoning By-law 8600 will promote a healthy, liveable and safe community by:

- prohibiting activities that may cause environmental or public health and safety concerns and restricting the location of the recommended additional uses to inside of the existing building; therefore, policy 1.1.1(c) is satisfied.
- encouraging additional industrial activities in an area that is serviced by necessary municipal infrastructure (*such as sewage and water systems, storm management system, waste management system, electricity generation and distribution systems, public transit and public roadways*) and public service facilities (*such as Windsor Fire Station 2 at 3121 Milloy St, Ford City Public School at 4195 Milloy St., Housing Information Services at 3450 Ypres Ave.*); therefore, policy 1.1.1(g) is satisfied.

2. OFFICIAL PLAN (OP)

The subject land is designated Business Park in the land use schedule of the Official Plan Vol. 1. The Business Park land use designation provides for business and industrial uses of a similar quality and character to locate together in highly visible areas. Appendix B-1 attached to this report contains excerpts from the Official Plan.

Section 6.4.4.1 states “Uses permitted in the Business Park land use designation include:

- (a) establishments devoted to research, development and information processing, offices, services, industrial research and/or training facilities, communication, production uses, printing and publishing; and
- (b) selected industrial uses which:
 - (i) do not create nuisances such as noise, dust, vibration or odour;
 - (ii) confine industrial operations within a building and/or structure; and
 - (iii) do not require outside storage.”

The recommended amendment will encourage the location of *Automobile Detailing Service* and *Automobile Repair Garage* on land that is designated Business Park in conformity with section 6.4.4.1 (b) of OP Vol. 1. Site-specific zoning provisions are recommended in this report to ensure that OP policy in section 6.4.4.1(b) is implemented.

Whereas the proposed *Automobile Detailing Service* and *Automobile Repair Garage* are recommended for approval, the proposed *Motor Vehicle Dealership* is not supported for the following reasons:

- Section 6.4.4.2, (Ancillary Uses) OP Vol. 1, includes convenience stores, gas bars, service stations, personal services, restaurants, warehouse, wholesale store on the list of ancillary uses permitted in a Business Park land use designation. A Motor Vehicle dealership is not similar to any of the listed ancillary uses in s.6.4.4.2 of OP Vol. 1.
- A Motor Vehicle Dealership does not fit into the list of, or interpretation of, permitted uses or ancillary uses in the Business Park land use designation.

- According to the Zoning By-law, a Motor Vehicle Dealership is defined as “a lot and building used for any one or more of the following: the sale, lease or rental of a motor vehicle, and may also include as an accessory use, any one or more of the following: outdoor storage yard exclusively for the storage of motor vehicles; repair shop – heavy exclusively for the maintenance and repair of motor vehicles; washing of a motor vehicle.” Therefore, a Motor Vehicle Dealership is a retail use and should be more appropriately located on lands designated Mixed Use Corridors or Mixed Use Centres. Retail uses are not permitted as main use or ancillary use on lands designated Business Park in the land use schedule D, Op Vol. 1.

3. ZONING

The subject lands are currently zoned Manufacturing District 1.4 (MD1.4) by By-law 8600 as shown in the Rezoning Map contained in this report. Appendix B-2, attached to this report, contains excerpts from Zoning By-law 8600.

The recommended additional permitted uses are to be located within the existing building, accordingly, this report does not address setback requirements. The recommended amendment complies with the *Prohibited Uses* provision under 18.4.3 (Outdoor Storage Yard) of By-law 8600.

The MD1.4 zoning category permits **Existing Motor Vehicle Dealership**. See attached Appendix B-2 for the definition of the word “Existing”. This report has provided the reasons for refusing the applicant’s request to permit a Motor Vehicle Dealership on the subject land.

Parking requirement will be confirmed when the applicant submits proposed drawings for renovation permit or change of use permit. Additional parking spaces may be required for the recommended additional permitted uses on the subject property.

4. SITE PLAN

The recommended additional permitted uses could trigger Site Plan Control review at the time of change of use and/or interior renovation permit application. Note that Site Plan is not applicable until development is proposed. When ready for development, the applicant/owner should request a Site Plan Control Pre-Consultation Stage 1 at <https://ca.cloudpermit.com/login>.

The subject land has an existing Site Plan Agreement registered on title as CE825513 on April 23, 2018. The following matters and other relevant issues have already been addressed in the Site Plan Agreement:

- Sampling Manhole (S-4 of the Agreement)
- Land Conveyances (S-5 of the Agreement):
 - 4.6 m by 4.6 m corner cut-off at the intersection of Central Avenue and Somme Avenue, and
 - 7.0 m (approx.) land conveyance along the entire Central Avenue frontage of the subject land, sufficient to create a 34.0 m R.O.W on Central Avenue.
- Encroachments (S-6 of the Agreement):
 - Existing parking along Central Avenue and Somme Avenue
 - New landscape berm along Central Avenue replacing beach stone and large boulders
 - Existing asphalt and curb along Central Avenue at the intersection of Somme Avenue

Research confirmed that the above noted Land Conveyances and Encroachments are still outstanding. Therefore, a holding symbol is recommended to ensure that the applicant or owner satisfies the outstanding conditions of Site Plan Approval with respect to conveyances and encroachments.

Risk Analysis: N/A

Climate Change Mitigation:

None identified.

Climate Change Adaptation:

None identified.

Financial Matters:

N/A

Consultations:

1. DEPARTMENT AND AGENCIES

Comments from the municipal departments and external agencies are attached as **Appendix C** to this report. There are no objections to the proposed amendments.

TRANSPORTATION PLANNING and *ENGINEERING* have land conveyance and encroachment requirements, which have already been addressed in the 2018 Site Plan Agreement (CE825513). However, those items (land conveyances and encroachment agreement) found in the SPC Agreement remain outstanding. Therefore, Planning Staff recommends a holding provision be placed on the recommended approval and the two items noted above (requested land conveyances and encroachment agreement) be satisfied before the holding symbol can be removed.

2. PUBLIC NOTICE

The official notice will be advertised in the Windsor Star Newspaper as prescribed by the Planning Act. Courtesy notice will be mailed to all properties within 120m (400 feet) of the subject parcel, prior to the Development & Heritage Standing Committee (DHSC) meeting.

Conclusion:

Based on my review of the (i) existing Site Plan Agreement registered on title as CE825513 on April 23, 2018, (ii) relevant policies of the Provincial Policy Statement 2020 and the City of Windsor Official Plan, and (iii) comments from municipal departments and external agencies, it is my opinion that the recommended zoning by-law amendment is consistent with the Provincial Policy Statement 2020 and maintains conformity with the Official Plan.

The recommended amendment constitutes good planning. Staff recommends approval of the of the applicant's request to allow *Automobile Detailing Service* and *Automobile Repair Garage* as additional permitted use of the subject land.

This report contains recommendation to deny the applicant's request to permit a Motor Vehicle Dealership as additional permitted use on the subject land.

A holding provision is recommended in this report to address outstanding land conveyances and encroachment agreement on the subject land.

Planning Act Matters:

I concur with the above comments and opinion of the Registered Professional Planner.

Greg Atkinson, MCIP, RPP
 Manager of Development / Deputy City Planner

Neil Robertson, MCIP, RPP
 Acting City Planner

I am not a registered Planner and have reviewed as a Corporate Team Leader

JP

JM

Approvals:

Name	Title
Greg Atkinson, MCIP, RPP	Manager of Development / Deputy City Planner
Neil Robertson, MCIP, RPP	Acting City Planner
Wira Vendrasco	Acting City Solicitor
Jelena Payne	Commissioner of Economic Development
Joe Mancina	Chief Administrative Officer

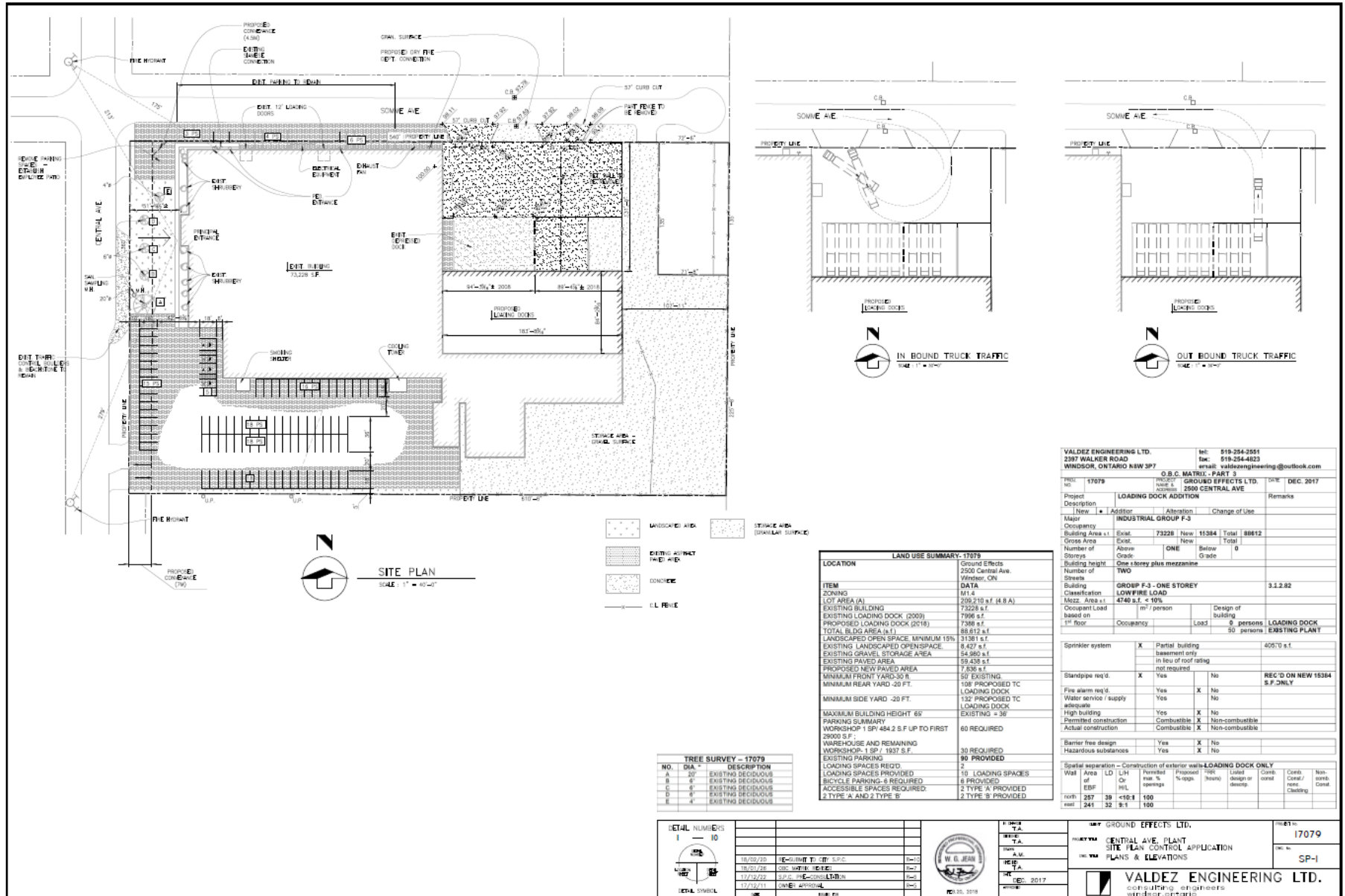
Notifications:

Name	Address	Email
Abutting property owners, tenants/occupants within 120 meter (400 feet) radius of the subject land.		
Applicant: Carbohydrate Ltd., c/o Mary K. Durocher	2500 Central Avenue, Windsor, ON N8W 4J5	mary@foxdconsulting.com
Registered Owner: Carbohydrate Ltd., c/o Jerry Lev	9966 Riverside Drive East, Windsor, Ontario, N8P 1A1	nicas3450@gmail.com
Agent: Fox D Consulting Inc., c/o Mary K. Durocher	350 County Road 27E, South Woodslee, Ontario, N0R 1V0	mary@dconsulting.com
Councillor Ed Sleiman	350 CHS W., Suite 510, Windsor, ON N9A 6S1	esleiman@citywindsor.ca

Appendices:

- 1 Appendix A-1, Existing Site Plan
- 2 Appendix A-2, Existing Floor Plan
- 3 Appendix B-1, Excerpts from the Official Plan
- 4 Appendix B-2, Excerpts from Zoning By-law 8600
- 5 Appendix C, CONSULTATIONS
- 6 Appendix D, DRAFT Zoning By-law, Z-015-23

APPENDIX A-1, Existing Site Plan (Approved Site Plan for 2018 SPC Agreement CE825513)



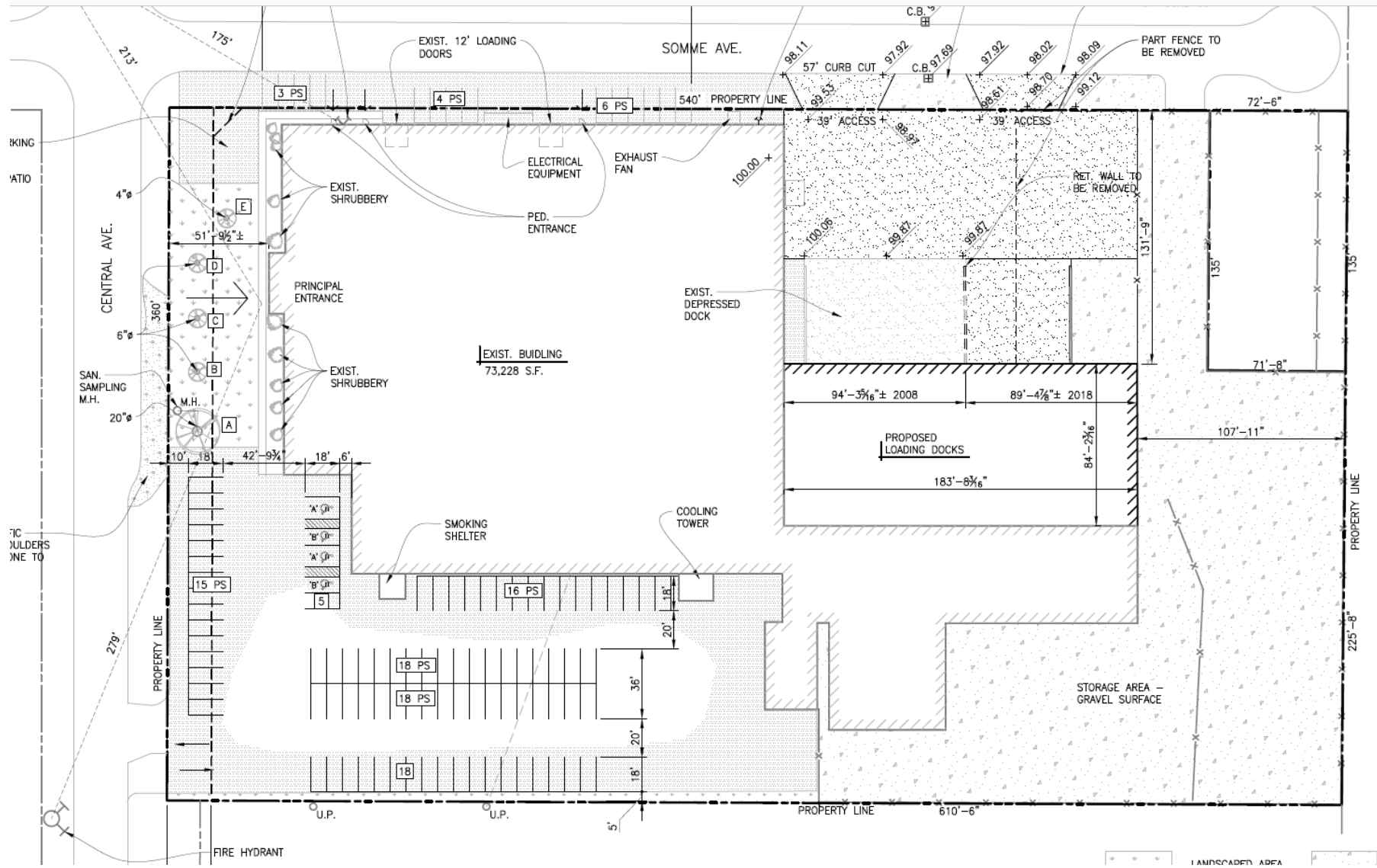
VALDEZ ENGINEERING LTD. 2387 WALKER ROAD WINDSOR, ONTARIO N9W 3P7		tel: 519-254-2551 fax: 519-254-4823 email: valdezengineering@outlook.com	
PROJECT NO: 17079		DATE: DEC. 2017	
PROJECT NAME: GROUND EFFECTS LTD. 2500 CENTRAL AVE		O.B.C. MATRIX - PART 3	
Project Description	LOADING DOCK ADDITION	Remarks	
Major Occupancy	INDUSTRIAL GROUP F-3		
Building Area s.f.	73228	Existing	15384
Gross Area	73228	New	15384
Number of Storeys	ONE	Below Grade	0
Building height	One storey plus mezzanine		
Number of Storeys	TWO		
Classification	GROUP F-3 - ONE STOREY LOW FIRE LOAD		
Mezz. Area s.f.	4740 s.f. < 10%		
Occupant Load based on 1st Floor	Occupancy	Load	3 persons
			30 persons
			LOADING DOCK EXISTING PLANT
Sprinkler system	X	Partial building basement only in lieu of roof rating	405'0 s.f.
Standpipe req'd.	X	Yes	No
Fire alarm req'd.	Yes	X	No
Water service / supply adequate	Yes	X	No
High building	Yes	X	No
Permitted construction	Combustible	X	Non-combustible
Actual construction	Combustible	X	Non-combustible
Barrier free design	Yes	X	No
Hazardous substances	Yes	X	No
Spatial separation - Construction of exterior walls			
Wall of EBF	Area of EBF	LD on H/L	Permitted % app. (req'd)
north	297	39	<10:1
east	241	32	9:1
GROUND EFFECTS LTD.		PROJECT NO: 17079	
CENTRAL AVE. PLANT SITE PLAN, CONTROL & ELEVATIONS		DATE: 12/22/2017	
VALDEZ ENGINEERING LTD.		DRAWING NO: SP-1	

LAND USE SUMMARY - 17079	
LOCATION	Ground Effects 2500 Central Ave. Windsor, ON
ITEM	DATA
ZONING	M1.4
LOT AREA (A)	265,710 s.f. (4.8 A)
EXISTING BUILDING	73228 s.f.
EXISTING LOADING DOCK (2009)	7996 s.f.
PROPOSED LOADING DOCK (2018)	7996 s.f.
TOTAL BLDG AREA (A)	88,612 s.f.
LANDSCAPED OPEN SPACE - MINIMUM 15%	31381 s.f.
EXISTING LANDSCAPED OPENSPACE	8,437 s.f.
EXISTING GRAVEL STORAGE AREA	54,960 s.f.
EXISTING PAVED AREA	69,436 s.f.
PROPOSED NEW PAVED AREA	7,936 s.f.
MINIMUM FRONT YARD - 30 FT.	50' EXISTING
MINIMUM REAR YARD - 20 FT.	108' PROPOSED TC
MINIMUM SIDE YARD - 20 FT.	132' PROPOSED TC
MAXIMUM BUILDING HEIGHT - 65'	EXISTING = 36'
PARKING SUMMARY	60 REQUIRED
WAREHOUSE AND REMAINING WORKSHOP - 1 SP / 484.3 S.F. UP TO FIRST 28000 S.F.	30 REQUIRED
EXISTING PARKING	90 PROVIDED
LOADING SPACES REQ'D.	2
LOADING SPACES PROVIDED	19
BICYCLE PARKING - 6 REQUIRED	6 PROVIDED
ACCESSIBLE SPACES REQUIRED:	2 TYPE 'A' PROVIDED
	2 TYPE 'B' PROVIDED

TREE SURVEY - 17079		
NO.	DIA. @ 4.5'	DESCRIPTION
A	20"	EXISTING DECIDUOUS
B	6"	EXISTING DECIDUOUS
C	6"	EXISTING DECIDUOUS
D	6"	EXISTING DECIDUOUS
E	4"	EXISTING DECIDUOUS

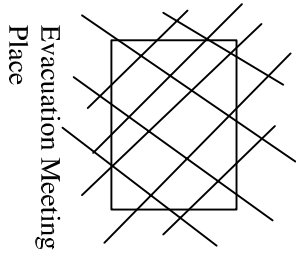
DETAIL NUMBERS	
1	10
2	10
3	10
4	10
5	10
6	10
7	10
8	10
9	10
10	10



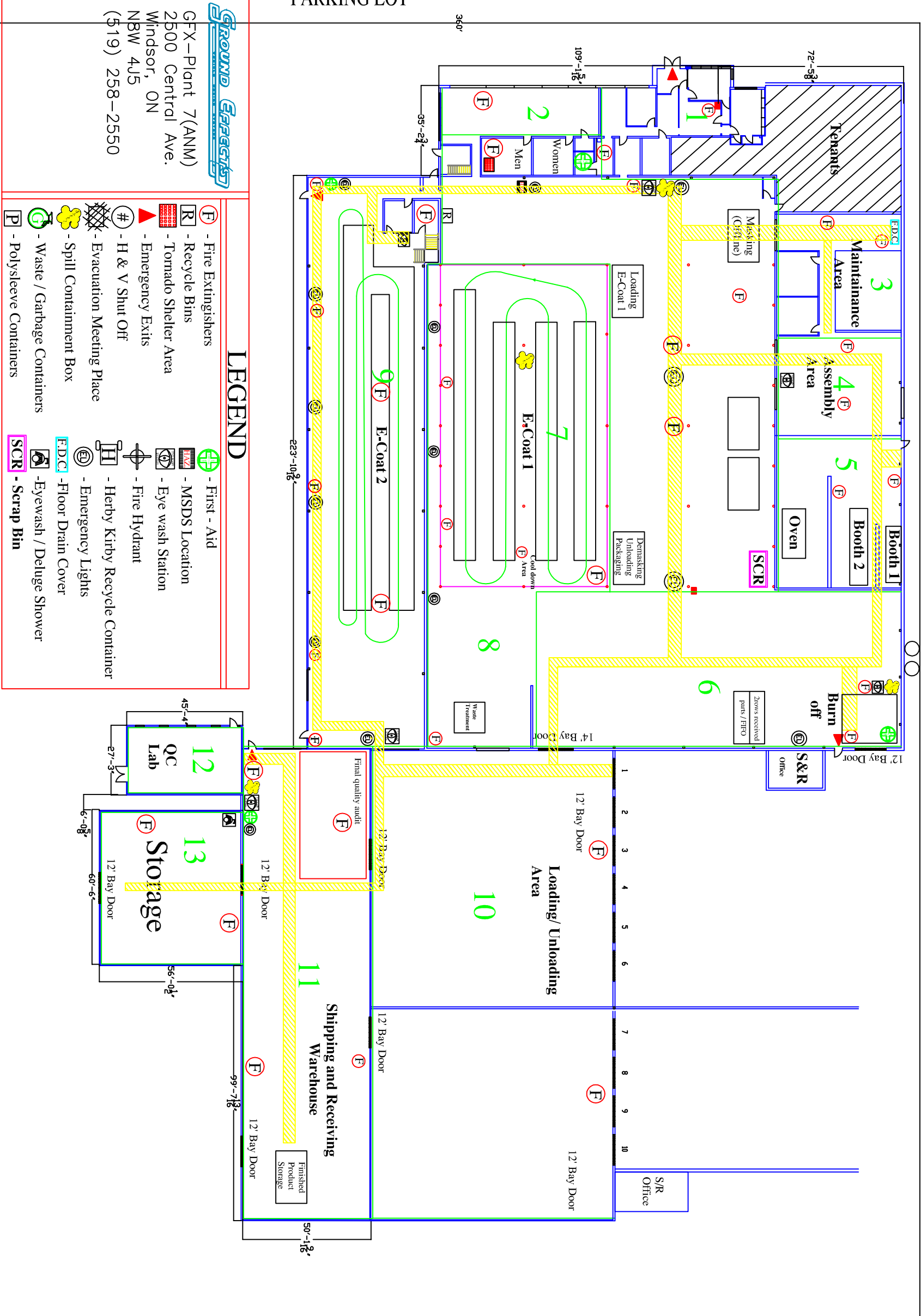


Central Avenue

PARKING LOT



PARKING LOT



LEGEND

- Fire Extinguishers
- Recycle Bins
- Tomado Shelter Area
- Emergency Exits
- H & V Shut Off
- Evacuation Meeting Place
- Spill Containment Box
- Waste / Garbage Containers
- Polysleeve Containers
- First - Aid
- MSDS Location
- Eye wash Station
- Fire Hydrant
- Herby Kirby Recycle Container
- Emergency Lights
- Floor Drain Cover
- Eyewash / Deluge Shower
- Scrap Bin

GROUND EMBROIDERS
 GFX-Plant 7(ANM)
 2500 Central Ave.
 Windsor, ON
 NBW 4J5
 (519) 258-2550

APPENDIX B-1, Excerpts from Official Plan

6.4.4 Business Park Policies

The Business Park land use designation provides for business and industrial uses of a similar quality and character to locate together in highly visible areas according to a comprehensive development plan.

- PERMITTED USES* 6.4.4.1 Uses permitted in the Business Park land use designation include:
- (a) establishments devoted to research, development and information processing, ~~business~~ (deleted by OPA 58, 24 07 2006) offices, ~~business~~ (deleted by OPA 58, 24 07 2006) services, industrial research and/or training facilities, communication, production uses, printing and publishing; and
 - (b) selected industrial uses which:
 - (i) do not create nuisances such as noise, dust, vibration or odour;
 - (ii) confine industrial operations within a building and/or structure; and
 - (iii) do not require outside storage.

- ANCILLARY USES* 6.4.4.2 In addition to the uses permitted above, Council may permit the following ancillary uses in areas designated Business Park on Schedule D: Land Use without requiring an amendment to this Plan:
- (a) Open Space uses;
 - (b) convenience stores, gas bars, service stations, personal services, restaurants, warehouse, (added by OPA 58, 24 07 2006) wholesale store (added by OPA 58, 24 07 2006) and financial institutions which, by their size are designed to serve the employees in the Business Park and which have access to an Arterial or Collector road;
 - (c) hotels or motels, provided that they meet all of the following criteria: (amended by OPA #22 – 07/16/02)

- (i) they are located adjacent to a Controlled Access Highway, Class I or Class II Arterial Road or Class I Collector Road;
 - (ii) they are located at, or near, the periphery of a Business Park;
 - (iii) the proponent demonstrates to the satisfaction of the Municipality that any market impacts on other commercial areas is acceptable (see Procedures chapter); and
 - (iv) the evaluation criteria established in policy 6.5.3.7.
- (d) retail sale of goods produced on-site by a permitted use provided that such retail space does not exceed 20% of the gross floor area of the main use. This limitation may be reduced or eliminated by Council having given consideration to the following:
- (i) the evaluation criteria established in policy 6.5.3.7; and
 - (ii) the proponent demonstrates to the satisfaction of the Municipality that any market impacts on other commercial areas is acceptable (see Procedures chapter).
- (e) adult entertainment parlours provided that:
- (i) such uses are a minimum of 150 metres from lands used or zoned for residential, institutional or open space purposes; and
 - (ii) the evaluation criteria established in policy 6.5.3.7 are satisfied, with the exception of the requirement that the proponent demonstrate that market impacts on other commercial areas is acceptable.
- (f) Clubs, health studios. (amended by OPA #22 – 07/16/02)

APPENDIX B-2, Excerpts from Zoning By-law 8600

18.4 MANUFACTURING DISTRICT 1.4 (MD1.4)

18.4.1 PERMITTED USES

<i>Ambulance Service</i>	<i>Manufacturing Facility</i>
<i>Bakery</i>	<i>Medical Appliance Facility</i>
<i>Business Office</i>	<i>Medical Office</i>
<i>Commercial School</i>	<i>Micro-Brewery</i>
<i>Food Catering Service</i>	<i>Professional Studio</i>
<i>Food Packaging Facility</i>	<i>Research and Development Facility</i>

Any of the following *Ancillary Uses*:

<i>Child Care Centre</i>	<i>Health Studio</i>
<i>Club</i>	<i>Personal Service Shop</i>
<i>Convenience Store</i>	<i>Restaurant</i>
<i>Food Convenience Store</i>	<i>Restaurant with Drive-through</i>
<i>Food Outlet - Drive-through</i>	<i>Veterinary Office</i>
<i>Food Outlet - Take-out</i>	<i>Warehouse</i>
<i>Gas Bar</i>	<i>Wholesale Store</i>

Any of the following *Existing Uses*:

<i>Motor Vehicle Dealership</i>
<i>Sports Facility</i>
<i>Transport Terminal</i>

Any use accessory to any of the above uses, including a *Retail Store*.

18.4.3 PROHIBITED USES

Outdoor Storage Yard

18.4.5 PROVISIONS

.1	Lot Width – minimum	30.0 m
.4	Building Height – maximum	20.0 m
.5	Front Yard Depth – minimum	9.0 m
.6	Rear Yard Depth – minimum	
	From a <i>rear lot line</i> that abuts a <i>lot</i> on which a <i>dwelling</i> or <i>dwelling unit</i> is located	6.0 m
.7	Side Yard Width – minimum	
	From a <i>side lot line</i> that abuts a <i>lot</i> on which a <i>dwelling</i> or <i>dwelling unit</i> is located or from a <i>side lot line</i> that abuts a <i>street</i>	6.0 m
.8	Landscaped Open Space Yard – minimum	15.0% of <i>lot area</i>
.10	Gross Floor Area – <i>Retail Store</i> – maximum	20.0% of the <i>GFA</i> of the <i>main use</i>
.50	All activities or uses shall take place entirely within a fully enclosed <i>building</i> . This provision does not apply to the following activity or use: <i>child care centre</i> , <i>gas bar</i> , <i>loading space</i> , <i>outdoor eating area</i> , <i>parking area</i> , <i>parking space</i> , <i>sports facility</i> , or <i>refuelling area</i> .	

Definitions: Section 3.10

ANCILLARY USE means a use, other than an accessory use, which complements or otherwise provides a service to the main use of the zoning district in which it is located.

AUTOMOBILE COLLISION SHOP means a building used for any one or more of the following automobile service and repair activities: body restoration and structural reconstruction; painting and the application of body rust inhibitors; or general refurbishing and reconditioning. It may include an automobile detailing service.

AUTOMOBILE DETAILING SERVICE means a building where one or more of the following automobile services are provided: manual exterior dressing, polishing, washing or waxing; fabric protection; interior cleaning, conditioning, shampooing or vacuuming; minor cosmetic repairs, such as paint touch up or paintless dent removal; paint protection; rust proofing; window tinting. A car wash automatic or car wash coinoperated is not an automobile detailing service.

AUTOMOBILE REPAIR GARAGE means a building used for the adjustment, maintenance or repair of an automobile and may include any of the following uses: retail store for the sale of any automotive accessories, components, fluids, lubricants or parts; automobile detailing service; car wash automatic; car wash coinoperated. It does not include a automobile collision shop.

AUTOMOBILE SALES LOT means a premises used for the lease, rental or sale of an automobile. It does not include an automobile collision shop, automobile detailing service or automobile repair garage.

CONFECTIONARY means a building used for the production of confections. It may include a retail store for the sale of confections produced in the confectionary. A confectionary store is a confectionary.

EXISTING means:

1. where a provision states a specific date, a building, lot, premises, structure, or use lawfully existing on the date specified;
2. where clause 1 does not apply and an amending by-law added the defined term “existing” after July 22, 2002, a building, lot, premises, structure, or use lawfully existing on the date the amending by-law came into force; or
3. where clause 1 and clause 2 do not apply, a building, lot, premises, structure, or use lawfully existing on July 22, 2002.

Where the term “existing” is not italicized, the ordinary meaning shall apply to a lawfully existing building, lot, premises, structure, or use.

INDUSTRIAL USE means, unless specifically prohibited, one or any combination of the following:

1. One or more main use identified as an industrial activity in Section 3.10

2. One or more of the following main uses:

Automobile Collision Shop	Medical Appliance Facility
Automobile Detailing Service	Repair Shop – Heavy
Automobile Repair Garage	Research and Development Facility
Bakery	Warehouse
Confectionary	Welding Shop
Contractor’s Office	Wholesale Store

3. One or more of the following activities as a main use:

Assembling
Constructing

Manufacturing
Packaging
Processing
Producing
Shipping

MANUFACTURING FACILITY is an industrial activity and means premises used to:

- Assemble, construct or repair advertising structures, billboards, electrical products, industrial equipment, professional equipment, scientific equipment, or signs;
- Manufacture from any of the following materials: cannabis, fur, glass, leather, paper, plastic, rubber and rubberized product, textile, tobacco, wood, or yarn;
- Manufacture or repair of ceramics, cosmetics, cutlery, dies, drugs, fixtures, jewellery, jigs, machine tools, moulds, musical instruments, parts, patterns, pharmaceutical products, metal products, toiletries, or toys;
- Manufacture or application of protective coatings;
- Bind, blueprint, duplicate, engrave, print, publish, stereotype, or typeset products, and may also include the developing and processing of film, and the printing of photographs.

A batching plant, distillation plant, food packaging facility, food processing facility, laundry plant, manufacturing heavy, milling facility, motor vehicle assembly plant, or primary metals plant is not a manufacturing facility.

MANUFACTURING HEAVY is an industrial activity and means premises used to manufacture any of, or product from, the following: abrasives, acid, alkali, ammunition, cement, clay, cleaning compound, coal, concrete, explosives, feed, fertilizer, gypsum, lime, mineral wool, plaster, plywood, pulp, railroad rolling stock, resin, or veneer, and includes a boiler works, brick refractory, coke oven, metal plateworks, petroleum refinery, sawmill, or tannery.

MOTOR VEHICLE means vehicle propelled, driven or pulled by other than muscular power and includes an automobile, commercial motor vehicle, recreational vehicle, transport trailer, or transport truck. It does not include a power-assisted bicycle as defined in the Highway Traffic Act, R.S.O. 1990, c. H.8. or a train.

AUTOMOBILE means a motor vehicle having a maximum gross weight of 3,000.0 kg. It does not include a bus, combination truck or vehicle of the tractor trailer or semi-trailer type, construction equipment, or farm tractor, or any other motorized farm implement.

COMMERCIAL MOTOR VEHICLE means a vehicle defined as a commercial motor vehicle in the highway Traffic Act, R.S.O. 1990,

RECREATIONAL VEHICLE means a motor vehicle having a gross vehicle weight greater than 3,000.0 kg and sleeping accommodation for one or more persons. It may also have cooking and sanitary facilities.

TRANSPORT TRAILER means a trailer or a semi-trailer as defined in the Highway Traffic Act, R.S.O. 1990, c. H.8. A tractor trailer or truck trailer is a transport trailer. A cabin trailer, camping trailer, house trailer, mobile home, recreational vehicle, tent trailer or travel trailer is not a transport trailer.

TRANSPORT TRUCK means a motor vehicle used to pull a transport trailer and includes the tractor unit of a tractor-trailer combination or a semi-trailer truck or semi-tractor unit of semi-trailer combination. A truck tractor is a transport truck.

MOTOR VEHICLE DEALERSHIP means a lot and building used for any one or more of the following: the sale, lease or rental of a motor vehicle, and may also include as an accessory use, any one or more of the following: outdoor storage yard exclusively for the storage of motor vehicles; repair shop – heavy exclusively for the maintenance and repair of motor vehicles; washing of a motor vehicle.

REPAIR SHOP - HEAVY means a building used for any maintenance, repair, or servicing activity, including an automobile collision shop, automobile detailing service, or automobile repair garage, and, as an accessory use, the fabrication of parts necessary for the maintenance, repair, or servicing activity offered. All activities must be conducted entirely within an enclosed building. A heavy repair shop is a repair shop - heavy.

REPAIR SHOP - LIGHT means a building used for the maintaining or repairing of a good for household and personal use such as an appliance, assistive device, bicycle including power-assisted bicycle, clock, furniture, jewellery, lawn and garden equipment, luggage, musical instrument, sporting good, or watch. It does not include the maintaining or repairing of a motor vehicle. A light repair shop is a repair shop - light. An automobile collision shop, automobile detailing service, automobile repair garage, contractor's office, personal service shop or service station is not a repair shop - light.

RETAIL STORE means premises used for the lease, rental or retail sale of goods and may also include a bake shop, convenience store, food convenience store, grocery store, pawnshop, pet shop, or pharmacy. It does not include the processing, manufacture or assembly of a good or the sale of a bus, construction equipment, farm tractor, equipment or implement, motor vehicle, truck or vehicle of the tractor trailer or semi-trailer type, or other heavy equipment. An automobile sales lot or motor vehicle dealership is not a retail store.

WAREHOUSE means a building used for the storage of parts, materials, equipment or other goods and products and may include their loading, unloading, packaging, repacking, or unpacking. A self-storage facility or transport terminal is not a warehouse.

WHOLESALE STORE means a building used for the sale of goods exclusively for resale, manufacture or construction, but does not include the processing, manufacturing, or assembling of those goods.

WORKSHOP means part of a building where goods are crafted, assembled and packaged exclusively for sale in a retail store or a wholesale store located in the same building.

SECTION 5 – GENERAL PROVISIONS

5.99.7 AUTOMOBILE SALES, LEASE OR RENTAL – ACCESSORY USE

.1 The sale, lease or rental of an automobile an accessory use is prohibited, save and except the sale, lease or rental of an automobile as an accessory use to an Automobile Repair Garage, Automobile Collision Shop, or Service Station or the lease or rental of an automobile as an accessory use to any Retail Store is permitted subject to the following provisions:

.1 The storage or display of five or more automobiles for sale, lease or rental purposes on a lot is prohibited.

.2 The storage or display of an automobile for sale, lease or rental purposes having a width of greater than 2.50 m or a length greater than 6.10 m is prohibited.

.3 The storage or display of an automobile for sale, lease or rental purposes in a required parking space, required accessible parking space or landscaped open space yard is prohibited.

.4 The area where an automobile for sale, lease or rental purposes is stored or displayed shall be subject to the provisions in Section 5.99.60.1.1 to 5.99.60.1.3.

APPENDIX C – CONSULTATION

[Comments from Municipal Departments & External Agencies]

ASSESSMENT MANAGMENT – JOSIE MEJALLI

No objection to the zoning amendment as per attached.

BUILDING DEPARTMENT – MUSTAPHA MOUSLMANI

Comments from the City of Windsor, Building Department relating to the subject line matter are as follows:

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.

In addition to the above please note: a Record of Site Condition will be required if the proposed land use changes to a more sensitive land use (for example: changing from an existing industrial or commercial use to a residential use).

The City of Windsor Building Department can be reached by phoning 519-255-6267 or, through email at buildingdept@citywindsor.ca

CANADA POST – BRUCE DESANDO

Canada Post has no comments for the attached application.

ENBRIDGE GAS

After reviewing the provided drawing at 2500 Central 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**

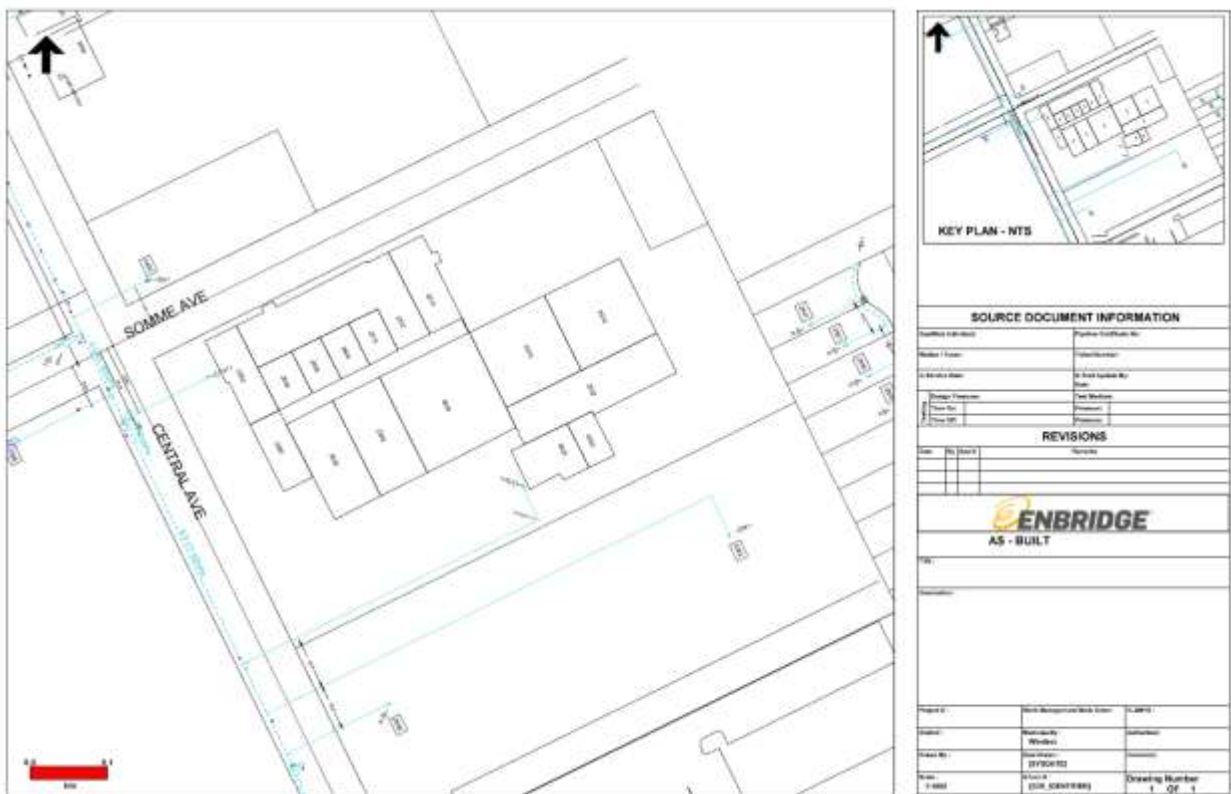
Enbridge Gas requires a minimum separation of 0.6m horizontal and 0.3m vertical from all of our plant less than NPS 16 and a minimum separation 1.0m horizontal and 0.6m vertical between any CER-regulated and vital pipelines. For all pipelines (including vital pipelines), when drilling parallel to the 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

Please contact me if you have any further questions or concerns.



ENGINEERING – THOMAS HUYNH

We have reviewed the subject Rezoning application and have the following comments:

Sewers - The site may be serviced by a 300mm PVC sanitary sewer and a 750mm VIT Storm sewer located within Central Ave right-of-way. 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.

Right-of-Way - Central Avenue is classified as Class II Arterial with a required right-of-way width of 34 meters, in accordance with the Official Plan. The current right-of-way is 20 meters and therefore, a conveyance of 7 meters would be required along the frontage of this property. The required land conveyance is consistent with previous applications submitted for development of the subject lands. The owner may be exempt from fulfilling this requirement if it has already been addressed in previous agreements.

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 4.6m x 4.6m corner cut-off at the intersection of Central Ave and Somme Ave in accordance with the City of Windsor Standard Drawing AS-230

Encroachment Agreement- The owner agree to submit application for and execute an agreement with the Corporation for the proposed encroachments into the right-of-way.

Land Conveyance – Prior to the issuance of a construction permit, the owner(s) shall agree to gratuitously convey to the Corporation, a 7-meter strip of land along the entire Central Avenue frontage of the subject lands.

If you have any further questions or concerns, please contact Thomas Huynh, of this department at thuynh@citywindsor.ca

ENWIN

HYDRO ENGINEERING: No objection to Re-zoning with no building additions or changes.

WATER ENGINEERING: Water Engineering has no objections.

ENVIRONMENTAL SUSTAINABILITY & CLIMATE CHANGE COORDINATOR (ESCC) – BARBARA LAMOURE

After review, the ESCC team has no objections to this application.

HERITAGE PLANNING – TRACY TANG

No supporting information required.

There is no apparent built heritage concern with this property and it is located on an area of low archaeological potential.

Nevertheless, the Applicant should be notified of the following archaeological precaution.

1. Should archaeological resources be found during grading, construction or soil removal activities, all work in the area must stop immediately and the City's Planning & Building Department, the City's Manager of Culture and Events, and the Ontario Ministry of Citizenship and Multiculturalism must be notified and confirm satisfaction of any archaeological requirements before work can recommence.

2. In the event that human remains are encountered during grading, construction or soil removal activities, all work in that area must be stopped immediately and the site secured. The local police or coroner must be contacted to determine whether or not the skeletal remains are human, and whether the remains constitute a part of a crime scene. The Local police or coroner will then notify the Ontario Ministry of Citizenship and Multiculturalism and the Registrar at the Ministry of Government and Consumer Services if needed, and notification and satisfactory confirmation be given by the Ministry of Citizenship and Multiculturalism.

Contacts:

Windsor Planning & Building Department:

519-255-6543 x6179, ktang@citywindsor.ca, planningdept@citywindsor.ca

Windsor Manager of Culture and Events (A):

Michelle Staadegaard, (O) 519-253-2300x2726, (C) 519-816-0711,

mstaadegaard@citywindsor.ca

Ontario Ministry of Citizenship and Multiculturalism

Archaeology Programs Unit, 1-416-212-8886, Archaeology@ontario.ca

Windsor Police: 911

Ontario Ministry of Government & Consumer Services

A/Registrar of Burial Sites, War Graves, Abandoned Cemeteries and Cemetery

Closures, 1-416-212-7499, Crystal.Forrest@ontario.ca

LANDSCAPE ARCHITECT & URBAN DESIGN – STEFAN FEDIUK

Pursuant to the application for a zoning amendment (**Z 015/23**) to permit an additional use on the subject, and as the application is part of a current Site Plan Approval application where all landscape and urban design comments are to be made, please note no objections.

PARKS – SHERIF BARSOM

Parks D&D, Forestry and Natural Areas has no comments pertaining this LIAISON: Z 015/23 [ZNG/7013]

SITE PLAN CONTROL

Site Plan is not applicable until development is proposed. Please apply when ready for development by requesting a Site Plan Control Pre-Consultation Stage 1 at <https://ca.cloudpermit.com/login>.

TRANSIT WINDSOR – JASON SCOTT

Transit Windsor has no objections to this development.

TRANSPORTATION PLANNING - SIDDHARTH DHIMAN

- All parking must comply with ZBL 8600, otherwise a parking study may be required.
 - Development requires 82 Parking spaces as per ZBL 8600. Parking spaces must comply with ZBL with respect to dimensions, the numbers of spaces and must be clearly shown on revised site plan.
 - Per ZBL 8600 the development requires 6 bicycle spaces and must be clearly shown on site plan.

- Prior to the issuance of a construction permit, the owner(s) shall agree to gratuitously convey to the Corporation, a 7-meter strip of land along the entire Central Avenue frontage of the subject lands.
- A corner cut-off of 4.5 metres x 4.5 metres is required at the corner of Central Ave and Somme Ave for a non-signalized intersection.
- Access to standards with a 15m throat length.
- 28 Parking spaces in the ROW not supported.
- All new accesses shall conform to the TAC Geometric Design Guide for Canadian Roads and the City of Windsor Standard Engineering Drawings AS-204.
 - All proposed driveways 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).

ZONING COORDINATOR – ZAID ZWAYYED

Notes on the submission are concluded below:

- To ensure compliance, the applicant needs to show the location of the existing and requested uses within the building and the gross floor area proposed for each use, preferably by submitting a floor plan (1 parking space required for each 45.0 sqm is required for the requested uses). Moreover, the applicant needs to show the dedicated parking spaces on the site for automobile sales and the dedicated office area within the building for the sales (as all activities shall take place entirely within a fully enclosed building per 18.4.5.50).
- The location of existing bicycle spaces, if any, or proposed bicycle spaces and the required number will be confirmed once the GFAs are provided
- Any proposed accessory retail to the requested uses cannot exceed 20.0% of the GFA of the main use (18.4.5.10).

APPENDIX D – 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. That subsection 1 of Section 20, of said by-law, is amended by adding the following paragraph:

“494. Southeast Corner of Central Avenue and Somme Avenue

For the lands comprising East Part of Lot 103, Concession 2, [PIN 01359-0297 (LT)], *Automobile Detailing Service* and *Automobile Repair Garage* shall be permitted within the existing building subject to the following:

- a. An *Automobile Detailing Service* or *Automobile Repair Garage* operation that generates dust, fumes, noise, odour, or vibration that is evident outside the existing building, is prohibited.
- b. Notwithstanding section 5.99.7 of Zoning By-law 8600, the storage or display of four or less automobiles for sale, lease or rental purposes within the existing building shall be permitted as an accessory use to an Automobile Repair Garage.
- c. Section 18.4.3 shall apply.
[ZDM 11; ZNG-7013]”

2. 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	11	East Part of Lot 103, Concession 2, [PIN 01359-0297 (LT)], (located on the southeast corner of Central Avenue and Somme Avenue)	-	S.20(1)H494

3. THAT the holding (H) symbol **BE REMOVED** when the applicant/owner submits an application to remove the holding (H) symbol and the following conditions are satisfied:

- a) *Land Conveyance* - The owner(s) shall gratuitously convey to the Corporation, a 7-meter strip of land along the entire Central Avenue frontage of the subject lands.
- b) *Corner Cut-off* – The owner(s) shall gratuitously convey a 4.6m x 4.6m corner cut-off at the intersection of Central Ave and Somme Ave in accordance with the City of Windsor Standard Drawing AS-230
- c) *Encroachment Agreement*- The owner shall execute an agreement with the Corporation for the proposed encroachments into the right-of-way.

DREW DILKENS, MAYOR

CLERK

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

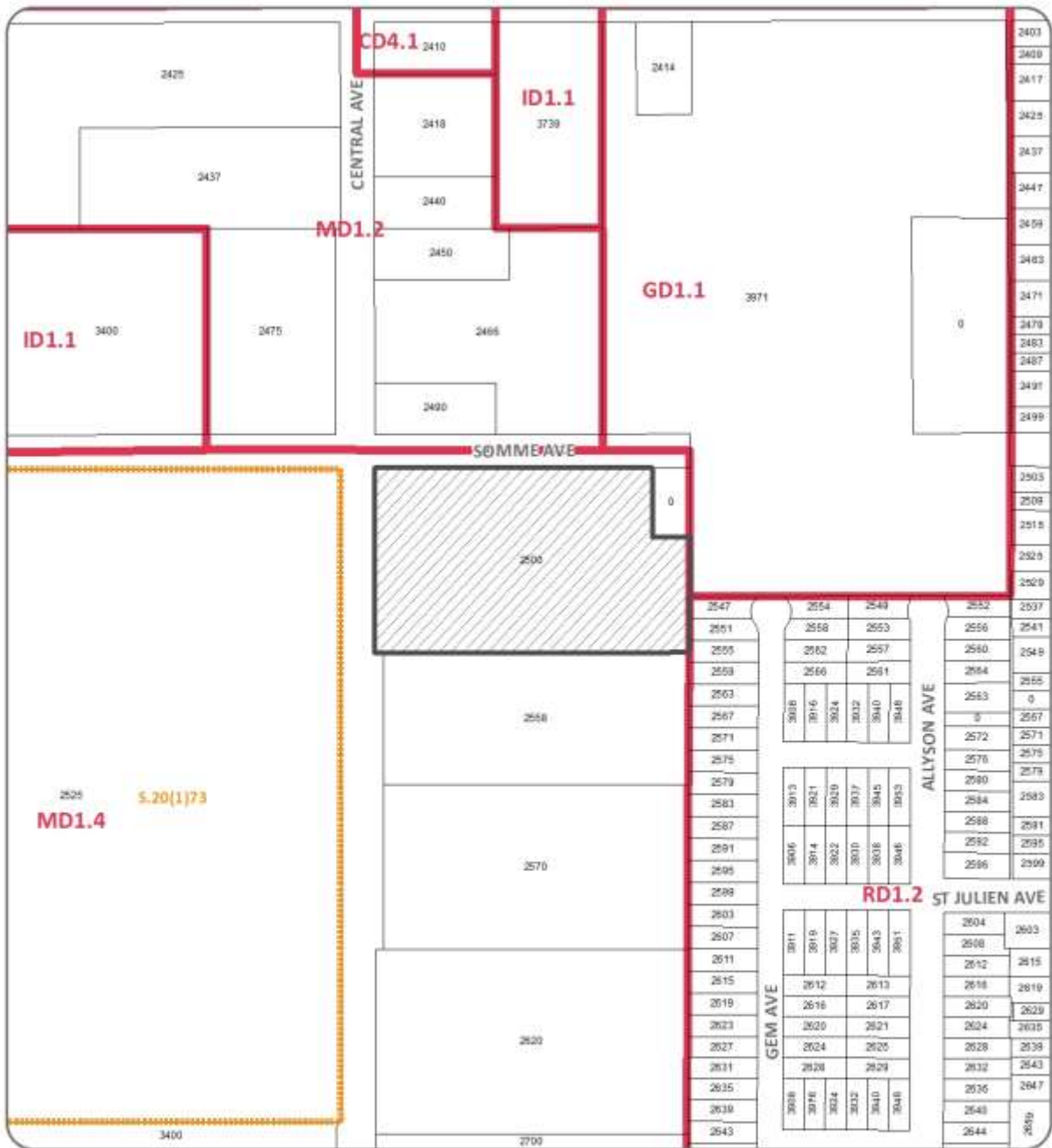
SCHEDULE 2

1. By-law _____ has the following purpose and effect:

To amend the zoning of the property described as East Part of Lot 103, Concession 2, [PIN 01359-0297 (LT)], located on the southeast corner of Central Avenue and Somme Avenue, to allow *Automobile Detailing Service* and *Automobile Repair Garage* as additional permitted use on the subject land.

The amending by-law maintains the MD1.4 zoning on the subject land and adds a special zoning provision permitting *Automobile Detailing Service* and *Automobile Repair Garage* within the existing building on the subject land.

2. Key map showing the location of the lands to which By-law _____ applies.



PART OF ZONING DISTRICT MAPS 11

N.T.S.

SCHEDULE 2

Applicant: Carbohydrate Ltd.

 SUBJECT LANDS

PLANNING & BUILDING DEPARTMENT



DATE : OCTOBER, 2023
FILE NO. : Z-015/23, ZNG/7013



Committee Matters: SCM 343/2023

Subject: Walkerville Heritage Conservation District Study Presentation & Updates

Moved by: Councillor Mark McKenzie
Seconded by: Councillor Angelo Marignani

Decision Number: **DHSC 581**

THAT the Walkerville Heritage Conservation District Study Presentation & Updates **BE RECEIVED.**

Carried.

Clerk's File: MBA2023

Clerk's Note:

1. Please refer to Item 10.1 from the Development & Heritage Standing Committee held on December 4, 2023.
2. To view the stream of this Standing Committee meeting, please refer to:
<https://csg001-harmony.sliq.net/00310/Harmony/en/PowerBrowser/PowerBrowserV2/20231204/-1/9451>



Subject: Ford City CIP Application for 677 St. Luke Street. Owner: Vito Maggio Holdings Inc. (Bill Maggio) (c/o Dillon Consulting Limited; Amy Farkas) – Ward 5

Moved by: Councillor Mark McKenzie
Seconded by: Councillor Angelo Marignani

Decision Number: **DHSC 579**

- I. THAT the request for incentives under the Ford City CIP Financial Incentive Programs made by Vito Maggio Holdings Inc., (c/o: Bill Maggio), Owner of the property located at 677 St. Luke Street **BE APPROVED**, for the following incentive programs:
 - i. Municipal Development Fees Grant Program to a maximum amount of \$20,000;
 - ii. Building/Property Improvement Tax Increment Grant Program for 100% of the municipal portion of the tax increment for up to 10 years in an estimated amount of \$4,789 per year.
- II. THAT Administration **BE AUTHORIZED** to prepare the agreement between the City and Vito Maggio Holdings Inc., (C/O: Amy Farkas; Dillon Consulting Limited) to implement the *Building/Property Improvement Tax Increment Grant Program* (only) in accordance with all applicable policies, requirements to the satisfaction of the City Planner as to content, the City Solicitor as to legal form, and the CFO/City Treasurer as to financial implications;
- III. THAT the CAO and City Clerk **BE AUTHORIZED** to sign the Grant Agreement(s) in content satisfactory to the City Planner, in financial content to the satisfaction of the City Treasurer and in form satisfactory to the City Solicitor;
- IV. THAT funds in the amount of up to a maximum of \$20,000 under the *Municipal Development Fees Grant Program* **BE TRANSFERRED** from the CIP Reserve Fund 226 to the Ford City CIP Fund (Project #7181046) once the work is completed; and,
- V. THAT grants **BE PAID** to Vito Maggio Holdings Inc. upon the completion of the of the two (2) storey warehouse building from the Ford City CIP Fund (Project #7181046) to the satisfaction of the City Planner and Chief Building Official; and,

VI. THAT grants approved **SHALL LAPSE** if the applicant has not completed the work and fulfilled the conditions within 2 years of the approval date. Extensions will be considered at the discretion of the City Planner.

Carried.

Report Number: S 151/2023

Clerk's File: SPL2023

Clerk's Note:

1. The recommendation of the Development & Heritage Standing Committee and Administration are the same.
2. Please refer to Item 11.8 from the Development & Heritage Standing Committee held on December 4, 2023.
3. To view the stream of this Standing Committee meeting, please refer to:
<https://csg001-harmony.sliq.net/00310/Harmony/en/PowerBrowser/PowerBrowserV2/20231204/-1/9451>

Subject: Ford City CIP Application for 677 St. Luke Street. Owner: Vito Maggio Holdings Inc. (Bill Maggio) (c/o Dillon Consulting Limited; Amy Farkas) – Ward 5

Reference:

Date to Council: December 4, 2023
Author: Kevin Alexander, MCIP RPP
Senior Planner-Special Projects
519-255-6543 x6732
kalexander@citywindsor.ca

Nathan Li,
Planning Assistant
519-255-6543 x 6438
nli@citywindsor.ca

Planning & Building Services
Report Date: November 9, 2023
Clerk's File #: SPL2023

To: Mayor and Members of City Council

Recommendation:

- I. **THAT** the request for incentives under the Ford City CIP Financial Incentive Programs made by Vito Maggio Holdings Inc., (c/o: Bill Maggio), Owner of the property located at 677 St. Luke Street **BE APPROVED**, for the following incentive programs:
 - i. Municipal Development Fees Grant Program to a maximum amount of \$20,000;
 - ii. Building/Property Improvement Tax Increment Grant Program for 100% of the municipal portion of the tax increment for up to 10 years in an estimated amount of \$4,789 per year.

- II. **THAT** Administration **BE AUTHORIZED** to prepare the agreement between the City and Vito Maggio Holdings Inc., (C/O: Amy Farkas; Dillon Consulting Limited) to implement the *Building/Property Improvement Tax Increment Grant Program* (only) in accordance with all applicable policies, requirements to the satisfaction of the City Planner as to content, the City Solicitor as to legal form, and the CFO/City Treasurer as to financial implications;

- III. **THAT** the CAO and City Clerk **BE AUTHORIZED** to sign the Grant Agreement(s) in content satisfactory to the City Planner, in financial content to the satisfaction of the City Treasurer and in form satisfactory to the City Solicitor;
- IV. **THAT** funds in the amount of up to a maximum of \$20,000 under the *Municipal Development Fees Grant Program* **BE TRANSFERRED** from the CIP Reserve Fund 226 to the Ford City CIP Fund (Project #7181046) once the work is completed; and,
- V. **THAT** grants **BE PAID** to Vito Maggio Holdings Inc. upon the completion of the of the two (2) storey warehouse building from the Ford City CIP Fund (Project #7181046) to the satisfaction of the City Planner and Chief Building Official; and,
- VI. **THAT** grants approved **SHALL LAPSE** if the applicant has not completed the work and fulfilled the conditions within 2 years of the approval date. Extensions will be considered at the discretion of the City Planner.

Executive Summary:

N/A.

Background:

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. Building/Property Improvement Tax Increment Grant Program

Discussion:

On August 22nd, 2023, Vito Maggio Holdings Inc. (C/O: Amy Farkas; Dillon Consulting Limited), owner of the property located at 677 St. Luke Street, submitted an application for grants under the *Ford City CIP* Financial Incentive Programs. The property is located within the Ford City CIP Area. The property is zoned Manufacturing District (MD) 1.2.

On December 18, 2012, a Demolition permit was issued to demolish a four (4) unit residential dwelling (completed on January 2, 2013). The parcel is currently vacant, with five legal non-conforming residential homes immediately to the south of the subject site.

The owner received Committee of Adjustment (COA) approval on February 23, 2023, for the creation of a warehouse with reduced side yards. The owner also applied for Site Plan Control approval on July 12, 2023 for a new one storey 134 m² warehouse that will be used to support the applicant's other businesses. Primarily, the building will be used to store equipment and materials for a local catering company. Further, the

building is designed to be compatible with the adjacent residential properties in its scale and use of higher quality durable materials, which is consistent with the CIP. The development will result in a significant increase in assessment for the property.

Ford City CIP Financial Incentive Programs

The applicant is eligible for the following programs under the Ford City CIP Financial Incentive Programs:

Municipal Development Fees Grant Program—intended 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. The Building Permit drawings have not been submitted and fees will need to be determined in the future. Recommendation I. i. of the report will include a maximum amount of \$20,000 to ensure that all fees are captured. Based on the information we have at the time of this report the following fees are required:

- Site Plan Contrail Application Fee —\$5,940.00
- Building Permit Fee—to be determined
- Demolition Permit Fee—to be determined
- Public Works Permit Fees—to be determined
- Parkland Dedication Fee—to be determined

TOTAL: To Be Determined to a maximum of \$20,000

Building/Property Improvement Tax Increment Grant—intended to provide financial incentive for the physical improvements to properties whereby registered property owners and/or assignees would be eligible to receive a grant for 100% of the municipal portion of the tax increment generated from the improvements made to the building or property for up to 10 years.

To be eligible for the *Building/Property Improvement Tax Increment Grant*, improvements to the building/property must result in an annual grant (or tax increment) of at least \$500 for properties that are taxed at the Residential tax rate; and \$1,000 for properties taxed at all other tax rates.

The confirmed current value assessment of the property located at 677 St. Luke Street is \$6,000. The owner currently pays annual property taxes of \$301.05 (\$245.89 for the municipal portion) based on an industrial tax rate only.

Based on the information and drawings provided by the applicant, Administration estimates the post project assessment value to be \$140,000, with a change in tax classification from Industrial to Commercial. However, the actual amount of the new

assessment will be dependent upon a full review of the building after the completion of renovations as determined by the Municipal Property Assessment Corporation (MPAC).

As identified in the table below, the estimated annual value of the grant is \$4,789. Over 10 years, this grant is estimated to be \$47,890.

The applicant indicates that the estimated eligible costs for the project is \$300,000. The *Planning Act* stipulates that the grants under a CIP cannot be more than the eligible costs. The total grant amount of \$47,890 plus developments fees is less than the estimated eligible costs.

Estimated Building/Property Improvement Tax Increment Grant for 677 St. Luke Street		
Annual Pre Development Municipal Taxes	Annual Estimate Post Development Municipal Taxes	Annual Estimate Value of Grant
\$ 248.25	\$ 5,037.66	\$ 4,789

Assumptions

Current Property Value Assessment (2023 – Industrial)	\$6,000
Estimate Post Development Property Assessment	\$140,000

Because the Grant Program does not exempt the property from taxes, the owner must pay the full amount of property taxes annually and will subsequently receive a grant for the difference between the pre and post-development municipal taxes. The City will retain the amount of pre-development (base) municipal taxes throughout the lifespan of the grant program; however will be foregoing any incremental property taxes which could otherwise be used to offset future budget pressures.

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.

Climate Change Risks

Climate Change Mitigation:

The construction of the new unit affects climate change, because there will be no reuse of existing structures and new materials will have to be brought in. However, the infill of the site contributes to the revitalization of Ford City by filling out the cityscape. The construction of the building will utilize modern building methods, which will conform to the Ontario Building Code concerning safety and energy efficiency.

Utilizing an existing lot and infrastructure in an existing built-up area of the City also promotes efficiency on the existing infrastructure network by not promoting development on greenfield land.

Climate Change Adaptation:

As temperatures increase and when considering the Urban Heat Island effect for the City of Windsor, the property appears to be located within a Heat Vulnerability area. However, the rehabilitation of the building will utilize modern building methods, which will conform to the Ontario Building Code in regards to energy efficiency.

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 of the CIP reserve fund is \$693,692.89 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 Ford City CIP Fund (Project #7181046) to disperse the maximum amount of \$20,000 for the *Municipal Development Fees Grant Program.*

The *Building/Property Improvement Tax Increment Grant* would be based upon the municipal tax increase and will be calculated by the Finance Department in consultation with the Municipal Property Assessment Corporation (MPAC) once the project is completed.

Consultations:

The owner and architect for the property located at 677 St. Luke Street have been consulted regarding grants related to the improvements outlined in this report.

Carolyn Nelson, Manager of Property Valuation & Administration, Taxation & Financial Projects was consulted with respect to the Ford City CIP *Building/Property Improvement Tax Increment Grant.* Josie Gualtieri, Financial Planning Administrator was also consulted regarding the Ford City CIP grants, and related capital project/reserve fund balances.

Conclusion:

The proposed warehouse development for 677 St. Luke Street meets all eligibility criteria identified in this this report, for the *Municipal Development Fees Grant Program* and the *Building/Property Improvement Tax Increment Grant* through the *Ford City Community Improvement Plan.*

The improvements will contribute to the revitalization of Ford City through the infill of an existing vacant lot in the area.

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	City Planner (A)
John Revell	Chief Building Official
Wira Vendrasco	City Solicitor (A)
Jelena Payne	Commissioner, Economic Development
Janice Guthrie	Commissioner, Finance and City Treasurer
Joe Mancina	Chief Administrative Officer

Notifications:

Name	Address	Email
Dillon Consulting Limited c/o Amy Farkas	3200 Deziel Dr, Suite 608	afarkas@dillon.ca
Vitto Maggio Holdings Inc. c/o Bill Maggio	1731 Wyandotte E	accounting@kildarehouse.com

Appendices:

- 1 Appendix 'A' - Location Map and Existing Condition
- 2 Appendix 'B' - Proposed Improvements

Appendix 'A' – Location Map and Existing Condition



LOCATION MAP : 677 ST. LUKE ROAD



SUBJECT PROPERTY

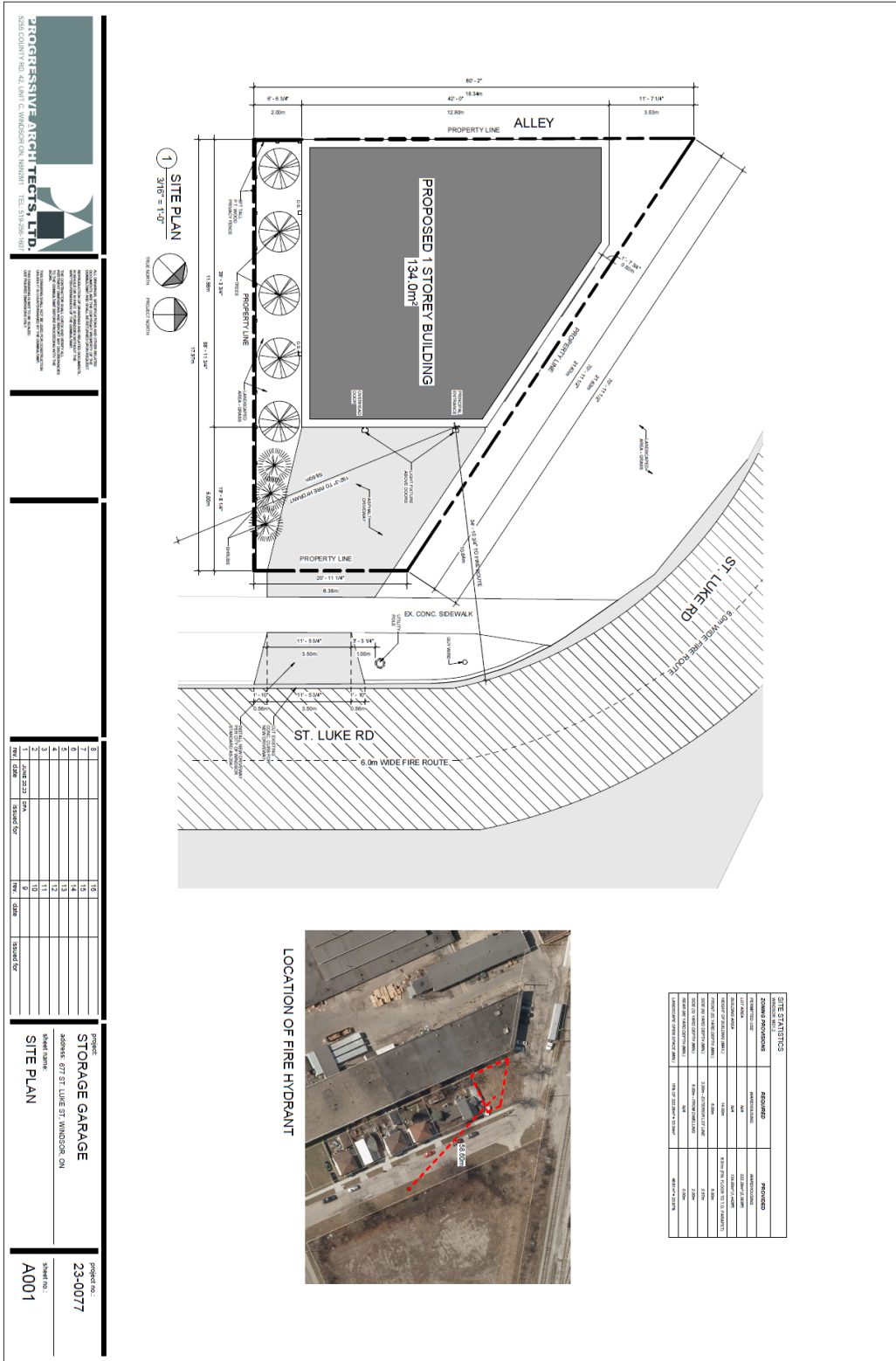


Appendix 'A' – Location Map and Existing Condition

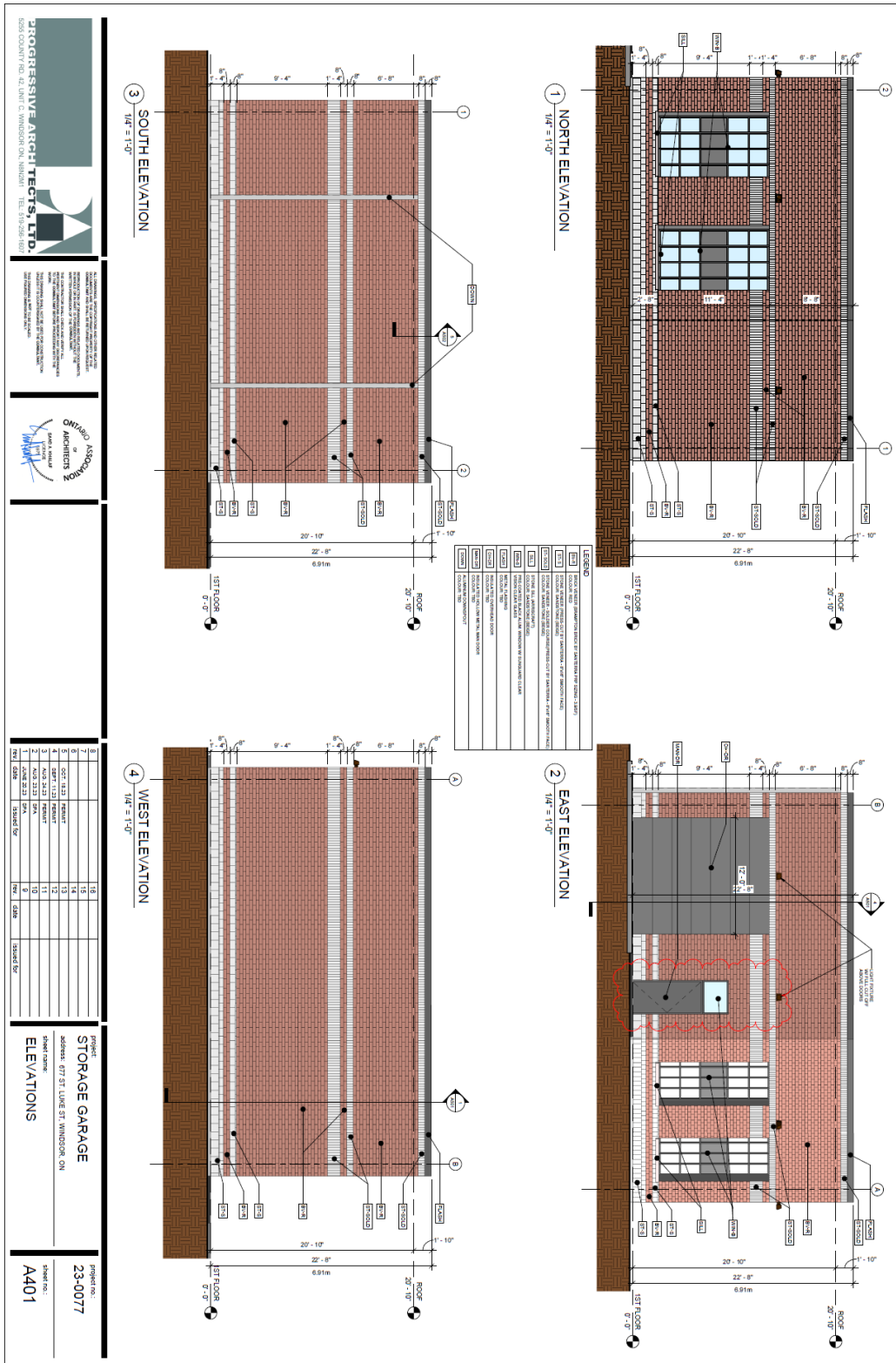


2020 Google Street View of property looking southwest.

Appendix 'B' – Proposed Improvements



Appendix 'B' – Proposed Improvements





Subject: Closure of part of north/south alley located between College Avenue and Grove Avenue, Ward 2, SAA-6923

Moved by: Councillor Fred Francis

Seconded by: Councillor Mark McKenzie

Decision Number: **DHSC 573**

- I. THAT the approximately 86.0 metre portion of the 3.05-metre-wide north/south alley located between College Avenue and Grove Avenue, and shown on Drawing No. CC-1827 (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 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 the following 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 16kV and 120/240-volt distribution, poles and down guy wires; and
 - iii. MNSi. to accommodate existing aerial infrastructure.
- III. THAT Conveyance Cost **BE SET** as follows:
 - a. For alley conveyed to abutting lands zoned RD3.1, \$20.00 per square foot without easements plus HST (if applicable) and proportionate share of the survey costs as invoiced to The Corporation of the City of Windsor by an Ontario Land Surveyor, and \$10.00 per square foot with easements plus HST (if applicable) and proportionate share of the survey costs as Item No. 11.2 invoiced to The Corporation of the City of Windsor by an Ontario Land Surveyor.
 - b. For alley conveyed to abutting lands zoned RD1.3, \$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.

