

City Council Meeting Agenda

Date: Monday, February 26, 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 [I] would like to begin by acknowledging that the land on which we gather is the traditional territory of the Three Fires Confederacy of First Nations, which includes the Ojibwa, the Odawa, and the Potawatomi. The City of Windsor honours all First Nations, Inuit and Métis peoples and their valuable past and present contributions to this land.

3. DISCLOSURE OF PECUNIARY INTEREST AND THE GENERAL NATURE THEREOF

4. ADOPTION OF THE MINUTES

4.1 Adoption of the Windsor City Council minutes of its meeting held February 12, 2024
(SCM 52/2024)

5. NOTICE OF PROCLAMATIONS

Proclamations

“Nutrition Month” – March 2024

“Easter Seals Month” – March 2024

“International Women’s Day” – March 8, 2024

Flag Raising Ceremony

“Pakistan Day” – March 8 – 12, 2024

6. COMMITTEE OF THE WHOLE

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

7.1. Correspondence 7.1.1. through 7.1.4. **(CMC 4/2024)**

8. **CONSENT AGENDA**

8.1. Red Light Camera Update – City Wide **(C 19/2024)**

8.2. Abandonment of the Pillette No. 1 Drain - Ward 5 **(C 20/2024)**

8.3. Development Charges Background Study and DC Bylaw Update - City Wide **(C 18/2024)**

CONSENT COMMITTEE REPORTS

8.4. Minutes of the Windsor Licensing Commission of its meeting held December 7, 2023 **(SCM 27/2024) & (SCM 340/2023)**

8.5. Essex Windsor Solid Waste Authority (EWSWA) Board Meeting Minutes from November 7, 2023 **(SCM 28/2024) & (SCM 322/2023)**

8.6. Energy Access and Poverty Pillar (EAPP) Report Requirement - Global Covenant of Mayors for Climate and Energy - City Wide **(SCM 29/2024) & (S 168/2023)**

8.7. Results of Test Pilot of Garbage Relocation in Ward 3 – City Wide **(SCM 30/2024) & (S 6/2024)**

8.8. Relocation of Garbage Collection in the Alleys Bounded by Hall/Moy/Riverside Dr East/Assumption – City Wide **(SCM 31/2024) & (S 3/2024)**

8.9. Response to CQ 32-2023 – Oversight and Authority to Limit Freight Train Traffic Impediments – City Wide **(SCM 32/2024) & (S 2/2024)**

8.10. Traffic Signal at Tecumseh Road E and Robinet Road – Ward 7 **(SCM 33/2024) & (S 7/2024) & (AI 3/2024)**

8.11. Windsor's Sustainable Procurement Guide - City Wide **(SCM 34/2024) & (S 163/2023)**

8.12. Rezoning - City of Windsor - Housekeeping Amendment 2024-1 - Z-002/21 ZNG/6277 - City Wide **(SCM 35/2024) & (S 8/2024)**

8.13. Official Plan & Zoning Bylaw Amendments Z 008-23 [ZNG-6976] & OPA 169 [OPA-6977] 2830065 Ontario Ltd. (Alta Nota-Mariusz Buchcic) 1460 Lauzon Rd Multiple Dwelling Development – Ward 6 **(SCM 36/2024) & (S 9/2024)**

8.14. Closure of Third Street R.O.W. between Continental Avenue and E. C. Row Expressway, Ward 2, SAS-6924 **(SCM 38/2024) & (S 97/2023)**

- 8.15. Economic Revitalization Community Improvement Plan (CIP) application submitted by Bobaek America Inc. for a Manufacturing Facility located at 3490 Wheelton Drive (Ward 9) **(SCM 39/2024) & (S 1/2024)**
- 8.16. Main Street CIP Application for 1695 Ottawa Street, Owner: Dr. Eric Bellis Dentistry Professional Corporation, Ward 4 **(SCM 40/2024) & (S 170/2023)**
- 8.17. Minutes of the Windsor Accessibility Advisory Committee of its meeting held December 5, 2023 **(SCM 41/2024) & (SCM 15/2024)**
- 8.18. Minutes of the Meetings of the Executive Committee and Board of Directors, Willistead Manor Inc., held November 9, 2023 **(SCM 43/2024) & (SCM 320/2023)**
- 8.19. Report No. 132 of the Windsor Accessibility Advisory Committee - Accessible purchases from the Capital Fund for Huron Lodge **(SCM 44/2024) & (SCM 12/2024)**
- 8.20. Report No. 133 of the Windsor Accessibility Advisory Committee - Accessible purchases from the Capital Fund for the Windsor Public Library **(SCM 45/2024) & (SCM 13/2024)**
- 8.21. Response to CQ 12-2022 & CQ 22-2022 - Solar Lights on City Trails – City Wide **(SCM 46/2024) & (S 11/2024)**
- 8.22. Response to CR 655/2020 – Invasive Plant Management Strategy - City Wide **(SCM 47/2024) & (S 10/2024)**
- 8.23. Update on Reaching Home: Canada's Homelessness Strategy (2019 - 2028) **(SCM 48/2024) & (S 13/2024)**

9. REQUEST FOR DEFERRALS, REFERRALS AND/OR WITHDRAWALS

10. PRESENTATIONS AND DELEGATIONS

11. REGULAR BUSINESS ITEMS (Non-Consent Items)

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)

13. BY-LAWS (First and Second Reading)

- 13.1 **By-law 37-2024** A BY-LAW TO FURTHER AMEND BY-LAW NUMBER 8600 CITED AS THE "CITY OF WINDSOR ZONING BY-LAW". Authorized by CR20/2024 dated January 15, 2024.
- 13.2 **By-law 38-2024** A BY-LAW TO ESTABLISH LANDS AS A PUBLIC HIGHWAY KNOWN AS MALDEN ROAD IN THE CITY OF WINDSOR. Authorized by CR76/2011 dated February 28, 2011.
- 13.3 **By-law 39-2024** A BY-LAW TO APPOINT DEPUTY TREASURERS FOR THE CORPORATION OF THE CITY OF WINDSOR. Authorized by Item No. 1 on February 12, 2024 In-Camera Agenda.
- 13.4 **By-law 40-2024** A BY-LAW TO AMEND BY-LAW 13-2014, BEING A BY-LAW TO PROVIDE FOR THE IMPOSITION AND COLLECTION OF SEWAGE SYSTEM CHARGES. Authorized by By-law 35-2024 dated February 12, 2024.
- 13.5 **By-law 41-2024** A BY-LAW TO AMEND BY-LAW 49-2018, BEING A BY-LAW RESPECTING THE ISSUANCE OF VARIOUS PERMITS AND THE SCHEDULING OF INSPECTIONS. Authorized by By-law 35-2024 dated February 12, 2024.
- 13.6 **By-law 42-2024** A BY-LAW TO AMEND BY-LAW NUMBER 392-2002, BEING A BY-LAW TO ESTABLISH AND REQUIRE PAYMENT OF FEES AND CHARGES. Authorized by By-law 35-2024 dated February 12, 2024.
- 13.7 **By-law 43-2024** A BY-LAW TO PRESCRIBE A TARIFF OF FEES FOR THE PROCESSING OF PLANNING APPLICATIONS. Authorized by By-law 35-2024 dated February 12, 2024.
- 13.8 **By-law 44-2024** A BY-LAW TO CONFIRM PROCEEDINGS OF THE COUNCIL OF THE CORPORATION OF THE CITY OF WINDSOR AT ITS MEETING HELD ON THE 26th day of February, 2024.

14. MOVE BACK INTO FORMAL SESSION

15. NOTICES OF MOTION

16. THIRD AND FINAL READING OF THE BY-LAWS

16.1 **By-law 35-2024** A PROVISIONAL BY-LAW TO PROVIDE FOR A DRAINAGE WORKS IN THE CITY OF WINDSOR IN THE COUNTY OF ESSEX FOR THE IMPROVEMENT OF THE SPRUCEWOOD AVENUE DRAIN.

By-law 35-2024 and 37-2024 through 44-2024 inclusive

17. PETITIONS

18. QUESTION PERIOD

19. STATEMENTS BY MEMBERS

20. UPCOMING MEETINGS

Development & Heritage Standing Committee
Monday, March 4, 2024
4:30 p.m., Council Chambers

Community Services Standing Committee
Wednesday, March 6, 2024
9:00 a.m., Council Chambers

City Council Meeting
Monday, March 18, 2024
10:00 a.m., Council Chambers

21. ADJOURNMENT



Committee Matters: SCM 52/2024

Subject: Adoption of the Windsor City Council minutes of its meeting held February 12, 2024.



CITY OF WINDSOR MINUTES 02/12/2024

City Council Meeting

Date: Monday, February 12, 2024

Time: 10:00 o'clock a.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 reading of the Land Acknowledgement, the Mayor calls the meeting to order at 10:12 o'clock a.m.

3. DISCLOSURE OF PECUNIARY INTEREST AND THE GENERAL NATURE THEREOF

None disclosed.

4. ADOPTION OF THE MINUTES

4.1. Adoption of the Special Windsor City Council – 2024 Operating & Capital Recommended Budgets minutes of its meeting held January 29, 2024.

Moved by: Councillor Fred Francis

Seconded by: Councillor Jo-Anne Gignac

That the minutes of the Special Meeting of Council – 2024 Operating & Capital Recommended Budgets held January 29, 2024 **BE ADOPTED** as presented.
Carried.

Report Number: SCM 21/2024

5. NOTICE OF PROCLAMATIONS

Proclamations

“Eating Disorders Awareness Week (EDAW)” – February 1 – 7, 2024

“World Thinking Day” – February 22, 2024

Flag Raising Ceremony

“International Mother Language Day (IMLD)” – February 21, 2024

Illumination

“Eating Disorders Awareness Week (EDAW)” – February 1 – 7, 2024

“World Thinking Day” – February 22, 2024

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6. COMMITTEE OF THE WHOLE

Moved by: Councillor Gary Kashack

Seconded by: Councillor Angelo Marignani

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 immediately following Council (if scheduled); and

(h) consideration of by-laws 24-2024 through 36-2024 (inclusive)

Carried.

7. COMMUNICATIONS INFORMATION PACKAGE

7.1. Correspondence - Monday, February 12, 2024

Moved by: Councillor Kieran McKenzie

Seconded by: Councillor Mark McKenzie

Decision Number: CR56/2024

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

7.1.2 Amendment to the *Occupational Health and Safety Act* to Clarify the Definition of “Employer”.

Moved by: Councillor Jim Morrison

Seconded by: Councillor Fred Francis

Decision Number: CR57/2024

That the letter from the City of Greater Sudbury dated December 12, 2023 regarding the motion passed December 5, 2023 – Amendment to the *Occupational Health and Safety Act* to clarify the definition of “Employer” **BE RECEIVED**; and,

That administration **BE DIRECTED** to send a letter of support to the City of Greater Sudbury, in support of the resolution passed by the Council of the City of Greater Sudbury on December 5, 2023, regarding an amendment to the *Occupational Health and Safety Act* to clarify the Definition of “Employer”.

Carried.

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No.	Sender	Subject
7.1.1	Minister of Housing, Infrastructure and Communities	Letter regarding the status of Windsor's application to the Federal Housing Accelerator Fund Commissioner, Economic Development Commissioner, Finance and City Treasurer Commissioner, Infrastructure Services and City Engineer (Interim) City Planner Deputy City Planner GH/14271 Note & File
7.1.2	City of Greater Sudbury	Motion passed December 5, 2023 – Amendment to the <i>Occupational Health and Safety Act</i> to Clarify the Definition of "Employer". Commissioner, Human & Health Services Commissioner, Corporate Services Commissioner, Infrastructure Services and City Engineer (Interim) City Solicitor Executive Director of Human Resources MMA/14716 Council Direction requested, otherwise Note & File

Carried.

Report Number: CMC 3/2024

7.2. Corporate Wellness Program – City Wide

Moved by: Councillor Kieran McKenzie

Seconded by: Councillor Mark McKenzie

Decision Number: CR58/2024

That the report of the Executive Director of Human Resources dated January 10, 2024 entitled "Corporate Wellness Program - City Wide" **BE RECEIVED** as information detailing the activities and progression of the Corporation of the City of Windsor's Wellness Program.

Carried.

Report Number: CM 3/2024

Clerk's File: MH2024

8. CONSENT AGENDA

8.1. Cellular Devices Policy Update - City Wide

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

Decision Number: CR59/2024

That the report of the Program Manager - Corporate Projects dated December 29, 2023 entitled "Cellular Devices Policy Update – City Wide" attached as Appendix A **BE APPROVED**.
Carried.

Report Number: C 191/2023
Clerk's File: AE2024

8.2. Award of RFT 138-23; Overhead Bridge Crane Replacement at the Little River Pollution Control Plant (LRPCP) – City Wide

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

Decision Number: CR60/2024

I. That Council **AWARD** the following Tender:

TENDER NO.:	RFT 138-23
TENDERER:	Integral Pro Incorporated 267 Woodridge Drive Tecumseh, ON, N8N 3A3
TOTAL TENDER PRICE:	\$278,351 (plus HST); and,

- II. That the Chief Administrative Officer and City Clerk **BE AUTHORIZED** to sign a contract with the above tenderer, satisfactory in technical content to the City Engineer, in form to the City Solicitor, and in financial content to the City Treasurer; and,
- III. That Council **ENDORSE** the transfer of \$300,000 from the Pollution Control Reserve (Fund 208) to project 7169004 LRPCP General Repair Costs.
Carried.

Report Number: C 11/2024
Clerk's File: SW/14729

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8.3. Sandwich CIP Application Report, 3549 Peter Street; Owners: Roseland Homes LTD (c/o Evanz Minas)

Moved by: Councillor Jim Morrison

Seconded by: Councillor Ed Sleiman

Decision Number: CR61/2024 DHSC 585

- I. That the request for incentives under the Sandwich Incentive Program made by the registered owner Roseland Homes LTD (C/O: Evanz Minas) of the property located at 3549 Peter 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 (+/- \$4,034.8 per year);
- II. 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 City Treasurer as to financial implication;
- III. 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;
- IV. That grants **BE PAID** to Roseland Homes LTD upon completion of the one (1) story four (4)-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,
- V. 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 **SHALL BE** given at the discretion of the City Planner.

Carried.

Report Number: SCM 11/2024 & S 164/2023

Clerk's File: SPL2023

8.4. Closure of part of east/west alley located between Leonard Road and George Avenue, Ward 5, SAA-7136

Moved by: Councillor Jim Morrison

Seconded by: Councillor Ed Sleiman

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Decision Number: CR62/2024 DHSC 584

- I. That the 34.42 metre portion of the 5.49-metre-wide east/west alley located between Leonard Road and George Avenue, abutting the property known municipally as 2321 George Avenue (legally described as Lot 89 & Part of Block B, Plan 1088; Part of Block A, Plan 1238), and shown on Drawing No. CC-1841 (*attached* hereto as Appendix “A”), and hereinafter referred to as the “subject alley”, **BE ASSUMED** for subsequent closure; and,
- II. That the subject alley **BE CLOSED AND CONVEYED** to the owner of the abutting property known municipally 3995 Tecumseh Road East (legally described as Lots 92 to 93 and Part of Lot 90 & Block B, Plan 1088; Part of Block A, Plan 1238) 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 buried facilities;
 - ii. ENWIN Utilities Ltd. to accommodate existing 16kV primary, 120/240V and 347/600V overhead secondary hydro distribution pole line; and
 - iii. MNSi. to accommodate existing overhead 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 250.0 millimetre PVC sanitary sewer; and,
- III. That Conveyance Cost **BE SET** as follows:
 - a. For alley conveyed to abutting lands zoned CD2.1, \$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 RD1.2 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; and,
- IV. That The City Planner **BE REQUESTED** to supply the appropriate legal description, in accordance with Drawing No. CC-1841, *attached* hereto as Appendix “A”; and,

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- V. That The City Solicitor **BE REQUESTED** to prepare the necessary by-law(s); and,
- 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; and,
- VII. That the matter **BE COMPLETED** electronically pursuant to By-law Number 366-2003.
Carried.

Report Number: SCM 10/2024 & S 167/2023
Clerk's File: SAA2023

8.5. Downtown CIP/Demolition Control By-law Exemption Report-527 Marentette Ave; Owner: Fouad Badour

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

Decision Number: CR63/2024 DHSC 583

- I. That the Chief Building Official **BE AUTHORIZED** to issue a demolition permit to the registered owner Fouad Badour for the single unit dwelling located at 527 Marentette Avenue to facilitate the construction of a two (2) story eight (8) unit dwelling; and,
- 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; and,
- III. That the Chief Building Official **BE DIRECTED** to require, as a condition of the demolition permit:
- a. The redevelopment identified in Appendix 'B' be substantially complete within two (2) years following the issuance of the demolition permit;
 - b. 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 enter the sum of Twenty Thousand Dollars (\$20,000) on the collectors roll of the property; and,
- IV. That the City Solicitor **BE DIRECTED** to register a notice of Condition #2 in the land registry office against the property in the event that the redevelopment is not substantially complete within two (2) years following the commencement of the demolition; and,
- V. That the request made by Fouad Badour for the proposed development at 0, 507, 527 Marentette 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

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development for up to five (5) years or until 100% of the eligible costs are repaid pursuant to the Downtown Windsor Enhancement Strategy and Community Improvement Plan;

- b. The New Residential Development Grant Program **BE APPROVED** for \$20,000 towards eligible costs of eight (8) new residential units (\$2,500 per new residential units) pursuant to the Downtown Windsor Enhancement Strategy and Community Improvement Plan; and,
- VI. That Administration **BE DIRECTED** to prepare the agreements between the City and Fouad Badour to implement the Building/Property Improvement Tax Increment Grant Programs at 0, 507, 527 Marentette Avenue in accordance with all applicable policies, requirements, and provisions contained within the Downtown Windsor Enhancement Strategy and Community Improvement Plan; and,
 - VII. That the CAO and City Clerk **BE AUTHORIZED** to sign the Building/Property Improvement Tax Increment Grant Program agreements at 0, 507, 527 Marentette 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; and,
 - VIII. That the City Treasurer **BE AUTHORIZED** to issue payment of \$20,000 for grants under the New Residential Development Grant Program for 0, 507, 527 Marentette Avenue to Fouad Badour upon completion of the eight (8) new residential units subject to the satisfaction of the City Planner and Chief Building Official; and,
 - IX. That Grant funds in the amount of \$20,000 under the New Residential Development Grant Program **BE TRANSFERRED** from the CIP Reserve Fund 226 to the City Centre Community Development Planning Fund (Project #7011022) when work is completed; and,
 - X. 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; and,
 - XI. That should the new residential units not be completed in two (2) years, City Council **AUTHORIZE** that the funds under the New Residential Development Grant Program be uncommitted and made available for other applications.

Carried.

Report Number: SCM 9/2024 & S 165/2023

Clerk's File: SPL2023

11.4. Sprucewood Avenue Drain Provisional By-Law for Repair and Improvement - Ward 1

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

Decision Number: CR64/2024

- I. That Council **ADOPT** the Engineer's Drainage Report completed by Rood Engineering Inc. dated December 12th, 2023 (attached), for the Repair and Improvement to the Sprucewood Avenue Drain, and give Provisional By-law 35-2024 a first and second reading in accordance with Section 45(1) of the *Drainage Act*, R.S.O 1990; and,
- II. That Council **DIRECT** the Clerk to set a date for the first sitting of the Court of Revision and distribute the Provisional By-law and the Notice of the Court of Revision, in accordance with Sections 46(2) and 46(3) of the *Drainage Act*, R.S.O. 1990.

Carried.

Report Number: C 6/2024
Clerk's File: SW2024

11.2. Declaration of Improved Property Municipally Known as 451 Tecumseh Road West Surplus and Authority to Offer Same for Sale – Ward 3

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

Decision Number: CR65/2024

- I. That the following City of Windsor (the "**City**") improved parcel of land **BE DECLARED** surplus:
 - Municipal address: **451 Tecumseh Road West** – improved property situate on the south side of Tecumseh Road West, west of York Street.
 - Legal Description: Part Lot 1 on Registered Plan 925 Sandwich West; Part Lot 2 on Registered Plan 925 Sandwich West; Part Lot 3 on Registered Plan 925 Sandwich West as in R881473; Windsor, save and except a 15' x 15' daylight corner to be retained by the City, to be further described on a Plan of Reference to be registered
 - Approximate Lot size: 82 feet (29.85 m) x irregular
 - Approximate Lot area: 7,928 sq ft (736.54 m²) (hereinafter the "**Subject Parcel**"); and,
- II. That the Manager of Real Estate Services **BE AUTHORIZED** to offer the Subject Parcel identified in Recommendation I for sale on the Multiple Listing Service ("**MLS**") at a price to be determined by the Manager of Real Estate Services commensurate with an independent appraisal.

Carried.

Report Number: C 5/2024

11.5. Award of RFP 157-23, Energy Management Plan Consultant

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

Decision Number: CR66/2024

That City Council **AWARD** RFP 157-23, Energy Management Plan Consultant, to WF Group Inc. for the provision of consulting services related to the preparation of the City's 2024-2028 Energy Management Plan (EMP) and City's Corporate Energy Policy; and,

That the Chief Administrative Officer and the City Clerk **BE AUTHORIZED** to execute an agreement with WF Group Inc. for the delivery of aforementioned consulting services, with a maximum limit set at \$59,000 (excluding HST), satisfactory in legal form to the City Solicitor, in financial content to the City Treasurer, and in technical content to the Senior Manager of Asset Planning; and,

That Council **PRE-APPROVE** and **AUTHORIZE** Administration to use, if necessary, an additional contingency amount of \$5,900 (excluding HST) equal to 10% of the overall contract, intended to cover any unforeseen activities, costs and other potential expenses; and,

That the required funding of \$66,045, as detailed in the Financial Matters section of this report, **BE FUNDED** from the Energy Reserve (Fund 188); and,

That the Purchasing Manager **BE AUTHORIZED** to issue Purchase Orders for any amendment(s) as may be required, provided that the amendment(s) are within approved budget amounts, satisfactory in financial content to the City Treasurer, and in technical content to the Senior Manager of Asset Planning.
Carried.

Report Number: C 12/2024
Clerk's File: SPL/14728

9. REQUEST FOR DEFERRALS, REFERRALS AND/OR WITHDRAWALS

9.1. Application for Approval of the Conversion of an existing NonResidential Building at 1500 Ouellette Avenue to a Residential and Commercial Plan of Condominium; Applicant - Ryan Michael Solcz Prof. Corp; File No. CDM004/22 [CDM/6939]; Ward 3

Moved by: Councillor Fred Francis
Seconded by: Councillor Mark McKenzie

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Decision Number: CR67/2024 DHSC 582

That the report of the Senior Planner – Subdivisions dated May 12, 2023 entitled “Application for Approval of the Conversion of an existing Non-Residential Building at 1500 Ouellette Avenue to a Residential and Commercial Plan of Condominium; Applicant - Ryan Michael Solcz Prof. Corp; File No. CDM-004/22 [CDM/6939]; Ward 3” **BE WITHDRAWN**.

Carried.

Report Number: SCM 8/2024 & S 62/2023

Clerk’s File: Z/14543

10. PRESENTATIONS AND DELEGATIONS

11. REGULAR BUSINESS ITEMS (Non-Consent Items)

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

Moved by: Councillor Renaldo Agostino

Seconded by: Councillor Fred Francis

Decision Number: CR68/2024

That City Council **APPROVE** Administration’s recommended process to allow temporary patios on private properties; and further,

That the 2024 City of Windsor User Fee Schedule **BE AMENDED** to include the application fee for processing Temporary Patio on Private Property applications as outlined in this report; and further,

That the fee for the 2024 season **BE WAIVED** and that funds up to \$12,000 from the Budget Stabilization Reserve **BE USED** to offset any deficit as a result of the waiver if required by the department(s).

Carried.

Report Number: C 146/2023 & AI 2/2024

Clerk’s File: ACLB2023

11.3. Proposed Expropriation of Land for the Lauzon Parkway/County Road 42 Improvement Project - Ward 9

Moved by: Councillor Kieran McKenzie

Seconded by: Councillor Mark McKenzie

Decision Number: CR69/2024

That Council 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

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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; and further,

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.

Carried.

Report Number: C 14/2024

Clerk's File: APM2024

12. CONSIDERATION OF COMMITTEE REPORTS

None presented.

13. BY-LAWS (First and Second Reading)

Moved by: Councillor Gary Kashack

Seconded by: Councillor Angelo Marignani

That the following By-laws No. 24-2024 through 36-2024 (inclusive) be introduced and read a first and second time:

24-2024 A BY-LAW TO AMEND BY-LAW NUMBER 20-2007 BEING A BY-LAW TO DESIGNATE THE "OLDE SANDWICH TOWNE COMMUNITY PLANNING STUDY AREA" AS AN AREA OF DEMOLITION CONTROL. Authorized by CR30/2024 dated January 15, 2024.

25-2024 A BY-LAW TO ADOPT AMENDMENT NO. 173 TO THE OFFICIAL PLAN OF THE CITY OF WINDSOR. Authorized by CR486/2023 dated November 27, 2023.

26-2024 A BY-LAW TO FURTHER AMEND BY-LAW NUMBER 8600 CITED AS THE "CITY OF WINDSOR ZONING BY-LAW". Authorized by CR486/2023 dated November 27, 2023.

27-2024 A BY-LAW TO ADOPT AMENDMENT NO. 174 TO THE OFFICIAL PLAN OF THE CITY OF WINDSOR. Authorized by CR487/2023 dated November 27, 2023.

28-2024 A BY-LAW TO FURTHER AMEND BY-LAW NUMBER 8600 CITED AS THE "CITY OF WINDSOR ZONING BY-LAW". Authorized by CR487/2023 dated November 27, 2023.

29-2024 A BY-LAW TO FURTHER AMEND BY-LAW NUMBER 8600 CITED AS THE "CITY OF WINDSOR ZONING BY-LAW". Authorized by B/L 327-2004 dated October 4, 2004, OMB Decision/Order 1695 dated June 13, 2006.

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30-2024 A BY-LAW TO ASSUME FOR SUBSEQUENT CLOSURE THE 3.66 METRE NORTH/SOUTH ALLEY LOCATED NORTH OF TAYLOR AVENUE AND NEXT EAST OF CAMPBELL AVENUE, CITY OF WINDSOR. Authorized by CR437/2023 dated October 30, 2023.

31-2024 A BY-LAW TO CLOSE, STOP UP AND CONVEY THE 3.66 METRE NORTH/SOUTH ALLEY LOCATED NORTH OF TAYLOR AVENUE AND NEXT EAST OF CAMPBELL AVENUE, CITY OF WINDSOR. Authorized by CR437/2023 dated October 30, 2023.

32-2024 A BY-LAW TO ESTABLISH LANDS AS A PUBLIC HIGHWAY KNOWN AS GRAND MARAIS ROAD EAST IN THE CITY OF WINDSOR. Authorized by CR76/2011 dated February 28, 2011.

33-2024 A BY-LAW TO AMEND BY-LAW NUMBER 15-2010 BEING A BY-LAW TO APPOINT CHIEF BUILDING OFFICIAL, DEPUTY CHIEF BUILDING OFFICIALS AND INSPECTORS TO ENFORCE THE *BUILDING CODE ACT* AND REGULATIONS IN WINDSOR. Authorized by By-law 98-2011, Section 27.1 (l) (i) dated June 7, 2011.

34-2024 A BY-LAW TO PROVIDE THAT PART-LOT CONTROL SHALL NOT APPLY TO CERTAIN LAND THAT IS WITHIN REGISTERED PLANS 1014 and 989 IN THE CITY OF WINDSOR. Authorized by By-law 139-2013 dated August 26, 2013.

35-2024 A PROVISIONAL BY-LAW TO PROVIDE FOR A DRAINAGE WORKS IN THE CITY OF WINDSOR IN THE COUNTY OF ESSEX FOR THE IMPROVEMENT OF THE SPRUCEWOOD AVENUE DRAIN. See Item No. 11.4. (First and Second Reading Only on Monday, February 12, 2024)

36-2024 A BY-LAW TO CONFIRM PROCEEDINGS OF THE COUNCIL OF THE CORPORATION OF THE CITY OF WINDSOR AT ITS MEETING HELD ON THE 12th day of February, 2024. Carried.

14. MOVE BACK INTO FORMAL SESSION

Moved by: Councillor Kieran McKenzie

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.

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15. NOTICES OF MOTION

Councillor Kieran McKenzie gives notice that he intends to introduce a motion for reconsideration relating to the Wyandotte Street traffic calming, at the February 26, 2024 meeting of Council.

16. THIRD AND FINAL READING OF THE BY-LAWS

Moved by: Councillor Jim Morrison

Seconded by: Councillor Ed Sleiman

That the By-laws No. 24-2024 through 34-2024 and 36-2024 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.

17. PETITIONS

None presented.

18. QUESTION PERIOD

18.3. CQ 7-2024

Moved by: Councillor Fred Francis

Seconded by: Councillor Jo-Anne Gignac

Decision Number: CR70/2024

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 7-2024:

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

Asks that Administration look into changing some one-way streets downtown back into two-way streets. This has the potential to make our roads safer and bring more business downtown on Pellissier and McDougall, for example.

Carried.

Clerk's File: ACO2024 & ST2024

18.4. CQ 8-2024

Moved by: Councillor Fred Francis

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Seconded by: Councillor Jo-Anne Gignac

Decision Number: CR71/2024

That the following Council Question by Councillor Jo-Anne Gignac **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 8-2024:

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

Asks that Administration report back regarding the requirement for handicapped parking spots in BIAs and in front of the Capitol Theatre.

Carried.

Clerk's File: ACO2024 & ST2024

18.5. CQ 9-2024

Moved by: Councillor Fred Francis

Seconded by: Councillor Jo-Anne Gignac

Decision Number: CR72/2024

That the following Council Question by Councillor Angelo Marignani **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 9-2024:

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

Asks that Administration report back regarding a strategy with option to rectify current deficient roads that are not part of our 10-year Capital Budget, while adhering to the budget constraints of the Asset Management Plan – In addition as an interim solution for roads designated as a “like for like” policy without service upgrades. Helping Neighbourhoods where LIP option is financially challenging, this approach aims to enhance constituents' well-being by offering clearer insight to city policy and ensuring equitable solutions to our residents.

Carried.

Clerk's File: ACO2024 & SW2024

18.6. CQ 10-2024

Moved by: Councillor Fred Francis

Seconded by: Councillor Jo-Anne Gignac

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City Council
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Decision Number: CR73/2024

That the following Council Question by Councillor Mark McKenzie **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 10-2024:

Assigned to: Commissioner, Economic Development

Asks that Administration report back regarding a policy adjustment for approval, which would change the permit policy to require a property owner to sign off on any permit applications.

Carried.

Clerk’s File: ACO2024 & SB2024

21. ADJOURNMENT

Moved by: Councillor Gary Kaschak

Seconded by: Councillor Angelo Marignani

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 10:51 o’clock a.m.

Mayor

City Clerk



Correspondence Report: CMC 4/2024

ATTACHMENTS

Subject: Correspondence for Monday, February 26, 2024

No.	Sender	Subject
7.1.1	City Planner / Executive Director	Application for Zoning Amendment, Supreme Homes Group, 3445 Church Street, to permit 2 single detached dwellings. Z/14730 Note & File
7.1.2	City Planner / Executive Director	Application for Zoning Amendment & Official Plan Amendment, 1027458 Ontario Inc., 0 Wyandotte Street, to permit three (3) 6-storey, medium profile and two (2) 12-storey, high profile multiple dwelling residential buildings. Z/14731 & Z/14732 Note & File
7.1.3	City Planner / Executive Director	Application for Zoning Amendment & Official Plan Amendment, 1027458 Ontario Inc., 0 Clairview Avenue, to permit two 11-storey high profile multiple dwelling residential buildings. Z/14734 & Z/14735 Note & File
7.1.4	Committee of Adjustment	Applications to be heard by the Committee of Adjustment/Consent Authority, Thursday, February 29, 2024 Z2024 Note & File



January 12, 2024

Pillon Abbs Inc.
Attn: Tracey Pillon-Abbs
23669 Prince Albert Road
Chatham, ON N7M 5J7

Dear Agent,

Re: REZONING APPLICATION
APPLICANT: SUPREME HOMES GROUP
LOCATION: 3445 CHURCH STREET
FILE NO.: Z-002/24 [ZNG/7165]

This is to acknowledge receipt of the application for a rezoning, which has been assigned the above-referenced file number. In accordance with the delegation authority as prescribed by By-Law 139-2013, the information and material required has been provided, therefore the application was deemed COMPLETE on December 4, 2023 and processing has begun.

You will be advised prior to the Development & Heritage Standing Committee and Council meetings of the position of the Planning Department on the application and the dates of the public meetings.

Please email me at bnagata@citywindsor.ca, if you have any questions.

Sincerely,

A handwritten signature in black ink that reads 'Brian Nagata'.

Brian Nagata, MCIP, RPP
Planner II – Development Review

BN/ap

ZONING BY-LAW AMENDMENT APPLICATION

INSTRUCTIONS

Verify that you are using the most current application form.

- Section 1: Before this application can be submitted, you must complete both Stage 1 and Stage 2 Planning Consultation Applications.
- Section 2: During the Stage 2 process, any required studies must be completed and submitted for review and comment. The final studies for Stage 2 must be included with this application and the proposal must remain unchanged.
- Section 3: Provide the full name, address, phone number, fax number and email address of the applicant, agent, and registered owner. If any of these are a corporation, provide the full corporate name. Include the full name of the contact person. If there is more than one person, corporation, or registered owner, use additional sheets.
- Section 4: Indicate if you are submitting other companion applications with this application. Please note that an application to amend the Official Plan or an application for Plan of Subdivision/Condominium are the only applications that will be accepted for processing concurrently with a Zoning Amendment.
- Section 5: Provide information about the subject land. This information is used to determine supporting information requirements and to assist in the review of the application.
- Section 6: Indicate the amendment, proposed uses and describe the nature and extent of the amendment being requested. Indicate why the amendment is being requested and how it is consistent with the Provincial Policy Statement and conforms to the City of Windsor Official Plan.
- Section 7: If there are any existing buildings or structures on the subject land, provide the required information or submit a sketch, drawing or plan that shows this information.
- Section 8: If you propose to build any buildings or structures on the subject land, provide the required information or submit a sketch, drawing or plan that shows the information.
- Section 9: Indicate how the property is accessed. Check all boxes that apply.
- Section 10: Provide information about water service, sanitary sewage disposal, and storm drainage.
- Section 11: Provide a sketch of the subject land showing, in metric units, the items listed or indicate if this information is provided on an existing plan or a conceptual site plan.
- Section 12: Please refer to the Stage 2 Planning Consultation letter for details regarding the fees needing to be paid.
- Section 13: Explain your proposed strategy for consulting with the public with respect to the application.
- Section 14: Complete and sign in the presence of a Commissioner of Taking Affidavits.
- Other: Read, complete in full, and sign Schedules A & E.

Submit application form, supporting information, and application fee to Senior Steno Clerk at Planning & Development Services, Suite 210, 350 City Hall Square West, Windsor ON N9A 6S1 or planningdept@citywindsor.ca

TYPE OF REZONING AMENDMENT

DATE RECEIVED STAMP

The type of amendment is stated in the Stage 2 Consultation letter.

Minor Zoning Amendment:

- Site zoned commercial, institutional, or manufacturing
 - Addition to the list of permitted uses
- Site already zoned
 - Change to existing regulations or to zoning district boundary to match lot lines
- Site designated in the Official Plan for residential use
 - Rezoning to accommodate a maximum of six dwelling units
- Site designated in the Official Plan for the proposed use other than residential
 - Site-specific zoning for a site with a lot area of less than 1,000.0 m²

Major Zoning Amendment: Any other amendment not listed as minor.

ZONING BY-LAW AMENDMENT APPLICATION

ZONING BY-LAW AMENDMENT PROCESS

The application will be terminated without notice after 60 days of inactivity. The following is for your information only. Review the Planning Act and relevant regulations for statutory requirements. The processing of the application is subject to change. Direct all questions to the assigned Planner. The process is generally as follows:

1. The application is reviewed to ensure all prescribed and required information and the fee have been submitted. Within 30 days of the receipt of the application, you will be notified in writing that the application is deemed incomplete or complete.
2. If deemed incomplete, the application and fee will be returned. If deemed complete, fees are not refundable, the application is circulated to departments and external agencies for review and comment, and all submitted documents are made available to the public.
3. Following circulation, a draft staff report containing a recommendation and any conditions is prepared. The City Planner and other staff review the draft staff report.
4. When the staff report is approved by appropriate municipal staff, it will be scheduled for a future meeting of the Development and Heritage Standing Committee (DHSC).
5. The DHSC meeting is the public meeting required by the Planning Act. Public notice of the DHSC meeting is advertised in the Windsor Star, a local newspaper, at least 20 days in advance of the DHSC meeting. A courtesy notice may be mailed to property owners and/or tenants within 120 metres or more of the subject land.
6. 10 days prior to the DHSC meeting, the staff report is circulated to the applicant and DHSC members and made available to the public. All supporting documentation submitted by the applicant is available for review.
7. At the DHSC meeting, a staff planner may make a presentation. The applicant and other parties have an opportunity to provide verbal and/or written submissions. The DHSC may ask questions of staff, the applicant, agent, and other parties. The DHSC may decide to defer or recommend approval or denial of the application.
8. If deferred, the application along with any additional information or a new staff report will be considered at a future DHSC meeting. If recommended for approval or denial, the staff report, the minutes of the DHSC meeting, and the amending by-law are forwarded to City of Windsor Council for consideration at a future date. The applicant, agent and all interested parties will be notified by Council Services of the date, time, and location of the Council meeting. Call 311 or contact Council Services at 519-255-6211 or clerks@citywindsor.ca.
9. The application may be placed on the Consent Agenda of the Council Meeting, a part of the meeting where Council approves several matters with a single motion. If the application is not on the Consent Agenda, the staff planner may introduce the application, review the staff recommendation and any additional information provided to Council, and advise Council of any differences between the staff and DHSC recommendations. The applicant and other interested parties have an opportunity to make verbal and/or written submissions. Council may decide to approve, deny, or defer the application. If Council approves the application, the amending by-law may be approved at the same Council meeting, otherwise it will be approved at a future Council meeting.
10. When the amending by-law is passed, Council Services will mail a notice of the passing of the amending by-law to property owners and various public agencies within 15 days. There is a 20-day appeal period commencing the day after this notice is given. The notice will include the last day to file an appeal. An appeal is made to the Ontario Land Tribunal (OLT) through Council Services. If no appeal is filed, the amending by-law is final and binding as of the date of Council's passing of the by-law. Contact Council Services at 519-255-6211 or clerks@citywindsor.ca.
11. If the rezoning is subject to a holding symbol, it is the responsibility of the property owner to satisfy the conditions to remove the holding symbol, to apply, and to pay the fee to remove the holding symbol.

CONTACT INFORMATION

Planning & Development Services
Suite 210
350 City Hall Square West
Windsor ON N9A 6S1

Telephone: 519-255-6543
Fax: 519-255-6544
Email: planningdept@citywindsor.ca
Web Site: www.citywindsor.ca

ZONING BY-LAW AMENDMENT APPLICATION

1. PLANNING CONSULTATION – Completion of Stage 2

Planning Consultation (Stage 2 Application) must be completed before this application can be submitted.

Has the Planning Consultation Stage 2 Application been completed? NO YES File Number: PC-^{PC-055/23}_____

Staff Use Only

Signature of Staff Planner	Date of Consultation
<input type="checkbox"/> Jim Abbs	<input type="checkbox"/> Kevin Alexander
<input type="checkbox"/> Brian Nagata	<input type="checkbox"/> Justina Nwaesei
<input type="checkbox"/> Adam Szymczak	<input type="checkbox"/> Tracy Tang
	<input type="checkbox"/> Frank Garardo
	<input type="checkbox"/> Simona Simion
	<input type="checkbox"/> Laura Strahl
	<input type="checkbox"/> _____

2. REQUIRED SUPPORTING INFORMATION as Identified in the Planning Consultation Stage 2 Process:

For each document, provide one paper copy, and where possible, one digital copy on a USB flash drive or by email. All drawings or plans shall be in letter size (8.5 x 11 inches) in JPG and PDF format. All other document shall be provided in Word and PDF format. **All PDF documents shall be flattened with no layers.**

The City of Windsor reserves the right to require additional supporting information during the processing of the application. All supporting information submitted is made available for public review.

If you are submitting a companion application submit only one set of documents.

Staff Use Only

<input checked="" type="checkbox"/> Deed or Offer to Purchase	<input type="checkbox"/> Corporation Profile Report	<input checked="" type="checkbox"/> Site Plan Conceptual (see Section 8)	<input checked="" type="checkbox"/> Sketch of Subject Land (see Section 11)
<input type="checkbox"/> Archaeological Assessment – Stage 1	<input type="checkbox"/> Built Heritage Impact Study	<input type="checkbox"/> Environmental Evaluation Report	<input type="checkbox"/> Environmental Site Assessment
<input checked="" type="checkbox"/> Floor Plan and Elevations	<input type="checkbox"/> Geotechnical Study	<input type="checkbox"/> Guideline Plan	<input type="checkbox"/> Lighting Study
<input type="checkbox"/> Market Impact Assessment	<input type="checkbox"/> Micro-Climate Study	<input type="checkbox"/> Noise Study	<input checked="" type="checkbox"/> Planning Rationale Report
<input type="checkbox"/> Record of Site Condition (see Schedule E)	<input type="checkbox"/> Sanitary Sewer Study	<input type="checkbox"/> Species at Risk Screening	<input type="checkbox"/> Storm Sewer Study
<input type="checkbox"/> Storm Water Retention Scheme	<input checked="" type="checkbox"/> Topographic Plan of Survey	<input type="checkbox"/> Transportation Impact Statement	<input type="checkbox"/> Transportation Impact Study
<input checked="" type="checkbox"/> Tree Preservation	<input type="checkbox"/> Tree Survey Study	<input type="checkbox"/> Urban Design Study	<input type="checkbox"/> Vibration Study
<input type="checkbox"/> Wetland Evaluation Study	Other Required Information: _____		

ZONING BY-LAW AMENDMENT APPLICATION

3. APPLICANT, REGISTERED OWNER, AND AGENT INFORMATION

Provide in full the name of the applicant, registered owner, and agent, the name of the contact person, and address, postal code, phone number, fax number and email address.

If the applicant or registered owner is a numbered company, provide the name of the principals of the company. If there is more than one applicant or registered owner, copy this page, complete in full and submit with this application.

All communication is with the Agent authorized by the Owner to file the application. If there is no Agent, all communication is with the Applicant.

Applicant

Name: Supreme Homes Group Inc. Contact: John Atwan
Name of Contact Person

Address: 8535 Riverside Dr E

Address: Windsor, ON Postal Code: N8S 1G1

Phone: 519-999-4248 Fax: _____

Email: supremehomesgroup@gmail.com

Registered Owner Same as Applicant

Name: _____ Contact: _____
Name of Contact Person

Address: _____

Address: _____ Postal Code: -

Phone: _____ Fax: _____

Email: _____

Agent Authorized by the Owner to File the Application (Also complete Section A1 in Schedule A)

Name: Pillon Abbs Inc. Contact: Tracey Pillon-Abbs, RPP
Name of Contact Person

Address: 23669 Prince Albert Rd

Address: Chatham, ON Postal Code: N7M 5J7

Phone: 226-340-1232 Fax: _____

Email: tracey@pillonabbs.ca

4. COMPANION APPLICATIONS

Are you submitting a companion Official Plan Amendment application? NO YES

Are you submitting a companion Plan of Subdivision/Condominium application? NO YES

Please note that if a development proposal requires site plan approval, that application can only be submitted after the zoning amendment has been considered by City Council and the appeal period has concluded.

ZONING BY-LAW AMENDMENT APPLICATION

5. SUBJECT LAND INFORMATION

Municipal Address 3445 Church Street, Windsor, ON

Legal Description LT 153 PL 1305 SANDWICH WEST; LT 154 PL 1305 SANDWICH WEST; PT ALLEY PL 1305 SANDWICH WEST

Assessment Roll Number CLOSED BY R1006826 AS IN R1066956 S/T R1006826; WINDSOR 080-300-15400-0000

If known, the date the subject land was acquired by the current owner: July 2023

Frontage (m) 12.19 (each) Depth (m) 34.62 m (each) Area (sq m) 422.06 m2 (each)

Official Plan Designation Residential, Schedule D: Land Use

Current Zoning Residential District 1.4 (RD1.4), Map 8, By-law #8600

Existing Uses Residential use

If known, the lengths of time that the existing uses have continued: Unknown

Previous Uses Unknown

List the names and addresses of the holders of any mortgages, charges, or other encumbrances in respect of the subject land:

None

Are there any easements or restrictive covenants affecting the subject lands? ~~NO~~ YES

If yes, describe the easement or restrictive covenant and its effect:

Easement over Parts 1 & 2 (Instrument No. R1006826) for utilities.

If known, has the subject land ever been subject of: *(leave blank if unknown)*

An application for a Plan of Subdivision or Consent: NO YES File: _____

An application for an amendment to a Zoning By-law: NO YES File: _____

An application for approval of a Site Plan: NO YES SPC- _____

A Minister's Zoning Order (Ontario Regulation): NO YES OR#: _____

ZONING BY-LAW AMENDMENT APPLICATION

6. DESCRIPTION OF AMENDMENT

Amendment to Zoning By-law from: Residential District 1.4 (RD1.4)

to: Residential District 1.2 (RD1.2 - S.20(1)(XXX))

Proposed uses of subject land: Proposed residential use

Describe the nature and extent of the amendment(s) being requested:

Proposed to change the zoning to permit the construction of 2 single detached dwellings (one on each legal lot - lot 153 and lot 154 on RP 1305).

Parking to be provided on each lot. Existing dwelling to be removed.

Why is this amendment or these amendments being requested?

The amendment is required to allow for small lots. Relief is also being request to permit an increase in the required maximum garage width from 60 % to 68%.

Explain how the amendment to the Zoning By-law is consistent with the Provincial Policy Statement:

See Planning Rationale Report _____

Explain how the application conforms to the City of Windsor Official Plan:

See Planning Rationale Report _____

If this application is to remove land from an area of employment, details of the official plan or official plan amendment that deals with this matter:

See Planning Rationale Report See Official Plan Amendment

ZONING BY-LAW AMENDMENT APPLICATION

7. EXISTING BUILDINGS / STRUCTURES ON SUBJECT LAND

Are there any buildings or structures on the subject land?

- NO Continue to Section 8
- YES Indicate the type of building or structure, the date of construction (if known), and, in metric units, the setback from the front lot line, rear lot line and side lot lines, the height of the building or structure and its dimensions or floor area.
 - See attached Existing Plan or Sketch of Subject Land

Existing dwelling to be removed.

8. PROPOSED BUILDINGS / STRUCTURES ON SUBJECT LAND

Do you propose to build any buildings or structures on the subject land?

- NO Continue to Section 9
- YES Indicate the type of building or structure and, in metric units, the setback from the front lot line, rear lot line and side lot lines, the height of the building or structure, and its dimensions or floor area.
 - See attached concept plan

ZONING BY-LAW AMENDMENT APPLICATION

9. ACCESS TO SUBJECT LAND

Indicate if access to subject land is by: *(check all that apply)*

- Municipal Road Provincial Highway Another public road or a right-of-way
- Water - If access to the subject land is by water only, describe the parking and docking facilities used or to be used and provide the approximate distance in metric of these facilities from the subject land and the nearest public road:

10. WATER, SANITARY SEWAGE AND STORM DRAINAGE

WATER – Indicate whether water will be provided to the subject land by:

- Publicly owned & operated piped water system
- Privately owned & operated individual well
- Privately owned & operated communal well
- Other _____

SANITARY - Indicate whether sewage disposal will be provided to the subject land by:

- Publicly owned & operated sanitary sewage system
- Privately owned & operated individual septic system - See Note below
- Privately owned & operated communal septic system - See Note below
- Other _____

Note: If the application would permit development on privately owned and operated individual or communal septic systems, and more than 4,500 litres of effluent would be produced per day as a result of the development being completed, you must submit a Servicing Options Report and a Hydrogeological Report.

STORM DRAINAGE - Indicate whether storm drainage will be provided by:

- Sewers Ditches Swales Other _____

ZONING BY-LAW AMENDMENT APPLICATION

11. SKETCH OF SUBJECT LAND

Provide a sketch showing, in metric units,

- the boundaries and dimensions of the subject land;
- the location, size, and type of all existing and proposed buildings and structures on the subject land, including their distance from the front lot line, rear lot line, and side lines;
- the approximate location of all natural and artificial features (for example, buildings, railways, roads, watercourses, drainage ditches, banks of rivers or streams, wetlands, wooded areas, wells and septic tanks) that are located on the subject land and on land that is adjacent to it, and in the applicant's opinion, may affect the application;
- the current uses of all land that is adjacent to the subject land;
- the location, width and name of any roads within or abutting the subject land, indicating whether it is an unopened road allowance, a public travelled road, a private road, or a right of way;
- if access to the subject land will be water only, the location of the parking and docking facilities to be used; and
- the location and nature of any easement affecting the subject land.

12. APPLICATION FEE & OTHER FEES

The amendment type and corresponding application fees are identified in the Planning Consultation Stage 2 process.

Fees may be subject to change and are not refundable once the application is deemed complete. Method of payment: Cash, Mastercard, Visa or Certified Cheque or Personal Cheque payable to The Corporation of the City of Windsor. If paying by Mastercard or Visa, contact the Senior Steno Clerk for further direction at planningdept@citywindsor.ca or 519-255-6543.

APPLICATION FEE

Amendment Type	Code	<input checked="" type="checkbox"/> Minor Rezoning	<input type="checkbox"/> Major Rezoning
Base Fee	53001	\$4,347.00	\$5,837.40
GIS Fee	63024	+ \$50.00	+ \$50.00
Essex Region Conservation Authority Fee	53023	+ \$200.00	+ \$300.00
Total Application Fee		= \$4,597.00	= \$6,187.40

The following fees are provided for information purposes. They are not due at this time but may be assessed depending on the type(s) of applications associated with the development proposal

OTHER FEES

- Re-Notification/Deferral Fee** Code 53016 \$2,258.40
Required when an applicant requests a deferral after notice of a public meeting has been given.
- Legal Fee - Servicing Agreement** Code 63002 \$597.64 plus \$50 per unit, lot, or block
Required when the preparation of a servicing agreement is a condition of approval.
- Removal of the Holding Symbol Application** Code 53001 \$1,536.00
It is the responsibility of the property owner to satisfy the conditions to remove the holding symbol and to apply and fee to remove the holding symbol.
- Ontario Land Tribunal (OLT) Appeal Fee** \$1,100.00
An appeal is made through Council Services (519-255-6211 or clerks@citywindsor.ca). Fees, forms, and processes are subject to change. Visit <https://olt.gov.on.ca> for additional information

ZONING BY-LAW AMENDMENT APPLICATION

13. PROPOSED PUBLIC CONSULTATION STRATEGY

Select or describe your proposed strategy for consulting with the public with respect to the application:

Required Public Consultation (Public Notice & Public Meeting as required per the Planning Act)

Open House


Website

Other _____

14. SWORN DECLARATION OF APPLICANT

Complete in the presence of a Commissioner for Taking Affidavits. If the declaration is to be administered remotely, you must be able to see, hear and communicate with the Commissioner and show documentation that confirms your identity.

I, John Atwan, solemnly declare that the information required under Schedule 1 to Ontario Regulation 545/06 and provided by the applicant is accurate and that the information contained in the documents that accompany this application is accurate, that if this declaration was administered remotely that it was in accordance with Ontario Regulation 431/20, and I make this solemn declaration conscientiously believing it to be true, and knowing that it is of the same force and effect as if made under oath.

X 

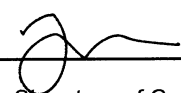
Signature of Applicant

*Sign in the presence of a Commissioner
For Taking Affidavits*

City of Windsor

Location of Applicant at time of declaration

This declaration was administered remotely in accordance with Ontario Regulation 431/20

Declared before me  at the Municipality of Chatham-Kent

Signature of Commissioner

Location of Commissioner

this 15th day of December, 2023

day

month

year

PLACE AN IMPRINT OF YOUR STAMP BELOW

READ & COMPLETE SCHEDULES A & E IN FULL & SIGN

ZONING BY-LAW AMENDMENT APPLICATION

SCHEDULE A – Authorizations & Acknowledgements

A1. Authorization of Registered Owner for Agent to Make the Application

If the applicant is not the registered owner of the land that is the subject of this application, the written authorization of the registered owner that the agent is authorized to make the application must be included with this application form or the authorization below must be completed.

I, John Atwan, am the registered owner of the land that is
Name of Registered Owner

subject of this application for an amendment to the City of Windsor Zoning By-law and I authorize

Pillon Abbs Inc. to make this application on my behalf.
Name of Agent

X 
Signature of Registered Owner

December 15, 2023
Date

If Corporation - I have authority to bind the corporation

A2. Authorization to Enter Upon the Subject Lands and Premises

I, John Atwan,
Name of Registered Owner

hereby authorize the Development and Heritage Standing Committee or their successor, City Council, and staff of The Corporation of the City of Windsor to enter upon the subject lands and premises described in Section 5 of the application form for the purpose of evaluating the merits of this application and subsequently to conduct any inspections on the subject lands that may be required as a condition of approval. This is their authority for doing so.


Signature of Registered Owner

December 15, 2023
Date

If Corporation – I have authority to bind the corporation

SCHEDULE A CONTINUES ON NEXT PAGE

ZONING BY-LAW AMENDMENT APPLICATION

SCHEDULE A – Authorizations & Acknowledgements - *Continued*

A3. Acknowledgements

Receipt, Fees, Additional Information, Termination, and Freedom of Information

I acknowledge that receipt of this application by the City of Windsor does not guarantee it to be a complete application, that further review of the application will occur, and that I may be contacted to provide additional information and/or resolve any discrepancies or issues with the application as submitted.

I further acknowledge that after the application is deemed complete, fees are not refundable, additional information may be requested, and that after 60 days of inactivity the City of Windsor may terminate the application without notice.

I further acknowledge that pursuant to the provisions of the Planning Act and the Municipal Freedom of Information and Protection of Privacy Act, this application and all material and information provided with this application are made available to the public.

Species at Risk

Ontario's *Endangered Species Act* protects endangered and threatened species — animals and plants in decline and at risk of disappearing from the province by restricting activities that may affect these plants, animals or their habitats.

I acknowledge that it is my sole responsibility as the Applicant to comply with the provisions of the *Endangered Species Act, 2007, S. O. c. 6*. This could require me to register an activity, get a permit or other authorization from the Ministry of the Environment, Conservation and Parks (MECP) prior to conducting an activity that could impact an endangered or threatened plant or animal or its habitat. I further acknowledge that any *Planning Act, R.S.O. 1990, c.P. 13* approval given by the City of Windsor does not constitute an approval under the *Endangered Species Act*, nor does it absolve me from seeking the necessary authorization, approvals or permits from the MECP prior to conducting any activity that may affect endangered or threatened plant or animal or its habitat.

Additional information can be found at:

<https://www.ontario.ca/page/development-and-infrastructure-projects-and-endangered-or-threatened-species>

or by contacting MECP at SAROntario@ontario.ca

Acknowledgement

I acknowledge that I have read and understand the above statements:

X



Signature of Applicant or Agent

December 15, 2023

Date

**END OF SCHEDULE A
COMPLETE SCHEDULE E ON NEXT PAGE**

ZONING BY-LAW AMENDMENT APPLICATION

SCHEDULE E – Environmental Site Screening Questionnaire

Previous Use of Property

- Residential Industrial Commercial Institutional
 Agricultural Parkland Vacant Other _____

- a) If previous use of the property is Industrial or Commercial, specify use:

- b) Has the grading of the subject land been changed by adding earth or material? Has filling occurred on the subject land?
 Yes No Unknown
- c) Has a gasoline station and/or automobile service station been located on the subject land or adjacent lands at any time?
 Yes No Unknown
- d) Has there been petroleum or other fuel stored on the subject land or adjacent lands?
 Yes No Unknown
- e) Are there or have there ever been underground storage tanks or buried waste on the subject land or adjacent lands?
 Yes No Unknown
- f) Have the lands or adjacent lands ever been used as an agricultural operation where cyanide products may have been applied as pesticides and/or sewage sludge applied to the lands?
 Yes No Unknown
- g) Have the lands or adjacent lands ever been used as a weapons firing range?
 Yes No Unknown
- h) Is the nearest boundary line of the application within 500 metres (1,640 feet) of the boundary line of an operational/non-operational public or private waste disposal site, landfill or dump?
 Yes No Unknown
- i) If there are existing or previously existing buildings on the subject lands, are there any building materials remaining on site which are potentially hazardous to public health (e.g., asbestos, PCB's)?
 Yes No Unknown
- j) Is there reason to believe the subject lands may have been contaminated by existing or former uses on the site or adjacent sites?*
- Yes No Unknown
- * Possible uses that can cause contamination include but are not limited to: operation of electrical transformer stations, disposal of waste minerals, raw material storage, and residues left in containers, maintenance activities and spills. Some commercial properties such as gasoline stations, automotive repair garages, and dry cleaning plants have similar potential. The longer a property is under industrial or similar use, the greater the potential for site contamination. Also, a series of different industrial or similar uses upon a site could potentially increase the number of chemicals that are present.*
- k) If current or previous use of the property is Industrial or Commercial, or if YES to any of a) to j) above, attach a previous use inventory showing all former uses of the subject land, or if applicable, the land(s) adjacent to the subject lands.

SCHEDULE E CONTINUES ON NEXT PAGE

ZONING BY-LAW AMENDMENT APPLICATION

SCHEDULE E - CONTINUED

Acknowledgement Clause

I hereby acknowledge that it is my responsibility to ensure that I am in compliance with all applicable laws, regulations, guidelines and the City's Official Plan policies pertaining to potentially contaminated sites, and to use all reasonable effort to identify the potential for contamination on the subject property.

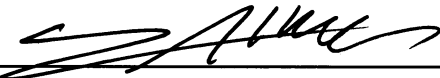
I acknowledge that as a condition of approval of this application that the City may require me to file a Record of Site Condition signed by a qualified person in the provincial Environmental Site Registry, and provide verification to the City of Windsor of acknowledgement of this Record of Site Condition by the Ministry of Environment.

I acknowledge that the City may require the qualified person signing the Record of Site Condition to submit to the City a Declaration acknowledging that the City of Windsor may rely on the statements in the Record of Site Condition.

I acknowledge that the City of Windsor is not responsible for the identification and/or remediation of contaminated sites, and I agree, whether in, through, or as a result of any action or proceeding for environmental clean-up of any damage or otherwise, I will not sue or make claim whatsoever against the City of Windsor, its officers, officials, employees or agents for or in respect of any loss, damage, injury or costs.

John Atwan

Name of Applicant (print)

X 

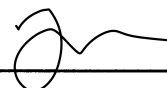
Signature of Applicant

December 15, 2023

Date

Tracey Pillon-Abbs

Name of Agent (print)



Signature of Agent

December 15, 2023

Date

END OF SCHEDULE E

ZONING BY-LAW AMENDMENT APPLICATION

DO NOT COMPLETE BELOW – STAFF USE ONLY

Receipt and Assignment of Application

Date Received Stamp

This application has been assigned to:

- | | |
|---|---|
| <input type="checkbox"/> Adam Szymczak (AS) | <input type="checkbox"/> Brian Nagata (BN) |
| <input type="checkbox"/> Frank Garardo (FG) | <input type="checkbox"/> Tracy Tang (TT) |
| <input type="checkbox"/> Jim Abbs (JA) | <input type="checkbox"/> Justina Nwaesei (JN) |
| <input type="checkbox"/> Kevin Alexander (KA) | <input type="checkbox"/> Laura Strahl (LS) |
| <input type="checkbox"/> Simona Simion (SS) | <input type="checkbox"/> _____ |

Complete Application

This application is deemed complete on _____
Date

Signature of Delegated Authority

- | | | |
|---|---|--|
| <input type="checkbox"/> Neil Robertson, MCIP, RPP
Manager of Urban Design | <input type="checkbox"/> Greg Atkinson, MCIP, RPP
Manager of Development | <input type="checkbox"/> Thom Hunt, MCIP, RPP
City Planner & Executive Director |
|---|---|--|

Internal Information

Fee Paid: \$ _____ Receipt No: _____ Date: _____

Payment Type: Cash Certified Cheque Credit Card Personal Cheque

NEW Zoning File No. ZNG/ _____ Z- _____

Previous Zoning File No. ZNG/ _____ Z- _____

Related OPA File No. OPA/ _____ OPA _____

Other File Numbers: _____

Notes: _____

THIS IS THE LAST PAGE OF THE APPLICATION FORM



February 2, 2024

Dillon Consulting Limited
Attn: Theresa O'Neill
3200 Deziel Drive, Suite 608
Windsor, ON N8W 5K8

Dear Agent,

Re: REZONING APPLICATION
APPLICANT: 1027458 ONTARIO INC.
LOCATION: 0 WYANDOTTE ST. EAST
FILE NO.: Z-005/24 [ZNG/7172] & OPA 183 [OPA/7174]

This is to acknowledge receipt of the applications for a rezoning and official plan amendment, which have been assigned the above-referenced file number. In accordance with the delegation authority as prescribed by By-Law 139-2013, the information and material required has been provided, therefore the application was deemed COMPLETE on January 31, 2024 and processing has begun.

You will be advised prior to the Development & Heritage Standing Committee and Council meetings of the position of the Planning Department on the application and the dates of the public meetings.

Please email me at jabbs@citywindsor.ca, if you have any questions.

Sincerely,

A handwritten signature in black ink, appearing to read 'J. Abbs', written over a horizontal line.

Jim Abbs, MCIP, RPP
Planner III - Development

JA/ap

PLANNING DEPARTMENT – DEVELOPMENT DIVISION

Memo

To: City Clerk

From: City Planner/Executive Director

Date: February 2, 2024

Subject: TRANSMITTAL OF NEW FILE

**Our File Number: Z-005/24 [ZNG/7172]
& OPA 183 [OPA/7174]**

RE: Application For: (X) Zoning Amendment (X) Official Plan Amendment
() Part Lot Control () Draft Plan of Subdivision/Condominium

Applicant: 1027458 ONTARIO INC.


Location: 0 WYANDOTTE ST. EAST

Description: Application to amend Zoning By-law 8600 to permit high profile residential multiple dwellings.

The ZONING AMENDMENT application submitted by 1027458 ONTARIO INC. for 0 WYANDOTTE STREET EAST have been deemed as complete on JANUARY 31, 2024.

Enclosures:

- (X) 1 copy of Application Form
- () 1 copy of Drawings
- () 1 copy of Site Plan


Thom Hunt, MCIP, RPP
City Planner, Executive Director

/ap

ZONING BY-LAW AMENDMENT APPLICATION

INSTRUCTIONS

Verify that you are using the most current application form.

- Section 1: Before this application can be submitted, you must complete both Stage 1 and Stage 2 Planning Consultation Applications.
- Section 2: During the Stage 2 process, any required studies must be completed and submitted for review and comment. The final studies for Stage 2 must be included with this application and the proposal must remain unchanged.
- Section 3: Provide the full name, address, phone number, fax number and email address of the applicant, agent, and registered owner. If any of these are a corporation, provide the full corporate name. Include the full name of the contact person. If there is more than one person, corporation, or registered owner, use additional sheets.
- Section 4: Indicate if you are submitting other companion applications with this application. Please note that an application to amend the Official Plan or an application for Plan of Subdivision/Condominium are the only applications that will be accepted for processing concurrently with a Zoning Amendment.
- Section 5: Provide information about the subject land. This information is used to determine supporting information requirements and to assist in the review of the application.
- Section 6: Indicate the amendment, proposed uses and describe the nature and extent of the amendment being requested. Indicate why the amendment is being requested and how it is consistent with the Provincial Policy Statement and conforms to the City of Windsor Official Plan.
- Section 7: If there are any existing buildings or structures on the subject land, provide the required information or submit a sketch, drawing or plan that shows this information.
- Section 8: If you propose to build any buildings or structures on the subject land, provide the required information or submit a sketch, drawing or plan that shows the information.
- Section 9: Indicate how the property is accessed. Check all boxes that apply.
- Section 10: Provide information about water service, sanitary sewage disposal, and storm drainage.
- Section 11: Provide a sketch of the subject land showing, in metric units, the items listed or indicate if this information is provided on an existing plan or a conceptual site plan.
- Section 12: Please refer to the Stage 2 Planning Consultation letter for details regarding the fees needing to be paid.
- Section 13: Explain your proposed strategy for consulting with the public with respect to the application.
- Section 14: Complete and sign in the presence of a Commissioner of Taking Affidavits.
- Other: Read, complete in full, and sign Schedules A & E.

Submit application form, supporting information, and application fee to Senior Steno Clerk at Planning & Development Services, Suite 210, 350 City Hall Square West, Windsor ON N9A 6S1 or planningdept@citywindsor.ca

TYPE OF REZONING AMENDMENT

DATE RECEIVED STAMP

The type of amendment is stated in the Stage 2 Consultation letter.

Minor Zoning Amendment:

- Site zoned commercial, institutional, or manufacturing
 - Addition to the list of permitted uses
- Site already zoned
 - Change to existing regulations or to zoning district boundary to match lot lines
- Site designated in the Official Plan for residential use
 - Rezoning to accommodate a maximum of six dwelling units
- Site designated in the Official Plan for the proposed use other than residential
 - Site-specific zoning for a site with a lot area of less than 1,000.0 m²

Major Zoning Amendment: Any other amendment not listed as minor.

ZONING BY-LAW AMENDMENT APPLICATION

ZONING BY-LAW AMENDMENT PROCESS

The application will be terminated without notice after 60 days of inactivity. The following is for your information only. Review the Planning Act and relevant regulations for statutory requirements. The processing of the application is subject to change. Direct all questions to the assigned Planner. The process is generally as follows:

1. The application is reviewed to ensure all prescribed and required information and the fee have been submitted. Within 30 days of the receipt of the application, you will be notified in writing that the application is deemed incomplete or complete.
2. If deemed incomplete, the application and fee will be returned. If deemed complete, fees are not refundable, the application is circulated to departments and external agencies for review and comment, and all submitted documents are made available to the public.
3. Following circulation, a draft staff report containing a recommendation and any conditions is prepared. The City Planner and other staff review the draft staff report.
4. When the staff report is approved by appropriate municipal staff, it will be scheduled for a future meeting of the Development and Heritage Standing Committee (DHSC).
5. The DHSC meeting is the public meeting required by the Planning Act. Public notice of the DHSC meeting is advertised in the Windsor Star, a local newspaper, at least 20 days in advance of the DHSC meeting. A courtesy notice may be mailed to property owners and/or tenants within 120 metres or more of the subject land.
6. 10 days prior to the DHSC meeting, the staff report is circulated to the applicant and DHSC members and made available to the public. All supporting documentation submitted by the applicant is available for review.
7. At the DHSC meeting, a staff planner may make a presentation. The applicant and other parties have an opportunity to provide verbal and/or written submissions. The DHSC may ask questions of staff, the applicant, agent, and other parties. The DHSC may decide to defer or recommend approval or denial of the application.
8. If deferred, the application along with any additional information or a new staff report will be considered at a future DHSC meeting. If recommended for approval or denial, the staff report, the minutes of the DHSC meeting, and the amending by-law are forwarded to City of Windsor Council for consideration at a future date. The applicant, agent and all interested parties will be notified by Council Services of the date, time, and location of the Council meeting. Call 311 or contact Council Services at 519-255-6211 or clerks@citywindsor.ca.
9. The application may be placed on the Consent Agenda of the Council Meeting, a part of the meeting where Council approves several matters with a single motion. If the application is not on the Consent Agenda, the staff planner may introduce the application, review the staff recommendation and any additional information provided to Council, and advise Council of any differences between the staff and DHSC recommendations. The applicant and other interested parties have an opportunity to make verbal and/or written submissions. Council may decide to approve, deny, or defer the application. If Council approves the application, the amending by-law may be approved at the same Council meeting, otherwise it will be approved at a future Council meeting.
10. When the amending by-law is passed, Council Services will mail a notice of the passing of the amending by-law to property owners and various public agencies within 15 days. There is a 20-day appeal period commencing the day after this notice is given. The notice will include the last day to file an appeal. An appeal is made to the Ontario Land Tribunal (OLT) through Council Services. If no appeal is filed, the amending by-law is final and binding as of the date of Council's passing of the by-law. Contact Council Services at 519-255-6211 or clerks@citywindsor.ca.
11. If the rezoning is subject to a holding symbol, it is the responsibility of the property owner to satisfy the conditions to remove the holding symbol, to apply, and to pay the fee to remove the holding symbol.

CONTACT INFORMATION

Planning & Development Services
Suite 210
350 City Hall Square West
Windsor ON N9A 6S1

Telephone: 519-255-6543
Fax: 519-255-6544
Email: planningdept@citywindsor.ca
Web Site: www.citywindsor.ca

ZONING BY-LAW AMENDMENT APPLICATION

1. PLANNING CONSULTATION – Completion of Stage 2

Planning Consultation (Stage 2 Application) must be completed before this application can be submitted.

Has the Planning Consultation Stage 2 Application been completed? NO YES File Number: PC-^{100/22}_____

Staff Use Only

Signature of Staff Planner		Date of Consultation	
<input type="checkbox"/> Jim Abbs	<input type="checkbox"/> Kevin Alexander	<input type="checkbox"/> Tracy Tang	<input type="checkbox"/> Frank Garardo
<input type="checkbox"/> Brian Nagata	<input type="checkbox"/> Justina Nwaesei	<input type="checkbox"/> Simona Simion	<input type="checkbox"/> Laura Strahl
<input type="checkbox"/> Adam Szymczak	<input type="checkbox"/> _____		

2. REQUIRED SUPPORTING INFORMATION as Identified in the Planning Consultation Stage 2 Process:

For each document, provide one paper copy, and where possible, one digital copy on a USB flash drive or by email. All drawings or plans shall be in letter size (8.5 x 11 inches) in JPG and PDF format. All other document shall be provided in Word and PDF format. **All PDF documents shall be flattened with no layers.**

The City of Windsor reserves the right to require additional supporting information during the processing of the application. All supporting information submitted is made available for public review.

If you are submitting a companion application submit only one set of documents.

Staff Use Only

<input checked="" type="checkbox"/> Deed or Offer to Purchase	<input type="checkbox"/> Corporation Profile Report	<input checked="" type="checkbox"/> Site Plan Conceptual <i>(see Section 8)</i>	<input checked="" type="checkbox"/> Sketch of Subject Land <i>(see Section 11)</i>
<input type="checkbox"/> Archaeological Assessment – Stage 1	<input type="checkbox"/> Built Heritage Impact Study	<input type="checkbox"/> Environmental Evaluation Report	<input type="checkbox"/> Environmental Site Assessment
<input type="checkbox"/> Floor Plan and Elevations	<input type="checkbox"/> Geotechnical Study	<input type="checkbox"/> Guideline Plan	<input type="checkbox"/> Lighting Study
<input type="checkbox"/> Market Impact Assessment	<input type="checkbox"/> Micro-Climate Study	<input type="checkbox"/> Noise Study	<input type="checkbox"/> Planning Rationale Report
<input type="checkbox"/> Record of Site Condition <i>(see Schedule E)</i>	<input type="checkbox"/> Sanitary Sewer Study	<input type="checkbox"/> Species at Risk Screening	<input type="checkbox"/> Storm Sewer Study
<input type="checkbox"/> Storm Water Retention Scheme	<input type="checkbox"/> Topographic Plan of Survey	<input type="checkbox"/> Transportation Impact Statement	<input type="checkbox"/> Transportation Impact Study
<input type="checkbox"/> Tree Preservation	<input type="checkbox"/> Tree Survey Study	<input type="checkbox"/> Urban Design Study	<input type="checkbox"/> Vibration Study
<input type="checkbox"/> Wetland Evaluation Study	Other Required Information: _____		

ZONING BY-LAW AMENDMENT APPLICATION

3. APPLICANT, REGISTERED OWNER, AND AGENT INFORMATION

Provide in full the name of the applicant, registered owner, and agent, the name of the contact person, and address, postal code, phone number, fax number and email address.

If the applicant or registered owner is a numbered company, provide the name of the principals of the company. If there is more than one applicant or registered owner, copy this page, complete in full and submit with this application.

All communication is with the Agent authorized by the Owner to file the application. If there is no Agent, all communication is with the Applicant.

Applicant

Name: 1027458 Ontario Inc. Contact: Jenny Coco
Name of Contact Person

Address: 271 Spadina Road

Address: Toronto, ON Postal Code: M5R 2V3

Phone: 416-891-5536 Fax: n/a

Email: jcoco@cocogroup.com

Registered Owner Same as Applicant

Name: _____ Contact: _____
Name of Contact Person

Address: _____

Address: _____ Postal Code: _____

Phone: _____ Fax: _____

Email: _____

Agent Authorized by the Owner to File the Application (Also complete Section A1 in Schedule A)

Name: Dillon Consulting Limited Contact: Theresa O'Neill
Name of Contact Person

Address: 3200 Deziel Drive, Suite 608

Address: Windsor, ON Postal Code: N8W 5K8

Phone: 519-671-5807 Fax: n/a

Email: toneill@dillon.ca

4. COMPANION APPLICATIONS

Are you submitting a companion Official Plan Amendment application? NO YES

Are you submitting a companion Plan of Subdivision/Condominium application? NO YES

Please note that if a development proposal requires site plan approval, that application can only be submitted after the zoning amendment has been considered by City Council and the appeal period has concluded.

ZONING BY-LAW AMENDMENT APPLICATION

5. SUBJECT LAND INFORMATION

Municipal Address 0 Wyandotte Street East

Legal Description Part of Block A on Plan 1161; Part Streets and Alleys (Closed By R1088686); Part Lots 14, 31, 34, and 52 and all of Lots 32, 33, and 53 on Plan 1230; Part Lots 139, 140, and 141 Concession 1.

Assessment Roll Number 060-460-21659

If known, the date the subject land was acquired by the current owner: _____

Frontage (m) 127.7 Depth (m) Irregular Area (sq m) 34,800

Official Plan Designation Residential (Primary Official Plan) & Residential Neighbourhoods, Open Space, and Institutional (East Riverside Secondary Planning Area)

Current Zoning Residential District 1.2 with a holding symbol (HRD1.2) and Development Reserve District 1.1 (DRD1.1)

Existing Uses Vacant lands

If known, the lengths of time that the existing uses have continued: 25+ years

Previous Uses Vacant/Agricultural

List the names and addresses of the holders of any mortgages, charges, or other encumbrances in respect of the subject land:

N/A

Are there any easements or restrictive covenants affecting the subject lands? NO YES

If yes, describe the easement or restrictive covenant and its effect:

If known, has the subject land ever been subject of: (leave blank if unknown)

An application for a Plan of Subdivision or Consent: NO YES File: _____

An application for an amendment to a Zoning By-law: NO YES File: _____

An application for approval of a Site Plan: NO YES SPC- _____

A Minister's Zoning Order (Ontario Regulation): NO YES OR#: _____

ZONING BY-LAW AMENDMENT APPLICATION

6. DESCRIPTION OF AMENDMENT

Amendment to Zoning By-law from: Residential District 1.2 with a holding symbol (HRD1.2) and Development Reserve District 1.1 (DRD1.1)
to: Site Specific Residential District 3.3 (RD3.3) zone
Proposed uses of subject land: Residential

Describe the nature and extent of the amendment(s) being requested:

A Site Specific Residential District 3.3 (RD3.3) zone with a provision to increase maximum building height to 48 metres.

Why is this amendment or these amendments being requested?

Please see Planning Rationale Report.

Explain how the amendment to the Zoning By-law is consistent with the Provincial Policy Statement:

See Planning Rationale Report

Explain how the application conforms to the City of Windsor Official Plan:

See Planning Rationale Report

If this application is to remove land from an area of employment, details of the official plan or official plan amendment that deals with this matter:

See Planning Rationale Report

See Official Plan Amendment

N/A

ZONING BY-LAW AMENDMENT APPLICATION

7. EXISTING BUILDINGS / STRUCTURES ON SUBJECT LAND

Are there any buildings or structures on the subject land?

- NO Continue to Section 8
- YES Indicate the type of building or structure, the date of construction (if known), and, in metric units, the setback from the front lot line, rear lot line and side lot lines, the height of the building or structure and its dimensions or floor area.
 - See attached Existing Plan or Sketch of Subject Land

8. PROPOSED BUILDINGS / STRUCTURES ON SUBJECT LAND

Do you propose to build any buildings or structures on the subject land?

- NO Continue to Section 9
- YES Indicate the type of building or structure and, in metric units, the setback from the front lot line, rear lot line and side lot lines, the height of the building or structure, and its dimensions or floor area.
 - See attached concept plan

ZONING BY-LAW AMENDMENT APPLICATION

9. ACCESS TO SUBJECT LAND

Indicate if access to subject land is by: *(check all that apply)*

- Municipal Road Provincial Highway Another public road or a right-of-way
- Water - If access to the subject land is by water only, describe the parking and docking facilities used or to be used and provide the approximate distance in metric of these facilities from the subject land and the nearest public road:

10. WATER, SANITARY SEWAGE AND STORM DRAINAGE

WATER – Indicate whether water will be provided to the subject land by:

- Publicly owned & operated piped water system
- Privately owned & operated individual well
- Privately owned & operated communal well
- Other _____

SANITARY - Indicate whether sewage disposal will be provided to the subject land by:

- Publicly owned & operated sanitary sewage system
- Privately owned & operated individual septic system - See Note below
- Privately owned & operated communal septic system - See Note below
- Other _____

Note: If the application would permit development on privately owned and operated individual or communal septic systems, and more than 4,500 litres of effluent would be produced per day as a result of the development being completed, you must submit a Servicing Options Report and a Hydrogeological Report.

STORM DRAINAGE - Indicate whether storm drainage will be provided by:

- Sewers Ditches Swales Other _____

ZONING BY-LAW AMENDMENT APPLICATION

11. SKETCH OF SUBJECT LAND

Provide a sketch showing, in metric units,

- a) the boundaries and dimensions of the subject land;
- b) the location, size, and type of all existing and proposed buildings and structures on the subject land, including their distance from the front lot line, rear lot line, and side lines;
- c) the approximate location of all natural and artificial features (for example, buildings, railways, roads, watercourses, drainage ditches, banks of rivers or streams, wetlands, wooded areas, wells and septic tanks) that are located on the subject land and on land that is adjacent to it, and in the applicant's opinion, may affect the application;
- d) the current uses of all land that is adjacent to the subject land;
- e) the location, width and name of any roads within or abutting the subject land, indicating whether it is an unopened road allowance, a public travelled road, a private road, or a right of way;
- f) if access to the subject land will be water only, the location of the parking and docking facilities to be used; and
- g) the location and nature of any easement affecting the subject land.

12. APPLICATION FEE & OTHER FEES

The amendment type and corresponding application fees are identified in the Planning Consultation Stage 2 process.

Fees may be subject to change and are not refundable once the application is deemed complete. Method of payment: Cash, Mastercard, Visa or Certified Cheque or Personal Cheque payable to The Corporation of the City of Windsor. If paying by Mastercard or Visa, contact the Senior Steno Clerk for further direction at planningdept@citywindsor.ca or 519-255-6543.

APPLICATION FEE

Amendment Type	Code	<input type="checkbox"/> Minor Rezoning	<input checked="" type="checkbox"/> Major Rezoning
Base Fee	53001	\$4,347.00	\$5,837.40
GIS Fee	63024	+ \$50.00	+ \$50.00
Essex Region Conservation Authority Fee	53023	+ \$200.00	+ \$300.00
Total Application Fee		= \$4,597.00	= \$6,187.40

The following fees are provided for information purposes. They are not due at this time but may be assessed depending on the type(s) of applications associated with the development proposal

OTHER FEES

Re-Notification/Deferral Fee	Code 53016	\$2,258.40
Required when an applicant requests a deferral after notice of a public meeting has been given.		
Legal Fee - Servicing Agreement	Code 63002	\$597.64 plus \$50 per unit, lot, or block
Required when the preparation of a servicing agreement is a condition of approval.		
Removal of the Holding Symbol Application	Code 53001	\$1,536.00
It is the responsibility of the property owner to satisfy the conditions to remove the holding symbol and to apply and fee to remove the holding symbol.		
Ontario Land Tribunal (OLT) Appeal Fee		\$1,100.00
An appeal is made through Council Services (519-255-6211 or clerks@citywindsor.ca). Fees, forms, and processes are subject to change. Visit https://olt.gov.on.ca for additional information		

ZONING BY-LAW AMENDMENT APPLICATION

13. PROPOSED PUBLIC CONSULTATION STRATEGY

Select or describe your proposed strategy for consulting with the public with respect to the application:

- Required Public Consultation (Public Notice & Public Meeting as required per the Planning Act)
 - Open House
 - Website
 - Other _____
- _____
- _____
- _____

14. SWORN DECLARATION OF APPLICANT

Complete in the presence of a Commissioner for Taking Affidavits. If the declaration is to be administered remotely, you must be able to see, hear and communicate with the Commissioner and show documentation that confirms your identity.

I, 1027458 Ontario Inc. c/o Jenny Coco, solemnly declare that the information required under Schedule 1 to Ontario Regulation 545/06 and provided by the applicant is accurate and that the information contained in the documents that accompany this application is accurate, that if this declaration was administered remotely that it was in accordance with Ontario Regulation 431/20, and I make this solemn declaration conscientiously believing it to be true, and knowing that it is of the same force and effect as if made under oath.



Signature of Applicant

Sign in the presence of a Commissioner
For Taking Affidavits

TORONTO, ONTARIO

Location of Applicant at time of declaration

This declaration was administered remotely in accordance with Ontario Regulation 431/20

Declared before me _____ at the TORONTO, ONTARIO

Signature of Commissioner

Location of Commissioner

this 13th day of OCTOBER, 2023
day month year

PLACE AN IMPRINT OF YOUR STAMP BELOW

ROCK-ANTHONY COCO,
a Commissioner, etc., Province of Ontario,
for Coco International Inc.,
and its subsidiaries, associated companies,
and affiliates.
Expires May 18, 2025.

READ & COMPLETE SCHEDULES A & E IN FULL & SIGN

ZONING BY-LAW AMENDMENT APPLICATION

SCHEDULE A – Authorizations & Acknowledgements

A1. Authorization of Registered Owner for Agent to Make the Application

If the applicant is not the registered owner of the land that is the subject of this application, the written authorization of the registered owner that the agent is authorized to make the application must be included with this application form or the authorization below must be completed.

I, 1027458 Ontario Inc. c/o Jenny Coco, am the registered owner of the land that is
Name of Registered Owner

subject of this application for an amendment to the City of Windsor Zoning By-law and I authorize

Dillon Consulting Limited c/o Theresa O'Neill to make this application on my behalf.
Name of Agent



Signature of Registered Owner

10.13.23

Date

If Corporation - I have authority to bind the corporation

A2. Authorization to Enter Upon the Subject Lands and Premises

I, 1027458 Ontario Inc. c/o Jenny Coco,
Name of Registered Owner

hereby authorize the Development and Heritage Standing Committee or their successor, City Council, and staff of The Corporation of the City of Windsor to enter upon the subject lands and premises described in Section 5 of the application form for the purpose of evaluating the merits of this application and subsequently to conduct any inspections on the subject lands that may be required as a condition of approval. This is their authority for doing so.



Signature of Registered Owner

10.13.23

Date

If Corporation – I have authority to bind the corporation

SCHEDULE A CONTINUES ON NEXT PAGE

ZONING BY-LAW AMENDMENT APPLICATION

SCHEDULE A – Authorizations & Acknowledgements - *Continued*

A3. Acknowledgements

Receipt, Fees, Additional Information, Termination, and Freedom of Information

I acknowledge that receipt of this application by the City of Windsor does not guarantee it to be a complete application, that further review of the application will occur, and that I may be contacted to provide additional information and/or resolve any discrepancies or issues with the application as submitted.

I further acknowledge that after the application is deemed complete, fees are not refundable, additional information may be requested, and that after 60 days of inactivity the City of Windsor may terminate the application without notice.

I further acknowledge that pursuant to the provisions of the Planning Act and the Municipal Freedom of Information and Protection of Privacy Act, this application and all material and information provided with this application are made available to the public.

Species at Risk

Ontario's *Endangered Species Act* protects endangered and threatened species — animals and plants in decline and at risk of disappearing from the province by restricting activities that may affect these plants, animals or their habitats.

I acknowledge that it is my sole responsibility as the Applicant to comply with the provisions of the *Endangered Species Act, 2007, S. O. c.6*. This could require me to register an activity, get a permit or other authorization from the Ministry of the Environment, Conservation and Parks (MECP) prior to conducting an activity that could impact an endangered or threatened plant or animal or its habitat. I further acknowledge that any *Planning Act, R.S.O. 1990, c.P.13* approval given by the City of Windsor does not constitute an approval under the *Endangered Species Act*, nor does it absolve me from seeking the necessary authorization, approvals or permits from the MECP prior to conducting any activity that may affect endangered or threatened plant or animal or its habitat.

Additional information can be found at:

<https://www.ontario.ca/page/development-and-infrastructure-projects-and-endangered-or-threatened-species>

or by contacting MECP at SAROntario@ontario.ca

Acknowledgement

I acknowledge that I have read and understand the above statements:



Signature of Applicant or Agent

10.13.23

Date

**END OF SCHEDULE A
COMPLETE SCHEDULE E ON NEXT PAGE**

ZONING BY-LAW AMENDMENT APPLICATION

SCHEDULE E – Environmental Site Screening Questionnaire

Previous Use of Property

- Residential Industrial Commercial Institutional
 Agricultural Parkland Vacant Other _____

- a) If previous use of the property is Industrial or Commercial, specify use:
N/A
- b) Has the grading of the subject land been changed by adding earth or material? Has filling occurred on the subject land?
 Yes No Unknown
- c) Has a gasoline station and/or automobile service station been located on the subject land or adjacent lands at any time?
 Yes No Unknown
- d) Has there been petroleum or other fuel stored on the subject land or adjacent lands?
 Yes No Unknown
- e) Are there or have there ever been underground storage tanks or buried waste on the subject land or adjacent lands?
 Yes No Unknown
- f) Have the lands or adjacent lands ever been used as an agricultural operation where cyanide products may have been applied as pesticides and/or sewage sludge applied to the lands?
 Yes No Unknown
- g) Have the lands or adjacent lands ever been used as a weapons firing range?
 Yes No Unknown
- h) Is the nearest boundary line of the application within 500 metres (1,640 feet) of the boundary line of an operational/non-operational public or private waste disposal site, landfill or dump?
 Yes No Unknown
- i) If there are existing or previously existing buildings on the subject lands, are there any building materials remaining on site which are potentially hazardous to public health (e.g., asbestos, PCB's)?
 Yes No Unknown
- j) Is there reason to believe the subject lands may have been contaminated by existing or former uses on the site or adjacent sites?*

** Possible uses that can cause contamination include but are not limited to: operation of electrical transformer stations, disposal of waste minerals, raw material storage, and residues left in containers, maintenance activities and spills. Some commercial properties such as gasoline stations, automotive repair garages, and dry cleaning plants have similar potential. The longer a property is under industrial or similar use, the greater the potential for site contamination. Also, a series of different industrial or similar uses upon a site could potentially increase the number of chemicals that are present.*

- k) If current or previous use of the property is Industrial or Commercial, or if YES to any of a) to j) above, attach a previous use inventory showing all former uses of the subject land, or if applicable, the land(s) adjacent to the subject lands.

SCHEDULE E CONTINUES ON NEXT PAGE

ZONING BY-LAW AMENDMENT APPLICATION

SCHEDULE E - CONTINUED

Acknowledgement Clause

I hereby acknowledge that it is my responsibility to ensure that I am in compliance with all applicable laws, regulations, guidelines and the City's Official Plan policies pertaining to potentially contaminated sites, and to use all reasonable effort to identify the potential for contamination on the subject property.

I acknowledge that as a condition of approval of this application that the City may require me to file a Record of Site Condition signed by a qualified person in the provincial Environmental Site Registry, and provide verification to the City of Windsor of acknowledgement of this Record of Site Condition by the Ministry of Environment.

I acknowledge that the City may require the qualified person signing the Record of Site Condition to submit to the City a Declaration acknowledging that the City of Windsor may rely on the statements in the Record of Site Condition.

I acknowledge that the City of Windsor is not responsible for the identification and/or remediation of contaminated sites, and I agree, whether in, through, or as a result of any action or proceeding for environmental clean-up of any damage or otherwise, I will not sue or make claim whatsoever against the City of Windsor, its officers, officials, employees or agents for or in respect of any loss, damage, injury or costs.

1027458 Ontario Inc. c/o Jenny Coco

Name of Applicant (print)



Signature of Applicant

10.13.23

Date

Dillon Consulting Limited c/o Theresa O'Neill

Name of Agent (print)



Signature of Agent

October 17, 2023

Date

END OF SCHEDULE E

ZONING BY-LAW AMENDMENT APPLICATION

DO NOT COMPLETE BELOW – STAFF USE ONLY

Receipt and Assignment of Application	Date Received Stamp
This application has been assigned to:	
<input type="checkbox"/> Adam Szymczak (AS)	<input type="checkbox"/> Brian Nagata (BN)
<input type="checkbox"/> Frank Garardo (FG)	<input type="checkbox"/> Tracy Tang (TT)
<input type="checkbox"/> Jim Abbs (JA)	<input type="checkbox"/> Justina Nwaesei (JN)
<input type="checkbox"/> Kevin Alexander (KA)	<input type="checkbox"/> Laura Strahl (LS)
<input type="checkbox"/> Simona Simion (SS)	<input type="checkbox"/> _____

Complete Application		
This application is deemed complete on _____ <i>Date</i>		

<i>Signature of Delegated Authority</i>		
<input type="checkbox"/> Neil Robertson, MCIP, RPP Manager of Urban Design	<input type="checkbox"/> Greg Atkinson, MCIP, RPP Manager of Development	<input type="checkbox"/> Thom Hunt, MCIP, RPP City Planner & Executive Director

Internal Information			
Fee Paid: \$ _____	Receipt No: _____	Date: _____	
Payment Type: <input type="checkbox"/> Cash	<input type="checkbox"/> Certified Cheque	<input type="checkbox"/> Credit Card	<input type="checkbox"/> Personal Cheque
NEW Zoning File No. ZNG/ _____	Z- _____		
Previous Zoning File No. ZNG/ _____	Z- _____		
Related OPA File No. OPA/ _____	OPA _____		
Other File Numbers: _____			
Notes: _____			

THIS IS THE LAST PAGE OF THE APPLICATION FORM

OFFICIAL PLAN AMENDMENT APPLICATION

INSTRUCTIONS

Verify that you are using the most current application form.

- Section 1: Before this application can be submitted, you must complete both Stage 1 and Stage 2 Planning Consultation Applications.
- Section 2: During the Stage 2 process, any required studies must be completed and submitted for review and comment. The final studies for Stage 2 must be included with this application and the proposal must remain unchanged.
- Section 3: Provide the full name, address, phone number, fax number and email address of the applicant, agent, and registered owner. If any of these are a corporation, provide the full corporate name. Include the full name of the contact person. If there is more than one person, corporation, or registered owner, use additional sheets.
- Section 4: Indicate if you are submitting companion applications with this application. Please note that an application to amend the Zoning By-law or an application for Plan of Subdivision/Condominium are the only applications that will be accepted for processing concurrently with an Official Plan Amendment.
- Section 5: Provide information about the subject land. This information is used to determine or confirm supporting information requirements and to assist in the review of the application.
- Section 6: Describe the amendment and answer all questions. If some of this information is in a Planning Rationale Report, check the box beside "See Planning Rationale Report".
- Section 7: Provide details about any other Planning Act applications by the applicant for the subject land or any land within 120 metres.
- Section 8: Provide information about water service and sanitary sewage disposal.
- Section 9: Complete this section using the information provided in the Planning Consultation Stage 2 letter.
- Section 10: Explain your proposed strategy for consulting with the public with respect to the application.
- Section 11: Complete and sign in the presence of a Commissioner of Taking Affidavits.
- Schedules: Read and complete Schedule A in full and sign.

Submit application form, supporting information, and application fee to the Senior Steno Clerk at Planning & Development Services, Suite 210, 350 City Hall Square West, Windsor ON N9A 6S1 or planningdept@citywindsor.ca.

Any timelines noted in this application form are subject to change.

The application is reviewed to ensure all prescribed information and the required fee have been submitted. Within 30 days of the receipt of the application, the applicant will be notified in writing that the application is deemed complete. If deemed incomplete, the application and fee will be returned. If deemed complete, the application fee is not refundable.

The applicant, agent and all other interested parties will be notified by Council Services of the date, time, and location of the Development & Heritage Standing Committee (DHSC) meeting and the Council meeting.

An application will be terminated without notice after 60 days of inactivity.

DATE RECEIVED STAMP

CONTACT INFORMATION

Planning & Development Services
Suite 210
350 City Hall Square West
Windsor ON N9A 6S1

Telephone: 519-255-6543
Fax: 519-255-6544
Email: planningdept@citywindsor.ca
Web Site: www.citywindsor.ca

OFFICIAL PLAN AMENDMENT APPLICATION

1. PLANNING CONSULTATION – Completion of Stage 2

Planning Consultation (Stage 2 Application) must be completed before this application can be submitted.

Has the Planning Consultation Stage 2 Application been completed?

NO YES File Number: PC- 100/22

Staff Use Only

Signature of Staff Planner	Date of Consultation
<input type="checkbox"/> Jim Abbs	<input type="checkbox"/> Kevin Alexander
<input checked="" type="checkbox"/> Brian Nagata	<input type="checkbox"/> Tracy Tang
<input type="checkbox"/> Adam Szymczak	<input type="checkbox"/> Frank Garardo
<input type="checkbox"/>	<input type="checkbox"/> Justina Nwaesei
	<input type="checkbox"/> Simona Simion
	<input type="checkbox"/> Laura Strahl
	<input type="checkbox"/> _____

2. REQUIRED SUPPORTING INFORMATION as Identified in the Planning Consultation Stage 2 Process:

For each document, provide one paper copy, and where possible, one digital copy on a USB flash drive or by email. All drawings or plans shall be in letter size (8.5 x 11 inches) in JPG and PDF format. All other document shall be provided in Word and PDF format. Please ensure that all PDF documents are 'flattened' and contain no layers.

The City of Windsor reserves the right to require additional supporting information during the processing of the application. All supporting information submitted is made available for public review.

If you are submitting a companion application submit only one set of documents.

<input checked="" type="checkbox"/> Deed or Offer to Purchase	<input type="checkbox"/> Corporation Profile Report	<input checked="" type="checkbox"/> Site Plan Conceptual	<input checked="" type="checkbox"/> Sketch of Subject Land
<input type="checkbox"/> Archaeological Assessment – Stage 1	<input type="checkbox"/> Built Heritage Impact Study	<input type="checkbox"/> Environmental Evaluation Report	<input type="checkbox"/> Environmental Site Assessment
<input type="checkbox"/> Floor Plan and Elevations	<input type="checkbox"/> Geotechnical Study	<input type="checkbox"/> Guideline Plan	<input type="checkbox"/> Lighting Study
<input type="checkbox"/> Market Impact Assessment	<input type="checkbox"/> Micro-Climate Study	<input type="checkbox"/> Noise Study	<input type="checkbox"/> Planning Rationale Report
<input type="checkbox"/> Record of Site Condition (see Schedule E)	<input type="checkbox"/> Sanitary Sewer Study	<input type="checkbox"/> Species at Risk Screening	<input type="checkbox"/> Storm Sewer Study
<input type="checkbox"/> Storm Water Retention Scheme	<input type="checkbox"/> Topographic Plan of Survey	<input type="checkbox"/> Transportation Impact Statement	<input type="checkbox"/> Transportation Impact Study
<input type="checkbox"/> Tree Preservation	<input type="checkbox"/> Tree Survey Study	<input type="checkbox"/> Urban Design Study	<input type="checkbox"/> Vibration Study
<input type="checkbox"/> Wetland Evaluation Study	Other Required Information: _____		

OFFICIAL PLAN AMENDMENT APPLICATION

3. APPLICANT, REGISTERED OWNER AND AGENT INFORMATION

Provide in full the name of the applicant, registered owner and agent, the name of the contact person, and address, postal code, phone number, fax number and email address.

If the applicant or registered owner is a numbered company, provide the name of the principals of the company. If there is more than one applicant or registered owner, copy this page, complete in full and submit with this application.

All communication is with the Agent authorized by the Owner to file the application. If there is no Agent, all communication is with the Applicant.

Applicant

Name: 1027458 Ontario Inc. Contact: Jenny Coco
Name of Contact Person

Address: 271 Spadina Road

Address: Toronto, ON Postal Code: M5R 2V3

Phone: 416-891-5536 Fax: n/a

Email: jcoco@cocogroup.com

Registered Owner Same as Applicant

Name: _____ Contact: _____
Name of Contact Person

Address: _____

Address: _____ Postal Code: _____

Phone: _____ Fax: _____

Email: _____

Agent Authorized by the Owner to File the Application (Also complete Section A1 of Schedule A)

Name: Dillon Consulting Limited Contact: Theresa O'Neill
Name of Contact Person

Address: 3200 Deziel Drive, Suite 608

Address: Windsor, ON Postal Code: N8W 5K8

Phone: 519-671-5807 Fax: n/a

Email: toneill@dillon.ca

4. COMPANION APPLICATIONS

Are you submitting a companion Zoning Amendment application? NO YES

Are you submitting a companion Plan of Subdivision/Condominium application? NO YES

Please note that if a development proposal requires site plan approval, that application can only be submitted after the zoning amendment has been considered by City Council and the appeal period has concluded.

OFFICIAL PLAN AMENDMENT APPLICATION

5. SUBJECT LAND INFORMATION

Municipal Address 0 Wyandotte Street East

Legal Description Part of Block A on Plan 1161; Part Streets and Alleys (Closed By R1088686); Part Lots 14, 31, 34, and 52 and all of Lots 32, 33, and 53 on Plan 1230; Part Lots 139, 140, and 141 Concession 1

Assessment Roll Number 060-460-21659

Frontage (m) 127.7 Depth (m) Irregular Area (sq m) 34,800

Current Official Plan Designation Residential (Primary Official Plan) & Residential Neighbourhoods, Open Space, and Institutional (East Riverside Secondary Planning Area)

What land uses are permitted by the Official Plan Designation? Residential - Low Profile & Medium Profile dwelling units & Residential Neighbourhoods - dwellings within small-scale multiple dwellings of 3 to 4-storeys, and with densities of up to 40 units per net hectare
Open Space - Regional Parks, Community Parks, and Neighbourhood Parks; and Institutional - place of worship and other community institution

6. DESCRIPTION OF OFFICIAL PLAN AMENDMENT (OPA)

Name of Official Plan proposed to be amended: *The City of Windsor Official Plan*

Amendment to Official Plan from Residential & Residential Neighbourhoods, Open Space, and Institutional to Site Specific Residential and Residential Neighbourhoods

Purpose of the proposed OPA: To facilitate the development of three (3) Medium Profile residential buildings and two (2) High Profile residential buildings. The proposed multiple dwelling residential buildings include three (3) six (6)-storey buildings each with 63 units and two (2) 12-storey buildings each with 129 units for a total of 447 units.

What land uses will the proposed official plan amendment (OPA) authorize? Residential land use permitting High Profile development & Residential Neighbourhoods land use permitting an increased maximum permitted density from 40 units per hectare (UPH) to 130 UPH and an increased maximum permitted height from 4-storeys to 12-storeys

Does the proposed OPA change, replace or delete a policy in the Official Plan? No Yes

If yes, the policy to be changed, replaced or deleted: _____

Does the proposed OPA add a policy to the Official Plan? No Yes

OFFICIAL PLAN AMENDMENT APPLICATION

6. DESCRIPTION OF OFFICIAL PLAN AMENDMENT (OPA) - Continued

Does the proposed OPA change or replace a designation in the Official Plan? No Yes

If yes, the designation to be changed or replaced: _____
Site Specific Residential (Official Plan) & Residential Neighbourhood (East Riverside Secondary Plan)

If a policy is being changed, replaced or deleted or if a policy is being added, the text of the proposed OPA:

Not Applicable See Planning Rationale Report See Attached

If the proposed OPA changes or replaces a schedule in the Official Plan, the requested schedule and the text that accompanies it:

Not Applicable See Planning Rationale Report See Attached

If the proposed OPA alters all or any part of the boundary of an area of a settlement or establishes a new area of settlement, the current official policies, if any, dealing with the alteration or establishment of an area of settlement:

Not Applicable See Planning Rationale Report See Attached

If the proposed OPA removes the subject land from an area of employment, the current Official Plan policies, if any, dealing with the removal of land from an area of employment:

Not Applicable See Planning Rationale Report See Attached

Explain how the proposed OPA is consistent with the Provincial Policy Statement:

See Planning Rationale Report See Attached

OFFICIAL PLAN AMENDMENT APPLICATION

7. OTHER APPLICATION INFORMATION

Is the subject land or land within 120 metres the subject of an application by the applicant under the Planning Act for:

A Minor Variance or Consent? No Yes

File number: _____ Status: _____

Approval authority: _____

Affected lands: _____

Purpose of Minor Variance or Consent: _____

Effect on the proposed OPA: _____

An amendment to an Official Plan, a Zoning By-law or a Minister's Zoning Order? No Yes

File number: 1) Z-027/22 & OPA 163 (Phase 3)
2) Z-013/23 (Phase 5) Status: Approved

Approval authority: City of Windsor

Affected lands: 1) Blocks 63-62 (incl.) on Plan 12M-581, subject to an easement as in R1285381
2) Part of Blocks 63 and 64, 12M-581, Part of Clover Avenue on RP 1230, Part of Lots 139 and 140, Concession 1 (McNiff's Survey)

Purpose of OP or ZBL amendment or Zoning Order: To permit the development of low profile residential dwellings (townhomes).

Effect on the proposed OPA: N/A

Approval of a plan of subdivision or a site plan? No Yes

File number: 1) SDN-001/22 & CE1154567 (Phase 3 & 5) Status: Approved

Approval authority: City of Windsor

Affected lands: 1) Blocks 63-62 (incl.) on Plan 12M-581, subject to an easement as in R1285381
2) Part of Blocks 63 and 64, 12M-581, Part of Clover Avenue on RP 1230, Part of Lots 139 and 140, Concession 1 (McNiff's Survey)

Purpose of plan of subdivision or site plan: _____

To permit the development of low profile residential development in the form of townhome dwellings.

Effect on the proposed OPA: N/A

OFFICIAL PLAN AMENDMENT APPLICATION

8. WATER & SANITARY SEWAGE DISPOSAL

WATER – Indicate whether water will be provided to the subject land by:

- | | |
|--|--|
| <input checked="" type="checkbox"/> Publicly owned & operated piped water system
<input type="checkbox"/> Privately owned & operated individual well
<input type="checkbox"/> Privately owned & operated communal well | <input type="checkbox"/> A lake or other water body
<input type="checkbox"/> Other means: _____ |
|--|--|

SANITARY - Indicate whether sanitary sewage disposal will be provided to the subject land by:

- | | |
|--|---|
| <input checked="" type="checkbox"/> Publicly owned & operated sanitary sewage system
<input type="checkbox"/> Privately owned & operated individual septic system
<input type="checkbox"/> Privately owned & operated communal septic system | <input type="checkbox"/> A privy
<input type="checkbox"/> Other means: _____ |
|--|---|

If the application would permit development on privately owned and operated individual or communal septic systems, and more than 4500 litres of effluent would be produced per day as a result of the development being completed submit a Servicing Options Report and a Hydrogeological Report.

9. TYPE OF AMENDMENT, APPLICATION FEE & OTHER FEES

TYPE OF OFFICIAL PLAN AMENDMENT (OPA)

The amendment type and corresponding application fees are identified in the Planning Consultation Stage 2 process.

Fees may be subject to change and are not refundable once the application is deemed complete. Method of payment: Cash, Mastercard, Visa or Certified Cheque or Personal Cheque payable to The Corporation of the City of Windsor. If paying by Mastercard or Visa, contact the Senior Steno Clerk for further direction at planningdept@citywindsor.ca or 519-255-6543.

Minor OPA: A minor revision to the text of the Official Plan or a Site Specific Policy direction.

Major OPA: A change from one land use designation to another land use designation, a change to any Schedule in the City of Windsor Official Plan, or any other amendment not described above.

APPLICATION FEE

	<i>Code</i>	<input type="checkbox"/> Minor OPA	<input checked="" type="checkbox"/> Major OPA
Base Fee	63003	\$2,258.40	\$8,112.35
GIS Fee	63024	+ \$50.00	+ \$50.00
Essex Region Conservation Authority Fee	53023	+ <u>\$200.00</u>	+ <u>\$300.00</u>
Total Application Fee		= \$2,508.40	= \$8,462.35

The following fees are provided for information purposes. They are not due at this time but may be assessed depending on the type(s) of applications associated with the development proposal

OTHER FEES

Re-Notification/Deferral Fee 53016 \$2,258.40

Required when an applicant requests a deferral after notice of a public meeting has been given.

Ontario Land Tribunal (OLT) Appeal Fee \$1,100.00

An appeal is made through Council Services (519-255-6211 or clerks@citywindsor.ca). Fees, forms, and processes are subject to change. Visit <https://olt.gov.on.ca> for additional information.

OFFICIAL PLAN AMENDMENT APPLICATION

10. PROPOSED PUBLIC CONSULTATION STRATEGY

Select or describe your proposed strategy for consulting with the public with respect to the application:

Required Public Consultation (Public Notice & Public Meeting as required per the Planning Act)

Open House

Website

Other _____

11. SWORN DECLARATION OF APPLICANT

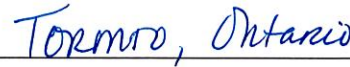
Complete in the presence of a Commissioner for Taking Affidavits. If the declaration is to be administered remotely, you must be able to see, hear and communicate with the Commissioner and show documentation that confirms your identity.

I, 1027458 Ontario Inc. c/o Jenny Coco, solemnly declare that the information required under Schedule 1 to Ontario Regulation 543/06 and provided by the applicant is accurate and that the information contained in the documents that accompany this application is accurate, that if this declaration was administered remotely that it was in accordance with Ontario Regulation 431/20, and I make this solemn declaration conscientiously believing it to be true, and knowing that it is of the same force and effect as if made under oath.



Signature of Applicant

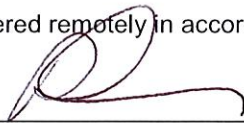
Sign in the presence of a Commissioner
For Taking Affidavits



Location of Applicant at time of declaration

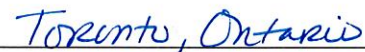
This declaration was administered remotely in accordance with Ontario Regulation 431/20

Declared before me



Signature of Commissioner

at the



Location of Commissioner

this

13th

day

day of

October

month

2023

year

PLACE AN IMPRINT OF YOUR STAMP BELOW

ROCK-ANTHONY COCO,
a Commissioner, etc., Province of Ontario,
for Coco International Inc.,
and its subsidiaries, associated companies,
and affiliates.
Expires May 18, 2025.

READ & COMPLETE SCHEDULE A IN FULL & SIGN

OFFICIAL PLAN AMENDMENT APPLICATION

SCHEDULE A – Authorizations & Acknowledgement

A1. Authorization of Registered Owner for Agent to Make the Application

If the applicant is not the registered owner of the land that is the subject of this application, the written authorization of the registered owner that the agent is authorized to make the application must be included with this application form or the authorization below must be completed.

I, 1027458 Ontario Inc. c/o Jenny Coco, am the registered owner of the land that is
name of registered owner

subject of this application for an amendment to the City of Windsor Official Plan and I authorize

Dillon Consulting Limited c/o Theresa O'Neill to make this application on my behalf.
name of agent



Signature of Registered Owner

October 13, 2023

Date

If Corporation - I have authority to bind the corporation

A2. Authorization to Enter Upon the Subject Lands and Premises

I, 1027458 Ontario Inc. c/o Jenny Coco, hereby authorize the Development and Heritage Standing Committee, City Council, and staff of The Corporation of the City of Windsor to enter upon the subject lands and premises described in Section 5 of the application form for the purpose of evaluating the merits of this application and subsequently to conduct any inspections on the subject lands that may be required as condition of approval. This is their authority for doing so.



Signature of Registered Owner

10.13.2023

Date

If Corporation – I have authority to bind the corporation

SCHEDULE A CONTINUES ON NEXT PAGE

OFFICIAL PLAN AMENDMENT APPLICATION

SCHEDULE A – Authorizations & Acknowledgements - Continued

A3. Acknowledgements

Receipt, Fees, Additional Information, Termination, and Freedom of Information

I acknowledge that receipt of this application by the City of Windsor does not guarantee it to be a complete application, that further review of the application will occur, and I may be contacted to provide additional information and/or resolve any discrepancies or issues with the application as submitted.

I further acknowledge that once the application is deemed complete, fees are not refundable, additional information may be requested, and that after 60 days of inactivity the City of Windsor may terminate the application without notice.

I further acknowledge that pursuant to the provisions of the Planning Act and the Municipal Freedom of Information and Protection of Privacy Act, this application and all material and information provided with this application are made available to the public.

Species at Risk

Ontario's *Endangered Species Act* protects endangered and threatened species — animals and plants in decline and at risk of disappearing from the province by restricting activities that may affect these plants, animals or their habitats.

I acknowledge that it is my sole responsibility as the Applicant to comply with the provisions of the *Endangered Species Act, 2007, S. O. c.6*. This could require me to register an activity, get a permit or other authorization from the Ministry of the Environment, Conservation and Parks (MECP) prior to conducting an activity that could impact an endangered or threatened plant or animal or its habitat. I further acknowledge that any *Planning Act, R.S.O. 1990, c.P.13* approval given by the City of Windsor does not constitute an approval under the *Endangered Species Act*, nor does it absolve me from seeking the necessary authorization, approvals or permits from the MECP prior to conducting any activity that may affect endangered or threatened plant or animal or its habitat.

Additional information can be found at:

<https://www.ontario.ca/page/development-and-infrastructure-projects-and-endangered-or-threatened-species>

or by contacting MECP at SAROntario@ontario.ca

Acknowledgement

I acknowledge that I have read and understand the above statements:



Signature of Applicant or Agent

10.13.2023

Date

END OF SCHEDULE A

OFFICIAL PLAN AMENDMENT APPLICATION

DO NOT COMPLETE BELOW – STAFF USE ONLY

Receipt and Assignment of Application	Date Received Stamp
This application has been assigned to:	
<input type="checkbox"/> Adam Szymczak (AS)	<input type="checkbox"/> Brian Nagata (BN)
<input type="checkbox"/> Frank Garardo (FG)	<input type="checkbox"/> Tracy Tang (TT)
<input type="checkbox"/> Jim Abbs (JA)	<input type="checkbox"/> Justina Nwaesei (JN)
<input type="checkbox"/> Kevin Alexander (KA)	<input type="checkbox"/> Laura Strahl (LS)
<input type="checkbox"/> Simona Simion (SS)	<input type="checkbox"/> _____

Complete Application		
This application is deemed complete on _____ <p style="text-align: right;"><i>Date</i></p>		
_____ <p style="text-align: center;"><i>Signature of Delegated Authority</i></p>		
<input type="checkbox"/> Neil Robertson, MCIP, RPP Manager of Urban Design	<input type="checkbox"/> Greg Atkinson, MCIP, RPP Manager of Development	<input type="checkbox"/> Thom Hunt, MCIP, RPP City Planner & Executive Director

Internal Information
Fee Paid: \$ _____ Receipt No: _____ Date: _____
Payment Type: <input type="checkbox"/> Cash <input type="checkbox"/> Certified Cheque <input type="checkbox"/> Credit Card <input type="checkbox"/> Personal Cheque
NEW File No. OPA/ _____
Previous OPA File No. OPA/ _____
Related Zoning File No. ZNG/ _____
Other File Numbers: _____
Notes: _____ _____

THIS IS THE LAST PAGE OF THE APPLICATION FORM



February 2, 2024

Dillon Consulting Limited
Attn: Theresa O'Neill
3200 Deziel Drive, Suite 608
Windsor, ON N8W 5K8

Dear Agent,

Re: REZONING APPLICATION
APPLICANT: 1027458 ONTARIO INC.
LOCATION: 0 CLAIRVIEW AVE.
FILE NO.: Z-004/24 [ZNG/7171] & OPA 182 [OPA/7173]

This is to acknowledge receipt of the applications for a rezoning and official plan amendment, which have been assigned the above-referenced file number. In accordance with the delegation authority as prescribed by By-Law 139-2013, the information and material required has been provided, therefore the application was deemed COMPLETE on January 31, 2024 and processing has begun.

You will be advised prior to the Development & Heritage Standing Committee and Council meetings of the position of the Planning Department on the application and the dates of the public meetings.

Please email me at jabbs@citywindsor.ca, if you have any questions.

Sincerely,

A handwritten signature in black ink, appearing to read 'J. Abbs', written over a horizontal line.

Jim Abbs, MCIP, RPP
Planner III - Development

JA/ap

ZONING BY-LAW AMENDMENT APPLICATION

INSTRUCTIONS

Verify that you are using the most current application form.

- Section 1: Pre-Submission consultation with a staff Planner is mandatory per By-law 199-2007. If you do not have a valid Pre-Submission Letter, you must meet with a staff Planner who must sign and date this section.
- Section 2: During Pre-Submission consultation a staff Planner will indicate what supporting information must be submitted with the application.
- Section 3: Provide the full name, address, phone number, fax number and email address of the applicant, agent, and registered owner. If any of these are a corporation, provide the full corporate name. Include the full name of the contact person. If there is more than one person, corporation, or registered owner, use additional sheets.
- Section 4: Indicate if you are submitting other companion applications with this application.
- Section 5: Provide information about the subject land. This information is used to determine supporting information requirements and to assist in the review of the application.
- Section 6: Indicate the amendment, proposed uses and describe the nature and extent of the amendment being requested. Indicate why the amendment is being requested and how it is consistent with the Provincial Policy Statement and conforms to the City of Windsor Official Plan. If this information is in a Planning Rationale Report, check the box beside "See Planning Rationale Report".
- Section 7: If there are any existing buildings or structures on the subject land, provide the required information or submit a sketch, drawing or plan that shows this information.
- Section 8: If you propose to build any buildings or structures on the subject land, provide the required information or submit a sketch, drawing or plan that shows the information.
- Section 9: Indicate how the property is accessed. Check all boxes that apply.
- Section 10: Provide information about water service, sanitary sewage disposal, and storm drainage.
- Section 11: Provide a sketch of the subject land showing, in metric units, the items listed or indicate if this information is provided on an existing plan or a conceptual site plan.
- Section 12: Check the appropriate box based on a valid Pre-Submission Letter or pre-submission consultation.
- Section 13: Explain your proposed strategy for consulting with the public with respect to the application.
- Section 14: Complete and sign in the presence of a Commissioner of Taking Affidavits.
- Other: Read, complete in full, and sign Schedules A & E.

Submit application form, supporting information, and application fee to Senior Steno Clerk at Planning & Development Services, Suite 210, 350 City Hall Square West, Windsor ON N9A 6S1 or planningdept@citywindsor.ca

TYPE OF REZONING AMENDMENT

DATE RECEIVED STAMP

The type of amendment is determined by the City Planner or their designate.

Minor Zoning Amendment

- Site zoned commercial, institutional, or manufacturing
 - Addition to the list of permitted uses
- Site already zoned
 - Change to existing regulations or to zoning district boundary to match lot lines
- Site designated in the Official Plan for residential use
 - Rezoning to accommodate a maximum of six dwelling units
- Site designated in the Official Plan for the proposed use other than residential
 - Site-specific zoning for a site with a lot area of less than 1,000.0 m²

Major Zoning Amendment

- Any other amendment not listed as minor.

ZONING BY-LAW AMENDMENT APPLICATION

ZONING BY-LAW AMENDMENT PROCESS

The application will be terminated without notice after 60 days of inactivity. The following is for your information only. Review the Planning Act and relevant regulations for statutory requirements. The processing of the application is subject to change. Direct all questions to the assigned Planner. The process is generally as follows:

1. The application is reviewed to ensure all prescribed and required information and the fee have been submitted. Within 30 days of the receipt of the application, you will be notified in writing that the application is deemed incomplete or complete.
2. If deemed incomplete, the application and fee will be returned. If deemed complete, fees are not refundable, the application is circulated to departments and external agencies for review and comment, and all submitted documents are made available to the public.
3. Following circulation, a draft staff report containing a recommendation and any conditions is prepared. The City Planner and other staff review the draft staff report.
4. When the staff report is approved by appropriate municipal staff, it will be scheduled for a future meeting of the Development and Heritage Standing Committee (DHSC).
5. The DHSC meeting is the public meeting required by the Planning Act. Public notice of the DHSC meeting is advertised in the Windsor Star, a local newspaper, at least 20 days in advance of the DHSC meeting. A courtesy notice may be mailed to property owners and/or tenants within 120 metres or more of the subject land.
6. 10 days prior to the DHSC meeting, the staff report is circulated to the applicant and DHSC members and made available to the public. All supporting documentation submitted by the applicant is available for review.
7. At the DHSC meeting, a staff planner may make a presentation. The applicant and other parties have an opportunity to provide verbal and/or written submissions. The DHSC may ask questions of staff, the applicant, agent, and other parties. The DHSC may decide to defer or recommend approval or denial of the application.
8. If deferred, the application along with any additional information or a new staff report will be considered at a future DHSC meeting. If recommended for approval or denial, the staff report, the minutes of the DHSC meeting, and the amending by-law are forwarded to City of Windsor Council for consideration at a future date. The applicant, agent and all interested parties will be notified by Council Services of the date, time, and location of the Council meeting. Call 311 or contact Council Services at 519-255-6211 or clerks@citywindsor.ca.
9. The application may be placed on the Consent Agenda of the Council Meeting, a part of the meeting where Council approves several matters with a single motion. If the application is not on the Consent Agenda, the staff planner may introduce the application, review the staff recommendation and any additional information provided to Council, and advise Council of any differences between the staff and DHSC recommendations. The applicant and other interested parties have an opportunity to make verbal and/or written submissions. Council may decide to approve, deny, or defer the application. If Council approves the application, the amending by-law may be approved at the same Council meeting, otherwise it will be approved at a future Council meeting.
10. When the amending by-law is passed, Council Services will mail a notice of the passing of the amending by-law to property owners and various public agencies within 15 days. There is a 20-day appeal period commencing the day after this notice is given. The notice will include the last day to file an appeal. An appeal is made to the Ontario Land Tribunal (OLT) through Council Services. If no appeal is filed, the amending by-law is final and binding as of the date of Council's passing of the by-law. Contact Council Services at 519-255-6211 or clerks@citywindsor.ca.
11. If the rezoning is subject to a holding symbol, it is the responsibility of the property owner to satisfy the conditions to remove the holding symbol, to apply, and to pay the fee to remove the holding symbol.