- IV. THAT The City Planner **BE REQUESTED** to supply the appropriate legal description, in accordance with Drawing No. CC-1827, *attached* hereto as Appendix "A";
- V. THAT The City Solicitor **BE REQUESTED** to prepare the necessary by-law(s);
- VI. 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;
- VII. THAT the matter **BE COMPLETED** electronically pursuant to By-law Number 366-2003.

Report Number: S 141/2023
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 December 4, 2023.
3. To view the stream of this Standing Committee meeting, please refer to:
<https://csg001-harmony.sliq.net/00310/Harmony/en/PowerBrowser/PowerBrowserV2/20231204/-1/9451>

Subject: Closure of part of north/south alley located between College Avenue and Grove Avenue, Ward 2, SAA-6923

Reference:

Date to Council: December 4, 2023
Author: Brian Nagata, MCIP, RPP
Planner II - Development Review
(519) 255-6543 ext. 6181

Planning & Building Services
Report Date: October 31, 2023
Clerk's File #: SAA2023

To: Mayor and Members of City Council

Recommendation:

- I. THAT the approximately 86.0 metre portion of the 3.05-metre-wide north/south alley located between College Avenue and Grove Avenue, and shown on Drawing No. CC-1827 (*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 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 the following 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 16kV and 120/240-volt distribution, poles and down guy wires; and
 - iii. MNSi. to accommodate existing aerial infrastructure.
- III. THAT Conveyance Cost **BE SET** as follows:
 - a. For alley conveyed to abutting lands zoned RD3.1, \$20.00 per square foot without easements plus HST (if applicable) and proportionate share of the survey costs as invoiced to The Corporation of the City of Windsor by an Ontario Land Surveyor, and \$10.00 per square foot with easements plus HST (if applicable) and proportionate share of the survey costs as

invoiced to The Corporation of the City of Windsor by an Ontario Land Surveyor.

- b. For alley conveyed to abutting lands zoned RD1.3, \$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.

- IV. THAT The City Planner **BE REQUESTED** to supply the appropriate legal description, in accordance with Drawing No. CC-1827, *attached* hereto as Appendix "A";
- V. THAT The City Solicitor **BE REQUESTED** to prepare the necessary by-law(s);
- VI. 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;
- VII. THAT the matter **BE COMPLETED** electronically pursuant to By-law Number 366-2003.

Executive Summary:

N/A

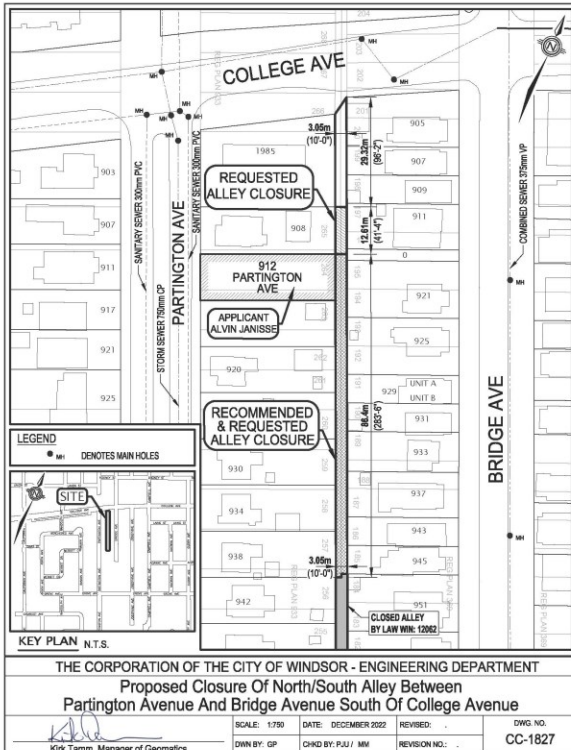


Figure 1 - Location Map

Background:

The applicant, Alvin Janisse, owner of the property known municipally as 912 Partington Avenue (the subject property), applied to close a portion of the north/south alley located between College Avenue and Grove Avenue, ranging from the north limit of 908 Partington Avenue to the south limit of 938 Partington Avenue, and shown on Drawing No. CC-1827 *attached* hereto as Appendix “A”, and also shown on the aerial photo *attached* hereto as Appendix “B”.

The applicant wishes to close a portion of the north/south alley for the purpose of eliminating illegal dumping, indecent acts (public urination) and unlawful behaviour (storing of stolen property).

The Planning Department is recommending that the portion of the north/south alley ranging from the north limit of the subject property to the south limit of 938 Partington Avenue (the alley) be closed. The Planning Department has excluded the portion of the north/south alley abutting 908 Partington Avenue due to it serving as the properties only vehicular means of access to a rear garage. The rear garage was constructed between 1963 and 1964 through the issuance of Building Permit 63-B-16680.

The east half of the alley was established by Registered Plan 369. The west half of the alley was established by Registered Plan 933, registered on May 15, 1920.

The alley is unmaintained and composed primarily grass. The alley contains utility poles with guy wires and anchors, a large deciduous tree in part, and includes a curb cut off of College Avenue via the portion of the north/south alley not being recommended for closure.

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 alley does not serve any commercial properties.
2. *Does the subject alley serve properties fronting on heavily traveled streets i.e. major arterial routes?*
 - a. The alley does not serve properties fronting on heavily traveled streets.

3. *Does the subject alley contain sewers, and must the alley remain accessible for servicing?*
 - a. The alley does 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 alley does not serve as the only vehicular means of access to any rear parking areas or garages.
 - The owners of 920 Partington Avenue, via September 10, 2023 email, *attached* hereto as Appendix “F”, confirmed that they have removed the overhead door from their rear detached garage and are in support of the recommended closure.
5. *Does the subject alley contain Fire Department connections that are deemed to be necessary for firefighting access?*
 - a. The alley does 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 alley does not lie within a Holding zone or other similar undeveloped areas.

Based on the above, the Planning Department deems the 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 alley in the manner described in the Recommendation section herein. Hence the recommendation is to close and convey the alley to the abutting property owners, which is the standard manner of conveyance.

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 RD3.1 is assessed at \$20.00 per square foot without easements plus HST (if applicable) and proportionate share of the survey costs as invoiced to The Corporation of the City of Windsor by an Ontario Land Surveyor and \$10.00 per square foot with easements plus HST (if applicable) and proportionate share of the survey costs as invoiced to The Corporation of the City of Windsor by an Ontario Land Surveyor.

The rate for an alley conveyed to abutting lands zoned RD1.3 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 alley by regular mail.

The owner of 929 Bridge Avenue submitted a written objection to the closure via January 13, 2023 email, *attached* hereto as Appendix "F". The owner is concerned that the closure will prevent the delivery of building materials for the construction of a detached Additional Dwelling Unit (ADU) within his rear yard. The Building Permit (File No. 2022 127434 CPBC) for the ADU was issued on August 15, 2023.

City of Windsor Engineering Best Practice 2.3.2: Alley Access does **NOT** permit access to properties from a grass alley. Furthermore, the closure of the alley (if approved) will likely exceed the deadline for the owner to pass all of the inspections for the aforesaid Building Permit.

Letters were issued to the owners of 908 Partington Avenue and 920 Partington Avenue on August 30, 2023. The letters asked the owners to confirm whether the alley serves as a means of vehicular access to their respective rear detached garage.

The owner of 908 Partington Avenue, via September 14, 2023 and September 17, 2023 emails, *attached* hereto as Appendix "F", confirmed that the alley serves as a vehicular means of access to their detached rear garage.

The owners of 920 Partington Avenue responded via the aforementioned September 10, 2023 email, *attached* hereto as Appendix "F".

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 shown on attached Appendix "A", subject to easements in favour of Bell Canada, ENWIN Utilities Ltd., and MNSi as in Recommendation II of this report.

The closed alley is to be conveyed to the abutting property owners as in Recommendation II of this report.

Planning Act Matters:

I concur with the above comments and opinion of the Registered Professional Planner.

*Greg Atkinson, MCIP, RPP
Manager of Development*

*Neil Robertson, MCIP, RPP
Acting City Planner*

I am not a registered Planner and have reviewed as a Corporate Team Leader

JP JM

Approvals:

Name	Title
Greg Atkinson	Manager of Development/Deputy City Planner
Neil Robertson	Acting City Planner / Executive Director, Planning & Development Services
Stephanie Santos	Coordinator of Real Estate Services
Denise Wright	Manager Real Estate Services
Jelena Payne	Commissioner, Economic Development
Joe Mancina	Chief Administration Officer

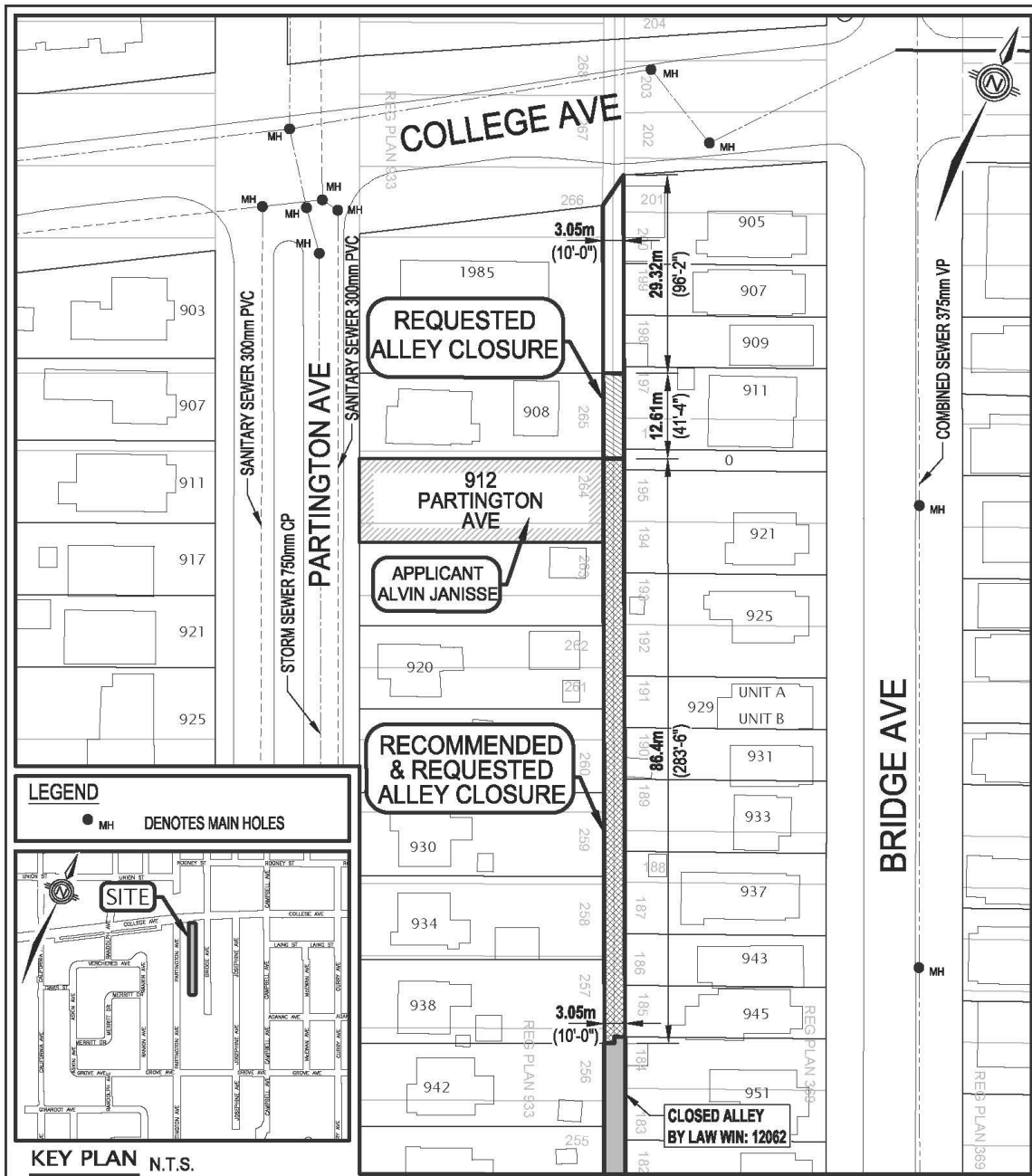
Notifications:

Name	Address	Email
Ward 2 Councillor Fabio Costante	350 City Hall Square West, Suite 220 Windsor, Ontario 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-1827
- 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
- 6 Appendix F - Correspondence from Neighbouring Residents

APPENDIX "A" Drawing No. CC-1827



THE CORPORATION OF THE CITY OF WINDSOR - ENGINEERING DEPARTMENT			
Proposed Closure Of North/South Alley Between Partington Avenue And Bridge Avenue South Of College Avenue			
Kirk Tamm, Manager of Geomatics	SCALE: 1:750	DATE: DECEMBER 2022	REVISED: . REVISION NO.: .
	DWN BY: GP	CHKD BY: PJU / MM	DWG. NO. CC-1827

APPENDIX "B" EIS Drawing - Aerial Photo



STREET & ALLEY CLOSING (SAA/6923)

1:750

APPLICANT : ALVIN JANISSE

 SUBJECT LANDS

PLANNING DEPARTMENT - PLANNING POLICY

DATE: OCTOBER, 2022



APPENDIX “C”

Consultations with Municipal Departments and Utility Companies

BELL CANADA WSP

Bell Canada requests a 3.0 m wide easement, to measure 1.5 m on either side of existing aerial facilities for the length of the closure area. If 3.0 m is not available, we request the width of the entire alley.

[Charleyne Hall - Bell Canada External Liaison, Right of Way & Indigenous Relation]



ENBRIDGE GAS

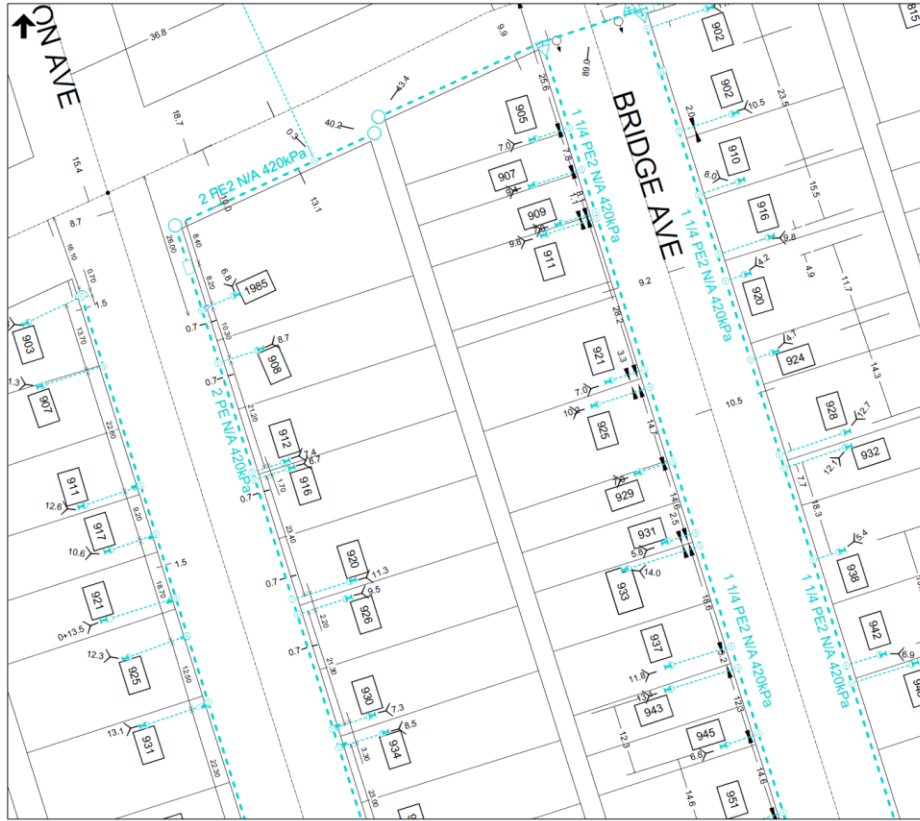
After reviewing the provided drawing of the N/S alley between Partington Ave and Bridge Ave and consulting our mapping system, please note that Enbridge Gas has no active infrastructure in the proposed area. A PDF drawing has been attached for reference.

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 Dellosa - Drafter / Estimator]



KEY PLAN

SOURCE DOCUMENT INFORMATION

Qualified Individual:	Pipeline Certificate No:
Welder / Fuser:	Ticket Number:
In-Service Date:	As-Test Update By:
Design Pressure:	Test Medium:
Time On:	Pressure:
Time Off:	Pressure:

REVISIONS

Date	By	App'd	Remarks

ENBRIDGE
AS - BUILT

Title: **912 Partington Ave**

Description:

Project #:	CAMS Ref #:	% SMYS
District:	Municipality:	Authorized:
Drawn By:	Date Drawn: [YYYYMMDD]	Corroded:
Scale:	Scale #:	Drawing Number
	[03E_IDENTIFIER]	Of

ENVIRONMENTAL SERVICES

No concerns from Environmental Services

[Anne-Marie Albidone - Manager, Environmental Services]

ENWIN UTILITIES - HYDRO

No Objection, however, an easement named to ENWIN Utilities Ltd is required upon closing along the entire east limit of the site to accommodate existing overhead 16kV and 120/240-volt distribution, poles and down guy wires.

[Steve Zambito - Senior Hydro Engineering Technologist]

ENWIN UTILITIES - WATER

Water Engineering has no objections.

[Bruce Ogg - Water Project Review Officer]

LEGAL DEPARTMENT

For lands abutting RD1.3, \$1 plus deed preparation and proportionate share of survey cost, as appropriate. For lands abutting RD3.1, \$20/sq. ft. without easements and \$10/sq. ft. with easements.

[Chris Carpenter - Coordinator of Real Estate Services]

MNSi

MNSi would like an aerial easement through the proposed closure area please.

[Dave Hartleib - Outside Plant Manager]

PARKS & FACILITIES

Parks Design & Development has no comments for this SAA/6923 Liaison.

[Sherif Barsom - Landscape Architect]

PLANNING DEPARTMENT

No comments provided

PLANNING DEPARTMENT - LANDSCAPE ARCHITECT

No objection to the proposed closure from a landscape architectural perspective.

[Stefan Fediuk - Landscape Architect]

PUBLIC WORKS - ENGINEERING

The subject alley closure is approximately 140 m long and composed of gravel and grass. There are no sewers or manholes in the alley. There are hydro poles and overhead wires in the alley; an easement will be required for utilities. A driveway permit will be required by the property owner of 1985 College Avenue to keep and maintain the driveway approach to City Standard AS-204. This subject alley appears to have no usefulness by CR146/2005; therefore, we have no objections to the closure subject to the easement and driveway permit.

[Adam Pillon - Manager of Right-of-Way]

PUBLIC WORKS - TRAFFIC

There is a garage at the rear of 908 Partington that requires access to the alley. There is a garage at the rear of 920 Partington that has had its overhead out of operation and sided over, it is assumed that future access will not be required. The parking on the east side of 1985 College required the full alley width in order to access the spaces and maneuver into the spaces. Closing the alley up to College would not only eliminate parking at the east side of 1985 College, but will require the elimination of the existing College curb cut and the potential of a new driveway approach. Recommendation is to keep alley open up to

the south property line of 908 Partington, and close from the north property line of 912 Partington south to the south limits.

[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

Due to the fact that this alley is currently being used to access the parking at 1985 College Ave. and the garage at 908 Partington Ave., it is recommended that the alley remains open up to the south property line of 908 Partington Ave. We have no concerns with the proposed closure of the remainder of the alley to the south.

[Clare Amicarelli - Transportation Planning Coordinator]

TRANSIT WINDSOR

No comments provided

[Jason Scott - Supervisor, Planning]

WINDSOR FIRE

No issues with Fire

[Mike Coste - Chief Fire Prevention Officer]

WINDSOR POLICE

The Windsor Police Service has no concerns or objections with the closure of this alley south of College Avenue to prevent vandalism and trespassing. The alley space in question has been identified in the past as an area of concern by local residents during neighbourhood safety walks facilitated by the Windsor Police Service so this closure would likely help to address those concerns. The closure, if approved, will not create problems for police to otherwise gain access for emergency incident response or vehicle patrol purposes within the immediate area as other options remain available to the police for such purposes. Closure will help facilitate improved physical measures by abutting property owners to restrict/prevent discreet access that may lead to the vandalism and trespassing identified by the applicant. The end result from this closure will hopefully mitigate problems going forward.

[Barry Horrobin - Director of Planning & Physical Resources]

APPENDIX "D"
Site Photos (April 20, 2023)



Figure 1 - Looking north towards College Avenue from alley (1985 College Avenue on left)



Figure 2 - Alley, looking south (1985 College Avenue on right)



Figure 3 - Looking south towards alley from College Avenue (1985 College Avenue on right)



Figure 4 - Looking north towards College Avenue from alley (905 Bridge Avenue on right)



Figure 5 - Alley, looking south (908 Partington Avenue on right)



Figure 6 - Alley, looking south (921 Bridge Avenue on left)

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.

APPENDIX "F"

Correspondence from Neighbouring Residents

908 Partington Avenue

From: [REDACTED]
Sent: September 14, 2023 7:43 AM
To: Nagata, Brian <bnagata@citywindsor.ca>
Subject: Alley Closing - 908 Partington Ave

CAUTION: This email originated from outside of the organization. Do not click links or open attachments unless you recognize the sender and know the content is safe.

Hi Brian,

This is in response to an email (SAA/6923) from you and City of Windsor Planning and Building Department. I am the owner of 908 Partington Ave and I do regularly use the North-South alley from College to my property. Besides residents of the small apartment building to the North of my property and myself and family we would be the only ones regularly using the alley. It is used as my driveway to access my garage and parking area. I would be grateful to see the alley closed to the South of my property due to the ongoing use of it for criminal and other unwanted activity. I am not sure of what happens to the property when the alley is close however I would be willing to purchase the alley property at the back side of my property. I have noticed this has occurred further south where the alley has already been closed and would like to understand what is involved.

Again any further questions please feel free to contact me.

Thank you,

[REDACTED]

From: Nagata, Brian
Sent: September 14, 2023 11:57 AM
To: [REDACTED]
Cc: Matthews, Meghan (She/Her) <MMatthews@citywindsor.ca>
Subject: RE: Alley Closing - 908 Partington Ave
Importance: High

Hi [REDACTED]

Thank you for the email.

I am going to recommend that the alley be closed up to the south limit of your property.

Public Works confirmed that the closure of the section of the alley directly behind your property could potentially result in the loss of your access to the remaining portion of the alley.

Please confirm if you are okay with me moving forward with the aforesaid recommendation to close the alley up to the south limit of your property.

Regards,

BRIAN NAGATA, MCIP, RPP, B.A.A., Dipl.URPI | PLANNER II – DEVELOPMENT REVIEW



Planning & Building Services
 350 City Hall Square West | Reception - 2nd Floor | Windsor, ON | N9A 6S1
 (519) 255-6543 ext. 6181

From: [REDACTED]
Sent: September 17, 2023 3:58 PM
To: Nagata, Brian <bnagata@citywindsor.ca>
Subject: Re: Alley Closing - 908 Partington Ave

CAUTION: This email originated from outside of the organization. Do not click links or open attachments unless you recognize the sender and know the content is safe.

Hi Brian,

Yes, I am Ok with moving forward.

Thank you,

[REDACTED]

On Thursday, September 14, 2023 at 11:58:00 a.m. EDT, Nagata, Brian <bnagata@citywindsor.ca> wrote:

920 Partington Avenue

-----Original Message-----

From: [REDACTED]
Sent: September 10, 2023 6:07 PM
To: Nagata, Brian <bnagata@citywindsor.ca>
Subject: Alley Closure

CAUTION: This email originated from outside of the organization. Do not click links or open attachments unless you recognize the sender and know the content is safe.

28 Years ago My [REDACTED] Bought this property at 920 Partington Ave. We wish to close the Alley way as it is already Halfway closed as it is now. We Removed our Alley way garage door as the Alley way has no more useable Alleyway. This Alley way is mostly used for a Dumping Ground and For drug Use . Thanks For your Time Today. [REDACTED] from 920 Partington|

929 Bridge Avenue

From: [REDACTED]
Sent: Thursday, January 12, 2023 11:36 PM
To: Matthews, Meghan <MMatthews@citywindsor.ca>; Watson, Jessica <jwatson@citywindsor.ca>
Subject: januaru 4,2023 date & SAA/6923

CAUTION: This email originated from outside of the organization. Do not click links or open attachments unless you recognize the sender and know the content is safe.

Hi, Ms. Meghan Matthews.

CC. Jessiva Watson.

929 Köprü Cad. I own the house. I recently received your article. Parcel 912 wants to close the back pass. Let me explain briefly:

First, I applied to the municipality to find out whether I would make an ADU on my land. 11 months ago. They said 'OK' and gave me a document containing the Rules. We prepared and presented our project accordingly.

6-7 months passed. We had 64 e-mail correspondences with the project department. Because many people have changed. Every new employee asked for the same documents, we sent them.

For ADU, first an address change proposal came from the city. The existing building was given the number 929/A, and the new ADU was given the number 929/B. A fee was charged for this. I paid the fee, the address change took place. September 2, 2022.

One day I made an appointment and went to the city. This is for the delay. we had a meeting. With the help of the beautiful human **Jessica Watson**, we made an appointment for the first Comity Of Ajusmaent for October 20, 2022. We paid a serious price. We attended the meeting via Zoom. At the end of the meeting, the negotiations were concluded positively. We were told that our building permit will be issued in 2-3 weeks.

It's been 11 weeks. This time I got your letter. I was shocked. Parcel 912 demanded that the back road be closed. I am against this. If that road is closed, machine inputs and outputs will be closed for ADU construction. I can't build ADU. I DON'T WANT THE BACK ROAD TO BE CLOSED.

This demand is not justified. What should be is the approval of my construction permit, which received a positive result from the Municipality of Ajusmaent, as soon as possible. Because, if I had a license, I would have finished the construction in 2 months. The city has an income and added value gain from the completion of this construction as soon as possible.

First I will pay some fee to the municipal budget and then I will add an added value to the municipal budget as property tax every year. During the construction period, companies will earn profits and pay taxes for each material they buy. In addition, the Municipality will receive tax revenue from these purchases. During this construction period, the company or employees will generate income and pay taxes. It is not nice to prevent or delay this.

Now please guide me.

Should I meet with President **Drew Dilkens**, whom we supported as a family in the elections? I hung the election banners in my garden. Or should I drop everything and go to court?

I am currently out of Canada for my [REDACTED] Christmas visit. If you reply to me ASAP, I can cut my vacation and go back to Canada.

Sorry for taking your time for the long post. Because I have been experiencing the stress of this delay for 11 months. This delay really upsets me.

Kind regards
 [REDACTED]

From: Matthews, Meghan
Sent: January 13, 2023 9:28 AM
To: [REDACTED]
Cc: Watson, Jessica <jwatson@citywindsor.ca>
Subject: RE: January 4,2023 date & SAA/6923

Hello Mehmet,

Please do not cut your vacation short. Enjoy your time with [REDACTED]

The notice you received is to notify you that an application to close has been received and circulated. It does not mean that the alley will be closed. That is for the Planner, Development and Heritage Standing Committee (DHSC), and ultimately City Council to decide. I do not anticipate this application will be in front of the DHSC until late summer. However, I have already forwarded your concerns to our planner who will be drafting the report.

In due course you will receive a letter from our Clerks Department to notify you that the application is to be brought in front of the Development and Heritage Standing Committee (again likely late summer), it will contain a report with recommendations, easements required, costs and disposition of the land. Any person is allowed to speak in either favour or opposition at the Standing Committee. The Development and Heritage Standing Committee makes a decision after considering the delegates concerns (you) and administrations recommendations. That decision will then will be considered by City Council. All property owners affected will be notified of all public meetings.

I hope that elevates some of your concern [REDACTED] Please enjoy your trip and I am sure we will speak soon.

-Meghan

MEGHAN MATTHEWS | STREET & ALLEY LEGAL CLERK



**Subject: Sandwich CIP/Demolition Control By-law Exemption Report-731 Mill St;
Owners: Ravindranath and Usha Thayyil (c/o Roshan Thayyil)**

Moved by: Councillor Mark McKenzie
Seconded by: Councillor Angelo Marignani

Decision Number: **DHSC 578**

- I. THAT the Chief Building Official **BE AUTHORIZED** to issue a Demolition Permit to the registered owner Ravindranath and Usha Thayyil (c/o Roshan Thayyil), to demolish a Single Family Detached Dwelling located at 731 Mill Street (see Appendix 'A'), to construct a two (2) story six (6) unit dwelling (See Appendix 'B')
- II. THAT any minor changes **BE SUBJECT** to the approval of the City Planner and Chief Building Official at the time of issuance of the Building Permit;
- III. THAT the Chief Building Official **BE DIRECTED** to require, as a condition of the demolition permit:
 - i. The redevelopment identified in Appendix 'B' and Site Plan be substantially complete within two (2) years following the issuance of the demolition permit;
 - ii. If the redevelopment, including construction of a new building, is not substantially complete within two (2) years of the commencement of the demolition the Clerk will enter the sum of Twenty Thousand Dollars (\$20,000) on the collectors roll of the property and prepare a certificate for registration;
- IV. THAT the City Solicitor **BE DIRECTED** to register the certificate in the land registry office against the property;
- V. THAT the request for incentives under the Sandwich Incentive Program made by the registered owner Ravindranath Thayyil of the property located at 731 Mill Street, **BE APPROVED** for the following programs:
 - i. *Development and Building Fees Grant* for 100% of the Development and Building Fees identified in the Sandwich CIP to a Maximum amount of \$20,000;

ii. *Revitalization Grant Program* for 70% of the municipal portion of the tax increment for up to 10 years (estimated at \$3,764.5 per year);

- VI. THAT the CAO and City Clerk **BE AUTHORIZED** to sign the Sandwich Incentive Program Agreement for the *Revitalization Grant* in accordance with all applicable policies, requirements, and provisions contained within the Olde Sandwich Towne Community Improvement Plan to the satisfaction of the City Planner as to content, the City Solicitor as to legal form, and the CFO/City Treasurer as to financial implication;
- VII. THAT funds to a maximum amount of \$20,000 under the *Development Building Fees Grant Program* **BE TRANSFERRED** from the CIP Reserve Fund 226 to the *Sandwich Community Development Plan Fund* (Project 7076176) once the work is completed;
- VIII. THAT grants **BE PAID** to Ravindranath Thayyil upon completion of the two (2) story six (6)-unit single family dwelling from the *Sandwich Community Development Plan Fund* (Account 7076176) to the satisfaction of the City Planner and Chief Building Official; and,
- IX. THAT grants approved **SHALL LAPSE** if the applicant has not completed the work and fulfilled the conditions within 2 years of the approval date. Extensions may be at the discretion of the City Planner.

Carried.

Report Number: S 143/2023
Clerk's File: SPL2023

Clerk's Note:

1. The recommendation of the Development & Heritage Standing Committee and Administration are the same.
2. Please refer to Item 11.7 from the Development & Heritage Standing Committee held on December 4, 2023.
3. To view the stream of this Standing Committee meeting, please refer to:
<https://csg001-harmony.sliq.net/00310/Harmony/en/PowerBrowser/PowerBrowserV2/20231204/-1/9451>

**Subject: Sandwich CIP/Demolition Control By-law Exemption Report-
731 Mill Street; Owners: Ravindranath and Usha Thayyil (c/o Roshan
Thayyil)**

Reference:

Date to Council: December 4, 2023
Author: Kevin Alexander, MCIP RPP
Senior Planner Special Projects
519-255-6543 x6732
kalexander@citywindsor.ca

Nathan Li
Planning Assistant
519-255-6543 x6438
nli@citywindsor.ca
Planning & Building Services
Report Date: November 6, 2023
Clerk's File #: SPL2023

To: Mayor and Members of City Council

Recommendation:

- I. **THAT** the Chief Building Official **BE AUTHORIZED** to issue a Demolition Permit to the registered owner Ravindranath and Usha Thayyil (c/o Roshan Thayyil), to demolish a Single Family Detached Dwelling located at 731 Mill Street (see Appendix 'A'), to construct a two (2) story six (6) unit dwelling (See Appendix 'B')
- II. **THAT** any minor changes **BE SUBJECT** to the approval of the City Planner and Chief Building Official at the time of issuance of the Building Permit;
- III. **THAT** the Chief Building Official **BE DIRECTED** to require, as a condition of the demolition permit:
 - i. The redevelopment identified in Appendix 'B' and Site Plan be substantially complete within two (2) years following the issuance of the demolition permit;
 - ii. If the redevelopment, including construction of a new building, is not substantially complete within two (2) years of the commencement of the demolition the Clerk will enter the sum of Twenty Thousand Dollars (\$20,000) on the collectors roll of the property and prepare a certificate for registration;

- IV. **THAT** the City Solicitor **BE DIRECTED** to register the certificate in the land registry office against the property;
- V. **THAT** the request for incentives under the Sandwich Incentive Program made by the registered owner Ravindranath Thayyil of the property located at 731 Mill Street, **BE APPROVED** for the following programs:
 - i. *Development and Building Fees Grant* for 100% of the Development and Building Fees identified in the Sandwich CIP to a Maximum amount of \$20,000;
 - ii. *Revitalization Grant Program* for 70% of the municipal portion of the tax increment for up to 10 years (estimated at \$3,764.5 per year);
- VI. **THAT** the CAO and City Clerk **BE AUTHORIZED** to sign the Sandwich Incentive Program Agreement for the *Revitalization Grant* in accordance with all applicable policies, requirements, and provisions contained within the Olde Sandwich Towne Community Improvement Plan to the satisfaction of the City Planner as to content, the City Solicitor as to legal form, and the CFO/City Treasurer as to financial implication;
- VII. **THAT** funds to a maximum amount of \$20,000 under the *Development Building Fees Grant Program* **BE TRANSFERRED** from the CIP Reserve Fund 226 to the *Sandwich Community Development Plan Fund* (Project 7076176) once the work is completed;
- VIII. **THAT** grants **BE PAID** to Ravindranath Thayyil upon completion of the two (2) story six (6)-unit single family dwelling from the *Sandwich Community Development Plan Fund* (Account 7076176) to the satisfaction of the City Planner and Chief Building Official; and,
- IX. **THAT** grants approved **SHALL LAPSE** if the applicant has not completed the work and fulfilled the conditions within 2 years of the approval date. Extensions may be at the discretion of the City Planner.

Executive Summary:

N/A

Background:

On January 26, 2009, City Council passed by-laws to establish the Sandwich Heritage Conservation District Plan (By-law 22-2009), Olde Sandwich Towne Community Improvement Plan (By-law 27-2009), and Supplemental Development and Urban Design Guidelines (By-law 28-2009). These By-laws came into effect on October 18, 2012. One of the key recommendations of the Olde Sandwich Towne Community Improvement Plan (Sandwich CIP) is the implementation of the Incentive Program(s).

On June 17, 2013 through M265-2013 Council activated the following Incentive Programs from the Sandwich Incentive Program:

- a) Commercial/Mixed Use Building Facade Grant Program
- b) Revitalization Grant Program
- c) Commercial Core Feasibility Grant Program
- d) Development Charge Grant Program
- e) Development and Building fees Grant Program
- f) Neighbourhood Residential Rehabilitation Grant Program.

On June 17, 2013 Council also received the Development Review Process for development applications within the Sandwich Heritage Conservation District (HCD) area, and within the Sandwich Community Improvement Plan (CIP) Area (outside of the Sandwich HCD Area) (M264-2013).

Discussion:

On *October 2, 2023*, a Sandwich CIP grant application with Site Plan and Elevation Design was submitted for the purpose of constructing a two (2) story six (6) unit multi-residential dwelling located at 731 Mill St (See Appendix 'A' for location map).

The property is located within the Olde Sandwich Towne Community Improvement Plan (Sandwich CIP) area (outside of the Sandwich Heritage Conservation District), and for the purpose of financial incentives, located within Target Area 3.

One of the general requirements of Section 10.3 q) of the Sandwich CIP requires that approval of any application for the financial incentive program is based on the compatibility of the proposed use with the vision and goals of the CIP, the Sandwich Community Planning Study (CPS), and the Olde Sandwich Towne Supplemental Development and Urban Design Guidelines (Sandwich Urban Design Guidelines) and any other guidelines applicable to the CIP area. The following identifies how this particular development addresses section 10.3 (q) of the CIP.

Sandwich Vision and Design Guidelines

The Sandwich CIP and CPS

The construction of the proposed building located at 731 Mill Street is consistent with the Vision and Goals for Sandwich Town.

Sandwich CIP Urban Design Guidelines

The proposed development is in keeping with the Sandwich Urban Design Guidelines, in terms of siting and scale, use of materials, proportion, height and built form, profile and selection of materials. The application requires variances through the Committee of Adjustment (COA) for relief from the required side yard and a reduction in the required number of parking spaces.

Exemption to Demolition Control By-law 20-2007

The existing one (1) unit dwelling located at 731 Mill Street is currently vacant. The owner believes that the structure is in a poor condition and intends to demolish the dwelling and redevelop the site.

Section 3 of the Demolition Control By-law states that “...no person shall demolish the whole or any part of any residential property in the area of demolition control unless the person is the holder of a demolition permit issued by the council...” The decision to issue (or not issue) a demolition permit is at City Council’s sole discretion.

Section 5 of the Demolition Control By-law states that “Council shall, on an application for a demolition permit, issue a demolition permit where a building permit has been issued to erect a new building on the site of the residential property to be demolished” Section 6 states that a demolition permit may be issued on the following conditions:

- (a) *That the applicant for the demolition permit construct and substantially complete the new building to be erected on the site of the residential property to be demolished by not later than such date as may be determined by Council, provided, however, that such date is not less than two years from the day demolition of the existing residential property is commenced;*
- (b) *that, on failure to complete the new building within the time specified in the permit issued under Section 5, the Clerk shall be entitled to enter on the collectors roll, to be collected in like manner as municipal taxes, such sum of money as may be determined by Council but not in any case to exceed the sum of twenty Thousand Dollars (\$20,000.00) for each dwelling unit contained in the residential property in respect of which the demolition permit is issued, and such sum shall, until payment thereof, be a lien or charge upon the land in respect of which the permit to demolish the residential property is issued.*

The applicant has indicated in their application that they intend to demolish the existing one (1) unit dwelling and construct a new two (2) story six (6) unit dwelling which meets the intent of the Sandwich CIP Urban Design Guidelines. Section 6(b) of the Demolition Control By-law entitles the Clerk to enter on the collectors roll a maximum of \$20,000 per residential unit (to be collected in like manner as municipal taxes) if the applicant fails to construct the new dwelling units within two (2) years of the commencement of the demolition.

Given that the applicant proposes to demolish the existing one (1) unit dwelling, Recommendation III (ii). of this Report specifies the maximum amount of \$20,000 will be entered on the tax roll if the applicant fails to construct the new dwelling units within two (2) years of the commencement of the demolition.

The plan to demolish the existing one (1) unit dwelling and to replace it by constructing a two (2) story six (6) unit dwelling is consistent with the recommendations of the Sandwich CIP regarding continuing to process Demolition Control By-law exemption

requests. This plan is also in keeping with Section 1.27.12, Vol. II of the City's Official Plan regarding Demolition within the Olde Sandwich Towne Community Improvement Plan (CIP) area. The applicant will be required to submit the following prior to obtaining a Building Permit to demolish:

- (a) a plan for redevelopment in conformity with the Official Plan and Zoning By-law requirements (all plans will be reviewed to ensure compliance the Official Plan and Zoning By-law),
- (b) appropriate securities to ensure the redevelopment occurs within a specified time period and to fulfill the conditions of the Site Plan Control Agreement

Demolishing the existing one (1) unit dwelling to construct a larger two (2) story six (6) unit dwelling with improved living spaces for residents is consistent with the intent of the Demolition Control By-law.

Sandwich Incentive Program

The proposal is located within Target Area 3 of the Sandwich CIP Area and eligible for the following Incentive programs. The eligible costs for each incentive program are based on the costs estimates provided by the applicant, as the project is implemented these costs could fluctuate slightly which could have a minor impact on the eligible costs for each incentive program. The application is consistent with the general program requirements identified in Section 10.3 of the CIP, and with the following program specific requirements:

Development and Building fees Grant Program

The purpose of the program is to provide an additional incentive to augment the other incentive programs and to facilitate and spur adaptive re-use, redevelopment and new construction. The program provides a grant equal to 100% of the fees paid for the eligible types of development applications and building permits. The application requires variances through the Committee of Adjustment (COA) for relief from the required side yard and a reduction in the required number of parking spaces. The Building Permit drawings have not been submitted and fees will need to be determined in the future. Recommendation V. i. of the report will include a maximum amount of \$20,000 to ensure that all fees are captured. Based on the information we have at the time of this report the following fees are required:

- Minor Variance Application Fee—\$2,499.00
- Building Permit Fee—to be determined
- Demolition Permit Fee—to be determined
- Public Works Permit Fees—to be determined
- Parkland Dedication Fee—to be determined

TOTAL: To Be Determined up to a maximum of \$20,000

Revitalization Grant Program

The purpose of this program is to use the tax increase that can result when a property is rehabilitated, redeveloped, or developed to provide assistance in securing the project financing and offset some of the costs associated with the rehabilitation. The program will provide an annual grant equal to 70% of the increase in municipal property taxes for 10 years after project completion as long as the project results in an increase in assessment and therefore an increase in property taxes. Based on the project description and current value vs. estimated post-project assessment value of land, and buildings identified in the Grant Application, the property assessment is expected to increase.

The confirmed current value assessment of the subject property located at 731 Mill Street is \$124,000. The owner currently pays annual total property taxes of \$2,405.18 (based upon 2023 tax levies). The municipal portion, to which the grant would apply, is \$2,215.46. The Applicant's Estimated Post-Project Value of Land and Buildings based on the cost of construction is \$2,500,000. However, some of the proposed costs which will be incurred, although eligible for purposes of the application, may not result in a direct increase in assessment value. In other words, the grant is calculated and paid, not on the post-project value or projections made in this report, but on the actual post-development value assessment, as determined by MPAC after project completion. Administration has estimated the Post-Redevelopment Property Value Assessment based on the drawings and information provided to be \$425,000. The grant will however be based upon the actual tax increment once the assessment has been determined by MPAC.

For illustrative purposes, the table below identifies the annual grant equal to 70% of the increase in City property taxes for 10 years after project completion, based on the Current Value Assessment and the (projected) Estimated Post Project Assessment Value. The taxes retained by the City over the duration of the grant program is equal to a 30% increase of the tax increment. After completion of the grant program (10 years), the City will collect the full value of municipal tax increase (\$5,377.85 annually).

Estimated Revitalization Tax Increment Grant for 3135 Peter		
Annual Pre Development Municipal Taxes	Annual Estimate Post Development Municipal Tax <u>Increase</u>	Annual Estimate Value of Grant (70% of the municipal increase)
\$2,600	\$5,377.85	\$3,764.5

Assumptions

Current Property Value Assessment (2022 – Residential)	\$124,000
Estimate Total Post Development Assessment (2022 – Residential)	\$425,000

Risk Analysis:

The Building Department has not received or conducted a review of the building plans to confirm compliance with the Ontario Building Code and applicable law (e.g. zoning by-

law). A review of the drawings will be conducted to ensure that the City's incentives are being used appropriately and the City is receiving good value for the public investment allocated through the Sandwich Incentive Program(s) "toolkit". As a requirement of Section 28 (7.3) of the Planning Act, Administration has confirmed that the total amount of all of the grants does not exceed the total cost of the project.

The *Development and Building Fees Grant Program* will not be disbursed until all work is completed and inspected by Administration as per the Site Plan and Elevation Drawings, and Building Permit. The *Revitalization Grant Program* will not be dispersed until an agreement for the Sandwich Incentive Program have been registered on title between the owner and the City of Windsor and the property taxes for the applicable year paid.

There is little risk associated with approval of a tax increment-based grant such as the *Revitalization Grant Program* as the payments commence after the eligible work has been completed and the property reassessed by MPAC, and will only continue if the development remains eligible in accordance with the Sandwich CIP. Should the development fail to meet its requirements under the CIP, grant payments would cease.

Climate Change Risks

Climate Change Mitigation:

The demolition of the existing dwelling affects climate change, because the existing structure will not be re-used and may likely end up in a land fill. However, the rehabilitation of the site contributes to the revitalization of the Sandwich Town Neighbourhood limiting vehicular travel and promoting walking and other alternative modes of transportation, thereby contributing to a complete community. The construction of the new building will utilize modern building methods, which will conform to the Ontario Building Code concerning safety and energy efficiency.

Utilizing an existing site in a built-up area of the City also promotes efficiency on the existing infrastructure network by not promoting development on greenfield land.

Climate Change Adaptation:

As temperatures increase and when considering the Urban Heat Island effect for the City of Windsor, the property does not appear to be located within a Heat Vulnerability area. However, the rehabilitation of the existing site and construction of the new building will utilize modern building methods, which will conform to the Ontario Building Code concerning energy efficiency.

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 of the CIP reserve fund is \$693,692.89 however this balance does not account for other CIP grant requests that are currently being considered by the Development &

Heritage Standing Committee/City Council 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 226 to the *Sandwich Community Development Plan Fund* (project 7076176) to disperse the maximum amount of \$20,000 for the *Development and Building Fees Grant Program* identified in this report.

The *Revitalization Grant* will be based upon the municipal tax increase and will be calculated by the Finance Department in consultation with the Municipal Property Assessment Corporation (MPAC) once the project is completed.

Eligible Incentive Programs	Grant
<i>Development and Building Fees Grant</i> <i>Note: Development and Building Fees are paid upfront by the applicant and these fees are approximate and can change at the time of Building Permit</i>	\$20,000
<i>Revitalization Grant</i> <i>*\$3,764.5 per year between years 1 to 10</i>	\$37,645
Total	\$57,645

Except for the *Revitalization Grant*, the owner will be reimbursed through the project *Sandwich Community Development Plan Fund* (project 7076176). The *Revitalization Grant* is funded through the municipal portion of the annual tax levy.

Consultations:

The owner of the property located at 731 Mill Street have been consulted regarding grants related to the improvements outlined in this report. Carolyn Nelson, Manager of Property Valuation & Administration, Taxation & Financial Projects and Josie Gualtieri, Financial Planning Administrator were consulted with respect to the Sandwich CIP *Revitalization Grant Program*. Planning & Building Department staff were consulted regarding Fees with respect to the *Building & Development Fees Program*

Conclusion:

The demolition of the existing residential dwelling located at 731 Mill St will provide sufficient lot area to allow the owner Ravindranath and Usha Thayyil to construct a 2 story 6 unit dwelling, thereby meeting the intent while also providing an opportunity to attract new residents to the neighbourhood and increasing the housing stock of the area through the redevelopment of a derelict property. The incentive program application

meets all of the eligibility criteria as identified in the Discussion section of this report and is compatible with the Sandwich Urban Design Guidelines.

There are sufficient funds in the CIP Reserve Fund 226 to provide funds for the *Development & Building Fees* grant amount, which has been applied for by the applicant for this project with the *Revitalization Grant* portion funded through the municipal portion of the annual tax levy. Therefore, Administration recommends that the application request by the owner of 731 Mill St for incentives under the Sandwich Incentive Program be approved.

Planning Act Matters:

N/A

Approvals:

Name	Title
Kevin Alexander	Senior Planner – Special Projects
Josie Gualtieri	Financial Planning Administrator
Neil Robertson	City Planner (A)
John Revell	Chief Building Official
Wira Vendrasco	City Solicitor (A)
Janice Guthrie	Commissioner, Finance and City Treasurer
Jelena Payne	Commissioner, Economic Development
Joe Mancina	Chief Administrative Officer

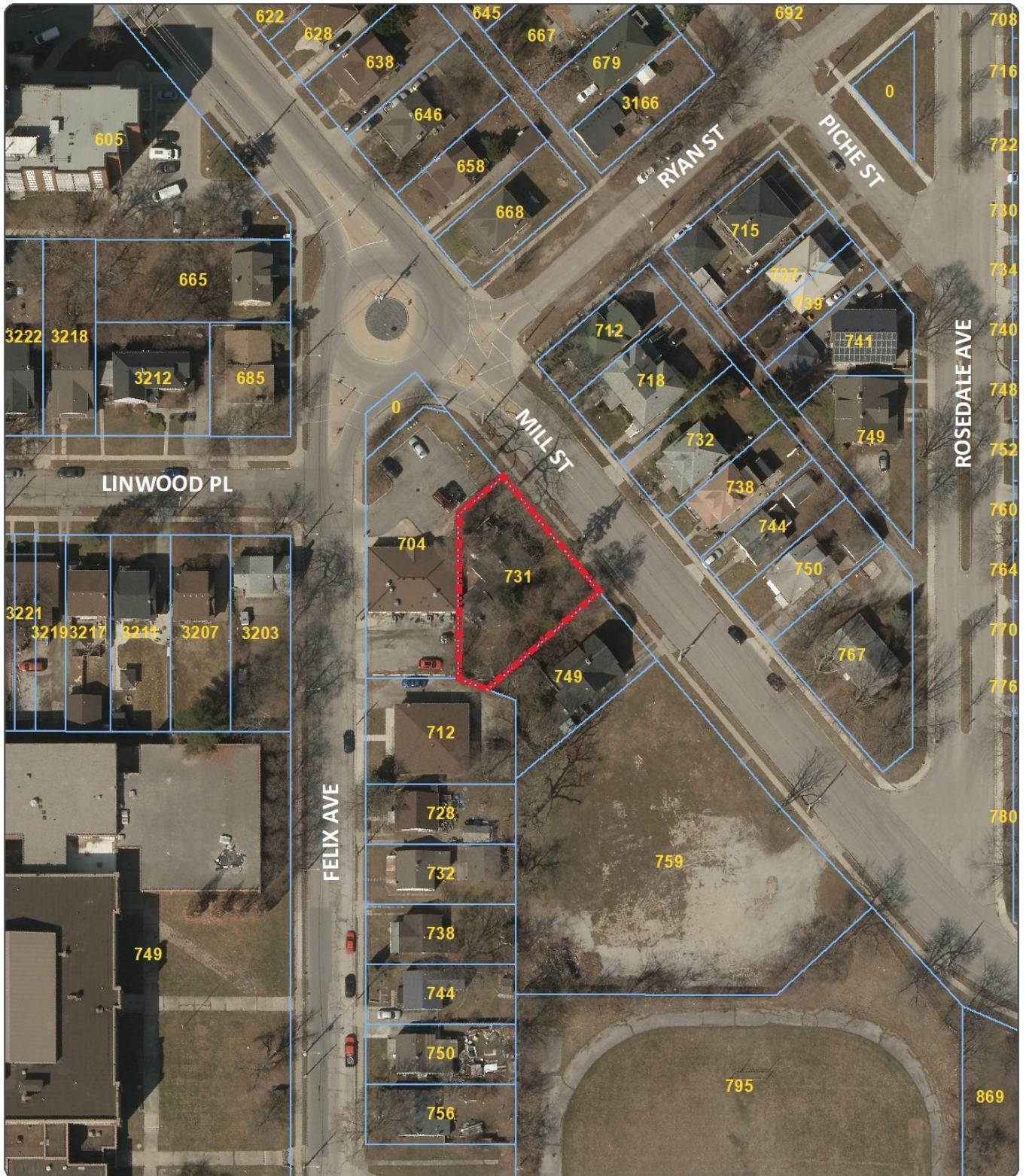
Notifications:

Name	Address	Email
Roshan Thayyil		thayyilroshan@gmail.com
		731millwindsor@gmail.com
Jackie Lassaline; Lassaline Planning Consultants		jackie@lassalineplan.ca

Appendices:

- 1 Appendix 'A' Location Map and Existing Condition
- 2 Appendix 'B' Proposed Development

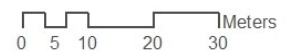
Appendix 'A' - Location Map



LOCATION MAP : 731 MILL STREET



SUBJECT PROPERTY

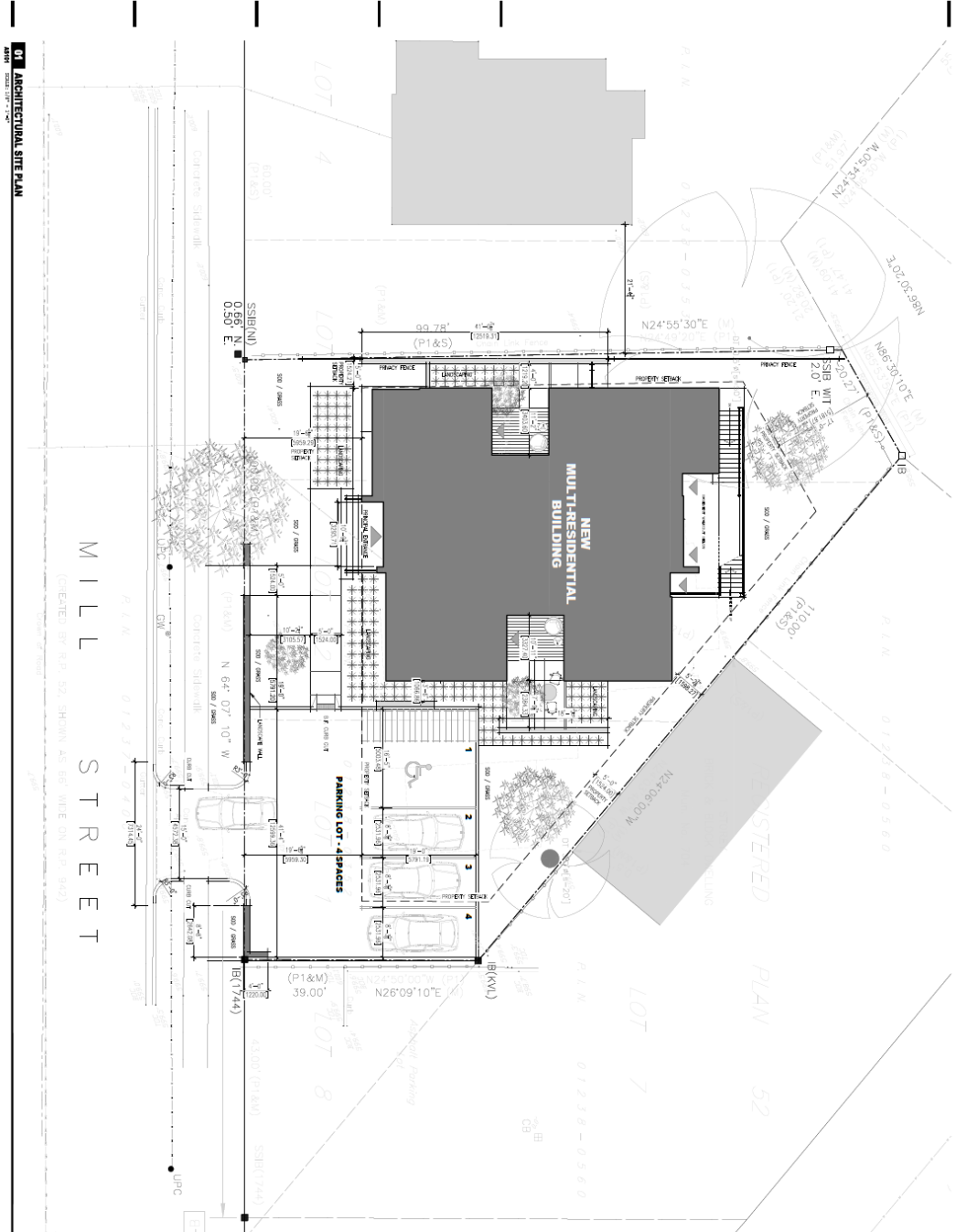


Appendix 'A' – Existing Condition (*Google Earth*)





Appendix 'B' - Proposed Development



NO.	DESCRIPTION	REQUIREMENT	ACTUAL	STATUS
1	MINIMUM HEIGHT	70' TALL STEEL RESIDENTIAL	70'	COMPLY
2	ZONING DISTRICT	RESIDENTIAL - MEDIUM DENSITY (R-3)	R-3	COMPLY
3	PERMITTED USES	MULTIFAMILY HOUSING	RESIDENTIAL UNIT	COMPLY
4	MINIMUM HEIGHT	70' TALL STEEL RESIDENTIAL	70'	COMPLY
5	MINIMUM SETBACK	10' FRONT SETBACK	10'	COMPLY
6	MINIMUM SETBACK	10' SIDE SETBACK	10'	COMPLY
7	MINIMUM SETBACK	10' REAR SETBACK	10'	COMPLY
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96	MINIMUM SETBACK	10' SIDE SETBACK	10'	COMPLY
97	MINIMUM SETBACK	10' REAR SETBACK	10'	COMPLY
98	MINIMUM SETBACK	10' FRONT SETBACK	10'	COMPLY
99	MINIMUM SETBACK	10' SIDE SETBACK	10'	COMPLY
100	MINIMUM SETBACK	10' REAR SETBACK	10'	COMPLY

PROJECT IDENTIFICATION
MILL STREET RESIDENCES
 731 MILL STREET
 WINDSOR, ONTARIO
 N9C 2S1

ARCHITECTURAL IDENTIFICATION
ARCHITECTURAL SITE PLAN

DATE
 2024-01-15

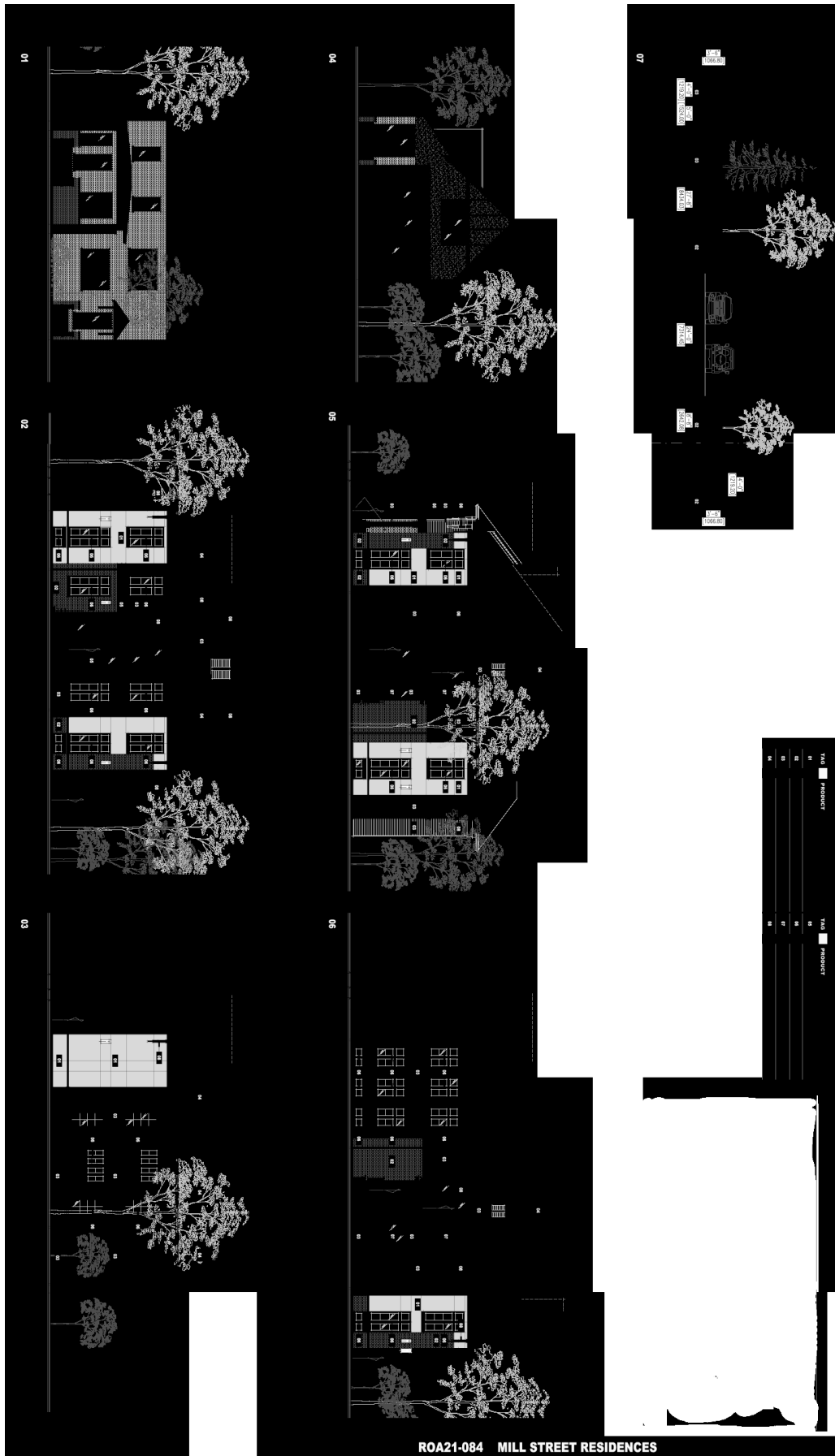
SCALE
 1/8" = 1'-0"

PROJECT CONSULTANT
ROYA
 67 KING STREET WEST, SUITE 100
 WINDSOR, ONTARIO N9C 1W7
 TEL: 519.253.2529

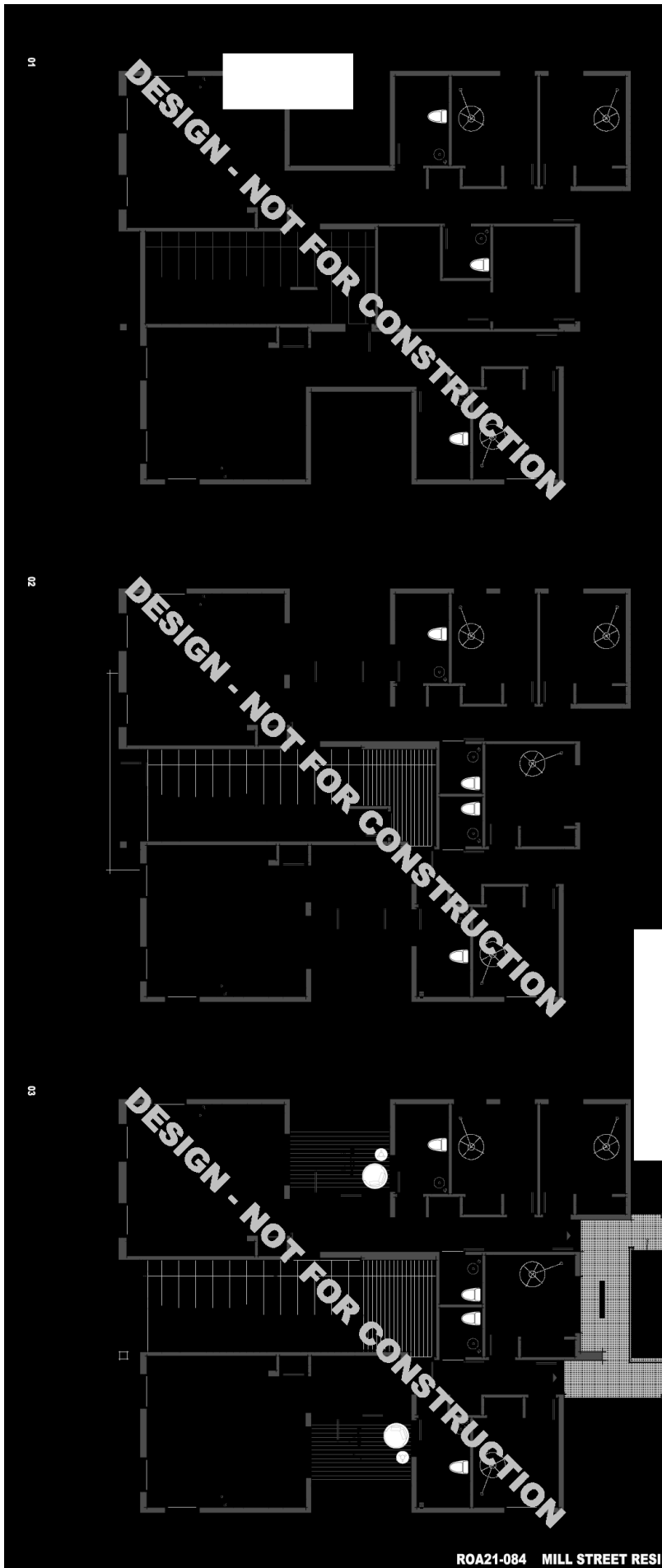
ARCHITECTURE
 PREPARED BY: [Name]
 DRAWN BY: [Name]
 REVIEWED BY: [Name]
 SCALE: AS SHOWN

AS101

Appendix 'B' - Proposed Development



Appendix 'B' - Proposed Development





Subject: Closure of east/west alley located between Elsmere Avenue and 888 Hanna Street East, and north/south alley located immediately north of east/west alley, Ward 4, SAA-6925

Moved by: Councillor Fred Francis
Seconded by: Councillor Angelo Marignani

Decision Number: **DHSC 572**

- I. THAT the 3.96-metre-wide east/west alley located between Elsmere Avenue and the east limit of Lot 44 on Registered Plan 622, and shown on Drawing No. CC-1829 (*attached* hereto as Appendix "A"), and hereinafter referred to as the "subject east/west alley", **BE ASSUMED** for subsequent closure;
- II. THAT the subject east/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 the following 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. ENWIN Utilities Ltd. to accommodate existing overhead 120/240V and 600/347V hydro pole distribution; and
 - ii. MNSi. to accommodate existing aerial infrastructure.
- III. THAT the 4.57-metre-wide east/west alley located between the subject east/west alley and the west limit of the property known municipally as 888 Hanna Street East (legally described as Lots 137 to 139, and Part of Lot 136 & Closed Alley, Registered Plan 937), and shown on Drawing No. CC-1829 (*attached* hereto as Appendix "A"), and hereinafter referred to as the "subject centre alley", **BE ASSUMED** for subsequent closure;
- IV. THAT the subject centre alley **BE CLOSED AND CONVEYED** to the owner of the property known municipally as 888 Hanna Street East 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 the following 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 protect existing buried and aerial facilities;
 - ii. ENWIN Utilities Ltd. to accommodate existing overhead 120/240V and 600/347V hydro pole distribution; and
 - iii. MNSi. to accommodate existing aerial infrastructure.

- V. THAT the 4.57-metre-wide north/south alley located between the subject centre alley and the south limit of the closed east/west alley shown on Registered Plan 937, and shown on Drawing No. CC-1829 (*attached* hereto as Appendix “A”), and hereinafter referred to as the “subject north/south alley”, **BE ASSUMED** for subsequent closure;

- VI. THAT the subject north/south 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 the following 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 protect existing buried and aerial facilities;
 - ii. ENWIN Utilities Ltd. to accommodate existing overhead 120/240V and 600/347V hydro pole distribution; and
 - iii. MNSi. to accommodate existing aerial infrastructure.

 - b. 6.0-metre-wide easement, measured 3.00 metres from either side of the following 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. The Corporation of the City of Windsor to accommodate existing 1,975.0 millimetre reinforced concrete storm sewer.

- VII. THAT Conveyance Cost **BE SET** as follows:
 - a. For alley conveyed to abutting lands zoned CD2.2, \$20.00 per square foot without easements plus HST (if applicable) and proportionate share of the survey costs as invoiced to The Corporation of the City of Windsor by an Ontario Land Surveyor, and \$10.00 per square foot with easements plus HST (if applicable) and proportionate share of the survey costs as invoiced to The Corporation of the City of Windsor by an Ontario Land Surveyor.

- VIII. THAT The City Planner **BE REQUESTED** to supply the appropriate legal description, in accordance with Drawing No. CC-1829, *attached* hereto as Appendix "A";
- IX. THAT The City Solicitor **BE REQUESTED** to prepare the necessary by-law(s);
- X. 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;
- XI. THAT the matter **BE COMPLETED** electronically pursuant to By-law Number 366-2003.
- Carried.

Report Number: S 140/2023
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 11.1 from the Development & Heritage Standing Committee held on December 4, 2023.
3. To view the stream of this Standing Committee meeting, please refer to:
<https://csg001-harmony.sliq.net/00310/Harmony/en/PowerBrowser/PowerBrowserV2/20231204/-1/9451>

Subject: Closure of east/west alley located between Elsmere Avenue and 888 Hanna Street East, and north/south alley located immediately north of east/west alley, Ward 4, SAA-6925

Reference:

Date to Council: December 4, 2023
Author: Brian Nagata, MCIP, RPP
Planner II - Development Review
(519) 255-6543 ext. 6181

Planning & Building Services
Report Date: October 31, 2023
Clerk's File #: SAA2023

To: Mayor and Members of City Council

Recommendation:

- I. THAT the 3.96-metre-wide east/west alley located between Elsmere Avenue and the east limit of Lot 44 on Registered Plan 622, and shown on Drawing No. CC-1829 (*attached* hereto as Appendix "A"), and hereinafter referred to as the "subject east/west alley", **BE ASSUMED** for subsequent closure;
- II. THAT the subject east/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 the following 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. ENWIN Utilities Ltd. to accommodate existing overhead 120/240V and 600/347V hydro pole distribution; and
 - ii. MNSi. to accommodate existing aerial infrastructure.
- III. THAT the 4.57-metre-wide east/west alley located between the subject east/west alley and the west limit of the property known municipally as 888 Hanna Street East (legally described as Lots 137 to 139, and Part of Lot 136 & Closed Alley, Registered Plan 937), and shown on Drawing No. CC-1829 (*attached* hereto as Appendix "A"), and hereinafter referred to as the "subject centre alley", **BE ASSUMED** for subsequent closure;

- IV. THAT the subject centre alley **BE CLOSED AND CONVEYED** to the owner of the property known municipally as 888 Hanna Street East 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 the following 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 protect existing buried and aerial facilities;
 - ii. ENWIN Utilities Ltd. to accommodate existing overhead 120/240V and 600/347V hydro pole distribution; and
 - iii. MNSi. to accommodate existing aerial infrastructure.
- V. THAT the 4.57-metre-wide north/south alley located between the subject centre alley and the south limit of the closed east/west alley shown on Registered Plan 937, and shown on Drawing No. CC-1829 (*attached* hereto as Appendix "A"), and hereinafter referred to as the "subject north/south alley", **BE ASSUMED** for subsequent closure;
- VI. THAT the subject north/south 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 the following 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 protect existing buried and aerial facilities;
 - ii. ENWIN Utilities Ltd. to accommodate existing overhead 120/240V and 600/347V hydro pole distribution; and
 - iii. MNSi. to accommodate existing aerial infrastructure.
 - b. 6.0-metre-wide easement, measured 3.00 metres from either side of the following 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. The Corporation of the City of Windsor to accommodate existing 1,975.0 millimetre reinforced concrete storm sewer.
- VII. THAT Conveyance Cost **BE SET** as follows:
- a. For alley conveyed to abutting lands zoned CD2.2, \$20.00 per square foot without easements plus HST (if applicable) and proportionate share of the survey costs as invoiced to The Corporation of the City of Windsor by an Ontario Land Surveyor, and \$10.00 per square foot with easements plus HST (if applicable) and proportionate share of the survey costs as

invoiced to The Corporation of the City of Windsor by an Ontario Land Surveyor.

- VIII. THAT The City Planner **BE REQUESTED** to supply the appropriate legal description, in accordance with Drawing No. CC-1829, *attached* hereto as Appendix "A";
- IX. THAT The City Solicitor **BE REQUESTED** to prepare the necessary by-law(s);
- X. 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;
- XI. THAT the matter **BE COMPLETED** electronically pursuant to By-law Number 366-2003.

Executive Summary:

N/A



Figure 1 - Location Map

Background:

The applicant, Stephen Marentette, representative of Steve Babic Enterprises Ltd., owner of the properties known municipally as 0 Parent Avenue (Roll No. 030-460-00101), 860 Hanna Street East and 1564 Elsmere Avenue (the subject property), applied to close the east/west alley located between Elsmere Avenue and the east limit of Lot 44 on Registered Plan 622 (the east/west alley), east/west alley located between

the aforesaid east/west alley and the west limit of 888 Hanna Street East (the centre alley) and north/south alley located between the centre alley and the south limit of the closed east/west alley shown on Registered Plan 937 (the north/south alley), and shown on Drawing No. CC-1829 *attached* hereto as Appendix “A”, and shown on the aerial photo *attached* hereto as Appendix “B” and also shown on Figure 1 - Location Map herein.

The north/south alley was established by Registered Plan 317, registered on February 7, 1889. The east/west alley was established by Registered Plan 622, registered on March 11, 1913. The centre alley was established by Registered Plan 937, registered on May 22, 1920.

The north/south alley is unmaintained and composed primarily of gravel. Over the years the subject property has encroached on the north/south alley with a chain-link security fence and the outdoor storage of materials. There are no Encroachment Agreements on record for the use of the alley.

The centre alley is unmaintained and composed primarily of sand. The centre alley contains a utility pole with guy wires and anchors. Over the years 888 Hanna Street East has encroached on the centre alley with a chain-link fence and an outdoor amenity area (play area). There are no Encroachment Agreements on record for the use of the alley.

The east/west alley is unmaintained and composed primarily of grass. Over the years the subject property has encroached on the east/west alley with a chain-link security fence and the outdoor storage of materials. There are no Encroachment Agreements on record for the use of the alley.

The applicant wishes to close the alley for the purpose of addressing the existing encroachments within the east/west alley and north/south alley.

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 north/south, centre and east/west alleys 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 north/south, centre and east/west alleys do not serve any properties fronting on heavily travelled streets.
3. *Does the subject alley contain sewers, and must the alley remain accessible for servicing?*
 - a. The north/south alley contains a 1,975.0 millimetre reinforced concrete storm sewer.
 - b. The Public Works Department has no objections to the closure of the north/south alley subject to an easement being granted to the City for access to maintain and repair the storm sewer.
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 north/south, centre and east/west alleys do not serve as the only vehicular means of access to any rear parking areas or garages.
5. *Does the subject alley contain Fire Department connections that are deemed to be necessary for firefighting access?*
 - a. The north/south, centre and east/west alleys 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 north/south, centre and east/west alleys is not within a Holding zone or other similar undeveloped area.

Based on the above, the Planning Department deems the north/south, centre and east/west alleys “dispensable”, and supports the requested closure.

It is our recommendation that, upon closure, the abutting property owners be given the chance to acquire the north/south and east/west alleys in the manner described in the Recommendation section herein. Hence the recommendation is to close and convey the alleys to the abutting property owners, which is the standard manner of conveyance.

It is further our recommendation that, upon closure, the owner of the abutting property known as 888 Hanna Street East be given the chance to acquire the centre alley in the manner described in the Recommendation section herein. Hence the recommendation is to close and convey the centre alley to the owner of the abutting property at 888 Hanna Street East, which is contrary to the standard manner of conveyance. This recommendation is based on the historical use of the centre alley by 888 Hanna Street

East in conjunction with the owner of the subject property waiving their right to purchase the centre alley via October 25, 2023 email, *attached* hereto as Appendix “F”

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 CD2.2 is assessed at \$20.00 per square foot without easements plus HST (if applicable) and proportionate share of the survey costs as invoiced to The Corporation of the City of Windsor by an Ontario Land Surveyor, and \$10.00 per square foot with easements plus HST (if applicable) and proportionate share of the survey costs as invoiced to The Corporation of the City of Windsor 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 north/south, centre and east/west alleys 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 north/south, centre and east/west alleys shown on attached Appendix “A”, subject to easements in favour of Bell Canada, ENWIN Utilities Ltd., MNSi and/or The Corporation of the City of Windsor as in Recommendations II, IV and VI of this report respectively.

The closed north/south and east/west alleys are to be conveyed to the abutting property owners as in Recommendation II and VI of this report.

The closed centre alley is to be conveyed to the owner of the abutting property known municipally as 888 Hanna Street East as in Recommendation IV of this report.

Planning Act Matters:

I concur with the above comments and opinion of the Registered Professional Planner.

*Greg Atkinson, MCIP, RPP
Manager of Development*

*Neil Robertson, MCIP, RPP
Acting City Planner*

I am not a registered Planner and have reviewed as a Corporate Team Leader

JP JM

Approvals:

Name	Title
Greg Atkinson	Manager of Development/Deputy City Planner
Neil Robertson	Acting City Planner / Executive Director, Planning & Development Services
Stephanie Santos	Coordinator of Real Estate Services
Denise Wright	Manager Real Estate Services
Jelena Payne	Commissioner, Economic Development
Joe Mancina	Chief Administration Officer

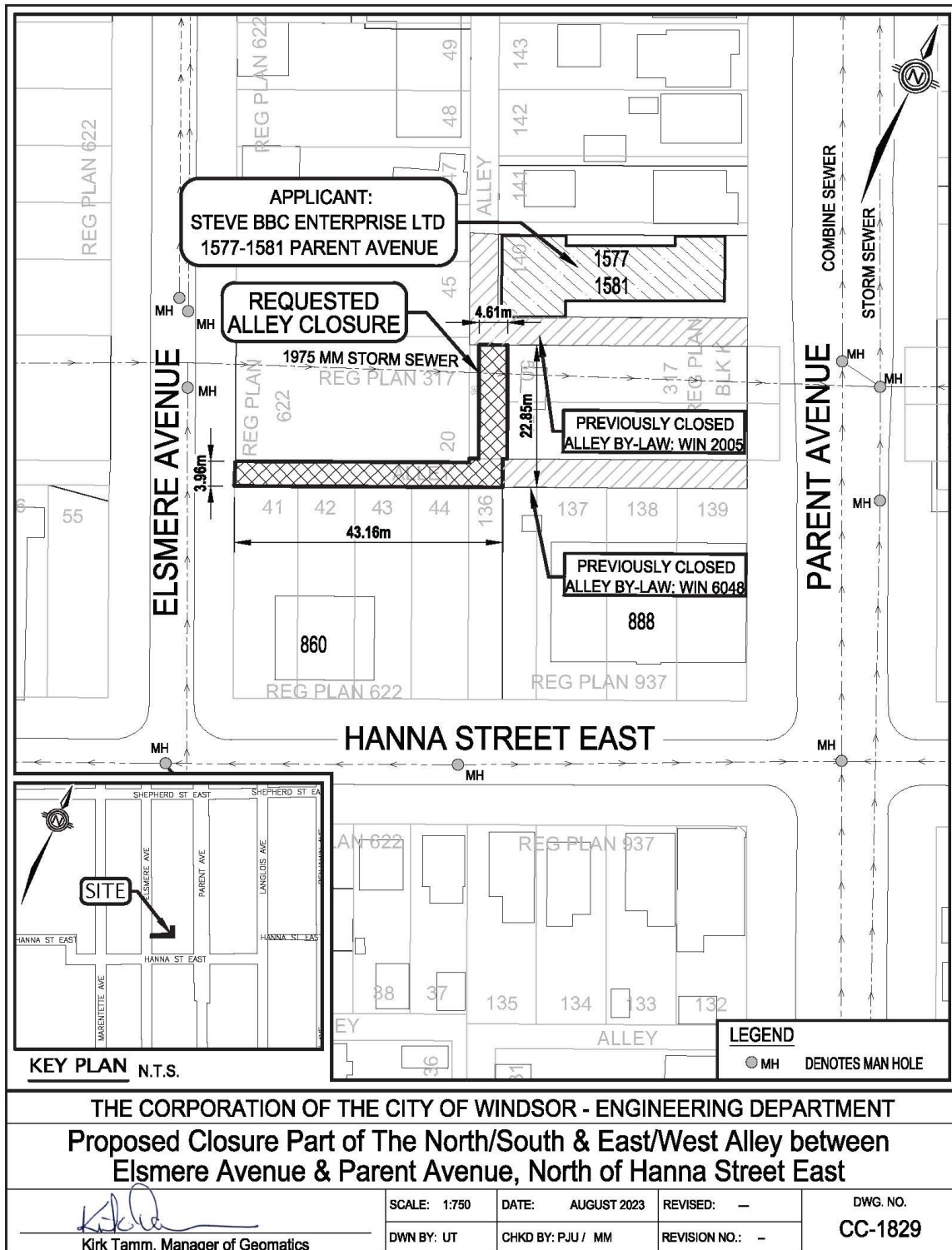
Notifications:

Name	Address	Email
Ward 4 Councillor Mark McKenzie	350 City Hall Square West, Suite 220 Windsor, Ontario N9A 6S1	MMcKenzie@citywindsor.ca
List of mailing labels for property owners abutting alley issued to Clerks office		

Appendices:

- 1 Appendix A - Drawing No. CC-1829
- 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
- 6 Appendix F - Correspondence from Applicant

APPENDIX "A"
Drawing No. CC-1829



APPENDIX "B" EIS Drawing - Aerial Photo



STREET & ALLEY CLOSING (SAA/6925)

1:750

APPLICANT : STEVE BABIC ENTERPRISES

 REQUESTED CLOSURE

 PREVIOUS CLOSURE



PLANNING DEPARTMENT - PLANNING POLICY

DATE: NOVEMBER, 2022

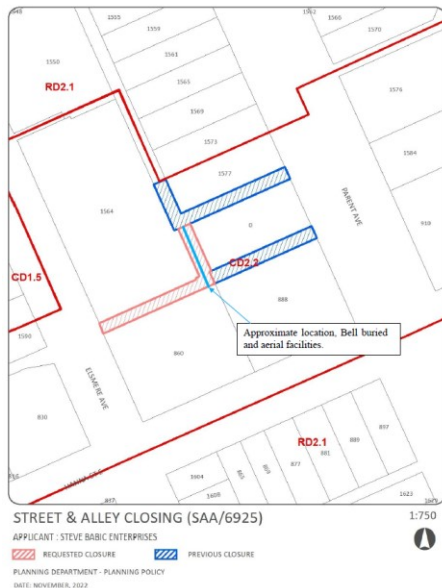
APPENDIX “C”

Consultations with Municipal Departments and Utility Companies

BELL CANADA WSP

Bell requests a 3.0 m wide (1.5 m on either side of plant) easement for the length of the N/S alley to protect existing buried and aerial facilities. Buried facilities may need to be located in order to determine precise placement.

[Charleyne Hall - Bell Canada External Liaison, Right of Way & Indigenous Relation]



COGECO CABLE SYSTEMS INC.

No comments provided

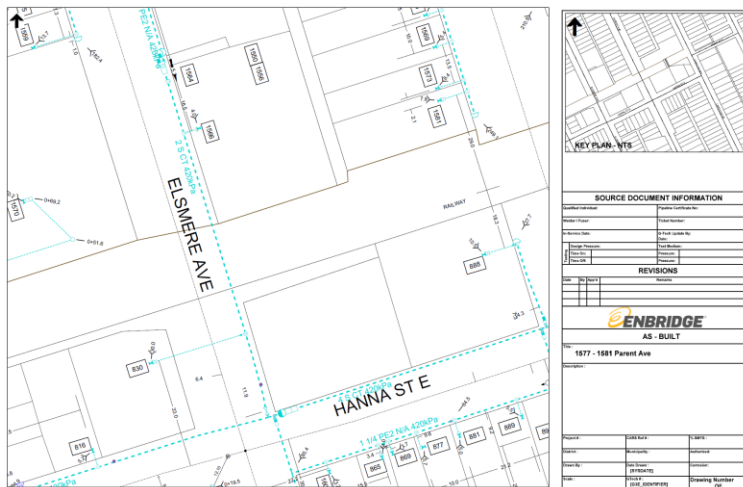
ENBRIDGE GAS

After reviewing the provided drawing for 1577 – 1581 Parent Ave 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 Dellosa - Drafter / Estimator]



ENVIRONMENTAL SERVICES

No comments provided

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 North to the South limit and the West to East limit of the property to accommodate for the existing overhead 120/240V and 600/347V hydro pole distribution.

Please see attached for the highlighted area of easement needed.

Please note the following distribution and services:

- Overhead 600/347V Quadraplex secondary distribution pole line and associated down guy wires/ anchors servicing multiple businesses in the alleyway.
- Overhead 120/240V triplex secondary servicing 888 Hanna St E from the alley way.
- 2 Overhead 27.6kV primary distribution pole line and associated span and down guy wires/ anchors adjacent to the West limit of the above noted property.

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

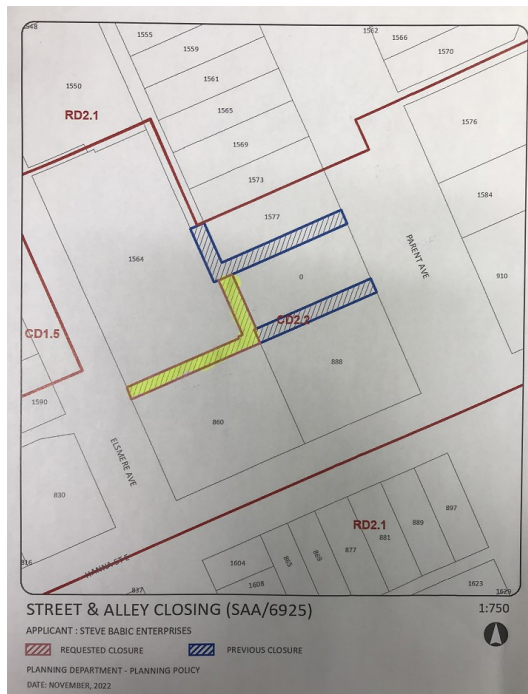
A 3 m (10 ft.) Easement is required for a straight pole line 1.5 m (5 ft.) (on each side). This takes into consideration a 0.3m (1ft) pole diameter, 0.46 m (1.5 ft.) primary insulator, and 0.9 m (3 ft.) clearance from any nearby structure.

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]**ESSEX WINDSOR EMS**

No comments provided

[Chris Grant - Operations, Deputy Chief, Planning and Physical Resources]**LEGAL DEPARTMENT**

For lands abutting CD2.2, \$20/sq. ft. without easements and \$10/sq. ft. with easements.

[Chris Carpenter - Coordinator of Real Estate Services]

MNSi

No comments provided

[Dave Hartleib - Outside Plant Manager]

PARKS & FACILITIES

Parks Design & Development has no comments for this SAA/6925 Liaison

[Sherif Barsom - Landscape Architect]

PLANNING DEPARTMENT

No comments provided

PLANNING DEPARTMENT - LANDSCAPE ARCHITECT

No objection to the proposed closure from a landscape architectural perspective.

[Stefan Fediuk - Landscape Architect]

PUBLIC WORKS - ENGINEERING

The subject alley is composed of grass and gravel. There are multiple hydro poles and overhead wires located within the proposed alley closure, an easement is required for utilities. There is a storm sewer running through the alley perpendicular to Parent and Elsmere. An easement is required for the storm sewer. The subject alley appears to serve no useful purpose under CR146/2005; therefore, we have no objections to the closure subject to the utility and sewer easements.

[Adam Pillon - Manager of Right-of-Way]

PUBLIC WORKS - TRAFFIC

Previous alley closures have made the remaining section of alley accessible from 1 location only. The alley is not required for vehicular or pedestrian access. No concerns with closing the alley as proposed.

[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

Transportation Planning has no concerns.

[Clare Amicarelli - Transportation Planning Coordinator]

TRANSIT WINDSOR

No comments provided

WINDSOR FIRE

No comments provided

WINDSOR POLICE

The Windsor Police Service has no concerns or objections with the closure of these alley sections. 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 (April 20, 2023)



Figure 1 - Looking east towards east/west alley from Elsmere Avenue (1564 Elsmere Avenue on left)



Figure 2 - Looking northeast towards east/west alley from Elsmere Avenue



Figure 3 - Elsmere Avenue, looking north from east/west alley



Figure 4 - Elsmere Avenue, looking south from east/west alley (860 Hanna Street East in centre)



Figure 5 - Looking west towards north/south alley from Parent Avenue (888 Hanna Street East on left)

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.

APPENDIX “F”
Correspondence from Applicant

From: Stephen Marentette [REDACTED]
Sent: October 25, 2023 12:55 PM
To: Nagata, Brian <bnagata@citywindsor.ca>
Cc: [REDACTED]
Subject: RE: Alley Closure Application SAA-6925 (Steve Babic Enterprises Ltd.)

Hello Brian,

I now have instructions from Steve Babic Enterprises to consent to the purchase of the alley based on your recommendations in your August 30, 2023 email.

Thank you for your patience on this. I look forward to the next steps in purchasing the property.

Regards,

Stephen Marentette

Stephen Marentette

Lawyer

Tel: [REDACTED]

Email: [REDACTED]

Strosberg Sasso Sutts LLP
LAWYERS

1561 Ouellette Avenue | Windsor, ON N8X 1K5

From: Nagata, Brian <bnagata@citywindsor.ca>
Sent: Wednesday, August 30, 2023 10:54 AM
To: Stephen Marentette [REDACTED]
Cc: Matthews, Meghan (She/Her) <MMatthews@citywindsor.ca>
Subject: Alley Closure Application SAA-6925 (Steve Babic Enterprises Ltd.)
Importance: High

Good morning Steve,

I am working on the report for the subject alley closure application.

My recommendation is to close and convey the alleys in the following manner:

- Alleys shaded in green be conveyed to Steve Babic Enterprises Ltd.
- Alley shaded in red be conveyed to ABC Day Nursery of Windsor

Please confirm if you and your client has any concerns with this recommendation.



Regards,

BRIAN NAGATA, MCIP, RPP, B.A.A., Dipl.URPI | PLANNER II – DEVELOPMENT REVIEW



Planning & Building Services
350 City Hall Square West | Reception - 2nd Floor | Windsor, ON | N9A 6S1
(519) 255-6543 ext. 6181



Subject: Conveyance of north/south alley located south of Closed Manitoba Street R.O.W., Ward 10, Closed by Judge's Order No. 2970/87

Moved by: Councillor Angelo Marignani

Seconded by: Councillor Fred Francis

Decision Number: **DHSC 574**

- I. THAT the 4.27-metre-wide north/south alley located between the Closed Manitoba Street right-of-way and the property known municipally as 1954 Huron Church Road (legally described as Lots 97 to 101 and Part of Lots 5 to 7, 96 & Closed Alley, Plan 997), closed by Judge's Order No. 2970/87, registered on February 19, 1988, and shown on Drawing No. CC-1842 (*attached* hereto as Appendix "A"), **BE 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 the following 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. ENWIN Utilities Ltd. to accommodate existing overhead plant;
 - ii. Owner of the property known municipally as 0 Huron Church Road (legally described as Lot 3 and Part of Lot 4 & Closed Alley, Plan 997; Parts 1, 3 & 4, RP 12R-17003) to accommodate southerly utility pole and overhead wires serving the standalone billboard on the said property;
 - iii. Owner of the property known municipally as 0 Huron Church Road (legally described as Lot 11, Plan 948) to accommodate northerly utility pole and overhead wires serving the two (2) standalone billboards on the said property; and
 - iv. Owner of the property known municipally as 1954 Huron Church Road (legally described as Part of Lots 5 to 7, 96, 97 to 101 & Closed Alley, Plan 997) to accommodate the aforesaid southerly utility pole and overhead wires serving the motel (Bestway Motel) on the said property.

- II. THAT Conveyance Cost **BE SET** as follows:
- a. For alley conveyed to abutting lands zoned CD4.3, \$16.00 per square foot without easements plus HST (if applicable) and proportionate share of the survey costs as invoiced to The Corporation of the City of Windsor by an Ontario Land Surveyor, and \$8.00 per square foot with easements plus HST (if applicable) and proportionate share of the survey costs as invoiced to The Corporation of the City of Windsor by an Ontario Land Surveyor.
- III. THAT The City Planner **BE REQUESTED** to supply the appropriate legal description, in accordance with Drawing No. CC-1842, *attached* hereto as Appendix "A";
- IV. THAT The City Solicitor **BE REQUESTED** to prepare the necessary by-law(s);
- V. 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;
- VI. THAT the matter **BE COMPLETED** electronically pursuant to By-law Number 366-2003.
- Carried.

Report Number: S 148/2023
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 December 4, 2023.
3. To view the stream of this Standing Committee meeting, please refer to:
<https://csg001-harmony.sliq.net/00310/Harmony/en/PowerBrowser/PowerBrowserV2/20231204/-1/9451>

Subject: Conveyance of north/south alley located south of Closed Manitoba Street R.O.W., Ward 10, Closed by Judge's Order No. 2970/87 – Ward 10

Reference:

Date to Council: December 4, 2023
Author: Brian Nagata, MCIP, RPP
Planner II - Development Review
(519) 255-6543 ext. 6181

Planning & Building Services
Report Date: November 9, 2023
Clerk's File #: SAA2023

To: Mayor and Members of City Council

Recommendation:

- I. THAT the 4.27-metre-wide north/south alley located between the Closed Manitoba Street right-of-way and the property known municipally as 1954 Huron Church Road (legally described as Lots 97 to 101 and Part of Lots 5 to 7, 96 & Closed Alley, Plan 997), closed by Judge's Order No. 2970/87, registered on February 19, 1988, and shown on Drawing No. CC-1842 (*attached* hereto as Appendix "A"), **BE 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 the following 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. ENWIN Utilities Ltd. to accommodate existing overhead plant;
 - ii. Owner of the property known municipally as 0 Huron Church Road (legally described as Lot 3 and Part of Lot 4 & Closed Alley, Plan 997; Parts 1, 3 & 4, RP 12R-17003) to accommodate southerly utility pole and overhead wires serving the standalone billboard on the said property;
 - iii. Owner of the property known municipally as 0 Huron Church Road (legally described as Lot 11, Plan 948) to accommodate northerly utility pole and overhead wires serving the two (2) standalone billboards on the said property; and

- iv. Owner of the property known municipally as 1954 Huron Church Road (legally described as Part of Lots 5 to 7, 96, 97 to 101 & Closed Alley, Plan 997) to accommodate the aforesaid southerly utility pole and overhead wires serving the motel (Bestway Motel) on the said property.

II. THAT Conveyance Cost **BE SET** as follows:

- a. For alley conveyed to abutting lands zoned CD4.3, \$16.00 per square foot without easements plus HST (if applicable) and proportionate share of the survey costs as invoiced to The Corporation of the City of Windsor by an Ontario Land Surveyor, and \$8.00 per square foot with easements plus HST (if applicable) and proportionate share of the survey costs as invoiced to The Corporation of the City of Windsor by an Ontario Land Surveyor.

III. THAT The City Planner **BE REQUESTED** to supply the appropriate legal description, in accordance with Drawing No. CC-1842, *attached* hereto as Appendix "A";

IV. THAT The City Solicitor **BE REQUESTED** to prepare the necessary by-law(s);

V. 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;

VI. THAT the matter **BE COMPLETED** electronically pursuant to By-law Number 366-2003.

Executive Summary:

N/A



STREET & ALLEY CLOSING - 1800/1900 BLOCK BETWEEN HURON CHURCH ROAD & DAYTONA AVENUE 1:750
PROPOSED CONVEYANCE (ALLEY)
APPLICANT: CITY OF WINDSOR
PLANNING DEPARTMENT - DEVELOPMENT DIVISION
DATE: OCTOBER, 2023

Background:

Wally Chafchak, representative of 2188160 Ontario Limited, owner of the properties known municipally as 0 Daytona Avenue (legally described as Lots 102 & 103, Plan 997) and 0 Huron Church Road (legally described as Part of Lots 7 to 11, Plan 948; and Part of Lot 2, Plan 997), and Roba Chafchak, owner of the properties known municipally as 0 Daytona Avenue (legally described as Lot 104, Plan 997) and 1918 Huron Church Road (legally described as Lot 1, Plan 997) applied to purchase the north/south alley located between the closed Manitoba Street right-of-way and 1954 Huron Church Road (the alley), and shown on Drawing No. CC-1842 *attached* hereto as Appendix “A”, and also shown on the aerial photo *attached* hereto as Appendix “B”.

The alley was closed by Judge’s Order No. 2970/87, registered on February 19, 1988. Alleys closed by Judge’s Order prior to 1987 automatically became the property of the abutting owners in accordance with the provisions of the *Surveys Act* in force at that time. This legislation was repealed in 1987, subsequently requiring Council to approve the conveyance of such alleys through the passing of a by-law.

The alley is unmaintained and composed primarily of grass with sporadic patches of vegetation. The alley is traversed by a gravel lane serving 1878 Huron Church Road (owned by 2188160 Ontario Limited), an asphalt driveway previously serving 1954 Huron Church Road (blocked off between March 2021 and July 2021) and a chain-link fence belonging to 1918 Huron Church Road. The alley contains two (2) privately owned utility poles with overhead wires. The northerly utility pole serves two (2) standalone billboards located on the subject property [specifically 0 Huron Church Road (legally described as Lot 11, Plan 948)]. The southerly utility pole serves a standalone billboard sign on 0 Huron Church Road (legally described as Lot 3 and Part of Lot 4 & Closed Alley, Plan 997; Parts 1, 3 & 4, RP 12R-17003) and a motel (Bestway Motel) at 1954 Huron Church Road, both currently owned by Shree Aditya Narayan Hospitality Inc. There are no Encroachment Agreements on record for the use of the alley.

Wally Chafchak and Roba Chafchak wish to close the alley for the purpose of consolidating it with their respective properties to create two large contiguous parcels.

Discussion:

The Planning Department is recommending that the abutting property owners be given the chance to acquire the alley in the manner described in the Recommendation section herein. Hence the recommendation is to convey the alley to the abutting property owners, which is the standard manner of conveyance.

The Recommendation includes the granting of easements in favour of Bell Canada, Enbridge Gas and ENWIN Utilities Ltd. to accommodate their existing infrastructure.

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 CD4.3 is assessed at \$16.00 per square foot without easements plus HST (if applicable) and proportionate share of the survey costs as invoiced to The Corporation of the City of Windsor by an Ontario Land Surveyor, and \$8.00 per square foot with easements plus HST (if applicable) and proportionate share of the survey costs as invoiced to The Corporation of the City of Windsor 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 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 conveyance of the closed alley shown on attached Appendix "A" to the abutting property owners, subject to easements in favour of Bell Canada, Enbridge Gas, ENWIN Utilities Ltd., owner of 0 Huron Church Road, (legally described as Lot 11, Plan 948), owner of 0 Huron Church Road (legally described as Lot 3 and Part of Lot 4 & Closed Alley, Plan 997; Parts 1, 3 & 4, RP 12R-17003) and owner of 1954 Huron Church Road, as in Recommendation II of this report.

Planning Act Matters:

I concur with the above comments and opinion of the Registered Professional Planner.

Greg Atkinson, MCIP, RPP
Manager of Development

Neil Robertson, MCIP, RPP
Acting City Planner

I am not a registered Planner and have reviewed as a Corporate Team Leader

JP

JM

Approvals:

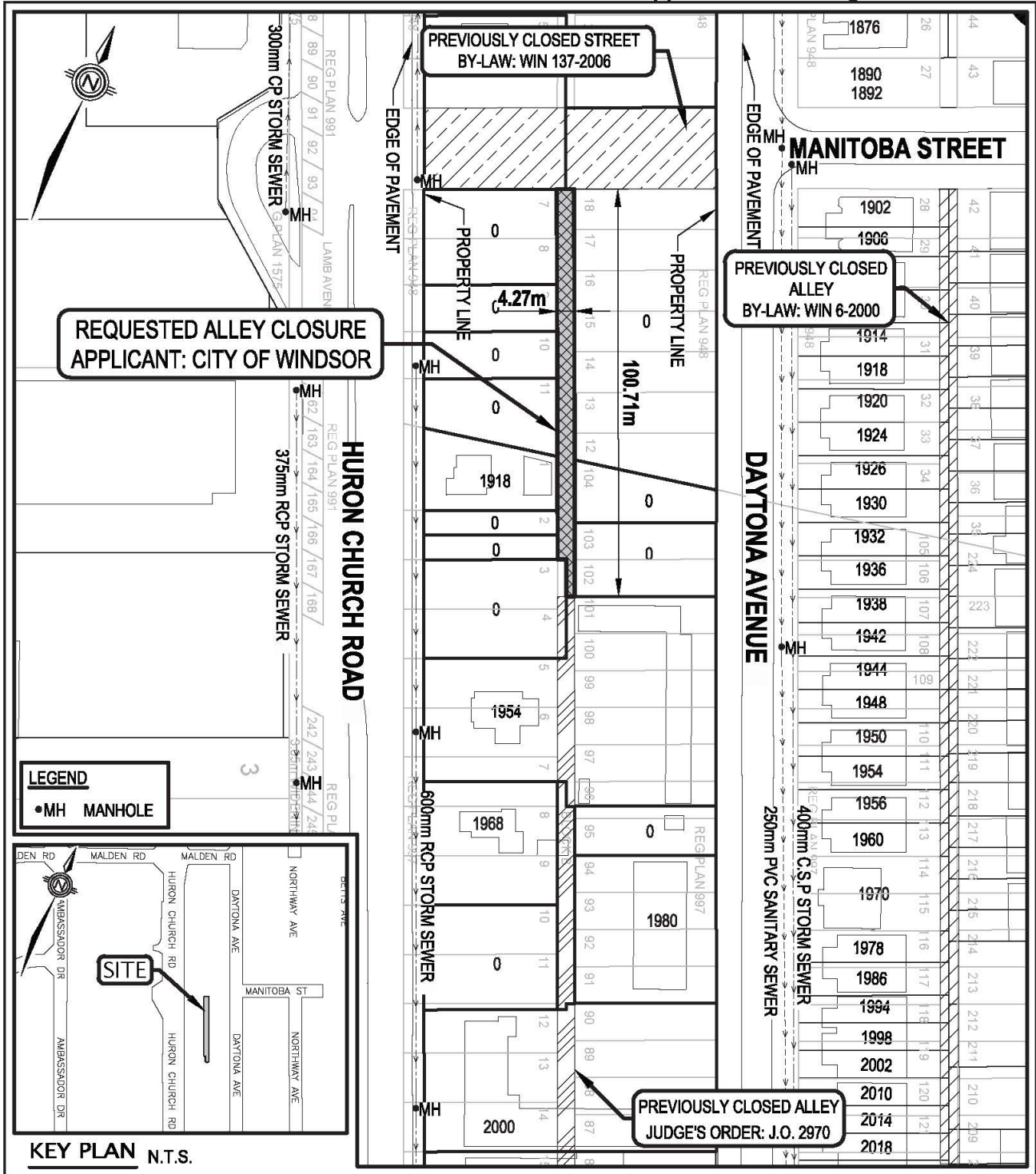
Name	Title
Greg Atkinson	Manager of Development/Deputy City Planner
Neil Robertson	Acting City Planner / Executive Director, Planning & Development Services
Stephanie Santos	Coordinator of Real Estate Services
Joshua Meloche	Senior Legal Council, Legal Services & Real Estate
Jelena Payne	Commissioner, Economic Development
Joe Mancina	Chief Administration Officer


Notifications:

Name	Address	Email
Ward 10 Councillor Jim Morrison	350 City Hall Square West, Suite 220 Windsor, Ontario N9A 6S1	jmorrison@citywindsor.ca
List of mailing labels for property owners abutting alley issued to Clerks office		

Appendices:

- 1 Appendix A - Drawing No. CC-1842
- 2 Appendix B - EIS Drawing - Aerial Photo
- 3 Appendix C - Consultations with Municipal Departments and Utility Companies



THE CORPORATION OF THE CITY OF WINDSOR - ENGINEERING DEPARTMENT			
Closure of Part of the North/South Alley between Huron Church Road and Daytona Avenue, South of Manitoba Street			
 Kirk Tamm, Manager of Geomatics	SCALE: 1:1000	DATE: NOV 2023	REVISED: -
	DWN BY: AZ	CHKD BY: PJU / BN	REVISION NO.: -
			DWG. NO. CC-1842

APPENDIX "B" EIS Drawing - Aerial Photo



STREET & ALLEY CLOSING - 1800/1900 BLOCK BETWEEN HURON CHURCH ROAD & DAYTONA AVENUE

1:750



 PROPOSED CONVEYANCE (ALLEY)

APPLICANT: CITY OF WINDSOR
PLANNING DEPARTMENT - DEVELOPMENT DIVISION
DATE: OCTOBER, 2023

APPENDIX “C”
Consultations with Municipal Departments and Utility Companies

BELL CANADA WSP

No comments provided

COGECO CABLE SYSTEMS INC.

No comments provided

ENBRIDGE GAS

@ONTLands we have gas service and main running across this alley. See the attached As-Built.

After reviewing the provided drawing at Alley closure Ojibway to Malden 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:

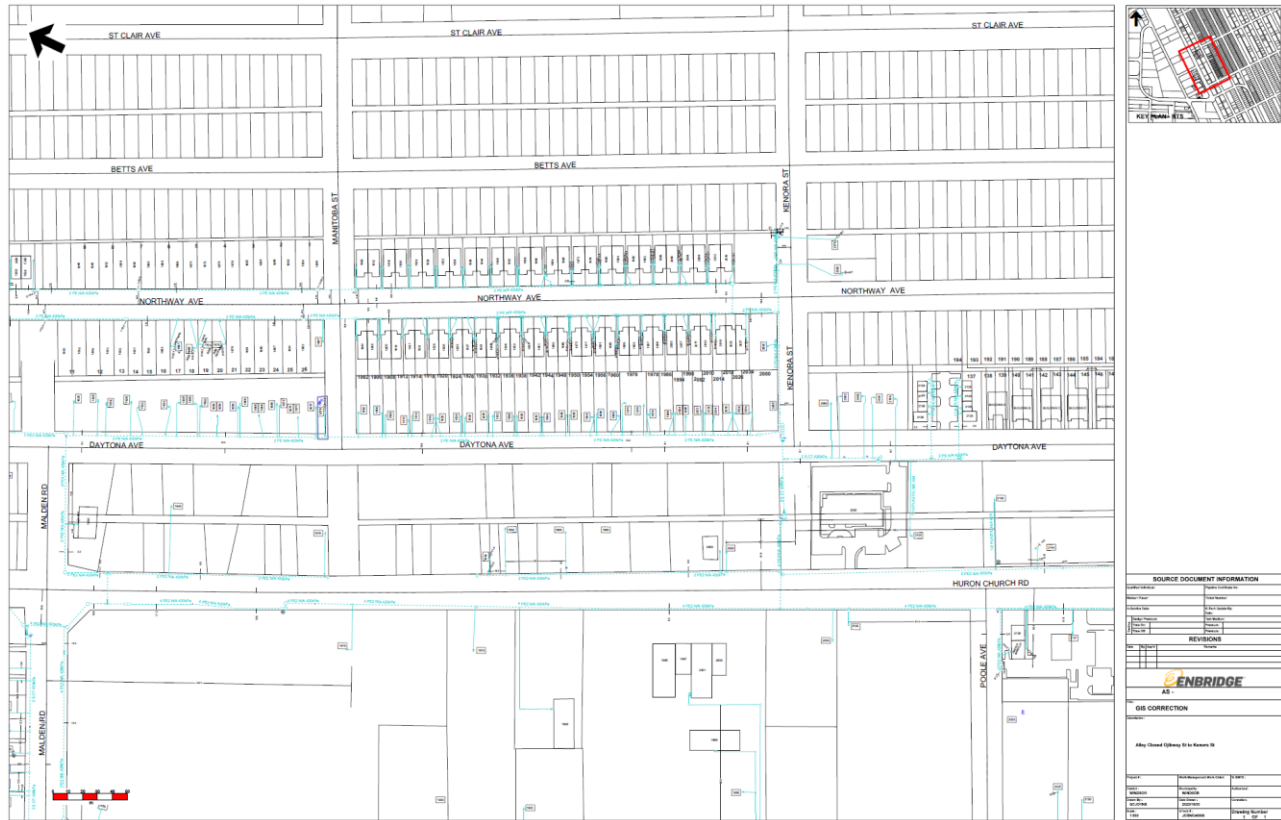
1. The shown piping locations are approximate and for information purposes only
2. The drawings are not to scale
3. This drawing does not replace field locates. Please contact Ontario One Call for onsite locates prior to excavating, digging, etc.

Enbridge Gas requires a minimum separation of 0.6 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 1.0 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

[Gord Joynson - Drafter Estimator]

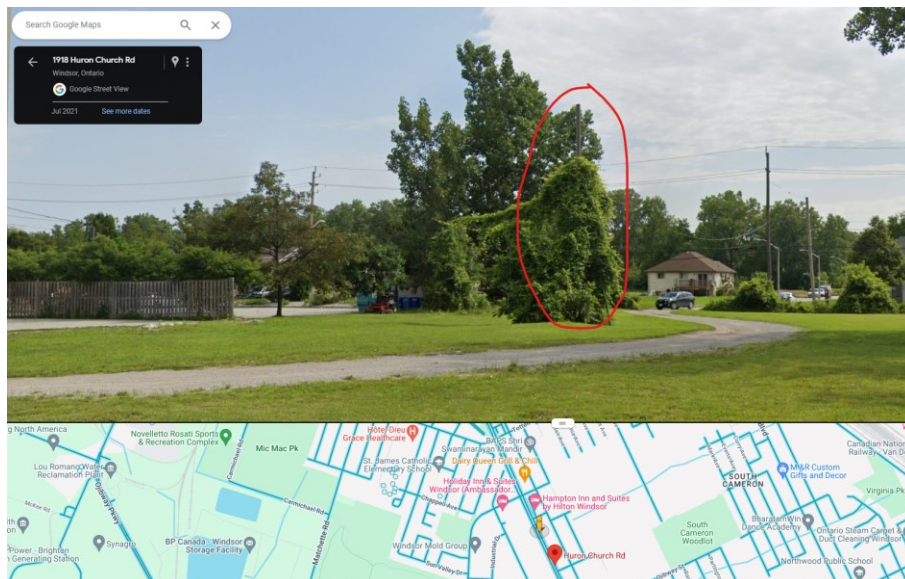


ENWIN UTILITIES - HYDRO

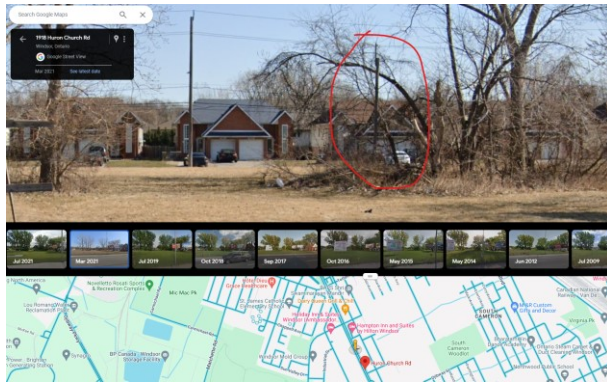
November 21, 2023

There were 3 private poles noted on the site. All below photos are from the perspective of Huron Church.

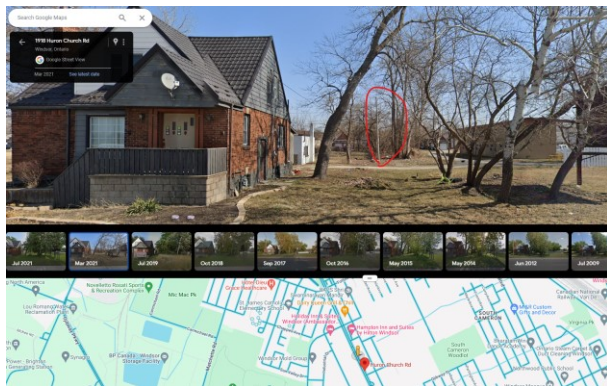
The first pole is located to the north of the proposed land closure.



The second is in the middle of the subjected land.



The third one is near the southern limits of the subjected lands.



November 14, 2023

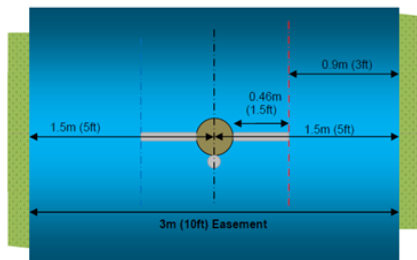
If no open alley exists, ENWIN will require a minimum 3 m wide easement (1.5 m each side of the overhead conductor) to accommodate the existing overhead plant that is entering, or crossing the alleyway. Specifications below.

Also, please note communications may also require easements (i.e.: Bell, Cogeco).

Additionally, please note that private electrical infrastructure exists within the alley, and related easements may need to be conveyed to owners.

Overhead Line

A 3m (10ft) Easement is required for a straight pole line 1.5m (5ft) (on each side)
 This takes into consideration a 0.3m (1ft) pole diameter, 0.46m (1.5ft) primary insulator, and 0.9m (3ft) clearance from any nearby structure.
 See top view representation below:



[Jeremy Allossery - Hydro Engineering Technologist]

ENWIN UTILITIES - WATER

Water Engineering has no objections. No easement required for WUC.

[Bruce Ogg - Water Project Review Officer]

LEGAL DEPARTMENT

Based on the recent sale of the lot to Wally and the appraisal we had undertaken when we were selling, we can safely say the value for this alley would be \$16/sq. ft. or \$8.00/sq. ft. with easements.

[Stephanie Santos - Coordinator of Real Estate Services]

MNSi

MNSi does not require an easement through the subject lands.

[Dave Hartleib - Outside Plant Manager]

ROGERS COMMUNICATIONS

No comments provided

TELUS COMMUNICATIONS

TELUS has no underground infrastructure in the area of your proposed work.

[Meghna Patel - Permit Coordinator]



Subject: University Avenue West and Wyandotte Street West Community Improvement Plan Grant Applications made by 1229 University (Windsor) Inc. (Brigitte Ebner Dia) for 1223 University Ave West (Ward 3)

Moved by: Councillor Angelo Marignani

Seconded by: Councillor Fred Francis

Decision Number: **DHSC 575**

- I. THAT the request made by 1229 University (Windsor) Inc. (Brigitte Ebner Dia) (Owner) for the proposed development at 1223 University Ave West to participate in the:
 - a. Building/Property Improvement Tax Increment Grant Program **BE APPROVED** for 100% of the municipal portion of the tax increment resulting from the proposed development for up to five (5) years in accordance with the University Avenue and Wyandotte Street Community Improvement Plan.
 - b. Commercial/Mixed Use Building Facade Improvement Program **BE APPROVED** for grants for up to 50% of the eligible costs of the facade improvements on the commercial unit, up to a maximum of \$20,000.
- II. THAT Administration **BE DIRECTED** to prepare the agreement between the City and 1229 University (Windsor) Inc. (Owner) to implement the Building/Property Improvement Tax Increment Grant Program at 1223 University Ave West in accordance with all applicable policies, requirements, and provisions contained within the University Avenue and Wyandotte Street Community Improvement Plan.
- III. THAT the CAO and City Clerk **BE AUTHORIZED** to sign the Building/Property Improvement Tax Increment Grant Program and the Commercial/Mixed Use Building Facade Improvement Grant Program at 1223 University Ave West to the satisfaction of the City Planner as to content, the City Solicitor as to legal form, and the CFO/City Treasurer as to financial implications.
- IV. THAT should the facade improvements not be completed within 18 months, City Council **AUTHORIZE** that the funds under the Commercial/Mixed Use Building Facade Improvement Program be uncommitted and made available for other applications.

- V. THAT the approval to participate in the Building/Property Improvement Tax Increment Grant Program **EXPIRE** if the grant agreement is not signed by applicant within one year following Council approval. The City Planner may extend the deadline for up to one year upon request from the applicant.

Carried.

Report Number: S 139/2023

Clerk's File: SPL2023

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 December 4, 2023.
3. To view the stream of this Standing Committee meeting, please refer to:
<https://csg001-harmony.sliq.net/00310/Harmony/en/PowerBrowser/PowerBrowserV2/20231204/-1/9451>

Subject: University Avenue West and Wyandotte Street West Community Improvement Plan Grant Applications made by 1229 University (Windsor) Inc. (Brigitte Ebner Dia) for 1223 University Ave West (Ward 3)

Reference:

Date to Council: December 4, 2023
Author: Nathan Li
Community Development Planning Assistant
519-255-6543 Ex 6438
nli@citywindsor.ca

Laura Strahl
Planner III - Special Projects
519-255-6543 ext. 6396
lstrahl@citywindsor.ca

Planning & Building Services
Report Date: October 20, 2023
Clerk's File #: SPL2023

To: Mayor and Members of City Council

Recommendation:

- I. THAT the request made by 1229 University (Windsor) Inc. (Brigitte Ebner Dia) (Owner) for the proposed development at 1223 University Ave West to participate in the:
 - a. Building/Property Improvement Tax Increment Grant Program **BE APPROVED** for 100% of the municipal portion of the tax increment resulting from the proposed development for up to five (5) years in accordance with the University Avenue and Wyandotte Street Community Improvement Plan.
 - b. Commercial/Mixed Use Building Facade Improvement Program **BE APPROVED** for grants for up to 50% of the eligible costs of the facade improvements on the commercial unit, up to a maximum of \$20,000.
- II. THAT Administration **BE DIRECTED** to prepare the agreement between the City and 1229 University (Windsor) Inc. (Owner) to implement the Building/Property Improvement Tax Increment Grant Program at 1223 University Ave West in

accordance with all applicable policies, requirements, and provisions contained within the University Avenue and Wyandotte Street Community Improvement Plan.

- III. THAT the CAO and City Clerk **BE AUTHORIZED** to sign the Building/Property Improvement Tax Increment Grant Program and the Commercial/Mixed Use Building Facade Improvement Grant Program at 1223 University Ave West to the satisfaction of the City Planner as to content, the City Solicitor as to legal form, and the CFO/City Treasurer as to financial implications.
- IV. THAT should the facade improvements not be completed within 18 months, City Council **AUTHORIZE** that the funds under the Commercial/Mixed Use Building Facade Improvement Program be uncommitted and made available for other applications.
- V. THAT the approval to participate in the Building/Property Improvement Tax Increment Grant Program **EXPIRE** if the grant agreement is not signed by applicant within one year following Council approval. The City Planner may extend the deadline for up to one year upon request from the applicant.

Executive Summary:

N/A

Owner: 1229 University (Windsor) Inc.

Principle Owner of 1229 University (Windsor) Inc.: Brigitte Ebner Dia

Background:

The University Avenue and Wyandotte Street Community Improvement Plan (University/Wyandotte CIP) was approved by City Council on June 7, 2021 and an adopting by-law was passed by City Council on July 13, 2021.

The University/ Wyandotte CIP builds a vision for the corridors connecting the downtown to the University of Windsor, thereby informing land use and transportation concepts to enhance the surrounding communities. Financial incentives are provided to encourage private sector investment and redevelopment along the city's key corridors.

1229 University (Windsor) Inc. (Brigitte Ebner Dia), owner of the property located at 1223 University Ave W (See Appendix A – Location Map and Appendix B – Current Building Photographs), has applied for financial incentives under the Building/Property Improvement Tax Increment Grant Program and the Commercial/Mixed Use Building Facade Improvement Program. The applicant is proposing to construct one 3-bedroom unit in the

vacant basement space used for storage, as well as one 3-bedroom unit and one 2-bedroom unit on the main floor which is currently vacant commercial space. One (1) commercial unit is to remain on the ground floor, with the applicant currently searching for a tenant for the space.

Discussion:

Building/Property Improvement Tax Increment Grant Program

This program is intended to provide economic incentive for the development, rehabilitation and redevelopment of properties within the catalyst project areas of the CIP. The program provides an annual grant equal to 100% of the increase in municipal property taxes for five years, after the project is completed and reassessed to help offset the costs of rehabilitating and redeveloping properties, as long as such development results in an increase in assessment and therefore an increase in property taxes. The applicant will initially be required to pay the full amount of property taxes owing for each year during the specified duration. However, the property owner will be reimbursed for the amount of the municipal tax increment after the final tax bills for each year have been collected.

The proposed development of the building is anticipated to increase the assessed value and therefore increase municipal taxes. This project qualifies for the Building/Property Improvement Tax Increment Grant and the Financial Matters section of this report discusses the estimated grant amount.

Commercial/Mixed Use Building Facade Improvement Program

This program aims to increase the visual attractiveness of the corridors through the redesign, renovation or restoration of commercial and mixed-use building facades within the CIP area. The program will cover 50% of the eligible costs of the facade improvements up to \$20,000 per property. In addition, the grant can be increased up to a limit of \$30,000 at the discretion of Council for:

- Buildings located on corner properties that require improvement and restoration works to two facades that are highly visible from an adjacent street or public right-of-way or park;
- Façade improvements that will have a significant impact on improving the appearance of the corridors and will have a significant investment of \$100,000 or more on the facades; or
- Designated under the Ontario Heritage Act, or on the Municipal Heritage Register.

The applicant has provided sufficient quotes to fulfill the requirements of the improvement program.

Risk Analysis:

There is low risk associated with the approval of subject University/ Wyandotte CIP grant application. An agreement will be prepared between the City and the applicant to ensure all provisions under the University Avenue and Wyandotte Street Community Improvement Plan are met. The Commercial/Mixed Use Building Facade Improvement Grant will not be paid out until all building permits are closed, and that all procedures and work have been completed to the satisfaction of the City. The Building/Property Improvement Tax Increment Grants will only be paid out after the applicant has paid the full amount of property taxes owed for each year of the program's applicability.

Climate Change Risks

Climate Change Mitigation:

Designated Mixed Use Node (formerly Mixed Use Areas) in Schedule D: Land Use of the City of Windsor's Official Plan, the subject property is located in a neighbourhood where intensification is strongly encouraged. The proposed conversion of the underutilized basement and main floor into residential units is confined to the existing building footprint, limiting use to existing infrastructure thereby reducing the overall consumption of construction material. The utilization of an existing building in an existing neighbourhood promotes energy efficiency, eliminating the need for new development to occur on greenfield sites.

Climate Change Adaptation:

N/A

Financial Matters:

Building/Property Improvement Tax Increment Grant Program

The program provides an annual grant equal to 100% of the increase in municipal property taxes for five (5) years, with the possibility of a five (5) year extension, up to a total of ten (10) years if the project is considered a Catalyst Project; a designated heritage property, projects where at least 20% of the residential units are considered affordable or the project is certified LEED bronze. The project does not fulfill any of those requirements and as such is ineligible for the extension.

As shown in the table below, the estimated annual value of the grant is \$5,252.78. Over a 5 year, this grant amounts to a total of \$26,263.9. The applicant estimates that \$470,000 in

total eligible costs will be incurred following development of the property. The *Planning Act* stipulates that the total grants under a CIP cannot exceed the eligible costs. The grant under the tax increment program accounts for 5.6% of the construction costs.

Estimate Property/Building Improvement Tax Increment Grant Calculation			
1223 University Ave West			
Annual Pre Development Municipal Taxes	Annual Estimate Post Development Municipal Taxes	Annual Estimate Value of Grant	Total Estimate Grant over five (5) years
\$ 10,112.50	\$ 15,365.29	\$ 5,252.78	\$ 26,263.90

Because the Grant Program does not cancel taxes, the applicant must pay the full amount of property taxes annually and will subsequently receive a grant for the difference between the pre and post-development municipal taxes. The City will retain the amount of pre-development (base) municipal taxes throughout the lifespan of the grant program; however will be foregoing any incremental property taxes that could otherwise be used to offset future budget pressures.

Commercial/Mixed Use Building Facade Improvement Program

The applicant is eligible for Commercial/Mixed Use Building Facade Improvement Program under the University/ Wyandotte CIP for 50% of the eligible costs, up to a maximum of \$20,000 per property. The applicant provided two quotes from licensed contractors for the project, with contractor Preferred Windows & Doors Inc. quoting at \$58,125.40 and Bayview Glass & Mirror LTD quoting at \$94,569.86. All improvements must be made within 18 months of the agreement and the improvements made as a result of the program must be maintained during the term of the CIP.

Since University/ Wyandotte CIP grant applications are approved by Council, 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 uncommitted balance of the CIP Reserve Fund 226 is \$693,692.89. However, this balance does not account for other CIP grant requests that are currently being considered by the Development & Heritage Standing Committee/City Council or have been endorsed by the standing committee and are not yet approved by City Council.

Consultations:

The City of Windsor’s University Avenue and Wyandotte Street Community Improvement Plan was subject to stakeholder and public consultation as part of the approval process,

including public meetings, a statutory public meeting and circulation among internal City staff and the Province.

Planning staff have consulted with the project owner prior to accepting the grant application. Staff from the Planning, Finance and Legal Departments were also consulted in the preparation of this report.

Conclusion:

Administration recommends that City Council approve the application made by 1229 University (Windsor) Inc., owner, of property on 1223 University Ave West, to participate in the Building Property Improvement Tax Increment Grant Program and the Commercial/Mixed Use Building Facade Improvement Program under the University Avenue and Wyandotte Street CIP. It is also recommended that approval to participate in the Building Property Improvement Tax Increment Grant Program expire if the eligible work is not completed within two years or the tax increment agreement is not signed within one year following Council approval, and that the approval to participate in the Commercial/Mixed Use Building Facade Improvement Program expire if the improvements are not completed within 18 months and if the improvements are not maintained within the duration of the University Avenue and Wyandotte Street CIP.

Approvals:

Name	Title
Laura Strahl	Planner III – Special Projects
Josie Gualtieri	Financial Planning Admin.
Neil Robertson	Acting City Planner
Wira Vendrasco	Acting City Solicitor
Janice Guthrie	Commissioner Finance & City Treasurer
Jelena Payne	Commissioner of Economic Development
Joe Mancina	Chief Administrative Officer

Notifications:

Name	Address	Email
Brigitte Ebner Dia		brigitte@diaproperties.ca

Appendices:

- 1 Appendix A - Location Map
- 2 Appendix B - Current Building



LOCATION MAP : 1342 WYANDOTTE STREET WEST



SUBJECT PROPERTY



Appendix B – Current Building

1342 Wyandotte Street West





Subject: Brownfield Redevelopment Community Improvement Plan (CIP) application submitted by Baird AE Inc. on behalf of Bullet Investments Inc. for 285 and 0 Giles Boulevard East (Ward 3)

Moved by: Councillor Kieran McKenzie

Seconded by: Councillor Mark McKenzie

Decision Number: **DHSC 576**

- I. THAT the request made by Baird AE Inc. on behalf of Bullet Investments Inc. to participate in the Environmental Site Assessment Grant Program **BE APPROVED** for the completion of a proposed Phase II Environmental Site Assessment Study and Designated Substances Survey for the properties located at 285 and 0 Giles Boulevard East pursuant to the City of Windsor Brownfield Redevelopment Community Improvement Plan;
- II. THAT the City Treasurer **BE AUTHORIZED** to issue payment up to a maximum of \$18,450 based upon the completion and submission of a Phase II Environmental Site Assessment Study and Designated Substances Survey completed in a form acceptable to the City Planner and City Solicitor;
- III. THAT the grant funds in the amount of \$18,450 under the Environmental Site Assessment Grant Program **BE TRANSFERRED** from the CIP Reserve Fund 226 to Brownfield Strategy Remediation (project 7069003) when the eligible work is completed to the satisfaction of the City Planner;
- IV. THAT should the proposed Phase II Environmental Site Assessment Study and Designated Substances Survey not be completed within two (2) years of Council approval, the approval **BE RESCINDED** and the funds be uncommitted and made available for other applications.
Carried.

Report Number: S 152/2023

Clerk's File: SPL2023

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 December 4, 2023.
3. To view the stream of this Standing Committee meeting, please refer to:
<https://csg001-harmony.sliq.net/00310/Harmony/en/PowerBrowser/PowerBrowserV2/20231204/-1/9451>

Subject: Brownfield Redevelopment Community Improvement Plan (CIP) application submitted by Baird AE Inc. on behalf of Bullet Investments Inc. for 285 and 0 Giles Boulevard East (Ward 3)

Reference:

Date to Council: December 4, 2023
Author: Tracy Tang, MCIP, RPP
Planner II - Revitalization & Policy Initiatives
ttang@citywindsor.ca
519-255-6543 x 6449

Greg Atkinson, Manager of Development
gatkinson@citywindsor.ca
519-255-6543 x 6582
Planning & Building Services
Report Date: November 9, 2023
Clerk's File #: SPL2023

To: Mayor and Members of City Council

Recommendation:

- I. THAT the request made by Baird AE Inc. on behalf of Bullet Investments Inc. to participate in the Environmental Site Assessment Grant Program **BE APPROVED** for the completion of a proposed Phase II Environmental Site Assessment Study and Designated Substances Survey for the properties located at 285 and 0 Giles Boulevard East pursuant to the City of Windsor Brownfield Redevelopment Community Improvement Plan;
- II. THAT the City Treasurer **BE AUTHORIZED** to issue payment up to a maximum of \$18,450 based upon the completion and submission of a Phase II Environmental Site Assessment Study and Designated Substances Survey completed in a form acceptable to the City Planner and City Solicitor;
- III. THAT the grant funds in the amount of \$18,450 under the Environmental Site Assessment Grant Program **BE TRANSFERRED** from the CIP Reserve Fund 226 to Brownfield Strategy Remediation (project 7069003) when the eligible work is completed to the satisfaction of the City Planner;
- IV. THAT should the proposed Phase II Environmental Site Assessment Study and

Designated Substances Survey not be completed within two (2) years of Council approval, the approval **BE RESCINDED** and the funds be uncommitted and made available for other applications.

Executive Summary: N/A

Background:

Brownfield Redevelopment Community Improvement Plan (CIP)

Brownfield sites are properties that may be contaminated due to previous industrial or commercial uses such as a manufacturing facility or gas station. City Council approved a Brownfield Redevelopment CIP at its April 19, 2010 meeting for the purpose of encouraging the study, clean-up, and redevelopment of contaminated properties. The approval of the CIP was the result of nearly five years of study and consultation, which began in October 2005.

Importance of Brownfield Redevelopment

Historically, there has been little interest in redeveloping brownfield sites due to the uncertainty surrounding the extent of contamination and the potential cost of clean-up. The Brownfield Redevelopment CIP was adopted in 2010 and provides financial incentives to undertake the necessary studies and remedial work necessary to redevelop brownfield sites and reduce the potential negative impacts to the City's environment and neighbourhoods.

The benefits associated with brownfield redevelopment go far beyond the boundaries of the property. For example, they are often strategically located within existing built up areas of the City where services and other infrastructure, such as roads, schools, community facilities and public transit are already available, therefore additional infrastructure costs are not incurred to service these areas. The redevelopment of these sites also remove the negative stigma often associated with brownfield properties, which increases the value of the subject property and adjacent properties.

Site Background

The subject site consists of two property parcels located on the south side of Giles Boulevard East at the intersection with McDougall Street. The first parcel, 285 Giles Boulevard East, is located at the southwest corner of the intersection, and is 0.23 hectares (or 0.56 acres) in size and rectangular shaped. It is currently occupied by one vacant three-storey commercial office building. The site is designated 'Mixed Use Corridor' on Official Plan Schedule D: Land Use, and is zoned Commercial District CD2.2.

The second parcel, 0 Giles Boulevard East, is located at the southeast corner of the intersection, and is 0.39 hectares (or 0.96 acres) in size and also rectangular shaped. This parcel is currently a vacant asphalt parking lot. The site is designated “Mixed Use Corridor” on Official Plan Schedule D: Land Use, and is zoned Commercial District CD2.2 and Manufacturing District MD1.2. See Appendix ‘A’ for a location map.

In recent years, 285 Giles Boulevard East was used as an insurance company office. The Phase I Environmental Site Assessment (ESA) identifies the first use of the parcel as the site of a Goodyear Tire commercial building in the late 1950s, followed by a service station in the late 1960s and a prescription service business in the 1970s. Meanwhile, 0 Giles Boulevard East was used as a paved parking lot since the early 1990s. The Phase I ESA determined that the southeast parcel was previously divided into the north portion which was a gasoline service station, and the south portion which was occupied over the years by various industrial businesses like the British American Oil Co Ltd., a trucking business, and a coal company. Some Potentially Contaminating Activities (PCAs) identified on the subject site include the historic uses of the parcels as a gasoline service station, automotive shop, bulk fuel outlet, machine shop, coal storage and sales, and regulated building materials.

The principal owner of Bullet Investments Inc. is Matt Baird. Bullet Investments Inc. intends to convert and expand the existing building at 285 Giles Boulevard East for residential / commercial use, thus a Record of Site Condition (RSC) is required under Ontario Regulation 153/04. Bullet Investments Inc. is proposing to have 0 Giles Boulevard East function as the off-site parking area for the proposed redevelopment. Baird AE Inc. has submitted the grant application on behalf of the current property owner. Bullet Investments Inc. is incurring the eligible Phase II ESA costs and, should the application be approved, would receive the grant payment.

Discussion:

Environmental Site Assessment Grant Program

The ESA Grant Program offers a matching grant to property owners of brownfield sites to conduct environmental studies that provide information on the type and extent of contamination and potential remediation costs. The program offers 50% of the cost of an eligible study up to a maximum of \$15,000. If two studies are required, an additional \$10,000 is available for a maximum total grant value of \$25,000.

The applicant proposes to redevelop 285 Giles Boulevard East for residential / commercial use, and requires a Phase II ESA study as part of their application for a Record of Site Condition. The applicant has completed a Phase I ESA, which identifies areas of potential environmental concern, and recommends that a Phase II ESA study be completed to assess the existing soil and groundwater conditions at the site and delineate the extent of any contamination (if required). The applicant also plans to

undertake a designated substances survey, which is also an eligible study under the ESA Grant Program. Upon completion, the City would retain a copy of the final Phase II ESA study report.

CIP Goals

City staff is supportive of the application as it meets all of the eligibility requirements specified within the Brownfield Redevelopment CIP. The proposed study of the subject site also supports the following CIP goals:

- To promote the remediation, rehabilitation, adaptive re-use and redevelopment of brownfield sites throughout the City of Windsor in a fiscally responsible and sustainable manner over the long term;
- Improve the physical and visual quality of brownfield sites;
- Improve environmental health and public safety;
- Provide opportunities for new housing, employment uses, and commercial uses;
- Increase tax assessment and property tax revenues;
- Promote Smart Growth, including the reduction of urban sprawl and its related costs;
- Increase community awareness of the economic, environmental and social benefits of brownfield redevelopment; and
- Utilize public sector investment to leverage significant private sector investment in brownfield remediation, rehabilitation, adaptive re-use, and redevelopment.

Policy Support

The study of brownfield sites to support clean up and redevelopment is supported by policies within the 2020 Provincial Policy Statement, the City's Official Plan and the City's Environmental Master Plan.

Risk Analysis:

As with all brownfield sites, there is a degree of risk associated with the potential presence of contamination. The proposed Phase II ESA study will assist in mitigating the above noted risk by confirming the presence and extent of any contamination. It may also provide an estimated cost for remediation and establish next steps in the remediation process, if required.

Climate Change Risks

Climate Change Mitigation:

The proposed residential / commercial redevelopment is supported by the Environmental Master Plan action item, which encourages use of the Brownfields Redevelopment Strategy.

Climate Change Adaptation:

The existing industrial / commercial properties may be affected by climate change, in particular with respect to extreme precipitation and an increase in days above 30 degrees. While not the subject of this report, any new construction would be required to meet the current provisions of the Building Code, which would be implemented through the building permit process.

Financial Matters:

The cost estimate (excluding HST) for completing the proposed Phase II ESA study is \$26,900. The cost estimate (excluding HST) for the designated substances survey is \$10,000. If approved, the maximum grant would total \$18,450. Should the actual costs of the study be less than what has been estimated, the grant payments would be based on the lower amount.

If approved, the grant would be paid from the Brownfield Strategy Remediation Fund (Project #7069003). The funds would be transferred from CIP reserve fund 226 for payment when the eligible study is complete. The current uncommitted balance of the CIP reserve fund is \$693,692.89 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.

Consultations:

The development and approval of the Brownfield Redevelopment CIP was subject to extensive stakeholder and public consultation, which sought input from a wide range of stakeholders and internal City departments.

Planning staff have consulted with the applicant prior to accepting the application for the Environmental Study Grant program. Staff from the Planning, Finance, and Legal Departments were consulted in the preparation of this report.

Conclusion:

City Staff recommend Council approve the request from Bullet Investments Inc. to participate in the Environmental Site Assessment Grant Program. In the opinion of

planning staff, the proposed study conforms to the Brownfield Redevelopment CIP and assists the City in the achievement of a number of the CIP goals.

Planning Act Matters: N/A

Approvals:

Name	Title
Josie Gualtieri	Financial Planning Administrator
Neil Robertson	Acting City Planner / Executive Director, Planning & Development Services
Wira Vendrasco	Acting City Solicitor, Legal Services & Real Estate
Janice Guthrie	Commissioner of Finance / City Treasurer
Jelena Payne	Commissioner, Economic Development
Joe Mancina	Chief Administration Officer

Notifications:

Name	Address	Email
Matt Baird		mbaird@bairdae.ca
Bryan Pearce		bpearce@bairdae.ca
Scott Aziz		Scott.Aziz@exp.com

Appendices:

- 1 Appendix A - Location Map



LOCATION MAP : 285, 0 GILES BOULEVARD EAST



SUBJECT PROPERTY





Subject: Brownfield Redevelopment Community Improvement Plan (CIP) application submitted by 1362279 Ontario Ltd. for 555 University Avenue East and 304 & 314, 322, 0, and 390 Glengarry Avenue (Ward 3)

Moved by: Councillor Mark McKenzie
Seconded by: Councillor Angelo Marignani

Decision Number: **DHSC 577**

- I. THAT the request made by 1362279 Ontario Ltd. to participate in the Environmental Site Assessment Grant Program **BE APPROVED** for the completion of a proposed Phase II Environmental Site Assessment Study and Remedial Work Plan for the properties located at 555 University Avenue East and 304 & 314, 322, 0, and 390 Glengarry Avenue pursuant to the City of Windsor Brownfield Redevelopment Community Improvement Plan;
- II. THAT the City Treasurer **BE AUTHORIZED** to issue payment up to a maximum of \$21,950 based upon the completion and submission of a Phase II Environmental Site Assessment Study and Remedial Work Plan completed in a form acceptable to the City Planner and City Solicitor;
- III. THAT the grant funds in the amount of \$21,950 under the Environmental Site Assessment Grant Program **BE TRANSFERRED** from the CIP Reserve Fund 226 to Brownfield Strategy Remediation (project 7069003) when the eligible work is completed to the satisfaction of the City Planner;
- IV. THAT should the proposed Phase II Environmental Site Assessment Study and Remedial Work Plan not be completed within two (2) years of Council approval, the approval **BE RESCINDED** and the funds be uncommitted and made available for other applications.

Carried.

Report Number: S 153/2023
Clerk's File: SPL2023

Clerk's Note:

1. The recommendation of the Development & Heritage Standing Committee and Administration are the same.
2. Please refer to Item 11.6 from the Development & Heritage Standing Committee held on December 4, 2023.
3. To view the stream of this Standing Committee meeting, please refer to:
<https://csg001-harmony.sliq.net/00310/Harmony/en/PowerBrowser/PowerBrowserV2/20231204/-1/9451>

Subject: Brownfield Redevelopment Community Improvement Plan (CIP) application submitted by 1362279 Ontario Ltd. for 555 University Avenue East and 304 & 314, 322, 0, and 390 Glengarry Avenue (Ward 3)

Reference:

Date to Council: December 4, 2023

Author: Tracy Tang, MCIP, RPP

Planner II - Revitalization & Policy Initiatives

ttang@citywindsor.ca

519-255-6543 x 6449

Greg Atkinson, Manager of Development

gatkenson@citywindsor.ca

519-255-6543 x 6582

Planning & Building Services

Report Date: November 9, 2023

Clerk's File #: SPL2023

To: Mayor and Members of City Council

Recommendation:

- I. THAT the request made by 1362279 Ontario Ltd. to participate in the Environmental Site Assessment Grant Program **BE APPROVED** for the completion of a proposed Phase II Environmental Site Assessment Study and Remedial Work Plan for the properties located at 555 University Avenue East and 304 & 314, 322, 0, and 390 Glengarry Avenue pursuant to the City of Windsor Brownfield Redevelopment Community Improvement Plan;
- II. THAT the City Treasurer **BE AUTHORIZED** to issue payment up to a maximum of \$21,950 based upon the completion and submission of a Phase II Environmental Site Assessment Study and Remedial Work Plan completed in a form acceptable to the City Planner and City Solicitor;
- III. THAT the grant funds in the amount of \$21,950 under the Environmental Site Assessment Grant Program **BE TRANSFERRED** from the CIP Reserve Fund 226 to Brownfield Strategy Remediation (project 7069003) when the eligible work is completed to the satisfaction of the City Planner;
- IV. THAT should the proposed Phase II Environmental Site Assessment Study and Remedial Work Plan not be completed within two (2) years of Council approval, the

approval **BE RESCINDED** and the funds be uncommitted and made available for other applications.

Executive Summary: N/A

Background:

Brownfield Redevelopment Community Improvement Plan (CIP)

Brownfield sites are properties that may be contaminated due to previous industrial or commercial uses such as a manufacturing facility or gas station. City Council approved a Brownfield Redevelopment CIP at its April 19, 2010 meeting for the purpose of encouraging the study, clean-up, and redevelopment of contaminated properties. The approval of the CIP was the result of nearly five years of study and consultation, which began in October 2005.

Importance of Brownfield Redevelopment

Historically, there has been little interest in redeveloping brownfield sites due to the uncertainty surrounding the extent of contamination and the potential cost of clean-up. The Brownfield Redevelopment CIP was adopted in 2010 and provides financial incentives to undertake the necessary studies and remedial work necessary to redevelop brownfield sites and reduce the potential negative impacts to the City's environment and neighbourhoods.

The benefits associated with brownfield redevelopment go far beyond the boundaries of the property. For example, they are often strategically located within existing built up areas of the City where services and other infrastructure, such as roads, schools, community facilities and public transit are already available, therefore additional infrastructure costs are not incurred to service these areas. The redevelopment of these sites also remove the negative stigma often associated with brownfield properties, which increases the value of the subject property and adjacent properties.

Site Background

The subject site consists of the entire block contained to the north by University Avenue East, to the east by Aylmer Avenue, to the south by Assumption Street, and to the west by Glengarry Avenue. The municipal addresses of the parcels within the block are 555 University Avenue East; 304 & 314 Glengarry Avenue; 322 Glengarry Avenue; 0 Glengarry Avenue; and 390 Glengarry Avenue. The entire block is rectangular shaped. It is currently vacant with some vegetation. The site is designated "Residential" with Medium Profile Area on Official Plan Schedule E: City Centre Planning District, and is zoned Residential District RD 3.1. See Appendix 'A' for a location map.

According to the findings of the Phase I Environmental Site Assessment (ESA), the site has remained vacant since 2010. The first known use of the site was residential, as it was occupied by single family dwellings from the 1910s to 1970s. Further, a small-scale junk yard was located in the northeast quadrant of the property between the 1920s and 1950s. In the 1970s, the residential dwellings were demolished to make way for a nursing home and grocer/variety store. The nursing home was demolished in the 2000s while the variety store was demolished in 2010. The Phase I ESA determined Areas of Potential Environmental Concern (APECs) through the presence of the former junk yard and the fill material on-site, as well as through the history of the surrounding properties.

The principal owner of 1362279 Ontario Ltd. is Hessian Habib. 1362279 Ontario Ltd. intends to undertake a Record of Site Condition (RSC) under Ontario Regulation 153/04 to allow for the proposed change of the property to residential use. 1362279 Ontario Ltd. is incurring the eligible Phase II ESA costs and, should the application be approved, would receive the grant payment.

Discussion:

Environmental Site Assessment Grant Program

The ESA Grant Program offers a matching grant to property owners of brownfield sites to conduct environmental studies that provide information on the type and extent of contamination and potential remediation costs. The program offers 50% of the cost of an eligible study up to a maximum of \$15,000. If two studies are required, an additional \$10,000 is available for a maximum total grant value of \$25,000.

The applicant proposes to redevelop the property for residential use, and requires a Phase II ESA study as part of their application for a Record of Site Condition. The applicant has completed a Phase I ESA, which identifies areas of potential environmental concern, and recommends that a Phase II ESA study be completed to assess the existing soil and groundwater conditions at the site and delineate the extent of any contamination (if required). The applicant also estimates that a remedial work plan will be required, based on the findings of the Phase I ESA. Upon completion, the City would retain a copy of the final Phase II ESA study report.

CIP Goals

City staff is supportive of the application as it meets all of the eligibility requirements specified within the Brownfield Redevelopment CIP. The proposed study of the subject site also supports the following CIP goals:

- To promote the remediation, rehabilitation, adaptive re-use and redevelopment of brownfield sites throughout the City of Windsor in a fiscally responsible and sustainable manner over the long term;

- Improve the physical and visual quality of brownfield sites;
- Improve environmental health and public safety;
- Provide opportunities for new housing, employment uses, and commercial uses;
- Increase tax assessment and property tax revenues;
- Promote Smart Growth, including the reduction of urban sprawl and its related costs;
- Increase community awareness of the economic, environmental and social benefits of brownfield redevelopment; and
- Utilize public sector investment to leverage significant private sector investment in brownfield remediation, rehabilitation, adaptive re-use, and redevelopment.

Policy Support

The study of brownfield sites to support clean up and redevelopment is supported by policies within the 2020 Provincial Policy Statement, the City's Official Plan and the City's Environmental Master Plan.

Risk Analysis:

As with all brownfield sites, there is a degree of risk associated with the potential presence of contamination. The proposed Phase II ESA study will assist in mitigating the above noted risk by confirming the presence and extent of any contamination. It may also provide an estimated cost for remediation and establish next steps in the remediation process, if required.

Climate Change Risks

Climate Change Mitigation:

The proposed residential redevelopment is supported by the Environmental Master Plan action item, which encourages use of the Brownfields Redevelopment Strategy.

Climate Change Adaptation:

The existing vacant property may be affected by climate change, in particular with respect to extreme precipitation and an increase in days above 30 degrees. While not the subject of this report, any new construction would be required to meet the current provisions of the Building Code, which would be implemented through the building permit process.

Financial Matters:

The cost estimate (excluding HST) for completing the proposed Phase II ESA study is \$23,900. The cost estimate (excluding HST) for the remedial workplan is \$40,000. If approved, the maximum grant would total \$21,950. Should the actual costs of the study be less than what has been estimated, the grant payments would be based on the lower amount.

If approved, the grant would be paid from the Brownfield Strategy Remediation Fund (Project #7069003). The funds would be transferred from CIP reserve fund 226 for payment when the eligible study is complete. The current uncommitted balance of the CIP reserve fund is \$693,692.89 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.

Consultations:

The development and approval of the Brownfield Redevelopment CIP was subject to extensive stakeholder and public consultation, which sought input from a wide range of stakeholders and internal City departments.

Planning staff have consulted with the applicant prior to accepting the application for the Environmental Study Grant program. Staff from the Planning, Finance, and Legal Departments were consulted in the preparation of this report.

Conclusion:

City Staff recommend Council approve the request from 1362279 Ontario Ltd. to participate in the Environmental Site Assessment Grant Program. In the opinion of planning staff, the proposed study conforms to the Brownfield Redevelopment CIP and assists the City in the achievement of a number of the CIP goals.