CONTACT INFORMATION

Planning & Development Services
Suite 210
350 City Hall Square West
Windsor ON N9A 6S1

Telephone: 519-255-6543
Fax: 519-255-6544
Email: planningdept@citywindsor.ca
Web Site: www.citywindsor.ca

ZONING BY-LAW AMENDMENT APPLICATION

1. PRE-SUBMISSION CONSULTATION

By-law 199-2007 requires pre-submission consultation with a staff Planner to determine what supporting information is required, to verify fee payable, and to review the process. This application is incomplete unless you have a valid Pre-Submission Letter or a staff Planner signs below.

Valid Pre-Submission Letter? NO YES File Number: PS- 100/22

Staff Use Only

Signature of Staff Planner	Date of Consultation
<input type="checkbox"/> Jim Abbs	<input type="checkbox"/> Kevin Alexander
<input type="checkbox"/> Brian Nagata	<input type="checkbox"/> Justina Nwaesei
<input type="checkbox"/> Adam Szymczak	<input type="checkbox"/> _____
<input type="checkbox"/> Greg Atkinson	<input type="checkbox"/> Frank Garardo
<input type="checkbox"/> Simona Simion	<input type="checkbox"/> Laura Strahl

2. REQUIRED SUPPORTING INFORMATION *(To be completed by a staff Planner)*

Unless you have a valid Pre-Submission Letter, a staff Planner will indicate below what supporting information must be submitted with the application during pre-submission consultation. The City of Windsor reserves the right to require additional supporting information during the processing of the application. All supporting information submitted is made available for public review.

For each document, provide one paper copy, and where possible, one digital copy on a CD or USB flash drive. All drawings or plans shall be in letter size (8.5 x 11 inches) in JPG and PDF format. All other document shall be provided in Word and PDF format. **All PDF documents shall be flattened with no layers.**

If you are submitting a companion application submit only one set of documents.

<input checked="" type="checkbox"/> Deed or Offer to Purchase	<input type="checkbox"/> Corporation Profile Report	<input checked="" type="checkbox"/> Site Plan Conceptual <i>(see Section 8)</i>	<input checked="" type="checkbox"/> Sketch of Subject Land <i>(see Section 11)</i>
<input type="checkbox"/> Archaeological Assessment – Stage 1	<input type="checkbox"/> Built Heritage Impact Study	<input type="checkbox"/> Environmental Evaluation Report	<input type="checkbox"/> Environmental Site Assessment
<input type="checkbox"/> Floor Plan and Elevations	<input type="checkbox"/> Geotechnical Study	<input type="checkbox"/> Guideline Plan	<input type="checkbox"/> Lighting Study
<input type="checkbox"/> Market Impact Assessment	<input type="checkbox"/> Micro-Climate Study	<input type="checkbox"/> Noise Study	<input type="checkbox"/> Planning Rationale Report
<input type="checkbox"/> Record of Site Condition <i>(see Schedule E)</i>	<input type="checkbox"/> Sanitary Sewer Study	<input type="checkbox"/> Species at Risk Screening	<input type="checkbox"/> Storm Sewer Study
<input type="checkbox"/> Storm Water Retention Scheme	<input type="checkbox"/> Topographic Plan of Survey	<input type="checkbox"/> Transportation Impact Statement	<input type="checkbox"/> Transportation Impact Study
<input type="checkbox"/> Tree Preservation	<input type="checkbox"/> Tree Survey Study	<input type="checkbox"/> Urban Design Study	<input type="checkbox"/> Vibration Study
<input type="checkbox"/> Wetland Evaluation Study	Other Required Information: _____		

ZONING BY-LAW AMENDMENT APPLICATION

3. APPLICANT, REGISTERED OWNER, AND AGENT INFORMATION

Provide in full the name of the applicant, registered owner, and agent, the name of the contact person, and address, postal code, phone number, fax number and email address.

If the applicant or registered owner is a numbered company, provide the name of the principals of the company. If there is more than one applicant or registered owner, copy this page, complete in full and submit with this application.

All communication is with the Agent authorized by the Owner to file the application. If there is no Agent, all communication is with the Applicant.

Applicant

Name: 1027458 Ontario Inc. Contact: Jenny Coco
Name of Contact Person

Address: 271 Spadina Road

Address: Toronto, Ontario Postal Code: M5R 2V3

Phone: 416-891-5536 Fax: _____

Email: jcoco@cocogroup.com

Registered Owner Same as Applicant

Name: _____ Contact: _____
Name of Contact Person

Address: _____

Address: _____ Postal Code: _____

Phone: _____ Fax: _____

Email: _____

Agent Authorized by the Owner to File the Application (Also complete Section A1 in Schedule A)

Name: Dillon Consulting Limited Contact: Theresa O'Neill
Name of Contact Person

Address: 3200 Deziel Drive, Suite 608

Address: Windsor, Ontario Postal Code: N8W 5K8

Phone: 519-671-5807 Fax: _____

Email: toneill@dillon.ca

4. COMPANION APPLICATIONS

Are you submitting a companion Official Plan Amendment application? NO YES

Are you submitting a companion Plan of Subdivision/Condominium application? NO YES

Are you submitting a companion Site Plan Control application? NO YES

ZONING BY-LAW AMENDMENT APPLICATION

5. SUBJECT LAND INFORMATION

Municipal Address 0 Wyandotte Street East

Legal Description Part of Block A, Plan 1151; Part 6 on Plan 12R-15252

Assessment Roll Number 373906046021100

If known, the date the subject land was acquired by the current owner: _____

Frontage (m) 78.9 Depth (m) 226.8 Area (sq m) 16,565

Official Plan Designation Residential (Primary Plan) / Residential Neighbourhood (East Riverside Secondary Plan)

Current Zoning Residential District 3.1 (RD3.1)

Existing Uses Vacant

If known, the lengths of time that the existing uses have continued: +/- 40 years

Previous Uses Vacant / Agricultural

List the names and addresses of the holders of any mortgages, charges, or other encumbrances in respect of the subject land:

N/A

Are there any easements or restrictive covenants affecting the subject lands? NO YES

If yes, describe the easement or restrictive covenant and its effect:

If known, has the subject land ever been subject of: *(leave blank if unknown)*

An application for a Plan of Subdivision or Consent: NO YES File: _____

An application for an amendment to a Zoning By-law: NO YES File: _____

An application for approval of a Site Plan: NO YES SPC- _____

A Minister's Zoning Order (Ontario Regulation): NO YES OR#: _____

ZONING BY-LAW AMENDMENT APPLICATION

6. DESCRIPTION OF AMENDMENT

Amendment to Zoning By-law from: Residential District 3.1 (RD3.1)

to: Site-specific Residential District 3.3 (RD3.3)

Proposed uses of subject land: High profile residential multiple dwellings

Describe the nature and extent of the amendment(s) being requested:

A site-specific Residential District 3.3 zone with relief from maximum building height, minimum landscaped open space provisions, and minimum parking ratio.

An increase in maximum building height from 24.0m to 44.0m, a reduction in minimum landscaped open space from 35.0% to 30.0%, and a reduction in required parking ratio from 1.25 to 1.21 are requested to facilitate the proposed development.

Why is this amendment or these amendments being requested?

The amendment is requested to facilitate the development of two (2) 11-storey high profile multiple dwelling residential buildings. Each building is proposed to have 154 dwelling units for a sum total of 308 dwelling units. 373 parking spaces are proposed in the form of a surface parking lot and underground parking for a proposed parking ratio of 1.21 spaces per dwelling unit.

Explain how the amendment to the Zoning By-law is consistent with the Provincial Policy Statement:

See Planning Rationale Report _____

Explain how the application conforms to the City of Windsor Official Plan:

See Planning Rationale Report _____

If this application is to remove land from an area of employment, details of the official plan or official plan amendment that deals with this matter:

See Planning Rationale Report See Official Plan Amendment

N/A

ZONING BY-LAW AMENDMENT APPLICATION

7. EXISTING BUILDINGS / STRUCTURES ON SUBJECT LAND

Are there any buildings or structures on the subject land?

- NO Continue to Section 8
- YES Indicate the type of building or structure, the date of construction (if known), and, in metric units, the setback from the front lot line, rear lot line and side lot lines, the height of the building or structure and its dimensions or floor area.
 - See attached Existing Plan or Sketch of Subject Land

8. PROPOSED BUILDINGS / STRUCTURES ON SUBJECT LAND

Do you propose to build any buildings or structures on the subject land?

- NO Continue to Section 9
- YES Indicate the type of building or structure and, in metric units, the setback from the front lot line, rear lot line and side lot lines, the height of the building or structure, and its dimensions or floor area.
 - See attached Site Plan Conceptual

ZONING BY-LAW AMENDMENT APPLICATION

9. ACCESS TO SUBJECT LAND

Indicate if access to subject land is by: *(check all that apply)*

- Municipal Road Provincial Highway Another public road or a right-of-way
- Water - If access to the subject land is by water only, describe the parking and docking facilities used or to be used and provide the approximate distance in metric of these facilities from the subject land and the nearest public road:

10. WATER, SANITARY SEWAGE AND STORM DRAINAGE

WATER – Indicate whether water will be provided to the subject land by:

- Publicly owned & operated piped water system
- Privately owned & operated individual well
- Privately owned & operated communal well
- Other _____

SANITARY - Indicate whether sewage disposal will be provided to the subject land by:

- Publicly owned & operated sanitary sewage system
- Privately owned & operated individual septic system - See Note below
- Privately owned & operated communal septic system - See Note below
- Other _____

Note: If the application would permit development on privately owned and operated individual or communal septic systems, and more than 4,500 litres of effluent would be produced per day as a result of the development being completed, you must submit a Servicing Options Report and a Hydrogeological Report.

STORM DRAINAGE - Indicate whether storm drainage will be provided by:

- Sewers Ditches Swales Other _____

ZONING BY-LAW AMENDMENT APPLICATION

11. SKETCH OF SUBJECT LAND

Provide a sketch showing, in metric units,

- a) the boundaries and dimensions of the subject land;
- b) the location, size, and type of all existing and proposed buildings and structures on the subject land, including their distance from the front lot line, rear lot line, and side lines;
- c) the approximate location of all natural and artificial features (for example, buildings, railways, roads, watercourses, drainage ditches, banks of rivers or streams, wetlands, wooded areas, wells and septic tanks) that are located on the subject land and on land that is adjacent to it, and in the applicant's opinion, may affect the application;
- d) the current uses of all land that is adjacent to the subject land;
- e) the location, width and name of any roads within or abutting the subject land, indicating whether it is an unopened road allowance, a public travelled road, a private road, or a right of way;
- f) if access to the subject land will be water only, the location of the parking and docking facilities to be used; and
- g) the location and nature of any easement affecting the subject land.

12. APPLICATION FEE & OTHER FEES

The amendment type is determined by the City Planner or their designate.

Verify fees before submitting the application. Fees are subject to change and are not refundable when the application is deemed complete. Method of payment: Cash, Mastercard, Visa or Certified Cheque or Personal Cheque payable to The Corporation of the City of Windsor. If paying by Mastercard or Visa, contact the Senior Steno Clerk for further direction at planningdept@citywindsor.ca or 519-255-6543.

APPLICATION FEE

Amendment Type	Code	<input type="checkbox"/> Minor Rezoning	<input checked="" type="checkbox"/> Major Rezoning
Base Fee	53001	\$4,347.00	\$5,837.40
GIS Fee	63024	+ \$50.00	+ \$50.00
Essex Region Conservation Authority Fee	53023	+ <u>\$200.00</u>	+ <u>\$300.00</u>
Total Application Fee		= \$4,597.00	= \$6,187.40

OTHER FEES

Re-Notification/Deferral Fee	Code 53016	\$2,258.40
Required when an applicant requests a deferral after notice of a public meeting has been given.		
Legal Fee - Servicing Agreement	Code 63002	\$597.64 plus \$50 per unit, lot, or block
Required when the preparation of a servicing agreement is a condition of approval.		
Removal of the Holding Symbol Application	Code 53001	\$1,536.00
It is the responsibility of the property owner to satisfy the conditions to remove the holding symbol and to apply and fee to remove the holding symbol.		
Ontario Land Tribunal (OLT) Appeal Fee		\$1,100.00
An appeal is made through Council Services (519-255-6211 or clerks@citywindsor.ca). Fees, forms, and processes are subject to change. Visit https://olt.gov.on.ca for additional information		

ZONING BY-LAW AMENDMENT APPLICATION

13. PROPOSED PUBLIC CONSULTATION STRATEGY

Select or describe your proposed strategy for consulting with the public with respect to the application:

Required Public Consultation (Public Notice & Public Meeting as required per the Planning Act)

Open House

Website

Other _____

14. SWORN DECLARATION OF APPLICANT

Complete in the presence of a Commissioner for Taking Affidavits. If the declaration is to be administered remotely, you must be able to see, hear and communicate with the Commissioner and show documentation that confirms your identity.

I, 1027458 Ontario Inc. c/o Jenny Coco, solemnly declare that the information required under Schedule 1 to Ontario Regulation 545/06 and provided by the applicant is accurate and that the information contained in the documents that accompany this application is accurate, that if this declaration was administered remotely that it was in accordance with Ontario Regulation 431/20, and I make this solemn declaration conscientiously believing it to be true, and knowing that it is of the same force and effect as if made under oath.



Signature of Applicant

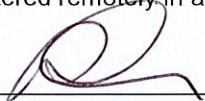
*Sign in the presence of a Commissioner
For Taking Affidavits*

Toronto, Ontario

Location of Applicant at time of declaration

This declaration was administered remotely in accordance with Ontario Regulation 431/20

Declared before me



Signature of Commissioner

at the

TORONTO, ONTARIO

Location of Commissioner

this

3RD

day

day of

MARCH

month

20 23

year

PLACE AN IMPRINT OF YOUR STAMP BELOW

ROCK-ANTHONY COCO,
a Commissioner, etc., Province of Ontario,
for Coco International Inc.,
and its subsidiaries, associated companies,

READ & COMPLETE SCHEDULES A & E IN FULL & SIGN

Not an affidavit
Expires May 18, 2025.

ZONING BY-LAW AMENDMENT APPLICATION

SCHEDULE A – Authorizations & Acknowledgements

A1. Authorization of Registered Owner for Agent to Make the Application

If the applicant is not the registered owner of the land that is the subject of this application, the written authorization of the registered owner that the agent is authorized to make the application must be included with this application form or the authorization below must be completed.

I, 1027458 Ontario Inc. c/o Jenny Coco, am the registered owner of the land that is
Name of Registered Owner

subject of this application for an amendment to the City of Windsor Zoning By-law and I authorize

Dillon Consulting Limited c/o Theresa O'Neill to make this application on my behalf.
Name of Agent


Signature of Registered Owner

3/02/23
Date

If Corporation - I have authority to bind the corporation

A2. Authorization to Enter Upon the Subject Lands and Premises

I, 1027458 Ontario Inc. c/o Jenny Coco,
Name of Registered Owner

hereby authorize the Development and Heritage Standing Committee or their successor, City Council, and staff of The Corporation of the City of Windsor to enter upon the subject lands and premises described in Section 5 of the application form for the purpose of evaluating the merits of this application and subsequently to conduct any inspections on the subject lands that may be required as a condition of approval. This is their authority for doing so.


Signature of Registered Owner

3/02/23
Date

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SCHEDULE A CONTINUES ON NEXT PAGE

ZONING BY-LAW AMENDMENT APPLICATION

SCHEDULE A – Authorizations & Acknowledgements - *Continued*

A3. Acknowledgements

Receipt, Fees, Additional Information, Termination, and Freedom of Information

I acknowledge that receipt of this application by the City of Windsor does not guarantee it to be a complete application, that further review of the application will occur, and that I may be contacted to provide additional information and/or resolve any discrepancies or issues with the application as submitted.

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Ontario's *Endangered Species Act* protects endangered and threatened species — animals and plants in decline and at risk of disappearing from the province by restricting activities that may affect these plants, animals or their habitats.

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Additional information can be found at:

<https://www.ontario.ca/page/development-and-infrastructure-projects-and-endangered-or-threatened-species>

or by contacting MECP at SAROntario@ontario.ca

Acknowledgement

I acknowledge that I have read and understand the above statements:



Signature of Applicant or Agent

3/02/23

Date

**END OF SCHEDULE A
COMPLETE SCHEDULE E ON NEXT PAGE**

ZONING BY-LAW AMENDMENT APPLICATION

SCHEDULE E – Environmental Site Screening Questionnaire

Previous Use of Property

- Residential Industrial Commercial Institutional
 Agricultural Parkland Vacant Other _____

- a) If previous use of the property is Industrial or Commercial, specify use:
N/A
- b) Has the grading of the subject land been changed by adding earth or material? Has filling occurred on the subject land?
 Yes No Unknown
- c) Has a gasoline station and/or automobile service station been located on the subject land or adjacent lands at any time?
 Yes No Unknown
- d) Has there been petroleum or other fuel stored on the subject land or adjacent lands?
 Yes No Unknown
- e) Are there or have there ever been underground storage tanks or buried waste on the subject land or adjacent lands?
 Yes No Unknown
- f) Have the lands or adjacent lands ever been used as an agricultural operation where cyanide products may have been applied as pesticides and/or sewage sludge applied to the lands?
 Yes No Unknown
- g) Have the lands or adjacent lands ever been used as a weapons firing range?
 Yes No Unknown
- h) Is the nearest boundary line of the application within 500 metres (1,640 feet) of the boundary line of an operational/non-operational public or private waste disposal site, landfill or dump?
 Yes No Unknown
- i) If there are existing or previously existing buildings on the subject lands, are there any building materials remaining on site which are potentially hazardous to public health (e.g., asbestos, PCB's)?
 Yes No Unknown
- j) Is there reason to believe the subject lands may have been contaminated by existing or former uses on the site or adjacent sites?*
- Yes No Unknown

** Possible uses that can cause contamination include but are not limited to: operation of electrical transformer stations, disposal of waste minerals, raw material storage, and residues left in containers, maintenance activities and spills. Some commercial properties such as gasoline stations, automotive repair garages, and dry cleaning plants have similar potential. The longer a property is under industrial or similar use, the greater the potential for site contamination. Also, a series of different industrial or similar uses upon a site could potentially increase the number of chemicals that are present.*

- k) If current or previous use of the property is Industrial or Commercial, or if YES to any of a) to j) above, attach a previous use inventory showing all former uses of the subject land, or if applicable, the land(s) adjacent to the subject lands.

SCHEDULE E CONTINUES ON NEXT PAGE

ZONING BY-LAW AMENDMENT APPLICATION

SCHEDULE E - CONTINUED

Acknowledgement Clause

I hereby acknowledge that it is my responsibility to ensure that I am in compliance with all applicable laws, regulations, guidelines and the City's Official Plan policies pertaining to potentially contaminated sites, and to use all reasonable effort to identify the potential for contamination on the subject property.



I acknowledge that as a condition of approval of this application that the City may require me to file a Record of Site Condition signed by a qualified person in the provincial Environmental Site Registry, and provide verification to the City of Windsor of acknowledgement of this Record of Site Condition by the Ministry of Environment.

I acknowledge that the City may require the qualified person signing the Record of Site Condition to submit to the City a Declaration acknowledging that the City of Windsor may rely on the statements in the Record of Site Condition.

I acknowledge that the City of Windsor is not responsible for the identification and/or remediation of contaminated sites, and I agree, whether in, through, or as a result of any action or proceeding for environmental clean-up of any damage or otherwise, I will not sue or make claim whatsoever against the City of Windsor, its officers, officials, employees or agents for or in respect of any loss, damage, injury or costs.

1027458 Ontario Inc. c/o Jenny Coco

Name of Applicant (print)

Signature of Applicant

3/02/23

Date

Dillon Consulting Limited c/o Theresa O'Neill

Name of Agent (print)

Theresa O'Neill

Signature of Agent

February 24, 2023

Date

END OF SCHEDULE E

ZONING BY-LAW AMENDMENT APPLICATION

DO NOT COMPLETE BELOW – STAFF USE ONLY

Receipt and Assignment of Application	Date Received Stamp
This application has been assigned to:	
<input type="checkbox"/> Adam Szymczak (AS)	<input type="checkbox"/> Brian Nagata (BN)
<input type="checkbox"/> Frank Garardo (FG)	<input type="checkbox"/> Greg Atkinson (GA)
<input type="checkbox"/> Jim Abbs (JA)	<input type="checkbox"/> Justina Nwaesei (JN)
<input type="checkbox"/> Kevin Alexander (KA)	<input type="checkbox"/> Laura Strahl (LS)
<input type="checkbox"/> Simona Simion (SS)	<input type="checkbox"/> _____

Complete Application		
This application is deemed complete on _____ <div style="text-align: center;"><i>Date</i></div>		
_____ <i>Signature of Delegated Authority</i>		
<input type="checkbox"/> Neil Robertson, MCIP, RPP Manager of Urban Design	<input type="checkbox"/> Michael Cooke, MCIP, RPP Manager of Planning Policy	<input type="checkbox"/> Thom Hunt, MCIP, RPP City Planner & Executive Director

Internal Information
Fee Paid: \$ _____ Receipt No: _____ Date: _____
Payment Type: <input type="checkbox"/> Cash <input type="checkbox"/> Certified Cheque <input type="checkbox"/> Credit Card <input type="checkbox"/> Personal Cheque
NEW Zoning File No. ZNG/ _____ Z- _____
Previous Zoning File No. ZNG/ _____ Z- _____
Related OPA File No. OPA/ _____ OPA _____
Other File Numbers: _____
Notes: _____

THIS IS THE LAST PAGE OF THE APPLICATION FORM

OFFICIAL PLAN AMENDMENT APPLICATION

INSTRUCTIONS

Verify that you are using the most current application form.

- Section 1: Pre-Submission consultation with a staff Planner is mandatory per By-law 199-2007. If you do not have a valid Pre-Submission Letter, you must meet with a staff Planner who must sign and date this section.
- Section 2: During Pre-Submission consultation a staff Planner will indicate what supporting information must be submitted with the application.
- Section 3: Provide the full name, address, phone number, fax number and email address of the applicant, agent, and registered owner. If any of these are a corporation, provide the full corporate name. Include the full name of the contact person. If there is more than one person, corporation, or registered owner, use additional sheets.
- Section 4: Indicate if you are submitting companion applications with this application.
- Section 5: Provide information about the subject land. This information is used to determine or confirm supporting information requirements and to assist in the review of the application.
- Section 6: Describe the amendment and answer all questions. If some of this information is in a Planning Rationale Report, check the box beside "See Planning Rationale Report". If the question is not applicable, check the box beside "Not Applicable".
- Section 7: Provide details about any other Planning Act applications by the applicant for the subject land or any land within 120 metres of it.
- Section 8: Provide information about water service and sanitary sewage disposal.
- Section 9: Check the appropriate box based on the pre-submission consultation with the Planner.
- Section 10: Explain your proposed strategy for consulting with the public with respect to the application.
- Section 11: Complete and sign in the presence of a Commissioner of Taking Affidavits.
- Schedules: Read and complete Schedule A in full and sign.

Submit application form, supporting information, and application fee to the Senior Steno Clerk at Planning & Development Services, Suite 210, 350 City Hall Square West, Windsor ON N9A 6S1 or planningdept@citywindsor.ca.

Any timelines noted in this application form are subject to change.

The application is reviewed to ensure all prescribed information and the required fee have been submitted. Within 30 days of the receipt of the application, the applicant will be notified in writing that the application is deemed complete. If deemed incomplete, the application and fee will be returned. If deemed complete, the application fee is not refundable.

The applicant, agent and all other interested parties will be notified by Council Services of the date, time, and location of the Development & Heritage Standing Committee (DHSC) meeting and the Council meeting.

An application will be terminated without notice after 60 days of inactivity.

DATE RECEIVED STAMP

CONTACT INFORMATION

Planning & Development Services
Suite 210
350 City Hall Square West
Windsor ON N9A 6S1

Telephone: 519-255-6543
Fax: 519-255-6544
Email: planningdept@citywindsor.ca
Web Site: www.citywindsor.ca

OFFICIAL PLAN AMENDMENT APPLICATION

1. PRE-SUBMISSION CONSULTATION

By-law 199-2007 requires pre-submission consultation with a staff Planner to determine what supporting information is required, to verify fee payable, and to review the process. This application is incomplete unless you have a valid Pre-Submission Letter or a staff Planner signs below.

Valid Pre-Submission Letter? NO YES File Number: PS-100/22

Staff Use Only

Signature of Staff Planner	Date of Consultation
<input type="checkbox"/> Jim Abbs	<input type="checkbox"/> Kevin Alexander
<input type="checkbox"/> Brian Nagata	<input type="checkbox"/> Justina Nwaesei
<input type="checkbox"/> Adam Szymczak	<input type="checkbox"/> _____
<input type="checkbox"/> Greg Atkinson	<input type="checkbox"/> Frank Garardo
<input type="checkbox"/> Simona Simion	<input type="checkbox"/> Laura Strahl

2. REQUIRED SUPPORTING INFORMATION *(To be completed by a staff Planner)*

Unless you have a valid Pre-Submission Letter, a staff Planner will indicate below what supporting information must be submitted with the application during pre-submission consultation. The City of Windsor reserves the right to require additional supporting information during the processing of the application. All supporting information submitted is made available for public review.

For each document, provide one paper copy, and where possible, one digital copy on a CD or USB flash drive. All drawings or plans shall be in letter size (8.5 x 11 inches) in JPG and PDF format. All other documents shall be provided in Word and PDF format. All PDF documents shall be flattened with no layers.

If you are submitting a companion application submit only one set of documents.

<input checked="" type="checkbox"/> Deed or Offer to Purchase	<input type="checkbox"/> Corporation Profile Report	<input checked="" type="checkbox"/> Site Plan Conceptual	<input checked="" type="checkbox"/> Sketch of Subject Land
<input type="checkbox"/> Archaeological Assessment – Stage 1	<input type="checkbox"/> Built Heritage Impact Study	<input type="checkbox"/> Environmental Evaluation Report	<input type="checkbox"/> Environmental Site Assessment
<input type="checkbox"/> Floor Plan and Elevations	<input type="checkbox"/> Geotechnical Study	<input type="checkbox"/> Guideline Plan	<input type="checkbox"/> Lighting Study
<input type="checkbox"/> Market Impact Assessment	<input type="checkbox"/> Micro-Climate Study	<input type="checkbox"/> Noise Study	<input type="checkbox"/> Planning Rationale Report
<input type="checkbox"/> Record of Site Condition <i>(see Schedule E)</i>	<input type="checkbox"/> Sanitary Sewer Study	<input type="checkbox"/> Species at Risk Screening	<input type="checkbox"/> Storm Sewer Study
<input type="checkbox"/> Storm Water Retention Scheme	<input type="checkbox"/> Topographic Plan of Survey	<input type="checkbox"/> Transportation Impact Statement	<input type="checkbox"/> Transportation Impact Study
<input type="checkbox"/> Tree Preservation	<input type="checkbox"/> Tree Survey Study	<input type="checkbox"/> Urban Design Study	<input type="checkbox"/> Vibration Study
<input type="checkbox"/> Wetland Evaluation Study	Other Required Information: _____		

OFFICIAL PLAN AMENDMENT APPLICATION

3. APPLICANT, REGISTERED OWNER AND AGENT INFORMATION

Provide in full the name of the applicant, registered owner and agent, the name of the contact person, and address, postal code, phone number, fax number and email address.

If the applicant or registered owner is a numbered company, provide the name of the principals of the company. If there is more than one applicant or registered owner, copy this page, complete in full and submit with this application.

All communication is with the Agent authorized by the Owner to file the application. If there is no Agent, all communication is with the Applicant.

Applicant

Name: 1027458 Ontario Inc. Contact: Jenny Coco
Name of Contact Person

Address: 271 Spadina Road

Address: Toronto, Ontario Postal Code: M5R 2V3

Phone: 416-891-5536 Fax: _____

Email: jcoco@cocogroup.com

Registered Owner Same as Applicant

Name: _____ Contact: _____
Name of Contact Person

Address: _____

Address: _____ Postal Code: _____

Phone: _____ Fax: _____

Email: _____

Agent Authorized by the Owner to File the Application (Also complete Section A1 of Schedule A)

Name: Dillon Consulting Limited Contact: Theresa O'Neill
Name of Contact Person

Address: 3200 Deziel Drive, Suite 608

Address: Windsor, Ontario Postal Code: N8W 5K8

Phone: 519-671-5807 Fax: _____

Email: toneill@dillon.ca

4. COMPANION APPLICATIONS

Are you submitting a companion Rezoning application? NO YES

Are you submitting a companion Plan of Subdivision/Condominium application? NO YES

Are you submitting a companion Site Plan Control Application? NO YES

OFFICIAL PLAN AMENDMENT APPLICATION

5. SUBJECT LAND INFORMATION

Municipal Address 0 Wyandotte Street East

Legal Description Part of Block A, Plan 1151; Part 6 on Plan 12R-15252

Assessment Roll Number 373906046021100

Frontage (m) 78.9 Depth (m) 226.8 Area (sq m) 16,565

Current Official Plan Designation Residential (Primary Plan) and Residential Neighbourhood (East Riverside Secondary Plan)

What land uses are permitted by the Official Plan Designation? _____

Residential - Low Profile, and Medium Profile dwelling units.

Residential Neighbourhoods - dwellings within small-scale multiple dwellings of 3 to 4 storeys, and with densities of up to 40 units per net hectare (16 units per net acre).

6. DESCRIPTION OF OFFICIAL PLAN AMENDMENT (OPA)

Name of Official Plan proposed to be amended: *The City of Windsor Official Plan*

Amendment to Official Plan from Residential and Residential Neighbourhood to Site Specific Residential and Residential Neighbourhood

Purpose of the proposed OPA: To facilitate the development of two (2) high profile residential buildings.

The proposed multiple dwelling residential buildings are 11-storeys in height, each with 154 units and a total density of 187 UPH.

What land uses will the proposed official plan amendment (OPA) authorize? _____

Residential land use permitting high profile development.

Does the proposed OPA change, replace or delete a policy in the Official Plan? No Yes

If yes, the policy to be changed, replaced or deleted: _____

Does the proposed OPA add a policy to the Official Plan? No Yes

OFFICIAL PLAN AMENDMENT APPLICATION

6. DESCRIPTION OF OFFICIAL PLAN AMENDMENT (OPA) - Continued

Does the proposed OPA change or replace a designation in the Official Plan? No Yes

If yes, the designation to be changed or replaced: _____

Site Specific Residential (Official Plan) and Residential Neighbourhood (East Riverside Secondary Plan)

If a policy is being changed, replaced or deleted or if a policy is being added, the text of the proposed OPA:

Not Applicable See Planning Rationale Report See Attached

If the proposed OPA changes or replaces a schedule in the Official Plan, the requested schedule and the text that accompanies it:

Not Applicable See Planning Rationale Report See Attached

If the proposed OPA alters all or any part of the boundary of an area of a settlement or establishes a new area of settlement, the current official policies, if any, dealing with the alteration or establishment of an area of settlement:

Not Applicable See Planning Rationale Report See Attached

If the proposed OPA removes the subject land from an area of employment, the current Official Plan policies, if any, dealing with the removal of land from an area of employment:

Not Applicable See Planning Rationale Report See Attached

Explain how the proposed OPA is consistent with the Provincial Policy Statement:

See Planning Rationale Report See Attached

OFFICIAL PLAN AMENDMENT APPLICATION

7. OTHER APPLICATION INFORMATION

Is the subject land or land within 120 metres the subject of an application by the applicant under the Planning Act for:

A Minor Variance or Consent? No Yes

~~File number: _____ Status: _____~~

~~Approval authority: _____~~

~~Affected lands: _____~~

~~Purpose of Minor Variance or Consent: _____~~

~~_____~~

~~Effect on the proposed OPA: _____~~

~~_____~~

An amendment to an Official Plan, a Zoning By-law or a Minister's Zoning Order? No Yes

File number: 1) PS-107/21, Z-027/22 [ZNG/6832], OPA 163 [OPA/6833];
2) PS-034/22 Status: Submitted, under review.

Approval authority: City of Windsor

Affected lands: 1) Blocks 63-62 (incl.) on Plan 12M-581, subject to an easement as in R1285381
2) Part of Blocks 63 and 64, 12M-581, Part of Clover Avenue on RP 1230, Part of Lots 139 and 140, Concession 1 (McNiff's Survey)

Purpose of OP or ZBL amendment or Zoning Order: _____

To permit the development of low profile residential dwellings.

Effect on the proposed OPA: N/A

Approval of a plan of subdivision or a site plan? No Yes

File number: 1) PS-107/21, SDN-001/22, [SDN/6834] Status: Submitted, under review.

Approval authority: City of Windsor

Affected lands: 1) Blocks 63-62 (incl.) on Plan 12M-581, subject to an easement as in R1285381

Purpose of plan of subdivision or site plan: _____

To permit the development of low profile residential development in the form of townhome dwellings.

Effect on the proposed OPA: N/A

OFFICIAL PLAN AMENDMENT APPLICATION

8. WATER & SANITARY SEWAGE DISPOSAL

WATER – Indicate whether water will be provided to the subject land by:

- | | |
|--|---|
| <input checked="" type="checkbox"/> Publicly owned & operated piped water system | <input type="checkbox"/> A lake or other water body |
| <input type="checkbox"/> Privately owned & operated individual well | <input type="checkbox"/> Other means: _____ |
| <input type="checkbox"/> Privately owned & operated communal well | |

SANITARY - Indicate whether sanitary sewage disposal will be provided to the subject land by:

- | | |
|--|---|
| <input checked="" type="checkbox"/> Publicly owned & operated sanitary sewage system | <input type="checkbox"/> A privy |
| <input type="checkbox"/> Privately owned & operated individual septic system | <input type="checkbox"/> Other means: _____ |
| <input type="checkbox"/> Privately owned & operated communal septic system | |

If the application would permit development on privately owned and operated individual or communal septic systems, and more than 4500 litres of effluent would be produced per day as a result of the development being completed submit a Servicing Options Report and a Hydrogeological Report.

9. TYPE OF AMENDMENT, APPLICATION FEE & OTHER FEES

TYPE OF OFFICIAL PLAN AMENDMENT (OPA)

The type of amendment is determined by the City Planner or their designate.

Minor OPA: A minor revision to the text of the Official Plan or a Site Specific Policy direction.

Major OPA: A change from one land use designation to another land use designation, a change to any Schedule in the City of Windsor Official Plan, or any other amendment not described above.

APPLICATION FEE

Verify fees before submitting the application. Fees are subject to change and are not refundable when the application is deemed complete. Method of payment: Cash, Mastercard, Visa, or by Certified Cheque or Personal Cheque payable to The Corporation of the City of Windsor. If paying by Mastercard or Visa, contact the Senior Steno Clerk for further direction at planningdept@citywindsor.ca or 519-255-6543.

	<i>Code</i>	<input checked="" type="checkbox"/> Minor OPA	<input type="checkbox"/> Major OPA
Base Fee	63003	\$2,258.40	\$8,112.35
GIS Fee	63024	+ \$50.00	+ \$50.00
Essex Region Conservation Authority Fee	53023	+ <u>\$200.00</u>	+ <u>\$300.00</u>
Total Application Fee		= \$2,508.40	= \$8,462.35

OTHER FEES

Re-Notification/Deferral Fee 53016 \$2,258.40

Required when an applicant requests a deferral after notice of a public meeting has been given.

Ontario Land Tribunal (OLT) Appeal Fee \$1,100.00

An appeal is made through Council Services (519-255-6211 or clerks@citywindsor.ca). Fees, forms, and processes are subject to change. Visit <https://olt.gov.on.ca> for additional information.

OFFICIAL PLAN AMENDMENT APPLICATION

10. PROPOSED PUBLIC CONSULTATION STRATEGY

Select or describe your proposed strategy for consulting with the public with respect to the application:

- Required Public Consultation (Public Notice & Public Meeting as required per the Planning Act)
- Open House Website Other _____
- _____
- _____

11. SWORN DECLARATION OF APPLICANT

Complete in the presence of a Commissioner for Taking Affidavits. If the declaration is to be administered remotely, you must be able to see, hear and communicate with the Commissioner and show documentation that confirms your identity.

I, 1027458 Ontario Inc. c/o Jenny Coco, solemnly declare that the information required under Schedule 1 to Ontario Regulation 543/06 and provided by the applicant is accurate and that the information contained in the documents that accompany this application is accurate, that if this declaration was administered remotely that it was in accordance with Ontario Regulation 431/20, and I make this solemn declaration conscientiously believing it to be true, and knowing that it is of the same force and effect as if made under oath.



Signature of Applicant

*Sign in the presence of a Commissioner
For Taking Affidavits*

TORONTO, ONTARIO

Location of Applicant at time of declaration

This declaration was administered remotely in accordance with Ontario Regulation 431/20

Declared before me  at the TORONTO, ONTARIO

Signature of Commissioner

Location of Commissioner

this 3rd day of MARCH, 2023

day month year

PLACE AN IMPRINT OF YOUR STAMP BELOW

ROCK-ANTHONY COCO,
a Commissioner, etc., Province of Ontario,
jur Coco International Inc.,
and its subsidiaries, associated companies,
and affiliates.
Expires May 18, 2025.

READ & COMPLETE SCHEDULE A IN FULL & SIGN

OFFICIAL PLAN AMENDMENT APPLICATION

SCHEDULE A – Authorizations & Acknowledgement

A1. Authorization of Registered Owner for Agent to Make the Application

If the applicant is not the registered owner of the land that is the subject of this application, the written authorization of the registered owner that the agent is authorized to make the application must be included with this application form or the authorization below must be completed.

I, 1027458 Ontario Inc. c/o Jenny Coco, am the registered owner of the land that is
name of registered owner

subject of this application for an amendment to the City of Windsor Official Plan and I authorize

Dillon Consulting Limited c/o Theresa O'Neill to make this application on my behalf.
name of agent

  3/02/23
Signature of Registered Owner Date

If Corporation - I have authority to bind the corporation

A2. Authorization to Enter Upon the Subject Lands and Premises

I, 1027458 Ontario Inc. c/o Jenny Coco, hereby authorize the Development and Heritage Standing Committee, City Council, and staff of The Corporation of the City of Windsor to enter upon the subject lands and premises described in Section 5 of the application form for the purpose of evaluating the merits of this application and subsequently to conduct any inspections on the subject lands that may be required as condition of approval. This is their authority for doing so.

  3/02/23
Signature of Registered Owner Date

If Corporation – I have authority to bind the corporation

SCHEDULE A CONTINUES ON NEXT PAGE

OFFICIAL PLAN AMENDMENT APPLICATION

SCHEDULE A – Authorizations & Acknowledgements - Continued

A3. Acknowledgements

Receipt, Fees, Additional Information, Termination, and Freedom of Information

I acknowledge that receipt of this application by the City of Windsor does not guarantee it to be a complete application, that further review of the application will occur, and I may be contacted to provide additional information and/or resolve any discrepancies or issues with the application as submitted.

I further acknowledge that once the application is deemed complete, fees are not refundable, additional information may be requested, and that after 60 days of inactivity the City of Windsor may terminate the application without notice.

I further acknowledge that pursuant to the provisions of the Planning Act and the Municipal Freedom of Information and Protection of Privacy Act, this application and all material and information provided with this application are made available to the public.

Species at Risk

Ontario's *Endangered Species Act* protects endangered and threatened species — animals and plants in decline and at risk of disappearing from the province by restricting activities that may affect these plants, animals or their habitats.

I acknowledge that it is my sole responsibility as the Applicant to comply with the provisions of the *Endangered Species Act, 2007, S. O. c.6*. This could require me to register an activity, get a permit or other authorization from the Ministry of the Environment, Conservation and Parks (MECP) prior to conducting an activity that could impact an endangered or threatened plant or animal or its habitat. I further acknowledge that any *Planning Act, R.S.O. 1990, c.P.13* approval given by the City of Windsor does not constitute an approval under the *Endangered Species Act*, nor does it absolve me from seeking the necessary authorization, approvals or permits from the MECP prior to conducting any activity that may affect endangered or threatened plant or animal or its habitat.

Additional information can be found at:

<https://www.ontario.ca/page/development-and-infrastructure-projects-and-endangered-or-threatened-species>

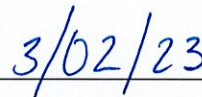
or by contacting MECP at SAROntario@ontario.ca

Acknowledgement

I acknowledge that I have read and understand the above statements:



Signature of Applicant or Agent



Date

END OF SCHEDULE A

OFFICIAL PLAN AMENDMENT APPLICATION

DO NOT COMPLETE BELOW – STAFF USE ONLY

Receipt and Assignment of Application	Date Received Stamp
This application has been assigned to:	
<input type="checkbox"/> Adam Szymczak (AS)	<input type="checkbox"/> Brian Nagata (BN)
<input type="checkbox"/> Frank Garardo (FG)	<input type="checkbox"/> Greg Atkinson (GA)
<input type="checkbox"/> Jim Abbs (JA)	<input type="checkbox"/> Justina Nwaesei (JN)
<input type="checkbox"/> Kevin Alexander (KA)	<input type="checkbox"/> Laura Strahl (LS)
<input type="checkbox"/> Simona Simion (SS)	<input type="checkbox"/> _____

Complete Application		
This application is deemed complete on _____ <i>Date</i>		
_____ <i>Signature of Delegated Authority</i>		
<input type="checkbox"/> Neil Robertson, MCIP, RPP Manager of Urban Design	<input type="checkbox"/> Michael Cooke, MCIP, RPP Manager of Planning Policy	<input type="checkbox"/> Thom Hunt, MCIP, RPP City Planner & Executive Director

Internal Information
Fee Paid: \$ _____ Receipt No: _____ Date: _____
Payment Type: <input type="checkbox"/> Cash <input type="checkbox"/> Certified Cheque <input type="checkbox"/> Credit Card <input type="checkbox"/> Personal Cheque
NEW File No. OPA/ _____
Previous OPA File No. OPA/ _____
Related Zoning File No. ZNG/ _____
Other File Numbers: _____
Notes: _____ _____

THIS IS THE LAST PAGE OF THE APPLICATION FORM

COMMITTEE OF ADJUSTMENT/CONSENT AUTHORITY AGENDA RECORD

PLEASE BE ADVISED THIS MEETING IS CONDUCTED ELECTRONICALLY.

The following applications are scheduled to be heard by the Committee of Adjustment/Consent Authority on Thursday, February 29, 2024 in the order stated below.

ITEM	TIME	ROLL #	FILE #	APPLICANT	LOCATION	REQUEST	RESULT
1	3:30 PM	3739050240074000000	A-002/24	RAVINDRANATH THAYYIL, USHA THAYYIL	731 MILL ST	RELIEF: Construction of a multiple dwelling with six dwelling units with reduced minimum side yard width and parking rate.	
2	3:30 PM	3739040070033010000 373904007003301000	A-003/24	FARHI HOLDINGS CORPORATION	0 RIVERSIDE DR W (AT JANETTE AVE)	RELIEF: A proposed development consists of a mixed use tower with multi residential and commercial space, with increased maximum building height, location of parking, minimum required loading spaces.	
3	3:30 PM	3739070810077000000	A-004/24	MAAN SMOKA	9440 RYERSON RD	RELIEF: Proposed accessory building exceeding maximum Lot coverage.	
4	3:30 PM	3739030480110500000	B-001/24	WINWEST ENTERPRISES LTD	1504 MCDOUGALL ST & 1537 MERCER	CONSENT: Lot Addition	
5	3:30 PM	3739010290026100000	B-002/24	PARWAY INC.	1646 ALEXIS RD	CONSENT: Create a new Lot	
6	3:30 PM	3739080540096350000	A-005/24	ABDULJABBAR ISMAIL, AMINAH DOSKI MOHAMMAD	2240 RANDOLPH AVE	RELIEF: Conversion of an existing sunroom to a habitable room with reduced minimum rear yard depth and exceeding maximum Lot coverage.	
7	3:30 PM	3739010120084500000	A-006/24	1000274597 ONTARIO LTD.	1151 DROUILLARD RD	RELIEF: Conversion of an existing combined use building into multiple dwelling with four dwelling units, with minimum lot width, area, coverage, front yard depth, rear yard depth and side yard depth.	
8	3:30 PM	3739010120084500000	B-003/24	1000274597 ONTARIO LTD.	1151 DROUILLARD RD	CONSENT: Create a new Lot	
9	3:30 PM	3739080590132000000	A-007/24	CUONG THI DUONG, KHEN THI DINH	2083 DOMINION BLVD	RELIEF: Proposed single unit dwelling with reduced minimum Lot width (on retained Lot).	

10	3:30 PM	3739080590132000000	B-004/24	CUONG THI DUONG, KHEN THI DINH	2083 DOMINION BLVD	CONSENT: Create a new Lot	
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If a person or public body that files an appeal of a decision of the Committee of Adjustment in respect of the proposed consent does not make written submissions to the Committee of Adjustment before it gives or refuses to give a provisional consent, the Ontario Land Tribunal may dismiss the appeal.

In addition, if you wish to be notified of the decision of the Committee of Adjustment in respect of the proposed applications, you must make a written request to the Committee of Adjustment at the address shown below with the specific file number please emails COAdjustment@citywindsor.ca .

NOTE: To access the Agenda Record, Comments for the upcoming meeting, and past Committee of Adjustment Minutes, please visit our website at: [Committee of Adjustment Meeting Agenda \(citywindsor.ca\)](#)



Council Report: C 19/2024

Subject: Red Light Camera Update – City Wide

Reference:

Date to Council: February 26, 2024

Author: Ian Day

Senior Manager Traffic and Parking (A)

519-255-6247 x 6053

iday@citywindsor.ca

Public Works - Operations

Report Date: February 9, 2024

Clerk's File #: ST/13765

To: Mayor and Members of City Council

Recommendation:

THAT the Chief Administrative Officer and City Clerk **BE AUTHORIZED** to execute the agreement with TraffiPax LLC to provide work and services related to the installation and maintenance of ten (10) additional red light camera systems, satisfactory in form to the City Solicitor, in technical content to the City Engineer and in financial content to the CFO and City Treasurer; and,

THAT the Chief Administrative Officer and City Clerk **BE AUTHORIZED** to execute the agreement with the City of Toronto to utilize the resources of the Joint Processing Centre (JPC) for ten (10) additional red light camera systems, satisfactory in form to the City Solicitor, in technical content to the City Engineer and in financial content to the CFO and City Treasurer.

Executive Summary:

N/A

Background:

At the meeting of City Council on February 25, 2019, Councillor Costante asked CQ5-2019 as follows:

“Asks that administration report back on implementing red light cameras and photo radars, including what other municipalities have these installed, pros and cons of implementation and costs of implementation. ST: 2019 February 25, 2019.”

An initial report SCM 401/2019 S 165/2019 was presented at Council on November 18, 2019. At the meeting, Council directed administration to prepare additional information, CR574/2019 ETPS 720:

“That administration BE REQUESTED to provide a report related to reviewing the potential locations for the use of red light cameras, and automated speed enforcement including location and quantity recommendations and that this information, when it is available BE BROUGHT FORWARD for Council’s consideration.”

At the meeting of Council on May 25, 2020 CR259/2020 directed Administration as follows:

“That Administration **PROCEED** to engage the Ontario government in discussion regarding the implementation of red light cameras in the City of Windsor and utilize the Joint Municipal Processing Centre operated by the City of Toronto; and,

That Administration **BE REQUESTED** to issue a letter of intent to the Ministry and to report back with recommended funding options related to the potential one-time implementation costs and other related matters; and,

That Administration **APPLY** to the Ministry of Transportation to obtain an amendment to Ontario Regulation 277/99 and be added to the list of designated Municipalities under this program; and,

That Administration **ENTER INTO AN AGREEMENT** with both the City of Toronto to use the Joint Municipal Processing Centre and with the vendor approved by the City of Toronto for installation and maintenance of the equipment.

Discussion:

The City of Windsor’s first Red Light Camera (RLC) system was activated on January 1, 2022 with a total of 10 systems coming online by the end of February 2022.

Red Light Camera systems were deployed at the following intersections:

1. Wyandotte Street East @ Goyeau
2. Wyandotte Street @ Ouellette Avenue
3. Howard Avenue @ EC Row E/B Off Ramp
4. University Avenue West @ Crawford Avenue
5. McHugh Street @ Clover Avenue
6. Giles Blvd @ Ouellette Avenue
7. Seminole Street @ Central Avenue
8. Erie Street East @ Goyeau Street
9. Huron Church Road @ Tecumseh Road West
10. Eugenie Street East @ McDougall Avenue

These locations were chosen based on a review of the five-year history of collisions for both side impact collisions and rear end collisions, and through consultation with Windsor Police and the vendor.

The key reasons why municipalities have installed Red Light Cameras are to change driver behaviour, reduce angled collisions, and increase safety. At this time, Administration has not completed a fulsome analysis of the reduction of collisions at these locations versus others around the City. Industry best practice is to review the three or five-year collision history immediately prior to the installation of a new traffic control measure and compare it against the three or five-year collision history occurring at this same location immediately following the installation of the control measure. At this time, the cameras have only been installed for two years. Anecdotally, the number of collisions at these locations appear to have reduced for side impact and not significantly increased for rear end types.

At this time, Administration would recommend increasing the number of cameras in the City of Windsor. Many other Municipalities have significantly increased the number of cameras after initial pilot programs. While the City of Windsor has not had the cameras running long enough to complete a fulsome analysis, the analysis of the other Municipalities supports the success of the program in general.

At this time, there are 296 signalized intersections in the City, therefore we have camera enforcement at only 3% of the intersections. The locations are spread out to a point that many drivers can alter their routes to the point that they never have to drive through one of the 10 cameras. Hence, those drivers are still behaving in a manner that they did prior to the initial installation. With 10 additional cameras, the saturation of cameras would increase to 6% of the signalized intersections. The higher the saturation levels, the higher the chance that a driver is required to drive through at least one of the locations with a camera and therefore changing their behaviour.

The location of the new cameras will be selected through careful consideration and analysis of current collision data, a review with Windsor Police, and based on installation limitations as set out by the vendor.

Consultation with Provincial Offences has confirmed that there is capacity internally to process the additional tickets that will need processing with the addition of 10 more Red Light Cameras.

The 2022 Provincial Offences Annual Report indicated during the first year of the program there were 5,318 tickets issued with revenue and expenses listed as follows;

YTD RLC Revenue Received	\$822,823
YTD RLC Expenses	<u>\$214,085</u>
Net	\$608,738

Note that this net revenue figure includes expenses directly related to the RLC program and does not include shared operating expenses such as staffing costs, office supplies, etc.

In 2023 RLC tickets increased to 6,141 with revenue and expenses as follows:

RLC Revenue Received	\$1,224,201
RLC Expenses	<u>\$215,063</u>
Net	\$1,009,138

The increase in revenue from 2022 to 2023 can largely be explained by the delay between the issuing of the ticket and the payment of the ticket. That is to say, even though the Red Light Camera system became fully operational in February 2022, payment of the corresponding fines would have been delayed by several months. The 2023 numbers represent a full 12 months of consistent fine payments.

Administrative Penalty (AP) Process

The AP program is an emerging approach to dealing with minor provincial offence violations for vehicle owner contraventions detected using camera systems and other municipal bylaws such as parking. A municipally operated AP program removes these minor charges from the Provincial Offences Court stream to a system that is fair, effective, efficient, and is managed by the municipality.

The Province has adopted Legislation that provides municipalities authority under the APS Program to deal with owner type offences including: Automated Speed Enforcement, Red Light Cameras, Streetcar Cameras and School Bus Camera charges.

An AP process moves these types of disputes out of the court system and gives municipalities the discretion to resolve tickets at a screening review. A person who disagrees with the decision of the screening officer can request a hearing before a hearing officer. Typically, an AP program can provide a more effective, automated, standalone system where most all elements are controlled by the municipality, without the need to rely upon the availability of judicial officers. The system is not limited by capacity but rather easily expandable should the need arise.

Currently, the City of Windsor's red light camera program is being operated through the Provincial Offense Act (POA) process. The dispute rate of RLC charges is less than regular ticket dispute rates (40%+) as there are no demerit points associated with convictions, and because the evidence provided by the Joint Processing Centre is so clear that they are typically not worth fighting. As a result, operating the RLC program through the POA process has been efficient, and administering and prosecuting these tickets has been at no additional cost to the POA program.

The City of Windsor already has a fully functioning Administrative Municipal Penalty (AMP) process in place through our Parking Enforcement division. AMP and AP are very similar in nature, with only a few minor changes that would need to be made to things like security and training. The City's current POA agreement with municipal partners is such that the City is sharing approximately 50% of expenses for the red light cameras but we are also sharing approximately 50% of the revenue as well. This was

determined at the inception of the program because it was on a pilot basis, it was simple, and it reduced the risk of any potential losses.

At this time, no other Municipality has transitioned their red light camera program over to the AP process. Some are currently in the process of transitioning their Automated Speed Enforcement (ASE) programs over to AP. Generally, Municipalities have noted that the quantity of ASE tickets was overwhelming the POA court system, while the number of red light camera tickets was manageable with existing staff compliments.

Currently the City has 2 years remaining in our initial 5 year contracts. Prior to the expiration of the 5 year contracts, Administration will prepare a report to Council that will advise on the feasibility of moving to an AP system, including what, if any, additional staff or other costs would be required, the potential impact it could have on the POA program, and the feasibility of keeping the administration and prosecution of RLCs within the POA program.

Risk Analysis:

There is a risk that revenue may not offset the costs. To date, the revenue received by Provincial Offences has exceeded any costs, and there have been no additional resources expended to administer the program and prosecute the RLCs. There are options available to the City in order to mitigate this, in the chance that it happens. Cameras can be relocated to other locations within the City, if it is determined that the decline of revenue is due to a specific location. The City is also able to terminate the agreements; however, this option would come with a cost. To date, no Municipality has reported a loss on their red light camera program.

Climate Change Risks

Climate Change Mitigation:

N/A

Climate Change Adaptation:

N/A

Financial Matters:

As per Council Report 172/2020, there is no up front cost associated with the implementation of the Red Light Camera program. The costs are monthly and are based on the number of cameras installed at that time. The costs are expected to be offset by revenue.

The costs for the program would be paid for through operating dollars within the Provincial Offences budget. Expenses and revenues will be managed and shared appropriately with the other Municipalities based on the existing Inter-Municipal Court Services agreement.

Consultations:

Rosa Scalia, Financial Planning Administrator – POA

Conclusion:

Administration recommends increasing the number of red light cameras in 2024.

Planning Act Matters:

N/A

Approvals:

Name	Title
Cindy Becker	Financial Planning Administrator – Public Works
Shawna Boakes	Executive Director of Operations
Mark Winterton	(A) Commissioner, Infrastructure Services and City Engineer
Chris Carpenter	Manager, Provincial Offences
Wira Vendrasco	City Solicitor
Dana Paladino	(A) Commissioner, Corporate Services
Joe Mancina	Chief Administrative Officer

Notifications:

Name	Address	Email

Appendices:



Council Report: C 20/2024

Subject: Abandonment of the Pillette No. 1 Drain - Ward 5**Reference:**

Date to Council: February 26, 2024
Author: Tom Graziano
Engineer III/Drainage Superintendent
(519) 255-6257 Ext. 6490
tgraziano@citywindsor.ca
Development – Engineering
Report Date: February 12, 2024
Clerk's File #: SW2024

To: Mayor and Members of City Council

Recommendation:

- I. THAT Council **ACCEPT** the recommendation of the City Engineer to abandon the Pillette No. 1 Drain in its entirety in accordance with 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 the intention to abandon the Pillette No. 1 Drain; and further,
- III. THAT Council **DIRECT** the City Solicitor to prepare a By-law to abandon the Pillette No. 1 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 Pillette No. 1 Drain is a municipal drain and is located on City of Windsor property within the upper Grand Marais watershed (Figure 1). It serves as the storm outlet for the lands between Central Avenue and Pillette Road, from Grand Marais Road to Plymouth Road. The Pillette No. 1 Drain has been enclosed over the years from Tourangeau Road to Pillette Road, with an open section remaining from the Central Pond just east of Central Avenue, to just west of Tourangeau Road.

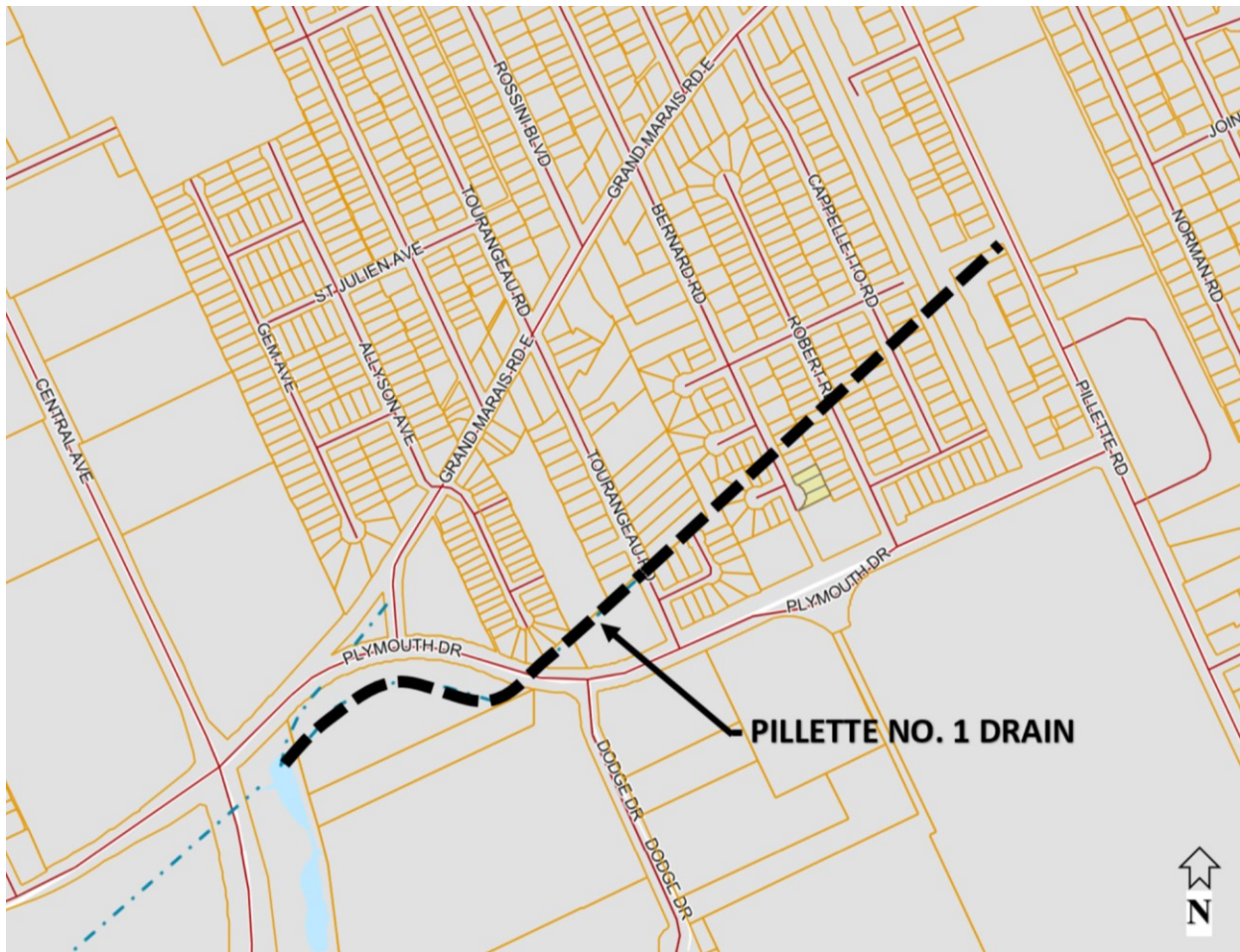


Figure 1 – Location of Pillette No. 1 Drain

The last known engineer’s report prepared under the Drainage Act for maintenance and improvement of the Pillette No. 1 Drain was authored in 1944 and adopted by By-law 1671 of the Township of Sandwich East. Since then, there have been numerous drainage works and land developments.

In 2019, Landmark Engineers prepared an engineer’s drainage report for the Grand Marais Drain in accordance with Section 78 of the Drainage Act. The report was adopted by council and By-law 119-2019 was established. The engineer’s report stated that *“given the substantial nature of drainage alterations upstream of Central Avenue, pursuant to Section 19 of the Drainage Act, we recommend that the remnants of the Pillette Drain No. 1 be abandoned”*

Discussion:

Section 84(2) of the Drainage Act allows the council of a municipality to initiate the abandonment of a 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. 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.

Administration recommends abandoning the Pillette No. 1 Drain as proposed in the 2019 drainage report for the Grand Marais Drain. If abandoned, the Pillette No. 1 Drain would cease to be subject to the provisions of the Drainage Act. There would no longer be a requirement to follow the processes outlined in the Drainage Act for future improvements and maintenance of the drain, expediting the time and reducing the complexity and cost to undertake drainage works. The drain will continue to function as a municipal storm system, will be maintained as municipal infrastructure, and continue to outlet into the Grand Marais Drain which is a municipal drain governed under the Drainage Act.

Risk Analysis:

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 Pillette No. 1 Drain poses minimal risk to the Corporation.

The properties on which the drain is currently located west of Tourangeau Rd are owned by the City of Windsor. The part of the drain located on the lands fronting Central Ave and Plymouth Rd form part of the City's storm water management system for the area. Another part of this drain is located on vacant City lands. There is a minimal risk that if the vacant lands are sold to third parties, the City would not have any rights under the Drainage Act to access the lands for maintenance. This risk would be mitigated by ensuring that an easement for access be retained by the City should the vacant lands be sold.

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

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. The Pillette No. 1 Drain will not be subject to the provisions of the Drainage Act, or the City of Windsor Act, 1968, following its abandonment. The drain will continue to be maintained as municipal stormwater infrastructure.

There are no financial implications resulting from the recommendations in this report.

Consultations:

Kathy Buis – Financial Planning Administrator – Engineering

Michael Dennis – Financial Manager – Asset Planning

Phong Nguy – Manager of Contracts, Field Services & Maintenance

Roberta Harrison – Coordinator, Maintenance

Aaron Farough – Senior Legal Counsel

Conclusion:

Administration recommends that City Council approve that notice be sent to all owners of land assessed for the drainage works stating intention to abandon the Pillette No. 1 Drain, and subsequently prepare a By-law for Council’s consideration, to abandon the Pillette No. 1 Drain provided that no owner submits a notice requesting that the report of an engineer be made on the proposed abandonment.

Section 84 of the Drainage Act allows for the abandonment of all or part of drainage works. Administration recommends that the Pillette No. 1 Drain be abandoned.

Planning Act Matters:

N/A

Approvals:

Name	Title
Patrick Winters	Manager of Development
Stacey McGuire	Executive Director – Engineering/Deputy City Engineer
Mark Winterton	Commissioner, Infrastructure Services
Wira Vendrasco	City Solicitor
Dana Paladino	Commissioner, Corporate Services
Janice Guthrie	Commissioner, Finance and City Treasurer
Joe Mancina	Chief Administrative Officer

Notifications:

Name	Address	Email
James Bryant, Director, Watershed Management Services, Essex Region Conservation Authority	360 Fairview Ave W, Essex, ON N8M 1Y6	jbryant@erca.org

Appendices:



Council Report: C 18/2024

**Subject: Development Charges Background Study and DC Bylaw Update
- City Wide**

Reference:

Date to Council: February 26, 2024
Author: Tony Ardovini
Deputy Treasurer, Financial Planning
(519) 255-6100 Ext. 6223
tardovini@citywindsor.ca

Financial Planning
Report Date: February 9, 2024
Clerk's File #: GPL/3905

To: Mayor and Members of City Council

Recommendation:

- A. That City Council **APPROVE** the timelines for the 2024 Development Charge (DC) Background Study and DC Bylaw Update, including the development of a Community Benefits Charge (CBC) Bylaw, and the review of the Parkland Dedication Fee Structure; and,
- B. That City Council **APPROVE** the hiring of Hemson Consulting Ltd. through procurement consistent with the City's Purchasing Bylaw at a cost of \$100,335 plus HST, with funding available in the Capital Budget; and,
- C. That City Council **APPROVE** the Chief Administrative Officer and City Clerk to sign an agreement with Hemson Consulting Ltd. subject to approval as to legal form by the City Solicitor, and to technical and financial content by the City Treasurer; and,
- D. That City Council **ESTABLISH** a DC Task Force Committee composed of five members of City Council (voting members) as appointed by the Striking Committee of Council; and that key stakeholders from the development community and other interested parties **BE INVITED** to submit their applications to the Striking Committee for appointment to the DC Task Force (5 non-voting members) to participate in a consultative role on the committee.

Executive Summary:

N/A

Background:

The previous City Wide DC Background Study (DC Study) was completed on November 5, 2020 and the DC Bylaw passed by Council on January 18, 2021. The current DC Bylaw expires on January 17, 2026.

The 2020 DC Study and maximum permissible DC rates were calculated using 2019 growth projections for the City. The DC Study projected growth for the Sandwich South Planning District (SSPD) over a much longer time horizon (2020-2041). In addition, only preliminary engineering cost estimates for the infrastructure requirements (i.e. Roads and Related, Sanitary Sewer, Storm Sewer and Municipal Drains, and Water) for the SSPD were included in the background study. Given the lack of development details available for the 2020 DC Study, all other services were based on the ten-year City-wide forecast for Library Services, Fire Services, Police Services, Indoor Recreation, Park Development, Transit, Waste Diversion, Buildings and Fleet, City-wide Studies, and Sewage Treatment development charges.

Since the 2020 Study was completed, the City of Windsor and surrounding areas have experienced significant economic growth due to the strong local economy. As a result, development has far exceeded the growth projections in the 2020 DC Study. Furthermore, the announcement of the Nextstar Battery Plant in the SSPD has stimulated additional development in the area by other manufacturers and various suppliers looking to locate near the new battery plant. As a result, new infrastructure to support the accelerated development will be required much sooner than originally projected.

As a result, it is being recommended that the DC Background Study commence earlier than required to reflect the accelerated growth that the City is experiencing. In addition, the new DC Study will capture all the new infrastructure projects and updated costs required to support the growth. This will then allow the DC Bylaw to be updated with new rates and policies that will maximize the DC Revenue from development, thus minimizing the funding that will need to come from existing residents through the tax levy and user fees.

Development Charges Policies

The various policy recommendations of the DC Task Force that were implemented in the 2020 DC Bylaw are summarized below. In accordance with the Development Charges Act (DCA), the revenue losses resulting from the recommended exemptions were funded from non-development charge sources such as user fees and the property tax levy.

a. Maintain Area Specific Rating for the Sandwich South Planning District

The current bylaw maintained the area-specific approach to engineered services rates for the Sandwich South Planning District that was implemented in 2018. This policy reflects the increased infrastructure requirements, as a result of projected growth, for Roads & Related, Sanitary Sewers, Storm Sewer & Municipal Drains and Water.

b. Infill Development Exemption for Core Area

The currently defined core area detailed by Schedule “C” of the DC Bylaw is subject to a full exemption on DCs payable.

c. Industrial development exemption policy

The current bylaw exempts all industrial development from DCs.

d. Annual Indexing of DC Rates

The approved DC rates are adjusted annually in accordance with the 2nd Quarter annual change in Statistics Canada Quarterly Construction Price Statistics (Catalogue No. 62-007). This allows the DC revenue’s purchasing power to keep pace with the increasing costs of development expenditures. The annual date for adjustment is November 1st to facilitate the administrative change.

e. Brownfield Re-development

The exemption is for up to a maximum of 60% of the development charges payable, should the redevelopment meet the terms, conditions and requirements established in the Brownfield Re-Development Community Improvement Plan.

f. Differentiated Non-Residential DC Charge

The DC Bylaw differentiates the non-residential charge between industrial and other non-residential development such that the DC applicable to both types is consistent with the demand on services provided.

The table below outlines the current City DC Rates:

November 1, 2023 to October 31, 2024

	Single Detached	Semis, Rows	Other Residential	Non-Residential / sq. ft.
City Wide	\$41,386	\$23,269	\$19,152	\$18.51
Sandwich South Planning District	\$64,880	\$36,479	\$30,024	\$26.79

- Plus Non-Municipal Educational Development Charge of \$1,805 per dwelling unit
- Industrial Development is exempt
- Core Area is exempt

Discussion:

Why Municipalities Levy Development Charges

As a municipality grows, it requires capital expenditures for a variety of infrastructure such as new or expanded roads, sewers, water distribution, fire stations, parks, libraries, etc. These expenditures can be financed by way of DC revenue or alternatively by the general taxpayers. It should be noted that these fees do not replace subdivision agreements with

developers that ensure that local services are provided. Development charges are meant to cover the broader citywide/area specific services.

Financing by way of DCs is consistent with the principle that development pays for development in that the individuals/companies responsible for, and benefiting from, the growth related expenditures pay for those costs. These fees are typically paid at the time a building permit is issued. Conversely, financing growth related expenditures from the general tax base forces existing taxpayers (who have already paid for the existing infrastructure) to pay again for the new, growth related expenditures. Therefore, the municipality's choice is to forego needed capital expenditures or fund the shortfall from existing taxpayers. Raising the total shortfall from property taxes would substantially increase taxes on the average home and would likely result in much needed capital projects being postponed due to lack of funds being available to undertake the work.

Timelines and Process of the Background Study

Hemson Consulting Ltd. is being recommended to complete the 2024 DC Background Study & new DC Bylaw. In addition to being able to start the study in March 2024, there are a number of efficiencies gained by Hemson already having completed all the previous DC Studies and having City background data and information in their offices. Hemson is also currently engaged to complete the Growth Study for the SSPD that will directly inform the 2024 DC Study. The increased efficiency will also translate to a reduced cost and a less time consuming process for City Departments, since each area already has a working relationship with Hemson. In addition, departmental staff will not have to start their components of the study from the beginning. They will be updating the current supporting documents completed as part of the 2020 DC Background Study. Thus, avoiding lost productivity of staff that would be required if we were starting with a new consultant.

The primary objective of the Study is to prepare a well documented and defensible DC Background Study and related DC By-law that will be governed by the provisions of the recently amended Development Charges Act, Bill 108: *More Homes, More Choices Act*, Bill 197, and its related regulations (Ontario Regulation 82/98), and Bill 23: *More Homes Built Faster Act*.

A secondary objective is to undertake a thorough review of the current DC policies, particularly as they relate to servicing and financing (e.g. front-ending, servicing/credit agreements), along with the industrial and core area exemptions in the current DC Bylaw. Any policy changes will then be recommended based on input from City Councillors and key stakeholders that will form part of the DC Task Force.

Also included in the Hemson scope of work is the development of a new Community Benefits Charge (CBC) Bylaw and reviewing the current Parkland Dedication Fee structure. To ensure the deliverables occur in a timely manner, Hemson has proposed that both the DC Study and CBC Strategy occur concurrently. This will allow efficient communication and consultation with the proposed DC Task Force, internal staff and Council. In addition, undertaking the studies concurrently will provide for consistency in common assumptions while maximizing the funding potential of both fiscal tools and ensure no overlapping, or double counting, between DC and CBC funding.

CBCs work with development charges and parkland dedication to ensure that municipalities have the tools and resources they need to build complete communities. CBCs could be imposed to recover the capital costs of any service needed due to development. Municipalities are only permitted to impose CBCs for higher density residential development. CBCs are capped at four per cent of land value on the day before a building permit is issued. The Community Benefits Charge applies to developments or redevelopments that includes a minimum of 10 residential units and buildings that are five or more storeys.

Subject to Council approval, it is proposed that the engagement would commence in March 2024. This will allow administration the ability to establish the DC Task Force and start updating the data to ensure this phase of the project will be completed on time. The consultant has indicated that an twelve month process will be required to complete the background study to accomodate the provisions of the DCA. The study would include the development of a growth forecast, a development forecast, compilation of historical service levels for various services, a realistic development related capital plan for a variety of engineered services offered by the municipality and the calculation of maximum allowable DC rates permissable under the DCA. These timelines are also required to allow proper stakeholder input through the DC Task force & public meetings, as well as the review of current and proposed DC policies.

The consulting engagement includes provision for seven meetings (in person and virtual). There will be three meetings with the DC Task Force, a workshop session with City Council, two meetings with Administration, along with the required legislated public meeting.

Key Dates are as follows:

Kick Off Meeting with City Staff	May 2024
Initial Meeting with DC Task Force	July 2024
Interviews with Department Heads	September 2024
2 nd Meeting with DC Task Force	October 2024
City Council Workshop	November 2024
3 rd Meeting with DC Task Force	December 2024
Statutory Public Meeting	February 2025
Council Approval of the DC Bylaw	March 2025

The Administrative Steering Committee will be comprised of the following:

Commissioner of Finance & City Treasurer
Commissioner of Infrastructure Services & City Engineer
Commissioner of Economic Development
City Solicitor
Enwin – Chief Operating Officer - Water

Supporting the collection of data will be Administration from different areas that form the Technical Working Committee. This committee is composed of representatives from the following service areas:

Public Works – Sewers & Wastewater	Traffic Engineering
Public Works – Facilities & Fleet	Public Works – Pollution Control
Building	Public Works – Roads
Planning	Public Works – Storm Water Management
Parking Facilities	Public Works – Environmental
Asset Planning	Legal
Indoor Recreation	Park Development
Windsor Police Services	Transit Windsor
Windsor Public Library	Fire & Rescue
Windsor Utilities Commission (WUC)	Financial Planning

Additional staff from other services will be added to the Technical Working Committee should the need arise.

Risk Analysis:

Requirements under the Current Development Charges Act

Continued accelerated development is expected to occur city wide, and much quicker than originally planned within the SSPD. This development will require a significant investment in infrastructure to support the new growth. The current DC Bylaw expires on January 17, 2026. By completing a new Background Study and updating the DC Bylaw earlier, the City will be able to collect higher DC revenue to assist in funding the costs required for the infrastructure to support the new development. Alternatively, funding from other sources, including the tax levy and user fees would be required.

Hiring a consultant to prepare a new DC Background Study and DC Bylaw significantly improves the timelines for approving a new DC Bylaw. It also ensures the changing DCA legislation is adhered to, mitigating the risk that the DC Bylaw will be challenged and appealed in the future.

Possible Revisions to the Development Charges Act and Regulations

The Ministry of Municipal Affairs and Housing (MMAH) recently indicated that it was reviewing the effects of Bill 23 on municipal revenue. For example; currently, any new DC Bylaws must be phased in over a five-year period as follows: Year 1 (80%), Year 2 (85%), Year 3 (90%), Year 4 (95%), and Year 5 (100%), resulting in a reduction of DC revenue of approximately 10% for the five-year period. There are numerous other exemptions in the legislation that will also impact the DC revenue collected by municipalities.

Hemson expects legislative changes, and enabling regulations, to occur relatively soon. There might be some transitional measure for some changes, but administration and the DC Task Force Committee will have time to consider how to best address the changes in the new DC Study.

Climate Change Risks

Climate Change Mitigation:

N/A

Climate Change Adaptation:

New infrastructure will meet the latest standards to assist in mitigating climate change impacts.

Financial Matters:

The recommendation to complete a new DC Background Study and DC Bylaw will allow the City to update the DC Study with new growth projections, new infrastructure requirements, and up to date costing to reflect the current inflationary trend. The new DC Study will then inform the new DC Bylaw and DC Rates to generate the revenue required to fund the growth related infrastructure. The DC Study, along with the CBC Bylaw and Parkland Dedication Fee review are expected to cost \$100,335 plus HST. Funding is available in capital project (7183004 - Development Charges Study and By-law update).

The Planning area is finalizing a Growth Management & Funding Study for the SSPD that will detail the land use plan and development phases for the area. The study will also recommend a high level proposed funding strategy for the infrastructure required for the phased development of the area. This study will outline funding options available to fund the planned growth, the main one being DC revenue. Given that Hemson has been engaged to complete the Growth Management & Funding Study, it is expected that the findings will inform the DC Background Study.

In addition, the Asset Planning area, in conjunction with Public Works Engineering, is working through a process which will identify infrastructure requirements and development timeline that will be necessary to support development within the SSPD. This infrastructure has not been identified in the 10 Year Capital Plan. While preliminary

estimates are considered high-level, they give an indication that significant funds will be needed to support the growth in this, and the surrounding area. A Financial Sustainability Strategy is also being developed that will include various funding sources, along with options on how best to manage the required financial capital requirements. The Growth Management & Funding Study, along with the updated DC Background Study are key inputs to the Financial Sustainability Strategy that will allow the City to address the costs associated with the unprecedented growth in the City.

Consultations:

As in previous DC Background Studies, it is being recommended that a DC Task Force Ad Hoc Committee be established composed of five members of City Council (voting members), including the Chair, as appointed by the Striking Committee of Council. In addition, key stakeholders from the development community and other interested parties would be invited to submit their applications to the Striking Committee for appointment to the DC Task Force (5 non-voting members) to provide input on the DC Background Study development, its related policies, and the DC Bylaw.

Conclusion:

The current DC Bylaw expires on January 17, 2026. Given the significant growth being experienced in the City, especially in the SSPD, it is recommended that a new DC Study start in 2024 to allow for updated growth projections and infrastructure requirements to be included in the new DC Bylaw.

Also included in the Hemson scope of work is a review and feasibility of implementing a new Community Benefits Charge (CBC) and reviewing the current Parkland Dedication Fee structure to maximize revenue for the City.

Planning Act Matters:

N/A

Approvals:

Name	Title
Jelena Payne	Commissioner, Economic Development
Mark Winterton	Commissioner of Infrastructure Services & City Engineer
Alex Vucinic	Purchasing Manager
Wira Vendrasco	City Solicitor
Dana Paladino	Commissioner of Corporate Services
Janice Guthrie	Commissioner of Finance & City Treasurer
Joe Mancina	Chief Administrative Officer

Notifications:

Name	Address	Email
Hemson Consulting Ltd. Craig Binning		

Appendices:

- 1 Appendix A - Hemson Consulting Ltd Proposal



Hemson Consulting Ltd.

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February 12, 2024

Tony Ardovini
Deputy Treasurer Financial Planning
City of Windsor
350 City Hall Square West
Windsor, Ontario N9A 6S1

Dear Mr. Ardovini,

**Re: Consulting for Services for Development Charges (DC) Study Update,
Community Benefits Charges (CBC) Study Update and Parkland
Dedication/Cash-in-Lieu Analysis**

In response to your recent correspondence, Hemson is pleased to provide this proposal letter to prepare the following:

1. An update to the City-wide (including Area-specific) Development Charges (DC) Background Study under the new requirements of the *Development Charges Act* (DCA);
2. A Community Benefits Charges (CBC) Strategy and related By-law under the requirements of the *Planning Act*; and
3. A review of the revenue potential of a Parkland Dedication/Cash-in-Lieu under the *Planning Act* and recommendation on imposing an associated by-law.

The following sections outline the processes, approach and methodology to undertake the assignment. Our experience and in-depth knowledge of the City's municipal financial matters, having completed the City's 2020 DC Background Study and previous DC Studies, will be of particular value to this assignment

A. BACKGROUND AND OBJECTIVES

The City of Windsor currently has a City-wide (including Area-specific) DC by-law (By-law 1-2021) in force that will expire in January of 2026. Based on upcoming development and

increased infrastructure funding requirements, the City is looking to undertake an update in advance of by-law expiry. The development charges and CBC strategy will be calculated in compliance with the provisions of the recently amended *Development Charges Act*, Bill 108: *More Homes More Choice Act*, Bill 197, and its related regulations (Ontario Regulation 82/98) and Bill 23: the *More Homes Built Faster Act*.

Under recent changes to the legislation, municipalities are able to use development charges interchangeably with CBCs to fund eligible services. The implications of this are wide-ranging. For example, CBCs could potentially be used to help fund growth-related projects that would result in increased service levels. That said, there must be no “double dipping” between funding sources.

In step with the preparation of a new DC Background Study and By-law, the City is looking to impose a new CBC Strategy and associated By-law to match the new DC capital program to ensure that these growth funding tools are in alignment.

B. PROPOSED PROJECT TIMELINE

A 12-month study process is proposed to complete the DC study update, CBC Strategy and Parkland analysis. The process is intended to result in a new DC Background Study and By-law, CBC Strategy and By-law, and applicability analysis of a Parkland Dedication By-law.

To ensure the deliverables occur in a timely manner, it is proposed that both the DC Study and CBC Strategy occur concurrently. This will allow efficient communication and consultation with the proposed DC/CBC Task Force (including development industry stakeholders), internal staff and Council. In addition, undertaking the studies concurrently will provide for consistency in common assumptions while maximizing the funding potential of both fiscal tools and ensure no overlapping, or double counting, between DC and CBC funding.

C. DEVELOPMENT CHARGES (DC) BACKGROUND STUDY UPDATE

Hemson will prepare a DC Background Study under the new requirements of the DCA and associated Regulations. This will include preparing a DC Background Study detailing the calculation methodologies and underlying assumptions, a statutory public consultation process and preparing a DC By-law for Council adoption. The new DC By-law will repeal the existing rates enacted under By-law 1-2021.

Sufficient time for public consultation on both the DC and CBC By-law is proposed. The schedule will accommodate the provisions of the DCA, including the need to make the DC Background Study available to the public at least 60 days before By-law passage (the same is proposed for the CBC Strategy). The steps outlined below are required to complete the DC Background Study.

1. Prepare and Attend Kick-Of Meeting

To initiate the project, it is recommended that a virtual meeting with staff and representatives of key departments be held to finalize the timelines, review available material and identify any outstanding data and information needs. The major components of the DCA, the proposed work plan, identification of appropriate contacts and any special issues will be reviewed during this meeting.

2. Prepare Development Forecast

The DCA requires municipalities to estimate “the anticipated amount, type and location of development” for which DCs may be imposed. We will prepare revised forecasts of population, housing units and employment, as informed by our work completed as part of the 2020 DC Background Study, available Census data and other relevant reports. The planning horizon will be based on the forecast targets of the City’s Official Plan and Master Plans. Following the proclamation of Bill 108, the DCA will no longer limit the capital programs to a 10-year planning horizon. The appropriate time horizons for each service will be determined in discussion with staff. Hemson will also give consideration to area rating, including area-specific development forecasts, and provide recommendations to staff and Council on the use of City-wide or area-specific charges.

We will rely upon City staff to provide recent building permit data, anticipated unit growth, and any insight to known development applications.

3. Conduct Policy Review and Benchmarking Analysis

Hemson will work with City staff to review existing DC policies and practices and make recommendations based on legislative changes and a review of other municipal practices.

Importantly, consideration will be given to new policies statutorily required under the DCA introduced through Bill 108 and Bill 23. This will include the “freezing” of DCs at site plan or zoning application and payment of DCs in 6 annual installments

for rental housing, industrial, institutional and commercial (office and shopping centres) developments and 21 annual installments for non-profit housing. A meeting will be held with the Task Force to review the proposed policy recommendations.

4. Compile Historical Service Levels and Interview Staff

We will assist staff in preparing a historical inventory of municipal assets across all service areas where DCs are permitted or where future development-related additions to infrastructure or facilities are anticipated. We will work with staff to update the City's prior inventory information to ensure that it is accurate. The opportunity for new service categories and inventory items will be examined.

Compilation of the inventory data will rest largely with municipal staff and this phase of the DC Background Study will require the most staff time and input. The service level data from the previous DC Background Study can be used as a basis for the updated inventories; however, we will re-examine all assumptions in the inventory of capital assets to ensure that accurate service levels are calculated.

We propose to hold individual one-on-one virtual meetings with each department to ensure accuracy with the historical inventories, and also to discuss anticipated capital plans and service delivery standards. These individual meetings are important to the DC Background Study process and serve as productive working sessions.

The preparation of the historical service levels will serve as a basis for the calculation of the maximum allowable development charges. This will inform the creation of a development-related capital program later in the process since the appropriate classification of services depends in part on the nature of the works and facilities the City intends to construct in the future.

5. Prepare Development-Related Capital Program

Working closely with staff, we will identify new and amend existing projects included in the DC eligible capital programs. This review will draw from our work undertaken as part of the 2020 DC Background Study as well as the latest capital budget, master plans and other relevant analysis.

Every effort will be made to identify required works with as much precision as possible, with consideration to the following:

- Existing and/or anticipated financing costs;
- Anticipated project timing;
- Available subsidies; and
- Identification and quantification of non-growth share of projects (e.g. shares of projects that will benefit existing development in the City).

In addition to identifying new infrastructure to be acquired within the applicable planning period, we will also confirm any development-related works that were constructed/acquired earlier and oversized to accommodate growth within the forecast period. Where possible under the regulations to the legislation, the oversized component will be included as an eligible cost in the calculation of the DCs.

Finally, we will identify non-development charge eligible shares of the capital program. These shares will be allocated to other classifications, including benefit-to-existing and post-period benefit shares (beyond the planning forecast period).

6. Calculate DC Rates & Hold Information Sessions

We will assign development-related costs to the appropriate property classes (e.g. residential and non-residential development). Under the DCA, the costs of servicing non-residential lands cannot be shifted to residential owners. We will review the current allocation methods and, where possible, use allocations that relate costs to usage and benefits. The final determination of the development charges results from adjustments made to development-related net capital costs for each service and sector resulting from the following:

- Any unallocated DC reserve fund balances that are available to finance the development-related capital costs in the forecast;
- Any unfunded balances/borrowings that are eligible to be included in the development charge calculation; and
- A cash-flow analysis that takes account of forecast expenditure patterns for the development-related net capital costs compared to the revenue derived from the development charges with appropriate provisions for borrowing and/or interest earnings.

Draft City-wide and Area-specific DC rates will be presented to the Task Force once calculated and revised based on feedback received. We will also hold an information session with Council to provide opportunity to comment on the underlying assumptions and draft calculated rates.

7. Prepare Cost of Growth Analysis, DC Background Study and Draft By-law

In accordance with the requirements of the DCA, a detailed cost of growth analysis (including an asset management plan and operating impact analysis) will be prepared for those projects whose capital costs are proposed to be funded from development charges. The analysis will be used to demonstrate that the projects identified in the study are financially sustainable over their full life cycle.

We will provide a well-documented DC Background Study setting out the results of the rate calculations. The study will summarize the assumptions and methodologies used to arrive at the calculated development charges. Prior to releasing the DC Background Study publically, we propose to hold a meeting with Task Force to present the finalized DC rates and underlying calculation methodology.

The DC Background Study must be available for public review at least two weeks prior to the public meeting and 60 days prior to by-law passage. It is proposed that the City's CBC Strategy be released at the same time as the DC Background Study.

We will work closely with staff and the City's legal counsel to prepare the updated DC By-law.

8. Public Consultation

The DCA requires Council to hold a statutory public meeting when passing a DC By-law. The purpose of the meeting is to discuss the DC rates, methodologies and policies. We will prepare the appropriate materials for the DC public meeting and present the findings. We assume that the City will provide a venue for the meeting and will bear the financial responsibilities for the advertisement. It is proposed that the CBC Strategy and rates also be presented at the DC statutory public meeting.

The meeting will be used to elicit final comments from interested members of the public and key stakeholders and to invite written submissions for consideration.

9. By-law Consideration & Passage by Council

Based on feedback from City staff and the public consultation process, we will revise the final development charges background study and by-law, as necessary. We will also respond in writing on behalf of the City to all comments and written submissions received.

Once the revised development charges background study and by-law receive the final approval of staff, the documents will form the basis for consideration and by-law passage by City Council.

We anticipate that a staff report dealing with development charge and CBC matters and recommending adoption of the City-wide (including area-specific) DC and CBC By-laws will be the basis for City Council's consideration. We will assist by reviewing the staff report(s) and will also assist City staff with the preparation of a notice of passage in accordance with the DCA and *Planning Act*.

D. COMMUNITY BENEFITS CHARGES (CBC) STRATEGY

Another key task for this assignment will be to develop, together with City staff, a CBC Strategy under the new provision of the *Planning Act*. The CBC Strategy will be new to the City and will include a defensible CBC charge for development over five storeys and ten units.

We propose that the CBC process, including by-law passage, be held concurrently with the proposed DC Study timeline. The CBC Strategy process will include many of the same considerations as the DC Background Study. A preliminary list of tasks is shown in Exhibit 1. These tasks will be reviewed and discussed with City staff at the initiation of the project.

The following identifies some of the key analysis:

- Development forecasts – population, households (by type), employment and non-residential GFA and developed land area. The land area forecast will be critical and will also need to include an estimate of land values to allow for CBC revenue forecasting under the CBC legislated cap, or maximum, which will be set at a prescribed percentage of land value of each individual development. The land value estimates will be informed from a separate land valuation exercise;
- Assessment of service levels by service – this includes current, targets, and projected;
- Establish development-related capital programs by service:
 - Identification of other funding sources (grants/subsidies);
 - Examination of benefit to existing shares, if applicable;
 - Benefiting planning horizons; and
 - Potential need to introduce a prioritization matrix.
- Allocation of benefit to different types of development (residential and non-residential);

- Examination and evaluation of alternative CBC rate structures to ensure maximum recoveries;
- A review of best practices from other municipalities;
- Public consultation process (concurrent with DC public consultation);
- Council and Committee meetings;
- Preparation of a CBC by-law together with City staff and legal services; and
- Passage of a CBC By-law.

It is important to note that the proposed budget for the CBC Strategy included in this proposal does not include legal fees to review and proposed amendments to the CBC By-law and/or external fees for land appraisals.

E. PARKLAND DEDICATION/CASH-IN-LIEU BY-LAW ANALYSIS

In addition to the DC and CBC by-laws above, Hemson will prepare a preliminary analysis on the applicability of a Parkland Dedication By-law in the City. As per section 42 of the *Planning Act*, there are several requirements that need to be met in order to adopt a Parkland Dedication/Cash-in-Lieu (CIL) By-law. There is also a “cap” on alternative parkland rates that constrain the overall funding potential of a CIL by-law.

We propose to undertake a high-level analysis for the City to provide an order-of-magnitude analysis on the funding potential of imposing a CIL By-law. This will allow for the City to make an informed decision on carrying out the By-law process to ensure its applicability. This review will include:

- A review of City data and key assumptions to inform the analysis;
- A review of municipal comparators and their parkland provision standards and alternative rate policies; and
- Preliminary calculation and formal recommendation on the applicability of a CIL By-law for the City.

We propose to complete this task concurrently with the DC and CBC By-laws proposed above.

F. CONSULTING RESOURCES

The following sets out our proposed consulting resources for the assignment:

- **Craig Binning, Project Leader** – The assignment will be directed by Craig Binning, Partner in charge of the Municipal Finance practice at Hemson Consulting. Craig has extensive experience with municipal finance matters including development charges and was the Project Leader for the City's 2020 DC Background Study.
- **Bianca Whiffen, Day-to-Day Consultant** – Bianca, a consultant at Hemson, will be involved in delivering all components of this assignment. She has extensive development charge experience and will be working closely with staff and the Task Force to deliver the DC, CBC and Parkland components of this analysis.
- **Courtney King, Consultant** – Courtney was involved in the 2020 DC Background Study update for the City of Windsor. She will work closely with Craig and Bianca throughout the project with data collection and analysis, financial modelling and report preparation.
- **Michael Skelly, Forecast Specialist** – Michael, an Associate at Hemson, will be involved in the DC and CBC to provide a growth forecast to inform the analysis. Michael has over 30 years of experience in the public and private sectors in the areas of growth management, demographic and economic forecasting, and land use planning policy.

G. BUDGETARY REQUIREMENT AND BILLING ARRANGEMENT

The budgetary requirement of undertaking the assignment is summarized in Exhibit 2. The proposed upset budget of \$100,335 (net of HST) includes \$98,335 in professional fees and \$2,000 in disbursements. As indicated in Exhibit 2, every effort is made to align all key CBC meetings with the DC study. The time required for those meetings (excluding time to prepare materials) is captured under the DC process.

Invoices setting out the time spent on the assignment will be forwarded on a monthly basis. Expenses incurred on your behalf will be billed at cost and are included in the upset budget.

We wish to thank you for the opportunity to submit this proposal. Our approach to municipal finance matters is well regarded by our municipal clients and by the development industry and we are confident that we can work effectively with the City and that our approach will lead to the passage of reasonable and defensible development charges and CBC Strategy. We look forward to the opportunity to work with you on this important assignment.



Questions concerning this proposal may be directed to Mr. Craig Binning at (416) 593-5090 (ext. 20).

Sincerely,

HEMSON Consulting Ltd.

A handwritten signature in black ink, appearing to read 'CJB', with a long, sweeping underline that extends to the right.

Craig Binning
Partner

EXHIBIT 2
CITY OF WINDSOR
DEVELOPMENT CHARGES, COMMUNITY BENEFITS CHARGES, AND PARKLAND DEDICATION BY-LAW
PROPOSED BUDGET

	Project Leader Craig Binning		Day-to-Day Consultant Bianca Whiffen		Consultant Courtney King		Forecast Specialist Michael Skelly		Total	
	Hours	Hourly Rate	Hours	Hourly Rate	Hours	Hourly Rate	Hours	Hourly Rate	Hours	\$
		\$350		\$130		\$160		\$260		
PART 1: DC BACKGROUND STUDY UPDATE										
1.1 Prepare For and Attend Kick-Off Meeting										
1.1.1 Review Previous DC Studies and Other Background Materials	1.0	\$350	5.0	\$650	4.0	\$640	0.0	\$0	10.0	\$1,640
1.1.2 Prepare Service Level Templates & Information Requests for Staff	1.0	\$350	4.0	\$520	4.0	\$640	0.0	\$0	9.0	\$1,510
1.1.3 Hold Kick-Off Meeting with City Staff	3.0	\$1,050	5.0	\$650	3.0	\$480	3.0	\$780	14.0	\$2,960
Sub-Total	5.0	\$1,750	14.0	\$1,820	11.0	\$1,760	3.0	\$780	33.0	\$6,110
1.2 Prepare Development Forecast										
1.2.1 Review Existing Forecast, Census Information and Background Data	1.0	\$350	5.0	\$650	1.0	\$160	5.0	\$1,300	12.0	\$2,460
1.2.2 Prepare Updated City-wide and Area-Specific Residential and Non-Residential Growth Forecasts	1.0	\$350	5.0	\$650	2.0	\$320	10.0	\$2,600	18.0	\$3,920
Sub-Total	2.0	\$700	10.0	\$1,300	3.0	\$480	15.0	\$3,900	30.0	\$6,380
1.3 Conduct Policy Review & Benchmarking Analysis										
1.3.1 Review Existing DC By-law and Collection Policies	1.0	\$350	8.0	\$1,040	5.0	\$800	0.0	\$0	14.0	\$2,190
1.3.2 Review Best Practices and Make Policy Recommendations	1.5	\$525	3.0	\$390	2.0	\$320	0.0	\$0	6.5	\$1,235
1.3.3 Initial Meeting with Task Force & DC Policy Discussion	7.5	\$2,625	7.5	\$975	7.5	\$1,200	0.0	\$0	22.5	\$4,800
Sub-Total	10.0	\$3,500	18.5	\$2,405	14.5	\$2,320	0.0	\$0	43.0	\$8,225
1.4 Compile Historical Service Levels and Interview Staff										
1.4.1 Review Inventories, Replacement Costs and Land Values	1.0	\$350	5.0	\$650	3.0	\$480	0.0	\$0	9.0	\$1,480
1.4.2 Conduct One-on-One Interviews with Department Heads	7.5	\$2,625	7.5	\$975	7.5	\$1,200	0.0	\$0	22.5	\$4,800
1.4.3 Calculate Maximum Allowable Funding Envelopes	1.0	\$350	5.0	\$650	3.0	\$480	1.0	\$260	10.0	\$1,740
Sub-Total	9.5	\$3,325	17.5	\$2,275	13.5	\$2,160	1.0	\$260	41.5	\$8,020
1.5 Prepare Development-Related Capital Program										
1.5.1 Develop Capital Program for DC Eligible Services	1.0	\$350	8.0	\$1,040	5.0	\$800	0.0	\$0	14.0	\$2,190
1.5.2 Identify Prior Oversized Projects and Credits for Inclusion	1.0	\$350	3.0	\$390	2.0	\$320	0.0	\$0	6.0	\$1,060
1.5.3 Identify Non DC-Eligible Shares of Capital Program	1.0	\$350	3.0	\$390	2.0	\$320	0.0	\$0	6.0	\$1,060
Sub-Total	3.0	\$1,050	14.0	\$1,820	9.0	\$1,440	0.0	\$0	26.0	\$4,310
1.6 Calculate DC Rates & Hold Information Sessions										
1.6.1 Allocate Costs to Residential/Non-Residential Sectors	1.0	\$350	2.0	\$260	1.0	\$160	2.0	\$520	6.0	\$1,290
1.6.2 Identify Existing DC Reserve Funds	0.0	\$0	2.0	\$260	1.0	\$160	0.0	\$0	3.0	\$420
1.6.3 Calculate Cash Flow by Service and Sector	1.5	\$525	3.0	\$390	5.0	\$800	0.0	\$0	9.5	\$1,715
1.6.4 Present Preliminary Calculated DC Rates to Task Force	3.0	\$1,050	3.0	\$390	3.0	\$480	0.0	\$0	9.0	\$1,920
1.6.5 Refine DC Rates as Necessary	1.5	\$525	5.0	\$650	3.0	\$480	0.0	\$0	9.5	\$1,655
1.6.6 Hold Council Information Session	7.5	\$2,625	7.5	\$975	1.0	\$160	1.0	\$260	17.0	\$4,020
Sub-Total	14.5	\$5,075	22.5	\$2,925	14.0	\$2,240	3.0	\$780	54.0	\$11,020
1.7 Prepare Cost of Growth Analysis, DC Background Study and Draft By-law										
1.7.1 Prepare Cost of Growth Analysis & Asset Management Plan (AMP)	0.0	\$0	4.0	\$520	5.0	\$800	0.0	\$0	9.0	\$1,320
1.7.2 Prepare Draft DC Background Study	3.0	\$1,050	15.0	\$1,950	8.0	\$1,280	3.0	\$780	29.0	\$5,060
1.7.3 Prepare Draft DC By-law and Rate Schedules	3.0	\$1,050	5.0	\$650	3.0	\$480	0.0	\$0	11.0	\$2,180
1.7.4 Present DC Background Study to Task Force	7.5	\$2,625	7.5	\$975	7.5	\$1,200	1.0	\$260	23.5	\$5,060
1.7.6 Release DC Background Study and By-law Prior to Public Meeting	0.0	\$0	2.0	\$260	1.0	\$160	0.0	\$0	3.0	\$420
Sub-Total	13.5	\$4,725	33.5	\$4,355	24.5	\$3,920	4.0	\$1,040	75.5	\$14,040
1.8 Public Consultation										
1.8.1 Advertise for Public Meeting	0.0	\$0	1.0	\$130	0.0	\$0	0.0	\$0	1.0	\$130
1.8.2 Hold Statutory Public Meeting	7.5	\$2,625	7.5	\$975	1.0	\$160	0.0	\$0	16.0	\$3,760
Sub-Total	7.5	\$2,625	8.5	\$1,105	1.0	\$160	0.0	\$0	17.0	\$3,890
1.9 By-law Consideration & Passage by Council										
1.9.1 Respond to Written Public Submissions	3.0	\$1,050	5.0	\$650	3.0	\$480	1.0	\$260	12.0	\$2,440
1.9.2 Revise Rates and Background Study as Necessary	3.0	\$1,050	4.0	\$520	4.0	\$640	1.0	\$260	12.0	\$2,470
1.9.3 Council Passage of DC By-law	0.0	\$0	1.0	\$130	0.0	\$0	0.0	\$0	1.0	\$130
1.9.4 Prepare Notice of DC By-law Passage	0.0	\$0	1.0	\$130	0.0	\$0	0.0	\$0	1.0	\$130
Sub-Total	6.0	\$2,100	11.0	\$1,430	7.0	\$1,120	2.0	\$520	26.0	\$5,170
Total Part 1: DC STUDY UPDATE	71.0	\$24,850	149.5	\$19,435	97.5	\$15,600	28.0	\$7,280	346.0	\$67,165
PART 2: CBC STRATEGY										
2.1 Background Review										
2.1.1 Review Municipal Best Practices	1.0	\$350	10.0	\$1,300	8.0	\$1,280	0.0	\$0	19.0	\$2,930
2.1.2 Meet with City Staff to Review CBC Requirements (In Conjunction with DC)	1.0	\$350	2.0	\$260	1.0	\$160	0.0	\$0	4.0	\$770
Sub-Total	2.0	\$700	12.0	\$1,560	9.0	\$1,440	0.0	\$0	23.0	\$3,700
2.2 Development of CBC Capital Program										
2.2.1 Develop CBC Capital Program to Align with DC Capital Program	2.0	\$700	8.0	\$1,040	5.0	\$800	0.0	\$0	15.0	\$2,540
2.2.2 Identify Prior Oversized Projects and Credits for Inclusion (In Alignment with DC)	2.0	\$700	5.0	\$650	3.0	\$480	0.0	\$0	10.0	\$1,830
2.2.3 Identify Non CBC-Eligible Shares of Capital Program (In Alignment with DC)	2.0	\$700	5.0	\$650	3.0	\$480	0.0	\$0	10.0	\$1,830
Sub-Total	6.0	\$2,100	18.0	\$2,340	11.0	\$1,760	0.0	\$0	35.0	\$6,200
2.3 Prepare CBC Strategy and By-law										
2.3.1 Prepare CBC Strategy Including Implementation Options	2.0	\$700	7.5	\$975	8.0	\$1,280	1.0	\$260	18.5	\$3,215
2.3.2 Discuss Capital Prioritization and Implementation Options with Task Force (In Conjunction with DC)	1.0	\$350	2.0	\$260	1.0	\$160	0.0	\$0	4.0	\$770
2.3.3 Prepare Draft CBC By-law (With Legal Assistance)	5.0	\$1,750	7.5	\$975	5.0	\$800	0.0	\$0	17.5	\$3,525
2.3.4 Submit CBC Strategy to Task Force and Revise (Where Required) for Public Submission	3.0	\$1,050	7.0	\$910	6.0	\$960	2.0	\$520	18.0	\$3,440
2.3.5 Hold Public Meeting (In Conjunction with DC Public Meeting)	1.0	\$350	2.0	\$260	1.0	\$160	0.0	\$0	4.0	\$770
Sub-Total	12.0	\$4,200	26.0	\$3,380	21.0	\$3,360	3.0	\$780	62.0	\$11,720
2.4 By-law Consideration & Passage by Council										
2.4.1 Respond to Written Public Submissions	2.0	\$700	3.0	\$390	3.0	\$480	1.0	\$260	9.0	\$1,830
2.4.2 Revise CBC Strategy as Necessary	1.0	\$350	3.0	\$390	4.0	\$640	1.0	\$260	9.0	\$1,640
2.4.3 Council Passage of CBC By-law or Amendment	0.0	\$0	1.0	\$130	0.0	\$0	0.0	\$0	1.0	\$130
2.4.4 Prepare Notice of CBC By-law or Amendment Passage	0.0	\$0	1.0	\$130	0.0	\$0	0.0	\$0	1.0	\$130
Sub-Total	3.0	\$1,050	8.0	\$1,040	7.0	\$1,120	2.0	\$520	20.0	\$3,730
TOTAL PART 2: CBC STRATEGY	23.0	\$8,050	64.0	\$8,320	48.0	\$7,680	5.0	\$1,300	140.0	\$25,350
PART 3: PARKLAND DEDICATION/CASH-IN-LIEU BY-LAW ANALYSIS										
3.1 Assessment of Parkland Dedication By-law										
3.1.1 Review Preliminary Data and Assumptions	2.0	\$700	5.0	\$650	0.0	\$0	0.0	\$0	7.0	\$1,350
3.1.2 Complete High Level Analysis on Applicability of By-law in the City	5.0	\$1,750	15.0	\$1,950	0.0	\$0	0.0	\$0	20.0	\$3,700
3.1.3 Provide Formal Recommendation on Development of Parkland Dedication By-law	1.0	\$350	2.0	\$260	1.0	\$160	0.0	\$0	4.0	\$770
Sub-Total	8.0	\$2,800	22.0	\$2,860	1.0	\$160	0.0	\$0	31.0	\$5,820
TOTAL PART 3: PARKLAND DEDICATION/CASH-IN-LIEU ANALYSIS	8.0	\$2,800	22.0	\$2,860	1.0	\$160	0.0	\$0	31.0	\$5,820
Total Hours / Professional Fees	102.0	\$35,700	235.5	\$30,615	146.5	\$23,440	33.0	\$8,580	517.0	\$98,335
Estimated Disbursements										\$2,000
Total Budget Estimate (Excluding HST)										\$100,335



Committee Matters: SCM 27/2024

Subject: Minutes of the Windsor Licensing Commission of its meeting held December 7, 2023

Moved by: Councillor Renaldo Agostino

Seconded by: Councillor Gary Kaschak

Decision Number: **ETPS 981**

THAT the minutes of the Windsor Licensing Commission meeting held December 7, 2023 **BE RECEIVED** as presented.

Carried.

Report Number: SCM 340/2023

Clerk's Note:

1. The recommendation of the Environment, Transportation & Public Safety Standing Committee and the Advisory Committee are the same.
2. Please refer to Item 7.1 from the Environment, Transportation & Public Safety Standing Committee held on January 31, 2024.
3. To view the stream of this Standing Committee meeting, please refer to:
<https://csg001-harmony.sliq.net/00310/Harmony/en/PowerBrowser/PowerBrowserV2/20240131/-1/9462>



Committee Matters: SCM 340/2023

Subject: Minutes of the Windsor Licensing Commission of its meeting held

December 7, 2023

Windsor Licensing Commission

Meeting held December 7, 2023

A meeting of the Windsor Licensing Commission is held this day commencing at 9:30 o'clock a.m. in Room 140, 350 City Hall Square West, there being present the following members:

Councillor Ed Sleiman, Chair
Councillor Angelo Marignani
Councillor Renaldo Agostino

Regrets received from:

Harbinder Gill
Jayme Lesperance

Delegations in attendance:

Walter Bezzina, Vet's Cab and Nadeem Qureshi regarding ***Item 6(a)***
Fernand Atieh and Maher Abu-Anzeh regarding ***Item 6(b)***

Also present are the following resource personnel:

Craig Robertson, Manager, Licensing & Enforcement, Deputy Licence Commissioner
Sandy Hansen, Senior Licence Issuer
Karen Kadour, Committee Coordinator

1. Call to Order

The Chair calls the meeting to order at 9:36 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 Councillor Renaldo Agostino,

That the minutes of the Windsor Licensing Commission of its meeting held October 5, 2023 **BE ADOPTED** as presented.

Carried.

4. Requests for Deferrals, Referrals or Withdrawals

None.

5. Communications

No Communications at this time.

6. Licence Transfers

6(a) Walter Bezzina, Vet's Cab and Nadeem Qureshi, appear before the Windsor Licensing Commission regarding the transfer of Taxicab Plate #049.

Craig Robertson, Deputy Licence Commissioner advises that on September 21, 2023, a transfer application and the fee for taxicab plate #049 was submitted by 1287609 Ontario Ltd. o/a Windsor Airline Limousine Services Ltd. It is being recommended that Taxicab Plate #049 be transferred to Nadeem Quershi.

Moved by Councillor Angelo Marignani, seconded by Councillor Renaldo Agostino, **WLC 13/2023** That the transfer of Taxicab Plate #049 from 1287609 Ontario Ltd. o/a Windsor Airline Limousine Services Ltd. to Nadeem Quershi **BE APPROVED** with the following:

- i. Nadeem Qureshi 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 137-2007 (amended by By-Law 150-2018) including a valid safety standards certificate.
- ii. Nadeem Qureshi be given thirty (30) days from the date of the approval to submit a Taxicab Plate Holder application and pay the associated fee.
- iii. Nadeem Qureshi be given thirty (30) days from the date of the approval to provide verification that full compensation has been made to 1287609 Ontario Ltd. o/a Windsor Airline Limousine Services Ltd. in consideration of the transfer of Taxicab Plate #049.
- iv. Nadeem Qureshi shall not lease Taxicab Plate #049 for a one year period as stated in Schedule 5, Section 21.3 of Licensing By-law 150-2018.

Carried.

6(b) Fernand Atieh and Maher Abu-Anzeh appear before the Windsor Licensing Commission regarding the transfer of Taxicab Plate #117.

Craig Robertson, Deputy Licence Commissioner recalls that a decision was made at the June 1, 2023 meeting of the Commission to transfer Taxicab Plate #117 from Fernand Atieh to Adel El Chemi. As the conditions were not met, the transfer of Plate #117 was not completed between the parties.

Craig Robertson states that it is being requested that Taxicab Plate #117 be transferred to Maher Abu-Anzeh.

Moved by Councillor Renaldo Agostino, seconded by Councillor Angelo Marignani, **WLC 14/2023** That the transfer of Taxicab Plate #117 from Mr. Fernand Atieh to Mr. Maher Abu-Anzeh **BE APPROVED** with the following conditions:

- i. Mr. Maher Abu-Anzeh 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. Mr. Maher Abu-Anzeh be given thirty (30) days from the date of the approval to submit a Taxicab Plate Holder application and pay the associated fee.
- iii. Mr. Maher Abu-Anzeh be given thirty (30) days from the date of the approval to provide verification that full compensation has been made to Mr. Fernand Atieh in consideration of the transfer of Taxicab Plate #117.
- iv. Mr. Maher Abu-Anzeh shall not lease Taxicab Plate #117 for a one year period as stated in Schedule 5, Section 21.3 of Licensing By-Law 150-2018.

Carried.

7. Applications/Hearings

None.

8. Reports & Administrative Matters

None.

(a) Expired Application(s) for Business Licence

Moved by Councillor Angelo Marignani, seconded by Councillor Renaldo Agostino, That the report of the Deputy Licence Commissioner dated December 7, 2023 entitled "Expired Application(s) for Business Licence" **BE RECEIVED**.

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 9:50 o'clock a.m.



Committee Matters: SCM 28/2024

Subject: Essex Windsor Solid Waste Authority (EWSWA) Board Meeting Minutes from November 7, 2023

Moved by: Councillor Renaldo Agostino

Seconded by: Councillor Gary Kaschak

Decision Number: **ETPS 982**

THAT the minutes of the Essex Windsor Solid Waste Authority (EWSA) board meeting held November 7, 2023 **BE RECEIVED** as presented.

Carried.

Report Number: SCM 322/2023

Clerk's Note:

1. The recommendation of the Environment, Transportation & Public Safety Standing Committee and the Advisory Committee are the same.
2. Please refer to Item 7.2 from the Environment, Transportation & Public Safety Standing Committee held on January 31, 2024.
3. To view the stream of this Standing Committee meeting, please refer to:
<https://csg001-harmony.sliq.net/00310/Harmony/en/PowerBrowser/PowerBrowserV2/20240131-1/9462>



Committee Matters: SCM 322/2023

**Subject: Essex Windsor Solid Waste Authority (EWSWA) Board Meeting Minutes
from November 7, 2023**



Essex-Windsor Solid Waste Authority Regular Board Meeting MINUTES

Meeting Date: Tuesday, November 7, 2023

Time: 4:00 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
Kirk Walstedt	County of Essex
Gary Kaschak – Vice Chair	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
Madison Mantha	Project Lead
Teresa Policella	Executive Assistant

City of Windsor Staff:

Anne Marie Albidone	Manager of Environmental Services
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
Sandra Zwiers	County CAO

Absent:

Michael Akpata	County of Essex
Jim Morrison	City of Windsor
Tony Ardovini	Deputy Treasurer Financial Planning
Melissa Ryan	Director of Financial Services/Treasurer
Drew Dilken	City of Windsor (Ex-Officio)

1. Closed Meeting

A Closed meeting was held at 4:00PM

Moved by Gary Kaschak

Seconded by Mark McKenzie

THAT the Board moved into a closed meeting pursuant to Section 239 (2) (k) of the Municipal Act, 2001, as amended for the following reason:

- (k) A position, plan, procedure, criteria, or instruction to be applied to any negotiations carried on or to be carried on by or on behalf of the municipally or local board.

**65-2023
Carried**

Moved by Rob Shepley

Seconded by Gary Kaschak

THAT the EWSWA Board rise from the Closed Meeting at 4:52 PM.

**69-2023
Carried**

2. Call to Order

Chair McNamara called the Regular meeting to order at 4:52 PM.

3. 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.

4. Approval of the Minutes

Moved by Rob Shepley

Seconded by Gary Kaschak

THAT the minutes from the Essex-Windsor Solid Waste Authority Regular Meeting, dated September 13, 2023, be approved and adopted.

**70-2023
Carried**

5. Business Arising from the Minutes

There were no items raised for discussion.

6. Waste Diversion

A. Result and Award of Hazardous and Special Waste Tender

The Manager of Waste Diversion referred to page 12 of the agenda package. She stated the purpose of the report is to recommend that the Authority Board award the tender for the provision of equipment and labour for the receiving, loading, transportation and disposal services for the Hazardous and Special Products (HSPs) program to Green for Life Environmental Inc. (GFL) for the period January 1, 2024 to December 31, 2027 with an option at the Authority's discretion, for three (3) additional one-year extension or portions thereof.

She provided a history of the Authority's HSP depots. The depots were established to provide a diversion program for residents and small businesses to safely drop off household hazardous waste and to comply with various legislation including the Essex-Windsor Regional Landfill's Environmental Compliance Approval (ECA). Examples of materials dropped off at the depots include oil filters, paint, pressurized containers, pesticides and fertilizers.

This program has always been contracted out and the contractor manages the inbound material from the Public Drop Off (PDO) site and supports the removal of material at the sites located at Transfer Station #2 (T2) and the Regional Landfill (RL).

The Manager of Waste Diversion noted that this program is a key aspect of the Authority's waste diversion programming. In 2022, 621 metric tonnes were diverted from the RL.

GFL met all the compliance requirements of the tender. She noted that GFL holds the majority of HSP contracts with other Ontario municipalities.

GFL submitted a bid in the amount of \$587,410 which will remain constant for the term of the program as there are no price adjustments included in the tender. The total bid price is comprised of two components: the annual material disposal cost bid and the annual labour bid. GFL would oversee the program onsite.

The Authority's 2024 budget has been updated to reflect the increased program costs. The 2024 budget will potentially increase by 66% for disposal and 27% for labour and will remain the same for the term of the contract. Other municipalities have seen increases as well for this program. The annual disposal costs will depend on what materials residents bring into the depot. The Authority works with the contractor to place these products in the Reuse Centre.

The Manager of Waste Diversion asked if there were any questions.

Kieran McKenzie asked if the Authority receives any support or funds for delivering this waste from upper level of government.

The Manager of Waste Diversion stated that 70% of the disposal costs for materials are paid for by the Producers and the rest is paid by the Authority.

Kieran McKenzie asked if the entire amount of material is being captured.

The Manager of Waste Diversion stated that year over year volumes for disposal have been consistent. The recent curbside audits conducted included HSP products and that data will be reported to the Board once available.

Kieran McKenzie asked if anyone provides curbside collection for this type of material.

The Manager of Waste Diversion stated that the City of Toronto operates a Toxic Taxi for residents who are not able to attend to a depot location.

The Chair asked if there were any further questions. No questions were asked.

Moved by Kieran McKenzie
Seconded by Mark McKenzie

THAT the Board award the HSP tender to Green for Life Environmental Incorporated for the provision of equipment and labour for the receiving, loading, transportation and disposal services for the operation of Hazardous and Special Products (HSP) and other materials program in Essex-Windsor as per the terms and conditions contained in their tender submission dated October 7, 2023 for the period January 1, 2024 to December 31, 2027, with the option to extend the Contract for three (3) additional, one-year extensions or portions of a year thereof at the absolute unfettered discretion of the Authority, and such extensions shall be under the same terms and conditions as contained within the executed Contract.

**71-2023
Carried**

7. Waste Disposal

- A. Contract Extension for the Supply of Specialized Equipment Operators at Transfer Station #2 and the Essex-Windsor Regional Landfill

The Manager of Waste Disposal stated that the purpose of the report is to recommend a two (2) year contract extension to 1869096 Ontario Limited, (doing business as Canadian Transfer), for the supply of specialized equipment operators at Transfer Station #2 (T2) and the Regional Landfill (RL) for the period January 1, 2024 – December 31, 2025. The Authority owns the heavy equipment used at the RL and T2 and procures specialized equipment operators to operate the heavy equipment.

In 2020, the Authority Board approved a three (3) year contract with Canadian Transfer that contained extension options of up to two (2) additional years.

The Authority has been satisfied with the contractor's performance and recommends extending the contract due to the risk of potentially higher costs if this contract went out to tender.

The current contract document includes an annual hourly rate escalation provision equal to the increase in the year-over-year Consumer Price Index (CPI). The current 2023 operator rate per hour is \$64.07, plus 1.76% HST. The 2024 operational plan and budget for specialized equipment operators includes an estimated CPI increase as well as an increase in operator hours to meet operational demands due to increased waste tonnages currently being received for disposal.

The Manager of Waste Disposal asked if there were any questions. No questions were asked.

Moved by Gary Kaschak
Seconded by Mark McKenzie

THAT the Board approve a two (2) year contract extension from January 1, 2024 to December 31, 2025 to 1869096 Ontario Limited, (doing business as Canadian Transfer), for the supply of specialized equipment operators at Transfer Station #2 and the Essex-Windsor Regional Landfill under the same terms and conditions of the original contract. Further, that the Chair and General Manager be authorized to execute the extension agreement.

**72-2023
Carried**

B. Leachate Management at the Regional Landfill – Verbal Report

The Manager of Waste Disposal provided a verbal update on the progress that has been made in anticipation of the arrival of the Reverse Osmosis (RO) plant. The report is being provided verbally as changes and progress are occurring daily.

To date, new underground electrical infrastructure has been installed to support the RO plant, including the procurement of two (2) new shipping containers that house transformers, electrical connections, and distribution panels. These containers also house an air compressor which will be used to operate valves in the new RO plant and the leachate concentrate pump that will be used to pump leachate concentrate (concentrated contaminants that did not pass through the RO membrane) to the top of the landfill tip face where it will filter through the waste mound. Potable water and fibre communication infrastructure has also been extended to these containers for health and safety reason as well as to monitor plant operations.

The Manager of Waste Disposal is receiving weekly updates from the manufacturer, Rochem, on the status of the plant in Germany. Rochem has advised that the plant is built and ready to ship and they are working with their logistics team to provide confirmation of a shipping date, port of entry and arrival date.

Rochem is also working through its logistics team to ensure that all required design and testing pursuant to Canadian Standards are in place. The Electrical Safety Authority has been provided a copy of the electrical drawings and specifications for their review.

Finally, the Authority is awaiting a permit from Ontario Hydro to connect our infrastructure and the arrival of the plant.

Moved by Hilda MacDonald
Seconded by Rob Shepley

THAT the Board receive the verbal report as information.