Planning Act Matters: N/A

Approvals:

Name	Title
Josie Gualtieri	Financial Planning Administrator
Neil Robertson	Acting City Planner / Executive Director, Planning & Development Services
Wira Vendrasco	Deputy City Solicitor, Legal Services & Real Estate

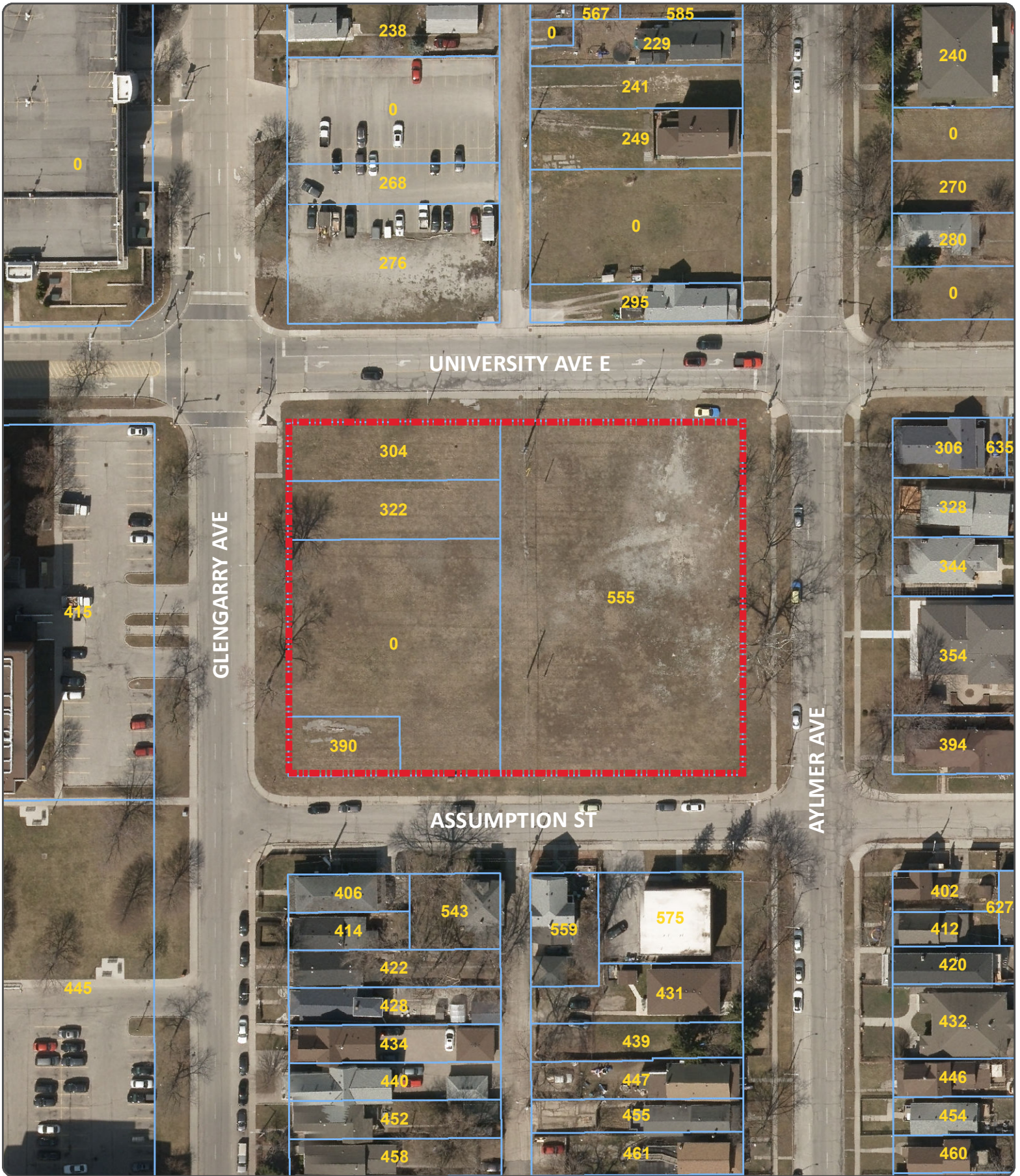
Name	Title
Janice Guthrie	Commissioner of Finance/ City Treasurer
Jelena Payne	Commissioner, Economic Development & Innovation
Joe Mancina	Chief Administration Officer

Notifications:

Name	Address	Email
1362279 Ontario Ltd. (Hessan Habib)		Seikohomes3@gmail.com
Scott Aziz		Scott.aziz@exp.com

Appendices:

- 1 Appendix A - Location Map



LOCATION MAP : 555 UNIVERSITY AVENUE EAST



SUBJECT PROPERTY





Committee Matters: SCM 353/2023

Subject: Amendment to the Sandwich Demolition Control By-law 20-2007

Moved by: Councillor Kieran McKenzie
Seconded by: Councillor Angelo Marignani

Decision Number: **DHSC 580**

- I. THAT By-law 20-2007, being a Demolition Control By-law for the Olde Sandwich Towne Community Planning Study Area **BE AMENDED** to include a new section that will exempt existing dwelling units located on property zoned Manufacturing District (MD) in Zoning By-law 8600 from Demolition Control By-law 20-2007

Carried.

Report Number: S 162/2023
Clerk's File: Z/8581

Clerk's Note:

1. The recommendation of the Development & Heritage Standing Committee and Administration are the same.
2. Please refer to Item 11.9 from the Development & Heritage Standing Committee held on December 4, 2023.
3. To view the stream of this Standing Committee meeting, please refer to:
<https://csg001-harmony.sliq.net/00310/Harmony/en/PowerBrowser/PowerBrowserV2/20231204/-1/9451>

Subject: Amendment to the Sandwich Demolition Control By-law 20-2007-Ward 2

Reference:

Date to Council: December 4, 2023
Author: Kevin Alexander, MCIP RPP
Senior Planner - Special Projects
519-255-6543 ext. 6732
kalexander@citywindsor.ca
Planning & Building Services
Report Date: November 21, 2023
Clerk's File #: Z/8581

To: Mayor and Members of City Council

Recommendation:

- I. **THAT** By-law 20-2007, being a Demolition Control By-law for the Olde Sandwich Towne Community Planning Study Area **BE AMENDED** to include a new section that will exempt existing dwelling units located on property zoned Manufacturing District (MD) in Zoning By-law 8600 from Demolition Control By-law 20-2007

Executive Summary:

N/A

Background:

On January 29th, 2007, Windsor City Council passed Demolition Control By-law 20-2007 (CR45/2007) for the Olde Sandwich Towne Community Planning Study Area. The purpose of the By-law was *"to ensure that actions are not taken within the Olde Sandwich Towne Community Planning Study Area, such as demolition of buildings, which could have the effect of destabilizing its inherent features, the community, and the functions and characteristics of existing buildings"*.

On January 12, 2009, the Sandwich Community Improvement Plan (CIP) and Sandwich Heritage Conservation District (HCD) Plan and other associated Sandwich By-laws were adopted by Windsor City Council (See CR12/2009).

At the time of the passing of the Sandwich Community Improvement Plan (CIP), Heritage Conservation District (HCD) Plan (CR12/2009), and associated By-laws the Consultants and Administration felt that it was prudent to continue to apply Demolition Control By-law 20-2007. As part of the passing of the By-laws the Official Plan was

amended to include policies regarding the requirement of a replacement residential use for any residential property proposed for demolition.

The January 12, 2009, report discussed that for areas in the CIP the existing demolition control by-law should continue to apply, and within non-residential areas a new process be implemented. On January 12, 2009, the following amendment was made to the Official Plan regarding Demolition in the Sandwich Town CIP area:

“Council shall not consider applications for demolition in the Olde Sandwich Towne Community Improvement Plan Area until the following have been submitted:

(a) a plan for a redevelopment in conformity with the Official Plan and Zoning Bylaw requirements,

(b) an executed Site Plan Control Agreement(s), and

(c) appropriate securities to ensure the redevelopment occurs within a specified time period and to fulfill conditions of the Site Plan Control Agreement.”

Although the above amendment to the Official Plan does not specify the type of use related to applications for demolition, *Section 33-Demolition control area of the Planning Act* is clear and only concerned with “residential property” and a building that contains one or more dwelling units. Therefore, residential property includes residential homes and commercial building with residential units.

Discussion:

Since 2007, when Demolition Control By-law 20-2007 was passed several residential units have been retained and new residential units have been created because exemptions to the By-law have been granted when a re-development plan was provided for a replacement use. In most cases, a greater number of residential units have been approved on properties where exemptions have been granted.

However, it has come to our attention that there are thirteen (13) residential units located within areas zoned Manufacturing District under Zoning By-law 8600 (See Appendix ‘A’). In these areas new replacement residential units cannot be created because the property is not zoned for residential uses. The manufacturing operations located adjacent to such a site cannot be expanded on to the residential property because the property owner has to comply with the Demolition Control By-law and provide a re-development plan for a residential use for the demolished property.

An overview of the properties affected by this situation is shown in Appendix “A” attached. The majority of the properties in question are surrounded by industrially zoned lands and uses.

Recommendation I. of this report asks Council to amend Demolition Control By-law 20-2007 by adding a new section that will exempt existing dwelling units located on property zoned Manufacturing District (MD) in Zoning By-law 8600. This will allow manufacturing operations to expand, thereby remaining competitive without the need to request and justify an exemption from the Demolition Control By-law to demolish the existing residential unit(s).

Risk Analysis:

Amending Demolition Control By-law 20-2007 to exempt existing dwelling units located on property zoned Manufacturing District (MD) in Zoning By-law 8600 from Demolition Control does not create a risk to the loss of housing in the neighbourhood. Thirteen (13) properties will be affected, which are located within what is considered the Industrial area of Sandwich Town (See Appendix 'A').

Demolition Control By-law 20-2007 will still prevent the demolition of residential units in other land use designations such as in the Residential District Designation identified in Zoning By-law 8600.

Climate Change Risks**Climate Change Mitigation:**

N/A

Climate Change Adaptation:

N/A

Financial Matters:

There is no foreseeable costs to the municipality by amending the Sandwich Demolition Control By-law.

Consultations:

The Planning Department has consulted with the Legal Department regarding amending Demolition Control By-law 20-2007.

Conclusion:

Administration supports the amendment to the Sandwich Demolition Control By-law 20-2007. Exempting existing dwelling units located on property designated Manufacturing District (MD) in Zoning By-law 8600 from Demolition Control By-law 20-2007 will permit residential units to be demolished and manufacturing uses to expand their operation thereby allowing companies to remain competitive into the future.

Planning Act Matters:

I concur with the above comments and opinion of the Registered Professional Planner.

Neil Robertson, MCIP, RPP
City Planner (A)

I am not a registered Planner and have reviewed as a Corporate Team Leader

JP JM

Approvals:

Name	Title
Kevin Alexander	Senior Planner-Special Projects
Neil Robertson	City Planner (A)
John Revell	Chief Building Official
Wira Vendrasco	City Solicitor (A)
Jelena Payne	Commissioner, Economic Development
Joe Mancina	Chief Administrative Officer

Notifications:

Name	Address	Email

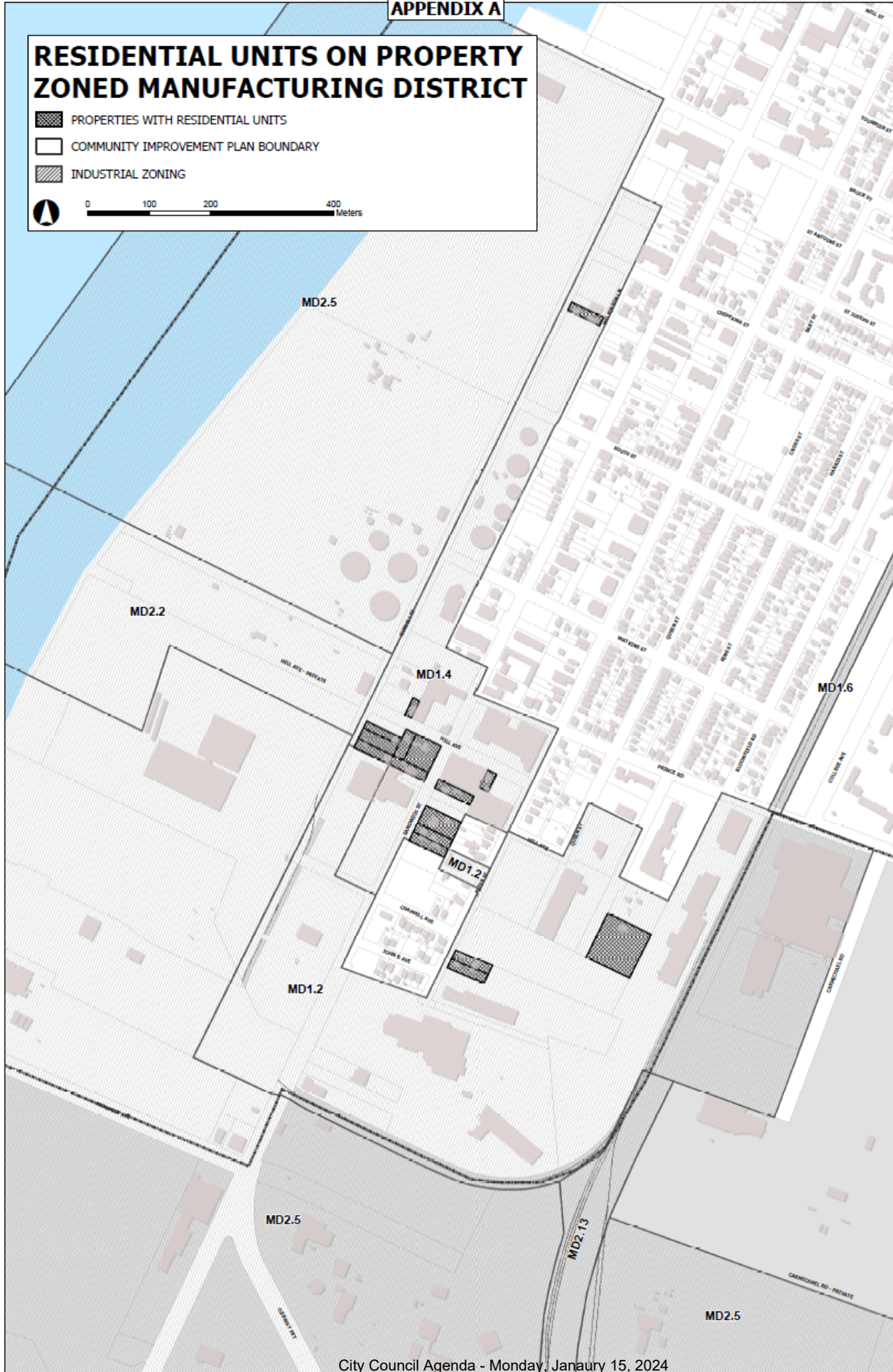
Appendices:

- 1 Appendix 'A' - Residential Units on property Zoned Manufacturing District

APPENDIX A

RESIDENTIAL UNITS ON PROPERTY ZONED MANUFACTURING DISTRICT

- PROPERTIES WITH RESIDENTIAL UNITS
- COMMUNITY IMPROVEMENT PLAN BOUNDARY
- INDUSTRIAL ZONING



Subject: Les Amis Duff Baby Annual Report - Ward 2

Moved by: Councillor Jo-Anne Gignac
Seconded by: Councillor Fabio Costante

Decision Number: **CSSC 216**

THAT the correspondence of the President Les Amis Duff-Bâby dated August 29, 2023 and the memo of the Manager, Culture & Events dated November 20, 2023 regarding the Les Amis Duff Baby Annual Report **BE RECEIVED** for information; and,

THAT administration **BE REQUESTED** to report back and provide a cost estimate to add to the staff compliment for a 4 month period specifically during peak season, and that this information **BE BROUGHT FORWARD** when this committee report proceeds to Council; and,

THAT administration **BE REQUESTED** to provide a fulsome report regarding 2023 and 2024 attendance numbers and staffing possibilities to a future meeting of Council for their consideration.

Carried.

Report Number: SCM 314/2023
Clerk's File: SR2023

Clerk's Note:

1. Please refer to Item 5.1 from the Community Services Standing Committee held on December 6, 2023.
2. To view the stream of this Standing Committee meeting, please refer to:
<https://csg001-harmony.sliq.net/00310/Harmony/en/PowerBrowser/PowerBrowserV2/20231206/-1/9453>



Committee Matters: SCM 314/2023

Subject: Les Amis Duff Baby Annual Report - Ward 2

TO: Mayor & Members of Council

FROM: Michelle Staadegaard, Manager, Culture and Events

DATE: Monday, November 20, 2023

SUBJECT: Les Amis Duff Baby Annual Report

This Memo is in response to the annual report submitted by Les Amis Duff Baby on November 20, 2023. This memo and report is brought forward as information at the request of Councillor Costante.

The annual report submitted by Les Amis Duff Baby is to update Council on the activities, programming and use of Duff-Baby Mansion during the first year and a half of the lease.

Due to the global Pandemic (COVID-19) and ongoing public gathering restrictions, the re-opening of the Duff-Bâby Mansion under the new lease agreement with OHT and MOU with LADB occurred in the spring of 2022.

Since May 2022, the Duff-Bâby Mansion has been open to the public once a month from 12:00pm – 4:00pm with free admission. Special appointments, private tours and meetings are offered in addition to the free open house dates and are booked separately through Museum Windsor. During the free open house dates visitors are invited to tour the rooms following a printed guide, and the ratio of docent (volunteers provided by Les Amis Duff-Bâby) to City of Windsor/Museum Windsor staff is 10:2.

Although the City of Windsor lease is only for the first floor, visitors are permitted (with guidance) to view all three floors. Public response has been extremely gratifying with visitors ranging in age from pre-school to seniors. Visitors are surveyed onsite as how they found out about the Mansion, the purpose of their visit and where they reside. The guest book notes many visitors from the local neighbourhood, but also includes people beyond the Windsor-Essex region, with both first time and repeat visitors each month.

Attendance at the Duff-Baby House and Interpretation Centre from January 2016 through September 2023 is noted as follows:

2016	2017	2018	2019	2020	2021	2022	2023 YTD
612	251	542	598	CLOSED	CLOSED	1590	1141

Events in 2022 and 2023 have included a public ceremony to celebrate the new lease agreement, free open houses including the 225th Anniversary, participation in Doors Open, the Beasley Tea, meetings and private tours.

The City of Windsor (through Museum Windsor) contributions towards operations at the Duff-Bâby House include:

- The provision of access to the Duff-Bâby House, including free open house days, privately booked tours, meetings, other programming. The approved budget for staffing is currently set at 1 day/month (2 staff for 4

hours). The staffing required in addition to the 12 days/year is currently funded through the general staffing budget for Museum Windsor;

- The purchase of outdoor signage and stanchions;
- The creation of a scavenger hunts for children and families to provide an enhanced experience on tour days;
- Monitoring the temperature and humidity within the house, and monitor artifacts on display;
- Site photography and cataloguing;
- The creation of interpretation resources with photos, site maps and captions to document the upper floors for accessibility purposes;
- Interacting with the Ontario Heritage Trust to ensure lines of communication regarding site safety and conservation;

Advertising including Public Service Announcements, print advertisements, Facebook posts, printing of one-page room-by-room guide prepared by Les Amis Duff- Bâby.

Through 2022-2023 Les Amis Duff-Bâby continued to work with the City of Windsor (Museum Windsor) toward their shared goals of promoting the Duff-Bâby Mansion, and to showcase the history of the Duff-Bâby Mansion to the community through programming and events.

Les Amis Duff-Bâby consists of 54 members and, under the Executive Committee of Don Wilson, Dave Garlick, Cathy Wilson, Linda Chakmak and John Dollar. LADB have dedicated approximately 1,300 volunteer hours have been dedicated from May 2022 through May 2023 to assist, alongside Museum Windsor, with interpretation and raise the profile of the Mansion.

Key highlights initiated and coordinated by Les Amis Duff-Bâby include;

- Launch of “A Mansion on the Detroit Frontier” – 3rd edition book written by Les Amis Duff-Bâby;
- Successful completion of two Gordie Howe International Bridge Community Investment Grants which enhanced greenspace directly adjacent to the Mansion;
- Community initiatives including; Jane’s Walk, Doors Open, hosting onsite Southwestern Ontario Heritage Council, hosting onsite Ontario Questers, and participating in TWEPI’s Staycation at Devonshire Mall, sold out Holiday Tea, plant sale;
- Enhanced visual interpretation of Parlour (furnishings, artifacts), Trading Hall (furs, weigh scale, capote, furnishings), and Dining Room (chairs, buffet, artifacts).

In recent communication, LADB have provided the following observations and recommendations within their Annual report:

“The number of visitors would suggest that additional open hours are warranted. In addition, City of Windsor staff should be trained to take a more active role in historical interpretation in order to offer the visitor an enhanced experience.”

Administration notes that in discussion with LADB it has been determined that additional hours of operation and staffing may be of interest, but are recommending that we provide attendance figures for at least two years of full operation

under the current Council-approved 12-day model to adequately monitor whether there is upward pressure on the number of tour days and staff/volunteer needs.

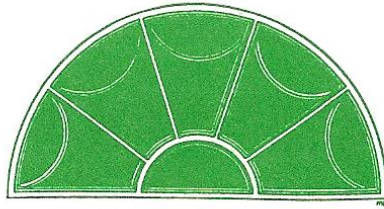
In the interim, it is suggested that we revisit how we could utilize or redistribute the 12 days throughout the year as well as consider the use of summer students in 2024 to better serve as well as provide access to and interpretation of the Duff-Baby Mansion to the Community.

LADB has also noted:

“The Mansion is possibly the only city facility without internet and Wi-Fi access. This hampers the visitors’ and volunteers’ ability to share and research information while on site. Consideration should be given to bring the Mansion into the 21st century.”

Administration is in discussion with the Ontario Heritage Trust (owners of the building) to confirm their plans and timelines for renovations to the building including any interest in upgrading the current network availability.

1798



Les Amis Duff-Bâby

*c/o the Duff-Bâby Mansion/la Maison Duff-Bâby
221 Mill Street, Windsor (Sandwich), Ontario N9C 2R1*

August 29, 2023

Mayor Drew Dilkens, Councillor Fabio Costante and Council Members

Re: Duff-Bâby Mansion, 221 Mill Street, Windsor [Existing Lease Agreement between City of Windsor and Ontario Heritage Trust]. Future Potential

Further to our meeting of May 18, 2023, with Councillor Fabio Costante, Ray Mensour, Jen Knights, Michelle Staadegaard, Madelyn DellaValle and members of Les Amis Duff-Bâby, please review our information presented below for your inclusion in the Standing Committee/Council Report (submitted August 29, 2023). Subsequent discussions related to the draft report and requirements are included. Thank you for your consideration.

Preamble

Formed in 1990 in reaction to an unsympathetic restoration planned by the Ontario Heritage Foundation (now Trust) for the historically and architecturally important Duff-Baby Mansion (1798), the volunteer community group Les Amis Duff-Bâby now serves to support and assist with the maintenance and enhancement of the Mansion as well as to educate the public about its significance. The group successfully lobbied Windsor City Council so that in June of 2022, the Mansion was opened to the public on a regular monthly basis. This followed an agreement which was put in place between the City of Windsor and the Ontario Heritage Trust to lease the first floor of the Mansion for historical interpretation for a period of 5 years.

The Past Year

The group consists of 54 members and, under the Executive Committee of Don Wilson, Dave Garlick, Cathy Wilson, Linda Chakmak and John Dollar, approximately 1300 hours have been dedicated in the past year (May 2022 - May 2023) to assist in interpretation and raise the profile of the Mansion.

Highlights from the past year include: a book launch (3rd edition of Les Amis' book, A Mansion on the Detroit Frontier), a sold out Holiday Tea, a plant sale, finishing off one greenspace enhancement grant and writing a second greenspace grant which we were also successful in obtaining (Gordie Howe International Bridge Community Organization Investment Grants). Community involvement included Jane's Walk, Doors Open, hosting a meeting with the Southwestern Ontario Heritage Council, hosting a meeting with Ontario Questers, and participating in TWEPI's Staycation at Devonshire Mall.

The Mansion is open basically 4 hours/month, with a few exceptions. Admission is free and visitors are invited to tour the rooms following a printed guide. Public response has been extremely gratifying. Visitors range in age from pre-school to seniors, they're from the local neighbourhood, throughout Windsor and beyond, and they are first-time and repeat visitors. The ratio of docent/volunteers to City of Windsor staff is typically 10:2.

Although the City of Windsor lease is only for the first floor, visitors may go to all three floors; their comments are consistent, noting how all levels should be given over to historical interpretation.

Attendance for the last year is as follows:

2022

May: Opening ceremony 208

June: Open house 200

July: Open house 200

Aug: Open house 115

Sept: Open house (Doors Open) 238

Sept: Open house (Doors Open) 277

Oct: Open house 96

Nov: Open house 43

Nov: Beasley Tea 70

Dec: Open house 36

2023

Feb: Open house 111

Mar: Open house 95

Apr: Open house 98

May: Plant sale & open house 120

Going forward

The number of visitors would suggest that additional open hours are warranted. In addition, City of Windsor staff should be trained to take a more active role in historical interpretation in order to offer the visitor an enhanced experience.

The Mansion is possibly the only city facility without internet and wifi access. This hampers the visitors' and volunteers' ability to share and research information while on site. Consideration should be given to bring the Mansion into the 21st century.

A sizeable (\$100,000.00) grant has been applied for through the Gordie Howe International Bridge Company which, if awarded, will dramatically increase public demand to have access to the Mansion. In addition, Sandwich would benefit economically from the added tourism. The Mansion would become a cultural and historical magnet for miles around. The focus of the grant is on historical interpretation and hands-on history.

Regardless of whether this large grant is realized, the public continues to demonstrate a consistent interest in visiting the Mansion. It is hoped that Council at least maintains the lease long term and hopefully enhances access to the entire building.

Finalization

As discussed with Michelle, November 17th, 2023, the above information is being submitted for inclusion in the Standing Committee/Council Report,

Thank you
Don Wilson, President
Les Amis Duff-Bâby

Subject: Additional Information regarding SCM 314/2023 Les Amis Duff Baby Annual Report – Ward 2

Reference:

Date to Council: January 15, 2024
Author: Michelle Staadegaard
Manager – Culture and Events
Recreation and Culture
mstaadegaard@citywindsor.ca
(519) 253-2300 x 2726

Recreation and Culture
Report Date: January 3, 2024
Clerk's File #: SR2023

To: Mayor and Members of City Council

Additional Information:

At the December 6, 2023, Standing Committee it was resolved:

THAT the correspondence of the President Les Amis Duff-Bâby dated August 29, 2023 and the memo of the Manager, Culture & Events dated November 20, 2023 regarding the Les Amis Duff Baby Annual Report **BE RECEIVED** for information; and,

THAT administration **BE REQUESTED** to report back and provide a cost estimate to add the staff complement for a 4-month period specifically during peak season, and that this information **BE BROUGHT FORWARD** when this committee report proceeds to Council; and,

THAT administration **BE REQUESTED** to provide a fulsome report regarding 2023 and 2024 attendance numbers and staffing possibilities to a future meeting of Council for their consideration.

This additional information memo is in response to the direction for a 4-month cost estimate.

Tour days are currently run by volunteers with support by City staff. Volunteers from Les Amis Duff-Bâby provide a self-guided tour brochure to visitors, assist visitors as they sign in, and locate themselves throughout the house to monitor visitor activity. City of Windsor staff welcome visitors at the door and monitor attendance, with a second staff being on site to act as a “runner”.

The self-guided tours currently being offered allow guests to wander at their leisure on the 1st, 2nd and 3rd floors with the exception of the 2nd floor offices, which are not available to tour.

In preparing this additional information memo, Administration reached out to Les Amis Duff-Bâby to confirm the availability of their volunteers for additional dates during the 4-month period of June through September as the current tours of Duff-Bâby House are highly volunteer driven. Don Wilson, the President of Les Amis Duff-Bâby, noted that volunteer availability would be need to be confirmed and coordinated for any additional tour dates.

In the event that fewer/no volunteers were available, tours could continue to be run on the additional tour dates, pending the availability of trained City staff. Staff schedules are generally confirmed a minimum of 2 weeks in advance. In addition, adding City staff would have budget impacts which are captured in the options noted below.

If Les Amis Duff-Bâby could not provide enough volunteers, the City would offer access to Duff-Bâby House with 2nd and 3rd floors blocked off. Visitors would not be able to go upstairs on their own but smaller guided tours to those floors, instead of self-guided tours, could be an option. In speaking with Mr. Wilson he noted Les Amis Duff-Bâby would be agreeable to that suggestion.

Administration has applied for summer student grant funding which, if successful, would provide staff for the tours in July and August but not for June or September. The results of the grant application will not be known until Spring 2024. If the City is successful with the summer student grant funding a condition of the grant is that an additional staff member would be needed on site as summer students cannot be without supervision.

Administration is also aware that the Ontario Heritage Trust is planning capital projects to start in 2024 that may affect access to the building for tours.

Costs associated with additional tour dates are noted below:

Option	Total Tours June - Sept	City Staff Required Per Tour Date	Total Cost	Additional Funding Required
Option 1: Current Format	4	2	\$842.80	N/A
Option 2: 2 Additional Dates with Les Amis Volunteers	6	2	\$1,264.20	\$421.40
Option 3: 2 Additional Dates with no Les Amis Volunteers	6	2.3 (Average)	\$1474.90	\$632.10
Option 4: 4 Additional Dates with no Les Amis Volunteers	8	2.5 (Average)	\$2107.00	\$1,264.20

Note: Staffing costs are based on 2024 staff hourly rates and projected City staff requirements for the additional tour dates.

Currently, there is no funding available in the 2024 Budget to proceed with the additional tour dates (i.e. Options 2, 3 & 4). Should Council direct Administration to move forward with additional tour dates, it is recommended that the City Treasurer be directed to identify an appropriate funding source in order to accommodate this request.

Consultations:

Madelyn DellaValle, Curator

Approvals:

Name	Title
Michelle Staadegaard	Manager – Culture & Events
Jen Knights	Executive Director – Recreation & Culture
Ray Mensour	Commissioner, Community Services
Tony Ardovini	On behalf of Commissioner, Corporate Services/CFO
Joe Mancina	Chief Administrative Officer

Appendices:



Subject: Pathway to Potential Renewal Strategy – StrategyCorp

Moved by: Councillor Jo-Anne Gignac
Seconded by: Councillor Fabio Costante

Decision Number: **CSSC 224**

That the presentation by StrategyCorp regarding Pathway to Potential Renewal Strategy **BE RECEIVED** for information.

Carried.

Clerk's File: SS2023

Clerk's Note:

1. Please refer to Item 6.1 from the Community Services Standing Committee held on December 6, 2023.
2. To view the stream of this Standing Committee meeting, please refer to:
<https://csg001-harmony.sliq.net/00310/Harmony/en/PowerBrowser/PowerBrowserV2/20231206/-1/9453>



Committee Matters: SCM 358/2023

Subject: Minutes of the Meetings of the Executive Committee and Board of Directors, Willistead Manor Inc., held October 12, 2023

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

Decision Number: **CSSC 217**

THAT the minutes of the Willistead Executive and Board of Directors, Willistead Manor Inc. meeting held October 12, 2023 **BE ADOPTED** as presented.

Carried.

Report Number: SCM 281/2023

Clerk's Note:

1. Please refer to Item 7.1 from the Community Services Standing Committee held on December 6, 2023.
2. To view the stream of this Standing Committee meeting, please refer to:
<https://csg001-harmony.sliq.net/00310/Harmony/en/PowerBrowser/PowerBrowserV2/20231206/-1/9453>



Committee Matters: SCM 281/2023

**Subject: Minutes of the Meetings of the Executive Committee and Board of
Directors, Willistead Manor Inc., held October 12, 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 4:07 o'clock p.m. and the Executive Committee considers the Agenda being Schedule "A" **attached** hereto, matters, which are dealt with as follows:

2. ADOPTION OF THE MINUTES

Moved by R. Gauthier, seconded by J. Evans,
That the minutes of the Executive Committee Board of Directors
Willistead Manor Inc. meeting held September 21, 2023 **BE ADOPTED** as
presented.

Carried.

3. BUSINESS ARISING FROM THE MINUTES

D. Sanborn informs the Committee members that the floor in the Coach House has been fixed and marble strips have been installed while work on the drain is being completed.

4. REPORTS

4.1 Chairperson

None.

4.2 Administration

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

Facilities:

- Any window well grate covers that could be repaired are now complete and re-installation of those began this week. Where breaks could not be repaired, those capstones will be replaced and installed next Spring. The Main Courtyard replacement remains slated for Spring 2024 and will include a new ramp, planting beds surrounding the perimeter and approximately 2,000 square feet of hardscape. Work is likely to be in February. The stone colour for the courtyard was chosen in September and the new flowerbeds – boxwoods and hydrangeas for the perimeter of the new courtyard have been ordered and have arrived. They are currently in safekeeping at the greenhouse for planting after the new courtyard is complete.
- The marble strips work on the Coach House floor is now complete. Vent covers are still to be installed. Drain cover work is underway and the cabinet lighting will be handled next.
- Painting of the new Cooling Tower, Gable and Fence around the tower is complete.

Custodian RFP Update:

- The job posting for the position of Heritage Custodian and Maintenance Attendant (live in) is up until October 16th, 2023 and has been shared with the Board members. The posting has generated some media coverage, interesting news articles and inquires. Next steps will be reported at the November meeting of the Executive Committee.

Culture & Events:

- **Poetry at the Manor – Vol. 11** – Hosting on Wednesday, October 25, 2023.
- **Holiday Tours:** Wednesdays, Dec 6, 13, 20 & 27; and Sundays, Dec 3, 10 & 17.

- **Breakfast with Santa:** Sundays, Dec 3, 10 & 17; one date is already sold out.

Documentary Updates:

- There are no new updates at this time. Suede Productions is still planning its own distribution/release and details are currently not available.

C. Menard informs the Committee members that he and R. Gauthier met onsite at the Manor for a full walkthrough and generated a Project Wish List for upkeep and enhancements. The list will be presented to the Committee at the November meeting.

4.3 Treasurer

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

- Operating Account -- \$21,438.
- Savings Account -- \$32,269.

5. NEW BUSINESS

R. Gauthier informs the Committee members that he, along with L. Brown and C. Menard, met with the artist chosen to commission a portrait of Mary Walker. R. Gauthier indicates that he will seek Board approval for an expenditure of \$10,000 for the portrait, including taxes and that the cost of the frame will be additional. The work will take three to four months to complete and the portrait will be displayed across from the portrait of Edward, above the piano in the Great Hall. R. Gauthier adds that the Event Planning Committee will work on planning an event for the official unveiling of the portrait.

R. Gauthier refers to his walkthrough of the Manor with C. Menard and indicates that one of the projects identified is the refreshing of the flooring on the main floor of the Manor. C. Menard indicates that all projects will be prioritized and that the budget for each must be identified.

6. DATE OF NEXT MEETING

The next meeting of the Executive Committee Board of Directors, Willistead Manor Inc. will be held on Thursday, November 9, 2023, at 4:00 o'clock p.m.

7. ADJOURNMENT

There being no further business, the meeting is adjourned at 4:25 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
D. Langstone
M. McKenzie
E. Morasset
C. Pitman

Regrets from Board Members:

A. Jahns

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 4:35 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 J. Evans, seconded by A. Abu-Zahra,
That the minutes of the Board of Directors, Willistead Manor Inc. meeting held June 8, 2023 **BE ADOPTED** as amended:

- That “a local artist” be replaced by “an artist from Oakville” on page 4, section 6.3 Acquisitions, second paragraph.

Carried.

3. BUSINESS ARISING FROM THE MINUTES

D. Sanborn informs the Board members that the floor in the Coach House has been fixed and marble strips have been installed while work on the drain is in the process of being completed.

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:

- Any window well grate covers that were able to be repaired are now complete and re-installation of those began this week. Where breaks could not be repaired, those capstones will be replaced and installed next Spring. The Main Courtyard replacement remains slated for Spring 2024 and will include a new ramp, planting beds surrounding the perimeter and approximately 2,000 square feet of hardscape. Work is likely to begin in February. The stone colour for the courtyard was chosen in September and the new flowerbeds – boxwoods and hydrangeas for the perimeter of the new courtyard have been ordered and have arrived. They are currently in safekeeping at the greenhouse for planting after the new courtyard is complete.
- The marble strips work on the Coach House floor is now complete. Vent covers are still to be installed. Drain cover work is underway and the cabinet lighting will be handled next.
- Painting of the new Cooling Tower, Gable and Fence around the tower is complete.

Custodian RFP Update:

- The job posting for the position of Heritage Custodian and Maintenance Attendant (live in) is up until October 16th, 2023 and has been shared with the Board members. The posting has generated some media coverage, interesting news articles and inquires. Next steps will be reported at the November meeting of the Executive Committee.

Culture & Events:

- **Poetry at the Manor – Vol. 11** – Hosting on Wednesday, October 25, 2023.
- **Holiday Tours:** Wednesdays, Dec 6, 13, 20 & 27; and Sundays, Dec 3, 10 & 17.
- **Breakfast with Santa:** Sundays, Dec 3, 10 & 17; one date is already sold out.

Documentary Updates:

- There are no new updates at this time. Suede Productions is still planning its own distribution/release and details are currently not available.

C. Menard informs the Board members that he met with R. Gauthier at the Manor, where they did a complete walkthrough and identified some projects. As a result, a wish list was created, which will be presented to the Board in November. C. Menard indicates that all projects will be prioritized and a budget identified.

5.2 Treasurer

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

- Operating Account -- \$21,438.
- Savings Account -- \$32,269.

D. Seguin informs the Board members that the investments made from the Willistead Endowment Fund are doing well.

6. COMMITTEES

6.1 Fundraising

None.

6.2 Community Relations and Promotion

None.

6.3 Acquisitions

R. Gauthier informs the Board members that he, along with L. Brown and C. Menard, met with Artist Michele Van Maurik from Oakville, at the Manor to discuss the portrait of Mary Walker. R. Gauthier describes Ms. Van Maurik as qualified and introspective and informs that during their meeting they discussed the placement of the portrait as well as colour tones, adding that Ms. Van Maurik plans to incorporate Edward's favourite flower, the violet, into her painting.

R. Gauthier indicates that the cost of the portrait is \$10,000. including taxes and that the artist has requested a \$5,000. deposit. The frame will have to be purchased separately. The work will take three to four months to complete and once complete, will be displayed across from the portrait of Edward, above the piano in the Great Hall and an unveiling event will be planned for a future date, noting that the Manor will be closed from February to June 2024 during the Main Courtyard replacement.

Moved by R. Gauthier, seconded by J. Evans,
THAT the Board of Directors, Willistead Manor Inc. **AUTHORIZE** an expenditure in the amount of \$10,000. for the commissioning of a portrait of Mary Walker, by Artist Michele Van Maurik; and,

THAT the Board of Directors, Willistead Manor Inc. **AUTHORIZE** an expenditure to an upset limit of \$1,000. for the purchase of a frame for the portrait of Mary Walker; 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:

- Docent training has been provided, with 8 members in attendance and the 10-minute educational sessions continue to be incorporated in their meetings.
- During the month of September, they welcomed one group from Académie Ste. Cécile as well as a group from Ottawa. An additional 3 tours are booked for the month of October.
- Six members of the Friends of Willistead will be receiving Ontario Volunteer Service Awards.

C. Pitman thanks the Board members for their monetary donation to help support their holiday decorating efforts.

6.5 Education

C. Menard informs that some dates have been identified to bring school groups into the Manor this year. Their visit will include a tour of the Manor, lunch, a screening of the documentary as well as a small marketing project in order to fulfill the curriculum. Two additional schools have inquired about a tour and possible dates are being considered.

6.6 Historical

None.

6.7 Event Planning

None.

7. NEW BUSINESS

None.

8. DATE OF NEXT MEETING

The next meeting of the Board of Directors, Willistead Manor Inc. will be held Thursday November 9, 2023 at 4:30 o'clock pm.

9. ADJOURNMENT

There being no further business, the meeting is adjourned at 5:03 o'clock p.m.

CHAIRPERSON

EXECUTIVE SECRETARY

Item No. 8.30



Committee Matters: SCM 359/2023

Subject: Minutes of the Windsor Accessibility Advisory Committee of its meeting held October 19, 2023

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

Decision Number: **CSSC 218**

THAT the minutes of the Windsor Accessibility Advisory Committee meeting held October 19, 2023 **BE ADOPTED** as presented.

Report Number: SCM 312/2023

Clerk's Note:

1. Please refer to Item 7.2 from the Community Services Standing Committee held on December 6, 2023.
2. To view the stream of this Standing Committee meeting, please refer to:
<https://csg001-harmony.sliq.net/00310/Harmony/en/PowerBrowser/PowerBrowserV2/20231206/-1/9453>



Committee Matters: SCM 312/2023

Subject: Minutes of the Windsor Accessibility Advisory Committee of its meeting held October 19, 2023



Windsor Accessibility Advisory Committee Meeting held October 19, 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
Riccardo Pappini
Nicholas Petro
Caleb Ray

Guest in attendance:

Shauna Boghean, Vision Loss Rehabilitation Ontario

Also present are the following resource personnel:

Gayle Jones, Accessibility, Diversity Officer
Wadah Al-Yassiri, Manager Parks Development
Ian Day, Senior Manager Traffic Operations
Jen Knights, Executive Director Recreation and Culture
Prem Patal, Manager Traffic Operations
Rosanna Pellerito, Director of Corporate Services
Mark Keeler, Human Resources Assistant
Karen Kadour, Committee Coordinator

1. Call to Order

Sally Bennett Olczak, Co-Chair calls the meeting to order at 10:00 o'clock a.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 Caleb Ray, seconded by Councillor Fred Francis,
That the minutes of the Windsor Accessibility Advisory Committee of its meeting held May 25, 2023 **BE ADOPTED** as presented.
Carried.

4. Business Items

4.1 Application for Funding from Capital Fund 7086008 – Application for funding from Your Quick Gateway (Windsor) Inc.

Rosanna Pellerito, Director of Corporate Services, CFO for the Windsor International Airport is present and provides the following background information relating to the request for funding:

- The Windsor International Airport falls under the accessibility guidelines of the Federal Government (Accessible Canada Act) and they are currently working on an Accessibility Plan to be implemented in 2024 for the Airport.
- Looking to install a hearing loop copper wire in their pre board and check-in counters to assist passengers who are hard of hearing when they come to the airport.
- The project will require the removal of the carpet in the pre board, to install the copper wire on the floor, replace the carpet and install the units at each of the check-in counters that will work with anyone with a hearing aid with a t-coil inside.
- The cost (as outlined in the quote) does not include the cost of the carpeting which is \$30,000. The cost of the entire project is approximately \$67,000.

In response to a question asked by the Chair regarding if other airports are using this loop system, Rosanna Pellerito responds that the airport in Vancouver and the Toronto Pearson International Airport are using the loop system.

Nick Petro asks who will manage the loop system at the airport. Rosanna Pellerito responds that no management is required as it is a passive system that works on its own.

Moved by Councillor Fred Francis, seconded by Nicholas Petro,
That the request for funding from Your Quick Gateway (Windsor) Inc. in the upset amount of \$67,000 in invoiced costs from the Capital Fund 7086008 for the installation

of a hearing loop system, and the removal and installation of new carpeting at the Windsor International Airport **BE SUPPORTED.**

Carried.

Surendra Bagga voting nay.

4.2 Accessible Pedestrian Signals

Shauna Boghean, Vision Loss Rehab Ontario and Mobility and Orientation Instructor appears before the Committee and the following remarks are provided:

- Advises that there are 27 audible pedestrian signals throughout the city and requests working with Traffic and Engineering to determine the capability of the Campbell and Polaris Systems. She adds that replacement, and/or tweaking may be required to develop a safe standard.
- Will be meeting with Ian Day on October 20, 2023 at the Strabane and Wyandotte intersection to review ongoing issues on behalf of blind and low vision individuals.
- Indicates that a totally blind individual will be present at the October 20, 2023 site visit to provide comment.

Peter Best expresses that immediate action is required. He advises that he and Shauna Boghean have worked with blind and visually impaired individuals to determine their specific needs. There is a need to understand the difference between the two technologies (Campbell and Polaris systems) and to discern what will work at what environment and, why they are not operating to the benefit of the client at any given intersection. There is also a requirement to train the client in how to use the APS systems because pushing the button does not work for everyone.

Ian Day states that two sites (intersections) will be visited on October 20, 2023 to physically demonstrate and to go through all of the settings on both the Polaris and the Campbell to determine a standard on site. The limitations and the capabilities of the systems will also be discussed.

Gayle Jones advises in terms of the Polaris, there are different types of units. She notes there are new types of units that the City of Windsor does not have which could be helpful in our community.

Ian Day remarks that the starting point is to work with the Polaris to resolve the issues. Their recommendation is the establishment of a subcommittee to include the direct parties involved to continue to move forward with this.

Moved by Councillor Fred Francis, seconded by Caleb Ray,
That update regarding the Accessible Pedestrian Signals and next steps **BE RECEIVED.**

Carried.

4.3 Request regarding Signage – To consider implementing a new symbolic traffic sign to warn motorists of various disabilities within residential neighbourhoods

Gayle Jones reports that this matter was brought up by a member of the public who suggested that a symbol be added to the signage to denote for example that a person with a hearing disability resides in the area and to allow for traffic to be aware.

Councillor Fred Francis advises that Niagara Falls has added the symbol to their signage and asks if the public may take offence to this if they do not have a physical disability, i.e. autism. Gayle Jones responds that the request comes forward from an individual asking for a sign to be placed on their street or through an organization such as the autism society that make the request on behalf of the family.

Ian Day indicates that the most prevalent sign that traffic erects relates to autistic individuals living in an area and adds that the Autism Society is heavily involved with this. The Autism Society advises the Traffic Department if the person has moved and subsequently the sign is taken down.

Moved by Councillor Fred Francis, seconded by Riccardo Pappini,
That Gayle Jones, Accessibility and Diversity Officer **BE REQUESTED** to research other municipalities for best practices regarding the implementation of a new symbolic sign to warn motorists of various disabilities within residential neighbourhoods and to report back at a future meeting.

Carried.

4.4 Update on Alexander Park

Gayle Jones reports that Sandy Friesen was a longstanding member of WAAC. She was an exceptional individual who was blind and deaf and who offered so much to this community. In memory of Sandy, an engraved bench along with a cement pad and accessible picnic table were placed at Alexander Park in an area called “Sandy’s Point”.

Peter Best adds that Sandy’s Point is a destination point for many people including seniors and those who reside at Lion’s Manor who like to sit by the river in a comfortable, safe place. He suggests that a media presentation and formal dedication of Sandy’s Point be held the first week of June 2024 which is Accessibility Week.

Moved by Councillor Francis, seconded by Nicholas Petro,
That the update by Administration regarding “Sandy’s Point” at Alexander Park **BE RECEIVED**.

Carried.

4.5 Facility Accessibility Design Standards (FADS) - Update

Mark Keeler remarks that a subcommittee of WAAC was struck several months ago to look at the next generation of FADS. In reviewing the FADS City of London standard, he adds that it covers everything from common elements, the interior environment, exterior and common elements and once completed, the document will be approximately 500 pages in length and will be accessible.

Gayle Jones adds once the review of FADS has been completed by WAAC, it will be vetted and reviewed by relevant members of Administration; will be sent back to WAAC for review and will then eventually proceed to City Council for approval.

Surendra Bagga advises that he has enjoyed sharing his experience and knowledge to help improve the document.

Riccardo Pappini adds that the mix of professional experience with the lived experience of the subcommittee has created a nice balance to the approach of reviewing this document. This document is clear, concise and will be a help to the community.

Gayle Jones advises that once City Council adopts the FADS document, it will be the standard for City Facilities.

Moved by Caleb Ray, seconded by Nicholas Petro,
That the Facility Accessibility Design Standards (FADS) update by the Windsor Accessibility Advisory Committee subcommittee **BE RECEIVED.**
Carried.

4.6 WAAC Operating Budget

Gayle Jones advises that the balance of the WAAC 2023 Operating Budget is \$12,476.

Peter Best, Co-Chair suggests supporting the following entities such as. Miracle Park, Huron Lodge, and the Riverside Library with funds from the WAAC 2023 Operating Budget.

Councillor Fred Francis requests that Administration reach out to the Miracle Park, Huron Lodge and the Windsor Library Board to determine what their needs are and to report back with items along with the associated costs.

Jen Knights states that she will reach out to Recreation and Culture and will liaise with Parks as well as the organizations mentioned by Councillor Fred Francis.

Moved by Councillor Fred Francis, seconded by Caleb Ray,
That Administration **BE REQUESTED** to report back on initiatives to support programming services related to seniors and youth and the optimum use of the Windsor Accessibility Advisory Committee 2023 Operating Budget.

Carried.

Moved by Councillor Fred Francis, seconded by Nicholas Petro,
That the update regarding the 2023 Windsor Accessibility Advisory Committee Operating Budget **BE RECEIVED**.

Carried.

5. Date of Next Meeting

The next meeting will be held in late November 2023.

6. Adjournment

There being no further business, the meeting is adjourned at 11:29 o'clock a.m.



Subject: Report No. 131 of the Windsor Accessibility Advisory Committee - Funding for the installation of a hearing loop system at the Windsor International Airport

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

Decision Number: **CSSC 219**

THAT Report 131 of the Windsor Accessibility Advisory Committee indicating:

THAT the request for funding from Your Quick Gateway (Windsor) Inc. in the upset amount of \$67,000 in invoiced costs from the Capital Fund 7086008 for the installation of a hearing loop system, and the removal and installation of new carpeting at the Windsor International Airport BE SUPPORTED.

BE APPROVED.

Carried.

Report Number: SCM 313/2023
Clerk's File: MB2023

Clerk's Note:

1. Please refer to Item 7.3 from the Community Services Standing Committee held on December 6, 2023.
2. To view the stream of this Standing Committee meeting, please refer to:
<https://csg001-harmony.sliq.net/00310/Harmony/en/PowerBrowser/PowerBrowserV2/20231206/-1/9453>



Committee Matters: SCM 313/2023

**Subject: Report No. 131 of the Windsor Accessibility Advisory Committee -
Funding for the installation of a hearing loop system at the Windsor International
Airport**

REPORT NO. 131
of the
WINDSOR ACCESSIBILITY ADVISORY COMMITTEE (WAAC)
Meeting held October 19, 2023

Members present: Sally Bennett Olczak, Co-Chair
Peter Best, Co-Chair
Councillor Fred Francis
Surendra Bagga
Riccardo Pappini
Nicholas Petro
Caleb Ray

Moved by Councillor Fred Francis, seconded by Nicholas Petro,

That the request for funding from Your Quick Gateway (Windsor) Inc. in the upset amount of \$67,000 in invoiced costs from the Capital Fund 7086008 for the installation of a hearing loop system, and the removal and installation of new carpeting at the Windsor International Airport **BE SUPPORTED.**

Carried.

Surendra Bagga voting nay.

SALLY BENNETT OLCZAK, CO-CHAIR

COMMITTEE COORDINATOR

Windsor Accessibility Advisory Committee	On file.	
Rosanna Pellerito, Director of Corporate Services, CFO, Windsor International Airport		rpelleriito@yqg.ca



Item No. 8.32

Committee Matters: SCM 361/2023

Subject: Minutes of the Committee of Management for Huron Lodge of its meeting held November 20, 2023

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

Decision Number: **CSSC 220**

THAT the minutes of the Committee of Management for Huron Lodge meeting held November 20, 2023 **BE ADOPTED** as presented.

Report Number: SCM 315/2023

Clerk's Note:

1. Please refer to Item 7.4 from the Community Services Standing Committee held on December 6, 2023.
2. To view the stream of this Standing Committee meeting, please refer to:
<https://csg001-harmony.sliq.net/00310/Harmony/en/PowerBrowser/PowerBrowserV2/20231206/-1/9453>



Committee Matters: SCM 315/2023

Subject: Minutes of the Committee of Management for Huron Lodge of its meeting held November 20, 2023

Committee of Management for Huron Lodge
Meeting held November 20, 2023

A meeting of the Committee of Management for Huron Lodge is held this day commencing at 9:00 o'clock a.m. via Zoom video conference, there being present the following members:

Councillor Ed Sleiman, Chair
Councillor Jo-Anne Gignac

Regrets received from:

Councillor Fred Francis

Also present are the following resource personnel:

Alina Sirbu, Executive Director, Long Term Care Administrator of Huron Lodge
Andrew Daher, Commissioner, Human & Health Services
Doran Anzolin, Executive Initiatives Coordinator
Karen Kadour, Committee Coordinator

1. Call to Order

The Chair calls the meeting to order at 8:58 o'clock a.m. and the Committee of Management for Huron Lodge considers the Agenda being Schedule A attached hereto, matters which are dealt with as follows:

2. Disclosure of Interest

None disclosed.

3. Adoption of the Minutes

Moved by Councillor Jo-Anne Gignac, seconded by Councillor Ed Sleiman,
That the minutes of the meeting of the Committee of Management for Huron Lodge held November 20, 2023 **BE ADOPTED** as presented.
Carried.

4. In Camera

No In Camera session is held.

5. Business Items

5.1 Administrator's Report

Alina Sirbu provides the highlights of the Administrator's Report as follows:

- On November 2, 2023, The Ministry of Long-Term Care released a new directive on enhanced masking requiring staff, students, support workers and volunteers to wear a mask when in resident areas indoors, and strongly recommending visitors and caregivers to wear a mask in resident areas indoors.
- Huron Lodge estimates the one-time funding streams for covid-19, infection prevention and control staff and training, medication safety technology, and minor capital to be approximately \$880,000 in 2023.
- Huron Lodge attained 3-year accreditation status through Commission on Accreditation of Rehabilitation Facilities (CARF) International.
- Staff at Huron Lodge will be undergoing fundamental training for palliative care as part of the committee's scope and revamp.
- Councilors discussed various quality indicators and the relevance and relationship between admissions , acuity of new LTC population as well as available funding through RAI/MDS documentation – the executive director will continue to utilize all available working groups and advocacy programs to ensure ministry is well informed of current LTC issues and needs as required.

In response to a question asked by Councillor Gignac regarding if the residents have received vaccinations for Covid-19, the flu and RSV, Alina Sirbu responds that all vaccines for which consent is received are administered in house- the consent must be provided in writing by the cognitive residents or by the power of attorney.

Councillor Jo-Anne Gignac inquires if information is forwarded to the Ministry regarding the number of new residents on antipsychotics. Alina Sirbu responds that all of the quality indicators numbers are reported through Health Quality Ontario to the Ministry which includes the plans to improve and mitigation strategies.

Councillor Jo-Anne Gignac inquires about the distribution of antipsychotics, what would the average be on a monthly basis. Alina Sirbu responds that the amount is calculated differently now due in part to the higher rate of admissions than in the past. She states that Windsor-Essex as a demographic area seems to be at a higher risk for mental health and as such new residents get admitted with plans of care that include a higher number of pharmacological interventions. On a good note, all of the new admissions are being assessed through in house physicians with the pharmacy and the nurses and a safe reduction is being initiated as possible.

Councillor Jo-Anne Gignac asks if the Ministry recognizes that an individual would require a higher level of care when on antipsychotics as the staff have to continually assess and monitor to bring that amount down and would additional funds be provided for this purpose.

Alina Sirbu explains the differences between coding for physical ailments versus coding for psychological and how that translates into funding – she also touches upon high intensity funding as utilized in support to residents living with expressive behaviors specialized plans of care.

Andrew Daher adds that it is imperative that the staff chart correctly to ensure they receive appropriate funding.

Moved by Councillor Jo-Anne Gignac, seconded by Councillor Ed Sleiman,
That the report from the Administrator of Huron Lodge providing the Committee of Management with an update on issues related to resident care; the Ministry of Long-Time Care (MLTC); Ontario Health; Home and Community Care Support Services (HCCSS) and other initiatives that impact the Long-Term Care sector **BE RECEIVED** for information and **APPROVED** for the period ending November 20, 2023.

Carried.

6. Date of Next Meeting

The next meeting will be at the call of the Chair.

7. Adjournment

There being no further business, the meeting is adjourned at 9:11 o'clock a.m.



Committee Matters: SCM 362/2023

Subject: CQ 4-2021 – Report on Pilot Project to Offer Menstrual Hygiene Products in Select Municipal Buildings Free of Charge - City Wide

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

Decision Number: **CSSC 221**

THAT the report of the Executive Initiatives Coordinator dated November 17, 2023, entitled “CQ 4-2021 – Report on Pilot Project to Offer Menstrual Products in Select Municipal Buildings Free of Charge - City Wide” **BE RECEIVED.**

Carried.

Report Number: S 158/2023

Clerk’s File: GM2023

Clerk’s Note:

1. The recommendation of the Community Services Standing Committee and Administration are the same.
2. Please refer to Item 8.1 from the Community Services Standing Committee held on December 6, 2023.
3. To view the stream of this Standing Committee meeting, please refer to:
<https://csg001-harmony.sliq.net/00310/Harmony/en/PowerBrowser/PowerBrowserV2/20231206/-1/9453>

Subject: CQ 4-2021 – Report on Pilot Project to Offer Menstrual Products in Select Municipal Buildings Free of Charge - City Wide

Reference:

Date to Council: December 6, 2023
Author: Samantha Magalas
EIC, Community Services
smagalas@citywindsor.ca
519-253-2300 x2730

Facilities

Report Date: November 17, 2023
Clerk's File #: GM2023

To: Mayor and Members of City Council

Recommendation:

THAT City Council **RECEIVE** the follow up report on the Pilot Project to offer menstrual products in select municipal buildings free of charge.

Executive Summary:

N/A

Background:

On March 8th, 2021, Councillor Kieran McKenzie asked “*That the City of Windsor Administration develop a proposal for Council consideration to provide female hygienic products in municipal buildings free of charge*”.

In 2019, the City of London was the first Canadian municipality to offer free menstrual products in public washrooms, and the movement quickly reached other governments and institutions. Several municipalities, school boards and libraries have embraced the concept across the country including Hamilton, Cambridge, Mississauga, Peterborough, and Sarnia to name a few. In addition, on May 10, 2023, the Federal Government announced they had updated Canada Labour Code so that as of December 15, 2023, federally regulated employers will be required to make menstrual products available to workers at no cost while they are in the workplace.

Following the Council question, Administration was directed by Council to offer menstrual products in the following City facilities, free of charge, for one year:

1. WFCU Centre
2. Windsor Water World (WWW)
3. Windsor International Aquatic and Training Centre (WIATC)
4. Capri Pizzeria Recreation Complex (CPRC)
5. 350 City Hall Square W
6. 400 City Hall Square E
7. Gino and Liz Marcus (GLM)

Menstrual products were placed in the women’s, men’s and family washrooms at those locations. The initial installation cost was \$6,500 plus HST, and a product replenishment cost of \$9,000 plus HST for a total pilot cost of \$15,500 plus HST for all seven (7) locations noted above.

Discussion:

Administration from the pilot locations provided input on how the pilot project performed at each centre. The pilot project began in May of 2022 and the total inventory noted in the table below was as of October 2023. As a result of the COVID pandemic and the subsequent changes to recreation programming that occurred, Administration opted to extend the length of the pilot project to gain a better understanding of usage rates once facility traffic was closer to pre-pandemic levels. The initial order of product was 13,500 pads, 19,500 tampons and 10,000 disposal bags. Below is a table showing the quantity provided and the usage rates at each location:

Location	Pads Used	Tampons Used	Bags Used
WIATC	635	805	500
GLM	245	470	200
WFCU	250	450	150
350 CHS	156	118	500
400 CHS	1221	1579	500
WWW *	250	500	500
CPRC	187	500	500
TOTAL Product Used	2,682	4,000	3,500
TOTAL Product Remaining	10,818	15,500	6,500

*Windsor Water World (WWW) supplies were depleted but H4 has its own stock of products which it provides.

Overall, the usage rates were lower than expected. Unfortunately, there were also instances of misuse of the products. At Windsor Water World, the dispensers were damaged and became unusable. Product was made available at the front desk in that instance. At WIATC, CPRC and WFCU Centres, Administration observed products scattered throughout the washrooms, soaked in water and/or thrown down toilets. This was more frequent during community events with high attendance.

If Council directs administration to continue to offer this service, Administration recommends continuing to utilize the existing product until the supply is depleted at the locations noted above. Once supply is depleted a budget request would be brought forward for Council consideration. That request can include that the program continue status quo, or that the program be expanded or reduced.

Risk Analysis:

The initial risk associated with putting dispensers and disposal receptacles in publicly accessible washrooms was misuse of products, and damage to the dispensers. While some damage to dispensers occurred, there was misuse observed in the washrooms at WFCU, WIATC and CPRC locations. While Administration assumes that this misuse may continue, the risk of this occurring is low and consistent with other vandalism occurring within our washrooms.

Climate Change Risks

Climate Change Mitigation:

N/A

Climate Change Adaptation:

N/A

Financial Matters:

The initial Council-approved budget for the Pilot Project was \$19,000 (CR496/2021) to fund the installation in women's, men's and family washrooms at the above locations. The initial installation cost was \$6,500, plus applicable HST, and the product replenishment was \$9,000, plus applicable HST. A 2022 quote in the amount of \$9,000 for menstrual products (13,500 pads, 19,500 tampons and 10,000 disposal bags) proved to be more than sufficient for a one-year supply. There is enough supply on hand to continue this program until a future operating budget submission is needed.

Consultations:

Emilie Dunnigan, Manager, Development Revenue and Financial Administration

Michael Chantler – Manager, Aquatics

Cory Elliott – Manager, Arenas and Recreation Facilities

Sebastian Pirrone - Service Director, SAC

Gayle Jones – Diversity & Accessibility Officer

Conclusion:

Following the one-year pilot project, the usage rates were lower than expected. Administration would like to continue to utilize existing stock until such time as it is depleted. During this time, Administration will continue to monitor the usage rates and any instances of misuse so that they can better allocate product inventory per location.

Planning Act Matters:

N/A

Approvals:

Name	Title
Jamie Scott	Manager of Facilities Operations (A)
Muhammad Masri	FPA Facilities
James Chacko	Executive Director, Parks & Facilities
James Chacko for Ray Mensour	Commissioner – Community Services
Janice Guthrie	Commissioner of Finance, City Treasurer
Joe Mancina	Chief Administrative Officer

Notifications:

Name	Address	Email

Appendices:

Subject: Response to CQ 7-2022 Regarding the Dog Park Policy - City Wide

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

Decision Number: **CSSC 222**

THAT the report of the Executive Initiatives Coordinator, Community Services dated November 17, 2023, entitled "Response to CQ Regarding the Dog Park Policy – City Wide" **BE RECEIVED** for information.

Carried.

Councillors Renaldo Agostino and Fabio Costrate voting nay.

Report Number: S 159/2023

Clerk's File: SR2023

Clerk's Note:

1. The recommendation of the Community Services Standing Committee and Administration are the same.
2. Please refer to Item 8.2 from the Community Services Standing Committee held on December 6, 2023.
3. To view the stream of this Standing Committee meeting, please refer to:
<https://csg001-harmony.sliq.net/00310/Harmony/en/PowerBrowser/PowerBrowserV2/20231206/-1/9453>

Subject: Response to CQ 7-2022 Regarding the Dog Park Policy - City Wide

Reference:

Date to Council: December 6, 2023
Author: Samantha Magalas
EIC, Community Services
smagalas@citywindsor.ca
519-253-2300 x2730
Parks
Report Date: November 17, 2023
Clerk's File #: SR2023

To: Mayor and Members of City Council

Recommendation:

THAT the report on the Response to CQ Regarding the Dog Park Policy **BE RECEIVED** for information.

Executive Summary:

N/A

Background:

At the May 30, 2022 meeting of City Council, through CR228/2022, Council approved the addition of two new dog parks. In addition, Council asked: *"That Administration REPORT BACK to Council with potential edits to the Dog Park Policy to allow smaller, urban parks to be used as dog parks as well."*

This report is in response to that question.

Discussion:

The current Council approved Dog Park Policy (the Policy) is attached as Appendix A. It allows for dog parks or off-leash areas to be built with conditions of inclusions and/or restrictions as outlined in the Policy. Specifically, section 5.2.3(a) of the Policy notes that there must be a minimum of 1.5 acres of land available on which to place the park. Section 5.2.3(b) notes that there must be a separate, fenced off area for large and small dog breeds. In addition, per section 5.2.1 (c), leash-free areas must be located in either community or regional parks and may not be established in neighbourhood parks.

According to the Canadian City Parks Report 2020, the importance of dog parks for social connection has been backed up by a variety of studies including ones that show that having dogs increased the likelihood of people meeting others in their community, acting as an ice-breaker, and can help reduce feelings of social isolation and increase the chance of building social support networks. Dog parks have also been shown to increase perceptions of safety as dog owners use parks in the “off hours” of the early morning or evening.

Administration recognizes the importance of dog parks and leash-free areas for dog owners and their dogs. It is also recognized that there is likely a greater need for these parks where dog owners are less likely to have their own yard space – such as the downtown area where there are more condos and apartment type units.

Administration from the Parks Department met with administration from By-Law to discuss opportunities to expand the policy. Some noted comments are as follows:

- Dog parks with a smaller footprint will not allow for separate large and small dog areas due to the confined space. This could create a higher level of risk for smaller dogs using the parks, especially at busier times when the area could become congested.
- Moving into smaller, neighbourhood parks would not provide opportunity for parking, or space to create pathways for accessibility for owners and will likely not provide the opportunity for a water source for dogs. There would also not be any space available for amenities such as benches etc.
- Creating a dog park in a neighbourhood park could utilise the majority of the footprint of the park, therefore taking the space away from other park users when fencing is installed.
- Neighbourhood parks, smaller in size, are surrounded by residential housing in close proximity. The proximity of homes to the dog park could lead to unsatisfied neighbours and an increased amount of noise complaints.

The following potential options can be explored should Council wish to proceed with installing a dog park in a smaller neighbourhood park:

Option -1 Status Quo

Section 5.2.3(i) of the current Dog Park Policy states that “Alternatives to the above noted inclusions can be brought forward to be considered for approval by City Council”. Should Council wish to not make any updates to the Policy, they could direct Administration to install a dog park at any City of Windsor park by approving one-off alternatives to the minimum size and amenities outlined in the Policy. This would allow for one-off decisions as needed without full changes to the Policy.

Option 2 – Update the Policy

If it is the will of Council, Administration could update the Policy to allow for dog parks in neighbourhood parks. If Council wishes to move forward with Option 2, it is suggested that the requirements for regional and community parks remain the same and that specific parameters for dog parks be included for neighbourhood parks.

If installing dog parks in neighbourhood parks, Administration recommends that neighbourhood parks only be eligible for a small area dog park if the parks are in excess of 1km (traversable) of an existing full size dog park or, a suitable community or regional park that could host a future dog park.

There would still need to be specific requirements for dog parks in neighbourhood parks within the Policy. The Policy would state that dog parks in neighbourhood parks would still have to have a minimum size requirement of not less of ¼ acres of available space which does not encompass more than 50% of available parkland within the park. Due to the size restrictions, no water source, no amenities (benches etc.), no walking path and no parking would be available at these dog parks. Neighbourhood dog parks would require drainage and mulch as there would be the potential to have a lot of traffic in a small space essentially tearing up any grass and creating mud puddles during inclement weather. Mulch would likely need to be replenished a few times per year, on an as needed basis. In addition to drainage and fencing, an accessible entrance with connecting walkway to the nearest accessible point of entry to the park would be required. The following number of neighbourhood parks would qualify if this policy was updated:

Ward	Number of Parks
1	5
2	6
3	1
4	3
5	1
6	3
7	5
8	7
9	7
10	2
TOTAL	40

It is estimated that a small area dog park would cost approximately \$75,000 plus applicable HST. In addition, Parks Administration estimates the annual operating costs per new neighbourhood dog park would be \$15,000. This would be for the drainage, mulch and operational costs required to ensure the footprint does not become unusable due to the expected heavy traffic in small park areas.

Risk Analysis:

Option 1

There is little risk involved with leaving the current Dog Park Policy status quo. Council would still have the option to direct Administration to install a dog park in any park by waiving the requirements of the Policy at any given time.

Funding would need to be identified for any future dog park installations under the current Policy as there is no funding available within the budget for future installations.

Option 2

There is a financial risk associated with allowing dog parks to be installed in neighbourhood parks as the changes to the Policy would expand the number of parks which could qualify to host a dog park. There is currently no funding available within the budget to install more dog parks within the City.

As noted in this report, there would be no option to have a large and small dog area in a neighbourhood park. This would result in all sizes of dogs being included in one space and could be a risk as dogs would be contained in a smaller and potentially more congested area. This could lead to a slightly higher risk of a dog being injured while at the park. In general, dog owners use these parks at their own risk and typically decide if the park, or group of dogs using the park, are suitable for their dog to join. Additional signage would be placed as the park informing users that the space is for all dog sizes and they should use at their own risk. This may help to mitigate the risk.

There is a moderate risk that if dog parks were allowed to be built in neighbourhood parks, surrounding residents may be upset about the potential noise from barking dogs so close to their homes. The Dog Park Policy has no restrictions in terms of proximity to residential homes. Additionally, if a neighbourhood park is used, the footprint of the dog park would take up a large area of the park, leaving other park users with less space for their activities. Public consultation would need to occur before any new dog park is installed. These risks could be mitigated if the residents in the surrounding area are in favour of a dog park but it is highly unlikely that all local residents would view the park as a positive. With regional or community parks, Administration attempts to locate the dog park area further away from the homes surrounding the park. This helps to mitigate the noise. This would not be possible with a neighbour park as the parks are smaller in size and the dog park would take up much of the footprint.

In a smaller dog park, there would be no room for a walking path making the space less accessible. There also would be no water source. As noted in the climate change risks section of this report, it is anticipated that the number of days over 30°C is expected to increase meaning the lack of a water source could become a risk during the summer months. There would also be no parking available meaning if anyone was driving to the park, they would need to utilize street parking.

Climate Change Risks

Climate Change Mitigation:

Should City Council wish to add additional dog parks, this will afford local residents the opportunity to utilize a dog park closer to their homes. Presently, residents in these areas are required to drive to existing dog parks in order to use it. By installing additional dog parks, there is potential to decrease the amount of driving required to get to these parks, therefore reducing community greenhouse gas emissions.

The addition of the dog parks should not negatively impact Corporate greenhouse gas emissions.

Climate Change Adaptation:

The addition of dog parks is not expected to negatively impact the current heat islands. However, it is important to note that regardless of the current heat island impacts, the City of Windsor is expected to have a significant increase in the number of days above 30°C. For example, under Windsor's current climate the average number of days exceeding 30°C is 22, which is expected to grow to an average of 50 days in 2040. To reduce the impacts of extreme heat on both human and dogs, Administration will look at the opportunity to add shade producing features to the parks including additional tree plantings.

Financial Matters:

There is no cost involved with changing the Dog Park Policy. There is currently no funding identified in the capital budget for the installation of additional dog parks. In 2022 two new dog parks were approved by Council at Oakwood Park and Elizabeth Kishkon Park with capital funding reallocated from PAYG Fund 169. If Council directs Administration to install new dog parks within certain or all 40 identified neighbourhood parks, Administration estimate that capital funding of up to \$3,000,000 plus applicable HST would be required to address up to 40 identified neighbourhood parks. In addition to the \$75,000 plus applicable HST capital investment per dog park, annual operating costs are estimated at \$15,000 per location for drainage, mulch and operational costs for which funding would also need to be approved within the annual operating budget at the appropriate time.

Consultations:

Emilie Dunnigan - Manager, Development Revenue and Financial Administration

Jamie Scott – Manager, Parks Operations

Wadah Al-Yassiri – Manager, Parks Design & Development

Craig Robertson – Manager Licensing & Enforcement

Karina Richters – Supervisor, Environmental Sustainability & Climate Change

Conclusion:

Should Council wish to proceed with installation dog parks in smaller, neighbourhood parks, Administration should be instructed to make the applicable updates to the Dog Park Policy. A funding source would be to be identified before moving forward with any new dog parks, regardless of location.

Planning Act Matters:

N/A

Approvals:

Name	Title
Samantha Magalas	EIC, Community Services
Erika Benson	FPA, Parks
Wadah Al-Yassiri	Manager, Parks Development
James Chacko	Executive Director, Parks and Facilities
Alex Vucinic	Manager of Risk Management (A)
Ray Mensour	Commissioner, Community Services
Dana Paladino	Commissioner, Corporate Services (A)
Janice Guthrie	Commissioner, Finance & City Treasurer
Joe Mancina	Chief Administrative Officer

Notifications:

Appendices:

- 1 Appendix A - Dog Park Policy

THE CORPORATION OF THE CITY OF WINDSOR POLICY

Service Area:	Parks, Recreation & Culture and Facilities	Policy No.:	
Department:	Parks	Approval Date:	June 5, 2019
Division:	Parks Development	Approved By:	CSPS 47
		Effective Date:	June 5, 2019
Subject:	Dog Park Policy	Procedure Ref.:	
Review Date:		<i>Pages:</i>	Replaces:
Prepared By:	Mike Clement		Date:

1. POLICY

1.1. The Dog Park Policy provides the framework for selecting the future locations of all leash-free areas located within City of Windsor owned and operated parks.

2. PURPOSE

2.1. The City of Windsor recognizes the social benefits of dogs and their owners having access to and being accommodated within the parks system. Providing designated leash-free areas is an important part of this inclusion. This policy will:

- a. Provide guidelines for the establishment of new leash-free areas
- b. Consider the impact on surrounding neighbourhoods and park users
- c. Consider the needs and individual characteristics of each neighbourhood when creating leash-free areas.

3. SCOPE

3.1. This policy provides the criteria which is to be considered when selecting future dog park locations for all City of Windsor owned and operated property.

4. RESPONSIBILITY

4.1. The CAO will support the Dog Park Policy and its implementation

4.2. The Corporate Leader of Parks, Recreation & Culture and Facilities will support the Dog Park Policy and mediate any disputes regarding its implementation, should any arise

4.3. The Senior Manager of Parks:

4.3.1. Is responsible to direct a review of this policy annually

4.3.2. Shall carry out the role as decision maker under this policy in good faith and in a timely manner

4.4. The Manager of Parks Development:

4.4.1. Is responsible for ensuring all new leash-free locations are selected in consideration with the guidelines in this policy

- 4.4.2. Will ensure opportunity for public consultation for any potential new location
- 4.4.3. Will be responsible for implementing the policy and providing suggestions in revising the guidelines as required
- 4.4.4. Will consult with other Departments as required (e.g. Planning Department, Windsor Police Service, Humane Society etc.)