**73-2023
Carried**

8. Finance & Administration

A. 2024 Budget Deliberation

The General Manager stated that the purpose of the report is to recommend approval of the 2024 expenditure budget estimates as well as the budget estimates related to non-municipal revenue. The report also recommends approval of a 4.1% increase to the 2023 base amount budgeted to the City of Windsor and the seven (7) County municipalities. This increase equates to \$591,170 and is comprised of two components. The first component is a \$1.00 increase on the tipping fee assessed on waste delivered for disposal. The tipping fee will increase from \$41.00 to \$42.00 per tonne. This increase is approximately \$112,370. The other component is an increase in the fixed amount assessed to the municipalities based on population which equates to approximately \$478,800.

The General Manager stated that the 2024 municipal budgeted tonnes have remained unchanged from 2023.

As per the agreement that created the Authority, the Authority budget also has to be approved by the City of Windsor (City) and the County of Essex (County) subsequent to the budget being approved by the Authority Board.

The General Manager explained that the budget is reviewed by the Technical Staff Committee, which is comprised of both the City and County staff. In addition to the annual budget process, a 15-year forecast is also prepared and

she noted that the Authority is on track to meet the deadline of achieving a balanced budget by 2027 for existing services and service levels.

The General Manager stated that the 2024 document includes some capital expenditures for the Regional Food and Organic Waste Management Program for the construction of transfer facilities. No other program costs have been included in the 2024 document or in the 15-year forecast table as the costs are unknown at this time. Further, funding for these costs will ultimately come from the individual municipalities.

The 2024 budget estimates assume that current service levels are appropriate and will be maintained going forward. There are no new programs being proposed for 2024. The Authority projects a budget deficit of approximately \$3 million dollars with funding for the deficit from the Rate Stabilization Reserve.

The General Manager referred to the graphic on page 23 of the agenda package that outlined the operating expenditures and the operating expenditure composition, for example contracted costs and fixed costs (debt service).

The General Manager referred to the graphic outlining the operating revenue on page 24 of the agenda package. She noted the majority of revenue, approximately \$18 million is received from non-municipal sources. The remaining \$15 million in revenue is received from the municipalities.

The General Manager referred to the Manager of Finance and Administration to provide a breakdown of the 2023 budgeted deficit versus the 2023 projected deficit. The Manager of Finance and Administration provided an overview of the following variances:

- An increase in revenue from both landfilled and non-landfilled material.
- An increase in revenue for the sale of recyclable materials due to higher commodity prices.
- A decrease in revenue for the sale of scrap metal due to less material received.
- An increase in the Host Compensation paid to the Town of Essex
- An increase in Regional Landfill Operating costs relating to site preparation for the RO system. The RO operating costs were not included in the 2023 budget.
- An increase in heavy equipment operator hours.
- A decrease in cost in the hauling and treatment of leachate.
- A decrease in the numbers of bins being hauled at the PDO.

- A projected favourable variance of \$1,754,555.

The Manager of Finance and Administration also provided a breakdown of the 2023 budgeted deficit versus the 2024 budgeted deficit:

- Increase in tipping fees revenue in landfilled material.
- Increase in both municipal delivered refuse and fixed allocation costs.
- Contribution to Rate Stabilization Reserve to fund future leachate management costs.
- Decrease in Stewardship Ontario Blue Box funding.
- Increase in costs to manage leachate.
- Increase in debenture contribution.
- Increase in Host Compensation to the Town of Essex.
- Contribution to Regional Landfill Reserve to fund a long-term leachate treatment facility.
- A favourable variance of approximately \$526,000.

The General Manager referred to the chart on page 27 of the agenda package that provided a breakdown of landfilled tonnes. She further summarized a number of financial assumptions and risks contained within the budget.

The General Manager referred to the tables on page 29 of the agenda package. She noted that there is still a downward trend in recycling revenue. The market has been volatile since the COVID pandemic started. Commodity prices are expected to remain low and this has been reflected in the budget document.

The General Manager referred to the Manager of Finance to provide an overview of the 2024 Capital Budget.

The Manager of Finance identified the significant capital items proposed in the budget document and further identified the funding source.

The General Manager presented the 15-year forecast and the recommendations included on page 32 of the agenda package.

The General Manager asked if there were any questions.

Kieran McKenzie commented that he is happy to hear about the methane gas capture. He further noted that there has been a significant migration into the City. He asked what kind of pressures and financial implications does that

cause the Authority when we see population growth. He also asked if it puts pressure on service that we have to budget.

The General Manager stated that as the region grows, the Authority is seeing an increase in material for disposal as well customer service calls and increased visits to the depots. As municipalities are delivering more material for disposal, that does put pressure to increase the 4.1% budgeted increases. We are in a favourable position due to the Blue Box transition to Extended Producer Responsibility (EPR). We are being able to mitigate these increases for now. The Authority is also looking at potentially increasing other diversion programs, i.e. mattresses and pallets. Similar to all municipalities, the Authority is facing extremely high inflationary pressures. and the Authority will continue to monitor and budget accordingly.

Mr. Walstedt referred to the \$250,000 on page 72 of the agenda package regarding the leachate hauling and treatment of Landfill #3 (LF3). He commented that leachate has to be treated for 100 plus years. He asked what is the long-term plan for the treatment of this leachate. He noted that the City is paying 92% and the Municipality of Lakeshore (Lakeshore) was looking to build a park on the site after year 25.

The Manager of Waste Disposal stated there have been discussions with Lakeshore regarding the construction of a forcemain in previous years. Based on the outcome of the pilot test for the RO, there may be an opportunity to purchase a plant for that location. The Authority is looking to see how the RO plant works and continue discussion with Lakeshore.

Mr. Walstedt stated that the Belle River plant has been expanded but delivering the leachate there is the issue. He commented that it is something that we should look at and maybe a plant near the landfill would be the solution.

The Chair asked if there were any further questions.

Mr. Kaschak confirmed the municipal and commercial waste tonnage figures included in the budget document.

The General Manager provided clarification of those figures.

The Chair asked if there were any further questions. No further questions were asked.

Moved by Kieran McKenzie
Seconded by Hilda MacDonald
THAT the Board

1. Approve the 2024 **Expenditure and Revenue budget estimate figures** excluding the municipal Total Waste Management Fee (Tip Fee) and the municipal Fixed Cost Assessment.

2. Increase the **Total Waste Management Fee** by \$1.00 per tonne to \$42.00/tonne from \$41.00/tonne. This is the fee assess to municipalities for each tonne of refuse delivered for disposal.
3. Increase the **Fixed Cost Assessment** to Windsor and the 7 County municipalities based on the following chart. Fixed costs are assessed based on population.

	2021 Census Population	2024 Amount	2023 Amount	Difference
WINDSOR	229,660	\$5,591,890	\$5,331,710	\$260,180
AMHERSTBURG	23,524	572,780	546,120	26,660
ESSEX	21,216	516,580	492,540	24,040
KINGSVILLE	22,119	538,570	513,510	25,060
LAKESHORE	40,410	983,920	938,150	45,770
LASALLE	32,721	796,710	759,640	37,070
LEAMINGTON	29,680	722,660	689,040	33,620
TECUMSEH	23,300	567,320	540,920	26,400
TOTAL	422,630	\$10,290,430	\$9,811,630	\$478,800

4. Approve the **Fee Schedule**, as attached to this report, exclusive of the municipal Total Waste Management Fee but inclusive of the per tonne rate increased outlined in the **Fee Schedule** for 2024.
5. That any resultant (deficit)/surplus from 2023 operations be contributed to or funded by the Rate Stabilization Reserve.
6. That any resultant (deficit)/surplus for 2024 be contributed to or funded by the Rate Stabilization Reserve.

**74-2023
Carried**

B. Update – County of Essex Council Motion Re: Regional Waste Collection

The General Manager referred to page 37 of the agenda package regarding an update to the County of Essex Council motion regarding the uploading of all waste collection to the County by its seven local municipalities (Regional Waste Collection).

The General Manager provided a summary of the background information contained in the report and described the process for uploading Regional Waste Collection. A triple majority vote by the municipalities was required to pass the By-law. Three of the seven local municipalities passed resolutions consenting to the County By-Law (the Town of Tecumseh, the Municipality of Leamington, and the Town of Amherstburg). However, the County By-law could still have come into force at any time should one of the four municipalities that had not consented, reconsidered their original motion.

At the October 4, 2023 meeting of County Council, a Notice of Motion was brought forward to rescind the By-law. The motion was passed by County Council. In accordance with the County's Procedural By-law, the motion and decision by County Council is considered a reconsideration of the Regional Waste Collection program and this matter cannot be considered again during this term of County Council.

The General Manager provided information on how this decision impacts the Authority and the status of waste diversion efforts in the region as well as the potential impact on the Regional Landfill. The Authority will also work on identifying the proper promotion and education (P&E) campaign for the SSO program and other potential waste diversion opportunities.

The Chair asked if there were any questions.

Kieran McKenzie stated that he is disappointed that this did not pass and is concerned about the Regional Landfill. We had the opportunity to work together on waste collection. He remains hopeful and is happy to hear the General Manager say that the Authority will be looking at other ways to divert waste from the landfill. He appreciates the work that Administration has done thus far and was proud to support this initiative.

The Chair asked if there were further questions. No questions were asked.

Chair McNamara stated that he was also disappointed and the problem is not going away. As the Mayor of Tecumseh, he hopes that will not have to site a new landfill in the future. He has hope in terms of finding other opportunities and solutions. The Chair commended the City on their decision regarding traditional waste collection and their partnership to make sure we divert as much as possible from the landfill. He commented that the protection of the landfill was missed and we can't do much as a whole County until 2026.

Moved by Rob Shepley

Seconded by Hilda MacDonald

THAT the Board receive the report as information.

**75-2023
Carried**

9. New Business

The General Manager introduced Madison Mantha, the new Project Lead for the Blue Box transition and Regional Food and Organic Waste Program implementation. Ms. Mantha is a Professional Engineer and most recently worked at Chatham-Kent as the Waste Diversion Manager and assisted with their Blue Box transition.

10. Other Items

No items were raised for discussion.

11. By-Laws

A. By-Law 12-2023

Moved by Rob Shepley

Seconded by Mark McKenzie

THAT By-Law 12-2023, being a By-law to Authorize the execution of an Agreement with Green for Life Environmental Incorporated for the provision of equipment and labour for the receiving, loading, transportation and disposal services for the operation of Hazardous and Special Products (HSP) and other materials program in Essex-Windsor as per the terms and conditions contained in their tender submission dated October 7th, 2023 for the period January 1, 2024 to December 31, 2027, with the option to extend the Contract for three (3) additional, one-year extensions or portions of a year thereof at the absolute unfettered discretion of the Authority, and such extensions shall be under the same terms and conditions as contained within the executed Contract.

**76-2023
Carried**

B. By-Law 13-2023

Moved by Rob Shepley

Seconded by Mark McKenzie

THAT By-Law 13-2023, being a By-law to Authorize the execution of an Extension Agreement between the Essex-Windsor Solid Waste Authority and 1869096 Ontario Limited, operating as Canadian Transfer for the Supply of Specialized Equipment Operators at Transfer Station #2 and the Essex-Windsor Regional Landfill for the period January 1, 2024 to December 31, 2025.

**77-2023
Carried**

C. By-Law 14-2023

Moved by Rob Shepley

Seconded by Mark McKenzie

THAT By-Law 14-2023, 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 7th day of November, 2023.

**78-2023
Carried**

12. Next Meeting Dates

Tuesday, December 5, 2023

13. Adjournment

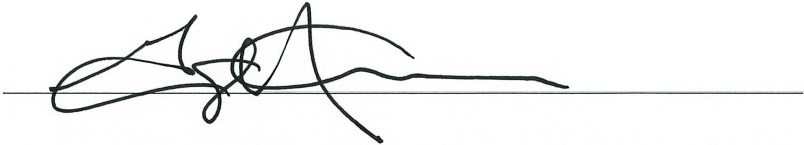
Moved by Hilda MacDonald

Seconded by Kieran McKenzie

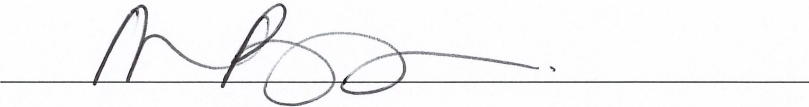
THAT the Board stand adjourned at 6:15 PM.

**79-2023
Carried**

All of which is respectfully submitted.



Gary McNamara
Chair



Michelle Bishop
General Manager



Committee Matters: SCM 29/2024

Subject: Energy Access and Poverty Pillar (EAPP) Report Requirement - Global Covenant of Mayors for Climate and Energy - City Wide

Moved by: Councillor Kieran McKenzie
Seconded by: Councillor Gary Kaschak

Decision Number: **ETPS 983**

THAT the report of the Community Energy Plan Administrator dated December 19, 2023 regarding the Energy and Poverty Pillar (EAPP) Report Requirement from the Global Covenant of Mayors for Climate and Energy **BE RECEIVED** for information; and,

THAT Council **RECEIVE** Windsor's Carbon Disclosure Project (CDP) 2023 Report Card as included in Appendix A for information; and,

THAT Council **ENDORSE** the development of the Energy Access and Poverty Badge requirements; and,

THAT Administration **BE DIRECTED** to report back to Council with the finalized Energy Access and Poverty Assessment, Targets, and Plan.
Carried.

Report Number: S 168/2023
Clerk's File: EI/14519

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 January 31, 2024.
3. To view the stream of this Standing Committee meeting, please refer to:
<https://csg001-harmony.sliq.net/00310/Harmony/en/PowerBrowser/PowerBrowserV2/20240131-1/9462>

Subject: Energy Access and Poverty Pillar (EAPP) Report Requirement - Global Covenant of Mayors for Climate and Energy - City Wide

Reference:

Date to Council: January 31, 2024
Author: Michelle Moxley-Peltier
Community Energy Plan Administrator
519-255-6100 ext. 6109
mmoxleypeltier@citywindsor.ca
Asset Planning
Report Date: December 19, 2023
Clerk's File #: EV14519

To: Mayor and Members of City Council

Recommendation:

THAT the report of the Community Energy Plan Administrator dated December 19, 2023 regarding the Energy and Poverty Pillar (EAPP) Report Requirement from the Global Covenant of Mayors for Climate and Energy **BE RECEIVED** for information.

THAT Council **RECEIVE** Windsor's Carbon Disclosure Project (CDP) 2023 Report Card as included in Appendix A for information.

THAT Council **ENDORSE** the development of the Energy Access and Poverty Badge requirements.

THAT Administration **BE DIRECTED** to report back to Council with the finalized Energy Access and Poverty Assessment, Targets, and Plan.

Executive Summary:

N/A

Background:

In 2015, the City of Windsor joined the Compact of Mayors (now referred to as the Global Covenant of Mayors for Climate and Energy (GCoM)), where towns or cities from around the world regardless of size have committed to accelerate ambitious, measurable climate and energy initiatives that lead to an inclusive, just, low-emission and climate resilient future, helping to meet and exceed the Paris Agreement objectives.

The Global Covenant of Mayors for Climate and Energy (GCoM) is the world's largest cooperative effort among mayors and city officials to report and monitor greenhouse gas

emissions, track progress, and evaluate climate change risks for municipalities. The GCoM established a common reporting platform through the Carbon Disclosure Project (CDP) to capture the impact of cities' collective actions on climate change through standardized measurement of emissions and climate risk, as well as demonstrate consistent, public reporting of their efforts. This common reporting platform is updated from time to time to address emerging concerns.

Upon signing onto the GCoM, the City committed to complete and report on the following within three years:

- A greenhouse gas emissions inventory for the City within the Global Protocol for Community-Scale Greenhouse Gas Emissions Inventories (GPC);
- An assessment of the climate hazards faced by the City of Windsor;
- The City of Windsor's greenhouse gas emissions reduction target;
- The climate vulnerabilities faced by our City; and
- Our plans to address climate change mitigation and adaptation.

The City of Windsor fulfilled these requirements in 2017. Since 2016, the City of Windsor has reported the City's climate related actions annually through the CDP. CDP began "scoring" municipalities in 2018. Since scoring began, The City of Windsor has not received an overall score of less than A-, which corresponds to the Leadership level, the highest level attainable.

In 2021, CDP partnered with ICLEI – Local Governments for Sustainability to create a new reporting platform named CDP-ICLEI Unified Reporting System to CDP-ICLEI Track. This platform tracks and measures member cities' climate actions and allows reporting to several initiatives such as numerous ICLEI initiatives, C40 Cities Climate Leadership Group (C40), World Wildlife Fund (WWF), and Global Covenant of Mayors at the same time.

Discussion:

Each year, the CDP provides feedback to municipalities on how to improve upon their reporting obligations. The CDP also releases a "report card" for municipalities as a method to compare actions amongst cities. On an annual basis, the CDP publicly releases its Cities A List. The Cities A list recognizes cities that have received the highest score for their transparency and bold climate action, and celebrates their achievements, vision, and commitment in the fight against climate change.¹

In 2023, the City of Windsor received an overall score of "A" which places us in the "Leadership" category among municipalities. The City of Windsor was one of 119 global cities to receive an A score and is listed on CDP's Cities A List. A leadership city demonstrates best practice standards working towards climate change adaptation and mitigation, has set ambitious but realistic goals, and has made progress towards achieving those goals. Cities in the Leadership category have strategic, holistic plans in place to ensure the actions they are taking will reduce climate impacts and vulnerabilities to the citizens, businesses and organizations residing in their city.

¹ [Cities scores - CDP](#)

The 2023 Cities questionnaire was aligned to a global network of initiatives such as:

- Race to Zero,
- Race to Resilience,
- ICLEI initiatives,
- Global Covenant of Mayors Badges,
- WWF's One Planet City Challenge, and
- NetZeroCities.

By reporting to CDP-ICLEI Track through the cities questionnaire, jurisdictions fulfil their reporting commitments as part of these initiatives as well if they are signed on to participate. Currently, Windsor is only signed onto the Global Covenant of Mayors. However, this common reporting framework will allow the City of Windsor to efficiently report to other global network initiatives in the future as approved by City Council.

Windsor's 2023 Report Card is included in Appendix A.

Global Covenant of Mayors Compliance Badges

In 2022, GCoM's Common Reporting Framework (CRF) was expanded to include the Energy Access and Poverty Pillar (EAPP). Launched at COP 27, the EAPP builds on the attributes of secure, affordable, and sustainable energy.

GCoM was provided Windsor's responses to the 2023 CDP Cities questionnaire. Responses were reviewed against GCoM compliance badge requirements and where applicable, compliance badges were awarded. Starting in 2024, awarded badges will be shared with the global community on its website.

GCoM compliance badges are organized around the three pillars of the GCoM (mitigation, adaptation, and access to energy) and capture a municipality's progress through the phases and milestones of each pillar. Using Figure 1 below for example, the 'Mitigation' badge is comprised of three phases: 'Inventory', 'Target', and 'Plan'. A city earns a badge when the information reported meets the requirements for a corresponding phase after submitting information via the CDP-ICLEI Track reporting platform.²

² [23. How does the GCoM display and promote progress? - Global Covenant of Mayors](#)

Figure 1: GCoM Compliance Badges

Badge	Phase	Windsor's 2023 Compliance Status³
Mitigation	Inventory	Compliant
	Target	Compliant
	Mitigation Plan	Compliant
Adaptation	Climate Risk & Vulnerability Assessment	Compliant
	Goal	Compliant
	Adaption Plan	Compliant
Energy and Poverty	Assessment	Non-Compliant
	Goal	Non-Compliant
	Plan	Non-Compliant

The process to award badges is the following:

- Reported data and plans are checked against the GCoM CRF requirements;
- Municipalities receive feedback on the data reported; and
- Municipalities are formally awarded their badges by their Regional Covenant.

The Energy Access and Poverty (EAP) requirements were first defined in the common reporting framework in November 2022 with a 2-year window for compliance for the energy and poverty assessment and goal setting, while a 3-year window has been provided for compliance for the EAP plan. For the City to be in compliance with the new EAP requirements, the Assessment and Goal Setting will need to be completed by December 2024 with the Action Plan developed no later than December 2025. At this time, the non-compliance is not impacting our CDP leadership rating.

Energy Access and (EAP) Badge requirements

EAP are important elements for the sustainable development, resilience, and well-being of cities and local governments. Strategies and measures undertaken by cities should address multiple pillars at the same time (i.e. mitigation and energy access/poverty) and supports a just transition to a low-carbon economy. To earn the EAP badges, local governments work to develop and implement policies that facilitate energy access and/or reduce energy poverty and shall undertake measures to:

³ GCoM compliance/non-compliance assessment and language

- Contribute to achieving Sustainable Development Goal (SDG) 7 (Affordable and Clean Energy) by ensuring access to affordable, reliable, sustainable and modern energy for all;
- Contribute to increasing the level of energy access within the boundary of jurisdiction;
- Contribute to reducing energy poverty within the boundary of jurisdiction; and
- Track progress toward these objectives.

Local governments shall respect the Energy Access and Poverty Pillar (EAPP) reporting requirements which aligned with the requirements for climate change mitigation and adaptation. The EAPP structure consists of:

- Assessment;
- Target setting; and
- Action Planning.

Windsor's Next Steps

As mentioned above, the EAP requirements were first defined in November 2022 with a 2-year window for compliance for the assessment and goal setting and a 3-year window of compliance for the plan development. Though much of the data required to report on the mandatory global indicators is already available, the City currently has not completed a formal assessment, set goals or targets, or developed an implementation plan.

To achieve the EAP assessment badge requirement, Windsor must complete an EAP assessment report that includes selected energy attributes for the North America region and include consideration for sustainable, affordable, or secure energy.

For the EAP Target badge, Windsor is required to report a general target that defines the estimated percentage increase of energy access and/or decrease in energy poverty in 2030 in line with our region's selected attribute.

Lastly, for the EAP Plan, Windsor is required to provide either a standalone Energy Access Action Plan or integrate energy access and poverty actions within the mitigation or adaptation plan(s).

Energy Poverty in Windsor

Though 100% of households in Windsor have access to electricity and/or natural gas not all households find energy affordable. To support the national discussion around energy poverty, the Canadian Urban Sustainability Practitioners (CUSP) developed an [Energy Poverty and Equity Explorer tool](#) using the 2016 census data to visualize different levels of home-energy cost burdens, along with other variables such as housing quality and affordability indicators, income and poverty status indicators at various geographical scales. This tool allows Administration to look at energy poverty nationally, regionally, and locally down to the census track.

Based on the 2016 Census, 35% of Windsor homes were experiencing a high home energy cost burden, which means that over 6% of the household income was spent on

energy costs. 14% of Windsor homes have a very high home energy cost burden (>10% of income) and 6.5 % have an extreme high home energy cost burden (>15% of income).

The EAP assessment will provide an opportunity to work with key stakeholders including ENWIN, HydroOne, Enbridge and local support agencies to develop a full understanding of energy access and poverty in Windsor, along with an understanding of programs currently available to support individuals with maintaining energy access. This assessment will also inform the Net-Zero Transition Plan currently under development.

2024 GCoM Canada Implementation Cohort

In December 2023, the City of Windsor was approved to participate as a member of the 2024 GCoM Canada Implementation Cohort alongside, Beaconsfield (QC), Courtenay (BC), Durham (ON), Fredericton (NB), Guelph (ON), Halifax (NS), Hamilton (ON), Huron-Kinloss (ON), Laval (QC), Mississauga (ON), Ottawa (ON), Saskatoon (SK), St Catharines (ON), and St. John's (NL). This project is supported by the European Union Delegation in Canada. This cohort has been tailored to attend to three primary challenges faced by participating cities:

1. Identifying and Securing Capital and Operations Funding.
2. Working across Municipal Departments and Community Partners.
3. Maintaining, Monitoring, and Evaluation.

As part of the application to participate in this cohort, Administration highlighted the need to complete the EAP requirements. As part of the cohort each participant will receive one tailored deliverable from the Cohort Convener to help address their unique implementation challenge. Assistance with the development of the EAP requirements will be proposed as the primary deliverable requiring support.

This Cohort will start in January 2024 and run through September 2024 and there is no financial commitment to participate. It is the goal of the Environmental Sustainability and Climate Change staff to have a completed EAP Assessment and goals by the end of 2024 with the Plan completed no later than the spring of 2025. However, as the CDP/GCoM reporting is completed in July of each year, Administration does not expect to be compliant with the EAP badges until 2025.

Risk Analysis:

There are no significant risks associated with completing the requirements to achieve the EAP badges. As the CDP Cities Questionnaire scoring methodology is updated annually with increasingly stringent requirements, the City of Windsor is at risk dropping off of the A Cities list, should EAP badges become a critical measure in 2024 or beyond.

There is a minor risk that existing staffing resources will be challenged to complete these requirements within the 2- and 3-year timeline provided by GCoM. However, these efforts compliment other strategies currently underway (i.e. Net Zero Transition Plan) and opportunities exist to align effort and reduce duplication of work.

Climate Change Risks

Climate Change Mitigation:

Completing the EAP requirements will give Administration more insight into the challenges around energy affordability in our community, and inform the actions set forth in the upcoming Net-Zero Transition Plan. In addition, the 2017 Community Energy Plan will be reviewed to identify strategies that can be used to support the EAP requirements.

Climate Change Adaptation:

Undertaking the EAP requirements will not impact the strategies set out in the City’s Climate Change Adaptation Plan. However, the Climate Change Adaptation Plan will be reviewed for strategies that support the EAP requirements.

Financial Matters:

Administration is expecting to complete the EAP requirements in-house with additional support provided through the 2024 GCoM Canada Implementation Cohort.

Consultations:

None

Conclusion:

In 2023, the City of Windsor was acknowledged by the Carbon Disclosure Project with another A for Climate Leadership. Also in 2023, the City of Windsor’s environmental efforts were assessed for the first time against GCoM’s new Energy Access and Poverty Pillar requirements and found to be non-compliant. With the new requirements, the GCoM is providing a 2- and 3-year window for compliance. Undertaking the required actions under this pillar will provide the City with a more detailed understanding on current energy access and poverty in the Community. This heightened understanding will help strengthen our Community’s climate action by developing opportunities to address energy access and poverty to help ensure a just transition to a low-carbon economy.

Planning Act Matters:

N/A

Approvals:

Name	Title
Karina Richters	Supervisor, Environmental Sustainability & Climate Change
Josie Gualtieri	Financial Planning Administrator

Name	Title
Natasha Gabbana	Senior Manager Asset Planning
Janice Guthrie	Commissioner of Finance and City Treasurer
Jelena Payne	Commissioner of Economic Development and Innovation
Joe Mancina	Chief Administrative Officer

Notifications:

Name	Address	Email

Appendices:

01 – 2023_Cities_City_of_Windsor_ON (Report Card)

This report provides information on your jurisdiction's score on the [2023 Questionnaire](#), how it compares with others and insights on how to improve climate action and transparency.

Request a score feedback call

Email: citiesna@cdp.net

Your jurisdiction's reported data has been scored against the [CDP Scoring Methodology](#). Scores are private to jurisdictions, though highest scoring jurisdictions are publicly recognized in our annual 'A List'.

YOUR SCORE

City of Windsor, ON

Region Canada

Country/area Canada



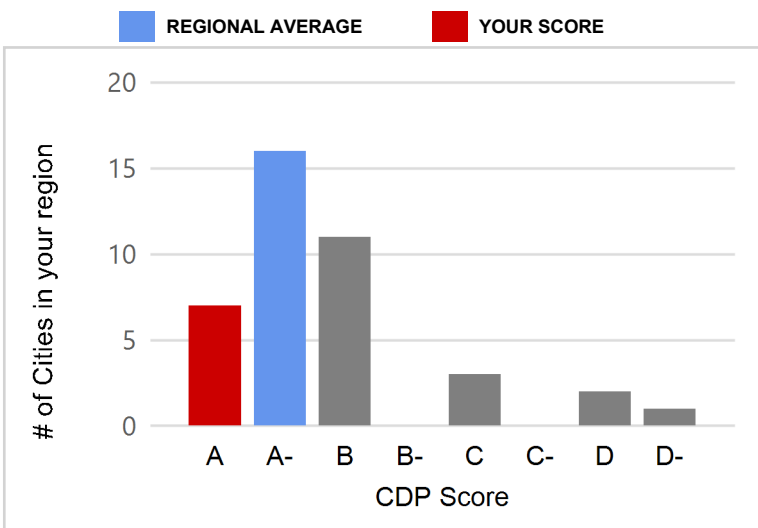
Leadership Level

Your jurisdiction has demonstrated best practice standards across adaptation and mitigation, has set ambitious goals and has made progress towards achieving those goals.

COMPARE YOUR SCORE

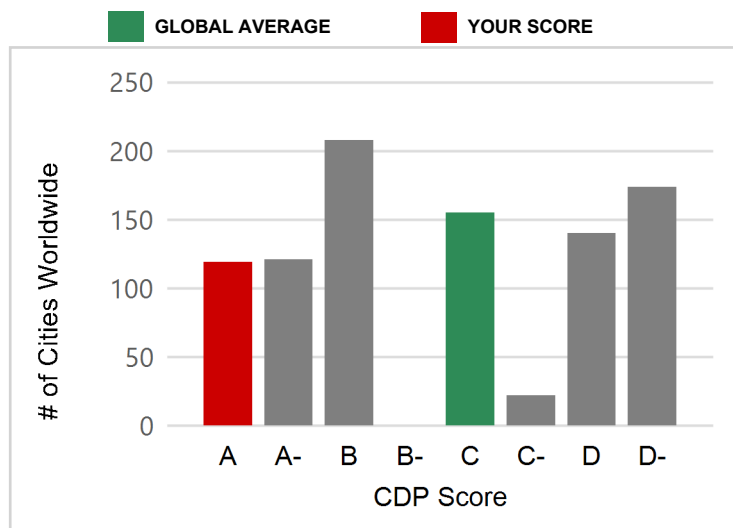
REGIONAL DISTRIBUTION

Average : **A-**



GLOBAL DISTRIBUTION

Average : **C**



THEMATIC SCORES

ADAPTATION SCORE



Regional Average
A-
Global Average
B

Your jurisdiction has a clear understanding of the impacts and risks climate change poses to your jurisdiction, you have implemented an adaptation plan and are tracking progress towards your adaptation goals.

MITIGATION SCORE



Regional Average
B
Global Average
C






Your jurisdiction has a clear understanding of your emissions breakdown, you have implemented a mitigation plan, and are demonstrating progress towards science-based climate targets.

ESSENTIAL CRITERIA

Awareness, Management and Leadership bands have essential criteria which must be met to receive a score within those bands.

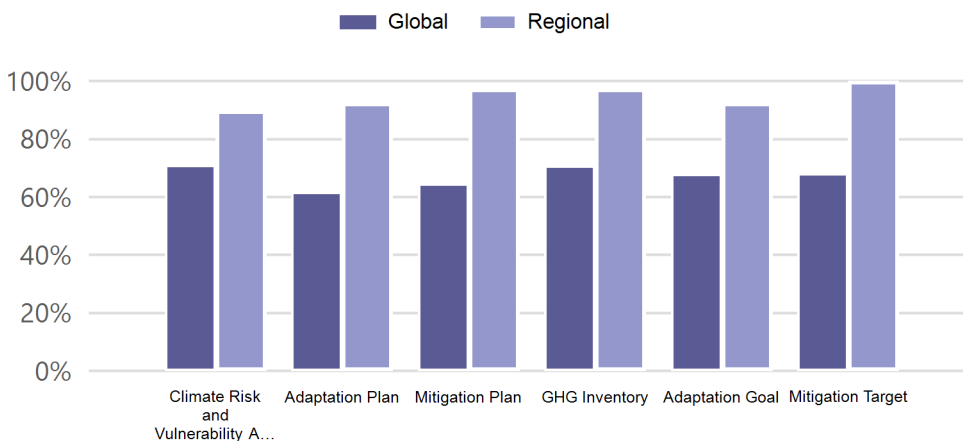
For example, regardless of whether all other criteria are met:

- To achieve an Awareness score, Awareness essential criteria must be met.
- To achieve a Management score, Awareness and Management essential criteria must be met.
- To achieve a Leadership score, Awareness, Management and Leadership essential criteria must be met.
- To achieve an A score, Awareness, Management, Leadership and the additional A List essential criteria must be met.

Climate Risk and Vulnerability Assessment		Your jurisdiction has undertaken a climate risk and vulnerability assessment. This is a key component of climate action, and therefore one of the essential criteria of CDP scoring. For best practice guidance to inform future updates and advance this assessment click here .
Adaptation Plan		Your jurisdiction has a plan that addresses climate adaptation. This is a key component of climate action, and therefore one of the essential criteria of CDP scoring. For best practice guidance to inform monitoring, evaluation, progress reporting and future updates to this plan click here .
Mitigation Plan		Your jurisdiction has reported that it has a plan that addresses climate mitigation adaptation. This is a key component of climate action, and therefore one of the essential criteria of CDP scoring. For best practice guidance to inform monitoring, evaluation, progress reporting and future updates to this plan click here .
GHG Inventory		Your jurisdiction has a community-wide emissions inventory. This is a key component of climate action, and therefore one of the essential criteria of CDP scoring. For best practice guidance to inform future updates to your emissions inventory click here .
Adaptation Goal		Your jurisdiction has an adaptation goal. This is a key component of climate action, and therefore one of the essential criteria of CDP scoring. For best practice guidance to track and progress your goal to drive climate resilience Click here .
Mitigation Target		Your jurisdiction has a fully reported mitigation target. This is a key component of climate action, and therefore one of the essential criteria of CDP scoring. For best practice guidance on how to track and monitor progress, including A list requirement click here . For 2023, your jurisdiction was also scored on the strength of its mitigation target. For more information regarding this, please click here .

Globally and regionally reported

% of Cities passed essential criteria



Explore CDP Data - [click here](#)

Step up your climate action [Click here](#) for the next steps document

[Click here](#) to share your 2023 CDP response or score with the world.

Understand the Scoring Methodology - [click here](#)



Committee Matters: SCM 30/2024

Subject: Results of Test Pilot of Garbage Relocation in Ward 3 – City Wide

Moved by: Councillor Renaldo Agostino
Seconded by: Councillor Gary Kaschak

Decision Number: **ETPS 984**

THAT the report from the City Engineer dated January 4, 2024 entitled “Results of Test Pilot of Garbage Relocation in Ward 3 – City Wide” **BE RECEIVED** for information; and,

THAT administration **BE DIRECTED** to move residential garbage and yard waste collection from alley to curbside, wherever possible, effective April 1, 2025.

Carried.

Councillors Mark McKenzie and Fabio Costante voting nay.

Report Number: S 6/2024
Clerk’s File: SW2024

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 January 31, 2024.
3. To view the stream of this Standing Committee meeting, please refer to:
<https://csg001-harmony.sliq.net/00310/Harmony/en/PowerBrowser/PowerBrowserV2/20240131/-1/9462>

Subject: Results of Test Pilot of Garbage Relocation in Ward 3 – City Wide

Reference:

Date to Council: January 31, 2024

Author: Anne-Marie Albidone

Manager, Environmental Services

519-974-2277 ext. 3123

aalbidone@citywindsor.ca

Public Works - Operations

Report Date: January 12, 2024

Clerk's File #: SW2024

To: Mayor and Members of City Council

Recommendation:

THAT the report from the City Engineer dated January 4, 2024, **BE RECEIVED** for information; and,

THAT administration **BE DIRECTED** to move residential garbage and yard waste collection from alley to curbside, wherever possible, effective April 1, 2025.

Executive Summary:

N/A

Background:

At the September 5th, 2023 Council meeting, Administration brought forward report C 69/2023 with a recommendation to issue the 2025 Garbage Collection Contract RFP, removing as many alleys as possible from the contract. Council directed Administration to issue the RFP with optional bidding for alley garbage collection in the alleys that collection is currently being provided and additionally:

THAT Administration **BE DIRECTED** to conduct a pilot project in the Pelissier/Victoria alley between Tecumseh Rd. W. and Jackson St, as well as the Dougall/Church alley between Tecumseh Rd. W. and Wakheta St. whereby garbage will be temporarily relocated from alley collection to curbside collection for a minimum of 8 weeks; and,

THAT Administration **REPORT BACK** on the information learned during the pilot project;

This report will provide Council with information obtained during the pilot project in the noted alleys.

Discussion:

The pilot project occurred in the targeted areas between October 16th, 2023 and December 8th, 2023. During this time, garbage was collected curbside, in front of homes, instead of in the alley. Following this period, garbage was once again collected in the alley and continues the same to this date.

For ease of reference, throughout the remainder of the report, the Victoria/Pelissier alley from Tecumseh Rd W to Jackson St shall be termed Test Area 1, and the Church/Dougall alley from Tecumseh Rd W to Wahketa shall be termed Test Area 2.

The pilot project area included 64 residences in Test Area 1, and 114 residences in Test Area 2. On October 3, 2022, residents of the affected areas were notified of the pilot project via hand delivered letters. Although it was anticipated that some residents would forget, or may not have read the notice in time for their next collection, most residents relocated their garbage to curbside without issue. The table below shows the level of participation.

Week	Number of homes with garbage still in alley
1	8
2	4
3	2
4	2 (second letter delivered to addresses)
5	1
6	1
7	0
8	0

At the end of the pilot project, letters were once again hand delivered to residents reminding them that garbage was moving back to alley collection and asking them to take a short survey on their experience during the pilot project. The survey (Appendix 1) was posted from December 6th to December 15th. In total, 31 responses were received: two by telephone and 29 online. Of the residents in Test Area 1, 23% of residents responded to the survey while in Test Area 2, 12% of residents responded.

Residents were asked about garbage storage before and during the pilot project. Prior to the pilot project, 24% of respondents stored their garbage close to their home while

76% of respondents stored their garbage near or in the alley, with 41% storing their garbage in the alley. During the pilot project, 65.5% of respondents stored their garbage close to the home and only 34.5% of respondents continued to store their garbage near or in the alley.

The survey asked respondents to indicate how easy it was to put their garbage at the curb instead of the alley: 52% noted it was more, or much more difficult, while 48% noted it was about the same or much easier. In isolation, this question appears to be split in the results. However, when we look at the results of this question in relation to the storage location question, we get a better understanding of the impact. Those that noted no difference in effort, or found it easier, stored their garbage close to their home during the pilot project. Those that responded that they found curbside collection more difficult almost all kept their garbage stored near or in the alley. We can therefore surmise that the impact of moving garbage collection to the curb can be mitigated if residents have the ability to store their garbage close to the house instead of in or near the alley. Respondents had an opportunity to leave a comment following the ease-of-use question. Five comments were received. Two respondents expressed difficulty bringing their material from the alley to the curb; three residents left positive comments about their experience with one resident “loving” the change; one comment noted that curbside collection made sense due to how narrow the alley was in their location; one resident commented that their container was stolen from the alley three times.

The survey next looked at litter in the alley. Overall 31% of respondents noticed less or a lot less litter in the alley during the pilot project while 48% didn’t notice a difference and 14% reported they didn’t take note of litter one way or the other.

Finally, the survey asked “*If collecting garbage at the curb in front of your house is more cost efficient, how supportive would you be to have your garbage permanently collected at your front curb?*”. Of the respondents, 41.4% were somewhat or very supportive while 48.3% were completely or somewhat unsupportive and 10% were indifferent. When comparing the results of this question to some of the other questions, we discovered that, of the 14 unfavorable support responses, 13 of those also indicated difficulty setting the material to the curb and 8 of those continued to store garbage in the alley.

Administration also required the collection contractor to undergo a time study to determine if moving the garbage to curbside had any impact on collection operations. The table below indicated the time it took to collect each of the test areas for two weeks prior to the pilot project and two weeks in the pilot project. By the end of the pilot project, with all residents participating in curbside collection, the collector was able to find efficiencies and collect in less time than when collecting garbage in the alley. This seems to suggest that, in general, moving garbage collection out of alleys would require less labour hours to complete, which in turn would result in lower costs.

Pilot Project Area	Prior to Pilot <i>October 3</i>	Prior to Pilot <i>October 11</i>	During Pilot <i>October 17</i>	During Pilot <i>October 31</i>
Test Area 1	16m:20s	18m:30s	18m:10s	17m:30s

Test Area 2	34m	41m	30m:40s	26m:50s
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Administration reminds Council of the September 5th, 2023 report that outlines the concerns and challenges with keeping waste collection in the alleys, which led us to the pilot project. The issues outlined in the September 5th report remain in effect at the time of this report. There are approximately 219 alleys receiving some form of waste collection. This is what would be considered the maximum number of alley collection. Of these alleys 80% only have garbage collection in the alley (recycling and yard waste are collected at the curb). The remaining 20% of alley collection have all three (3) streams collected in the alley. In a minimum alley collection model, all but approximately 10% of the alleys would have their waste relocated to curbside for collection. Both maximum and minimum alley collection models are illustrated in Appendix 2.

Risk Analysis:

Administration cautions Council in the risk of drawing firm conclusions from the information provided in this report. While the results of the survey and the time study indicate advantages and disadvantages to moving garbage out of alleys, these same results may not be seen in every alley. Furthermore, only 31 of 178 affected homes responded to the survey. The low participation in the survey makes it difficult to be certain the results would be similar to a larger area.

There is the risk of public disapproval for those affected by a change in collection. This risk can be mitigated with a strong communication campaign prior to the change.

Should Council wish to keep the maximum alley collection, the conditions which make alley collection more challenging than curbside collection will remain. Those challenges include being less efficient, infrastructure conditions, encroachments, illegally parked cars, utility company’s service vehicles blocking the way, presence of needles, etc.

There is a significant financial risk to remaining in the current maximum alley collection model. The financial impact of keeping maximum alley collection is outlined in the financial section of this report.

Climate Change Risks

Climate Change Mitigation:

N/A

Climate Change Adaptation:

N/A

Financial Matters:

The new collection contract set to begin April 1, 2025 includes a premium per stop price of \$3.42 for waste collection in maximum alley locations (bi-weekly collection), and \$5.29 for organic collection in maximum alley locations (weekly collection) effective September 1, 2025 when the organics collection program is expected to begin in Windsor. If Council wishes to maintain the current maximum alley collection locations, there will be an estimated additional cost of \$576,875 for a full year for waste and organic waste collection. This full price does not include any increase for CPI and/or fuel adjustments that would be contractually required beyond 2025.

CONTRACTUAL PRICING SUMMARY	Weeks of Service	Households	Price Per Unit Per Month	Annual Price
Alley Waste Collection (Min) (Included in Curbside Pricing)	26	1171	Included	\$ -
Alley Organic Collection (Min) (Included in Curbside Pricing)	52	1171	Included	\$ -
Alley Waste Collection (Max) - (Premium in addition to Curbside Pricing)	26	5519	\$3.42	\$ 226,664
Alley Organic Collection (Max)-(Premium in addition to curbside pricing)	52	5519	\$5.29	\$ 350,201

Consultations:

Jim Leether, Administrator – Waste Collection and Contract Operations

Mark Spizzirri, Manager Performance Measurement & Business Case Development

Conclusion:

The temporary relocation of garbage collection from the alley to the curb was successful in that all residents participated. The results indicate that the most positive impact in moving collection to the curb will occur when residents are able to store garbage close to their homes instead of in or near the alley. When this occurs, there is little impact to the resident, there is less litter noted in the alleys, and collection crews are able to achieve collection efficiencies.

At this time, Administration has been able to obtain pricing as part of the procurement process for the 2025 Garbage Collection Contract and in order to finalize the contract, a decision is required related to alley collection. Administration recommends that the minimum number of alleys be collected and that, where possible, garbage and yard waste be collected at the curb.

Planning Act Matters:

N/A

Approvals:

Name	Title
Cindy Becker	Financial Planning Administrator – Public Works
Shawna Boakes	Executive Director, Operations
Mark Winterton	(A) Commissioner, Infrastructure Services and City Engineer
Janice Guthrie	Commissioner, Corporate Services, Chief Financial Officer
Joe Mancina	Chief Administrative Officer

Notifications:

N/A

Appendices:

- Appendix 1 – Survey Results
- Appendix 2 – Alley Collection Maps

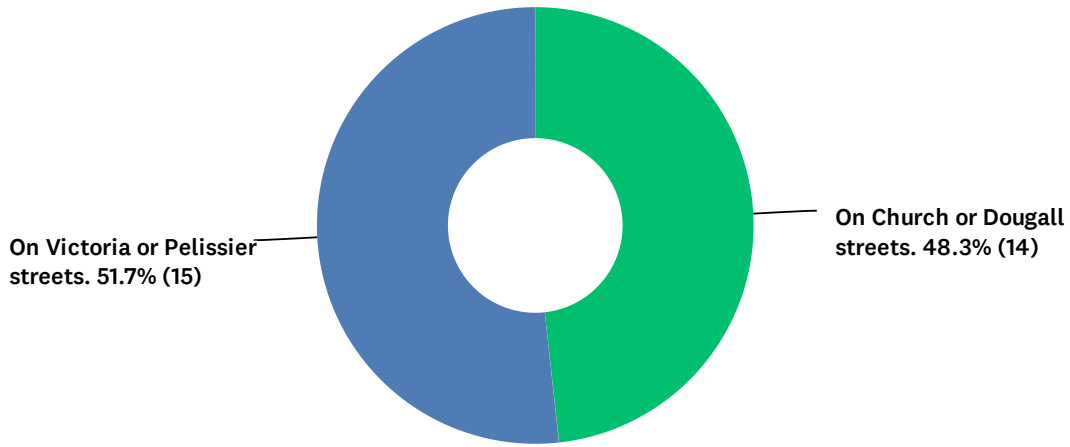
Alley Collection Point Relocation Pilot Project 2023 Residents Survey



Public Works
Environmental Services

Q1 Which area do you live in?

Answered: 29 Skipped: 0

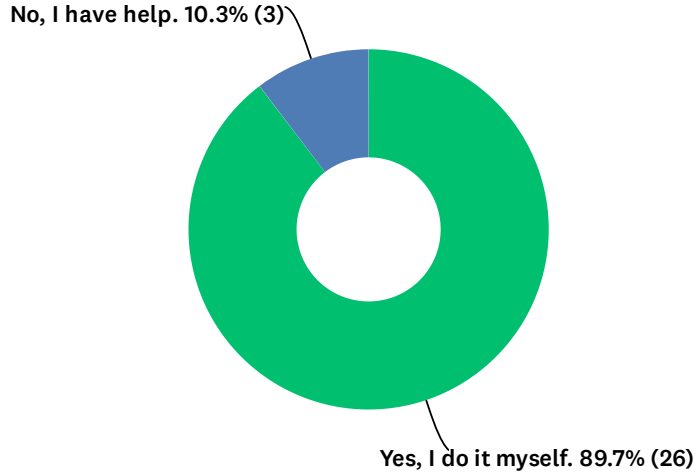


ANSWER CHOICES	RESPONSES	
On Church or Dougall streets. (1)	48.3%	14
On Victoria or Pelissier streets. (2)	51.7%	15
TOTAL		29

BASIC STATISTICS				
Minimum	Maximum	Median	Mean	Standard Deviation
1.00	2.00	2.00	1.52	0.50

Q2 Do you put your garbage out for collection, or do you have someone do it for you?

Answered: 29 Skipped: 0

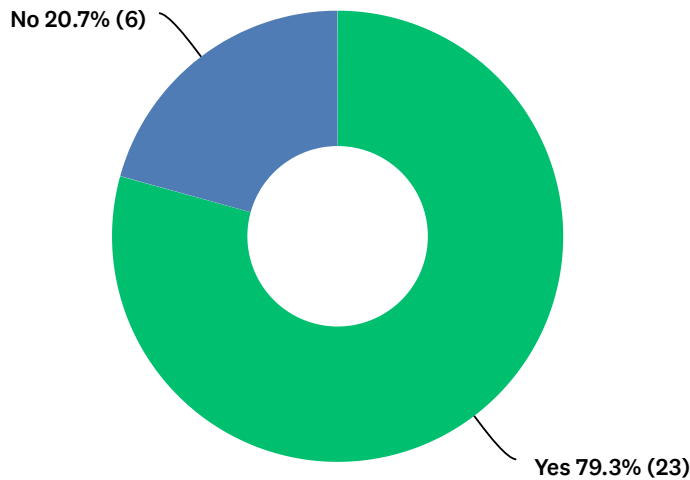


ANSWER CHOICES	RESPONSES	
Yes, I do it myself. (1)	89.7%	26
No, I have help. (2)	10.3%	3
TOTAL		29

BASIC STATISTICS				
Minimum	Maximum	Median	Mean	Standard Deviation
1.00	2.00	1.00	1.10	0.30

Q3 Before your garbage collection point was moved from the alley to your front curb, Public Works notified affected residents by letter. Did you understand what the letter asked of you and did you remember to put your garbage at the curb for the first day of collection?

Answered: 29 Skipped: 0

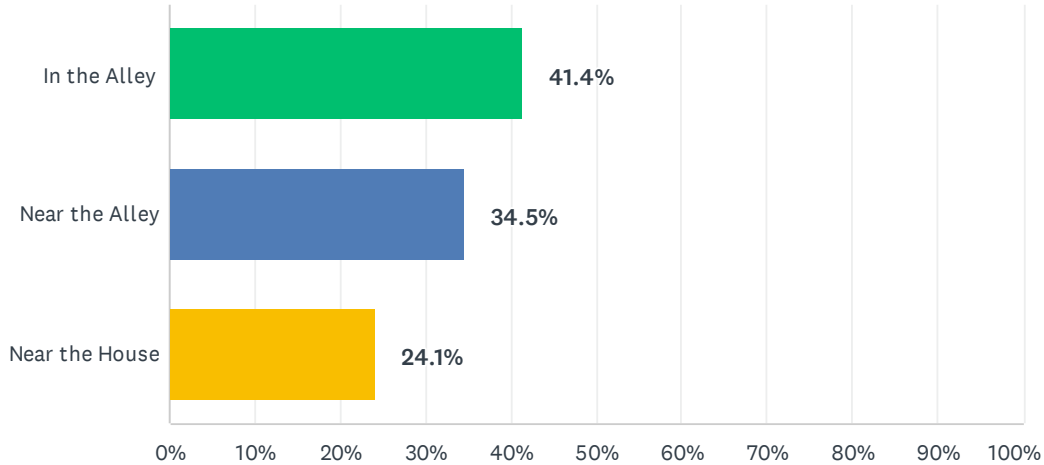


ANSWER CHOICES	RESPONSES	
Yes (1)	79.3%	23
No (2)	20.7%	6
TOTAL		29

BASIC STATISTICS				
Minimum	Maximum	Median	Mean	Standard Deviation
1.00	2.00	1.00	1.21	0.41

Q4 When your garbage is collected in the alley, where do you normally store your garbage bins between collections?

Answered: 29 Skipped: 0

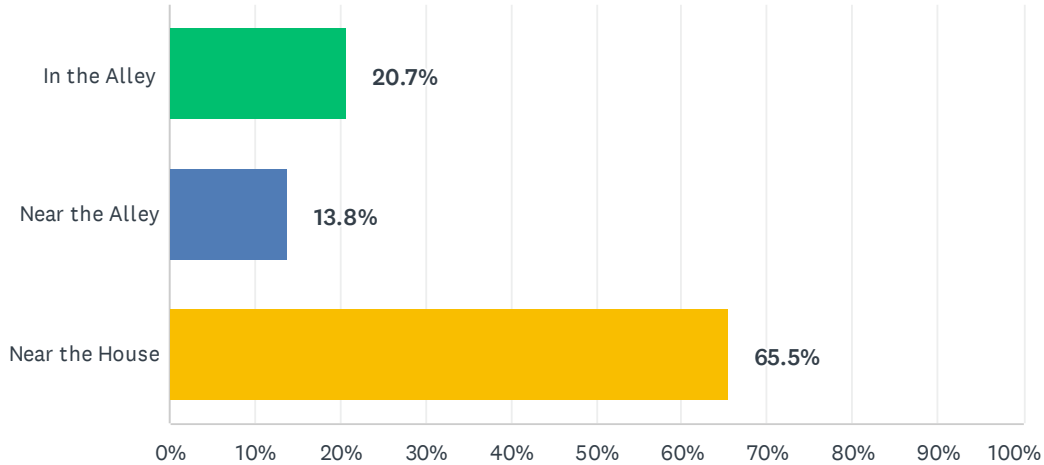


ANSWER CHOICES	RESPONSES	
In the Alley (1)	41.4%	12
Near the Alley (2)	34.5%	10
Near the House (3)	24.1%	7
TOTAL		29

BASIC STATISTICS				
Minimum	Maximum	Median	Mean	Standard Deviation
1.00	3.00	2.00	1.83	0.79

Q5 When your garbage was collected at the curb, where did you store your garbage bins between collections?

Answered: 29 Skipped: 0

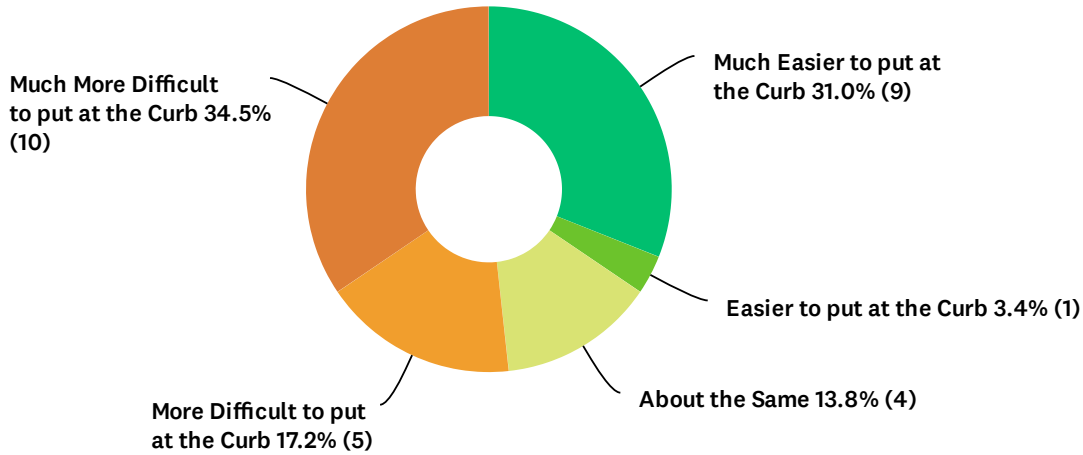


ANSWER CHOICES	RESPONSES
In the Alley (1)	20.7% 6
Near the Alley (2)	13.8% 4
Near the House (3)	65.5% 19
Total Respondents: 29	

BASIC STATISTICS				
Minimum	Maximum	Median	Mean	Standard Deviation
1.00	3.00	3.00	2.45	0.81

Q6 When thinking about the effort it takes to put your garbage out for collection, how easy was it for you to put your garbage at the curb instead of in the alley?

Answered: 29 Skipped: 0

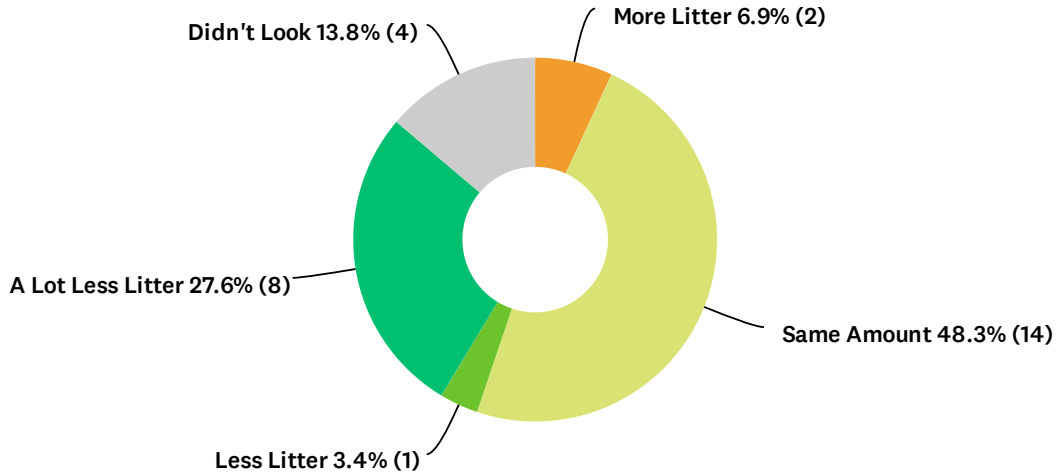


ANSWER CHOICES	RESPONSES	
Much Easier to put at the Curb (1)	31.0%	9
Easier to put at the Curb (2)	3.4%	1
About the Same (3)	13.8%	4
More Difficult to put at the Curb (4)	17.2%	5
Much More Difficult to put at the Curb (5)	34.5%	10
TOTAL		29

BASIC STATISTICS				
Minimum	Maximum	Median	Mean	Standard Deviation
1.00	5.00	4.00	3.21	1.67

Q7 Thinking about litter in your alley. Did there appear to be more or less litter in your alley when your garbage was being collected at the curb?

Answered: 29 Skipped: 0

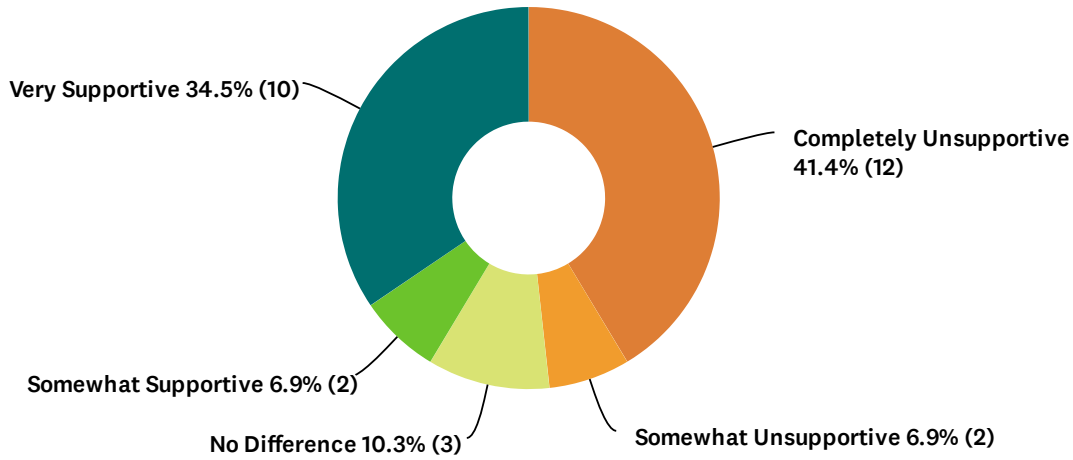


ANSWER CHOICES	RESPONSES	
A Lot More Litter (1)	0.0%	0
More Litter (2)	6.9%	2
Same Amount (3)	48.3%	14
Less Litter (4)	3.4%	1
A Lot Less Litter (5)	27.6%	8
Didn't Look (6)	13.8%	4
TOTAL		29

BASIC STATISTICS				
Minimum	Maximum	Median	Mean	Standard Deviation
2.00	6.00	3.00	3.93	1.26



Q8 If collecting garbage at the curb in front of your house is more cost efficient, how supportive would you be to have your garbage permanently collected at your front curb?

Answered: 29 Skipped: 0



ANSWER CHOICES	RESPONSES	
Completely Unsupportive (1)	41.4%	12
Somewhat Unsupportive (2)	6.9%	2
No Difference (3)	10.3%	3
Somewhat Supportive (4)	6.9%	2
Very Supportive (5)	34.5%	10
TOTAL		29

BASIC STATISTICS				
Minimum	Maximum	Median	Mean	Standard Deviation
1.00	5.00	3.00	2.86	1.78

LEGEND:
 Tuesday Garbage Pick-Up
 Wednesday Garbage Pick-Up



Maximum Alley Collection


3M-054

Prepared by:  **GEOMATICS**
 ENGINEERING DEPARTMENT
 CITY OF WINDSOR



DETROIT RIVER

LEGEND:

 Wednesday Garbage Pick-Up

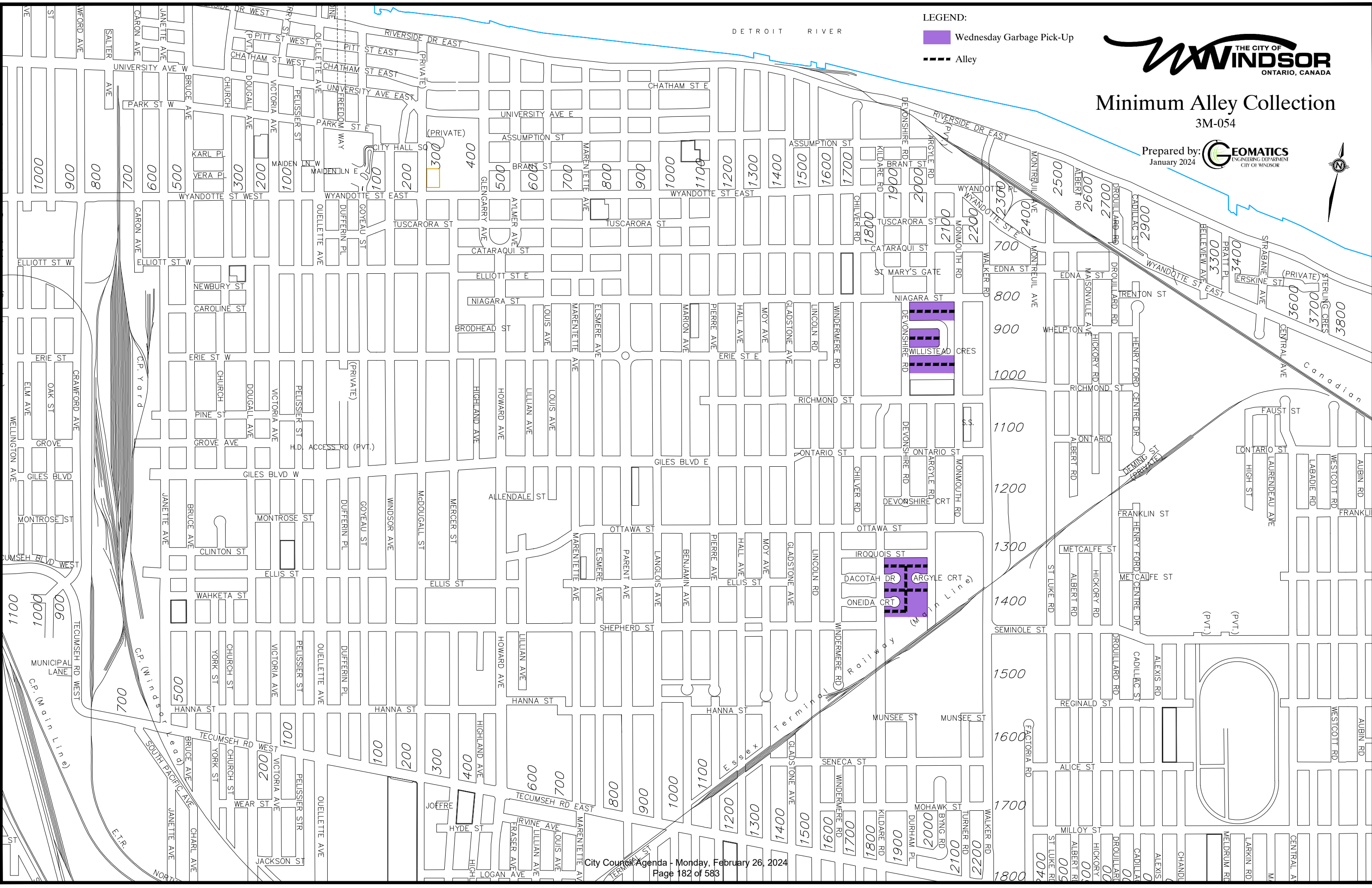
 Alley



Minimum Alley Collection

3M-054

Prepared by:  **GEOMATICS**
ENGINEERING DEPARTMENT
CITY OF WINDSOR





Committee Matters: SCM 31/2024

Subject: Relocation of Garbage Collection in the Alleys Bounded by Hall/Moy/Riverside Dr E/Assumption – City Wide

Moved by: Councillor Mark McKenzie
Seconded by: Councillor Gary Kaschak

Decision Number: **ETPS 985**

THAT Council **APPROVE** the permanent relocation of garbage collection from the alley to curbside in the area bounded by Hall, Moy, Riverside Dr E and Assumption, effective immediately.

Carried.

Report Number: S 3/2024

Clerk's File: SW2024

Clerk's Note:

1. The recommendation of the Environment, Transportation & Public Safety Standing Committee and Administration are the same.
2. Please refer to Item 8.3 from the Environment, Transportation & Public Safety Standing Committee held on January 31, 2024.
3. To view the stream of this Standing Committee meeting, please refer to:
<https://csg001-harmony.sliq.net/00310/Harmony/en/PowerBrowser/PowerBrowserV2/20240131/-1/9462>

Subject: Relocation of Garbage Collection in the Alleys Bounded by Hall/Moy/Riverside Dr E/Assumption – City Wide

Reference:

Date to Council: January 31, 2024
Author: Anne-Marie Albidone
Manager, Environmental Services
519-974-2277 ext 3123
aalibidone@citywindsor.ca
Public Works - Operations
Report Date: January 11, 2024
Clerk's File #: SW2024

To: Mayor and Members of City Council

Recommendation:

THAT Council **APPROVE** the permanent relocation of garbage collection from the alley to curbside in the area bounded by Hall, Moy, Riverside Dr E and Assumption, effective immediately.

Executive Summary:

N/A

Background:

In the 200/300 block of both Moy Avenue (west side) and Hall Avenue (east side), and the 1300 block of Riverside Dr E (south side), garbage collection was historically in the alley. The alley in this area forms a "T" requiring a sharp 90-degree turn to either enter or exit the north/south directional alley.

Due to a recent change in parking behaviour in this alley, as well as long established building structures and utility poles, collection vehicles are no longer able to make the 90-degree turn in the alley, in any direction. In order to maintain collection service to the homes abutting this alley, Administration advised the residents that effective January 9th, 2024 garbage collection would occur at the curb in front of their homes.

Discussion:

Collection of garbage in this alley has long been a challenge primarily due to structures such as garages, utility poles and overgrowth. In order to make the 90-degree turn at the north end of alley, collection vehicles have had to make a multiple point turn, sometimes taking close to 20 minutes to manoeuvre through the turn. Recently, additional vehicles began parking on properties abutting the alley in the area of the

north end “T”. The parked vehicles are in legitimate parking spaces, and are not violating any bylaws; however, their placement has made it impossible to manoeuvre a collection vehicle through the alley.

Administration, along with GFL Environmental, attempted to collect this alley in every direction possible. Unfortunately, each option was unsuccessful.

The residents abutting this alley only place garbage in the alley for collection. All other waste streams (recycling and yard waste) are collected curbside.

Following the January 9th, 2024 letter advising the residents of the change, Administration received two (2) phone calls from residents expressing concerns. These concerns were addressed, and no further concerns were raised. The first week following the January 9th letter reflected an 80% participation in the new collection location, with only 10-12 homes still placing their garbage in the alley for collection. Administration will continue to monitor the area and educate residents on the new collection location as needed.

Risk Analysis:

Should Council not approve the recommendation, there is significant risk that garbage collection in the affected area will not occur, or structural damage will occur to buildings or utility structures. Should damage occur, the cost to repair will be GFL’s responsibility, and as a result, there is a significant risk that GFL will refuse to collect in the alleys going forward. As stated earlier, there is no other travel option through the alley to continue with garbage collection in this location.

Climate Change Risks

Climate Change Mitigation:

N/A

Climate Change Adaptation:

N/A

Financial Matters:

There is no financial impact to moving garbage collection to the curb in this location. GFL Environmental has indicated they would not consider this a material change to the contract and are in support of change.

Additional cost for collection would be realized by GFL should damage to buildings or utility structures occur, as these costs would be GFL’s responsibility to pay. While damage costs are not directly incurred by the City, these type of costs would most definitely affect execution of the collection contract in the alleys going forward, which in turn may have a negative financial impact to the City

Consultations:

Dave Girard, Operations Supervisor

Conclusion:

Garbage collection in the alleys bounded by Hall, Moy, Riverside Dr E and Assumption have become increasingly more difficult to travel in a large waste collection vehicle. Moving garbage collection location to curbside, similar to recycling and yard waste collection, will allow residents to continue to fully utilize the alley for parking, utilities and building structures.

Planning Act Matters:

N/A

Approvals:

Name	Title
Cindy Becker	Financial Planning Administrator – Public Works
Shawna Boakes	Executive Director of Operations
Mark Winterton	Commissioner, Infrastructure Services and City Engineer (A)
Janice Guthrie	Commissioner, Finance and City Treasurer
Joe Mancina	Chief Administrator Officer

Notifications:

Name	Address	Email

Appendices:



Committee Matters: SCM 32/2024

Subject: Response to CQ 32-2023 – Oversight and Authority to Limit Freight Train Traffic Impediments – City Wide

Moved by: Councillor Gary Kaschak
Seconded by: Councillor Mark McKenzie

Decision Number: **ETPS 986**

THAT the report of the Policy Analyst dated January 10, 2024 entitled “Response to CQ 32-2023 – Oversight and Authority to Limit Freight Train Traffic Impediments – City Wide”, **BE RECEIVED** for information.

Carried.

Report Number: S 2/2024
Clerk’s File: MTR2024

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 January 31, 2024.
3. To view the stream of this Standing Committee meeting, please refer to:
<https://csg001-harmony.sliq.net/00310/Harmony/en/PowerBrowser/PowerBrowserV2/20240131/-1/9462>

Subject: Response to CQ 32-2023 – Oversight and Authority to Limit Freight Train Traffic Impediments – City Wide

Reference:

Date to Council: January 31, 2024

Author: Chris Gerardi

Policy Analyst

519-255-6100 ext. 6830

cgerardi@citywindsor.ca

Transportation Planning

Public Works - Operations

Report Date: January 10, 2024

Clerk's File #: MTR2024

To: Mayor and Members of City Council

Recommendation:

THAT report S 2/2024, "CQ 32-2023 – Oversight and Authority to Limit Freight Train Traffic Impediments", **BE RECEIVED** for information.

Executive Summary:

N/A

Background:

On October 30, 2023, Councillor Gignac asked the following Council Question:

CQ 32-2023:

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?

This report is provided in response to the Councillor's question.

Discussion:

The City does not have the authority to limit freight train traffic impediments.

Transport Canada is the main regulatory body responsible for railway safety, overseeing and enforcing rules and regulations related to rail transportation. This includes

regulations pertaining to the operation of freight and passenger trains, rail infrastructure, and the safety of grade crossings.

In 2014, Transport Canada introduced the updated *Grade Crossing Regulations*, which fall under the *Railway Safety Act*, with the aim of enhancing rail safety across Canada.

The *Grade Crossings Regulations*, as outlined by Transport Canada, mandate that:

- Trains can't block public crossings for more than five minutes, unless the train is in motion for the purpose of crossing that grade crossing. A public grade crossing is said to be blocked when railway equipment, either by standing on the crossing surface or by activating a warning system with gates while switching, prevents road users from using the crossing.
- If there is an issue with a crossing being blocked for longer than five minutes, individuals are advised to contact Transport Canada's Ontario regional office (416-973-5540) with details about the incident, including the location, date, time, and actions of the train (i.e. how long the crossing was blocked, and if the train was stopped or going back and forth over the crossing).
- When emergency vehicles need to pass, railway companies must immediately clear any grade crossing
- If a safety concern is identified, the municipality must pass a resolution and inform the Minister of Transport and the railway company. The railway company and the road authority are then required to work together to resolve the safety concern within 90 days. If the concern cannot be resolved in this period, the road authority must notify the Minister of Transport, who may take further action.

Risk Analysis:

No risks have been identified with providing this report for information.

Climate Change Risks

Climate Change Mitigation:

N/A

Climate Change Adaptation:

N/A

Financial Matters:

N/A

Consultations:

Rob Slater, Executive Initiatives Coordinator

Conclusion:

The City does not have the authority to limit freight train traffic impediments. The Grade Crossings Regulations, as outlined by Transport Canada, mandate that railway companies cannot block a public grade crossing for more than five minutes when drivers or pedestrians are waiting to cross, unless the railway equipment is continually moving in one direction. Additionally, if emergency vehicles need to pass, railway companies must immediately clear the crossing.

In cases where a crossing is blocked for longer than five minutes, individuals can report the incident to Transport Canada's Ontario regional office (416-973-5540) and provide specific details like the location, date, time, and the train's activities.

Planning Act Matters:

N/A

Approvals:

Name	Title
Shawna Boakes	Executive Director of Operations
Mark Winterton	(A) Commissioner, Infrastructure Services and City Engineer
Joe Mancina	Chief Administrative Officer

Notifications:

Name	Address	Email

Appendices:

Appendix A – Excerpt from Grade Crossings Regulations (SOR/2014-275)

Appendix A – Excerpt from Grade Crossings Regulations (SOR/2014-275)

Obstruction of Grade Crossing

Prohibitions

Unnecessary activation of warning system

97 (1) It is prohibited for railway equipment to be left standing in a manner that causes the activation of the warning system at a public grade crossing other than for the purpose of crossing that grade crossing.

Obstruction of public grade crossing

(2) It is prohibited for railway equipment to be left standing on a crossing surface, or for switching operations to be conducted, in a manner that obstructs a public grade crossing — including by the activation of the gate of a warning system — for more than five minutes when vehicular or pedestrian traffic is waiting to cross it.

Safety Concern

Collaboration

98 (1) If railway equipment is operated in a manner that regularly causes the obstruction of a public grade crossing, including by the activation of a warning system, and the municipality where the grade crossing is located declares in a resolution that obstruction of the grade crossing creates a safety concern, the railway company and the road authority must collaborate to resolve the safety concern.

Notice

(2) The road authority must notify the Minister and the railway company in writing that the resolution has been passed and must provide them with the information used in support of the resolution, including

- **(a)** a detailed description of the safety concern;
- **(b)** the details of specific occurrences involving the obstruction of the grade crossing, including the date and time of the obstruction; and
- **(c)** the details of the traffic congestion that resulted from each specific occurrence referred to in paragraph (b).

Timeline and mediation

(3) The railway company and the road authority must attempt to resolve the safety concern — including through the use of mediation — within 90 days after the day on which the road authority notifies the railway company under subsection (2).

Appendix A – Excerpt from Grade Crossings Regulations (SOR/2014-275)

Notice to Minister

(4) The road authority must notify the Minister if the railway company and the road authority are not able to resolve the safety concern within the 90-day period.

Emergency Vehicles

Passage of emergency vehicles

99 Despite sections 97 and 98, if an emergency vehicle requires passage across a grade crossing, a company must take all necessary measures to immediately clear the grade crossing.



Committee Matters: SCM 33/2024

Subject: Traffic Signal at Tecumseh Road E and Robinet Road – Ward 7

Moved by: Councillor Kieran McKenzie

Seconded by: Councillor Renaldo Agostino

Decision Number: **ETPS 987**

THAT the report of the Senior Manager, Traffic Operations & Parking, dated January 12, 2024 entitled “Traffic Signal at Tecumseh Road E and Robinet Road-Ward 7” **BE RECEIVED** for information; and,

THAT administration **BE DIRECTED** to provide an additional information memo which includes the data requested in the original Council Question; and that the information **ALSO INCLUDE** the potential of a no left turn at Robinet Road onto Tecumseh Road; and,

THAT this information **BE PROVIDED** to Council when the committee report comes forward to a future Council Meeting for Council’s consideration.

Carried.

Report Number: S 7/2024

Clerk’s File: ST2024

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 8.6 from the Environment, Transportation & Public Safety Standing Committee held on January 31, 2024.
3. To view the stream of this Standing Committee meeting, please refer to:
<https://csg001-harmony.sliq.net/00310/Harmony/en/PowerBrowser/PowerBrowserV2/20240131-1/9462>

Subject: Traffic Signal at Tecumseh Road E and Robinet Road – Ward 7

Reference:

Date to Council: January 31, 2024

Author: Ian Day

(A) Senior Manager, Traffic Operations & Parking

519-255-6247 x 6054

iday@citywindsor.ca

Public Works - Operations

Report Date: January 12, 2024

Clerk's File #: ST2024

To: Mayor and Members of City Council

Recommendation:

THAT report S 7/2024, "Traffic Signal at Tecumseh Road E and Robinet Road" **BE RECEIVED** for information.

Executive Summary:

N/A

Background:

At the Meeting of City Council on Tuesday, September 5, 2023, Councillor Marignani asked CQ25-2023 as follows:

"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."

Discussion:

Traffic signal warrants review volume of traffic, volume of pedestrians, delays on the side street, number of lanes, operating environment and collision data. Revised traffic counts were completed in the fall of 2023 and collision data for the past three (3) years was reviewed, and a warrant was completed based on these revised numbers. At this time, a signal is not warranted at the intersection of Tecumseh Road E and Robinet Road.

Traffic signal warrants are completed based on current data. They do not look at future data and modeling of an area. Future forecasting is typically completed as part of an Environmental Assessment (EA) process.

The Tecumseh Road EA was completed in 1996 to address capacity, safety, and operational improvements along Tecumseh Road East between Jefferson Boulevard and Banwell Road. The Environmental Study Report (ESR) recommended a signal at this intersection as part of future upgrades to Tecumseh Road which included the expansion of Tecumseh Road E to a 7 lane cross section and the addition of a westbound left turn lane.

To date, the expansion of Tecumseh Road E has been completed from Jefferson Blvd to just east of Yolanda Street. The next section of this project is planned for reconstruction of the intersection of Forest Glade Drive and Tecumseh Rd E with funding in the years 2026-2030 followed by design of improvements from the Little River bridge to Forest Glade Drive. However, the section from Banwell to Forest Glade Drive is not funded at this time.

Traffic experts and associated publications highlight the fact that while there are safety benefits to installing a traffic signal, there are many negative consequences to installing them where they are not warranted.

Risk Analysis:

As noted above, the installation of a traffic signal at this location may increase collisions due to the lack of proper lane configuration on Tecumseh Road E.

Climate Change Risks

Climate Change Mitigation:

There is an increase in emissions with the addition of a traffic signal as there is an increase in idling while waiting at a red light.

Climate Change Adaptation:

N/A

Financial Matters:

There is no cost to receive this report for information.

The average cost to install a new traffic signal is in the range of \$150,000 to \$200,000 without any geometric changes. Project ECP-009-07 Intersection Improvements Program is the only capital fund available that can be utilized for new signals, outside of full road reconstruction projects that are tied to an EA. Improvements selected for funding from this project are based on the most current road safety report. This project currently has approximately \$1,350,000 in available funding – in addition, the 2024 Recommended Capital Budget, if approved as presented, allocates an additional \$300,000 to this project, bringing the total available funding to \$1,650,000. There are,

however, a number of other projects higher in the priority list which will potentially consume the full available amount.

All available and future years funding in the 2023 10-year Capital budget related to project ECP-005-07 (Tecumseh Rd. E. Infrastructure Improvements) are currently earmarked to complete the intersection of Tecumseh Rd. E. and Forest Glade Drive and to initiate the design for Tecumseh Rd. E. from the Little River bridge to Forest Glade Drive. The balance of the implementation of the ESR, including the intersection of Tecumseh Rd. E. and Robinet are not currently funded in the 10-year Capital budget.

Consultations:

Kathy Buis, Financial Planning Administrator – Engineering

Mike Dennis – Manager, Strategic Capital Budget Development & Control

Conclusion:

Administration recommends not installing a traffic signal at this intersection, at this time. Should Council choose to move forward with the installation of a signal at this location outside of the Tecumseh Road E EA upgrades, a funding source would need to be identified.

Planning Act Matters:

N/A

Approvals:

Name	Title
Cindy Becker	Financial Planning Administrator – Public Works
Stacey McGuire	Executive Director of Engineering
Shawna Boakes	Executive Director of Operations
Mark Winterton	(A) Commissioner, Infrastructure Services and City Engineer
Janice Guthrie	Commissioner, Finance and City Treasurer
Joe Mancina	Chief Administrative Officer

Notifications:

Name	Address	Email

Appendices:

Subject: Additional Information to Report S 7/2024 – Traffic Signal at Tecumseh Road E and Robinet Road – Ward 7

Reference:

Date to Council: February 26, 2024

Author: Ian Day

(A) Senior Manager, Traffic Operations & Parking Services

519-255-6247 ext 6054

iday@citywindsor.ca

Public Works - Operations

Report Date: February 8, 2024

Clerk's File #: ST2024

To: Mayor and Members of City Council

Recommendation:

THAT report AI 3/2024, "Additional Information to Report S 7/2024 – Traffic Signal at Tecumseh Road E and Robinet Road," **BE RECEIVED** for information, and

THAT the report of the Senior Manager, Traffic Operations & Parking, dated January 12, 2024 entitled "Traffic Signal at Tecumseh Road E. and Robinet Road-Ward 7" **BE RECEIVED** for information.

Executive Summary:

N/A

Background:

At its January 31, 2024 meeting, the Environmental, Transportation and Public Safety Standing Committee adopted decision ETPS 987:

Decision Number: ETPS 987

THAT the report of the Senior Manager, Traffic Operations & Parking, dated January 12, 2024 entitled "Traffic Signal at Tecumseh Road E. and Robinet Road-Ward 7" **BE RECEIVED** for information; and,

THAT administration **BE DIRECTED** to provide an additional information memo which includes the data requested in the original Council Question; and that the information also include the potential of a no left turn at Robinet Road onto Tecumseh Road; and,

THAT this information BE PROVIDED to Council when the committee report comes forward to a Council Meeting for Council's consideration.

At the Meeting of City Council on Tuesday, September 5, 2023, Councillor Marignani asked CQ25-2023 as follows:

“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.”

Discussion:

Data requested through the Council question and Standing committee was for volumes, recent police incidents, and growing trends in Ward 7.

A turning movement count was performed at the intersection of Tecumseh Road E. and Robinet Road on September 20, 2023 and the following data was collected:

- Total Vehicular Volume EB/WB on Tecumseh Road E. (9 hour peak time volume) – 14,672
- Total Vehicular Volume NB/SB on Robinet Road (9 hour peak time volume) – 946
- Total Pedestrian Volume EB / WB across Robinet Road – 88
- Total Pedestrian Volume NB / SB across Tecumseh Road E. – 1

ARIS Data was downloaded in October of 2023 and there were 4 noted incidents at the intersection between January 2020 and October of 2023. Of the incidents, only 2 were assessed as being reducible with the installation of signals. Subsequent to the Standing Committee meeting, Administration reached out to Windsor Police Services directly and their records indicate a total of 5 incidents, of which 2 were assessed as being reducible with the installation of signals. The difference in the numbers was due to timing of submission of the report from Windsor Police to the ARIS system. For some incidents, the length of time to complete the investigation will extend and therefore not be submitted for a number of months after the incident occurs. That was the case for an incident that happened in August of 2023 at this intersection. However, this incident does not change the results of the warrant.

Growth trends and forecasting are looked at through both an Environmental Assessment (EA) and Traffic Impact Studies (TIS). An EA was completed for Tecumseh Road E. from Jefferson to Banwell in 1996 which projected that a traffic signal would be warranted at this intersection in the future. TIS's are typically completed by a developer when a proposed development may impact traffic patterns in a certain area. A number of TIS's have been completed in the area surrounding Banwell and Tecumseh Road E. in the past year, none of which have indicated the

need to add a signal at the Tecumseh Road E. and Robinet Road intersection. A TIS would take into account all known development in an area.

As noted in the original report, the EA for Tecumseh Road E. indicated that Tecumseh Road E. from Lauzon to Banwell would be a 6-lane cross section with left turn lanes at all proposed signal locations. Adding a traffic signal at the Robinet location without the left turn lane would be considered a safety concern as it is expected to increase the number of incidents at this location.

Administration did not undertake a separate TIS nor a re-assessment of the existing EA for this specific intersection. To undertake this work, Administration would be required to hire a consultant.

TIS and EA's forecast estimated projection of traffic volumes, usually related to growth. A traffic signal warrant analyses current conditions at an intersection. Even though a previous EA may have projected that a signal would be warranted at some point in the future, a traffic signal warrant should always be completed prior to installation to determine if the projections came to fruition. In the case of the Tecumseh Road East/Robinet Road intersection specifically, the 20 year projections have yet to be realized, even accounting for rezoning of many properties to a denser residential use and the EV Battery Plant development in the East end.

The projections in the original EA were for a forecasted year of 2014 and in general, the actual values in 2024 are on average 40% of the levels projected.

Table 1 – Projected vs. Actual Volumes

	2014 Projected Volumes	2024 Actual Volumes
EB	2,250	1,094
WB	1,600	865
NB	230	100
SB	150	22

Administration provided recommendations to Council with regards to the installation of traffic signals at unwarranted locations. As noted in that report, installing unwarranted traffic signals can have many negative affects;

- Increased number of incidents at the intersection,
- Increased volume of cut through traffic to the neighbourhood,

- Extended vehicle cueing in the neighbourhood which increases emissions, and
- Delays to traffic on the arterial road, thus causing the higher potential for speeding and road rage.

Traffic control warrants, including both all-way stop warrants and signal warrants, consider what is referred to as a 'reducible' incident. Not all incidents that occur on the roadways and specifically at intersections can be reduced with the installation of a new traffic control device. The following types of incidents are not considered reducible through the installation of a new traffic signal;

- Rear end collisions,
- Collisions between vehicles proceeding in the same or opposite directions, one of which makes a turn across the path of the other,
- Incidents involving pedestrians and turning vehicles, both moving on the same GO interval, and
- Other types of pedestrian incidents, if pedestrians do not obey the traffic signals.

The National Cooperative Highway Research Program (NCHRP), published Report 491, Crash Experience Warrant for Traffic Signals in 2003. In this report, they state that ***“The installation of a traffic control signal because of a spectacular or much-publicized accident, or because of a small number of accidents, is strongly condemned.”*** While this report is fairly old, all new guidelines and studies continue to support this statement.

Furthermore, the Standing Committee requested that Administration review the possibility of restricting left turns from Robinet Road onto Tecumseh Road E. There is nothing in the standards and guidelines that would prohibit this change. However, there are a number of existing driveways on Tecumseh Road E throughout the corridor that allow for left turns. The main difference between those and Robinet Road is that it is anticipated that the driveway entrances are lower volume contributing directly to a reduction in the risk of an incident. A restriction on left turns from Robinet Road to Tecumseh Road E can be done, should Council direct, however Administration does not recommend it.

Risk Analysis:

Risks were identified in report S 7/2024.

Additionally, as noted above, this location does not warrant a traffic signal at this time thus installation of a signal would increase the risk of incidents. This is especially true if a signal was installed without a left turn lane.

Climate Change Risks

Climate Change Mitigation:

Risks were identified in report S 7/2024.

Climate Change Adaptation:

Risks were identified in report S 7/2024.

Financial Matters:

As noted in report S 7/2024, the cost to install a traffic signal is generally in the range of \$200,000. This cost does not include the civil work necessary to include a left turn lane on Tecumseh Road E. in order to accommodate a safe turning movement and reduce the number of rear end collisions. Additionally, this cost does not include civil work to install curbs and/or accessible ramps.

To install the traffic signals in the current configuration with proper AODA ramps and curbs (without a left turn lane), initial estimates are in the range of \$300,000 - \$350,000. Again, this is not recommended due to traffic related safety issues. Should the City proceed with installation as described herein this should be considered to be an interim solution as the EA improvements in the future would require a full re-build of the intersection. Some re-use of traffic signal infrastructure (approximately 50%) may be possible.

To install the traffic signals including upgrades to include left turn lanes on Tecumseh Road E., initial estimates are in the range of \$1.5M. Should the City proceed with installation as described herein this should be considered to be an interim solution as the EA improvements in the future would require a full re-build of the intersection. Some re-use of traffic signal infrastructure (approximately 20%) may be possible.

Funding information was provided in report S 7/2024. However, with the approval of the 2024 capital budget, Project ECP-009-07 has \$2,600,000 available funding in the five-year horizon, inclusive of previously approved funding. However, as noted in report S 7/2024, there are other projects with higher priority that will potentially consume this available funding.

Consultations:

Stacey McGuire – Executive Director, Engineering

Michael Dennis – Manager, Strategic Capital Budget Development & Control

Conclusion:

Administration does not recommend the installation of a traffic signal at the intersection of Tecumseh Road E. and Robinet Road.

Administration does not recommend restricting left turns from Robinet Road onto Tecumseh Road E.

Planning Act Matters:

N/A

Approvals:

Name	Title
Cindy Becker	Financial Planning Administrator, Public Works
Shawna Boakes	Executive Director, Operations
Mark Winterton	Commissioner of Infrastructure Services
Janice Guthrie	Commissioner
Joe Mancina	Chief Administrative Officer

Notifications:

Name	Address	Email
Councillor Angelo Marignani		

Appendices:

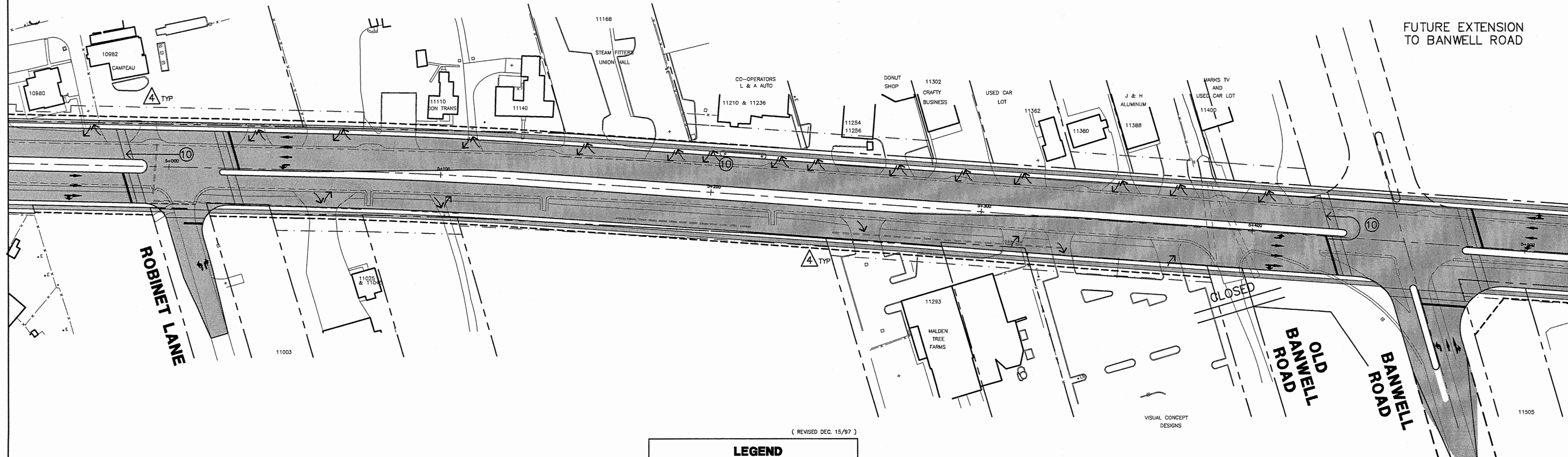
1. Tecumseh Road East Class Environmental Assessment – Figure 4.8(h) – Recommended Design Layout for Tecumseh Road E. and Robinet Road.

TECUMSEH ROAD EAST



POSSIBLE FUTURE ACCESS
TO INDUSTRIAL AREA

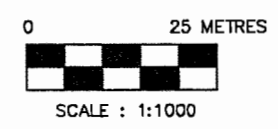
FUTURE EXTENSION
TO BANWELL ROAD



(REVISED DEC. 15/97)

- LEFT TURN IN AND OUT PROHIBITED
(NUMBER CORRESPONDS TO TABLE 4.4)
- TYPICAL LOCATION OF IMPACT

LEGEND	
— — — — —	EXISTING PROPERTY LINE
- - - - -	EXISTING EASEMENT LINE
- - - - -	NEW PROPERTY LINE



'RECOMMENDED DESIGN'

FIGURE 4.8(h)



Committee Matters: SCM 34/2024

Subject: Windsor's Sustainable Procurement Guide - City Wide

Moved by: Councillor Kieran McKenzie

Seconded by: Councillor Renaldo Agostino

Decision Number: **ETPS 988**

1. THAT the report from the Environmental Sustainability Coordinator dated December 5, 2023 regarding Windsor's Sustainable Procurement Guide – City Wide **BE RECEIVED** for information; and,
2. THAT City Council **SUPPORT** efforts to encourage purchasing decisions to consider environmental criteria and sustainability; and,
3. THAT City Council **APPROVE** the updated version of the City of Windsor's Sustainable Procurement Guide; and,
4. THAT City Council **APPROVE** the updated version of the City of Windsor's Sustainable Procurement Policy.

Carried.

Report Number: S 163/2023

Clerk's File: SW/8523

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 January 31, 2024.
3. To view the stream of this Standing Committee meeting, please refer to:
<https://csg001-harmony.sliq.net/00310/Harmony/en/PowerBrowser/PowerBrowserV2/20240131/-1/9462>

Subject: Windsor's Sustainable Procurement Guide _City Wide

Reference:

Date to Council: January 31, 2024
Author: Barbara Lamoure
Environmental Sustainability Coordinator
519-255-6100 ext. 6108
blamoure@citywindsor.ca
Asset Planning
Report Date: 2023-12-05
Clerk's File #: SW/8523

To: Mayor and Members of City Council

Recommendation:

1. THAT the report from the Environmental Sustainability Coordinator dated December 5, 2023 regarding Windsor' Sustainable Procurement Guide **BE RECEIVED** for information; and,
2. THAT City Council **SUPPORT** efforts to encourage purchasing decisions to consider environmental criteria and sustainability; and,
3. THAT City Council **APPROVE** the updated version of the City of Windsor's Sustainable Procurement Guide; and,
4. THAT City Council **APPROVE** the updated version of the City of Windsor's Sustainable Procurement Policy.

Executive Summary:

N/A

Background:

In 2006, City Council adopted the Environmental Master Plan (EMP) (CR 374/2006). The EMP calls for the development and implementation of sustainable purchasing to further the City's goal to *Use Resources Efficiently*.

In June 2015, an Environmental Purchasing Policy was approved by City Council (MD210/2015). This policy was created to identify opportunities to improve environmental sustainability through the City's procurement process. At the same time, a Sustainable Purchasing Guide was developed to support Administration's

understanding of the opportunities for sustainable procurement. Several key concepts covered in the guide include: end of use impacts, minimizing waste, lifecycle assessment and environmental labeling.

Training on the Sustainable Purchasing Guide and Policy has been delivered in the form of Lunch 'n' Learns as well as provided as part of the Purchasing By-law Training, to further support understanding with City staff.

The Sustainable Purchasing Guide provided a framework for procurement decision makers to encourage environmentally conscious decision making when purchasing goods and services. The last version of the Sustainable Procurement Guide was released in 2015 and is available on the City website. Since then, the field of Sustainable Purchasing has evolved and new information and ideas have emerged. On December 20, 2021, City Council in response to a report from the City Solicitor and Purchasing Manager entitled "Response to CQ26-2020: Challenges and Opportunities to Developing a Local Preference Policy", asked for a review of the Procurement Policy and to assess the degree to which a Climate Change lens could be applied.

CR555/2021 ETPS 864

1. The City Council RECEIVE the report of the Supervisor of Environmental Sustainability & Climate Change dated October 7, 2021, entitled "Response to Council directive regarding applying a climate lens to the City's purchasing practices; and
2. That City Council APPROVE Administration proceeding with identified strategies for 2021/2022 including;
 - Form an internal sustainable purchasing team;
 - Update current purchasing procedures/documents to ensure environmental sustainability and climate change is being considered;
 - Update the City's Sustainable Purchasing Guide (2015) to reflect updates for climate change considerations; and
 - Join the Canadian Collaboration for Sustainable Procurement for 2021/2022; and
3. That Administration REPORT BACK to City Council by the third quarter (Q3) 2022 with a report on achievements and possible next steps.

These were identified as quick-wins to improve current purchasing practices.

Referring to recommendation 3, due to the COVID pandemic and significant staff turn over, this recommendation was not achieved in 2022.

Discussion:

As directed by Council, the Environmental Sustainability & Climate Change (ESCC) Office has been tasked with developing suggested actions to further ensure that

environmental, sustainability and climate change considerations are included during procurement within the City of Windsor that are consistent with governing legislation. Staff conducted research of municipal best practices, and examined purchasing documents.

Research into sustainable purchasing practices shows that this is an important issue facing many organizations in both the private and public sector. There is growing pressure on organizations and businesses to demonstrate sustainable procurement practices. Many corporations, as well as municipalities, are putting a substantial amount of resources into sustainable purchasing practices largely due to public demand.

The City of Windsor is committed to enhancing environmental performance and facilitating social and economic prosperity through many of our plans, including the Environmental Master Plan, the Climate Change Adaptation Plan, and the Community Energy Plan. Sustainable procurement is a key initiative to support these objectives. Every day, employees of the City of Windsor are involved in purchasing decisions. Sustainable procurement is a way to acknowledge our environmental commitment.

A Sustainable Procurement Policy also supports the United Nations Sustainable Development Goals promoting sustainable cities and communities. Every purchase can be a demonstration of leadership and a commitment to building a better economic system.

Sustainable Procurement Definition

Sustainable procurement involves considering the costs and consequences of a product during all life cycle stages, from development and manufacturing through to use and ultimate disposal. With careful decision making, selective purchasing can help avoid unnecessary waste, harmful chemicals, and societal harm.

It is noted, that the title has been updated from purchasing guide to procurement guide to better include additional activities involved in product and service acquisition – such as sourcing, negotiation and the strategic selection of goods.

The 2023 Sustainable Procurement Guide

The updated guidebook is 59 pages and begins with a description of the environmental, economic and social benefits to basing procurement decisions on sustainability criteria.

The largest section of the guidebook lists strategies for procurement of specific types of products including: general building maintenance, janitorial products, vehicle maintenance, electric vehicles, furniture and office supplies, lighting, construction, landscaping and food.

Several case studies of sustainable initiatives from the City of Windsor and other municipal leaders are also integrated into the guide, such as the installation of EV charging stations and the zero waste initiatives at City events. A focus on greenhouse gas emissions reduction was added to the guide to better cover climate change mitigation. Additionally, other emerging issues have been addressed, such as single use plastics and upcoming changes to local recycling and green bin collection.

Principles and lessons learned from participation in the Canadian Collaboration for Sustainable Procurement (CCSP) and review of municipal and senior level government best practices have also been incorporated into the guide to keep it consistent with the field of Sustainable Procurement today. CCSP is a Canadian organizations dedicated to working together to align their spending with their values and commitments on sustainability. The members meet virtually to network, share information and co-create tools to better address green, social and ethical opportunities and risks in their supply chain. Members include municipalities, universities, private sector institutions, health services, among other organizations. Some of the topics covered by CCSP to date include: integrating sustainable procurement tools and procedures for greater impact, the federal standard on the disclosure of GHG emissions and setting reduction targets, and attracting Indigenous suppliers.

The 2023 Sustainable Procurement Policy

The 2015 Sustainable Purchasing Policy was reviewed and updated with minor amendments, including:

- An addition to section 5.1.2: As appropriate, employees will embed sustainability considerations into the City's procurement processes by:
 - c. Formally requesting Environmental Criteria in Bid Considerations.
- Three definitions were also added:
 - Environmental Criteria in Bid Consideration – Formalized consideration of environmental criteria in the bid evaluation process or an acknowledgement of the preference for bids which identify relevant environmental considerations.
 - Procurement – The process of locating and agreeing to terms and purchasing goods, services, or other works from an external source, often with the use of a tendering or competitive bidding process.
 - Recycled Materials – Reprocessed materials made from discarded waste

Next Steps

The ESCC Office will continue to explore opportunities to engage with staff that are involved with the procurement of goods and services. This could include partnering with the Manager of Purchasing to offer high level training on the guide as a supplement to the Purchasing By-Law training currently offered, as well as lunch and learns for those that want to learn more.

An internal procurement team composed of ESCC staff, the Manager of Purchasing, and other department leads involved in procurement has been initiated to review procurement documents and look for opportunities to enhance sustainability. To date, this team has discussed the updates to the Procurement Guide and Policy focusing on addressing new and emerging considerations. Moving forward, the team will continue to identify areas for improvement, including opportunities to enhance considerations in

procurement templates (i.e. Request for Proposals, etc.) as well as methods of tracking sustainable procurement progress. This team will continue to meet as opportunities for improvement are identified.

Risk Analysis:

There are no significant risks associated with updating the Sustainable Procurement Guide and Policy. Reputational risks may occur if the City does not consider environmentally sustainable and or climate change risks during purchasing decisions.

Climate Change Risks

Climate Change Mitigation:

Sustainable Procurement considers the environmental impacts of purchasing decisions including the carbon emissions associated with the production, maintenance, and disposal of products and services. Procurement can contribute to emissions reductions by selecting suppliers and products that are proven to be low-carbon. Administration should also consider the life-cycle costs of products. Identifying products that use less energy (e.g. Energy Star rated), higher quality, and are repairable, can result in less overall costs and a reduction in greenhouse gas emissions.

Climate Change Adaptation:

The Sustainable Procurement Guide provides information on responsible purchasing and disposal practices that can help save economic and environmental resources. Conserving resources can be a critical strategy in preparing for a future where climate change strains supply chains and ecosystem services.

Climate adaptation and resiliency could also be considered during procurement. For example, while retaining consultants to undertake a new project, the RFP should include the requirement to ensure that designs include consideration of the climate conditions over the asset's life use. These early considerations can reduce future climate risks.

Financial Matters:

Existing internal resources from the Environmental Sustainability and Climate Change Team and the Purchasing department will be sufficient to support the promotion of the Sustainable Procurement Guide.

During the update of the Sustainable Procurement Guide and Policy, Administration participated in the Canadian Collaboration for Sustainable Procurement at a cost of \$3,000/year. These costs were shared between the Environmental Master Plan Operating Budget and the operating budget of the Purchasing Department. Although belonging to the CCSP was helpful in providing direction for the Sustainable Procurement Guide, at this time Administration is not recommending continuing with the membership as many of the topics are very aspirational and may not be practical enough for our current uses. Further updates to the City's Sustainable Procurement effort could be based on work published by other institutions, which are freely available

online, or Administration can reconsider a membership in CCSP if needed to advance other procurement considerations in the future.

Consultations:

Adrian Busa (Manager Facilities Operations)
 Wadah Al-Yassiri (Manager Parks Department)
 Anne-Marie Albidone (Manager Environmental Services)
 Alex Vucinic (Manager Purchasing and Risk Management)
 Angela Marazita (Fleet Manager)
 Cole Nadalin (Supervisor of Energy Contracts)

Conclusion:

In conclusion, updating the Sustainable Procurement Guide with newer information and best practices supports the current Purchasing By-Law’s goal for environmental responsibility. The Sustainable Procurement Policy has been updated to reflect more recent terminology and definitions.

Planning Act Matters:

N/A

Approvals:

Name	Title
Karina Richters	Supervisor, Environmental Sustainability & Climate Change
Josie Gualtieri	Financial Planning Administrator
Alex Vucinic	Purchasing Manager
Natasha Gabbana	Senior Manager Asset Planning
Janice Guthrie	Commissioner, Finance and City Treasurer
Dana Paladino	Commissioner, Corporate Services
Jelena Payne	Commissioner of Economic Development
Joe Mancina	Chief Administrative Officer

Notifications:

Name	Address	Email

Appendices:

- A. The proposed 2023 City of Windsor Sustainable Procurement Guide
- B. Updated 2023 Sustainable Procurement Policy

Sustainable Procurement Guide



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About this Guide

The City of Windsor is committed to enhancing environmental performance and facilitating social and economic prosperity through many of our plans, including the **Environmental Master Plan**, the **Climate Change Adaptation Plan**, and the **Community Energy Plan**.

Sustainable procurement is a key piece in supporting these objectives. Every day, employees of the City of Windsor are involved in purchasing decisions. Sustainable procurement is a way to express our environmental commitment.

In 2015, an **Environmental Purchasing** Policy was approved by City Council (MD210/2015). This policy was created to identify opportunities to address the challenges associated with climate change mitigation and adaptation. A sustainable procurement policy can also support the United Nations Sustainable Development Goals promoting Sustainable Cities and Communities. Every purchase can be a demonstration of leadership and a commitment to building a better economic system.

➤ Sustainable Procurement Defined

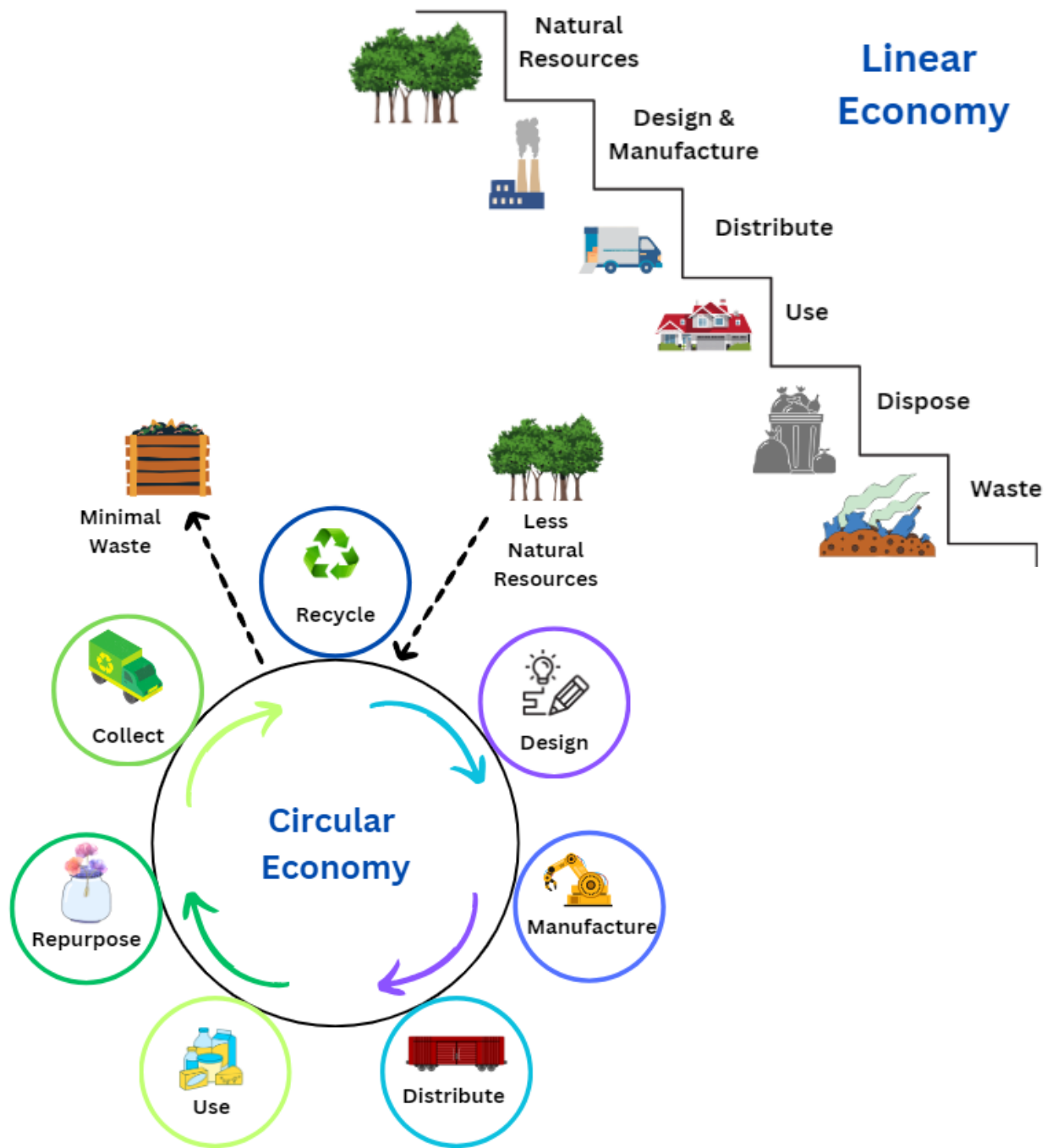
Sustainable procurement involves considering the costs and consequences of a product during all life cycle stages, from development and manufacturing through to use and ultimate disposal. With careful decision making, purchasing decisions can avoid unnecessary waste, harmful chemicals, and societal harm.

When we practice sustainable procurement, we evaluate potential purchases not only by standard criteria, such as price and performance, but by environmental and social criteria like embedded carbon and ethical sourcing.

Sustainable Procurement Factors		
Environmental Low carbon, low ecosystem impacts	Social Fair labour practices	Economic Lifecycle costs examined

The Goal: A Circular Economy

A circular economy is a model of production and consumption, which aims to minimize waste through sharing, leasing, reusing, repairing, refurbishing, and recycling existing materials and products as long as possible. Our current linear economy goes through products very quickly and creates a large amount of unused waste.



➤ Sustainable Procurement Benefits

Environmental Benefits

○ Natural Resource Conservation

Natural resources include but are not limited to oil, water, electricity, minerals, metals and lumber. Renewable alternatives like plant materials should be considered over non-renewables such as petroleum products.

○ Greenhouse Gas Emissions (GHG) Reduction

Reducing emissions is one of the goals of the Environmental Master Plan, the Community Energy Plan and Corporate Climate Action Plan. GHG emissions are present throughout the manufacturing, transportation, use and disposal stages of a products lifecycle.

Greenhouse Gas (GHG) Emissions lifecycle assessment

Completing an assessment that identifies the greenhouse gas emissions from all stages of a products life can be extremely useful for making purchasing decisions.

Scope 1 emissions are direct emissions that are owned or controlled by a company. For example: using gasoline to power your fleet. Scope 2 and 3 emissions are indirectly produced by the activities of the company, such as when electricity is used to run equipment or the end-of-life disposal of a product.



Scope 1



Scope 2



Scope 3

Federal Government GHG Emissions Disclosure Standard for Purchases over \$25 million

Canada is committed to achieving net zero greenhouse gas (GHG) emissions by 2050 to position Canada for success in a green economy and to mitigate climate change impacts.

As one of the largest purchasers in Canada, the federal government can leverage its procurement process to influence the demand for environmentally preferable goods and services, including those which reduce GHG emissions.

As a result, beginning on April 1, 2023, the GHG Disclosure Standard requires that process for procurements over \$25 million CAD, including all applicable taxes, fees and options, induces suppliers to measure and disclose their greenhouse gas emissions and adopt a science-based target to reduce greenhouse gas emissions. To comply with the GHG Disclosure Standard, Contracting Authorities must ensure that the procurement process, for requirements valued over \$25 million CAD including applicable taxes, fees and options, contingency and set-aside amount, includes solicitation or contract clauses which require or request that suppliers participate in a GHG emissions disclosure and target-setting initiative.

Government of Canada website, "Supply Manual, Section 3.65 Green Procurement Strategy" , 2023-04-20, [Supply Manual | CanadaBuys](#)

○ Minimize Waste

The City of Windsor, along with the Essex-Windsor Solid Waste Authority, continue to encourage waste reduction and increase waste diversion.

Waste reduction refers to limiting the waste we generate by:

- Limiting our overall purchases, especially disposable and single use items.
- Refusing to purchase and use styrofoam, plastics and other materials that are not recyclable in Windsor.
- Purchasing items with little to no packaging that requires disposal.
- Requesting the same of our suppliers and renters.

Ban on Single Use Plastics

The Canadian government is taking action to reduce the country's contribution to climate change and promoting more sustainable purchasing practices through the implementation of the single-use plastics ban.

In 2020, the Government of Canada announced their plan to ban six single-use plastics, including checkout bags, cutlery, ring carriers, stir sticks, and straws.

Waste diversion refers to directing your expired purchases and packaging out of the actual garbage and into the appropriate recycling, re-use or composting program.

○ Support Recycling Programs

When we buy products with recycled content we help build and sustain markets for the materials collected in residential and business recycling programs. Recycling old materials into new products can save natural resources, energy and water, as well as reduce air pollution and the need for landfills or incinerators. By “buying recycled” we ensure a market for the materials we so diligently put into the Blue Box and other recycling programs.

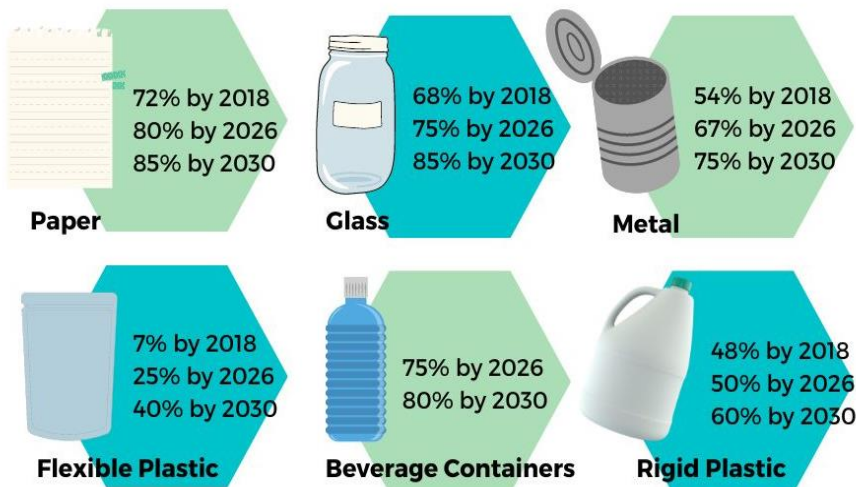
Producer Responsibility

Ontario’s existing Shared Industry Funding waste diversion program is transitioning toward a Producer Responsibility model. This means that in addition to designing, creating, and marketing products and packaging, producers will also be responsible for managing and paying for the full life-cycle costs of their products which includes disposal. This change sounds positive, and it can be, but there are some facts that buyers should bear in mind.

You may notice changes in the familiar packaging types of various products, specifically an increase in flexible packaging flooding the market. This is because the diversion targets for flexible packaging are far below those of other packaging types. In essence, the producer must capture a lot less of this material to achieve recycling targets.

For flexible plastic containers, like the stand-up pouch that has been slowly replacing many other packaging types, the producer must achieve a recycling recovery target of 25% by 2026, and 40% by 2030. These targets are much lower than those of rigid packing types. Producers are switching over to pouches in increasing numbers, and the majority of these will end up in the landfill.

Post Transition Recovery Requirements



For more information, read [Strategy for a Waste-Free Ontario: Building the Circular Economy | ontario.ca](https://www.ontario.ca/en/strategy-for-a-waste-free-ontario)

○ **Minimize Toxicity**

There are many product lines on the market that are certified to contain fewer toxic ingredients compared to the competition. Toxic products and hazardous waste are usually labelled as corrosive, explosive, poisonous or flammable. Purchasing hazardous waste should be avoided when possible.

There are also toxic chemicals found in various products such as household cleaners that may not be labelled. For example, “scent” or “fragrance” on a label can indicate the presence of up to 4,000 separate ingredients, most of which are synthetic compounds made from petroleum products. Many compounds in fragrance are human toxins and suspected or proven carcinogens (Canada Lung Association, 2011).

○ **Protect Indoor and Outdoor Air Quality**

Chemical pollutants can be found in our daily work environment both indoors and out. The primary sources of chemical indoor air pollution are janitorial products, office equipment, internal furnishings, paints and coatings. We can greatly reduce their persistence in our indoor environment by making more sustainable purchasing decisions.

Social Benefits

○ **Fair Wages and Minimum Workplace Standards**

Requiring minimum workplace standards for supplies and subcontractors can ensure that wages are fair and sweatshop conditions are avoided.

Economic Benefits

○ **High Quality Materials can be Repaired or Upgraded**

Purchasing items made from high quality materials ensures that the product will last. Ideally, the item can be repaired or retrofitted instead of discarded. Higher quality items have a lower lifetime cost.

○ **Increased Demand for Environmentally Sound Products**

People are becoming aware that their purchasing decisions can have a positive impact on the environment. As more buyers seek out sustainable products, industry standards will change to meet consumer demand.

○ **Long-term Financial Benefits**

Sustainable purchasing decisions applied throughout the corporation will help lower long term costs. These costs could include materials and utility costs, waste disposal costs, operating, maintenance and replacement costs. Sustainable purchasing will also increase operational and economic efficiencies.

➤ A Comprehensive Environmental Checklist



The following checklist, drawn in large part from Environment Canada's "Green Procurement Checklist", suggests a number of questions to consider when contemplating the purchase of a product or service.

1. Confirm the Need to Buy

- Is the product/service necessary? Can a repair be made instead?
- Have other options for meeting the need been explored?

For example, is there a comparable product available internally?

- Can the product be shared, borrowed or rented?
- Is the quantity requested appropriate and sure to be used?
- Are all the features/elements necessary?
- Will the product be used to the end of its useful life? If not, can it be easily reallocated or donated?

2. Consider the Source

- Is the product locally manufactured?
- Can the product be purchased in bulk to reduce packaging?
- Can the number of shipments be reduced?
- How will the product be packaged and delivered?
- Is the product shipping from a far location?
- Is the vendor knowledgeable about sustainability or have a posted environmental action plan on their website?
- Is the vendor recognized by any third-party certifications for environmental stewardship (ex: Green Seal, Ecologo)?
- Is the vendor a non-profit? Do they have a mandate to deliver social value? (Often outlined through Community Benefit Agreements – CBAs)

3. Consider Environmental Attributes – Is the Product:

- Certified by the ECOLOGO program, Green Seal, Forest Stewardship Council (FSC) or other third-party certification?
- Is the embedded carbon disclosed? Is it carbon neutral/zero emissions?
- Made from recycled content?
- Energy efficient (for example, office equipment with a power-saving “sleep” mode)? Does its energy use compare favourably to other products in the same category? Does it have an energy star rating?
- Less polluting during its use than competing products (for example, non-toxic, scent free cleaners)?
- Free from hazardous ingredients that would require special disposal (for example, mercury)?
- Free from resources that come from environmentally sensitive regions (for example, contains no lumber from tropical rainforests)?
- Durable, with a long service life?
- Easy to maintain in good operating condition?
- Economical to repair?
- Easy to upgrade?
- Reusable, or have reusable parts (for example, rechargeable batteries)?
- Packaged with the intent to minimize waste (for example, bulk packaging)?
- Packaged in recycled or recyclable materials?

4. Consider Disposal – Can the Product and Its Packaging Be:

- Reused or refurbished for further use (for example, furniture)?
- Resold or reallocated?
- Returned to the supplier for reuse, recycling, or recovery?

Quick Tips

Avoid disposable products and extra packaging 	Ask: Is the purchase necessary? 
Buy durable products	 Look for eco-labels
Buy locally made	

➤ Assessing Life Cycle Impacts

Life cycle assessment (LCA) seeks to answer the question: What is the environmental burden of a product or service, from its design through to production and then final disposal? A LCA seeks to determine the impact of a product or service over its entire life, from “cradle to grave” as it is sometimes described.

Certification programs such as UL’s ECOLOGO Program carry out life cycle assessments to evaluate existing products.

In a quantitative LCA the air, water and solid waste pollution generated when raw materials are extracted are all considered. The assessment includes the energy used in the extraction of raw materials and the pollution that results from manufacturing the product. It also accounts for environmental harm that might occur during the distribution and use of the product. Lastly, a LCA examines the solid and liquid wastes that are loaded on to the environment following final use of the product.



For larger purchases, it may be beneficial to hire a LCA company to do proper assessment.

Below is a table with some questions to consider when attempting to gain big picture insights into a product's total environmental impacts.

Qualitative Life Cycle Assessment	Lower Impact	Higher Impact
1. Natural Resources <ul style="list-style-type: none"> • What materials are used? 	<input type="checkbox"/> Renewable	<input type="checkbox"/> Non-renewable
2. Manufacturing <ul style="list-style-type: none"> • What fuel source is used to power production? • Are there potential toxins in the production process? • Are workers treated fairly? • Is the product locally made? 	<input type="checkbox"/> Clean energy <input type="checkbox"/> Low potential health impacts <input type="checkbox"/> Safe Working Conditions <input type="checkbox"/> Local production	<input type="checkbox"/> Non-renewable energy <input type="checkbox"/> High potential health impacts <input type="checkbox"/> Unsafe working conditions <input type="checkbox"/> Produced distantly
3. Transportation and Packaging <ul style="list-style-type: none"> • How complicated is the supply chain? • How much packaging is used? • Is the packaging recyclable? 	<input type="checkbox"/> Short supply chain <input type="checkbox"/> Little packaging <input type="checkbox"/> Recyclable	<input type="checkbox"/> Long supply chain <input type="checkbox"/> Lots of packaging <input type="checkbox"/> Not locally recyclable
4. Use <ul style="list-style-type: none"> • Is the product durable? • Can it be repaired or repurposed? • Is it low-energy/efficient 	<input type="checkbox"/> Durable <input type="checkbox"/> Repairable/Can be repurposed <input type="checkbox"/> Low-energy use	<input type="checkbox"/> Not durable <input type="checkbox"/> Cannot be repaired or repurposed <input type="checkbox"/> High energy use
5. Disposal <ul style="list-style-type: none"> • Is it recyclable? • Does it have any potential toxins? 	<input type="checkbox"/> Recyclable <input type="checkbox"/> Low potential health impacts	<input type="checkbox"/> Landfill <input type="checkbox"/> High potential health impacts

➤ End of Use





It is very important to consider the ultimate disposal of the products you are purchasing. All inquiries about whether the product can be recycled in Windsor can be directed to the Essex Windsor Solid Waste Authority at www.ewswa.org or download the Recycling Coach App.



➤ Environmental Labelling


Shifting through all the products that claim to be "green" or environmentally safe" or "recycled" can be a daunting task. Products may be "greenwashing" if they claim to have a positive environmental impact when they, in fact, do not. It is important to research labels before relying on them to make purchasing decisions. Programs that examine multiple environmental issues throughout the entire lifecycle of the product are much more credible than those that make a claim about a single environmental attribute.

Thankfully, there are a number of organizations putting considerable time and effort into evaluating products and services based on environmental impacts. All the programs listed below developed their standards in an open, consensus-based process that considers multiple environmental issues.

<p>Ecologo</p>  	<p>The ECOLOGO Program is a comprehensive, environmental labelling program originally initiated by Environment Canada. This program is now being administered by Underwriters Laboratories (UL).</p> <p>UL Environment’s ECOLOGO Certification is based on multi-attribute, life-cycle standards. All products certified to an ECOLOGO standard must meet or exceed each of the listed criteria before receiving the mark.</p> <p>For more information about the ECOLOGO program, visit the environment section of the UL website: http://industries.ul.com/environment.</p>
<p>Greenguard</p>  	<p>GREENGUARD Certification is also administered by UL Environment. This certification helps buyers identify interior products and materials that have low chemical emissions, improving the quality of the air in which the products are used.</p> <p>As the program transitions to UL, look for either of the logos on the left to represent the GREENGUARD certification.</p> <p>For more information about the GREENGUARD program. GREENGUARD® Certified Sustainable Furnishings Council</p>

<p>Electronic Product Environmental Assessment Tool</p> 	<p>EPEAT is a system to help purchasers evaluate, compare energy efficient electronics. EPEAT also provides a clear and consistent set of performance criteria for the design of products, and provides an opportunity for manufacturers to secure market recognition for efforts to reduce the environmental impact of its products. Visit www.epeat.net</p>
<p>Green Seal</p> 	<p>Green Seal is an independent, non-profit organisation in the U.S., dedicated to protecting the environment by promoting the manufacture and sale of environmentally responsible consumer products. It sets environmental standards and awards a “Green Seal of Approval” to products that cause less harm to the environment than other similar products. For more information, visit Green Seal’s web site at www.greenseal.org.</p>
<p>Forest Steward Council Canada</p> 	<p>The Forest Stewardship Council works with Environmental, Economic, Social and Aboriginal organizations and individuals to set strict environmental and social standards for forests. By setting such Standards FSC creates an incentive for forest owners and managers to voluntarily meet the best social and environmental practices.</p> <p>By tracking Fibre from certified forests, through the FSC Chain of Custody system, FSC-certified wood, paper and other forest products can be sold with the FSC label by certified companies in the marketplace. Visit ca.fsc.org</p>
<p>Energy Star</p> 	<p>The ENERGY STAR symbol is the internationally recognized and trusted mark of high efficiency. ENERGY STAR labels products such as computer CPUs, monitors, printers, copiers, fax machines and controlling devices that exceed energy efficiency standards. Other products with this label include lighting fixtures, appliances, and windows. For m more information visit www.energystar.gov</p>
<p>EnerGuide</p> 	<p>EnerGuide is an official Government of Canada mark associated with the labelling and rating of the energy consumption or energy efficiency of household appliances, heating and ventilation equipment, air conditioners, houses, and vehicles.</p> <p>Many Canadians recognize the EnerGuide labels that allow them to compare the energy efficiencies of different household appliances and heating and cooling equipment. There is now a similar label on all new cars, vans and light duty trucks for sale in Canada. For more information about the EnerGuide family of programs go to the Office of Energy Efficiency web site at The EnerGuide label (canada.ca)</p>

<p>Fairtrade Canada</p> 	<p>Fairtrade Canada is a national non-profit certification and public education organization that aims to improve the livelihood of farmers and workers in the developing world. The label is usually applied to products like coffee, cocoa, and bananas. Visit: https://fairtrade.ca/</p>
<p>Rainforest Alliance</p> 	<p>Rainforest Alliance certification aims to improve economic, social, and environmental conditions of the planet while helping farmers and their forest communities. Visit their website: https://www.rainforest-alliance.org/insights/what-does-rainforest-alliance-certified-mean/</p>
<p>Canada Organic</p> 	<p>A Government of Canada Certification that ensures products have more than 95% organic content and meet the Canada Organic Regime. To learn more about organic standards and labelling visit Choose Canada Organic: Promoting and protecting the organic sector</p>
<p>Cradle to Cradle</p> 	<p>This certification is a multi-attribute eco-label that assesses a product's safety to humans and the environment and design for future life cycles. The program provides guidelines to help businesses implement the Cradle to Cradle framework, which focuses on using safe materials that can be disassembled and recycled as technical nutrients or composted as biological nutrients. Visit Cradle to Cradle® MBDC</p>
<p>CarbonFree® Certified</p> 	<p>The CarbonFree® Product Certification label is aimed at increasing awareness of product emissions and recognizing companies that are compensating for their carbon footprint. The label was created in response to the growing market for eco-friendly products and consumer demand for transparent, credible, and readily accessible information at the point of purchase. By determining a product's carbon footprint, reducing that footprint where possible, and offsetting the remaining carbon emissions associated with the product, Carbonfund.org has created a meaningful, credible, and environmentally beneficial way for businesses to provide carbon-neutral products to their customers. Learn more at: https://carbonfund.org/carbonfree-product-certification/</p>
<p>Green-e</p> 	<p>A third-party certification for purchasers of renewable energy. The program aims to provide accurate product information and assurance of quality. Visit their website: Green-e Powering a renewable future</p>

<p>SGS Indoor Air Quality</p> 	<p>Certifies interior products for low Volatile Organic Compounds (VOC) emissions. Typically used for building materials and furniture. Learn more at: Indoor Air Quality Certification SCS Global Services</p>
<p>Level</p> 	<p>A furniture certification program used to identify responsibly manufactured products. The LEVEL mark demonstrates that the product, the manufacturing facility, and the company achieve the necessary requirements for certification. Visit the BIFMA website: The LEVEL® Third-Party Certification Program for the ANSI/BIFMA e3 Furniture Sustainability Standard</p>

➤ Other Strategies for Sustainable Procurement

Look into Cooperative Purchasing – Organizations of all size can collaborate to purchase goods and services collectively. This can save on costs, increase efficiency, and allow for greater access to goods and services. Municipalities can use their collective bargaining power to promote sustainability throughout the supply chain by setting a standard across the board. Look at what other cities are doing and try to work together.

Set Environmental Criteria in Bids – Assess the environmental impact of the products or services from the start. Judge suppliers on their sustainability practices and evaluate the potential long term environmental and social impacts of the purchase. Setting a weight to environmental criteria in bid considerations allows you to evaluate suppliers more deeply and will result in a better return over the lifetime of the product or service.

Track and Report your Sustainable Procurement Efforts – To improve your procurement decisions, keep track of your efforts. Count the number of sustainable purchases made, attempt to quantify greenhouse gas reductions, and continue to monitor the environmental impacts of your purchases. Consider reporting to stakeholders, department heads, councillors, suppliers, and the public.

Inform Vendors of Municipal Sustainability Objectives – Make it clear to vendors why sustainable practices should be adopted. Highlighting municipal policies can pressure the market to increase supplier accountability and stimulate the development of a more sustainable supply chain.

Acknowledge the Barriers to Sustainable Procurement – One of the main barriers to increasing sustainable procurement efforts is the lack of knowledge and awareness around the behind-the-scenes environmental and social impacts of purchasing decisions. This is further complicated when information is not properly transferred to new staff.



➤ **Guidelines for Purchasing Specific Types of Products**

General Building Maintenance

Building Maintenance is an area of municipal operations that has seen enormous changes since the advent of “smart buildings” and the increased focus on energy conservation and workplace safety. Gone are the days of buying paint, carpet or fixtures based on price alone. Purchasers now consider a wide variety of factors such as impact on the users of a facility, and the longer-term implications on operating budgets.

By and large, products containing commonly recognized “environmentally hazardous” elements (such as asbestos, PCB’s or lead) are no longer offered for sale in Canada.

This section deals with the most typical “day to day” building maintenance purchases. They do not deal with heating, ventilation, or air-conditioning systems that are typically engineered under larger scale contracts and require specifications.

Paint	
An Overview	
 	<p>Paints are among the most widely purchased products in building maintenance. Paints are sometimes called “surface coatings” in reference material on specifications, as this is the class of product to which they belong. Surface coatings include paints, stains, and varnishes.</p> <p>Paint is produced in a highly regulated industry governed by several associations. Paint products are produced to specific industry standards that also incorporate environmental criterion. There are many types of seals of approval or guidelines on which to rely when purchasing such product.</p> <p>These products range in environmental impact, but all have the potential to adversely affect the environment through improper use, waste, and end disposal.</p> <ul style="list-style-type: none"> ■ Latex and acrylic paints (water based) are generally considered less damaging to the environment than oil-based paints. All automotive paints used by the City of Windsor are water based. ■ Oil based paints have traditionally been called “enamels”, “stains” and “varnishes”. Their application has generally been promoted because of durability in “tough wear” and adverse exposure conditions. ■ Oil based paints in the past used lead as an additive. This is no longer the case.

- As paint dries, it releases any number of chemicals into the air including benzene, formaldehyde, toluene, xylene, and others. These chemicals can cause fatigue, headache, and flu-like symptoms. In extreme cases, the solvents and chemicals, which are known in the industry as VOCs (volatile organic compounds), are confirmed carcinogens or neurotoxins.

Potential Environmental Impacts

- Volatile organic compounds (VOC) and fumes.
- Unused product disposal, if not performed properly, could lead to environmental problems. Please bring unwanted paint to the Municipal Hazardous or Special Waste Depot at 3560 North Service Road East.

Things to Consider in Your Specifications

This is an opportunity to add clauses in paint specifications to address:

- Highest recycled content.
- Recyclable products with ECOLOGO, Green Seal or GREENGUARD certifications.
- Low or no fumes (off-gassing) and preferably no volatile organic compounds (VOCs).
- Desired absence of mercury or mercury compounds.
- Desired absence of lead, cadmium, chrome VI or their oxides.
- Longevity of application.

Disposal

- Hazardous waste should never be thrown in the garbage or flushed down the sink, toilet, or storm sewer.
- Leftover paint can be dropped off at the Household Chemical Waste building at 3540 North Service Road.

Insulation

An Overview



There are many thermal insulation materials on the market. They may be purchased as two types: plastic foam insulation or fibrous material. More thermal insulation is used now than in the past, as the trend has been to curb the use of energy and non-renewable resources.

In addition to the energy conserved by using insulation materials, increasing the use of recycled materials will reduce the amount of materials entering the waste stream and reduce total resource consumption. In the case of use of fibrous material and cellulose filler, recycled mixed paper has become a potential ingredient.

Potential Environmental Impacts

Potential environmental impacts include:

- Health hazards from dust and fumes during and after insulation.
- Energy and resource consumption in manufacturing the product.
- Incorporation of ozone depleting substances in the manufacture of the product.

Things to Consider in Your Specifications

This is an opportunity to add clauses in insulation specifications to address:

- Highest recycled content.
- Reusable or recyclable products with ECOLOGO or GREENGUARD certifications.
- Low or no fumes (off-gassing) and preferably no volatile organic compounds (VOCs).
- Note the R-value of the insulation. R-value is a measure of insulation's heat transfer. Consider how much you will need for the desired thermal performance and any space limitations.

Recycling and Reusing

Cellulose insulation is typically made up of about 80% recycled newsprint and 20% non-toxic, fire-retardant materials. The production process for making cellulose insulation is also less energy-intensive than for most other kinds of insulation. Cellulose insulation can be reused and repurposed on-site, assuming it has not been damaged. It is critical, however, to trust this process to experienced professionals.

Fibreglass insulation can often be reused if the material has not been compromised by moisture, which invites bacteria and mold, and reduces the ability to insulate.

Disposal

- Insulation cannot be recycled due to the fire-retardant materials it contains.
- Insulation can be dropped off at the Household Chemical Waste building at 3540 North Service Road.

Sealants and Caulking Compounds

An Overview



Sealants and caulking compounds are used to fill and seal joints in buildings and other structures. They are applied to accommodate relative movement and significantly reduce unintentional air exchange. They assist in lowering heating and cooling losses and conserving energy.

The very reasons that these compounds have been developed to be soft and pliable results in their environmental impacts. The compounds dry very slowly, thereby remaining pliable. While longevity of application is sought, their slow drying results in long duration of off-gassing due to VOC.

Potential Environmental Impacts

- Many sealants and caulking compounds contain volatile organic compounds (VOC) which off-gas (release fumes) after application. Increased levels of VOC in buildings have been attributed to the use of sealants and may contribute to reduced interior air quality.
- Unused product disposal, if not performed properly, could lead to environmental problems. Please bring unwanted sealants and caulking to the Municipal Hazardous or Special Waste Depot at 3560 North Service Road East.

Things to Consider in Your Specifications


This is an opportunity to add clauses in sealant and caulking specifications to address:

- Highest recycled content.

- Preference for products with ECOLOGO, Green Seal or GREENGUARD certifications.
- Low or no fumes (off- gassing) and preferably no volatile organic compounds (VOCs).
- Longevity of application.

Adhesives

An Overview



Adhesives come in many forms and mixtures and are used for bonding in fabrication, maintenance, and repair applications. Like sealant and caulking, many adhesives contain volatile organic compounds (VOC's) that, when released, may contribute to reduced interior air quality.

Adhesives may be specified as one component required to complete a building maintenance job (e.g., re-flooring) or as a part of a pre-assembled item (e.g., cabinetry). In both these examples VOC and fumes could be adverse or left-over adhesive could become difficult to dispose of.

Potential Environmental Impacts

- Volatile organic compounds (VOC) and fumes.
- Unused product disposal, if not performed properly, could lead to environmental problems.

Things to Consider in Your Specifications

This is an opportunity to add clauses in adhesive specifications to address:


- Preference for products with ECOLOGO, Green Seal or GREENGUARD certifications.
- Low or no fumes (off- gassing) and preferably no volatile organic compounds (VOCs)
- Longevity of application.

Disposal

- Please bring unwanted adhesives to the Municipal Hazardous or Special Waste Depot at 3560 North Service Road East.

Carpeting

An Overview



The vast amount of carpet manufactured and installed in North America is made of synthetic materials — nylon, polyester, and polypropylene (PP) face fibres with most backings being a sandwich of polypropylene fabric and latex, or vinyl. Most commercial carpet is made by bonding a face fibre to a backing fibre, using one of a variety of strong bonding agents. Nylon accounts for nearly two-thirds of the face fibre market, with PP being the next most used fibre.

Recycled content and recyclable carpet options each have their own merits and considerations, depending on specific need, location, and use. Nylon, polyester, and plastics are made from petroleum, a non-renewable resource. Since the face fibre backing can contribute up to 60% of the carpet material, purchasing a nylon face fibre with 100% recycled content backing is worth consideration.

Closed-loop systems, where used carpet fibre and backing are made into new carpet and backing (and which can be recycled into new carpet after its useful life) are important to consider. Leasing is another option for commercial applications; the manufacturer bears responsibility for replacing worn sections of carpet and recycling the used carpet.

Note that new developments have been made using recycled PET materials:

- 100 per cent of the yarn is extruded and spun from recycled polyethylene terephthalate (PET), principally derived from recycled soft drink bottles.
- Virgin fossil fuel raw materials are not needed to produce this carpet, saving several million barrels of crude oil per year.
- The carpet is finished with materials that do not contain formaldehyde.
- The carpet is dyed in high-pressure jet dye becks, eliminating the need for biphenyl ingredients as dye carriers. This method of dyeing uses approximately 66 per cent of the water needed for conventional dyeing.
- PET recycling does not generate nitrous oxide nor emit nitrous oxide into the air, so it does not contribute to ozone depletion or global warming.
- PET carpet production uses more than 40 million pounds of PET bottles per year that would otherwise have become landfill.

Potential Environmental Impacts

- Indoor air quality concerns from fumes given off by new or recycled synthetic materials may favour “natural materials” such as wool, cocoa matting, hemp, and similar materials.
- Conventional synthetic carpets are made from non-renewable resources.

Things to Consider in Your Specifications

This is an opportunity to add clauses in carpeting specifications to address:

- Any extraordinary requirements for natural products or materials.
- Highest recycled content.
- Recyclable products with GREENGUARD certification.
- Products that minimize volatile organic compound emissions.
- Carpet that is not SB latex-backed (latex without 4-PC content).
- Products that contain natural or vegetable dyes and additives.
- Colours that match natural soiling to hide dirt and stains.
- A minimum 10-year warranty.
- A minimum of 28 ounces per square yard for loop pile carpet and 34 ounces per square yard for cut pile carpet.

Disposal

- Carpet can be disposed of by dropping off at the Public Drop off Depot at 3560 North Service Road East.

Ceiling Tile

An Overview



Ceiling tiles generally fall under the product category of acoustical products. By requiring products to have at least a minimum percentage recycled content, the amount of material entering the waste stream and total resource consumption will be reduced.

Ceiling tiles are generally designed to be light, to be acoustically deadening, and to be durable and low maintenance. At one time ceiling tiles had high asbestos content. Ceiling tiles are continuing to improve with the advent of new recycling technologies. However older properties requiring maintenance may still contain some of this product. Some products now on the market have a minimum of 70 per cent recycled content (mineral fibre). They are durable and tear resistant, so they can be reused.

Potential Environmental Impacts

- Health hazards from dust and fumes during and after insulation.

Things to Consider in Your Specifications

This is an opportunity to add clauses in ceiling tile specifications to address:

- Desirability of tiles made from cellulose fibres, mineral and slag wool by-products and/or recycled fibreglass.
- Tiles that do not contain asbestos fibres.
- A high percentage of recycled content.
- Preference for products with GREENGUARD certification.
- Durable construction, low maintenance

Disposal

Tiles can be disposed of by dropping of at the Public Drop off Depot at 3560 North Service Road East.

Roofing

An Overview



Roofs tend to have low albedo but high emissivity, which means that they readily absorb solar radiation, heating both the roof and the building. This can result in elevated cooling costs, higher energy use, poor thermal comfort, and early roof deterioration.

Unlike traditional roofs, cool roofs are built with materials that give them high albedo and high emissivity in order to minimize the absorption of solar radiation, and to maximize the release of outgoing radiation. By doing this, cool roof applications help to minimize the urban heat island effect and keep the building cooler during the summer months.

Other concerns such as stormwater management can be addressed through the construction of garden roofs. Garden roofs are contained vegetation areas situated on built structures. They consist of many components including vegetation, a growing medium, filter, drainage system, root barrier, waterproof membrane, insulation, and structural support.

The City of Windsor has currently constructed both garden and cool roofs on our buildings. In general, when roofing materials are ready for replacement, efforts have been made to replace dark membranes with more reflective and cool alternatives.

Potential Environmental Impacts

- Depending on material specified, air quality may be impacted adversely during time of installation.
- Depending on material specified, off-gassing and VOCs may have a negative impact over longer term.
- Depending on material specified, there may be use of non-renewable resources.
- Disposal issues at end of product life span.

Things to Consider in Your Specifications

This is an opportunity to add clauses in roofing specifications to address:

- Highest recycled content.
- Preference for products with GREENGUARD certification.
- Preference for reflective or light-coloured material.
- Preference for low maintenance vegetation where feasible.
- Low or no fumes (off-gassing) and preferably no volatile organic compounds (VOCs)
- Longevity of application.

Disposal

- Roofing materials can be disposed of by dropping off at the Public Drop off Depot at 3560 North Service Road East.

Walls (Gypsum-dry wall)

An Overview



Gypsum-drywall is one of the most used building materials of the last 50 years. Many older facilities may still have plaster walls, but a combination of plaster and drywall is more the norm. Newer facilities likely have drywall construction as the norm.

Gypsum-drywall (called drywall or rock wall or gyproc) is made from gypsum-based filler sandwiched between membranes. While designed to be a particularly fast and convenient way of installing walls to a stage ready for a prime coat of paint, disposal of the walls has an environmental impact. In a landfill, drywall breaks down, emitting the readily recognizable rotten egg smell associated with sulphur. The gases formed create problems at landfills. Check with local suppliers to see if gypsum drywall is recyclable.

Building maintenance purchases regarding drywall will most likely not be influenced by specifications for a better drywall as the industry has well-accepted standards and the use of the ECOLOGO is prevalent.

Potential Environmental Impacts

- End-of-use disposal of drywall is a potential problem at landfills. Under wet conditions, sulfate from the gypsum can dissolve into groundwater ("leachate"). Foul-smelling gas - hydrogen sulfide - is created by the microorganisms that thrive in the paper in drywall.

Things to Consider In Your Specifications

This is an opportunity to add clauses in Gypsum-drywall specifications to address:

- A high percentage of recycled content - gypsum has many uses in building construction, soil amendment, cement, and manufacturing.
- Preference for products with ECOLOGO or GREENGUARD certifications.
- Signs of durable construction, low maintenance.

Disposal

- Structures built before 1978 may have asbestos (a carcinogen) in their joint compound. Have the material tested before attempting to remove it.
- Drywall materials can be disposed of at the Public Drop off Depot at 3560 North Service Road East.
- Consider using small quantities as fertilizer by removing the paper backing and grinding it to a powder. Gypsum is one of the main ingredients in fertilizer and can be beneficial to soil.
- Several municipalities including Oakville and Waterloo have gypsum recycling drop-off centres.





Janitorial Products

Janitorial products include cleaners, disposable papers and tissues that are used daily in most workplace settings. Environmental procurement can have a large impact here because of the larger volumes of product in this material category.



Many conventional cleaning products emit emissions of volatile organic compounds (VOCs). Choosing to purchase environmentally friendly cleaning products can make the workplace less toxic and reduce the potential for affecting employees with scent sensitivity.

Products range from general purpose cleaning agents to commercial and industrial strength cleaners to disposable papers and tissues. All of these products are commonplace and are also packaged for use in residential settings.

General Purpose Cleaning Agents	
An Overview	
   	<p>The primary function of general-purpose cleaners is to remove soils from hard surfaces. Statistics indicate over 54,000 tonnes of general-purpose cleaners are consumed annually in Canada.</p> <p>The major ingredients in general purpose cleaning products are surfactants, builder, solvents, and scouring abrasives. Surfactants lower the surface tension of the water, allowing the cleaning solution to penetrate and suspend soils.</p> <p>Cleaning products on the market have been labelled "environmentally friendly" because they are phosphate free or are considered biodegradable. However, this determination has been difficult to assess in the past due to the lack of definitive standards for biodegradability and other environmental factors.</p>
Potential Environmental Impacts	
<ul style="list-style-type: none"> ■ May be a burden on the environment in terms of wastewater loading and treatment, emissions of volatile organic compounds (VOCs) and resource consumption. ■ If surfactants are not easily biodegraded, they may persist and harm ecosystems. 	
Things to Consider in Your Specifications	
<p>This is an opportunity to add clauses in general purpose cleaners to address:</p> <ul style="list-style-type: none"> ■ Preference for natural products or materials like reusable towelling. ■ Scent free products. ■ Preference for highest recycled content (for example in paper products). ■ Preference for concentrated materials or materials with recycled, or minimal packaging. ■ Preference for products with ECOLOGO, Green Seal or GREENGUARD certifications. ■ Preference for products that are biodegradable, not toxic, or chlorinated, and standardized as much as possible to reduce the number of chemicals in use. 	

- Preference for products that minimize volatile organic compound (VOC) emissions.
- Preference for products with minimal packaging in refillable or recyclable containers.
- Preference for larger sizes to use in refilling smaller, reusable containers.

Disposal

- Read product labels before disposing to check for any specific disposal instructions.
- Dispose of fibrous materials in the trash to avoid clogging toilets and drains and contaminating water supply.

Industrial and Commercial Cleaners

An Overview



Industrial and commercial cleaners are used primarily for facility and machinery cleaning. The selection of a cleaner is influenced primarily by the nature of the surface to be cleaned, the nature of the soiling, and the degree of cleanliness required. The key active ingredients in industrial and commercial cleaners are: surfactants (to lower water tension and allow cleaning solution to work), builders (to control water hardness and improve surfactant performance), alkalis and organic solvents.

Potential Environmental Impacts

- If the surfactants are not easily biodegraded, they may persist and harm ecosystems.
- Similarly, the products of degradation may also pose an elevated risk to the environment.
- Cleaners may have adverse impacts on aquatic systems and water quality if present at excessive concentrations.

Things to Consider in Your Specifications

This is an opportunity to add clauses in industrial and commercial cleaner specifications to address:

- Scent free products.
- Preference for products which are non-hazardous and low in phosphate.
- Preference for water-based cleaners over those of organic solvents with VOCs.
- Where biodegradability is requested, the product's ability to degrade at the disposal site must be evaluated based on specific criteria such as: time required to degrade, recognized test method used, degradation by-products, and overall toxicity of substances generated during the degradation process.
- Products of degradation and the product in question must not contain ingredients that are known to be damaging to the environment and/or the sewage collection or treatment facility.
- Preference for products that require only a small amount to clean well, over others that require a larger amount, provided that all performance criteria are met (e.g., concentrates).
- Cleaning products should be purchased in containers which are reusable (refillable), returnable or recyclable (where recycling programs accept the containers).

- Contracts for janitorial and cleaning services should specify the use of ECOLOGO, Green Seal or GREENGUARD approved products where applicable.

Disposal

- Read product labels before disposing to check for any specific disposal instructions or household hazardous waste requirements.

Disposable Papers and Tissues

An Overview



Statistics indicate that more than 500,000 tonnes of paper, including disposable paper, toilet tissue, kitchen towels, facial tissues, table napkins and hand towels, are manufactured in Canada each year.

Alternatives in the choice of pulp finish, pulp and paper technology and emission control are available to manufacturers. The ECOLOGO Program has developed five separate guidelines that address: toilet tissue, paper towels, facial tissue, table napkins and hand towels.

Potential Environmental Impacts

- Manufacture of product may release substances that contaminate the environment and enter the solid waste stream.
- Unsustainable forestry practices.

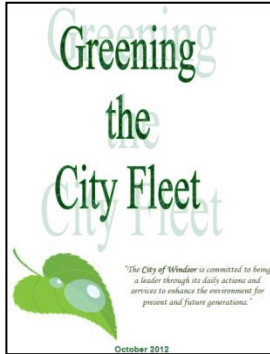
Things to Consider in Your Specifications

- A requirement for minimum recycled content.
- Bleach free products, for example brown paper towels instead of white.
- Environmentally friendly packaging.
- Preference for products with ECOLOGO, Green Seal or FSC certifications.
- Preference for Carbon Neutral products.
- Consider the use of reusable rags.
- Consider the products that use no or limited plastic packaging.

Vehicle Maintenance



“Vehicles and Maintenance” encompasses a category of environmental purchasing that addresses not only the procurement of environmentally friendly products, but also of improving performance of equipment so that it has the least impact on the environment.



The City of Windsor is committed to managing our fleet of vehicles more sustainably. In 2012, Council approved the Greening the City Fleet Plan which aims to better manage fuel consumption, find efficiencies within the fleet and consider purchasing more environmentally friendly vehicles. A “green fleet” is a fleet that tries to minimize fuel consumption and exhaust emissions by encouraging fuel efficiency and reduced use.

Environmental purchasing encompasses the search for more fuel efficient, less polluting **vehicles**. Similarly, environmental purchasing encompasses use of **high-quality components** during vehicle maintenance. This helps to ensure longer and cleaner service, lower maintenance costs, and less polluting waste. Examples include use of platinum tipped spark plugs, longer life coolant, (semi) synthetic transmission fluid, asbestos free brake pads, deep cycle batteries and higher quality gaskets. Use of synthetic engine oils and enhanced oil filters can double oil change intervals while prolonging engine life, decreasing fuel consumption, and providing longer catalytic converter life. Recycling of antifreeze, not common a decade ago is now becoming common practice in fleet maintenance. Moreover, all plastic containers and filters are picked up for recycling and all metal vehicle parts are recycled.



Environmental purchasing opens up the possibility for **alternative fuel** vehicles including electric cars, trucks and electric resurfacing machines. However, opportunities still exist for alternative fuel vehicles that currently do not have an electric option including propane, propane-gasoline, compressed natural gas (CNG), CNG-diesel, pure ethanol, E-85 ethanol, and bi-fuel combinations, sulphur free diesel. In the future, hydrogen, biodiesel, cellulose ethanol, oxygenated diesel and synthetic or waste derived diesel fuels may join these. All hold promises for less pollution, longer engine life, and maintenance economy.

Stop and think . . . about sustainable actions outside of purchasing new products.

Try to carpool or use public transit and active transportation methods such as walking and cycling instead of driving when possible.

Electric Vehicles

With technological upgrades to vehicles, and the establishment of widespread charging infrastructure, municipal fleet electrification is expanding. Positive business cases demonstrate that EVs can be less costly to own and maintain and contribute greatly to the City's GHG reduction targets. Additionally, they also provide economic, social and environmental benefits.

An Overview
These vehicles use electricity, typically stored in a battery, to power an electric motor. EV technology is used in hybrid electric vehicles, plug-in hybrid electric vehicles, and battery electric vehicles. The Government of Canada has set a mandatory target for all new light-duty cars and passenger trucks to be zero-emission by 2035, accelerating Canada's previous goal of 100% sales by 2040.
Potential Environmental Impacts
<ul style="list-style-type: none">■ Fully electric vehicles do not require fuel and do not produce greenhouse gas emissions during operation.■ Plug-in hybrids require significantly less fuel than gasoline vehicles.■ Both emit far less pollutants and contribute to improved air quality.■ Lower maintenance due to an efficient electric motor.■ Lithium-ion batteries contain heavy metals including cobalt, manganese, and nickel and must be disposed of carefully. These metals have the potential to be recycled indefinitely.
Things to Consider in Your Specifications
<ul style="list-style-type: none">■ When adding to the fleet, consider fully electric vehicles. While many still have a higher price tag than gasoline-fueled vehicles, the full lifecycle cost is much lower, as is the environmental impact. Disposal <ul style="list-style-type: none">■ Once at the end of the EV's batteries' lifecycle, get in touch with a local manufacturer's garage. They can provide a replacement and dispose of the battery.■ Old EV batteries have the potential to be used as energy-storage units for renewable energy.■ EV developers like Stellantis aim to recycle end-of-life vehicle batteries to recover rare minerals such as cobalt, nickel, and lithium through hydrometallurgy technology.

Case Study – City of Windsor’s Community EV Charging Stations

Increased investment in electric vehicle infrastructure is a necessary and a critical component of the City of Windsor’s efforts to electrify. Electrification provides numerous and diverse environmental and economic benefits. Increasing the number of EV charging stations is a goal laid out in the Community Energy Plan.

In 2021, at nine strategic and unique locations, 11 level-2 dual-connector electric vehicle charging stations were installed throughout the municipality. Currently, these stations offer free connection and are very closely monitored by the city to gather statistics and help provide potential future direction on this proposed model.

Specifications from the Windsor EV Charging Station Program:

- The units installed monitor energy use, control access, log total and unique user counts, and provide a pay-per-use function.
- The Proponent was required to provide a 1-year warrantee for the repair and replacement of units with manufacturer defects, full installation and commissioning services, training for system operation and ongoing support for the life of the units (10 years).
- The EV charging stations are mobile data connected instead of Wi-Fi connected for security reasons.
- As specified in provincial and federal grants, the charging stations had to be made in Canada, or the manufacturer’s headquarters had to be in Canada.



Case Study - City of London Electric Zambonis

In 2021 London ON, introduced the first electric Zamboni that will usher in the transition to replacing its entire fleet of 14 ice resurfacers with electrical units from 2021 - 2023. The electric Zambonis are expected to have lower operating and maintenance costs, a longer service life, and reduce emissions roughly 19 tonnes annually, as well as improve health and wellness, and protect ecosystems and the community from climate change. As part of the transition, London will also begin exploring future conservation opportunities like rooftop solar-power generation to support the energy needs of the Zambonis.

This business case compared the total cost of ownership and total CO₂ emissions between natural gas and electrical units. Results revealed that the initial cost of the electric ice resurfacers was 32% higher than the conventional models, but an estimated \$53,810 would be saved in operational costs for all 14 EV units over the 2021–2023 period.

Switching the entire ice resurfacer fleet to electric would also contribute to reducing 212 tonnes of GHG emissions annually, which accounts for approximately 25% of the City's corporate GHG reduction target.

Oils

An Overview



Used oil is Canada's single largest source of potentially hazardous material if not managed properly. Used oil can be collected, cleaned, and re-refined into new oil products.

Used engine oil is recycled by one of two ways:

- Re-refined for blending with additives.
- Re-used as a supplementary heating fuel.

Re-refined oils typically meet or exceed manufacturers' specifications for virgin crude oil, and they are generally less expensive to purchase.

Potential Environmental Impacts

- Decreased level of air pollution.
- Unused product disposal, if not performed properly, could lead to environmental problems.

Things to Consider in Your Specifications

This is an opportunity to add clauses in automotive oil specifications to address:

- Preference for products bearing the ECOLOGO.
- Assurance of product meeting SAE, API, or equipment manufacturer's specifications so that vehicle /equipment warranty is not affected.
- Service maintenance garages use re-refined and recycle used oil.
- Assurance from collection companies of final use for used materials and verification of the same.
- Assurance that collection companies are properly licensed.

Disposal

- Please bring unwanted oils to the Municipal Hazardous or Special Waste Depot at 3560 North Service Road East.

Tires

An Overview

Tires purchased for fleets of vehicles have the potential for affecting the environment from two standpoints. Product performance of the tires affects the environment in terms of use of rubber and petroleum resources and disposal, but the immediate secondary impact on fuel economy may have far greater consequences over the longer time frame. Typically, there is less pollution if the correct tire is chosen.

Tires are categorized into two types:

- Radial
- Bias Ply.

In addition, tires are broken into two groups:

- Smaller diameter tires used for passenger and service vehicles.
- Larger diameter tires used for transport vehicles and “off-road” heavy construction.

Both tire types have a wide range of environmental impacts. They have the potential to adversely affect the environment both through improper use, and end disposal.

- Radial tires are named such by virtue of their construction. The tire carcass is constructed in such a way that the belts, to which the actual rubber and tread are attached, are radial to the cross section of the tire. The belts have typically been made of steel. Because of their design and construction radial tires deform less than bias ply tires when rolling. This in turn causes them to heat less, wear out less quickly, and provide higher gas mileage. Typically, radial tires of good quality have a wear life of between 80,000 and 100,000 KM. Radial tires are more appropriate for use on paved surfaces and for wheels less than 19 inches.
- Bias Ply tires are named such by virtue of their construction. The tire carcass is constructed in such a way that the belts are wound on a bias to the cross section of the tire. Belts traditionally have been made of rayon or nylon but can also be made of steel. Because of their design and construction bias ply tires deform more than radial tires when rolling. In turn they heat more, wear out more quickly and provide lower gas mileage. They do however provide a much greater strength sidewall and are most appropriate for off-road use or where travel is frequently “over curb”. Bias ply tires are typically better suited for high impact uses.

Regarding tire size:

- Smaller tires are easier to put into a recycling loop. They can be made into athletic track, artificial turf, flooring, and colour landscaping mulch among other things.
- Larger size transport tires and off-road tires can be reconfigured into “blasting mats” used in heavy construction. Transport regulations limit the number of times that a transport tire can be re-used. Typically, a cold vulcanization process is employed. Retreads that involve gluing material onto the carcass may be preformed 3 to 6 times depending on if the tires are used for steering or not.

Potential Environmental Impacts

- Higher use of non-renewable resource if incorrect type of tire is used.

Things to Consider in Your Specifications

This is an opportunity to add clauses in tire specifications to address:

- Highest recycled content.
- Vehicle manufacturer's recommendations such as size and type.
- Longer life and wear performance.
- Please bring unwanted oils to the Municipal Hazardous or Special Waste Depot at 3560 North Service Road East.

Disposal

- Unused product disposal, if not performed properly, could lead to environmental problems. Please bring unwanted tires to the Municipal Hazardous or Special Waste Depot at 3560 North Service Road East. For residential, commercial, industrial, and institutional users, 8 tires per year can be dropped off free of charge for recycling.

All tires from City of Windsor vehicles are recycled through the Ontario Tire Stewardship program.

Furniture and Office Systems

Office furniture and panel systems are made with any one or a variety of materials including gypsum board, metal, wood and wood-based products, plastic and fabric. As a result of the different materials that may be used in manufacture, various environmental issues must be considered.



The City of Windsor tries to re-use office furniture. Check with Facilities to see if they have anything you need before you buy it.

Office Furniture and Workstation Panel Systems

An Overview



The design and manufacturing of office furniture and panel systems can affect resource utilization, pollution, and worker health and safety. Waste generated because of manufacturing and disposal of these products can be minimized through reuse, remanufacture and recycling.

Office furniture can be useful for a long time if properly maintained. Workstation panel walls can be re-configured into new partitions or recycled. They may contain from 20 per cent to 50 per cent recycled materials. Vinyl board panels can be disassembled intact and ground up to produce gypsum board. Vinyl face and the drywall paper are either screened or burnt off to expose the gypsum for recycling.

Potential Environmental Impacts

- Materials used in office furniture and workstation panel systems may emit VOCs when installed, immediately impacting indoor air quality.
- Building agents such as resins used in composite wood products can also affect indoor air quality, but the use of veneers and laminates can help to minimize these effects, as can low VOC content or water based liquid surface coatings.
- Materials used in the manufacture, treatment, installation, and final cleaning of fabrics can contain VOC, which in turn become secondary sources of VOC emissions.

Things to Consider in Your Specifications

This is an opportunity to add clauses in furniture and panel system specifications to address:

- Re-use of existing furniture where possible and refurbishment if desired. Refurbishing eliminates the need to purchase new furniture and reduces the manufacturing processes (including the use of new materials) that have adverse effects on the environment. Check with Facilities to see if they have anything you need before you buy it.
- By promoting the re-use of existing furniture, used/surplus furniture does not go to the landfill.
- When new furniture is required, choose a company that demonstrates environmental responsibility in its manufacturing processes (i.e., on-site recycling centres for fabric, etc.).
- Request for re-usable or returnable packaging and shipping materials.

- When alternatives exist, avoidance of volatile organic compounds and PVC materials.
- Reusable demountable panel systems.
- Recycled content (the higher the better).
- Drywall that does not contain fibreglass reinforcement.
- Preference for products with ECOLOGO, Green Seal, FSC or GREENGUARD certifications.

Disposal

- Notify Facilities of excess office furniture for reuse opportunities. For home office furniture, contact local charities to determine if they are in need. .

Demountable (full wall) Partitions

An Overview



Demountable partitions are fully or partially prefabricated gypsum board-based units whose primary functions are to restrict vision, sound, and passage. These walls are 100 percent reusable. The most environmentally sound products feature:

- Materials that are 100 per cent reusable.
- An electrostatic powder coating system that collects and recycles over 95 per cent of paint overspray and contains no solvents, eliminating emission of dangerous air-borne particles.
- Excess fabric that is recycled as automobile insulation.
- Scrap gypsum that is recycled and reused.
- Panels shipped unboxed eliminating additional waste.

Potential Environmental Impacts

- End- of- use markets or deconstruction still to be proven.

Things to Consider In Your Specifications

This is an opportunity to add clauses in demountable partition tile specifications to address desirability of:

- Recycled steel framing.
- A fibre core made of recycled paper products.
- Paint applied by an electrostatic powder coating process.
- Longevity.
- Preference for products with GREENGUARD certification.

Disposal

- Notify Facilities of excess office furniture for reuse opportunities.




Office Equipment and Related Services

Office equipment consists of all the “hard” materials that make an office function. The items in this category focus on printing and printing services, and production of photocopies and facsimiles.



Photocopiers and Fax Machines

An Overview




 Photocopiers and facsimile (fax) machines are widely used in both traditional office and home workplaces.

The variety of models on the market that perform “multifunction” tasks -- from acting as a photocopier, an answering machine, a fax machine, a computer printer or a computer scanner -- has made it possible for units to appear in the smallest of “home offices.”

With improvements to the environmental friendliness of this category of product there should be reduction in waste-to-disposal, a reduction of chemical emissions and conservation of energy.

Potential Environmental Impacts

- Consume both significant quantities of energy and paper.
- Release emissions in the form of noise and chemical substances such as ozone.

Things to Consider In Your Specifications

This is an opportunity to add clauses in photocopier specifications to address:


- Preference for units that carry the ECOLOGO, Energy Star, EnerGuide or GREENGUARD certifications.
- Preference for multifunction units that reduce the need for additional machines to perform office tasks.
- Preference for photocopiers that make two sided copies.
- Consider the ink cartridge life cycle as well, including, how many copies the ink cartridge can make and if the ink cartridge is recyclable.

Disposal

- Please recycle unwanted photocopiers and fax machines for free at the Municipal Hazardous or Special Waste Depot at 3560 North Service Road East.

Printing Cartridges

An Overview


 Printing cartridges are widely used in photocopy and facsimile equipment, as well as in laser printers. Statistics indicate that in Canada over one million cartridges are disposed of annually.

Cartridges are often thrown away once the toner inside the cartridge is used up or the “toner waste sump” is filled. This typically occurs after several thousand copies have been made, depending on the make and model of the printing cartridge.

Single use cartridges contain many components that are in perfect condition at the end of the expected life of the cartridge. The practice of re-manufacturing printing cartridges involves disassembling the unit, inspecting and cleaning components replacing or refurbishing the unit's organic photoreceptor cell and replacing the supply of toner.

Potential Environmental Impacts

- Most printer cartridges are not reused and end up in landfills.

Things to Consider in Your Specifications

This is an opportunity to add clauses in photocopier specifications to address:

- Preference for reusable cartridges. Consider disposal.
- Preference for units that carry the ECOLOGO.
- Preference for remanufactured print cartridges.

Disposal

- Most companies will take back used printer cartridges – ask the company you use if they do. Cartridges used at home can be returned to any Staples store for recycling.

Printing Inks

An Overview



Printing inks, used to produce an image on a “substrate” (usually a paper), are generally made of 3 components: pigments, “the vehicle” (the carrier and binding agent) and additives.

Pigment is the solid coloring that we see. The “vehicle” is the largest component of ink and acts as a carrier medium for the pigment as well as a binder to fix the pigment to the “substrate”. Additives modify the performance of ink and include materials such as dryers, waxes, lubricants, reducing oils and solvents, binding varnish antioxidants and resins.

Potential Environmental Impacts

- The manufacture, use, and disposal of printing inks which contain heavy metals, petroleum distillates and volatile organic compounds (VOCs).

Things to Consider in Your Specifications

This is an opportunity to add clauses in ink specifications to address.

- Preference for units that carry the ECOLOGO.
- Preference for inks with lower levels of heavy metals and petroleum distillates.

Think Before Ink

Refrain from printing as much as possible and only print when necessary in order to save on material and energy resources. Instead, consider options such as:

- Shared drives which can be read or updated. Microsoft Teams has excellent features for collaboration with groups.
- Email attachments for collaboration and comment.
- Print only one hard copy and share between employees as needed.
- Print without the use of colour or print only the required pages from a longer document.

Office Supplies

Office supplies consists of all the “soft” materials that make an office function. The items in this category focus on the feedstock for office equipment.



Batteries

An Overview

In Canada, performance standards for batteries are published by the International Electrotechnical Commission.

Traditionally, batteries contained a high degree of mercury, a highly toxic metal. Mercury’s toxicity to the environment increases when converted by microorganisms under anaerobic conditions to organomercury compounds. It is known to concentrate in organisms and magnify in food chains.

If batteries are not recycled, mercury found in batteries can end up incinerated or landfills. If incinerated, the mercury can end up back in the air; if sent to a landfill, it could potentially end up in groundwater or drinking water.

Potential Environmental Impacts

- Batteries may pose a threat to the environment during their production and disposal because of certain toxic substances. The major substance of concern has traditionally been mercury.
- Unused product disposal, if not performed properly, could lead to environmental problems.

Things to Consider in Your Specifications

This is an opportunity to add clauses in battery specifications to address:

- Preference for rechargeable batteries.
- Preference for distribution and end-of use disposal by the same contractor.

Disposal

- Please bring unwanted batteries to the Municipal Hazardous or Special Waste Depot at 3560 North Service Road East.
- Search the call2recycle drop-off locator for alkaline/single-use, rechargeable and eMobility batteries.

Not All Batteries are Recycled the Same

In 2020, Ontario made battery producers, importers, and brand owners responsible for the end-of-life management of their products. Call2Recycle® represents obligated producers and manages drop-off locations across Ontario and collects small household batteries. The Canadian Battery Association (CBA) accepts lead vehicle batteries.

If lithium-Ion batteries enter the lead battery recycling stream, there is potential for them to explode during the recycling process. These batteries require a different recycling method.

Envelopes

An Overview



Over 10 billion envelopes are produced in Canada each year.

The manufacturing process for envelopes involves production of the paper used as the main raw material, the printing processes and the chemical components of inks, adhesives and other materials used in the process. The manufacturing process has an impact on the recyclability of envelopes.

Potential Environmental Impacts

- Unnecessary end of use disposal of varying grades of paper and envelopes with mixed content (ex. Plastic windows).
- Unsustainable forestry practices.

Things to Consider in Your Specifications

This is an opportunity to add clauses in envelope specifications to address:

- Preference for products that carry the ECOLOGO or FSC certifications.
- Preference for products with stipulated levels of recycled content.
- Preference for unbleached paper.

Disposal

- Reuse envelopes whenever possible.

Printing and Writing Papers (and uncoated mechanical printing paper)

An Overview



Many City of Windsor facilities have chosen to purchase paper that is made from 100% recycled content.

For paper, the ECOLOGO Program has set out a guideline developed using a multi-parameter approach.

The guideline does NOT specify a minimum content of recycled material. That parameter has been incorporated into the calculation of resource consumption and waste production. (Performance in this area improves as the amount of recycled material increases.)

This method identifies the most important environmental stressors from all stages of the product life. The environmental requirements identifying pulp and paper aim to lower environmental impacts through:

- Reduction in air emissions.
- Reduction in water emissions.
- Reduction of waste.
- Efficient use of fibre and recycled fibre.
- Reduction of energy use.

Potential Environmental Impacts

- Production of all types of paper in pulp and paper mills consumes significant quantities of energy and resources.
- Waterborne and airborne emissions to the environment.
- Process generates significant waste.
- Unsustainable forestry practices.

Things to Consider in Your Specifications

This is an opportunity to add clauses in paper specifications to address:

- Preference for products that carry the ECOLOGO, Green Seal or FSC certifications.
- Preference for products with stipulated levels of recycled content.



Disposal

- Reuse printed pages for scrap paper by using both sides.

Lighting and Lighting Systems

With the use of energy efficient lighting products, such as LED lights, electric lighting costs can be reduced by as much as 90%. Newer lamps and ballasts are more energy efficient, generate less heat than older models and last longer. Savings are also incurred in lower labour costs for maintenance as well as lower air conditioning costs for removal of lamp and ballast-generated heat.



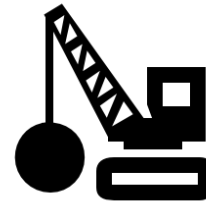
Lights	
An Overview	
 	<p>Newer developments include these and other features:</p> <ul style="list-style-type: none"> ■ Electronic ballasts contain no PCBs, but disposal of old PCB ballasts is a concern. ■ Instant start ballasts consume less energy than rapid start ballasts. Soft start technology gives the tubes a longer lifespan. ■ Electronic ballasts consume substantially less energy when operating at very high frequencies. They hum less and do not flicker. ■ Used in combination with T8 lamps, electronic ballasts consume 36 per cent less energy than conventional ballasts with T12 lamps. ■ T8 lamps use 20 per cent less energy to provide the same amount of light as conventional fluorescents. They also offer better colour rendering. ■ Parabolic louvers control glare while maintaining a level of light efficiency that exceeds IES and ASHRAE standards. ■ Light-emitting diodes (LED) have a lifespan and electrical efficiency that is several times better than incandescent lamps, and significantly better than most fluorescent lamps. The heat-emission of LED lighting is considerably less than that of previous technologies.
Potential Environmental Impacts	
<ul style="list-style-type: none"> ■ Higher energy costs with inefficient lighting fixtures or inefficient lighting design. ■ Unused product disposal, if not performed properly, could lead to environmental problems. For example, compact fluorescents should be recycled due to mercury vapours contained inside. 	
Things to Consider in Your Specifications	
<p>This is an opportunity to add clauses in lighting specifications to address desirability of:</p> <ul style="list-style-type: none"> ■ Provincial and federal incentives and rebates should be explored before any LED retrofit program. Part of the cost may be reimbursed based on the energy savings. ■ Use energy efficient lighting systems wherever possible, i.e., low wattage, reflective fluorescent or LED's. ■ Ballasts not containing PCBs. ■ Office design to optimize natural light as well as efficient placement of lighting systems. ■ Automated dimming system that would respond to natural light (with photocell sensors) 	

- Task lighting to minimize need for overhead lighting. Use of T-8 lamps, compact fluorescents or LEDs are preferred.
- Preference for products with Energy Star, EnerGuide, or DesignLights Consortium (DLC) registered – possibility of receiving incentives/rebates.

Disposal

- Please bring unwanted fluorescent lights to the Municipal Hazardous or Special Waste Depot at 3560 North Service Road East.
- When disposing old fixtures, request a recycling certificate. The certificate provides proof that the fixture has been recycled and was not reinstalled somewhere else.

Construction, Renovation, Demolition



Construction and Demolition Waste

An Overview

Moving, renovating, and demolishing facilities can generate significant waste. Construction and demolition waste accounts for up to 25% of the waste stream. Reorganizations in offices and facilities both add to the challenge and open new opportunities to apply sound environmental practices. These practices can lead to improved energy efficiency and workplace and public facility standards.

Potential Environmental Impacts

- Poor waste management practices throughout any construction, renovation or demolition project will add to disposal volumes and their impacts on the environment.

Things to Consider in Your Specifications

Contractors should be required to submit a Waste Management Plan with their quotations. The plan should include:

- Procedures for educating workers and subcontractors to ensure adherence to the Waste Management Plan.
- Methods for reducing waste such as ordering material only as required, using up excess material on site where possible, prefabricating sections off site, or use of modular construction.
- The percentage of recycled content in construction materials.
- Methods and techniques for collecting, separating, and recycling waste materials and packaging, including a list of materials to be recycled and percentage expected to be recycled or sent to landfills.
- Provisions for dealing with hazardous waste, including procedures for handling, clean-up, and disposal.
- A list of carriers and disposal destinations for each material to be disposed of or recycled. The list should be provided initially or at least before the final payment is made. This will ensure that all materials are being recycled and waste is legally disposed of.
- Alternative options for recovering higher percentages of materials and related costs.

- The cost associated with the recovery of the material and the anticipated revenues from the sale of such material.

Embodied Carbon

An Overview

Embodied carbon is the sum of all greenhouse gases from resource extraction and transportation, building construction, renovation, demolition, and disposal. Operational carbon describes emissions that are released from keeping a building operational (i.e., burning of natural gas for heating, diesel for generators, etc.). These emissions are tracked in the Corporate Greenhouse Gas inventory.

Potential Environmental Impacts

- Currently, requirements for net-zero embodied carbon are lacking. This gap in knowledge may leave significant environmental costs outside of the project’s scope.

Steps for Reducing Embodied Carbon

- Attempt to measure embodied carbon emissions across the buildings entire construction lifecycle by creating a Life Cycle Assessment.
- Establish a baseline and identify reduction targets.
- Adopt best practices and choose contractors who disclose supply chain data.
- Consider striving for a Leadership in Energy and Environment Design (LEED®) certification and create a building that will use significantly less energy.
- Look for contractors who use electric machinery.
- Find embodied carbon data in Environmental Product Declarations and substitute for materials that have a lower embodied carbon where possible.

Government of Canada’s new green standards for major contracts

In a commitment to greening its operations and supporting Canada’s transition to a cleaner economy, the Canadian Government has a new *Standard on Embodied Carbon in Construction* will require emissions reductions in all major government construction projects initially starting with concrete. The aim is to lower the projects total GHG emissions by at least 10% less than the regional average.

Suppliers that participate in Canada’s Net-Zero Challenge or other approved internationally recognized standard or initiatives are preferred.

Case Study: The Non-Hazardous Demolition Waste Audit Report for 350 City Hall Square

The Old City Hall building stood from 1956 until 2018. During its demolition approximately 8149 metric tonnes of solid waste, such as asphalt, brick, concrete, building materials, and scrap metal, were produced. Effective waste management was an integral aspect of the project. 62.6% of the solid waste, consisting primarily of crushed concrete, was reused. An additional, 34.5% of the solid materials were diverted from the landfill by recycling and processing. Only 2.9% of the non-hazardous solid waste was sent to the landfill. Ultimately, 97.1% of solid waste was diverted.

Some of the methodology applied included:

- Using clearly marked bins for the collection and stockpile of all materials selected for diversion.
- Taking care not to unnecessarily damage or cross contaminate materials.
- Using material tracking forms for each load.



Image and statistics from DST consulting engineers *Non-Hazardous Demolition Waste Audit Report Building Deconstruction and Abatement of Designated Substances Old City Hall Building 350 City Hall Square, Windsor Ontario, 2020.*

Parks, Recreation Amenities and Landscaping



Parks, landscaping, and recreation amenities are different than the other categories we have looked at so far. We must take into consideration their use by the public and by wildlife.

Pesticide, Herbicide and Fertilizer Use

An Overview

In 2009 the Province of Ontario imposed legislation on the use of commercial pesticides in an effort to decrease the amount of toxic chemicals entering our air and waterways. City of Windsor properties such as sidewalks and golf courses are exempt from this legislation. However, where possible, the city uses herbicidal vinegar on these areas, as well as on our parks and sports fields.

Significant amendments to the Pesticides Act and the Pesticides Regulation in 2020 included restrictions related to the use and sale of neonicotinoid-treated seeds, exterminator licensing, permitting and cosmetic pesticides.

In recent years, toxic blue-green algae blooms have occurred in Lake Erie. The blooms can cause the water to have a foul odour and pea-soup coloured foam. Phosphorus and nitrogen are the main plant nutrients that all plant types, including algae, need to grow. Phosphorus greatly influences the growth of algal blooms. For this reason, the City of Windsor uses fertilizer that is either very low in or does not contain Phosphorus.

Gardening with compost is a great way to add nutrients to the soil. Compost is the biological reduction of organic waste into an earth-like substance that makes great fertilizer, soil amendment, and most importantly, builds good soil structure. The Essex Windsor Solid Waste Authority produces Garden Gold Compost from the yard waste they collect. Garden Gold Compost is sold at the Public Drop Off Depot (3560 North Service Rd. E.) from April through November. Visit www.ewswa.org or call 1-800-563-3377 for more details.

Potential Environmental Impacts

- Unnecessary impact on the environment in the form of additional chemicals in the landscape and in surface runoff.
- Producing and using compost has a positive impact by turning millions of tonnes of our refuse into a food growing asset.

Things to Consider in Your Specifications

Currently, it is recommended that:

- Herbicidal vinegar be used where possible in place of any pesticides or herbicides.
- Fertilizer low in Phosphorus or Phosphorus free be used on parks and sports fields.
- Sustainable lawn management techniques such as dethatching, aeration, overseeding, hand weeding or mowing high be used where possible.
- Compost, preferably purchased at the Essex Windsor Solid Waste Authority, be used in place of fertilizer.

Playground Surfacing Material

An Overview



Replacing natural park surfaces such as grass or mulch with rubber is not recommended unless it is for compliance with accessibility requirements. Rubber does not provide benefits such as water absorption or evapotranspiration and will increase the urban heat island effect in parks, especially if it is dark in colour. The City of Windsor, in partnership with Health Canada, has completed multiple studies on the urban heat island in Windsor, specifically in our parks. These studies can be found at www.windsorenvironmentalmasterplan.ca. As part of one study, temperature measurements obtained using an infrared camera were taken of three different rubber surfaces in City of Windsor parks. On the same sunny, summer day, the temperature of the *Pouring in Place Rubber* surface at Captain John Wilson park was 69.0°C, the *SoftTile* rubber in Meadowbrook Park was 60.5°C, and the *Rainbow Turf* used in Little River Acres Park was the coolest at 51.6°C.

If rubber must be used to comply with accessibility or other requirements, it is best to use recycled rubber, and rubber that is light in colour or has been proven to remain relatively cool on hot summer days.

Potential Environmental Impacts

- Increased urban heat island effect if used in place of natural material such as grass or mulch.

Things to Consider In Your Specifications

This is an opportunity to add clauses in particular application specifications to address desirability of:

- Preference for products that carry the ECOLOGO.
- Preference for products that are light in colour or proven to remain relatively cool on hot summer days.
- Preference for products with stipulated levels of recycled content.
- Refer to CSA Z614:20 (Children's playground equipment and surfacing) Annex K (Thermal Comfort) for additional guidance on reducing impacts of extreme heat under a changing climate.

Disposal

- Long term liability of difficult end-of-use disposal. Check with the Essex Windsor Solid Waste Authority to see if they recycle the product before you discard it.

Landscaping with Native Plants

An Overview

Native plants are species that have been growing in the region since before European settlement, have evolved with our climate and are well adapted to survive throughout the year, from intensely hot, dry summer months to cold winter months. There is a huge variety of native plant species to suit any type of environment. They range from shade tolerant to sun-loving and from drought resistant to species that thrive in wet conditions. Once established, they require less maintenance and watering than non-native ornamental plants. They are long-lived and readily re-seed themselves, coming back year after year.

Native wildflowers provide valuable natural habitat for a variety of wildlife and are an essential part of maintaining healthy biodiversity. They attract pollinator species like bees, hummingbirds, butterflies, moths, beetles, birds, and other insects. Canada is home to over 1,000 pollinators working constantly to move pollen from flower to flower allowing reproduction of the plant to take place and providing us with fruits and vegetables.

When purchasing native plants, shrubs, and trees for landscaping, it is important to ask if they have been treated with pesticides. Pesticide is harmful to the pollinator species that we are trying to encourage, so it is very important that these plants are not treated with pesticide. It is also important to ensure that any seeds or plants purchased are locally sourced to ensure that they are coming from the Windsor Essex region.

The City of Windsor currently grows our own native plants from seeds collected locally.

Potential Environmental Impacts

- The decline of pollinator species such as bees and butterflies is in part due to a decrease in their habitat. Native plants that are not treated with pesticide help provide a source of food for these important species in the form of nectar and leaves.

Things to Consider in Your Specifications

This is an opportunity to add clauses in particular application specifications to address desirability of:

- Preference for products that are native to the Windsor Essex region.
- Preference for native plants that have not been treated with pesticides.

Water Use

An Overview

Evapotranspiration includes water that evaporates from the soil and from transpiration from plants. If you know the evapotranspiration rate (Et) for a particular plant or landscape, you can fulfill the water requirements without overwatering and wasting water.

Consider irrigating in the morning when evaporation rates are low. Other water saving methods include adding 5-10 cm of mulch around plants and grouping plants with similar water needs together. Water thoroughly 1-2 times a week to encourage plants to grow deep roots.

Potential Environmental Impacts

- Maintaining green lawns wastes water, diminishes biodiversity, and can pollute the environment when herbicides/pesticides are used. Consider using native plants or allow the lawn to grow a little wild with “weeds.”

Ways to help manage stormwater:

- **Install Rain Barrels**

The City offers free downspout disconnection services and encourages residents to channel excess rainwater away from buildings, or into a rain barrel where the rainwater can then be used to water lawns and gardens. Consider rain barrel installation at municipal buildings and recreation centres to save and reuse water, while at the same time setting an inspiring example for residents to do likewise.

- **Create a Rain Garden around a downspout**

Rain gardens can help protect urban areas from flooding by allowing water to pool on a permeable surface. Roofs, roads, sidewalks, driveways, and parking lots cover much of the city. These impervious surfaces forces water towards storm drains. The system can be quickly overwhelmed during a large storm.

A sunken space with native plants, and water absorbing sand or soil mimics a natural ecosystem and can improve water quality and reduce erosion.

- **Install a Green Roof**

Green roofs can significantly reduce stormwater runoff. They also provide energy savings by reducing heating and cooling costs as the plant layer provides additional insulation. The vegetation also allows water to evaporate back into the atmosphere cooling the air.



Food

Our food system has become increasingly globalized over the past few decades. Whereas a century ago most food was consumed in a relatively short distance from where it was produced, our diets today consist of foods from all corners of the globe. The trend toward increasing distances between producers and consumers has prompted many to question the environmental and social sustainability of our food choices.



The Windsor Essex Economic Development Corporation has developed a “Grown Right Here” campaign to support local food in our region. Look for the label when making purchasing decisions and ask your supplier where the food you are purchasing comes from. Visit www.welookforlocal.ca for more information and for a map of local food producers and distributors in Windsor and Essex County. Food



An Overview

Agriculture and food systems are significant energy users and contributors to greenhouse gas emissions, which in turn are driving climate change. Local food initiatives decrease “food miles”, defined as the distance that food travels from the location where it is grown to the location where it is consumed. Local food can be defined as food that comes from your own community, or that is produced regionally, provincially, or nationally.

Potential Environmental Impacts

- Keeping money spent on food grown or processed in the community supports local farmers and others in the food sector by creating jobs, income, and security.
- Ensures healthy foods are more available so people can meet their nutrition needs.
- When people buy local and eat foods in season, it helps to reduce greenhouse gases and improve air quality.
- Local farms help to increase biodiversity and encourage pollinators to the region.

Things to Consider In Your Specifications

This is an opportunity to add clauses in food purchasing specifications to address desirability of:

- Increased percentage of food that is grown locally.

- Increased local content in food purchases, measured in volume and categories of food.
- Selection of in-season produce.
- Support of local growers, producers, and small businesses.

Disposal

- Consider and plan to provide compost opportunities to dispose of organic materials.
- Investigate relationships to donate unused portions to decrease waste.

Food Packaging

An Overview



Many companies that purchase food packaging are moving away from polystyrene (foam) containers and cups that are made of plastic and not recyclable. As a result, there are a number of paper food packaging options available which are a much better choice for the environment. Plastic clamshells and cups are not as environmentally friendly as paper, but they are recyclable so they are a better option than foam. Plastic cutlery is not recyclable in Windsor. Purchasing cutlery made from biodegradable plastic or recycled plastic are better options.

A single-use plastic ban came into effect in December 2022 prohibiting the manufacture or import of checkout bags, cutlery, foodservice ware made from or containing problematic plastics, ring carriers, stir sticks, and straws (with some exceptions).

Potential Environmental Impacts

- Non-recyclable are a large draw on resources and will end up in landfill.
- Unsustainable forestry practices.

Things to Consider in Your Specifications

This is an opportunity to add clauses in food packaging specifications to address desirability of:

- Preference for paper products or where necessary, plastic products that are recyclable.
- Preference for products that carry the ECOLOGO or FSC certifications.
- Preference for compostable products
- Preference for products with stipulated levels of recycled content.
- Preference for unbleached paper.
- Preference for reusable containers.

Disposal

- Select only biodegradable or recyclable containers.
- Ensure recycling is appropriately sorted.

Compostable Product Certifications

Look for these certifications to ensure that “compostable” products will breakdown completely in a commercial compost facility:

ASTM D6400 Certified: This standard applies to products made from plastics that are designed to be composted in commercial composting facilities.

ASTM D6868 Certified: This standard covers laminated paper and sugarcane (bagasse) items that are designed to be composted in commercial composting facilities.

The City of Windsor will be introducing a **curb-side collection program for organic waste** in 2025. Until then, consider lowering your household waste by **backyard composting**.

Backyard Composting tips

Use a 50:50 ratio of brown (leaves/straw) and green (food or garden waste) materials. Don't forget to add water and stir occasionally. Do not add meat, dairy, oil, or fish



Visit the Essex Windsor Solid Waste Authority website at www.ewswa.org for more information

Sustainable Meals

- Bring a reusable cup and/or straw to your local cafe. You can often get a discount!
- Choose restaurants that use eco-friendly packaging for leftovers.
- Bring your own lunch in reusable containers.
- Replace single use items with reusable alternatives.

Single Use Items	Reusable Alternatives
Straws	Stainless steel or silicone straws, or go straw free
Coffee cups	Reusable cups and travel mugs
Coffee pods	Reusable, compostable or recyclable pods Look for organic, bird-friendly brews

Coffee filters	Cotton hemp fibre filter or reusable basket filter
Tea bags	Loose leaf tea with infusers
Plastic drink stirrers	Glass, bamboo or pasta stirrers
Plastic grocery or produce bags	Mesh, cloth, or reusable grocery and produce bags or bins
Plastic cutlery	Metal, bamboo, or compostable cutlery
Plastic sandwich bags	Reusable containers or silicone bags
Paper towel	Cloth rags
Plastic wrap	Beeswax food wrap

Sustainable Events

- Purchase biodegradable, compostable or recyclable cups and plates.
- Estimate ahead of time how many people will attend to minimize food waste.
- Consider choosing meat alternatives.
- Provide water refill stations rather than purchasing plastic bottles. Mark stations clearly.
- Encourage visitors to bring their own reusable bottle, give advance notice!
- Go straw-free.
- Do not use single-use packets of condiments (purchase large containers with a pump).
- Provide adequate recycling service at the event. Consider having volunteers sort waste. Make sure to have clear signs about these services.

Single Use Items	Alternatives
Balloons	Paper lanterns, recycled bunting, real flowers, etc.
Plastic dishware	Reusable plates, bamboo pulp plates, etc.
Disposable plastic cutlery	Reusable or compostable cutlery
Wrapping paper	Fabric gift bag, plain brown paper, old newspaper etc.
Plastic cups	Refill stations for reusable water bottles
Six pack rings for cans	Recyclable bottles or cans without the rings and single cans or cases made of cardboard
Stickers and signage	Reusable or paper signage that can be recycled
Paper invitations	Electronic invitations

Case Study: Can-Am Police-Fire Games Zero-waste event

In 2022 the Can-Am Police-Fire Games opening ceremony was designed to be a zero-waste event. The ceremony featured only biodegradable and recyclable materials, and staff were on site to receive and sort food packing containers to ensure that 100% of these materials were deposited into the appropriate receptacles and that no items were sent to the landfill.



Above: Volunteers sorting waste at the Zero Waste Depot during the Can-Am Police-Fire games.

Conclusion

The trend toward Sustainable Procurement is a global movement and has been in development for several decades. The science behind the consequences of our purchasing decisions, for many of the products and services commonly used, has been known for some time and efforts to practice ethical purchasing are in no way a recent invention.

Take for example the use of Styrofoam cups. City Council adopted a prohibition on the use of Styrofoam cups containing chlorofluorocarbons in 1988. It was made evident at that time, that chlorofluorocarbons were damaging the ozone layer, which protects that planet from excessive ultraviolet radiation.

It is often not the case that a lack of understanding is the reason environmentally focused decisions are not put into practice. People are aware that certain products and services are detrimental to environmental and social wellbeing, but they may place higher importance on cost, convenience and habit.

It is hoped that the significance placed on environmental and social procurement decisions can be increased with a better understanding of the principles of Sustainable Procurement, such as the Circular Economy, Scope 1, 2 & 3 Emissions, and the practice of Lifecycle Assessments.

It is through the seemingly mundane decisions we make everyday, such as whether to buy plastic or paper, that we influence the world around us, for better or for worse.

➤ The Sustainable Procurement Policy

1. POLICY

1.1 The City of Windsor recognizes the impact it has on the public market through the procurement of goods and services necessary for municipal operations. In 2006, City Council adopted the Environmental Master Plan (CR 12241/2006). The EMP calls for the development and implementation of sustainable procurement to further the City's goal to *Use Resources Efficiently*. The Sustainable Procurement Policy and Guidebook provides a framework for purchasing decision makers to encourage environmentally conscious decision making when purchasing goods and services.

2. PURPOSE

2.1 The purpose of this policy is to increase the development and awareness of environmentally preferred products and services, and align the City of Windsor's procurement practices with the Environmental Master Plan goal of resource efficiency by:

- 2.1.1** Recommending the inclusion of environmental criteria into the City's procurements where practicable;
- 2.1.2** Identifying and setting specifications for goods and services that achieve environmental benefits including but not limited to increased energy efficiency, reduced toxicity and pollution and minimized waste wherever possible;
- 2.1.3** Adhering to the principles of public procurement by continuing to support a process that is open, fair, transparent and competitive;
- 2.1.4** Striving to reduce the overall consumption of goods and services where possible;
- 2.1.5** Advancing a corporate culture at the City that recognizes and places a priority on becoming a more Environmentally Sustainable Community.

3. SCOPE

3.1 This policy applies to the purchase of goods, services and construction by all Departments.

3.1.1 Nothing in this Policy will require the procurement of goods, services and construction services, materials that do not perform to the operating specifications or requirements of the issuing Department or are not available at a commercially competitive cost.

3.2 This policy must be used in conjunction with the City of Windsor's Purchasing Bylaw.

4. RESPONSIBILITY

4.1 This policy will be used by the Purchasing Department, Environmental Sustainability and Climate Change staff, as well as all employees with procurement decision-making responsibilities.

4.1.1 All City Department staff responsible for procurement

- a. Individuals with authority to approve procurement contracts, as well as those with purchasing responsibility, will apply the principles outlined in the Sustainable Procurement Policy and Guide to purchasing activities.
- b. Share successes and challenges of Policy implementation with the Purchasing Department and Environmental Sustainability and Climate Change staff.
- c. Identify and pursue opportunities to reduce consumption, increase efficiency and re-use of products in City operations.

4.1.2 Purchasing Department

- a. Act as a resource and provide support to city departments in the implementation of the Sustainable Procurement Policy tasks listed above.
- b. Develop and maintain resources including standard tender clauses and evaluation matrices.
- c. Introduce the Sustainable Procurement Guide and the Policy during any Purchasing Bylaw training.
- d. Guide the application of the Policy through promotion and awareness.

- e. Discuss the progress, challenges and successes of the Policy with Environmental Sustainability and Climate Change staff.

4.1.3 Environmental Sustainability and Climate Change staff

- a. Act as a resource and provide support to the Purchasing Department in the implementation of the Sustainable Procurement Policy tasks listed above.
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- c. Develop and maintain resources including the Sustainable Procurement Guide and any education and training tools.
- d. Report successes and challenges during the implementation of the Policy in any Environmental Master Plan updates to Council.

5. GOVERNING RULES AND REGULATIONS

5.1 Implementation Framework

- 5.1.1** Using the Sustainable Procurement Guide as a resource, employees will bring ideas, information and recommendations forward and apply specifications to increase the sustainability performance of goods and services purchased by the Corporation.
- 5.1.2** As appropriate, employees will embed sustainability considerations into the City's procurement processes by:
 - a. Assessing whether or not the product, service or construction is necessary, prior to initiating the procurement process.
 - b. Assessing the Life Cycle Cost or the Payback Period of the product or service, wherever practical.
 - c. Formally requesting Environmental Criteria in Bid Considerations.
- 5.1.3** As appropriate, employees will specify goods, services and construction that:
 - a. Are Environmentally Preferred and have desirable environmental features such as those explained in the Sustainable Procurement Guide.
 - b. Meet third-party environmental standards and certifications. When third-party environmental standards and certifications are not available, Supplier declarations of environmental attributes, such as recycled materials content, will be considered.

- 5.1.4 When appropriate, incorporate sustainability standards into standard tender clauses and evaluation matrices to be utilized across Departments.
- 5.1.5 Where appropriate, consult the Essex Windsor Solid Waste Authority at www.ewswa.org or 1-800-563-3377 to learn more about which products can be recycled at the end of their use.

5.2 Definitions

Construction – Construction, reconstruction, demolition, repair or renovation of a building, structure or other civil engineering or architectural work and includes site preparation, excavation, drilling, seismic investigation, the supply of products and materials, the supply of equipment and machinery if they are included in and incidental to the construction, and the installation and repair of fixtures of a building, structure or other work, but does not include Consulting Services related to the Construction unless they are specifically included in the Purchase.

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Environmentally Preferred – Means goods, services and construction that have less impact on the environment and human health over their life cycle when compared to competing goods, services and construction serving the same purpose.

Environmentally Sustainable Community – A community that provides a healthy environment for its citizens by minimizing the impact of its activities on the air, land and water systems while reducing the need to import natural resources.

Environmental Criteria in Bid Consideration – Formalized consideration of environmental criteria in the bid evaluation process or an acknowledgement of the preference for bids which identify relevant environmental considerations.

Goods – Any moveable property, including the costs of installing, maintaining or manufacturing such moveable property, including raw materials, products, equipment and other physical objects of every kind and description, whether in solid, liquid, gaseous or electronic form, unless they are purchased in connection with Construction.

Total Life Cycle Cost – An estimate or calculation that considers all direct and indirect costs of a deliverable over its useful life, from acquisition to disposal including Contract Prices, implementation costs, upgrades, carrying costs, maintenance contracts, support contracts, licence fees and disposal costs.

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Sustainable Purchasing – The process by which organizations buying goods, services and construction take into account the economic value of the good or service while also considering the environmental and social impacts of the good or service.

Third Party Certification – An independent assessment declaring that specified requirements pertaining to goods or services have been met. Examples include ECOLOGO certified by Underwriters Laboratories (UL) or Green Seal certified by an independent non-profit organisation.

Reference Material

- I. www.buygreen.com
A site dedicated to providing information on "green" products and services, and tips on how to set up a green procurement program.
- II. www.iisd.org/business/tools/bt_green_pro.asp
Hosted by the International Institute for Sustainable Development (IISD), this site encourages business people to develop a vision of a sustainable company, translate that vision into a management action plan and turn sustainability into a competitive advantage. It also provides a Green Procurement Tool Kit, developed by Manitoba Green Procurement Inc.
- III. www.ewswa.org
The Essex Windsor Solid Waste Authority is your local source for recycling electronics, household chemical waste, scrap metal, tires, appliances and more. Check with them to see if the product you are disposing of is recyclable in Windsor.
- IV. www.ecologo.org
The ECOLOGO certification website. This site is an excellent source for information on certified environmental products and services.
- V. www.greenseal.org
This site includes Green Seal program standards and certified product database.
- VI. www.ca.fsc.org/
The Forest Stewardship Council Canada certification website.
- VII. <http://oee.nrcan.gc.ca/energguide/15896>
The website for the Canadian energy efficiency and consumption labelling program, EnerGuide. This site includes information on EnerGuide programs.
- VIII. www.energystar.gov
The website for the U.S. energy efficiency and consumption labelling program, ENERGY STAR. This site provides lists of ENERGY STAR qualified products.
- IX. www.ec.gc.ca
The Green Lane hosted by Environment Canada contains significant resources available on a wide range of environmental issues and topics. Visitors can use the search function to investigate green procurement resources and links.
- X. www.epa.gov
The U.S. Environmental Protection Agency website. This site offers significant resources available on wide range of environmental issues and topics.
- XI. www.iclei.org

An association of local governments dedicated to the prevention and solution of local, regional, and global environmental problems through local action, hosts this site. It provides resources and links addressing local environmental action.

XII. www.doingbusiness.mgs.gov.on.ca

The Government of Ontario's Green Focus on Innovation and Technology (GreenFIT) strategy from the Ministry of Government Services. This strategy will enable companies to provide innovative and sustainable technologies and solutions that government can consider as alternatives to its traditional purchasing.

XIII. <http://www.sustainablefoodpolicy.org/>

The Sustainable Food Purchasing Policy Project helps educational, health care and other institutional and commercial food buyers develop policies that support social and environmental responsibility in agriculture and the food industry.

XIV. <http://welookforlocal.ca/>

The Windsor Essex Economic Development Corporation has developed a "Grown Right Here" campaign to support local food in our region. This website has more information and a map of local food producers and distributors in Windsor and Essex County.

XV. <https://www.nrcan.gc.ca/energy-efficiency/transportation-alternative-fuels/zero-emission-vehicle-infrastructure-program/21876>

Zero Emission Vehicle Infrastructure Program – Government of Canada effort aimed at increasing the availability of charging stations.

PDF Reference Documents:

[Green-Procurement-Report-3.pdf \(cleanairpartnership.org\)](#)

Procuring Sustainability: A Close Look at Green Practices in Municipal Procurement, from the Clean Air Partnership, 2023. A reference guide to the sustainable procurement work of other municipalities in Canada.

[Municipal-Green-Fleets-Business-Case Final.pdf \(cleanairpartnership.org\)](#)

Clean Air Partnership Briefing Note, October 2021. EV procurement guide.

THE CORPORATION OF THE CITY OF WINDSOR POLICY

Service Area:	Office of the City Treasurer	Policy No.:	
Department:	Environment, Sustainability and Climate Change Office	Approval Date:	
Division:		Approved By:	
		Effective Date:	
Subject:	Sustainable Procurement	Procedure Ref.:	
Review Date:		Pages:	Replaces:
Prepared By:	Barbara Lamoure – Environment and Sustainability Coordinator		Date:

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6. RECORDS, FORMS AND ATTACHMENTS

6.1.Attached: The City of Windsor’s Sustainable Procurement Guide (2023)



Subject: Rezoning - City of Windsor - Housekeeping Amendment 2024-1 – Z-002/21 ZNG/6277 - City Wide

Moved by: Councillor Kieran McKenzie
Seconded by: Councillor Angelo Marignani

Decision Number: **DHSC 586**
THAT Zoning By-law 8600 **BE AMENDED** as follows:

1A. Deleting and substituting Section 1.7 with the following:

1.7 INTERPRETATION AND ENFORCEMENT

- 1.7.1 The City Planner shall administer and interpret this by-law. Any reference to the City Planner in this by-law shall include the Deputy City Planner or their designate.
- 1.7.3 The Chief Building Official shall enforce this by-law. Any reference to the Chief Building Official in this by-law shall include the Deputy Chief Building Official or their designate including an officer who has the responsibility of enforcing a zoning by-law.

1B. Deleting and substituting Section 1.10.50.1 with the following:

- .1 Addition, correction, or revision of abbreviation, cross-referencing, grammar, numbering, punctuation, or typographical error, revision of the format in a manner that does not change the intent of a provision, or revision to a provision that has a general reference to the effective date of the provision coming into force or similar phrasing by adding the actual date the provision came into force.

Example: A provision contains the phrase “as they exist on the effective date of this clause” with the provision coming into force on January 1, 2022. The phrase “as they exist on the effective date of this clause” may be replaced with “as they exist on January 1, 2022” without an amending by-law.

[ZNG/6277]

1C. Deleting and substituting Section 1.20.9 with the following:

1.20.9 DEFINED TERM

[ZNG/6277]

A term that is italicized in this by-law indicates that the term is defined in this by-law.

The case, capitalization, or emphasis of a defined term is done so for the ease of reading and does not affect the meaning of the defined term.

Example: *DWELLING*, *Dwelling*, and *dwelling* have the same meaning.

Where the term “existing” is not italicized, “existing” shall mean “lawfully existing”.

A term used in the singular may also mean the plural and vice versa, except “one” or “1” shall always mean the singular.

1D. Adding the following clauses to Section 1.20:

1.20.10 WHOLE OR PART [ZNG/6277]

Unless otherwise stated, a reference to a *building*, *lot*, *premises*, or *structure* includes the whole, or part of the, *building*, *lot*, *premises*, or *structure*.

1.20.11 USE [ZNG/6277]

.1 A *use* not listed as a permitted *use* is prohibited.

.5 Unless otherwise stated, a permitted *use* is a *main use*. A permitted *use* identified as a “*use* accessory to a permitted *use*” or similar is an *accessory use*.

1.20.12 LEGAL NON-CONFORMING USE [ZNG/6277]

No by-law passed under Section 34 of the *Planning Act* applies:

.1 to prevent the *use* of any *lot*, *building*, or *structure* for any purpose prohibited by the by-law if such *lot*, *building*, or *structure* was lawfully used for such purpose on the day of the passing of the by-law, so long as it continues to be used for that purpose; or

.5 to prevent the erection or *use* for a purpose prohibited by the by-law of any *building* or *structure* for which a permit has been issued under subsection 8 (1) of the *Building Code Act*, 1992, prior to the day of the passing of the by-law, so long as the *building* or *structure* when erected is used and continues to be used for the purpose for which it was erected and provided the permit has not been revoked under subsection 8 (10) of that Act.

1E. Deleting Sections 3.1.10 and 3.1.20.

2A. Adding to Section 3.10, after “MOTOR VEHICLE SALVAGE OPERATION”, the following new defined term:

MUNICIPAL INFRASTRUCTURE means a *building* or *structure* used for any of the following municipal systems: district heating or cooling, emergency power generator, heating, ventilation, or air conditioning (HVAC), electrical service, pumping station, sanitary sewer, site servicing facility, storm sewer, *storm water management facility*, storm water outlet, traffic equipment, or water service; where the *building* or *structure* is identified, generally or specifically, in any of the following documents approved, adopted, or moved by Council: Agency Budget, Capital Budget, Council Resolution, Environmental Assessment, Master Plan, Municipal By-law, Official Plan, or Operating Budget.
[ZNG/6277]

2B. Deleting and substituting Subsection 9.1 as follows:

9.1 GREEN DISTRICT 1.1 (GD1.1)
[ZNG/6277]

9.1.1 PERMITTED MAIN USES

Child Care Centre
Public Park

9.1.2 PERMITTED ACCESSORY USES

Any use accessory to a permitted main use

9.1.5 PROVISIONS

.3 *Lot Coverage* – maximum 25.0%

.4 *Building Height* – maximum
Lot having a lot area of less than 0.50 ha 9.0 m

Lot having a lot area of 0.50 ha or more 14.0 m

.90 For any *lot* situated on the north side of Riverside Drive East and West between Rosedale Avenue and Lauzon Road, the extension of a *building* above the crown of the pavement within Riverside Drive is prohibited. This provision shall not apply to the following: fountain, *municipal infrastructure*, observation deck, playground equipment, sculpture and any other work of art, or washroom.

2C. Deleting Section 20(1)3 from Section 20 and from all Zoning District Maps.

3. Deleting and substituting Section 5.23.5 with the following:

5.23.5 When a *lot* on which a *semi-detached dwelling* or *townhome dwelling* has been erected and is subsequently divided in compliance with Part VI of the *Planning Act* by a common *interior lot line* that separates the *dwelling units*, for each *dwelling unit* the following additional provisions shall apply:

- .1 *Lot Width – minimum* – equal to the width of the *dwelling unit* plus any *exterior side yard* as existing at the time of the lot division
- .2 *Lot Area – minimum* – as existing at the time of the lot division
- .3 *Lot Coverage – Total – maximum* – 50% of *lot area*
- .7 An *interior side yard* shall not be required along the common *interior lot line* for that part of the *dwelling unit* lawfully *existing* at the time of the lot division.

[ZNG/6277]

4. Deleting and substituting Section 5.99.7 with the following:

5.99.7 **AUTOMOBILE SALES, LEASE OR RENTAL – ACCESSORY USE**

.1 The sale, lease or rental of an *automobile* as 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 additional 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 5.99.60.6.1.1 to 5.99.60.6.1.3.

[ZNG/5271; ZNG/6277]

(AMENDED B/L 7-2018 Feb 23/2018)

5A. Amending and substituting the defined term “HOME OCCUPATION” in Section 3.10 with the following:

HOME OCCUPATION means an occupation for profit or gain conducted entirely within an *accessory building, dwelling unit, or garage* which occupation is incidental and secondary to the *use* of the *dwelling unit* for residential purposes and does not change the character thereof. It includes any employment identified or classified as “Work at Home”, “Work from Home”, “Remote Work”, or similar.
[ZNG/6276; ZNG/6277] **(AMENDED B/L 145-202 Oct 26/2021)**

5B. Deleting and substituting Section 5.99.40 with the following:

5.99.40 HOME OCCUPATION

- .1 A *home occupation* within an *accessory building, dwelling unit, or garage* located on the same *lot* as the *dwelling unit* is an additional permitted *accessory use*.
- .3 The *home occupation* shall be carried out by a resident of the *dwelling unit* located on the same *lot* as the *home occupation*.
- .5 The total *gross floor area* of all *home occupations* shall not exceed 25% of the *gross floor area* of the *dwelling unit*.
- .90 A *home occupation* within a *carport*, or a *home occupation* that generates dust, fumes, noise, odour, or vibration that is evident outside the *accessory building, dwelling unit, or garage* is prohibited.
- .92 Except for those goods produced by, or accessory or related to, the *home occupation*, the direct sale of goods is prohibited.
- .93 Except for a sign permitted by The Windsor Sign By-law, any visible indication from the exterior of the *accessory building, dwelling, dwelling unit, or garage* that a *home occupation* is being carried on is prohibited.
- .95 Except those items customarily used for housekeeping or personal recreational purposes, the external or outdoor storage of materials, goods, or equipment related to, or used by, the *home occupation* is prohibited.

[ZNG/6276; ZNG/6277]

(AMENDED B/L 145-2021 Oct 26/2021)

6A. Amending the Side Yard Width values as follows:

Section 10.1.5.7 for a Single Unit Dwelling from 1.50 m to 1.20 m

Section 10.4.5.7 for a Single Unit Dwelling from 1.80 m to 1.20 m

Section 10.6.5.7 from 1.50 m to 1.20 m

Section 11.2.5.4.7 from 1.80 m to 1.20 m

Section 11.2.5.5.7 from 1.50 m to 1.20 m

Section 11.3.5.7 for a Townhome Dwelling from 1.50 m to 1.20 m

Section 11.5.5.6.7 for a Multiple Dwelling with 5 or more dwelling units from 2.50 m to 1.20 m

Section 11.5.5.7.7 for a Townhome Dwelling from 2.50 m to 1.20 m

6B. Deleting and replacing Section 10.7.5.7 with the following new Section 10.7.5.7:
“.7 Side Yard Width – minimum 1.20 m 1.20 m”

6C. Changing the clause number of “Gross Floor Area – Main Building – maximum” from “.8” to “.10” in Sections 10.1.5, 10.2.5, 10.3.5, 10.4.5, 10.5.5, 11.1.5, 11.3.5, and 11.4.5.

7A. Adding new Section 95 as follows:

SECTION 95 - HOLDING ZONE PROVISIONS

[ZNG/6277]

95.1 APPLICATION

Section 95 applies to any *lot* where the H symbol precedes a *zoning district* symbol or is contained within a specific zoning exception on any Schedule listed in Section 1.20.3. “Holding zone”, “Holding symbol”, “H symbol”, “H”, or “h” mean the same thing.

In this by-law or in an amending by-law, any reference to Section 5.4 shall mean Section 95 and any reference to Section 5.4.20 shall mean Section 95.10.

95.2 PURPOSE

The purpose of the holding zone is to defer development or redevelopment until all holding conditions have been satisfied. A holding zone may supplement, alter, add, or remove any by-law provision affecting the *use* of the *lot*, *building*, or *structure*.

95.3 PROHIBITION AND EXCEPTION

A *use*, *building* or *structure* is prohibited except:

.1 For any *use*, *building*, or *structure* erected, operated, or maintained by the

City of Windsor, a Public Authority, or a Public Utility;

- .3 For an *existing use, building, or structure* that is permitted by the applicable *zoning district* or a specific zoning exception, additions or alterations to *existing buildings* are permitted, and *structures* and *accessory buildings* may be erected, provided such additions, alterations, *structures*, or *accessory buildings* are in accordance with the provisions of the *zoning district*, specific zoning exception, and all other provisions of this by-law.

95.5 REMOVAL OF H SYMBOL

The H symbol may be removed when the applicable holding conditions in Sections 95.10 and 95.20 have been satisfied. It is the responsibility of the property owner or an authorized agent to satisfy the applicable holding conditions, to submit proof to that effect, and to submit an application, including the fee, to remove the H symbol.

95.10 HOLDING CONDITIONS – GENERAL

The following holding conditions apply to any holding zone:

- .1 The land is on a registered plan of subdivision or condominium, subject to a part lot control exemption by-law, or subject to an approved consent to sever by the Committee of Adjustment; and
- .2 A *street* paved to the satisfaction of the City Engineer, municipal storm water outlet, municipal sanitary sewer, municipal electrical service, and municipal water service are available or an agreement to provide the aforementioned items is registered on title to the property; and
- .3 Where required by legislation, full compliance with remediation/mitigation recommendations in a required study, report, or plan to the satisfaction of the appropriate approval authority, or an agreement registered on title to the property to comply with the remediation/mitigation recommendations in the required study, report, or plan; and
- .4 Where required, a site plan control agreement is registered on title for the *lot*; and
- .5 Any other holding condition contained within any approved amending by-law for the subject land.

95.20 HOLDING CONDITIONS – SITE SPECIFIC

An H symbol may be followed by one or more numbers in brackets.

Example: H(1)RD1.3, H(1,4)MD1.4, or S.20(1)H(10)384

The number refers to a specific clause in Section 95.20. Unless otherwise stated, the applicable holding conditions in Section 95.10 shall also apply, and the greater clause number shall take precedence.

The format of the clause shall be the clause number in brackets with each condition listed separately and, if applicable, who is the approval authority that determines that the condition has been satisfied.

Example:

- (99) a) Submission of a Noise Study to the satisfaction of the City Planner;
- b) Submission of a Sanitary Sewer Study to the satisfaction of the City Engineer; and
- c) Conveyance of a 6 m by 6 m corner cut-off at the intersection of Adstoll Avenue and Rivard Avenue to the satisfaction of the City Engineer.

[ZNG/9999]

7B. Deleting Section 5.4.

7C. Deleting and replacing Section 1.20.90 with the following:

1.20.90 **PRECEDENCE**

[ZNG/6277]

- .1 Unless otherwise stated, the precedence of provisions, from lowest to highest, is as follows:
 - a) Section 3 – Definitions
 - b) Section 5 – General Provisions
 - c) Section 24 – Parking, Loading and Stacking Provisions
 - d) Section 25 – Parking Area Provisions
 - e) Sections 8 to 19 – Zoning Districts
 - f) Section 20(1) – Site Specific Provisions
 - g) Section 20(3) – Heritage Conservation Districts
 - h) Section 20(4) – Traditional Commercial Street – Off-Street Parking Provisions
 - j) Section 95 – Holding Zone Provisions
 - k) Section 20(2) – Temporary Use Provisions
 - m) Within Section 20(1), Section 20(2), or Section 95, the greater clause number shall take precedence
- .5 Where a provision in this by-law is less than the minimum required by, is more than the maximum required by, or conflicts with an exception in, a provincial or federal act, regulation, or statute, the provincial or federal

act, regulation, or statute shall take precedence.

.10 Where a conflict between provisions cannot be resolved using the precedence of provisions, the City Planner shall determine the precedence.

8A. Amending zoning of Lots 122 & 123, Part Water Lot, Concession 1; Part 4, Plan 12R6456; Part 1, Plan 12R13549 (known municipally as 0 Riverside Drive East; Roll No. 060-170-01500), situated on the north side of Riverside Drive East at St. Rose Avenue, from GD1.1 and RD1.6 to GD1.1.

8B. Amending the zoning of Lots 274 to 281, Part of Lot 282, and Part of Closed Alley, Registered Plan 1247, (known municipally as 955, 961, 965, 971, 975, 981, 985, and 991 Parkview Avenue; Roll No. 060-180-11000, 060-180-10900, 060-180-10800, 060-180-10700, 060-180-10600, 060-180-10500, 060-180-10400, 060-180-10300), situated on the west side of Parkview Avenue between Ontario Street and Raymond Avenue, from RD3.2 to RD1.2.

Carried.

Report Number: S 8/2024
Clerk's File: ZB/12452

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 February 5, 2024.
3. To view the stream of this Standing Committee meeting, please refer to:
<https://csg001-harmony.sliq.net/00310/Harmony/en/PowerBrowser/PowerBrowserV2/20240205/-1/9463>

**Subject: Rezoning - City of Windsor - Housekeeping Amendment 2024-1
- Z-002/21 ZNG/6277 - City Wide**

Reference:

Date to Council: February 5, 2024
Author: Adam Szymczak, MCIP, RPP
Senior Planner - Development
519-255-6543 x6250
aszymczak@citywindsor.ca
Planning & Building Services
Report Date: January 15, 2024
Clerk's File #: ZB/12452

To: Mayor and Members of City Council

Recommendation:

THAT Zoning By-law 8600 **BE AMENDED** as follows:

1A. Deleting and substituting Section 1.7 with the following:

1.7 INTERPRETATION AND ENFORCEMENT

- 1.7.1 The City Planner shall administer and interpret this by-law. Any reference to the City Planner in this by-law shall include the Deputy City Planner or their designate.
- 1.7.3 The Chief Building Official shall enforce this by-law. Any reference to the Chief Building Official in this by-law shall include the Deputy Chief Building Official or their designate including an officer who has the responsibility of enforcing a zoning by-law.

1B. Deleting and substituting Section 1.10.50.1 with the following:

- .1 Addition, correction, or revision of abbreviation, cross-referencing, grammar, numbering, punctuation, or typographical error, revision of the format in a manner that does not change the intent of a provision, or revision to a provision that has a general reference to the effective date of the provision coming into force or similar phrasing by adding the actual date the provision came into force.

Example: A provision contains the phrase "as they exist on the effective date of this clause" with the provision coming into force on January 1, 2022. The phrase "as they exist on the effective date of this clause" may be replaced with "as they exist on January 1, 2022" without an amending by-law.

[ZNG/6277]

1C. Deleting and substituting Section 1.20.9 with the following:

1.20.9 **DEFINED TERM** [ZNG/6277]

A term that is italicized in this by-law indicates that the term is defined in this by-law.

The case, capitalization, or emphasis of a defined term is done so for the ease of reading and does not affect the meaning of the defined term.

Example: *DWELLING*, *Dwelling*, and *dwelling* have the same meaning.

Where the term “existing” is not italicized, “existing” shall mean “lawfully existing”.

A term used in the singular may also mean the plural and vice versa, except “one” or “1” shall always mean the singular.

1D. Adding the following clauses to Section 1.20:

1.20.10 **WHOLE OR PART** [ZNG/6277]

Unless otherwise stated, a reference to a *building, lot, premises, or structure* includes the whole, or part of the, *building, lot, premises, or structure*.

1.20.11 **USE** [ZNG/6277]

.1 A *use* not listed as a permitted *use* is prohibited.

.5 Unless otherwise stated, a permitted *use* is a *main use*. A permitted *use* identified as a “*use* accessory to a permitted *use*” or similar is an *accessory use*.

1.20.12 **LEGAL NON-CONFORMING USE** [ZNG/6277]

No by-law passed under Section 34 of the Planning Act applies:

.1 to prevent the *use* of any *lot, building, or structure* for any purpose prohibited by the by-law if such *lot, building, or structure* was lawfully used for such purpose on the day of the passing of the by-law, so long as it continues to be used for that purpose; or

.5 to prevent the erection or *use* for a purpose prohibited by the by-law of any *building or structure* for which a permit has been issued under subsection 8 (1) of the Building Code Act, 1992, prior to the day of the passing of the by-law, so long as the *building or structure* when erected is used and continues to be used for the purpose for which it was erected and provided the permit has not been revoked under subsection 8 (10) of that Act.

1E. Deleting Sections 3.1.10 and 3.1.20.

2A. Adding to Section 3.10, after “MOTOR VEHICLE SALVAGE OPERATION”, the following new defined term:

MUNICIPAL INFRASTRUCTURE means a *building* or *structure* used for any of the following municipal systems: district heating or cooling, emergency power generator, heating, ventilation, or air conditioning (HVAC), electrical service, pumping station, sanitary sewer, site servicing facility, storm sewer, *storm water management facility*, storm water outlet, traffic equipment, or water service; where the *building* or *structure* is identified, generally or specifically, in any of the following documents approved, adopted, or moved by Council: Agency Budget, Capital Budget, Council Resolution, Environmental Assessment, Master Plan, Municipal By-law, Official Plan, or Operating Budget.

[ZNG/6277]

2B. Deleting and substituting Subsection 9.1 as follows:

9.1 GREEN DISTRICT 1.1 (GD1.1)

[ZNG/6277]

9.1.1 PERMITTED MAIN USES

Child Care Centre

Public Park

9.1.2 PERMITTED ACCESSORY USES

Any *use* accessory to a permitted *main use*

9.1.5 PROVISIONS

.3 *Lot Coverage* – maximum 25.0%

.4 *Building Height* – maximum

Lot having a *lot area* of less than 0.50 ha 9.0 m

Lot having a *lot area* of 0.50 ha or more 14.0 m

.90 For any *lot* situated on the north side of Riverside Drive East and West between Rosedale Avenue and Lauzon Road, the extension of a *building* above the crown of the pavement within Riverside Drive is prohibited. This provision shall not apply to the following: fountain, *municipal infrastructure*, observation deck, playground equipment, sculpture and any other work of art, or washroom.

2C. Deleting Section 20(1)3 from Section 20 and from all Zoning District Maps.

3. Deleting and substituting Section 5.23.5 with the following:

- 5.23.5 When a *lot* on which a *semi-detached dwelling* or *townhome dwelling* has been erected and is subsequently divided in compliance with Part VI of the Planning Act by a common *interior lot line* that separates the *dwelling units*, for each *dwelling unit* the following additional provisions shall apply:
- .1 *Lot Width – minimum* – equal to the width of the *dwelling unit* plus any *exterior side yard* as existing at the time of the lot division
 - .2 *Lot Area – minimum* – as existing at the time of the lot division
 - .3 *Lot Coverage – Total – maximum* – 50% of *lot area*
 - .7 An *interior side yard* shall not be required along the common *interior lot line* for that part of the *dwelling unit* lawfully *existing* at the time of the lot division.

[ZNG/6277]

4. Deleting and substituting Section 5.99.7 with the following:

5.99.7 **AUTOMOBILE SALES, LEASE OR RENTAL – ACCESSORY USE**

- .1 The sale, lease or rental of an *automobile* as 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 additional 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 5.99.60.6.1.1 to 5.99.60.6.1.3.

[ZNG/5271; ZNG/6277]

(AMENDED B/L 7-2018 Feb 23/2018)

5A. Amending and substituting the defined term “HOME OCCUPATION” in Section 3.10 with the following:

HOME OCCUPATION means an occupation for profit or gain conducted entirely within an *accessory building, dwelling unit, or garage* which occupation is incidental and secondary to the *use* of the *dwelling unit* for residential purposes and does not

change the character thereof. It includes any employment identified or classified as “Work at Home”, “Work from Home”, “Remote Work”, or similar.

[ZNG/6276; ZNG/6277]

(AMENDED B/L 145-202 Oct 26/2021)

5B. Deleting and substituting Section 5.99.40 with the following:

5.99.40 HOME OCCUPATION

- .1 *A home occupation within an accessory building, dwelling unit, or garage located on the same lot as the dwelling unit is an additional permitted accessory use.*
- .3 *The home occupation shall be carried out by a resident of the dwelling unit located on the same lot as the home occupation.*
- .5 *The total gross floor area of all home occupations shall not exceed 25% of the gross floor area of the dwelling unit.*
- .90 *A home occupation within a carport, or a home occupation that generates dust, fumes, noise, odour, or vibration that is evident outside the accessory building, dwelling unit, or garage is prohibited.*
- .92 *Except for those goods produced by, or accessory or related to, the home occupation, the direct sale of goods is prohibited.*
- .93 *Except for a sign permitted by The Windsor Sign By-law, any visible indication from the exterior of the accessory building, dwelling, dwelling unit, or garage that a home occupation is being carried on is prohibited.*
- .95 *Except those items customarily used for housekeeping or personal recreational purposes, the external or outdoor storage of materials, goods, or equipment related to, or used by, the home occupation is prohibited.*

[ZNG/6276; ZNG/6277]

(AMENDED B/L 145-2021 Oct 26/2021)

6A. Amending the Side Yard Width values as follows:

Section 10.1.5.7 for a Single Unit Dwelling from 1.50 m to 1.20 m

Section 10.4.5.7 for a Single Unit Dwelling from 1.80 m to 1.20 m

Section 10.6.5.7 from 1.50 m to 1.20 m

Section 11.2.5.4.7 from 1.80 m to 1.20 m

Section 11.2.5.5.7 from 1.50 m to 1.20 m

Section 11.3.5.7 for a Townhome Dwelling from 1.50 m to 1.20 m

Section 11.5.5.6.7 for a Multiple Dwelling with 5 or more dwelling units from 2.50 m to 1.20 m

Section 11.5.5.7.7 for a Townhome Dwelling from 2.50 m to 1.20 m

6B. Deleting and replacing Section 10.7.5.7 with the following new Section 10.7.5.7:

“.7 Side Yard Width – minimum 1.20 m 1.20 m”

- 6C. Changing the clause number of “Gross Floor Area – Main Building – maximum” from “.8” to “.10” in Sections 10.1.5, 10.2.5, 10.3.5, 10.4.5, 10.5.5, 11.1.5, 11.3.5, and 11.4.5.

7A. Adding new Section 95 as follows:

SECTION 95 - HOLDING ZONE PROVISIONS

[ZNG/6277]

95.1 APPLICATION

Section 95 applies to any *lot* where the H symbol precedes a *zoning district* symbol or is contained within a specific zoning exception on any Schedule listed in Section 1.20.3. “Holding zone”, “Holding symbol”, “H symbol”, “H”, or “h” mean the same thing.

In this by-law or in an amending by-law, any reference to Section 5.4 shall mean Section 95 and any reference to Section 5.4.20 shall mean Section 95.10.

95.2 PURPOSE

The purpose of the holding zone is to defer development or redevelopment until all holding conditions have been satisfied. A holding zone may supplement, alter, add, or remove any by-law provision affecting the *use of the lot, building, or structure*.

95.3 PROHIBITION AND EXCEPTION

A *use, building or structure* is prohibited except:

- .1 For any *use, building, or structure* erected, operated, or maintained by the *City of Windsor, a Public Authority, or a Public Utility*;
- .3 For an *existing use, building, or structure* that is permitted by the applicable *zoning district* or a specific zoning exception, additions or alterations to *existing buildings* are permitted, and *structures* and *accessory buildings* may be erected, provided such additions, alterations, *structures, or accessory buildings* are in accordance with the provisions of the *zoning district, specific zoning exception, and all other provisions of this by-law*.

95.5 REMOVAL OF H SYMBOL

The H symbol may be removed when the applicable holding conditions in Sections 95.10 and 95.20 have been satisfied. It is the responsibility of the property owner or an authorized agent to satisfy the applicable holding conditions, to submit proof to that effect, and to submit an application, including the fee, to remove the H symbol.

95.10 HOLDING CONDITIONS - GENERAL

The following holding conditions apply to any holding zone:

- .1 The land is on a registered plan of subdivision or condominium, subject to a part lot control exemption by-law, or subject to an approved consent to

sever by the Committee of Adjustment; and

- .2 A *street* paved to the satisfaction of the City Engineer, municipal storm water outlet, municipal sanitary sewer, municipal electrical service, and municipal water service are available or an agreement to provide the aforementioned items is registered on title to the property; and
- .3 Where required by legislation, full compliance with remediation/mitigation recommendations in a required study, report, or plan to the satisfaction of the appropriate approval authority, or an agreement registered on title to the property to comply with the remediation/mitigation recommendations in the required study, report, or plan; and
- .4 Where required, a site plan control agreement is registered on title for the *lot*; and
- .5 Any other holding condition contained within any approved amending by-law for the subject land.

95.20 HOLDING CONDITIONS – SITE SPECIFIC

An H symbol may be followed by one or more numbers in brackets.

Example: H(1)RD1.3, H(1,4)MD1.4, or S.20(1)H(10)384

The number refers to a specific clause in Section 95.20. Unless otherwise stated, the applicable holding conditions in Section 95.10 shall also apply, and the greater clause number shall take precedence.

The format of the clause shall be the clause number in brackets with each condition listed separately and, if applicable, who is the approval authority that determines that the condition has been satisfied.

Example:

- (99) a) Submission of a Noise Study to the satisfaction of the City Planner;
- b) Submission of a Sanitary Sewer Study to the satisfaction of the City Engineer; and
- c) Conveyance of a 6 m by 6 m corner cut-off at the intersection of Adstoll Avenue and Rivard Avenue to the satisfaction of the City Engineer.

[ZNG/9999]

7B. Deleting Section 5.4.

7C. Deleting and replacing Section 1.20.90 with the following:

1.20.90 PRECEDENCE

[ZNG/6277]

- .1 Unless otherwise stated, the precedence of provisions, from lowest to highest, is as follows:
 - a) Section 3 – Definitions
 - b) Section 5 – General Provisions
 - c) Section 24 – Parking, Loading and Stacking Provisions
 - d) Section 25 – Parking Area Provisions

- e) Sections 8 to 19 – Zoning Districts
 - f) Section 20(1) – Site Specific Provisions
 - g) Section 20(3) – Heritage Conservation Districts
 - h) Section 20(4) – Traditional Commercial Street – Off-Street Parking Provisions
 - j) Section 95 – Holding Zone Provisions
 - k) Section 20(2) – Temporary Use Provisions
 - m) Within Section 20(1), Section 20(2), or Section 95, the greater clause number shall take precedence
- .5 Where a provision in this by-law is less than the minimum required by, is more than the maximum required by, or conflicts with an exception in, a provincial or federal act, regulation, or statute, the provincial or federal act, regulation, or statute shall take precedence.
- .10 Where a conflict between provisions cannot be resolved using the precedence of provisions, the City Planner shall determine the precedence.

- 8A.** Amending zoning of Lots 122 & 123, Part Water Lot, Concession 1; Part 4, Plan 12R6456; Part 1, Plan 12R13549 (known municipally as 0 Riverside Drive East; Roll No. 060-170-01500), situated on the north side of Riverside Drive East at St. Rose Avenue, from GD1.1 and RD1.6 to GD1.1.
- 8B.** Amending the zoning of Lots 274 to 281, Part of Lot 282, and Part of Closed Alley, Registered Plan 1247, (known municipally as 955, 961, 965, 971, 975, 981, 985, and 991 Parkview Avenue; Roll No. 060-180-11000, 060-180-10900, 060-180-10800, 060-180-10700, 060-180-10600, 060-180-10500, 060-180-10400, 060-180-10300), situated on the west side of Parkview Avenue between Ontario Street and Raymond Avenue, from RD3.2 to RD1.2.

Executive Summary:

N/A

Background:

Planning staff receive feedback on the interpretation and operation of the Zoning By-laws from other municipal staff, residents, property owners, developers, and other interested parties. Using this feedback, staff determine what revisions to make to the Zoning By-laws to ensure consistent interpretation and effective operation.

This housekeeping amendment proposes revisions to various sections and provisions in Zoning By-law 8600 in response to feedback from municipal staff. Appendix A contains current excerpts from Zoning By-law 8600 for reference purposes.

Discussion:

RECOMMENDATION 1 – Revisions to Section 1 - Administration

Recommendation 1A adds Deputy City Planner to Section 1.7 as someone who may administer and interpret Zoning By-law 8600. This recognizes the recent corporate reorganization. It also adds that the Chief Building Official, Deputy Chief Building Official, and any assigned Officers, are responsible for enforcing the zoning by-law. This will assist in the enforcement of zoning offences in Provincial Offences court.

Recommendation 1B revises Section 1.10.50.1 by adding the authority to replace a general reference to an effective date with the actual date the provision came into force. For example, the phrase “as they exist on the effective date of this clause” may be replaced with “as they exist on January 1, 2021” without the need for an amending by-law. This removes ambiguity regarding the effective date of the provision.

Recommendation 1C revises Section 1.20.9 Defined Term by adding that when the term “existing” is not italicized that it means “lawfully existing” and by moving Section 3.1.10 to Section 1.20.9 to clarify that singular and plural apply to the whole by-law.

Recommendation 1D adds new, and moves existing, provisions to Section 1.20.

New Section 1.20.10 is moved from current Section 3.1.20 to indicate that terms “whole” or “part” apply to the whole by-law.

New Section 1.20.11.1 explicitly states that a use that is not listed as a permitted use in the zoning by-law is prohibited. It is generally accepted that a use that is not listed as a permitted use is prohibited. This removes ambiguity regarding prohibited uses.

New Section 1.20.11.5 clarifies that, unless otherwise stated, a permitted use is a main use and that any other permitted use identified as a “use accessory to a permitted use” or similar is an accessory use. This new provision clarifies the distinction between a main use and an accessory use.

Staff noted that to streamline prosecutions, that Section 34(9) in the Planning Act concerning a legal non conforming use (LNCU) be added to Section 1. New Section 1.20.12 replicates, for the most part, the wording found in Section 34(9) of the Planning Act, with minor revisions to be consistent with defined terms in Zoning By-law 8600. This will avoid the need to introduce Planning Act documents at trial. Instead the prosecutor may refer to the zoning by-law that is submitted at trial.

Recommendation 1E deletes Section 3.1.10 and 3.1.20, as these are redundant.

RECOMMENDATION 2 – Municipal Infrastructure, Green District 1.1 & S.20(1)3

For any land zoned Green District 1.1 (GD1.1) on Zoning District Maps 3, 6, and 10 on the north side of Riverside Drive, S.20(1)3 prohibits new buildings, or parts thereof, from extending above the crown of the pavement within Riverside Drive. Observation decks, fountains, sculptures and other works of art are exempt.

Council has approved master plans and environmental assessments related to upgrades and improvements to various municipal infrastructure, including but not limited to municipal sanitary and storm sewer systems. New pumping stations, sewer outlets, site servicing facilities, and emergency power generators are required to expand system

capacity to mitigate adverse impacts from intense weather events. Some of these improvements will be located in parks located along the Detroit River.

These municipal improvements are subject to various approvals including master plans, environmental assessments, and municipal budgets, that include public input via open houses, surveys, email, Standing Committee meetings, and Council meetings. Given the degree of review and Council approval, staff recommend that these municipal infrastructure improvements be exempt from the prohibition on building height along Riverside Drive. This will permit the City to apply for time-limited funding from senior levels of government.

Recommendation 2A adds a new defined term – Municipal Infrastructure – to Section 3.10 that lists municipal infrastructure systems that have been subject to Council approval or adoption through a master plan, environmental assessment (EA), budget, by-law, or council resolution. The defined term will allow revisions to the list of infrastructure and allow the term to be utilized elsewhere in the city.

Recommendation 2B revises Green District 1.1 (GD1.1) by introducing an updated format that separates permitted main uses (9.1.1) and accessory uses (9.1.2). It also adds new Section 9.1.5.90 which merges the prohibition in S.20(1)3 into the GD1.1 zoning district with an expanded list of exempted items. This will improve the application of the GD1.1 provisions and the operation of the zoning by-law.

Recommendation 2C deletes S.20(1)3 from the text and zoning district maps as it will be redundant with the addition of Section 9.1.5.90.

RECOMMENDATION 3 – SECTION 5.23.5

Based on feedback from Planning Staff, the term “severed” may be taken to imply that units can only be divided through a lot severance application to the Committee of Adjustment. However, there are other land division processes in the Planning Act such as an exemption from Part Lot Control.

Recommendation 3 replaces the term “severed” with “divided in compliance with Part VI of the Planning Act” and also replaces the term “lot severance” with “lot division”. This improves clarity regarding how a lot may be divided.

RECOMMENDATION 4 – SECTION 5.99.7

Recommendation 4 corrects grammatical errors in 5.99.7.1 and corrects section references in 5.99.7.1.4.

RECOMMENDATION 5 – HOME OCCUPATION

The home occupation provisions in Section 5.99.40, were last amended in 2021 to allow home occupations in a garage or accessory building to allow for more flexibility in the location of the home occupation and in response to Accessory Dwelling Unit (ADU) provisions that allow an ADU in an accessory building.

Since then, “work from home” or “remote work”, where a person works part or all of the time at their residence, has become more prevalent. Most “work from home” involves

remote access via a computer to documents, files, meetings and phone calls, with minimal to no external impacts.

In the spirit of flexibility, and in the name of fairness and prevent conflicts in the application of the provisions, staff recommend changes to the Home Occupation definition and provisions.

Recommendation 5A amends the definition of the defined term “HOME OCCUPATION” by adding that it includes employment that is identified or classified as work from home or similar. This will eliminate ambiguity between work from home and home occupation.

Recommendation 5B revises the Home Occupation provisions in Section 5.99.40 by allowing more than one home occupation within the listed buildings and that the home occupation is a permitted accessory use (5.99.40.1), expands the exemption on the prohibition on the direct sale of goods by adding “accessory or related to” which, for example, would allow a music teacher to sell sheet music or a hair dresser to sell hair care products (5.99.40.2), clarifies that the home occupation shall be located on the same lot as the dwelling unit (5.99.40.3), and revises the gross floor area provision by adding the gross floor area of all home occupations (5.90.40.5).

RECOMMENDATION 6 – SIDE YARD WIDTH & GROSS FLOOR AREA

Recommendations 6A and 6B are a continuation of past housekeeping revisions to standardize building envelope provisions, such as the minimum side yard width, across all low profile low density dwellings such as a single unit dwelling, semi-detached dwelling, and duplex dwelling.

The minimum side yard width for an existing duplex dwelling will be reduced to 1.20 m to be consistent with past revisions. This will ensure consistency and fairness between the various zoning districts, allows more flexibility in the design of a dwelling, and allows for more efficient use of land.

Recommendation 6C corrects the clause number for the maximum Gross Floor Area – Main Building provisions in Sections 10.1.5, 10.2.5, 10.3.5, 10.4.5, 10.5.5, 11.1.5, 11.3.5, and 11.4.5. Maximum Gross Floor Area – Main Building was added as a provision after the completion of the Multi-Residential land use study in 2022. Unfortunately, the incorrect clause number – “.8” – was used. The correct clause number is “.10” which aligns with other Gross Floor Area provisions in the zoning districts. The revision does not change the value of the maximum gross floor area.

RECOMMENDATION 7 – NEW SECTION 95 – HOLDING ZONE PROVISIONS

Currently, the holding conditions that need to be satisfied prior to the removal of a holding symbol are contained within the amending by-law that implements the holding zone. Unless, a person has a copy of that amending by-law, they will need to determine which amending by-law applies and then obtain a copy of that amending by-law. This uses staff time and resources to research the H symbol conditions.

The primary purpose of this amendment is to allow the inclusion of holding conditions required to remove the holding symbol within Zoning By-law 8600. This will eliminate the need to research holding conditions in other documents on a go-forward basis.

Recommendation 7A moves Section 5.4 to a new and separate Section in Zoning By-law 8600. New Section 95.1 states where Section 95 applies in the City of Windsor, clarifies that references to Section 5.4 mean Section 95, that the terms “Holding zone” and “H Symbol” mean the same thing, and states that where a conflict exists, the City Planner shall use the precedence provisions in Section 1.20.90.

New Section 95.2 is the same as current Section 5.4.1 and provides the purpose of a holding zone.

New Section 95.3 is the same as current Section 5.4.10. It states that, in general, a use, building, or structure are prohibited with exceptions for City of Windsor, Public Authority, Public Utility, and for an existing use, building or structure.

New Section 95.5 is an expanded version of current Section 5.4.15 and states who is responsible for, and what needs to be done, to remove the H symbol.

New Section 95.10 is the same as current Section 5.4.20, which lists general conditions that apply to all holding zones in the City of Windsor.

New Section 95.20 is where site specific holding conditions will be listed. It provides direction on how to identify the H symbol on the Schedules and states that the general holding conditions in new Section 95.10 also apply.

Recommendation 7B deletes Section 5.4, the current holding zone provisions.

Recommendation 7C revises Section 1.20.90 Precedence to reflect new Section 95.

RECOMMENDATION 8 – Zoning District Map Corrections

Recommendation 8A changes that part of St. Rose Park incorrectly zoned Residential 1.6 (RD1.6) to Green District 1.1 (GD1.1).

Recommendation 8B changes the zoning residential parcels situated on the west side of Parkview Avenue between Ontario Street and Raymond Avenue, currently zoned Residential District 3.2 (RD3.2) to Residential District 1.2 (RD1.2). The RD3.2 zoning is a high-density residential zone and is incorrect.

Risk Analysis:

N/A

Climate Change Risks

Climate Change Mitigation:

N/A

Climate Change Adaptation:

N/A

Financial Matters:

N/A

Consultations:

Departments and Agencies

Staff utilize feedback from Planning and Building staff, other municipal departments, external agencies, and the public to recommend revisions to the Zoning By-laws.

Public Notice

Notice as required by the Planning Act was advertised in the Windsor Star.

Conclusion:

Housekeeping Amendment 2024-1 responds to concerns and issues raised by municipal staff, residents and customers regarding the effective operation of Zoning By-law 8600. It revises certain provisions to avoid ambiguity and/or interpretation issues and corrects minor errors. The proposed amendment is consistent with the Provincial Policy Statement, 2020 and conforms to the City of Windsor Official Plan.