4.5. The Manager of Parks Operations:

- 4.5.1. Is responsible for the maintenance and upkeep of the leash-free area
- 4.5.2. Is responsible to place appropriate signage outlining rules of the leash-free area

4.6. The Office of the City Clerk will track any requests from residents regarding new-leash free areas and forward them to the Parks Development Manager

5. GOVERNING RULES AND REGULATIONS

5.1. New off-leash areas will be considered in conjunction with capital redevelopment of existing parks or new park development against the policy criteria

5.2. The following criteria should be considered when determining a new leash-free area:

5.2.1. Geographic location in Windsor

- a. New leash-free areas should be spread across Windsor in order to serve all residents in Windsor, as noted in the Parks Master Plan
- b. Leash-free areas should not be constructed in close proximity to one another
- c. Leash-free areas must be located in either community or regional parks and may not be established in neighbourhood parks.

5.2.2. Restrictions

Off-leash areas shall NOT be established in close proximity to the following areas:

- a. playgrounds, splash pads and wading pools;
- b. horticultural display areas or ornamental gardens;
- c. skateboard bowls, tennis courts and other sports pads;
- d. sports fields and stadiums;
- e. artificial or natural ice rinks, toboggan hills;
- f. designated heritage, memorial, commemorative and ceremonial areas;
- g. cemeteries;
- h. areas posted prohibiting dogs;
- i. swimming beaches
- j. natural areas

5.2.3. Inclusions

Off-leash areas MUST include the following:

- a. A minimum of 1.5 acres of available land on which to place the leash-free park on
- b. Separate, fenced off areas for large and small dog breeds
- c. A grass area for dogs to play
- d. Fencing surrounding the perimeter of the leash free area
- e. A pathway around the perimeter
- f. A gated entrance
- g. Where possible, administration should consider the overall topography to allow for adequate drainage
- h. Where possible, there should be access to a water source
- i. Alternatives to the above noted inclusions can be brought forward to be considered for approval by City Council.

5.3. Designation of an off-leash area may be cancelled by the Corporate Leader of Parks, Recreation & Culture and Facilities where in the opinion of the Senior Parks Manager:

- 5.3.1. the off-leash area is not being used on a regular basis
- 5.3.2. extensive damage to the park and / or natural environment is occurring
- 5.3.3. the park is no longer suitable for an off-leash area
- 5.3.4. conflicts between park users cannot be resolved
- 5.3.5. repeated, ongoing non-compliance with the Code of Conduct for off-leash area use posted at each off-leash area

5.4. DEFINITIONS

Neighbourhood Parks: are designed for the recreation and leisure activities of residents within a defined service radius of Windsor. These are local parks that serve their local residences within a comfortable walking distance, and usually focus on passive recreation activities with open spaces of grass, trees for shade, and may include pathways, small playgrounds, benches, picnic tables, and possibly a single sports field (either baseball or soccer) which is used primarily for casual use and not generally rented out for organized sports games or tournaments.

Community Parks: are larger scale parks ranging from 2 to 6 hectares (4.94 to 14.83 acres) serving a greater catchment area and still offer the base recreational services of a Neighbourhood Park, but with a broader range of amenities including such items as splash pads, picnic shelters, accessible playgrounds, and organized sports fields to mention a few. Such parks may also include a small arena, pool, a community centre or library as an anchor facility. There are instances in the city where community parks can be associated more closely with a school to provide a joint cooperative use.

Regional Parks: generally attract users from all across the city and often attract users from outside the city boundaries, or even beyond Essex County. Like Community Parks they provide the base services of a Neighbourhood Park. Since the volume of users is potentially greater, the level of services is also greater. They have a significant draw which can also foster commercial opportunities (such as; carnivals, festivals, art shows, or special events). Regional parks provide recreational services with a more organized sports focus.

6. RECORDS, FORMS AND ATTACHMENTS

6.1. Records are the responsibility of The Office of the City Clerk and will be kept in accordance with the Records Retention Bylaw #21-2013 as amended from time to time.



Subject: Windsor Joint Justice Facility Operating Agreement - City Wide

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

Decision Number: **CSSC 223**

THAT Council **APPROVE** entering into the Operational Agreement for the purpose of providing for the continued operation and management of the Windsor Joint Justice Facility, 200 Chatham Street East and 150 Goyeau Street, for a ten (10) years Term; and,

THAT Administration **BE AUTHORIZED** to extend the Term for up to two (2) additional periods, each period for five (5) years, satisfactory in form to the City Solicitor, in financial content to City Treasurer, and in technical content to the Executive Director, Parks & Facilities; and,

THAT the CAO and City Clerk **BE AUTHORIZED** to execute all agreements, satisfactory in form to the City Solicitor, in financial content to City Treasurer, and in technical content to the Executive Director, Parks & Facilities.

Carried.

Report Number: S 160/2023
Clerk's File: SR/14696

Clerk's Note:

1. The recommendation of the Community Services Standing Committee and Administration are the same.
2. Please refer to Item 8.3 from the Community Services Standing Committee held on December 6, 2023.
3. To view the stream of this Standing Committee meeting, please refer to:
<https://csg001-harmony.sliq.net/00310/Harmony/en/PowerBrowser/PowerBrowserV2/20231206/-1/9453>

Subject: Windsor Joint Justice Facility Operating Agreement - City Wide

Reference:

Date to Council: December 6, 2023
Author: James Chacko
Executive Director, Parks & Facilities
jchacko@citywindsor.ca
519-253-2300 Ext. 2763

Facilities
Report Date: November 20, 2023
Clerk's File #: SR/14696

To: Mayor and Members of City Council

Recommendation:

THAT Council **APPROVE** entering into the Operational Agreement for the purpose of providing for the continued operation and management of the Windsor Joint Justice Facility, 200 Chatham Street East and 150 Goyeau Street, for a ten (10) years Term, and;

That Administration **BE AUTHORIZED** to extend the Term for up to two (2) additional periods, each period for five (5) years, satisfactory in form to the City Solicitor, in financial content to City Treasurer, and in technical content to the Executive Director, Parks & Facilities; and,

THAT the CAO and City Clerk **BE AUTHORIZED** to execute all agreements, satisfactory in form to the City Solicitor, in financial content to City Treasurer, and in technical content to the Executive Director, Parks & Facilities.

Executive Summary:

N/A

Background:

The Windsor Joint Justice Facility (WJF) is a cooperative ownership/tenant venture between the City of Windsor and the Province of Ontario, involving the Windsor Police Services (WPS) and the Ministry of the Attorney General (MAG). In November of 1999, the Windsor Police Services moved from the old police headquarters located south west of City Hall to their present site in the WJF located at Chatham and Goyeau. The

Provincial Courts under the jurisdiction of the Ministry of the Attorney General also relocated to the new Joint Justice Facility in December of 1999.

The initial Operating Agreement between the City and Province of Ontario for the purpose of providing for the continued operation and management of the WJF and the Lands was for a five (5) year term commencing in 1999. The initial Operating Agreement contained a series of extensions that were executed since the initial term expired in 2004, there are no additional remaining extensions available under the original Operating Agreement.

Since 1999, the City has been the Manager of the WJF with the responsibilities of the day to day operation of the WJF assigned to the Parks & Facilities Department. The WJF encompasses approximately 361,086 square feet with the Provincial Court and Police Headquarters occupying 137,950 and 142,386 square feet respectively. The balance of the space defined as “common area” measures approximately 80,616 square feet, which includes cell areas, parking, mechanical rooms, stairwells, etc., and is designated for the use of both tenants.

Discussion:

The Terms of the new Operating Agreement are consistent with those of the previous one.

There are Housekeeping updates to the language of an agreement that is now 20 years old and recognition that the current allocation of the building share between the parties has changed. The changes in the building allocation are minimal, with a total increase to the Province’s share of 2200sqft or 0.07% of the WJF’s total building envelope.

The day to day operation of the WJF is carried out by the Facilities Operation division of the Parks & Facilities department. Maintenance activities are conducted by City staff under the direction of a site supervisor who also oversees vendor and contractor activities. Facilities Operations is also responsible for managing the reporting to the both the Management and Executive Committees the payment and tracking of all expenditures of the Operating and Capital Trust Fund

There will continue to be both Management and Executive Committees.

The Management Committee provides management and oversight over the operation and management of the WJF and is comprised of two (2) City representatives and two (2) Province of Ontario representatives. The chair of the Management Committee is one of the City representatives.

The Executive Committee provides executive management and oversight over the operation and management of the WJF, including oversight over the Manager and the Management Committee. The Executive Committee is comprised of four (4) voting members, two (2) from the City, currently the City’s CAO and the Chief of Police; and two (2) from the Province, currently the Director, Asset Management, South Region for Infrastructure Ontario and the Manager of Court Operations for the Ministry of the Attorney General. The Executive Committee is chaired by the City’s Executive Director, Parks & Facilities, who is a non-voting member.

The current operating model as detailed above has proven to be successful in enabling the WJF to operate in an efficient and cost of effective manner, while providing the required level of service to both the WPS and the MAG. The continued operation of the WJF in this efficient and effective manner is supported by both the Management and Executive Committees.

Risk Analysis:

The WJF is a jointly owned facility that requires an operating agreement to govern the operations and maintenance of the facility. As the previous Operating Agreement has expired and all options to extend have been exhausted the new Operating Agreement is required to be signed to ensure that the WJF continues to operate in an efficient manner to service the requirements of the WPS and MAG. While risk is always possible, the risk of entering into a new Operating Agreement is low.

Climate Change Risks

Climate Change Mitigation:

The Operating Agreement itself does not result in any climate change risk.

Climate Change Adaptation:

This Operating Agreement does not relate to efforts to adapt to climate change nor does it require modification as a result of climate change.

Financial Matters:

Operating:

The annual operating budget for the WJF, which covers caretaking, administrative, utilities and maintenance, is developed based upon the previous year's actual budget. The current year operating budget of \$3,059,000 is jointly funded by the WPS and MAG on a proportional basis based upon the percentage of the building that each occupies. The small remaining portion of the WJF that is designated as shared space, is equally shared/split between the WPS and MAG.

Capital:

The annual Capital Budget is developed based upon the ten (10) year capital plan. The ten (10) year capital plan outlines all planned capital repairs and improvements over the subsequent ten (10) year period and includes the three (3) tactical plan which are the proposed projects that are scheduled for implementation based upon the ongoing Building Condition Assessments (BCAs) and input from the Management Committee. Annual contributions of \$490,000 is jointly funded by the WPS and MAG on a proportional basis based upon the percentage of the building that each occupies

Consultations:

Mark Nazarewich – Senior Legal Counsel

Jamie Scott – Manager, Facilities Operations (A)

Denise Wright – Manager, Real Estate Services

Emilie Dunnigan – Manager, Dev. Revenue & Financial Administration

Conclusion:

Administration recommends signing a new Operating Agreement and continuing with the operating model that has governed the WJF since the building’s inception in 1999.

Planning Act Matters:

N/A

Approvals:

Name	Title
Muhammad Masri	Financial Planning Administrator, Facilities
James Chacko	Executive Director, Parks & Facilities
Ray Mensour	Commissioner, Community Services
Wira Vendrasco	City Solicitor (A)
Dana Paladino	Commissioner, Corporate Services (A)
Janice Guthrie	Commissioner of Finance / City Treasurer
Joe Mancina	Chief Administrative Officer

Notifications:

Name	Address	Email

Appendices:

Subject: Declaration of a Vacant Parcel of Land Municipally Known as 0 Partington Avenue Surplus and Authority to Offer Same for Sale – Ward 10

Reference:

Date to Council: January 15, 2024
Author: Stephanie Allen Santos
Coordinator of Real Estate Services
519-255-6100 ext. 6420
ssantos@citywindsor.ca
Legal Services, Real Estate & Risk Management
Report Date: December 27, 2023
Clerk's File #: APM2024

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 Partington Avenue** – vacant land situate on the east side of Partington Avenue
 - Legal Description: Lot 55 on Registered Plan 1196 Sandwich West; Windsor
 - Approximate Lot size: 40.16 feet (12.24 m) x 100.38 feet (30.59 m)
 - Approximate Lot area: 4,031.26 sq ft (374.52 m²) (herein 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 south 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 diagram attached as Appendix A.

The Subject Parcel is designated for Residential land use in Schedule D of the Official Plan. A plan of subdivision for the property and its environs was established in 1924 but this section of Partington Avenue was not developed. Many neighbouring properties on this block of Partington Avenue are owned by South Windsor Properties Inc. (“**SWDC**”).

The Subject Parcel is currently zoned HRD1.2 which, if the hold is removed, allows for one single unit dwelling with a minimum lot width of 40 feet (12 m). Although large enough to develop, the Subject Parcel was not serviced at the time, therefore the lands could not be sold. South Windsor Properties Inc. acquired lands abutting the Subject Property and while servicing their own lots negotiated with Administration to include the Subject Property in their works, and the City could potentially reimburse SWDC the servicing costs from the sale proceeds.

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 SWDC, the abutting property owner to the south, who expressed their interest in servicing and acquiring the Subject Parcel. As the SWDC property to the south of the Subject Parcel has a frontage of only 11 feet, combining that smaller parcel with the Subject Parcel would create a 51 foot serviced building lot, allowing SWDC to create a viable parcel.

The Subject Parcel was circulated to determine whether there is a municipal use for same. No municipal use was identified. The Planning Department noted that the Subject Parcel is located within the South Cameron Secondary Plan, and is part of Noise Barrier Improvement Charges Area C. It is subject to site plan control. Residential development is conditional upon the construction of noise barriers along the EC Row Expressway and CN railyard, the provision of written warnings about potential noise to tenants and homeowners, and the inclusion of central air conditioners so that windows do not need to be opened.

Should Recommendations I and II be approved, Real Estate Services staff will contact SWDC 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:

Should Council approve the recommendations in this report, a further report will be forthcoming to City Council for consideration and approval at a future date that will lay out the full financial details of the negotiations with the abutting property owners relating to the sale of this property.

Consultations:

- Building: Rob Vani, Deputy CBO - Inspections
- Economic Development & Innovation: Milan Vujanovic, Sen. Economic Develop Officer
- Fire Department: Michael Coste, Chief Fire Prevention Officer
- Housing and Children Services: Sonia Bajaj, Coordinator Housing Admin & Develop
- Parks & Facilities: James Chacko, Executive Director, Parks & Facilities
- Planning Department: Laura Strahl, Planner III – Special Projects
- Operations: Clare Amicarelli, Transportation Planning Coordinator
- Windsor Police Services: Barry Horrobin, Director of Planning & Phys. Resources
- Legal, Real Estate: 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 SWDC, 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
Wira Vendrasco	Acting City Solicitor

Name	Title
Dana Paladino	Acting Commissioner, Corporate Services
Joe Mancina	Chief Administrative Officer

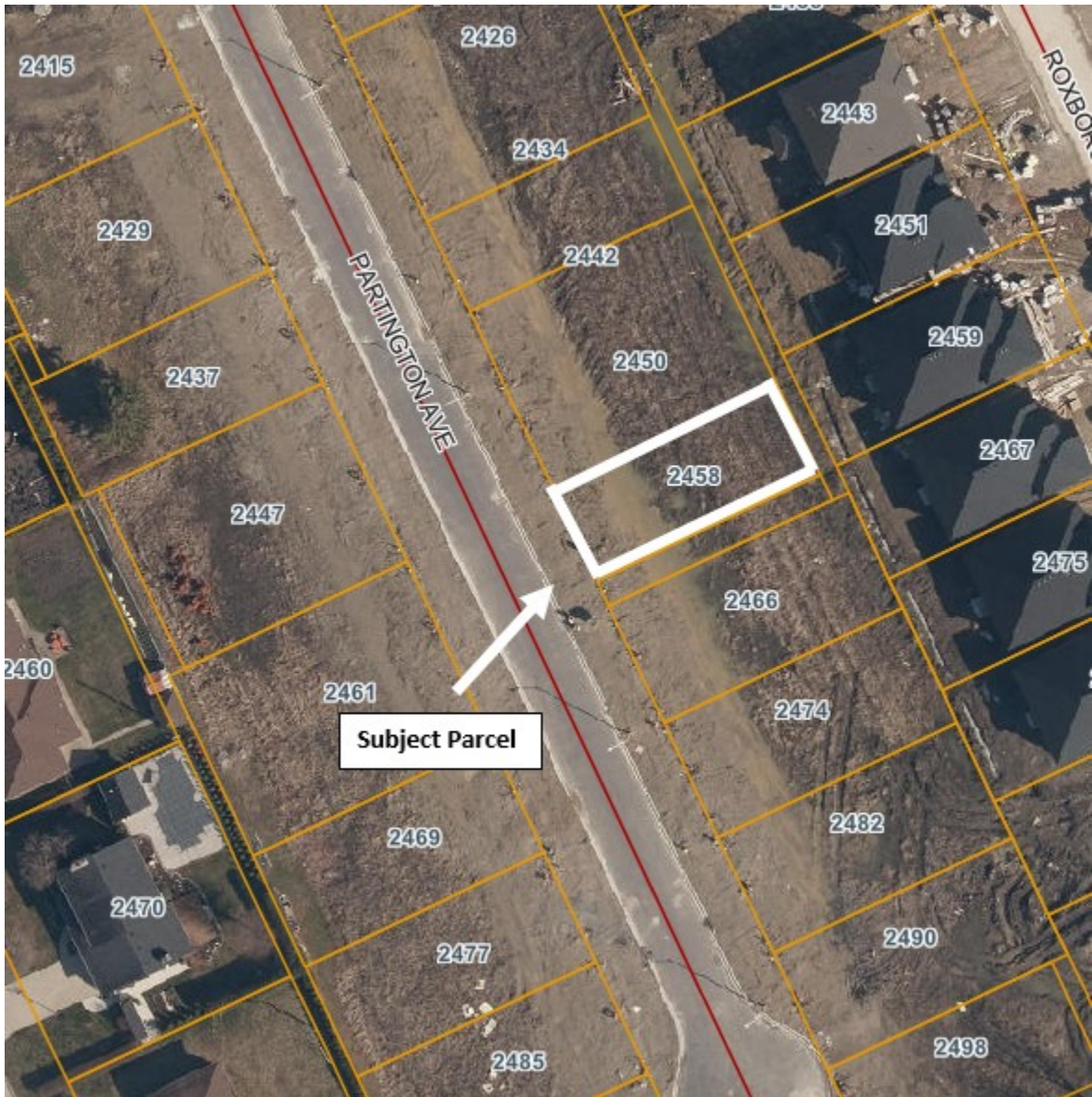
Notifications:

Name	Address	Email

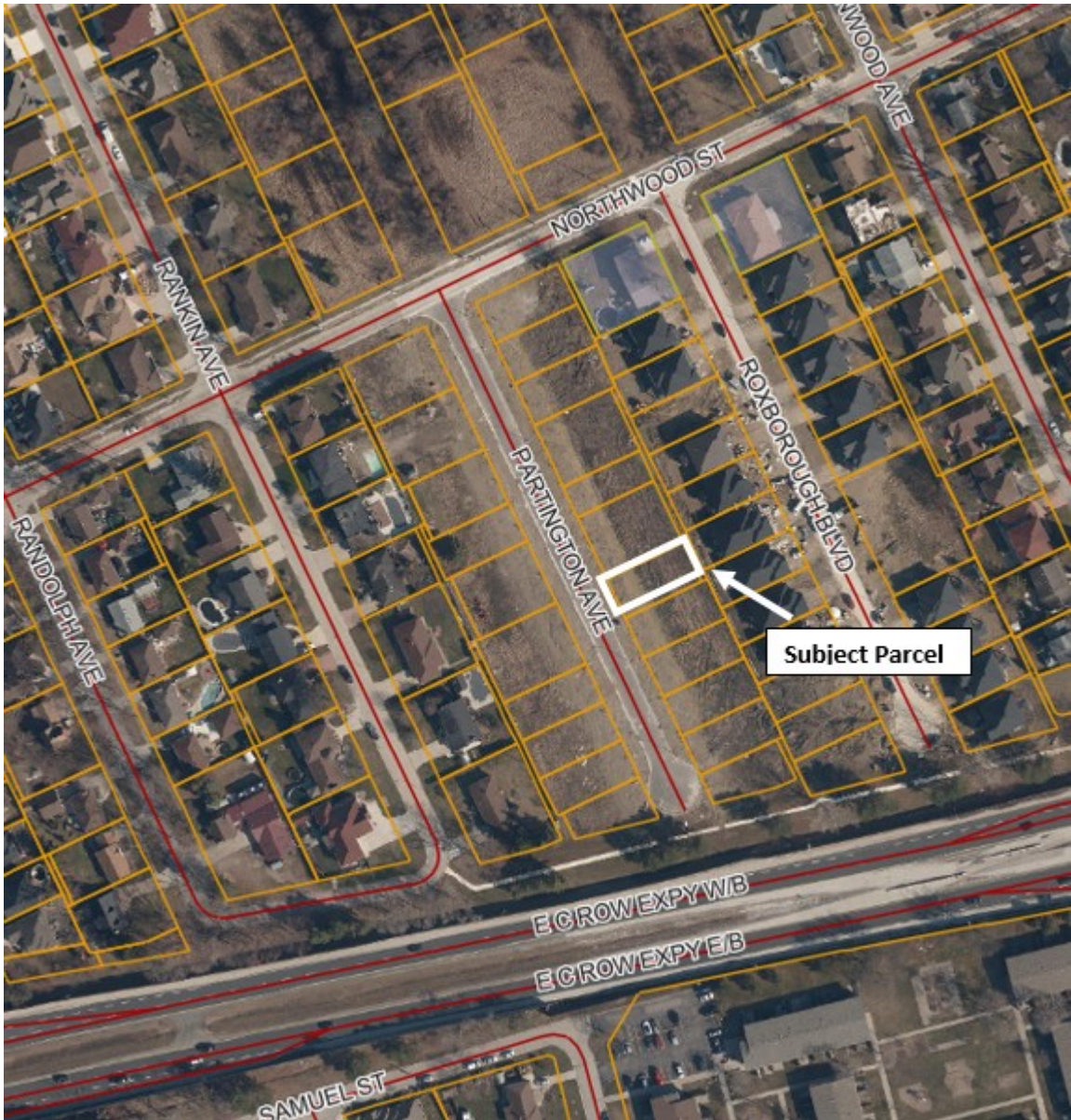
Appendices:

- 1 Aerial Image of Subject Parcel
- 2 Location of Subject Parcel

Appendix A



Appendix B



**Subject: The Next Generation 911 2022-2023 Funding Program - Update
- City Wide**

Reference:

Date to Council: January 15, 2024

Author: Wayne Roy

Asset Coordinator

519-255-6100 ext. 6484

wroy@citywindsor.ca

Asset Planning

Report Date: December 18, 2023

Clerk's File #: SF/14284

To: Mayor and Members of City Council

Recommendation:

- I) THAT City Council **RECEIVE AND ENDORSE** utilization of the funding amount of \$844,500 from the Province of Ontario in support of the Windsor Fire/Essex Fire Public Safety Answering Points (PSAP)'s transition to the Next Generation 9-1-1 (NG9-1-1) emergency response system; and,
- II) THAT City Council **RECEIVE AND ENDORSE** utilization of the funding amount of \$520,316 from the Province of Ontario in support of the Windsor Police Public Safety Answering Points (PSAP)'s transition to the Next Generation 9-1-1 (NG9-1-1) emergency response system.

Executive Summary:

N/A

Background:

The Canadian Radio-Television and Telecommunications Commission (CRTC) has mandated that all service providers and Public Safety Answering Points (PSAP) must transition to the new Next Generation 911 (NG911) network by March 4, 2025. On April 14, 2022 the Ontario government announced an investment of \$208 million over three years to enhance the Province's 911 emergency response system. The funding is focused on supporting PSAPs with transitioning to the new NG911 network.

On November 30, 2022, Chiefs of Police and Fire Chiefs received communication from

the Ontario Ministry of the Solicitor General indicating that calls for application to access NG911 funding were being accepted until January 10th, 2023. Municipalities who currently operate PSAPs were eligible to apply for the NG911 program.

As per CAO Approval (CAO 1/2023) on January 9, 2023 The Corporation of the City of Windsor (City) applied to this program, for the Windsor Fire and Rescue Services (WFRS) PSAP and on behalf of the Windsor Police Services Board (WPS) for its PSAP. Under this round of funding (Year 1) the City was successful in receiving \$1,245,000 to support the work of the WFRS transition to NG911 and \$700,000 to support WPS.

Discussion:

On August 10, 2023, Administration received correspondence from the Ministry of Solicitor General indicating that the 2023-2024 (Year 2) NG911 program was accepting applications until September 15, 2023 for funding from municipalities and 911 communication centres who received funding under the 2022-2023 (Year 1) NG911 program.

To ensure that the City complies with the NG911 program and that all requirements under the Transfer Payment Agreement are met, both WFRS and WPS have been working on the transition to NG911. Applications for 2023-2024 funding were submitted by the City for both the WFRS and WPS PSAPs seeking \$844,500 and \$520,316 respectively.

On November 29, 2023 the City was notified that the funding applications had been reviewed and that, subject to receiving additional information, the requested funding would be approved.

The additional information included the requirement to submit a Letter of Intent indicating commitment and ability to spend the full amount of the 2023-2024 NG911 transition support funding and that approval of the allocation be endorsed by Council, advising them on how the funding provided by the Province of Ontario is supporting the work of our PSAP's in the NG911 transition.

The required Letters of Intent for both WFRS and WPS were submitted to the Ministry of the Solicitor General by the deadline of December 15, 2023. In addition, WPS provided the City with an Acknowledgement and Indemnity form, indicating their agreement to be bound by all terms and conditions contained within the Letter of Intent and Transfer Payment Agreement. This Council report, provides for the final requirement of Council endorsement and acknowledgement of receipt of the funds.

An update to the progress of the NG911 transition for both WPS and WFRS is provided below:

Windsor Fire and Rescue Services (WFRS)

The WFRS NG911 transformation project did not begin in earnest until February, as challenges with the CAD vendor forced a change of scope and the development of a new roadmap. Since then, much progress has been made and work is well underway to ensure a seamless transition to meet the NG911 legislative requirements. WFRS will

allocate the funding from the NG911 program to support eligible expenditures under the program as we transition to a NG911 compliant system. This will include securing the necessary call handling hardware and software, voice logging hardware and software, and related infrastructure, as well as to second or hire personnel for the associated project management for the NG911 transition.

Windsor Police Services Board (WPS)

WPS has been working diligently to secure the appropriate funding and project portfolio required to meet the CRTC NG911 requirements. To date, some of the NG911 work completed by WPS includes a major upgrade to its computer aided dispatch (CAD) system, the implementation of an NG911 multi-media recording system, the implementation of a NG911 call management solution, and the completion of several other critical projects required for NG911 readiness. WPS will connect to the Emergency Services IP network (ESInet) in 2024. This is the final step in establishing complete NG911 compliance. This will ensure that WPS will be ready to implement future services when they become available such as real-time text messaging, receiving of data through 911 such as photos, videos, telematics and much more. This solution will enhance emergency response as well as ensure public expectations are met regarding 911 technologies and abilities.

Risk Analysis:

The CRTC has mandated that all PSAP's transition to NG911 by March 4, 2025 when the legacy 911 network will be decommissioned. They have indicated that those PSAP's that have not transitioned will no longer receive 911 calls using the legacy network. The only options for PSAP's are to transition to NG911 or obtain 911 services through another municipal or provincial PSAP. Currently, both WPS and WFRS are well positioned to meet the transition deadline.

Climate Change Risks

Climate Change Mitigation:

There is no climate change mitigation risk to applying for project funding through the Next Generation 911 funding program.

Climate Change Adaptation:

There is no climate change adaptation risk to applying for project funding through the Next Generation 911 funding program.

Financial Matters:

The Letters of Intent submitted to the Ministry of the Solicitor General require Council to receive and endorse funding allocations in supporting eligible activities and expenses for the NG911 transition of the WFRS and WPS PSAPs. The following provides a financial update on the activities of both PSAPs.

Windsor Fire and Rescue Services (WFRS)

WFRS estimates that the total NG911 project implementation costs are approximately \$5.0M, inclusive of the first year operational costs commitment. However, this estimate is based on a number of assumptions which could, and likely will, change as the project roadmap and implementation plan is executed. WFRS has \$4.34M of approved budget allocated toward funding the expenditures. It is expected that the anticipated shortfall of \$641,880 will be mitigated by future funding allocations.

Windsor Police Services (WPS)

WPS recognized the magnitude of costs related to the transition to NG911 early in the process. Significant capital and PAYG contributions were made for several years in anticipation of this project. Project life to date expenditures include, but are not limited to, an NG911 compliant telephone system, computer hardware, software, licenses, radio equipment, and project management personnel. This funding period will provide the opportunity to apply for funding up to the amount of costs incurred during the current provincial fiscal year (April 2023 to March 2024). At this time, grant eligible costs are estimated at \$520,316. The funding received will be utilized to offset the impact of budgeted expenditures. These systems also have legacy costs related to ongoing support and maintenance. Funding allocations to offset the impact of these ongoing costs will be requested during future grant cycles.

Future Funding Opportunities

As previously indicated by the Ministry of the Solicitor General, it is expected that a future funding allocation for the fiscal year 2024/2025 will be administered through a separate and final application period, which at the time of this report has not been announced. Administration will continue to monitor and review updates made to the program and once a new application period has been announced and will assess the potential of applying for further funding. All final allocations will be confirmed by the Ministry of the Solicitor General via execution of a Transfer Payment Agreement.

Consultations:

Laura Smith - Director Emergency 911 Centre (WPS)

Matt Caplin – Director of Technology Services (WPS)

Tracy Klingbyle – Supervisor Emergency 911 Centre (WPS)

Melissa Brindley – Director of Finance (WPS)

Jason Bellaire – Chief of Police

Jonathan Wilker – Deputy Fire Chief

Joshua Meloche – Legal Counsel

Monika Schneider – Financial Planning Administrator (WFRS)

Conclusion:

Administration recommends Council endorse the funding allocations in supporting eligible activities and expenses for the NG9-1-1 transition of the WFRS and WPS PSAPs and provide approval to pursue funding for future phases.

Approvals:

Name	Title
Natasha Gabbana	Senior Manager Asset Planning
Stephen Laforet	Fire Chief
Wira Vendrasco	City Solicitor
Dana Paladino	Commissioner, Corporate Services (A)
Janice Guthrie	Commissioner of Finance/City Treasurer
Joe Mancina	Chief Administrative Officer

Notifications:

Name	Address	Email
Jason Bellaire	150 Goyeau St. P.O. Box 60 Windsor, ON N9A 6J5	jbellaire@windsorpolice.ca

Appendices:

Subject: Festival Plaza Improvement - Update - Ward 3

Reference:

Date to Council: January 15, 2024

Author: Joseph Dattilo

Project Administrator

(519) 255-6100 Ext. 6825

jdattilo@citywindsor.ca

Corporate Projects - Engineering

Report Date: December 20, 2023

Clerk's File #: SR/14229

To: Mayor and Members of City Council

Recommendation:

- I. **THAT** City Council **RECEIVE** the Festival Plaza Improvement – Update report dated December 20, 2023, along with the report from the consultant entitled “Festival Plaza Engagement” dated February 7, 2023, provided in Appendix A; and further,
- II. **THAT** City Council **DIRECT** Administration to proceed with the Detailed Design for Option 3 - No Canopy, outlined in the body of this report; and further,
- III. **THAT** City Council **PRE-APPROVE** and **AWARD** any procurement(s) necessary that are related to the above recommendation, provided that the procurement(s) are within approved budget amounts, pursuant to the Purchasing By-Law 93-2012 and amendment thereto, satisfactory in legal content to the City Solicitor, in financial content to the City Treasurer and in technical content to the Executive Director of Parks and Facilities and the City Engineer; and further,
- IV. **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, satisfactory in legal content to the City Solicitor, in financial content to the City Treasurer and technical content to the Executive Director of Parks and Facilities and the City Engineer; and further,
- V. **THAT** the Purchasing Manager **BE AUTHORIZED** to issue Purchase Orders as may be required to effect the recommendation noted above, subject to all specification being satisfactory in financial content to the City Treasurer, and in technical content to the Executive Director of Parks and Facilities and the City Engineer; and further,

VI. **THAT** Administration **BE AUTHORIZED** to use available funds within the project budget for any amendment(s) or change requirement(s)/directive(s) and additional documents relating to executed agreement(s), pursuant to the Purchasing By-Law 93-2012 and amendments thereto, satisfactory in legal content to the City Solicitor, in financial content to the City Treasurer, and in technical content to the Executive Director of Parks and Facilities and the City Engineer.

Executive Summary:

N/A

Background:

At the October 2021 meeting, City Council directed Administration (CR475/2021 CR452/2021, Appendix B) to work with the consultant to undertake additional public and stakeholder consultations, and to develop different costing options for the design that vary in price, with the intent to give Council the opportunity to determine the level of investment that should be made at Festival Plaza.

This report is in response to that direction.

Some historical background information is provided below:

- The area of the Festival Plaza falls within the Central Riverfront Implementation Plan (CRIP) which was adopted by Council on September 5, 2000. The CRIP houses the Riverfront Festival Stage, which opened in 2011 and has become the premier location in the City for various outdoor events.
- In 2013, Landmark Engineers Inc. (Landmark) carried out a review and public consultation process for the original CRIP (adopted in 2000). The CRIP review final report (June, 2014) included recommendations to consider completing the “unfinished” areas of the riverfront and to revise the CRIP in order to facilitate more detailed concepts for areas of the park, most notably the Festival Plaza.
- In 2015 Landmark was retained to establish a concept plan for the Festival Plaza improvements based on the findings of the CRIP review. A Preliminary Concept Plan with a canopy option and estimated total project cost of \$13 Million was approved in principle by Council in February 2017 (CR 106/2017).
- In 2017, Landmark was retained to complete the Functional Design for the Festival Plaza improvements resulting in a Final Concept Plan that included a large permanent shade/canopy structure for the concert area and was approved by Council July 2018 (CR 430/2018). Landmark completed the Final Functional Design package including drawings and corresponding report in March 2020 with an estimated construction cost of \$20 Million.
- In 2020, the City put out a Request for Proposals (RFP 47-20) for Consulting Services for the design of the Festival Plaza Improvements. The successful consultant subsequently commenced work on design, which incorporated a large

permanent canopy structure consistent with the previous Council approved Concept Plan. Design work continued over the course of 2021 with a status update going before City Council in October 2021 (C123/2021). The consultant provided an estimated construction cost and phasing plan for the various components of the overall design. Their estimated total project cost in 2021 dollars for all phases of work was \$32,500,000 (including non-recoverable tax).

Subsequent to the October 2021 council meeting, the parties agreed that the consultant's work on the detailed design would be put on hold while they proceeded to lead the public & stakeholder engagement, and to develop costing options for the Festival Plaza Improvements (CAOP 98/2022). A copy of the consultant's final report entitled "Festival Plaza Engagement" is provided in Appendix A. The report included construction cost estimates which have been omitted from the attachment, as a more comprehensive project cost estimate is included within the financial matters section of this report.

At the same October 2021 meeting, Council directed Administration to create a connectivity plan, between the riverfront and the adjacent areas along the CRIP footprint with special consideration for downtown areas (to link the north-side of Riverside Drive, to the south-side of Riverside Drive).

Administration presented two (2) crossing options to City Council on May 29, 2023 as part of the Civic Esplanade Conceptual Design: 1) Bridge Crossing; and 2) At Grade Crossing. The location of the proposed future crossing is situated at the back of the house of the Riverfront Festival Stage within Festival Plaza, and thus either crossing option can reasonably be coordinated with any future Festival Plaza construction works. City council endorsed the Civic Esplanade Conceptual Design (CR229/2023), however the decision on the type of crossing was deferred.

Discussion:

Stakeholder & Public Engagement

Stakeholder and public engagement was conducted between July and December 2022. The engagement activities undertaken included stakeholder meetings, project website updates/surveys, social media outreach/surveys, advertising (i.e. signage at events), etc., all of which are detailed in the consultant's final report which is provided in Appendix A.

A project specific website was created (www.festivalplaza.ca) with the focus on obtaining feedback related to content, programming, landscape, canopy, arts & activation and supporting infrastructure. Over 2,000 unique visits were made to the project website.

An estimated 900 engagement responses were received (257 website survey responses, 39 stakeholder engagement meetings, 342 Social Media Comments and

262 Social Media Reactions). The feedback received yielded various responses, with general support of the following key aspects:

- Creating an active, accessible, meaningful and useful public space with improved connectivity and interconnected spaces.
- Expanding events & recreation programming, including flexible open space and supporting infrastructure (potential for modular structures).
- Expanding arts & activation, including improved lighting.
- Outdoor comfort and landscaping - making the site more flexible, varied and expandable, and more comfortable by introducing plants and trees for shading and cooling.

Design Options

Alongside the engagement activities, various design options were reviewed, and are outlined below in no particular order. Each option considers the key engagement aspects noted above.

Option 1 – Full Sized Canopy (current budget estimate \$67.2M)

This option closely matches the design concept previously presented to City Council (October 2021), and is for a permanent structure by a specialized canopy designer/contractor. This option provides for coverage of approximately 5,000 people standing, and includes site & canopy lighting with lighting activated programming, amenity facilities (potential for modular structures), a water feature, landscaping, site works etc..

The height of the proposed canopy is approximately 19m (subject to final design), which is roughly 14m over the crown of the adjacent Riverside Drive corridor, triggering the need to apply for a site-specific amendment to the Official Plan and Zoning By-law 8600 to allow any structures within the festival plaza area to extend above the crown of the pavement of Riverside Drive.

Option 2 – 50% Reduced Sized Canopy (current budget estimate \$48.1M)

This option includes for a canopy which is approximately 50% of the size of the canopy presented in Option 1 and is for a permanent structure by a specialized canopy designer/contractor. This option provides for coverage of approximately 2,500 people standing, and includes site & canopy lighting, landscaping, site works etc. This option does not include lighting activated programming, amenity facilities (potential for modular structures) or a water feature.

The height of the proposed canopy is approximately 19m (subject to final design), which is roughly 14m over the crown of the adjacent Riverside Drive corridor, triggering the need to apply for a site-specific amendment to the Official Plan and Zoning By-law 8600 to allow any structures within the festival plaza area to extend above the crown of the pavement of Riverside Drive.

City administration developed this costing option independent of the consultant, however in collaboration with a specialized canopy designer.

Option 3 – No Canopy (current budget estimate \$17.3M) - Recommended

This option includes for:

- Site improvements (new hardscaping, sewers, electrical, site lighting, stormwater management reducing run-off);
- Landscaping (including greenspace, large shade trees, shrubs, furniture, small shade features, etc.) to incorporate a level of cooling design to protect patrons from extreme heat and ultraviolet radiation exposure (per City's Environmental Master Plan, 2017). Note, survey respondents (72% Supportive and 18% Neutral) where supportive of new trees rising above Riverside Drive. Note: trees or landscaping that extend beyond Riverside Dr. do not require amending the Official Plan or Zoning By-Law.
- Amenity facilities (including potential for modular structures to expand events programming);
- Multi-function water feature; and other park amenities consistent with the CRIP and Parks Master Plans to provide greater activation and programming opportunities for the space both during and outside of events.
- Improved connections to Riverside Drive, etc.

There are no permanent buildings or structures being proposed in this option that extend above the crown of Riverside Drive, and thus an amendment to the Official Plan and Zoning By-law 8600 would not be necessary. As part of the Detailed Design of this option, consideration would be given to dedicating space in the overall site layout plans for a potential future canopy, however the design and placement of below grade infrastructure will not be included at this stage.

This option is being recommended by Administration as it supports all of the key engagement aspects (namely: expanded events & recreation programming, expanded arts, activation & lighting, provisions for outdoor comfort & landscaping, etc.) while being the most economical to implement and construct.

Planning Act Matters

For Options 1 & 2, because the canopy proposed will exceed above the crown of Riverside Drive, the project will require an amendment to the Official Plan and Zoning By-Law in order to proceed. Recommendation II of CR475/2021 CR452/2021 (Appendix B) provides direction to Administration to make the required Planning Act Applications should Council wish to pursue either Options 1 or 2. At a minimum this is anticipated to be 12-month process, however it could take longer if there is an appeal.

Risk Analysis:

If City Council chooses either Option 1 or 2, which include a canopy structure, Administration will commence the combined Official Plan and Zoning By-law amendment application and process to exceed the height of the crown of the pavement of Riverside Drive.

Although Council has the final decision on the Official Plan and Zoning By-law Amendment, the public would have the option to make an appeal through the OLT. However, there are no known similar Provincial Policies in place regarding the height restriction. The risk would be in the form of a project delay and inflationary costs since it is anticipated that the OP/Zoning Bylaw Amendment process would be at least 12 months, however could be up to 3 years with delays and OLT appeals.

Climate Change Risks:

Climate Change Mitigation:

N/A

Climate Change Adaptation:

Under a changing climate, the number of extreme hot days, days above 30°C, are expected to increase from the baseline of 22 days per year to 50 days in the 2040s and 72 days by the 2080s. Hot temperatures combined with hard surfaces, such as asphalt and concrete that absorb and retain heat contributes to increase in localized temperatures. Extreme heat is a known health hazard.

In the case of the existing Festival Plaza, the majority of the surface is asphalt. By converting the hard surface to landscaping such as grass islands and trees, we can expect a minor reduction in the heat retention. Planting of trees provides opportunity for festival attendees to seek shade during extreme heat.

Financial Matters:

A. Capital Budget Estimate

The Class D order of magnitude budget estimates for the three (3) design options is outlined in the table below. All estimates are in 2023 dollars, and hence may be subject to further inflationary adjustments depending on construction timing.

Item	Cost Estimate (incl NRT)		
	Option 1: Full-Sized Canopy	Option 2: 50% Reduced Sized Canopy	Option 3: No Canopy

General (permits, approvals, legal, advertising, communication, etc.)	\$315,000	\$230,000	\$90,000
External & Internal Professional Fees (including site investigation work)	\$5,535,000	\$4,020,000	\$1,130,000
Construction (including fit-up, soil remediation allowance, inflation factor & contingency allowances)	\$61,350,000	\$43,850,000	\$16,080,000
TOTAL ESTIMATED PROJECT CAPITAL COSTS	\$67,200,000	\$48,100,000	\$17,300,000

** Note: cost estimate does not include provisions for interim financing charges*

The budget estimates for each of the design options are preliminary and based on concepts. Cost estimates are further refined during Detailed Design which includes information on the site conditions, material selections, etc. Of particular concern at this site are the existing soil conditions. Based on previous works in the area, poor soil conditions are anticipated. Although some investigative works have already been undertaken, additional site investigation for excess and impacted soils is required which will help further refine the anticipated impacts and costs associated with this item.

Should City Council approve of the recommendations as presented herein (Option 3 - No Canopy design), then Administration will issue an RFP for consulting services to complete the Detailed Design. There are sufficient funds remaining in Capital Project ID 7232004 (Class 14209) to undertake Detailed Design for Option 3.

Once the Detailed Design is complete which will include the refined project cost estimate, Administration will report this information back to City Council to seek allocation of the appropriate funds from the Central Riverfront Improvement Plan & Civic Esplanade / Plaza for this work. In addition, operating costs related to the redesigned site will be brought forward as well. Administration will continue to aggressively pursue any grant opportunities that become available and investigate further funding opportunities as they arise.

Consultations:

- Carrie McCrindle – Finance
- Natasha Gabbana - Finance
- Jen Knights – Recreation & Culture
- Michelle Staadegaard – Culture & Events
- Mark Nazarewich – Legal
- Stefan Fediuk – Planning
- Greg Atkinson – Planning
- Karina Richters – Asset Planning
- Michael Dennis – Asset Planning

Conclusion:

Festival Plaza and Windsor’s Riverfront is a valued community asset enjoyed by both residents and visitors alike. Based on the feedback received from the engagement activities, specifically as it relates to the need for improvements to the Festival Plaza space, Administration is recommending to proceed with the Detailed Design for Option 3. Although this option does not include for a large permanent canopy in the immediate timeframe, it supports all of the key engagement aspects of expanding events & recreation programming, expanding arts, activation & lighting, and provisions for outdoor comfort & landscaping.

Approvals:

Name	Title
Colleen Middaugh	Manager of Corporate Projects
Stacey McGuire	Executive Director of Engineering / Deputy City Engineer
Mark Winterton	Commissioner, Infrastructure Services
James Chacko	Executive Director of Parks & Facilities
Ray Mensour	Commissioner, Community Services
Neil Robertson	City Planner
Alex Vucinic	Purchasing Manager
Wira Vendrasco	City Solicitor
Dana Paladino	Commissioner, Corporate Services
Janice Guthrie	Commissioner, Finance & City Treasurer
Joe Mancina	Chief Administrative Officer

Notifications:

Name	Address	Email

Appendices:

- 1 Appendix A - Festival Plaza Engagement Report, (February 7, 2023)
- 2 Appendix B - CR 475/2021, CR 452/2021

Festival Plaza Engagement

FINAL REPORT

February 7, 2023

PARTISANS

A- Approach

Goals

Context - Past Media Coverage

Stakeholder Engagement

Public Engagement

Reach

B - What We Heard

- 1. Context**
- 2. Programming**
- 3. Landscape**
- 4. Canopy**
- 5. Arts & Activation**
- 6. Supporting Infrastructure**
- 7. Other Feedback**

C - Recommendations

D – Construction Cost Estimates

Section D of Partisans' report is excluded.
A detailed cost estimate breakdown is
included in Administration's update report.

+

Approach

Goals

PARTISANS, the lead consultant for the Festival Plaza Finalization project, led an engagement process for the City of Windsor. This engagement process was initiated by Council Resolution CR475/2021 dated October 25, 2021 stated “That City Council DIRECT Administration to work with the consultant to develop different costing options for the final detailed design of the Festival Plaza that vary in price, and once completed, undertake public and stakeholder consultations on those designs.” The engagement process started in July 2022 at the CanAm Games at Festival Plaza, and ended in early December, 2022. There were four primary goals of this engagement process:

A) To present the proposal of Festival Plaza accurately to the public;

In late September and early October 2021, the proposal for Festival Plaza was published widely in the media where coverage focused heavily on the canopy at the expense of other components of the project which lead to a number of misconceptions about the project based on what we read in the media and what we heard from stakeholders and the public (see **Context – Past Media Coverage**). As part of this engagement process our goal was to make the entirety of the proposal available to the public and stakeholders to present the entire proposal accurately, and to be available to address questions and concerns about the project.

B) To get feedback from the public and stakeholders about the proposal for Festival Plaza;

We wanted to hear what the public and stakeholders thought about the proposal, understand concerns about the proposal, and to hear ideas. We met with stakeholders one on one.

C) Meet with delegates who did not get a chance to speak at the City Council meeting on October 4, 2021; and,

There were a number of delegates lined up to speak about Festival Plaza at the City Council meeting on October 4, 2021 who did not get a chance to speak after the decision was deferred. We wanted to hear from those who planned to speak and get their input.

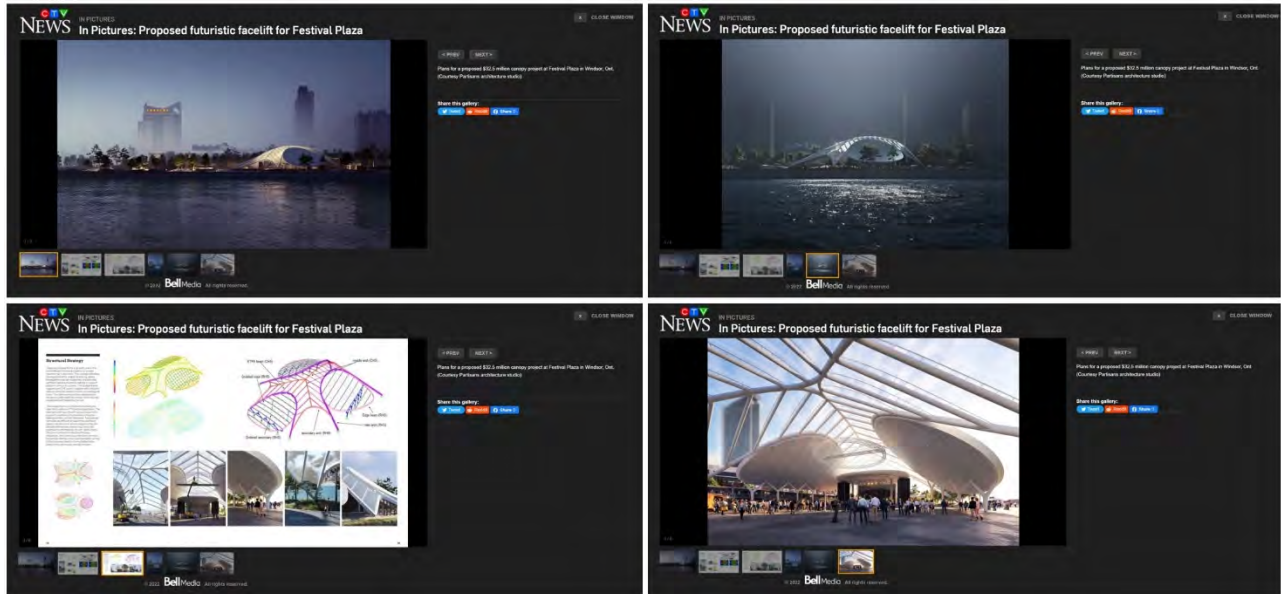
D) Build excitement for the project

As a significant public space on the riverfront, we wanted to build excitement for the project as something that can be transformative for the City.

Context - Past Media Coverage

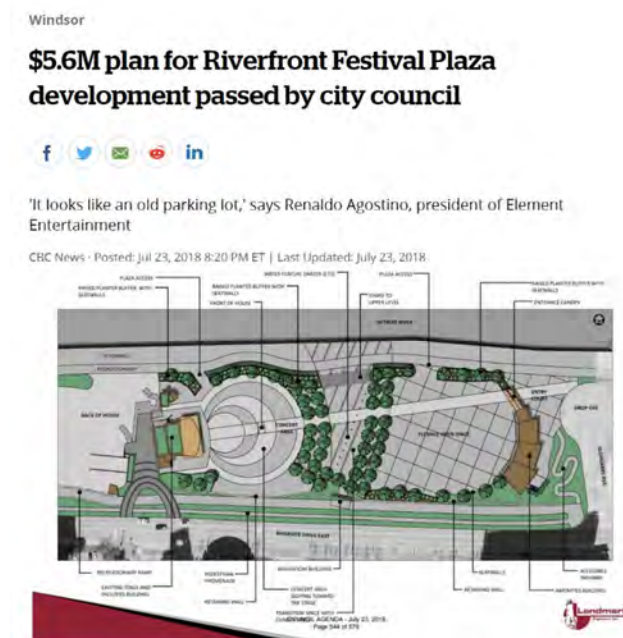
CTV – September 28, 2021

CTV only published renderings and drawings of the canopy for their news story.



CBC - July 23, 2018

Full site shown, price of the canopy excluded from the overall project cost



Landmark Engineering Inc. presented the proposed development plan for Riverfront Festival Plaza to city council Monday evening. (Landmark Engineering Inc.)

CBC – September 28, 2021

The site is cropped to focus only on the canopy. Headline suggests the project is only about a canopy, and the cost of the canopy is the only cost mentioned.



The proposed canopy over Riverfront Festival Plaza is shown in an illustration created by architecture firm Partisans. (Windsor City Council)

Stakeholder Engagement

We reached out to a wide variety of stakeholders, including event organizers who have used Festival Plaza in the past, event organizers in Windsor who have never used Festival Plaza, community groups, environmental groups, BIAs, arts groups, neighbours, and economic development organizations (tourism and investment attraction). The stakeholders we reached out to started with a list provided by the City of Windsor and grew over time as we met with stakeholders and identified further groups who were important to involve in the process. We also worked to reach out to the delegates for the October 4, 2021 council meeting but didn't have a chance to speak (including those who wrote letters). Some stakeholders we reached out to we did not meet with. Reasons for this include not receiving responses, scheduling issues, or declined invitations. For the stakeholders who did not respond to our outreach, we tried numerous outreach strategies, including multiple emails, phone calls, and social media messages.

Stakeholders we met with	Stakeholders who we reached out to but did not meet with
<ol style="list-style-type: none"> 1. Ribfest Northern Heat Series (Keith Roth) 2. World's Finest Shows (Barry Jamieson) 3. Windsor Eats (Adriano Ciotoli) 4. Element Entertainment/Border City Boxing (Renaldo Agostino*) 5. Running Flat (Chris Uszynski) 6. Windsor Symphony Orchestra (Sheila Wisdom) 7. Busker Fest (Jay Hendersen) 8. Windsor Parade Corporation (Maggie Durocher) 9. WIFF (Vincent Georgie) 10. Arts Council Windsor & Region (Alejandro Tamayo & Madeline Doornaert) 11. Art Windsor Essex (Jennifer Matotek & Nadja Pelkey) 12. Windsor Endowment for the Arts (Stephanie Barnhard) 13. Arts Collective Theatre (Moya McAllister) 14. Bike Windsor Essex (Lori Newton) 15. Festival Tent (Lea Ann Suzor) 16. Hotel Dieu Grace Foundation (Barb Sebben) 17. Can-Am Indian Friendship Centre (Sharon George) 18. Rally for our Riverfront (Mike Cardinal) 19. Black Council of Windsor-Essex (Leslie McCurdy) 20. Royal Astronomical Society of Canada – Windsor Centre (Mahayarrahh-Starr Livingstone) 21. Citizens Environment Alliance (Derek Coronado) 22. Detroit River Canadian Clean-Up (Paul Drca) 23. Caesars Windsor (Susanne Tomkins) 24. Tourism Windsor-Essex (Gordon Orr) 25. Invest Windsor Essex (Sabrina DeMarco) 26. Dave Battagello (son of former city Councilor Roy Battagello) 27. Chris Ryan (past CEO of Tourism Windsor Essex, Coordinator of Red Bull Air Races) 28. Windsor Police Services (Barry Horrobin) 29. University of Windsor (Veronika Mogyorody) 30. University of Windsor - Center for Cities (Anneke Smit) 31. University of Windsor - School of Creative Arts (Lee Rodney) 32. Downtown Windsor Business Improvement Association (Debi Croucher, Rino Bortolin, Jeffery A Patterson, Pap Papadeas) 33. Artcite (Kristina Brandt) 34. Howard Weeks (son of former Mayor Bert Weeks) 35. Elev8 Productions (Erin Zonta) 36. Harvesting the F.A.M. (Murad Erzincliglu) 37. Bloomsbury House Stage Productions (Martin Ouellette) 38. Encore Productions (Robert Tymec) 39. Neil Mens (past director of Windsor Pride Community) 	<ol style="list-style-type: none"> 1. Poutine Feast (James Doucet) 2. Corvette Club of Windsor (Bryan Hansen) 3. Windsor Pride/Pride Fest 4. Windfest Productions 5. Run for the Cure Windsor 6. Khalsa Day Organizers 7. LiUNA!625 / Yunity (Rob Petroni) 8. Rotary Club Windsor 1918 (Allan Kidd) 9. Multicultural Council of Windsor (Mirjana Gordic & Fred Francis) 10. Windsor Fork & Cork Festival (Chris Mickle) 11. Festivals & Events Ontario (Debbie Mann) 12. Jones Entertainment Group (Brad Jones & Myriah Kay) 13. Via Italia BIA (Brandi Myles) 14. Via Italia International Bike Races (Pete Diponio) 15. Showtime Productions (Paul Bonventre) 16. Make A Wish Foundation Windsor (Erin Bhatia) 17. Elaine Weeks (daughter of former Mayor Bert Weeks) 18. Chrysler Theatre (Veronica Mancini) 19. Walkerville Brewery (Mike Brkovich & Natalie Dolman) 20. Lisa Schwab (daughter of former city Councilor Roy Battagello) 21. Unifor Local 444 (Rick Labonte) 22. University of Windsor (Beverly Jacobs) 23. Media City Film Festival (Oona Mosna) 24. Zalent Creatives (Queen Amina)

*We spoke with Renaldo Agostino on August 26, prior to the municipal election and his subsequent appointment as City Councillor of Ward 3 on November 15, 2022

Let's Scroll ▾

This is Festival Plaza



We want to design with you

Click through each Part below to participate. Be sure to take the surveys at the end of each Part, and join the conversation on Facebook & Instagram

Each week a new part will be released—check back regularly

[Part 1](#) [Part 2](#) [Part 3](#) [Part 4](#) [Part 5](#) [Part 6](#)



Public Engagement

Public Engagement was approached through four primary avenues, with the goals of presenting the project in its entirety, accurately, to the public, to create avenues to receive feedback, thoughts, ideas, and concerns, and to raise awareness about the engagement process to reach as many Windsorites as possible.

1. Festivalplaza.ca website (with surveys)

A project website was developed to present the project in its entirety accurately to the public. It was structured on the strategy of breaking down the proposal into its component parts to ensure a comprehensive and accurate presentation of the project to the public. Each component had its own webpage and survey. Each survey featured a number of questions, followed by an open-ended question, "Is there anything else you'd like to tell us," and the option to sign-up for email updates. The components were made public sequentially over the course of the engagement phase, being released every few weeks. The components were:

1. Context
2. Programming
3. Landscape
4. Canopy
5. Arts & Activation
6. Supporting Infrastructure

2. Festival Plaza social media accounts

As another avenue for feedback, and as a way to generate awareness of the engagement process, we developed Facebook & Instagram accounts where content was posted regularly as another means of informing the public about the project, and to receive feedback. Additionally, these social media accounts were one of the primary advertising avenues for the engagement process.

3. Advertising at Festival Plaza events

We developed signage for placement at events held at Festival Plaza in the summer that announced the public engagement process. Signs had QR codes to link to the project website

4. City of Windsor's social media accounts

The engagement process was also advertised on the City of Windsor's social media accounts.

The following are how the components of the project were presented to the public via the website and our social media account. It also includes stats on the reach and response for each component.

Phase	Description	Reach
1	Context	
	Description of the site context and history, as well as project history (relation to the Central Riverfront Implementation Plan (CRIP), the council-approved 'Final Concept Plan' for Festival Plaza by Landmark Engineers in 2018), typical annual events schedule, and a survey focused on peoples past experience at Festival Plaza.	4,198 unique ad views 115 survey responses 9 Social media comments 8 social media reactions
2	Programming	
	Outline of the programming goals of the project, examples of similar projects from around the world, outlining the current barriers to event hosting at Festival Plaza and preliminary site plan strategies for addressing them, ideas for new kinds of programming, benefits of expanded programming, and a survey asking about what kinds of activities people would like to see at Festival Plaza	<i>(Programming was released at the same time as Context—numbers are as shown above)</i>
3	Landscape	
	Outline of the overall landscape strategy, including preliminary site plans, landscape details for the various areas of the site, connectivity and accessibility of the Riverfront Trail, programming ideas for the landscaped areas, renderings, and a survey asking about the importance of connections and feedback on the proposed landscape plan.	3,400 unique ad views 33 survey responses 9 Social media comments 8 social media reactions
4	Canopy	
	Explanation of the purpose and design strategy of the canopy, outdoor comfort strategies, proposed materials, examples from around the world including where the canopy is used in non-event times, canopy height rationale, structural and acoustic strategies, views of the canopy, a virtual reality model that allowed the public to walkthrough the proposal, and a survey asking about the importance of outdoor comfort, expanded event schedules, and gauging support or opposition to the canopy rising higher than the height of Riverside Drive.	9,392 unique ad views 79 survey responses 180 Social media comments 80 social media reactions
5	Arts & Activation	
	Outline of the strategy for Festival Plaza to become a year-round outdoor arts platform, highlighting its two main features: The Eddy and the dynamic, site-wide lighting strategy. Also included a survey.	2,987 unique ad views 20 survey responses 33 Social media comments 10 social media reactions
6	Supporting Infrastructure	
	Outline of the proposed supporting infrastructure for Festival Plaza, including the flexible support modules, shipping containers, and VIP area.	2,532 unique ad views 10 survey responses 19 Social media comments 13 social media reactions

Part 1 - Context



Part 2 - Programming



Part 3 - Landscape



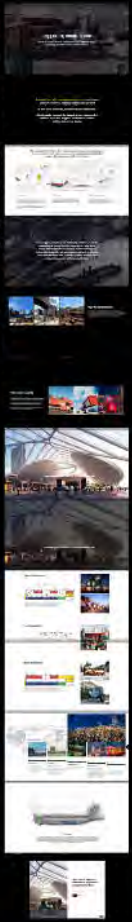
Part 4 - Canopy

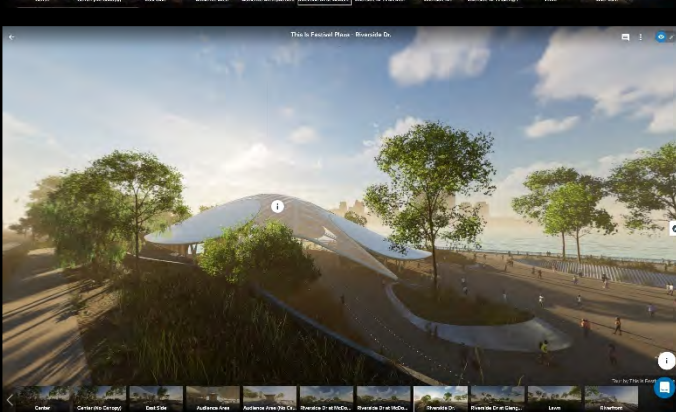
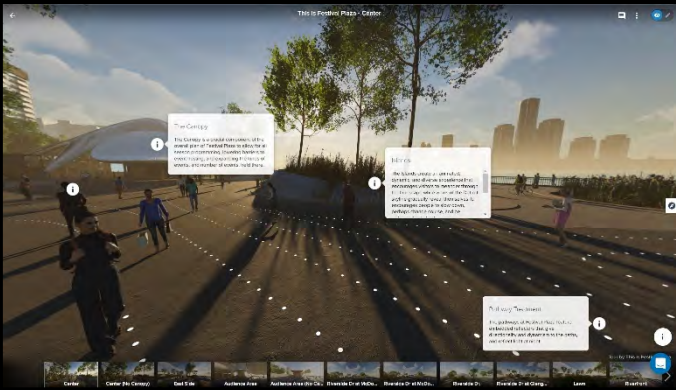


Part 5 - Arts & Activation



Part 6 - Supporting Infrastructure





Virtual reality model embedded on the website allowed the public to navigate around the proposal on foot, view details, assess views, and compare version of the project with and without the canopy.

Reach

Unique Views

Number of Windsorites who saw our social media ads at least once (unique views only, does not include multiple views of the same ad)

16,843

Post Engagement

Shares, reactions, saves, comments, likes, photo views, link clicks

2,362

Feedback

Total of all points of feedback received, including social media comments & reactions, survey responses, and engagement meetings

900

Survey Responses

Total number of survey responses

257

Email Subscribers

Number of people who opted in for email updates about the project

55

Facebook

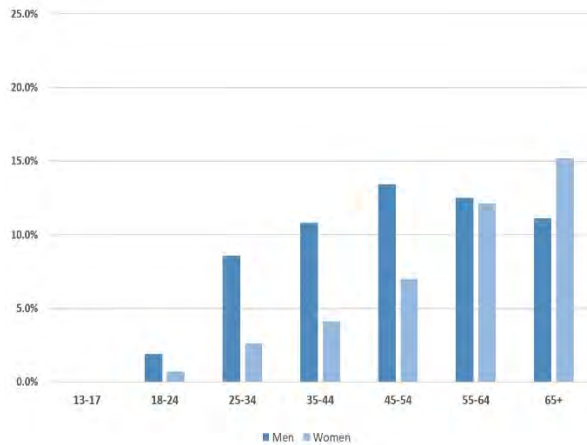
Windsor Festival Plaza

Instagram

windsorfestivalplaza

Audience

*note that these platforms only provide data with the given genders



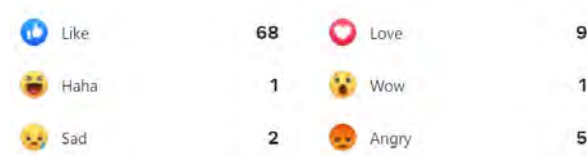
16,207 accounts reached
41 followers

Content

58 posts
5 ad campaigns

Reactions

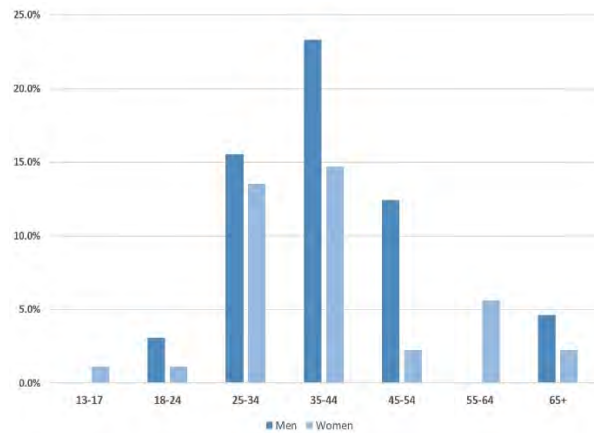
325 comments (does not include comments from shares)
141 reactions
27 shares



**These reaction results are representative of reactions to ads and posts, not reactions to comments made in response to ads or posts*

Audience

*note that these platforms only provide data with the given genders



631 accounts reached
113 followers (69.2% from Windsor-Essex region)

Content

38 posts
85 stories
4 reels

Reactions

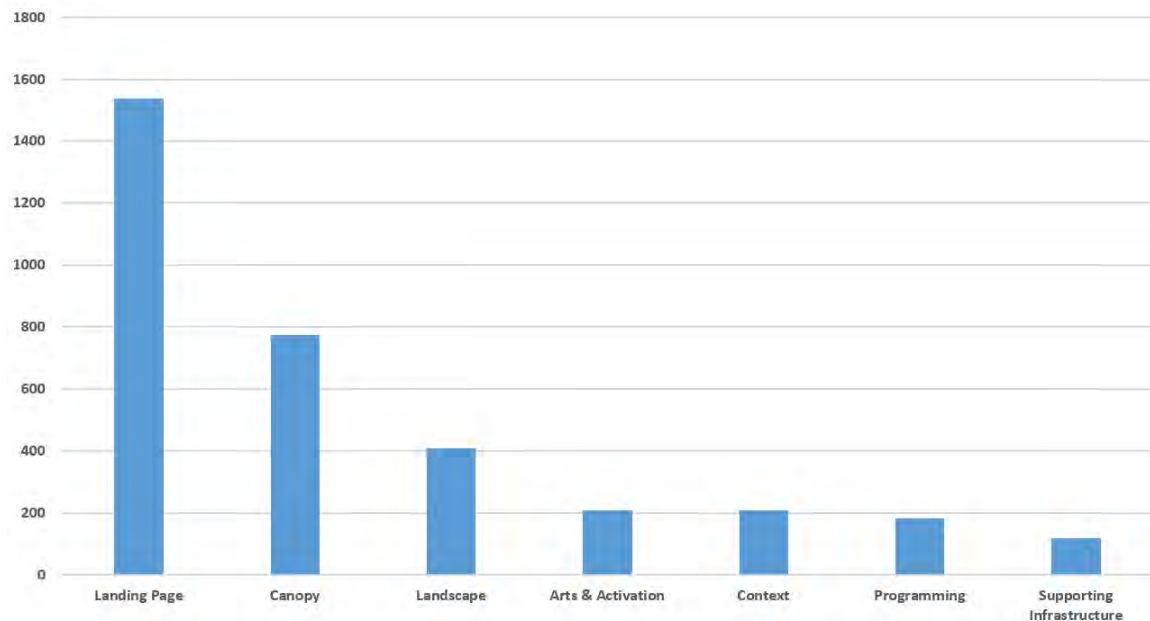
17 comments
121 likes
3 shared reels

Website visitors

As of early December 2022, the www.festivalplaza.ca website had more than 2,000 unique visits throughout the course of the engagement process.¹ 79.3% of visitors were from Canada, and 19.9% were from the United States. Of those unique visitors:

- 45.7% were from Windsor;
- 7.9% were from surrounding regions, including Kingsville, LaSalle, Amherstburg, and Tecumseh; and
- 13.4% were from Toronto.

The following graph shows the number of views of each page on the website. Aside from the landing page, the Canopy page was by far the most visited subsection of the website, having nearly double the views of the next most visited page.



¹ The Click Through Rate (CTR, clicks per impression) averaged across all the ads run for this engagement process is more than double the Facebook average CTR (3.46% vs. 1.54%)

What We Heard

1 - Context

2 - Programming

1/2.1 - There are a number of barriers & risks to event hosting at Festival Plaza which limits the number of events

We heard from event organizers and organizers that there are a number of barriers and risks for event organizers to hosting events at Festival Plaza in its current state:

- The existing site is too large for most organizations to host events at the site. Windsor has many more medium and small-scale events than large-scale events, and hosting those at Festival Plaza in its current state would make these events feel underwhelming, poorly attended, and lacking atmosphere if the event cannot occupy the majority of the site.
- The lack of weather protection presents a significant risk to event organizers, and we heard of at least one instance where an event promoter’s business failed because of bad weather during an event at Festival Plaza. Multi-day events are a strategy used to reduce this risk, but it also results in higher costs for event organizers (longer rentals and staffing). Furthermore, Windsorites tend to not buy tickets in advance to events at Festival Plaza because of weather risks which makes event hosting even more precarious. If an event does experience bad weather, event organizers having to manage refund requests can be a significant problem. Late starts to events to manage heat in the summer is not advantageous to event organizers either—they want to be able to host programming throughout the day.
- It’s very difficult and expensive to create a sense of atmosphere at the existing site, resulting in most events looking and feeling the same.
- Many events in Windsor rely on sponsors, and there is a lot of competing requests for sponsors in Windsor.
- The need for event organizers to provide and erect their own infrastructure—washrooms, tents and shelter, audio, visual, lighting, generators, among many others—is a significant expense which can be either prohibitive to event hosting completely or reduce the number of events. The lack of provided infrastructure also contributes to multi-day events as it’s difficult to make the numbers work for rental and load-in and load-out for a one-day event. For event organizers who have flexibility in their venue choice, this often results in selecting indoor venues as much of this infrastructure is provided, with easier (and cheaper) set-up, even though hosting their event outdoors is preferable and seen as a strong selling feature.
- Some events have regulating bodies that have specific infrastructure requirements that are either prohibitively expensive for one-off events, or only allow one event a year rather than multiple events that could be possible if the infrastructure was provided.
- Existing operational expenses and permitting requirements set by the City are cost prohibitive and red-tape heavy for many event organizers, especially non-profits and community organizations. This includes:
 - Flat-rate venue fees & permits with 2-day minimums
 - Requirement to use city contractors contributes to costs
 - Power carts, insurance, police service fees contribute to costs (other regional public venues do not charge fees for police services for events)
 - Challenges with the City’s legal department to get permits

1/2.2 - Festival Plaza plays a unique and critical role in the Windsor events venue ecosystem

Although Festival Plaza has a stage, it should be considered a multi-purpose, community-led public space for events, rather than strictly a concert venue. From event organizers we heard it's difficult to get big name concerts at Festival Plaza due to the state of the site, the excellent indoor facilities in the area (Caesars Windsor, WFCU, Little Caesars Arena etc.), and competition and non-compete clauses in the much larger Detroit region (some concerts which will play in other Southern Ontario venues will not play Windsor for these reasons). Rather than trying to attract those kinds of events, Festival Plaza should diversify its events programming. Windsor's most prolific event organizers have lots of ideas for events that could be programmed at Festival Plaza – boxing, street hockey, dog shows, Canadian Cow Girls, highland games, children's festivals, tall ships, Irish festivals, dance events and competitions, night-time marine parades, Christmas events, to name a few that were discussed. Additionally, the idea of hosting concurrent, collaborative events at the site was discussed by a number of event organizers.

We heard from the public a lot of interest in seeing a wider variety of events and programming at Festival Plaza, including community activities, local wine & beer festivals, live theatre, storytelling festivals, Red Bull events (BMX), Ironman races, beach volleyball tournaments, speeches, plays, basketball tournaments, seniors fitness, mom & baby programming, battle of the bands, ice sculptures, fire pits with Muskoka chairs, holiday markets, library story time, farmers markets, buskers, exhibitions, pop-up skating rink, cultural festivals, film, more concerts, art fairs, programming for families, food trucks, New Year's Eve programming (recalling Dieppe Park in the 80s), jazz nights, poetry readings, local dance companies, Halloween and Christmas events, and smaller local events.

1/2.3 – Scalability is crucial

We heard from stakeholders the proposed design strategy of making the site flexible in scale so that it can accommodate both the large scale events that currently take place there, as well as smaller events that Windsor has many of, is crucial. Allowing for concurrent events with multiple stages of different sizes is also something that has a lot of support from the Windsor events organizing community.

1/2.4 - Beneficial for tourism & investment attraction

We heard from tourism and investment attraction stakeholder organizations that Festival Plaza as proposed is seen as a benefit for tourism and investment attraction in Windsor.

Windsor has many more medium and small-scale events than large events that currently occupy Festival Plaza. Festival Plaza's location and proposed improvements could make it an excellent location for corporations and to host events—and that organizations are always looking for unique event space. Examples include corporate team-building exercises and functions, weddings, conference 'off-site' events & welcome receptions. Without weather protection however these events are harder to sell as the risk of being rained out or being too hot is significant. The more infrastructure that is provided by the site, the easier it is for these organizations to host their events there.

From an investment attraction perspective, several advantages were identified:

- It's a show of optimism in Windsor broadly and downtown Windsor specifically.
- It's an opportunity to grow the arts and culture sector in Windsor as there is not enough venue space for emerging artists.
- The current state of the site is not advantageous from a business attraction perspective as it's difficult to sell empty and underdeveloped areas of the city.
- Opportunity to address safety in downtown by drawing more people.