Planning Act Matters:

I concur with the above comments and opinion of the Registered Professional Planner.

*Greg Atkinson, MCIP, RPP
Deputy City Planner - Development*

*Neil Robertson, MCIP, RPP
City Planner*

I am not a registered Planner and have reviewed as a Corporate Team Leader

JP

JM

Approvals:

Name	Title
Greg Atkinson	Deputy City Planner - Development
Neil Robertson	City Planner
Aaron Farough	Senior Legal Counsel
Wira Vendrasco	City Solicitor
Jelena Payne	Commissioner, Economic Development
Joe Mancina	Chief Administrative Officer

Notifications:

Name	Address	Email
St Rose Pumping Station Municipal Class Environment Assessment Project Notification (Residents) List (List provided to Clerks)		

Appendices:

- 1 Appendix A - Extracts from Zoning By-law 8600

APPENDIX A – EXTRACTS FROM ZONING BY-LAW 8600

SECTION 1 – ADMINISTRATION

1.7 CITY PLANNER

1.7.1 The City Planner shall administer and interpret this by-law. Any reference to the City Planner in this by-law shall include their designate.

1.10 ADMINISTRATION

1.10.50 REVISION

A revision may be made to this by-law without an amending by-law as follows:

- .1 Addition, correction, or revision of abbreviation, cross-referencing, grammar, numbering, punctuation, or a typographical error, or revision of the format in a manner that does not change the intent of a provision.

1.20 INTERPRETATION

1.20.9 DEFINED TERM

A term that is italicized in this by-law indicates that the term is defined in this by-law. The case, capitalization, or emphasis of a defined term is done so for the ease of reading and does not affect the meaning of the defined term.

Example: *DWELLING*, *Dwelling*, and *dwelling* have the same meaning.

1.20.90 PRECEDENCE

- .1 Unless otherwise stated, the precedence of provisions, from lowest to highest, is as follows:
 - a) Section 3 – Definitions
 - b) Section 5 – General Provisions (except Section 5.4)
 - c) Section 24 – Parking, Loading and Stacking Provisions
 - d) Section 25 – Parking Area Provisions
 - e) Sections 8 to 19 – Zoning Districts
 - f) Section 20(1) – Site Specific Provisions
 - g) Section 20(3) – Heritage Conservation Districts
 - h) Section 20(4) – Traditional Commercial Street – Off-Street Parking Provisions
 - j) Section 5.4 – Holding Zone Provisions
 - k) Section 20(2) – Temporary Use Provisions
 - m) Within Section 20(1) or Section 20(2), the greater clause number shall take precedence
- .5 Where a provision in this by-law is less than the minimum required by, is more than the maximum required by, or conflicts with an exception in, a provincial or federal act, regulation, or statute, the provincial or federal act, regulation, or statute shall take precedence.
- .10 Where a conflict between provisions cannot be resolved using the precedence provisions, the City Planner shall determine the precedence.

APPENDIX A – EXTRACTS FROM ZONING BY-LAW 8600

SECTION 3 – DEFINITIONS

3.1 GENERAL PROVISIONS

- 3.1.10 Terms used in the singular may also mean the plural and vice versa, except "one" or "1" always means the singular.
- 3.1.20 Any reference to a *building, lot, premises, or structure* includes the whole, or part of the, *building, lot, premises, or structure*.

3.10 DEFINITIONS

BUILDING means a *structure*, consisting of a wall, roof and floor, or any one or more of them, or a structural system serving the function thereof, including all the works, fixtures and service systems appurtenant thereto, but does not include the following: *access area, collector aisle, driveway, parking aisle or parking space not in a parking garage; fence; patio; sign* as defined by the Windsor Sign By-law.

HOME OCCUPATION means an occupation for profit or gain conducted entirely within an *accessory building, dwelling unit, or garage* which occupation is incidental and secondary to the use of the *dwelling unit* for residential purposes and does not change the character thereof.

STRUCTURE means anything, including any component part, that is erected, built or constructed and affixed to or supported by the ground

USE

1. When used as a noun means the purpose for which a *building, lot, premises or structure* is designed, maintained or occupied.
2. When used as a verb means anything done by any person or permitted, either directly or indirectly by any person, for the purpose of making use of a *building, lot, premises or structure*.

ACCESSORY USE means a *use* which is customarily incidental, subordinate and exclusively devoted to the *main use* and is carried on with such *main use* on the same lot.

MAIN USE means the principal *use or uses* of a *building, lot, premises or structure*.

SECTION 5 – GENERAL PROVISIONS

5.4 HOLDING ZONE PROVISIONS

- 5.4.1 The purpose of the holding zone is to defer development or redevelopment until such time as specified conditions have been satisfied. A holding zone may supplement, alter, add or remove any of the By-law provisions affecting the use of the land.
- 5.4.10 Where the H symbol precedes any *zoning district* symbol or a specific zoning exception, a *use, building* or *structure* is prohibited except:
- .1 For any *use, building* or *structure* erected, operated or maintained by the *City of Windsor*, a *public authority* or a *public utility*;
 - .2 For an *existing use, building* or *structure* that is permitted by the applicable *zoning district* or a specific zoning exception that the H symbol precedes, additions or alterations to *existing buildings* are permitted and/or structures and accessory buildings may be erected, provided such additions, alterations, structures, or accessory buildings are in accordance with the provisions of the *zoning district*, specific zoning exception and all other provisions of this by-law.
- 5.4.15 It is the responsibility of the property owner or their designate to satisfy the conditions of the holding zone and to make application to remove the H symbol.
- 5.4.20 Where the H symbol precedes a *zoning district* symbol or a specific zoning exception, the H symbol may be removed when the following conditions are satisfied:
- .1 The property is on a registered plan of subdivision or condominium, subject to a part lot control exemption by-law or subject to an approved consent to sever by the Committee of Adjustment;
 - .2 A street paved to the satisfaction of the City Engineer, municipal storm water outlet, municipal sanitary sewer, municipal electrical service and municipal water service are available or an agreement to provide the aforementioned items is registered on title to the property;
 - .3 Where required by legislation, full compliance with remediation/mitigation recommendations in a required study, report or plan to the satisfaction of the appropriate approval authority, or an agreement registered on title to the property to comply with the remediation/mitigation recommendations;
 - .4 Where required, a site plan control agreement is registered on title to the property; and
 - .5 Other holding zone conditions contained within an approved amending zoning by-law.

APPENDIX A – EXTRACTS FROM ZONING BY-LAW 8600

5.23 DWELLING – SEMI-DETACHED & TOWNHOME – ADDITIONAL PROVISIONS

5.23.5 When a *lot* on which a *semi-detached dwelling* or *townhome dwelling* has been erected and is subsequently severed by a common *interior lot line* that separates the *dwelling units*, for each *dwelling unit* the following additional provisions shall apply:

- .1 Lot Width – minimum – equal to the width of the *dwelling unit* plus any *exterior side yard* as existing at the time of the lot severance
- .2 Lot Area – minimum – as existing at the time of the lot severance
- .3 Lot Coverage – Total – maximum – 50% of lot area
- .7 An *interior side yard* shall not be required along the common *interior lot line* for that part of *the dwelling unit* lawfully existing at the time of the lot severance.

5.99 ADDITIONAL USE 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 A – EXTRACTS FROM ZONING BY-LAW 8600

5.99.40 HOME OCCUPATION

- .1 One *home occupation* within an *accessory building, dwelling unit, or garage* located on the same *lot* as the *dwelling unit* is an additional permitted *use*.
- .3 The *home occupation* shall be carried out by a resident of the *dwelling unit*.
- .5 The maximum *gross floor area* of the *home occupation* shall be 25% of the *dwelling unit*.
- .90 A *home occupation* within a *carport*, or a *home occupation* that generates dust, fumes, noise, odour, or vibration that is evident outside the *accessory building, dwelling unit, or garage* is prohibited.
- .92 Except for those goods produced by the *home occupation*, the direct sale of goods is prohibited.
- .93 Except for a sign permitted by the Windsor Sign By-law, any visible indication from the exterior of the *accessory building, dwelling, dwelling unit, or garage* that a *home occupation* is being carried on is prohibited.
- .95 Except those items customarily used for housekeeping or personal recreational purposes, the external or outdoor storage of materials, goods, or equipment related to, or used by, the *home occupation* is prohibited.

SECTION 9 - GREEN DISTRICTS 1 (GD1.)

9.1 GREEN DISTRICT 1.1 (GD1.1)

9.1.1 PERMITTED USES

Child Care Centre

Public Park

Any use accessory to the preceding uses

9.1.5 PROVISIONS

- | | | |
|----|---|--------|
| .3 | Lot Coverage – maximum | 25.0% |
| .4 | Building Height – maximum | |
| | <i>Lot having a lot area of less than 0.50 ha</i> | 9.0 m |
| | <i>Lot having a lot area of 0.50 ha or more</i> | 14.0 m |

APPENDIX A – EXTRACTS FROM ZONING BY-LAW 8600

SECTION 10 - RESIDENTIAL DISTRICTS 1. (RD1.)

10.2 RESIDENTIAL DISTRICT 1.2 (RD1.2)

10.2.1 PERMITTED USES

- Existing Duplex Dwelling*
- Existing Semi-Detached Dwelling*
- One Single Unit Dwelling*
- Any use accessory to the preceding uses

10.2.5 PROVISIONS

	Duplex Dwelling	Semi-Detached Dwelling	Single Unit Dwelling
.1 Lot Width – minimum	9.0 m	15.0 m	12.0 m
.2 Lot Area – minimum	360.0 m ²	450.0 m ²	360.0 m ²
.3 Lot Coverage – maximum	45.0%	45.0%	45.0%
.4 Main Building Height – maximum	9.0 m	9.0 m	9.0 m
.5 Front Yard Depth – minimum	6.0 m	6.0 m	6.0 m
.6 Rear Yard Depth – minimum	7.50 m	7.50 m	7.50 m
.7 Side Yard Width – minimum	1.20 m	1.20 m	1.20 m
.8 Gross Floor Area – <i>main building</i> – maximum	400 m ²	400 m ²	400 m

SECTION 20 - SPECIFIC ZONING EXCEPTIONS IN CERTAIN AREAS

(1) SITE SPECIFIC PROVISIONS

Certain parcels of land on the zoning district maps (ZDM) are delineated by a broken orange line and identified by a zoning district symbol and a paragraph(s) of this subsection. Any parcel so identified shall be considered as being within the zoning district symbol and shall be subject to the provisions of that zoning district, the identified paragraph(s) of this subsection and any other applicable provisions of this by-law. In the event of a conflict between the provisions of this Section and the provisions of the zoning district, the provisions of this Section shall apply. Where an additional main use is permitted under this subsection, any use accessory thereto, not including an outdoor storage yard except where permitted within the zoning district, shall also be permitted subject to the provisions of the zoning district and any other provisions of this by-law applicable to such accessory use.

3. For all lands zoned GD1.1, on Zoning District Maps 3, 6 and 10 and situated on the north side of Riverside Drive East and West, no new building or parts thereof shall be permitted to extend above the crown of the pavement within Riverside Drive adjacent thereto. This provision shall not apply to observation decks, fountains, sculptures and other works of art.



Subject: Official Plan & Zoning Bylaw Amendments Z 008-23 [ZNG-6976] & OPA 169 [OPA-6977] 2830065 Ontario Ltd. (Alta Nota-Mariusz Buchcic) 1460 Lauzon Rd Multiple Dwelling Development – Ward 6

Moved by: Councillor Fred Francis
Seconded by: Councillor Angelo Marignani

Decision Number: **DHSC 587**

THAT an amendment to Schedule 'D'- Land Use of Volume I the City of Windsor Official Plan, **BE APPROVED**, by changing the land designation of Part of Lot 128, Concession 1, Sandwich East; Part of Lot 129, Concession 1 Sandwich East, Part 1, 12R-16993; T/W R1464779, in the City of Windsor, known municipally as 1460 Lauzon Road from "Industrial" to "Residential"; and,

THAT an amendment to City of Windsor Zoning By-law 8600 **BE APPROVED** changing the zoning of Part of Lot 128, Concession 1, Sandwich East; Part of Lot 129, Concession 1 Sandwich East, Part 1, 12R-16993; T/W R1464779, in the City of Windsor, known municipally as 1460 Lauzon Road from Manufacturing District MD1.2 and Holding Manufacturing District HMD1.2 to Residential District (RD) 3.2.; and,

THAT subsection 1 of Section 20 of the City of Windsor Zoning By-law 8600 **BE AMENDED** for Part of Lot 128, Concession 1, Sandwich East; Part of Lot 129, Concession 1 Sandwich East, Part 1, 12R-16993; T/W R1464779, in the City of Windsor, known municipally as 1460 Lauzon Road by adding site specific regulations as follow:

###. Southeast corner Lauzon Road and McHugh Street

For the lands described as for Part of Lot 128, Concession 1, Sandwich East; Part of Lot 129, Concession 1 Sandwich East, Part 1, 12R-16993; T/W R1464779, in the City of Windsor, known municipally as 1460 Lauzon Road, the following regulations shall apply:

Building setback from an interior lot line abutting a Residential District (RD) 1.1 zone - 24m

Carried.

Councillor Mark McKenzie was absent from the meeting when the vote was taken on this matter.

Report Number: S 9/2024
Clerk's File: Z/14589 & Z/14588

Clerk's Note:

1. The recommendation of the Development & Heritage Standing Committee and Administration are the same.
2. Please refer to Item 7.2 from the Development & Heritage Standing Committee held on February 5, 2024.
3. To view the stream of this Standing Committee meeting, please refer to:
<https://csg001-harmony.slig.net/00310/Harmony/en/PowerBrowser/PowerBrowserV2/20240205/-1/9463>

Subject: Official Plan & Zoning Bylaw Amendments Z 008-23 [ZNG-6976] & OPA 169 [OPA-6977] 2830065 Ontario Ltd. (Alta Nota-Mariusz Buchcic) 1460 Lauzon Rd Multiple Dwelling Development – Ward 6

Reference:

Date to Council: February 5, 2024

Author: Jim Abbs,

Senior Planner

255-6543 x6317

jabbs@citywindsor.ca

Planning & Building Services

Report Date: January 15, 2024

Clerk's File #: Z/14589 & Z/14588

To: Mayor and Members of City Council

Recommendation:

THAT an amendment to Schedule 'D'- Land Use of Volume I the City of Windsor Official Plan, **BE APPROVED**, by changing the land designation of Part of Lot 128, Concession 1, Sandwich East; Part of Lot 129, Concession 1 Sandwich East, Part 1, 12R-16993; T/W R1464779, in the City of Windsor, known municipally as 1460 Lauzon Road from "Industrial" to "Residential".

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THAT subsection 1 of Section 20 of the City of Windsor Zoning By-law 8600 **BE AMENDED** for Part of Lot 128, Concession 1, Sandwich East; Part of Lot 129, Concession 1 Sandwich East, Part 1, 12R-16993; T/W R1464779, in the City of Windsor, known municipally as 1460 Lauzon Road by adding site specific regulations as follow:

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Building setback from an interior lot line abutting a Residential District (RD) 1.1 zone - 24m

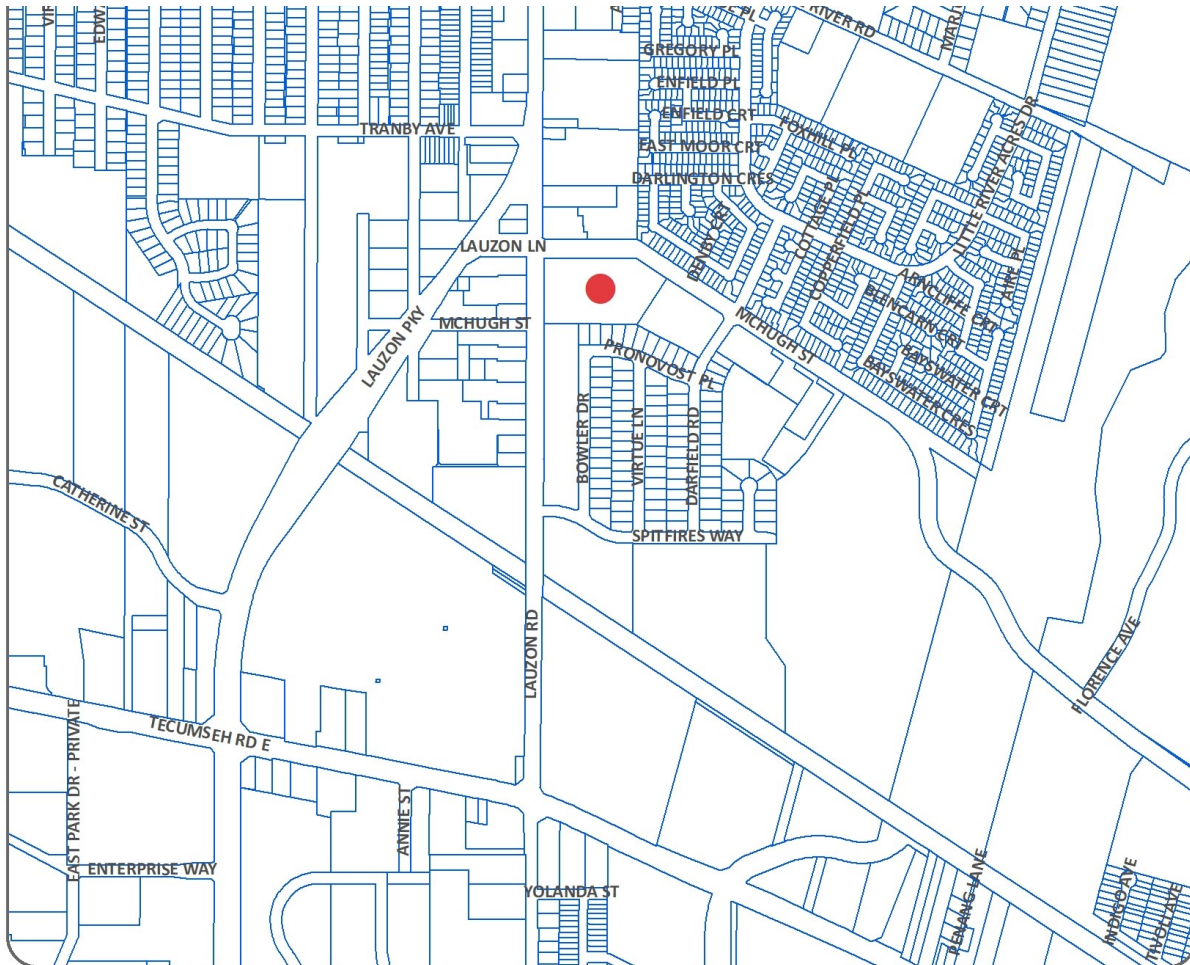
Executive Summary:

N/A.

Background:

Application Information:

Location: 1460 Lauzon Road Ward: 6
Planning District: Riverside ZDM: 14
Owner: 2830065 Ontario Ltd.
Agent: Lassaline Planning Consultants Inc. (Jackie Lassaline)



KEY MAP - Z-008/23, ZNG-6976, OPA 169, OPA-6977



● SUBJECT LANDS

Proposal:

The proposed development includes the construction of 3 residential buildings, 2 buildings at 7 storeys and 1 building at 6 storeys each for a total of 291 residential units with 363 associated car parking spaces. The proposed development requires 1.25 parking spaces per dwelling unit, for a total of 363 spaces being required with 363 being provided.

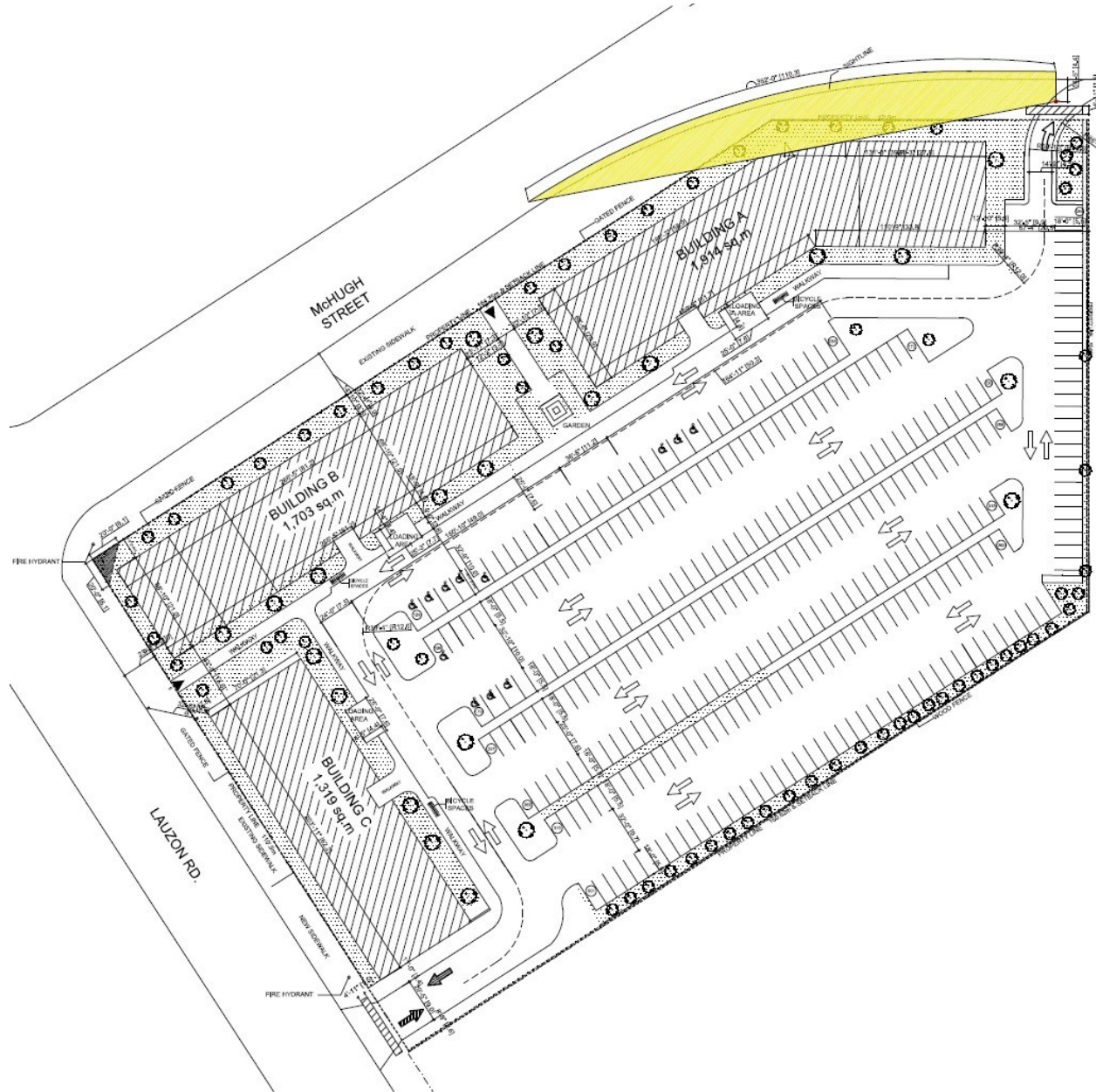


Figure 1: Concept Plan



FRONT ELEVATION BUILDING B

Figure 2: Buildings fronting McHugh Street)



Figure 3: Building fronting Lauzon)

SUBMISSIONS BY APPLICANT:

- Storm water Management Report
- Planning Rationale Report (October 2021 – Revised November 2023)
- Sanitary Sewer Study
- Site Renderings
- Conceptual Site Plan
- Building Floor Plans and Elevations
- Noise Assessment
- Traffic Study and addendum
- Environmental Site Assessment (phases 1&2)

Site Information:

Official Plan	Zoning	Current Use	Previous Use
Industrial	Manufacturing District MD1.2 and Holding Manufacturing District HMD1.2	Vacant	parking
Lot Depth	Lot width	Area	Shape
varies	varies	21,704m ²	Irregular
All measurements are for the entire parcel and are approximate.			

Neighbourhood Characteristics:

The neighbourhood is made up of a mix residential, commercial and light industrial uses that include existing residential apartment buildings, commercial uses, and major recreational uses.

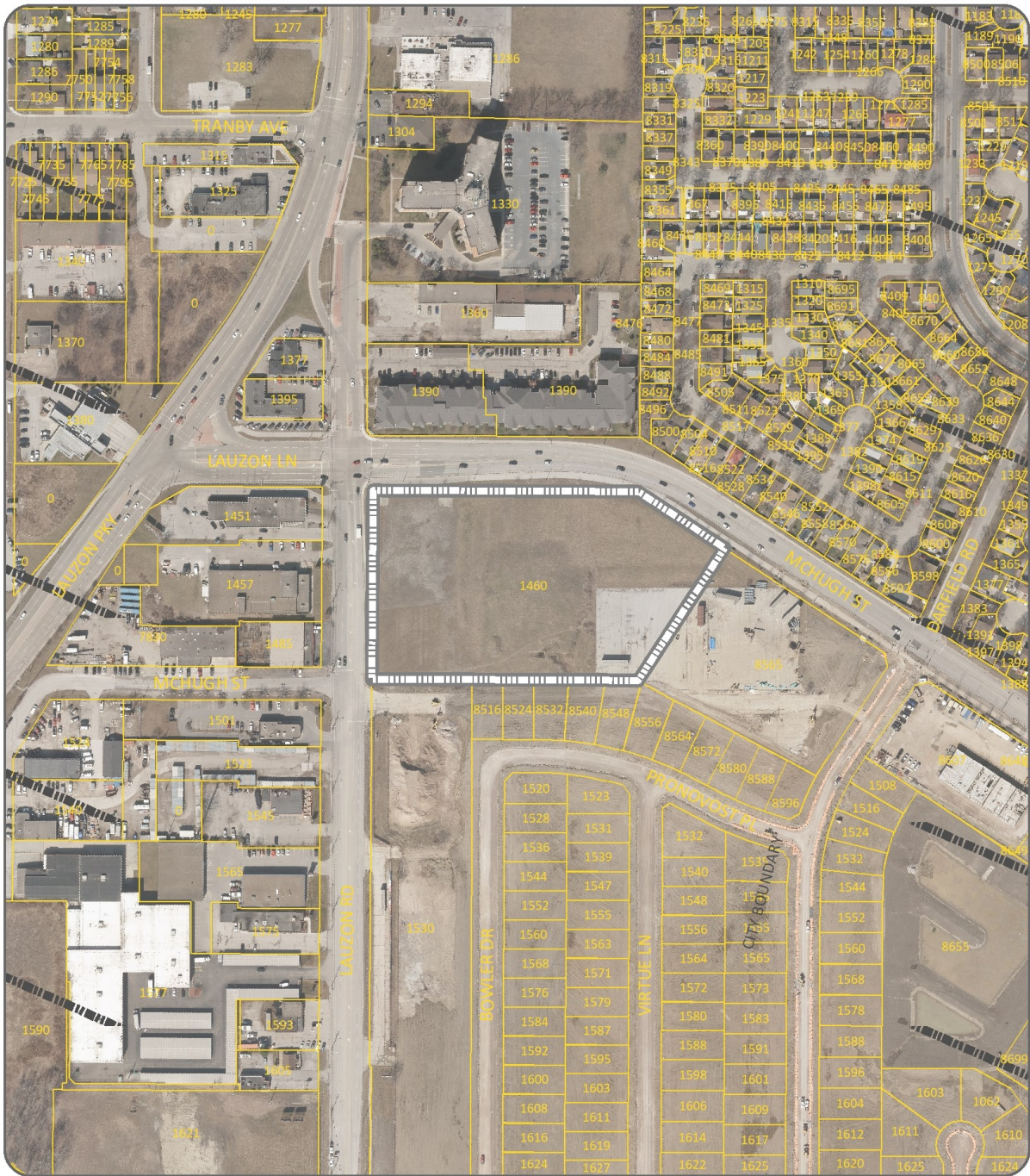
Surrounding Land Uses:

North Auto Service; Machine Shop, 11 storey residential apartment building, 3 storey residential building, low profile residential housing.

East vacant land (future commercial/mixed use development); 6 storey residential apartment buildings.

South vacant land (9 storey residential apartment buildings under construction), low profile residential housing; recreation facility.

West Car Wash, restaurants, Construction Contractor



NEIGHBOURHOOD MAP - Z-008/22, ZNG-6976
& OPA 169, OPA-6977



SUBJECT LANDS

Discussion:

Provincial Policy Statement (PPS) 2020:

The Provincial Policy Statement, (PPS) 2020 provides direction on matters of provincial interest related to land use planning and development and sets the policy foundation for regulating the development and use of land in Ontario.

The zoning bylaw amendment would result in a development on a former Industrial site that was previously vacant and underutilized This is consistent with the Provincial Policy Statement in that the development promotes the efficient use of existing land, promotes cost-effective development patterns and standards to minimize land consumption and servicing costs. Related to this direction, the PPS states:

- “1.1.1b) accommodating an appropriate range and mix of residential (including second units, affordable housing and housing for older persons), employment (including industrial commercial), institutional (including places of worship, cemeteries and long-term care homes), recreation, park and open space, and other uses to meet long-term needs”
- e) promoting cost-effective development patterns and standards to minimize land consumption and servicing costs;”

The requested Multiple Dwelling development promotes cost-effective development by redeveloping an under-utilized vacant site. Allowing the proposed zoning bylaw amendment in this location contributes to minimizing land consumption and servicing costs by using a site that already has available infrastructure in the immediate area.

The PPS also states:

“1.1.2 Sufficient land shall be made available to accommodate an appropriate range and mix of land uses to meet projected needs for a time horizon of up to 20 years.”

The PPS requires that land be available to diversify developments to meet the future needs of the community. The zoning by-law amendment is consistent with that requirement by accommodating new residential construction on lands designated for that purpose.

The PPS also states:

1.3.2.5 Notwithstanding policy 1.3.2.4, and until the official plan review or update in policy 1.3.2.4 is undertaken and completed, lands within existing employment areas may be converted to a designation that permits non-employment uses provided the area has not been identified as provincially significant through a provincial plan exercise or as regionally significant by a regional economic development corporation working together with affected upper and single-tier municipalities and subject to the following:

- a) there is an identified need for the conversion and the land is not required for employment purposes over the long term;
- b) the proposed uses would not adversely affect the overall viability of the employment area; and
- c) existing or planned infrastructure and public service facilities are available to accommodate the proposed uses.

The PPS allows for the conversion of employment lands to non-employment uses without the need for a comprehensive review of all employment lands within the City. The site in question is a small isolated parcel of land designated for industrial use in an area that has transitioned to residential uses. The proposed redevelopment of the subject site meets the criteria set out in section 1.3.2.5. of the PPS for conversion to a non-employment use.

The PPS also states:

“1.4.1 To provide for an appropriate range and mix of housing types and densities required to meet projected requirements of current and future residents of the regional market area, planning authorities shall:

- a) maintain at all times the ability to accommodate residential growth for a minimum of 10 years through residential intensification and redevelopment and, if necessary, lands which are designated and available for residential development; and
- b) maintain at all times where new development is to occur, land with servicing capacity sufficient to provide at least a three-year supply of residential units available through lands suitably zoned to facilitate residential intensification and redevelopment, and land in draft approved and registered plans.”

The requested zoning bylaw amendment is consistent with the PPS in that intensification of the use of the site will provide additional “appropriate range and mix of housing types and densities”.

“1.4.3 Planning authorities shall provide for an appropriate range and mix of housing types and densities to meet projected requirements of current and future residents of the regional market area by:

- b) permitting and facilitating:
 1. all forms of housing required to meet the social, health and well-being requirements of current and future residents, including special needs requirements; and
 2. all forms of residential intensification, including second units, and redevelopment in accordance with policy 1.1.3.3;

- c) directing the development of new housing towards locations where appropriate levels of infrastructure and public service facilities are or will be available to support current and projected needs;
- d) promoting densities for new housing which efficiently use land, resources, infrastructure and public service facilities, and support the use of active transportation and transit in areas where it exists or is to be developed;”

Approving the Official Plan and zoning by-law amendments would support residential development using the infrastructure that is already in place, instead of requiring more expenditure on new infrastructure in a greenfield setting. In terms of supporting active transportation and transit, the site of the proposed zoning amendment is served by Transit Windsor on Lauzon Road.

The proposed development is consistent with the PPS in that it promotes compact and transit supportive forms of development. As well, this development will help to support the provision of a range of housing types in this area.

The site is also very near to transit corridors, which provides a range of travel options for the residents. The density of the development may help support the transit options that currently exist in this area.

Official Plan:

As this development is flanked on the north and south by residential development residentially designated land, the appropriate land use designation for this site is the Residential designation. The Residential designation in the City of Windsor Official Plan permits low and medium profile developments not greater than twenty-four (24) metres in height. The proposed development is 21m (7 storeys) in height which would 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.

Other residential buildings of similar height and form currently exist further north, south and east of this site. This indicates that the proposed Multiple Dwelling is compatible within its context.

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 is appropriate in this location as it 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.

Zoning By-law

The site is currently zoned Manufacturing District (MD1.2) and Holding Manufacturing District (HMD)1.2. neither of these zone categories would permit the proposed use. The applicant is proposing that the Residential District (RD) 3.2 zone be applied, no changes to the zone provisions of the RD3.2 zone are proposed by the applicant.

The proposed RD 3.2 zone would permit the proposed Multiple Dwelling structure as a use.

The request to permit Residential development RD 3.2 is appropriate because the area has been transitioning to residential and institutional uses through various planning applications since the previous industrial use that dominated the area was demolished. As well, long established residential uses that include forms of development similar to that proposed exist to the north of the development site.

While the applicant has indicated that no site specific provisions are required for this development, the Planning Department is recommending that a site specific provision be applied that would require any building be at least 24 m away from a property zoned Residential District RD 1.1

As a result of experiences with other projects where the concept plan that lead to the rezoning was changed, albeit within the parameters of the zoning by-law, but changed in a way that could have undesirable impacts on neighbouring properties. The planning department recommends that no building be located within (24m) of the low profile residential development to the south. This requirement will help to insure that the buildings in the proposed development are constructed in a manner that is consistent with the concept plan presented and a buffer is provided to the low profile residential development to the south.

Risk Analysis:

N/A

Climate Change Risks

Climate Change Mitigation:

The additional increase in the density of development on the site with access to existing bus routes and being close to commercial and community facilities will encourage the use of transit, walking and cycling as modes of transportation, thereby helping to

minimize the City's carbon footprint and implement Environmental Master Plan Objective C1: Encourage in-fill and higher density in existing built areas.

Climate Change Adaptation:

The new building 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. The site would also be required to incorporate storm water management best practices. Any site plan control application will be reviewed for opportunities to enhance resiliency.

Financial Matters:

N/A

Consultations:

Comments received from municipal departments and external agencies are attached as Appendix "A" to this report.

Public Notice:

The statutory notice required under the Planning Act was provided in the Windsor Star. In addition, all properties within 120m (400 feet) of the subject parcel received courtesy notice by mail prior to the Development & Heritage Standing Committee Meeting (DHSC) meeting.

The applicant held a public open house on October 17, 2023 at the WFCU Centre.

Conclusion:

Planner's Opinion and Conclusions:

The proposed use of this site as a development containing 3 Multiple Dwelling structures containing 291 units represents an efficient development that will have no adverse impact on the well-being of the City of Windsor. The proposed development represents an appropriate residential use, adds to the range and mix of uses and will not cause any environmental or public health and safety concerns. This development is consistent with the Provincial Policy Statement.

The proposed Multiple Dwelling represents a housing type and density that meets the requirements of current and future residents, that meets the social, health and well-being of current and future residents, represents a form of residential intensification, is set in a location with access to infrastructure, public service facilities, and is close to commercial land uses.

The proposed Multiple Dwelling is located within an area that contains other Multiple Dwelling buildings of similar form and is compatible within its context.

The proposed Official Plan and Zoning By-law amendments are consistent the PPS, conform with the policy direction of the City of Windsor Official Plan (as recommended for amendment), is compatible with existing and permitted uses in the surrounding neighbourhood, and constitutes good planning.

Planning Act Matters:

I concur with the above comments and opinion of the Registered Professional Planner.

Greg Atkinson Manager of Development/Deputy City Planner

Neil Robertson Acting City Planner

I am not a registered Planner and have reviewed as a Corporate Team Leader

JP

Approvals:

Name	Title
Greg Atkinson	Manager of Development/Deputy City Planner
Neil Robertson	Acting City Planner
Aaron Farough	Senior Legal Counsel
Wira Vendrasco	Deputy City Solicitor, Legal Services & Real Estate
Jelena Payne	Commissioner of Economic Development & Innovation
Joe Mancina	Chief Administrative Officer

Notifications:

Name	Address	Email
2830065 Ontario Ltd.		
Lassaline Planning Consultants Inc		
Councillor Gignac		

Appendices:

- 1 Z 008-23 Liaison Comments
- 2 Concept Plan
- 3 Excerpt By-law 8600 - RD3.2

Z 008-23 Liaison Comments

TRANSIT WINDSOR - JASON SCOTT

Transit Windsor has no objections to this development. The closest existing transit route to this property is with the Lauzon 10. The closest existing bus stops to this property are directly adjacent on McHugh at Lauzon Rd Southeast and Northeast Corners. There are no plans to change these stop locations. If construction requires a bus stop to temporarily be closed, Transit Windsor requires a minimum of 2 weeks notice. Transit service will be further enhanced in this area with our approved 2023 operating budget and service plan by City Council aligned with our Transit Master Plan. This will bring 2 new local routes to this area, both being two way conventional services versus the existing one way loop.

SITE PLAN CONTROL

The development proposal is subject to Site Plan Control pursuant to the Planning Act and City of Windsor By-law 1-2004. Where preceding development applications are required, inclusive of Official Plan and Zoning By-law Amendments, request for Site Plan Control Pre-Consultation may be made following completion of the requisite Development and Heritage Standing Committee meeting at <https://ca.cloudpermit.com/login>.

ENBRIDGE

After reviewing the provided drawing at McHugh St & Lauzon Rd 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

Urban Design:

The renderings of the proposed development indicate a higher level of material and architectural details.

The planning Rationale Report (pg 27) identifies enhanced landscape features including increased landscape area to 45%, wrought iron fencing and gardens. These features will be strongly encouraged to be included at the Site Plan Control phase of this application.

Parkland Dedication:

There are no parkland implications beyond the usual requirement for cash-in-lieu of 5% parkland dedication for residential development. Detailed landscape requirements will be provided at the time of site plan review.

ENWIN

HYDRO ENGINEERING:

No Objection, provided adequate clearances are achieved and maintained.

ENWIN has existing overhead stub poles along the west limits for hydro distribution.

ENWIN has existing streetlight pole lines along the north limits with underground 120/240 volt streetlight distribution.

Prior to working in these areas, we would suggest notifying your contractor and referring to the Occupational Health and Safety Act and Regulations for Construction Projects to confirm clearance requirements during construction.

Also, we suggest referring to the Ontario Building Code for permanent required clearances for New Building Construction.



WATER ENGINEERING:

Water Engineering has no objections to the rezoning.

ERCA

The City of Windsor has received an Application for Zoning By-Law Amendment and an Application for Official Plan Amendment for the subject property. The applicant is requesting to amend the Official Plan to change from 'Industrial' to 'Residential'. The Zoning By-Law Amendment would change from 'Manufacturing District 1.2 (MD1.2)' to a site specific 'Residential District 3.2 (RD3.2)' zone. The applicant proposes to provide 1.14 parking spaces per unit, rather than the 1.25 spaces/ unit required by By-law 8600. No other alterations to the regulations contained in the RD3.2 zone category are requested.

The following pre-consultation comments are provided as a result of our review of Application for Zoning By-Law Amendment Z-008-23 [ZNG-6976] and Application for Official Plan Amendment No. 169 [OPA 6977].

NATURAL HAZARDS AND REGULATORY RESPONSIBILITIES UNDER THE CONSERVATION AUTHORITIES ACT, O. REG 686/21, PPS

The following comments reflect ERCA's role in protecting people and property from the threats of natural hazards and regulating development hazards lands under Section 28 of the *Conservation Authorities Act*.

The above noted lands are subject to our Development, Interference with Wetlands and Alteration to Shorelines and Watercourses Regulation under the *Conservation Authorities Act* (Ontario Regulation No. 158/06). The parcel falls within the regulated area of the Little River. The property owner will be required to obtain a Permit and/or Clearance from the Essex Region Conservation Authority prior to any construction or site alteration or other activities affected by Section 28 of the *Conservation Authorities Act*.

If this property is subject to Plan for Condominium, Site Plan Control or other Planning Act applications, we request to be included in the circulation of these applications. We reserve to comment further on storm water management concerns until we have had an opportunity to review the specific details of the proposal through the site plan control stage.

ERCA has no further comments at this time.

TRANSPORTATION PLANNING – SIDDHARTH DHIMAN

We have reviewed the Traffic Impact Study Addendum for the above-noted application dated October 13 2023, by Dillon Consulting and we find the Traffic Impact Study Addendum satisfactory in its current form. Transportation planning is also satisfied with the changes made in the new site plan as per our comments.

Thanks,

TRANSPORTATION PLANNING – CLARE AMICARELLI

- Lauzon Rd is classified as a Class II Arterial with a required right-of-way width of 30.5 metres per Schedule X. The existing right-of-way along the frontage of the subject property is sufficient; however, a sidewalk is required along the remaining portion fronting Lauzon Road. If the sidewalk cannot be constructed within the right-of-way, a 1.8 metre land conveyance will be required along Lauzon Road, in order to place the proposed sidewalk within right-of-way.

McHugh St is classified as a Class II Arterial with a required right-of-way width of 32 meters. The current right-of-way width is sufficient; therefore, no conveyance is required.

- A corner cut-off of 6.1m x 6.1m is required at the corner of McHugh St and Lauzon Rd for a signalized intersection.
- A parking study is required, as the parking does not comply with Zoning By-Law 8600.
 - Loading space not shown on conceptual development plan
- Per the Official Plan, a sidewalk is required on both sides of an Arterial Road. The applicant shall agree to construct at their own expense, sidewalks within the right-of-way, extending from the existing sidewalk fronting Lauzon Road, as well as provide a monetary contribution per Engineering Right-of-Way requirements for future curb and gutter along the entire frontage of Lauzon Road.
- Transportation Planning has reviewed the Transportation Impact Study titled, “1460 Lauzon Road, Windsor” conducted by Dillon Consulting Ltd in September 2022. Transportation Planning has the following comments:
 - A revised TIS is required in order to account for Spitfires Way. Traffic data collection/review shall be completed at the intersection of Lauzon Rd and Spitfires Way.
 - Any signal timing changes recommended may or may not be possible depending on the signal timing coordination of those corridors.
 - Report states the driveway to McHugh Street is proposed to only permit the northbound right-out movement; however, the Conceptual Development Plan does not appear to indicate this. Confirmation is required.
- Transportation Planning has concerns with the sight lines when vehicles are using the proposed driveway exit onto McHugh St. Based on an initial sight line review, a portion of Building A is within sight lines. Considering McHugh St is a four-lane arterial with high speeds, we have concerns with the location of the proposed driveway, especially for left turning movements onto McHugh St.
- All accesses shall conform to the TAC Geometric Design Guide for Canadian Roads and the City of Windsor Standard Engineering Drawings.

- All proposed driveways must be 7-9 metres total at the property line (minimum 3.5m/lane, maximum 4.5m/lane), unless proper justification can be provided. Both driveways shown on the conceptual development plan provided, exceed the maximum allowable width of 9 metres.
- All exterior paths of travel must meet the requirements of the Accessibility for Ontarians with Disabilities Act (AODA).

ENGINEERING – AMY OLSEN – October 2023

This email is to advise that upon further review of the surrounding area, the above property can continue through the development application process. The following shall be considered for our review and approval with respect to site servicing:

1. Storm runoff to be restricted, at a minimum, to the 5 year pre-development runoff from the site for all storms, up to and including, the 1:100 year and Urban Stress Test Events detailed within the Windsor/Essex Region Stormwater Management Standards Manual (2018).
2. Outlet capacity assessment for both the City storm and sanitary system downstream of the site outlets to confirm no adverse impacts on the existing system. Outlet capacity assessments are to have consideration for existing high water levels within the downstream City sewer system during all storm events.

ENGINEERING – AMY OLSEN – June 2023

Sewers

The site may be serviced by a 600mm sanitary sewer and a 450/750mm storm sewer located within McHugh Street 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.

This department has completed a high-level review on the functional servicing study provided. The proposed development consists of three (3) residential buildings totaling 340 units; however, referencing A-1077, the property is only assessed for 160 persons (75 persons/hectare x 2.127 hectares). Based on the above information, the servicing study is not satisfactory, and additional information will be required to further justify this proposal. 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.

The applicant will be required to submit site servicing drawings and storm detention calculations restricting storm water runoff to pre-development levels, as per the Windsor Essex Regional Stormwater Management Standards Manual:

<https://essexregionconservation.ca/wp-content/uploads/2018/12/WE-Region-SWM-Standards-Manual.pdf>.

Right-of-Way

McHugh Street is classified as a Class 2 Arterial Road according to the Official Plan, requiring a right-of-way width of 32 meters, the current right-of-way width is sufficient, therefore, a conveyance is not required.

Lauzon Road is classified as a Class 2 Arterial Road according to the Official Plan, requiring a right-of-way width of 30.5 meters and sidewalks on both sides of the road. While the current right-of-way width is sufficient, only a portion of the sidewalk is constructed along this frontage. This development shall extend the existing sidewalk to the south limits of their Lauzon Road frontage. If the sidewalk cannot be constructed within the right-of-way, a land conveyance will be required along Lauzon Road, sufficient to place the proposed sidewalk within right-of-way.

Currently, Lauzon Road has a rural cross-section, complete with a roadside ditch and is lacking curb and gutter along a portion of this property's frontage. The owner shall agree to construct at their own expense, sidewalks within the right-of-way, extending from the existing sidewalk on Lauzon Rd, and tying into the newly constructed sidewalk south of the subject property, as well as contribute \$3,422.50 towards the future construction of curb and gutter along the frontage of Lauzon Road requiring these elements.

In summary we have no objection to the proposed development, subject to the following requirements:

Site Plan Control Agreement – The applicant enters into an agreement with the City of Windsor for all requirements under the General Provisions of the Site Plan Control Agreement for the Engineering Department.

Curb & Gutters – The Owner further agrees to pay to the Corporation, prior to the issuance of a construction permit, the sum of \$3,422.50 being the Owner's contribution towards the future construction of concrete curb and gutter on the frontage of the subject lands.

Sidewalks - The owner(s) agrees to construct at their own expense and according to City of Windsor Standard Specifications, a concrete sidewalk within the right-of-way, along a portion of the Lauzon Road frontage, tying into the new sidewalk south of this development. All work shall be to the satisfaction of the City Engineer.

ERCA Requirements – The owner further agrees to follow all drainage and flood proofing recommendations of the Essex Region Conservation Authority (ERCA) may have with respect to the subject land, based on final approval will obtain all necessary permits from ERCA with respect to the drainage works on the subject lands.

Corner Cut-off– The owner(s) agrees, prior to the issuance of a construction permit, to gratuitously convey a 6.1m x 6.1m (20' x 20') corner cut-off at the intersection of McHugh Street and Lauzon Road in accordance with City of Windsor Standard Drawing AS-230.

Land Conveyance – Prior to the issuance of a construction permit, the owner (s) shall agree to gratuitously convey to the Corporation, land sufficient to place the proposed sidewalks into the right-of-way. This conveyance shall be approximately 1.8 metres along the section of Lauzon Road where sidewalks are currently lacking.

Servicing Study – The owner agrees, at its own expense, to retain a Consulting Engineer to provide a detailed servicing study report on the impact of the increased flow to the existing municipal sewer systems, satisfactory in content to the City Engineer and prior to the issuance of a construction permit. The study shall review the proposed impact and recommend mitigating measures and implementation of those measures.

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 Staaedegaard, (O) 519-253-2300x2726, (C) 519-816-0711,

mstaaedegaard@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

ZONING COORDINATOR – ZAID ZWAYYED

- Proposed Zoning Designation: RD3.2
- Existing Use [as per historical Building Permit(s) / Planning Act Application(s)]:
 - Vacant property
- Proposed Use:
 - Three multiple dwelling buildings with 291 dwelling units and a parking area
- Section 5 – General Provisions

- Flood Protection & Natural Hazards Provisions (5.40): The subject property is within Floodprone Area. Thus consultation with Essex Region Conservation Authority (ERCA) is required per section 5.40.5
- Zoning Provisions (12.2):
 - Minimum lot Frontage:
 - 30.0 m (Required)
 - 114.0 m (Provided)
 - Minimum Lot Area:
 - 13,561 m² (Required)
 - 21,704 m² (Provided)
 - Maximum Lot Coverage:
 - 35.0% (Required)
 - 27.0% (Provided)
 - Maximum Main Building Height:
 - 24.0 m (Required)
 - 21.70 m (Provided)
 - Minimum Landscaped Open Space Yard:
 - 35.0% (Required)
 - 45.0% (Provided)
 - Maximum Dwelling Unit Density:
 - 188 units per ha (Required)
 - 145 Units per ha (Provided)
- Section 24 - Parking, Loading and Stacking Provisions
 - Required Number of Parking Spaces:
 - 363 spaces (Required)
 - 334 spaces (Provided)
 - Required Number of Visitor Parking Spaces:
 - 50 spaces (Required)
 - 0 Spaces (Provided) (Designated visitor spaces must be shown)
 - Required Number of Type A Accessible Parking Spaces:
 - 4 spaces (Required)
 - Required Number of Type B Accessible Parking Spaces:
 - 4 spaces (Required)
 - 12 spaces total (Provided). However, the number of Type A and Type B spaces could not be verified on the submission, the numbers provided in the report add up to 10 spaces on page 63 of the report, and it states that there are 12 spaces in total
 - Access Aisles and curbcuts for accessible spaces: Must be shown on the submission.
 - Required Number of Bicycle Spaces:
 - 19 spaces (Required)
 - 30 spaces (Provided)
 - Required Loading Spaces:
 - 3 spaces (Required)
 - 3 spaces (Provided)
- Section 25 – Parking Area Provisions
 - 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 (25.5.20.1.6):
 - 4.50 m (Required)
 - 7.60 m (Provided)

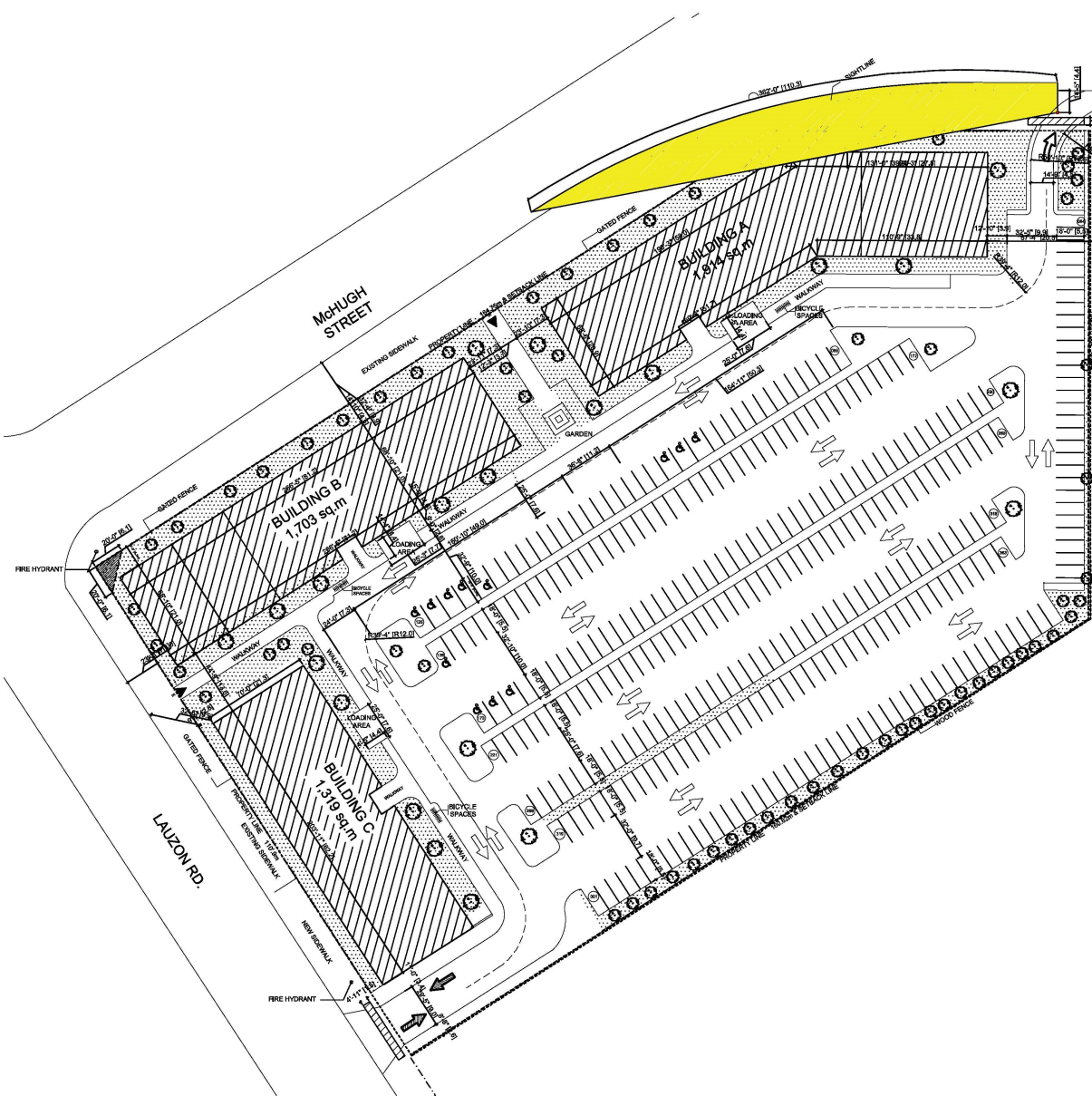
BUILDING DEPARTMENT – BARBARA RUSAN

The Building Code Act, Section 8.(1) requires that a building permit be issued by the Chief Building Official for construction or demolition of a building.

The building permit review process occurs after a development application receives approval and once a building permit application has been submitted to the Building Department and deemed a complete application.

Due to the limited Ontario Building Code related information received, review of the proposed project for compliance to the Ontario Building Code has not yet been conducted. It is strongly recommended that the owner and/or applicant contact the Building Department to determine building permit needs for the proposed project prior to building permit submission.

The City of Windsor Building Department can be reach by phoning 519-255-6267 or, through email at buildingdept@citywindsor.ca



PROPOSED ZONING RD 3.3

SET BACK	REQUIRED
FRONT YARD DEPTH =	0m
REAR YARD DEPTH =	0m
SIDE YARD DEPTH =	0m
MAIN BUILDING HEIGHT	< 30m
FRONTAGE	> 45m
COVERAGE	< 35%
LANDSCAPE OPEN	> 35%

PROPOSAL AREA = 233,620 sqft (21,704 sq.m)

SET BACK	AS SHOWN
FRONT YARD DEPTH =	AS SHOWN LAUZON ROAD (2.8m)
REAR YARD DEPTH =	AS SHOWN (21.2m)
EXTERIOR SIDE YARD DEPTH	AS SHOWN McHUGH ST. (3.5m)
INTERIOR SIDE YARD DEPTH	AS SHOWN (17.4m)
MAIN BUILDING HEIGHT =	21.70m (71'-03" = 7 storeys)

CLASSIFICATION OF BUILDING GROUP C ANY HEIGHT ANY AREA SPRINKLERED 3.2.242

AREA (BUILD UP AREA)	FLOOR	Area (sq.ft)	Area (sq.m)
BUILDING A	1st-8th	20,800	(1,914 sq.m)
	7th	17,800	(1,654 sq.m)
	SUBTOTAL (7 FLOORS)	141,400	(13,136 sq.m)
BUILDING B	1st-5th	18,336	(1,703 sq.m)
	6th	15,556	(1,445 sq.m)
	7th	12,910	(1,199 sq.m)
SUBTOTAL (7 FLOORS)	120,146	(11,162 sq.m)	
BUILDING C	6th	14,200	(1,319 sq.m)
	SUBTOTAL (6 FLOORS)	85,200	(7,915 sq.m)
TOTAL FOR ALL FLOORS		346,746	(32,214 sq.m)

COVERAGE	27%
LANDSCAPE OPEN	36.3%

ESTIMATE UNIT PER BUILDING

Building	Floor	Units
BUILDING A (7 STOREYS)	1st FLOOR	16 X 1 = 16 UNITS
	2nd - 5th FLOOR	19 X 4 = 76 UNITS
	6th FLOOR	14 X 1 = 14 UNITS
	7th FLOOR	10 X 1 = 10 UNITS
	SUB - TOTAL	116 UNITS
BUILDING B (7 STOREYS)	1st FLOOR	14 X 1 = 14 UNITS
	2nd - 5th FLOOR	18 X 4 = 72 UNITS
	6th FLOOR	14 X 1 = 14 UNITS
	7th FLOOR	12 X 1 = 12 UNITS
SUB-TOTAL	104 UNITS	
BUILDING C (6 STOREYS)	1st FLOOR	11 X 1 = 11 UNITS
	2nd - 6th FLOOR	12 X 5 = 60 UNITS
	SUB-TOTAL	71 UNITS
TOTAL		291 UNITS

REQUIRED PARKING 291 X 1.25 = 363 PARKING SPACE

PROVIDED SURFACE PARKING SPACE 291x 1.25 = 363 PARKING SPACE

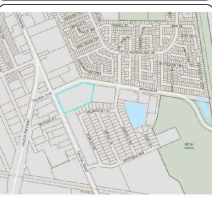
AVANT
GROUP INCORPORATION
5880 Tecumseh Rd. East, Windsor, ON, N8T 1E3
Phone: 519-300-8839 | 519-919-2010
Email: info@avantgroupincorp.com
Website: www.avantgroupincorp.com

PROPRIETARY AND CONFIDENTIAL
THE PLAN AND DESIGN CONTAINED IN THIS DRAWING IS THE SOLE PROPERTY OF AVANT GROUP INC. ANY REPRODUCTION IN PART OR AS A WHOLE WITHOUT THE WRITTEN PERMISSION OF AVANT GROUP INC. IS PROHIBITED.

NuFusion
& ASSOCIATES
590 BIELLETTE AVE. WINDSOR, ONTARIO, N6A 4M5
EMAIL: sp.nufusion@gmail.com CALL: 519-550-9514

LASSALINE
PLANNING CONSULTANTS INC.

CLIENT
NuFusion Associates



PROJECT TITLE
GATEWAY GARDENS
NEW GATED LAUZON
CONDOMINIUM DEVELOPMENT
1450 LAUZON RD, WINDSOR, ON

DRAWING TITLE
CONCEPTUAL SITE PLAN

NOTE
1. REFER TO ALL DRAWINGS
2. VERIFY ALL DIMENSIONS AND EXISTING CONDITIONS AS REQUIRED PRIOR TO BEGINNING AND COMMENCEMENT OF WORK.
3. COORDINATE ARCHITECTURAL, STRUCTURAL, MECHANICAL, AND ELECTRICAL DRAWINGS PRIOR TO COMMENCEMENT OF WORK.
4. SHOULD ANY COMMENTS AND/OR DISCREPANCIES ARISE, NOTIFY THE ARCHITECT IMMEDIATELY, IN WRITING PRIOR TO PROCEEDING WITH ANY WORK.
5. ALL WORK SHALL COMPLY OR EXCEED THE REQUIREMENTS OF THE ONTARIO BUILDING CODE, THE CODE, PLUMBING CODE, ELECTRICAL CODE, AND LOCAL BY-LAWS.

REVISION RECORD

No.	Description	Date
1	REZONING APP.	July '22
2	REZONING REV.	16 OCT '23

PROJECT NOTE
PROJECT NUMBER 22-001
DATE 2023-10-15
DRAWN BY M.H.
CHECKED BY J.N.
APPROVED BY M.H.

SHEET SIZE
ARCH D (24" x 36")
SHEET NUMBER
SP-2R3
REV. NO.
SCALE AS NOTED

1
SP-2
CONCEPTUAL SITE PLAN
1/32" = 1'-0"

12.2 RESIDENTIAL DISTRICT 3.2 (RD3.2)

12.2.1 PERMITTED USES

Lodging House

Multiple Dwelling

Religious Residence

Residential Care Facility

Any of the following *existing* dwellings:

Double Duplex Dwelling

Duplex Dwelling

Semi-Detached Dwelling

Single Unit Dwelling

Any use accessory to any of the preceding uses

12.2.5 PROVISIONS

.1 Lot Frontage – minimum 30.0 m

.2 Lot Area – minimum

For a *corner lot* having a minimum frontage of 30.0 m on each of the *exterior lot lines*:

a) For the first 5 *dwelling units* 540.0 m²

b) For the next 19 *dwelling units* 67.0 m² per unit

c) For each additional *dwelling unit* 44.0 m² per unit

For any other *lot*:

d) For the first 4 *dwelling units* 540.0 m²

e) For the next 15 *dwelling units* 85.0 m² per unit

f) For each additional *dwelling unit* 55.0 m² per unit

.3 Lot Coverage – maximum 35.0%

.4 Main Building Height – maximum

Corner Lot 24.0 m

Interior Lot 18.0 m

.8 Landscaped Open Space Yard – minimum 35.0% of *lot area*

.13 Dwelling Unit Density – *dwelling units* per hectare – maximum

For a *corner lot* having a minimum frontage of 30.0 m on each of the *exterior lot lines* 188 units per ha

For any other *lot* 150 units per ha

.50 A *Lodging House* for the accommodation of 10 persons or less, and any use accessory thereto, shall comply with the *Single Unit Dwelling* provisions of Section 10.1.5 and further, the whole of the *building* shall be used for a *Lodging House*, including any *accessory use*. [ZNG/5630]

(AMENDED by B/L 95-2019, Sept. 27/2019)

.55 A addition to an *existing Double Duplex Dwelling*, *existing Duplex Dwelling*, *existing Semi-Detached Dwelling* or an *existing Single Unit Dwelling* and any use accessory to the preceding uses, shall comply with the provisions of Section 11.2.5.



Subject: Closure of Third Street R.O.W. between Continental Avenue and E. C. Row Expressway, Ward 2, SAS-6924

Moved by: Councillor Fred Francis

Seconded by: Councillor Angelo Marignani

Decision Number: **DHSC 588**

- I. THAT the 20.12-metre-wide Third Street right-of-way located between Continental Avenue and E. C. Row Expressway, and shown on Drawing No. CC-1828 (*attached* hereto as Appendix "A"), and hereinafter referred to as the "subject right-of-way", **BE ASSUMED** for subsequent closure;
- II. THAT the subject right-of-way **BE CLOSED AND CONVEYED** to the abutting property owners, in a manner deemed appropriate by the City Planner, subject to the following:
 - a. 6.0-metre-wide easement, subject to there being accepted in the City's standard form and in accordance with the City's standard practice, be granted to:
 - i. The Corporation of the City of Windsor to enter, construct, maintain, inspect, alter, repair, remove, replace, reconstruct and enlarge the existing 1,500.0 millimetre reinforced concrete storm sewer pipe.
 - b. 6.0-metre-wide easement, subject to there being accepted in the City's standard form and in accordance with the City's standard practice, be granted to:
 - i. The owner of the property known municipally as 4575 Fourth Street (legally described as Lots 225, 226 & 303 to 305, Plan 972; Lots 53 to 65 & 112 to 130, Part of Alley & Hudson, Plan 1154; Parts 1 to 6, Reference Plan 12R-10200) for vehicular and pedestrian access to Continental Avenue.
 - c. Easement over that portion of the subject right-of-way abutting the property known municipally as 0 Continental Avenue (legally described as Lots 38 to 40 & Part of Closed Alley, Plan 1209), 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 owner of the property known municipally as 0 Continental Avenue for access to maintain their property to City of Windsor standards, **IF** they choose not to purchase their half of the subject right-of-way.

III. THAT Conveyance Cost **BE SET** as follows:

- a. For alley conveyed to abutting lands zoned MD2.1, \$10.00 per square foot 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 without easements, and \$5.00 per square foot 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 with easements.

IV. THAT The City Planner **BE REQUESTED** to supply the appropriate legal description, in accordance with Drawing No. CC-1828, *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.

Carried.

Report Number: S 97/2023
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 February 5, 2024.
3. To view the stream of this Standing Committee meeting, please refer to:
<https://csg001-harmony.sliq.net/00310/Harmony/en/PowerBrowser/PowerBrowserV2/20240205/-1/9463>

Subject: Closure of Third Street R.O.W. between Continental Avenue and E. C. Row Expressway, Ward 2, SAS-6924

Reference:

Date to Council: February 5, 2024
Author: Brian Nagata, MCIP, RPP
Planner II - Development Review
(519) 255-6543 ext. 6181

Planning & Building Services
Report Date: August 4, 2023
Clerk's File #: SAA2023

To: Mayor and Members of City Council

Recommendation:

- I. THAT the 20.12-metre-wide Third Street right-of-way located between Continental Avenue and E. C. Row Expressway, and shown on Drawing No. CC-1828 (*attached* hereto as Appendix "A"), and hereinafter referred to as the "subject right-of-way", **BE ASSUMED** for subsequent closure;
- II. THAT the subject right-of-way **BE CLOSED AND CONVEYED** to the abutting property owners, in a manner deemed appropriate by the City Planner, subject to the following:
 - a. 6.0-metre-wide easement, subject to there being accepted in the City's standard form and in accordance with the City's standard practice, be granted to:
 - i. The Corporation of the City of Windsor to enter, construct, maintain, inspect, alter, repair, remove, replace, reconstruct and enlarge the existing 1,500.0 millimetre reinforced concrete storm sewer pipe.
 - b. 6.0-metre-wide easement, subject to there being accepted in the City's standard form and in accordance with the City's standard practice, be granted to:
 - i. The owner of the property known municipally as 4575 Fourth Street (legally described as Lots 225, 226 & 303 to 305, Plan 972; Lots 53 to 65 & 112 to 130, Part of Alley & Hudson, Plan 1154; Parts 1 to 6, Reference Plan 12R-10200) for vehicular and pedestrian access to Continental Avenue.

- c. Easement over that portion of the subject right-of-way abutting the property known municipally as 0 Continental Avenue (legally described as Lots 38 to 40 & Part of Closed Alley, Plan 1209), 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 owner of the property known municipally as 0 Continental Avenue for access to maintain their property to City of Windsor standards, **IF** they choose not to purchase their half of the subject right-of-way.
- III. THAT Conveyance Cost **BE SET** as follows:
 - a. For alley conveyed to abutting lands zoned MD2.1, \$10.00 per square foot 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 without easements, and \$5.00 per square foot 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 with easements.
- IV. THAT The City Planner **BE REQUESTED** to supply the appropriate legal description, in accordance with Drawing No. CC-1828, *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



STREET & ALLEY CLOSING (SAA/6924)

1:2,000

APPLICANT : VITELLA PLUMBING INC.

 SUBJECT LANDS

PLANNING DEPARTMENT - PLANNING POLICY

DATE: DECEMBER, 2022



Figure 1 - Location Map

Background:

The applicant, Vitella Plumbing Inc., owner of the properties known municipally as 2015 Continental Avenue and 0 Third Street (Roll No. 080-670-00700) (the subject property), applied to close the Third Street right-of-way located between Continental Avenue and E. C. Row Expressway (the R.O.W.), and shown on Drawing No. CC-1828 attached hereto as Appendix "A", and also shown on the aerial photo attached hereto as Appendix "B".

The R.O.W is unmaintained and composed primarily of gravel and grass to the north, and natural vegetation to the south. The R.O.W contains a 1,500.0 millimetre reinforced concrete storm sewer with manhole, and provides the only vehicular means of access to the vacant property known municipally as 0 Continental Avenue (Roll No. 080-660-06402).

The applicant wishes to close and purchase the R.O.W to accommodate a proposed commercial/industrial development on the west side of the subject property. The

applicant has provided two (2) Conceptual Drawings illustrating a one storey multi-unit building with parking area (see Figures 2 & 3 below). The applicant indicated that if successful in acquiring the R.O.W or part there-of, they would be interested in remediating the lands of any contaminants and/or refuse originating from previous industrial uses.



Figure 2 - Conceptual Plan 1



Figure 3 - Conceptual Plan 2

Discussion:

The decision to recommend closure of a right-of-way is derived from the City's *Classification of Alleys and Suitability for Closure* guideline document (the document), **attached** hereto as **Appendix "E"**. The document details four classifications of right-of-ways based on their usefulness, and provides corresponding criteria for determining suitability for closure.

Classification of Public Right-of-Ways

The initial step is to determine if the right-of-way is indispensable. This is achieved through the evaluation of the following criteria set forth in Section 1 of the document.

1. *Does the subject right-of-way serve commercial properties?*
 - a. The R.O.W does not serve commercial properties.
2. *Does the subject right-of-way serve properties fronting on heavily traveled streets i.e. major arterial routes?*
 - a. The R.O.W does not serve properties fronting on heavily traveled streets.
3. *Does the subject right-of-way contain sewers, and must the right-of-way remain accessible for servicing?*
 - a. The R.O.W contains a 1,500.0 millimetre reinforced concrete storm sewer.
 - b. The Public Works Department has no objection to the closure subject to the following conditions being satisfied:
 - 6.0-metre-wide easement be granted in favour of The Corporation of the City of Windsor to enter, construct, maintain, inspect, alter, repair, remove, replace, reconstruct and enlarge the storm sewer; and
 - Driveway Permit be obtained to pave and maintain the driveway approach as per Standard Engineering Drawing AS-204.
 - The Driveway Permit will be included as a condition of Site Plan Approval, when and if the development proceeds.
4. *Does the subject right-of-way serve as the only vehicular means of access to rear parking areas and garages where the property has insufficient lot width for a side drive?*
 - a. The R.O.W does not serve as the only vehicular means of access to rear parking areas or garages.
5. *Does the subject right-of-way contain Fire Department connections that are deemed to be necessary for firefighting access?*
 - a. The R.O.W does not contain Fire Department connections.

6. *Does the subject right-of-way lie within a Holding zone or other similar undeveloped areas where the right-of-way system is clearly obsolete and has never been developed, but where the City needs to keep its options open until new area plans are prepared and development is imminent?*

- a. The R.O.W does not lie within a Holding zone or similar undeveloped area.

Based on the above, the Planning Department deems the right-of-way “dispensable”, and supports the requested closure.

It is our recommendation that, upon closure, the abutting property owners be given the chance to acquire the right-of-way in the manner described in the Recommendation section herein. Hence the recommendation is to close and convey the right-of-way to the abutting property owners, which is the standard manner of conveyance.

The applicant’s request to close and purchase the R.O.W in its entirety cannot be supported for the following reasons:

- The owner of the abutting property known municipally as 1945 Continental Avenue has confirmed in writing that they wish to purchase their half of the R.O.W.
- There is no justification to convey the R.O.W in its entirety to the subject property (i.e. historical legally recognized use of the R.O.W. for a purpose such as vehicular access)

The applicant will potentially have an opportunity to purchase the entire width of the R.O.W. shared with 0 Continental Avenue, as its owner has verbally indicated that they are not interested in purchasing it. The closure and purchase of 0 Continental Avenue’s half of the R.O.W. by another property owner will require an easement to be granted in their favour for access to maintain their property to City of Windsor standards. This is due to the roadside ditch located across the entire lot frontage of 0 Continental Avenue.

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 a right-of-way conveyed to abutting lands zoned MD2.1 is assessed at \$10.00 per square foot 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 without easements and \$5.00 per square foot 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 with easements.

Consultations:

Consultations were held with Municipal Departments and Utility Companies, which resulted in the information found in *attached* hereto as Appendix "C".

The Legal Department has advised that an easement is required in favour of 4575 Fourth Street for vehicular and pedestrian access as a condition of closing the R.O.W. This easement is necessary in the event that the owner creates a landlocked lot through the transfer of Lots 125 through 130, Registered Plan 1154 and Lot 305, Registered Plan 972 or any combination thereof (refer to Figure 4 below). The City cannot eliminate access to a public right-of-way from a lot(s) on a Registered Plan of Subdivision.



Figure 4 - Transferable Lots on Registered Plan of Subdivisions 972 & 1154

Notice of this application was issued to property owners abutting the R.O.W. by regular mail, with no objections being received as of the date of writing this report.

Letter was issued to property owners abutting the R.O.W. by regular mail, requesting that they confirm if they intend to purchase their half of the R.O.W. This letter was issued in response to the applicant's request to close and purchase the R.O.W. in its entirety, which is contrary to the standard manner of conveyance. The letter advised the property owners that failure to reply may result in the offer for purchase of their half of the R.O.W. being forfeited to another abutting property owner.

The owner of the property known municipally as 1945 Continental Avenue, confirmed, in writing, that they wish to purchase their half of the R.O.W. should Council approve its closure.

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 R.O.W. shown on attached Appendix "A", subject to easements in favour of The Corporation of the City of Windsor, the owner of 0 Continental Avenue and the owner of 4575 Fourth Street as in Recommendation II of this report.

The closed R.O.W. 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
Kate Tracey	Senior Legal Council, Legal Services & Real Estate
Jelena Payne	Commissioner, Economic Development & Innovation
Joe Mancina	Chief Administration Officer

Notifications:

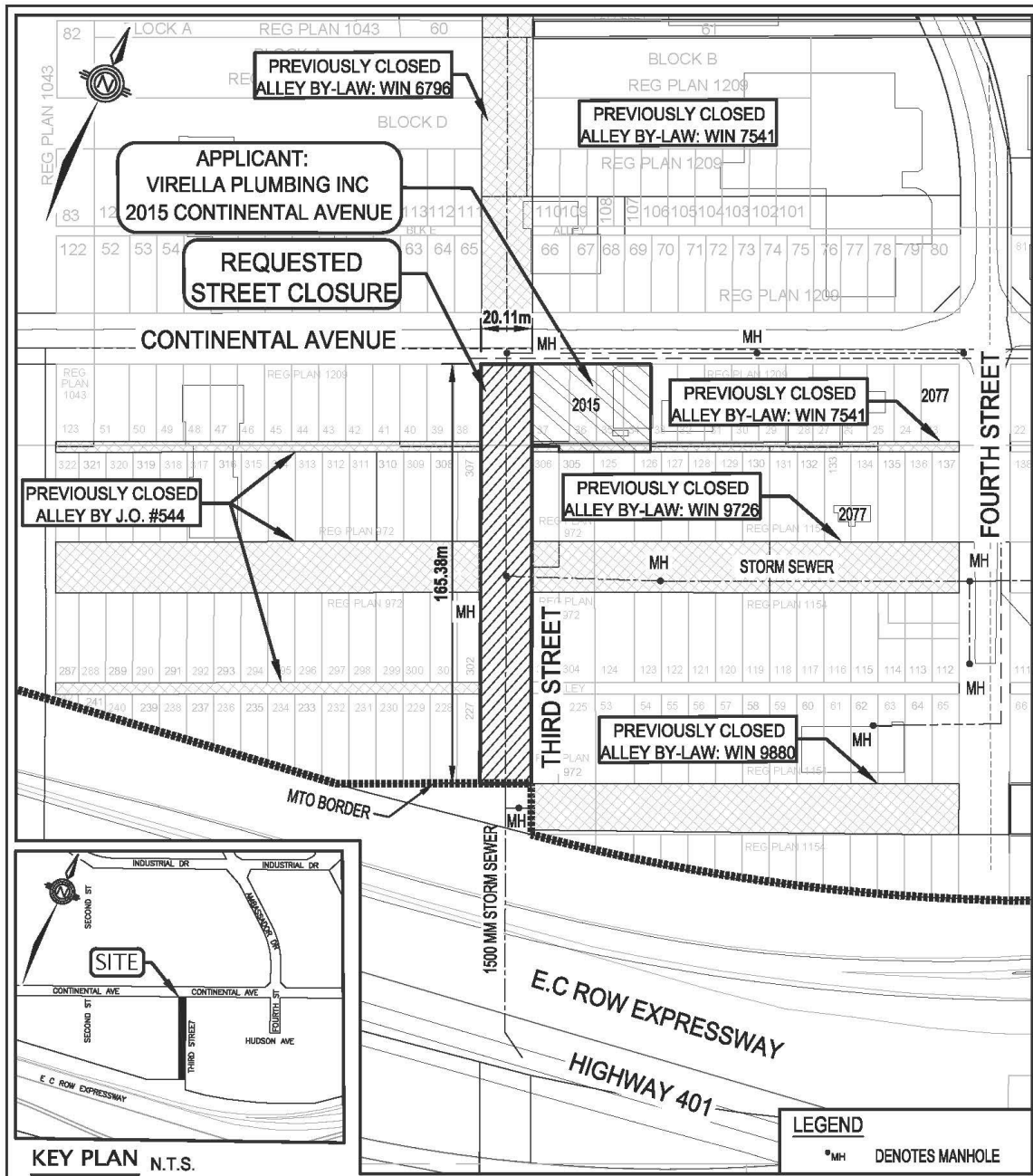
Name	Address	Email
Ward 2 Councillor Fabio Costante	350 City Hall Square West, Suite 220 Windsor, Ontario N9A 6S1	fcostante@citywindsor.ca
List of mailing labels for property owners abutting alley issued to Clerks office		

Appendices:

- 1 Appendix A - Drawing No. CC-1828
- 2 Appendix B - EIS Drawing - Aerial Photo
- 3 Appendix C - Consultations with Municipal Departments and Utility Companies
- 4 Appendix D - Site Photos
- 5 Appendix E - Classification of Alleys and Suitability for Closure

APPENDIX "A"

Drawing No. CC-1828



THE CORPORATION OF THE CITY OF WINDSOR - ENGINEERING DEPARTMENT				
Proposed Closure of Third Street Between Continental Ave & E.C.Row Westbound On Ramp, West of Fourth Street				
 Kirk Tamm, Manager of Geomatics	SCALE: 1:2000	DATE: DEC 2020	REVISED: —	DWG. NO.
	DWN BY: UT	CHKD BY: PJU / MM	REVISION NO.: —	CC-1828

APPENDIX "B"

EIS Drawing - Aerial Photo



STREET & ALLEY CLOSING (SAA/6924)

1:2,000

APPLICANT : VITELLA PLUMBING INC.

 SUBJECT LANDS

PLANNING DEPARTMENT - PLANNING POLICY

DATE: DECEMBER, 2022



APPENDIX “C”

Consultations with Municipal Departments and Utility Companies

BELL CANADA WSP

No comments provided

COGECO CABLE SYSTEMS INC.

No comments provided

ENBRIDGE GAS

After reviewing the provided drawing at Third St. and consulting our mapping system, please note that Enbridge Gas has no active infrastructure in the proposed area. A PDF drawing has been attached for reference.

Also, please note the following should you find any abandoned infrastructure in the area:

- Any pipe that is excavated, please assume that it is live
- If during the course of any job, any pipe is found that is not on the locate sheet and is in conflict with your work, please call our emergency number (1-877-969-0999), and one of our Union Gas representatives will respond to determine if that plant is in fact live or dead
- Please note that our Enbridge Gas representative will respond to the live or dead call within 1-4 hours, so please plan your work accordingly

[Jose Delloso - Drafter / Estimator]



ENVIRONMENTAL SERVICES

No concerns from Environmental Services.

[Anne-Marie Albidone - Manager, Environmental Services]

ENWIN UTILITIES - HYDRO

No objection

[Anwar Nagar - Senior Hydro Engineering Technologist]

ENWIN UTILITIES - WATER

Water Engineering has no objections.

[Bruce Ogg - Water Project Review Officer]

LEGAL DEPARTMENT

For lands abutting MD2.1, \$10/sq. ft. without easements and \$5/sq. ft. with easements.

[Chris Carpenter - Coordinator of Real Estate Services]

MNSi

MNSi does not require an easement through these subject properties.

[Dave Hartleib - Outside Plant Manager]

PARKS & FACILITIES

As from Parks D&D point of view this SAA/6924 Liaison has no issue.

But from other city planning and urban design points of view this request is not in support as for the integrity and continuity of the Third street. It has also other land parcels and an existing underground utilities/services with specially existing sewer line, see attached.

We are not in support for this Liaison.

[Sherif Barsom - Landscape Architect]



PLANNING DEPARTMENT

No comments provided

PLANNING DEPARTMENT - LANDSCAPE ARCHITECT

No objections from a landscape architectural perspective.

[Stefan Fediuk - Landscape Architect]

PUBLIC WORKS - ENGINEERING

The subject alley is composed of grass and dirt. The property at 4575 Fourth Street has placed a gravel approach and driveway without a permit in the alley. If the closure application is not approved, the property owner will be required to remove the gravel driveway and approach at their cost. If the alley is closed, the owner of the alley is required to obtain a permit to pave and maintain the driveway approach as per AS-204. There is a storm sewer running through the alley. An easement will be required for the municipal sewer. 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

All adjacent properties of the Third Street ROW have alternate access from either Continental Ave or Fourth Street. Closing the ROW as shown will not restrict access to any properties. Given that the land is zones MD2.1 and subdividing land is unlikely, there are no concerns with closing the ROW as shown

[Mike Spagnuolo - Signal Systems Analyst]

ROGERS COMMUNICATIONS

No comments provided

TELUS COMMUNICATIONS

TELUS has no underground infrastructure in the area of your proposed work

[Meghna Patel - Permit Coordinator]

TRANSPORTATION PLANNING

Transportation Planning has no concerns.

[Clare Amicarelli - Transportation Planner I]

TRANSIT WINDSOR

No comments provided

WINDSOR FIRE

No issue from Fire.

[Mike Coste - Chief Fire Prevention Officer]

WINDSOR POLICE

The Windsor Police Service has no concerns or objections with the closure of this alley. 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 (December 5, 2022)



Figure 1 - Looking south towards Third Street from Continental Avenue



Figure 2 - Third Street, looking south from Vitella Plumbing Inc. property (left) (2015 Continental Avenue)



Figure 3 - Third Street, looking southeast towards First Canada ULC property (4575 Fourth Street)



Figure 4 - Third Street, looking south towards E. C. Row Expressway



Figure 5 - Third Street, looking east towards First Canada ULC west gate



Figure 6 - Third Street, looking north from First Canada ULC (right)



Figure 7 - Storm sewer manhole within Third Street right-of-way



Figure 8 - Third Street, looking north towards Continental Avenue from Vitella Plumbing Inc. (right)

APPENDIX “E”

Classification of Alleys and Suitability for Closure

Classification of Public Rights-of-Ways:

Currently streets and alleys fall into four classifications on the basis of their usefulness:

- 1) Alleys that are **indispensable**. These would be alleys serving commercial properties and properties fronting on heavily traveled streets i.e. major arterial routes and alleys which contain sewers and must remain accessible for servicing; alleys or streets which serve as the only vehicular means of access to rear parking areas and garages where the property has insufficient lot width for a side drive; and, alleys which contain Fire Department connections that are deemed to be necessary for firefighting access.
- 2) Alleys that, **have some usefulness**, are nevertheless dispensable and may or may not be a complete liability.
- 3) Alleys that appear to serve **no useful purpose**, either now, or anticipated. Such alleys are in residential areas and locations where generally the lots are wide enough for side drives, or those alleys abutting parks and other parcels of land that do not require any servicing from the alley. Remnant or stub-end streets which are dead-ended and do not serve as access to other streets.
- 4) Alleys lying in Holding zones and other similar undeveloped areas where the alley system is **clearly obsolete** and has never been developed, but where the City needs to keep its options open until new area plans are prepared and development is imminent.

Suitability for Closing:

Following are the criteria and suitability for closing alleys in each of the above classifications:

- 1) Indispensable alleys should **not be closed**, conveyed, reduced or otherwise jeopardized through minority interests unless a suitable substitute alley is opened in lieu thereof. They are essential from the viewpoint of fire protection, police protection, emergency services (i.e. ambulance) and loading or unloading of goods, refuse collection, servicing of blocked sewers and utility services. Without such alleys, the above noted services would at least be more costly if not impossible to complete or adequately access; and would noticeably interfere with street traffic, thereby reducing the access capacity of the adjacent arterial, collector, or street for business.
- 2) Alleys having some usefulness should **be considered for closing** only upon request of abutting owners rather than by encouragement of the City.
- 3) Alleys that serve no useful purpose should **be closed** if at all possible, and in fact the owners abutting thereon should be encouraged to accept conveyance.
- 4) Alleys that are clearly obsolete should **not be closed** unless there is a municipal need or specific development proposals acceptable to the City are submitted.



Subject: Economic Revitalization Community Improvement Plan (CIP) application submitted by Bobaek America Inc. for a Manufacturing Facility located at 3490 Wheelton Drive (Ward 9)

Moved by: Councillor Kieran McKenzie
Seconded by: Councillor Angelo Marignani

Decision Number: **DHSC 589**

- I. THAT the request made by Bobaek America Inc. to participate in the Business Development Grant Program **BE APPROVED** for the property located at 3490 Wheelton Drive (shown in Appendix 'A') for a period that ends the earlier of 10 years or when 100% of the eligible costs are repaid pursuant to the City of Windsor Economic Revitalization Community Improvement Plan; and,
- II. THAT Administration **BE DIRECTED** to prepare an agreement between the City and Bobaek America Inc. to implement the Business Development Grant Program in accordance with applicable policies, requirements, and provisions contained within the Economic Revitalization Community Improvement Plan, and applicable lease terms, for the subject property to the satisfaction of the City Planner as to technical content, the City Solicitor as to form, and the City Treasurer as to financial content; and,
- III. THAT the CAO and City Clerk **BE AUTHORIZED** to sign the Business Development Grant Agreement.

Carried.

Report Number: S 1/2024
Clerk's File: SPL/10759

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 February 5, 2024.
3. To view the stream of this Standing Committee meeting, please refer to:
<https://csg001-harmony.sliq.net/00310/Harmony/en/PowerBrowser/PowerBrowserV2/20240205/-1/9463>

**Subject: Economic Revitalization Community Improvement Plan (CIP)
application submitted by Bobaek America Inc. for a Manufacturing
Facility located at 3490 Wheelton Drive (Ward 9)**

Reference:

Date to Council: February 5, 2024

Author: Greg Atkinson, Deputy City Planner - Development

519-255-6543 ext. 6582

gatkenson@citywindsor.ca

Tracy Tang

Planner II - Revitalization & Policy Initiatives

519-255-6543 ext. 6179

ttang@citywindsor.ca

Planning & Building Services

Report Date: January 8, 2024

Clerk's File #: SPL/10759

To: Mayor and Members of City Council

Recommendation:

- I. THAT the request made by Bobaek America Inc. to participate in the Business Development Grant Program **BE APPROVED** for the property located at 3490 Wheelton Drive (shown in Appendix 'A') for a period that ends the earlier of 10 years or when 100% of the eligible costs are repaid pursuant to the City of Windsor Economic Revitalization Community Improvement Plan; and,
- II. THAT Administration **BE DIRECTED** to prepare an agreement between the City and Bobaek America Inc. to implement the Business Development Grant Program in accordance with applicable policies, requirements, and provisions contained within the Economic Revitalization Community Improvement Plan, and applicable lease terms, for the subject property to the satisfaction of the City Planner as to technical content, the City Solicitor as to form, and the City Treasurer as to financial content; and,
- III. THAT the CAO and City Clerk **BE AUTHORIZED** to sign the Business Development Grant Agreement.

Executive Summary:

N/A

Background:

City Council approved the Economic Revitalization Community Improvement Plan (CIP) at its January 31, 2011 meeting via CR 50/2011. The adopting By-law 30-2011 was passed by Council at its February 14, 2011 meeting.

The Economic Revitalization CIP provides financial incentives to encourage new investment in targeted economic sectors for the purposes of diversifying the local economy and creating/retaining jobs. The CIP allows the City to take a variety of measures to further the objectives of the Economic Revitalization CIP that would otherwise be prohibited by Ontario's *Municipal Act, 2001*. This includes the acquisition and preparation of land; construction, repair, rehabilitation or improvement of buildings; the sale, lease or disposal of land and buildings; and the provision of grants to owners or tenants of land—all of which must conform with the objectives and policies contained within the CIP.

To date, City Council has approved a number of applications made under the CIP representing a range of targeted economic sectors including manufacturing, research and development, creative industries, logistics, health & life sciences, and tourism.

Windsor Works Strategy

In February of 2020, Windsor City Council commissioned an economic development report called Windsor Works - An Economic Development Strategy for the City's Future Growth. One of the report's chief recommendations relating to the future economy was to build on Windsor's manufacturing strength to become a hub for new innovation and the auto sector of the future. Specifically, the report recommended establishing Canada's first ramp up factory for electric and autonomous vehicles and working with the Province to prioritize the area for battery production by 2025.

Announcement of Landmark Investment

On March 23, 2022 Stellantis and LG Energy Solutions (LGES) announced that Windsor had been selected as the site of Canada's first large-scale electric vehicle battery manufacturing facility. The companies have formed a joint venture called NextStar Energy Inc. to facilitate a \$5 Billion (CAD) investment in a large scale lithium-ion battery production plant located west of Banwell Road and south of EC ROW Expressway. The facility will have an annual production capacity in excess of 45 gigawatt hours, targeted to be operational in 2024 and create an estimated 2,500 new jobs.

Bobaek C&S Co. is the parent company of Bobaek America Inc. and producer of electronic components and parts for electric vehicles. Bobaek C&S Co. was established in 2012 in South Korea and has been expanding its business internationally with other facilities located in Poland, Czech Republic, and Indonesia. Bobaek intends to expand their business in North America to supply the demands of their customers. Bobaek will manufacture base materials for the battery in EVs and other automotive products. To carry out this project Bobaek has decided to build a manufacturing facility in Windsor, which was announced by the Provincial Government in December 2023.

Subject Site

In accordance with a lease dated July 14, 2023, the property located at 3490 Wheelton Drive Airport (the “Subject Site”), directly east of the FedEx Cargo Building near the Windsor International Airport, will be leased by Bobaek America Inc. from the City upon satisfaction of certain conditions precedent. As tenant, Bobaek America Inc. has applied for financial incentives under the Business Development Grant Program for its proposed manufacturing facility to be constructed at the Subject Site. See Appendix ‘A’ for a location map of the Subject Site.

The Subject Site is vacant land that is currently farmed. The Subject Site is designated ‘Industrial’ on Schedule D of the Official Plan and is zoned Manufacturing District MD2.7, which permits a wide range of industrial uses.

Discussion:

Business Development Grant Program

The Business Development Grant Program is intended to provide financial incentive to stimulate new investment in targeted economic sectors for the purposes of expanding and diversifying Windsor’s economy. The Business Development Grant Program will also apply to projects that demonstrate a major investment resulting in a significant positive impact on the local economy and workforce. New manufacturing businesses that create a minimum of 50 jobs are eligible to apply under the program.

Successful applicants are eligible to receive an annual grant for up to 100% of the municipal property tax increase created by an investment in development or redevelopment of a building or property—provided it conforms with the Economic Revitalization CIP. Annual grants typically continue for up to 10 years or until up to 100% of the eligible investment costs are repaid.

Proposed Construction

The application proposes to construct a 13,310 m² (143,267 ft²) industrial building in two phases (i.e. 6,655 m² or 71,633 ft² each). The project is estimated at a value of \$35 million in total, with construction costs approximately \$25,765,148.

Eligible Sector

Bobaek America Inc. falls under the eligible Manufacturing sector, which is defined as:

Manufacturing

Companies engaged in the fabricating, processing, assembling, packaging, producing or making goods or commodities, including ancillary repair, storage, wholesaling or office uses.

Employment

According to the CIP application, Bobaek America Inc. will create 144 new jobs as part of Phase 1 and about 70 new jobs as part of Phase 2 (i.e. total of about 214 new jobs).

CIP Objectives

Construction of the industrial facility and recommended Business Development Grant supports the following CIP objectives:

- Encourage investment that results in the productive use of lands and/or buildings for the purposes of establishing or maintaining a business enterprise, or the expansion of existing businesses to realize more effective use of the land's potential;
- Encourage capital investments that create new and/or maintain existing permanent jobs, as well as short-term construction jobs that contribute to the reduction of the unemployment rate;
- Attract investment based on the community's strengths and competitive advantages;
- Support investments in specified high potential economic sectors that contribute to the diversification of the local economy;
- Facilitate the development of the City's vacant employment lands and other areas that have the potential to be new employment areas;
- Provide financial incentive programs that are attractive to potential investors and corporate decision-makers, but are balanced with expectations of City taxpayers and the City's ability to fund the financial incentive programs;
- Support the establishment and on-going development of sector clusters and encourage businesses to take advantage of cluster-related synergies; and,
- Support investment and development that results in an increase in property

assessment and grows the non-residential municipal tax base over the long-term.

Risk Analysis:

There is little risk involved in the approval of CIP incentives. Staff resources are required for the upfront administration of the grant program and finalization of the legal agreement. Limited staff resources related to on-going monitoring of the eligible employment use and issuance of annual grants will also be required over the next 10 years. Should Council refuse the CIP request, there is a significant risk that Bobaek America Inc. may not proceed with the proposed investment in Windsor.

Climate Change Risks

Climate Change Mitigation:

The proposed manufacturing facility implements Environmental Master Plan Goal A – Improve Our Air Quality, which directs the City to be proactive by partnering with community groups, industry and other levels of governments to improve Windsor’s air quality. It also implements Community Energy Plan Transportation Strategy 11, which seeks to increase the adoption of electric vehicles and alternate fuel vehicles.

The construction and operation of the proposed manufacturing facility will result in an increase in the community greenhouse gas emissions, however, it is important to highlight as in previous reports regarding the NextStar Energy Battery facility that the emissions associated with this opportunity will support the national/international transition to EV vehicles as a priority mitigation strategy to move away from fossil fuels.

Climate Change Adaptation:

The new buildings 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. The site would also be required to incorporate storm water management best practices. The site plan control application will be reviewed for opportunities to enhance resiliency.

Financial Matters:

Business Development Grant Program

The tax increment portion of the Business Development Grant is not calculated or paid out until all eligible work is completed and the property is reassessed by the Municipal Property Assessment Corporation (MPAC). Reassessment of the property must result in an increase in assessment value. The grant amount is recalculated annually based on

the actual assessed property value, tax class, and municipal tax rate.

Summary of Potential Financial Incentives

Bobaek America Inc. proposes to invest \$35 million in total, with \$25,765,148 in eligible building construction costs between the two phases of construction (i.e. Phase 1 & 2). The current tax levy is \$0 as the vacant lands are currently owned by the City and therefore are considered to be exempt for property tax purposes. The satisfaction or waiver of the conditions precedent under the lease to Bobaek America Inc. and construction of the industrial building would trigger a change in use causing the property to become taxable.

Based on the 2022 BMA Management Consulting data for standard industrial facilities, City staff anticipate the post-development tax levy to total approximately \$221,000 with the municipal share estimated to be \$187,200. The recommended grant period of 10 years would provide a total estimated grant value of \$1,872,000, which would offset approximately 7.3% of the eligible building construction costs and permit fees incurred by Bobaek America Inc.

Because the Business Development Grant Program does not cancel taxes, Bobaek America Inc. 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 (i.e. the 'tax increment').

Additionally, Bobaek America Inc. has been approved for \$1.5 million in funding from the Provincial Government through the Regional Development Program's Southwestern Ontario Development Fund.

Consultations:

The Economic Revitalization CIP was subject to extensive stakeholder and public consultation as part of the approval process, including two public open houses, a statutory public meeting of Council and circulation among internal City staff and the Province.

Planning staff have consulted with the applicant prior to accepting the application for the Business Development Grant Program. Carolyn Nelson, Manager of Property Valuation & Administration, Taxation & Financial Projects; Kate Tracey, Senior Legal Counsel, Legal & Real Estate; and Milan Vujanovic, Senior Economic Development Officer, Economic Development, were consulted with respect to the Business Development Grant Program of the Economic Development CIP.

Conclusion:

Administration recommends that Council approve the request made by Bobaek America Inc. to participate in the Business Development Grant Program. Specifically, that the municipal portion of the tax increment resulting from the proposed development located west of 3490 Wheelton Drive be provided as an annual grant for a period that ends the earlier of 10 years or until 100% of the eligible costs are repaid pursuant to the City of Windsor Economic Revitalization CIP.

The planned development conforms with the Economic Revitalization CIP and assists the City in the achievement of a number of the CIP objectives, implementation of the Windsor Works Strategy, and exemplifies the purpose for which the Economic Revitalization CIP was created.

Planning Act Matters:

N/A

Approvals:

Name	Title
Tracy Tang	Planner II
Josie Gualtieri	Financial Planning Administrator
Greg Atkinson	Deputy City Planner - Development
Neil Robertson	Acting City Planner / Executive Director, Planning & Development Services
Kate Tracey	Legal Counsel, Legal Services & Real Estate
Lorie Gregg	Deputy Treasurer, Taxation & Financial Projects
Janice Guthrie	Commissioner, Corporate Services Chief Financial Officer / City Treasurer
Jelena Payne	Commissioner, Economic Development
Joe Mancina	Chief Administration Officer

Notifications:

Name	Address	Email
Sang Hyuk Yoon		sanghyuk@planmytax.ca

Appendices:

- 1 Appendix A - Location Map
- 2 Appendix B - Bobaek Request Letter



LOCATION MAP : 3490 WHEELTON DRIVE



SUBJECT SITE





Bobaek America Inc.'s parent company, Bobaek C&S Co., Ltd, produces electronic components and parts for electric vehicles and automobile. Bobaek C&S Co. was established in 2012. Bobaek has been expanding their business internationally. In 2014, Poland corporation was established and started the business in Poland. In 2015, Czech Corporation was established and started the business in Europe. In 2020, Indonesia corporation was established.

Bobaek intends to expand their business in North America to supply the demands of their customers. Bobaek will manufacture base materials for the battery in EV and other supplies in automobile. Bobaek C&S Co., Ltd. has its own patented techniques for processing insulation sheet in Korea, which make Bobaek C&S Co., Ltd more competitive than other businesses in this area. Bobaek attains purchase orders to be fulfilled for their American electric vehicle manufacturing companies.

To carry out this project, Bobaek decided to build their own facility. Bobaek needs a field facility for the phase one (2023) that will accommodate a 56,000 sq.ft. manufacturing facility that will contain equipment worth 5.7 million dollars. In phase two, there will be an expansion of 90,000sqft for 2024/25.

In order to execute the order, Bobaek plans to hire 180 local employees over two phases. In phase one, Bobaek will invest \$15 Mil+

The financial assistance from the City of Windsor would assist Bobaek in selecting Windsor as its preferred site for their business over Detroit or Monterrey in Mexico. Bobaek has promoted localization of production sites in line with the rapid growth of the electric vehicle battery market in other regions. Based on their experiences, Bobaek is expecting there will be inflation in the building and supplies cost compared to the initial study done 6 months ago. Therefore, financial support from the city of Windsor would make this project more viable.

Bobaek America Inc. would like to thank Mayor Dilkens, City Council and the city stars for all your support.

Bobaek America Inc.

Jae Hwa Moon



Committee Matters: SCM 40/2024

Subject: Main Street CIP Application for 1695 Ottawa Street, Owner: Dr. Eric Bellis Dentistry Professional Corporation, Ward 4

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

Decision Number: **DHSC 590**

- I. THAT the request for incentives under the *Main Streets Community Improvement Plan* made by Dr. Eric Bellis Dentistry Professional Corporation (C/O: Dr. Eric Bellis), the owner of the property located at 1695 Ottawa Street **BE APPROVED IN PRINCIPLE** for the following programs:
 - i. *Building Facade Improvement Program* totaling a maximum of \$6,213.87
 - ii. *Building/Property Improvement Tax Increment Grant Program* for 100% of the municipal portion of the tax increment for up to ten (10) years totaling a maximum of \$32,560 (\$3,256 per year);
- II. THAT the CAO and City Clerk **BE AUTHORIZED** to sign the Main Street CIP for the *Building/Property Improvement Tax Increment Grant Program* agreement in accordance with all applicable policies, requirements, and provisions contained within the *Main Streets Community Improvement Plan* to the satisfaction of the City Planner as to content, the City Solicitor as to legal form, and the City Treasurer as to financial implication;
- 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 maximum amount of \$6,213.87 (*Building Facade Improvement grants*) under the *Main Streets CIP* **BE TRANSFERRED** from the CIP Reserve Fund 226 to the *Main Streets CIP* Project Fund (Project #7219018) when the grant funds are ready to be paid out;
- V. THAT grants **BE PAID** to Dr. Eric Bellis Dentistry Professional Corporation (Eric Bellis), upon completion of improvements to the exterior of the property located at 1695 Ottawa Street from the *Building Facade Improvement Program – Main Streets CIP* Project Fund (Project #7219018) to the satisfaction of the City Planner and Chief Building Official;

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 170/2023
Clerk's File: SPL/14200

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 February 5, 2024.
3. To view the stream of this Standing Committee meeting, please refer to:
<https://csg001-harmony.sliq.net/00310/Harmony/en/PowerBrowser/PowerBrowserV2/20240205/-1/9463>

Subject: Main Street CIP Application for 1695 Ottawa Street, Owner: Dr. Eric Bellis Dentistry Professional Corporation, Ward 4

Reference:

Date to Council: February 5, 2024
Author: Author: Kevin Alexander,
Planner III - 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: December 20, 2023
Clerk's File #: SPL/14200

To: Mayor and Members of City Council

Recommendation:

- I. **THAT** the request for incentives under the *Main Streets Community Improvement Plan* made by Dr. Eric Bellis Dentistry Professional Corporation (C/O: Dr. Eric Bellis), the owner of the property located at 1695 Ottawa Street **BE APPROVED IN PRINCIPLE** for the following programs:
 - i. *Building Facade Improvement Program* totaling a maximum of \$6,213.87
 - ii. *Building/Property Improvement Tax Increment Grant Program* for 100% of the municipal portion of the tax increment for up to ten (10) years totaling a maximum of \$32,560 (\$3,256 per year);
- II. **THAT** the CAO and City Clerk **BE AUTHORIZED** to sign the Main Street CIP for the *Building/Property Improvement Tax Increment Grant Program* agreement in accordance with all applicable policies, requirements, and provisions contained within the *Main Streets Community Improvement Plan* to the satisfaction of the City Planner as to content, the City Solicitor as to legal form, and the City Treasurer as to financial implication;

- 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 maximum amount of \$6,213.87 (*Building Facade Improvement grants*) under the *Main Streets CIP* **BE TRANSFERRED** from the CIP Reserve Fund 226 to the *Main Streets CIP* Project Fund (Project #7219018) when the grant funds are ready to be paid out;
- V. **THAT** grants **BE PAID** to Dr. Eric Bellis Dentistry Professional Corporation (Eric Bellis), upon completion of improvements to the exterior of the property located at 1695 Ottawa Street from the *Building Facade Improvement Program – Main Streets CIP* Project Fund (Project #7219018) to the satisfaction of the City Planner and Chief Building Official;
- 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 January 8th, 2018, City Council approved the Building Facade Improvement Program and Urban Design Guidelines for Main Streets Community Improvement Plan (CIP) (CR9/2018 PHED 533) adopted through By-law 26-2018.

On May 31, 2023, Eric Bellis (Dr. Eric Bellis Dentistry Professional Corporation), the owner of the property located at 1695 Ottawa Street, submitted an application for grants under the *Building Facade Improvement Program* and *Building/Property Improvement Tax Increment Grant Program*. The property is located within the Ottawa Street Business Improvement Area (BIA) and CIP Area.

Discussion:

Building Facade Improvement Grant Program

The City of Windsor Building Facade Improvement Program and Urban Design Guidelines for Main Streets CIP offers financial incentives to encourage property owners and businesses to make investments to improve the exterior appearance of their buildings and storefronts along Main Streets. Such improvements provide a benefit to the community as a whole, by preserving heritage features, protecting Main Streets, and reconnecting storefronts with the public realm. The CIP is applicable to all the BIAs in the City of Windsor, except for the Sandwich Town and Downtown Windsor BIAs, which are under separate CIPs. Funding for the Building Facade Improvement Grant Program is broken down into three categories:



Category A (Beautification) —aesthetic and minor functional improvements aimed at making the building facade and storefront more attractive and welcoming to tenants and customers



Category B (Restoration)—aesthetic, functional, and restoration improvements made to restore key features of the building facade



Category C (Replacement)— encourage work that will replace or reinstate key features that have been lost or deteriorated beyond repair or are of a style that is no longer consistent with the building design.

Applicants can receive a grant for 50% of the costs for eligible building facade and storefront improvements up to a maximum of \$30,000 per project. The amount can be increased up to \$60,000 per project for larger buildings with multiple storefronts. The grant also applies to the side(s) and rear of buildings provided the building facade is visible from an adjacent street or public right-of-way or park, and as long as the storefront/facade facing the main street is improved at the same time.

The applicant is proposing to renovate both the exterior and interior of the building. The following exterior improvements are eligible to receive grants through this program:

- Stain the front and side facades
- Paint the existing staff door on side facade
- Install one (1) new window
- Repoint damaged mortar

Façade Cost Breakdown

The façade will incorporate the front (Ottawa Street facing) and East side facades of the subject property. The eligible work including labour is \$12,427.74.

In total, this project is eligible for a grant of \$6,213.87 under the Building Façade Improvement Grant Program for the building facade improvements.

Building/Property Improvement Tax Increment 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 100% of the increase in municipal property taxes for ten (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 value assessment of the subject property located at 1695 Ottawa Street is \$122,000. The owner currently pays annual total property taxes of \$5,463.56, of which the municipal portion is \$4,389.96, and is expecting to invest approximately \$400,000 on improvements to the building. 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 \$212,500. 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 100% 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. After completion of the grant program (10 years), the City will collect the full value of municipal tax increase (\$7,646.44 annually).

Estimated Building/Property Improvement Tax Increment Grant for 527 Marentette		
Annual Pre Development Municipal Taxes	Annual Estimate Post Development Municipal Tax <u>Increase</u>	Annual Estimate Value of Grant (100% of the municipal increase)
\$4,389.96	\$3,256	\$3,256

Assumptions

Current Property Value Assessment (2023 – Commercial)	\$122,000
Estimate Total Post Development Assessment (2023 – Commercial)	\$212,500

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.

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 facade improvements to the existing building will have a low impact on how the project affects climate change, because improvements are being made to the existing building which

reduces the amount of CO² emitted during the construction process and requires fewer building materials.

The improvements to the existing building also contributes to the revitalization of the existing Main Street. The completion of this project promotes a more walkable environment, thereby encouraging alternate forms of transportation.

Utilizing an existing building and infrastructure 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:

The improvements to this building will utilize modern building methods, which will conform to the Ontario Building Code concerning energy efficiency. A new entranceway and windows are also proposed that will be more energy efficient than what is existing.

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 \$432,250.26. 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 Building Facade Improvement – Main Streets CIP Project Fund in the maximum amount of \$6,213.87 for the facade.

Consultation:

The owner of the property located at 1695 Ottawa Street has been consulted regarding grants related to the improvements outlined in this report. Carolyn Nelson, Manager of Property Valuation & Administration and Jose Mejalli, Assessment Management Officer, Taxation & Financial Projects were consulted with respect to the Main Streets CIP *Building/Property Improvement Tax Increment Grant Program*. Josie Gualtieri, Financial Planning Administrator was also consulted regarding the *Building Facade Improvement* CIP grants, and related capital project/reserve fund balances.

Conclusion:

The improvements to 1695 Ottawa Street meet all eligibility criteria identified in this report, for the *Main Streets CIP*. The improvements to the Ottawa Street facing facade will contribute to the revitalization of the Ottawa Main Street through the restoration and preservation of the original limestone material.

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	Planner III – Special Projects
Josie Gualtieri	Financial Planning Administrator
John Revell	Chief Building Official
Neil Robertson	City Planner (A)
Jelena Payne	Commissioner, Economic Development
Kate Tracey	Senior Legal Counsel
Lorie Gregg	Deputy Treasurer, Taxation, Treasury & Financial Projects
Lorie Gregg	On behalf of Commissioner, Finance and City Treasurer
Joe Mancina	Chief Administrative Officer

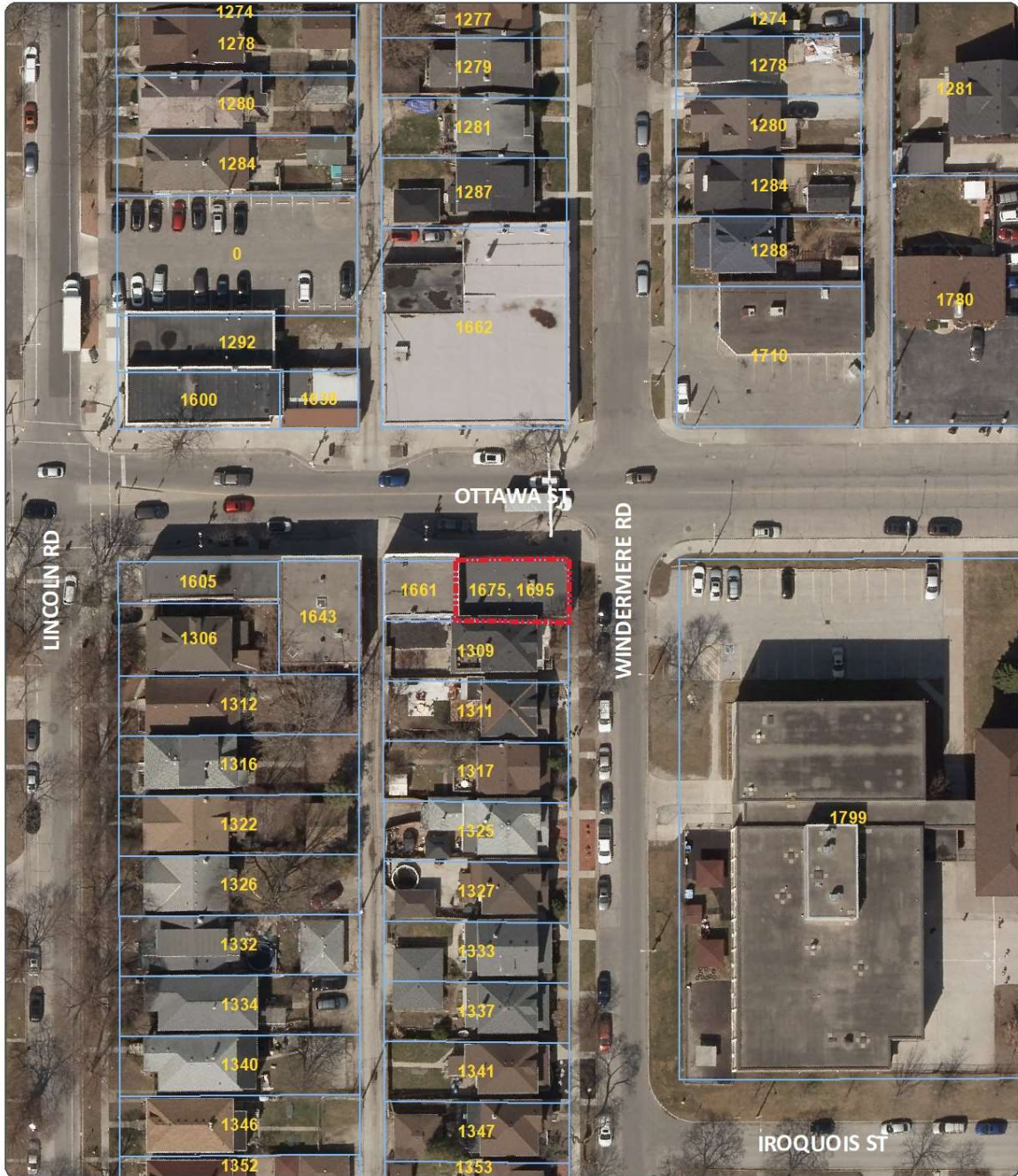
Notifications:

Name
Dr. Eric Bellis

Appendices:

- 1 Appendix 'A' - Location Map and Existing Condition
- 2 Appendix 'B' - Proposed Development

Appendix 'A' – Location Map and Existing Condition



LOCATION MAP : 1695 OTTAWA STREET



SUBJECT PROPERTY



Appendix 'A' – Location Map and Existing Condition



2021 Google Street View of front facade (Ottawa Street-facing).

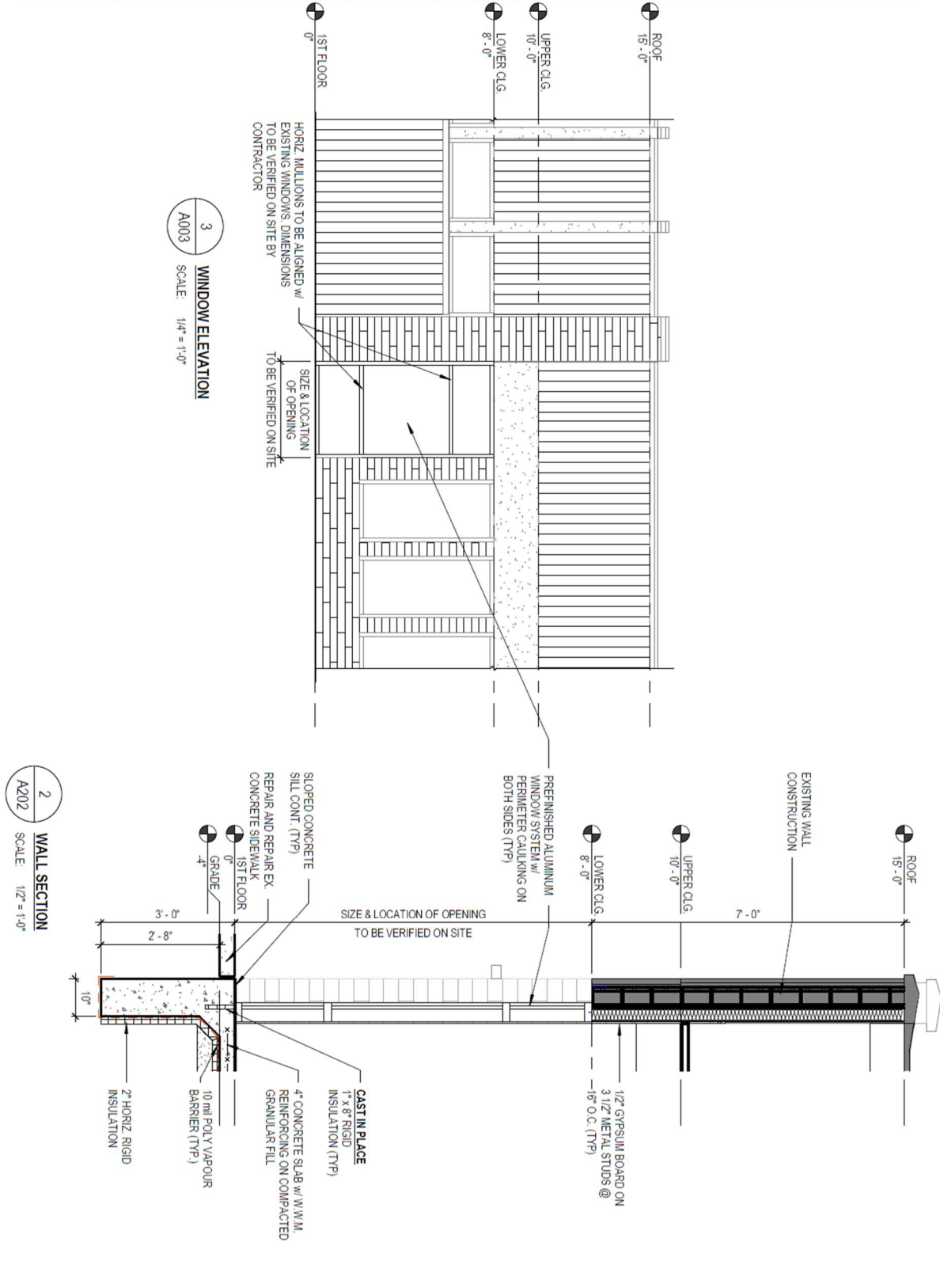


2021 Google Street View of East facade (Windermere Road-facing).

Appendix 'B' – Proposed Development

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Revision Schedule	Issued for	
No.	Description	Date
	NEW WINDOW	
	Archway Dental	
	1695 Ottawa St, Windsor, ON N8Y 1R2	

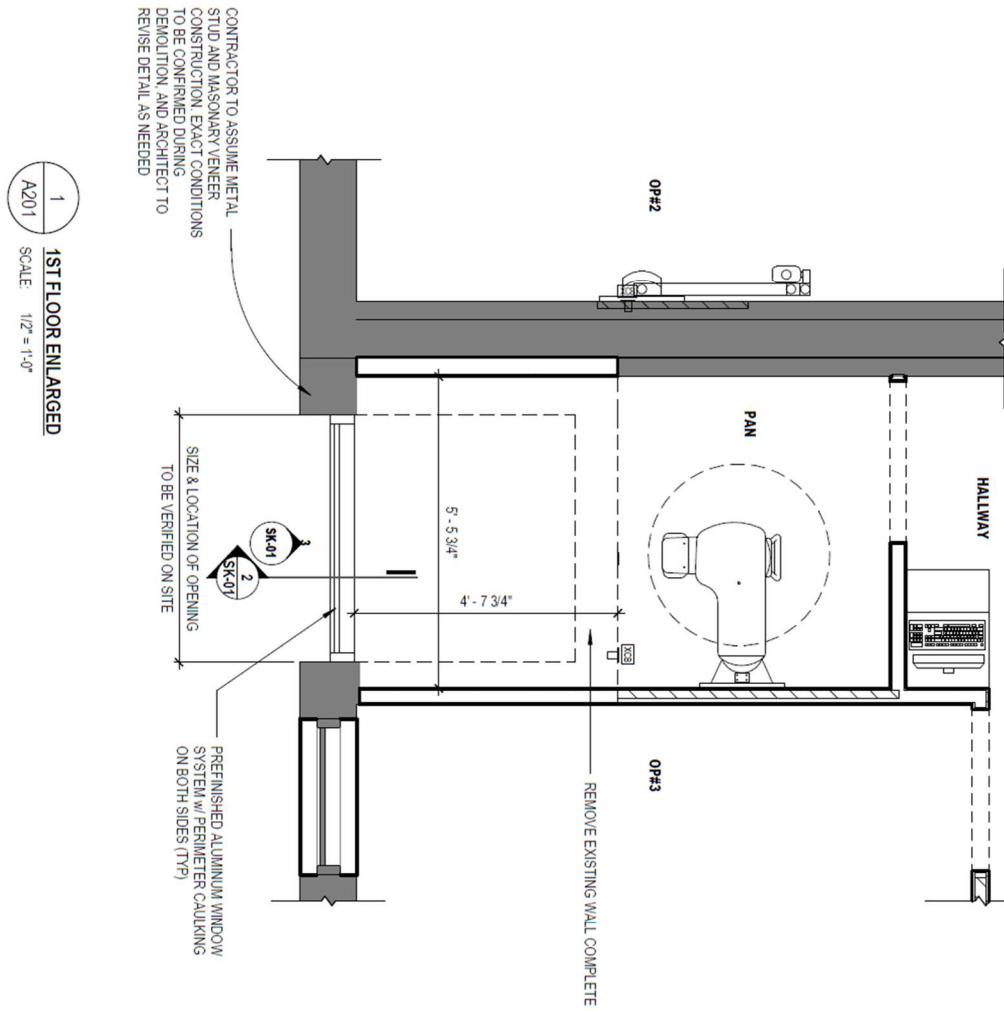


Sheet No: **SK-01**
 Drawn By: _____
 Author: _____
 Project No: 22112
 Checked By: _____
 Checker: _____

Appendix 'B' – Proposed Development

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SK-02

Sheet No
22112

NEW WINDOW
Archway Dental
1695 Ottawa St, Windsor, ON N8Y 1R2

No.	Description	Date	Issued for





Committee Matters: SCM 41/2024

Subject: Minutes of the Windsor Accessibility Advisory Committee of its meeting held December 5, 2023

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

Decision Number: **CSSC 225**

THAT the minutes of the Windsor Accessibility Advisory Committee (WAAC) of its meeting held December 5, 2023 **BE RECEIVED**.