1/2.5 - Economic benefits of increased programming

The kind of events held at Festival Plaza have several economic benefits for the surrounding community. Events often require bringing in talent or expertise into the City. We heard from a number of event organizers about how they have previously brought artists to the city for their events programming. Touring events (those that travel from city to city every week or so around southern Ontario in the summer season) usually require travelling staff (in one instance, up to 80 people) which has positive benefits for local hotels, restaurants, and services. Event rental services also benefit from increased event programming. More can be done to leverage these benefits to surrounding local businesses however (see **Recommendations**).

1/2.6 - Number of entrances & exits desired by event organizers varies by kind of event

We heard from event organizers that different event types prefer different number of entrances and exits. Multiple entrances are beneficial for ticketed concerts to help with the throughput of large number of attendees at specific times, and to manage security screening lines. Non-ticketed events that remain fenced for liquor licensing prefer to have fewer entrances and exits as it makes monitoring and control of the licensed area easier and cheaper.

1/2.7 - Issues with existing conditions & operations

We heard from some event organizers that the current state of the existing stage and site facilities is poor—the interior of the stage facilities are not great. Bathroom maintenance is poor, and event organizers have found it challenging during events with non-responsive help to immediate issues. We've also heard that the City's processes for permitting events is challenging due to a lack of set policies or procedures, numerous layers of bureaucracy and long approval timeframes, and a lack of collaboration.

1/2.8 - Concerns about future operations

We heard from some event organizers a few concerns about what the proposal for Festival Plaza would mean for their future use of the space, specifically:

- Disruptions to the events calendar due to construction—a one season disruption was seen as understandable, however multiple season disruptions were seen as problematic, and some event organizers may get comfortable at a new site.
- Increased fees—there is some worry that a 'jazzed-up' venue may result in higher fees. Additional costs get passed on to event goers through increased ticket and food costs, though the amount of the increase that can be absorbed by any particular market varies city to city. As a point of comparison, we heard that a typical three-day food-event for venues around southern Ontario could cost between \$15,000 - \$25,000. Toronto's Yonge & Dundas Square costs \$150,000.

1/2.9 - Atmosphere & authenticity are important, both in the design of the space itself, as well as how event organizers can tune the space to their unique events

We heard from some event organizers that Festival Plaza as it exists today is very difficult to create a sense of atmosphere, and results in most events looking and feeling the same. The site is too large for single event organizers to do comprehensive lighting, signage, and branding across the entire site, and the vast openness of the site means attendance has a big impact on atmosphere (too few people makes the event feel like a failure due to the inability

to fill the space). Accessibility, safety, comfort, and vibes are important. The site needs to feel inviting and provide stimulation for people to encourage longer stays by attendees. If attendees don't want to stay, the spend is lower, and overall enjoyment of events tends to be lower. Authenticity is also key in this regard—how the site is resonant with its surroundings, how it's programmed, the meaning it has to the community, and how it integrates history. Sites with palpable meaning and history have additional selling power to event organizers for their unique narratives and atmospheres.

1/2.10 - Indigenous communities face barriers to event hosting in Windsor generally, and the Riverfront specifically, despite being a place of great importance to Indigenous communities

Indigenous event organizers face a number of barriers to hosting events at Festival Plaza—there are a lot of expenses for event hosting that are prohibitive for organizations with limited funding. Additionally, parking and transportation are notable barriers for surrounding Indigenous communities to attend events there. There are examples of municipal support for Indigenous events in other southern Ontario cities where venues are provided at low or no cost—these are appreciated and lower barriers to event hosting. There is a lot of interest in developing more programming, including fundraising events, arts events to draw Indigenous artists and singers from around Turtle Island to Windsor (which was done once previously), as well as recreational programming such as snow snake.

Indigenous programming at Windsor's Riverfront does happen on occasion, including events for National Truth and Reconciliation Day at Great Western Park, and a Sisters in Spirit vigil for murdered and missing Indigenous women, girls, and 2spirit+ at Dieppe Gardens. Many Indigenous events in Windsor are internal to the region's Indigenous communities, but Windsorites in general don't know the Indigenous population. Festival Plaza could be an opportunity to make their community and programming more visible to a larger audience.

1/2.11 - Concerns about displacing existing events

Some stakeholders (though not event organizers) and members of the public have expressed concern that some of the events that currently take place at Festival Plaza would not be able to use the site as proposed, notably World's Finest Shows. The concern is that displacing World's Finest Shows, which runs for two weeks (over three weekends) could have a detrimental economic impact.

Some event organizers suggested there may be sites better suited to World's Finest Shows elsewhere in the City that don't require the infrastructure provided at Festival Plaza (The stage). Additionally, the space requirements for travelling midway programming (which requires large open paved space for rides, and equal space to store trucks and trailers) limits the possibility of addressing the majority of the challenges other event organizers face at Festival Plaza, and also limits the possibility of addressing other facets of the project, such as greening the plaza. In speaking with Barry Jamieson, owner of World's Finest Shows, there didn't seem to be a concern with having to find another site in Windsor.

Other event organizers we spoke with said they have to be adaptable to different venues by the nature of their business. Some of the event organizers who use Festival Plaza are touring events that travel throughout the summer to dozens of towns and cities in Southwestern Ontario, and they have to adapt their programming and layouts to numerous different venues.

1/2.12 - Concern about effects on existing efforts to activate downtown

The Downtown Windsor Business Improvement Association (DWBIA) had a number of concerns about the project, some of which are captured elsewhere in this report. The primarily unique concern raised by the DWBIA is they see the project as competition, both in their efforts to program downtown and to draw people and business to their members, and in potential available funding (considering both capital costs and operating costs of Festival Plaza).

The reasons for these concerns are:

- Most events at Festival Plaza do not make local business support a priority. Typically only those run by members of the DWBIA incorporate such efforts (ie. WIFF Under the Stars, Oullette Car Cruise). The City does not require any support for local businesses from organizers for their events at Festival Plaza, unlike other similar venues around the world (see **Recommendations**).
- Poor existing pedestrian and cycling connections between Festival Plaza and downtown discourage people from visiting downtown businesses when visiting Festival Plaza for events.
- Event parking in downtown is indirectly discouraged by expensive street parking costs. Most people tend to park at Caesars, avoiding downtown businesses entirely.
- The DWBIA goes to great lengths to actively program events in their jurisdiction to draw people downtown and support local businesses. There is concern expanded event programming at Festival Plaza could detract from their programming. Festival Plaza is also not officially within the DWBIA's jurisdiction.

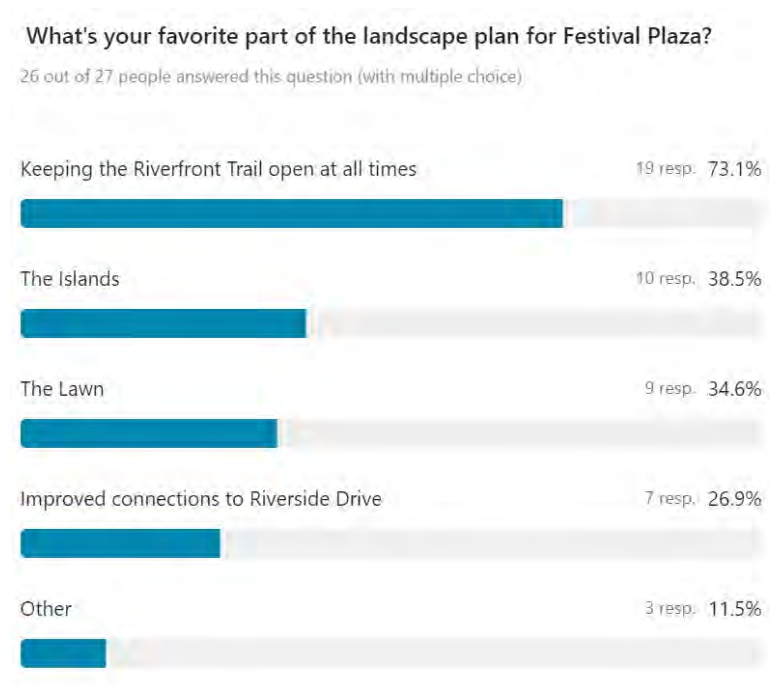
3 – Landscape

Almost all stakeholders and public respondents are generally supportive of the proposed landscape strategy. We heard many comments about the importance of and support for introducing trees, grass, and plantings at Festival Plaza in general. The following are some of the specific feedback we’ve heard:

3.1 - Keep the Riverfront Trail open and provide public amenities for pedestrians & cyclists

We heard that keeping the Riverfront Trail open at all times, including during events, is crucial. The following points were raised through the engagement process:

- The Riverfront Trail is used by a wide variety of pedestrians and cyclists, some of whom rely on the path as a commuter route, as well as a recreational route—closing it for any length of time not only takes away from the Riverfront Trail as a public amenity, it inconveniences those who rely on it to move around the city.
- Keeping Riverfront Trail open during events is advantageous to event organizers—a centrally located and accessible site where passerby’s can discover events they didn’t know were happening is advantageous.
- Providing public amenities for pedestrians and cyclists along the Riverfront trail is desired by a number of stakeholders and the public. This includes water fountains, benches/seating, bike racks, bike repair stations, and publicly accessible washrooms.
- Make space for bicycle parking during events, and non-event times, and design it to be safe and well lit. Currently event organizers will sometimes hire local non-profit bike organizations to run bicycle valets at events. The more that cycling to the site is encouraged and barriers reduced, the better for the environment, as well as the likelihood of event goers exploring areas in downtown.

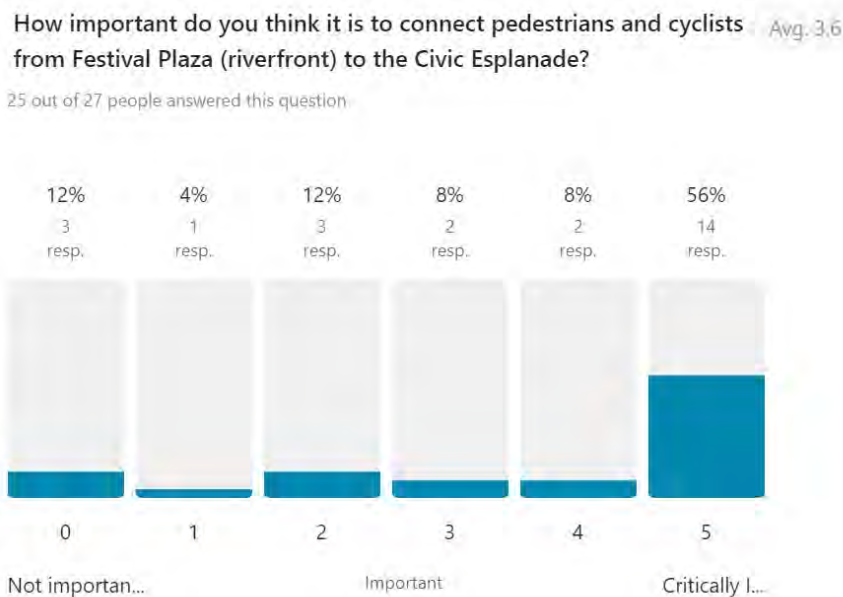


3.2 - Improved connections and accessibility to and from Festival Plaza is important

The majority of stakeholders and the public support greater connections from Festival Plaza to downtown. Connections were seen as beneficial for helping local businesses by making clear, easy connections from the site to downtown. For event organizers, a more connected site increases the likelihood of event attendance by passerbys who did not know about the event. We heard that the more central and more connected a site, the less event organizers have to spend on marketing.

We heard from cycling interest groups that connections to and from Festival Plaza and the Civic Esplanade project should consider the larger framework of pedestrian and cycling movement around Riverside Drive, as there are parts of Riverside Drive downtown that don't have sidewalks which decreases accessibility. Crossing Riverside Drive itself is perceived as dangerous and efforts should be undertaken to improve actual and perceived safety of crossing the street.

There were no specific comments from the public or stakeholders about the connections proposed in the plan for Festival Plaza, or the connection to Civic Esplanade, just that the idea of more and better connections is broadly supported.



3.3 - Align material decisions with environmental goals

There were a number of questions by environment-focused stakeholders about the material details of the project that will be developed in later phases of the project, looking to make sure that decisions about materials are considered from an environmental perspective to support a range of environment-focused goals at Festival Plaza, including: reducing heat island effect, reducing stormwater runoff, reducing water usage, among others. Some of the items discussed include:

- Material for the lawn
- Irrigation requirements for planting
- Stormwater plan
- Albedo and permeability of site surfaces

3.4 - Indigenous reburial in the vicinity

Can-Am Indian American Friendship Center mentioned they involved with an archeological study of the area around Festival Plaza when it was first converted from the rail yard. At that time there was a reburial of some artifacts and remains in the area with a ceremony led by an elder. It was planned that a plaque or marker be added, however this wasn't done and the exact location of the reburial is not known at this time. It may or may not be within the bounds of the Festival Plaza site.

3.5 - Landscape details, and landscape operations, should integrate CPTED principles

We heard from the Windsor Police Service that the design, construction, and maintenance of the landscaping could have an impact on addressing Crime Prevention Through Environmental Design (CPTED). Such spaces possess a high "nook & cranny coefficient" that creates expanded opportunities for loitering refuge and litter disposal, and the landscape should be considered to ensure their visual accountability is maximized, which in turn helps prevent problematic activity from establishing and persisting. The risks associated with these spaces would be highest during off hours.

The design and, importantly, placement of any and all refuse and recycling receptacles is critical from a public safety perspective. This is because scavenging and looting has become the primary nuisance problem throughout the city, but most notably within our downtown sector. When this problem becomes visible to the public, it quickly erodes public confidence in how safe they feel attending there so this issue needs to be addressed carefully during the detailed design phase.

Design of site elements, as well as operations, should integrate strategies to discourage misuse, loitering and overnight sleeping by street persons seeking some form of discreet refuge during off-hours and less-busy daytime periods. Some approaches to this could include intermediate arm rests in benches that would make it difficult for someone to comfortably lay down for extended periods.

3.6- Landscape as programming and activation

We heard from some stakeholders ideas about how the landscaping could be used as a programming element at the site, either using the islands as community gardens, and/or indigenous medicinal gardens. Additionally, the landscape could be used as a site of activation for arts programming and/or socially engaged residencies, creating a space for artists and/or community groups to work within or respond to.

3.7 - Make use of Great Lakes Protection Initiatives & funding

We heard from environmental groups that the project should make use of Federal & Provincial environmental initiatives where funding is available for projects which incorporate environmental remediation and/or improvements or protections to the Great Lakes. This includes shoreline naturalization, tree planting, stormwater management, pervious paving, among many others. Festival Plaza already incorporates a number of these strategies, and some of the costs of Festival Plaza may be eligible for funding by these grants.

4 - Canopy

4.1 - The Canopy is crucial for expanding programming and reducing barriers to event hosting

We've heard from event organizers the importance of the canopy for expanding programming at the site and reducing barriers to event hosting.

- The canopy reduces weather-related risks for event organizers and event goers. For event organizers it allows events to be organized and run regardless of weather conditions, and allows for single-day events rather than more involved multi-day events. We heard that rain insurance for events can be very expensive, adding 35% to 40% of event hosting costs. For event goers it provides an assurance that the event will run regardless of the weather, and may be more inclined to purchase tickets ahead of the event.
- The canopy expands the programming window at Festival Plaza—it makes the site more comfortable for longer periods of time, allowing earlier start times for events, and a longer events season. Without the canopy a similar events schedule to Festival Plaza's current events schedule is likely.
- Improved footfall—when the site is too hot or uncomfortable event goers tend to stay for shorter periods of time which reduces enjoyment, overall spend, and likelihood of exploring other parts of downtown as part of their event going experience.
- Canopy as infrastructure—the canopy as a shade structure is an infrastructure that reduces expenses and logistical challenges for event organizers, reducing barriers to event hosting. Additionally, the canopy integrates additional infrastructure within it, including rigging points, a catwalk, FOH position, to further reduce barriers to event hosting.

4.2 - The canopy provides climate resiliency by helping to address climate change driven health & safety concerns, and aligns with the City’s Environmental Masterplan

We heard from some environmental groups that the canopy would help address health and safety concerns at the site within the context of increasing temperatures and extreme weather due to climate change. With increasing effects of climate change expected in the coming decades, providing protection from the heat is an important health and safety requirement, more so for specific demographics (elderly, young children, and those with specific medical conditions). This is in alignment with the City of Windsor’s Environmental Master Plan (2017), specifically:

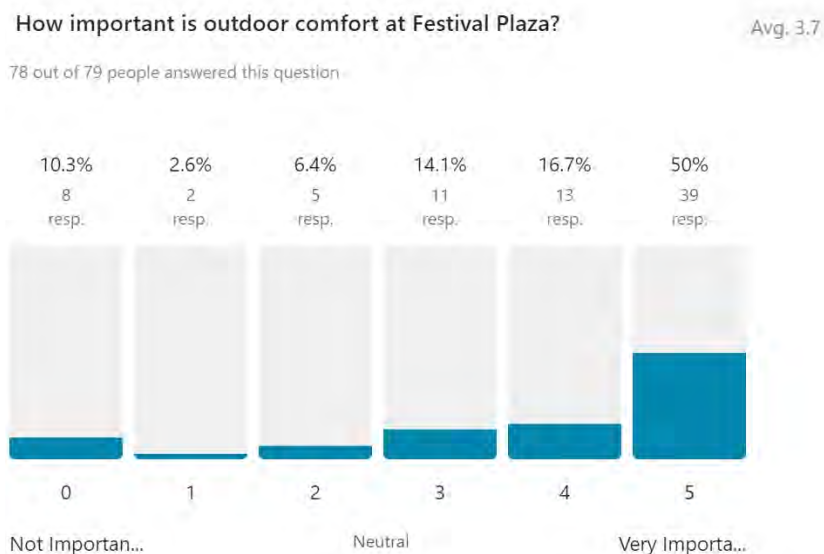
City of Windsor Environmental Master Plan (2017)

Objective C12: Incorporate cooling designs and features into public spaces to protect residents from extreme heat and ultraviolet radiation exposure

Actions:

- Increase the number of artificial shade structures in public places.
- Plan for shade (shadow casting) to fall where needed during peak ultraviolet radiation exposure intervals.
- Improve access to drinking water facilities in public spaces.
- Consider the environmental and health effects of plastic, rubber or other materials when designing and installing playgrounds, splash pads and road medians.
- Increase the number of splash pads, cooling stations, water bottle re-fill stations and other water features in public places.
- Work with Federal and Provincial governments to maximize funding opportunities.

In the public survey, respondents largely agreed that outdoor comfort is important at Festival Plaza:



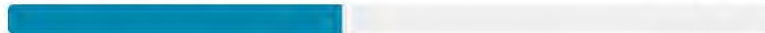
4.3 - A majority support the height of the canopy as proposed, though the canopy is the most controversial component of the project

Our public survey received 79 responses following a canopy-specific ad campaign which was seen by 9,392 people. For the question of “How receptive are you to the idea of a portion of the canopy rising above Riverside Drive at Festival Plaza?” 50% were either supportive or conditionally supportive, 41% opposed, and 9% neutral.

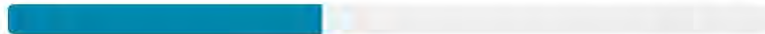
How receptive are you to the idea of a portion of the canopy rising above Riverside Drive at Festival Plaza?

78 out of 79 people answered this question

Supportive – it's fine for the canopy as proposed to rise above Riverside Drive. 34 resp. 43.6%



Opposed – the canopy as proposed should not rise above Riverside Drive (next question will give you the option to tell us why) 32 resp. 41%



Neutral – not opposed nor supportive 7 resp. 9%



Conditionally Supportive – it's fine for the canopy as proposed to rise above Riverside Drive, with specific conditions (next question will give you the option to tell us under what conditions you support the canopy) 5 resp. 6.4%



- **Conditional Support** – Those who expressed conditional support were looking for strategies for the canopy to not block views from adjacent residences or from Riverside Drive, and for the canopy to blend seamlessly into the surrounding landscape.
- **Opposed** – 30 respondents indicated their reasons for their opposition to the canopy rising above Riverside Drive. The most common responses were:
 - 40% of opposed comments cited concerns about blocked views of the river and skyline
 - 23% of opposed comments disagreed with exceeding the existing height bylaw
 - 10% of opposed comments thought the canopy was ugly

Other issues mentioned (<5%) were concerns about setting precedents for other developments along the riverfront, taking away from the natural beauty of the area, not respecting the original waterfront vision, that it would be underused, there are more pressing priorities in Windsor, concerns about birds, concerns about the expense, and concerns about homeless people using the space.

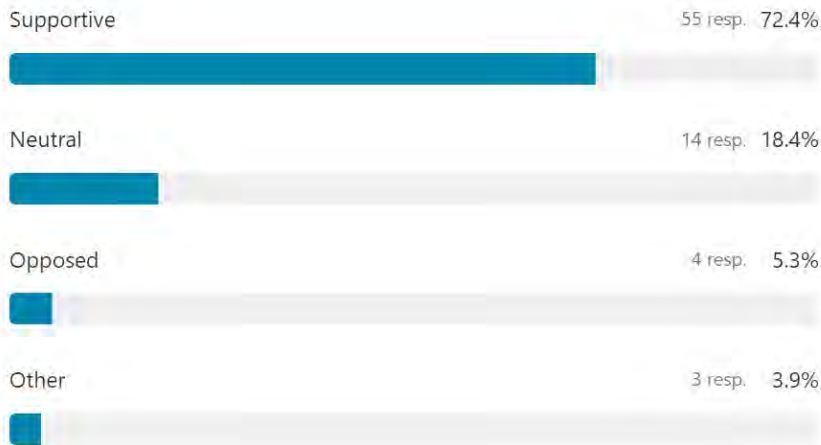
Of the stakeholders we met with, six raised concerns about the height of the canopy. The specifics of their concerns varied from stakeholder to stakeholder. The concerns included:

- Canopy potentially impacting views from their property
- Incongruency with the original vision for the Riverfront public park system
- Incongruency of the canopy with the natural areas of the Riverfront
- Conflicts with existing city policies and bylaws (ie. the Riverside Vista project, height bylaw)

In matters of height of the proposed elements at Festival Plaza, the public survey also asked **“How do you feel about trees at Festival Plaza rising above Riverside Drive?”** and found the majority are supportive:

How do you feel about trees at Festival Plaza rising above Riverside Drive?

76 out of 79 people answered this question



4.4 - The events infrastructure (lighting, rigging, etc..) proposed for the canopy is exciting, and greatly expands what's possible

We heard from events organizers and equipment rental companies their excitement about the proposed events infrastructure for the canopy as it makes for many new possibilities for the kinds of lighting and effects that are possible at events. The transparent portion of the canopy was also seen as full of potential for having drone-shows visible to event attendees under the canopy. In general, the more technical back-end that's provided, the better for event organizers and equipment rental companies in terms of expanding what's possible, and making install and tear-down easier.

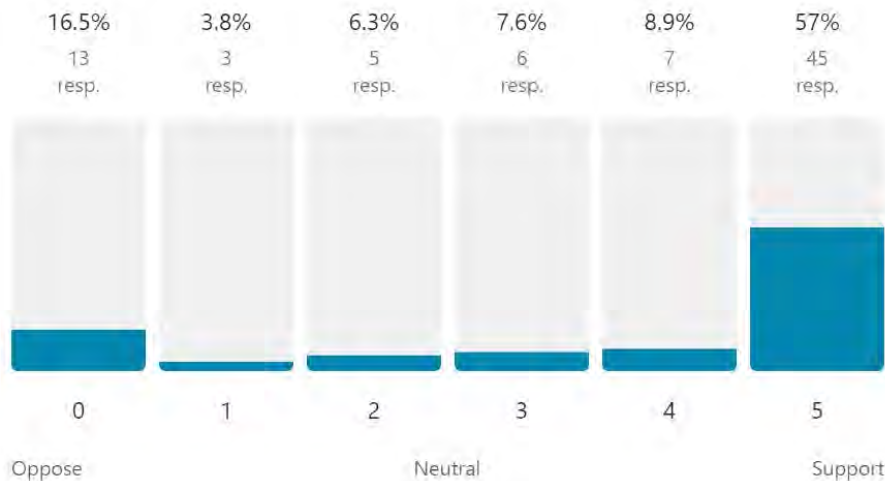
4.5 - Expanding events programming at Festival Plaza, all year-round, has a lot of support. Windsorites have lots of ideas and desires about how to program under the canopy

Survey respondents were largely supportive of expanded programming, and an expanded events schedule, at Festival Plaza to be year-round. From a separate but related question, “What kinds of programming and events would you like to see under the canopy?” we heard a lot of ideas from the public and stakeholders about how the area under the canopy could be programmed, all year round:

- Family oriented programming
- Music & concerts, including more both large scale concerts, local bands, Christian music concerts
- Food and drink festivals and events, including food trucks, wine
- Car shows
- Exhibitions
- Conferences
- Community events, including Canada Day & other holiday celebrations
- Fireworks night
- Boating events
- Cultural festivals, including Octoberfest
- Films and film festivals
- Festivals
- Craft shows
- Comedy events
- Theatre & plays
- Boxing & MMA events
- Buskers
- Markets
- Gardening festivals
- Recreational programming, including roller skating, ice skating, start/finish location for races
- As well as anything and everything that is entertaining and that makes people happy

Do you support an expanded programming schedule for Festival Plaza where events can take place all year round? Avg. 3,6

79 out of 79 people answered this question



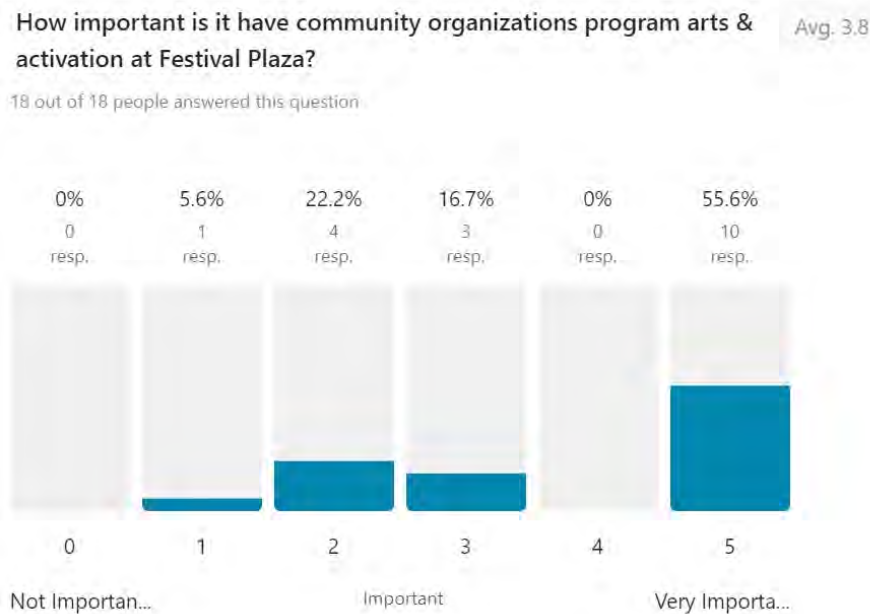
5 – Arts & Activation

5.1 - Expanding opportunities for public art in Windsor is needed—Festival Plaza is a great opportunity to address it

We heard from all artists across art forms (visual, performing, music) that there are very few public art opportunities for Windsor artists, be it commissions or venues. Small acts, emerging artists, and community theatres do not have many venues in which to perform their work, and where venues do exist, they often have high barriers. The goals of Festival Plaza to foreground Arts & Activation, as well as expanded community-focused programming, was widely appreciated among arts groups. Given the event-focused and culture-focused programming at Festival Plaza the redevelopment of the site is seen as an opportunity to provide these kinds of spaces to support the Windsor arts community.

5.2 - Programming strategy & partnerships are key

Developing a programming strategy for the arts & activation program at Festival Plaza is crucial to its success. A clear set of goals and guidelines is necessary (which could include criteria such as inclusivity, where the artist is from, site specificity, among many others). Additionally partnerships with local art groups is key to program and potentially fund arts activities at the Eddy/Festival Plaza. Unlike the City, non-profit arts groups are eligible for different funding streams and grants that the City would not be eligible for. Similarly arts groups often have robust donor networks of arts supporters that can help fund arts programming.



5.3 - Incorporate Indigenous representation, both physically and in programming

We heard from indigenous stakeholders, as well as a number of arts groups, that there’s a lack of representation of Indigenous peoples and Indigenous history in the City of Windsor, and Festival Plaza would be a good opportunity to address this. This could include indigenous specific arts programming, descriptive plaques or signage describing the indigenous history of the site, using indigenous planting strategies in the landscape plan, among others.

5.4 - Lowering barriers for arts programming at Festival Plaza is key

To achieve regular arts activation at Festival Plaza, lowering barriers for arts groups is key. The following barriers were identified through the engagement process:

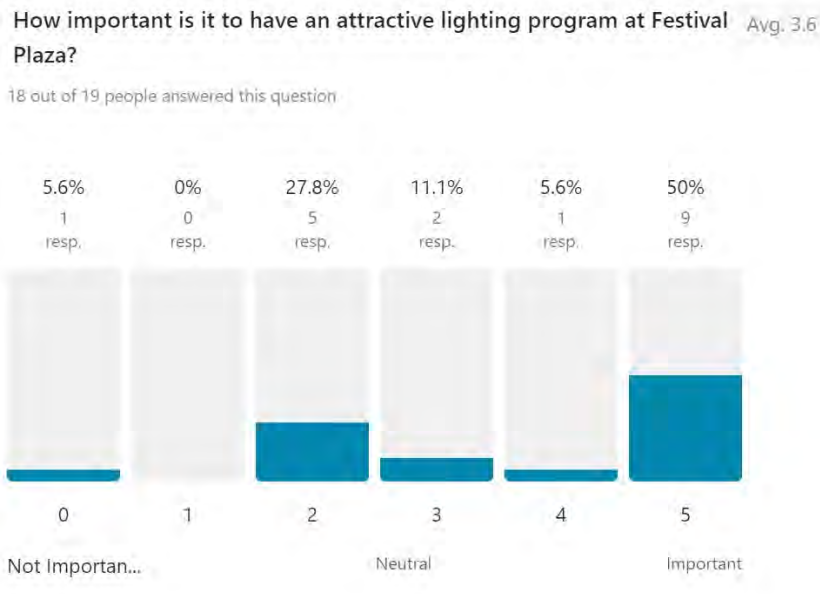
- Affordability, especially given the limited sponsorship support of the arts in Windsor. Venue rentals fees and infrastructure rental costs often represent a significant portion of arts programming funds, reducing funding available for other kinds of arts investments (ie. new or more work).
- Venue availability – There are a lot of arts organizations in Windsor all competing for the same few venues. While Windsor has some beautiful large theatres and performance venues, venues at the mid- and small-scale range are few.

5.5 - Design non-event lighting to limit light pollution. Short-term event lighting is not a big concern for light pollution.

We heard from the Royal Astronomical Society of Canada–Windsor Center, that lighting should be designed to reduce light pollution by avoiding light trespass into the river, and by dimmer lighting with lower colour temperatures when possible. The biggest concern is consistent light pollution–event specific lighting that takes place for short periods of time isn't a big concern from a light pollution perspective.

5.6 - Lighting & CPTED

The Windsor Police Service indicated they would like to review the full lighting plan, including fixture types and net illumination levels across the entire site to help address public safety, as well as operational plans about how specific aspects of the site are to be used and/or securely maintained during off hours. Other key technical elements associated with lighting and its security impact include colour temperature and colour rendering index (CRI) values that should be optimized for safety and security.



6 – Supporting Infrastructure

6.1 – Small, movable, temporary, and modular supporting infrastructure is a key component of expanding events programming

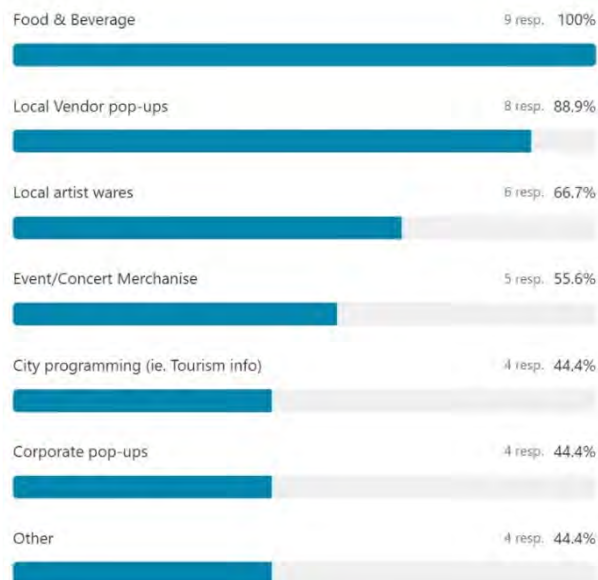
Several arts groups and event organizers, especially theatre companies, saw the support modules as crucial to program small events or plays throughout Festival Plaza, assuming the support modules had a mobile stage option. Additional modules could help store supporting equipment and make it easier to host multi-day shows when only needing to store their equipment on site, rather than load-in and load-out every day. Providing the infrastructure to support smaller, multi-stage events such as fringe festivals. Some stakeholders who oppose the idea of any permanent structures at Festival Plaza appreciated these flexible, moveable, and temporary components.

6.2 - Shipping containers

There were few reactions to the proposal for the shipping containers among the public. Some indicated they appreciate the flexibility of the system and the idea of providing those kinds of spaces for events. Some thought they would look too ‘cheap’ relative to the other elements of the proposal.

What kinds of uses do you think would be great for the support modules?

9 out of 10 people answered this question (with multiple choice)



Among stakeholders there wasn't much specific feedback on the use of shipping containers as the modular elements. Those from arts groups saw them as a low-cost public art opportunity, and that their movability around the site created an interesting context in which to work.

We heard from some event organizers that for many local restaurants having an off-site kitchen at Festival Plaza is difficult due to added costs of equipment, staffing, and logistics management, and as such there may be limited interest from local restaurants to use those spaces.

7 - Other Feedback

7.1 - There is a lack of trust in the City's processes, delivery, and operation of large public projects

We heard from a number of stakeholders and the public that there is a lack of trust for the City to deliver the project as proposed, and to be able to maintain and operate the site in a way that is proposed. These comments are based on past and current issues, including:

- The existing stage at Festival Plaza which exceed the height bylaw along the Riverfront, was a compromise with the community based on the promise of installing a green roof. This feature was cut, and some feel duped. Concerns of similar issues on other projects, and a lack of meaningful public engagement, contribute to the distrust.
- Some projects are perceived to not be living up to promises made at their design phase, such as the Adventure Bay water park. There is also concern that some of these public projects are not accessible to all Windsorites, despite the level of municipal investment.
- There are a number of concerns about existing maintenance and upkeep of parks and parks facilities today (including poorly maintained or frequently closed washrooms, inoperable water fountains, etc..) and that the proposal for Festival Plaza would be either subject to similar issues, or the City would have to redirect funding, or find new revenue streams to fund operations.

7.2 - There are concerns about funding priorities in the City, and the perceived benefits of the Festival Plaza project

We heard from some stakeholders and members of the public concerns about a large spend on Festival Plaza. The two main strains of thought we heard were:

1. Money is better spent on other City needs, especially roads, housing, homelessness, and basement flooding.
2. The money would be better spent serving stakeholders in their existing initiatives, rather than on Festival Plaza's multi-platform, multi-use public space capital investment.

There is a consistent assumption among some stakeholders and members of the public that the City would be responsible for funding the majority of the project, as there has been no public discussion about funding strategies, and that funding for Festival Plaza would come at the expense of other city funding priorities or result in increased taxes. Some also expect a degree of cost recovery in the operations of the project, based on the assumption that the site primarily caters to for-profit event organizers.

The goals of the project are difficult to measure and quantify, and some Windsorities value projects that proport visible and immediate transformation (additional housing, good roads, less homelessness), rather than projects which address more diffuse, long-term goals such as addressing the recommendations in the Windsor Works report (ie. Riverfront revitalization, economic diversification, talent attraction & retention), supporting downtown, and supporting and growing Windsor's arts, culture, and events community.

7.3 - Legacy interests

There are at least two families who have expressed a clear legacy interest in the development of Windsor’s Riverfront due to their past family members roles as local politicians having had a significant impact in the vision and development of the Riverfront as it stands today. Some stakeholders, as well as some members of the public, rely on the voices of these legacy interests to guide their support or opposition to the project.

Weeks Family	Battagello Family
<p>We spoke with Howard Weeks, son of former mayor Bert Weeks. Howard is strongly opposed to the canopy. There were no specific comments made about the other elements of the proposal, however the idea of greening the site was supported.</p>	<p>We spoke with Dave Battagello, son of former city councillor Roy Battagello. The landscape plan, activation goals, and temporary and movable supporting modules were generally supported, however Dave is strongly opposed to a permanent canopy. The idea of a temporary canopy that can be erected and dismantled on an as-needed basis was suggested. There were concerns the project leaned too much towards supporting events hosting at the expense of other qualities of the Riverfront.</p> <p>Nancy Battagello, wife of Roy Battagello passed away during this engagement phase before we were able to speak with her.</p>

Recommendations

Recommendations

Based on the feedback we received and what we heard from the public and stakeholders throughout this engagement process, we have the following recommendations:

C1 - Better develop and articulate how the project contributes to broader city goals

It's crucial for the City to articulate how Festival Plaza will have an economic benefit and how the investment will support the City's broader goals. Many similar projects around the world are built as catalysts for downtown renewal (ie. the Downtown Detroit Partnership and their park network), encouraging private development, and revitalizing waterfronts (ie. the Shipyards District) for instance. As a design team we have included in project messaging how Festival Plaza can contribute to a number of pressing Windsor issues (ie. alignment with the Windsor Works plan, contributing to the revitalization of downtown, support for the arts and events hosting communities). This recommendation is, in part, in response to a number of criticisms of the project that we've heard from this engagement process: "shiny-object syndrome," "build it and they will come," and any other argument about funding being better spent on projects with self-evident public benefits (roads, housing etc..). It's also important to reiterate the project is an expansion of public space, intended as an accessible venue for all different kinds of events for all Windsorites, not just a concert venue or a place for for-profit event organizers.

C2 - Consider how to best address bylaw changes at Festival Plaza given concerns some stakeholders and members of the public have

Among those concerned about the height of the canopy rising above Riverside Drive, one of the concerns is that it would set a precedent for potentially opening the door to development along the Riverfront. How bylaw changes are addressed, such as the approach of revisiting the height bylaw for the entire riverfront, may play into these concerns. There should be strategies built into any bylaw amendments that address concerns about drastic changes across the riverfront parks system, or anything that could be perceived as creating opportunities for drastic change in the future.

C3 - Involve Indigenous communities in further design development

We heard from the Indigenous stakeholders we spoke with, as well as a number of arts organizations, that Indigenous communities do not have much representation or inclusion in public spaces, and certainly not along the riverfront which is an area of great importance to these communities. There are a number of opportunities to involve Indigenous communities in the planning and operational model of Festival Plaza. Indigenous communities are often called upon for engagement in a wide variety of projects, from multiple levels of government which can be burdensome. Developing a thoughtful, meaningful, and compensated outreach and engagement strategy, led by the City, will be crucial to this process.

C4 - Develop, and clearly articulate community cycling amenities

In further design development, provide public amenities for pedestrians and cyclists along the Riverfront including water fountains, bike racks, bike repair stations, and bicycle parking solutions for events, and non-event times, that are safe and well lit. Review these with cycling stakeholder groups.

C5 - Look at Federal and Provincial grants to help fund the project

A significant number of concerns and opposition to the project assume the full cost of the project would be borne by the City of Windsor, which subsequently raises questions about City funding priorities and concerns about increased taxes. There are a number of grants available from the Federal Government that Festival Plaza could be eligible for. The proposal for Festival Plaza is multi-faceted which opens the door to a variety of different funding opportunities, such as environmental initiatives, cultural infrastructure, recreational infrastructure, and attraction funding which could significantly reduce the cost to the City. Outlined here are **some examples** of grants for which Festival Plaza could be eligible (the numbers and details here are approximate):

Great Lakes Protection Initiative	Canada Cultural Spaces Fund (CCSF)	Investing in Canada Infrastructure Program Community Culture, and Recreational Infrastructure Stream
Up to \$1.1 million	Up to \$15 million , or 50% of project costs, which ever is less (though in special circumstance could be up to 75% of project costs)	Up to 40% of project costs; requires a minimum of 33.3% contribution by the Province
Funding for environmental remediation and/or improvements or protections to the Great Lakes. This includes shoreline naturalization, tree planting, stormwater management, pervious paving, among many others. Festival Plaza already incorporates a number of these strategies	Funding for improved physical conditions for professional arts and heritage related collaboration, creation, presentation, preservation, and exhibition; and increased and improved access for Canadians to arts and culture, including the construction and/or renovation of arts and/or heritage facilities, including creative hubs. Landscaping costs are ineligible for funding in this stream. Projects which foreground Indigenous inclusion and programming are valued in this stream.	Funding to improve cultural infrastructure, like museums and Indigenous heritage centres; support upgrades to recreational facilities, like arenas and both indoor and outdoor recreational spaces; and improve community infrastructure. All projects will be evaluated through a 'climate lens' which evaluates how the project help combat climate change; reduce energy costs; and provide Canadians with safer and more resilient communities.

As part of the engagement process our team worked with landscape architects SLA to look at opportunities that would contribute to the Great Lakes Protection Initiatives:



Building upon existing opportunities

Looking at the site and its context, we notice the site’s strong connection to both Downtown Windsor and the Detroit River. The site represents a unique chance to connect these two and to add a layer of biodiversity and city nature to the whole Central Riverfront Implementation Project-CRIP.

One of Windsor’s greatest assets and a huge point of differentiation from Detroit, is that Windsor has kept its riverfront open and “intact”. There is a massive value to the city (in identity, biodiversity, climate mitigation, and quality of life) of unlocking that potential.

We see this as a great source of nature value to be utilized and brought together on the Festival Plaza - as a beacon of inspiration, as a local identity marker, but first and foremost as sources of local biodiversity and ecology. Here a deep mapping of the river, the local nature, and urban wildlife would form a baseline for a biodiversity strategy and is essential in securing a good project for both nature and people.

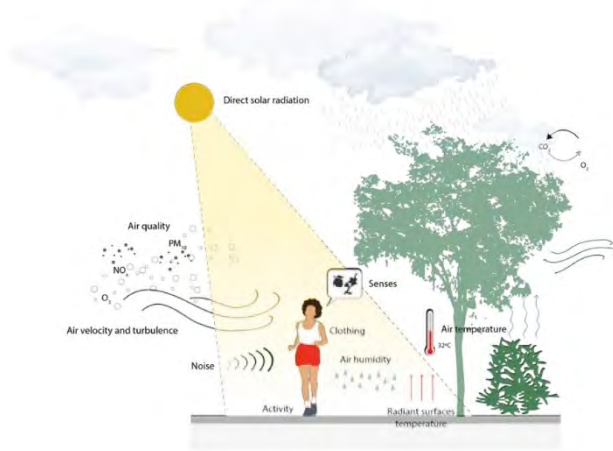
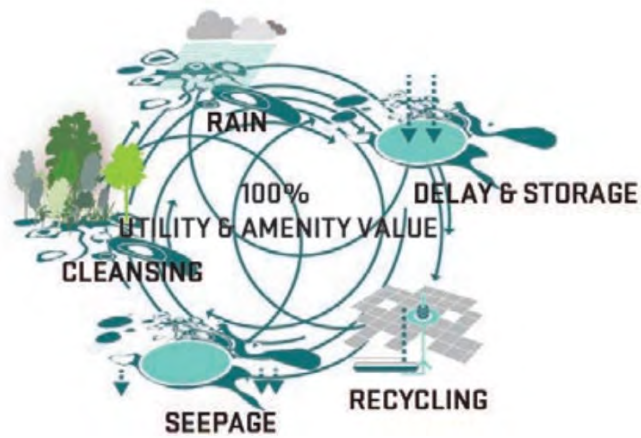
Special attention should be put on the site’s opportunity, together with the Windsor Civic Esplanade project, for creating a vibrant lush connection between the Detroit River and downtown Windsor City.



Bridging the site’s barriers

The site is strongly characterized by its barriers. Located between Downtown, Riverside Drive (a 4 lane road), and the





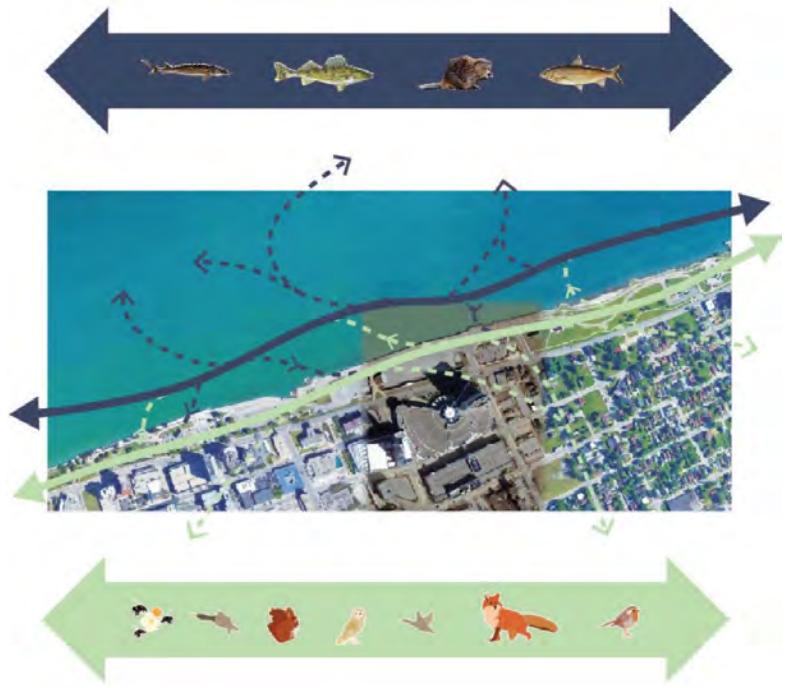
Detroit River. Festival Plaza is a unique stop along the Riverside - here a history of industry meets nature. The site sits between two different ways of meeting the river: A stony “natural” way to the northeast; and a fenced-off river to the southwest. The site provides an exciting opportunity to give Windsor a new urban way of approaching the waterfront, bringing people closer to nature.

Utilizing nature’s ecosystem services

Utilizing natural ecosystem services is important to address the site’s challenges and potentials. This is partly because such a nature-based approach (as opposed to a tech-oriented approach) creates a host of added values with regards to life-quality, social cohesion, property value, etc; and partly because a design approach based on ecosystems naturally will ensure a landscape led development.

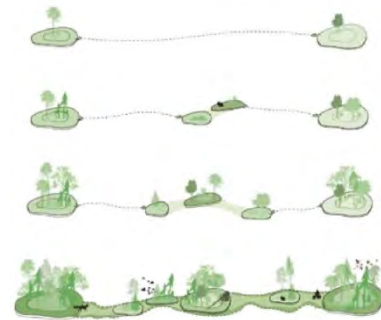
Natural optimizing of microclimate

Optimizing the site’s microclimate, and finding ways to integrate landscape and nature design in the design of year-round and pleasant public space allow for a good and active social life for all visitors. By naturally regulating the microclimate in the Festival Plaza, an optimal foundation for an active public life can be created which not only will act as a year-round attractor of visitors, but which will also increase the health, the activity and the economic potential of the site.

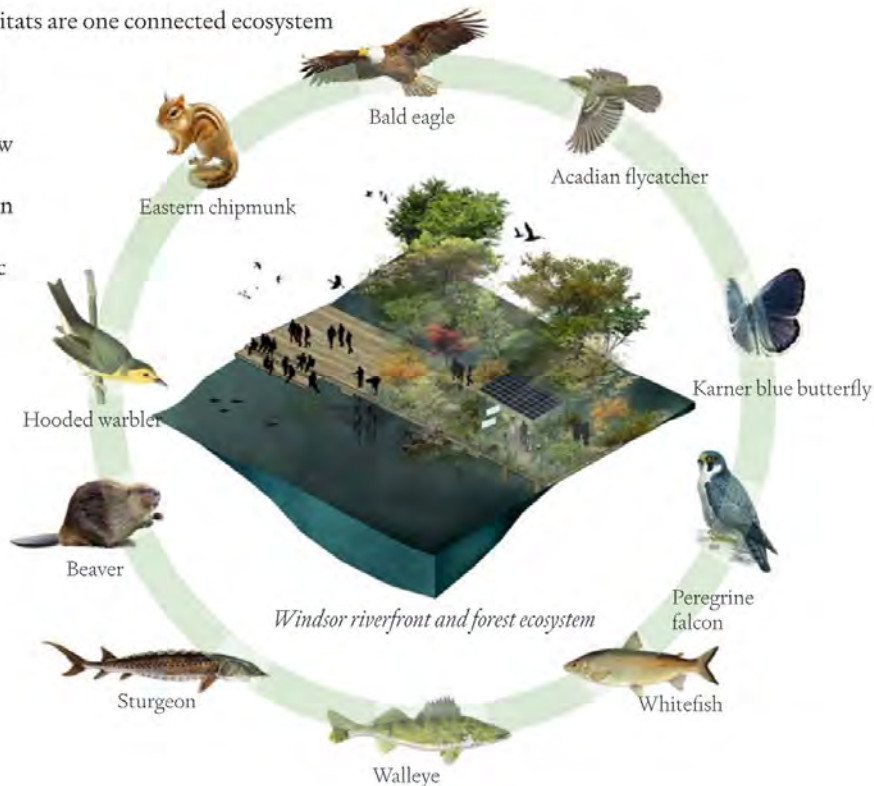


A green and blue connector/corridor

Festival Plaza is located uniquely on the Detroit River riverfront. The river is a natural barrier for humans - but functions as a connector and corridor for nature and wildlife. In a biodiversity approach, the project can draw in the biodiversity in and around the river and function as a biological node and connector for the rest of Windsor's river parks.



- All habitats are one connected ecosystem
- Forest
- Meadow
- Riparian
- Aquatic
- City



C6 – Include smaller, mobile, and temporary stages

Providing smaller, mobile stages that can be moved around the site to accommodate smaller arts performances, or be part of concurrent programming at the main stage, is something we've heard from a number of arts groups. These would create more flexibility for accommodating different scales of programming at Festival Plaza, and open up opportunities for different kinds of programming. One or a few of the support modules could be designed as a mobile stage that can easily be moved, and open up into a temporary performance venue.

C7– Continue to work with the Windsor Police Service to optimize for Crime Prevention through Environmental Design (CPTED)

Continue to work with the Windsor Police Service to optimize design details for CPTED. Many of these items will be developed in later stages of the design, including specific lighting plans, planting plans, bench and refuse details, among others.

C8 - Mandate, and create, support for local businesses at events

There is currently no mandate for event organizers to support local businesses as part of their event hosting—something that other similar venues around the world do. Some current event organizers go to great lengths to support local businesses as part of their own mandates (ie. WIFF, DWBIA), however all events should incorporate multiple forms of support. Some of the examples we heard include:

- Reserved seating where feasible to allow time before an event to eat at downtown restaurants without worry about getting a bad seat/spot.
- Require event organizers to reserve a number of vendor booths for local businesses.
- Encourage food deliveries to site from downtown restaurants. For many restaurants having an off-site kitchen at Festival Plaza is difficult due to added costs of equipment, staffing, and logistics management.
- Require ad space at events, and in event marketing materials, to promote local businesses, through signage, audio messaging & announcements, and/or video advertisements.
- Consider incentives to encourage event parking downtown so event goers interact with and pass through downtown, rather than parking at Caesars and avoiding downtown businesses.
- Work closely with the DWBIA in event planning to find synergies and support their event and programming schedule.

Event organizers we spoke to are open to these kinds of collaborations with the City and local BIAs. It's common for events to have tents/stalls for City initiatives (ie. Tourism, vaccinations etc..), and many event organizers recognize the impact they have on local restaurants. It was even suggested by an event promoter that vendor tents/stalls at their event for local restaurants could be provided free of charge. Unless the event organizer has support for local businesses as a core tenant of their operation, they will look to the City and/or BIA to require and coordinate these arrangements.

C9 - Develop a community-focused, partnership-driven operational model

We heard from stakeholders and the public concerns about how the site would be operated, including operational funding, and questions of how to lower barriers to event hosting from an operations perspective (such as venue fees, reducing bureaucracy, streamlining applications), vastly expanding community accessibility, among others. The value, and acceptance, of the project by some stakeholders and members of the public may be in part contingent on co-developing a clear organizational model concurrent with the design of the site itself. We heard a lot of criticism and concerns about the City of Windsor building infrastructure only for it to be underutilized— there are concerns about investing millions and not getting the returns in terms of a really well programmed site that works to also achieve the larger goals of the project.

To address this, we spoke with the leaders of a number of similar sites from around the world, including:

- Greg Holmes, Executive Director of the Shipyards District BIA, North Vancouver, BC;
- Bob Gregory (Senior Advisor) & David Cowan (Chief Public Space Officer) of the Downtown Detroit Partnership, Detroit MI; and,
- Kit Sawers, President of Klyde Warren Park, Dallas, TX

We have included case studies of these sites in this report which describe their operational models, funding structures, and best practices and strategies. The following are recommendations for the City of Windsor based on these discussions, as well as discussions with Festival Plaza stakeholders. The City should initiate a process to develop a Windsor-specific, community focused operational model that is designed to achieve the operational and programming goals of the project. This includes:

- Develop a clear operational mandate, in partnership with key community organizations, including the DWBIA and arts groups.
- Develop specific programming goals, and evaluation criteria to gauge success across a range of criteria:
 - Develop relationships with a wide range of community groups to develop programming with
 - Set specific mandates for diversity, equity, and inclusion (DEI) in programming
 - Develop mandates for local business support with all event programming
 - Develop strategies to incentivize sponsorship and corporate activations
 - Take an active role in creating and encouraging programming (not just facilitating programming)
 - Move some City programming to the site (ie. recreational programming from community centers, outdoor library events etc...).
 - Develop a framework for evaluating and responding to programming needs in the City (ie. which demographics and/or communities is the programming targeted towards). Sometimes programming can also be about bringing things in that people didn't expect or know they needed.
- Find the right people to run the community-focused operational model—passionate project advocates with the requisite experience in business, marketing, and fundraising. Include a programming director.
- Explore and evaluate different funding models and strategies.

Importantly, the operational model should consider a much wider jurisdiction than just Festival Plaza to encompass the entire central Riverfront, as well as downtown Windsor, to maximize the use of public space in these areas, and to align strategic goals and programming initiatives among the various actors and communities in these spaces.

The City should consider working with a consultant to help develop such an operational model such as [Project for Public Spaces](#) who works collaboratively with municipalities, community partners, and stakeholders to develop these operational models.



Shipyards District, North Vancouver, BC

City funded operations; close collaboration with the BIA

The Shipyards District is operated by the City of North Vancouver (population 59,500; region 2.46 million), in close collaboration with the Lower Lonsdale Business Improvement Area (600 members across 18 city blocks). The City manages operations (permits, public safety, etc..) and works with the BIA in a close, though informal, manner to support their activation goals.

The BIA works to secure opportunities to bring special events (and lots of people) to the area to support their members through a number of strategies, such as:

- They have an extensive local business marketing strategy for events, including requirements for promotion of the BIA on all event signage and advertising, allocations at events for local business stalls, and 'soft sell' promotion of local business at events via audio and video messaging.
- Marketing the area and its events to surrounding communities. As the site is well connected by transit, they target their marketing efforts at communities and developments close to transit.
- Fund some costs of event hosting for smaller priority events (ie. Indigenous programming), either with their own levy-based funding, or through sponsorships they organize.

The City of North Vancouver directly funds operations and programming at the Shipyards District, through their Community & Partner Engagement department (comprised of 18 staff), within which they have a specific 'Shipyards & Waterfront' division whose offices are located at the Shipyards (something seen as crucial by the BIA). In 2022, expenses for operating the Shipyards district totaled \$2.04 million, and revenue totaling \$1.13 million (including about \$380,000 annually from leasing the land to the site's development partner, venue rental fees, film permits etc..), resulting in a net contribution of \$905,000 per year. Their expenses break down as follows: administration (14%), events & programming (22%), marketing & promotion (2.5%), operations & maintenance (58%), and site hosts (3.5%). The City is planning to spend \$1 million over the next two years on capital improvements to the site.

Source:

Interview with Greg Holmes, Executive Director of the Shipyards District BIA, August 24, 2022 via Zoom

City of North Vancouver. [2022 Operating Budget](#). March 16, 2022

City of North Vancouver. [2022 – 2031 Capital Plan](#), March 16, 2022



Downtown Detroit Park Network, Detroit MI

Self-funded operations; close collaboration with the DDBIZ

When Detroit's (population: 630,000, region: 4.4 million) Campus Martius Park opened in 2004, it was one of the few of these heavily programmed public spaces. Their operational model is based on the Central Park Conservancy model (many of these sites use this as their model) which was presented to mayor and council for approval. Their mandate has since expanded to include six downtown Detroit parks and public spaces, collectively more than 9 acres in size. They are one of the most programmed areas in the country with more than 1,600 events annually (avg. 4.4 per day). To accomplish this they rely heavily on community partnerships. Their programming is estimated to draw 4 million people per year to their sites, many of which are tourists.

While the DDP is responsible for programming, managing and operating several of Downtown Detroit's parks and public spaces, they operate with a larger mission to advance Detroit by driving engagement, development and programs that benefit businesses, residents and visitors throughout Downtown's urban core. The DDP strengthens and supports Downtown Detroit through strategic initiatives that evolve with the changing needs of the community. They engage in goal setting, and regularly measure their progress against their goals in an effort to continuously optimize their programming strategies and operational mandate to best support their mission.

The DDP is separate from the Downtown Detroit Business Improvement Zone (DDBIZ), which is made up of local business owners, however their jurisdictions overlap, are mutually beneficial, and work closely together to further their shared interests. The DDBIZ contracts with the DDP to manage its day-to-day operations

The DDP is a self-funding, non-profit organization—raising all its operational capital every year to cover programming, security, maintenance, and cleaning. Their annual operating budget varies from \$1 million to \$7 million a year, funded through corporate partnerships, grants, philanthropy, and earned revenue. They employ a number of programming experts in house, such as a position with a focus strictly on shops & markets, or expertise in technical operations such as audio/visual.

Source:

Interview with Bob Gregory (Senior Advisor) & David Cowan (Chief Public Space Officer) of the Downtown Detroit Partnership, September 14, 2022 via Zoom



Klyde Warren Park, Dallas TX

Self-funded operations; operating agreement with the City

Located in Dallas, Texas (population: 1.3 million, region: 7.6 million), Klyde Warren Park is operated by a self-funded, non-profit foundation. The site was developed with a mix of private and public funding, and the private donors wanted to develop a model to program the site that wouldn't be subject to municipal budget cuts or downturns. The site, which is open from 6am to 11pm daily, hosts 1,300 events annually (avg. 3.6 per day), including food trucks, recreational programming (ie. bootcamp, tai chi), museum programming, community programming (ie. te Dallas Historical Society), pet-focused programming, concerts, corporate activations, among many others which is advertised via weekly newsletter to their 60,000 subscribers. Their programming schedule is carefully curated, with periods of intensity when they expect people are looking for something to do (ie. spring break). Through their programming they estimate their economic impact on the surrounding community to be \$4 billion to date, with \$500 million in added tax revenue for the City, and a population increase in the neighbourhood (through residential development) of 8.8%.

They have a full-time office staff of 17, answer to a board of directors, and employ numerous others for 24/7 security, operations and maintenance of the site. Klyde Warren Park's annual operating budget is \$5 million, which the Klyde Warren Park organization self-funds through a number of streams, all of which contribute roughly equally: a voluntary tax on the neighbourhood, an annual fundraiser, earned revenue (restaurant income, 12% cut of gross food-truck sales), donations & memberships (which provide VIP perks, member-only parties etc.), and corporate activations and sponsorships. Klyde Warren Park's leadership have backgrounds in fundraising which is a crucial skill-set at the leadership level to maintain their operations.

Klyde Warren Park has developed strategies for attracting and incentivizing corporate sponsorship and activations at the site, including offering VIP perks for sponsors ("Friends of the Park"), and networking with marketing agencies to make the site 'a venue of choice'. The site is appreciated by the community, and companies see it as positive PR to host programming there. Local businesses host promotional activations, such as food sampling by local bakeries, or fitness classes by private gyms, for which they pay a fee but from which they receive exposure and good PR.

Source:

Interview with Kit Sawers, President of Klyde Warren Park, August 31, 2022 via Zoom

Construction Cost Estimate

This section of Partisans report is excluded.

A detailed cost estimate breakdown is included in Administration's update report.



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Special Meeting of Council Decision Monday, October 25, 2021

Moved by: Councillor Bortolin
Seconded by: Councillor Holt

Decision Number: CR475/2021 CR452/2021

- I. That City Council **DIRECT** Administration to work with the consultant to develop different costing options for the final detailed design of the Festival Plaza that vary in price, and once completed, undertake public and stakeholder consultations on those designs. This will give Council the opportunity to determine the level of investment that should be made at Festival Plaza; and,
- II. That City Council **DIRECT** the Manager of Parks Development to apply for a site-specific amendment to the Official Plan and Zoning By-law 8600 to allow the necessary buildings and structures within Festival Plaza to extend above the crown of the pavement of Riverside Drive as all potential options will require an amendment; and,
- III. That City Council **DIRECT** Administration to create a detailed connectivity plan, including public consultation, between the riverfront and the adjacent areas along the CRIP footprint with special consideration for downtown areas. The plan should not include tunnels underneath Riverside Drive but rather should have multiple access points to link the northside of Riverside Drive to the southside of Riverside Drive focusing on pedestrian safety and include options for physical design changes to Riverside Drive; and further,
- IV. That City Council **DIRECT** Administration to prepare a comprehensive Council report that incorporates all of the above recommendations.

Carried.

Councillor Gignac voting nay.

Report Number: C 123/2021

Clerk's File: SR/14229 11.3

Anna Ciacelli

Deputy City Clerk
November 22, 2023



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Howard Weeks	[REDACTED]	[REDACTED]



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Mike Cardinal		[REDACTED]
Vincent Georgie, Windsor International Film Festival		[REDACTED]
Downtown Districting Committee		[REDACTED]
Marty Gervais		[REDACTED]
Renaldo Agostino, Element Entertainment		[REDACTED]
Moya McAlister, Arts Collective Theatre		[REDACTED]
David Hanna		[REDACTED]
Maggie Durocher, Summerfest		[REDACTED]
Rob Petroni, Bluesfest		[REDACTED]
Mark Wilson, Northern Heat Ribfest		[REDACTED]
Barry Jamieson, World's Finest Shows		[REDACTED]
Patrick Jamieson, World's Finest Shows		[REDACTED]
Debi Croucher, Downtown Windsor Business Improvement Association		[REDACTED]
Brian Yeomans Downtown BIA		[REDACTED]
Walter Petrichyn		[REDACTED]
Brenda Clarke		[REDACTED]
Caroline Taylor		[REDACTED]

Subject: Jackson Park Bandshell Feasibility Study Update - Ward 3

Reference:

Date to Council: January 15, 2024

Author: Samantha Magalas

EIC, Community Services

smagalas@citywindsor.ca

519-253-2300 x2730

Parks

Report Date: December 28, 2023

Clerk's File #: SR/14718

To: Mayor and Members of City Council

Recommendation:

- 1) **THAT** the report titled Jackson Park Bandshell Feasibility Study Update **BE RECEIVED** for information; and further,
- 2) **THAT** City Council **DIRECT** Administration on how to move forward with the revised scope of the Jackson Park Bandshell feasibility study and further;

Subject to council's direction on item 2:

THAT City Council **DIRECT** the City Treasurer to identify funding for the Jackson Park Bandshell feasibility study to an upset limit of \$300,000; and further,

THAT City Council **PRE-APPROVE** and **AWARD** any procurement(s) necessary that are related to the implementation of the Jackson Park Bandshell feasibility study, provided that the procurement(s) are within approved budget amounts, pursuant to the Purchasing By-Law 93-2012 and amendment thereto, satisfactory in legal content to the City Solicitor, in financial content to the City Treasurer and in technical content to the Executive Director of Parks and Facilities, and further;

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, satisfactory in legal content to the City Solicitor, in financial content to the City Treasurer and technical content to the Executive Director of Parks and Facilities, and further;

THAT the Purchasing Manager **BE AUTHORIZED** to issue Purchase Orders as may be required to effect the recommendation noted above, subject to all specification being

satisfactory in financial content to the City Treasurer, and in technical content to the Executive Director of Parks and Facilities, and further;

THAT Administration **BE AUTHORIZED** to use available funds within the project budget for any amendment(s) or change requirement(s)/directive(s) and additional documents relating to executed agreement(s), pursuant to the Purchasing By-Law 93-2012 and amendments thereto, satisfactory in legal content to the City Solicitor, in financial content to the City Treasurer, and in technical content to the Executive Director of Parks and Facilities.

Background:

On September 6, 2022, Councillor Kieran McKenzie asked the following question:

“Asks that Administration provide an update on the current status and condition of the Jackson Park Band shell and further comment on the viability of a Feasibility Study outlining the scope of work necessary to bring the Bandshell back into community access and usage within the Parks Department inventory of assets.”

Administration prepared a report which was presented to Council on November 27, 2023 and which contained information about the site, a preliminary estimate of the cost to conduct a feasibility study and outlined some of the risks associated with undertaking the project. At that November 27th meeting of City Council, Administration was directed to move forward with the following through CR 475/2023:

“That the report of the Executive Initiatives Coordinator dated August 21, 2023, entitled Response to CQ 18-2022 – Jackson Park Bandshell Update-Ward 3 **BE RECEIVED** for information; and further,

That administration **BE REQUESTED** to engage in a feasibility study (two Phases) including a Condition Study and a Vision and Rendering Phase along with public consultation with various community groups, including artist groups, the black community as well as the general public and other community stakeholders; and,

That the Community Consultation **INCLUDE** discussion with the public school board, to address property and land use challenges as it relates to the Bandshell; and,

That the study **BE FUNDED** from the Budget Stabilization Reserve Fund (BSR).”

This report is a follow up to that Council Direction as a revised upset limit of \$300,000 will be required to complete the work requested by Council.

Discussion:

After the November 27th meeting of City Council, Administration completed additional conversations with the School Board as directed by the Council Resolution. The School Board has reiterated its position that a sale of the land to the City to use the Windsor Stadium lands adjacent to the Bandshell property is not something they are willing to entertain at this time.

At the same time, Administration submitted the revised scope of work document to a rostered Engineering Consultant to complete the work as directed by Council including all of the public consultation. Upon the Consultant inquiring about supporting documents and clarifying the scope of work, it became apparent that the original estimate of \$100,000 to conduct this study was not going to be adequate to complete the project. As a result of the Bandshell structure being listed on the Heritage Registry, Administration learned that additional information will be required by the Consultant that was not fully anticipated during the original report to Council. Without this information, a full picture and scope of work for the project will not be possible.

A Heritage Consultant will now be required to evaluate each section of the building as well as the site thoroughly. This is in addition to having a detailed Environmental Analysis, Archeological Impact Study, Designated Substances Survey, Topographical Survey, Traffic and Transportation (due to required parking) and Crime Prevention through Environmental Design (CPTED) study. These, in addition to the Public and Stakeholders' consultations during both parts of the subject report, contribute to this cost increase. As such, and to ensure compliance with the Purchasing By-Law, Administration will need to put out a request for proposal (RFP) as the cost will be greater than \$100,000.

After additional investigation, and for Council's information, Administration gathered further historical details on the performances and history of the Bandshell from the Windsor Public Library. According to various articles about Emancipation Day celebrations in Windsor, many of the historically significant events occurred on the original stage and Bandshell. Jackson Park itself is significant as crowds would gather there for festivities after the Emancipation Day Parade, with the parade route ending at the park. The crowds that gathered at the park for the celebrations were growing in the 40's and early 50's and Martin Luther King Jr. spoke on the stage in 1956. Unfortunately, that original structure succumbed to the great fire in 1957. When the Bandshell and grandstand were rebuilt, it was done so at a different area of the park. Appendix A shows the map of the original Bandshell and stage and the current structure. While Emancipation Day festivities continued once the Bandshell was rebuilt, the numbers continued to decline and organizers faced financial challenges. Around the same time, the City of Windsor began to sponsor the International Freedom Festival. After facing many challenges with Emancipation Day events, including a few years of cancellations, the event continued to decline in numbers until it was eventually relocated to Mic Mac Park in 1976.

Risk Analysis:

There is a significant financial risk that without approving additional funding for this study, the \$100,000 of approved funding will not be adequate enough to complete the full scope of the study. Funding to an upset limit of \$300,000 would be required to ensure a full and complete study can be returned to Council for their consideration and direction.

Climate Change Risks

Climate Change Mitigation:

N/A

Climate Change Adaptation:

N/A

Financial Matters:

On November 27, 2023, through CR 475/2023 City Council directed Administration to utilize \$100,000 of Budget Stabilization Reserve (BSR) funding to conduct the Jackson Park Bandshell feasibility study. As noted in the Discussion section of this report, the funding of \$100,000 will not be adequate given the additional heritage studies, public consultation and related administrative time that will be required. As such, Administration would require total funding of \$300,000 to conduct the full scope of the work.

Feasibility Study	\$250,000
Project Management (8%)	20,000
Contingency (12%)	30,000
Total Budget	\$300,000

Currently there is no capital funding available in the budget to proceed with either a feasibility study or for any repair of the Bandshell to make it operable again. Further to this, the use of BSR should be reserved for matters that are transitional operational funding and/or for critical or unexpected expenditures where there is no alternative funding source available. Should Council Direct Administration to move forward with the revised scope for the Jackson Park Bandshell feasibility study, it is recommended that the City Treasurer be directed to identify an appropriate capital budget funding source in order to accommodate this request, to an upset limit of \$300,000.

Consultations:

Emilie Dunnigan – Manager, Development Revenue and Financial Administration

Natasha Gabbana – Senior Manager of Asset Planning

Conclusion:

The cost to conduct both phases of the feasibility study of the Bandshell at Jackson Park is estimated to be greater than the anticipated \$100,000. Subject to Council's direction, Administration should be directed to identify additional funding and an appropriate funding source to ensure a full and complete report returns to Council.

Approvals:

Name	Title
Samantha Magalas	Executive Initiatives Coordinator – Community Services
Erika Benson	FPA, Parks
Wadah Al-Yassiri	Manager, Parks Design & Development
James Chacko	Executive Director, Parks & Facilities
Alex Vucinic	Manager, Purchasing & Risk Management
Wira Vendrasco	City Solicitor
Ray Mensour	Commissioner, Community Services
Dana Paladino	Commissioner, Corporate Services
Janice Guthrie	Commissioner, Finance & City Treasurer
Joe Mancina	Chief Administrative Officer

Notifications:

Name	Address	Email

Appendices:

- 1 Appendix A - Jackson Park 1945 - Current Location Added

Current Location of Bandshell Constructed in 1959



Grandstand Destroyed in 1957

Bandshell Destroyed in 1957

Queen Elizabeth II Sunken Gardens

Tecumseh Rd East

Subject: Lanspeary Park – Approval of the Masterplan - Ward 4

Reference:

Date to Council: January 15, 2024

Author: Samantha Magalas

EIC, Community Services

smagalas@citywindsor.ca

519-253-2300 x2730

Parks

Report Date: December 28, 2023

Clerk's File #: SR/14238 & AF/14585

To: Mayor and Members of City Council

Recommendation:

- I. THAT Council **APPROVE** the conceptual masterplan for **Lanspeary Park** as shown in Appendix B of this report; and further,
- II. THAT City Council **DIRECT** Administration to proceed with the implementation of the Lanspeary Park masterplan as outlined in the body of this report as funds become available in the capital budget; and further,
- III. THAT City Council **PRE-APPROVE** and **AWARD** any procurement(s) necessary that are related to the implementation of the Lanspeary Park masterplan, provided that the procurement(s) are within approved budget amounts, pursuant to the Purchasing By-Law 93-2012 and amendment thereto, satisfactory in legal content to the City Solicitor, in financial content to the City Treasurer and in technical content to the Executive Director of Parks and Facilities; and further,
- IV. 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, satisfactory in legal content to the City Solicitor, in financial content to the City Treasurer and technical content to the Executive Director of Parks and Facilities; and further,
- V. THAT the Purchasing Manager **BE AUTHORIZED** to issue Purchase Orders as may be required to effect the recommendation noted above, subject to all specification being satisfactory in financial content to the City Treasurer, and in technical content to the Executive Director of Parks and Facilities; and further,

VI. THAT Administration **BE AUTHORIZED** to use available funds within the project budget for any amendment(s) or change requirement(s)/directive(s) and additional documents relating to executed agreement(s), pursuant to the Purchasing By-Law 93-2012 and amendments thereto, satisfactory in legal content to the City Solicitor, in financial content to the City Treasurer, and in technical content to the Executive Director of Parks and Facilities.

Background:

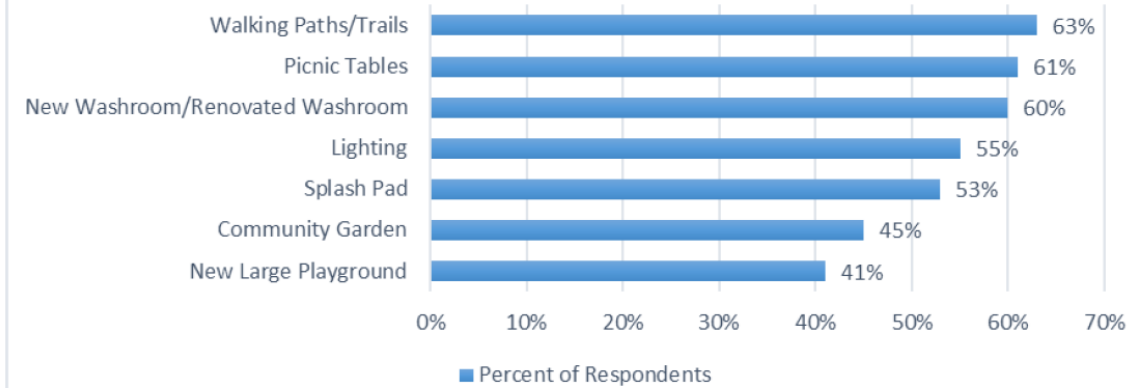
Lanspeary Park is a vibrant, versatile space, providing Windsorites with a variety of recreational facilities. The 106-year-old park, consisting of 11.4-acres, has been the hub of countless community gatherings, including the annual Windsor Labour Day and Pride festivals, with both events known to attract thousands of participants each year. The park boasts a playground, gazebo, soccer pitch, picnic areas, an outdoor swimming pool (currently under renovation), and an outdoor ice rink which doubles as a 20,000 sq. ft. covered event space in the summer. Until recently, the park was also home to the City's Horticulture division that worked out of the Lanspeary greenhouse complex. With the completion of the Jackson Park greenhouse complex in the summer of 2022, the former Lanspeary greenhouse complex has been demolished allowing for the re-development of three (3) acres of additional parkland.

Discussion:

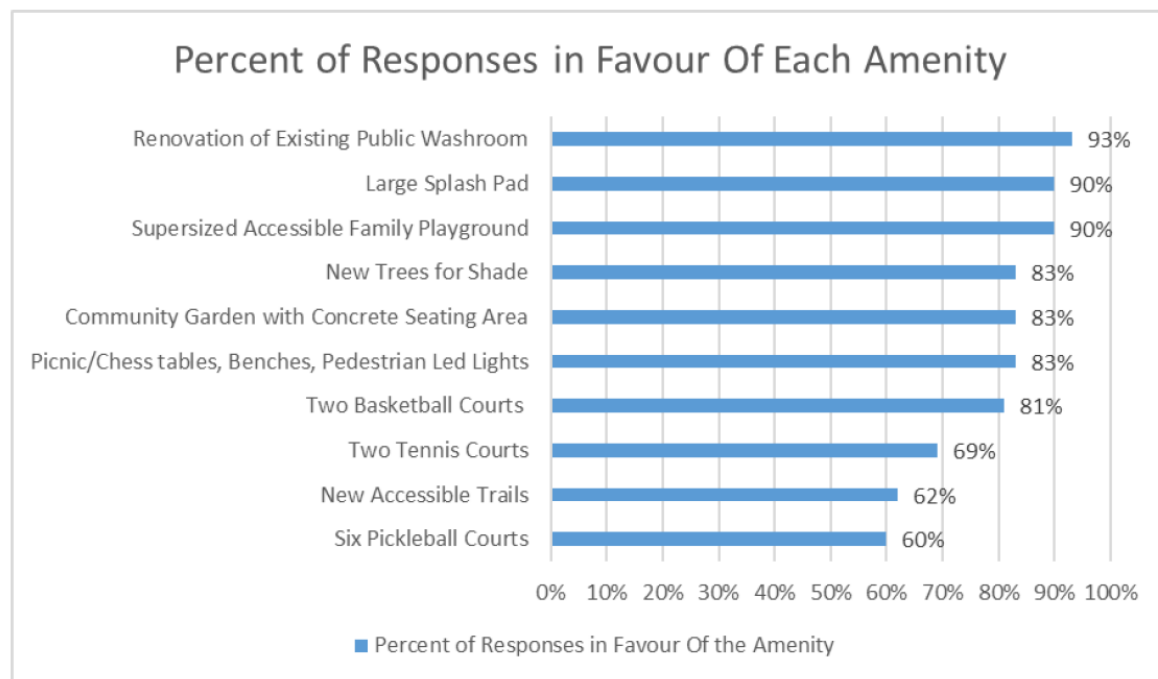
Administration initiated a Lanspeary Park improvements process to update the Lanspeary Park masterplan with the first step being to gather community feedback. In the spring and summer of 2022, two on-line surveys were posted to get feedback on Lanspeary Park from City residents along with suggestions on what type of amenities and features they would like see in the future.

The first on-line survey was active in April of 2022 and was done to obtain information from the community regarding how people currently use the park, how they would like to use the park in the future, and to gain a better understanding of community needs and desired amenities. Appendix A shows the preliminary concept design that was given for public feedback. Over 450 people responded to the survey. The following are the top seven (7) new amenities that users would like to see at Lanspeary Park:

**Q16 - What NEW amenities would you like to see when Lanspeary Park is renovated/re-developed after the existing greenhouse is demolished?
(Check All That Apply)**



The second on-line survey began in August of 2022. Administration took the feedback received in the first survey and developed a series of informative slides that were shared and included the preliminary Conceptual Master Plan for the Lanspeary Park (see Appendix B). The Conceptual Master Plan was well received as reviewed in parallel with this second on-line survey, which over 200 people responded to. Some notable features received a great deal of support from residents as noted in the following chart:



Following two rounds of public consultation, Administration is bringing forward the results and a proposed Lanspeary Park Masterplan for Council approval. In addition to public consultation, Administration consulted with and received input and review from the Windsor Police Service in order to discuss security, safety and operational challenges of the past and what is expected in the future. Also consulted was the City of Windsor's Heritage Planner regarding the three heritage features located within the park.

In order to execute the improvements planned for Lanspeary Park, Administration has developed a multi-phased approach that will allow for the park to remain open while the improvements identified within the masterplan are implemented over time. This phased approach will also allow financial flexibility allowing for the required funding to be allocated over several future years.

The multi-phased approach would focus on the programming and activation of the entire park while allowing for work to be completed in a manner that will both limit the disruption to park users and setup each future phase. As an illustration, the first phase of the re-development will see the installation of the Family Themed Expanded Super Playground in the northwest corner of the park. By completing this area first, it then allows for the removal of the existing playground in the center of the park that will allow the improvements to the events area.

Risk Analysis:

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

As with any park re-development, Lanspeary Park would be partially under construction for the duration of each construction phase. As Administration would look to complete the project in phases, this would allow sections of the park to be closed during construction with the remainder of the park remaining open to users. There would be no impact to special events in 2024 and any impact in future years will be communicated and coordinated with the public, stakeholders, user groups and event planners.

Climate Change Risks

Climate Change Mitigation:

N/A

Climate Change Adaptation:

N/A

Financial Matters:

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

Phases	Funding
Development of the NW corner of the park including the Themed Family Expanded Playground with area around 2,200 Sq. m, Splash pad with area of 540 Sq. m. and phase 1 multiuse asphalt trail 3.0m wide, (including pedestrian led lights, picnic tables, benches, silos and trees).	\$4,255,000
Improvements to the events area including new extended outdoor concrete paved plaza renovation of existing public washroom, chess and ping-pong tables and phase 2 multiuse asphalt trail 3.0m wide, (including pedestrian led lights, picnic tables, benches, silos and trees).	\$4,426,000
Additional active recreation park amenities such as, two basketball sport courts, six pickleball courts, two tennis courts, and phase 3 multiuse asphalt trail 3.0m wide, (including pedestrian led lights, picnic tables, benches, silos and trees).	\$2,000,000
Restore the original green pathway corridor the three heritage features (band stand, cobblestone building and stone entry walls), establish of the new community garden, renovate the two-park corner seating/rest areas, asphalt parking lot (area of 1615Sq.m.), expanded/enlarged the existing parking lot with new asphalt paving (area of 1435Sq.m.).	\$1,570,000
Required Consolidated Funds for Lanspeary Park Improvements	\$12,251,000

The 2023 Capital Budget plan identified funding for Lanspeary Park improvements in the amount of \$2,050,000 divided into three years as follows:

- 2023: Lanspeary Park Improvements- \$500,000
- 2026: Lanspeary Park Improvements- \$250,000
- 2027: Lanspeary Park Improvements- \$1,300,000

The 2024 Recommended Capital Budget provides for an additional \$4,000,000 (allocated in years 2025 to 2028) in proposed funding to support the development of a Super Playground for the site.

The current available and proposed capital budget allocations totalling \$6,050,000 will provide funding to allow for elements of the Master Plan to begin being implemented. Additional capital funding requests to continue the proposed work in Lanspeary Park will be brought forward for consideration in future capital budgets as projects are further developed and ready for implementation.

Funding for the above noted improvements will be consolidated into one account for Lanspeary Park Improvement capital project 7221024, which will be part of the Community Parks project PFO-006-12.

Consultations:

Sherif Barsom – Landscape Architect, Parks Development

Emilie Dunnigan - Manager of Development, Revenue and Financial Administration

Natasha Gabbana – Senior Manager Asset Planning

Conclusion:

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

Planning Act Matters:

N/A

Approvals:

Name	Title
Samantha Magalas	Executive Initiatives Coordinator
Erika Benson	FPA, Parks
Wadah Al-Yassiri	Manager, Parks Development
James Chacko	Executive Director, Parks and Facilities
Alex Vucinic	Manager, Purchasing & Risk
Wira Vendrasco	City Solicitor
Ray Mensour	Commissioner, Community Services
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Joe Mancina	Chief Administrative Officer

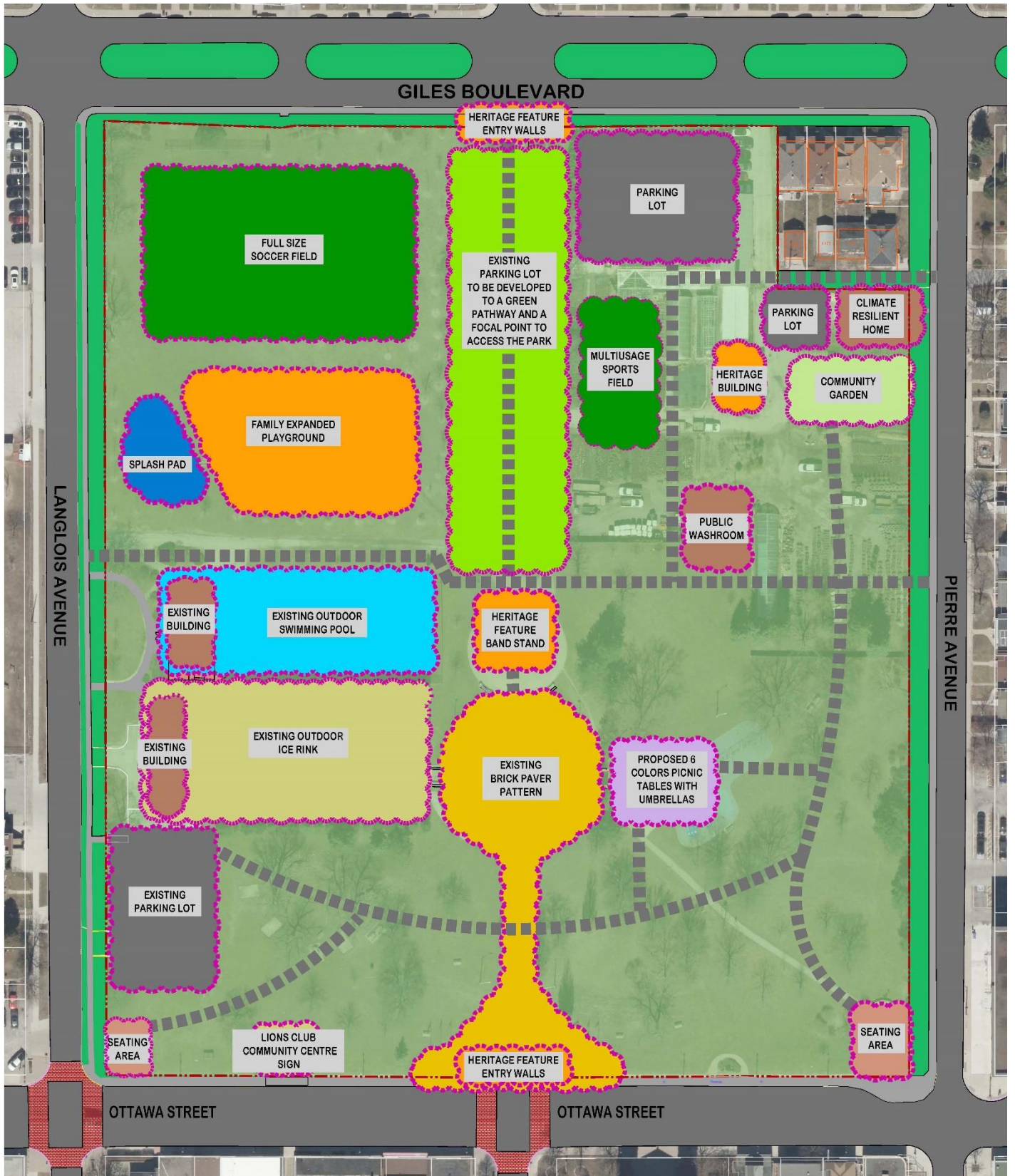
Notifications:

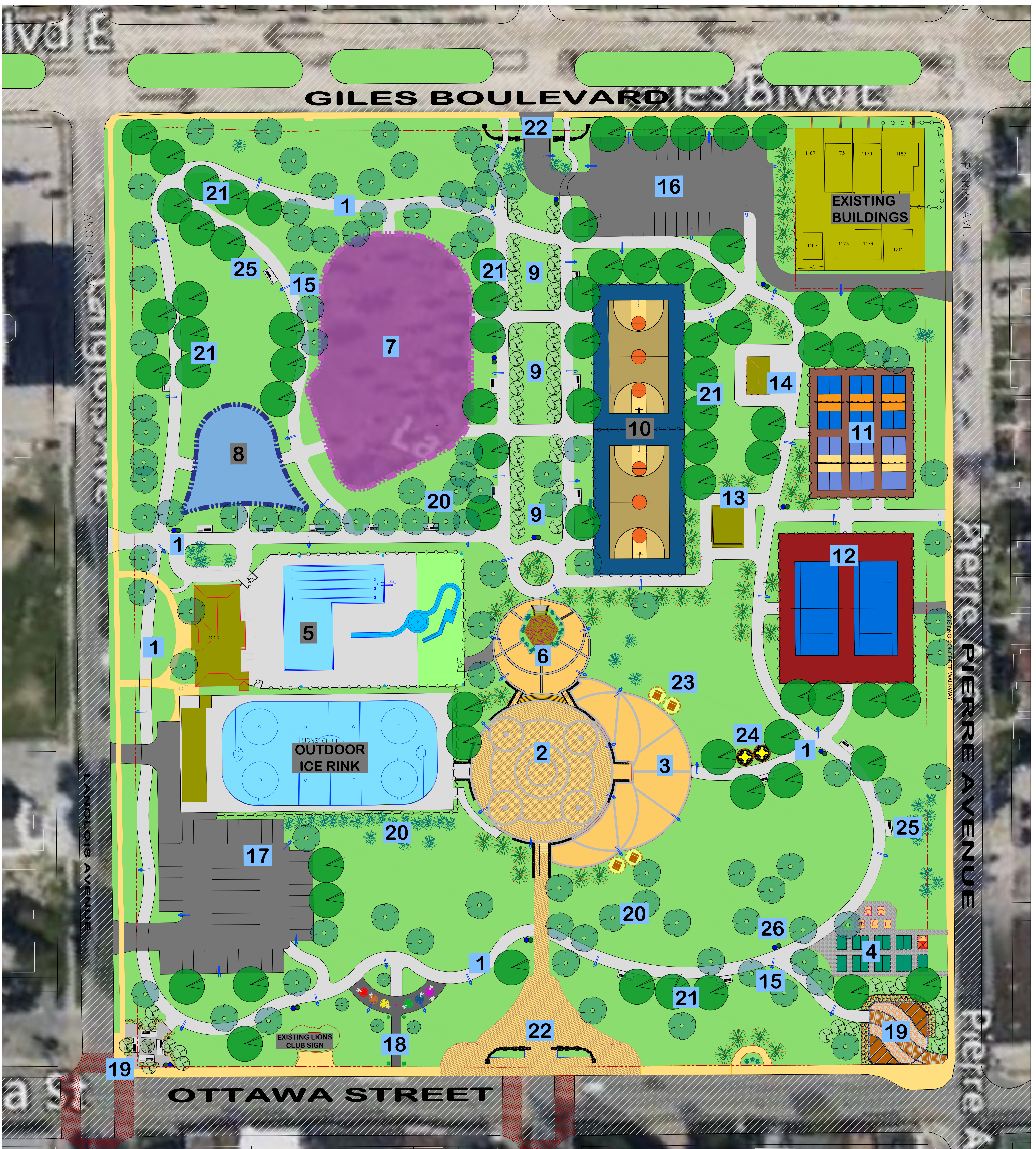
Name	Address	Email

Appendices:

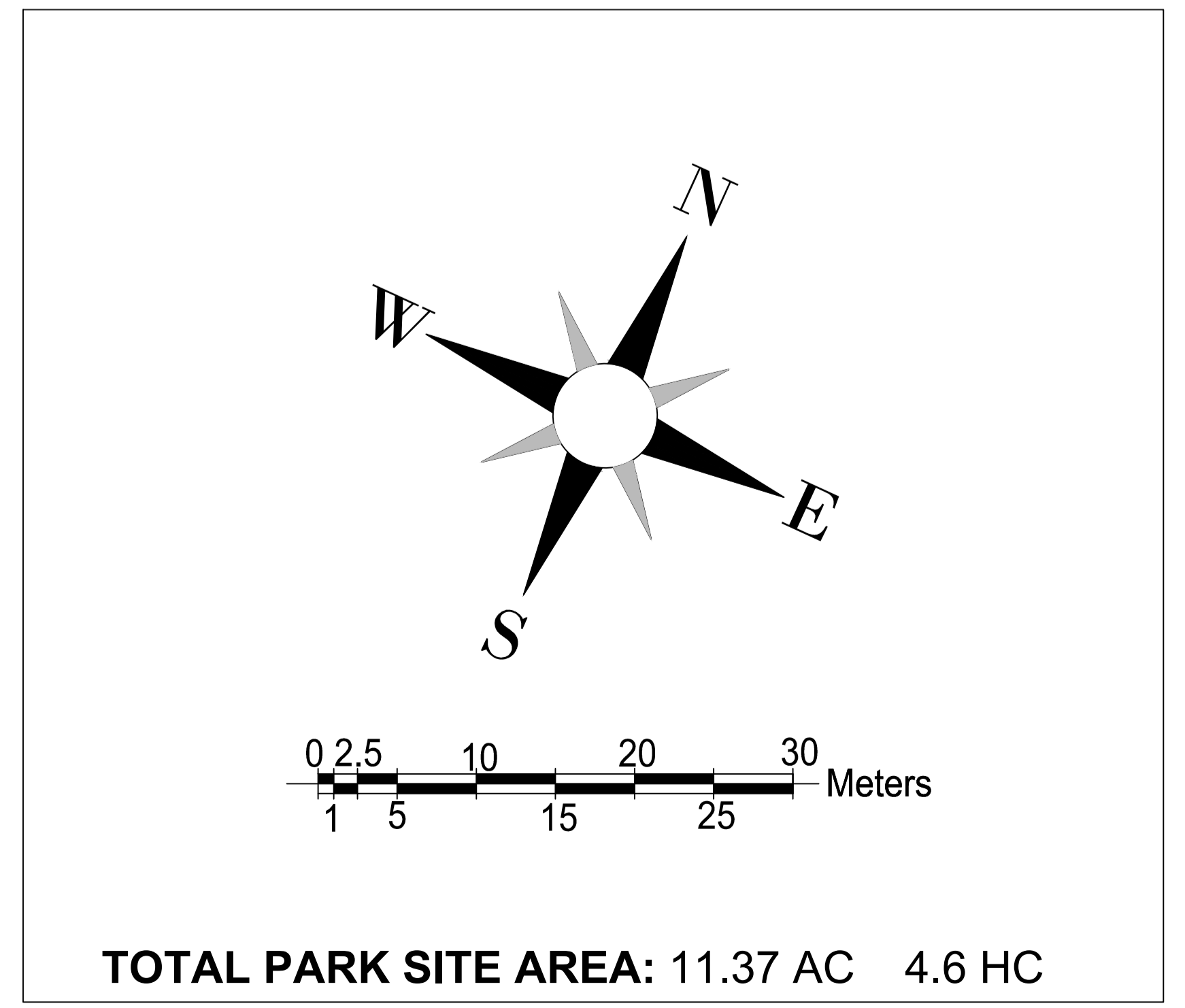
- 1 Appendix A - Preliminary Plan for Public Feedback
- 2 Appendix B- Lanspeary Park Conceptual Master Plan

Appendix A – Preliminary Plan for Public Feedback





- | | | | | |
|--|--|---|--|------------------------------------|
| 1
NEW ASPHALT TRAIL 3.0m WIDE
5,750 m ² | 6
HERITAGE FEATURE BAND STAND | 12
2 TENNIS COURTS | 18
PROPOSED 6 COLORS PICNIC TABLES WITH UMBRELLAS | 24
CHESS TABLES |
| 2
EXISTING BRICK PAVER TO BE MAINTAINED | 7
NEW FAMILY EXPANDED PLAYGROUND | 13
RENOVATING EXISTING PUBLIC WASHROOM | 19
SEATING/REST AREA | 25
NEW BENCHES |
| 3
NEW EXTENDED OUTDOOR PAVED PLAZA
875 m ² | 8
NEW SPLASH PAD | 14
HERITAGE BUILDING | 20
EXISTING TREES TO BE REMAIN | 26
NEW SILO (GARBAGE & RECYCLE) |
| 4
COMMUNITY GARDEN AND PLAZA | 9
EXISTING PARKING LOT TO BE DEVELOPED TO A GREEN PATHWAY AS A FOCAL POINT TO ACCESS THE PARK | 15
PEDESTRIAN SOLAR LED LIGHT | 21
NEW TREES TO BE PLANTED | |
| 5
NEW BUILDING & NEW OUTDOOR SWIMMING POOL WITH A WATER SLIDE | 10
2 BASKETBALL SPORTS FIELDS | 16
NEW LARGE PARKING LOT
1,615 m ² | 22
HERITAGE FEATURE ENTRY WALLS | |
| | 11
6 PICKLEBALL COURTS | 17
EXPANDED/ENLARGED PARKING LOT
1,435 m ² | 23
NEW PICNIC TABLES | |



TOTAL PARK SITE AREA: 11.37 AC 4.6 HC

LANSPEARY PARK - LANDSCAPE MASTER PLAN

3 AUGUST 2023

Address: 1250 LANGLOIS AVE & 1149 GILES BLVD E

Scale 1: 400 @ A0 Size

**Subject: Proposed Expropriation of lands for the Cabana/Division
Corridor Improvements Project, Phase 5 - Ward 9**

Reference:

Date to Council: January 15, 2024
Author: Aaron Farough
Senior Legal Counsel
519- 255-6100 x 6850
afarough@citywindsor.ca
Legal Services, Real Estate & Risk Management
Report Date: January 2, 2024
Clerk's File #: SW/14397

To: Mayor and Members of City Council

Recommendation:

Usually the administration makes a recommendation on the issue before Council. However, in the case of an expropriation, the sole decision is to be made by City Council on whether or not to proceed. Should Council wish to proceed, the following wording could be used:

“THAT Council of The Corporation of the City of Windsor, acting as approving authority pursuant to the Expropriations Act hereby resolves **TO EXPROPRIATE** the lands described in Appendix “A” attached hereto and **AUTHORIZES** the CAO and the City Clerk to execute the necessary Expropriation Plan and register the same on title, as well as the Certificate of Approval and all other documents necessary to approve, certify and put the expropriation into effect;”

In the event Council, sitting as the approving authority, approves the proposed expropriation it should then, in its regular capacity, authorize administration to carry out the steps necessary for the City, as the expropriating authority, to carry out the expropriation as follows:

“THAT the City Solicitor **BE AUTHORIZED** to file a Plan of Expropriation, proceed with a Certificate of Approval to be executed by the City Clerk and Chief Administrative Officer and all other documents necessary to complete the expropriation and to make offers of compensation under section 25 of the *Expropriations Act* consistent with the City's appraisal of the lands.”

Executive Summary:

N/A

Background:

In July 2023, City Council authorized the City Solicitor to commence the process for the expropriation of the lands as shown on Appendix “A”, in the event negotiations for the lands required for the purposes of the Cabana/Division Corridor Improvements Project (Phase 5) were unsuccessful. Phase 5 includes road widening and realignment, and related works on Cabana Road East & Division Road from east of Provincial Road to west of Walker Road.

Since the service of the notices as well as the publication of the expropriation notice in the *Windsor Star*, none of the owners have requested an inquiry within the time provided under the Expropriations Act.

Discussion:

The lands proposed to be expropriated are essential to the Cabana/Division Corridor project. In expropriation cases, City Council sits as an “approving authority” to determine under section 8(1) of the Act whether to approve the taking, approve it with modifications, or not to take the land at all.

Risk Analysis:

Without these lands, Phase 5 of the Cabana/Division Corridor project will not be possible.

Climate Change Risks

Climate Change Mitigation:

N/A

Climate Change Adaptation:

N/A

Financial Matters:

Council previously approved funding for project 7152001 – Cabana Road Improvements, which has various phases. There is \$2.5M currently budgeted in this project for Phase 5, specifically for land acquisitions. There is not, however, sufficient funding to complete construction of this phase; meaning that construction will be delayed until the necessary funding is identified.

The Financial Planning Administrator for Engineering has confirmed that there are sufficient funds available to complete this transaction

Consultations:

Jane He, Engineer III and Construction Standards Lead
Denise Wright, Manager of Real Estate Services
Stephanie Santos, Coordinator of Real Estate Services
Rosa Maria Scalia, Financial Planning Administrator
Kathy Buis, Financial Planning Administrator
Natasha Gabbana, Senior Manager of Asset Planning

Conclusion:

Acting as the approving authority, City Council may make whatever decision it feels appropriate. If it desires to proceed with the taking wording has been provided in the Recommendation.

Approvals:

Name	Title
Aaron Farough	Senior Legal Counsel
Wira Vendrasco	Acting City Solicitor
Dana Paladino	Acting Commissioner, Corporate Services
Mark Winterton	Acting Commissioner, Infrastructure Services
Janice Guthrie	Commissioner, Finance and City Treasurer
Joe Mancina	Chief Administrative Officer

Notifications:

Name	Address	Email

Appendices:

- 1 Lands Proposed to be Expropriated

Appendix A
Lands to be Expropriated

Owner & Municipal Address	Land to be Expropriated	Type of Acquisition
Shree Nirmal Sai Motel Inc. 1425 Division Road	Part Lot 93, Concession 3, Sandwich East designated as Parts 6 and 7 on Plan 12R-29506, Windsor, being all of PIN 01561-5053 (LT)	Full Taking Fee Simple
2072820 Ontario Limited 2130 Division Road	Part of Lot 1033 on Registered Plan 1126, Sandwich East, Windsor, designated as Part 4 12R-29507, being Part of PIN 01350-0294 (LT)	Partial Taking Fee Simple
Crata Equities Limited 1400 Provincial Road	Part of Lot 15, Concession 5 Sandwich East designated as Part 5 on Plan 12R-29506, being Part of PIN 01294-0370 (LT)	Partial Taking Fee Simple
Happy Days Leisure Products Limited 1445 Cabana Road East	Part of Lot 15 Concession 5, Sandwich East designated as Part 4 on Plan 12R-29506, being Part of PIN 01294-0368 (LT)	Partial Taking Fee Simple
Paul Maurice Brazeau 1475 Cabana Road East	Part of Lot 15 Concession 5, Sandwich East designated as Part 3 on Plan 12R-29506, , being Part of PIN 01294-0366 (LT)	Partial Taking Fee Simple
Onkar Singh Nagra and Balbir Kaur Nagra 3863 Acorn Court	Part of Lot 136, Plan 12M-381, Windsor, designated as Parts 1 and 2 on Plan 12R-29506, being Part of PIN 01560—0243 (LT)	Partial Taking Fee Simple
Ann Anahid Zartarian, Mark Garo Zartarian, Shari Sue Goldberg, Michael Goldberg, Julia Alison Freedman and Eric Wirt Freedman 1805-1825 Division Road	Part of Lot 16, Concession 6, Sandwich East designated as Parts 5, 6, 7, 8 & 9 on Plan 12R-29505, Windsor, being Part of PIN 01560-0124 (LT)	Partial Taking Fee Simple

Home Depot Holdings Inc. 1925 Division Road	Part of Lot 16, Concession 6, Sandwich East designated as Parts 1, 2, 3 & 4 on Plan 12R-29505 being Part of PIN 01560-2598 (LT)	Partial Taking Fee Simple
Ishtar Holdings 1 Inc. 2025 Division Road	Part of Lot 16, Concession 6 Sandwich East designated as Part 3 on Plan 12R-29507, Windsor being Part of PIN 01560-0104 (LT)	Partial Taking Fee Simple
1307742 Ontario Inc., the successor corporation for 770007 Ontario Inc. 2225 Division Road	Part of Lot 16, Concession 6, Sandwich East, Windsor, designated as Parts 1 and 2 on Plan 12R-29507, being Part of PIN 01560-3005 (LT)	Partial Taking Fee Simple

Item No. 12.2



Committee Matters: SCM 3/2024

**Subject: Report of the Special Meeting of Council – In-Camera of its meeting held
December 11, 2023**

**SPECIAL MEETING OF COUNCIL – IN CAMERA
December 11, 2023**

Meeting called to order at: 1:00 p.m.

Members in Attendance:

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

Also in attendance:

Joe Mancina, Chief Administrative Officer
Andrew Daher, Commissioner, Human and Health Services
(Items 1, 2, 4 to 10)
Mark Winterton, Acting Commissioner of Infrastructure Services/City
Engineer (Items 1, 2, 4 to 10)
Janice Guthrie, Commissioner of Finance/City Treasurer
Dana Paladino, Acting Commissioner of Corporate Services
Ray Mensour, Commissioner of Community Services (virtually)
(in-person for Item 3)
Jelena Payne, Commissioner Economic Development Items 1, 2, 4 to 10)
Steve Vlachodimos, City Clerk
Wira Vendrasco, Acting City Solicitor
Abe Taqtaq, Mayor's Chief of Staff
Anna Ciacelli, Deputy Clerk
Ben Perry, Perry Group Consulting (Item 1) (virtually)
Aftab Ahmad, Chief Information Officer/Executive Director of
Information Technology (Item 1)
Norm Synnott, former Chief Information Officer(retired) (Item 1)

Mark Ferrari, Project Administrator (Item 1)
 Vincenza Mihalo, Executive Director of Human Resources (Items 1 and 3)
 Piper Morley, Borden Ladner Gervais (Item 2)
 John Saunders and Kimberly Dias, Hicks Morley (Item 3) (virtually)
 Stephen Laforet, Fire Chief (Item 3)
 Jessica Millar, Senior Legal Counsel (Item 3)
 Diane Wilson, Manager of Social and Affordable Housing (Item 6)
 Kelly Goz, Acting Manager Homelessness & Housing Support (Item 7)
 Kirk Whittal, Executive Director of Housing & Children’s Services (Item 7)
 Tracey Beadow, Project Administrator (Item 7)
 Colleen Middaugh, Manager of Corporate Projects (Item 7)

Verbal Motion is presented by Councillor Fabio Costante, seconded by Councillor Jo-Anne Gignac, that Rule 3.3 (c) of the *Procedure By-law, 98-2011*, BE WAIVED to add the following Agenda item:

10. Property/plan matter – verbal update, Section 239(2)(k)

Motion Carried.

Verbal Motion is presented by Councillor Fabio Costante, seconded by Councillor Jo-Anne Gignac, to move in Camera for discussion of the following item(s):

Item No.	Subject & Section - Pursuant to <i>Municipal Act, 2001</i>, as amended
1	Personal matter – labour relations/security of the property, Section 239(2)(a)(d) – PRESENTATION BY CONSULTANT
2	Legal matter – litigation update, Section 239(2)(e)(f) – verbal update from Legal Counsel
3	Personal/legal matter – about an identifiable individual/advice subject to Solicitor-client privilege, Section 239(2)(b)(f) – verbal update
4	Property matter – acquisition of land, Section 239(2)(c)

Item No.	Subject & Section - Pursuant to <i>Municipal Act</i>, 2001, as amended
5	Property matter – potential acquisition of land, Section 239(2)(c)
6	Property/plan matter – position/plan, Section 239(2)(k)
7	Property/plan matter – position/plan, Section 239(2)(k)
8	Legal matter – advice subject to solicitor-client privilege/plan, Section 239(2)(f)(k)
9	Personal matter – about an identifiable individual/naming, Section 239(2)(b)
10	Property/plan matter – verbal update, Section 239(2)(k) - ADDED

Motion Carried.

Declarations of Pecuniary Interest:

Councillor Fred Francis declares an interest and abstains from voting on Item 10 as his spouse is employed by the University of Windsor.

Discussion on the items of business.

**Mayor Drew Dilkens leaves the meeting at 2:05 p.m. and Councillor Jo-Anne Gignac assumes the Chair.
Mayor Dilkens returns to the meeting at 2:07 p.m. and Councillor Jo-Anne- Gignac returns to her seat at the Council table.**

The meeting recesses at 4:45 p.m. and the meeting reconvenes at 9:25 p.m.

Verbal Motion is presented by Councillor Angelo Marignani, seconded by Councillor Fabio Costante to move back into public session.

Motion Carried.

Moved by Councillor Ed Sleiman, seconded by Councillor Mark McKenzie,

THAT the Clerk BE DIRECTED to transmit the recommendation(s) contained in the report(s) discussed at the In-Camera Council Meeting held December 11, 2023 directly to Council for consideration at the next Regular Meeting.

1. That the presentation from Ben Perry, Perry Group Consulting **BE RECEIVED** and further the recommendation contained in the in-camera report from the Chief Information Officer/Executive Director of Information Technology, Acting Commissioner of Corporate Services, Executive Director of Human Resources, Commissioner of Economic Development and Commissioner of Finance/City Treasurer respecting a personal matter – labour relations/security of the property **BE APPROVED**.
2. That the confidential verbal presentation from Piper Morley, Hicks Morley respecting a legal matter – litigation update **BE RECEIVED** and further Administration **BE AUTHORIZED TO PROCEED** on the verbal direction of Council.
3. That the confidential verbal update from John Saunders respecting a personal/legal matter – about an identifiable individual/advice subject to solicitor-client privilege **BE RECEIVED** and further Administration **BE AUTHORIZED TO PROCEED** on the verbal direction of Council.
4. That the recommendation contained in the in-camera report from the Coordinator of Real Estate Services, Manager of Real Estate Services, Acting City Solicitor, Acting Commissioner of Corporate Services, Acting Commissioner of Infrastructure & City Engineer and Commissioner of Finance/City Treasurer respecting a property matter – acquisition of land **BE APPROVED**.
5. That the in-camera report from the Manager of Real Estate Services, Acting City Solicitor, Acting Commissioner of Corporate Services and Commissioner of Community Services respecting a property matter – potential acquisition **BE RECEIVED** and further that Administration **BE AUTHORIZED TO PROCEED** on the verbal direction of Council.
6. That the recommendation contained in the in-camera report from the Manager of Social and Affordable Housing, Commissioner of Human and Health Services, Acting City Solicitor, Acting Commissioner of Corporate Services and

Commissioner of Finance/City Treasurer respecting a property/plan matter – position/plan **BE APPROVED.**

7. That the recommendation contained in the in-camera report from the Acting Manager of Homelessness and Housing Support, Executive Director of Housing and Children’s Services, Executive Director of Engineering, Acting Commissioner of Infrastructure Services, Acting City Solicitor, Acting Commissioner of Corporate Services, Commissioner of Human and Health Services and Commissioner of Finance/City Treasurer respecting a property/plan matter – position/plan **BE APPROVED**, and that Administration further **PROCEED** in accordance with the verbal direction of Council.

8. That the recommendation contained in the in-camera report from the Acting Commissioner of Infrastructure Services and Commissioner of Finance/City Treasurer respecting a legal matter – advice subject to solicitor-client privilege/plan **BE APPROVED.**

9. That the recommendation contained in the in-camera report from the Executive Director of Parks and Facilities, Commissioner of Community Services, Acting Commissioner of Infrastructure Services, Acting City Solicitor and Commissioner of Finance/City Treasurer respecting a personal matter – about an identifiable individual/naming **BE APPROVED.**

10. That the confidential verbal update from the Commissioner of Community Services respecting a property/plan matter **BE RECEIVED.**
Councillor Fred Francis declares an interest and abstains from voting on this item.

Motion Carried.

**Moved by Councillor Kieran McKenzie, seconded by Councillor Renaldo Agostino,
That the special meeting of council held December 11, 2023
BE ADJOURNED.
(Time: 9:44 p.m.)
Motion Carried.**

Item No. 12.3



Committee Matters: SCM 4/2024

Subject: Report of the Striking Committee – In-camera of its meeting held

December 11, 2023

**STRIKING COMMITTEE – IN CAMERA
December 11, 2023**

Meeting called to order at: 9:46 p.m.

Members in Attendance:

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

Also in attendance:

Joe Mancina, Chief Administrative Officer
Andrew Daher, Commissioner, Human and Health Services
Mark Winterton, Acting Commissioner, Infrastructure Services/City
Engineer
Janice Guthrie, Commissioner of Finance/City Treasurer
Dana Paladino, Acting Commissioner, Corporate Services
Ray Mensour, Commissioner, Community Services
Jelena Payne, Commissioner Economic Development
Steve Vlachodimos, City Clerk
Wira Vendrasco, Acting City Solicitor
Abe Taqtaq, Mayor's Chief of Staff
Anna Ciacelli, Deputy Clerk

**Verbal Motion is presented by Councillor Ed Sleiman, seconded by
Councillor Fabio Costante,
to move in Camera for discussion of the following item(s):**

Item No.	Subject & Section - Pursuant to <i>Municipal Act, 2001</i> , as amended
1	Personal matter – about identifiable individual(s) – appointment of members to the Environment and Climate Change Advisory Committee, Section 239(2)(b)

Declarations of Pecuniary Interest:

None declared.

Discussion on the items of business. (Item 1)

Moved by Councillor Mark McKenzie, seconded by Councillor Angelo Marignani,
THAT the Clerk BE DIRECTED to transmit the recommendation(s) contained in the report(s) discussed at the In-Camera Striking Committee Meeting held December 11, 2023 directly to Council for consideration at the next Regular Public Meeting or Special meeting of Council.

1. That the confidential discussions regarding appointments to the Environment and Climate Change Advisory Committee **BE RECEIVED**, and further that appointments to the Advisory Committee **BE APPROVED** (see open report of the Striking Committee).

Motion Carried.

Moved by Councillor Jo-Anne Gignac, seconded by Councillor Fred Francis.
That the special Striking Committee meeting held December 11, 2023 BE ADJOURNED.
(Time: 9:50 p.m.)
Motion Carried.

Item No. 12.4



Committee Matters: SCM 5/2024

Subject: Report of the Striking Committee of its meeting held December 11, 2023

**REPORT OF THE STRIKING COMMITTEE
of its meeting held
December 11, 2023**

Members in Attendance:

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

Also in attendance:

Joe Mancina, Chief Administrative Officer
Andrew Daher, Commissioner, Human and Health Services
Mark Winterton, Acting Commissioner, Infrastructure Services/City
Engineer
Janice Guthrie, Commissioner of Finance/City Treasurer
Dana Paladino, Acting Commissioner, Corporate Services
Ray Mensour, Commissioner, Community Services
Jelena Payne, Commissioner Economic Development
Steve Vlachodimos, City Clerk
Wira Vendrasco, Acting City Solicitor
Abe Taq Taq, Mayor's Chief of Staff
Anna Ciacelli, Deputy Clerk

Declarations of Pecuniary Interest:

None declared.

Your Committee submits the following recommendations:

1. That the appointment of the following persons to the Environment and Climate Change Advisory Committee **BE APPROVED** for the term 2023-2026:

Councillor Kieran McKenzie
Councillor Angelo Marignani
Glory Aimufua
Frank Butler
Mike Fisher
Masoumeh Mazandarani
Jennifer Nantais
Maria Quiroga
Kiemia Rezagian

MAYOR

CITY CLERK

BY-LAW NUMBER 1-2024

A BY-LAW TO FURTHER AMEND BY-LAW 9023 BEING A BY-LAW TO REGULATE VEHICULAR PARKING WITHIN THE LIMITS OF THE CITY OF WINDSOR ON MUNICIPAL STREETS, MUNICIPAL PARKING LOTS AND PRIVATE PROPERTIES

Passed the 15th day of January, 2024.

WHEREAS By-law Number 9023, being a by-law to regulate vehicular parking within the limits of the City of Windsor on municipal streets, municipal parking lots and private properties, was passed on the 8th day of June, 1987.

WHEREAS it is deemed expedient to amend By-law 9023.

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

1. That **BY-LAW NUMBER 9023** be and the same is hereby amended as follows:

ITEM #	LOCATION	WORDING
1	Text Body DELETE	42.(l) No person shall park or leave any motor vehicle on private property without the consent of the owner or occupant of such property. (2) No person shall park or leave any motor vehicle on property owned or occupied by the Corporation without the consent of the Corporation.
2	Text Body ADD	42.(l) No person shall park or leave any vehicle on private property without the consent of the owner or occupant of such property. (2) No person shall park or leave any vehicle on property owned or occupied by the Corporation without the consent of the Corporation.

3	Text Body DELETE	<p>43. Subject to Section 44, any motor vehicle which is parked or left in contravention of this by-law may be removed or impounded by the Police Chief, and all costs and charges for removing or impounding the vehicle shall be paid by the owner thereof and shall be a lien upon the vehicle, which may be enforced in the manner provided by the "Repair and Storage Liens Act". (amended B/L 12285, Aug.14/9</p> <p>44. The driver or owner of a motor vehicle parked or left on private property in violation of Section 42(1) or Section 42 (2) is not liable to any penalty or to have the motor vehicle removed from such property or impounded under this by law, except upon written complaint of the owner or occupant of the property given to a constable or Provincial Offences Officer enforcing this by law.(ADDED B/L 182-2016 DEC 12/16</p>
4	Text Body ADD	<p>43. Subject to Section 44, any vehicle which is parked or left in contravention of this by-law may be removed or impounded by the Police Chief, and all costs and charges for</p>

		<p>removing or impounding the vehicle shall be paid by the owner thereof and shall be a lien upon the vehicle, which may be enforced in the manner provided by the "Repair and Storage Liens Act". (amended B/L 12285, Aug.14/95)</p> <p>44. The driver or owner of a vehicle parked or left on private property in violation of Section 42(1) or Section 42 (2) is not liable to any penalty or to have the motor vehicle removed from such property or impounded under this by law, except upon written complaint of the owner or occupant of the property given to a constable or Provincial Offences Officer enforcing this by law.(ADDED B/L 182-2016 DEC 12/16</p>
5	Text Body DELETE	<p>45 (2) For the purposes of this section where an owner or occupant of property listed in Schedule "Q" (Private Property) has posted signs stating the conditions on which a motor vehicle may be parked or left on the property, or prohibiting the parking or leaving of a motor vehicle on the property, a motor vehicle parked or left on the property</p>

		contrary to such posted conditions or prohibition shall be deemed to have been parked or left on the property without the owner's or occupant's consent. (amended B/L 9143, Sept. 21/87)
6	Text Body ADD	45 (2) For the purposes of this section where an owner or occupant of property listed in Schedule "Q" (Private Property) has posted signs stating the conditions on which a vehicle may be parked or left on the property, or prohibiting the parking or leaving of a motor vehicle on the property, a motor vehicle parked or left on the property contrary to such posted conditions or prohibition shall be deemed to have been parked or left on the property without the owner's or occupant's consent. (amended B/L 9143, Sept. 21/87)
7	Text Body DELETE	85 (6) On a review of the Administrative Penalty, the Screening Officer may affirm the Administrative Penalty, or the Screening Officer may cancel the Administrative Penalty, reduce the Administrative Penalty

		<p>or extend the time for payment of the Administrative Penalty, including any late payment administrative fees, on the following grounds:</p> <p>(a) Where the Person establishes, on a balance of probabilities that the motor vehicle was not parked, standing or stopped as described in the Penalty Notice; or</p>
8	Text Body ADD	<p>85 (6) On a review of the Administrative Penalty, the Screening Officer may affirm the Administrative Penalty, or the Screening Officer may cancel the Administrative Penalty, reduce the Administrative Penalty or extend the time for payment of the Administrative Penalty, including any late payment administrative fees, on the following grounds:</p> <p>(a) Where the Person establishes, on a balance of probabilities that the vehicle was not parked, standing or stopped as described in the Penalty Notice; or</p>
9	Text Body DELETE	<p>87. The following applies to appeals to a Hearing Officer against the Screening Decision: (7)On an appeal of the Screening Decision, the Hearing Officer may affirm the</p>

		<p>Screening Decision, or the Hearing Officer may cancel the Administrative Penalty, including any late payment administrative fees on the following grounds:</p> <p>(a)Where the Person establishes, on a balance of probabilities that the motor vehicle was not parked, standing or stopped as described in the Penalty Notice; or</p>
10	<p>Text Body ADD</p>	<p>87.The following applies to appeals to a Hearing Officer against the Screening Decision: (7) On an appeal of the Screening Decision, the Hearing Officer may affirm the Screening Decision, or the Hearing Officer may cancel the Administrative Penalty, including any late payment administrative fees on the following grounds:</p> <p>(a)Where the Person establishes, on a balance of probabilities that the vehicle was not parked, standing or stopped as described in the Penalty Notice; or</p>
11	<p>Text Body DELETE</p>	<p>7. No person shall park a vehicle on, over or along any boulevard,</p>

		<p>sidewalk, curb, pathway, footpath or crosswalk used by or set aside for the use of pedestrians and forming part of any highway, or being in or upon any park, park lot, boulevard, garden or other place set apart for ornament or embellishment, or for public recreation within the Municipality. (inserted B/L 10676, May 21/91; amended B/L 11338, Feb.15/93)</p>
12	Text Body ADD	<p>7. No person shall park a vehicle on, over or along any boulevard, shoulder, sidewalk, curb, pathway, footpath or crosswalk used by or set aside for the use of pedestrians and forming part of any highway, or being in or upon any park, park lot, boulevard, garden or other place set apart for ornament or embellishment, or for public recreation within the Municipality. (inserted B/L 10676, May 21/91; amended B/L 11338, Feb.15/93)</p>

ITEM	REGULATION	STREET	SIDE	FROM	TO	MONTHS
1	Schedule "C" No Parking DELETE	Matchett Rd	Both	E C Row E/B On Ramp	Chappel	At All Times
2	Schedule "F" No Stopping or Parking DELETE	Matchett Rd	Both	E C Row E/B On Ramp	Chappell	At All Times
3	Schedule "F" No Stopping or Parking ADD	Matchett Rd	Both	Chappell Rd.	Chappus St.	At All Times
4	Schedule "I" Core Salt Plough Routes DELETE	Matchett Rd	Both	Prince Rd	Sprucewood	At All Times

ITEM	REGULATION	STREET	SIDE	FROM	TO	MONTHS
5	Schedule "I" Core Salt Plough Routes ADD	Matchett Rd	Both	Prince Rd	Sprucewood	At All Times
6	Schedule "P" Personal Accessibl e Parking DELETE	Matchett Rd	East Side	A point 15 metres North of Strathmore Street	A point 21 metres North of Strathmore Street	At All Times

7	Schedule "P" Personal Accessible Parking ADD	Matchett Rd	East Side	A point 15 metres North of Strathmore Street	A point 21 metres North of Strathmore Street	At All Times
8	Schedule "C" No Parking DELETE	Matchett Rd	East Side	Prince Rd	A point 91 metres south of Prince Rd	At All Times
9	Schedule "C" No Parking ADD	Matchett Rd	East Side	Prince Rd	A point 91 metres south of Prince Rd	At All Times
10	Schedule "C" No Parking DELETE	Matchett Rd	West Side	Wigle Blvd.	Chappell	At All Times
11	Schedule "C" No Parking ADD	Matchett Rd	West Side	Wigle Blvd.	Chappell	At All Times
12	Schedule "C" No Parking DELETE	Clemenceau Blvd	Both	A Point 232 Metres South Of Queen Elizabeth Dr.	North Service Rd E	At All Times
13	Schedule "C" No Parking ADD	Clemenceau Blvd	West	A Point 232 Metres South Of Queen Elizabeth Dr.	North Service Rd E	At All Times
14	Schedule "D" Alternate Side Parking DELETE	Louis Ave	East Side	Riverside Dr. E.	Wyandotte St. E.	April, June, August, October
15	Schedule "D" Alternate Side Parking DELETE	Louis Ave	West Side	Riverside Dr. E.	Wyandotte St. E.	January, February, March, May, July, September, November, December

16	Schedule "D" Alternate Side Parking DELETE	Chatham St. E.	North Side	Aylmer	Parent	April, June, August, October
17	Schedule "D" Alternate Side Parking DELETE	Chatham St. E.	South Side	Aylmer	Parent	January, February, March, May, July, September, November, December

18	Schedule "D" Alternate Side Parking ADD	Chatham St. E.	North Side	Marentette Ave.	Parent Ave.	April, June, August, October
19	Schedule "D" Alternate Side Parking ADD	Chatham St. E.	South Side	Marentette Ave.	Parent Ave.	January, February, March, May, July, September, November, December
20	Schedule "C" No Parking ADD	Chatham St. E.	South Side	Aylmer Ave.	Marentette Ave.	At All Times
21	Schedule "C" No Parking ADD	Louis Ave.	East Side	Riverside Dr. E.	University Ave. E.	At All Times
22	Schedule "D" Alternate Side Parking ADD	Louis Ave.	East Side	University Ave. E.	Wyandotte St E.	April, June, August, October
23	Schedule "D" Alternate Side Parking ADD	Louis Ave.	West Side	University Ave. E.	Wyandotte St E.	January, February, March, May, July, September, November, December

Item #	Violation #	Short Form Wording	Regulation	Set Fine
24	31	Park On A Boulevard/Sidewalk	S 7	\$38.00
25	31	Park On A Boulevard/Sidewalk or Shoulder	S 7	\$38.00

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

DREW DILKENS, MAYOR

CITY CLERK

First Reading - January 15, 2024
 Second Reading - January 15, 2024
 Third Reading - January 15, 2024

BY-LAW NUMBER 2-2024

A BY-LAW TO FURTHER AMEND BY-LAW NUMBER 8600 CITED AS THE
"CITY OF WINDSOR ZONING BY-LAW"

Passed the 15th day of January, 2024.

WHEREAS it is deemed expedient to further amend By-law Number 8600 of the Council of The Corporation of the City of Windsor, cited as the "City of Windsor Zoning By-law" passed the 31st day of March, 1986, as heretofore amended:

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

1. That By-law Number 8600 be amended by adding to subsection 1 of Section 20, the following paragraph:

492. West side of Randolph Place between Riverside Drive East and University Avenue

For the 1173.0 m² lands comprising of Lots 11 and 12 Plan 766 Town of Sandwich; a multiple dwelling with 11 or more units shall be an additional permitted use subject to the following provisions:

- .1 Lot Area – minimum 97.0 m² per dwelling unit
- .2 Lot Frontage – minimum – 27.0 m
- .3 Lot Coverage – maximum – 45.0 %
- .4 Main Building Height – maximum – 10.0 m
- .5 Building Setback:
 - a) front yard depth - minimum 6.0m
 - b) rear yard depth - minimum 7.5 m
 - c) side yard width - minimum 2.0 m on one side, and 3.4 m on the other side
- .6 Parking:
 - a) Parking spaces – minimum 7 spaces
 - b) Bicycle Parking Spaces –minimum 15 spaces
 - c) A parking space is prohibited in any required front yard
 - d) Parking aisle width – as existing
- .7 Exterior walls shall be covered in facebrick on a minimum of 3.0 m from above grade on the North, East, and South elevations.
- .8 For the purpose of this provision any roof other than 4.5/12 is prohibited.

[ZDM 3, ZNG/7140]

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	3	Lots 11 and 12 Plan 766 Town of Sandwich; (known municipally as 185 Randolph Place; Roll No: 37-39-050-100-05300-0000)		S.20(1)492

DREW DILKENS, MAYOR

CITY CLERK

First Reading - January 15, 2024
 Second Reading - January 15, 2024
 Third Reading - January 15, 2024

BY-LAW NUMBER 3-2024

A BY-LAW TO FURTHER AMEND BY-LAW NUMBER 8600 CITED AS THE "CITY OF WINDSOR ZONING BY-LAW"

Passed the 15th day of January, 2024.

WHEREAS it is deemed expedient to further amend By-law Number 8600 of the Council of The Corporation of the City of Windsor, cited as the "City of Windsor Zoning By-law" passed the 31st day of March, 1986, as heretofore amended:

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

1. That subsection 1 of Section 20, of said by-law, is amended by adding the following paragraph:

"491. WEST SIDE OF PARENT AVENUE, SOUTH OF BRANT STREET

For the northerly 1166.8m² portion of the lands comprising PART 2 on Reference Plan12R-18708, the following shall apply to a *Multiple Dwelling* containing 11 or more *dwelling units*:

1. The provisions in Section 11.2.5.4, save and except for section 11.2.5.4.2 and section 11.2.5.4.4
2. Lot Area – minimum 96.0 m² per dwelling unit
3. Main Building Height - maximum 10.0 m
4. The provisions set out in section 24.40.1.5 and section 25.5.20.1.6 of By-law 8600 shall be implemented as noted below,
 - a) loading space – minimum 0.0 space
 - b) Parking Area separation from 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 – minimum 3.6 m

[ZDM 6; ZNG/7001]"

2. 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	6	Northerly 1166.8m ² portion of PART 2 on Reference Plan12R-18708 (located on the north side of Wyandotte Street East, west side of Parent Avenue, and south of Brant Street).	-	S.20(1)491

DREW DILKENS, MAYOR

CITY CLERK

First Reading - January 15, 2024
 Second Reading- January 15, 2024
 Third Reading - January 15, 2024

BY-LAW NUMBER 4-2024

**A BY-LAW TO ADOPT AMENDMENT NO. 166
TO THE OFFICIAL PLAN OF THE CITY OF
WINDSOR**

Passed the 15th day of January, 2024.

WHEREAS pursuant to the provisions of Section 17(1) of the *Planning Act*, R.S.O. 1990, c. P.13 as amended, the Minister of Municipal Affairs and Housing (Minister) is the approval authority in respect of the approval of a plan as an official plan.

AND WHEREAS Section 17(9) of the said *Planning Act* provides that the Minister may by order exempt a proposed official plan amendment from his approval under Section 17(1) of the said Act.

AND WHEREAS pursuant to the provisions of Ontario Regulation 525/97 most amendments to the official plan of the City of Windsor commenced after January 19, 1998 are exempt from the approval of the said Minister.

THEREFORE the Council of the Corporation of the City of Windsor in accordance with the provisions of the said *Planning Act* hereby enacts as follows:
1. That Amendment No. **166** to the Official Plan of the City of Windsor, attached hereto, is hereby adopted.

DREW DILKENS, MAYOR

CITY CLERK

First Reading - January 15, 2024
Second Reading - January 15, 2024
Third Reading - January 15, 2024

AMENDMENT NO. 166
TO THE
OFFICIAL PLAN
CITY OF WINDSOR

Part D (Details of the Amendment) of the following text and attached Schedule A of the City of Windsor Official Plan constitute Amendment No. 166.

Also included, but not constituting part of the Amendment, are explanations of Purpose, Location, Background, and Implementation of the Amendment, and Appendix A (Results of Public Notification).

A. PURPOSE:

The purpose of Amendment No. 166 is to amend Schedule “A” of Volume I: The Primary Plan of the City of Windsor Official Plan by designating the subject parcel as a Special Policy Area and to add a Special Policy Area to Volume II: Secondary Plans and Special Policy Areas of the City of Windsor Official Plan to allow a mixed-use development on the subject parcel.

B. LOCATION:

The amendment applies to the land described as Lots 82 to 93, Plan 1046 Town of Sandwich (PIN 01240-0366), known municipally as 1235 Huron Church Road (Roll No. 050-380-03000), situated on the west side of Huron Church Road, south of Girardot Street.

C. BACKGROUND:

All site plans, floor plans, and elevations are conceptual and subject to change.

The Applicant is requesting amendments to the City of Windsor Official Plan and Zoning By-law 8600 to allow a mixed-use development consisting of a new Multiple Dwelling with a building height of 13.25 m consisting of 37 dwelling units over four storeys, the construction of a single storey building with a GFA of 270.8 m² to be used as a workshop/repair garage, a reduction in required parking for the multiple dwelling, and reduction in the required setback from Huron Church Road. No changes are proposed to the existing one-storey commercial building. Vehicular access is limited to right-in/right-out via southbound Huron Church Road.

The City of Windsor Official Plan currently designates the site “Open Space” on Schedule D: Land Use in Volume I: The Primary Plan. Residential and commercial uses are not permitted. Special Policy 1.2 in Volume II: Secondary Plans and Special Areas applies to parcels that abut Huron Church Road and requires specific building setbacks from Huron Church Road.

Amendments to the Official Plan adding a Special Policy Area to allow specific additional uses and prohibit certain uses as well as amendments to Zoning By-law 8600 changing the zoning from Green District 1.1 (GD1.1) to a new Commercial District 3.11 (CD3.11) to allow the proposed uses and reductions in setbacks and parking are required.

The development as proposed will be subject to site plan control.

When Official Plan Amendment 166 is approved, the requested zoning amendment will conform to the Zoning Amendment Policies in Section 11.6.3 of the Official Plan and conform to the general direction of the Official Plan.

D. DETAILS OF THE AMENDMENT:

- 1) That Schedule “A” of Volume I: The Primary Plan of the City of Windsor Official Plan **BE AMENDED** by designating Lots 82 to 93, Plan 1046 Town of Sandwich (PIN 01240-0366), known municipally as 1235 Huron Church Road (Roll No. 050-380-03000), situated on the west side of Huron Church Road, south of Girardot Street as a Special Policy Area.
- 2) That Chapter 1 in Volume II: Secondary Plans and Special Policy Areas of the City of Windsor Official Plan **BE AMENDED** by adding a new Special Policy Area as follows:

1.X 1235 Huron Church Road

<i>LOCATION</i>	1.X.1	The property described as Lots 82 to 93, Plan 1046 Town of Sandwich (PIN 01240-0366), known municipally as 1235 Huron Church Road, situated on the west side of Huron Church Road, south of Girardot Street, is designated on Schedule A: Planning Districts and Policy Areas in Volume I - The Primary Plan.
<i>PERMITTED USES</i>	1.X.2	Notwithstanding the “Open Space” designation of these lands on Schedule D: Land Use in Volume I – The Primary Plan, the following shall be additional permitted main uses: business office, child care centre, commercial school, hotel, medical appliance facility, medical office, multiple dwelling, personal service shop, place of entertainment and recreation, place of worship, professional studio, repair shop – light, retail store, workshop. Further, an automobile repair garage shall be permitted as an accessory use.
<i>PROHIBITED USES</i>	1.X.3	The following uses are prohibited: car wash automatic, car wash coin-operated, and outdoor storage yard.
<i>LANDSCAPED SETBACK REQUIREMENTS</i>	1.X.4	Notwithstanding Special Policy Area 1.2 Huron Church Road Corridor in Chapter 1 of Volume II of the City of Windsor Official Plan, the minimum landscaped setback from the Huron Church Road right-of-way shall be 3.0 m for a non-residential building and 4.5 m for a residential building.
<i>DIRECT ACCESS TO HURON CHURCH ROAD</i>	1.X.5	Notwithstanding Section 7.2.6.4 (iv) in Volume I of the City of Windsor Official Plan, direct access to Huron Church Road is permitted, subject to approval of the City Engineer.

E. IMPLEMENTATION:

- i. This amendment is to be implemented by an amendment to Zoning By-law 8600 as recommended in Report Number SCM 301/2023 & S 124/2023 8.25 (OPA 166 OPA/6902 Z-039/22 ZNG/6901) and approved by Council by CR482/2023 DHSC 563.
- ii. The proposed development may be deemed a development per Section 41 (1) of the Planning Act and therefore, Site Plan Control may be an additional tool for the implementation of this amendment.

APPENDIX A

The following are the results of public notification of the amendments and the outcome of public meetings. Comments relate to the Official Plan Amendment and the associated rezoning amendment.

DEVELOPMENT & HERITAGE STANDING COMMITTEE (DHSC):

A meeting of the DHSC was held on November 6, 2023 to consider the applications (OPA/6902 Z-039/22 ZNG/6901) and Staff Report S 124/2023. This is the statutory public meeting required by the Planning Act. Oral presentations or written submissions were made or submitted. Below is an extract from the minutes of the meeting:

7.1. OPA & Rezoning – Passa Architects - 1235 Huron Church Road - OPA 166 OPA/6902 Z-039/22 ZNG/6901 – Ward 2

Adam Szymczak, Senior Planner (author), presents the application.

Jackie Lassaline (agent), Lassaline Planning Consultants – presents application.

Joe Passa (applicant), Passa Architects – is available for questions.

Flora Sabatini (area resident) – is not in support of the application and has various concerns, such as; privacy, noise, parking and increase in crime rates.

Dave Davis (area resident) – is not in support of the application and has concerns with building size, parking, noise, pollution, traffic and safety.

Kim Morianti (area resident) – is not in support of the application and has concerns with crime, parking and safety.

Councillor Francis asks if there is sufficient parking. Mr. Szymczak answers as per the Parking Study no concerns were raised.

Councillor Francis asks if Administration if there are any traffic concerns. Mrs. Boakes answers that there are no traffic concerns and if “U-Turns” become an issue in the future, a restriction can be put in place.

Councillor Francis asked if a privacy fence will be put in place. Mrs. Lassaline answers that there will be a 6-foot fence.

Councillor Kieran McKenzie asks if trees can be planted in the back of the lot. Mrs. Lassaline answers that there will be additional trees added during the Site Plan Control process.

Councillor Marignani asks if an 8-foot fence can be put in place rather than a 6-foot fence. Mrs. Lassaline answers that an 8-foot fence and privacy trees can be added.

Member Grenier asks if there will be noise pollution coming from the repair garage. Mrs. Lassaline states that there will be small engine repair for the taxi’s and the 8-Foot fence and landscaping will provide a buffer on any noise that may come from the garage.

Councillor Marignani asks for clarification on how many parking spaces are being proposed for the residential portion. Mr. Szymczak answers 1 space per unit, 37 parking spaces in total is proposed. A total of 51 parking spaces for the entire site.

Moved by: Councillor Fred Francis Seconded by: Councillor Angelo Marignani

Decision Number: **DHSC 563**

1. THAT Schedule “A” of Volume I: The Primary Plan of the City of Windsor Official Plan **BE AMENDED** by designating Lots 82 to 93, Plan 1046 Town of Sandwich (PIN 01240-0366; 1235 Huron Church Road; Roll No. 050-380-03000), situated on the west side of Huron Church Road, as a Special Policy Area.

2. THAT Chapter 1 in Volume II: Secondary Plans and Special Policy Areas of the City of Windsor Official Plan **BE AMENDED** by adding a new Special Policy Area as follows:

1.X 1235 Huron Church Road

<i>LOCATION</i>	1.X.1	The property described as Lots 82 to 93, Plan 1046 Town of Sandwich (PIN 01240-0366), known municipally as 1235 Huron Church Road, situated on the west side of Huron Church Road, south of Girardot Street, is designated on Schedule A: Planning Districts and Policy Areas in Volume I - The Primary Plan.
<i>PERMITTED USES</i>	1.X.2	Notwithstanding the “Open Space” designation of these lands on Schedule D: Land Use in Volume I – The Primary Plan, the following shall be additional permitted main uses: business office, child care centre, commercial school, hotel, medical appliance facility, medical office, multiple dwelling, personal service shop, place of entertainment and recreation, place of worship, professional studio, repair shop – light, retail store, workshop. Further, an automobile repair garage shall be permitted as an accessory use.
<i>PROHIBITED USES</i>	1.X.3	The following uses are prohibited: car wash automatic, car wash coin-operated, and outdoor storage yard.
<i>LANDSCAPED SETBACK REQUIREMENTS</i>	1.X.4	Notwithstanding Special Policy Area 1.2 Huron Church Road Corridor in Chapter 1 of Volume II of the City of Windsor Official Plan, the minimum landscaped setback from the Huron Church Road right-of-way shall be 3.0 m for a non-residential building and 4.5 m for a residential building.
<i>DIRECT ACCESS TO HURON CHURCH ROAD</i>	1.X.5	Notwithstanding Section 7.2.6.4 (iv) in Volume I of the City of Windsor Official Plan, direct access to Huron Church Road is permitted, subject to approval of the City Engineer.

3. THAT Zoning By-law 8600 **BE AMENDED** by changing the zoning of Lots 82 to 93, Plan 1046 Town of Sandwich (PIN 01240-0366; 1235 Huron Church Road; Roll No. 050-380-03000), situated on the west side of Huron Church Road, south of Girardot Street, from Green District 1.1 (GD1.1) to a new zoning district as follows:

16.11 COMMERCIAL DISTRICT 3.11 (CD3.11) [ZNG/6901]

16.11.1 PERMITTED MAIN USES

Business Office
Child Care Centre
Commercial School
Hotel
Medical Appliance Facility
Medical Office
Multiple Dwelling
Personal Service Shop
Place of Entertainment and Recreation
Place of Worship
Professional Studio
Repair Shop - Light
Retail Store
Workshop

16.11.2 PERMITTED ACCESSORY USES

Any use accessory to a permitted main use, including an *Automobile Repair Garage*

16.11.3 PROHIBITED USES

Car Wash Automatic
Car Wash Coin-operated
Outdoor Storage Yard

16.11.5 PROVISIONS

- | | | |
|-----|---|------------------------|
| .1 | Lot Frontage – minimum | 15.0 m |
| .4 | Building Height | |
| | a) For a <i>multiple dwelling</i> – minimum | 14.0 m |
| | b) For any non-residential <i>building</i> – minimum | 9.0 m |
| .8 | Landscaped Open Space Yard – minimum | 30% of <i>lot area</i> |
| .17 | Exposed flat concrete block walls or exposed flat concrete walls, whether painted or unpainted, are prohibited. | |
| .20 | Building Setback | |
| | a) For a <i>Multiple Dwelling</i> from a: | |
| | Front Lot Line - minimum | 4.50 m |
| | Side Lot Line - minimum | 0.90 m |
| | Rear Lot Line - minimum | 5.40 m |
| | b) For any non-residential <i>building</i> from a: | |
| | Front Lot Line - minimum | 3.00 m |
| | Side Lot Line - minimum | 0.90 m |
| | Rear Lot Line - minimum | 1.90 m |

- .50 Section 20(1)278 shall not apply and the area forming the building setback from the *front lot line* shall be a *landscaped open space yard*.
- .55 For a *Multiple Dwelling*, required parking shall be 1 parking space per *dwelling unit* and Section 24.22.1 shall not apply.
- .60 Notwithstanding Clause .1 in Table 25.5.20.1 in Section 25.5.20, the minimum separation of a *loading space, parking area, or parking space* from Huron Church Road shall be 3.0 m.
- .65 Notwithstanding Clause .6 in Table 25.5.20.1 in Section 25.5.20, for a *Multiple Dwelling*, no separation is required between a *building wall* containing a *habitable room window* or containing both a main pedestrian entrance and a *habitable room window* and a *parking area, parking space or loading area*.

4. THAT, when Site Plan Control is applicable:

- A. Prior to the submission of an application for site plan approval, at the discretion of the City Planner, Deputy City Planner, or Site Plan Approval Officer, those documents submitted in support of the applications for amendments to the Official Plan and Zoning By-law 8600 **BE UPDATED** to reflect the site plan for which approval is being sought.
- B. The Site Plan Approval Officer **BE DIRECTED** to incorporate the following, subject to any updated information, into an approved site plan attached to an executed and registered site plan agreement:
 - i) Noise control measures identified in Tables 3, 4 and 5 in the Acoustic Assessment Report, prepared by Akoustik Engineering Limited, dated March 29, 2022, subject to the approval of the City Planner, Deputy City Planner, or Site Plan Approval Officer.
 - ii) Requirements of the City of Windsor – Engineering and City of Windsor – Transportation Planning contained in Appendix G of Report S 124/2023, subject to the approval of the City Engineer.
- C. The Site Plan Approval Officer **CONSIDER** all remaining comments contained in Appendix G of Report S 124/2023.

Carried.

Report Number: S 124/2023

Clerk's File: Z/14671 & Z/14672

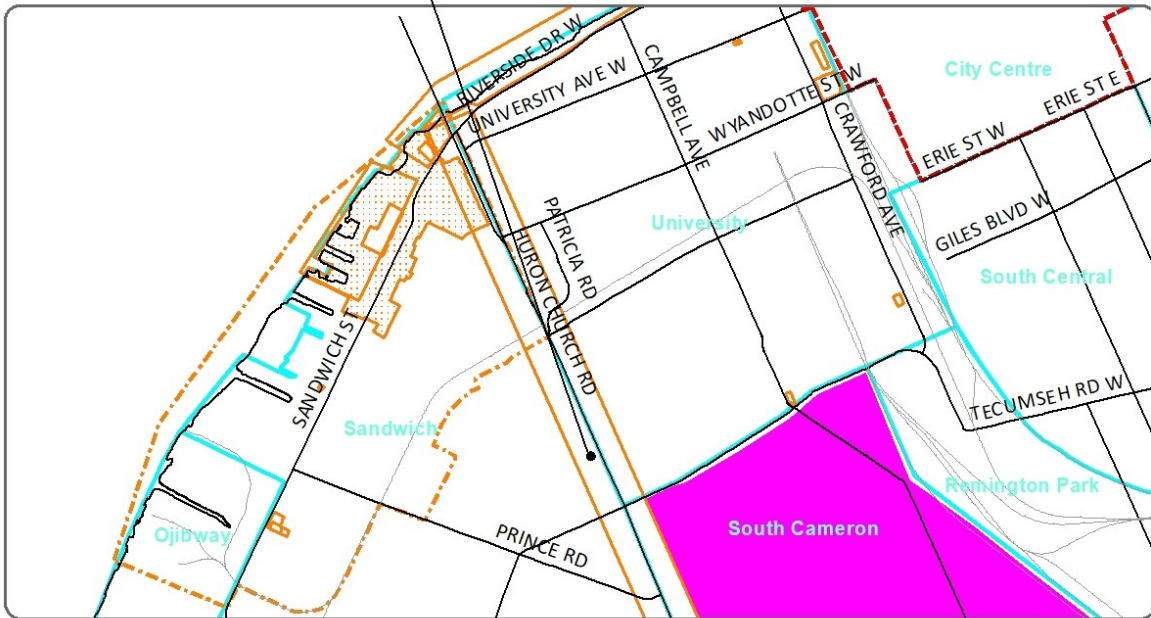
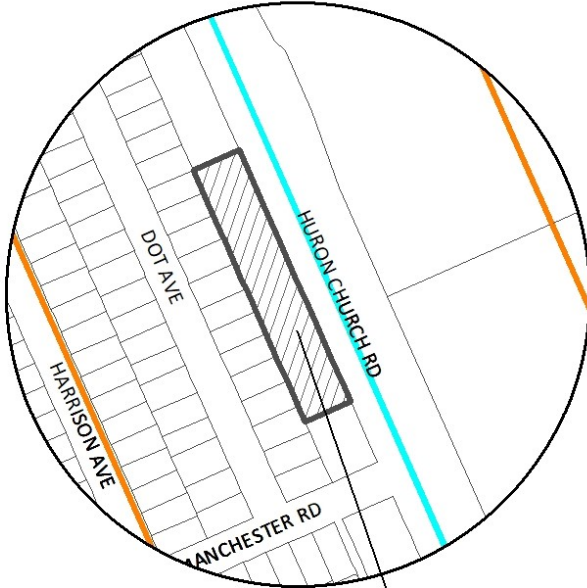
CITY OF WINDSOR COUNCIL MEETING:

A meeting of City Council was held on November 27, 2023, at which time the recommendations of the Development & Heritage Standing Committee were considered (Report Number: SCM 301/2023 & S 124/2023 8.25).

No oral presentations or written submissions were made or submitted. Council approved the recommendations of DHSC (CR482/2023 DHSC 563).

SCHEDULE A

LANDS AFFECTED BY
OFFICIAL PLAN AMENDMENT NO.166



OFFICIAL PLAN AMENDMENT NO. 166

-  AREA SUBJECT TO OFFICIAL PLAN AMENDMENT NO.166
-  SPECIAL POLICY AREAS
-  PLANNING DISTRICTS
-  SECONDARY PLANS

BY-LAW NUMBER 5-2024

A BY-LAW TO FURTHER AMEND BY-LAW NUMBER 8600 CITED AS THE
"CITY OF WINDSOR ZONING BY-LAW"

Passed the 15th day of January, 2024.

WHEREAS it is deemed expedient to further amend By-law Number 8600 of the Council of The Corporation of the City of Windsor, cited as the "City of Windsor Zoning By-law" passed the 31st day of March, 1986, as heretofore amended:

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

1. That Section 16, of said by-law, is amended by adding the following new zoning district:

**16.11 COMMERCIAL DISTRICT 3.11 (CD3.11)
[ZNG/6901]**

16.11.1 PERMITTED MAIN USES

Business Office
Child Care Centre
Commercial School
Hotel
Medical Appliance Facility
Medical Office
Multiple Dwelling
Personal Service Shop
*Place of Entertainment and
Recreation*
Place of Worship
Professional Studio
Repair Shop - Light
Retail Store
Workshop

16.11.2 PERMITTED ACCESSORY USES

Any use accessory to a permitted main use, including an *Automobile Repair Garage*

16.11.3 PROHIBITED USES

Car Wash Automatic
Car Wash Coin-operated
Outdoor Storage Yard

16.11.5 PROVISIONS

- .1 Lot Frontage – minimum 15.0 m
- .4 Building Height
 - a) For a *multiple dwelling* – minimum 14.0 m
 - b) For any non-residential *building* – minimum 9.0 m
- .8 Landscaped Open Space Yard – minimum 30% of *lot area*
- .17 Exposed flat concrete block walls or exposed flat concrete walls, whether painted or unpainted, are prohibited.
- .20 Building Setback
 - a) For a *Multiple Dwelling* from a:
 - Front Lot Line - minimum 4.50 m
 - Side Lot Line - minimum 0.90 m
 - Rear Lot Line - minimum 5.40 m
 - b) For any non-residential *building* from a:
 - Front Lot Line - minimum 3.00 m
 - Side Lot Line - minimum 0.90 m
 - Rear Lot Line - minimum 1.90 m
- .50 Section 20(1)278 shall not apply and the area forming the building setback from the *front lot line* shall be a *landscaped open space yard*.
- .55 For a *Multiple Dwelling*, required parking shall be 1 parking space per *dwelling unit* and Section 24.22.1 shall not apply.
- .60 Notwithstanding Clause .1 in Table 25.5.20.1 in Section 25.5.20, the minimum separation of a *loading space, parking area, or parking space* from Huron Church Road shall be 3.0 m.
- .65 Notwithstanding Clause .6 in Table 25.5.20.1 in Section 25.5.20, for a *Multiple Dwelling*, no separation is required between a *building wall* containing a *habitable room window* or containing both a main pedestrian entrance and a *habitable room window* and a *parking area, parking space or loading area*.