Carried.

Report Number: SCM 15/2024

Clerk's Note:

1. Please refer to Item 7.1 from the Community Services Standing Committee held on February 7, 2024.
2. To view the stream of this Standing Committee meeting, please refer to:
<https://csg001-harmony.sliq.net/00310/Harmony/en/PowerBrowser/PowerBrowserV2/20240207/-1/9465>



Committee Matters: SCM 15/2024

**Subject: Minutes of the Windsor Accessibility Advisory Committee of its meeting
held December 5, 2023**



Windsor Accessibility Advisory Committee

Meeting held December 5, 2023

A meeting of the Windsor Accessibility Advisory Committee is held this day commencing at 10:30 o'clock a.m. via Zoom video conference, there being present the following members:

Sally Bennett Olczak, Co-Chair
Peter Best, Co-Chair
Councillor Fred Francis
Surendra Bagga
Danica McPhee
Riccardo Pappini
Nicholas Petro

Guest in attendance:

Shauna Boghean, Vision Loss Rehabilitation Ontario – regarding ***Item 4.1***

Also present are the following resource personnel:

Gayle Jones, Accessibility, Diversity Officer
James Chacko, Executive Director, Parks and Facilities
Nada Tremblay, Manager Community Programming & Development
Mark Keeler, Human Resources Assistant
Karen Kadour, Committee Coordinator

1. Call to Order

Sally Bennett Olczak, Co-Chair calls the meeting to order at 10:33 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

Riccardo Pappini discloses an interest on matters relating to Huron Lodge as a family member is employed at Huron Lodge.

3. Adoption of the Minutes

Moved by Councillor Fred Francis, seconded by Danica McPhee,
That the minutes of the Windsor Accessibility Advisory Committee of its meeting held October 19, 2023 **BE ADOPTED** as presented.
Carried.

4. Business Items

4.1 Accessible Pedestrian Signals - Update

Peter Best reports that in terms of the accessible pedestrian signals, progress is being made due to extensive communication with the Traffic Department. He adds that as the environment for every corner is different, it is necessary to develop a standard to provide consistencies throughout the city.

Shauna Boghean advises that people in various neighbourhoods are voicing their concerns with the volume of tone and loudness from the pedestrian signals.

Moved by Nicholas Petro, seconded by Riccardo Pappini,
That the update on the Accessible Pedestrian Signals **BE RECEIVED**.
Carried.

4.2 Facility Accessibility Design Standards (FADS) Update

Riccardo Pappini remarks that the members of FADS include himself, Peter Best, Danica McPhee, Surendra Bagga and Nicholas Petro. He adds that the subcommittee meets on a weekly basis to review each section of FADS.

Peter Best states although the FADS process for the City of Windsor has been slow, the final document will be helpful going forward.

Nicholas Petro adds that the subcommittee has been focusing on practical solutions as FADS is not only for those building and designing these structures but also for the people using them.

Moved by Riccardo Pappini, seconded by Nicholas Petro,
That the update regarding the progress of the Facility Accessibility Design Standards document **BE RECEIVED**.
Carried.

4.3 WAAC 2023 Operating Budget and Capital Budget – Discussion

Gayle Jones advises that Councillor Fred Francis at the WAAC meeting held October 19, 2023 requested that Administration bring back a report with suggestions for the Operating Budget. The request was provided to a number of different groups and Huron Lodge and the Windsor Public Library responded with suggestions. She provides an overview of the funds available in the Operating Budget as well as the Capital Budget. A review of the suggestions is undertaken.

Councillor Fred Francis leaves the meeting at 11:25 o'clock a.m.

Peter Best proposes that consideration be given to funding for programming to train staff/individuals to assist and teach individuals i.e. Windsor Public Library on the use of various forms of devices such as the LyriQ reader. Gayle Jones responds that funding for programming in the amount of \$5,000 from the Capital Fund has been included. He suggests that approximately \$5,000 of WAAC's Operating budget go to the library for training and development.

Danica McPhee expresses similar concerns around access and she proposes using the funds where the most people will have access to those devices.

Surendra Bagga advises that the people who sell the equipment will provide training on how the device works.

Moved by Danica McPhee, seconded by Surendra Bagga,
That **APPROVAL BE GIVEN** to an expenditure in the upset amount of \$7200 from the Windsor Accessibility Advisory Committee 2023 Operating Budget for the purchase of a Portable Snoezelen Cart and Wall Mounted Manipulatives for Huron Lodge; and,

That **APPROVAL BE GIVEN** to an expenditure in the upset amount of \$5,200 from the Windsor Accessibility Advisory Committee 2023 Operating Budget for the purchase of a LyriQ reader, two I pads, audio books and ear buds for the Windsor Public Library.

Carried.

Riccardo Pappini discloses an interest and abstains from voting on the matter relating to Huron Lodge.

Moved by Surendra Bagga, seconded by Nicholas Petro,

That **APPROVAL BE GIVEN** to an expenditure in the upset amount of \$25,000 of invoiced costs from the Capital Fund 7086008 tied to the purchase of a Wheelchair Accessible Bike, Height adjustable table, Accessible picnic table, Genie Messaging Platform and Abby Engagement model

Carried.

Riccardo Pappini discloses an interest and abstains from voting on this matter.

Peter Best voting nay.

Moved by Nicholas Petro, seconded by Peter Best,

That **APPROVAL BE GIVEN** to an expenditure in the upset amount of \$15,000 of invoiced costs from the Capital Fund 7086008 for the Riverside Library Branch tied to the purchase of a LyriQ reader, Desktop Magnifier, two (2) Large print keyboards, Audio books, and accessibility software and programming for persons with disabilities.

Carried.

5. 2024 Working Guide – Proposed Agenda Items

- (a) Transit Windsor report on accessibility complaints.
- (b) Discussion regarding signage.
- (c) WAAC Accessibility Priorities for 2024
- (d) Sandy's Point – Discussion regarding continued improvements and the Spring Media Event Announcement.
- (e) **Work Groups**

In terms of Transit Windsor complaints, Danica McPhee asks what is our purview with Handi Transit and if they can be included in the discussion. Gayle suggests inviting a representative from Handi Transit to attend a meeting. The Chair requests that Tyson Cragg, Executive Director, Transit Windsor be invited to attend the next meeting of WAAC.

Peter Best requests that a discussion be held to review the role of WAAC; the process of WAAC in terms of operational budgets and WAAC's relationship with Administration and Council. The Chair asks that the Mandate of WAAC be included for discussion at the next meeting of WAAC.

Sally Bennett Olczak, Co-Chair states that Councillor Fred Francis has requested that a discussion be held relating to a member of the community who has expressed

concern regarding accessible parking near the Capitol Theatre with the upcoming beautification of University Avenue.

Danica McPhee advises that she attended the Essex County Accessibility Advisory Committee Forum held October 19, 2023 at Heritage Park Alliance in Lasalle. She states that the Key Note speaker was a disability/accessibility consultant from the Rick Hansen Foundation and adds the event was well attended.

6. Date of Next Meeting

The next meeting will be held in late February/early March 2024.

7. Adjournment

There being no further business, the meeting is adjourned at 12:26 o'clock p.m.



Committee Matters: SCM 43/2024

Subject: Minutes of the Meetings of the Executive Committee and Board of Directors, Willistead Manor Inc., held November 9, 2023

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

Decision Number: **CSSC 227**

THAT the minutes of the Executive Committee and Board Directors, Willistead Manor Inc. of its meeting held November 9, 2023 **BE RECEIVED**.

Carried.

Report Number: SCM 320/2023

Clerk's Note:

1. Please refer to Item 7.3 from the Community Services Standing Committee held on February 7, 2024.
2. To view the stream of this Standing Committee meeting, please refer to:
<https://csg001-harmony.sliq.net/00310/Harmony/en/PowerBrowser/PowerBrowserV2/20240207/-1/9465>



Committee Matters: SCM 320/2023

Subject: Minutes of the Meetings of the Executive Committee and Board of Directors, Willistead Manor Inc., held November 9, 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
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 4:09 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 J. Evans, seconded by R. Gauthier,
That the minutes of the Executive Committee Board of Directors
Willistead Manor Inc. meeting held October 12, 2023 **BE ADOPTED** as presented.

Carried.

3. BUSINESS ARISING FROM THE MINUTES

None.

4. REPORTS

4.1 Chairperson

D. Sanborn informs the Committee members that work on the grate cover in the vestibule at the Coach House is almost complete.

4.2 Administration

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

Priority Projects List:

- C. Menard provides an overview of the priority projects list created after the walkthrough of the Manor with R. Gauthier and indicates that all projects must be prioritized and that the budget for each must be identified.

Facilities:

- The re-installation of the repaired window grate covers is ongoing. New capstones, where needed, have been ordered and will be installed next Spring. The Main Courtyard replacement is on track and work will likely begin in February. The stone colour for the courtyard has been chosen and the new flowerbeds have been ordered and are in the greenhouse.
- The vent covers in the Coach House are still to be installed and the cabinet lighting will be handled next.
- The new chandelier has been hung in the Conservatory. Next up is the large chandelier for the Walker bedroom, which will likely happen in January as it needs coordinating with the US inspection company and City Facilities. With Holiday tours beginning soon, it is not a good time to complete that work.

Manor Closure:

- Willistead Manor will be closed from January to June 2024. There is a possibility that some stand-alone events, hosted with Thyme TO-GO will take place in the Manor, such as the Mother's Day Brunch, which was extremely successful. C. Menard will discuss this further with City Facilities and with Windsor Fire and Rescue Services.

Custodian RFP Update:

- The job posting for the position of Heritage Custodian and Maintenance Attendant (live in) closed on October 16th, 2023. Informal interviews have been conducted and candidates have been shortlisted. The hiring process will take place in December and the successful candidate will likely start in January 2024.

Culture & Events:

- **Poetry at the Manor – Vol. 11:** The event was a huge success, was standing room only and was a great time.
- **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.
- **The Mayor’s Reception:** Dates identified for this event are January 14th or January 21st, 2024. C. Menard will coordinate details with the Rotary Club of Windsor (1918) and R. Gauthier will coordinate with the Walker Family.

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.

The Committee members discuss the Mayor’s Reception and it is decided that the event will take place on Sunday, January 21, 2024.

4.3 Treasurer

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

- Operating Account -- \$20,947.
- Savings Account -- \$32,791.

5. NEW BUSINESS

None.

6. DATE OF NEXT MEETING

The next meeting of the Executive Committee Board of Directors, Willistead Manor Inc. will be held on Thursday, February 8, 2024 at 4:00 o’clock p.m.

7. ADJOURNMENT

There being no further business, the meeting is adjourned at 4:28 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
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 4:33 o'clock p.m. and the Board considers the Agenda being Schedule "A" ***attached*** hereto, matters, which are dealt with as follows:

2. ADOPTION OF THE MINUTES

Moved by C. Gaudette, seconded by D. Langstone,
That the minutes of the Board of Directors, Willistead Manor Inc. meeting held October 12, 2023 **BE ADOPTED** as presented:

Carried.

3. BUSINESS ARISING FROM THE MINUTES

D. Sanborn informs the Board members that work on the grate cover in the vestibule at the Coach House is almost complete and that there should not be any barriers when visitors come into the Coach House to purchase tickets for the tours.

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:

- The re-installation of the repaired window grate covers is ongoing. New capstones, where needed, have been ordered and will be installed next Spring. The Main Courtyard replacement is on track and work will likely begin in February. The stone colour for the courtyard has been chosen and the new flowerbeds have been ordered and are in the greenhouse.
- The vent covers in the Coach House are still to be installed and the cabinet lighting will be handled next.
- The new chandelier has been hung in the Conservatory. Next up is the large chandelier for the Walker bedroom, which will likely happen in January as it needs coordinating with the US inspection company and City Facilities. With Holiday tours beginning soon, it is not a good time to do that work.

Manor Closure:

- Willistead Manor will be closed from January to June 2024. There is a possibility that some stand-alone events, hosted with Thyme TO-GO will take place in the Manor, such as the Mother's Day Brunch, which was extremely successful. C. Menard will discuss the possibility of hosting such events with City Facilities and with Windsor Fire and Rescue Services.

Custodian RFP Update:

- The job posting for the position of Heritage Custodian and Maintenance Attendant (live in) closed on October 16th, 2023. Informal interviews have been conducted and candidates have been shortlisted. The hiring process will take place in December and the successful candidate will likely start in January 2024.

Culture & Events:

- **Poetry at the Manor – Vol. 11:** The event was a huge success, was standing room only and was a great time.
- **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 January 21, 2024 has been chosen as the date for the annual Mayor's Reception and indicates that formal invites will be sent at a later date.

The Board members are made aware of the Public Engagement Kick-Off Event for the Walkerville Heritage Conservation District Study, being held on November 20, 2023 at 6:30pm in the Saltmarche Gallery (News Release attached as Appendix A) and are encouraged to attend. C. Menard further informs that due to the closure of the Manor in January, Guide staff will be assisting the Planning Department with the study.

C. Menard provides the Board members with an overview of the priority projects that were identified during the walkthrough of the Manor with R. Gauthier and indicates that all projects must be prioritized and that the budget for each must be identified.

C. Menard confirms that the deposit has been paid to Artist Michele Van Maurik, for the portrait of Mary Walker.

5.2 Treasurer

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

- Operating Account -- \$20,947.
- Savings Account -- \$32,791.

6. COMMITTEES

6.1 Fundraising

None.

6.2 Community Relations and Promotion

None.

6.3 Acquisitions

R. Gauthier indicates that that the Portrait of Mary Walker may be completed in January, in advance of the Mayor's Reception, however, it will not be put on display because an event will be planned to mark the unveiling of the portrait.

6.4 Friends of Willistead (FOW)

C. Pitman, provides the following updates:

- Since the October Board meeting, the Friends of Willistead welcomed two groups from Académie Ste. Cécile as well as a group from Walkerville that also toured the Coach House.
- They were contacted by King Edward Public School about bringing a group of students to tour the Manor, something that is tied into their curriculum. The students would be coming with their families, who live in the community, which will create a nice connection to the community. Because of the potential size of this group it may be planned as an Open House.
- Six members of the FOW received Ontario Volunteer Service Awards, five for 5 years of service and one for 15 years of service.
- Seven students from the St. Clair College Design Program as well as two students from the Architectural Program will be assisting with the Christmas decorating on Saturday, November 18th.
- A few of the FOW members will be on duty to help during the Breakfast with Santa events.

C. Menard indicates that he is able to support the FOW with some staff during the tour by the children of King Edward Public School and their families.

C. Pitman informs the Board members that the FOW would like to make a contribution towards the portrait of Mary Walker and may reallocate some of the funds that are normally allotted to the Endowment Fund. Currently, when conducting tours in the Manor, the members use a small picture of Mary that hangs in the bedroom to talk about her. The portrait will provide the members greater opportunity to discuss Mary Walker. This matter will be discussed at their upcoming meeting

6.5 Education

None.

6.6 Historical

None.

6.7 Event Planning

None.

7. NEW BUSINESS

The Board members discuss the annual fundraising letter.

Moved by J. Evans, seconded by D. Langstone,

That the Willistead Manor annual fundraising letter **BE PREPARED** to include an incentive consisting of a draw for a dinner for six at Willistead Manor to an upset limit of \$600.00, for donors of \$100 or more; and,

That the cost of the dinner for six **BE FUNDED** from the Willistead Manor Inc. Operating Account.

Carried.

Moved by J. Evans, seconded by MJ. Dettinger,

That the Board of Director, Willistead Manor Inc. **AUTHORIZE** any costs associated with the mailing of the annual fundraising letter; and,

That these costs **BE FUNDED** from the Willistead Manor Inc. Operating Account.

Carried.

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

That an expenditure in the amount of \$100 **BE APPROVED** for the purchase of a gift certificate for a restaurant, to be presented to B. Reid, to thank her for her continued support and assistance to the Willistead Manor Inc. Board of Directors; and,

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

Carried.

8. DATE OF NEXT MEETING

The next meeting of the Board of Directors, Willistead Manor Inc. will be held Thursday February 8, 2024 at 4:30 o'clock pm.

9. ADJOURNMENT

There being no further business, the meeting is adjourned at 5:10 o'clock p.m.

CHAIRPERSON

EXECUTIVE SECRETARY



NEWS RELEASE

FOR IMMEDIATE RELEASE
November 3, 2023

City to Host Public Engagement Kick-Off Event for Walkerville Heritage Conservation District Study

The City of Windsor is pleased to launch a Heritage Conservation District (HCD) study project focused on Walkerville. Together with consultant M. R. Letourneau & Associates, we invite you to learn about the project and share your stories and vision for the area. What makes Walkerville a special place to you, and what do you believe to be its boundaries? What is the recognized history of Walkerville, and what are some lesser known stories?

The Walkerville HCD Study is intended to identify the unique heritage resources in Walkerville. It is a chance to celebrate and inventory the rich heritage of Walkerville. The kickoff event will present the basics of an HCD study and provide an opportunity for you to express how the heritage in Walkerville should be maintained.

Public Engagement Kick-Off Event:

Monday, November 20, 2023

Saltmarche Gallery, 2nd Floor, Willistead Manor
1899 Niagara Street, Windsor, Ontario
6:30 p.m. to 9 p.m.

Presentation begins at 7 p.m.

Meeting Agenda:

- Part 1: Welcome and Presentation
- Part 2: Question and Answer Period
- Part 3: Breakout Interactive Workshops

To learn more, [contact 311](#) or visit the [Walkerville Heritage Conservation District Study page at Let's Talk Windsor](#).

-30-

Media Contacts:

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0988
marcus@mrletourneauassociates.ca



Committee Matters: SCM 44/2024

Subject: Report No. 132 of the Windsor Accessibility Advisory Committee - Accessible purchases from the Capital Fund for Huron Lodge

Moved by: Councillor Mark McKenzie

Seconded by: Councillor Renaldo Agostino

Decision Number: **CSSC 228**

THAT Report No. 132 of the Windsor Accessibility Advisory Committee indicating:

THAT **APPROVAL BE GIVEN** to an expenditure in the upset amount of \$25,000 of invoiced costs from the Capital Fund 7086008 tied to the purchase of a Wheelchair Accessible Bike, Height adjustable tab, Accessible Picnic Tab, Genie Messaging Platform and Abby Engagement model for Huron Lodge.

BE APPROVED.

Carried.

Report Number: SCM 12/2024

Clerk's Note:

1. Please refer to Item 7.4 from the Community Services Standing Committee held on February 7, 2024.
2. To view the stream of this Standing Committee meeting, please refer to:
<https://csg001-harmony.sliq.net/00310/Harmony/en/PowerBrowser/PowerBrowserV2/20240207/-1/9465>



Committee Matters: SCM 12/2024

**Subject: Report No. 132 of the Windsor Accessibility Advisory Committee -
Accessible purchases from the Capital Fund for Huron Lodge**

REPORT NO. 132
of the
WINDSOR ACCESSIBILITY ADVISORY COMMITTEE (WAAC)
Meeting held December 5, 2023

Members present: Sally Bennett Olczak, Co-Chair
Peter Best, Co-Chair
Councillor Fred Francis
Surendra Bagga
Danica McPhee
Riccardo Pappini
Nicholas Petro

Moved by Surendra Bagga, seconded by Nicholas Petro,

That **APPROVAL BE GIVEN** to an expenditure in the upset amount of \$25,000 of invoiced costs from the Capital Fund 7086008 tied to the purchase of a Wheelchair Accessible Bike, Height adjustable tab, Accessible Picnic Tab, Genie Messaging Platform and Abby Engagement model for Huron Lodge.

Carried.

Riccardo Pappini discloses an interest and abstains from voting.

Peter Best voting nay.

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

Windsor Accessibility Advisory Committee	On file.	
Financial Planning Administrator		
Alina Sirbu, Executive Director Long Term Care, Huron Lodge		asirbu@citywindsor.ca



Committee Matters: SCM 45/2024

Subject: Report No. 133 of the Windsor Accessibility Advisory Committee - Accessible purchases from the Capital Fund for the Windsor Public Library

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

Decision Number: **CSSC 229**

THAT Report 133 of the Windsor Accessibility Advisory Committee indicating:
THAT **APPROVAL BE GIVEN** to an expenditure in the upset amount of \$15,000 of invoiced costs from the Capital Fund 7086008 for the Riverside Library Branch tied to the purchase of a LyriQ reader, Desktop Magnifier, two (2) Large print keyboards, Audio books, and accessibility software and programming for persons with disabilities.

BE APPROVED.

Carried.

Report Number: SCM 13/2024

Clerk's Note:

1. Please refer to Item 7.5 from the Community Services Standing Committee held on February 7, 2024.
2. To view the stream of this Standing Committee meeting, please refer to:
<https://csg001-harmony.sliq.net/00310/Harmony/en/PowerBrowser/PowerBrowserV2/20240207-1/9465>



Committee Matters: SCM 13/2024

**Subject: Report No. 133 of the Windsor Accessibility Advisory Committee -
Accessible purchases from the Capital Fund for the Windsor Public Library**

REPORT NO. 133
of the
WINDSOR ACCESSIBILITY ADVISORY COMMITTEE (WAAC)
Meeting held December 5, 2023

Members present: Sally Bennett Olczak, Co-Chair
Peter Best, Co-Chair
Councillor Fred Francis
Surendra Bagga
Danica McPhee
Riccardo Pappini
Nicholas Petro

Moved by Nicholas Petro, seconded by Peter Best,

That **APPROVAL BE GIVEN** to an expenditure in the upset amount of \$15,000 of invoiced costs from the Capital Fund 7086008 for the Riverside Library Branch tied to the purchase of a LyriQ reader, Desktop Magnifier, two (2) Large print keyboards, Audio books, and accessibility software and programming for persons with disabilities.

Carried.

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

Windsor Accessibility Advisory Committee	On file.	
Financial Planning Administrator		
Michael Chantler, Chief Executive Officer, (A) Windsor Public Library		mchantler@citywindsor.ca



Committee Matters: SCM 46/2024

Subject: Response to CQ 12-2022 & CQ 22-2022 - Solar Lights on City Trails – City Wide

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

Decision Number: **CSSC 230**

THAT the report of the Executive Initiatives Coordinator, Community Services dated January 21, 2024 entitled “Response to CQ 12-2022 & 22-2022 – Solar Lights on City Trails – City Wide” **BE RECEIVED** for information; and,

THAT Council **APPROVE** option #2 being that City Council could direct Administration to accelerate the timeline and install lighting on 10 kms of trail per year so that all trails are fully lit by 2035 at an annual capital cost of \$420,000 (plus applicable HST) plus maintenance operating budget. Any new trails that are created would need to have adequate solar lighting worked into the proposed capital and operating budgets; and,

That Administration **BE DIRECTED** to forward this to the 2025 Budget to determine a funding source; and,

That Administration **BE DIRECTED** to investigate more cost effective solar lighting options.
Carried.

Report Number: S 11/2024
Clerk’s File: SR2024

Clerk’s Note:

1. The recommendation of the Community Services Standing Committee and Administration are **NOT** the same.
2. Please refer to Item 8.1 from the Community Services Standing Committee held on February 7, 2024.
3. To view the stream of this Standing Committee meeting, please refer to:
<https://csg001-harmony.sliq.net/00310/Harmony/en/PowerBrowser/PowerBrowserV2/20240207/-1/9465>

Subject: Response to CQ 12-2022 & CQ 22-2022 - Solar Lights on City Trails – City Wide

Reference:

Date to Council: February 7, 2024

Author: Samantha Magalas

EIC, Community Services

smagalas@citywindsor.ca

519-253-2300 x2370

Parks

Report Date: January 21, 2024

Clerk's File #: SR2024

To: Mayor and Members of City Council

Recommendation:

THAT the report titled Response to CQ 12-2022 & 22-2022 – Solar Lights on City Trails **BE RECEIVED** for information.

Executive Summary:

N/A

Background:

On July 25, 2022, Councillor Kieran McKenzie asked the following question:

“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.”

On October 11, 2022, Councillor Morrison asked the following question:

“Asks that Administration develop a plan for Council’s 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.”

This report is in response to those questions.

Discussion:

There are 175km of trails within the Parks system. Of those 175 km, 12 km are located along the central riverfront and therefore the style and type of lighting for those 12km would be governed by the Central Riverfront Master Plan (CRIP) as they would be required to meet the standards outlined in that document. The CRIP outlines that specific decorative light poles and fixtures are required. This results in a specific style of hard-wired decorative light pole and fixture that cannot be replaced with a current solar light. Based upon the requirement to install decorative hard-wired light poles and fixtures, and that the per unit cost is several times the cost of a solar light for the purpose of this report, those 12km of trails have been removed from the calculations below.

Administration estimates that if City Council wishes to add solar lighting to either new trail systems or as trail remediation occurs, approximately 30 lights would be required per kilometer to adequately light the trails. This number may vary slightly depending on the location of the trail and proximity to any obstructions (e.g. trees, buildings etc.) or other lighting sources (e.g. parking lots, street lights etc.) For example, if the tree canopy in a specific area of a trail is very dense, more lighting may be required to adequately light that area. Alternatively, dense tree canopy may not allow for the installation of solar lights. Further, trails that run along side an already lit roadway or parking lot may not require as many lights. As the solar lighting technology continues to improve, the capabilities may allow for more area to be covered per individual light therefore resulting in less lighting required over each kilometer of trail.

Assuming 30 lights per kilometer, it is estimated that approximately 4,890 solar lights are required to adequately light all existing Parks trails (175 km total – 12km (CRIP trails) = 163km x 30 lights/km = 4,890 lights). As of November 2023, there were 520 solar and 1,103 hardwired lights located on trails in City parks.

The current total number of lights is 1,623 meaning Administration would need to install (approximately) 3,267 additional solar lights to have all existing trails lit. Each solar light, including the fixture, pole and installation, costs approximately \$1,400 (based on 2023 prices). The approximate cost would be \$4.58 million plus applicable HST (3,267 lights x \$1,400/light = \$4,573,800).

In addition, over their anticipated twenty (20) year life, each fixture is expected to be replaced once at an estimated replacement cost of \$700 (based on 2023 prices) plus applicable HST. The estimated total operating cost for all 3,787 solar lights installed on the existing trail system would be \$2.65 million plus applicable HST.

Risk Analysis:

There is a significant financial risk identified, as there is currently no capital budget approved by Council to fund the installation of new solar lights along City trails. In addition, additional operating budget would need to be granted to maintain existing and future solar lights installations.

Climate Change Risks

Climate Change Mitigation:

Lighting including streetlights, traffic signals and park lighting make up less than one percent of the City's Corporate Greenhouse Gas (GHG) inventory. The addition of solar lighting to trails will not result in an increase in corporate GHG emissions. As park lights are replaced with solar installation, minor reductions in the Corporate energy and GHG inventory may be noted.

Climate Change Adaptation:

The City's climate change projections forecast an increase of more extreme weather events that may result in more electricity interruptions. The installation of solar lighting will allow for lighting during these interruptions.

Financial Matters:

The supply and installation of each solar light fixture and pole has an estimated capital cost of \$1,400 plus applicable HST per unit (based on 2023 prices). Assuming 30 lights per kilometer, the total capital cost for the initial supply and installation cost for all outstanding 3,267 solar lights on existing trails would be \$4,573,800, or \$42,000 per kilometer.

Over their anticipated twenty (20) year life, each solar fixture is expected to be replaced once at an estimated replacement cost of \$700 plus applicable HST. In 2023, Council granted a Parks Operations operating budget request for \$25,000 for the maintenance costs of existing solar lights, which represents \$500,000 over 20 years. Once all trails identified have solar lights installed, an additional operating budget of \$108,000 per year to maintain all 3,787 solar light fixtures over their anticipated 20-year life will be required. This assumes there is no replacement cost required for 1,103 hardwired lights currently installed during their lifespan.

Administration notes that the cost for solar lights is much less than hardwired lighting. Even taking into account the replacement of each solar fixture once over a twenty (20) year life span, the costs for installing hardwired lighting currently is anywhere from five to eight times the cost of solar. This range in cost differential is dependent upon the style of lights, where existing hydro services are and what wattage is available.

As directed, Administration has determined a few options that could be explored as part of future budget preparations, if directed to install lights on all city trail systems.

Option 1 - City Council could direct Administration to install lighting on 5kms of trails per year so that all existing trails are fully lit by 2046 at an annual capital cost of \$210,000 (plus applicable HST) plus maintenance operating budget. Any new trails that are

created would need to have adequate solar lighting worked into the proposed capital and operating budgets.

Option 2 – City Council could direct Administration to accelerate the timeline and install lighting on 10 kms of trail per year so that all trails are fully lit by 2035 at an annual capital cost of \$420,000 (plus applicable HST) plus maintenance operating budget. Any new trails that are created would need to have adequate solar lighting worked into the proposed capital and operating budgets.

Administration points out that the cost estimates presented in this report have not been adjusted for the impact of inflation in future years. Actual costs would need to be monitored and Council updated should cost escalations cause these estimates to no longer be relevant to decision-making over funding of the lighting infrastructure in the City's trail system.

The majority of the solar lighting installation to date has been funded by the Council ward fund initiative program as there is no capital budget funding for solar lighting supply and installation incorporated within the 10-year approved capital plan. It is recommended that, should Council wish to proceed, that direction be given as to which option should be actioned (Option 1 or Option 2) and further, the City Treasurer, in conjunction with the Executive Director, Parks and Facilities, be given instruction to identify funding in future capital budgets which may require reprioritizing projects that are planned and approved in principle.

Consultations:

Emilie Dunnigan – Manger, Financial Administration

Karina Richters - Supervisor Environmental Sustainability & Climate Change

Jamie Scott – Manager, Facilities Operations (A)

Dave Nicholls – Manager, Parks Operations (A)

Wadah Al-Yassir – Manager, Parks Development

Natasha Gabbana – Senior Manager of Asset Planning

Conclusion:

Should City Council wish to proceed with adding solar lighting to City trails, (either to new trails or during existing trail remediation), Administration recommends installing lighting on 5kms of trails per year for a total of 25kms over the next 5-year budget cycle. This course of action would allow all current and future (new) trails to be fully lit by the year 2046. Should Council wish to proceed with this, capital funding would need to be identified.

The installation of solar lights along the city's existing and future trails found within our parkland allows for the significantly increased usage of our parkland trails. Solar lights provide an added level of convenience, comfort and safety that increases the communities experience and allows for greater usage of our parks as a whole.

Planning Act Matters:

N/A

Approvals:

Name	Title
Samantha Magalas	EIC, Community Services
Erika Benson	Financial Planning Administrator
James Chacko	Executive Director, Parks & Facilities
Ray Mensour	Commissioner, Community Services
Janice Guthrie	Commissioner, Corporate Services/Chief Financial Officer
Joe Mancina	Chief Administrative Officer

Notifications:

Name	Address	Email

Appendices:



Committee Matters: SCM 47/2024

Subject: Response to CR 655/2020 – Invasive Plant Management Strategy - City Wide

Moved by: Councillor Jo-Anne Gignac
Seconded by: Councillor Fabio Costante

Decision Number: **CSSC 231**

THAT the report of the City Natural and Outreach Coordinator dated January 21, 2024 entitled "Response to CR 655/2020 Invasive Plant Management Strategy – City Wide" **BE RECEIVED** for information. Carried.

Report Number: S 10/2024
Clerk's File: SR2024

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 February 7, 2024.
3. To view the stream of this Standing Committee meeting, please refer to:
<https://csg001-harmony.sliq.net/00310/Harmony/en/PowerBrowser/PowerBrowserV2/20240207/-1/9465>

Subject: Response to CR 655/2020 – Invasive Plant Management Strategy - City Wide

Reference:

Date to Council: February 7, 2024
Author: Karen Alexander
City Natural and Outreach Coordinator
(519) 966 – 5852
kaalexander@citywindsor.ca

Parks
Report Date: January 21, 2024
Clerk's File #: SR2024

To: Mayor and Members of City Council

Recommendation:

THAT the report titled Response to CR 655/2020 Invasive Plant Management Strategy – City Wide **BE RECEIVED** for information.

Executive Summary:

N/A

Background:

On July 8, 2019, Councillor Gignac asked that “Administration prepare a maintenance plan for East Bank of Little River where resident delegations identified a noxious, invasive plant (weed) issue”.

Administration submitted report S 164/2020 in response to that question on December 21, 2020. At that meeting, Council directed through CR 655/2020:

“That Administration **BE REQUESTED** to report back to Council outlining the costs associated with undertaking an invasive species management strategy citywide.”

This report is in response to that direction.

The City is currently working towards managing invasive species by following the guidelines of various Master Plans and Projects that have been approved by Council including the City's Official Plan to protect healthy environments and communities.

Master Plans

The Environmental Master Plan outlines a coordinated approach to invasive species in parks, natural areas, and the public right-of-way by: 1) develop and implement a *Phragmites australis* (*Phragmites*) control program across City departments, 2) track and monitor the outcome of approaches used to control *Phragmites*, 3) continue to track and identify new invasive species to develop strategies to minimize their impact, 4) develop strategies for other invasive species in parks and natural areas.

The Rediscover our Parks Master Plan includes a number of indirect opportunities to incorporate invasive species awareness and prevention activities, including volunteer stewardship and the urban forest management plan.

The Climate Change Adaptation Plan addresses invasive species: Protect and enhance biodiversity and enhance ecosystem functions with the creation of an invasive species program by: 1) hiring an invasive species coordinator, 2) monitoring Windsor's natural areas for invasive species, 3) increase invasive and woody species control measures such as prescribed burns, cutting, and physical removal.

Council approved the Black Oak Heritage Park Management Plan which includes invasive species management strategies. This plan is being used on an on-going basis. For example, control implementation for the species Black Locust started shortly after the plan was approved, and with support from the Ministry of Environment Conservation and Parks (MECP), Species at Risk Stewardship Fund (SARSF), Natural Areas, Forestry, and Horticulture worked together to control a large stand of mature Black Locust trees to oak savannah as per the management strategy. In general, the Black Oak Heritage Park Management Plan recommends high-priority invasive species for management activities, provides advice for control implementation, and includes some native species as an "invasive threat" because they are causing impacts to the rare plant communities in that park (e.g., woody shrubs encroaching on a prairie). The City has also invested in preventative actions such as the Oak Wilt Strategy as reported to Council in report S131/2023, created in partnership with the Canadian Food Inspection Agency (CFIA).

Projects

Funding from Parks Canada through the Ojibway National Urban Park project, enabled the City to hire the Invasive Species Centre to prepare the Invasive Species Strategy for the Ojibway Prairie Complex (**Appendix A**), consisting of Black Oak Heritage Park, Tallgrass Prairie Heritage Park, Ojibway Park, Ojibway Prairie Provincial Nature Reserve, Spring Garden Natural Area and Oakwood Natural Area. This strategy identified 498 non-native and invasive species and sorted these species into one or more informative lists. There are 22 species that are regulated by the Canadian Food Inspection Agency (CFIA), the Ontario Invasive Species Act (ISA), and/or the Ontario Noxious Weed List. Using Legislation and the level of threat to the ecosystems in the Complex, 55 species were selected for management activities and 14 species were identified for containment since they are just arriving and eradication is likely if control is implemented quickly. The strategy also included a "Watch List" that identified the

invasive species in proximity to the Complex and are most likely to arrive next. Sorting invasive species and noxious weeds into lists for other natural areas is a logical approach for managing multiple species in one natural area, while attempting to prevent new species from arriving in the meantime.

The Ojibway National Urban Park project also allowed for the City to hire the Invasive Phragmites Control Centre to prepare the Invasive Phragmites Management Program for the City. Phragmites australis has invaded private and public land across the city (**Appendix B**). The consultant has come back with a report and program that suggests a reduction of 98% of the current infestation is achievable goal within the next 10 years if the program is properly structured and sufficiently funded. The implementation of the program by the consultant would require the City to hire a full-time position (Phragmites Coordinator). The program suggests that nine (9) components play an important role in guiding successful control for the City. The components are: 1) establish a City Working Group, 2) Delineate Phragmites Management Areas, 3) map Phragmites and create prioritization framework, 4) investigate opportunities for collective impact 5) control implementation and permits, 6) monitor and report, 7) training, education, and information dissemination, 8) prevention and policies, 9) funding.

Other examples of what the City is doing or has done are:

1. The City continues to control invasive species to fulfill the habitat compensation requirements under the Endangered Species Act (ESA) Permits for the Fire Hall 5 development, and invasive species management will begin in winter 2024 on several properties in the Little River Corridor as per the requirements of the ESA permit for the Nextstar development.
2. The City hired the Invasive Phragmites Control Centre to implement Phragmites control at Spring Garden Pond, Ojibway Park, and Blue Heron Ponds. In the Ojibway Prairie Complex, Guides have been manually removing scattered regrowth to ensure Phragmites does not re-establish.
3. The Parks Department also does a number of management actions for Noxious Weeds, including Wild Parsnip and Poison Ivy control select areas of parks across the city. Additional hazardous plant examples can be seen in **Appendix C**. Parks also does Phragmites australis control in some natural areas, and prescribed burns are integrated to improve successful management of nuisance native species and invasive species.

In addition, the Parks Department endeavours to staying up-to-date on Invasive Species in Ontario through information provided by the Invasive Species Centre (ISC). The City Naturalist participates in the annual forums and meetings hosted by the ISC and the Ontario Phragmites Working Group. Remaining current on invasive species is important to ensure staff are aware of any new threats to our parks and natural areas. For example, Tree-of-Heaven (**Appendix D**) is already found within City parks and has just been listed as restricted under the Invasive Species Act in Ontario, as of Jan. 1, 2024.

Discussion:

In order to implement a full city-wide invasive species management strategy, this would require not only completing individual park management plans, but completing an overarching strategy in terms of priority of response across the City. Working groups would be created and other departments would be consulted in order to get a full grasp on how these invasive species should be addressed. It is important to note that even with a comprehensive citywide strategy plan, it is not realistic to assume that 100% of the invasive species found within the City of Windsor could be eradicated.

The cost to implement a citywide plan is anticipated to cost multi millions of dollars and would take many years to complete. At the same time, new threats continuously appear and would require Administration to monitor and adapt the citywide plan. However, the initial citywide invasive species management plan is an overall strategy that will direct control implementation for what species are already here and recommend prevention activities to reduce the likelihood of new arrivals (e.g., Spotted Lanternfly, Kudzu, Japanese Stiltgrass, etc.).

Administrative Options:

1A – Status Quo

As noted in the background section of this report, Administration is already doing a number of things to work towards managing invasive species. If directed, these efforts can continue as part of the activities of the Parks Department staff. As per the Parks Master Plan, Administration is moving forward with creating park specific work plans. This is done when the current work load of the existing staff allows for the opportunity to move forward with this process. The process involves identifying invasive species and determining the course of action options with the associated costs. This will be a lengthy process and Administration estimates it could complete approximately 1-2 parks per year depending on the size and scale of the park. There are 205 parks within the City of Windsor park system. The ISC has completed a plan for the Ojibway Prairie Complex consisting of six (6) City of Windsor Parks. Administration has completed an additional two (2) park invasive species management plans leaving 197 parks still to be completed. The costs to continue developing plans with the status quo approach is currently funded within the existing Parks budget. This option will take more than 100 years to complete for all existing parks.

Option 1B – Add a Temporary Full-Time (TFT) Biodiversity Coordinator

The addition of a TFT Biodiversity Coordinator would allow for Administration to develop a formal comprehensive citywide strategy, that includes plans for all 205 parks and bring back a report to Council with recommendations and costs to implement the plan. This would occur in a much timelier process than continuing with the status quo process of developing park management/work plans using the existing staff resources. The costs would be approximately \$160,000 per year plus applicable HST. Full details are noted in the Financial Matters section of this report. It is estimated this option would take four (4) years to complete.

This option provides an additional benefit for Council to consider. If the City of Windsor were to be faced with an invasive species that poses a significant and immediate threat to the City, additional resources may be required to control and eradicate. This position could be utilized to help implement an immediate response.

Option 2 – Hire Consultant

A consultant could be hired to complete a citywide strategy. The product produced would be the same as option 1B (hire a TFT Bio-Diversity Coordinator). Administration estimates if a consultant was hired, it would take approximately three (3) years to complete the plan and would cost approximately \$800,000 based upon the recent work completed for the Ojibway Prairie Complex Invasive Species Management Plan. This option would cost more than option 1B, however it is anticipated that a citywide strategy could be available for Council direction in three years as opposed to four.

Risk Analysis:

There is a high risk with continuing status quo in the City's fight against invasive species and noxious weeds. Currently, we are not gaining on the problem and due to the spread of some species, (e.g., Phragmites, Tree-of-Heaven), other department budgets outside of Parks are increasingly affected (e.g., the frequency of road allowances and drain maintenance projects can increase). In some areas, the problem is actually getting worse across the City while Administration focuses on control in other areas. If something like Oak Wilt or Spotted Lantern Fly was discovered, Administration may need to return to Council with specific requests in order to address those concerns.

There is a significant financial risk with option 1B or 2 as noted in the financial section of this report. There is currently no funding available for either option. The initial cost is expected to be between \$640,000 (option 1B) and upwards of \$800,000 (option 2) for the study. Any report back to Council for approval to implement a citywide Invasive Species Management Plan would contain an overarching plan and recommendations with significant costs associated with undertaking it, which is expected to be in the multi millions of dollars.

There is a moderate health and safety risk associated with some noxious weeds located throughout the City. Should a member of the public or city staff come in contact with these weeds, the weeds could cause a reaction to skin or other exposed areas. Administration is working on management/work plans for each park, which will help to mitigate these issues, but at the current rate, the plans will take years to complete. The Parks Department when it becomes aware, works to identify and properly remove any noxious weeds as part of their ongoing operations which also helps to mitigate these risks.

Focusing on natural heritage parks is a priority for these plans as the City is responsible for any endangered habitat per the Ontario Endangered Species Act (ESA). The Parks Department will continue with the development of individual plans for all parks including natural heritage parks. There is significant timing risk that this process will take an extended period of time.

Climate Change Risks

Climate Change Mitigation:

N/A

Climate Change Adaptation:

The City of Windsor's Climate Change Adaptation Strategy identifies invasive species as a threat to biodiversity and ecosystem function. Windsor's climate projections predict an increase in favourable conditions for the spread of invasive species, potential loss of species at risk and environmental damages due to extreme weather. These as well as other factors and human stressors put these valuable resources in jeopardy. The City needs the services of natural areas to both mitigate and adapt to climate change. Protecting and enhancing these natural assets is vital to becoming a more resilient city to the affects of climate change.

Financial Matters:

Without fully knowing what invasive species occur in the City and where all of the invasive species are, it is hard to estimate a price to implement any citywide plan but it is likely the cost to carry out a full strategy would be in the multi millions. Price options for developing that strategy are noted below:

Option 1A – Status Quo

There would be no additional cost to remain status quo with the current process of addressing invasive species including noxious weeds. Parks will continue to create park-specific work plans and management plans for all parks located in the City of Windsor, implement control, and respond to public concerns about invasive species as well as noxious weeds at specific parks as budget and staff resources allow.

Option 1B – Add TFT Biodiversity Coordinator

If Council directs Administration to move forward with Option 1B, a TFT Biodiversity Coordinator would be hired to create a formal citywide strategy. This position would undertake a full citywide review of all invasive species to comprise an in-depth plan and strategy on how to mitigate the concerns. The cost for Option 1B would include the salary for a TFT Biodiversity Coordinator position which would be budgeted annually at \$80,000 including fringes plus there would be an additional \$80,000 annual cost to undertake the study. These additional costs include supplies, the use of a vehicle, specific software licences required for mapping and additional Natural Areas staff time to assist with the physical inventory of each area. The total annual cost for this option is approximately \$160,000 plus applicable HST. It is estimated this option would take four (4) years to complete once funding is available bringing the total cost of this option to approximately \$640,000 plus applicable HST.

Option 2 – Hire a Consultant for a Full City-Wide Strategy

If Council wishes to direct Administration to move forward with Option 2, an outside consultant would be hired. It is estimated based on the recent works undertaken within the Ojibway Prairie Complex that this project would cost upwards of \$800,000 and take 3 years to complete once funding is available. A Request for Tender process would be completed to award the contract to a consultant. The consultant would undertake a full citywide review of all invasive species to comprise an in-depth plan and strategy on how to mitigate the concerns.

There is currently no additional funding available in the Parks budget for costs related to Option 1B and Option 2. If directed by Council to move forward with either of these options, the City Treasurer, in consultation with the Executive Director, Parks and Facilities, would need to be given direction as to the preferred option in order to identify an appropriate funding source which would be brought forward for consideration during the 2025 budget process.

It is expected that if either Option 1B or Option 2 is directed by Council, a comprehensive report identifying control implementation plans for individual parks and an overarching citywide invasive species management strategy will be completed. The final report will include a full strategy with recommendations and costs to implement for Council's future consideration.

Consultations:

Roberta Harrison – Coordinator, Maintenance

Emilie Dunnigan - Manager, Development Revenue and Financial Administration

Karina Richters – Supervisor, Environmental Sustainability & Climate Change

Conclusion:

Without further direction, the Parks Department will continue its efforts to manage invasive species and noxious weeds across City owned property and will continue to develop individual park invasive species management plans as noted in Option 1A within the existing approved Parks budget.

Should Council direct Administration to move forward with Option 1B or Option 2 as noted in the Financial Matters section of this report, the City Treasurer would be directed to identify an appropriate funding source during the 2025 budget process.

Planning Act Matters:

N/A

Approvals:

Name	Title
Sam Magalas	Executive Initiatives Coordinator

Name	Title
Yemi Adeyeye	City Forester, Manager of Forestry and Natural Areas
Erika Benson	Financial Planning Administrator
James Chacko	Executive Director, Parks & Facilities
Ray Mensour	Commissioner, Community Services
Janice Guthrie	Commissioner, Corporate Services/Chief Financial Officer
Joe Mancina	Chief Administrative Officer

Notifications:

Name	Address	Email

Appendices:

- 1 Appendix A - Ojibway Prairie Complex Invasive Species Strategy
- 2 Appendix B - Phragmites
- 3 Appendix D - Tree of Heaven
- 4 Appendix C - Hazardous Plant Examples

Ojibway Prairie Complex **Invasive Species Strategy**



Invasive
Species
Centre

SUPPORT SERVICES

August 2022

This document was prepared for the City of Windsor by the [Invasive Species Centre](#).

Inquiries regarding this document can be directed to the:

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- Introduction -

Invasive species are considered one of Canada's greatest threats to the survival of our native biodiversity. These species arrive, often accidentally, and establish in the absence of natural predators or controls. As a result, these species can kill, crowd out, and devastate native species and their ecosystems. Invasive species are plants, animals, insects, and pathogens that are introduced to an area and cause harm to the environment, economy, or society. Non-native species aren't automatically considered invasive species just because they come from a different area, they must also cause negative environmental, economic, or social impacts.

In Ontario, the establishment and spread of invasive species can result in economic losses to forestry, agriculture, fisheries, healthcare, tourism, and recreation. It is estimated that these impacts alone cost Ontario \$3.6 billion a year, and this does not account for the ecosystem services provided by healthy environments that are free of invasive species. Services such as air purification, flood mitigation, aesthetic value, and impact on real estate. This estimate also does not capture costs at the federal or provincial level, for example, the Great Lakes Fisheries Commission spends just under \$20 million per year to keep sea lamprey predation to a level that allows for sustainable fisheries within the Great Lakes. Also missing from this estimate are the costs for research and development.

Municipalities are on the front lines of invasive species management in Canada. Spending an estimated \$247.9 million annually on invasive species, respondents to a 2021 National Municipal Expenditures survey also reported that the available funds for managing invasive species are insufficient. Many expect the costs to manage invasive species to increase in the future by either under 25% or 25-50% (Vyn, Richard. 2021). Municipalities are spending on average ~\$220,000/year to prevent, detect, and manage invasive species. The costliest invasive species in Ontario is Emerald Ash Borer (EAB) with over \$22 million spent annually across Ontario's 444 municipalities (Vyn, Richard. 2019). Treatment and removal of EAB killed trees in Canadian urban areas over a 30-year period may reach up to \$2 billion. (McKenney *et al.*, 2012).

To reduce the long-term impacts of invasive species, more prevention investments are needed across all levels of government. Investing in prevention provides economic returns of up to 100 x higher than the management costs after a species has arrived and spread (Figure 1). Management costs increase and the likelihood of eradication decreases as time passes. At a certain point, populations become impossible to eradicate from an ecosystem and are either managed at a cost to the municipality, or they are left to spread across a landscape causing ever-increasing impacts and losses to the economy, society, and environment.

Prevention is generally considered the most cost-effective approach, however less than 20.4% of funds spent by Ontario municipalities are spent on prevention programs while an estimated 79.6% of municipal budgets available are spent on control and management (Vyn, Richard. 2019). This implies that there is an opportunity to consider ways to shift budgets toward prevention activities to protect a community from long-term management costs.

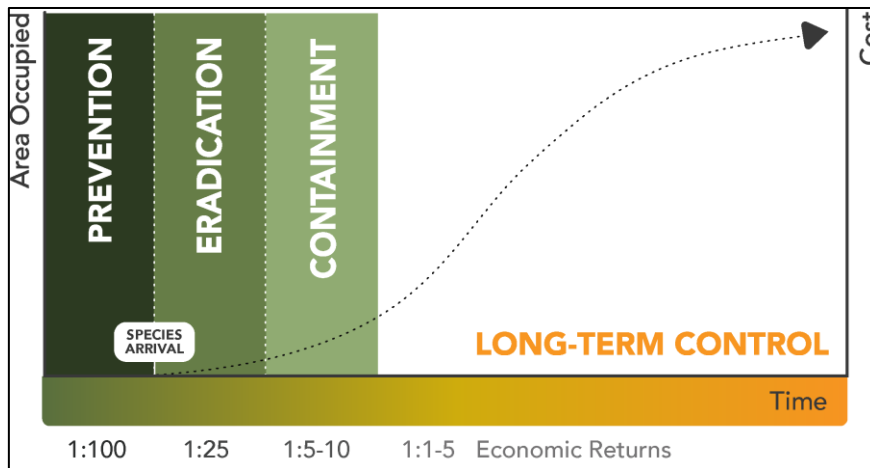


Figure 1. The Invasion Curve illustrates the rising costs of invasive species as they establish and spread over time and the economic impact that is potentially gained as the species is contained and eradicated. Prevention is the most cost-effective approach to invasive species management (Image via the [Invasive Species Centre](#); Adapted from the Generalized Invasion Curve ([Agriculture Victoria, 2010](#))).

The City of Windsor (“City”) is in many ways ahead of the curve when it comes to investment in invasive species management and prevention. The City is clearly motivated to improve management of invasive species, supporting many ecological and economic benefits into the future. [The Official Plan](#) describes the intent to protect healthy environments and communities. The [Environmental Master Plan](#) and the [Climate Change Adaptation Plan](#) both directly reference the need for more action on invasive species. The [Parks Master Plan](#) recommends park-level management plans that can guide the management of park-specific invasive species issues. For example, the [Black Oak Heritage Park Management Plan](#) recommends high-priority invasive species for management activities, provides advice for control implementation, and includes some native species as an “invasive threat” because they are causing impacts to the rare plant communities in that park (e.g., woody shrubs encroaching on a prairie). The City has also invested in preventative actions such as the Oak Wilt Strategy, created in partnership with the Canadian Food Inspection Agency (CFIA), and a long-term management strategy for *Phragmites australis*, which has invaded private and public land across the city (at time of publication the City of Windsor’s *Invasive Phragmites Management Plan* has been submitted but has not yet been approved by the City Council).

The extensive consideration of invasive species throughout the City’s policies and strategies deserves significant recognition, yet due to limited resources and complex management scenarios realizing these objectives can be difficult. Decisions about what species to control, what programs to implement to prevent new arrivals, and how to ensure resources are shared and used effectively across implicated City departments are all challenges that can be addressed with some strategic thinking and an initial pilot program. The Ojibway Prairie Complex (the “Complex”) offers the City an opportunity to forward existing policies and plans for natural heritage land in the city, while beginning toward a broader strategic approach to invasive species management.

The Invasive Species Centre (ISC) is a non-profit organization that offers expertise in invasive species management, policy, and education and awareness programs. The ISC presents the *Ojibway Prairie Complex Invasive Species Strategy*. The strategy is built around three lists of invasive species: the occurrence list, the containment list, and the watch list that have been created for the Ojibway Prairie Complex; and it synthesizes work done to date by the City and partners on invasive species in and around the Complex. Recommendations and resources to improve prevention and management of invasive species are included.

Invasive Species Management -----

The Invasion Curve (Figure 1) shows the most cost-effective opportunity to address invasive species includes prevention and early containment. Unfortunately, many species arrive undetected and spread rapidly causing significant harm to Canada's environment, economy, and society. Others arrive and establish but do not rapidly spread or cause significant or immediate harm; they are non-native species like Red Clover (*Trifolium pratense*), or Dames Rocket (*Hesperis matronalis*). Some non-native species such as dandelions or European starling (*Sturnus vulgaris*) will eventually naturalize. Finally, even native species can be considered by some to be invasive when they move to new locations and become a nuisance in certain ecosystems. Plus, climate change and human disturbance can cause an increase in invasive characteristics in native and non-native species. For example, trembling aspen is a native tree in Windsor, but it can reproduce rapidly and require management to protect native prairie and savannah ecosystems. Examples of native species becoming invasive are relatively rare, and typically involve local land management priorities.

Decisions about what species to manage can therefore become complicated quickly. Generally, a species is selected for management when it threatens the environment, society, and/or economy, but it is not common to embark on an invasive species strategy with a clean slate. It is more common that by the time a strategy is underway, there is already a short (or long) list of non-natives, nuisance natives, and invasive species that have established in the focus area and require management. Plus, it is very uncommon to have all the resources to remove every non-native or invasive species causing harm, so prioritizing where to place limited resources becomes a necessary step. Prioritization frameworks can be developed to help make management decisions, but they are time consuming to create and difficult to implement across a large city because priorities will change from one land use to another. When focusing on one geographic area, such as the Ojibway Prairie Complex, invasive species management can start by sorting invasive, non-native, and nuisance native species into prevention, containment and eradication, and long-term management lists. To be most effective, invasive species management should be combined with new or updated policies, strategies and implementation plans, and public education.

Prevention -----

Prevention is about intercepting pathways of spread and preventing a species from arriving in the first place. Pathways of spread are how invasive species move to new locations. Pathways may include the movement of whole species or viable parts of a species via humans, wildlife, all-types of vehicles, and commodities, both locally and through international trade routes and borders.

Pathways analyses can inform prevention work. They can be species specific or address an entire taxa such as invasive herbaceous plants or aquatic invasive species. Pathways can also be identified using

geographic areas, such as a natural area or a city park. A natural area can be more or less vulnerable to invasive species depending on the health and integrity of the ecosystems present, recreation and development pressure, and surrounding land use.

Prevention activities and programs tend to be increasingly effective when they focus on species specific pathways and include a clear call to action. Prevention can be about monitoring and detection, public education and awareness, and/or specific activities to reduce the likelihood of arrival.

Examples:

- [Clean-Drain-Dry campaign](#) is about reducing the spread of aquatic invasive species and the ISC is working with partners to install watercraft decontamination stations which include various tools to clean a boat. The boater pulls up to the station, uses the tools to clean their boat, and moves on to another lake.
- [‘Don’t Move Firewood’ campaign](#) is a prevention program that was created in response to emerald ash borer, mountain pine beetle, and Asian longhorned beetle and is effective at reducing the spread of other forest pests and insects that we have less knowledge about.
- Boot brush stations placed at trail heads can encourage trail users to brush their boots clean of plant materials and seeds before entering the trail. They can stand alone or be associated with interpretive signs.
- The City’s own *Oak Wilt Strategy* is about preventing oak wilt from arriving in Windsor and Canada. The Strategy ensures all City-owned oak trees in Windsor are monitored on an annual basis to look for signs and symptoms of the disease.
- The [Grow Me Instead Campaign](#) targets the horticultural industry with information for the consumer about what native species can replace commonly sold horticulture plants that can escape gardens and establish in parks and natural areas. The campaign aims to encourage consumers to choose native species for their landscaping and gardening projects.

Management -----

Eradication/Containment

If prevention is not successful, invasive species may successfully establish and begin to spread. There is a limited time for eradication efforts to occur and succeed; more often the task is about containment.

Containment is about catching the spread of an invasive species and containing it to one area.

Containment requires confidence that the extent of a new invasive species is fully known. Eradication of a contained species can take years, depending on how many reproducing individuals have established and whether the containment activities were successful.

So, eradication and containment of invasive species is about early detection and rapid response (EDRR).

EDRR programs need to be informed to be effective. What species are coming next? What species are just arriving and have not yet widely spread? What species will require rapid response and pre-arrival preparations for control. EDRR programs commonly focus on newly arriving invasive species from outside the management area, but some property management plans, or City-wide plans, may include species on the containment list when they are recently established, or slow spreading, and there is potential to eradicate them from the focus area. Decisions about rapid response investments are often guided by existing priorities, strategic plans, and property management plans as well as investments being made in adjacent jurisdictions. A land manager may sometimes be required to move quickly and

prepare for a new invasive species. A notable example is the emerald ash borer (EAB). EAB arrived in Detroit on wood packaging materials in the early 1990's, reaching Windsor, Ontario by 2002. When EAB arrived in North America, not much was known about these insects. The CFIA and local municipalities moved fast with attempts to contain its spread, but EAB proved too aggressive for any containment effort in Essex County. EAB continues to spread across Canada today.

Effective containment programs will include regular check-ins with a broader invasive species field of professionals to regularly update the watch list, and to keep land manager's alert. Regular updates to the public could increase the likelihood of detecting an incoming invader.

Containment and eradication programs are not common, but here are some examples:

- After ten years of control work aimed at eliminating the Asian longhorned beetle from Toronto and Vaughn, the Canadian Food Inspection Agency declared the pest eliminated in 2013. The program involved cutting and chipping infested trees and all potential host trees within 400 m of an infested tree, followed by surveys to determine if any beetles remained. After 5 years of no detection of beetles or infested trees, the pest was declared eradicated.
- The City of Windsor's list of species included in the Letter of Opinion application to the Ministry of Natural Resources and Forestry (MNRF) is an example of staying steps ahead of an infestation. The City included Japanese stiltgrass in the application, but Japanese stiltgrass has not been detected in the Complex. Including the species in the application means that if the species were to arrive, the City would already have permission to treat it with an herbicide. Alternatively, waiting until there is a confirmed occurrence could result in costly delays while the City plans for control.
- Another local example is from the Ministry of Transportation (MTO). The MTO applies containment principles to their stewardship programs for the Herb Gray Parkway in Windsor. Their staff are trained biologists with long-term knowledge of the properties they manage, and they use a list of species that are targeted for control implementation. These species constantly try to establish on the parcels managed by the MTO, and the field team will rapidly respond to new plants before they are able to establish and spread.

Long-term Management

If prevention, containment, and eradication activities are not used, or not successful, an invasive species may establish and spread beyond any possibility to contain and eradicate without a longer-term management strategy. Long-term management is about strategic control implementation. Any species targeted for long-term management without a strategic plan for how to control its extent and spread will often fail to achieve containment of the target species; control implementation strategies are essential for success.

Long-term management strategies will often be species specific and include mapping exercises to understand the pattern of infestation, control planning, hiring contractors for control implementation, and long-term monitoring. Some strategies may also include new policies, training and professional development, and extensive education and outreach programs to ensure the public is supportive and aware of control methods. The *City of Windsor's Phragmites Management Plan* is an example of how to address a well-established species in one city or area.

Long-term management programs will organically include research and development activities because learning and adapting is inevitable. Challenges will surface, new methods may arrive, and some species may develop resistance to tried and true methods. Ensuring control programs track methods and adapt to changing circumstances is also essential to long-term success.

Some examples of long-term management programs include:

- The County of Norfolk where the Long Point *Phragmites* Action Alliance is leading a watershed approach to Phragmites management. The Control Implementation Plan suggested a Phrag-free watershed within 8-years and incorporates control activities on private and public land.
- Lambton Shores *Phragmites* Community Group has been implementing a *Phragmites* Management Plan over the last 10 years. Their work has transformed the shoreline into a *Phragmites*-free zone. This program engaged municipal drain superintendents, road departments, and associated private land, to ensure *Phragmites* was entirely controlled in these areas. The program is shifting to long-term management activities to ensure *Phragmites* does not re-establish in the community.
- Long-term management strategies can also be multi-species in scope. The MTO has been managing invasive species along the Herb Gray Parkway in Windsor for over ten years. Their invasive species management program targets well over 20 species on an annual schedule. They use professional expertise to short-list the species they manage; mostly species that are a threat to the prairie and savannah ecosystems they have restored.
- The York Regional Forest Invasive Species Action Plan includes a detailed prioritization framework that helps City staff make decisions about when to manage an invasive species.
- The Nature Conservancy of Canada will implement invasive species management on their properties using Property Management Plans. The non-profit organization will start with occurrence maps and then track stewardship activities over time, remapping target invasives using appropriate intervals (e.g., 5 years). Property Management Plans will target aggressive invasive species that threaten the specific ecosystems that occur on the property. The City's *Black Oak Heritage Park Management Plan* includes similar logic.

- Goals and Objectives -

The Ojibway Prairie Complex Invasive Species Strategy has four goals and 12 objectives.

Goal 1: Increase the efficiency of invasive species management in the Ojibway Prairie Complex.

- Compile a comprehensive list of invasive species already in the Complex
- Identify invasive species that are high priority for long term management
- Identify invasive species in the Complex that are candidates for containment and eradication programs
- Provide resources that can support management and control of high-priority species and containment species
- Synthesize experiences and recommendations from nearby land managers to provide up-to-date advice on what methods work in prairie and savannah, wetlands, and woodland habitats
- Recommend actions, programs, and initiatives that the City of Windsor can implement to improve effectiveness and efficiencies of invasive species management in the Complex

Goal 2: Prevent new invasive species from arriving in the Ojibway Prairie Complex.

- Review current policies that are aimed at preventing invasive species
- Recommend policy, actions, programs, and initiatives that will prevent invasive species
- Create a Watch List of invasive species that are nearby, but not in the Ojibway Prairie Complex
- Provide resources that can support prevention activities

Goal 3: Incorporate the invasive species strategy into existing plans and strategies at the City of Windsor to prepare for broader, city-wide actions that will prevent new invasive species from reaching the Ojibway Prairie Complex

- Summarize existing city-wide policies and strategies that may contribute to the spread or introduction of invasive species in the Ojibway Prairie Complex

Goal 4: Increase public awareness about invasive species at the Ojibway Prairie Complex

- Recommend actions, programs, and initiatives the City of Windsor can implement to increase public awareness and support for invasive species management in the Ojibway Prairie Complex

- Using this Strategy -

The Ojibway Prairie Complex Invasive Species Strategy is presented as two interrelated pieces:

1. **The Ojibway Prairie Complex Invasive Species Strategy** is this document that describes the Strategy and includes 2 Appendices.
2. **The Ojibway Prairie Complex Invasive Species Lists and Resources** is an associated Excel Spreadsheet that contains various lists associated with the Strategy as well as resources and links to external information to help City staff find relevant information quickly. The written strategy will refer to the spreadsheet as required throughout the document.

- The Ojibway Prairie Complex -

The Ojibway Prairie Complex is a collection of six closely situated natural areas within the City of Windsor (Figure 2). The Department of Parks' Ojibway Nature Centre manages the five City-owned natural areas in the Complex:

- Ojibway Park
- Tallgrass Prairie Heritage Park
- Black Oak Heritage Park
- Spring Garden Natural Area
- Oakwood Natural Area

The adjacent Ojibway Prairie Provincial Nature Reserve is the sixth parcel in the Complex, but it is owned and managed by Ontario Parks. Together, these parks cover 260 hectares of land and include a mosaic of wetlands, forest, savanna, and prairie habitats. The diversity of habitat supports a tremendous variety of vegetation and wildlife species that live in the Complex.

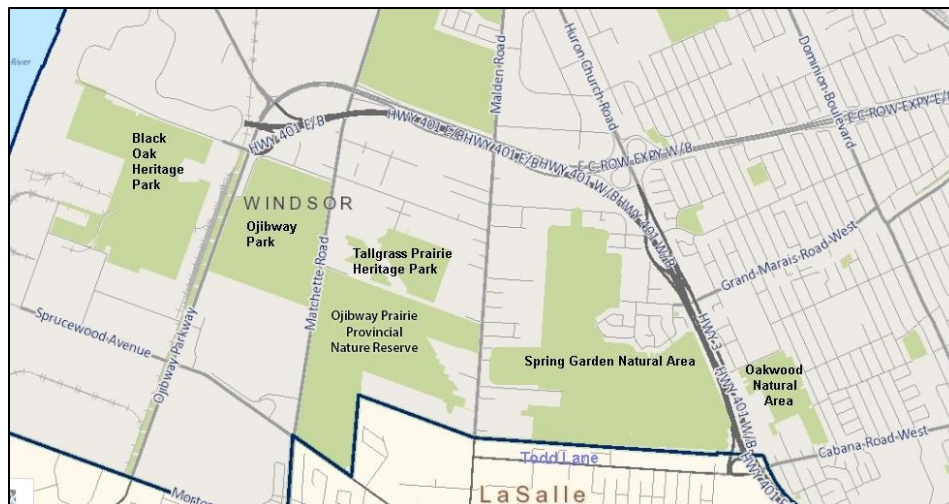


Figure 2. The Ojibway Prairie Complex contains five City-owned parks: Black Oak Heritage Park, Ojibway Park, Tallgrass Prairie Heritage Park, Spring Garden Natural Area, and Oakwood Natural Area. The Ojibway Prairie Provincial Nature Reserve is included in the Complex but is owned by Ontario Parks.

The Ojibway Prairie Complex is designated as Natural Heritage Lands in the Official Plan and appears in Schedule B: Greenway System and Schedule C: Development Constraint Areas – Natural Heritage System.

- 5.3.2. Greenway System Policies are based on the belief that the quality-of-life within Windsor will be enhanced by the establishment of a linked and continuous network of “green” land uses. The Greenway System is a planned network of natural environment and recreational elements. This network includes the Ojibway Prairie Complex. Policies are focused on guidelines for designating greenway components, expanding the system in the City and beyond city boundaries, creating public access, recreation ways, and linkages between existing areas designated as natural heritage, waterway corridors, community and regional parks and waterfront recreation.
- 5.3.3 Natural Heritage Designations and Policies provide for the protection and conservation of Windsor’s most environmentally significant and sensitive natural areas, including provincially designated areas of natural and scientific interest (ANSI) and wetlands. Policies which establish the permitted uses, ancillary uses, evaluation criteria, protection and conservation of lands designated as Natural Heritage are further described in the Land Use Chapter of this plan.

The Land Use Chapter (Chapter 6) aims to ensure Windsor is a healthy and livable city, one in which people can enjoy a vibrant economy and a sustainable healthy environment in safe, caring, and diverse neighbourhoods. City Council will manage development through an approach which balances environmental, social, and economic considerations. The Goals and Objectives of Natural Heritage land use is to protect and conserve environmentally significant and sensitive natural heritage features and functions (6.8.1.1), provide opportunities for recreational uses within Natural Heritage areas (6.8.1.2) and to link to other components of the Greenway System (6.8.1.3).

Other relevant and current designations for the Ojibway Prairie Complex include:

- Ojibway Prairie Remnants Area of Natural and Scientific Interest (Province of Ontario)
- Environmentally Significant Areas (Essex Region Conservation Authority, (ERCA))
- Provincially Significant Wetlands (Province of Ontario)
- Important Amphibian and Reptile Area (Canadian Amphibian and Reptile Conservation Network)
- Western Lake Erie Watersheds Priority Natural Area Registry (City of Windsor, ERCA, US Fish and Wildlife, Detroit River International Wildlife Refuge)
- Carolinian Core Natural Area (Carolinian Canada)

The Ojibway Prairie Complex may become a National Urban Park in the near future. Parks Canada launched a new program to support the creation of national urban parks in August 2021, where Parks Canada and the City of Windsor signed a statement of collaboration indicating their intent to work together on a feasibility study. The project is currently in a pre-feasibility assessment phase, which is an exploratory phase of work and is the first step of a multi-step, multi-year roadmap that leads towards obtaining National Urban Park designation.

The Ojibway Prairie Complex is also a candidate Key Biodiversity Area (KBA) in Canada. KBAs are areas that have characteristics that make them important for sustaining wildlife and biodiversity. KBA designations hold international significance under the International Union for the Conservation of Nature (IUCN) Taskforce on Biodiversity and Protected Areas. Canada, and other countries across the

globe, have come together to create and implement a new system for identifying such areas across the planet. In Canada, Wildlife Conservation Society is the secretariat working with partners to identify KBAs across the country. There is an application in progress to designate the Ojibway Prairie Complex and Greater Park Ecosystem (private natural heritage land around the Complex) as a KBA.

Prevention Activities -----

The City of Windsor has six activities that relate to *preventing* invasive species:

1. The *Oak Wilt Strategy* is embedded in the annual work plan in the Parks Department. Staff receive a refresher course on how to identify signs and symptoms of the disease and the team uses the Tree Inventory for Natural Asset Management to monitor every oak tree in the city. If oak wilt is detected, the team would notify the Canadian Food Inspection Agency. At this time, there is limited direction on what response would ensue, and what role the City would play in containment and eradication activities. In the past, the City has also worked with the CFIA to set up beetle traps. This project did not occur in 2021.
2. The *Climate Change Adaptation Plan* Action 5: Protect Biodiversity and Enhance Ecosystem Functions includes 5.4: the creation of an Invasive Species Program; the following subtasks are related to prevention work:
 - Hire an invasive species coordinator for the City of Windsor
 - Monitor Windsor’s natural areas for invasive species such as *Phragmites*, oak wilt, the Asian longhorned beetle, etc.
 - Enhance targeted education to the public regarding BMPs for protecting private trees from invasive species.
3. The *Environmental Master Plan* Objective 5: develop a coordinated approach to invasive species in parks, natural areas, and the public right-of-way, includes one preventative action: continue to identify and track new invasive species and develop strategies to minimize their impact.
4. The *Rediscover our Parks Master Plan*, Action 2.02: encourage and facilitate support for volunteer efforts in park stewardship to incorporate invasive species education, *prevention*, and control activities.
5. By-law 135-2004 “*Trees on Highways*” is a by-law that restricts the planting of Poplar species, Willow species, Thorney Honey Locust or Manitoba Maple on City right-of-ways. Some low-growing trees may also not be acceptable from a safety point of view. By-law officers also enforce the Noxious Weed Act using by-law 3-2006, “a by-law to establish standards respecting yard waste & exterior property maintenance and to prohibit littering in the City of Windsor”. Also known as the Yard Maintenance and Anti-Littering by-law.
6. Tree Planting of Carolinian Species Policy (1994)

Management Activities -----

The City of Windsor has several relevant activities that support invasive species *management*:

1. The City's *Environmental Master Plan* includes Objective C5: Develop a coordinated approach to invasive species in parks, natural areas, and the public right-of-way, includes the following management actions:
 - a. Develop and implement a *Phragmites* control program across City departments
 - b. Track and monitor the outcome of approaches used to control *Phragmites*
 - c. Develop strategies for other invasive species in parks and natural areas
2. *Rediscover our Parks Master Plan* recommends the City protect and promote existing natural areas and connections and create management plans for parks. Also included is a recommendation to create protocols for succession control in managed natural and naturalized areas to deter the establishment of exotic and naturally aggressive invasive species for the purpose of preparing standards for the establishment of urban wildlife habitat.
3. The *Climate Change Adaptation Plan* Action 5: Protect Biodiversity and Enhance Ecosystem Functions includes 5.4: the creation of an Invasive Species Program; the following subtasks are related to management work:
 - a. Hire an invasive species coordinator for the City of Windsor
 - b. Monitor Windsor's natural areas for invasive species such as *Phragmites*, oak wilt, the Asian longhorned beetle, etc.
 - c. Increase invasive and woody species control measures such as prescribed burns, cutting, and physical removal
 - d. Enhance targeted education to the public regarding BMPs for protecting private trees from invasive species.
4. The City of Windsor's *Black Oak Heritage Park Management Plan* includes recommendations and specific control methods for ten high-priority invasive, or nuisance native, species in the park.
5. The City of Windsor has a *Phragmites Management Plan* that has yet to be approved by City Council.

Invasive Species Management at the Ojibway Prairie Complex -----

The City of Windsor's Parks department is responsible for management of parks in the city, including the Ojibway Prairie Complex. The department has Natural Areas staff that focus on management of parks designated as Natural Heritage. The parks department has been increasing invasive species management activities across the city, with a focus on species that threaten human health such as wild parsnip or have become a significant problem in the city (*Phragmites*). The Natural Areas staff work on invasive species management in the Complex, and they are currently focusing efforts on the implementation of existing plans such as the *Black Oak Heritage Park Management Plan* and working with the MTO on the implementation of the *Spring Garden Restoration Plan*. The Natural Areas staff also manage native species that threaten the integrity of the prairie and savannah ecosystems that naturally occur in the Windsor area (e.g., Manitoba Maple, Autumn Olive).

The Public Works and Engineering departments will also manage invasive species in and around the Ojibway Prairie Complex, but their work is motivated by protecting city infrastructure. All of their work

on invasive species in and around the Ojibway Prairie Complex is about *Phragmites australis* because this species will dominate road allowances and municipal drains, altering the flow of water, and triggering the Drainage Act. The City will navigate other legislation that often applies when clearing drains and road allowances in the Complex (e.g., Endangered Species Act.)

The Parks Department:

- Manages Wild Parsnip at Malden Park, and the riverfront by removing plant materials and then spraying with an herbicide (glyphosate) in the spring
- Manages poison ivy at parks across the city using public signs, removing plant materials, and then spraying with an herbicide (glyphosate)
- Manages *Phragmites australis* in the natural areas. City wide, the Parks operation department mows roadside ditches twice a year. Several pilot projects have been undertaken including control projects at Ojibway Prairie Complex and Little River. The hope is to increase public buy-in while trialing different control methods and gaining knowledge and experience.
- Undertakes prescribed burns to manage nuisance native species and invasive species encroaching on the native prairie and savannah ecosystems. The City continues to expand areas under prescribed burn treatments.
- Undertakes shrub control using manual cuts to promote open habitats. Stumps are treated with herbicide and plant materials are used to create brush piles for wildlife.
- Targets high-priority invasive species and nuisance native species as identified in the Black Oak Heritage Park Management Plan
- Applies for and obtains a 5-year Letter of Opinion under the Ontario Pesticide Act for selected Natural Heritage lands within the City, to treat specified herbaceous plants, woody shrubs, and nuisance native species with specified herbicides and control methods
- Works with the Friends of Ojibway Prairie and the Essex County Field Naturalists' Club to organize volunteer events that manually remove garlic mustard, dog-strangling vine, and Purple Loosestrife. Dog-strangling vine was contained rapidly after it was detected in two locations in the Complex. One location was associated with a nearby garden, and another was along a biking path.

The Engineering and Public Works department:

- Manages *Phragmites australis* in drains and municipal road allowances

The Planning Department will also be involved in invasive species management activities across the city, particularly prevention work, but their perspectives and current activities were not included in this strategy. For example, the City's *Phragmites Management Plan* (submitted to the City, but not yet approved by Council), encourages programs that promote the quick reestablishment of ground cover following projects that disturb sediment such as road work and culvert replacements.

Challenges and Needs -----

Each City department is experiencing different challenges associated with invasive species including:

- The City's 311 line receives numerous calls about poisonous plants that are challenging to respond to all the time. By-law sometimes receives calls to identify plants in yards that are not well maintained.

- Inconsistent signage for invasive species management activities, particularly species that cause human health risks.
- Misidentification of invasive species.
- Lack of clarity on what control methods to use for specific species that may arrive, or are already here, and need to be managed (e.g., giant hogweed, wild parsnip).
- Areas along on the waterfront are overwhelmed with black locust; choosing what control methods to use for this situation is a challenge.
- The public can still buy and plant many of the species that become invasive and costly to manage. More public awareness and engagement is required.
- The Oak Wilt strategy does not include clear directions for how the City of Windsor would be expected to respond should oak wilt arrive in the city. What would the City's role be in the short-term and long-term?
- Maintenance of all the drains in and around the Complex uses an 8-year cycle unless there is a problem with the flow of water. There is no control program for *Phragmites*, so the Public Works and Engineering Departments repeatedly cut and remove biomass, just to return to the same problem. Some learning and a shift in how things are being done is happening under leadership of the Invasive *Phragmites* Control Centre.
- Documentation required to do work in the drains in the Ojibway Prairie Complex can be extensive. These drains may have Species at Risk, and this requires documentation to be submitted to the Ministry of Environment, Conservation and Parks, Essex Region Conservation Authority, the Ministry of Northern Development, Mines, Natural Resources, and Forestry, and if the drain also supports fish habitat, the Department of Fisheries and Oceans. A template for a mitigation plan for municipal drain maintenance could help to navigate the environmental protections.
- City staff working on drains, road allowances and other public lands in and around the Complex may not be confident in identifying invasive species.
- Drains cut through various parcels in the Complex and not all of them are owned and managed by the City of Windsor. Some municipal drains are abandoned in the Complex but have not been through the regulatory process to recommission them; these are prime candidates for retirement. It would be beneficial for the City to go through the process of cleaning up the maps, maintenance schedules, and decommission certain drains to make them natural drains. The budget is limiting how fast this work can get done.

Collaborative Projects -----

The City of Windsor works with partners to implement invasive species management activities inside the Complex. The City has done work with Ministry of Transportation, Ontario Hydro, Ontario Parks, the Friends of Ojibway Prairie (FOOP) and the Essex County Field Naturalists' Club (ECFNC).

The City works with Ministry of Transportation and Ontario Parks to coordinate prescribed burns across the Complex. Some reported challenges from Ontario Parks include:

- High complexity prescribed burns would be very helpful to push back a lot of the woody veg and invasives. Not possible/unlikely to occur now because of infrastructure in the park.
- Management of the tree species is very labour-intensive.
- Special approval is required from Hydro One to treat *Phragmites* under the powerlines.

The City has, hosted volunteer events with the Friends of Ojibway Prairie and Essex County Field Naturalists' Club to manually remove garlic mustard, purple loosestrife, and dog-strangling vine from specific areas in the Complex. Manual control of these invasive species must be done annually to stop seed production

Hydro One could not be reached during the development of this strategy, but invasive species management does occur in specific locations in the corridor. Hydro One regularly implements woody species control in the hydro corridor. Some success is visible in the Ojibway Prairie Provincial Nature Reserve where Ontario Parks is working with partners, including Hydro One, to control *Phragmites* for species at risk (SAR) in the Complex, however long-term success is limited by the broader infestation in the hydro easement, private properties, and throughout the Complex.

Invasive Species Management on adjacent lands -----

The Ojibway Prairie Complex is surrounded by a variety of land uses, including other natural areas that are managed by different organizations. The Ontario Ministry of Transportation manages the prairie and oak savannah habitat associated with the Herb Gray Parkway and the associated 74 ha of prairie and savannah habitats that were restored during the construction of the highway system. Ontario Parks, Southwest Zone manages the Ojibway Prairie Provincial Nature Reserve for the Province of Ontario.

To gather information about invasive species management occurring near the Complex, the ISC conducted interviews with these partners. Detailed summaries are available in Appendix 1 and the species managed are included in the associated Excel Spreadsheet.

The Ministry of Transportation and the Essex Region Conservation Authority met with ISC to discuss invasive species management. Staff from both organizations indicated that management of invasive species along the Herb Gray Parkway is going okay, but it is an ongoing program because invasive species are still present on the landscape. Plus, invasive species continue to arrive and require annual management activities. Other challenges reported include:

- Adjacent lands that are privately owned can contain sources of invasive species with no one implementing any kind of control.
- Other sources of invasive species may include unpermitted horseback riding and ATV's, off-leash dogs, brush piles, trail grooming for off-road biking, compost, and organic waste disposal. Yard waste may introduce plant materials from gardens.
- Restoration sites and the Ojibway Prairie Complex are home to many SAR, which require considerations while control planning. Hiring staff and contractors that understand the importance of protecting SAR has made a significant difference.

Status Report on Invasive Species Management in the Complex -----

Comparing current invasive species management activities with the prevention, containment, and long-term management approach presented in this strategy can be helpful to understand where the City could improve (Table 1). Table 1 displays reasonable estimates for current investments of time and resources into prevention, containment/eradication, and long-term management categories. Most municipalities report less than 40% of resources going to prevention, and about 60% going toward long-

term management. Currently, the City invests approximately 60% of resources into management activities in the Complex, while prevention activities account for about 40% of resources. Several of the activities recommended in the *Climate Change Adaptation Plan* are occurring at the Ojibway Prairie Complex; the City completes natural area inspections once a week by walking the trails, and inspects off-trail areas once a year, looking for new species and/or evidence of increasing spread of existing invasive species. The City will also monitor for new arrivals when special projects provide opportunities to visit off-trail areas in the park (e.g. Tway blade orchid project).

The City can improve invasive species management in the Ojibway Prairie Complex by investing in prevention and containment activities, while considering how to make the most impactful investments into long-term management.

Table 1. City of Windsor activities on invasive species sorted into prevention and management categories along with an estimate of the percentage of resources that are directed to each category.

Prevention	Management	
	Containment/Eradication	Long-term Management
<ul style="list-style-type: none"> • Oak Wilt Strategy • Specific actions within the Climate Change Adaptation Plan, Rediscover our Parks Master Plan, and the Environmental Master Plan • By-law 135-2004 “Trees on Highways” & By-law 3-2006 “Yard Maintenance and Anti-litter” • Carolinian Tree Planting Policy (1994) • Natural area trail inspections are done weekly; off trail inspections are done annually and as special projects permit 	<ul style="list-style-type: none"> • Dog-strangling vine (DSV) control and management 	<ul style="list-style-type: none"> • 5-year Letter of Opinion • 8-year maintenance cycles for drains in the Complex • Black Oak Heritage Park Management Plan • <i>Phragmites</i> Management • Collaboration on garlic mustard, purple loosestrife • Species specific management activities (wild parsnip, black locust, etc.) • Volunteer events and public education • Prescribed Burns • Invasive Species Strategy
40%	60%	

- Invasive Species in the Ojibway Prairie Complex -

Decisions about what prevention, containment, and long-term management activities are best to protect the Complex from the impacts of invasive species should be informed by the invasive species that already in the Complex, plus the invasive species that are nearby enough to warrant preventative actions.

To provide the City with some species-specific guidance for the Ojibway Prairie Complex, the ISC created several lists of invasive species. Each List is presented on a Tab in the associated Excel spreadsheet titled: *Ojibway Prairie Complex Species Lists and Resources*.

- **Occurrence List:** a comprehensive list of all invasive species known to occur in the Complex
- **Containment List:** a short list of species that are considered candidates for containment activities; high eradication potential
- **Management List:** a short list of species that are considered higher priority to manage based on the level of threat each species poses to the prairie and savannah ecosystems in the Complex
- **Watch List:** a list of invasive species nearby the Complex that are not yet recorded inside the Complex
- **Watch List (select species):** a short list of species that are higher priority to address with preventative actions

The Occurrence List -----

See: The Ojibway Prairie Complex Invasive Species Lists and Resources

Tab: Occurrence List

To find out what invasive species are already in the Complex, the ISC used the Early Detection and Distribution Mapping System (EDDMapS) and a well-known and respected citizen science database known as iNaturalist, plus a list of known species from staff at the City of Windsor's Parks (Natural Areas) Department.

The EDDMapS query function was used to focus results to reports located inside the Ojibway Prairie Complex. The iNaturalist Ojibway Biodiversity Project was used to gather research grade invasive species reports. Also included as evidence of occurrence in the Complex was the high-priority species for control and management that were listed in the Black Oak Heritage Park Management Plan, plus the species included in the City of Windsor's Letter of Opinion (Japanese stiltgrass was removed from the occurrence list and placed on the Watch List).

The Occurrence List is a comprehensive list of invasive species currently known to occur in the Complex. There are 498 species on the occurrence list. Four species in the list are actually native species that are managed by either the City, the MTO, or both because they can quickly invade a prairie and savannah ecosystem; they are mark with a single asterisk* and include: Trembling Aspen (*Populus tremuloides*), Manitoba Maple (*Acer negundo*), Annual Ragweed (*Ambrosia artemisiifolia*), and Giant Ragweed (*Ambrosia trifida*).

Legislation -----

22 invasive species in the Ojibway Prairie Complex are regulated under one or more of the following three resources, and should be prioritized for control and management:

- [Canadian Food Inspection Agency](#) (7 species)
 - The Canadian Food Inspection Agency (CFIA) prevents the introduction of invasive species through import regulations. The CFIA is concerned about a list of species that may cause serious damage to Canada's economy and the environment when they invade farmland, forests, parks and other natural areas.
- [Ontario Invasive Species Act](#) (4 species)
 - The Ontario Invasive Species Act, 2015, S.O. 2015, c.22 – Bill 37 includes 22 regulated invasive species. Species are chosen for regulation based on their invasive qualities and their potential impact on the environment, the economy, and society well-being.
- [Ontario Noxious Weed List](#) (13 species)
 - The Ontario Weed Control Act, R.S.O. 1990 contains a list of plants that includes difficult to manage species on agricultural land once established and will reduce yield and quality of the crop being grown, negatively affects the health and well-being of livestock, or poses a risk to the health and well-being of agricultural workers.

Threat References -----

117 invasive species appear on one or more of the following six resources that were used to identify any species reported in the Ojibway Prairie Complex that have already been listed as a threat to the environment, economy, or society. Threat References can be used as a guide for prioritizing management resources. Unfortunately, no list is available that identifies invasive species that threaten prairie and savannah ecosystems.

- Great Lakes Governors Least Wanted List (1 species)
 - The least wanted aquatic invasive species that present an imminent threat to the Great Lakes-St. Lawrence River region.
- NDMNRF Forest Health Conditions Report (2 species)
 - Forest health monitoring in Ontario includes the occurrence of biotic and abiotic disturbances and events, and an invasive species pest index.
- Urban Forest Associates Inc. Category 1 species (22 species)
 - Aggressive invasive exotic terrestrial plant species that can dominate a site to exclude all other species and remain dominant on the site indefinitely.
- Credit Valley Aquatic Plant List (8 species)
 - A full list of aquatic invasive species in the watershed categorized by ecological threat rank and a management rank (how successful would management actions be?).
- Credit Valley Forest Pest and Diseases List (3 species)
 - A full list of forest pest and diseases in the watershed categorized by ecological threat rank and management rank (how successful would management actions be?).
- York Regional Forest Invasive Species Threat Rank (38 species)

- A list of species of concern for the Region of York developed based on staff experience and other threats in nearby regions.
- Provincial Weed ID for Field Crops (71 species)
 - For people who work in agriculture and are hoping to minimize the impact that weeds have on their crops. The book presents a list of species that are commonly found in agricultural areas or that are common in Ontario and may pose a risk to human health.

Management -----

50 invasive species are identified under the Management heading. Five organizations are included under this heading, the City of Windsor (WIN), Ministry of Transportation/Essex Region Conservation Authority (MTO), Ontario Parks (ON Parks), Friends of Ojibway Prairie, and Essex County Field Naturalists’ Club (FOOP/ECN). Species are marked under one or more of these organizations to indicate that they are already being managed or being considered for management.

The Management List -----

See: The Ojibway Prairie Complex Invasive Species Lists and Resources

Tab: Management List

The Management List is the short-list of invasive species that are priority to control in the Complex because they are considered a significant threat to the prairie and savannah ecosystems the City is managing. The Management List includes 55 invasive species.

The Management List was created by prioritizing all the species identified under the Windsor Management column, plus an additional 12 hand-selected species that occur in the Complex and are a high threat to the ecosystems in the Ojibway Prairie Complex.

Three of the species are native species that are considered a threat to the prairie and savannah ecosystems in the Complex (marked with a single asterisk*). Another 14 of the 55 invasive species are candidates for containment if the City acts quickly to control them (marked with a double asterisk**). The Containment List is also presented as its own list on another Tab.

Table 2. *The Management List: a short list of species that are considered higher priority to manage based on the level of threat each species poses to the prairie and savannah ecosystems in the Complex.*

Taxon	<i>Scientific Name</i>	Common Name * native species ** containment species
Plantae	<i>Acer negundo</i>	Manitoba maple*
Plantae	<i>Acer plantanoides</i>	Norway maple
Plantae	<i>Ailanthus altissima</i>	Tree-of-heaven
Plantae	<i>Alliaria petiolata</i>	Garlic mustard
Plantae	<i>Ambrosia trifida</i>	Giant ragweed*
Plantae	<i>Armoracia rusticana</i>	Horseradish**
Plantae	<i>Berberis thunbergii</i>	Japanese barberry

Taxon	Scientific Name	Common Name *native species **containment species
Plantae	<i>Berberis vulgaris</i>	European barberry
Plantae	<i>Butomus umbellatus</i>	Flowering rush**
Plantae	<i>Celastrus orbiculatus</i>	Oriental bittersweet
Plantae	<i>Centaurea stoebe</i>	Spotted knapweed**
Plantae	<i>Cirsium arvense</i>	Canada thistle
Plantae	<i>Cirsium vulgare</i>	Bull thistle
Plantae	<i>Concallaria majalis</i>	Lily of the valley**
Insecta	<i>Cydia pomonella</i>	Codling moth
Plantae	<i>Cynanchum rossium</i>	Dog strangling vine**
Plantae	<i>Dipsacus fullonum</i>	Common teasel
Plantae	<i>Elaeagnus angustifolia</i>	Russian olive
Plantae	<i>Elaeagnus umbellata</i>	Autumn olive
Plantae	<i>Euonymus europaeus</i>	Spindle tree
Plantae	<i>Euphorbia cyparissias</i>	Cypress spurge
Plantae	<i>Galium mollugo</i>	Hedge bedstraw
Plantae	<i>Hesperis matronalis</i>	Dames rocket**
Plantae	<i>Hydrocharis morsus-ranae</i>	European frog-bit
Plantae	<i>Iris pseudacorus</i>	Yellow flag iris**
Plantae	<i>Lonicera japonica</i>	Japanese honeysuckle
Plantae	<i>Lonicera maackii</i>	Amur honeysuckle
Plantae	<i>Lonicera morrowii</i>	Morrow's honeysuckle
Plantae	<i>Lonicera tatarica</i>	Tartarian honeysuckle
Plantae	<i>Lonicera x bella</i>	Bell's honeysuckle
Plantae	<i>Lythrum salicaria</i>	Purple loosestrife
Plantae	<i>Melilotus alba</i>	White sweet clover
Plantae	<i>Miscanthus sacchariflorus</i>	Japanese silver grass**
Plantae	<i>Morus alba</i>	White mulberry
Plantae	<i>Narcissus pseudonarcissus</i>	Daffodil**
Plantae	<i>Pastinaca sativa</i>	Wild parsnip
Plantae	<i>Phalaris arundinacea</i>	Canary reed grass
Plantae	<i>Phragmites australis</i>	Common reed
Plantae	<i>Phyllostachys aureosulcata</i>	Yellow groove bamboo**
Insecta	<i>Popillia japonica</i>	Japanese beetle
Plantae	<i>Populus alba</i>	White poplar**
Plantae	<i>Populus tremuloides</i>	Trembling aspen*

Taxon	Scientific Name	Common Name *native species **containment species
Plantae	<i>Reynoutria japonica</i>	Japanese knotweed**
Plantae	<i>Rhamnus cathartica</i>	Common buckthorn**
Plantae	<i>Rhamnus frangula</i>	Glossy buckthorn**
Plantae	<i>Robinia pseudo-acacia</i>	Black locust
Plantae	<i>Rosa multiflora</i>	Rambler rose (Multiflora rose)
Plantae	<i>Securigera varia</i>	Crown vetch
Plantae	<i>Sonchus arvensis</i>	Perennial sow thistle
Plantae	<i>Tussilago farfara</i>	Coltsfoot
Plantae	<i>Ulmus pumila</i>	Siberian elm
Plantae	<i>Viburnum opulus</i>	Guelder rose
Plantae	<i>Vicia cracca</i>	Tufted vetch
Plantae	<i>Vicia villosa</i>	Hairy vetch
Plantae	<i>Vinca minor</i>	Periwinkle

The Containment List -----

See: The Ojibway Prairie Complex Invasive Species Lists and Resources

Tab: Containment List

The Containment List is a tab that short-lists species already identified in the Management List and are ideal candidates for containment activities (marked with a double asterisk** in the Management List). Containment activities would still be guided by the same available resources as presented in the Management List, but with an added sense of urgency as there is still time to contain and eradicate these species from the Complex.

There are 14 containment species on the list. Nine of these species are either regulated, ranked on one or more of the threat references, or already being managed by adjacent land managers. Lily of the Valley is not an aggressive invader, but it is commonly planted in gardens and used in residential landscaping. The Complex is nearly surrounded by private residential land, but Lily of the Valley occurs in the Complex in just a few locations, and it is easy to control. For truly little investment, the City could eradicate Lily of the Valley from the Complex.

Five of the 14 containment species are regulated species in Canada and/or Ontario. Flowering rush, Common buckthorn, and Glossy buckthorn are Category 1 species according to the Urban Forest and Associates report. Three of the containment species are either being managed already, or eminently, by the MTO on adjacent lands: Flowering rush, Yellow flag iris, and Common buckthorn. Dog-strangling vine has been hand-pulled by City staff and volunteers representing the FOOP and/or ECFN.

Table 3. The Containment List: a short list of species that are considered candidates for containment activities; high eradication potential.

Taxon	Scientific Name	Common Name
Plantae	<i>Armoracia rusticana</i>	Horseradish
Plantae	<i>Butomus umbellatus</i>	Flowering rush
Plantae	<i>Centaurea stoebe</i>	Spotted knapweed
Plantae	<i>Concallaria majalis</i>	Lily of the valley
Plantae	<i>Cynanchum rossium</i>	Dog-strangling vine (European swallow-wort)
Plantae	<i>Hesperis matronalis</i>	Dames rocket
Plantae	<i>Iris pseudacorus</i>	Yellow flag iris
Plantae	<i>Miscanthus spp.</i>	Japanese silver grass
Plantae	<i>Narcissus pseudonarcissus</i>	Daffodil
Plantae	<i>Phyllostachys aureosulcata</i>	Yellow groove bamboo
Plantae	<i>Populus alba</i>	White poplar
Plantae	<i>Reynoutria japonica</i>	Japanese knotweed
Plantae	<i>Rhamnus cathartica</i>	Common buckthorn
Plantae	<i>Rhamnus frangula</i>	Glossy buckthorn

The Watch List -----

See: The Ojibway Prairie Complex Invasive Species Lists and Resources

Tab: Watch List

The Ojibway Prairie Complex Invasive Species Watch List is a list of aggressive invasive species that are close enough to the Complex, and aggressive enough to warrant concern and investment in preventative programs and activities.

The Watch List was created using a search in EDDMaPs and iNaturalist looking for invasive species reports in Windsor, Essex County, Ontario, Michigan, and Ohio. The resulting list of invasive species was compared to the occurrence list. If a species appeared on both lists, it is already in the Complex. If it was not yet reported in the Complex, it was left on the Watch List. The entire Watch List is presented in the Associated Excel Spreadsheet on a Tab labelled: Watch List.

There are 71 invasive species on the Windsor Watch List.

The Watch List (Select Species) -----

See: The Ojibway Prairie Complex Invasive Species Lists and Resources

Tab: Watch List (Select species)

To reduce the Watch List to a short-list of high-priority species for prevention activities, the ISC used the same Legislation and Threat References used to sort the Occurrence List, as well as professional advice and expertise, to identify 11 invasive species (Table 4). The Canadian Food Inspection Agency regulates

five of these species, including Kudzu, which also appears on the Ontario Noxious Weeds Act. Three species are regulated under the Ontario Invasive Species Act, and another three species appear on the Ontario Noxious Weed Act. The remaining three species were selected as Watch List species because of proximity, and level of threat to ecosystems and recreation in the park.

Table 4. *The Watch List (Select Species): a short list of species that are higher priority to address with preventative actions.*

Taxon	Scientific Name	Common Name	Proximity to Windsor
Fungus	<i>Ceratocystis fagacearum</i>	Oak wilt	Belle Isle, MI
Insecta	<i>Lycorma delicatula</i>	Spotted lanternfly	Wyandotte, MI
Plantae	<i>Heracleum mantegazzianum</i>	Giant hogweed	Wheatley, ON
Plantae	<i>Pueraria montana</i>	Kudzu	Kingsville/Leamington, ON
Insecta	<i>Myrmica rubra</i>	European fire ants	Hamilton, ON
Plantae	<i>Crupina vulgaris</i>	Common crupina	near Columbus, OH
Plantae	<i>Reynoutria sachalinensis</i>	Giant knotweed	Ridgetown ON
Plantae	<i>Arundo donax</i>	Giant reed	Cleveland OH
Plantae	<i>Microstegium vimineum</i>	Japanese stiltgrass	Ann Arbor MI/ near Glencoe ON
Plantae	<i>Myriophyllum spicatum</i>	Eurasian watermilfoil	LaSalle ON
Mollusca	<i>Monacha cartusiana</i>	Carthusian snail	Windsor, ON

- Improving Management of Invasive Species -

To improve the management of invasive species across the Ojibway Prairie Complex, this strategy focuses attention on candidate species for containment activities, and a list of species that should be incorporated into longer term management programs. The strategy does not provide specific control implementation plans for target invasive species, but it does provide some high-level advice on when to implement common control methods along with links to resources and information to help the City access information quickly. Preventing invasive species is also a priority that is covered in the next section.

Management Resources -----

See: The Ojibway Prairie Complex Invasive Species Lists and Resources

Tab: Management Resources

The Management Resources tab provides helpful resources that are meant to support action towards control and management of these high-priority invasive species. Links to Ontario Best Management Practices are provided, along with links to other beneficial resources in Ontario or from other jurisdictions.

Ontario Best Management Practices (BMPs) guide control implementation of specific invasive species. They can be helpful because they include all the possible control methods that are permitted, and/or have been tried by Ontario land managers. Not all invasive species have associated Ontario BMPs; other jurisdictions may have high quality resources that can help, so they have been included in the Resources Tab. While utilizing resources from other jurisdictions, it is important to remember that there will likely be differences in legislation and regulations between Canada and other countries.

Management Timing Windows -----

See: The Ojibway Prairie Complex Invasive Species Lists and Resources

Tab: Management Timing Windows

Management Timing Windows provides a summary of the time of year to best control each invasive species on the management list. The visual includes some text indicating what control method is suitable for that time of the year. The Ontario BMPs are used wherever possible, but other sources may be referenced if an Ontario BMP was not available.

Table 5. Management timing windows for species on the management list. Recommendations are based on Best Management Practices or gardening resource. Resources are linked in the associated spreadsheet.

HB=herbicide

P= Plantae

I= Insecta

Taxon	Scientific Name	Common Name *native species **containment species	Best Management Practices Timing Windows for all control methods											
			JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC
P	<i>Lythrum salicaria</i>	Purple loosestrife							Before going into seeds					
P	<i>Ambrosia trifida</i>	Giant ragweed*						During active growth						
P	<i>Alliaria petiolata</i>	Garlic mustard				Before seed production								
P	<i>Cirsium arvense</i>	Canada thistle				Herbicide/mowing					Herbicide			
P	<i>Securigera varia</i>	Crown vetch					Herbicide/Pulling							
P	<i>Pastinaca sativa</i>	Wild parsnip				HB	Mowing							
P	<i>Melilotus alba</i>	White sweet clover			Mowing									
P	<i>Phalaris arundinacea</i>	Canary reed grass				Mowing					Mowing			

Taxon	Scientific Name	Common Name *native species **containment species	Best Management Practices Timing Windows for all control methods											
			JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC
P	<i>Vinca minor</i>	Periwinkle				During active growth								
P	<i>Cynanchum rossium</i>	Dog strangling vine**					Herbicide/ Pulling							
P	<i>Dipsacus fullonum</i>	Common teasel				HB						HB		
P	<i>Vicia cracca</i>	Tufted vetch					Herbicide/Pulling							
P	<i>Miscanthus sacchariflorus</i>	Japanese silver grass**								Mowing				
P	<i>Phragmites australis</i>	Common reed	Remove biomass								Herbicide			
P	<i>Rosa multiflora</i>	Rambler rose (Multiflora rose)										Pulling and Digging		
P	<i>Reynoutria japonica</i>	Japanese knotweed**					HB		HB					
P	<i>Berberis thunbergii</i>	Japanese barberry									Herbicide			
P	<i>Elaeagnus umbellata</i>	Autumn olive									Cut Stump Method			
P	<i>Lonicera japonica</i>	Japanese honeysuckle									Cut Stump Method			
P	<i>Lonicera maackii</i>	Amur honeysuckle												
P	<i>Lonicera tatarica</i>	Tartarian honeysuckle												
P	<i>Lonicera morrowii</i>	Morrow's honeysuckle												
P	<i>Lonicera x bella</i>	Bell's honeysuckle												
P	<i>Celastrus orbiculatus</i>	Oriental bittersweet	Herbicide									Herbicide		
P	<i>Elaeagnus angustifolia</i>	Russian olive								Herbicide				
P	<i>Viburnum opulus</i>	Guelder rose								Cut Stump Method				
P	<i>Acer negundo</i>	Manitoba maple*						Cut Stump Method						
P	<i>Morus alba</i>	White mulberry										Cut Stump		

Taxon	Scientific Name	Common Name *native species **containment species	Best Management Practices Timing Windows for all control methods											
			JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC
P	<i>Acer plantanoides</i>	Norway maple										Herbicide		
P	<i>Ailanthus altissima</i>	Tree-of-heaven										Cut Stump Method		
P	<i>Robinia pseudo-acacia</i>	Black locust							Cut Stump Method					
P	<i>Rhamnus cathartica</i>	Common buckthorn**						Cutting/Girdling						
P	<i>Euonymus europaeus</i>	Spindle tree				Anytime the ground is not frozen (cut stump method)								
P	<i>Populus alba</i>	White poplar	Cut Stump Method/ Anytime the ground is not frozen											
P	<i>Populus tremuloides</i>	Trembling aspen*												
P	<i>Ulmus pumila</i>	Siberian eElm									Cutting/Girdling			
P	<i>Concallaria majalis</i>	Lily of the valley**				Herbicide								
P	<i>Iris pseudacorus</i>	Yellow flag iris**					Herbicide or hand pulling							
P	<i>Vicia villosa</i>	Hairy vetch					Herbicide/Pulling							
P	<i>Butomus umbellatus</i>	Flowering rush**					Cutting/Pulling							
P	<i>Phyllostachys aureosulcata</i>	Yellow groove bamboo**				Herbicide/Mowing								
P	<i>Rhamnus frangula</i>	Glossy buckthorn**					Cutting/Girdling							
P	<i>Centaurea stoebe</i>	Spotted knapweed**					Herbicide							
P	<i>Hesperis matronalis</i>	Dames rocket**					Pulling							
P	<i>Narcissus pseudonarcissus</i>	Daffodil**				Mow, dig, cut, and/or herbicide								
P	<i>Armoracia rusticana</i>	Horseradish**				Dig up plants and roots and/or herbicide during active growth								
P	<i>Berberis vulgaris</i>	European barberry										Cut stump/ herbicide		
P	<i>Cirsium vulgare</i>	Bull thistle												

Taxon	Scientific Name	Common Name *native species **containment species	Best Management Practices Timing Windows for all control methods											
			JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC
I	<i>Cydia pomonella</i>	Codling moth				Insecticide targeting larvae								
P	<i>Euphorbia cyparissias</i>	Cypress spurge				Early bud: herbicide					Herbicide in early fall			
P	<i>Galium mollugo</i>	Hedge bedstraw								Herbicide				
P	<i>Hydrocharis morsus-ranae</i>	European frog-bit						Hand pull before plants seed						
I	<i>Popillia japonica</i>	Japanese beetle				Pheromone traps: beware of spillover effect								
P	<i>Sonchus arvensis</i>	Perennial sow thistle								Herbicide on rosettes				
P	<i>Tussilago farfara</i>	Coltsfoot							Herbicide during leafy stage					

Partner Advice -----

Essex County Field Naturalists' and Friends of Ojibway Prairie

- Allow volunteers to work alongside City staff with exterminator licenses so shrubs can be included in events. Create a list of species that can be manually controlled using hand-pulling and/or loppers for shrubs.
- Create a list of species that should be watched for and train volunteers on what to look for and how to report them. Also include training on pathways to help people understand how these species arrive and how they can mitigate spread. The City can utilize tools and training information on the EDDMapS.org website to help support community science efforts and increase reporting.
- Boot cleaning stations can be a fantastic way to combine public awareness with immediate action. Consider other signage as needed (e.g., public safety).

Ministry of Transportation (MTO) and Essex Region Conservation Authority

- Invest in research and development to learn what works best in the Complex. After 10 years of invasive species management, the MTO knows that long term management is required to keep populations down along with annual monitoring to ensure control methods are working and new populations and species are found early. Over the years, control methods have evolved as new techniques have emerged and lessons have been learned.
- Inventory invasive species, then triage and prioritize species for management.
- Monitor for new invasive species every year; if one is detected, work it into the management plan as quickly as possible.
- Develop a list of BMPs, read them and re-read them. Always start there, but understand that techniques, and success rates, will vary depending on site specific conditions and constraints.

Conditions can vary annually too, one year a site can be very wet, another year bone dry and this can affect the method used and the results.

- Work with your neighbours as much as you can; fringe properties have been an ongoing source of seed and invasive species.
- Incorporate public awareness and engagement opportunities.
- An Ojibway Prairie Complex land managers collaborative could bring everyone working on invasive species together on an annual basis to discuss priorities, lessons learned, control methods, and other relevant knowledge sharing.
- Indigenous engagement should be prioritized. Caldwell First Nation has certified Prescribed Burn Technicians.

Species advice

- Tree-of-heaven: best controlled with cut-stump treatments in winter using pure unmixed round-up
- Canada thistle: spring herbicide, cut in summer, fall herbicide; extend herbicide late into the season if you must, it still dies
- Teasel: same as Thistle, but every other year
- *Phragmites*: Cut-to-drown in Spring Garden is showing fantastic results. Do not skip any years. Habitat Aqua is now available for *Phragmites*. The City of Windsor should stay informed on the status of the biocontrol research for *Phragmites* and put up a hand for a release site.
- Autumn olive: do not skip any years, do not give up; it took MTO 10 years to see improvements.
- Birdsfoot trefoil: spray as early as possible in the spring when they are very small
- Reed canary grass: almost as bad as *Phragmites*, it can get out of hand quickly in a prairie
- Crown-vetch: similar to birdsfoot trefoil, spray it early. This species has a long germination period, when it finally comes up it is four years old. Spray when they are very small.
- Garlic mustard, sweet clover, ragweed: just cut them, or hand-pull, repeat
- Wild parsnip: spray rosettes before they flower; do not skip a year

Taxa advice

- Woody species
 - Sweep in the winter with cut-stump method, return in the spring to treat regrowth
 - It does get hard to tell where the regrowth is. Their program is trialing foliar spray using a selective broadleaf herbicide called Navius (Bayer product). E.g., spring and fall foliar treatments for Black Locust produced great results. The program is now trialing Navius on autumn olive starting with removal of the dense infestation, followed by Navius in a low concentration with a foliar spray. Results will be available for the City.
- Herbaceous species
 - Prescribed burns are effective to control many herbaceous plants

- Recommended actions for Management and Containment -

1. Continue with:
 - a. *Black Oak Heritage Park Management Plan* high-priority invasive species control.
 - b. Additional park-level Management Plans and invasive species mapping as per the *Environmental Master Plan and the Rediscover our Parks Master Plan*.
 - c. *Phragmites Management Plan*.
 - d. *Climate Change Adaptation Plan*.
 - i. Hire an Invasive Species Program Coordinator & *Species at Risk specialist (could be one position)*.
 - ii. Increase invasive and woody species control measures such as prescribed burns, cutting, and physical removal.
 - e. Decommissioning municipal drains in the Complex (where appropriate to do so).
2. Know and track the pattern of infestation for high priority species.
 - a. Compile available species maps and/or create original maps for species on the containment list and management list (starting with containment species).
 - b. Create a GIS project that holds occurrence data layers (original infestation pattern) along with a stewardship layer to hold information about control implementation each year.
 - c. Connect the GIS project to Arc GIS Field Maps and ensure Field Staff and/or Contractors can update the project as control activities are implemented.
3. Help all City departments protect Species at Risk in the Complex.
 - a. Create a timing windows tab for SAR activity in the Complex (e.g., emergence/arrival, breeding, nesting, etc.) that can be used to inform high-level control planning and as a reference for City staff doing invasive species work in the Complex (e.g., when to get a permit, what species are present).
4. Implement control of high-priority species.
 - a. Prioritize containment species for control and management activities. Pursue eradication from the Complex.
 - b. Use occurrence maps and the Management List Timing Windows to create Control Implementation Plans. Plans can be created for one species (e.g., *Phragmites*), or a group of species that can be managed at the same time with the same methods (e.g., invasive honeysuckles). They can include staff activities, hired help, and/or volunteer roles. Creative mapping can incorporate colours and legends to help differentiate what control methods are planned for certain areas, species polygons, or entire parks and make dividing the work easier (e.g., contractor, staff, volunteer event). Archive stewardship layers and start fresh each year; this will make it easier to layer the history of stewardship activities by species or park.
 - c. Review control plans well ahead of implementation and send staff for any necessary professional training and certifications. Some examples may include chainsaw safety, exterminator licenses, prescribed burns, etc. The application of newly registered products like Habitat Aqua may require additional certifications (Aquatic Pesticide License).

- d. Continue obtaining a Letter of Opinion on a 5-year rotation and add all management, containment, and watch list species that require herbicide use.
- 5. Increase staff knowledge and develop supporting resources.
 - a. Host Invasive Species Training Days for City staff at the Ojibway Prairie Complex to review identification resources for management and containment list species. Include Watch List species and the Oak Wilt Strategy and other prevention measures that may be added to annual work plans (see Prevention Recommendations).
 - b. Train all field staff on reporting protocols and move toward the creation of one GIS project for invasive species.
 - c. Distribute public messaging and helpful resources to ensure staff are consistent and well-informed about invasive species.
 - d. Create a template or checklist for Public Works to follow when preparing documentation for drain or other infrastructure projects in the Complex; include an invasive species section to ensure thorough consideration of prevention, containment, and management measures.
 - e. Implement Clean Equipment Protocol (see prevention recommendations). Clean Equipment protocol is also used to prevent the spread of established invasive species and is particularly effective on *Phragmites australis*. Several municipalities have reported that clean equipment protocol is only effective if a cleaning station and paid time to clean equipment is also provided.
- 6. Increase collaboration on invasive species management.
 - a. Create and facilitate an Ojibway Prairie Invasive Species Collaborative to bring the partners working on invasive species in and around the Complex together to share knowledge and resources (Ontario Parks, MTO, ERCA, Hydro One, etc.). One annual meeting is a good start. Ensure First Nation representatives are on the Collaborative as well as all affected City departments.
 - b. Use the collaborative to explore opportunities to align control implementation plans for higher-priority species. And/or focus on *Phragmites* to start (as per the *Phragmites Management Plan*) or split into Committees.
 - c. Supplement the hiring of Ontario Federation of Anglers and Hunters (OFAH) Hit Squad students to implement invasive species control in the Complex every year (May to September). The OFAH Hit Squad program is funded by Canada Summer Jobs and may provide up to 8 weeks of funding for multiple students to work on invasive species control and programs.
- 7. Increase public engagement in invasive species management.
 - a. Offer Volunteer Events for local naturalists' clubs to target species like garlic mustard, purple loosestrife, and dog strangling vine. Offer Corporate Workdays for local corporations looking for team building and community projects.
 - b. Create a Volunteer Program for the Ojibway Prairie Complex and train Volunteer Park Stewards to work alongside City staff to manage invasive species.
 - c. Create a Communications Plan to employ consistent messaging, expectations, and signage that can be used to support all invasive species control implementation activities on an annual schedule. Consider targeted campaigns (e.g., Grow me Instead).

8. Incorporate research and adaptive management.
 - a. Work with the Ojibway Prairie Invasive Species Collaborative to pilot various control methods and emerging tools; monitor and evaluate effectiveness and discuss results at annual meetings.
 - b. Partner with the University of Windsor and/or St. Clair College to explore opportunities for research programs and projects related to invasive species management; make the Complex a 'Living Lab', a place to advance invasive species management and prevention knowledge. Monitoring and tracking results of certain management activities can help to inform future decisions. Monitoring programs can potentially be incorporated into the curriculum.
 - c. Consider the Ojibway Prairie Complex for new biocontrol release sites. These research projects are often looking for new partners and project sites at scale. A great example is the biocontrol research for *Phragmites australis* underway by the University of Toronto.

- Preventing Invasive Species -

The Ojibway Prairie Complex is in West Windsor and is surrounded by a mix of land use including large manufacturing and industrial operations, commercial business, and residential communities. Each parcel is bordered by a different mix of these land uses, making them individually more or less vulnerable to specific pathways. For example, Tallgrass Prairie Heritage Park is surrounded by residential properties, while Black Oak Heritage Park has a dog park and a network of unauthorized biking trails. Garden waste introducing new invaders sold in horticulture is likely a bigger problem at Tallgrass Prairie Heritage Park than the latter, but the heavy off-road biking activities may introduce and spread more invasive species and contribute to more rapid spread at Black Oak Heritage Park.

The Complex is also fragmented by a Hydro One easement and hydro-corridor and is further fragmented by a network of formal and informal drains, municipal roads and ditches, a series of interconnected railways, and paved, gravel, and dirt trails. These features act as corridors that can facilitate rapid movement of invasive species and increase the vulnerability of the Complex to new invaders, but also the likelihood that an aggressive invader will spread before it can be contained.

Looking at the broader landscape, the Windsor-Detroit urban area hosts the greatest amount of cross-border activity in North America. The Ambassador Bridge alone is the busiest commercial trade route on the Canada-US border. Downtown Windsor is also connected to downtown Detroit via the Windsor-Detroit Tunnel, and the CN and Pacific Railways travel through Windsor and continue into Michigan under the Detroit River. A ferry service is used for specific goods travelling in and out of Canada and the City hosts an international airport.

Windsor also has the Herb Gray Parkway System that was constructed by Ontario's Ministry of Transportation to connect Ontario's 401 to the I-75 in Michigan via the to-be-built Gordie Howe International Crossing. The bridge and associated platform are located beside the Black Oak Heritage Park, on the other side of Broadway St. When completed, the new bridge will provide a third route over the Detroit River for personal vehicles and transport trucks plus a new active transportation route for bicycles. Thanks to the City's Active Transportation Master Plan, the bike lane across the Detroit River

will connect to the City’s extensive trail network and provide a pathway for a bicyclist to travel from the port-of-entry to locations across the city, including the Ojibway Prairie Complex. The City has truly little control over monitoring and screening programs that look for invasive species at international borders; regardless, the volume of people, vehicles, and commodities that arrive and move through Windsor every day leaves the city vulnerable to the arrival, establishment, and spread of new invasive species to Ontario, Canada, and even North America.

Watch List Resources -----

See: The Ojibway Prairie Complex Invasive Species Lists and Resources

Tab: Watch List Resources

This tab includes links to external resources to help identify each invasive species on the Watch List, along with training opportunities, and links to Best Management Practices that are available for control and management of these species.

The Invasive Species Centre currently offers two courses for practitioners that are relevant to the Watch List for Windsor, the Oak Wilt Course, and the Forest Pest Course. Oak Wilt is on the Watch List and a link to the training course can be found on the Watch List Resources Tab.

Watch List Timing Windows -----

See: The Ojibway Prairie Complex Invasive Species Lists and Resources

Tab: Watch List Timing Windows

This tab contains four different resource tables for invasive species on the Watch List. To prevent an invasive species from arriving in the Complex, the City must also know when to look (Table 6), where to look (Table 7), and what to look for (Table 8). Where to look can be guided by knowing the common pathways an invasive species might use to arrive (Table 9), as well as preferred habitats. What to look for is about knowing the signs and symptoms of a disease (oak wilt), or the appearance of eggs (spotted lanternfly), or young plants. Training programs to introduce staff to these concepts would be ideal, but good training is not always available.

The Watch List Resources are meant to help the City know what to keep a look out for and provide the City with quick access to relevant resources and information. Common natural and artificial pathways that contribute to the spread of these invasive species are provided in Table 9. Comprehensive pathways analysis is often more informative, but at a high-level, we can see that vehicles, gardening, and contaminated soil are the more common artificial pathways for the Watch List (select species). Knowing how a species might arrive is important for intercepting its arrival.

Table 6. The Windsor Watch List: when to look.

Scientific Name	Common Name	Proximity to Windsor	When to Look											
			JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC
<i>Ceratocystis fagacearum</i>	Oak wilt	Belle Isle, MI				Symptoms appear in early spring								
<i>Lycorma delicatula</i>	Spotted lanternfly	Wyandotte, MI			Eggs			Adults						
<i>Heracleum mantegazzianum</i>	Giant hogweed	Wheatley, ON				Perennial plant grows April to November								
<i>Pueraria montana</i>	Kudzu	Kingsville/ Leamington, ON							Flowers					
<i>Myrmica rubra</i>	European fire ants	Hamilton, ON				Disturbed nests causing fire ant bites								
<i>Crupina vulgaris</i>	Common crupina	Near Columbus, OH				Appear in spring								
<i>Reynoutria sachalinensis</i>	Giant knotweed	Ridgetown, ON				Perennial; emerges in spring with reddish shoots								
<i>Arundo donax</i>	Giant reed	Cleveland, OH	Light brown foliage in winter		Perennial; emerges in spring, flowers late summer						Light brown foliage in winter			
<i>Microstegium vimineum</i>	Japanese stiltgrass	Ann Arbor, MI/ near Glencoe, ON				Emerges in spring/flowers in August and September								
<i>Myriophyllum spicatum</i>	Eurasian watermilfoil	LaSalle, ON					Tiny pinkish flowers inches above water							
<i>Monacha cartusiana</i>	Carthusian snail	Windsor, ON					Attach to stems/ other objects							

Table 7. The Windsor Watch List: where to look.