2. 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 Amendme nt Number	5. Zoning Symbol	6. New Zoning Symbol
1	4	Lots 82 to 93, Plan 1046 Town of Sandwich (PIN 01240-0366) (1235 Huron Church Road; Roll No. 050-380-03000; west side of Huron Church Road, south of Girardot Street)	166	GD1.1	CD3.11

DREW DILKENS, MAYOR

CITY CLERK

First Reading - January 15, 2024
 Second Reading - January 15, 2024
 Third Reading - January 15, 2024

Item No. 13.6

BY-LAW NUMBER 6-2024

**A BY-LAW TO ADOPT AMENDMENT NO. 171
TO THE OFFICIAL PLAN OF THE CITY OF WINDSOR**

Passed the 15th day of January, 2024.

WHEREAS pursuant to the provisions of Section 17(1) of the *Planning Act*, R.S.O. 1990, c. P.13 as amended, the Minister of Municipal Affairs and Housing (Minister) is the approval authority in respect of the approval of a plan as an official plan.

AND WHEREAS Section 17(9) of the said *Planning Act* provides that the Minister may by order exempt a proposed official plan amendment from his approval under Section 17(1) of the said Act.

AND WHEREAS pursuant to the provisions of Ontario Regulation 525/97 most amendments to the official plan of the City of Windsor commenced after January 19, 1998 are exempt from the approval of the said Minister.

THEREFORE the Council of the Corporation of the City of Windsor in accordance with the provisions of the said *Planning Act* hereby enacts as follows:
1. That Amendment No. **171** to the Official Plan of the City of Windsor, attached hereto, is hereby adopted.

DREW DILKENS, MAYOR

CITY CLERK

First Reading - January 15, 2024
Second Reading - January 15, 2024
Third Reading - January 15, 2024

AMENDMENT NO. 171
TO THE
OFFICIAL PLAN
CITY OF WINDSOR

Part D (Details of the Amendment) of the following text and attached Schedule D of the City of Windsor Official Plan constitute Amendment No. 171.

Also included, but not constituting part of the Amendment, are explanations of Purpose, Location, Background, and Implementation of the Amendment, and Appendix A (Results of Public Notification).

A. PURPOSE:

The purpose of Amendment No. 171 is to apply a site specific provision on Lots 56 & 57, Plan 597; Lots 1 & 2 Plan 1563; and Part of Lot 101, Concession 1, in the City of Windsor, known municipally as 3251 Riverside Drive E & 222 Belleview Avenue. The site specific provision would permit a High Profile Residential Building on the subject lands.

B. LOCATION:

The amendment applies to the land described as Lots 56 & 57, Plan 597; Lots 1 & 2 Plan 1563; and Part of Lot 101, Concession 1, in the City of Windsor, known municipally as 3251 Riverside Drive E & 222 Belleview Avenue.

C. BACKGROUND:

Section 3.3.2.2 of the Urban Structure Plan contained in the City of Windsor Official Plan identifies Riverside Drive as a City Corridor. Residential development on a City Corridor may include high profile (26 to 58 metres in height), medium profile (14 to 26 metres in height) and residential over retail at street, as well as row housing and lofts. The proposed development conforms with this policy.

Additionally, the site is subject to the Residential designation of the Official Plan. The Residential designation in the City of Windsor Official Plan permits low and medium profile developments not greater than twenty-six (26) metres in height. The proposed development is 45m (12 storeys) in height which would not conform to Section 6.3.1.2 of the Official Plan.

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.

High Profile Residential Buildings shall be directed to locate in the City Centre, Mixed Use Centres and Mixed Use Corridors.

This policy was implemented through OPA 159 and generally directs high profile development to the City Centre, Mixed Use Centres and Mixed Use Corridors.

To prevent any confusion between the two conflicting sections of the Official Plan, the Planning Department recommends that a Site Specific policy area be applied to the site that will confirm that a High Profile Building be permitted at this location

The applicant is requesting that a Site Specific policy area be applied to the site to permit a high profile building (45m) proposed

Other residential buildings of similar height and form currently exist further east of this site. This indicates that the proposed Multiple Dwelling is compatible within its context.

Discussions with applicant regarding original design resulted in a dramatically improved street presence and street scape by reducing the building footprint and increasing the building height. The revised plan includes townhome style units on the ground floor

level that can be accessed from the street, giving the first 3 floors of the development a more pedestrian friendly and a more appropriate streetscape adjacent to Riverside Drive and Pratt Place.

The proposed development is consistent with the following goals and objectives of the City of Windsor Official Plan.

Goal 6.1.1 is to achieve safe, caring and diverse neighbourhoods. Goal 6.1.2 seeks environmentally sustainable urban development. Goal 6.1.3 promotes housing suited to the needs of Windsor's residents. Goal 6.1.10 is to achieve pedestrian oriented clusters of residential, commercial, employment and institutional uses.

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 selective residential redevelopment, infill and intensification initiatives.

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 a pedestrian orientated cluster of residential, commercial and employment uses. The proposed residential development represents a complementary and compact form of housing and intensification that is near sources of transportation.

The multiple dwelling development as proposed will be subject to site plan control.

When Official Plan Amendment 171 is approved, the requested zoning amendment will conform to the Zoning Amendment Policies in Section 11.6.3 of the Official Plan and conform to the general intent of the Official Plan.

D. DETAILS OF THE AMENDMENT:

- 1) THAT the City of Windsor Official Plan, Volume II, Part 1 – Special Policy Areas, BE AMENDED by adding site specific policies as follows:

1.X South Side of Riverside Drive, between Belleview Avenue and Pratt Street

1.X.1 The property described as of Lots 56 & 57, Plan 597; Lots 1 & 2 Plan 1563; and Part of Lot 101, Concession 1, in the City of Windsor, known municipally as 3251 Riverside Drive E & 222 Belleview Avenue, is designated a special policy area on Schedule A: Planning Districts and Policy Areas in Volume I – The Primary Plan.

1.X.2 Notwithstanding Section 6.3.2.1 of the Official Plan, Volume I, a High Profile Residential Building shall be permitted on the subject property.

E. IMPLEMENTATION:

- i. This amendment is to be implemented by an amendment to Zoning By-law 8600 as recommended by the Development and Heritage Standing Committee recommendation CR439/2023 DHSC 546.

APPENDIX A

The following are the results of public notification of the amendments and the outcome of public meetings. Comments relate to the Official Plan Amendment and the associated rezoning amendment.

DEVELOPMENT & HERITAGE STANDING COMMITTEE (DHSC):

A meeting of the DHSC was held on October 3, 2023 to consider the applications Z 024-23 [ZNG-7069] & OPA 171 [OPA-7072] (Z 001-22 [ZNG-6653]) and Staff Report S 93/2023. This is the statutory public meeting required by the Planning Act. Below is an extract from the minutes of the meeting:

7.1. Official Plan Amendment and Zoning Bylaw Amendment Site specific regulations for Multiple Dwelling – Z 001-22 [ZNG-6653] Riverside Horizons 3251 Riverside Dr. E & 222 Belleview Ave - Ward 5

Jim Abbs, Planner (author) presents application.

Melanie Muir, Agent (Dillon Consulting Limited) is available for questions.

Stephen Ducharme, area resident (address) has various concerns including; traffic and safety, historical value of the area, setback leaving no room for pedestrians.

Councillor Francis asks Mrs. Muir how many parking spaces will be provided. Mrs. Muir states that there will be 135 spaces in total and adds that this will be confirmed through Site Plan Control.

Councillor Francis asks for examples of residential buildings in the area similar to the development. Mr. Abbs provides examples, such as; Lifetimes (3375 Riverside Drive) is a 7-storey building, Hazel View Properties (3445 Riverside Drive) is an 8-storey building, Lions Manor (2030 Stranbane Road) is a 9-storey building.

Councillor Marignani asks if Alexander Park is 200 meters from proposed area. Mrs. Muir confirms that is correct.

Councillor Marignani asks if the power station is that the highest building in the area. Mrs. Abbs confirms that is correct.

Councillors Kieran Mackenzie asks if there will be bicycle parking. Mrs. Muir confirms that there will be bicycle parking on site.

Councillor Kieran Mackenzie asks if there are any environmental sustainability plans. Mrs. Muir answers that there are plans to have geo thermal heat, solar power and EV charging stations. Mrs. Muir adds that there are plans for a garden and patio.

Councillor Kieran Mackenzie asks for more information on what the outdoor space. Mrs. Muir answers that the garden and patio area would be located above the above the parking garage on the third level (on Pratt Street). The area would have a BBQ area,

seating, a greenhouse and garden area for the residents. Mrs. Muir adds that is to make up for the reduction of landscaping on the ground level.

Councillor Marignani asks where the garbage containers will be located. Mrs. Muir answers that the garage containers will be located inside the building.

Moved by: Councillor Kieran McKenzie
Seconded by: Councillor Angelo Marignani

Decision Number: **DHSC 546**

BE **AMENDED** THAT the City of Windsor Official Plan, Volume II, Part 1 – Special Policy Areas, by adding site specific policies as follows:

1.# South Side of Riverside Drive, between Belleview Avenue and Pratt Street

1.#.1 The property described as of Lots 56 & 57, Plan 597; Lots 1 & 2 Plan 1563; and Part of Lot 101, Concession 1, in the City of Windsor, known municipally as 3251 Riverside Drive E & 222 Belleview Avenue, is designated a special policy area on Schedule A: Planning Districts and Policy Areas in Volume I – The Primary Plan.

1.#.2 Notwithstanding Section 6.3.2.1 of the Official Plan, Volume I, a High Profile Residential Building shall be permitted on the subject property.

THAT an amendment to City of Windsor Zoning By-law 8600 **BE APPROVED** changing the zoning of Lots 56 & 57, Plan 597; Lots 1 & 2 Plan 1563; and Part of Lot 101, Concession 1, in the City of Windsor, known municipally as 3251 Riverside Drive E & 222 Belleview Avenue, from Commercial District CD1.7 and Residential District RD2.2 to Residential District (RD) 3.3; and,

THAT subsection 1 of Section 20 of the City of Windsor Zoning By-law 8600 **BE AMENDED** for Lots 56 & 57, Plan 597; Lots 1 & 2 Plan 1563; and Part of Lot 101, Concession 1, in the City of Windsor, known municipally as 3251 Riverside Drive E & 222 Belleview Avenue by adding site specific regulations as follows:

483. South Side of Riverside Drive, between Belleview Avenue and Pratt Street

For the lands described as for Lots 56 & 57, Plan 597; Lots 1 & 2 Plan 1563; and Part of Lot 101, Concession 1, in the City of Windsor, known municipally as 3251 Riverside Drive E & 222 Belleview Avenue, the following regulations shall apply:

Building setback from an exterior lot line abutting Riverside Drive - 3m

Building setback from an exterior lot line abutting Riverside Drive or Pratt Place for that part of the building having a height of more than 12.5m - 7.5 m

Building setback from a lot line for that part of the building having a height of more than 12.5 m abutting any zone that permits single detached dwellings – 7.5 m

Parking spaces shall be prohibited on the first and second floor of any structure within 7.5 m of an exterior building wall adjacent to Riverside Drive;

Parking spaces shall be prohibited on the first floor of any structure within 7.5 m of an exterior building wall adjacent to Pratt Place

Amenity Area – Minimum - 420 m²;

Lot Area - Minimum - 3,500 m²;

Lot Coverage - Maximum - 66%;

Building Height – Maximum - 45.0m;

Landscaped Open Space - minimum - 20%;

Number of Dwelling units – maximum - 84

(ZDM 6; ZNG/6053)

THAT Lots 56 & 57, Plan 597; Lots 1 & 2 Plan 1563; and Part of Lot 101, Concession 1, in the City of Windsor, known municipally as 3251 Riverside Drive E & 222 Bellevue Avenue, **BE CLASSIFIED** as a Class 4 area pursuant to Publication NPC-300 (MOECP Environmental Noise Guideline – Stationary and Transportation Sources – Approval and Planning); and,

THAT the City Planner or their designate **BE DIRECTED** to provide a copy of the Council Resolution approving the Class 4 area classification and a copy of any development agreement or site plan agreement for the subject lands that incorporates noise mitigation measures to East Windsor Cogeneration Plant, Ford Motor Company Windsor Engine Plant, and Greco Aluminum Railings”; and,

THAT the Site Plan Approval Officer **CONSIDER** the following matters in an approved site plan and/or executed and registered site plan agreement:

Incorporating additional, or modify existing, mitigation measures including warning clauses required for a Class 4 designation pursuant to Publication NPC-300 in any future Site Plan Control agreement.

Carried.

Member Daniel Grenier discloses an interest and abstains from voting on this matter.

Report Number: S 93/2023
Clerk’s File: Z/14347 & Z/14639

CITY OF WINDSOR COUNCIL MEETING:

A meeting of City Council was held on October 30, 2023, at which time the recommendations of the Development & Heritage Standing Committee were considered. Below is an extract from the minutes of the meeting:

8.9. Official Plan Amendment and Zoning Bylaw Amendment Site specific regulations for Multiple Dwelling – Z 001-22 [ZNG-6653] Riverside Horizons 3251 Riverside Dr. E & 222 Belleview Ave - Ward 5

Melanie Muir, agent

Melanie Muir, agent, appears before City Council regarding the administrative report entitled, “Official Plan Amendment and Zoning Bylaw Amendment Site specific regulations for Multiple Dwelling – Z 001-22 [ZNG-6653] Riverside Horizons 3251 Riverside Dr. E & 222 Belleview Ave - Ward 5” and provides a brief overview of the project including specific site line and set back information.

Wing On Li, applicant

Wing On Li, applicant, appears before City Council regarding the administrative report entitled, “Official Plan Amendment and Zoning Bylaw Amendment Site specific regulations for Multiple Dwelling – Z 001-22 [ZNG-6653] Riverside Horizons 3251 Riverside Dr. E & 222 Belleview Ave - Ward 5” and provides details related to the proposed development, including its initiative to go green to contribute to the overall reduction of greenhouse gases and to promote an energy efficient, affordable multi use residential development; and concludes by advocating for the continued development in the Windsor area in light of the demand for housing; and Riverside Horizons has contributed more than 700 condominium homes and 140 single-family homes to the Windsor area since 2019.

Stephen Ducharme, area resident

Stephen Ducharme, area resident, appears before City Council regarding the administrative report entitled, “Official Plan Amendment and Zoning Bylaw Amendment Site specific regulations for Multiple Dwelling – Z 001-22 [ZNG-6653] Riverside Horizons 3251 Riverside Dr. E & 222 Belleview Ave - Ward 5” and expresses concern with the misinformation presented in the proposed development application along with the shadow and traffic studies that were conducted and how this proposed development will negatively affect his quality of life.

Balraj Jhavar, area resident

Balraj Jhavar, area resident, appears before City Council regarding the administrative report entitled, “Official Plan Amendment and Zoning Bylaw Amendment Site specific regulations for Multiple Dwelling – Z 001-22 [ZNG-6653] Riverside Horizons 3251 Riverside Dr. E & 222 Belleview Ave - Ward 5” and expresses concern with the setback and the height of the proposed development and the compatibility of the aesthetics within the existing neighbourhood.

Mayor Drew Dilkens leaves the meeting at 6:52 o'clock p.m. and Councillor Mark McKenzie assumes the chair.

Mayor Drew Dilkens returns to the meeting at 6:56 o'clock p.m. and Councillor Mark McKenzie returns to his seat at the Council Table.

Tara Rabie, area resident

Tara Rabie, area resident, appears before City Council regarding the administrative report entitled, "Official Plan Amendment and Zoning Bylaw Amendment Site specific regulations for Multiple Dwelling – Z 001-22 [ZNG-6653] Riverside Horizons 3251 Riverside Dr. E & 222 Belleview Ave - Ward 5" and expresses concern about the size of the proposed development in relation to the size of the parcel of land, the lack of available parking, the effect of construction on the foundation of the historic homes in the area and the overall negative effect on the quality of life from this project.

Dr. Robert Woodall, area resident

Dr. Robert Woodall, area resident, appears before City Council regarding the administrative report entitled, "Official Plan Amendment and Zoning Bylaw Amendment Site specific regulations for Multiple Dwelling – Z 001-22 [ZNG-6653] Riverside Horizons 3251 Riverside Dr. E & 222 Belleview Ave - Ward 5" and expresses concern with the requested zoning amendment of the proposed development; and concludes by citing concerns with the size and the proximity to the roadway, underground parking should be considered as a possibility that should be explored and encouraged in order to reduce the overall height of the proposed structure.

David Woodall, Ward 6 resident

David Woodall, Ward 6 resident, appears before City Council regarding the administrative report entitled, "Official Plan Amendment and Zoning Bylaw Amendment Site specific regulations for Multiple Dwelling – Z 001-22 [ZNG-6653] Riverside Horizons 3251 Riverside Dr. E & 222 Belleview Ave - Ward 5" and expresses concern with the proposed development; and concludes by suggesting that the developer consider underground parking in order to reduce the overall height of the proposed structure.

Dan Mazur, area resident

Dan Mazur, area resident, appears before City Council regarding the administrative report dated July 13, 2023 entitled, "Official Plan Amendment and Zoning Bylaw Amendment Site specific regulations for Multiple Dwelling – Z 001-22 [ZNG-6653] Riverside Horizons 3251 Riverside Dr. E & 222 Belleview Ave - Ward 5" and expresses concern with the proposed development as it relates to the size and proximity to the roadway.

Joel Gouin, area resident

Joel Gouin, area resident, appears before City Council regarding the administrative report entitled, "Official Plan Amendment and Zoning Bylaw Amendment Site specific

regulations for Multiple Dwelling – Z 001-22 [ZNG-6653] Riverside Horizons 3251 Riverside Dr. E & 222 Belleview Ave - Ward 5” and expresses concern with the proposed development as it relates to traffic and a lack of parking in the neighbourhood, the size and proximity to the roadway and the nuisance of ongoing construction noise for the elderly residents in the neighbourhood.

Moved by: Councillor Jo-Anne Gignac
Seconded by: Councillor Ed Sleiman

That the City of Windsor Official Plan, Volume II, Part 1 – Special Policy Areas, BE AMENDED by adding site specific policies as follows:

1.# South Side of Riverside Drive, between Belleview Avenue and Pratt Street

1.#.1 The property described as of Lots 56 & 57, Plan 597; Lots 1 & 2 Plan 1563; and Part of Lot 101, Concession 1, in the City of Windsor, known municipally as 3251 Riverside Drive E & 222 Belleview Avenue, is designated a special policy area on Schedule A: Planning Districts and Policy Areas in Volume I – The Primary Plan.

1.#.2 Notwithstanding Section 6.3.2.1 of the Official Plan, Volume I, a High Profile Residential Building shall be permitted on the subject property.

That an amendment to City of Windsor Zoning By-law 8600 BE APPROVED changing the zoning of Lots 56 & 57, Plan 597; Lots 1 & 2 Plan 1563; and Part of Lot 101, Concession 1, in the City of Windsor, known municipally as 3251 Riverside Drive E & 222 Belleview Avenue, from Commercial District CD1.7 and Residential District RD2.2 to Residential District (RD) 3.3; and,

That subsection 1 of Section 20 of the City of Windsor Zoning By-law 8600 BE AMENDED for Lots 56 & 57, Plan 597; Lots 1 & 2 Plan 1563; and Part of Lot 101, Concession 1, in the City of Windsor, known municipally as 3251 Riverside Drive E & 222 Belleview Avenue by adding site specific regulations as follows:

483. South Side of Riverside Drive, between Belleview Avenue and Pratt Street

For the lands described as for Lots 56 & 57, Plan 597; Lots 1 & 2 Plan 1563; and Part of Lot 101, Concession 1, in the City of Windsor, known municipally as 3251 Riverside Drive E & 222 Belleview Avenue, the following regulations shall apply:

Building setback from an exterior lot line abutting Riverside Drive - 3m

Building setback from an exterior lot line abutting Riverside Drive or Pratt Place for that part of the building having a height of more than 12.5m - 7.5 m

Building setback from a lot line for that part of the building having a height of more than 12.5 m abutting any zone that permits single detached dwellings – 7.5 m

Parking spaces shall be prohibited on the first and second floor of any structure within 7.5 m of an exterior building wall adjacent to Riverside Drive;

Parking spaces shall be prohibited on the first floor of any structure within 7.5 m of an exterior building wall adjacent to Pratt Place

Amenity Area – Minimum - 420 m²;

Lot Area - Minimum - 3,500 m²;

Lot Coverage - Maximum - 66%;

Building Height – Maximum - 45.0m;

Landscaped Open Space - minimum - 20%;

Number of Dwelling units – maximum - 84

(ZDM 6; ZNG/6053)

That Lots 56 & 57, Plan 597; Lots 1 & 2 Plan 1563; and Part of Lot 101, Concession 1, in the City of Windsor, known municipally as 3251 Riverside Drive E & 222 Belleview Avenue, BE CLASSIFIED as a Class 4 area pursuant to Publication NPC-300 (MOECP Environmental Noise Guideline – Stationary and Transportation Sources – Approval and Planning); and,

That the City Planner or their designate BE DIRECTED to provide a copy of the Council Resolution approving the Class 4 area classification and a copy of any development agreement or site plan agreement for the subject lands that incorporates noise mitigation measures to East Windsor Cogeneration Plant, Ford Motor Company Windsor Engine Plant, and Greco Aluminum Railings”; and,

That the Site Plan Approval Officer CONSIDER the following matters in an approved site plan and/or executed and registered site plan agreement:

Incorporating additional, or modify existing, mitigation measures including warning clauses required for a Class 4 designation pursuant to Publication NPC-300 in any future Site Plan Control agreement; and,

That administration BE DIRECTED to work with the Developer to implement Underground Parking instead of above ground and reducing the overall building height.

THAT the developer BE REQUIRED to provide below grade parking and that the building be limited to 9 storeys.

The motion is **put** and **lost**.

Nay votes: Councillors Kieran McKenzie, Jim Morrison, Angelo Marignani, Fred Francis, Fabio Costante, and Renaldo Agostino.

Aye votes: Mayor Drew Dilkens and Councillors Jo-Anne Gignac, Ed Sleiman, and Mark McKenzie.

Absent: Councillor Gary Kaschak.

Moved by: Councillor Kieran McKenzie

Seconded by: Councillor Fred Francis

Decision Number: CR439/2023 DHSC 546

That the City of Windsor Official Plan, Volume II, Part 1 – Special Policy Areas, **BE AMENDED** by adding site specific policies as follows:

1.# South Side of Riverside Drive, between Belleview Avenue and Pratt Street

1.#.1 The property described as of Lots 56 & 57, Plan 597; Lots 1 & 2 Plan 1563; and Part of Lot 101, Concession 1, in the City of Windsor, known municipally as 3251 Riverside Drive E & 222 Belleview Avenue, is designated a special policy area on Schedule A: Planning Districts and Policy Areas in Volume I – The Primary Plan.

1.#.2 Notwithstanding Section 6.3.2.1 of the Official Plan, Volume I, a High Profile Residential Building shall be permitted on the subject property.

That an amendment to City of Windsor Zoning By-law 8600 **BE APPROVED** changing the zoning of Lots 56 & 57, Plan 597; Lots 1 & 2 Plan 1563; and Part of Lot 101, Concession 1, in the City of Windsor, known municipally as 3251 Riverside Drive E & 222 Belleview Avenue, from Commercial District CD1.7 and Residential District RD2.2 to Residential District (RD) 3.3; and,

That subsection 1 of Section 20 of the City of Windsor Zoning By-law 8600 **BE AMENDED** for Lots 56 & 57, Plan 597; Lots 1 & 2 Plan 1563; and Part of Lot 101, Concession 1, in the City of Windsor, known municipally as 3251 Riverside Drive E & 222 Belleview Avenue by adding site specific regulations as follows:

483. South Side of Riverside Drive, between Belleview Avenue and Pratt Street

For the lands described as for Lots 56 & 57, Plan 597; Lots 1 & 2 Plan 1563; and Part of Lot 101, Concession 1, in the City of Windsor, known municipally as 3251 Riverside Drive E & 222 Belleview Avenue, the following regulations shall apply:

Building setback from an exterior lot line abutting Riverside Drive - 3m

Building setback from an exterior lot line abutting Riverside Drive or Pratt Place for that part of the building having a height of more than 12.5m - 7.5 m

Building setback from a lot line for that part of the building having a height of more than 12.5 m abutting any zone that permits single detached dwellings – 7.5 m

Parking spaces shall be prohibited on the first and second floor of any structure within 7.5 m of an exterior building wall adjacent to Riverside Drive;

Parking spaces shall be prohibited on the first floor of any structure within 7.5 m of an exterior building wall adjacent to Pratt Place

Amenity Area – Minimum - 420 m²;

Lot Area - Minimum - 3,500 m²;

Lot Coverage - Maximum - 66%;

Building Height – Maximum - 45.0m;

Landscaped Open Space - minimum - 20%;

Number of Dwelling units – maximum - 84

(ZDM 6; ZNG/6053)

That Lots 56 & 57, Plan 597; Lots 1 & 2 Plan 1563; and Part of Lot 101, Concession 1, in the City of Windsor, known municipally as 3251 Riverside Drive E & 222 Belleview Avenue, **BE CLASSIFIED** as a Class 4 area pursuant to Publication NPC-300 (MOECP Environmental Noise Guideline – Stationary and Transportation Sources – Approval and Planning); and,

That the City Planner or their designate **BE DIRECTED** to provide a copy of the Council Resolution approving the Class 4 area classification and a copy of any development agreement or site plan agreement for the subject lands that incorporates noise mitigation measures to East Windsor Cogeneration Plant, Ford Motor Company Windsor Engine Plant, and Greco Aluminum Railings”; and,

That the Site Plan Approval Officer **CONSIDER** the following matters in an approved site plan and/or executed and registered site plan agreement:

Incorporating additional, or modify existing, mitigation measures including warning clauses required for a Class 4 designation pursuant to Publication NPC-300 in any future Site Plan Control agreement.

Carried.

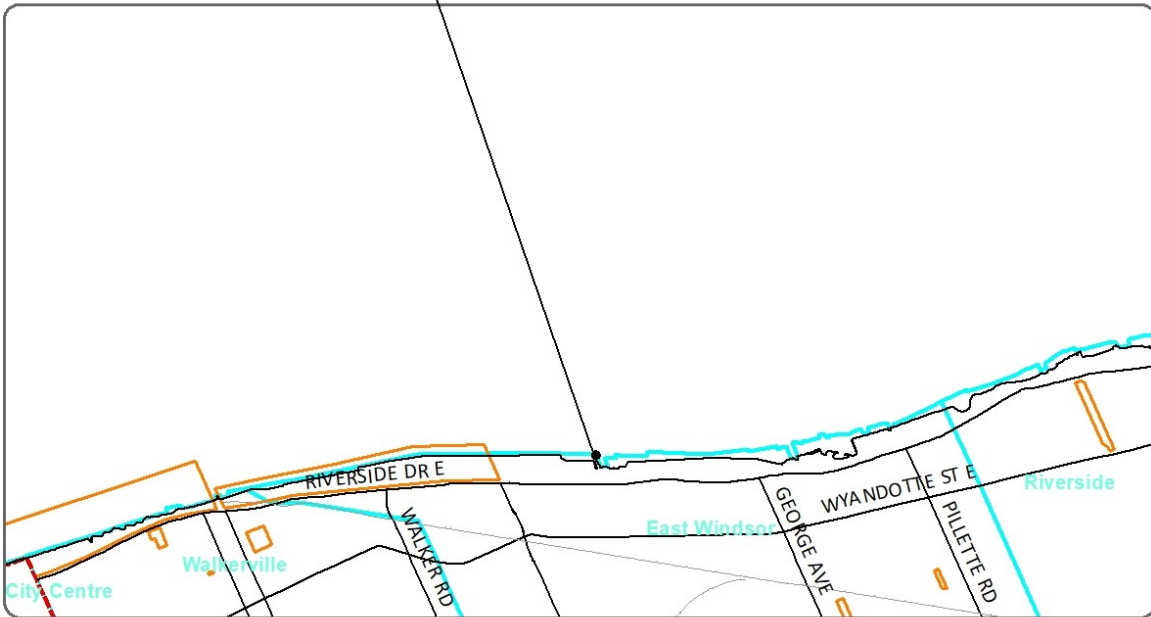
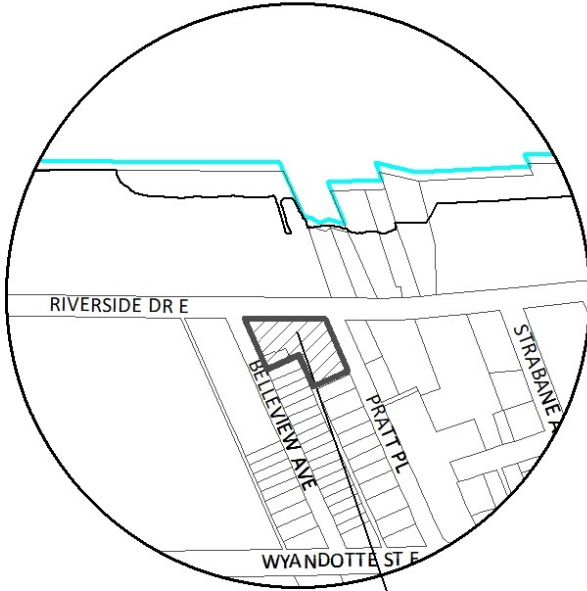
Nay votes: Mayor Drew Dilkens and Councillors Jo-Anne Gignac, Ed Sleiman, and Mark McKenzie.

Aye votes: Councillors Kieran McKenzie, Jim Morrison, Angelo Marignani, Fred Francis, Fabio Costante, and Renaldo Agostino.

Absent: Councillor Gary Kaschak.

SCHEDULE A

LANDS AFFECTED BY
OFFICIAL PLAN AMENDMENT NO.171
(3251 RIVERSIDE DRIVE EAST &
222 BELLEVIEW AVENUE)



OFFICIAL PLAN AMENDMENT NO. 171

-  AREA SUBJECT TO OFFICIAL PLAN AMENDMENT NO.171
-  SPECIAL POLICY AREAS
-  PLANNING DISTRICTS
-  SECONDARY PLANS

Item No. 13.7

BY-LAW NUMBER 7-2024

A BY-LAW TO FURTHER AMEND BY-LAW NUMBER 8600 CITED AS THE "CITY OF WINDSOR ZONING BY-LAW"

Passed the 15th day of January, 2024.

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 Amendme nt Number	5. Zoning Symbol	6. New Zoning Symbol
1	6	Lots 56 & 57, Plan 597; Lots 1 & 2 Plan 1563; and Part of Lot 101, Concession 1, in the City of Windsor, known municipally as 3251 Riverside Drive E & 222 Bellevue Avenue	171	CD1.7 & RD2.2	RD 3.3

2. That subsection 1 of Section 20, of said by-law, is amended by adding the following paragraph:

483. South Side of Riverside Drive, between Bellevue Avenue and Pratt Street

For the lands described as for Lots 56 & 57, Plan 597; Lots 1 & 2 Plan 1563; and Part of Lot 101, Concession 1, in the City of Windsor, known municipally as 3251 Riverside Drive E & 222 Bellevue Avenue, the following regulations shall apply:

Building setback from an exterior lot line abutting Riverside Drive - 3m

Building setback from an exterior lot line abutting Riverside Drive or Pratt Place for that part of the building having a height of more than 12.5m - 7.5 m

Building setback from a lot line for that part of the building having a height of more than 12.5 m abutting any zone that permits single detached dwellings – 7.5 m

Parking spaces shall be prohibited on the first and second floor of any structure within 7.5 m of an exterior building wall adjacent to Riverside Drive;

Parking spaces shall be prohibited on the first floor of any structure within 7.5 m of an exterior building wall adjacent to Pratt Place

Amenity Area – Minimum - 420 m²;

Lot Area - Minimum - 3,500 m²;

Lot Coverage - Maximum - 66%;

Building Height – Maximum - 45.0m;

Landscaped Open Space - minimum - 20%;

Number of Dwelling units – maximum - 84

(ZDM 6; ZNG/6053)

3. The said by-law is further amended by changing the Zoning District Maps or parts thereof referred to in Section 1, of said by-law and made part thereof, so that the lands described in Column 3 are delineated by a broken line and further identified by the zoning symbol shown in Column 5:

1. Item Number	2. Zoning District Map Part	3. Lands Affected	4. Official Plan Amendme nt Number	5. Zoning Symbol
1	6	Lots 56 & 57, Plan 597; Lots 1 & 2 Plan 1563; and Part of Lot 101, Concession 1, in the City of Windsor, known municipally as 3251 Riverside Drive E & 222 Belleview Avenue	171	S.20(1)483

DREW DILKENS, MAYOR

CITY CLERK

First Reading - January 15, 2024
 Second Reading - January 15, 2024
 Third Reading - January 15, 2024

BY-LAW NUMBER 8-2024

A BY-LAW TO AUTHORIZE THE EXECUTION OF THE TRANSFER PAYMENT AGREEMENT FOR THE NUCLEAR EMERGENCY MANAGEMENT PROGRAM (NUCLEAR) BETWEEN THE CORPORATION OF THE CITY OF WINDSOR AND HIS MAJESTY THE KING IN RIGHT OF ONTARIO, REPRESENTED BY THE PRESIDENT OF THE TREASURY BOARD

Passed the 15th day of January, 2024.

WHEREAS the Province of Ontario has agreed to identify projects, municipal and provincial, and be responsible for the transfer of funds to eligible municipalities pursuant to transfer payment agreements.

AND WHEREAS The Corporation of the City of Windsor is eligible for such NUCLEAR funds;

AND WHEREAS it is a requirement of the Province of Ontario that an Agreement be entered into between The Corporation of the City of Windsor and the Province of Ontario for such NUCLEAR funds;

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

1. That the Chief Administrative Officer and City Clerk of The Corporation of the City of Windsor be and they are hereby authorized to execute any agreements, including the Transfer Payment Agreement, and any amendments thereto, between His Majesty the King in right of Ontario, represented by the President of the Treasury Board and The Corporation of the City of Windsor, relating to funding to be provided by the Province of Ontario in connection with the Nuclear Emergency Management Program.
2. This by-law shall come into force and take effect on the day of the final passing thereof.

DREW DILKENS, MAYOR

CITY CLERK

First Reading - January 15, 2024
Second Reading - January 15, 2024
Third Reading - January 15, 2024

BY-LAW NUMBER 9-2024

A BY-LAW TO ASSUME FOR SUBSEQUENT CLOSURE THE 6.10 METRE NORTH/SOUTH ALLEY LOCATED EAST OF WOODWARD BOULEVARD, NORTH OF FOSTER AVENUE, WEST OF BLISS ROAD AND SOUTH OF SEYMOUR BOULEVARD, CITY OF WINDSOR

Passed the 15th day of January, 2024.

WHEREAS the 6.10 metre portion of the north/south alley, located east of Woodward Boulevard, north of Foster Avenue, west of Bliss Road and south of Seymour Boulevard, City of Windsor, more particularly described in Schedule "A" hereto annexed, is vested in The Corporation of the City of Windsor;

AND WHEREAS it is deemed expedient that the said lands be assumed for subsequent closure;

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

1. That the 6.10 metre portion of the north/south alley, located east of Woodward Boulevard, north of Foster Avenue, west of Bliss Road and south of Seymour Boulevard, City of Windsor, more particularly described in Schedule "A" hereto annexed and forming part of this by-law, be and the same is hereby assumed for subsequent closure.
2. That this by-law shall come into force and take effect on the day of the final passing thereof.

DREW DILKENS, MAYOR

CITY CLERK

First Reading - January 15, 2024
Second Reading - January 15, 2024
Third Reading - January 15, 2024

SCHEDULE "A"
To By-law 9-2024

Part of Alley, Registered Plan 1215, Sandwich East, designated as Parts 1 to 48, inclusive, Plan 12R-29170; Windsor

Being all of PIN 01346-0305

City of Windsor
County of Essex

BY-LAW NUMBER 10-2024

A BY-LAW TO CLOSE, STOP UP AND CONVEY THE 6.10 METRE NORTH/SOUTH ALLEY, LOCATED EAST OF WOODWARD BOULEVARD, NORTH OF FOSTER AVENUE, WEST OF BLISS ROAD AND SOUTH OF SEYMOUR BOULEVARD, CITY OF WINDSOR

Passed the 15th day of January, 2024.

WHEREAS it is deemed expedient to close, stop up and convey the 6.10 metre portion of the north/south alley located east of Woodward Boulevard, north of Foster Avenue, west of Bliss Road and south of Seymour Boulevard, City of Windsor, more particularly described in Schedule "A" attached hereto;

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

1. That the 6.10 metre portion of the north/south alley located east of Woodward Boulevard, north of Foster Avenue, west of Bliss Road and south of Seymour Boulevard, City of Windsor, more particularly described in Schedule "A" attached hereto and forming part of this by-law, be and the same is hereby closed and stopped up.
2. That any required easements pursuant to Council Resolution CR150/2021, be registered prior to conveyance.
3. That Conveyance Cost be set in accordance with Council Resolution CR150/2021.
4. That the Chief Administrative Officer and City Clerk be authorized and directed to execute on behalf of The Corporation of the City of Windsor and to seal with the seal thereof, any and all documents necessary to implement the foregoing; and that the transaction be completed electronically, for property where it is available, pursuant to By-law Number 366-2003, as amended from time to time.
5. This by-law shall come into force and take effect the day upon which it is registered in the Land Registry Office for the County of Essex (No. 12).

DREW DILKENS, MAYOR

CITY CLERK

First Reading - January 15, 2024
Second Reading - January 15, 2024
Third Reading - January 15, 2024

SCHEDULE "A"
To By-law 10-2024

Part of Alley, Registered Plan 1215, Sandwich East, designated as Parts 1 to 48,
inclusive, Plan 12R-29170; Windsor

Being all of PIN 01346-0305

City of Windsor
County of Essex

BY-LAW NUMBER 11-2024

A BY-LAW TO FURTHER AMEND BY-LAW NUMBER 8600 CITED AS THE "CITY OF WINDSOR ZONING BY-LAW"

Passed the 15th day of January, 2024.

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 District Maps or parts thereof of the said by-law and made part thereof, so that the zoning district symbol of the lands therein and hereinafter described shall be changed from that shown in Column 5 hereof to that shown in Column 6 hereof:

1. Item Number	2. Zoning District Map Part	3. Lands Affected	4. Official Plan Amendmen t Number	5. Zoning Symbol	6. New Zoning Symbol
1	6	CON 1; PT LOT 97; RP 12R11810; PT OF PARTS 1 & 2	N/A	H-MD1.4	MD1.4

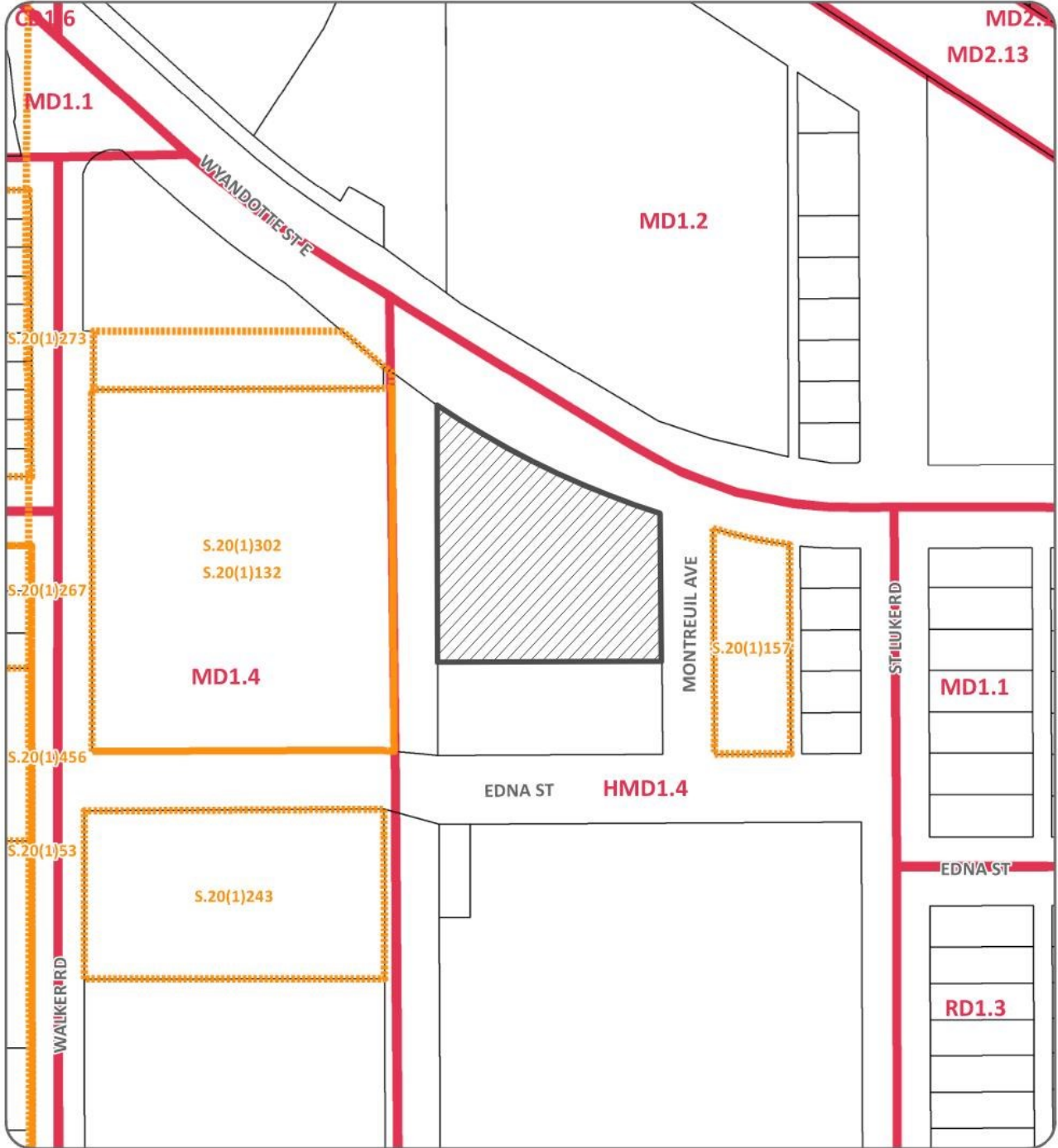
2. That Schedule 'A', attached hereto, is hereby declared to form part of this amending by-law.

DREW DILKENS, MAYOR

CITY CLERK

First Reading - January 15, 2024
 Second Reading - January 15, 2024
 Third Reading - January 15, 2024

**SCHEDULE "A"
TO BY-LAW 11-2024**



PART OF ZONING DISTRICT MAP 6

N.T.S.

H - REMOVAL

Applicant: LPG Development Inc.



SUBJECT LANDS

PLANNING & BUILDING DEPARTMENT



DATE : DECEMBER, 2023
FILE NO. : H-004/23, HRM/7152

BY-LAW NUMBER 12-2023

A BY-LAW TO AUTHORIZE THE TEMPORARY BORROWING OF MONEY
FOR CURRENT EXPENDITURES FOR 2024

Passed the 15th day of January, 2024.

WHEREAS pursuant to the provisions of section 407 of the *Municipal Act, 2001* as amended, Council may, either before or after the passing of the by-law for imposing the rates for the current year, borrow such sums as Council considers necessary to meet, the current expenditures of the Corporation for this year;

AND WHEREAS it is deemed expedient to authorize the temporary borrowing of money to meet current expenditures for this year;

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

1. (a) The Corporation of the City of Windsor is hereby authorized to borrow on the credit of the Corporation from time to time by way of a promissory note or bankers' acceptance signed by them on behalf of the Corporation, a sum or sums of money not exceeding, from January 1 to September 30 of this year, fifty percent (50%) of the total of the estimated revenues of the Corporation as set forth in the budget estimates adopted by Council for this year and not exceeding, from October 1 to December 31 of this year, twenty-five percent (25%) of the total of the estimated revenues of the Corporation as set forth in the budget estimates adopted by Council for this year.
- (b) For the purposes of subsections (a) and (b) hereof, estimated revenues shall not include revenues derivable or derived from the following:
 - (i) any borrowing, including through any issue of debentures;
 - (ii) a surplus, including arrears of taxes, fees or charges; or
 - (iii) a transfer from the capital fund, reserve funds or reserves.
2. The Chief Administrative Officer and the City Clerk are hereby authorized to execute any related banking agreements for the above, including any line of credit commitment letters as deemed necessary to establish and maintain lines of credit.
3. The Chief Administrative Officer and City Clerk are further authorized to execute the "Security Agreement – Municipalities and School Boards."
4. This by-law shall come into force and take effect on the day of the final passing thereof.

DREW DILKENS, MAYOR

CITY CLERK

First Reading - January 15, 2024

Second Reading - January 15, 2024

Third Reading - January 15, 2024

BY-LAW NUMBER 13-2024

A BY-LAW TO PROVIDE FOR INTERIM TAX LEVIES FOR 2024

Passed the 15th day of January, 2024.

WHEREAS section 317 of the *Municipal Act*, 2001 S.O. 2001, c.25, as amended, provides that the council of a local municipality, before the adoption of estimates for the year under section 290, may pass a by-law levying amounts on the assessment of property in the local municipality rateable for local municipal purposes;

AND WHEREAS Part X of the *Municipal Act* provides for the issuance of tax bills and the collection and administration of tax amounts, including amounts that become due and remain unpaid;

AND WHEREAS the Council of The Corporation of the City of Windsor deems it appropriate to provide for such interim levy on the assessment of property in this municipality;

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

1. In this by-law the following words shall be defined as:

“Act” shall mean the *Municipal Act*, 2001 S.O. 2001, c.25, as amended;

“Corporation” shall mean The Corporation of the City of Windsor;

“Delegate” shall mean any person or persons upon whom the Corporation has conferred the duties and powers of the Treasurer with respect to tax collection pursuant to Section 286 of the Act;

“Minister” shall mean the Minister of Finance;

“MPAC” shall mean the Municipal Property Assessment Corporation;

“Previous Taxation Year” shall mean the 2023 Taxation Year; and

“Treasurer” means the treasurer of the Corporation.

2. The total amount levied by the municipality shall be the sum of the amounts levied on each individual property, which shall be calculated in accordance with the following:

a) An amount equal to fifty per cent (50%) of the total taxes for municipal and school purposes levied on a property for the Previous Taxation Year; or

b) If any taxes for municipal and school purposes were levied on a property for only part of the Previous Taxation Year because assessment was added to the tax roll with an effective date after January 1st of that year, fifty per cent (50%) of the taxes that would have been levied against the property in the Previous Taxation Year, had the additional assessment been applicable for the entire taxation year; or

- c) If any taxes for municipal and school purposes that were originally levied on a property for the Previous Taxation Year were reduced as of an effective date after January 1st of that year, fifty per cent (50%) of the taxes that would have been levied against the property in the Previous Taxation Year, had the reduced taxes been applicable for the entire taxation year.
- 3. The provisions of this by-law apply in the event that assessment is added for the Previous Taxation Year to the tax roll after the date this by-law is passed and an interim levy shall be imposed and collected.
- 4. All taxes levied under this by-law shall be payable into the hands of the Treasurer.
- 5. All taxes imposed by this by-law shall be payable in the proportions and upon the dates set out below:
 - a) In three installments upon the following dates, that is to say:
 - i) One-third (1/3) thereof on the 14th day of February of 2024;
 - ii) One-third (1/3) thereof on the 13th day of March of 2024; and
 - iii) One-third (1/3) thereof on the 17th day of April of 2024.
 - b) Under the Corporation's Mid-Month 10 Month Preauthorized Payment Plan in five installments upon the following dates, that is to say:
 - i) One-fifth (1/5) thereof on the 15th day of February of 2024;
 - ii) One-fifth (1/5) thereof on the 15th day of March of 2024;
 - iii) One-fifth (1/5) thereof on the 15th day of April of 2024;
 - iv) One-fifth (1/5) thereof on the 15th day of May of 2024; and
 - v) One-fifth (1/5) thereof on the 17th day of June of 2024.
 - c) Under the Corporation's End-Month 10 Month Preauthorized Payment Plan in five installments upon the following dates, that is to say:
 - i) One-fifth (1/5) thereof on the 29th day of February of 2024;
 - ii) One-fifth (1/5) thereof on the 28th day of March of 2024;
 - iii) One-fifth (1/5) thereof on the 30th day of April of 2024;
 - iv) One-fifth (1/5) thereof on the 31st day of May of 2024; and
 - v) One-fifth (1/5) thereof on the 28th day of June of 2024.
- 6. Penalty and interest shall be imposed in accordance with the following against amounts that become due under this by-law and remain unpaid:
 - a) Any installment of taxes payable and remaining unpaid after the dates specified in Section 5 shall be subject to a penalty for non-payment of one and one-quarter per cent (1¼%) on the first day of default.
 - b) Any and all taxes and installments that remain unpaid after the first day of default shall be subject to interest for non-payment which will be calculated at a rate of one and one-quarter per cent (1¼%), per month and imposed on the first day of each calendar month subsequent to the date of default.
 - c) Any charges imposed under this section are deemed to be part of the taxes on which the charges have been imposed.
- 7. The Treasurer or delegate is hereby authorized to accept part payment from time to time on account of taxes due, and to give a receipt of such part payment, provided that acceptance of any such part payment shall not affect the collection of any percentage charge imposed and collectable under Section 6 hereof in respect of non-payment of any taxes or any class of taxes or any installment thereof.

8. The Treasurer or delegate may mail or cause to be mailed to the address of the residence or place of business of each person taxed, a notice specifying the amount of taxes payable by such person.
9. That failure to receive a tax notice does not exempt the property owner from penalty and interest charges as outlined in Section 6 of this by-law.
10. Nothing herein contained shall prevent the Treasurer or delegate from proceeding at any time with the collection of any rate, tax or assessment, or any part thereof, in accordance with the provisions of the Statutes and by-laws governing the collection of taxes.
11. The final property tax levy for the year 2024 to be made under the Act shall be reduced by the amount to be raised under this by-law.
12. The provisions of s. 317 of the Act, apply to this by-law with necessary modifications.
13. In the event of any conflict between the provisions of this by-law and any other by-law, the provisions of this by-law shall prevail.
14. This by-law shall come into force and take effect on the day of the final passing thereof.

DREW DILKENS, MAYOR

CITY CLERK

First Reading - January 15, 2024
Second Reading - January 15, 2024
Third Reading - January 15, 2024

BY-LAW NUMBER 14-2024

A BY-LAW TO CONFIRM PROCEEDINGS OF THE COUNCIL OF THE CORPORATION OF THE CITY OF WINDSOR AT ITS MEETING HELD ON THE 15TH day of JANUARY, 2024

Passed the 15TH day of JANUARY, 2024.

WHEREAS it is deemed expedient that the proceedings of the Council of The Corporation of the City of Windsor at this meeting be confirmed and adopted by by-law;

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

1. The action of the Council of The Corporation of the City of Windsor in respect to each recommendation contained in the Report/Reports of the Committees and the local Boards and Commissions and each motion and resolution passed and other action taken by the Council of The Corporation of The City of Windsor at this meeting is hereby adopted and confirmed as if all such proceedings were expressly in this by-law.
2. The Mayor and the proper officials of The Corporation of the City of Windsor are hereby authorized and directed to do all things necessary to give effect to the action of the Council of The Corporation of the City of Windsor referred to in the preceding section hereof.
3. The Mayor and the City Clerk are authorized and directed to execute all documents necessary in that behalf and to affix thereto the seal of The Corporation of the City of Windsor.

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

DREW DILKENS, MAYOR

CITY CLERK

First Reading -
Second Reading -
Third Reading -

Item No. 18.1



Council Questions: SCM 6/2024

Subject: Summary of Outstanding Council Questions as of December 29, 2023

OUTSTANDING COUNCIL QUESTIONS

Just a reminder that this is quoted from the 2004 Council report:

“overdue Council Questions (i.e., outstanding for 30 days or more) be responded to immediately.”

Outstanding:

- 2019 – 2
- 2020 – 5
- 2021 – 4
- 2022 – 4
- 2023 – 28

2019

Total Outstanding: 2

COUNCIL MEMBER		QUESTION – ISSUES RAISED	
Kieran McKenzie	Chief Administrative Officer	<p>CQ7-2019</p> <p>Asks that in light of the recent announcement from FCA to eliminate the third shift at the Windsor Assembly Plant and understanding the gravity of the economic impact to our community where as many as 10,000 jobs may be lost or affected, that Administration develop a proposal for Council’s review that could incent FCA to consider the possibility of introducing a new product into the Windsor Assembly Plant Facility. In doing so Administration should consider how existing City of Windsor economic development programs could be applied or amended to create a proposal that can help to protect the jobs now at risk both at the Windsor Assembly Plant and across the community generally.</p> <p>SPL/10759 (April 15, 2019)</p>	<p>Type of Response Required</p> <p>-Written Report</p>
Jo-Anne Gignac	Comm. Community Services	<p>CQ16-2019</p> <p>Asks that Administration prepare a maintenance plan for East Bank of Little River where resident delegations identified a noxious, invasive plant (weed) issue.</p> <p>SR2019 (July 8, 2019)</p>	<p>Type of Response Required</p> <p>-Written Report</p> <p>CR655/2020 Additional info requested.</p>

Total Outstanding: 5

COUNCIL MEMBER		QUESTION – ISSUES RAISED	
Kieran McKenzie	Comm. Human Health & Services and Comm. Economic Development	<p>CQ4-2020 That Administration prepare a comparative analysis of the Affordable Housing frameworks and incentives that are in place in comparable municipalities. To the extent that the data is available the analysis should consider all forms of affordable housing and the composition of the affordable housing marketplace in the communities analyzed.</p> <p>SS2020 (February 3, 2020)</p>	<p>Type of Response Required -Written Report</p>
Gary Kaschak	Comm. Infrastructure Services	<p>CQ7-2020 Asks that if Council decides to move forward with reducing the speed limit to 40 km/h on all city residential streets, that administration advise of the timelines and cost to implement this across the city.</p> <p>ST2020 (March 2, 2020)</p>	<p>Type of Response Required -Written Report</p> <p>CR169/2021 Referred to Admin.</p>
Fred Francis	Chief Administrative Officer	<p>CQ8-2020 Asks Administration to prepare a report for Council's consideration regarding new initiatives, put in place to battle Covid19, that can remain in place to increase safety measures, efficiencies, environmental measures and cost savings moving forward. These measures might include paperless agendas and digital participation in meetings of council, among others.</p> <p>MH/13786 (April 27, 2020)</p>	<p>Type of Response Required -Written Report</p>
Fabio Costante	Comm. Corporate Services (Executive Director Human Resources)	<p>CQ17-2020 It is important that we recognize and acknowledge the historic and systemic nature of racism and discrimination in our country and our City. We understand that to move forward and promote equity and eliminate anti-racism requires reaching out to and hearing from the voices of those in our community and Corporation most impacted by discrimination and racism. In this pursuit, it is also essential that we work towards having a Corporation that is representative of the people it serves and that everyone is treated with respect. As such, I am seeking the input and recommendations of Administration and our Diversity Advisory</p>	<p>Type of Response Required -Written Report</p>

		<p>Committee on the viability of:</p> <p>1. Including community-led consultations on systemic racism, under Phase 2 of the City of Windsor Diversity and Inclusion Initiative.</p> <p>2. Seeking the input of those in our Corporation and related entities and our community most affected by racism and discrimination, regarding barriers to hiring and advancement in our Corporation and related entities as part of the Diversity and Inclusion Initiative.</p> <p>3. Including recommendations and input regarding providing historical information and educational materials for City owned statues, buildings and streets named with racist histories as part of the Diversity and Inclusion Initiative, and further developing a plan for inclusive street and property naming practices in the future.</p> <p>APM2020 (July 13, 2020)</p>	
McKenzie	Comm. Economic Development	<p>CQ32-2020</p> <p>That Administration review and report back to Council on tree protection and replacement policies as it relates to the City of Windsor's land development bylaws. The review should include information pertaining to replacement ratios and the mechanisms by which trees are protected and required to be protected through the development process as well as the extent to which development is impacting the total tree count under our current framework along with options for Council to consider in terms of protecting trees and increasing tree cover through land development policy.</p> <p>SRT2020 (December 7, 2020)</p>	<p>Type of Response Required</p> <p>-Written Report</p>

Total Outstanding: 4

COUNCIL MEMBER		QUESTION – ISSUES RAISED	
Jo-Anne Gignac	Comm. Corporate Services (Executive Director of Human Resources)	<p>CQ7-2021 Asking Administration to provide a report to Council outlining the policy that regulates procedures after an accident involving City vehicles and any amendments they might propose to update it.</p> <p>ACD2021 & AL2021 18.2 (March 29, 2021)</p>	<p>Type of Response Required -Written Report</p>
Kieran McKenzie	Comm. Corporate Services	<p>CQ17-2021 Asks that, to promote greater public safety for all people, that Administration work to develop a by-law for Council consideration to provide the City of Windsor with additional tools within the licensing framework for enforcement agencies to address unsafe and illicit activity in hotels and motels across the community that create dangerous and undesirable situations for motel guests, neighbours, and community members alike. The bylaw development process should include consultation process with industry stakeholders and social service providers, social agencies and health providers from both within and external to the City of Windsor as well as any other stakeholder group deemed appropriate by Administration.</p> <p>AB2021 & MH2021 18.1 (July 26, 2021)</p>	<p>Type of Response Required -Written Report</p>
Jo-Anne Gignac	Comm. Economic Development	<p>CQ26-2021 Asks that Administration research what municipal zoning bylaws may be in place in other municipalities in Ontario or across Canada that regulate Cannabis retail outlets/consumption areas.</p> <p>GP/13047 18.3 (November 1, 2021)</p>	<p>Type of Response Required -Written Report</p>
Fabio Costante	Comm. Infrastructure Services	<p>CQ27-2021 Asks that Administration report back on opportunities to amend the warrant matrix and incorporate additional factors when determining the installation of 4-way stops in our residential neighbourhoods. This may include certain factors in the warrant threshold be lowered or amended, and may also include other factors such as petitions and school zones to be incorporated in the overall matrix.</p> <p>ST2021 (November 15, 2021)</p>	<p>Type of Response Required -Written Report</p> <p>CR360/2023 – Sept. 5/23 Deferred to future meeting of ETPS to be considered in conjunction with Vision Zero Report.</p>

Total Outstanding: 4

COUNCIL MEMBER		QUESTION – ISSUES RAISED	
Kieran McKenzie	Comm. Community Services	<p>CQ12-2022 Asks that Administration report back on the impact and feasibility of adding solar lights to park trails across the City when trail remediation occurs and where appropriate, and further, to report back on the impact of adding solar lights to any new park trail system as a standard practice moving forward.</p> <p>ACOQ2022/ST2022 (July 25, 2022)</p>	<p>Type of Response Required -Written Report</p>
Fabio Costante	Comm. Community Services	<p>CQ14-2022 Asks that, as part of the Urban Forest Management Plan, Administration should include information about the following: How a tree is determined to be either public or privately owned. Reason(s) for potential change in ownership status. The impacts of change in ownership status for the municipality and the private property owner with respect to liability, maintenance and replacement costs.</p> <p>ACOQ2022 & SRT2022 (August 8, 2022)</p>	<p>Type of Response Required -Written Report</p>
Jim Morrison	Comm. Community Services	<p>CQ22-2022 Asks that Administration develop a plan for Council consideration to install solar lights where feasible and appropriate on all existing parkland trails. The analysis should include full costing of a variety of phasing options as well as cost projections for the initial installation, full life cycle maintenance and replacement of the lights.</p> <p>ACOQ2022 & SR2022 (October 11, 2022)</p>	<p>Type of Response Required -Written Report</p>
Kieran McKenzie	Comm. Economic Development	<p>CQ23-2022 Asks that Administration report back to Council on ways in which the City of Windsor may regulate overnight RV Parking in private lots, particularly in instances where this specific and problematic land use impacts and creates nuisance for adjacent property owners. A review of how other municipalities in Ontario have handled this issue should be included.</p> <p>ACOQ2022 & ST2022 (November 9, 2022)</p>	<p>Type of Response Required -Written Report</p>

2023

Total Outstanding: 28

COUNCIL MEMBER		QUESTION – ISSUES RAISED	
Kieran McKenzie	Comm. Economic Development	<p>CQ1-2023</p> <p>Asks that given Council's declaration of a Climate Change Emergency informing the need to address climate change through municipal policy frameworks;</p> <p>And further, given the energy capacity challenges and opportunities faced by our community over the short, medium and long term;</p> <p>That Administration report back to Council with proposals for Council consideration to create a Green Energy Community Energy Plan (CIP) with the goal of creating a favourable energy investment climate for sustainable energy proposals.</p> <p>ACOQ2023 (January 16, 2023)</p>	<p>Type of Response Required</p> <p>-Written Report</p>
Gary Kaschak	Comm. Community Services	<p>CQ2-2023</p> <p>Asks if this City Council wanted to potentially relocate in 2024 or 2025 the Bright Lights event from Jackson Park to a Downtown location starting at an Intersection like University Ave and Ouellette Ave and then work its way East to the City Hall open lands and then proceed North along the open lands/esplanade towards Riverside Drive. I ask Administration to provide a report in regards to the infrastructure, logistics and safety requirements required and obviously the cost of potentially relocating this event for the December 2024 Holiday season or no later than the December 2025 Holiday season.</p> <p>ACOQ2023 (January 16, 2023)</p>	<p>Type of Response Required</p> <p>-Written Report</p>
Mark McKenzie	Comm. Infrastructure Services	<p>CQ4-2023</p> <p>That Administration develop a report and policy for Council on the feasibility of Electric Vehicle Charging Stations be installed to all current and future municipally owned parking lots and garages.</p> <p>ST2023 (February 13, 2023)</p>	<p>Type of Response Required</p> <p>-Written Report</p>

Kieran McKenzie	Comm. Economic Development (City Planner)	<p>CQ5-2023</p> <p>Given the significant housing crisis challenging municipalities across Canada, including the City of Windsor</p> <p>And noting, the objective stated by the Government of Ontario to add 1.5 Million home across the province over the next 10 years, including 13,000 in our Community.</p> <p>And Whereas, the City of Windsor has already recognized the benefits of adding housing capacity through Additional Dwelling Units (ADUs) by enacting Planning Act amendments thereby eliminating some barriers to investment.</p> <p>That Administration report back with further options for Council to consider that would include a range of financial tools including (but not necessarily limited to) a targeted Community Improvement Plan or Grant program that would address industry challenges to help promote greater uptake of the opportunity to augment housing stock through investments in ADUs.</p> <p>SS2023 (February 13, 2023)</p>	<p>Type of Response Required</p> <p>-Written Report</p>
Kieran McKenzie	Comm. Corporate Services (City Clerk)	<p>CQ6-2023</p> <p>That, given the City of Windsor’s stated objective in Council’s approved Diversity and Inclusion Initiative to: continually take steps to learn and grow as a community and to recognize that “diversity adds to our strength and creates an important opportunity for fostering understanding, acceptance and innovation”, and,</p> <p>The City’s publicly articulated commitment to an Agency, Board and Committee (ABC) appointments process that is transparent, fair and consistent;</p> <p>That Administration undertake a review of the city’s appointment policy, including a comparison to processes and policies adopted in peer municipalities such as (but not limited to) London, Kitchener and Cambridge and report back with options for Council consideration in terms of best practices or improvements that can be made in the context of Equity, Diversity, Inclusion, Transparency and Accountability.</p> <p>ACO2023 (February 13, 2023)</p>	<p>Type of Response Required</p> <p>-Written Report</p>

Jo-Anne Gignac	Comm. Infrastructure Services	CQ9-2023: Asks that Administration report back on feasibility of a crosswalk at Sunrise Assisted Living to Coventry/Reaume Park. SR2023 (February 27, 2023)	Type of Response Required -Written Report
Angelo Marignani	Comm. Community Services	CQ10-2023 That Administration report back to City Council on a collaboration with Detroit City Council in creating a new International Freedom Festival. This world class civic event will promote international investment while improving the quality of life in our city. It will showcase our rich heritage and shared identity of our two cities. The focal point of this new annual festival will be the new Gordie Howe International Bridge, opening in 2024. There is more than a bridge that connects us and it is in our advantage to strengthen these connections. SR2023 (February 27, 2023)	Type of Response Required -Written Report
Mark McKenzie	Comm. Community Services	CQ12-2023 Asks that Administration develop new policies and provide report back to tamp down on “frivolous, dangerous and unreasonable” behaviour at City Hall and other City owned facilities, similar to Essex County Council. Also, report back on feasibility of installing metal detectors at City Hall and WFCU Centre. ACO2023 (May 29, 2023)	Type of Response Required -Written Report
Mark McKenzie	Comm. Infrastructure Services	CQ13-2023 Asks Administration re-examine the Driveway Requirement Policy regarding 2.2.1 which deals with not allowing front parking, as well as the Official Plan to allow front driveways with report back to Council. SB2023 & ACOQ2023 (May 29, 2023)	Type of Response Required -Written Report
Gary Kaschak	Comm. Infrastructure Services	CQ14-2023 Asks that Administration investigate the use of rumble strips in an urban environment within the City of Windsor through a pilot installation on Grand Marais Avenue between Plymouth and Pillette Road and that information as to their effectiveness be collected, analyzed and reported back to Council once sufficient data has been collected to determine both the benefits and concerns of their use in an urban setting and that the cost of the pilot be funded through the Expedited Temporary Traffic Calming Program. ST2023 & ACOQ2023 (May 29, 2023)	Type of Response Required -Written Report

Angelo Marignani	Comm. Community Services	CQ15-2023 Asks to have the city look into more auxiliary police being used on a regular schedule in our public parks and trails. A report back on costs and risks involved. SP2023 (May 29, 2023)	Type of Response Required -Written Report
Fabio Costante	Comm. Infrastructure Services	CQ17-2023 Asks Administration to investigate a method to implement Intelligent Transportation applications to improve transportation and traffic flow throughout the City. Including, but not limited to, an advanced warning system for trains for eastbound travel on Tecumseh Road West east of Crawford. MT2023 (May 29, 2023)	Type of Response Required -Written Report
Mark McKenzie	Comm. Economic Development	CQ21-2023 Asks that administration be directed to provide council with a feasibility report on the elimination of the alley closure application fee of \$1505 (and other associated fees) to assist in the acceleration of closing residential alleys. ACOQ2023 & ACO2023 (July 10, 2023)	Type of Response Required -Written Report
Mark McKenzie	Comm. Corporate Services	CQ22-2023 Asks that Administration be directed to provide options on targeted and pro-active enforcement in paved alleys to address garbage, vandalism, encampments, and land maintenance concerns up to and including any possible collaborative efforts that can be initiated with other City departments and resources. ACOQ2023 & ACO2023 (July 10, 2023)	Type of Response Required -Written Report
Angelo Marignani	Comm. Corporate Services (Deputy Licence Commissioner)	CQ23-2023 Asks that administration report back to city council regarding the rise in popularity of smoker barbecues and the nuisance that it causes in the community with air pollution and concerns from neighbors who no longer can enjoy their outdoors as a result of smoke. ACO2023(August 8, 2023)	Type of Response Required -Written Report

Mark McKenzie	Comm. Infrastructure Services	<p>CQ24-2023</p> <p>Asks that administration provide a report to Council regarding construction projects, specific to road repair, sewer infrastructure and road rehab, including policies and procedures, minimum standards and vendor warranties for review.</p> <p>ACO2023 (August 8, 2023)</p>	<p>Type of Response Required</p> <p>-Written Report</p>
Angelo Marignani	Comm. Infrastructure Services	<p>CQ25-2023</p> <p>Asks that Administration come back with a report explaining the need for traffic lights at the intersection of Robinet and Tecumseh Rd. To include details such as traffic volume, recent police incidents, and any growing trends in ward seven that indicates the necessity for traffic lights at this intersection. It was also requested that a meeting be set up with traffic department to discuss this concern as well as a follow up with the administration to check on the progress as soon as possible.</p> <p>ACO2023 (September 5, 2023)</p>	<p>Type of Response Required</p> <p>-Written Report</p>
Renaldo Agostino	Comm. Infrastructure Services / Comm. Economic Development	<p>CQ26-2023</p> <p>Certain cities across North America have introduced pre-approved housing and primary/secondary/ADU galleries/permits to streamline the process and lower construction costs for residential and accessory dwelling units in order to boost their city's housing supply without dramatically altering neighbourhoods.</p> <p>Raleigh, Stockton and Los Angeles to name a few.</p> <p>The City of Enderby, British Columbia hosted a competition for drawings. The winners' drawings are now for sale by the city to builders for \$1000 each. The drawings are pre-approved and in compliance.</p> <p>Asks that Administration look at these models which could help standardize rules, save time and money and speed up the building of more homes in our city.</p> <p>ACO2023 (September 18, 2023)</p>	<p>Type of Response Required</p> <p>-Written Report</p>

Ed Sleiman	Comm. Community Services	<p>CQ27-2023</p> <p>Asks that in light of parking complaints at the Ford Test Track, Administration be requested to report back to Council regarding designing and building 100 parking spaces at Ford Test Track on the former Gordon McGregor lands; and, that the report include financial information and budget allocations as required.</p> <p>ACO2023 (September 18, 2023)</p>	<p>Type of Response Required</p> <p>-Written Report</p>
Fred Francis	Comm. Infrastructure Services	<p>CQ29-2023</p> <p>Asks that Administration report back to City Council about a policy regarding capital improvements at city gateways to provide options for further enhancements when budget allotments do not allow for them.</p> <p>ACO2023 (October 30, 2023)</p>	<p>Type of Response Required</p> <p>-Written Report</p>
Mark McKenzie	Comm. Economic Development	<p>CQ30-2023</p> <p>Asks that Administration bring a report to council on how we can implement the tools at our disposal to push and/or entice developers to start construction of their approved projects in a timelier manner, including a time limit on CIP funding.</p> <p>ACO2023 (October 30, 2023)</p>	<p>Type of Response Required</p> <p>-Written Report</p>
Angelo Marignani	Windsor Police Services/Police Chief	<p>CQ31-2023</p> <p>Asks that Administration look into and report on a pilot project to install video police box. These safety tools will create confidence in our community and help our police force deter crime. I would like to see the pilot project at Optimist Park in Forest Glade or wherever administration sees fit.</p> <p>ACO2023 (October 30, 2023)</p>	<p>Type of Response Required</p> <p>-Written Report</p>
Jo-Anne Gignac	Comm. Infrastructure Services	<p>CQ32-2023</p> <p>Asks that Administration report back regarding what tools, if any, municipalities have to limit the amount of time freight trains can block traffic movement. If tools are available i.e. if time restrictions are in place who is responsible for oversight? Who can residents contact with complaints?</p> <p>ACO2023 (October 30, 2023)</p>	<p>Type of Response Required</p> <p>-Written Report</p>

Jo-Anne Gignac	Comm. Economic Development	<p>CQ33-2023 Asks that Administration report back with tools that we, as a municipality, have to protect areas of our city that we have designated or identified, such as historic districts, historic neighbourhoods or even roadways, such as the Riverside Vista, as developments and intensification occurs in order to ensure that these developments compliment these identified areas.</p> <p>ACO2023 (October 30, 2023)</p>	<p>Type of Response Required -Written Report</p>
Renaldo Agostino	Comm. Infrastructure Services	<p>CQ34-2023 Downtown businesses face many challenges. A major concern is our current streetscaping plan. Many benches occupy space in front of abandoned businesses. These benches attract unwanted illegal public drinking and in some case use of illegal narcotics. These areas then get used as street bathrooms. This then becomes a burden on the businesses/their redevelopment and in some cases residential buildings ask the residents. Asks that Administration report back regarding the current streetscaping plan to remove or relocate benches that exist around abandoned businesses.</p> <p>ACO2023 (October 30, 2023)</p>	<p>Type of Response Required -Written Report</p>
Renaldo Agostino	Comm. Infrastructure Services	<p>CQ35-2023 Recently I've had reports from concerned citizens in regards to the operations from out of town buses. I myself was almost involved in a car accident in-front of the police station where a bus just randomly stopped to drop off passengers. I've also had reports concerning seniors being left out in the cold waiting hours for a bus to pick them up with no shelter. Asks that Administration report back regarding out of town buses not utilizing our bus station and what steps can be taken to motivate them to do so.</p> <p>ACO2023 (October 30, 2023)</p>	<p>Type of Response Required -Written Report</p>
Renaldo Agostino	Comm. Infrastructure Services	<p>CQ36-2023 Downtown residents are having a very tough time dealing with noise and loitering issues in lot 16. The problem is after hours partying and cars performing burnouts. It's my understanding that we have been losing this battle for at least a decade. Asks that Administration report back regarding options available for repurposing parking lot 16.</p> <p>ACO2023 (October 30, 2023)</p>	<p>Type of Response Required -Written Report</p>

Renaldo Agostino	Comm. Infrastructure Services	<p>CQ37-2023</p> <p>Asks that Administration report back on EV charging - How will cars in our neighbourhoods, especially those who don't have driveways or garages, charge their electric vehicles? If you park on the street how do you charge your car?</p> <p>ACO2023 (December 11, 2023)</p>	<p>Type of Response Required</p> <p>-Written Report</p>
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as of December 29, 2023