Scientific Name	Common Name	Proximity to Windsor	Where to look
<i>Ceratocystis fagacearum</i>	Oak wilt	Belle Isle, MI	Host trees: red oak, pin oak, and black oak
<i>Lycorma delicatula</i>	Spotted lanternfly	Wyandotte, MI	Larvae/adults: Grape and tender fruit orchards, urban trees (Apple sp., black walnut, red maple, tree-of-heaven)
			Eggs: tree trunks, bricks, stones, metal and lawn furniture
<i>Heracleum mantegazzianum</i>	Giant hogweed	Wheatley, ON	Roadside ditches, along streams, old fields, open woodlands
<i>Pueraria montana</i>	Kudzu	Kingsville/Leamington, ON	full sunlight; abandoned fields, pastures, tree plantations, roadsides, riverbanks, and urban areas
<i>Myrmica rubra</i>	European fire ants	Hamilton, ON	moist soils and wetlands. Nest underground in shaded areas.
<i>Crupina vulgaris</i>	Common crupina	near Columbus, OH	open areas like pastures, grasslands, rangelands, hayfields, roadsides, and along railroads
<i>Reynoutria sachalinensis</i>	Giant knotweed	Ridgetown, ON	full sun, along riverbanks, shorelines, beaches and canals. May also be found in shaded forest with wet soil
<i>Arundo donax</i>	Giant reed	Cleveland, OH	Along streambanks, floodplains, and riparian areas.
<i>Microstegium vimineum</i>	Japanese stiltgrass	Ann Arbor, MI/ near Glencoe, ON	Ground plant; shade tolerant; wet or dry soil; forest, wetlands, lawns, gardens, prairies
<i>Myriophyllum spicatum</i>	Eurasian watermilfoil	LaSalle, ON	Submerged aquatic plant in lakes and rivers
<i>Monacha cartusiana</i>	Carthusian snail	Windsor, ON	Dry grassy areas, prairies

Table 8. The Windsor Watch List: what to look for.

Scientific Name	Common Name	Proximity to Windsor	What to look for
<i>Ceratocystis fagacearum</i>	Oak wilt	Belle Isle, MI	Discoloration and wilting of oak leaves in spring and early summer. Fungal mats under the bark.
<i>Lycorma delicatula</i>	Spotted lanternfly	Wyandotte, MI	Eggs: shiny putty-like grey masses on bark and other flat surfaces. Adults: swarming of insects at base of host tree.
			Oozing sap and/or Yellow/whitish mold patches on bark
<i>Heracleum mantegazzianum</i>	Giant hogweed	Wheatley, ON	Large white flowers, large diameter stems (10-15 cm) with purple spots, grows up to 5.5 m tall.
<i>Pueraria montana</i>	Kudzu	Kingsville/Leamington, ON	Climbing vines with hairy twigs, stems grow 10 to 30 m in length: forms dense mats over native vegetation. Flowers: hang in purple clusters
<i>Myrmica rubra</i>	European fire ants	Hamilton, ON	Form super colonies with multiple queens and nest underground; not obvious until disturbed; reports of fire ant bites
<i>Crupina vulgaris</i>	Common crupina	Near Columbus, OH	Emerging seedlings appear as two fleshy oblong cotyledons 1-3 cm long, with a red central vein when in full sun
			Leaves: alternate, smaller towards the top of the stem, rough and coarse when touched. Flowers: lavender or pink

Scientific Name	Common Name	Proximity to Windsor	What to look for
<i>Reynoutria sachalinensis</i>	Giant knotweed	Ridgetown, ON	20-foot-tall grass species. Leaves: 2 feet long, opposite. Flowers: purple to silver feathery plume. Light brown in winter.
<i>Arundo donax</i>	Giant reed	Cleveland, OH	Bamboo-like grass growing up to 7 m tall; hollow stem with nodes. Leaves: green and yellow with fine hairs; appears in dense stands.
<i>Microstegium vimineum</i>	Japanese stiltgrass	Ann Arbor, MI/ near Glencoe, ON	Dense mats; alternate leaves 7cm long, asymmetrical with distinct shiny midrib; flower spikes on top of each plant
<i>Myriophyllum spicatum</i>	Eurasian watermilfoil	LaSalle, ON	Submerged plant; feather-like green leaves in whorls around stem in groups of 4 or 5;
			Leaves: 12 or more thread-like segments. Flowers: tiny pinkish, occur on reddish spikes that stand several inches above water
<i>Monacha cartusiana</i>	Carthusian snail	Windsor, ON	Shells are pale white and yellow and may have brown stripes. Feed on variety of plants, dead and alive. They will attach to grass stems.

Table 9. The Windsor Watch List: common pathways.

Scientific Name	Common Name	Proximity to Windsor	Common Pathways	
			Natural Pathways	Artificial Pathways
<i>Ceratocystis fagacearum</i>	Oak wilt	Belle Isle, MI	Infected underground roots; sap beetles, bark feeding beetles	Movement of firewood
<i>Lycorma delicatula</i>	Spotted lanternfly	Wyandotte, MI	Nymphs feed on whatever host the eggs were laid on	Shipping objects, packing materials, metal, vehicles
			Migratory flights during mating; adults make short jumps	
<i>Heracleum mantegazzianum</i>	Giant hogweed	Wheatley, ON	Seed travels in water and on wind	Gardening, recreation (boots, bikes, vehicles)
<i>Pueraria montana</i>	Kudzu	Kingsville/Leamington, ON	Stolons, rhizomes, seeds	Contaminated soil, recreation (boots, bikes, vehicles)
<i>Myrmica rubra</i>	European fire ants	Hamilton, ON	Local spread; multiple queens	Contaminated soil
<i>Crupina vulgaris</i>	Common crupina	near Columbus, OH	Seed travels in water and on wind	Equipment, recreation (boots, bikes, vehicles)
<i>Reynoutria sachalinensis</i>	Giant knotweed	Ridgetown, ON	Primarily rhizomes, plant materials in water	Gardening
<i>Arundo donax</i>	Giant reed	Cleveland, OH	Seed travels in wind and water	Equipment, recreation (boots, bikes, vehicles)
<i>Microstegium vimineum</i>	Japanese stiltgrass	Ann Arbor, MI/ near Glencoe, ON	Water, wildlife	Contaminated soil, vehicles, equipment
<i>Myriophyllum spicatum</i>	Eurasian watermilfoil	LaSalle, ON	Fragmentation; plant materials in water	Boat propellers, trailers, and equipment
<i>Monacha cartusiana</i>	Carthusian snail	Windsor, ON	Animal moves slowly; prefers well-drained soils	Marble stone and tile imports

- Recommendations for Prevention -

1. Continue implementing the *Oak Wilt Strategy*.
 - a. Request and initiate the creation of a rapid response plan for oak wilt in partnership with the CFIA. If the City will have a role to play, the response plan would ensure staff is prepared with the right equipment, emergency reserves, and training/skills to properly respond to a positive oak wilt observation. If the CFIA is leading the initial containment efforts, it would still be important for the City to understand what best management practices are available in case the containment program fails, and the City is left to manage the infestation and consequences of oak wilt (e.g., emerald ash borer aftermath).
 - b. Create an Emergency Reserve budget for oak wilt response so that if oak wilt does establish, and the CFIA is unable to provide adequate resources, the City is able to respond immediately and there will be no costly delays.
2. Continue implementing the *Climate Change and Adaptation Strategy*.
 - a. Hire an Invasive Species Coordinator & *Species at Risk Specialist (could be one position)*
 - b. Monitor Windsor's natural areas for invasive species such as *Phragmites*, oak wilt, the Asian longhorned beetle, etc.
 - c. Enhance targeted education to the public regarding BMPs for protecting private trees from invasive species.
3. Continue implementing the prevention activities in the *Environmental Master Plan* and the *Rediscover our Parks Master Plan*.
 - a. Continue to identify and track new invasive species and develop strategies to minimize their impact.
 - b. Encourage and facilitate support for volunteer efforts in park stewardship to incorporate invasive species education, *prevention*, and control activities.
4. Stay informed on emerging and arriving threats.
 - a. Sign up for Invasive Species Centre quarterly newsletter, *The Spread*.
 - b. Sign up for Invasive Species Centre events, media, and news updates.
 - c. Attend relevant conferences and workshops (e.g., North American Prairie Conference).
 - d. Invest in professional training for staff to learn about Watch List species when training courses are available.
 - e. Join the Invasive Species Centre's Municipal Community of Practice and attend spring/fall conferences to connect with municipal practitioners in Ontario.
 - f. Learn from other land managers by creating and facilitating an annual meeting about invasive species management in prairie and savanna habitats. Bring land managers together from Ontario and close U.S. states to share knowledge about emerging threats and new invaders, and what control methods are working to contain them.
5. Enhance monitoring for Watch List (select species) in the Complex.
 - a. Use the Watch List Resources to create a training program for Natural Areas staff. Ensure all City staff who do work in and around the Complex can identify Watch List species and know how to report potential observations.
 - b. Use the Watch List Resources and timing windows to create a monitoring program for Natural Areas.

- c. Create Highly Probable Areas (HPA's) in the Complex. HPA's are places where invasive species are more likely to arrive (parking lots, shorelines, trail heads, disturbed areas, fence lines, etc.). Use HPA's to prioritize monitoring activities.
- 6. Increase public awareness and engagement opportunities.
 - a. Create a webpage where residents can report concerning and/or invasive species. Include information on the Watch List. Require all submissions to include photos. Have 311 direct calls about invasive plants to the webpage so staff can respond via email and use photos to triage complaints that require a site visit.
 - b. Construct and install tire & boot-brush stations at trail heads throughout the Complex. Include interpretive signs about invasive species and explain why tire & boot-brushing helps prevent invasive species.
 - c. Purchase 'Grow me Instead' program materials and make them available at the Ojibway Nature Centre. Consider other locations across the city such as public libraries, arenas, and plant nurseries willing to work with the City, particularly for those in close proximity to the Complex.
 - d. Share the Watch List with local naturalist clubs and encourage reporting of any potential observations of Watch List species.
 - e. Create species-specific call-to-actions and send information to residents with property adjacent to the Complex. E.g., a one-page sheet on signs and symptoms of oak wilt including instructions on how to make a report (use the reporting webpage).
- 7. Introduce new policies.
 - a. Require all City staff and contractors hired to do work in the Ojibway Prairie Complex to follow the Ontario Clean Equipment Protocol as a component of their work. Prepare to pay for the time required to invest in this Protocol and consider providing a Cleaning Station at an appropriate location (e.g., Malden Park Equipment yard) where crews would go to wash equipment before entering the Complex, or when moving from one park to another within the Complex.
 - b. Review the Carolinian Tree Planting Policy (1994) and ensure the policy is still current and in operation; add/remove species as required. Consider increasing diversity of species planted if it is reasonable to do so.

- Summary of Recommendations -

The Ojibway Prairie Complex Invasive Species Strategy includes recommendations to improve prevention and management of invasive species. The City is already investing in prevention, containment, and long-term management activities, with most resources being absorbed by long-term management. Investing in additional prevention activities will reduce the likelihood of new invasive species reaching the Complex, and the likelihood of detecting new arrivals. Meanwhile, continuing to improve and grow the long-term management program will help the City begin to observe reductions in occurrence and spread of invasive species already in the Complex. Table 10 summarizes current activities along with new recommendations to illustrate a proposed, more balanced, approach to invasive species management. Eventually, long-term management activities gain on the invasive species already present, while prevention activities stop new arrivals. Incorporating prevention, containment, and long-term management activities into an invasive species strategy will lead to a reduction of impacts from invasive species in the Ojibway Prairie Complex.

Table 10. Summarizes recommendations for the City of Windsor to improve prevention and management of invasive species.

Category	Prevention	Management	
		Containment/ Eradication	Long-term Management
Current	<ul style="list-style-type: none"> • Oak Wilt Strategy • Specific actions withing the Climate Change Adaptation Plan, Rediscover our Parks Master Plan, and the Environmental Master Plan • By-law 135-2004 “Trees on Highways” & By-law 3-2007 “Yard Maintenance and Anti-Littering” • Carolinian Tree Planting Policy (1994) • Natural area trail inspections are done weekly; off trail inspections are done annually and as special projects permit 	<ul style="list-style-type: none"> • Dog-strangling vine (DSV) control and management 	<ul style="list-style-type: none"> • 5-year Letter of Opinion • 8-year maintenance cycles for drains in the Complex • Black Oak Heritage Park Management Plan • <i>Phragmites</i> Management • Collaboration on garlic mustard, purple loosestrife • Species specific management activities (wild parsnip, black locust, etc.) • Volunteer events and public education • Prescribed burns
	40%		60%
New	<ul style="list-style-type: none"> • Stay informed on emerging and arriving threats • Enhance monitoring activities for the Watch List • Increase public awareness and engagement opportunities to prevent invasive species and report observations • Introduce new policies 	<ul style="list-style-type: none"> • Know and track the pattern of infestation for high priority species • Implement control of high-priority species • Incorporate research and development • Increase staff knowledge and develop supporting resources • Increase collaboration • Increase public engagement 	
	50%		50%

- Beyond the Ojibway Prairie Complex -

Invasive species do not stop at political boundaries, and neither should the work to prevent, and manage them. Focusing an invasive species strategy on Natural Heritage lands is a great first step, but invasive species will also impact other land designations, as well as social well-being and local economies. Eventually action on invasive species should include the whole city because what happens outside the Complex will affect how effective this strategy can be.

The ISC took some time to consider immediate opportunities for the City of Windsor to incorporate invasive species prevention and management into City operations during the policy review completed for this strategy. Eight documents were reviewed. Full summaries of each review have been included in Appendix 2.

The Ojibway Prairie Complex Invasive Species Strategy does not fit under any specific Master Plan; it is better placed in its own space because work on invasive species will advance some strategies, but also advise others (Figure 3). To clarify when the Strategy might advance or advise existing policies, plans, and strategies, the ISC created Table 11. Specifically, this table allows for easier reference to opportunities to advance existing invasive species policies and make it easier to know when to consider incorporating invasive species actions into existing policies and plans.

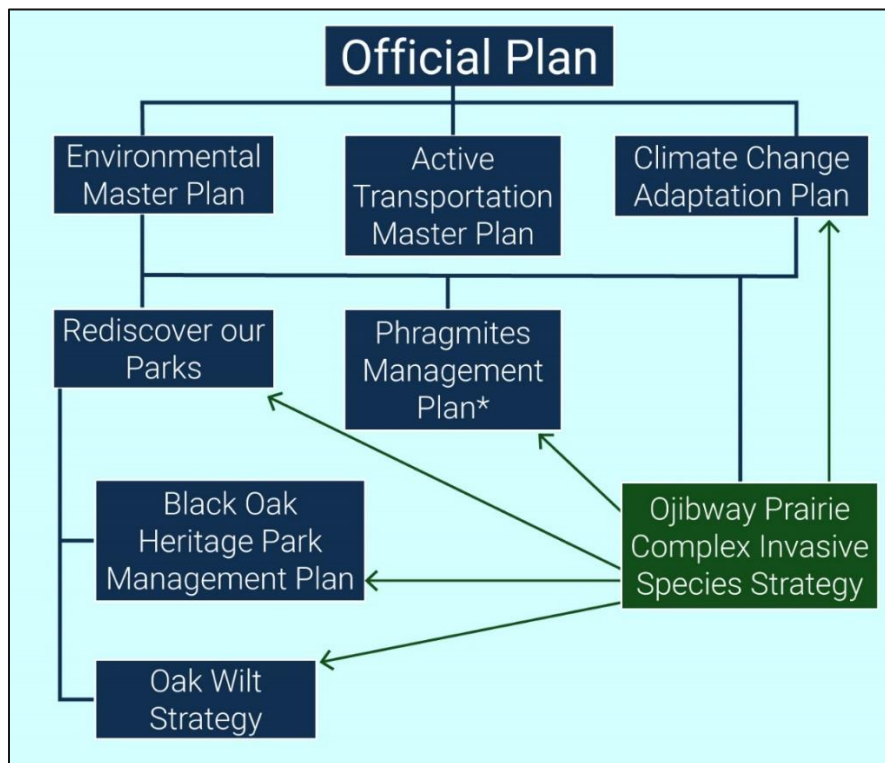


Figure 3. A visual list of the Strategies and Plans included showing how they relate to each other under the Official Plan. The blue lines indicate where the new Invasive Species Strategy will advance existing goals, objectives, and actions. Green arrows show where the new Strategy can advise the implementation of an existing Document. **The Phragmites Management Plan has been submitted to the City but has not been approved by City Council.*

Table 11. Provides a written list of what the Ojibway Prairie Complex Invasive Species Strategy can advance for the City of Windsor and what the new Strategy can advise within existing strategies and plans. *The Phragmites Management Plan has been submitted to the City but has not been approved by City Council.

Document	New Strategy Advances:	Strategy Advises:
Official Plan	Strategic Directions: Development Strategy & Healthy Community Strategy	5.3.2. Greenway System Policies 5.3.3. Natural Heritage Designation Lands Policies
Active Transportation Master Plan	Nothing specific	Action 2C3. Provide landscaping and public art in the right-of-way (enhancements such as plants, trees, street banners, and public art) Action 3D.1 improve active transportation connections to Detroit, including Gordie Howe International Bridge and Pilot program for an active transportation ferry Action 3D.2. work closely with neighbouring communities and jurisdictions to ensure active transportation connections
Environmental Master Plan	Objective 5: Develop a Coordinated Approach to Invasive Species Management in parks, natural areas, and public rights-of-way, actions: <ul style="list-style-type: none"> • Continue to identify and track new invasive species and develop strategies to minimize their impact • Develop strategies for other invasive species in parks and natural areas 	Objective 7: Protect, enhance, and expand the quality and condition of natural areas and wetlands by creating management plans for rare ecosystems and identifying issues like invasive species Objective 8: protect and enhance the quality and condition of the urban forest canopy Objective 9: increase connectivity within and between parks and natural areas Tree Planting of Carolinian Species Policy (1994) Windsor-Essex County Environment Committee

Document	New Strategy Advances:	Strategy Advises:
Rediscover our Parks Master Plan	Strategic Direction 4: protect and promote existing natural areas and connections and create management plans for parks.	Strategic Direction #8: Action 8.12. Develop Management Plans for Parks Action 2.02 encourage and facilitate support for volunteer efforts in park stewardship Action 4.08 develop an urban forestry management plan
Climate Change and Adaptation Plan	Action 5: Protect Biodiversity and Enhance Ecosystem Functions <ul style="list-style-type: none"> • 5.4: create an invasive species program 	Funding Sources <ul style="list-style-type: none"> • Integration into initial planning, design, and funding of infrastructure projects, into Master Plan documents, and into program and policy development • Asset Management and Capital Planning • Operational budgets
Black Oak Heritage Park Management Plan	The field work completed to create the plan found 127 introduced species in the park, 10 were identified as high priority species for control and management activities, and another 10 were considered moderate priority for control. The plan provides control methods and control implementation guidance	Provides an example for other park-level management plans that can address invasive species
<i>Phragmites</i> Management Plan*	The potential for the recommended approach for management of <i>Phragmites</i> in the City to be used for other species	Control planning for other invasive species using a similar approach as described in this document

- Recommendations for Beyond the Complex -

Many of the above recommendations can be initially scoped to the Complex, but then expanded to include other areas in the city. There are a few actions that would benefit the Complex and the whole City of Windsor.

1. Integrate invasive species into City Council Reports.
 - a. Insert an invasive species section on all reports to City Council that require staff to consider how the issue at hand and the recommended project might contribute to the introduction or spread of invasive species in the city. Table 2 can be a helpful resource to get started. Tracking recommendations that include reference to invasive species can help the City understand where invasive species are already impacting City operations, or where activities and operations are potentially contributing to a worse problem. Over time, the City can adjust the strategy to incorporate vulnerabilities and pathways that would not have already been included within the Ojibway Prairie Complex.
2. Initiate an Invasive Species Committee of Council or encourage one to form under the Windsor-Essex Environmental Advisory Team and bring together members of the public with staff and Councilors to advance invasive species programs across the city and County.
 - a. The Green Shovels Collaborative recommends regional collaboratives for addressing *Phragmites australis* in Ontario and is preparing supportive guides and resources.

- Funding Invasive Species Action -

Funding for invasive species management and prevention activities is often a limitation. While any budget is helpful, there is a certain level of funding that should be established and maintained to ensure the strategy is making progress. Knowing what the number is will require more information about the extent of invasive species, chosen activities and control methods, timelines, and staffing resources. Budgets for invasive species management tend to be high when control programs are just getting started, and over time will decrease as the invasion is brought under control. Budgets for this strategy should be placed in categories: Prevention, Containment, Management.

Implementing an invasive species strategy will benefit from long-term, multi-year management teams. Many invasive species programs run with part-time, or seasonal staff because long-term, full-time staff can be challenging to fund; but there are more than enough invasive species in the Complex to manage with an annual program and control implementation schedule and there is growing evidence that the benefits of a strong, long-term team is worth the cost. The Ministry of Transportation reported efficiencies and greater opportunities for sharing knowledge, learning, and adaptive management; their team did not change for 10+ years. York Region supported an invasive species program for ten years and also reported the benefits of continuity and long-term learning.

Integration into City Operations -----

- Ensure capital investment allows for the implementation of the Ojibway Prairie Invasive Species Strategy.

- Start an Emergency Reserve Fund that holds some funds for EDRR programs. A Reserve Fund ensures budgets are available to implement immediate containment and eradication programs when a new aggressive invasive species does arrive.
- Asset Management / Natural Asset Management (NAM) has already been used by the City of Windsor to inventory trees and incorporate City-owned trees into asset management planning. The Oak Wilt Strategy is built on the results of tree inventories. NAM could also inform monitoring programs for other pests (spotted lanternfly adults prefer to lay eggs on tree-of-heaven or willows), and the natural asset management process could be used to improve invasive species management on Natural Heritage Lands or other nature-based infrastructure (e.g., stormwater ponds).
- Open a Municipal Green Bond for stewardship of Natural Heritage Lands and include invasive species management
- Introduce parking fees or other “user-fee” programs such as a trail-head donation box that can supplement the cost of invasive species management at the Complex.

External funding sources -----

- Grants and donations can be pursued by the City. The Invasive Species Centre has offered Microgrants and administers the Green Shovels Collaborative’s Invasive *Phragmites* Control Fund, both of which have been accessed to support modest municipal action on invasive species control programs.

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APPENDIX 1: Partner Interview Summaries

Essex County Field Naturalists Club (ECFNC) & Friends of Ojibway Prairie (FOOP)

Essex County Field Naturalists' Club and the Friends of Ojibway Prairie are community volunteer organizations that have assisted with invasive species management activities in the Complex in the past. Both groups also have a role in advocating for control and management of invasive species and they can offer many eyes on the ground to watch for incoming invaders.

Species that have been managed in the past by organized volunteer events in the Complex include:

- Garlic mustard
- Purple loosestrife
- Dog-strangling vine
- Sweet white clover

These are species that can be easily hand-pulled, bagged, and disposed of by volunteers. People like to help and when the City can organize events and provide some guidance, the methods do work to curb the spread and reduce the overall impact of certain invasive species.

The City will have maps of where these events occurred. Most of the garlic mustard work has been done at the Ojibway Park, in Black Oak Heritage Park, and Oakwood Natural Area. Purple loosestrife was done at Tallgrass Prairie Heritage Park. They have also done work at the Ojibway Prairie Provincial Nature Reserve with permission from Ontario Parks.

Challenges/Recommendations

- Create a list of species that can be manually controlled using hand-pulling and/or loppers for shrubs. Allow volunteers to work alongside City staff with exterminator licenses so shrubs can be included in events.
- Create a list of species that should be watched for and train volunteers on what to look for and how to report them. Also include training on pathways to help people understand how these species arrive and how they can mitigate spread.
- Tire & Boot cleaning stations can be a fantastic way to combine public awareness with immediate action. Consider other signage as needed (e.g., public safety).

Concerns about incoming species

- Japanese stiltgrass
- Japanese knotweed
- Autumn olive – is bad in Spring Garden Natural Area
- Black Oak Heritage Park is infested with Invasive honeysuckles, especially Amur honeysuckle

Other comments

- Advantage of having a National Park is the staff patrol to monitor issues like dirt biking. The disadvantage is that stewardship might be impeded. (e.g., one well-meaning individual was escorted from Point Pelee National Park for pulling garlic mustard).

- FOOP is working with Tallgrass Ontario to look for Purple Twayblade Orchid in Tallgrass Prairie Heritage Park. The population in Ojibway is a stronghold for the species.
- What about Ganatchio Trail? This system has many significant species. It is better to do invasive species management across the City.
- Secure Ojibway Shores!
- Keep going with all sorts of stewardship events. Even if they are not for invasive species management. Litter clean-ups and other activities get people involved and this may pique their interest in helping with other stewardship work.
- White mulberry – not as high a priority in Ojibway, red mulberry is not present in the core of the park; it is in La Salle.

Ontario Ministry of Transportation, Essex Region Conservation Authority, Wood

The Ontario Ministry of Transportation (MTO), the Essex Region Conservation Authority (ERCA), and hired consultants have been managing invasive species across the 74 ha of land restored after the construction of the Herb Gray Parkway in Windsor. These land parcels are spread out around the Complex; some adjacent to existing City-owned lands. The MTO hires ERCA and local consultants to do the work and together they have gained a tremendous amount of knowledge and experience over the years. There has been both longevity and stability for the project from annual funding and the ability to work with the same people representing ERCA and Wood. Being able to develop stable relationships with local partners has contributed to a consistent growth in the knowledge base and introduced the opportunity for adaptive management.

It is important to note that the MTO started with a “blank slate” because the lands were completely restored with native species after the construction of the Herb Gray Parkway. The invasive species management program has been therefore focused on prevention along with selective targeting of native species that can establish and alter oak savannah and prairie ecosystems. Over the years, as new invaders arrived, the team would adjust and plan for control and management as needed.

The initial list of invasive species controlled on the MTO lands included:

- Multiflora rose (*Rosa multiflora*)
- Buckthorn (*Rhamnus cathartica*)
- Exotic Honeysuckles (*Lonicera sp.*)
- White Mulberry (*Morus alba*)
- Black Locust (*Roninia pseudo-acacia*)
- Russian Olive (*Elaeagnus angustifolia*)
- Autumn Olive (*Elaeagnus umbellata*)
- Tree-of-heaven (*Ailanthus altissima*)
- Siberian Elm (*Ulmus pumila*)
- European Reed (*Phragmites australis*)
- Sweet Clovers (*Melilous sp.*)
- Awnless Brome (*Bromus inermis*)
- Common Crown-vetch (*Securigera varia*)
- Thistles (*Cirsium sp.*)
- Purple Loosestrife (*Lythrum salicaria*)

- Garlic Mustard (*Alliaria petiolata*)
- Annual Ragweed (*Ambrosia trifida*)
- Wild Carrot (*Daucus carota*)
- Birds-foot Trefoil (*Lotus corniculatus*)
- Manitoba Maple (*Acer negundo*) *native species
- Dogwood sp. (*Cornus*) *native species

The MTO estimates about 20% of their land is impacted by invasive species and this has been about the same area every year. As control implementation occurred, followed by annual monitoring, an enormous amount of knowledge has been gained leading to the evolution of control methods over the years. Control methods have always been limited by timing restrictions due to the presence of rare and at-risk species. A lot of chemicals were used at first, and then more manual techniques started to come into play. After 10 years of invasive species management, they know that long term management is required to keep populations down along with annual monitoring to ensure control methods are working and new populations and species are found early. Over the years, control methods have evolved as new techniques have emerged and lessons have been learned.

- To treat woody species, they initially used a lot of cut-stumps with Garlon treatments. Eventually it became challenging to know where the regrowth was coming from so, they started looking into different control methods including a new herbicide called Navius. Navius is a broadleaf, selective herbicide that can be used in various concentrations depending on what you intend to treat. They tried Navius on black locust using a spring foliar spray and the results were great. Now the team is moving to treat woody species by cutting and removing the dense infestation in the winter and then treating fresh growth in the spring with Navius. They intend to treat other woody invasive species with Navius going forward, including multiflora rose, buckthorn, honeysuckles, olives, and dogwoods. Tree-of-Heaven is different. It is best controlled with winter cut-stump treatments using a pure unmixed round-up to paint the stumps.
- *Phragmites* was initially treated with targeted herbicide application and hand-brushing. These techniques worked fine, but in the early years there were no control methods for *Phragmites* in water. In Spring Garden Natural Area, they tried all sorts of control methods to treat a 4-ha pond. Eventually they hired the Invasive *Phragmites* Control Centre to cut-to-drown *Phragmites* using Truxors and they were pleased with the results. The last few years they are using Stihl Kombi trimmers with cut blades to cut as close to the bottom as possible. ERCA recently restored 74 acres of *Phragmites* at a private wetland in the River Canard (Collavino wetland). They can control water depth to keep it underwater, and they were able to draw the water down to burn the dead biomass in winter 2022. Maintaining control around the periphery will be an ongoing challenge.
- Herbaceous plants are mostly controlled with hand-pulling before they go to seed (garlic mustard, sweet clover, ragweed). Herbicides will work too but require the right timing. Thistles respond well to spring herbicide, followed by a cut in the summer, and another application of herbicide in the fall. Teasel has an every-other-year element to consider for herbicides. Birds foot trefoil and crown vetch should be controlled annually, as early as possible in the spring, treat as much as you can with herbicides when they are small. Crown vetch has a long germination period, when it finally comes up, it is 4-years old. Get it early.
- Prescribed Burns are used to boost the native plant communities and keep non-native herbaceous plants, shrubs, and woody species under control.
- Bag worms were initially sprayed, now they just pull them off.

Challenges and Recommendations

- Managing invasive species in the restoration sites has been going OK; it is the fringe areas that have been the challenge. Some adjacent lands are privately owned and contain sources of invasive species with no one implementing any kind of control. Some City-owned properties have been helpful to work with, but private lands are an ongoing challenge.
- Waste disposal in natural areas. Prior to prescribed burns, trash must be removed for safety. The initial clean-up removed 10 tons of trash and hundreds of tires. A lot of this trash was historic, but people are still dumping trash into the natural areas.
- Other sources of invasive species may include unpermitted horseback riding and ATV's, off-leash dogs, brush piles, trail grooming for off-road biking, compost, and organic waste disposal. Yard waste may introduce plant materials from gardens (e.g., English ivy, lily of the valley, etc.)
- Restoration sites and the Ojibway Prairie Complex are home to many Species at Risk. Hiring staff and contractors that understand the importance of protecting SAR is going to make a significant difference.
- Habitat Aqua is now available for *Phragmites*. MTO is looking into whether it can be used on flowering rush as well. The City should stay informed on the status of the biocontrol research for *Phragmites* and put up a hand for a release site.
- Some species can be treated with herbicide extremely late in the growing season and the plants will still die (e.g., teasel, Canada thistle). If you cannot treat it with herbicides before the plant goes to seed, cut it down and treat the regrowth later in the same year.
- An Ojibway Prairie Complex land managers collaborative could bring everyone working on invasive species together on an annual basis to discuss priorities, lessons learned, control methods, and other relevant knowledge sharing.
- Is the Ojibway Prairie Complex going to become an Urban National Park? This could potentially be a good thing
- Indigenous engagement should be prioritized. Caldwell First Nation have certified Prescribed Burn Technicians.

Resources

- Invasive Plant Council Best Management Practices (BMPs)
- Urban Forest and Associates Invasive Species of Southern Ontario

Concerns about incoming species

- Flowering rush is beginning to establish in wetlands and waterways and is suspected to become a big problem if nothing is done to reduce its spread.
- Japanese knotweed and Japanese honeysuckle
- Reed canary grass can invade very quickly and should not be ignored
- Wild parsnip is already here but cannot be left to spread throughout the Complex. Combine treatments with public signage to keep people safe. Parsnip can be killed by spraying rosettes before they flower. Wild Parsnip requires multiple years of treatment.
- Spongy moths are rare on MTO lands, but this could change.
- Oak wilt, continue to set traps and monitor for its arrival

Ontario Parks

Written submission along with two PDF maps of *Phragmites* inventory completed by Wildlife

Preservation Canada in 2018

Received May 3, 2022

Submitted by: Jenni Kaija Bershatsky

Do you manage invasive species at the Provincial Park? What species?

- *Phragmites*, black locust, trembling aspen
- Woody shrubs growth is also managed

Do you have any maps of invasive species that you would share with the City?

- There is some *Phragmites* mapping that was produced through a research partnership. It can be shared.

What control methods did you use?

- Woody species are cut and dabbed with herbicide.
- Prescribed burns are used to control the growth of shrubs (including non-native species) in tall-grass prairie areas.
- Herbicide application, followed by cutting was used on *Phragmites* stands

Were you successful? Would you do the same thing again?

- We are making progress but work to control growth of woody species continues. The work is very labour intensive but has been successful.

What challenges did you have? Do you have any recommendations for the City if they were to manage the same species?

- High complexity prescribed burns would be very helpful to push back a lot of the woody veg and invasives. Not possible/unlikely to occur now because of infrastructure in the park.
- Management of the tree species is very labour-intensive.
- Special approval is required from Hydro One to treat *Phragmites* under the powerlines.

Any resources you consulted that you think the City should know about?

- Park staff and other City staff at the nature centre are great resources

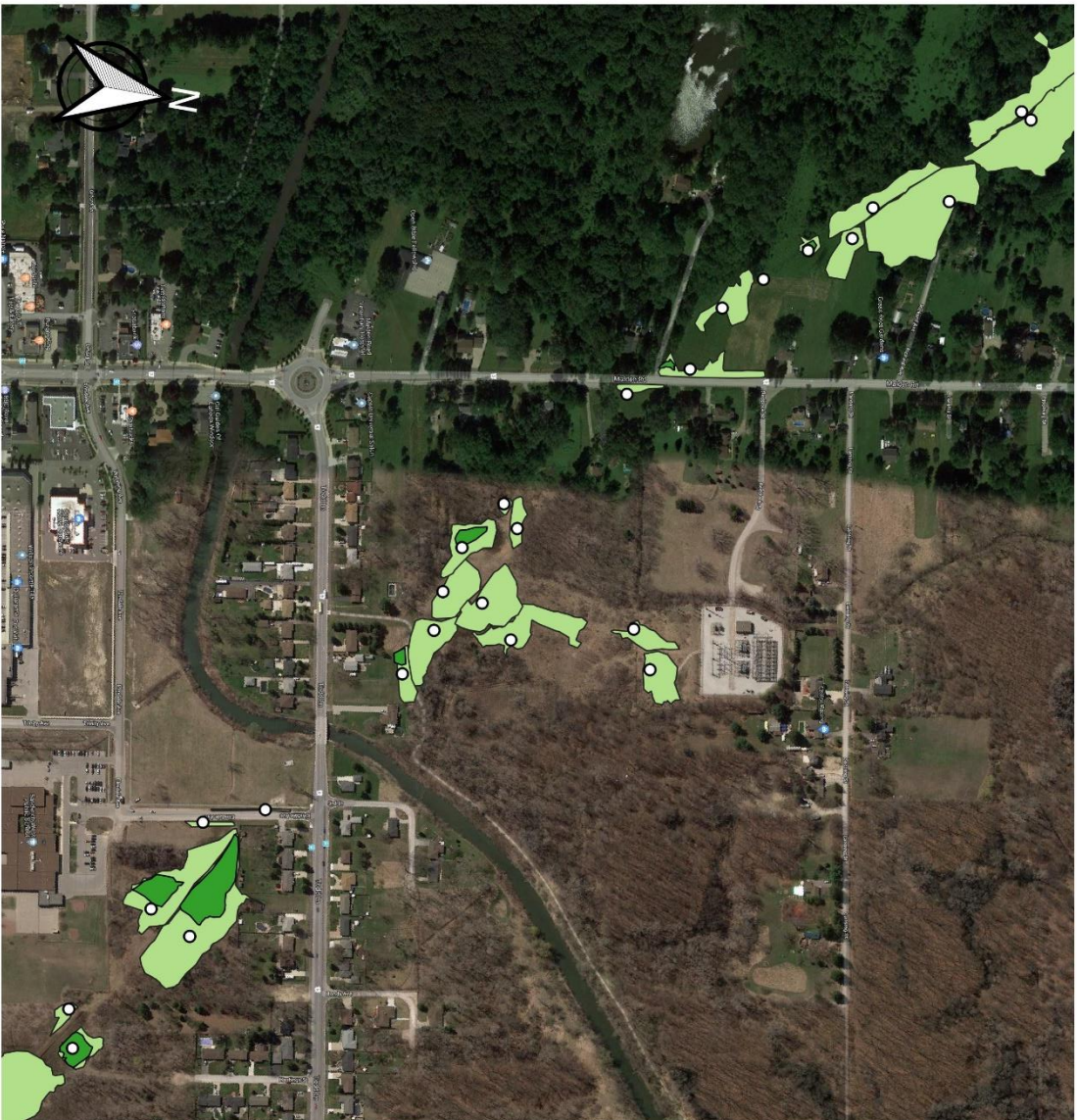
Do you have any invasive species on your radar? Concerns about incoming species?

- *Phragmites* is an ongoing challenge.
- Black locust and trembling aspen still require regular management.
- Since high-complexity prescribed burns do not happen anymore, more areas are growing in thicker with woody vegetation. Management will have to be considered in other areas to maintain the open prairie (i.e. Sassafras stands becoming larger).

Ojibway Prairie Complex and Greater Park Ecosystem Wildlife Corridor

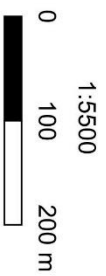
Invasive Plant Inventory (*Phragmites australis*)

Map 2 of 4



Legend

- Inv. Spp. Patch
- Infested Area
- Gross Area



- Notes:**
- Infested Area = Area of land containing one invasive species. An infested area of land that is defined by drawing a line around the actual perimeter of infestation as defined by the canopy cover of the invasive plants, excluding areas not infested.
 - Gross Area = It is the area of land occupied by an invasive species. Unlike Infested Area, the area is defined by drawing a line around the general perimeter of the infestation, not the canopy cover of the plants. The Gross Area may contain significant parcels of land that are not occupied by invasive plants.
 - Aerial Imagery from Google Satellite 2017
 - Created Dec 2018 by K. Hall

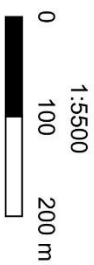
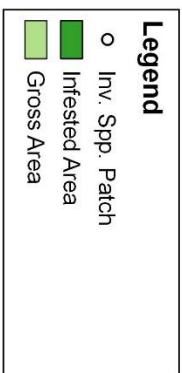




Ojibway Prairie Complex and Greater Park Ecosystem Wildlife Corridor

Invasive Plant Inventory
(*Phragmites australis*)

Map 3 of 4



Notes:

- Infested Area = Area of land containing one invasive species. An infested area of land that is defined by drawing a line around the actual perimeter of infestation as defined by the canopy cover of the invasive plants, excluding areas not infested.
- Gross Area = It is the area of land occupied by an invasive species. Unlike Infested Area, the area is defined by drawing a line around the general perimeter of the infestation, not the canopy cover of the plants. The Gross Area may contain significant parcels of land that are not occupied by invasive plants.
- Aerial Imagery from Google Satellite 2017
- Created Dec 2018 by K. Hall



APPENDIX 2: Policy Review Summary

City of Windsor Official Plan

The City of Windsor Official Plan provides guidance for the physical development of the municipality over a 20-year period while taking into consideration important social, economic, and environmental matters and goals. As such, the City of Windsor Official Plan provides the policy framework that will guide the following:

- Where new development can locate
- How existing and future neighbourhoods will be strengthened
- How Windsor's environment will be enhanced
- What municipal services, such as roads, water mains, sewers and parks, will be provided
- When and in what order Windsor will grow

The Primary Plan includes:

I. Introduction (introduction and glossary chapters), strategic directions (development strategy and healthy community chapters), management elements (environment, land-use, and infrastructure chapters), civic image (urban design and heritage conservation chapters), implementation (procedures and tools) and schedules (maps).

II. Strategic Directions identify the vision, values (principles) and direction (growth concept) for land use planning. There are two chapters: Development Strategy and Healthy Community.

The Ojibway Prairie Complex is implicated in the Development Strategy as a component of the Greenway System (3.2.3.3). The Greenway System is a vision for land use planning that aims to connect Windsor's neighbourhoods, parks, natural areas, and waterfront. The system will foster recreational activities, contribute to community health, and enhance the natural environment and link Windsor to its neighbouring municipalities.

The Complex is also implicated in the Healthy Community strategic vision. This vision applies a healthy community philosophy that is rooted in the belief that peoples' social, economic, and cultural and psychological well-being is influenced by the physical environment in which they live, work and play. The implementing healthy community policies are interwoven throughout the Plan, particularly within the Environment, Land Use, Infrastructure, and Urban Design chapters, to ensure their consideration as a part of the planning process.

III. Management Elements identifies and directs the physical and structural features of the city which are the primary focus of the Plan and includes the following corresponding chapters:

- Environment
- Land Use, and
- Infrastructure

City of Windsor's Active Transportation Master Plan

The City of Windsor's Active Transportation Master Plan outlines a network that connects key existing trails and pathways to a developed on-street network of trails to allow for commuters, recreational users, and others to have a safe, convenient, attractive, and fun walking, cycling, or other kind of active trip through the city. The network is also connected to the City-wide transit system. The Master Plan is a guide for investments in active transportation over the next 20 years. The plan includes a series of strategies and actions related to five overarching themes: Connecting Communities, Places for People, Innovation and Integration, Culture Shift, and Quality of Life.

Invasive species are not directly discussed in the strategy, however investments in active transportation networks may contribute to the spread, particularly for species that are known to move along corridors using wind, or by attaching to people and recreation wheels, as well as species that spread on heavy equipment and construction vehicles. Noteworthy is the recently completed Herb Gray Parkway Trail and its connections to the downtown Waterfront Trail, plus the plans to continue building this system over the Gordie Howe International Bridge into Detroit along with a proposed active transportation ferry (Action 3D.1). These investments are positive steps toward climate adaptation and active transportation but may contribute to the spread of invading species and lead to an increase in new invading species entering Canada. Similarly, the plans to work closely with neighbouring communities to ensure active transportation connections may create greater opportunity for new invasive species to move throughout the County using transportation and recreation corridors. Also noteworthy are the plans to improve user experiences, specifically Action 2C.3 which encourages the use of enhancements like trees, plants, street banners, and public art. Enhancements must use a diversity of native trees and plants, and the City could consider options for including invasive species related messaging in public art and street banners.

City of Windsor's Environmental Master Plan

The City of Windsor's Environmental Master Plan is a strategic vision to ensure Windsor is a leader in its daily actions and services to enhance the environment for present and future generations. The document has seven guiding principles: Form Partnerships, Engage Residents, Focus on Innovation and Balance, Work Together (internally), Lead by Example, and Achieve Realism, and five goals: A) Improve Air Quality, B) Improve Our Water Quality, C) Responsible Land Use, D) Increase Resource Efficiency, E) Promote Awareness.

The strategic vision, guiding principles, and goals form the foundation for the Environmental Master Plan. Goal C, Responsible Land Use – 'to enhance our community through naturalization, reforestation, park and urban planning, densification, and community initiatives' includes Objective C5: Develop a coordinated approach to invasive species in parks, natural areas, and the public right-of-way. With the following actions:

- Develop and implement a *Phragmites* control program across City departments
- Track and monitor the outcome of approaches used to control *Phragmites*
- Continue to identify and track new invasive species and develop strategies to minimize their impact
- Develop strategies for other invasive species in parks and natural areas

Two other Objectives under Goal C have direct relevance to invasive species. Objective C7: Protect, enhance, and expand the quality and condition of natural areas and wetlands by creating management plans for rare ecosystems and identifying issues like invasive species. This objective includes reference to implementing management plans, SAR protection measures, and monitoring quality and condition of natural area components. The actions also include plans to create a multi-use buffer zone around the natural area and wetlands in conjunction with the plan to increase canopy cover in the city. And Goal C, Objective C4: expand public understanding of the value of natural spaces and native plants is relevant to invasive species because the actions include plans to undertake a natural capital report, develop an engagement strategy to improve community acceptance of naturalization programs, promote benefits of green space and protection and preservation of natural areas, and the use of native plants. The City cultivates native plants in the greenhouse for use in parks and to sell at an annual plant sale.

Goal C, Objective C8 is noteworthy; protect and enhance the quality and condition of the urban forest canopy. For example, plans for tree inventory and health assessments could provide information that can be used to understand the status of invasive species in the city and the threat of new invading species. Increasing forest cover may be challenging if invading species continue to threaten specific species (beech bark disease, oak wilt, emerald ash borer). Another noteworthy action is in Goal C, Objective 9. The plan is to increase connectivity within and between parks and natural areas, which could increase the spread of current or new invading species. And Objective 5 offers opportunities to incorporate invasive species content in the plans to ‘increase awareness among residents and stakeholders of the City’s environmental programs, policies, and initiatives’.

The Environmental Master Plan also includes a graphic listing all the existing plans, policies, and strategies under each Goal. Noteworthy achievements include:

- Tree Planting of Carolinian Species Policy (1994)
- Windsor-Essex County Environment Committee

Rediscover our Parks’ Master Plan

The ‘Rediscover our Parks’ Master Plan is a high-level document that identifies the needs and recommendations for consideration within the parks capital and operational budgets for the next 20 years. The City’s park system has 209 parks and natural areas, two golf courses, one cemetery, two Provincial Nature Reserves. The Plan provides 115 recommendations (including 41 additional studies and 21 policy amendments) to be completed over the 20-year period from 2016 to 2035 that are organized under nine guiding principles (also referred to as strategic directions in the report): accessibility & inclusivity, communication & partnership, health & wellness, sustainability, park diversity, connectivity, safety, efficiency, experience.

Strategic Direction 4 recommends the City protect and promote existing natural areas and connections and create management plans for parks. Also included is a recommendation to create protocols for succession control in managed natural and naturalized areas to deter the establishment of exotic and naturally aggressive invasive species for the purpose of preparing standards for the establishment of urban wildlife habitat. Invasive species are not specifically mentioned again but would no-doubt find their way into newly developed park/natural area management plans (Strategic Direction #8: Action 8.12), and during the establishment of an urban forestry management plan for the Parks Greenway System and public rights-of-way by conducting a full tree inventory (Action 4.08).

Noteworthy in the Parks Master Plan is the number of indirect opportunities to incorporate invasive species awareness and prevention activities into existing recommendations. For example, Action 4.08, establish an urban forestry management plan, and Action 2.02 encourage and facilitate support for volunteer efforts in park stewardship, both offer opportunities to incorporate invasive species education, prevention, and control activities. The Parks Master Plan speaks about marine recreation in Windsor and calls for marine-based recreation guidelines. The City of Windsor owns and operates a marina and manages multiple parks and a multi-use trail along the Detroit River. Fishing, kayaking, boating, and other aquatic-based activities are increasing in popularity and may create more opportunities for invading species to establish and affect City services and programs.

Also noteworthy are the recommendations to protect and promote existing natural areas and connections and to promote naturalization where warranted to create buffers and connection to natural areas. Connectivity is incredibly important for parks, climate change, and a number of other benefits, but should be implemented with an invasive species lens to ensure these activities do not facilitate the establishment and spread of invasive species.

City of Windsor's Climate Change Adaptation Plan

The Climate Change Adaptation Plan was created in recognition of the importance of immediate action. Climate predictions for the region include:

- A decrease in freeze-thaw cycles
- Increase in mean annual temperatures
- More hot days, fewer cold days
- Precipitation events will become more intense and extreme
- Winter is going to get wetter, with slight decline in precipitation in the summer

The strategy was created to help combat the impacts of Climate Change and includes seven key objectives:

- Integrate Climate Change Thinking and Response
- Protect Public Health and Safety
- Reduce Risk to Buildings and Property
- Protect Biodiversity and Enhance Ecosystem Functions
- Reduce Community Service Disruptions
- Build Community Resilience

Each objective has a sub-list of actions, presented as a checklist, to guide preparations for the future climate and to create a more resilient city. Invasive species are addressed in Action 5: Protect Biodiversity and Enhance Ecosystem Functions which includes 5.4: the creation of an Invasive Species Program with the following subtasks:

- Hire an invasive species coordinator for the City of Windsor
- Monitor Windsor's natural areas for invasive species such as *Phragmites*, oak wilt, the Asian longhorned beetle, etc.
- Increase invasive and woody species control measures such as prescribed burns, cutting, and physical removal

- Enhance targeted education to the public regarding BMPs for protecting private trees from invasive species.

There is also a section on the cost of doing nothing. The impacts of invasive species are also often communicated this way. Also noteworthy is in the Implementation section they discuss financing ideas for the Strategy. Recommendations are to include climate change in asset management and capital planning, and to reconsider or enhance day-to-day operation budgets. They also recommend continuing to utilize external grants and opportunities like the Green Municipal Fund Leadership in Asset Management Program (LEAP), which Windsor used to include climate change considerations in Asset Management Planning.

Black Oak Heritage Park Management Plan

The Black Oak Heritage Park Management Plan summarizes the ecological significance of the flora, fauna and natural heritage features found with the park. It is also a guide to future management activities to enhance or restore diminished tallgrass woodland, savannah and prairie habitat for rare and provincially significant flora and fauna. The goal of the plan is to provide recommendations for the protection and restoration of the most fragile ecosystems in the park.

The field work completed to create the plan found 127 introduced species in the park, 10 were identified as high priority species for control and management activities, and another 10 were considered moderate priority for control. The Plan includes maps showing where the high priority species are abundant in the park and offers recommendations on effective management techniques as well as equipment required; these species are tree-of-Heaven, white mulberry, black locust, Amur honeysuckle, autumn olive, Japanese honeysuckle, Siberian elm, and *Phragmites australis*.

Phragmites Management Plan

The Windsor *Phragmites* Management Program (WPMP) was developed to guide the implementation of effective, efficient, and environmentally responsible *Phragmites* control throughout the City regardless of location and degree of infestation. The WPMP outlines a systematic and comprehensive approach guided by nine main components. It includes practical and logistical considerations, and detailed information on control methods, control contract selection criteria, permits, monitoring, and funding.

Summary of Recommendations:

1. Hire a *Phragmites* coordinator;
2. Establish a City Working Group and a Coalition Working Group;
3. Delineate *Phragmites* Management Areas;
4. Undertake a preliminary *Phragmites* assessment using roads and trails to create location maps, develop a control Prioritization Tool, obtain site specific information to inform required control actions;
5. Facilitate collaboration opportunities and undertake community outreach develop control plans and acquire required permits;
6. Establish and maintain monitoring and reporting programs;

7. Implement training workshops geared to specific audience needs, create and disseminate educational materials, use demonstration sites to increase public awareness, engagement and support;
8. Determine funding needs and seek funding opportunities; and
9. Implement strategies and policies to prevent further spread.

The WPMP outlines a recommended approach to reduce *Phragmites* in the City of Windsor by up to 98% if the program is properly structured, well managed, and sufficiently funded. The approach also recommends engagement of adjacent municipalities, which aligns well to the Green Shovels Collaborative's goal to attain 'Phrag-Free' status throughout much of Ontario by 2033. With the WPMP in place, the City will be well positioned to achieve the same status in the same timeframe. As an additional benefit, the infrastructure, partnerships, and program put in place for *Phragmites* will also be useful for managing other problematic invaders.

The *Phragmites* Management Plan advances a number of planned activities for the City:

- Environmental Master Plan Objective 5: Develop a Coordinated Approach to Invasive Species Management in parks, natural areas, and public rights-of-way, actions:
- Develop and implement a *Phragmites* control program across City departments
- Track and monitor the outcome of approaches used to control *Phragmites*
- Climate Change Adaptation Strategy in Action 5: Protect Biodiversity and Enhance Ecosystem Functions
- Monitor Windsor's natural areas for invasive species such as *Phragmites*, oak wilt, the Asian longhorned beetle, etc.

APPENDIX A - Phragmites Australis



Photo Credit: Tom Preney

Phragmites is considered Canada's worst invasive plant. It spreads at aggressive rates and outcompetes native species for water and nutrients. Reaching heights of 5 or more, and densities of 200 stems/m², this species can significantly reduce biodiversity in an ecosystem and affect ecosystem function. Phragmites is a threat to Species at Risk and provides poor habitat for wildlife. Dead standing stalks are a fire hazard and can impair sightlines along roads and highways. Phragmites can also affect recreational activities like boating, swimming, and angling.

Hazardous Plants

POISON IVY



Leaves of three, let it be! A common vine found throughout the refuge is poison ivy (*Rhus radicans*). Although the oil of this plant causes an allergic reaction in many people, it provides food and cover for wildlife. Many species of songbirds are known to eat its berries.

Poison Ivy



Poison Ivy Characteristics

Leaves

Leaves of three leave them be!

Toothed or lobed

Shiny green in spring and summer and reddish orange in the fall

Flowers grow in clusters (May to July)

Grayish, white, yellow or greenish petals

Berries

1/4 inch round, white or cream coloured



How Does it Grow?

Most frequent kind grows horizontally on or just below the ground surface with upright leafy stalks 10-80 cm high.

Second kind is a climbing vine which develops aerial roots and may climb 6-10 m per node.



Habitat

Poison ivy can be found around edges of woodland, in meadows, forest openings, trails, waste areas, fence lines, and roadsides.

The tall climbing vine form is mainly confined to the counties bordering Lake Erie, Lake Ontario and the lower Ottawa Valley.

Poison ivy is sometimes mistakenly called Poison oak. True Poison oak occurs in the southern United States, but not in Canada.

Poison Ivy Dangers

Contains an oily, poisonous allergen called URUSHIOL.
Urushiol causes an irritating inflammation of the skin
(allergic dermatitis) which frequently develops blisters,
followed by intense itchiness.
Contact with any part of the plant can transfer these oils.



Poison Ivy Dangers

Urushiol can be removed with strong soap and water before it's been absorbed by the skin, however, time is important as 50% of the urushiol is absorbed within 10 mins. of contact. Once it has penetrated into the skin, attempting to remove it with water is ineffective.

It can remain active on clothes, tools, animals, boots, etc. for years.



Poison Ivy Effects

Will cause a rash in those who are allergic.

Rash can appear in as early as 4 hrs or as late as 48 hrs.

Everyone reacts differently.

Red skin, streaking, eyes swell shut, bubbling and blistering



Treatment For Poison Ivy

Wash with soap and cold water immediately

Don't breach the skin

Clean tools, clothing and boots

Try to avoid scratching

If possible take a cool shower

Calamine lotion or hydrocortisone cream

If severe seek medical treatment



Preventing Contact

Wear gloves, long sleeve shirts and pants.

Avoid areas where poison ivy has been identified.

Perform a pre-site assessment before beginning work in new areas.

Notify your Supervisor if you suspect any plants that may be poison ivy.



Cow Parsnip



Cow Parsnip Characteristics

Leaves

- Lobes shaped like a hand with fingers
- 3 lobes per stalk
- Fuzzy undersides
- Up to 0.5 m long



Flowers

- White umbrella shaped clusters
- Each is 10 to 30 cm across
- Made up of 15 to 30 small clusters



Height

- Can be 1 m to 2.5 m

Cow Parsnip Dangers

The stems and leaves contain a clear sap that is responsible for causing a characteristic rash with burn-like blisters and subsequent hyper-pigmentation.

The chemical is photosensitive, with the rash occurring only after exposure to ultraviolet light (Phytophotodermatitis).

Wild Parsnip



Wild Parsnip Characteristics

Leaves

2 to 5 pairs of leaflets

Grow across from one another along stem

End leaflet is diamond shaped

Leaflets are toothed

Flowers

Yellowish-green flower clusters

Each is 10 to 20 cm across

Height

Can be 0.5 m to 1.5 m in



Wild Parsnip Dangers

Handling the shoots and leaves of the plant requires caution as the sap is toxic. It has photosensitive chemicals that causes phytophotodermatitis. The condition is a type of chemical burn rather than an allergic reaction and is similar to the rash caused by poison ivy. Symptoms include redness, burning, and blisters; afflicted areas can remain discolored for up to 2 yrs.



Contact With Wild Parsnip

The problem is most likely to occur on a sunny day when gathering foliage or pulling up old plants.

The symptoms have mostly been mild to moderate.



Treatment

Immediately cover skin exposed to the sun

Immediately wash with soap and cold water

Clean tools, clothing and boots

**Cover areas exposed to the sap to protect them from the sun
for at least 2 days**

Cover affected areas with cool, wet cloth

If blistering appears, do not rupture

If severe seek medical treatment

Stinging Nettle



Stinging Nettle Characteristics

Leaves

Thin, bright to dark green

Saw-toothed

Stinging hairs on the underside



Flowers

Tiny greenish-white flowers

Arranged in clusters



Stems

1 – 1.5 m tall

Stinging hairs throughout



Stinging Nettle Dangers

Some species have hollow stinging hairs on the leaves and stems that act like hypodermic needles, injecting histamine and other chemicals into whatever it comes in contact with. Individuals may experience a burning or stinging sensation, red, itchy swelling, and/or white bumps that can last up to 24 hrs.

In a severe allergic reaction, cramps, diarrhea and wheezing can occur.

Stinging Nettle Treatment

Wash the area with soap and cold water as soon as possible to relieve the sting and remove the nettle hairs.

Avoid scratching/rubbing the itchy areas.

Avoid extreme heat.

Take lukewarm baths and showers.

Apply cold compresses.

Anti-itch drugs/creams containing antihistaminic or hydrocortisone, may provide relief from the symptoms.

Calamine lotion may also be helpful.

General Precautions

Become familiar with indigenous, hazardous plants in order to identify them by sight.

Inform your Supervisor if you find any poison ivy, wild parsnip, cow parsnip, or giant hogweed and they will determine a course of action.

Avoid using power tools near or burning the plant – damage can release toxic sap or oil.



General Precautions

Never touch or brush up against any of these plants with bare skin and do not attempt to remove them.

If you must work near the plant, cover any exposed body parts with the appropriate PPE ie/ impermeable coveralls and boots, rubber gloves, and a face shield to protect eyes and face.

If exposed to any of these plants, immediately inform your Supervisor.

Scrub any exposed PPE with soap, water and scrub brush before removing.

General Precautions

Rewash rubber gloves before removing them.

Remove clothing carefully to avoid contact with toxic sap that may be on clothing.

Launder all exposed clothing and PPE in an a dedicated washing machine.

As soon as possible, wash with soap and water.

Giant Hogweed



Habitat

Giant hogweed was introduced from Europe, presumably as an ornamental plant.

It can now be found along roadsides, trails and streams.



Characteristics

This invasive plant can reach heights of 4-5 m and has a reddish-purple stem measuring from 5-10 cms in diameter. It flowers from June to September and has a cluster of flowers measuring up to 1.1 m across. Each cluster will have 30–20 flowers.

Various parts of the plant, including stems and leaves, release a clear, watery sap that is extremely toxic.



Giant Hogweed Dangers

Giant hogweed can be a serious health hazard for humans. Skin contact with the sap in the presence of UV light can cause phytophotodermatitis, a painful swelling, itching and blistering.

This usually appears in a few hours and can last for months.



Giant Hogweed Dangers

When the blisters subside, there is a dark, streaky skin pigmentation that can last for months or even years.

Depending on individual sensitivity, effects can last for months and skin can remain sensitive to UV light for years.

If the sap gets in your eyes, it can cause permanent blindness.

If you have been exposed to this plant, wash the affected area immediately, avoid direct exposure to sunlight and seek medical advice.



The End

Appendix B – Tree of Heaven



Photo Credit: Tom Preney

Tree of Heaven has a combination of highly successful reproductive traits, tolerance for a wide variety of environmental conditions, defense mechanisms, and allelopathy make tree-of-heaven highly invasive. This species has detrimental impacts on native plant species, built infrastructure, and human health. It is also the preferred host of the invasive **spotted lanternfly**. Tree of Heaven's pollen causes allergies and its sap causes dermatitis and very rarely, myocarditis if it enters the bloodstream. The tree also has an unpleasant odour. (Invasive Species Centre).



Committee Matters: SCM 48/2024

Subject: Update on Reaching Home: Canada's Homelessness Strategy (2019 - 2028)

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

Decision Number: **CSSC 232**

THAT the report from the Acting Manager, Homelessness & Housing Support dated January 22, 2024 entitled "Update on Reaching Home: Canada's Homelessness Strategy (2019 - 2028)" **BE RECEIVED**; and,

THAT the Chief Administrative Officer (CAO) and City Clerk or their designates **BE AUTHORIZED** to:

- i. Execute and submit applications and related submissions and amendments to secure funding related to Reaching Home: Canada's Homelessness Strategy and any subsequent programs or program extensions, provided they are in a form satisfactory to the City Solicitor, satisfactory in financial content to the City Treasurer, and technical content to the Commissioner, Human and Health Services and Executive Director of Housing and Children's Services; and,
- ii. Execute the Funding Agreements and any related amendments and extensions between the City of Windsor as the Community Entity for Reaching Home: Canada's Homelessness Strategy including any current or subsequent programs and program extensions, and Infrastructure Canada or successor ministries, provided that the Funding Agreements and any related amendments and extensions are in a form satisfactory to the City Solicitor, satisfactory in financial content to the City Treasurer, and technical content to the Commissioner, Human and Health Services and Executive Director of Housing and Children's Services; and,
- iii. Execute the Mid-Year dialogue, annual work plan, signing officers form and any other documents where required by Infrastructure Canada or successor ministries, to remain in compliance with mandatory reporting requirements under Reaching Home: Canada's Homelessness Strategy provided they are in a form satisfactory to the City Solicitor, satisfactory in financial content to the City Treasurer, and in technical content to the Commissioner, Human and Health Services and Executive Director of Housing and Children's Services; and,

THAT the Commissioner, Human and Health Services or their designate **BE AUTHORIZED** to enter into agreements to participate in initiatives related to the Canadian Alliance to End Homelessness Built for Zero – Canada Campaign; and,

THAT the Executive Director of Housing and Children's Services or their designate **BE AUTHORIZED** to issue a Request for Proposal, as required, consistent with the municipal purchasing by-law and requirements established by Infrastructure Canada or successor ministries, under Reaching Home: Canada's Homelessness Strategy to identify and select sub-projects to deliver program components to address local community needs at a cost not to exceed the funding allocation provided by the Federal government or as allocated in the approved City budget in each respective year; and,

THAT the Executive Director of Housing and Children's Services or their designate **BE AUTHORIZED**, throughout the duration of Reaching Home: Canada's Homelessness Strategy, to approve projects, allocate funds, withdraw, negotiate and re-allocate program funds, including re-allocation between the different program components and program recipients, agencies and organizations to maintain and ensure compliance with program rules and criteria, and/or to enable full take-up of program funds, and/or to address local community housing needs; and,

THAT as the Community Entity for Reaching Home: Canada's Homelessness Strategy, the Commissioner, Human and Health Services or their designate **BE AUTHORIZED** to execute, sign, amend, and terminate agreements with Purchase of Service agencies on behalf of the City, provided such agreements and documents comply with the governing program requirements and are in a form satisfactory to the City Solicitor; satisfactory in financial content to the City Treasurer and satisfactory in technical content to the Executive Director of Housing and Children's Services; and,

THAT for any agreements above \$1 million dollars, that in addition to the Commissioner, Human and Health Services or their designate, the Chief Administrative Officer or their designate **BE REQUIRED** to sign as a secondary authority; and,

THAT the Executive Director of Housing & Children's Services and City Treasurer or their designates **BE AUTHORIZED** to sign and submit financial claims and any amendments as required by Infrastructure Canada; and,

THAT the Executive Director of Housing and Children's Services or their designate **BE AUTHORIZED** to execute and submit to Infrastructure Canada any required Forecast of Project Expenditure (FPE), Activity Reports and any other such forms or reports as required by Infrastructure Canada; and further,

THAT the Executive Director of Housing and Children's Services or designate **BE AUTHORIZED** to acquire resources and partner to deliver Reaching Home: Canada's Homelessness Strategy and any affiliated programs, at a cost not to exceed the federal funds provided by Infrastructure Canada or successor ministry under Reaching Home:

Canada's Homelessness Strategy, or any amounts allocated to the programs in the approved City budget in each respective year.
Carried.

Report Number: S 13/2024
Clerk's File: SS/4274

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 February 7, 2024.
3. To view the stream of this Standing Committee meeting, please refer to:
<https://csg001-harmony.slig.net/00310/Harmony/en/PowerBrowser/PowerBrowserV2/20240207/-1/9465>

Subject: Update on Reaching Home: Canada's Homelessness Strategy (2019 - 2028)

Reference:

Date to Council: February 7, 2024
Author: Kelly Goz
Manager (A), Homelessness & Housing Support
519-255-5200 x 5362
kgoz@citywindsor.ca
Housing and Children's Services
Report Date: January 22, 2024
Clerk's File #: SS/4274

To: Mayor and Members of City Council

Recommendation:

THAT the report from the Manager (A), Homelessness & Housing Support regarding Reaching Home: Canada's Homelessness Strategy **BE RECEIVED**; and,

THAT the Chief Administrative Officer (CAO) and City Clerk or their designates **BE AUTHORIZED** to:

- i. Execute and submit applications and related submissions and amendments to secure funding related to Reaching Home: Canada's Homelessness Strategy and any subsequent programs or program extensions, provided they are in a form satisfactory to the City Solicitor, satisfactory in financial content to the City Treasurer, and technical content to the Commissioner, Human and Health Services and Executive Director of Housing and Children's Services; and,
- ii. Execute the Funding Agreements and any related amendments and extensions between the City of Windsor as the Community Entity for Reaching Home: Canada's Homelessness Strategy including any current or subsequent programs and program extensions, and Infrastructure Canada or successor ministries, provided that the Funding Agreements and any related amendments and extensions are in a form satisfactory to the City Solicitor, satisfactory in financial content to the City Treasurer, and technical content to the Commissioner, Human and Health Services and Executive Director of Housing and Children's Services; and,

- iii. Execute the Mid-Year dialogue, annual work plan, signing officers form and any other documents where required by Infrastructure Canada or successor ministries, to remain in compliance with mandatory reporting requirements under Reaching Home: Canada's Homelessness Strategy provided they are in a form satisfactory to the City Solicitor, satisfactory in financial content to the City Treasurer, and in technical content to the Commissioner, Human and Health Services and Executive Director of Housing and Children's Services; and,

THAT the Commissioner, Human and Health Services or their designate **BE AUTHORIZED** to enter into agreements to participate in initiatives related to the Canadian Alliance to End Homelessness Built for Zero – Canada Campaign; and,

THAT the Executive Director of Housing and Children's Services or their designate **BE AUTHORIZED** to issue a Request for Proposal, as required, consistent with the municipal purchasing by-law and requirements established by Infrastructure Canada or successor ministries, under Reaching Home: Canada's Homelessness Strategy to identify and select sub-projects to deliver program components to address local community needs at a cost not to exceed the funding allocation provided by the Federal government or as allocated in the approved City budget in each respective year; and,

THAT the Executive Director of Housing and Children's Services or their designate **BE AUTHORIZED**, throughout the duration of Reaching Home: Canada's Homelessness Strategy, to approve projects, allocate funds, withdraw, negotiate and re-allocate program funds, including re-allocation between the different program components and program recipients, agencies and organizations to maintain and ensure compliance with program rules and criteria, and/or to enable full take-up of program funds, and/or to address local community housing needs; and,

THAT as the Community Entity for Reaching Home: Canada's Homelessness Strategy, the Commissioner, Human and Health Services or their designate **BE AUTHORIZED** to execute, sign, amend, and terminate agreements with Purchase of Service agencies on behalf of the City, provided such agreements and documents comply with the governing program requirements and are in a form satisfactory to the City Solicitor; satisfactory in financial content to the City Treasurer and satisfactory in technical content to the Executive Director of Housing and Children's Services; and,

THAT for any agreements above \$1 million dollars, that in addition to the Commissioner, Human and Health Services or their designate, the Chief Administrative Officer or their designate **BE REQUIRED** to sign as a secondary authority; and,

THAT the Executive Director of Housing & Children's Services and City Treasurer or their designates **BE AUTHORIZED** to sign and submit financial claims and any amendments as required by Infrastructure Canada; and,

THAT the Executive Director of Housing and Children's Services or their designate **BE AUTHORIZED** to execute and submit to Infrastructure Canada any required Forecast of Project Expenditure (FPE), Activity Reports and any other such forms or reports as required by Infrastructure Canada; and further,

THAT the Executive Director of Housing and Children’s Services or designate **BE AUTHORIZED** to acquire resources and partner to deliver Reaching Home: Canada’s Homelessness Strategy and any affiliated programs, at a cost not to exceed the federal funds provided by Infrastructure Canada or successor ministry under Reaching Home: Canada’s Homelessness Strategy, or any amounts allocated to the programs in the approved City budget in each respective year.

Executive Summary:

N/A

Background:

The federally funded Homelessness Partnering Strategy (HPS) took effect on April 1, 2007, and was renewed twice since funding was first made available. In March 2013, Canada’s Economic Action Plan endorsed the third renewal of HPS using a “Housing First” approach. That round of funding was for a five-year period, which began April 1, 2014, and ended March 31, 2019.

As part of Budget 2017, the Government of Canada committed to Canadians to consult with stakeholders, provinces, territories, Indigenous partners, and people with lived experience of homelessness on how to modernize programming to better prevent and reduce homelessness across Canada. As a result, the Government of Canada announced a new strategy to replace HPS called Reaching Home: Canada’s Homelessness Strategy (RH). This change became effective April 1, 2019.

In 2023, oversight of the federal homelessness portfolio formally shifted from Employment and Social Development Canada to Infrastructure Canada to realign and streamline federal housing and homelessness policy and program planning.

Reaching Home is designed to be a directly administered community-based program that relies on communities to determine local needs to develop appropriate data informed projects. Reaching Home also supports the goals of the National Housing Strategy, notably to support the needs of the most vulnerable Canadians, to improve access to safe, stable and affordable housing. The RH delivery model is comprised of a Community Advisory Board (CAB) and a Community Entity (CE). The CAB is the local organizing committee responsible for supporting the direction for addressing homelessness within a community. The designated Community Entity for RH is the City of Windsor. The City of Windsor has acted as the CE since 2007 under Council approval (CR 246/2013, CR M451-2015 and 372/2019).

This report is intended to update Council on the four (4) year extension of Reaching Home funding for 2024-2028 and the funding reductions. Additionally, it will highlight one-time funding recently announced under the Reaching Home: Unsheltered Homelessness Support Funding (November 1, 2023 – April 30, 2024).

Discussion:

Reaching Home provides direct funding to communities across Canada to support efforts in addressing local needs and specific homelessness priorities. It encourages communities to adopt a more fulsome approach to homelessness that shifts away from

emergency response to focusing on longer-term solutions based on data, best practice and innovative solutions.

Since 2019, Reaching Home has focused on building the capacity of communities through data collection, partnerships, research, and innovative initiatives. Together, these efforts support evidence-based decision-making to target Reaching Home investments where they will have the most significant impact. The investments being made locally focus on removing real and perceived barriers faced by those who are experiencing or at risk of homelessness.

Reaching Home: Canada's Homelessness Strategy 2024-2028 Extension

As part of the Reaching Home extension (2024-2028), communities were given an opportunity to provide feedback to the program directives. The updated directives are intended to operationally:

- Integrate feedback and provide additional clarification on current eligible and ineligible activities and program requirements;
- Communicate expectations for RH regarding governance, meaningful collaboration with Indigenous partners, Coordinated Access, HIFIS and Outcomes Based Approach; and
- Update and modernize language to reflect clear alignment with – and connection to – other existing tools, such as the Community Homelessness Report and Coordinated Access Guide

As is apparent in Windsor Essex and across the country, homelessness remains a persistent issue that has been exacerbated by the COVID-19 pandemic, increase in drug poisonings as well as the affordable housing crisis which affects persons, families, and the broader community in which they reside. Homelessness also increases pressure on other sectors, such as health and justice. In order to combat this complex social issue, there is a need for intentional, strategic and innovative strategies that can start to effectively address this issue.

Initiatives that have been supported under Reaching Home throughout Windsor Essex have included but are not limited to expansions to the Windsor Essex Housing Connections (Housing First) program, acquisition and renovation of properties to expand the supply of supportive and affordable housing, addition of an Indigenous Outreach worker, the implementation of the Homelessness & Housing Help Hub (H4), implementation of the Windsor Essex By-Names Prioritized List (BNPL) and the Homeless Individuals and Families Information System (HIFIS) to improve data collection and reporting.

Funding Reductions (April 1, 2024 – March 31, 2028)

On November 28, 2023, the City of Windsor as the Community Entity received verbal and written communication from Infrastructure Canada regarding its Reaching Home: Canada's Homelessness Strategy funding allocation for the four (4) year extension that covers the period from April 1, 2024 – March 31, 2028, which aligns with the National

Housing Strategy. This written correspondence was shared with City Council on December 11, 2023, as part of the communication agenda.

As part of the correspondence, it was detailed that RH funds will continue to support the existing homelessness initiatives currently funded in the community, however significant financial pressures will begin in 2026-2028. For greater clarity, federal Reaching Home incremental funding (one-time) received from 2021 to present will be decreased by \$234,814 (6.7%) beginning in 2024-2026 and an additional \$2,432,546 (74%) in 2026-2028, which results in returning to its pre-pandemic base funding allocation of \$853,851. Given the significant funding reductions anticipated in 2026-2028, there will be program reductions and/or eliminations under existing federal and/or provincially funded homelessness programs unless new dollars are secured through future upper-level government budget approvals, which have yet to be determined.

Winter Unsheltered Homelessness Response Funding (Nov. 1, 2023 – April 30, 2024)

Subsequently, on December 22, 2023, the City received a communication from Infrastructure Canada that recognized that during winter people experiencing homelessness often face additional risks in unsheltered areas and outdoors. To support community responses, Infrastructure Canada made one-time funding available of up to \$1,111,104 with an aim to help people find safer and more stable places to stay during winter and only covers the period of November 1, 2023 – April 30, 2024.

This one-time funding will enable communities to invest in a range of eligible activities that will help keep people experiencing unsheltered homelessness safe and find a more stable place to stay this winter. Reaching Home’s objectives continue to apply to this incremental funding, and communities are encouraged to work towards helping people find stable housing by connecting those experiencing unsheltered homelessness to available supports.

Locally, this funding has been allocated to support several initiatives already approved and communicated by the Community Advisory Board that includes:

- Temporarily expanding shelter and warming centre spaces at the Welcome Centre Shelter for Women and Families, Downtown Mission, Salvation Army – Centre of Hope and the Essex County Homelessness Hub (ECH2).

In addition, this funding will support an expansion of hours at the Homelessness & Housing Help Hub (H4) from 6pm to 11:30pm seven days a week and will also provide intentional, rapid housing supports to persons at highest risk. Although the expansion of hours is only temporary until April 30 (in alignment with this one-time funding period), the goal is to seek additional funding to allow for the expansion to continue permanently. This would allow the homelessness system to continue to respond to the concerns raised by the broader community, business community and feedback from Windsor Police to better support people experiencing homelessness. Other homelessness response initiatives may be considered depending on available resources.

Risk Analysis:

There is a significant financial risk that if additional federal government funding is not secured, particularly in 2026, that Housing Services will need to review its entire homelessness portfolio and may need to reduce and/or eliminate homelessness programs as a result of the anticipated net funding loss. This concern has been raised by a number of Ontario communities who receive Reaching Home dollars and are directly impacted, and advocacy efforts are underway by OMSSA, AMO, FCM and the Canadian Alliance to End Homelessness.

In addition, if the City of Windsor is unable to sufficiently and adequately provide the resources necessary in Windsor Essex to meet housing and homelessness demands, there is a risk that the requirements pertaining to Reaching Home targets, in particular the mandated 50% reduction in households experiencing chronic homelessness by 2028, will not be met.

The housing and homelessness sector cannot end homelessness and address all housing needs on its own. Windsor Essex continues to strive to achieve the goals stated in the Windsor Essex 10-year Housing and Homelessness Master Plan by working to integrate the housing and homelessness system with health, justice, child welfare, social services, and education systems as well as other sectors such as philanthropy and the business community. Achieving this shared goal of ending homelessness requires human and financial investments by all levels of government.

The City, will continue to monitor the annual allocations and report back to Council on impacts to services and/or requests for additional funding, if required.

Climate Change Risks

Climate Change Mitigation:

N/A

Climate Change Adaptation:

N/A

Financial Matters:

Reaching Home: Canada's Homelessness Strategy is comprised of four funding components:

- Designated Funding for Community Entities (CE); and
- Community Capacity and Innovation (CCI) Funding
- Incremental Funding (includes funding for capital)
- Winter Unsheltered Funding (one-time)

In addition to the Reaching Home: Canada’s Homelessness Strategy funding, the City of Windsor received one-time Covid funding of \$3,774,972 in 2020-2021 from the Minister of Employment and Social Development Canada.

The following chart represents Windsor Essex’s allocation for the period 2019-2028 by funding type. Up to 15% of the total funding contribution can be allocated to project management and administrative costs.

Contract Year	Designated & CCI (Base Funding)	Incremental (includes Capital) (One-Time)	Reaching Home – Covid Funding (One-Time)	Winter Unsheltered Homelessness Response (One-Time)	Total Reaching Home Funding
2019-2020	\$718,944	\$0	\$0	\$0	\$718,944
2020-2021	\$706,444	\$0	\$3,774,972	\$0	\$4,481,416
2021-2022	\$860,001	\$2,993,313	\$0	\$0	\$3,853,314
2022-2023	\$853,851	\$2,703,127	\$0	\$0	\$3,556,978
2023-2024	\$853,851	\$2,667,360	\$0	\$1,111,104	\$4,632,315
2024-2025	\$853,851	\$2,432,546	\$0	\$0	\$3,286,397
2025-2026	\$853,851	\$2,432,546	\$0	\$0	\$3,286,397
2026-2027	\$853,851	\$0	\$0	\$0	\$853,851
2027-2028	\$853,851	\$0	\$0	\$0	\$853,851
Total Funding	\$7,408,495	\$13,228,892	\$3,774,972	\$1,111,104	\$25,523,463

Consultations:

Nancy Jaekel, Financial Planning Administrator
 Jennifer Tanner, Manager, Homelessness & Housing Support

Conclusion:

Homelessness and Housing Support Services, in partnership with community agencies and stakeholders continue towards reducing homelessness in Windsor Essex. With the anticipated funding reductions under Reaching Home this may become more difficult as the needs of people experiencing homelessness become more acute.

Planning Act Matters:

N/A

Approvals:

Name	Title
Kelly Goz	Manager (A), Homelessness & Housing Support
Kirk Whittal	Executive Director, Housing & Children’s Services

Name	Title
Andrew Daher	Commissioner, Human and Health Services
Wira Vendrasco	City Solicitor (A)
Janice Guthrie	Commissioner, Finance and City Treasurer
Steve Vlachodimos	City Clerk
Joe Mancina	Chief Administrative Officer

Notifications:

Name
Barb Iacono
Anna Angelidis
Sandra Zwiers
Danielle Fournier
Jeanie Diamond Francis
Lynn Calder
Murphy, Wendy
Naomi Levitz
Shelley Gilbert
Karen Bolger
Luciano Carlone
Krista Rempel
Stacey Yannacopoulos
Stephanie Premrl

Appendices:

BY-LAW NUMBER 37-2024

A BY-LAW TO FURTHER AMEND BY-LAW NUMBER 8600 CITED AS THE "CITY OF WINDSOR ZONING BY-LAW"

Passed the 26th day of February, 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:

“494. Southeast Corner of Central Avenue and Somme Avenue

For the lands comprising Part of Lot 103, Concession 2 Sandwich East as in R1228757, [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 Amendment Number	5. Plan Zoning Symbol
1	11	Part of Lot 103, Concession 2, Sandwich East as in R1228757 [PIN 01359-0297 (LT)], (located on the southeast corner of Central Avenue and Somme Avenue)	-	S.20(1)H49 4

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.

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 - February 26, 2024
Second Reading - February 26, 2024
Third Reading - February 26, 2024

BY-LAW NUMBER 38-2024

A BY-LAW TO ESTABLISH LANDS AS A PUBLIC HIGHWAY KNOWN AS
MALDEN ROAD IN THE CITY OF WINDSOR

Passed the 26th day of February, 2024.

WHEREAS the lands described in Schedule "A" annexed hereto and forming part of this by-law are vested in The Corporation of the City of Windsor.

AND WHEREAS it is deemed expedient to establish the said lands hereinafter described as a public highway.

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

1. That the lands described in said Schedule "A" annexed hereto are established as a public highway known as **MALDEN ROAD**.
2. That this by-law shall come into force and take effect after the final passing thereof on the day on which it is electronically registered in the Land Registry Office of Essex (12).

DREW DILKENS, MAYOR

CITY CLERK

First Reading - February 26, 2024
Second Reading - February 26, 2024
Third Reading - February 26, 2024

SCHEDULE "A"
TO BY-LAW 38-2024

PART LOT 24 PLAN 1335 SANDWICH WEST; PART LOT 135 PLAN 1074 SANDWICH WEST; PART LOT 136 PLAN 1074 SANDWICH WEST; DESIGNATED AS PART 14, PLAN 12R29555; CITY OF WINDSOR

Part of PIN 01583-2825 (LT)
Malden Road, Windsor

PART ALLEY PLAN 1074 SANDWICH WEST; PART LANE PLAN 1335 SANDWICH WEST; DESIGNATED AS PART 17, PLAN 12R29555; CITY OF WINDSOR

Part of PIN 01583-2839 (LT)
Malden Road, Windsor

PART LOT 134 PLAN 1074 SANDWICH WEST; LOT 13 PLAN 1335 SANDWICH WEST; DESIGNATED AS PART 19, PLAN 12R29555; CITY OF WINDSOR

Part of PIN 01583-0295 (LT)
Malden Road, Windsor

BY-LAW NUMBER 39-2024

A BY-LAW TO APPOINT DEPUTY TREASURERS FOR THE CORPORATION
OF THE CITY OF WINDSOR

Passed the 26th day of February, 2024.

WHEREAS section 286(2) of the *Municipal Act, 2001* as amended, provides that council may appoint deputy treasurers who shall have all the powers and duties of the treasurer under the Municipal Act and any other Act;

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

1. That Emilie Dunnigan is appointed as an Acting Deputy Treasurer- Financial Planning of The Corporation of the City of Windsor for the period from March 4, 2024 to March 31, 2024.
2. That Mark Spizzirri is appointed as an Acting Deputy Treasurer- Financial Planning of The Corporation of the City of Windsor for the period from April 1, 2024 to April 28, 2024.
3. That Stephen Cipkar is appointed as an Acting Deputy Treasurer- Financial Accounting of The Corporation of the City of Windsor for the period from April 18, 2024 to May 19, 2024.
4. This by-law shall come into force and effect on the day of its final passing.

DREW DILKENS, MAYOR

CITY CLERK

First Reading - February 26, 2024
Second Reading - February 26, 2024
Third Reading - February 26, 2024

BY-LAW NUMBER 40-2024

A BY-LAW TO AMEND BY-LAW 13-2014, BEING A BY-LAW TO PROVIDE FOR THE IMPOSITION AND COLLECTION OF SEWAGE SYSTEM CHARGES

Passed the 26th day of February, 2024.

WHEREAS the *Municipal Act, 2001*, S.O. 2001, c.25, as amended, enables municipalities to pass By-laws imposing fees or charges for services or activities provided or done by or on behalf of it and for adding fees and charges to the tax roll and collecting them in the same manner as municipal taxes;

AND WHEREAS Ontario Regulation 581/06 made under the *Municipal Act, 2001*, S.O. 2001, c.25, as amended, provides that where fees or charges imposed for the use of a sewage system are added to the tax roll, such fees and charges have priority lien status;

AND WHEREAS By-law 13-2014 was passed on the 20th day of January, 2014;

AND WHEREAS the Council of The Corporation of the City of Windsor has deemed it expedient to amend said by-law;

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

1. THAT By-law 13-2014 be amended by deleting Schedule "A" thereto, and substituting therefore Schedule "A" attached hereto.
2. THAT By-law 13-2014 be amended by deleting Schedule "B" thereto, and substituting therefore Schedule "B" attached hereto,
3. This by-law shall come into force and take effect on the day of the final passing thereof.

DREW DILKENS, MAYOR

CITY CLERK

First Reading - February 26, 2024
Second Reading - February 26, 2024
Third Reading - February 26, 2024

SCHEDULE "A"
TO BY-LAW 40-2024

2024 FIXED SEWER SURCHARGE RATES BY METER SIZE

Residential Accounts

Stand Alone Fixed Sewer Surcharge
\$21.65

Commercial Accounts

Meter Size		Stand Alone Fixed Sewer Surcharge
Less than 1"	Less than 25mm	\$21.65
1"	25mm	\$194.85
1 ½ "	40mm	\$456.45
2"	51mm	\$761.95
3"	75mm	\$1,369.41
4"	100mm	\$2,424.93
6"	150mm	\$4,427.75
8"	200mm	\$7,377.49
10"	250mm	\$12,153.44
12"	300mm	\$17,500.95

SCHEDULE "B"
TO BY-LAW 40-2024

<u>2024 VARIABLE SEWER SURCHARGE RATES</u>	
<u>Residential</u> Sewer Service Rate	\$3.37 per cubic meter of water used
<u>Commercial</u> Sewer Service Rate	\$3.15 per cubic meter of water used

BY-LAW NUMBER 41-2024

A BY-LAW TO AMEND BY-LAW 49-2018, BEING A BY-LAW RESPECTING
THE ISSUANCE OF VARIOUS PERMITS AND THE SCHEDULING OF
INSPECTIONS

Passed the 26th day of February, 2024.

WHEREAS original By-law Number 49-2018 was passed on the 26th day
of March, 2018;

AND WHEREAS it is deemed expedient to further amend By-law Number
49-2018.

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

1. That By-law Number 49-2018 be amended by deleting Schedule “3”
relating to Construction/Demolition Permit Fees attached thereto and
substituting therefore Schedule “3” Fees – 2024 attached hereto.
2. This By-law shall come into force and take effect on the day of the final
passing thereof.

DREW DILKENS, MAYOR

CITY CLERK

First Reading - February 26, 2024

Second Reading - February 26, 2024

Third Reading - February 26, 2024

MINIMUM PERMIT FEE

A minimum permit fee of **\$235.00** will be assessed for the processing and issuance of permits, except where otherwise noted in this By-law.

GENERAL APPLICATION FEES

1	Zoning Certificate Fee - Small Residential Permits (alterations***, decks, pools, backwater valves, etc.), Tent Permits and, non-structural Mechanical Roof Top Unit Replacement Permits	\$55.00 per permit (non-refundable)
2	Zoning Certificate Fee – New Home Construction	\$110.00 per permit (non-refundable)
3	Zoning Certificate Fee– All other Permits not listed in 1 and 2 above	\$220.00 per permit (non-refundable)
4	Permit Holdback Fee	\$1000.00 per permit
5	Permit Deposit – Applicable to any residential permit that creates a new dwelling unit	\$500.00 per dwelling unit (non-refundable)
6	Permit Deposit – All other permit types - All permit deposits are non-refundable	Minimum \$80.00 to a maximum of \$5000.00 per permit (deposit amount is based on the permit application type) (non-refundable)

BASE PERMIT FEES

Residential		\$ / Sq-Ft [\$ / Sq-M]* unless otherwise indicated
1	House (OBC**: Part 9, Group C) (New, Alteration***, and Additional Dwelling Units) (Fee calculation to include the sum of all roofed areas ⁽²⁾ i.e. attached garages, carports, covered porches, supported roofs over attached decks or landings, etc.)	\$1.70 [\$18.30]* ⁽²⁾ -Plus \$500.00 Mechanical Fee per dwelling unit -Plus applicable extras: attached Deck/Porch without a Roof, Basement Floor Area Fee ⁽³⁾ , Plumbing Fees, Finished Basement Floor Area Fee ⁽⁴⁾ and any other applicable fees indicated in this By-law/Schedule
2	All Other Group C occupancies as set out in the OBC** (New, Alteration***) (Fee calculation to include the sum of all floor areas ⁽²⁾ , including floors below grade)	\$2.30 [\$24.76]* ⁽²⁾ -Plus \$500.00 Mechanical Fee per dwelling unit -Plus Plumbing Fees and any other applicable fees as indicated in this By-law/Schedule

Industrial / Commercial / Institutional (ICI)		\$ / Sq-Ft [\$ / Sq-M]* unless otherwise indicated
3	Industrial / Commercial / Institutional (OBC**: Group A, B, D, E, F) (New, Alteration***) (Fee calculation to include the sum of all floor areas ⁽²⁾ , including floors below grade)	\$2.70 [\$29.06]* ^{(2) (7) (8)} -Plus Plumbing Fees and any other applicable fees indicated in this By-law/Schedule

Post Disaster Buildings		\$ / Sq-Ft [\$ / Sq-M]* unless otherwise indicated
4	Post Disaster Buildings (as defined in Division A, Article 1.4.1.2 of the OBC**) (New, Alteration***) (Fee calculation to include the sum of all floor areas ⁽²⁾ , including floors below grade)	\$3.85 [\$41.44]* ⁽²⁾ -Plus Plumbing Fees and any other applicable fees indicated in this By-law/Schedule

ADDITIONAL PERMIT FEES

Note: Any fees listed below may be applicable individually or in addition to “General Application Fees”, “Base Permit Fees”, and “Miscellaneous Permit Fees and Charges”. The proposed scope of work determines the applicability of “Additional Permit Fees”.

Heating, Ventilating and Air Conditioning Systems (HVAC) Fees (Existing Buildings Only)

1	House (OBC**: Part 9, Group C)	\$500.00 per unit / system
2	All Other Group C occupancies as listed in the OBC**	\$500.00 per unit / system
3	Furnace Replacement Only (located in an individual residential unit)	\$280.00 per furnace unit
4	Industrial / Commercial / Institutional (OBC**: Groups A, B, D, E, F)	\$17.00 per \$1000 construction value (Min. \$500.00)

5	Post Disaster Buildings (as defined in Division A, Article 1.4.1.2. of the OBC**)	\$17.00 per \$1000 construction value (Min. \$500.00)
ADDITIONAL PERMIT FEES - CONTINUED		
Life Safety and 'Other' Mechanical System Fees		
1	Mechanical Roof Top Unit Replacement	\$290.00 per roof top unit
2	Chiller / Boiler Installation (All Building types) (New, Alteration***)	\$17.00 per \$1000 construction value (Min. \$500.00)
3	Cooling Tower Installation (All Building types) (New, Alteration***)	\$17.00 per \$1000 construction value (Min. \$500.00)
4	Sprinkler System (All Building types) (New, Alteration***)	\$17.00 per \$1000 construction value (Min. \$500.00)
5	Fire Alarm System (All Building types) (New, Alteration***)	\$17.00 per \$1000 construction value (Min. \$500.00)
6	Stand Pipe System (All Building types) (New, Alteration***)	\$17.00 per \$1000 construction value (Min. \$500.00)
7	Fire Suppression System (All Building types) (New, Alteration***)	\$17.00 per \$1000 construction value (Min. \$500.00)
8	Spray Booth (New, Alteration***)	\$500.00 per unit / system
9	Dust Collector (New, Alteration***)	\$500.00 per unit / system
10	Laboratory Hood	\$17.00 per \$1000 construction value (Min. \$500.00)
11	Kitchen Hood	\$500.00 per unit / system
12	Solar Panel System	\$17.00 per \$1000 construction value (Min. \$500.00)

Plumbing Fees		Residential	Non-Residential
1	Any Bathroom	\$105.00 per bathroom (Applicable on all new House construction)	N/A
2	Any Bathroom - Rough-In (R/I) Plumbing	\$105.00 per R/I bathroom (Applicable on all new House construction) ⁽⁵⁾	N/A
3	Rough-In (R/I) Plumbing	\$35.00 per R/I fixture (applicable on all residential alteration*** permits)	\$35.00 per R/I fixture
4	Plumbing Fixture (Applicable on new or replacement fixtures)	\$35.00 per fixture (applicable on all residential alteration*** permits)	\$35.00 per fixture (applicable on all types of non-residential permits)
5	Domestic Hot Water Tank Replacement	\$180.00 per tank	\$180.00 per tank
6	Backwater Valve / Sump Pit / Sewage Ejector Pump Installations	\$17.00 per \$1000.00 of the estimated cost of the work (Min. \$280.00)	\$17.00 per \$1000.00 of the estimated cost of the work (Min. \$280.00)

Lot Grading		
1	Lot Grading Review - Not applicable on House (OBC** Part 9, Group C) permit types	\$500.00

Sewage System Fees		
1	Class 4 – (All Types – New or Repair)	\$1105.00
2	Class 5 – Holding Tank	\$1105.00

ADDITIONAL PERMIT FEES - CONTINUED

Sewer & Water Permits		Fee as indicated			
		House (OBC**: Part 9, Group C) (New, Alteration***, and Additional Dwelling Units)	All Other Group C occupancies as listed in the OBC** (New, Alteration***)	Industrial / Commercial / Institutional (OBC**: Groups A, B, D, E, F) (New, Alteration***)	Post Disaster Buildings (as defined in Div. A, Article 1.4.1.2. of the OBC** (New, Alteration***)
1	Sanitary Drainage Piping Servicing	\$260.00 per dwelling unit	\$3.75 / Ft [\$12.30 / M]* (Min. \$255.00)	\$3.75 / Ft [\$12.30 / M]* (Min. \$255.00)	\$3.75 / Ft [\$12.30 / M]* (Min. \$255.00)
2	Storm Drainage Piping Servicing	\$260.00 per dwelling unit			
3	Water Service Permit	\$90.00 per dwelling unit			
4	Storm Drainage Not Connected To A Building	\$3.75 / Ft [\$12.30 / M]* plus \$60.00 for each additional catch basin after the first catch basin (Min. \$255.00)	\$3.75 / Ft [\$12.30 / M]* plus \$60.00 for each additional catch basin after the first catch basin (Min. \$255.00)	\$3.75 / Ft [\$12.30 / M]* plus \$60.00 for each additional catch basin after the first catch basin (Min. \$255.00)	\$3.75 / Ft [\$12.30 / M]* plus \$60.00 for each additional catch basin after the first catch basin (Min. \$255.00)
5	Piping Service Agreement	\$1105.00 per agreement			

Other Permit Types		\$ / Sq-Ft [\$ / Sq-M]* unless otherwise indicated
1	Basement Floor Area (House – OBC**: Part 9, Group C) (New Construction and Basement Additions)	\$1.10 [\$11.84]* ⁽³⁾ of the total basement floor area
2	Finished Basement Floor Area (House – OBC**: Part 9, Group C; not including Additional Dwelling Units) (New and Existing Construction)	\$0.60 [\$6.46]* ⁽⁴⁾ -Plus applicable Mechanical and Plumbing Fees
3	Deck/Porch without a Roof (OBC**: Part 9, Group C)	\$0.90 [\$9.69]* ⁽²⁾ (Min. \$265.00)
4	Accessory Buildings (OBC**: Part 9, Group C) (New Shed, Detached Garage, Pool House, etc.; not including Additional Dwelling Units)	\$0.90 [\$9.69]* ⁽²⁾ (Min. \$265.00) -Plus applicable Mechanical and Plumbing Fees
5	Mezzanine (All Types)	Fee charged is equal to the “Base Permit Fee” for the associated occupancy type -Plus applicable Mechanical and Plumbing Fees
6	Shell Permit for OBC**: Group A, B, D, E, F Occupancies	\$1.85 [\$19.91]* ⁽²⁾ -Plus applicable Mechanical and Plumbing Fees
7	Interior Finishing (where only a Shell Permit was previously issued)	\$0.80 [\$8.61]* ⁽²⁾ (Min. \$235.00) -Plus applicable Mechanical and Plumbing Fees
8	Simple Group F (Industrial) Building ⁽⁸⁾ Occupancies	\$1.90 [\$20.45]* ⁽²⁾ -Plus applicable Mechanical and Plumbing Fees
9	Interior Alteration**** Permit Only for OBC**: Group A, B, D, E, F Occupancies (Fee calculation to include the sum of all floor areas, including underground)	\$0.80 [\$8.61]* ⁽²⁾ (Min. \$235.00) -Plus Mechanical Fees, Plumbing Fees and any other applicable fees indicated in this By-law/Schedule
10	Projects and items not specifically listed in this Schedule for OBC**: Groups A, B, C, D, E, F Occupancies	\$17.00 per \$1000.00 of the estimated cost of the work ^{(1) (6)} (Min. \$235.00)

MISCELLANEOUS PERMIT FEES AND CHARGES

Note: Any fees listed below may be applicable individually or in addition to “General Application Fees”, “Base Permit Fees”, and “Additional Permit Fees”. The proposed scope of work determines the applicability of “Miscellaneous Permit Fees and Charges”.

Demolition Permit Fee		\$ / Sq-Ft [\$ / Sq-M]*
1	Demolition Permit Fee (All Building Types)	\$0.16 [\$1.72]* ⁽²⁾ (Min. \$350.00)

MISCELLANEOUS PERMIT FEES AND CHARGES - CONTINUED

Temporary Structures		\$ / Sq-Ft [\$ / Sq-M]*
Temporary Building or Structure: Shall mean a seasonal building or structure designed, constructed and placed on the land in a manner that allows its removal after a period not to exceed 120 consecutive days. These structures do not meet the snow load requirements as set out in the Ontario Building Code.		
1	Tents	\$180.00 per permit
2	Other Temporary Buildings or Structures (Applicable Fee same as "Other Permit Types, Fee Item No.10")	\$17.00 per \$1000.00 of the estimated cost of the work ⁽¹⁾ (Min. \$235.00)

Permit Resubmission Fee ⁽⁹⁾		
1	Permit Resubmission – BEFORE permit is issued	\$241.00 per resubmission
2	Permit Resubmission – AFTER permit is issued	\$241.00 per resubmission -Plus additional applicable permit fees (No refund will be issued on original permit)
3	Permit Resubmission – due to application found to be incomplete	25% of application fee per permit resubmission (Min \$241.00)

Change of Use Permit		
1	Change of Use Permit Fee (no construction required)	\$240.00 -Plus additional applicable permit fees

Partial Occupancy Permit		\$ / Sq-Ft [\$ / Sq-M]*
1	Partial Occupancy Permit Fee	\$0.05 [\$0.54]* for the area ⁽²⁾ to be occupied (Min. \$350.00)

Conditional Permit		
1	Conditional Permit Fee	Regular fee for complete building -Plus \$1135.00 flat fee

Partial Permit		
1	Partial Permit Fee	Regular fee for complete building -Plus \$650.00 flat fee per permit

Alternative Solution Application & Special / Supplementary Review Fee		
1	Alternative Solution Application Fee (per application)	\$330.00 minimum for up to 4 hours of review time plus \$105.00 per hour beyond the first 4 hours
2	Special Research Request Fee	
3	Supplementary Plans Review Fee	

Inspection Fee		
1	Inspection requested but the work is incomplete	\$105.00 per inspection
2	Special inspection request (after-hours inspection)	\$500.00 minimum per inspection call
3	Inspection calls over the maximum two (2) inspections allowed for each stage of construction	\$105.00 per additional inspection call

Work Without a Permit Penalty Fee		
1	Work without a permit – for projects commenced prior to permit issuance	1.5 times the applicable maximum building permit fee (Min. \$500.00 - Max. \$5000.00)

MISCELLANEOUS PERMIT FEES AND CHARGES - CONTINUED

Administrative Fees (non-refundable)

1	Transfer of "Permit and/or Application" Fee	\$115.00
2	Search Fee	\$50.00
3	Property Information Letter	\$100.00
4	Permit Finalization Letter	\$30.00
5	Copying/Scanning/Printing	\$9.50 per ¼ hour of labour \$3.50 for the 1 st page copied \$0.60 per additional page copied
6	Re-Opening a Dormant Permit	\$265.00

Notes to Schedule 3

- (1) **Estimated Cost of the work** shall mean the estimated value of the project as determined by the Chief Building Official.
- (2) **Floor Area** shall be measured to the outer face of the exterior walls or structure and, to the structural support at a roofed area. For interior alteration*** permits, except where the wall is part of the proposed construction, measurements will be taken to the inner face of walls. No deductions shall be made for openings within floor areas, i.e. stairs, elevators, ducts, etc.
- (3) **Basement Floor Area** measurements shall be taken to the inner face of the foundation walls. No deductions shall be made for openings within floor areas, i.e. stairs, elevators, ducts, etc.
- (4) **Finished Basement Floor Area** measurements shall be taken to the inner face of the foundation walls. No deductions shall be made for openings within floor areas, i.e. stairs, elevators, ducts, etc.
- (5) **Rough-in Plumbing** is an automatic charge for all new house construction with basements.
- (6) **Additional Cost** equal to the "Base Permit Fee" per occupancy type may be charged if the scope of work is determined to be greater than the scope of work described on the permit application submission.
- (7) **Complex Group F (Industrial) Building**
For the purpose of building permit fees, a building will be considered a "Complex Group F (Industrial) Building" where:
 - a) The building occupancy meets the defined term in the Ontario Building Code, Div. A, Part 1, Section 1.4.1.2 "High Hazard Industrial Occupancy" (Group F, Division 1) and /or;
 - b) The building is non-compliant with the exemptions listed in Ontario Building Code, Div. B, Part 3, Section 3.2.8, Articles 3.2.8.1. and 3.2.8.2.
 NOTE: Buildings classified as described above will be subject to fees as indicated in Schedule 3, "Base Permit Fees", Industrial / Commercial / Institutional (ICI), Fee Item No. 3, plus any additional fees for that permit type.
- (8) **Simple Group F (Industrial) Building**
For the purpose of building permit fees, a building will be considered a "Simple Group F (Industrial) Building" where:
 - a) The Building Occupancy does not meet the "Complex Group F (Industrial) Building" as defined in this document.
 NOTE: Buildings classified as described in (8) a) above will be subject to Schedule 3, "Additional Permit Fees", Other Permit Types, Fee Item No. 8. Any building or portion of a building that is classified other than a "Simple Group F (Industrial) Building" or, that includes hazardous areas as noted in Ontario Building Code, Div. B, Part 3, Section 3.3.6 will be subject to, for the affected floor area(s), permit fees as indicated in Schedule 3, "Base Permit Fees", Industrial / Commercial / Institutional (ICI), Fee Item No. 3, plus any additional fees for that permit type.
- (9) **Permit Resubmission Fee**
For the purpose of assessing building permit fees, permit resubmissions will be subject to:
 - a) The Permit Resubmission Fee as indicated in Schedule 3, "Miscellaneous Permit Fees and Charges", Permit Resubmission Fee, Fee Item No. 1, 2, or 3 and,
 - b) Any other additional fees listed in Schedule 3 applicable to the new/altered scope of work proposed in the permit resubmission including:
 - i. changes to the Zoning Certificate as listed in "General Application Fees"; and/or
 - ii. additional square footage not part of the original submitted permit application as listed in "Base Permit Fees"; and/or
 - iii. any other item as listed in "Additional Permit Fees"; and/or
 - iv. any other chargeable fee listed in Schedule 3 applicable to the scope of work and review of the permit.

*In all cases fees are calculated using the Imperial Unit cost noted in the tables. Fees noted in Metric Units are approximate values.

**OBC means Ontario Building Code (current edition)

*****Alteration** refers to an existing building, structure or system where the proposed construction includes (but is not limited to) renovations, repairs, modifications, extensions, installations, removals, additions or reductions to the existing building, structure or system.

******Interior Alteration** refers to an existing building where the proposed construction is limited to interior renovations, repairs, or modifications to the existing building interior only and does not effect exterior walls or existing fire separations.

BY-LAW NUMBER 42-2024

A BY-LAW TO AMEND BY-LAW NUMBER 392-2002, BEING A BY-LAW TO ESTABLISH AND REQUIRE PAYMENT OF FEES AND CHARGES

Passed the 26th day of February, 2024.

WHEREAS By-law Number 392-2002 was passed by the Council of The Corporation of the City of Windsor on December 16, 2002;

AND WHEREAS By-law Number 392-2002 has previously been amended;

AND WHEREAS it is deemed expedient to further amend said By-law Number 392-2002 of The Corporation of the City of Windsor;

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

1. That By-law Number 392-2002 be further amended by deleting Schedule "A" attached thereto and substituting Schedule "A" attached hereto.
2. That this by-law shall come into force and take effect on the day of the final passing thereof.

DREW DILKENS, MAYOR

CITY CLERK

First Reading - February 26, 2024
Second Reading - February 26, 2024
Third Reading - February 26, 2024

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City of Windsor
User Fee Schedule

Finance & City Treasurer - Accounting						
Ref #	Notes	Category / Division	Sub-Category / Sub-Division	Fee / Service	2024 Fee Excluding HST (Recommended)	
					Cost	Unit of Measure
1		Accounting	Accounts Receivable	Administrative Fee (NSF Cheques - A/R)	\$50.00	per nsf cheque/returned item
2		Accounting	Payroll	Processing of Wage Assignments	\$10.00	per remittance where allowed by court on certain files

City of Windsor
User Fee Schedule

Finance & City Treasurer - Taxation & Financial Projects						
Ref #	Notes	Category / Division	Sub-Category / Sub-Division	Fee / Service	2024 Fee Excluding HST	
					Cost	Unit of Measure
1		Taxation	Collections, Invest Banking	Interest on trade receivables more than 30 days past due	2.00%	per month, compounded
2		Taxation	Property Valuations	Expedited Tax Certificates	\$120.00	per certificate
3		Taxation	Property Valuations	External Tax Inquiry (ETI) On Line Transaction Fee	\$75.00	per roll number
4		Taxation	Property Valuations	New Property Account Fee	\$75.00	per roll
5		Taxation	Property Valuations	Ownership Changes	\$75.00	per roll
6		Taxation	Property Valuations	Statement of Account Fee	\$30.00	per statement
7		Taxation	Property Valuations	Tax Certificates	\$75.00	per certificate
8		Taxation	Property Valuations	Tax Receipts	\$30.00	per roll number
9		Taxation	Revenue & Collections	Additional Interested Party Notification	\$50.00	per letter
10		Taxation	Revenue & Collections	Corporate Search	\$15.00	per property plus disbursements
11		Taxation	Revenue & Collections	Current & Prior Year's Tax Information (Printed or Written)	\$10.00	per roll year
12		Taxation	Revenue & Collections	Electronic lien cancellation fee	\$15.00	per certificate plus disbursements
13		Taxation	Revenue & Collections	Electronic lien certificate fee	\$30.00	per certificate plus disbursements
14		Taxation	Revenue & Collections	Letters of Default	\$50.00	2nd Notice
15		Taxation	Revenue & Collections	Letters of Default	\$250.00	Final Letter
16		Taxation	Revenue & Collections	Local Improvements, Sewer Replacements	\$100.00	per roll
17		Taxation	Revenue & Collections	Mortgage Account Administration Fee	\$40.00	per account
18		Taxation	Revenue & Collections	Online Customer Portal Annual Subscription Fee	\$50.00	per year
19		Taxation	Revenue & Collections	Online Customer Portal Self Serve Documents	\$30.00	per request
20		Taxation	Revenue & Collections	Other Charges Levied Against The Tax Roll	\$50.00	per account
21		Taxation	Revenue & Collections	Property Tax Arrears Notice	\$10.00	per statement
22		Taxation	Revenue & Collections	Registered Interested Party (up to 2 parties)	\$225.00	per letter
23		Taxation	Revenue & Collections	Registration Cost Recovery	various	
24		Taxation	Revenue & Collections	Research - Current & Prior Year's Tax Information (Printed or Written)	\$52.00	per hour
25		Taxation	Revenue & Collections	Returned Service Item (Includes NSF cheques)	\$50.00	per nsf cheque/returned item
26		Taxation	Revenue & Collections	Tax Registrations	\$1,450.00	per property
27		Taxation	Revenue & Collections	Tax Sale Tender Pick-up/Drop-off	\$25.00	per tender package
28		Taxation	Revenue & Collections	Title Search	\$35.00	per property plus disbursements
26		Taxation & Compliance	Property Assessment	Tax Adjustment Applications	\$0.00	Residential Application
27		Taxation & Compliance	Property Assessment	Tax Adjustment Applications	\$0.00	Small Commercial Application
28		Taxation & Compliance	Property Assessment	Tax Adjustment Applications	\$0.00	Large Commercial
29		Taxation & Compliance	Property Assessment	Tax Adjustment Applications	\$0.00	Industrial
30		Taxation & Compliance	Property Assessment	Tax Adjustment Applications	\$0.00	Large Industrial

City of Windsor
User Fee Schedule

Corporate Services - City Solicitor						
Ref#	Notes	Category / Division	Sub-Category / Sub-Division	Fee / Service	2024 Fee Excluding HST	
					Cost	Unit of Measure
1		Legal Services & Real Estate	Legal Services	Amending Subdivision/Condominium	\$988.37	per agreement
2		Legal Services & Real Estate	Legal Services	By-law deleting Part Lot Control from lands with registered plans of subdivision	\$1,198.03	per plan plus \$50.00 per unit
3		Legal Services & Real Estate	Legal Services	Committee of Adjustment - Agreements, Deeds, Easements	\$395.35	per document
4		Legal Services & Real Estate	Legal Services	Connect to Sewer Agreements	\$527.13	per agreement
5		Legal Services & Real Estate	Legal Services	Copies of Documents (each additional page after first page)	\$0.56	per page
6		Legal Services & Real Estate	Legal Services	Copies of Documents (first page of each document)	\$2.22	per page
7		Legal Services & Real Estate	Legal Services	Deeds, Quit Claim Deeds, Easements	\$263.56	per document plus \$50.00 a unit
8		Legal Services & Real Estate	Legal Services	Demolition Agreements	\$395.35	per agreement
9		Legal Services & Real Estate	Legal Services	Discharge of Mortgage	\$299.51	per discharge
10		Legal Services & Real Estate	Legal Services	Encroachment Agreements	\$395.35	per agreement
11		Legal Services & Real Estate	Legal Services	Mortgages (preparation)	\$395.35	per mortgage
12		Legal Services & Real Estate	Legal Services	Release of Agreements, Easements, Deeds	\$263.56	per agreement plus \$50.00 per unit
13		Legal Services & Real Estate	Legal Services	Release of Encroachment Agreement	\$263.56	per agreement
14		Legal Services & Real Estate	Legal Services	Servicing Agreements	\$688.86	per agreement plus \$50.00 per unit
15		Legal Services & Real Estate	Legal Services	Site Plan Control Agreement	\$988.37	per agreement
16		Legal Services & Real Estate	Legal Services	Condominium Agreements	\$1,913.59	per plan plus \$50.00 per unit
17		Legal Services & Real Estate	Legal Services	Subdivision Agreements	\$2,437.81	per plan plus \$50.00 per unit

City of Windsor
User Fee Schedule

Corporate Services - Communications & Customer Service						
Ref #	Notes	Category / Division	Sub-Category / Sub-Division	Fee / Service	2024 Fee Excluding HST (Recommended)	
					Cost	Unit of Measure
1		Call Centre	211 Call Centre	E-Blast	\$88.50	per document

City of Windsor
User Fee Schedule

Corporate Services - Corporate Security						
Ref #	Notes	Category / Division	Sub-Category / Sub-Division	Fee / Service	2024 Fee Excluding HST (Recommended)	
					Cost	Unit of Measure
1		SAC	SAC Operations	Event Set-Up Fees (External)	\$80.00	hour
2		SAC	SAC Operations	Chairs (External)	\$4.00	Each
3		SAC	SAC Operations	Generator (External)	\$100.00	If required
4		SAC	SAC Operations	Tables (External)	\$11.00	Each
5		SAC	SAC Operations	Podium (External)	\$30.00	Each
6		SAC	SAC Operations	Sound System: Microphone, Speakers & Mixing Board (External)	\$200.00	Lump Sum
7		SAC	SAC Operations	Speaker (External)	\$50.00	Per Unit With Two Unit Min
8		SAC	SAC Operations	Caretaking Fees (external clients)	\$56.80	hour
9		SAC	SAC Operations	Caretaking Fees (internal clients)	\$56.80	hour
10		SAC	SAC Operations	Maintenance Fees (external clients)	\$71.61	hour
11		SAC	SAC Operations	Maintenance Fees (internal clients)	\$71.61	hour
12		SAC	SAC Operations	Parking Fees (400 City Hall Square)	\$61.90	month
13		SAC	SAC Operations	Parking Fees (400 City Hall Square)	\$20.57	month

City of Windsor User Fee Schedule

Corporate Services - Council Services						
Ref#	Notes	Category / Division	Sub-Category / Sub-Division	Fee / Service	2024 Fee Excluding HST	
					Cost	Unit of Measure
1		Records and Elections	Elections	Nomination Fee - Councillors/School Board Trustee	\$100.00	per nomination
2		Records and Elections	Elections	Nomination Fee - Mayor	\$200.00	per nomination
3		Records and Elections	Freedom of Information	Freedom of Information Request Application (mandatory and non-refundable)	\$5.00	per request
4	1	Records and Elections	Freedom of Information	Information Disk	\$10.00	per disk
5	1	Records and Elections	Freedom of Information	Photocopying	\$0.20	per page
6	1	Records and Elections	Freedom of Information	Preparing a Record	\$30.00	per hour
7	1	Records and Elections	Freedom of Information	Search a Record	\$30.00	per hour
8		Records and Elections	Printing	Photocopying (Additional Pages After the First Page)	\$0.30	per page
9		Records and Elections	Printing	Photocopying (First Page)	\$2.00	per first page
10		Records and Elections	Records	Certified Copy of Assessment Roll Pages	\$25.00	per assessment
11		Records and Elections	Records	Certified Copy of By-law or Council Resolution	\$25.00	per by-law or Council Resolution
12		Records and Elections	Records	Declaration of Residency Letter	\$25.00	per letter
13		Records and Elections	Records	Ownership List from Assessment Roll	\$26.00	per hour + cost of photocopying
14		Records and Elections	Records	Permanent Resident Card verification	\$10.00	per card
15		Records and Elections	Records	Records Search	\$26.00	per hour + cost of photocopying
16		Records and Elections	Vital Statistics	Civil Ceremony (During the Day)	\$260.00	per ceremony
17		Records and Elections	Vital Statistics	Death Registrations	\$55.00	per certificate
18		Records and Elections	Vital Statistics	Marriage Licence	\$140.00	per licence
19		Records and Elections	Vital Statistics	Commissioner of Oaths Services	\$30.00	per affidavit
20		Records and Elections	Vital Statistics	Witness Fee (for civil ceremony)	\$25.00	per request
21	3	Policy, Gaming, Licensing	Business Licence Fees	Adult Entertainment Parlours - Owner	\$590.00	initial
22	3	Policy, Gaming, Licensing	Business Licence Fees	Adult Entertainment Parlours - Owner	\$491.00	per year
23	3	Policy, Gaming, Licensing	Business Licence Fees	Adult Entertainment Parlours - Operator	\$191.00	per year
24	3	Policy, Gaming, Licensing	Business Licence Fees	Auctioneer	\$232.00	per occurrence
25	3	Policy, Gaming, Licensing	Business Licence Fees	Auctioneer	\$191.00	per year
26	3	Policy, Gaming, Licensing	Business Licence Fees	Auto Service Stations - Car Wash	\$290.00	initial
27	3	Policy, Gaming, Licensing	Business Licence Fees	Auto Service Stations - Car Wash	\$249.00	per year
28	3	Policy, Gaming, Licensing	Business Licence Fees	Auto Service Stations - For each building or place where gasoline and oils are kept for sale	\$232.00	initial
29	3	Policy, Gaming, Licensing	Business Licence Fees	Auto Service Stations - For each building or place where gasoline and oils are kept for sale	\$191.00	per year
30	3	Policy, Gaming, Licensing	Business Licence Fees	Auto Service Stations - Motor Vehicles kept for hire or used for hire	\$232.00	initial
31	3	Policy, Gaming, Licensing	Business Licence Fees	Auto Service Stations - Motor Vehicles kept for hire or used for hire	\$191.00	per year
32	3	Policy, Gaming, Licensing	Business Licence Fees	Auto Service Stations - Motor Vehicles Storage/Sales	\$232.00	initial
33	3	Policy, Gaming, Licensing	Business Licence Fees	Auto Service Stations - Motor Vehicles Storage/Sales	\$191.00	per year
34	3	Policy, Gaming, Licensing	Business Licence Fees	Auto Service Stations - Repair, Paint or Upholstery	\$290.00	initial
35	3	Policy, Gaming, Licensing	Business Licence Fees	Auto Service Stations - Repair, Paint or Upholstery	\$249.00	per year
36	3	Policy, Gaming, Licensing	Business Licence Fees	Bed & Breakfast	\$616.00	initial
37	3	Policy, Gaming, Licensing	Business Licence Fees	Bed & Breakfast	\$191.00	per year
38	3	Policy, Gaming, Licensing	Business Licence Fees	Bill Distributor	\$191.00	per year
39	3	Policy, Gaming, Licensing	Business Licence Fees	Body Modification	\$382.00	initial
40	3	Policy, Gaming, Licensing	Business Licence Fees	Body Modification	\$191.00	per year
41	3	Policy, Gaming, Licensing	Business Licence Fees	Body Rub Parlour Owner/Operator	\$503.00	initial
42	3	Policy, Gaming, Licensing	Business Licence Fees	Body Rub Parlour Owner/Operator	\$191.00	per year
43		Policy, Gaming, Licensing	Business Licence Fees	Body Rub Parlour Attendant	\$191.00	per year
44	3	Policy, Gaming, Licensing	Business Licence Fees	Business Licence Plate Replacement	\$60.00	per plate
45	3	Policy, Gaming, Licensing	Business Licence Fees	Business Licence Replacement	\$25.00	per licence
46	3	Policy, Gaming, Licensing	Business Licence Fees	Carnival or Circus	\$191.00	per occurrence
47		Policy, Gaming, Licensing	Business Licence Fees	Donation Bin- For Profit Business	\$232.00	initial
48		Policy, Gaming, Licensing	Business Licence Fees	Donation Bin- For Profit Business	\$191.00	per year
49		Policy, Gaming, Licensing	Business Licence Fees	Donation Bin- Not-for-Profit Business	\$116.00	initial
50		Policy, Gaming, Licensing	Business Licence Fees	Donation Bin- Not-for-Profit Business	\$96.00	per year
51	3	Policy, Gaming, Licensing	Business Licence Fees	Entertainment Lounge	\$590.00	initial
52	3	Policy, Gaming, Licensing	Business Licence Fees	Entertainment Lounge	\$491.00	per year
53	3	Policy, Gaming, Licensing	Business Licence Fees	Escorts	\$191.00	per year
54	3	Policy, Gaming, Licensing	Business Licence Fees	Food Store	\$290.00	initial
55	3	Policy, Gaming, Licensing	Business Licence Fees	Food Store	\$191.00	per year
56	3	Policy, Gaming, Licensing	Business Licence Fees	Hawkers and Peddlers (Classes 1 and 2)	\$232.00	initial
57	3	Policy, Gaming, Licensing	Business Licence Fees	Hawkers and Peddlers (Classes 1 and 2)	\$191.00	per year
58	3	Policy, Gaming, Licensing	Business Licence Fees	Hawkers and Peddlers (Classes 3, 4 and 5)	\$191.00	per year
59	3	Policy, Gaming, Licensing	Business Licence Fees	Heating Work - Contractor	\$232.00	initial

User Fees included in this schedule are approved during the annual budget process, however, are subject to change based on subsequent Council approval throughout the year.

City of Windsor User Fee Schedule

Corporate Services - Council Services						
Ref#	Notes	Category / Division	Sub-Category / Sub-Division	Fee / Service	2024 Fee Excluding HST	
					Cost	Unit of Measure
60	3	Policy, Gaming, Licensing	Business Licence Fees	Heating Work - Contractor	\$191.00	per year
61	3	Policy, Gaming, Licensing	Business Licence Fees	Heating Work - Master	\$191.00	per year
62	3	Policy, Gaming, Licensing	Business Licence Fees	Holistic Centres	\$232.00	initial
63	3	Policy, Gaming, Licensing	Business Licence Fees	Holistic Centres	\$191.00	per year
64	3	Policy, Gaming, Licensing	Business Licence Fees	Holistic Practitioner	\$191.00	per year
65	3	Policy, Gaming, Licensing	Business Licence Fees	Hospitality - Food	\$440.00	initial
66	3	Policy, Gaming, Licensing	Business Licence Fees	Hospitality - Food	\$341.00	per year
67	3	Policy, Gaming, Licensing	Business Licence Fees	Hospitality - Food / Liquor	\$590.00	initial
68	3	Policy, Gaming, Licensing	Business Licence Fees	Hospitality - Food / Liquor	\$491.00	per year
69	3	Policy, Gaming, Licensing	Business Licence Fees	Hospitality - Liquor / Food	\$590.00	initial
70	3	Policy, Gaming, Licensing	Business Licence Fees	Hospitality - Liquor / Food	\$491.00	per year
71	3	Policy, Gaming, Licensing	Business Licence Fees	Hospitality - Lunch Counter	\$440.00	initial
72	3	Policy, Gaming, Licensing	Business Licence Fees	Hospitality - Lunch Counter	\$341.00	per year
73	3	Policy, Gaming, Licensing	Business Licence Fees	Licence Administrative Charge	\$25.00	per licence
74	3	Policy, Gaming, Licensing	Business Licence Fees	Lodging House	\$616.00	initial
75	3	Policy, Gaming, Licensing	Business Licence Fees	Lodging House	\$575.00	per year
76	3	Policy, Gaming, Licensing	Business Licence Fees	Mobile Food Vendor Class 1	\$191.00	per year
77	3	Policy, Gaming, Licensing	Business Licence Fees	Mobile Food Vendor Class 2	\$191.00	per year
78	3	Policy, Gaming, Licensing	Business Licence Fees	Mobile Food Vendor Class 3	\$191.00	per year
79		Policy, Gaming, Licensing	Business Licence Fees	Mobile Food Vendor Class 3 (Kitchen)	\$341.00	per year
80	3	Policy, Gaming, Licensing	Business Licence Fees	Mobile Sign Lessor	\$232.00	initial
81	3	Policy, Gaming, Licensing	Business Licence Fees	Mobile Sign Lessor	\$191.00	per year
82	3	Policy, Gaming, Licensing	Business Licence Fees	Mobile Vendor Agreements (all other areas)	\$675.00	per location
83	3	Policy, Gaming, Licensing	Business Licence Fees	Mobile Vendor Agreements (Downtown Windsor Business Improvement Area)	\$1,000.00	per location
84	3	Policy, Gaming, Licensing	Business Licence Fees	Old Gold Dealer	\$232.00	initial
85	3	Policy, Gaming, Licensing	Business Licence Fees	Old Gold Dealer	\$191.00	per year
86	3	Policy, Gaming, Licensing	Business Licence Fees	Personal Service	\$191.00	per year
87	3	Policy, Gaming, Licensing	Business Licence Fees	Pet Shops	\$232.00	initial
88	3	Policy, Gaming, Licensing	Business Licence Fees	Pet Shops	\$191.00	per year
89	3	Policy, Gaming, Licensing	Business Licence Fees	Plumbing work - Contractor	\$232.00	initial
90	3	Policy, Gaming, Licensing	Business Licence Fees	Plumbing work - Contractor	\$191.00	per year
91	3	Policy, Gaming, Licensing	Business Licence Fees	Plumbing work - Master	\$191.00	per year
92	3	Policy, Gaming, Licensing	Business Licence Fees	Public Hall	\$616.00	initial
93	3	Policy, Gaming, Licensing	Business Licence Fees	Public Hall	\$575.00	per year
94	3	Policy, Gaming, Licensing	Business Licence Fees	Public Parking Lot	\$191.00	per year
95	3	Policy, Gaming, Licensing	Business Licence Fees	Public Parking Lot	\$232.00	initial
96	3	Policy, Gaming, Licensing	Business Licence Fees	Retail / Resale	\$232.00	initial
97	3	Policy, Gaming, Licensing	Business Licence Fees	Retail / Resale	\$191.00	per year
98		Policy, Gaming, Licensing	Business Licence Fees	Residential Rental	\$466.00	initial
99		Policy, Gaming, Licensing	Business Licence Fees	Residential Rental	\$275.00	per year
100	3	Policy, Gaming, Licensing	Business Licence Fees	Salvage Yards	\$290.00	initial
101	3	Policy, Gaming, Licensing	Business Licence Fees	Salvage Yards	\$249.00	per year
102	3	Policy, Gaming, Licensing	Business Licence Fees	Special Sales	\$191.00	per year
103	3	Policy, Gaming, Licensing	Business Licence Fees	Standard Letter	\$25.00	per letter
104	3	Policy, Gaming, Licensing	Business Licence Fees	Tobacconist	\$232.00	initial
105	3	Policy, Gaming, Licensing	Business Licence Fees	Tobacconist	\$191.00	per year
106		Policy, Gaming, Licensing	Bylaw Enforcement	Dirty Yard Administrative Fee	\$215.00	per hour
107		Policy, Gaming, Licensing	Bylaw Enforcement	Dirty Yard Work Order	\$215.00	per request
108		Policy, Gaming, Licensing	Bylaw Enforcement	Reinspection Related to Regulatory Bylaws and City Issued Licenses	\$215.00	per site visit
109		Policy, Gaming, Licensing	Council Services	Zoning By-Law 3072 Text	\$50.00	per copy
110		Policy, Gaming, Licensing	Council Services	Zoning By-Law 85-15	\$50.00	per copy
111		Policy, Gaming, Licensing	Council Services	Zoning By-Law 8600 Text	\$50.00	per copy
112		Policy, Gaming, Licensing	Council Services	Zoning By-Law Subscription Plan	\$100.00	per year
113		Policy, Gaming, Licensing	Dog Licence	1st ,2nd and 3rd Dog - Spayed/Neutered (Purchase prior to Feb 1)	\$17.00	per tag
114		Policy, Gaming, Licensing	Dog Licence	1st Restricted Dog (Purchase Feb - June)	\$0.00	per tag
115		Policy, Gaming, Licensing	Dog Licence	1st Restricted Dog (Purchase July to Dec)	\$0.00	per tag
116		Policy, Gaming, Licensing	Dog Licence	1st Restricted Dog (Purchase prior to Feb 1)	\$0.00	per tag
117		Policy, Gaming, Licensing	Dog Licence	1st, 2nd and 3rd Dog - Spayed/Neutered (Purchase Feb - June)	\$32.00	per tag
118		Policy, Gaming, Licensing	Dog Licence	1st, 2nd and 3rd Dog - Spayed/Neutered (Purchase July to Dec)	\$47.00	per tag
119		Policy, Gaming, Licensing	Dog Licence	1st, 2nd and 3rd Dog - Unaltered (Purchase Feb - June)	\$66.00	per tag
120		Policy, Gaming, Licensing	Dog Licence	1st, 2nd and 3rd Dog - Unaltered (Purchase July to Dec)	\$98.00	per tag
121		Policy, Gaming, Licensing	Dog Licence	1st, 2nd and 3rd Dog - Unaltered (Purchase prior to Feb 1)	\$34.00	per tag

User Fees included in this schedule are approved during the annual budget process, however, are subject to change based on subsequent Council approval throughout the year.

City of Windsor User Fee Schedule

Corporate Services - Council Services						
Ref#	Notes	Category / Division	Sub-Category / Sub-Division	Fee / Service	2024 Fee Excluding HST	
					Cost	Unit of Measure
122		Policy, Gaming, Licensing	Dog Licence	2nd Restricted Dog (Purchase Feb - June)	\$0.00	per tag
123		Policy, Gaming, Licensing	Dog Licence	2nd Restricted Dog (Purchase July to Dec)	\$0.00	per tag
124		Policy, Gaming, Licensing	Dog Licence	2nd Restricted Dog (Purchase prior to Feb 1)	\$0.00	per tag
125		Policy, Gaming, Licensing	Lottery Licences	Lottery Licensing- Break Open Tickets and Raffles	3% of prizeboard	per licence
126	4	Policy, Gaming, Licensing	Lottery Licences	Lottery Licensing- Traditional Bingo Hall	\$165.00	per event
127	2	Policy, Gaming, Licensing	Public Vehicle Licensing Fees: Livery Vehicle	Driver License	\$110.00	per year
128	2	Policy, Gaming, Licensing	Public Vehicle Licensing Fees: Livery Vehicle	Photo ID card	\$15.00	per year
129	2	Policy, Gaming, Licensing	Public Vehicle Licensing Fees: Livery Vehicle	Plate Holder Licence - Motorized	\$180.00	per year
130	2	Policy, Gaming, Licensing	Public Vehicle Licensing Fees: Livery Vehicle	Plate Holder Licence - Muscular	\$70.00	per year
131	2	Policy, Gaming, Licensing	Public Vehicle Licensing Fees: Livery Vehicle	Replacement Photo ID card	\$25.00	per occurrence
132	2	Policy, Gaming, Licensing	Public Vehicle Licensing Fees: Livery Vehicle	Transfer from Vehicle to Vehicle	\$70.00	per occurrence
133	2	Policy, Gaming, Licensing	Public Vehicle Licensing Fees: Livery Vehicle	Vehicle Re-inspection	\$60.00	per occurrence
134		Policy, Gaming, Licensing	Public Vehicle Licensing Fees: Taxicab	Broker	\$60.00	per vehicle
135		Policy, Gaming, Licensing	Public Vehicle Licensing Fees: Taxicab	Driver Licence	\$110.00	per year
136		Policy, Gaming, Licensing	Public Vehicle Licensing Fees: Taxicab	Driver's List	\$30.00	per year
137		Policy, Gaming, Licensing	Public Vehicle Licensing Fees: Taxicab	Filing of leases	\$30.00	per occurrence
138		Policy, Gaming, Licensing	Public Vehicle Licensing Fees: Taxicab	Photo ID card	\$15.00	per issuance
139		Policy, Gaming, Licensing	Public Vehicle Licensing Fees: Taxicab	Plate Holder Licence	\$400.00	per year
140		Policy, Gaming, Licensing	Public Vehicle Licensing Fees: Taxicab	Replacement Photo ID card	\$25.00	per occurrence
141		Policy, Gaming, Licensing	Public Vehicle Licensing Fees: Taxicab	Transfer from Plate Holder to Plate Holder	\$400.00	per occurrence
142		Policy, Gaming, Licensing	Public Vehicle Licensing Fees: Taxicab	Transfer from Vehicle to Vehicle	\$70.00	per occurrence
143		Policy, Gaming, Licensing	Public Vehicle Licensing Fees: Taxicab	Uber Annual Licensing Fee - 1-100 Transportation Network Company Vehicles	\$5,000.00	per year
144		Policy, Gaming, Licensing	Public Vehicle Licensing Fees: Taxicab	Uber Annual Licensing Fee - 101-250 Transportation Network Company Vehicles	\$7,500.00	per year
145		Policy, Gaming, Licensing	Public Vehicle Licensing Fees: Taxicab	Uber Annual Licensing Fee - 251-500 Transportation Network Company Vehicles	\$15,000.00	per year
146		Policy, Gaming, Licensing	Public Vehicle Licensing Fees: Taxicab	Uber Annual Licensing Fee - 501-750 Transportation Network Company Vehicles	\$20,000.00	per year
147		Policy, Gaming, Licensing	Public Vehicle Licensing Fees: Taxicab	Uber Annual Licensing Fee - 751-1000 Transportation Network Company Vehicles	\$25,000.00	per year
148		Policy, Gaming, Licensing	Public Vehicle Licensing Fees: Taxicab	Uber Annual Licensing Fee - 1001 plus Transportation Network Company Vehicles	\$30,000.00	per year
149		Policy, Gaming, Licensing	Public Vehicle Licensing Fees: Taxicab	Uber Trip Fees	\$0.11	per trip
150		Policy, Gaming, Licensing	Public Vehicle Licensing Fees: Taxicab	Vehicle Re-inspection	\$60.00	per occurrence
151		Policy, Gaming, Licensing	Public Vehicle Licensing Fees: Towing	Each Driver	\$0.00	per year
152		Policy, Gaming, Licensing	Public Vehicle Licensing Fees: Towing	Each Vehicle	\$0.00	per year
153		Policy, Gaming, Licensing	Public Vehicle Licensing Fees: Towing	Owner	\$0.00	per year
154		Policy, Gaming, Licensing	Public Vehicle Licensing Fees: Towing	Photo ID card	\$0.00	per year
155		Policy, Gaming, Licensing	Public Vehicle Licensing Fees: Towing	Replacement Photo ID card	\$0.00	per occurrence
Notes:						
1	Fees are established through regulation 832 of the Municipal Freedom of Information Protection and Privacy Act. Note other fees may apply as per MFIPPA.					

City of Windsor
User Fee Schedule

Corporate Services - Council Services						
Ref#	Notes	Category / Division	Sub-Category / Sub-Division	Fee / Service	2024 Fee Excluding HST	
					Cost	Unit of Measure
2	By-Law 137-2007 Schedule 2 approved by Council in 2007.					
3	The entire Business Licence Fee Schedule was last approved by Council in 2005. The Fire Inspection Fee increase was approved during the 2015 Operating Budget Process.					
4	E-bingo will yield 3.0% of Net Gaming Win each quarter as per the Standard Agreement between the City of Windsor and the Ontario Lottery and Gaming Corporation.					
	There is a \$2.00 service fee for any of the above on-line transactions and a \$3.00 service fee for any over-the-counter transactions					
	HST Notes:					
1	Unless incidental to exempt supply.					

City of Windsor
User Fee Schedule

Corporate Services - Human Resources & Employee Relations							
Ref #	Notes	Category / Division	Sub-Category / Sub-Division	Fee / Service	2024 Fee Excluding HST (Recommended)		
					Cost	Unit of Measure	
1		Human Resources	Human Resources Administration	Corporate ID Badges	\$10.00	per badge	
2		Human Resources	Human Resources Administration	Photocopy Fee	\$2.00	1st page	
3		Human Resources	Human Resources Administration	Photocopy Fee	\$0.30	per additional page	
4	2	Human Resources	Recruitment	Firefighter Recruitment - Administrative Fee	\$41.33	per applicant	
5	1	Human Resources	Recruitment	Firefighter Recruitment - Miscellaneous Fees may be applicable (police clearance, educational documents and fitness certificate).	\$0.00	per applicant	
6		Human Resources	Employee Relations	Photocopy Fee	\$2.00	1st page	
7		Human Resources	Employee Relations	Photocopy Fee	\$0.30	per additional page	
Notes:							
	1	The Miscellaneous fees are not collected by the Corporation of the City of Windsor.					
	2	Per Council Resolution CR107/2011 Human Resources can alter the Firefighter recruitment process and change the Fee Structure.					

City of Windsor
User Fee Schedule

Corporate Services - Information Technology							
Ref #	Notes	Category / Division	Sub-Category / Sub-Division	Fee / Service	2024 Fee Excluding HST (Recommended)		
					Cost	Unit of Measure	
1		Project Management & Applications		Business Licenses (Animal) On-Line Transaction Fee	\$0.00	On-Line Transaction	
2		Project Management & Applications		Construction Heating Permit On-Line Transaction Fee	\$0.00	On-Line Transaction	
3		Project Management & Applications		Construction Plumbing Permit On-Line Transaction Fee	\$0.00	On-Line Transaction	
4		Project Management & Applications		Construction Sewer Permit On-Line Transaction Fee	\$0.00	On-Line Transaction	
5		Project Management & Applications		External Tax Inquiry (ETI) On-Line Transaction Fee	\$10.00	On-Line Transaction	
		There is a \$2.00 service fee for any of the above on-line transactions and a \$3.00 service fee for any over-the-counter transactions including fax and mail-in options exclusive of Business, Lottery and Dog Licenses. (2016 - Moved to Planning & Building Department)					
		There is a \$3.00 (per Public Works Permit) service fee for any over-the-counter transactions including fax and mail-in options. (2016 - Moved to Public Works Department)					

City of Windsor
User Fee Schedule

Corporate Services - POA, Purchasing, Risk Management						
Ref #	Notes	Category / Division	Sub-Category / Sub-Division	Fee / Service	2024 Fee Excluding HST (Recommended)	
					Cost	Unit of Measure
1		Provincial Offences	Provincial Offences	Copies of documents - not requiring certification	\$5.00	per document
2		Provincial Offences	Provincial Offences	Copies of documents - requiring certification	\$10.00	per certification
3	2	Provincial Offences	Provincial Offences	minimum charge per transcript ordered	\$60.00	per transcript
4	2	Provincial Offences	Provincial Offences	non-appeal transcripts - first copy, per page	\$7.10	per page
5	2	Provincial Offences	Provincial Offences	non-appeal transcripts -additional copies, per page	\$1.00	per page
6	2	Provincial Offences	Provincial Offences	other appeal transcripts - additional copies, per page	\$0.80	per page
7	2	Provincial Offences	Provincial Offences	other appeal transcripts - first copy, per page	\$7.10	per page
8		Provincial Offences	Provincial Offences	Record of Conviction	\$25.00	per record
9		Provincial Offences	Provincial Offences	Retrieval from storage of Court file	\$50.00	per file
10		Provincial Offences	Provincial Offences	Search Request	\$50.00	per search
11		Provincial Offences	Provincial Offences	Sign Default Certificate	\$25.00	per certificate
12	2	Provincial Offences	Provincial Offences	single copy for purpose of reproduction in appeal to Court of Appeal	\$3.75	per page
13		Provincial Offences	Provincial Offences	Collection Fee for fines/cases that have gone into default	\$35.00	per case
14	2	Provincial Offences	Provincial Offences	Transcripts:		
15		Purchasing	Purchasing	Deposit Fee for Tender/Proposal - Electronic Documents	\$25.00	per deposit
16	1	Purchasing	Purchasing	Deposit Fee for Tender/Proposal over \$5,000,000	\$25.00	per deposit
17	1	Purchasing	Purchasing	Deposit Fee for Tender/Proposal valued b/t \$1,000,000 and \$5,000,000	\$25.00	per deposit
18	1	Purchasing	Purchasing	Deposit Fee for Tender/Proposal valued b/t \$100,000 and \$1,000,000	\$25.00	per deposit
19	1	Purchasing	Purchasing	Deposit Fee for Tender/Proposal valued b/t \$50,000 and \$100,000	\$25.00	per deposit
Notes:						
1	The deposit fee amounts are not policy, but rather guidelines used to charge vendors. As each tender has different requirements					
2	All transcript orders are subject to prepayment in full based on Court Monitor's estimate					

City of Windsor
User Fee Schedule

Economic Development - Building Services						
Ref#	Notes	Category / Division	Sub-Category / Sub-Division	Fee / Service	2024 Fee Excluding HST	
					Cost	Unit of Measure
1		Building	Building Enforcement	Building Inspection Fee for license	\$100.00	per license
2		Building	Building Enforcement	Inspection Associated with Private Subsidized Housing (if < 32 units)	\$87.00	per premise
3		Building	Building Enforcement	Inspection Associated with Private Subsidized Housing (if > 32 < 62 units)	\$145.00	per premise
4		Building	Building Enforcement	Inspection Associated with Private Subsidized Housing (if 62 + units)	\$203.50	per premise
		Building	Building Enforcement	Proposed Cumulative Staged Inspection Fees for Building Conditions & Property Standards (by-law 9-2019), Zoning (by-law 8600) and Pools (160-2010)/Fence (170-2012) Enforcement files:		
5		Building	Building Enforcement	Stage 1 - Investigation with resulting Order	\$335.00	per file
6		Building	Building Enforcement	Stage 2 - Not in compliance - Final Warning Letter (FWL)	\$155.00	per file
7		Building	Building Enforcement	Stage 3 - Not in compliance - Court Charge	\$310.00	per file
8		Building	Building Enforcement	Stage 4 - Court follow-up inspections until complete resolution	\$185.00	per file
		Building	Building Enforcement	Proposed Cumulative Staged Inspection Fees for Site Plan Control, Vital Services, By Law orders and Sign orders		
9		Building	Building Enforcement	Stage 1 - Investigation with resulting Order	\$335.00	per file
10		Building	Building Enforcement	Stage 2 - Not in compliance - Final Warning Letter (FWL)	\$155.00	per file
11		Building	Building Enforcement	Stage 3 - Not in compliance - Court Charge	\$310.00	per file
12		Building	Building Enforcement	Stage 4 - Court follow-up inspections until complete resolution	\$185.00	per file
		Building	Building Enforcement	Proposed Cumulative Staged Inspection Fees for Vacant Buildings, Building Conditions & Property Standards (by-law 9-2019)		
13		Building	Building Enforcement	Stage 1 - Investigation with resulting Order	\$720.00	per file
14		Building	Building Enforcement	Stage 2 - Not in compliance - Final Warning Letter (FWL)	\$155.00	per file
15		Building	Building Enforcement	Stage 3 - Not in compliance - Court Charge	\$310.00	per file
16		Building	Building Enforcement	Stage 4 - Court follow-up inspections until complete resolution	\$185.00	per file
17		Building	Interest Charges	By-Law 1/2021 - Deferred Rates Interest Payable without a Letter of Credit	0.00%	Annual Interest Rate Applied to Development Charges
18		Building	Interest Charges	By-Law 1/2021 - "Deferred" Development Charge Interest. Due to Bill 23 the interest rate is determined on a quarterly basis using Prime +1% as of January 15th, April 15th, July 15th and October 15th	Prime + 1%	Interest Rate Applied to Development Charges Determined on a Quarterly Basis
19		Building	Interest Charges	By-Law 1/2021 - "Frozen" Development Charge Interest Payable. Due to Bill 23 the interest rate is determined on a quarterly basis using Prime +1% as of January 15th, April 15th, July 15th and October 15th	Prime + 1%	Interest Rate Applied to Development Charges Determined on a Quarterly Basis
20		Building	Permit/Policy & Regulatory Services	Building Permit Indemnity Fee (Refundable)	\$50.00	per metre of property frontage
21		Building	Permit/Policy & Regulatory Services	Fill Permit Fee	\$55.00	minimum fee
22		Building	Permit/Policy & Regulatory Services	Fill Permit Fee	\$55.00	plus \$0.05/sq. meter from 500 sq. metres to 1000 sq. metres
23		Building	Permit/Policy & Regulatory Services	Fill Permit Fee	\$55.00	plus \$0.03/sq. meter greater than 1000 sq. metres
24		Building	Permit/Policy & Regulatory Services	Liquor Clearance Letter Fee (existing fee but omitted from Building fee schedule previously)	\$55.00	per application
25		Building	Permit/Policy & Regulatory Services	Liquor Clearance Letter Inspection Fee	\$100.00	per application
26		Building	Permit/Policy & Regulatory Services	Plumbing fixture (new or replacement) - Non-Residential	\$35.00	per fixture unit (application to all non residential permit types)
27		Building	Permit/Policy & Regulatory Services	Plumbing fixture (new or replacement) - Residential	\$35.00	per fixture unit (applicable on residential alteration permits)
28		Building	Permit/Policy & Regulatory Services	Portable Sign Fee (A-Frame Sign)	\$40.00	per sign

City of Windsor
User Fee Schedule

Economic Development - Building Services						
Ref#	Notes	Category / Division	Sub-Category / Sub-Division	Fee / Service	2024 Fee Excluding HST	
					Cost	Unit of Measure
29		Building	Permit/Policy & Regulatory Services	Portable Sign Fee (Banner Flag Sign)	\$20.00	per sign
30		Building	Permit/Policy & Regulatory Services	Portable Sign Fee (Banner Sign)	\$20.00	per sign
31		Building	Permit/Policy & Regulatory Services	Portable Sign Fee (Community Event Sign - A-Frame, Banner, Ground)	\$10.00	per sign
32		Building	Permit/Policy & Regulatory Services	Portable Sign Fee (Community Event Sign - Inflatable, Mobile)	\$20.00	per sign
33		Building	Permit/Policy & Regulatory Services	Portable Sign Fee (Congratulatory Sign)	not required when displayed for less than 72 hours	per sign
34		Building	Permit/Policy & Regulatory Services	Portable Sign Fee (Construction Site Sign)	\$4.00	per sq. metre of the total sign area (minimum \$75.00)
35		Building	Permit/Policy & Regulatory Services	Portable Sign Fee (Development Project Sign - renewal)	\$50.00	per sign for an additional 2 years
36		Building	Permit/Policy & Regulatory Services	Portable Sign Fee (Development Project Sign)	\$4.00	per sq. metre of the total sign area (minimum \$75.00)
37		Building	Permit/Policy & Regulatory Services	Portable Sign Fee (Election Sign)	not required	per sign
38		Building	Permit/Policy & Regulatory Services	Portable Sign Fee (Inflatable sign - Group 1 & 2 Residential Uses)	not required when displayed for less than 72 hours	per sign
39		Building	Permit/Policy & Regulatory Services	Portable Sign Fee (Inflatable sign - Group 3 & 4 Residential Uses)	\$50.00	per sign
40		Building	Permit/Policy & Regulatory Services	Portable Sign Fee (Mobile Sign)	\$55.00	\$2 per calendar day for the first 10 days minimum \$20. \$1 per calendar day for subsequent day up to a maximum of 45 days
41		Building	Permit/Policy & Regulatory Services	Portable Sign Fee (Real Estate Sign)	\$20.00	for each sign with face area of 1 sq. metre or greater
42		Building	Permit/Policy & Regulatory Services	Sign Permit - (permits for signs encroaching on public property)	Double the standard fee	per sign
43		Building	Permit/Policy & Regulatory Services	Sign Permit - (permits for signs erected or displayed prior to obtaining a sign permit)	Triple the standard fee	per permit
44		Building	Permit/Policy & Regulatory Services	Sign Permit - Maintenance Fee	\$75.00	per reconstruction of an existing permanent sign
45		Building	Permit/Policy & Regulatory Services	Sign Permit Fee (awning, billboard, canopy, fascia wall, ground, projecting wall)	\$4.00	per sq. metre of the total sign area (minimum \$75.00)
46		Building	Permit/Policy & Regulatory Services	Sign Permit Fee (light standard sign)	\$20.00	per light standard sign
47		Building	Permit/Policy & Regulatory Services	Sign Permit Fee (renewal for additional 6 months)	\$50.00	per renewal
48		Building	Permit/Policy & Regulatory Services	Sign Permit Fee (window sign - illuminated)	\$20.00	per illuminated sign
49		Building	Permit/Policy & Regulatory Services	Signs - Disposal Charge for Unlawful Permanent Sign	Actual disposal cost	per disposal
50		Building	Permit/Policy & Regulatory Services	Signs - Disposal Charge for Unlawful Temporary Sign	Actual disposal cost	per disposal
51		Building	Permit/Policy & Regulatory Services	Signs - Removal of Unlawful Permanent Sign	\$200.00	per sign or actual cost of removal (whichever is greater)
52		Building	Permit/Policy & Regulatory Services	Signs - Removal of Unlawful Temporary Sign	\$50.00	per sign or actual cost of removal (whichever is greater)

City of Windsor
User Fee Schedule

Economic Development - Building Services						
Ref#	Notes	Category / Division	Sub-Category / Sub-Division	Fee / Service	2024 Fee Excluding HST	
					Cost	Unit of Measure
53		Building	Permit/Policy & Regulatory Services	Signs - Storage Charge for Unlawful Permanent Sign	\$20.00	per day or \$2.00/sq. metre of face area per day, whichever is greater
54		Building	Permit/Policy & Regulatory Services	Signs - Storage Charge for Unlawful Temporary Sign	\$5.00	per day or \$0.50/sq. metre of face area per day, whichever is greater
55		Building	Permit/Policy & Regulatory Services	Temporary Patio Application	\$220.00	per application
	Notes:					
	1	GIS surcharge Applicable per application				
		There is a \$3.00 service fee for on-line transactions.				

City of Windsor
User Fee Schedule

Economic Development - Planning & Development							
Ref #	Notes	Category / Division	Sub-Category / Sub-Division	Fee / Service	2024 Fee Excluding HST		
					Cost	Unit of Measure	
1		Admin. - Planning	Copies	11" x 17"	\$1.05	each additional page	
2		Admin. - Planning	Copies	high toner coverage	\$0.50	each additional page	
3		Admin. - Planning	Copies	Light toner coverage	\$0.30	each additional page	
4		Admin. - Planning	Copies	medium toner coverage	\$0.40	each additional page	
5		Admin. - Planning	Copies	Xeroxing - per page black & white copies	\$2.35	1st page	
6		Admin. - Planning	Copies	Xeroxing - per page colour copies	\$2.35	1st page	
7		Admin. - Planning	Maps	Residential Activity Map - full set (16)	\$245.00	per set	
8		Admin. - Planning	Maps	Residential Activity Map - single	\$11.50	per map	
9		Admin. - Planning	Publications	City Centre West CIP (colour)	\$50.00	per plan	
10		Admin. - Planning	Publications	Windsor SEEN	NO CHARGE	per publication	
11		Development	Committee of Adjustment	Committee of Adjustment Decision Letter	\$9.30	each	
12		Development	Committee of Adjustment	ERCA Consents & Minor Variance Processed Together	\$250.00	each	
13		Development	Committee of Adjustment	ERCA Development Review Fees for Consents	\$200.00	each	
14		Development	Committee of Adjustment	ERCA Development Review Fees for Minor Variances	\$115.00	each	
15		Development	Development Review Services	Any New Street Address to Existing Street	\$360.00	per address	
16		Development	Development Review Services	Any New Street Name & Address (Subdivision)	\$778.00	per name & address	
17		Development	Development Review Services	Deed preparation (Deeds - Registry or Land Titles)	\$217.50	per deed	
18		Development	Development Review Services	ERCA Subdivisions/Condos/Major Official Plan Amendments	\$310.00	each	
19		Development	Development Review Services	Legal Department Approval on Preparation of Deeds	\$58.00	per deed	
20		Development	Development Review Services	Planning's Temporary Patio Application	\$75.00	per application	
21		Development	Development Review Services	Sign By-law Amendment	\$914.00	per amendment	
22		Development	Development Review Services	Street Name Change	\$11,965.00	per name change	
23		Development	Development Review Services	Zoning Compliance Letter (legal non-conforming)	\$152.00	per letter plus \$47.00/hr.	
24		Development	Development Review Services	Zoning Compliance Letter (standard)	\$107.50	per letter	
25		Development	Development Review Services	Zoning Compliance Letter (with drawings)	\$152.00	per letter	
26		Development	Development Review Services	Zoning verification fee for business license/Zoning inquiry	\$56.00	per license/request	
27		Development	Street & Alley Closings, Deeds, Encroachments & Misc. Fees	Alley Search	\$59.00	per hour	
28		Development	Street & Alley Closings, Deeds, Encroachments & Misc. Fees	Owners share of 12R plan	% share of actual cost		
29		Development	Street & Alley Closings, Deeds, Encroachments & Misc. Fees	Property Standards Appeal	\$425.00	per appeal	
30		Development	Street & Alley Closings, Deeds, Encroachments & Misc. Fees	Records Search	\$50.00	per hour	
31		Development	Street & Alley Closings, Deeds, Encroachments & Misc. Fees	Registration of Deed	\$76.00	per deed	
32		Development	Street & Alley Closings, Deeds, Encroachments & Misc. Fees	Street & Alley Closing Application	\$1,505.00	per application	
33		Development	Street & Alley Closings, Deeds, Encroachments & Misc. Fees	Teranet Fees	\$43.00	per deed	
Notes:							
1		GIS surcharge Applicable per application					
There is a \$2.00 service fee for any of the above on-line transactions and a \$3.00 service fee for any over-the-counter transactions including fax and mail-in options.							
When the online EVOLTA digital application program becomes fully released for application processing, a flat one time \$40 fee							
The EVOLTA fee was included in the entered agreement approved by City Council CR366/2018.							

City of Windsor User Fee Schedule

Economic Development - Transit Windsor						
Ref #	Notes	Category / Division	Sub-Category / Sub-Division	Fee / Service	2024 Fee Excluding HST (Recommended)	
					Cost	Unit of Measure
1		Transportation	City Service	Adult Cash Fare	\$3.75	per fare
2		Transportation	City Service	Adult One-Way Ride	\$15.00	5 Rides
3		Transportation	City Service	Adult One-Way Ride	\$30.00	10 Rides
4	10	Transportation	City Service	Adult 30 Day Pass	\$115.00	30 Days
5	10	Transportation	City Service	Adult 15 Day Pass	\$57.70	15 Days
6	1&2	Transportation	City Service	Adult 30 Day Affordable Pass Program (APP)	\$57.70	30 Days
7		Transportation	City Service	Children	Children 12 years of age and under are free on City service with a full paying passenger (if riding alone, qualifies as Youth)	
8	2	Transportation	City Service	Corporate ValuPass	\$97.00	30 Days
9	2&5	Transportation	City Service	Day Pass	\$11.00	per day
10	7 & 8	Transportation	City Service	Class Pass (formerly Full Time Student Semester Pass geared to students over the age of 19 years.)	\$79.00	per month
11		Transportation	City Service	Photo ID	\$0.00	Replaced by Smart Card Fee
12	3	Transportation	City Service	Senior Cash Fare	\$3.75	per fare
13	2&3	Transportation	City Service	Senior One-Way Ride	\$11.75	5 Rides
14	2&3	Transportation	City Service	Senior One-Way Ride	\$23.50	10 Rides
15	2&3	Transportation	City Service	Senior 30 Day Pass	\$57.75	30 Days
16	2&3	Transportation	City Service	Senior 15 Day Pass	\$29.00	15 Days
17	11	Transportation	City Service	Shuttle Service To Windsor Spitfire Games	\$3.75	round trip
18	11	Transportation	City Service	Shuttle Service To Windsor Spitfire Games	\$2.00	one way
19	8	Transportation	City Service	Smart Card Fee	\$1.10	Per Smart Card
20	4	Transportation	City Service	Youth Cash Fare	\$3.75	per fare
21	2&4	Transportation	City Service	Youth One-Way Ride	\$11.75	5 Rides
22	2&4	Transportation	City Service	Youth One-Way Ride	\$23.50	10 Rides
23	2&4	Transportation	City Service	Youth 30 Day Pass (Age 13-19)	\$78.50	30 Days
24	2&4	Transportation	City Service	Youth 15 Day Pass (Age 13-19)	\$39.00	15 Days
25	1,2&4	Transportation	City Service	Youth 30 Day Affordable Pass Program (APP)	\$40.05	30 Days
26	2&4	Transportation	City Service	Youth Summer Saver Pass	\$126.00	2 months (July & Aug)
27	4	Transportation	City and Tunnel Service	City and Tunnel Combo Pass	\$187.00	30 Days
28	6	Transportation	Tunnel Services	Tunnel Cash Fare	\$10.00	per fare
29	2	Transportation	Tunnel Services	Tunnel 30 Day Pass	\$114.00	30 Days
30	2	Transportation	Tunnel Services	Tunnel 15 Day Pass	\$57.00	15 Days
31	6	Transportation	Tunnel Services	Tunnel Single Ride Ticket	\$10.00	per ticket
32	9	Transportation	Regional - Zone 2	Adult Cash Fare	\$5.25	per fare
33	9	Transportation	Regional - Zone 2	Adult 30 Day Pass	\$167.00	30 Days
34	9	Transportation	Regional - Zone 2	Adult 15 Day Pass	\$85.00	15 Days
35	9	Transportation	Regional - Zone 2	Adult One-Way Rides (10 Rides)	\$44.00	10 Rides
36	9	Transportation	Regional - Zone 2	Adult One-Way Rides (5 Rides)	\$22.00	5 Rides
37	9	Transportation	Regional - Zone 2	Senior Cash Fare	\$5.25	per fare
38	2,3,9	Transportation	Regional - Zone 2	Senior 30 Day Pass	\$84.75	30 Days
39	2,3,9	Transportation	Regional - Zone 2	Senior 15 Day Pass	\$43.00	15 Days
40	2,3,9	Transportation	Regional - Zone 2	Senior One-Way Rides (10 Rides)	\$35.25	10 Rides
41	2,3,9	Transportation	Regional - Zone 2	Senior One-Way Rides (5 Rides)	\$17.50	5 Rides
42	9	Transportation	Regional - Zone 2	Youth Cash Fare	\$5.25	per fare
43	2,4,9	Transportation	Regional - Zone 2	Youth 30 Day Pass (Age 13-19)	\$84.75	30 Days
44	2,4,9	Transportation	Regional - Zone 2	Youth 15 Day Pass (Age 13-19)	\$43.00	15 Days
45	2,4,9	Transportation	Regional - Zone 2	Youth One-Way Rides (10 Rides)	\$35.25	10 Rides
46	2,4,9	Transportation	Regional - Zone 2	Youth One-Way Rides (5 Rides)	\$17.50	5 Rides
47	12	Transportation	Charter	Charter Hourly Rate (2 hour minimum)	\$210.00	per hour
48	12	Transportation	Charter	Bridge/Tunnel Tolls (round trip)	\$20.00	round trip
49	12	Transportation	Charter	Destination Sign Custom Programming (per bus)	\$50.00	per bus
50	12	Transportation	Charter	Late Cancellation Fee (after 9:00 am on day prior to charter)	\$125.00	per charter
51	12	Transportation	Charter	Late Return Fee (per hour)	\$500.00	per hour
Notes:						

User Fees included in this schedule are approved during the annual budget process, however, are subject to change based on subsequent Council approval throughout the year.

City of Windsor
User Fee Schedule

Economic Development - Transit Windsor						
Ref #	Notes	Category / Division	Sub-Category / Sub-Division	Fee / Service	2024 Fee Excluding HST (Recommended)	
					Cost	Unit of Measure
	1	Based on approved application.				
	2	Reduced fare product.				
	3	Condition: Passenger must be 60+ years old. Valid identification is required for all reduced fares.				
	4	Refer to the City of Windsor's website or Transit Windsor offices for the Acceptable ID Details.				
	5	Unlimited use for a single day.				
	6	Including service to Comerica Park or Ford Field				
	7	Must provide proof of attendance in an elementary, high school or post-secondary institution				
	8	Class Pass (formerly Full-Time Student Semester Pass) has been changed to align with high school semesters. Students can purchase passes for 2 to 5 months in length based on number of months left in semester at time of purchase. 2023 fares translate to a 4% monthly increase over 2023 fares.				
	9	Amherstburg Fares - Zone 2 - at a 50% premium over Windsor's base rate. Increase rounded to the nearest \$0.25.				
	10	Adult 30 and 15 day passes re-aligned with Adult & Youth APP Passes and Senior Passes				
	11	Shuttles to Spitfires games now aligned with one-way cash fare.				
	12	Charter Rates now adjusted based on other fare categories.				
		Fare increases take effect April 1, 2024 (with the exception of charter rates)				
		Cash fare increases are rounded to \$0.25 increments				

City of Windsor User Fee Schedule

Community Services - Parks & Facilities						
Ref #	Notes	Category / Division	Sub-Category / Sub-Division	Fee / Service	2024 Fee Excluding HST (Recommended)	
					Cost	Unit of Measure
1	2	Parks	Forestry	Commemorative Tree Program	\$680.00	tree
2	2	Parks	Forestry	Commemorative Tree Program	\$1,000.00	plaque
3		Parks	Forestry	House Moving Route Clearance	\$0.00	inspection letter
4		Parks	Forestry	Street Trees	\$520.00	tree
5		Parks	Horticulture	Horticultural Logo	\$675.00	logo
6	2	Parks	Horticulture	Large Displays	\$1,605.00	display
7	2	Parks	Horticulture	Medium Displays	\$855.00	display
8	2	Parks	Horticulture	Small Displays	\$284.00	display
9	2	Parks	Horticulture	Small Displays with set up	\$385.00	display
10	2	Parks	Residential Development or Re-Development	All other row dwellings	\$1,638.63	dwelling unit
11	2	Parks	Residential Development or Re-Development	Duplex dwelling units	\$100.00	frontage ft of lot
12	2	Parks	Residential Development or Re-Development	Multiple dwellings	\$1,638.63	dwelling unit
13	2	Parks	Residential Development or Re-Development	Row dwellings fronting public streets	\$100.00	frontage ft of lot
14	2	Parks	Residential Development or Re-Development	Semi-Detached dwelling units	\$100.00	frontage ft of lot
15	2	Parks	Residential Development or Re-Development	Single Detached dwelling units	\$100.00	frontage ft of lot
16		Parks	Ojibway Nature Center	JK - Grade 8 Customized Program	\$2.25	per hour per student
17		Parks	Ojibway Nature Center	High School & Post Secondary Program	\$2.46	per hour per student
18		Parks	Ojibway Nature Center	Group Activity Program (less than 14 people)	\$41.00	per hour
19		Parks	Ojibway Nature Center	Group Activity Program (14 people or more)	\$3.08	per hour per person
20	1	Parks	Ojibway Nature Centre	- Advanced - Adults (Physical activity)	\$6.92	hour
21	1	Parks	Ojibway Nature Centre	- Introductory - Adults (Physical activity)	\$5.13	hour
22		Parks	Ojibway Nature Centre	- Introductory Children	\$4.19	per hour
23		Parks	Ojibway Nature Centre	- Advanced - Children	\$5.81	per hour
24	1	Parks	Ojibway Nature Centre	Hybrid meeting/AV equipment	\$30.75	Day
25	1	Parks	Ojibway Nature Centre	After Hours Extra Booking Fee	\$20.50	per hour
26	1	Parks	Ojibway Nature Centre	Entire Centre	\$205.02	hour
27	1	Parks	Ojibway Nature Centre	Natural History Consulting Fee	\$92.26	hour
28	1	Parks	Ojibway Nature Centre	Prairie Room	\$43.05	hour
29	1	Parks	Ojibway Nature Centre	Woodland Room	\$28.70	Hour
30	2	Parks	Operations	City of Windsor lots Weed Cutting (>0.50 acre)	\$471.00	per cut
31	2	Parks	Operations	City of Windsor Lots Weed Cutting per hour	\$138.00	per hour
32		Parks	Operations	Commemorative Wood Bench	\$3,000.00	per bench
33		Parks	Operations	Commemorative Metal Bench	\$4,500.00	per bench
34	1	Parks	Operations	Parks Development Fees	\$57,940.19	acre
35	2	Parks	Operations	Private Lots Weed Cutting per hour	\$0.00	per hour
36		Parks	Operations	Vacant Lots Cleaning	\$108.00	per hour
37		Parks	Operations	Vacant Lots Snow Removal	\$136.00	per hour
				FAIRBAIRN CEMETERY		
				INTERMENT RIGHTS (LOTS)		
				At Need Lots (graves cannot be selected/purchased in advance)		
38		Parks	Operations	Adult/Youth	\$962.00	each
39		Parks	Operations	Child	\$420.00	each
40		Parks	Operations	Cremation	\$372.00	each
41		Parks	Operations	Veteran	\$263.00	each
				Preferred Lots (graves may be selected/purchased in advance)		
42		Parks	Operations	Single	\$1,923.00	each
43		Parks	Operations	Single Grave with Foundation	\$2,296.00	each
44		Parks	Operations	Child	\$384.00	each
45		Parks	Operations	2-Graves	\$2,884.00	each
46		Parks	Operations	2-Grave Adult Plot Shared Monument	\$7,224.00	each
47		Parks	Operations	3-Graves	\$4,080.00	each
48		Parks	Operations	4-Graves	\$5,763.00	each
49		Parks	Operations	6-Graves	\$7,629.00	each

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City of Windsor
User Fee Schedule

Community Services - Parks & Facilities						
Ref #	Notes	Category / Division	Sub-Category / Sub-Division	Fee / Service	2024 Fee Excluding HST (Recommended)	
					Cost	Unit of Measure
50		Parks	Operations	Cremation	\$454.00	each
51		Parks	Operations	2-Grave Cremation	\$2,026.00	each
52		Parks	Operations	Veteran (Single)	\$1,807.00	each
				INTERMENT SERVICES (BURIAL)		
				Adult		
53		Parks	Operations	Monday-Friday	\$929.00	each
54		Parks	Operations	Saturday/Sunday	\$1,418.00	each
55		Parks	Operations	Statutory Holiday	\$1,654.00	each
				Child		
56		Parks	Operations	Monday-Friday	\$462.00	each
57		Parks	Operations	Saturday/Sunday	\$867.00	each
58		Parks	Operations	Statutory Holiday	\$1,020.00	each
				Infant		
59		Parks	Operations	Monday-Friday	\$347.00	each
60		Parks	Operations	Saturday/Sunday	\$551.00	each
61		Parks	Operations	Statutory Holiday	\$657.00	each
				Cremated Remains		
62		Parks	Operations	Monday-Friday	\$362.00	each
63		Parks	Operations	Saturday/Sunday	\$614.00	each
64		Parks	Operations	Statutory Holiday	\$719.00	each
				Scattering of Cremated Remains		
65		Parks	Operations	Monday-Friday	\$294.00	each
66		Parks	Operations	Saturday/Sunday	\$625.00	each
67		Parks	Operations	Statutory Holiday	\$1,392.00	each
68		Parks	Operations	Veteran	\$525.00	each
				Additional Fees		
69		Parks	Operations	Late Arrival Fee (arrival at cemetery after 3/4 pm)	\$204.00	each
70		Parks	Operations	Less Than 24 hours Notice	\$184.00	each
71		Parks	Operations	Winter Burial Fee	\$115.00	each
72		Parks	Operations	Use of Lowering Device	\$142.00	each
73		Parks	Operations	Cement Burial Vault	\$704.00	each
74		Parks	Operations	Extra Deep to Permit Second Burial in Same Grave	\$552.00	each
75		Parks	Operations	Use of Marquee (tent)	\$63.00	each
76		Parks	Operations	Grave Liners-Adult	\$368.00	each
77		Parks	Operations	Grave Liners-Child	\$158.00	each
78		Parks	Operations	Granite Slab Grave Cover-Extra	\$704.00	each
				DISINTERMENT		
				Removal and Re-interment in same Cemetery		
79		Parks	Operations	Adult	\$2,138.00	each
80		Parks	Operations	Child	\$1,801.00	each
81		Parks	Operations	Infant	\$1,801.00	each
82		Parks	Operations	Cremated Remains	\$547.00	each
				Removal and Re-interment in another Cemetery		
83		Parks	Operations	Adult	\$2,222.00	each
84		Parks	Operations	Child	\$2,128.00	each
85		Parks	Operations	Infant	\$1,865.00	each
86		Parks	Operations	Cremated Remains	\$546.00	each
				Additional Fees		
87		Parks	Operations	Additional Charges when vault truck is required (PLUS: Mileage)	\$372.00	each
88		Parks	Operations	Disinterment of extra deep interment	\$320.00	each
89		Parks	Operations	Disinterment with wooden cremation vault	\$56.00	each
90		Parks	Operations	Disinterment of a cremation vault	\$56.00	each
91		Parks	Operations	Disinterment of wooden casket without container	\$662.00	each
				MISCELLANEOUS CHARGES		

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City of Windsor
User Fee Schedule

Community Services - Parks & Facilities						
Ref #	Notes	Category / Division	Sub-Category / Sub-Division	Fee / Service	2024 Fee Excluding HST (Recommended)	
					Cost	Unit of Measure
92		Parks	Operations	Transfer of Certificate-Registration of transfer (when a grave is purchased a Deed is issued in name of the interment rights owner)	\$22.00	each
93		Parks	Operations	Transfer of Certificate-Preparation of transfer	\$75.00	each
94		Parks	Operations	Replacement Certificate of Interment Rights	\$115.00	each
95		Parks	Operations	Genealogical Research	\$11.00	each
96		Parks	Operations	Duplication Certificate	\$27.00	each
97		Parks	Operations	Transfer Fees, Administration and Title Search	\$69.00	each
98		Facilities	Facility Operations	Caretaking Fees (external clients)	\$56.80	hour
99		Facilities	Facility Operations	Caretaking Fees (internal clients)	\$56.80	hour
100		Facilities	Facility Operations	Maintenance Fees (external clients)	\$71.61	hour
101		Facilities	Facility Operations	Maintenance Fees (internal clients)	\$71.61	hour
102		Facilities	Facility Operations	Maintenance Vehicle Rental Fees (external clients)	\$9.19	hour
103		Facilities	Facility Operations	Maintenance Vehicle Rental Fees (internal clients)	\$9.19	hour
104		Facilities	Facility Operations	Power Cart	\$60.00	Day
105		Facilities	Facility Operations	Project Management Admin. Fee for Minor Capital Projects	10%	Project Expense
106		Facilities	Facility Operations	Skilled Trades Fees	\$78.94	hour
Notes:						
1	These fees include HST.					
2	Updated based on cost recovery increases to materials and salary rate increases					

City of Windsor
User Fee Schedule

Community Services - Recreation & Culture						
Ref #	Notes	Category / Division	Sub-Category / Sub-Division	Fee / Service	2024 Fee Excluding HST	
					Cost	Unit of Measure
* Note: All Recreation User Fees include HST except Programs for children 14 and under. Implementation date may be January 1st, April 1st or June 1st depending on program.						
1		Recreation	Administration	Program Refunds	\$10.50	Each
2				Photocopying Fee (.30 each additional page)	\$2.00	1st Page
3				Permit Amendment Fee	\$5.50	Each
4				Customer Care Centre Recoveries (Including Mackenzie Hall) - External	5% of Sales + \$1.13 per ticket	
5				Customer Care Centre Recoveries - Internal	4% Gross Sales	
6				Administration Fee (NSF cheques, closed accounts, etc.)	\$50.00	Each
7		Recreation	Discounts	Adults Aged 60+	10%	
8				Family Registration	10%	
9				Financial Assistance for Persons on Ontario Works (OW) or Ontario Disability Support Program (ODSP)	15% Client Payment 85% Financial Assistance	
10		Community Programming	Aquatics: Admissions Windsor Residents WIATC/AB	Water Park - Full Day	\$21.00	Day
11				Water Park - Full Day - UNDER 42 Inches Tall	\$0.00	Day
12				Water Park - Star Light or Partial Day	\$14.50	Day
13				Water Park - Star Light - 42 Inches Tall & Over	\$0.00	Day
14				Water Park Children - 2 Years and Under (Not Yet 3 - You Are Free)	Free	2 yrs & Under
15				Group Rate - Full Day (15+)	\$13.75	Day
16				Group Rate - Star Light (15+) or Partial Day	\$10.50	Day
17				Cannon Cove Dry Play Place	\$5.25	Day
18				Cannon Cove Dry Play Place with Water Park Admission	\$2.75	Day
19				Land Lover Admission - Full Day	\$5.25	Day
20			Land Lover Admission - Star Light	\$2.75	Day	
21		Community Programming	Aquatics: Admissions General Admission WIATC/AB	Water Park - Full Day	\$27.00	Day
22				Water Park - Full Day - UNDER 42 Inches Tall	\$0.00	Day
23				Water Park - Star Light or Partial Day	\$17.00	Day
24				Water Park - Star Light - UNDER 42 Inches Tall	\$0.00	Day
25				Water Park Children - 2 Years and Under (Not Yet 3 - You Are Free)	Free	2 yrs & Under
26				Cannon Cove Dry Play Place	\$5.25	Day
27				Cannon Cove Dry Play Place with Water Park Admission	\$2.75	Day
28				Land Lover Admission - Full Day	\$5.25	Day
29			Land Lover Admission - Star Light	\$2.75	Day	
30		Community Programming	Aquatics: Memberships	Adult Aquatic and Fitness Memberships - Gino and Liz Marcus, WFCU and WIATC. Natatorium and outdoor pools offering Fit Lanes or drop in Aqua Fit during summer season. Includes access to the Fitness Centre, Fit Lanes and Drop In Aqua Fitness: Valid Indoor or Outdoors	\$357.00	Year
31					\$203.00	6 Months
32					\$113.00	3 Months
33					\$39.50	1 Month
34					\$6.25	Visit

City of Windsor
User Fee Schedule

Community Services - Recreation & Culture						
Ref #	Notes	Category / Division	Sub-Category / Sub-Division	Fee / Service	2024 Fee Excluding HST	
					Cost	Unit of Measure
* Note: All Recreation User Fees include HST except Programs for children 14 and under. Implementation date may be January 1st, April 1st or June 1st depending on program.						
35		Community Programming	Teen Aquatic Membership OR	Adult Fitness Memberships - Gino and Liz Marcus. Includes	\$236.00	Year
36			Fitness Centre Only	access to the Fitness Centre during regularly scheduled hours.	\$133.50	6 Months
37			Memberships:	Teen Aquatic Membership - fitness lengths only (no fitness	\$74.50	3 Months
38			Weight Room Only	centre access) at GAM, WIATC or WFCU	\$26.50	1 Month
39					\$3.25	Visit
40		Community Programming	Aquatics Adventure Bay	Water Park - Annual	\$166.75	Year
41			Memberships	Water Park -Academic Year (Sept - End of June)	\$112.00	10 Months
42				Water Park - Holiday/March Break Season (1 Week March or 2 Weeks Dec/Jan)	\$32.75	1 Week March or 2 Weeks Dec/Jan
43				Water Park - Summer Season (July 1 - Labour Day)	\$57.00	2 Months
44				Water Park & Cannon Cove (Children Under 12 ONLY)	\$197.50	Year
45				Family Aquatic Complex - Water Park - UNDER 42 Inches Tall	\$0.00	Year
46				Family Aquatic Complex - Water Park - UNDER 42 Inches Tall - Academic Year (Sept - End of June)	\$0.00	10 Months
47				Family Aquatic Complex - Water Park - UNDER 42 Inches Tall - Holiday/March Break Season (1 Week March or 2 Weeks Dec/Jan)	\$0.00	1 Week March or 2 Weeks Dec/Jan
48				Family Aquatic Complex - Water Park - UNDER 42 Inches Tall - Summer Season (July 1 - Labour Day)	\$0.00	2 Months
49				Family Aquatic Complex - Water Park & Cannon Cove - Under Height Requirement	\$0.00	Year
50				Dry Play Place (Cannon Cove) - Children Under 12 ONLY	\$57.00	Year
51		Community Programming	Aquatics:	Family and Recreational Swims (Indoor Pools): 2 yrs old & Under (with paid Adult)	Free	2 yrs & Under
52			INDOOR AND OUTDOOR PER PERSON	Family and Recreational Swims (Indoor Pools): Child/Youth (3-18)	\$3.25	Child/Youth
53			Recreational Swims	Family and Recreational Swims (Indoor Pools): Adult (19+)	\$4.25	Adult/Senior
54				Family and Recreational Swims (Indoor Pools): Family	\$12.50	Family
55				Family and Recreational Swims (Indoor Pools): Pre-school Swim 5 & Under With Parent or Caregiver	\$2.50	Per Person (No Matter What Age)
56		Community Programming	Aquatics:	Swim Pass: Individual Summer Swim Pass - Child	\$55.00	Child
57			Swim Passes	Swim Pass: Individual Summer Swim Pass - Adult	\$60.50	Adult
58			Windsor International Aquatic	Swim Pass: Family Summer Swim Pass	\$175.50	Family
59		Community Programming	Aquatics:	Learn to Swim: Parent & Tot 1,2,3	\$8.25	30 min. class
60			Learn To Swim	Learn to Swim: Preschool Levels 1 to 5	\$8.25	30 min. class
61				Learn to Swim: Swimmer 1 & 2	\$8.25	30 min. class
62				Learn to Swim: Swimmer 3, 4, 5, 6	\$8.25	45 min. class
63				Learn to Swim: Rookie, Ranger, Star	\$8.25	45 min. class
64				Learn to Swim: Adult 1 and 2	\$9.25	45 min. class
65				Learn to Swim: Learn to Swim Program (1:4 ratio)	\$11.75	30 min. class
66				Learn to Swim: Learn to Swim Program (1:6 ratio)	\$15.00	45 min. class
67			Aquatics:	Aquatic Leadership Training: Bronze Star	\$66.75	12 hours
68			Leadership Training	Aquatic Leadership Training: Bronze Medallion/Emerg First Aid Includes All Exam Time	\$195.00	24 Hours
69				Aquatic Leadership Training: Bronze Cross/Standard First Aid Includes All Exam Time	\$226.00	28 Hours
70				Aquatic Leadership Training: LSS Assistant Instructor	\$149.00	18 hours
71				Aquatic Leadership Training: National Lifeguard Pool Option Includes All Exam Time	\$226.00	40 Hours
72				Aquatic Leadership Training: LSS Swim and LS Instructor Course	\$396.50	40 Hours
73				Aquatic Leadership Training: National Lifeguard Recertification	\$56.50	4 hours
74				Aquatic Leadership Training: Standard First Aid	\$123.25	16 hours
75				Aquatic Leadership: CPRC	\$46.25	6 Hours
76				Aquatic Leadership: Standard First Aid/CPR C Recert	\$66.75	8 Hours
77		Community Programming	Aquatics:	Private Lesson - Swimming	\$31.00	1 person/30 min.
78			PRIVATE	Semi Private (2+ Participants) - Swimming	\$20.00	Each/30 Min
79			Learn to Swim			
80			Aquatics:	50 Metre - Lane Only (Lifeguard Costs Extra)	\$24.00	Hour
81			Rentals	25 Metre - Lane Only (Lifeguard Costs Extra)	\$12.00	Hour
				25 Metre - Lane Only - WIATC Middle Tank ONLY (Lifeguard Costs Extra)	\$13.00	Hour

City of Windsor
User Fee Schedule

Community Services - Recreation & Culture						
Ref #	Notes	Category / Division	Sub-Category / Sub-Division	Fee / Service	2024 Fee Excluding HST	
					Cost	Unit of Measure
* Note: All Recreation User Fees include HST except Programs for children 14 and under. Implementation date may be January 1st, April 1st or June 1st depending on program.						
82				Therapy Pool OR Splash Pad Rental - WFCU Centre (Lifeguard Costs Extra)	\$24.25	Hour
83				Lap Pool, Splash Pad and Therapy Pool Rental - WFCU Centre (Lifeguard Costs Extra)	\$120.50	Hour
84				WIATC Natatorium Facility Rental - Space Use ONLY	\$329.25	Hour
85				Water Park - Flow Rider Rental (Includes 2 Lifeguards)	\$263.00	Per Hour
86			Aquatics:	Extra Lifeguard Fee	\$26.50	Hour
87			Other Fees	Timing System Operator	\$53.25	Hour
88		Community Programming	WIATC Atrium Rental Rates	Entire Lower Lobby (Atrium) - 4 Hours	\$737.75	4 hours
89				Entire Lower Lobby (Atrium) - 8 Hours	\$1,074.50	8 hours
90				Entire Lower Lobby (Atrium) - 12 Hours	\$1,433.00	12 Hours
91				West Lobby between Natatorium and WECSHOF	\$68.50	Per Hour
92				West Lobby between Natatorium and WECSHOF - 4 Hours	\$268.50	4 hours
93				West Lobby between Natatorium and WECSHOF - 8 Hours	\$403.00	8 hours
94				West Lobby between Natatorium and WECSHOF - 12 Hours	\$537.50	12 Hours
95				East Lobby (along north windows) OR North Lobby (window corner)	\$92.00	Per Hour
96				East Lobby OR North Lobby - 4 Hours	\$358.00	4 hours
97				East Lobby OR North Lobby - 8 Hours	\$537.00	8 hours
98				East Lobby OR North Lobby - 12 Hours	\$716.00	12 Hours
99				South Lobby A (by fireplace) or South Lobby B (nearest to stairs)	\$46.00	Per Hour
100				South Lobby A or South Lobby B - 4 Hours	\$179.00	4 hours
101				South Lobby A or South Lobby B - 8 Hours	\$268.50	8 hours
102				South Lobby A or South Lobby B - 12 Hours	\$358.00	12 Hours
103				Vendor Table in any public space location	\$25.00	Per Hour
104				Booth/display on site overnight	Based on space used	
105		Community Programming	WIATC Meets/Events (Excludes Quantum System/Electronic Board Operator or Lifeguard)	Single Ended Mini Meet - No Electronics	\$195.00	Per Hour
106				Single Ended Short Course (25m) Meet - 1 Day	\$381.00	Per Hour
107				Single Ended Short Course (25m) Meet - 2 or More Days	\$318.00	Per Hour
108				Single Ended Long Course (50m) Meet - 1 Day	\$477.00	Per Hour
109				Single Ended Long Course (50m) Meet - 2 or More Days	\$397.00	Per Hour
110				Double Ended Short and Long Course - 1 Day	\$551.00	Per Hour
111				Double Ended Short and Long Course - 2 or More Days	\$398.00	Per Hour
112				Aquatic Event Late Information Submission (<2 wks prior to event start)	\$52.00	Per Day Past Due
113		Community Programming	A La Carte Water Park Rates - Based on 2 Hour Minimum	Lazy River including 4 Lifeguards	\$230.00	Per hour
114				Play Structure and Tot Loch including 9 Lifeguards	\$439.00	Per hour
115				Play Structure, Tot Loch, Wave Pool and Activity Pool including 12 Lifeguards	\$713.25	Per hour
116				Activity Pool including 1 Lifeguard	\$65.50	Per hour
117				Whizzard, Python, Master Blaster, Wave Pool and FlowRider including 13 Lifeguards	\$883.75	Per hour
118				Wave Pool including 4 Lifeguards	\$230.25	Per hour
119		Community Programming	Community Centre: Seasonal Activities & School Programs	Introductory Youth (Physical & Non Physical)	\$4.25	Hour
120				Workshop - Youth (3 or less classes) (Physical & Non Physical)	\$6.25	Hour
121				Introductory - Adults (Non physical)	\$6.00	Hour
122				Workshop - Adults (3 or less classes) (Non physical)	\$8.00	Hour
123				Introductory - Adults (Physical Activity)	\$5.75	Hour
124				Advanced - Adults (Physical Activity)	\$7.50	Hour
125				Introductory - Adults (Physical Activity) (Drop in)	\$7.75	Hour
126				Advanced - Adults (Physical Activity) (Drop in)	\$10.00	Hour
127				1:4 Youth Program Fee	\$15.45	Hour
128				1:6 Youth Program Fee	\$7.73	Hour
129				Super Saturdays Activity Fee (Youth) (Plus Program Fee)	\$95.28	10 Saturdays
130				Extra Staffing Fee	\$25.49	Hour
131				Private Lessons (Piano, Guitar, Vocal)	\$19.00	Half Hour
132				Weekly Gym Recreation Program Adults- Unsupervised/Unstructured (2 Hours/week) Prime Time	\$4.00	Hour
133				Drop in Sports (Unsupervised, Unstructured, Come and Go as please (Max 2.5 Hours) Youth	\$1.75	Youth
134				Drop in Sports (Supervised, Unstructured, Come and Go as please (Max 2.5 Hours) Youth	\$2.75	Youth

City of Windsor
User Fee Schedule

Community Services - Recreation & Culture						
Ref #	Notes	Category / Division	Sub-Category / Sub-Division	Fee / Service	2024 Fee Excluding HST	
					Cost	Unit of Measure
* Note: All Recreation User Fees include HST except Programs for children 14 and under. Implementation date may be January 1st, April 1st or June 1st depending on program.						
135				Drop in Sports (Unsupervised, Unstructured, Come and Go as please (Max 2.5 Hours) Adult	\$4.75	Adult Non-Prime
					\$5.75	Adult Prime
136		Community Programming	Community Centre:	Weekly Day Camp Fees	\$136.00	Week/50Hr Wk
137			Day Camp	Daily Day Camp Fees	\$34.00	Day
138				Specialty Day Camp Fees	\$176.00	Week/50Hr Wk
139		Community Programming and Sports Services	Community Centres, WFCU & Arena Auditoriums	Kitchen Only	\$29.00	Hour
140				Single Meeting Room - Tournaments	\$235.00	Day/Per Room
141				Single Meeting Room - NON PRIME	\$27.50	Hour/Per Room
142			Rental Fees	Single Meeting Room - PRIME	\$44.50	Hour/Per Room
143			Applicable to Community	Double Room (formerly AB) - NON PRIME	\$41.75	Hour/Per Room
144			Centres and Arena Auditoriums	Double Room (formerly AB) - PRIME	\$59.75	Hour/Per Room
145			except for Willistead and Mackenzie Hall	Triple Room (Formally ABC Room) - NON PRIME (Only WFCU / FGA/CPRC 1/2 Auditorium)	\$57.50	Hour/Rm
146				Triple Room (Formally ABC Room) - PRIME (Only WFCU / FGA/CPRC 1/2 Auditorium)	\$73.75	Hour/Rm
147				Reception Hall (Only WFCU & CPRC) - NON PRIME	\$73.75	Hour/Rm
148				Reception Hall (Only WFCU & CPRC) - PRIME	\$102.00	Hour/Rm
149				Leisure Gym for Sporting Event (WFCU & C.C.) - NON PRIME	\$30.50	Hour/Per Room
150				Leisure Gym for Sporting Event (WFCU & C.C.) - PRIME	\$51.00	Hour/Per Room
151				Leisure Gym for Non-Sporting Events - NON PRIME (WFCU & C.C.)	\$45.25	Hour/Per Room
152				Leisure Gym for Non-Sporting Events - PRIME (WFCU & C.C.)	\$66.00	Hour/Per Room
153				Large Sports Gym for Sporting Event - NON PRIME (WFCU, AMC & CPRC)	\$42.25	Hour/Rm
154				Large Sports Gym for Sporting Event - PRIME (WFCU, AMC & CPRC)	\$59.75	Hour/Rm
155				Large Sports Gym for Non-Sporting Events - NON PRIME (WFCU, AMC & CPRC)	\$48.50	Hour/Rm
156				Large Sports Gym for Non-Sporting Events - PRIME (WFCU, AMC & CPRC)	\$72.25	Hour/Rm
157				Mon-Friday Daytime Only Full Day Max. 8 Hrs Excludes Reception Hall & Triple Room - one room only	\$207.75	Day
158				Mon-Friday Daytime Only Half Day Max. 4 Hrs Excludes Reception Hall & Triple Room - one room only	\$110.00	Half Day
159				Weekend - Daily Alcohol & Non Alcohol - Full Day (Only C.C. & Forest Glade Arena, CPRC 1/2 auditorium)	\$521.00	Day
160				Weekend - Daily Alcohol & Non Alcohol - Half Day (Only C.C., Forest Glade Arena & CPRC 1/2 Auditorium)	\$276.00	Half Day
161				Reception Hall / Leisure Gym - Daily Alcohol & Non Alcohol (Only WFCU)	\$1,088.00	Day
162				Setup and Take Down Staff Fee (Room Rentals)	\$41.20	Rental
163				Reception Hall - Daily Alcohol & Non Alcohol (WFCU & CPRC)	\$793.00	18 hours
164				Reception Hall - Daily Alcohol & Non Alcohol (WFCU & CPRC)	\$646.00	10 hours
165				Reception Hall - Daily Alcohol & Non Alcohol - (WFCU & CPRC)	\$412.00	4 hours
166				Setup and Take Down Fee (Arenas only)	\$93.50	1-100 chairs
167				Setup and Take Down Fee (Arenas only)	\$140.00	101-150 chairs
168				Setup and Take Down Fee (Arenas only)	\$187.00	151 or more chairs
169				Partial WFCU main bowl concourse area for fitness	\$32.50	Hour
170				Projector, Sound System; Aquatic Starter Rental; Start Block Removal or Relocation per set	\$54.75	Each
171				Electrician	\$47.25	Hour
172				Forklift	\$44.25	Hour
173				Room Rental Refundable Deposit (Includes Birthday Parties)	\$105.00	Deposit
174				Reception Hall Refundable Deposit	\$210.00	Deposit
175		Community Programming	Birthday Parties: Excludes Food and Supplies	1-15 Children (Community Centres only) - Ages 6+	\$164.00	2 Hours
176				16-30 Children (Community Centres only) - Ages 6+	\$276.00	2 Hours
177				1-16 Children (Gymnastic Party)	\$270.00	2 Hours
178				16-24 Children (Gymnastic Party)	\$327.00	2 Hours
179				1-15 Children (Family Birthday Party)	\$212.00	2 Hours
180				16-30 Children (Family Birthday Party)	\$321.00	2 Hours
181				1-15 Children (Nerf Party)	\$190.00	2 Hours
182				16-30 Children (Nerf Party)	\$296.00	2 Hours

City of Windsor
User Fee Schedule

Community Services - Recreation & Culture								
Ref #	Notes	Category / Division	Sub-Category / Sub-Division	Fee / Service	2024 Fee Excluding HST			
					Cost	Unit of Measure		
* Note: All Recreation User Fees include HST except Programs for children 14 and under. Implementation date may be January 1st, April 1st or June 1st depending on program.								
183		Community Programming	Malden Park Visitor Centre: Rentals	1-20 Children (Aquatic Party)	\$262.00	2 Hours		
184				21-30 Children (Aquatic Party)	\$350.00	2 Hours		
185				31-40 Children (Aquatic Party)	\$405.00	2 Hours		
186				Non Alcohol Rental - Hourly (Includes Patio)	\$68.75	Hourly		
187				Non Alcohol Rental - Daily (Includes Patio)	\$519.00	12 Hours		
188				Alcohol Rental - Hourly (Includes Patio)	\$103.00	Hourly		
189				Alcohol Rental - Daily (Includes Patio)	\$785.00	12 Hours		
190				Rental - Non-Profit (Includes Patio)	\$43.00	Hour		
191				Rental - Non-Profit - Kitchen	\$51.50	Flat Rate		
192				Patio Rental Only (Under 4 Hours)	\$30.90	Hourly		
193				Patio Rental - (4 Hours and Over)	\$100.00	Flat Rate		
194				Patio Rental - Non-Profit Only (Under 4 Hours)	\$19.31	Hourly		
195				Patio Rental - Non-Profit (4 Hours and Over)	\$63.86	Flat Rate		
196				Malden Park Visitor Centre Sound System	\$25.75	Flat Rate		
197				Sports Services	Stadia Rental and Light Usage	Baseball Stadium: Lit - Adult	\$65.50	Hourly
198						Baseball Stadium: Unlit - Adult	\$42.00	Hourly
199		Baseball Stadium: Lit - Youth	\$61.75			Hourly		
200		Baseball Stadium: Unlit - Youth	\$39.50			Hourly		
201		Soccer Stadium: Lit - Adult	\$59.00			Hourly		
202		Soccer Stadium: Unlit - Adult	\$32.75			Hourly		
203		Soccer Stadium: Lit - Youth	\$55.75			Hourly		
204		Soccer Stadium: Unlit - Youth	\$31.00			Hourly		
205		John Ivan: Adult Diamonds 1 & 2	\$39.00			Hourly		
206		John Ivan: Youth Diamonds 1 & 2	\$31.25			Hourly		
207		John Ivan: Adult Diamonds 3 to 6 (Unlit)	\$32.00			Hourly		
208		John Ivan: Youth Diamonds 3 to 6 (Unlit)	\$23.25			Hourly		
209		Sports Services	Sports Fields: Other Fees	Additional Dragging and Lining (first daily groom, no charge)	\$46.35	Per Diamond		
210				Fee for Reconfiguring Diamonds	\$90.00	\$230 Max/Day		
211				Unauthorized Use of Recreation Facilities	\$525.00	Infraction per Field		
212		Sports Services	Sports Fields: Other Bookings/Casual Bookings	Open Field Lit - Adult	\$24.50	Hourly		
213				Open Field Unlit - Adult	\$15.00	Hourly		
214				Open Field Lit - Youth	\$21.75	Hourly		
215				Open Field Unlit - Youth	\$13.50	Hourly		
216				Cross Country	\$98.00	4 Hr Time Slot		
217				Sports Court Rental - Tournaments, private lessons, for profit	\$5.25	Court/Hr		
218				Special Events	Special Events: Parks	Park Rentals: Major Events (Entire Park)	\$585.00	Day
219		Park Rentals: Minor Events	\$135.50			Day		
220		Community Permit	\$63.75			Day		
221		Commercial Park Permit (Fitness Classes, Yoga, etc.)	\$10.50			Hour		
222		Lanspeary (Non Ice) Rental - Minimum 2 Day Rental May - October	\$603.00			Day/Minimum 2 Day Rental		
223		Charles Clark Square (Non Ice), Civic Terrace	\$603.00			Day		
224		Weddings & Ceremonies	\$132.00		Day			
225		Special Events: Riverfront Festival Plaza	For Festival Plaza Rental Events (Prime - June - October) Minimum 2 Day Rental		\$2,015.00	Day/ Minimum 2 Day Rental Weekly Max \$9,520		
226			For Festival Plaza Rental Events (Non Prime - January - May & November - December) No Minimum		\$2,015.00	Day/Weekly Max \$9,410		
227			Festival Plaza - Added Fee - Riverfront Access		\$238.50	Event		
228			Other Fees		TBD	Use		
229			Special Events: Vessel Docking (Dieppe Gardens)		Non Private Charter	\$185.50	24 Hrs	
230					Private Charter	\$1,312.50	24 Hrs	
231				Water Service	\$387.00	Flat Rate		
232		Special Events	Special Events: Permits	Picnic Permits	\$76.25	Day		
233				Picnic Permits With Shelter - 100 Capacity	\$95.75	Day		
234				Picnic Permits With Shelter - Over 100 Capacity	\$178.50	Day		
235				Farmers Market - Seasonal Rates - With Amenities	\$2,386.50	Seasonally		
236				Farmers Market - Seasonal Rates - Without Amenities	\$238.50	Seasonally		
237		Special Events	Special Events: Equipment Rentals	Bleachers + Transportation Costs - Limited Use	\$168.25	Unit Plus Transportation Costs		
238				Barricades	\$10.50	Per/Day		

City of Windsor
User Fee Schedule

Community Services - Recreation & Culture						
Ref #	Notes	Category / Division	Sub-Category / Sub-Division	Fee / Service	2024 Fee Excluding HST	
					Cost	Unit of Measure
* Note: All Recreation User Fees include HST except Programs for children 14 and under. Implementation date may be January 1st, April 1st or June 1st depending on program.						
239				Garbage Cans	\$10.50	Per/Day
240				Power Cart < 10 Vendors	\$103.75	Per/Day
241				Power Cart > 10 Vendors	\$170.00	Per/Day
242				Fold & Go Bleachers	\$770.00	1st Day
243				Fold & Go Bleachers	\$311.50	After 1st day
244				Hydration Station (Includes Towing Fee)	\$470.00	Day
245				Community Event Banner Poles (Ouellette Ave.): \$50 for removal, reinstallation	\$388.00	2-3 WK
246				Community Event Banner Poles (Ouellette Ave.): \$50 for removal, reinstallation	\$202.00	1 Week
247		Special Events	Special Events: Showmobile	Showmobile: Use within City Limits: Includes Labour and Transportation	\$966.00	Day or part thereof
248				Showmobile: Use outside of City Limits: Includes Labour and Transportation	\$1,287.50	Day or part thereof
249				Showmobile: Use outside of County Limits:	TBD	Day or part thereof
250			Mobile Stage	Use within City Limits includes Labour and Transportation	\$692.00	Day or part thereof
251				Use outside of City Limits includes Labour and Transportation	\$920.00	Day or part thereof
252				Use outside of City Limits (Non Charitable Groups): Plus Transportation and labour, costs to be recovered	TBD	Day or part thereof
253			Special Events: Administrative Fees	Noise By-Law Waiver	\$110.00	Each
254				Temporary Road Closure (Special Events) (Minor)	\$110.00	Each
255				Temporary Road Closure (Special Events) (Major)	\$165.00	Each
256				Letter Of Non-Objection	\$82.50	Each
257				Special Event Revisions After Approvals	\$164.50	Event
258				Riverfront Festival Plaza Deposit Fee	\$1,066.00	Event
259		Sports Services	Arena Rate Schedule: Ice Rates, Minor Hockey & Figure Skating Arena Rentals	Prime Ice Rates (All Hrs Except Non-Prime)	\$216.00	Hour
260				Non Prime Ice Rates: Weekday Hours between 8am - 3pm	\$198.00	Hour
261				Youth Prime Ice Rate	\$198.00	Hour
262				Seniors & Schools Rate (Weekday hours between 8 am - 3pm: except holidays)	\$107.25	Hour
263		Sports Services	Rinks: Miscellaneous Fees	Youth - Arena Floor Rental (Non-Ice)	\$84.00	Hour
264				Adult - Arena Floor Rental (Non-Ice)	\$105.25	Hour
265				Youth - Arena Floor Rental (Non-Ice)	\$856.00	Day
266				Adult - Arena Floor Rental (Non-Ice)	\$1,053.00	Day
267				Nets (for rentals - more than two)	\$5.75	Net
268				Vendor Lobby Room space with table	\$24.75	Hour
269				Vendor Lobby Room space with table (Non-Profit)	\$11.75	Hour
270				Public Skating Sponsorship Fee - Indoor	\$305.00	2 Hours
271				Public Skating Sponsorship Fee - Outdoor	\$128.75	2 Hours
272				WFCU Staging Pieces	\$58.20	Price Per 4'x8'
273				WFCU Parking Lot Fee (commercial/Exclusive Use)	\$70.00	HOUR
274				Overnight Dressing Room	\$80.00	Night
275				Dedicated Storage Space	\$2.70	Per Sq. Ft.
276				Dedicated Office Space	\$5.90	Per Sq. Ft.
277				Dedicated Dressing Room Space	\$9.15	Per Sq. Ft.
278		Sports Services	Rinks: Public Ice Skating Admission	Public Skating Admission: Indoor Arenas: 18 and Under & Seniors (60+)	\$3.50	Person
279				Public Skating Admission: Indoor Arenas Adults - 19 & Over	\$3.75	Person
280				Public Skating Admission: Indoor Arenas: Family	\$12.25	Family
281				Figure Skate/Hockey Skills Per Person	\$12.50	Person
282		Sports Services	Curling League	Curling League Registration: First League	\$445.75	Person
283				Curling League Registration: First League - Early Bird Rate	\$425.25	Person
284				Curling League Registration: Second League	\$312.75	Person
285				Curling League Registration: Second League - Early Bird Rate	\$292.00	Person
286				Curling League Registration: Additional Leagues	\$41.00	Person
287				Practice Ice	\$9.00	Hour
288		Sports Services	Curling: Public Ice Rental	2 Hour Ice Rental - Group of 8	\$144.25	Per Sheet
289				2 Hour Ice Rental - Group of 8 - League Member	\$130.25	Per Sheet
290				Instruction Fees (Mandatory for first time curlers)	\$40.00	Session
291		Sports Services	Outdoor Rinks: Skating Rink Rentals	Rentals - Lanspeary Outdoor Rink: Ice Rentals- Youth, Senior, Minor Associations, Family Skates, Sponsorship Public Skates	\$118.80	Hour
292				Rentals - Lanspeary Outdoor Rink: Ice Rentals - Adult or For Profit	\$129.60	Hour

City of Windsor User Fee Schedule

Community Services - Recreation & Culture							
Ref #	Notes	Category / Division	Sub-Category / Sub-Division	Fee / Service	2024 Fee Excluding HST		
					Cost	Unit of Measure	
* Note: All Recreation User Fees include HST except Programs for children 14 and under. Implementation date may be January 1st, April 1st or June 1st depending on program.							
293				School Rates (weekdays between 8 am - 3 pm)	\$62.50	Hour	
294				Staff Overtime (Remain in dressing room beyond 1/2 hour)	100%	Cost Recovery	
295		Sports Services	Lakeview Park Marina: Seasonal Mooring Wells (May 1 to Oct 31)	Seasonal Mooring May 1 to Oct 31: - Hydro/Water (Greater of Slip or Boat Size)	\$68.00	Per Foot	
296				Non-Resident Rate: Seasonal Mooring May 1 to Oct 31 Commercial: - Hydro/Water (Greater of Slip or Boat Size)	\$74.75	Per Foot	
297				Resident Rate Seasonal Mooring May 1 to Oct 31 Commercial: - Hydro/Water (Greater of Slip or Boat Size)	\$86.50	Per Foot	
298				Non-Resident Rate: Seasonal Mooring May 1 to Oct 31 Commercial: - Hydro/Water (Greater of Slip or Boat Size)	\$95.50	Per Foot	
299				Lakeview Park Marina: Other Fees	Transient Mooring (Daily)	\$2.30	Per Foot
300					Seasonal Mooring - Transient Mooring (Monthly)		
301					Pavilion at Lakeview Park Marina (conditions apply)	\$97.75	Booking
302					Mid-Week 3 Day Special (Sunday to Thursday): Excludes Holidays	\$0.00	
303					Peche Island Tours	\$10.00	Person
304					Peche Island Tours - 2 Years and Under (Not Yet 3 - You Are Free)	Free	2 yrs & Under
305			Jet Ski/ Dinghy Fee (Designated Area)	\$244.00	Season		
306			Jet Ski Dock Unit	\$550.00	Unit/Season		
307			Additional Parking Pass (1st 2 are free)	\$12.25	Day		
308			Overnight Trailer and Vehicle Parking	\$12.25	Night		
309			Weekend Trailer and Vehicle Parking (2 night max)	\$21.50	Weekend		
310			2nd Slip (smallest slip registered to boater)				
311			Service Fees: Subleasing and-cancellation	\$181.50	Each/Season		
312			Boat Launching Ramps: Daily	\$16.00	Daily		
313			Boat Launching Ramps: Seasonal	\$198.50	Seasonal		
314			Boat Launching Ramps: Seniors (60 yrs & up) - Seasonal	\$138.75	Seasonal		
315			Boat Launching Ramps: Commercial	\$533.75	Seasonal		
316			Boat Launching Ramps: Sanitary Pumpout (Free with \$75 Fuel Purchase Monday-Friday)	\$16.00	Each		
317			Kayak Racks - 1 Rack	\$90.25	Per Kayak/Season		
318			Kayak Racks - 2 Racks	\$159.00	Per 2 Kayaks/Season		
319		Community and Heritage Facilities	Mackenzie Hall Rentals (without admission)	Court Auditoriums: Arts\Culture Use	\$72.50	Hour	
320				Macdonald Room/Court Annex/Main Gallery: Arts\Culture Use	\$38.00	Hour	
321				Court Auditoriums: General Use (Non-Prime Time days and evenings)	\$99.00	Hour	
322				Court Auditoriums: General Use - Prime	\$107.25	Hour	
323				Macdonald Room/Court Annex/Main Gallery: Arts\Culture uses (Non-Prime time days and evenings)	\$35.25	Hour	
324			Macdonald Room/Court Annex/Main Gallery: General Use - Prime	\$44.25	Hour		
325			Mackenzie Hall Rentals (With admission)	Court Auditoriums: Arts\Culture Use	\$87.50	Hour	
326				Macdonald Room/Court Annex/Main Gallery: Arts\Culture Use	\$41.00	Hour	
327				Court Auditoriums: All other uses (Non-Prime Time days and evenings)	\$111.50	Hour	
328				Court Auditoriums: All other uses	\$128.50	Hour	
329		Macdonald Room/Court Annex/Main Gallery: All other uses (Non-Prime Time days and evenings)		\$44.25	Hour		
330			Macdonald Room/Court Annex/Main Gallery: All other uses	\$55.00	Hour		
331			Ontario Tribunals	\$185.00	Hour		
332		Mackenzie Hall Misc	Group Tours: Adults (19+)	\$4.50	Adults		
333			Group Tours: Seniors (60+)	\$4.00	Seniors		
334			Group Tours: Children (18 & below)	\$3.00	Children		
335			Group Tours: School/Student/Community Group	\$3.00	School/Student		
336			Special Tour	\$82.50	Hour		
337			Mackenzie Hall Park: Gazebo for Weddings	\$235.00	Event		

City of Windsor User Fee Schedule

Community Services - Recreation & Culture						
Ref #	Notes	Category / Division	Sub-Category / Sub-Division	Fee / Service	2024 Fee Excluding HST	
					Cost	Unit of Measure
* Note: All Recreation User Fees include HST except Programs for children 14 and under. Implementation date may be January 1st, April 1st or June 1st depending on program.						
338				Service Fees: Technician Fee	\$62.00	Hour
339				Extra Staffing Fee	\$25.00	Hour
340				Screen, TV, VCR, DVD	\$11.00	Each
341				Microphone, Microphone Stand, CD Player, Coffee/Tea Urn	\$5.50	Each
342				Mixer, Stage Set-Up	\$22.00	Each
343				Speakers (Pair), Amplifier	\$27.25	Each
344				Art Exhibitions	\$36.50	Day
345				Photo Session	\$123.00	Hour
346				Security Deposit	\$210.00	Event
347		Community and Heritage Facilities	Mackenzie Hall Linen	Napkins - White	\$0.30	Each
348				72"x72" (Round and 5') - White	\$2.25	Each
349				90"x90" (Skirt Long Tables) - White	\$3.75	Each
350				54"x120" (8' Banquet Tables) - White	\$3.75	Each
351				Napkins - Colour	\$0.55	Each
352				72"x72" (Round and 5') - Colour	\$2.50	Each
353				90"x90" (Skirt Long Tables) - Colour	\$4.75	Each
354				54"x120" (8' Banquet Tables) - Colour	\$4.25	Each
355		Community and Heritage Facilities	Willistead	Morning/Billiard/Library; Reception w/ dance only (54ppl) - Prime	\$950.00	Event
356				Morning/Billiard/Library; Reception w/ dance only (54ppl) - Non Prime	\$590.00	Event
357				Morning/Billiard/Library Room; Inside Ceremony (80 ppl); Reception (54 ppl) - Prime	\$1,520.00	Event
358				Morning/Billiard/Library Room; Inside Ceremony (80 ppl); Reception (54 ppl) - Non-Prime	\$940.00	Event
359				Morning/Billiard/Library; Outside Ceremony (100 ppl); Reception (54 ppl) - Prime	\$1,900.00	Event
360				Morning/Billiard/Library; Outside Ceremony (100 ppl); Reception (54 ppl) - Non-Prime	\$1,425.00	Event
361				Morning/Billiard/Library 4 Hours Rental - Prime	\$940.00	4 Hours
362				Morning/Billiard/Library 4 Hours Rental - Non-Prime Monday - Thursday	\$415.00	4 Hours
363				Morning/Billiard/Library + Dining Room 4 Hours Rental - Non-Prime Mon-Thursday - Meetings/Performances (Arts/Culture)	\$455.00	4 Hours
364				Dining Room Ceremony (52 ppl); reception/Dinner (32 ppl) - Prime	\$425.00	Event
365				Dining Room Ceremony (52 ppl); reception/Dinner (32 ppl) - Non-Prime	\$235.00	Event
366				North/East Gallery Reception w/ dance only (100 -120 ppl) - Prime	\$1,350.00	Event
367				North/East Gallery Reception w/ dance only (100 -120 ppl) - Non-Prime	\$1,060.00	Event
368				North/East Gallery Ceremony Inside (52 - 80 ppl); Reception (100 - 120 ppl) - Prime	\$2,065.00	Event
369				North/East Gallery Ceremony Inside (52 - 80 ppl); Reception (100 - 120 ppl) - Non-Prime	\$1,415.00	Event
370				North/East Gallery Ceremony Outside (100 ppl); Reception (100 - 120 ppl) - Prime	\$2,275.00	Event
371				North/East Gallery Ceremony Outside (100 ppl); Reception (100 - 120 ppl) - Non-Prime	\$1,650.00	Event
372				North/East 4 Hour Rental - Prime	\$1,340.00	4 Hours
373				North/East 4 Hour Rental - (Arts/Culture/Heritage) Non-Prime Monday - Thursday	\$460.00	4 Hours
374				Great Hall Photos and/or Ceremony Inside	\$245.00	Event
375				Paul Martin Garden Photos (no manor access)	\$160.00	Event
376				Bridal Room (Walker bedroom, subject to availability)	\$155.00	Event
377		Coach House Meeting Room	\$315.00	Event		
378		Coach House Meeting Room (Arts/Culture/Heritage)	\$175.00	Event		
379		Dining Room Ceremony Inside - Prime	\$810.00	Event		
380		Dining Room Ceremony Inside - Non-Prime (Monday-Thursday)	\$590.00	Event		
381		Outside Ceremony only; Paul Martin Gardens (100 ppl) - Prime	\$1,020.00	Event		
382		Outside Ceremony only; Paul Martin Gardens (100 ppl) - Non-Prime	\$825.00	Event		

City of Windsor
User Fee Schedule

Community Services - Recreation & Culture						
Ref #	Notes	Category / Division	Sub-Category / Sub-Division	Fee / Service	2024 Fee Excluding HST	
					Cost	Unit of Measure
* Note: All Recreation User Fees include HST except Programs for children 14 and under. Implementation date may be January 1st, April 1st or June 1st depending on program.						
383				Drawing Room - Small Ceremony (20 ppl) - Prime	\$430.00	Event
384				Drawing Room - Small Ceremony (20 ppl) - Non-Prime	\$315.00	Event
385				Willistead Manor Full Manor - 120 seated/225 cocktail - Prime	\$4,400.00	Event
386				Willistead Manor Full Manor - 120 seated/225 cocktail - Non-Prime	\$2,375.00	Event
387				Space Discount	Negotiable	Event
388				Public Tours-Adults	\$6.50	Event
389				Public Tours-Children	\$3.00	Event
390				Public Tours-Seniors	\$5.50	Event
391				Scheduled Tours	\$5.50	Event
392				Baby Grand Piano	\$120.00	Each
393			Duff Baby	Tour of Duff Baby	\$70.00	Tour
394			Art Cart Tour	Regularly Scheduled Art Cart Tours	FREE	
395				Booked Art Cart Tour (non-public hours) 1 Hour	\$69.50	Flat Rate
396				Booked Art Cart Tour (non-public hours) 1.5 Hour	\$105.00	Flat Rate
397			Windsor Community Museum	Book wrapping - 1 book	\$8.75	Each
398				Book wrapping - 3 books or more	\$6.00	Each
399				Commercial User of Museum Windsor Images	\$36.00	Each
400				Encapsulation - 1 item	\$11.75	Each
401				Encapsulation - 2 or more items	\$9.00	Each
402				Encapsulation - items larger than 4"x4"	\$23.25	Each
403				Photocopying (per page legal and letter)	\$0.00	Each
404				Photocopying (per Ledger page 11 x 17)	\$0.00	Each
405				Research (first 15 minutes)	FREE	
406				Research (each additional 15 minutes)	\$17.50	Flat Rate
407				Map Service Fees (1-5 sheets)	\$23.25	Flat Rate
408				Map Service Fees (6-10 sheets)	\$28.75	Flat Rate
409				Map Service Fees (11-15 sheets)	\$35.00	Flat Rate
410				Map Service Fees (16-20 sheets)	\$41.50	Flat Rate
411				Scanning/Printing of Images	\$8.25	Image
412				Microfiche/Film Reproduction (8 1/2 x 11 output)	\$2.50	Page
413				Microfiche/Film Reproduction emailed or mailing of CD	\$2.50	Page
414				Outreach Lecture (Performed by Willistead, Sculpture Park or Museum Windsor)	\$51.50	Each
415				Specialty Walking Tour	\$5.75	Person
416				School/Group Programs	\$5.75	Student
417				After hours Booking Fee	\$69.50	Flat Rate
418		Community and Heritage Facilities	Chimczuk Museum	Adults	\$5.75	Per Person
419			Admission/Program and Membership Fees	Students 3 - 24 age with student card	\$4.75	Per person
420				Seniors	\$4.75	Per person
421				Adult/Senior - Joint Admission - Chimczuk Museum & Art Gallery of Windsor (\$8 AGW + \$5.50 Chimczuk Museum)	\$13.75	Per person
422				Family - using existing Family definition in fee schedule	\$18.00	Family
423				School Children with pre-booked visit	\$3.50	Per person
424				School Children with pre-booked program min. 15 students required per booking	\$5.75	Per person
425				School Children pre-booked double program min. 15 students required per booking	\$8.75	Per person
426				Adult pre-booked group min 15 adults required per booking	\$5.00	Per person
427				Adult pre-booked group program min 15 adults required per booking	\$7.00	Per person
428				Family membership to include a companion pass that can be used with visiting grandparent/cousin/friend	\$58.00	Per person
429				Individual membership	\$17.75	Per person
430				Museum Members & Museum Volunteer Group - Gift Shop Purchase Discount	10%	Discount
431				Museum Members & Museum Volunteer Group - Supplementary Program Fee Discount	10%	Discount
HST Notes:						
1 Only if this is a program of events and is provided primarily to children under 15.						
2 Unless this is a program of events and is provided primarily to children under 15.						
3 Unless sponsorship is by way of advertising in the media.						

City of Windsor User Fee Schedule

Infrastructure Services - Engineering						
Ref #	Notes	Category / Division	Sub-Category / Sub-Division	Fee / Service	2024 Fee Excluding HST (Recommended)	
					Cost	Unit of Measure
Note: All Development and Geomatics products include a 7% GIS Surcharge Fee						
1		Development	Development	Annual Encroachment Inspection Fee	\$74.50	per inspection
2		Development	Development	Encroachment Land Value Fee - Commercial	\$15.00	per sq. ft.
3		Development	Development	Encroachment Land Value Fee - Downtown	\$36.00	per sq. ft.
4		Development	Development	Encroachment Land Value Fee - Industrial	\$7.00	per sq. ft.
5		Development	Development	Encroachment Land Value Fee - Institutional	\$5.00	per sq. ft.
6		Development	Development	Encroachment Land Value Fee - Parking	\$350.00	per 200 sq.ft parking space
7		Development	Development	Encroachment Land Value Fee - Residential	\$12.00	per sq. ft.
8	1	Development	Development	Annual Moving/Oversized Load Permit	\$2,460.75	Vehicle/Year
9	2	Development	Development	City Share of Private Drain Connection Replacement Cost Rebate (Max) (CR189-2014)	\$2,000.00	Per replacement
10	2	Development	Development	City Share of Private Drain Connection Replacement Cost rebate at 50% of the cost of replacement subject to meeting eligibility criteria (CR189/2014)	50.00%	Per replacement
11	5	Development	Development	City Share of Private Drain Connection Replacement Cost Rebate in established Downspout Disconnection Areas subject to meeting eligibility criteria	\$4,000.00	Per replacement
12		Development	Development	Encroachment Application Fee (includes G.I.S. fee)	\$229.25	per application
13		Development	Development	Encroachment Surcharge (Refundable Indemnity deposit)	\$0.00	per application
14		Development	Development	Engineering/Development Review Fee	4%	Total Construction Cost
15		Development	Development	Environmental Compliance Approval Review Process Non-refundable Administration Fees	\$1,019.00	per application & Re-application ** for 1-50 lots/Units
16		Development	Development	Environmental Compliance Approval Review Process Non-refundable Administration Fees	\$1,630.50	per application & Re-application ** for 51-100 lots/Units
17		Development	Development	Environmental Compliance Approval Review Process Non-refundable Administration Fees	\$2,853.25	per application & Re-application ** for 101-200 lots/Units
18		Development	Development	Environmental Compliance Approval Review Process Non-refundable Administration Fees	\$3,668.50	per application & Re-application ** for greater than 200 lots/Units
19		Development	Development	Environmental Protection Act, s. 179.1, Administrative Processing Fee	\$200.00	per application
20		Development	Development	Environmental Site Audit Letter	\$68.25	Per Letter
21		Development	Development	Hard Surface Restoration - Administration Fee	\$216.00	Per Project
22		Development	Development	Hard Surface Restoration - Asphalt (up to 4 inches)	\$2,060.00	Per 10x12 Ft pit
23		Development	Development	Hard Surface Restoration - Asphalt (over 4 inches)	\$2,142.00	Per 10x12 Ft pit
24		Development	Development	Hard Surface Restoration - Asphalt on Concrete	\$2,901.00	Per 10x12 Ft pit
25		Development	Development	Hard Surface Restoration - Concrete (up to 6 inches)	\$2,558.00	Per 10x12 Ft pit
26		Development	Development	Hoarding Monthly Inspection Fee	\$65.50	Per Inspection
27		Development	Development	Hoarding on Right-of-way (minimum \$65) - Untravelled area - Travelled area	\$0.75	Per Linear Ft. Per Square Ft.
28		Development	Development	Lawyer's Letter-Any written request to a lawyer's request such as site plan, subdivision, consent to amend, encroachments, release of rights, etc	\$121.25	Per Letter
29		Development	Development	Minimum Annual Fee Non-Residential Type Encroachments	\$25.00	per encroachment
30		Development	Development	Minimum One-Time Fee Residential Type Encroachments	\$102.00	per encroachment
31	1	Development	Development	Moving/Oversized Load Permit (minimum) up to first 10 moves	\$259.50	Per Move for First ten (10) moves

City of Windsor
User Fee Schedule

Infrastructure Services - Engineering							
Ref #	Notes	Category / Division	Sub-Category / Sub-Division	Fee / Service	2024 Fee Excluding HST (Recommended)		
					Cost	Unit of Measure	
32	1	Development	Development	Moving/Oversized Load Project Permit: First ten (10) moves 11th and subsequent move	\$259.50 \$122.25	For First Ten (10) moves Per 11th & subsequent move	
33		Development	Development	Non-Refundable Permit Application Fee	\$100.00	per permit application	
34		Development	Development	Off-Site Improvements - Sidewalk Contribution	\$115.00	per linear meter	
35		Development	Development	Off-Site Improvements - Curb and Gutter Contribution	\$60.00	per linear metre	
36		Development	Development	Off-Site Improvements - Gravel Alley Contribution	\$100.00	per linear metre	
37		Development	Development	Off-Site Improvements - Asphalt Alley Contribution	\$250.00	per linear metre	
38		Development	Development	Outdoor Café located on Public Right of Way	\$3.00	per sq. ft.	
39		Development	Development	Resubmission fee for Stormwater Reviews – 3 rd and subsequent submission	\$200.00	Per submission	
40		Development	Development	Right-of-way Permit for: -Sewer work, driveways, utility work, water service, other (day closure, signs, structure or object on ROW, temporary construction access, etc.)	\$272.00	Per Permit	
41		Development	Development	Schedule 6 MOE Schedule of Fees for Environmental Compliance Approval Review of storm and sanitary pump stations, force mains, and sanitary sewage detention chambers or oversized sewers, including the expansion of an existing facility that involves an increase in the related capacity of the facility.	\$1,800.00	per review item	
42		Development	Development	Schedule 6 MOE Schedule of Fees for Environmental Compliance Approval Review of storm and sanitary sewers and maintenances including expansion of existing sewers	\$900.00	per sewer	
43		Development	Development	Schedule 6 MOE Schedule of Fees for Environmental Compliance Approval Review of a facility for attenuating stormwater runoff peak flow rate or volume or for managing stormwater runoff quality, such as detention or retention pools, underground chambers, oversized sewers, rooftop storage, parking lot storage, oil, grit and silt separators, flow control outlet structures, infiltration wells, perforated sewers, and trenches or outfalls, including the expansion of an existing facility that involves an increase in the rated capacity of	\$2,000.00	per application	
44		Development	Development	Sewer Information Sheet	\$26.55	Per Sheet	
45		Development	Development	Sewer Permit Letter/Public Right-of-Way	\$98.75	Per Letter	
46		Development	Development	Sewer Work - Tap Inspection Fee	\$209.00	Per Inspection	
47		Development	Development	Sidewalk Café Application Fee	\$0.00	per application	
48		Development	Development	Sidewalk Café Permit	\$224.00	Per Permit	
49		Development	Development	Stormwater Review Fee for sites less than 2Ha in size	\$490.00	Per application	
50		Development	Development	Stormwater Review Fee for sites greater than 2Ha in size	\$820.00	Per application	
51		Development	Development	Stormwater Review Fee related to SPC Amendment (AMT) Type applications (all sizes of site)	\$430.00	Per application	
52		Development	Development	Traffic Control Plan Review Fee	\$25.00	Per review	
53		Development	Development	Utility Review Fee	\$69.15	per review	
54		Development	Development	Utility Road Segment Fee (2nd and subsequent segments)	\$272.00	per road segment	
55		Engineering	Engineering	Local Improvement Flat Rate – Sanitary Sewer	\$435.00	Per linear metre property frontage	
56		Engineering	Engineering	Local Improvement Flat Rate –Storm Sewer	\$400.00	Per linear metre property frontage	
57		Engineering	Engineering	Private Drain Connection Installation Flat Rate	\$3,831.00	Per Connection	
58		Geomatics	Geomatics	1:15,000 Street Map - Double Line Map - 36" x 56" Plot	\$14.50	Per plot	
59		Geomatics	Geomatics	1:15,000 Street Map - Double Line Map - 36" x 56" Plot FULL COLOUR	\$24.25	Per plot	
60		Geomatics	Geomatics	1:20,000 Street Map - Double Line Map - 28" x 42" Plot	\$11.25	Per plot	
61		Geomatics	Geomatics	1:30,000 Street Map - Single Line Map - 20" x 28" Plot	\$8.25	Per plot	
62		Geomatics	Geomatics	11" x 17" Street Map - Single Line Map - Print	\$5.75	Per print	

City of Windsor
User Fee Schedule

Infrastructure Services - Engineering						
Ref #	Notes	Category / Division	Sub-Category / Sub-Division	Fee / Service	2024 Fee Excluding HST (Recommended)	
					Cost	Unit of Measure
		The replacement of private drain connections will be subsidized at 50% (in lieu of the normal subsidy of up to \$2,000) of the cost of				
		Those applicants that do not meet the noted criteria for 50% subsidy, are still eligible to apply for the normal subsidy of up to				
3		Can be viewed free on Internet - but can be copied to CD for an administration and materials fee				
4		A 7% GIS Surcharge fee (excluding taxes where applicable) is included in all of the Development and Geomatics fees mentioned above.				
5		CR93/2021:				
		That City Council APPROVE an increase in the City Share of Private Drain Connection Replacement Cost Rebate				
		to an upset limit of \$4,000.00 per replacement in established Downspout Disconnection Areas to encourage the elimination				
		of infiltration into the sanitary sewer on an ongoing basis				
		There is a \$3.00 (per Public Works Permit) service fee for any over-the-counter transactions including fax and mail-in options.				

City of Windsor
User Fee Schedule

Infrastructure Services - Pollution Control							
Ref #	Notes	Category / Division	Sub-Category / Sub-Division	Fee / Service	2024 Fee Excluding HST (Recommended)		
					Cost	Unit of Measure	
1	1	Little River Pollution Control	Over Strength Sewage Treatment	- Overstrength Surcharge - Carriere Foods & Little River Pollution Control Plant	based on 2022 actuals	per kg.	
2	1	Little River Pollution Control	Sewage Treatment	- Sewage Treatment - Town of Tecumseh	based on 2022 actuals	per m3	
3	1	Lou Romano Water Recl Plant	Over Strength Sewage Treatment	- Overstrength Surcharge – Lou Romano Water Reclamation Plant	based on 2022 actuals	per kg.	
4	1	Lou Romano Water Recl Plant	Sewage Treatment	- Sewage Treatment - Town of LaSalle	based on 2022 actuals	per m3	
5	1	Lou Romano Water Recl Plant	Sewage Treatment	All Septic Tank and Holding Tank Waste Disposal - LRWRP	\$11.00	per gallon	
6		Lou Romano Water Recl Plant	Lou Romano Water Recl Plant	Environmental Inspection Fee	\$58.65	per inspection	
Notes:							
1	New rates are calculated based on previous year's actual cost to treat sewage.						

City of Windsor User Fee Schedule

Infrastructure Services - Public Works						
Ref #	Notes	Category / Division	Sub-Category / Sub-Division	Fee / Service	2024 Fee Excluding HST (Recommended)	
					Cost	Unit of Measure
1		Administration - Public Works		Card Key Replacement	\$30.00	additional replacements
2		Administration - Public Works		Xeroxing	\$2.00	first page
3		Administration - Public Works		Xeroxing	\$0.30	each additional page (plus GST&PST)
4		Contracts, Field Services, and Maintenance	Field Services - Enforcement	Inspection Fee By-Law 25-2010	\$74.50	Per Inspection
5		Contracts, Field Services, and Maintenance	Field Services - Enforcement	Order to Comply - Final Notice	\$103.00	Per Letter
6		Contracts, Field Services, and Maintenance	Field Services - Enforcement	ROW Order - Non-compliance Fee	\$322.00	Per Order
7		Contracts, Field Services, and Maintenance	ROW Maintenance	Pavement Degradation Fee - 2 year old or less	\$35.00	per square meter
8		Contracts, Field Services, and Maintenance	ROW Maintenance	Pavement Degradation Fee - 2 to 4 years old	\$30.00	per square meter
9		Contracts, Field Services, and Maintenance	ROW Maintenance	Pavement Degradation Fee - 4 to 7 years old	\$25.00	per square meter
10		Contracts, Field Services, and Maintenance	ROW Maintenance	Pavement Degradation Fee - 7 to 10 years old	\$15.00	per square meter
11		Contracts, Field Services, and Maintenance	ROW Maintenance	Pavement Degradation Fee - 10 to 15 years old	\$5.00	per square meter
12		Contracts, Field Services, and Maintenance	ROW Maintenance	Restoration Administration Fee	\$216.00	per agreement
13		Contracts, Field Services, and Maintenance	Sewer Maintenance	Eeling Service, Weekdays, By-Law 49-21	\$190.00	weekday per service rate
14		Contracts, Field Services, and Maintenance	Sewer Maintenance	Eeling Service, Weekends, By-Law 49-21	\$270.00	weekend per service rate
15		Environmental Services	Barricades	Delivery and Pick up of Barricades	\$65.00	per hour
16		Environmental Services	Barricades	Rental Charge for Barricades	\$5.00	per barricade
17		Environmental Services	Barricades	Barricade Replacement Cost	\$100.00	per barricade
18		Environmental Services	Containerized Refuse Collection	Waste Bin Rental Fee - Condominiums	\$50.00	per month per bin
19		Environmental Services	Containerized Refuse Collection	Waste Collection and Disposal Charges	\$32.50	per lift
20		Environmental Services	Containerized Refuse Collection	Waste Collection and Disposal Charges at Condominiums	\$32.50	per lift, beyond one lift per week
21		Environmental Services	Lights	Rental Charge for Lights	\$10.00	per light
22	2	Environmental Services	Rodent Control	Rodent Control Service Call	\$20.00	Per Service
23		Traffic Operations & Parking	On-Off Street Parking	Card Key Replacement	\$15.00	first replacement
24		Traffic Operations & Parking	On-Off Street Parking	Meter Bags	\$5.00	per bag per day, non-refundable
25		Traffic Operations & Parking	On-Off Street Parking	Meter Bags for Contractors Only in Construction Areas	\$10.00	per bag per day, non-refundable
26		Traffic Operations & Parking	Parking Enforcement	Failing to attend a scheduled review before a hearing officer	\$100.00	penalty
27		Traffic Operations & Parking	Parking Enforcement	Failing to attend a scheduled review before a screening officer	\$50.00	penalty
28		Traffic Operations & Parking	Parking Enforcement	Late Payment Fee	\$40.00	penalty
29		Traffic Operations & Parking	Parking Enforcement	MTO Plate Denial Fee	\$25.00	penalty
30		Traffic Operations & Parking	Parking Enforcement	Sale of Residential Permit	\$35.00	per permit
31	1	Traffic Operations & Parking	Parking Enforcement	Sale of tokens for meters (to businesses)	\$25.00	per roll
32		Traffic Operations & Parking	Parking Enforcement	Searching Ministry of Transportation (MTO) and out of province and out of state records	\$10.00	per search
33		Traffic Operations & Parking	Traffic Operations	Signs & Markings Plan Inspection	\$146.00	per application
34		Traffic Operations & Parking	Traffic Operations	Alley Lighting - Maintenance & Utility Costs	\$150.00	per light fixture
35		Traffic Operations & Parking	Traffic Operations	Average Annual Daily Traffic Counts	\$30.00	each
36		Traffic Operations & Parking	Traffic Operations	Average Daily Traffic Volume Report	\$30.00	per book
37		Traffic Operations & Parking	Traffic Operations	Signal Timing Plan	\$50.00	each
38		Traffic Operations & Parking	Traffic Operations	Traffic Control Signal Drawings	\$50.00	each
39		Traffic Operations & Parking	Traffic Operations	Truck Route Maps	\$50.00	each
40		Traffic Operations & Parking	Traffic Operations	Turning Movement Counts	\$50.00	per count
41		Transportation Planning	Traffic Studies	Motor Vehicle Collision Summary Report	\$30.00	each
42		Transportation Planning	Traffic Studies	Volumetric Flow Charts	\$20.00	each
Notes:						
1	A 50% discount is available to various business associations in the Windsor area.					

City of Windsor
User Fee Schedule

Infrastructure Services - Public Works						
Ref #	Notes	Category / Division	Sub-Category / Sub-Division	Fee / Service	2024 Fee Excluding HST (Recommended)	
					Cost	Unit of Measure
2	Fee deferred to 2025 implementation					

City of Windsor
User Fee Schedule

Human & Health Services - Huron Lodge							
Ref #	Notes	Category / Division	Sub-Category / Sub-Division	Fee / Service	2024 Fee Excluding HST (Recommended)		
					Cost	Unit of Measure	
1	1	Resident Services		Auditorium Rental - 1-20 people (Non-Huron Lodge Resident)	\$40.00	per use	
2	1	Resident Services		Auditorium Rental - 21-75 people (Non-Huron Lodge Resident)	\$70.00	per use	
3		Resident Services		Chapel (Non-Huron Lodge Residents)	\$25.00	per use	
4	1	Resident Services		The Family Celebration Room (Non-Huron Lodge Resident - maximum 8 people)	\$30.00	per use	
5		Resident Services		Unit Activity Areas - maximum 16 people (Non-Huron Lodge Resident)	\$30.00	per use (with meal purchase)	
6	1	Resident Services		Unit Activity Areas - maximum 16 people (Non-Huron Lodge Resident)	\$35.00	per use (without meal purchase)	
Notes:							
1	Other fees may be applied where meals are not purchased.						

BY-LAW NUMBER 43-2024

A BY-LAW TO PRESCRIBE A TARIFF OF FEES FOR THE PROCESSING OF
PLANNING APPLICATIONS

Passed the 26th day of February, 2024.

WHEREAS Section 69 of the Planning Act, RSO 1990 as amended authorizes the council of a municipality to prescribe by by-law a tariff of fees for the processing of applications made in respect of planning matters;

AND WHEREAS it is deemed expedient to prescribe a tariff of fees for the processing of applications made in respect of planning matters;

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

1. Every person who applies to The Corporation of the City of Windsor for the processing of applications in respect of the planning matters referred to in Column 1 of Schedule "A" attached hereto shall pay to the said Corporation, at the time of making such application unless otherwise specified, the fee as shown in Column 2 opposite of Schedule "A" attached hereto.
2. The fees listed in COLUMN 2 of Schedule "A" of this By-law will be subject to H.S.T. where applicable.
3. By-law Number 57-2023 is hereby repealed.
4. This by-law amendment shall come into force and take effect on the same day as the passing thereof.

DREW DILKENS, MAYOR

CITY CLERK

First Reading - February 26, 2024
Second Reading - February 26, 2024
Third Reading - February 26, 2024

**SCHEDULE "A"
TO BY-LAW 43-2024**

COLUMN 1

COLUMN 2

DEVELOPMENT REVIEW SERVICES FEES

Pre-Submission Fee/Pre-Consultation Stage 1 Fee \$ 313.60

Condominium Conversion Application

i) Base Fee \$ 7,575.00

ii) Additional Fee - per unit \$ 71.40

iii) Building Department Inspection Fee \$ 317.75

After 4 hours-at time of request by applicant
Or when invoiced by Building Department \$ 100.00 per hour

Official Plan Amendments (Minor)

i) Base Fee \$ 1,129.20

ii) Pre-Consultation Stage 2 Fee \$1,129.20

Official Plan Amendments (Major)

i) Base Fee \$ 4,056.17

ii) Pre-Consultation Stage 2 Fee \$4,056.18

Part Lot Control Applications

i) Development Review Fee
Per Application \$ 1,196.50

Plan of Subdivision/Condominium

i) Base Fee Subdivision \$ 684.00 / per lot or block

ii) Base Fee Condominium \$ 185.00 / per lot / per unit

**Amendment To Draft Approval of
Plan of Subdivision/Condominium** \$ 3,646.30

**Amendment To Agreement Of
Plan of Subdivision/ Condominium** \$ 3,048.00

Plan of Subdivision/Condominium Extension \$ 3,329.60

Amalgamation of Condominium Corporations \$ 1,863.00

**Subdivision & Condominium Final Approval
Registration Fee** \$ 519.60

Rezoning Applications (Minor)

i) Base Fee \$ 2,173.50

ii) Pre-Consultation Stage 2 Fee \$2,173.50

<u>COLUMN 1</u>	<u>COLUMN 2</u>
Rezoning Applications (Major)	
i) Base Fee	\$ 2,918.70
ii) Pre-Consultation Stage 2 Fee	\$2,918.70
Re-notification Fee of Public Notice of Application for an Amendment/Applicant Request for Deferral-at time of request by applicant	\$ 2,258.40
Removal of Holding "H" Symbol	\$ 1,536.00
Pre Holding/Servicing Removal	\$ 2,371.20
 <u>SITE PLAN CONTROL</u>	
Pre-Consultation Stage 1 Fee	\$500.00
Minor Development Application Stage 2 Fee	\$1,697.50
Minor Development Application	\$ 1,697.50
Standard Development Application Stage 2 Fee	\$3,080.50
Standard Development Application	\$ 3,080.50
Major Development Application Stage 2 Fee	\$4,435.45
Major Development Application	\$ 4,435.45
Amendment/Modification Stage 2 Fee	\$1,697.50
Amendment/Modification	
i) Base Fee	\$ 1,697.50
Minor Change	\$ 209.10
Minor Change Requiring Review of Three or More Departments Stage 2 Fee	\$500.00
Minor Change Requiring Review of Three or More Departments	\$ 239.00
Re-review of Site Plan Application (Minor or Standard) Stage 2	\$776.25
Re-review of Site Plan Application (Minor or Standard)	\$ 776.25
Re-review of Site Plan Application (Major) Stage 2	\$1,620.30
Re-review of Site Plan Application (Major)	\$ 1,620.30
Inspections (Landscaping)	\$ 485.40
Inspections (Lighting)	\$ 135.60
Inspections (Building Department)	
Fee for Initial Performance Bond Inspections	\$ 260.00
After 3 hours-at time of request by applicant or when invoiced by Building Department	\$ 75.00 per hour
Small Scale Low Profile Residential Development	\$ 214.25

COLUMN 1

COLUMN 2

COMMITTEE OF ADJUSTMENT FEES

Minor Variance

- | | |
|--------------------|-------------|
| a) Residential | \$ 2,449.00 |
| b) Non Residential | \$ 2,449.00 |
| c) Signs | \$ 2,345.00 |
| d) Fences | \$ 2,345.00 |

Legal Non-Conforming Uses

- | | |
|---|-------------|
| a) All Application Changes | \$ 2,534.75 |
| b) Enlargement or extension of a building | \$ 2,534.75 |

Consent Applications

- | | |
|---|-------------|
| a) Each New Building Lot | \$ 2,657.90 |
| b) Validation of title or foreclosure or
exercise of power of sale | \$ 2,297.70 |
| c) All Other Consent Applications (Sections 53) | \$ 2,657.90 |
| d) Requests for change to conditions (Minor) | \$ 384.00 |
| e) Requests for change to conditions (Major) | \$ 756.00 |
| f) Issuance of additional Certificates of the
Official | \$ 248.50 |

Consent with Minor Variance:

- | | |
|--------------------|-------------|
| a) Residential | \$ 3,888.50 |
| b) Non-Residential | \$ 3,888.50 |

Miscellaneous Committee of Adjustment Fees:

- | | |
|--|-----------|
| a) Notification fee when deferred at request of
the applicant-at time of request by applicant | \$ 508.20 |
| b) Special hearings by request of applicant
Cost recovery-at time of request by applicant | \$ 480.25 |

BY-LAW NUMBER 44-2024

A BY-LAW TO CONFIRM PROCEEDINGS OF THE COUNCIL OF THE CORPORATION OF THE CITY OF WINDSOR AT ITS MEETING HELD ON THE 26TH DAY OF FEBRUARY, 2024

Passed the 26th day of February, 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 - February 26, 2024
Second Reading - February 26, 2024
Third Reading - February 26, 2024

BY-LAW NUMBER 35-2024

A PROVISIONAL BY-LAW TO PROVIDE FOR A DRAINAGE WORKS IN THE CITY OF WINDSOR IN THE COUNTY OF ESSEX FOR THE IMPROVEMENT OF THE SPRUCEWOOD AVENUE DRAIN

Passed the 12th day of February, 2024.

WHEREAS the Council of The Corporation of the City of Windsor has procured a Drainage Report under section 78 of the *Drainage Act* for the improvement of the Sprucewood Avenue Drain;

AND WHEREAS the report dated December 12, 2023 has been authored by Rood Engineering Inc. and the attached report forms part of this by-law

AND WHEREAS the estimated total cost of the drainage work is \$151,000.00

AND WHEREAS this estimated total cost will be borne by the property owners of 0 Maplewood Drive (Roll No. 080-850-01624-0000) and 5565 Maplewood Drive (080-850-01627-0000), in accordance with the Schedule of Assessment in the Drainage Report;

AND WHEREAS the Council of The Corporation of the City of Windsor is of the opinion that the improvement of the Sprucewood Avenue Drain is desirable;

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

1. **THAT** the Engineer's Report for the Improvement of the Sprucewood Avenue Drain as prepared by Rood Engineering Inc., dated December 12, 2023, which is attached hereto as Schedule "A", is hereby adopted, and the drainage works as therein indicated and set forth are hereby authorized and shall be completed in accordance therewith with all costs assigned to the owners identified in the Schedule of Assessment in said report.
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 - February 12, 2024
Second Reading - February 12, 2024
Third Reading - February 26, 2024